



# Agenda and Business Paper

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## Ordinary Meeting of Council

To be held on  
**Tuesday 10 June 2025**  
at 6:00 PM

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

[wagga.nsw.gov.au](http://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

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## **WAGGA WAGGA CITY COUNCILLORS**



**Councillor Dallas Tout**  
**(Mayor)**

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



**Councillor Georgie Davies**  
**(Deputy Mayor)**

Councillor Georgie Davies was elected to Council in 2021 and was elected as Deputy Mayor in 2024.



**Councillor Allana Condron**

Councillor Allana Condron was elected to Council in 2024.



**Councillor Richard Foley**

Councillor Richard Foley was elected to Council in 2021.



**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 Deputy Mayor between 2022 and 2023.



**Councillor Amelia Parkins**

Councillor Amelia Parkins was elected to Council in 2021 and was Deputy Mayor between 2023 and 2024.



**Councillor Karissa Subedi**

Councillor Karissa Subedi was elected to Council in 2024.



**Councillor Lindsay Tanner**

Councillor Lindsay Tanner was elected to Council in 2024.

## **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

TUESDAY 10 JUNE 2025

### ORDER OF BUSINESS:

CLAUSE	PRECIS	PAGE
	<u>ACKNOWLEDGEMENT OF COUNTRY</u>	2
	<u>REFLECTION</u>	2
	<u>APOLOGIES</u>	2
	<u>CONFIRMATION OF MINUTES</u>	
CM-1	CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 26 MAY 2025	2
	<u>DECLARATIONS OF INTEREST</u>	2
	<u>REPORTS FROM STAFF</u>	
RP-1	WAGGA WAGGA BUSINESS CHAMBER MEMORANDUM OF UNDERSTANDING (MOU) – 2025-2029	3
RP-2	2025/26 GET NSW ACTIVE PROGRAM WAGGA WAGGA ACTIVE TRAVEL - PLUMPTON ROAD LINK	29
RP-3	RENEWAL OF COMMUNITY, CULTURAL AND SPORTING LEASES AND LICENCES FOR THE 2025-2026 FINANCIAL YEAR	32
RP-4	SECTION 3.22 AMENDMENT TO WAGGA WAGGA LOCAL ENVIRONMENTAL PLAN 2010 – REZONING OF ADDITIONAL LAND IN THE LIVINGSTONE STATE CONSERVATION AREA.	36
RP-5	RESPONSE TO NOTICE OF MOTION - LINE MARKING	48
RP-6	REQUESTS FOR FINANCIAL ASSISTANCE - SECTION 356	56
RP-7	QUESTIONS WITH NOTICE	64
	<u>COMMITTEE MINUTES</u>	
M-1	CONFIRMATION OF MINUTES AUDIT, RISK AND IMPROVEMENT COMMITTEE – 21 MAY 2025	69
	<u>CONFIDENTIAL REPORTS</u>	
CONF-1	REQUEST TO REMOVE PROPERTY DEALINGS - COUSINS ROAD, BOMEN (LOT 18 DP 1295212)	82
CONF-2	RFT CT2025076 CATTLE DELIVERY SERVICES LMC	83
CONF-3	RFQ CT2025074 ROAD REHABILITATION WORKS AT GWMC	84
CONF-4	RFT CT2025069 DATA MIGRATION SERVICES	85



## **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            CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 6  
MAY 2025**

### **Recommendation**

**That the Minutes of the proceedings of the Ordinary Council Meeting held on 26 May 2025 be confirmed as a true and accurate record.**

## **Attachments**

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1   Minutes - 26 May 2025 Ordinary Council Meeting    86

## **DECLARATIONS OF INTEREST**

## **REPORTS FROM STAFF**

### **RP-1 WAGGA WAGGA BUSINESS CHAMBER MEMORANDUM OF UNDERSTANDING (MOU) – 2025-2029**

**Author:** Sue Hanrahan

**Executive:** Fiona Piltz

**Summary:**

Council has provided funding support to the Wagga Wagga Business Chamber (Business Chamber) over the past three years by way of a Memorandum of Understanding (MOU). The MOU ends on 30 June 2025. The Business Chamber is seeking further funding for 4 years, from 30 June 2025 to 30 June 2029.

The Business Chamber has effectively met its undertakings under the MOU. Accordingly, considering the Chamber's beneficial role in supporting and fostering business activity in our City, it is recommended that Council support renewal of the MOU on suitable terms.

### **Recommendation**

That Council:

- a endorse the attached draft Memorandum of Understanding (MOU) – 2025 to 2029 between Wagga Wagga City Council and the Wagga Wagga Business Chamber
- b delegate authority to the Mayor to sign the MOU on behalf of Council

### **Report**

#### **Background**

Council initially entered into a Memorandum of Understanding (MOU) with the Wagga Wagga Business Chamber in 2019 to support local business development and engagement. This agreement was subsequently extended in June 2022 for a further three years, providing \$68,250 per year (incl. GST). Throughout both terms, the Business Chamber has delivered strongly against the MOU objectives, particularly in the areas of business engagement, advocacy, and economic development.

The 2022-2025 MOU had six objectives:

1. promote, lobby and advocate for the Wagga Wagga business sector broadly at the regional, state and federal levels;
2. jointly seek, promote and advocate for major funding (from all levels of government) and projects within the LGA;
3. engage the local business sector in revitalising the commercial and industrial areas of the Wagga Wagga region through increased commercial activity;
4. advocate for the creation of new businesses in the LGA, the relocation of existing businesses to the LGA and the attraction of government services to the LGA;

5. build the economic development capacity of the Chamber through increased funding and membership;
6. Demonstrate a commitment to inclusion and accessibility.

Funding provided by Council has assisted the Business Chamber to participate actively in initiatives hosted by Council such as the Business Round Table as well as the reactivation of the Central Activity District Committee (CAD), which works to activate the CBD. It has also allowed the Business Chamber to enhance business opportunities and partner with businesses to improve the visitor and community experience.

Overall, the Business Chamber has met the expectations set out in the MOU, including undertaking specific activities such as events and promotions. The Business Chamber has also conducted business engagement and questionnaires on behalf of Council when requested.

The Business Chamber has prepared a detailed performance report (attached) outlining its activities and achievements under the 2022–2025 MOU. This report demonstrates how the Chamber has delivered on its obligations over the past three years.

### **Renewal of MOU**

An internal review by staff has indicated that Council could not provide the same support, representation and resources to the Wagga Wagga business community without a substantial increase in resources and associated expenditure.

The Chamber has proposed a longer-term MOU to provide long-term certainty and align with Council's Community Strategic Plan. Following an internal review, it is proposed that Council enter a four-year agreement which would allow sufficient time for projects to develop, mature, and deliver measurable outcomes.

This length of term will ensure funding continuity can be managed over a longer term, while also retaining Council's option to withdraw from the MOU in the unlikely event there is a deterioration in performance. Quarterly reviews will also continue to allow important two-way feedback and will ensure the partnership remains strong throughout the four-year period.

### **Why a Four-Year Term?**

- Aligns with strategic priorities and allows time for long-term initiatives to take effect.
- Enables continuity and stability in planning and delivery, particularly in the recruitment and retention of staff
- Includes quarterly reviews to monitor performance and retain Council oversight.

### **Proposed Increased Annual Funding (incl. GST)**

The Business Chamber is proposing a base funding of \$68,000 plus GST per year (\$74,800 including GST) with a 2.5% increase per year.

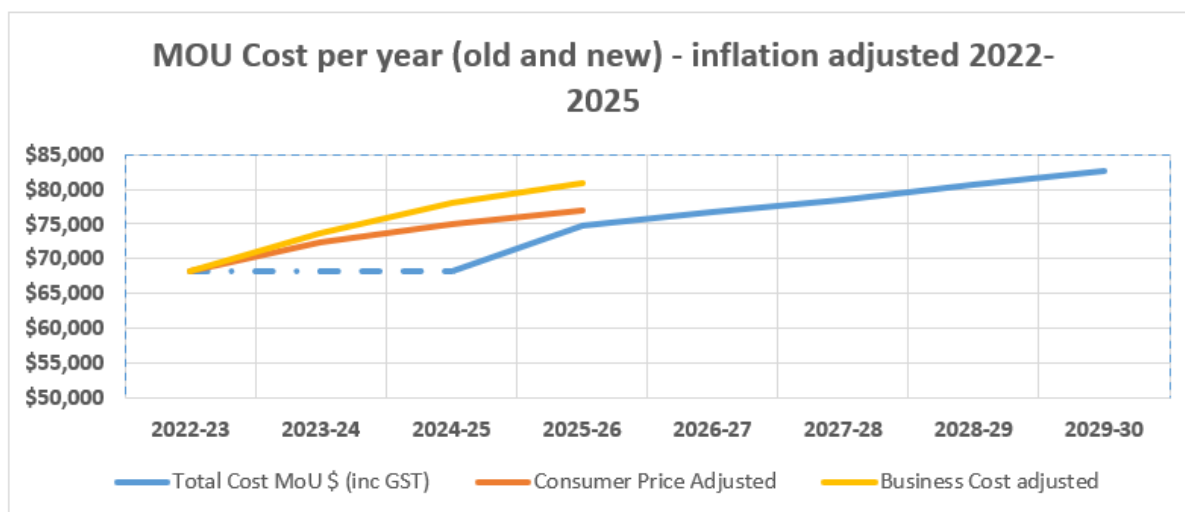
Due to the ongoing increasing costs of the Business Chamber as a result of inflation, and to support the growing scope and impact of their initiatives, they are requesting an increase in funding is to allow them to continue to support new and existing businesses.

Without an increase in funding, the Business Chamber would be unable to operate in the same capacity without needing to increase the cost to members. A significant increase in the membership cost will likely make being a member of the Business Chamber no longer a viable or affordable option for a number of smaller businesses in our region.

### Business Chamber's Rationale for Increased Funding

- Rising operational costs (inflation, staffing) threaten service sustainability.
- Without additional support, increased membership fees may reduce accessibility.
- Enhanced funding ensures the Business Chamber can continue delivering value to the broader business community and Council.

Internal analysis indicates that the proposed 9.6% increase from the end of the previous MOU to the start of the new one represents good value for money. Under the previous agreement, three annual flat payments of \$68,250 (inclusive of GST) were made. If consumer price index (CPI) increases had been applied to those annual payments (see graph below), the starting payment for the proposed new agreement would fall between \$76,896 and \$80,867.



Following a Councillor workshop, two additional KPIs relating to membership growth and alignment with strategic plans have been included to guide the new MOU.

A strong and effective Business Chamber provides a mix of advocacy and direct services to the Wagga Wagga business community. The proposed funding would continue to foster a positive relationship between Council and business community and allow the Business Chamber to continue to build an inclusive, innovative and collaborative business environment.

### Financial Implications

The duration of this MOU is for four (4) years from 01 July 2025 to 30 June 2029, subject to:

- the development of an agreed Business Chamber Strategic Plan in year one.
- the provision a yearly status report detailing how it is progressing with the actions in the Chambers key performance indicator schedule

The Agreement will be reviewed formally by Council during April 2028 prior to the end of the current term of Council. Subject to a satisfactory review against the key performance indicators an additional one years' funding will be provided to allow the Chamber to put forward a new proposal to the newly formed Council.

Currently there is \$59,000 (GST exclusive) budgeted annually for the 10 years of the LTFP.

The year 1 increase of \$9,000 is proposed to be funded from the Economic Development Reserve. The year 2 – 4 increases (\$11K - \$14K annually) are proposed to be included as a part of the 2026/27 budget process and incorporated into the base budget funded from GPR.

<b>Funding Summary</b>	<b>(GST incl)</b>	<b>(GST excl)</b>
Year One (July 2025 - June 2026)	\$74,800.00	\$68,000.00
<b>WWBC Strategic Plan to be accepted</b>		
Year Two (July 2026 - June 2027)	\$76,670.00	\$69,700.00
Year Three (July 2027 - June 2028)	\$78,586.75	\$71,442.50
<b>Review April 2028</b>		
Year Four (July 2028 - June 2029)	\$80,551.42	\$73,228.56

## **Policy and Legislation**

Community Strategic Plan 2050

## **Link to Strategic Plan**

### **Growing**

A growing business sector

Support existing businesses to grow, expand and remain viable through activation, innovation and collaboration.

## **Risk Management Issues for Council**



If funding is not provided to the Business Chamber, there is a risk that the effectiveness of its advocacy and service delivery to the Wagga Wagga business community will be reduced. This may weaken the positive relationship between Council and the business community and hinder the Business Chamber's ability to foster an inclusive, innovative, and collaborative business environment.

## **Internal / External Consultation**

Internal and external consultation has been undertaken, including a Councillor workshop held on 5 May 2025, where the Business Chamber presented their proposal.

	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								<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>						
Collaborate								<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>						
Other methods (please list specific details below)																

## Attachments

1.  Wagga Business Chamber Performance Report
2.  Memorandum of Understanding - Wagga Business Chamber 2025





WAGGA WAGGA  
BUSINESS  
CHAMBER



# Performance Report 2022-2025

## Introduction

The Memorandum of Understanding (MOU) between Council and the Wagga Wagga Business Chamber was signed in June 2021. The three-year agreement had been developed to support the local economy through business development, education, advocacy and recognition, and advice for business.

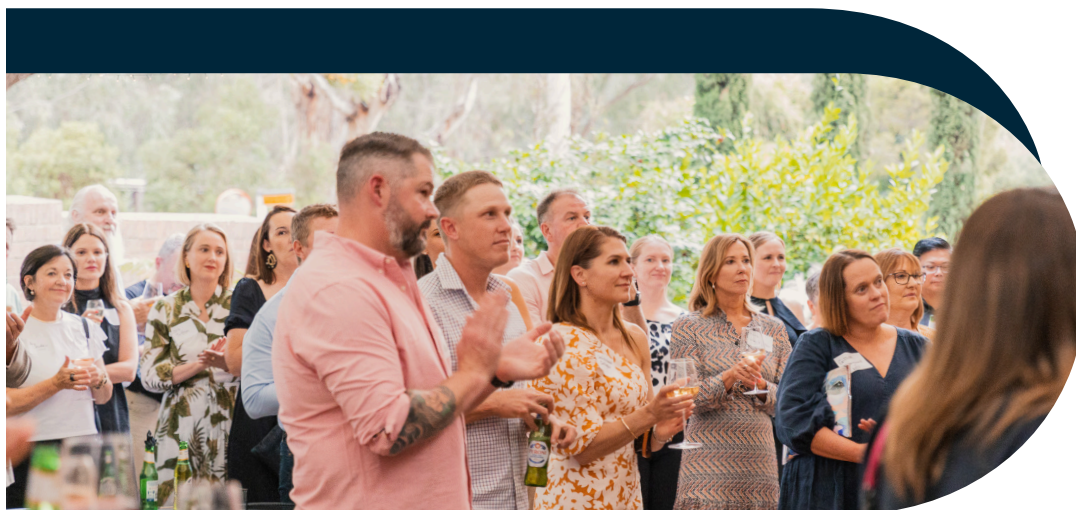
## Our Vision

The Wagga Wagga Business Chamber is recognised as an energetic and entrepreneurial Chamber. We are a proactive Chamber that gets results.

Business people want to be a part of the Chamber community not only for the benefits that we offer but also so they can contribute to the future of the business community in Wagga Wagga.

## Our Mission

To empower local businesses, impacting positively on the economy by connecting, educating, recognising, and advocating to ensure a stronger future for Wagga Wagga.



# Highlights

## Supporting Local Business Growth



**336**  
Members



**1,247 email subscribers**  
Above industry standard open rate of 45.6%



**6 Small Business Workshops**  
In 2024



**40+**  
Events per year



**1749**  
Registered event attendees in 2024



**103 applications for the Golden Crow Awards 2024**  
Winners representing Wagga at Regional and State Awards.



**Regular Surveys**  
Collecting local business conditions & focus area data



**4.5/5**  
Member Satisfaction



**300+**  
one on one meetings in 2024

## Boosting Local Economy



**\$83,903 Shop Local Gift Cards**  
Sold in Wagga



**49**  
Shop Local Businesses



**Central Activity District Subcommittee**  
Business consultation & activation of CBD


## Digital Media + Reach



**6.8K**  
Social Media Followers



**92.7K**  
Social Media Reach



**Redesigned Website**  
Improved access to resources and events

## Our Board & Staff



JENNIFER HAND  
PRESIDENT



TIM SHEATHER  
VICE PRESIDENT



KATY DAY  
TREASURER



LARA TRITTON  
SECRETARY



SOPHIA HILL  
DIRECTOR



BEN WILLIS  
DIRECTOR



CHARLES TALBOT  
DIRECTOR



VICKI MEYER  
DIRECTOR



STACY MOSES  
DIRECTOR



SALLY MANNING  
BUSINESS MANAGER



BRITTANY HEFREN  
MEDIA & COMMUNICATIONS  
OFFICER

## Objectives

### 1. Assist Council to communicate and consult with the Business Community

One of the key roles of the Chamber is ensuring businesses are well informed. In 2022-2024 we invested in updating [our website](#) and refined our workflows to share timely and relevant information, resources and funding opportunities through our member newsletter and social media platforms. We have built a highly engaged membership base with an above average email open rate of 45.9% and an average click rate of 6.9%. Our social media platforms have a combined following of 6.8K, reaching 92.7K people and 9.8K interactions within the last 12 months.

In early 2024 the Chamber worked alongside Council to develop and distribute the Central Activity District Survey. Over 50 businesses completed the survey, providing up to date, local information on business conditions, challenges, opportunities and appetite for nighttime trade.

The Chamber co-hosted a [Business Breakfast](#) with Council attracting over 50 registrations from various industries. These co-hosted Business events remain a positive platform for Council to communicate with the business community.

We also ensure Council is connected and informed by meeting on a regular basis to provide information and insights into what is happening within the local business community and inform Council of local issues when they occur.

### 2. Promote Wagga Wagga and the economic opportunities it offers

In 2024 we introduced a new ongoing social media campaign '[Work in Wagga](#)' in partnership with Wagga Wagga City Council. Reaching 34.9K followers with engagement over 1.2k, the campaign spotlights exemplary businesses and promotes Wagga as a great place to do business.

Our consistent 'Meet our Members' posts showcase the variety and scope of businesses that operate here in Wagga Wagga. We are proud of our diverse membership and continue to promote the local businesses that support us in boosting the local economy.

Introduced in late 2024, [Industry Tours](#) are a new quarterly event giving members an opportunity to explore the inner operations of some of Wagga Wagga's most renowned businesses. Our first tour was held at the Visy Logistics, Riverina Intermodal Freight and Logistics Terminal with an audience of 27 members and proved a great way to showcase the advanced operation that exist in the city.



### 3. Assist with the Activation of the CBD

The Chamber has and continues to make itself available for feedback and input into the CBD Masterplan. Through our regular communication channels we encouraged Chamber members to get involved and we were a voice for local business in the community consultation process.

Established by the Wagga Wagga Business Chamber, the Central Activity District Committee (CAD) works to activate the CBD, enhance business opportunities, and improve the visitor and community experience. Committee members, who are business owners or staff representatives, attend monthly meetings, share insights and collaborate on initiatives that support local businesses and contribute to a thriving CBD. In recent years the committee has been a valuable source of business conditions and together we have established “Shop Local” initiatives.

In 2024, we launched digital gift cards as part of the [Shop Local Wagga Wagga gift card program](#). To support this launch, we developed a new range of marketing materials, produced a video in partnership with Next in Line Films, and collaborated with The Wagga Shop to create curated hampers featuring the gift cards—a convenient solution for corporate Christmas gifting.

Highlights included three stories in local media, an updated website presence, a targeted social media campaign, and the addition of ten new businesses to the program. Since its inception four years ago the program has generated over \$56,000 back into our local economy.





#### 4. Provide strong leadership and advocacy for the business community

Over the past three years, the Chamber has actively participated in advocacy discussions with various Ministers and influential business leaders. This includes multiple engagements with the Minister for Better Regulation and Fair Trading, the Minister for Industry and Trade, the Minister for Innovation, Science and Technology, the Minister for Building, and the Minister for Corrections, The Hon. Anoulack Chanthivong. We had an informal discussion on the current state of the business economy with Members of the Legislative Council The Hon. Susan Carter and The Hon. Damien Tudehope, and The Governor-General of the Commonwealth of Australia, Her Excellency the Honourable Ms Sam Mostyn AC.

The Chamber also participated in the Housing Round Table organised by Dr Joe McGirr MP and Committee 4 Wagga when Minister for Planning and Public Spaces, The Hon. Paul Scully visited Wagga Wagga.

We continue to provide valuable insights at Business Round Table meetings attended by Dr Joe McGirr MP and key stakeholders in the city. As one of only two Business Chambers represented on the Business NSW Regional Advisory Council (RAC), we play a key role in regional business advocacy. Additionally, we have recently joined the Inland Rail Albury to Illabo Community Consultative Committee (CCC).

We continue to be a valued stakeholder amongst the project management teams of major projects in our city including the Riverina Redevelopment Joint Venture, Transgrid, and Inland Rail.

We maintain strong relationships with media outlets, including Seven, WIN News, ABC, Region Riverina and The Daily Advertiser, providing multiple opportunities each month to comment on business-related stories. Southern Cross Austereo remains a valued media partner, enhancing our reach across the region.

The Chambers' business connections have been crucial in providing a business viewpoint on Council's strategic documents including the Community Strategic Plan (CSP), Wagga Wagga Economic Development Strategy, Destination Management Plan (DMP) and CBD Masterplan. We have created and shared survey results, featured opportunities through our communication channels, and attended and promoted various community consultation sessions.

## 5. Provide opportunities to develop capacity and capability in local business

The Chamber prides itself on educating its members in innovative ways. During our term we applied for grant funding, both individually and in conjunction with Council to deliver educational opportunities. Highlights included our Work Health and Safety workshop, Social Media Bootcamp, Finance Breakfast, and Environmental Brunch. We also launched Chamber Chat, a podcast series featuring practical advice for local businesses from local leaders.

In 2024, we partnered with Verto to establish Business Basics, a workshop series designed to upskill our business community. Together, we delivered four business-focused workshops from our Johnston Street office, covering Meta for Beginners, Square for Beginners, Canva for Beginners, and ZOHO for Beginners. These sessions saw strong engagement, with over 30 attendees participating.

We also launched the Expert in Residence program in 2024, creating a monthly opportunity for members to connect with local professionals dedicated to helping businesses grow and thrive. Each month, an experienced expert from a local business joined us at the Chamber's office to share valuable insights on a variety of topics. This initiative allowed business owners, managers, and startups to receive personalised guidance tailored to their unique needs.

On a regular basis, we share local training opportunities through our member newsletter and social media. These cover a wide range of topics, including incentives for traineeships and apprenticeships, startup courses, business skills development, leadership training, and registered training programs through providers such as Riverina Community College and TAFE Riverina. We have also promoted first aid courses and training and employment opportunities for the Indigenous community.

Our co-hosted Business After Hours events remain an exciting way to showcase established businesses in the city and educate our network.



## 6. Develop initiatives to address skills and workforce shortages

In 2023, the Chamber partnered with Workforce Australia to deliver a mini expo and panel discussion, providing businesses with insights on how local Workforce Australia Employment Services Providers and government incentives can assist in finding staff. The event was a great success, fostering open conversation, clarifying the roles of service providers, and facilitating valuable connections.

The Chamber was proud to participate in the 2024 CSU Career Festival, where we partnered with Chamber members Commins Hendriks, CPB & Downer RRJV, Regional Australia Bank, and WDF Accounting & Advisory to advocate for future careers in Wagga.

We also attended the Small Business Expo hosted by Verto & Enterprise Plus in May 2024 and the Riverina Redevelopment JV and Humelink West JV Indigenous Business Connect, an event designed to support and empower Indigenous businesses.

In November 2024, we hosted Committee 4 Wagga's second Welcome to Wagga event of the year at the Station Creative Workspace. This valued event, particularly among the refugee community, promoted employment and settlement opportunities within our region.



## 7. Support businesses in the recovery from Covid 19 impacts

The [Shop Local Wagga Wagga Gift Card Program](#) remains a strong and consistent means of supporting business recovery from COVID-19. Since its inception four years ago, the program has generated over \$56,000 back into our local economy.

Each month, our member-exclusive email provides businesses with opportunities to maximise government and privately funded business support. We have actively promoted the Rural Financial Counselling Service program and Centacare's Employee Assistance Program (EAP) a professional service that offers counselling, guidance and support to employees.

When a business joins the Wagga Wagga Business Chamber, they are invited to sign up for a free [Business NSW alliance membership](#). This membership has proven a valuable resource providing local businesses a platform to express regional conditions, seek information on legislative changes, and access a free legal hotline service. The partnership also offers convenient upskilling and resilience-building workshops and remains a strong advocate for local challenges and opportunities. In November 2024, the Chamber partnered with Business NSW Riverina Murray to host a Business After Hour event highlighting the full benefits of the Alliance Membership which attracted over 30 attendees.

In 2026, the [Golden Crow Awards](#) will celebrate its 40th year, and remains a positive way to recognise growth, entrepreneurship and business success in Wagga Wagga. Many local businesses and individuals have won awards at the local level and gone on to represent Wagga Wagga at regional and state levels. The awards continue to grow in prestige, with last year's event attracting 103 applications across 14 diverse categories and the Triple M People's Choice Award receiving over 800 votes.

The Chamber's ability to provide a welcoming, supportive environment for new and existing businesspeople remains a crucial part of our offering. Attendance at our casual networking events, along with the introduction of our newest monthly event, [Coffee + Connections](#), has gained strong momentum over the past two years—growing from 5 to 30 attendees. These regular gatherings provide consistent touchpoints for new business owners, newcomers looking to expand their network, and established businesses that understand the power of connection. They also serve as a great way to support and showcase our city's hospitality venues.

## **8. Actively seek and support grants and investment opportunities to support local businesses and the local economy**

On a monthly basis, our members are presented with an average of four funding and grant opportunities through our newsletter and regular conversations. Past opportunities we have advertised include Energy Efficiency grants, Community grants, Safe Work incentives, education provider partnership grants, and Wagga Wagga City Council's Annual Grants Program. These funding opportunities help build a strong, forward-thinking business community. The Chamber's words of encouragement, guidance, and offer of support are highly valued by the business community.

The Chamber has provided letters of support to potential investors, Council, education providers, and community groups with a vision to bring value to our city's landscape. Recent letters of support include: Wagga Wagga Hydrogen Park Project – NSW Low Carbon Product Manufacturing grant, Community Improvement District Pilot Program Grant and application for the beautification of Fitzmaurice Street, Council's submission to the development of a cultural and conferencing facility in Wagga Wagga, destination funding for Festival of W and Spring Jam, letters of support for the Women's Shed and O'Halloran park upgrades, air-conditioning upgrades at the Station Creative Workspace, and support for the future of the Wagga Wagga Airport.

**An active Business Chamber plays a vital role in fostering a connected and thriving business community. By providing networking opportunities, advocacy, and support, the Chamber helps businesses collaborate, innovate, and navigate challenges. It acts as a bridge between businesses and local government, ensuring the economic environment remains dynamic and positive to growth.**

## Case Study: Regional Australia Bank

The Wagga Wagga Business Chamber has played a crucial role in supporting Regional Australia Bank's expansion into Wagga Wagga in 2024. Through promotion of its community-based initiatives, business networking, and advocacy, the Chamber has helped facilitate a seamless integration of the bank into the local economy.

Since its arrival, Regional Australia Bank has made significant investments in Wagga Wagga, including the establishment of a branch in a prime shopfront location on the main street. This move has revitalised the area, contributing to local business vibrancy and increasing accessibility to high-quality financial services for residents and businesses alike.

A key success of the expansion has been job creation. Regional Australia Bank has provided employment opportunities for locals while also attracting skilled professionals to the region. One such professional, an executive within the institution, relocated to Wagga Wagga, purchased a home, and introduced his family to the city. His move not only enriched the local talent pool, but his partner has filled a gap in the local education sector, further demonstrating the bank's indirect yet powerful impact on the broader community.

In 2024, the Chamber presented to the Regional Australia executive team when they visited Wagga Wagga, providing the bank's senior leadership team with engagement opportunities with local stakeholders. This reinforced the bank's dedication to the region and highlighted the importance of having an active and informative Chamber to approach.

This partnership continues to strengthen the business environment bolstered Regional Australia's success, ensuring continued community engagement and economic development.

**The Wagga Wagga Business Chamber has played a crucial role in supporting Regional Australia Bank's expansion into Wagga Wagga in 2024.**

**- Regional Australia Bank**



WWBC - Performance Report 2022-2024





**Phone Number**

0432 100 797



**Email Address**

info@waggachamber.com.au



**Website**

waggachamber.com.au



**Social Media**

@waggabusinesschamber



**Memorandum of Understanding**

Wagga Wagga City Council and Wagga Wagga Business Chamber

## Memorandum of Understanding (MOU)

Wagga Wagga City Council and  
Wagga Wagga Business Chamber

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Original approval date: XXXXXXXXXX

**Statement of Intent:** The purpose of this MOU is to define the key objectives, funding, administration and management of the Partnership between Wagga Wagga City Council (Council) and Wagga Wagga Business Chamber (Chamber).



Page 1 of 8

## Memorandum of Understanding

Wagga Wagga City Council and Wagga Wagga Business Chamber

## Key Objectives

The key objectives of this MOU are to:

- promote, lobby and advocate for the Wagga Wagga business sector broadly at the regional, state and federal levels;
- jointly seek, promote and advocate for major funding (from all levels of government) and projects within the LGA;
- engage the local business sector in revitalising the commercial and industrial areas of the Wagga Wagga region through increased commercial activity;
- advocate for the creation of new businesses in the LGA, the relocation of existing businesses to the LGA and the attraction of government services to the LGA;
- build the economic development capacity of the Chamber through increased funding and membership;
- demonstrate a commitment to inclusion and accessibility.

## Responsibilities

The Chamber shall use its best endeavours to:

- build strong, robust relationships with key industry groups and strive to become a connected voice for the region
- continue to be a critical link between Council and the business community
- provide opportunities for Council to connect with the business community (including members and non-members)
- provide Council with access to business sector information and contacts to facilitate activities that complement and support the development of an economic development strategy
- provide communication opportunities through the network of Chamber members and key stakeholders so that Council is able to effectively communicate and engage with the business community
- assist Council in coordinating and facilitating stakeholder sessions for businesses in the region on key Council related topics
- participate in relevant committee meetings and represent the interests of the broader business community regarding their expectations
- provide naming rights sponsorship to Council for one of the categories in the annual Crow Awards



### Memorandum of Understanding

Wagga Wagga City Council and Wagga Wagga Business Chamber

- help foster and promote meaningful employment opportunities for individuals living with a disability, including volunteer and work experience opportunities

Council shall:

- provide a strategic framework to stimulate economic development across the LGA
- continue to play a role as a critical link between the Chamber, the broader business community and all levels of government
- work collaboratively with the business community to ensure all stakeholders are well informed about key strategies, projects, business issues and trends within the region
- provide access to statistical information which is of particular interest to the business community
- form strategic relationships with government and community-based departments and organisations, in conjunction with the Chamber to facilitate implementation of key objectives
- provide information to the Chamber in a timely manner for inclusion in Chamber communications
- use its best endeavours to attend Chamber related events

## Public Statements

If either party has any genuine issues surrounding the other party's processes or plans, then they will first be raised in good faith with the other party to seek a positive outcome before making any public statements.

## Duration

The duration of this MOU is for four (4) years from 01 July 2025 to 30 June 2029, subject to:

- the development of an agreed Business Chamber Strategic Plan in year one.
- the provision a yearly status report detailing how it is progressing with the actions in the Chambers key performance indicator schedule (Appendix 1).

The Agreement will be reviewed formally by Council during April 2028 prior to the end of the current term of Council. Subject to a satisfactory review against the key performance indicators an additional one years' funding will be provided to allow the Chamber to put forward a new proposal to the newly formed Council.

## Financial Arrangements

In order for the Chamber to perform its obligations pursuant to the terms of this MOU, Council agrees to provide financial assistance to the Chamber during the term of the MOU.

Year One (July 2025 - June 2026)	\$74,800.00
<b>WWBC Strategic Plan to be accepted</b>	
Year Two (July 2026 - June 2027)	\$76,670.00



### Memorandum of Understanding

Wagga Wagga City Council and Wagga Wagga Business Chamber

Year Three (July 2027 - June 2028) \$78,586.75

#### Review April 2028

Year Four (July 2028 - June 2029) \$80,551.42

Payments shall be made in equal instalments at the start of each quarter by Council on receipt of a tax invoice from the Chamber.

The Chamber shall be an incorporated body, registered for GST, prior to receipt of any payment from Council.

## Dispute Resolution

Any dispute arising over the implementation of this Agreement should be resolved by the following representatives on behalf of the parties.

Council: Peter Thompson  
General Manager

Chamber: Jennifer Hand  
President

## Termination

Either party may notify the other party that does not wish to continue with this MOU provided that:

- (i) such notice is given in writing at least 3 months prior; and
- (ii) each party has first used its best endeavours to resolve any issues leading to the issue of the notice, including dispute resolution.

## No Legal Partnership

Notwithstanding any provisions set out herein, the parties agree that the relationship between the parties created by entering into this MOU is not a partnership at law and neither party has the right to act as legal agent for the other or to enter into any binding legal agreements on behalf of the other with any third party.

## Release And Indemnity

Both parties shall release and fully indemnify the other party (indemnified party) in relation to any claims brought against the indemnified party as a direct result of the other party's act, neglect, default or omission.



**Memorandum of Understanding**

Wagga Wagga City Council and Wagga Wagga Business Chamber

## Signatories

This MOU was agreed between:

Wagga Wagga City Council	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	

Wagga Wagga Business Chamber	
<b>Signature:</b>	
<b>Name:</b>	
<b>Position:</b>	
<b>Date:</b>	





**Memorandum of Understanding**

Wagga Wagga City Council and Wagga Wagga Business Chamber

**Appendix 1 - Key Performance Indicators**

No.	Objective	Actions	KPI Indicator (Per year)
1.	Provide strong leadership and advocacy for the business community: <ul style="list-style-type: none"> <li>Participate in relevant committee meetings and represent the interests of the broader business community regarding their expectations</li> </ul>	Provide Business membership insights on projects and programs to drive growth, emerging business views and new ideas at key meetings: <ul style="list-style-type: none"> <li>Assist businesses and help direct and connect them with solution providers</li> <li>Business Round Table,</li> <li>BNSW Regional Advisory Council,</li> <li>Major project committees,</li> <li>Council related panels including events.</li> </ul>	<ul style="list-style-type: none"> <li>36 total interactions around queries from local businesses (tax, accounts, social media, business planners, regulations etc.)</li> <li>Attend 10 Business Round Table meeting and deliver one strategic presentation</li> <li>Provide quality business input into other panels and Committees.</li> <li>Develop and Business Chamber Strategic Plan that aligns with KPI's during 2025/26.</li> </ul>
2.	Encourage Growth and Vibrancy in our Central Business District (CBD): <ul style="list-style-type: none"> <li>Grow the Central Activity District (CAD) Committee offering and insights.</li> <li>Provide business input and ideas into Council's Economic Development Strategy and CBD Masterplan.</li> </ul>	New initiatives will include: <ul style="list-style-type: none"> <li>Growing the shop local program,</li> <li>Increasing understanding of CBD safety and impacts of theft,</li> <li>Gathering business-led Ideas for new events/offerings to increase CBD vibrancy and foot traffic,</li> <li>Helping to shape 24-hour economy programs and collaborative opportunities across the CBD.</li> </ul>	<ul style="list-style-type: none"> <li>Grow Membership by 3% per annum.</li> <li>Grow shop local program sales by 10%.</li> <li>Hold 4 CAD meetings per year.</li> <li>Deliver intel to Council on business impacts from CBD theft and safety.</li> <li>Provide advice to Council on business-led ideas to support the 24-hour economy.</li> </ul>



**Memorandum of Understanding**

Wagga Wagga City Council and Wagga Wagga Business Chamber

			<ul style="list-style-type: none"> <li>• Provide high quality business input into Council Strategic Plans.</li> </ul>
3.	<p>Promote Wagga Wagga and the economic and innovation opportunities it offers:</p> <ul style="list-style-type: none"> <li>• Promote the Bomen Special Activation Precinct (SAP).</li> <li>• Promote the Wagga Wagga Health and Knowledge Precinct.</li> <li>• Promote the CBD.</li> </ul>	<p>Continue to work with Council and key stakeholders to communicate the strategic advantage of locating in Wagga Wagga.</p> <ul style="list-style-type: none"> <li>• Through Business Chamber channels including Members only communications, newsletters, social media, events, radio, podcast, meetings and website.</li> </ul>	<ul style="list-style-type: none"> <li>• Three business workshops and visits to SAP, WWHKP and CBD.</li> <li>• Work with C4WW to support their welcome program.</li> <li>• Provide support to grant applications that support infrastructure-led business growth across the Council.</li> <li>• Acknowledge Excellence in Outstanding Visitor Experience as part of the Golden Crow Awards.</li> </ul>
4.	<p>Grow and retain a skilled local workforce to meet the labour requirements for our city</p> <ul style="list-style-type: none"> <li>• Developing Future Leaders program</li> <li>• Grow local leaders through the Golden Crow Awards</li> <li>• Help co-design a business boot-camp program focusing on skills for small business owners and entrepreneurs.</li> </ul>	<p>A Skills and Labour focused program will focus on:</p> <ul style="list-style-type: none"> <li>• A new program to upskill new and emerging local small business leaders.</li> <li>• Developing a basic business skills bootcamp for existing and new business owners to drive local business performance.</li> <li>• Encourage and reward leadership and business performance via the Golden Crow Awards.</li> </ul>	<ul style="list-style-type: none"> <li>• Design and deliver a high-quality leadership program for 10 local business leaders.</li> <li>• Help design a business bootcamp program for 20 local businesses.</li> <li>• Continue Crow Awards to acknowledge: Outstanding Employee, Outstanding Young Business Leader, Outstanding Business Leader, and Employer of Choice.</li> </ul>



**Memorandum of Understanding**

Wagga Wagga City Council and Wagga Wagga Business Chamber

5.	<p>Assist Council to communicate and consult with the Business Community</p> <ul style="list-style-type: none"> <li>Facilitate frequent high-quality business to business collaboration to develop new ideas.</li> <li>Provide an opportunity for regular Council updates to the business community.</li> <li>Provide communication opportunities through the network of Chamber members and key stakeholders.</li> </ul>	<p>The Chamber will facilitate consultation via</p> <ul style="list-style-type: none"> <li>Organising regular business collaboration events.</li> <li>Conducting Menti and other surveys at co-hosted WWCC &amp; WWBC events</li> <li>Receiving Quarterly updates from various directorates of Council</li> <li>Utilising its Electronic mail distribution, newsletters and socials</li> </ul>	<ul style="list-style-type: none"> <li>Hold 12 events to allow businesses to collaborate with each other</li> <li>Carry out 4 Menti Surveys of Businesses at events to capture Business ideas.</li> <li>30 Social Media posts showcasing local business successes.</li> </ul>
6.	<p>Develop a stronger focus on encouraging businesses to create a sustainable environment for future generations</p>	<p>New initiatives will include:</p> <ul style="list-style-type: none"> <li>Working with Council to set up a new Circular Economy working group to explore future local opportunities.</li> <li>Showcasing business success in sustainability.</li> <li>Supporting and actively participating in Council-led sustainability committees or initiatives.</li> </ul>	<ul style="list-style-type: none"> <li>Help design the terms of reference for a local Circular Economy working group and promote businesses to participate.</li> <li>Identify new sustainable business opportunities across local businesses.</li> </ul>



**RP-2            2025/26 GET NSW ACTIVE PROGRAM WAGGA WAGGA ACTIVE TRAVEL - PLUMPTON ROAD LINK****Author:**        Jacqueline Collins**Executive:**     Fiona Piltz

**Summary:**        Wagga Wagga City Council has been successful in securing \$4,892,415 in funding through the NSW Government Transport for NSW Get NSW Active 2025-26 program to allow for the construction of the Plumpton Road Active Travel link.

**Recommendation**

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That Council:

- a     authorise the General Manager or their delegate to enter into an agreement with Transport for NSW for \$4,892,415 in funding through the Get NSW Active 2025-26 program for the construction of the Plumpton Road Active Travel Pathway
- b     approve the budget variations as detailed in the financial implications section of this report
- c     authorise the affixing of Council's Common Seal to all relevant documents as required

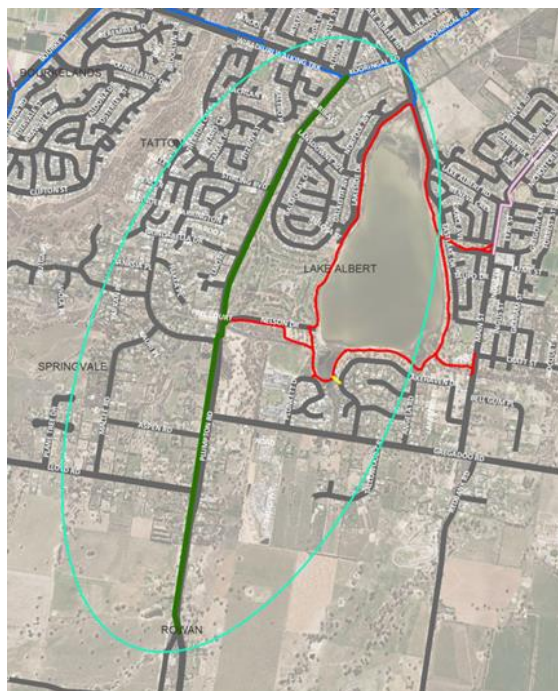
**Report**

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The Get NSW Active program is a State Government initiative aimed at promoting active transportation by investing in infrastructure projects that encourage walking and cycling.

In late 2024 staff made application to this program seeking funding to reconstruct and extend the Plumpton Road active travel path as it was seen as critical infrastructure to support the future Southern Growth Area. In May 2025 staff received notification that the application had been successful and \$4,892,415 had been offered for the project.

The proposed concrete path will be approximately 4,600m long and 3m wide. It will connect the Southern Growth Area into the existing Active Travel network starting at Rowan Rd and ending at Koorinal Red Hill Road intersection. The proposed project also includes multiple road crossings at Stirling Boulevarde, Brindabella Drive, Springvale Drive and Lloyd Road and a pedestrian bridge at Crooked Creek.



To avoid conflicts between the Plumptre Road North and South duplication projects, this project will be delivered concurrently by the Plumptre Road project team and incorporated into the overall Plumptre Road project.

### Financial Implications

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The \$4,892,415 in funding through the NSW Government Transport for NSW Get NSW Active 2025-26 program will fully fund the Plumptre Road Active Travel Pathway project. There is no financial contribution required by Council. Once constructed, required maintenance of this active travel section will be incorporated into future Long Term Financial Plan budgets.

The project budget will be split evenly between the 2025/26 and 2026/27 financial years.

### Policy and Legislation

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Community Strategic Plan 2040  
Recreation, Open Space and Community Strategy 2040  
Wagga Wagga Community Net Zero Emissions 2050 Roadmap  
Corporate Net Zero 2040 Strategy  
Wagga Wagga Integrated Transport Strategy.

### Link to Strategic Plan

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#### Growing

Enabling infrastructure

Deliver critical regional transport facilities.

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## **Risk Management Issues for Council**

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The risks associated with implementing this project relate to process, cost, environmental, WHS and contractor performance. These risks are addressed as part of the Council's project management and contractor performance management systems.

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## **Internal / External Consultation**

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Internal Consultation has been undertaken with the Major Projects and City Growth and Regional Assets Teams.

External consultation has been undertaken with Transport for NSW.

Ongoing resident and business consultations are being undertaken by the Plumpton Road project team.

## RP-3 RENEWAL OF COMMUNITY, CULTURAL AND SPORTING LEASES AND LICENCES FOR THE 2025-2026 FINANCIAL YEAR

**Author:** Matthew Dombrovski

**Executive:** Fiona Piltz

**Summary:** This report provides an update on the renewal of lease and licence agreements with sporting, cultural and community associations who occupy Council land and/or buildings which are due to expire during the 2025-2026 financial year

### Recommendation

That Council:

- a delegate authority to the General Manager or their delegate to negotiate and execute renewal of the community, cultural or sporting association lease and licence agreements as detailed in the body of this report
- b authorise the affixing of Council's common seal to all relevant documents as required

### Report

Council has a portfolio of approximately 75 community, cultural and sporting association lease and licence agreements. These agreements regulate the occupation of Council owned and controlled land and building assets, and generally include the following conditions:

STANDARD CONDITIONS	
Agreement duration	Up to five years.
Fees	Rent and other occupation fees as per the Council's Fees and Charges as at the date of commencement. (Currently the Council's minimum community rent is \$840 per annum including GST and will be reviewed as of 1 July 2025.)
Fee increases	Rent and other occupation fees reviewed annually on the anniversary of commencement in accordance with Council's adopted Fees and Charges.
Public Liability Insurance	No less than \$20 million with Wagga Wagga City Council listed as an interested party.
Occupation Costs	Tenant to meet costs associated with occupation of the premises, including but not limited to water, gas, electricity, fire safety, sewer and waste disposal.
Maintenance Responsibilities	Tenant to be responsible for routine upkeep, servicing of equipment and day-to-day maintenance. The Council is responsible for works of a structural nature only (where Council owned buildings are occupied).

**STANDARD CONDITIONS**

Preparation Fees	As per the Council's adopted Revenue and Pricing Policy current as at the date of commencement of the renewed agreement (currently the licence preparation fee is \$295 including GST). Where Council needs to instruct external solicitors to prepare agreements (generally only lease agreements), legal fees incurred are reimbursed by the tenant on a 100% cost recovery basis.
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During the 2025/26 financial year, the agreements listed below will expire. Renewal is recommended upon similar terms and conditions to the current agreements. Each of the tenants identified below have generally complied with their obligations under the current licence agreement and as such Council officers recommend renewing the licence agreement.

The agreements relate to Crown Land managed by Council, operational and community land as set out in the following tables:

**COMMUNITY LAND**

*Note: Under Section 47A of the Local Government Act 1993 Council is required to give public notice of a proposal to lease or licence of land classified as community land. If objecting submissions are received in relation to any proposed agreement, a further report will be submitted to Council for consideration.*

Organisation	Property Address	Permitted Use	Expiry Date
Wagga Wagga Bridge Club Inc	Belling Park Hall (old Scout Hall), 7 Bolton Street, Wagga. Part Lot 1 Sec 80 DP 759031	Bridge Clubhouse	30 Sep 2025
Wagga Wagga Community Media Inc. (2AAAFM) LAND	Public Reserve, Wandoo Place, Willans Hill (South). Part Lot 23 DP 1062973	Telecommunications tower	31 Jul 2025

**CROWN LAND**

*Note: All agreements over Crown Land require review by Council's Native Title Manager in accordance with section 8.3 of the Crown Land Management Act 2016 (taking effect from 1 July 2018).*

*Under the aforementioned legislation, Council manages Crown Land as community land under the Local Government Act 1993 and is required to give public notice of a proposal to lease or licence of land. If objecting submissions are received in relation to any proposed agreement, a further report will be submitted to Council for consideration.*



Organisation	Property Address	Permitted Use	Expiry Date
Wagga Wagga Polocrosse Club Incorporated	1541 Old Narrandera Road, Euberta. Lot 218 DP 750863	Clubhouse for polocrosse activities including equestrian activities, polo training and competitions	28 Feb 2026
Wagga Wagga Society of Model Engineers Inc. (Miniature Railway at Botanic Gardens)	Reserve 1440, Willans Hill, Model Railway, Botanic Gardens, Wagga Wagga. Lot 18 DP 1177748	Clubhouse for model engine railway and associated uses	31 Dec 2025

OPERATIONAL LAND			
Organisation	Property Address	Permitted Use	Expiry Date
Uranquinty Neighbourhood Centre Management Committee	Uranquinty Neighbourhood Centre, 80 Connorton Street, Uranquinty. Part Lot 2 DP 590564 and Crown Lot 218 DP 43136 (Reserve 93924)	Community centre, meetings and associated activities	31 Jan 2026
Visual Dreaming Pty Ltd ACN: 629 219 085	Part 204 Tarcutta Street, Wagga Wagga. Part Lot 1 & Part Lot 2 DP 1035833	Community cultural programs and associated activities	31 Oct 2025

### Financial Implications

The above tables represent a renewal of existing arrangements. Accordingly, there will be no further change to Council's Long Term Financial Plan. Lease and licence fees will continue to be reviewed in accordance with the annual review of endorsed Fees and Charges.

The rent received is included in the Council's annual operating income budget. In respect of the Crown Land lease, the net proceeds of dedicated or reserved Crown land must be applied for permitted purposes pursuant to section 3.16 of the *Crown Land Management Act 2016* (ie: improving, managing and/or preparing plans of management for Crown land.)

## Policy and Legislation

Local Government Act 1993

Crown Land Management Act 2016

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 has a responsibility to appropriately deal with and manage its real property assets. In the event that external factors arise that prevent the renewal of a lease / licence (such as a decision by a user group to hand back the existing arrangement or registration of an Aboriginal Land Claim or Native Title Claim) a further report will be provided to Council outlining options for the future use of the site.

### Internal / External Consultation

Internal consultation has been undertaken with Council's Regional Activation, Operations and Community directorates.

Public notification of proposed agreements concerning Council community land and Crown Land managed under the *Local Government Act 1993* is required as outlined below. Direct consultation with Native Title Interests and Aboriginal Land Claimants may also be required in the case of Crown Land.

	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																
Involve																
Collaborate																
Other methods (please list specific details below)																

**RP-4      SECTION 3.22 AMENDMENT TO WAGGA WAGGA LOCAL ENVIRONMENTAL PLAN 2010 – REZONING OF ADDITIONAL LAND IN THE LIVINGSTONE STATE CONSERVATION AREA.****Author:** Matthew Yeomans**Executive:** Fiona Hamilton**Summary:**

Council was notified on 7 April 2025 that additional land was reserved under the National Parks & Wildlife Act 1974 (NPW Act) within the Wagga Wagga Local Government Area. The land is currently zoned 'RU1 Primary Production'. Land reserved under the NPW Act is typically zoned 'C1 – National Parks and Nature Reserves'.

The section 3.22 amendment seeks to amend the zoning to ensure consistency and application of zoning for gazetted National Parks and nature reserves.

**Recommendation**

That Council delegate authority to the General Manager or their delegate to lodge a section 3.22 request to amend the Wagga Wagga Local Environmental Plan 2010 to rezone Lot 62, DP754544 from RU1 Primary Production to C1 National Parks and Nature Reserves under Section 3.22 and 3.36(2) of the *Environmental Planning and Assessment Act 1979*.

**Report**

<b>Landholder</b>	Minister Administering The National Parks And Wildlife Act 1974
<b>Address &amp; Legal Description</b>	Livingstone State Forrest Rd BURRANDANA NSW 2650 Lot 62 in DP754544

**Background**

Council was notified on 7 April 2025 that additional land was reserved under the National Parks & Wildlife Act 1974 in relation to the Livingstone State Conservation Area (Attachment 1). The subject land (Lot 62 in DP754544) is currently zoned 'RU1 Primary Production'. Land reserved under the NPW Act is typically zoned 'C1 - National Parks and Nature Reserves' under the relevant Local Environmental Plan.

This report seeks authorisation from Council to lodge an application under a section 3.22 to undertake an expedited amendment to the Wagga Wagga Local Environmental Plan 2010.

An existing zoning and context map are provided below.

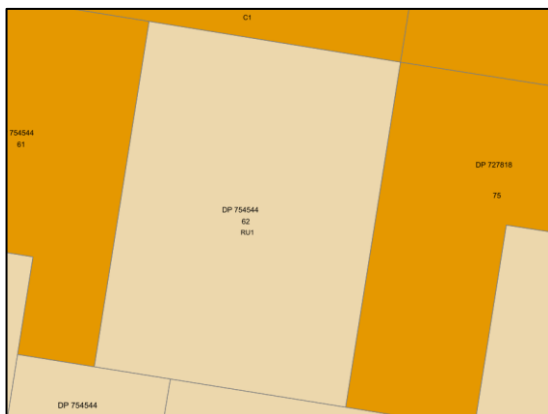


Figure 1 – Subject property (existing zoning RU1 – Primary Production)

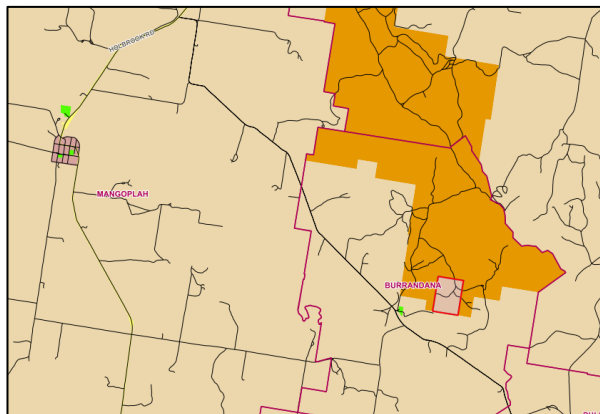


Figure 2 – Context map

### What are the proposed planning controls?

The amendment proposes to rezone the land 'C1 – National Parks and Nature Reserves' under the Wagga Wagga Local Environmental Plan 2010.

The objectives of the C1 zone are to:

- *To enable the management and appropriate use of land that is reserved under the National Parks and Wildlife Act 1974 or that is acquired under Part 11 of that Act.*
- *To enable uses authorised under the National Parks and Wildlife Act 1974.*
- *To identify land that is to be reserved under the National Parks and Wildlife Act 1974 and to protect the environmental significance of that land.*

Only uses authorised under the *National Parks & Wildlife Act 1974* are permitted without consent. All other uses are prohibited.

### What steps need to be taken?

Council staff have liaised with the Department of Planning, Housing and Infrastructure (DPHI) to determine the most appropriate pathway forward to address this issue. DPHI advised Council a section 3.22 is an appropriate pathway to rezone the land in this instance.

### What is a section 3.22 expedited amendment?

*Planning and Assessment Act 1979*. An extract of section 3.22 of the Act is provided below.

#### **3.22 Expedited amendments of environmental planning instruments**

(cf previous s 73A)

(1) *An amending environmental planning instrument may be made under this Part without compliance with the provisions of this Act relating to the conditions precedent to the making of the instrument if the instrument, if made, would amend or repeal a provision of a principal instrument in order to do any one or more of the following—*

(a) correct an obvious error in the principal instrument consisting of a misdescription, the inconsistent numbering of provisions, a wrong cross-reference, a spelling error, a grammatical mistake, the insertion of obviously missing words, the removal of obviously unnecessary words or a formatting error,

(b) address matters in the principal instrument that are of a consequential, transitional, machinery or other minor nature,

(c) deal with matters that the Minister considers do not warrant compliance with the conditions precedent for the making of the instrument because they will not have any significant adverse impact on the environment or adjoining land,

(c1) deal with matters the NSW Reconstruction Authority considers necessary to give effect to the [NSW Reconstruction Authority Act 2022](#).

(2) A reference in this section to an amendment of an instrument includes a reference to the amendment or replacement of a map adopted by an instrument.

(2A) For the purposes of subsection (1)(c1), the Minister may direct that the NSW Reconstruction Authority is—

(a) the planning proposal authority for this Part, or

(b) a local plan-making authority for section 3.31.

(2B) For subsection (2A), the Minister's direction may provide that the NSW Reconstruction Authority must exercise the functions of a planning proposal authority or local plan-making authority—

(a) for a particular period or for particular stages of development, or

(b) only in relation to certain matters.

Council staff anticipate this section 3.22 amendment would be undertaken pursuant to section 3.22(1)(b), as the proposed change is of a transitional nature.

### **Financial Implications**

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N/A

### **Policy and Legislation**

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*Environmental Planning and Assessment Act 1979*

*National Parks & Wildlife Act 1974*

*Wagga Wagga Local Environmental Plan 2010*

### **Link to Strategic Plan**

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### **The Environment**

Objective: Our natural areas are protected and enhanced

Preserve and improve our natural assets

### **Risk Management Issues for Council**

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If this report is not adopted the land will remain zoned RU1 – Primary Production. This is considered low risk as the land is owned by the State Government; however it is not considered to be efficient land use planning.

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## Internal / External Consultation


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A section 3.22 amendment is not subject to public exhibition, as it is of an inconsequential, transitional or minor nature.


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## Attachments

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1  Attachment 1 - Notification of Gazettal



2  Attachment 2 - Planning Circular PS21-014 (Minor amendments to local environmental plans using section 3.22)





**From:** [REDACTED]  
**Sent:** Mon, 7 Apr 2025 12:44:35 +1000  
**To:** "City of Wagga Wagga" <Council@wagga.nsw.gov.au>  
**Subject:** FW: Notice of reservation under the National Parks & Wildlife Act 1974 - Livingstone State Conservation Area  
**Attachments:** Government Gazette No 128 of Friday 04 April 2025 - Livingstone State Conservation Area - AOI 2410.pdf

Dear Council

**Notice of Reservation under the National Parks & Wildlife Act 1974**

**Addition of land to Livingstone State Conservation Area**

Please find attached Government Gazette notice published 4 April 2025 in regard to the above for your information and records.

Land reserved under the National Parks and Wildlife Act 1974 is zoned C1 National Parks and Nature Reserves and this can be amended in your Local Environmental Plan if required.

Please contact me if you have any questions.

Kind regards

*Jodie*



Jodie Tersteeg  
Project Officer  
Reservation & Reserve Information  
Biodiversity & Ecological Health Branch  
NSW National Parks & Wildlife Service

[REDACTED]  
W nationalparks.nsw.gov.au

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PLEASE CONSIDER THE ENVIRONMENT BEFORE PRINTING THIS EMAIL

**NATIONAL PARKS AND WILDLIFE ACT 1974****NOTICE OF RESERVATION OF A STATE CONSERVATION AREA**

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I, the Honourable Margaret Beazley AC KC, Governor of the State of New South Wales, with the advice of the Executive Council, reserve the land described in the Schedule below as part of **Livingstone State Conservation Area**, under the provisions of Section 30A(1)(c) of the *National Parks and Wildlife Act 1974*.

Dated this 2nd day of April 2025.

MARGARET BEAZLEY  
Governor,  
By Her Excellency's Command,

PENNY SHARPE  
Minister for the Environment

**Schedule**

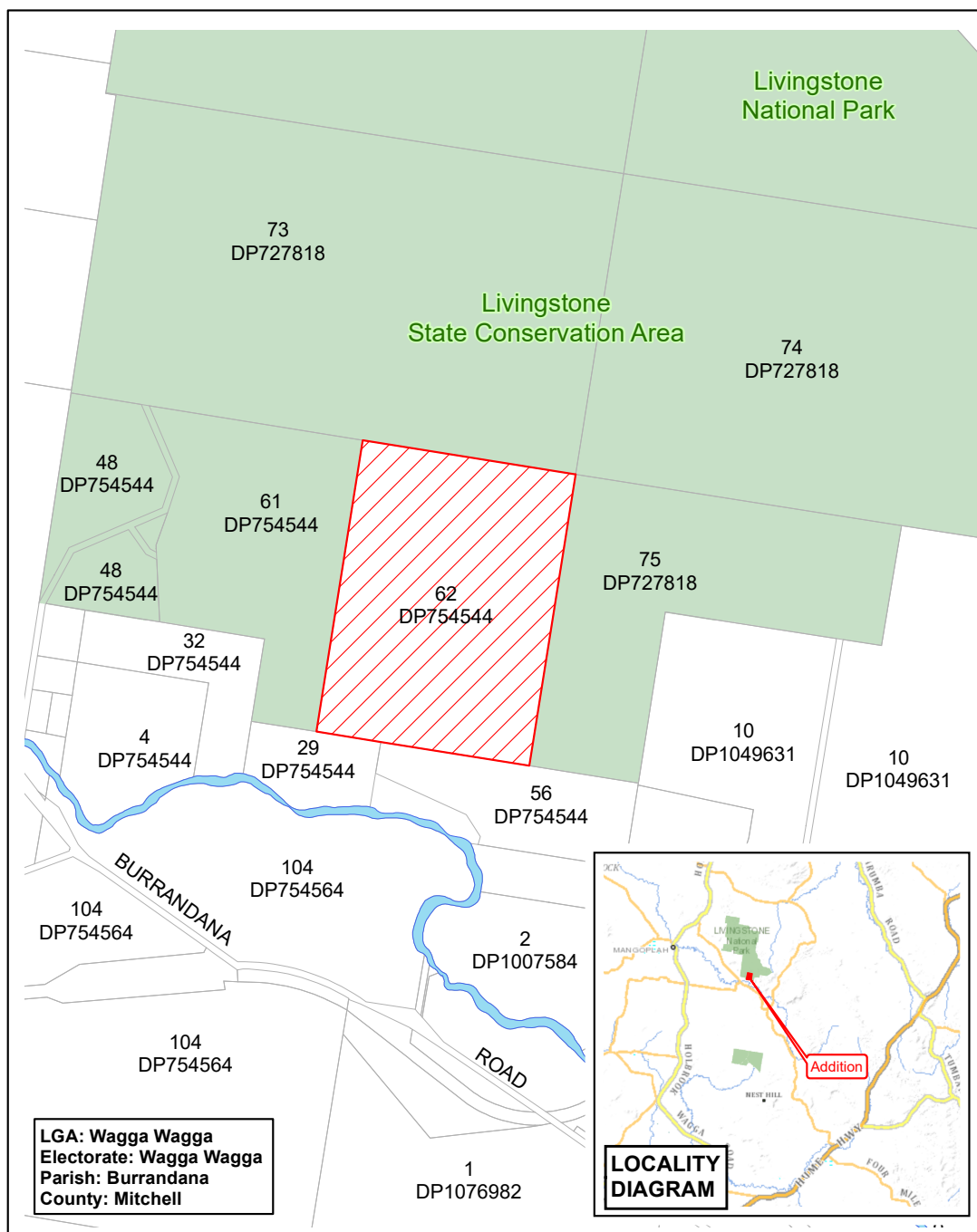
Land District – Wagga Wagga    LGA – Wagga Wagga

County of Mitchell, Parish of Burrandana, 59.69 hectares, being Lot 62 DP754544.

*Papers* NPWS/EF14/7234

Page 1 of 1



**Legend**

- Addition
- NPWS Estate
- Cadastre

**Addition of lands to  
Livingstone  
State Conservation Area**



Printed By  
EAU - JT  
10 Dec 2024

AOI 2410  
EF14/7234

0 200 400 Metres

Document Set ID: 6649325

Version: 1, Version Date: 07/04/2025



## Planning circular

### PLANNING SYSTEM

Local planning; Planning Systems

<b>Circular</b>	PS 21-014
<b>Issued</b>	2 December 2021 <sup>1</sup>
<b>Related</b>	Replaces PS06-014

## Minor amendments to local environmental plans using section 3.22

This circular provides guidance on the process for making minor amendments to local environmental plans in accordance with section 3.22 of the *Environmental Planning and Assessment Act 1979*.

### Introduction

Section 3.22 of the *Environmental Planning and Assessment Act 1979* (EP&A Act) allows certain types of minor amendments to be made to environmental planning instruments (EPIs) without following the usual plan-making procedures (particularly public exhibition) under Part 3 of the EP&A Act.

This circular provides guidance on the process to be followed when a council wishes to prepare an amendment to a LEP in accordance with section 3.22.

### What is a section 3.22 amendment?

Section 3.22 may be used to prepare a LEP to amend or repeal another LEP to:

- (a) correct an obvious error in the principal instrument consisting of a misdescription, the inconsistent numbering of provisions, a wrong cross-reference, a spelling error, a grammatical mistake, the insertion of obviously missing words, the removal of obviously unnecessary words or a formatting error, or
- (b) address matters in the principal instrument that are of a consequential, transitional, machinery or other minor nature, or
- (c) deal with matters that the Minister considers do not warrant compliance with the conditions precedent for the making of the instrument because they will not have any significant adverse impact on the environment or adjoining land.

Unless the amendment is clearly a matter that falls within (a) or (b) above, the expectation is that (c) will be relied upon for most section 3.22 amendments. This limb of section 3.22(1) requires the Minister to

form the requisite view under that provision, which is appropriate in most instances.

The ability to make an amendment in accordance with section 3.22 will need to be assessed on the facts of each individual case. While judgement will need to be exercised in such assessments, the consequence of an amendment being made in accordance with section 3.22 should be that:

- there is no need for exhibition of the draft instrument (e.g. public exhibition has previously occurred, and gazettal of the section 3.22 amendment will be sufficient notification), and
- the amendment will not have a significant impact on the environment or adjoining land.

### Types of amendments that might be permitted using section 3.22

Some examples of the types of amendments that might be permitted using section 3.22 are outlined below. These examples are intended as a guide only and, as mentioned above, proposed amendments will need to be considered on the facts of each individual case.

- The correction of a minor typographical error.
- The minor correction of text relating to the intent of a provision or descriptions of land to which a provision applies.
- An amendment to resolve a minor discrepancy between the map and the written instrument.

<sup>1</sup> Revised 10 August 2023 to include updated reference to the *Local Environmental Plan Making Guideline*

### Process for making a section 3.22 amendment

The Department processes requests under section 3.22 of the EP&A Act as follows:

1. Council should advise the Department of the proposed amendment by submission of the **attached** submission template 'Section 3.22 EP&A Act Submission' via the NSW planning portal with Part A completed. This will inform the Department's decision as to whether the matter is appropriate for a section 3.22 amendment. It will also inform the Minister's decision to make any resulting instrument.
2. The Department will check the information submitted by the council and, if it agrees that all the relevant information has been provided and that the proposed matter is appropriate for amendment under section 3.22, the relevant regional or place team within the Department will assess.
3. If the Department does not agree that the matter is appropriate for amendment under section 3.22, the Department will inform the council of this in writing. This advice may identify any issues to be addressed before the Department will reconsider the matter.
4. If the matter is considered appropriate for amendment under section 3.22, the Department's legal team will arrange the preparation of a draft LEP to give effect to the amendment.
5. Once the amending LEP is finalised, the Department will confirm with council that it wishes to proceed with the amendment.
6. The Department will then forward the amending LEP, along with the completed s3.22 submission form, to the Minister.
7. The Minister will decide whether to make the amending LEP under section 3.36(2) of the EP&A Act and in accordance with section 3.22.

8. If the Minister decides to make the amending LEP, public notification will occur through the publication of the amending LEP on the NSW Legislation website.

### Further information

The **Local Environmental Plan Making Guideline** provides advice on the various stages in the plan-making process including details of plan-making functions undertaken by councils.

This guide and information on the planning proposal process is available on the Department's website at [planning.nsw.gov.au](http://planning.nsw.gov.au)

For further information please contact Service NSW on 13 77 88.

Department of Planning and Environment circulars are available at:

<https://www.planning.nsw.gov.au/policy-and-legislation/planning-system-circulars/>

### Authorised by:

**Marcus Ray**

**Group Deputy Secretary Planning and Assessment**

**Department of Planning and Environment**

**Important note:** This circular does not constitute legal advice. Users are advised to seek professional advice and refer to the relevant legislation, as necessary, before taking action in relation to any matters covered by this circular.

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Attachment: Department of Planning, Industry and Environment planning system circular PS 21-014



**Planning,  
Industry &  
Environment**

DPE file no:

## Section 3.22 EP&A Act submission

<p><b>Part A. Council to complete</b></p>
<p><b>Subject:</b></p> <p>.....</p> <p>(Insert name of amending LEP)</p> <p>Report requesting the making of an amending local environmental plan under sections 3.22 and 3.36(2) of the <i>Environmental Planning and Assessment Act 1979</i>.</p>
<p><b>Background:</b></p> <p>..... (Insert name of council) resolved on ....., to amend..... (Insert name of LEP) and to request that the Minister for Planning and Public Spaces make the plan under sections 3.22 and 3.36(2) of the <i>Environmental Planning and Assessment Act 1979</i>. The draft amending plan is attached. The land to which this amendment applies is</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Specify area. Attach map if appropriate)</p>
<p><b>Why there is a need for the amendment:</b></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>(Please attach a separate sheet if necessary)</p>

Department of Planning, Industry and Environment – Planning Circular PS 21-014

**What the amendment does:**

.....  
 .....  
 .....  
 .....

(Please attach a separate sheet if necessary)

**Why the amending plan is suitable to be made in accordance with section 3.22:**

.....  
 .....  
 .....  
 .....

(Please attach a separate sheet if necessary)

The council requests that the Minister agree to make draft.....(Name of amending LEP)

Signed: ..... Date: .....

Name: ..... Position: .....

On behalf of: ..... (Name of council)

**Part B. Department use only****Date deemed adequate or returned to Council as inadequate:****Department position:****Opinion that instrument may be legally made:****Recommendation:**

4 / 5

Department of Planning, Industry and Environment – Planning Circular PS 21-014

Date:

Signed:

Name:

5 / 5

**RP-5          RESPONSE TO NOTICE OF MOTION - LINE MARKING****Author:** Zachary Wilson**Executive:** Carolyn Rodney

**Summary:**          This report is presented to Council in response to NOM-2 Sealed Road Line Marking adopted at the 20 January 2025 Ordinary Council meeting.

**Recommendation**

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That Council receives and notes the report.

**Report**

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At the Ordinary Council meeting of the 20 January 2025, Council resolved:

*That Council receives a report on the introduction of line marking as an asset prior to the making of the 2025/26 budget, which includes but is not limited to:*

- a    recognising sealed road line marking as an asset*
- b    introducing line marking as a discrete component of the Transport Asset Management Plan*
- c    asset data such as agreed asset life, asset condition and other asset attributes*
- d    the creation of a discrete line item in Councils budget to address "end of useful life" line marking renewal*

**Background**

Wagga Wagga City Council is responsible for operating, maintaining and renewing a road network of 2,320 kilometres (valued at \$951.36M), consisting of 1,280kms of sealed roads and 1,040kms of unsealed roads stretching across a Council area of 4,824 square kilometres. In response to previous Questions with Notice, Council staff have outlined the following with regard to line marking:

- Council does not currently track line marking as it is renewed
- Council has an annual budget of \$75K which is used for line marking roads following renewal
- Council does not have a renewal plan for line marking
- Council's draft Transport Asset Management Plan does not separately identify line marking

The below includes recent questions with notice and Council officer responses to provide further context:

### 11 November 2024 Ordinary Council Meeting

#### Councillor Tanner

What is the annual budget for road linemarking and the estimated useful life attribute to line marking? What was the linear amount of linemarking renewed in km's in FY23/24 and what is planned for FY25, and does council plan the renewal based on useful life?

For the 2024/25 financial year, Council has introduced a new \$75K annual budget for linemarking, funded from general purpose revenue. This budget is planned to be used for linemarking renewed road assets that are reconstructed and/or resealed as part of Councils 2024/25 roads program. Council has also identified \$64K in linemarking budget for Regional Roads, funded from the Regional Roads block grant, which will be used to renew linemarking on Councils regional roads network. In addition to the above two funding sources, Council also has an annual ongoing budget, \$56K for 2024/25, which is used for Council staff to perform line maintenance as required.

Council does not currently track the quantity of linemarking renewed each financial year. Council did spend in excess of \$400K on linemarking throughout the 2023/24 financial year.

Council does not have a specific estimated useful life that it applies to linemarking as it generally depends on the location and product type. Based on this, the life of linemarking can range from anywhere from 12 months to 5 years. Council does not have a renewal plan for linemarking.

### 25 November 2024 Ordinary Council Meeting

#### Councillor Tanner

Will there be a line marking renewal plan soon or will Council continue to spend money without knowing where it should be spent?

There is no plan to develop a line marking renewal plan in the immediate future. Council has a \$75K annual budget that will be used to line mark newly reconstructed/renewed road works following completion.

### 26 May 2025 Ordinary Council Meeting

#### Councillor L Tanner

Will line marking be included in the draft Asset Management plan?

The draft Transport Asset Management Plan does not recognise or capture line marking as a discrete asset. The outstanding Notice of Motion (NOM) on line marking reported at the 20 January 2025 Council meeting has been delayed due to staff workloads and the NOM response will provide further information on this.



## Introduction

In determining whether Council should or should not recognise line marking as an asset, staff have considered the following:

- Australian Accounting Standards
- Local Government Code of Accounting Practice and Financial Reporting (Code)
- Benchmarking other council practices
- Council resourcing constraints

## Accounting Standards and Office of Local Government Code

Each year, Council is required to prepare its Annual Financial Statements which includes accounting for Council's Infrastructure, Property, Plant and Equipment (IPPE). These financial statements are required to be prepared and audited under Section 413 of the *Local Government Act 1993* and must be prepared in accordance with the Local Government Act, Australian Accounting Standards and the Office of Local Government's Local Government Code of Accounting Practice and Financial Reporting.

Australian Accounting Standards (AASB) provide guidance and direction on the application of the International Financial Reporting Standards (IFRS) in the local reporting environment. Specifically, AASB 116 *Property, Plant and Equipment* outlines the criteria for Council to recognise an item of Infrastructure, Property, Plant or Equipment as an asset of Council.

Paragraph 7 of AASB 116 *Property, Plant and Equipment* outlines the following criteria for the recognition of an asset:

*7 The cost of an item of property, plant and equipment shall be recognised as an asset if, and only if:*

- (a) it is probable that future economic benefits associated with the item will flow to the entity; and*
- (b) the cost of the item can be measured reliably.*

Although AASB 116 does not provide a specific definition of future economic benefits, the AASB Conceptual Framework defines future economic benefits as *"the future economic benefit embodied in an asset is the potential to contribute, directly or indirectly, to the flow of cash and cash equivalents to the entity"*. For local government, this can be defined as the potential to contribute, directly or indirectly, to the delivery of services that meet the needs of the community and at a level of service that is deemed to be acceptable to the community.

The second item of the recognition criteria is the reliable measure of cost. This element of the criteria doesn't just consider the cost of the activity but also the other financial elements involved in the recognition of items of IPPE. In order to meet this element of the recognition criteria, financial inputs such as, but not limited to, unit of measure, useful life, estimated remaining life, modern equivalent replacement cost must be known for each individual asset. Additionally, in line with AASB 13 *Fair Value Measurement*, in order for an entity to reliably measure the fair value of an asset it must be able to identify and account for each separable element and component.

In addition to the recognition criteria within AASB 116 *Property, Plant and Equipment*, Council staff must also consider the application of materiality. The AASB Conceptual Framework provides guidance on materiality and the need for consideration to be given to the costs and benefits of recognition. Additionally, AASB 101 *Presentation of Financial Statements* mandates that materiality must be considered in the preparation of financial reports and whether omitting, misstating or obscuring it could reasonably be expected to influence decisions that primary users of financial statements make on the basis of those financial statements.

The Office of Local Government (OLG) provides support and advice to councils through the Local Government Code of Accounting Practice and Financial Reporting (Code). The Code prescribes the forms of financial statements required to be prepared and submitted by Council. The Code is updated each year, in consultation with industry experts and council representatives across NSW and provides guidance on interpreting and applying accounting standards and provides examples of this application. As Councillors would be aware, Council is required to provide a Report on Infrastructure Assets at 30 June each year – as part of its Annual Financial Statements. In collating this, Council staff rely on guidance provided under the Code to determine the distinction between maintenance, operational, renewal and rehabilitation activities for Council assets. Within the Code, pavement markings, otherwise known as line marking, is defined as being a maintenance and operational activity relating to the Roads asset class. The below extract is provided from the 2024-25 update of the Code.

**Table A1 – Examples of maintenance and operational activities**

Asset class	Asset category	Example costs and activities
Buildings Other structures		Painting (minor), air conditioning, changing light fixtures, furniture repair, pest control, drain clearing, water and energy charges, elevator servicing, water and sewer charges, signage, security costs, mowing, waterproofing, fire protection servicing, parking, goods delivery, phone servicing, IT servicing.
Roads	Sealed roads	Pothole repair, crack sealing, heavy patching (where the useful life remains unchanged), street lighting energy and operating costs, pavement markings, guide posts, vegetation control, mowing, roadside slashing, table drain clearing, grading unsealed surfaces, enrichment seals, traffic control, signage (individual placement), kerb and gutter repair, footway and cycleway maintenance, street furniture repair, clearing subsoil drains, tree inspection and maintenance, grout injection for rigid pavements, paver sealing, utility works inspections, utility works and associated betterment (where useful life unchanged).
	Unsealed roads	
	Bridges	
	Other road assets including paths and carparks	

## Benchmarking

In reviewing Council's position on the recognition of line marking as an asset, staff contacted a number of similar regional councils regarding their current asset recognition practices for sealed road line marking. These councils were selected as they are members of a similar OLG Group and Classification rating to Wagga Wagga City Council – the below six (6) councils are all classified as Regional Town/City by the OLG. The below table outlines the council, their road network length and their position on recognising line marking as an asset.

Council	OLG Group <sup>^</sup>	Road Length (km) <sup>^</sup>	Line marking as an asset?
Albury	4	606.9	No
Bathurst Regional	4	1,370.3	No
Eurobodalla	4	1,023.7	No
Queanbeyan-Palerang Regional	4	1,730.3	No
Tamworth Regional	4	3,241.4	No
Tweed Shire	5	1,247.4	No

<sup>^</sup>This information was collated from the OLG Time Series data for 2023/24.

In discussing current practices with these councils, it was identified that none of these councils recognise line marking as a separate asset with a majority of these councils currently accounting for line marking as part of the surface (wearing surface) component and/or as an operational expense.

Council staff also consulted with an accounting and asset valuation industry member, who advised that they were not aware of a council that has recorded line marking as a separate asset. Advice received from this industry member was that the cost of line marking is normally minor and immaterial in nature and therefore is incorporated into the cost of the surface component.

### Resourcing Constraints

Currently Council does not capture line marking data within its spatial or asset management systems. Capturing, assessing and maintaining line marking data in both spatial and asset management systems is time consuming and would require an additional, dedicated resource within Council. If line marking was to be recognised as an individual asset, Council staff would be required to capture and maintain a separate asset for each time a line marking type changes – as required under Australian Accounting Standards. As Council staff already maintain in excess of 100,000 asset records in its asset management system, if Council was to recognise line marking it is expected that this number will increase significantly.

### Asset Attribute Data

As detailed in earlier responses to Questions with Notice, Council does not currently track the quantity of line marking renewed each year. In reviewing the different types of line marking, Council staff, in consultation with contractors, have identified an extensive list of the different line marking types and associated sub types.

The following table provides this listing.

Type	Sub Type
Longitudinal	Barrier Lines - Double Two Way
	Barrier Lines - Single
	Barrier Lines – Double One Way
	Continuity Line

Type	Sub Type
	Dividing Line
	Clearway Line
	Dragon's Teeth
	Edge Line (PCH Edge Line for painted islands)
	No Stopping
	Lane Line Broken
	Lane Line Unbroken
	Turn Line
	Zig Zag
	Bicycle Lane Line
	Bicycle Lane Line Continuity Line
Transverse	Stop Line
	Give Way Line
	Piano Keys
Pavement Marking	Bike Marking
	Sharrow (Bike with Arrow)
	Directional Arrow
	Directional Arrow – Bike Lane
	Keep Clear
	Pedestrian Crossing
	Pedestrian Crossing - Zebra
	Speed Marking
Parking Area	Side On
	Perpendicular
	Parking restriction

As Council does not currently recognise line marking as an asset either financially or spatially, Council does not have an agreed estimated useful life that it applies to line marking as it generally depends on the location, traffic usage, surface type and product type. Based on this, the life of line marking can range from anywhere from 12 months to 5 years. Determining the appropriate useful life of line marking would require consideration of all the above factors. As Council has not previously tracked line marking, age data is unable to be used to help determine useful life.

### Line marking Budget

Council currently has a recurrent operating budget line of \$75,000, which is used for line marking renewed roads following completion of works. The draft Transport AMP identifies that Council currently has 70% of the required maintenance costs for sealed roads funded within the draft 2025-26 Long Term Financial Plan – with an identified maintenance funding shortfall of \$2.89M per annum. If Council resolves to create an additional budget to fund the renewal of line marking, this will require Council staff to identify a plan and potential costs for this. This will require Council to direct resources to undertake this capture, planning and proposal.

## Draft Transport Asset Management Plan

The draft Transport Asset Management Plan (AMP) has been developed utilising the best practice NAMS+ templates provided by IPWEA. Utilising these templates allows Council to present its Asset Management Plans in line with best practice standards and allows alignment with the International Infrastructure Management Manual and the ISO 55000, 55001 and 31000 series of standards. The draft Transport AMP currently includes assets that are recognised as Infrastructure assets in Council's Annual Financial Statements – which includes Council's 1,240km sealed road network.

As Council doesn't currently recognise line marking as an asset, Council's draft Transport AMP does not identify these as a discrete asset within the AMP. The draft Transport AMP includes calculations of the required and actual funding for renewal and maintenance activities for each asset class and although line marking is not separately identified in the AMP, it is considered within the forecast \$25.55M in renewal funding required for the next 10-year period for the reinstatement of existing line marking as a result of renewal or rehabilitation works.

The draft Transport AMP includes an Improvement Plan, which identifies short, medium and long-term improvements that can be made for Transport asset information – to help assist better future informed decision making. Within this plan, Council staff have specifically identified a short-term task to develop a list of maintenance activities and associated costs for each transport asset class. This will include identifying the maintenance activity, frequency and associated cost for each activity – with renewal of line marking to be considered as part of this improvement.

Once this has been developed, Council staff will update the Transport AMP with the new forecast maintenance costings for each transport asset class.

## Financial Implications

It is staff recommendation that Council continues to recognise expenditure on unplanned line marking renewal as an operational expense, and reinstatement of existing line marking as a result of renewal or rehabilitation works will be recognised against the surface (wearing surface) component of the relevant sealed road asset.

If Council was to resolve to recognise sealed road line marking as an asset, this would cost Council an additional \$130,000 per annum to capture, assess and maintain line marking within its spatial and asset management systems. This would require a new, dedicated full time equivalent position to perform these duties on an ongoing basis. In addition to this, Council staff would also be required to purchase additional asset data capture equipment, which is expected to cost around \$12,500 upfront with an annual ongoing licence fee of \$2,000 per annum.

If Council was to resolve to create an additional budget line to address the renewal of line marking (in addition to the current operating budget for line marking of \$75,000 per annum), this is currently unfunded.

The above two options of resourcing and adding an additional budget line to address renewal of line marking are both currently unfunded in Council's Long Term Financial Plan and if Council was to resolve with either of the above, funding would be required to be sourced from within the current road's maintenance and/or renewal budgets. This

would result in reduced funding available to undertake roads maintenance and/or road renewal.

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### **Policy and Legislation**

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POL 001 – Asset Management Policy  
Wagga Wagga Code of Meeting Practice  
Australian Accounting Standard Pronouncements (AASB)  
Local Government Code of Accounting Practice and Financial Reporting

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### **Link to Strategic Plan**

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### **Safe and Healthy Community**

Objective: Our community feel safe  
Monitor and enforce public safety

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### **Risk Management Issues for Council**

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If Council was to resolve to recognise sealed road line markings as an asset, Council staff would be required to provide a detailed accounting position paper to Council's external auditors, the NSW Audit Office, for review and approval before recognition can occur. This would also require Council staff identifying any potential changes in accounting estimates that would require remeasurement and restatement of prior financial statements.

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### **Internal / External Consultation**

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Council staff have consulted with other regional councils regarding asset recognition practices for sealed road line marking, as well as discussing this matter with accounting and asset management industry members.

**RP-6 REQUESTS FOR FINANCIAL ASSISTANCE - SECTION 356****Author:** Carolyn Rodney

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

**Recommendation**

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That Council:

- a in accordance with Section 356 of the Local Government Act 1993, provide financial assistance to:
  - i Riverina Racing Pigeon Federation for this calendar year for \$400, noting that this financial fee waiver is not ongoing, and future annual licence fees will be required to be paid in full
  - ii Lilier Lodge Cancer Centre for \$80.60
- b note the proposed budget available for financial assistance requests for the remainder of the 2024/25 financial year

**Report**

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Two (2) Section 356 financial assistance request is proposed for consideration at this Ordinary Council meeting:

**1. Riverina Racing Pigeon Federation – Request for partial waiver of Annual Licence Fee - \$400.00**

William Boydell, on behalf of the Riverina Racing Pigeon Federation in the attached letter requests:

*Dear Stephanie*

*I'm writing to you in reference to the Annual Licence fee for the above named clubs shed which is used as our clubs 'Club House'.*

*Once again we are seeking a reduction in the yearly rental, as a very small not for profit club and little opportunity to raise funds the \$916.16 fee is beyond our financial means.*

*Our membership is mostly retired members and some of them are pensioners all of whom find the age old sport of pigeon racing one that keeps them very interested and active and thus in a better state of mental health.*

*We as a club realise and respect the need for Council to raise rent for the upkeep of these buildings and as such we are not asking for free rental but we would ask if a reduction to a cost the same as last year (\$400) is possible.*

*We have actively engaged in trying to increase our membership*

*this past year and we are hopeful of extra membership which will give the club extra opportunity to raise extra finances.*

*Looking forward to, hopefully a favorable response in the near future.*

*Sincere regards*

*Yours sincerely  
W G Boydell  
President/Secretary  
RRPF-Wagga Wagga Branch*

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

Riverina Racing Pigeon Federation have not received any financial assistance this financial year. The group received a similar fee waiver for last year's 2023/24 annual community licence fee. Given the community licence fee is set at a subsidised rate already, it is appropriate that in future years the full community rate is charged and payable.

## **2. Lilier Lodge Cancer Centre - \$80.60**

Richard Moffart, Manager of Lilier Lodge in the attached email writes:

*Dear Mr Thompson,*

*Lilier Lodge is a 21 room not for profit facility providing accommodation and support to regional people traveling to Wagga Wagga for their cancer treatments. We are owned by Can Assist and Cancer Council.*

*This Sunday 18<sup>th</sup> May we are having a working bee in the garden and we will have a bit of green waste to take to Gregado Waste Management Centre. Is council in a position to waive the fee associated on this one occasion? I am guessing there will be 2 ute loads.*

*A fee waiver to our local charity would be greatly appreciated and keep our limited funds support our cancer patients.*

*Looking forward to your reply.*

*Kind Regards,*

*Richard Moffatt  
Manager Lilier Lodge*

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

Lilier Lodge have not received any financial assistance from Council this financial year. Staff have advised Lilier Lodge to submit an annual application for waste disposal at the Gregadoo Waste Management Centre, which they have now submitted for the 2025/26 financial year, and will be included in a future report to Council.



## Financial Implications

<b>Budget Summary</b> (rounded to the nearest dollar where applicable)	
<b>Total Section 356 Contributions, Grants and Donations 2024/25 Budget allocation</b>	<b>\$2,190,329</b>
Total of Section 356 Contributions, Grants and Donations budget allocations approved during 2024/25 Operational Plan adoption*	(\$2,156,731)
Total of fee waivers approved to date this financial year	<u>(\$2,418)</u>
<b>Revised Balance of Section 356 budget available for requests received during the 2024/25 financial year</b>	<b>\$31,180</b>
1) Riverina Racing Pigeon Federation	(\$400)
2) Lillier Lodge – \$80.60 funded from the Solid Waste budget	-
<b>Subtotal Fee Waivers included in this report proposed to be funded from the Section 356 Budget</b>	<b><u>(\$400)</u></b>
<b>Proposed Balance of Section 356 fee waiver financial assistance budget for the remainder of the 2024/25 Financial Year</b>	<b>\$30,780</b>

## Policy and Legislation

POL 078 – Financial Assistance Policy

## 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



N/A



## Internal / External Consultation

Cross Directorate consultation has been undertaken as required.

## Attachments

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1.  Financial Assistance Request - Section 356 - Riverina Racing Pigeon Federation  


2.  Financial Assistance Request - Section 356 - Lilier Lodge  


## RIVERINA RACING PIGEON FEDERATION WAGGA WAGGA BRANCH

### PRESIDENT/SECRETARY

Bill Boydell  
138 Grove St  
Koorinal  
PO Box 8441  
Koorinal NSW 2650  
ph 0428 223 703  
[williamboydell@bigpond.com](mailto:williamboydell@bigpond.com)

### VICE PRESIDENT

Carey Larkin  
2560 Lakre Albert Rd  
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ph 0490 234 878  
[careylarkin78@msm.com](mailto:careylarkin78@msm.com)

### TREASURER

Paul Ryan  
276 Dunns Rd  
Springdale  
NSW 2650  
ph 0428 266 034  
[paulryan.54@bigpond.com](mailto:paulryan.54@bigpond.com)

11 October 2024

To Stephanie Wilson  
Senior Property Officer  
Wagga Wagga City Council

Dear Stephanie

I'm writing to you in reference to the Annual Licence fee for the above named clubs shed which is used as our clubs 'Club House'.

Once again we are seeking a reduction in the yearly rental, as a very small not for profit club and little opportunity to raise funds the \$916.16 fee is beyond our financial means.

Our membership is mostly retired members and some of them are pensioners all of whom find the age old sport of pigeon racing one that keeps them very interested and active and thus in a better state of mental health.

We as a club realise and respect the need for Council to raise rent for the upkeep of these buildings and as such we are not asking for free rental but we would ask if a reduction to a cost the same as last year (\$400) is possible.

We have actively engaged in trying to increase our membership this past year and we are hopeful of extra membership which will give the club extra opportunity to raise extra finances.

Looking forward to, hopefully a favourable response in the near future.

Sincere regards



W (Bill) Boydell  
Club President/Secretary



City of  
Wagga Wagga

ABN: 56 044 159 537

Wagga Wagga City Council

PO Box 20

WAGGA WAGGA NSW 2650

Tel: 1300 292 442 (1300 2WAGGA)

Fax: (02) 6926 9279

Email: [council@wagga.nsw.gov.au](mailto:council@wagga.nsw.gov.au)

Council Office Hours - Monday to Friday 8:30am - 5:00pm

## Tax Invoice

Riverina Racing Pigeon Federation Inc  
2 Pioneer Avenue  
GUMLY GUMLY 2652 NSW 2652

Account No. 101320  
Invoice No. 555837  
Date: 29/08/2024  
Purchase Order No.  
Due Date: 28/09/2024

Details	Qty	Net Amount	GST	Gross Amount
- Annual licence fee Shed at Botanic Gardens. Willans Hill. Wagga Wagga 01/09/2024 - 31/08/2025 Adjusted as per Revenue & Pricing Policy 2024-2025.		\$763.64	\$76.36	\$840.00
- Annual outgoings contribution Shed at Botanic Gardens. Willans Hill. Wagga Wagga 01/09/2024 - 31/08/2025 Adjusted by CPI.		\$69.18	\$6.92	\$76.10
<b>Total</b>		<b>\$832.82</b>	<b>\$83.28</b>	<b>\$916.10</b>

Page 1 of 1

## Methods of Payment



Bill Code: 100099

Ref: 49410954

(Note: Payment Reference changes for each invoice)

Telephone & Internet Banking - BPAY®

Contact your bank or financial institution to make this  
payment from your cheque, savings debit, credit card or  
transaction account. More info: <https://bpay.com.au>

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Visit [eservices.wagga.nsw.gov.au](https://eservices.wagga.nsw.gov.au)  
to pay online via MasterCard or Visa.

(Note: There is no surcharge for using this payment method).



Forward your reference number and cheque or money order to:

Wagga Wagga City Council  
PO Box 20  
WAGGA WAGGA NSW 2650



Please detach and return with your remittance to:

Wagga Wagga City Council, PO Box 20, Wagga Wagga, NSW 2650

Account No.: 101320

Invoice No.: 555837

Amount Due: **\$916.10**

**From:** Richard Moffatt  
**Sent:** Wednesday, 14 May 2025 3:48 PM  
**To:** 'council@wagga.nsw.gov.au'  
**Subject:** Lilier Lodge Fee Waiver Request

Dear Mr Thompson,

Lilier Lodge is a 21 room not for profit facility providing accommodation and support to regional people traveling to Wagga Wagga for their cancer treatments. We are owned by Can Assist and Cancer Council.

This Sunday 18<sup>th</sup> May we are having a working bee in the garden and we will have a bit of green waste to take to Gregado Waste Management Centre. Is council in a position to waive the fee associated on this one occasion? I am guessing there will be 2 ute loads.

A fee waiver to our local charity would be greatly appreciated and keep our limited funds support our cancer patients.

Looking forward to your reply.

Kind Regards,

Richard Moffatt  
Manager | Lilier Lodge  
317 – 321 Edward Street, Wagga Wagga, NSW, 2650  
w: <https://canassist.org.au/lilier-lodge/>  
p: 02 6925 5240  
m: 0424 655 524



**Tax Invoice**

**WAGGA WAGGA CITY COUNCIL**  
 GREGADDO WASTE MANAGEMENT CENTRE  
 PO BOX 20 WAGGA WAGGA  
 WAGGA WAGGA NSW 2650  
 PHONE : 1300 292 442  
 ABN : 56 044 159 537

Docket No. : NW254531  
 Load Type : Second  
 Operator : VickiK  
 Rego No. : ANR77P  
 Time In : 18/05/2025 02:53:04 PM  
 Time Out : 18/05/2025 03:29:23 PM  
 Customer : A A CASH  
 Direction : IN  
 Source : NA  
 Destination : GREENWASTE CELL  
 Product : DOMESTIC GREENWASTE  
 Category : GENERAL SOLID WASTE (PUTR  
 ESCIBLE

Gross : 2.02t  
 Tare : 1.90t  
 Net : 0.12t

Price/t : \$155.00  
 Min. Cost : \$18.00  
 Cost : \$16.91  
 GST : \$1.69

**Amount Due : \$18.60**  
 Paid By : EFTPOS

**Thank you**

**Tax Invoice**

**WAGGA WAGGA CITY COUNCIL**  
 GREGADDO WASTE MANAGEMENT CENTRE  
 PO BOX 20 WAGGA WAGGA  
 WAGGA WAGGA NSW 2650  
 PHONE : 1300 292 442  
 ABN : 56 044 159 537

Docket No. : NW254530  
 Load Type : Second  
 Operator : VickiK  
 Rego No. : EIN13C  
 Time In : 18/05/2025 03:00:17 PM  
 Time Out : 18/05/2025 03:28:27 PM  
 Customer : A A CASH  
 Direction : IN  
 Source : NA  
 Destination : GREENWASTE CELL  
 Product : DOMESTIC GREENWASTE  
 Category : GENERAL SOLID WASTE (PUTR  
 ESCIBLE

Gross : 3.12t  
 Tare : 2.72t  
 Net : 0.40t

Price/t : \$155.00  
 Min. Cost : \$18.00  
 Cost : \$56.36  
 GST : \$5.64

**Amount Due : \$62.00**  
 Paid By : EFTPOS

**Thank you**

**RP-7 QUESTIONS WITH NOTICE****Author:** Scott Gray

**Summary:** This report is to respond to 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**

In relation to the delivery of a roundabout at the intersection of Gregadoo Road and Plunkett Drive, could Councillors be provided with information regarding the communication undertaken with local residents, the rationale for the roundabout, including any traffic modelling completed and Council's response to concerns raised about resident engagement and consultation.

The roundabout at Gregadoo Road and Plunkett Drive forms part of the broader Gregadoo Road Corridor Strategy, developed in response to ongoing growth in Wagga Wagga's southern suburbs. The Strategy was formally endorsed by Council at its Ordinary Meeting on 24 February 2025, and the intersection upgrade was incorporated into an amendment to the Wagga Wagga Local Infrastructure Contributions Plan (LICP) 2019–2034 (Ref: TT7).

The roundabout was originally planned for the Gregadoo/Plumpton Road intersection. However, following analysis and Councillor workshops held in May 2021 and November 2024, the roundabout was relocated to the Gregadoo/Plunkett Drive intersection to better address traffic congestion and safety concerns associated with school peak periods on Plunkett Drive.

Traffic analysis undertaken by Council's Traffic Engineer considered existing and projected traffic volumes, particularly from the Southern Growth Area. The modelling concluded that duplication of Gregadoo Road was not required, but that intersection upgrades were critical for improving traffic flow and safety.

The relocation of the roundabout to Plunkett Drive was based on:

- Poor levels of service and queuing during AM and PM peak periods due to school traffic;
- Lack of significant traffic volumes or generators at the originally proposed Gregadoo/Plumpton Road location;

- The potential for the Plumpton Road intersection to be funded and delivered through a separate Voluntary Planning Agreement associated with a new development application.

Accordingly, the LICP was amended to redirect \$1.685 million in funding from the Plumpton intersection to the Plunkett Drive roundabout.

Community consultation to date for this project has occurred through both targeted engagement with affected landowners and a public exhibition process for the amended Contributions Plan. Direct consultation has been with landowners impacted by land acquisition requirements near the proposed roundabout.

The amendment to the LICP was made available through Council's "Have Your Say" platform in accordance with legislative requirements. Two public submissions were received from nearby residents during this exhibition. Follow-up conversations with both submitters were conducted by the Project Manager to address concerns and clarify project rationale.

A dedicated Communications and Engagement Strategy has been developed to ensure that residents receive clear and distinct updates regarding the Gregadoo Road works, separate from the nearby Plumpton Road Upgrade project.

#### Councillor L Tanner

Can Council be provided with the footpath condition assessment methodology used for the 2022–2026 period, as well as the methodology applied in 2023, to enable the Council and the community to understand the difference.

In 2018 a visual condition assessment of the entire footpath network was undertaken by internal Council staff. The footpath condition for each segment was determined after the consideration of a number of factors such as cracking, trip hazards, inadequate surface levels, previous defect repairs and age. The assessed footpath condition score was then entered into Council's asset management system, as at 30 June 2018, and over the course of the next 3 years the asset condition was incrementally recalculated by the system based on the asset specific degradation profile that was set. This recalculated condition score, as at 30 June 2021, formed the basis for the condition information included in the 2022–2026 Transport Asset Management Plan.

In 2023 Council engaged an independent Contractor to undertake a network wide condition assessment of the footpath network. The assessment involved the Contractor travelling on all footpaths and shared paths capturing detailed video imagery of the network at 20m intervals. This video was then viewed and assessed against a number of factors including defects such as cracking, chipping or spalling, distortion, inadequate surface grip and age to determine the condition score of each 20m segment. The condition score of each 20m segment was then able to be used to calculate the average condition of each footpath segment in the network. The use of this methodology is consistent with the IPWEA NAMS Footpath Best Practice guidelines.

Council has allocated a budget in each of the revaluation years for Transport asset classes, within its Long Term Financial Plan, to have an independent external



condition assessment and network validation undertaken. This will assist in applying a more consistent approach to calculating asset condition scores and renewal backlog figures, and also help Council staff to analyse the movement in condition of assets over a number of years.

#### Councillor L Tanner

In relation to the predictive modelling software used to forecast the degradation of Council's sealed road network, has this software been applied to any other asset categories? If not, can it be applied to other asset categories, and if not suitable, what is the reasoning behind this?

Currently the predictive modelling has recently been used for multiple asset classes such as:

- Sealed Roads
- Kerbs
- Footpaths/Shared Paths

Staff are yet to undertake predictive modelling on asset classes such as Carparks, Culverts, Unsealed Roads, Recreational Assets, Buildings, Sewer and Stormwater - however these will be done in conjunction with the revaluation cycle for Infrastructure Property Plant & Equipment assets. Predictive modelling for the remaining asset classes are scheduled as below:

- Carparks, Culverts and Unsealed Roads asset class modelling to be undertaken and Asset Management Plans updated following the presentation of the Financial Statements to Council in November 2025.
- Stormwater asset class modelling to be undertaken and Asset Management Plans updated following the presentation of the Financial Statements to Council in November 2025.
- Recreational and Buildings asset class modelling to be undertaken and Asset Management Plans updated following the presentation of the Financial Statements to Council in November 2026.
- Sewerage asset class modelling to be undertaken and Asset Management Plans updated following the presentation of the Financial Statements to Council in November 2027.

#### Councillor R Foley

Has Council been provided an indication of timing by Housing NSW for the Tolland Renewal project?

Council has received a Part 5 Application for Stage 1A for the development. Homes NSW anticipate work to commence in this calendar year.

Councillor R Foley

When will the traffic plan for the Inland Rail project be available for the public to view in particular Edmondson Street Bridge.

Inland Rail and their delivery contractor Martinus Rail have developed a draft Construction Traffic, Transport & Access Mitigations Report (CTTMAR) that is the traffic plan for when the Edmondson Street Bridge is closed. The plan is currently being reviewed by Inland Rail & Martinus following feedback/comments from Council Officers and Transport for NSW. This plan is required to be approved by the Department of Planning, Housing & Infrastructure before works can commence on the Edmondson Street Bridge. Inland Rail and Martinus Rail will inform the community of the mitigation measures that are proposed and will be implemented to minimise the traffic impacts on the Wagga road network before the Edmondson Street Bridge closure takes place.

Councillor R Foley

When is the Marshalls Creek Bridge project due to commence?

Information on the Marshalls Creek Bridge replacement can be found on Transport for NSW's Projects webpage under Current Projects and searching for 'Marshalls Creek Bridge Replacement'.

The link is <https://www.transport.nsw.gov.au/projects/current-projects/marshalls-creek-bridge-replacement>

The last update on the website was in February 2025 which indicated the award of the construction contract is expected to be this month with the start of construction scheduled for August 2025 and be on-going for the next 2 years.

Councillor A Parkins

Can Council investigate the parking restrictions displayed on the disabled parking sign at the northern end of Gurwood Street, as they appear to be more restrictive than the general parking signage in the area?

If a designated accessible space has a time limit, permit holders can still park there, but for the signposted time limit only. In areas with normal parking restrictions, mobility permit holders can typically park for longer than the general time limit.

All designated disability parking bays are signposted without specified timeframes or days. This ensures that these spaces remain exclusively available to vehicles displaying a valid disability permit at all times, regardless of the day or hour. Should these signs include specific timeframes or days (similar to standard parking signage) for example, "2P mobility only - 8am to 6pm," then non-permit holders can legally park in that space outside of the designated mobility hours, limiting access for those who genuinely require them. While disability symbols are also painted on the roadway, these markings alone do not provide legal enforcement rather it is against the specified displayed signage.

Furthermore, the existing disability parking signage aligns with common practice across local government areas. Implementing a time limit within disability bays facilitates vehicle turnover, thereby providing other permit holders with the opportunity to access parking spaces in close proximity to their destinations. Alternatively, consideration could be given to extending the current 2P time limit to allow permit holders additional time to return to their vehicles. This proposal would need to be formally submitted to the Traffic Management Committee for review and consideration.

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**Financial Implications**

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N/A

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**Policy and Legislation**

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Code of Meeting Practice

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**Link to Strategic Plan**

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**Regional Leadership**

Good governance

Provide professional, innovative, accessible and efficient services.

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**Risk Management Issues for Council**

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N/A

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**Internal / External Consultation**

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N/A

## **COMMITTEE MINUTES**

### **M-1 CONFIRMATION OF MINUTES AUDIT, RISK AND IMPROVEMENT COMMITTEE – 21 MAY 2025**

**Author:** Melinda Conolly

**General Manager:** Peter Thompson

**Summary:**

The Audit, Risk and Improvement Committee (ARIC) is an advisory committee of Council. This Report seeks that Council endorse the recommendations made by the Committee at the meeting on 21 May 2025.

Those recommendations relate to the role of the Committee in providing independent assurance and assistance to Council on financial reporting, risk management, internal controls, governance, and internal and external audit and accountability responsibilities.

### **Recommendation**

That Council endorse the recommendations contained in the minutes of the Audit, Risk and Improvement Committee Meeting held on 21 May 2025.

### **Report**

The minutes of the Audit, Risk and Improvement Committee Meeting held on 21 May 2025 are presented to Council for adoption. The Chairperson Report is provided below providing a summary of the meeting.

The Audit Risk and Improvement Committee met on 21 May 2025. This was the first formal meeting after welcoming new independent members Michael Jones and Liz Jeremy, and Councillor Lindsay Tanner to the Committee.

The Committee received an update on emerging risks and areas of concern from the General Manager. The Committee note Council's concerns regarding the ongoing issues surrounding the lease of the Wagga Wagga Airport and were informed of recent advocacy efforts in relation to the Inland Rail project and the impacts this will have on Wagga City. The Committee encourages Council to continue the ongoing advocacy efforts with the State Government in relation to the Inland Rail project.

The Committee were pleased to hear of ongoing improvements being implemented across Council. This included:

- an overview on the strategies Council has implemented to mitigate the concerning psychosocial risks in the workplace
- recruitment of a dedicated cyber security resource and the work being conducted by Council to align Council's ICT systems with the NSW Cyber Security Guidelines
- an update on Council's ICT environment, and the strategies in place to manage this important resource, minimise the impact of any disruption and enhance security

- updates in relation to Council's project management and capital works program, including the development of a new reporting format.

The Committee received a presentation from Council's investment advisor – Arlo Advisory, who noted WWCC investments continue to perform well in the current market, are compliant with current requirements, are adequately diversified and being managed to support future financial sustainability and cash flow requirements.

Following the formal meeting of the ARIC, the members held a strategic planning meeting with the Chief Audit Executive with the aim of establishing a strategic plan for the term of this current ARIC. The Committee noted that Council is currently undertaking a large body of work in relation to its risk management framework and is updating the key enterprise risks facing Council. The Committee considered there are key strategic risks Council will be required to manage and will continue to request updates from Council Officers in relation to the strategies Council has implemented to manage and mitigate these risks.

The Committee agreed the work of the ARIC over the next four years will be focused on providing guidance and advice to Council in these key risk areas, as well as notifying Council of emerging risks that may impact Council. The Committee will maintain a focus on supporting Council on its improvement pathways.

Carolyn Rosetta-Walsh  
Independent Chairperson  
Audit Risk and Improvement Committee  
Wagga Wagga City Council

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## **Financial Implications**

Council has granted certain authorities to the Audit, Risk and Improvement Committee within the scope of its role and responsibilities, as defined within its Charter. As an advisory committee to Council, the Audit, Risk and Improvement Committee has no authority to action items that may have a budget and/or resource implication outside of this authority unless Council resolves to adopt the recommendations.

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## **Policy and Legislation**

Audit, Risk and Improvement Committee Charter

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## **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

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## **Risk Management Issues for Council**

The Committee considered matters relating to their role in providing independent assurance and assistance to Council on risk management, as outlined in the attached

Minutes and which included consideration of Council's Corporate Strategic Risk Register.

### **Internal / External Consultation**

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ARIC Chairperson and Committee members

### **Attachments**

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1   Minutes - Audit, Risk and Improvement Committee - 21 May 2025

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**MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Wednesday 21 May 2025.**

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**PRESENT**

Carolyn Rosetta-Walsh (Chairperson)  
Michael Jones  
Liz Jeremy  
Councillor Lindsay Tanner

**IN ATTENDANCE**

General Manager	Peter Thompson
Chief Audit Executive	Melinda Conolly
Chief Financial Officer	Carolyn Rodney
Manager Corporate Governance & Performance	David Galloway
Corporate Governance Coordinator	Nicole Johnson
Corporate Governance Coordinator	Bradley Ristivojevic
Business Support Officer	Ruby Brodin
Business Support Officer	Rebecca Taylor

The meeting of the Audit, Risk and Improvement Committee commenced at 8:05am.

**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.

**DECLARATIONS OF INTEREST**

Michael Jones declared a general declaration of interest advising that he does contract work for Centium (the consultant undertaking internal audit services).

Liz Jeremy declared a general declaration of interest advising that she does contract work for Centium (the consultant undertaking internal audit services).

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Wednesday 21 May 2025.

## **REPORTS**

### **RP-1 GENERAL MANAGER'S UPDATE**

#### ***Recommendation:***

On the Motion of L Jeremy and M Jones

**That the Audit, Risk & Improvement Committee receive and note the update provided by the General Manager.**

**CARRIED**

The Committee received a verbal report from the General Manager regarding a recent public disorder incident at the Visitor Information Centre (VIC), which posed risks to staff and prompted a review and temporary relocation of VIC services. The General Manager also provided updates on the Wagga Wagga Airport lease and EOI process, Council's proposed strategy to address the housing crisis, and ongoing advocacy to the State Government concerning the Inland Rail project and its potential impacts on the local community. He also informed the Committee of a new initiative at the Livestock Marketing Centre, along with improvements and strong performance across the organisation, particularly in the areas of Engineering, Governance, Performance and Reporting, Project Management, and Finance.

Investment Advisor, Arlo Advisory, Michael Chandra entered the meeting the time being 8:30am.

Project Controls and Reporting Coordinator, Zoe Whittaker entered the meeting the time being 8:45am.

### **RP-2 PRESENTATION FROM COUNCIL'S EXTERNAL INVESTMENT ADVISOR - ARLO ADVISORY**

#### ***Recommendation:***

On the Motion of L Jeremy and M Jones

**That the Audit, Risk and Improvement Committee receive a presentation from Council's independent investment advisor, Arlo Advisory.**

**CARRIED**

The Committee received a presentation from Council's independent Investment Advisor, outlining the current investment portfolio, compliance status, and risk profile. The presentation also covered ongoing and proposed investment strategies. The Committee noted the portfolio's strong performance in the current market environment.

Michael Chandra vacated the meeting the time being 9:00am.



**MINUTES** of the **AUDIT, RISK AND IMPROVEMENT COMMITTEE** held on **Wednesday 21 May 2025**.

Manager Information & Communications Technology Services, Reece Hamblin entered the meeting the time being 9:00am.

### **RP-3 INFORMATION AND COMMUNICATIONS TECHNOLOGY UPDATE**

***Recommendation:***

On the Motion of L Jeremy and M Jones

**That the Audit, Risk & Improvement Committee receive and note the Cyber Security and Information and Communications Technology update.**

**CARRIED**

Council's Manager of Information & Communications Technology Services provided an overview of the ICT security environment, including oversight practices, threat assessments, mitigation strategies, identified gaps and challenges, training initiatives, Disaster Recovery Plan testing, and the management of legacy systems supporting critical business functions to minimise disruption and enhance security.

The Committee was advised of the recent recruitment of a dedicated cyber security resource and briefed on Council's approach to managing a cyber security incident, should one occur. It was confirmed that Council's processes remain on track to meet operational requirements, with relevant policies and procedures regularly reviewed and updated. Council continues to assess and align its ICT security systems with the NSW Cyber Security Guidelines to ensure compliance.

Reece Hamblin vacated the meeting the time being 9:11am.

### **RP-4 MARCH 2025 QUARTERLY BUDGET REVIEW**

***Recommendation:***

On the Motion of C Rosetta-Walsh and M Jones

**That the Audit, Risk and Improvement Committee note the Quarterly Budget Review for the quarter ended 31 March 2025 reported to Council at the 28 April 2025 Council meeting.**

**CARRIED**

The Committee received an update from Council's Chief Financial Officer on Council's overall financial position and key budget considerations. The update highlighted recent improvements in financial reporting, provided an overview of budget carry-overs and the associated budget reset, and outlined observations regarding Council's increasing financial management maturity. The Committee also noted the comparison of consultancy and legal expenses against the previous financial year.

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Wednesday 21 May 2025.

## RP-5 CAPITAL WORKS REPORT

### ***Recommendation:***

On the Motion of M Jones and L Jeremy

**That the Audit, Risk and Improvement Committee receive and note the contents of the report.**

**CARRIED**

The Committee received an update from Council's Manager Corporate Governance and Performance, noting there is an expectation that not all projects will be completed in this financial year and as such there will be carry-overs to the following financial year. It was confirmed that the delays to projects are not expected to impact on existing grant funding. The Committee received an update on the reasons for project delays. The Committee were provided an update on the change in structure of project management within Council, and the associated structural review process, noting that it which is a multi-year project that will extend into the next financial year. The Committee were advised of projects that are of concern to management. The Committee commended staff on improved processes and reporting, including the development of a pleasing reporting structure.

## RP-6 BUSINESS CONTINUITY POLICY AND PLAN REVIEW

### ***Recommendation:***

On the Motion of L Jeremy and M Jones

**That the Audit, Risk and Improvement Committee:**

- a provide feedback and endorse the proposed amendments to Business Continuity Policy (POL 081) specifically the revised approach of testing plans at least biennially**
- b note the desktop review undertaken on the Business Continuity Plan and sub-plans**

**CARRIED**

Council's Corporate Governance Coordinator provided an update on the review of the Business Continuity Policy, undertaken as part of Council's broader policy review program. The updated Policy reflects recent organisational and operational changes. A key change endorsed by the Committee was the introduction of a biennial scenario-based testing cycle, to be conducted by an independent external provider. This is supported by annual document reviews and desktop exercises conducted alongside site-specific emergency response drills. The Committee also noted that the overarching Business Continuity Plan and all Critical Business Function Sub-plans have been reviewed and updated, with relevant training provided to staff and continuity management team members as part of induction processes.

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Wednesday 21 May 2025.

**RP-7 ARIC ACTION REGISTERS (RESOLUTION REGISTER ARIC MEETINGS)**

***Recommendation:***

On the Motion of L Jeremy and M Jones

**That the Audit, Risk and Improvement Committee note that there are no outstanding actions relating to recommendations from previous ARIC meetings.**

**CARRIED**

The Committee requested that the register of outstanding and completed resolutions continue to be provided at each ARIC meeting, incorporating basic metrics to ensure visibility until items are closed. The register should clearly identify outstanding actions and include expected completion timeframes.

**RP-8 PEOPLE & CULTURE UPDATE**

***Recommendation:***

On the Motion of L Jeremy and M Jones

**That the Audit, Risk and Improvement Committee receive and note the People & Culture update.**

**CARRIED**

The Committee received an update on workforce strategy, highlighting ongoing recruitment challenges and opportunities. Council is exploring new approaches such as internal secondments, role redesign, and expanding apprenticeships and cadetships. Diversity remains a focus, with progress on the First Nations Employment Strategy and work underway on a broader Diversity Strategy.

The Committee noted Council's staff turnover rate and exit interview processes, with key themes emerging around financial considerations, career advancement opportunities, and organisational change.

The Committee received an update on Council's considerations of psychosocial risks in the workplace, as well as an overview of the strategies Council has implemented to mitigate this concerning risk. Psychosocial risk assessments have been completed with action plans developed, though engagement varies across teams. Training is being used to support resilience, but cultural change remains key.

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**MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Wednesday 21 May 2025.**

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**RP-9 RRR SHOP FINANCIAL CONTROLS - INTERNAL AUDIT REPORT*****Recommendation:***

On the Motion of M Jones and L Jeremy

**That the Audit, Risk & Improvement Committee receive and note the report from the Internal Audit on the Financial Controls and Operational Processes at the Reduce Reuse Recycle Shop at the Gregadoo Waste Management Centre.**

**CARRIED**

The Chief Audit Executive and Director Economy, Business & Workforce provided an overview of the internal audit of the Reduce Reuse Recycle Shop at the Gregadoo Waste Management Centre. The Committee was briefed on key aspects including shop turnover, pricing practices, and cash handling procedures. The rationale for continuing to accept cash at Council facilities was discussed, noting the need to balance community expectations with operational requirements.

The Committee was advised that a comprehensive review of the shop's purpose, structure, and operational processes is planned for the future.

Councillor Lindsay Tanner vacated the meeting at 10:00am and did not return to the meeting.

**RP-10 INTERNAL AUDIT UPDATE*****Recommendation:***

On the Motion of M Jones and L Jeremy

**That the Audit, Risk and Improvement Committee:**

- a note the Internal Audit update**
- b note the status of the Auditable Universe document**

**CARRIED**

The Committee received an update from the Chief Audit Executive, who addressed the Committee's concern regarding the volume of audits and emphasised the need for flexibility in audit planning. The update outlined changes aimed at improving how audit actions are collated and how the organisation responds to them. This includes ensuring management agreement, clear commitment and timing of actions, monthly internal reporting, and regular updates to the Audit, Risk and Improvement Committee (ARIC).

The Chief Audit Executive also noted a positive shift in organisational maturity and increased buy-in across business areas, reflecting a broader cultural change. This evolving approach supports the effectiveness of audit processes and strengthens accountability throughout the organisation.

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Wednesday 21 May 2025.

#### RP-11 ASSURANCE AND IMPROVEMENT ACTIONS

**Recommendation:**

On the Motion of C Rosetta-Walsh and M Jones

**That the Audit, Risk and Improvement Committee:**

- a note the status of the assurance and improvement actions**
- b endorse the revised target dates**

**CARRIED**

The Chief Audit Executive provided an overview of the cemetery audit, outlining updates to cemetery legislation and Council's related strategies, processes, and contractual arrangements. The update also highlighted ongoing regulatory changes intended to align with evolving industry standards and responding to site-specific challenges across the sector.

The Committee noted that Wagga Wagga is in a strong position to meet current and upcoming requirements. Several items with a due date of 1 July were highlighted, with further review and confirmation of timeframes to be provided at a future meeting. The Committee acknowledged the value of the work undertaken to date, particularly in the context of changing rules and regulations, and noted that the audit findings provide meaningful value back to Council through improved compliance and operational practices.

#### RP-12 ANNUAL REVIEW OF ARIC CHARTER, INTERNAL AUDIT CHARTER AND INTERNAL AUDIT MANUAL

**Recommendation:**

On the Motion of M Jones and L Jeremy

**That the Audit, Risk and Improvement Committee:**

- a approve the revised version of the Audit, Risk & Improvement Committee Charter**
- b approve the revised version of the Internal Audit Charter**
- c approve the revised version of the Internal Audit Manual**

**CARRIED**

The Committee approved the revised versions of the Audit, Risk & Improvement Committee Charter, the Internal Audit Charter, and the Internal Audit Manual.

NSW Audit Office, Director, Financial Audit, Mary Yuen entered the meeting the time being 10:20am.

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Wednesday 21 May 2025.

**RP-13 REPORT ON THE ATTORNEY GENERAL'S REPORT TO PARLIAMENT ON THE LOCAL GOVERNMENT SECTOR**

***Recommendation:***

On the Motion of M Jones and L Jeremy

**That the Audit, Risk and Improvement Committee note the Attorney General's report to Parliament on the Local Government Sector.**

**CARRIED**

The Committee received a presentation from the Director, NSW Audit Office, outlining key audit updates relevant to Wagga Wagga City Council. The presentation highlighted changes in audit focus, particularly around financial sustainability and sector performance indicators. The Director addressed the qualified audit opinion related to the Rural Fire Service (received in FY23), confirming Council's current compliance and improvements in financial reporting. Council was commended for the quality of its financial statements and audit process, in particular that only a draft and final version of the financial statements was received for review. Cyber security remains a focus, with established controls in place, though further improvements are needed in aligning information asset protection with Council's risk appetite. The interim audit is scheduled for June, with ongoing engagement planned.

**RP-14 INTEGRATED PLANNING AND REPORTING (IP&R)**

***Recommendation:***

On the Motion of L Jeremy and M Jones

**That the Audit, Risk and Improvement Committee:**

- a note the Community Strategic Plan was adopted by Council on 28 April 2025**
- b note the following documents endorsed by Council and placed on public exhibition for 28 days commencing 13 May 2025 and concluding on 10 June 2025:**
  - i draft Delivery Program 2025/2029 and Operational Plan 2025/26**
  - ii draft Long Term Financial Plan 2025/26**
  - iii draft Fees and Charges for the financial year 2025/26**
- c note that the Workforce Resourcing Strategy and Asset Management Strategy and Plans will be presented to Council for adoption on 23 June 2025**
- d note the update regarding Service reviews**
- e note the update regarding the collection of performance measurement data**

**CARRIED**

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**MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Wednesday 21 May 2025.**

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The Committee received an update from the Manager Corporate Governance and Performance on Council's revised corporate planning and reporting approach, aimed at strengthening performance accountability, aligning with strategic objectives, and improving resource allocation. Key areas included clearer service statements, integrated performance measures, and enhanced financial oversight through cost efficiency measures. While the Long-Term Financial Plan continues to guide priorities, further work is needed on detailed costings. The Committee was also briefed on Council's strategic response to housing, including programs targeting supply, renewal, affordability, and future growth.

**RP-15 RISK REGISTER REPORTING*****Recommendation:***

On the Motion of M Jones and L Jeremy

**That the Audit Risk and Improvement Committee note and endorse the status of Council's current risk registers being:**

- a Corporate Strategic Risk Register and action items**
- b Child Safe Risk Management Action Plan items**
- c Fraud Risk Register and the Fraud and Corruption Control Plan action items**

**CARRIED**

The Committee reviewed and supported the current status of Council's key risk management documents, including the Corporate Strategic Risk Register, the Child Safe Risk Management Action Plan, and the Fraud Risk Register. It was noted that this report reflects a point-in-time overview and forms part of Council's broader review of the Risk Management Framework.

**RP-16 RISK MANAGEMENT FRAMEWORK*****Recommendation:***

On the Motion of M Jones and L Jeremy

**That the Audit, Risk & Improvement Committee review and endorse the following documents:**

- a Draft Risk Management Framework**
- b Draft Risk Appetite Statement**
- c Draft Risk Management Policy**

**CARRIED**

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**MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Wednesday 21 May 2025.**

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The Committee received an update on Council's progress in implementing the NSW Office of Local Government's Risk Management and Internal Audit Guidelines. Work undertaken to review Council's Risk Management Framework has been developed following a gap analysis, risk maturity assessment, and sector benchmarking, with several areas for improvement identified. While Council achieved a strong ERM assessment score of 91.96% from Statewide Mutual, the overall maturity rating has declined, highlighting the need for a formal improvement plan. A draft Risk Appetite Statement and Risk Management Policy have also been prepared in line with the new legislative requirements, with key milestones scheduled for May to August 2025.

**RP-17 ANNUAL ATTESTATION STATEMENT - ANNUAL REPORT*****Recommendation:***

On the Motion of C Rosetta-Walsh and M Jones

**That the Audit, Risk and Improvement Committee:**

- a note the requirement for Council to submit an Attestation Statement**
- b review and provide feedback on the draft Attestation Statement**

**CARRIED**

The Committee noted the requirement for Council to submit an Attestation Statement and endorsed the draft version.

**QUESTIONS WITH NOTICE**

No Questions with Notice were received.

The Audit, Risk and Improvement Committee rose at 11:04am.



**CONFIDENTIAL REPORTS****CONF-1      REQUEST TO REMOVE PROPERTY DEALINGS - COUSINS ROAD,  
BOMEN (LOT 18 DP 1295212)****Author:** Matthew Dombrovski**Executive:** Fiona Piltz

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

**CONF-2      RFT CT2025076 CATTLE DELIVERY SERVICES LMC****Author:** Diljinder Uppal**Executive:** Fiona Piltz

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      RFQ CT2025074 ROAD REHABILITATION WORKS AT GWMC****Author:**      Dipu Kuriakose**Executive:**    Fiona Piltz

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-4      RFT CT2025069 DATA MIGRATION SERVICES****Author:**      Reece Hamblin**Executive:**    Scott Gray

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 26 May 2025**.

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**PRESENT**

The Mayor, Councillor Dallas Tout  
Councillor Allana Condon  
Councillor Georgie Davies  
Councillor Richard Foley  
Councillor Tim Koschel  
Councillor Jenny McKinnon  
Councillor Amelia Parkins  
Councillor Karissa Subedi  
Councillor Lindsay Tanner

**IN ATTENDANCE**

General Manager	(Mr P Thompson)
Director Community	(Ms J Summerhayes)
Director Infrastructure Services	(Mr H Pavitt)
Director City Engineering	(Mr W Faulkner)
Director Regional Activation	(Mr J Sidgwick)
Chief Financial Officer	(Mrs C Rodney)
Chief Operating Officer	(Mr S Gray)
Director Economy, Business & Workforce	(Mrs F Piltz)
Manager Corporate Governance & Performance	(Mr D Galloway)
Manager Environment & Sustainability	(Mrs C Hood)
Property Coordinator	(Mr M Dombrovski)
Senior Strategic Planner	(Mr M Yeomans)
Contributions Coordinator	(Mrs B McClure)
Recreation Coordinator	(Mr J Walsh)
Manager City Growth & Regional Assets	(Mr B Creighton)
Corporate Governance Coordinator	(Mrs N Johnson)
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.

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This is page 1 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 MAY 2025**.

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

**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 26 May 2025**.

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### **WELCOME TO COUNTRY**

Aunty Dot Whyman, a respected Wiradjuri Elder performed the Welcome to Country acknowledging National Sorry Day, a time of reflection and remembrance, when we acknowledge the strength of Stolen Generations survivors and their families.

### **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.

### **CONFIRMATION OF MINUTES**

**CM-1      CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 12 MAY 2025**

**25/132      RESOLVED:**  
On the Motion of Councillors G Davies and A Parkins

**That the Minutes of the proceedings of the Ordinary Council Meeting held on 12 May 2025 be confirmed as a true and accurate record.**

**CARRIED**

### **RECORD OF VOTING ON THE MOTION**

#### For the Motion

D Tout  
G Davies  
A Condron  
R Foley

#### Against the Motion

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This is page 2 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 MAY 2025**.

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

**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 26 May 2025**.

---

T Koschel  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

#### **DECLARATIONS OF INTEREST**

Councillor T Koschel declared a Non-Significant Non-Pecuniary Interest in RP-4 FINANCIAL PERFORMANCE REPORT AS AT 30 APRIL 2025 the reason being that he works for a financial institution and remained in the chamber during its consideration.

Councillor L Tanner declared a Significant Non-Pecuniary Interest in CONF-1 APPOINTMENT OF SISTER CITY WORKING GROUP MEMBERS the reason being that his family member is listed in the report and vacated in the chamber during its consideration.

#### **PROCEDURAL MOTION - ENGLOBO**

##### **25/133 RESOLVED:**

On the Motion of Councillors T Koschel and G Davies

**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-3, RP-4 AND RP-6 be adopted as recommended in the business papers.**

**CARRIED**

#### **RECORD OF VOTING ON THE MOTION**

##### For the Motion

D Tout  
G Davies  
A Condrón  
R Foley  
T Koschel  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

##### Against the Motion

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This is page 3 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 MAY 2025**.

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

**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 26 May 2025**.

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**PUBLIC DISCUSSION FORUM**

**RP-1 WAGGA TO LADYSMITH RAIL TRAIL**

- Grant Harris – Speaking against the Recommendation (via Zoom)
- Lisa Glastonbury – Speaking against the Recommendation
- Alan Brown – Speaking in favour of the Recommendation
- Daryl Schipp - Speaking in favour of the Recommendation

**RP-2 - LEP24/0001 - PLANNING PROPOSAL - 92 COORAMIN ST, CARTWRIGHTS HILL**

- Camillus O'Kane – Speaking in favour of the Recommendation

**RP-5 - GREGADOO ROAD CORRIDOR STRATEGY AMENDMENT TO WAGGA WAGGA LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN**

- Craig Snowden – Speaking against the Recommendation

**PROCEDURAL MOTION - CHANGES TO THE STANDING ORDERS**

**25/134 RESOLVED:**

On the Motion of Councillors T Koschel and G Davies

**That Council move forward consideration of reports below to follow the Public Discussion Forum:**

- **RP-1 WAGGA TO LADYSMITH RAIL TRAIL**
- **RP-2 LEP24/0001 - PLANNING PROPOSAL - 92 COORAMIN ST, CARTWRIGHTS HILL**
- **RP-5 GREGADOO ROAD CORRIDOR STRATEGY AMENDMENT TO WAGGA WAGGA LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
A Condrón  
R Foley  
T Koschel  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

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This is page 4 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 MAY 2025**.

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



**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 26 May 2025**.

---

**REPORTS FROM STAFF**

**RP-1      WAGGA TO LADYSMITH RAIL TRAIL**

A MOTION was moved by Councillors J McKinnon and A Parkins

That Council:

- a    note the potential benefits and risks of the Wagga Wagga to Rosewood Rail Trail, including Forest Hill to Ladysmith and Rosewood to Humula sections
- b    endorse the Forest Hill to Rosewood Rail Trail concept
- c    endorse proceeding to detailed planning of the Forest Hill to Ladysmith section of the Rail Trail
- d    investigate opportunities for partnerships with adjoining Councils to realise the full Tumbarumba to Wagga Wagga Rail Trail, including the option for an in-house review of extension from Rosewood to Humula
- e    continues to investigate existing and new grant opportunities to fund the detailed planning and construction of the Wagga Wagga to Ladysmith Rail Trail project to ensure Wagga Wagga City Council isn't left with the significant financial burden and capital expenditure costs
- f    approve the budget variations as noted in the financial implications section of this report for option 3
- g    receive a further report regarding the potential establishment of a Rosewood to Wagga Wagga Rail Trail Steering Committee, including a draft terms of reference

An AMENDMENT was moved by Councillor T Koschel and seconded by Councillor R Foley

That Council:

- a    note the potential benefits and risks of the proposed Wagga Wagga to Ladysmith Rail Trail project
- b    continues to investigate existing and new grant opportunities to fund the detailed planning and construction of the Wagga Wagga to Ladysmith Rail Trail project to ensure Wagga Wagga City Council isn't left with the significant financial burden and capital expenditure costs.
- c    reaffirm its support (as previously adopted in July 2021, October 2016, February 2014, and February 2008) for the Wagga Wagga to Ladysmith Rail Trail concept to enable interested parties to make submissions for grant funding.
- d    carry out a preliminary inhouse review of the extension of the existing Tumbarumba to Rosewood Rail Trail to Humula
- e    receive a further report regarding the potential establishment of a Wagga Wagga Rail Trail Steering Committee, including a draft terms of reference

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This is page 5 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 MAY 2025**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 May 2025.

RECORD OF VOTING ON THE AMENDMENT

<u>For the Amendment</u>	<u>Against the Amendment</u>
D Tout	J McKinnon
G Davies	A Parkins
A Condron	K Subedi
R Foley	L Tanner
T Koschel	

The AMENDMENT being put to the Meeting was CARRIED and became the MOTION.

25/135    **RESOLVED:**  
On the Motion of Councillors T Koschel and R Foley

That Council:

a    note the potential benefits and risks of the proposed Wagga Wagga to Ladysmith Rail Trail project

b    continues to investigate existing and new grant opportunities to fund the detailed planning and construction of the Wagga Wagga to Ladysmith Rail Trail project to ensure Wagga Wagga City Council isn't left with the significant financial burden and capital expenditure costs

c    reaffirm its support (as previously adopted in July 2021, October 2016, February 2014, and February 2008) for the Wagga Wagga to Ladysmith Rail Trail concept to enable interested parties to make submissions for grant funding

d    carry out a preliminary inhouse review of the extension of the existing Tumbarumba to Rosewood Rail Trail to Humula

e    receive a further report regarding the potential establishment of a Wagga Wagga Rail Trail Steering Committee, including a draft terms of reference

CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	J McKinnon
G Davies	A Parkins
A Condron	L Tanner
R Foley	
T Koschel	
K Subedi	

This is page 6 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 MAY 2025.

.....MAYOR    .....GENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 May 2025.

RP-2      LEP24/0001 - PLANNING PROPOSAL - 92 COORAMIN ST,  
CARTWRIGHTS HILL

25/136      **RESOLVED:**  
On the Motion of Councillors T Koschel and R Foley

**That Council:**

- a      endorse planning proposal LEP24/0001 to amend the Wagga Wagga Local Environmental Plan 2010, Schedule 1, Additional Permitted Uses
- b      write to the Department of Planning, Housing and Infrastructure (DPHI) requesting a gateway determination under s3.34 of the Environmental Planning & Assessment Act 1979 (EP&A Act)
- c      on receipt of a Gateway Determination under section 3.34 of the Environmental Planning & Assessment Act 1979, Council enact all the requirements of the Gateway Determination and requirements of Schedule 1, clause 4 of the Environmental Planning & Assessment Act 1979
- d      delegate authority to the General Manager or their delegate of all functions under section 3.36 of the Environmental Planning and Assessment Act 1979 to make the local environmental plan and put into effect the Planning Proposal
- e      delegate authority to the General Manager or their delegate to make any variations to the planning proposal, to correct any drafting errors or anomalies to ensure consistency with the Gateway Determination or to address any other matter that may arise during the amendment process
- f      receive a further report after exhibition period addressing any submissions made in respect of the planning proposal

CARRIED

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
A Condrón  
R Foley  
T Koschel  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

This is page 7 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 MAY 2025.

.....MAYOR      .....GENERAL MANAGER

**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 26 May 2025**.

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**RP-5      GREGADOO ROAD CORRIDOR STRATEGY AMENDMENT TO  
WAGGA WAGGA LOCAL INFRASTRUCTURE CONTRIBUTIONS  
PLAN**

**25/137    RESOLVED:**  
On the Motion of Councillors L Tanner and J McKinnon

**That Council:**

- a    notes there were two submissions received during the public exhibition period**
- b    adopts the Addendum to the Wagga Wagga Local Infrastructure Contributions Plan 2019 – 2034 to change project TT7 Gregadoo Road Corridor**
- c    process the budget variations listed in the financial implications section of this report after 1 July 2025**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
A Condron	
R Foley	
T Koschel	
J McKinnon	
A Parkins	
K Subedi	
L Tanner	

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This is page 8 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 MAY 2025**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 May 2025.

RP-3 DEDICATION OF COMMUNITY LAND AS PUBLIC ROAD - 55 PLUMPTON ROAD, LAKE ALBERT

25/138 RESOLVED:  
On the Motion of Councillors T Koschel and G Davies

That Council:

- a endorse proceeding with the proposed dedication of Lot 1 in DP 45491 for road widening purposes pursuant to section 47F of the Local Government Act and section 10 of the Road Act 1993 as outlined in this report
- b authorise the General Manager, or their delegate to complete and execute any necessary documents on behalf of the Council
- c authorise the General Manager, or their delegate to take such further steps as necessary to complete the proposed dedication of land for road widening purposes including publication of a gazettal notice in the NSW Government Gazette
- d authorise the affixing of Council’s common seal to all relevant documents as required

CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
A Condron	
R Foley	
T Koschel	
J McKinnon	
A Parkins	
K Subedi	
L Tanner	

This is page 9 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 MAY 2025.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 May 2025.

RP-4 FINANCIAL PERFORMANCE REPORT AS AT 30 APRIL 2025

25/139 RESOLVED:  
On the Motion of Councillors T Koschel and G Davies

That Council:

a approve the proposed 2024/25 budget variations for the month ended 30 April 2025 and note the balanced budget position as presented in this report

b approve the proposed budget variations to the 2024/25 Long Term Financial Plan Capital Works Program including new projects and 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 at 30 April 2025 in accordance with section 625 of the Local Government Act 1993

e accept the grant funding offers as presented in this report

CARRIED

RECORD OF VOTING ON THE MOTION

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
A Condron	
R Foley	
T Koschel	
J McKinnon	
A Parkins	
K Subedi	
L Tanner	

RP-5 - GREGADOO ROAD CORRIDOR STRATEGY AMENDMENT TO WAGGA WAGGA LOCAL INFRASTRUCTURE CONTRIBUTIONS PLAN was moved forward to follow the public discussion forum.

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 May 2025.

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**RP-6 EXTENSION OF RFT 2023-13 PLACEMENT OF INSURANCE AND PROVISION OF RISK ADVISORY SERVICES**

**25/140 RESOLVED:**

On the Motion of Councillors T Koschel and G Davies

**That Council authorise the General Manager or their delegate to extend the Contract for RFT 2023-13 for Insurance and Provision of Risk Advisory Services with JLT Risk Solutions Pty Ltd (ABN 69 009 098 864) for three 12-month periods at the sole discretion of Council.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
A Condrón  
R Foley  
T Koschel  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**RP-7 QUESTIONS WITH NOTICE**

**25/141 RESOLVED:**

On the Motion of Councillors T Koschel and J McKinnon

**That Council receive and note the report.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
A Condrón  
R Foley  
T Koschel  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

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This is page 11 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 MAY 2025.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 May 2025.

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**CLOSED COUNCIL**

**25/142 RESOLVED:**  
On the Motion of Councillors G Davies and J McKinnon

**That the Council now resolve itself into a Closed Council, the time being 7.41pm.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
A Condrón	
R Foley	
T Koschel	
J McKinnon	
A Parkins	
K Subedi	
L Tanner	

AT THIS STAGE OF THE MEETING THE PRESS AND PUBLIC GALLERY RETIRED FROM THE COUNCIL MEETING.

**CONFIDENTIAL REPORTS**

**CONF-1 APPOINTMENT OF SISTER CITY WORKING GROUP MEMBERS**

Councillor L Tanner declared a Significant Non-Pecuniary interest and vacated the chamber and did not return to the chamber, the time being 7.42pm.

**25/143 RESOLVED:**  
On the Motion of Councillors T Koschel and J McKinnon

**That Council appoint community representatives to the Sister City Working Group as contained in this report.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

<u>For the Motion</u>	<u>Against the Motion</u>
D Tout	
G Davies	
A Condrón	
R Foley	
T Koschel	
J McKinnon	
A Parkins	
K Subedi	
L Tanner	

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This is page 12 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 MAY 2025.

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



MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 May 2025.

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**REVERSION TO OPEN COUNCIL**

**25/144 RESOLVED:**  
On the Motion of Councillors G Davies and J McKinnon

**That this meeting of the Closed Council revert to an open meeting of the Council, the time being 7.42pm.**

**CARRIED**

THIS COMPLETED THE BUSINESS OF THE COUNCIL MEETING WHICH ROSE AT 7.44pm.

.....  
MAYOR

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This is page 13 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 MAY 2025.

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