



AGENDA

Ordinary Council Meeting

Date: Tuesday, 28 April 2026

Time: 5.45PM

**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 March 2026



MINUTES

**Ordinary Council Meeting
Monday, 23 March 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 MARCH 2026 AT 5.45 PM**

- PRESENT:** Cr Paul Smith (Mayor), Cr Nikki Kiss OAM (Deputy Mayor), Cr Cheryl Downing, Cr Ruth Fagan, Cr Tony Horton, Cr Cheryl Speechley, Cr 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 42/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

That apologies from Cr Karren Cave and Cr Erin Watt be received and accepted.

CARRIED

1.4 Disclosures of Interest

Cr Tony Horton declared a non-pecuniary interest in relation to item 6.2 *Donation Request - Mstr Layne Horton Participation with Team Oz Basketball Tour of USA* as the application concerns his son, and will leave the chamber during consideration of this item.

Cr Tony Horton declared a non-pecuniary interest in relation to item 7.1 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra* as his wife works at Cowra Information and Neighbourhood Centre (CINC), and will leave the chamber during consideration of this item.

Cr Nikki Kiss OAM declared a non-pecuniary interest in relation to the following items due to her role as Chair of CINC board:

- Item 6.2 *Donation Request - Mstr Layne Horton Participation with Team Oz Basketball Tour of USA* as CINC employs the applicant's mother, and will leave the chamber during consideration of this item.
- Item 7.1 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra*, and will leave the chamber during consideration of this item.

- Item 7.2 *Draft Minutes - Access Committee Meeting* and specifically item 3.2 regarding an Access Incentive Scheme grant for 11 Vaux St which is owned by CINC, and will remain in the chamber during consideration of this item (Cr Kiss also noted that left the room for discussion about this item during the Access Committee meeting).

On arrival, Cr Cheryl Speechley declared a non-pecuniary interest in relation to item 7.1 *Development Application No. 10.2025.18.1, Lot 2 DP 603501, 7 Vaux Lane Cowra*, as she is a board member of CINC, and will leave the chamber during consideration of this item.

1.5 Presentations

Nil

2 CONFIRMATION OF MINUTES

RESOLUTION 43/26

Moved: Cr Ruth Fagan

Seconded: Cr Nikki Kiss OAM

That the minutes of Ordinary Council Meeting held on 23 February 2026 be confirmed.

CARRIED

3 MAYORAL MINUTES

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

RESOLUTION 44/26

Moved: Cr Paul Smith

Seconded: Cr Ruth Fagan

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

CARRIED

At 5:55pm Cr Speechley arrived at the meeting.

4 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 9 MARCH 2026

MAYORAL MINUTE

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

RESOLUTION 45/26

Moved: Cr Paul Smith

Seconded: Cr Nikki Kiss OAM

That Council:

- I. 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.

CARRIED

GENERAL MANAGERS REPORT

4.2 Council Representation on Country Universities Centre - Cowra Region Board

RESOLUTION 46/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

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

CARRIED

DIRECTOR-CORPORATE SERVICES REPORT

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

RESOLUTION 47/26

Moved: Cr Cheryl Downing

Seconded: Cr Nikki Kiss OAM

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.

CARRIED

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

RESOLUTION 48/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

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.

CARRIED

4.5 Draft Minutes - Audit, Risk and Improvement Committee - 19 February 2026**RESOLUTION 49/26**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Paul Smith

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

CARRIED

4.6 Donation - Woodstock Soldiers Memorial Hall**RESOLUTION 50/26**

Moved: Cr Cheryl Downing

Seconded: Cr Tony Horton

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.

CARRIED

DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT4.7 Council Buildings Renewal and Upgrade Program 2026/27 to 2028/29**RESOLUTION 51/26**

Moved: Cr Ruth Fagan

Seconded: Cr Tony Horton

- 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.**

CARRIED

4.8 Gooloogong Village Request for Consideration of Splash Pad**RESOLUTION 52/26**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Cheryl Downing

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.

CARRIED

4.9 Cowra Sports Fields Master Plans**RESOLUTION 53/26**

Moved: Cr Tony Horton

Seconded: Cr Cheryl Downing

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.

CARRIED

DIRECTOR-ENVIRONMENTAL SERVICES REPORT4.10 Draft Cowra Contribution Plan 2026**RESOLUTION 54/26**

Moved: Cr Ruth Fagan

Seconded: Cr Nikki Kiss OAM

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.

CARRIED

4.11 Section 355 Committee Draft Minutes - Environmental Sustainability Committee meeting held Monday 2 February 2026**RESOLUTION 55/26**

Moved: Cr Ruth Fagan

Seconded: Cr Nikki Kiss OAM

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

CARRIED

LATE REPORTS4.12 Councillor Information Request**RESOLUTION 56/26**

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 Change of Date - April 2026 Council Meeting****RESOLUTION 57/26**

Moved: Cr Tony Horton

Seconded: Cr Cheryl Downing

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

CARRIED

5.2 Acting General Manager**RESOLUTION 58/26**

Moved: Cr Ruth Fagan

Seconded: Cr Nikki Kiss OAM

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.

CARRIED

5.3 Cowra Community Grants 2025/2026 - Round 2**RESOLUTION 59/26**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Peter Wright

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	\$2,000.00

	kitchen at Morongla Hall.	
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 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	Assist purchase convection oven	\$1,000.00

Promotion Inc.	and cooktop for new Gooloogong Community Shed.	
		\$6,166.50
Total Funds Allocated	19 applications	\$18,994.86

CARRIED

5.4 Proposed Variation to General Manager Instrument of Delegation**RESOLUTION 60/26**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

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.**

CARRIED

6 DIRECTOR-CORPORATE SERVICES6.1 Investments and Financial Report**RESOLUTION 61/26**

Moved: Cr Nikki Kiss OAM

Seconded: Cr Ruth Fagan

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

CARRIED

At 6:37 pm, Cr Nikki Kiss OAM and Cr Tony Horton left the meeting.

6.2 Donation Request - Mstr Layne Horton Participation with Team Oz Basketball Tour of USA**RESOLUTION 62/26**

Moved: Cr Cheryl Downing

Seconded: Cr Peter Wright

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.

CARRIED

At 6:43pm, Cr Nikki Kiss OAM and Cr Tony Horton returned to the meeting.

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.

As Council previously resolved at Item 5.4 to authorise the General Manager to determine the application, the item was noted without debate.

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

RESOLUTION 63/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

1. That Council note the draft minutes of the Access Committee meeting held on Monday 16 February 2026.
2. That Council acknowledge Ms Jayne Hook's resignation from the Access Committee and that the Mayor write a letter of appreciation to Ms Hook, thanking her for many years of service to the committee.

CARRIED

8 LATE REPORTS

8.1 Councillor Information Request

RESOLUTION 64/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Tony Horton

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

CARRIED

9 CONFIDENTIAL MATTERS

RESOLUTION 65/26

Moved: Cr Nikki Kiss OAM

Seconded: Cr Cheryl Downing

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.

CARRIED

3 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 13 APRIL 2026

File Number: D26/463

Author: Alan Dalton, Director - Corporate Services

The Committee refers the following recommendations to Council:

DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

3.1 West Cowra Stormwater Progress Report

RECOMMENDATION

That Council receive and note the progress report on West Cowra stormwater flood modelling.

DIRECTOR-ENVIRONMENTAL SERVICES REPORT

3.2 Development Application No. 10.2026.4.1, Lot 167 DP 1162233, 2 Hillside Terrace Cowra, 6 lot subdivision and construction of two dual occupancy and four semi-detached dwellings, lodged by A Robson. The property owner is Southern Rural Holdings Pty Limited.

RECOMMENDATION

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variations to E.2.12.a and E.2.14.e of Part E of Council's Development Control Plan 2021 are sufficiently justified and the application was publicly notified and no submissions were received; and
2. That Council approves variations to E.2.12.a and E.2.14.e of Part E of Council's Development Control Plan 2021 for this development to allow a side setback of 50mm and a separation of less than 3 metres between dwellings; and
3. That Development Application No. 10.2026.4.1, for a 6-lot subdivision, and construction of two dual occupancy and four semi-detached dwellings on Lot 167 DP 1162233, 2 Hillside Terrace Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

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

The development is to be implemented in accordance with the plans and supporting documents stamped and approved and set out in the following

table except where modified by any conditions of this consent.

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan Job 272363/272362 Sheet 01-1 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Site Plan (Dwellings A & B) Job 272363/272362 Sheet 01-2 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Site Works Plan (Dwellings A & B) Job 272363/272362 Sheet 01-3 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Concept Stormwater Plan (Dwellings A & B) Job 272363/272362 Sheet 01-4 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan - A Job 272363/272362 Sheet 02-1 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan (Dwelling B) Job 272363/272362 Sheet 02-3 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - A Job 272363/272362 Sheet 03-1 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - A Job 272363/272362 Sheet 03-2 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - B Job 272363/272362 Sheet 03-4 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - B Job 272363/272362 Sheet 03-5 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Notes & Schedule (Dwellings A & B) Job 272363/272362 Sheet 03-7 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)

<p>Site Plan (Dwelling C) Job 272361 Sheet 01-2 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Site Works Plan (Dwelling C) Job 272361 Sheet 01-3 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Concept Stormwater Plan (Dwelling C) Job 272361 Sheet 01-4 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Ground Floor Plan - C Job 272361 Sheet 02-1 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>External Elevations - C Job 272361 Sheet 03-1 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>External Elevations - C Job 272361 Sheet 03-2 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Notes & Schedule (Dwelling C) Job 272361 Sheet 03-4 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Site Plan (Dwelling D) Job 272360 Sheet 01-2 of 17</p>	<p>Burbank Revision K 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Site Works Plan (Dwelling D) Job 272360 Sheet 01-3 of 17</p>	<p>Burbank Revision K 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Concept Stormwater Plan (Dwelling D) Job 272360 Sheet 01-4 of 17</p>	<p>Burbank Revision K 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Ground Floor Plan - D Job 272360 Sheet 02-1 of 17</p>	<p>Burbank Revision K 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>External Elevations - D Job 272360 Sheet 03-1 of 17</p>	<p>Burbank Revision K 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>External Elevations - D Job 272360 Sheet 03-2 of 17</p>	<p>Burbank Revision K 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>

Notes & Schedule (Dwelling D) Job 272360 Sheet 03-4 of 17	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Site Plan (Dwellings E & F) Job 272358/272359 Sheet 01-2 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Site Works Plan (Dwellings E & F) Job 272358/272359 Sheet 01-3 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Concept Stormwater Plan (Dwellings E & F) Job 272358/272359 Sheet 01-4 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan - F Job 272358/272359 Sheet 02-1 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan - E Job 272358/272359 Sheet 02-3 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - F Job 272358/272359 Sheet 03-1 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - F Job 272358/272359 Sheet 03-2 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
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Concept Stormwater Plan (Dwelling G) Job 272356 Sheet 01-4 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Vehicle Maneuvering Plan (Dwelling G) Job 272356 Sheet 01-4 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
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Site Works Plan (Dwelling H) Job 270885 Sheet 01-3 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Concept Stormwater Plan (Dwelling H) Job 270885 Sheet 01-4 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
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# Layout Name (Streetscape Elevations) Sheet 1 of 1	Burbank Revision H 23 February 2026	Received Date: 1/04/2026 Stamped Plan: DA 10.2026.4.1 (G)
BASIX Certificate Certificate Number: 1827931M_03 (Or as revised)	The Trustee for GHOBRIAL FAMILY TRUST Issued: 18 March 2026	Received Date: 24/03/2026 Stamped Plan: DA 10.2026.4.1 (D)
Landscaping Plan (Dwellings A & B) Job 250388 Sheet 1 of 3	Dapple Designs Revision C 24 February 2026	Received Date: 24/02/2026 Stamped Plan: DA 10.2026.4.1 (A)
Landscaping Plan (Dwelling C) Job 250388 Sheet 1 of 4	Dapple Designs Revision C 24 February 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)
Landscaping Plan (Dwelling D) Job 250388 Sheet 1 of 4	Dapple Designs Revision C 24 February 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)
Landscaping Plan (Dwelling E & F) Job 250388 Sheet 1 of 4	Dapple Designs Revision C 24 February 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)
Landscaping Plan (Dwelling G) Job 250388 Sheet 1 of 4	Dapple Designs Revision C 24 February 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)
Landscaping Plan (Dwelling H) Job 250388 Sheet 1 of 4	Dapple Designs Revision C 24 February 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)
Subdivision Plan	TSD Surveying Plan Ref: 4757-PPS Date: 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Statement of Environmental Effects	Upside Planning Revision V1.3 Date 2 April 2026	Received Date: 02/04/2026 Stamped Plan: DA 10.2026.4.1 (I)

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

conditions of this development consent prevail.

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. All traffic movements in and out of the development are to be in a forward direction.

CONDITIONS TO BE COMPLIED WITH PRIOR TO ISSUE OF THE CONSTRUCTION CERTIFICATE

4. 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 Development¹	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution²	\$3,695,304.00	1%	\$36,953.04	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

5. 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.
6. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of suitably sized metered water services to the development.
7. Prior to the issue of a Construction Certificate, a Stormwater Management Plan, demonstrating that adequate provision will be made for the estimated potential stormwater runoff from the development in accordance with Council's Development Control Plan – Part D Subdivision Code 2021 and Cowra Infrastructure and Operations Engineering Standards shall be submitted to Council for approval. Any required stormwater drainage facilities necessary to service the subdivision, including inter-allotment drainage, shall be carried out and detailed in the Compliance Certificate for drainage infrastructure.
8. Prior to the issue of the Construction Certificate, the applicant must

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

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

9. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifying Authority, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
10. 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'.
11. 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.
12. The Applicant is to obtain all relevant approvals under Section 68 of the Local Government Act 1993 to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Cowra Shire Council prior to commencing works and comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:
 - (a) Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.
 - (b) External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.
 - (c) Water Supply: Hot and cold water supply pipework, when the pipework is installed and prior to concealment. Pipes should be under pressure test.
 - (d) Stormwater: When the stormwater and roof water drainage system

has been completed.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

- 13. While building work is being carried out, any such work must not continue after each critical stage inspection unless the Principal Certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.**
- 14. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.**
- 15. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.**
- 16. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged to Council's stormwater management system in accordance with the approved Stormwater Management Plan.**
- 17. 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.**
- 18. 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.**
- 19. 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 adaptor and filling in of side gaps is to be undertaken by the use of an epoxy resin. Mortar or concrete is not to be used.

CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION CERTIFICATE

- 20. The Applicant must not commence occupation or use of any dwelling until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
- 21. Prior to issue of any Occupation Certificate, the Applicant shall construct the access crossings to the development site from Hillside Terrace and Vineyard Drive 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.
- 22. The Applicant is required to obtain a Certificate of Compliance pursuant to Section 64 of the Local Government Act 1993 certifying that all works, fees and charges required in connection with the provision of sewerage and water supply to the development have been undertaken and complied with in full. The certificate shall include all relevant works verified by appropriate inspections, fees and charges that are currently being applied at the time of the issue of the Occupation Certificate.
- 23. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved Landscape Plan and maintained in good order at all times.
- 24. Prior to the issue of a Whole Occupation Certificate, the applicant must provide evidence to Cowra Council that an application to amend the Restriction As To User eighthly referred to in DP 1162233 (restricting access to Lot 167 to Harvest Circuit only) has been lodged with NSW Land Registry Services. The amendment is to remove reference to Lot 167 in Part 1 and delete the words 'and to Lot 167 from Hillside Terrace' from Part 2 of the Instrument. The amendment is to be undertaken at no cost to Council.

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

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

Management Plan shall be submitted for the subdivision and approved by the Principal Certifier. The Plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development in accordance with Council's Development Control Plan – Part D Subdivision Code 2021 and Cowra Infrastructure and Operations Engineering Standards.

27. Prior to the issue of a Subdivision Works Certificate an approval under Section 68 of the Local Government Act 1993 to carry out water supply and sewerage work must be obtained.

CONDITIONS TO BE COMPLIED WITH DURING SUBDIVISION WORKS

28. All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operations commencing on the affected land.
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. Construction 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.

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

31. The Applicant is to lodge with Cowra Shire Council a Subdivision Certificate Application together with the final subdivision plan for signature. All necessary information to support the certificate release and the necessary fee is required to be included with the Subdivision Certificate Application.
32. Prior to issue of the Subdivision Certificate, the applicant shall connect all new lots in the plan of subdivision to Council's Reticulated Water Supply System and to the satisfaction of the relevant service provider, being Cowra Shire Council
33. Prior to issue of the Subdivision Certificate, the applicant shall connect all new lots in the plan of subdivision to Council's Reticulated Sewer Supply System and to the satisfaction of the relevant service provider, being Cowra Shire Council.
34. The Applicant shall include on the final plan of subdivision all necessary easements required over access, water, sewer, stormwater, electricity and telecommunications mains.
35. Prior to the issue of a Subdivision Certificate, the applicant must provide to Council a Notification of Arrangement from Essential Energy

confirming that satisfactory arrangements have been made for the provision of power with respect to all lots in the subdivision. It is the applicant's responsibility to make the appropriate application with Essential Energy for the supply of electricity to the subdivision, which may include the payment of fees and contributions.

36. Prior to the issue of the Subdivision Certificate, the applicant is to provide evidence to Council that arrangements have been made for:
- (a) The installation of fibre-ready facilities (or equivalent) to all individual lots and/or premises in a real estate development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. Demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose, and
 - (b) The provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a real estate development project demonstrated through an agreement with a carrier.
37. Prior to the issue of the Subdivision Certificate, Partial or Whole Occupation Certificates are required to have been issued for all the approved dwellings.

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.

LATE REPORTS

3.3 Councillor Information Request

RECOMMENDATION

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

4 GENERAL MANAGER

4.1 Child Safe Policy

File Number: D26/419

Author: Paul Devery, General Manager

RECOMMENDATION

That Council adopt the draft Child Safe Policy.

INTRODUCTION

At the January council meeting a draft Child Safe Policy was endorsed for the purposes of public exhibition. The policy was advertised over the ensuing six weeks and submissions invited from the community.

BACKGROUND

At the close of the exhibition period one submission had been received, a copy of which is included at Attachment 2.

Following consideration of the submission, a number of changes have been made to the draft policy and these are shown as tracked changes in Attachment 1. Elements of the submission were assessed as being more appropriate for procedural/guideline documents rather than the policy and should the policy be adopted as recommended, Council's Human Resources Manager will develop those procedural/guideline documents in coming months.

It is recommended council adopt the policy as shown in Attachment 1.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Draft Child Safe Policy (tracked changes) [↓](#)
2. Submission - Child Safe Policy - L Ewing-Jarvie [↓](#)

COUNCIL POLICY



Child Safe Policy

Draft

Child Safe Policy

Commencement Date

Council Department General Manager's Office

Contact Officer Manager – Human Resources

Revision Required Every 6 years

Policy Review

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

Revision History

Version	Council Meeting Date	Resolution No.	Responsible Officer
1	27 August 2001	167/2001	Administration Manager
2	April 2013	N/A	Community Projects Officer
3	2026		Manager – Human Resources

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Cowra NSW 2794

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Child Safe Policy

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Child Safe Policy

1. PURPOSE

The purpose of this Policy is to outline Cowra Council's commitment to creating and maintaining a child safe organisation [by anticipating, identifying, and responding to risks](#).

2. SCOPE

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

3. DEFINITIONS

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

Child Related Work: [Paid or unpaid work that involves direct, usual and more than incidental face-to-face or physical contact with children, or work performed in roles or services specifically involving children. This also includes specific child-related roles defined in legislation.](#)

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

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

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

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

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

4. POLICY STATEMENT

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

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

5. PRINCIPLES

This Policy reflects Councils commitment to:

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

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Child Safe Policy

1. Child safety is embedded in institutional leadership, governance and culture.
 2. Children participate in decisions affecting them and are taken seriously.
 3. Families and communities are informed and involved.
 4. Equity is upheld and diverse needs are taken into account.
 5. People working with children are suitable and supported.
 6. Processes to respond to complaints of child sexual abuse are child focused.
 7. Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training.
 8. Physical and online environments minimise the opportunity for abuse to occur.
 9. Implementation of the Child Safe Standards is continuously reviewed and improved.
 10. Policies and procedures document how the institution is child safe.
- The United Nations *Convention on the Rights of the Child* (1990).

Council recognises that some children may face additional vulnerability and is committed to inclusive, culturally safe practices that respect diversity and support equitable access.

6. REQUIREMENTS

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

~~Councillors, council staff, volunteers and contractors~~Council employees, councillors, volunteers, contractor and sub-contractors will:

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

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~~Councillors, council staff, volunteers and contractors~~Council employees, councillors, volunteers, contractor and sub-contractors will not:

- Use language or behaviour towards children or young people that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
- Take photographs or videos of children or young people without appropriate consent.
- Be alone with a child or young person unnecessarily and not without seeking consent from a parent or guardian.
- Work with a child or young person while under the influence of alcohol or prohibited drugs.
- Encourage communication with a child or young person in a private setting.

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Child Safe Policy

- Arrange personal contact, including online contact, with children or young people they are working with for a purpose unrelated to the council's activities when there is no professional reason for doing so.
- ~~when there is no professional reason for doing so.~~

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

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

- **Councillors:** Any Councillor who undertakes duties that involve direct, usual, and more than incidental contact with children as part of their Council role will be expected to hold a valid Working With Children Check.

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

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

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

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

- **Child-Safe Organisation:** Council upholds and promotes the safety and wellbeing of children and young people in our community. This involves implementing best practice approaches to child protection. Council adopts the *Royal Commission Final Report Recommendations (2017)*

Child Safe Policy

relevant to Local Government including the Child Safe Standards. Council also supports the Office of the Children's Guardian's *Principles of Child-Safe Organisations*. ~~The General Manager and Manager – Human Resources will work collaboratively to ensure that Council meets its objectives as a Child-Safe Organisation.~~

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

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7. RELATED LEGISLATION

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

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Standards may include:

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

8. RELATED DOCUMENTS AND COUNCIL POLICY

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

From: Libby Ewing-Jarvie
Sent: Thursday, 5 February 2026 5:02 PM
To: Cowra Council
Subject: Attn Paul Devery || Draft Child Safety Policy - suggestions for consideration

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.

Dar Paul,

Thanks for the opportunity to review Council's Child Safety Policy.

I'm sharing a few suggestions for yours and Council's consideration that you may like to take up for the final version. The list looks long but hopefully it's easy to read and should translate into a few additions rather than pages of content.

It would be good to have a child-friendly version (family-friendly version) of this.

Something for the pool, library, art gallery, civic centre etc – something a bit more visual but that tells the community Council is serious about Child Safety.

The current **purpose statement** is brief. Council could consider expanding it to explicitly state:

- The purpose of this Policy is to outline Cowra Council's commitment to creating and maintaining a child safe organisation *by anticipating, identifying, and responding to risks.*

Under **definitions**

You may like to:

- Add a "Child-related work" definition as per Child Protection (Working With Children) Act 2012.

Under the [Child Protection \(Working with Children\) Act 2012](#) (NSW), "child-related work" (defined in Section 6 and 7) is defined as paid or unpaid work (including volunteering) that involves direct, face-to-face, or more than incidental contact with children under 18.

Under **Behavioural Expectations**

Consider adding more specific and current requirements including:

- Clear prohibitions around taking photos or videos of children without explicit consent
- Explicit boundaries around physical contact
- Requirements for appropriate online communication, including use of Council-approved platforms only
- Expectations around transporting children
- A statement about managing conflicts of interest or dual relationships
- Clarification that *all* concerns, even minor, must be documented

These updates align with the Standards relating to minimising harm in physical and online environments.

The **reporting** section is good. You may like to consider giving a bit more structure by implementing a simple 4 step model like:

1. Recognise – Identify the concern
2. Respond – Ensure immediate safety
3. Report – Internal and external reporting (GM/Mayor, DCJ Helpline, Police)
4. Record – Mandatory documentation of concerns and actions

Maybe someone could pull together:

- A flow chart to support consistent decision-making
- Distinction between Reportable Conduct Scheme (Office of the Children’s Guardian) and ordinary customer complaints
- Clear timeframes (e.g., internal reports made *within 24 hours*)

These things make it all compliant from a regulatory point of view.

Under **recruitment**

This could be strengthened by adding:

- Requirement for ongoing monitoring of WWCC status (they expire after 5 years)
- Requirement for identity verification before offering employment
- Induction obligations, including child-safe training prior to commencement for any roles that require it

This aligns with best-practice recruitment as required under the Child Safe Standards.

Training for roles like library personnel, CYC, event staff, sport and rec etc can be completed annually and should be easy to source and complete online

You might consider adding a Section on **Cultural Safety** to reflect obligations to support diverse children and communities (e.g., Aboriginal children, children with disability) and this could tie in with Council’s RAP.

Council could include:

- Commitment to culturally safe practices
- Recognition of the over-representation of Aboriginal children in child protection
- Strategies to remove barriers to reporting
- Consultation with Aboriginal community representatives

This directly aligns with equity requirements in the Child Safe Standards

Strengthening **risk management** requirements is a good one. Maybe one for the ARIC?

Ideally Council outlines:

- How child-safety risks will be identified (e.g., risk assessments for events, programs, facilities)
- Monitoring and mitigation processes
- Annual review of risk controls
- Specific attention to online risks, including social media
- Clear accountability for ensuring risk assessments are completed

This is a core requirement of both the Child Safe Standards and Royal Commission recommendations

And finally, something that demonstrates **active governance** which could include:

- Annual reporting to the Leadership Team and Council
- A statement requiring audit and continuous improvement cycles
- Clear responsibility for policy oversight (GM + HR Manager)
- Alignment with Council’s Internal Audit Plan, if applicable

This is explicitly required under the “continuous review and improvement” standard

There are a few additional appendices that could drop out of this as well:

- Reporting Flowchart
- Code of Conduct for Working with Children
- Checklist for Child-Safe Events
- WWCC Verification Procedure
- Recordkeeping guidelines

Cheers

Libby Ewing-Jarvie
General Manager
Cowra Early Childhood Services Cooperative Ltd



4.2 S355 Committee Minutes - CBD Committee 18 March 2026

File Number: D26/498

Author: Paul Devery, General Manager

RECOMMENDATION

- 1. That Council note the minutes from the CBD Committee meeting held on 18 March 2026.**
- 2. That council note the resignation of Ms Stassi Austin from the CBD Committee and write to Ms Austin thanking her for her contribution.**
- 3. The council consider including the following items in the draft 2026/2027 Operational Plan:**
 - Review options for greenery in the main street and what is permissible, including the median strip**
 - Consider placement of noticeboard(s)**
 - Light installations**
 - Investigate schemes for encouraging building owners to paint their shopfronts**
 - Investigate options for placement of public art and murals in the town**
- 4. That Council reduce the number of councillors on the CBD committee to two.**
- 5. That councillors <insert 2 names> be appointed as the two councillor representatives on the CBD committee**

INTRODUCTION

A meeting of the CBD Committee was held on Wednesday 18 March 2026. A copy of the minutes from the meeting is included at Attachment I for information and consideration of the recommendations above.

In addition to Stassi Austin's resignation from the committee as mentioned in the minutes attached, I can advise that subsequent to the March meeting Cr Cheryl Downing tendered her resignation from the committee. Council is requested to consider if and/or how to fill these positions. While the minutes from the 15 April CBD committee meeting are not finalised at the time of writing this report, I am advised the committee resolved to recommend council reduce the number of councillors to two. This decision is reflected in the recommendations above.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

- I. Minutes - CBD Committee - 18 March 2026 [↓](#)



MINUTES

**CBD Committee Meeting
Wednesday, 18 March 2026**

CBD COMMITTEE MEETING MINUTES

18 MARCH 2026

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CBD COMMITTEE MEETING MINUTES**18 MARCH 2026**

**MINUTES OF COWRA COUNCIL
CBD COMMITTEE MEETING HELD AT THE MEALS ROOM, COUNCIL ADMIN
BUILDING, 116 KENDAL STREET COWRA
ON WEDNESDAY, 18 MARCH 2026 AT 6PM**

PRESENT: Cr Erin Watt (Co-Chair), Cr Paul Smith (Mayor), Cr Cheryl Downing, Cr Tony Horton, Zachary Jones, Bruce Rowston, Katherine Jeffs, Inel Date, Bill Nixon

IN ATTENDANCE: Dirk Wymer, Ponie De Wet

1 ACKNOWLEDGEMENT OF COUNTRY

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

2 APOLOGIES

Adam Gambriell, Ashlea Field, Stassi Austin, Jesse Murphy (Co-Chair)

3 CONFIRMATION OF MINUTES**RESOLVED**

That the minutes of CBD Committee Meeting held on 18 February 2026 be confirmed.

Moved – Bruce Rowston
Seconded – Cr Paul Smith

4 DECLARATIONS OF INTEREST

Nil

5 GENERAL BUSINESS**5.1 SpendMapp Update - March 2026**

The committee noted the tabled SpendMapp report. Monthly Spendmapp report was presented showing a 20.97% increase in resident online spend and 19.32% increase in local spend compared to same time last year.

Escape spend analysis identifies Orange, Canowindra, Young, Bathurst, and Kelso as top destinations for retail leakage.

As requested a report was developed looking in greater detail into the escape (not online) spend categories

- It was identified that the cluster regions of Orange & Surrounds, Nearby regional towns (Canowindra, Young, Forbes, Parkes, Grenfell, Boorowa) and the Bathurst region were the highest destinations.
- The analysis showed the top 6 retail expenditure categories to Orange were:
 - Bulky Goods

CBD COMMITTEE MEETING MINUTES**18 MARCH 2026**

- Department Stores & Clothing
- Furniture & Other Household Goods
- Grocery Stores & Supermarkets
- Specialised Food retailing
- Specialised & Luxury Goods.

5.2 Operational Plan 2026/2027

In additions to items included in the 2025/2026 operational plan the following items were raised for consideration of inclusion in the 2026/2027 operational plan:

- Review options for greenery in the main street and what is permissible, including the median strip
- Consider placement of noticeboard(s)
- Light installations
- Investigate schemes for encouraging building owners to paint their shopfronts
- Investigate options for placement of public art and murals in the town

The committee recognised that the review of the Lachlan Riverbank Precinct Masterplan is scheduled for 2027/2028. The committee asked for consideration of the budget line as other masterplans are coming in around \$80K.

5.3 Infrastructure & Operations - Cowra CBD Update

The committee noted the report.

There was a request for members to contact council if there are specific cleaning requirements outside the schedule.

There was a request for the Director I&O to review whether the lane way next to the Lachlan Hotel could be included into the cleaning schedule.

5.4 Kendal Street Parking: Linemarking

The committee noted the report. There was a request to replace the missing dots.

5.5 Footpath Trading Policy

The Co-Chair, Cr Erin Watt reported the council approved the proposal of the CBD committee to waive fees for a period of time. Due to a delay in rolling out this program, the Council agreed to extend the timeline to 31 December 2026.

The committee noted the report.

5.6 Social Media/Communication

The committee discussed a tabled draft communications strategy designed to increase community awareness of the activities of the committee. The discussion included various options for delivery of messaging.

CBD COMMITTEE MEETING MINUTES**18 MARCH 2026****5.7 Cowra Business Chamber - Update**

President Zach Jones provided verbal report including:

- Business event with Steph Cooke in April
- Networking forum in May
- increasing social media activity
- - Squire Park public wifi grant application

5.8 Cowra Tourism Corporation - Update

Cowra Tourism Manager Courtney Preo provided a verbal update including:

- General update on tourism activity
- Stresses being caused by the Victoria Pass closure and the campaign being run by the Central NSW Joint Organisation. There is a real opportunity to promote the Hume Highway as a desirable route to get to Cowra and the central west region
- Stresses being caused by the ongoing fuel crisis
- Update on Destination Management Plan development
- Discussion on naming/branding for Cowra Tourism
- Drive money from regional centres eg Orange to Cowra through events, exhibitions
- Member networking event 28 April
- Resignation from Cowra Tourism of CBD community representative committee member Stassi Austin.

5.9 Other Business

The committee was advised that Stassi has resigned from the committee due to relocating for employment.

Committee members were asked to consider how to replace the position with a suggestion there could be consideration to having a First Nations representative.

5.10 Meeting Frequency

There was discussion on the frequency of the meetings with a request or committee members to give this consideration prior to the next meeting.

5 NEXT MEETING DATE

The next meeting will be held on 15 April 2026 at Little Magpie Gallery, Kendal Street Cowra.

CBD COMMITTEE MEETING MINUTES

18 MARCH 2026

6 MEETING CLOSE

The Meeting closed at 8.36pm.

.....
CHAIRPERSON

5 DIRECTOR-CORPORATE SERVICES

5.1 Policy Review - Public Interest Disclosures Policy

File Number: D26/303

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council:

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

INTRODUCTION

Council previously considered the Draft Public Interest Disclosures (PID) Policy on 23 February 2026 and deferred adopting the Policy to allow for further guidance to be included on mandatory PIDs. The draft Policy has now been updated following consultation with the Office of the NSW Ombudsman, and Local Government NSW.

BACKGROUND

Council's PID Policy was prepared in alignment with the NSW Ombudsman's 'Developing Your PID Policy Guideline' which was published to assist councils in complying with requirements under the Public Interest Disclosures Act 2022. Since Council last considered the draft Policy updates have been made to provide further information on mandatory PIDS.

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

Due to the Guideline differing so significantly from Council's current 'Public Interest Disclosure and Internal Reporting Policy' (last reviewed in 2019), the proposed PID Policy does not 'track changes' made against the current policy. In addition to the further guidance on mandatory disclosures, notable updates from Council's previous PID Policy include:

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

Disclosure Officers are largely determined by the PID Act and include, amongst others: the head of an agency, the senior staff member at a permanent worksite and any person identified in an

agency's PID Policy. Under the draft PID Policy, Disclosure Officers are to report declarations they receive to the Disclosures Coordinator (the Director – Corporate Services).

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

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

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

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

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Draft Public Interest Disclosures Policy [↓](#)
2. Current PID Policy [↓](#)



COUNCIL POLICY

Public Interest Disclosure Policy

DRAFT

 Donations Policy

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

Policy Review

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

Revision History

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

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Public Interest Disclosure Policy

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Public Interest Disclosure Policy

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Public Interest Disclosure Policy

1. Purpose

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

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

This policy sets out:

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

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

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

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

2. Accessibility of this policy

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

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

3. Who does this policy apply to?

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

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

Public Interest Disclosure Policy

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

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

4. Who does this policy not apply to?

This policy does not apply to:

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

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

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

5. What is contained in this policy?

This policy will provide you with information on the following:

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

 Public Interest Disclosure Policy

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

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

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

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

6. How to make a report of serious wrongdoing

a) Reports, complaints and grievances

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

Some internal complaints or grievances may also be PIDs, should they have the features of a PID. If an internal complaint or grievance is a report of serious wrongdoing, we will consider whether it is a PID. If it is a PID, we will deal with it as set out in this policy, while also complying with any other legislation, regulations, policies or procedures that may apply.

It is important that we quickly recognise when we received a PID. This is because once a PID is received, the person who has made the report is entitled to certain protections that we must provide and observe to support the person who made the declaration.

(b) What is a Mandatory Public Interest Disclosure?

A Mandatory Public Interest Disclosure (Mandatory PID) is a PID that is made by a public official because they have a legal obligation to make the report, or because making such a report is an ordinary aspect of their role or function.

A Mandatory PID arises where a public official, such as a manager or the General Manager, becomes aware of information that shows, or tends to show, serious wrongdoing, while exercising their official functions.

A Mandatory PID may arise regardless of whether:

- the information is provided formally or informally, or
- the person who provided the information intended to make a disclosure.

(c) When a Mandatory PID may arise

A Mandatory PID may arise in a variety of circumstances, including where a manager becomes aware of serious wrongdoing through:

- a complaint or report from a staff member, contractor or member of the public,

 Public Interest Disclosure Policy

- an internal audit, review or investigation,
- financial or procurement records,
- performance or compliance reports, or
- direct observation or other work-related interactions.

Once a manager forms the view that the information may amount to serious wrongdoing, the disclosure must be escalated to the General Manager or appointed Disclosure Coordinator and managed in accordance with this Policy.

(d) Examples of Mandatory Public Interest Disclosures

The following examples are provided to assist managers and senior staff to understand circumstances in which a Mandatory PID may arise. These examples are illustrative only and do not limit the operation of the *Public Interest Disclosures Act 2022 (NSW)*.

Serious maladministration

A manager becomes aware that approvals or regulatory decisions are being consistently made without required assessments, documentation or statutory checks, potentially exposing Council to significant risk.

Serious and substantial waste of public money

A manager identifies that Council funds are being paid for services that were not delivered, were significantly over-charged, or were approved without appropriate delegation or procurement processes.

Corrupt conduct

A manager becomes aware that a staff member is directing Council work or resources to a business owned by a relative or associate without declaring or managing the conflict of interest.

Government information contravention

A manager becomes aware that records are being intentionally concealed, altered or destroyed to prevent access under the *Government Information (Public Access) Act 2009*.

Privacy contravention

A manager becomes aware that personal information held by Council is being accessed, used or disclosed without lawful authority.

In each of these circumstances, once the manager forms the view that the information shows, or tends to show, serious wrongdoing, the matter must be escalated and managed as a Mandatory PID under this Policy.

(e) How Council will manage Mandatory Public Interest Disclosures

When a Mandatory PID arises, the manager or General Manager must:

- Promptly report the matter to a Council Disclosure Coordinator or the General Manager (if not already involved).
- Not investigate the matter themselves, unless authorised to do so under this Policy.
- Maintain confidentiality, including limiting information to those with a lawful need to know.
- Take reasonable steps to ensure that any person who provided information is protected from detrimental action.

Public Interest Disclosure Policy

- Cooperate with any assessment or investigation conducted by, or on behalf of, Council.

Council will assess the disclosure, determine whether it is a Public Interest Disclosure under the *Public Interest Disclosures Act 2022 (NSW)*, and take appropriate action in accordance with legislative requirements.

(f) Protections for people who make Mandatory Public Interest Disclosures

People who make Mandatory Public Interest Disclosures are entitled to protections under the *Public Interest Disclosures Act 2022 (NSW)*.

These protections include:

- Protection from detrimental action
It is an offence to take detrimental action against a person on the basis that they have made, may have made, or are suspected of having made a Mandatory PID.
- Right to seek compensation
A person may seek compensation for injury, damage or loss suffered as a result of detrimental action.
- Ability to seek an injunction
A person may apply for a court order to prevent the commission, or possible commission, of a detrimental action offence.
- Immunity from civil and criminal liability
A person will not incur civil or criminal liability if they breach a duty of confidentiality while making a Mandatory PID.

While the specific procedural obligations that apply to voluntary PIDs (such as notification and reporting requirements) do not apply to Mandatory PIDs, Council will take reasonable steps to protect people from detriment where relevant.

(g) Relationship between Mandatory Public Interest Disclosures and complaints or grievances

Not all complaints or workplace grievances constitute Public Interest Disclosures.

A matter will not be a Public Interest Disclosure where it:

- solely concerns an individual's employment conditions, or
- primarily seeks review of a policy or management decision without evidence of serious wrongdoing.

However, where a complaint or grievance reveals information that shows, or tends to show, serious wrongdoing, it must be escalated and dealt with as a Mandatory Public Interest Disclosure under this Policy.

7. When will a report be a PID?

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

- I. **Voluntary PID:** This is a PID where a report has been made by the public official because they decided, of their own accord, to come forward and disclose what they know.

Public Interest Disclosure Policy

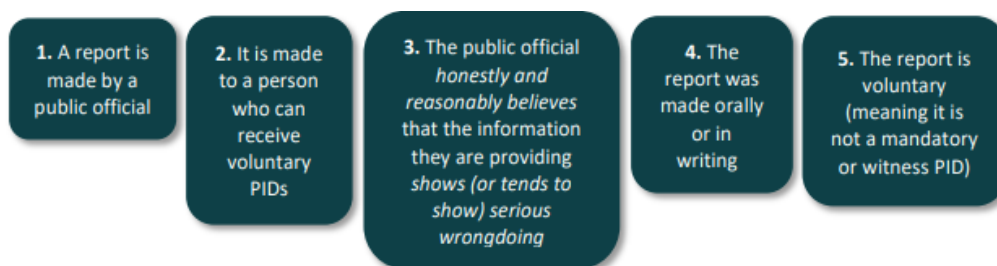
- 2. **Mandatory PID:** This is a PID where the public official has made a report about serious wrongdoing because they have a legal obligation to make that report, or because making that report is an ordinary aspect of their role or function in an agency.
- 3. **Witness PID:** This is a PID where a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

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

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

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

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



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

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

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

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

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b) Who can make a voluntary PID?

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

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

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

c) What is serious wrongdoing?

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

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

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

d) Who can I make a voluntary PID to?

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

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

You can make a report inside Council to:

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

Making a report to a recipient outside of Council.

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

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

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

Making a report to a Member of Parliament or journalist

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

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

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- a description of the results of an investigation into the serious wrongdoing
- details of proposed or recommended corrective action as a result of the previous disclosure or investigation.

Investigation period means:

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

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

e) What form should a voluntary PID take?

You can make a voluntary PID:

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

f) What should I include in my report?

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

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

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

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

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

h) Deeming that a report is a voluntary PID

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

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

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

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

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

8. Protections

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

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

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

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

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

- Protection from detrimental action
 - A person cannot take detrimental action against another person because they have made a voluntary PID or are considering making a PID. Detrimental action includes bullying, harassment, intimidation or dismissal.
 - Once we become aware that a voluntary PID by a person employed or otherwise associated with Council that concerns serious wrongdoing relating to Council has been made, we will undertake a risk assessment and take steps to mitigate the risk of detrimental action occurring against the person who made the voluntary PID.

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- It is a criminal offence for someone to take detrimental action against a person because they have made or may make a voluntary PID. It is punishable by a maximum penalty of 200 penalty units or imprisonment for five years or both.
- A person may seek compensation where unlawful detrimental action has been taken against them.
- A person can apply for a court order (injunction) where detrimental action is threatened or has occurred (for example, an order to prevent dismissal or to require reinstatement).

Note that a person who makes a PID can still be subject to reasonable management action (such as ordinary performance reviews and performance management). Provided such action is not taken because of the PID, it is not detrimental action under the PID Act.

- Immunity from civil and criminal liability
Some public officials are often subject to a duty of confidentiality that prevents them disclosing certain information that they obtain or become aware of at work. Sometimes, in order to make a PID, public officials will need to breach or disregard such confidentiality duties. If that happens, a public official cannot be disciplined, sued or criminally charged for breaching confidentiality.
- Confidentiality
Public officials and agencies must not disclose information tending to identify a person as the maker of a voluntary PID unless doing so is permitted by the PID Act.
- Protection from liability for own past conduct
The Attorney General can give the maker an undertaking that a disclosure of their own past conduct will not be used against them if a person discloses their own wrongdoing or misconduct while making a report. This undertaking can only be given on application by an integrity agency to the Attorney General.

b) Protections for people who make mandatory and witness PIDs

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

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

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

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

9. Reporting detrimental action

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

10. General support

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

11. Roles and responsibilities of Council employees

Certain people within Council have responsibilities under the PID Act.

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

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

12. How we will deal with voluntary PIDs

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

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

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

b) How we will deal with voluntary PIDs

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

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Report not a voluntary PID

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

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

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

Cease dealing with report as voluntary PID

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

Where the report is a voluntary PID

If the report is a voluntary PID:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Detrimental action does not include:

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

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

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

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

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

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

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

Corrective action can include:

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

13. Review and dispute resolution

a) Internal review

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

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

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

b) Voluntary dispute resolution

If a dispute arises between Council and a person who has made a report which is, or may be, a voluntary PID, we may request the NSW Ombudsman to conciliate the dispute. Conciliation is a voluntary process and will only be suitable for disputes where Council and the maker of the report are willing to resolve the dispute.

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I4. Other agency obligations**a) Record-keeping requirements**

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

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

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

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

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

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

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

Role	Who	Location	Contact details
General Manager	Paul Devery	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: (02) 6340 2014 E: Paul.Devery@cowra.nsw.gov.au
Director – Corporate Services (Disclosures Coordinator)	Alan Dalton	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: (02) 6340 2007 E: Alan.Dalton@cowra.nsw.gov.au
Director – Infrastructure and Operations	Dirk Wymer	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: (02) 6340 2075 E: Dirk.Wymer@cowra.nsw.gov.au
Director Environmental Services	Larissa Hackett	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: (02) 6340 2051 E: Larissa.Hackett@cowra.nsw.gov.au
Governance and Risk Officer	Stephanie Caruana	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: 61 2 6340 2005 E: Stephanie.Caruana@cowra.nsw.gov.au
Manager – Human Resources	Tiffany Kent	Administration Centre - 116 Kendal Street, Cowra NSW 2794	Ph: (02) 6340 2031 E: Tiffany.Kent@cowra.nsw.gov.au
WHS Coordinator	TBA	Depot Operations – Young Road, Cowra NSW 2794	Ph: TBA E: TBA
Supervisor – Treatment Plants	Paul Gregg	Brisbane Street, Cowra NSW 2794	Ph: 0428 674 238 E: Paul.Gregg@cowra.nsw.gov.au
Supervisor – Waste Operations	Anthony Collins	236 Glenlogan Rd, Cowra NSW 2794	Ph: 0428 423 080 E: Anthony.Collins@cowra.nsw.gov.au
Supervisor – Airports, Cemeteries and Saleyards	Elizabeth Bryce	Young Road, Cowra, NSW 2794	Ph: 0428 288 963 E: Elizabeth.Bryce@cowra.nsw.gov.au

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Annexure B — List of Integrity Agencies

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

COUNCIL POLICY



Public Interest Disclosures &
Internal Reporting Policy

 Public Interest Disclosures & Internal Reporting Policy

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

Document Review

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

Revision History

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

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Public Interest Disclosures & Internal Reporting Policy

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Public Interest Disclosures & Internal Reporting Policy

1. Purpose

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

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

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

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

2. Scope

This Policy applies to:

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

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

3. Policy Statements

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

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

4. Roles and Responsibilities

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

4.1 The Role of Council Employees and Councillors

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

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

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Employees and Councillors must not:

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

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

4.2 The Role of Cowra Council (Council)

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

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

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

4.3 General Manager

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

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

4.4 Disclosures Coordinator

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

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

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

4.5 Disclosure Officers

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

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

4.6 The Mayor

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

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

4.7 Supervisors & Managers

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

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

5. What Should be Reported

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

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

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

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

5.1 Corrupt Conduct

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

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

5.2 Maladministration

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

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

5.3 Serious and substantial waste of public money

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

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

5.4 Government Information Contravention (Breach of the GIPA Act)

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

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

5.5 Local Government Pecuniary Interest Contravention

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

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

6. Assessment of Reports

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

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

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

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

Reports by employees are not public interest disclosures if they:

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

8. Who can Receive a Report within Council

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

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

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

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

9. Who can Receive a Report Outside of Council

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

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

9.1 Investigating Authorities

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

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

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

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

9.2 Members of Parliament or Journalists

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

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

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

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

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

9.2 Other External Reporting

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

10. How to Make a Report

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

11. Can a Report Be Anonymous

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

12. Feedback to Employees who Report Wrongdoing

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

12.1 Acknowledgement

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

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

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

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

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

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

12.1 Progress Updates

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

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

12.2 Feedback

Once the matter has been finalised you will be given:

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

13. Maintaining Confidentiality

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

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

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

14. Managing the Risk of Reprisal and Workplace Conflict

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

Depending on the circumstances, Council may:

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

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

15. Protection Against Reprisals

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

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

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

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

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

15.1 Responding to Allegations of Reprisal

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

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

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

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

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

15.2 Protection Against Legal Action

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

16. Support for those Reporting Wrongdoing

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

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

17. Sanctions for Making False or Misleading Disclosures

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

18. The Rights of Persons the Subject of a Report

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

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

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

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

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

19. More Information

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

20. Internal Investigating Authorities

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

20.1 For Disclosures about Corrupt Conduct

Independent Commission Against Corruption

Toll free: 1800 463 909

Phone: 02 8281 5999

Email: icac@icac.nsw.gov.au

Web: www.icac.nsw.gov.au

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

20.2 For Disclosures about Maladministration

NSW Ombudsman

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

Phone: 02 9286 1000

Email: nswombo@ombo.nsw.gov.au

Web: www.ombo.nsw.gov.au

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

20.3 For Disclosures about Breaches of the GIPA Act

Information and Privacy Commission

Toll free: 1800 472 679

Email: ipcinfo@ipc.nsw.gov.au

Web: www.ipc.nsw.gov.au

Address: GPO Box 7011, Sydney NSW 2001

20.4 For Disclosures about Local Government Agencies

Office of Local Government

Phone: 02 4428 4100

Email: olg@olg.nsw.gov.au

Web: www.olg.nsw.gov.au

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

21. Variation

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

5.2 Investments and Financial Report

File Number: D26/494

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION**That Council note the Investments and Financial Report for March 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 - March 2026 [↓](#)

Attachment

2025-26 Investments and Financial Report March 2026

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INVESTMENTS

1. Investments Portfolio

Council’s investments are as listed below in lodgement date order as at 31 March 2026.

Funding Institution	S&P Rating	Date Lodged	Term (Days)	%	Date Due	Principal \$
ING BANK	A-3	22/07/2025	301	4.12%	19/05/2026	500,000
ING BANK	A-3	29/07/2025	301	4.13%	26/05/2026	500,000
SUNCORP-METWAY LTD	A+	15/09/2025	211	4.20%	14/04/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	30/09/2025	301	4.25%	28/07/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	14/10/2025	182	4.20%	14/04/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	16/10/2025	187	4.15%	21/04/2026	500,000
BANK OF QUEENSLAND	A-	21/10/2025	182	4.15%	21/04/2026	500,000
BANK OF QUEENSLAND	A-	28/10/2025	161	4.60%	7/04/2026	500,000
BANK OF QUEENSLAND (Wyangala Sewer Handover)	A-	28/10/2025	182	4.40%	28/04/2026	1,000,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	4/11/2025	189	4.20%	12/05/2026	500,000
SUNCORP-METWAY LTD (BARP)	A+	4/11/2025	210	4.33%	2/06/2026	2,000,000
BENDIGO & ADELAIDE BANK LTD	A-	11/11/2025	182	4.25%	12/05/2026	500,000
SUNCORP-METWAY LTD	A+	11/11/2025	182	4.10%	12/05/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	11/11/2025	245	4.20%	14/07/2026	500,000
Bendigo & ADELAIDE BANK LTD	A-	13/11/2025	187	4.25%	19/05/2026	250,000
BENDIGO & ADELAIDE BANK LTD	A-	17/11/2025	183	4.25%	19/05/2026	1,000,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	18/11/2025	245	4.26%	21/07/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	25/11/2025	189	4.23%	2/06/2026	500,000
SUNCORP-METWAY LTD	A+	2/12/2025	189	4.30%	9/06/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	2/12/2025	189	4.30%	9/06/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	4/12/2025	194	4.30%	16/06/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	9/12/2025	301	4.40%	6/10/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	9/12/2025	301	4.48%	6/10/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	11/12/2025	187	4.30%	16/06/2026	500,000
IMB LTD	BBB+	16/12/2025	162	4.35%	26/05/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	16/12/2025	189	4.30%	23/06/2026	500,000
SUNCORP-METWAY LTD	A+	16/12/2025	189	4.40%	23/06/2026	500,000
IMB LTD	BBB+	23/12/2025	182	4.35%	23/06/2026	600,000
SUNCORP-METWAY LTD	A+	23/12/2025	182	4.45%	23/06/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	6/01/2026	175	4.35%	30/06/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	8/01/2026	173	4.35%	30/06/2026	500,000
IMB LTD	BBB+	13/01/2026	182	4.40%	14/07/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	14/01/2026	181	4.45%	14/07/2026	500,000
BANK OF QUEENSLAND	A-	20/01/2026	182	4.50%	21/07/2026	500,000
SUNCORP-METWAY LTD	A+	20/01/2026	189	4.40%	28/07/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	20/01/2026	336	4.53%	22/12/2026	500,000
BANK OF QUEENSLAND	A-	27/01/2026	161	4.35%	7/07/2026	500,000
BANK OF QUEENSLAND	A-	27/01/2026	182	4.55%	28/07/2026	500,000
SUNCORP-METWAY LTD	A+	27/01/2026	182	4.32%	28/07/2026	500,000
IMB LTD	BBB+	3/02/2026	154	4.30%	7/07/2026	500,000
BANK OF QUEENSLAND	A-	3/02/2026	182	4.50%	4/08/2026	500,000
IMB LTD	BBB+	3/02/2026	182	4.45%	4/08/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	4/02/2026	272	4.73%	3/11/2026	500,000
BANK OF QUEENSLAND	A-	10/02/2026	182	4.70%	11/08/2026	500,000
IMB LTD	BBB+	10/02/2026	182	4.50%	11/08/2026	500,000
SUNCORP-METWAY LTD	A+	17/02/2026	182	4.53%	18/08/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	17/02/2026	182	4.62%	18/08/2026	500,000
BANK OF QUEENSLAND (Wyangala Sewer Handover)	A-	18/02/2026	181	4.75%	18/08/2026	920,914
NATIONAL AUSTRALIA BANK LTD	AA-	24/02/2026	182	4.65%	25/08/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	24/02/2026	182	4.65%	25/08/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	24/02/2026	210	4.70%	22/09/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	3/03/2026	189	4.65%	8/09/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	3/03/2026	189	4.70%	8/09/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	10/03/2026	175	4.91%	1/09/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	10/03/2026	175	4.72%	1/09/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	17/03/2026	182	5.10%	15/09/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	17/03/2026	182	4.86%	15/09/2026	500,000
COMMONWEALTH BANK OF AUSTRALIA	AA-	24/03/2026	42	4.31%	5/05/2026	500,000
BENDIGO & ADELAIDE BANK LTD	A-	24/03/2026	182	5.15%	22/09/2026	500,000
BANK OF QUEENSLAND	A-	31/03/2026	182	5.20%	29/09/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	31/03/2026	182	5.25%	29/09/2026	500,000
NATIONAL AUSTRALIA BANK LTD	AA-	31/03/2026	210	5.30%	27/10/2026	500,000
BANK OF QUEENSLAND	A-	31/03/2026	280	5.25%	5/01/2027	500,000
Total						\$34,270,914

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

Scott Ellison, **Manager – Finance**
31/3/26

2. Interest Rate

The average interest rate for Council’s investments held is 4.49%. At 31 March 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
4.07%	4.40%	4.73%	4.87%	5.02%	5.15%	5.23%	5.28%

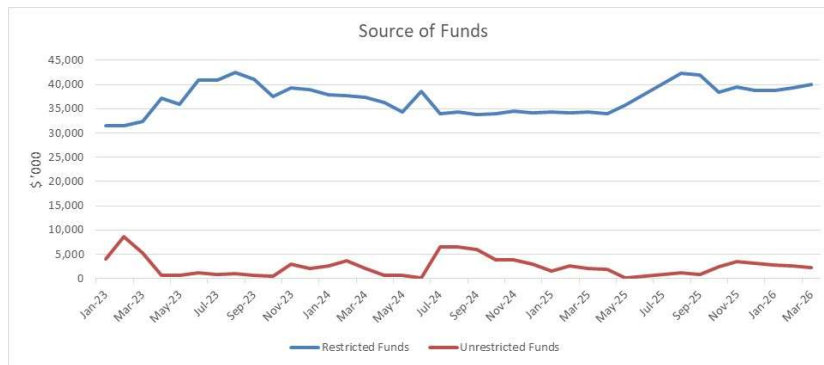
3. General Fund Balance

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

CBA General Account	\$ '000
General Fund bank account	2,878
On-Call account balance	5,250
Cash in hand	4
TOTAL	8,132

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	8,132
TOTAL	42,403
Represented By:	
Restricted Funds	40,074
Unrestricted Funds	2,329
TOTAL	42,403



4. Council’s Investments – Mix of Investment Ratings

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

“6. Approved Investments

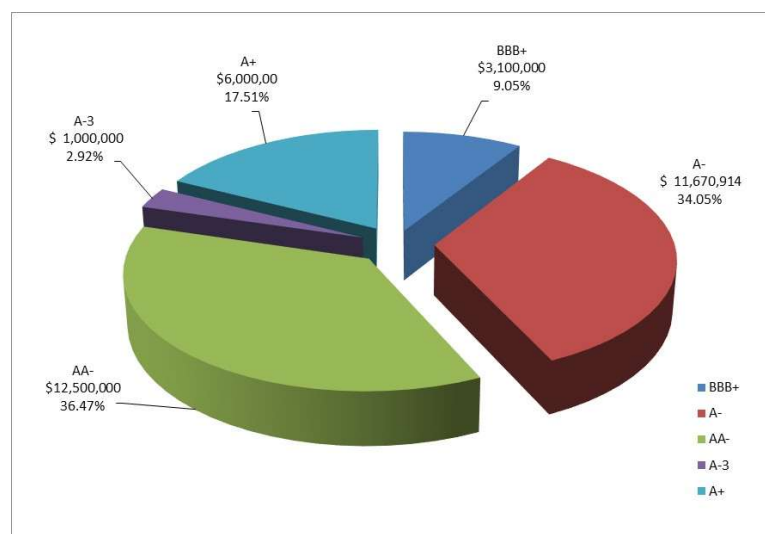
Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

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

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

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

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



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

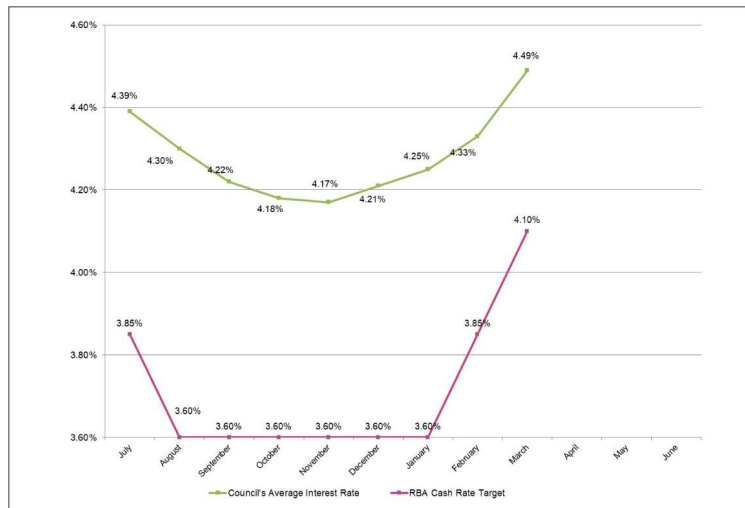
Any securities which are issued by a body or company (or controlled parent entity either immediate or ultimate) with a Standard & Poor’s Investors Service, Inc credit rating of “AAA”, “AA+”, “AA”, “AA-” “A+”, “A”, “BBB+”, or “BBB”

5. Interest on Investment Income

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

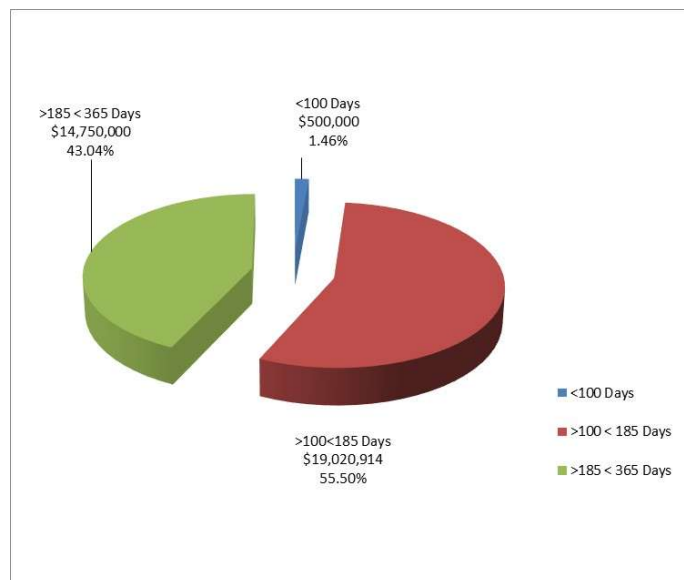
6. Term Deposit Average Monthly Interest Rate Compared to the RBA Cash Rate Target

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



7. Maturity Profile of Council's Investments

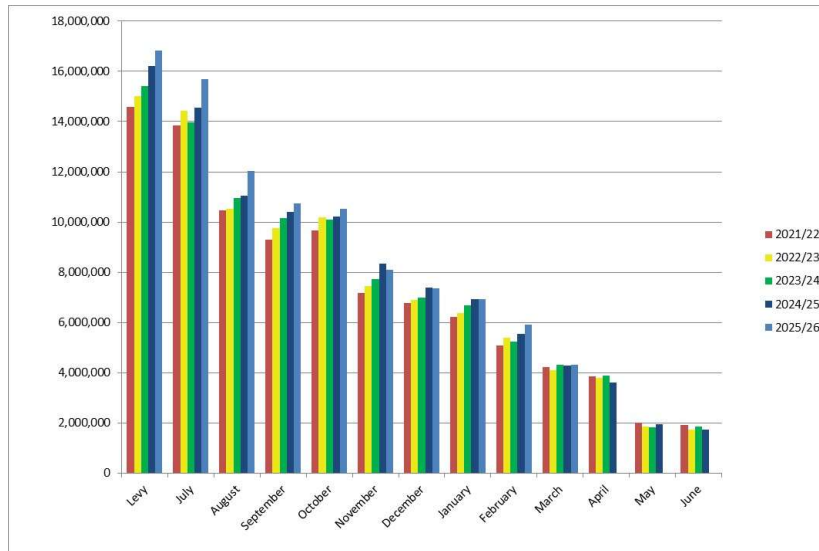
The following pie-chart shows the mix of Council investments for the month by maturity type.



RATES

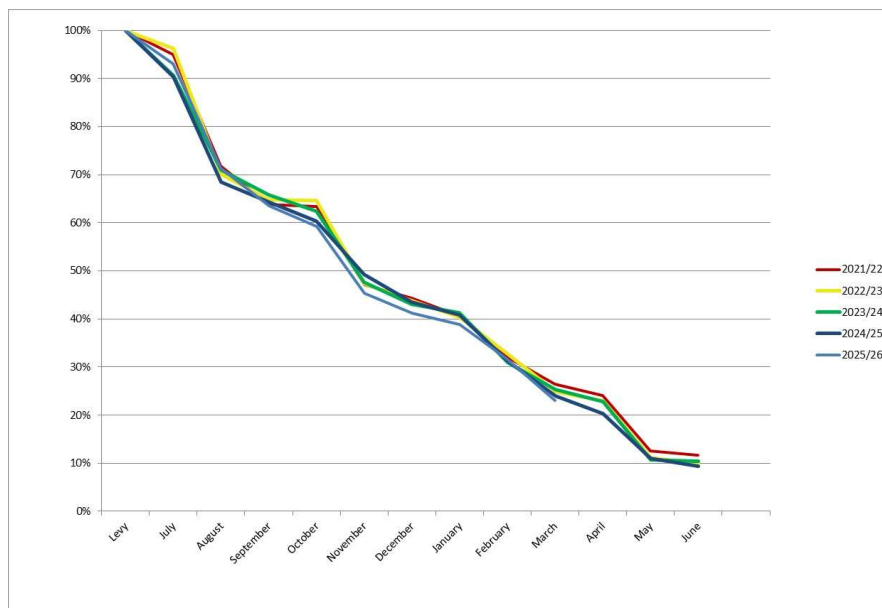
8. Comparison of Rate Collection Progress for 2025-26 to prior years

The following graph shows the total rate levy and arrears collectable as at 31 March 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 March 2026	\$	892,002		0
Collected in March 2026	\$	60,396	\$	-952,398
Balance as at 31 March 2026	\$	952,398	\$	160,877

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

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

Resolution		Budget Income Statement - 2025/2026 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
17/26	Loan Discharge Fee - Sewer Treatment Plant	(595)			(595)		(595)			(595)	
17/26	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 5.11%. Weighted Average Interest Rate (based on principal outstanding) is 5.68%.

13. Loan Summary

Summary of Current Loans and Purpose as at 31 March 2026.

Loan No	Lender	Date Obtained	Due Date	Principal \$	Interest Rate%	Principal \$ O/S 31/3/26	Interest \$ O/S 31/3/26	Total \$ O/S 31/3/26
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
257	COMMONWEALTH BANK (CIVIC CENTRE REFURBISHMENT)	4/03/2026	4/12/2034	762,289	6.08	762,289	206,166	968,455
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	54,100	4,388	58,488
253A	NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 1)	27/06/2016	27/06/2026	400,000	2.63	11,334	75	11,409
253B	NSW TREASURY (AIRPORT SUBDIVISION)	27/06/2016	27/06/2026	1,478,993	2.63	41,906	276	42,181
253C	NSW TREASURY (CEMETERY EXPANSION)	27/06/2016	27/06/2026	250,000	2.63	7,082	47	7,128
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
						2,965,672	632,201	3,597,874
WASTE								
255	NSW TREASURY (MRF AMENITIES/ADMINISTRATION BUILDING)	28/06/2024	28/06/2044	450,000	5.76	427,852	266,377	694,229
						427,852	266,377	694,229
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	613,040	162,359	775,400
						2,483,704	878,476	3,362,180
SEWERAGE								
256	COMMONWEALTH BANK (SEWER TREATMENT PLANT)	4/03/2026	04/05/2040	5,489,914	6.32	5,489,914	2,882,416	8,372,330
						5,489,914	2,882,416	8,372,330
GRAND TOTAL						11,367,142	4,659,471	16,026,613

2026/14128

5.3 Donation Request - Koyo Matsuri Festival Reception

File Number: D26/510

Author: Alan Dalton, Director - Corporate Services

RECOMMENDATION

That Council provide a donation of \$2,500 from the Section 356 Donations – General budget to assist Cowra Japanese Garden and Cultural Centre with hosting a reception for the annual Koyo Matsuri – Autumn Festival.

INTRODUCTION

Since 2021 (except for 2023) Council has provided financial assistance for Cowra Japanese Garden and Cultural Centre to present a Mayoral Reception involving selected attendees, to open the Koyo Matsuri – Autumn Festival. The planned 2026 Reception will be hosted by the Centre's Chairman, Mr Bill West.

BACKGROUND

The annual Koyo Matsuri festival is a celebration of autumn colours that mark the seasonal transition in Japanese culture. A series of events are undertaken over the festival, which is opened by the Reception for selected guests.

The festival is an inclusive program of events that span local service groups, cultural organisations, volunteers and community members to strengthen social connection, promote cultural understanding and enhance community wellbeing. The Reception for selected guests, opens the festival while providing an opportunity to promote the program and the Japanese Garden and Cultural Centre with prominent community leaders.

In previous years Council provided assistance from its civic events budget, however it is intended that from 2026-27 a specific purpose budget will be proposed as part of the Long Term Financial Plan that will reserve funds for both the Kyo Matsuri and Sakura Matsuri festivals within the section 356 donations program. Consistent with this approach, a donation from the Section 356 Donations – General budget is recommended, noting that the \$2,500 sought is identical to the amount provided in 2025 and, more recently, for the 2025-26 Sakura Matsuri festival (which has also been the recipient of previous annual donations).

BUDGETARY IMPLICATIONS

Approving this donation of \$2,500 will reduce the uncommitted balance of the 2025-26 Section 356 Donations – General budget to \$4,014.

ATTACHMENTS

1. Donation Request from the Cowra Japanese Garden and Cultural Centre –16 April 2026 [↓](#)



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

Pre-Approved Donation Information Form

Section 1 – Applicant Details

Organisation	Cowra Japanese Garden and Cultural Centre	
Contact Details	Name: Kaitlyn Sanford	Mobile: 0420 620 054
	Email: manager@cowragarden.com.au	
	Mailing Address: PO Box 248 Cowra NSW 2794	

Section 2 – Pre-Approved Donation Value & Bank Details

Amount: \$ 2,500.00

Account name: Cowra Japanese Garden and Cultural Centre

Account number: [REDACTED]

BSB: [REDACTED]

Section 3 – Details of Event/Activity

Name	Koyo Matsuri – Autumn Festival
Date	Friday 1 st May to Saturday 2 nd May 2026
Location	Cowra Japanese Garden and Cultural Centre
General description of the event/activity	Koyo Matsuri is our annual celebration of <i>kōyō</i> , the vivid autumn colours that mark the seasonal transition in Japanese culture. The event begins with multiple local and surrounding Schools for a day of cultural activities and performances. We then start our formalities with the Service of Respect and an oration that honours community, heritage, and the spirit of remembrance. This is followed by an official reception that brings guests together in a warm, welcoming atmosphere. Saturday 2 nd May will be the opening of a curated photo exhibition showcasing the Australia- Japan untold history and the stories that shape our shared cultural landscape. Alongside these formal elements, the festival features performances, food, workshops, and activities that invite everyone to experience the creativity and tradition of Japanese arts.

Section 4 – Eligibility

The event/activity 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>The Koyo Festival directly supports this objective by offering a culturally significant community event that benefits residents across the shire. As a not-for-profit initiative, the festival brings together local service groups, cultural organisations, volunteers, and community members to share in a celebration that strengthens social connection, promotes cultural understanding, and enhances community wellbeing. By providing accessible activities, ceremonial elements, and an inclusive program, the Koyo Festival contributes meaningful cultural value to shire residents while supporting the broader network of organisations that serve them.</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>The Koyo Festival aligns strongly with this objective by delivering a high-quality cultural event that enriches community life yet cannot be fully funded through traditional revenue sources. As a not-for-profit initiative, the festival relies on external support to present meaningful cultural programming, including ceremonial elements, artistic exhibitions, and community activities that would otherwise be financially out of reach. Funding assistance enables the festival to maintain its standard of excellence, ensure accessibility for all residents, and continue offering a culturally significant event that benefits the entire shire.</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>The Koyo Festival supports Cowra Shire Council’s objectives by providing an inclusive cultural event that is accessible to all residents, including people with disabilities. The festival strengthens the long-standing friendship between Cowra and Japan by celebrating shared cultural traditions and encouraging community participation. It also reinforces Council’s commitment to supporting the Cowra Japanese Garden and Cultural Centre within available resources, helping to promote it as an important cultural and community asset. Through these contributions, the Koyo Festival enhances cultural understanding, community cohesion and equitable access to meaningful cultural experiences across the shire.</p>

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

The Koyo Festival supports this objective by creating an inclusive cultural event that invites broad participation from residents across the shire. Through its ceremonial program, artistic exhibitions, community activities, and volunteer opportunities, the festival encourages people of all ages and backgrounds to engage with cultural traditions and connect with one another. By offering accessible, community-focused programming, the Koyo Festival strengthens social participation and fosters a shared sense of belonging throughout the shire.

I have read and agree that this application complies with the requirements of Council's Donation Policy, and confirm that details provided in this application are complete and correct.

Signed: 

Print Name: Bill KEST

Position: CHAIRMAN COWRA JAPANESE GARDEN & CULTURAL CENTRE

Date: 16/4/26

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

6 DIRECTOR-INFRASTRUCTURE & OPERATIONS

6.1 Committee Minutes - Transport Forum

File Number: D26/490

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

1. That the draft minutes of the Transport Forum meeting held on 13 April 2026 be noted.
2. That Council approves the Class 4 special event to be held as part of the NAIDOC March on 6th July 2026, in principle, subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.
3. That Council defer any change in recommendation to accreditation requirements for a speed zone reduction on Boorowa Road as requested by Cowra Junior Soccer until written clarification is received from Transport for NSW.
4. That no change be made to the current roundabout at the intersection of Liverpool Street and Brisbane Street.
5. That no change be made to the default 50km/h speed zone adjacent to the Cowra Hospital development worksite.

INTRODUCTION

The draft minutes and recommendations of the Transport Forum meeting are presented for Council's consideration.

BACKGROUND

The draft minutes and recommendations from the recent Transport Forum meeting are attached for the information of Councillors and consideration of the above recommendations. A copy of the Transport Forum Action List is also attached.

Council may resolve to adopt one of the alternate options provided in the report on the Liverpool Street Roundabout. A separate report has been provided in the agenda for this item and to facilitate debate on this item the resolution of Council for Item 4 would be amended to:

4. That Council notes the recommendation from the Transport Forum for the landscaping in the central island of the Liverpool Street Roundabout.

BUDGETARY IMPLICATIONS

N/A

ATTACHMENTS

1. Draft Minutes of the Transport Forum Meeting held on Monday 13 April 2026 [↓](#)
2. Transport Forum Action List - April 2026 [↓](#)



MINUTES

**Transport Forum Meeting
Monday, 13 April 2026**

TRANSPORT FORUM MEETING MINUTES

13 APRIL 2026

Order Of Business

1 Apologies 3

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 4.2 Cowra Junior Soccer - Speed Reduction, Boorowa Road..... 4

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 4.4 Speed Zone Reduction - Cowra Hospital Worksite 4

5 General Business..... 5

6 Next Meeting Date 5

7 Meeting Close..... 5

TRANSPORT FORUM MEETING MINUTES

13 APRIL 2026

**MINUTES OF COWRA COUNCIL
TRANSPORT FORUM MEETING HELD AT THE COMMITTEE ROOM 1,
COUNCIL ADMINISTRATION BUILDING, 116 KENDAL STREET, COWRA
ON MONDAY, 13 APRIL 2026 AT 9.30AM**

PRESENT: Cr Paul Smith (Chairperson), Ms Anne Jeffery, Mr Jason Nicholson

IN ATTENDANCE: Dirk Wymer (Director-Infrastructure & Operations), Ian Thomas (Manager - Assets & Technical Services), Rodney Stammers (Development & Traffic Engineer)

1 APOLOGIES

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That apologies from Cr Karren Cave and Cowra Police be received and accepted.

CARRIED

2 CONFIRMATION OF MINUTES

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That the minutes of Transport Forum Meeting held on 9 February 2026 be confirmed.

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 Transport Forum Meeting Action Sheet**

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That the Action List as presented be received and noted by the Forum.

CARRIED

TRANSPORT FORUM MEETING MINUTES**13 APRIL 2026****4 REPORTS OF COUNCIL OFFICERS****4.1 NAIDOC March 2026**

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That Council approves the Class 4 special event to be held as part of the NAIDOC March on 6th July 2026, in principle, subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.

CARRIED

4.2 Cowra Junior Soccer - Speed Reduction, Boorowa Road

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That Council defer any change in recommendation to accreditation requirements for a speed zone reduction on Boorowa Road as requested by Cowra Junior Soccer until written clarification is received from Transport for NSW.

CARRIED

4.3 Brisbane Street / Liverpool Street Roundabout Safety

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That no change be made to the current roundabout at the intersection of Liverpool Street and Brisbane Street.

CARRIED

4.4 Speed Zone Reduction - Cowra Hospital Worksite

Local Transport Forum advice to Council on proposal: Unanimous support

COMMITTEE RESOLUTION

That no change be made to the default 50km/h speed zone adjacent to the Cowra Hospital development worksite.

CARRIED

TRANSPORT FORUM MEETING MINUTES

13 APRIL 2026

5 GENERAL BUSINESS

Nil

6 NEXT MEETING DATE

The next meeting will be held on Tuesday, 9 June 2026 at 9.30am in the Committee Room I, Council Administration Building, 116 Kendal Street, Cowra.

7 MEETING CLOSE

The Meeting closed at 10.04am.

.....
CHAIRPERSON

TRANSPORT FORUM CHECKLIST – APRIL 2026

Meeting Date	Recommendation	Status	Actions
24/06/23	That Council receives and notes the report and information regarding: <ol style="list-style-type: none"> 1. Design of the Mulyan Primary School Stage 2 “Kiss & Drop” zone, and 2. The potential funding from Transport for New South Wales (TfNSW) for Stage 2 as part of their Minor Works Program. 	Pending	<ul style="list-style-type: none"> • Funding unavailable from TfNSW. Other means of funding e.g. Federal Road Safety Project, are actively under review. • Non-compliant “No Stopping” signs replaced July 2025 • Not eligible for new “Get NSW Active 2026-2027” funding from NSW Govt.
11/12/23	That: <ul style="list-style-type: none"> • the start of the bike lane immediately east of the intersection of Macquarie & Liverpool Streets be moved to a point 35m east of the intersection for both sides of Liverpool Street. 	Completed	<ul style="list-style-type: none"> • Line marking upgraded after reseal.
Feb 2025	Safety concerns have been raised for the Young/Grenfell/Boorowa Road intersections. To be referred to TfNSW for review of compliance.	In progress	<ul style="list-style-type: none"> • Correspondent notified by mail that matter has been referred to TfNSW to check for compliance. TfNSW to pass on findings when completed.
	That TfNSW conduct a Speed Zone Review of Kendal Street from Lachlan Street to Fitzroy Street to determine if it complies with a 40km/h zone.	Pending	<ul style="list-style-type: none"> • TfNSW to pass on findings when completed. • Referred back to Council to submit application as part of TZSRP NSW. Project submitted 31/10/2025. Now under review by TfNSW. Successful applications released in June/July 2026.
June 2025	Review of the phasing of the traffic lights at the intersection of Kendal and Lachlan Streets, in particular, the possibility of a green right turn	In progress	<ul style="list-style-type: none"> • Refer to traffic modelling report provided to February Transport Forum/Council.

TRANSPORT FORUM CHECKLIST – APRIL 2026

Meeting Date	Recommendation	Status	Actions
	arrow from the north side of the intersection for traffic wishing to turn right and head west		
October 2025	<p>Brisbane Street / Liverpool Street Roundabout Safety.</p> <p>That:</p> <ul style="list-style-type: none"> • No change be made at this time to the current roundabout at the intersection of Liverpool Street and Brisbane Street. • The request be noted at this time. • Council staff continue to investigate options to improve safety of the round-about. 	In progress	<ul style="list-style-type: none"> • Cowra Services to investigate, including a WHS report for staff doing maintenance work • Follow up report forwarded to April meeting of Transport Forum.
October 2025	That a concrete blister treatment as agreed to by FRNSW be implemented in front of Cowra Fire Station subject to approval from Cowra Police & Transport for New South Wales (TfNSW).	In progress.	<ul style="list-style-type: none"> • Follow up to initial General Business item – Feb 2025. • Programmed for early 2026
	That Council approves the Class 3 special event Cargo to Grenfell Fundraising Walk to be held on 12 - 14 March 2026 subject to compliance with the requirements of Transport for NSW (TfNSW) and NSW Police.	Completed	<ul style="list-style-type: none"> • Certificate of Currency submitted. Missing from original application.
	That Council approves the route of this Class 2 special event known as Festival of International Understanding to be held by Cowra Shire Council on 28 March 2026 subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.	Completed	<ul style="list-style-type: none"> • TMP, TGS & ROL forwarded to Chifley Police & TfNSW for review.

TRANSPORT FORUM CHECKLIST – APRIL 2026

Meeting Date	Recommendation	Status	Actions
	<p>Discussions were held regarding public transport provisions for the Cowra Hospital.</p> <p>It was agreed that:</p> <ul style="list-style-type: none"> • Council staff to meet with Cowra Bus Service; <ul style="list-style-type: none"> - preference is that no new bus stop be implemented during demolition as all parking will be removed from the site frontages during this process. - Commence planning for future bus stop given that main entry will be Liverpool Street frontage • Mayor to confirm with Cowra Hospital that the current parking arrangement in the off street parking area adjacent to Rowston Lane, is to remain until further notice. 	In progress	<ul style="list-style-type: none"> • CBS contacted and made aware that no temporary stop is possible during demolition. • CBS to come up with a plan for a possible location, in accordance with necessary legislation & guidelines. To be presented when applicable. • Mayor informed by Hospital CEO that parking conditions for Hospital staff off Rowston Lane to stay until further notice.
9/02/26	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.	In progress	<ul style="list-style-type: none"> • Joint Risk Assessment to be carried out.
9/02/26	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.	Pending	<ul style="list-style-type: none"> •
9/02/26	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	Pending	<ul style="list-style-type: none"> • TGS, TMP & ROL forwarded to Police & TfNSW

TRANSPORT FORUM CHECKLIST – APRIL 2026

Meeting Date	Recommendation	Status	Actions
	compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.		
09/02/26	<p>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:</p> <p>a) Suitably accredited persons with no less than an “Implement Traffic Control Plan” accreditation, issued by Safework NSW to implement the temporary speed zoning,</p> <p>b) Compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.</p>	Pending	<ul style="list-style-type: none"> • Awaiting proof of accredited persons. • Report forwarded to April LTF meeting requesting a requirement for persons with a Safework NSW to be removed and replaced with an Induction Form listing persons nominated to perform the task, who have read & signed the form, stating their understanding of the requirements & responsibilities.
09/02/26	<p>That Council and TfNSW collect the required data to further assess the impact of the potential options:</p> <ul style="list-style-type: none"> • 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. 	In progress	<ul style="list-style-type: none"> • Existing pedestrian volumes for Macquarie St. crossing & right turn movements from Kendal Street to be surveyed.

6.2 Brisbane Street / Liverpool Street Roundabout Safety

File Number: D26/500

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

That no change be made to the current landscaping in the central island of the roundabout at the intersection of Liverpool Street and Brisbane Street.

INTRODUCTION

This report was provided to Council's Transport Forum at the April meeting. It is presented to Council for consideration of the potential options.

This is a follow up technical report as resolved by Council at its Ordinary meeting held on 27 October 2025 with regard to the safety of the vehicle roundabout at the intersection of Liverpool and Brisbane Streets. Resolution 238/25 stated:

That:

- *No change be made at this time to the current roundabout at the intersection of Liverpool Street and Brisbane Street.*
- *The request be noted at this time.*
- *Council staff continue to investigate options to improve safety of the round-about.*

BACKGROUND

Prior to the October 2025 Transport Forum report a review of sight distance compliance was requested for the roundabout at the intersection of Liverpool and Brisbane Streets; following observations of near misses due to the placement of the garden beds on the roundabout, and an inability to observe vehicles coming from the opposite direction when giving way to a vehicle already on the roundabout.

The roundabout was found to be compliant to all mandatory sight distance requirements.

After Council's resolution, a further assessment has been carried out with Council's Parks and Gardens maintenance team to assess if sight distance can be further improved, and if all Work Health and Safety risk issues have been addressed.

- a) Safe Work Method Statements (SWMS) for "Garden Maintenance" and "Erecting and Removing Road Signs For A Traffic Control Plan" (now called a Traffic Guidance Scheme) existed and were applicable for this site (see attached). Traffic hazards and the respective safety controls were addressed in both documents.
- b) A site-specific Traffic Guidance Scheme (TGS) existed for the maintenance of the gardens within the roundabout. The TGS contains a set-out plan for signs and traffic cones (see attached).

It is noted that the hierarchy of risk control ranks removal of the hazard as the most effective level of risk reduction. The above are engineering risk control measures; and are ranked below removal of the hazard in the hierarchy of risk reduction.

The following options are available for Council's consideration:

- I. Status quo. The roundabout is compliant with both sight distance and worker safety requirements. Following the October 2025 meeting it is understood that this option is not

supported by Council. Additionally, the Work Health and Safety working in traffic hazard is managed by engineering controls; rather than removal of the hazard.

2. Lower the outer rectangular boxes by removing the supporting feet. This will improve sight distance across the roundabout; but as the sight distance is already technically compliant, this option may not address Councillor road safety concerns. The planter box feet keep the top of the planter boxes at an even horizontal level; and the removal of the feet will create a different appearance where the top of the planter boxes slope across / around the roundabout island. The Work Health and Safety 'working in traffic' hazard is managed by engineering controls, rather than removal of the hazard.
3. Keep the inner circular planter and remove the outer ring of rectangular planters. Replace the outer planters with low profile street signs or street art. To maintain sight distance compliance, the signs must not be further offset than the existing outer beds. This option further improves sight distance over Option 2 and could be considered the best balance between Councillors road safety concerns and suitable urban landscaping. The Work Health and Safety 'working in traffic hazard' is managed by engineering controls, rather than removal of the hazard; but the offset for workers from through traffic is improved.
4. Remove all of the roundabout planters from the central roundabout island and return to a plain concrete roundabout island; with the artificial grass covering. The Work Health and Safety 'working in traffic' hazard is minimised; noting that workers still need to access the central island but at a reduced frequency.

As this is a technical assessment and sight distance compliance and worker safety risk is appropriately managed, it is recommended that Option 1 be implemented:

1. No change be made to the current landscaping in the central island of the roundabout at the intersection of Liverpool Street and Brisbane Street.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Acting Director - Infrastructure & Operations Report to Transport Forum in October 2025 [↓](#)
2. TGS - Liverpool and Brisbane [↓](#)
3. SWMS - Garden Maintenance [↓](#)
4. SWMS - Road Signs [↓](#)

TRANSPORT FORUM MEETING AGENDA**20 OCTOBER 2025****4.2 Brisbane Street / Liverpool Street Roundabout Safety**

File Number: D25/1835

Author: Ian Thomas, Acting Director - Infrastructure & Operations

RECOMMENDATION**That**

- 1. No change be made to the current roundabout at the intersection of Liverpool Street and Brisbane Street.**
- 2. The request be noted.**

INTRODUCTION

A review of sight distance requirements has been requested for the roundabout at the intersection of Liverpool and Brisbane Streets. The request is a result following several observations of near misses due to the placement of the garden beds on the roundabout, and an inability to observe vehicles coming from the opposite direction when giving way to a vehicle already on the roundabout.

BACKGROUND

- Liverpool Street and Brisbane Street are part of Council's Urban Sealed Network. Their intersection provides a roundabout for which the current landscape arrangement was installed in 2006.
- Local police have no traffic accident data.
- The roundabout has an approach grade of approximately -6% from the north and approximately +9% from the south.
- Available traffic data for traffic heading towards the intersection show a count of:
 - 2352 vehicles / day heading south on Brisbane Street, and;
 - 1550 vehicles / day heading west on Liverpool Street.
- NSW Road Rule 114 states:

(1) A driver entering a roundabout must give way to—

(a) any vehicle in the roundabout,

Maximum penalty—20 penalty units.

Note 2.

For this rule, give way means the driver must slow down and, if necessary, stop to avoid a collision.

The current guideline for roundabout design is "Austroads Guide to Road Design Part 4B: Roundabouts". In the guideline it states there are the three (3) sight distance criteria for roundabouts (See below). **Criteria 1 and 2 are both mandatory requirements.** Criterion 3 is not mandatory and not assessed here.

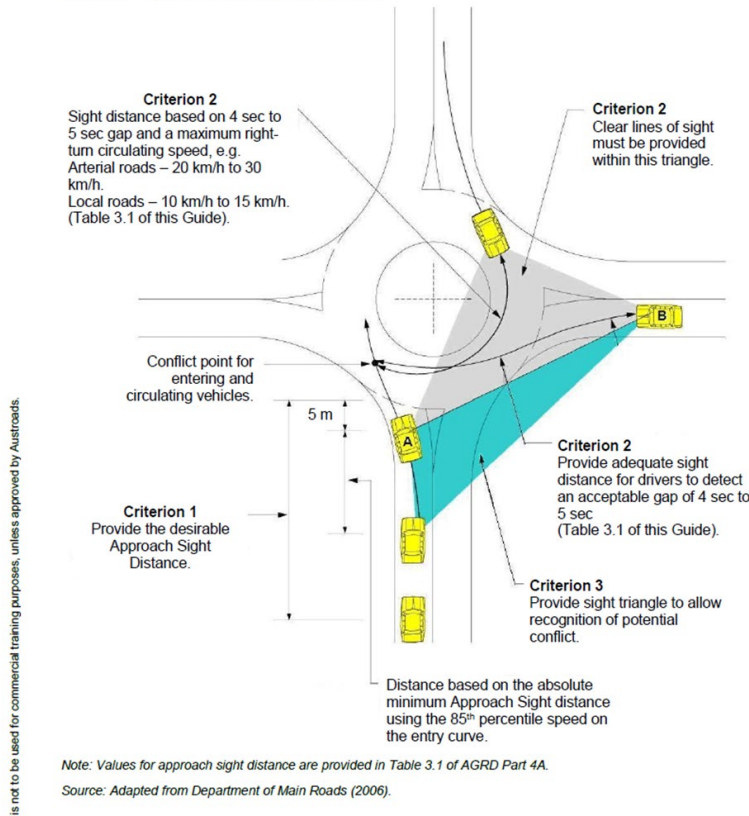
Note: Within the sight triangles subject to Criteria 2 and 3, it is acceptable to allow momentary sight line obstructions by objects such as poles, sign posts and narrow tree trunks.

TRANSPORT FORUM MEETING AGENDA

20 OCTOBER 2025

Guide to Road Design Part 4B: Roundabouts

Figure 3.1: Sight distance criteria for roundabouts



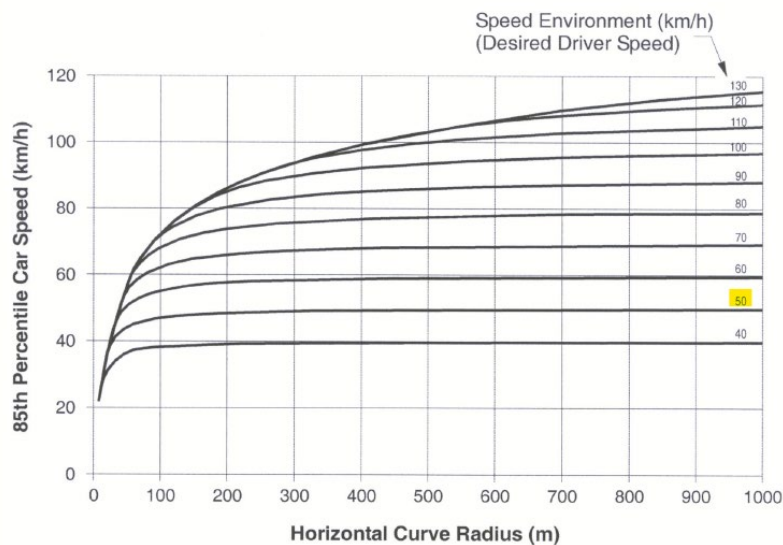
They are:

1. Provide the desirable Approach Sight Distance (ASD). ASD is the minimum level of sight distance which must be available on the road approaches to the roundabout to ensure that drivers are aware of the presence of a roundabout. The desired ASD required is 53m for southbound traffic, 45m for northbound traffic, 44m for eastbound traffic, and 51m for westbound traffic. (Source: Tables 3.1 & 3.3, AGRD Part 4A). **Observed distances and the addition of Roundabout signs satisfy criteria 1.**
2. Provide adequate sight distance for drivers to detect an acceptable gap of 4 sec to two potentially conflicting movements within the roundabout, i.e.
 - a. a vehicle entering immediately from the approach to the right, and
 - b. a vehicle travelling on the roundabout.

An 85th% speed of 20km/h has been calculated using the table below from the “A Roundabout Numerical Design Tool (ARNDT)” program for this site.

TRANSPORT FORUM MEETING AGENDA

20 OCTOBER 2025



As per Table 3.1 of “Austroads Guide to Road Design Part 4B: Roundabouts” (see below), the criteria 2 sight distance for 4 seconds is 22m.

Table 3.1: Criterion 2 sight distances

85th percentile speed (km/h) on the approach immediately to the right, or on the circulating roadway	Criterion 2 sight distance (m)	
	Local residential street roundabout critical acceptance gap 4 sec	Arterial road roundabout critical acceptance gap 5 sec
20	22	28
30	33	42
40	44	56
50	55	70
60	67	84

Measured sight distances >22m satisfy criteria 2 (see attached plan).

Therefore, it is recommended that:

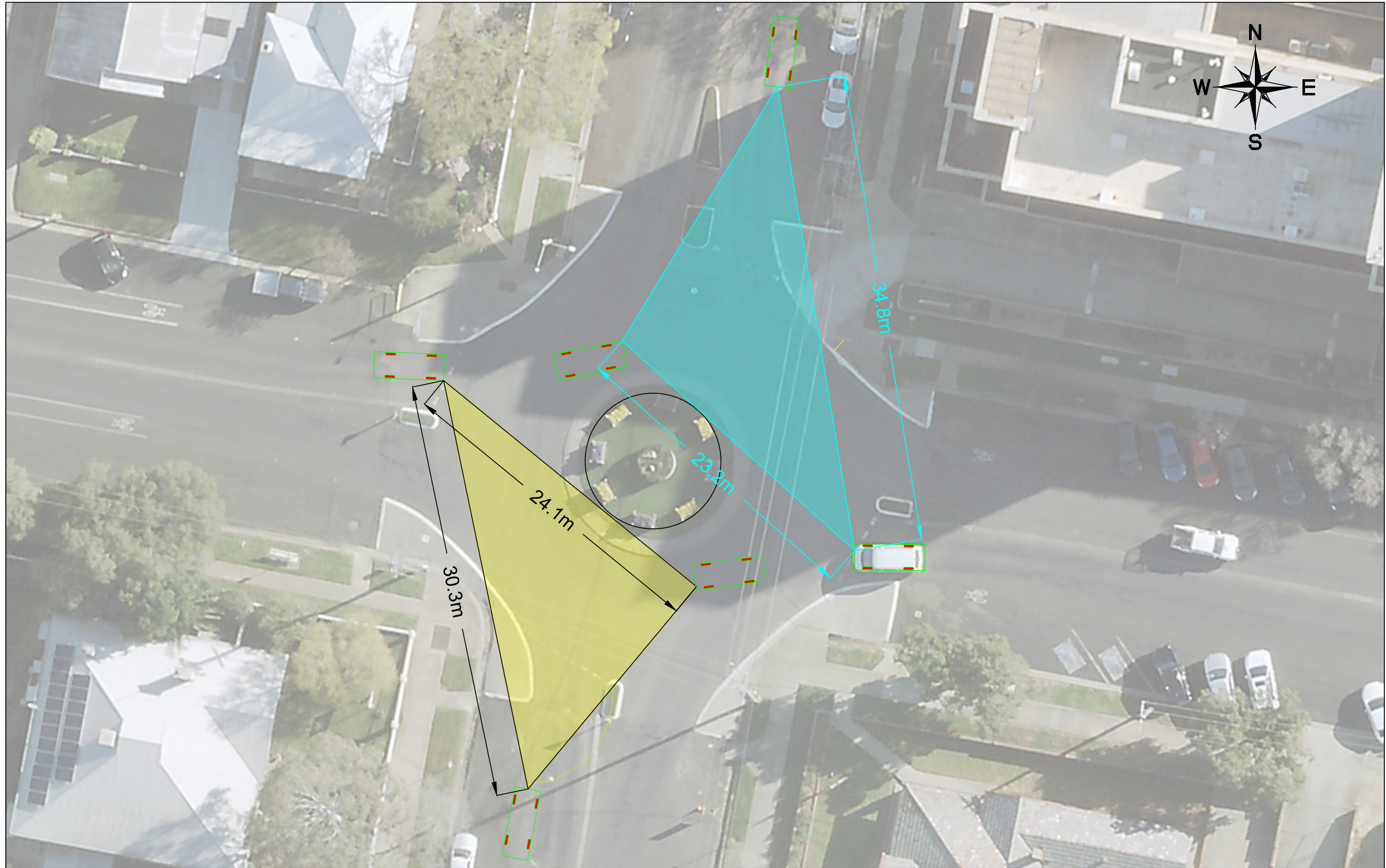
1. No change be made to the current roundabout at the intersection of Liverpool Street and Brisbane Street.
2. The request be noted.

BUDGETARY IMPLICATIONS

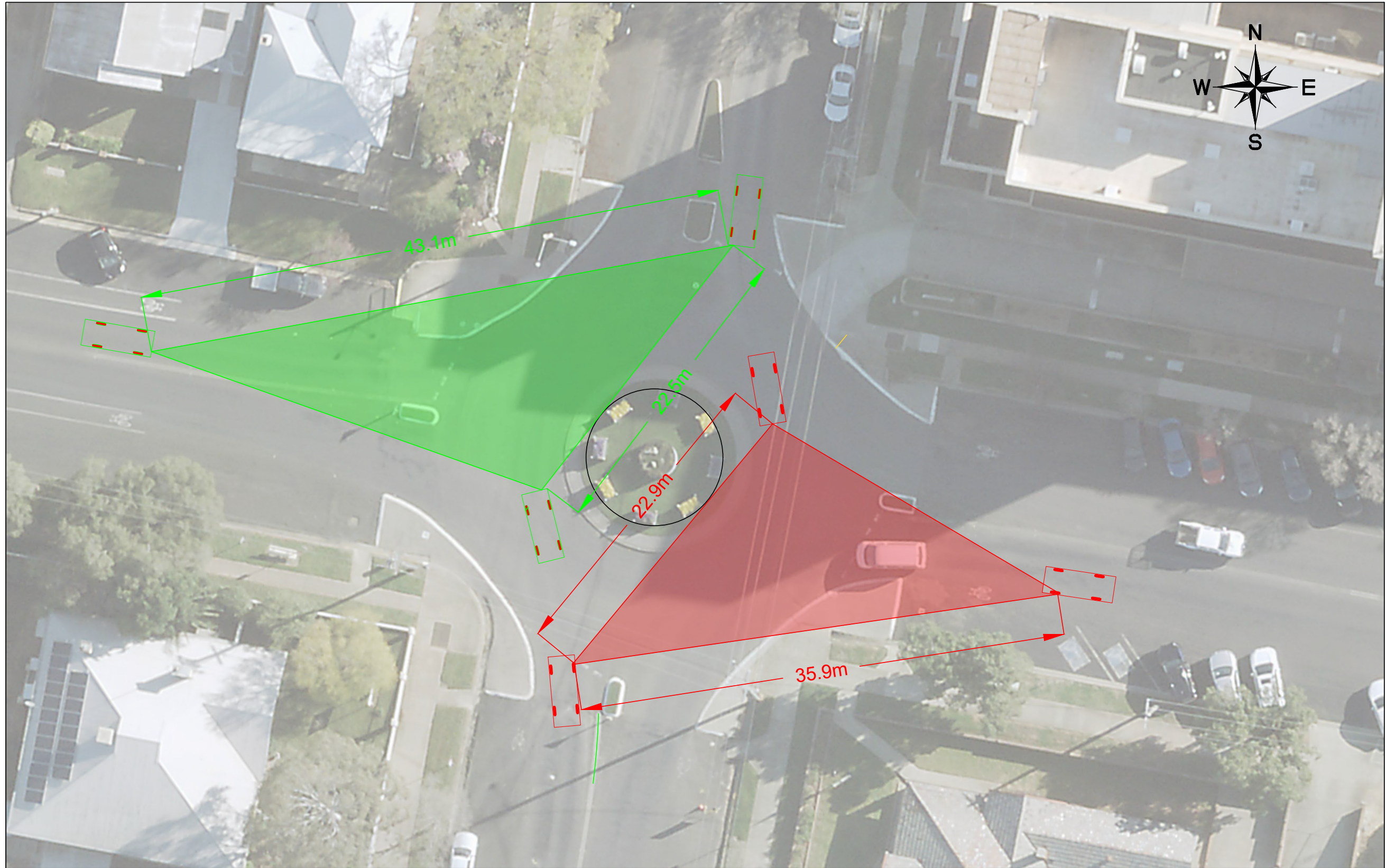
Nil

ATTACHMENTS

1. East & West Approaches
2. North & South Approaches
3. Email - S.Vickary



NOTES/ AMENDMENTS : NOTE 1 NOTE 2 NOTE 3 NOTE 4 NOTE 5 NOTE 6	SCALES : 1 : 250	SURVEY REF : LISCAD.SEE	SURVEYED : NAMESURV DATE : DD/MM/YYYY	CHECKED AND RECOMMENDED NAME CHECKED DATE : DD/MM/YYYY	 Cowra Council	L'POOL/BRISBANE STS. ROUNDABOUT SHOWING CRITERIA 2 SIGHT DISTANCE EAST & WEST APPROACHES.	<div style="text-align: center; font-size: 2em; font-weight: bold;">A3</div> SHEET No. OF SHEETS SHEET # 10
	DATUM : XXXXX AZIMUTH : DDD.MMSS	DESIGNED : NAMEDES DATE : DD/MM/YYYY	APPROVED DATE : DD/MM/YYYY				
	Liverpool - Brisbane Roundabout.dwg <small>t:\Technical Services\Traffic Committee\</small>	DRAWN : RAS DATE : 09/10/25	NAME APPROVED DATE : DD/MM/YYYY				



NOTES/ AMENDMENTS : NOTE 1 NOTE 2 NOTE 3 NOTE 4 NOTE 5 NOTE 6	SCALES : 1 : 250	SURVEY REF : LISCAD.SEE	SURVEYED : NAMESURV DATE : DD/MM/YYYY	CHECKED AND RECOMMENDED NAME CHECKED DATE : DD/MM/YYYY	 Cowra Council	L'POOL/BRISBANE STS. ROUNDABOUT SHOWING CRITERIA 2 SIGHT DISTANCE FOR NORTH & SOUTH APPROACHES	<div style="text-align: center; font-size: 2em; font-weight: bold;">A3</div> SHEET No. OF SHEETS SHEET # 10
	DATUM : XXXXX AZIMUTH : DDD.MMSS	DESIGNED : NAMEDES DATE : DD/MM/YYYY	APPROVED DATE : DD/MM/YYYY				
	Liverpool - Brisbane Roundabout.dwg <small>t:\Technical Services\Traffic Committee\</small>	DRAWN : RAS DATE : 09/10/25	NAME APPROVED DATE : DD/MM/YYYY				

Rodney Stammers

From: Willson Wang
Sent: Wednesday, 1 October 2025 4:06 PM
To: Rodney Stammers
Subject: FW: Brisbane St / Liverpool St roundabout safety

Willson Wang
 Asset Engineer

Mobile: 0419279698
www.cowracouncil.com.au



Cowra Shire Council acknowledges the people of the Wiradjuri Nation, traditional custodians of the land on which we work.

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From: [REDACTED] >
Sent: Thursday, 3 July 2025 9:37 AM
To: Willson Wang <Willson.Wang@cowra.nsw.gov.au>
Subject: RE: Brisbane St / Liverpool St roundabout safety

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.

Thanks Dirk for including me in this email thread.

The guideline section 3.2.4 refers to the Landscape Design Guidelines 2023 (Transport for NSW). The other important note to remember too is that when you approach a roundabout, you must slow down or stop to give way to all vehicles already on the roundabout. This means giving way to vehicles already on the roundabout on the right, the left or from directly opposite.

Because of restricted visibility, people are unintentionally committing this offence leading to collisions and near-miss situations.

The fact that it's also located on a grade further exacerbates this issue.

Hope this helps.

Regards,
Scott Vickary

From: Willson Wang <Willson.Wang@cowra.nsw.gov.au>

Sent: 02 July 2025 1:37 PM

To: Dirk Wymer <Dirk.Wymer@cowra.nsw.gov.au>; Ian Thomas <Ian.Thomas@cowra.nsw.gov.au>; Rodney Stammers <Rodney.Stammers@cowra.nsw.gov.au>

Cc: [REDACTED]; Tanya Hampton <Tanya.Hampton@cowra.nsw.gov.au>

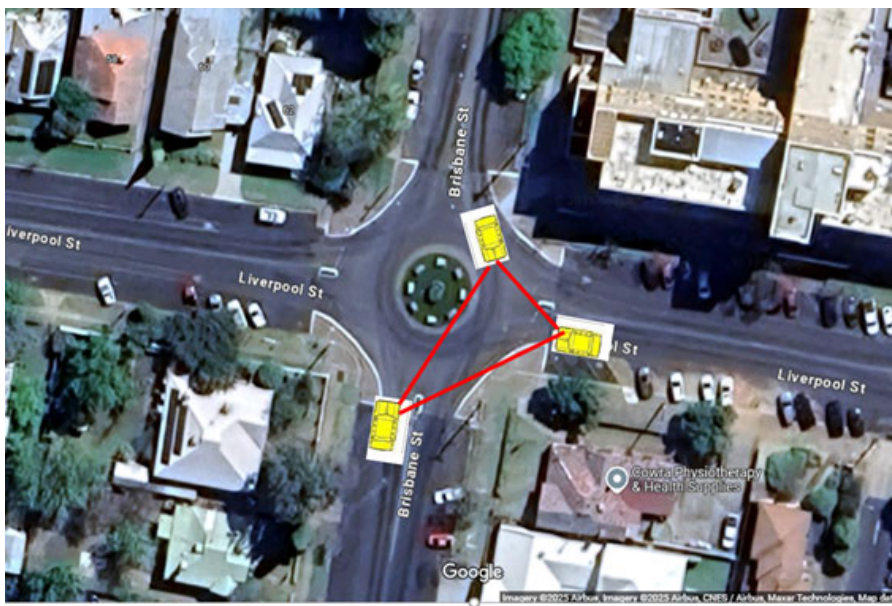
Subject: RE: Brisbane St / Liverpool St roundabout safety

Copy.

We will.

However the planter box is out of sight just judging from the maps

Willson



Willson Wang
 Asset Engineer
 Mobile: 0419279698
www.cowracouncil.com.au



DOWNLOAD THE MRF APP
 Your guide to what is reusable, recyclable
 and what is considered waste!

Cowra Shire Council acknowledges the people of the Wiradjuri Nation, traditional custodians of the land on which we work.

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From: Dirk Wymer <Dirk.Wymer@cowra.nsw.gov.au>
Sent: Wednesday, 2 July 2025 1:09 PM
To: Ian Thomas <Ian.Thomas@cowra.nsw.gov.au>; Rodney Stammers <Rodney.Stammers@cowra.nsw.gov.au>; Willson Wang <Willson.Wang@cowra.nsw.gov.au>
Cc: [REDACTED]; Tanya Hampton <Tanya.Hampton@cowra.nsw.gov.au>
Subject: Brisbane St / Liverpool St roundabout safety

Hello traffic committee team

I have had a phone conversation with Scott Vickery, ex highway Patrol and Cowra Traffic Committee; current driver instructor.

Can we complete an assessment of the Liverpool St and Brisbane Street roundabout compliance with the current Austroads design standards; specific issues raised:

- The height of the planter boxes restricts sight distance across the roundabout
- There is restricted sight distance across the roundabout when travelling downhill on Brisbane Street; eg in an i30.
- The restricted sight distance is a road safety issue; could be contributing to road accidents at the site.

To be reported to traffic committee

Scott also provided reference to a Cumberland Council landscape design guideline sect 3.2.4
For refence Scott's number is [REDACTED]

Thanks
DW

Dirk Wymer
Director - Infrastructure and Operations
Phone: 02 6340 2075
Mobile: 0418 457 401
www.cowracouncil.com.au



Cowra Shire Council acknowledges the people of the Wiradjuri Nation, traditional custodians of the land on which we work.

Attention: The information contained in this message and or attachments is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender and delete the material from any system and destroy any copies. The opinions expressed in this message are the personal views of the sender and do not necessarily represent the corporate opinions or policies of Cowra Shire Council.



Traffic Guidance Scheme COWRA SHIRE COUNCIL



NOTES:
This TGS has been developed assuming there is no parked vehicles. Therefore this TGS should be modified if parked vehicles effect the location of the traffic control signs

If there is any existing signage near the work site that could give the wrong message or confuse drivers, cover them up for the duration of the work.

Spacing of Cones around the work site/ zone is recommended 2m.

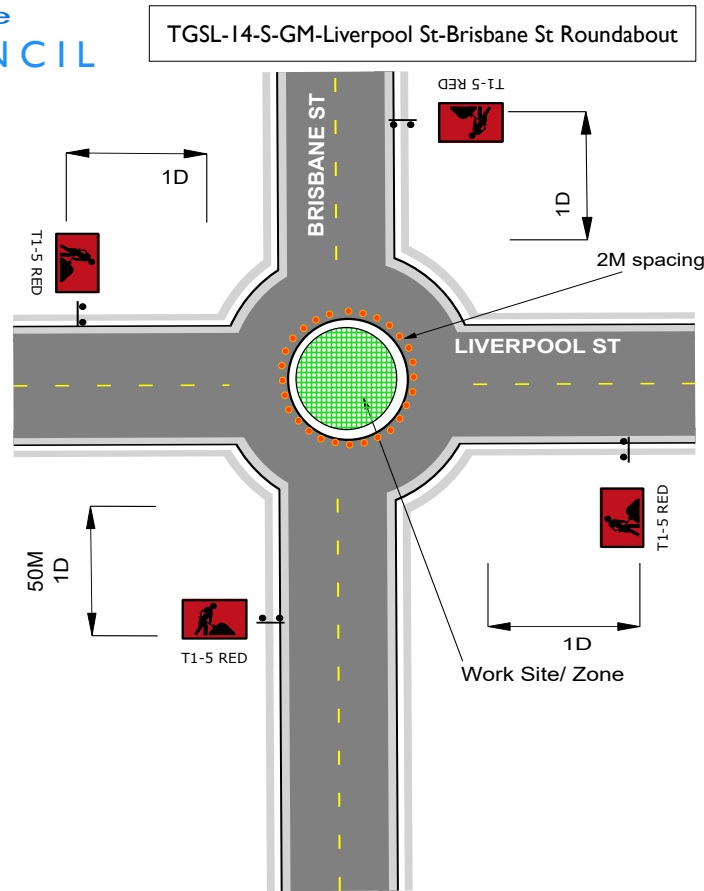
ITEM	YES	NO	NA
Spacing of signs as per TCP?			
Flag Person escape route?			
Onsite variations noted?			

Date Sign Initially Installed	
Time On	
Time Off	
Team Leader Signature	

List of amendments required by the site layout

Sequence
Place signs in direction of the traffic (Do NOT cross the road to erect signage).
Cones should be placed after signage erected with a spotter.

Manifest	
4 x T1-5 RED WORKERS AHEAD (SYMBOLIC)	
35 (Approx) x SIZE 700 ORANGE CONES- Class 1 COLLAR 2m spacings	



Date: 01/07/2024 Author: Richard Heckenberg CardNo/ Exp.: TCT0061387
TGS EXPIRY: 30/06/2025 Organisation: Cowra Shire Council Department: TINSW
Position: Team Leader Signature: _____

Comments:

Approved By: Donna Wilson
Card No: TCT0021443
Organisation: Cowra Shire Council
Department: TINSW
Position: Coordinator
TGS Commencement Date: 01/07/2024
Signature: _____

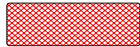


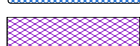
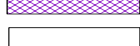
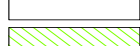
TMP Number:	7	Traffic Managed via; Around/Past/Through	Through	Road Configuration:	2 Lane/ 2 Way
Associated TGS Number:		Static or Dynamic:	Static	Speed Limit/s:	50 km zone
TGS Stage Number:		Road Name:	Brisbane St/Liverpool St	Associated ROL#:	
Project Description/ Duration:	Short Term - Garden Beds -	Location of Works:	Garden Beds Mowing	SZA Approved:	

Traffic Guidance Scheme
COWRA SHIRE COUNCIL

TGSL-14-S-GM-Liverpool St-Brisbane St Roundabout

WORKERS ON FOOT LAYOUT

LEGEND

-  **NO GO:** Area prohibited for workers on foot or plant at anytime
-  **RESTRICTED** Area only entered by workers on foot by approval ZONE: of the Site Marshal and applying approved controls.
-  **SHARED:** An area which is shared by both plant and workers on foot activities and does not have any physical barriers, when interaction cannot be eliminated
-  **PLANT PARKING** Stockpile site AREA
-  **REFUELING** Designated location at bunded stockpile site identified in induction pack and toolboxed
-  **SAFE ZONE** Designated site specific area identified at induction for WOF to safely stand and make a phone call

Project: - Workers on Foot Management Plan

Zones of Separation

The flowing zones will be used to control pedestrian and plant movements in different areas of the site.

No Go Zone

- Identified in RED
- Area prohibited for workers on foot or plant at anytime

Restricted Zone

- Identified in ORANGE
- Area only entered by workers on foot by approval of the Site Marshal and applying approved controls. PULVI must have a clear zone of 10m
- Traffic Controllers Not to be positioned in Restricted Areas (Must not be standing nor parking vehicles surrounding traffic lights and stop here on red signs.)

Shared Zone

- Identified in BLUE
- An area which is shared by both plant and workers on foot activities and does not have any physical barriers, when interaction cannot be eliminated.
- Area and activates coordinated by a site Marshal

Refuelling Zone

- Identified in WHITE
- Designated location for refueling for the work site in bunded stockpile site
- Plant and Truck operator designated as ONLY person for refueling activity
- NO SMOKING

Marshalling Zone

- Identified in PINK
- Truck delivery waiting area

Parking / Compound Zone

- Identified in PURPLE
- Parking zone for both plant and heavy vehicles and light vehicles at the site

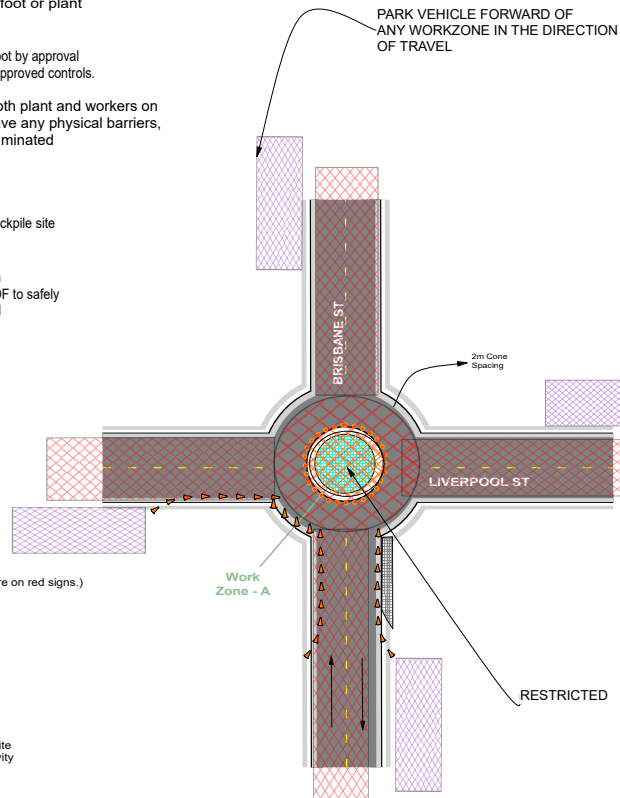
Pedestrian Walkways

- Identified in YELLOW
- Designated walkways for pedestrian access.
- Delineated on the Works on Foot plan but not necessarily delineated on the ground.

Safe Zone

- Identified in GREEN
- A safe place for workers on foot to stand away from the work area or to take a phone call.
- A safe place for the marshal to stand to manage the interaction between people and plant.

Workers on foot plans are sketched for each activity clearly identifying the different zone and pedestrian walkways. These plans will be attached to the TGS and toolboxed each morning or change of location



It is preferred that workers park their vehicles as noted above, forward of the work zone in the direction of travel. where workers are to cross a no go zone/traffic lane to workzone A for example the roundabout median - a spotter is required

<p><small>Date: 01/07/2024 Author: Richard Hackenberg CardNo: Exp: TCT0081387 TGS EMPNO: 201922020 Organization: Cowra Shire Council Department: TNSW Position: Team Leader Signature: _____</small></p> <p><small>Approved By: Donna Wilson Card No: TCT021443 Organization: Cowra Shire Council Department: TNSW Position: Coordinator TGS Commencement Date: 01/07/2024 Signature: _____</small></p>	TMP Number:	7	Traffic Managed via:	Through	Road Configuration:	2 Lane/ 2 Way
	Associated TGS Number:		Around/Pas/Through		Speed Limit/s:	50 km zone
	TGS Stage Number:		Static or Dynamic:	Static	ROL#:	
	Project Description/ Duration:	Short Term - Garden Beds -	Road Name:	Brisbane St/Liverpool St	Associated ROL#:	
			Location of Works:	Garden Beds Mowing	SZA Approved:	



Safe Work Method Statement (SWMS)

Cowra Shire Council

SWMS No

Accepted By

Signed Off By

Date Signed Off

GENERIC-00
Harvey Nicholson
[Redacted Signature]
11-05-2023

Project ALL DEPARTMENTS

Job GARDEN MAINTENANCE

Location COWRA SHIRE

Consultation with Employee WHS Representatives Harvey Nicholson

I. Individual Tasks involved to perform the above Job

Task (step by step)	Potential Hazards (Risks)	Risk Rating As per attached Matrix	Safety Controls to Minimise Risks
1 • Load tools and travel to site	<ul style="list-style-type: none"> Manual handling UV radiation exposure Unsecured loads 	<p>M</p> <p>L</p> <p>M</p>	<ul style="list-style-type: none"> Follow manual handling procedures Observe road rules Wear PPE:- broad brim hat, long sleeves, hiviis clothing, sunglasses, sunscreen Ensure loads are secured
2 • Establish traffic control	<ul style="list-style-type: none"> Traffic flow Slip, trip and fall 	<p>H</p> <p>M</p>	<ul style="list-style-type: none"> Follow SWMS Generic-K (erecting and removing traffic control signs) Assess worksite
3 • Carry out maintenance as required	<ul style="list-style-type: none"> Pedestrians Bites and stings Sharps MH issues Slip, trip and fall 	<p>M</p> <p>L</p> <p>L</p> <p>L</p> <p>M</p>	<ul style="list-style-type: none"> Delineate pedestrian access Be aware of possible spider / snake areas Be aware of sharps in long grass, rubbish Follow manual handling procedures, use harness straps on trimmers, use two people to lift heavy

File Location: CM9 Document No. ECM.792272
SWMS No. GENERIC-00

Version 8 – May 2023
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Page 1

Task (step by step)	Potential Hazards (Risks)	Risk Rating As per attached Matrix	Safety Controls to Minimise Risks
<ul style="list-style-type: none"> Clean and vacate site, remove TC signs 	<ul style="list-style-type: none"> Traffic flow Slip, trip and fall 	<p>H</p> <p>M</p>	<p>objects</p> <ul style="list-style-type: none"> Assess worksite for trip hazards Follow SWMS Generic-K (erecting and removing traffic control signs) Assess worksite

2. Individual Personnel Job Descriptions involved to perform the above Job

Personnel Qualifications and Experience Required	Duties	Responsibilities
<ul style="list-style-type: none"> WHS General Induction Manual Handling Traffic Control Certificate 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

3. Individual Training Needs involved to perform the above Job

Training Required to Understand Risk Controls

<ul style="list-style-type: none"> Manual Handling Site Induction

4. Relevant details of Drawings and Approvals involved to perform the above Job

Engineering Details/Certificates/WorkCover Approvals

<ul style="list-style-type: none"> Traffic Control Certificate

5. Relevant Legislative references involved to perform the above Job

Codes of Practice / WHS Legislation References

- WHS Regulation 2022
- WHS Act 2011

6. Plant and Equipment involved to perform the above job

Plant/Equipment available

- Vehicle
- Mower
- Whipper Snipper

7. Plant and Equipment Safety Checklist involved to perform the above Job

Plant/Equipment maintenance Checklists available

- Pre-start check list

8. Employee Communication relevant to perform the above Job

Have all employees been provided with this information?

Prepared by

Harvey Nicholson

How to Assess Risk

Step 1 – Consider the Consequences

What are the consequences of this incident occurring? Consider what could reasonably have happened as well as what actually happened. Look at the descriptions and choose the most suitable consequence.

CONSEQUENCES

Consequence	Description
1. Catastrophic	Death Huge \$ loss
2. Major	Serious injuries Major \$ loss
3. Moderate	Medical Treatment Medium – High \$ Loss
4. Minor	First Aid Treatment Low – Medium \$ Loss
5. Insignificant	No Injury No \$ Loss

Step 2 – Consider the Likelihood

What is the likelihood of the consequences identified in step 1 happening? Consider this without new or interim controls in place. Look at the descriptions and choose the most suitable Likelihood.

LIKELIHOOD

Likelihood	Description
A. Almost Certain	The event is expected to occur in most circumstances
B. Likely	The event will probably occur at most times
C. Possible	The event might occur at some time
D. Unlikely	The event could occur, but probably never will.
E. Rare	The event may occur in rare circumstances

Step 3 – Calculate the Risk

1. Take step 1 rating and select the correct column
2. Take Step 2 rating and select the correct row
3. Circle the risk score where the two ratings cross on the matrix

E = Extreme, H = High, M = Medium, L = Low

Risk Score =

	CONSEQUENCES				
	5	4	3	2	1
A	H	H	E	E	E
B	M	H	H	E	E
C	M	M	H	E	E
D	L	L	M	H	E
E	L	L	M	H	E

Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as "high", steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the "hierarchy of controls". The Hierarchy of Controls are:

Order No.	Control	Example
Firstly	Eliminate	Removing the hazard, eg taking a hazardous piece of equipment out of service.
Secondly	Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Thirdly	Isolation	Isolating the hazard from the person at risk, eg using a guard or barrier.
Fourthly	Engineering	Redesign a process or piece of equipment to make it less hazardous.
Fifthly	Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks.



Safe Work Method Statement (SWMS)

Cowra Shire Council

SWMS No

Accepted By

Signed Off By

Date Signed Off

GENERIC-K
Harvey Nicholson
[Redacted Signature]
11-05-2023

Project **ALL DEPARTMENTS**

Job **ERECTING AND REMOVING ROAD SIGNS FOR A TRAFFIC CONTROL PLAN (TCP)** Location **COWRA SHIRE**

Consultation with Employee WHS Representatives Harvey Nicholson and Mick Tedeschi

I. Individual Tasks involved to perform the above Job

Task (step by step)	Potential Hazards (Risks)	Risk Rating As per attached Matrix	Safety Controls to Minimise Risks
<p>1</p> <ul style="list-style-type: none"> Identify location for signs 	<ul style="list-style-type: none"> Unstable or slippery road surface – poor visibility 	H	<ul style="list-style-type: none"> Follow requirements of site specific TCP Vehicles to use flashing lights Carry out site assessment – secure work sites Wear hi vis clothing (reflective stripes at night) UV protection policy – broad brimmed hat, sunglasses, sun screen
<p>2</p> <ul style="list-style-type: none"> Unload signs 	<ul style="list-style-type: none"> Manual handling 	M	<ul style="list-style-type: none"> Adopt manual handling procedures- two man lift where possible Wear safety clothing-steel cap boots, gloves Be watchful of traffic Conduct site inspection prior to commencement of operations

File Location: CM9 Document No. ECM.792236
SWMS No. GENERIC-K

Version 11 – May 2023
Review Date – June 2027

	Task (step by step)	Potential Hazards (Risks)	Risk Rating As per attached Matrix	Safety Controls to Minimise Risks
3	<ul style="list-style-type: none"> Erecting signs 	<ul style="list-style-type: none"> Being struck by a traffic Slips, trips and falls Personal injury 	<p>H M M</p>	<ul style="list-style-type: none"> Vehicles must have beacons turned on Vehicle to be parked on the traffic side of the sign location but in the safe direction as traffic flow A spotter should be used when available during the erection of signs Employees not to walk backwards in traffic flow Remove signs in reverse order as per RTA training Employees are not to cross the road on foot to erect signs-refer TCAWS V4 Sec 3.4.2
4.	<ul style="list-style-type: none"> Removing or Covering Signs 	<ul style="list-style-type: none"> Being struck by a traffic Slips, trips and falls Personal injury 	<p>M M M</p>	<ul style="list-style-type: none"> Vehicles must have beacons turned on Vehicle to be parked on the traffic side of the sign location but in the same direction as traffic flow A spotter should be used when available during the erection of signs Employees not to walk backwards in traffic flow Remove signs in reverse order as per RTA training Employees are not to cross the road on foot to erect signs-refer TCAWS V4 Sec 3.4.2
5	<ul style="list-style-type: none"> Erect/re-move signs-lone worker 	<ul style="list-style-type: none"> Being struck by a traffic Slips, trips and falls Personal injury 	<p>H M M</p>	<ul style="list-style-type: none"> Vehicles must have beacons turned on Vehicle to be parked on the traffic side of the sign location but in the same direction as traffic flow Employees not to walk backwards in traffic flow Employees are not to cross the road on foot to erect signs-refer TCAWS V4 Sec 3.4.2 Keep vehicle/plant between worker and oncoming traffic Remove signs in reverse order to setting up as per RTA training Wear gloves

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 Page 2

2. Individual Personnel Job Descriptions involved to perform the above Job

Personnel Qualifications and Experience Required	Duties	Responsibilities
<ul style="list-style-type: none"> • WHS Construction Induction Certificate • Current Traffic Control (Yellow Card) • Vehicle licences 	<ul style="list-style-type: none"> • Installing traffic signs and barriers • Complete site inductions • Use protective equipment • Check safety equipment 	<ul style="list-style-type: none"> • Complete site inductions • Risk assessment • Tool box talks • First aid • Road safety

3. Individual Training Needs involved to perform the above Job

Training Required to Understand Risk Controls

- Employee WHS Induction
- WHS Induction for Construction site
- Site Induction
- Traffic Control (Yellow Card)
- First Aid
- Manual Handling

4. Relevant details of Drawings and Approvals involved to perform the above Job

Engineering Details/Certificates/WorkCover Approvals

- Traffic Control Plan

5. Relevant Legislative references involved to perform the above Job

Codes of Practice / WHS Legislation References

- WHS Regulation 2022
- WHS Act 2011
- RTA Traffic Control at Worksites Manual (TCAWS) Version 4 July 2010

6. Plant and Equipment involved to perform the above job

Equipment available

- Vehicle
- First Aid Kit
- Mobile Phone
- Current Traffic Control Plan

7. Plant and Equipment Safety Checklist involved to perform the above Job

Plant/Equipment maintenance Checklists available

- Pre Start Check List

8. Employee Communication relevant to perform the above Job

Have all employees been provided with this information?

[Empty box for response]

Prepared by

Harvey Nicholson

File Location:
SWMS No.

CM9 Document No. ECM.792236
GENERIC-K

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Review Date – June 2027

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How to Assess Risk

<p>Step 1 – Consider the Consequences</p> <p>What are the consequences of this incident occurring? Consider what could reasonably have happened as well as what actually happened. Look at the descriptions and choose the most suitable consequence.</p> <p>CONSEQUENCES</p>		<p>Step 2 – Consider the Likelihood</p> <p>What is the likelihood of the consequence identified in step 1 happening? Consider this without new or interim controls in place. Look at the descriptions and choose the most suitable Likelihood.</p> <p>LIKELIHOOD</p>		<p>Step 3 – Calculate the Risk</p> <p>1. Take step 1 rating and select the correct column. 2. Take Step 2 rating and select the correct line. 3. Circle the risk score where the two ratings cross on the matrix below. E = Extreme, = High, M = Medium, L = Low</p> <p>Risk Score =</p>				
Consequence	Description	Likelihood	Description	5	4	3	2	1
1. Catastrophic	Death Huge \$ loss	A. Almost Certain	The event is expected to occur in most circumstances	H	H	E	E	E
2. Major	Serious Injuries Major \$ Loss	B. Likely	The event will probably occur at most times	M	H	H	E	E
3. Moderate	Medical Treatment Medium – High \$ Loss	C. Possible	The event might occur at some time	M	M	H	E	E
4. Minor	First Aid Treatment Low – Medium \$ Loss	D. Unlikely	The event could occur, but probably never will.	L	L	M	H	E
5. Insignificant	No Injury No \$ Loss	E. Rare	The event may occur in rare circumstances	L	L	M	H	E

Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as “high”, steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the “hierarchy of controls”. The Hierarchy of Controls are:

Order No.	Control	Example
Firstly	Eliminate	Removing the hazard, eg taking a hazardous piece of equipment out of service.
Secondly	Substitute	Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance.
Thirdly	Isolation	Isolating the hazard from the person at risk, eg using a guard or barrier.
Fourthly	Engineering	Redesign a process or piece of equipment to make it less hazardous.
Fifthly	Administrative	Adopting safe work practices or providing appropriate training, instruction or information.
Sixthly	Personal Protective Equipment	The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks.

7 DIRECTOR-ENVIRONMENTAL SERVICES

7.1 Section 355 Committee Draft Minutes - Environmental Sustainability Committee meeting held Monday 16 March 2026

File Number: D26/462

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. That Council notes the draft minutes of the Environmental Sustainability Committee meeting held on 16 March 2026.
2. That Council accepts Mr Sean Brindle as a new member of Council's Section 355 Environmental Sustainability Committee.

INTRODUCTION

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

A copy of the minutes is included in Attachment 1.

MEMBERSHIP

The Environmental Sustainability Committee acknowledged Mr Sean Brindle's membership application. Mr Brindle is currently an officer with Local Land Services and will bring a wealth of knowledge and advice to the committee. The committee recommends that Council consider approving Mr Brindle's membership application.

The total membership of the Environmental Sustainability Committee including Mr Sean Brindle will be 12 members.

A copy of Mr Sean Brindle's membership application is included in Attachment 2. A copy of the Environmental Sustainability Committee Instrument of Delegation is included in Attachment 3.

ATTACHMENTS

1. Draft Minutes - Environmental Sustainability Committee meeting 16 March 2026 [↓](#)
2. Environmental Sustainability Committee Membership Nomination - Sean Brindle [↓](#)
3. Environmental Sustainability Instrument of Delegation [↓](#)



MINUTES

Environmental Sustainability Committee Meeting Monday, 16 March 2026

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES**

16 MARCH 2026

Order Of Business

1 Apologies and Applications for Leave of Absence3

2 Confirmation of Minutes.....3

3 Business Arising from Previous Meeting.....3

 3.1 Clean Up Australia Day 3

 3.2 Highlighted Guideposts..... 3

 3.3 Bird Hides 3

 3.4 Archibird 4

 3.5 Bellevue Hill Remediation Project..... 4

 3.6 Small Environmental Projects Fund..... 4

 3.7 Membership..... 4

 3.8 Weed Awareness Month 4

4 Action Items.....5

 4.1 Environmental Sustainability Committee Action Items - 16 March 2026 5

5 General Business.....5

 5.1 K2W Link Meeting..... 5

 5.2 Fungi on Farms - Mid Lachlan Landcare..... 5

6 Next Meeting Date5

7 Next Workshop Date.....5

8 Meeting Close.....6

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES**

16 MARCH 2026

**MINUTES OF COWRA COUNCIL
ENVIRONMENTAL SUSTAINABILITY COMMITTEE MEETING
HELD AT THE COMMITTEE ROOM 1, COUNCIL ADMINISTRATION BUILDING,
116 KENDAL STREET, COWRA
ON MONDAY, 16 MARCH 2026 AT 10:00 AM TO 12:00 PM**

PRESENT: Chairperson Cr Ruth Fagan, Ms Tracee Burke, Mr Ian McColl, Mr Ian Packer, Mr Casey Proctor, Mr John Rankin, Cr Peter Wright, Mr Sean Brindle

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

1 APOLOGIES AND APPLICATIONS FOR LEAVE OF ABSENCE**Apology**

Ken Hutchinson, Rob Davidson, Gregory Spark, Dylan Gower, Belinda O'Reilly

Leave of Absence

Nil

2 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

That the minutes of the Environmental Sustainability Committee Meeting held on 2 February 2026 be confirmed.

Moved: Ian Packer

Seconded: Tracee Burke

3 BUSINESS ARISING FROM PREVIOUS MEETING**3.1 Clean Up Australia Day**

The committee noted that The Cowra Youth Council conducted a Clean Up Australia Day event on Sunday 1st March at River Park.

Action: Committee to consider locations and community education events for 2027.

3.2 Highlighted Guideposts

To be followed up with Infrastructure & Operations.

3.3 Bird Hides

A day still to be organised to investigate locations. Permission to view a location near STP required from Council.

Actions:

Page 3

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES****16 MARCH 2026**

1. Examples of Bird Hide construction to be investigated and distributed to committee.
2. Organise day with Council to investigate STP and other potential locations.

3.4 Archibird

The committee discussed the Woodland Birds surveys that have been conducted in Cowra over the past 20 years and would like to see what the data shows regarding bird movements and changes.

Suggestion to combine Woodland Bird watching walk with Bellevue Hill remediation and organise a Bird Month.

Action: Copy of the Woodland Bird surveys from the past 20 years to be shared with committee.

3.5 Bellevue Hill Remediation Project

An application has been submitted with the Crown Reserves Improvement Fund (CRIF) for funding towards weed control, announcements are expected in May 2026. An additional grant application to be applied for when Fund opens at the end of year to complete the revegetation. Local Land Services (LLS) applied for a Native Title Assessment to enable lodgement of grant applications for weed removal, revegetation and maintenance on walking tracks in the Bellevue Hill area.

Action: LLS to share letter from Council regarding Native Title Assessment to the committee when received.

3.6 Small Environmental Projects Fund

Application Form updated and advertising to commence by the end of the week.
Flyer to be developed and distributed to other groups, schools and the business chamber.

3.7 Membership

Membership application received from Sean Brindle and considered by the committee.
Including Sean, the committee will have 12 members.

COMMITTEE RECOMMENDATION

That Council accepts Mr Sean Brindle as a new member to the Section 355 Access Committee.

Moved: Ruth Fagan

Seconded: Ian Packer

3.8 Weed Awareness Month

The committee discussed a preliminary proposal and action list to run a Weed Awareness month in September 2026.

The purpose of the project is to increase awareness, early identification and management of priority weeds through education and community engagement.

LLS are hosting a workshop exploring biological weed control, featuring Andrew McConnaghie on 26 May at Club Cowra.

Action: Invite ChemCert to run a workshop/training in Cowra in September.

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES**

16 MARCH 2026

4 ACTION ITEMS**4.1 Environmental Sustainability Committee Action Items - 16 March 2026**

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

- Al# 63 – Bellevue Hill Remediation Project – Additional Action: LLS to share letter from Council regarding Native Title Assessment to the committee.
- Al# 70 – Bird Hides – Additional Action: Examples of Bird Hide construction to be investigated and distributed to committee.
- Al# 71 – Archibird/Bird Week – Additional action: Copy of the woodland Bird surveys from the past 20 years to be shared with committee.
- Al# 72 – Small Environmental Projects – Change the open date to receive applications from 1 March to 17 March 2026.
- Al# 74 – Membership – Membership forms shared and completed forms received.
- Al# 75 – Weed Awareness Month – Additional action: Invite ChemCert to run a workshop/training in Cowra in September.

New Actions

- Al# 76 – CleanUp Australia - Committee to consider locations and community education events for 2027.

5 GENERAL BUSINESS**5.1 K2W Link Meeting**

K2W are holding an AGM and General meeting on 31 March 2026 at the JT Pridham Centre.

5.2 Fungi on Farms - Mid Lachlan Landcare

Mid Lachlan Landcare (MLL) requested support to run a Fungi on Farms event with Alison Pouliot in May 2026. The committee considered the request and agreed that it is out of the scope of the Environmental Sustainability Committee and recommended MLL to submit a donation request with Council.

6 NEXT MEETING DATE

The next meeting will be held on Monday, 18 May 2026 at 10:00 AM to 12:00 PM in the Committee Room 1, Council Administration Building, 116 Kendal Street, Cowra.

7 NEXT WORKSHOP DATE

The next workshop will be held on Monday, 27 April 2026 – time and location TBA.

**ENVIRONMENTAL SUSTAINABILITY COMMITTEE
MEETING MINUTES**

16 MARCH 2026

8 MEETING CLOSE

The Meeting closed at 11:45am.

.....
CHAIRPERSON



Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Nomination Form

Environmental Sustainability Committee

Name: Sean Brindle

Address: 30 Lynch St Cowra

Organisation Representing: (If applicable) Central Tableland LLS

Phone - Day: _____ Evening: _____

Mobile: _____

Email: sean.brindle@lls.nsw.gov.au

Yes No I would like to receive all relevant paperwork (Agendas, Minutes etc) via email

Reason for Expression of Interest: As a Land Services Officer Council and LLS have overlapping natural resource management objectives. Aim is to assist with NRM advice.

Instrument of Delegation

Environmental Sustainability Committee

To advise Council in relation to policy and project agenda/direction for Council on Environmental Sustainability issues. This will be accomplished through:-

- Addressing the following themes and how they affect Council and the Cowra Shire:
 - Energy
 - Water
 - Conservation and Land Management
 - Waste Management
 - Climate Impact
 - Community (educational or promotional)
 - Providing comment on the Environmental Sustainability aspects of major Council projects and initiatives;
- Identifying Environmental Sustainability projects and practices appropriate for Council and the Shire;
- Progressing identified Environmental Sustainability projects within resource constraints;
- Providing leadership and building partnerships upon Environmental Sustainability issues;
- Promote Council's and the community's preparedness for adaptability and resilience to climate change and natural disaster impacts;
- Make recommendations to Council on applications received under Council's environmental grants program.



- 7.2 Development Application No. 10.2026.4.1, Lot 167 DP 1162233, 2 Hillside Terrace Cowra, 6 lot subdivision and construction of two dual occupancy dwellings, two semi detached dwellings, and two dwellings, lodged by A Robson. The property owner is Southern Rural Holdings Pty Limited.**

File Number: D26/514

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variations to E.2.12.a and E.2.14.e of Part E of Council's Development Control Plan 2021 are sufficiently justified and the application was publicly notified and no submissions were received; and
2. That Council approves variations to E.2.12.a and E.2.14.e of Part E of Council's Development Control Plan 2021 for this development to allow a side setback of 50mm and a separation of less than 3 metres between dwellings; and
3. That Development Application No. 10.2026.4.1, for a 6-lot subdivision, and construction of two dual occupancy dwellings, two semi detached dwellings, and two dwellings on Lot 167 DP 1162233, 2 Hillside Terrace Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan Job 272363/272362 Sheet 01-1 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Site Plan (Dwellings A & B) Job 272363/272362 Sheet 01-2 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)

Site Works Plan (Dwellings A & B) Job 272363/272362 Sheet 01-3 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Concept Stormwater Plan (Dwellings A & B) Job 272363/272362 Sheet 01-4 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan - A Job 272363/272362 Sheet 02-1 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan (Dwelling B) Job 272363/272362 Sheet 02-3 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - A Job 272363/272362 Sheet 03-1 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - A Job 272363/272362 Sheet 03-2 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - B Job 272363/272362 Sheet 03-4 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - B Job 272363/272362 Sheet 03-5 of 26	Burbank Revision K 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)

<p>Notes & Schedule (Dwellings A & B) Job 272363/272362 Sheet 03-7 of 26</p>	<p>Burbank Revision K 25 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Site Plan (Dwelling C) Job 272361 Sheet 01-2 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Site Works Plan (Dwelling C) Job 272361 Sheet 01-3 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Concept Stormwater Plan (Dwelling C) Job 272361 Sheet 01-4 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Ground Floor Plan - C Job 272361 Sheet 02-1 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>External Elevations - C Job 272361 Sheet 03-1 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>External Elevations - C Job 272361 Sheet 03-2 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Notes & Schedule (Dwelling C) Job 272361 Sheet 03-4 of 17</p>	<p>Burbank Revision J 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>

Site Plan (Dwelling D) Job 272360 Sheet 01-2 of 17	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Site Works Plan (Dwelling D) Job 272360 Sheet 01-3 of 17	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Concept Stormwater Plan (Dwelling D) Job 272360 Sheet 01-4 of 17	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan - D Job 272360 Sheet 02-1 of 17	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - D Job 272360 Sheet 03-1 of 17	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - D Job 272360 Sheet 03-2 of 17	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Notes & Schedule (Dwelling D) Job 272360 Sheet 03-4 of 17	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Site Plan (Dwellings E & F) Job 272358/272359 Sheet 01-2 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)

Site Works Plan (Dwellings E & F) Job 272358/272359 Sheet 01-3 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Concept Stormwater Plan (Dwellings E & F) Job 272358/272359 Sheet 01-4 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan - F Job 272358/272359 Sheet 02-1 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan - E Job 272358/272359 Sheet 02-3 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - F Job 272358/272359 Sheet 03-1 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - F Job 272358/272359 Sheet 03-2 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - E Job 272358/272359 Sheet 03-4 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - E Job 272358/272359 Sheet 03-5 of 26	Burbank Revision K 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)

<p>Notes & Schedule (Dwellings E & F) Job 272358/272359 Sheet 03-7 of 26</p>	<p>Burbank Revision K 26 March 2026</p>	<p>Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)</p>
<p>Site Plan (Dwelling G) Job 272356 Sheet 01-2 of 18</p>	<p>Burbank Revision K 14 April 2026</p>	<p>Received Date: 14/04/2026 Stamped Plan: DA 10.2026.4.1 (J)</p>
<p>Site Works Plan (Dwelling G) Job 272356 Sheet 01-3 of 18</p>	<p>Burbank Revision K 14 April 2026</p>	<p>Received Date: 14/04/2026 Stamped Plan: DA 10.2026.4.1 (J)</p>
<p>Concept Stormwater Plan (Dwelling G) Job 272356 Sheet 01-4 of 18</p>	<p>Burbank Revision K 14 April 2026</p>	<p>Received Date: 14/04/2026 Stamped Plan: DA 10.2026.4.1 (J)</p>
<p>Vehicle Maneuvering Plan (Dwelling G) Job 272356 Sheet 01-5 of 18</p>	<p>Burbank Revision K 14 April 2026</p>	<p>Received Date: 14/04/2026 Stamped Plan: DA 10.2026.4.1 (J)</p>
<p>Ground Floor Plan - G Job 272356 Sheet 02-1 of 18</p>	<p>Burbank Revision K 14 April 2026</p>	<p>Received Date: 14/04/2026 Stamped Plan: DA 10.2026.4.1 (J)</p>
<p>External Elevations - G Job 272356 Sheet 03-1 of 18</p>	<p>Burbank Revision K 4 April 2026</p>	<p>Received Date: 14/04/2026 Stamped Plan: DA 10.2026.4.1 (J)</p>
<p>External Elevations - G Job 272356 Sheet 03-2 of 18</p>	<p>Burbank Revision K 4 April 2026</p>	<p>Received Date: 14/04/2026 Stamped Plan: DA 10.2026.4.1 (J)</p>

Notes & Schedule - G Job 272356 Sheet 03-4 of 18	Burbank Revision K 4 April 2026	Received Date: 14/04/2026 Stamped Plan: DA 10.2026.4.1 (J)
Site Plan (Dwelling H) Job 270885 Sheet 01-2 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Site Works Plan (Dwelling H) Job 270885 Sheet 01-3 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Concept Stormwater Plan (Dwelling H) Job 270885 Sheet 01-4 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Vehicle Maneuvering Plan (Dwelling H) Job 270885 Sheet 01-4 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Ground Floor Plan - H Job 270885 Sheet 02-1 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - H Job 270885 Sheet 03-1 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
External Elevations - H Job 270885 Sheet 03-2 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)

Notes & Schedule - H Job 270885 Sheet 03-4 of 18	Burbank Revision J 26 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
# Layout Name (Streetscape Elevations) Sheet 1 of 1	Burbank Revision H 23 February 2026	Received Date: 1/04/2026 Stamped Plan: DA 10.2026.4.1 (G)
BASIX Certificate Certificate Number: 1827931M_03 (Or as revised)	The Trustee for GHOBRIAL FAMILY TRUST Issued: 18 March 2026	Received Date: 24/03/2026 Stamped Plan: DA 10.2026.4.1 (D)
Landscaping Plan (Dwellings A & B) Job 250388 Sheet 1 of 3	Dapple Designs Revision C 24 February 2026	Received Date: 24/02/2026 Stamped Plan: DA 10.2026.4.1 (A)
Landscaping Plan (Dwelling C) Job 250390 Sheet 1 of 4	Dapple Designs Revision C 24 March 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)
Landscaping Plan (Dwelling D) Job 250391 Sheet 1 of 4	Dapple Designs Revision C 24 March 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)
Landscaping Plan (Dwelling E & F) Job 250394 Sheet 1 of 4	Dapple Designs Revision C 24 March 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)
Landscaping Plan (Dwelling G) Job 250393 Sheet 1 of 4	Dapple Designs Revision C 24 March 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)
Landscaping Plan (Dwelling H) Job 250392 Sheet 1 of 4	Dapple Designs Revision C 24 March 2026	Received Date: 25/03/2026 Stamped Plan: DA 10.2026.4.1 (E)

Subdivision Plan	TSD Surveying Plan Ref: 4757-PPS Date: 25 March 2026	Received Date: 31/03/2026 Stamped Plan: DA 10.2026.4.1 (F)
Statement of Environmental Effects	Upside Planning Revision VI.4 Date 14 April 2026	Received Date: 14/04/2026 Stamped Plan: DA 10.2026.4.1 (J)

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

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. All traffic movements in and out of the development are to be in a forward direction.

CONDITIONS TO BE COMPLIED WITH PRIOR TO ISSUE OF THE CONSTRUCTION CERTIFICATE

4. 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 Development¹	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution²	\$3,695,304.00	1%	\$36,953.04	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

5. 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.

6. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of suitably sized metered water services to the development.
7. Prior to the issue of a Construction Certificate, a Stormwater Management Plan, demonstrating that adequate provision will be made for the estimated potential stormwater runoff from the development in accordance with Council's Development Control Plan – Part D Subdivision Code 2021 and Cowra Infrastructure and Operations Engineering Standards shall be submitted to Council for approval. Any required stormwater drainage facilities necessary to service the subdivision, including inter-allotment drainage, shall be carried out and detailed in the Compliance Certificate for drainage infrastructure.
8. Prior to the issue of the Construction Certificate, the applicant must demonstrate that the development complies with firefighting capabilities in accordance with AS 2419.1:2021, Fire Hydrant Installations, and Fire and Rescue NSW (FRNSW) guidelines. All costs associated with the augmentation of water reticulation relating to the development shall be borne by the Applicant and at no cost to Council.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

9. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifying Authority, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
10. 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'.
11. 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.
12. The Applicant is to obtain all relevant approvals under Section 68 of the Local Government Act 1993 to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Cowra Shire Council prior to commencing works and comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the

commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:

- (a) **Internal Drainage:** When all internal drainage work is installed and prior to concealment. Pipes should be under water test.
- (b) **External Drainage:** When all external drainage work is installed and prior to concealment. Pipes should be under water test.
- (c) **Water Supply:** Hot and cold water supply pipework, when the pipework is installed and prior to concealment. Pipes should be under pressure test.
- (d) **Stormwater:** When the stormwater and roof water drainage system has been completed.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

- 13. **While building work is being carried out, any such work must not continue after each critical stage inspection unless the Principal Certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.**
- 14. **Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.**
- 15. **All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.**
- 16. **All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged to Council's stormwater management system in accordance with the approved Stormwater Management Plan.**
- 17. **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.**
- 18. **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.

19. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are carried out:
- (i) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicle loadings is to be utilised;
 - (ii) The opening in the kerb is created by either a saw cut or bored hole only. Breaking out the kerb by impact methods is not permitted;
 - (iii) The kerb adaptor is to be kept flush with the top and outside face of the kerb; and
 - (iv) The fixing of the kerb adapter and filling in of side gaps is to be undertaken by the use of an epoxy resin. Mortar or concrete is not to be used.

CONDITIONS TO BE COMPLIED WITH PRIOR TO OCCUPATION CERTIFICATE

20. The Applicant must not commence occupation or use of any dwelling until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
21. Prior to issue of any Occupation Certificate, the Applicant shall construct the access crossings to the development site from Hillside Terrace and Vineyard Drive 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.
22. The Applicant is required to obtain a Certificate of Compliance pursuant to Section 64 of the Local Government Act 1993 certifying that all works, fees and charges required in connection with the provision of sewerage and water supply to the development have been undertaken and complied with in full. The certificate shall include all relevant works verified by appropriate inspections, fees and charges that are currently being applied at the time of the issue of the Occupation Certificate.
23. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved Landscape Plan and maintained in good order at all times.
24. Prior to the issue of a Whole Occupation Certificate, the applicant must provide evidence to Cowra Council that an application to amend the Restriction As To User eighthly referred to in DP 1162233 (restricting access to Lot 167 to Harvest Circuit only) has been lodged with NSW Land Registry Services. The amendment is to remove reference to Lot 167 in Part 1 and delete the words 'and to Lot 167 from Hillside Terrace' from Part 2 of the Instrument. The amendment is to be undertaken at no cost to Council.

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

25. Prior to the issue of the Subdivision Works Certificate, the applicant must demonstrate that the development complies with firefighting capabilities in accordance with AS 2419.1:2021, Fire Hydrant Installations, and Fire and Rescue NSW (FRNSW) guidelines. All costs associated with the augmentation of water reticulation relating to the development shall be borne by the Applicant and at no cost to Council.
26. Prior to the issue of the Subdivision Works Certificate, a Stormwater Management Plan shall be submitted for the subdivision and approved by the Principal Certifier. The Plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development in accordance with Council's Development Control Plan – Part D Subdivision Code 2021 and Cowra Infrastructure and Operations Engineering Standards.
27. Prior to the issue of a Subdivision Works Certificate an approval under Section 68 of the Local Government Act 1993 to carry out water supply and sewerage work must be obtained.

CONDITIONS TO BE COMPLIED WITH DURING SUBDIVISION WORKS

28. All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operations commencing on the affected land.
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. Construction 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.

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

31. The Applicant is to lodge with Cowra Shire Council a Subdivision Certificate Application together with the final subdivision plan for signature. All necessary information to support the certificate release and the necessary fee is required to be included with the Subdivision Certificate Application.
32. Prior to issue of the Subdivision Certificate, the applicant shall connect all new lots in the plan of subdivision to Council's Reticulated Water Supply System and to the satisfaction of the relevant service provider, being Cowra Shire Council

33. Prior to issue of the Subdivision Certificate, the applicant shall connect all new lots in the plan of subdivision to Council's Reticulated Sewer Supply System and to the satisfaction of the relevant service provider, being Cowra Shire Council.
34. The Applicant shall include on the final plan of subdivision all necessary easements required over access, water, sewer, stormwater, electricity and telecommunications mains.
35. Prior to the issue of a Subdivision Certificate, the applicant must provide to Council a Notification of Arrangement from Essential Energy confirming that satisfactory arrangements have been made for the provision of power with respect to all lots in the subdivision. It is the applicant's responsibility to make the appropriate application with Essential Energy for the supply of electricity to the subdivision, which may include the payment of fees and contributions.
36. Prior to the issue of the Subdivision Certificate, the applicant is to provide evidence to Council that arrangements have been made for:
 - (a) The installation of fibre-ready facilities (or equivalent) to all individual lots and/or premises in a real estate development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. Demonstrate that the carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose, and
 - (b) The provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a real estate development project demonstrated through an agreement with a carrier.
37. Prior to the issue of the Subdivision Certificate, Partial or Whole Occupation Certificates are required to have been issued for all the approved dwellings.

ADVICE

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

INTRODUCTION

Development Application No. 10.2026.4.1 proposes a 6 lot subdivision and construction of two dual occupancy dwellings, two semi detached dwellings, and two dwellings on Lot 167 DP

1162233, 2 Hillside Terrace Cowra. The application was lodged by A Robson on 16 January 2026. The property owner is Southern Rural Holdings Pty Limited.

The application is being reported to Council because the application exceeds staff delegations by number of allotments proposed to be created, number of dwellings proposed and estimated development cost. The applicant also requests to vary E.2.12.a and E.2.14.e of Part E of Council's Development Control Plan 2021.

A copy of the site and elevation plans of the proposed 6 lot subdivision and construction of two dual occupancy dwellings, two semi detached dwellings, and two dwellings 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 167 DP 1162233, 2 Hillside Terrace Cowra is an irregularly shaped allotment of approximately 3,313m². The lot is located in the R1 General Residential zone under Cowra Local Environmental Plan (LEP) 2012. The site is currently vacant.

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

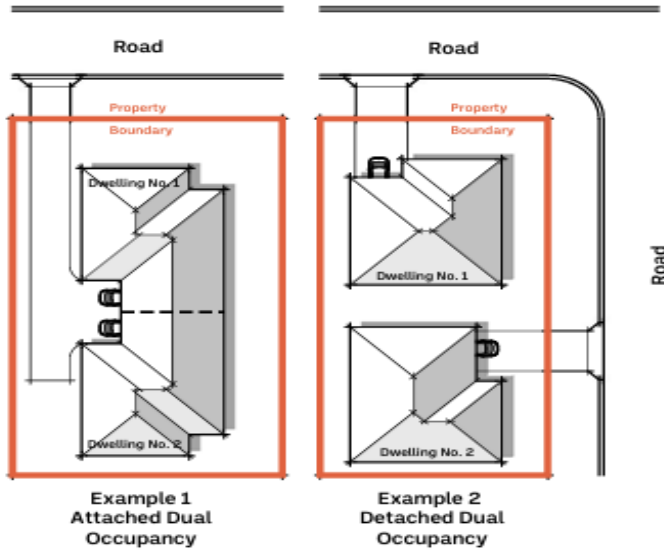
Description of Proposal

The applicant proposes to subdivide the existing lot into 6 Torrens title lots and construct 8 dwellings, including two lots with a dual occupancy, two lots with a semi-detached dwelling, and two lots with a dwelling house. The dual occupancy lots would have sizes of 801.8m² and 877.1m², and the four other dwelling lots would have sizes varying from 336.7m² and 493.3m². The two dual occupancy dwellings would be accessed via Hillside Terrace to the North, 2 semi-detached dwellings would be accessed via Vineyard Drive via a shared driveway, and the remaining two dwellings would be accessed directly via Vineyard Drive.

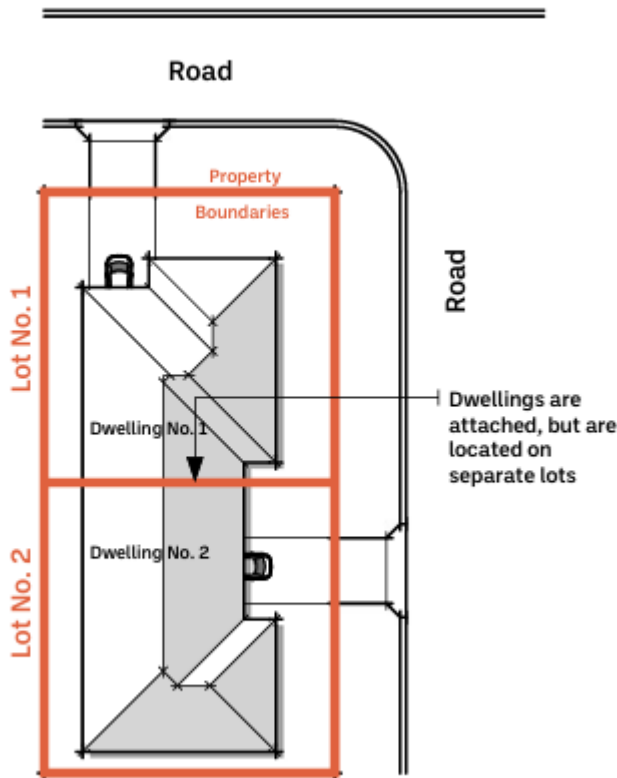
To provide clarity and avoid doubt, definitions for each dwelling type are provided below:

Dual occupancy housing is the development of 2 dwellings on a single allotment of land. Both dwellings are principal dwellings (i.e. one is not secondary to the other) and they typically function independent of each other. Proposed dwellings A and B will be constructed on Lot 6 and dwellings E and F will be constructed on Lot 5. A dual occupancy is two dwellings constructed on one lot of land and does not include a secondary dwelling. The dwellings can either be attached to each other or detached

Dual occupancy



Semi-detached housing refers to the construction of 2 separate dwellings that are attached to each other by a common wall. Semi-detached housing is different to dual occupancy (attached) housing in that each dwelling is located on its own allotment of land. The allotments are generally created under Torrens Title or Strata Title. Dwellings G and H are considered to be semi detached dwellings as they are constructed on lots 3 and 4 and are attached to each other via a common fire wall.



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 10.2026.4.1:

Section 4.15(1) Evaluation Matters

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

Local Environmental Plan (LEP)

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

1.2 Aims of Plan

The development is consistent the aims of the LEP.

1.4 Definitions

The proposed development is defined as subdivision, dwelling houses, semi-detached dwellings, and dual occupancies (attached) under the LEP.

dwelling house means a building containing only one dwelling.

semi-detached dwelling means a dwelling that is on its own lot of land and is attached to only one other dwelling.

dual occupancy (attached) means 2 dwellings on one lot of land that are attached to each other but does not include a secondary dwelling.

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.

The lot is burdened by several covenants that benefit Council. The applicant proposes to vary one such restriction:

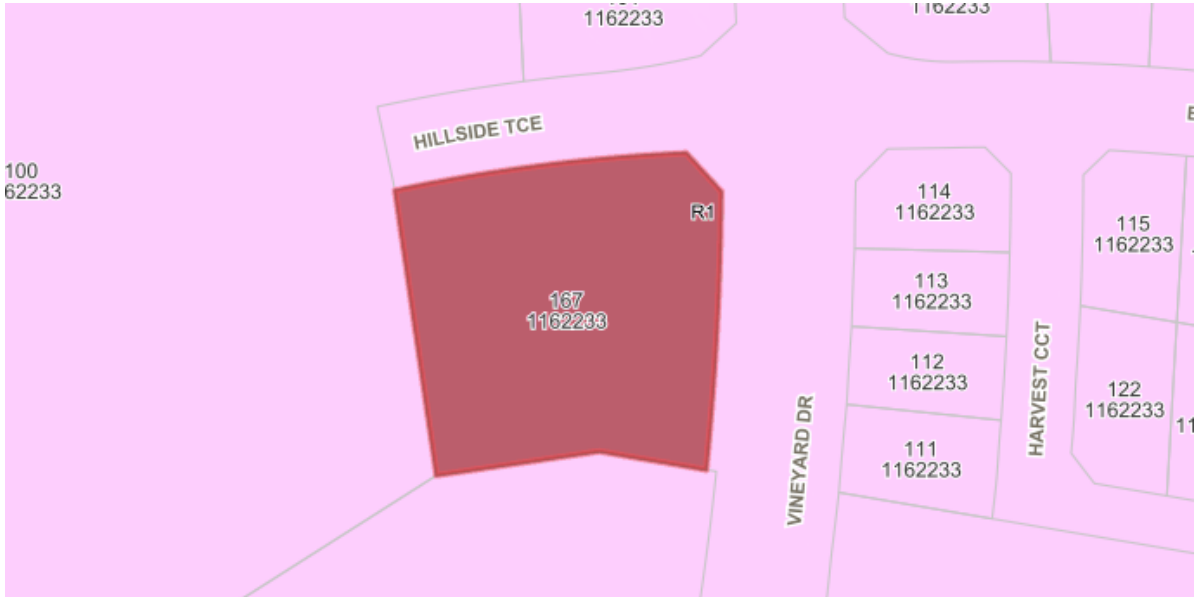
8. Terms of restriction on the use of land eighthly referred to in the abovementioned plan

1. No vehicular access shall be allowed to Lots 111 to 114 unless it is from Harvest Circuit and to Lot 167 from Hillside Terrace.

A condition of consent has been added to have this restriction removed to enable equitable vehicular access to all proposed dwellings, prior to the issue of a Construction Certificate.

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

2 Permitted without consent

Environmental protection works; Home occupations

3 Permitted with consent

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.

2.6 Subdivision – consent requirements

The proposed subdivision is permitted with consent.

4.1 Minimum subdivision lot size

The minimum lot size for the subject lots is 700sqm. The proposed development would result in Lots between 342.6 and 877.1 sqm, refer Clause 4.1C below.

4.1C Exceptions to minimum subdivision lot sizes for certain residential development

The proposed development includes subdivision below the minimum lot size (700sqm). The proposed subdivision is permissible under Clause 4.1C as the proposed subdivision includes the construction of a dwelling on each lot and each lot would be above 300sqm.

The existing and proposed Lot areas are provided below:

Lot / DP	Existing (m ²)	Proposed (approximate m ²)
167 / 1162233	3312.89	
Proposed Lot 1		342.6
Proposed Lot 2		386.6
Proposed Lot 3		428
Proposed Lot 4		477.8
Proposed Lot 5		801.8
Proposed Lot 6		877.1

An accurate subdivision plan (Plan of Survey) prepared by a suitably qualified and practising registered surveyor is to be provided prior to Subdivision Certificate.

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 identified to be within the flood planning area.

Part 6 Urban release areas

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

7.1 Earthworks

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

7.3 Terrestrial biodiversity

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

7.4 Riparian land and watercourses

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

7.5 Wetlands

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

7.6 Groundwater vulnerability

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

7.7 Airspace operations

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

7.8 Essential Services

Water	The proposed development would connect to Council's reticulated water service.
Electricity	The proposed development will be connected to electricity supply to the requirements of the relevant energy provider.
Sewage	The proposed development will connect to Council's reticulated sewer service.
Stormwater	Each dwelling would direct stormwater to a rainwater tank with overflow to connect to Council's reticulated stormwater service.
Access	It is proposed that proposed dwellings A, B, E, and F would be accessed by new driveways and crossovers to Hillside Terrace. Dwellings C, D, H, and G would be accessed by new driveways and crossovers to Vineyard Drive. A condition for a S138 application has been imposed.

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	Includes the former SEPP 55 – Remediation of Land. See comment below.
SEPP (Resources and Energy) 2021	Not applicable
SEPP (Sustainable Buildings) 2022	A BASIX certificate for multi dwelling housing has been provided.
SEPP (Transport and Infrastructure) 2021	Not applicable

SEPP (RESILIENCE AND HAZARDS) 2021

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

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

There are no known prior land-uses on the site that are likely to have resulted in the contamination of the land. 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 8 dwellings, and 6 lot Torrens title subdivision.

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

PART D – SUBDIVISION DEVELOPMENT

Section	Comments
D.3.1. Application of this part	The development proposes the subdivision of land located in the R1 General Residential zone under the LEP. Part D.3 is applicable to the development.
D.3.2. Objectives	The development is consistent with the objectives contained in D.5.2.
D.3.3. Lot Size, Layout and Dimensions	The land is shown on the LEP lot size map as having a minimum lot size of 700 square metres. However, the proposed development would utilise Clause 4.1C of the LEP to enable the subdivision of 4 lots of over 300m ² as a new dwelling is proposed on each lot below Minimum Lot Size.

D.3.4. Street Design	No new roads will be created as part of the development.
D.3.5. Access Provision	All proposed lots have direct and lawful access to the public road network.
D.3.6. Utility Provision	The proposed lots would include new water and sewer connections for each dwelling.
D.3.7. Stormwater, Drainage & Waterways	Each dwelling would drain into the proposed stormwater management system.

PART E – URBAN AND VILLAGE DEVELOPMENT

Part E.2 Medium Density Housing

Section	Comments
E.2.1. Application of Section	The subject land is zoned R1 General Residential, and 8 dwelling houses and Torrens title subdivision is proposed, therefore part E.2 applies.
E.2.2. Objectives	The proposed development meets these objectives.
E.2.3. Site Analysis	There are no significant environmental constraints.
E.2.4. Soil Erosion and Sedimentation Control	Erosion and Sediment Control Plan provided with appropriate controls to be put in place.
E.2.5. Landscaping	Part N has been considered below.
E.2.6. Cut and Fill Controls	The subject lot generally flat with minimal cut and fill required.
E.2.7. Site Area and Frontage Controls	The minimum site area is calculated by dividing the total area of the development site by the number of proposed dwelling units. The original lot is 3,313sqm, with 8 dwellings to be situated on it, giving a minimum site area per dwelling of 414.125sqm, consistent with E.2.7. The site frontages for the dual occupancy dwellings would be a minimum width of 28.7m, consistent with the 18m required under E.2.7.(b).
E.2.8. Streetscape Controls	The proposed dwellings are consistent with the scale and character of surrounding and adjoining dwellings and the surrounding environment. The dwellings would address different frontages. Each dwelling with direct street access would include a habitable room window overlooking the street. The proposed development would provide passive surveillance to each street frontage. The proposed development would present as single storey dwellings consistent with the streetscape.
E.2.9. Height Controls	Complies. The proposed dwellings are single storey with a maximum height above NGL of 4.698m.
E.2.10. Solar Access Controls	Complies. The proposed living areas and private open spaces of 75% of the dwellings within the development would receive a minimum of 3 hours sunlight between 9am and 3pm on the 21 st June.

E.2.11. Front setback controls	The proposed development would have a front setback to both Hillside Terrace and Vineyard Drive of 6 metres. It is noted the plans show Dwelling D to have a setback 1mm under at 5.999m which is considered a minor error to be corrected with the Construction Certificate plans.
E.2.12. Side Setbacks	Variation requested. Proposed dwelling D would have a side setback to the north of 50mm, contrary to the 900mm required. The variation is considered at the end of this section.
E.2.13. Rear Setbacks	The dwellings would have a minimum rear setback of 3.02m, consistent with the 3m required.
E.2.14. Visual & Acoustic Privacy Controls	Variation requested. Proposed dwelling C would have non-habitable rooms and blank walls within 3 metres of neighbouring dwelling D, likewise dwelling G to dwelling H. The variation is considered at the end of this section. The development complies with the remainder of this section.
E.2.15. Private Open Space	Each dwelling would be provided with a minimum of 40sqm of private open space. The private open space areas are indicated on the attached site plans
E.2.16. Sustainable Building Design Controls	A compliant BASIX Certificate for multi dwelling development has been provided.
E.2.17. Liveable Housing Design	The dwellings would have step-free access from the parking areas to the entrance. Internal doors and corridors have been designed to facilitate comfortable and unimpeded movement between spaces. The proposed bathrooms can provide a hobless shower. The proposed dwellings have been designed to meet the requirements of Part E.2.17.

Variations:

E.2.12 Side Setbacks

Minimising side boundary setbacks allows the building to have a wide street frontage and rear building setback, giving greater elevation length for habitable room windows to be oriented to the front and rear of the lot.

Section E.2.12.(a) of Part E of the Cowra Council DCP 2021 provides that single storey building should be setback a minimum of 0.9 metres from the side boundary.

The proposed development would provide a side setback for dwelling D of 50 millimetres.

The applicant provides the following response to justify the variation request:

“A variation is requested for reduced setback to the garages on Lot 1, 3 and 4. The wall to the nonhabitable rooms will comply with the fire safety requirements in the NCC with the external wall being masonry construction not less than 90mm thick as referred in 9.2.3 (2) (c).

The proposed setback won't have a negative impact on other developments within the subdivision and is inline with the visual character of all dwellings in relation to fence positions."

Comment

The proposed setback would allow for a consistent street frontage for dwellings C and D and would not detract from the streetscape. The proposed side setback would comply with the National Construction Code.

It is considered the proposed side setback meets the objectives of this section and the proposed variation can be supported.

E.2.14 Visual & Acoustic Privacy Controls

Visual and acoustic privacy is important for creating high quality environments and maintaining general neighbourhood amenity.

Section E.2.14.(e) of Part E of the Cowra Council DCP 2021 requires a minimum separation of 3 metres be provided between buildings where non-habitable rooms / blank walls face other non-habitable rooms / blank walls.

The proposed development would include the provision of 4 dwellings with blank walls within 3 metres of each other.

The applicant provides the following response to justify the variation request:

"Dwellings A & B (and E & F)

In each dual occupancy pair, one dwelling is located on or very close to the internal boundary, presenting a blank or predominantly non-habitable wall.

The opposing dwelling is setback from that boundary. As a result, the separation between the two buildings at that interface is less than 3 metres.

Accordingly, strict numerical compliance with the 3-metre separation control is not achieved.

Dwellings (C, D, G & H)

The remaining dwellings are arranged with clear separation distances generally in excess of 3 metres.

- Where blank or non-habitable walls face one another, the separation distances are consistent with or exceed the DCP guideline.*

Despite the reduced separation distance:

- The facing elevations are non-habitable / blank walls, with no habitable room windows or balconies;*
- There are no privacy impacts arising from the reduced separation;*
- The arrangement reflects a zero-lot-line / boundary wall housing outcome, which is an accepted urban form where supported by site conditions and design controls; and*

- *Fire separation, drainage and maintenance matters can be appropriately addressed through compliance with the NCC and conditions of consent.*

The proposal therefore continues to meet the underlying amenity objectives of the DCP, notwithstanding the reduced building separation.

Based on the merits a variation to the control is requested.”

Comment

Dwellings A/B and E/F are attached dual occupancy dwellings and dwellings G/H are identified as ly semi detached dwellings. Compliance with this control is considered unnecessary. For single dwellings C and D, it is considered that the location of the two blank walls facing each other would not detract from the amenity of the neighbouring dwellings or of the public domain. It is considered that privacy can be managed through suitable screening provided by way of 1.8m boundary fences.

It is considered the proposed variation can be supported.

PART K – LAND USE BUFFERS

Cowra Airport Obstacle Limitation Surface

The subject land is located outside of the OLS.

PART N – LANDSCAPING

Section	Comments
N3 Landscaping Controls	The application includes landscape plans with details of the proposed landscaping including trees, shrubs, and groundcovers that complies with the requirements of the DCP.

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 not a type considered likely to generate a risk of crime. It is considered the proposed development would not adversely impact on crime prevention. CPTED Assessment is not considered necessary.

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

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

A planning agreement that has not 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 single storey residential developments. This proposal would present as 2 single dwellings, 2 semi detached dwellings and 2 attached dual occupancy developments comprising four dwellings and is consistent with the existing character of the locality.

Access, Parking, traffic

The site is accessible via Hillside Terrace and Vineyard Drive which are a sealed local road. The proposed dwellings would be accessed via a new driveways and crossovers to Hillside Terrace and Vineyard Drive. 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 has been provided for each dwelling.

Noise and Vibration

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

Natural Hazards

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

Technological Hazards

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

Safety, Security and Crime Prevention

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

Social and Economic Impacts on the locality

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

Site Design and Internal Design

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

Construction

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

Cumulative impacts

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

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

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

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

Notified to neighbours: Yes

Start Date: 21 January 2026

End Date: 12 February 2026

Public Submissions:

Public submissions received

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

Submissions received: No

Submissions from Public Authorities:

Is the proposed development 'State Significant Development':	No
Is the proposed development 'Designated Development':	No
Is the proposed development 'Integrated Development':	No
Was the proposed development referred to any Public Authorities:	No
Were any submissions made by Public Authorities:	No

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

Section 94 Contributions were paid prior at subdivision stage (DA 121/2006). The proposed development includes a subdivision component intensifying the land use and is therefore not exempt from additional contributions charges.

The proposed development is not within a growth area identified under the Cowra Council s94 Contributions Plan 2016. 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. 10.2026.4.1 proposes a 6 lot subdivision and construction of two dual occupancy developments comprising four dwellings, two semi detached dwellings, and two dwellings on Lot 167 DP 1162233, 2 Hillside Terrace Cowra. The application was lodged by A Robson on 16 January 2026. The property owner is Southern Rural Holdings Pty Limited.

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.

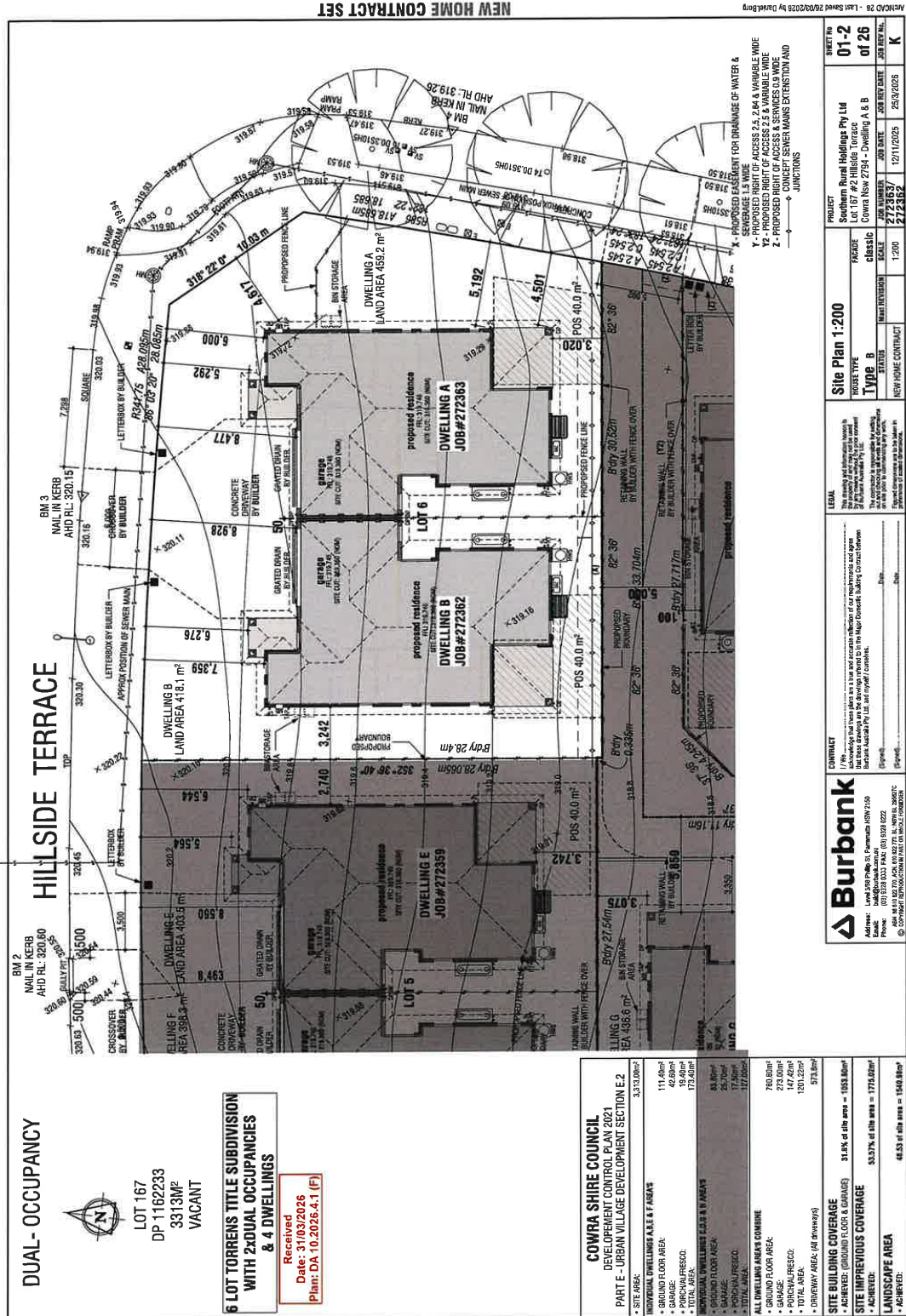
The proposed development has been assessed to be consistent with the requirements of Cowra Local Environmental Plan 2012, relating to development in the RI General Residential zone and is consistent with existing land-use activities of the locality. The variations to Sections E.2.12 and E.2.14 of Cowra Development Control Plan 2021 are sufficiently justified.

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

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

ATTACHMENTS

1. DA 10.2026.4.1 - 2 Hillside Terrace, Cowra - Development Plans [↓](#)
2. DA 10.2026.4.1 - 2 Hillside Terrace, Cowra - Statement of Environmental Effects [↓](#)
3. DA 10.2026.4.1 - 2 Hillside Terrace, Cowra - Location Map [↓](#)
4. DA 10.2026.4.1 - 2 Hillside Terrace, Cowra -Aerial Map [↓](#)



DUAL - OCCUPANCY



LOT 167
DP 1162233
3313M²
VACANT

**6 LOT TORRENS TITLE SUBDIVISION
WITH 2 DUAL OCCUPANCIES
& 4 DWELLINGS**

Received
Date: 31/03/2026
Plan: DA 10.2026-4.1 (F)

COWRA SHIRE COUNCIL	
DEVELOPMENT CONTROL PLAN 2021	
PART E - URBAN VILLAGE DEVELOPMENT SECTION E.2	
INDIVIDUAL DWELLING A & F AREAS	3,373.00m ²
• SITE AREA:	111.40m ²
• GROUND FLOOR AREA:	42.80m ²
• GARAGE:	173.60m ²
• TOTAL AREA:	177.40m ²
INDIVIDUAL DWELLING E & G AREAS	573.80m ²
• SITE AREA:	83.80m ²
• GROUND FLOOR AREA:	78.00m ²
• GARAGE:	273.00m ²
• TOTAL AREA:	1201.80m ²
INDIVIDUAL DWELLING B AREAS	573.80m ²
• SITE AREA:	78.00m ²
• GROUND FLOOR AREA:	273.00m ²
• GARAGE:	1201.80m ²
• TOTAL AREA:	573.80m ²
ALL DWELLING AREAS COMBINE	34.95% of site area = 1053.80m²
• GROUND FLOOR AREA:	78.00m ²
• GARAGE:	273.00m ²
• TOTAL AREA:	1201.80m ²
SITE BUILDING COVERAGE	34.95% of site area = 1053.80m²
SITE IMPROVED COVERAGE	53.37% of site area = 1774.80m²
LANDSCAPE AREA	48.53% of site area = 1544.80m²

Burbank

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Site Plan 1-200
PROJECT: Southern Rural Holdings Pty Ltd
FACADE: Lot 167 #2 Hillside Terrace
JOB NUMBER: 272362
JOB DATE: 12/11/2025
JOB REV DATE: 25/3/2026
JOB REV NO: K

PROPOSED RIGHT OF ACCESS 2.2 M & VARIABLE WIDE SEWERAGE & WIDE CONCEPT SEWER MAINS EXTENSION AND JUNCTIONS

PROPOSED RIGHT OF ACCESS 2.2 M & VARIABLE WIDE SEWERAGE & WIDE CONCEPT SEWER MAINS EXTENSION AND JUNCTIONS

Elevation C - SOUTH ELEVATION

Elevation D - WEST ELEVATION

PROJECT	Southern Rural Holdings Pty Ltd Lot 157 #2 Hillside Terrace Crows Nest 2794 - Dwelling A & B
CLIENT	Southern Rural Holdings Pty Ltd
DATE	28/03/2025
BY	David Borg
SCALE	1:100
JOB NUMBER	272383
JOB DATE	12/11/2025
JOB REV. DATE	28/3/2026
JOB REV. NO.	K

External Elevations - B

REGISTRY TYPE
Type B

STATUS
NEW HOME CONTRACT

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INFILL OVER OPENINGS SCHEDULE

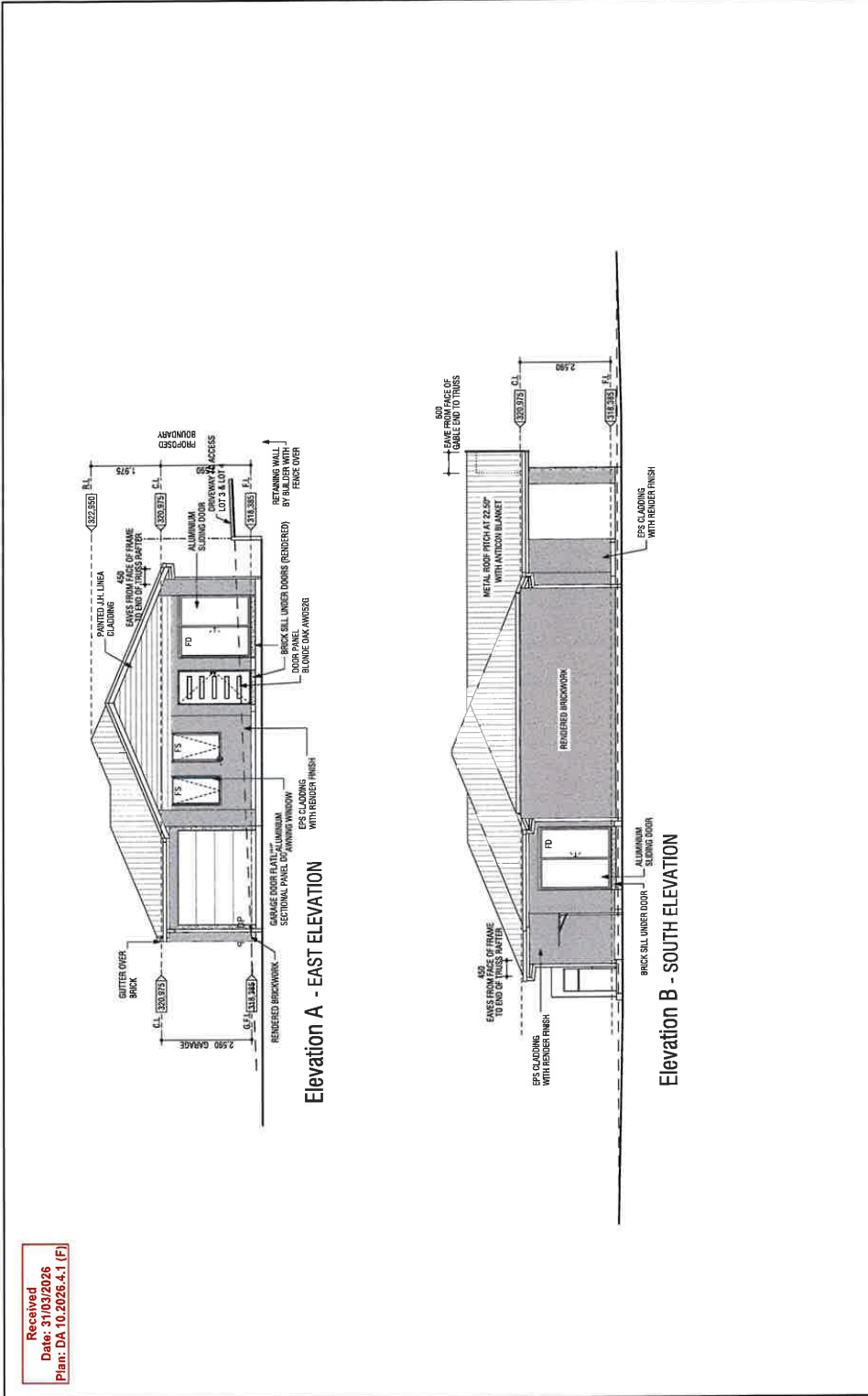
OPENING	INFILL OVER OPENINGS SCHEDULE
FRONT ENTRY	Brickwork
FRONT ENTRY WINGED DOOR	Brickwork
REAR GARAGE DOOR	Painted Cement Sheet
ALFRESCO DOORS & WINDOWS	No Infill due to Eave Junction
FACADE WINDOWS	Ignomigic Cladding as Detail
TERMINUS OF WALLS AND DOORS	Ignomigic Cladding as Detail

The Location: W:\Concept Housing\272383\272383-1.dwg Date: 28/03/2025

DUAL - OCCUPANCY
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Date: 31/03/2026
Plan: DA 10.2026.4.1 (F)

NEW HOME CONTRACT SET

ArchNo: 28 - Last Saved: 26/03/2025 By: David Byng



Received
Date: 31/03/2026
Plan: DA-10-2025-4.1 (F)

INTELL OVER OPENINGS SCHEDULE OPENING: INTELL TYPE: Concrete Slab FRONT ENTRY HINGED DOOR: Timber FLOOR GARAGE DOOR: Painted External Steel ALFRESCO DOORS & WINDOWS: No Ruff due to Eave Junction REMAINING OF WINDOWS AND DOORS: Painted External Steel		CONTRACT I/We acknowledge the above plan as true and accurate reflection of our requirements and agree to be bound by the conditions of the contract. Signature: _____ Date: _____ Signature: _____ Date: _____ Signature: _____ Date: _____	
LEGAL This drawing and information herein is the property of Burbank Pty Ltd. It is to be used for the project only and is not to be reproduced, stored in a retrieval system, or transmitted in any form or by any means, electronic, mechanical, photocopying, recording, or by any information storage and retrieval system, without the prior written permission of Burbank Pty Ltd.		External Elevations - C HOUSE TYPE: Gable TYPE: Type C STATUS: NEW HOME CONTRACT SCALE: 1:100 SHEET NO: 03-1 JOB NO: 272361 JOB DATE: 18/11/2025 JOB REF DATE: 26/02/2026	
Burbank Address: Level 248 Pyrmont St, Pyrmont NSW 2150 Phone: (02) 9551 0001 FAX: (02) 9551 0022 Email: info@burbank.com.au © Copyright Burbank Pty Ltd. All Rights Reserved.		PROJECT: Southern Rural Holdings Pty Ltd Lot 167 #2 Hillside Terrace Cowra NSW 2794 - Dwelling C SHEET NO: 03-1 JOB NO: 272361 JOB DATE: 18/11/2025 JOB REF DATE: 26/02/2026	

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Elevation C - WEST ELEVATION

Elevation D - NORTH ELEVATION

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 Plan: DA 10-2026-4.1 (F)

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ArchCAD 28 - Last Saved 28/03/2026 by Dan.Blogg

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EXTERNAL ELEVATIONS - C	PROJECT	SHEET NO	SCALE	JOB NUMBER	JOB DATE	JOB REV DATE	JOB REV NO.
TYPE C	Southern Rural Holdings Pty Ltd	03-2	1:100	272361	18/1/2025	28/2/2026	J
STATUS	PACKAGE	LOI 167 #2 HRS48 Terrace					
NEW HOME CONTRACT	External Elevations - C	Cowra New 2794 - Dwelling C					

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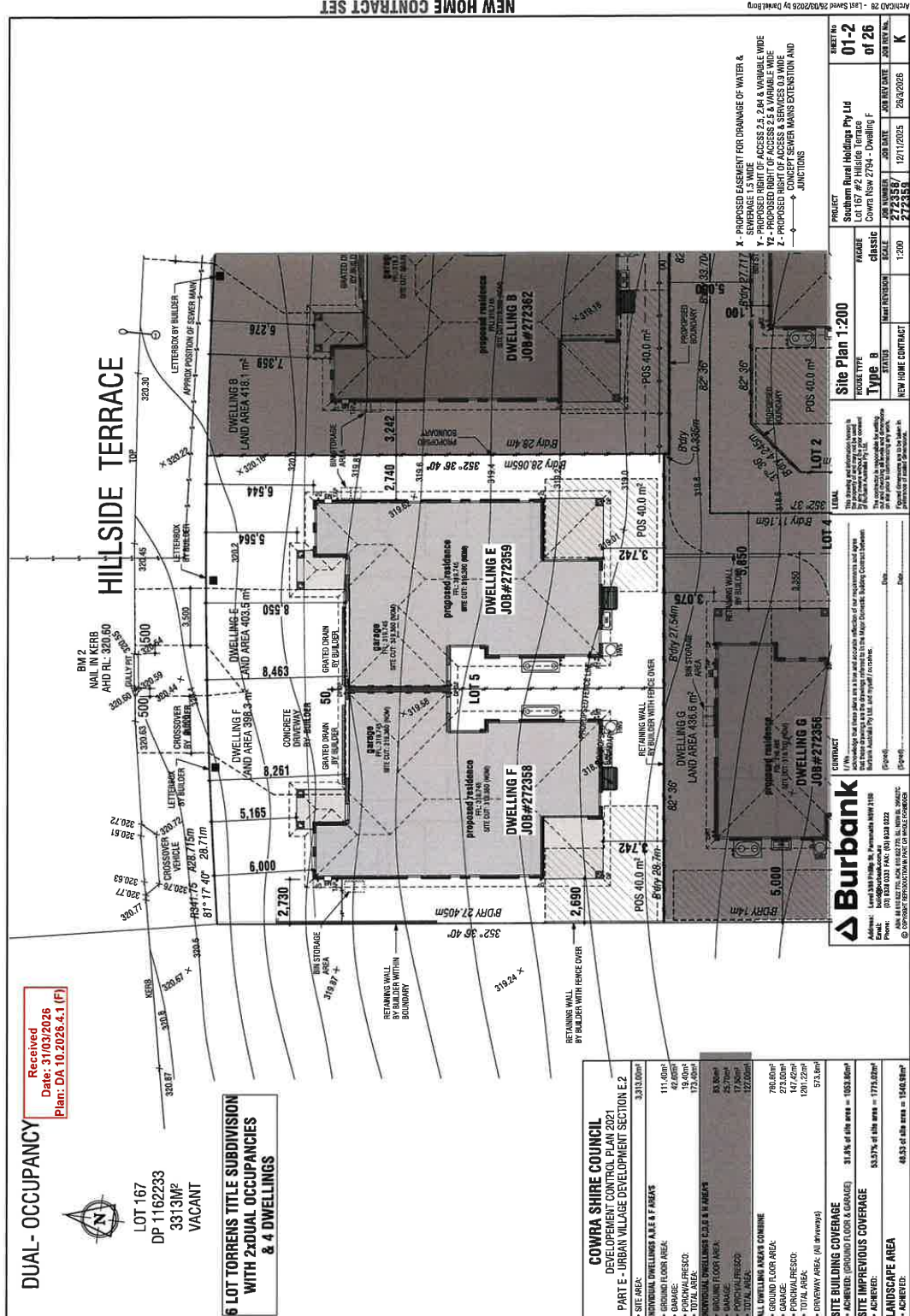
I/We acknowledge the above plan as the final and accurate reflection of our requirements and agree to the conditions of the contract. I/We warrant that the information provided is true and correct.

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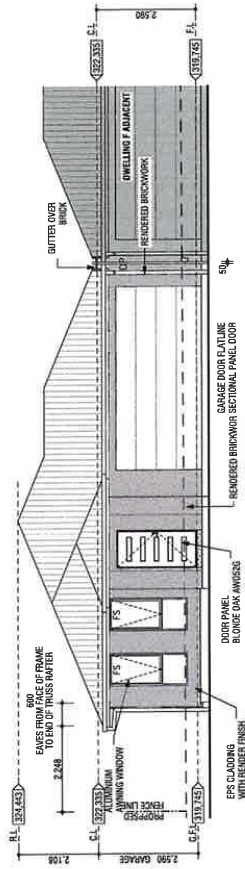
INFILL OVER OPENINGS SCHEDULE

FRONT ENTRY HINGED DOOR	FRONT ENTRY HINGED DOOR	FRONT ENTRY HINGED DOOR	FRONT ENTRY HINGED DOOR
REAR GARAGE DOOR	REAR GARAGE DOOR	REAR GARAGE DOOR	REAR GARAGE DOOR
ALFRESCO DOORS & WINDOWS	ALFRESCO DOORS & WINDOWS	ALFRESCO DOORS & WINDOWS	ALFRESCO DOORS & WINDOWS
PACQUE WINDOWS	PACQUE WINDOWS	PACQUE WINDOWS	PACQUE WINDOWS
REMAINING OF WINDOWS AND DOORS	REMAINING OF WINDOWS AND DOORS	REMAINING OF WINDOWS AND DOORS	REMAINING OF WINDOWS AND DOORS

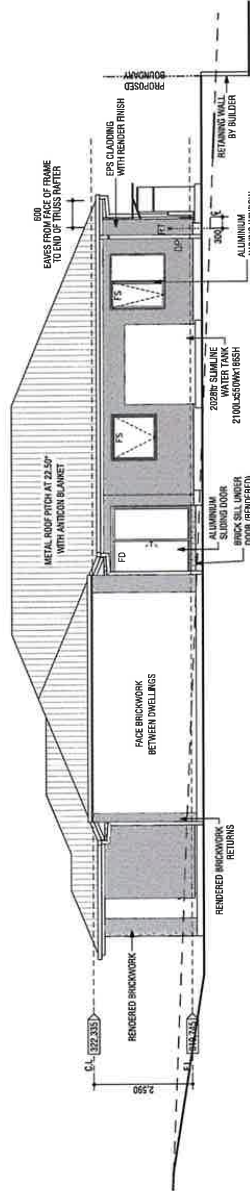
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Elevation A - NORTH ELEVATION



Elevation B - WEST ELEVATION

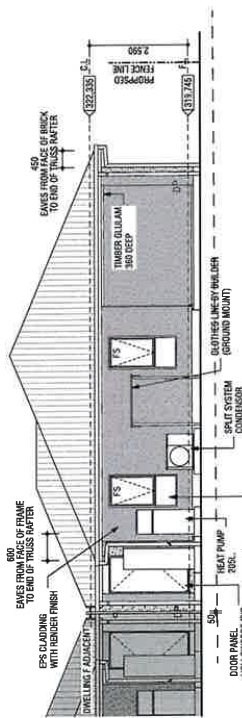
NEW HOME CONTRACT SET

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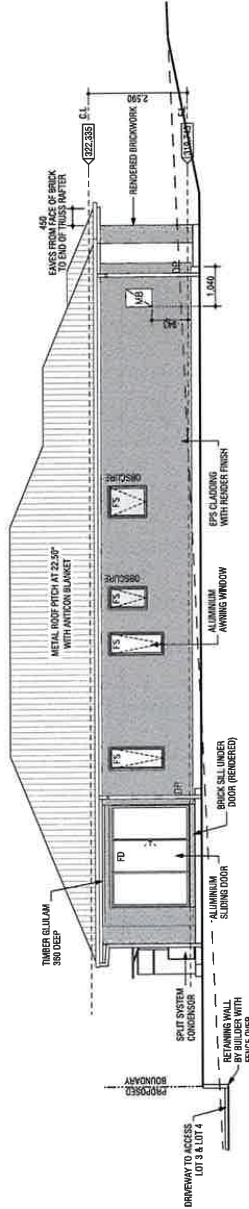
<p>Burbank Level 200 Pacific St, Parramatta NSW 2150 Address: (02) 9639 5323 FAX: (02) 9639 5323 Phone: (02) 9639 5323 FAX: (02) 9639 5323 © Copyright reproduction without written permission.</p>		<p>External Elevations - E PACKAGE CLASSIC TYPE 8 SCALE 1:100 MET REVISION STATUS NEW HOME CONTRACT</p>		<p>PROJECT Southern Rural Holdings Pty Ltd Lot 167 #2 Hillside Terrace Crown New 2794 - Dwelling F JOB NUMBER 272359 JOB DATE 12/11/2025 JOB REV DATE 28/02/2025 SHEET No 03-4 of 26 JOB REV No. K</p>													
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<p>INSTALL OVER OPENINGS SCHEDULE</p> <table border="1"> <tr> <td>REAR GARAGE DOOR</td> <td>BACK</td> </tr> <tr> <td>FRONT ENTRY HINGED DOOR</td> <td>BACK</td> </tr> <tr> <td>REAR GARAGE DOOR</td> <td>Painted Grained Steel</td> </tr> <tr> <td>ALFRESCO DOORS & WINDOWS</td> <td>Lightweight Cladding as Noted</td> </tr> <tr> <td>FRONT GARAGE DOOR</td> <td>No 100mm to Eave Junction</td> </tr> <tr> <td>FRONT GARAGE DOOR</td> <td>Lightweight Cladding as Noted</td> </tr> </table>						REAR GARAGE DOOR	BACK	FRONT ENTRY HINGED DOOR	BACK	REAR GARAGE DOOR	Painted Grained Steel	ALFRESCO DOORS & WINDOWS	Lightweight Cladding as Noted	FRONT GARAGE DOOR	No 100mm to Eave Junction	FRONT GARAGE DOOR	Lightweight Cladding as Noted
REAR GARAGE DOOR	BACK																
FRONT ENTRY HINGED DOOR	BACK																
REAR GARAGE DOOR	Painted Grained Steel																
ALFRESCO DOORS & WINDOWS	Lightweight Cladding as Noted																
FRONT GARAGE DOOR	No 100mm to Eave Junction																
FRONT GARAGE DOOR	Lightweight Cladding as Noted																

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Elevation C - SOUTH ELEVATION



Elevation D - EAST ELEVATION

NEW HOME CONTRACT SET

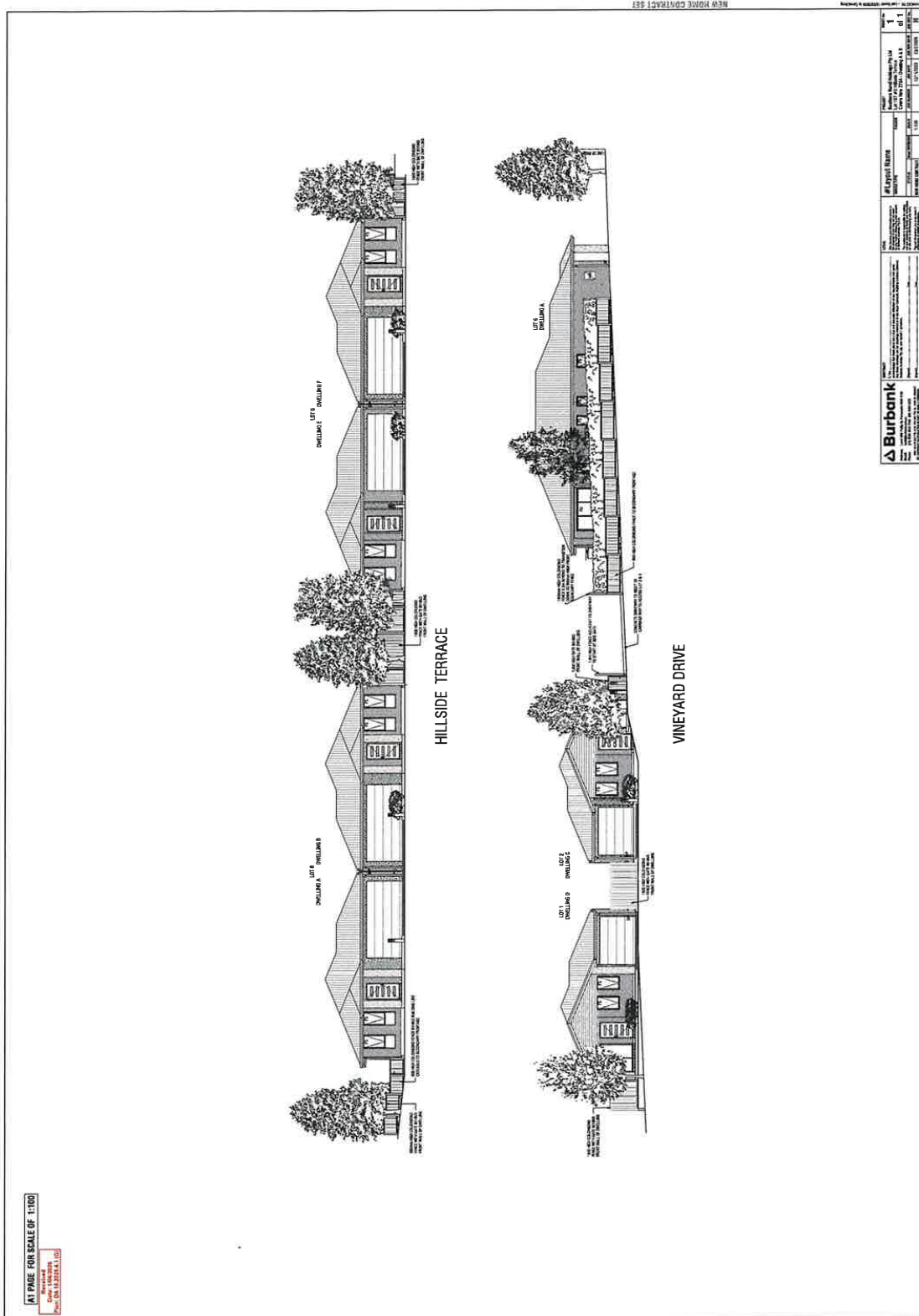
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<p>External Elevations - E</p>		<p>PROJECT Southern Rural Holdings Pty Ltd Lot 167 #2 Hillside Terrace Coorua New 2794 - Dwelling F</p>		<p>SHEET No 03-5 of 26</p>	
<p>TYPE B</p>		<p>SCALE classic 1:100</p>		<p>JOB NUMBER 272358</p>	
<p>STATUS NEW HOME CONTRACT</p>		<p>JOB DATE 12/11/2025</p>		<p>JOB REV DATE 26/02/2026</p>	
<p>REVISIONS</p>		<p>SCALE 1:100</p>		<p>JOB REV NO. K</p>	

DESCRIPTION	DETAIL
OPENING	INSET
FRONT ENTRY HINGED DOOR	Standard
FRONT GARAGE DOOR	Panelled Garage Door
ALFRESCO DOORS & WINDOWS	Lightweight Cladding as Noted
FRACASE WINDOWS	No Panel due to Eave Junction
REMAINING OF WINDOWS AND DOORS	Lightweight Cladding as Noted

File Location: W:\Contract\10492025\272358 LWS\16C Type is classic.rvt




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Date: 25/03/2026
DA 10.2026.4.1 (E)



Legend

-  Concrete
-  Planting Areas
-  Lawn Areas
-  Retaining Wall
-  1800mm High Boundary Fencing
-  Pebbles / Decorative Gravel Areas
-  Existing Trees To Be Removed
-  Existing Trees To Be Retained

Revision Schedule

Issue:	Description:	By:	Date:
A	Submission Plan	JS	17/12/25
B	Bldr: Fencing	JS	13/01/26
C	Bldr: Footprint	JS	24/09/26

Drafted: JS
Scale: 1:200
Sheet: 1 of 4
Reference: LP 01

Designed by:
Julian Saw
Diploma of Horticulture
(Landscape Design)

Client Notes:
1. See architect drawings for site work.
2. Retaining wall must be cut and fill.
3. Retaining wall to be constructed with the appropriate Engineer's drawings.
4. Any structures shown are to be installed as per the manufacturer/engineer's specifications.
5. This plan is illustrative only and not for construction purposes.

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Client: Southern Rural Holdings Pty Ltd

Client Signatures:

1. _____

2. _____

Job No.: 250390

Drawing: Landscape Plan

Address: Lot 167, No 2 Hillside Tee Cowsra - Dwelling D

Council/Lodgement: Cowra/DA

DappleDesigns

Ph: 1300 DAPPLE
(1300 327753)
E: info@dapple designs.com.au
www.dapple designs.com.au



1800mm high timber topped and painted white and near boundaries

Timber sleepers or masonry retaining wall

Side gates are to be set back from front road

Coloured concrete driveway

Side gates are to be set back from front road

Any existing trees are to be protected in accordance with council's Tree Protection Detail

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Revision Schedule	
Issue:	Description: By: Date:
A	Submission Plan JS 17/12/25
B	Bldr: Fencing JS 13/01/26
C	Bldr: Footprint JS 24/03/26

Drafted:	JS	Scale:	1:200
Sheet:	1 of 4	Reference:	LP 01

Designed by:
Julian Saw
Diploma of Horticulture
(Landscape Design)

Client:
Southern Rural Holdings Pty Ltd

Client Signatures:
 1. _____
 2. _____

Job No. **250391**

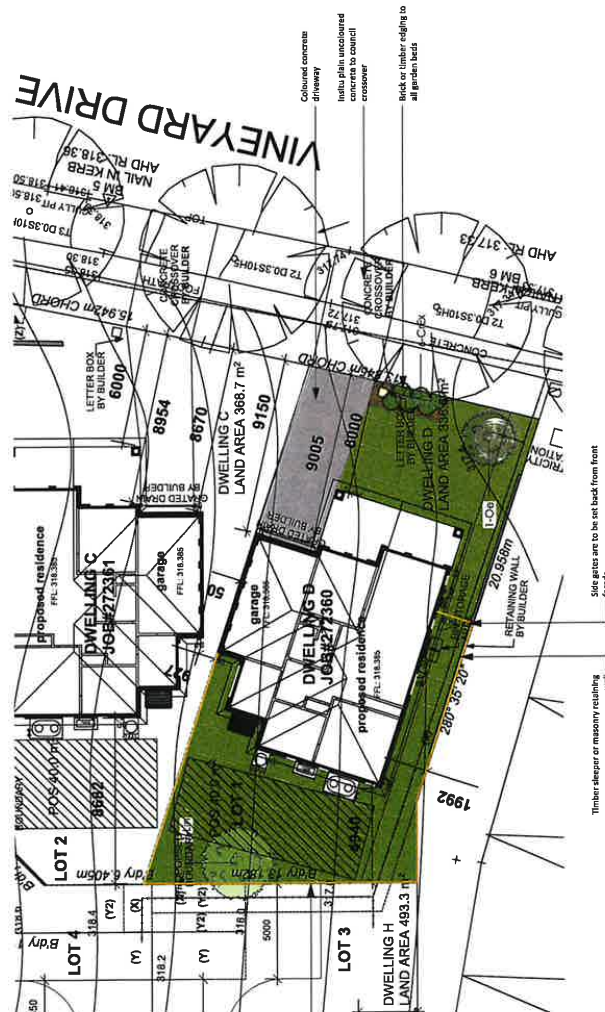
Drawing: **Landscape Plan**

Address: **Lot 167, No 2 Hillside Tce**
Cowra - Dwelling D

Council/Lodgement:
Cowra/DA

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 (1300 327753)
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- Legend**
- Concrete
 - Planting Areas
 - Lawn Areas
 - Retaining Wall
 - 1800mm High Boundary Fencing
 - Existing Trees To Be Retained

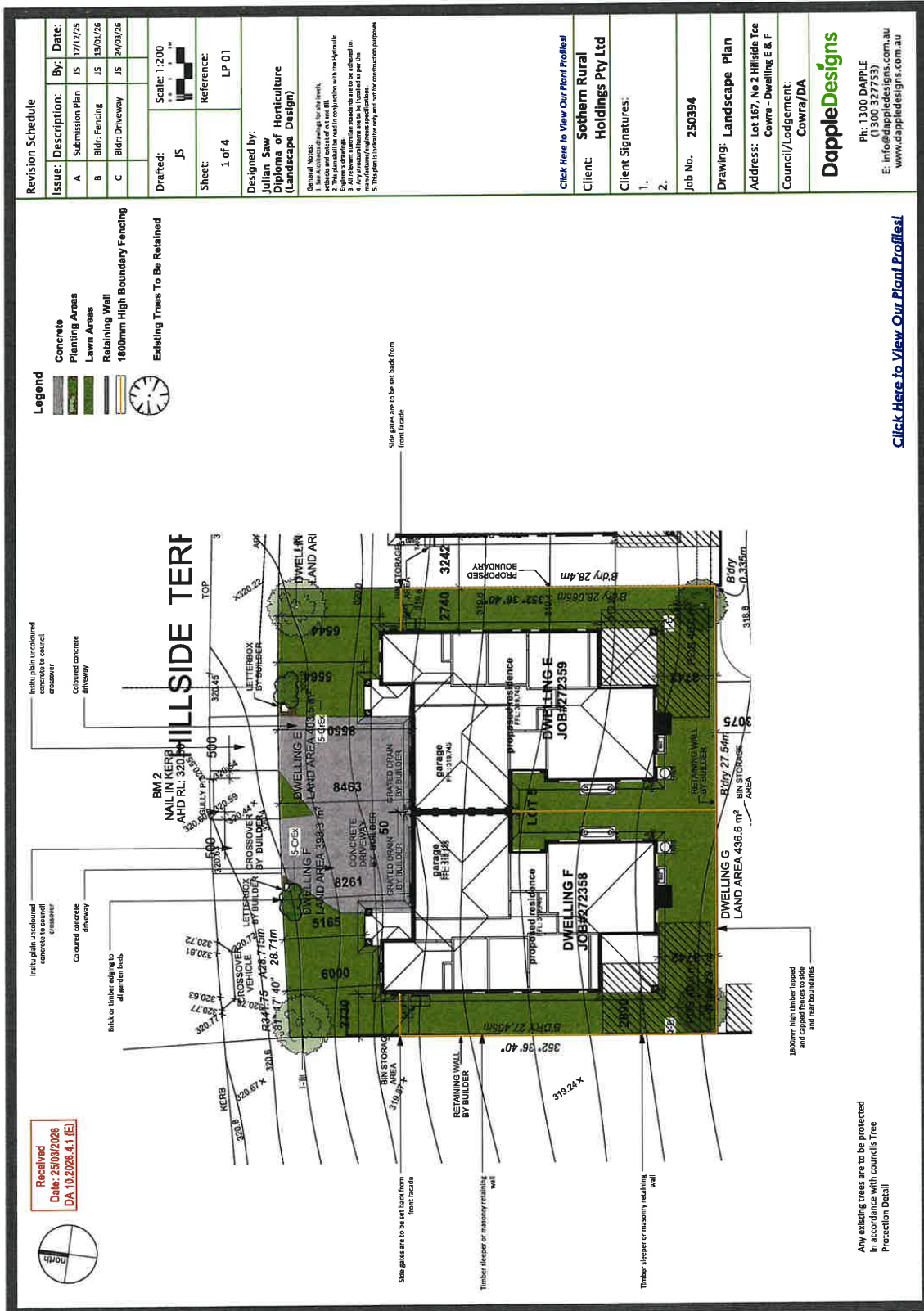


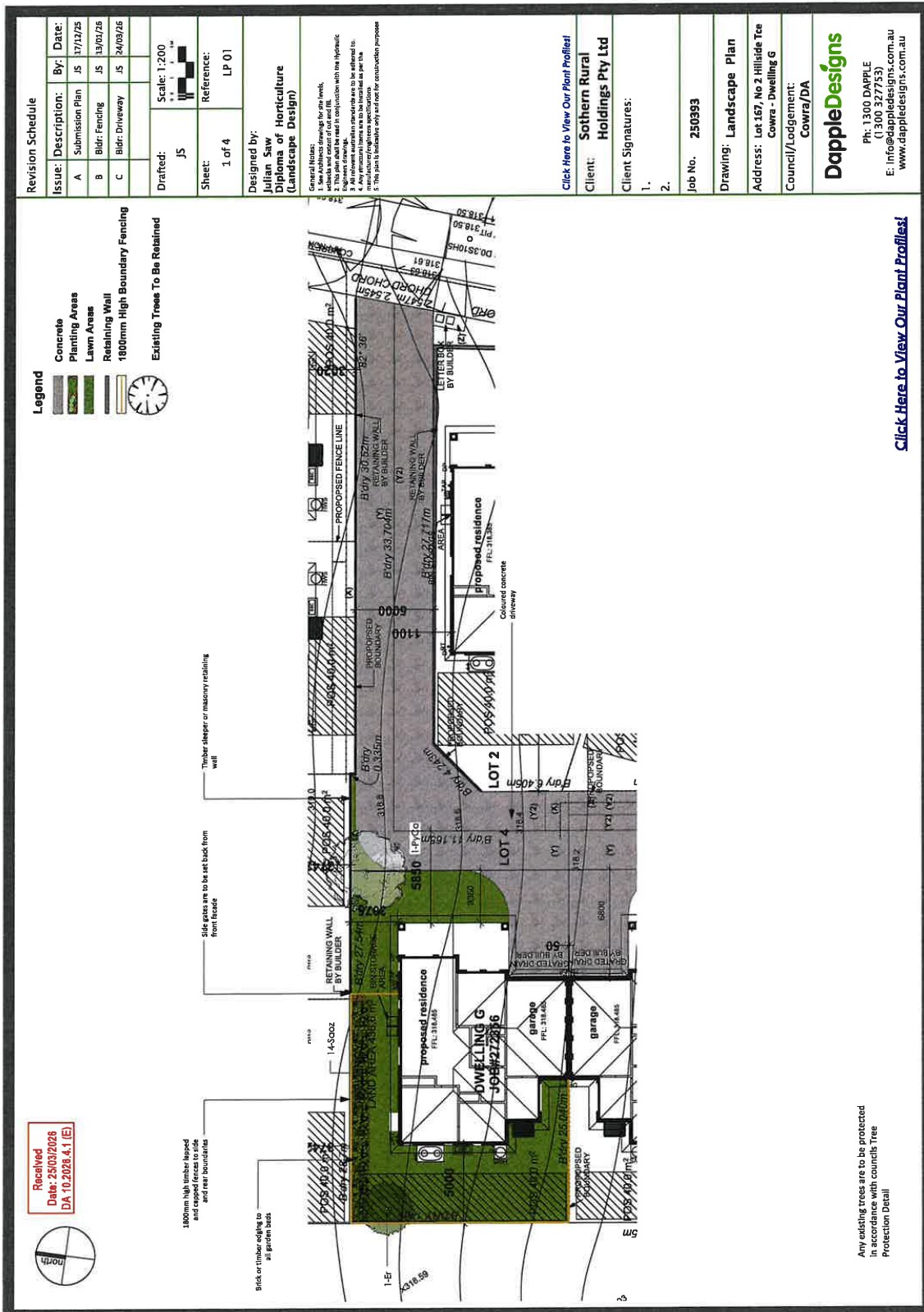
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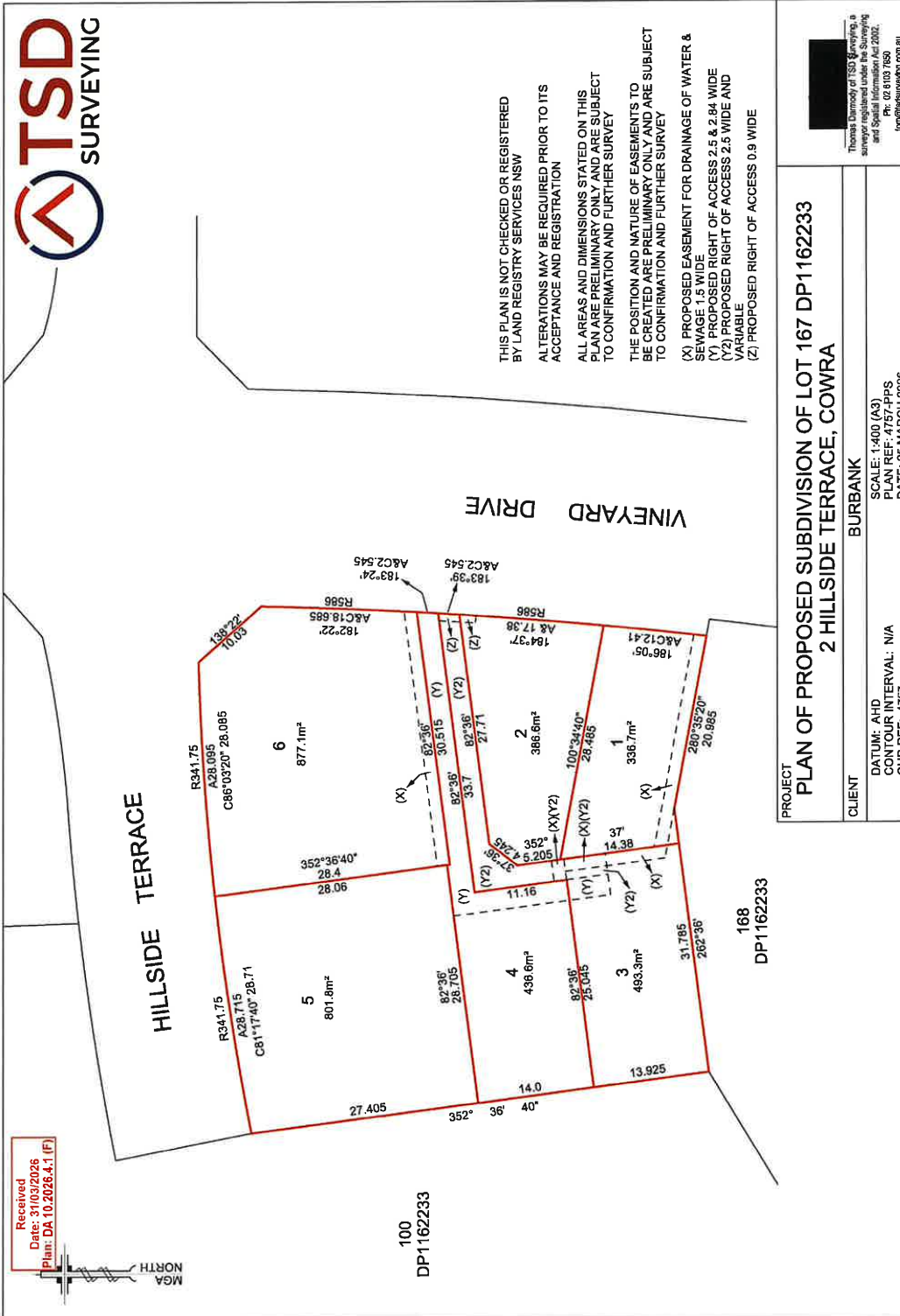


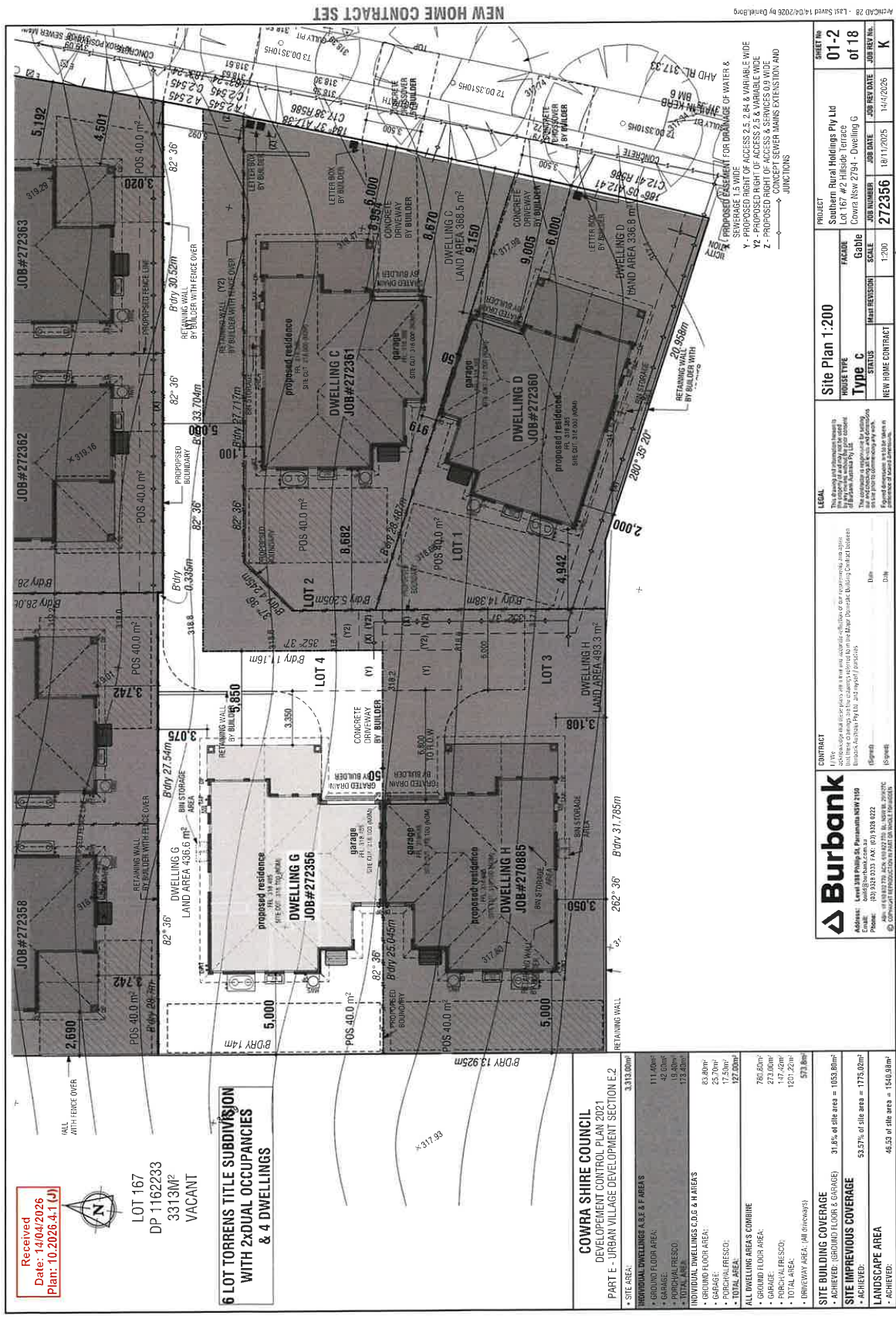
Any existing trees are to be protected in accordance with council's Tree Protection Detail

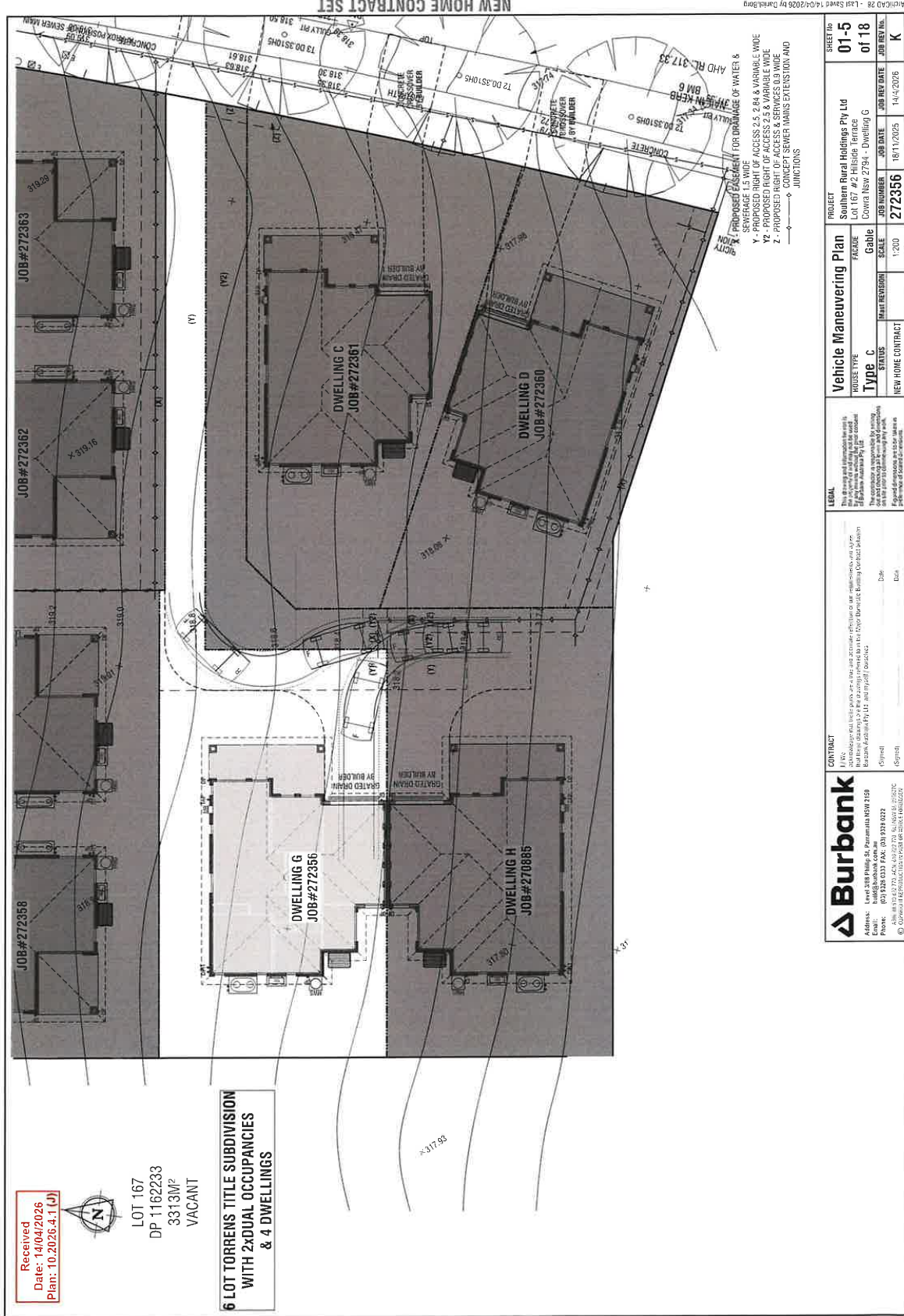
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Received
Date: 14/04/2026
Plant: 10.2026.4.1 (U)



LOT 167
DP 1162233
3313M²
VACANT

**6 LOT TORRENS TITLE SUBDIVISION
WITH 2x DUAL OCCUPANCIES
& 4 DWELLINGS**

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	<p>JOB # 272356</p> <p>JOB NUMBER 272356</p> <p>JOB DATE 18/11/2025</p> <p>JOB REV DATE 14/4/2026</p> <p>JOB REV NO. K</p>	<p>Y - PROPOSED RIGHT OF ACCESS 2.5 & 2.84 & VARIABLE WIDE</p> <p>Y2 - PROPOSED RIGHT OF ACCESS 2.5 & VARIABLE WIDE</p> <p>Z - PROPOSED RIGHT OF ACCESS & SERVICES 0.3 WIDE</p> <p>CONCRETE</p> <p>GRAVEL</p> <p>SEWER MAINS EXTENSION AND JUNCTIONS</p>			

File Location: W:\3.Contract\Newsping\025272356\L103MPC_Type C_Gable.dwg



Statement of Environmental Effects

Torrens title subdivision, and the erection of eight dwellings

2 Hillside Terrace, Cowra NSW

Prepared for	Date
Burbank Australia Pty Ltd	14 April 2026
	V1.4
Prepared by	
Cameron Judson	

Contents

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12. Conclusion 43

Appendix 1: 88b Instrument

Document Control		
Revision	Revision Date	Report Details
V1.0	10 January 2026	Draft supplied to the client
V1.1	12 January 2026	Supplied to the client for DA
V1.2	23 February 2026	Updated to respond to RFI
V1.3	02 April 2026	Updated to plan revision
V1.4	14 April 2026	Revise information on Page 5

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1. Introduction

This Statement of Environmental Effects (SEE) has been prepared by Upside Planning Pty Ltd on behalf of Burbank Australia Pty Ltd to accompany a development application to Cowra Council.

The SEE has been prepared to support the assessment of the application and addresses the matters for consideration under section 4.15 of the *Environmental Planning and Assessment Act 1979*.

The report describes the site and the proposed housing development as shown on the submitted plans and assesses the proposal against the relevant provisions of the Cowra Local Environmental Plan 2012 and the Cowra Development Control Plan 2021, where applicable.

The assessment has been prepared having regard to the scale and nature of the proposal and the level of detail available at the development application stage.

2. The Site

The application site is legally described as Lot 167 in Deposited Plan 1162233 and is located at the corner of Hillside Terrace and Vineyard Drive, Cowra.

The site is rectangular in form and comprises a single allotment with frontage to both Hillside Terrace and Vineyard Drive. It is currently vacant, with grass as ground cover.

The site slopes north-south with a fall of approximately 2.6 metres. It is 3313 m² in area.

Existing servicing infrastructure is available within the adjoining road network, including water, sewer and electricity, as shown on the submitted survey and plans.

Figure 1 below shows the site's location and local context.



Figure 1: Site Location Plan

3. Planning History

The 2011 subdivision included a Section 88B instrument imposing restrictions on land use. The prescribed authority is Cowra Shire Council. A copy of the Section 88B instrument is provided in Appendix 1.

The subject site, Lot 167 in DP 1162233, is affected by specific Section 88B restrictions relevant to the proposal, including:

- Vehicular access restrictions, prohibiting vehicular access to Lot 167 Vineyard Drive Terrace (Item 8); and
- General land use restrictions, relating to open storage, incinerators, and the parking of commercial vehicles (Item 6).
- Restrictions about fencing:
 - "No fence may be erected to divide Lot 167 from adjoining land owned by Southern Rural Holdings Pty Ltd without its consent, while it remains the registered proprietor of adjoining land."
 - "No fence (excluding a front fence) may be constructed on boundaries between the lot and a road, path, reserve or other lot unless: it is no higher than 1.8 m, and it is constructed of lapped and capped timber palings.

Also, where the lot faces a road, path, reserve or adjoining land, the posts and rails must face inward, toward the lot.



The Section 88B instrument permits residential development consistent with the proposed subdivision and dwelling configuration, subject to compliance with the applicable restrictions.

Compliance with the applicable Section 88B provisions is addressed in Section 7 of this Statement.

4. The Proposal

The development application seeks consent for a residential development comprising a Torrens title subdivision and the construction of eight dwellings, as shown on the submitted plans.

Subdivision

The proposed subdivision creates six lots with frontage to Hillside Terrace and Vineyard Drive.

Lots 1 and 2

Lots 1 and 2, which address Vineyard Drive, have areas of 336.8 m² and 368.5 m² respectively.

They have been sized to accommodate a dwelling each.

Access is proposed from Vineyard Drive.

Lots 3 and 4

Lots 3 and 4 would also gain access from Vineyard Drive, but via a battleaxe handle which runs along the southern boundary.

Lot 3 is 493.3 m², including the access handle.

Lot 4 is 436.6 m²

Each lot is sized to accommodate a dwelling and provide access.

Lots 5 and 6

Lots 5 and 6 would address and gain access from Hillside Terrace. Each would accommodate a dual occupancy.

Lots 5 is 801.8 m².

Lot 6 is 877.3 m².

Summary

Overall, the subdivision layout provides a combination of direct street frontage and lawful internal access to each lot, and accommodates the access and servicing arrangements shown in the submitted plans.



Housing

Residential development is proposed on each proposed lot in the form of single-storey dualoccupancy dwellings. The dwellings are arranged across the site, as shown on the plans, with shared access arrangements indicated where applicable.

Eight two-bedroom dwellings are proposed in the form of four detached dual occupancies.

Each dwelling has its own external walls, roof form and structure. There is no shared wall or common internal connection between each dual-occupancy dwelling.

Vehicular access is provided from Vineyard Drive and Hillside Terrace.

5. Implementation and Approvals Pathway

The development is proposed to be delivered through a coordinated approvals and construction process that allows for the concurrent progression of subdivision works and building construction, where permissible.

Following the grant of development consent, the applicant intends to seek the issue of a Subdivision Works Certificate (SWC) and a Construction Certificate (CC), which may be lodged and assessed concurrently, subject to the satisfaction of the relevant conditions of consent. Subdivision works and building construction may only commence after the relevant certificates have been issued and all applicable pre-construction conditions have been met.

As required, all conditions of consent will be addressed prior to the commencement of the relevant works, with subdivision-related conditions satisfied prior to the issue of the SWC and building-related conditions satisfied prior to the issue of the CC.

Conditions requiring compliance during construction will be addressed at the appropriate stage under the supervision of the appointed certifier.

The development will also require the obtaining of any necessary approvals under the Roads Act 1993 for works within the public road reserve, which will be secured prior to the commencement of those works.

The applicant respectfully requests that the conditions of development consent be structured to facilitate this coordinated, concurrent delivery approach while maintaining full compliance with statutory and engineering requirements.

6. Statutory Context

Environmental Planning & Assessment Act 1979

The Environmental Planning and Assessment Act 1979 (EP&A Act), together with its associated regulations and environmental planning instruments, provides the statutory framework for the assessment of development in New South Wales. The development application has been made pursuant to Part 4 of the EP&A Act.

Integrated Development

The proposed development does not constitute integrated development for the purposes of Section 4.46 of the EP&A Act, as no approvals under that section are required.



Other Statutory Requirements

In addition to the EP&A Act, a number of other statutory requirements are relevant to the proposal. These are outlined in Table 1 below.

Table 1: Other Statutory Requirements

Act	Requirements
Biodiversity Conservation Act 2016	Development requiring consent under Part 4 of the EP&A Act must be considered against the Biodiversity Offsets Scheme thresholds, as set out in the Biodiversity Conservation Regulation 2017. The site is not identified on the Biodiversity Values Map. No Biodiversity Values Map land is affected. Any works within the Vineyard Drive Road reserve, including potential vegetation removal, would be subject to separate Council approval.
Roads Act 1993	The Roads Act 1993 regulates works and activities within public road reserves. Consent under Section 138 of the Act is required for the construction of new driveway crossovers and associated works within the Hillside Terrace and Vineyard Drive road reserves.
Water Management Act 2000	The Water Management Act 2000 regulates certain works in proximity to watercourses. The site is not located within 40 metres of a mapped watercourse and a controlled activity approval is not required.
Rural Fires Act 1997 NSW (Rural Fires Act)	The land is not identified as bushfire-prone land on Council's mapping.
Conveyancing Act 1919	Under Section 88b, as stated in the instrument: <ul style="list-style-type: none"> • Cowra Shire Council may approve variations or releases of: <ul style="list-style-type: none"> ○ access restrictions, and ○ Council-controlled use restrictions. • Southern Rural Holdings Pty Ltd (or its assigns) controls release/variation of: <ul style="list-style-type: none"> ○ certain use and fencing restrictions (while it retains an interest).

7. Planning Assessment

7.1 Matters for Consideration

Section 4.15 of the *Environmental Planning and Assessment Act 1979* requires a consent authority to consider the relevant statutory planning controls, the likely impacts of the development, the suitability of the site, any submissions received, and the public interest.

The proposal has been assessed having regard to these matters, as outlined in the sections below.

“(a) the provisions of:

- (i) any environmental planning instrument, and*
- (ii) any proposed instrument that is or has been the subject of public consultation under this Act and that has been notified to the consent authority (unless the Planning Secretary has notified the consent authority that the making of the proposed instrument has been deferred indefinitely or has not been approved), and*
- (iii) any development control plan, and*
- (iiia) any planning agreement*

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



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

(c) The suitability of the site for development,

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

(e) the public interest.”

These matters for consideration are addressed below.

7.2 Environmental Planning Instruments

The applicable instruments are set out below.

State Environmental Planning Policy

Table 2 below addresses the applicable policy and responds with regard to the proposal's performance.

Table 2: State Environmental Planning Policy

Instrument	Consideration
State Environmental Planning Policy (Sustainable Buildings) 2022	The proposed housing is subject to a BASIX Certificate, which has been prepared and lodged with the development application. It achieves compliance.
State Environmental Planning Policy (Resilience and Hazards) 2021	The State Environmental Planning Policy (Resilience and Hazards) 2021 has been considered. The proposal does not trigger any additional assessment requirements under the Policy.

Cowra Local Environmental Plan 2012

The application site is located on land zoned R1 'General Residential' under the Cowra Local Environmental Plan 2012 (CLEP 2012).

The proposed development is for a Torrens title subdivision and includes the erection of dwelling houses and dual occupancies, which are permitted with consent.

Aims of the Plan

The stated aims of the CLEP 2012 are:

- (aa) to protect and promote the use and development of land for arts and cultural activity, including music and other performance arts,
- (a) to provide for a range of development opportunities that contribute to the social, economic and environmental resources of Cowra in a manner that allows present and future generations to meet their needs by implementing the principles of ecologically sustainable development,
- (b) to facilitate and encourage sustainable growth and development that—
 - (i) protects, enhances and conserves agricultural land and the contributions that agriculture makes to the regional economy, and
 - (ii) provides a mix of residential housing opportunities to meet the needs of the wider community, and
 - (iii) contributes to industrial employment opportunities in Cowra, and



- (iv) ensures that Cowra central business district remains the primary commercial centre for the wider region, and*
- (v) provides high quality open space to meet a wide range of active and passive recreational needs, and*
- (vi) provides for rural residential living opportunities in appropriately serviced locations close to the Cowra township, and*
- (vii) allows for the orderly growth of land uses, while minimising conflict between land uses within the zone and land uses within adjoining zones, in a manner that minimises adverse environmental impacts, and*
- (viii) allows for the protection and enhancement of places and buildings of environmental, archaeological, cultural or heritage significance, including relics and Aboriginal places of heritage significance, and*
- (ix) protects and enhances environmentally sensitive natural resources.*

The proposal provides additional residential development within an established residential area, consistent with the intended function of land zoned R1 General Residential.

The proposed investment would deliver a mix of housing to help address unmet demand. Providing smaller, bedroom dwellings would improve housing options for smaller households and align with the Cowra Housing Strategy 2025.

Objectives of the zone

The objectives of the R1 'General Residential' zone are:

- 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.*

The proposal is consistent with the objectives of the R1 'General Residential' zone, as demonstrated by the assessment contained in this Statement of Environmental Effects.

Clause 4.1 Minimum subdivision lot size

The minimum lot size in CLEP 2012 for R1 Residential zoned land is 700m².



However, 4.1C of the CLEP 2012 provides flexibility to minimum subdivision lot sizes for certain residential development, including land zoned R1 'General Residential'. Its objective is to encourage housing diversity without adversely impacting residential amenity.

It states that:

“Development consent may be granted to a single development application for development to which this clause applies that is both of the following— (a) the subdivision of land into 2 or more lots, (b) the erection of a dwelling house, an attached dwelling or a semi-detached dwelling on each lot resulting from the subdivision, if the size of each lot is equal to or greater than 300 square metres.”

The proposed development comprises a Torrens Title subdivision creating six lots and the erection of eight dwellings on each resulting lot. The proposal satisfies the requirements of Clause 4.1C of the Cowra Local Environmental Plan 2012 and may be assessed as a single development application, as demonstrated on the submitted plans.

Clause 5.10 Heritage Conservation

The stated objectives of this clause are:

- “(a) to conserve the environmental heritage of Cowra,*
- (b) to conserve the heritage significance of heritage items and heritage conservation areas, including associated fabric, settings and views,*
- (c) to conserve archaeological sites,*
- (d) to conserve Aboriginal objects and Aboriginal places of heritage significance.”*

The application site does not contain a listed building, nor is it adjacent to a heritage item or within a conservation area.

Figure 2 below shows the site's relationship to the listed items.

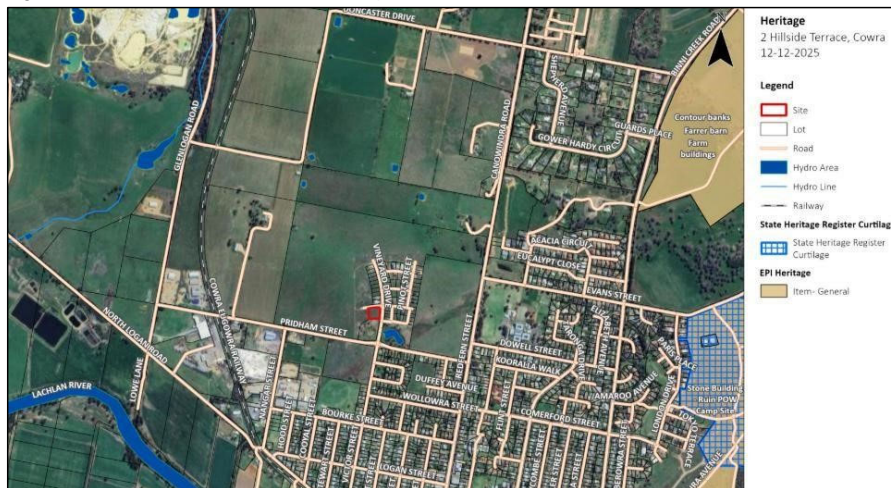


Figure 2: Heritage items
Clause 5.21 Flood planning



The application site is not mapped as being within the flood planning area.

Clause 7.1 Earthworks

No earthworks are proposed aside from those associated with achieving a suitable finished floor level (FFL).

Clause 7.3 Terrestrial biodiversity

Neither the site nor the adjacent land is mapped as containing Terrestrial Biodiversity. This is shown in Figure 3 below.

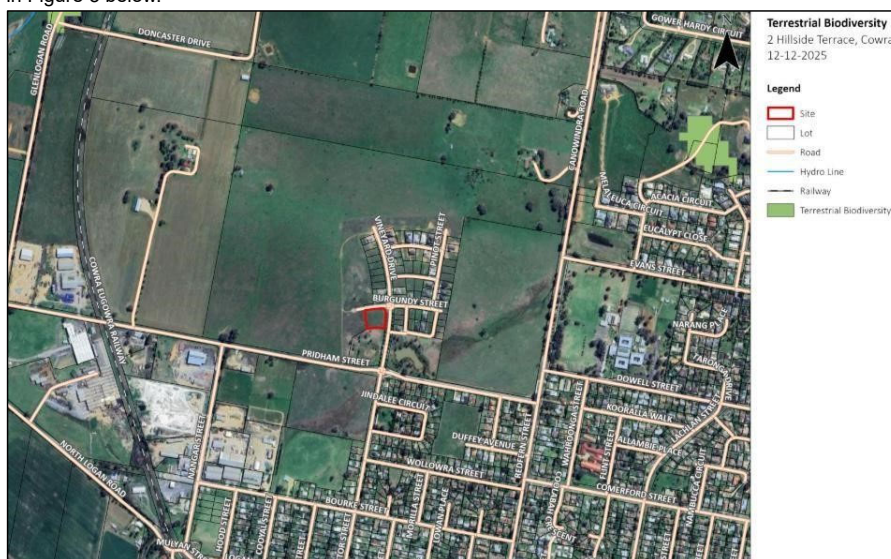


Figure 3: Terrestrial Biodiversity

Clause 7.4 Riparian lands and watercourses

Clause 7.4 of the CLEP 2012 deals with riparian lands and watercourses. Its objectives relate to:

- (a) water quality within watercourses,
- (b) the stability of the bed and banks of watercourses,
- (c) aquatic and riparian habitats,
- (d) ecological processes within watercourses and riparian areas.

The site and adjacent land are not mapped as containing a watercourse.

Clause 7.6 Groundwater vulnerability

The objectives of this clause are:

- “(a) to maintain the hydrological functions of key groundwater systems,



(b) to protect vulnerable groundwater resources from depletion and contamination as a result of development.”

Figure 4 below maps the site's relationship to land affected by groundwater vulnerability.

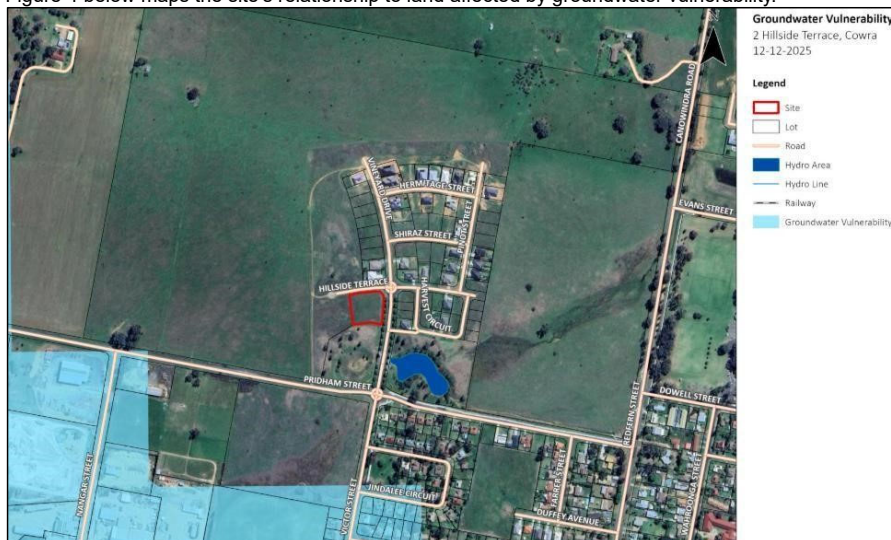


Figure 4: Groundwater vulnerability

This clause does not apply to the application site.

Clause 7.8 Essential services

The clause requires that adequate arrangements be made with regard to:

- (a) the supply of water,
- (b) the supply of electricity,
- (c) the disposal and management of sewage,
- (d) stormwater drainage or on-site conservation,
- (e) suitable vehicular access.”

The site, and wider subdivision, is serviced with water, sewer, underground electricity and stormwater, including detention.

As detailed in the survey, an electrical substation is located within the Vineyard Drive road reserve along the eastern boundary of the site.

7.3 Draft Environmental Planning Instruments

There are no draft planning instruments in place that relate to the proposal.

7.4 Cowra Development Control Plan 2021

The Cowra Development Control Plan 2021 (Cowra Development Control Plan 2021) prescribes a range of controls that apply to residential zones and the proposal, including:



- Part D - Subdivision Development
- Part E - Urban and Village Development
- Part M - Parking

Part D – Subdivision Development

Part D.3 'Infill Residential Subdivision' applies to Development Applications for infill subdivision development on land that is located within the General Residential zone under CLEP 2012.

The stated objectives of Part D.3 'Infill Residential Subdivision' are:

- “a. To facilitate greater diversity in housing choice.*
- b. To provide for a range of different housing opportunities that meet community and economic needs, while ensuring that environmental and social values are safeguarded.*
- c. To ensure all essential services are provided to new subdivision allotments.*
- d. To encourage residential subdivision in areas that are accessible to and can be easily integrated with road and transport networks, community facilities, open space networks and pedestrian and cycle networks.*
- e. To minimise disturbance to the natural environment and to minimise damage from natural hazards.*
- f. To maintain or improve the amenity of adjoining properties.*
- g. To maximise opportunities for energy efficiency and solar access through subdivision design.”*

Table 3 below identifies the relevant controls and details the proposal's compliance.



Table 3: Compliance with Part D – Subdivision Development of the Cowra DCP 2021

Control	Response
<p><u>D.3.3. Lot size, layout and dimensions</u></p> <p>a. Allotments should have a minimum frontage and square width that is consistent with the dominant lot size and configuration along the street, or within the immediate vicinity of the development site.</p>	<p>The proposed subdivision creates six (6) Torrens title allotments, as shown on the submitted Subdivision Plan.</p> <p><u>Street-facing allotments:</u> Lots 1 and 2 present direct frontage to Vineyard Drive, with frontage widths of approximately 12.41 metres and 17.38 metres, consistent with the built form expected along Vineyard Drive, which is characterised by relatively narrower residential frontages.</p> <p>While Lots 5 and 6 have physical frontage to Hillside Terrace. The configuration of these allotments enables compliant dwelling siting and setback outcomes in accordance with the applicable controls.</p> <p><u>Internal allotments:</u> Lots 3 and 4 are internal allotments accessed via a shared internal right-of-way from Vineyard Drive. Their size, configuration and relationship to the street-facing lots maintain a coherent and orderly subdivision pattern across the site.</p> <p>The subdivision does not result in narrow access drives or irregular lot configurations that would be inconsistent with the locality's dominant subdivision character.</p> <p>Complies.</p>
<p>b. Allotments should be of sufficient size and shape to enable efficient siting of a dwelling and provision for outbuildings, acceptable private outdoor space, vehicle access and parking.</p>	<p>The submitted subdivision and architectural plans demonstrate that each lot is of sufficient size and shape to accommodate its intended residential development. Building footprints and setbacks shown on the plans achieve compliant siting outcomes and provide functional private open space areas directly connected to living zones. Vehicle access and parking are wholly contained within each allotment, with a shared internal accessway serving Lots 3 and 4, as illustrated on the submitted site plan.</p> <p>Complies.</p>
<p>c. Higher densities, where provided, should be located in areas closer to shops, parks, community facilities and public transport routes.</p>	<p>The Vineyard Drive urban extension, and in particular Lot 167 was created to enable higher densities in accordance with the Council's housing objectives.</p> <p>Complies.</p>



<p>d. Allotments should be orientated and configured, where possible, to maximise opportunities for solar access.</p>	<p>The submitted subdivision and architectural plans demonstrate that each allotment is of sufficient size and appropriate shape to accommodate its intended residential development.</p> <p>The subdivision layout allows dwellings to be oriented to maximise northern and eastern solar exposure where possible, taking into account street alignment and lot geometry. The resulting configuration supports compliant solar access outcomes consistent with the</p>
<p></p>	<p>proposed dwelling layouts. Complies.</p>
<p>e. Corner allotments should be designed to enable the construction of a dwelling that can comply with the prevailing setback requirements along both street frontages.</p>	<p>Lot 6 is a corner allotment located at the intersection of Hillside Terrace and Vineyard Drive.</p> <p>The submitted architectural and site plans demonstrate that the lot is of sufficient size and configuration to accommodate residential development that addresses both street frontages and achieves compliant setback outcomes consistent with (on average) the likely building lines along each street.</p> <p>As shown on the submitted plans, the proposed dwelling on Lot 6 achieves a minimum 4.5-metre setback to the secondary street frontage, consistent with the applicable corner lot setback control.</p> <p>Complies.</p>
<p>f. Battle-axe shaped allotments should be avoided in the subdivision where possible, but where these are proposed, and Council is satisfied that there is no other means of gaining access to the public road system, they should meet the following requirements:</p> <p>The total area of the allotment should not be less than 900sqm, exclusive of the access handle. Single access handles should have a minimum width of 4 metres and a maximum length of 30 metres. Dual access handles should have a minimum combined width of 5 metres (with reciprocal right of carriageway) and a maximum length of 30 metres. Adequate provision should be made for the collection of garbage. Adequate provision should be made for the manoeuvring of vehicles. The access handle should be sealed, paved or concreted for its entire length</p>	<p>Lots 3 and 4 are internal lots accessed via a shared internal right-of-way, where alternative direct street access is not feasible.</p> <p>Shared internal access is provided under a reciprocal Right of Carriageway.</p> <p><u>Allotment configuration:</u> Lots 3 and 4 are internal lots accessed via a shared internal right-of-way and are not configured as battle-axe allotments with individual access handles as contemplated by the relevant DCP control. Accordingly, the minimum allotment area requirement of 900 m², excluding an access handle, does not apply to these lots. The proposed lot areas and access arrangement are demonstrated on the Subdivision Plan.</p> <p><u>Access width:</u> The reciprocal right-of-way has a minimum width of 5 metres at the Vineyard Drive entry, with localised widening along its length, exceeding (in part) the minimum combined width required for a shared internal access arrangement.</p> <p><u>Access length:</u> The length of the shared internal access arrangement is less than 30 metres, consistent with the maximum length permitted under the applicable control.</p> <p><u>Garbage collection:</u> The width and configuration of the shared internal right-of-way provide adequate</p>



	<p>provision for waste collection to be taken from the street, consistent with Council requirements.</p> <p><u>Vehicle manoeuvring:</u> Adequate vehicle manoeuvring areas are provided within the internal access arrangement in accordance with Council engineering requirements with sufficient vehicle turning area provided and demonstrated on architectural plans.</p> <p><u>Surface treatment:</u> The shared internal right-of-way will be sealed, paved, or concreted for its full length in accordance with Council's Engineering Standards.</p> <p>Complies.</p>
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<p><u>D.3.5. Access provision</u></p> <p>a. Site frontages of new allotments should be sufficient to permit practical and legal access to the site.</p>	<p>The proposed subdivision provides sufficient site frontage and lawful access arrangements to enable practical and legal access to all allotments.</p> <p>Vehicular access to the subdivision is proposed via two points from Vineyard Drive only. Lots 1 and 2 have direct frontage to Vineyard Drive, while Lots 5 and 6 have physical frontage to Hillside Terrace and related access.</p> <p>Complies.</p>
<p>b. The subdivision design should provide a safe and convenient access to each proposed allotment in accordance with Cowra Shire Council Engineering Standards. Access locations must have adequate sight distance in both directions.</p>	<p>Safe and convenient access is demonstrated by the site conditions and proposed subdivision layout.</p> <p><u>Sight Distance:</u> The Detailed Survey indicates that the subject site is located on straight road alignments along both Hillside Terrace and Vineyard Drive, providing clear and unobstructed sight lines in both directions at the proposed access locations.</p> <p>Access points are clearly identified on the submitted subdivision plan and are positioned to facilitate safe vehicle entry and exit in accordance with Council's engineering standards.</p> <p>Complies.</p>
<p>c. The adopted method of stormwater control should not result in unacceptable environmental damage within existing water courses and receiving waters.</p>	<p>Stormwater will be connected to the Vineyard Street system which via inter-allotment easements as demonstrated on architectural plans.</p> <p>Complies.</p>
<p>d. Where vehicle access is proposed onto a classified road or highway, and Council is satisfied that there are no other practical means of access available to the allotment(s), suitable arrangements should be made for the access to be constructed / upgraded in accordance with the requirements of relevant roads authority.</p>	<p>The proposal does not involve access to a classified road or highway. As detailed in the response to D.3.5(c), all new allotments obtain vehicle access via the local road network (Vineyard Drive).</p> <p>Not Applicable.</p>



<p>e. The subdivision design should limit the number of vehicle accesses provided to the proposed allotments.</p>	<p>The proposal limits the number of vehicle accesses by consolidating access for the internal allotments.</p> <p>Consolidated Access: A shared access driveway (Right of Carriageway) is utilised to serve Lots 3 and 4. This arrangement reduces the number of individual driveway crossings along the Vineyard Drive frontage, as demonstrated on the submitted subdivision plan.</p> <p>Street-Facing Lots: The remaining allotments utilise shared single crossovers arranged to maintain streetscape continuity and minimise impacts on the public domain.</p> <p>Complies.</p>
<p>f. Vehicle access points should be grouped at existing or limited access points whenever feasible to minimise the traffic impact and risk on additional access points to the public road system.</p>	<p>The subdivision design groups vehicle access points to minimise traffic impact and risk on the public road network.</p> <p>Grouped Access: Access for the internal allotments (Lots 3 and 4) is consolidated into a single shared location via a Right of Carriageway on Vineyard Drive.</p> <p>Risk Reduction: This arrangement avoids multiple adjacent driveways, reducing potential traffic conflict points along the street frontage and maintaining an orderly access pattern.</p> <p>Complies</p>
<p>g. Existing access abutting the subdivision, including roads, driveways and concrete footpaths, should be upgraded/replaced where they are assessed to be in poor condition.</p> <p>h. Access required to be constructed and/or upgraded to service the subdivision must be in accordance with Cowra Shire Council Engineering Standards, with all costs associated with the work borne by the developer.</p>	<p>The existing access infrastructure adjacent to the site has been reviewed based on the submitted Detailed Survey and site inspection.</p> <p>Roads and Footpaths: The adjoining public roads (Vineyard Drive and Hillside Terrace) and existing concrete footpath is in an acceptable condition and are capable of supporting the proposed development.</p> <p>There is no footpath on Hillside Terrace.</p> <p>Accordingly, upgrading may be required as part of this application.</p> <p>Can Comply.</p> <p>Any access works required to service the subdivision will be designed and constructed in accordance with Cowra Shire Council Engineering Standards, with all associated costs borne by the developer.</p> <p>Based on the submitted subdivision plans, no upgrading of existing access infrastructure is required beyond standard driveway and crossover works.</p> <p>Complies.</p>



<p><u>D.3.6. Utility provision</u></p> <p>a. The design and installation of sewerage, water and stormwater should be in accordance with Cowra Shire Council Engineering Standards.</p>	<p>The site is located within an established urban area serviced by the Council's reticulated water, sewer and stormwater networks. Detailed servicing design will be finalised at the engineering approval stage in accordance with Council requirements.</p> <p>Complies.</p>
<p>b. The design and installation of electricity, street lighting, telephone and gas services should be in accordance with the requirements of the relevant servicing authorities.</p>	<p>The design and installation of electricity, street lighting, telecommunications and gas services will be undertaken in accordance with the requirements of the relevant servicing authorities.</p> <p>Detailed service coordination and approvals will be addressed at the appropriate servicing and engineering stage of the development.</p> <p>Complies.</p>
<p>c. Electricity and telecommunications infrastructure should be provided as underground services.</p>	<p>New electricity and telecommunications connections to the proposed allotments will be installed as underground services.</p> <p>The arrangement of underground cabling will be coordinated with the relevant servicing authorities at the detailed servicing and construction stage, in accordance with applicable requirements.</p> <p>Complies.</p>
<p>d. Compatible public utility services should be coordinated in common trenching to minimise construction costs for underground services and reduce restrictions on landscaping within road reservations.</p>	<p>Where feasible, compatible new underground utility services will be coordinated within shared trenching arrangements to minimise construction impacts and reduce unnecessary disturbance within road reservations.</p> <p>The final trenching configuration will be determined in consultation with the relevant servicing authorities at the detailed servicing and construction stage.</p> <p>Complies</p>
<p>e. All new residential allotments (including Torrens Title, Strata Title and Community Title) should be provided with a separate and distinct connection to the Council's reticulated water and sewerage supply system.</p>	<p>All proposed residential allotments will be provided with a separate and distinct connection to Council's reticulated water and sewerage supply system.</p> <p>Detailed design for these individual connections will be submitted to Council for approval (pursuant to Section 68 of the Local Government Act 1993) prior to the issue of the Subdivision Works Certificate.</p> <p>Complies</p>
<p>f. Where the connection of reticulated water and sewer infrastructure is not immediately available to the subdivision, or requires upgrading, the developer should make all necessary arrangements for the extension of these services to service each allotment in the subdivision, with all costs associated with the extension of services borne by the developer.</p>	<p>The subject site is located within an established urban area serviced by the Council's existing reticulated water and sewerage network.</p> <p>Where any extension or upgrading of existing reticulated infrastructure is identified as necessary to service the proposed allotments, the developer will make all required arrangements, with all associated costs borne by the developer.</p> <p>The need for any such works will be confirmed through detailed servicing design and Council approvals at the appropriate servicing stage.</p> <p>Complies.</p>



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<p><u>D.3.7. Stormwater, Drainage and Waterways</u></p> <p>a. Post-development runoff rates should be equal to or less than pre-development runoff rates for the full range of design storm events. Drainage from the proposed lots should not significantly alter predevelopment stormwater patterns and flow regime.</p>	<p>Stormwater from the proposed subdivision will be managed to ensure that post-development runoff rates do not exceed pre-development conditions.</p> <p>The Vineyard Street urban extension benefits from a detention system located to the south of the application site.</p> <p>Complies.</p>
<p>b. Stormwater drainage systems should be designed using the major and minor event philosophy, where the major event is the 100 year Average Recurrence Interval (ARI) design storm and the minor event is the 5 year ARI design storm.</p>	<p>The stormwater drainage system for the subdivision will be designed in accordance with the major and minor event design philosophy in accordance with the Council's engineering requirements.</p> <p>Complies.</p>
<p>c. The adopted method of stormwater control should not result in unacceptable environmental damage within existing water courses and receiving waters.</p>	<p>Stormwater will be connected to the Vineyard Street system which includes onsite detention.</p> <p>Complies.</p>
<p>d. Stormwater from the proposed allotments in the subdivision should discharge to the street gutter or inter-allo Easements to drain stormwater should provided over tment drainage system.</p>	<p>All proposed allotments will discharge stormwater via gravity to a lawful point of discharge.</p> <p>Street Drainage: Lots with natural fall towards the public road reserve will discharge directly to the existing street gutter system within the adjoining public road reserve.</p> <p>Inter-allotment Drainage: Where direct street discharge is not feasible due to topography, inter-allotment drainage lines will be constructed within registered easements to convey stormwater to the reticulated network.</p> <p>Design Certification: The final stormwater design, confirming the method of discharge for each lot, will be submitted for Council approval prior to the issue of the Subdivision Works Certificate.</p> <p>Complies</p>



<p>e. Easements to drain stormwater should provided over all pipelines, inter-allotment drainage, channels and flow paths (except natural water courses).</p>	<p>Drainage easements will be provided where required to accommodate stormwater infrastructure and overland flow paths associated with the subdivision. Any inter-allotment drainage lines, stormwater pipelines or constructed overland flow paths that traverse private land will be located within registered drainage easements to ensure lawful discharge and ongoing access for maintenance.</p> <p>The final location and extent of any required stormwater drainage easements will be confirmed through detailed stormwater design and subdivision engineering plans submitted to Council prior to the issue of the Subdivision Works Certificate.</p> <p>Complies</p>
<p>f. Easements for drainage over downstream properties should be secured for any proposed allotment that does not discharge stormwater flows directly to the street or inter-allotment drainage system.</p> <p>g. Water Sensitive Urban Design principles should be designed and implemented where applicable throughout the development to promote sustainable and integrated land and water resource management. Best practice stormwater, water conservation and environmental protection measures should be incorporated into the subdivision design.</p>	<p>The proposed subdivision is designed to discharge stormwater to lawful points of discharge via the street system and/or inter-allotment drainage within the site.</p> <p>Where detailed stormwater design identifies the need for stormwater discharge over downstream properties beyond the site boundary, appropriate drainage easements will be secured to facilitate lawful discharge and ongoing maintenance.</p> <p>The requirement for any such downstream drainage easements will be confirmed through detailed engineering design and Council approvals prior to the issue of the Subdivision Works Certificate.</p> <p>Complies.</p> <p>The subdivision is located within an established urban area serviced by the Council's existing drainage infrastructure.</p> <p>Complies.</p>
<p>h. Subdivisions of land adjacent to or within the catchment of waterways, water bodies and riparian vegetation should be designed to ensure:</p> <p>i. The preservation of fish and aquatic habitat. ii. Barriers to fish passage are not created. iii. The development does not pollute or adversely effect quality or quantity of flows of water.</p> <p>A riparian buffer of 40 metres should be provided between any waterways, water bodies of riparian vegetation and locations of proposed development</p>	<p>Not applicable</p>
<p>i. Where the stormwater drainage system requires upgrading, the developer should make all necessary arrangements for the extension of these services to service each allotment in the subdivision, with all costs associated with the extension of services borne by the developer.</p>	<p>The site is located within a serviced modern urban catchment with access to existing Council stormwater infrastructure.</p> <p>Complies.</p>



Part E Urban and Village Development

Part E.2 'Medium Density Housing' applies to the proposal.

The objectives are:

- a. To provide opportunities for a mix of dwelling types and increase housing choice within Cowra.
- b. To provide housing opportunities for the range of population groups in the Cowra Shire, including aged population and those requiring accessible housing forms.
- c. To provide functional yet well designed medium density housing that responds to the constraints and conditions of the site and surrounding environment.
- d. To ensure that medium density housing is designed to be compatible with the positive characteristics of the existing streetscape and enhances the surrounding environment.
- e. To ensure that medium density housing is provided with landscaping that complements the design of the development, defines private open space areas and improves liveability and general amenity.
- f. To ensure that bulk and scale of new development does not have an unacceptable impact on the streetscape and character of the locality.
- g. To ensure that all medium density housing is provided with appropriate low maintenance areas for private outdoor recreation and relaxation.
- h. To ensure that medium density housing is designed to maximise visual and acoustic privacy and general amenity both within and external to the development site.
- i. To ensure that medium density housing is provided with adequate and safe vehicle access, internal manoeuvring areas, and on-site car parking for occupants and visitors.
- j. To ensure that ancillary structures (i.e. carports etc) are integrated into the overall site and building design and do not result in unacceptable impacts on the streetscape and the character of the locality.
- k. To encourage passive solar design and maximise sunlight and daylight access, both within and external to the development site.
- l. To encourage medium density housing in areas that are central to essential community facilities, civic areas and public transport routes.

To ensure that all essential services and facilities are provided to new medium density housing developments.”

Table 4 below identifies the relevant controls and details the proposal's compliance.

Control	Response
<p><u>E.2.3. Site Analysis</u></p> <p>a. The broad opportunities and constraints of the layout and design of the site.</p>	<p>The site's opportunities and constraints have been informed by:</p> <ul style="list-style-type: none"> • a detailed survey • the site's gateway location into the subdivision • orientation • the location of street trees on Vineyard Drive • the absence of adjacent development • the absence of trees and native vegetation • the absence of easements • the absence of on-street parking availability



Table 4: Compliance with Part E – Medium Density Housing of the Cowra DCP 2021

<p>d. Ensures privacy and minimises overlooking of adjoining dwellings.</p>	<ul style="list-style-type: none"> • the absence of a footpath on Hillside Terrace • the location of services • the need to keep driveways away from the roundabout at the junction of Vineyard Drive and Hillside Terrace • stormwater management • servicing • regulation • market demand
<p>E.2.5. Landscaping a. Integrates and enhances the existing streetscape character by recognising and continuing dominant positive streetscape elements. .</p>	<p>The submitted landscape plans provide comprehensive planting to front, side and rear setbacks, including turf, garden beds, shrubs and canopy trees. Landscaping softens built form, reduces visual bulk and enhances amenity for residents and the public domain.</p> <p>Vineyard Drive: Landscaping along the Vineyard Drive frontage seeks to complement the established and emerging streetscape character.</p> <p>The proposed development does not require the removal of street trees along Vineyard Drive or Hillside terrace to accommodate access and services.</p> <p>Hillside Terrace: The Hillside Terrace frontage reflects a more open streetscape character with limited formal landscaping. The proposed development respects this character by maintaining a simple and uncluttered frontage treatment.</p> <p>Overall, the landscaping approach integrates with the surrounding streetscape without introducing elements that would be inconsistent with the established character of either street.</p> <p>Complies.</p>
<p>b. Softens the impact of built form and provides visual interest between the street and the development.</p>	<p>All dwellings provide landscaped front setbacks incorporating lawn areas, planting beds and tree planting. Hardstand areas are limited and visually softened, resulting in a landscaped presentation to Vineyard Drive and Hillside Terrace.</p> <p>Complies.</p>
<p>c. Retains existing mature trees where possible.</p>	<p>On-site vegetation: As identified in the site analysis and detailed survey, the subject land contains no significant mature trees or native vegetation. Accordingly, no removal of established on-site trees is required to facilitate the development</p> <p>Complies.</p>



<p>d. Ensures privacy and minimises overlooking of adjoining dwellings.</p>	<p>Landscaping is provided in conjunction with side and rear boundary fencing to assist with privacy and visual screening between dwellings. Planting selection and layout support separation without creating excessive visual enclosure.</p> <p>Complies.</p>
<p><u>E.2.6. Cut and Fill Controls</u></p> <p>a. Development Applications for new dwellings on sloping sites must be accompanied by a cut and fill plan, prepared to scale, showing the extent of all cut and fill proposed for the development.</p>	<p>The site has a fall from Hillside Terrace. The footprint of each dwelling is modest.</p> <p>Detailed earthworks and siting levels are provided in the submitted Civil Engineering and Architectural Plans, illustrating the extent of cut and fill required to accommodate the proposed single-storey dwellings. Earthworks are limited to what is necessary for slab preparation and site drainage</p> <p>Retaining walls are utilised to ensure extent of cut and filling is contained within each individual site. Where the retaining wall is retaining cut. The boundary fence in is proposed to be fixed to the top of the retaining wall with the retaining wall to be proposed on the boundary.</p> <p>Where a retaining wall is constructed to retain a cut, the retaining wall and associated drainage is to be constructed within the proposed site.</p> <p>Complies.</p>
<p>b. Split level or pier foundation house designs are encouraged for sloping sites to minimise site disturbance and achieve a design response that relates to the topography of the site.</p>	<p>The proposed single-storey dwellings utilise slab-on-ground construction appropriate for the gentle site topography.</p> <ul style="list-style-type: none"> • <u>Site Response:</u> As shown in the sections, the site gradient is benign enough to allow for standard footing systems without the need for split-level designs or extensive stepping. That said, cut and fill is required. • <u>Minimal Disturbance:</u> The design follows the natural contours where possible to minimise site disturbance. <p>Complies.</p>



<p>c. Cut areas should be setback from boundaries a minimum of 0.9 metres, and fill areas are to be setback from boundaries a minimum of 1.5 metres.</p>	<p>The subdivision earthworks are designed to avoid cut-and-fill encroachment on property boundaries.</p> <p>Cut and fill will be required for the access driveways.</p> <ul style="list-style-type: none"> • Subdivision Earthworks: The proposed lot layout and road alignment provide sufficient separation from boundaries to accommodate required cut and fill setbacks in accordance with this control. • Engineering Compliance: Cut and fill associated with the development will be designed to comply with Council's engineering requirements, including minimum setbacks of 0.9 metres for cut and 1.5 metres for fill from allotment boundaries, as demonstrated on the Civil Engineering Plans to be submitted and approved prior to the issue of the Subdivision Works Certificate. <p>Can Comply.</p>
<p>d. Cut and fill batters should not exceed a slope of 1:2 (v:h) unless a geotechnical report has been submitted to Council certifying site stability. All batters are to be provided with both short term and long term stabilisation to prevent soil erosion, and adequate drainage is to be provided to divert water away from batters</p>	<p>The site topography is benign, with natural gradients significantly flatter than the control threshold.</p> <ul style="list-style-type: none"> • Slope Analysis: As confirmed by the Feature Survey Plan, the site falls approximately 3.2m over a length of 55m, resulting in a natural gradient of approximately 1:17. This is significantly gentler than the maximum 1:2 (v:h) limit. • Compliance: Consequently, all subdivision earthworks will comfortably comply with the maximum batter slope of 1:2 without the need for geotechnical certification. • Stabilisation: Despite the gentle grades, all disturbed surfaces will be stabilised (turfed or seeded) and managed in accordance with the Sediment and Erosion Control Plan to prevent minor surface erosion. <p>Complies.</p>



<p>e. Stormwater or surface water runoff should not be redirected or concentrated onto adjoining properties so as to cause a nuisance.</p>	<p>The proposal utilises the site's natural topography to direct stormwater to the public drainage system, preventing impact on neighbours.</p> <ul style="list-style-type: none"> • <u>Natural Drainage Path</u>: As shown in the Feature Survey Plan, the site falls naturally towards Vineyard Drive. The subdivision earthworks maintain this drainage pattern, ensuring runoff flows away from adjoining residential properties. • <u>Lawful Point of Discharge</u>: All surface water and stormwater generated by the development will be captured via an engineered drainage system (pits and pipes) and directed to lawful points of discharge via Council's stormwater infrastructure within the public road reserve, as detailed in the Civil Engineering Plans. • <u>Boundary Protection</u>: Site grading at boundaries is designed to prevent the concentration or diversion of overland flow onto neighbouring allotments. <p>Complies.</p>
<p>f. Cut and fill levels for new dwellings should generally not exceed one metre, unless:</p> <p>i. The excavation is within the confines of the building, or</p> <p>ii. The excavation is intended to provide a flat area of private open space in accordance with the requirements of Section E.2.11, and iii. The excavations will be properly drained and retained in accordance with engineering details, and</p> <p>It can be demonstrated that the appearance of the development would not create unreasonable impacts on the streetscape.</p>	<p>The proposed dwellings are designed to sit largely within existing ground levels, with excavation and fill generally limited to within the building footprint and minor grading for private open space. As can be seen on the plans, any retaining will be low-scale, properly drained, and integrated into the landscape, ensuring no adverse streetscape impacts.</p> <p>Complies.</p>
<p>E.2.7. Site Area and Frontage Controls</p> <p>a. A minimum average site area of 300m² per dwelling unit is required for secondary dwellings, dual occupancies, semi-detached dwellings, attached dwellings and multi-dwelling housing. The minimum site area is calculated by dividing the total area of the development site by the number of proposed dwelling units.</p>	<p>The proposed subdivision creates allotments capable of accommodating dwelling types that comply with the minimum site area requirements.</p> <ul style="list-style-type: none"> • <u>Dual Occupancy Lots</u>: As indicated on the Draft Subdivision Plan, Lots 5 and 6 are designated for Dual Occupancy. Calculations confirm compliance: <ul style="list-style-type: none"> ○ Lot 5: 801.8m² area yields an average of 400.9m² per dwelling, exceeding the 300m² minimum. ○ Lot 6: 877.3m² area yields an average of 438.6m² per dwelling, exceeding the 300m² minimum. • <u>Single Dwelling Lots</u>: All other proposed lots range from 336.8m² to 493.3m², ensuring that any future residential development maintains a density consistent with the precinct character. <p>Complies.</p>



<p>b. A minimum site frontage of 18 metres is required for dual occupancies, semi-detached dwellings, attached dwellings and multi-dwelling housing, except for development on allotments with a curvilinear street frontage which can have a minimum site frontage of 17 metres at the front building line.</p>	<p>The proposed dual occupancy lots significantly exceed the minimum site frontage requirements.</p> <p>As detailed on the Subdivision Plan, Lots 5 and 6 are capable of accommodating future dual occupancy development, and each provides substantial frontage to Hillside Terrace and Vineyard Drive.</p> <p>Frontage Dimensions Hillside Terrace:</p> <ul style="list-style-type: none"> Lot 5: Approximately 28.7 metres. Lot 6: Approximately 28.1 metres. <p>Frontage Dimensions Vineyard Drive</p> <ul style="list-style-type: none"> Lot 1: Approximately 12.4 metres. Lot 2: Approximately 17.3 metres. Total: 29.7 metres <p>All lots comfortably exceed the minimum frontage requirement of 18 metres.</p> <p>Complies.</p>
<p><u>E.2.8. Streetscape Controls</u></p> <p>a. Developments in existing urban areas must be consistent with the scale and character of adjoining dwellings and the surrounding environment.</p>	<p>The development responds to the established urban character of the locality.</p> <p><u>Built form:</u> The proposed scale and form, frontages and street orientation reflect the residential pattern along Vineyard Drive and Hillside Terrace.</p> <p><u>Streetscape Interface:</u> Street-facing lots maintain direct engagement with the public street network, while internal allotments are integrated via a shared internal access arrangement..</p> <p><u>Contextual Alignment:</u> The proposal does not introduce a lot of dimensions or configurations that would be out of scale with the surrounding residential development within the established urban area.</p> <p>Complies.</p>
<p>b. Developments on sites with two or more street frontages must address both frontages,</p>	<p>The proposed development seeks to address to both public street frontages.</p> <ul style="list-style-type: none"> <u>Dual Frontage Resolution:</u> The parent lot extends between Vineyard Drive and Hillside Terrace. The subdivision design resolves the dual frontage as far as possible by orienting street-facing allotments to address their respective public street frontages. <u>Vineyard Drive Interface:</u> Lots 1 and 2 are oriented to provide direct pedestrian and vehicle access from Vineyard Drive, ensuring the development contributes to the established streetscape character. <u>Hillside Terrace Interface:</u> Lots 5 and 6 are oriented to front Hillside Terrace, ensuring that this frontage is addressed by future building lines rather than rear boundary fencing.



	<ul style="list-style-type: none"> • Conclusion: By avoiding a design where rear boundaries present to the public domain, the proposal successfully addresses both street frontages. <p>Complies.</p>
<p>c. Each dwelling should provide a minimum of one major window to a habitable room directly overlooking the street or public open space area. The design should avoid kitchen, bathroom or laundry windows dominating the street elevation.</p>	<p>The indicative dwelling designs demonstrate that future dwellings provide major habitable room windows addressing the street or public domain.</p> <ul style="list-style-type: none"> • Architectural Plans: As shown on the elevations and floor plans, each dwelling (including corner lots) features major windows from habitable rooms (living or bedrooms) facing the street or public domain • Surveillance: This design avoids blank walls and ensures casual surveillance of the street <p>Complies.</p>
<p>d. Site & building design should consider the existing topographic setting and characteristics of other buildings and sites along the street, particularly those that are older and more established.</p>	<p>The proposed development has been designed with regard to the site's existing topography and the established character of the surrounding streets.</p> <ul style="list-style-type: none"> • Topographic Response: As demonstrated on the Feature Survey Plan, the site exhibits a gentle and consistent fall across the application site. The subdivision layout responds to this condition by avoiding excessive cut and fill and enabling future dwellings to be sited in a manner that follows the natural landform. • Streetscape Context: The proposed lot and related dwelling sizes, frontages and orientations reflects the emerging subdivision pattern along Vineyard Drive and Hillside Terrace, which is characterised by low-density residential development on regular allotments. • Future Built Form: The subdivision establishes a framework that enables future dwellings to respond appropriately to the scale and character of older and established development along the street. <p>Complies (as applicable).</p>



<p>e. New development should provide landscaping that enhances the appearance of the development and surrounding area</p>	<p>The development incorporates landscape measures that enhance the visual quality of the site and its interface with the public domain.</p> <p>No existing trees are to be removed as part of subdivision works. The development layout and setbacks provide a suitable framework for future dwelling landscaping to enhance the appearance of the locality.</p> <p>A landscaping plan forms part of the development application.</p> <p>Complies.</p>
<p>f. Walls along side and rear boundary setbacks should be broken or staggered to avoid the appearance of unduly massive or long walls.</p>	<p>The dwelling configuration provides sufficient lot width and depth and enables articulated dwelling forms, avoiding the need for long continuous boundary walls.</p> <ul style="list-style-type: none"> • <u>Lot Capability</u>: The street-facing allotments provide generous widths (e.g. Lot 5 and Lot 6 each have approximately 28m frontage to Hillside Terrace), and the remaining lots provide practical building envelopes. This spatial allowance supports future dwelling designs incorporating broken/staggered wall lines and varied setbacks without compromising internal amenity. • <u>Design</u>: As shown on the building elevations and wall articulation is provided. Garages are setback from the front wall. <p>Complies (as applicable).</p>
<p>g. Any carport or garage that is visible from the public domain should be compatible with the design of the residential building.</p>	<p>Garages are integrated into the primary building form.</p> <ul style="list-style-type: none"> • <u>Design Consistency</u>: As shown on the architectural plans, all garages use materials and roof pitches compatible with the main dwelling. • <u>Streetscape</u>: Garages are set back or positioned to not dominate the street frontage, maintaining a high-quality residential presentation. <p>Complies.</p>



<p>h. Removal of street trees is not permitted without prior approval of Council. Existing street trees and other natural features shall be retained wherever practical.</p>	<p>The proposal prioritises the retention of most existing street tree with no trees proposed to be removed</p> <p><u>Protection Measures:</u> During subdivision civil works (such as service connections), appropriate tree protection measures (TPZ) will be implemented to safeguard the health and stability of existing trees within the road reserve that are to be retained.</p> <p>Comply.</p>
<p><u>E.2.9. Height Controls</u></p> <p>a. The maximum height to the ridge of the roof of the building should not exceed 9.0 metres above the natural ground level vertically below that point. This control is illustrated conceptually in the diagram to the right.</p>	<p>The indicative single-storey dwelling designs demonstrate compliance with the 9.0 metre height limit.</p> <ul style="list-style-type: none"> • <u>Single Storey Scale:</u> The development consists of single-storey dwellings with a maximum ridge height well below the 9.0m threshold, as demonstrated on the architectural elevations. • <u>Compliance:</u> No variation to the height standard is required. <p>Complies.</p>
<p>b. Where steep or sloping sites exist, the building should not protrude from the landscape but should be designed to be staggered or stepped into the natural slope of the land to accommodate the height control.</p>	<p>The site topography is benign, negating the need for complex stepped construction to manage building height or bulk.</p> <ul style="list-style-type: none"> • <u>Site Context:</u> As detailed on the Feature Survey Plan, the site exhibits a gentle gradient (approximately 1:17 across the buildable area). It is not classified as a "steep site." • <u>Design Consequence:</u> The gentle slope allows for future dwellings to follow the natural ground level using standard construction methods (e.g., slab-on-ground or minimal drop-edge beams). • <u>Future Compliance:</u> Any specific cut-and-fill or stepping of floor plates will be minimal, as the landform itself presents no significant constraint to achieving a sympathetic built form. <p>Complies.</p>
<p>c. For dwelling proposals involving two (or more) storeys, or where there is any uncertainty relating to the overall height of a development, Council may require plans to show reduced levels (RL), taken from a fixed datum point, for the maximum ridge height and natural ground levels.</p>	<p>The proposed development is single-storey in scale Not Applicable.</p>



<p><u>E.2.10. Solar Access Controls</u></p> <p>a. Medium-density housing should be designed to ensure that living areas of adjoining dwellings and at least 50% of their usable private open space receive a minimum of 3 hours of sunlight between 9am and 3pm on 21 June (winter solstice). Where such areas already receive less than 3 hours of sunlight, new development should not further reduce sunlight access.</p>	<p>The submitted architectural plans demonstrate compliance with the solar access requirements of Control E.2.10.</p> <ul style="list-style-type: none"> • <u>Living Areas:</u> The single-storey built form and spacing between dwellings demonstrate that the development is capable of achieving the required solar access a minimum of 3 hours of sunlight between 9am and 3pm at the winter solstice. • <u>Private Open Space:</u> At least 50% of the usable private open space associated with each dwelling is capable of receiving the required minimum sunlight duration, having regard to dwelling orientation, setbacks and low-rise built form. • <u>Overshadowing:</u> Given the single-storey scale of development and relatively level site conditions, the proposal does not result in any unreasonable overshadowing of adjoining dwellings or private open spaces. <p>Complies.</p>
<p>b. Medium density housing should be designed to allow the living areas and private open space areas of at least 75% of dwellings (within the development) to receive a minimum of 3 hours sunlight between 9am and 3pm on 21 June (winter solstice).</p>	<p>The proposed development achieves the required solar access targets through the use of appropriate lot orientation and low-scale built form.</p> <ul style="list-style-type: none"> • <u>Built Form Scale:</u> As detailed in plans the development consists of single-storey dwellings only. This low-rise building height inherently minimises internal overshadowing between dwellings, ensuring maximum solar penetration into living areas and private open spaces. • <u>Site Layout:</u> The generous lot dimensions allow for dwelling footprints that preserve solar access to northern and eastern elevations. • <u>Compliance:</u> The indicative layout demonstrates that greater than 75% of future dwellings can achieve the minimum solar access requirement. <p>Complies.</p>
<p><u>E.2.11. Front setback controls</u></p> <p>a. The front setback for new dwellings is determined by applying any one of the following scenarios to the proposed development:</p> <p>Scenario 1 - Where there are not two existing dwellings within 40m that face the same street, the minimum front setback is 6m.</p>	<p>Scenario 1 applies.</p> <ul style="list-style-type: none"> • <u>Existing Development Context:</u> Based on the site analysis and surrounding context, there are not two existing dwellings within 40 metres of the site that face the same street frontage and would establish a prevailing setback line. • <u>Proposed Setback:</u> Accordingly, a minimum front setback of 6.0 metres will be applied to all proposed dwellings in accordance with Scenario 1. <p>Complies.</p>



<p><u>E.2.0.2. Treatment of Articulation Features</u></p> <p>Where it is proposed to construct articulation features such as front entrance features, awnings, sun shades, and small balconies in front of the building line, these may encroach the front setback area by a maximum of 1 metre, provided the combined frontage of the projections does not exceed 25% of the total building frontage.</p>	<p>The proposed dwelling designs incorporate minor articulation features to enhance the streetscape while remaining within permissible limits.</p> <ul style="list-style-type: none"> • <u>Design Proposal:</u> As shown on the submitted architectural plans, articulation elements (such as entry porches/awnings) are proposed to break up the building mass. • <u>Compliance:</u> These features are designed to encroach no more than 1.0 metres into the front setback and occupy less than 25% of the total building frontage, strictly complying with the control requirements. <p>Complies.</p>
<p><u>E.2.0.3. Corner Lots</u></p> <p>Where the allotment is a corner allotment, the minimum setback to the secondary street frontage should always be 4.5 metres.</p>	<p>The proposed corner allotment (Lot 6) complies with the minimum secondary street setback requirement.</p> <ul style="list-style-type: none"> • <u>Plan Evidence:</u> As dimensioned on the Site Plan with Proposed Dwellings, the dwelling on Lot 6 provides a minimum setback of 4.501 metres to the secondary street frontage, satisfying the 4.5 metre control. • <u>Design Outcome:</u> The adopted setback ensures appropriate corner presentation, sight lines at the intersection of Hillside Terrace and Vineyard Drive, and consistency with the established streetscape. <p>Complies.</p>
<p><u>E.2.12. Side Setbacks</u></p> <p>a. Single storey buildings should be setback a minimum 0.9 metres from the boundary (eaves must be a minimum 0.45 metres from the boundary).</p>	<p>The single-storey dwelling layouts demonstrate compliance with the minimum side setback requirements with a variation request to garage setbacks</p> <p>Setbacks to all habitable rooms comply with the required setbacks in the development control plan</p> <p>A variation is requested for reduced setback to the garages on Lot 1, 3,4. The wall to the non-habitable rooms will comply with the fire safety requirements in the NCC with the external wall being masonry construction not less than 90mm thick as referred in 9.2.3 (2) (c).</p> <p>The proposed setback won't have a negative impact on other developments with-in the subdivision and inline with the visual character of all dwellings in relation to fence positions.</p> <p>Subject to variation acceptance.</p>



<p><u>E.2.13. Rear Setbacks</u></p> <p>a. Single storey buildings should be setback a minimum 3 metres from the boundary.</p>	<p>The site plan demonstrates rear setbacks meeting or exceeding the 3.0 metre minimum.</p> <ul style="list-style-type: none"> • <u>Plan Evidence</u>: As dimensioned on the site plan, rear setbacks for the proposed dwellings meet or exceed the 3.0 metre minimum. • <u>Specific Compliance</u>: Rear setbacks are shown to be a minimum of 3.020 metres and up to 3.242 metres, ensuring compliant separation from rear boundaries. <p>Complies.</p>
<p><u>E.2.14. Visual & Acoustic Privacy Controls</u></p> <p>a. Building elements such as balconies and decks should be designed to minimise overlooking of living areas and private open space areas of adjoining dwellings.</p>	<p>The proposed development minimises overlooking through low-scale built form and appropriate spatial separation.</p> <ul style="list-style-type: none"> • <u>Built Form</u>: The development comprises single-storey dwellings only and does not include elevated elements such as balconies or decks that would result in overlooking of adjoining living areas or private open space. • <u>Privacy Outcomes</u>: Visual privacy is primarily managed through compliant setbacks and horizontal separation distances between dwellings, ensuring adjoining properties are not subject to unreasonable overlooking. <p>Complies.</p>
<p>b. The windows of dwellings should be located and designed so they do not provide direct and close views into the living area windows or courtyards of other dwellings. This can be achieved by offsetting or using windows which are narrow, translucent, obscured or fitted with louvers or screen panels.</p>	<p>The proposed single-storey dwelling design achieves visual privacy through window height, setbacks, and physical separation between dwellings.</p> <ul style="list-style-type: none"> • <u>Single-Storey Context</u>: All windows are located at ground level, eliminating the potential for elevated overlooking typically associated with two-storey development. • <u>Privacy by Design</u>: Compliant side and rear setbacks provide adequate horizontal separation between adjoining dwellings, ensuring that windows do not create direct and close views into neighbouring living areas or private open spaces. • <u>Supplementary Screening</u>: Standard boundary



	<p>fencing further reinforces visual privacy at ground level; however, the primary privacy outcome is achieved through building scale and separation rather than reliance on architectural screening devices.</p> <p>Complies.</p>
<p>c. A minimum separation of 12 metres should be provided between buildings where habitable rooms / balconies face habitable rooms/ balconies.</p>	<p>The 12-metre separation standard applies where habitable room windows or balconies directly face one another. In this case, no habitable-room-facing windows are provided across the internal right-of-way.</p> <p>The separation is achieved between single-storey dwellings, with no direct habitable-room-facing windows across the right-of-way. As such, the privacy and amenity objectives of the control are satisfied.</p> <p>Not Applicable.</p>
<p>d. A minimum separation of 9 metres should be provided between buildings where habitable rooms / balconies face non-habitable rooms or blank walls.</p>	<p>The facing walls comprise non-habitable rooms only, with no habitable-room-facing windows. Given the single-storey built form, the separation achieved is sufficient to maintain privacy and amenity outcomes consistent with the objective of the control, notwithstanding the numeric 9-metre standard.</p> <p>The numeric separation standard is not triggered, as the facing elevations comprise non-habitable rooms only. The privacy and amenity objectives of the control are satisfied.</p> <p>Not Applicable.</p>
<p>e. A minimum separation of 3 metres should be provided between buildings where non-habitable rooms / blank walls face other non-habitable rooms / blank walls.</p>	<p><u>Dwellings A & B (and E & F)</u></p> <p>In each dual occupancy pair, one dwelling is located on or very close to the internal boundary, presenting a blank or predominantly non-habitable wall.</p> <p>The opposing dwelling is setback from that boundary. As a result, the separation between the two buildings at that interface is less than 3 metres.</p> <p>Accordingly, strict numerical compliance with the 3-metre separation control is not achieved.</p> <p><u>Dwellings (C, D, G & H)</u></p> <p>The remaining dwellings are arranged with clear separation distances generally in excess of 3 metres.</p> <ul style="list-style-type: none"> • Where blank or non-habitable walls face one another, the separation distances are consistent with or exceed the DCP guideline. <p>Despite the reduced separation distance:</p> <ul style="list-style-type: none"> • The facing elevations are non-habitable / blank walls, with no habitable room windows or balconies; • There are no privacy impacts arising from the reduced separation; • The arrangement reflects a zero-lot-line / boundary wall housing outcome, which is an accepted urban form where supported by site



	<p>conditions and design controls; and</p> <ul style="list-style-type: none"> • Fire separation, drainage and maintenance matters can be appropriately addressed through compliance with the NCC and conditions of consent. <p>The proposal therefore continues to meet the underlying amenity objectives of the DCP, notwithstanding the reduced building separation.</p> <p>Based on the merits a variation to the control is requested.</p>
<p>f. Separation distance may be reduced by up to 25% where privacy issues can be addressed by other means to the satisfaction of the Council.</p>	<p>This is addressed above. Not Applicable.</p>
<p>g. Dwellings within each development should be designed to minimise noise transmission by locating busy, noisy areas next to each other and quieter areas next to other quieter areas, for example, living rooms with living rooms, bedrooms with bedrooms.</p>	<p>The dwelling layouts demonstrate a design intent that aligns compatible activity zones, such as living areas adjoining living areas, to minimise noise transmission. Detailed acoustic outcomes will be addressed at the dwelling Development Application stage.</p> <ul style="list-style-type: none"> • <u>Dual Occupancy Layout:</u> The proposed dual occupancy dwellings, Lot 5 and Lot 6 (e.g., Dwellings F & E and A & B), feature symmetrical (mirrored) footprints. This design strategy inherently ensures that similar usage zones about the shared party wall (e.g., living areas adjacent to other living areas), thereby preventing conflicts between noise-sensitive rooms and active zones. • <u>Detached Dwellings:</u> For the detached dwellings, acoustic privacy is naturally achieved through physical building separation and compliant setbacks. <p>Complies.</p>
<p>h. Noise generating areas of development (e.g. air conditioning plant, swimming pool areas and the like) should be adequately screened or located away from the bedroom areas of dwellings within and external to the development site to minimise their impact.</p>	<p>The proposal is for residential use only and does not include significant noise-generating infrastructure.</p> <ul style="list-style-type: none"> • <u>No High-Impact Sources:</u> The development does not include swimming pools, pool pumps, or communal plant rooms. • <u>Domestic Mechanical Plant:</u> Standard domestic air-conditioning units are the only potential noise sources. The generous side and rear setbacks (exceeding minimum controls) provide sufficient space to locate these units away from bedroom windows of adjoining properties. • <u>Screening:</u> Standard boundary fencing provides effective acoustic screening for ground-level domestic mechanical units. <p>Complies.</p>



<p><u>E.2.15. Private Open Space Controls</u></p> <p>a. Private open space should be oriented to have a north easterly aspect where possible.</p>	<p>The proposed layout optimises north-easterly orientation for private open space where site conditions allow.</p> <ul style="list-style-type: none"> • <u>Favourable Orientation:</u> As shown on the plan, the private open spaces for the dual occupancy dwellings on Lots 5 and 6 are located to the rear and oriented toward the north-eastern quadrant, consistent with the intent of the control. • <u>Site Constraints:</u> For the remaining dwellings, the orientation of private open space is influenced by established street alignments, lot geometry, and access requirements. In these cases, private open space has been positioned to maximise solar access within the constraints of the site, consistent with the "where possible" provision. • <u>Conclusion:</u> The development demonstrates a considered response to private open space orientation, balancing optimal solar access with site-specific constraints. <p>Complies</p>
<p>b. Living areas should open out into the private open space area.</p>	<p>The proposed dwelling designs provide a direct physical and visual connection between primary living areas and private open space.</p> <ul style="list-style-type: none"> • <u>Plan Evidence:</u> As demonstrated on the indicative floor plans, the open-plan living and dining areas for all dwellings are designed to open directly onto an integrated Alfresco area. • <u>Functional Integration:</u> This configuration ensures that the private open space functions as an accessible extension of the internal living environment, facilitating seamless indoor-outdoor living. <p>Complies.</p>



<p>c. Private open space is to be clearly defined by walls, fencing and landscaping so as to provide a self contained space.</p>	<p>Each dwelling is provided with a secure, self-contained private open space area defined by boundary delineations.</p> <ul style="list-style-type: none"> • Definition of Space: The proposed subdivision plan clearly delineates the boundaries of each allotment. These boundaries will be secured by standard fencing, effectively separating private areas from public spaces and adjoining properties. • Exclusive Use: This physical delineation ensures that the private open space constitutes a self-contained "outdoor room" for the exclusive use of the residents, allowing for future landscaping and domestic use. <p>Complies.</p>
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<p>d. The recommended amount of private open space, to be located behind the building line, for medium density housing, is as follows:</p> <p>i. 40m² per dwelling, minimum width 3m in any direction (and excluding any outdoor patio area, areas used for car parking and manoeuvring, waste bin storage and the like), for all medium density housing except for residential flat buildings.</p>	<p>The proposed dwellings are provided with generous private open space (POS) areas that exceed the minimum numerical standards.</p> <ul style="list-style-type: none"> • Quantitative Compliance: The development layout ensures that each dwelling has a substantial rear yard located behind the building line.. • Sample Calculation (Lot 4 / Dwelling G): Gross Rear Area. With a rear setback of approximately 5.0 metres and a lot width of approximately 14 metres, the gross rear yard area is approximately 70m². <ul style="list-style-type: none"> ○ Net Private Open Space: Approximately 50.6m², which exceeds the 40m² minimum requirement. ○ Minimum Dimensions: The principal POS width exceeds 3.0 metres (approximately 5.0 metres), satisfying the minimum dimensional requirement. • Site-Wide Application: This example demonstrates that the subdivision framework is capable of accommodating compliant private open space outcomes. Detailed POS compliance will be confirmed at the dwelling DA stage. <p>Complies.</p>
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<p><u>E.2.16. Sustainable Building Design Controls</u></p> <p>a. Development Applications for new medium density housing proposals and specified alterations and additions must be accompanied by a BASIX Certificate, issued by the NSW Government.</p>	<p>BASIX Certificates have been generated for all proposed dwellings and accompany this application.</p> <ul style="list-style-type: none"> • <u>Statutory Compliance:</u> Individual BASIX Certificates complying with the NSW Government’s sustainability targets for water, energy, and thermal comfort are submitted with this Development Application. • <u>Plan Consistency:</u> The architectural plans incorporate the necessary commitments required by the certificates, including insulation standards, glazing specifications, and rainwater tank locations. <p>Complies.</p>
<p>b. Applicants should consider the potential sustainability performance of the development when the proposal is being designed and commit to a range of measures offered in BASIX to ensure that the development meets (or exceeds) the NSW Government’s sustainability targets.</p>	<p>The development design incorporates specific sustainability measures to meet BASIX commitments and ensure optimal environmental performance.</p> <ul style="list-style-type: none"> • <u>Integrated Measures:</u> The architectural plans reflect the BASIX commitments, specifically through the provision of individual rainwater tanks for each dwelling to support water conservation. • <u>Passive Design:</u> As detailed in the response to Control E.2.15.a, the site layout prioritises north-easterly orientation for private open spaces where possible, enhancing natural solar access and reducing reliance on artificial heating/lighting. • <u>Target Compliance:</u> The proposal meets all NSW Government targets for Water, Thermal Comfort, and Energy, as confirmed by the attached BASIX Certificates <p>Complies</p>
<p>c. Council will check that the details of the proposed development contained in the BASIX certificate are consistent with the details contained in the Development Application, and that the relevant BASIX commitments are shown on plans.</p>	<p>Can comply.</p>



<p>d. The design of medium density housing should adopt the following principles which promote sustainable building practices:</p> <p>i. Plan the site so that new development is oriented to optimise northern aspect where possible. ii. Optimise the number of apartments receiving daylight access to habitable rooms and private open space. iii. Supplement daylight access through the use of skylights where possible.</p> <p>iv. Ensure single aspect, single-storey dwellings have a northerly, or easterly aspect.</p> <p>v. Locate living spaces to the north and service areas to the south and west of the development.</p> <p>vi. Limit the number of south-facing apartments and increase their window area. vii. Use shading devices such as eaves, awnings, colonnades, balconies, pergolas, external louvers and planting.</p> <p>viii. Maximise the number of the dwellings which are naturally cross-ventilated and limit the use of mechanical ventilation.</p> <p>Facilitate natural cross ventilation by minimising interruptions in air flow through dwellings and grouping rooms with similar usage together (e.g. keep living spaces together and sleeping spaces together).</p>	<p>The proposal incorporates passive design principles appropriate for single-storey medium density housing to enhance solar access, natural ventilation, and thermal comfort.</p> <ul style="list-style-type: none"> • <u>Solar Orientation & Daylight (Principles i, ii, iv, v, vi):</u> The subdivision layout and dwelling design maximise northern and north-eastern orientation for living areas and private open spaces where site conditions permit, particularly for Lots 5 and 6. Where orientation is influenced by existing street alignments (Lots 1–4), compliant setbacks and single-storey scale ensure adequate daylight access to habitable rooms. The low-rise built form avoids overshadowing and reduces reliance on artificial lighting. • <u>Natural Ventilation (Principles viii, ix):</u> All dwellings are single-storey and are generally designed to avoid single-aspect layouts, with multiple external walls facilitating opportunities for cross-ventilation. Each dwelling benefits from external walls on multiple sides, facilitating effective cross-ventilation. Internal layouts group compatible spaces (living areas with living areas, sleeping areas with sleeping areas), allowing uninterrupted airflow and minimising the need for mechanical ventilation. • <u>Shading & Passive Thermal Control (Principle vii):</u> Passive shading is achieved through standard residential design elements, including roof eaves, alfresco structures, and landscaping. These elements limit summer heat gain while allowing winter solar penetration, contributing to improved thermal performance. • <u>Conclusion:</u> The proposed development demonstrates a balanced and site-responsive application of sustainable design principles consistent with the objectives of this control and appropriate to its single-storey, low-density context. <p>Complies.</p>
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<p>e. New development should incorporate water sensitive urban design (WSUD) principles to minimise potable water demand and manage stormwater quality.</p>	<p>The development integrates practical water conservation measures consistent with BASIX and engineering standards.</p> <ul style="list-style-type: none"> • <u>Rainwater Harvesting</u>: As shown on the architectural plans, each dwelling is equipped with an individual rainwater tank. This reduces reliance on potable water for outdoor use and toilet flushing, consistent with BASIX commitments. • <u>Stormwater Management</u>: Surface water is collected and directed to the lawful point of discharge (street kerb or inter-allotment drainage) via a gravity-fed system, preventing uncontrolled runoff to neighbouring properties or downstream watercourses. <p>Complies.</p>
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Section E.5.6 Fencing Controls

Section E.5.6 of the Cowra DCP 2021 establishes controls regarding the height and appearance of fencing, especially where fencing faces the public domain. The initial proposal included a 1.8 metre high front boundary fence and a side return to Dwelling A, which Council identified as a variation to the DCP.

In response to the Council’s comments, the proposal has been amended (February 2026) to reduce the front fence height to 900mm along the Vineyard Drive frontage, with a transitional return section (approximately 2.5 metres in length) tapering from 1800mm to 900mm. The amended fencing design significantly reduces the visual bulk and dominance of the boundary treatment when viewed from the public domain.

The revised 900mm front fence height is consistent with the objectives of Section E.5.6, which seek to maintain streetscape openness, support passive surveillance, and avoid fortress-style presentation to the street. The lower fence height allows visual permeability to the dwelling entry and landscaped front setback, reinforcing residential character and enhancing the interface with the public domain. Planting of hedges behind fencing to allow additional privacy for future occupants and softens the boundary treatment without presenting a continuous 1.8 metre high fence to the street.

The use of Colourbond conflicts with the 88b Instrument. This is addressed in Section 8. Despite this, it is considered that the amended proposal responds directly to Council’s concerns and is considered to satisfy the objectives and intent of Section E.5.6 of the Cowra DCP 2021.



Table 5: Compliance with Part M – Parking

Control	Response
M.1.4 & M.1.5 Residential Parking	<p>Each dwelling is provided with the minimum required on-site resident parking in accordance with Controls M.1.4 and M.1.5, accommodated within garages and driveways as shown on the submitted plans.</p> <p>Some dwellings have double garages, while others have a large single space. Where only one space is provided internally, parking is available in front of each garage behind the building line.</p> <p>Complies.</p>

7.5 Planning Agreements

No known Planning Agreements apply to the proposed development or the subject site.

7.6 Regulations

The development application has been made in accordance with the requirements contained in Part 3 of the *Environmental Planning and Assessment Regulation 2021*.

No matters prescribed by the regulations need to be considered as part of this application.

8. Likely Impacts

The subject site was created for residential development, with the adjacent lots, similar in size and scale, also created for the same purpose. It is considered the proposed subdivision, and new dwellings would be in keeping with the surrounding area’s character.

The proposal has been designed and positioned to respond to the site’s opportunities and constraints.

Section 88b

Compliance with Section 88B and Key Controls

Building Height

Both dwellings are single-storey, consistent with applicable height restrictions applying to the land.

The proposal is consistent with the 88b.

Easements



Lot 167 is burdened by drainage easements benefiting the Council.

These easements allow for the installation, operation and maintenance of drainage infrastructure.

Development on the lot avoids building within easement areas and maintain access for maintenance. The proposal is consistent with the 88b.

Fencing

Lot 167 is subject to a restriction under the Section 88B Instrument (DP 1162233) which provides that:

"No fence (excluding front fence) may be constructed on boundaries between any lot burdened and road, path, reserve, or any other lot, unless it is 1.8 metres in height and is constructed of lapped and capped timber palings."

The intent of this restriction was to ensure a consistent fencing character within the subdivision.

The amended proposal (February 2026) seeks to provide:

- A 900mm high fence along the Vineyard Drive frontage
- A transitional return section (approximately 2.5 metres in length) reducing from 1800mm to 900mm at the rear corner; and
- Hedge planting forward of the fence to soften the streetscape interface.

The applicant proposes that the fencing be constructed from Colorbond metal sheeting rather than timber lapped-and-capped palings.

While the proposed fencing material differs from the prescriptive material specified in the 88B Instrument, the amended fencing design:

- Maintains a maximum height below the 1.8 metre limit.
- Provides a high-quality, durable and low-maintenance residential outcome.
- Avoids continuous high blank fencing to the public domain through use of a 900mm frontage fence.
- Incorporates landscaping to soften the built edge condition; and
- Improves passive surveillance along Vineyard Drive relative to a 1.8m solid timber fence.

It is noted that contemporary residential development in Cowra commonly incorporates Colorbond fencing, and its use does not give rise to adverse amenity or visual impacts.

Site Works and Earthworks

The proposal includes cut and fill and retaining walls as shown on the submitted Site Works Plan. These works are capable of being appropriately managed through conditions of consent.

The proposal is capable of compliance.

Character and Amenity



The development provides a detached built form with articulated facades, adequate setbacks, private open space and landscaping, and a scale and presentation compatible with surrounding low-density residential development.

Vehicular Access Restriction

The 88B Instrument imposes a specific vehicular access restriction on Lot 167: vehicular access is permitted only from Hillside Terrace.

The alternatives to the proposed layout have been considered and result in:

- a poor presentation to Vineyard Drive, namely the rear of dwellings and high fencing
- Inferior solar access

The proposal better aligns with the objectives and controls of the Cowra DCP 2021.

Conclusion

Unlike other lots in the Vineyard Drive urban extension, the Section 88B Instrument does not include a minimum dwelling size restriction to Lot 167.”

The proposed detached dual-occupancy development is permissible under the applicable planning controls and generally consistent with the objectives of Cowra Shire Council DCP 2021.

The proposal does not comply with the access and fencing requirements imposed by Section 88B Instrument. This matter is identified as part of the assessment of the application and would require the prescribed authority (the Council) to amend the 88b instrument prior to the issue of a construction certificate.

As set out above, the inconsistency with the 88b is supported by the Council's DCP.

9. Suitability of the Site

The preceding sections of this report demonstrate that the site is suitable for the proposed development, with the lot recently created for this purpose.

In summary, the proposal is consistent with the applicable provisions of the Cowra Development Control Plan 2021.

10. Submissions

The consent authority is required to consider any submissions made in response to any public notification or advertising under the Council's Community Participation Plan.



11. The Public Interest

The proposal is considered to be within the interest of the public.

12. Conclusion

The proposal has been considered with regard to Section 4.15 of the Environmental Planning and Assessment Act, together with other relevant legislation.

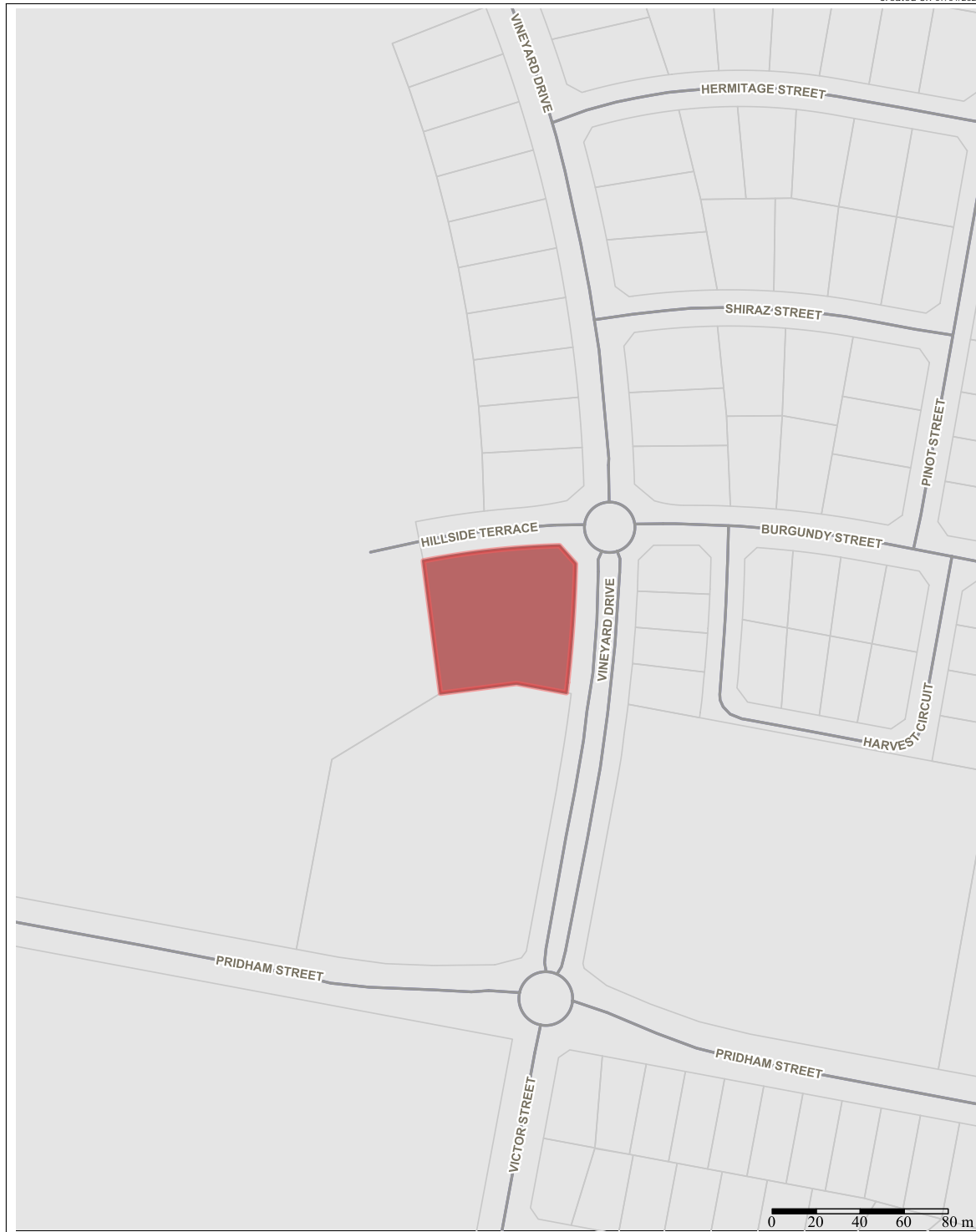
This statement has been prepared to assess the proposal's compliance with the provisions of relevant environmental planning instruments.

Having regard to the environmental, economic, and social considerations, the proposed development has merit for the following reasons:

- The proposal is permissible in the zone with consent and is consistent with the objectives of the zone, together with relevant State planning instruments.
- The proposal is permissible in the zone with consent and is consistent with the objectives of the zone, together with relevant State planning instruments. The proposal has been assessed against the Cowra Local Environmental Plan 2012 and the Cowra Development Control Plan 2021. The proposal is generally consistent with the applicable controls.
- The proposal aligns with the objectives of the Cowra Housing Strategy 2025.

In this context, the proposal should be viewed favourably by the Council.

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<p>Cowra Council Private Bag 242 116 Kendall Street COWRA NSW 2794 Ph: (02) 6340 2000 Web: www.cowracouncil.com.au</p>	<p>Map Scale: 1:1360 at A4</p>			

8 LATE REPORTS