



Agenda and Business Paper

Ordinary Meeting of Council

To be held on
Monday 29 April 2024
at 6.00pm

Civic Centre cnr Baylis and Morrow Streets,
Wagga Wagga NSW 2650 (PO Box 20)
P 1300 292 442
P council@wagga.nsw.gov.au

wagga.nsw.gov.au

NOTICE OF MEETING

The proceedings of all Council meetings in open session, including all debate and addresses by the public, are recorded (audio visual) and livestreamed on Council's website including for the purpose of facilitating community access to meetings and accuracy of the Minutes.

In addition to webcasting council meetings, audio recordings of confidential sessions of Ordinary Meetings of Council are also recorded, but do not form part of the webcast.



Peter Thompson
General Manager

WAGGA WAGGA CITY COUNCILLORS



**Councillor Dallas Tout
(Mayor)**

Councillor Dallas Tout was elected to Council in 2012 and was elected Mayor in 2022.



**Councillor Amelia Parkins
(Deputy Mayor)**

Councillor Amelia Parkins was elected to Council in 2021 and was elected Deputy Mayor in 2023.



Councillor Georgie Davies

Councillor Georgie Davies was elected to Council in 2021.



Councillor Richard Foley

Councillor Richard Foley was elected to Council in 2021.



Councillor Michael Henderson

Councillor Michael Henderson was elected to Council in 2021.



Councillor Rod Kendall

Councillor Rod Kendall was elected to Council in 2004 and was elected Mayor in 2012 – 2015.



Councillor Tim Koschel

Councillor Tim Koschel was elected to Council in 2016.



Councillor Jenny McKinnon

Councillor Jenny McKinnon was elected to Council in 2021 and was elected Deputy Mayor in 2022 – 2023.

STATEMENT OF ETHICAL OBLIGATIONS

Councillors are reminded of their Oath or Affirmation of Office made under Section 233A of the Local Government Act 1993 and their obligation under Council's Code of Conduct to disclose and appropriately manage Conflicts of Interest.

QUORUM

The quorum for a meeting of the Council is a majority of the Councillors of the Council who hold office for the time being who are eligible to vote at the meeting.

ORDINARY MEETING OF COUNCIL AGENDA AND BUSINESS PAPER

MONDAY 29 APRIL 2024

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ACKNOWLEDGEMENT OF COUNTRY

Wagga Wagga City Council acknowledges the traditional custodians of the land, the Wiradjuri people, and pays respect to Elders past, present and future and extends our respect to all First Nations Peoples in Wagga Wagga.

We recognise and respect their cultural heritage, beliefs and continuing connection with the land and rivers. We also recognise the resilience, strength and pride of the Wiradjuri and First Nations communities

REFLECTION

Councillors, let us in silence reflect upon our responsibilities to the community which we represent, and to all future generations and faithfully, and impartially, carry out the functions, powers, authorities and discretions vested in us, to the best of our skill and judgement.

APOLOGIES

CONFIRMATION OF MINUTES

CM-1 ORDINARY COUNCIL MEETING - 8 APRIL 2024

Recommendation

That the Minutes of the proceedings of the Ordinary Council Meeting held on 8 April 2024 be confirmed as a true and accurate record.

Attachments

1  Minutes - Ordinary Council - 8 April 2024 137

DECLARATIONS OF INTEREST

MAYORAL MINUTE

MM-1 MAYORAL MINUTE - WAGGA WAGGA AIRPORT LEASE ADVOCACY

Summary: This Mayoral Minute recommends Council commence an advocacy campaign for the Commonwealth Department of Defence (Defence) to enter into a new lease with Council to operate Wagga Wagga Airport. This will ensure that Council is able to continue to deliver this essential community service for our local community and the wider region.

Recommendation

That Council:

- a receive and note the Mayoral Minute
- b write to stakeholders by the end of this week requesting letters of support for Council to retain the lease and operation of the Wagga Wagga Airport
- c delegate the Mayor and General Manager to meet again with the Deputy Prime Minister, Minister for Defence and the Assistant Minister for Defence
- d advocate and lobby all levels of government for Council to retain the lease of Wagga Wagga Airport
- e receive a follow up report from staff outlining the actions taken in relation to this advocacy campaign and outcomes achieved

Report

Background:

Wagga Wagga Airport (Wagga Airport) is one of the most significant regional transport gateways in NSW, with it being pivotal infrastructure for Wagga Wagga and the Riverina Region. The Wagga Airport has a critical role in connecting the Riverina Region to the rest of Australia, which primarily occurs for health, education, commerce, and tourism.

Wagga Wagga is the largest urban centre in the Riverina supporting a highly diverse economy that services a catchment population of 297,000 people well beyond its local government area boundary.

Specifically, there is a reliance on Wagga Airport for:

- Business and private passengers - approximately 200,000 per year.
- Accessibility and medical services – the health sector relies on the Airport to access Wagga Wagga Base Hospital, with 6,000 RPT seats occupied by health professionals each year.
- Health patient transfers – on average there are between two to seven flights per day for medical evacuations, and 700-750 patient transfers a year at Wagga Airport.
- The Rural Fire Service (RFS) is increasingly using the Airport for firefighting.
- Aviation training – the airport is a hub for pilot training, with a 200 bed Australian Airline Pilot Academy, owned and operated by Regional Express Airlines (Rex) and through Wagga Air Centre, supplying trainee pilots that flow through to Australian and International airlines.

- Maintenance base – Rex has their heavy maintenance engineering facility at the Airport.
- General aviation – is a significant part of Wagga Airport and its aviation community. There are currently 60 members with 35 privately owned aircraft housed in private hangars on leased land at the Airport.

The Commonwealth Department of Defence, and the Royal Australian Air Force (RAAF) have a long history in Wagga with RAAF Forest Hill (now known as RAAF base Wagga) becoming operational in July 1940.

Lease:

Wagga Wagga City Council has operated the Wagga Airport under a 30-year lease from the Commonwealth Department of Defence, which is due to expire in June 2025. Council has been seeking a 49-year lease with a further 50-year option; however, Council will consider a shorter-term lease if that is offered by Defence.

Council bears the full cost of maintaining and upgrading all airport facilities, including runways, taxiways, and aviation infrastructure.

In addition, the conditions of the lease effectively penalises Council for any improvements or developments that are undertaken through linking lease value to investment.

Council has been actively advocating over the past three (3) years for a future lease beyond the current lease, which is due to expire in June 2025, however to date Council has not received an outcome and way forward from Defence.

Business Case:

Council received funding from Department of Regional NSW as part of the Business Case and Strategy Fund to develop a business case to consider an upgrade of Wagga Wagga Airport Terminal. The initial Business Case has now been finalised.

Obviously without any security over tenure Council is unable to apply for any future potential funding to support an upgrade to the currently run down and outdated Wagga Wagga Airport facility.

The need for advocacy:

Council has become extremely disappointed and frustrated that over a long period of time that our Federal member and successive governments have not resolved the lease issue to meet the needs of the community for the lease of the Wagga Wagga Airport to be retained by Council.

A local government managed airport ensures the community, through its elected members, has visibility and input into the airport's operations and prioritises and optimises the broader economic and social needs that may not be considered under a private for-profit entity.

In my view, if Wagga Wagga Airport is leased to a private operator the risk is this arrangement will be profit driven and cost increases will be passed onto airlines and members of the public using the airport, resulting in significantly reduced accessibility to services for residents and businesses, creating disadvantage for our communities locally and regionally.

There are also flow-on concerns that the lack of access to an adequate and affordable community airport will result in the community seeking alternative airport facilities. Potentially Albury would become the hub which would have economic and social impacts to our community.

Council has made representations to the Commonwealth Department of Defence (Defence) and the Federal Member for Riverina over a long period of time in relation to the tenure issue of Wagga Wagga Airport. In March this year Council met with the Deputy Prime Minister and Minister for Defence the Hon Richard Marles MP, Assistant Minister for Defence the Hon Matt Thistlethwaite MP and the Federal Member for Riverina the Hon Michael McCormack MP. Council has still not received a resolution or positive outcome for our community.

Therefore, Council feels that we have no other option but to commence a public campaign to advocate to secure tenure of the Wagga Wagga Airport beyond June 2025 when the current lease expires.

Advocacy will include seeking current letters of support from key users of the Airport and regional stakeholders to articulate the impact to our local community if the lease is not extended and operation of the Airport is not retained by Council.

The advocacy information regarding the need for Council to retain the lease and operation of the Airport will be shared with all levels of government and all ministers to communicate the injustice that our community has been and is continuing to be subjected to by Defence.

Support from stakeholders:

Council has already received various letters of support from key stakeholders who rely on the Wagga Airport and who would be significantly impacted by a decision from Defence if they opt to privatise the Airport and don't renew Councils lease of the Wagga Airport. In addition to this Council will be writing to those stakeholders again to reaffirm their position and also including additional new stakeholders to request their support.

These stakeholders include:

- Hon Michael McCormack – Federal Member for Riverina
- Dr Joe McGirr – Independent Member for Wagga Wagga
- Committee 4 Wagga
- Riverina Regional Development Australia
- Business NSW
- Wagga Wagga Business Chamber
- Murrumbidgee Local Health District
- Riverina Medical Specialist Recruitment and Retention Committee
- REROC
- All Riverina Regional Councils
- Wagga City Aero Club
- General Aviation at Wagga Wagga Airport
- Australian Airline Pilot Academy
- Qantas Airlines
- Regional Express Airlines
- Bonza Airlines
- Charles Sturt University
- Riverina Institute of TAFE
- Visy

Financial Implications

N/A

Policy and Legislation

Local Government Act 1993
Wagga Wagga Local Environmental Plan 2010
Airports Act 1996

Link to Strategic Plan

Growing Economy

Objective: Wagga Wagga is a thriving, innovative and connected regional capital city
Improve, maintain and renew transport networks and building infrastructure to provide safe, affordable, efficient, and reliable transport connections for our community


















Risk Management Issues for Council

There are significant risk management issues for Council, our local community and the wider region if the lease of the Wagga Wagga Airport issue is not resolved.

Internal / External Consultation

Stakeholder engagement has occurred leading up to this Mayoral Minute and further engagement will occur as part of the proposed advocacy campaign.

Attachments

- 1   Letter of support - Dr Joe McGirr MP
- 2   Letter of support - Riverina Regional Development Australia
- 3   Letter of support - Committee 4 Wagga
- 4   Letter of support - Murrumbidgee Local Health District
- 5   Letter of support - Coolamon Shire Council
- 6   Letter of support - Lockhart Shire Council
- 7   Letter of support - Wagga Wagga Business Chamber
- 8   Letter of support - Wagga City Aeroclub
- 9   Letter of support - John Smith
- 10   Letter of support - Nick Leywood

Dr Joe McGirr MP

Independent Member for Wagga Wagga



JM27291

22 May 2023

Australian Government, Canberra

To whom it may concern

Re: Wagga Wagga Airport and Future Tenure

I write as the local NSW Member of Parliament for the Electorate of Wagga Wagga in support of the importance of a government operated and managed airport to ensure accessible and affordable air transport facilities are maintained in our region.

Wagga Wagga Airport facilitates 220,000 passenger flights per year and is a significant transport gateway into and out of the Riverina region for health, education, economic development, tourism and social connectivity.

A government managed airport ensures the community, through its elected members, has visibility and input into the airport's operations and prioritises and optimises the broader economic and social needs that may not be considered under a private for-profit entity.

In my view, if Wagga Wagga Airport is leased to a private operator the risk is this arrangement will be profit driven and cost increases will be passed onto airlines and members of the public using the airport, resulting in significantly reduced accessibility to services for our residents and businesses, creating disadvantage for our community.

The airport plays too important a role for the city and the region to accept any risk that services will be reduced. In addition, the airport needs investment to bring it to a standard comparable to other regional facilities.

64 Baylis Street, Wagga Wagga NSW 2650

P (02) 6921 1622 F (02) 6921 4424

E waggawagga@parliament.nsw.gov.au

www.joemcgirr.com.au



I am writing to request Government ensure the management and operation of this significant facility remains with Wagga Wagga City Council, under a long-term and fairer lease arrangement, to support our region well into the future.

Please feel free to contact me if you would like to discuss anything further.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joe McGirr', with a stylized flourish at the end.

Dr Joe McGirr, MP
Member for Wagga Wagga



An Australian Government Initiative



17 May 2023

Fiona Hamilton
Executive Manager, Regional Activation
Wagga Wagga City Council
243 Baylis St,
Wagga Wagga NSW 2650

Dear Fiona,

Letter of Support: Wagga Wagga Airport Tenure - Regional Development Australia (RDA) Riverina Support

I am writing this letter on behalf of Regional Development Australia (RDA) Riverina Board to express our full support for the continued operation and management of the Wagga Wagga Airport by Wagga Wagga City Council. We firmly believe that maintaining a government-operated and managed airport is essential for ensuring accessible and affordable air transport facilities in our region, and we support the council's efforts in seeking to renew the lease with the government.

As the regional capital of southern NSW, Wagga Wagga is a hub for industry, healthcare, education, and recreation, servicing over 150,000 people across the region and welcoming over 1.3 million visitors per annum. The Wagga Wagga Airport plays a crucial role in connecting the Riverina to the rest of Australia for the purposes of health, education, commerce, and tourism. It is an invaluable community service that provides air transport facilities essential for the region's well-being.

RDA Riverina is committed to fostering robust and confident regional economies that capitalise on competitive advantages, seize economic opportunities, and attract investment. We recognise the strategic significance of the Wagga Wagga Airport as a critical infrastructure asset for the region. The airport facilitates domestic and international travel while also supporting various industries such as agriculture, tourism, and major infrastructure projects.

Uncertainty over the airport's future tenure hampers access to crucial government funding for necessary capital improvements. The airport must be updated to meet current and future needs, requiring vital upgrades to the terminal and runway. These upgrades, including renovating the terminal, replacing outdated runway lighting, and upgrading the electrical system, are essential to expand capacity, improve accessibility, and foster regional interconnectivity. Without the much-needed investment, hindered by lease uncertainty, this opportunity remains unrealised.

To ensure the continued success and development of the Wagga Wagga Airport, we strongly urge the Federal Government to commit to a long-term lease that provides stability and certainty for the council and the region. A lease term of 50 years, with an option for an additional 49 years, will allow for strategic planning, investment, and the implementation of long-term initiatives.

The Wagga Wagga Airport acts not only as a vital transportation hub but also as a catalyst for economic development, attracting investment, creating jobs, and fostering connectivity with other regions. As the region's economy continues to grow and develop, the Wagga Wagga Airport will play an increasingly important role in supporting the region's productivity, economic growth, and population growth.

We appreciate your attention to this matter and kindly request your consideration of our recommendations. The future tenure of the Wagga Wagga Airport holds great importance for the Riverina region, and we firmly believe that by working collaboratively, we can ensure the continued success of this critical asset. Thank you for your support, and we eagerly anticipate the positive outcomes that a renewed and enhanced Wagga Wagga Airport can bring to our region.

Yours Sincerely,

Rachel Whiting

PO Box 479, Wagga Wagga, NSW, 2650
• telephone +61 (0)2 5924 5861 • email mail@rdariverina.org.au



COMMITTEE FOR WAGGA

*Championing positive change through
leadership, action, and collaboration for
a thriving Wagga Wagga*

Committee 4 Wagga
Suite 2, 179 Fitzmaurice Street
Wagga Wagga NSW 2650

1 May 2023

Australian Government
Canberra

Dear Sir / Madam

Re: Wagga Wagga Airport Lease and Future Tenure

On behalf of Committee 4 Wagga, I am pleased to provide support for Wagga Wagga City Council's (Council) request to the Federal Government to renew its lease over the Wagga Wagga Airport.

Council has proven over a period of many years to be an excellent caretaker of the Airport, which plays a key role in connecting our community with the rest of Australia for the purposes of health, education, defence, business and tourism.

Serving as the home to the Regional Express Heavy Maintenance Base and the Australian Airline Pilot Academy adds further weight to the Airport's importance.

Committee 4 Wagga is adamant Council needs to retain tenure and management of the facility to ensure broader regional economic and social benefits are maintained.

Our advocacy organisation's membership base encompasses a wide cross-section of the business community in Wagga Wagga, which services 150,000 residents across the region and welcomes 1.3 million visitors each year.

These businesses need accessible and affordable air transport facilities, which would be ensured by Council's continued lease but cannot be guaranteed by a private entity.

Committee 4 Wagga requests the Federal Government renews the lease with Council - rather than put out to market - and for a longer lease term with fairer conditions.

Lack of certainty over the lease beyond June 2025 is impeding investment into the Airport facility which is no longer fit for purpose, potentially having a negative impact on the region's economy, reputation and ability to attract industry and relocators into the region.

An upgrade of the antiquated Airport terminal is also required as a matter of urgency.

ADDRESS: 129 FITZMAURICE STREET, WAGGA WAGGA 2650
MAILING: PO BOX 1250, WAGGA WAGGA NSW 2650
PHONE: 02 6921 2490
EMAIL: ADMIN@C4WAGGA.COM.AU



"As a local small business owner and active Committee 4 Wagga member who relies on tourism and corporate travel to keep my hospitality venues thriving, an upgrade to the Wagga Wagga airport is crucial for the prosperity of our community. Showcasing Wagga as a first-class regional centre is vital, and our airport is every traveller's first and last impression of our city," said Richard Moffatt, who owns Pastoral restaurant.

The current passenger terminal facilities do not meet the needs or expectations of user groups and will not be adequate for a city with a projected population of 100,000.

Extending Council's lease will inject much-needed confidence in the Airport's longevity and will ultimately prove a key enabler of future investment, education and innovation into our region.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Adam Drummond'.

Adam Drummond
Committee 4 Wagga Chair

ADDRESS: 129 FITZMAURICE STREET, WAGGA WAGGA 2650
MAILING: PO BOX 1250, WAGGA WAGGA NSW 2650
PHONE: 02 6921 2490
EMAIL: ADMIN@C4WAGGA.COM.AU



16 May 2023

To Whom It May Concern,

Re: Letter of Support – Wagga Wagga Council’s Airport Lease Renewal

The Wagga Wagga Airport plays a critical role in connecting our region with the rest of Australia for the purposes of vital medical services in addition to education, commerce, tourism including enhancing and supporting the region’s liveability.

Wagga Wagga is the major centre for health services in southern NSW, with a catchment area of 297,000 people. The city’s Wagga Wagga Base Hospital is NSW’s largest regional hospital and a combined total of approx. 200 flights to and from Wagga Wagga Airport are utilised each month by Murrumbidgee Local Health District healthcare workers. The airport also provides an important conduit for patients and their families to and from the region. Importantly, the health sector relies on the airport for medical evacuations and time critical medical freight.

The current airport services do not support the space or facilities to facilitate safe, comfortable and efficient passenger services or experiences. This is evidenced through the inadequate medical transport bays that are shared with other user groups, the congestion during peak periods and operational capacity issues.

The airport capacity and services play an important role in the recruitment and retention of staff members due to the close proximity of the capital cities of both Sydney and Melbourne. Wagga Wagga is a convenient half way point for clinicians considering permanent moves to a regional location and plays an important role in our marketing strategies.

Due to this facility’s contribution to the health sector as a key gateway for specialist medical services and enabler of attracting health professionals into our region, I fully support Council’s ongoing tenure and management of this critical regional asset.

Should you have any questions regarding the above, please do not hesitate to contact me on (02) 5943 2003.

Yours sincerely

A handwritten signature in black ink, appearing to read 'JLudford'.

Ms Jill Ludford
Chief Executive
Murrumbidgee Local Health District

Murrumbidgee Local Health District
District Office
ABN 71 172 428 618
Locked Bag 10, Wagga Wagga NSW 2650
MLHD-Feedback@health.nsw.gov.au
www.mlhd.health.nsw.gov.au

Please contact Mr Tony Donoghue
Council Ref. TD:GOB:A.15-01, SC46
Your Ref.



T: 02 6930 1800
F: 02 6927 3168
PO Box 101, Coolamon NSW 2701
E: council@coolamon.nsw.gov.au
W: www.coolamon.nsw.gov.au
ABN: 32 573 173 265

17 May 2023

Australian Government
Parliament House
CANBERRA ACT 2600

To Whom it May Concern

RE: WAGGA AIRPORT AND FUTURE TENURE

Coolamon Shire Council would like to provide its support for Wagga Wagga City Council (WWCC) to continue its operations and management of the Wagga Wagga Airport.

This Airport is of utmost importance to our communities and is both a gateway into our regions and an important link back to our cities. This significance and connectivity applies to all our regional services, such as health, education, economic development, tourism, in addition to social connectivity. Coolamon Shire Council support extends to two important factors:

- 1) A commitment from the Federal Government that the Wagga Wagga Airport lease remains with Wagga Wagga City Council to ensure accessible air transport facilities are available to the Riverina at a cost and service standard that is acceptable.
- 2) That the Federal Government's commitment be for a long term lease (50 years plus 49 year option) on fair and reasonable term. This security of tenure allows better long term management of assets and investment in facilities.

We believe that it is critical that the tenure and management of the Wagga Wagga Airport remains with WWCC to ensure broader regional, economic and social benefits are maintained. This Airport is critical to the Riverina Region and the Airport needs to operate in a sustainable and long term arrangement at a cost effective fee structure for the growth of our communities.

Private Company profits should not be prioritized over regional access.

Coolamon Shire Council are happy to reinforce this support verbally or in person should it be required. My contact details are listed below:

Direct Phone: (02) 69301803
Mobile: 0427 273 694
Email: tdonoghue@coolamon.nsw.gov.au

Yours sincerely

Tony Donoghue
General Manager

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big enough to serve small enough to care

Page 1

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Lockhart Shire Council

File Ref: PV: 23/5682

19 May 2023

Australian Government, Canberra

Re: Wagga Wagga Airport and Future Tenure

I am writing to express Lockhart Shire Council's support of the importance of a government operated and managed airport to ensure accessible and affordable air transport facilities are maintained in our region.

Wagga Wagga Airport facilitates 220,000 passenger flights per year and is a significant transport gateway into and out of the Riverina region for health, education, economic development, tourism and social connectivity. The Airport performs a critical role in connecting the Council's elected members and staff with other regions and cities. This role is just as important for the Shire's wide cross section of health and education professionals and local businesses, not to mention the very large projects being undertaken in the region e.g. Inland Rail and Transgrid's Project EnergyConnect.

A government managed airport ensures the community, through its elected members, has visibility and input into the airport's operations and prioritises and optimises the broader economic and social needs that may not be considered under a private for-profit entity.

In our view, if Wagga Wagga Airport is leased to a private operator the risk is this arrangement will be profit driven and cost increases will be passed onto airlines and members of the public using the airport, resulting in significantly reduced accessibility to services for our residents and businesses, creating disadvantage for our community.

Wagga Wagga City Council's ongoing management of the Airport will provide Lockhart Shire Council with the confidence that the regular use of this important facility by Lockhart Shire Council and its constituents will continue in a fair and equitable manner.

Lockhart Shire Council implores Government to ensure the management and operation of this significant facility remains with Wagga Wagga City Council, under a long-term and fairer lease arrangement, to support our region well into the future.

Please feel free to contact me if you would like to discuss this matter further.

Yours sincerely

A handwritten signature in black ink, appearing to read "Peter Veneris".

Peter Veneris
General Manager

All communications to be addressed to: THE GENERAL MANAGER
65 Green Street, PO Box 21, Lockhart NSW 2656
Telephone: (02) 6920 5305 Facsimile: (02) 6920 5247 Email: mail@lockhart.nsw.gov.au
www.lockhart.nsw.gov.au



Australian Government
Canberra

Re: Wagga Wagga Airport and Future Tenure

I write on behalf of the Wagga Wagga Business Chamber in support of the importance of a government operated and managed airport to ensure accessible and affordable air transport facilities are maintained in our region.

Wagga Wagga Airport facilitates 220,000 passenger flights per year and is a significant transport gateway into and out of the Riverina region for health, education, economic development, tourism and social connectivity. Specifically, the Airport act as an invaluable connection for business to and from the City.

A government managed airport ensures the community, through its elected members, has visibility and input into the airport's operations and prioritises and optimises the broader economic and social needs that may not be considered under a private for-profit entity.

In our view, if Wagga Wagga Airport is leased to a private operator the risk is this arrangement will be profit driven and cost increases will be passed onto airlines and members of the public using the airport, resulting in significantly reduced accessibility to services for our residents and businesses, creating disadvantage for our community.

Wagga Wagga, as a major regional city that is increasingly important to NSW's productivity and economic growth and is undergoing significant infrastructure development, which is expected to grow jobs, stimulate the economy and drive population growth which in turn is will drive demand for air services into and out of the region. It is in the best interest of the City that Council resumes management of the Airport.

The Wagga Wagga Business Chamber implores Government to ensure the management and operation of this significant facility remains with Wagga Wagga City Council, under a long-term and fairer lease arrangement, to support our region well into the future.

Please feel free to contact me if you would like to discuss anything further.

Yours faithfully,

Sally Manning

A handwritten signature in black ink, appearing to read "Sally Manning".

Wagga Wagga Business Chamber



PO Box 1318
Wagga Wagga NSW 2650
committee@waggaclubaeroclub.com

10 May 2023

Mr Peter Thompson
The General Manager
Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650

Via email: council@wagga.nsw.gov.au

Dear Mr Thompson,

**SUPPORT FOR WAGGA WAGGA CITY COUNCIL LEASING WAGGA WAGGA
AIRPORT**

Wagga City Aero Club (WCAC) fully supports Wagga Wagga City Council entering into a long term lease of the civil areas of Wagga Wagga Airport on suitable provisions to enable the local community to operate, manage and develop the airport to meet the current and future needs of Wagga Wagga and the region.

WCAC and its forerunners have been active at the airport since it was established after WWII. Currently the club has some 60 members with some 35 members owning and operating aircraft. Most of these aircraft are based at the airport in privately owned hangar facilities on land leased from Council and the Department of Defence. It is therefore vital there is a high level of certainty relating to the leases and their tenure as well as appropriate capability to develop more facilities as demand grows, as it has over the last ten years.

For many reasons WCAC does not support the sale / transfer of the airport to private hands. This removes the facility from being a community asset to that of a commercial development with profit and return to shareholders as principal drivers. It would lead to higher costs for users across the board and a range of other restrictions as experienced at other privatised airports. It therefore does not suit the objective of a vital, vibrant and effective community asset.

Our members are strongly of the view that the best ownership structure for the airport is for the Commonwealth to retain overall ownership with Council leasing those parts of the land and facilities applicable for aircraft operation, maintenance and storage but not those parts specifically required by Defence. This would include the current runways, taxiways, hardstands, passenger terminal, various hangars / land on which private hangars and other buildings (like the Aero Club) have been constructed, other buildings, roads and carparks, lighting and all related services.

We also strongly support a lease term including an option in the order of 99 years to give all lessees a proper level of certainty, tenure and return on investment. Under the current lease, WCAC members have constructed 30 hangar facilities (six are now commercial - not including the Rex, AAPA and Paint Shop facilities) with a current value

-2-

in the order of \$3.5m – a substantial investment. Over the same period, Council has invested heavily in runway/taxiway/hardstand repairs and upgrades, passenger terminal upgrades, lighting and security upgrades and the development of a new General Aviation precinct at a very substantial cost. This investment has taken significant funds from Council and the NSW Government. Little investment in the airport facilities has been made by the Commonwealth over the same period, yet it has gained the benefit as owner.

Accordingly, the new lease arrangement should take account of the substantial investment by the lessees including Council in maintaining and developing facilities. It should also provide appropriate covenants on the part of the Commonwealth as owner of the land and related facilities to ensure proper owner contribution.

In the broader sense, Wagga Wagga Airport is an essential community asset necessary for the economic and social well-being of the city and region with an extended population of over 200,000. It is our major gateway. It is a major economic driver. It also serves to provide special health, education, government and tourism support to the region.

With Council and the NSW Government actively working through a plan to take the City of Wagga Wagga to a population of 100,000 by 2038, significant development of the airport infrastructure will be required over the period, not the least of which will be an effective passenger terminal and aircraft parking, improved runway and taxiway lighting, improved taxiway access and car parking. Consideration will also be needed in regard to runway strength and length to cater for larger aircraft and more flight frequency.

As Wagga Wagga is a major pilot training location, consideration will also be necessary to cater for increased movement and airspace congestion perhaps requiring the need for a parallel runway to the current 05/23 specifically for smaller aircraft. Such considerations are matters for a new Master Plan to be prepared in concert with the new lease.

WCAC believes it makes good sense to have Wagga Wagga City Council as the operator and manager of the airport with the support of the airport users and community. Accordingly WCAC stands ready to assist Council where we are able in this endeavour.

Yours sincerely,



Geoff Breust
President

7 Andrews Ave
PO Box 371
Wagga Wagga NSW
2650

12 May 2023

Mr Peter Thompson
The General Manager
Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650

Via email: council@wagga.nsw.gov.au

Dear Mr Thompson,

SUPPORT FOR WAGGA WAGGA CITY COUNCIL LEASING WAGGA WAGGA AIRPORT

I would like to formally express my full support for Wagga Wagga City Council entering into a long term lease of the civil areas of Wagga Wagga Airport on suitable provisions to enable the local community to operate, manage and develop the airport to meet the current and future needs of Wagga Wagga and the region.

I am a current airport land lease holder on site 4 in the GA precinct, and aircraft owner of Mooney VH-MKP and have been associated with the Wagga Wagga airport for almost 50 years. Accordingly, I have a strong and direct interest in the future arrangements for the ownership, operation and management of the airport.

It is absolutely vital for me as a lessee that there is a high level of certainty relating to the leases and their tenure and future of the airport.

As aircraft operators and pilots we seek an airport which is well run and managed by a local team with strong affinity to the users and local community. We also need an ownership and operational structure which provides for the future development of the airport to meet our needs, the needs of the other users, the community and also the region.

Sale / transfer of the airport to private hands is certainly not supported. This removes the facility from being a community asset to that of a commercial development with profit and return to shareholders as principal drivers. It would lead to higher costs for users across the board and a range of other restrictions as experienced at other privatised airports. It therefore does not suit the objective of a vital, vibrant and effective community asset.

Private hangar owners / lessees have invested heavily in facilities at the airport during the current lease term. Over the same period, Council has invested heavily in runway/taxiway/hardstand repairs and upgrades, passenger terminal upgrades, lighting and security upgrades and the development of a new General Aviation precinct at a very substantial cost. This investment has taken significant funds from Council and the NSW Government. Little investment in the airport facilities has been made by the Commonwealth over the same period, yet it has gained the benefit as owner.

Accordingly, the new lease arrangement should take account of the substantial investment by the lessees, including Council in maintaining and developing facilities. It should also provide appropriate covenants on the part of the Commonwealth as owner of the land and related facilities to ensure proper owner contribution.

In the broader sense, Wagga Wagga Airport is an essential community asset necessary for the economic and social well-being of the city and region with an extended population of over 200,000. It is our major gateway. It is a major economic driver. It also serves to provide special health, education, government and tourism support to the region, as well as fire fighting, air ambulance and emergency rescue operations etc. The airport is vital to providing these services

With Council and the NSW Government actively working through a plan to take the City of Wagga Wagga to a population of 100,000 by 2038, significant development of the airport infrastructure will be required over the period, not the least of which will be an effective passenger terminal and aircraft parking, improved runway and taxiway lighting, improved taxiway access and car parking. Consideration will also be needed in regard to runway strength and length to cater for larger aircraft and more flight frequency.

As Wagga Wagga is a major pilot training location, consideration will also be necessary to cater for increased movement and airspace congestion. Such considerations are matters for a new Master Plan to be prepared in concert with the new lease.

I believe that the airport should remain under Commonwealth ownership, but with a long lease (Minimum 25 + 25 year). This should be provided to WWCC at NO rental fee, as Council provide all maintenance and caretaking. WWCC should provide a master plan to the Commonwealth with approvals for all layouts included. This would alleviate the problematic issues of having to get Commonwealth approval every time a DA is made.

It makes good sense to have Wagga Wagga City Council as the operator and manager of the airport with the support of the airport users and community.

Yours sincerely,

John Smith
0408 692929

14th May 2023

Mr Peter Thompson
The General Manager
Wagga Wagga City Council
PO Box 20
WAGGA WAGGA NSW 2650

Via email: council@wagga.nsw.gov.au

Dear Mr Thompson,

SUPPORT FOR WAGGA WAGGA CITY COUNCIL LEASING WAGGA WAGGA AIRPORT

I write to formally express my full support for Wagga Wagga City Council entering into a long term lease of the civil areas of Wagga Wagga Airport on suitable provisions to enable the local community to operate, manage and develop the airport to meet the current and future needs of Wagga Wagga and the region.

I am a current Pilot, and for over 10 years, a member of the Wagga City Aero Club. Accordingly, I have a strong and direct interest in the future arrangements for the ownership, operation and management of the airport.

It is extremely important for me to have certainty relating to the leases and their tenure/future of the airport as I plan to purchase an aircraft and lease a hanger.

As aircraft operators and pilots we seek an airport which is well run and managed by a local team with strong affinity to the users and local community. We also need an ownership and operational structure which provides for the future development of the airport to meet our needs, the needs of the other users the community and region.

Sale / transfer of the airport to private hands is certainly not supported. This removes the facility from being a community asset to that of a commercial development with profit and return to shareholders as principal drivers. It would lead to higher costs for users across the board and a range of other restrictions as experienced at other privatised airports. It therefore does not suit the objective of a vital, vibrant and effective community asset.

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Accordingly, the new lease arrangement should take account of the substantial investment by the lessees including Council in maintaining and developing facilities. It should also provide appropriate covenants on the part of the Commonwealth as owner of the land and related facilities to ensure proper owner contribution.

In the broader sense, Wagga Wagga Airport is an essential community asset necessary for the economic and social well-being of the city and region with an extended population of over 200,000. It is our major gateway. It is a major economic driver. It also serves to provide special health, education, government and tourism support to the region.

With Council and the NSW Government actively working through a plan to take the City of Wagga Wagga to a population of 100,000 by 2038, significant development of the airport infrastructure will be required over the period, not the least of which will be an effective passenger terminal and aircraft parking, improved runway and taxiway lighting, improved taxiway access and car parking.

Consideration will also be needed in regard to runway strength and length to cater for larger aircraft and more flight frequency.

As Wagga Wagga is a major pilot training location, consideration will also be necessary to cater for increased movement and airspace congestion perhaps requiring the need for a parallel runway to the current 05/23 specifically for smaller aircraft. Such considerations are matters for a new Master Plan to be prepared in concert with the new lease.

It makes good sense to have Wagga Wagga City Council as the operator and manager of the airport with the support of the airport users and community.

Yours sincerely,

Nick Leywood
54 Mimosa Drive
Mount Austin
NSW 2650

REPORTS FROM STAFF

RP-1 DA23/0264 - DEMOLITION OF EXISTING BUILDING AND CONSTRUCTION OF A 5 STOREY BUILDING CONTAINING 2 GROUND FLOOR COMMERCIAL TENANCIES AND SHOP TOP HOUSING CONSISTING OF 16 DWELLINGS - 115 FITZMAURICE STREET, WAGGA WAGGA

Author: Amanda Gray

General Manager: Peter Thompson

Summary:

The report is for a development application and is presented to Council for determination. The application includes a request for variations of development standards under the provisions of clause 4.6 of the Wagga Wagga Local Environmental Plan (LEP) 2010.

The concurrence of the Planning Secretary (NSW Department of Planning and Environment) is required for variations to development standards under clause 4.6 of the LEP 2010. The Planning Secretary has issued deemed concurrence to Council by written notice dated 21 February 2018, to determine applications that include variations to development standards under clause 4.6. This deemed concurrence, however, is conditional that a delegate of the Council may not determine a development that departs from a numerical standard by more than 10%. As the subject proposal seeks variation to a development standard by more than 10%, the application must be determined by the elected Council.

Two public submissions were received during the notification period in objection.

A full assessment of the development application, including an assessment of the request for variation to development standards under Clause 4.6 of the LEP 2010, is provided as an attachment to this report. The assessment has considered and addressed all relevant matters raised in the submissions.

Recommendation

That Council approve Development Application DA23/0264 for the demolition of existing building and construction of a 5 storey building containing 2 ground floor commercial tenancies and shop top housing consisting of 16 dwellings, Lot 12 DP 759031, Lot 2 DP 913838, Lot 1 DP 913839 and Lot 3 DP 913840, 115 Fitzmaurice Street, Wagga Wagga.

Development Application Details

Applicant	Architects Ring & Associates Pty Ltd Director - Terrence Philip Ring
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Owner	Anne and Garry Xuereb
Development Cost	\$7,865,000.00
Development Description	<p>The development comprises the following components:</p> <ul style="list-style-type: none"> • Demolition of the existing single storey commercial building. • Construction of a mixed use five storey building comprising: <ul style="list-style-type: none"> ○ Ground Floor - two commercial tenancies and residential foyer fronting Fitzmaurice Street and car parking to the rear with access from Cadell Place. ○ Floors 1 – 4 - each floor containing 4 dwellings (16 in total) with either open or enclosed balconies to Fitzmaurice Street and open balconies to Cadell Place.

Report

Key Issues

- Requested variation to LEP development standards relating to building height and floor space ratio, including the potential impacts of these variations.
- Impact of the building demolition and proposed construction on heritage conservation area and Fitzmaurice Street precinct.
- Assessment against the provisions of State Environmental Planning Policy (Housing) 2021 (SEPP) including the design principles for residential apartment development and the Apartment Design Guideline.

Assessment

- Under the LEP the site is zoned E2 - Commercial Core. The development is characterised as “shop top housing” The development is permitted with consent within the E2 zone and is consistent with the objectives of the zone.
- The application seeks variations to 2 development standards contained within the LEP 2010. The variations have been assessed in accordance with the requirements of Clause 4.6 of the LEP. The variations are as follows:
 - Clause 4.3 - Height of buildings – The maximum building height under this clause is 16 metres. Proposed building height is 17.2 metres.
 - Clause 4.4 - Floor space ratio – The maximum floor space ratio under this clause is 2:1. Proposed floor space ratio is 2.58:1.

Having regard to the assessment against the provisions and objectives of both of the standards and the overall assessment contained in the 4.15 assessment report, it is satisfied that there are sufficient environmental planning grounds to justify the development contravening the 2 development standards and that strict compliance with the standards would be unreasonable in the circumstances. It is also satisfied that the development, incorporating the variations, will meet the public interest test required under the clause. An appropriate degree of flexibility has been applied to the standards and it is recommended that the variations be supported.

- The development is located within the heritage conservation area. The effect of the proposed development on the heritage significance of the conservation area has been considered as required under Clause 5.10. A full assessment as detailed under Section 3.3.1 of the DCP 2010 has demonstrated that the application will not result in a detrimental impact on the area.
- The proposed development is consistent with the remaining provisions of the LEP 2010.
- The development is subject to the provisions relating to residential apartment development under Chapter 4 of State Environmental Planning Policy (Housing) 2021 (SEPP). In accordance with the SEPP, the quality of the design of the development has been evaluated against the design principles for residential apartment development set out in Schedule 9 of the SEPP and also the relevant sections and objectives of the NSW Government Apartment Design Guideline. The development is deemed appropriate with regard to this evaluation.
- The proposed development has been assessed as generally consistent with the objectives and controls of the Wagga Wagga Development Control Plan 2010, including Sections 3.3.1, 10.1 and 12.8 identified below.
- A full assessment of the impact of the development has been undertaken against the provisions relating to the Fitzmaurice Street Precinct and the heritage conservation area under the provisions of sections 3.3.1 and 10.1 of the DCP 2010. This includes a review of the submitted Heritage Impact Assessment and various advice and comment received from Council's Heritage Advisor. Having regard to this overall assessment, it is considered that the development will not have a detrimental impact on the heritage conservation area and is in keeping with the future desired character of the Fitzmaurice Street precinct.
- Section 12.8 of the DCP 2010 requires consideration against the Riverside Strategic Master Plan 2010. The development is consistent with the relevant objectives, strategies and design principles contained in the plan.
- Two public submissions were received during the notification period raising concerns summarised below. All matters raised in submissions have been considered in the assessment of the application and addressed in the 4.15 assessment report.
 - Impact of requested variation to maximum height of building on:
 - Heritage conservation area
 - Shadow/solar impacts
 - Insufficient car parking proposed.
 - Requested variation to building height and floor space ratio is not justified and does not meet minimum standards as per NSW Planning guidelines for clause 4.6 variations.
 - Need for careful interrogation of impacts on heritage conservation area.
 - Potential impacts on adjoining properties caused by demolition and construction works.
- A comprehensive assessment report completed in accordance with the provisions of Section 4.15(1) of the Environmental Planning and Assessment Act 1979 is provided as an attachment to this report. This assessment addresses all matters identified above in further detail and also considers all other relevant heads of consideration including the likely impacts of the development and the suitability of the site.
- Having regard to this assessment, the application is recommended for approval subject to the inclusion of recommended conditions of consent.

Reasons for Approval

1. The proposed development is consistent with the objectives and provisions of the Wagga Wagga Local Environmental Plan 2010.
2. The requested variation to development standards contained in Clauses 4.3 and 4.4 of the Wagga Wagga Local Environmental Plan 2010, are appropriate having regard to the assessment requirements under Clause 4.6 of the plan.
3. The application is compliant with the provisions of State Environmental Planning Policy (Housing) 2021 including the requirement for consideration against the design principles set out in Schedule 9 of this policy and also the relevant sections and objectives of the Apartment Design Guideline.
4. The proposed development is generally consistent with the objectives and controls of the Wagga Wagga Development Control Plan 2010.
5. The impacts of the proposed development, including its impact on the heritage conservation area, are acceptable subject to the inclusion of recommended conditions of consent.
6. The site is considered suitable for the proposed development and is in the public interest.

Site Location

The site is identified as 115 Fitzmaurice Street. It is located on the eastern side of the street approximately 100 metres south of its intersection with Kincaid Street. The site also has frontage to Cadell Place to the rear.

The site is located within the heritage conservation area and is surrounded by commercial development to the north, south and west. The Murrumbidgee River and levee is located to the east of the site.

The site comprises 4 separated allotments with a combined area of 607.2 square metres. It is entirely occupied by an existing commercial building comprising 2 tenancies with shopfronts to Fitzmaurice Street and service access to Cadell Place.



Financial Implications

N/A

Policy

State Environmental Planning Policy (Housing) 2021
Wagga Wagga Local Environmental Plan 2010
Wagga Wagga Development Control Plan 2010

Link to Strategic Plan

The Environment

Objective: Future growth and development of Wagga Wagga is planned for in a sustainable manner

Ensure sustainable urban development

Risk Management Issues for Council







Approval of the application is not considered to raise risk management issues for Council as the proposed development is consistent with SEPP (Housing) 2021, LEP and DCP controls.

Internal / External Consultation

Full details of the consultation that was carried out as part of the development application assessment is contained in the attached s4.15 Report.

	Mail			Traditional Media			Community Engagement			Digital						
	Rates notices insert	Direct mail	Letterbox drop	Council news	Media release	Media opportunity	TV/radio advertising	One-on-one meeting(s)	Community meeting(s)	Stakeholder workshop(s)	Drop-in session(s)	Survey/feedback form(s)	Have your Say	Email newsletter	Social media	Website
Inform			<input checked="" type="checkbox"/>													<input checked="" type="checkbox"/>
Consult			<input checked="" type="checkbox"/>													<input checked="" type="checkbox"/>
Involve																
Collaborate																
Other methods (please list specific details below)																

Attachments

1. DA23/0264 - Section 4.15 Assessment Report - Provided under separate cover

2. DA23/0264 - Plans - Provided under separate cover

3. DA23/0264 - Statement of Environmental Effects - Provided under separate cover

4. DA23/0264 - Heritage Impact Statement - Provided under separate cover

5. DA23/0264 - Heritage Advisor Comments/Advice - Provided under separate cover

6. DA23/0264 - Submissions (Redacted) - Provided under separate cover


RP-2 FINANCIAL PERFORMANCE REPORT AS AT 31 MARCH 2024**Author:** Carolyn Rodney

Summary: This report is for Council to consider information presented on the 2023/24 budget and Long-Term Financial Plan, and details Council's external investments and performance as at 31 March 2024.

Recommendation

That Council:

- a approve the proposed 2023/24 budget variations for the month ended 31 March 2024 and note the balanced budget position as presented in this report
- b approve the proposed budget variations to the 2023/24 Long Term Financial Plan Capital Works Program including new projects and future year timing adjustments
- c note the Responsible Accounting Officer's reports, in accordance with the *Local Government (General) Regulation 2021* (Part 9 Division 3: Clause 203) that the financial position of Council is satisfactory having regard to the original estimates of income and expenditure and the recommendations made above
- d note the details of the external investments as of 31 March 2024 in accordance with section 625 of the *Local Government Act 1993*

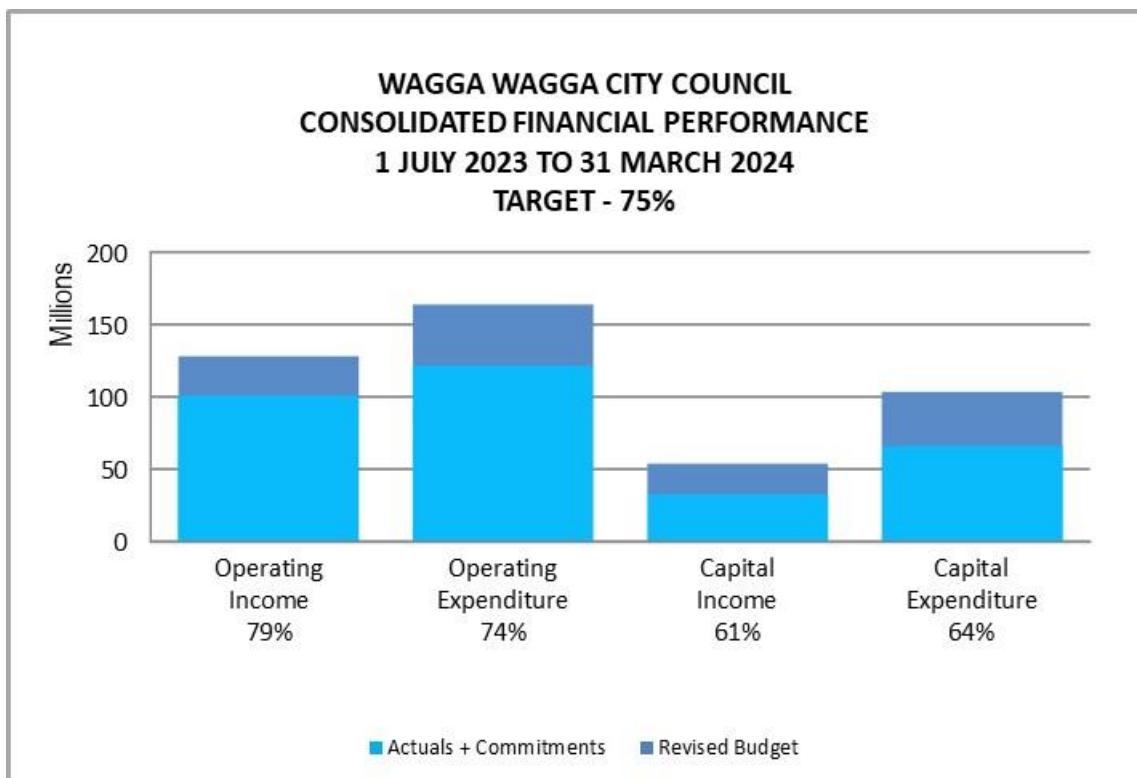
Report

Wagga Wagga City Council (Council) forecasts a balanced budget position as of 31 March 2024.

Proposed budget variations including adjustments to the capital works program are detailed in this report for Council's consideration and adoption.

Council has experienced a positive monthly investment performance for the month of March when compared to budget (\$440,925 up on the monthly budget). This is mainly due to better than budgeted returns on Council's investment portfolio as a result of the ongoing movement in the interest rate environment, as well as a higher than anticipated investment portfolio balance.

Key Performance Indicators



OPERATING INCOME

Total operating income is 79% of approved budget and is tracking ahead for the month of March 2024 mainly as a result of increased interest on investments income received this year.

An adjustment has been made to reflect the levy of rates that occurred at the start of the financial year. Excluding this adjustment, operating income received is 94% when compared to budget.

OPERATING EXPENSES

Total operating expenditure is 74% of approved budget and is tracking on budget at this stage of the financial year.

CAPITAL INCOME

Total capital income is 61% of approved budget. It is important to note that the actual income from capital is influenced by the timing of the receipt of capital grants and contributions in relation to expenditure incurred on the projects.

CAPITAL EXPENDITURE

Total capital expenditure including commitments is 64% of approved budget including pending projects. Excluding commitments, the total expenditure is 38% when compared to the approved budget.

WAGGA WAGGA CITY COUNCIL
STATEMENT OF FINANCIAL PERFORMANCE
1 JULY 2023 TO 31 MARCH 2024

CONSOLIDATED STATEMENT

	ORIGINAL BUDGET 2023/24	BUDGET ADJ 2023/24	APPROVED BUDGET 2023/24	YTD ACTUAL EXCL COMMT'S 2023/24	COMMT'S 2023/24	YTD ACTUAL + COMMT'S 2023/24	YTD % OF BUD
Revenue							
Rates & Annual Charges	(79,700,947)	0	(79,700,947)	(59,357,975)	0	(59,357,975)	74%
User Charges & Fees	(32,607,964)	2,042,180	(30,565,784)	(23,644,530)	0	(23,644,530)	77%
Other Revenues	(3,040,358)	(89,000)	(3,129,358)	(4,471,363)	0	(4,471,363)	143%
Grants & Contributions provided for Operating Purposes	(13,891,687)	5,725,583	(8,166,104)	(4,944,786)	0	(4,944,786)	61%
Grants & Contributions provided for Capital Purposes	(43,630,578)	(6,390,828)	(50,021,405)	(31,801,238)	0	(31,801,238)	64%
Interest & Investment Revenue	(4,873,916)	0	(4,873,916)	(6,951,961)	0	(6,951,961)	143%
Other Income	(1,564,445)	(22,667)	(1,587,112)	(1,418,702)	0	(1,418,702)	89%
Total Revenue	(179,309,895)	1,265,269	(178,044,626)	(132,590,554)	0	(132,590,554)	74%
Expenses							
Employee Benefits & On- Costs	56,172,711	525,510	56,698,221	38,149,862	0	38,149,862	67%
Borrowing Costs	3,363,314	0	3,363,314	2,814,341	0	2,814,341	84%
Materials & Services	41,316,274	15,917,496	57,233,769	36,192,708	9,087,575	45,280,283	79%
Depreciation & Amortisation	44,291,577	0	44,291,577	33,218,683	0	33,218,683	75%
Other Expenses	1,954,429	233,560	2,187,989	1,673,073	183,084	1,856,156	85%
Total Expenses	147,098,304	16,676,566	163,774,870	112,048,666	9,270,659	121,319,325	74%
Net Operating (Profit)/Loss	(32,211,591)	17,941,834	(14,269,756)	(20,541,888)	9,270,659	(11,271,229)	
Net Operating Result Before Capital (Profit)/Loss	11,418,987	24,332,662	35,751,649	11,259,350	9,270,659	20,530,009	
Cap/Reserve Movements							
Capital Expenditure - One Off Confirmed	33,539,246	31,162,871	64,702,117	24,301,714	18,329,476	42,631,190	66%
Capital Expenditure - Recurrent	21,649,500	8,811,449	30,460,950	9,994,424	8,335,257	18,329,681	60%
Capital Expenditure - Pending Projects	38,732,266	(37,984,161)	748,105	30,816	15,100	45,916	0%
Loan Repayments	7,523,436	0	7,523,436	4,892,577	0	4,892,577	65%
New Loan Borrowings	(10,609,635)	7,043,364	(3,566,271)	0	0	0	0%
Sale of Assets	(1,490,575)	(2,317,180)	(3,807,755)	(854,626)	0	(854,626)	22%
Net Movements Reserves	(12,841,071)	(24,658,178)	(37,499,249)	0	0	0	0%
Total Cap/Res Movements	76,503,167	(17,941,834)	58,561,333	38,364,905	26,679,833	65,044,738	
Net Result after Depreciation	44,291,577	0	44,291,577	17,823,018	35,950,492	53,773,509	
Add back Depreciation Expense	44,291,577	0	44,291,577	33,218,683	0	33,218,683	75%
Cash Budget (Surplus)/Deficit	0	0	0	(15,395,665)	35,950,492	20,554,827	

Years 2-10 Current Adopted Long Term Financial Plan (Surplus) /Deficit*

Description	Budget 2024/25	Budget 2025/26	Budget 2026/27	Budget 2027/28	Budget 2028/29	Budget 2029/30	Budget 2030/31	Budget 2031/32	Budget 2032/33
Adopted Bottom Line (Surplus) / Deficit	706,102	2,769,193	2,225,767	0	0	0	0	0	(953,513)
Adopted Bottom Line Adjustments	0	0	0	0	0	0	0	0	0
Revised Bottom Line (Surplus) / Deficit	706,102	2,769,193	2,225,767	0	0	0	0	0	(953,513)

* Please note that Council is currently reviewing the 2024/25 Long Term Financial Plan, and will place the draft plan on public exhibition next month. The above table includes the current adopted position.

2023/24 Revised Budget Result – (Surplus) / Deficit	\$'000s
Original 2023/24 Budget Result as adopted by Council	\$0K
Total Budget Variations approved to date.	\$0K
Budget Variations for March 2024	\$0K
Proposed Revised Budget result for 31 March 2024 - (Surplus) / Deficit	\$0K

The proposed Operating and Capital Budget Variations for 31 March 2024 which affect the current 2023/24 financial year are listed below.

Budget Variation	Amount	Funding Source	Net Impact (Fav)/ Unfav
2 – Safe and Healthy Community			
Fibre Connection to Bolton Park*	\$107K	Section 7.11 Reserve (\$87K) Existing IT Recurrent Capital Budgets (\$20K)	Nil
The Oasis and Bolton Park precinct relies on a wireless network connection to Council's Civic Centre building to access internal systems and the internet, which is currently over capacity. This affects the day-to-day operations of staff at several locations and security systems installed. The introduction of several CCTV cameras and the future planned growth of the precinct has led to the need to urgently upgrade the network connection back to the Civic Centre. The proposed solution is to install an underground fibre cable from Council's existing fibre network on Baylis Street, through to the Oasis and the new tennis centre. This connection will provide capacity for the future planned growth of the precinct and is a long-term solution that is relatively maintenance free compared to alternatives. In addition, this will also reduce the load on Council's wireless network at other remote sites, improving performance.			

Budget Variation	Amount	Funding Source	Net Impact (Fav)/Unfav
<p>It is proposed to fund the variation by using a combination of existing 2023/24 IT recurrent capital budgets (\$20K) and Bolton Park Precinct Upgrade funds (\$87K) allocated in 2025/26 (funded from S7.11).</p> <p>Estimated Completion: 30 June 2024</p> <p><i>Job Consolidation: 23091</i></p>			
5 – The Environment			
Destination Vehicle (EV) Electric Charger Installation	\$13K	NSW Office of Energy and Climate Change Grant Round 2 (\$8K) Net Zero Emissions (NZE) Reserve (\$5K)	Nil
<p>Council has been successful in securing NSW Office of Energy and Climate Change grant funds under the Drive Electric NSW EV Destination Charging Grants Round 2. This will allow for the installation of a Dual Port Electric Vehicle (EV) Charging Station at the Museum of Riverina Botanic Gardens Site. It is proposed to fund Councils contribution from the NZE Reserve.</p> <p>Estimated Completion: 30 June 2024</p> <p><i>Job Consolidation: 23084</i></p>			
Stormwater Quality from Residential Development Assessment	\$31K	Section 64 Stormwater DSP Reserve (\$31K)	Nil
<p>Funds are required for an investigation of stormwater quality from residential development in comparison to predevelopment land use. This project will analyse stormwater quality at discharge points across the city and in lagoons to understand to what extent run-off from urban development affects the water quality in waterways downstream of the developments. The investigation will be based on data collected by Council from September 2022 to June 2023. The outcome of the assessment will inform the management of stormwater requirements associated with subdivision development in the future. It is proposed to fund the variation from the Section 64 Stormwater DSP Reserve.</p> <p>Estimated Completion: 30 June 2024</p> <p><i>Job Consolidation: 23093</i></p>			
Oasis Pool Filters*	\$153K	Internal Loans Reserve (\$153K)	Nil
<p>Funds are required for the refurbishment of the Oasis Pool Filters. The works will include the isolation of the filters, removal of sand and patching and repairs to the fibreglass inside the filter. It will also entail the re-epoxying and coating with fibre matting of the top of the sand level of the centre section of the filter. The removal and replacement also includes the supply of the filter water collector arms, and the re-installation of sand from the existing filters and re-commissioning of the filters. It is proposed to fund the variation from the existing 2026/27 Oasis Pool Filters budget (\$232K) through the Internal Loans Reserve with the remaining budget of \$79K being reallocated to 2033/34.</p> <p>Estimated Completion: 30 June 2024</p> <p><i>Job Consolidation: 23084</i></p>			

Budget Variation	Amount	Funding Source	Net Impact (Fav)/Unfav
Duke of Kent Community Building	\$70K	Buildings Reserve (\$70K)	Nil
<p>Additional funds are required for the Duke of Kent Community Building to allow for a change in the scope of works to include the installation of an operable sound rated wall rather than a simple concertina style divider to separate the hall in the building and the installation of a hearing loop. The sound rated wall will allow for the hall to be used by two different user groups at once. The hearing loop is essential as it is anticipated that a lot of older residents will utilise the new facility and it brings the space in line with Councils All-Abilities Inclusion and Action Plan 2022-2026. This will bring the total project budget to \$870K.</p> <p>Estimated Completion: 30 June 2024</p> <p><i>Job Consolidation:21476</i></p>			

* As the 2024/25 draft Long Term Financial Plan (LTFP) budget is currently being finalised any budget variations that impact the LTFP will not be processed until 1 July 2024.

The following projects were included in the 2024/25 LTFP Councillor Budget Workshops and are being included below for adoption and inclusion in the 10 year Capital Works Program.

Project Title	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
Collingullie Augmentation of Sewer Treatment Ponds		1,000,000								
Forest Hill Sewer Augmentation & Upgrade of Plant			10,000,000							
Koorngal Sewer Treatment Plant Upgrade				30,000,000						
Sewer Telemetry Hardware Upgrades (some exp may be incurred in 23/24)	1,000,000									
Northern Sewer Rising Main Upgrade	500,000	2,500,000								
Narrung Sewer Treatment Plant Shed Cover	100,000									
Sewer Manhole Relining - Recurrent	800,000	824,000	848,720	874,182	900,407	927,419	955,242	983,899	1,013,416	1,043,819
Art Gallery Cabinetry Work	60,000									
Regional Roads (replacement of grant funds from GPR)	350,000	350,000	350,000							
Culverts – Renew & Replace (additional budget)	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
Pavement Rehab Program (used for Geotechnical budget)	(115,000)									
TOTAL	2,745,000	4,724,000	11,248,720	30,924,182	950,407	977,419	1,005,242	1,033,899	1,063,416	1,093,819

2023/24 Capital Works Summary

Capital Works	Approved Budget	Proposed Movement	Proposed Budget
One-off	\$64,702,117	\$235,417	\$64,937,534
Recurrent	\$30,460,950	(\$20,000)	\$30,440,950
Pending	\$748,105	\$0	\$748,105
Total Capital Works	\$95,911,172	\$215,417	\$96,126,589

Current Restrictions

RESERVES SUMMARY					
31 MARCH 2023					
	CLOSING BALANCE 2022/23	ADOPTED RESERVE TRANSFERS 2023/24	BUDGET VARIATIONS APPROVED UP TO COUNCIL MEETING 25.3.2024	PROPOSED CHANGES for Council Resolution*	BALANCE AS AT 31 MARCH 2023
Externally Restricted					
Developer Contributions - Section 7.11	(33,518,693)	5,650,317	(2,060,173)	87,244	(29,841,305)
Developer Contributions - Section 7.12	(427,766)	(28,137)	0		(455,903)
Developer Contributions - Stormwater Section 64	(7,952,971)	461,121	(1,003,403)	31,000	(8,464,253)
Sewer Fund	(45,473,006)	(486,810)	(2,160,039)		(48,119,854)
Solid Waste	(28,001,560)	1,115,349	(935,606)		(27,821,816)
Specific Purpose Unexpended Grants & Contributions	(13,419,243)	0	13,419,243		0
SRV Levee Reserve	(6,316,594)	0	46,718		(6,269,877)
Stormwater Levy	(5,350,848)	3,299,121	(2,906,312)		(4,958,039)
Total Externally Restricted	(140,460,680)	10,010,962	4,400,428	118,244	(125,931,047)
Internally Restricted					
Additional Special Variation (ASV)	(630,214)	(304,627)	0		(934,841)
Airport	0	0	0		0
Art Gallery	(3,804)	0	0		(3,804)
Bridge Replacement	(277,544)	0	40,739		(236,805)
Buildings	(1,816,155)	222,330	255,413	70,000	(1,268,412)
CCTV	(47,471)	12,476	0		(34,995)
Cemetery	(1,246,587)	(240,585)	30,437		(1,456,735)
Civic Theatre	(127)	0	0		(127)
Civil Infrastructure	(8,750,164)	1,975,590	623,233		(6,151,341)
Council Election	(305,964)	(117,566)	0		(423,531)
Economic Development	(407,131)	0	388,773		(18,358)
Emergency Events Reserve	(245,427)	(91,807)	50,000		(287,235)
Employee Leave Entitlements Gen Fund	(3,604,926)	0	0		(3,604,926)
Environmental Conservation	(116,578)	0	0		(116,578)
Event Attraction	(969,436)	0	728,755		(240,681)
Financial Assistance Grants in Advance	(12,361,442)	0	12,361,442		0
Grant Co-Funding	(500,000)	0	0		(500,000)
Gravel Pit Restoration	(807,726)	13,333	26,500		(767,892)
Information Services	(2,419,649)	906,761	92,772		(1,420,116)
Insurance Variations	(50,000)	0	0		(50,000)
Internal Loans	(6,215,667)	(768,775)	240,226	152,757	(6,591,460)
Lake Albert Improvements	(127,751)	38,377	50,000		(39,374)
Library	(166,718)	(155,915)	0		(322,633)
Livestock Marketing Centre	(6,581,531)	1,077,258	4,194,727		(1,309,546)
Museum Acquisitions	(54,612)	10,000	10,000		(34,612)

	CLOSING BALANCE 2022/23	ADOPTED RESERVE TRANSFERS 2023/24	BUDGET VARIATIONS APPROVED UP TO COUNCIL MEETING 25.3.2024	PROPOSED CHANGES for Council Resolution*	BALANCE AS AT 31 MARCH 2023
Net Zero Emissions	(309,016)	(44,492)	226,196	4,916	(122,397)
Oasis Reserve	(1,324,304)	172,650	222,748		(928,906)
Parks & Recreation Projects	(1,061,367)	(137,862)	706,268		(492,962)
Parks Water	(180,000)	(150,000)	0		(330,000)
Planning Legals	(100,000)	(20,000)	0		(120,000)
Plant Replacement	(4,023,265)	128,993	2,370,501		(1,523,772)
Project Carryovers	(6,990,324)	0	6,990,324		0
Public Art	(238,510)	30,000	159,177		(49,332)
Service Reviews	(100,000)	0	0		(100,000)
Sister Cities	(30,590)	0	0		(30,590)
Stormwater Drainage	(110,178)	0	0		(110,178)
Strategic Real Property	(1,723,844)	0	(1,806,417)		(3,530,261)
Subdivision Tree Planting	(348,173)	20,000	0		(328,173)
Unexpended External Loans	(1,870,017)	136,612	1,541,428		(191,977)
Workers Compensation	(194,670)	25,000	9,520		(160,149)
Total Internally Restricted	(66,310,882)	2,737,751	29,512,760	227,673	(33,832,697)
Total Restricted	(206,771,562)	12,748,713	33,913,188	345,917	(159,763,744)
Total Unrestricted	(11,502,000)	0	0	0	(11,502,000)
Total Cash, Cash Equivalents, and Investments	(218,273,562)	12,748,713	33,913,188	345,917	(171,265,744)

CONTRACTS REVIEW STATEMENT
1 JANUARY TO 31 MARCH 2024

Contract Number	Contractor	Contract Detail & Purpose	Contract Value	Start Date	Duration of Contract	Budgeted (Yes/No)
PE33451	Advanced Airport Lighting Pty Ltd	Runway Lighting Upgrade	\$ 76,450	15/01/2024	3 months	Y
PE34520	Anchor Safe	Civic Theatre Ladder Upgrade	\$ 81,356	29/02/2024	6 weeks	Y
PE34093	Audit Office of NSW	2023/24 Financial Statements Audit	\$ 146,570	22/02/2024	9 months	Y
PF00887	CadMac Riverina	Supply Mower	\$ 64,350	15/02/2024	10 weeks	Y
PF00887	CadMac Riverina	Supply Mower	\$ 64,350	15/02/2024	10 weeks	Y
PF1381	Sandy Creek Trees Nursery Yackand Bomen Solar Reveg 2024 Planting		\$ 52,670	18/01/2024	6 months	Y
PE33347	SJB Planning (NSW) Pty Ltd	Review of WWCC DA Process	\$ 81,180	15/01/2024	6 months	Y
PF01683	Thomas Bros Toyota	Supply Motor Vehicle	\$ 65,780	15/02/2024	10 weeks	y
PE29785	Urbine Enterprise Pty Ltd	Destination Management Plan	\$ 55,861	15/01/2024	8 months	Y
PD49064	Wagga Motors Pty Ltd	Supply D-Max 4X4 Extra Cab 1165	\$ 50,708	1/02/2024	12 weeks	Y
PD49064	Wagga Motors Pty Ltd	Supply D-Max 4X4 Extra Cab 1164	\$ 50,708	1/02/2024	12 weeks	Y
PF01459	Wagga Motors Pty Ltd	Supply One (1) D-Max Utility	\$ 58,452	1/02/2024	12 weeks	Y
PF01459	Wagga Motors Pty Ltd	Supply One (1) D-Max Utility	\$ 52,943	1/02/2024	12 weeks	Y
RFQ2024-51	Wagga Trucks	Supply medium rigin tipper with crane	\$ 253,079	27/03/2024	6 months	Y
PP23959	4Park Pty Ltd	Supply & install playground equipment	\$ 165,000	27/03/2024	6 months	Y
PF02123	Wagga Motors Pty Ltd	Supply light commercial vehicle	\$ 51,925	22/03/2024	3 months	Y
PF02114	The Australian Grinding Companey	Footpath Grinding	\$ 80,000	21/03/2024	6 weeks	Y
PE34921	Beca Pty Ltd	Energy Savings Project	\$ 66,000	19/03/2024	6 months	Y
PE34901	Demkel Group Pty Ltd	Upgrade Amenities Alan Turner Depot	\$ 55,229	19/03/2024	6 weeks	Y

Notes:

1. Minimum reporting level is 1% of estimated income from continuing operations or \$50,000, whichever is the lesser.
2. Contracts to be listed are those entered into during the quarter and have yet to be fully performed, excluding contractors that are on Council's Preferred Supplier list.
3. Contracts for employment are not required to be included.
4. Where a contract for services etc was not included in the budget, an explanation is to be given (or reference made to an explanation in another Budget Review Statement).

CONSULTANCY & LEGAL EXPENSES BUDGET REVIEW STATEMENT *

31 MARCH 2024

Approved Changes							
	SEPTEMBER QTR BUDGET VARIATIONS	DECEMBER QTR BUDGET VARIATIONS	MARCH QTR BUDGET VARIATIONS				
	APPROVED TO DATE	APPROVED TO DATE	APPROVED TO DATE	REVISED BUDGET	PROJECTED YEAR END RESULT	ACTUAL YTD	
	BUDGET 2023/24						
Consultancy Expenses	86,900	10,050	57,713	3,046	157,709	157,709	77,866
Legal Expenses	257,267	24,749	14,424	0	296,440	296,440	726,641

*Please note that this table only includes expenses costed to the relevant consultancy and legal types in the finance ledger.

Investment Summary as at 31 March 2024

In accordance with Regulation 212 of the *Local Government (General) Regulation 2021*, details of Wagga Wagga City Council's external investments are outlined below.

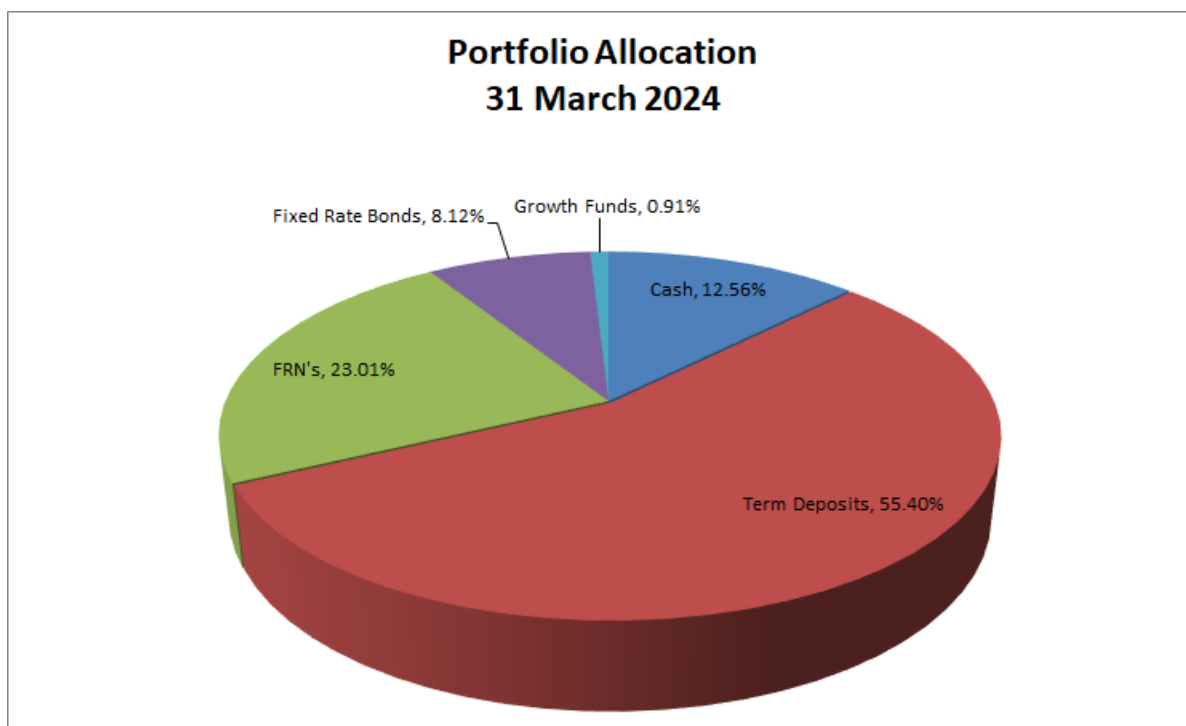
Institution	Rating	Closing Balance Invested 29/02/2024 \$	Closing Balance Invested 31/03/2024 \$	March EOM Current Yield %	March EOM % of Portfolio	Investment Date	Maturity Date	Term (months)
At Call Accounts								
NAB	AA-	523,069	568,111	4.35%	0.25%	N/A	N/A	N/A
CBA	AA-	10,656,345	1,380,280	4.35%	0.61%	N/A	N/A	N/A
CBA	AA-	16,939,436	16,999,137	4.40%	7.47%	N/A	N/A	N/A
Macquarie Bank	A+	9,579,152	9,610,329	4.15%	4.23%	N/A	N/A	N/A
Total At Call Accounts		37,698,002	28,557,857	4.31%	12.56%			
Short Term Deposits								
AMP	BBB	1,000,000	1,000,000	5.40%	0.44%	15/11/2023	15/11/2024	12
Australian Military Bank	BBB+	1,000,000	1,000,000	5.06%	0.44%	24/05/2023	24/05/2024	12
Australian Unity	BBB+	1,000,000	1,000,000	5.44%	0.44%	8/06/2023	11/06/2024	12
ING Bank	A	2,000,000	2,000,000	5.62%	0.88%	26/06/2023	26/06/2024	12
ING Bank	A	2,000,000	2,000,000	5.65%	0.88%	30/06/2023	28/06/2024	12
Heritage and People's Choice	BBB+	1,000,000	1,000,000	5.80%	0.44%	10/07/2023	10/07/2024	12
CBA	AA-	2,000,000	2,000,000	5.27%	0.88%	31/08/2023	30/08/2024	12
Australian Unity	BBB+	1,000,000	1,000,000	5.49%	0.44%	27/11/2023	27/11/2024	12
Suncorp	A+	2,000,000	2,000,000	5.46%	0.88%	30/11/2023	29/11/2024	12
ING Bank	A	1,000,000	1,000,000	5.46%	0.44%	30/11/2023	29/11/2024	12
BankVic	BBB+	1,000,000	1,000,000	5.45%	0.44%	4/12/2023	4/12/2024	12
AMP	BBB	2,000,000	2,000,000	5.35%	0.88%	14/12/2023	16/12/2024	12
Australian Unity	BBB+	1,000,000	1,000,000	5.19%	0.44%	30/01/2024	30/01/2025	12
Suncorp	A+	0	1,000,000	5.12%	0.44%	7/03/2024	7/03/2025	12
Total Short Term Deposits		18,000,000	19,000,000	5.43%	8.35%			
Medium Term Deposits								
BOQ	BBB+	1,000,000	1,000,000	3.78%	0.44%	1/06/2022	3/06/2024	24
Westpac	AA-	2,000,000	2,000,000	1.32%	0.88%	28/06/2021	29/06/2026	60
Westpac	AA-	2,000,000	2,000,000	1.80%	0.88%	15/11/2021	17/11/2025	48
ICBC	A	2,000,000	2,000,000	2.03%	0.88%	6/11/2019	6/11/2024	60
ICBC	A	2,000,000	2,000,000	1.83%	0.88%	28/11/2019	28/11/2024	60
BOQ	BBB+	1,000,000	1,000,000	2.00%	0.44%	28/02/2020	28/02/2025	60
Police Credit Union	NR	1,000,000	1,000,000	2.20%	0.44%	1/04/2020	1/04/2025	60
ICBC	A	1,000,000	1,000,000	1.85%	0.44%	29/05/2020	29/05/2025	60
ICBC	A	1,000,000	1,000,000	1.86%	0.44%	1/06/2020	2/06/2025	60
ICBC	A	2,000,000	2,000,000	1.75%	0.88%	25/06/2020	25/06/2025	60
ICBC	A	2,000,000	2,000,000	1.75%	0.88%	25/06/2020	25/06/2025	60
ICBC	A	2,000,000	2,000,000	1.60%	0.88%	29/06/2020	28/06/2024	48
ICBC	A	3,000,000	3,000,000	5.07%	1.32%	30/06/2022	30/06/2027	60
ICBC	A	2,000,000	2,000,000	1.42%	0.88%	7/07/2020	8/07/2024	48
ICBC	A	2,000,000	2,000,000	1.50%	0.88%	17/08/2020	18/08/2025	60
BoQ	BBB+	1,000,000	1,000,000	1.25%	0.44%	7/09/2020	8/09/2025	60
BoQ	BBB+	2,000,000	2,000,000	1.25%	0.88%	14/09/2020	15/09/2025	60
NAB	AA-	1,000,000	1,000,000	5.23%	0.44%	14/09/2023	16/09/2024	12
ICBC	A	1,000,000	1,000,000	1.20%	0.44%	7/12/2020	8/12/2025	60
NAB	AA-	2,000,000	2,000,000	0.95%	0.88%	29/01/2021	29/01/2026	60
NAB	AA-	1,000,000	1,000,000	1.08%	0.44%	22/02/2021	20/02/2026	60

Institution	Rating	Closing Balance Invested 29/02/2024 \$	Closing Balance Invested 31/03/2024 \$	March EOM Current Yield %	March EOM % of Portfolio	Investment Date	Maturity Date	Term (months)
NAB	AA-	2,000,000	2,000,000	1.25%	0.88%	3/03/2021	2/03/2026	60
NAB	AA-	2,000,000	2,000,000	1.40%	0.88%	21/06/2021	19/06/2026	60
Westpac	AA-	2,000,000	2,000,000	1.32%	0.88%	25/06/2021	25/06/2026	60
ICBC	A	1,000,000	1,000,000	1.32%	0.44%	25/08/2021	25/08/2026	60
AMP	BBB	2,000,000	2,000,000	1.00%	0.88%	18/10/2021	17/10/2024	36
Westpac	AA-	2,000,000	2,000,000	1.56%	0.88%	30/11/2021	29/11/2024	36
Westpac	AA-	2,000,000	2,000,000	2.00%	0.88%	8/02/2022	10/02/2025	36
P&N Bank	BBB	2,000,000	2,000,000	2.40%	0.88%	9/03/2022	10/03/2025	36
P&N Bank	BBB	2,000,000	2,000,000	4.90%	0.88%	11/03/2024	11/03/2026	24
MyState	BBB	2,000,000	2,000,000	2.20%	0.88%	2/03/2022	3/03/2025	36
CBA	AA-	2,000,000	2,000,000	3.28%	0.88%	26/04/2022	26/04/2024	24
CBA	AA-	2,000,000	2,000,000	3.78%	0.88%	4/05/2022	6/05/2024	24
CBA	AA-	2,000,000	2,000,000	3.99%	0.88%	4/05/2022	5/05/2025	36
ING Bank	A	1,000,000	1,000,000	3.76%	0.44%	23/05/2022	23/05/2024	24
ICBC	A	2,000,000	2,000,000	3.95%	0.88%	6/06/2022	6/06/2024	24
Australian Unity	BBB+	2,000,000	2,000,000	4.15%	0.88%	8/06/2022	11/06/2024	24
MyState	BBB	2,000,000	2,000,000	4.45%	0.88%	29/06/2022	28/06/2024	24
BoQ	BBB+	1,000,000	1,000,000	4.50%	0.44%	7/07/2022	7/07/2025	36
CBA	AA-	1,000,000	1,000,000	4.25%	0.44%	12/08/2022	12/08/2025	36
P&N Bank	BBB	3,000,000	3,000,000	4.55%	1.32%	29/08/2022	29/08/2025	36
Australian Military Bank	BBB+	2,000,000	2,000,000	4.55%	0.88%	2/09/2022	2/09/2025	36
P&N Bank	BBB	1,000,000	1,000,000	4.40%	0.44%	9/09/2022	9/09/2025	36
BoQ	BBB+	1,000,000	1,000,000	4.70%	0.44%	4/10/2022	4/10/2024	24
AMP	BBB	2,000,000	2,000,000	4.95%	0.88%	21/10/2022	21/10/2024	24
ICBC	A	2,000,000	2,000,000	5.20%	0.88%	21/10/2022	21/10/2025	36
AMP	BBB	1,000,000	1,000,000	4.75%	0.44%	15/11/2022	14/11/2024	24
AMP	BBB	1,000,000	1,000,000	4.80%	0.44%	21/11/2022	20/11/2025	36
P&N Bank	BBB	2,000,000	2,000,000	4.75%	0.88%	16/12/2022	16/12/2024	24
Police Credit Union	NR	2,000,000	2,000,000	5.04%	0.88%	15/02/2023	17/02/2025	24
Police Credit Union	NR	2,000,000	2,000,000	4.94%	0.88%	14/03/2023	14/03/2025	24
P&N Bank	BBB	2,000,000	2,000,000	5.00%	0.88%	14/03/2023	15/03/2027	48
Hume Bank	BBB+	2,000,000	2,000,000	4.75%	0.88%	31/03/2023	31/03/2025	24
Auswide	BBB	2,000,000	2,000,000	4.95%	0.88%	13/04/2023	13/04/2026	36
P&N Bank	BBB	2,000,000	2,000,000	5.20%	0.88%	20/04/2023	20/04/2027	48
P&N Bank	BBB	1,000,000	1,000,000	5.20%	0.44%	26/05/2023	26/05/2026	36
ING Bank	A	2,000,000	2,000,000	5.37%	0.88%	21/08/2023	21/08/2025	24
P&N Bank	BBB	1,000,000	1,000,000	5.45%	0.44%	30/11/2023	28/11/2025	24
ING Bank	A	2,000,000	2,000,000	5.20%	0.88%	14/12/2023	15/12/2025	24
ING Bank	A	2,000,000	2,000,000	5.14%	0.88%	3/01/2024	5/01/2026	24
P&N Bank	BBB	2,000,000	2,000,000	5.10%	0.88%	4/01/2024	4/01/2027	36
Suncorp	A+	1,000,000	1,000,000	5.08%	0.44%	8/01/2024	8/01/2026	24
Australian Unity	BBB+	0	1,000,000	4.93%	0.44%	7/03/2024	9/03/2026	24
Total Medium Term Deposits		106,000,000	107,000,000	3.37%	47.05%			
Floating Rate Notes - Senior Debt								
Westpac	AA-	2,510,166	2,520,498	BBSW + 88	1.11%	16/05/2019	16/08/2024	63
Suncorp	A+	1,256,881	1,261,844	BBSW + 78	0.55%	30/07/2019	30/07/2024	60
ANZ	AA-	2,003,782	2,011,387	BBSW + 77	0.88%	29/08/2019	29/08/2024	60
HSBC	AA-	2,527,891	2,505,524	BBSW + 83	1.10%	27/09/2019	27/09/2024	60
ANZ	AA-	1,513,693	1,520,229	BBSW + 76	0.67%	16/01/2020	16/01/2025	60

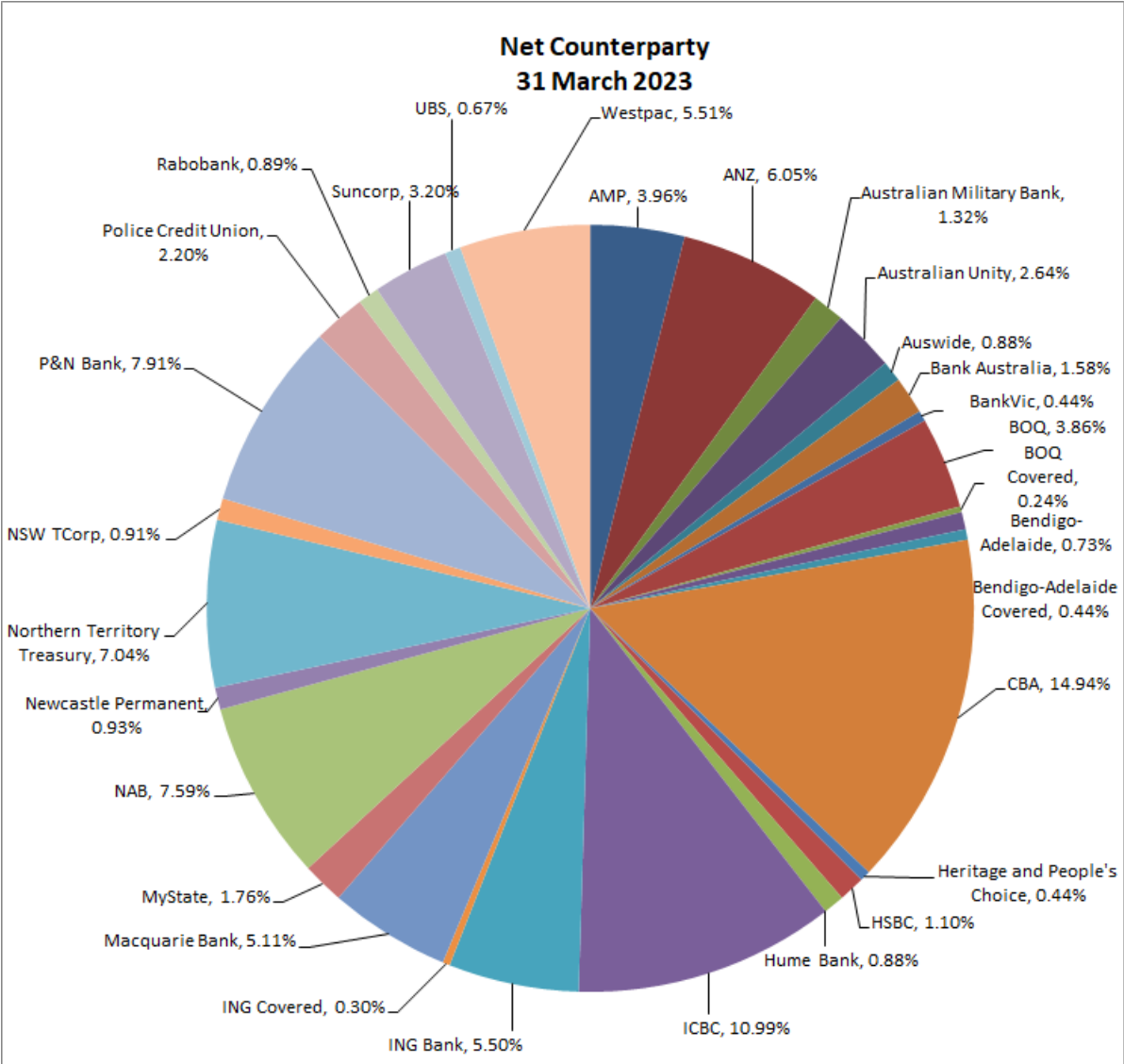
Institution	Rating	Closing Balance Invested 29/02/2024 \$	Closing Balance Invested 31/03/2024 \$	March EOM Current Yield %	March EOM % of Portfolio	Investment Date	Maturity Date	Term (months)
NAB	AA-	2,016,949	2,025,732	BBSW + 77	0.89%	21/01/2020	21/01/2025	60
Newcastle Permanent	BBB	1,104,626	1,109,679	BBSW + 112	0.49%	4/02/2020	4/02/2025	60
Macquarie Bank	A+	2,010,512	2,018,997	BBSW + 84	0.89%	12/02/2020	12/02/2025	60
BOQ Covered	AAA	553,839	556,168	BBSW + 107	0.24%	14/05/2020	14/05/2025	60
UBS	A+	1,508,074	1,515,338	BBSW + 87	0.67%	30/07/2020	30/07/2025	60
CBA	AA-	2,011,215	2,020,746	BBSW + 70	0.89%	14/01/2022	14/01/2027	60
Rabobank	A+	2,003,179	2,013,217	BBSW + 73	0.89%	27/01/2022	27/01/2027	60
Newcastle Permanent	BBB	991,003	996,052	BBSW + 100	0.44%	10/02/2022	10/02/2027	60
NAB	AA-	2,399,863	2,411,474	BBSW + 72	1.06%	25/02/2022	25/02/2027	60
Bendigo-Adelaide	BBB+	1,671,456	1,657,247	BBSW + 98	0.73%	17/03/2022	17/03/2025	36
ANZ	AA-	2,017,084	2,028,374	BBSW + 97	0.89%	12/05/2022	12/05/2027	60
NAB	AA-	1,708,882	1,715,104	BBSW + 90	0.75%	30/05/2022	30/05/2025	36
Suncorp	A+	905,110	909,401	BBSW + 93	0.40%	22/08/2022	22/08/2025	36
ANZ	AA-	2,541,120	2,557,467	BBSW + 120	1.12%	4/11/2022	4/11/2027	60
NAB	AA-	2,533,522	2,551,660	BBSW + 120	1.12%	25/11/2022	25/11/2027	60
Suncorp	A+	1,124,897	1,116,124	BBSW + 125	0.49%	14/12/2022	14/12/2027	60
CBA	AA-	2,035,958	2,044,866	BBSW + 115	0.90%	13/01/2023	13/01/2028	60
Bank Australia	BBB	1,909,915	1,918,849	BBSW + 155	0.84%	22/02/2023	22/02/2027	48
Bendigo-Adelaide Covered	AAA	1,015,334	1,007,548	BBSW + 115	0.44%	16/06/2023	16/06/2028	60
CBA	AA-	2,512,356	2,522,110	BBSW + 95	1.11%	17/08/2023	17/08/2028	60
ANZ	AA-	2,129,778	2,111,313	BBSW + 93	0.93%	11/09/2023	11/09/2028	60
Bank Australia	BBB	1,661,338	1,668,898	BBSW + 150	0.73%	30/10/2023	30/10/2026	36
ANZ	AA-	2,514,641	2,522,292	BBSW + 96	1.11%	5/02/2024	5/02/2029	60
ANZ	AA-	0	1,001,643	BBSW + 98	0.44%	19/03/2024	19/03/2029	60
ING Bank	A	0	500,882	BBSW + 95	0.22%	22/03/2024	22/03/2027	36
Total Floating Rate Notes - Senior Debt		50,693,063	52,320,662		23.01%			
Fixed Rate Bonds								
ING Covered	AAA	686,703	691,613	1.10%	0.30%	19/08/2021	19/08/2026	60
Northern Territory Treasury	AA-	3,000,000	3,000,000	1.00%	1.32%	24/08/2021	16/12/2024	40
Northern Territory Treasury	AA-	3,000,000	3,000,000	1.50%	1.32%	24/08/2021	15/12/2026	64
BoQ	BBB+	1,768,348	1,780,828	2.10%	0.78%	27/10/2021	27/10/2026	60
Northern Territory Treasury	AA-	2,000,000	2,000,000	1.50%	0.88%	6/08/2021	15/12/2026	64
Northern Territory Treasury	AA-	1,000,000	1,000,000	1.50%	0.44%	14/07/2021	15/12/2026	65
Northern Territory Treasury	AA-	2,000,000	2,000,000	1.30%	0.88%	29/04/2021	15/06/2026	61
Northern Territory Treasury	AA-	2,000,000	2,000,000	1.00%	0.88%	30/11/2020	15/12/2025	60
Northern Territory Treasury	AA-	1,000,000	1,000,000	1.00%	0.44%	20/11/2020	15/12/2025	61
Northern Territory Treasury	AA-	2,000,000	2,000,000	1.00%	0.88%	21/10/2020	15/12/2025	62
Total Fixed Rate Bonds		18,455,051	18,472,441	1.30%	8.12%			
Managed Funds								
NSW Tcorp	NR	2,030,650	2,073,713	2.12%	0.91%	17/03/2014	1/03/2029	179

Institution	Rating	Closing Balance Invested 29/02/2024 \$	Closing Balance Invested 31/03/2024 \$	March EOM Current Yield %	March EOM % of Portfolio	Investment Date	Maturity Date	Term (months)
Total Managed Funds		2,030,650	2,073,713	2.12%	0.91%			
TOTAL CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS		232,876,765	227,424,673		100.00%			
LESS: RIVERINA REGIONAL LIBRARY (RRL) CASH AT BANK		2,495,075	2,490,713					
TOTAL WWCC CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS		230,381,690	224,933,960					

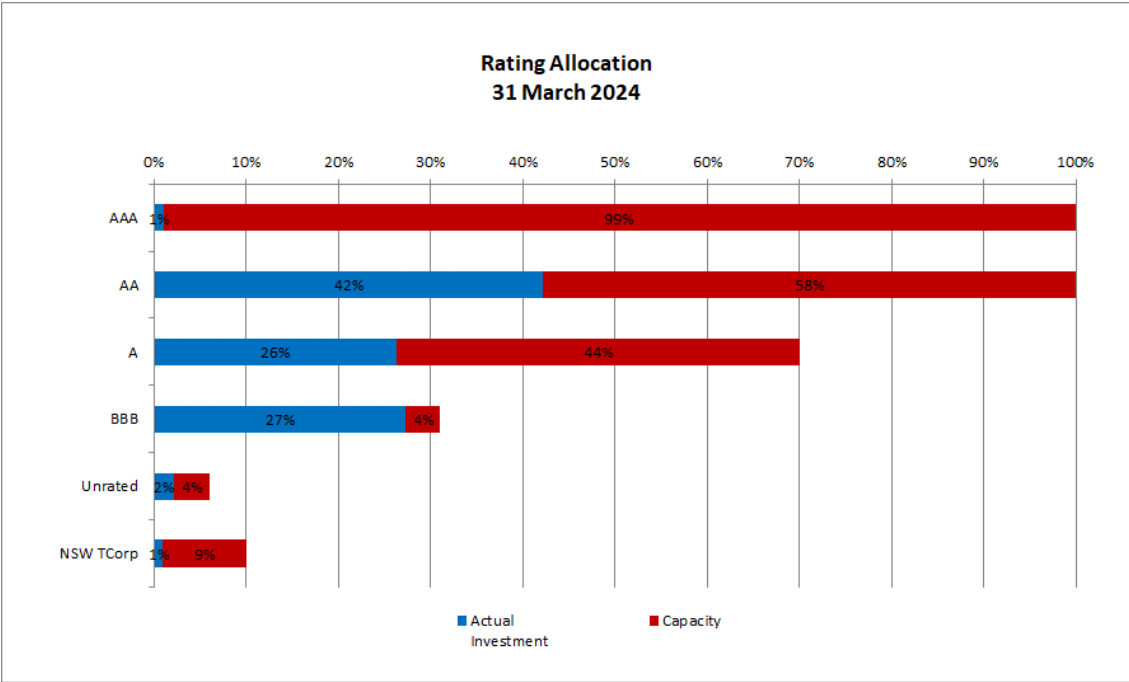
Council's investment portfolio is dominated by Term Deposits, equating to approximately 55% of the portfolio across a broad range of counterparties. Cash equates to 13%, with Floating Rate Notes (FRNs) around 23%, fixed rate bonds around 8% and growth funds around 1% of the portfolio.



Council's investment portfolio is well diversified in complying assets across the entire credit spectrum. It is also well diversified from a rating perspective. Credit quality is diversified and is predominately invested amongst the investment grade Authorised Deposit-Taking Institutions (ADIs) (being BBB- or higher), with a smaller allocation to unrated ADIs.



All investments are within the defined Policy limits, as outlined in the Rating Allocation chart below:



Investment Portfolio Balance

Council's investment portfolio balance decreased over the past month, down from \$230.38M to \$224.93M.

	Closing Balance Invested 31/01/2024 \$	Closing Balance Invested 29/02/2024 \$	Closing Balance Invested 31/03/2024 \$
TOTAL WWCC CASH ASSETS, CASH EQUIVALENTS & INVESTMENTS	219,915,809	230,381,690	224,933,960

Monthly Investment Movements

Redemptions/Sales – Council did not redeem any investment securities during March 2024.

New Investments – Council purchased the following investment securities during March 2024:

Institution and Type	Amount	Investment Term	Interest Rate	Comments
Suncorp Bank (A+) Term Deposit	\$1M	12 months	5.12%	The Suncorp Bank rate of 5.12% compared favourably to the rest of the market for this term. The next best rate for this term was 5.10%.
Australian Unity Bank (BBB+) Term Deposit	\$1M	2 years	4.93%	The Australian Unity rate of 4.93% compared favourably to the rest of the market for this term. The next best rate for this term was 4.85%.
ANZ Bank (AA-) Floating Rate Note	\$1M	5 years	BBSW +98bps	Council's independent Investment Advisor advised this Floating Rate Note represented good value with a potential grossed-up value of +125-130bps after 2-2.5 years.
ING Bank (A) Floating Rate Note	\$500K	3 years	BBSW +95bps	Council's independent Investment Advisor advised this Floating Rate Note represented good value with a potential grossed-up value of +115-120bps after 2 years.

Rollovers – Council rolled over the following investment security during March 2024:

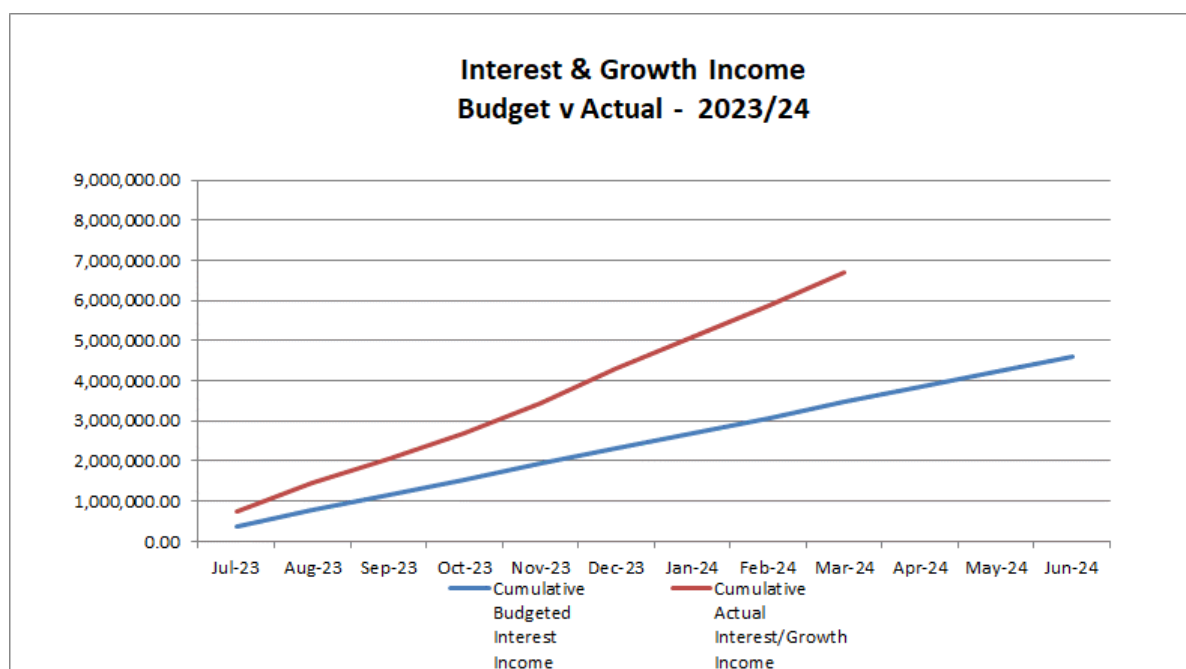
Institution and Type	Amount	Investment Term	Interest Rate	Comments
P&N Bank (BBB) Term Deposit	\$2M	2 years	4.90%	This term deposit was a 2-year investment earning 2.00% and was rolled at maturity into a new 2-year term deposit at 4.90%.

Monthly Investment Performance

Interest/growth/capital gains/(losses) for the month totalled \$825,790, which compares favourably with the budget for the period of \$384,865 - outperforming budget for the month by \$440,925.

Council's outperformance to budget for March is mainly due to better than budgeted returns on Council's investment portfolio as well as a higher than anticipated investment portfolio balance. This is a result of the ongoing movements in the cash rate made by the Reserve Bank of Australia, with the latest increase in early November 2023 bringing the cash rate to 4.35% from a record low of 0.10% in April 2022.

Council experienced a positive return on its NSW T-Corp Managed Fund for the month of March, with the fund returning +2.12% (or +\$43,063) as domestic (+3.27%) and international (+3.03%) shares continued to rally throughout the month.



In comparison to the AusBond Bank Bill Index* of 4.41% (annualised), Council's investment portfolio returned 4.08% (annualised) for the month of March. This underperformance against the benchmark for the month is mainly due to lower returns on fixed deposits and bonds due to a proportion of these being locked in prior to the unexpected RBA rate hikes, as well as aggressive increases in the AusBond Bank Bill index due to the current interest rate environment. On Cash and At-Call accounts returned 4.35% (annualised) for the month. These funds are utilised for daily cash flow management and need to be available to meet operating and contractual payments as they fall due.

Over the past year, Council's investment portfolio has returned 3.73%, marginally underperforming the AusBond Bank Bill index by -0.46%. Council's investment portfolio has continued to outperform the AusBond Bank Bill Index* over the longer-term time period, returning 2.48% per annum over the past 3 years – outperforming the benchmark by 0.41% over this time.

Performance	1 month	3 months	6 months	FYTD	1 year	2 years	3 years
Official Cash Rate	0.36%	1.07%	2.14%	3.18%	4.15%	3.13%	2.11%
AusBond Bank Bill Index	0.37%	1.09%	2.15%	3.26%	4.19%	3.11%	2.08%
Council's Cash	0.36%	1.06%	2.12%	3.16%	4.13%	3.14%	2.16%
Council's T/D	0.31%	0.92%	1.79%	2.63%	3.39%	2.86%	2.49%
Council's FRN	0.46%	1.34%	2.70%	4.04%	5.23%	4.16%	3.18%
Council's Bonds	0.11%	0.32%	0.65%	0.99%	1.32%	1.31%	1.28%
Council's TCorp LTGF	2.12%	6.26%	12.05%	11.08%	14.23%	7.25%	6.46%
Council's Portfolio	0.34%	1.00%	1.97%	2.87%	3.73%	3.04%	2.48%
Relative Performance	-0.03%	-0.09%	-0.18%	-0.39%	-0.46%	-0.07%	0.41%

* The AusBond Bank Bill Index is the leading benchmark for the Australian fixed income market. It is interpolated from the RBA Cash rate, 1 month and 3-month Bank Bill Swap rates.

Report by Responsible Accounting Officer

I hereby certify that all of the above investments have been made in accordance with the provision of Section 625 of the *Local Government Act 1993* and the regulations there under, and in accordance with the Investment Policy adopted by Council on 11 December 2023.

Carolyn Rodney
Responsible Accounting Officer

Policy and Legislation

Budget variations are reported in accordance with Council's *POL 052 Budget Policy*.

Investments are reported in accordance with Council's *POL 075 Investment Policy*.

Local Government Act 1993

Section 625 - How may councils invest?

Local Government (General) Regulation 2021

Section 212 - Reports on council investments

Link to Strategic Plan

Community Leadership and Collaboration

Objective: We have strong leadership

Outcome: We are accountable and transparent

Risk Management Issues for Council

This report is a control mechanism that assists in addressing the following potential risks to Council:

- Loss of investment income or capital resulting from ongoing management of investments, especially during difficult economic times
- Failure to demonstrate to the community that its funds are being expended in an efficient and effective manner

Internal / External Consultation

All relevant areas within Council have consulted with the Finance Division in relation to the budget variations listed in this report.

The Finance Division has consulted with relevant external parties to confirm Council's investment portfolio balances.

Attachments

1   Capital Works Program 2023/24 to 2032/33

LONG TERM FINANCIAL PLAN ONE-OFF CAPITAL PROJECTS - 2023/24 - 2032/33 AS AT 31 MARCH 2024																
				65,450,222	748,105	64,702,117	55,255,411	70,579,964	33,240,078	19,294,398	15,258,879	15,063,915	7,265,304	861,142	8,585,460	5,353,641
Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
1	21577	54 Johnson Street Property Acquisition	Buildings Reserve \$111,328 + Eastern Riverina Arts Contribution \$40,000	151,328		151,328										
2	18812	Active Travel Plan - Stage 1 - TT26	Grant (Crown Finance Restart) \$2,049,911 + \$7.11 \$262,714	1,612,626		1,612,626	700,000									
3	21130	Active Travel Plan - Stage 2	Grant (Transport for NSW)	162,343		162,343										
4	21931	Active Travel Plan - Stage 3	Transport for NSW Grant \$606,575 + Section 7.11 Reserve \$194,935 + Parks & Recreation Reserve \$156,033	957,543		957,543										
5	21620	Active Travel Research Project	Grant (Sydney University)	10,524		10,524										
6	47288	Airport - Bays 1-3 Upgrade	External Borrowings (Future Years Loan Repayments funded from Airport/Internal Loans Reserve)				500,000									
7	47328	Airport - Light Aircraft Precinct Required Works	Internal Loans Reserve (Future Years Loan Repayments funded from Airport/Internal Loans Reserve)				57,006									
8	47192	Airport - Redevelop terminal - Internal Baggage Claim and Retail Section	\$8,523,197 Grant (TBC) + \$27,763 Airport/Internal Loans Reserve					8,550,960								
9	47283	Airport - Runway Lighting Upgrade	External Borrowings (Future Years Loan Repayments funded from Airport/Internal Loans Reserve)					2,000,000								
10	47323	Airport Ancillary Land Acquisition	Internal Loans Reserve (payback from Airport/Internal Loans Reserve)				304,399									
11	50427	Alan Turner Depot Office Works	Sewer Reserve	19,104		19,104										
12	22224	Alan Turner Depot Outdoor Seating/ Amenities Block	GPR	5,000		5,000										
13	22223	Alan Turner Depot Security Gate Main Entry/Exit	Civil Infrastructure Reserve	114,779		114,779										
14	22138	Alan Turner Depot Washbay Waste/Oil Separator & Pit	Plant Replacement Reserve	83,887		83,887										
15	22222	Alan Turner Depot Worker on Foot Upgrade	Civil Infrastructure Reserve	343,358		343,358										
16	15082	Amundsen Bridge Construction - TT6	External Borrowings (Future Years Loan Repayments less 50% LCL) Subsidy funded from \$7.11)				1,116,027									
17	22203	Apex Park Playground Climbing Net Replacement	Parks & Recreation Reserve	44,914		44,914										
18	21275	Bakers Lane Widening + Intersection Upgrades - TT5	\$7.11	397,678		397,678										

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
19	22195	Bill Jacobs Athletics Centre Lighting Upgrade	NSW Stronger Country Communities Round 5	293,984		293,984	293,984									
20	21624	Bolton Park Stadium Repairs & upgrades	Parks & Recreation Reserve	25,442		25,442										
21	17760	Bolton Park Precinct Upgrade - ROS15	External Borrowings \$1,496,581 (Future Years Loan Repayments funded from GPR) + \$7.11 \$4,205,361 + Grant (TBC) \$25,902,307					10,000,000	10,000,000	11,604,249						
22	19628	Boorooma St Upgrade - TT28	S7.11					4,404,284								
23	15083	Boorooma Street Slip Lane into Boorooma West - (2006-19 Plan)	S7.11					292,759								
24	19546	Botanic Gardens Zoo - Stage 2 CCTV	GPR	9,951		9,951										
25	21274	Bourke Street and Bourkelands Drive Intersection Upgrade	S7.11 (2006-19 Plan)	95,992		95,992										
26	22825	Bus Shelter Installations	Transport for NSW Grant	34,500		34,500										
27	22226	Civic Theatre - Balcony Retiling & Waterproofing	GPR				165,000									
28	22225	Civic Theatre - External Wall Cladding (Stage 2)	Buildings Reserve	205,000		205,000										
29	22227	Civic Theatre - Internal Stage Safe Working at Heights System	Civic Theatre Reserve	73,000		73,000										
30	19566	Civic Theatre - Replacement of Overhead Stage Lights with Digital Lights	Internal Loans Reserve (Future Years payback from Civic Theatre Reserve) \$70,000 + ClubsGrant Funding \$90,000 + \$20,000 GPR	180,000		180,000										
31	17749	Community Amenities - Gissing Oval	GPR \$256,633 + NSW Government Office of Sport \$500,000	756,633		756,633										
32	38639	Copland St Industrial Area - Stormwater Drainage Upgrade	Old 594 Reserve \$85,262 + Contribution \$92,358 + Stormwater DSP \$374,329 + 564 Reserve \$107,282				107,282	551,949								
33	21816	Cremator Brickworks Reline	Cemetery Reserve	30,437		30,437										
34	22246	Destination Electric Vehicle (EV) Charger Installation	NSW Office of Energy and Climate Change Grant	18,179		18,179										
35	21348	Dobney Avenue & Pearson Street Pavement Rehabilitation	Grant (TfNSW - Fixing Local Roads) \$467,929 + Civil Infrastructure Reserve \$154,796	622,725		622,725										
36	21476	Duke of Kent Community Building	Strategic Real Property Reserve	190,510		190,510										
37	13684	Dunns Road - Roads and Traffic Facilities Upgrade	Grant \$4,013,051 (Dept Infrastructure, Transport, Regional Dev & Local Gov) + External Borrowings \$1,732,297 (Future Years Loan Repayments funded from GPR) + Grant \$400,000 (LRCI Phase 4) + Civil Infrastructure Reserve \$242,000	6,387,349		6,387,349										

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
38	19647	Estella New Local Park (west Rainbow Drive) Embellishment - ROS1 + LA1 (Land Acquisition)	S7.11				1,363,837	1,363,838								
39	22330	Estella Road Upgrade	Grant TBC (Fixing Local Roads)					700,000								
40	19590	Euberta Hall & Sportsground Water Bore & Irrigation System	GPR	41,971		41,971										
41	22232	Farrer Road Upgrade - TT4	S7.11												3,481,529	700,000
42	19617	Footpaths - Ashmont & Glenfield - TT16	S7.11 \$430,691 + Grant (TBC) \$1,841,950													2,272,641
43	19618	Footpaths - Boorooma, Estella & Gobbagombalin - TT17	S7.11 \$255,319 + Grant (TBC) \$1,146,999				1,146,999	255,319								
44	19619	Footpaths - Bourkelands & Lloyd - TT18	S7.11 \$352,763 + Grant (TBC) \$1,738,250						2,091,013							
45	19620	Footpaths - Central & North Wagga - TT19	S7.11 \$69,694 + Grant (TBC) \$329,180				329,180	69,694								
46	19621	Footpaths - East Wagga - TT20	S7.11 \$61,350 + Grant (TBC) \$347,650													409,000
47	19622	Footpaths - Forest Hill - TT21	S7.11 \$208,725 + Grant (TBC) \$936,160						1,144,885							
48	19623	Footpaths - Koorngal - TT22	S7.11 \$152,835 + Grant (TBC) \$587,374						740,209							
49	19624	Footpaths - Lake Albert & Tatton - TT23	S7.11 \$229,050 + Grant (TBC) \$1,297,950													1,527,000
50	19625	Footpaths - Mount Austin, Tolland & Turvey Park - TT24	S7.11 \$282,210 + Grant (TBC) \$1,234,135						1,516,345							
51	19678	Forest Hill Upgrade Local Park - ROS16	S7.11						216,200							
52	22613	Glass Gallery Lift Control Upgrade	Buildings Reserve	70,000		70,000										
53	12922	Glenfield Road Corridor Works - TT1	S7.11 \$9,939,326 + External Borrowings \$9,220,792 funded from (Future year repayments funded from S7.11)	50,000		50,000	71,950	3,152,219	1,471,429	1,837,926		7,192,279	725,384		4,658,931	
54	18738	Glenfield Road Drain Remediation	Stormwater DSP \$1,014,490 + Stormwater Levy \$420,047	99,490		99,490	1,335,047									
55	19649	Gobbagombalin - 2 local parks - ROS3 + LA3 (Land Acquisition)	S7.11				312,510									
56	19648	Gobbagombalin Nth (Harris Road) Park Embellishment - ROS2	S7.11	196,679		196,679										
57	19534	Gobbagombalin Stormwater Infrastructure	Stormwater DSP	185,591		185,591										

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
58	19604	Gregadoo Road Corridor Works - TT7	23/24 (External Borrowings \$1,693,040 -Future Years Loan Repayments less 50% LCLl Subsidy funded from S7.11 + Civil Infrastructure Reserve \$994,661) + 25/26 - 26/27 \$1,544,450 External Borrowings (Future Years Loan Repayments funded from S7.11)	2,687,701		2,687,701		772,225	772,225							
59	70195	GWMC - Cell Extension	Solid Waste Reserve	200,000		200,000	1,800,000									
60	70164	GWMC - Construction of a new Waste Cell	Solid Waste Reserve \$9,002,545 + Grant (NSW EPA) \$900,000	1,430,322		1,430,322	2,119,281				6,352,942					
61	70147	GWMC - Domestic Precinct (Transfer Station, Office Relocation, Roadworks)	Solid Waste Reserve				401,142	3,254,395	3,254,395		601,670					
62	70135	GWMC - Gas Capture Network Expansion & Gas Powered Evaporator	Solid Waste Reserve				1,769,728	300,000		327,000			356,430			
63	70178	GWMC - Construction of a new Monocell	Solid Waste Reserve \$5,358,372 + Grant (NSW EPA) \$900,000				1,829,186	1,829,186					2,600,000			
64	70105	GWMC - Organic Processing Plant	Solid Waste Reserve						199,077							
65	70101	GWMC - Road Rehabilitation	Solid Waste Reserve	498,333		498,333										
66	70168	GWMC Plant Shed	Solid Waste Reserve					2,360,646								
67	70169	GWMC Waste to Energy (Solution)	Solid Waste Reserve									5,000,000				
68	19668	Harris Road to Open Space - ROS13	External Borrowings (Future Years Loans Repayments less 50% LCLl Subsidy funded from S7.11)	70,844		70,844										
69	21791	Humula Infrastructure Upgrade	Grant (Dept Industry, Science, Energy & Resources)	106,541		106,541										
70	22322	Improved Pedestrian Access in Turvey Park	Grant (Labor)	35,000		35,000										
71	21855	Incarnie Crescent Stormwater Augmentation	Grant (Department of Industry) \$219,690 + Stormwater Levy Reserve \$219,690	439,380		439,380										
72	21089	Jim Elphick Tennis Centre - ROS15	S7.11 \$2,887,309 + Contribution Tennis NSW \$1,232,595 + State Government Grant (Multi-Sport Community Facility Fund) \$4,930,401	4,997,359		4,997,359	4,052,946									
73	19669	Jubilee Oval - Community Meeting Space - ROS14	S7.11					384,750								
74	12941	Jubilee Oval to Red Hill Rd - Wagga West DSP Area - Implement Stormwater Drainage Improvements	External Borrowings (Future Years Loan Repayments less 50% LCLl Subsidy funded from Stormwater DSP)	6,971		6,971	289,018									
75	19664	Jubilee Park - Athletics Park Upgrade - ROS10	S7.11 \$1,552,223 + State Government Grant (Multi-Sport Community Facility Fund) \$2,704,439 + Parks & Recreation Reserve \$246,740	4,503,402		4,503,402										

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
76	19382	Jubilee Park - Replace existing synthetic surfaces at the Jubilee Park Hockey Complex	Hockey Assoc Contrib \$205,000 + External Borrowings \$195,000 (Future Years Loan Repayments funded from GPR)					400,000								
77	22193	Keajura Road - Fixing Local Roads	R2R \$333,071 + Fixing Local Roads \$1,332,138	1,665,209		1,665,209										
78	18638	Lake Albert - Raising Water Level	\$189,546 Internal Loans Reserve + \$7,000,000 Grant (TBC)	189,546		189,546	3,500,000	3,500,000								
79	14048	Lawn Cemetery & Crematorium Office Refurbishment	Cemetery Reserve					500,000								
80	21273	Lawn Cemetery Master Plan Stage 2A Works - New burial area, outdoor chapel and water feature	External Borrowings (Future Years Loan Repayments funded from Cemetery Reserve)	73,784		73,784	675,000									
81	17866	Levee System Upgrade - North Wagga (1 in 20)	Special Rate Variation (SRV) Reserve \$2.604M + Grant (TBC) \$5.816M				1,000,000	7,419,811								
82	19661	Lloyd Establish 3 Local Parks - RO55 + LA4 (Deakin Ave) + LA5 (Barton Ave) + LA6 (Central Lloyd) - Land Acquisitions	\$7.11 \$2,105,833 + External Borrowings \$2,401,850 (Future Years Loan repayments funded from \$7.11)	567,208		567,208	1,538,625	2,401,850								
83	45131	LMC - Cattle Delivery Yard Rehabilitation	LMC Reserve	400,000		400,000										
84	45089	LMC - CCTV & security (partial)	LMC Reserve				41,734									
85	45121	LMC - Clean, fill and landscape all new works areas	LMC Reserve	85,000		85,000										
86	45096	LMC - New circulating road (partial)	LMC Reserve	50,000		50,000	1,018,346	1,018,346								
87	45133	LMC - Realign Sheep and Cattle Draft Ramps	LMC Reserve	4,012,994		4,012,994										
88	45125	LMC - Refurbish agents offices and canteen	LMC Reserve							500,000						
89	45124	LMC - Replace existing cattle/sheep delivery ramps	LMC Reserve						1,300,000							
90	45122	LMC - Reseal existing internal road network	LMC Reserve				650,000									
91	45111	LMC - Resurface Existing Sheep Yards	LMC Reserve	767,579		767,579										
92	45126	LMC - Road Train facilities	LMC Reserve								1,800,000					
93	45128	LMC - Sheep & Goat Electronic (EID) System Feasibility Study	2023/24 LMC Reserve + 2024/25 Grant (Dept Primary Industries)	750,000		750,000	750,000									
94	45049	LMC - Treatment of Re-use Water	LMC Reserve	355,269		355,269										
95	45127	LMC - Waste to Energy	LMC Reserve				500,000	1,000,000	1,000,000	1,000,000						
96	22379	Local Government Recovery Grant	Grant (NSW Government) \$996,497 + GPR \$30,000	338,744		338,744	687,753									

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
97	22694	Local Roads Community Infrastructure Round 4	Grant (LRCI Phase 4) \$2,833,589 + \$20,000 GPR + Sewer Reserve \$250,000 + \$40,000 Block	2,140,700		2,140,700	1,002,889									
98	22324	Local Road Repair Program Funding Phase 2	Grant (Labor)	2,400,000		2,400,000	2,804,143	350,000	350,000							
99	19736	Lord Baden Powell Drive Redevelopment	Grant (Dept Industry, Science, Energy & Resources) \$2,323,233 + Stormwater Levy Reserve \$130,000	2,453,233		2,453,233										
100	21778	Mangoplah Recreation Reserve Amenities Upgrade	Grant (Crown Reserve Improvement Fund)	119,054		119,054										
101	19662	McDonalds Parks - Establish 2nd Rugby League Field - ROS6	\$7.11				939,550									
102	22342	Mortimer Place Traffic Works	Contribution \$4,347 + GPR \$45,000	49,347		49,347										
103	21797	MPS Sports Court Recoat	GPR							40,000						
104	18796	Northern Sporting Precinct - Sports grounds and play equipment (Peter Hastie Oval Works) - ROS11 + LA4 (Land Acquisition)	External Borrowings (Future Years Loan Repayments less 50% LCL) Subsidy funded from \$7.11 + Building Reserve + GPR)	264,946		264,946	5,258,854									
105	28174	Oasis - 25m & Program Pool Covers & Rollers Replacement	GPR							70,000						
106	28183	Oasis - 25m, Program & Leisure Pool Expansion Joints Replacement	GPR									125,000				
107	28190	Oasis - 25m Pool Dive Starting Blocks	GPR								48,000					
108	28150	Oasis - 25m Pool Lane Ropes & Lane Storage Rollers Replacement	GPR					34,441								
109	28181	Oasis - 50m Pool & Grandstand Concourse Resurfacing	GPR							175,000						
110	28154	Oasis - 50m & Dive Pool Bulkhead Tiles Upgrade	GPR	40,270		40,270										
111	28153	Oasis - 50m & Dive Pool Expansion Joints Replacement	GPR					79,790								
112	28147	Oasis - 50m Pool Covers & Rollers Replacement	GPR											85,992		
113	28177	Oasis - 50m Pool Dive Starting Blocks	GPR						42,000							
114	28170	Oasis - 50m Pool Flood Lights	GPR						80,000							
115	28123	Oasis - 50m Pool Heating System Solar & Gas Boiler	GPR								275,000					

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
116	28172	Oasis - 50m Pool Lane Ropes & Lane Storage Rollers Replacement	GPR						85,000							
117	28179	Oasis - 50m Pool Shade covers deep end of pool	GPR						290,000							
118	28185	Oasis - 50m Pool Shade covers western side	Oasis Reserve						390,000							
119	28072	Oasis - Automatic Pool Cleaners	Oasis Reserve									60,000				
120	20840	Oasis - BBQ's	Oasis Reserve										70,000			
121	28158	Oasis - Change Rooms Upgrade	GPR					353,500								
122	28171	Oasis - Co Generation Energy System or alike	GPR						1,500,000							
123	28148	Oasis - Dive Pool Covers & Rollers Replacement	Oasis Reserve											45,000		
124	28076	Oasis - Diving Board Replacements	GPR											85,000		
125	28173	Oasis - Disable/ Mixed Access Equipment / Steps - Wheel Chairs - Hoist & Extras	GPR	95,000		95,000										
126	28162	Oasis - Energy Savings Project (Mechanical Air Ventilation System Upgrade)	Internal Loans Reserve \$821,635 (Electricity Savings - Future Year Loan Repayments) + Oasis Reserve \$549,123 + Net Zero Emissions Reserve \$226,196 + \$7.11 \$100,000	765,184		765,184	931,770									
127	28119	Oasis - Filter Sand for All Pools	GPR						232,300							
128	16393	Oasis - Floor Carpet - Entrance Pool Hall, Offices Stairs & Meeting Room	Oasis Reserve										64,000			
129	28182	Oasis - Irrigation/ Sprinkler System to Mixed Areas	Oasis Reserve							85,000						
130	28188	Oasis -Mixed Air Conditioning	GPR											125,000		
131	15143	Oasis - Point of Sale System & Entry Gates	GPR								115,000					
132	28184	Oasis - Pool Balance Tanks Service	GPR										105,000			
133	28149	Oasis - Pool Cover Winch Replacement	GPR											35,150		
134	28139	Oasis - Pool Deck Grating Replacement	Oasis Reserve					31,005								
135	28178	Oasis - Pool Hall Circulation Fans	GPR									45,000				
136	28155	Oasis - Pool Hall Glass Doors Upgrade & Replacement	GPR	29,395		29,395										
137	28175	Oasis - Pool Hall Lighting Repair & Replacement	Oasis Reserve								100,000					

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
138	28156	Oasis - Pool Hall Skylights Repair & Replacement	GPR	237,350		237,350										
139	28123	Oasis - Pool Heating Systems (All Pools)	Oasis Reserve				200,000									
140	28159	Oasis - Pool Plant Equipment Upgrade & Replacement	Oasis Reserve \$90,000 + GPR \$778,600					868,600								
141	28176	Oasis - Public Address System Repair & Replacement	Oasis Reserve									85,000				
142	28157	Oasis - Security Lockers Replacement	Oasis Reserve					30,300								
143	28151	Oasis - Two Pool Inflatables Replacement	Oasis Reserve \$28,280 + GPR \$100,000					28,280					100,000			
144	28180	Oasis - Water Drinking Fountains	GPR									60,000				
145	28145	Oasis - Water Features Project	Grant (TBC) \$834,085 + Oasis \$7.11 Recoupment \$854,937	200,000		200,000	1,489,022									
146	21790	Oberne Creek Hall Project	Grant (Dept Industry, Science, Energy & Resources)	34,257		34,257										
147	22391	Old Narrandera Road Sealing	Grant (Transport for NSW)	646,038		646,038										
148	22112	Oura Community Skate Park Construction	Grant (Office of Responsible Gambling) \$77,272 + \$7.12 Reserve \$20,000	97,272		97,272										
149	19601	Pine Gully Road Corridor Works - TT2	\$7.11 \$3,273,505 + External Borrowings \$4,320,604 (Future Years Loan Repayments less 50% LCL) Subsidy funded from \$7.11) + Grant TBC \$2,932,738 (Fixing Local Roads) + GPR \$625,000	2,726,394		2,726,394	2,034,453	1,391,000	5,000,000							
150	22198	Pominalarna Cultural Garden Stage 1	Grant (NSW Stronger Country Communities Round 5)	141,178		141,178										
151	18792	Public Art - River Life	Public Art Reserve	136,593		136,593										
152	17075	Public Art Projects - TBA	Public Art Reserve						45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000
153	19667	Rawlings Park North - Construct a synthetic soccer facility - ROS12	\$7.11 \$700,000 + Grant (TBC) \$3,177,112				700,000	3,177,112								
154	19627	Red Hill Rd/Dalman Parkway Intersection Treatment - TT27	\$7.11					150,000			1,750,443					
155	19681	Red Hill Road Upgrade - TT3	23/24 External Borrowings (Future Years Loan Repayments less 50% LCL) Subsidy funded from \$7.11) + 24/25 \$7.11 + 28/29 - 30/31 External Borrowings (Future Years Loan Repayments funded from \$7.11)	31,789		31,789	78,217				2,134,706	1,151,636	1,174,668			
156	23816	Regional Roads Repair Block Grant - project TBA	Repair Block Grant (TfNSW)							400,000	400,000	400,000	400,000	400,000	400,000	400,000

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
157	22492	RFS Aviation Station 2nd Storey	Contribution (RFS)					100,000	900,000							
158	22489	RFS Big Springs Station Toilet	Contribution (RFS)	65,000		65,000										
159	22494	RFS Forest Hill Station Capital Works	Contribution (RFS)							100,000	1,100,000					
160	22497	RFS Galore Station Solar Upgrade	Contribution (RFS)											40,000		
161	22491	RFS Humula Station Capital Works	Contribution (RFS)				50,000	600,000								
162	22493	RFS Lake Albert Station Capital Works	Contribution (RFS)						100,000	1,500,000						
163	22490	RFS Mangoplah Station Additional Bay & Amenities	Contribution (RFS)	450,000		450,000										
164	22495	RFS Oura Station Capital Works	Contribution (RFS)								50,000	850,000				
165	22496	RFS Uranquinty Station Capital Works	Contribution (RFS)									50,000	750,000			
166	21903	RIFL Stage 1A Subdivision Works	Contribution (Regional Growth Development Corporation)	4,798,208		4,798,208										
167	20550	RIFL Stage 2B - Terminal Works	Contribution (VISY)	172,456		172,456										
168	19545	RIFL Stage 2C - Industrial Subdivision - Civil Works	Grant (Crown Finance Restart)	4,528,664		4,528,664										
169	21367	Riverside Basketball Court Upgrade	GPR	9,656		9,656										
170	18798 + 20574	Riverside Wagga - Wagga Beach Upgrade Stage 2 - ROS9 (including Landscaping, carpark, CCTV, lighting)	External Borrowings \$12,392 (Future Years Loan Repayments less 50% LCLI Subsidy funded from S7.11)	12,392		12,392										
171	50112	Sewage Treatment Works Renewal - Tarcutta	Sewer Reserve	248,852		248,852										
172	50224	Sewer Ashmont SPS (Lloyd to Ashmont Gravity Main Upgrade)	External Borrowings (Future Years Loan Repayments less 50% LCLI subsidy funded from Sewer Reserve)	396,246	368,981	27,265	2,747,008									
173	50276	Sewer - Cartwright's Hill Pump Station - SPS09 - Renewals	Sewer Reserve				50,000	200,000								
174	50258	Sewer - Copland Street Pump Station - SPS39 New Assets - New pump station	Sewer Reserve (DSP)	443,968	379,124	64,844										
175	50199	Sewer - Elizabeth Avenue Forest Hill SPS22 - New Assets	Sewer Reserve (DSP)	30,000		30,000	30,000	1,209,795								
176	50060	Sewer - Forsyth St Pump Station - SPS02 - Renewals - Refurbishment of current wells	Sewer Reserve					800,000								
177	50384	Sewer - Install Flowmeters	Sewer Reserve	74,466		74,466										

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
178	50221	Sewer - Narrung St Treatment Plant Flood Protection Infrastructure	Sewer Reserve	498,023		498,023										
179	50245	Sewer - Olympic Highway - SP513 New Assets	Sewer Reserve (DSP)	70,000		70,000							874,822			
180	50274	Sewer - Pump Station - SP506 Shaw Street - Renewals	Sewer Reserve					280,000								
181	50028	Sewer - Re-use Water - Additional infrastructure to meet quality requirements	Sewer Reserve	80,000		80,000		1,144,096								
182	50433	Sewer - SL Rat Unit & HD Pole Camera Purchase	Sewer Reserve	80,000		80,000										
183	50261	Sewer - Springsvale Pump Station - SP536 - New Assets - New pump station	Sewer Reserve					596,272								
184	50291	Sewer - Uranquinty Pump Station - SP531 - Renewals	Sewer Reserve (DSP)						520,000							
185	50277	Sewer - Wiradjuri Sewer Pump Station - SP510 Renewal	Sewer Reserve (DSP)				13,032	75,486								
186	50266	Sewer Treatment Works - Forest Hill Plant - New Assets	External Borrowings \$958,227 (Future Years Loan Repayments less 50% LCU subsidy funded from Sewer Reserve) + Sewer Reserve \$1,484,467	137,510		137,510	2,305,185									
187	22197	Shade Sails over Playgrounds in Wagga	Grant (NSW Stronger Country Communities Round 5)	112,624		112,624										
188	19609	Shared path - Boorooma to Estella & Gobba - TT9	\$7.11 \$260,044 + Grant (TBC) \$1,309,850					1,309,850		260,044						
189	19610	Shared path - Bourkelands to Lloyd - TT10	\$7.11 \$11,306 + Grant (TBC) \$56,950					56,950		11,306						
190	19612	Shared path - CBD to Forest Hill - TT12	\$7.11 \$200,963 + Grant (TBC) \$990,250							1,191,213						
191	19613	Shared path - Forest Hill - TT13	\$7.11 \$147,660 + Grant (TBC) \$727,600					727,600		147,660						
192	50418	Southern Growth Area Sewer Augmentation	Grant (Dept Planning & Environment)	1,321,875		1,321,875										
193	15293	Sportsgrounds Lighting Program - McPherson Oval (Nth Wagga)	GPR (trfd to Parks & Rec Reserve) \$75,257 + Grant (Stronger country Communities) \$152,703	227,960		227,960										
194	22196	Stadium Upgrades (Equex Centre & Bolton Park)	Grant (NSW Stronger Country Communities Round 5)	412,386		412,386										
195	20799	Stores - Barcoding System/ Shelving	Plant Replacement Reserve	17,500		17,500	20,000									
196	13673	Stormwater - Day, Higgins, Tarcutta St - Wagga West DSP Area Drainage Upgrade	Stormwater DSP \$308,458 + Stormwater Drainage Reserve \$20,000								328,458					

Ref	Job No.	Project Title	Funding Source	2023/24	2023/24 Pending	2023/24 Confirmed	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
197	12758	Stormwater - Kincaid St end to Flowerdale pumping station drainage - Wagga West DSP Area	External Borrowings \$782,980 (Future Years Loan Repayments less 50% LCL subsidy funded from Stormwater DSP) + External Borrowings \$27,955 (Future Years Loan Repayments less 50% LCL subsidy funded from Civil Infrastructure Reserve)				810,935									
198	13674	Stormwater - Lloyd Contour Ridge approx 5 km - Wagga West DSP Area Drainage Upgrade	Stormwater DSP \$148,060 + Stormwater Drainage Reserve \$9,600								157,660					
199	17742	Stormwater - Murray St Project	Stormwater Levy	195,074		195,074	2,952,750									
200	12916	Stormwater - Tarcoola Drainage Extension	Stormwater DSP					495,657								
201	18524 + 18589	Stormwater - Tarcutta Drainage Upgrade & Supplementary Levee	RMS Contribution				411,626									
202	21792	Tarcutta Memorial Hall Upgrade	Grant (Dept Industry, Science, Energy & Resources)	89,061		89,061										
203	21789	Tarcutta Recreation Reserve Infrastructure Upgrade	Grant (Dept Industry, Science, Energy & Resources)	246,657		246,657										
204	20846	Venue Technical Events Kit	GPR					8,000								
205	21777	Wiradjuri Walking Track Upgrade	Grant (Crown Reserve Improvement Fund)	254,482		254,482										
206	16497	Wollundry Lagoon Levee Bank and Pump Out from theatre	S94 Civic Building Recoupment	114,488		114,488										
207	21454	Your High Street Grant Program	Grant (Dept Planning, Industry & Environment)	52,971		52,971										
		TOTAL LTFP CAPITAL PROGRAM		65,450,222	748,105	64,702,117	55,255,411	70,579,964	33,240,078	19,294,398	15,258,879	15,063,915	7,265,304	861,142	8,585,460	5,353,641

LONG TERM FINANCIAL PLAN RECURRENT CAPITAL PROJECTS - 2023/24 - 2032/33 AS AT 31 MARCH 2024

Summary				30,460,950	23,011,070	22,960,547	22,103,669	24,166,969	26,231,346	26,524,213	25,966,750	26,313,297	26,081,449	30,214,677
Ref	Job No.	Project Title	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
1	19504	Art Gallery - Acquire pieces for the Australian Print Collection	GPR	9,580	9,963	10,362	10,776	11,207	11,638	12,143	12,670	13,219	13,748	14,298
2	19505	Art Gallery - Acquire pieces for the National Art Glass Collection	GPR	23,950	24,908	25,904	26,940	28,018	29,096	30,359	31,677	33,053	34,375	35,750
3	12498	Bus Shelters Upgrade (existing)	GPR	20,000		20,000		20,000		20,000		20,000		20,000
4	19503	Civic Theatre - Backstage Equipment Upgrade	GPR	13,686	14,233	14,802	15,394	16,010	16,626	17,291	17,983	18,703	19,451	21,007
5	17986	Community Amenities - Apex Park	GPR					30,000	242,031					
6	16459	Community Amenities - Forest Hill Oval	GPR + Buildings Reserve (trfd from GPR)	231,817										
7	17748	Community Amenities - Jubilee/Connolly Park	GPR		30,000	219,158								
8	16458	Community Amenities - Kessler Park	GPR \$252,794 + Buildings Reserve (trfd from GPR) \$73,110 + Contribution (Tolland FC) \$19,596 + Grant (Stronger Country Communities) \$330,110	675,609										
9	19484	Community Amenities - McPherson Oval	GPR						30,000	250,192				
10	17985	Community Amenities - Tarcutta Public Convenience	GPR				30,000	234,332						
11	17039	Community Amenities - TBC	GPR							30,000	288,790	326,553	338,204	351,732
12	12846	Community Amenities - Uranquinty Sports Ground	GPR	30,000	211,901									
13	16583	Corporate Hardware Purchases	GPR	880,140	828,000	720,000	645,000	757,000	415,000	395,000	393,000	910,000	450,000	450,000
14	15230	Culverts - Renew and Replace	GPR	964,197	708,256	738,094	769,119	799,884	830,649	863,875	898,430	934,367	971,742	1,010,612
15	32514	Footpath Construction	GPR		20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
16	24218	Gravel Resheets	GPR	2,752,500	1,984,797	2,067,981	2,154,476	2,240,655	2,326,834	2,419,907	2,516,703	2,617,371	2,722,066	2,830,949

Ref	Job No.	Project Title	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
17	16531	Heavy Patching Program	2023/24 \$710,000 R2R + \$524,128 Block + \$640,150 GPR + GPR Future Years	1,874,278	1,085,858	1,130,289	1,176,493	1,222,697	1,268,901	1,319,657	1,372,443	1,427,341	1,484,435	1,543,812
18	22107	Horticulture Upgrades & Renewals	GPR	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
19	39868	Kerb and Gutter Replacement	GPR	908,450	580,067	603,870	628,622	653,767	678,912	706,068	734,310	763,682	794,229	825,998
20	22397	Library Collection	GPR	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000
21	22404	Library Databases	GPR	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000
22	22398	Library DVD	GPR	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
23	22405	Library eLibrary	GPR	35,000	36,020	37,060	38,122	39,204	40,308	41,433	42,583	43,756	44,950	46,299
24	22406	Library eLibrary Sundries	GPR	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
25	22399	Library Large Print	GPR	15,000	15,510	16,030	16,561	17,102	17,654	18,217	18,791	19,377	19,975	20,574
26	22402	Library Microfilm	GPR	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200	4,200
27	22400	Library MP3	GPR	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
28	22401	Library Page Turners Collection	GPR	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000
29	22403	Library Periodicals	GPR	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000	15,000
30	22396	Library Shelf Ready Collections	GPR	100,000	104,151	108,386	112,705	117,110	121,604	126,188	130,863	135,631	140,495	146,115
31	21684	Library RFID Encoding Hardware	GPR	8,166										
32	21680	Library - South-west Zone Digital Library	GPR	35,000	35,714	36,442	37,185	37,943	38,716	39,504	40,308	41,128	41,965	42,804
33	21682	Library Shelf-Ready Processing	GPR	24,722	25,089	25,464	25,846	26,235	26,633	27,038	27,452	27,874	28,304	28,870
34	21686	Library - Agile Library Book Collection	GPR	40,000	40,816	41,648	42,497	43,363	44,247	45,147	46,066	47,004	47,960	48,919
35	21687	Library Book Club Program	GPR	10,000	10,200	10,404	10,612	10,824	11,041	11,262	11,487	11,717	11,951	12,190
36	21345	Museum Acquisitions	Museum Acquisitions Reserve	10,000	4,378									
37	20959	Parks Smart Irrigation	Internal Loans Reserve (Water savings payback - 2 Year Loan Repayments)	25,000	25,000	25,000	25,000							

Ref	Job No.	Project Title	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
38	16532	Pavement Rehabilitation Program	23/24 - R2R \$1,654K + Reg Rds Block \$305K + GPR \$3,437K, 24/25 onwards - R2R \$1,005K + Reg Rds Block \$643K (R2R 3% + Block 2% each year) + GPR Balance	5,396,704	3,913,831	4,179,946	4,052,750	4,528,934	4,704,931	4,895,328	5,091,141	5,294,787	5,506,578	5,726,841
39	39042	Pedestrian Access and Mobility Program (PAMP)	GPR + \$50,000 Labor Grant (2023/24 only)	136,075	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000	42,000
40	21900	Plant and Equipment Replacement	Plant Reserve \$5.6M + Plant Sales \$1.5M (amounts vary each fin yr)	7,126,040	5,980,000	5,709,500	4,790,539	5,754,000	6,635,500	7,096,500	5,816,500	5,014,000	4,322,000	7,657,000
41	12231	Playground Equipment Renewal	GPR	98,000	309,000	430,000	536,000	387,000	1,406,000	574,000	631,000	500,000	696,000	696,000
42	21930	Playground Shade Sail Installation	Grant Funded (TBC) + \$90,000 Labor Grant (2023/24 only)	161,328	71,328	71,328	71,328	71,328						
43	21926	Public Art - Creative Light Spaces	Public Art Reserve	30,000		30,000								
44	21924	Public Art - Neighbourhood Engagement	Public Art Reserve	35,780	20,000	20,000								
45	21925	Public Art - Suburbs & Villages	Public Art Reserve	21,805	15,000	15,000								
46	21091	Recreational Assets Renewal	GPR	392,115	366,200	380,848	396,082	411,925	427,769	444,878	462,672	481,178	500,425	520,442
47	15883	Regional Roads Supplementary Block Grant - project TBA	Block Grant - Supp (TfNSW)		199,000	199,000	199,000	199,000	199,000	199,000	199,000	199,000	199,000	199,000
48	16529	Reseal program (renewal)	GPR \$3,177,642 + Regional Roads Block Grant \$323,887 (incrementing 3% each yr) + Additional \$500,000 GPR (2024/25 only)	3,501,529	3,215,989	2,835,510	2,960,301	3,078,713	3,197,125	3,325,011	3,458,011	3,596,331	3,740,184	3,889,791
49	21671	Sale of Bomen Land	Land Sales	132,535										
50	52055	Sewer Gravity Mains Renewal Program	Sewer Reserve	159,884	164,680	169,621	174,709	179,950	185,191	190,747	196,469	202,363	208,434	214,687
51	51390	Sewer Joint Connections Elimination	Sewer Reserve	54,672	55,492	56,325	57,169	58,027	58,885	59,768	60,665	61,575	62,498	64,061
52	50018	Sewer Mains Rehabilitation Program	Sewer Reserve	1,577,426	1,475,849	1,520,124	1,565,728	1,612,700	1,659,671	1,709,461	1,760,744	1,813,566	1,867,973	1,924,012
53	50052	Sewer Manhole Lids Replacment	Sewer Reserve	74,295	75,409	76,540	77,688	78,853	80,036	81,237	82,455	83,692	84,946	87,070

Ref	Job No.	Project Title	Funding Source	2023/24	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33	2033/34
54	50024	Sewer Plant & Pumps Replacement and Renewal	Sewer Reserve	55,492	56,325	57,170	58,027	58,897	59,768	60,665	61,576	62,500	63,437	65,023
55	15267	Sportsgrounds Lighting Program - Anderson Oval	GPR \$177,006 + Contrib (TBC) \$144,500	321,506										
56	17040	Sportsgrounds Lighting Program - Estella	GPR \$177,590 + Contrib (TBC) \$150,000	327,590										
57	17041	Sportsgrounds Lighting Program - Jack Misson Oval (Ashmont)	GPR \$177,875 + Contrib (TBC) \$144,500	322,375										
58	12786	Street Lighting Improvements Program - Roads and Traffic Facilities (as per schedule)	GPR	75,580	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000
59	15181	Traffic Committee - Implement unfunded Resolutions as adopted by Council	GPR		25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
60	30044	Urban Asphalt Program	\$404,250 R2R + \$1,207,174 GPR + Future Years GPR	1,611,424	999,406	1,040,041	1,082,297	1,125,589	1,168,881	1,215,636	1,264,261	1,314,831	1,367,424	1,422,121
61	12894	Village Community Priorities - S94A3	External Borrowings (Future Years Loan Repayments less 50% LCLl subsidy funded from S7.12*)		20,000	20,000	18,000	18,000						
		TOTAL LTFP CAPITAL PROGRAM		30,460,950	23,011,070	22,960,547	22,103,669	24,166,969	26,231,346	26,524,213	25,966,750	26,313,297	26,081,449	30,214,677

**RP-3 PROCUREMENT AND DISPOSAL POLICY (POL 110) AND
CORPORATE PURCHASE CARD POLICY (POL 053)****Author:** Carolyn Rodney**Summary:**

A scheduled review of the Procurement and Disposal Policy and the Corporate Purchase Card Policy has been undertaken. Amendments being proposed to these two policies have been placed on public exhibition, with no submissions received during this period. It is now appropriate for Council to approve the changes and adopt the amended policies.

Recommendation

That Council:

- a note that there were no submissions received during the public exhibition period for the Procurement and Disposal Policy (POL 110) and Corporate Purchase Card Policy (POL 053)
- b adopt the Procurement and Disposal Policy (POL 110) and Corporate Purchase Card Policy (POL 053)

Report

At the Ordinary Meeting of Council on 11 March 2024, the draft Procurement and Disposal Policy (POL 110) and the Corporate Purchase Card Policy (POL 053) were placed on public exhibition for 28 days from 12 March 2024 to 9 April 2024, with public submissions invited during this period.

No submissions were received during this period.

It is therefore recommended that Council adopt the Procurement and Disposal Policy (POL 110) and the Corporate Purchase Card Policy (POL 053) as exhibited.

Financial Implications

N/A

Policy and Legislation

Procurement and Disposal Policy (POL 110)

Corporate Purchase Card Policy (POL 053)

Link to Strategic Plan

Community leadership and collaboration

Objective: Wagga Wagga City Council leads through engaged civic governance and is recognised and distinguished by its ethical decision-making, efficient management, innovation and quality customer service

Ensure transparency and accountability

Risk Management Issues for Council





Council policies are essential to ensure transparent legal, fair and consistent decision-making across the Council. They support Council in achieving its corporate objectives and provide a critical guide for staff, Councillors and other stakeholders in decision-making. In the absence of effective policies there is a greater risk of inconsistency, confusion and inefficiency.

Internal / External Consultation

Review and endorsement by Council's Audit, Risk and Improvement Committee and Executive Team.

The Procurement and Disposal Policy (POL 110) and Corporate Purchase Card Policy (POL 053) were placed on public exhibition for 28 days from 12 March 2024 to 9 April 2024, with public submissions invited during this period.

Attachments

- 1   Procurement and Disposal Policy (POL 110) - Proposed Amendments
- 2   Corporate Purchase Card Policy (POL 053) - Proposed Amendments

Procurement and Disposal Policy

Reference number:	POL 110
Approval date:	17 October 2022
Policy owner:	Chief Operating Financial Officer
Next review:	September 2025 February 2028

The purpose of this Policy is to demonstrate Wagga Wagga City Council's commitment to delivering leading practice in Council's purchasing of goods, services and works that align with the principles of transparency, probity and good governance in accordance with the *Local Government Act 1993 (the Act)* and the *Local Government (General) Regulation 2021 (the Regulations)*.

Purpose

Council believes that overall policy must be underpinned by sound principles, which are well understood; communicated to the community and staff and is compliant with current legislation.

Council's objectives in establishing this Policy are to:

- Ensure compliance with the *Local Government Act 1993* and the *Local Government (General) Regulation 2021*.
- Ensure leading practice policies and procedures are followed in relation to the purchasing and disposal activities for Wagga Wagga City Council.
- Undertake purchasing and disposal processes that ensure value for money for the Council by delivering the most advantageous outcome possible.
- Ensure openness, transparency, fairness and equity through the purchasing and disposal process to all potential suppliers and buyers therefore strengthening integrity and confidence in the purchasing and disposal practices.
- Ensure efficient and consistent purchasing and disposal processes are implemented and maintained across Council.
- Ensure compliance with the *Government Information (Public Access) Act 2009* ("GIPAA") and the *Privacy and Personal Information Protection Act 1998* ("PPIPA"), and associated records management practices and procedures of Council.

Scope

This Policy covers all procurement of goods and services and disposal of goods by Wagga Wagga City Council:

- by all Wagga Wagga City Council employees
- by the Mayor of Wagga Wagga City Council.

POL 110 – Procurement and Disposal Policy

Wagga Wagga City Council, is obliged to call Tenders for the procurement of goods or services with an estimated value exceeding the *Local Government Act 1993* Tender Threshold of \$250,000, or another amount as may be prescribed by the regulations, or \$150,000 where the contract involves the provision of services, where those services are, at the time of entering the contract, being provided by employees of the Council.

This Policy does not apply to the procurement of goods and services:

- from internal Wagga Wagga City Council sources;
- in an emergency;
- by contractors or subcontractors of Wagga Wagga City Council.
- for the leasing or sale of Council Land

Policy Provisions

General Provisions

In purchasing goods and services and disposing of goods, Council will:

- ensure transparency and accountability in purchasing and disposal procedures;
- purchase of goods, services and disposal of goods at the best price and best value;
- ensure open competition with no individual supplier being provided with an advantage over others;
- ensure that purchasing decisions consider the effect on the environment;
- comply with statutory obligations; and
- maintain commercial confidentiality.

Specific Provisions

Ethics and Integrity

Code of Conduct

All Council Officials undertaking purchasing activities must have regard for the requirements contained in Wagga Wagga City Council's Code of Conduct and shall observe the highest standards of ethics and integrity. All Council Officials must act in a manner that is honest and professional and supports the standing of the Council at all times.

Purchasing and Disposal Principles

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing or disposal process to ensure the fair and equitable treatment of all parties:

POL 110 – Procurement and Disposal Policy

Accountable

Council Officials shall take full accountability for all purchasing and disposal decisions and the efficient, effective and proper expenditure or receipt of public monies based on achieving value for money.

Compliant

All purchasing and disposal practices shall comply with relevant legislation, regulations and requirements consistent with Council policies and the Code of Conduct.

Transparent, Honest and Equitable Dealing

Council Officials must ensure that purchasing and disposal processes are undertaken on a competitive basis where all potential suppliers, contractors and buyers are treated impartially, honestly and consistently.

All prospective suppliers and vendors will have the same information about the procurement to enable them to submit prices, quotations and Tenders on the same basis. Council must adequately test the market in a consistent manner without any bias, or perception of bias, so that potential suppliers and the public have confidence in the outcome.

All processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies, audit requirements and relevant legislation.

Confidentiality

Any information provided to Council by a potential supplier and contractor shall be treated as commercial-in-confidence and must not be released, other than in the course of Council business, unless authorised by the supplier or relevant legislation.

Confidentiality of commercially sensitive material such as prices, discounts, rebates, profits, manufacturing and product information or other matters which come to notice in the course of official duties, must always be maintained.

Conflicts of Interest

Council Officials must avoid situations where their private interests' conflict with their Council procurement or disposal duties. Any actual, perceived or potential conflicts of interest are to be identified, disclosed and appropriately managed in accordance with the requirements outlined in Council's Conflicts of Interest Policy.

Gifts and Benefits

Council Officials must not by virtue of their position solicit, accept or acquire for any personal advantage, any gift or benefit from contractors or suppliers, both current and potential, or their representatives. Council's commitment to this is detailed in Council's Code of Conduct.

Value for Money

Value for money is an overarching principle governing purchasing and disposal which allows the best possible outcome to be achieved for Council. It is important to note that compliance with the purchasing specification is more important than obtaining the lowest price, particularly taking into

POL 110 – Procurement and Disposal Policy

account user requirements, quality standards, sustainability, life cycle costing and service benchmarks.

~~An assessment of the best value for money outcome for any purchasing process should consider both price and non-price factors including:~~

- ~~• All relevant Total Costs of Ownership (TCO) and benefits including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as, but not limited to holding costs, consumables, deployment, maintenance and disposal;~~
- ~~• The technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions, and any relevant methods of assuring quality, including but not limited to an assessment of levels and currency of compliances, value adds offered, warranties, guarantees, repair and replacement policies, ease of inspection, ease of after sales service, ease of communications, service and support.~~
- ~~• Financial viability and capacity to supply without risk of default (competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);~~
- ~~• A strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable;~~
- ~~• The safety requirements associated with both the product design and specification offered by suppliers and the evaluation of risk when considering purchasing goods and services from suppliers;~~
- ~~• Providing opportunities for businesses within the Wagga Wagga City Council Local Government Area to be given the opportunity to quote for providing goods and services wherever possible.~~

Procurement Thresholds and Policy Requirements

The requirements that must be complied with by Council Officials, including purchasing thresholds and processes, are prescribed within the legislation, this Policy and Council's Procurement and Disposal Manual.

Determining purchasing value is to be based on the following considerations:

- Inclusive of Goods and Services Tax (GST);
- The actual or expected value of a contract over the full contract period (including all options to extend); or
- The extent to which it could be reasonably expected that Council will continue to purchase a particular category of goods, services or works and what total value is or could be reasonably expected to be purchased.

Any purchasing activity must be undertaken in accordance with the Council Official's delegated purchasing authority limit as approved by the General Manager.

No purchasing activity is to be undertaken until it is approved by an Authorising Officer.

In some cases, suppliers may not respond to a request for quotation. In this instance, Council Officials must provide documentation to demonstrate their attempt to source the required number

POL 110 – Procurement and Disposal Policy

of quotations as outlined in Table A, however non-responses should not delay any purchasing activity unless it would be considered inappropriate to proceed.

Table A

Purchasing Thresholds (inc GST)	Policy Requirements	
	Quotations	Conditions
Up to \$1,500 <u>\$5,000</u>	<u>Verbal quotes/estimates required in order to raise purchase order amount.</u> No <u>written</u> quotes required	Consult as to whether an existing Pre-Qualified Supplier Panel or Preferred Contract exists. Council Officials must ensure that they use their professional knowledge and expertise in the purchasing process.
Over \$1,500 \$5,000 and up to \$50,000	Obtain at least two written quotes	Consult as to whether an existing Pre-Qualified Supplier Panel or Preferred Contract exists. If no contract exists, obtain two written quotations that are to be attached to the purchase order. <u>For orders over \$10,000, Council's Vendor Panel software is the method for obtaining quotations.</u>
Over \$50,000 and up to \$249,999.99	Obtain at least three written quotations	Consult as to whether an existing Pre-Qualified Supplier Panel or Preferred Contract exists. If no contract exists, obtain three written quotations from suppliers through an RFQ process, or use <u>using</u> Vendor Panel <u>(Council's prescribed software) for purchases over \$10,000. if applying an RFT process.</u> These quotations or Tenders are to be attached to the purchase order.
\$250,000 and above	Tender procedures apply	Consult as to whether an existing Pre-Qualified Supplier Panel or Preferred Contract exists. All Tendering activities must be facilitated by the Procurement Team. Legislative compliance requirements must be adhered to.

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Simple Purchasing

Simple purchasing refers to the procurement of goods, services or works with a total value less than the Tender Threshold. The procedures to be followed when performing simple purchasing are set out in Council's Procurement and Disposal Manual.

Complex Purchasing

Complex purchasing refers to the procurement of goods, services or works with a total value greater than the Tender Threshold of \$250,000. The procedures to be followed when performing complex procurement are outlined in the Office of Local Government Tendering Guidelines for NSW Local Government and can be referenced in Council's Procurement Manual.

Outsourcing Council Services

When Council is outsourcing a service in which it has a significant interest, for example where it currently provides the service in-house, the Tender Evaluation Committee must comprise a majority of suitably qualified independent members.

Procurement Preference

Council prefers to purchase Australian products and services and to purchase them locally. Thus, where the results of the evaluation are equal, then Council will award the quotation or Tender to a local supplier.

Environmental Protection

Council Officers will, when evaluating quotations or Tenders, take into consideration the anticipated impact on the environment and show such consideration in their evaluation documentation. This may be achieved by procuring goods and services that will minimise their impact on the environment, including goods constructed from recycled or re-used products.

Purchasing from First Nations Businesses

Where possible, First Nations businesses are to be invited to quote for supplying goods and services under the Tender Threshold. A qualitative weighting may be offered in the evaluation of Quotations and Tenders to provide advantages to First Nations owned businesses, or businesses that demonstrate a high level of First Nations employment.

Disposal Program

Council will establish and maintain a disposal program for items such as vehicles, plant and computing equipment that is adopted by Council and forms part of the Long Term Financial Plan.

Council aims to achieve the best value for money for each disposal and will seek opportunities to achieve sale proceeds above Council's written down value for the asset, which must be confirmed with the Finance team.

Disposal Methods

The method of disposal is to be appropriate to the nature, quantity and location of the goods and should promote fair and effective competition to the greatest extent possible. Factors to be considered include:

- a) The likely market available for the goods;

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- b) Time considerations;
- c) Council resources required to manage the disposal;
- d) Costs associated with the disposal such as transport, administration, storage, etc.;
- e) Perceived benefits from the disposal; and
- f) Whether the goods are of a heritage or hazardous nature or of polluting substances.

Council will not dispose of goods by gift or donation under any circumstances, including charities and other organisations.

All disposal processes must be undertaken in accordance with the provisions contained within Council's Procurement and Disposal Manual.

Tender Exemptions

Tender exemptions apply in the following instances:

- a) An emergency as defined by the Act;
- b) The purchase is from a Local Government Procurement (LGP) Contract NSW State Contracts, Procurement Australia Contracts and Preferred Supply Contract or Business Service. All LGP Preferred Supply Contracts have been established utilising a competitive public procurement process to pre-qualify suppliers that meet compliance requirements and offer optimal value for money to the Local Government sector.
- c) The purchase is under auction that has been authorised by Council;
- d) The goods or services are being supplied through a renewal or extension of the term of a contract (the original contract) where;
 - a. The original contract was administered through a public Tender process;
 - b. The invitation for Tenders contained provisions for the renewal or extension of a contract;
 - c. The original contract contains an option to renew or extend its term; and
 - d. The supplier's Tender included a requirement for such an option.
- e) A contract that is an environmental upgrade agreement (within the meaning of Part 2A of the *Local Government Act 1993* Section 55)
- f) A contract made with a person or body approved as a disability employment organisation under the *Public Works and Procurement Act 1912* for the purchase of goods or services in relation to which the person or body is so approved
- g) A contract arrangement between Council and the Electoral Commissioner for the Electoral Commissioner to administer the Council's elections, Council polls and constitutional referendums.

Note: When deciding about whether to conduct a public Tender or utilise a Tender exempt arrangement, Council should compare the cost and benefits of both processes.

The compliance requirements, time constraints, costs and risks associated with a public Tender should be evaluated against the value delivered by such a process. This should then be compared with the costs and benefits of using a Tender exempt arrangement which includes direct access to preferred suppliers, full regulatory compliance, risk mitigation, administrative efficiencies and cost savings.

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Exemptions Relating to Policy Requirements for Quotations

The obligation to source quotations is not required in the following instances:

Procurement of particular goods or services:

- a) Utilities, but only including water;
- b) Local public notice advertisements that are required by legislation;
- c) State-wide public notice advertisements that are required by legislation;
- d) Annual memberships/subscriptions;
- e) Software license fees;
- f) Conference registration fees;
- g) Museum Exhibitions;
- h) Employment of temporary staff members through temporary personnel service agencies;
- i) Department of Land Information on-line transactions;
- j) Motor Vehicle Licensing and Registration;
- k) Postage;
- l) Wagga Wagga Civic Theatre Shows;
- m) Exhibitions for the Art Gallery.
- n) Small Public Art Works up to the value of ~~of \$10,000-\$25,000~~ (GST ~~in~~ exclusive) where the ~~Public Art Advisory Panel~~ deem appropriate in accordance with Council's Public Art Policy.

Requirements when the Council Invites Tenders though it is not required to do so

Where considered necessary, Council may consider calling public Tenders in lieu of undertaking a request for quotation for purchases under the \$250,000 threshold (including GST).

This decision should be made after considering the benefits of this approach in comparison with the costs, risks, timeliness and compliance requirements and also whether the purchasing requirement can be met through preferred suppliers.

If a decision is made to undertake a public Tender for contracts of less than \$250,000, a Request for Tender process entailing all the procedures for Tendering outlined in Council's procurement process and the legislation must be followed in full.

Sole Source of Supply (Monopoly Suppliers)

Where the purchasing requirement is over the value of ~~\$1,500~~ \$5,000 and of a unique nature that can only be supplied from one supplier, the purchase is permitted without undertaking a Tender or quotation process. This is only permitted in circumstances where Council is satisfied and can evidence that there is only one source of supply for those goods, services or works.

Council must use its best endeavours to determine if the sole source of supply is genuine by exploring if there are any alternative sources of supply. Once determined, the justification must be endorsed by the General Manager or Director, prior to a contract being entered into.

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Note: The application of the “Sole Source of Supply” provision should only occur in limited cases and procurement experience indicates that generally not more than one supplier is able to provide the required goods and/or services.

Anti-Avoidance

Council shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to avoid exceeding the Tender Threshold of \$250,000, thereby avoiding the need to undertake a public Tender process.

For the purpose of this Policy, a signed purchase order is considered to be a contract.

Emergency Purchases

An emergency purchase is defined as an unanticipated and unbudgeted purchase which is required in response to an emergency situation as provided for in the *Local Government Act 1993*. In such instances, quotations and Tenders are not required to be obtained prior to the purchase being undertaken.

An emergency purchase does not relate to purchases not planned for due to time constraints. Every effort must be made to anticipate purchases required by Council in advance and to allow sufficient time to obtain quotations and Tenders, whichever may apply. Emergency purchases must have approval from the General Manager or their Delegate.

Varying a Contract

A Contract variation must only occur in the following circumstances:

- a) The variation is necessary for the goods or services to be provided; and
- b) The variation does not alter the underlying intent of the Contract; or
- c) The variation is a renewal or extension to the original termination date of the contract, in the circumstances when the original contract contained an allowance for such provision.

If the proposed variation does not meet the above conditions, a separate competitive purchasing process may be conducted in accordance with the relevant purchasing threshold.

The funds required to meet the cost of the variation must be available within the amount set aside in the Council adopted budget and must be approved in writing before commencement by a Council Official with the appropriate purchasing limit delegation.

Records Management

Records of all Tenders, requests for quotation and other purchases must be retained in compliance with the State Records Act 1998.

Legislative Context

The procurement of goods and services by Council must be undertaken in accordance with the provisions of Section 55 of the *Local Government Act 1993* and the Local Government (General) Regulation 2021, as well as the Policy and administrative requirements of Council.

Related Documents

- Statement of Business Ethics

POL 110 – Procurement and Disposal Policy

- Wagga Wagga City Council – Procurement and Disposal Manual
- Code of Conduct
- Tendering Guidelines issued by the Department Local Government (Version 9 2009) <https://www.olg.nsw.gov.au/sites/default/files/Tendering-Guidelines-for-NSW-Local-Government.pdf>
- Conflict of Interests Policy (POL 112)
- Delegations Policy (POL 060)
- Corporate Purchase Card Policy (POL 053)
- Legislative Compliance Policy (POL 101)
- Risk Management Policy (POL 079)
- Fraud and Corruption Prevention Policy (POL 100)
- Public Art Policy (POL 109)
- Regional Procurement Preference Policy (POL 064)
- Commonwealth Indigenous Procurement Policy: 1 July 2015
- Registrar of Indigenous Corporations at: <http://www.oric.gov.au/>
- ISO 20400: Sustainable Procurement
- Guidelines for Managing Conflicts of Interest in the Public Sector produced by the Independent Commission Against Corruption

Definitions

Term	Definition
Authorising Officer	A Wagga Wagga City Council employee who is registered in the delegation register as authorised by the General Manager to incur expenditure and claims for payment, within a specific monetary limit.
Complex Purchasing	The procurement of goods, services or works with a total value greater than the Tender Threshold as published in the Local Government Act 1993 or the associated Regulations.
Conflict of Interest	A conflict of interest exists where a reasonable and informed person would perceive that you could be influenced by a private interest when carrying out your public duty.
Contract	A Contract is a legally binding agreement between the Council and another Party for the supply of goods and/or services. A Purchase Order is a Contract.
Council Official	Includes employees of Wagga Wagga City Council and Councillors.
Deduction	Is a fixed amount or percentage that has been authorised to be subtracted from an employee's income.
Expression of Interest (EOI)	An Expression of Interest is used to shortlist potential suppliers before then seeking detailed bids from the shortlisted Tenderers through an RFQ or RFT process.

POL 110 – Procurement and Disposal Policy

Term	Definition
Grant	Is a sum of money given by Wagga Wagga City Council to an eligible recipient (grantee) for a particular purpose following an application and assessment process.
Preferred Suppliers	Include NSW Preferred Supply Contracts (which are specifically designed around local government requirements) or State Government Common Use Arrangements (where local government access is permitted)
Pre-Qualified Supplier Panel List	Is a list of suppliers that have been appointed for the supply of goods and/or services following a public Tender process undertaken by Council.
Procurement	The process involving all activities following the decision that a good or service is required. It involves the acquisition of goods and services and the disposal of goods.
Purchase	The acquisition of a good or service whether placing or transmitting an order orally, in hard copy, electronically via e-commerce, or buying across the counter to achieve council business and is inclusive of purchasing, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, services equipment and related services, construction and service contracts. A purchase is not a Reimbursement, a transfer to another organisation of a Deduction, a Refund, a Grant or Sponsorship.
Refund	A repayment of a sum of money.
Reimbursement	A repayment of funds that have been expended by a Council Official undertaking business on behalf of Wagga Wagga City Council.
Requisitioning Officer	A Wagga Wagga City Council employee who has system access to raise a purchase requisition. This employee will not necessarily have purchasing authority, in which case, the requisition, and associated documentation is forwarded to an Authorising Officer for consideration.
Request for Proposal (RFP)	A Request for Proposal is a document that solicits proposals, often made through a bidding process, by the Council to potential suppliers, which is followed by an RFQ or an RFT process.
Request for Quotation (RFQ)	A Request for Quotation is a process with the purpose of inviting suppliers into a bidding process to bid on specific products or services.

POL 110 – Procurement and Disposal Policy

Term	Definition
Request for Tender (RFT)	A Request for Tender is a process which is a formal, structured invitation to suppliers to submit a bid to supply products or services.
Simple Purchasing	The procurement of goods, services or works with a total value less than the Tender Threshold as published in the Local Government Act 1993 or associated Regulations.
Tender	Includes prices, bids, quotations and consultant proposals and means the lodgement of a Tender response containing all requested information and accompanying documentation.
Tender Threshold	The amount in dollars as determined and published in the Local Government Act 1993 or associated Regulations.

Revision History

Revision number	Council resolution	Council meeting date
1	Res No: 07/489.7	17 December 2007
2	Res No: 09/077	27 July 2009
3	E Team	July 2012
4	E Team	26 March 2013
5	Res No: 13/224.1	26 August 2013
6	Res No: 17/279	28 August 2017
7	Res No: 19/401	11 November 2019
8	Res: 22/354	17 October 2022

Corporate Purchase Card Policy

Reference number: POL 053

Approval date: 17 October 2022

Policy owner: Chief Financial Officer

Next review: September ~~2025~~ February 2028

The purpose of this Policy is to assist Council employees and the Mayor in complying with Wagga Wagga City Council (Council) policy and procedures for ~~business-supplied~~ Corporate Purchase Cards and in particular, to outline the conditions of use for the Corporate Purchase Card when purchasing goods and services for Council operations.

Purpose

The objective of this Policy is to provide Council employees and the Mayor who are issued with a Corporate Purchase Card a clear framework to ~~enable~~ensure the appropriate usage of the Corporate Purchase Card. It will assist in providing transparency in usage and will reduce the risk of fraud and misuse of the Corporate Purchase Cards.

Scope

This Policy applies to all Council officials that are provided with a Corporate Purchase Card to undertake appropriate expenditure on behalf of Council and must be read in conjunction with Council's Procurement and Disposal Policy (POL 110).

This Policy also applies to all Authorising Officers who are required to authorise Corporate Purchase Card reconciliations.

This Policy does not confer any delegated authority upon any person. The Council issues delegations to the Mayor and the General Manager and the General Manager issues all delegations to staff.

Policy Provisions

Authorising Officers and the Chief Financial Officer is responsible for ensuring that:

- all purchases are directly associated with the providing of goods or services for Council
- all purchases have been undertaken consistent with the provisions of the Procurement and Disposal Policy (POL 110) and the Procurement Manual

Corporate Purchase Cardholders are responsible for ensuring that:

- the Corporate Purchase Card is always kept in a safe location
- the Corporate Purchase Card is only used for purchasing items that have a direct business association with Council

POL 053 – Corporate Purchase Card Policy

- all documentation regarding a Corporate Purchase Card transaction is retained and provided as part of the reconciliation procedure
- the reconciliation statement is completed and authorised within 10 working days upon receipt of the statement

Reporting Requirements

The Chief Financial Officer is to provide a ~~monthly~~ quarterly report regarding the use of Corporate Purchase Cards to the Executive Team.

Approval Arrangements

Authorising Officers must review expenditure each month ensuring compliance to the Policy, noting that cardholders have 10 working days to return the authorised reconciliation statement.

Each Divisional Manager is also required to review and approve each monthly reconciliation statement for cardholders within their division.

In addition, the monthly reconciliation statements of the following cardholders must be reviewed and authorised by the following Authorised Officers within 10 working days.

Cardholder	Authorising Officer/s
The Mayor	General Manager
Executive Assistant to the Mayor	General Manager
General Manager	The Mayor
Executive Assistant to the General Manager	The Mayor
Chief Financial Officer	General Manager
<u>Chief Operating Officer</u>	<u>General Manager</u>
<u>Executive Director – People & Culture</u>	<u>General Manager</u>
Director Community	General Manager
Executive Assistant to the Director Community	General Manager Director Community*
Director Regional Activation	General Manager
Executive Assistant to the Director Regional Activation	General Manager Director Regional Activation
Director Infrastructure Services	General Manager
Executive Assistant to the Director Infrastructure Services	General Manager Director <u>Infrastructure Services</u> <u>Operations</u> *
Director Projects and Strategy	General Manager
Executive Assistant to the Director Projects and Strategy	General Manager Director Projects and Strategy

POL 053 – Corporate Purchase Card Policy

** Where the Executive Assistant's monthly reconciliation statement contains no transactions pertaining to their Director or the General Manager, the relevant Director may authorise the statement.*

Review Procedures

This Policy is to be reviewed every four (4) years or in the first twelve months of the new term of Council, whichever is the earliest.

Policy Content**Background**

A Corporate Purchase Card can deliver significant benefits however can also expose a local government to significant risks if not adequately controlled. This Policy aims to incorporate the necessary controls to support the mitigation of risks associated with the use of a Corporate Purchase Card, whilst recognising that Corporate Purchase Cards are an alternative purchasing and payment system, ~~that improves payment performance and can provide more effective cash management.~~

Specific Provisions**Eligibility**

Any Council employee that may require a Corporate Purchase Card shall establish a business case for the issue of a new Corporate Purchase Card. Items to be addressed in support of the application would normally outline the reasons to warrant having a Corporate Purchase Card.

The Chief Financial Officer must approve all applications, and in the case of the Chief Financial Officer's Corporate Purchase Card application, the General Manager shall approve the application.

Once approved, the financial institution may require the proposed cardholder to complete a 100 points of identification check. ~~The application form is to be signed by the cardholder and their Manager, verified by the Chief Financial Officer or their delegate.~~

Employees who are authorised to hold a Corporate Purchase Card will be issued only one (1) Corporate Purchase Card at a time.

Limits

The Corporate Purchase Card issued to the General Manager will have a maximum limit of \$10,000 per month. This will also be the transaction limit due to the General Manager holding a purchasing delegation in excess of this value.

Each Executive Assistant will have a maximum limit of \$10,000 per month-, with a transaction limit set dependant on the cardholder's purchasing delegation limit.

The Corporate Purchase Card issued to all other Council employees and the Mayor will be limited to a maximum of \$5,000 per month each, with a transaction limit set dependant on the cardholder's purchasing delegation limit.

Transaction limits are ~~set with the financial institution, and will not be able to be exceeded.~~ If additional credit is validly required during the month, a request is to be made from the

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POL 053 – Corporate Purchase Card Policy

cardholder to their Manager, who would review the request and if it were supported, the request would be sent to the Chief Financial Officer so appropriate steps can be taken to ensure sufficient funds are available.

General

No Corporate Purchase Card will be provided to an employee or the Mayor without the Corporate Purchase Card User Agreement (Appendix A of this Policy) being signed as acknowledgement that they have read, understood and agree to comply with this Policy.

The Corporate Cards System Administrator will keep a register of all current cardholders including card number, expiry date, credit limit and transaction limit.

Upon receipt of the Corporate Purchase Card, the cardholder shall sign the reverse side of the card and any prior cards shall be destroyed.

Where businesses offer the PayWave/PayPass payment method, cardholders are not to utilise this payment method and must always enter their PIN for payment.

The cardholder shall not disclose their PIN to another party and shall not allow use of their Corporate Purchase Card by another party, including another Council official.

~~In the event that~~ If a cardholder moves to a position that does not require the use of a Corporate Purchase Card or ceases employment, the cardholder must notify the Corporate Card Systems Administrator to arrange cancellation or temporary hold of the Corporate Purchase Card. In the instance of ceasing employment, a minimum of two (2) weeks' notice where possible, is required to ensure all receipts are received and the Corporate Purchase Card account reconciled. The cardholder must then return the Purchase Card to the Corporate Card Systems Administrator for cancellation and destruction. This will be confirmed during the Exit Interview Process with the relevant Supervisor or Manager.

Corporate Purchase Cards cannot be transferred to another user and must always be kept in a safe location.

The Corporate Purchase Card must not be used for expenses that the Council employee or the Mayor have already claimed (or will be claimed) including by way of ~~an~~ allowance.

The Corporate Purchase Card must not be used for IT related expenses such as iPads, mobile phones, laptops ~~or software, or IT related accessories (phone and iPad covers, webcams or keypads for example)~~. Any purchases for such items that are different to the initial supply made by Council are to be at the cost of the individual and will not be reimbursed by Council.

The Corporate Purchase Card must not be used for tools unless there are exceptional circumstances that warrant this to occur. In such events, the reasons shall be included on the reconciliation statement.

Corporate Purchase Card Lost or Stolen

~~In the event that~~ If a cardholder misplaces or loses the Corporate Purchase Card, the cardholder must report this immediately and without delay to the card provider/financial institution.

POL 053 – Corporate Purchase Card Policy

The cardholder must also report the loss of the card immediately to the Corporate Card Systems Administrator, or the Chief Financial Officer in writing (email will suffice) who will also make the appropriate follow up with the financial institution.

The Corporate Card Systems Administrator, in conjunction with the cardholder must perform a reconciliation of the card account from the date the card was lost or stolen.

~~In the case where the Corporate Purchase Card is misplaced or lost over a weekend, the cardholder shall immediately notify the financial institution, and advise the Corporate Card Systems Administrator, Chief Financial Officer in writing on the next working day.~~

Conditions of Use

Corporate Purchase Cards cannot be used to obtain cash advances, including for official functions.

Charging personal expenditure transactions on the Corporate Purchase Card is not acceptable under any circumstances. A breach of this Policy can lead to disciplinary action in accordance with the Code of Conduct. In all cases of misuse, Council reserves the right to recover monies from the cardholder.

Where personal purchases are made on the Corporate Purchase Card in error, these must be identified, and the charges will be recouped from the cardholder with an invoice being raised directly to the cardholder with immediate payment required, or with the cardholder's approval a payroll deduction may be arranged. Accidental purchases are not considered to be a breach of the Policy or misuse, however they must be followed up and repaid to the Council in a timely manner.

Transactions that appear to be unreasonable, excessive and unauthorised, along with repeated personal purchases will be reported to the Chief Financial Officer. Any breach by a cardholder will be investigated and necessary action taken which may include disciplinary action in accordance with the Code of Conduct, and/or cancellation of the Corporate Purchase Card.

All documentation regarding a Corporate Purchase Card transaction is to be retained by the cardholder and produced as part of the reconciliation procedure.

Purchases must not be split into smaller transactions (or over multiple Corporate Purchase Cards) to circumvent purchasing delegations or transaction limits.

The use of a Corporate Purchase Card by the Mayor must be in accordance with the Payment of Expenses and Provision of Facilities to Councillors Policy (POL 025).

Guidance for "Official Business Purposes"

- The item which is being purchased must have a direct business association with the Council
- Working meals are not to be a regular occurrence. When they are required, they will generally involve participation of persons outside the organisation, unless travelling, and are to be pre-approved by the General Manager or relevant Director.
- The expenditure incurred cannot provide a personal benefit to Council employees, members of their family or friends unless a tribute to a family needs to be considered in accordance with the Condolences and Memorials for Staff and Councillors Policy (POL 042).

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- Tips are not permissible, except where it may be a normally expected payment, when a cardholder is overseas for instance and tips are an expected practice, however generally tips should not exceed 10% of the bill total.
- Expenditure or minor gifts of protocol or public relations are not acceptable unless such gifts are in conformity with the Council's functions and could be considered acceptable in accordance with community expectations.
- Provision of certain facilities for work purposes at home which would, under normal circumstances, be provided by the employee or the Mayor for personal use, are not legitimate expenses e.g. payment for a TV antenna which may be installed to enable employees to receive transmissions to be aware of matters raised by the media, as part of their normal duties.

The above requirements do not, apply to expenditures to which legislative, industrial or Council Policy provide for reimbursement of expenses.

Appropriate Expenditure

Appropriate and reasonable expenditure means that the General Manager or delegate must be comfortable in disclosing the expense, should that be required, and be able to identify the benefit to Council and the public generally.

The following are examples of expenditure that are deemed to be appropriate for the use of the Corporate Purchase Card:

- Meals when travelling for work related purposes when they are not included as part of the training or conference and there has not, *or and* will not be an allowance provided – for further guidance on allowable meal costs, refer to *FIN.DIR.001 Operating Standard on Expenditure for Conferences, Travel, Accommodation and Hospitality Relating to Official Council Business*
- Subscriptions or memberships for work related purposes after seeking appropriate authorisation from your supervisor or Manager
- Domestic travel related expenses such as taxi fares (where taxi vouchers have not been provided), parking expenses, tolls (where an E-Tag is not fitted) that are directly incurred with the event that you're attending (e.g. return trip from the airport to the conference venue)
- Items only available or best procured by internet purchase such as online membership renewals or Corporate Scorecard Reports
- Purchases less than \$200 (including GST) at suppliers where Council has an account

Inappropriate Expenditure

The following are examples of expenditure that are deemed to be inappropriate and are not to be placed on the Corporate Purchase Card:

- Purchasing meals when they are included as part of the training or conference
- Personal subscriptions or memberships – if allowable, they should be undertaken using a reimbursement process
- Flights and accommodation – these are only to be undertaken by the Executive Assistants, dedicated Business Support staff or the Governance team members (in relation to Councillors)

POL 053 – Corporate Purchase Card Policy

- Information and Communications Technology expenses such as iPads, mobile phones, software ~~or IT-related accessories (phone and iPad covers, webcams or keypads for example)~~
- Tools that should be purchased with the use of a Purchase Order
- Payment of fines or penalties
- Donations (including charitable or political) and sponsorships (unless funds have been received (ie. staff donations received from Mufti days whereby the charitable organisation only accepts payment via credit card)
- Working meals with only Council employees present, unless travelling or pre-approval has been provided by the General Manager or relevant Director
- Travel-related expenditure including meals and incidentals for which the cardholder has received, or will receive a travel allowance
- Purchase of cash exchangeable products, for example, traveller's cheques or foreign currency
- Repetitive procurement that could be established as a purchase order
- Purchase of goods that are held as inventory in the Store
- Purchase store credits for food and beverages
- The purchase of coffee or other food and beverages on your way to or from work (this includes purchases at the Wagga Wagga Airport for your departing flight)
- Purchases greater than \$200 (including GST) at suppliers where Council has an account with – Cardholders are to raise a purchase order for these purchases

Reward Schemes

Reward schemes cannot be used for personal benefit i.e. (Frequent Flyer Programs or airline lounge memberships) or loyalty/reward cards, ie. Woolworths Everyday Rewards, Flybuys etc.), unless they have been incorporated as a condition of contract.

The Corporate Purchase Card issued will not have a reward program attached, and while travel may be booked using a Corporate Purchase Card, a reward scheme must not be attached thereafter.

Cardholders are reminded that purchases that may attract an entitlement to personal reward schemes (i.e. when booking flights, accommodation, etc.), are considered a personal benefit, and will be subject to disciplinary action in accordance with the Code of Conduct.

Purchasing

The use of a Corporate Purchase Card must be in accordance with Council's Procurement and Disposal Policy (POL 110) and Procurement Manual, and does not negate the necessity to ensure that you achieve the best value for money meet the quotation requirements.

Corporate Purchase Cards are only to be used to purchase goods and services on behalf of Council for which there is a budget provision.



POL 053 – Corporate Purchase Card Policy

A tax invoice is required for all Corporate Purchase Card purchases. All tax invoices must include an ABN, total amount, whether GST applies and a brief description of goods and services purchased. ~~Confirmation document and EFTPOS receipts are not acceptable.~~

The purchase of fuel on a Corporate Purchase Card should only be undertaken in emergency situations as provision is made for access to fuel for Council vehicles.

Where purchases are made over the telephone or the internet, an invoice should be requested to support the purchase. If no such invoice or receipt is available, as much detail about the transaction should be recorded and used to support the payment when required (date, company, address, ABN, amount, and any GST included).

Where a payment is made for meals or entertainment, employees and/or the Mayor must note on the reconciliation report the number of persons the expense relates to and the names of any Council employees in that number. This is required to ensure the Council pays the correct amount of Fringe Benefits Tax.

Reconciliation Procedures

The cardholder of the Corporate Purchase Card is responsible for completing the reconciliation statement and this must be authorised by an Authorised Officer and their Divisional Manager.

Cardholders have 10 working days from receipt of the reconciliation statement to complete this and have the Authorised Officer and their Divisional Manager authorise the transactions listed on the statement.

Transactions shall be accompanied by a sufficient explanation of why the expense was incurred.

All cardholders will ensure that the goods or services paid for on the Corporate Purchase Card are actually delivered or provided.

Transactions shall be accompanied by an account number for job costing purposes.

If no supporting documentation is available the cardholder must provide a statutory declaration detailing the nature of the expense and must state on that declaration "all expenditure is of a business nature". Approval of this expense is referred to the Authorised Officer for a decision. Should lack of detail be a regular occurrence for a particular cardholder, the cardholder may have their Corporate Purchase Card withdrawn at the discretion of the Chief Financial Officer. Use of a statutory declaration is for exceptional circumstances rather than the norm.

If a credit is required for a transaction made using the Corporate Purchase Card, the cardholder must request the credit as soon as they become aware of the need for a credit, for example, where a good or service is not delivered or not provided in accordance with original expectations.

Should approval of expenses be denied, recovery of the expense shall be met by the cardholder.

The cardholder shall sign and date the Corporate Purchase Card statement with supporting documentation stating "all expenditure is of a business nature".

If the purchase card holder is going on leave for a period of greater than four (4) weeks prior to the reconciliation statement being available to complete, the purchase card holder is to make contact with the Chief Financial Officer to arrange for a listing of the transactions incurred on the

POL 053 – Corporate Purchase Card Policy

card since the last reconciliation statement completion. This will then allow the cardholder to complete a timely reconciliation for the transactions incurred.

If a cardholder is unable to complete their reconciliation (due to extended unplanned leave or departure etc.) it is the immediate supervisors responsibility to complete the reconciliation on their behalf.

Business Continuity

Council's Business Continuity Plan (BCP) allows provision for interim increases to Corporate Purchase Card limits (where required) where the BCP has been activated in an emergency event. This provision overrides any other Corporate Purchase Card limit outlined in this Policy.

Legislative Context

Section 55 of the *Local Government Act 1993* (the Act) prescribes the statutory requirements for local government tendering. While this Policy deals with the procedures for purchases below the tender threshold and is not therefore subject to this section of the Act, these procedures are similar to those prescribed by the Act.

Local Government (General) Regulation 2021

209 Particular responsibilities of the general manager

The general manager of a council must ensure that:

- (a) the provisions of the Act, this Regulation and any other written law relating to councils' financial obligations or the keeping of accounts by councils are complied with, and*
- (b) effective measures are taken to secure the effective, efficient and economical management of financial operations within each division of the council's administration, and*
- (c) authorising and recording procedures are established to provide effective control over the council's assets, liabilities, revenue and expenditure and secure the accuracy of the accounting records, including a proper division of accounting responsibilities among the council's staff, and*
- (d) lines of authority and the responsibilities of members of the council's staff for related tasks are clearly defined.*

Other Regulations may come into force from time to time. Employees involved in the purchasing function have an obligation to maintain and update the currency of their knowledge about procurement and should acquaint themselves with the Act and the Regulation as well as other acts, regulations, codes, practices, practice notes, circulars and other documents published by other State or Australian government authorities which relate to purchasing and tendering.

Related Documents

- Procurement and Disposal Policy (POL 110)
- Procurement Manual
- Code of Conduct



POL 053 – Corporate Purchase Card Policy

- Delegations Policy (POL 060)
- Fraud and Corruption Prevention Policy (POL 100)
- Payment of Expenses and Provision of Facilities to Councillors Policy (POL 025)
- Condolences and Memorials for Staff and Councillors Policy (POL 042)
- Operating Standard on Expenditure for Conferences, Travel, Accommodation and Hospitality Relating to Official Council Business~~+~~

POL 053 – Corporate Purchase Card Policy

Definitions

Term	Definition
Authorising Officers	The Supervisor, Manager, Director, General Manager or Mayor who are to undertake authorisation of the Corporate Purchase Card reconciliations to ensure compliance with the Policy.
Corporate Card System Administrator	Staff members within Accounts Payable or their immediate Supervisor within the Finance Division.
Council Employees / Employee	Any staff member of Council.
Council official	Includes Councillors, members of staff of Council, administrators, Council Committee members, conduct reviewers and delegates of Council.
Mayor	The Mayor of the Council of the City of Wagga Wagga.
<u>Monthly Card Limit</u>	<u>Refers to the maximum amount of money available to the cardholder to make purchases during a given monthly credit cycle. This limit is set at \$10,000 for the General Manager and each Executive Assistant, and \$5,000 for all other cardholders.</u>
Tools	Incorporates any tool that is powered by hand, such as pliers, screwdrivers and shovels, along with power tools such as drills and grinders.
<u>Transaction Limit</u>	<u>Refers to the card holders delegated financial amount, listed under Wagga Wagga City Council Delegation number 3.1.</u>

Revision History

Revision number	Council resolution	Council meeting date
1	Res No: 18/017	29 January 2018
2	Res No: 22/354	17 October 2022

POL 053 – Corporate Purchase Card Policy

APPENDIX A

CORPORATE PURCHASE CARD - CARDHOLDER AGREEMENT

I *(insert cardholder's name)* acknowledge that I have read and understood the Council's Corporate Purchase Card Policy (POL 053) and agree to comply with the conditions and responsibilities outlined in this Policy and any subsequent change to this Policy.

I acknowledge that I have been authorised a Corporate Purchase Card transaction limit of *(insert limit)* that is within the financial delegation limits assigned to -my position with Council of *(insert position title)* with a monthly credit limit of \$5,000/\$10,000 *(remove whichever amount is not applicable)*.

I acknowledge that a breach of this Policy can lead to disciplinary action in accordance with the Code of Conduct and provisions outlined in Council's Corporate Purchase Card Policy (POL 053).

.....

Cardholder Signature

.....

Date



RP-4 REQUESTS FOR FINANCIAL ASSISTANCE - SECTION 356**Author:** Carolyn Rodney

Summary: Council has received two (2) fee waiver requests which is detailed for Council's consideration.

Recommendation

That Council:

- a in accordance with Section 356 of the *Local Government Act* 1993, provide financial assistance to the following organisations:
 - i. The Riverina Conservatorium of Music - \$895.00 (Request 1)
 - ii. Euberta Hall Trustee Board – Up to \$75.00 (Request 2)
- b note the proposed budget available for financial assistance requests for the remainder of the 2023/24 financial year

Report

Two (2) financial assistance request is proposed for consideration at this Ordinary Council meeting. Details of the request is shown below:

1. The Riverina Conservatorium of Music – Request for fee waiver of Room Hire Fee - \$895.00

Kylie Dunstan, on behalf of The Riverina Conservatorium of Music in the attached email requests:

The Riverina Conservatorium is pleased to have the opportunity to partner with Big Band Blast Assoc Inc to host a Big Band Blast event in Wagga Wagga on the weekend of June 14-16 2024.

Big Band Blast is an educational workshop weekend for high school and community big bands to learn, listen, explore and perform.

Big Band Blast Assoc Inc is a not-for-profit organisation committed to providing music education opportunities particularly in regional areas.

Participating in the workshops are 3 local bands and 1 choir and 4 visiting bands from Sydney.

As part of the Big Band Blast event, a concert is being held at the Civic Theatre on the Saturday night, June 15 2024. The concert is open to the public and the proceeds will go towards the running costs of the workshops, and therefore keeping the costs affordable for all students.

On behalf of the RCM and Big Band Blast Assoc Inc we are kindly requesting a fee waiver for the hire of the Civic Theatre.

Thank you for your time and consideration.

Kylie

It is noted that Civic Theatre staffing costs will still apply to this hire charge and are not covered by this proposed fee waiver.

The above request aligns with Council's Strategic Plan "Community Place and Identity" – Objective: Our community feel welcome, included and connected".

To date within the 2023/24 financial year, The Riverina Conservatorium of Music have received the following financial assistance from Council:

- \$8,909 annual Cultural Contribution;
- \$2,500 grant under the Arts, Culture and Creative Industries Category
- \$600 fee waiver for the Riverina Youth Orchestra event held in September 2023;

2. Euberta Hall Trustee Board – Request for fee waiver of Waste Disposal Charges – Up to \$75.00

Robert Jaques, on behalf of the Euberta Hall Trustee Board in the attached email requests:

Attention Mr Peter Thompson General Manager Wagga City Council

Afternoon Peter, I am a Trustee of the board that manages the Euberta Hall on the Old Narrandera Road, I have been speaking with Beh Nicole about an event to celebrate the 100 year of the establishment of the hall this Saturday 13th April.

We will have the mayor Dallas Tout along with Michael McCormack and Joe McGirr as official guests and speakers at the ceremony. There will be an unveiling of a plaque and other formalities.

My request to the council is we do not have a garbage collection at the site and have asked for assistance by "wafering" the fee attached to dispose of the waste at the Gregadoo Waste facility if we were to bring the material to them. The trust would be grateful if council would allow this to happen.

Thank you, Robert Jaques

At the time of writing this report, Council officers have estimated the waste charges will be no more than \$75.00 for the event.

The above request aligns with Council's Strategic Plan "Community Place and Identity" – Objective: Our community feel welcome, included and connected".

To date within the 2023/24 financial year, Euberta Hall Trustee Board have not received any financial assistance from Council.

Financial Implications

Section 356 Budget Summary	
2023/24 Budget available for requests received during financial year	\$42,060.00
Total of fee waivers approved to date	(\$17,336.14)
Revised Balance of Section 356 fee waiver financial assistance	\$24,723.86
1) The Riverina Conservatorium of Music	<u>(\$895.00)</u>
2) Euberta Hall Trustee Board (\$75.00 Funded from Solid Waste Reserve)	-
Subtotal Fee Waivers included in this report – proposed to be funded from the Section 356 Budget	<u>(\$895.00)</u>
Balance of Section 356 fee waiver financial assistance budget for the remainder of the 2023/24 Financial Year	\$23,828.86

Job consolidation number: 13619 Section 356 Donations/waiving of Council fees and charges

Policy and Legislation

POL 078 – Financial Assistance Policy

Link to Strategic Plan

Community Place and Identity

Objective: Our community feel welcome, included and connected

Activate community spaces to promote connectedness



Risk Management Issues for Council

N/A

Internal / External Consultation

Cross Directorate consultation has been undertaken as required.

Attachments

1.  Euberta Hall Trustee Board - Section 356
2.  The Riverina Conservatorium of Music - Section 356

Dawson,Jenna

From: Rodney, Carolyn <Rodney.Carolyn@wagga.nsw.gov.au>
Sent: Thursday, 11 April 2024 9:32 AM
To: Beh, Nicole; Katsoolis, Craig
Cc: Posselt, Carmel; Dawson,Jenna
Subject: Euberta Hall - Request for Financial Assistance

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: EA to action

From: Jaques and Co <jaquesco@jaquesco.com.au>
Sent: Monday, April 8, 2024 3:15 PM
To: City of Wagga Wagga <Council@wagga.nsw.gov.au>
Subject: Euberta Hall.

Attention **Mr Peter Thompson** General Manager Wagga City Council

Afternoon Peter, I am a Trustee of the board that manages the Euberta Hall on the Old Narrandera Road, I have been speaking with Beh Nicole about an event to celebrate the 100 year of the establishment of the hall this Saturday 13th April. We will have the mayor Dallas Tout along with Michael McCormack and Joe McGirr as official guests and speakers at the ceremony. There will be an unveiling of a plaque and other formalities. My request to the council is we do not have a garbage collection at the site and have asked for assistance by "wafering" the fee attached to dispose of the waste at the Gregadoo Waste facility if we were to bring the material to them. The trust would be grateful if council would allow this to happen.

Thank you, Robert Jaques

Dawson,Jenna

From: Rodney, Carolyn <Rodney.Carolyn@wagga.nsw.gov.au>
Sent: Tuesday, 2 April 2024 4:36 PM
To: Dawson,Jenna
Subject: RE: Fee Waiver Request - Civic Theatre - June 15 2024

From: Kylie Dunstan <kdunstan@rivconmusic.nsw.edu.au>
Sent: Tuesday, March 26, 2024 2:13 PM
To: City of Wagga Wagga <Council@wagga.nsw.gov.au>
Subject: Fee Waiver Request - Civic Theatre June 15 2024

Hello

The Riverina Conservatorium is pleased to have the opportunity to partner with Big Band Blast Assoc Inc to host a Big Band Blast event in Wagga Wagga on the weekend of June 14-16 2024.

Big Band Blast is an educational workshop weekend for high school and community big bands to learn, listen, explore and perform.

Big Band Blast Assoc Inc is a not-for-profit organisation committed to providing music education opportunities particularly in regional areas.

Participating in the workshops are 3 local bands and 1 choir and 4 visiting bands from Sydney. As part of the Big Band Blast event, a concert is being held at the Civic Theatre on the Saturday night, June 15 2024. The concert is open to the public and the proceeds will go towards the running costs of the workshops, and therefore keeping the costs affordable for all students.

On behalf of the RCM and Big Band Blast Assoc Inc we are kindly requesting a fee waiver for the hire of the Civic Theatre.

Thank you for your time and consideration.

Kind regards,
Kylie

Kylie Dunstan

Publicity Officer & Concert Manager
Riverina Conservatorium of Music
1 Simmons Street, Wagga Wagga
PO Box 6290
South Wagga Post Office NSW 2650
Phone: (02) 6925 3522

The RCM is committed to providing a safe, flexible and respectful environment for staff and the RCM Community, free from all forms of discrimination, bullying and sexual harassment.

All RCM staff & patrons are expected to treat others with dignity, courtesy and respect.



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 delete it and notify the sender.

RP-5 PROPOSED LICENCE AGREEMENT FOR PART 344 BOURKE STREET, WAGGA WAGGA, BEING PART LOT 4 DP 790509 - UPDATE TO LICENSEE DETAILS**Author:** Matthew Dombrovski**Executive:** John Sidgwick**Summary:**

Council resolved on 17 October 2022 for the General Manager or delegate to enter into a Licence with Wagga Wagga Combined Hockey Association Inc. for occupation of part of the Jubilee Park Clubhouse for a period of five years (Resolution 22/351)

Council staff have been working with the Licensee to finalise entry into a new Licence. However, on review, staff noted that the Licensee's name referenced in the Council Report and Resolution included a typographic error and the documentation should reference Wagga Wagga Combined Hockey Association Inc. (ABN 72 248 377 042)

Recommendation

That Council:

- a authorise the General Manager or their delegate to enter into a Licence with Wagga Wagga Combined Hockey Association Inc. (ABN: 72 248 377 042) for occupation of part of the Clubhouse located at Jubilee Park, 344 Bourke Street, Wagga Wagga for a period of five years
- b authorise the General Manager or their delegate to complete and execute any necessary documents on behalf of Council
- c authorise the affixing of council's common seal to any relevant documents as required

Report

Council resolved on 17 October 2022 for the General Manager or delegate to enter into a Licence with Wagga Wagga Combined Hockey Association (ABN: 72 248 377 042) for occupation of part of the Jubilee Park Clubhouse for a period of five years (Resolution 22/351).

Council staff have been working with the licensee to finalise entry into a new licence agreement in accordance with this resolution. As part of that process, staff have noted that the Licensee's name as referenced in the Council Report and Resolution includes a typographic error, and the correct legal name of the licensee should be reflected as Wagga Wagga Combined Hockey Association Inc. (ABN 72 248 377 042).

It is therefore recommended that Council authorise the General Manager or delegate to enter into a Licence with Wagga Wagga Combined Hockey Association Inc. (ABN: 72 248 377 042).

Financial Implications

As this recommendation relates to an update of the licensee's details referred to in a previous resolution only, there are no additional financial implications if resolved as recommended.

Policy and Legislation

Local Government Act 1993

Acquisition, Disposal and Management of Land Policy (POL 038)

Link to Strategic Plan

Safe and Healthy Community

Objective: Our community embraces healthier lifestyle choices and practices

Promote access and participation for all sections of the community to a full range of sports and recreational activities

Risk Management Issues for Council

Council needs to ensure that agreements are entered into with the correct legal entity(s). There is a risk that should issues arise within the tenancy and the tenant is not correctly identified in the licence documentation, Council may have difficulty in enforcing obligations pursuant to the licence.

Internal / External Consultation

N/A

RP-6 UNREASONABLE COMPLAINANT CONTACT POLICY (POL 056)**Author:** Nicole Johnson**Executive:** Scott Gray**Summary:**

A review of Council's Unreasonable Complaint Contact Policy has been undertaken to align to the NSW Ombudsman's Managing Unreasonable Conduct by Complainants Model Policy. Proposed amendments were placed on public exhibition on 2 March 2024 to 30 March 2024 with public submissions invited until 13 April 2024 with no submissions received.

Recommendation

That Council:

- a note there were no submissions received during the public exhibition period for the draft Unreasonable Complainant Contact Policy (POL 056)
- b adopt the Unreasonable Complainant Contact Policy (POL 056)

Report

A review of Council's Unreasonable Complaint Contact Policy was undertaken aligning Council's draft Policy to the NSW Ombudsman's '[Managing Unreasonable Conduct by Complainants Model Policy](#)'.

Council at its meeting on 26 February 2024 endorsed the draft Unreasonable Complainant Contact Policy (POL 056) and placed the Policy on public exhibition for a period of 28 days from 2 March 2024 to 30 March 2024 and invited public submissions until 13 April 2024 on the draft Policy. No submissions were received on the draft Policy.

It is therefore recommended that Council adopt the Unreasonable Complainant Contact Policy (POL 056) as exhibited.

Financial Implications

N/A

Policy and Legislation

Unreasonable Complaint Contact Policy (POL 056)

Link to Strategic Plan

Community leadership and collaboration

Objective: Our community is informed and actively engaged in decision making and problem-solving to shape the future of Wagga Wagga

Communicate with our community

Risk Management Issues for Council

The policy addressed compliance with work health and safety and duty of care obligations of Council by identifying the potential risks posed by unreasonable conduct to staff health, safety and wellbeing and implementing measures to eliminate or control those risks.

Internal / External Consultation

The draft Public Interest Disclosure Policy is predominantly a prescribed model policy, and was placed the Policy on public exhibition for a period of 28 days from 2 March 2024 to 30 March 2024 and invited public submissions until 13 April 2024

	Mail			Traditional Media			Community Engagement				Digital					
	Rates notices insert	Direct mail	Letterbox drop	Council news	Media release	Media opportunity	TV/radio advertising	One-on-one meeting(s)	Community meeting(s)	Stakeholder workshop(s)	Drop-in session(s)	Survey/feedback form(s)	Have your Say	Email newsletter	Social media	Website
Inform				✖									✖			✖
Consult																
Involve																
Collaborate																
Other methods (please list specific details below)																

Attachments

1  Unreasonable Complainant Contact Policy (POL 056)

Unreasonable Complainant Contact Policy

Reference number: POL 056
Approval date: 17 October 2022
Policy owner: Corporate Governance and Performance
Next review: September 2025

1. Introduction

Wagga Wagga City Council supports residents and visitors to Wagga Wagga having the right to express their views and ask questions about Council services. Indeed, customers' comments and suggestions are imperative in helping Council shape and improve the services it provides.

This policy sets out Council's approach to the communication received from customers that Council considers unreasonable or unacceptable and the action it will take in order to manage the situation.

It is important to note that this Policy is separate to Council's Complaint Handling Policy (POL 103) which deals with the complaints management process and the alternate options available to the community in making complaints including the NSW Ombudsman, the Independent Commission against Corruption (ICAC) and the NSW Office of Local Government.

People who complain to Council can be distressed, angry or upset. This may be because of the problem they are complaining about, or it may be related to their own personal circumstances. Dealing with distressed, angry and upset people is a normal part of complaint handling and Council staff are trained to deal fairly, objectively and empathetically with all complainants.

In some cases, however, a complainant's conduct can go beyond what is acceptable. They may contact Council repeatedly, provide false and misleading information, demand outcomes that are not practicable, be unwilling to accept the complaint handler's decision and react in an unreasonable manner, threaten harm to themselves or others, or be violent.

It is important that Council manages unreasonable complainant conduct for several reasons:

- Council's resources are limited and must be used efficiently in dealing with other customer requests and other functions. All customers are entitled to a fair share of time and resources and a consistent approach by Council in dealing with their issues.
- Council is responsible for ensuring the health and safety of its staff. Ensuring that all staff are properly trained, supervised and supported in dealing with unreasonable conduct will minimise staff stress.

- Unreasonable conduct can make it harder for Council to resolve a complaint. It can lead to the complaint issue being blurred, the investigation sidetracked, and the process needlessly prolonged.
- A Complaint investigation that is drawn out is less likely to end satisfactorily. The person may change the focus of their grievance to the way their complaint was handled. The ongoing relationship between the person and the Council can be damaged.
- This Policy is based on the 'Managing unreasonable conduct by complainants Model policy' published by the NSW Ombudsman.

2. Purpose

2.1 Policy aims

This policy was developed to assist all staff members to better manage unreasonable conduct by complainants as follows:

- Ensure fair and open access for all residents, visitors and members of the business community to Council's services including those in the community who have difficulty in dealing with Council as an authority.
- It is Council's responsibility to treat all customers fairly and with respect. Staff need to show impartiality and professionalism when faced with challenging behaviour. This does not mean that staff should tolerate conduct that is threatening, aggressive or abusive.
- Ensure other customers and Council employees and elected members do not suffer any disadvantage from customers who act in an unacceptable manner.
- Meet the standards set out in our Customer Service Charter.
- Minimise the impacts of unreasonable or unacceptable communication on resources, processes and staff.

2.2 Scope

The principles set out in this policy only apply to Council's dealings with people when they have contact with Council.

3. Policy Provisions

Defining unreasonable conduct by a complainant

3.1 Unreasonable conduct by a complainant

Most of our customers act reasonably and responsibly in their interactions with us, even when they are experiencing high levels of distress, frustration and anger about their request or complaint.

However, in a very small number of cases some customers behave in ways that are inappropriate and unacceptable – despite our best efforts to help them. They are aggressive and/or verbally abusive towards our staff. They threaten harm and violence, bombard our offices with unnecessary and excessive phone calls and emails, make inappropriate demands on our time and our resources and refuse to accept our decisions and recommendations in relation to their

requests or complaints. When customers behave in these ways we consider their conduct to be 'unreasonable'.

Unreasonable Conduct by Customers ('UCC') is any behaviour which, because of its nature or frequency, raises substantial health, safety, resource or equity issues for our organisation, our staff, other service users and customers or the customer themselves.

Unreasonable conduct by customers can be divided into five categories of conduct:

- unreasonable persistence
- unreasonable demands
- unreasonable lack of cooperation
- unreasonable arguments
- unreasonable behaviours.

3.1.1 Unreasonable persistence

Unreasonable persistence is continued, incessant and unrelenting conduct by a complainant that has a disproportionate and unreasonable impact on our organisation, staff, services, time, or resources. Some examples of unreasonably persistent behaviour include:

- An unwillingness or inability to accept reasonable and logical explanations, including final decisions that have been comprehensively considered and dealt with.
- Targeting Council with multiple requests about a range of issues, whether related or not, which separately or together require an unreasonable or unfair allocation Council resources.
- Pursuing and exhausting all available review options when it is not warranted and refusing to accept Council's position when told that further action cannot or will not be taken on their requests or complaints.
- Reframing a complaint in an effort to get it taken up again.
- Multiple and repeated phone calls, visits, letters, emails (including cc'd correspondence) after we have repeatedly asked them not to.
- Contacting different people within or outside our organisation to get a different outcome or a more sympathetic response to their complaint – this is known as internal and external 'forum shopping'.

3.1.2 Unreasonable Demands

Unreasonable demands are demands (express or implied) that are made by a customer that have a disproportionate and unreasonable impact on the Council, staff, services, time and/or resources.

Some examples of unreasonable demands include:

- Issuing instructions and making demands about how we have/should handle their request or complaint, the priority it was/should be given, or the outcome that was/should be achieved.
- Insisting on talking to a senior manager, Director or the General Manager personally when it is not appropriate or warranted.
- Emotional blackmail and manipulation with the intention to guilt trip, intimidate, harass, shame, seduce or portray themselves as being victimised – when this is not the case.

- Insisting on outcomes that are not possible or appropriate in the circumstances – e.g. for someone to be sacked or prosecuted, an apology and/or compensation when there is no reasonable basis for expecting this.
- Demanding services that are of a nature or scale that we cannot provide when this has been explained to them repeatedly.
- Expecting responses to requests which separately or together require an unreasonable or unfair allocation of Council resources.

3.1.3 Unreasonable lack of cooperation

Unreasonable lack of cooperation is an unwillingness and/or inability by a customer to cooperate with our organisation, staff, or request and complaints system and processes that results in a disproportionate and unreasonable use of our services, time and/or resources.

Some examples of unreasonable lack of cooperation include:

- Sending a constant stream of comprehensive and/or disorganised information without clearly defining any issues of complaint or explaining how they relate to the core issues being complained about – only where the customer is clearly capable of doing this.
- Providing little or no detail with a request or complaint or presenting information in 'drips and drabs'.
- Refusing to follow or accept our instructions, suggestions, or advice without a clear or justifiable reason for doing so.
- Arguing frequently and/or with extreme intensity that a particular solution is the correct one in the face of valid contrary arguments and explanations.
- Displaying unhelpful behaviour – such as withholding information, acting dishonestly, misquoting others, and so forth.

3.1.4 Unreasonable arguments

Unreasonable arguments include any arguments that are not based on any reason or logic, that are incomprehensible, false, or inflammatory, trivial, or delirious, and that disproportionately and unreasonably impact upon our organisation, staff, services, time, or resources.

Arguments are unreasonable when they:

- Fail to follow a logical sequence.
- Are not supported by any evidence or are based on conspiracy theories.
- Lead a complainant to reject all other valid and contrary arguments.
- Are trivial when compared to the amount of time, resources, and attention that the complainant demands.
- Are false, inflammatory, or defamatory.

3.1.5 Unreasonable behaviour

Unreasonable behaviour is conduct that is unreasonable in all circumstances (regardless of how stressed, angry, or frustrated a complainant is) because it unreasonably compromises the health, safety and security of our staff, other service users or the complainant themselves.

Some examples of unreasonable behaviours include:

- Acts of aggression, verbal abuse, derogatory, racist, or grossly defamatory remarks.
- Harassment, intimidation, or physical violence.

- Rude, confronting, or threatening correspondence.
- Threats of harm to self or third parties, threats with a weapon or threats to damage property, including bomb threats.
- Stalking in person or online.
- Emotional manipulation.

Council has zero tolerance towards any harm, abuse or threats directed towards staff. Any conduct of this kind will be dealt with under this policy and the Work Health & Safety Policy (POL 080).

4. Roles and responsibilities

4.1 All staff

All staff are responsible for familiarising themselves with this policy as well as the Individual Rights and Mutual Responsibilities of the Parties to a Complaint document at Appendix A. Staff are also encouraged to explain the contents of this document to all complainants, particularly those who engage in UCC or exhibit the early warning signs of UCC.

Any strategies that change or restrict a complainant's access to our services must be considered at manager level or higher as provided in this policy.

Staff are also responsible for recording and reporting all UCC incidents they experience or witness (as appropriate) to their Manager as soon as possible following the incident.

4.2 The General Manager

The General Manager, in consultation with relevant staff, has the responsibility and authority to change or restrict a complainant's access to our services in the circumstances identified in this policy. When doing so they will consider and aim to impose any service changes or restrictions in the least restrictive ways possible. Their aim when taking such actions will not be to punish the complainant, but rather to manage the impacts of their conduct.

When applying this policy, the General Manager will also aim to keep at least one open line of communication with a complainant. However, we do recognise that in extreme situations all forms of contact may need to be restricted for some time to ensure the health, safety, and security of our staff or third parties.

The Complaints Coordinator is responsible for recording, monitoring, and reviewing all cases where this policy is applied to ensure consistency, transparency, and accountability for the application of this policy. They will manage and keep a file record of all cases where this policy is applied.

4.3 Senior Managers

All senior managers are responsible for supporting staff to apply the strategies in this policy. Senior managers are also responsible for ensuring compliance with the procedures outlined in this policy, and that all staff members are trained to deal with UCC – including on induction and further training as required.

After a stressful interaction with a complainant, senior managers should provide affected staff members with the opportunity to debrief their concerns either formally or informally. Senior managers will also ensure that staff are provided with proper support and assistance including medical or police assistance, and if necessary, support through programs like the Employee Assistance Program.

Senior managers may also be responsible for arranging other forms of support for staff, such as appropriate communication or intercultural training.

4.4 Community Facilities Managers

Community Facilities include Council managed facilities e.g., Oasis Aquatic Centre, Visitor Information Centre, cultural facilities etc. Council facility managers may, in accordance with facility Policy, place general restrictions or bans on customers who demonstrated unreasonable behaviours contacting or accessing council services. For example, 'Restricting, removing and/or banning individuals from Oasis Aquatic Centre Policy'.

4.5 Complaints Coordinator

The Complaints Coordinator has the responsibility and authority to provide advice to the General Manager, Directors, Managers and staff, on changing or restricting a customer's access to Council in the circumstances identified in this policy.

The Complaints Coordinator is also required to:

- Ensure that all relevant staff members are aware of the provisions of this policy
- Are responsible for supporting staff to apply the strategies in the policy and procedure and are responsible for ensuring compliance
- Responsible for recording, monitoring and reviewing all cases where UCC is applied, to ensure consistency, transparency and accountability for the application of these procedures
- They will also manage and keep a record of all cases where these procedures are applied

The Complaints Coordinator is also responsible for maintaining currency and accuracy of information held centrally about UCC and changes to customer's access to our services.

4.6 Team Leader Customer Service

The Team Leader Customer Service acts as a central point of escalation and will be notified by business unit managers and the Complaints Coordinator of any proposed changes or restrictions to a customer's access.

5. Responding to and managing Unreasonable Conduct by Customers

5.1 Changing or restricting a complainant's access to our services

UCC incidents will generally be managed by limiting or adapting the ways we interact with or deliver services to complainants by restricting:

- **Who they have contact with** – limiting a complainant to a sole contact person or staff member in our organisation.

- **What they can raise with us** – restricting the subject matter of communications that we will consider and respond to.
- **When they can have contact** – limiting a complainant's contact with our organisation to a particular time, day, or length of time, or curbing the frequency of their contact with us.
- **Where they can make contact** – limiting the locations where we will conduct face-to-face interviews to secured facilities or areas of the office.
- **How they can make contact** – limiting or modifying the forms of contact that the complainant can have with us. This can include modifying or limiting face-to-face interviews, telephone, and written communications, prohibiting access to our premises, contact through a representative only, taking no further action or terminating provision of services altogether.

When using the restrictions provided in this section, we recognise that discretion will need to be used to adapt them to suit a complainant's personal circumstances such as level of competency, literacy skills, and cultural background. In this regard, we also recognise that more than one strategy may be needed in individual cases to ensure their appropriateness and efficacy.

5.2 Who: limiting the complainant to a sole contact point

Where a complainant tries to forum-shop within our organisation, changes their issues of complaint repeatedly, constantly reframes their complaint, or raises an excessive number of complaints, it may be appropriate to restrict their access to a single staff member (a sole contact point) who will manage their complaint(s) and interaction with our office. This may help ensure they are dealt with consistently and may minimise the incidence of misunderstandings, contradictions, and manipulation.

Complainants who are restricted to a sole contact person will, however, be given the contact details of one additional staff member who they can contact if their primary contact is unavailable – for example if they go on leave or are otherwise unavailable for an extended period of time.

5.3 What: restricting the subject matter of communications that we will consider

Where complainants repeatedly send letters, emails, or online forms that raise trivial or insignificant issues, contain inappropriate or abusive content, or relate to an issue that has already been comprehensively considered or reviewed (at least once) by our office, we may restrict the issues the complainant can raise with us. For example, we may:

- Refuse to respond to correspondence that raises an issue that has already been dealt with, that raises a trivial issue, or is not supported by evidence. The complainant will be advised that future correspondence of this kind will be read and filed without acknowledgement unless we decide that we need to pursue it further – in which case, we may do so on our 'own motion'.
- Restrict the complainant to one complaint or issue per month. Any attempts to circumvent this restriction (for example by raising multiple complaints or issues in the one letter) may result in modifications or further restrictions being placed on their access.
- Return the correspondence to the complainant and require them to remove any inappropriate content before we agree to consider its contents. We will also keep a copy of the inappropriate correspondence for our records to help identify repeat UCC incidents.

5.4 When and how: limiting when and how a complainant can contact us

If a complainant's contact with our organisation places an unreasonable demand on our time or resources, or affects the health, safety, and security of our staff because it involves behaviour that is persistently rude, threatening, abusive or aggressive, we may limit when or how the complainant can interact with us. This may include:

- Limiting their telephone calls or face-to-face interviews to a particular time of the day or days of the week.
- Limiting the length or duration of telephone calls, written correspondence, or face-to-face interviews.
- Limiting the frequency of their telephone calls, written correspondence, or face-to-face interviews.

For irrelevant, overly lengthy, disorganised or very frequent written correspondence we may also:

- Require the complainant to clearly identify how the information or supporting materials they have sent to us relate to the central issues that we have identified in their complaint.
- Restrict the frequency with which complainants can send emails or other written communications to our office.
- Restrict a complainant to sending emails to a particular email account (e.g. the organisation's main email account) or block their email access altogether and require that any further correspondence be sent through Australia Post only.

5.5 'Writing only' restrictions

When a complainant is restricted to 'writing only' they may be restricted to written communications through:

- Australia Post only.
- Email only to a specific staff email or our general office email account.
- Fax only to a specific fax number.
- Some other relevant form of written contact, where applicable.

Any communications received by our office in a manner that contravenes a 'writing only' restriction will either be returned to the complainant or read and filed without acknowledgement.

5.6 Where: limiting face-to-face interviews to secure areas

If a complainant is violent or overtly aggressive, unreasonably disruptive, threatening or demanding or makes frequent unannounced visits to our premises, we may consider restricting our face-to face contact with them.

These restrictions can include:

- Restricting access to particular secured premises or areas of the office such as the customer service centre area or a secured room or facility.
- Restricting their ability to attend our premises to specified times of the day or days of the week only – for example, when additional security is available or to times or days that are less busy.

- Allowing them to attend our office on an 'appointment only' basis, and only with specified staff (for these meetings, staff should enlist the support and assistance of a colleague for added safety and security.)
- Banning the complainant from attending our premises altogether and allowing some other form of contact, e.g., 'writing only' or 'telephone only' contact.

5.7 Contact through a representative only

In cases where we cannot completely restrict our contact with a complainant and their conduct is particularly difficult to manage, we may require them to contact us through a support person or representative only. The support person may be someone nominated by the complainant, but they must be approved by Council.

5.8 Completely terminating a complainant's access to our services

In rare cases, and as a last resort when all other strategies have been considered, the General Manager may decide that it is necessary for our organisation to completely restrict a complainant's contact or access to our services.

A decision to have no further contact with a complainant will only be made if it appears that the complainant is unlikely to modify their conduct, or their conduct poses a significant risk for our staff or other parties because it involves one or more of the following:

- Acts of aggression, verbal or physical abuse, threats of harm, harassment, intimidation, stalking, assault.
- Damage to property while on our premises.
- Threats with a weapon or common office items that can be used to harm another person or themselves.
- Physically preventing a staff member from moving around freely either within their office or during an off-site visit – e.g., entrapping them in their home.
- Conduct that is otherwise unlawful.

In these cases, the complainant will be sent a letter notifying them that their access has been restricted. The Police may also be notified in these circumstances.

A complainant's access to our services and our premises may also be restricted (directly or indirectly) using legal mechanisms like trespass laws and other legislation or legal orders to protect members of our staff from personal violence, intimidation or stalking by a complainant.

5.9 Social Media

Council will remove any abusive, offensive or slanderous comments from online forums within Council's level of control and where Council is the site administrator. Council will also request third party site administrators to remove any comments relating to Council that are considered abusive, offensive, slanderous or in breach of any Australia law. Council also reserves the right to take further action against third party site administrators where such comments are not removed.

5.10 Managing Customers Seeking Access to Information

The Government Information (Public Access) Act 2009 (GIPA Act) provides customers with a right of access to information held by Council unless there is an overriding public interest consideration against disclosure of the information. The GIPA Act takes into account privacy, copyright and other legislation. Information may be provided proactively, or customers may request information either informally or by a formal access application under the Act.

Information is provided informally, either directly by staff, as part of business operations, or by the Information Management team.

Formal access applications are processed and decided by the Information Management team. Access applications are managed in a structured way under the GIPA Act that includes application and processing fees, defined response times and appeal provisions.

Customers seeking access to information that Council holds who demonstrate unreasonable conduct can be managed using the following strategies:

5.10.1 Who – limiting the customer to a sole contact officer

Where a customer requests the same information from different staff, it may be appropriate to restrict their access to a single staff member (a sole contact officer) who will exclusively manage their request(s) for information. This will ensure they are dealt with consistently and minimise the chances for misunderstandings.

5.10.2 What – restricting the subject matter of communications that Council will consider

Where customers repeatedly request information that has already been provided, Council may refuse to respond to further requests, unless required to do so under the GIPA Act. The customer will be advised that future correspondence requesting information that has already been provided will be read and filed without acknowledgement.

5.10.3 How – applying the GIPA Act

Under the GIPA Act:

- A customer requesting information from Council cannot be prohibited from contacting Council.
- Council cannot be required to consider an informal request, or to provide information in response to such a request.
- Council must consider all formal access applications it receives.

Where a request for information causes concern in a business unit because the customer demonstrates unreasonable conduct, the business unit may refer the request to the Information Management Team, who will assess the request and decide whether to deal with it as an informal request.

If the decision is not to deal with the informal request, the customer will be advised that they have the option of lodging a formal access application. Formal access applications are managed by in accordance with the GIPA Act.

The GIPA Act (s60) allows for refusal to deal with a formal access application on the following grounds:

- Unreasonable and substantial diversion of resources.
- Applicant has previously been provided with the information.
- Applicant has previously applied for the same information, and the earlier application has been decided, and there are no reasonable grounds to believe revisiting the matter would result in a different decision.

6. Alternative dispute resolution

6.1 Using alternative dispute resolution strategies to manage conflicts with complainants

If Council determines that services to a customer cannot be terminated in a particular case or that we/our staff bear some responsibility for causing or exacerbating their conduct, Council may consider using alternative dispute resolution strategies ('ADR') such as mediation and conciliation to resolve the conflict with the customer and attempt to rebuild our relationship with them.

A decision as to whether or not to participate in ADR is entirely at the discretion of Council and on a case-by-case basis.

7. Procedure to be followed when changing or restricting a complainant's access to our services

7.1 Consulting with relevant staff

When determining if a customer's access should be changed we will consult with relevant staff on the following:

- The circumstances that gave rise to the UCC incident(s).
- The impact of the complainant's conduct on our organisation, relevant staff, our time, resources etc.
- The complainant's response to the staff member's warnings or requests to stop the unreasonable behaviour.
- What the staff member has done to manage the complainant's conduct (if applicable).
- Any suggestions made by relevant staff on ways that the situation could be managed.

7.2 Criteria to be considered

Following a consultation with relevant staff the Complaints Coordinator will review information about the complainant's prior conduct and history with our organisation. They will also consider the following criteria:

- Whether the conduct in question involved overt anger, aggression, violence, or assault (which is unacceptable in all circumstances).
- Whether the complainant's case has merit.
- The likelihood that the complainant will modify their unreasonable conduct if they are given a formal warning about their conduct.

- Whether changing or restricting access to our services will be effective in managing the complainant's behaviour.
- Whether changing or restricting access to our services will affect the complainant's ability to meet their obligations, such as reporting obligations.
- Whether changing or restricting access to our services will have an undue impact on the complainant's welfare, livelihood, or dependents etc.
- Whether the complainant's personal circumstances have contributed to the behaviour – For example, the complainant's cultural background may mean their communication patterns differ from those of our staff or our organisation's standards, or the complainant is a vulnerable person who is under significant stress as a result of one or more of the following:
 - homelessness
 - physical disability
 - illiteracy or other language or communication barrier
 - mental or other illness
 - personal crises
 - substance or alcohol abuse
- Whether the complainant's response or conduct was moderately disproportionate, grossly disproportionate, or not at all disproportionate in the circumstances.
- Whether there are any statutory provisions that would limit the types of limitations that can be applied to the complainant's contact with, or access to our services.

Once Council has considered these criteria, they will decide on the appropriate course of action.

7.3 Providing a warning letter

Unless a complainant's conduct poses a substantial risk to the health and safety of staff or other third parties, the General Manager will provide them with a written warning about their conduct in the first instance.

7.4 Providing a notification letter

If a customer's conduct continues, after they have been given a written warning or in extreme cases of overt aggression, violence, assault or other unlawful/unacceptable conduct, without prior written warning, Council has the discretion to send a notification letter immediately restricting the customer's access to our services (without prior written warning). Where necessary, police will be notified.

7.5 Continued monitoring/oversight responsibilities

Once a customer has been issued with a warning letter and/or notification letter, Council will review the customer's record/restriction every 6 months or on request by a staff member, or following any further incidents of UCC that involve the particular customer to ensure that they are complying with the restrictions and the arrangement is working.

If Council determines that the restrictions have been ineffective in managing the customer's conduct or are otherwise inappropriate they may decide to either modify the restrictions, impose further restrictions or terminate the customer's access to our services altogether.

8. Appealing a decision to change or restrict access to our services

8.1 Right of review

Customers are entitled to one review of a decision to change or restrict their access to our services. This review will be undertaken by a senior staff member who was not involved in the original decision to change or restrict the customer's access.

This staff member will consider the customer's arguments along with all relevant records regarding the customer's past conduct. The customer will be advised of the outcome of their review by letter.

If a customer continues to be dissatisfied after the review process, they may seek an external review from an oversight agency such as the Ombudsman. The Ombudsman may accept the review (in accordance with its administrative jurisdiction) to ensure that we have acted fairly, reasonably and consistently and have observed the principles of good administrative practice including, procedural fairness.

Note: customers making formal access applications under the GIPA Act for information from Council have review rights under that Act. The rights of review described in this section do not apply to customers making formal access applications under the GIPA Act.

9. Non-compliance with a change or restriction on access to our services

9.1 Recording and reporting incidents of non-compliance

All staff members are responsible for recording and reporting incidents of non-compliance by complainants. This should be recorded in a file note and forwarded to the General Manager and the Complaints Coordinator who will decide whether any action needs to be taken to modify or further restrict the complainant's access to our services.

10. Periodic reviews of all cases where this policy is applied

10.1 Period for review

All cases where this policy is used will be reviewed every 3 months or 6 months (depending on the nature of the service provided) and not more than 12 months after the service change or restriction was initially imposed or upheld.

10.2 Notifying the complainant of an upcoming review

The Complaints Coordinator will ask complainants if they would like to participate in the review process unless they determine that this invitation will provoke a negative response from the complainant (i.e., further UCC). The invitation will be given, and the review will be conducted in accordance with the complainant's access restrictions. (e.g. if contact has been restricted to writing only then the invitation to participate will be done in writing).

10.3 Criteria to be considered during a review

When conducting a review, the General Manager will consider:

- Whether the complainant has had any contact with the organisation during the restriction period.
- The complainant's conduct during the restriction period.
- Any information or arguments put forward by the complainant.
- Any other information that may be relevant in the circumstances.

The Complaints Coordinator may also consult with any staff members who have had contact with the complainant during the restriction period.

Sometimes a complainant may not have a reason to contact our office during their restriction period. As a result, a review decision that is based primarily on the fact that the complainant has not contacted our organisation during their restriction period may not be an accurate representation of their level of compliance/reformed behaviour. This should be taken into consideration, in relevant situations.

10.4 Notifying a complainant of the outcome of a review

Council will notify the customer of the outcome of their review using the appropriate/relevant method of communication as well as a written letter explaining the outcome, as applicable.

Legislative Context

- Work, Health & Safety Act 2011
- Local Government Act 1993

Related Documents

- Code of Conduct
- Complaints Handling Policy (POL 103)
- Work, Health and Safety Policy (POL 080)
- Public Access to Information Policy (POL 108)
- Customer Service Charter
- Restricting, Removing and/or Banning Individuals from Oasis Aquatic Centre Policy

Definitions

Term	Definition
Employee(s)	Employees, elected members, volunteers or contractors for the purposes of this policy
Senior Managers	Executive Team members, Level 3 Managers and Council Facility Managers

Revision History

Revision number	Council resolution	Council meeting date
1	Res No: 13/004	29 January 2013
2	Res No: 13/224.1	26 August 2013
3	Res No: 17/279	28 August 2017
4	Res No. 22/354	17 October 2022
5		

Appendix A – Individual rights and mutual responsibilities of the parties to a complaint

In order for Wagga Wagga City Council to ensure that all complaints are dealt with fairly, efficiently, and effectively and that work health and safety standards and duty of care obligations are adhered to, the following rights and responsibilities must be observed and respected by all of the parties to the complaint process.

Individual rights

Complainants have the right:

- to make a complaint and to express their opinions in ways that are reasonable, lawful, and appropriate, regardless of cultural background, national origin, sex, sexual orientation, gender expression, disability or other cultural or personal characteristics
- to a reasonable explanation in a wide range of languages of the organisation's complaints procedure, including details of the confidentiality, secrecy or privacy rights or obligations that may apply • to a fair and impartial assessment and, where appropriate, investigation of their complaint based on the merits of the case
- to a fair hearing
- to a timely response
- to be informed in at least general terms about the actions taken and outcome of their complaint to have decisions that affect them explained to them
- to at least 1 review of the decision on the complaint
- to be treated with courtesy and respect
- to communicate valid concerns and views without fear of reprisal or other unreasonable response.

Staff have the right:

- to determine whether, and if so how, a complaint will be dealt with
- to finalise matters on the basis of outcomes they consider to be satisfactory in the circumstances
- to expect honesty, cooperation, and reasonable assistance from complainants
- to expect honesty, cooperation and reasonable assistance from organisations and people within jurisdiction who are the subject of a complaint
- to be treated with courtesy and respect
- to a safe and healthy working environment
- to modify, curtail or decline service (if appropriate) in response to unacceptable behaviour by a complainant.

Subjects of a complaint have the right:

- to a fair and impartial assessment and, where appropriate, investigation of the allegations made against them
- to be treated with courtesy and respect by staff of Wagga Wagga City Council
- to be informed (at an appropriate time) about the substance of the allegations made against them that are being investigated
- to be informed about the substance of any proposed adverse comment or decision

- to be given a reasonable opportunity to put their case during the course of any investigation and before any final decision is made
- to be told the outcome of any investigation into allegations about their conduct, including the reasons for any decision or recommendation that may be detrimental to them
- to be protected from harassment by disgruntled complainants acting unreasonably.

Mutual responsibilities

Complainants are responsible for:

- treating staff of Wagga Wagga City Council with dignity and respect
- clearly identifying to the best of their ability the issues of complaint, or asking for help from the staff of Wagga Wagga City Council to assist them in doing so
- providing Wagga Wagga City Council, to the best of their ability, with all the relevant information available to them at the time of making the complaint
- being honest in all communications with Wagga Wagga City Council
- informing Wagga Wagga City Council of any other action they have taken in relation to their complaint
- cooperating to the best of their ability with the staff who are assigned to assess/investigate/resolve/determine or otherwise deal with their complaint.

If complainants do not meet their responsibilities, Wagga Wagga City Council may consider placing limitations or conditions on their ability to communicate with staff or access certain services.

Wagga Wagga City Council has a zero-tolerance policy in relation to any harm, abuse or threats directed towards its staff. Any conduct of this kind may result in a refusal to take any further action on a complaint or to have further dealings with the complainant. Any conduct of a criminal nature will be reported to police, and in certain cases legal action may also be considered.

Staff are responsible for:

- providing reasonable assistance, including cultural and linguistic assistance, to complainants who need help to make a complaint and, where appropriate, during the complaint process
- dealing with all complaints, complainants and people or organisations the subject of complaint professionally, fairly, and impartially
- giving complainants or their advocates a reasonable opportunity to explain their complaint, subject to the circumstances of the case and the conduct of the complainant
- giving people or organisations the subject of complaint a reasonable opportunity to put their case during the course of any investigation and before any final decision is made
- informing people or organisations the subject of investigation, at an appropriate time, about the substance of the allegations made against them¹⁶ and the substance of any proposed adverse comment or decision that they may need to answer or address
- keeping complainants informed of the actions taken and the outcome of their complaints
- giving complainants explanations that are clear and appropriate to their circumstances, and adequately explaining the basis of any decisions that affect them

- treating complainants (and people who are the subject of complaints) with courtesy and respect at all times and in all circumstances
- taking all reasonable and practical steps to ensure that complainants are not subjected to any detrimental action in reprisal for making their complaint
- giving adequate warning of the consequences of unacceptable behaviour.

Subjects of a complaint are responsible for:

- cooperating with the staff of Wagga Wagga City Council who are assigned to handle the complaint, particularly where they are exercising a lawful power in relation to a person or body within their jurisdiction
- providing all relevant information in their possession to *Wagga Wagga City Council* or its authorised staff when required to do so by a properly authorised direction or notice
- being honest in all communications with *Wagga Wagga City Council* and its staff
- treating the staff of the *Wagga Wagga City Council* with courtesy and respect at all times and in all circumstances
- refraining from taking any detrimental action against the complainant in reprisal for them making the complaint.

Wagga Wagga City Council is responsible for:

- maintaining an appropriate and effective complaint handling system in place for receiving, assessing, handling, recording, and reviewing complaints
- making decisions about how all complaints will be dealt with
- ensuring that all complaints are dealt with professionally, fairly, and impartially
- ensuring that staff treat all parties to a complaint with courtesy and respect
- ensuring that the assessment and any inquiry into the investigation of a complaint is based on sound reasoning and logically probative information and evidence
- finalising complaints on the basis of outcomes that the organisation, or its responsible staff, consider to be satisfactory in the circumstances
- implementing reasonable and appropriate policies, procedures, and practices to ensure that complainants are not subjected to any detrimental action in reprisal for making a complaint, including maintaining separate complaint files and other operational files relating to the issues raised by individuals who make complaints
- adequately considering any confidentiality, secrecy or privacy obligations or responsibilities that may arise in the handling of complaints and the conduct of investigations.

RP-7 RESOLUTIONS AND NOTICES OF MOTIONS REGISTERS**Author:** Nicole Johnson**Executive:** Scott Gray

Summary: | This report provides Councillors with an update on the status of all resolutions of Council including Notices of Motion.

Recommendation

That Council receive and note the following registers:

- a Active Resolutions as at 22 April 2024
- b Active Notice of Motions as at 22 April 2024
- c Resolutions including Notice of Motions completed from 20 February to 22 April 2024

Report

The attached registers, outline details of each resolution with the following analysis provided as a snapshot as at 22 April 2024:

- 108 active resolutions
- 16 active Notices of Motions
- 60 resolutions including Notice of Motions have been completed from 20 February to 22 April 2024

Financial Implications

N/A

Policy and Legislation

Council's Code of Meeting Practice

Link to Strategic Plan

Community Leadership and Collaboration

Objective: We are informed and involved in decision making

Outcome: Everyone in our community feels they have been heard and understood

Risk Management Issues for Council

N/A

Internal / External Consultation

N/A

Attachments

1. Active Resolutions as at 22 April 2024 - Provided under separate cover

2. Active Notice of Motions as at 22 April 2024 - Provided under separate cover

3. Resolutions including Notice of Motions completed from 20 February to 22 April 2024 - Provided under separate cover


RP-8 QUESTIONS WITH NOTICE**Author:** Scott Gray

Summary: This report is to list questions with notice raised by Councillors in accordance with Council's Code of Meeting Practice.

Recommendation

That Council receive and note the report.

Report

The following questions with notice were received prior to the meeting, in accordance with the Code of Meeting Practice.

Councillor J McKinnon requested information on how Council have notified residents of changes to Currawarna Transfer Station.

Council's Waste Educator has created flyers that have been handed out to Currawarna residents (also Galore, Collingullie, Uranquinty and Tarcutta) who attend the rural transfer station. The Transfer Attendant has advised that there is a lot of interest around this programme.

Councillor J McKinnon requested advice on the extent of the damage to sections of the Active Travel Plan from flooding in Wiradjuri Reserve not far from Narrung Street and what is Council's plan to fix these sections of the path.

The sections of the Wiradjuri Walking track damaged in the flood have been included in the repair program funded by the Office of Local Government DRRF grant. The project has been scoped and PMO will be delivering the repairs with the assistance of NSW Soil Conservation Service as they have the various permissions and skillset to work in the riparian corridor. Soilcon have been asked to provide a quote for the works and a timeline for their availability to complete the repairs.

Councillor J McKinnon requested advice on the missing linkages on the Active Travel Plan on Travers Street on the south side, west of the Beckwith Street intersection. Are there plans for connection and installation of a refuge.

A traffic island which will also act as a refuge is proposed to be completed in Travers Street linking the Active Travel Path on the northern side of Travers Street to the shared path on the southern side of Travers Street west of the Beckwith Street Intersection. This will also connect with painted bicycle lanes on both sides of Beckwith Street. These works are included within the existing Active Travel Stage 1 project.

Councillor J McKinnon requested information on if Council would be documenting and keeping records including photographs and floor plans of the two properties in Cross Street that are on the current draft Heritage Trail.

There are currently photos available of both properties on the heritage trail via the public website (<https://waggalibrary.com.au/learn/wagga-wagga-history/heritage-walk>). No floor plans are available as both are private residences and floor plans cannot be made public. The dwelling at 15 Cross Street is currently subject to a development application for demolition under reference DA24/0106. This application is on exhibition and yet to be determined. If demolition is approved there would be a requirement for a full archival record of the property to be made in accordance with Heritage NSW guidelines.

Financial Implications

N/A

Policy and Legislation

Code of Meeting Practice

Link to Strategic Plan

Community leadership and collaboration

Objective: Our community is informed and actively engaged in decision making and problem-solving to shape the future of Wagga Wagga

Ensure our community feels heard and understood

Risk Management Issues for Council

N/A

Internal / External Consultation

N/A

COMMITTEE MINUTES

M-1 LOCAL TRAFFIC COMMITTEE - MINUTES - 11 APRIL 2024

Author: Warren Faulkner

Summary:

The Local Traffic Committee met for an ordinary meeting on 11 April 2024 and considered five (5) formal reports.

The Committee were unanimous in endorsing the officers recommendation for all reports.

Draft minutes of the meeting have been sent to the Committee members for their feedback/comments. A copy of the draft minutes are attached for the information of the Council.

Recommendation

That Council:

- a receive the minutes of the Local Traffic Committee Meeting held on 11 April 2024
- b endorse the installation of 34 metres of NO PARKING zone, using standard R5-40 series signs, on both sides of Allawah Lane near the intersection with Edward Street north to the northern boundaries of 217 and 219 Edward Street, Wagga Wagga
- c endorse the installation of a Taxi Zone utilising R5-21 Taxi Zone Signs denoting times 11pm – 4am (replacing the current No Parking signs Taxi's Exempt 11pm – 4am) out the front of 109 – 115 Baylis Street Wagga Wagga
- d endorse the installation of white line marking at the Barton Avenue/Hargrave Avenue/Hudson Drive roundabout, Lloyd as per Council Plan Registration C2208 Sheet 001 Issue 1 dated 21 March 2024
- e endorse the line marking for Bourke Street between Urana Street and Fernleigh Road, Turvey Park as per Council Plan Registration C2209 Sheet 001 Issue 1 dated 21 March 2024
- f endorse the line marking for Lake Albert Road between Koorungal Road and Eastlake Drive, Lake Albert as per Council Plan Registration C2210 Sheet 001 Issue 1 dated 21 March 2024

Report

The Traffic Committee met on 11 April 2024 and considered five (5) reports. A summary of each report is as follows:

RP-1 - PROPOSED NO PARKING ZONE - ALLAWAH LANE, WAGGA WAGGA

Allawah Lane runs between Edward Street and Tennison Lane (the rear of the South Wagga Tennis Club) in central Wagga Wagga and services the rear of residential buildings that front Edward Street, Murray Street, and Oates Avenue.

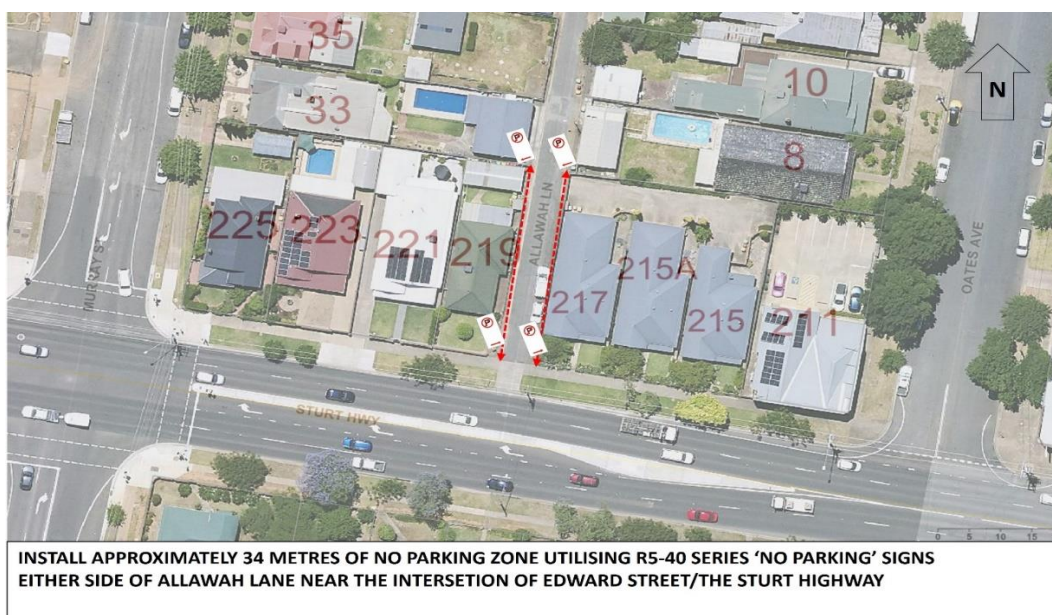
An outcome of the removal of On-Street parking on Edward Street and the installation of No Stopping Zones associated with the Edward and Murray Street intersection upgrade is that motorists from nearby residences and businesses are parking in the southern end of Allawah Lane adjacent to 217 and 219 Edward Street as shown following.

Allawah Lane is narrow, being only 5.5 metres in width. With parking occurring on the lane as shown, 2-way movement along the lane is now restricted and exit from and entry to the lane from Edwards Street is difficult and at times unsafe. This occurs on a regular (daily) basis.

Additionally, with wider vehicles parking in the lane and waste disposal pick up also occurring, the lane is further obstructed, decreasing access to users of the lane and residents attempting to access their driveways to and from their properties. There are no parking controls in the lane at the present time to restrict this practice.

Council Officers have received complaints about vehicles that are parked in the lane for lengthy periods, in some cases longer than 24 hours, preventing access to properties and obstructing other drivers causing safety issues.

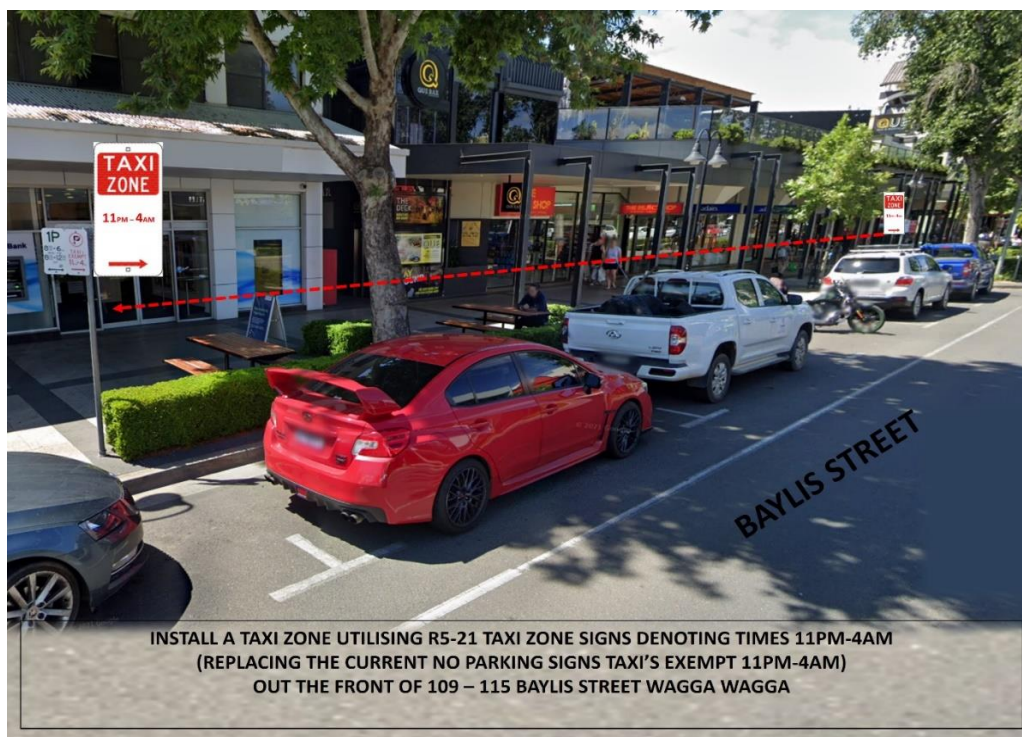
It is proposed to install NO PARKING zone as shown following.



The use of NO PARKING controls will permit the pickup and drop-off of passengers while preventing drivers from parking vehicles in this portion of the lane for extended periods.

RP-2 - TAXI ZONE - 109-115 BAYLIS STREET, WAGGA WAGGA

The Operations Manager at Wagga Taxis and Transport for NSW has requested to have the NO PARKING (Taxis Exempt 11pm – 4am) signs out the front of 109 – 115 Baylis Street changed to Taxi Zone signs with times 11pm–4am as shown following.



This area located on the eastern side of Baylis Street utilising the 4 marked car spaces prior to the mid-block pedestrian crossing near the Market Place and is currently sign posted as 'No Parking Taxi's Exempt 11pm–4am'.

The Operations Manager advises of misuse of the current No Parking Taxi exemption zone by other motorists including private carshare contractors such as Uber who are illegally parking in the zone and impacting on patrons exiting from the nearby licenced premises and eateries trying to use taxis.

The Operations Manager also stated that he had spoken with the Point-to-Point team from Transport for NSW who had advised him of NSW Taxi compliance when picking up and dropping off passengers and that the permanency of a Taxi Zone with times 11pm-4am would be of benefit to the community, improving the safety when using taxis.

The current use of the car spaces for 1 hour parking 8:30am – 6pm Monday to Friday and 8:30am – 12:30pm on Saturdays will be retained.

RP-3 - PROPOSED LINE MARKING - BARTON AVE/HARGRAVE AVE/HUDSON DRIVE ROUNDABOUT, LLOYD

The roundabout at the intersection of Barton Avenue, Hargrave Avenue and Hudson Drive in Lloyd does not have any line marking present.

There are R1-3 ROUNDABOUT GIVEWAY signs on the four corners as well as R2-3 KEEP LEFT signs on all four splitter islands.

The attached plan proposes full line marking of these roundabouts in line with Austroads guidelines and the Transport for NSW R145 Pavement Marking Specification.

RP-4 - PROPOSED LINE MARKING - BOURKE STREET BETWEEN URANA STREET & FERNLEIGH ROAD, TURVEY PARK

Except for the centreline line marking shown on the attached plan, the rest of the line marking reflects what existed on Bourke Street between Urana Street and Fernleigh Road prior to the recent rehabilitation of it.

The centre line of the road prior to its rehabilitation was an S1 broken centre line. It is proposed to change the centreline marking to a BL6 double two way barrier line 440mm apart. The proposed change will signal to the motorist that U-Turns and overtaking (unless within the lanes in either direction) is not permitted.

The attached plan proposes full line marking of Bourke Street between Urana Street and Fernleigh Road in line with the Transport for NSW R145 Pavement Marking Specification and is submitted for the endorsement of the Local Traffic Committee.

RP-5 PROPOSED LINE MARKING - LAKE ALBERT ROAD BETWEEN KOORINGAL ROAD AND EASTLAKE DRIVE, LAKE ALBERT

Prior to the rehabilitation of Koorungal Road between Koorungal Road and Eastlake Drive in Lake Albert, the centreline line of the road was a continuous S1 broken centreline.

A DL1 Single Broken Dividing Line is proposed to be reinstated as the centre line of the road except at the intersections of Lakeside Drive and Eastlake Drive where approximately 90m of BL1 double one-way barrier line will be installed. The proposed change will signal to the motorist that U-Turns and overtaking in proximity to the intersections is not permitted.

The attached plan proposes full line marking of Lake Albert Road between Koorungal Road and Eastlake Drive in accordance with the Transport for NSW R145 Pavement Marking Specification and is submitted for the endorsement of the Local Traffic Committee

Financial Implications

N/A

Policy and Legislation

Roads Act 1993

Transport Administration Act 1998 – Delegations to Councils, regulation of traffic

TfNSW – A guide to the delegation to Councils for the regulation of traffic

Australian Standards

Link to Strategic Plan

Community leadership and collaboration

Objective: Our community is informed and actively engaged in decision making and problem-solving to shape the future of Wagga Wagga

Communicate with our community









Risk Management Issues for Council

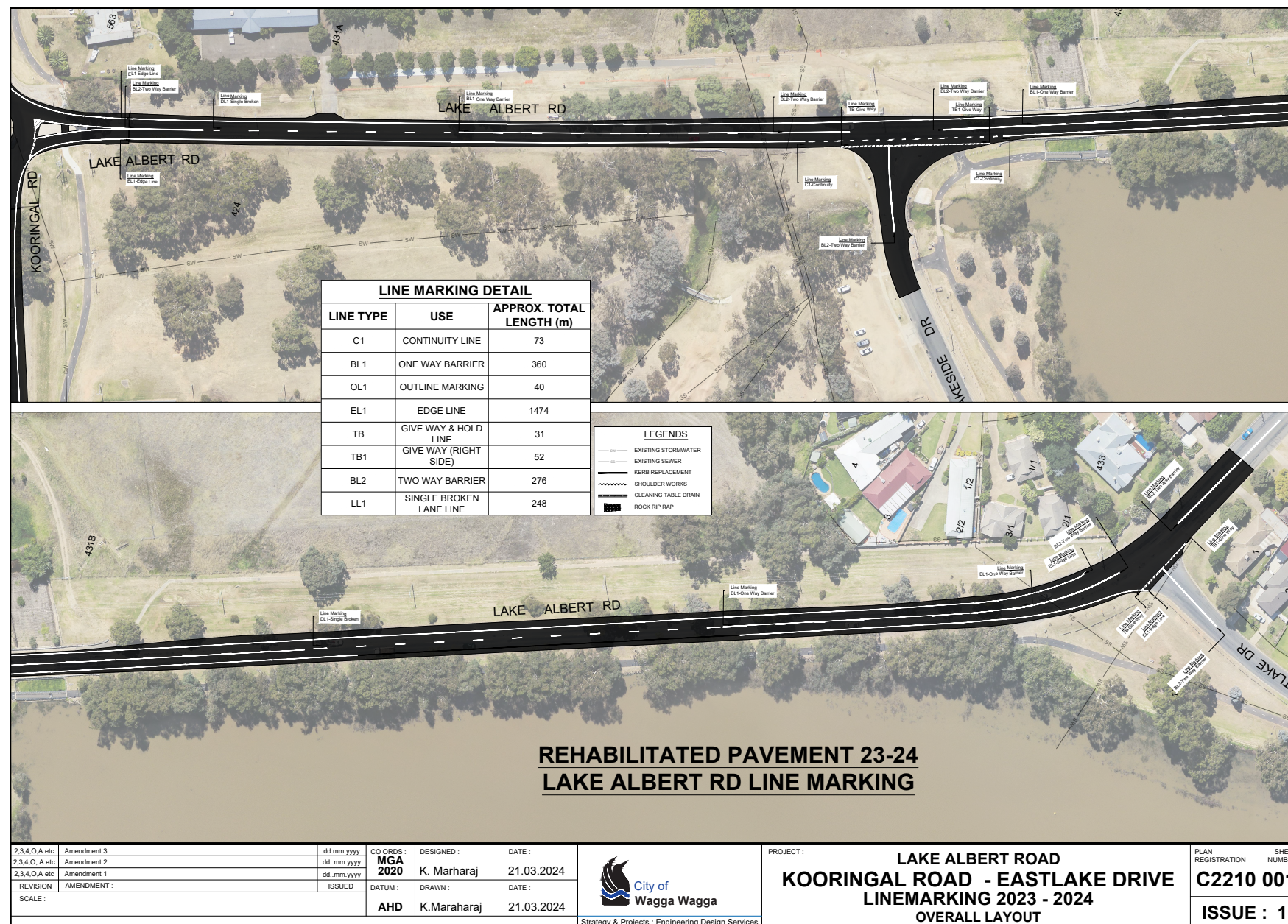
There are no risk management issues for Council in adopting the recommendations.

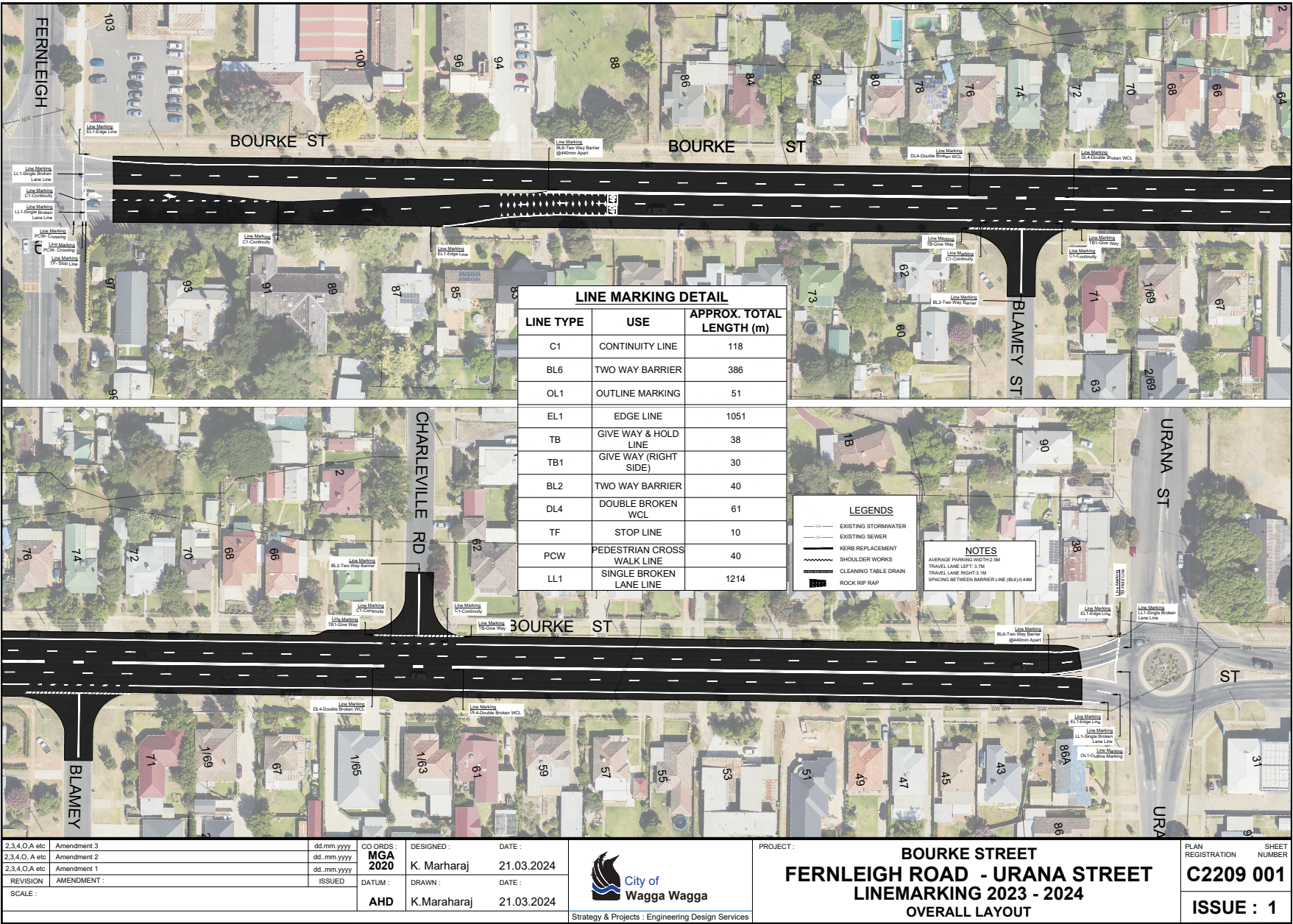
Internal / External Consultation

External consultation with the adjoining owners for the No Parking zone on Allawah Lane and Wagga Taxi's has taken place.

Attachments

- 1  Proposed Linemarking - Lake Albert Road between Koorungal Road and Eastlake Drive Lake Albert

- 2  Proposed Linemarking - Bourke Street between Urana Street & Fernleigh Road

- 3  Proposed Linemarking - Barton Ave/Hargrave Ave/ Hudson Drive roundabout LLOYD

- 4  Minutes - Traffic Committee - 11 April 2024








MINUTES of the **TRAFFIC COMMITTEE** held on **Thursday 11 April 2024**.**PRESENT**

Councillor Richard Foley	Wagga Wagga City Council
Peter Braneley	Representative of Local State Member of Parliament
Hannah Bloomfield	NSW Police
Greg Minehan	Transport for NSW

IN ATTENDANCE

Mr Warren Faulkner	Director Infrastructure Services
Ms Louise Wheaton	Executive Assistant Director Infrastructure Services

APOLOGIES

Sergeant Gerard Horsley	NSW Police
Darren Moulds	NSW Police
Paul Kemp	NSW Police
Paul Matheson	Transport for NSW

The meeting of the Local Traffic Committee commenced at 9.00am.

ACKNOWLEDGEMENT OF COUNTRY

Wagga Wagga City Council acknowledges the traditional custodians of the land, the Wiradjuri people, and pays respect to Elders past, present and future and extends our respect to all First Nations Peoples in Wagga Wagga.

We recognise and respect their cultural heritage, beliefs and continuing connection with the land and rivers. We also recognise the resilience, strength and pride of the Wiradjuri and First Nations communities.

CONFIRMATION OF MINUTES**CM-1 CONFIRMATION OF MINUTES - 8 FEBRUARY 2024 - LOCAL
TRAFFIC COMMITTEE MEETING****Officer Recommendation**

That the Minutes of the proceedings of the Local Traffic Committee Meeting held on the 8 February 2024 be confirmed as a true and accurate record.

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
Clr Richard Foley - Wagga City Council	
Greg Minehan - Transport NSW	

MINUTES of the **TRAFFIC COMMITTEE** held on **Thursday 11 April 2024**.

BUSINESS ARISING

Greg Minehan – Transport for NSW has requested a copy of the Subdivision Plans for Deakin Avenue that links Indigo Drive for Speed Assessment to be carried out.

Greg Minehan – Transport for NSW has requested a copy of the ATP Plans for Beckwith Street.

Greg Minehan – With respect to On Road Events Traffic for NSW advised that road closures must have unanimous decision from Traffic Committee with the exceptions of events held in cul de sac's and no through roads. Wagga Wagga City Council's Director Infrastructure Services Warren Faulkner has requested the changes in writing and the RTA document "A Guide to the delegation to councils for the regulation of traffic including the operation of Traffic Committee's" be updated to reflect the advices.

DECLARATIONS OF INTEREST

No declarations received.

REPORTS

RP-1 PROPOSED NO PARKING ZONE - ALLAWAH LANE, WAGGA WAGGA

Officer Recommendation

That the Local Traffic Committee endorse the installation of 34 metres of NO PARKING zone, using standard R5-40 series signs, on both sides of Allawah Lane near the intersection with Edward Street north to the northern boundaries of 217 and 219 Edward Street, Wagga Wagga.

Committee Recommendation

That the Council endorse the installation of 34 metres of NO PARKING zone, using standard R5-40 series signs, on both sides of Allawah Lane near the intersection with Edward Street north to the northern boundaries of 217 and 219 Edward Street, Wagga Wagga.

RECORD OF VOTING ON THE MOTION

For the Motion

Clr Richard Foley - Wagga City Council
Greg Minehan - Transport NSW
Peter Braneley - Community Representative
Hannah Bloomfield - NSW Police

Against the Motion

MINUTES of the TRAFFIC COMMITTEE held on Thursday 11 April 2024.

RP-2 TAXI ZONE - 109-115 BAYLIS STREET, WAGGA WAGGA

Officer Recommendation

That the Local Traffic Committee endorse the installation of a Taxi Zone utilising R5-21 Taxi Zone Signs denoting times 11pm – 4am (replacing the current No Parking signs Taxi's Exempt 11pm – 4am) out the front of 109 – 115 Baylis Street Wagga Wagga.

Committee Recommendation

That the Council endorse the installation of a Taxi Zone utilising R5-21 Taxi Zone Signs denoting times 11pm – 4am (replacing the current No Parking signs Taxi's Exempt 11pm – 4am) out the front of 109 – 115 Baylis Street Wagga Wagga.

RECORD OF VOTING ON THE MOTION

For the Motion

Clr Richard Foley - Wagga City Council
Greg Minehan - Transport NSW
Peter Braneley - Community Representative
Hannah Bloomfield - NSW Police

Against the Motion

RP-3 PROPOSED LINE MARKING - BARTON AVE/HARGRAVE AVE/HUDSON DRIVE ROUNDABOUT, LLOYD

Officer Recommendation

That the Local Traffic Committee endorse the installation of white line marking at the Barton Avenue/Hargrave Avenue/Hudson Drive roundabout, Lloyd as per Council Plan Registration C2208 Sheet 001 Issue 1 dated 21 March 2024.

Committee Recommendation

That the Council endorse the installation of white line marking at the Barton Avenue/Hargrave Avenue/Hudson Drive roundabout, Lloyd as per Council Plan Registration C2208 Sheet 001 Issue 1 dated 21 March 2024.

RECORD OF VOTING ON THE MOTION

For the Motion

Clr Richard Foley - Wagga City Council
Greg Minehan - Transport NSW
Peter Braneley - Community Representative
Hannah Bloomfield - NSW Police

Against the Motion

MINUTES of the TRAFFIC COMMITTEE held on Thursday 11 April 2024.

RP-4 PROPOSED LINE MARKING - BOURKE STREET BETWEEN URANA STREET & FERNLEIGH ROAD, TURVEY PARK

Officer Recommendation

That the Local Traffic Committee endorse the line marking for Bourke Street between Urana Street and Fernleigh Road, Turvey Park as per Council Plan Registration C2209 Sheet 001 Issue 1 dated 21 March 2024.

Committee Recommendation

That the Council endorse the line marking for Bourke Street between Urana Street and Fernleigh Road, Turvey Park as per Council Plan Registration C2209 Sheet 001 Issue 1 dated 21 March 2024.

RECORD OF VOTING ON THE MOTION

For the Motion

Clr Richard Foley - Wagga City Council
Greg Minehan - Transport NSW
Peter Braneley - Community Representative
Hannah Bloomfield - NSW Police

Against the Motion

RP-5 PROPOSED LINE MARKING - LAKE ALBERT ROAD BETWEEN KOORINGAL ROAD AND EASTLAKE DRIVE, LAKE ALBERT

Officer Recommendation

That the Local Traffic Committee endorse the line marking for Lake Albert Road between Koorringal Road and Eastlake Drive, Lake Albert as per Council Plan Registration C2210 Sheet 001 Issue 1 dated 21 March 2024.

Committee Recommendation

That the Council endorse the line marking for Lake Albert Road between Koorringal Road and Eastlake Drive, Lake Albert as per Council Plan Registration C2210 Sheet 001 Issue 1 dated 21 March 2024.

RECORD OF VOTING ON THE MOTION

For the Motion

Clr Richard Foley - Wagga City Council
Greg Minehan - Transport NSW
Peter Braneley - Community Representative
Hannah Bloomfield - NSW Police

Against the Motion

MINUTES of the **TRAFFIC COMMITTEE** held on **Thursday 11 April 2024**.

QUESTIONS WITH NOTICE

QWN-1

Greg Minehan advised of Road Safety Week 5-12 May 2024 and has requested a space on a council building to turn yellow for the week.

QWN-2

Clr Richard Foley – Advised of loose stones on Kooringal Road from Plumpton Road roundabout heading towards Copland Street.

QWN-3

Clr Richard Foley – Enquired about LMC line marking.

QWN-4

Sgt Hannah Bloomfield enquired about the Dunns Road 80km signage

The Traffic Committee rose at 9.25am.

Next Traffic Committee Meeting – 13 June 2024

CONFIDENTIAL REPORTS**CONF-1 WAGGA WAGGA AIRPORT UPGRADE BUSINESS CASE****Author:** Peter Thompson

This report is **CONFIDENTIAL** in accordance with Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (d) (ii) commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council.

CONF-2 PASSENGER & BAGGAGE SCREENING SERVICES WAGGA WAGGA AIRPORT CONTRACT EXTENSION (RFT2017-20)

Author: Darryl Woods

General Manager: Peter Thompson

This report is **CONFIDENTIAL** in accordance with Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (d) (i) commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

**CONF-3 PROPOSED COMMERCIAL LEASE - 84 TREATMENT WORKS
ACCESS ROAD, FOREST HILL, BEING PART LOT2 DP 581941****Author:** Matthew Dombrovski**Executive:** John Sidgwick

This report is **CONFIDENTIAL** in accordance with Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (d) (ii) commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council.

CONF-4 RFT2024-24 SEWER MAINS REHABILITATION**Author:** Warren Faulkner

This report is **CONFIDENTIAL** in accordance with Section 10A(2) of the Local Government Act 1993, which permits the meeting to be closed to the public for business relating to the following: -

- (d) (i) commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it.

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 8 April 2024.

PRESENT

The Mayor, Councillor Dallas Tout
Councillor Georgie Davies
Councillor Michael Henderson
Councillor Richard Foley
Councillor Rod Kendall
Councillor Jenny McKinnon
Councillor Amelia Parkins

IN ATTENDANCE

General Manager	(Mr P Thompson)
Director Community	(Ms J Summerhayes)
Director Infrastructure Services	(Mr W Faulkner)
Director Strategy and Projects	(Mr P McMurray)
Director Regional Activation	(Mr J Sidgwick)
Chief Financial Officer	(Mrs C Rodney)
Chief Operating Officer	(Mr S Gray)
Executive Director - People & Culture	(Mrs F Piltz)
Manager Community Services	(Ms M Scully)
Senior Town Planner	(Mr S Cook)
Property Coordinator	(Mr M Dombrovski)
Manager Recreation & Economic Development	(Mr B Creighton)
Manager Corporate Governance & Performance	(Mr D Galloway)
Corporate Governance & Risk Coordinator	(Mrs N Johnson)
Manager Civic Theatre	(Ms C Harris)
Cultural Officer	(Ms L Reynolds)
Communications & Engagement Officer	(Ms Z Zaia)
Communications & Engagement Coordinator	(Mr M Casey)
Governance Officer	(Ms K West)

NOTICE TO MEETING

The proceedings of all Council meetings in open session, including all debate and addresses by the public, are recorded (audio visual) and livestreamed on Council's website including for the purpose of facilitating community access to meetings and accuracy of the Minutes.

In addition to webcasting council meetings, audio recordings of confidential sessions of Ordinary Meetings of Council are also recorded, but do not form part of the webcast.

Council Meetings are also subject to filming and photographing by media agencies which may form part of news and media broadcasts. Members of the gallery are also advised that recording the proceedings of the meeting of the council is prohibited without the prior authorisation of the council.

This is page 1 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **8 APRIL 2024**.

.....**MAYOR****GENERAL MANAGER**

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 8 April 2024**.

ACKNOWLEDGEMENT OF COUNTRY

Wagga Wagga City Council acknowledges the traditional custodians of the land, the Wiradjuri people, and pays respect to Elders past, present and future and extends our respect to all First Nations Peoples in Wagga Wagga.

We recognise and respect their cultural heritage, beliefs and continuing connection with the land and rivers. We also recognise the resilience, strength and pride of the Wiradjuri and First Nations communities.

REFLECTION

Councillors, let us in silence reflect upon our responsibilities to the community which we represent, and to all future generations and faithfully, and impartially, carry out the functions, powers, authorities and discretions vested in us, to the best of our skill and judgement.

APOLOGIES

No apologies were received.

LEAVE OF ABSENCE

24/089

RESOLVED:
On the Motion of Councillors R Kendall and M Henderson

That Council grant Leave of Absence to Councillor Georgie Davies for all Council meetings, Public Art Advisory Panel and Australia Day Committee meetings from Monday, 22 July 2024 - Monday, 26 August 2024.

CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
M Henderson	
R Foley	
R Kendall	
J McKinnon	
A Parkins	

Council noted that Leave of Absence was granted to Councillor T Koschel for this Ordinary Council Meeting 8 April 2024 at its meeting 11 March 2024.

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 8 April 2024**.

CONFIRMATION OF MINUTES

CM-1 ORDINARY COUNCIL MEETING - 25 MARCH 2024

24/090 RESOLVED:
On the Motion of Councillors G Davies and R Foley

That the Minutes of the proceedings of the Ordinary Council Meeting held on 25 March 2024 be confirmed as a true and accurate record.

CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
M Henderson	
R Foley	
R Kendall	
J McKinnon	
A Parkins	

DECLARATIONS OF INTEREST

Councillor M Henderson declared a Non-Significant Non-Pecuniary Interest in RP-1 - DA23/0579 - TELECOMMUNICATIONS FACILITY – LOT 8 DP 716602, 13 SYCAMORE ROAD, LAKE ALBERT the reason being that he meet with a person onsite and vacated the chamber during its consideration.

Councillor J McKinnon declared a Non-Significant Non-Pecuniary Interest in RP-1 - DA23/0579 - TELECOMMUNICATIONS FACILITY – LOT 8 DP 716602, 13 SYCAMORE ROAD, LAKE ALBERT the reason being that she has had discussions with some community members about this development and vacated the chamber during its consideration.

Councillor R Kendall declared a Non-Significant Non-Pecuniary Interest in RP-2 - 24/25 AIRPORT FEES AND CHARGES, the reason being, he has an interest in a hanger site lease at the airport. Given the report is not considering the fees listed, he remained in the chamber during its consideration.

Councillor G Davies declared a Non-Significant Non-Pecuniary Interest in RP-2 - 24/25 AIRPORT FEES AND CHARGES, the reason being, she has a family member who has an interest in a hanger site lease at the airport. Given the report is not considering the fees listed, she remained in the chamber during its consideration.

This is page 3 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **8 APRIL 2024**.

.....**MAYOR** **GENERAL MANAGER**

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 8 April 2024.**

Councillor G Davies declared a Non-Significant Non-Pecuniary Interest in RP-6 VICTORY MEMORIAL GARDENS SHADE SAIL PROPOSAL - THE ROTARY CLUB OF WOLLUNDY WAGGA WAGGA, the reason being, she approached the Wollundry Rotary Club to consider the shade sail project and remained in the chamber during its consideration.

Executive Director People and Culture, Mrs F Piltz declared a Non-Significant Non-Pecuniary Interest in RP-5 DRAFT CIVIC THEATRE - PERFORMING ARTS MASTERPLAN, the reason being, she is a Board Member of Eastern Riverina Arts Incorporated and vacated the chamber during its consideration.

PROCEDURAL MOTION - ENGLOBO

24/091 RESOLVED:

On the Motion of Councillors G Davies and R Foley

That the standing orders be varied for the meeting as set out hereunder:

- **Items where councillors wish to speak**
- **Items where no councillors wish to speak**
- **Confidential**
- **Matter of urgency**
- **Closure of Meeting**

That RP-2, RP-4, CONF-1 and CONF-2 be adopted as recommended in the business papers.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

Against the Motion

D Tout

G Davies

M Henderson

R Foley

R Kendall

J McKinnon

A Parkins

This is page 4 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **8 APRIL 2024**.

..... MAYOR GENERAL MANAGER

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 8 April 2024**.

PUBLIC DISCUSSION FORUM

Councillors M Henderson and J McKinnon declared a Non-Significant Non-Pecuniary Interest and vacated the chamber the time being 6.07pm.

RP-1 - DA23/0579 - TELECOMMUNICATIONS FACILITY – LOT 8 DP 716602, 13 SYCAMORE ROAD, LAKE ALBERT

- Mr Glen Gaudron – Speaking against the Recommendation
- Mr John Wilcox – Speaking against the Recommendation
- Ms Caitlin Spencer - Speaking in favour of the Recommendation (via Zoom)

Councillor M Henderson & Councillor J McKinnon re-entered the chamber, the time being 6:37pm.

Executive Director People and Culture, Mrs F Piltz declared a Non-Significant Non-Pecuniary Interest and vacated the chamber the time being 6.37pm.

RP-5 DRAFT CIVIC THEATRE - PERFORMING ARTS MASTERPLAN

- Mr Tim Kurylowicz – Speaking in favour of the Recommendation (via Zoom)
- Mr Sam Bowker – Speaking in favour of the Recommendation

PROCEDURAL MOTION - CHANGE STANDING ORDERS

24/092 RESOLVED:

On the Motion of Councillors R Kendall and A Parkins

That Council move forward consideration the following reports to follow the Public Discussion Forum.

- **RP-1 - DA23/0579 – TELECOMMUNICATIONS FACILITY – LOT 8 DP 716602, 13 SYCAMORE ROAD, LAKE ALBERT**
- **RP-5 - DRAFT CIVIC THEATRE - PERFORMING ARTS MASTERPLAN**

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
G Davies
M Henderson
R Foley
R Kendall
J McKinnon
A Parkins

Against the Motion

This is page 5 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **8 APRIL 2024**.

.....**MAYOR****GENERAL MANAGER**

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 8 April 2024.

REPORTS FROM STAFF

**RP-1 DA23/0579 - TELECOMMUNICATIONS FACILITY – LOT 8 DP 716602,
13 SYCAMORE ROAD, LAKE ALBERT**

Councillors M Henderson and J McKinnon declared a Non-Significant Non-Pecuniary Interest and vacated the chamber the time being 6.49pm.

24/093 RESOLVED:
On the Motion of Councillors R Kendall and A Parkins

That Council approve DA23/0579 for a telecommunications facility (mobile phone base station incorporating a 30 metre high monopole and associated infrastructure) Lot 8 DP 716602, 13 Sycamore Road, Lake Albert, subject to the conditions outlined in the s4.15 Assessment Report.

CARRIED

RECORD OF VOTING ON DEVELOPMENT OR PLANNING MATTERS - SECTION 375A(3) LOCAL GOVERNMENT ACT 1993

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	R Foley
G Davies	
R Kendall	
A Parkins	

Councillors M Henderson and J McKinnon re-entered the chamber, the time being 7.07pm.

Executive Director People and Culture, Mrs F Piltz, declared a Non-Significant Non-Pecuniary interest in RP-5 and vacated the chamber the time being 7.07pm.

Councillor R Foley vacated the chamber, the time being 7:09pm.

Councillor R Foley re-entered the chamber the time being 7.11pm.

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.....MAYOR GENERAL MANAGER

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 8 April 2024**.

RP-5 DRAFT CIVIC THEATRE - PERFORMING ARTS MASTERPLAN

24/094 RESOLVED:

On the Motion of Councillors A Parkins and G Davies

That Council

- a** place the draft Civic Theatre - Performing Arts masterplan on public exhibition for a period of 28 days from 12 April and invite public submissions until 10 May 2024 on the draft document
- b** receive a further report following the public exhibition period
 - (i)** addressing any submissions made in respect of the draft Civic Theatre – Performing Arts Masterplan
 - (ii)** proposing any amendments to the plan considered appropriate whether as a result of the submissions or otherwise

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
G Davies
M Henderson
R Foley
R Kendall
J McKinnon
A Parkins

Against the Motion

Mrs F Piltz re-entered the chamber the time being 7.18pm.

RP-2 2024/25 AIRPORT FEES AND CHARGES

24/095 RESOLVED:

On the Motion of Councillors G Davies and R Foley

That Council:

- a** note that there were two public submissions received during the exhibition period for the 2024/25 Airport fees and charges
- b** adopt the Airport Fees and Charges for the 2024/25 financial year, to commence from 1 July 2024
- c** commence the new Passenger Service Charges from 1 August 2024

CARRIED

This is page 7 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **8 APRIL 2024**.

.....**MAYOR****GENERAL MANAGER**

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 8 April 2024.

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
M Henderson	
R Foley	
R Kendall	
J McKinnon	
A Parkins	

RP-3 INLAND RAIL UPDATE

24/096 RESOLVED:
On the Motion of Councillors G Davies and M Henderson

That Council receive and note the report.

CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
M Henderson	
R Foley	
R Kendall	
J McKinnon	
A Parkins	

RP-4 DRAFT ON-SITE SEWAGE MANAGEMENT PLAN 2024-2028

24/097 RESOLVED:
On the Motion of Councillors G Davies and R Foley

That Council:

- a endorse the draft On-Site Sewage Management Plan 2024-2028 and place on public exhibition for a period of 28 days from 12 April 2024 and invite public submissions until 10 May 2024 on the draft document**
- b receive a further report following the public exhibition**
 - (i) addressing any submissions made in respect of the proposed plan**
 - (ii) proposing any amendments to the plan considered appropriate whether as a result of the submissions or otherwise**

CARRIED

This is page 8 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 8 APRIL 2024.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 8 April 2024.

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
M Henderson	
R Foley	
R Kendall	
J McKinnon	
A Parkins	

RP-5 - Draft Civic Theatre - Performing Arts Masterplan was moved forward to follow the Public Address Forum.

RP-6 VICTORY MEMORIAL GARDENS SHADE SAIL PROPOSAL - THE ROTARY CLUB OF WOLLUNDY WAGGA WAGGA

24/098

RESOLVED:
On the Motion of Councillors G Davies and R Kendall

That Council:

- a accepts the proposed donation of \$25,185 from Wollundry Rotary to allow the construction and installation of a shade sail, seat, and signage at the Victory Memorial Gardens
- b approve the budget variation as detailed in the Financial Implications section of the report

CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
M Henderson	
R Foley	
R Kendall	
J McKinnon	
A Parkins	

This is page 9 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 8 APRIL 2024.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 8 April 2024.

RP-7 2024 FLOODPLAIN MANAGEMENT NATIONAL CONFERENCE

24/099 RESOLVED:
On the Motion of Councillors R Kendall and G Davies

That Council appoint one (1) Councillor as Council's delegate to attend the Floodplain Management Australia National Conference to be held in Brisbane from 20 & 24 May 2024.

CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
M Henderson	
R Foley	
R Kendall	
J McKinnon	
A Parkins	

Councillor R Kendall nominated Councillor J McKinnon.

Councillor J McKinnon accepted the nomination.

Councillor J McKinnon was duly appointed as Council's representative at the Floodplain Management Australia National Conference to be held in Brisbane from 20 & 24 May 2024.

RP-8 QUESTIONS WITH NOTICE

24/100 RESOLVED:
On the Motion of Councillors G Davies and R Foley

That Council receive and note the report.

CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
M Henderson	
R Foley	
R Kendall	
J McKinnon	
A Parkins	

This is page 10 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 8 APRIL 2024.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 8 April 2024.

CONFIDENTIAL REPORTS

CONF-1 COMMISSIONING OF PUBLIC ARTWORK IN CURRAWARNA

- 24/101 RESOLVED:
On the Motion of Councillors G Davies and R Foley
- That Council:
- a accept the application of artist Carla Gottgens for the City, Suburbs & Villages 2023/24 commission in Currawarna
 - b authorise the General Manager or their delegate to enter into a contract with recommended artist Carla Gottgens for the City, Suburbs & Villages 2023/24 commission in Currawarna
 - c advise the unsuccessful expression of interest applicants in writing
- CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
M Henderson	
R Foley	
R Kendall	
J McKinnon	
A Parkins	

CONF-2 COMMISSIONING OF PUBLIC ART PROJECT IN ASHMONT

- 24/102 RESOLVED:
On the Motion of Councillors G Davies and R Foley
- That Council:
- a accept the application of artists Amanda Newman and Natalie Simmons for the Neighbourhood Engagement 2023/24 commission in Ashmont
 - b authorise the General Manager or their delegate to enter into a contract with recommended artists Amanda Newman and Natalie Simmons for the Neighbourhood Engagement 2023/24 commission
 - c advise the unsuccessful expression of interest applicants in writing
- CARRIED

This is page 11 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 8 APRIL 2024.

.....MAYORGENERAL MANAGER

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 8 April 2024**.

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
G Davies
M Henderson
R Foley
R Kendall
J McKinnon
A Parkins

Against the Motion

THIS COMPLETED THE BUSINESS OF THE COUNCIL MEETING WHICH ROSE AT 7.50pm.

.....
MAYOR

This is page 12 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **8 APRIL 2024**.

.....MAYORGENERAL MANAGER