



AGENDA

Ordinary Council Meeting

Date: Monday, 18 December 2023

Time: 5 pm

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

**Paul Devery
General Manager**

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I INTRODUCTION

I.1 Recording & Publishing

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

I.2 Acknowledgement of Country

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

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

List of apologies for the meeting.

I.4 Disclosures of Interest

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

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

I.5 Presentations

I.6 Public Forum

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

2 CONFIRMATION OF MINUTES

Confirmation of Minutes of Ordinary Council Meeting held on 27 November 2023

Confirmation of Minutes of Extraordinary Council Meeting held on 11 December 2023



MINUTES

**Ordinary Council Meeting
Monday, 27 November 2023**

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**MINUTES OF COWRA COUNCIL
ORDINARY COUNCIL MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 27 NOVEMBER 2023 AT 5 PM**

PRESENT: Cr Ruth Fagan (Mayor), Cr Paul Smith (Deputy Mayor), Cr Sharon D'Elboux, Cr Cheryl Downing, Cr Nikki Kiss, Cr Judi Smith, Cr Erin Watt, Cr Bill West, Cr Peter Wright

IN ATTENDANCE: Mr Paul Devery (General Manager), Mr Michael Jones (Director - Corporate Services), Mrs Larissa Hackett (Director-Environmental Services), Mr Dirk Wymer (Director-Infrastructure & Operations)

I INTRODUCTION

1.1 Recording & publishing

The Mayor advised that the meeting was being recorded.

1.2 Acknowledgement of Country

The Mayor delivered the Acknowledgment of Country.

1.3 Apologies and Applications for Leave of Absence by Councillors

Nil

1.4 Disclosures of Interest

Cr Erin Watt declared a non-pecuniary interest in relation to items 7.2 Development Application No. 81/2023, 7.3 Development Application No. 82/2023, 7.4 Development Application No. 84/2023, 7.5 Development Application No. 91/2023 and 7.6 Development Application No. 101/2023 due to a family member being involved in the DA submissions.

Cr Nikki Kiss declared a non-pecuniary interest in relation to item 5.7 Section 355 Committee Draft Minutes - Cowra Youth Council as her son is a member of the Youth Council.

Cr Ruth Fagan declared a pecuniary interest in relation to item 7.4 Development Application No. 84/2023 as a family member owns property next to the subject Development Application No. property.

1.5 Presentations

2022-2023 Annual Financial Statements Presentation

Council's Auditor, Ms Katy Henry from Intentus presented the Financial Statements for the year ended June 30 2023 to Council.

1.6 Public Forum

Development Application No. 37/2022, Lot 7 DP 1250412, 13 Tokyo Terrace Cowra

Kathy Eisenhauer, Craig Wallace, Nerallie Fleming and Linda Hibberson addressed Council speaking against Development Application 37/2022

Michael Kilzi, representing family business addressed Council in support of Development Application 37/2022

2.1 CONFIRMATION OF MINUTES

RESOLUTION 227/23

Moved: Cr Bill West

Seconded: Cr Paul Smith

That the minutes of the Ordinary Council Meeting held on 23 October 2023 be confirmed.

CARRIED

2.2 AGENDA ITEM MOVED FORWARD

2.2 Consideration of Item 7.1 - DA 37/2002

RESOLUTION 228/23

Moved: Cr Bill West

Seconded: Cr Judi Smith

That Item 7.1 Development Application No. 37/2022, Lot 7 DP 1250412, 13 Tokyo Terrace Cowra, 7 detached dwellings and 8 lot community title subdivision, lodged by Michael Kilzi from the Director – Environmental Services be moved for consideration after Item 3.2.

CARRIED

3.A MAYORAL MINUTES

3.1 Mayoral Minute - Second Bridge Crossing

RESOLUTION 229/23

Moved: Cr Ruth Fagan

Seconded: Cr Erin Watt

That Council write to the NSW Transport Minister, the NSW Minister for Regional Transport & Roads, the Member for Riverina and the Member for Cootamundra seeking support for Council's request to have Transport for NSW (TfNSW) include in future planning a state-owned second bridge crossing of the Lachlan River in Cowra to cater for the expected unacceptable congestion from freight and other traffic into the future.

CARRIED

2 Mayoral Minute - Council Delegation to Japan**RESOLUTION 230/23**

Moved: Cr Bill West

Seconded: Cr Nikki Kiss

That Council send a delegation consisting of the Mayor, Deputy Mayor, General Manager and Cr Bill West to Japan in April 2024.

CARRIED

3.B Director – Environmental ServicesConsideration of agenda item brought forward7.1 Development Application No. 37/2022, Lot 7 DP 1250412, 13 Tokyo Terrace Cowra, 7 detached dwellings and 8 lot community title subdivision, lodged by Michael Kilzi**RESOLUTION 231/23**

Moved: Cr Paul Smith

Seconded: Cr Erin Watt

That consideration of Development Application No. 37/2022 be postponed to an extraordinary council meeting on 11 December 2023 at 5pm.

CARRIED

In Favour: Crs Ruth Fagan, Paul Smith, Sharon D'Elboux, Cheryl Downing, Nikki Kiss, Judi Smith, Erin Watt, Bill West and Peter Wright

Against: Nil

CARRIED 9/0

4 GENERAL MANAGER4.1 Council Meeting Dates for 2024**RESOLUTION 232/23**

Moved: Cr Judi Smith

Seconded: Cr Nikki Kiss

That Council adopt the following Council meeting dates for 2024:

Month	Day	Date	Meetings	Time
JANUARY	Monday	22	Ordinary Council	5pm
FEBRUARY	Monday	12	General Committee	5pm
	Monday	26	Ordinary Council	5pm
MARCH	Monday	11	General Committee	5pm
	Monday	25	Ordinary Council	5pm

APRIL	Monday	8	General Committee	5pm
	Monday	22	Ordinary Council	5pm
MAY	Monday	13	General Committee	5pm
	Monday	27	Ordinary Council	5pm
JUNE	Tuesday	11	General Committee	5pm
	Monday	24	Ordinary Council	5pm
JULY	Monday	8	General Committee	5pm
	Monday	22	Ordinary Council	5pm
AUGUST	Monday	12	General Committee	5pm
	Monday	26	Ordinary Council	5pm
SEPTEMBER	Monday	30	Ordinary Council	5pm
OCTOBER	Monday	14	General Committee	5pm
	Monday	28	Ordinary Council	5pm
NOVEMBER	Monday	11	General Committee	5pm
	Monday	25	Ordinary Council	5pm
DECEMBER	Monday	9	General Committee	5pm
	Monday	16	Ordinary Council	5pm

CARRIED

4.2 Community Satisfaction Survey**RESOLUTION 233/23**

Moved: Cr Paul Smith

Seconded: Cr Peter Wright

That council note the report on the 2023 Community Satisfaction Survey conducted by Woolcott Research Pty Ltd.

CARRIED

4.3 S355 Committee Minutes - CBD Committee**RESOLUTION 234/23**

Moved: Cr Sharon D'Elboux

Seconded: Cr Cheryl Downing

- 1. That Council note the minutes of the CBD Committee meetings held on 20 September 2023 and 17 October 2023.**
- 2. That Council conduct a Request for Quotation (RFQ) process to engage a consultant to prepare a CBD Activation Strategy.**
- 3. That a report on the RFQ outcome be presented to the December Council meeting for consideration.**
- 4. That proposed business and community consultation be held in February 2024.**

CARRIED

4.4 Committee Membership and Delegates Register 2023-2024**RESOLUTION 235/23**

Moved: Cr Judi Smith

Seconded: Cr Peter Wright

That Council confirm the 2023–2024 delegates to committees, working parties and external bodies as follows:

(a) Council Committees**1. General Committee****(No. of Councillors – 9)**

Cr S D'Elboux
Cr C Downing
Cr R Fagan
Cr N Kiss OAM
Cr J Smith
Cr P Smith
Cr E Watt
Cr B West
Cr P Wright

(b) Section 355 Committees**1. Access Committee****(No. of Councillors - 1)****Cr N Kiss OAM****2. Australian Chapter of World Peace Bell Association****(No. of Councillors – 2)**

Cr C Downing
Cr E Watt

3. CBD Committee**(No. of Councillors – 5)**

Cr S D'Elboux
Cr C Downing
Cr P Smith
Cr E Watt
Cr B West

(No of External Members 11)**5 Business Reps:**

Mr P Beer
Ms A Field
Mr Z Jones
Mr M McLeish
Ms C Muddle

3 Community Members:

Ms S Austin
Ms M Lindsay
Mr J Murphy
Mr Ian Docker
Mr Kurt Overzet
Ms Amy Gormly

1 Business Cowra Rep:**1 Cowra Tourism Rep:****1 Biz HQ Rep:****4. Civic Centre Reference Group****(No. of Councillors – 2)****Cr S D'Elboux**

- | | | |
|-----|--|---|
| 5. | Cowra Breakout Association
(No. of Councillors – 1) | Cr R Fagan
Cr P Smith |
| 6. | Cowra Public Art Advisory Panel
(No of Councillors – 2) | Cr N Kiss OAM
Cr R Fagan |
| 7. | Cowra Regional Art Gallery Advisory Committee
(No. of Councillors – 1) | Cr S D’Elboux |
| 8. | Cowra Sport & Recreational Council
(No. of Councillors – 1) | Cr C Downing |
| 9. | Cowra Youth Council
(No. of Councillors – 2) | Cr J Smith
Cr E Watt |
| 10. | Natural Resource Management Advisory Committee
(No. of Councillors – 1) | Cr P Wright |
| 11. | Saleyards Committee
(No. of Councillors – 2) | Cr B West
Cr P Wright |
| 12. | Tidy Towns and Urban Landcare
(No. of Councillors – 2) | Cr J Smith
Cr R Fagan |

(c) Working Parties

- | | | |
|----|---|---|
| 1. | Australia Day
(No. of Councillors – 2) | Cr N Kiss OAM
Cr C Downing |
|----|---|---|

Judging Panel:

Cowra Citizen of the Year, Young Citizen of the Year and Community Group of the Year:-

- **Australia Day Chairman and Councillor Delegate**
- **Representative – Cowra Business Chamber**
- **Representative – Cowra Evening CWA**
- **Representative – Rotary Club of Cowra**
- **Representative – Cowra Sport & Recreation Council**
- **Representative – Youth Council**

Dr Warren Whiley Memorial Award:-

- **Australia Day Chairman/Councillor Delegate**
- **Representative – Cowra Business Chamber**
- **Representative – Cowra Evening CWA**
- **Representative – Rotary Club of Cowra**
- **Representative – Cowra View Club**

That alternate panel members for Australia Day Award judging comprise the following (contacted one at a time until vacant positions are filled):-

- Representative – Cowra Lions Club
- Representative – Cowra Information and Neighborhood Centre
- Representative – Cowra Community Health

**2. Cultural Plan Working Party
(No of Councillors – 2)**

**Cr R Fagan
Cr S D’Elboux
Director-Corporate Services
Manager-Cowra Civic Centre
Director-Cowra Regional Art
Gallery
Libby Murray (Regional Art
Gallery Committee Member)**

**3. General Manager Performance Review Working Party
(No. of Councillors – 4)**

**Mayor
Deputy Mayor
Cr E Watt
Cr B West**

(No. of Alternate Councillors – 2)

**Cr S D’Elboux
Cr C Downing**

**4. Cowra Community Grants Working Party
(No. of Councillors – 2)**

**Cr J Smith
Cr N Kiss OAM
General Manager
Community Projects Officer
Grants & Executive Projects
Officer**

**5. Cowra Festival of International Understanding Working Party
(No. of Councillors – 3)**

**Cr R Fagan
Cr P Wright
Cr N Kiss OAM**

**6. Reconciliation Working Party
(No. of Councillors – 4)**

**Cr R Fagan
Cr E Watt
Cr J Smith
Cr N Kiss OAM
Mr P Devery
Mrs L Hughes**

(d) Appointment of Delegates

I. Arts OutWest

- | | | |
|-----|---|---|
| | (No. of Councillors – 1) | Cr S D’Elboux |
| 2. | Audit, Risk & Improvement Committee
(No. of Councillors – 2)

(Alternative Delegate – 1)

(No. of Independent Members – 2
One of whom is to be the Chair)
Independent Members Appointed | Cr B West
Cr P Smith
Cr P Wright

Ron Gillard (Chair)
Geoff Toomey |
| 3. | Canobolas Zone Rural Fire Service Liaison Committee and Bushfire Management Committee
(No. of Councillors – 1) | Cr P Wright |
| 4. | Central Tablelands Regional Weed Committee
(No. of Council Staff – 1)
(No. of Alternative Council Staff – 1)
Operations | Manager-Cowra Services
Director-Infrastructure & Operations |
| 5. | Central West Libraries
(No. of Councillors – 1)
(Alternate – 1) | Cr R Fagan
Cr S D’Elboux |
| 6. | Central NSW Joint Organisation
(No. of Councillors – 1) | Mayor |
| 7. | Cowra Business Chamber
(No. of Councillors – 1)
(Alternate – 1) | Cr R Fagan
Cr S D’Elboux |
| 8. | Cowra Community Development Trust Committee
(No. of Councillors – 2) | Cr B West
Cr J Smith |
| 9. | Cowra Health Council
(No. of Councillors – 1) | Cr B West |
| 10. | Cowra Japanese Garden Board
(No. of Councillors – 1) | Cr B West |
| 11. | Cowra Liquor Accord
(No. of Council Staff – 1) | Director – Corporate Services |
| 12. | Cowra Showground Racecourse & Paceway Trust
(No. of Councillors– 1) | Cr P Smith |
| 13. | Cowra Tourism Corporation
(No. of Councillors – 2) | Cr J Smith
Cr E Watt |
| 14. | Japanese Garden Maintenance Foundation
(No. of Councillors– 1) | Cr B West |

- 15. Lachlan Regional Transport Committee Inc**
(No. of Councillors – 2) **Cr B West**
(No. of Alternate Councillors – 1) **Cr P Wright**
- 16. Murray Darling Association**
(No of Councillors – 1) **Cr P Wright**
General Manager
- 17. Traffic Committee**
(No. of Councillors – 1) **Cr P Smith**
- 18. Country Universities Centre**
(No. of Councillors – 1) **Cr J Smith**
- 19. Villages:**
- i) Billimari**
(No. of Councillors – 2) **Cr B West**
Cr N Kiss OAM
- ii) Darbys Falls**
(No. of Councillors – 2) **Cr J Smith**
Cr N Kiss OAM
- iii) Gooloogong**
(No. of Councillors – 2) **Cr E Watt**
Cr S D’Elboux
- iv) Morongla**
(No. of Councillors – 1) **Cr P Smith**
- v) Noonbinna**
(No. of Councillors – 2) **Cr P Wright**
Cr C Downing
- vi) Wattamondara**
(No. of Councillors – 2) **Cr E Watt**
Cr P Wright
- vii) Woodstock**
(No. of Councillors – 2) **Cr J Smith**
Cr C Downing
- viii) Wyangala**
(No. of Councillors – 2) **Cr B West**
Cr E Watt
- 20. Western Region Joint Regional Planning Panel**
(No. of Councillors – 1) **Mayor**
General Manager
(No. of Alternate Councillors – 1) **Deputy Mayor**

CARRIED

5 DIRECTOR-CORPORATE SERVICES**5.1 Annual Financial Statements****RESOLUTION 236/23**

Moved: Cr Erin Watt

Seconded: Cr Bill West

That Council note the completion of the Financial Statements for the year ended 30 June 2023.

CARRIED

5.2 Investments**RESOLUTION 237/23**

Moved: Cr Bill West

Seconded: Cr Judi Smith

That Council note the Investments and Financial Report for October 2023.

CARRIED

5.3 IPART - Final report on the review of the rate peg methodology**RESOLUTION 238/23**

Moved: Cr Paul Smith

Seconded: Cr Bill West

That Council note the report from the Director - Corporate Services on IPART's review of rate peg methodology.

CARRIED

5.4 Donation - Cowra High School, Schools Spectacular Event**RESOLUTION 239/23**

Moved: Cr Judi Smith

Seconded: Cr Cheryl Downing

That Council donates \$2,000 to Cowra High School to attend the School Spectacular event in Sydney in November 2023 from the Section 356 donations budget.

CARRIED

5.5 Donation - Patrick Rowston

RESOLUTION 240/23

Moved: Cr Judi Smith

Seconded: Cr Cheryl Downing

That Council provide a donation of \$400 from the Section 356 expenses budget to assist Patrick Rowston in representing the New South Wales Primary Schools Sports Association at the School Sport Australia 12 Years & Under Track & Field Championships to be held on 23 – 27 November 2023 in Launceston Tasmania.

AMENDMENT

Moved: Cr Paul Smith

That Council provide a donation of \$400 from the Section 356 expenses budget to assist Patrick Rowston in representing the New South Wales Primary Schools Sports Association at the School Sport Australia 12 Years & Under Track & Field Championships to be held on 23 – 27 November 2023 in Launceston Tasmania and that a report advising of results be provided to Council.

LAPSED FOR THE WANT OF A SECONDER
THE ORIGINAL MOTION WAS PUT AND CARRIED

5.6 Section 355 Committee Minutes – Australian Chapter of the World Peace Bell Association - 13 September 2023 and 31 October 2023

RESOLUTION 241/23

Moved: Cr Cheryl Downing

Seconded: Cr Erin Watt

That the draft Minutes of the Australian Chapter of the World Peace Bell Association meetings held on 13 September 2023 and 31 October 2023 be noted.

CARRIED

5.7 Section 355 Committee Draft Minutes - Cowra Youth Council

RESOLUTION 242/23

Moved: Cr Judi Smith

Seconded: Cr Erin Watt

That the draft Minutes of the Cowra Youth Council ordinary meeting held on 13 November 2023 be noted.

CARRIED

5.8 Release of Closed Decisions**RESOLUTION 243/23**

Moved: Cr Peter Wright

Seconded: Cr Cheryl Downing

That Council note the release of the resolutions made in Closed Council at the Ordinary Council Meeting on 23 October 2023:

Sale of land Cowra Airport - Lot 9 to Errol Bekir

RESOLUTION 223/23

1. That Council note the report.
2. That Council note the offer has been withdrawn.

Cowra Civic Centre Seating Upgrade Project – Auditorium Floor Remodelling Tender (14/2023)

RESOLUTION 224/23

That Council awards the contract for the remodelling of the floor in the Civic Centre main auditorium in preparation for the installation of a retractable seating system to Consenth Solutions Pty Ltd based on the tender submission of \$433,496.21 (including GST).

Request for Quotation/Tender S1 2023 - Supply and Delivery of Road Signs for Central NSW Councils

RESOLUTION 225/23

That Council accept and sign contracts with Artcraft, Barrier Signs, DeNeefe Signs and Hi-Vis Group (Hunter Valley Signs) for the supply and delivery of road signs for the period 1 January 2024 to 31 December 2026 with an optional 12 months extension.

Request for Quotation: Cowra Aquatic Centre Upgrade Detailed Design

RESOLUTION 226/23

1. **That In accordance with Section 55 3 (i) of the Local Government Act (1993) Council resolves that a satisfactory result would not be achieved by inviting tenders for the contract of Detailed Design of Cowra Aquatic Centre Upgrade because of the following extenuating circumstances:**
 - a. **Council awarded tender 9/2021 Cowra Aquatic Centre Project management Services to Mova Rasi in October 2021.**
 - b. **The concept design of the aquatic centre upgrade was successfully completed by Mova Rasi including consultation with user groups.**
 - c. **There is a restricted timeframe for delivery of detailed design due to grant funding constraints.**
 - d. **The detailed project knowledge and understanding gained by Mova Rasi in delivering the concept design will ensure the detailed design can proceed without delay.**
 - e. **The fee being 3.21% of the construction cost is market assessed as being reasonable within industry guidelines.**
2. **That Council enter into a contract for the Detailed Design of Cowra Aquatic Centre Upgrade with Mova Rasi for the sum of \$269,020 excluding GST; based on the satisfactory assessment of the proposed contract sum provided in the report.**

CARRIED

6 DIRECTOR-INFRASTRUCTURE & OPERATIONS**6.1 Draft Plan of Management - Crown Reserve 84154****RESOLUTION 244/23**

Moved: Cr Sharon D'Elboux

Seconded: Cr Paul Smith

That:

- 1. Council acknowledges the Native Title Manager's advice on the Plan of Management for Crown Reserve 84154 has been received and considered.**
- 2. Council refers the draft Plan of Management for Crown Reserve 84154 (Bellevue Hill Reserve) to the Minister for Lands and Property for approval to place the plan on public exhibition.**
- 3. The General Manager be authorised to sign any necessary documentation to give notice to the Minister for Lands and Property in reference to the draft Plan of Management for Crown Reserve 84154.**
- 4. Subject to the Minister for Lands and Property approval, Council places the Plan of Management for Crown Reserve 84154 on public exhibition for a period of 28 days including providing a copy to all current lease and licence holders**

CARRIED

6.2 Options for Remodelling of the Public Amenities at Olympic Park**RESOLUTION 245/23**

Moved: Cr Peter Wright

Seconded: Cr Nikki Kiss

- 1. That subject to budget constraints Council consider including the remodelling of the Rose Garden Café and Lions Club amenities to meet current standards for accessible and ambulant access in the 2024/25 Operational Plan.**
- 2. That Council receive a further report on options for providing a new facility meeting the National Construction Code Specification F2.9 'Accessible adult change facilities' (2019).**

CARRIED

6.3 Section 355 Committee Minutes - Saleyards Committee**RESOLUTION 246/23**

Moved: Cr Bill West

Seconded: Cr Peter Wright

- 1. That the minutes of the Saleyards Committee meeting held on 14 September 2023 be noted.**

2. That Council write to the NSW Minister for Agriculture to note the allocated medium yards funding is not enough to complete the project for all of the yards. The letter to include appreciation of what has been offered but will note the concern that the financial contribution is insufficient.

CARRIED

7 DIRECTOR-ENVIRONMENTAL SERVICES

At 6.53 pm, Cr Erin Watt left the meeting.

7.2 Development Application No. 81/2023, Lot 12 DP 789769, 100 Andersons Lane Cowra, Dwelling, lodged by Currajong Pty Ltd

RESOLUTION 247/23

Moved: Cr Judi Smith

Seconded: Cr Bill West

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variations to Section F.1.4.1.b. of Part F of Council's Development Control Plan 2021 are sufficiently justified. The application was publicly notified and two submissions were received as addressed in this report; and
2. That Council approves variations to Section F.1.4.1.b. of Part F of Council's Development Control Plan 2021 for this development to allow 27m side boundary setbacks and 10m wide vegetation buffers; and
3. That Development Application No. 81/2023, for the construction of a dwelling on Lot: 12 DP 789769, 100 Andersons Lane Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan Sheet 01 Issue B	Currajong 6/11/2023	Received 8 November 2023 Stamped No. DA 10.2023.81.1(A)
Site Plan with Contours Sheet 02	Currajong 6/11/2023	Received 8 November 2023

Issue B		Stamped No. DA 10.2023.81.1(A)
Basix Compliance Schedule Sheet D1-1 Version 1 Amendment A	Vision Town Planning Consultants 7/11/2023	Received 8 November 2023 Stamped No. DA 10.2023.81.1(A)
Floor Plan Sheet D1-2 Version 1	Vision Town Planning Consultants 22/03/2023	Received 7 September 2023 Stamped No. DA 10.2023.81.1
West & North Elevations Sheet D1-3 Version 1	Vision Town Planning Consultants 22/03/2023	Received 7 September 2023 Stamped No. DA 10.2023.81.1
East & South Elevations Sheet D1-4 Version 1	Vision Town Planning Consultants 22/03/2023	Received 7 September 2023 Stamped No. DA 10.2023.81.1
BASIX Certificate No. 1382270S_03	Vision Town Planning Consultants Issued: 7 November 2023	Received 8 November 2023 Stamped No. DA 10.2023.81.1(A)
Statement of Environmental Effects Revision B	Currajong 7/11/2023	Received 8 November 2023 Stamped No. DA 10.2023.81.1(A)

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

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. Any cutting and filling on the site shall be either battered at a maximum slope of one vertical to two horizontal (1V:2H) and revegetated or suitably retained by a retaining structure, designed and constructed to appropriate engineering standards. A retaining wall that does not meet the requirements for exempt development under State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 will require the prior consent of Council. The erection of retaining walls may require the approval and certification of a suitably qualified structural engineer. All works are to be carried out within the boundaries of the property and without affecting the structural integrity of boundary

fencing or neighbouring structures.

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

4. 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.
5. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of a suitably sized metered water service to the development.
6. Prior to the issue of a Construction Certificate, the applicant is to prepare an unidentified finds procedure for site development works due to the potential for asbestos containing pipe material under the surface. The procedure is to be submitted for the approval of the Principal Certifier.
7. Prior to the issue of a Construction Certificate, the Applicant must submit to Cowra Shire Council an application to Install and Operate an On-Site Sewage Management System. The application must be accompanied by a report prepared by a suitably qualified professional including a geotechnical report to confirm that an On-Site Sewage Management System in compliance with AS1547:2012 can operate in the proposed area.
8. Pursuant to Section 7.12 (formerly Section 94A) of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Cowra Section 94A Contributions Plan 2016 adopted on 26 April 2016. The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

Contribution Type	Proposed Cost of Development ¹	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution ²	\$910,859.00	1%	\$9,108.59	30 June 2024
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				

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 Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
10. 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.
11. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.
12. 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.
13. The Applicant is to obtain all relevant approvals to Install and Operate an On-Site Sewage Management System from Cowra Shire Council prior to commencing works to install the system and comply with any conditions of that approval. The works must be inspected by Council at the times specified below:
 - a) Tank Installation: When the tank is installed and prior to backfilling.
 - b) Absorption Trench: When void arching and stone void fill is in place prior to covering.

All work must be carried out by a licensed plumber or drainer and to the requirements of NSW Environment and Health Protection Guidelines, Plumbing Code of Australia and Australian Standard/ New Zealand Standard 1547:2000 On-Site Domestic Wastewater Management. The licensed plumber or drainer must notify Cowra Council at least 48 hours before each required inspection needs to be carried out.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

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. 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.
17. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the 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.
18. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged three metres clear of any building/structure in a manner that does not cause soil erosion or nuisance to adjoining properties.
19. All plumbing work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:
 - (a) Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.
 - (b) External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.
 - (c) Water Supply: Hot and cold water supply pipework, when the pipework is installed and prior to concealment. Pipes should be under pressure test.
 - (d) Stormwater: When the stormwater and roof water drainage

system has been completed.

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

20. The Applicant must not commence occupation or use of the dwelling until a **Whole or Partial Occupation Certificate** has been issued from the Principal Certifier appointed for the subject development.
21. Prior to the issue of any **Occupation Certificate**, provide a minimum of 45,000 litres of tanked water supply for domestic consumption for the dwelling or a larger volume of water supply in accordance with **BASIX** certificate commitments. In addition to the water supply required for domestic consumption and **BASIX**, an additional 10,000 litres of water supply shall be reserved for fire-fighting purposes for dwelling in accordance with the **NSW Rural Fire Service** requirements. Where the total volume for dwelling is provided in a single tank, the draw off point for the domestic supply is to be located at or above the 10,000 litre level. The tank shall be fitted with a 65mm Storz fitting and ball or gate valve. Water tanks shall be generally located in close proximity to the dwelling-house and allow access for fire fighting vehicles.

Water tanks are not to be constructed of plastic if they are to be exposed to medium to high level bushfire risk. Further information relating to the location and design of water tanks and emergency fire-fighting requirements for water tanks and connections can be downloaded from the **NSW Rural Fire Service** website, www.rfs.nsw.gov.au.

22. Prior to the issue of a **Whole Occupation Certificate**, the Applicant shall construct an access crossing to the development site from **Andersons Lane** in accordance with consent from the road's authority pursuant to **Section 138 of the Roads Act 1993** for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the **Section 138 Permit**. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.
23. Prior to the issue of a **Whole Occupation Certificate**, the Applicant shall install the vegetation buffers in accordance with the approved plans and clauses b & c of **Appendix A of Part F of Cowra Council Development Control Plan 2012**.

ADVICE

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

the applicant must undertake Aboriginal community consultation in accordance with clause 80C of the NPW Regulation.

CARRIED

In Favour: Crs Ruth Fagan, Paul Smith, Sharon D'Elboux, Cheryl Downing, Nikki Kiss, Judi Smith, Bill West and Peter Wright

Against: Nil

CARRIED 8/0

7.3 Development Application No. 82/2023, Lot 13 DP 792136, 116 Andersons Lane Cowra, Dwelling, lodged by Currajong Pty Ltd

RESOLUTION 248/23

Moved: Cr Paul Smith

Seconded: Cr Judi Smith

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variations to Section F.1.4.1.b. of Part F of Council's Development Control Plan 2021 are sufficiently justified. The application was publicly notified and one submission was received as addressed in this report; and
2. That Council approves variations to Section F.1.4.1.b. of Part F of Council's Development Control Plan 2021 for this development to allow 24m and 25m side boundary setbacks and 10m wide vegetation buffers; and
3. That Development Application No. 82/2023, for the construction of a dwelling on Lot 13 DP 792136, 116 Andersons Lane Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan Sheet 01 Issue B	Currajong 6/11/2023	Received 8 November 2023 Stamped No. DA 10.2023.82.1(A)
Site Plan with Contours	Currajong	Received

Sheet 02 Issue B	6/11/2023	8 November 2023 Stamped No. DA 10.2023.82.1(A)
Basix Compliance Schedule Sheet D2-1 Version 1 Amendment A	Vision Town Planning Consultants 7/11/2023	Received 8 November 2023 Stamped No. DA 10.2023.82.1(A)
Floor Plan Sheet D2-2 Version 1	Vision Town Planning Consultants 22/03/2023	Received 7 September 2023 Stamped No. DA 10.2023.82.1
West & North Elevations Sheet D2-3 Version 1	Vision Town Planning Consultants 22/03/2023	Received 7 September 2023 Stamped No. DA 10.2023.82.1
East & South Elevations Sheet D2-4 Version 1	Vision Town Planning Consultants 22/03/2023	Received 7 September 2023 Stamped No. DA 10.2023.82.1
BASIX Certificate No. 1382161S_03	Vision Town Planning Consultants Issued: 7 November 2023	Received 8 November 2023 Stamped No. DA 10.2023.82.1(A)
Statement of Environmental Effects Revision B	Currajong 7/11/2023	Received 8 November 2023 Stamped No. DA 10.2023.82.1(A)

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

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. Any cutting and filling on the site shall be either battered at a maximum slope of one vertical to two horizontal (1V:2H) and revegetated or suitably retained by a retaining structure, designed and constructed to appropriate engineering standards. A retaining wall that does not meet the requirements for exempt development under State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 will require the prior consent of Council. The erection of retaining walls may require the approval and certification of a suitably qualified structural engineer. All works are to be carried out within the boundaries of the property and without affecting the structural integrity of boundary

fencing or neighbouring structures.

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

4. 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.
5. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of a suitably sized metered water service to the development.
6. Prior to the issue of a Construction Certificate, the applicant is to prepare an unidentified finds procedure for site development works due to the potential for asbestos containing pipe material under the surface. The procedure is to be submitted for the approval of the Principal Certifier.
7. Prior to the issue of a Construction Certificate, the Applicant must submit to Cowra Shire Council an application to Install and Operate an On-Site Sewage Management System. The application must be accompanied by a report prepared by a suitably qualified professional including a geotechnical report to confirm that an On-Site Sewage Management System in compliance with AS1547:2012 can operate in the proposed area.
8. Pursuant to Section 7.12 (formerly Section 94A) of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Construction Certificate. The contribution is current as at the date of this consent and is levied in accordance with the Cowra Section 94A Contributions Plan 2016 adopted on 26 April 2016. The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

Contribution Type	Proposed Cost of Development ¹	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution ²	\$910,859.00	1%	\$9,108.59	30 June 2024
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				

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 Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
10. 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.
11. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.
12. 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.
13. The Applicant is to obtain all relevant approvals to Install and Operate an On-Site Sewage Management System from Cowra Shire Council prior to commencing works to install the system and comply with any conditions of that approval. The works must be inspected by Council at the times specified below:
 - a) Tank Installation: When the tank is installed and prior to backfilling.
 - b) Absorption Trench: When void arching and stone void fill is in place prior to covering.

All work must be carried out by a licensed plumber or drainer and to the requirements of NSW Environment and Health Protection Guidelines, Plumbing Code of Australia and Australian Standard/ New Zealand Standard 1547:2000 On-Site Domestic Wastewater Management. The licensed plumber or drainer must notify Cowra Council at least 48 hours before each required inspection needs to be carried out.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

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. 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.
17. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the 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.
18. All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged three metres clear of any building/structure in a manner that does not cause soil erosion or nuisance to adjoining properties.
19. All plumbing work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:
 - (a) Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.
 - (b) External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.
 - (c) Water Supply: Hot and cold water supply pipework, when the pipework is installed and prior to concealment. Pipes should be under pressure test.
 - (d) Stormwater: When the stormwater and roof water drainage

system has been completed.

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

20. The Applicant must not commence occupation or use of the dwelling until a **Whole or Partial Occupation Certificate** has been issued from the Principal Certifier appointed for the subject development.
21. Prior to the issue of any **Occupation Certificate**, provide a minimum of 45,000 litres of tanked water supply for domestic consumption for the dwelling or a larger volume of water supply in accordance with **BASIX** certificate commitments. In addition to the water supply required for domestic consumption and **BASIX**, an additional 10,000 litres of water supply shall be reserved for fire-fighting purposes for dwelling in accordance with the **NSW Rural Fire Service** requirements. Where the total volume for dwelling is provided in a single tank, the draw off point for the domestic supply is to be located at or above the 10,000 litre level. The tank shall be fitted with a 65mm Storz fitting and ball or gate valve. Water tanks shall be generally located in close proximity to the dwelling-house and allow access for fire fighting vehicles.

Water tanks are not to be constructed of plastic if they are to be exposed to medium to high level bushfire risk. Further information relating to the location and design of water tanks and emergency fire-fighting requirements for water tanks and connections can be downloaded from the **NSW Rural Fire Service** website, www.rfs.nsw.gov.au.

22. Prior to the issue of a **Whole Occupation Certificate**, the Applicant shall construct an access crossing to the development site from **Andersons Lane** in accordance with consent from the road's authority pursuant to **Section 138 of the Roads Act 1993** for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the **Section 138 Permit**. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.
23. Prior to the issue of a **Whole Occupation Certificate**, the Applicant shall install the vegetation buffers in accordance with the approved plans and clauses b & c of **Appendix A of Part F of Cowra Council Development Control Plan 20121**.

ADVICE

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

CARRIED

In Favour: Crs Ruth Fagan, Paul Smith, Sharon D'Elboux, Cheryl Downing, Nikki Kiss, Judi Smith, Bill West and Peter Wright

Against: Nil

CARRIED 8/0

At 6:57 pm, Cr Ruth Fagan left the meeting.

Cr Paul Smith assumed the position of Chair of the Meeting

7.4 Development Application No. 84/2023, Lot 311 DP 255021, 11 Rothbury Road Cowra, Dwelling, lodged by Currajong Pty Ltd

RESOLUTION 249/23

Moved: Cr Bill West

Seconded: Cr Judi Smith

1. That Council approves the Clause 4.6 exception to the development standard for minimum lot size specified under Clause 4.2B(3)(a) of Cowra Local Environmental Plan 2012 to allow for the erection of a dwelling on Lot 311 DP 255021; and
2. That Council Staff arrange for a copy of the assessment report with a recommendation to approve the development and coinciding meeting minutes be forwarded to the Western Region Branch of the NSW Department of Planning seeking their concurrence to approve the development.

CARRIED

In Favour: Crs Paul Smith, Sharon D'Elboux, Cheryl Downing, Nikki Kiss, Judi Smith, Bill West and Peter Wright

Against: Nil

CARRIED 7/0

At 7:04 pm, Cr Ruth Fagan returned to the meeting and resumed the chair.

7.5 Development Application No. 91/2023, Lot 60 DP 1287831, 3 Calare Street Cowra, dwelling and tennis court, lodged by M Saboun

RESOLUTION 250/23

Moved: Cr Paul Smith

Seconded: Cr Judi Smith

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 application was publicly notified and one submission was received; and
2. That Development Application No. 91/2023, for the construction of a dwelling and tennis court on Lot 60 DP 1287831, 3 Calare Street Cowra

be approved subject to the following conditions:

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan Sheet 1 Version 1	Vision Town Planning Consultants 30 August 2023	Received 26 September 2023 Stamped No. DA 10.2023.91.1
Utilities Plan Sheet 2 Version 1	Vision Town Planning Consultants 24 August 2023	Received 26 September 2023 Stamped No. DA 10.2023.91.1
Context Plan Sheet 3 Version 1	Vision Town Planning Consultants 24 August 2023	Received 26 September 2023 Stamped No. DA 10.2023.91.1
Floor Plan Sheet 4 Version 1	Vision Town Planning Consultants 30 August 2023	Received 6 October 2023 Stamped No. DA 10.2023.91.1(A)
North & South Elevation Plan Sheet 5 Version 1	Vision Town Planning Consultants 30 August 2023	Received 6 October 2023 Stamped No. DA 10.2023.91.1(A)
West & East Elevation Plan Sheet 6 Version 1	Vision Town Planning Consultants 30 August 2023	Received 6 October 2023 Stamped No. DA 10.2023.91.1(A)
Basix Compliance Schedule Sheet 7 Version 1	Vision Town Planning Consultants 30 August 2023	Received 6 October 2023 Stamped No. DA 10.2023.91.1(A)
BASIX Certificate No. 1402772S_02	Beth Johnstone Issued: 6 October 2023	Received 6 October 2023 Stamped No. DA 10.2023.91.1(A)

Statement of Environmental Effects Version 1.0	Vision Town Planning Consultants 9 August 2023	Received 26 September 2023 Stamped No. DA 10.2023.91.1
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In the event of any inconsistency between conditions of this development consent and the plans/supporting documents referred to above, the conditions of this development consent prevail.

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the *Environmental Planning and Assessment Regulation 2021* (see attached Advisory Note).
3. Any cutting and filling on the site shall be either battered at a maximum slope of one vertical to two horizontal (1V:2H) and revegetated or suitably retained by a retaining structure, designed and constructed to appropriate engineering standards. A retaining wall that does not comply with State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 will require the prior consent of Council. The erection of retaining walls may require the approval and certification of a suitably qualified structural engineer. All works are to be carried out within the boundaries of the property and without affecting the structural integrity of boundary fencing or neighbouring structures.
4. This development consent does not authorise the installation of any tennis court lighting.

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

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. The edge of the new access crossing on Hartley Street must be a minimum of one metre from the existing power pole in the road reserve.
6. Prior to the issue of a Construction Certificate, details of the type and colour of the proposed weatherboard cladding and Colorbond roof are to be submitted to the Principal Certifier for approval. The roofing and cladding are to meet the following requirements of Cowra Council Development Control Plan 2021:
 - Building materials should be naturally textured and coloured and sympathetic to the natural environment. Highly reflective materials should be avoided where possible, particularly in visually prominent locations.
7. Prior to the issue of a Construction Certificate, the Applicant must submit to Cowra Shire Council an application to Install and Operate an On-Site Sewage Management System. The application must be accompanied by a report prepared by a suitably qualified professional including a geotechnical report to confirm that an On-Site Sewage

Management System can operate in the proposed area.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

8. 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.
9. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Cowra Shire 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' and 'Appointment of Principal Certifier'.
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 to Install and Operate an On-Site Sewage Management System from Cowra Shire Council prior to commencing works to install the system and comply with any conditions of that approval. The works must be inspected by Council at the times specified below:
 - a) Tank Installation: When the tank is installed and prior to backfilling.
 - b) Absorption Trench: When void arching and stone void fill is in place prior to covering.

All work must be carried out by a licensed plumber or drainer and to the requirements of NSW Environment and Health Protection Guidelines, Plumbing Code of Australia and Australian Standard/ New Zealand Standard 1547:2000 On-Site Domestic Wastewater Management. The licensed plumber or drainer must notify Cowra Council at least 48 hours before each required inspection needs to be carried out.

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 Hartley Street.
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. All plumbing work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:
 - a) Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.

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

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

- 20. The Applicant must not commence occupation or use of the dwelling and tennis court until a **Whole or Partial Occupation Certificate** has been issued from the **Principal Certifier** appointed for the subject development.
- 21. Prior to the issue of a **Whole Occupation Certificate**, the applicant must construct an access driveway to the property from **Hartley Street** in accordance with consent from the roads authority pursuant to **Section 138 of the Roads Act 1993** for the carrying out of works in a road reserve. The 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.

ADVICE

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

CARRIED

In Favour: Crs Ruth Fagan, Paul Smith, Sharon D'Elboux, Cheryl Downing, Nikki Kiss, Judi Smith, Bill West and Peter Wright

Against: Nil

CARRIED 8/0

7.6 Development Application No. 101/2023, Lot 2 DP 843153, 19 Springvale Road Wyangala Dam, dwelling (replacement), lodged by Currajong Pty Ltd

RESOLUTION 251/23

Moved: Cr Bill West
Seconded: Cr Nikki Kiss

- I. That Council notes that the reason for the decision is that the proposal largely complies with **Section 4.15** of the **Environmental Planning and**

Assessment Act 1979. The application was publicly notified and one submission was received which is addressed in this report; and

2. That Development Application No. 101/2023, for the construction of a dwelling (replacement) on Lot 2 DP 843153, 19 Springvale Road Wyangala Dam be approved subject to the following conditions:

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Proposed Site Plan Sheet No. 01 Rev A	Currajong 2 October 2023	Received 5 October 2023 Stamped No. DA 10.2023.101.1
Floor Plan Drawing No. A101 A	Vision Property Development Hub 18 September 2023	Received 5 October 2023 Stamped No. DA 10.2023.101.1
North & South Elevations Drawing No. A201 A	Vision Property Development Hub 19 September 2023	Received 5 October 2023 Stamped No. DA 10.2023.101.1
East & West Elevations Drawing No. A202 A	Vision Property Development Hub 19 September 2023	Received 5 October 2023 Stamped No. DA 10.2023.101.1
Basix Compliance Schedule Drawing No. A000 A	Vision Property Development Hub 20 September 2023	Received 5 October 2023 Stamped No. DA 10.2023.101.1
Basix Certificate No. 1423907S_2	Vision Town Planning Issued: 27 September 2023	Received 5 October 2023 Stamped No. DA 10.2023.101.1
Statement of	Currajong	Received

Environmental Effects Rev A	2 October 2023	5 October 2023 Stamped No. DA 10.2023.101.1
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In the event of any inconsistency between conditions of this development consent and the plans/supporting documents referred to above, the conditions of this development consent prevail.

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. Any cutting and filling on the site shall be revegetated or suitably retained by a retaining structure, designed and constructed to appropriate engineering standards. A retaining wall that does not comply with State Environmental Planning Policy (Exempt & Complying Development Codes) 2008 will require the prior consent of Council. The erection of retaining walls may require the approval and certification of a suitably qualified structural engineer. All works are to be carried out within the boundaries of the property and without affecting the structural integrity of boundary fencing or neighbouring structures.

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

4. Prior to the issue of a Construction Certificate, the Applicant must submit to Cowra Shire Council an application to Install and Operate an On-Site Sewage Management System. The application must be accompanied by a report prepared by a suitably qualified professional including a geotechnical report to confirm that an On-Site Sewage Management System can operate in the proposed area.
5. The existing driveway must be upgraded to Council's engineering standards. Prior to the issue of a Construction Certificate, the Applicant must obtain consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

6. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.

7. 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.
8. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.
9. 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.
10. The Applicant is to obtain all relevant approvals to Install and Operate an On-Site Sewage Management System from Cowra Shire Council prior to commencing works to install the system and comply with any conditions of that approval. The works must be inspected by Council at the times specified below:
 - a) Tank Installation: When the tank is installed and prior to backfilling.
 - b) Absorption Trench: When void arching and stone void fill is in place prior to covering.

All work must be carried out by a licensed plumber or drainer and to the requirements of NSW Environment and Health Protection Guidelines, Plumbing Code of Australia and Australian Standard/ New Zealand Standard 1547:2000 On-Site Domestic Wastewater Management. The licensed plumber or drainer must notify Cowra Council at least 48 hours before each required inspection needs to be carried out.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

11. 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.
12. 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.
13. 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.

14. **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.**
15. **All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the 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.**
16. **All roofed and paved areas are to be properly drained in accordance with the Plumbing Code of Australia and discharged three metres clear of any building/structure in a manner that does not cause soil erosion or nuisance to adjoining properties.**
17. **All plumbing work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:**
 - a) **Internal Drainage: When all internal drainage work is installed and prior to concealment. Pipes should be under water test.**
 - b) **External Drainage: When all external drainage work is installed and prior to concealment. Pipes should be under water test.**
 - c) **Water Supply: Hot and cold water supply pipework, when the pipework is installed and prior to concealment. Pipes should be under pressure test.**
 - d) **Stormwater: When the stormwater and roof water drainage system has been completed.**

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

18. **The Applicant must not commence occupation or use of the dwelling until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.**
19. **Prior to the issue of any Occupation Certificate, provide a minimum of 45,000 litres of tanked water supply for domestic consumption for dwelling or a larger volume of water supply in accordance with BASIX certificate commitments. In addition to the water supply required for domestic consumption and BASIX, an additional 10,000 litres of water**

supply shall be reserved for fire-fighting purposes for dwelling in accordance with the NSW Rural Fire Service requirements. Where the total volume for dwelling is provided in a single tank, the draw off point for the domestic supply is to be located at or above the 10,000 litre level. The tank shall be fitted with a 65mm Storz fitting and ball or gate valve. Water tanks shall be generally located in close proximity to the dwelling-house and allow access for fire fighting vehicles.

Water tanks are not to be constructed of plastic if they are to be exposed to medium to high level bushfire risk. Further information relating to the location and design of water tanks and emergency fire-fighting requirements for water tanks and connections can be downloaded from the NSW Rural Fire Service website, www.rfs.nsw.gov.au.

20. Prior to the issue of a Whole Occupation Certificate, a report is to be submitted to Principal Certifier prepared by a suitably qualified environmental hygienist which confirms that the old on-site sewage management system has been satisfactorily decommissioned in accordance with the NSW Health Advisory Note 3 – Revised January 2017.
21. Prior to the issue of a Whole Occupation Certificate, the applicant must upgrade the access crossing to the development site from Grenfell Road in accordance with consent from the roads authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. All costs associated with the construction of the access driveway shall be borne by the Applicant.

ADVICE

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

CARRIED

In Favour: Crs Ruth Fagan, Paul Smith, Sharon D'Elboux, Cheryl Downing, Nikki Kiss, Judi Smith, Bill West and Peter Wright

Against: Nil

CARRIED 8/0

At 7:09 pm, Cr Erin Watt returned to the meeting.

7.7 Section 355 Committee minutes - Access Committee meeting 23 October 2023

RESOLUTION 252/23

Moved: Cr Nikki Kiss

Seconded: Cr Peter Wright

That Council defer noting the minutes of the Access Committee meeting held on 23 October 2023 until the Access Committee has amended and endorsed the minutes.

CARRIED

8 LATE REPORTS

8.1 Annual Report

RESOLUTION 253/23

Moved: Cr Bill West

Seconded: Cr Paul Smith

That Council adopt the Annual Report for the year ended 30 June 2023 for publication.

CARRIED

9 MOTIONS WITHOUT NOTICE

9.1 Matter of Urgency

RESOLUTION 254/23

Moved: Cr Bill West

Seconded: Cr Paul Smith

That the meeting consider a matter relating to the NSW Government's recent announcement on the Tresillian service and the Cowra Hospital redevelopment as a matter of great urgency.

CARRIED

9.2 Tresillian Service & Cowra Hospital

RESOLUTION 255/23

Moved: Cr Bill West

Seconded: Cr Judi Smith

That Council write to the NSW Minister of Health expressing extreme disappointment at the recent announcement not to include Tresillian residential beds as part of the new hospital redevelopment, and to seek its reinstatement and assurance that the Clinical Services Plan will be delivered in full.

CARRIED

10 CONFIDENTIAL MATTERS**RESOLUTION 256/23**

Moved: Cr Erin Watt

Seconded: Cr Bill West

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 DIRECTOR-CORPORATE SERVICES**10.1 Request for Water Account Adjustment - Assessment Number 78212**

This matter is considered to be confidential under Section 10A(2)(b) 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 discussion in relation to the personal hardship of a resident or ratepayer.

10.2 Request for Water Account Adjustment - Assessment Number 39693

This matter is considered to be confidential under Section 10A(2)(b) 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 discussion in relation to the personal hardship of a resident or ratepayer.

10.3 Request for Water Account Adjustment - Assessment Number 85151

This matter is considered to be confidential under Section 10A(2)(b) 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 discussion in relation to the personal hardship of a resident or ratepayer.

10.4 Request for Water Account Adjustment - Assessment Number 84054

This matter is considered to be confidential under Section 10A(2)(b) 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 discussion in relation to the personal hardship of a resident or ratepayer.

CARRIED



MINUTES

Extraordinary Council Meeting Monday, 11 December 2023

Order Of Business

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2	Director-Environmental Services	3
2.1	Development Application No. 37/2022, Lot 7 DP 1250412, 13 Tokyo Terrace Cowra, 7 detached dwellings and 8 lot community title subdivision, lodged by Michael Kilzi.....	3
3	Late Reports.....	4

**MINUTES OF COWRA COUNCIL
EXTRAORDINARY COUNCIL MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON MONDAY, 11 DECEMBER 2023 AT 5PM**

- PRESENT:** Cr Ruth Fagan (Mayor), Cr Paul Smith (Deputy Mayor), Cr Sharon D'Elboux, Cr Cheryl Downing, Cr Nikki Kiss, Cr Judi Smith, Cr Erin Watt, Cr Bill West, Cr Peter Wright.
- IN ATTENDANCE:** Mr Paul Devery (General Manager), Mr Michael Jones (Director - Corporate Services), Mrs Larissa Hackett (Director-Environmental Services), Mr Dirk Wymer (Director-Infrastructure & Operations)

I INTRODUCTION

1.1 Recording & publishing

The Mayor advised that the meeting was being recorded.

1.2 Acknowledgement of Country

The Mayor delivered the Acknowledgment of Country.

1.3 Apologies and Applications for Leave of Absence by Councillors

Nil

1.4 Disclosures of Interest

Nil

1.5 Public Forum

37/2022, Lot 7 DP 1250412, 13 Tokyo Terrace Cowra

Public Forum was attended by Karen Reid, Helen Troy, Lorraine Wales, Craig Wallace and William Hales addressing Council speaking against the development.

2 DIRECTOR-ENVIRONMENTAL SERVICES

2.1 Development Application No. 37/2022, Lot 7 DP 1250412, 13 Tokyo Terrace Cowra, 7 detached dwellings and 8 lot community title subdivision, lodged by Michael Kilzi

RESOLUTION 258/23

Moved: Cr Erin Watt

Seconded: Cr Cheryl Downing

That Council refuses Development Application 37/2022 Lot 7 DP 1250412, 13 Tokyo Terrace Cowra, for the following reasons:

1. The development is not consistent with the existing character of the Valley View Estate.
2. The development is not consistent with the desired future character of the Estate.
3. The development should be considered as a greenfield residential application” as per the definition in part D.2 of the DCP.

4. The development does not comply with the front set-back requirements in Part E.2.11.1 of the DCP.
5. The development is inconsistent with the requirements for water connections in Part D.2.8.e and D.8 of the DCP
6. The development has not provided adequate information on the street sweep of visitor parking
7. The application would result in over-development to 20 lots on the Tokyo Terrace East/West section and would not be suitable for the road hierarchy articulated in Part D.2.6 of our DCP.
8. The applicant is required to provide a draft management statement Part D.8.1.b of the DCP which they have not done and have told us they do not see as their responsibility.
9. There is not adequate visibility of vehicles leaving the main carpark of dwelling 4 and 5 due to the retaining walls adjacent with the community land.

CARRIED

In Favour: Crs Erin Watt, Peter Wright, Paul Smith, Sharon D'Elboux, Cheryl Downing and Nikki Kiss

Against: Crs Ruth Fagan, Judi Smith and Bill West

CARRIED 6/3

3 LATE REPORTS

Nil

The Meeting closed at 5.56 pm.

The minutes of this meeting were confirmed at the Council Meeting held on 18 December 2023.

.....
CHAIRPERSON

3 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 11 DECEMBER 2023

File Number: D23/2136

Author: Michael Jones, Director - Corporate Services

The Committee refers the following recommendations to Council:

GENERAL MANAGERS REPORT

a) **3.1 Weir Bequest**

RECOMMENDATION

1. That Council note the bequest from the Estate of the late Margaret Edith Weir of \$50,000 to the Cowra Regional Art Gallery and \$50,000 to the Peace Bell Committee.
2. That Council send a letter to the family expressing appreciation for this most generous gesture
3. That the Art Gallery Advisory Committee and the Peace Bell committee be requested to give consideration to how to best use the funds and make recommendations to Council.

b) **3.2 Growing Regions Application**

RECOMMENDATION

That Council allocate an additional \$40,000, funded from the Built Asset Replacement Reserve, to allow for resources to be engaged to complete the full application for Aquatic Centre funding under the Federal Government's Growing Regions program.

DIRECTOR-CORPORATE SERVICES REPORT

c) **3.3 Donation - Woodstock Swimming Pool Incorporated**

RECOMMENDATION

That Council provide a donation of \$5,270.00 from the Section 356 expenses budget to assist the Woodstock Swimming Pool Committee with the Public Liability Insurance for Woodstock Community Pool.

d) 3.4 Appointment of 2024 Cowra Youth Council Members

RECOMMENDATION

That Council endorse the appointment of the following nominees to the 2024 Cowra Youth Council:

- | | |
|-------------------|---------------------|
| • Georgie Anning | • Aiden Gunderson |
| • Ezekiel Austin | • Sienna Launderers |
| • Zipporah Austin | • Isabella Lette |
| • Laura Bennett | • Isabella Pepper |
| • Callie Bridges | • Taylia Penyu |
| • Lily Bridges | • Laura Price |
| • Emma Haslem | • Alyvia Slade |
| • Cohan Howden | |

e) 3.5 Section 355 Committee Draft Minutes - Audit, Risk & Improvement Committee

RECOMMENDATION

That the draft Minutes of the Audit, Risk & Improvement Committee meeting held on 30 November 2023 be noted.

f) 3.6 Sculpture Park Master Plan

RECOMMENDATION

1. That Council place the draft sculpture park masterplan on public exhibition for a minimum of 28 days from 8 January 2024.
2. That Council endorse the application to lodge a submission for grant funding under the public spaces legacy program to construct pathways at the sculpture park in accordance with the draft master plan.
3. That reports are brought back to Council on the financial analysis and curatorial framework for the sculpture park.

g) 3.7 Investments

RECOMMENDATION

That Council note the Investments and Financial Report for November 2023.

DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

h) 3.8 Dam Safety Management Plans: Cowra Stormwater Detention Basins

RECOMMENDATION

That Council allocate \$70,000 to complete the Dam Safety Management System for the Cowra detention basins in the 2023/2024 Operational Plan second quarter review to comply with the requirements of the Dam Safety Management Regulation (2019).

i) 3.9 Proposed Policy: Pipes Along and Across Roads - Water, Drainage and Irrigation

RECOMMENDATION

1. That Council endorses the draft Pipes Along and Across Roads – Water, Drainage and Irrigation Policy for the purpose of public exhibition for a minimum of twenty eight (28) days from 8 January 2024 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 Draft Pipes Along and Across Roads – Water, Drainage and Irrigation Policy considering any submissions made.

DIRECTOR-ENVIRONMENTAL SERVICES REPORT

j) 3.10 Development Application No. 110/2023, Lot 149 DP 1162233, 13 Vineyard Drive Cowra, Inground swimming pool, lodged by SJ Pools & Concreting

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.4.5(a) of Part E of Council's Development Control Plan 2021 is sufficiently justified and the application was publicly notified and no submissions were received; and
2. That Council approves a variation to E.4.5(a) of Part E of Council's Development Control Plan 2021 for this development to allow a swimming pool forward of the building line; and
3. That Development Application No. 110/2023, for the construction of an inground swimming pool on Lot 149 DP 1162233, 13 Vineyard Drive Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan	Bellriver Homes N.D.	Received 6 November 2023 Stamped No. 10.2023.110.1
Pool Shell Specification / Dig Sheet	Barrier Reef Pools Brooklyn 8.6m 4.4m N.D.	Received 6 November 2023 Stamped No. 10.2023.110.1
Statement of Environmental Effects (Pro-forma Template)	Scott James N.D.	Received 6 November 2023 Stamped No. 10.2023.110.1
BASIX Certificate No. A1373199	Scott T James Issued: 19 October 2023	Received 6 November 2023 Stamped No. 10.2023.110.1

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

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the *Environmental Planning and Assessment Regulation 2021* (see attached Advisory Note).
3. Permanent pool fences and gates forming pool barriers shall be designed, constructed, installed and maintained in accordance with the *Swimming Pools Act 1992* and the *Swimming Pools Regulation 2008*. The pool shall not be filled until fencing has been constructed to the satisfaction of the Principal Certifier.
4. A Warning Notice prepared in accordance with Part 3 of the *Swimming Pools Regulation 2008* shall be exhibited in a prominent position adjacent to the pool.
5. The applicant must lodge an application for the issue of a Swimming Pool Compliance Certificate under the *Swimming Pools Act 1992*.

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

6. All backwash water or water discharged from the pool during emptying shall be discharged in accordance with Australian Standard 3500 'National Plumbing and Drainage Code' and as follows:
 - (i) In an area serviced by reticulated sewerage, connect to Cowra Shire Council's sewerage system.

- (ii) Where reticulated sewerage is not available, all backwash shall be directed to absorption trenches. Details of these trenches shall be submitted to and approved by Cowra Shire Council prior to the issue of a Construction Certificate. The discharge must be located and designed so as to not impact on the effluent land application area or result in water pollution (i.e. discharge into waterway).
- (iii) The sewer connection can be via a suitable existing gulley or, alternatively, a gulley can be cut into the house drainage line for this purpose.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

7. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.
8. 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.
9. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.
10. 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.
11. Prior to the installation of the pool a 'peg-out' survey plan is to be submitted to the Principal Certifier which establishes the position of the property boundary and demonstrates that the development will be constructed in accordance with the boundary setbacks provided on the approved plans.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

12. 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.

13. 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.
14. 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*.
15. 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.
16. 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.

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

17. The Applicant must not commence occupation or use of the pool until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
18. The swimming pool is to be registered on the NSW Swimming Pool Register with evidence of registration provided to the Principal Certifier prior to the issue of any Occupation Certificate.

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.

- k) 3.11 Planning Proposal PP 2023-884, Lot 2 DP 1028751, Lynch Street Cowra, seeking to amend Cowra LEP 2012 by rezoning Lot 2 DP 1028751 from SP2 Infrastructure to E3 Productivity Support, lodged by John Sarlas

RECOMMENDATION

1. That Council notes PP-2023-884 submitted by applicant John Sarlas and dated November 2023 (Rev 4) which seeks to amend Cowra Local Environmental Plan 2012 by rezoning Lot 2 DP 1028751 from SP2 Infrastructure to E3 Productivity Support; and
2. That Council supports PP-2023-884 for submission to NSW Department of Planning & Environment for Gateway Determination in accordance with Section 3.34 of the Environmental Planning and Assessment Act 1979.
3. That Council notifies the applicant of its decision to support PP-2023-884 for Gateway Determination.
4. That Council submits PP-2023-884 to NSW Department of Planning & Environment with a request for Gateway Determination in accordance with Section 3.34 of the Environmental Planning and Assessment Act 1979.

- l) 3.12 Development Application No. 105/2023, Lot 8 DP 235440, 12 Comerford Street Cowra, Garage, lodged by G C Hayes

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 Section E.4.3.3 of Part E of Council's Development Control Plan 2021 is sufficiently justified and the application was publicly notified and no submissions were received; and
2. That Council approves variations to E.4.3.3.d and E.4.3.3.e.ii of Part E of Council's Development Control Plan 2021 for this development to allow a second access crossing and a 1m setback to the secondary street frontage; and
3. That Development Application No. 105/2023, for the construction of a garage on Lot 8 DP 235440, 12 Comerford Street Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan (including driveways)	-	Received 10 November 2023 Stamped No. 10.2023.105.1
Garage Floor Plan & Elevations Dwg. No. COWR01- 2197 Rev A Page 1/1	Ranbuild N.D.	Received 10 November 2023 Stamped No. 10.2023.105.1
Statement of Environmental Effects (Pro-forma Template)	Graeme Hayes N.D.	Received 1 December 2023 Stamped No. 10.2023.105.1(A)

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

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

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

- 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. In addition to the driveway construction, the Applicant shall also include relocation of the existing stormwater outlet in the Section 138 application. All costs associated with the repair of any damages caused by the driveway construction and repair works to the kerb shall be borne by the Applicant and at no cost to Council.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

- The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifier, certifying that the proposed works are in accordance with the Building Code of Australia and applicable Council Engineering Standards prior to any building and or subdivision works commencing. No building, engineering or excavation work is to be carried out in relation to this development until the necessary construction certificates have been obtained. It is the responsibility of the Applicant to

ensure that the development complies with the Building Code of Australia and applicable engineering standards in the case of building work and the applicable Council Engineering Standards in the case of subdivision works. This may entail alterations to the proposal so that it complies with these standards.

5. 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.
6. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building or Subdivision Works' and 'Appointment of Principal Certifier'.
7. 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.
8. Prior to the construction of the footings a 'peg-out' survey plan is to be submitted to the Principal Certifier which establishes the position of the property boundary and demonstrates that the development will be constructed in accordance with the boundary setbacks provided on the approved plans.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

9. While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant construction certificate.
10. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.
11. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the *Local Government Act 1993*.
12. Building activities and excavation work involving the use of electric or pneumatic tools or other noisy operations shall be carried out only between 7.00 am and 6.00 pm on weekdays and 8.00 am and 1.00 pm on Saturdays. No work on Sundays or Public Holidays is permitted.
13. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site

prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.

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

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

16. The Applicant must not commence occupation or use of the garage until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
17. Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from Flint Street in accordance with consent from the road's authority pursuant to Section 138 of the Roads Act 1993 for the carrying out of works in a road reserve. The driveway is to be constructed in accordance with the Section 138 Permit. All costs associated with the construction of the access driveway(s) shall be borne by the Applicant.

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.

4 GENERAL MANAGER

4.1 Acting General Manager

File Number: D23/2120

Author: Paul Devery, General Manager

RECOMMENDATION

That the Director – Corporate Services, Mr Michael Jones, be appointed Acting General Manager for the period 15 January 2024 to 19 January 2024 inclusive due to the General Manager’s absence on leave.

INTRODUCTION

I will be on leave from 15 – 19 January 2024 inclusive. I recommend that the Director – Corporate Services, Mr Michael Jones, be appointed Acting General Manager for the period 15-19 January 2024 inclusive due to my absence.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

5 DIRECTOR-CORPORATE SERVICES

5.1 Section 355 Committee Draft Minutes - Cowra Regional Art Gallery Advisory Committee

File Number: D23/2132

Author: Michael Jones, Director - Corporate Services

RECOMMENDATION

That the draft Minutes of the Cowra Regional Art Gallery Advisory Committee meeting held on 11 October 2023 be noted.

INTRODUCTION

Attached for the information of Councillors are the draft Minutes from the recent Section 355 Committee meeting.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

- I. Draft Minutes - Cowra Regional Art Gallery Advisory Committee 11 October 2023 [↓](#)

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 11 OCTOBER 2023 AT THE COWRA REGIONAL ART GALLERY

Council Delegate: Cr S. D'Elboux

Committee Present: D. Henley (Chair), L. Murray, L. Foster, L. Chant and Cr S. D'Elboux

In Attendance: B. Langer (Gallery Director)

1. APOLOGIES:

1.2 Apologies were accepted from J. Fagan, R. Gillard and J. Ware

2. CONFIRMATION OF PREVIOUS MINUTES:

2.1 Motion

Moved: L. Murray Seconded: Cr S. D'Elboux

That the minutes of the Gallery Advisory Committee meeting held on 13 September 2023 be confirmed.

Carried

3. BUSINESS ARISING FROM LAST MEETING:

3.1 Nil

4. CORRESPONDENCE:

Nil

5. FRIENDS FINANCIAL REPORT:

5.1 It was noted that the Friends of the Gallery account balance as at 11 October 2023 is \$6,456.90

This is Page 1 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 11 October 2023.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 11 OCTOBER 2023 AT THE COWRA REGIONAL ART GALLERY

6. GALLERY DIRECTOR'S REPORT 13 September to 11 October 2023

6.1 Program

- The Public Program Gallery event *Art After Dark - the Makers Film Festival 2023* took place in collaboration with the Cowra Civic Centre on Friday 29 September at 7pm and was well received by the audience members present.
- There was an exhibition changeover from 1- 6 October 2023 including the installation of works by the 57 Calleen Art Award finalists prior to award judging.
- The Calleen Art Award judging for the 2023 winner was undertaken by the Award Judge Kon Gouriotis OAM on Friday 6 October 2023.
- The opening of the Calleen Art Award 2023 finalist's exhibition and announcement of the winner took place on Saturday night 7 October 2023 with 90 visitors present including many of the finalists in attendance. Guest speakers were Cr Ruth Fagan Mayor, Cowra Shire Council who officially opened the Calleen Art Award 2023 exhibition, Jenni Fagan representing the Calleen Trust and the Award Judge Kon Gouriotis OAM, Curator, Art Writer and Editor of the magazine *Artist Profile*.
- The winner of the Calleen Art Award 2023 is Canberra based artist Marie Hagerty for her painting *Ritual Habitual 2, 2023*, acrylic and oil on canvas. Exhibition dates are Saturday 8 October to Sunday 19 November 2023.

Judges comments

"Judging any award is difficult especially when there is a strong field of finalists. This year's Calleen Art Award is no exception. The quality of early and established artists in the Award is noticeable. The range of both figurative and non-figurative works is stimulating – as is the insightful dialogue with the classics, and with early and late modern painters.

One work stood out that kept me wanting to know more. This work has presence. It is a bold and raw painting. A painting that is both confident and vulnerable. It has a rich dialogue with the classics and moderns without announcing it. The poetic ambiguity between the figurative and non-figurative kept my attention, as did the painting's play with space and time. *Ritual Habitual 2* by Marie Hagerty will make an outstanding contribution to the Cowra Regional Art Gallery collection." Kon Gouriotis OAM.

- Promotion of the Gallery program continued including monthly program listings in art (what's on) journals for Oct/NOV and Dec and media

This is Page 2 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 11 October 2023.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 11 OCTOBER 2023 AT THE COWRA REGIONAL ART GALLERY

release/editorial information for local print and radio media including the Cowra Phoenix, the Council Noticeboard in the Cowra Guardian.

- Other printed material including poster/flyer information was distributed to Cowra tourism and local businesses.
- Preparation of Nov/Dec/Jan 2024 what's on advertising in leading art journals *Look* magazine (AGNSW) and *Art Monthly* (National distribution).
- Social media postings included Facebook, Instagram, Eventbrite and Mailchimp

6.2 Upcoming Oct/Nov/Dec 2023

- *UPSTART 2023* – liaison with schools in the region to finalise numbers of students from each school in the exhibition to continue
- Promotion and planning of the Gallery Program continues including the development of the *UPSTART* Opening on Saturday 25 Nov 2023 at 2pm. Exhibition dates are from 26 Nov to 10 Dec 2023.
- Finalising the next Gallery Newsletter.
- Website update - Calleen Art Award 2023 information and walk through with Calleen Art Award Judge Kon Gouriotis OAM.
- Social Media updates re Calleen Art Award exhibition and winner.

6.3 Motion

Moved: D. Henley

Seconded: L. Chant

That the Gallery Director's Report be accepted and confirmed.

Carried

7. GENERAL BUSINESS:

- 7.1** It was decided that the Advisory Committee Christmas get together will be on Saturday 2 December 2023. L. Chant kindly offered to host the event. Time to be confirmed at the November meeting.
- 7.2** Cr S. D'Elboux provided the committee with a overview of the chalk event which will take place on 24/25 November 2023.

This is Page 3 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 11 October 2023.

MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY 11 OCTOBER 2023 AT THE COWRA REGIONAL ART GALLERY

8. BUSINESS ARISING WITHOUT NOTICE:

8.1 Nil

9. NEXT EXHIBITION CHANGEOVER:

9.1 Next changeover of exhibitions is from Sunday 19 to Thursday 23 November. Assistance was discussed by the committee members present and the Gallery Director.

10. NEXT EXHIBITION OPENING:

10.1 The next exhibition opening will be *upstART 2023* commencing at 2pm on Saturday 25 November 2023. Catering and FOH assistance requested. To be confirmed at the next meeting. The *upstART 2023* exhibition dates are 26 November – 10 December 2023.

12. NEXT MEETING DATE:

12.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Wednesday 8 November 2023 at 5pm

13. MEETING CLOSED:

6.15pm David Henley Chairman

This is Page 4 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 11 October 2023.

5.2 Release of Closed Decisions

File Number: D23/2138

Author: Michael Jones, Director - Corporate Services

RECOMMENDATION

That Council note the release of the resolutions made in Closed Council at the Ordinary Council Meeting on 24 July, 25 September and 27 November 2023:

Mayoral Minute - General Manager Renewal of Contract**RESOLUTION 130/23**

- 1. That Council note the correspondence dated 6 June 2023 from the General Manager, Paul Devery seeking renewal of appointment as General Manager of Cowra Council.**
- 2. That in accordance with Clause 5.2 of the General Manager's Employment Contract, Council offer Mr Devery a further five-year contract.**
- 3. That the Mayor be authorised in consultation with Christian Morris of Local Government Management Solutions and the Review Panel to commence negotiations of a new contract and report back to Council.**

Mayoral Minute - General Manager Renewal of Contract 2024-2029 and Performance Agreement 2023-2024**RESOLUTION 201/23**

- 1. That Council agree to offer a new contract to the General Manager, Paul Devery for a further five (5) years.**
- 2. That Council agree to offer the General Manager, Paul Devery a total remuneration package of \$300,000 to commence on 5 May 2024.**
- 3. That the Mayor be authorised to formalise the General Manager's new contract to commence 5 May 2024.**

Request for Water Account Adjustments**RESOLUTION 1/23**

That Council approve a credit adjustment:

- 1. to the value of \$2,686.04 to the water account (Assessment Number 78212) on the grounds of extenuating circumstances.**
 - 2. to the value of \$298.17 to the water account (Assessment Number 39693) on the grounds of extenuating circumstances.**
 - 3. to the value of \$838.94 to the water account (Assessment Number 85151) on the grounds of extenuating circumstances.**
 - 4. to the value of \$906.66 to the water account (Assessment Number 84054) on the grounds of extenuating circumstances.**
-

INTRODUCTION

The above decisions were made at the Ordinary Council Meeting on 24 July, 25 September and 27 November 2023. These decisions have now been released by the Chairman.

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

Nil

5.3 Donation - Woodstock Soldiers Memorial Hall

File Number: D23/2139

Author: Michael Jones, Director - Corporate Services

RECOMMENDATION

That Council provide a donation of \$1,500 from the Section 356 expenses budget to assist Woodstock Memorial Hall with the Festival of Small Halls to be held on Wednesday 10 January 2024.

INTRODUCTION

Mrs Alison Rutledge on behalf of Woodstock Soldiers Memorial Hall has written to Council requesting consideration of a financial donation to assist with the costs associated with the running of the Festival of Small Halls event to be held on Wednesday 10 January 2024.

BACKGROUND

The event has been held for the past five years and is a series of tours of tiny halls in communities all over Australia showcasing local, national and International artists. The event contributes to tourism in the shire and utilises a community venue that the locals have invested countless hours restoring

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

- Festivals and special events which enhance community spirit.

It is recommended that Council donate the sum of \$1,500 in this instance from section 356 donations.

BUDGETARY IMPLICATIONS

\$4,981.03 is the current balance in the 2023/24 Budget for Section 356 Donations

ATTACHMENTS

- I. Donation Application - Woodstock Soliders Memorial Hall - Festival of Small Halls January 2024 [↓](#)



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

Application for Financial Assistance/Donation

Applicant Information

Local Sporting Team/Organisation

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

Contact Name/ Sporting Applicant: Woodstock Soliders Memorial Hall

Mailing address: 21 Parkes St Woodstock NSW 2793

Phone: (Home) 0263450271 (Business)

Email: nargong@activ8.net.au

Signature: Date: 11 / 12 / 2023

Organisation Details

Organisation responsible for the event/activity: Woodstock Memorial Hall

President/Secretary Contact Details: Ann Graham 63450271

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

Do membership fees apply ? ☐ YES ☒ NO

If yes, annual membership/fees \$

Event Details

Description of the event/project/request/person for which assistance is sought The Hall are seeking

Financial assistance for the scheduled Festival of Small Halls to be held on Wednesday January 10th 2024

Date/s of the proposed event/project Wednesday 10th January 2024

Venue where will the event/project take place? Woodstock Memorial Hall

Financial Details

Amount of assistance being sought: \$1500.00

Total Estimated cost of the total event/project \$3500.00

How are funds to be raised? Ticket sales adult \$25, Children/Concession \$14

Dinner and Supper will also be served

Funds available at present to go towards event \$2000.00

Will the event/project support charities ☐ YES ☒ NO

If YES, value of support \$

Previous / Other Assistance:

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

If so what was the amount of the assistance from Council? \$ Check Council records

When was it provided?

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

If YES, how much has been sought \$

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

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

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

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

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

Attachments required for sporting applications:

- o Supporting letter from local organisation body
- o Supporting letter from State/Australian Supporting body
- o Please attach any other information to support your application to Council

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

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

Objective 1: To provide benefit to the residents of Cowra Shire Council.

2024 will be the seventh time the Festival of Small Halls has toured through Woodstock.

Each tour showcases an international artist, a renowned Australian Artist and we have the option of including a local artist. Rarely to shire residents witness such talent in the village

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

To utilise and promote existing infrastructure in the village. This event draws visitors to village and helps connect community.

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

Utilises village infrastructure.

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

This event draws an audience from a broad demographic and beyond the shire boundaries.

It showcases the memorial hall and provides an opportunity for a cultural experience

Attachments required for Community/Event applications:

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

Please check:

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



COMMUNITY PRESENTER AGREEMENT

25/10/2023

This Agreement is a record of the arrangement for the Summer Tour 2024: Woodford Folk Festival to Illawarra Folk Festival (NSU24):

Between

Woodfordia Inc **'The Producer'**
ABN: 74 616 312 239
Address: PMB 2, Woodford, QLD, 4514
Contact: Isobel Bartlett
Email: smallhalls@woodfordia.com
Phone: [REDACTED]

AND

Woodstock Soldiers Memorial Hall **'The Host'**
ABN: [REDACTED]
Address: [REDACTED]
Contact: Alison Rutledge
Alison Rutledge
Email: [REDACTED]
Phone: [REDACTED]

In relation to:
Woodstock Soldiers Memorial Hall **'The Venue'**
Woodstock
8 Rankin Street, Woodstock NSW 2793

For NSU24 **'The Tour'** to be billed as:

Woodfordia Inc
presents
Summer Tour 2024: Woodford Folk Festival to Illawarra Folk Festival
Ryan Young and Alana Wilkinson

A project of Woodfordia Inc Page:1 CONFIDENTIAL FESTIVAL OF SMALL HALLS

1 Shows

- 1.a Show description **'The Show'**
Traditional/contemporary acoustic artists; one Australian presenter, and one International presenter (solo – trio), **'The Artists'** perform one set each with an interval of approximately 30 minutes. An additional local artist may also be added to The Show by the Host after written agreement from The Producer.
- 1.b The Show is facilitated by a Tour Manager and Production Manager (with The Artists) **'The Tour Party'**.
- 1.c The Host agrees to work with The Producer to present The Show on The Tour under the following conditions:
- 1.d Show Details:
- Show Date: Wednesday, 10/1/2024
- Show Times (Approx):
- Load In: 2.00pm
 Soundcheck: 4.30pm
 Doors Open: 6.30pm
 Show Start: 7.00pm
 Show End: 9.00pm
 Load Out: 9.30pm

2. Financial Agreement

- 2.a The Host undertakes to present The Show on the date as described above with the following understanding.
- 2.b The Host and The Producer will agree on a Venue, ticket price and capacity at which The Host agrees to present The Show.
- 2.c The Producer will facilitate the sale of tickets via the provided online platform, *IWannaTicket*. Tickets will be sold GST-free in accordance with the taxation liabilities of The Producer.
- 2.d The minimum income payable (**'The Underwriting Agreement'**) to The Producer by The Host for The Tour date is the sum of \$3500 + GST.
- 2.e If the ticket income (online, community and door sales) for The Show does not reach the minimum income payable, The Host will make up the difference to the value of the minimum income payable.
- 2.f GST will be calculated on the difference between ticket income and the minimum income payable and will be paid b The Host to The Producer.
- 2.g In the event that the ticket income (online, community and door sales) for The Show exceeds \$3500, the surplus will be divided equally between The Host and The Producer.
- 2.h GST will not be paid by The Host to The Producer on the amount referred to in section 2.g, above.
- 2.i The Producer will cash-flow The Tour and provide marketing and promotional support as outlined in this Agreement
- 2.j At the conclusion of The Tour, the Producer will provide a full report on ticket sales and The Host may supply a valid tax invoice for the payment of ticket sales if applicable. No money is payable by either party until the final report and settlement is made.

3. Ticketing Agreement**3.a Capacity**

Audience capacity is set by The Producer and The Host in consultation, and with reference to maximum legal Covid-Safe venue capacity, and with consideration of volunteers and Tour Party numbers.

3.b Neither The Host nor The Producer will sell beyond the legal Covid-safe and agreed total capacity of The Venue.

3.c Venue Capacity: 150

Agreed Covid-safe Capacity (if relevant): 99

Agreed Total Ticket Capacity:

4. Pricing

4.a Ticket prices will be set by The Producer in consultation with The Host, generally in accordance with the minimum and maximum ticket prices laid out in the provided Community Information Booklet (refer to Ticket numbers Matrix, pg 6).

4.b The Show may not be held free of charge to the general public.

4.c Concession pricing and Guest Tickets are at the discretion of The Host, with reference to The Underwriting Agreement.

4.d An allocation of tickets may be held from sale by The Host for the purposes of promotional purposes with consideration of The Underwriting Agreement.

4.e The cost of tickets withheld from sale for promotion by The Producer will be deducted from any monies owed by The Host at the time of final settlement.

5. Methods of Sale**5.a Online Pre-Purchased**

The Producer is responsible for the event build and processing of online ticket sales for all venues via the official tour website. Online ticket sales result in an e-ticket, printable by attendees, and a guest list provided by the Tour Manager to be held at the door of each event.

5.b Any online tickets still available for sale 2 hours prior to the start time of The Show will be removed from online sale and made available for door sales.

5.c The Producer will provide ticketing support to patrons during business hours, including sales and name changes.

5.d The Producer and The Host agree that should a patron develop any symptoms of Covid-19 prior to or during The Show, a full refund will be offered. Evidence of a Covid-19 test may be requested. Refunds for other reasons are not permitted except where required by consumer guarantees under Australian Consumer Law.

6 Booking fee

6.a A 2% booking fee will be applicable for online purchases.

7. Community

7.a The Producer will provide promotional materials and a general format for provision of information from ticket purchases for insurance and data collection purposes in a timely fashion so as to coincide with the on-sale date online.

- 7.d The Host will forward the names of all volunteers, including the hosting committee, any local support act and attending Traditional Owners, to The Producer at least one week prior to the Show Date for the allocation of Volunteer Tickets.
- 7.c With the support of The Producer, The Host will, where possible, connect with the Traditional Owners of their local area and issue an invitation to their official spokesperson or other approved representative to attend The Show, and to undertake a Welcome to Country.
- 7.d The Producer undertakes to provide the below fees to Traditional Owners and local support acts if engaged by The Host for The Show upon receipt of a valid invoice from engaged Traditional Owners and local support acts.
- Local Support Artist - \$250 (plus GST if applicable)
 - Traditional Owners - \$250 (plus GST if applicable)
- A valid Tax Invoice must be provided to The Producer. All payments will be made via EFT. Incorrect invoices will be returned for resupply and this will result in delays to payment.

A valid invoice to Woodfordia Inc must incorporate the following:

Addressed to: Woodfordia Inc, ABN 74 616 312 239, PMB 2, Woodford QLD 4514

From: Full Entity Name, ABN, Postal Address

Description of Services: The Artist appearing at Woodstock Soldiers Memorial Hall for X presentations/performances

Payee Detail: The nominated Account Name, Bank, BSB and Account Number

GST: Please state clearly whether GST is charged, or not, and the amount, or a zero figure.

8. Conduct at Show and Discrimination, Sexual Harassment, Victimisation and Bullying

- 8.a The Producer is committed to providing a workplace free from discrimination, sexual harassment, victimisation and bullying. Behaviour by the Host that constitutes discrimination, sexual harassment, victimisation and bullying, whether to employees/contractors of the Producer, to the public or otherwise, will not be tolerated.
- 8.b The Host acknowledges a responsibility to act in a manner which does not bring the Producer, the Show or the Artists into disrepute.
- 8.c For the avoidance of doubt, the Host acknowledges a responsibility before, during and after the Show to ensure all interactions are in a respectful and appropriate manner and comply with the above. Please find attached Woodfordia's Creed of Common Decency.

9. Door Sales

- 9.a The Host will undertake to sell any remaining tickets at the door, to the agreed capacity of The Venue on the date of The Show.
- 9.b The Host will provide a float and sales staff and collect sufficient information from each purchaser for insurance and data collection.

10. Sales Reports

- 10.a Online sales reports will be provided by The Producer via email to The Host once or twice weekly from the onsale date, and daily during the week preceding The Show.
- 10.b The Producer will provide a draft full sales report (Community and Door) to The Host on the date of The Show, and a complete sales report within 2 weeks following The Show.

11. Settlement

- 11.a Settlement (amount owing to The Producer by The Host) is accounted by deducting the online ticket sales for The

show from the total minimum income payable for the show.

- 11.b Complete settlement must be made within 21 days of receiving an invoice as follows:

Remit payments to: [REDACTED]
ABN: 74 616 312 239
Address: [REDACTED]
For: Festival of Small Halls NSU24 - Woodstock
Please email remittance notice to: accounts@woodfordia.com

- 11.c If The Host requires purchase orders, client details or other system paperwork to be completed by The Producer, this must be advised and completed in tandem with this Agreement.

12. Marketing and Publicity

12.a Publicist

The Producer will engage a publicist to promote The Tour, including The Show date as outlined within this Agreement. The Publicist is responsible for co-ordinating local promotional opportunities and all media appearances for The Artists. The Publicist will maintain regular contact with The Host.

12.b Materials

The Producer will provide:

- Media kit (tour overview, artist images, music files, standard media release, tour art)
- 50 posters (25 general tour posters, 25 customisable posters) for distribution by The Host
- Festival of Small Halls tour website
- Social media (includes Facebook tour invite)
- At least one e-mailout via Festival of Small Halls mailing list

- 12.c It is expected that The Host will use their own channels to market and promote the event locally, and any costs incurred in these activities remain the sole responsibility of The Host.

- 12.d The Media Kit and branded social media assets are provided to ensure that all Hosts have the materials and information required to properly promote their show. Branded custom artwork is available on request.

13. Branding

- 13.a Raw artwork and tour art is not to be modified, nor any new artwork for The Tour created or distributed without the permission of The Producer.

14. Acknowledgement

- 14.a The Host will be acknowledged in online marketing materials (website, ticketing suite, social media) by preferred name and with logo representation (where applicable) and in local media activity.

15. Merchandise

- 15.a In order to facilitate the sale of Artist merchandise at The Show, The Host will provide:

- One Table
- Two Chairs
- Two small lamps or similar adequate lighting for the area

- 15.b The Producer will provide float, signage and lighting to support sale of merchandise.

16. Volunteers

- 16.a The Host is responsible for the recruitment and training of volunteers to support the delivery of The Show for set up and break-down of The Venue (chairs and tables), supper and stalls delivery, ticketing and any additional roles that

The Host deems necessary.

17. Accommodation

- 17.a The Producer will provide and pay for all accommodation for The Tour Party for the duration of The Tour.

18. Transport

- 18.a The Producer will provide and pay for all transport for The Tour Party for the duration of The Tour, including The Show.

19. Tour Party Fees and Per Diems

- 19.a The Producer will provide and pay all fees and per diems for The Tour Party for the duration of The Tour.

20. Hospitality

- 20.a The Host is not responsible for provision of meals, drinks or any other consideration to The Tour Party.

21. Bars

- 21.a If The Host wishes to run a bar at full cost and profit to The Host, The Host is responsible for securing correct licenses for the delivery of a bar, and delivering the bar to the standards and parameters of the license in discussion with The Producer. The Producer and The Host will consult on placement.

22. Liquor

- 22.a If the Host nominates not to run a bar and to allow BYO liquor, The Host is responsible for securing the correct license and delivering the event within these guidelines, in collaboration and discussion with The Producer.

23. Public Liability Insurance

- 23.a The Show and the Tour Party are covered under the public liability insurance policy of Woodfordia Inc to the value of \$20 million AUD.
- 23.b Venue, volunteers, workers and employees of The Host are not covered by this insurance, and Woodfordia Inc advises The Host to investigate adequate insurance.

24. Safety and Security

- 24.a Venue safety, public liability insurance and public security is the responsibility of The Host.

25. Cancellation

- 25.a Cancellation by The Host after signing of this Agreement results in the full forfeit of the \$3500 Underwriting Agreement to The Producer by The Host. This will be payable within 21 days of the date of The Show as agreed in this Agreement.
- 25.b Cancellation by The Producer after the signing of this Agreement and prior to The Show Date will not incur any payment of the \$3500 Underwriting Agreement to The Producer by The Host. Any costs incurred outside of The Underwriting Agreement by The Host are the sole responsibility of The Host.

26. Venue

- 26.a The Host undertakes to provide The Venue at no cost to The Producer, as agreed in this Agreement and warrants that it has the following:

- Public liability insurance

A project of Woodfordia Inc Page:6 CONFIDENTIAL FESTIVAL OF SMALL HALLS

- Structural soundness
- Safe public access
- Formal approval from necessary bodies for use in the manner of The Show
- Adequate lighting for public safety in and outside of the building
- Running water and kitchen facilities if required
- Toilet facilities
- 240v power
- Chairs/seating as required to host The Show to the agreed capacity
- Tables as required for merchandise and supper requirements

27. Covid-19 requirements

27.a The Host undertakes that all necessary Covid-Safe measures required to operate The Venue are in place and will be in operation during The Show including but not limited to:

- Social distancing requirements, including with respect to seating layout
- A clean venue with ample soap and running water for public use
- A one-way foot traffic system and socially distanced queuing if relevant
- Signage with relevant health messaging prominently displayed

27.b The Host will notify The Producer of the person responsible for the implementation of the Covid-Safe measures at The Venue.

28. Production

28.a The Producer undertakes to provide the following technical production for the delivery of The Show:

- Sound and lighting design
- Sound and lighting equipment (PA and lighting rigs)
- All microphones and stands
- Production manager and operator

28b The Producer undertakes to ensure all equipment supplied is frequently cleaned to the current Covid-Safe requirements.

29. Décor

29.a The Producer will provide the following décor, which can be supplemented by The Host's own décor:

- Bunting for inside and entrance to venue
- Sandwich chalkboards for outside venue
- Cake, Tea and Merchandise chalkboards
- Festival of Small Halls banner

30. APRA

30.a The Producer will satisfy the requirements and make payment to APRA for The Tour.

31. Applicable Law

31.a This Agreement shall be read and construed according to the laws of the State of Queensland and the parties submit to the jurisdiction of that State.

32. Special conditions: NA



Signed

Name: Isobel Bartlett

For: Woodfordia Inc

THE PRODUCER

Date: 25/10/2023



Signed

Name: Alison Rutledge

For: Woodstock Soldiers Memorial Hall

THE HOST

Date:

Attachment 1.

Creed of Common Decency

"It is difficult to bring people to goodness with lessons, but it is easy to do so by example."

The words of Roman Stoic philosopher Seneca ring as true today as they did when he wrote them more than 2000 years ago.

At Woodfordia we too feel that lessons, such as those laid out so prescriptively in formal codes of conduct, are not the best way to foster "goodness" in our community.

We place our trust in the moral code that already lives in all our hearts and minds. We believe it's this code of personal responsibility that best guides the manner in which we conduct ourselves in company, how we relate to others and – perhaps most instructively – how we ourselves would like to be treated.

We say the answer lies in Common Decency.

But what makes Woodfordia different from other places?

Our people are united in their desire to contribute to extraordinarily life-affirming events that are the Woodford Folk Festival and the Festival of Small Halls – but we are also an eclectic bunch. Our community ranges from elders, the keepers of our traditions, to the young, who inject energy, innovation and new ways of thinking about how we relate to each other and the world.

So whether you are a Woodfordia elder, member, Citizen, employee, contractor, artist, volunteer or guest, all we expect is that we always treat each other with Common Decency.

Common Decency thrives on reciprocation – what is given is returned. Common Decency needs nurturing but it is also resilient. In those rare times when it is not immediately returned, it may not be lost – just held in the heart and quietly liberated sometime later.

Our identities have many veils. We are born with them, brought up with them – sometimes we are saddled with them. Others we wear to express, discover, or perhaps obscure the person we feel we truly are inside. In short, we are all complicated beings.

Wherever we come from – how we look, how we sound, who we are, who we think we are, who we seem to be, who we want to be seen as – let us suspend our judgements. Let us allow the veils of identity the chance to loosen and reveal our deep commonality that truly brings us together as one to build our festivals.

6 DIRECTOR-INFRASTRUCTURE & OPERATIONS

6.1 Committee Minutes - Traffic Committee

File Number: D23/2123

Author: Dirk Wymer, Director-Infrastructure & Operations

RECOMMENDATION

- 1. That the minutes of the Traffic Committee meeting held on 11 December 2023 be noted.**
- 2. That Council approves the route of the Class 2 special event to be held by Cowra Shire Council on 23 March 2024 subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.**
- 3. That Council approves the Class 3 special event to be held on 14 - 16 March 2024 subject to:**
 - receipt of Driver Certification for Escort Vehicles to comply with the requirements of Transport for NSW (TfNSW); and**
 - approval from NSW Police.**
- 4. That Council approves, in principle, the Class 3 special event to be held by Cowra Shire Council on 26 January 2024, subject to compliance with the requirements of TfNSW and NSW Police.**
- 5. That unrestricted parking zone between Newcombe Street and the Comerford Street access to 131 Lachlan Street remain unchanged, but the request be noted.**
- 6. That**
 - a design be submitted and an estimate provided to TfNSW for approval and funding under the Minor Works Funding Program for the pedestrian crossing in Brisbane Street between Busby Place & Vaux Street, in order to be made compliant with AS 1742.10-2009 Manual of Uniform Traffic Control Devices – Pedestrian Control and Protection, AS/NZ 1158.4 – Lighting for Roads & Public Spaces, and RTA Technical Directions TDT2002/12c & TDT2011/01a.**
 - the crossing to be subjected to an upgrade in the form of new linemarking & pavement markings, and**
 - options for temporary kerb extensions be investigated prior to design approval and available funding from TfNSW.**
- 7. That**
 - 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, and**
 - the current parking conditions remain.**
- 8. That approval be given for the installation of the signage on North Logan Road to facilitate the crossing of dairy cattle, subject to installation compliance issued by Transport for NSW (TfNSW).**

INTRODUCTION

The Minutes and recommendations of the Traffic Committee meeting are presented for Council's consideration.

BACKGROUND

Attached for the information of Councillors and consideration of the above recommendations are the Minutes and recommendations from the recent Traffic Committee meeting.

BUDGETARY IMPLICATIONS

N/A

ATTACHMENTS

- I. Minutes of the Traffic Committee meeting held on 11 December 2023 [↓](#)



MINUTES

Traffic Committee Meeting Monday, 11 December 2023

DRAFT TRAFFIC COMMITTEE MEETING MINUTES**11 DECEMBER 2023****Order Of Business**

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2	Confirmation of Minutes.....	3
3	Business Arising From Previous Minutes.....	3
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4.6	Liverpool Street - Request for Parallel Parking Zone.....	5
5	General Business.....	5
5.1	NSW Cattle Underpass Scheme	5
5.2	Appointment of Delegate to Traffic Committee	5
5.3	Vaux Street Parking - Holman Oval.....	6
5.4	Pedestrian Refuge - Macquarie/Liverpool Street.....	6
5.5	Traffic Lights - Kendal/Brisbane Street Intersection	6
6	Next Meeting Date	6
7	Meeting Close.....	6

DRAFT TRAFFIC COMMITTEE MEETING MINUTES**11 DECEMBER 2023**

**MINUTES OF COWRA COUNCIL
TRAFFIC COMMITTEE MEETING HELD AT THE BREAKOUT BRASSERIE,
MACQUARIE STREET, COWRA
ON MONDAY, 11 DECEMBER 2023 AT 9.30AM**

PRESENT: Cr Paul Smith (Chairperson), Anne Jeffery (Local Member's Representative), Sgt Jason Marks (NSW Police), Jason Nicholson (TfNSW), Patricia Murphy-Wilson (TfNSW)

IN ATTENDANCE: Dirk Wymer (Director - Infrastructure & Operations), Rodney Stammers (Development & Traffic Engineer)

1 APOLOGIES

Nil

2 CONFIRMATION OF MINUTES**COMMITTEE RESOLUTION**

Moved: Ms Anne Jeffery

Seconded: Mr Jason Nicholson

That the minutes of Traffic Committee Meeting held on 3 October 2023 be confirmed.

CARRIED

3 BUSINESS ARISING FROM PREVIOUS MINUTES**3.1 Traffic Committee Meeting Action Sheet****COMMITTEE RESOLUTION**

Moved: Mr Jason Nicholson

Seconded: Ms Anne Jeffery

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

CARRIED

4 REPORTS OF COUNCIL OFFICERS**4.1 Festival of International Understanding****COMMITTEE RESOLUTION**

Local Traffic Committee advice to Council on proposal: Unanimous support

That Council approves the route of this Class 2 special event to be held by Cowra Shire Council on 23 March 2024 subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police.

Page 3

DRAFT TRAFFIC COMMITTEE MEETING MINUTES**11 DECEMBER 2023**

CARRIED

4.2 Cargo To Grenfell Fund Raising Walk**COMMITTEE RESOLUTION**

Local Traffic Committee advice to Council on proposal: Unanimous support

That Council approves the Class 3 special event to be held on 14 - 16 March 2024 subject to:

- **receival of Driver Certification for Escort Vehicles to comply with the requirements of Transport for NSW (TfNSW); and**
- **approval from NSW Police.**

CARRIED

4.3 Australia Day Ceremony**COMMITTEE RESOLUTION**

Local Traffic Committee advice to Council on proposal: Unanimous support

That Council approves, in principle, the Class 3 special event to be held by Cowra Shire Council on 26 January 2024, subject to compliance with the requirements of TfNSW and NSW Police.

CARRIED

4.4 Change in Parking Conditions - Comerford Street**COMMITTEE RESOLUTION**

Local Traffic Committee advice to Council on proposal: Unanimous support

That unrestricted parking zone between Newcombe Street and the Comerford Street access to 131 Lachlan Street remain unchanged, but the request be noted.

CARRIED

4.5 Pedestrian Crossing - Cowra Public School, Brisbane Street**COMMITTEE RESOLUTION**

Local Traffic Committee advice to Council on proposal: Unanimous support

That

- **a design be submitted and an estimate provided to TfNSW for approval and funding under the Minor Works Funding Program for the pedestrian crossing in Brisbane Street between Busby Place & Vaux Street, in order to be made compliant with AS 1742.10-2009 Manual of Uniform Traffic**

Page 4

DRAFT TRAFFIC COMMITTEE MEETING MINUTES**11 DECEMBER 2023**

Control Devices – Pedestrian Control and Protection, AS/NZ 1158.4 – Lighting for Roads & Public Spaces, and RTA Technical Directions TDT2002/12c & TDT2011/01a.

- the crossing to be subjected to an upgrade in the form of new linemarking & pavement markings, and
- options for temporary kerb extensions be investigated prior to design approval and available funding from TfNSW.

CARRIED

4.6 Liverpool Street - Request for Parallel Parking Zone**COMMITTEE RESOLUTION**

Local Traffic Committee advice to Council on proposal: Unanimous support

That

- 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, and
- the current parking conditions remain.

CARRIED

5 GENERAL BUSINESS**5.1 NSW Cattle Underpass Scheme****COMMITTEE RESOLUTION**

Moved: Mr Jason Marks

Seconded: Mr Jason Nicholson

That approval be given for the installation of the signage on North Logan Road to facilitate the crossing of dairy cattle, subject to installation compliance issued by Transport for NSW (TfNSW).

CARRIED

5.2 Appointment of Delegate to Traffic Committee**COMMITTEE RESOLUTION**

Moved: Ms Anne Jeffery

Seconded: Mr Jason Nicholson

That the letter from Council advising the appointment of Cr. Paul Smith as the delegate for the Traffic Committee be received & noted.

CARRIED

DRAFT TRAFFIC COMMITTEE MEETING MINUTES**11 DECEMBER 2023****5.3 Vaux Street Parking - Holman Oval****ACTION**

That Council staff further investigate the practicality of 45 degree “nose in” parking in Vaux Street adjacent to Holman Oval sports fields.

Request received to investigate the practicality of 45 degree “nose in” parking in Vaux Street, adjacent to the Holman Oval sports fields. Currently, it is 45 degree “rear to kerb”. Safety concerns with access to rears of cars near travel lane.

5.4 Pedestrian Refuge - Macquarie/Liverpool Street**ACTION**

That Council staff to further investigate the compliance of the pedestrian refuge 50m west of the intersection of Macquarie and Liverpool Streets.

It was reported that the pedestrian refuge located 50m west of the intersection of Macquarie & Liverpool Streets appears to be linemarked as a Childrens Crossing but is not compliant with AS 1742.10-2009.

5.5 Traffic Lights - Kendal/Brisbane Street Intersection**ACTION**

That TfNSW investigate the right turn arrow phase time; eastbound on Kendal Street right turn to Brisbane Street.

Request received from Local Police following observations of short durations of green right turn arrow.

6 NEXT MEETING DATE

The next meeting will be held on Monday 12 February 2024 at 9.30am in Committee Room 1.

7 MEETING CLOSE

The Meeting closed at 10.30am.

.....
CHAIRPERSON

7 DIRECTOR-ENVIRONMENTAL SERVICES

7.1 Variation to Access Incentive Scheme Grant Funding - Lot 1, DP 581299, No. 5 Kendal Street, Cowra

File Number: D23/2144

Author: Larissa Hackett, Director Environmental Services

RECOMMENDATION

That Council provides \$10,000 from the Access Incentive Scheme Grant fund to assist in the costs for providing improved access to and within the premises and disabled facilities at 5 Kendal Street, Cowra

INTRODUCTION

Council has received an application from Mr C Owen seeking financial assistance from Council's Access Incentive Scheme to partially cover the costs associated with the upgrading of existing access and facilities associated with the establishment of a restaurant at 5 Kendal Street, Cowra.

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

BACKGROUND

The application for grant funding is being referred to Council for determination as Council's policy requires that funding will not be provided where the project has been undertaken prior to the approval of the grant. In this case the works have been undertaken as required by Condition 16 of Development Application 10.2023.11.1 *"The premises must be maintained in compliance with the requirements of the, Disability (Access to Premises) Standard 2010 under the Disability Discrimination Act 1992."*

The works have been undertaken prior to the receipt of this application for grant funding due to time constraints and the desire to open the business prior to Christmas. Council's Building Surveyor has undertaken an inspection of the works undertaken and has confirmed that they are compliant with the conditions of consent and the relevant Australian Standards.

The application has been referred to members of the Access Committee for concurrence, they were supportive of Council funding the application from the Access Incentive Fund. However, the applicant did not meet one eligibility in that the works had already been undertaken.

ELIGIBILITY

The request for grant funding does not meet the requirements of Council's adopted Access Incentive Scheme Grant Funding in the following area:

- *"For projects that were undertaken prior to approval of a grant."*

All other aspects of the development meet the eligibility requirements to enable Council to assist with providing grant funding for the project.

- *The premises and works are carried out in Cowra Shire;*
- *The applicant is a local business;*
- *The works applied for/ undertaken will and do improve access to and within the premises and improves disability facilities.*

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

BUDGETARY IMPLICATIONS

The current balance for the Disabled Access Incentive Fund is \$78,634, which will provide for assistance to businesses or organisations around the Cowra local government area. The granting of \$10,000 to the applicant will not significantly impact upon the current funding levels.

RECOMMENDATION

It is acknowledged that the application has been received after works have been undertaken, however given that the fund has not been widely accessed by the community and Council is encouraging the provision of equitable access to and within buildings, it is recommended that Council approves the grant funding application and allocates \$10,000 to partially compensate for the works undertaken.

ATTACHMENTS

1. Access Incentive Fund Application - 5 Kendal Street Cowra [↓](#)
2. Copy of Access Incentive Fund Policy [↓](#)

Application Form – Access Incentive Scheme Grant



Cowra Shire Council
Private Bag 342
Cowra NSW 2794
Phone: 02 6340 2000
Fax: 02 6340 2011
council@cowra.nsw.gov.au
www.cowracouncil.com.au

Access Incentive Scheme Grant: Application Form**Guidelines for applicants**

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

What is the Access Incentive Scheme Grant?

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

Who can apply?

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

What type of projects can be applied for?

The types of projects that may be applied for include;

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

The project must

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

Application Form - Access Incentive Scheme Grant

Ineligible

Funding will not be provided for the following:

- Projects that have already commenced or completed.
- Activities that are considered the core business of Commonwealth, State or Local Government
- Ongoing operational or administrative costs of an organisation. This includes purchase of capital equipment.
- Individual pursuits
- Gifts and prizes
- Private properties

How to apply?

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

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

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

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

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

Applicants must demonstrate, at a minimum, matching dollar-for-dollar investment in the project. The applicant's contribution may include cash, donated goods and volunteer labour. Tasks and calculations must be shown in the application.

Please note that there is a limited pool of funds and funding may be less than requested.

Assessment

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

Contacts

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

Application Form - Access Incentive Scheme Grant

Certification

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

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



Yes

Signature	<i>CHO</i>
Please print name	Christopher Owen.

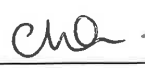
Applicant Details

Contact Name	Christopher Owen.
Name of Organisation applying on behalf	Christopher Owen.
Mailing Address	
Contact number during office hours	
Email	

Project Site details

Property/Business Name	Oak On kendal.
Property address	5 kendal Street, Cowra.
Location on site where project will be completed (e.g. front entrance)	Bathrooms, Hallways, Front Entrance.

Application Form - Access Incentive Scheme Grant

Property Owners Consent – owner of property where project is to be completed		
Owners Name	Christopher Owen	
Owners Contact address		
Owners contact number		
Owners contact email		
<input checked="" type="checkbox"/> Owners signature below (under seal if applicable) or <input type="checkbox"/> Owners consent attached (under seal and/or letterhead)		
Signature  Christopher Owen	Signature Name	Signature Name

Project Details	
Project Name	5 Kendal Street
Estimated Timeframe	Project will commence: Already has Project will be completed by: Mid November
Funding amount requested	\$ 10,000 –
What is the Aim of the project? <i>Example: Install complying ramp to enable access for wheelchairs to front entrance.</i>	To Improve facilities at 5 Kendal Street so that the building is Accessible to Everyone.
Present use of the premises	Restaurant.
What improvements are to be made?	2x New bathrooms (1x Disability Accessible 1x Ambulant) Widening Entry to the building, Widening Hallway to bathrooms, new !

Application Form - Access Incentive Scheme Grant

How will the project benefit the community?	It will provide the community with a Fully Accessible dining venue.
How will the project be managed?	Clancey Smith Constructions are managing the build.

Budget		
<p>(A) What are the individual budget items/works for your project that are being requested to be funded by the Access Incentive Scheme Grant?</p> <p>(additional fields and spaces may be inserted as required)</p>		
Item Description	Estimated cost	Amount requested to be funded
Access + Ambulant Bathroom Fixtures	\$7358.94	\$7358.94
New for Framework For Hallways/Doorways	\$15,820.67	\$2641.06
Total (A)		\$10,000

Application Form - Access Incentive Scheme Grant

(B) What is the estimated in-kind contribution (voluntary hours and donations) for the project?

(additional fields and spaces may be inserted as required)

Item Description	Estimated Hours / Dollars
Total (B)	

Total Project Budget (A + B)

\$

0

voluntary hours

Application Checklist

Have you:

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

Page 6

Application Form - Access Incentive Scheme Grant

Submitting Your Application

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

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

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

Environmental Services
Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Clancey Smith Constructions

153 Lachlan Street
 Cowra NSW 2794
 Phone: 0432287384
 clancey@clanceysmithconstructions.com.au
 Lic. No. 362 870c
 ABN: 34 966 996 446

**Tax invoice**

Invoice number	Issue date	Due date
00000058	08/09/2023	15/09/2023

Bill to
 Chris Owen

Description	Tax	Amount (\$) including tax
5 Kendal Street Cowra NSW Remove existing framework and construct new framework through out to comply with AS 1428 Remove and replace bathroom framework to comply with AS 1428		
Labour - Clancey - 58.5 @ \$75.00	GST	4,387.50
Labour - Craig - 65.5 @ \$75.00	GST	4,912.50
Labour - Joe - 41 @ \$62.00	GST	2,542.00
Materials		
H2 Structural Pine, Nails, Bugle Screws, Masonry Screws	GST	3,978.67
Tax		\$1,438.24
Total Amount (inc. tax)		\$15,820.67
Total paid		\$0.00
Balance due		\$15,820.67

Notes

This Payment Claim is made under the Building and Construction Industry
 Security of Payment Act 1999 *NSW Project Only

View your invoice online

[Click here to view](#)

How to pay

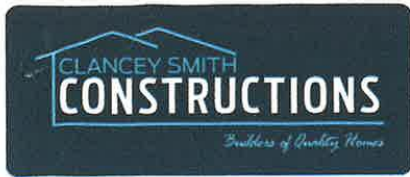
Due date: 15/09/2023

View your invoice online

Scan the QR
 code or click the
 link above to
 view this invoice
 online.

**Bank deposit via EFT**

Bank CENTRAL WEST CREDIT
 UNION
Name CLANCEY SMITH
 CONSTRUCTIONS
BSB 802394
AC# 40908
Ref# 00000058



Clancey Smith Constructions

Ph: 61432287384

Email: clancey@clanceysmithconstructions.com.au

Q1008 - Access & ambulant bathroom Fixtures, 5 Kendal St.

Chris Owen

Quote Number: Q1008

Quote Valid for 30 days

Building Type: Restaurant

Quote Date: 13/09/2023

Allowances For Prime Cost Items				
Prime Cost Items are a reasonable allowance for items which are yet to be selected or determined				
	Description of Prime Cost Item	Quantity	UOM	Allowance incl. GST
1	Unisex Access toilet fixtures,			
1.1	T / Suite Plaza assist VC S BLUW / Seat	1.000		\$1,149.50 ✓
1.2	Assist Back rest support	1.000		\$435.60 ✓
1.3	Angle grab rail 90D LH	1.000		\$266.20 ✓
1.4	Wall Basin shelf LH W Bottle trap	1.000		\$764.72 ✓
1.5	Tradesman mixer W/ Long Reach (access compliant)	1.000		\$120.40 ✓
1.6	Disable mirror 6mm 450 x 900	1.000		\$695.75 ✓
1.7	Toilet roll holder (access compliant)	1.000		\$13.02 ✓
1.8	Paper towel dispenser (access compliant)	1.000		\$163.35 ✓
1.9	3m Concealed fix robe/hat hook	1.000		\$26.62 ✓
2	Ambulant Bathroom			
2.1	Virtue Conn S trap suite	1.000		\$411.40 ✓
2.2	Grab rail L shape 450 x 450 SS	1.000		\$83.49 ✓
2.3	Double toilet roll holder w/ hood (suit ambulant)	1.000		\$204.49 ✓
2.4	Paper towel dispenser SS	1.000		\$163.35 ✓
2.5	Basin Symphony	1.000		\$199.65 ✓
2.6	Tradesman mixer & long handle (access compliant)	1.000		\$120.40 ✓
2.7	Porcelain Smart urinal → Not Ambulant Req'd	1.000		\$2541.00
				Allowance including GST: \$7,358.94

Allowances For Provisional Sums				
Provisional Sums are a reasonable estimate or allowance for works where the full scope is not yet known				
	Description of Provisional Sum Item	Quantity	UOM	

NOTE: Certain assumptions have been made during the draughting of this site measure. Check all dimensions on site prior to work commencing. Boundaries as shown are based on available information (plans and/or pastoral) and there have not been fully surveyed and cannot be taken as accurate.

PLANS / CC / OWEN / VERSION 1 / 24 APRIL 2023

These drawings are copyright and may not be reproduced in any form without the written permission of Vision Town Planning. Do not scale from drawings. It is a condition of use that the drawings are not to be used for any purpose other than that for which they were prepared. Check all dimensions on site prior to work commencing. Boundaries as shown are based on available information (plans and/or pastoral) and there have not been fully surveyed and cannot be taken as accurate.

AMENDMENTS

VISION

VISION Town Planning Consultants
PO Box 5320 2401 827
admin@visiontp.com.au

Bar and Restaurant
C Owen
6 Kendal Street, Cowra

DATE 24/4/23
TIME 17:11/22

1 TOILET
2 BASIN
3 GRAB RAIL
4 GRAB RAIL
5 BASIN TAP
6 MIRROR
7 TOILET ROLL HOLDER
8 PAPER TOWEL DISPENSER
9 COAT HOOK

ENWARE Carekit
600x900 high mirror
METLAW single toilet roll holder or similar
KIMBERLY-CLARK 4969 compact towel dispenser - or similar
Mizu Diff robe hook or similar

NOTE: 1. Fit hot water basin with ENWARE Aquabond SOX sequential thermostatic mixer tap - see ENWARE Carekit

NOTE: Doorway luminance contrast to comply with clause 13.1 of AS 1428.1 - 2009 and should have a minimum luminance contrast of 30% with surrounding wall surfaces, architraves etc. against which it is viewed

NOTE: Toilet seat to comply with clause 15.2.3 of AS 1428.1 - 2009 and should have a minimum luminance contrast of 30% with the background (eg. pan, wall or floor against which it is viewed)

NOTE: Floor level tolerances to comply with clause 7.4.1 of AS 1428.1 - 2009

NOTE: Wet area waterproofing is to comply with Table F1.7 of the BCA 2019 and AS 3740 - 2010

NOTE: Fit self closers to airlock doors to comply with clause F4.9 of the BCA

NOTE: Door handles, light switches, power outlets etc are to be located in compliance with AS 1428.1 - 2009

RAISED AND VISUAL OF INTERNATIONAL DISABLED MALE AND FEMALE SYMBOL TO COMPLY WITH AS1428.1 - 2009

RAISED TEXT IN ARIAL FONT, TEXT SIZE TO BE 20mm MIN TO COMPLY WITH AS1428.1 - 2009

UNisex Toilet LH

UNISEX TOILET DOOR

SIGNAGE FOR UNISEX ACCESSIBLE TOILET

RAISED BRAILLE THAT FULLY DESCRIBES VISUAL INFORMATION DISPLAYED BY SYMBOLS AND RAISED TEXT TO COMPLY WITH AS1428.1 - 2009

315

423 min

2300 min

2680

110 max

110

300

920

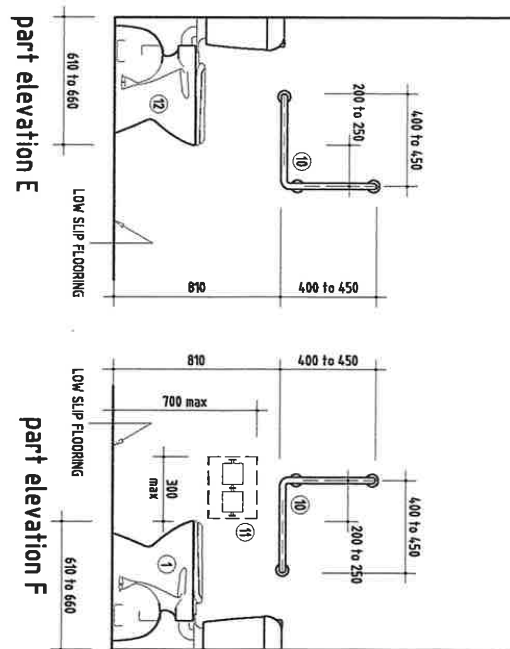
LOW SLIP FLOORING

unisex access toilet

1980

450

5



SANITARY SCHEDULE - Ambulant toilet

- ⑧ PAPER TOWEL DISPENSER KIMBERLY-CLARK 4369 compact towel dispenser - or similar
- ⑩ Selected double toilet roll holder
- ⑪ Con-Serv CF 454 stainless steel grab rail or similar
- ⑫ CAROMA Compende pan with Silitline system

er lines with Thermostatic Mixing Valves

CALABREGM

CONSULTING ENGINEERS

Tel (02) 6352343 Fax (02) 63516210

APPROVED FOR CONSTRUCTION

Mr. Chris Beuzeville

B.E. (CML) MIEAUG

Engineers Australia Membership Number 1001881 (Structural College) and APEQ 08556

Signature: _____ Date: 14/06/2023

Please refer to the attached letter dated 14/06/2023

14/06/2023

AMENDMENTS

VISION

VISION Town Planning Consultants
PO Box 852, Cooma NSW 2794
1300 240 827
admin@visiontpc.com.au

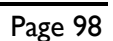
PROJECT	Bar and Restaurant
CLIENT	C Owen
LOCATION	5 Kendal Street, Cowra

1:20

24/4/23

171/22

7



COUNCIL POLICY



Access Incentive Scheme Grant Funding Guidelines

Access Incentive Scheme Grant Funding Guidelines

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

Policy Review

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

Revision History

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

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Access Incentive Scheme Grant Funding Guidelines

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Appendix 1 - Access Incentive Scheme Grant: Application Form

Appendix 2 - Access Incentive Scheme Grant: Acquittal Form

Access Incentive Scheme Grant Funding Guidelines

1. Introduction

The Disability Discrimination Act (DDA) makes it against the law to discriminate against people with disability in relation to access and use of public premises. This applies to places such as shops, cafes, restaurants, pubs, banks, offices, clubs, community halls, sporting venues, etc. Public premises can also include a place (whether enclosed or built on or not) and a part of premises, for example, customer bathrooms.

It is against the law for public places to be inaccessible to people with disabilities and the DDA requires owners/lessees to make adjustments to their premises so that they are accessible to people with disabilities. This applies to existing places, as well as places under construction.

In some circumstances however, it may be unreasonable to provide complete accessibility if the cost or difficulties of providing access will place an 'unjustifiable hardship' on a person or organisation.

Cowra Shire Council offers the Access Incentive Scheme Grant to local business, not for profit community organisations and community service providers for the provision of financial assistance to improve access to and within local buildings, premises and businesses.

It has been apparent since inception of the scheme, that due to the costs of upgrading an existing premise to be compliant with the DDA many local businesses / property owners have not utilised the scheme as the out-of-pocket portion is quite significant and the preparation to install ramps, doors etc is quite lengthy. Therefore, the scheme will be open all year round for applications to be submitted at any time.

This document has been prepared to set the guidelines for the allocation of Access Incentive Scheme Funding.

2. Purpose

The aim of the scheme is:

- ✦ Provide financial assistance to improve access to and within public buildings for the community and general public.
- ✦ Encourage businesses, community groups/organisations and property owners to provide dignified and equitable access to and within their premises for people with disability.
- ✦ Improve opportunities for people with disability to participate in and contribute to the economic, cultural, social and political life of our community.
- ✦ Encourage the development of partnerships between local business, community organisations/services, local government and the general public.
- ✦ To meet Cowra's Strategic and Operational Plan - Council will *'deliver and ensure all high movement areas, public buildings and appropriate Council resources and services are accessible for all the community'*. One action to achieve this goal is the 'Access Incentive Fund', Strategic Action R3.1. b.

Access Incentive Scheme Grant Funding Guidelines

3. Eligibility

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

3.1 Eligible Projects

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

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

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

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

Access Incentive Scheme Grant Funding Guidelines

3.2 Non-Eligible Projects

Funding will **NOT** be provided:

- ✦ Where financial assistance is available from other funding bodies, where Council has approved grant funding or donations from other pools of funding for the same project/premise, and within one's own company.
- ✦ Where previous funding or approved funding for the same project/plan of works has been provided under the Access Incentive Scheme Grant.
- ✦ Where the applicant has an incomplete project concerning access issues.
- ✦ For projects that were undertaken prior to approval of a grant.
- ✦ For works that do not comply with the Australian Building Standards and the Disability (Access to Premises-Buildings) Standards 2010, Australian Standard 1428.1 2021 - Design for Access and Mobility.
- ✦ For work on government owned buildings still used for a government purpose.
- ✦ For private residential premises
- ✦ For any non-public premises

4. Assessment

All applications must be lodged using an Access Incentive Scheme Grant Application Form with all relevant areas completed and supporting documents attached. Applications may be submitted at any time, noting that only one approval per premises is granted per year.

The application is assessed against the criteria by the Section 355 Cowra Access Committee and if it is deemed to meet the guidelines and sufficient funds are available a report is compiled to the monthly Council meeting for consideration.

Council officers may contact the applicant after receiving an application seeking additional information or clarification.

All projects should align with the strategies and objectives set out in Council's Community Strategic Plan.

Applicants are encouraged to discuss their proposal with Council officers prior to lodging an application to ensure that all necessary information is provided and eligibility criteria is met.

All applications are to be reviewed by Council's Environmental Services to determine compliance with the premises Standards, AS1428.1 and the Building Code of Australia prior to the application being considered by Council.

If a project is approved and requires a Development Application and Construction Certificate, works are not to commence until all necessary Approvals have been obtained.

Access Incentive Scheme Grant Funding Guidelines

Funds will be acquitted upon completion of the project and an Access Incentive Scheme Grant Acquittal is lodged with Council.

All projects are to be completed within 12 months of grant approval.

4.1 Assessment Criteria

The project/applicant must:

- ✦ Be for premises that are used by the local community and/or visitors to Cowra Shire
- ✦ Conform to Australian Standard 1428.1 Design for Access and Mobility, and Australian Premises Standard;
- ✦ Be located in the local government area of Cowra Shire;
- ✦ Obtain all development approvals from Council if required; and

Preference will be given to projects/applicants that:

- ✦ Clearly complement broader access objectives e.g. improve access to Main Street of towns and villages within the Cowra Shire;
- ✦ Improve access to buildings which house essential services or are used by people with limited mobility.

5. Level of Funding

Funds may be available for a project to a maximum amount of \$10,000. This is subject to the terms of the signed agreement.

Council reserves the right to allocate additional funds to any one particular project or not to fund a project.

6. Conditions of Approval

If the application submitted is successful, grant conditions will apply.

An application for access funding can be submitted prior to a Development Application being approved, on the condition that funding will only be provided following all conditions of the agreement are met and an acquittal is submitted on completion of the project.

Access Incentive funds will be paid on completion of the project (unless otherwise approved by Council) and with the submission of an Access Incentive Scheme Acquittal form.

7. Applications

Please ensure that you have completed all components of the Application Form; that all support material and documents requested in the checklist have been provided and the Declaration has been signed.

Access Incentive Scheme Grant Funding Guidelines

Applications should be submitted on the Cowra Shire Council Access Incentive Scheme Grant form and must address the above aims and criteria.

Applications should be sent to:

Director – Environmental Services
Cowra Council
Private Bag 342
COWRA NSW 2794

Or emailed to: council@cowra.nsw.gov.au

Any enquiries should be directed to Environmental Services by Telephone on 6340 2040 or email to council@cowra.nsw.gov.au

All applications received by Council are submitted to the next available Access Committee meeting for assessment and a recommendation is tabled to the following Council meeting for consideration.

8. Acquittals

Funding payment will be provided on completion of the project and submission of an Access Incentive Scheme Acquittal form and following satisfactory inspection by Cowra Shire Council's Director – Environmental Services.

9. Appendix

1. Application Form
2. Acquittal Form

Access Incentive Scheme Grant Funding Guidelines



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

Access Incentive Scheme Grant: Application Form

Guidelines for applicants

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

What is the Access Incentive Scheme Grant?

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

Who can apply?

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

What type of projects can be applied for?

The types of projects that may be applied for include;

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

The project must

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

Access Incentive Scheme Grant Funding Guidelines

Ineligible

Funding will not be provided for the following:

- Projects that have already commenced or completed.
- Activities that are considered the core business of Commonwealth, State or Local Government
- Ongoing operational or administrative costs of an organisation. This includes purchase of capital equipment.
- Individual pursuits
- Gifts and prizes
- Private properties

How to apply?

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

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

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

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

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

Assessment

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

Contacts

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

Access Incentive Scheme Grant Funding Guidelines

Certification

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

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

☐ Yes

Signature	
Please print name	

Applicant Details

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

Project Site details

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

Access Incentive Scheme Grant Funding Guidelines

Property Owners Consent – owner of property where project is to be completed	
Owners Name	
Owners Contact address	
Owners contact number	
Owners contact email	
<input type="checkbox"/> Owners signature below (under seal if applicable) or <input type="checkbox"/> Owners consent attached (under seal and/or letterhead)	
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> _____ Signature _____ Name </div> <div style="width: 30%;"> _____ Signature _____ Name </div> <div style="width: 30%;"> _____ Signature _____ Name </div> </div>	

Project Details	
Project Name	
Estimated Timeframe	Project will commence: Project will be completed by:
Funding amount requested	\$
What is the Aim of the project? <i>Example: Install complying ramp to enable access for wheelchairs to front entrance.</i>	

Access Incentive Scheme Grant Funding Guidelines

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

Budget		
<p>(A) What are the individual budget items/works for your project that are being requested to be funded by the Access Incentive Scheme Grant?</p> <p>(additional fields and spaces may be inserted as required)</p>		
Item Description	Estimated cost	Amount requested to be funded

Access Incentive Scheme Grant Funding Guidelines

Total (A)		\$

Access Incentive Scheme Grant Funding Guidelines

Application Checklist**Have you:**

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

Submitting Your Application

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

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

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

Environmental Services
Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Access Incentive Scheme Grant Funding Guidelines



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

Access Incentive Scheme Grant: Acquittal Form

Please submit your completed form to:

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

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

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

Access Incentive Scheme Grant Funding Guidelines

Project Results**Aim of the Project**

(i.e. what will be the outcome? What do you hope to achieve? Who/what will benefit?)

Example: Enable access for wheelchairs to front entrance.

Project Activities.

(Brief Description of what you did, where and when, who was involved, were there any variations to the original application)

Example: New ramp installed to front of building to facilitate equitable access to the building. Ramp was installed on 3 July 2022 by Joe Smith Contractors. Additional handrail was required to be installed to afford stable access to premises

This may be conveyed using dot points.

Access Incentive Scheme Grant Funding Guidelines

Project Outcomes (Brief description of what you achieved, what the benefits were/are to the community / public) Please include photos

Access Incentive Scheme Grant Funding Guidelines

Budget and Expenditure

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

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

Photos

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

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

Please tick one of the below options.

- ☐ I consent to all images provided being used on;
(please tick all options below that you give consent to)
- ☐ Councils website
- ☐ Social media where the images may be shared by the public
- ☐ Featuring in the local newspaper.
- ☐ I do not consent to images provided being used on Councils website, on Social media or in the local media publications.

Access Incentive Scheme Grant Funding Guidelines

Payment Options

Preferred Payment Method and Details

- ☐ Cheque Payee: _____
- ☐ EFT
Account Name: _____
BSB Number: _____
Account Number: _____

Important Notes

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

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

8 LATE REPORTS**9 CONFIDENTIAL MATTERS****RECOMMENDATION**

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

**10 CONFIDENTIAL GENERAL COMMITTEE
RECOMMENDATIONS - MONDAY, 11 DECEMBER 2023****11 CONFIDENTIAL GENERAL MANAGER****11.1 CBD Activation Strategy**

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.

**12 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE &
OPERATIONS****12.1 Request for Tender 13/2023 - Delivery of Stormwater Drainage Projects**

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.