



# **AGENDA**

## **Ordinary Council Meeting**

**Date: Monday, 25 September 2023**

**Time: 5pm**

**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 Attendance, Apologies and Applications for Leave of Absence by Councillors**

Report I.3.1 from the General Manger, Audio-Visual Attendance.

**I.3.1 Audio-Visual Attendance**

File Number: D23/1414

Author: Paul Devery, General Manager

**RECOMMENDATION**

**That Councillor Sharon D'Elboux be permitted to attend and participate in the ordinary council meeting held on Monday 25 September by audio-visual means as she will be travelling overseas and unable to attend in person.**

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**INTRODUCTION**

Part 5 of Council's Code of Meeting Practice provides for the attendance of councillors by audio-visual link, with the approval of Council:

*5.18 Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link with the approval of the council or the relevant committee.*

*5.19 A request by a councillor for approval to attend a meeting by audio-visual link must be made in writing to the general manager prior to the meeting in question and must provide reasons why the councillor will be prevented from attending the meeting in person.*

*5.22 A councillor who has requested approval to attend a meeting of the council or a committee of the council by audio-visual link may participate in the meeting by audio-visual link until the council or committee determines whether to approve their request and is to be taken as present at the meeting. The councillor may participate in a decision in relation to their request to attend the meeting by audio-visual link.*

*5.23 A decision whether to approve a request by a councillor to attend a meeting of the council or a committee of the council by audio-visual link must be made by a resolution of the council or the committee concerned. The resolution must state:*

*(a) the meetings the resolution applies to, and*

*(b) the reason why the councillor is being permitted to attend the meetings by audio-visual link where it is on grounds other than illness, disability, or caring responsibilities.*

Cr Sharon D'Elboux has sought permission to attend the 25 September 2023 council meeting by audio-visual means as she will be travelling at the time. Accordingly, it is recommended Council resolve to allow Cr D'Elboux to participate in the meeting.

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

I. Email from Cr Sharon D'Elboux [↓](#)

**From:** Sharon D'Elboux  
**Sent:** Tuesday, 19 September 2023 3:21 pm  
**To:** Paul Devery  
**Subject:** 2023 September - Council Meeting - Councillor participation by audio-visual link

Hello Paul,

I would like to apply to Cowra Council to attend the 25 September 2023 Council meeting via audio link. I will be travelling and unable to make it into the Council Chambers.

Thankyou for your consideration.

Best wishes  
Sharon D'Elboux

Sharon D'Elboux  
Councillor

[www.cowracouncil.com.au](http://www.cowracouncil.com.au)



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

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**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 Elections**

Report I.5.1 from the General Manager, Term of Deputy Mayor

Report I.5.2 from the General Manager, Election of Mayor and Deputy Mayor

## **I.5 Elections**

### **I.5.1 Term of Deputy Mayor**

File Number: D23/1334

Author: Paul Devery, General Manager

### **RECOMMENDATION**

**That the Deputy Mayor be elected for a 12-month term to end in September 2024 when the next Council election is scheduled to be conducted.**

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### **INTRODUCTION**

Council is required to hold an election for the offices of Mayor and Deputy Mayor at this meeting.

### **BACKGROUND**

Section 230 of the NSW Local Government Act (the Act) provides that a Mayor elected by councillors holds the office of Mayor for two (2) years, subject to the Act. Section 231 of the Act provides that a Council may elect a person to the office of deputy mayor for the mayoral term or a shorter term. Since the inclusion of this provision in 2016 Cowra Council has resolved to appoint a person to the office for two (2) years in line with the term for the office of Mayor.

With the delay in the holding of the 2020 election, it being eventually held in December 2021, there were resultant impacts on the term of a Mayor elected by councillors.

The Mayor elected at this meeting will hold office until September 2024. It is recommended the term for the elected deputy mayor remains consistent with the mayoral term.

### **BUDGETARY IMPLICATIONS**

Nil

### **ATTACHMENTS**

Nil

**I.5.2 Election of Mayor and Deputy Mayor**

File Number: D23/I335

Author: Paul Devery, General Manager

**RECOMMENDATION**

**That the process to elect the Mayor and Deputy Mayor be by open voting in the event of two or more nominations being received for either position.**

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**INTRODUCTION**

The NSW Local Government Act provides that the Mayor elected at this meeting will hold office until a subsequent election in September 2024.

Given at least one councillor has requested to participate in this meeting remotely it is recommended the elections, if required, are conducted by open voting ie a show of hands.

**BACKGROUND****Election of Mayor**

Schedule 7 of the Local Government (General) Regulation 2021, details the procedure for the election of a mayor by councillors. The Fact Sheet included at Attachment I details the key elements of the process.

The Council is required to determine the method of voting for the elections.

Three methods are available:

- Ordinary ballot
- Open voting; or
- Preferential ballot

As indicated above the open voting method is recommended.

**Election of Deputy Mayor**

Procedures for the election of Deputy Mayor are the same as for the election of Mayor.

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

- I. NSW Government Fact Sheet - Election of Mayor and Deputy Mayor by Councillors [↓](#)

## Fact Sheet

ELECTION OF MAYOR AND DEPUTY  
MAYOR BY COUNCILLORS

## Summary

Councillors must elect a mayor from among their number every two years unless they have a popularly elected mayor.

Councillors may also elect a deputy mayor. The deputy mayor may be elected for the mayoral term or a shorter term.

The election of the mayor and the deputy mayor must be conducted in accordance with clause 394 and Schedule 7 of the *Local Government (General) Regulation 2005* (the Regulation).

The purpose of this document is to assist councils to conduct mayoral and deputy mayoral elections in accordance with these requirements. It includes scripts for key activities to help returning officers exercise their functions. These scripts are provided in the text boxes inserted in the relevant parts of this document.

## How can councils use this document?

Electing a mayor is an important activity. It is vital that the process is smooth, open and easy to follow and not rushed or confusing. Where necessary, it may be appropriate to stop and provide clarification for the benefit of councillors, staff or the gallery.

Returning officers can circulate this document prior to the meeting to help councillors understand the election process.

Election of a mayor after an ordinary election  
of councillors

An election for mayor must be held within three weeks of the declaration of the ordinary election at a meeting of the council.

The returning officer is to be the general manager or a person appointed by the general manager.

As no mayor or deputy mayor will be present at the start of the meeting, the first business of the meeting should be the election of a chairperson to preside at the meeting. Alternatively, the returning officer may assume the chair for the purpose of conducting the election.

## Mid-term election of a mayor

A mayor elected by councillors holds office for two years. A mid-term mayoral election must be held in the September two years after the ordinary election of councillors or the first election of a new council following its establishment.

## Procedures

## Prior to the meeting

Before the council meeting at which the election is to be conducted, the returning officer will give notice of the election to the councillors.

The notice is to set out how a person may be nominated as a candidate for election as chairperson.

*As returning officer, I now invite nominations for the position of mayor/deputy mayor for [name of council] for a two year period.*

*In accordance with the Local Government (General) Regulation 2005, two or more councillors may nominate a councillor (one of whom may be the nominee) for the position of mayor/deputy mayor. Nominations must be in writing and the nominee must consent to their nomination in writing.*

A councillor may be nominated without notice for election as mayor or deputy mayor. The nomination is to be made in writing by two or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.

The returning officer checks the nomination forms and writes the nominees' names on a candidates' sheet.

## At the meeting

At the start of the first meeting after an ordinary election, in the absence of a chairperson, the returning officer assumes the chair and announces that the first item of business is to be the election of a mayor.

If a chairperson is present, they announce that the first item of business is the election of the mayor then vacates the chair for the returning officer who will then conduct the election.

The returning officer reads out the names of the nominees and seeks confirmation that the nominee has accepted the nomination.

If only one councillor has been nominated for the position of mayor/deputy mayor, the nominee is elected.

*As there is only one nominee for the role of mayor/deputy mayor, I declare that [name of successful candidate] is elected as mayor/deputy mayor for the ensuing two years.*

If more than one candidate has been nominated, the council must determine by resolution, the method of voting for the position of mayor/deputy mayor, by way of one of the following methods:

- Open voting – i.e. by show of hands
- Ordinary ballot – i.e. a secret ballot (place an "X" against the candidate of their choice)
- Preferential ballot – i.e. place 1, 2, 3 etc. against each candidate.

The returning officer must ask for a motion to be put to the meeting by one of the councillors on the preferred method of voting for the election of a chairperson. This must then be seconded and voted on by the councillors.

**Note:** In the event of a tie, if there is a chairperson, they may use their casting vote. If there is a tie and no chairperson, an election for the role of chairperson should be conducted. Then the election for mayor resumes.

### Open voting (show of hands)

Open voting is the most transparent method of voting. It is also the least bureaucratic method and reflects normal council voting methods.

The returning officer will advise the meeting of the method of voting and explains the process.

*It has been resolved that the method of voting for the position of mayor/deputy mayor will be by show of hands.*

*Each councillor is entitled to vote for only one candidate in each round of voting.*

*I will now write each candidate's name on a slip of paper and deposit it in a barrel. The first name out of the barrel will be written first on the tally sheet, with second name out being written second on the tally sheet, etc.*

When all candidates' names have been written on the tally sheet, the returning officer announces the names of the candidates and, commencing with the first candidate, states the following:

*Would those councillors voting for [name of candidate] please raise your hand.*

The returning officer records the number of votes for each successive candidate on the tally sheet and announces the number of votes received for each candidate.

The minute taker records the vote of each councillor.

The returning officer should check with the minute taker that each councillor has voted. If a councillor has not voted it should be confirmed that they are abstaining (an informal vote).

#### Two candidates

If there are only two candidates for the position of mayor/deputy mayor and the voting is higher for one candidate than another (number of formal votes recorded on the tally sheet), the returning officer then announces the result.

*[Name of candidate] has the higher number of formal votes and as a result I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

In the event of a **tied vote**, the returning officer will advise the meeting of the following process.

*In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the*

*names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

*I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

#### Three or more candidates

If there are three or more candidates, the candidate with the lowest number of votes for the position of mayor/deputy mayor is excluded.

*[Name of candidate], having the lowest number of votes, is excluded.*

The voting continues as above until there are only two candidates remaining (see voting for **two candidates** above).

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

*In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

*I declare that [name of candidate] is excluded.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.



### Ordinary ballot – (secret ballot)

The returning officer advises the meeting of the method of voting and explains the process.

*It has been resolved that the method for voting for the position of mayor/deputy mayor will be by ordinary ballot, in other words by placing an "X" against the candidate of the councillor's choice.*

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

It will be necessary to have a number of blank papers as this process may require more than one round of voting.

The returning officer writes the names on one set of the ballot papers and initials the front of each ballot paper.

A staff member distributes the ballot papers and collects them into the ballot box when completed and gives it to the returning officer who counts the votes and records them on the tally sheet.

The returning officer announces the results.

*[Name of candidate], having the lowest number of votes, is excluded.*

In the event that the **lowest number of votes are tied**, the returning officer advises the meeting of the following process:

*In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel.

The returning officer then draws a name out of the barrel and shows it to the meeting.

*I declare that [name of candidate] is excluded.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

The returning officer writes the names of the remaining candidates on a further set of the ballot papers and initials the front of each ballot paper.

The staff member distributes ballot papers listing the remaining candidates and collects them into the ballot box when completed and gives it to the returning officer who again counts the votes and records them on the tally sheet and announces the results.

The process continues until two candidates remain, where a final vote takes place.

*[Name of candidate] has the higher number of votes and I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

In the event of a **tied vote** between the two remaining candidates, the returning officer makes the following statement and announces the process.

*The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel.*

*Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

*I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

## Preferential ballot

The returning officer explains the process.

*It has been resolved that the method for voting for the position of mayor/deputy mayor will be by preferential ballot, i.e. placing 1, 2 and so on against the candidate of the councillor's choice in order of preference for all candidates.*

The returning officer announces the names of the candidates for mayor/deputy mayor and writes each candidate's name on a slip of paper and deposits it in a barrel.

The returning officer requests that a staff member shakes the barrel and advises that the order in which the names will appear on the ballot paper will be determined by a draw out of the barrel, i.e. first name out of the barrel is written first on the ballot papers and so on.

The returning officer writes the names on the ballot papers and initials the front of each ballot paper. This method of voting requires only one set of ballot papers.

A staff member distributes the ballot papers and collects them when completed and gives them to the returning officer who counts the first preference votes and records them on the tally sheet.

If a candidate has an absolute majority of first preference votes (more than half), the returning officer declares the outcome.

*[Name of candidate], having an absolute majority of first preference votes, is elected as mayor/deputy mayor for the ensuing two years.*

If no candidate has the absolute majority of first preference votes, the returning officer excludes the candidate with the lowest number of first preference votes.

*[Name of candidate], having the lowest number of first preference votes, is excluded.*

The preferences from the excluded candidate are distributed. This process continues until one candidate has received an absolute majority of votes, at which time the returning officer announces the result.

*[Name of candidate], having an absolute majority of votes, is elected as mayor/deputy mayor for the ensuing two years.*

In the event of a **tied vote** where there are only two candidates remaining in the election, the returning officer explains the process.

*The votes are tied between [name of candidate 1] and [name of candidate 2] having received [number] votes each, and, in accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be declared as mayor/deputy mayor.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests a staff member to shake the barrel. The returning officer then draws a name out of the barrel and shows the meeting.

*I declare that [name of candidate] is elected as mayor/deputy mayor for the ensuing two years.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

In the event that the **lowest number of votes are tied** and where there are three or more candidates remaining in the election, the returning officer advises the meeting of the process.

*In accordance with clause 12 of Schedule 7 of the Local Government (General) Regulation 2005, I will now write the names of the candidates on similar slips of paper, fold them and place them in the barrel. Please note that the candidate whose name is drawn out will be excluded and their preferences distributed.*

It is appropriate to show the meeting the names and the barrel. Councillors may inspect but not touch the items.

The returning officer places the names of the candidates into the barrel and requests that a staff member shakes the barrel.

The returning officer then draws a name out of the barrel and shows the meeting.

*I declare that [name of candidate] is excluded and any votes cast for them will be distributed by preference.*

The returning officer then draws out the remaining name and reads it for completeness. The second name should be shown to the meeting.

## Schedule 7 - Election of Mayor by Councillors

### Part 1 Preliminary

#### 1 Returning officer

The general manager (or a person appointed by the general manager) is the returning officer.

#### 2 Nomination

- (1) A councillor may be nominated without notice for election as mayor or deputy mayor
- (2) The nomination is to be made in writing by 2 or more councillors (one of whom may be the nominee). The nomination is not valid unless the nominee has indicated consent to the nomination in writing.
- (3) The nomination is to be delivered or sent to the returning officer.
- (4) The returning officer is to announce the names of the nominees at the council meeting at which the election is to be held.

#### 3 Election

- (1) If only one councillor is nominated, that councillor is elected.
- (2) If more than one councillor is nominated, the council is to resolve whether the election is to proceed by preferential ballot, by ordinary ballot or by open voting.
- (3) The election is to be held at the council meeting at which the council resolves on the method of voting.
- (4) In this clause:  
*ballot* has its normal meaning of secret ballot.  
*open voting* means voting by a show of hands or similar means.

### Part 2 Ordinary ballot or open voting

#### 4 Application of Part

This Part applies if the election proceeds by ordinary ballot or by open voting.

#### 5 Marking of ballot-papers

- (1) If the election proceeds by ordinary ballot, the returning officer is to decide the manner in which votes are to be marked on the ballot-papers.
- (2) The formality of a ballot-paper under this Part must be determined in accordance with clause 345 (1) (b) and (c) and (6) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

#### 6 Count—2 candidates

- (1) If there are only 2 candidates, the candidate with the higher number of votes is elected.
- (2) If there are only 2 candidates and they are tied, the one elected is to be chosen by lot.

#### 7 Count—3 or more candidates

- (1) If there are 3 or more candidates, the one with the lowest number of votes is to be excluded.
- (2) If 3 or more candidates then remain, a further vote is to be taken of those candidates and the one with the lowest number of votes from that further vote is to be excluded.
- (3) If, after that, 3 or more candidates still remain, the procedure set out in subclause (2) is to be repeated until only 2 candidates remain.
- (4) A further vote is to be taken of the 2 remaining candidates.
- (5) Clause 6 of this Schedule then applies to the determination of the election as if the 2 remaining candidates had been the only candidates.
- (6) If at any stage during a count under subclause (1) or (2), 2 or more candidates are tied on the lowest number of votes, the one excluded is to be chosen by lot.

**Part 3 Preferential ballot****8 Application of Part**

This Part applies if the election proceeds by preferential ballot.

**9 Ballot-papers and voting**

- (1) The ballot-papers are to contain the names of all the candidates. The Councillors are to mark their votes by placing the numbers “1”, “2” and so on against the various names so as to indicate the order of their preference for all the candidates.
- (2) The formality of a ballot-paper under this Part is to be determined in accordance with clause 345 (1) (b) and (c) and (5) of this Regulation as if it were a ballot-paper referred to in that clause.
- (3) An informal ballot-paper must be rejected at the count.

**10 Count**

- (1) If a candidate has an absolute majority of first preference votes, that candidate is elected.
- (2) If not, the candidate with the lowest number of first preference votes is excluded and the votes on the unexhausted ballot-papers counted to him or her are transferred to the candidates with second preferences on those ballot-papers.
- (3) A candidate who then has an absolute majority of votes is elected, but, if no candidate then has an absolute majority of votes, the process of excluding the candidate who has the lowest number of votes and counting each of his or her unexhausted ballot-papers to the candidates remaining in the election next in order of the voter's preference is repeated until one candidate has received an absolute majority of votes. That candidate is elected.
- (4) In this clause, “**absolute majority**”, in relation to votes, means a number that is more than one-half of the number of unexhausted formal ballot-papers.

**11 Tied candidates**

- (1) If, on any count of votes, there are 2 candidates in, or remaining in, the election and the numbers of votes cast for the 2 candidates are equal—the candidate whose name is first chosen by lot is taken to have received an absolute majority of votes and is therefore taken to be elected.
- (2) If, on any count of votes, there are 3 or more candidates in, or remaining in, the election and the numbers of votes cast for 2 or more candidates are equal and those candidates are the ones with the lowest number of votes on the count of the votes—the candidate whose name is first chosen by lot is taken to have the lowest number of votes and is therefore excluded.

**Part 4 General****12 Choosing by lot**

To choose a candidate by lot, the names of the candidates who have equal numbers of votes are written on similar slips of paper by the returning officer, the slips are folded by the returning officer so as to prevent the names being seen, the slips are mixed and one is drawn at random by the returning officer and the candidate whose name is on the drawn slip is chosen.

**13 Result**

The result of the election (including the name of the candidate elected as mayor or deputy mayor) is:

- a) to be declared to councillors at the council meeting at which the election is held by the returning officer, and
- b) to be delivered or sent to the Departmental Chief Executive and to the Chief Executive of Local Government New South Wales.

**1.6 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 28 August 2023



# **MINUTES**

## **Ordinary Council Meeting Monday, 28 August 2023**

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**MINUTES OF COWRA COUNCIL  
ORDINARY COUNCIL MEETING  
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA  
ON MONDAY, 28 AUGUST 2023 AT 5PM**

- PRESENT:** Cr Bill West (Mayor), Cr Judi Smith (Deputy Mayor), Cr Sharon D'Elboux, Cr Cheryl Downing, Cr Nikki Kiss, Cr Erin Watt, 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

#### **RESOLUTION 131/23**

Moved: Cr Nikki Kiss

Seconded: Cr Sharon D'Elboux

**That apologies from Cr Ruth Fagan and Cr Paul Smith be received and accepted.**

CARRIED

### 1.4 Disclosures of Interest

Cr Bill West declared a non-pecuniary in relation to item 5.3 'Donation – Cowra Japanese Garden' due to his position as Acting Chair of the Japanese Garden.

### 1.5 Presentations

Nil

### 1.6 Public Forum

Ms Lusi Austin addressed Council in support of Item 5.2, 'Donation – Lusi Austin'

## 2 CONFIRMATION OF MINUTES

### RESOLUTION 132/23

Moved: Cr Judi Smith

Seconded: Cr Cheryl Downing

**That the minutes of Ordinary Council Meeting held on 24 July 2023 be confirmed.**

CARRIED

## 3 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 14 AUGUST 2023

### DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

#### 3.1 Section 355 Committee Minutes - Tidy Towns Committee

### RESOLUTION 133/23

Moved: Cr Judi Smith

Seconded: Cr Erin Watt

**That the minutes of the Tidy Towns & Urban Landcare Committee meeting held on 28 June 2023 be noted.**

CARRIED

#### 3.2 Committee Minutes - Traffic Committee

### RESOLUTION 134/23

Moved: Cr Cheryl Downing

Seconded: Cr Nikki Kiss

- 1. That the minutes of the Traffic Committee meeting held on 24 July 2023 be noted.**
- 2. That a “No Parking” zone be installed for the full length of Liverpool Lane.**
- 3. That speed humps be placed:**
  - **40m southwest of the intersection of Sixth & First Avenues, Wyangala and**
  - **20m south of the Wyangala Country Club Clubhouse, and**
  - **That early warning signage (W3-4A) be erected 40m before each speed hump.**
- 4. That Council approves the Class 3 special event to be held as ‘The Central West Charity Tractor Trek – 2023’, subject to compliance with the requirements of Transport for New South Wales (TfNSW) and NSW Police, subject to submission of a Traffic Guidance Scheme (TGS) for**

escort vehicle use.

**5. That:**

- **Traffic Classifiers be placed in Comerford Street at Carinya Day Care and a Speed Analysis Report be prepared for the October Meeting of the Local Traffic Committee.**
- **The unrestricted parking zone between Newcombe Street and the Comerford Street access to 131 Lachlan Street remain unchanged.**
- **The request for the change in parking conditions in Comerford Street be noted.**

**6. That Council receives and notes the report and information regarding:**

- **Design of the Mulyan Primary School Stage 2 “Kiss & Drop” zone, and**
- **The potential funding from Transport for New South Wales (TfNSW) for Stage 2 as part of their Minor Works Program.**

CARRIED

**DIRECTOR-ENVIRONMENTAL SERVICES REPORT**

**3.3 Access Committee meeting minutes - 24 April 2023 and 26 June 2023**

**RESOLUTION 135/23**

Moved: Cr Nikki Kiss

Seconded: Cr Judi Smith

- 1. That the minutes of the Cowra Access Committee meeting held 24 April 2023 be noted.**
- 2. That the minutes of the Cowra Access Committee meeting held 26 June 2023 be noted.**

CARRIED

**3.4 Cowra Natural Resource Management Advisory Committee minutes - Wednesday 21 June 2023.**

**RESOLUTION 136/23**

Moved: Cr Peter Wright

Seconded: Cr Sharon D'Elboux

**That the minutes of the Cowra Natural Resource Management Advisory meeting held 21 June 2023 be noted.**

CARRIED

- 3.5 Development Application No. 56/2023, Lot B DP 937264, 7 Waugoola Street Cowra, 2 lot subdivision and construction of 2 dwellings, lodged by Currajong Pty Ltd

### RESOLUTION 137/23

Moved: Cr Judi Smith

Seconded: Cr Sharon D'Elboux

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the *Environmental Planning and Assessment Act 1979*. The variations to E.2.7 and E.2.15 of Part E of Council's Development Control Plan 2021 are sufficiently justified and the application was publicly notified and no submissions were received; and
2. That Council approves a variation to E.2.7 of Part E of Council's Development Control Plan 2021 for this development to allow a site frontage of 15.35 metres; and
3. That Council approves a variation to E.2.15 of Part E of Council's Development Control Plan 2021 for this development to allow a private open space area of 32.7m<sup>2</sup> with a minimum width of 3.32 metres; and
4. That Development Application No. 56/2023, for the construction of a 2 lot subdivision and construction of 2 dwellings on Lot: B DP: 937264, 7 Waugoola Street Cowra be approved subject to the following conditions:

### GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Survey	Karl Lupis 04/04/2023 Ref 23-038	Received 9 June 2023 Stamped No. DA 56/2023
Proposed Subdivision Plan Sheet S.01 of 1	Currajong 23/05/23 Rev B	Received 9 June 2023 Stamped No. DA 56/2023
Site Plan Sheet 01	K. Ostini-Donnelly 25/07/2023	Received 26 July 2023 Stamped No. DA 2023.56 (A)
Dwelling 1 Proposed Floor Plan Sheet 02	K. Ostini-Donnelly 25/07/2023	Received 26 July 2023 Stamped No. DA 2023.56 (A)
Dwelling 1 Elevations	K. Ostini-Donnelly 25/07/2023	Received 26 July 2023 Stamped No. DA

<b>Sheet 03</b>		<b>2023.56 (A)</b>
<b>Dwelling 2 Proposed Floor Plan Sheet 05</b>	<b>K. Ostini-Donnelly 25/07/2023</b>	<b>Received 26 July 2023 Stamped No. DA 2023.56 (A)</b>
<b>Dwelling 2 Elevations Sheet 06</b>	<b>K. Ostini-Donnelly 25/07/2023</b>	<b>Received 26 July 2023 Stamped No. DA 2023.56 (A)</b>
<b>Proposed Landscape Plan Sheet L.01 of 1</b>	<b>Currajong 23/05/23 Rev A</b>	<b>Received 9 June 2023 Stamped No. DA 56/2023</b>
<b>Sewer Design</b>	<b>Calare Civil 27/04/23 Job No. 2023.0485 Issue B</b>	<b>Received 9 June 2023 Stamped No. DA 56/2023</b>
<b>Statement of Environmental Effects</b>	<b>Currajong 25.07.2023 Rev B</b>	<b>Received 26 July 2023 Stamped No. DA 2023.56 (A)</b>
<b>BASIX Certificate No. 1393177S</b>	<b>Kellie Ostini 19 May 2023</b>	<b>Received 9 June 2023 Stamped No. DA 56/2023</b>
<b>BASIX Certificate No. 1393199S</b>	<b>Kellie Ostini 19 May 2023</b>	<b>Received 9 June 2023 Stamped No. DA 56/2023</b>
<b>Private Open Space Plan Sheet P.01 of 1</b>	<b>Currajong 25.07.2023 Rev A</b>	<b>Received 26 July 2023 Stamped No. DA 2023.56</b>

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

2. The applicant shall comply with all relevant prescribed conditions of development consent under Part 4, Division 2 of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
3. Where the proposed building works necessitate the cutting-in of new stormwater outlets into the existing street kerb, the Applicant and plumbing/drainage contractor shall ensure that the following procedures are carried out:
  - (i) A kerb adaptor suitable for the particular kerb profile and capable of withstanding vehicle loadings is to be utilised;
  - (ii) The opening in the kerb is created by either a saw cut or bored hole only. Breaking out the kerb by impact methods is not permitted;
  - (iii) The kerb adaptor is to be kept flush with the top and outside face of the kerb; and
  - (iv) The fixing of the kerb adaptor and filling in of side gaps is to be

undertaken by the use of an epoxy resin. Mortar or concrete is not to be used.

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

4. Prior to the issue of a Construction Certificate, a separate application is to be made to Council, with the appropriate fee being paid, for the provision of suitably sized metered water services to the development.
5. 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 <sup>1</sup>	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution <sup>2</sup>	\$750,000.00	1%	\$7,500.00	30 June 2024
<b>Notes</b> <sup>1</sup> As shown on the Development Application/Construction Certificate Application/Complying Development Certificate Application <sup>2</sup> Council's Section 94A Contributions Plan 2016 may be viewed during office hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website <a href="http://www.cowracouncil.com.au">www.cowracouncil.com.au</a>				

6. Prior to the issue of the Construction Certificate, the Applicant must obtain consent from Council pursuant to Section 138 of the Roads Act 1993 for the construction of driveway crossings to the development site from Waugoola Street & Martins Lane in accordance with Cowra Shire Council's Engineering Standards.
7. Prior to the issue of the Construction Certificate, the Applicant is to obtain all relevant approvals pursuant to Section 68 of the *Local Government Act 1993* to carry out sewerage work, to carry out stormwater drainage work, and to carry out water supply work from Cowra Shire Council.
8. The Applicant is required to obtain a Certificate of Compliance pursuant to Section 64 of the *Local Government Act 1993* certifying that all works, fees and charges required in connection with the provision of sewerage to the development have been undertaken and complied with in full. The certificate shall include all relevant works verified by appropriate inspections, fees and charges that are currently being applied at the time of the issue of the Subdivision Certificate.

Separate reticulated sewer mains and services must be physically

provided to the development in accordance with Cowra Infrastructure and Operations Engineering Standards. Council will not issue the Subdivision Certificate until the Compliance Certificate has been issued, verifying that all works have been satisfactorily completed. All monetary contributions in relation to the augmentation of reticulated sewerage must be paid in full to Cowra Shire Council before the Subdivision Certificate will be issued. Necessary inspections must be arranged at least 48 hours in advance. Contact Cowra Infrastructure and Operations on (02) 6340 2070.

9. The Applicant is required to obtain a Certificate of Compliance pursuant to Section 64 of the Local Government Act 1993 certifying that all works, fees and charges required in connection with the provision of water supply to the development have been undertaken and complied with in full. The certificate shall include all relevant works verified by appropriate inspections, fees and charges that are currently being applied at the time of the issue of the Subdivision Certificate.

Water reticulation mains and metered services must be physically provided to the development in accordance with Cowra Infrastructure and Operations Engineering Standards. Council will not issue the Subdivision Certificate until a Compliance Certificate has been issued, verifying that all works have been satisfactorily completed. All monetary contributions in relation to the augmentation of reticulated water supply must be paid in full to Cowra Shire Council before the Subdivision Certificate will be issued. Necessary inspections must be arranged at least 48 hours in advance. Contact Cowra Infrastructure and Operations on (02) 6340 2070.

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

10. 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.
11. 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.
12. 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'.
13. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during

and after the construction phase of the development. The erosion and sediment control measures are to comply with Part B of Cowra Shire Council Development Control Plan 2021 at all times.

#### **CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

14. 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.
15. 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.
16. 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.
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 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 on Waugoola Street.
20. As soon as is practical, and within a maximum of 7 days following the placement of any roofing material, all guttering and downpipes must be installed and connected to Council's drainage system. If no Council drainage system is available, the guttering and downpipes must be discharged away from the building site onto a stable vegetated area in a manner that does not discharge concentrated storm water flow and cause nuisance or erosion to adjoining properties.
21. The Applicant is to obtain all relevant approvals to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Cowra Shire Council prior to commencing works to and



comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:

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

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

- 22. The Applicant must not commence occupation or use of the dwellings until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.
- 23. Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from Waugoola Street & Martins 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.

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

- 24. The Applicant is to lodge with Cowra Shire Council a Subdivision Certificate Application. All necessary information to support the certificate release and the necessary fee is required to be included with the Subdivision Certificate Application.
- 25. Prior to the issue of a Subdivision Certificate, the applicant must provide to Council a Notification of Arrangement from Essential Energy confirming that satisfactory arrangements have been made for the provision of power with respect to all lots in the subdivision.
- 26. Prior to the issue of the Subdivision Certificate, the applicant is to provide evidence to Council that arrangements have been made for:
  - (a) The installation of fibre-ready facilities (or equivalent) to all individual lots and/or premises in a real estate development project so as to enable fibre to be readily connected to any premises that is being or may be constructed on those lots. Demonstrate that the

carrier has confirmed in writing that they are satisfied that the fibre ready facilities are fit for purpose, and

- (b) The provision of fixed-line telecommunications infrastructure in the fibre-ready facilities to all individual lots and/or premises in a real estate development project demonstrated through an agreement with a carrier.
27. Prior to issue of the Subdivision Certificate, the applicant shall connect all new lots in the plan of subdivision to Council's Reticulated Water Supply System and to the satisfaction of the relevant service provider, being Cowra Shire Council
28. Prior to issue of the Subdivision Certificate, the applicant shall connect all new lots in the plan of subdivision to Council's Reticulated Sewer Supply System and to the satisfaction of the relevant service provider, being Cowra Shire Council
29. Prior to issue of the Subdivision Certificate, the Applicant shall include on the final plan of subdivision all necessary easements required for water, sewer, stormwater, and access.
30. Prior to issue of the Subdivision Certificate, the Applicant shall detail an easement centrally located over all sewerage connections for purposes of providing access to the mains system and for maintenance purposes.

#### 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 Bill West, Judi Smith, Sharon D'Elboux, Cheryl Downing, Nikki Kiss, Erin Watt and Peter Wright

Against: Nil

CARRIED 7/0

#### 4 GENERAL MANAGER

##### 4.1 CBD Committee

#### RESOLUTION 138/23

Moved: Cr Cheryl Downing

Seconded: Cr Erin Watt

- I. That the following persons be appointed to the CBD Committee:

- **Business Representatives:** Phil Beer, Ashlea Field, Zachary Jones, Marc McLeish and Christine Muddle
- **Community Representatives:** Stassi Austin, Martina Lindsay and Jesse Murphy
- **Tourism Representative:** Kurt Overzet
- **BizHQ Representative:** Amy Gormly
- **Business Cowra Representative:** Ian Docker

2. That Councillor Sharon D'Elboux be appointed chair of the committee

3. That councillor Paul Smith be appointed deputy chair of the committee  
CARRIED

4.2 Acting General Manager - October 2023

**RESOLUTION 139/23**

Moved: Cr Erin Watt

Seconded: Cr Nikki Kiss

**That the Director – Environmental Services, Mrs Larissa Hackett, be appointed Acting General Manager for the period 5 October 2023 to 20 October 2023 inclusive due to the General Manager's absence on leave.**

CARRIED

4.3 Delivery Program 2022-2023 to 2025-2026; Operational Plan 2022-2023; Six-Month Review to 30 June 2023

**RESOLUTION 140/23**

Moved: Cr Erin Watt

Seconded: Cr Judi Smith

**That Council note the Six-Month Review to 30 June 2023 of the Delivery Program 2022-2023 to 2025-2026; Operational Plan 2022-2023.**

CARRIED

4.4 LGNSW Annual Conference - Motions

**RESOLUTION 141/23**

Moved: Cr Nikki Kiss

Seconded: Cr Judi Smith

**That Council submit the following proposed motions for the 2023 LGNSW Annual Conference:**

- (a) **Livable Housing Standards:** That LGNSW call upon the NSW Government to adopt in full the Livable Housing Design standards as an integral component of the National Construction Code 2022.
- (b) **NSW Mobility Parking Scheme:** That Local Government NSW write to the NSW Government requesting consideration of

changing the language within the published material associated with the **NSW Mobility Parking Scheme** to remove the word “disability”.

CARRIED

4.5 General Committee Meeting - November 2023

**RESOLUTION 142/23**

Moved: Cr Sharon D'Elboux

Seconded: Cr Cheryl Downing

**That Council cancel the General Committee meeting scheduled for Monday 13 November 2023.**

CARRIED

**5 DIRECTOR-CORPORATE SERVICES**

5.1 Section 355 Committee Draft Minutes - Audit, Risk & Improvement Committee

**RESOLUTION 143/23**

Moved: Cr Bill West

Seconded: Cr Peter Wright

**That the draft Minutes of the Audit, Risk & Improvement Committee meeting held on 3 August 2023 be noted.**

CARRIED

5.2 Donation - Lusi Austin

**RESOLUTION 144/23**

Moved: Cr Judi Smith

Seconded: Cr Nikki Kiss

**That Council provide a donation of up to \$4,700 (excluding GST) for the hire of the Civic Centre from the Section 356 expenses budget to assist Ms Lusi Austin in staging the “Intertwined” production to be held on 22-29 July 2024.**

CARRIED

At 5:50 pm, Cr Bill West left the meeting.

Cr JA Smith chaired the meeting during consideration of this item.

5.3 Donation - Cowra Japanese Garden

**RESOLUTION 145/23**

Moved: Cr Erin Watt

Seconded: Cr Peter Wright

**That Council provide a donation of \$2,000 from the Section 356 expenses budget to assist the Cowra Japanese Garden and Cultural Centre host Sakura Matsuri to be held on 23 September 2023.**

CARRIED

At 5:53 pm, Cr Bill West returned to the meeting and assumed the chair.

5.4 Investments

**RESOLUTION 146/23**

Moved: Cr Judi Smith

Seconded: Cr Peter Wright

**That Council note the Investments and Financial Report for July 2023.**

CARRIED

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

**RESOLUTION 147/23**

Moved: Cr Sharon D'Elboux

Seconded: Cr Cheryl Downing

- 1. That the Minutes of the Cowra Regional Art Gallery Advisory Committee meeting held on 10 May 2023 be noted.**
- 2. That Council appoint Mr Ron Gillard to the Cowra Regional Art Gallery Advisory Committee.**

CARRIED

5.6 Cowra Regional Art Gallery Policies

**RESOLUTION 148/23**

Moved: Cr Sharon D'Elboux

Seconded: Cr Cheryl Downing

**That Council place the draft Cowra Regional Art Gallery Policies on public exhibition for a period of 28 days.**

CARRIED

5.7 Donation - Conner Moriarty**RESOLUTION 149/23**

Moved: Cr Cheryl Downing

Seconded: Cr Erin Watt

**That Council provide a donation of \$400 from the Section 356 expenses budget to assist Conner Moriarty in participating as a member of the NSW State Junior Squash Team at the Australian Junior Titles to be held on 26 September to 1 October 2023 in Brisbane.**

CARRIED

5.8 Quarterly Budget Review Statement - June 2023**RESOLUTION 150/23**

Moved: Cr Judi Smith

Seconded: Cr Bill West

**That the Fourth Quarter Budget Review for 2022-23 showing a Surplus of \$9,036,000 be adopted.**

CARRIED

5.9 Release of Closed Decisions**RESOLUTION 151/23**

Moved: Cr Sharon D'Elboux

Seconded: Cr Nikki Kiss

**That Council note the release of the resolution below made in Closed Council at the Ordinary Council Meeting on 24 July 2023:**

*Request for Tender 10/2023 - Cowra Aquatic Centre Management*

**Resolution 129/23**

Moved: Cr Judi Smith

Seconded: Cr Sharon D'Elboux

- 1. That Council accept the tender from Leisure and Recreation Group Pty Ltd for \$245,500 (excluding GST) for Request for Tender 10/2023 Cowra Aquatic Centre Management.**
- 2. That the General Manager be authorised to sign any documentation to effect the contract for works identified in Request for Tender 10/2023 Cowra Aquatic Centre Management.**

CARRIED

**6 DIRECTOR-INFRASTRUCTURE & OPERATIONS****6.1 Crown Land Management Crown Reserve****RESOLUTION 152/23**

Moved: Cr Judi Smith

Seconded: Cr Sharon D'Elboux

**That Council write to Department of Planning Industry & Environment - Crown Lands accepting the invitation to be appointed as Crown Land Manager of Darby's Falls Recreation Reserve 59687.**

CARRIED

**6.2 Water Mains Planned Renewal Program 2023/2024****MOTION**

Moved: Cr Erin Watt

Seconded: Cr Nikki Kiss

**That Council receive and note the information provided**

- **on the proposed water main renewal program and**
- **on the intention to advertise a tender to complete the water mains renewal program.**

**6.3 Asset Management Strategy****RESOLUTION 153/23**

Moved: Cr Peter Wright

Seconded: Cr Judi Smith

**That Council adopt the Asset Management Strategy 2023/24 -2042/43.**

CARRIED

**7 LATE REPORTS**

Nil

**8 CONFIDENTIAL MATTERS****RESOLUTION 154/23**

Moved: Cr Sharon D'Elboux

Seconded: Cr Erin Watt

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

Local Government Act 1993:

**9 CONFIDENTIAL GENERAL MANAGER**

**9.1 Write-off Debts Cowra Showground Pavilion**

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 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS**

**10.1 Request for Tender 12/2023 - Road Base Supply Panel in the Cowra Shire**

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.

**10.2 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.

CARRIED



### 3 MAYORAL MINUTES

#### 3.1 Mayoral Minute - Central NSW Joint Organisation Board Meeting 23-24 August 2023

File Number: D23/1337

Author: Bill West, Mayor

#### RECOMMENDATION

**That Council note the Mayoral Minute regarding the Central NSW Joint Organisation Board meeting held on 23 August 2023 and the Ministerial Roundtable discussions held on 24 August 2023.**

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#### INTRODUCTION

The Central NSW Joint Organisation (CNSWJO) Board met 23 August 2023 at Local Government House, Margaret St Sydney. The following day the Board met with NSW Government ministers and shadow ministers at Parliament House in Macquarie Street Sydney. The meeting at Parliament House was hosted by the Hon Steph Cooke MP, Member for Cootamundra and Shadow Minister for Water and Crown Lands.

The region farewelled two long serving mayors, myself and Cr Ken Keith, Mayor of Parkes. Both were recognised for their substantial service to not just the region but to regional communities in NSW more broadly.

#### BACKGROUND

Minutes from the Board meeting are attached and the agenda is available online at <https://www.centraljo.nsw.gov.au/business-papers-agendas/> or please request.

Board members were welcomed to the Local Government House in Margaret Street by the President of Local Government NSW (LGNSW) Cr Darriea Turley and Acting Chief Executive Damien Thomas. Members were reminded their suite of offices is for the use of all member councils.

Deputy Secretary of the Office of Local Government (OLG) Mr Brett Whitworth was also in attendance and addressed the Board. Matters discussed included;

- the IPART Review of the rate peg methodology final report to be released end of August;
- Audit Risk and Improvement Committees – concern for the mooted regulation conflicting with local democracy;
- concerns for the impact of social media;
- costs of accessing telecommunications' infrastructure; and
- ongoing concerns regarding the treatment of red fleet on councils' books.

Key information provided in the agenda and key resolve of the Board is as follows:

- draft advocacy material to support members for drought preparedness given the likely drying conditions was presented for finalisation;

- progress on the business case for investment in infrastructure in region that addresses the nexus between energy security and net zero was reported. Council can expect some fascinating deep dive advice on their energy security and projected demand in coming weeks;
- progress on the regional Water Loss Management Centre project including bringing leak detection dogs to the region was provided;
- adoption of a Memorandum of Understanding (MoU) with the Rural Doctors' Network (RDN) which was signed at Parliament House the next day and presented to the Parliamentary Secretary for Health and Regional Health, Dr Michael Holland. Where further advice on an upcoming workshop in region will be provided to Council in due course, the role of the MoU is to provide a framework for the parties to operate within including;
  - MoU governance and relationship management;
  - collaborative activity planning and workplan/s, Program development;
  - supporting community health system understanding and workforce literacy;
  - policy and advocacy;
  - joint promotion; and
- adoption of a review of Population Projections for Local Government Areas in the Central NSW Joint Organisation Area on an LGA by LGA basis. Looking backwards, there has broadly been gradual improvement in accuracy on behalf of DPE on population projections and then Common Planning assumption in most LGAs in Central NSW over the past decade and more. However, there are some glaring errors for example according to the 2022 NSW Common Planning Assumptions the current population according to the Census for Blayney will not be reached until 2030. For Oberon the 2022 Common Planning Assumptions never reach the current population.

The following submissions were either requested or adopted by the Board:

1. IPART on the council rating methodology;
2. IPART - Monitoring the NSW Biodiversity Credits Markets;
3. Department of Planning and Environment- the Biodiversity Assessment Method review, Department of Planning and Environment;
4. Parliament of NSW - Inquiry into the Implementation of Recommendations Relating to Workforce Issues, Workplace Culture and Funding Considerations for Remote, Rural and Regional Health within existing policy; and
5. Australian Energy Market Commission - Draft Community Engagement Rules for Major Transmission Projects.

All submissions are available on the CNSWJO website at <https://www.centraljo.nsw.gov.au/submissions/>

### **Meetings with State representatives at Parliament House 24 August 2023**

The following day the Board, with the support of the Member for Cootamundra Hon Steph Cooke MP, held a roundtable discussion with various ministers and shadow ministers. A summary follows where briefing notes can be requested.

The Board spoke with the following State Representatives:

- The Hon (Steph) Stephanie Cooke MP, Member for Cootamundra and Shadow Minister for Water and Shadow Minister for Crown Lands
- Mr Dugald Saunders MP, Member for Dubbo and Shadow Minister for Regional NSW and Shadow Minister for Agriculture and Natural Resources, Leader of The Nationals
- The Hon Courtney Houssos, MLC , Minister for Finance and Minister for Natural Resources
- The Hon Stephen Lawrence, MLC
- Dr Michael Holland, MP Member for Bega Parliamentary Secretary for Health and Parliamentary Secretary for Regional Health
- The Hon Paul Scully, Member for Wollongong, Minister for Planning and Public Spaces
- The Hon (Bronnie) Bronwyn Taylor, MLC, Shadow Minister for Regional Health, Shadow Minister for Trade and Shadow Minister for Seniors, Deputy Leader of The Nationals
- The Hon (Sam) Samuel Faraway, MLC, Shadow Minister for Regional Transport and Roads
- The Hon Ron Hoenig, Member for Heffron, Minister for Local Government, Leader of the House and Vice-President of the Executive Council

The consistent theme from ministers is that the incoming budget in September will be tight.

Where all attending ministers were welcomed to be hosted by CNSWJO in the region, there was significant interest from member Councils on a tour of the region by Dr Michael Holland MP, Member for Bega and Parliamentary Secretary for Health and Parliamentary Secretary for Regional Health.

Interestingly, the meeting with the Minister for Local Government, the Hon Ron Hoenig, provided some insights into the issues of Council financial sustainability, the regulatory burden and red fleet. The Minister spent some time expressing his views which include;

- to restore oversight and authority of councillors that the 1993 Act was designed to empower;
- that the NSW Government should get out of the way of local democracy and there has been too much regulation inhibiting councillors from doing their jobs effectively and efficiently;
- that council as the elected body should have control over financial affairs;
- that internal audit and improvement processes were welcomed but should be fit for purpose where one size will not fit all- the Minister sought more advice regarding concerns members have been expressing over Audit Risk and Improvements Committees costs and structural impacts; and
- that he is taking his time to understand the issues and suggested that members inform themselves of the history of ownership of red fleet and their actual control of the assets; starting with Service Level Agreements.

Follow-up actions from the round table of the region's behalf were:

1. Continuing to work with both sides of government regarding;
  - a. the raising of the wall at Wyangala Dam including seeking to see the business case;
  - b. reinstating the Blayney-Demondrille Line;
  - c. progressing a safe swift and secure transport link between Central NSW and Sydney;

- d. seeking to have a meeting in region regarding the Joint Parliamentary Inquiry into Constitutional Arrangement for Local Water Utilities;
- e. betterment in natural disaster funding including for current rounds;
- f. council financial sustainability, Emergency Levy Funding, red fleet and Audit Risk;
- g. community impacts of the rewiring of the region to meet net zero carbon emissions targets;
- h. Treasury Common Planning Assumptions;
- i. the cost of biodiversity offsets; and
- j. being alive to the Murray Darling Basin Plan review.

2. Providing Ministerial advice requests on

- a. Audit Risk and Improvement Committees;
- b. incentivising medical visits into aged care facilities;
- c. member Council input to guidance on renewable energy development; and
- d. natural disaster funding timing and the inclusion of betterment.

### Value to members

A snapshot of the value to members of the various activities undertaken by the JO for their members in the context of the CNSWJO Strategic Plan follows.

VALUE FOR MEMBERS	FY 2019/ 2020	FY 2020 /2021	FY 2021/ 2022	FY 2022/ 2023	FYTD 2023/ 2024
SUBMISSIONS	20	23	16	13	3
PLANS, STRATEGIES AND COLLATERAL	26	12	3	9	1
GRANTS SEEKING	3	3	1	9	1
GRANT FUNDING AWARDED	\$215k	\$736k	\$738k	\$2.05m	\$7k
COMPLIANCE	13	9	11	16	
DATA	6	3	1	14	
COST SAVINGS	\$1.87m	\$2.2m	\$2.1m	\$1.89m	
REPRESENTATION AND OPPORTUNITIES COUNCILS HAVE BEEN AFFORDED	147	159	210	143	38
MEDIA INCLUDING SOCIAL MEDIA	13	18	25	32	1
PR VALUE OF TOURISM	\$1.5m	\$2.4m	\$1.9m	Will be reported to Board	
MEDIA PR VALUE	35	102	101	51	6

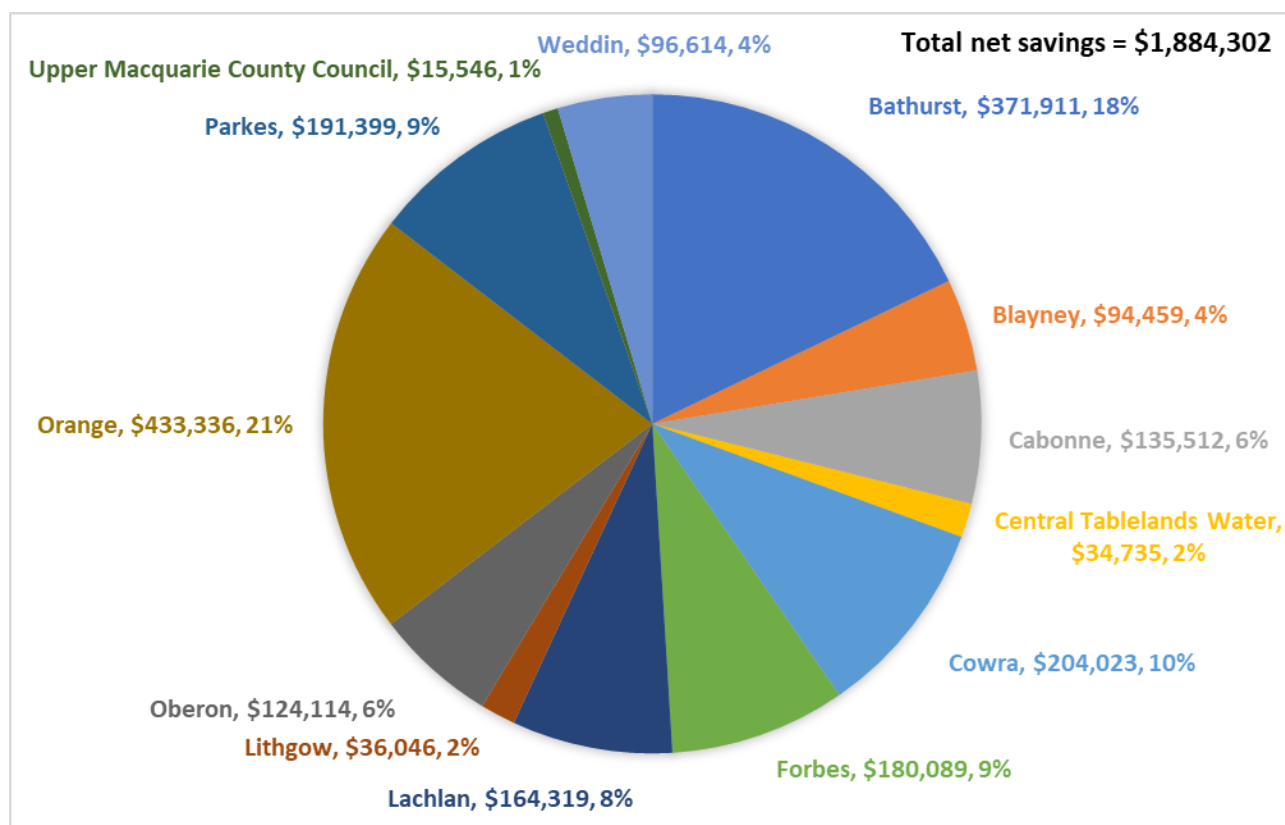
### Savings

The following table shows the savings achieved by member Councils through aggregated procurement and programming. An explanation of the meaning of each column has been reported previously and is available on request. The table reflects savings in the 22/23 financial year

reported to the August Board meeting. Please request advice from previous years where costs savings continue to grow every year.

The cost to members is calculated on a percentage of each CNSWJO staff member and their corresponding workload on procurement and contract management. This figure is updated quarterly in line with the cost savings.

SAVINGS	Water Utilities Alliance Contracts	HR Contracts	WHS contracts	IT contracts	Supply contracts	Roads/ Transport contracts	Energy contracts	RDOCS contracts	Other contracts	Training	Legal advice re Procurement	Participation in regional procurement	Total
Bathurst	\$1,500	\$48,996	\$2,302	\$0	\$21,026	\$0	\$255,794	\$15,647	\$0	\$100	\$5,546	\$21,000	\$371,911
Blayney	\$1,500	\$12,661	\$0	\$0	\$11,481	\$0	\$35,173	\$1,099	\$0	\$0	\$5,546	\$27,000	\$94,459
Cabonne	\$1,500	\$13,372	\$49	\$0	\$41,138	\$0	\$44,733	\$1,388	\$0	\$5,786	\$5,546	\$22,000	\$135,512
Central Tablelands Water	\$1,500	\$107	\$0	\$0	\$0	\$0	\$0	\$2,191	\$0	\$0	\$4,937	\$26,000	\$34,735
Cowra	\$1,500	\$25,660	\$2,454	\$0	\$51,380	\$0	\$71,404	\$1,455	\$0	\$3,625	\$5,546	\$41,000	\$204,023
Forbes	\$1,500	\$13,509	\$0	\$0	\$59,982	\$0	\$57,754	\$8,584	\$0	\$10,215	\$5,546	\$23,000	\$180,089
Lachlan	\$1,500	\$21,716	\$0	\$0	\$32,483	\$0	\$56,583	\$1,136	\$0	\$10,356	\$5,546	\$35,000	\$164,319
Lithgow	\$1,500	\$0	\$0	\$0	\$0	\$0	\$0	\$6,000	\$0	\$0	\$5,546	\$23,000	\$36,046
Oberon	\$1,500	\$19,774	\$0	\$0	\$29,569	\$0	\$24,707	\$4,019	\$0	\$0	\$5,546	\$39,000	\$124,114
Orange	\$1,500	\$72,097	\$2,497	\$0	\$30,640	\$0	\$283,815	\$9,425	\$0	\$5,818	\$5,546	\$22,000	\$433,336
Parkes	\$1,500	\$6,130	\$0	\$0	\$51,529	\$0	\$81,692	\$8,428	\$0	\$7,574	\$5,546	\$29,000	\$191,399
Upper Macquarie County Council	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$5,546	\$10,000	\$15,546
Weddin	\$1,500	\$355	\$0	\$0	\$10,539	\$0	\$30,482	\$611	\$0	\$5,582	\$5,546	\$42,000	\$96,614
<b>Sub Total</b>	<b>\$18,000</b>	<b>\$234,377</b>	<b>\$7,302</b>	<b>\$0</b>	<b>\$339,767</b>	<b>\$0</b>	<b>\$942,136</b>	<b>\$59,982</b>	<b>\$0</b>	<b>\$49,055</b>	<b>\$71,483</b>	<b>\$360,000</b>	<b>\$2,082,102</b>
												<b>Cost to members</b>	<b>\$197,800</b>
												<b>Total</b>	<b>\$1,884,302</b>



## ATTACHMENTS

- I. Minutes - CNSWJO Board Meeting - 23 August 2023 [↗](#)

## Minutes of the CNSWJO Board Meeting 23 August 2023 held in Sydney

## In Attendance\*

<b>Cr R Taylor</b>	Bathurst Regional Council	<b>Cr M Statham</b>	Lithgow City Council
<b>Cr S Ferguson</b>	Blayney Shire Council	<b>Cr M Kellam</b>	Oberon Council
<b>Cr K Beatty</b>	Cabonne Council	<b>Cr K Keith OAM</b>	Parkes Shire Council
<b>Cr B West</b>	Cowra Shire Council	<b>Cr P Best</b>	Weddin Shire Council
<b>Cr P Miller OAM</b>	Forbes Shire Council		

Mr D Sherley	Bathurst Regional Council	Mr G Rhodes	CTW
Mr M Dicker	Blayney Shire Council	Cr A McGibbon	UMCC
Mr B Byrnes	Cabonne Council	Mr S Bowman	RDACW
Mr P Devery	Cowra Shire Council	Ms O West	Regional NSW
Mr S Loane OAM	Forbes Shire Council	Ms J Bennett	CNSWJO
Mr C Butler	Lithgow City Council	Ms M Macpherson	CNSWJO
Mr D Waddell	Orange City Council	Ms C Griffin	CNSWJO
Mr K Boyd PSM	Parkes Shire Council	Ms V Page	CNSWJO
Ms N Vu	Weddin Shire Council		

\*Voting members in bold

Meeting opened at 12.39 pm by Chair Cr Kevin Beatty

#### 1. Acknowledgement of Country

Acknowledgment to Country: Gadigal (Sydney)

#### 2. Welcome from the Chair Cr Kevin Beatty

Acknowledged our two Board members who are not standing for Mayor in September Cr Ken Keith and Cr Bill West both for their communities and as regional advocates.

#### 3. Apologies applications for a leave of absence by Joint Voting representatives

Cr J Medcalf, Cr C Bembrick, Cr J Hamling, Mr B Byrnes, Mr G Tory, Mr G Wallace, Cr D Somerville, Cr R Fagan and Mr T Johnson.

<b>Resolved</b>	<b>Cr M Kellam/Cr R Taylor</b>
That the apologies for the Central NSW Joint Organisation Board meeting 23 August 2023 listed above be accepted.	

#### 4. Conflicts of Interest

<b>Resolved</b>	<b>Cr R Taylor/Cr M Kellam</b>
Nil declared	

#### 5. Speakers

- a. Mr Brett Whitworth Deputy Secretary, Local Government, Department of Planning and Environment

Ms O West arrived at 12.44pm

Cr P Miller left the meeting at 1.00pm

- b. Cr Darriea Turley AM, President of Local Government NSW gave an update in attendance and was Acting Chief Officer Damien Thomas.

Cr B West, Cr S Ferguson, Mr P Devery and Mr M Dicker arrived at 1.18pm

#### 6. Minutes

Confirmation of the Minutes of the CNSWJO Board Meeting 24 May 2023 held in Canberra

<b>Resolved</b>	<b>Cr K Keith/Cr B West</b>
That the Central NSW Joint Organisation Board confirm the Minutes of the CNSWJO Board Meeting 24 May 2023 held in Canberra	

#### 7. Business Arising from the Minutes – Matters in Progress

<b>Resolved</b>	<b>Cr P Best/Cr R Taylor</b>
That the Central NSW Joint Organisation Board note the Matters in Progress, making deletions as suggested.	

#### 8. Reports on Statement of Regional Strategic Priority

##### Priority One: Inter-Council Co-operation

##### a. Financial Report

<b>Resolved</b>	<b>Cr M Kellam/ Cr S Ferguson</b>
That the Board note the Financial Report.	

##### b. Compliance Report

<b>Resolved</b>	<b>Cr S Ferguson/Cr R Taylor</b>
That the Board note the Compliance Report	

Mr Whitworth, Cr M Statham and Mr C Butler left at 1.30pm

##### c. The CNSWJO Governance and Advocacy Report

<b>Resolved</b>	<b>Cr P Best/Cr M Kellam</b>
That the Board note the CNSWJO Governance Advocacy Report and	
<ol style="list-style-type: none"> <li>1. note the Advocacy Subcommittee update;</li> <li>2. note the advice from the Health and Aging Portfolio Mayors' Subcommittee;</li> <li>3. adopt the MoU the Rural Doctor's Network;</li> <li>4. adopt the Plan on a Page for the Planners' Group;</li> <li>5. adopt the Terms of Reference for the Spare Capacity in Housing Project;</li> <li>6. circulate the Plan on a Page for the Spare Capacity in Housing Project for adoption through the Chair;</li> <li>7. endorse the submission to IPART on the council rating methodology;</li> <li>8. endorse the submission on the monitoring the NSW Biodiversity Credits Markets – IPART;</li> <li>9. endorse the Response on the Biodiversity Assessment Method review, Department of Planning and Environment;</li> <li>10. adopt the Current and Historic Population Projections for Local Government Areas in the Central NSW Joint Organisation;</li> <li>11. lodge a submission to the Inquiry into the Implementation of Recommendations Relating to Workforce Issues, Workplace Culture and Funding Considerations for Remote, Rural and Regional Health within existing policy;</li> <li>12. lodge a submission to the Draft Community Engagement Rules for Major Transmission Projects within existing policy;</li> </ol>	

13. note that a date is being sought for a meeting in Hawkesbury to progress a policy position on a safe, swift and secure link between Central NSW and Sydney;
14. update the Transport Advocacy Plan to support;
  - a. the Bathurst Bullet being extended to Orange, including Opal Card ticketing;
  - b. a morning day-return service from Dubbo to Sydney via Orange using Bullet 2 pathway and timetable;
  - c. Staged Faster Rail track upgrades to reduce travel time from Orange and Dubbo; and
  - d. Split the faster passenger rail at Orange to go to Parkes and Dubbo; and
15. for the two days of meetings that are concurrent with parliamentary visits, the Board meeting be held on the Friday;
16. invite interested Mayors to the next Advocacy Mayor's Subcommittee meeting to progress priority on the Safe Swift and Secure Link between Sydney and Central NSW where this is to include discussion on a freight study and rail as a potential priority.

**d. Regional Procurement and Contracts**

Resolved	Cr M Kellam/Cr R Taylor
That the Board notes the report on the Regional Procurement and Contract Management Report and that it:	
<ol style="list-style-type: none"> <li>1. note the procurement activities that have occurred between Board meetings; and</li> <li>2. approve the additional procurement processes added to the CNSWJO regional procurement plan for 2023/2024.</li> </ol>	

**e. Disaster Risk Reduction Fund (DRRF) Program report**

Resolved	Cr B West/Cr R Taylor
That the Board note the Disaster Risk Reduction Program report and:	
<ol style="list-style-type: none"> <li>1. note the approval by NSW Reconstruction Authority of the extension of Milestone 2 from 30 September to 11 November 2023, with the ultimate project deadline of 30 June 2024 remaining the same;</li> <li>2. note the approval by NSW Reconstruction Authority of the collaborative variation under the Regional Resilience Program to allocate an additional spend of \$4,000 from Central NSW Joint Organisation for the Regional Resilience Program Monitoring and Evaluation plan, led by Canberra Region Joint Organisation;</li> <li>3. recommend to councils they consider entering into new data sharing agreements with Spatial Services; and</li> <li>4. endorse the submission for the Independent Review of Commonwealth Disaster Funding reviewed by the Central NSW Joint Organisation Transport Technical Committee.</li> </ol>	

**Priority two: Regional Prosperity through better Infrastructure and Services**

**f. "Come Out, We're Open" – Post Campaign Report**

Resolved	Cr B West/ Cr P Best
That the Board note the "Come Out, We're Open" – Post Campaign Report.	

**Priority five: Transport and Infrastructure**

**g. Transport Advocacy**

Resolved	Cr K Keith/Cr M Kellam
That the Board note the Transport report and note:	



1. the alignment of work with the CNSWJO Disaster Risk Reduction Fund's transport vulnerability assessment;
2. progress for the "Fix Me" project; and
3. the legal advice received from Marsdens Law Group regarding the Master Access Deeds and Road Rail Interface Agreement.

**Priority six: Regional Water Security and Productive Water****h. Regional Water Report**

<b>Resolved</b>	<b>Cr P Best/Cr R Taylor</b>
That the Board note the Regional Water Security and Productive Water report and: <ol style="list-style-type: none"> <li>1. endorse the submission made under the hand of the executive to the Productivity Commission's Murray Darling Basin Plan Independent Review; and</li> <li>2. advocate now that the Regional Water Strategies are near release for the Wyangala Business case and assessment to be released; and</li> <li>3. support the pamphlet developed for the Minister of Water in principle with changes to be made based on feedback from members.</li> </ol>	

**Cr P Miller returned at 3.04pm**

**Priority Seven: Transition to a sustainable, secure and affordable energy future****i. Energy Report**

<b>Resolved</b>	<b>Cr M Kellam/Cr S Ferguson</b>
That the Board note the Energy Report and: <ol style="list-style-type: none"> <li>1. note the progress of the Business Case on the Nexus Between Energy Security and Emissions Reduction;</li> <li>2. endorse the Project Plan for the Business Case on the Nexus Between Energy Security and Emissions Reduction; and</li> <li>3. endorse the application to ARENA for the Community Battery Program.</li> </ol>	

**9. Quarterly review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022 -2025**

<b>Resolved</b>	<b>Cr P Miller/Cr R Taylor</b>
That the Board note the Quarterly review of the Central NSW JO Strategic Plan and Statement of Regional Strategic Priority 2022 –2025.	

**10. Late reports – Nil****11. Matters raised by Members**

UMCC – Concerns there may be funding cuts to DPI and the effects on weeds management.

**12. Passing of Former Deputy Mayor of Cabonne, Kevin Walker**

<b>Resolved</b>	<b>Cr P Miller/Cr P Best</b>
That the Board send a letter of condolences to the Walker family.	

**13. Speakers to the next meeting.**

The Premier and the Minister for Water were requested as part of the parliamentary visit.

**14. Next meetings:**

**GMAC: 26 October – Forbes**

**Board: 23 November – With support from the Member for Orange, Mr Phil Donato MP and Member for Barwon, Mr Roy Butler MP the meeting be held in Sydney including a dinner at Parliament House. Details to be circulated as soon as possible.**

**Meeting closed 3.25 pm**

**Page 5 is the last page of the Central NSW Joint Organisation meeting 23 August 2023 at Sydney**

**3.2 Mayoral Minute - Passing of Mr Murukami**

File Number: D23/1422

Author: Bill West, Mayor

**RECOMMENDATION**

- 1. That Council note the passing of Mr Teruo Murukami, the last known survivor of the Cowra Breakout.**
  - 2. That Council convey condolences to Mr Murukami's family and friends.**
- 

**INTRODUCTION**

Council has recently been advised of the news that Mr Teruo Murakami, the last known survivor of the Cowra Breakout, passed away in the early morning hours of 14 September 2023 at the remarkable age of 103.

**BACKGROUND**

Mr. Murakami's connection to our town was profound, as he visited Cowra on numerous occasions. His visits were not merely personal; they were a testament to his unwavering commitment to peace and reconciliation.

As many of you may recall, Mr. Murakami generously shared his experiences and wisdom with our community, often speaking through an interpreter to school students. His powerful messages of forgiveness, unity, and understanding left an indelible mark on the hearts and minds of those who were fortunate enough to hear him speak.

In the face of the historic tragedy that was the Cowra Breakout, Mr. Murakami's life journey was a remarkable testament to the power of reconciliation and the human spirit's capacity to heal. He showed us that, despite the darkest chapters of our past, there is always a path towards forgiveness and reconciliation.

We owe a profound debt of gratitude to Mr. Murakami for his tireless efforts in promoting peace and understanding. His legacy will continue to inspire generations to come, reminding us of the importance of dialogue, empathy, and compassion in our pursuit of a harmonious society.

Council, on behalf of the community, expresses our deepest condolences to Mr. Murakami's family and friends during this difficult time. We are grateful for the privilege of having had Mr. Murakami as a part of our community, and we will carry his message of peace and reconciliation forward in his memory.

**ATTACHMENTS**

Nil

## **4 GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 11 SEPTEMBER 2023**

File Number: D23/1366

Author: Michael Jones, Director - Corporate Services

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The Committee refers the following recommendations to Council:

### **DIRECTOR-CORPORATE SERVICES REPORT**

#### **4.1 Section 355 Committee Minutes – Cowra Sport & Recreation Council**

##### **RECOMMENDATION**

That the Draft Minutes of the Cowra Sport & Recreation Council meeting held on 19 July 2023 be noted.

#### **4.2 Investments**

##### **RECOMMENDATION**

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

#### **4.3 Donation - Cowra & District Senior Citizens Club Inc.**

##### **RECOMMENDATION**

That Council contribute the sum of \$1,167.99 from the Section 356 expenses budget to assist Cowra & District Senior Citizens Club Inc with its water and sewer charges for 2022-23.

### **DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT**

#### **4.4 Section 355 Committee Minutes - Tidy Towns Committee**

##### **RECOMMENDATION**

That the minutes of the Tidy Towns & Urban Landcare Committee meeting held on 23 August 2023 be noted.

**DIRECTOR-ENVIRONMENTAL SERVICES REPORT**

- 4.5 Development Application No. 51/2023, Lot 198 DP 752927, 21 Bank Street Gooloogong, Dwelling, continued use of 3 shipping containers, and awning structure, lodged by Currajong Pty Ltd**

**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 Clause E.4.4.1 of Part G.3.4. 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 Clause E.4.4.1 of Part G.3.4. of Council's Development Control Plan for this development to allow a detached ancillary structure 4.02 metres high and 12.192 metres wide forward of the building line; and**
- 3. That Development Application No. 51/2023, for the construction of a dwelling, continued use of 3 shipping containers, and awning structure on Lot 198 DP 752927, 21 Bank Street Gooloogong 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.**

<b>Plan No./ Supporting Document</b>	<b>Prepared by/Reference Details</b>	<b>Cowra Shire Council Reference</b>
<b>Flood Planning Report</b>	<b>Currajong 15/05/2023 Rev A</b>	<b>Received 2/6/1023 Stamped No. DA 51/2023</b>
<b>Site Survey</b>	<b>CPC Land Development Consultants P/L 10 May 2023 Ref 30165</b>	<b>Received 2/6/1023 Stamped No. DA 51/2023</b>
<b>Site and Soil Assessment for On-site Effluent Management System</b>	<b>Barnson Pty Ltd 13 March 2023 Ref 40771-ER01_A</b>	<b>Received 2/6/1023 Stamped No. DA 51/2023</b>
<b>Site Layout Plan Sheet 01</b>	<b>Currajong 04/08/2023 Rev B</b>	<b>Received 24/08/2023 Stamped No. DA 10.2023.51.1(A)</b>
<b>Site Plan Sheet 01</b>	<b>K. Ostini-Donnelly 27/07/2023</b>	<b>Received 04/08/2023 Stamped No. DA 10.2023.51.1(A)</b>
<b>Proposed Floor Plan Sheet 02</b>	<b>K. Ostini-Donnelly 27/07/2023</b>	<b>Received 04/08/2023</b>

		Stamped No. DA 10.2023.51.1(A)
Elevations Sheet 03	K. Ostini-Donnelly 27/07/2023	Received 04/08/2023 Stamped No. DA 10.2023.51.1(A)
Container Floor Plan and Elevations Sheet 04	K. Ostini-Donnelly 27/07/2023	Received 04/08/2023 Stamped No. DA 10.2023.51.1(A)
Statement of Environmental Effects	Currajong 04/08/2023 Rev B	Received 04/08/2023 Stamped No. DA 10.2023.51.1(A)
BASIX Certificate No. 1391593S	Kellie Ostini 16 May 2023	Received 2/6/2023 Stamped No. DA 51/2023
Structural Certification For Shipping Container- Based Roof Structure	Kamal Kouli 14 March 2023	Received 2/6/2023 Stamped No. DA 51/2023
Proposed Landscape Strategy Sheet L.01	Currajong 22/08/2023 Rev B	Received 24/08/2023 Stamped No. DA 10.2023.51.1(B)
Planting Schedule & Details Sheet L.02	Currajong 22/08/2023 Rev B	Received 24/08/2023 Stamped No. DA 10.2023.51.1(B)

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.

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

4. Pursuant to Section 7.12 (formerly Section 94A) of the Environmental Planning & Assessment Act 1979, the monetary contribution set out in the following table is to be paid to Council prior to the issue of a Construction Certificate. The contribution is current as at the date of this consent and is

levied in accordance with the Cowra Section 94A Contributions Plan 2016 adopted on 26 April 2016. The contribution payable will be calculated in accordance with the contributions plan current at the time of payment, and will be adjusted at the time of payment in accordance with the Consumer Price Index (CPI) (All Groups Index for Sydney) published by the Australian Bureau of Statistic (ABS). Contribution amounts will be adjusted by Council each financial year.

Contribution Type	Proposed Cost of Development <sup>1</sup>	Levy Percentage	Total Contribution	Contribution Rate Remains Current Until
Section 94A Contribution <sup>2</sup>	\$516,500.00	1%	\$5,165.00	30 June 2024
<b>Notes</b> <sup>1</sup> As shown on the Development Application/Construction Certificate Application/Complying Development Certificate Application <sup>2</sup> Council's Section 94A Contributions Plan 2016 may be viewed during office hours at Council's Customer Service Centre, 116 Kendal Street Cowra, or on Council's website <a href="http://www.cowracouncil.com.au">www.cowracouncil.com.au</a>				

5. Prior to the issue of a Construction Certificate, the Applicant must obtain consent from the roads authority pursuant to Section 138 of the *Roads Act 1993* for the carrying out of works in a road reserve.
6. Prior to the issue of a Construction Certificate, 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.
7. Prior to the issue of a Construction Certificate, a Stormwater Management Plan shall be submitted to Council for approval. The plan is to demonstrate that adequate provision will be made for the estimated potential stormwater runoff from the development to the satisfaction of Council.

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

8. 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 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.
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 Works' and 'Appointment of Principal Certifier'.**

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.

11. The Applicant is to obtain all relevant approvals to carry out sewerage work, to carry out stormwater drainage work and to carry out water supply work from Cowra Shire Council prior to commencing works to and comply with any conditions of that permit. All work shall be carried out by a licensed plumber and drainer and to the requirements of the Plumbing Code of Australia. The licensed plumber or drainer must submit a Notice of Works form to Council prior to the commencement of any plumbing and drainage works and a Certificate of Compliance at the completion of the works. The plumbing and drainage works must be inspected by Council at the time specified below:

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

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.

**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. All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be submitted to Council prior to any operation commencing on the affected land.
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. 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.
17. 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.
18. 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.
19. All roofed areas associated with the dwelling shall be properly drained in accordance with the Plumbing Code of Australia. Stormwater associated with the dwelling and ancillary structure is to be discharged three metres clear of any building/structure in a manner that does not cause soil erosion or nuisance to adjoining properties.

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

20. Prior to the issue of a Whole Occupation Certificate, the Applicant shall construct an access crossing to the development site from Bank 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.
21. Prior to the issue of a Whole Occupation Certificate, all landscape works shall be completed in accordance with the approved plans.

22. The Applicant must not commence occupation or use of the dwelling or ancillary structure until a Whole or Partial Occupation Certificate has been issued by the Principal Certifier appointed for the subject development.

#### **ADVICE**

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

## 5 GENERAL MANAGER

### 5.1 Proposed Motion - LGNSW Annual Conference

File Number: D23/I279

Author: Paul Devery, General Manager

### RECOMMENDATION

That Council submit the following proposed motion for the 2023 LGNSW Annual Conference:

- (a) **Circular Economy in Rural and Regional Areas – That LGNSW request the NSW Government work with current and potential recycled materials manufacturers to find an increased capability to process the collected recycling materials in the regions to ensure councils meet their legislated commitment requirements and are not negatively impacted by the cost of doing so.**

---

### INTRODUCTION

The attached motion is proposed for endorsement by Council for formal submissions to the 2023 LGNSW Annual Conference to be held in November 2023.

### BUDGETARY IMPLICATIONS

Nil

### ATTACHMENTS

1. 2023 LGNSW Motions Submissions Guide [↓](#)
2. Proposed Motion - Circular Economy in Rural and Regional Areas [↓](#)



# **LGNSW 2023 Annual Conference Motion Submission Guide**

**ONE VOICE  
FOR COUNCILS**

[LGNSW.ORG.AU](https://www.lgnsw.org.au)

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# MOTION SUBMISSION GUIDE

## 1. Introduction

Each year, LGNSW members submit a range of motions to the Annual Conference conducted by Local Government NSW (LGNSW). These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions guiding LGNSW's advocacy priorities for the year ahead.

All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

## 2. Deadlines

- Motion submission will open on **Monday 24 July 2023**.
- Members are encouraged to submit motions [online](#) as early as possible before **15 September 2023**, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 15 October 2023** (28 days prior to Conference).

## 3. Criteria for motion submission

The LGNSW Board has resolved that motions will be included in the Business Paper for the Conference only where they:

1. are consistent with the objects of LGNSW (see Rule 4 of the Association's [rules](#)),
2. relate to or concern local government as a sector in NSW and/or across Australia,
3. seek to establish or change policy positions of LGNSW and/or improve governance of the Association (noting that the LGNSW Board is responsible for decisions around resourcing any campaigns or operational activities, and any necessary resource allocations will be subject to the LGNSW budgetary process),
4. have a lawful purpose (a motion does not have a lawful purpose if its implementation would require or encourage non-compliance with prevailing laws),
5. are clearly worded and unambiguous in nature, and
6. do not express preference for one or several members over one or several other members.

Before submitting motions for this year's Annual Conference, members are encouraged to review [Action Reports](#) (on the member only pages of the LGNSW website) from previous Conferences and the [LGNSW Policy Platform](#) to ensure the proposed motion wording reflects any recent developments and does not duplicate existing policy positions.

#### 4. How to write a motion

Motions adopted at Conferences inform LGNSW's advocacy actions on behalf of the local government sector. LGNSW includes the exact wording of motions when writing to ministers, departments and agencies post-conference, so it is important that the wording of motions clearly outlines your council's policy intent or objective.

The format of motions, as much as possible, should call on a specific body (e.g. LGNSW, state government, federal government, a specific department or minister) and have a specific outcome that the motion is aiming to achieve. The wording should be unambiguous.

*Examples of clearly-worded Annual Conference motions:*

##### **Local government representation on National Cabinet**

That Local Government NSW lobbies the Australian Government for permanent local government representation on the National Cabinet.

##### **Natural Disaster Funding, Day Labour**

That LGNSW requests the Australian and NSW governments reinstate the claimable expense for the use of council staff during their normal working hours to attend to natural disaster relief and recovery funded works and reverse the present policy that effectively requires the mandatory use of contractors for recovery works.

##### **Companion Animal Act matters**

That LGNSW advocates that the NSW Government takes the following steps to improve the management of companion animals:

- establish an integrated on-line statewide registration process as an improved service to companion animal owners;
- resolve difficulties with the *Companion Animals Act 1998* definition of an "Authorised Officer", by using the definition contained in the *Impounding Act 1993* as the definition in both Acts, allowing councils choice in the business model for its area; and
- review the dismissal of charges under section 10 of the *Crimes (Sentencing Procedure) Act 1999* in relation to offences under the *Companion Animals Act 1998*.

For more examples see Business Papers from past Conferences on the [LGNSW website](https://www.lgnsw.org.au).

#### 5. Demonstrating evidence of council support for motion

The member submitting the motion must provide accompanying evidence of support for the motion. Such evidence takes the form of an attachment note or extract from the minutes of the council meeting, at which the member council resolved to submit the motion for consideration by the Conference. In the absence of a council meeting, the evidence should be a letter signed by both the Mayor and General Manager.

## 6. How to submit a motion

LGNSW members are invited to submit motions through an [online portal](#) from **24 July 2023**.

Attachment A provides detailed instructions on how to submit motions via the online portal.

## 7. How LGNSW manages incoming motions

The LGNSW Board has established a committee and delegated the function of managing incoming motions for the Conference to this committee. The Chief Executive will refer motions to the committee and the committee will assess whether the motion meets or does not meet the Board-endorsed criteria. This assessment forms the final decision on which motions are included in the Conference Business Paper.

Prior to the committee making a final decision, LGNSW may contact the council that submitted the motion to seek clarity on its intent or wording.

Incoming motions which seek to change any long-held [Fundamental Principles](#) (Part A of the Policy Platform), will be highlighted in the Business Paper for members' information at time of voting.

Motions which are consistent with existing LGNSW positions or current LGNSW actions, or that are operational and can be actioned without a Conference resolution, may still be printed in the Business Paper but will not be debated at the Conference.

## 8. Late motions

Late items are only to be included in the Business paper addendum if, in addition to the above criteria, the late items relate to highly urgent matters that have arisen after the deadline for the motion submission has passed.

In considering whether a late item relates to a highly urgent matter, the Policy Review Working Committee is to have regard to:

- (a) whether the late item has arisen after the deadline for motions has passed, and
- (b) whether the urgency of the matter justifies it being presented to voting delegates with short notice and limited opportunity to review and consider before they are required to vote on the motion.

## 9. What happens to motions at the LGNSW Annual Conference

Standing orders are outlined at the front of the Business Paper and adopted at the commencement of each Conference. They outline the manner in which the Conference deals with motions. The standing orders adopted at past conferences can be found on our [website](#).



During debate on motions at Conference, the standing orders generally permit councillor delegates to speak in support of or against each motion. Following a vote on a motion, the motion is either carried and becomes a resolution of the Conference, or it is defeated.

## 10. Post-conference: Updates to the LGNSW Policy Platform

LGNSW's [Policy Platform](#) consolidates the voices of councils across NSW, reflecting the collective positions of local government on issues of importance to the sector. Importantly, the Policy Platform guides LGNSW in its advocacy on behalf of the local government sector.

The Policy Platform consists of two parts: LGNSW's Fundamental Principles, and the more targeted Position Statements.

- **Fundamental Principles** are the enduring and overarching principles that direct LGNSW's response to broad matters of importance to the local government sector. These Fundamental Principles are endorsed (or amended) by LGNSW members at Annual Conferences.
- **Position Statements** contain LGNSW's more detailed positions on specific issues and guide LGNSW's work on, and response to, policy issues of the day. Position Statements are subordinate to LGNSW's Fundamental Principles but are more agile and are targeted at specific policy issues as they arise.

### **Changing Fundamental Principles**

Where a motion conflicts or may conflict with a Fundamental Principle, this will be clearly highlighted for delegates in the Conference Business Paper. If the motion is adopted as a resolution at Conference, then the relevant Fundamental Principle will be changed.

It is expected that changes to the Fundamental Principles will be uncommon, given their broad focus and general acceptance among the local government sector.

### **Changing Position Statements**

Following each Conference, LGNSW will review resolutions of that Conference to determine whether the intent of each resolution is adequately covered by existing Position Statements. Where the Position Statements do not adequately include the intent of a resolution, LGNSW will update an existing Position Statement or draft a new Position Statement for inclusion in the LGNSW Policy Platform.

LGNSW members will be informed of updates to the LGNSW Policy Platform.

## 11. Post-conference: Determining LGNSW Advocacy Priorities

Following the LGNSW Annual Conference, LGNSW will review the resolutions and identify key areas of focus to guide LGNSW's advocacy for the coming year. These areas of focus are also informed by member feedback, the LGNSW strategic plan, position statements, emerging issues, and Board input.

LGNSW's Advocacy Priorities for the following year are then submitted for endorsement by the LGNSW Board, and communication to members via email.

As LGNSW undertakes advocacy actions on each of the Conference resolutions throughout the year, these actions and their outcomes will be published in LGNSW's Action Report. ([Past Action reports](#) are available on the member only pages of the LGNSW website).

## 12. Further information

For further information on the motion submission process, please contact Jo Harney, LGNSW Policy Officer at [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au).

## 13. Frequently Asked Questions

### **How do I know if my proposed motion is consistent with existing LGNSW policy positions?**

The subject matter expert within council is best placed to identify this (for example, if the motion relates to a planning matter, this question should be answered by the Planning Manager). Subject matter experts are encouraged to review LGNSW's [Policy Platform](#) to gain an understanding of LGNSW's position on a particular matter to help identify whether your proposed motion is consistent.

### **What is the deadline for submitting motions?**

Members are encouraged to submit motions [online](#) as soon as possible to allow assessment of the motions and distribution of the Business Paper before the Conference. However, in line with the LGNSW Rules, the latest date motions can be accepted for inclusion in the Conference Business Paper is **12 midnight AEST on Sunday 15 October 2023** (28 days prior to Conference).

LGNSW can receive more than 300 motions for an Annual Conference. Submitting motions as early as possible helps LGNSW to manage the large volume of motions received within a short period of time and allows LGNSW to seek clarification on any motions if required.

However, the LGNSW Rules allow councils to submit motions with less than 28 days' notice and the LGNSW Board may, in some circumstances, allow these to be considered at Conference as a **late item** (but not included in the Business Paper).

### **I'm unsure which motion category or sub-category I should select in the online portal**

If you are unsure, just select the category you think best fits. LGNSW can re-categorise the motion if necessary.

### **Who should be the council contact for motions?**

We recommend the council contact is someone who is available during the months that motions are open, and able to respond promptly to communications between your

council and LGNSW. Some councils have identified the General Manager and others have identified a Governance Manager – it is a decision for each council.

**How can I amend my council's motion that I've already submitted?**

Once a motion has been submitted it cannot be edited without contacting LGNSW so please review the content carefully before submission. If you need to edit a submitted motion, please contact Jo Harney, Policy Officer at [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au). You may need to provide evidence of support for the change (see section 5).

## ATTACHMENT A - STEP BY STEP GUIDE TO LODGING MOTIONS IN THE ONLINE PORTAL

This section provides step-by-step instructions to assist council staff in lodging a motion via our online portal Survey Monkey Apply.

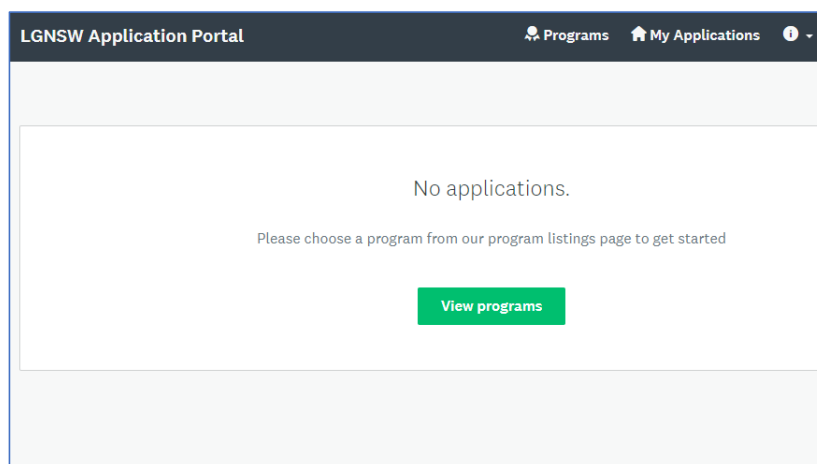
- Member councils are invited to submit motions for the LGNSW Annual Conference via [Survey Monkey Apply](#) from **24 July 2023**.
- Under LGNSW Rules, the latest date motions can be accepted for inclusion in the Business Paper is **12 midnight (AEDT) on Sunday 15 October 2023** (28 days prior to Conference).
- Once a motion has been submitted it cannot be edited without contacting LGNSW, so please review the content carefully before submission.

For further assistance contact Jo Harney, LGNSW Policy Officer at [policy@lgnsw.org.au](mailto:policy@lgnsw.org.au).

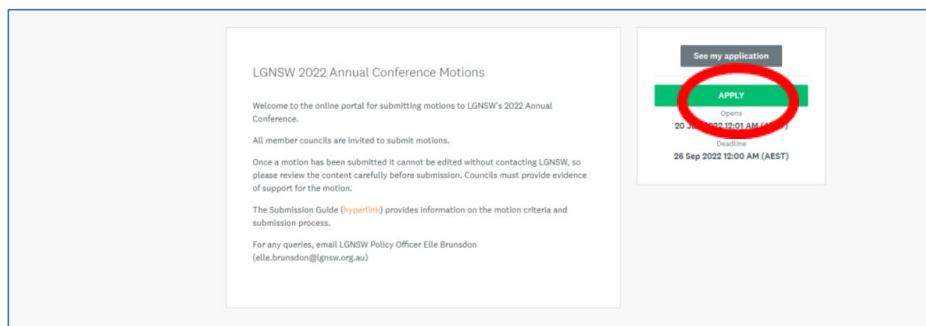
**Step 1:** Log into [LGNSW's online portal](#) using the same password you use to access the LGNSW member website. If you don't know your password, click "forgot password" to reset your password.

*Note: you will need to register if you are logging in for the first time.*

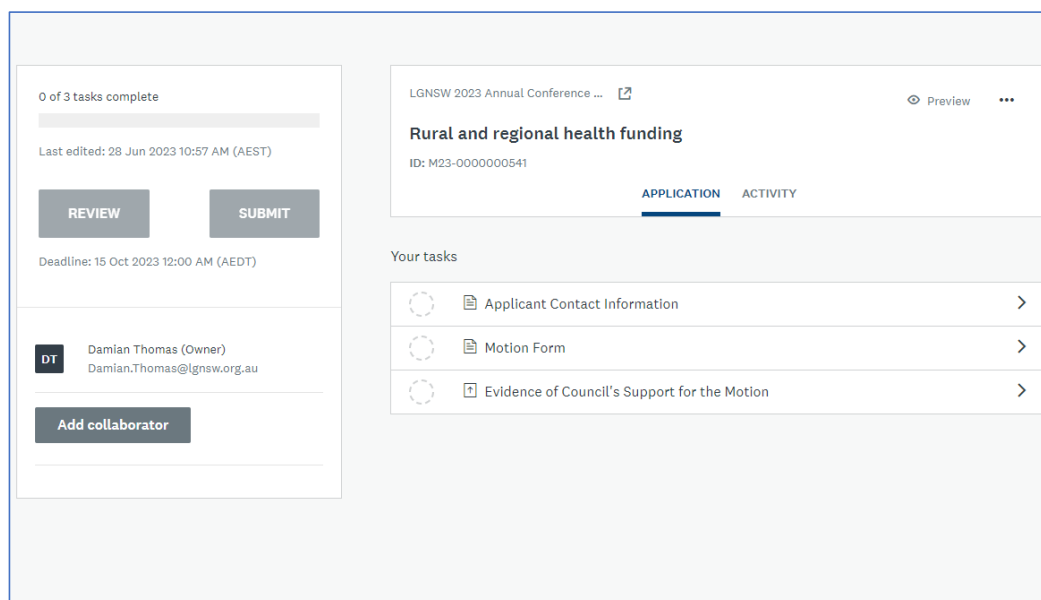
**Step 2:** Click *View Programs* and then select *LGNSW 2023 Annual Conference Motions*.



**Step 3:** Click **APPLY**.



**Step 4:** Add your motion title (a few words). You will then be taken to the landing page which will show three tasks to complete:



**Step 5:** Click on 'Applicant Contact Information' to add the contact information. This should be the relevant officer within your council who can respond to any questions from LGNSW about the motion promptly. Click **MARK AS COMPLETE** once finished.

The screenshot shows a web application interface for the LGNSW 2023 Annual Conference Motion Form. On the left is a sidebar with a 'Back to application' link at the top. Below it is the motion title 'Rural and regional health funding' with ID 'M23-0000000541'. A list of tasks follows: 'Applicant Contact Information' (highlighted with a green arrow), 'Motion Form', and 'Evidence of Council's Support for the Motion'. A progress bar shows '0 of 3 tasks complete'. At the bottom of the sidebar are 'REVIEW' and 'SUBMIT' buttons, and a deadline of '15 Oct 2023 12:00 AM (AEDT)'. The main content area is titled 'Applicant Contact Information' and contains a 'Contact details' section with four input fields: 'Contact Name', 'Contact Job Title', 'Contact Email', and 'Contact Phone'. At the bottom of the main area are two buttons: 'SAVE & CONTINUE EDITING' and 'MARK AS COMPLETE', which is circled in red.

< Back to application

LGNSW 2023 Annual Conference Motion Form  
Rural and regional health funding  
ID: M23-0000000541

Applicant Contact Information >

Motion Form

Evidence of Council's Support for the Motion

0 of 3 tasks complete

Last edited: 28 Jun 2023 10:57 AM (AEST)

REVIEW SUBMIT

Deadline: 15 Oct 2023 12:00 AM (AEDT)

Applicant Contact Information

Contact details

Contact Name

Contact Job Title

Contact Email

Contact Phone

SAVE & CONTINUE EDITING MARK AS COMPLETE

**Step 6:** Click 'Motion Form' to add the motion details.

**Motion category and sub-category** assists with categorising motions and grouping related motions in the Conference Business Paper.

**Motion wording** should include a sentence or two which includes the call to action.

**Background note** should provide a paragraph or two to explain the context and importance of the issue to the local government sector.  
Click **MARK AS COMPLETE** once finished.

← Back to application

LGNBW 2023 Annual Conference Motion Form  
Rural and regional health funding  
ID: M23-0000000541

✓ Applicant Contact Information

○ Motion Form

○ Evidence of Council's Support for the Motion

1 of 3 tasks complete

Last edited: 28 Jun 2023 11:02 AM (AEST)

REVIEW SUBMIT

Deadline: 15 Oct 2023 12:00 AM (AEDT)

Motion Form

Council/member name

Motion Category

Motion Title

Rural and regional health funding

Motion Wording

Motion Background

Maximum 1 or 2 paragraphs

SAVE & CONTINUE EDITING MARK AS COMPLETE

**Step 7:** Click 'Evidence of Council's Support for the Motion' and attach the relevant file. This could be an extract of council meeting minutes. Click **MARK AS COMPLETE** once finished.



Back to application

LGNSW 2023 Annual Conference Moti...  
Rural and regional health funding  
ID: M23-0000000541

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

2 of 3 tasks complete

Last edited: 28 Jun 2023 11:05 AM (AEST)

REVIEW SUBMIT

Deadline: 15 Oct 2023 12:00 AM (AEDT)

Evidence of Council's Support for the Motion

Task instructions [Hide](#)

Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

ATTACH FILE

[Show accepted formats](#)

MARK AS COMPLETE

**Step 8:** Once you have completed all tasks (a green tick is displayed next to each task), click **SUBMIT**.

Back to application

LGNSW 2023 Annual Conference Moti...  
Rural and regional health funding  
ID: M23-0000000541

Applicant Contact Information

Motion Form

Evidence of Council's Support for the Motion

3 of 3 tasks complete

Last edited: 28 Jun 2023 11:09 AM (AEST)

REVIEW SUBMIT

Deadline: 15 Oct 2023 12:00 AM (AEDT)

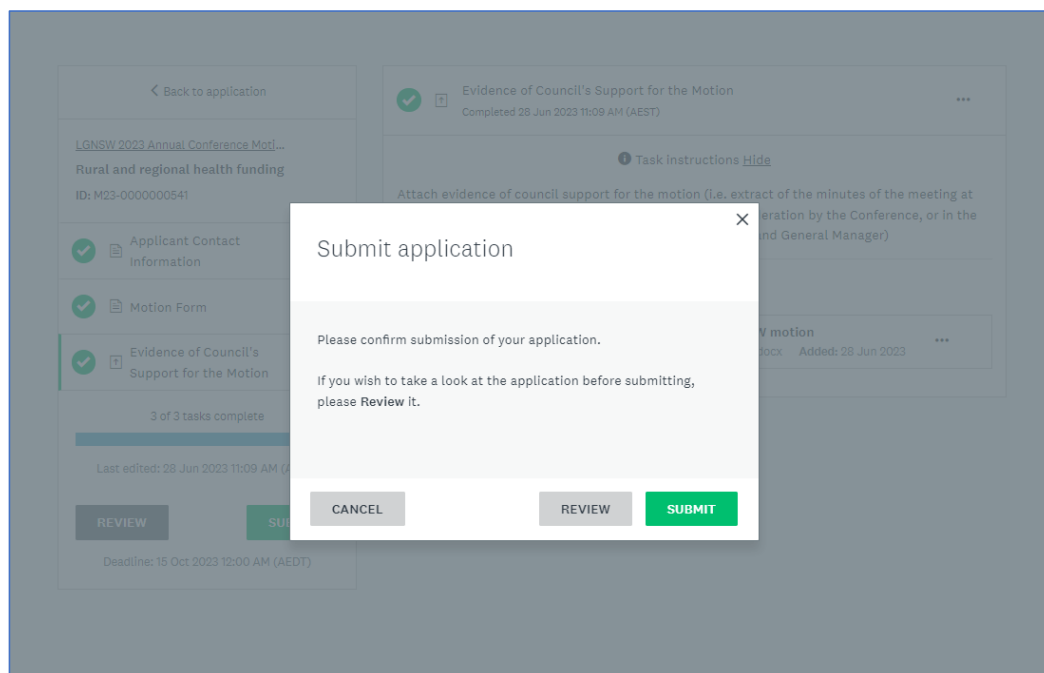
Evidence of Council's Support for the Motion  
Completed 28 Jun 2023 11:09 AM (AEST)

Task instructions [Hide](#)

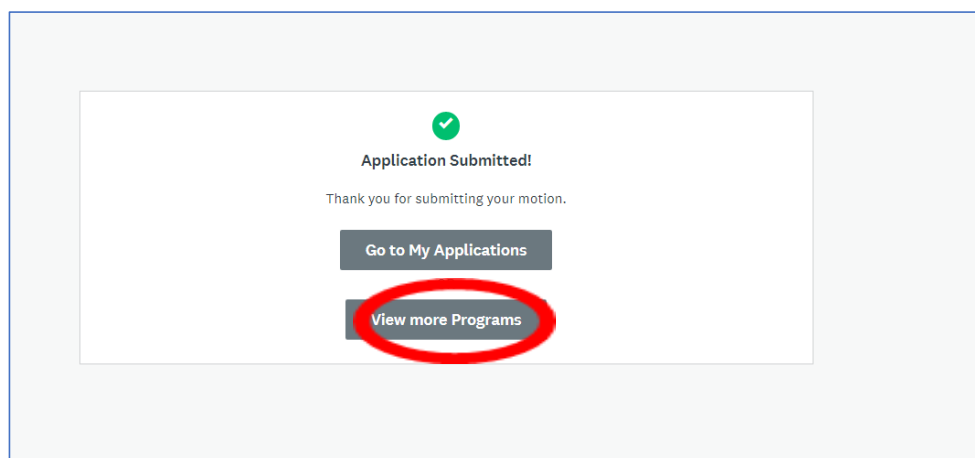
Attach evidence of council support for the motion (i.e. extract of the minutes of the meeting at which the member resolved to submit the motion for consideration by the Conference, or in the absence of a council meeting, a letter signed by the Mayor and General Manager)

Council minutes - Evidence of support for LGNSW motion  
Filename: Council\_minutes\_-\_Evidence\_of\_sup\_SZxJApn.docx Added: 28 Jun 2023

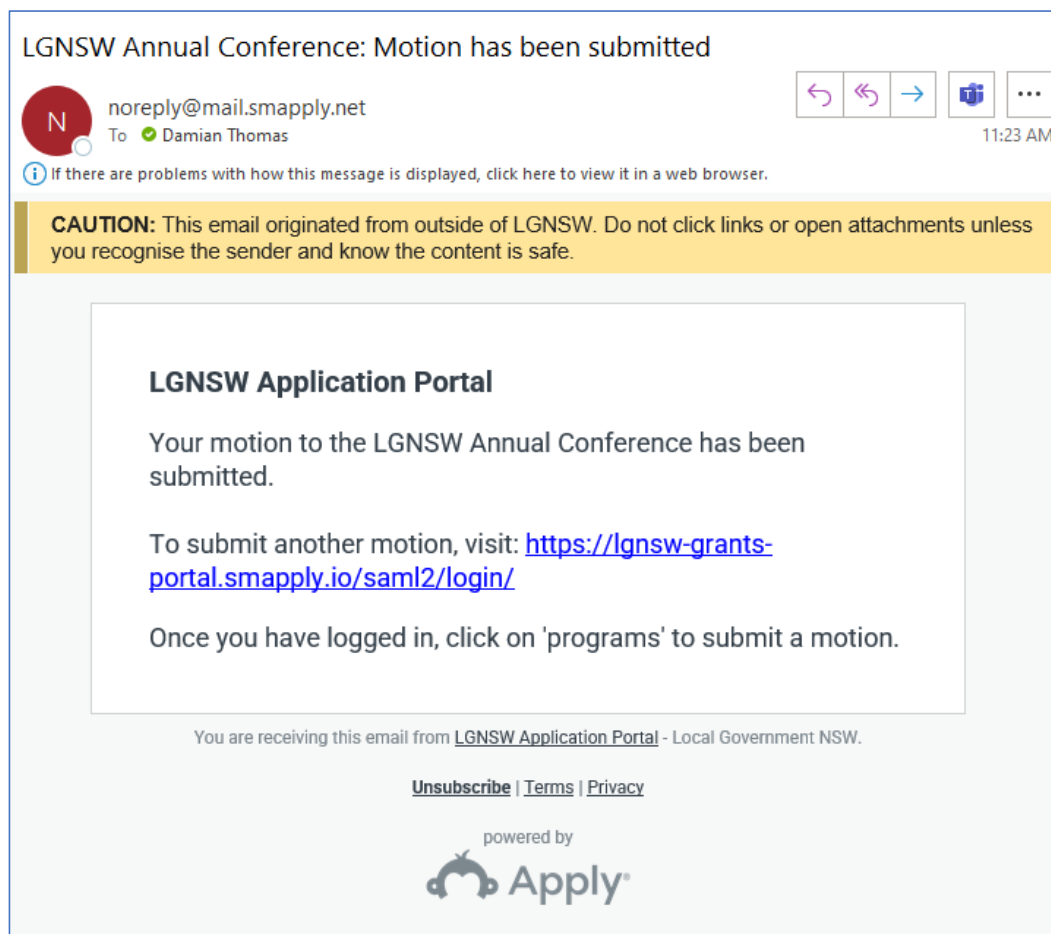
**Step 9:** You will be asked to confirm submission of the motion. There is an option to review the motion before submitting. When you are ready, click **SUBMIT**.



**Step 10:** If you are submitting multiple motions, click 'View more Programs'. This will take you back to the landing page to submit more motions.



**Step 11:** An automated confirmation email will be sent to the email address listed in the 'Applicant Contact Information' section.



**MOTION**

That LGNSW request the NSW government work with current and potential recycled materials manufacturers to find an increased capability to process the collected recycling material in the regions to ensure councils meet their legislated commitment requirements and are not negatively impacted by the cost of doing so.

**COUNCIL COMMENT**

Under the NSW Government Waste Strategy all Councils will be required to meet a number of recycling, landfill diversion and FOGO requirements. Unfortunately, the development of feasible recycling industries in Australia is not necessarily keeping pace with the requirements being placed on Councils such that the collection and processing or disposal of these products such as glass, soft plastics and green waste invariably comes at a cost to councils and their communities.

Those industries that are operational are largely located in metropolitan centres where the volumes of inputs are higher and transport costs are lower. This leaves rural and regional communities out of the circular economy and bearing the cost of having to potentially incur additional costs in transport material to the larger centres for processing.

Council is seeking the support of LGNSW to lobby the NSW Government to incentivise industries participating in the circular economy to locate in regional areas.

## 6 DIRECTOR-CORPORATE SERVICES

### 6.1 Release of Closed Decisions

File Number: D23/I205

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 28 August 2023:**

Write-off Debts Cowra Showground Pavilion

#### **RESOLUTION 155/23**

Moved: Cr Peter Wright

Seconded: Cr Sharon D'Elboux

**That Council does not write off the outstanding rates and charges and other property charges for assessment number 96776 in the amount of \$3,450.97.**

Request for Tender 12/2023 - Road Base Supply Panel in the Cowra Shire

#### **RESOLUTION 156/23**

Moved: Cr Judi Smith

Seconded: Cr Sharon D'Elboux

**I. That Council accepts the tenders received from the following four (4) companies for the period 1 September 2023 – 31 August 2026 for the Road Base Supply Panel Contract:**

- **Boral Resources (Country) Pty Ltd**
- **Glenella Quarry Pty Ltd**
- **Regional Quarries Australia**
- **Westlime Canowindra Pty Ltd**

Request for Tender 13/2023 - Delivery of Stormwater Drainage Projects

#### **RESOLUTION 157/23**

Moved: Cr Cheryl Downing

Seconded: Cr Nikki Kiss

**I. That Council accepts the tenders received from the following six (6) companies for the period 1 September 2023 to 31 August 2026 for the Delivery of Stormwater Drainage Projects Panel:**

- **Conseth Solutions**
- **Dearnu Pty Ltd**
- **Anilian Contracting P/L**
- **Utilstra P/L**
- **RECS Group Australia P/L**
- **PA & CL McKenzie Builders**

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### INTRODUCTION

The above decisions were made at the Ordinary Council Meeting on 28 August 2023. These decisions have now been released by the Chairman.

### BUDGETARY IMPLICATIONS

Nil

### ATTACHMENTS

Nil

**6.2 Completion of 2022/23 Financial Statements****File Number: D23/I206****Author: Michael Jones, Director - Corporate Services****RECOMMENDATION**

1. That Council authorise the referral to audit of the financial statements for the financial year ending 30 June 2023 in order for Council's Auditors to conduct the audit.
2. That Council upon completion of the audit, authorise the Mayor, Deputy Mayor, General Manager and Director – Corporate Services to sign the Statement by Council and Management for the General Purpose and Special Purpose Financial Statements.

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**INTRODUCTION**

Request for Council to sign documentation under Section 413(2) of the Local Government Act for the referral of the 2022/23 Financial Statements to the Audit office of NSW for audit.

**BACKGROUND**

Council's 2022/23 principal financial reports are presented in draft form and are recommended to be provided to the Council's auditors.

Section 413 of the Local Government Act 1993 requires Council to refer to audit its Annual Financial Statements ensuring lodgement prior to the Office of Local Governments deadline on 31 October 2023.

The draft income statements and balance sheets for both the General Purpose Financial Statements and Special Purpose Financial Statements are attached. As part of the audit process, these financial reports may be subject to change.

In order for the audited financial statements to be submitted to the Office of Local Government by the deadline, the Mayor, Deputy Mayor, General Manager and Director – Corporate Services are required to sign the Statement by Council and Management for the General Purpose and Special Purpose Financial Statements.

**BUDGETARY IMPLICATIONS**

Included in Annual Audit Fee

**ATTACHMENTS**

1. Statement by Councillors and Management for General Purpose and Special Purpose Financial Statements [↓](#)

## Cowra Shire Council

### Consolidated Financial Statements

for the year ended 30 June 2023

### Statement by Councillors and Management

Statement by Councillors and Management made pursuant to Section 413 (2c) of the *Local Government Act 1993* (NSW)

The attached general purpose financial statements have been prepared in accordance with:

- the *Local Government Act 1993* and the regulations made thereunder,
- the Australian Accounting Standards and other pronouncements of the Australian Accounting Standards Board
- the Local Government Code of Accounting Practice and Financial Reporting.

To the best of our knowledge and belief, these statements:

- present fairly the Council's operating result and financial position for the year
- accord with Council's accounting and other records.

We are not aware of any matter that would render these statements false or misleading in any way.

Signed in accordance with a resolution of Council made on 25 September 2023.

\_\_\_\_\_  
Mayor  
25 September 2023

\_\_\_\_\_  
Deputy Mayor  
25 September 2023

\_\_\_\_\_  
Paul Devery  
General Manager  
25 September 2023

\_\_\_\_\_  
Michael Jones  
Responsible Accounting Officer  
25 September 2023

## Cowra Shire Council

## Income Statement

for the year ended 30 June 2023

Original unaudited budget 2023	\$ '000	Notes	Actual 2023	Actual 2022
	<b>Income from continuing operations</b>			
15,340	Rates and annual charges	B2-1	<b>15,387</b>	14,883
14,578	User charges and fees	B2-2	<b>15,525</b>	13,344
2,048	Other revenues	B2-3	<b>2,421</b>	2,151
5,925	Grants and contributions provided for operating purposes	B2-4	<b>13,140</b>	9,059
3,772	Grants and contributions provided for capital purposes	B2-4	<b>6,356</b>	13,519
741	Interest and investment income	B2-5	<b>1,209</b>	261
224	Other income	B2-6	<b>209</b>	206
146	Net gain from the disposal of assets	B4-1	<b>419</b>	617
42,774	<b>Total income from continuing operations</b>		<b>54,666</b>	54,040
	<b>Expenses from continuing operations</b>			
16,600	Employee benefits and on-costs	B3-1	<b>17,081</b>	15,265
12,930	Materials and services	B3-2	<b>17,643</b>	12,068
950	Borrowing costs	B3-3	<b>974</b>	1,052
7,470	Depreciation, amortisation and impairment of non-financial assets	B3-4	<b>8,701</b>	7,637
1,518	Other expenses	B3-5	<b>1,333</b>	1,287
39,468	<b>Total expenses from continuing operations</b>		<b>45,732</b>	37,309
3,306	<b>Operating result from continuing operations</b>		<b>8,934</b>	16,731
3,306	<b>Net operating result for the year attributable to Council</b>		<b>8,934</b>	16,731
(465)	<b>Net operating result for the year before grants and contributions provided for capital purposes</b>		<b>2,578</b>	3,212

The above Income Statement should be read in conjunction with the accompanying notes.



## Cowra Shire Council

## Statement of Financial Position

as at 30 June 2023

\$ '000	Notes	2023	2022
<b>ASSETS</b>			
<b>Current assets</b>			
Cash and cash equivalents	C1-1	15,333	10,491
Investments	C1-2	26,771	27,771
Receivables	C1-4	6,402	4,816
Inventories	C1-5	1,367	1,418
Contract assets and contract cost assets	C1-6	4,865	829
Other		39	42
<b>Total current assets</b>		<b>54,777</b>	<b>45,367</b>
<b>Non-current assets</b>			
Inventories	C1-5	149	148
Infrastructure, property, plant and equipment (IPPE)	C1-8	757,105	710,121
Other		174	174
<b>Total non-current assets</b>		<b>757,428</b>	<b>710,443</b>
<b>Total assets</b>		<b>812,205</b>	<b>755,810</b>
<b>LIABILITIES</b>			
<b>Current liabilities</b>			
Payables	C3-1	3,049	3,158
Contract liabilities	C3-2	7,963	5,277
Borrowings	C3-3	1,380	1,447
Employee benefit provisions	C3-4	5,257	5,038
<b>Total current liabilities</b>		<b>17,649</b>	<b>14,920</b>
<b>Non-current liabilities</b>			
Borrowings	C3-3	12,472	13,852
Employee benefit provisions	C3-4	242	146
Provisions	C3-5	516	487
<b>Total non-current liabilities</b>		<b>13,230</b>	<b>14,485</b>
<b>Total liabilities</b>		<b>30,879</b>	<b>29,405</b>
<b>Net assets</b>		<b>781,326</b>	<b>726,405</b>
<b>EQUITY</b>			
Accumulated surplus	C4-1	237,054	228,120
IPPE revaluation reserve	C4-1	544,272	498,285
<b>Council equity interest</b>		<b>781,326</b>	<b>726,405</b>
<b>Total equity</b>		<b>781,326</b>	<b>726,405</b>

The above Statement of Financial Position should be read in conjunction with the accompanying notes.

## Cowra Shire Council

Income Statement of water supply business activity  
for the year ended 30 June 2023

\$ '000	2023	2022
<b>Income from continuing operations</b>		
Access charges	1,918	1,852
User charges	4,823	4,330
Interest and investment income	41	36
Grants and contributions provided for operating purposes	91	74
Other income	5	—
<b>Total income from continuing operations</b>	<b>6,878</b>	<b>6,292</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	1,184	1,083
Borrowing costs	241	275
Materials and services	3,716	3,685
Depreciation, amortisation and impairment	2,252	2,003
Water purchase charges	307	249
Calculated taxation equivalents	1	—
Other expenses	19	18
<b>Total expenses from continuing operations</b>	<b>7,720</b>	<b>7,313</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>(842)</b>	<b>(1,021)</b>
Grants and contributions provided for capital purposes	1,042	5,466
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>200</b>	<b>4,445</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>200</b>	<b>4,445</b>
<b>Surplus (deficit) after tax</b>	<b>200</b>	<b>4,445</b>
<b>Plus accumulated surplus</b>	<b>22,217</b>	<b>17,772</b>
<b>Plus adjustments for amounts unpaid</b>		
– Taxation equivalent payments	1	—
<b>Closing accumulated surplus</b>	<b>22,418</b>	<b>22,217</b>
<b>Return on capital %</b>	<b>(0.7)%</b>	<b>(0.9)%</b>
<b>Subsidy from Council</b>	<b>4,128</b>	<b>3,758</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	200	4,445
Less: capital grants and contributions (excluding developer contributions)	(1,035)	(5,466)
<b>Surplus for dividend calculation purposes</b>	<b>—</b>	<b>—</b>
<b>Potential dividend calculated from surplus</b>	<b>—</b>	<b>—</b>

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## Cowra Shire Council

Income Statement of sewerage business activity  
for the year ended 30 June 2023

\$ '000	2023	2022
<b>Income from continuing operations</b>		
Access charges	3,014	2,928
User charges	808	777
Liquid trade waste charges	81	78
Interest and investment income	85	36
Other income	12	12
<b>Total income from continuing operations</b>	<b>4,000</b>	<b>3,831</b>
<b>Expenses from continuing operations</b>		
Employee benefits and on-costs	456	432
Borrowing costs	490	503
Materials and services	1,932	1,718
Depreciation, amortisation and impairment	977	895
Calculated taxation equivalents	2	22
Other expenses	1	1
<b>Total expenses from continuing operations</b>	<b>3,858</b>	<b>3,571</b>
<b>Surplus (deficit) from continuing operations before capital amounts</b>	<b>142</b>	<b>260</b>
Grants and contributions provided for capital purposes	7	22
<b>Surplus (deficit) from continuing operations after capital amounts</b>	<b>149</b>	<b>282</b>
<b>Surplus (deficit) from all operations before tax</b>	<b>149</b>	<b>282</b>
Less: corporate taxation equivalent (25%) [based on result before capital]	(36)	(65)
<b>Surplus (deficit) after tax</b>	<b>113</b>	<b>217</b>
<b>Plus accumulated surplus</b>	<b>29,743</b>	<b>29,439</b>
<b>Plus adjustments for amounts unpaid</b>		
– Taxation equivalent payments	2	22
– Corporate taxation equivalent	36	65
<b>Closing accumulated surplus</b>	<b>29,894</b>	<b>29,743</b>
<b>Return on capital %</b>	<b>1.4%</b>	<b>1.7%</b>
<b>Subsidy from Council</b>	<b>1,173</b>	<b>839</b>
<b>Calculation of dividend payable:</b>		
Surplus (deficit) after tax	114	217
Less: capital grants and contributions (excluding developer contributions)	–	(22)
<b>Surplus for dividend calculation purposes</b>	<b>114</b>	<b>195</b>
<b>Potential dividend calculated from surplus</b>	<b>57</b>	<b>98</b>

## Cowra Shire Council

Statement of Financial Position of water supply business activity  
as at 30 June 2023

\$ '000	2023	2022
<b>ASSETS</b>		
<b>Current assets</b>		
Contract assets and contract cost assets	21	45
Cash and cash equivalents	2,817	1,832
Investments	5,500	7,500
Receivables	2,956	1,808
<b>Total current assets</b>	<b>11,294</b>	<b>11,185</b>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	87,736	82,290
<b>Total non-current assets</b>	<b>87,736</b>	<b>82,290</b>
<b>Total assets</b>	<b>99,030</b>	<b>93,475</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Contract liabilities	3,300	3,051
Payables	54	67
Borrowings	668	633
Employee benefit provisions	338	339
<b>Total current liabilities</b>	<b>4,360</b>	<b>4,090</b>
<b>Non-current liabilities</b>		
Borrowings	2,843	3,511
Employee benefit provisions	34	27
<b>Total non-current liabilities</b>	<b>2,877</b>	<b>3,538</b>
<b>Total liabilities</b>	<b>7,237</b>	<b>7,628</b>
<b>Net assets</b>	<b>91,793</b>	<b>85,847</b>
<b>EQUITY</b>		
Accumulated surplus	22,418	22,217
Revaluation reserves	69,375	63,630
<b>Total equity</b>	<b>91,793</b>	<b>85,847</b>

## Cowra Shire Council

Statement of Financial Position of sewerage business activity  
as at 30 June 2023

\$ '000	2023	2022
<b>ASSETS</b>		
<b>Current assets</b>		
Cash and cash equivalents	3,060	1,593
Investments	7,721	8,421
Receivables	688	675
<b>Total current assets</b>	<b>11,469</b>	<b>10,689</b>
<b>Non-current assets</b>		
Infrastructure, property, plant and equipment	44,900	43,762
<b>Total non-current assets</b>	<b>44,900</b>	<b>43,762</b>
<b>Total assets</b>	<b>56,369</b>	<b>54,451</b>
<b>LIABILITIES</b>		
<b>Current liabilities</b>		
Payables	38	58
Borrowings	169	158
Employee benefit provisions	57	62
<b>Total current liabilities</b>	<b>264</b>	<b>278</b>
<b>Non-current liabilities</b>		
Borrowings	5,772	5,941
Employee benefit provisions	11	10
<b>Total non-current liabilities</b>	<b>5,783</b>	<b>5,951</b>
<b>Total liabilities</b>	<b>6,047</b>	<b>6,229</b>
<b>Net assets</b>	<b>50,322</b>	<b>48,222</b>
<b>EQUITY</b>		
Accumulated surplus	29,894	29,743
Revaluation reserves	20,428	18,479
<b>Total equity</b>	<b>50,322</b>	<b>48,222</b>

**6.3 Pecuniary Interest Returns for the Financial Year ended 30 June 2023****File Number: D23/956****Author: Michael Jones, Director - Corporate Services****RECOMMENDATION**

**That Council note the tabling of Pecuniary Interest Returns for Councillors and staff as at 30 June 2023:**

**Councillors - Cr Bill West, Cr Judi Smith, Cr Peter Wright, Cr Ruth Fagan, Cr Sharon D'Elboux, Cr Cheryl Downing, Cr Nikki Kiss, Cr Paul Smith and Cr Erin Watt**

**Staff - Mr Paul Devery, Mr Michael Jones, Mr Dirk Wymer, Mrs Larissa Hackett, Ms Philippa Childs, Mr Ponie De Wet, Mr Mick Tedeschi, Mr Glenn Oakley, Mr Joshua Neuer and Mrs Janine Finlayson.**

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**INTRODUCTION**

Pecuniary Interest Returns for Councillors & Designated Persons are tabled.

**BACKGROUND**

In accordance with the Local Government (General) Regulation 2021, Council Code of Conduct – Councillors and Council Code of Conduct – Council Staff, Pecuniary Interest Returns for the relevant Designated Persons detailed in the recommendation are tabled at this meeting.

In accordance with Clause 1(2)(a) of Schedule 1 of the GIPA Regulation, Returns of councillors and designated persons must be released as part of local councils' open access information and made publicly available on the council's website free of charge unless there is an overriding public interest against disclosure or to do so would impose unreasonable additional costs on the council.

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

Nil

**6.4 Section 355 Committee Draft Minutes - Cowra Breakout Association**

File Number: D23/I322

Author: Michael Jones, Director - Corporate Services

**RECOMMENDATION**

1. That the draft Minutes from the Annual General Meeting of the Cowra Breakout Association held on 20 August 2023 be noted.
2. That Council appoint the following nominees to the 2023-2024 Cowra Breakout Association:-

**Gordon Rolls, Harvey Nicholson, Graham Apthorpe, Lawrance Ryan and Stassi Austin.**

---

**BACKGROUND**

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

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

- I. Minutes - Cowra Breakout Association - Annual General Meeting - 20 August 2023 [↓](#)

**Cowra Breakout Association Annual General Meeting****Minutes – Sunday, 20<sup>th</sup> August 2023**

Location: Public Meeting Room Cowra Council Civic Centre Administration Building

Present: Graham Apthorpe (Chair), Lusi Austin (from 4:15pm), Stassi Austin (from 4:15pm), Tony Mooney, Harvey Nicholson, Gordon Rolls, Lyndell Rolls, Lawrance Ryan, Shirley Webster

Apologies: Kathy Ryan

Meeting opened: 4:00pm

**1. Confirmation of the Minutes of the Previous Meeting – 5<sup>th</sup> August 2022**

**Moved:** Harvey Nicholson **Seconded:** Gordon Roll

**Carried:** That the Minutes of the Annual General Meeting held 5<sup>th</sup> August 2022 be accepted.

**2. Business arising from the Minutes:**

Nil

**3. Correspondence**

**Outward:** Letter to Council **Appointment of Officer Bearers**

**Inwards:** Nil

**4. President's Report**

**Gordon Rolls** – Not submitted

**5. Treasurer's Report**

**Report attached.**

**Moved:** Graham Apthorpe **Seconded:** Harvey Nicholson

**Carried:** That the Treasurer's Report be accepted.

**It was noted that a \$300 donation made to the Breakout Association by Rev. Jim Wilson was not included in the Treasurer's Report.**



**6. Election of Officer Bearers (forming the executive)**

**Moved:** Harvey Nicholson **Seconded:** Lawrance Ryan

**Carried:** That the existing executive remain in place for the coming year.

**President – Gordon Rolls**

**Vice President – Harvey Nicholson**

**Secretary/Treasurer – Graham Apthorpe**

**Japanese Liaison and Media Officer: Lawrance Ryan**

**Media and Publicity Officer: Stassi Austin**

**7. General Business**

**Set Annual Fees:** As the Cowra Breakout Association is a Section 355 Committee of Cowra Council the collection of Annual fees no longer applies.

**Health and Safety Concerns:**

Committee member and Cowra Council Risk Management Officer Harvey Nicholson provided a list of works required at the Cowra War Cemeteries to address safety provided concerns:

- Removal of gum trees at eastern edge of Australian War Cemetery – There is a risk of branches falling. This poses a safety risk to members of the public and risks damaging headstones in the Cemetery.
- Narrow stair and ramp at the western edge of the Australian War Cemetery is a congestion risk during formal events, and a trip hazard.  
Is there a possibility of removing part of the fence between the Australian and Japanese Cemeteries to improve access? Alternatively, wider stairs and ramp is required.
- Japanese War Cemetery- Slate tiles in the ceremonial area are not durable as they are cracking and peeling. The tiles require refixing in place or replacement.

**Appearance Concerns and general concerns:**

Committee member Graham Apthorpe raised the issue of the poor condition of the wall behind the obelisk in the Japanese War Cemetery. The cracks in the existing rendering reflect poorly on the overall good presentation of the Cemetery.

Several people (particularly the elderly) participating in ceremonies at the War Cemeteries have experienced difficulties during wreath laying ceremonies. Can this problem be overcome by revising the wreath laying procedure or by physical changes within the Cemeteries?

If physical changes are seen as appropriate would permission need to be sought from Cemetery designer Professor Shigeru Yura before approaching Cowra Council, the Japanese Embassy, or the Office of Commonwealth War Graves?

Committee Member Tony Mooney commented on the lack of a program for this year's wreath laying ceremony and asked that this be addressed at future events.

Meeting closed: 4:25pm

## Cowra Breakout Association AGM 5 August 2023

## Bank Reconciliation June 2022 – June 2023

**Income**

Membership	\$ 295.00
Donations	\$ 50.00
Interest at bank	<u>\$ 27.84</u>
Total	\$ 372.84

**Expenditure**

Reimburse Harvey Nicholson	\$ 660.00
David Howell Fuel Costs	\$ 200.00
Business Cards	<u>\$ 100.00</u>
Graham Apthorpe Reimburse Ink Cartridges	\$ 153.00
Natarly New Logo	<u>\$ 660.00</u>
Total	\$ 1773.00

---

Opening Bank Balance (Ledger)	\$ 3,776.14
	\$ 372.84
Less Cheques	<u>\$ 1,773.00</u>
S/Total	\$ 2,375.98

Balance as per Bank Statement 30 June 2022	\$ 2,383.98
Plus outstanding Deposits	
Less Outstanding Cheques	<u>\$ 8.00</u>
	\$ 2,375.98

**6.5 Section 355 Committee Draft Minutes - Cowra Youth Council**

File Number: D23/1324

Author: Michael Jones, Director - Corporate Services

**RECOMMENDATION**

**That the draft Minutes of the Cowra Youth Council ordinary meeting held on 14 August 2023 be noted.**

---

**BACKGROUND**

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

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

- I. Minutes - Cowra Youth Council - 14 August 2023 [↓](#)



# **MINUTES**

## **Cowra Youth Council Meeting Monday, 14 August 2023**

**COWRA YOUTH COUNCIL MEETING MINUTES****14 AUGUST 2023****Order Of Business**

<b>1</b>	<b>Apologies .....</b>	<b>3</b>
<b>2</b>	<b>Confirmation of Minutes.....</b>	<b>3</b>
<b>3</b>	<b>Business Arising From Previous Minutes.....</b>	<b>3</b>
3.1	Half-yearly Report to Council.....	3
3.2	Disability Awareness Day Event .....	3
<b>4</b>	<b>Action Items.....</b>	<b>4</b>
4.1	Screening of EMBRACE KIDS - Body Positivity Project.....	4
4.2	Try-a-Trade Day.....	4
4.3	World Peace Day 2023.....	5
4.4	StepOut for ReachOut - Walking Challenge Fundraiser .....	5
4.5	Western NSW Health District Request to Participate in Focus Groups .....	5
<b>5</b>	<b>General Business.....</b>	<b>5</b>
	Nil	
<b>6</b>	<b>Next Meeting Date .....</b>	<b>5</b>
<b>7</b>	<b>Meeting Close.....</b>	<b>5</b>

**COWRA YOUTH COUNCIL MEETING MINUTES****14 AUGUST 2023**

**MINUTES OF COWRA COUNCIL  
COWRA YOUTH COUNCIL MEETING HELD AT THE MEALSROOM, COWRA  
COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA  
ON MONDAY, 14 AUGUST 2023 AT 3.30 - 5.00 PM**

**PRESENT:** (Chairperson) Cohan Howden, Alex Shaw, Destiny Pepper, Laura Price, Alyvia Slade, Georgie Anning, Cr Judi Smith (Deputy Mayor), Zipporah Austin, Laura Bennett, Izzy Lette, Taylia Penyu

**IN ATTENDANCE:** Linda Barron (Community Projects Officer)

**1 APOLOGIES**

Ethan Austin, Louis Gough, Cr Erin Watt, Callie Bridges, Kiaya Blackmore

**2 CONFIRMATION OF MINUTES****RECOMMENDATION**

**That the minutes of Cowra Youth Council Meeting held on 10 July 2023 be confirmed.**

Moved: Georgie Anning

Seconder: Izzy Lette

CARRIED

**3 BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 Half-yearly Report to Council**

Linda thanked the Leadership Team of Cohan Howden, Laura Price and Georgie Anning for the quality of the report they presented to Council on behalf of the CYC on 24 July. Members who attended the presentation to provide support were also recognised.

Judi advised that the CYC Report was well-received by Councillors.

**3.2 Disability Awareness Day Event**

Members discussed ideas for a Disability Awareness Day event in December to celebrate the International Day of People with a Disability. It was agreed that we should approach CINC about a partnership as they are already planning an event. Ideas included:

- Producing T-shirts with the range of colours representing the different disability groups
- Working with CINC or other NDIS provider to run activities making kindness boxes and gift bags (examples shown by Taylia)
- An inclusive colour run (stores to be checked for powder supplies)

**COWRA YOUTH COUNCIL MEETING MINUTES****14 AUGUST 2023**

- Making a video

Judi mentioned the Access Committee were considering a project to identify accessible tourist attractions in Cowra. Cr Kiss had also suggested an activity based around 'walking a mile in other people's shoes'.

Actions for next meeting:

1. Invite Marion Speechley from CINC to the September CYC meeting to discuss options for CYC to be involved in their Disability Fun Day event;
2. Organise a T-Shirt design competition with designs to feature the range of colours representing the various disability categories;
3. Create a catchy project name.

**4 ACTION ITEMS****4.1 Screening of EMBRACE KIDS - Body Positivity Project**

A meeting has been held with the School Counsellor and Wellbeing Coordinator at St Raphael's School. Laura Price attended the meeting. The school expressed interest in the film screening and will advise if 19 October is a suitable date.

Linda shared the draft poster prepared by Emma Millward for the screenings. The Cowra Services Club has been booked as the Civic Centre is closed for upgrades in October. Members commented the poster would benefit from the inclusion of end times for the sessions and the running time of the film, in addition to noting that Taryn Brumfitt is the 2023 Australian of the Year.

The Embrace Hub has resources for individuals, schools and parents.

Actions for next meeting:

1. Confirm date with St Raphael's and extend invitation to other schools;
2. Source support services to assist in facilitating discussion groups following the film screenings;
3. Update the draft poster with the additional information as suggested;
4. Promote the online pledge throughout the project;
5. Produce cards for participants using the Embrace Hub tips '10 Things for Creating Change' and a QR code to direct students to the Hub.

**4.2 Try-a-Trade Day**

Linda advised the Try-A-Trade Day for high school students will take place at Cowra High School on Tuesday 29 August. Youth Council members have been asked to assist with handing out bags to the students on arrival. The Cowra High members will be asked by Ms Williams. It will provide an opportunity to promote the Youth Council for our 2024 recruitment.

Members discussed some of the shortfalls of last year's event including the limited time to get around all of the stands/exhibits and how some of the outdoor stands had packed up early.



**COWRA YOUTH COUNCIL MEETING MINUTES****14 AUGUST 2023****4.3 World Peace Day 2023**

CYC will host the Cowra Youth Peace Forum on Tuesday 19 September. Members will be involved in setting up the venue, preparing student gift bags, welcoming students and introducing speakers. Invitations have been sent to the schools with details of the Public Speaking Competition and Youth Peace Award.

Suggestions for additional engagement activities included:

- an art competition
- a Kindergarten class artwork
- postcards for Peace to be sent to the UN Secretary General
- Message for Peace – peace in one sentence

Artwork and peace messages could be displayed at the Youth Forum.

Youth Council members are also invited to attend the Cowra Peace Dinner on the evening of Tuesday 19 September. The Dinner is hosted by Rotary and will include the finals of the Senior Public Speaking Competition and presentation of the Youth Peace Award. Members are to advise Linda of their interest/availability and Council will purchase tickets.

**4.4 StepOut for ReachOut - Walking Challenge Fundraiser**

StepOut for ReachOut is a Walking Challenge Fundraiser being run by the youth mental health service, ReachOut. Participants aim to walk 4kms each day during the month of September.

Members agreed to register for the Challenge as a team and meet each Monday during September from 4-5pm for a group walk around the Peace Pathways. Linda to investigate registration requirements and advise members.

**4.5 Western NSW Health District Request to Participate in Focus Groups**

Following the July meeting, the details for the Health Service survey were circulated to members for input. Numerous members confirmed they had completed the survey.

**5 GENERAL BUSINESS**

Nil

**6 NEXT MEETING DATE**

The next meeting will be held on Monday, 11 September 2023 at 3.30pm - 5.00pm in the Mealsroom, Cowra Council Chambers, 116 Kendal Street, Cowra.

**7 MEETING CLOSE**

The Meeting closed at 5.15pm.

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**CHAIRPERSON**

**6.6                      Section 355 Committee Draft Minutes - Cowra Regional Art Gallery Advisory Committee**

File Number:        D23/I328

Author:                Michael Jones, Director - Corporate Services

**RECOMMENDATION**

- 1.     That the draft Minutes of the Cowra Regional Art Gallery Advisory Committee meeting held on 12 July 2023 be noted.**
  - 2.     That Council note the resignation of Catherine Bennett from the Cowra Regional Art Gallery Advisory Committee.**
- 

**INTRODUCTION**

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

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

- 1.     Minutes - Advisory Committee of Cowra Regional Art Gallery - 12 July 2023 [↓](#)**

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**MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY, 12 JULY 2023 AT THE COWRA REGIONAL ART GALLERY**

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**Council Delegate:** Cr S. D'Elboux

**Committee Present:** L. Murray (Acting Chair), L. Foster, R. Gillard,

**In Attendance:** B. Langer (Gallery Director)

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**1. APOLOGIES:**

1.2 Apologies were accepted from Cr S. D'Elboux, J. Fagan, D. Henley, L. Chant and J. Ware,

**2. CONFIRMATION OF PREVIOUS MINUTES:**

**2.1 Motion**

Moved: L. Murray      Seconded: L. Foster

**That the minutes of the Gallery Advisory Committee meeting held on Wednesday 12 May 2023 be confirmed at the next Committee Meeting 23 August due to a lack of a quorum at this meeting.**

**It was also noted that no meeting of the Gallery Advisory Committee took place in June 2023 due to the unavailability of committee members on two proposed meeting dates.**

Carried

**3. BUSINESS ARISING FROM LAST MEETING:**

3.1 Nil

**4. CORRESPONDENCE:**

The Gallery Director and Committee members received a letter via email from Catherine Bennett resigning from the Committee.

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This is Page 1 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 July 2023.

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MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY, 12 JULY 2023 AT THE COWRA REGIONAL ART GALLERY

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**5. BUSINESS ARISING FROM CORRESPONDENCE:**

Libby Murray as the Acting Chairperson will prepare a letter of thanks from the Committee to be sent to Catherine Bennett by the Gallery Director on Gallery letterhead.

**6. FRIENDS FINANCIAL REPORT:**

- 6.1 It was noted that the Friends of the Gallery financial report balance is unchanged at \$6,221.90.

**7. GALLERY DIRECTOR'S REPORT (MAY/JUNE/JULY):**

**7.1 Gallery Director's Report - 10 May – 21 June 2023**

- Mailout of exhibition invitations for the opening of **While the World Waits** and **Little Things: Shani Nottingham**.
- **Calleen Art Award 2023** - Entry processing ongoing – entries close 21 July 2023
- Exhibition changeover 29 May to 2 June 2023 including collection of works re the LVBAA and install of new exhibitions.
- The opening of **While the World Waits** and **Little Nothings: Shani Nottingham** took place on Saturday 3 June 2023 at 2pm guest speakers were Steven Cavanagh, Curator Arts OutWest and Skye Manson, writer/podcaster, former ABC reporter for *Little Nothings*. The afternoon of the two exhibition openings was well attended and very enjoyable.
- Preparation of media release/editorial information & promotional/advertising information regarding the **While the World Waits** and **Little Things: Shani Nottingham during** included local and national publications and local radio.
- Weekly Social media postings on Facebook and Instagram continued
- Liaising with several organisations re development of the Gallery 2023/2024 program
- Commenced promotion/marketing of the next exhibition *Nationalism in the Wake of COVID* presented in partnership with Macquarie University Art Gallery, from 9 July to 20 August 2023.
- Continuation of social media activities (Facebook, Instagram, and Mailchimp) regarding as Calleen Art Award 2023 *Call for Entries*.

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This is Page 2 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 July 2023.

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**MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY, 12 JULY 2023 AT THE COWRA REGIONAL ART GALLERY**

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**7.2 Gallery Directors Report: 21 June – 12 July 2023**

- The Gallery hosted a program of activities with Arts OutWest on Sunday 25 June as part of their 2023 AGM in Cowra . This included artist talks as part of the exhibition *While the World Waits*.
- The preparation and mailout of exhibition invitations for the opening of *Nationalism in the Wake of COVID* took place during June as well as promotion of the opening on social media
- The pack up of the exhibitions *While the World Waits* and *Little Things: Shani Nottingham* and setup of *Nationalism in the Wake of COVID* took place between 2 – 9 July 2023.
- The opening of *Nationalism in the Wake of COVID* took place on Saturday 8 July from 2.30pm. The exhibition was opened by Leonard Janiszewski from Macquarie University, and two of the exhibiting artists NC Qin and NOT presented floor talks about their works.
- The preparation/design of the Gallery six monthly exhibition brochure - July to December 2023 was completed and will go to the printer asap.
- Facebook, Instagram, and Mailchimp activities to continue

**Upcoming July/August 2023**

- Website updates re Gallery program to December 2023
- Calleen Art Award 2023 *Call for Entries* – Closes 21 July 2023
- Production/printing/mailout of Winter Newsletter
- Next changeover of exhibitions is 20 to 25 August - new exhibition arrives 22 August 2023

**7.3 Motion**

Moved: R. Gillard                      Seconded: L. Murray

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

Carried

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This is Page 3 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 July 2023.

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**MINUTES OF THE ADVISORY COMMITTEE OF COWRA REGIONAL ART GALLERY MEETING HELD WEDNESDAY, 12 JULY 2023 AT THE COWRA REGIONAL ART GALLERY**

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**8. GENERAL BUSINESS:**

- 8.1 The Gallery Director tabled the Cowra Regional Art Gallery Annual Report 2022. A copy will be posted on the Gallery website.

**9. BUSINESS ARISING WITHOUT NOTICE:**

- 9.1 Nil

**10. EXHIBITION CHANGEOVERS:**

- 10.1 The next changeover of exhibitions is from 2pm Sunday 20 August to 25 August 2023 assistance during this period was discussed by the committee members present and the Gallery Director.

**11. NEXT MEETING DATE:**

- 11.1 The next meeting of the Gallery Advisory Committee is at the Cowra Regional Art Gallery on Wednesday 23 August 2023 at 5pm

**12. MEETING CLOSED:**

6.45pm L. Murray (Acting Chair)

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This is Page 4 of 4 of the Minutes of the Cowra Regional Art Gallery Advisory Committee held on Wednesday 12 July 2023.

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**6.7                      Section 355 Committee Draft Minutes - Australian Chapter of The World Peace Bell Association**

File Number:        D23/I330

Author:                Michael Jones, Director - Corporate Services

**RECOMMENDATION**

**That the draft minutes of the Australian Chapter of The World Peace Bell Association meetings held on 3 and 23 August be noted.**

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**BACKGROUND**

Attached for the information of Councillors are the draft minutes from the Section 355 Committee meetings

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

1.     Minutes - Australian Chapter of The World Peace Bell Association - 3 August 2023 [↓](#)
2.     Minutes - Australian Chapter of The World Peace Bell Association - 23 August 2023 [↓](#)



# **MINUTES**

## **Australian Chapter of The World Peace Bell Association Meeting Thursday, 3 August 2023**



**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES****3 AUGUST 2023****Order Of Business**

<b>1</b>	<b>Apologies .....</b>	<b>3</b>
<b>2</b>	<b>Confirmation of Minutes.....</b>	<b>3</b>
<b>3</b>	<b>Action Items.....</b>	<b>3</b>
3.1	Cowra Youth Peace Award 2023.....	3
3.2	World Peace Day 2023.....	4
3.3	Guest Speaker - World Peace Day 2023 in Cowra .....	4
3.4	United Nations Activities - World Peace Day 2023 in Cowra .....	4
3.5	Banners - Australian Chapter of the World Peace Bell Association.....	5
<b>4</b>	<b>General Business.....</b>	<b>5</b>
	<b>4.1 Tiles</b>	
<b>5</b>	<b>Next Meeting Date .....</b>	<b>5</b>
<b>6</b>	<b>Meeting Close.....</b>	<b>5</b>

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES****3 AUGUST 2023****MINUTES OF COWRA COUNCIL  
AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION  
MEETING HELD AT THE MEALSROOM, COWRA SHIRE COUNCIL  
ON THURSDAY, 3 AUGUST 2023 AT 10.00AM - 12.00 PM**

**PRESENT:** Jan Munday, Margaret Britton, Ian Brown (Deputy), Maggie Wright, Yvonne Newham, (Chairperson) Cr Cheryl Downing

**IN ATTENDANCE:** Linda Barron (Community Development Officer), Emma Millward (Community Development Officer), Charlotte Forester

**1 APOLOGIES**

Cr Erin Watt

**2 CONFIRMATION OF MINUTES****RECOMMENDATION**

**That the minutes of Australian Chapter of The World Peace Bell Association Meeting held on 6 July 2023 be confirmed.**

**Moved Ian Brown**

**Seconded Yvonne Newham**

**3 ACTION ITEMS****3.1 Cowra Youth Peace Award 2023**

Online nominations are now open using the following link:

[https://form.jotform.com/Cowra\\_Council/2023-cowra-youth-peace-award-nomina](https://form.jotform.com/Cowra_Council/2023-cowra-youth-peace-award-nomina) and will be accepted until 6 September. PDF of application form to be emailed to Committee members.

Linda has designed a poster to be used for promotion. Promotion to be pushed in Noticeboard and on social media.

Award nominees will be invited to attend the 2023 Cowra Peace Day Dinner for the Award Presentation as guests of the Australian Chapter of the World Peace Bell Association.

Winner will receive \$200 and a trophy. Emma to contact jewellery shop for trophy samples and quotes.

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES****3 AUGUST 2023****3.2 World Peace Day 2023*****Cowra Youth Peace Forum***

- Linda has been in contact with UN Youth, who have one facilitator available and are hoping to get two more.
- If there are not enough facilitators, we will have to look to doing online activities.
- This year's World Peace Day theme is 'Actions for Peace'. The UN Youth team will do a workshop at the Forum on the UN Sustainability Goals.
- Linda has made enquiry with Angelica Ojinnaka, Australia's Youth Representative to the United Nations for 2022, to be a guest speaker at the Forum. There also may be a possibility that this year's Youth Representative, Imogen Kane, could do an online video catch up with the Forum from New York.
- Committee has approached Lusi Austin to speak or run an activity at the Forum.

***World Peace Bell Ceremony***

- Ceremony will be held at 12pm.
- World Peace Suite music to be played during ceremony.

***Cowra Peace Day Public Speaking Competition***

- The Cowra Youth Council have expressed a preference for the theme of 'What is Peace?' for the competition.
- Categories this year will be Primary (2 minutes) Junior High School Years 7-9 (3 minutes) and Senior High School Years 10-12 (3 minutes).
- Linda has contacted the schools and requested they nominate their top two speeches to be delivered at the Forum. The finals of the Senior High School section will be decided by public vote at the Cowra Peace Day Dinner on 19 September.

**3.3 Guest Speaker - World Peace Day 2023 in Cowra**

A guest speaker on the topic of peace is traditionally engaged for both the World Peace Day Youth Forum and Rotary Dinner to be held on Tuesday 19 September.

Linda has made enquiry with Angelica Ojinnaka, Australia's Youth Representative to the United Nations for 2022, to be a guest speaker at the Forum and the Peace Dinner.

Chair to follow up with Cr Watt regarding her Sydney University contact.

**3.4 United Nations Activities - World Peace Day 2023 in Cowra**

Linda has approached the United Nations Information Centre in Canberra to take part in World Peace Day 2023 activities in Cowra and is waiting to hear back. Ideas include:

- Postcards for Peace
- Photo Booth/Selfie Frame
- UN/SDG Kahoot Quiz
- SDG Display/Promotion

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES****3 AUGUST 2023****3.5    Banners - Australian Chapter of the World Peace Bell Association**

The Committee has approved a pull-up banner design. Emma to organise printing.

Committee has agreed to Emma's suggestion to produce x2 large bow/flag banners that can be used outside to frame the Peace Bell at events. Draft design presented. Emma to proceed.

**4       GENERAL BUSINESS****4.1 Tiles**

Maggie has approximately 20 broken tiles in storage that originally surrounded the Peace Bell. Each tile was individually made by a local organisation. Maggie to send a photo of them to Linda/Emma. Emma to speak to Philippa Childs about their possible use in Cowra outdoor areas.

**5       NEXT MEETING DATE**

The next meeting will be held on Wednesday, 23 August 2023 at 10.30am in the Meals Room.

**6       MEETING CLOSE**

The Meeting closed at 11.08am.

.....  
**CHAIRPERSON**



# **MINUTES**

## **Australian Chapter of The World Peace Bell Association Meeting Wednesday, 23 August 2023**

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES****23 AUGUST 2023****Order Of Business**

<b>1</b>	<b>Apologies .....</b>	<b>3</b>
<b>2</b>	<b>Confirmation of Minutes.....</b>	<b>3</b>
<b>3</b>	<b>Business Arising From Previous Minutes.....</b>	<b>3</b>
	3.1 World Peace Day 2023.....	3
<b>4</b>	<b>General Business.....</b>	<b>4</b>
	Nil	
<b>5</b>	<b>Next Meeting Date .....</b>	<b>4</b>
<b>6</b>	<b>Meeting Close.....</b>	<b>4</b>

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES****23 AUGUST 2023****MINUTES OF COWRA COUNCIL  
AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL ASSOCIATION  
MEETING HELD AT THE MEALS ROOM, COWRA LIBRARY  
ON WEDNESDAY, 23 AUGUST 2023 AT 10.30AM****PRESENT:** Mrs Jan Munday, Mr Ian Brown (Deputy), Cr Cheryl Downing (Chairperson)**IN ATTENDANCE:** Emma Millward (Community Development Officer), Linda Barron (Community Development Officer)**1 APOLOGIES**

Mrs Maggie Wright, Cr Erin Watt, Mrs Margaret Britton

**ABSENT**

Mrs Lisa Besedic, Ms Yvonne Newham,

**2 CONFIRMATION OF MINUTES****RECOMMENDATION****That the minutes of Australian Chapter of The World Peace Bell Association Meeting held on 3 August 2023 be confirmed.**

Moved Ian Brown

Seconded Jan Munday

**3 BUSINESS ARISING FROM PREVIOUS MINUTES****3.1 World Peace Day 2023**

Cowra Youth Peace Forum Update

- Draft program presented to the Committee
- Waiting on UN Youth presenters to confirm their attendance
- Guest speaker confirmed – Lusi Austin
- Community Development Team have met with Civic Centre Manager to discuss logistics of Youth Forum and catering requirements

Cowra Youth Peace Forum Update

- Emma to confirm with Aunty Esther Cutmore that she is able to do the Welcome to Country

Postcards for Peace Project

- Draft designs presented to the Committee and approved for printing.
- Postcards will be sent to each school in the Shire, inviting students to colour-in a

**AUSTRALIAN CHAPTER OF THE WORLD PEACE BELL  
ASSOCIATION MEETING MINUTES****23 AUGUST 2023**

postcard and write a message of peace on the reverse. The postcards will then be collated from all local schools and sent to the United Nations Secretary General as messages of peace from the children of Cowra Shire.

**Cowra Peace Day Public Speaking Competition**

- Trophies for winners have been ordered.
- Schools have been invited to put forward two to three speakers in each category to take part. If we have enough entries, the speech presentations will be split into two and run concurrently (one in the Civic Centre theatrette and one in the auditorium).
- Community Development Team to approach Jenny Friend and Doug Wright to adjudicate.

**Cowra Youth Peace Award**

- Trophy for winner has been ordered
- One entry received to date.
- Promotion and follow up to continue.

**4 GENERAL BUSINESS****5 NEXT MEETING DATE**

The next meeting will be held on Wednesday 13th September at 10am in the Meals Room.

**6 MEETING CLOSE**

The Meeting closed at 11.10am.

.....  
**CHAIRPERSON**



**6.8 Section 355 Committee Draft Minutes - Australia Day Committee**

File Number: D23/1331

Author: Michael Jones, Director - Corporate Services

**RECOMMENDATION**

**That the draft minutes of the Australia Day Committee meetings held on 7 August and 4 September 2023 be noted.**

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**BACKGROUND**

Attached for the information of Councillors are the draft minutes from the Section 355 Committee meetings

**BUDGETARY IMPLICATIONS**

Nil

**ATTACHMENTS**

1. Minutes - Australia Day Committee - 7 August 2023 [↓](#)
2. Minutes - Australia Day Committee - 4 September 2023 [↓](#)



# **MINUTES**

## **Australia Day Committee Meeting Monday, 7 August 2023**

**AUSTRALIA DAY COMMITTEE MEETING MINUTES****7 AUGUST 2023****Order Of Business**

<b>1</b>	<b>Apologies .....</b>	<b>3</b>
<b>2</b>	<b>Confirmation of Minutes .....</b>	<b>3</b>
<b>3</b>	<b>Action Items.....</b>	<b>3</b>
3.1	Australia Day 2024 Program Planning .....	3
3.2	2024 Australia Day Program - Marketing and Promotion .....	4
3.3	Cowra Council Australia Day Committee - Meeting Schedule.....	4
<b>4</b>	<b>General Business.....</b>	<b>4</b>
	Nil	
<b>5</b>	<b>Next Meeting Date .....</b>	<b>4</b>
<b>6</b>	<b>Meeting Close.....</b>	<b>4</b>

**AUSTRALIA DAY COMMITTEE MEETING MINUTES****7 AUGUST 2023**

**MINUTES OF COWRA COUNCIL  
AUSTRALIA DAY COMMITTEE MEETING HELD AT THE COMMITTEE ROOM 1,  
COWRA SHIRE COUNCIL  
ON MONDAY, 7 AUGUST 2023 AT 2.30**

**PRESENT:** Cr Bill West (Mayor), Cr Nikki Kiss, Cr Cheryl Downing

**IN ATTENDANCE:** Linda Barron (Community Development Officer), Emma Millward (Community Development Officer)

**I APOLOGIES**

Michael Jones (Director – Corporate Services)

**2 CONFIRMATION OF MINUTES**

The debrief meeting notes of Friday 24 February 2023 were noted.

**3 ACTION ITEMS****3.1 Australia Day 2024 Program Planning**

The theme for Australia Day is 'Reflect, Respect, Celebrate'

**Official Service**

Continue with official program from previous years with a few adjustments:

- No Prayer to the Nation.
- Community Development to book coffee van for breakfast.
- Community Development to enquire with Lisa Core best person to sing the National Anthem.
- Official photos on stage during ceremony to be positioned in front of Australia Day media wall, which will serve as the backdrop.
- Videography and livestreaming will depend on the outcome of grant funding applications.
- Mailout to key community group stakeholders, sporting clubs, previous winners and schools to take place over the next few weeks, announcing that planning for 2024 has commenced and requesting they save the date.
- Informal welcome dinner on the evening before Australia Day works well. Include again in this year's program.

**Ambassador Program**

- Ambassador Program is coordinated by the NSW Australia Day Council. Community Development Officers will register interest to have an Ambassador once applications open.

**AUSTRALIA DAY COMMITTEE MEETING MINUTES****7 AUGUST 2023****Community Events**

- Sporting Clubs will be included in the save the date mailout, advising them planning has commenced and inviting them to start thinking about their 2024 event.

**Australia Day Awards**

- Suggestion to hold a mini launch event for the opening of the Australia Day Award nominations was accepted. Will invite previous winners from the last few years, and put together a booklet of all winners. Can play winners videos from 2023. Will use the launch as a media/promotion opportunity that can be drawn on throughout the nomination process to increase numbers.

**School Literacy Awards**

- Writing competition to be held again for school aged participants.
- No separate category for home schooling.
- Community Development will aim to have the competition details out to school by Week 6 of Term 3 (week commencing 21 August 2023). Deadline for entries Friday 27 October (end of Week 3 of Term 4).
- Theme for this year's literacy competition will be 'Your favourite place in the Cowra Shire: A promotional poster that highlights the places where you would take visitors to our your town or village'.

**Ideas for new activities**

To be discussed at the next meeting.

**3.2 2024 Australia Day Program - Marketing and Promotion**

To be discussed at the next meeting.

**3.3 Cowra Council Australia Day Committee - Meeting Schedule**

Monthly meetings will be held for the remainder of the year.

**4 GENERAL BUSINESS****5 NEXT MEETING DATE**

The next meeting will be held on Monday 4th September at 2.30pm in Committee Room One.

**6 MEETING CLOSE**

The Meeting closed at 4pm.

.....  
**CHAIRPERSON**



# **MINUTES**

## **Australia Day Committee Meeting Monday, 4 September 2023**

AUSTRALIA DAY COMMITTEE MEETING MINUTES 4 SEPTEMBER 2023

Order Of Business

1 Apologies .....3

2 Confirmation of Minutes.....3

3 Action Items.....3

3.1 Australia Day 2024 Launch ..... 3

3.2 Australia Day 2024 School Literacy Competition ..... 3

4 General Business.....4

Nil

5 Next Meeting Date .....4

6 Meeting Close.....4

**AUSTRALIA DAY COMMITTEE MEETING MINUTES****4 SEPTEMBER 2023**

**MINUTES OF COWRA COUNCIL  
AUSTRALIA DAY COMMITTEE MEETING HELD AT THE COMMITTEE ROOM 1,  
COWRA SHIRE COUNCIL  
ON MONDAY, 4 SEPTEMBER 2023 AT 2.30PM**

**PRESENT:** Cr Bill West (Mayor), Cr Nikki Kiss, Cr Cheryl Downing

**IN ATTENDANCE:** Linda Barron (Community Development Officer), Emma Millward (Community Development Officer)

**1 APOLOGIES**

Michael Jones

**2 CONFIRMATION OF MINUTES****RECOMMENDATION**

**That the minutes of Australia Day Committee Meeting held on 7 August 2023 be confirmed.**

**Confirmed Cr Bill West**

**Seconded Cr Cheryl Downing**

**3 ACTION ITEMS****3.1 Australia Day 2024 Launch**

- Room booked and invitations sent for launch event on Tuesday 12 September at Club Cowra.
- Emma to follow up RSVPs.
- Cheryl to welcome guests and do Acknowledgement of Country.
- Emma to ask 2023 Award winners in attendance if they are happy to say a few words.
- Emma to invite School Principals to attend also. Copies of School Literacy Competition poster to be displayed.
- Hard copies of 2024 Award nomination forms will be available at the launch, along with a flyer with QR code directing people to the online version.

**3.2 Australia Day 2024 School Literacy Competition**

- Email sent to all schools with a copy of the School Literacy Competition poster, inviting schools to participate.
- Closing date for entries is Friday 3 November 2023.
- Book prizes to be discussed at next meeting.



**AUSTRALIA DAY COMMITTEE MEETING MINUTES****4 SEPTEMBER 2023****4 GENERAL BUSINESS****4.1 Australia Day Grants**

- Advice received that applications for the 2024 Australia Day Community Events Grants program will open on Tuesday 3 October 2023.
- Grants operate on a first in, best dressed basis. Community Development Team to prepare information as much as possible prior to the opening date.
- If grant application is successful, Community Development Team would like to have the program professionally printed next year.

**4.2 Ambassador Program**

- No information received as yet, regarding the registration opening date of the Australia Day Ambassador Program.

**5 NEXT MEETING DATE**

The next meeting will be held on Tuesday, 17 October 2023 at 2.30 in the Committee Room 1, Cowra Shire Council.

**6 MEETING CLOSE**

The Meeting closed at 3.10pm

.....  
**CHAIRPERSON**

**6.9 Donation - Cowra Japanese Garden & Cultural Centre**

File Number: D23/1391

Author: Michael Jones, Director - Corporate Services

**RECOMMENDATION**

**That Council provide a donation of \$400 from the Section 356 expenses budget to assist the Cowra Japanese Garden and Cultural Centre with supply, delivery and waste disposal costs during the 2023 Sakura Matsuri festival.**

**INTRODUCTION**

The Cowra Japanese Garden and Cultural Centre has written to Council requesting consideration of a financial donation towards the supply, delivery and waste disposal costs during the Sakura Matsuri festival.

**BACKGROUND**

Sakura Matsuri is one of Cowra's largest public events giving residents and visitors to our Shire the opportunity to see and experience entertainment and education of a different culture during the festival.

Council has provided similar donations to other local organisations, and to the Japanese Garden in the past for the same event. The anticipated costs for Council waste disposal, bin hire and waste collection charges calculated as below for 20 bins in accordance with Council's Revenue Policy:

COMMERCIAL WASTE - 240L MGB HIRE					
Event bin hire per 240L MGB (includes hire / collection / waste disposal)	Per MGB	Y	I	\$ 16.00	\$ 20.00
Bin Hire (waste charges not included)	Per MGB	Y	I	\$ 5.70	\$ 6.80
Drop off / collection fee out of town limits	Per MGB	Y	I	\$ 10.25	\$ 2.00 per kilometre out of town limits

**Total fee is \$20 X 20 = \$400**

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.

In view of the wide and ongoing benefit the project provides, it is recommended that a donation of \$400 be provided to the applicant on this occasion.

**BUDGETARY IMPLICATIONS**

\$18,909.46 is the current balance in the 2023/24 Budget for Section 356 Donations

**ATTACHMENTS**

- I. Donation Application - Cowra Japanese Garden - 7 September 2023 [↓](#)



## Applicant Information

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

Contact Name/ Sporting Applicant: LOWRA JAPANESE GARDENS & CULTURAL CENTRE

Mailing address: PO BOX 248 COWRA 2794

Phone: (Home) [REDACTED] (Business) 02 6341 22 23

Email: INFO@COWRAGARDEN.COM.AU

Signature: \_\_\_\_\_ Date: 7 / 7 / 2023

Organisation responsible for the event/activity: Cowra Japanese Garden & Cultural Centre

President/Secretary Contact Details:	Director Ray Walsh
--------------------------------------	--------------------

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

Do membership fees apply ? ☐ YES ☒ NO

If yes, annual membership/fees \$

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

### Bins for large public event

Date/s of the proposed event/project	Sakura Matsuri festival
--------------------------------------	-------------------------

Venue where will the event/project take place? Cowra Japanese Garden & Cultural Centre

**Amount of assistance being sought:** \$ 50-100% discount on bin costs

Total Estimated cost of the total event/project      \$ cost of bins + bin collection from council

How are funds to be raised?                      Remainder of bin costs to be covered by CJGCC funds

Funds available at present to go towards event	\$
--	----

Will the event/project support charities ☒ YES ☐ NO

If YES, value of support	\$intangible – ensures smooth running of event and protection of garden from litter
--------------------------	---

Previous / Other Assistance: \_\_\_\_\_

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

If so what was the amount of the assistance from Council?	\$ various over many years, most recently donation towards Sakura evening networking reception
---	--

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

**Request Details** – Please complete either **A** or **B** below

**A. Sporting applications** – Please select relevant sporting category below

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

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

**Attachments required for sporting applications:**

- 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.

Sakura Matsuri is one of Cowra's largest public events, giving our community the chance to see and experience entertainment and education that would not otherwise be available. After a break of 2 years, residents are excited this cultural event is back.

**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]**

Helping people to learn about and appreciate a different culture, and build ties between the Cowra community and the people of Japan

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

The Garden has special prices for locals, a friend of the garden membership that can be used all year, space which can be booked by community groups, runs a volunteer program with local special needs groups, and is widely wheelchair accessible.

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

Participatory experiences available at the festival include martial arts for kids, kimono trying on, origami for all ages, as well as enjoying wider demonstrations and music and food

**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: **I. All questions on Page 1 to be completed**

**6.10 Donation - Cowra Rugby Club - Waiving of Tip Fees**

File Number: D23/1350

Author: Michael Jones, Director - Corporate Services

**RECOMMENDATION**

**That Council provide a 50% discount in tipping fees to Cowra Rugby Inc. for the removal of contaminated asbestos material from the demolition of the old rugby house located in Hartley Street.**

---

**INTRODUCTION**

Cowra Council received a request from Cowra Rugby Inc for the waiving of tipping fees. The tipping fees relate to the removal of 8 tonnes of asbestos contaminated material from the demolition of the old Rugby Clubhouse, located in Hartley Street.

**BACKGROUND**

The removal of the old clubhouse is part of Cowra Rugby's plans in developing a significant sporting precinct that is used not only by Club members but the community at large. Current groups utilising the facility include Cowra Mobile Preschool, Cowra High School, Cowra Swimming Club, Cowra Branch CWA. Cowra Rugby Club is always proud to present Cowra and its facilities to the wider community. This includes recent delegations present for the Breakout, and men's health initiatives.

**BUDGETARY IMPLICATIONS**

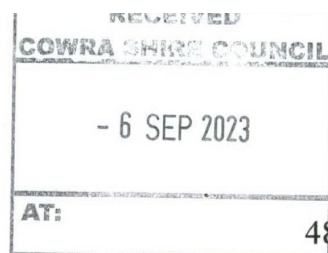
There is no budgeted amount for the waiving of tipping fees. Any waving of fees is a reduction in the actual revenue received. In this case, 8 tonnes of contaminated asbestos material at \$400 per/tonne would incur a charge of \$3,200.00.

**RECOMMENDATION**

In consideration of the work that the Cowra Rugby Club does, it is recommended that Council provide a 50% reduction in the tipping fees

**ATTACHMENTS**

- I. Donation Request - Cowra Rugby Club Inc - Request For One Off Waiver Of Tip Fees [↓](#)



48 Hartley Street  
PO BOX 387  
Cowra, NSW 2794

[cowrarugbyeagles@gmail.com](mailto:cowrarugbyeagles@gmail.com)

---

Mr Paul Devery  
General Manager  
Cowra Shire Council  
Kendal Street  
Cowra NSW 2794

**Re: One Off Application- Tip Fee reversal**

Dear Paul

The old Rugby Clubhouse, located in Hartley Street, requires removal, of all the internal lining, which contains some asbestos.

The building was fully relocated to its present location from the army hospital site on Darby's Falls Road.

Investigation with Council staff and Mr David Scobie has found no use for the building for historical purposes.

The Rugby Club will remove some of the wooden panelling that has survived the test of time to be utilised as a feature in the new clubhouse.

Utilising Club funds and successful grant applications the Club has developed a significant sporting precinct that is used not only by Club members but the community at large. Current groups utilising the facility include Cowra Mobile Preschool, Cowra High School, Cowra Swimming Club, Cowra Branch CWA.

Cowra Rugby Club is always proud to present Cowra and its facilities to the wider community. This includes recent delegations present for the Breakout, and men's health initiatives.

Cowra Rugby will also host a Shute Shield game in 2024 with the fixture between Northern Suburbs and Eastwood scheduled for April 20. This game attracts approximately 2000 spectators, with many visitors to town enjoying at least

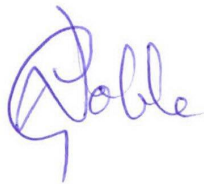


one night's accommodation. Hosting the two clubs ensures at least 250 beds in motels. The longest running Tens tournament in Australia will again be held in March.

Utilising a local asbestos accredited removalist, the lining containing asbestos will be removed. Planning has shown an expected 800 square metres, (8 tonne approximately) will be removed.

The representation to Council is that the tip fees associated with this one-off removal be waived for the club.

Guy Noble  
Special Projects  
Cowra Rugby Club Inc  
[cowrarugbyeagles@gmail.com](mailto:cowrarugbyeagles@gmail.com)  
0427 100477



**6.11 Donation - Cowra Tourism Corporation**

File Number: D23/1394

Author: Michael Jones, Director - Corporate Services

**RECOMMENDATION**

**That Council provide a donation of \$5,500 from the Section 356 expenses budget to assist Cowra Golf Club in hosting the 2025 NSW Golf Country Championship.**

---

**INTRODUCTION**

Mr Kurtz Overzet, the Cowra Tourism Corporation Manager, has written to Council requesting consideration of a financial donation towards bringing the 2025 NSW Golf Country Championship to Cowra in October 2025.

**BACKGROUND**

This event, which was first held in 1947 is run by Golf NSW and is held at a different location each year. It is anticipated that the influx of tourism to the town for this event will bring an estimated \$84,000 to the local economy. In addition, to further enhance the injection of spending to the local economy, Cowra Tourism is proposing to organise tours, events and promotions in conjunction with local business and tourism operators.

A summary of the 2025 NSW Country Championship event is as follows:

- Event Days – 2 days/36-holes/Saturday/Sunday
- Host venues – One course required
- No. of Competitors - 120 players
- Approximate Date - October
- Ceremonial Opportunity – Mayor to present winners trophies/prizes.
- Additional Event – Practice on the Friday
- Bed Nights - 3 bed nights per person
- Additional Information - Approx 20% of the field bring a partner, with each District team having a Manager attend.

To assist with securing the event for Cowra, assistance is sought in the sum of \$5,500 to pay the partnership fee to Golf NSW.

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.

**BUDGETARY IMPLICATIONS**

\$18,909.46 is the current balance in the 2023/24 Budget for Section 356 Donations. Although the event will not take place until October 2025, the partnership fees to Golf NSW are due shortly (FY2024 impact).



**RECOMMENDATION**

In view of the benefits the event is expected to bring to the Cowra shire, it is recommended that a donation \$5,500.00 be provided to Cowra Tourism Corporation on this occasion.

**ATTACHMENTS**

1. Donation Request - Cowra Tourism Corporation - 7 September 2023 [↓](#)
2. Donation Application - Cowra Tourism - 14 September 2023 [↓](#)
3. Letter in support from Cowra Bowling & Rec Club Ltd on behalf of Cowra Golf Club – Wednesday 20 September 2023 [↓](#)

**COWRA TOURISM CORPORATION**

Destination Marketing • Visitor Services • Event Management

7 September 2023

Paul Devery  
General Manager  
Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794  
[PDevery@cowra.nsw.gov.au](mailto:PDevery@cowra.nsw.gov.au)

**Request For Support – 2025 NSW Country Golf Championship**

Dear Paul,

I am writing this letter to request Cowra Shire Council's financial support in bringing the NSW Country Golf Championship to Cowra in October 2025.

This event, run by Golf NSW, is a fantastic opportunity for the region, bringing approximately 120 golfers to the region, along with their partners, caddies, event organisers and media, all staying and spending with our local businesses.

We estimate a total attendance of 200 visitors staying for at least 3 nights each, bringing in a conservative estimate of \$84,000 into our local economy. Cowra Tourism will aim to further increase this number by organising tours, information packs, events, and promotions in collaboration with local businesses and tourism operators, marketed directly at event attendees.

We can confirm we already have the Cowra Golf Club's support, who are more than happy to host the 2025 Country Championship.

In order to secure this important event for the region, we require financial support to pay the partnership fee to Golf NSW which totals \$5,500 including GST. On behalf of Cowra Tourism, I would like to request that Council kindly consider this request.

I'd like to thank Cowra Shire Council for their continued support for tourism in the Cowra Shire and look forward to receiving your response.

Yours sincerely,



Kurt Overzet  
Tourism Manager  
Cowra Tourism Corporation

**Cowra Visitor Information Centre**  
Mid Western Highway, Cowra  
PO Box 34, Cowra NSW 2794  
P: 02 6342 4333 F: 02 6342 4563



Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794  
Phone: 02 6340 2000  
council@cowra.nsw.gov.au  
[www.cowracouncil.com.au](http://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: Kurt Overzet – Tourism Manager, Cowra Tourism Corporation

Mailing address: PO Box 34, Cowra NSW 2794

Phone: (Home) 0413 480 973

(Business) 02 6342 4333

Email: manager@cowratourism.com.au

Signature:

Date: 14 / 09 / 2023

### Organisation Details

Organisation responsible for the event/activity: NSW Golf / Cowra Golf Club / Cowra Tourism

President/Secretary Contact Details: Kurt Overzet – 02 6342 4333

Organisation Type (please circle): Non Profit

Do membership fees apply ?

☒ YES ☐ NO

If yes, annual membership/fees

\$85 - \$375

### Event Details

Description of the event/project/request/person for which assistance is sought We are seeking assistance to pay the partnership fee to NSW Golf to secure the 2025 NSW Country Golf Championship for Cowra.

Date/s of the proposed event/project October 2025

Venue where will the event/project take place? Cowra Golf Club

### Financial Details

Amount of assistance being sought: \$5,500

Total Estimated cost of the total event/project \$5,500

How are funds to be raised? Council donation

Funds available at present to go towards event \$0

Will the event/project support charities ☐ YES ☐ NO – Not confirmed at this point

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? \$Multiple occasions

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

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

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

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

**Attachments required for sporting applications:**

- 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.

The event will deliver an immense economic benefit to businesses and community groups in the Cowra Shire, providing an estimated visitor spend of over \$84,000 over a period of 3 days including contributions from accommodation, travel, retail spend, dining, attraction entry fees, contribution to tours and events, and more. This will come from the 120+ players, their caddies, media, event organisers and partners.

**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]**

This will be a significant sporting event for the region that delivers great economic value for local business and the community.

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

N/A

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

N/A

**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

COWRA BOWLING & RECREATION CLUB LTD.

Telephone: Business Office: (02)6342 1279  
Telephone: Bowls Office: (02)6341 3219  
Restaurant: (02)6342 3084  
Bar: (02)6342 1836

ABN 43 001 040 759  
27 Vaux Street, Cowra  
PO BOX 173, Cowra NSW 2794

Wednesday 20<sup>th</sup> September 2023

Kurt Overzet

Manager

Cowra Tourism

Mid Western Highway

COWRA NSW 2794

Dear Kurt,

Re: Letter of Support

I am writing this letter to express my support for Cowra Tourism's Application for funding to assist in hosting the NSW Country Golf Championships at Cowra Golf Club.

This tournament will bring close to 150-200 golfers, caddies and partners to the area and will bring with it enormous economic and tourism benefits to the town.

As the manager of Cowra Golf Club, I can guarantee that the golf course will leave a positive impression of the visitors.

We have already successfully hosted a Pro Am with another Masters Pro Am organised in November 2023.

Finally, I would like to thank you for your dedication to the support of the community of Cowra and more specifically tourism in our area.

If you need anything from Cowra Golf Club, please let me know.

Regards,



Marc Eisenhauer

Secretary Manager

**6.12 Donation - Leonard King High Performance Basketball Coaching**

File Number: D23/1380

Author: Michael Jones, Director - Corporate Services

**RECOMMENDATION**

**That Council provide a donation of \$600 from the Section 356 expenses budget to assist Cowra PCYC in hosting the Mr Leonard King High Performance Coaching Clinics on 28 and 29 October 2023.**

---

**INTRODUCTION**

The Cowra PCYC has written to Council requesting consideration of a financial donation towards hosting PCYC court hire costs for performance coaching clinics to school students by Mr Leonard King, a former American basketball player.

**BACKGROUND**

Mr King is currently Basketball ACT's High-Performance manager. He's previous role was Basketball New Zealand High Performance Manager, where he managed the senior men's and women's National teams from 2018 - 2022. Prior to that Mr King was the chief architect of re-building the Queensland Basketball State performance program; winning several National titles while in that role, and started his career as an American basketball player, playing the majority of his career in New Zealand with the Otago Nuggets. Mr King has twice been awarded coach of the year, and earlier this year Mr King's son Mojave was selected with the 47 pick by the Los Angeles Lakers in the 2023 NBA draft.

The proposed basketball training sessions are aimed at Cowra youth to come and learn new basketball skills while having fun and being challenged by one of Australia's most accomplished basketball coaches as follows:

- Saturday 28 October, 9am-12noon, 8-12 years: At this session the players will be introduced to age appropriate skills and some short-sided games
- Saturday 28 October, 1pm-4pm, 13-17 years: At this session the players will be accelerating the skill development, train in game like situations and working on decision making in live play.
- Sunday 29 October, 9am-12noon: 13-17 years: Foundation training; transition offense and transition defence first touch decision making

**ELIGIBILITY**

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

- *Support for a locally based voluntary community service or program where the majority of its income is fundraising.*

In consideration of the activity and the unique opportunity it brings to the Shire's younger residents, it is recommended that Council donate the sum of \$600 in this instance from section 356 donations.

### **BUDGETARY IMPLICATIONS**

\$18,909.46 is the current balance in the 2023/24 Budget for Section 356 Donations

### **ATTACHMENTS**

- I. Donation application - Cowra PCYC dated 6 September 2023 [↓](#)





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 John Norton PCYC, Jeff Taylor PCYC.

Mailing address: raelene.beecher@bigpond.com.

Phone: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: 6 / 9 / 23

### Organisation Details

Organisation responsible for the event/activity: P.C.Y.C & Leonard King <sup>HP.</sup> Coaching

President/Secretary Contact Details: \_\_\_\_\_

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

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 Leonard King is a high performance coach with Basketball ACT. Played college basketball in USA & H.P. coach of N2 basketball for many years he is happy to run a H.P. clinic in Cowra.

Date/s of the proposed event/project 28/29th October

Venue where will the event/project take place? PCYC - Cowra.

### Financial Details

Amount of assistance being sought: \$ 600.00.

Total Estimated cost of the total event/project \$ 600.00 court hire cost -

How are funds to be raised? ( \$50 per court/per hour - 8hrs Saturday - \$400. 3hrs Sun. - \$200.

Funds available at present to go towards event \$ \_\_\_\_\_

Will the event/project support charities ☐ YES ☒ NO

If YES, value of support \$ \_\_\_\_\_

Previous / Other Assistance: \_\_\_\_\_

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

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

When was it provided? \_\_\_\_\_

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

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

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

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

**Attachments required for sporting applications:**

- 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.

*Many young people of Cowra who are talented basketballers are unable to attend higher level academies or high performance coaching because they need to factor in travel and accommodation costs.*

**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]

*Leonard was supportive of bringing an opportunity to a small town like Cowra because he knew what it was like for talented sporting youngsters not living in cities and not being able to*

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

*By having the court costs meet by funding. Can ensure that this "high service" resource is more equitable and affordable to families with court costs covered he will*

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

*Bringing a "service" / "opportunity" to country basketballers only be charging \$50 per child opening up possibilities for all kids in this region in the field of basketball*

**Attachments required for Community/Event applications:**

- o copy of the project's proposed budget, detailing anticipated costs, with quotations if applicable; *— \$50 per child per session. without court costs — \$80 per child if court costs*
- 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

*only be charging \$50 per child if court costs are to be included.*

**6.13 Donation - Mulyan Public School, Schools Spectacular Event**

File Number: D23/1268

Author: Michael Jones, Director - Corporate Services

**RECOMMENDATION**

**That Council donates \$2,000 to Mulyan Public School to attend the School Spectacular event in Sydney in November 2023 from the section 356 donations budget.**

---

**INTRODUCTION**

Mulyan Public School has written to Council seeking financial assistance with sending 24 students and 8 teachers/parents to the Schools Spectacular in Sydney in November 2023.

**BACKGROUND**

The Schools Spectacular is a weeklong event that occurs towards the end of November each year and is held at the arena in Homebush. Mulyan have auditioned for both dance and choir and were successful to make both. Mulyan has not been a part of the event since 2018 (due to being unsuccessful some years and also the Covid pandemic). The event provides an amazing experience for our local Cowra children and allows them to participate in an event that would otherwise only be available to city students. The audition process is very difficult and a lot of schools sadly miss out, however, this year on the 40<sup>th</sup> anniversary of the Schools Spectacular in NSW Public Schools, Mulyan have been successful.

The financial cost is high to take students to Sydney. In addition to fundraising, the School has approached Council with a request for a donation to assist with costs including:

- transport to Sydney
- accommodation for a week at the Great Southern Hotel in Sydney for 32 people
- costumes
- food incidentals.

**ELIGIBILITY**

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

- *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.*

In respect of sporting representatives and cultural and academic pursuits:

- An individual or organisation/group is limited to one donation per annum, unless Council deems an exception.

- Council donations to sporting representatives and cultural and academic pursuits will be made using the following guidelines:-
  - *Australian/NSW/Territory Representative or team competing in NSW or interstate to a maximum of \$400 in total.*

### **BUDGETARY IMPLICATIONS**

\$18,909.46 is the current balance in the 2023/24 Budget for Section 356 Donations. Whilst the policy indicates a maximum of \$400 per team, consideration should be given regarding the number of participants involved.

By way of comparison, Council endorsed a donation of \$5,000 to the Erambie AllBlacks to Compete at the upcoming NSW Koori Rugby League Knockout carnival. It is expected that around 75 players plus support staff and families will be attending the carnival which is held 3-days.

### **RECOMMENDATION**

Given the success of Mulyan Public School in qualifying in both dance and choir categories, it is recommended that Council donates \$2,000 to the school to attend the School Spectacular event in Sydney in November 2023 from the section 356 donations budget.

### **ATTACHMENTS**

1. Mulyan Public School - Schools Spectacular - Letter [↓](#)
2. Mulyan Public School - Schools Spectacular - Forms [↓](#)

**Michael Jones**

---

**From:** Kellie Statham <KELLIE.STATHAM@det.nsw.edu.au>  
**Sent:** Tuesday, 4 July 2023 11:43 AM  
**To:** Cowra Council; Bill West  
**Cc:** Gina Baratto; Lynette Wilson; Larissa Pullen  
**Subject:** Mulyan Public School Schools Spectacular

**CAUTION:** This email originated from outside of the Cowra Shire Council Domain. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Good morning Mayor West and the Cowra Council,

We hope this email finds you well. We are teachers from Mulyan Public School and we are writing to ask for a donation towards our costs to take our students to the Schools Spectacular in Sydney.

The Schools Spectacular is a week long event that occurs towards the end of November each year. Mulyan have auditioned for both dance and choir and we were successful to make both. We have not been a part of the Schools Spectacular since 2018 (due to being unsuccessful some years and also the Covid pandemic) so this is a very exciting year for us. It provides an amazing experience for our local Cowra children and allows them to participate in an event that would otherwise only be for city students. We perform at the arena in Homebush and it is obviously massive for our regional students. The audition process is very difficult and a lot of schools sadly miss out. But this year-on the 40<sup>th</sup> anniversary of the Schools Spectacular in NSW Public Schools-Mulyan have been successful. We are so excited!

The financial cost is high to take our students to Sydney. We will be fundraising but were also hopeful that organisations such as yours could possibly donate some money to assist with costs. The costs include: transport to Sydney, accommodation for a week at the Great Southern Hotel in Sydney for 32 people, costumes, food and lots of other incidentals. We understand that this might be difficult for your organisation given the current financial climate across Australia. But our local families are struggling and any amount would be gratefully received.

Our students would also come and speak with your organisation in person if that is what you may require.

We thank you for receiving our email and considering our request.

Kind regards,

Kellie Statham, Gina Baratto, Lyn Wilson and Larissa Pullen  
(Mulyan teachers) (Parent volunteer)

*Kellie Statham*  
**Assistant Principal**  
**Mulyan Public School**  
Lachlan St Cowra  
NSW 2794  
02 63 422 531  
**"AIM HIGH"**

**Michael Jones**

---

**From:** Kellie Statham <KELLIE.STATHAM@det.nsw.edu.au>  
**Sent:** Tuesday, 12 September 2023 4:02 PM  
**To:** Cowra Council  
**Cc:** Lynette Wilson; Gina Baratto  
**Subject:** Mulyan Public School application for financial assistance donation  
**Attachments:** Front of application form MPS Schools Spec.pdf; Back of application form MPS Schools Spec.pdf; Accommodation costs MPS Schools Spec.pdf; Costume costs MPS Schools Spec.pdf

**CAUTION:** This email originated from outside of the Cowra Shire Council Domain. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Lee,

Thank you for emailing us the forms to apply for some financial assistance from the Cowra Council.

Please find attached the front and back of the form that you sent us. We have also attached the cost of our costumes/child and the amount our accommodation will cost. We also have transport costs, food and other incidentals which are too hard to show currently in the form of a quote. We are still finalising those details. However, we will obviously need to feed the 24 students over a week and catch trains into Homebush , get to Sydney from Cowra etc.

We appreciate the Cowra Council staff taking the time to look over our application. Any financial assistance will assist many struggling local families immensely. We are honestly grateful for any financial help and support as our local families are really doing it tough at the coal face.

Many thanks,

Kellie Statham, Gina Baratto and Lyn Wilson-Schools Spec teachers

*Kellie Statham*  
**Assistant Principal**  
**Mulyan Public School**  
Lachlan St Cowra  
NSW 2794  
02 63 422 531  
**"AIM HIGH"**

\*\*\* This message is intended for the addressee named and may contain privileged information or confidential information or both. If you are not the intended recipient please notify the sender and delete the message. \*\*\*





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: Mulyan Public School - Spectacular Schools Group.Mailing address: Lachlan St Cowra NSW 2794Phone: (Home) 0429339007 (Business) 63 422531Email: kellie.statham@det.nsw.edu.auSignature: [Signature] Date: 12 / 9 / 23.

## Organisation Details

Organisation responsible for the event/activity: Mulyan Public School.President/Secretary Contact Details: Kellie Statham - Assistant PrincipalOrganisation Type (please circle): Non Profit Charity / Incorporated / Business / other:

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: + made the Schools Spectacular week long event where we perform in Sydney at Qudos Bank Arena in both dance + choir. - 24 students altogether.Date/s of the proposed event/project: 21.11.23 - 26.11.23.Venue where will the event/project take place? Staying in Sydney at Great Southern Hotel. Performing at Qudos Bank Arena - Homebush.

## Financial Details

Amount of assistance being sought: \$1500 - 2000.Total Estimated cost of the total event/project: \$20,000 approx.How are funds to be raised? We are approaching local businesses.Working with Lion's Club on Bunning BBQ, hundreds club, raffles.Funds available at present to go towards event: \$2500.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 We don't think so ?.

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

When was it provided?

Have you applied for funding from other organisations? ☒ YES ☐ NO Club Cowra.If YES, how much has been sought: \$500.

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

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

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

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

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

**Attachments required for sporting applications:**

- 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.

All of the students who are participating live within the Cowra Shire & attend a local school - Mulyan. Any funding will relieve financial pressure/stress from local, rate paying families.

**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]

Our students are country kids and a lot of our children have not been to Sydney. The school's spectacular is a huge event centred on performing arts & offers many life experiences.

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

A lot of our students come from families/backgrounds that are struggling financially. Cowra Council's support will directly benefit many local families who simply can't meet

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

This opportunity provides challenging activities for such costs. These students who already dance/sing. But for children who don't do these activities weekly, it provides them with so many cultural experiences that they would normally not have.

**Attachments required for Community/Event applications:**

- ☒ 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



# THE GREAT SOUTHERN HOTEL

717 GEORGE STREET, SYDNEY 2000  
G.S.T Registration. ABN 84 041 067 353

Invoice Issue Date : 6/28/2023

## TAX INVOICE

Our Folio reference: 108655

Company Name:

Mulyan Public School

Arrival: 11/20/2023

Group Name:

Mulyan Public School

Depart: 11/26/2023

Room Type	NO	@	Price	Night	Reference	Tax Exclusive	Tax	Tax Inclusive
Standard Queen Room	4	@	\$152.00	5	Room & Breakfast	\$2,763.64	\$276.36	\$3,040.00
Standard Twin Room	2	@	\$164.00	5	Room & Breakfast	\$1,490.91	\$149.09	\$1,640.00
Triple Room	8	@	\$216.00	5	Room & Breakfast	\$7,854.55	\$785.45	\$8,640.00
Standard Queen Room	4	@	\$192.00	1	Room & Breakfast (25.11.23)	\$698.18	\$69.82	\$768.00
Standard Twin Room	2	@	\$204.00	1	Room & Breakfast (25.11.23)	\$370.91	\$37.09	\$408.00
Triple Room	8	@	\$256.00	1	Room & Breakfast (25.11.23)	\$1,861.82	\$186.18	\$2,048.00
Total								\$16,544.00
Payments Received								\$0.00
Balance Due								\$16,544.00
Balance Due By								10/30/2023

Please note that a administration fee applies to all payments with cards.  
2% American Express, Diners, JCB, Mastercard, Visa, UnionPay & Others

NETT RATES ONLY - NON COMMISSIONABLE

Great Southern Hotel - Office use only

Invoice prepared by:

Checked by:

Date: 6/28/2023

\* This is for accomodation only. We also have costumes, transport + food to cover \*.



## Cost

Each dancer will require a costume and prop for their piece. The costume and prop will cost \$120. — Also for Choir students.

The cost of the items per student will be direct debited from your school. Students will pay their school directly once the school has been notified of their acceptance into the show.

## About

The Schools Spectacular is a remarkable New South Wales success story and is proudly presented by the NSW Department of Education.

## Information

Privacy Policy

Copyright and Disclaimer

## Contact Us

Do you have questions or comments? Send an email to [SchoolsSpectacular@det.nsw.edu.au](mailto:SchoolsSpectacular@det.nsw.edu.au).

Photos by Anna Warr.

© NSW Department of Education



**6.14 Donation - Tractor Trek**

File Number: D23/1399

Author: Michael Jones, Director - Corporate Services

**RECOMMENDATION**

**That Council provide a donation of \$1,000.00 from the Section 356 expenses budget to assist Central West Charity in supporting the Tractor Trek event on 23-25 September to raise funds for Little Wings.**

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**INTRODUCTION**

Mr Mal Porter has written to Council on behalf of Central West Charity Tractor Trek Group requesting consideration of a financial donation of \$1,000 (or use of the Cowra showground in-kind) towards a Tractor Trek to be held on 23-25 September 2023 to raise funds for Little Wings.

**BACKGROUND**

Little Wings have been operating for 10 years, providing free air and ground transport for seriously ill children in regional and remote NSW. This service is currently actively supporting two local Cowra families using the service weekly.

Cowra's 2023 Australia Day Ambassador Eric Incekara is a pilot for Little Wings and spoke passionately about the organisation at this year's community events.

Central West Charity (CWC) has been involved in supporting the service for the past five years to raise funds and provide awareness of the Little Wings services, with the event conducted via a different route each year, supporting different towns in the region.

Funds are raised via Tractor Trek registrations and individual donations; each registered participant obtains sponsorship and raises a target amount of funding to support the group's mission and charity partner.

On the weekend of 23-25 September, CWC will host a three-day tractor trek through the Cowra region, with a tractor viewing event open free to the public at the Cowra Showground. A dinner will also be held on the Saturday night at Cowra Bowling Club. The dinner is open to the public and will be attended by a local Cowra family who will talk about their experience with Little Wings.

The fees to use the Cowra Showground as the local base for Tractor Trek activities has the potential to outweigh any profits that local fundraising activities may raise, effectively reducing the Cowra area's contribution to support Little Wings to zero.

CWC is seeking support to assist with costs associated with the use of the Cowra Showground, ideally covering all expenses associated with use of the facility and allowing CWC to provide support more families from Cowra and the surrounding region needing the services of Little Wings.

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

- 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.
- 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

It is recommended that a donation of \$1,000 be provided to the applicant on this occasion.

### **BUDGETARY IMPLICATIONS**

\$18,909.46 is the current balance in the 2023/24 Budget for Section 356 Donations

### **ATTACHMENTS**

- I. Donation Application from Little Wings & Central West Charity dated 19 September 2023  
[!\[\]\(67ff022fd78f943b679992c2874bbfd1\_img.jpg\)](#)

**Lee Redgrave**

---

**From:** Clare Pearson <clare.pearson@LittleWings.org.au>  
**Sent:** Thursday, 14 September 2023 1:29 PM  
**To:** Cowra Council  
**Cc:** Denise Wilson  
**Subject:** CWC Tractor Trek | Council Grant Submission  
**Attachments:** 2023-09-14\_091912 Cdrtificate[4].pdf; Kobi Cowra 2023[2].pdf; COWRA - Donation Application.doc

**CAUTION:** This email originated from outside of the Cowra Shire Council Domain. Do not click links or open attachments unless you recognise the sender and know the content is safe.

Dear Cowra Council,

Please find attached our grant submission as discussed. Of course should you require any further information, please do not hesitate to contact our present directly:

MAL PORTER – 0428 375 383

Attached are the following documents:

- Submission form
- Story of Impact for Cowra families
- Certificate of registration.

Thank you again for your time and consideration.

Kind regards,

Clare



**CLARE PEARSON**

**CEO**

**A** PO Box 86, Georges Hall, NSW 2198

**P** 02 9709 2570 **M** 0499 026 685

**E** [clare.pearson@littlewings.org.au](mailto:clare.pearson@littlewings.org.au)

**W** [www.littlewings.org.au](http://www.littlewings.org.au)





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

Central West Charity Tractor Trek Group

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

Contact Name/ Sporting Applicant: Mal Porter

Mailing address: 10 Winton Street, Canowindra.

Phone: (Home) 0428 375 383

(Business)

Email: cwctractortrek@outlook.com

Signature:

Date: 14 / 09 / 2023

### Organisation Details

Organisation responsible for the event/activity: Central West Charity Tractor Trek Group

President/Secretary Contact Details: Mal Porter – 0428 375 383

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

Do membership fees apply ?

☒ YES ☐ NO

If yes, annual membership/fees

\$ 3 annually per member

### Event Details

Description of the event/project/request/person for which assistance is sought On the weekend of 23-25 September, CWC will host a tractor trek through Cowra, raising funds/Engaging community

Date/s of the proposed event/project

Friday 23 September – Sunday 25 September 2023

Venue where will the event/project take place?

Cowra Showground (and wider community as we trek through the local region over 3 days)

### Financial Details

Amount of assistance being sought:

\$1000 (or use of the Cowra showground in-kind)

Total Estimated cost of the total event/project

\$10,000

How are funds to be raised?

Funds are raised via the Tractor Trek registrations and individual donations; each registered participation obtains sponsorship and raises a targeted amount of funding to support our mission and charity partner.

Funds available at present to go towards event

\$

Will the event/project support charities

☒ YES ☐ NO

If YES, value of support

\$70,000

Previous / Other Assistance:

CWC has been supporting Little Wings for 5

consecutive years, directly supporting seriously ill or injured children from the Central West in accessing Healthcare... and specifically in Cowra. Little Wings are currently actively support 2 local families.

The CW fund all these transport needs, easing the journey for local families and ensuring that children in the Central West can thrive.

Has Council previously assisted you/your organisation?

☐ YES ☒ NO

If so what was the amount of the assistance from Council?

\$

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

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

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

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

**Attachments** required for sporting applications:

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

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

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

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

**The CWC group raises funds to assist families with children within the Central West**

**Suffering from illness and/or disability and our mission is to assist in times of significant challenge. We do this via our charity Partner, Little Wings.**

**Little Wings have been operating for 10 years, providing FREE air and ground transport for seriously ill children in regional and remote NSW. Ensuring that children have ongoing access to life-saving medical treatment that is not available locally.**

**Of which, the Central West is one of the regions with the highest demand, supporting over 400 families in the region... 2 of which are Cowra residents and flying are flying weekly.**

**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]**

**The CWC does not receive funding from any other sources, instead we raise funds**

**To not only host a quality event, but also donate to Little Wings in support of families, via event registration and individual donors. However, the more support that we receive the greater the impact of our group, and event, on local community.**

**We are ultimately running this event to engage community and share our passion for tractors whilst showcasing the great offering/view of Cowra via a tractor trek. Further, in doing so, raising funds to support local families with medical access on a free, routine and consistent basis.**

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

**We have been hosting the tractor trek for 7 years across the Central West. Each year we select a different route via a different town within the region; showcasing the diversity of the region, bringing new interest to our mission and to educate, raise awareness of our charity partner's services in aid of local families.**

**We are seeking support to host the event at the Cowra showground. This will see the event utilise local community resources but also ensure accessibility for the local community to come down and view the tractors, community participation will be consistent and safe for all**

**We are seeking support with the costs associated with the use of the showgrounds, ideally receiving the ground in-kind, as every dollar saved means we can support more families from the region.**

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

**This event does many things:**

1. Educated families on the Little Wings service, ensuring they have access to free air and ground transport to access medical treatment for children if and when required. Arming people with information about services reduced distress and enables families to advocate for themselves in time of great challenge, building resilience.
2. Engage the community in our great passion for tractors, especially vintage tractors, sparking new community experiences, engaging opportunities and positive social interactions. Viewing the tractors is a free active for families.
3. We also host a dinner on the Saturday night at Cowra Bowling club, this is a great night out for a good price, bringing joy to local families, positive social interactions, showcasing the local facilities and supporting local businesses of Cowra. On the night, we have a local Cowra family talking about their experience of Little Wings also.

**Attachments required for Community/Event applications:**

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

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



THANKS FOR HELPING  
KEEP US TOGETHER  
DURING THESE GUT  
WRENCHING TIMES.  
ALL WE HAVE IS EACH  
OTHER TO HELP POWER  
THROUGH.





Introducing the one and only, Kobi.

Kobi is 3 years old and a proud resident of Cowra, in the Central West.  
Today, he travels with his gorgeous family, finally homeward bound.

Earlier this year, Kobi was diagnosed with cancer in the eye, specifically  
the retina. As a result, treatment was urgently commenced at Westmead  
Children's Hospital. As this family wanted to be there together to support  
Kobi at every appointment, Little Wings was a vital service in making that  
possible.

So whilst we will be seeing them again soon, for now that are headed  
home to their safe place and are soaring together.





## Certificate of Incorporation as an Association

This is to certify

### **CENTRAL WEST CHARITY TRACTOR TREK GROUP INCORPORATED**

is registered as an incorporated association in New South Wales  
under the *Associations Incorporation Act 2009*

---

Registration Number **INC1601545**

Date of Incorporation **28 October 2016**

---

Issued by NSW Fair Trading on 28 October 2016.

Rod Stowe  
Commissioner for Fair Trading  
NSW Fair Trading



## 7 DIRECTOR-INFRASTRUCTURE & OPERATIONS

- 7.1 Progress Report on the Planning Agreement Associated with Development Application No. 73/2007, Lots 35 & 44 DP 752935, 483 Battery Road Cowra, S4.55(2) Modification to continuation & expansion of production at Glenella Quarry (modify condition 14) Mod I, lodged by Glenella Quarry Pty Ltd**

**File Number:** D23/1311

**Author:** Dirk Wymer, Director-Infrastructure & Operations

### RECOMMENDATION

That Council receive and note that the current legislative requirements of the Environmental Planning and Assessment Regulation, for Development Application No. 73/2007 – Modification to Condition 14 including an amended Planning Agreement, Condition 18, signed by Glenella Quarry Pty Limited and Cowra Shire Council have been complied with.

### INTRODUCTION

At its December 2022 meeting, Condition 18 of Development Consent 73/2007; Lots 35 & 44 DP 752935, 483 Battery Road Cowra, S4.55(2) Modification to continuation & expansion of production at Glenella Quarry was modified as follows:

*The Applicant is required to contribute to the upgrading of Morongla and Reids Flat Roads in accordance with the Attached Planning Agreement, signed by Glenella Quarry Pty Limited and Cowra Shire Council, and amended as follows:*

*‘The Developer and Council agree to amend ‘Road Works Schedule A’ to include additional works:*

Year	Description	Developers Cash Contribution	Developer’s In-Kind Contribution
2022/23 and 2023/24	Improvement works to Reids Flat and Morongla Road intersection to satisfy condition 14 of Consent 73/2007	\$181,581 incl GST. Condition 5.2 of this agreement is not applicable to this contribution: the Cash Contribution and the ‘Developer’s In-Kind Contribution’ are required.	400m3 gravel subbase material meeting TfNSW Specification R3051 1136m3 gravel base material meeting TfNSW Specification R3051  28m3 precoated 10mm sealing aggregate meeting TfNSW Specification R3151 37m3 precoated 14mm sealing aggregate meeting TfNSW Specification R3151

**BACKGROUND**

This report is to update Council of the implications of new mandatory Environmental Planning & Assessment (EP&A) Regulation requirements in general, as well as their impact on this specific Amended Planning Agreement.

As part of updated legislation specific to Planning Agreements that came into force in 2022, Cowra Council has now completed several public exhibition processes related to the Amended Planning Agreement that features in Condition 18 of DA 73/2007.

The EP&A Regulations now require each relevant planning agreement to be uploaded to the NSW Planning Portal. It also requires that the notification of a proposed planning agreement occurs at the same time as the planning proposal or development application, or if this is not practicable, as soon as possible after.

As part of this and other regulation requirements, Council has now undertaken:

- a) Public exhibition with Explanatory Note as per Cowra Community Participation Plan 2020 and Sections 202-206 of the *Environmental Planning and Assessment Regulation 2021* of the Amended Planning Agreement signed by Glenella Quarry Pty Limited and Cowra Shire Council. This public exhibition occurred between 16 February 2023 and 2 March 2023. No submissions were received.
- b) Inclusion of the Amended Planning Agreement signed by Glenella Quarry Pty Limited and Cowra Shire Council in a permanently publicly exhibited Planning Agreement Register on Cowra Council's own website
- c) Inclusion of the Amended Planning Agreement signed by Glenella Quarry Pty Limited and Cowra Shire Council in a permanently publicly exhibited Planning Agreement Register on the NSW Planning Portal
- d) Advice to Council's departments (Infrastructure and Operations, Corporate-Finance), of the implications in regards to future financial record-keeping associated with planning agreements.

**Conclusion**

Specific to this amended Planning Agreement, but also as part of as new requirements for planning agreements in general, Cowra Council undertook a number of related processes focusing on publicly exhibiting the Amended Planning Agreement and Explanatory Note on its own website and also the NSW Planning Portal. This involved the creation of two new online document registers.

It is recommended that Council receive and note that the current legislative requirements of the Environmental Planning and Assessment Regulation, for Development Application No. 73/2007 – Modification to Condition 14 including an amended Planning Agreement, Condition 18, signed by Glenella Quarry Pty Limited and Cowra Shire Council have been complied with.

**BUDGETARY IMPLICATIONS**

N/A

**ATTACHMENTS**

Nil

**7.2 Materials Recycling Facility Operations**

File Number: D23/1408

Author: Dirk Wymer, Director-Infrastructure &amp; Operations

**RECOMMENDATION**

**That Council receive and note the information provided on yellow bin recycling contamination rates and the strategies to be included in the Waste Management Strategy to reduce contamination.**

---

**INTRODUCTION**

Council's Delivery Program includes E4.1 Develop a Waste Management Strategy to meet the objectives of the 'NSW EPA Waste and Sustainable Materials Strategy 2041'.

At the Information meeting of July 2023 Council was presented the first draft of the Waste Management Strategy including a tour of the Materials Recycling Facility.

A further progress update on Section 6.3 'Recycling Contamination' of the draft Strategy is provided.

**BACKGROUND**

Council commenced a yellow bin co-mingled recycling service in 1998. Co-mingled recyclables are collected kerbside in the yellow bin and sorted at the Materials Recycling Facility (MRF).

The recyclables are unloaded from the truck at the rear of the MRF on a concrete surface and subsequently loaded onto the sorting line. At the time of its construction, the concrete area was sized to accommodate the collected volume of yellow bin material.

The concrete surface is required because under EPA licence requirements Council cannot pollute land or water. There will always be potential pollutants in the yellow bin recyclables and to minimise pollution risk this material must be prevented from direct contact with the unsealed ground; and to prevent uncontrolled stormwater runoff being generated.

As stated in Section 6.3 'Recycling Contamination' of the draft Waste Strategy:

*Recycling Contamination*

*The existing recycling line requires 5 staff to hand pick aluminium, plastics and cardboard from the material on a conveyor system before entering a trommel. Staff cannot carry out this process when high risk contaminants, usually sharps and / human waste, is identified. In cases where a truck's load of co-mingled recycling is heavily or dangerously contaminated, the whole load may be diverted to landfill.*

*The following initiatives will be implemented to decrease diversion of kerbside recycling to landfill*

*Planned Timeframe 1-2 years*

- *Promote recycling education as outlined in section 4.4 of this strategy.*
- *Introduction of a waste voucher system allocated to residents observed to have zero contamination in kerbside recycling.*
- *Assess the potential impacts of CDS on viability of processing kerbside recycling*

*Planned Timeframe 5 years*

- Identify new markets for current waste material to increase opportunities for recycling. For example, recycling of styrofoam and soft plastics.

*Planned Timeframe 10 years*

*Upgrade processing plant to eliminate requirement for staff to directly sort incoming material.*

The following weighbridge data provides an analysis of the contamination rate of the recycled material collected in the yellow bin and sorted at the MRF:

	Inbound Kerbside Received for Sorting (T)	Contamination in Kerbside Sorted Material (T)	Contamination Rate	Kerbside Recycled Products Tonnages Out (T)
2017	1,206.07	No Data		989.85
2018	1,115.03	345.11	31%	55.39
2019	1,127.10	415.02	37%	435.40
2020	1,217.92	434.32	36%	742.14
2021	1,185.20	591.57	50%	557.08
2022	988.06	623.25	63%	137.60
2023 to-date	647.78	278.2	43%	317.81
<b>Totals</b>	<b>7,487.16</b>	<b>1927.34</b>	<b>Average Contamination rate 43%</b>	<b>3,235.27</b>
		Average 330T p.a. sorted to landfill excl. 2023		Average 584T p.a. of recycled product sold (excl. 2023 and 2017 prior to Container Deposit Scheme)

## Operational Issues Associated with Sorting Kerbside Recycling

### I. Container Deposit Scheme sorting

The Container Deposit Scheme (CDS) commenced in December 2017. Providing a CDS material sorting service to Cleanaway was identified as an opportunity for Council to expand the total sorted volume at the MRF and create an additional income stream; to offset the reduction in income due to loss of kerbside aluminium.

However, at the commencement of the CDS the potential volumes to be sorted as part of the scheme were unknown. The following table demonstrates that the CDS volumes received far exceeded kerbside volumes and exceeded the capacity of the single sorting line and staff capacity.

This was initially managed by sharing the storage area and assigning morning and afternoon shifts to each product line. However, available space was limited for the volume of incoming material.

As an interim measure:

- unsorted CDS material was stored on an alternate 'on ground' CDS stockpile due to lack of storage space at the rear of the MRF. The CDS material is 'clean'; minimal contamination due to the sorting and payment facility and could therefore be stored on the ground;
- unsorted yellow bin material was diverted direct to landfill if storage space at the rear of the MRF was limited.

The dedicated CDS line was constructed in August 2018 and was at full operational capacity in January 2019. In the time period between January 2018 and May 2019 an operational decision was taken to prioritise the CDS sorting line over the kerbside sorting line due to the high volume of CDS material being received at the site. It should be noted that none of the CDS material was permitted to be disposed of in landfill under the Waste Avoidance and Resource Recovery (Container Deposit Scheme) Regulation 2017.

During this period 990T of inbound kerbside collection was diverted direct to landfill without sorting; potentially 430T of recycled material that was not recovered.

From May 2019 the yellow bin recycling concrete paved storage area was returned to full service and minimised any diversion of yellow bin material direct to landfill for the period up to January 2020.

	Inbound Kerbside Received for Sorting (T)	CDS Received for Sorting (T)	Kerbside Recycled Products Tonnages Out (T)	CDS Sorted Material Out (T)
2017	1,206.07	21.28	989.85	40.60
2018	1,115.03	3690.77	55.39	1,610.57
2019	1,127.10	9607.89	435.40	4,372.64
2020	1,217.92	8477.79	742.14	8,036.25
2021	1,185.20	5842.66	557.08	1,265.26
2022	988.06	5769.30	137.60	1,076.77
2023 to- date	647.78	3917.45	317.81	3,645.99

<b>Totals</b>	<b>7,487.16</b>	<b>33,615.09</b>	<b>3,235.27</b>	<b>18,396.91</b>
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## 2. Impacts of NSW COVID Health Orders and Staff Shortages

For the period from 2020 to 2022 the weighbridge records indicate a higher amount of unsorted yellow bin material was diverted direct to landfill; 230T total, potentially 99T of recycled material that was not recovered.

As explained in the draft Waste Strategy description, the yellow bin recycling line is hand sorted with 5 staff sorters. The COVID health orders required the number of sorters to be reduced to comply with the spacing requirements. The sorting line output could not keep up during this period, the sorting area storage capacity was again exceeded and incoming yellow bin material had to be diverted to landfill.

During normal operations if the staff numbers are reduced then the space available for unsorted yellow bin recycling can be exceeded.

## 3. Other Operational Issues

With the removal of the unsorted CDS stockpile, 'Kerbside Unsorted Direct to Landfill' has been minimised. However, the unsorted yellow bin material can still go direct to landfill due to operational issues; for example the information provided to Council in May 2023:

*The Infrastructure and Operations 'Quarterly Report' provides the details of recycling contamination rates; with our strategic aim to reduce the contamination in the yellow bin recycling. Refer April and May reports below.*

*The 'kerbside recycling contamination rate' is calculated based on the 'Product Movement Summaries' from the weighbridge:*

- The truck with the yellow bin material comes over the weighbridge and weight is recorded as 'kerbside recycling'*
- The recycling is separated from the contamination material in the sorting line*
- The contaminated material is taken back over the weighbridge and measured as 'kerbside rubbish'*

*In the April report below you can see 22 inbound 'kerbside recycling' truck loads (58.3T) and 9 inbound 'kerbside rubbish' loads (20.2T); a contamination rate of 34%.*

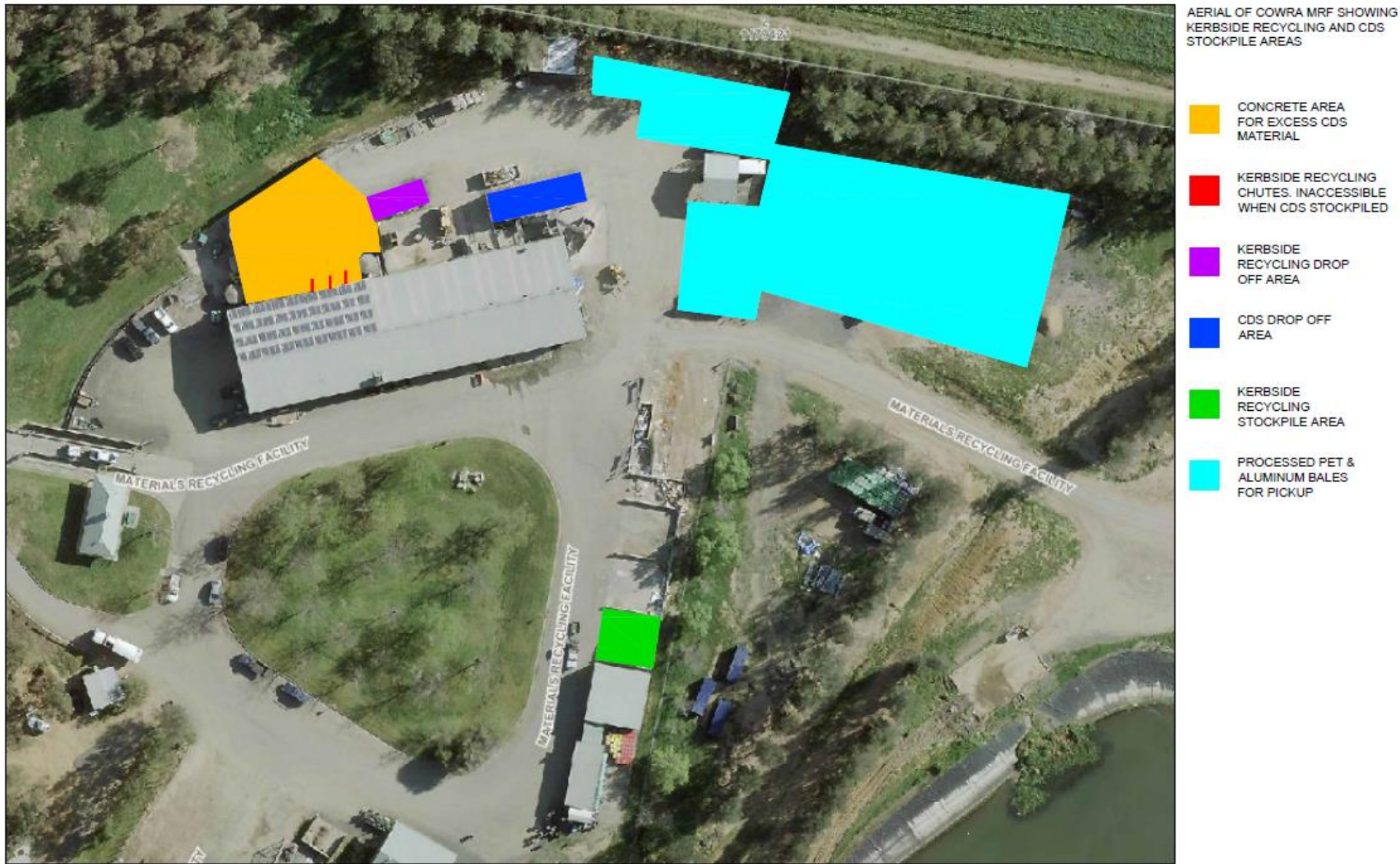
*The May report below shows a much higher contamination rate at 72%. This is because the CDS glass breaker was broken down for a period requiring replacement motors to be supplied and fitted.*

*The yellow bin sorting line storage space has been taken up with the CDS glass stockpile and the yellow bin recycling material has had to be taken direct to landfill due to lack of space.*

*For May the figures indicate 24T of potentially recyclable material has gone to landfill.*

However, to further minimise any future wastage of unsorted yellow bin material an additional paved area has recently been converted to additional unsorted yellow bin storage.





## MRF Operational area

The current constraints that must be managed on the site are:

- Ensuring Cleanaway provide sufficient pick up service to minimise stored material in the 'processed bales' area
- Keeping the CDS line operational to minimise the material stored in the 'concrete area for excess CDS material'
- As above to ensure the kerbside recycling chutes can be kept operational; these chutes return kerbside waste to the process for the 'second sort'

### **Proposed Strategies to Reduce Kerbside Contamination Rates.**

The draft Waste Strategy includes the following planned initiatives to reduce the contamination rate in recycling:

Recycling Contamination	• Promote recycling education as outlined in section 4.4 of this strategy.	1-2 years
	• Introduction of a waste voucher system allocated to residents observed to have zero contamination in kerbside recycling.	1-2 years
	• Assess the potential impacts of CDS on viability of processing kerbside recycling	1-2 years
	• Identify new markets for current waste material to increase opportunities for recycling. For example, recycling of styrofoam and soft plastics.	5 years
	• Upgrade processing plant to eliminate requirement for staff to directly sort incoming material.	10 years

The draft Waste Strategy Section 4.4 is as follows:

#### **4.4 Community engagement**

*Community education is key to meeting the goals of this strategy. In partnership with key stakeholders, the EPA has developed a NSW Waste Less, Recycle More Education Strategy 2016–21 called Changing Behaviour Together. Changing Behaviour Together provides a framework for us to change community behaviour through targeted education and Council is on board with utilising this framework to implement education initiatives that engage the broader community.*

*In line with the Changing Behaviour Together strategy Council's vision is to optimise the use of quality waste education with the intention to*

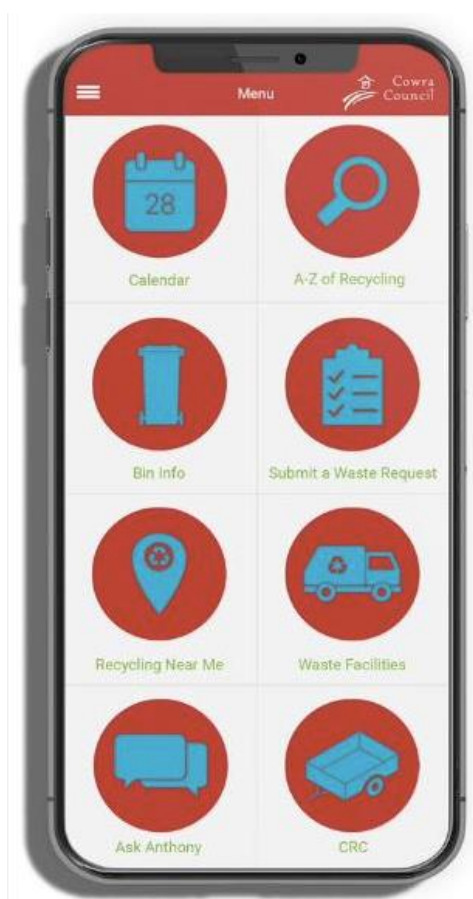
- *increase recycling knowledge and skills.*
- *build positive attitudes towards recycling and litter reduction.*
- *promote positive behaviour change so the community can improve the environment and wellbeing.*

### **The Cowra MRF App**

*The Cowra MRF app was launched in November 2022 and is the communities guide to what is reusable, recyclable and what is considered to be waste. All it takes is making sure everyday items end up in the right place and this app helps people to be aware of that.*

*The Cowra MRF app includes*

- *Recycling and waste pickup calendars personalised to resident and business addresses*
- *An A – Z list of everyday items and how they can be recycled.*
- *Bin info lists of what can and can't be put in bins*
- *Information on recycling and waste facilities within the Cowra LGA*
- *Fillable forms for illegal dumping, damaged or stolen bins and missed service.*
- *News, alerts and general enquiry*



### **NetWaste Membership**

*Cowra Council is an active member of NetWaste. NetWaste is a voluntary regional waste group covering almost 40% of the state, to provide collaborative approaches to waste and resource management. Cowra Council actively participates in regional meetings to collaborate, share ideas, and discuss and develop waste initiatives. Cowra Council considers the NetWaste group to be a fantastic resource for networking and developing Council's waste strategies in line with industry standards and the latest ideas and technology in the waste industry.*

*NetWaste is funded primarily through the NSW Environment Protection Authority (EPA) and delivers outcomes beyond regional service arrangements, through targeted waste management projects, education and community engagement programs.*

*Through NetWaste, a number of regional contracts have been established with member Councils, which allows remote areas of the NetWaste region to access services previously not offered due to economic or geographic constraints. These contracts typically provide significant financial benefit to participating Councils. As a member Council of NetWaste, Cowra Council is not obliged to use any existing regional contracts. Current regional contracts that may be utilized by Cowra Council include;*

- Processing of Garden Organics and Wood and Timber Contract*
- Collection of Scrap Metal*
- Collection of Used Motor Oil*

### **Working with school aged children**

- The Recycled Art for Cowra Award (RAFCA) is an initiative of the Cowra Tidy Towns Committee. The Tidy Towns Committee is a section 355 committee of Council. RAFCA is about creating art from recycled materials. There is a different theme for the competition every year, with awards presented in a range of categories. The Tidy Towns committee are examining options to better promote RAFCA and increase involvement in the competition. The NetWaste group run a regional Waste2Art competition and provide resources for recycling education programs. Utilisation of the NetWaste education resources and involvement in the regional competition may be an effective way to grow involvement in RAFCA.*
- Recycled Art School Holiday workshops are run during the July school holidays with an art teacher engaged to guide students through the process of reuse of recycled materials in art.*
- The first Garbage truck artwork Competition was launched in 2022 with primary school students creating artworks that promote waste avoidance and recycling. The winning artworks will be printed as decals to be put on Council's recycling / garbage trucks.*





## BUDGETARY IMPLICATIONS

N/A

## ATTACHMENTS

Nil

**8 DIRECTOR-ENVIRONMENTAL SERVICES****8.1 Section 355 Committee Minutes - Cowra Access Committee - 28 August 2023**

File Number: D23/1275

Author: Larissa Hackett, Director - Environmental Services

**RECOMMENDATION**

- I. That the minutes of the Cowra Access Committee meeting held 28 August 2023 be noted.**

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Council's Access Committee held a meeting on Monday 28 August 2023. A copy of the minutes is included in Attachment 'I'.

**ATTACHMENTS**

- I. Access Committee Meeting Minutes - 28 August 2023 [↓](#)

**COWRA ACCESS COMMITTEE MEETING MINUTES****MONDAY 28 AUGUST 2023**

**PRESENT:** Cr Nicole Kiss, Danny Jackett, Emma Roberts, Julie Stephenson, Michael Aston-Brien, Paul McCaffrey, Narelle Russell

**OFFICERS PRESENT:** Cass Gailey, Larissa Hackett, Rod Stammers, Ian Thomas

**APOLOGIES:** Dirk Wymer, Jayne Hook

**ABSENT:** Katy Oliver, Nikki Kurtz, Tamsin Triance,

**GUEST:** Tyler (Support/Carer)

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The meeting commenced at 10.10am

**1. CONFIRMATION OF MINUTES:**

RESOLVED That the Minutes of the previous meeting held on 26 June 2023 be accepted.

Moved: N Russell

Second: D Jackett

CARRIED.

**2. BUSINESS ARISING FROM THE MINUTES:**

**2.1 Neighbourhood Centre Parking**

- Bollards have been installed
- Issue raised regarding a signage post that is regularly backed into and needs to be moved.

Actions:

1. Rod investigate relocating sign.

**2.2 Disability Inclusion Action Plan**

- There have been major changes to the Disability Act and all DIAPs are required to be rewritten.
- Currently with a consultant
- Survey to be distributed soon

Actions:

2. Larissa Hackett to finalise survey and distribute to all parties.

Page 1 of 4

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COWRA ACCESS COMMITTEE MEETING MINUTESMONDAY 28 AUGUST 2023

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2.3 Access Incentive Fund

- Public exhibition of draft plan completed, no submissions received, plan to be tabled to September Council for adoption.

2.4 PAMP (PACP)

- The review of the PACP is now with a consultant.

Actions:

1. Ian to advise when the PACP is on Public Exhibition.

2.5 Visit NSW accessibility options

- Nikki spoken to Cowra VIC who are updating local sites.
- Access committee happy to provide advice of publicising accessible facilities/locations.
- The committee would like an audit conducted identifying all accessible sites/premises.
- Links to other relevant accessible sites required on Tourism website
- CINC holding events during International Day of Disability on Sunday 3 December 2023
- Accessible list to be distributed to schools, youth council, local organisations, etc

Actions:

3. Nikki to put together a list and distribute to the committee for input.

2.6 Inclusive Playground

- To be included in DIAP and raise with Sports & Rec Committee

2.7 Footpath Issues

- Rod following up on footpath issues previously raised

2.8 Adaptive Mountain Bike Track

- To be included in DIAP, PACP and raise with Sports & Rec Committee

2.9 River Park Toilets

- Has been included in the updated Building/Playground Asset Plan

Page 2 of 4



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**COWRA ACCESS COMMITTEE MEETING MINUTES****MONDAY 28 AUGUST 2023**

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- Include works required in DIAP.

**2.10 Coles carpark footpath access ramp**

- Design has been completed and works being scheduled.
- Discussions around the inadequacy of existing disabled car parking.

**Actions:**

1. Rod to investigate disabled carparking spaces and consider 2 side-by-side spaces on a flatter area.

**2.11 Riverpark/Pool Disabled Parking**

- Discussions around disabled parking spaces not being compliant – no current shared zone
- Car parking spaces intended to be redesigned and shared zones incorporated

**2.12 Neighbourhood Centre Disabled Toilets**

- Funding currently being sought to amend the disabled toilets to enable wheelchair access.

**3. GENERAL BUSINESS:****3.1 Committee members**

- It was noted that there are a few members that have not attended any of the meetings this year and have not contacted to provide apologies.

**Actions:**

1. Cass/Larissa arrange letters for members to confirm their intent.

**4. NEXT MEETING:**

The next Access Committee meeting will be held Monday 23 October 2023.

**5. MEETING CLOSE:**

The meeting closed at 10:56am

**COWRA ACCESS COMMITTEE MEETING MINUTES**

**MONDAY 28 AUGUST 2023**

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**Nikki Kiss**  
**Chair**

**8.2                      Section 355 Committee Minutes - Cowra Natural Resource Management Advisory Committee - Wednesday 16 August 2023.**

File Number:        D23/1276

Author:                Larissa Hackett, Director - Environmental Services

**RECOMMENDATION**

- I.     That the minutes of the Cowra Natural Resource Management Advisory meeting held 16 August 2023 be noted.**

---

**INTRODUCTION**

Council's Natural Resource Management Advisory Committee held a meeting on Wednesday 16 August 2023, a copy of the minutes is included in Attachment 'I'.

**ATTACHMENTS**

- I.     Natural Resource Management Advisory Committee Minutes - Wednesday 16 August 2023  
      [!\[\]\(d27edc55493507da2f9b8c7a52b3b96f\_img.jpg\)](#)

**MINUTES OF THE NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE HELD WEDNESDAY 16 AUGUST 2023.**

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**Present:** Cr Peter Wright, Rob Davidson, John Rankin, Casey Proctor, Ian McColl, Ian Packer, Jayden Gunn, Katie McPherson

**Apologies:** Tracee Burke, Mayor Bill West, Dylan Gower,

**Council staff:** Cass Gailey, Larissa Hackett,

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Meeting commenced 1.05pm.

**2. CONFIRMATION OF MINUTES:**

RESOLVED That the minutes of the meeting held on Wednesday 19 April 2023 be accepted.

Moved: R Davidson

Seconded: P Wright

CARRIED

**3. BUSINESS ARISING FROM THE MINUTES****3.1 Citizen Science Events (previously Science in the Pub) –**

- Peter confirmed with Agdrones Australia to hold Drone demonstration and information day at Morongla Showground Wed 20 Sept.
  - o Advertising to be organised
  - o 1-4pm
  - o Free event
  - o Tea & coffee

Actions:

1. Peter provide more info for advertising.
2. Cass organise advertising
3. Committee to distribute to their groups/contacts advising of the workshop.

**3.2 Bird Week / Archibird –**

- Archibird page now live and linked to Council website, and available at; <https://www.cowracouncil.com.au/Community/Events/Archibird-Prize-2023>
- Katie setup new page online to submit entries
- Archibird to run from 18 Sept to 15 Oct
- Waterbird/Archibird exhibition to be held at the Japanese Gardens, commencing 31 Oct and possibly run through the month of November
- Waterbird launch at The Japanese Gardens 31 Oct.
- School visits with workshops to be held 1<sup>st</sup> week of the exhibition
- Sponsors include: LLS, Organic Bird Solutions, Central NSW Woodland Bird Project
- Discussions around increasing the prize money

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**MINUTES OF THE NATURAL RESOURCE MANAGEMENT ADVISORY COMMITTEE HELD WEDNESDAY 16 AUGUST 2023.**

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## Actions:

1. Casey to organise workshops and invite schools for the Waterbird exhibition.
2. Cass to arrange advertising of the Archibird and an income/expenses estimate.
3. Cass to investigate photo printing options

3.3 Lachlan River –

- Waugoola Creek appears to be blocked possibly by a man made weir
- Also rubbish still in creek near the new Darbys Falls Rd bridge.
- EWAG conducted an inspection of the river and fish screens – lots of silting, sand slugs, low fish numbers

## Actions:

4. Peter to follow-up on what remediation works are being undertaken.

3.4 Weeds –

- Sticky night Shade workshop being held 6/9/23 – location TBA

**4. GENERAL BUSINESS**4.1 Moxey Tour

- Potential to relook at a tour at the biodigester, etc

## Actions:

1. Casey to speak with Quentin

4.2 NRM Delivery Plan

Most committee members have already reviewed and commented.

## Actions:

2. Cass/Larissa – combine comments and distribute to committee
3. All Committee members to review plan and provide comments

**MINUTES OF THE NATURAL RESOURCE MANAGEMENT ADVISORY  
COMMITTEE HELD WEDNESDAY 16 AUGUST 2023.**

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**1. NEXT WORKSHOP**

Wednesday 20 September – Drone Workshop, Morongla Showground

**2. NEXT MEETING**

The next NRM Committee meeting Wednesday 18 October 2023.

**3. MEETING CLOSED**

There being no further business the meeting concluded at 2.50pm.

P Wright  
**Chair**

**8.3 Adoption of Reviewed Access Incentive Scheme Grant Funding Policy**

File Number: D23/1273

Author: Larissa Hackett, Director - Environmental Services

**RECOMMENDATION**

- I. That Council adopts the reviewed Access Incentive Scheme Grant Funding Policy.**
- 

**INTRODUCTION**

Council at its Ordinary Meeting held on 24 July 2023 endorsed the draft Cowra Access Incentive Scheme Grant Funding Guidelines Policy to go on public exhibition for a period of 28 days.

**BACKGROUND**

The Disability Discrimination Act 1992 (DDA) and relevant accessibility standard for premises have remained in force and has been amended since the adoption of the policy in 2005. The DDA makes it against the law to discriminate against people with disability and requires owners/lessees to make adjustments to their premises so that they are accessible. This applies to existing places and places under construction.

The National Construction Code (NCC) and Disability (Access to Premises – Buildings) Standards 2010 have also been reviewed and updated to afford minimum design standards for buildings to enable access for people with disabilities during this time.

Cowra Council's Strategic and Operational Plan requires that Council – *“deliver and ensure all high movement areas, public buildings and appropriate Council resources and services are accessible for all the community”*.

The Access Incentive Scheme is designed to provide financial assistance to eligible organisations and local businesses to improve access to and within local buildings, premises and businesses.

The original policy was endorsed by Council at its Ordinary Meeting of 28 November 2005.

**REVIEW OF THE POLICY**

The Policy was reviewed and modifications made to reflect the current Australian Standards and construction codes. The policy was amended to provide a clearer picture of the scheme and how it works and clarification on the level of funding available to applicants and the time periods within which the approved scope of works must be completed.

**Public Consultation**

The Draft Cowra Access Incentive Scheme Grant Funding Guidelines Policy was placed on public exhibition for a period of 28 days, commencing Wednesday 26 July 2023 and finishing Wednesday 23 August 2023.

- Public exhibition material was made available for inspection / download from Council's website.
- A hard copy of the Policy was made available for inspection from Council's Administration building.

As a result of the consultative process, no submissions were received.

A copy of the reviewed Cowra Access Incentive Scheme Grant Funding Guidelines Policy is included in Attachment 'I'.

## **CONCLUSION**

The current Cowra Access Incentive Scheme Grant Funding Guidelines Policy has been reviewed. As a result of the review a number of changes were made.

The policy was placed on public exhibition for a period of 28 days and no submissions were received.

It is recommended that Council adopt the reviewed Cowra Access Incentive Scheme Grant Funding Guidelines Policy.

## **ATTACHMENTS**

- I. Access Incentive Scheme Grant Funding Guidelines Policy [↓](#)



# COUNCIL POLICY



## Access Incentive Scheme Grant Funding Guidelines

Draft

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Access Incentive Scheme Grant

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Commencement Date	[dd/mm/yyyy]
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
I	28/11/2005	177/05	Director-Environmental Services

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Access Incentive Scheme Grant

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Access Incentive Scheme Grant

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**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.

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Access Incentive Scheme Grant

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- 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.

### 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 \$5,000 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
- Applicants will be required to match funding on a \$1:\$1 basis (this can include in-kind volunteer contributions etc). There will clearly be cases where groups may wish to contribute more 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

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Access Incentive Scheme Grant

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

### 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

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Access Incentive Scheme Grant

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to the application being considered by Council.

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

Funds will be acquitted upon completion of the project and a 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
- Financially contribute to the project on a minimum of a dollar:dollar basis

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 half the cost of a project or a maximum of \$5000. This is subject to the terms of the signed agreement.

You will be required to provide at least matching finance for the projects. There will be cases where you yourself may wish to contribute more to the project.

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.

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#### Access Incentive Scheme Grant

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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.

### **6. 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.

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  
Private Bag 342  
COWRA NSW 2794

Or emailed to [council@cowra.nsw.gov.au](mailto: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](mailto:council@cowra.nsw.gov.au)

All applications 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



## 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](mailto:council@cowra.nsw.gov.au)  
[www.cowracouncil.com.au](http://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,
- 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;

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Application Form - Access Incentive Scheme Grant

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**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.

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 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](mailto: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	
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)	

## Application Form - Access Incentive Scheme Grant

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>	
Present use of the premises	
What improvements are to be made?	

## Application Form - Access Incentive Scheme Grant

How will the project benefit the community?	
How will the project be managed?	

Budget		
<p><b>(A)</b> 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
<b>Total (A)</b>		\$

## 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
<b>Total (B)</b>	

**Total Project Budget (A + B)** \$\_\_\_\_\_ **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)?

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Application Form - Access Incentive Scheme Grant

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**Submitting Your Application**

Email to: [council@cowra.nsw.gov.au](mailto: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](mailto:council@cowra.nsw.gov.au)

## Acquittal 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](mailto:council@cowra.nsw.gov.au)  
[www.cowracouncil.com.au](http://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](mailto: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)	



## Acquittal Form - Access Incentive Scheme Grant

**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.

## Acquittal Form - Access Incentive Scheme Grant

**Project Outcomes**

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

Please include photos

**Budget and In-kind Contribution**

Brief outcome of grant expenditure: attach copies of receipts and invoices, include estimates of in-kind contributions such as volunteer hours, materials, services, etc.

## Acquittal Form - Access Incentive Scheme Grant

**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 Cowra Guardian

**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](mailto:council@cowra.nsw.gov.au)

**8.4 Adoption of Reviewed Naming and Renaming Bridges, Roads, Streets and Places Policy**

File Number: D23/1274

Author: Larissa Hackett, Director - Environmental Services

**RECOMMENDATION**

- I. That Council adopts the reviewed Naming and Renaming Bridges, Roads, Streets and Places Policy.**
- 

**INTRODUCTION**

Council at its Ordinary Meeting held on 24 July 2023 endorsed the draft Naming and Renaming Bridges, Roads, Streets and Places Policy to go on public exhibition for a period of 28 days.

**REVIEW OF THE POLICY**

The Cowra Shire Naming and Renaming Bridges, Roads, Streets and Places Policy was reviewed and modifications made to the draft.

Changes included;

- Updated Roads regulation from 2008 to 2018
- Contact details for notifying new names
- NSW Address Policy & User manual
- Updates to naming conventions and procedures

**Public Consultation**

The Draft Naming and Renaming Bridges, Roads, Streets and Places Policy was placed on public exhibition for a period of 28 days, commencing Wednesday 26 July 2023 and finishing Wednesday 23 August 2023.

- Public exhibition material was made available for inspection / download from Council's website.
- A hard copy of the Policy was made available for inspection from Council's Administration building.

As a result of the consultative process, no submissions were received.

A copy of the reviewed Naming and Renaming Bridges, Roads, Streets and Places Policy is included in Attachment 'I'.

**CONCLUSION**

The current Naming and Renaming Bridges, Roads, Streets and Places Policy has been reviewed. As a result of the review a number of changes were made.

The policy was placed on public exhibition for a period of 28 days and no submissions were received.

It is recommended that Council adopt the reviewed Naming and Renaming Bridges, Roads, Streets and Places Policy.

**ATTACHMENTS**

- I. Naming & Renaming of Bridges, Roads, Streets & Places Policy [↓](#)

# COUNCIL POLICY



Naming & Renaming of Bridges,  
Roads, Streets & Places

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Naming and Renaming of Bridges, Roads and Streets

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Commencement Date	25 May 2020
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	22 June 1992	182/1992	Shire Engineer
2	28 June 2010	173/2010	Land-Use Planner
3	25 May 2020	126/2020	Director-Environmental Services
4			Director-Environmental Services

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Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794

Phone: 02 6340 2000  
Email: [council@cowra.nsw.gov.au](mailto:council@cowra.nsw.gov.au)  
Internet: [www.cowraregion.com.au](http://www.cowraregion.com.au)

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Naming and Renaming of Bridges, Roads and Streets

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Naming and Renaming of Bridges, Roads and Streets

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**I. Road Naming Process**

All road naming and road renaming proposals shall be dealt with in accordance with the road naming process legislated in accordance with the Roads Act 1993, the Roads Regulation 2018 and the Geographical Names Board of New South Wales – NSW Address Policy and User Manual.

Accordingly, when Council, as roads authority, receives a proposal to name an unnamed or rename a previously named road, it must follow the below process.

**I.1 Public Notification**

- Publish notice of the proposal in the local newspaper, and
- Serve notice of the proposal on the following persons or bodies;
  - (i) Surveyor General;
  - (ii) The Registrar General;
  - (iii) Australia Post;
  - (iv) The Chief Executive of NSW Ambulance;
  - (v) Fire and Rescue NSW;
  - (vi) NSW Rural Fire Service;
  - (vii) NSW Police Force;
  - (viii) State Emergency Service;
  - (ix) New South Wales Volunteer Rescue Association Incorporated; and
  - (x) Transport for NSW (in the case of a classified road).

The notice must state that written submissions on the naming proposal may be made to the roads authority and must specify the address to which, and the date by which, any such submissions should be made.

Any person may make a submission to the roads' authority in relation to the naming proposal.

A roads authority (other than the Minister) may not proceed with a proposal to name or rename a road against an objection made by a relevant party except with the approval of the Minister.

**I.2 Roads Authority**

If, after consideration of any submissions, the roads authority decides to proceed with the proposed name, the roads authority must;

- Publish notice of the new name in the NSW Government Gazette and in the local newspaper. In the case of a road that is being named for the first time a brief description of the location of the road should be given.
- Inform the following persons or bodies of the new name, giving sufficient particulars to enable the road to be identified;
  - (i) Surveyor General;
  - (ii) The Registrar General;
  - (iii) Australia Post;

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Naming and Renaming of Bridges, Roads and Streets

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- (iv) NSW Ambulance;
- (v) Fire and Rescue NSW;
- (vi) NSW Rural Fire Service;
- (vii) NSW Police Force;
- (viii) State Emergency Service;
- (ix) New South Wales Volunteer Rescue Association Incorporated; and
- (x) Transport for NSW (in the case of a classified road).

## **2. Road Naming or Road Renaming Assessment Guidelines**

All proposals relating to the naming or renaming of roads shall be assessed in accordance with the Geographical Names Board of New South Wales – NSW Address Policy and User Manual.

Accordingly, the following guidelines should be observed;

### **2.1 Ensuring Public Safety and Service Delivery**

Road names shall not risk public and operational safety for emergency response, or cause confusion for transport, communication and mail services. The clarity of road names and road extents, and all road name proposals shall ensure that operations will not be adversely affected. All road names are to be officially approved and adopted.

### **2.2 Uniqueness**

Name duplication within a local government area should be avoided. If possible duplication of names in proximity to adjacent local government areas should also be avoided. Similarity in road names within these areas is also discouraged (eg. White Street and Whyte Street).

However, roads crossing council boundaries should have a single and unique name.

### **2.3 Road Name Sources**

Preferred sources for road names include:

- Aboriginal names
  - Local history
  - Early explorers, pioneers, settlers and other eminent persons
  - War/casualty lists
  - Thematic names such as flora, fauna or ships.
- Names should be appropriate to the physical, historical or cultural character of the area concerned.
  - The origin of each name should be clearly stated and subsequently recorded.
  - The Local Aboriginal Land Council should be consulted when choosing Aboriginal names unless the road naming authority already has an agreed list of appropriate names.

### **2.4 Road Name Language**

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Naming and Renaming of Bridges, Roads and Streets

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- Road names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the road.
- Road names shall be easy to pronounce, spell and write, and preferably not exceed three words (including the road type) or 25 characters. An exception to this is in the use of Aboriginal names when it is accepted that a traditional name may at first appear to be complex but will, over time, become more familiar and accepted by the community.
- Diacritical marks (symbols such as ´ in é, ¸ in ç or : in ö) are not used in Australian English names, and shall be omitted from names drawn from languages that use such marks.
- The following types of punctuation as used in Australian English shall not be included as part of a road name: period (.), comma (,), colon (:), semi-colon (;), quotation marks (""), exclamation mark (!), question mark (?), ellipsis (...), hyphen (-), dash (/), ampersand (&) and parenthesis (()). For surnames or other names that include a hyphen, the hyphen shall be omitted when used for a road name.
- An apostrophe mark shall not be included in road names written with a final 's', and the possessive 's shall not be included e.g. St Georges Terrace not St George's Terrace. Apostrophes forming part of an eponymous name shall be included (e.g. O'Connor Road).
- A road name shall not include a preposition e.g. Avenue of the Allies.
- Road names shall not include the definite article (The) as the first or sole name element of a road name e.g. The Esplanade or The Northern Road is not acceptable.
- A road name shall not be abbreviated or contain an abbreviation, initial or acronym e.g. Mount, not Mt) except that St shall be used for Saint.
- For the purposes of consistency, names starting with Mc or Mac shall not have a space included between the Mc or Mac and the rest of the name.
- A road name shall not include Arabic numerals e.g. 3 or 4th or Roman numerals e.g. IV or X. Where numbers are included in a road name they shall be written in full e.g. Fifth Avenue, Ten Mile Road.
- A road name shall have the same spelling as any name from which it is derived.
- A road name shall not include initials e.g. J Jones Road is not acceptable

## 2.5 Road Name Propriety

- Names of living persons should not be used.
- Names which are characterised as follows are to be avoided;
  - Road names shall not be offensive, racist, derogatory or demeaning (refer to NSW Anti-Discrimination legislation).
  - Road names shall not be misspelt. In particular, the spelling of personal names shall be able to be validated by reference to primary sources.

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Naming and Renaming of Bridges, Roads and Streets

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- Commercial and business names shall not be used, particularly where the name can be construed to be promoting the business. However, business names no longer in use and which promote the heritage of an area are acceptable.
- Road types shall not be used in the formation of a road name, for example Promenade Road, Court Street etc. even if the road type is also a surname.
- Only one name shall be used for commemorative naming e.g. a given name or surname.

## 2.6 Commemorative Road Names

Naming often commemorates an event, person or place. The names of people who are still alive shall not be used because community attitudes and opinions can change over time. It is not appropriate to use nicknames as an alternative to an official name for the purposes of road naming.

Acts of bravery, community service and exceptional accomplishments are typical grounds for this recognition. The name of persons who gave their lives in service for their country are often used as commemorative names. The person commemorated should have contributed significantly to the area.

Ownership of land that has been developed is not considered as a significant reason for naming purposes.

The initials of a given name are not to be used in any instances.

Council shall make every effort to gain consent from family members of the person who is being commemorated. Supporting evidence that shows attempts by a Local Government to consult with family members should be provided during the lodgment of the proposal, but it is acknowledged that some names may be from an era for which this is not possible.

It is a requirement that a person is to have been deceased for at least 12 months before an application to commemoratively name a road after them is deemed acceptable.

## 3. Bridge Naming or Bridge Renaming Assessment Guidelines

The naming process, as set out in Section 1 of this Policy, shall also apply to the naming of new bridges, or renaming of existing bridges in the Cowra Shire.

The GNB – Guidelines for the Naming of Roads shall also apply to the naming of new bridges, or renaming of existing bridges in the Cowra Shire.

### 3.1 Additional Assessment Guidelines

In addition to the GNB of New South Wales – Guidelines for the Naming of Roads, the following guidelines should be considered as part of the road naming process for roads and bridges in the Cowra Shire.

- Family names should only be used where that family has contributed to the history and progress of the shire over several generations, particularly in the area where the road or bridge is located, and where the roads or bridge is worthy of use of the name.

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Naming and Renaming of Bridges, Roads and Streets

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- Individuals' names may be used where these persons have contributed significantly to the community throughout their lifetime, particularly in the area where the road or bridge is located, and where the road or bridge is worthy of the use of the name.
- Property or location names may be used where they are a dominant or sole feature on or of the area where the road or bridge is located and where the name is attractive.
- Hyphenated names depicting a starting and finishing location of roads are to be avoided.

#### **4. Naming a Place**

The Geographical Names Board of NSW (GNB) is the official body for naming and recording details of places and geographical names. Proposed names can be submitted by Council, government authority or the community to the GNB. Clear and unambiguous place names are essential for emergency services, postal and service delivery as well as professional and personal navigation.

The Geographical Names Board (GNB) and Cowra Shire Council are committed to reawakening Aboriginal place names in Cowra. Anyone can make a proposal to the GNB to restore and recognise an Aboriginal place name. Through place naming, communities have the opportunity to unlock past stories, preserve traditions, and provide a sense of belonging and identity. There is a strong connection between people and place and the land seamless with spirituality and identity for Aboriginal people.

##### **4.1 Naming a Place Principles**

There are general principles to guide the selection of the name of a place and these are as follows;

###### **4.1.1 Language**

Geographical names shall be written in standard Australian English or a recognised format of an Australian Aboriginal language local to the area of the geographical name. They should be easy to pronounce, spell and write and not be longer than 25 characters (Aboriginal language names may be any exception to this rule).

###### **4.1.2 Form and Character of Names**

Place names shall be recognisable words or acceptable combinations of words and shall not be discriminatory or derogatory. Commercial and business names shall not be used. The use of club, society, association or special interest group names is discouraged. Commemorative names recognising a person, event or place can be used and the person commemorated should have contributed significantly to the area around the geographic feature or locality. Commemorative names shall not be used to commemorate victims of, or mark the location of, accidents or tragedies.

###### **4.1.3 Selection of names**

Aboriginal names are encouraged as well as names acknowledging the multicultural nature of our society, and gender diversity in names are encouraged. Names associated with the heritage of an area are encouraged and names in relation to a topographic feature may be accepted.

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Naming and Renaming of Bridges, Roads and Streets

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## 4.2 Recognition and use of Aboriginal names

A place name is the most common way to identify your location of where you live and connects people to a place. The place could be a park, railways station or suburb and the naming should follow the Guidelines for the Determination of Place Names and the steps outlined in the below Naming a Place process.

## 4.3 Naming a Place process

- Council, government authority or community submits a proposed name to the GNB.
- GNB reviews the submission and reports to the GNB Board.
- GNB Board makes a determination or seeks further information.
- GNB seeks public comment.
- If no public comment then the GNB determines that the name becomes official.

- 8.5 Development Application No. 10.2023.11.2, Lot 1 DP 581299, 5 Kendal Street Cowra, s4.55(1A) modification to alterations to restaurant (widen eastern doorway, reinstate brickwork to western doorway, and relocate internal access ramp) Mod 1, lodged by C J Owen**

File Number: D23/1415

Author: Larissa Hackett, Director - Environmental Services

#### **A) 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; and**
- 2. That Section 4.55(1A) Modification to DA 10.2023.11.2, for alterations to restaurant (widen eastern doorway, reinstate brickwork to western doorway, and relocate internal access ramp) Mod 1 on Lot 1 DP 581299, 5 Kendal Street Cowra be approved subject to the following conditions:**

#### **B) 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.

<b>Plan No./ Supporting Document</b>	<b>Prepared by/Reference Details</b>	<b>Cowra Shire Council Reference</b>
<b>Site Plan</b>	<b>Vision Town Planning Consultants Job 171/22 17 January 2023 Sheet 1</b>	<b>Received 15 February 2022 Stamped No. 11/2023</b>
<b>Existing and proposed floor plans</b>	<b>Vision Town Planning Consultants Job 171/22 15 August 2023 Sheet 2</b>	<b>Received 25 August 2023 Stamped No. 10.2023.11.2</b>
<b>Proposed part plan</b>	<b>Vision Town Planning Consultants Job 171/22 17 January 2023 Sheet 3</b>	<b>Received 15 February 2022 Stamped No. 11/2023</b>
<b>Lockable menu case plans</b>	<b>Snapper Display Systems</b>	<b>Received 15 February 2022 Stamped No.</b>

		11/2023
Statement of Environmental Effects	Vision Town Planning Consultants	Received 15 February 2022 Stamped No. 11/2023)
Building Façade Plans – Proposed Renovations Version I	Vision Town Planning Consultants 19 January 2023	Received 15 February 2022 Stamped No. 11/2023

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

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

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

3. Prior to the issue of a construction certificate, the applicant will provide plans of access and accessible facilities of the building to the Principal Certifier for approval. These plans will show all undertakings required by the Federal - Disability (Access to Premises) Standard 2010, and “Design for access and mobility Part 1: General requirements for access—New building work”
4. Prior to the issue of a construction certificate, the applicant will provide a floor plan demonstrating the proposed fire services. This is to include the clear paths of travel and encroachments into that path.
5. Prior to the issue of the Construction Certificate, the architectural plans are to include the following notations:
  - (a) New traditional gloss facing tiles for the ground floor are to be 150x75mm 'subway' in standard green equal to those from the OETC with embossed feature tiles - Baroque Flower, in a layout similar to the adjoining building.
  - (b) The general external wall colour is to be Dulux Smooth Caramel with Clotted Cream for the mouldings, arches and details on both elevations.
  - (c) External signs to be the subject of an additional development application.
  - (d) The replacement awning soffit to be 'Clover' by pressed tin panels in Dulux Gentle Calm with 2 old school house lights and the refurbished existing pendant sign.
  - (e) The front doors to be Deep Bronze Green with Clotted Cream in the traditional design.
  - (f) The shopfront joinery to be Deep Bronze Green with the existing 3 sets of



mouldings removed.

### **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 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.
7. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building Works' and 'Appointment of Principal Certifier'.

### **CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION**

8. 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.
9. 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.
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 roofed areas are to be properly drained in accordance with the Plumbing Code of Australia and connected to the existing stormwater system.**

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

- 14. The Applicant must not commence occupation or use of the addition until a Whole or Partial Occupation Certificate has been issued from the Principal Certifier appointed for the subject development.**
- 15. The applicant is to obtain approval under Section 68 of the Local Government Act 1993 for any footpath dining.**

### **OPERATIONAL CONDITIONS**

- 16. The premises must be maintained in compliance with the requirements of the, Disability (Access to Premises) Standard 2010 under the Disability Discrimination Act 1992.**

### **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.**

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### **INTRODUCTION**

Development Application No. 11/2023 for alterations to the existing restaurant on Lot 1 DP 581299, 5 Kendal Street Cowra was approved by Council on 26 April 2023. The original approval consisted of renovations and repair of the building as follows:

- Replacement of flooring in the dining area and proposed bar area up to the kitchen.
- Marginally modify internal walls to provide additional space in the kitchen, improved access through the hallway and a separate server/bar area.
- Reconfigure the existing bathrooms
- Replace tiles on the front of the building
- Reinstall windows above existing windows on ground floor
- Install a menu board on the front of the building

- Paint the western wall and front of the building in select locations and nominated colours as shown in the documents submitted with the Development Application
- Install structural support for an existing bulkhead I-beam that is positioned midway along the building from the ground level.

The original application was reported to Council for determination because the building is listed as a local heritage item under Cowra Local Environmental Plan 2012.

This S4.55(IA) modification application proposes to widen eastern doorway, reinstate brickwork to western doorway, and relocate internal access ramp associated with the approved development on Lot 1 DP 581299, 5 Kendal Street Cowra. The application was lodged with Council by C J Owen on 25 August 2023.

The application is reported to Council because the original Development Application (DA 11/2023) was determined by Council.

A copy of the development plans of the proposed s4.55(IA) modification to alterations to restaurant (widen eastern doorway, reinstate brickwork to western doorway, and relocate internal access ramp) Mod 1 are included in Attachment '1' to this report and a copy of the Modification Description Letter is included in Attachment '2'.

### **Description of Site**

The property is described as Lot 1 DP 581299, 5 Kendal Street Cowra upon which the previous Neila restaurant is located. The lot is located in the EI Local Centre zone (Formerly B2 Local Centre) under Cowra Local Environmental Plan (LEP) 2012. The lot has a land area of 205.6m<sup>2</sup> and a 4.94 metre wide frontage to Kendal Street. The existing building occupies the full width of the Kendal Street frontage. The property is listed on Schedule 5 of Cowra LEP – Heritage Items (being Item 137 - Two storey buildings).

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

### **Description of Proposal**

The applicant proposes the following works, per the applicant:

1. Widening the door labelled as Doorway 1 (eastern doorway) on the image included in this document by 10 centimetres to comply with access requirements,
2. Reinstating brickwork at the base of the doorway labelled as Doorway 2 (western doorway) to the same level as the brickwork displayed in the image included in this document, render and paint the same colour as the existing rendered brickwork and to comply with the finishes outlined in condition number 5 of Development Consent 10.2023.11.1.
3. Changing the location of the accessible ramp at the principal point of entry within the building floorspace from its location as an existing ramp approved in Doorway 2 to be positioned in Doorway 1 within the floorspace. The reason for this is that the step into Doorway 1 is not as high as Doorway 2 and the length of ramp can therefore be reduced and will reduce the amount of floor space within the building needed for the ramp. A floor plan is prepared to accompany this application, demonstrating this new location.

## Environmental Impact Assessment

In determining a development application, a consent authority is to take into consideration such of the matters as are of relevance to the development in accordance with Section 4.15(1) of the Environmental Planning and Assessment Act 1979. The following section provides an evaluation of the relevant Section 4.15 Matters for consideration for DA 10.2023.11.2:

### **S4.15(1)(a)(i) Any Environmental Planning Instrument**

#### Cowra Local Environmental Plan 2012

The subject land is zoned EI Local Centre under the provisions of the Cowra Local Environmental Plan (LEP) 2012. The proposed alterations to the restaurant is permitted in the zone with development consent.

Clause 2.3(2) of the Cowra LEP 2012 requires that “The consent authority must have regard to the objectives for development in a zone when determining a development application in respect of land within the zone”. The zone objectives are included as follows:

The proposed modification does not alter the original assessment. The proposal as modified remains consistent with the zone objectives.

### **Clause 5.10 Heritage Conservation**

The application includes a heritage item under Schedule 5 (Item 137) of the LEP. It is considered the proposed modification is generally consistent with the approved development.

The proposed development includes minor alterations to the external features of the building to comply with Condition 5 of the previous approval.

The proposed development is therefore consistent with the features that are of significance as part of this heritage item. The development will not detract from the heritage item or any surrounding heritage items, which include St Raphael's Catholic Church and associated school buildings located directly opposite the site and the Cowra Hotel located directly opposite the site on the corner of Kendal and Lachlan Streets.

Accordingly, it is not necessary for a heritage management plan to be prepared for this particular building, or to manage the proposed works or the ongoing maintenance of these 4 adjoining buildings.

The development is consistent with the provisions of Clause 5.10.

No other Clauses of Cowra LEP 2012 are particularly relevant to this application.

#### State Environmental Planning Policies

The following State Environmental Planning Policies are considered relevant to Council's consideration:

<b>SEPP</b>	<b>COMMENTS</b>
SEPP (Biodiversity and Conservation) 2021	Not applicable
SEPP (Building Sustainability Index: BASIX) 2004	Not applicable
SEPP (Exempt and Complying Development Codes) 2008	Not applicable

SEPP (Housing) 2021	Not applicable
SEPP (Industry and Employment) 2021	Not applicable
SEPP 65—Design Quality of Residential Apartment Development	Not applicable
SEPP (Planning Systems) 2021	Not applicable
SEPP (Precincts – Central River City) 2021	Not applicable
SEPP (Precincts – Eastern Harbour City) 2021	Not applicable
SEPP (Precincts - Regional) 2021	Not applicable
SEPP (Precincts – Western Parkland City) 2021	Not applicable
SEPP (Primary Production) 2021	Not applicable
SEPP (Resilience and Hazards) 2021	Includes the former SEPP 55 – Remediation of Land. See comment below.
SEPP (Resources and Energy) 2021	Not applicable
SEPP (Transport and Infrastructure) 2021	Not applicable

## SEPP (RESILIENCE AND HAZARDS) 2021

### 4.6 Contamination and remediation to be considered in determining development application

- (1) A consent authority must not consent to the carrying out of any development on land unless:
  - (a) it has considered whether the land is contaminated, and
  - (b) if the land is contaminated, it is satisfied that the land is suitable in its contaminated state (or will be suitable, after remediation) for the purpose for which the development is proposed to be carried out, and
  - (c) if the land requires remediation to be made suitable for the purpose for which the development is proposed to be carried out, it is satisfied that the land will be remediated before the land is used for that purpose.
- (2) Before determining an application for consent to carry out development that would involve a change of use on any of the land specified in subclause (4), the consent authority must consider a report specifying the findings of a preliminary investigation of the land concerned carried out in accordance with the contaminated land planning guidelines.
- (3) The applicant for development consent must carry out the investigation required by subclause (2) and must provide a report on it to the consent authority. The consent authority may require the applicant to carry out, and provide a report on, a detailed investigation (as referred to in the contaminated land planning guidelines) if it considers that the findings of the preliminary investigation warrant such an investigation.
- (4) The land concerned is:
  - (a) land that is within an investigation area,

- (b) land on which development for a purpose referred to in Table I to the contaminated land planning guidelines is being, or is known to have been, carried out,
- (c) to the extent to which it is proposed to carry out development on it for residential, educational, recreational or child care purposes, or for the purposes of a hospital - land:
  - (i) in relation to which there is no knowledge (or incomplete knowledge) as to whether development for a purpose referred to in Table I to the contaminated land planning guidelines has been carried out, and
  - (ii) on which it would have been lawful to carry out such development during any period in respect of which there is no knowledge (or incomplete knowledge).

### Comment

The land is presently used for commercial land use and the proposed development does not alter that land use to be any more sensitive than the current use. No further investigation is required in accordance with the NSW Managing Land Contamination Planning Guidelines.

Pursuant to Clause 4.6 of the SEPP, the potential for contamination appears minimal. This is based upon an inspection of the site.

In terms of potential soil contamination, the subject land has been evaluated for:

- Evidence of previous mining activity;
- Evidence of existing and previous dip sites and other associated infrastructure;
- Evidence of orcharding; and
- Vegetative and other features which could indicate possible soil contamination.

Accordingly, it is recommended that a detailed investigation is not necessary or warranted in this instance.

## **STATE ENVIRONMENTAL PLANNING POLICY (TRANSPORT AND INFRASTRUCTURE) 2021**

### **Section 2.118 Development with frontage to classified road**

Access to the site is via the rear lane and not directly off Kendal Street – no referral required to TfNSW.

#### **S4.15(1)(a)(ii) Any draft Environmental Planning Instrument**

There are no draft Environmental Planning Instruments that apply to the development.

#### **S4.15(1)(a)(iii) Any Development Control Plan (DCP)**

#### **Cowra Shire Council Development Control Plan 2021**

**PART A – PLAN INTRODUCTION**

Consent is required for the proposed modification.

**PART B – LAND MANAGEMENT**

No impact identified.

**PART C – BIODIVERSITY MANAGEMENT**

No vegetation removal required.

**PART H – COMMERCIAL DEVELOPMENT****H.1.2 Objectives**

The development as modified does not propose a change of use of the building, and the use remains permissible and consistent with the objectives contained in H.1.2.

**H.1.3 Setback Controls**

The development does not propose any changes to the building setback. The development as modified remains consistent with H.1.3.

**H.1.4 Building Design Controls**

The development seeks minor alterations to the approved shop front. The proposed changes are capable of meeting Condition 5, thereby maintaining and enhancing the heritage facade of the building to the streetscape. The development is considered consistent with H.1.4.

**H.1.6 Building Height Controls**

The proposal does not include any changes to the height of the building. The development as modified remains consistent with H.1.6.

**H.1.5 Awning Controls**

The proposal does not include any changes to the existing awning of the building.

**H.1.7 External Lighting Controls**

The proposal does not include any changes to the existing external lighting of the building.

**H.1.8 Solar Access Controls**

The proposal does not include any changes to the existing solar access to the building or adjacent properties.

**H.1.10 Fencing & Security Controls**

The proposal does not include any fencing or security gates or grills.

**H.1.9 Open Storage Areas & waste management**

The proposal does not include any open storage areas. The development as modified will not generate any hazardous goods, materials or wastes. Ongoing commercial waste will be removed from the site and appropriately recycled or catered for at a licensed waste management facility. The development is consistent with H.1.9.

**H.1.11 Servicing Controls**

The development is adequately serviced by Council's reticulated sewer and water, telecommunications and power. The development is consistent with H.1.11.

**H.1.12 Signage**

The applicant is not proposing any signage as part of this application.

**H.1.13 Landscaping**

The development does not propose any landscaping as part of the project.

**H.1.14 Soil Erosion & Sediment Control**

The development can comply with Part Q of the DCP.

**H.1.15 Parking, Access & Mobility**

The proposal does not include any changes to the previous approved use of the site, and no alteration to car parking is proposed.

The development complies with Part H of the DCP without variation.

**PART M**

There is no change of use, and no alteration to car parking is proposed. Car parking previously approved as part of the approved land use.

**PART K – LAND USE BUFFERS**

Nil.

**PART O – ENVIRONMENTAL HAZARD MANAGEMENT**

The subject land is not mapped as flood prone. The subject land is not mapped as bushfire prone. There is no identified contamination on the subject land.

**PART P – CPTED PRINCIPLES**

CPTED Assessment is not considered necessary for the proposed alterations.

**S4.15(1)(a)(iiia) Any Planning Agreement**

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

**S4.15(1)(a)(iv) The EP & A Regulations**

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

- Clause 61 –The proposal does not involve demolition of a building and therefore the requirements of AS 2601-2001 are not required to be considered in accordance with Clause 61(1).
- Clause 62 – The proposal does not involve the change of a building use for an existing building, or the use of an existing building as a place of public entertainment and therefore the requirement to consider fire safety and structural adequacy of buildings in accordance with Clause 62 is unnecessary.



- Clause 63 – The proposal does not involve the erection of a temporary structure and therefore the requirements to consider fire safety and structural adequacy is unnecessary.
- Clause 64 – The proposal does not involve the rebuilding, alteration, enlargement or extension of an existing building or place of public entertainment and therefore the requirement to consider the upgrading of buildings into total or partial conformity with the Building Code of Australia is not required to be undertaken.

#### **S4.15(C)(1)(b) The Likely Impacts of the Development**

Section 79(C)(1)(b) requires the Council to consider the likely impacts of the development, including environmental impacts on both the natural and built environments as well as the social and economic impacts in the locality. The following provides an assessment of the likely impacts of the development:

##### Context and Setting

The area is characterised by commercial development in the central business district of Cowra and the proposed alterations to the existing restaurant is consistent with the surrounding land use.

##### Access, Transport and Traffic

The development fronts Kendal Street directly. Pedestrian entry is from Kendal Street vehicle access to the onsite car parking space already approved is via a right of way connecting to Lachlan Street.

No additional car parking is considered necessary.

##### Public Domain

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

##### Heritage

The existing building is listed in schedule 5 of Cowra Local Environmental Plan 2012 as previously addressed in this report.

##### Other Land Resources

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

##### Water, Sewerage & Stormwater

The proposal will not impact on existing water and sewer services.

##### Air and Microclimate

Nil impact.

##### Flora and Fauna

The proposal does not require the removal of any trees.

Waste

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

Energy

A Basix Certificate is not required for the proposed works.

Noise and Vibration

Council's standard condition regarding construction hours is recommended. No ongoing noise issues are anticipated (no change of use or request to amend the operation of the restaurant).

Natural Hazards

There are no mapped hazards affecting the subject land.

Safety, Security and Crime Prevention

The application does not create any unsatisfactory safety or security concerns.

Social or Economic Impacts on the locality

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

Site Design and Internal Design

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

Construction

The application can comply with the requirements of the Building Code of Australia and a Construction Certificate is required as per the recommended conditions.

Cumulative impacts

The proposal is not expected to generate any ongoing negative cumulative impacts. A minimal increase in traffic activity to the site will occur during construction. No negative impacts identified.

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

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

**S4.15(1)(d) Any Submissions Received**Public Consultation

The subject Development Application was not required to be notified to adjoining owners in accordance with Cowra Community Participation Plan 2020.

Public Authority Consultation:

There are no public authority consultation requirements with this development application.

**S4.15(1)(d) The Public Interest**

Community Interest

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

**S7.12 Fixed development consent levies**

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

**Conclusion**

Section 4.55 (1A) Modification Application No. 10.2023.11.2 (Mod 1) proposes alterations to restaurant (widen eastern doorway, reinstate brickwork to western doorway, and relocate internal access ramp) on Lot 1 DP 581299, 5 Kendal Street Cowra. The application was lodged by C J Owen on 25 August 2023.

The application was supported by a modification description letter and development plans prepared by the applicant, which provide sufficient information to allow assessment of the proposal.

The proposed development has been assessed to be consistent with the requirements of Cowra Local Environmental Plan 2012, relating to development in the EI zone and is consistent with existing land-use activities of the locality.

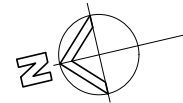
The development application was not required to be notified in accordance with Cowra Community Participation Plan 2020.

Having considered the documentation supplied by the applicant it is assessed that the impacts of the proposal and the likely environmental interactions between the proposed development and the environment are such that Council should not refuse the development application. Accordingly, a recommendation of conditional approval is listed in the recommendation.

**C) ATTACHMENTS**

1. Modification DA 11/2023 - Development Plans [↓](#)
2. Modification DA 11/2023 - Description of modification letter [↓](#)
3. Modification DA 11/2023 - Location map [↓](#)
4. Modification DA 11/2023 - Aerial view [↓](#)

Cowra Shire Council  
25 August 2023  
Plan No: DA 10.2023.11.2



NOTE: check work area for asbestos before work begins  
if found remove material in compliance with  
all current regulations and codes of practice

sanitary facilities

MAX 50 PATRONS

ASSUME 25 MALE AND 25 FEMALE

Male 1 wc 1 urinal 1 wash basin

Female 1 wc - 1 wash basin

Access 1 wc - 1 wash basin - CAN BE COUNTED AS 1 WC AND 1 WB PER SEX

crete block wall

[illegible]

	concrete block wall
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Age Group	Percentage
18-24	10%
25-34	15%
35-44	20%
45-54	25%
55-64	20%
65-74	15%
75-84	10%
85+	5%

[illegible]

Second floor plan showing various rooms and their dimensions:

- Room 1: 10' x 10'
- Room 2: 10' x 10'
- Room 3: 10' x 10'
- Room 4: 10' x 10'
- Room 5: 10' x 10'
- Room 6: 10' x 10'
- Room 7: 10' x 10'
- Room 8: 10' x 10'
- Room 9: 10' x 10'
- Room 10: 10' x 10'
- Room 11: 10' x 10'
- Room 12: 10' x 10'
- Room 13: 10' x 10'
- Room 14: 10' x 10'
- Room 15: 10' x 10'
- Room 16: 10' x 10'
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- Room 60: 10' x 10'
- Room 61: 10' x 10'
- Room 62: 10' x 10'
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- Room 64: 10' x 10'
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- Room 92: 10' x 10'
- Room 93: 10' x 10'
- Room 94: 10' x 10'
- Room 95: 10' x 10'
- Room 96: 10' x 10'
- Room 97: 10' x 10'
- Room 98: 10' x 10'
- Room 99: 10' x 10'
- Room 100: 10' x 10'

<table border="1"> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> <tr><td></td><td></td><td></td><td></td></tr> </table> UP																	MAX 18 PATRONS

	(one patron per m <sup>2</sup> )
--	----------------------------------


colorbond fence

NOTE: Certain assumptions have been made during the draughting of this site measure, check all dimensions on site prior to

of this site measure, check all dimensions on site prior to work commencing. Boundaries as shown are based on available

information (plans and fence positions) and have not been fully

surveyed and cannot be taken as accurate.

**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 fence positions) and have not been fully surveyed and cannot be taken as accurate.



PLANS / CC / OWEN / VERSION 3 / 15 AUGUST 2023

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These drawings are to be read in their entirety, it is forbidden to reproduce them in part.

Check all sizes before work begins. Check all levels on site before work begins.

Any discrepancies are to be referred to this office at once. All materials and workmanship are to be in strict accordance with current manufacturers printed instructions, local regulations, The Building Code of Australia and SAA Codes. Fix foam seals and weatherslips to all external doors

## AMENDMENTS

A	15/8/23	Change ramp location and reinstate floor
---	---------	--

B	22/8/23	Batten existing wall to cover brick pier
---	---------	--



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

PROJECT Bar and Restaurant

SCALE 1:100

CLIENT C Owen

DATE 15/8/2

LOCATION 5 Kendal Street, Cowra

JOB No 171/22



RECEIVED  
Cowra Shire Council  
25 August 2023  
Plan No: DA 10.2023.11.2

53 Redfern Street  
COWRA NSW 2794  
PO Box 852  
1300 240 827  
ABN: 95 614 159 698  
<https://visionpdhub.au>

15 AUGUST 2023

Larissa Hackett  
Cowra Shire Council  
Private Bag 342  
Cowra NSW 2794

Dear Larissa,

**DEVELOPMENT: Alterations to restaurant**  
**Subject land: Lot 1 DP 581299 – 5 Kendal Street, Cowra**  
**Development Consent: 10.2023.11.1**

Application is made under Section 4.55(1A) of the Act for a modification involving minimal environmental impact. The modification to the original development application is sought to construct an internal access ramp to the building from the other front door (eastern door) rather than utilise the existing internal access ramp presently constructed at the western doorway, reinstating the floor in this location. To achieve this the modifications include:

1. Widening the door labelled as Doorway 1 (eastern doorway) on the image included in this document by 10 centimetres to comply with access requirements,
2. Reinstating brickwork at the base of the doorway labelled as Doorway 2 (western doorway) to the same level as the brickwork displayed in the image included in this document, render and paint the same colour as the existing rendered brickwork and to comply with the finishes outlined in condition number 5 of Development Consent 10.2023.11.1.
3. Changing the location of the accessible ramp at the principal point of entry within the building floorspace from its location as an existing ramp approved in Doorway 2 to be positioned in Doorway 1 within the floorspace. The reason for this is that the step into Doorway 1 is not as high as Doorway 2 and the length of ramp can therefore be reduced and will reduce the amount of floor space within the building needed for the ramp. A floor plan is prepared to accompany this application, demonstrating this new location.

Given the detailed heritage advice already received as part of Cowra Shire Council's heritage advisor service, it is considered this letter and accompanying plan are sufficient to allow for consideration of the heritage of the site and the proposed modifications. This modification does not propose any change to the recommendations of the heritage advice already received for DA 10.2023.11.1 as included in condition 5 of the Development Consent.

Given the changes are small in size and will not result in Doorway 1 being noticeably wider than Doorway 2, and the reinstatement of rendered brickwork at the base of Doorway 2 to match the existing brickwork will not appear inconsistent with the overall appearance of the building facade, it



is considered the development will comply with clause 5.10 of the LEP without any heritage management plan being required.

The relocation of the accessible ramp within the building will not have any negative impact on heritage as the Statement of Heritage Significance focuses on the external appearance of the building.





We note that Section 4.4 of the Cowra Community Participation Plan 2020 gives Council the discretion to not to re notify a modification application, which would be appropriate in this instance given the minor nature of the modifications and the development application was recently publicly exhibited with no submissions being received and the proposed changes to the exterior are minor and in line with the recommendations from Council's heritage advisor.

Yours faithfully,

A grey rectangular box redacting the signature of Patrick Fitzsimmons.

Patrick Fitzsimmons  
**Town Planner, Managing Director**  
**VISION Property Development Hub**

**Disclaimer:** This report has been prepared using information provided by the client and investigations undertaken by professional staff of VISION Town Planning Consultants Pty Ltd. Whilst every effort has been made to provide accurate advice, Council and any other authority may not agree with the recommendations included in this report. This document and the information and recommendations included are solely for the use of the authorised recipient and may not be used, copied or reproduced either wholly or in part for any purpose other than which it was supplied by VISION Town Planning Consultants Pty Ltd. VISION Town Planning Consultants Pty Ltd make no representation, undertakes no duty and accepts no responsibility to any third party who may use or rely upon the information in this document.



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#### Important Notice!

This map is not a precise survey document. Accurate locations can only be determined by a survey on the ground. This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of the data, neither the Cowra Council nor the SS makes any representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason.  
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Drawn By: Cassandra Galky

Projection: GDA94 / MGA zone 55

Date: 19/09/2023 9:54 AM

## DA 11/2023 - Location Map

Map Scale: 1:919 at A4



Created on 19/09/2023



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Drawn By: Cassandra Galley

Projection: GDA94 / MGA zone 55

Date: 19/09/2023 9:56 AM

## DA 11/2023 - 5 Kendal Street Cowra - aerial view

Map Scale: 1:470 at A4

## **9 LATE REPORTS**

## **10 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:

## **11 CONFIDENTIAL GENERAL COMMITTEE RECOMMENDATIONS - MONDAY, 11 SEPTEMBER 2023**

### **11.1 Request for Water Account Adjustment - Assessment Number 49851**

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.

### **11.2 Request for Tender 9/2023 - Cowra Sewer CCTV and Relining**

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 MAYORAL MINUTE**

### **12.1 Mayoral Minute - Annual Performance Review to 30 June 2023**

This matter is considered to be confidential under Section 10A(2)(a) 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 personnel matters concerning particular individuals (other than councillors).

### **12.2 Mayoral Minute - General Manager Renewal of Contract 2024-2029 and Performance Agreement 2023-2024**

This matter is considered to be confidential under Section 10A(2)(a) 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 personnel matters concerning particular individuals (other than councillors).

## **13 CONFIDENTIAL GENERAL MANAGER**

### **13.1 Sale of land - Lot 9 Cowra Airport to Brian Fisher**

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.

**I4 CONFIDENTIAL DIRECTOR-CORPORATE SERVICES****I4.1 Request for Water Account Adjustment - Assessment Number 63479**

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.

**I4.2 Cowra Civic Centre - Auditorium Retractable Raked Seating Quote**

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

**I5 CONFIDENTIAL DIRECTOR-INFRASTRUCTURE & OPERATIONS****I5.1 Assessment of Request for Quotation 6/2023: Construction of Evans Street Shared Pathway**

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.