



AGENDA

General Committee Meeting

Date: Monday, 10 July 2023

Time: 5pm

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

**Paul Devery
General Manager**

Order Of Business

1	Introduction.....	3
1.1	Recording & publishing.....	3
1.2	Acknowledgement of Country.....	3
1.3	Apologies and Applications for Leave of Absence by Councillors.....	3
1.4	Disclosures of Interest.....	3
1.5	Presentations.....	3
1.6	Public Forum	3
2	Confirmation of Minutes.....	3
	Confirmation of Minutes of General Committee Meeting held on 13 June 2023	
3	Director-Corporate Services Report	17
3.1	Investments.....	17
4	Director-Environmental Services Report	26
4.1	Review of Draft Access Incentive Scheme Grant Funding Policy	26
4.2	Review of Draft Naming and Renaming Bridges, Roads, Streets and Places Policy	48
5	Late Reports.....	59
6	Notices of Motions.....	59
	Nil	
7	Confidential Matters.....	59
	Nil	

I INTRODUCTION

I.1 Recording & publishing

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

I.2 Acknowledgement of Country

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

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

List of apologies for the meeting.

I.4 Disclosures of Interest

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

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

I.5 Presentations

I.6 Public Forum

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

2 CONFIRMATION OF MINUTES

Confirmation of Minutes of General Committee Meeting held on 13 June 2023



MINUTES

General Committee Meeting Tuesday, 13 June 2023

Order Of Business

1	Introduction.....	3
1.1	Recording & Publishing.....	3
1.2	Acknowledgement of Country.....	3
1.3	Apologies and Applications for Leave of Absence by Councillors.....	3
1.4	Disclosures of Interest.....	3
1.5	Presentations.....	3
1.6	Public Forum	3
2	Confirmation of Minutes.....	3
3	Director-Corporate Services Report	4
3.1	Investments.....	4
3.2	Section 355 Committee Minutes – Cowra Sport & Recreation Council.....	4
3.3	Section 355 Committee Minutes - Cowra Regional Art Gallery Advisory Committee.....	4
3.4	Donation - Gooloogong Log Cabin Hall Inc.- Esky Ball	4
3.5	Donation – Ky Garratt	4
4	Director-Infrastructure & Operations Report	5
4.1	Section 355 Committee Minutes - Tidy Towns Committee.....	5
4.2	Section 355 Committee Minutes - Saleyards Committee.....	5
5	Director-Environmental Services Report	5
5.1	Development Application No. 28/2023, Lot 11 DP 737301, 13 Grenfell Road Cowra, awning addition to rural supplies, lodged by P Newbery.....	5
5.2	Development Application No. 25/2023, Lot 1 DP 1195549, Lot 4 DP 1091414, Lot 2 DP 1195549 and Lot 6 DP 1091414, 38-48 Waratah Street Cowra, new fencing, continued use of existing fence and removal of existing tree, lodged by G B Scott.....	9
6	Late Reports.....	12
7	Notices of Motions.....	12
8	Confidential Matters.....	13
9	Confidential General Manager	13
9.1	Sale of Lot 6 Cowra Airport to Datavoice Electrical Pty Ltd	13

**MINUTES OF COWRA COUNCIL
GENERAL COMMITTEE MEETING
HELD AT THE COWRA COUNCIL CHAMBERS, 116 KENDAL STREET, COWRA
ON TUESDAY, 13 JUNE 2023 AT 5PM**

PRESENT: Cr Judi Smith (Deputy Mayor), Cr Sharon D'Elboux, Cr Cheryl Downing, Cr Paul Smith, Cr Erin Watt, Cr Peter Wright

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

I INTRODUCTION

1.1 Recording & Publishing

The Deputy Mayor advised that the meeting was being recorded.

1.2 Acknowledgement of Country

The Deputy Mayor delivered the Acknowledgment of Country.

1.3 Apologies and Applications for Leave of Absence by Councillors

COMMITTEE RESOLUTION

Moved: Cr Cheryl Downing

Seconded: Cr Sharon D'Elboux

That apologies from Cr Bill West, Cr Ruth Fagan, Cr Nikki Kiss and Mr Paul Devery be received and accepted.

CARRIED

1.4 Disclosures of Interest

Cr Erin Watt declared a non-pecuniary interest in relation to Item 9.1 Sale of Lot 6 Cowra Airport to Datavoice Electrical Pty Ltd as she owns a business at the Cowra Airport and will leave the Chambers during discussion of this item.

1.5 Presentations

Nil

1.6 Public Forum

Nil

2 CONFIRMATION OF MINUTES

COMMITTEE RESOLUTION

Moved: Cr Sharon D'Elboux

Seconded: Cr Cheryl Downing

That the minutes of General Committee Meeting held on 8 May 2023 be confirmed.

CARRIED

3 DIRECTOR-CORPORATE SERVICES REPORT**3.1 Investments****COMMITTEE RESOLUTION**

Moved: Cr Peter Wright

Seconded: Cr Sharon D'Elboux

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

CARRIED

3.2 Section 355 Committee Minutes – Cowra Sport & Recreation Council**COMMITTEE RESOLUTION**

Moved: Cr Cheryl Downing

Seconded: Cr Erin Watt

That the Draft Minutes of the Cowra Sport & Recreation Council meeting held on 10 May 2023 be noted.

CARRIED

3.3 Section 355 Committee Minutes - Cowra Regional Art Gallery Advisory Committee**COMMITTEE RESOLUTION**

Moved: Cr Sharon D'Elboux

Seconded: Cr Peter Wright

That the Minutes of the Cowra Regional Art Gallery Advisory Committee meeting held on 8 March and 14 April 2023

be noted.

CARRIED

3.4 Donation - Gooloogong Log Cabin Hall Inc.- Esky Ball**COMMITTEE RESOLUTION**

Moved: Cr Erin Watt

Seconded: Cr Paul Smith

That Council approve a request from Gooloogong Log Cabin Hall Inc for a donation of the bin charges for \$120 being 50% of the total charges for the Gooloogong Esky Ball event held on 17 June, 2022

CARRIED

3.5 Donation – Ky Garratt**COMMITTEE RESOLUTION**

Moved: Cr Peter Wright

Seconded: Cr Paul Smith

That Council provide a donation of \$500 from the Section 356 expenses

budget to assist Ky Garratt in attending the Australian Track and Field Championships on 13-16 April 2023 in Brisbane.

CARRIED

4 DIRECTOR-INFRASTRUCTURE & OPERATIONS REPORT

4.1 Section 355 Committee Minutes - Tidy Towns Committee

COMMITTEE RESOLUTION

Moved: Cr Judi Smith

Seconded: Cr Erin Watt

That the minutes of the Tidy Towns & Urban Landcare Committee meetings held on 26 April 2023 and 24 May 2023 be noted.

CARRIED

4.2 Section 355 Committee Minutes - Saleyards Committee

COMMITTEE RESOLUTION

Moved: Cr Peter Wright

Seconded: Cr Erin Watt

- 1. That the minutes of the Saleyards Committee meeting held on 1 June 2023 be noted.**
- 2. That Council note that the Saleyards Committee support the draft 2023-2024 Saleyards fees and charges.**

CARRIED

5 DIRECTOR-ENVIRONMENTAL SERVICES REPORT

5.1 Development Application No. 28/2023, Lot 11 DP 737301, 13 Grenfell Road Cowra, awning addition to rural supplies, lodged by P Newbery

COMMITTEE RESOLUTION

Moved: Cr Sharon D'Elboux

Seconded: Cr Erin Watt

- 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 1.1.4 of Part 1 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 Section 1.1.4 of Part 1 of Council's Development Control Plan 2021 for this development to allow for the front setback of 4.978m; and**
- 3. That Development Application No. 28/2023, for the construction of an**

awning addition to rural supplies on Lot 11 DP 737301, 13 Grenfell Road Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

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

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

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan Drawing 01	Cowra Design Drafting March 2023	Received 28 April 2023 Stamped No. DA 28/2023
Floor Plan Drawing 02	Cowra Design Drafting March 2023	Received 28 April 2023 Stamped No. DA 28/2023
Elevations and Section Drawing 03	Cowra Design Drafting March 2023	Received 28 April 2023 Stamped No. DA 28/2023
Elevations Drawing 04	Cowra Design Drafting March 2023	Received 28 April 2023 Stamped No. DA 28/2023
Statement of Environmental Effects	Mr Rodney McFarlane	Received 28 April 2023 Stamped No. DA 28/2023
Engineering Certification Letter to Cowra Design Drafting	Calare Civil Pty Ltd 31 January 2023	Received 28 April 2023 Stamped No. DA 28/2023

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).
3. All stormwater runoff shall be properly drained in accordance with the Plumbing Code of Australia and connected to the stormwater system

associated with the existing shed which drains to Council's stormwater system on Grenfell Road.

4. All loading, unloading and storage of goods associated with the use of the premises shall be carried out within the confines of the property. No loading or unloading of goods on the public roadway system shall be permitted.

CONDITIONS TO BE COMPLIED WITH PRIOR TO THE COMMENCEMENT OF WORKS

5. The Applicant is to obtain a Construction Certificate from either Council or an Accredited Certifying Authority, certifying that the proposed works are in accordance with the Building Code of Australia and applicable 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.
6. The Applicant is to submit to Cowra Shire Council, at least two days prior to the commencement of any works, a 'Notice of Commencement of Building Works' and 'Appointment of Principal Certifying Authority'.
7. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. Any batters are to be appropriately stabilised and/or vegetated. The erosion and sediment control measures are to comply with Part Q of Cowra Shire Council Development Control Plan 2014 at all times.
8. All building rubbish and debris, including that which can be windblown, shall be contained on site in a suitable container for disposal at an approved Waste Landfill Depot. The container shall be erected on the building site prior to work commencing and shall be maintained for the term of the construction to the completion of the project. No building rubbish or debris shall be placed or permitted to be placed on any adjoining public reserve, footway or road. The waste container shall be regularly cleaned to ensure proper containment of the building wastes generated on the construction site.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

9. In accordance with Clause 109E(3)(d) of the Environmental Planning and Assessment Act 1979, where Council is nominated as the Principal Certifying Authority, the works must be inspected by Council at the times specified below:

- (a) After excavation for, and prior to the placement of, any footings;
- (b) Prior to pouring any in-situ reinforced concrete building element;
- (c) Prior to covering of the framework for any floor, wall, roof or other building element;
- (d) Prior to covering waterproofing in any wet areas;
- (e) Prior to covering any stormwater drainage connections; and
- (f) After the building work has been completed and prior to any Occupation Certificate being issued in relation to the building.

Failure to obtain an inspection of the works at the times specified above may prevent an Occupation Certificate being issued for the development. Where Cowra Council is required to carry out inspections the principal contractor for the building site, or the owner-builder, must notify Council at least 48 hours before each required inspection needs to be carried out.

- 10. 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.
- 11. 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.
- 12. 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.
- 13. 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.
- 14. 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.

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

15. The Applicant must not commence occupation or use of the awning addition until an Occupation Certificate has been issued from the Principal Certifying Authority 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.

CARRIED

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

Against: Nil

CARRIED 6/0

- 5.2 Development Application No. 25/2023, Lot 1 DP 1195549, Lot 4 DP 1091414, Lot 2 DP 1195549 and Lot 6 DP 1091414, 38-48 Waratah Street Cowra, new fencing, continued use of existing fence and removal of existing tree, lodged by G B Scott

COMMITTEE RESOLUTION

Moved: Cr Paul Smith

Seconded: Cr Cheryl Downing

1. That Council notes that the reason for the decision is that the proposal largely complies with Section 4.15 of the Environmental Planning and Assessment Act 1979. The variation to Control I.1.7.b of Part I and Controls O.1.8.b and O.1.8.c of Part O 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 Controls O.1.8.b and O.1.8.c of Part O of Council's Development Control Plan 2021 for this development in relation to the need for a plan of survey and a report from a suitably qualified engineer dealing with prescribed matters relating to development on flood prone land; and
3. That Council approves a variation to Control I.1.7.d of Part I of Council's Development Control Plan 2021 for this development in relation to the construction of mesh security fencing in front of the main building line towards the street; and

4. That Development Application No. 25/2023 for new fencing, continued use of existing fence and removal of existing tree on Lot 1 DP 1195549, Lot 4 DP 1091414, Lot 2 DP 1195549 and Lot 6 DP 1091414, 38-48 Waratah Street Cowra be approved subject to the following conditions:

GENERAL CONDITIONS

1. 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 or as noted in red by Council on the approved plans.

Plan No./ Supporting Document	Prepared by/Reference Details	Cowra Shire Council Reference
Site Plan – Continued Use of Existing Fence and Proposed Fence Sheet 1 of 1	Cowra Shire Council 5 April 2023	Received 05/04/2023 Stamped No. DA10.2023.25.1(A)
Elevation Plan - Continued Use of Existing Fence and Proposed Fence	Not Stated.	Received 22/05/2023 Stamped No. DA10.2023.25.1(A)
Statement of Environmental Effects	Claire Johnstone Planning and Development January 2023	Received 28/03/2023 Stamped No. DA10.2023.25.1(A)

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

- The applicant shall comply with all relevant prescribed conditions of development consent under Part 6, Division 8A of the Environmental Planning and Assessment Regulation 2021 (see attached Advisory Note).
- No advertising sign and/or structure other than that which is permitted under this development approval or permissible without consent (exempt development) is to be erected as part of the approved development until a formal application has been submitted to Council and a development consent has been issued.
- 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.
- All construction work shall be carried out within the confines of the property unless separate written permission is obtained from the relevant landowner and/or authority in control of the land. A copy of any written notices authorising off-site construction operations shall be

submitted to Council prior to any operations commencing on the affected land.

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 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.
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'.
8. Prior to the commencement of work on the site, all erosion and sediment control measures shall be implemented and maintained prior to, during and after the construction phase of the development. The erosion and sediment control measures are to comply with Part B of Cowra Shire Council Development Control Plan 2021 at all times.

CONDITIONS TO BE COMPLIED WITH DURING CONSTRUCTION

9. While building work is being carried out, any such work must not continue after each critical stage inspection unless the principal certifier is satisfied the work may proceed in accordance with this consent and the relevant Construction Certificate.
10. Any damage caused to footpaths, roadways, utility installations and the like by reason of construction operations shall be made good and repaired to a standard equivalent to that existing prior to commencement of construction. The full cost of restoration/repairs of property or services damaged during the works shall be met by the Applicant.
11. All storage of goods and building materials and the carrying out of building operations related to the development proposal shall be carried out within the confines of the property. All vehicles must be parked legally and no vehicles are permitted to be parked over the public footpath. The unloading of building materials over any part of a public road by means of a lift, hoist or tackle projecting over the footway will require separate approval under Section 68 of the Local Government Act 1993.
12. 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.

13. 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.

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

14. Prior to the issue of a Whole Occupation Certificate, the applicant shall arrange for the relocation of any parts of the existing fence which encroach onto adjoining land. Any such fencing is to be relocated to a position on the dividing boundary in accordance with the provisions of the Dividing Fences Act 1991. Council will require the final position of the fencing to be confirmed by way of site survey.
15. The Applicant must not commence occupation or use of the premises until a Whole (or Partial Occupation Certificate for each stage of construction) has been issued from the Principal Certifier appointed for the subject development.

ADVICE

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

CARRIED

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

Against: Nil

CARRIED 6/0

6 LATE REPORTS

Nil

7 NOTICES OF MOTIONS

Nil

8 CONFIDENTIAL MATTERS**COMMITTEE RESOLUTION**

Moved: Cr Sharon D'Elboux

Seconded: Cr Cheryl Downing

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

9 CONFIDENTIAL GENERAL MANAGER**9.1 Sale of Lot 6 Cowra Airport to Datavoice Electrical Pty Ltd**

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 DIRECTOR-CORPORATE SERVICES REPORT

3.1 Investments

File Number: D23/894

Author: Ken Apps, Acting Director - Corporate Services

RECOMMENDATION

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

INTRODUCTION

The purpose of this report is to provide Councillors with useful and timely information on Council's investments, rate collections, loans and estimated financial position.

BACKGROUND

The Local Government (General) Regulation 2021 (Part 9, Division 5, Clause 212), effective from 1 September 2021, requires the Responsible Accounting Officer of a Council to provide a written report setting out details of all monies that have been invested under Section 625 (2) of the Local Government Act 1993, as per the Minister's Order of 12 January 2011 published in the Government Gazette on 11 February 2011. The Responsible Officer must also include in the report a certificate as to whether the investment has been made in accordance with the Act, the Regulations and the Council's Investment Policies. This certificate appears below the table of investments

BUDGETARY IMPLICATIONS

Nil

ATTACHMENTS

1. Rates & Investments Report - June 2023 [↓](#)

ATTACHMENT**Investments and Financial Report**

Investments.....	2
1. Investments Portfolio as at 5 July 2023.....	2
2. Interest Rate.....	3
3. General Fund Balance	3
4. Council's Investments – Mix of Investment Ratings.....	4
5. Interest on Investment Income.....	5
6. Term Deposit Average Monthly Interest Rate Compared to the RBA Cash Rate Target.....	5
7. Maturity Profile of Council's Investments	5
 Rates	 6
8. Comparison of Rate Collection Progress for 2022/23 to prior years.....	6
9. Council Rate Levy - % Comparison.....	6
10. Council Rate Levy – Arrears and Recovery Action.....	7
11. Indicative Position of General Fund for the Current Year to 30 June 2023	7
 Loans.....	 8
12. Interest Rate	8
13. Loan Summary.....	8

Investments

I. Investments Portfolio as at 5 July 2023

I hereby certify that all of the above investments have been placed in accordance with the Act, the regulations and Council's investment policy.

	S&P Rating	Date Lodged	Term (Days)	%	Date Due	Principal \$
SUNCORP-METWAY LTD	A-1	2/08/2022	336	3.57%	4/07/2023	500,000.00
ST GEORGE BANK	A-1+	23/08/2022	336	3.00%	25/07/2023	500,000.00
NATIONAL AUSTRALIA BANK LTD	A-1+	6/09/2022	336	3.96%	8/08/2023	500,000.00
ST GEORGE BANK	A-1+	20/09/2022	308	3.20%	25/07/2023	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	A-1+	4/10/2022	308	4.29%	8/08/2023	1,000,000.00
ST GEORGE BANK	A-1+	4/10/2022	315	3.20%	15/08/2023	500,000.00
ST GEORGE BANK	A-1+	4/10/2022	322	3.20%	22/08/2023	500,000.00
NATIONAL AUSTRALIA BANK LTD	A-1+	25/10/2022	336	4.36%	26/09/2023	500,000.00
ING BANK	A-2	8/11/2022	308	4.07%	12/09/2023	500,000.00
ING BANK	A-2	6/12/2022	273	4.01%	5/09/2023	1,000,000.00
COMMONWEALTH BANK OF AUSTRALIA	A-1+	8/12/2022	306	4.26%	10/10/2023	1,000,000.00
ING BANK	A-2	21/12/2022	216	3.80%	25/07/2023	500,000.00
SUNCORP-METWAY LTD	A-1	21/12/2022	195	4.23%	4/07/2023	500,000.00
IMB LTD	A-2	10/01/2023	183	4.10%	12/07/2023	600,000.00
NATIONAL AUSTRALIA BANK LTD	A-1+	10/01/2023	274	4.44%	11/10/2023	500,000.00
ING BANK	A-2	24/01/2023	294	4.30%	14/11/2023	500,000.00
ING BANK	A-2	14/03/2023	126	4.12%	18/07/2023	500,000.00
ING BANK	A-2	14/03/2023	273	4.83%	12/12/2023	500,000.00
NATIONAL AUSTRALIA BANK LTD	A-1+	28/03/2023	210	4.45%	24/10/2023	500,000.00
SUNCORP-METWAY LTD	A-1	28/03/2023	182	4.46%	26/09/2023	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	A-1+	4/04/2023	217	4.34%	7/11/2023	500,000.00
BENDIGO & ADELAIDE BANK LTD	A-2	11/04/2023	161	4.35%	19/09/2023	1,000,000.00
COMMONWEALTH BANK OF AUSTRALIA	A-1+	18/04/2023	336	4.40%	19/03/2024	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	A-1+	2/05/2023	273	4.45%	30/01/2024	500,000.00
NATIONAL AUSTRALIA BANK LTD	A-1+	2/05/2023	182	4.55%	31/10/2023	500,000.00
NATIONAL AUSTRALIA BANK LTD	A-1+	2/05/2023	210	4.55%	28/11/2023	1,000,000.00
BANK OF QUEENSLAND (Wyangala Sewer Handover)	A-2	3/05/2023	181	4.60%	31/10/2023	1,000,000.00
ING BANK (Wyangala Sewer Handover)	A-2	3/05/2023	181	4.12%	31/10/2023	920,914.23
COMMONWEALTH BANK OF AUSTRALIA	A-1+	4/05/2023	271	4.58%	30/01/2024	500,000.00
NATIONAL AUSTRALIA BANK LTD	A-1+	9/05/2023	182	4.75%	7/11/2023	500,000.00
IMB LTD	A-2	16/05/2023	126	4.65%	19/09/2023	500,000.00
NEWCASTLE PERMANENT BUILDING SOCIETY LTD	A-2	16/05/2023	91	4.10%	15/08/2023	1,000,000.00
NATIONAL AUSTRALIA BANK LTD	A-1+	23/05/2023	182	4.85%	21/11/2023	1,000,000.00
NATIONAL AUSTRALIA BANK LTD	A-1+	23/05/2023	196	4.85%	5/12/2023	500,000.00
ST GEORGE BANK	A-1+	23/05/2023	91	3.88%	22/08/2023	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	A-1+	30/05/2023	203	4.70%	19/12/2023	500,000.00
SUNCORP-METWAY LTD (BARP)	A-1	30/05/2023	245	4.96%	30/01/2024	2,000,000.00
COMMONWEALTH BANK OF AUSTRALIA	A-1+	6/06/2023	217	4.81%	9/01/2024	500,000.00
IMB LTD	A-2	6/06/2023	182	5.05%	5/12/2023	250,000.00
SUNCORP-METWAY LTD	A-1	6/06/2023	245	5.10%	6/02/2024	500,000.00
ST GEORGE BANK	A-1+	14/06/2023	216	4.40%	16/01/2024	500,000.00
SUNCORP-METWAY LTD	A-1	14/06/2023	181	5.25%	12/12/2023	500,000.00
SUNCORP-METWAY LTD	A-1	14/06/2023	188	5.25%	19/12/2023	500,000.00
COMMONWEALTH BANK OF AUSTRALIA	A-1+	27/06/2023	210	5.14%	23/01/2024	500,000.00
SUNCORP-METWAY LTD	A-1	27/06/2023	210	5.35%	23/01/2024	500,000.00
Total						28,270,914.23

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

Scott Ellison

Manager – Finance

5/7/23

2. Interest Rate

The average interest rate for Council's investments held is 5.65%. At the time of preparing this report, average (market rates) interest rates were as follows as at 5 July 2023

30 Days	60 Days	90 Days	120 Days	150 Days	180 Days	270 Days	1 YR
2.50%	3.66%	5.00%	5.12%	5.23%	5.28%	5.37%	5.41%

3. General Fund Balance

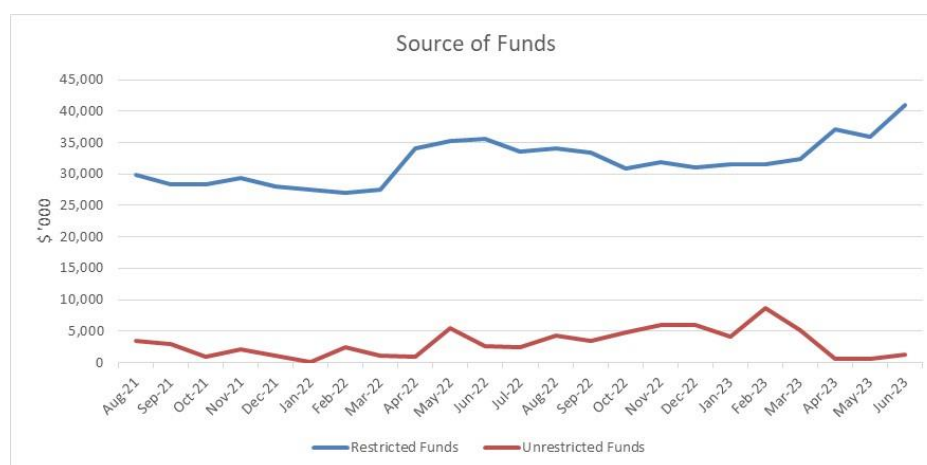
As at 5 July 2023 balances for Cowra Shire Council for Transaction Accounts and Cash in hand were as follows:

CBA General Account	\$'000
General Fund bank account	828
On-Call account balance	13,000
Cash in hand	4
TOTAL	13,832

The General Fund bank account is monitored on a daily basis to ensure investments are maximised and that sufficient funds are available for day to day operations.

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

Source of Funds	\$'000
Investment Portfolio	\$ 28,271
Cash and Cash Equivalents - General Ledger	\$ 13,832
TOTAL	\$ 42,103
Represented By:	
Restricted Funds	\$ 40,900
Unrestricted Funds	\$ 1,203
TOTAL	\$ 42,103



4. Council's Investments – Mix of Investment Ratings

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

“6. Approved Investments

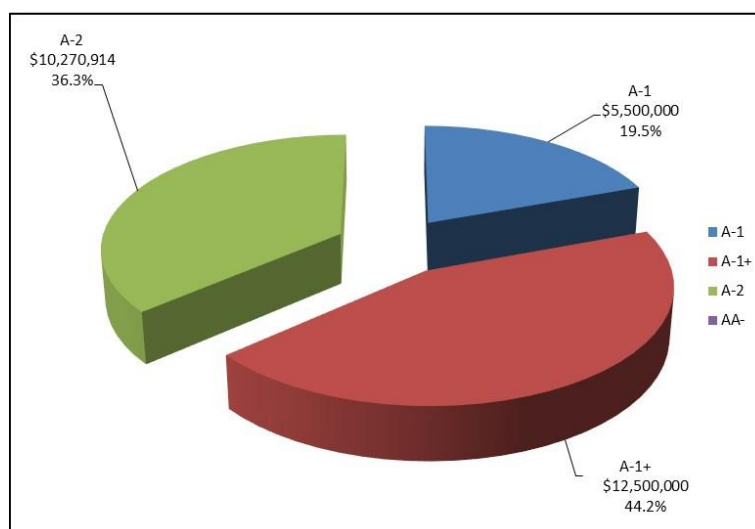
Investments are limited to those allowed by the most current Ministerial Investment Order that has been issued by the NSW Minister for Local Government.

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

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

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

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



Rating Types as per Council's Investment Policy and the Department of Local Government Guidelines

Any securities which are issued by a body or company (or controlled parent entity either immediate or ultimate) with a Moody's Investors Service, Inc. credit rating of "Aaa", "Aa1", "Aa2", "Aa3", "A1" or "A2" or a Standard & Poor's Investors Service, Inc credit rating of "AAA", "AA+", "AA", "AA-", "A+", or "A"

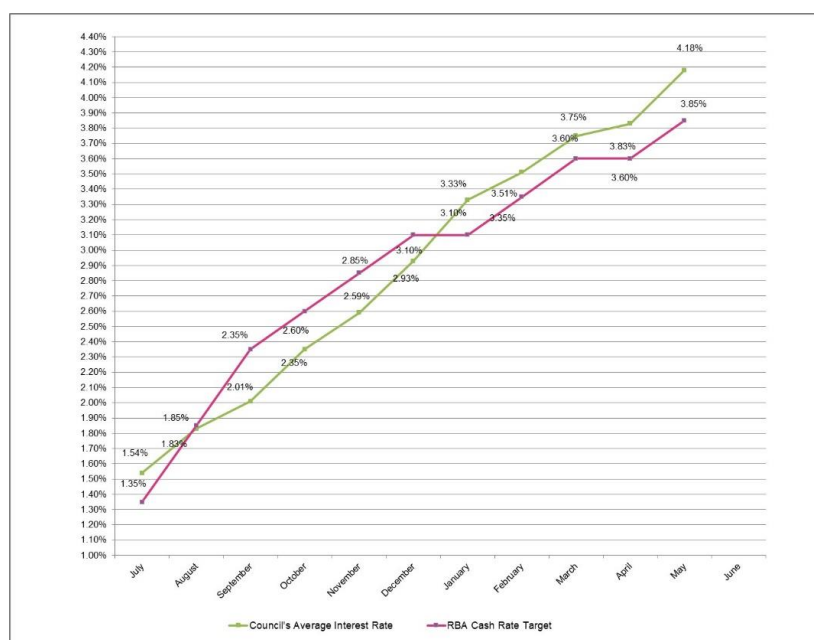
Any securities which are given a Moody's Investors Service Inc credit rating of "Aaa", "Aa1", "Aa2", "Aa3", "A1", "A2" or "Prime-1" or a Standard and Poor's Investors Service, Inc credit rating of "AAA", "AA+", "AA", "AA-", "A+", "A", "A1+" or "A1"

5. Interest on Investment Income

Interest on investments income of \$741K has been included in the 2022/2023 Budget. Performance of investments is monitored monthly.

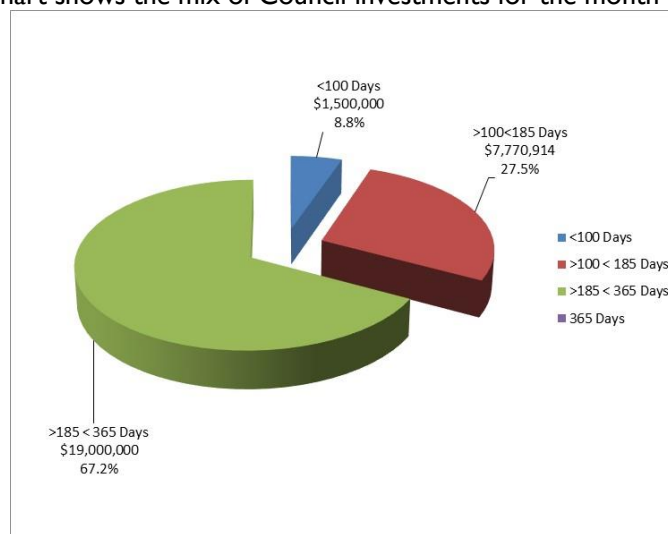
6. Term Deposit Average Monthly Interest Rate Compared to the RBA Cash Rate Target

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



7. Maturity Profile of Council's Investments

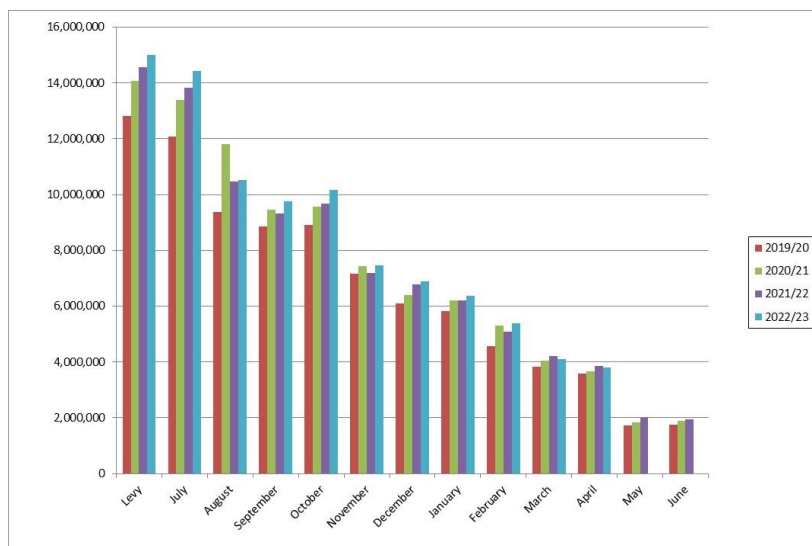
The following pie-chart shows the mix of Council investments for the month by maturity type.



Rates

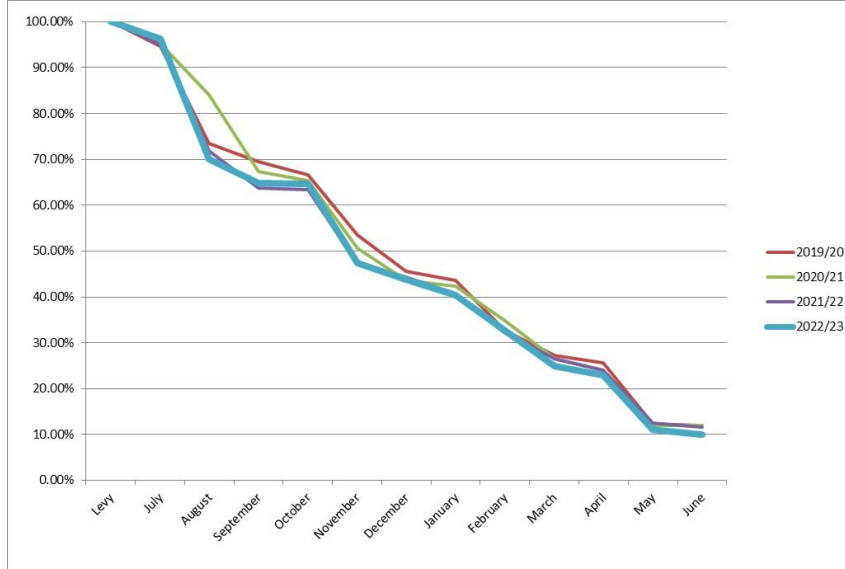
8. Comparison of Rate Collection Progress for 2022/23 to prior years

The following graph shows the total rate levy and arrears carried forward at the time of the rate levy in July 2022. Council's debt collection policy has the objective of having no more than 10% of rates outstanding by the end of each financial year.



9. Council Rate Levy - % Comparison

As the levy varies each year, the following graph shows the total percentage of rates and arrears outstanding each month based on 100% being total levy plus total arrears in each year.



10. Council Rate Levy – Arrears and Recovery Action

At the 30 June each year, the total rate arrears figure consists of the unpaid rates from the year just ended together with outstanding balances from previous years.

Arrears at 30 June 2022		\$	1,877,308
Collected – Year to Date (as per last month's report)	\$	996,440	
Collected in June 2023	\$	60,218	\$ 1,056,658
Balance as at 30th June 2023		\$	820,650
Rates – Currently under legal proceedings	\$	123,274	
Arrangements (Repayment Schedules)	\$	697,376	
	\$	820,650	

11. Indicative Position of General Fund for the Current Year to 30 June 2023

The following table shows Council's budget result based on the budget set as per Council's Operational Plan for 2022/2023.

Budget Income Statement - 2022/2023 Operating Result - Before Capital Grants & Contributions							Budget Cash at End of Year - 2022/2023				
Resolution		Consolidated	General	Water	Sewer	Waste	Consolidated	General	Water	Sewer	Waste
		'000	'000	'000	'000	'000	'000	'000	'000	'000	'000
	Adopted Budget	(465)	404	187	(1,264)	207	25,752	12,846	3,475	7,574	1,857
150/22	Cowra Gasworks Voluntary Management Proposal	(121)	(121)				(121)	(121)			
226/22	2022 Cowra Christmas Festival Contribution	(35)	(35)				(35)	(35)			
	End of 1st Quarter - Prior to Review	(621)	248	187	(1,264)	207	25,596	12,690	3,475	7,574	1,857
	1st Quarter Budget Review	-1,147	-258	203	-1,302	210	32,281	15,376	7,118	7,706	2,081
	End of 2nd Quarter - Prior to Review	-1,147	-258	203	-1,302	210	32,281	15,376	7,118	7,706	2,081
	2nd Quarter Budget Review	-1,770	-1,309	-872	69	342	32,593	14,014	6,921	9,404	2,254
	End of 3rd Quarter - Prior to Review	-1,770	-1,309	-872	69	342	32,593	14,014	6,921	9,404	2,254
	3rd Quarter Budget Review	-2,385	-1,644	-1,045	27	277	34,895	16,673	6,724	9,362	2,136
		(2,385)	(1,644)	(1,045)	27	277	34,895	16,673	6,724	9,362	2,136

Loans

12. Interest Rate

The average interest rate for Council's current loans is 5.65%. Weighted Average Interest Rate (based on principal outstanding) is 6.46%.

13. Loan Summary

Summary of Current Loans and Purpose as at 5 July 2023.

Loan No	Lender	Date Obtained	Due Date	Principal \$	Interest Rate %	Principal \$ O/S 30/06/2023
GENERAL						
233	NATIONAL AUST. BANK (SALEYARDS)	29/05/2003	29/11/2022	220,000	6.20	0
234	NATIONAL AUST. BANK (POOL KIOSK)	13/06/2003	13/06/2023	1,600,000	5.81	0
236	COMMONWEALTH (RIVER PK AMEN/VAUX DRAINAGE)	28/01/2005	1/02/2025	433,500	6.31	70,877
241B	COMMONWEALTH BANK (VAUX ST DRAINAGE WEST)	18/12/2006	18/12/2036	166,000	6.35	111,742
242B	COMMONWEALTH BANK (MULYAN OVAL AMENITIES)	22/08/2007	24/08/2037	95,000	6.80	67,637
249	NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)	22/12/2008	22/12/2033	1,395,390	8.15	915,607
245	NATIONAL AUST. BANK (CIVIC CENTRE REFURBISHMENT)	29/06/2009	29/06/2029	234,000	8.33	111,465
246	NATIONAL AUST. BANK (SALEYARDS EFFLUENT SCREENS)	16/04/2010	16/04/2025	225,000	8.01	47,464
250	NATIONAL AUST. BANK (DRAINAGE IMPROVEMENTS)	28/06/2013	28/06/2028	250,000	6.36	110,554
253A	NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 1)	27/06/2016	27/06/2026	400,000	2.63	131,232
253B	NSW TREASURY (AIRPORT SUBDIVISION)	27/06/2016	27/06/2026	1,478,993	2.63	485,189
253C	NSW TREASURY (CEMETERY EXPANSION)	27/06/2016	27/06/2026	250,000	2.63	81,994
254A	NSW TREASURY (DEPOT REDEVELOPMENT - STAGE 2)	11/05/2020	11/05/2040	512,120	2.41	449,999
254B	NSW TREASURY (CBD FOOTPATH REFURBISHMENT)	11/05/2020	11/05/2040	1,437,788	2.41	1,263,658
254C	NSW TREASURY (LOW LEVEL BRIDGE REPAIRS)	11/05/2020	11/05/2040	500,000	2.41	439,449
						4,286,868
WASTE						
247	NATIONAL AUST. BANK (RECYCLING PLANT)	16/04/2010	16/04/2025	538,500	8.01	113,597
						113,597
WATER						
238	COMMONWEALTH (CBD MAINS REPLACEMENT)	22/02/2006	23/02/2031	1,000,000	6.03	489,111
241A	COMMONWEALTH BANK (WATER MAIN REPLACEMENT)	18/12/2006	18/12/2036	1,256,000	6.35	845,772
242A	COMMONWEALTH BANK (1C1 ZONE)	22/08/2007	24/08/2037	1,286,500	6.80	915,452
251	WESTPAC (EMERGENCY WATER SUPPLY CONSTRUCTION)	28/06/2013	27/06/2033	1,186,124	6.566	779,622
252	NATIONAL AUSTRALIA BANK (WATER TREATMENT PLANT AUTOMATION)	18/06/2014	18/06/2024	3,875,000	5.050	480,813
						3,510,771
SEWERAGE						
244	NATIONAL AUST. BANK (SEWER TREATMENT PLANT)	6/05/2010	04/05/2040	7,213,230	8.13	5,940,777
						5,940,777
GRAND TOTAL						13,852,013

4 DIRECTOR-ENVIRONMENTAL SERVICES REPORT

4.1 Review of Draft Access Incentive Scheme Grant Funding Policy

File Number: D23/903

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

1. That Council endorses the Draft Access Incentive Scheme Grant Funding Policy for the purpose of public exhibition for a minimum of 28 days in accordance with the Community Engagement Strategy.
2. That following the public exhibition the Director – Environmental Services provide a further report to Council for the formal adoption of the draft Access Incentive Scheme Grant Funding Policy considering any submissions made.

INTRODUCTION

Council at its Ordinary Meeting held on 28 November 2005 endorsed the current Cowra Shire Access Incentive Scheme Grants Program Policy. Council is required to undertake a review of the policy every four (4) years.

The policy has remained unchanged since adoption in 2005.

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.

The policy requires Council to undertake a review of the policy every four (4) years. As part of the review Council must consult with the Cowra Community in accordance with the community engagement strategy.

REVIEW OF THE POLICY

The Cowra Shire Access Incentive Scheme Grants Program Policy has been reviewed and modifications made to reflect the current Australian Standards and construction codes. 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. Included in Attachment 'A' is the reviewed draft Access Incentive Scheme Grants Program Policy.

CONCLUSION

The current Cowra Shire Council Access Incentive Scheme Grants Policy has been reviewed. As a result of the review a number of changes are proposed to the policy.

It is proposed that Council endorse the public exhibition of the draft Policy in accordance with the Community Engagement Strategy for a period of 28 days.

A further report will be provided to Council for the formal adoption of the Draft Policy at the completion of the exhibition period considering any submissions made.

ATTACHMENTS

- I. Draft Access Incentive Scheme Grant Funding Policy [↓](#)

COUNCIL POLICY



Access Incentive Scheme Grant Funding Guidelines

Draft

Access Incentive Scheme Grant

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

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Access Incentive Scheme Grant

Table of Contents

1. Introduction	1
2. Purpose.....	1
3. Eligibility	2
3.1 Eligible Projects	2
3.2 Non-Eligible Projects.....	3
4. Assessment	3
4.1 Assessment Criteria.....	4
5. Level of Funding	4
6. Conditions of Approval	4
6. Applications	5
8. Acquittals	5
9. Appendix	5
Appendix 1 - Access Incentive Scheme Grant: Application Form	
Appendix 2 - Access Incentive Scheme Grant: Acquittal Form	

Access Incentive Scheme Grant

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.

Access Incentive Scheme Grant

- 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
 - Automated access doors
 - Access ramps, lifts
 - Hand rails
 - Tactile indicators, signage
 - Visual Assistance, such as - doorway colour contrasting, braille and tactile signage

Access Incentive Scheme Grant

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

Access Incentive Scheme Grant

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.

Access Incentive Scheme Grant

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

Any enquiries should be directed to Environmental Services by Telephone on 6340 2040 or email to 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
www.cowracouncil.com.au

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

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

What is the Access Incentive Scheme Grant?

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

Who can apply?

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

What type of projects can be applied for?

The types of projects that may be applied for include;

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

The project must

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

Application Form - Access Incentive Scheme Grant

Ineligible

Funding will not be provided for the following:

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

How to apply?

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

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

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

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

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

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

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

Assessment

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

Contacts

Application Form - Access Incentive Scheme Grant

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

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

Application Form - Access Incentive Scheme Grant

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

(additional fields and spaces may be inserted as required)

Item Description	Estimated Hours / Dollars
Total (B)	

Total Project Budget (A + B) \$_____ **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)?

Application Form - Access Incentive Scheme Grant

Submitting Your Application

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

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

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

Environmental Services
Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

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
www.cowracouncil.com.au

Access Incentive Scheme Grant: Acquittal Form

Please submit your completed form to:

Cowra Shire Council, Environmental Services, 116 Kendal Street, Cowra NSW 2794

Or, email to: council@cowra.nsw.gov.au

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

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

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)

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 and the NRMs social media, on Councils website and in the Cowra Guardian.

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

4.2 Review of Draft Naming and Renaming Bridges, Roads, Streets and Places Policy

File Number: D23/905

Author: Larissa Hackett, Director - Environmental Services

RECOMMENDATION

- 1. That Council endorses the Draft Naming and Renaming Bridges, Roads, Streets and Places Policy for the purpose of public exhibition for a minimum of 28 days in accordance with the Community Engagement Strategy.**
- 2. That following the public exhibition the Director – Environmental Services provide a further report to Council for the formal adoption of the Draft Naming and Renaming Bridges, Roads, Streets and Places Policy considering any submissions made.**

INTRODUCTION

Council at its Ordinary Meeting held on 25 May 2020 endorsed the current Naming and Renaming Bridges, Roads, Streets and Places Policy. Council is required to undertake a review of the policy every four (4) years.

However, as there have been recent changes to the Naming process a review of the current policy has been conducted.

REVIEW OF THE POLICY

The Cowra Shire Access Naming and Renaming Bridges, Roads, Streets and Places Policy has been reviewed and modifications made to the draft.

Included in Attachment 'A' is the reviewed Draft Naming and Renaming Bridges, Roads, Streets and Places Policy.

Changes include

- Updated Roads regulation from 2008 to 2018
- Contact details for notifying new names
- NSW Address Policy & User manual
- Updates to naming conventions and procedures

CONCLUSION

The current Cowra Shire Council Naming and Renaming Bridges, Roads, Streets and Places Policy has been reviewed. As a result of the review a number of changes are proposed to the policy.

It is proposed that Council endorse the public exhibition of the draft Policy in accordance with the Community Engagement Strategy for a period of 28 days.

A further report will be provided to Council for the formal adoption of the Draft Policy at the completion of the exhibition period considering any submissions made.

ATTACHMENTS

- I. Draft Naming & Renaming Bridges, Roads, Streets and Places Policy [↓](#)

COUNCIL POLICY



Naming & Renaming of Bridges, Roads, Streets & Places

Naming and Renaming of Bridges, Roads and Streets

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

Cowra Shire Council
Private Bag 342
Cowra NSW 2794

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

Naming and Renaming of Bridges, Roads and Streets

Table of Contents

1. Road Naming Process.....	1
1.1 Public Notification.....	1
1.2 Roads Authority.....	1
2. Road Naming or Road Renaming Assessment Guidelines.....	2
2.1 Ensuring Public Safety and Service Delivery.....	2
2.2 Uniqueness.....	2
2.3 Road Name Sources.....	2
2.4 Road Name Language	2
2.5 Road Name Propriety	3
2.6 Commemorative Road Names	4
3. Bridge Naming or Bridge Renaming Assessment Guidelines	4
3.1 Additional Assessment Guidelines	4
4. Naming a Place.....	5
4.1 Naming a Place Principles.....	5
4.1.1 Language	5
4.1.2 Form and Character of Names	5
4.1.3 Selection of names	5
4.2 Recognition and use of Aboriginal names.....	6
4.3 Naming a Place process	6

Naming and Renaming of Bridges, Roads and Streets

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;

Naming and Renaming of Bridges, Roads and Streets

- (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

Naming and Renaming of Bridges, Roads and Streets

- 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.

Naming and Renaming of Bridges, Roads and Streets

- 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.

Naming and Renaming of Bridges, Roads and Streets

- 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.

Naming and Renaming of Bridges, Roads and Streets

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.

5 LATE REPORTS

6 NOTICES OF MOTIONS

Nil

7 CONFIDENTIAL MATTERS

Nil