



AGENDA

Ordinary Council Meeting

Date: Monday, 23 March 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 Council meetings you are respectful to others and use appropriate language at all times. Cowra Council accepts no liability for any defamatory or offensive remarks or gestures made during the course of this meeting.

I.2 Acknowledgement of Country

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

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

List of apologies for the meeting.

I.4 Disclosures of Interest

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

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

I.5 Presentations

2 CONFIRMATION OF MINUTES

Confirmation of Minutes of Ordinary Council Meeting held on 23 February 2026



MINUTES

**Ordinary Council Meeting
Monday, 23 February 2026**

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**MINUTES OF COWRA COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 23 FEBRUARY 2026 AT 5:45 PM**

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

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

I INTRODUCTION

1.1 Recording & publishing

The Mayor advised that the meeting was being recorded.

1.2 Acknowledgement of Country

The Mayor delivered the Acknowledgment of Country.

1.3 Apologies and Applications for Leave of Absence by Councillors

Apology

RESOLUTION 18/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

That apologies from Cr Ruth Fagan and Cr Cheryl Speechley be received and accepted.

CARRIED

1.4 Disclosures of Interest

Cr Erin Watt declared a non-pecuniary interest in relation to item 4.5 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra* as a family member is involved in the submission, and will leave the chamber during discussion of this item.

Cr Tony Horton declared a non-pecuniary interest in relation to the following items as a family member is employed by Cowra Information and Neighbourhood Centre, and will leave the chamber during discussion of these items:

- Item 4.5 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra.*
- Item 8.1 *Application - Access Incentive Scheme Grant - Cowra Information Neighbourhood Centre - 11 Vaux Street Cowra.*

Cr Nikki Kiss OAM declared a non-pecuniary interest in relation to the following items as she is the Chair of Cowra Information and Neighbourhood Centre, and will leave the chamber during discussion of these items:

- Item 4.5 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra.*
- Item 8.1 *Application - Access Incentive Scheme Grant - Cowra Information Neighbourhood Centre - 11 Vaux Street Cowra.*

Cr Peter Wright declared a non-pecuniary interest in relation to item 4.4 *Request from Adjoining Landowner to Close and Purchase Council Road Reserve under the Roads Act 1993* as a family member may be involved in this matter, and will leave the chamber during discussion of this item.

1.5 Presentations

Nil

2 CONFIRMATION OF MINUTES

RESOLUTION 19/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Cheryl Downing

That the minutes of Ordinary Council Meeting held on 27 January 2026 be confirmed.

CARRIED

3 MAYORAL MINUTES

3.1 Mayoral Minute - Planning System Reforms

RESOLUTION 20/26

Moved: Cr Paul Smith

Seconded: Cr Erin Watt

That Council:

1. **Express its strong objection to the NSW Government's planning reforms that remove elected councillors from development assessment, impose Local Planning Panels without councillor representation, and enable complying development to override Council's adopted development standards.**
2. **Write to the NSW Minister for Planning, the Hon. Paul Scully MP, outlining Council's opposition and seeking urgent reconsideration of these aspects of the reforms.**
3. **Write to the local State Member, the Hon. Steph Cooke MP, requesting advocacy on behalf of Cowra and other regional councils.**
4. **Write to Local Government NSW (LGNSW) seeking statewide advocacy for restoration of councillor involvement in development**

decision-making.

5. Write to the Country Mayors Association of NSW requesting coordinated regional representation on the issue.

CARRIED

4 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 9 FEBRUARY 2026

DIRECTOR-CORPORATE SERVICES REPORT

4.1 Policy Review - Public Interest Disclosures Policy

RESOLUTION 21/26

Moved: Cr Erin Watt

Seconded: Cr Nikki Kiss OAM

That consideration of the adoption of the Public Interest Disclosures Policy be deferred to give council staff time to review questions raised by Council.

CARRIED

4.2 Investments and Financial Report

RESOLUTION 22/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Erin Watt

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

CARRIED

DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

4.3 Strategic Infrastructure Requirements for Cowra Land Development and Growth

RESOLUTION 23/26

Moved: Cr Tony Horton

Seconded: Cr Cheryl Downing

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.

CARRIED

At 6:06 pm, Cr Peter Wright left the meeting.

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

RESOLUTION 24/26

Moved: Cr Tony Horton

Seconded: Cr Nikki Kiss OAM

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.

CARRIED

At 6:08 pm, Cr Peter Wright returned to the meeting.

At 6:08 pm, Cr Nikki Kiss OAM, Cr Erin Watt, Cr Tony Horton left the meeting.

DIRECTOR-ENVIRONMENTAL SERVICES REPORT

4.5 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.

The chair declared Council would defer the decision on Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra due to the lack of a quorum.

At 6:09 pm, Cr Tony Horton, Cr Erin Watt, Cr Nikki Kiss OAM returned to the meeting.

4.6 Development Application No. 10.2025.122.1, Lot 11 DP 1306817, 174 Willowvale Road Cowra, garage, lodged by D A Walters. The property owner is D A & B A Walters.

RESOLUTION 25/26

Moved: Cr Tony Horton

Seconded: Cr Nikki Kiss OAM

- 1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The 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. 10.2025.122.1, for the construction of a garage on Lot 11 DP 1306817, 174 Willowvale Road Cowra be subject to the following conditions:**

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan Sheet No. 1	M A Steel 04/12/2025	Received 8/12/2025 Stamped DA 10.2025.122.1
Site Plan Sheet No. 3	M A Steel 04/12/2025	Received 8/12/2025 Stamped DA 10.2025.122.1
Elevations Sheet 7 of 7	Fair Dinkum Build Young Job No. FDYO141144 5/12/2025	Received 10/12/2025 Stamped DA 10.2025.122.1(A)
Statement of Environmental Effects (Amended)	MA Steel	Received 10/12/2025 Stamped DA 10.2025.122.1(A)

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

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. 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 and lodge a free enquiry that helps keep people safe and protect underground infrastructure

CARRIED

In Favour: Crs Paul Smith, Nikki Kiss OAM, Karren Cave and Tony Horton

Against: Crs Cheryl Downing, Erin Watt and Peter Wright

CARRIED 4/3

LATE REPORTS**4.7 Councillor Queries****RESOLUTION 26/26**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Cheryl Downing

That council note the responses provided to questions raised after the agenda was published.

CARRIED

5 GENERAL MANAGER

5.1 Delivery Program 2025-2026 to 2028-2029; Operational Plan 2025-2026; Six-Month Review to 31 December 2025

RESOLUTION 27/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Erin Watt

That Council note the Six-Month Review to 31 December 2025 of the Delivery Program 2025-2026 to 2028-2029; Operational Plan 2025-2026.

CARRIED

6 DIRECTOR-CORPORATE SERVICES

6.1 Submission to the Inquiry into the state of live music in NSW

RESOLUTION 28/26

Moved: Cr Erin Watt

Seconded: Cr Tony Horton

That Council authorise the General Manager to lodge the attached draft submission to the Legislative Council Inquiry into the state of live music in NSW on behalf of Council and its Civic Centre Reference Group.

CARRIED

6.2 Second Quarter Budget Review 2025-26

RESOLUTION 29/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Paul Smith

- 1. That Council note the 2025-26 Second Quarter Budget Review Report, including that a surplus of \$3,712,000 surplus is projected for the financial year.**
- 2. That Council approve the 2025-26 Second Quarterly Budget Review Statement for submission to the Office of Local Government.**

CARRIED

6.3 Section 355 Committee Minutes - Cowra Sport & Recreation Committee**RESOLUTION 30/26**

Moved: Cr Cheryl Downing

Seconded: Cr Tony Horton

That Council note the draft minutes of the Cowra Sport & Recreation Committee held on 26 November 2025.

CARRIED

7 DIRECTOR-INFRASTRUCTURE & OPERATIONS7.1 Committee Minutes - Transport Forum**RESOLUTION 31/26**

Moved: Cr Paul Smith

Seconded: Cr Nikki Kiss OAM

1. **That the draft minutes of the Transport Forum meeting held on 9 February 2026 be noted.**
2. **That Council note the commitment from Transport for NSW toward addressing congestion west of the State Highway Lachan River Bridge when the existing low level bridge is closed.**
3. **That Council and TfNSW collect the required data to further assess the impact of the potential options:**
 - **Parking utilisation on the north side of Kendal Street between Lachlan Street and the service station;**
 - **Pedestrian volumes on the Macquarie Street pedestrian crossing south of Kendal Street.**
4. **That no further changes be made to the parking and traffic arrangements in Brisbane Street outside the Cowra Hospital at this time.**
5. **That a technical assessment be carried out involving Council staff and the demolition contractor to determine if a 40km/h speed zone is to be implemented for the site while demolition of the old Cowra Hospital is in progress.**
6. **That Council approves the Class 3 special event, to be held as the “Woodstock Autumn Endurance Ride” on the 25th and 26th April, 2026, subject to compliance with the requirements of NSW Police.**
7. **That Council approves the Class 2 special event to be held as part of the annual ANZAC Day Parade on 25 April 2026, in principle, subject to compliance with the requirements of Transport for New South Wales**

(TfNSW) and NSW Police.

8. That Cowra Junior Soccer be permitted, in principle, to activate a Speed Zone Reduction on Lachlan Valley Way (Boorowa Road) from the Mid Western Highway (Grenfell Road) intersection on Saturday mornings between 7:30am to 1:00pm, from 2 May 2026 to 19 September 2026, excluding school holidays, subject to:
- Suitably accredited persons with no less than an “Implement Traffic Control Plan” accreditation, issued by Safework NSW to implement the temporary speed zoning,
 - Compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.

CARRIED

7.2 Section 355 Committee Minutes - Saleyards Committee

RESOLUTION 32/26

Moved: Cr Erin Watt

Seconded: Cr Peter Wright

- That the minutes of the draft Saleyards Committee meeting held on 5 February 2026 be noted.
- That Council lobby for TfNSW to investigate options to improve road quality to create a safe path for 35m B-Triple road trains to connect Cowra and Forbes.

CARRIED

At 7:43 pm, Cr Tony Horton, Cr Nikki Kiss OAM left the meeting.

8 DIRECTOR-ENVIRONMENTAL SERVICES

8.1 Application - Access Incentive Scheme Grant - Cowra Information Neighbourhood Centre - 11 Vaux Street Cowra

RESOLUTION 33/26

Moved: Cr Erin Watt

Seconded: Cr Peter Wright

That Council allocates \$2,647.27 from the Access Incentive Scheme Fund to Cowra Information Neighbourhood Centre to assist with the costs of installing an accessible ramp and handrail at 11 Vaux Street, Cowra.

CARRIED

In Favour: Crs Paul Smith, Karren Cave, Cheryl Downing, Erin Watt and Peter Wright

Against: Nil

CARRIED 5/0

At 7:49 pm, Cr Tony Horton, Cr Nikki Kiss OAM returned to the meeting.

8.2 Footpath Trading Policy**RESOLUTION 34/26**

Moved: Cr Erin Watt

Seconded: Cr Cheryl Downing

That Council endorses a variation to the adopted Revenue Policy to allow business owners within the Cowra CBD to lodge an application for a Footpath Trading Permit prior to 31 December 2026 without incurring an application fee, inspection fee or annual license fee.

CARRIED

9 LATE REPORTS9.1 Draft S355 Committee Minutes - CBD Committee 18 February 2026**RESOLUTION 35/26**

Moved: Cr Erin Watt

Seconded: Cr Nikki Kiss OAM

1. **That Council note the draft minutes from the CBD Committee meeting held on 18 February 2026.**
2. **That council note the resignation of Marc McLeish from the CBD Committee and write thanking him for his contribution.**
3. **That council appoint the following new members to the committee**
 - **Inel Date – Business Representative**
 - **Bill Nixon – Community Representative**
4. **That council investigate options for linemarking carparking spaces in Kendal Street.**
5. **That Council consider including the Macquarie Street masterplan as a major priority when developing the 2026/2027 operational plan and budget.**

CARRIED

9.2 Councillor Queries**RESOLUTION 36/26**

Moved: Cr Peter Wright

Seconded: Cr Tony Horton

That council note the responses provided to questions raised after the agenda was published.

CARRIED

9.3 Extraordinary Council Minutes - 23 February 2026**RESOLUTION 37/26**

Moved: Cr Tony Horton

Seconded: Cr Erin Watt

That the minutes of the Extraordinary Council Meeting held on 23 February

2026 be confirmed.

CARRIED

10 CONFIDENTIAL MATTERS

RESOLUTION 39/26

Moved: Cr Tony Horton

Seconded: Cr Erin Watt

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

11 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS

11.1 Request for Tender (RFT) 9/2025 - Full Service Heavy Patching - Local and State Roads 2026/27

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

11.2 Request for Tender (RFT) S3 2025 - Supply and Delivery of Concrete Stormwater Drainage Pipes

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

LATE REPORT

11.3 Disposal of 1 Bourke Street Cowra

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

CARRIED

3 MAYORAL MINUTES

3.1 Mayoral Minute - Central NSW Joint Organisation Board Meeting 26 February 2026

File Number: D26/374

Author: Paul Smith, Mayor

RECOMMENDATION

That Council note the Mayoral Minute on the Central NSW Joint Organisation board meeting held on 26 February 2026 held in Grenfell, NSW.

INTRODUCTION

This report provides advice from the recent meeting of the Central NSW Joint Organisation Board held in Grenfell on 26 February 2026. A presentation was received by the Board from Ms Megan Winter, General Manager, Basin Plan Review, Murray Darling Basin Authority. More detail on reports to the meeting are below. The agenda can be found on the CNSWJO website: www.centraljo.nsw.gov.au/business-papers-agendas/



Draft 2026/27 Budget and Statement of Revenue

The Board adopted the draft 2026/27 Budget and Statement of Revenue, where it will be placed on exhibition for a period of 30 days.

JO Framework Review Report

Councils and Joint Organisations in NSW have recently received correspondence from the NSW Office of Local Government (OLG) regarding a refresh of the framework that governs Joint Organisations in NSW.

The Minister is seeking a response from JOs by 31 March 2026 detailing whether the JO intends to:

- continue under its current structure,
- refresh its membership and structure, or
- dissolve.

The report to the Board highlighted that, while some improvements and reduced burden around ARICs, audit and reporting requirements should be made, overall the functioning of the JO as a standalone entity is positive. The transition from a Section 355 Committee of a host Council to a JO has been a process over the past 8 years, including significant improvements including:

- ability to employ staff,
- a consistent salary structure, recognising the influence without authority element that JO staff have in their positions,
- ability to execute contracts,
- application, management and acquittal of grants, and
- separate finances to host Council.

The Board resolved to write to the Minister for Local Government:

1. insisting that the NSW Government refrain from undertaking major structural changes to the JO model and instead address the root causes of previous underperformance by implementing the ARTD review in full, which includes mandating state-agency engagement, strengthening OLG's support role, and ensuring that JO's operate within a consistent, state-supported framework, preventing a slide back into the fragmented mix of JOs, ROCs, alliances and ad-hoc arrangements that the JO model was designed to replace,
2. advising that the CNSWJO Board wishes to remain as a Joint Organisation and is open to exploring welcoming new members, and
3. requesting the following issues be further examined:
 - a. that ARIC, reporting, and audit requirements for Joint Organisations be reduced to reflect their lower risk profile,
 - b. that OLG advance the 2021 Joint Organisation Review recommendation to fund capacity building and provide ongoing investment in JOs, noting that state agencies benefit from JO collaboration and coordination yet do not contribute financially,
 - c. that General Managers be reinstated as voting members, and
 - d. that Mayors and General Managers be able to nominate an appropriate delegate to attend a meeting in their place, as needed.

Advocacy

Advocacy Policy Position Statements were adopted for 5 of the 7 strategic priorities of the Board.

Priority 1: Leveraging our reputation and strength in collaboration

Priority 2: Regional prosperity through better connected infrastructure and services

Priority 5: Regional transport planning and infrastructure prioritisation

Priority 6: Regional water security and productive water

Priority 7: Climate change adaptation and mitigation

Position Statements for Priority 3: Health and Ageing, and Priority 5: Telecommunications will be finalised for adoption following completion of work currently underway which aims to refine the advocacy messaging.

In the context of a changing political framework, the way in which advocacy is facilitated via the JO has been considered and a new advocacy framework which aims to streamline, clarify and improve regional advocacy through the JO was adopted.

The following submissions were endorsed:

1. Submission to the Federal Inquiry into Local Government Funding and Fiscal Sustainability
2. Submission to the draft Central West and Orana Strategic Regional Integrated Transport Plan
3. Submission on the Bells Line of Road Safety Improvements

Procurement and Contracts

Delegates to the Board meeting noted the ongoing growth of the Regional Procurement and Contract Management Program with its associated cost savings to member councils. There are currently 20+ regional contracts available for use by members, with a further 10 under development. Details of the available contracts can be found here - www.centraljo.nsw.gov.au/contracts-register.

Regional Prosperity

Planning Reforms

The CNSWJO has secured the services of Mr Paul Crennan, OAM a Bathurst based specialist in Local Government and Planning Laws to unpack the reforms at a half-day face-to-face session to be held at the Central Tablelands Collections Facility in Bathurst on 17 March. The target audience will be member councils' planners, Directors, GMs and Mayors and potentially Councillors.

Economic Development

The Board also encouraged attendance at the New Horizons Forum in Lithgow on 24 March aimed at progressing the development of the regional framework on renewable energy community benefit sharing.

Strategic Planning

The NSW Government's 'A New Approach to Strategic Planning Discussion Paper' has been released for public feedback until 27 February 2026. It proposes a simpler, three-tiered strategic planning framework which includes state, region and local plans, and introduces 7 statewide priorities to guide consistent land use planning across NSW.

Controversially, Regional NSW is being redefined as a single, interconnected region encompassing 84 Local Government Areas (LGAs). This new structure will replace the current planning regions—including the Central West, Far West, Riverina Murray, North Coast, New England North West, and parts of the South East and Tablelands and the Hunter—with one unified regional framework with existing region plans remaining in effect until a new plan for regional NSW is made by ministerial order.

The CNSWJO lodged a submission to the consultation process, strongly rejecting the redefinition of regional NSW as a single interconnected region encompassing 84 Local Government Areas (LGAs).

Tourism

The Board was asked to consider options regarding the future delivery of the regional tourism program. Considering the pros and cons of the options, the Board endorsed Option 2 which

focuses the efforts of the JO solely on the procurement of public relations (PR) and social media support, and the facilitation of collateral in the form of maps utilised by each Council's visitor information centres.

The regional PR program provides a consistently strong return on investment (ROI) for members, with the average across 2021-2025 being 17:1.

Health

CNSWJO is working with CSU representatives on the facilitation of the next Policy Lab, which focuses on the health workforce. The Policy Lab will be held in Orange on Thursday 5 March.

The focus of this Policy Lab is to move beyond problem-identification and instead work collaboratively toward practical and scalable solutions. The event targets Mayors, Councillors, GMs and relevant directors and staff to come together along with other key stakeholders - Western NSW Local Health District, Primary Health Network (PHN), Rural Doctors Network (RDN), Royal Flying Doctor's Service, Dr Joe McGirr MP, and the CSU Regional Health Research Institute.

Telecommunications

The Board resolved to endorse the development of a Regional Digital Plan including separate LGA plans in partnership with nbn Local, Regional Development Australia Central West (RDACW) and other providers including Telstra. The purpose of the Regional Digital Plan will be to provide baseline digital connectivity information for the region, determine priorities, and set a platform to support and advocate on behalf of the community, for digital connectivity improvements throughout the Central NSW Region.

A joint meeting of the region's Planners and Economic Development Managers with Telstra, nbn Local and RDACW will be held on 31 March in Bathurst. The focus of the session will be to build digital literacy around what is available and what is coming in the digital space over the next five-ten years and opportunities to ensure telecommunications are enabled in planning. Feedback will also be sought on the content of the Regional Digital Plan to ensure it meets councils' needs.

Water

With 76% of the region now drought affected and conditions intensifying, water efficiency work is more important than ever and demonstrates to the NSW and Australia Governments that councils continue to take all necessary steps to secure water resources for their communities. The Board resolved to advocate for the National Water Grid funding guidelines to be amended to allow councils to apply directly.

This year's University of Sydney Major Industry Project Placement Scheme (MIPPS) student Luka Cavdarovski commenced on 13 January. The project will explore the relationship between pump scheduling, water demand, and energy use across council water networks. The project will build an evidence base that can help councils better understand opportunities for cost savings, operational efficiency, and more sustainable water-energy management.

Climate Change Mitigation – Net Zero

Cassora

Through the Joint Organisation Net Zero Accelerator (JONZA) program, councils have access to an emissions reporting platform, Cassora. The platform is free for JO councils to use, with funding for the platform provided by the NSW Government.

Southern Lights and Networks

The Southern Lights and Networks Group is an expansion of the former Southern Lights Group which focused purely on the streetlight network charges, whereas Southern Lights and Networks will also include network charges generally under its advocacy remit. Essential Energy has informally advised that they intend to commence the consultation process for the 2029-2034 AER Pricing Determination in the coming weeks.

The Southern Lights and Networks Group is project managed by CNSWJO on behalf of Riverina and Murray Joint Organisation (RAMJO), Riverina Eastern Regional Organisation of Councils (REROC) and their member councils, along with Broken Hill City Council and Dubbo Regional Council. Interest from other regions is also being sought to expand the advocacy footprint, with every region in Essential Energy's benefitting from the work of the Southern Lights and Networks Group's advocacy.

The Board reconfirmed its commitment to Southern Lights and Networks, allocating \$15k per year towards the consulting work engaged through the project.

LGNSW Environment Symposium and Awards 2025

CNSWJO was recognised with significant achievements, receiving both the Division D Winner and Overall Winner in the Innovation in Planning, Policies and Decision-Making category in early December 2025. The award acknowledges CNSWJO's work on developing the business case on the nexus between emissions reduction and energy security in Central NSW, highlighting innovation and best practice in strategic planning for regional sustainability.

Climate Change Adaptation - Regional Resilience

Disaster Ready Fund Round 4

The Regional Resilience Group (RRG) is progressing delivery of the Integrated Preparedness Project while preparing a regional application for Disaster Ready Fund Round 4 (DRF R4). Priorities for DRF R4 include implementing Evacuation Centre Assessment recommendations, appointing Regional Disaster Readiness Officer(s), continuing the Regional Resilience Program Manager role, and supporting RA's Disaster Adaptation Plan development. The Board approved a regional application for Disaster Ready Fund Round 4.

Work by the NSW Reconstruction Authority (RA) on the development of a Central NSW Disaster Adaptation Plan is advancing, with governance structures, stakeholder engagement, and technical planning occurring. RA has advised that they seek to deliver additional activities by June 2026, including hazard data collection, community sentiment research, and infrastructure resilience assessments.

State Disaster Mitigation Plan

The NSW Reconstruction Authority (RA) has informally indicated that the State Disaster Mitigation Plan (SDMP) will be reviewed in 2026, creating an opportunity to better align operational hazard recognition with the State's strategic planning and funding frameworks. The Board supported advocacy through the review for snow and drought to be recognised as primary hazards.

UN Youth Summit

Following the success of the UN Youth Summit in 2025, the CNSWJO has again been approached to support the 2-day initiative being held in Bathurst.

UN Youth NSW is a youth-led charity dedicated to peer-to-peer education for high school students. We run workshops, Model United Nations debates and other activities for nearly 2,000 students a year. UN Youth's mission is to empower young people in Australia as Global Citizens.

The UN Youth Regional Conference provides an opportunity for students to develop public speaking, debating and leadership skills they can use in their local communities. This is a unique opportunity for students to represent their schools and local councils and have their voice heard at the highest level.

Key Details:

Date: Saturday the 28th - Sunday the 29th of March (9am - 4pm)

Location: Charles Sturt University campus, Bathurst

Student cost: \$50 per person

Students: ~80 high school students (year 9 to year 12 students only)

Theme: "The Age of Energy"

Activities: Workshops, Model UN debates, interactive problem-solving activities, speaker panel, and a consultation by Australia's Youth Representative to the UN.

Members are asked to support this event by promoting the event details to local schools. CNSWJO will circulate the details directly to Mayors, GMs and HR staff for promotion to careers advisors at local schools.

Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priorities

Value for members

The following table provides a snapshot of the highlight quantitative KPIs as identified in the SSRP.

Highlight KPIs	Q1 (Jul-Sept)	Q2 (Oct-Dec)	Total for FY
# new contracts	3	1	4
\$ income through contract management fees	\$136,859	\$76,082	\$212,941
\$ spent by member councils	\$5,866,394	\$9,358,527	\$15,224,921
\$ saved for member councils	\$312,389	\$525,897	\$838,286
# training courses delivered	1	0	1
# staff/Councillors trained	18	0	18
\$ grant funding applied for	\$6,293,687	\$0	\$6,293,687
\$ grant funding received	\$85,780	\$0	\$85,780
# submissions	3	4	7
# media releases	11	3	14
# contractors inducted through online WHS program	215	307	522
# regional team meetings	18	18	36
# PR activities through tourism program	48	9	57

Spend on aggregated contracts

The following table and graph show the spend by member councils under regional contracts facilitated by CNSWJO for the 2025/26 FYTD:

SPEND	Water Utilities Alliance Contracts	HR Contracts	WHS contracts	IT contracts	Supply contracts	Roads/ Transport contracts	Energy contracts	RDOCS contracts	Other contracts	Training	Total
Bathurst	\$369,275	\$38,961	\$0	\$0	\$781,191	\$0	\$1,791,035	\$15,183	\$0	\$0	\$2,995,645
Blayney	\$0	\$11,520	\$0	\$0	\$257,190	\$0	\$158,231	\$3,746	\$0	\$0	\$430,688
Cabonne	\$0	\$15,607	\$0	\$0	\$775,999	\$0	\$206,940	\$0	\$0	\$825	\$999,371
Central Tablelands Water	\$0	\$3,662	\$0	\$0	\$31,250	\$0	\$217,422	\$0	\$0	\$0	\$252,333
Cowra	\$31,324	\$16,398	\$5,579	\$0	\$518,296	\$0	\$535,889	\$0	\$0	\$0	\$1,107,485
Forbes	\$788,300	\$27,212	\$0	\$0	\$843,480	\$0	\$548,207	\$6,572	\$0	\$0	\$2,213,771
Lachlan	\$0	\$11,803	\$0	\$0	\$599,136	\$0	\$383,233	\$0	\$0	\$2,200	\$996,372
Lithgow	\$0	\$12,115	\$0	\$0	\$414,050	\$0	\$4	\$0	\$0	\$0	\$426,169
Oberon	\$0	\$10,728	\$3,051	\$0	\$243,592	\$0	\$138,391	\$3,979	\$0	\$0	\$399,742
Orange	\$407,566	\$69,756	\$18,033	\$0	\$455,921	\$0	\$2,084,784	\$16,778	\$0	\$5,400	\$3,058,237
Parkes	\$76,430	\$3,565	\$0	\$0	\$548,947	\$0	\$1,164,163	\$14,124	\$0	\$4,200	\$1,811,430
Upper Macquarie County Council	\$0	\$198	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$198
Weddin	\$139,636	\$7,601	\$7,752	\$0	\$275,054	\$0	\$99,801	\$3,637	\$0	\$0	\$533,481
Total	\$1,812,531	\$229,125	\$34,415	\$0	\$5,744,105	\$0	\$7,328,100	\$64,019	\$0	\$12,625	\$15,224,921

Savings on aggregated contracts and other programming

The following table and graph show the savings by member councils under regional contracts and other regional programs that create efficiencies for the 2025/26 FYTD:

SAVINGS	Water Utilities Alliance Contracts	HR Contracts	WHS contracts	IT contracts	Supply contracts	Roads/ Transport contracts	Energy contracts	Training	Legal advice re Procurement	Participation in regional procurement	Total
Bathurst	\$19,436	\$1,029	\$0	\$0	\$19,729	\$0	\$33,880	\$0	\$5,495	\$12,000	\$91,568
Blayney	\$0	\$1,618	\$0	\$0	\$5,783	\$0	\$8,374	\$0	\$5,495	\$11,000	\$32,269
Cabonne	\$0	\$0	\$0	\$0	\$67,909	\$0	\$26,010	\$0	\$5,495	\$8,000	\$107,413
Central Tablelands Water	\$0	\$0	\$0	\$0	\$3,472	\$0	\$5,136	\$0	\$1,760	\$10,000	\$20,368
Cowra	\$5,528	\$1,062	\$2,391	\$0	\$5,188	\$0	\$27,149	\$0	\$5,495	\$16,000	\$62,812
Forbes	\$41,489	\$645	\$0	\$0	\$56,178	\$0	\$29,538	\$0	\$5,495	\$20,000	\$153,345
Lachlan	\$0	\$873	\$0	\$0	\$12,766	\$0	\$35,471	\$0	\$5,495	\$20,000	\$74,605
Lithgow	\$0	\$1,212	\$0	\$0	\$5,022	\$0	\$0	\$0	\$5,495	\$11,000	\$22,729
Oberon	\$0	\$232	\$1,308	\$0	\$4,519	\$0	\$12,585	\$0	\$5,495	\$15,000	\$39,138
Orange	\$24,074	\$2,548	\$7,728	\$0	\$15,448	\$0	\$59,342	\$0	\$5,495	\$10,000	\$124,635
Parkes	\$4,023	\$357	\$0	\$0	\$16,346	\$0	\$26,490	\$0	\$5,495	\$12,000	\$64,710
Upper Macquarie County Council	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,760	\$0	\$1,760
Weddin	\$8,319	\$0	\$3,322	\$0	\$12,485	\$0	\$6,313	\$0	\$5,495	\$7,000	\$42,934
Sub Total	\$102,868	\$9,573	\$14,749	\$0	\$224,844	\$0	\$270,287	\$0	\$63,965	\$152,000	\$838,286
									Cost to members		\$210,500
									Total		\$627,786

Grant Funding

The following table shows the grant funding received for member councils for the 25/26 FY to date.

GRANT FUNDING - 25/26 FY	Water	Training/ HR/WHS	Roads/ Transport	Energy	Tourism	Disaster Resilience	Other	Total
Bathurst	\$9,593	\$20,430	\$0	\$3,165	\$0	\$0	\$0	\$33,188
Blayney	\$0	\$8,890	\$0	\$3,165	\$0	\$0	\$0	\$12,055
Cabonne	\$9,593	\$0	\$0	\$3,165	\$0	\$0	\$0	\$12,758
Central Tablelands Water	\$9,593	\$88,530	\$0	\$3,165	\$0	\$0	\$0	\$101,288
Cowra	\$9,593	\$2,600	\$0	\$3,165	\$0	\$0	\$0	\$15,358
Forbes	\$9,593	\$0	\$0	\$3,165	\$0	\$0	\$0	\$12,758
Lachlan	\$9,593	\$7,330	\$0	\$3,165	\$0	\$0	\$0	\$20,088
Lithgow	\$9,593	\$16,600	\$0	\$3,165	\$0	\$0	\$0	\$29,358
Oberon	\$9,593	\$7,850	\$0	\$3,165	\$0	\$0	\$0	\$20,608
Orange	\$9,593	\$73,210	\$0	\$3,165	\$0	\$0	\$0	\$85,968
Parkes	\$9,593	\$520	\$0	\$3,165	\$0	\$0	\$0	\$13,278
Upper Macquarie County Council	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Weddin	\$0	\$1,040	\$0	\$3,165	\$0	\$0	\$0	\$4,205
Total	\$95,930	\$227,000	\$0	\$37,980	\$0	\$0	\$0	\$398,890

ATTACHMENTS

- I. Draft CNSWJO Board Minutes - 26 February 2026 [↴](#)

Minutes of the CNSWJO Board Meeting on 26 February 2026 held in Grenfell

Voting delegates

Cr R Taylor	Bathurst Regional Council	Cr S Ring	Lithgow City Council
Cr B Reynolds	Blayney Shire Council	Cr K Graham	Oberon Council
Cr K Beatty	Cabonne Council	Cr T Mileto	Orange City Council
Cr P Smith	Cowra Shire Council	Cr N Westcott	Parkes Shire Council
Cr P Miller OAM	Forbes Shire Council	Cr P Best	Weddin Shire Council
Cr J Medcalf OAM	Lachlan Shire Council		

Associate Member delegates and others attending

Mr D Cove	Bathurst Regional Council	Cr A Rawson	Central Tablelands Water
Mr M Dicker	Blayney Shire Council	Mr C Harris	Central Tablelands Water
Mr B Byrnes	Cabonne Council	Mr M Jones	Central Tablelands Weeds
Mr P Devery	Cowra Shire Council	Mr J Gordon	RDACW
Mr S Dunshea	Forbes Shire Council	Ms K Annis-Brown	NSW OLG
Mr I Greenham	Lachlan Shire Council	Ms G Collins	NSW Premier’s Dept
Mr R Gurney	Lithgow City Council	Ms K Barker	CNSWJO
Mr G Wallace	Oberon Council	Ms M Macpherson	CNSWJO
Mr S Maunder	Orange City Council		
Mr M Sykes	Weddin Shire Council		

Voting members in **bold**

- 1 **Meeting opened** at 10.02am, Chaired by Cr K Beatty
- 2 **Acknowledgement of Country**
- 3 **Apologies**- Cr C Coleman, Cr A McKibbin, Mr D Sherley PSM, Cr B Fry, Mr K Boyd PSM, Cr R Fagan

RESOLUTION 26/02- 3
 Moved: Cr John Medcalf
 Seconded: Cr Paul Best

That the apologies for the Central NSW Joint Organisation Board meeting 26 February 2026 be accepted.

CARRIED

4 Conflicts of Interest

RESOLUTION 26/02-4
 Moved: Cr Phyllis Miller
 Seconded: Cr Neil Westcott

No conflicts of interest were declared.

CARRIED

- 5 **Speaker**
 - Ms Megan Winter, General Manager, Basin Plan Review, Murray Darling Basin Authority

Welcome to Weddin Shire – Cr Paul Best

6 Minutes**6a Confirmation of the Minutes of the CNSWJO Board Meeting dated 12 November 2025 held in Sydney****RESOLUTION 26/02 – 6a**

Moved: Cr Tony Mileto

Seconded: Cr John Medcalf

That the minutes of the CNSWJO Board Meeting held 12 November 2025 held in Sydney be confirmed.

CARRIED

6b Noting the Minutes of the CNSWJO GMAC Meeting held on 5 February 2026 in Orange**RESOLUTION 26/02 – 6b**

Moved: Cr Tony Mileto

Seconded: Cr John Medcalf

That the minutes of the CNSWJO GMAC Meeting held 5 February 2026 in Orange be noted, with the following amendments:

- Mr Michael Jones from CTWA and Mr Charlie Harris from CTW be added to the attendees list,
- the conflict of interest declared by Mark Dicker be listed as a non-pecuniary, less than significant conflict of interest in relation to report 8g Regional Tourism Program Report.

CARRIED

7 Business Arising from the Minutes- Matters in Progress**RESOLUTION 26/02– 7**

Moved: Cr Phyllis Miller

Seconded: Cr Paul Best

That the Central NSW Joint Organisation Board

1. note the Matters in Progress, making deletions as suggested,
2. delete items 250529-9e-3a, 250529-9e-5, and 251112-8j-3
3. add Cr Phyllis Miller and Mr Scott Maunder to the Financial Sustainability Subcommittee, and
4. concentrate advocacy efforts on the Federal Inquiry into Local Government Funding and Fiscal Sustainability, focusing on a 6-month campaign on restoring Financial Assistance Grants to 1%.

CARRIED

8 Correspondence**RESOLUTION 26/02– 8**

Moved: Cr Steve Ring

Seconded: Cr John Medcalf

That the Central NSW Joint Organisation Board note the Outgoing and Incoming Correspondence.

CARRIED

9a Financial Report**RESOLUTION 26/02 – 9a**

Moved: Cr Tony Mileto

Seconded: Cr Bruce Reynolds

That the Board note the Financial Report.

CARRIED

Cr Phyllis Miller declared a conflict of interest in relation to report 9b, where she is currently on the Board of Local Government Procurement.

9b Draft 2026/2027 Budget and Statement of Revenue Report

RESOLUTION 26/02 – 9b

Moved: Cr Bruce Reynolds

Seconded: Cr Neil Westcott

That the Board note the Draft 2026/2027 Budget and Statement of Revenue Report and

1. adopt the draft 2026/2027 Budget and Statement of Revenue and place it on exhibition for 30 days,
2. note that the budget for 2026/2027 includes a fee rise of 3.0% and a surplus of \$216,
3. note the 4-year forecast budget, and
4. receive a report to the May meeting regarding the percentage increase required to cover the deficit from 2027/2028 onwards.

CARRIED

9c JO Framework Review Report

RESOLUTION 26/02 – 9c

Moved: Cr Robert Taylor

Seconded: Cr Tony Mileto

That the Board note the JO Framework Review Report and write to the Minister for Local Government:

1. insisting that the NSW Government refrain from undertaking major structural changes to the JO model and instead address the root causes of previous underperformance by implementing the ARTD review in full, which includes mandating state-agency engagement, strengthening OLG's support role, and ensuring that JO's operate within a consistent, state-supported framework, preventing a slide back into the fragmented mix of JOs, ROCs, alliances and ad-hoc arrangements that the JO model was designed to replace,
2. advising that the CNSWJO Board wishes to remain as a Joint Organisation and is open to exploring welcoming new members, and
3. requesting the following issues be further examined:
 - a. that ARIC, reporting, and audit requirements for Joint Organisations be reduced to reflect their lower risk profile,
 - b. that OLG advance the 2021 Joint Organisation Review recommendation to fund capacity building and provide ongoing investment in JOs, noting that state agencies benefit from JO collaboration and coordination yet do not contribute financially,
 - c. that General Managers be reinstated as voting members, and
 - d. that Mayors and General Managers be able to nominate an appropriate delegate to attend a meeting in their place, as needed.

CARRIED

9d Governance Report

RESOLUTION 26/02 – 9d

Moved: Cr Phyllis Miller

Seconded: Cr Bruce Reynolds

That the Board note the Governance Report and

1. adopt the following new Fraud Prevention Policy and the Statement of Business Ethics,
2. adopt the updated Cyber Security Policy,

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3. note the minor amendments to the Charter, and
4. note the change of dates and locations for the May and August meetings, being:
 - 27 and 28 May at NSW Parliament House in Sydney, and
 - 12 and 13 August at Federal Parliament House in Canberra.

CARRIED

9e Shared ARIC Report**RESOLUTION 26/02- 9e**

Moved: Cr Tony Mileto

Seconded: Cr Bruce Reynolds

That the Board note the Shared ARIC Report and

1. endorse the Terms of Reference and the Memorandum of Understanding for the Shared ARIC with Hunter JO and Illawarra Shoalhaven JO, and
2. nominate Cr Bruce Reynolds as the non-voting member for the ARIC.

CARRIED

9f Regional Procurement and Contracts Report**RESOLUTION 26/02 – 9f**

Moved: Cr Phyllis Miller

Seconded: Cr Steve Ring

That the Board note the Regional Procurement and Contracts Report and approves the updates to the procurement plan.

CARRIED

9g Statement of Strategic Regional Priorities 2025-2029 Evaluation Report**RESOLUTION 26/02 – 9g**

Moved: Cr Steve Ring

Seconded: Cr Robert Taylor

That the Board note the Statement of Strategic Regional Priorities 2025-2029 Evaluation Report and note that the process and outputs are compliant, delivered within allocated budget and well received.

CARRIED

Cr Paul Smith left the meeting at 12.43pm.

9h Advocacy Report**RESOLUTION 26/02 – 9h**

Moved: Cr John Medcalf

Seconded: Cr Steve Ring

That the Board note the Advocacy Report and

1. endorse the Annual Advocacy Plan and Activities Schedule 2026,
2. endorse the following Position Statements and Advocacy Asks embedded in the Plan for 2026:
 - Priority 1: Leveraging our reputation and strength in collaboration
 - Priority 2: Regional prosperity through better connected infrastructure and services
 - Priority 5: Regional transport planning and infrastructure prioritisation
 - Priority 6: Regional water security and productive water
 - Priority 7: Climate change adaptation and mitigation

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3. note that the advocacy position statement for health will follow the CSU Policy Lab on Health Workforce and for the telecommunications priority will follow the development of the Regional Digital Plan,
4. endorse the development and lodgement of a submission in response to the Department of Planning, Housing and Infrastructure Discussion Paper- A New Approach to Strategic Planning.
5. leverage the upcoming State Disaster Mitigation Plan review to advocate for snow and drought to be recognised as primary hazards in the plan, including writing to the NSW Reconstruction Authority,
6. endorse the Regional Transport Priority List for 2026,
7. advocate to the NSW Government for coordinated planning and action to address the intensifying drought conditions,
8. endorse the following submissions and place on the CNSWJO website:
 - Inquiry into Local Government Funding and Fiscal Sustainability,
 - Draft Central West & Orana Strategic Regional Transport Plan Submission, and
 - Bells Line of Road safety improvements, and
9. advocate for changes to the National Water Grid guidelines to allow Local Government to apply directly.

CARRIED

9i Regional Prosperity Report**RESOLUTION 26/02 – 9i**

Moved: Cr Phyllis Miller

Seconded: Cr Neil Westcott

That the Board note the Regional Prosperity Report and

1. endorse that Charles Sturt University be approached to collaborate on a Policy Lab examining skills shortages and the region's capacity to leverage major infrastructure projects and increased service demands,
2. encourage attendance at the New Horizons Forum in Lithgow on 24 March aimed at progressing the development of the regional framework on renewable energy community benefit sharing, and
3. include the review of State Significant Infrastructure (SSI) processes in advocacy.

CARRIED

9j Regional Tourism Program Report**DETERMINATION 26/02 – 9j**

Moved: Cr John Medcalf

Seconded: Cr Phyllis Miller

That the Board proceed with Option 2 – reduction in fees of \$25k p.a., with 3% increases year on year thereafter.

RESOLUTION 26/02 – 9j

Moved: Cr Tony Mileto

Seconded: Cr Robert Taylor

That the Board note the Regional Tourism Program Report and endorse Option 2 – reduction in fees of \$25k p.a., with 3% increases year-on-year thereafter, for the future service delivery of the regional tourism program by CNSWJO.

CARRIED

9k Regional Health Report**RESOLUTION 26/02 – 9k**

Moved: Cr John Medcalf

Seconded: Cr Paul Best

That the Board note the Health Report and endorse the signing of the MoU with the Rural Doctors Network for a period of 3 years, with the activities schedule to be reviewed annually.

CARRIED

9l Regional Telecommunications Report**RESOLUTION 26/02 – 9l**

Moved: Cr Bruce Reynolds

Seconded: Cr Phyllis Miller

That the Board note the Telecommunications Report and progress on the development of a Regional Digital Plan including separate LGA plans.

CARRIED

9m Regional Transport Report**RESOLUTION 26/02 – 9m**

Moved: Cr Phyllis Miller

Seconded: Cr Paul Best

That the Board note the Regional Transport Report.

CARRIED

Mr Scott Maunder left the meeting at 12.25pm

9n Regional Water Report**RESOLUTION 26/02 – 9n**

Moved: Cr Bruce Reynolds

Seconded: Cr Tony Mileto

That the Board note the Regional Water Report and endorse the quarterly report to NSW Department of Climate Change, Energy, the Environment Water for the Water Loss Management and Efficiency Program.

CARRIED

9o Regional Net Zero Report**RESOLUTION 26/02 – 9o**

Moved: Cr Steve Ring

Seconded: Cr Phyllis Miller

That the Board note the Regional Net Zero Report and

1. endorse the NSW DCCEEW EV variation funding closure report, and
2. formally renew commitment to participation in Southern Lights and Networks, approving an annual commitment of up to \$15k from the CNSWJO budget.

CARRIED

9p Regional Resilience Program Report**RESOLUTION 26/02 – 9p**

Moved: Cr Bruce Reynolds

Seconded: Cr Robert Taylor

That the Board note the Regional Resilience Program Report and approve a regional application for Disaster Ready Fund Round 4 be prepared, which will include:

- a. Implementation of Evacuation Centre Assessment recommendations,
- b. Regional Disaster Readiness Officer(s),
- c. Continuation of the Regional Resilience Program Manager position, and
- d. CNSWJO continuing to support the development of the Disaster Adaptation Plan and, depending on timing, early implementation actions.

CARRIED

9q Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2025-2029**RESOLUTION 26/02 – 9q**

Moved: Cr Steve Ring

Seconded: Cr Paul Best

That the Board note the Quarterly Review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priorities 2022-2025 report and

1. endorse the Sponsoring General Managers for the SSRP priorities are:
 - Priority 1: Leveraging our reputation and strength in collaboration- Mr Mark Dicker, Mr Brad Byrnes, Mr Paul Devery and Mr Ross Gurney
 - Priority 2: Regional prosperity through better connected infrastructure and services- Mr Mark Dicker, Mr Paul Devery, Mr Scott Maunder
 - Priority 3: Improved and fit-for-purpose infrastructure in health and ageing- Mr Brad Byrnes, Mr Gary Wallace, Mr Matthew Sykes
 - Priority 4: Telecommunications- Mr Brad Byrnes, Mr Gary Wallace
 - Priority 5: Regional transport planning and infrastructure prioritisation- Mr Paul Devery, Mr Gary Wallace, Mr Kent Boyd
 - Priority 6: Regional water security and productive water- Mr Ian Greenham, Mr Kent Boyd, Mr Charlie Harris
 - Priority 7: Climate change adaptation and mitigation- Mr Brad Byrnes, Mr Paul Devery, Mr Gary Wallace, and
2. support the upcoming UN Youth Summit by promoting to local schools through various channels.

CARRIED

10 Confidential Session**Resolution 26/02 – 10**

Moved: Cr Neil Westcott

Seconded: Cr Phyllis Miller

That the Board

1. resolve into closed session to consider business identified, together with any late reports tabled at the meeting.
2. Pursuant to section 10A(f) of the Local Government Act 1993, the media and public be excluded from the meeting on the basis that the business to be considered is classified confidential under the provisions of section 10A(2)(f) as outlined above.
3. Correspondence and reports relevant to the subject business be withheld from access.

CARRIED

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10a Regional Cyber Security Program Report- Confidential**RESOLUTION 26/02 – 10a**

Moved: Cr Bruce Reynolds

Seconded: Cr Tony Mileto

That the Board note the Regional Cyber Security Program Report

CARRIED

10b Confidential Session**RESOLUTION 26/02- 10b**

Moved: Cr Steve Ring

Seconded: Cr Robert Taylor

That the Board resolve out of closed session.

CARRIED

11a RDA Central West Update Report

The Board noted the RDA Central West Update.

11b NSW Premier's Department Update

The Board noted the NSW Premier's Department Report

11c OLG Update Report

The Board noted the OLG Update Report.

12 Matters Raised by Members**RESOLUTION 26/02 – 12**

Moved: Cr Phyllis Miller

Seconded: Cr Paul Best

That the Board note the matters raised by members and

1. write to the NSW Minister for Local Government seeking State funding for councils in relation to the cat containment provisions in the Companion Animals Act 1998 (NSW) to support education, compliance and animal shelter capacity,
2. write to the Premier and the Minister for Planning and Public Spaces expressing concern that the Environmental Planning and Assessment (Planning System Reforms) Bill 2025 reduces local planning control and transparency, increases risk of corruption in planning processes, and will decrease community input and confidence in planning decisions, and
3. seek support through the JO Chairs' Forum to strongly advocate against the cost-shifting of flood warning services onto local government.

CARRIED

13 Late Report**14 General business**

- Lithgow City Council – seeking input from members on experiences regarding consistency in the application of DRFA rules and seeking support for improving the process

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- Central Tablelands Weeds Authority (via Mayor of Bathurst) – seeking to amend the relevant policies to enable Board members to attend meetings via audio-visual link as needed.
 - A report will be provided to the May Board meeting

15 Speakers to the next meeting

- Western Sydney Airport
- Penrith City Council re progress on the Castlereagh Corridor
- Brad Cam, General Manager, Mid-Western Regional Council re VPAs for renewable energy projects

16 Next meetings:

Board Meeting dates:

27+28 May 2026 – State Parliament House visit in Sydney (note location change)

12+13 August – Federal Parliament House visit in Canberra (note date and location change)

26 November 2026 – Bathurst

GMAC Meeting dates:

30 April 2026 – Cowra

30 July 2026 – Orange

22 October 2026 – Forbes

17 Confidential session

Staff left the room while the Board received an update on the recruitment process for the Executive Officer position.

Meeting closed at 1.03pm

Page 9 is the last page of the Central NSW Joint Organisation Board meeting minutes of meeting of 26 February 2026 held in Grenfell.

4 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 9 MARCH 2026

File Number: D26/366

Author: Alan Dalton, Director - Corporate Services

The Committee refers the following recommendations to Council:

MAYORAL MINUTE

4.1 Mayoral Minute - Minister for Local Government Correspondence: Joint Organisation

RECOMMENDATION

That Council:

- 1. Receive and note the Minister for Local Government's correspondence dated 9 February 2026 regarding the review of Joint Organisations.**
- 2. Advise the Office of Local Government that Cowra Shire Council's preference is to continue its membership of the Central NSW Joint Organisation (CNSWJO) within the existing regional structure.**
- 3. Authorise the Mayor and General Manager to submit a written response to the Office of Local Government by 31 March 2026 confirming Council's position.**

GENERAL MANAGERS REPORT

4.2 Council Representation on Country Universities Centre - Cowra Region Board

RECOMMENDATION

That Cr Peter Wright replace Cr Cheryl Speechley as Council's representative on the Country Universities – Cowra Region Board.

DIRECTOR-CORPORATE SERVICES REPORT

4.3 Section 355 Committee Minutes - Australian Chapter of the World Peace Bell Association**RECOMMENDATION**

That Council note the minutes of the Australian Chapter of the World Peace Bell Association meeting held on 14 October 2025 and the draft minutes of the meeting held on 17 February 2026.

4.4 Cowra Shire Council Working Party Minutes - Australia Day Working Party**RECOMMENDATION**

That Council note the minutes of the Australia Day Working Party meetings held on 15 October 2025, 19 November 2025 and 14 January 2026, and the draft minutes of the meeting held on 11 February 2026.

4.5 Draft Minutes - Audit, Risk and Improvement Committee - 19 February 2026**RECOMMENDATION**

That Council note the draft minutes of the 19 February 2026 Audit, Risk and Improvement Committee meeting.

4.6 Donation - Woodstock Soldiers Memorial Hall**RECOMMENDATION**

That Council provide a donation of \$1,500 drawn from the Section 356 Donations – General Budget, to assist Woodstock Memorial Hall with the Festival of Small Halls to be held on 19 April 2026.

DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT**4.7 Council Buildings Renewal and Upgrade Program 2026/27 to 2028/29****RECOMMENDATION**

- 1. That Council receive and note the planned 2026 to 2028 Building Renewal and Upgrade Program.**
- 2. That Council consider including the planned 2026 to 2028 Building Renewal and Upgrade Program in the 2026-27 Operational Plan and Long Term Financial Plan.**

4.8 Gooloogong Village Request for Consideration of Splash Pad**RECOMMENDATION**

That Council provide in principle approval for the Gooloogong Progress and Association to apply for capital grant funding for the Gooloogong Splash Pad subject to finalising a licence agreement with Council prior to a grant application.

4.9 Cowra Sports Fields Master Plans**RECOMMENDATION**

1. That Council endorse the draft Cowra Sports Fields Master Plans for the purpose of public exhibition for a minimum of twenty eight (28) days in accordance with the Community Engagement Strategy.
2. That following the public exhibition the Director – Infrastructure & Operations provide a further report to Council for the formal adoption of the Cowra Sports Fields Master Plans considering any submissions made.

DIRECTOR-ENVIRONMENTAL SERVICES REPORT**4.10 Draft Cowra Contribution Plan 2026****RECOMMENDATION**

1. That Council note the Draft Cowra Council Section 7.11 and 7.12 Contribution Plans 2026.
2. That Council endorse the Draft Cowra Council Section 7.11 and 7.12 Contributions Plans 2026 for the purposes of public exhibition in accordance with the requirements of Clause 213 of the Environmental Planning and Assessment Regulation 2021 and Section 5 of the Cowra Community Participation Plan 2024.

4.11 Section 355 Committee Draft Minutes - Environmental Sustainability Committee meeting held Monday 2 February 2026**RECOMMENDATION**

1. That Council notes the draft minutes of the Environmental Sustainability Committee meeting held on 2 February 2026.

LATE REPORTS

4.12 Councillor Information Request

RECOMMENDATION

That Council note the responses provided to questions raised after the agenda was published.

5 GENERAL MANAGER

5.1 Change of Date - April 2026 Council Meeting

File Number: D26/205

Author: Paul Devery, General Manager

RECOMMENDATION

That Council change the scheduled April 2026 Council meeting from Monday 27 April 2026 to Tuesday 28 April 2026.

INTRODUCTION

In December 2025 Council adopted the following meeting schedule:

Month	Day	Date	Meetings	Time
JANUARY	Tuesday	27	Ordinary Council	5.45pm
FEBRUARY	Monday	9	General Committee	5.45pm
	Monday	23	Ordinary Council	5.45pm
MARCH	Monday	9	General Committee	5.45pm
	Monday	23	Ordinary Council	5.45pm
APRIL	Monday	13	General Committee	5.45pm
	Monday	27	Ordinary Council	5.45pm
MAY	Monday	11	General Committee	5.45pm
	Monday	25	Ordinary Council	5.45pm
JUNE	Tuesday	9	General Committee	5.45pm
	Monday	22	Ordinary Council	5.45pm
JULY	Monday	13	General Committee	5.45pm
	Monday	27	Ordinary Council	5.45pm
AUGUST	Monday	10	General Committee	5.45pm
	Monday	24	Ordinary Council	5.45pm
SEPTEMBER	Monday	14	General Committee	5.45pm
	Monday	28	Ordinary Council	5.45pm
OCTOBER	Monday	12	General Committee	5.45pm
	Monday	26	Ordinary Council	5.45pm
NOVEMBER	Monday	9	General Committee	5.45pm
	Monday	23	Ordinary Council	5.45pm

DECEMBER	Monday	7	General Committee	5.45pm
	Monday	14	Ordinary Council	5.45pm

The NSW Premier has announced that a Public Holiday will be declared for the Monday immediately following Anzac Day, which coincides with a scheduled Council meeting. For this reason, Council is asked to amend the April 2026 Council meeting to Tuesday 28 April 2026.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

5.2 Acting General Manager

File Number: D26/329

Author: Paul Devery, General Manager

RECOMMENDATION

That the Director – Environmental Services, Mrs Larissa Hackett, be appointed Acting General Manager for the period 14-17 April 2026 inclusive due to the General Manager’s absence on leave.

INTRODUCTION

I will be on leave from 14-17 April 2026 inclusive. I recommend that the Director – Environmental Services, Mrs Larissa Hackett, be appointed Acting General Manager for the period 14-17 April 2026 inclusive due to my absence.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

5.3 Cowra Community Grants 2025/2026 - Round 2

File Number: D26/365

Author: Paul Devery, General Manager

RECOMMENDATION

That Council allocate funding under Round 2 of the 2025/2026 Cowra Community Grants Program to the following groups:

Category: Arts and Culture	Project	Funding Amount
Darbys Falls Progress Association	Assist create a memorial plaque for the four Darbys Falls men who died in action during WWI.	\$680.00
Woodstock and District Progress Association	Assist continue the Woodstock ghost signage project, restoring historic signage on former local business premises.	\$1000.00
Lachlan Valley Railway Society Co-Op Ltd	Assist with construction of a secure cabinet to house items for display in the steam Store.	\$1,000.00
		\$2,680.00
Category: Building and Facility Development		
Lachlan Valley Railway Society Co-Op Ltd	Assist purchase 20 new sleepers to allow extension of rail operations east of Cowra station (close to site of the former freight centre).	\$2,000.00
Morongla Creek Land Manager	Assist with installation of an undercounter dishwasher in the kitchen at Morongla Hall.	\$2,000.00
Cowra Masonic Hall Ltd	Assist with the purchase and installation of a large screen TV and sound bar for audio visual presentations in the Masonic Hall.	\$2,000.00
		\$6,000.00

Category: Sport and Recreation		
Cowra Netball Association	Assist purchase new netballs for use by representative players and community players.	\$1,000.00
Cowra Junior Rugby League	Assist purchase folding tackle mats for use when teaching/training young players.	\$1,000.00
Cowra and District Pony Club	Assist purchase First Aid supplies for the Pony Club.	\$265.00
Cowra Amateur Swimming Club	Assist purchase two 3 metre gazebos with Cowra Stingrays logos.	\$884.36
Cowra Junior Squash Club	Assist purchase training and game equipment used for junior training and development.	\$999.00
		\$4,148.36
Category: New Community Events		
No Successful Applications		\$0.00
Category: Small Capital Equipment		
Cowra Theatre Company	Assist with purchase of a one-sided pull-up advertising banner.	\$264.00
Cowra Eisteddfod Inc.	Assist purchase new colour photocopier to be used during the annual eisteddfod for informing contestants and spectators about criteria and results of competition.	\$420.80
Cowra Community Chest	Assist with replacement of worn banners used to promote the Cowra Community Markets.	\$910.00
Cowra Family History Group	Assist with the purchase of narrower tables to assist with the flow of movement in the Cowra Family History group's research/library room.	\$994.00
Country Women Association – Woodstock	Assist purchase laptop computer and printer.	\$990.00
Cowra Community Enterprises Inc.	Assist purchase six 240L Yellow Lid Recycling Bins to reduce the amount of waste going straight into	\$587.70

	landfill.	
Cowra and District Aero Club Inc.	Assist purchase an up-to-date computer for club use.	\$1,000.00
Gooloogong Progress and Promotion Inc.	Assist purchase convection oven and cooktop for new Gooloogong Community Shed.	\$1,000.00
		\$6,166.50
Total Funds Allocated	19 applications	\$18,994.86

INTRODUCTION

The Cowra Community Grants program entails two funding rounds per year each spread over five categories. Continued funding of \$50,000 was formally adopted in the 2025/2026 budget at the June 2025 Council meeting.

BACKGROUND

The Cowra Community Grants Working Party comprises the following membership:

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

Round 2 2025/2026

Round 2 2025/2026 applications closed on 27 February 2026 following a month of publicity in the Guardian, on Council's website, on social media and directly to numerous groups and individuals. Copies of the published Guidelines and Application form are included at Attachments 1 and 2 respectively.

At the close of applications there had been 20 applications received asking for a combined total of \$19,994.86 from a variety of community groups.

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

Evaluation

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

- All applications received were considered.
- Each Working Party member was given time to read and evaluate each application by giving a rating against 4 published assessment criteria.
- The normal considerations relating to conflicts of interest, pecuniary and non-pecuniary applied. That is, if a member had an interest in relation to any of the applicants, they did not evaluate that application. The interest was declared on the

evaluation form and the average scores of other members was substituted for that particular application. The following declarations of non-pecuniary interests were made:

Cr Peter Wright	Cowra Eisteddfod Inc.
Lawrance Ryan	Cowra Theatre Company
	Lachlan Valley Railway Society Co-Operative Ltd

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

In reviewing the raw scores, the Working Party adopted an initial position of approving applications that exceeded a threshold of 120 evaluation points, which represented a minimum score of 6/10 in each assessment category. This equated to a total of \$18,994.86 for 19 projects.

The Working Party was of the view that the raw scores alone were not sufficient to allocate funding and considered certain value judgements could reasonably be made about the merits of a number of applications. As a result of subsequent discussions, the Working Party has recommended allocating \$18,994.86 to 19 projects as detailed in the table below.

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Darbys Falls Progress Association	Assist create a memorial plaque for the four Darbys Falls men who died in action during WWI.	\$680.00
Woodstock and District Progress Association	Assist continue the Woodstock ghost signage project, restoring historic signage on former local business premises.	\$1000.00
Lachlan Valley Railway Society Co-Op Ltd	Assist with construction of a secure cabinet to house items for display in the steam Store.	\$1,000.00
		\$2,680.00
Category: Building and Facility Development		
Lachlan Valley Railway Society Co-Op Ltd	Assist purchase 20 new sleepers to allow extension of rail operations east of Cowra station (close to site of the former freight centre).	\$2,000.00
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Cowra Netball Association	Assist purchase new netballs for use by representative players and community players.	\$1,000.00
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Category: New Community Events		
No Successful Applications		\$0.00
Category: Small Capital Equipment		
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Cowra Community Enterprises Inc.	Assist purchase six 240L Yellow Lid Recycling Bins to reduce the amount of waste going straight into landfill.	\$587.70
Cowra and District Aero Club Inc.	Assist purchase an up-to-date computer for club use.	\$1,000.00
Gooloogong Progress and Promotion Inc.	Assist purchase convection oven and cooktop for new Gooloogong Community Shed.	\$1,000.00
		\$6,166.50
Total Funds Allocated	19 applications	\$18,994.86

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

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

BUDGETARY IMPLICATIONS

\$18,994.86 from \$50,000.00 allocation (\$19,087.02 allocated in Round 1)

ATTACHMENTS

1. Guidelines Cowra Community Grants 2025/2026 [↓](#)
2. Application Cowra Community Grants 2025/2026 [↓](#)



Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Community Grants Program: Guidelines 2025/26 - Round 2

Purpose

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

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

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

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

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

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

General Eligibility Criteria

Organisations and groups

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

Ineligible organisations and groups

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

Individuals and sole traders

- Individuals or sole traders are not eligible to apply.

Ineligible project expenses

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

General Guidelines

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

Categories and Funding

Category	Description	Maximum Amount	Examples
Sport and Recreation	Activities that provide access to physical and social pursuits to support the health and well-being of the community	\$1000	Skills clinic Sporting equipment
Arts and Culture	Events that foster the Shire’s cultural identity, or that provide an accessible, diverse range of community art and cultural opportunities	\$1000	Art workshop
Small Capital Equipment	Purchases of small capital equipment items to support community organisation activities	\$1000	Photocopier printer
Building and Facility Development	Improvements to Council or community owned buildings and facilities	\$2000	Replace gutter on village hall
New Community Events	Support new events held within Cowra Shire, with broad appeal to both local and the wider community that celebrate significant occasions, encourage cultural diversity or brings communities together. For new events to be held between 1 April 2026 and 31 December 2026.	Based on expected attendance – Up to 200 \$500 201 and above \$1000	Significant anniversaries, launches and openings.

Important Dates

Round	Opening Date	Closing Date	Notification
Round 2 2025/26	2 August	27 August	Following the Council meeting: Monday 23 March

Assessment Process	
Stage	Tasks
Pre-eligibility check	All applications are checked to determine applicant and project eligibility and to ensure that they are complete. Ineligible and incomplete applications will not progress to the assessment stage
Assessment	<ol style="list-style-type: none"> 1. Alignment with program priorities <ul style="list-style-type: none"> • The project aligns with the priorities of the Community Grants Program and the Cowra Community Strategic Plan. 2. Demonstrated community need <ul style="list-style-type: none"> • The need for the project is clearly demonstrated and relevant consultation, evidence and support is provided. 3. Level of community benefit <ul style="list-style-type: none"> • The project is accessible for either the entire community; or if not, the targeted audience is either disadvantaged or has limited opportunities to participate in community life. 4. Value for money <ul style="list-style-type: none"> • The project has a detailed budget and is supported by quotes from local suppliers, where appropriate. • The applicant demonstrates additional investment either in cash or in kind.
Council Endorsement	Recommendations are presented to Council for final approval

Conditions of Grant

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

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

How to Apply

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

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

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



Cowra Shire Council
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 Cowra NSW 2794
 Phone: 02 6340 2000
 Fax: 02 6340 2011
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www.cowracouncil.com.au

**Community Grants Program: Application Form
 Round 2 – 2025/2026
 Closing Date: Friday 27 February 2026**

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

Instructions

You must submit your application using this form by 4pm on the closing date: Friday, 27 February 2026.

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

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

Please ensure that all questions are answered.

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

Late applications will not be accepted.

Certification

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

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

Yes

Signature	
Please print name	

Grant Category

Please tick one box only

- Sport and Recreation** maximum of \$1000
- Arts and Culture** maximum of \$1000
- Small Capital Equipment** maximum of \$1000
- Building and Facility Development** maximum of \$2000
- New Events (Attendance - up to 200)** maximum of \$500
- New Events (Attendance – 201 & above)** maximum of \$1000

Organisation Details	
Organisation's Name	
Organisation's Mailing Address	
Is your organisation registered for GST?	<input type="checkbox"/> Yes
Does your organisation have an Australian Business Number (ABN)?	<input type="checkbox"/> Yes Please include ABN:

Is your organisation primarily volunteer run?	<input type="checkbox"/> Yes
Organisation's Bank Details	BSB: Account Number: Account Name:
Applicant Details – for this application	
Name of person completing this application	
Position with organisation (if applicable)	
Telephone number during office hours	
Mobile phone number	
Email address	
Application Details	
Name and or description of the event, project, activity, or equipment for which funding is being requested.	
Timeframe (if applicable)	Event is expected to be held on: Project or activity will commence: Project or activity will be completed by: Please note that events supported under the 'New Events' category must be held between 1 May 2026 and 31 December 2026.
Actual location of event or where project or activity will occur	

<p>Is the event, project, activity, offered for the whole of Cowra Shire?</p>	<p><input type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p> <p>If you answered 'No', who will be involved?</p>
<p>Amount requested from Cowra Council — Cannot exceed maximum amount allowed for related category. Must be substantiated by a detailed quote or advertising brochure from supplier.</p>	<p>\$</p>
<p>Why are you holding the event, undertaking the project or activity or purchasing the equipment?</p> <ul style="list-style-type: none"> • Explain benefits to your organisation and the wider Cowra Shire community. • Use dot points where possible. 	
<p>How will your application address the strategies of the Cowra Council Community Strategic Plan?</p> <ul style="list-style-type: none"> • Refer to Cowra Council Community Strategic Plan – Cowra 2036 	<p>Select all boxes relevant to the application</p> <p>Health and Wellbeing</p> <p><input type="checkbox"/> Provide facilities, infrastructure and programs for health and well-being needs, including disability, mental health and family support services.</p> <p><input type="checkbox"/> Collaborate with education and health providers to attract and retain health professionals to the Shire.</p> <p><input type="checkbox"/> Support and encourage volunteering within the community.</p>

	<p><input type="checkbox"/> Partner with and seek advice from the local Indigenous community and Indigenous health care services to improve health outcomes.</p> <p><input type="checkbox"/> Provide for future aged care needs and support services. Promote an active retirement.</p> <p>Innovation and Education</p> <p><input type="checkbox"/> Make Cowra Shire a learning community.</p> <p><input type="checkbox"/> Support initiatives to increase education and training outcomes for local Indigenous people.</p> <p><input type="checkbox"/> Support local training and education providers to build local skills capacity, infrastructure and knowledge.</p> <p><input type="checkbox"/> Support innovation and research.</p> <p>Liveability</p> <p><input type="checkbox"/> Build understanding and communication of Cowra Shire’s rich history, vibrant future and leadership in international understanding and cultural diversity.</p> <p><input type="checkbox"/> Continue to develop our leisure and cultural facilities and infrastructure and protect and enhance our natural environment.</p> <p><input type="checkbox"/> Recognise and grow the talent in our community.</p> <p><input type="checkbox"/> Develop and provide programs to meet the needs of Cowra Shire’s young people.</p> <p><input type="checkbox"/> Develop a community where people are welcomed from all walks of life and feel safe and secure.</p> <p>Community Leaderships and Engagement</p> <p><input type="checkbox"/> Develop and model leadership skills across the community.</p> <p><input type="checkbox"/> Engage with our community in a variety of ways to increase awareness of key issues and ensure better project and service delivery outcomes.</p> <p><input type="checkbox"/> Strengthen partnerships with government and other agencies.</p>
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	<p>Business and Industry</p> <ul style="list-style-type: none"> <input type="checkbox"/> Plan for and support business and industry growth, research and innovation. <input type="checkbox"/> Tell the world about the opportunities and benefits of living, working and playing in Cowra Shire. <input type="checkbox"/> Add value and support to our existing businesses and industries. <input type="checkbox"/> Support the development of an energetic CBD. <input type="checkbox"/> Identify and develop profitable and sustainable tourism products for Cowra. <p>Transport and Infrastructure</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop an integrated transport system that addresses local and regional needs in relation to cycleways, footpaths, road and rail. <input type="checkbox"/> Ensure that community assets and public infrastructure including roads, bridges and public buildings are well maintained. <p>Environmental Sustainability and Stewardship</p> <ul style="list-style-type: none"> <input type="checkbox"/> Aim to position Cowra as a centre of environmental excellence. <input type="checkbox"/> Take advantage of and support opportunities to grow new sustainable industries. <input type="checkbox"/> Show leadership by taking action and promoting practices to encourage Cowra Shire to be an environmentally responsible community. <input type="checkbox"/> Build partnerships with people who work with and care for the land to secure a healthier environment. <input type="checkbox"/> Build and promote Council's and the community's preparedness for, adaptability to and resilience to climate change and natural disaster impacts.
--	--

	<p>Reconciliation and Inclusion</p> <ul style="list-style-type: none"><input type="checkbox"/> Foster reconciliation and connection with the local Indigenous population. Respect, promote and protect Wiradjuri culture.<input type="checkbox"/> Show leadership and promote actions that ensure all members of the community have an equal opportunity to participate fully within the community.<input type="checkbox"/> Continue to deliver and ensure all high movement areas, public buildings and appropriate Council resources and services are accessible for all the community.
--	--

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

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

Total Project Budget (A + B) \$

Application Checklist**Have you:**

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

Submitting Your Application

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

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

5.4 Proposed Variation to General Manager Instrument of Delegation

File Number: D26/379

Author: Paul Devery, General Manager

RECOMMENDATION

That in accordance with the power under section 377 of the Local Government Act 1993 Cowra Council of 116 Kendal Street, Cowra in the State of New South Wales (“the Council”) resolves to

- i. Delegate the additional function of determining Development Application No10.2025.18.1 for a change of use of a dwelling to community facility and addition of an activity room at Lot 2 DP 603501, 7 Vaux Lane Cowra under the Environmental Planning and Assessment Act 1979 to the General Manager of the Council;**
- ii. Otherwise confirms its delegations to the General Manager of the Council in resolution 171/25 on 25 August 2025.**

INTRODUCTION

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.

The application was reported to Council because of requested variations to the Cowra Council Development Control Plan 2021 and the receipt of one objection. Under the terms of the General Manager’s Instrument of Delegation, included at Attachment 1, such an application is unable to be determined under delegated authority and must be reported to council for determination.

BACKGROUND

The subject development application was reported to the February 2026 General Committee meeting. Four councillors declared an interest in the DA and vacated the chamber during consideration of the item. The five remaining councillors recommended the application be approved.

The absence of one of the five councillors at the subsequent February Council meeting resulted in a lack of a quorum and the General Committee recommendation was unable to be considered and the application was unable to be determined.

The development application has been submitted to this meeting by way of a report from the Director Environmental Services. Advice has been received from councillors indicating that it is once again unlikely there will be a quorum to determine the application.

In order to progress the application and provide an appropriate level of customer service to the applicant, legal advice was sought on the ability and process to amend the delegation to the General Manager to allow the application to be determined under delegated authority.

That advice has been received and advises:

1. The delegation can be amended for this particular purpose
2. Councillors who have an interest in the application are not prevented from voting on the resolution to amend the delegation. This situation is covered by clause 4.23 of the Code of Conduct which states that despite having an interest in the matter a councillor “.. *may participate in a decision to delegate consideration of the matter in question to another body or person.*”

The advice has also been confirmed by the Office of Local Government.

Accordingly, a recommendation is presented to allow this development application to be determined under delegated authority.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Instrument of Delegation - General Manager - August 2025 [↓](#)



Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Instrument of Delegation

GENERAL MANAGER

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

- I. Delegate to the General Manager of the Council all of its functions except:
 - (a) those functions which must not be delegated pursuant to section 377(1) of the Local Government Act 1993;
 - (b) any function designated in any other Act of Parliament as a function which must not be delegated;
 - (c) the function of the determination of a development application made under the Environmental Planning and Assessment Act 1979 ("EP&A Act"):
 - (i) where the development is not consistent with Cowra Local Environmental Plan 2012 or other relevant environmental planning instrument;
 - (ii) where the development is designated development as defined under Part 2 of Schedule 3 of the Environmental Planning and Assessment Regulation 2021;
 - (iii) where the development is inconsistent with a Development Control Plan;
 - (iv) Where the application involves development that directly impacts on the heritage values of a heritage item listed in Schedule 5 of Cowra Local Environmental Plan 2012;
 - (v) where the application involves the use of land or a building for a brothel;
 - (vi) where the application involves the use of the land or a building for a place of public worship;
 - (vii) where the application involves the subdivision of land into more than 10 new allotments;
 - (viii) where the application involves the erection of medium density housing or alterations thereto, exceeding a total of 3 dwelling-units;
 - (ix) Where an objection has been received that is considered valid on planning grounds and has not been resolved by amendments to the application or by the imposition of conditions.
 - (x) where the application is lodged by, on behalf of, or for Cowra Shire Council; except for development on land for public open space purposes; and

- 2 -

Instrument of Delegation – General Manager

August 2025

- (xi) where the development application shows an estimated value exceeding \$4m dollars.
- (d) The function to approve a modification application in accordance with section 4.55 of the Environmental Planning and Assessment Act 1979:
 - (i) where the development is inconsistent with Cowra Local Environmental Plan 2012 or other relevant environmental planning instrument;
 - (ii) where the development is inconsistent with a Development Control Plan, Code or Policy adopted by Council Shire Council;
 - (iii) where the development is designated development as defined under Part 2 of Schedule 3 of the Environmental Planning and Assessment Regulation 2021;
 - (iv) Where the application involves development that directly impacts on the heritage values of a heritage item listed in Schedule 5 of Cowra Local Environmental Plan 2012
 - (v) where the development involves the subdivision of land into more than 10 new allotments;
 - (vi) where the development involves the erection of medium density housing or alterations thereto, exceeding a total of 3 dwelling-units;
 - (vii) where the development involves the use of land or a building for a brothel;
 - (viii) where the development involves the use of the land or a building for a place of public worship;
 - (ix) Where an objection has been received that is considered valid on planning grounds and has not been resolved by amendments to the application or by the imposition of conditions.
 - (x) where the original application or modification application was lodged by, on behalf of, or for Cowra Shire Council;
 - (xi) Where the original application was determined by Council and an objection has been received which is of a complex nature and cannot be dealt with by the imposition of conditions or amendment of plans.
 - (xii) where the development application shows an estimated value exceeding \$4m dollars.
- 2. Sub-delegate to the General Manager of the Council all functions delegated to the Council except as provided in the relevant instrument of delegation to the Council.

Council Meeting 25 August 2025 – Resolution No. 171/25

6 DIRECTOR-CORPORATE SERVICES

6.1 Investments and Financial Report

File Number: D26/308

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council note the Investments and Financial Report for February 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

1. Investments and Financial Report - February 2026 [↓](#)

Attachment

2025-26 Investments and Financial Report February 2026

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INVESTMENTS

1. Investments Portfolio

Council’s investments are as listed below in lodgement date order as at 28 February 2026.

Funding Institution	S&P Rating	Date Lodged	Term (Days)	%	Date Due	Principal \$
BENDIGO & ADELAIDE BANK LTD	A-	28/08/2025	187	4.10%	3/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	26/08/2025	189	4.10%	3/03/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	7/10/2025	154	4.16%	10/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	2/09/2025	189	4.10%	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-	19/08/2025	210	4.10%	17/03/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	16/10/2025	159	4.10%	24/03/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	25/09/2025	180	4.11%	24/03/2026	500,000.00
BANK OF QUEENSLAND	A-	23/09/2025	189	4.15%	31/03/2026	500,000.00
BANK OF QUEENSLAND	A-	30/09/2025	182	4.25%	31/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	2/09/2025	210	4.10%	31/03/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	23/09/2025	189	4.20%	31/03/2026	500,000.00
BANK OF QUEENSLAND	A-	28/10/2025	161	4.60%	7/04/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	14/10/2025	182	4.20%	14/04/2026	500,000.00
SUNCORP-METWAY LTD	A+	15/09/2025	211	4.20%	14/04/2026	500,000.00
BANK OF QUEENSLAND	A-	21/10/2025	182	4.15%	21/04/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	16/10/2025	187	4.15%	21/04/2026	500,000.00
BANK OF QUEENSLAND (Wyangala Sewer Handover)	A-	28/10/2025	182	4.40%	28/04/2026	1,000,000.00
BENDIGO & ADELAIDE BANK LTD	A-	11/11/2025	182	4.25%	12/05/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	4/11/2025	189	4.20%	12/05/2026	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
ING BANK	A-3	22/07/2025	301	4.12%	19/05/2026	500,000.00
IMB LTD	BBB+	16/12/2025	162	4.35%	26/05/2026	500,000.00
ING BANK	A-3	29/07/2025	301	4.13%	26/05/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	25/11/2025	189	4.23%	2/06/2026	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-	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
BENDIGO & ADELAIDE BANK LTD	A-	11/12/2025	187	4.30%	16/06/2026	500,000.00
IMB LTD	BBB+	23/12/2025	182	4.35%	23/06/2026	600,000.00
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
SUNCORP-METWAY LTD	A+	23/12/2025	182	4.45%	23/06/2026	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-	8/01/2026	173	4.35%	30/06/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	6/01/2026	175	4.35%	30/06/2026	500,000.00
BANK OF QUEENSLAND	A-	27/01/2026	161	4.35%	7/07/2026	500,000.00
IMB LTD	BBB+	3/02/2026	154	4.30%	7/07/2026	500,000.00
IMB LTD	BBB+	13/01/2026	182	4.40%	14/07/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	11/11/2025	245	4.20%	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-	18/11/2025	245	4.26%	21/07/2026	500,000.00
BANK OF QUEENSLAND	A-	27/01/2026	182	4.55%	28/07/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	30/09/2025	301	4.25%	28/07/2026	500,000.00
SUNCORP-METWAY LTD	A+	20/01/2026	189	4.40%	28/07/2026	500,000.00
SUNCORP-METWAY LTD	A+	27/01/2026	182	4.32%	28/07/2026	500,000.00
BANK OF QUEENSLAND	A-	3/02/2026	182	4.50%	4/08/2026	500,000.00
IMB LTD	BBB+	3/02/2026	182	4.45%	4/08/2026	500,000.00
BANK OF QUEENSLAND	A-	10/02/2026	182	4.70%	11/08/2026	500,000.00
IMB LTD	BBB+	10/02/2026	182	4.50%	11/08/2026	500,000.00
BANK OF QUEENSLAND (Wyangala Sewer Handover)	A-	18/02/2026	181	4.75%	18/08/2026	920,914.23
COMMONWEALTH BANK OF AUSTRALIA	AA-	17/02/2026	182	4.62%	18/08/2026	500,000.00
SUNCORP-METWAY LTD	A+	17/02/2026	182	4.53%	18/08/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	24/02/2026	182	4.65%	25/08/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	24/02/2026	182	4.65%	25/08/2026	500,000.00
NATIONAL AUSTRALIA BANK LTD	AA-	24/02/2026	210	4.70%	22/09/2026	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
COMMONWEALTH BANK OF AUSTRALIA	AA-	4/02/2026	272	4.73%	3/11/2026	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	AA-	20/01/2026	336	4.53%	22/12/2026	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**
 28/2/26

2. Interest Rate

The average interest rate for Council’s investments held is 4.33%. At 28 February 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
3.93%	4.11%	4.39%	4.48%	4.60%	4.69%	4.75%	4.78%

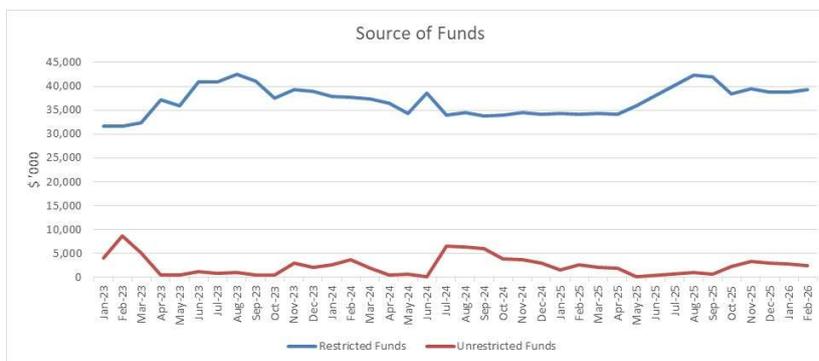
3. General Fund Balance

As at 28 February 2026 balances for Cowra Shire Council for Transaction Accounts and Cash in hand were as follows:

CBA General Account	\$	'000
General Fund bank account	\$	2,278
On-Call account balance	\$	5,250
Cash in hand	\$	4
TOTAL	\$	7,532

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	\$	7,532
TOTAL	\$	41,803
Represented By:		
Restricted Funds	\$	39,258
Unrestricted Funds	\$	2,545
TOTAL	\$	41,803



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

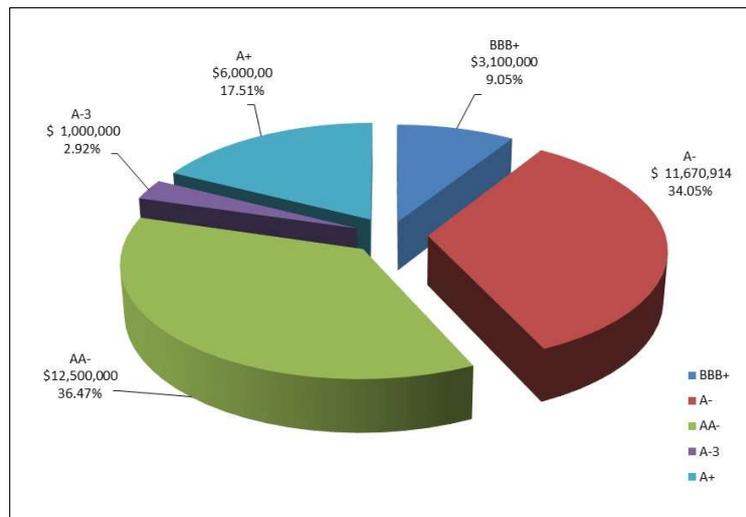
Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

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

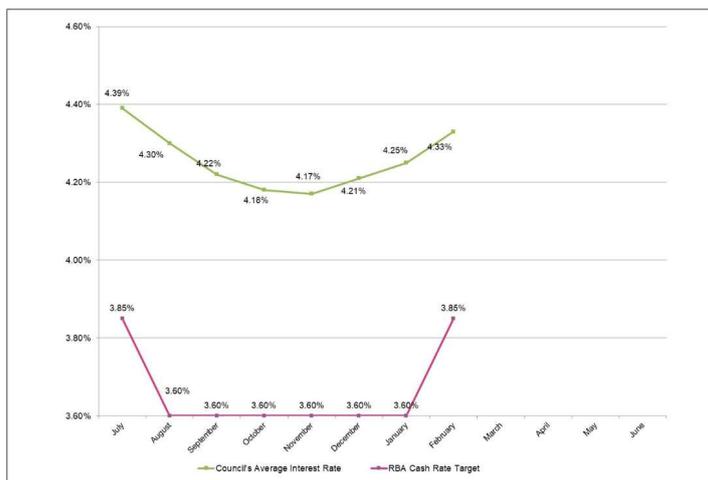
Any securities which are issued by a body or company (or controlled parent entity either immediate or ultimate) with a Standard & Poor’s Investors Service, Inc credit rating of “AAA”, “AA+”, “AA”, “AA-”, “A+”, “A”, “BBB+”, or “BBB”

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.

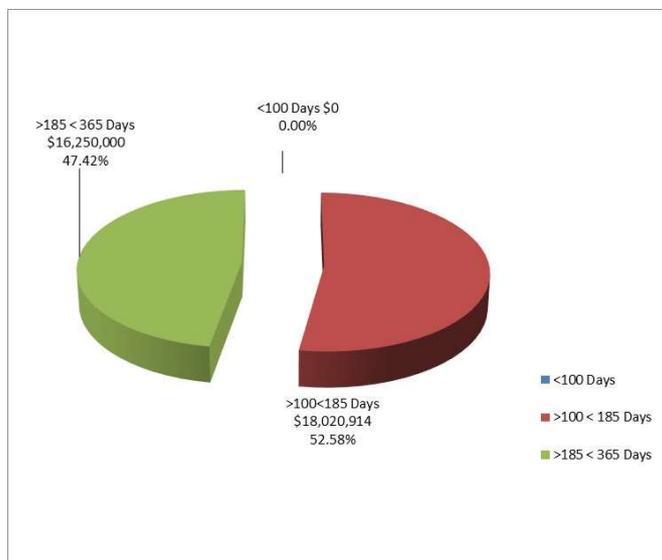
6. Term Deposit Average Monthly Interest Rate Compared to the RBA Cash Rate Target

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

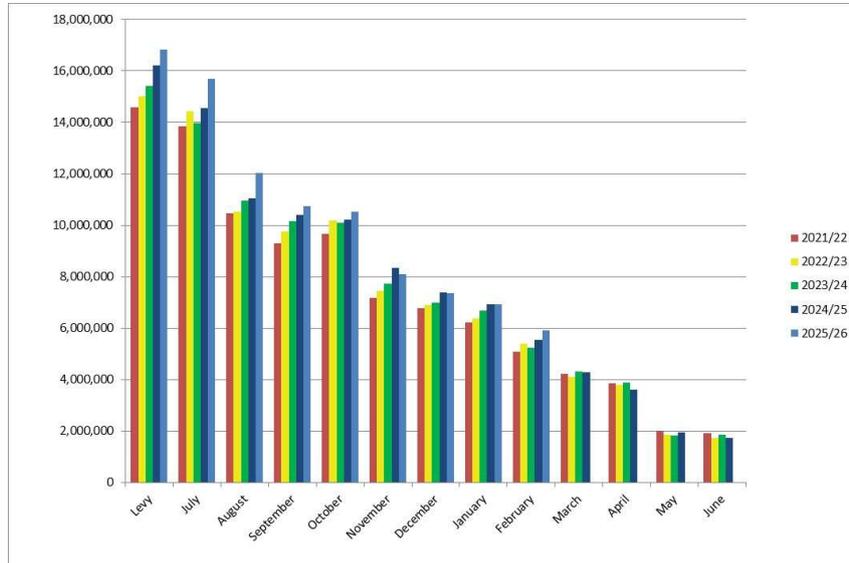
The following pie-chart shows the mix of Council investments for the month by maturity type.



RATES

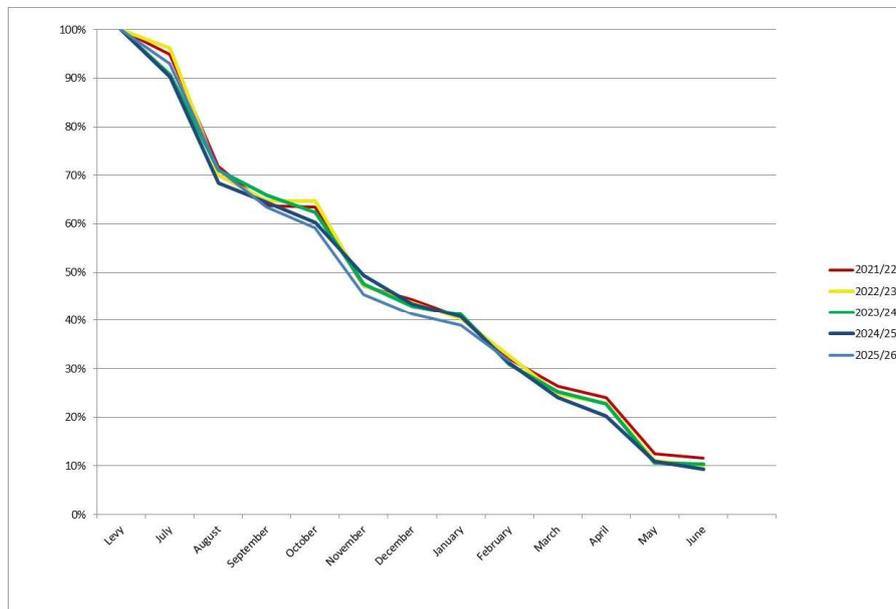
8. Comparison of Rate Collection Progress for 2025-26 to prior years

The following graph shows the total rate levy and arrears collectable as at 28 February 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 2025 to February 2026	\$	841,341	0
Collected in February 2026	\$	50,662	\$ -892,003
Balance as at 28 February 2026	\$	892,003	\$ 221,272

11. Indicative Position of General Fund for the Current Year to 28 February 2026

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

	Budget Income Statement - 2025/2026 Operating Result - Before Capital Grants & Contributions					Budget Cash at End of Year - 2025/2026				
	Consolidated	General	Water	Sewer	Waste	Consolidated	General	Water	Sewer	Waste
	'000	'000	'000	'000	'000	'000	'000	'000	'000	'000
Adopted Budget	(1,030)	(1,280)	(168)	111	307	36,507	17,187	6,518	10,019	2,783
Adopted 1st Quarter Review	(913)	(1,351)	(417)	76	779	36,576	17,732	5,738	10,312	2,794
Adopted 2nd Quarter Review	(625)	(944)	(480)	71	728	40,093	18,408	7,337	11,319	3,029
Loan Discharge Fee - Sewer Treatment Plant	(595)			(595)		(595)			(595)	
Loan Discharge Fee - Civic Centre Refurbishment	(50)	(50)				(50)	(50)			
End of 3rd Quarter - Prior to Review	(1,270)	(994)	(480)	(524)	728	39,448	18,358	7,337	10,724	3,029

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 6.67%.

13. Loan Summary

Summary of Current Loans and Purpose as at 28 February 2026.

Loan No	Lender	Date Obtained	Due Date	Principal \$	Interest Rate%	Principal \$ O/S 28/2/26	Interest \$ O/S 28/2/26	Total \$ O/S 28/2/26
GENERAL								
241B	COMMONWEALTH BANK (VAUX ST DRAINAGE WEST)	18/12/2006	18/12/2036	166,000	6.35	97,482	39,488	136,970
242B	COMMONWEALTH BANK (MULYAN OVAL AMENITIES)	22/08/2007	24/08/2037	95,000	6.80	59,140	26,576	85,717
249	NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)	22/12/2008	22/12/2033	1,395,390	8.15	762,289	282,820	1,045,109
245	NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)	29/06/2009	29/06/2029	234,000	8.33	70,749	11,720	82,469
250	NATIONAL AUST. BANK (DRAINAGE IMPROVEMENTS)	28/06/2013	28/06/2028	250,000	6.36	59,653	5,334	64,986
253A	NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 1)	27/06/2016	27/06/2026	400,000	2.63	22,595	223	22,818
253B	NSW TREASURY (AIRPORT SUBDIVISION)	27/06/2016	27/06/2026	1,478,993	2.63	83,538	825	84,362
253C	NSW TREASURY (CEMETERY EXPANSION)	27/06/2016	27/06/2026	250,000	2.63	14,117	139	14,257
254A	NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 2)	11/05/2020	11/05/2040	764,073	2.41	580,630	107,127	687,757
254B	NSW TREASURY (CBD FOOTPATH REFURBISHMENT/STREET CONSTRUCTION)	11/05/2020	11/05/2040	1,501,955	2.41	1,141,341	210,579	1,351,920
254C	NSW TREASURY (LOW LEVEL BRIDGE REPAIRS)	11/05/2020	11/05/2040	183,880	2.41	139,619	25,760	165,379
						3,031,154	710,592	3,741,745
WASTE								
255	NSW TREASURY (MRF AMENITIES/ADMINISTRATION BUILDING)	28/06/2024	28/06/2044	450,000	5.76	431,153	272,586	703,739
						431,153	272,586	703,739
WATER								
238	COMMONWEALTH (CBD MAINS REPLACEMENT)	22/02/2006	23/02/2031	1,000,000	6.03	332,365	57,523	389,889
241A	COMMONWEALTH BANK (WATER MAIN REPLACEMENT)	18/12/2006	18/12/2036	1,256,000	6.35	737,842	298,883	1,036,725
242A	COMMONWEALTH BANK (1C1 ZONE)	22/08/2007	24/08/2037	1,286,500	6.80	800,457	359,709	1,160,166
251	WESTPAC (EMERGENCY WATER SUPPLY CONSTRUCTION)	28/06/2013	27/06/2033	1,186,124	6.566	629,447	172,691	802,138
						2,500,111	888,807	3,388,918
SEWERAGE								
244	NATIONAL AUST. BANK (SEWER TREATMENT PLANT)	6/05/2010	04/05/2040	7,213,230	8.13	5,489,914	3,909,593	9,399,507
						5,489,914	3,909,593	9,399,507
	GRAND TOTAL					\$11,452,331	\$5,781,578	\$17,233,909

Note: Loans 249 and 244 were re-financed in accordance with Council Resolution 17/26 on 4 March 2026. Accordingly, the revised loan terms will be included in the future report for March 2026.

6.2 Donation Request - Mstr Layne Horton Participation with Team Oz Basketball Tour of USA

File Number: D26/373

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council provide a donation of \$800 from the Section 356 expenses budget to assist Mstr Layne Horton to participate in the Team Oz Basketball Tour of the USA over 1 to 17 July 2026.

INTRODUCTION

Ms Helen Horton has contacted Council on behalf of her fifteen year-old-son, Mstr Layne Horton, requesting \$800 to assist with the circa \$11,000 cost of attending the Team Oz Basketball Tour of the United States of America over 1 to 17 July 2026. The application is consistent with the Donation Policy, and is supported by a letter of invitation from Team Oz Basketball to join the touring team.

BACKGROUND

Team Oz Basketball was established to help build a path for young Australian basketballers to the United States college basketball system. The tour provides advanced coaching for talented 15 to 19 year-old participants and the opportunity to compete, train and experience high-level basketball in the United States. An itinerary for the tour is attached.

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

While an invitation to join the Team Oz Basketball Tour is a personal development opportunity, it is selective and requires participants to demonstrate a high standard of personal skill. As such, this international touring opportunity is considered both significant and recognisable.

The requested \$800 is within the amount available under the Donation Policy, for an individual attending an overseas event.

BUDGETARY IMPLICATIONS

\$8,814 is the uncommitted balance of the 2025-26 Budget reserved for Section 356 Donations.

ATTACHMENTS

1. Attachment - Donation - Layne Horton [↓](#)
2. Team OZ Basketball - Brochure [↓](#)



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

Application for Financial Assistance/Donation

Section 1 – Applicant Details

Proposed recipient	Layne Horton
Organisation legal status (tick where applicable)	Non-for-profit <input type="checkbox"/> Charity <input type="checkbox"/> Incorporated <input type="checkbox"/> Business <input type="checkbox"/> N/A <input checked="" type="checkbox"/>
Contact Details	Name: Hellen Horton Mobile: [REDACTED] Email: youthconnect@cinc.org.au Mailing Address: [REDACTED] Cowra NSW 2794

Section 2 – Details of Event/Activity

Name	Team Oz USA Basketball Tour
Responsible Organisation	Team Oz
Date	1 st – 17 th July, 2026
Location	USA
General description of the event/activity	Layne been selected to represent Australia as part of Team Oz Basketball at an international competition. Selection into Team Aus is based on performance, trials and national benchmarking standards. This opportunity recognises both individual commitment and the strength of grassroots basketball development in Cowra. Representing Australia at this level is a significant honour, and I will proudly represent both the nation and the Cowra community throughout the tournament.

Section 3 – Financial Details

Type of support requested	Financial <input checked="" type="checkbox"/> In-kind support <input type="checkbox"/>
Value of assistance sought	\$800 Total cost to the recipient \$10,895
Current funds available	\$8000
Is support provided by other organisations?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, what amount?
What would be the effect if Council did not provide a	The package is nearly \$11,000 – we have paid the \$8000,

donation?	we are just looking for assistance to close the gap and make Layne's dreams come true.		
Will the event/activity support charities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, what amount?
Has Council previously financially assisted the proposed recipient?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	If yes, when?

Section 4 – Eligibility

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

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

Section 5 – Objectives

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

<p>Objective 1: To assist local service, cultural, sporting, charitable or not-for-profit organisations and comparable organisations from beyond the shire providing services that benefit shire residents.</p> <p>Being selected for Team Oz Basketball highlights local sporting talent and brings positive recognition to Cowra. I am proud to represent both Australia and my local community.</p>
<p>Objective 2: To assist organisations to conduct quality cultural, sporting and community service programs or events which cannot attract sufficient funds from other sources.</p> <p>International representation carries significant expenses which cannot be fully met through personal fundraising alone. Council's contribution will help make this opportunity accessible</p>

<p>Objective 3: To contribute towards the achievement of Cowra Shire Council objectives under Council's Delivery Program and Operational Plan, including ensuring inclusive access to community resources, services and facilities, and promoting equitable opportunities for people with disabilities.</p>
<p>This opportunity aligns with Council's objectives of supporting youth development, participation in sport, and equitable access to opportunity regardless of financial background.</p>
<p>Objective 4: To encourage and facilitate broad community participation in cultural, sporting and community service programs and events.</p>
<p>By representing Australia, I hope to inspire other young athletes in Cowra to pursue their sporting goals and remain engaged in positive community activities.</p>

Section 6 – Sporting, Cultural and Academic Applications

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

Please indicate the category your event/activity:

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

Please attach the following:

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

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

Signed: 

Print Name: Hellen Horton

Position in organisation (if relevant):

Date: _____

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

Hellen Horton

From: Team Oz Basketball <scouting@teamozbasketball.com.au>
Sent: Monday, 23 February 2026 9:32 PM
To: Hellen Horton
Subject: TEAM OZ 2026 USA Tour Waitlist Notification - Layne Horton
Attachments: Team Oz Basketball 2026 Tour Brochure.pdf

Hi Layne, Hellen & Tony,

Hope you are all well.

We would like to inform you that we have had a spot open up for the tour.

We are excited to formally offer you a position on the **TEAM OZ BASKETBALL USA TOUR 2026**.

Please find the attached information brochure for your review.

To confirm your place, simply reply to this email with your acceptance. If you are unable to accept, a quick reply would be appreciated so we can offer the opportunity to the next athlete.

We look forward to having you as part of the team.

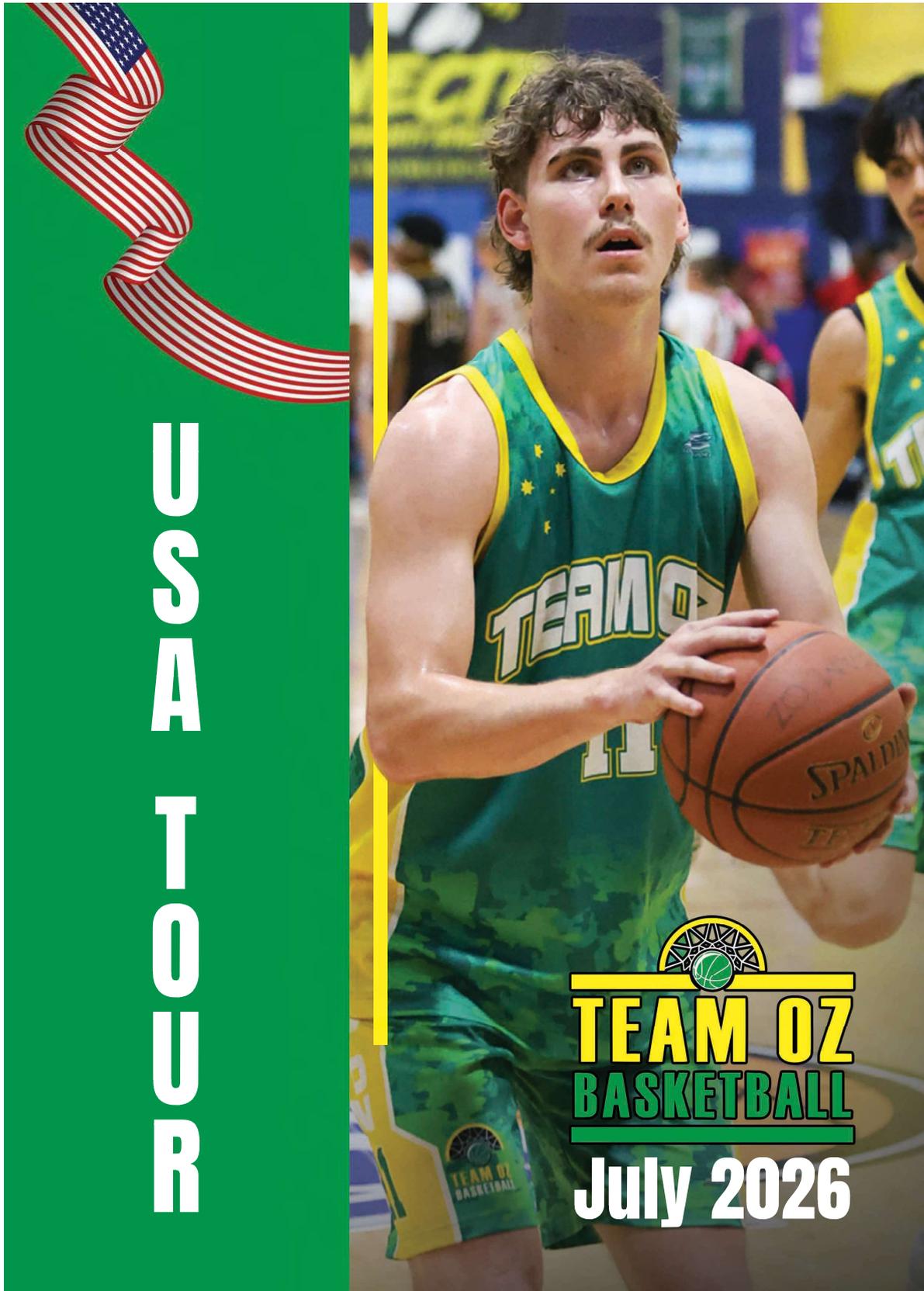
Should you have any questions at all, please feel free to call me anytime.

Coach Waz

Regards,

Warren Rosen
Director/Head Coach
TEAM OZ BASKETBALL
+61 411 286 023
Sydney, Australia
www.teamozbasketball.com.au









TOUR ITINERARY



Day 1

Wednesday, 1st July 2026

Sydney → Los Angeles

- Depart Sydney for Los Angeles
- Arrive LA
- Team Practice
- Recovery Pool Session
- Dinner

Accommodation: Hotel

Transport: Team Bus

Day 2

Thursday, 2nd July 2026

Los Angeles

- Breakfast
- Team Practice
- Pool Session
- Team Dinner

Accommodation: Hotel

Transport: Team Bus



Day 3

Friday, 3rd July 2026

Los Angeles

- Breakfast
- Team Practice
- Pool Session
- Team Dinner
- Accommodation:** Hotel
- Transport:** Team Bus

Day 4

Saturday, 4th July 2026

Los Angeles

- Breakfast
- Tournament Day 1
- Recovery Pool Session
- 4th July Celebrations
- Accommodation:** Hotel
- Transport:** Team Bus

Day 5

Sunday, 5th July 2026

Los Angeles

- Breakfast
- Tournament Day 2
- Recovery Pool Session
- College Tour
- Venice Beach afternoon
- Team Dinner
- Accommodation:** Hotel
- Transport:** Team Bus



Day 6

Monday, 6th July 2026

Los Angeles

- Breakfast
- Recovery Day
- College Tour
- Baseball Game
- Accommodation:** Hotel
- Transport:** Team Bus

Day 7

Tuesday, 7th July 2026

Los Angeles

- Breakfast
- Team Practice
- Recovery Pool Session
- Team Activity
- Team Dinner
- Accommodation:** Hotel
- Transport:** Team Bus

Day 8

Wednesday, 8th July 2026

Los Angeles → Las Vegas

- Breakfast
- Drive to Las Vegas
- Recovery Pool Session
- Team Dinner
- Accommodation:** Hotel
- Transport:** Team Bus



Day 9

Thursday, 9th July 2026

Las Vegas

- 🕒 Breakfast
- 🏀 Tournament Day 1
- 🏊 Recovery Pool Session
- 🍽️ Team Dinner
- Accommodation:** 🏨 Hotel
- Transport:** 🚌 Team Bus

Day 10

Friday, 10th July 2026

Las Vegas

- 🕒 Breakfast
- 🏀 Tournament Day 2
- 🏊 Recovery Pool Session
- 🍽️ Team Dinner
- Accommodation:** 🏨 Hotel
- Transport:** 🚌 Team Bus

Day 11

Saturday, 11th July 2026

Las Vegas

- 🕒 Breakfast
- 🏀 Tournament Day 3
- 🏊 Recovery Pool Session
- 🍽️ Team Dinner
- Accommodation:** 🏨 Hotel
- Transport:** 🚌 Team Bus



Day 12

Sunday, 12th July 2026

Las Vegas

- 🕒 Breakfast
- 🏀 Tournament Day 4
- 🏊 Recovery Pool Session
- 🍽️ Team Dinner
- Accommodation:** 🏨 Hotel
- Transport:** 🚌 Team Bus

Day 13

Monday, 13th July 2026

Las Vegas

- 🕒 Breakfast
- 🛍️ Free Day – Las Vegas Outlet Shopping / Activities
- 🏊 Recovery Pool Session
- 🍽️ Team Dinner
- Accommodation:** 🏨 Hotel
- Transport:** 🚌 Team Bus

Day 14

Tuesday, 14th July 2026

Las Vegas

- 🕒 Breakfast
- 🛍️ Free Day – Las Vegas Outlet Shopping / Activities
- 🏊 Recovery Pool Session
- 🍽️ Team Dinner
- Accommodation:** 🏨 Hotel
- Transport:** 🚌 Team Bus



Day 15

Wednesday, 15th July 2026

Las Vegas → Los Angeles
→ Sydney

- Breakfast
- Drive to Los Angeles
- Evening flight - LA → Sydney

Day 16

Thursday, 16th July 2026

In Transit

Day 17

Friday, 17th July 2026

Arrive in Sydney



COST:

Tour Cost: \$10,895.00

PAYMENT SCHEDULE:

DEPOSIT: \$2,500.00 – (Once notified to hold your position)

INSTALMENT 1: \$2,500.00 – (Due 30th January 2026)

INSTALMENT 2: \$3,000.00 – (Due 4th March 2026)

INSTALMENT 3: \$2,500.00 – (Due 8th April 2026)

FINAL BALANCE: \$395.00 – (Due 29th May 2026)

 All payments must be made by the due dates to secure your position on the tour.

INCLUSIONS:

- o Return flights from Sydney to Los Angeles
- o Accommodation for 14 nights in Los Angeles & Las Vegas (Twin Share) including breakfast
- o All ground transport

TEAM OZ Pack:

- | | |
|-----------------------|-----------------------|
| o 1 x Playing Uniform | o 1 x Long Sleeve Tee |
| o 2 x Tee Shirts | o 1 x Hoodie |
| o 2 x Muscle Tees | o 1 x Travel Bag |
| o 2 x Walk Shorts | o 1 x Back Pack |
| o 2 x Pairs Socks | o 1 x Water Bottle |



✓ INCLUSIONS:

- Entry into high level AAU Tournaments (Amateur Athletic Union)
- High level competition against some of the best players in the USA
- College tour
- Basketball sanctioning between Australia & USA

✗ EXCLUSIONS & COSTS YOU WILL NEED TO COVER:

- Passport (must be valid with more than 6 months from return date – 17th July 2026)
- Visa requirements (ESTA)
- Travel Insurance (Compulsory)
- Spending money & other incidentals
- Theme Park/s
- Meals outside of breakfast
- Flights for training camp



TRAINING CAMP - COMPULSORY:

-  **Dates:** Saturday 20th & Sunday 21st June 2026
 **Time:** 9:30am – 3.30pm (both days)
 **Location:** Minto Basketball Stadium
 Billeting available for interstate athletes

TEAM STRUCTURE - 4 Teams Only:

- Team Gold** – Australian Rep / State Rep
/ High-level D1/D2 College, JUCO Prospects
Team Green – D2 College, JUCO / NAIA Prospects
Team White – JUCO / NAIA Prospects
Team Grey – JUCO / NAIA Prospects
Final teams confirmed at Training Camp.

 **Strictly Confidential – Do Not Share Externally** 

-  www.teamozbasketball.com.au
 scouting@teamozbasketball.com.au

7 DIRECTOR-ENVIRONMENTAL SERVICES

- 7.1 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: D26/302

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
Existing Site Plan Job 158/24 Drawing A001	Vision Property Development Hub 15/8/2024	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Context Plan Job 158/24 Drawing A002	Vision Property Development Hub 13/2/2025	Received 22/8/2025 Stamped DA 10.2025.18.1(B)

Proposed Site Plan Stage 2 Job 158/24 Drawing A003C	Vision Property Development Hub 10/11/2025	Received 15/12/2025 Stamped DA 10.2025.18.1(C)
Demolition Plan Stage 2 Job 158/24 Drawing A004	Vision Property Development Hub 15/11/2024	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Existing Floor Plan Job 158/24 Drawing A101	Vision Property Development Hub 15/8/2024	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Stage 1 Demolition Plan Job 158/24 Drawing A102	Vision Property Development Hub 15/11/2024	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Proposed Stage 1 Floor Plan Job 158/24 Drawing A103	Vision Property Development Hub 15/11/2024	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Proposed Floor Plan Stage 2 Job 158/24 Drawing A104A	Vision Property Development Hub 27/11/2025	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Proposed Dimensioned Floor Plan Stage 2 Job 158/24 Drawing A105	Vision Property Development Hub 15/11/2025	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Proposed Elevations Stage 2 (North and South) Job 158/24 Drawing A201A	Vision Property Development Hub 27/11/2025	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Proposed Elevations Stage 2 (East and West) Job 158/24 Drawing A202A	Vision Property Development Hub 27/11/2025	Received 22/8/2025 Stamped DA 10.2025.18.1(B)
Statement of Environmental Effects Version 6	Vision Property Development Hub 27/01/2026	Received 03/02/2026 Stamped DA 10.2025.18.1(E)

Traffic Impact Statement Ref 25.181r01v06	Traffix 17 December 2025	Received 18/12/2025 Stamped DA 10.2025.18.1(D)
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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:
 - (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 Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

Contribution Type	Proposed Cost of Development ¹	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution ²	\$466,737.46	1%	\$4,667.37	30 June 2026

Notes

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

² Council's Section 94A Contributions Plan 2016 may be viewed during office

hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website www.cowracouncil.com.au

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

ADVICE

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

INTRODUCTION

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

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

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

Description of Site

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



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

Description of Proposal

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

Environmental Impact Assessment

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

Section 4.15(1) Evaluation Matters

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

Local Environmental Plan (LEP)

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

1.2 Aims of Plan

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

1.4 Definitions

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

community facility means a building or place—

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

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

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

1.6 Consent authority

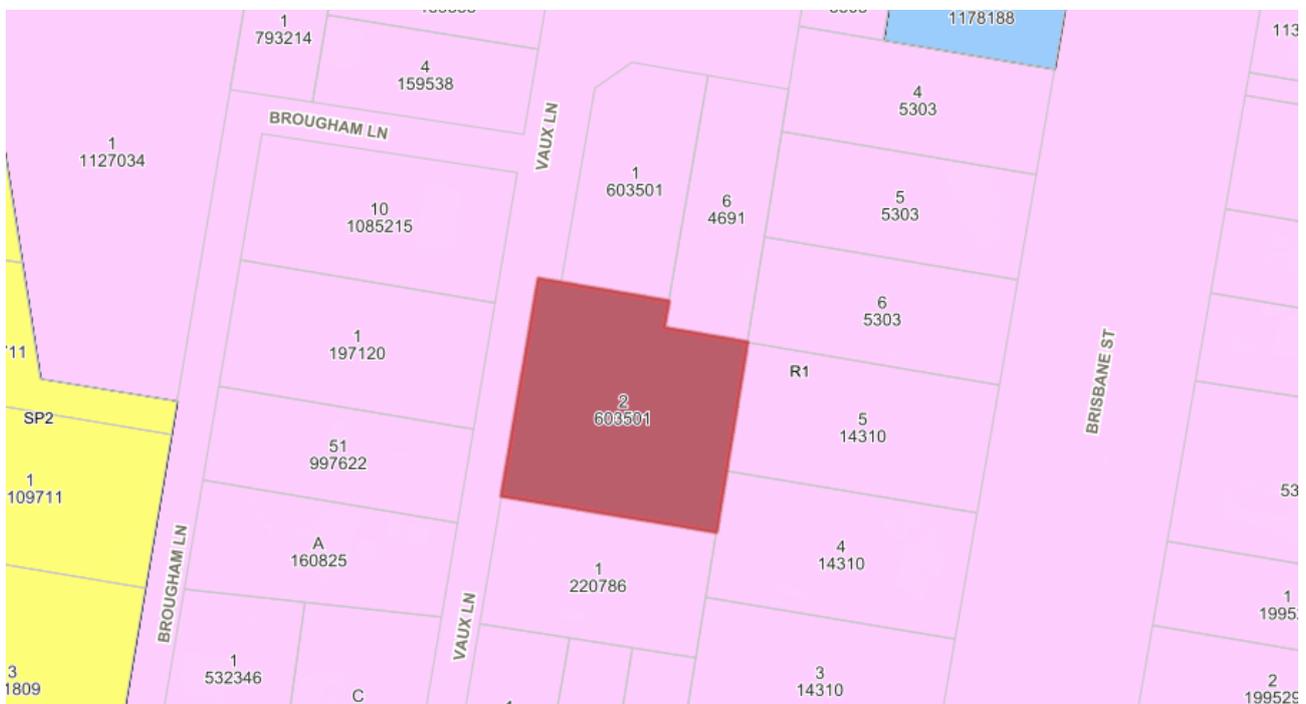
The consent authority for the purposes of this Plan is (subject to the Act) the Council.

1.9A Suspension of covenants, agreements and instruments

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

2.1 Land use zones

The site is zoned R1 General Residential, and the proposed development is permitted in the zone with consent.



2.3 Zone objectives

Objective	Comment
<ul style="list-style-type: none"> To provide for the housing needs of the community. 	Not inconsistent

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

2 Permitted without consent

Environmental protection works; Home occupations

3 Permitted with consent

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

4 Prohibited

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

Comment:

The proposed Development is permitted with consent.

2.7 Demolition requires development consent

The proposed demolition requires development consent.

5.10 Heritage conservation

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

5.11 Bushfire

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

5.21 Flood planning

The land is not in the flood planning area.

Part 6 Urban release areas

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

7.1 Earthworks

Minimal earthworks are required. It is considered that there will be no adverse impact or environmental risk from the earthworks required.

7.3 Terrestrial biodiversity

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

7.4 Riparian land and watercourses

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

7.5 Wetlands

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

7.6 Groundwater vulnerability

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

7.7 Airspace operations

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

7.8 Essential Services

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

7.11 Development on land in karst areas

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

State Environmental Planning Policies

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

SEPP (RESILIENCE AND HAZARDS) 2021

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

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

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

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

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

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

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

Cowra Shire Council Development Control Plan 2021

Part A – Plan Introduction

Consent is required for the proposed development.

Part B – Land Management

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

Part C – Biodiversity Management

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

PART E – URBAN & VILLAGE DEVELOPMENT

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

PART H – COMMERCIAL DEVELOPMENT

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

PART K – LAND USE BUFFERS

Cowra Airport Obstacle Limitation Surface

The subject land is located outside of the OLS.

PART M – PARKING, ACCESS & MOBILITY

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

M.1.2. Objectives	Considered compliant with the stated objectives.																			
M.1.3. 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.1.4. Definitions	Noted																			
M.1.5. 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" data-bbox="491 584 1428 1039"> <thead> <tr> <th>Component</th> <th>Parking required</th> <th>Gross Floor Area (m2)</th> <th>Parking required</th> </tr> </thead> <tbody> <tr> <td>Offices</td> <td>1 space per 40sqm</td> <td>124</td> <td>3.1</td> </tr> <tr> <td>Community facility</td> <td>Rate should be drawn with regard to the nature of the development (1 per 40sqm is considered appropriate in this instance)</td> <td>210</td> <td>5.25</td> </tr> <tr> <td>Total</td> <td></td> <td></td> <td>8.35 (9)</td> </tr> </tbody> </table> <p>It is assessed the proposed development would require 9 spaces. It is considered the proposal to provide 12 on site spaces is suitable for the proposed development.</p> <p>The applicant has also provided a Traffic Impact Statement confirming 12 spaces is sufficient for the development. The Traffic Impact Statement is included in Attachment '6' to this report.</p>				Component	Parking required	Gross Floor Area (m2)	Parking required	Offices	1 space per 40sqm	124	3.1	Community facility	Rate should be drawn with regard to the nature of the development (1 per 40sqm is considered appropriate in this instance)	210	5.25	Total			8.35 (9)
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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																	
Total			8.35 (9)																	
M.1.6. Parking Credits	N/A No parking credits are available for the proposed development.																			
M.1.7. Car Parking Exceptions	The subject lot is not identified as an exception to this Part.																			
M.1.8. Variation to Parking Requirements	No variation requested to parking requirements.																			
M.3.1 Parking area locations	Complies. The proposed parking area location is accessible from the staff/customer entrance																			
M.3.2. Site access design	<p>Variation requested.</p> <p>The proposed development would have a 4.465 metre driveway width contrary to the 6 metres required for a combined entry and exit.</p> <p>The variation is considered at the end of this section.</p>																			

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

Variation:M.3.2. Site access design

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

The applicant provides the following response to the variation:

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

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

Comment

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

Variation:

M.3.5. Internal road design

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

The applicant provides the following response to the variation:

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

Comment

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

PART N – LANDSCAPING

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

PART O – ENVIRONMENTAL HAZARD MANAGEMENT

The subject land is not mapped as flood prone.

The subject land is not mapped as bushfire prone.

There is no identified contamination on the subject land.

PART P – CPTED PRINCIPLES

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

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

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

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

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

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

- Clause 61 – The proposal does not involve demolition of a building and therefore the requirements of AS 2601-2001 are not required to be considered in accordance with Clause 61(1).
- Clause 62 – The proposal does not involve the change of a building use for an existing building and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 62 is unnecessary.
- Clause 63 – The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.
- Clause 64 – The proposal does not involve the rebuilding, alteration, enlargement or extension of an existing building and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia is not required to be undertaken.

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

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

Context and Setting

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

Access, Parking, traffic

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

Public Domain

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

Utilities

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

Heritage

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

Other Land Resources

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

Water, Sewerage and Stormwater

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

Soils

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

Air and Microclimate

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

Flora and Fauna

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

Waste

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

Energy

A BASIX Certificate is not required.

Noise and Vibration

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

Natural Hazards

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

Technological Hazards

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

Safety, Security and Crime Prevention

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

Social and Economic Impacts on the locality

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

Site Design and Internal Design

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

Construction

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

Cumulative impacts

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

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

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

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

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

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

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

2. Driveway width impacting access to propertyAssessment 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 safetyAssessment 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 calculationsAssessment 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 materialsApplicant 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.

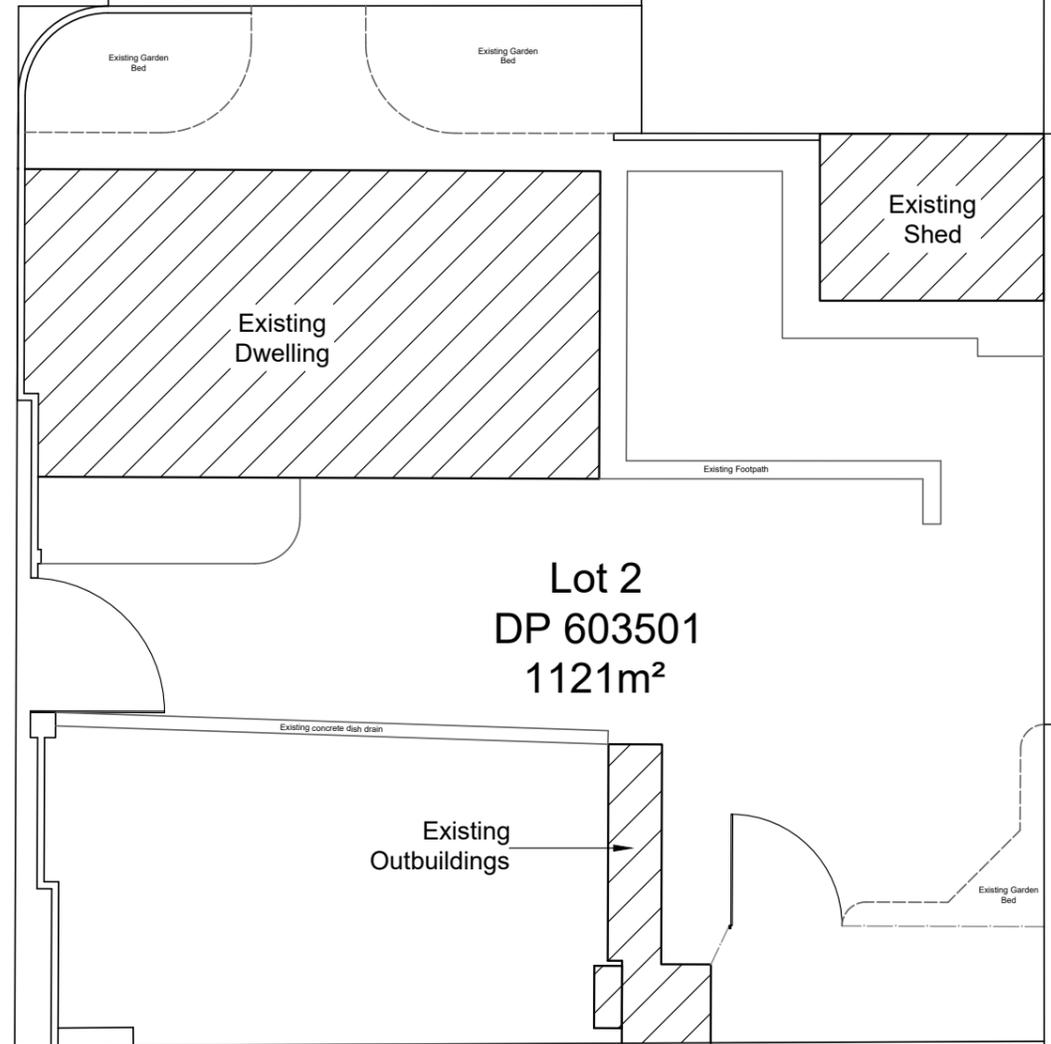
ATTACHMENTS

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 [↓](#)

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 Plan No: DA 10.2025.18.1 (B)

Lane

Vaux



Lot 2
 DP 603501
 1121m²

GENERAL NOTES

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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**
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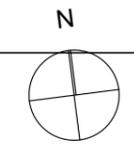
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JOB NUMBER
 158/24

DRAWING
 Existing Site Plan **A001**





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Plan No: DA 10.2025.18.1 (B)

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ISSUE

For Council Issue

Revision	Changes	Date
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PROJECT

Proposed Change of Use

CLIENT

Cowra Information & Neighbourhood Centre

LOCATION

7 Vaux Lane, Cowra
NSW, 2794

DATE

13/2/2025

SCALE

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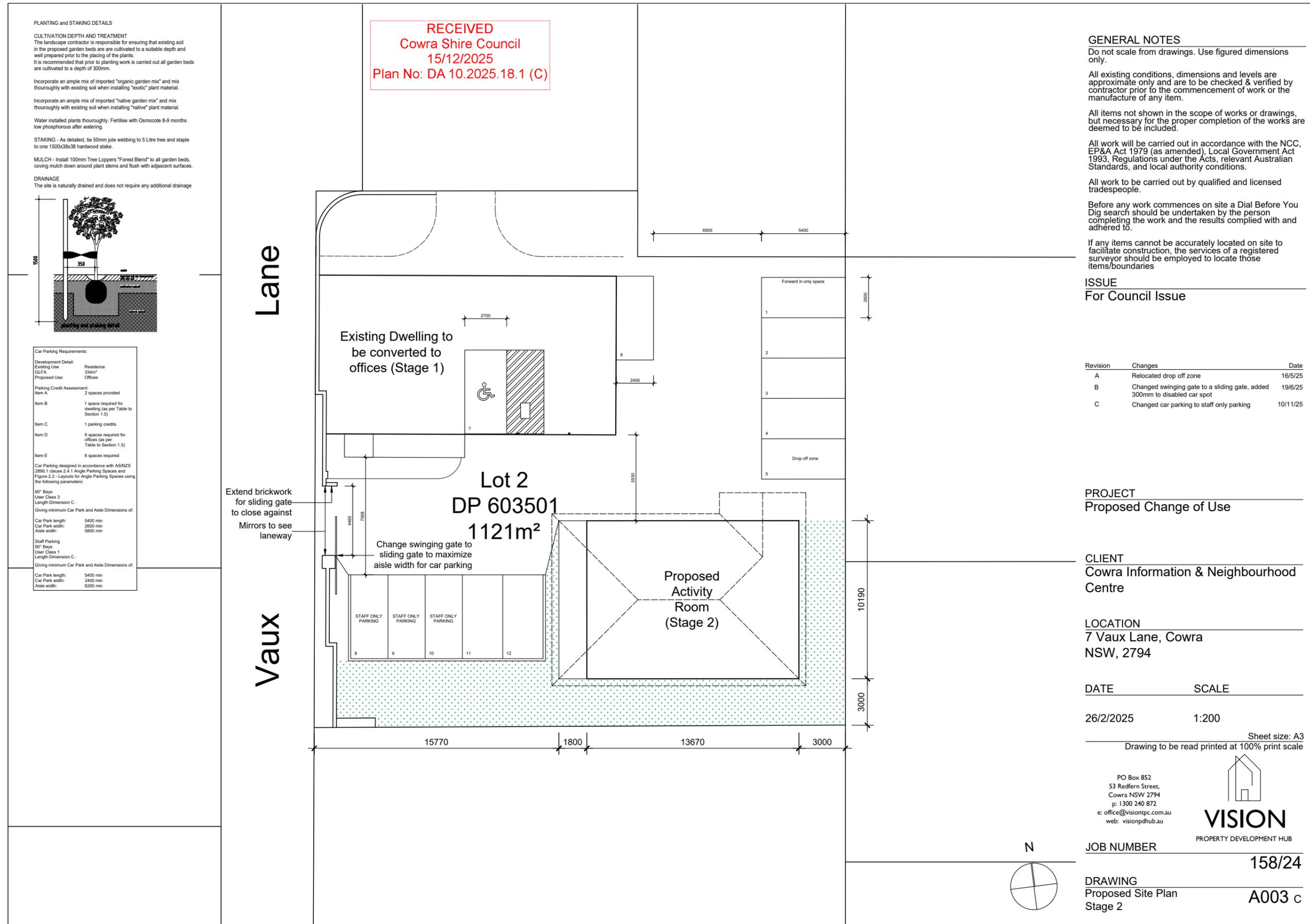


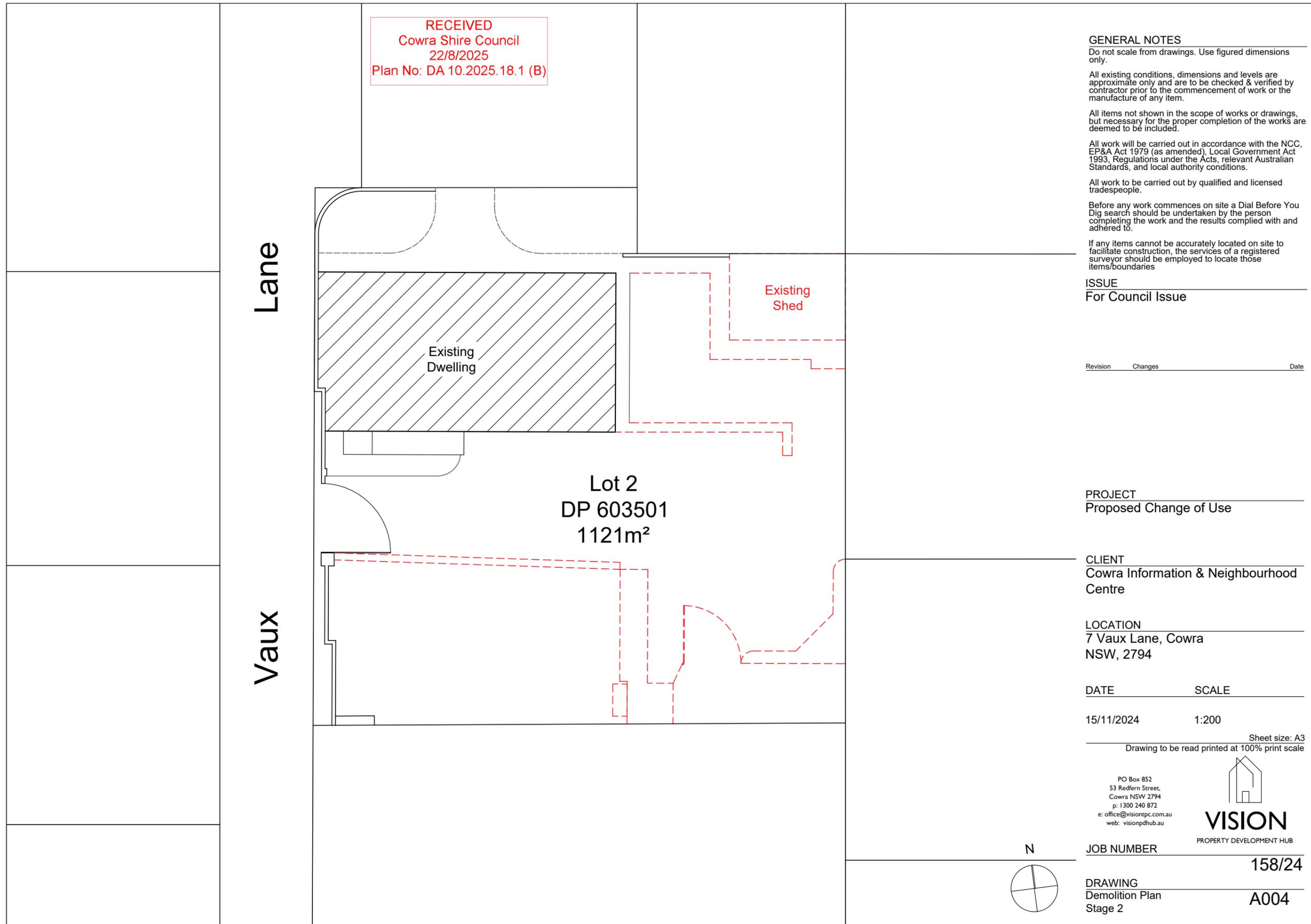
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158/24

DRAWING
Context Plan

A002





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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 15/11/2024 **SCALE** 1:200

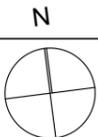
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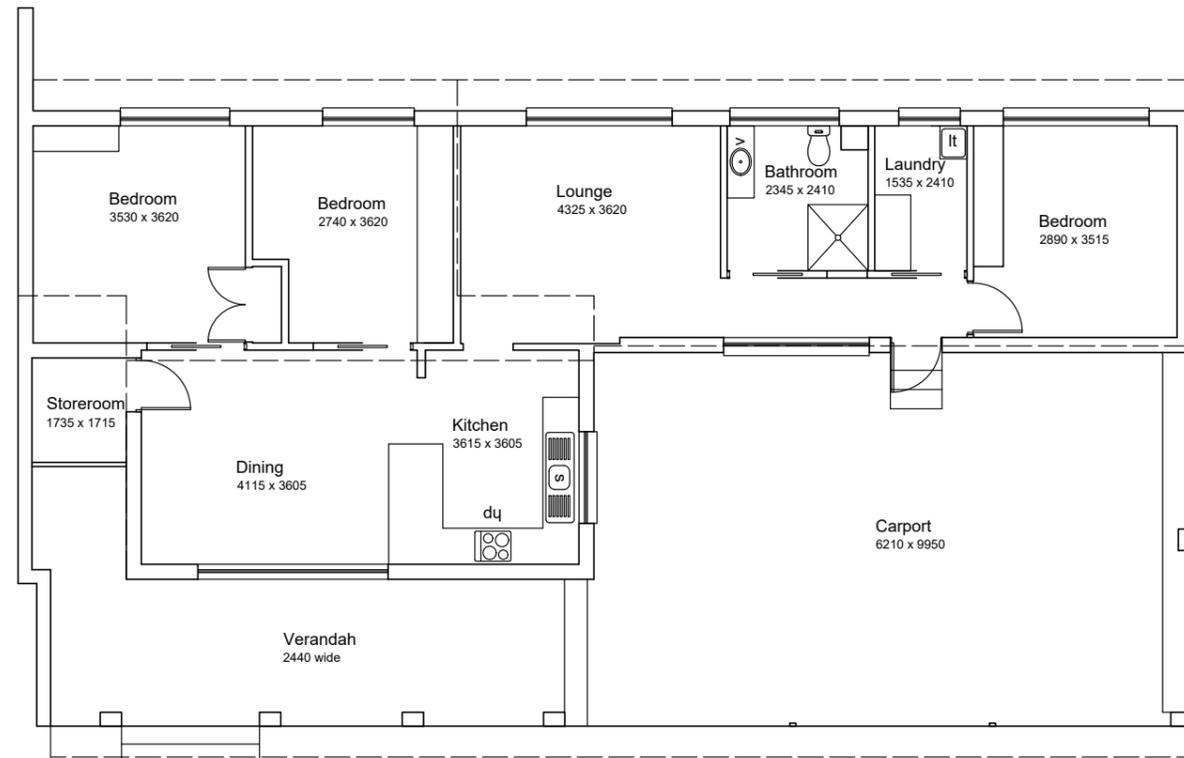
JOB NUMBER 158/24

DRAWING Demolition Plan Stage 2 **A004**



Gross Floor Area: 98.27m²
 Verandah: 23.77m²
 Carport: 61.79m²
 Total: 183.83m²

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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

15/8/2024

SCALE

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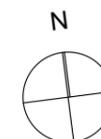
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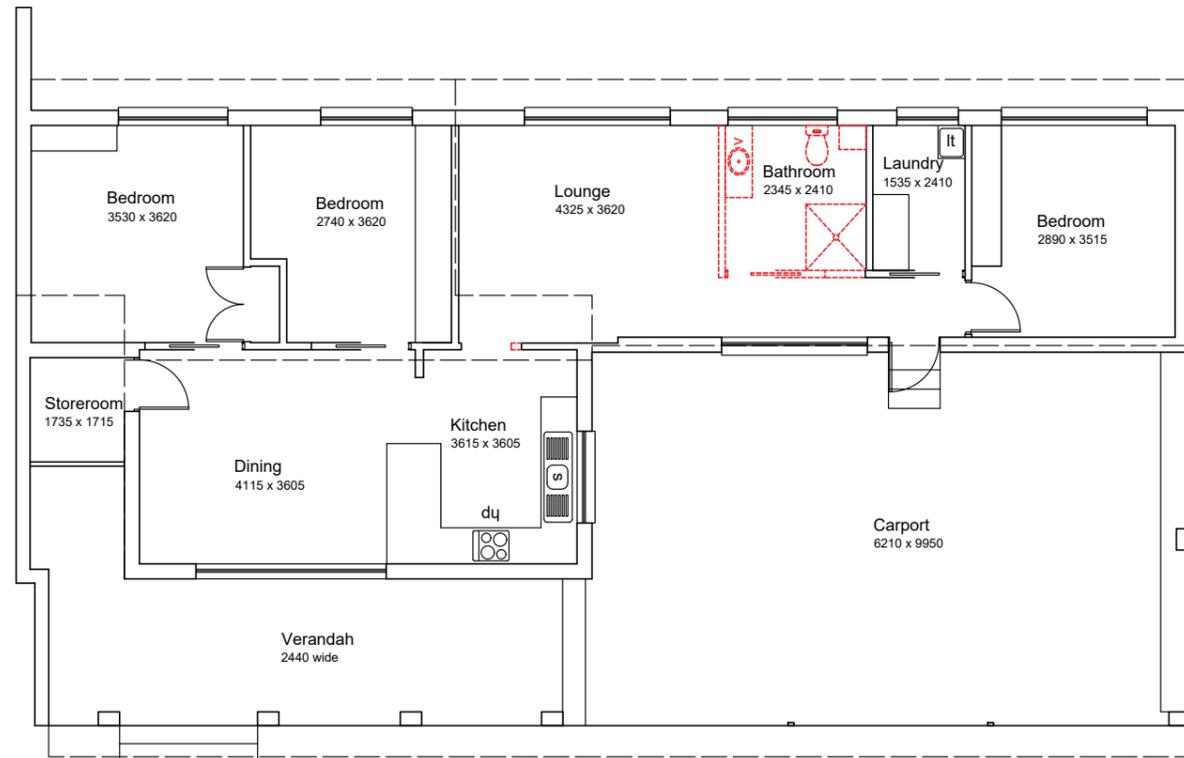
DRAWING

Existing Floor Plan

A101



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ISSUE

For Council Issue

Revision	Changes	Date
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PROJECT

Proposed Change of Use

CLIENT

Cowra Information & Neighbourhood Centre

LOCATION

7 Vaux Lane, Cowra
 NSW, 2794

DATE

15/11/2024

SCALE

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JOB NUMBER

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DRAWING

Stage 1 Demolition Plan

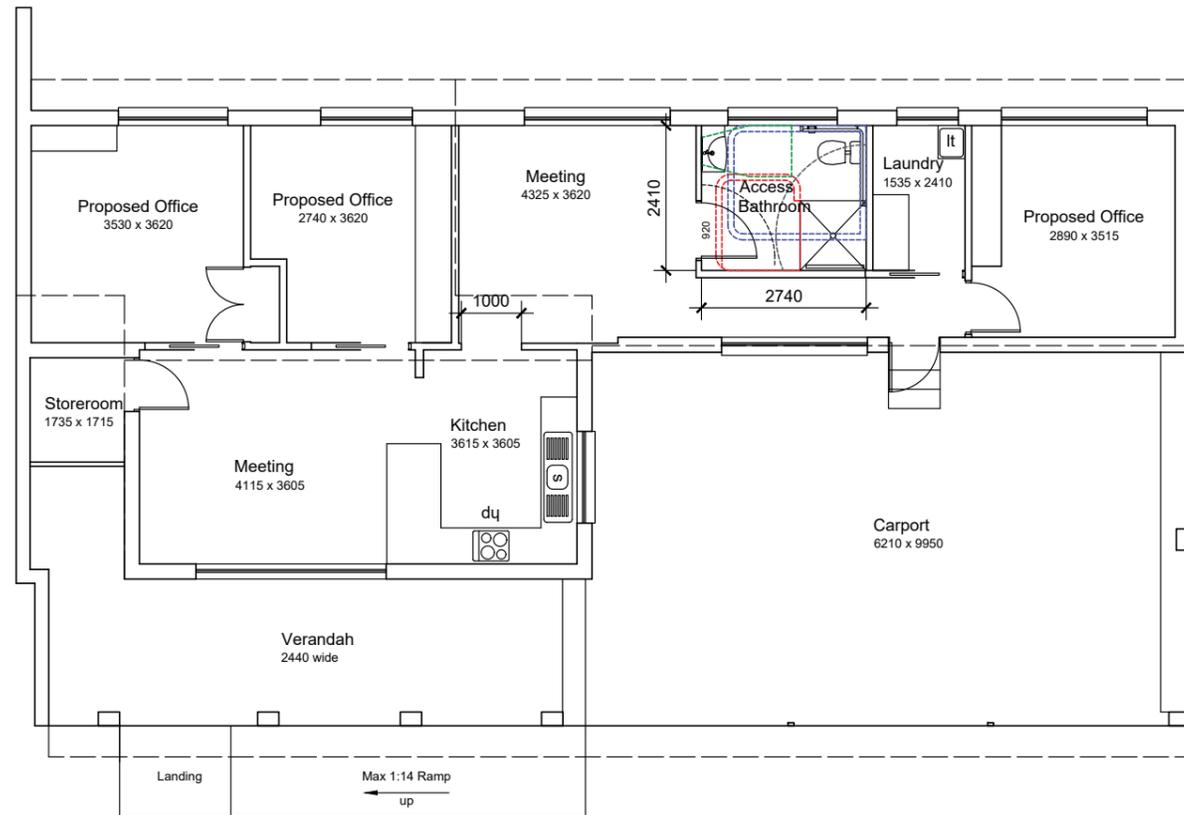
A102



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

 Total: 183.83m²

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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

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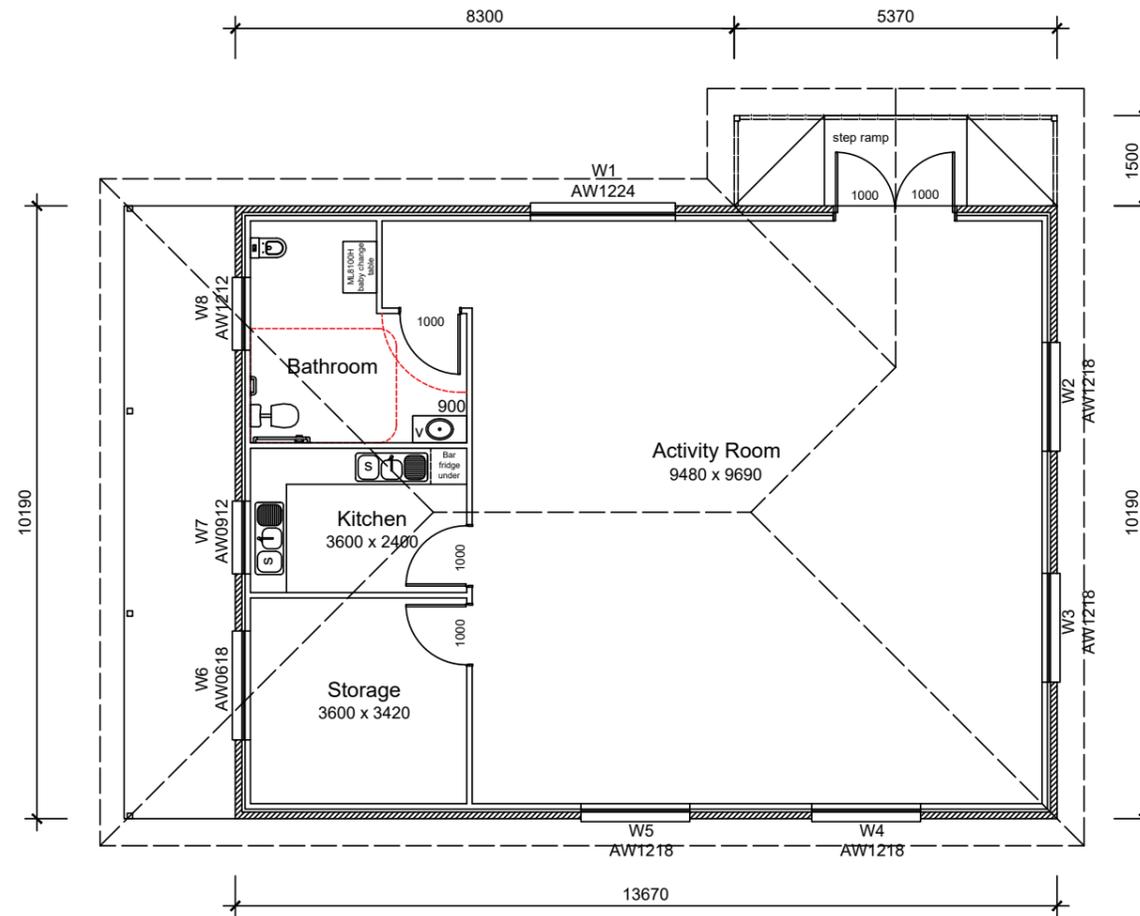
Proposed Stage 1 Floor Plan

A103



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

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ISSUE

For Council Issue

Revision	Changes	Date
A	Added verandah on Western side of building	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

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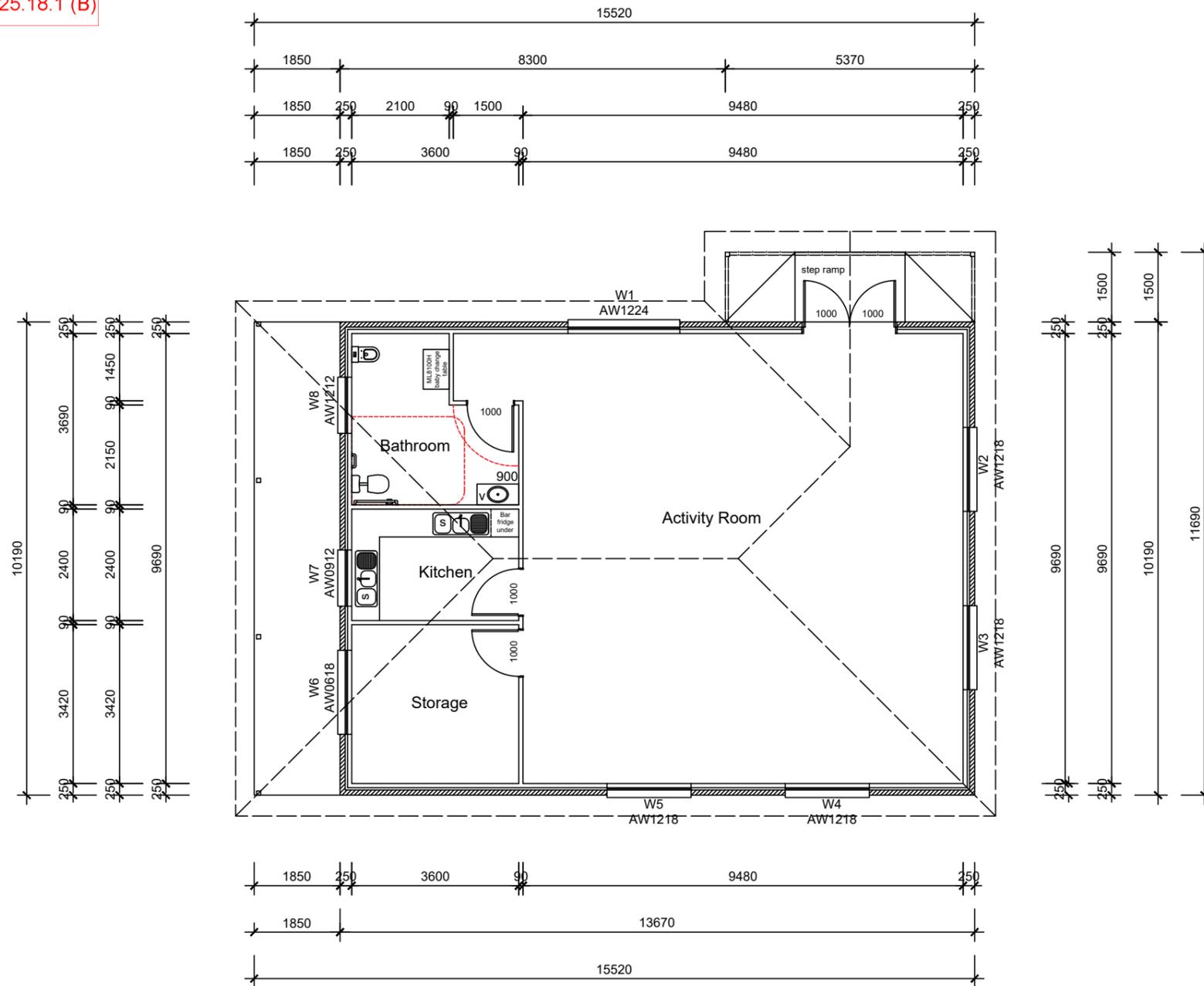
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Proposed Floor Plan
 Stage 2

A104 A



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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

15/11/2024

SCALE

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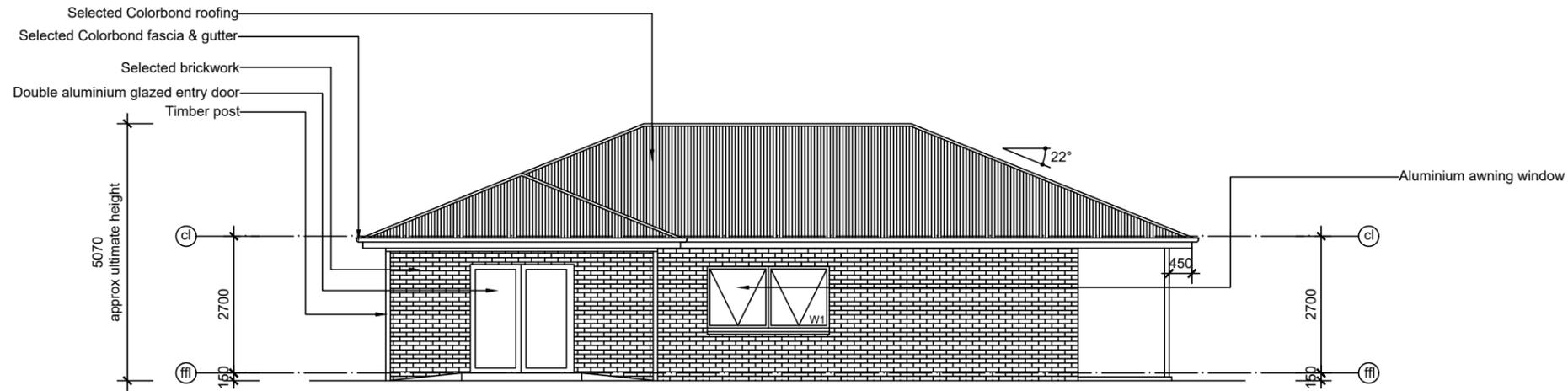
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Proposed Dimensioned Floor
 Plan Stage 2

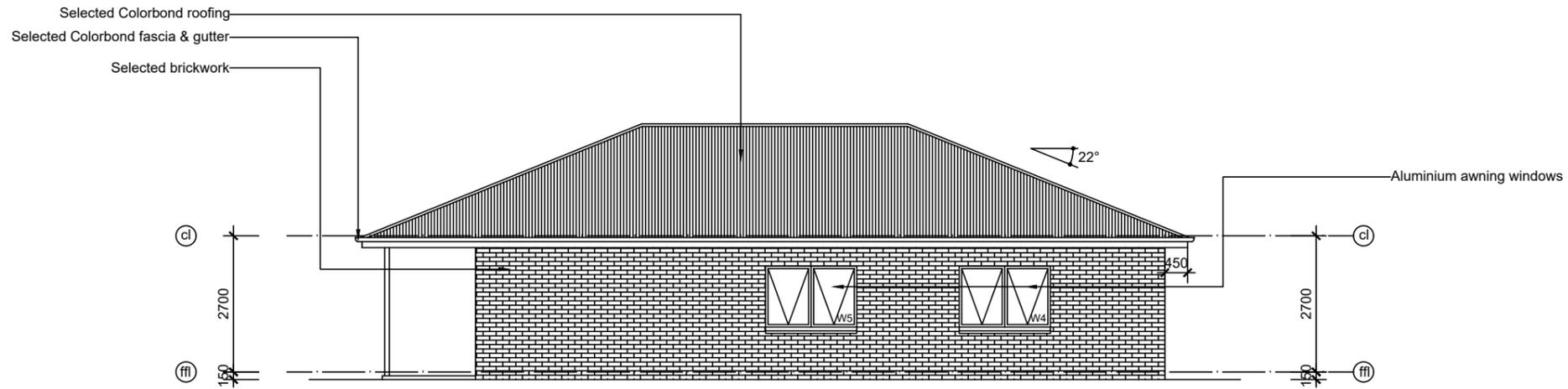
A105



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 Plan No: DA 10.2025.18.1 (B)



North Elevation



South Elevation

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ISSUE

For Council Issue

Revision	Changes	Date
A	Added verandah on Western side of building	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

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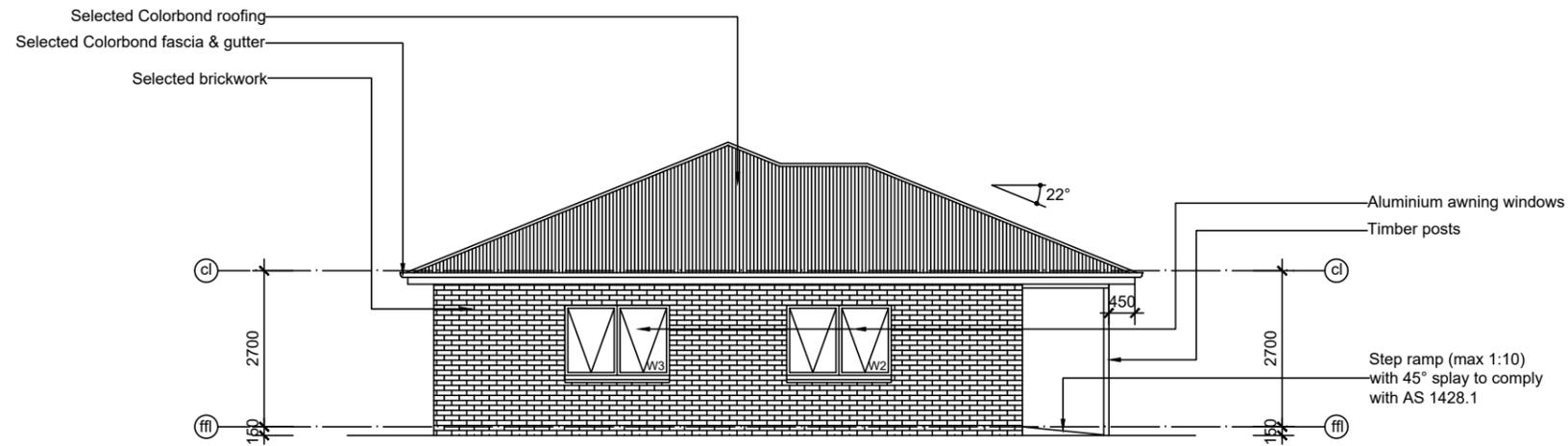
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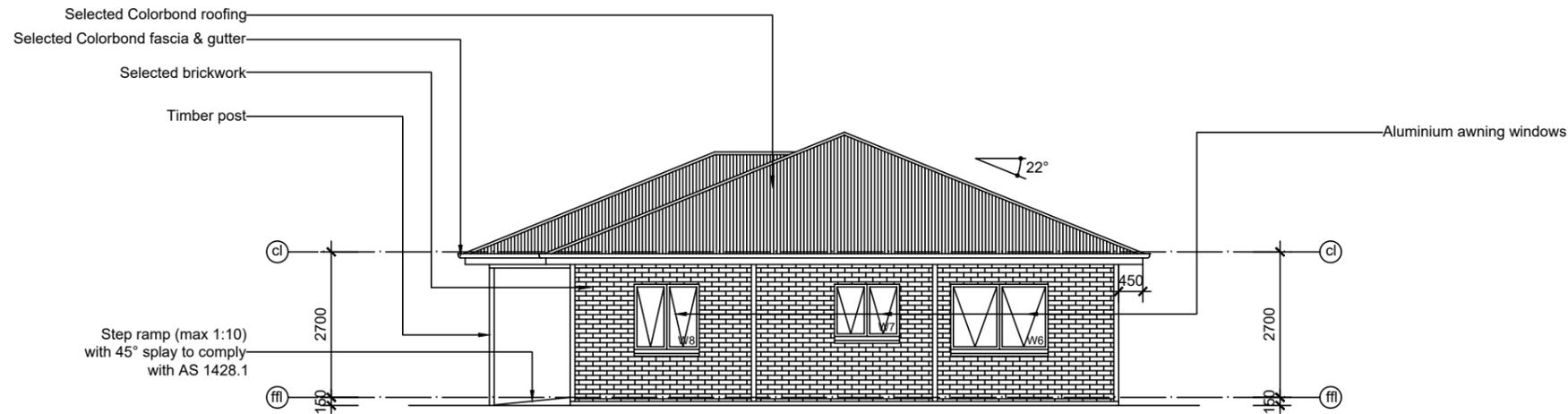
Proposed Elevations
 Stage 2

A201 A

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22/8/2025
Plan No: DA 10.2025.18.1 (B)



East Elevation



West Elevation

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ISSUE

For Council Issue

Revision	Changes	Date
A	Added verandah on Western side of building	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

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JOB NUMBER

158/24

DRAWING

Proposed Elevations
Stage 2

A202 A



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 56 Sharp Street COOMA NSW 2630
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 office@visionpc.com.au
 ABN: 95 614 159 698
<https://visionpdhub.au>

Statement of Environmental Effects

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

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

Client: Cowra Information & Neighbourhood Centre (CINC)

Version	Date	Changes
Version 1	26/02/2025	Superseded
Version 2	19/03/2025	Included description of staging
Version 3	22/07/2025	Updated to reflect Traffic Report recommendations
Version 4	04/09/2025	Updated to amend traffic calculations and driveway widths
Version 5	17/12/2025	Confirmed public transport arrangements
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
	Proposed Dimensioned Floor Plan - Stage 2	A105	15/11/24	158/24
Traffix Traffic and Transport Planners	Traffic Impact Statement	1-16	17/12/25	25.181r 01v06

Prepared by:



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

Statement of Environmental Effects

Abbreviations

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

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5.1 Cowra Local Environmental Plan 2012 (LEP)	7
5.2 State Environmental Planning Policies	8
5.2.1 State Environmental Planning Policy (Resilience and Hazards) 2021	9
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5.4 Environmental Planning and Assessment Regulation 2021	17
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Appendix A - Requirements of the Approved Form Guide	29

1. Executive Summary

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

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

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

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

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

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

2. Proposed Development

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

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

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

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

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

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

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

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

The development is divided into two stages:

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

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

3. Site Description and Surrounding Land Use

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

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

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

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

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

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

5. Consideration of Environmental Planning Instruments & Environment

Section 4.15 Evaluation

(1) Matters for consideration—general

(a) the provisions of:

(i) any environmental planning instrument

5.1 Cowra Local Environmental Plan 2012 (LEP)

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

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

community facility means a building or place—

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

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

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

Objectives of the plan

Zone R1 General Residential

1 Objectives of zone

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

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

Comments:

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

5.2 State Environmental Planning Policies

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

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

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

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

(a) it has considered whether the land is contaminated, and

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

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

Comments:

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

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

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

(iii) any Development Control Plan (DCP)

5.3 Cowra Shire Council Development Control Plan 2021

Part A Plan Introduction

Section A 1.3 states:

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

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

Comments:

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

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

Part C - Biodiversity Management

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

Part H - Commercial Development

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

Part K - Land-use Buffers

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

Part M - Parking, Access and Mobility

Part M Parking, Access and Mobility	Applies	Consistent	Variation Proposed
<i>M.1. Car Parking Code</i>			
<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	-	-
<i>M.3. Parking and access design - Non residential uses</i>			
<i>M.3.1. Parking area locations</i>	Y	Y	N
<i>M.3.2. Site access design</i>	Y	N	Y
<i>M.3.3. Parking area design</i>	Y	Y	N
<i>M.3.4. Disabled parking</i>	Y	Y	N
<i>M.3.5. Internal road design</i>	Y	N	Y
<i>M.3.6. Loading / unloading facilities</i>	Y	Y	N
<i>M.3.7. Signage</i>	Y	Y	N
<i>M.3.8. Pedestrian travel</i>	Y	Y	N
<i>M.3.9. CPTED</i>	Y	Y	N
<i>M.3.10. Landscaping</i>	Y	Y	N
<i>M.3.11. Bicycle parking</i>	Y	Y	N
<i>M.3.12. Construction controls</i>	Y	Y	N

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

M.1. Car parking code

M.1.1. Application of section

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

M.1.2. Objectives

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

M.1.5. Off street parking calculations

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

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

M.1.6. Parking credits

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

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

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

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

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

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

M.1.7. Car parking exemptions

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

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

M.3.1. Parking area locations

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

M.3.2. Site access design

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

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

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

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

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

M.3.3. Parking area design

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

M.3.4. Disabled parking

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

M.3.5. Internal road design

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

M.3.6. Loading/unloading facilities

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

M.3.7. Signage

Parking areas will be appropriately signposted.

M.3.8. Pedestrian travel

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

M.3.9. CPTED

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

M.3.10. Landscaping

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

M.3.11. Bicycle parking

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

M.3.12. Construction controls

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

M.3.13. Car parking surfaces

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

Part N - Landscaping

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

Part P - CPTED

Surveillance

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

Access control

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

Territorial Reinforcement

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

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

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

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

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

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

5.4 Environmental Planning and Assessment Regulation 2021

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

Clause 61 Additional matters that consent authority must consider

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

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

(a) the subdivision order, and

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

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

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

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

(i) State significant development, or

(ii) designated development, or

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

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

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

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

(7)–(8) (Repealed)

Comments:

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

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

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

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

The development is not located within the Penrith City Centre.

62 Consideration of fire safety

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

(2) *The consent authority must—*

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

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

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

Comments:

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

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

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

63 Considerations for erection of temporary structures

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

(a) the fire protection and structural capacity of the structure will be appropriate to the proposed use of the structure, and

(b) the ground or other surface on which the structure will be erected will be sufficiently firm and level to sustain the structure while in use.

Comments:

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

64 Consent authority may require upgrade of buildings

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

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

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

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

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

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

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

(3) *In this section—*

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

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

Comments:

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

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

67 Modification or surrender of development consent or existing use right

Not applicable.

75 Fulfilment of BASIX commitments

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

(a) BASIX development,

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

Comments:

A BASIX and NATHERS Certificate not required

76 Deferred commencement consent

Not applicable.

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

Context and Setting

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

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

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

Access, Transport and Traffic

Vehicle access to the development will be gained by an existing vehicle access from Vaux Lane. The application is accompanied by a Traffic Impact Statement. The Traffic Impact Statement assesses the onsite parking, onsite vehicle maneuvering, operation of the drop off parking bay and considers the street network utilised to provide access to the site. The Traffic Impact Statement confirms that the development is supportable from a traffic planning perspective. The Traffic Impact Statement also confirms the availability of public transport connecting the site to the wider Cowra township. To provide confirmation for Council elect in light of recent conversations had at an ordinary Council meeting, Vision have contacted Cowra Bus Service and owner Pat Charnock has confirmed that the "Hail & Ride" service operates as detailed in the Traffic Impact Statement, and the route map included below and accompanying information contained in the Traffic Impact Statement from Traffix is accurate.

Routes 541/543/544/545



Hail & Ride

All bus services operate Hail & Ride. Please stand in a safe place for the bus to stop and signal the driver as the bus approaches. To exit the bus please tell the driver when you board where you would like to alight, and the driver will stop as close as possible to your desired location.

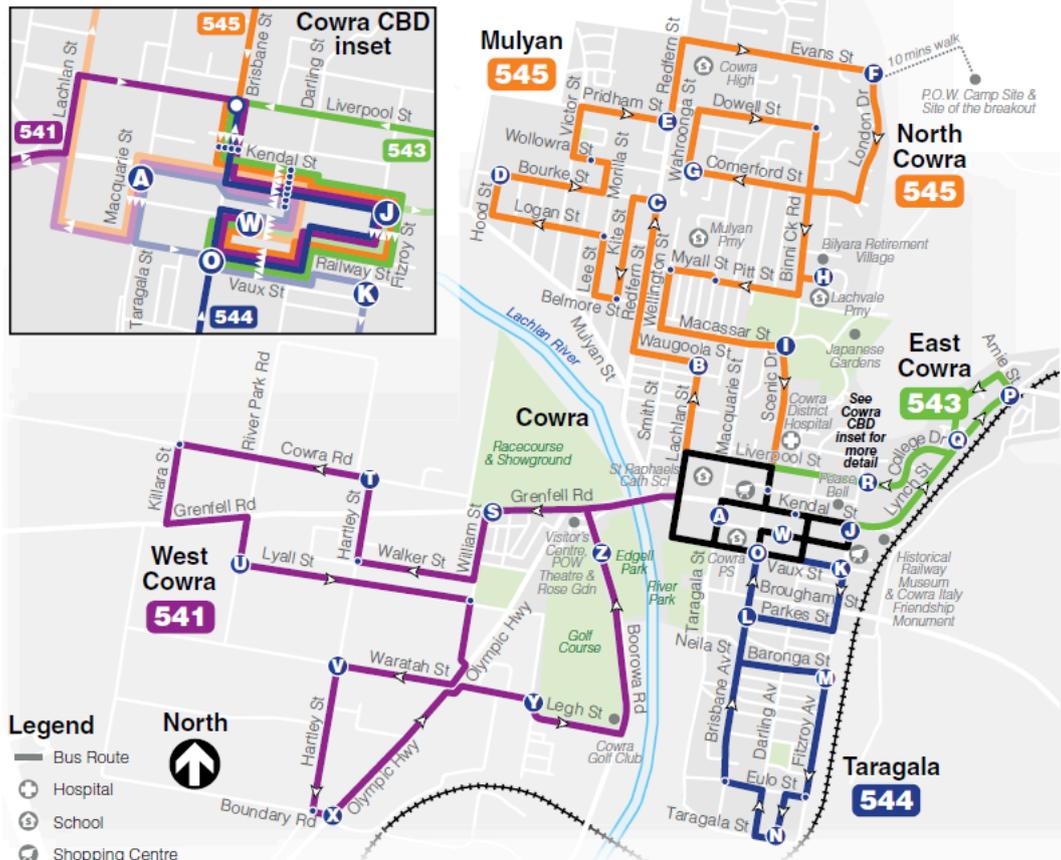


Image 1: Cowra Local Bus Timetable. Source: Cowra Bus Service, accessed 17/12/2025.

Public Domain

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

Utilities

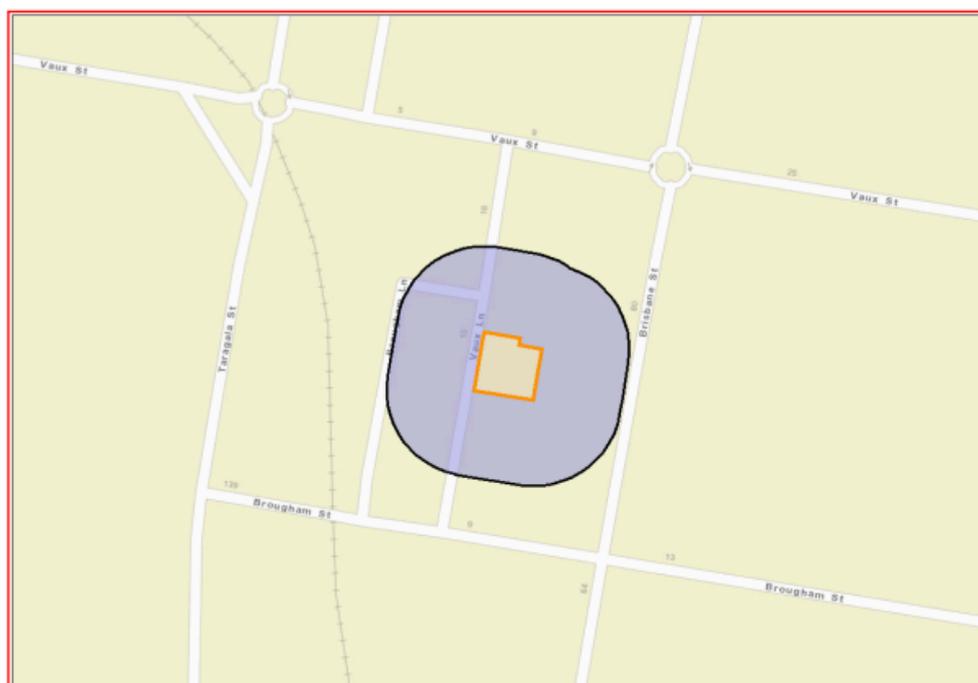
The site is serviced by adequate utilities to cater for the development.

Heritage

There are no items listed in schedule 5 of the LEP as present on the land. An AHIMS search did not reveal any recorded items of Aboriginal Heritage Significance on the land or adjacent road reserve.

AHIMS Web Service search for the following area at Lot : 2, DP:DP603501, Section : - with a Buffer of 50 meters, conducted by Beth Johnstone on 07 August 2024.

The context area of your search is shown in the map below. Please note that the map does not accurately display the exact boundaries of the search as defined in the paragraph above. The map is to be used for general reference purposes only.



A search of Heritage NSW AHIMS Web Services (Aboriginal Heritage Information Management System) has shown that:

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

Water

The site is connected to reticulated water. Stormwater can be drained to the Council Stormwater management System in Vaux Lane.

Soils

The development will not have a negative impact on soils.

Air and Microclimate

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

Flora and Fauna

The proposal does not require the removal of any trees.

Waste

The site is connected to reticulated sewerage. Any construction waste and ongoing commercial waste will be removed from the site and appropriately recycled or catered for at a licensed waste management facility.

Energy

The development is required to comply with the associated energy efficiency requirements. A Part J report can be prepared and submitted with any future construction certificate application.

Noise and Vibration

Some noise will occur during the construction period, but is not expected to adversely impact on any surrounding land uses.

Natural Hazards

Inspection of the site and mapping associated with the LEP did not identify the subject land as being subject to flooding or bushfire or any other potential hazards.

Technological Hazards

No impacts as previously discussed in this report.

Safety, Security and Crime Prevention

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

Social and Economic Impacts on the Locality

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

Site Design and Internal Design

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

Construction

The proposed development is constructed in accordance with the Building Code of Australia.

Cumulative impacts

The proposal is not expected to generate any ongoing negative cumulative impacts. A minimal increase in traffic and activity at the site will occur during the construction phase.

(c) the suitability of the site for the development

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

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

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

(e) the public interest

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

6. Conclusion

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

Through this SEE it is confirmed the land is zoned R1 General Residential and community facilities are a permissible form of land use in the zone. The preparation of the development plans confirms the site can cater for the proposed building along with on site car parking appropriate for the development. The site is already connected to utilities suitable for the proposed use and the development is designed and positioned to not have any negative impact and comply with the Building Code of Australia (BCA).

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

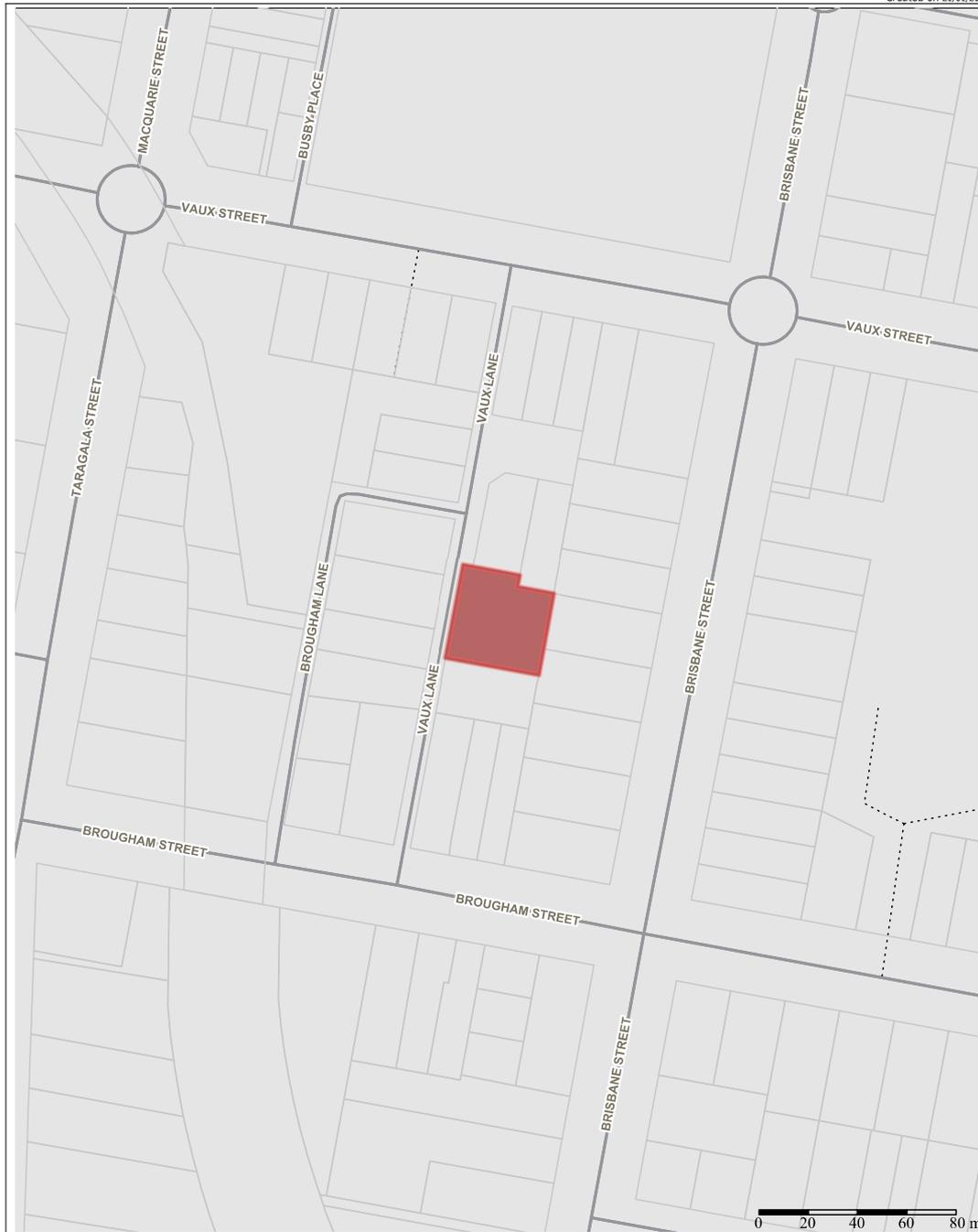
k. Detailed sections of proposed facades

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.

Created on 20/01/2026



 <p>Cowra Council Private Bag 342 116 Kencol Street COWRA NSW 2794 Ph: (02) 6340 3000 Web: www.cowracouncil.com.au</p>	<p>Important Notice! This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (unless the purpose has been notified to Council or noted). While every care is taken to ensure the accuracy of this data, neither the Cowra Council nor the SP makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damages) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. © The State of New South Wales (Spatial Services), © Cowra Council.</p>		<p>Drawn By: Leanne Twigg Projection: GDA2020 / MGA zone 55 Date: 20/01/2026 8:32 AM</p>	<p>DA 10.2025.18.1 - 7 Vaux Lane, Cowra</p> <p>Map Scale: 1:1879 at A4</p>
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Created on 20/01/2026 8:30 AM



		Drawn By: Lianne Trigg	DA 10.2025.18.1 - 7 Vaux Lane, Cowra Map Scale: 1:492 at A4
		Projection: # GDA2020 / MGA zone 55	
		Date: 20/01/2026 8:30 AM	

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.

[REDACTED]

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]



Reference: 25.181r01v06

17 December 2025

Vision Property Development Hub
53 Redfern Street
Cowra NSW 2794

Attention: Beth Johnstone, Administration Assistant

Re: 7 Vaux Lane, Cowra
Proposed Offices and Community Facility Development
Traffic Impact Statement

Dear Beth,

TRAFFIX has been commissioned to assess the traffic impacts in support of a Development Application (DA) relating to a commercial development located at 7 Vaux Lane, Cowra. The proposed development will involve the construction of a community facility development. The subject site is located within the Cowra Shire Council Local Government Area and has been assessed under that Council's controls.

This statement documents the findings of our investigations and should be read in the context of the Statement of Environmental Effects (SEE), prepared separately. The proposed development is considered to be a minor development and as such, the DA will not require referral to Transport for NSW (TfNSW) under the provisions of State Environmental Planning Policy (Transport and Infrastructure) 2021.

► Site and Location

The subject site at 7 Vaux Lane, Cowra and is located in of Cowra CBD. More specifically, it is located on the eastern side of Vaux Lane, and approximately 103 metres south of Vaux Street.

The site is irregular in configuration and has a total site area of 1,122.7m². It has a western frontage of 34.3 metres to Vaux Lane and an eastern boundary of 30.13 metres to a residential property. The northern and southern boundaries of 34.6 metres are shared with neighbouring residential developments.

A Location Plan is presented in Figure 1, with a Site Plan presented in Figure 2.

traffic impact studies | development feasibilities | planning proposals | construction traffic management plans | certification design statements |
traffic management studies | parking studies | transport modelling | sustainable transport | government liaison

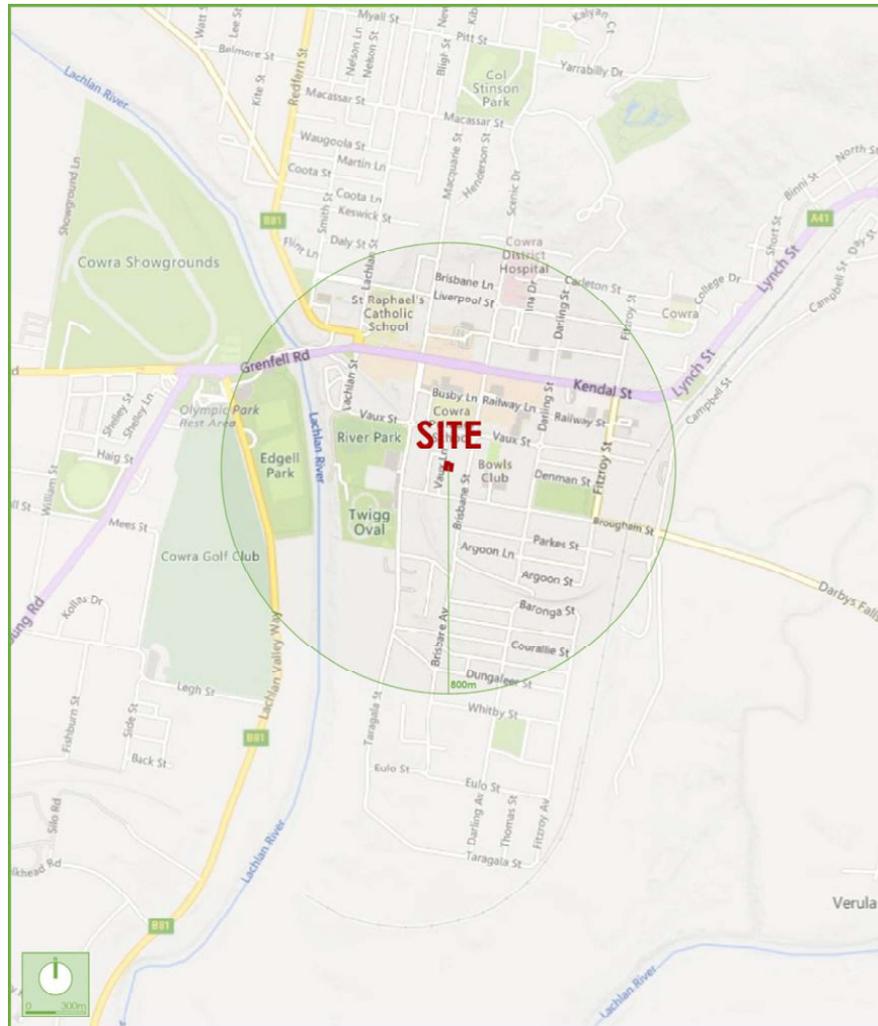


Figure 1: Location Plan

traffic impact studies | development feasibilities | planning proposals | construction traffic management plans | certification design statements |
traffic management studies | parking studies | transport modelling | sustainable transport | government liaison



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 Campbell 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.

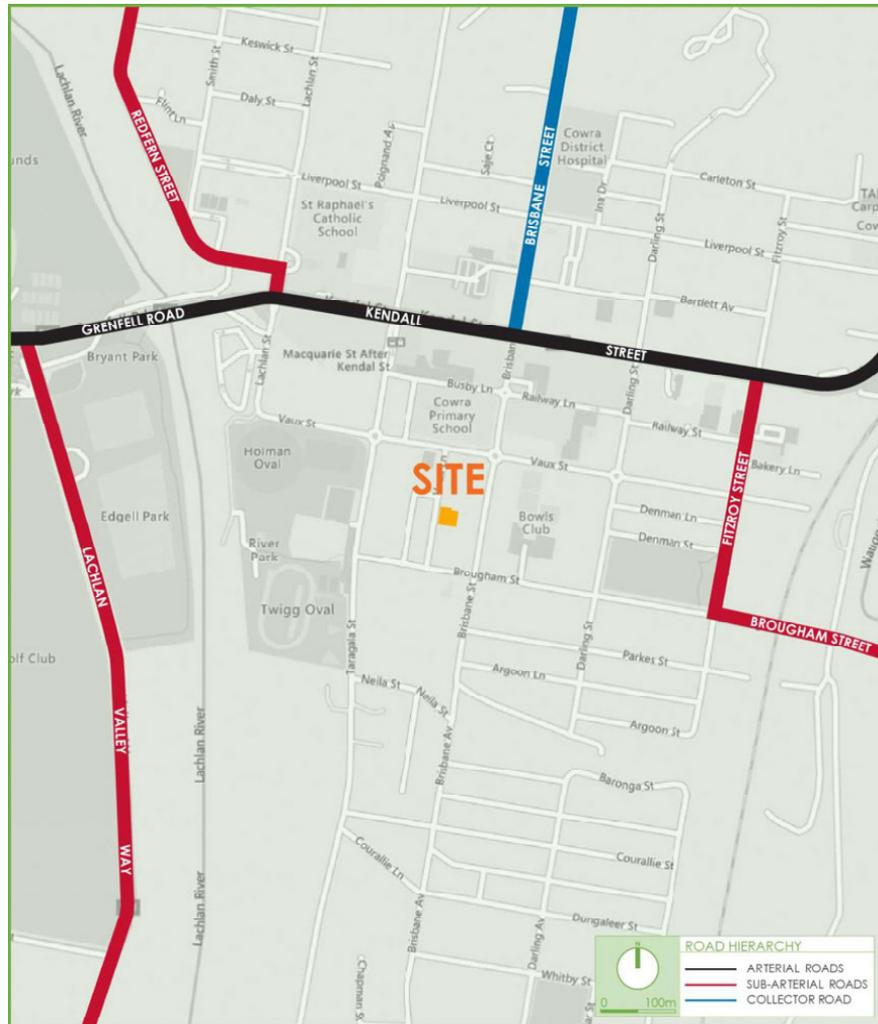


Figure 3: Road Hierarchy



▶ **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

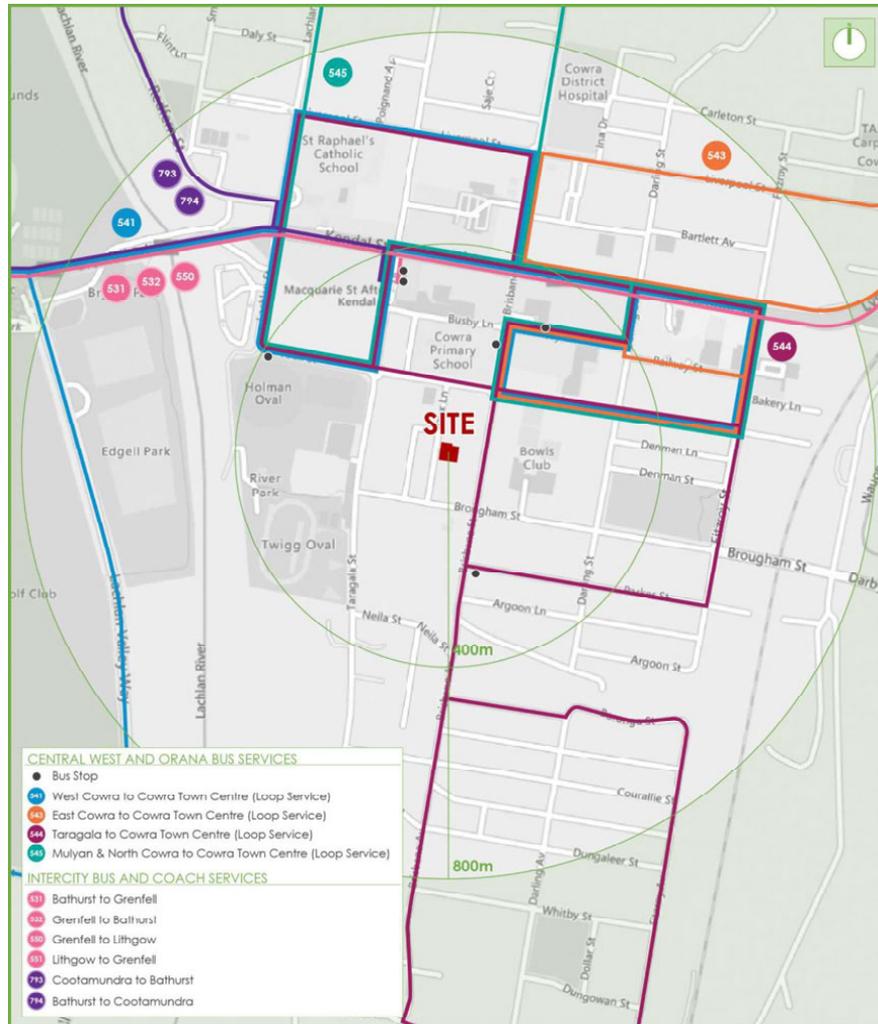


Figure 4: Public Transport



► Description of Proposed Development

A full description of the proposed development can be found in the SEE, prepared separately. In summary, the development for which approval is now sought comprises the following components:

- Retention of existing dwelling and conversion into an office building containing the following:
 - 3 x office rooms; and
 - 2 x meeting rooms; and
- Construction of a separate activity room for the use of group activities with up to 12 visitors.
- Provision of 12 on site car parking spaces, comprising:
 - Three (3) staff parking spaces; and
 - Seven (7) visitor parking spaces; and
 - One (1) drop-off/pick-up parking space; and
 - One (1) accessible parking space.
- Retention of the existing vehicular access onto Vaux Lane on the western frontage of the site.

Reference should be made to the plans submitted separately to Council that are presented at a reduced scale in Attachment 1.

► Parking Requirements

Car Parking

The Cowra Shire Council Local Environment Plans (LEP) applies to the subject site which states the parking provision based on the land use type. This parking rate and provision for office premises associated with a community facility is summarised in Table 2 below:

Table 2 – DCP Car Parking Rate and Provisions

Type	GFA (m ²)	DCP Maximum Car Parking Rate	Parking Requirement	Parking Provided
Office Premises (Existing Dwelling)	124	1 space per 40 m ²	3	3
Community Facility (Activity Room)	210	Rate should be drawn with regard to nature of development (refer below)	8 visitor	8
			1 drop-off/pick-up	1
Totals			12	12

It can be seen from Table 2 that the proposed development is required to provide 12 car parking spaces and in response the development provides 12 staff parking spaces.

The activity room will be used by the staff from the offices on site to host events with up to 12 visitors. The development proposes to provide eight (8) visitor parking spaces and a single drop-off/pick-up space. This would allow for up to 67% of the maximum number of visitors to drive to site with the remaining visitors either dropped-off/picked-up using the space provided, or use active/public transport to access the development, which is close the town centre and local bus stops. The provision



of a single space for up to four (4) visitors to use is considered sufficient given over a 30 minute arrival/departure period, which allows for up to 7.5 minutes per vehicle. In addition, the space will be managed by staff to ensure drivers do not park in the space for extended periods to make sure it is available for the next arrival.

Therefore, the proposed parking provision will accommodate the expected parking demand in accordance with Council's DCP requirements.

Accessible Parking

The Cowra Shire Council Development Control Plan 2012 (DCP) section M3.4 specifies a disabled parking rates of 1 space for parking areas comprising up to 20 spaces. For a car park with 12 spaces the development requires one (1) accessible parking space. In response, the proposed development provides one (1) accessible parking space in accordance with Council's requirement.

Bicycle Parking

The Cowra Shire Council DCP Section M.3.11 part a provides the bicycle parking rates and provisions for a development generating less than 20 car parking spaces does not require bicycle parking spaces. In response, the development pro to provide no bicycle parking spaces in accordance with the requirements of the DCP.

Servicing and Refuse Collection

The existing on-street waste collection arrangements are expected to be sufficient for the proposed development and no changes are proposed as part of this application.

Traffic Generation

Existing Traffic Generation

The subject site is currently low density residential single dwelling development. The TfNSW Guide to Transport Impact Assessment (2024) recommends traffic generation rate for regional areas during weekday peaks as follows:

- 0.83 vehicle trips per dwelling during the AM peak hour; and,
- 0.84 vehicle trips per dwelling during the PM peak hour.

The application of this rate to the single dwelling results in the following traffic generation for the existing development:

- 1 vehicle trip per dwelling during the AM peak period; and, (0 in, 1 out)
- 1 vehicle trip per dwelling during the PM peak period. (1 in, 0 out)

Proposed Traffic Generation

In regards to the proposed development, the TfNSW Guide to Transport Impact Assessment (2024) does not specify a particular recommends traffic generation rate for a community facility with offices. Due to the unique nature of the proposed site, an assessment based on first principles, can be used to study trip generation of this site.



It is assumed that the three (3) staff members will drive to the development given the three parking spaces provided for staff. As such, the following traffic generation for staff members is expected during peak periods:

- 3 vehicle trips during the AM peak period (3 in, 0 out); and
- 3 vehicle trips during the PM peak period (0 in, 3 out).

Visitors of the community facility are expected to occur during allocated sessions, it is expected up to 12 people will use the facility, including one (1) to two (2) members of staff from the offices. Up to eight (8) people are expected to drive, and up to four (4) visitors using the designated pick up and drop off parking bay. This is expected to result in the following maximum traffic generation at the site peaks in the hour before and hour after a session:

- 16 vehicle trips during the arrival period before the session; and (12 in, 4 out)
- 16 vehicle trips during the departure period after the session. (4 in, 12 out).

Net Traffic Impact

As the sessions are during business hours the visitor traffic generation will be outside the network peak periods and therefore have limited impact on the surrounding road network. As such, taking into account the existing traffic generation the following increase in traffic generation is expected during the network peak periods:

- +2 vehicle trips per dwelling during the AM peak period; and, (+3 in, -1 out)
- +2 vehicle trips per dwelling during the PM peak period. (-1 in, +3 out)

This anticipated traffic generation is considered to be minor and would not adversely affect the local and surrounding road network.

Access and Internal Design

Vehicular Access

The proposed development incorporates a total of 12 car parking spaces with access from Vaux Lane (minor road). In accordance with AS 2890.1 (2004), the proposed development requires a Category 1 vehicular driveway, being a combined entry and exit driveway of 3.0 to 5.5 metres. In response, the development provides a gate width of 3.0 metres and passing area of 6.1m in width, thereby is sufficient to comply with the minimum requirements of AS 2890.1 (2004). The plans indicate a waiting bay for exiting vehicles to wait and allow vehicles to enter with convex mirrors on the wall to allow for visibility of Vaux Lane traffic behind the wall. A swept path analysis has been undertaken with a B99 design vehicle that demonstrates satisfactory vehicle movements. This swept path analysis is provided in **Attachment 2**.

In addition, the frontage road Vaux Lane has been measured as 5.0m in width, which complies with the minimum width required for moving vehicles to pass under AMCORD. With regards to safety the 5.0m width will reduce the speed of vehicles on the laneway. Furthermore, being a laneway, through traffic is expected to be low with access to 10 dwelling houses and a self storage facility provided along its length. Therefore, the width of Vaux Lane is considered sufficient to accommodate the two-way traffic generation of the proposed development along its length.



Internal Design

The at-grade car park generally complies with the requirements of AS 2890.1 (2004) and AS 2890.6 (2022), with the following characteristics noteworthy:

- All standard staff and visitor car parking spaces have been designed in accordance with AS 2890.1 (2004) User Class 2, being a minimum width of 2.6 metres, length of 5.4 metres, and providing an aisle width of 5.8 metres.
- One (1) allocated pick up and drop off parking bay has been designed in accordance with AS 2890.1 (2004) User Class 3A, being a minimum width of 2.7 metres, length of 5.4 metres, and an aisle width of 6.2m.
- The single accessible parking space has been designed in accordance with AS 2890.6 (2022), being a minimum width of 2.4 metres, length of 5.4 metres, and providing an adjacent shared zone with the same dimensions.
- All spaces adjacent to obstructions greater than 150mm in height are to be provided with an additional width of 300mm.
- All blind aisles have been extended by a minimum of 1.0 metre beyond the last car parking space.
- A swept path analysis of all critical movements, including parking manoeuvres for spaces 1 and 7, have been undertaken to confirm geometry and compliance with the relevant standards. This swept path analysis is included in Attachment 2.

In summary, the internal configuration of the car park has been designed in accordance with AS 2890.1 (2004) and AS 2890.6 (2022). It is however envisaged that a condition of consent would be imposed requiring compliance with these standards. As such, any minor amendments considered necessary (if any) can be dealt with prior to the release of a Construction Certificate.

▶ Conclusion

On the basis of the above, the proposed development at 7 Vaux Lane, Cowra in our view is considered supportable.

We trust the above is of assistance and request that you contact the undersigned should you have any queries or require any further information. In the event that any concerns remain, we request an opportunity to discuss these with Council officers prior to any determination being made.

Yours faithfully,

Traffix



Hayden Dimitrovski
Senior Engineer

Encl: Attachment 1 – Reduced Plans
Attachment 2 – Swept Path Analysis

ATTACHMENT 1

Reduced Plans

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

All existing conditions, dimensions and levels are shown as they exist. All proposed works are to be carried out in accordance with the approved plans and specifications. The contractor is responsible for 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 to be provided by the contractor.

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

Before any work commences on this project, you must obtain a copy of the relevant Local Government Act, 1993, Regulations under the Act, relevant Australian Standards, and local authority conditions.

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

Before any work commences on this project, you must obtain a copy of the relevant Local Government Act, 1993, Regulations under the Act, relevant Australian Standards, and local authority conditions.

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

Before any work commences on this project, you must obtain a copy of the relevant Local Government Act, 1993, Regulations under the Act, relevant Australian Standards, and local authority conditions.

PROJECT
Proposed Change of Use

CLIENT
Cowra Information & Neighbourhood Centre

LOCATION
7 Vaux Lane, Cowra NSW, 2794

DATE
26/2/2025

SCALE
1:200

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

Revision

Revision	Changes	Date
A	Revised drop of zone	18/02/25
B	Changed swinging gate to a sliding gate, added 300mm to disabled car spot	19/02/25
C	Changed car parking to start only parking	10/11/25

ISSUE
For Council Issue

PLANTING AND SITEWORK DETAILS

CALL TREE SPECIFY AND TREATMENT

Planting and site work to be carried out in accordance with the approved plans and specifications. The contractor is responsible for 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 to be provided by the contractor.

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

Before any work commences on this project, you must obtain a copy of the relevant Local Government Act, 1993, Regulations under the Act, relevant Australian Standards, and local authority conditions.

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

Before any work commences on this project, you must obtain a copy of the relevant Local Government Act, 1993, Regulations under the Act, relevant Australian Standards, and local authority conditions.

Lot 2 DP 603501 1121m²

Existing Dwelling to be converted to offices (Stage 1)

Proposed Activity Room (Stage 2)

Change swinging gate to sliding gate to maximize aisle width for car parking

Extend brickwork for sliding gate to align with driveway. Mirror to use laneway

FOR COUNCIL INFORMATION

Development Code: 2 - General Residential

Lot: 2

Area: 1121m²

Use: 1 - Residential

Site: 1 - Residential

Site: 2 - Residential

Site: 3 - Residential

Site: 4 - Residential

Site: 5 - Residential

Site: 6 - Residential

Site: 7 - Residential

Site: 8 - Residential

Site: 9 - Residential

Site: 10 - Residential

Site: 11 - Residential

Site: 12 - Residential

Site: 13 - Residential

Site: 14 - Residential

Site: 15 - Residential

Site: 16 - Residential

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Site: 89 - Residential

Site: 90 - Residential

Site: 91 - Residential

Site: 92 - Residential

Site: 93 - Residential

Site: 94 - Residential

Site: 95 - Residential

Site: 96 - Residential

Site: 97 - Residential

Site: 98 - Residential

Site: 99 - Residential

Site: 100 - Residential

VISION
PROPERTY DEVELOPMENT HUB

PO Box 852
51 Jervis Street
Cowra NSW 2794
P: 0800 246 872
E: info@visionprop.com.au
Web: visionprop.com.au

JOB NUMBER
158/24

DRAWING
Proposed Site Plan
Stage 2

A003 C

North Arrow

Scale
1:200

ATTACHMENT 2

Swept Path Analysis



7.2 Draft Minutes - Access Committee meeting - Monday 16 February 2026

File Number: D26/371

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

- 1. That Council note the draft minutes of the Access Committee meeting held on Monday 16 February 2026.**
 - 2. That Council acknowledges Ms Jayne Hook's resignation from the Access Committee and that the Mayor sends a letter of appreciation.**
-

INTRODUCTION

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

A copy of the minutes is included in Attachment 1.

BACKGROUND

The committee recognised Jayne Hook's valuable contribution to the committee since September 2019.

The total Access Committee membership including the above changes will be 11 members.

ATTACHMENTS

1. Draft Minutes - Access Committee Meeting - Monday 16 February 2026 [↓](#)



MINUTES

**Access Committee Meeting
Monday, 16 February 2026**

ACCESS COMMITTEE MEETING MINUTES

16 FEBRUARY 2026

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ACCESS COMMITTEE MEETING MINUTES**16 FEBRUARY 2026**

**MINUTES OF COWRA COUNCIL
ACCESS COMMITTEE MEETING HELD AT THE COMMITTEE ROOM 1,
COUNCIL ADMINISTRATION BUILDING, 116 KENDAL STREET, COWRA
ON MONDAY, 16 FEBRUARY 2026 AT 10:30 AM - 12:30 PM**

PRESENT: Cr Nikki Kiss OAM (Deputy Mayor), Ms Jayne Hook, Mr Danny Jackett, Mr Paul McCaffery, Ms Julie Stephenson, Mr Michael Aston-Brien, Ms Robyn Ambachtsheer, Mr Peter Dawson, Ms Katherine Cucchiaro,

IN ATTENDANCE: Larissa Hackett (Director-Environmental Services), Rodney Stammers (Development & Traffic Engineer), Ian Thomas (Manager-Assets & Technical Services), Cassandra Gailey (Secretariat)

1 APOLOGIES

The committee notes apologies from Jayne Hook, Emma Roberts and Rodney Stammers

2 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

That the minutes of the Access Committee Meeting held on 15 December 2025 be confirmed.

Moved: Katherine Cucchiaro

Seconded: Michael Aston-Brien

3 REPORTS OF COUNCIL OFFICERS**3.1 Update - Application - Access Incentive Scheme Grant - Cowra Physiotherapy**

The Access Incentive Fund Application from Cowra Physio was reported to Council for consideration with the Access Committees recommendation to provide funding \$10,000 towards works at the Gumbuya building. The application was approved at the Ordinary Council meeting held 27 January 2026.

Works have since commenced and are expected to be completed within the next week.

3.2 Application - Access Incentive Scheme Grant - Cowra Information Neighbourhood Centre - 11 Vaux Street Cowra

An Access Incentive Fund Application was received from the Cowra Information and Neighbourhood Centre (CINC) requesting \$4,350 towards installation of a new entrance ramp, handrail for the stairs and a granite pad in the courtyard.

Peter presented to the Committee CINC's requirements and responded to any queries presented by the committee.

10.38am - Nikki Kiss and Peter Dawson declared a Conflict of Interest and left the room

ACCESS COMMITTEE MEETING MINUTES**16 FEBRUARY 2026**

The Access Committee assessed the application and agreed that the granite pad was outside the scope of the Access Incentive Fund Scheme Guidelines and is considered to be landscaping.

The total funding request less the gravel is \$2,647.27 .

COMMITTEE RESOLUTION

Moved: Mr Michael Aston-Brien

Seconded: Ms Katherine Cucchiaro

That Council allocates \$2,647.27 from the Access Incentive Scheme Fund to Cowra Information Neighbourhood Centre to assist with the costs of installing an accessible ramp and handrail at 11 Vaux Street, Cowra.

CARRIED

10.38am - Nikki Kiss and Peter Dawson returned to the room

4 ACTION ITEMS**4.1 Access Committee Action Items - Monday 16 February 2026**

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

- AI# 51 – MLAK facility – Applications reopened and Council resubmitted an application. Results to be announced May 2026.
- AI# 75 – 40km CBD – TFNSW returned application requesting additional information.
- AI# 83 – Disabled Parking at Club Cowra – line-marking has been completed. Action closed.
- AI# 90 – Accessible Mapping – Audit of all facilities to be conducted to identify issues and conditions.
- AI# 91 – Rose Gardens signage on Accessible Toilets – No signage to be installed, ensure information is available on Councils Accessible Map currently under development. Action closed.
- AI# 93 – Footpath Kendal Street – request referred to Roads Maintenance

New Actions

- AI# 94 – CINC Access Incentive Fund Application - Report application to Council meeting with committee's recommendation to approve \$2,647.27 funding.
- AI# 95 – Jayne Hook resignation – The committee requests the Mayor to write a letter of thankyou to Jayne Hook.

5 GENERAL BUSINESS**5.1 MLAK facility**

Applications reopened in February for grant funding towards Accessible facilities. Council

ACCESS COMMITTEE MEETING MINUTES

16 FEBRUARY 2026

has reapplied along with community submissions and anticipate results will be announced May 2026.

5.2 Tree Pods - Kendal Street

The committee noted that one of the committee members was concerned with the Tree Pods at the disabled car parking space at the front of Council. As they exited their vehicle to enter Council they nearly lost their footing due to the pods. It was requested if the pods could be cleaned up on a more regular basis please and there be more attention to areas around disabled car parking spaces and footpaths.

5.3 Coles toilet facilities

The committee discussed the need for toilet facilities near Coles as there are no other facilities at Woolworths and Aldi and therefore Coles is the only location that those who need to be close to a toilet are able to shop at. The committee noted that Council is currently working with the owner of the Plaza in regards to having available toilets.

5.4 Resignation - Jayne Hook

The committee noted that due to Jayne’s workload, Jayne Hook has resigned from the Access Committee. The committee would like to formally thank Jayne for her support to the committee over the years.

COMMITTEE RESOLUTION

Moved: Mr Michael Aston-Brien
 Seconded: Ms Robyn Ambachtsheer

That the Mayor writes a letter of thankyou to Jayne Hook for her support to the Access Committee.

CARRIED

6 NEXT MEETING DATE

The next meeting will be held on Monday, 20 April 2026 at 10:30 AM - 12:30 PM in the Committee Room 1, Council Administration Building, 116 Kendal Street, Cowra.

7 MEETING CLOSE

The Meeting closed at 11:10am

.....
CHAIRPERSON

8 LATE REPORTS

9 CONFIDENTIAL MATTERS

RECOMMENDATION

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

10 CONFIDENTIAL GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 9 MARCH 2026

10.1 Lot 296 DP72232 Carleton Street

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

11 CONFIDENTIAL GENERAL MANAGER

11.1 Lot 296 DP72232, 27-33 Carleton Street

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