



# Agenda and Business Paper

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## Ordinary Meeting of Council

To be held on  
**Monday 7 July 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

MONDAY 7 JULY 2025

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## **ACKNOWLEDGEMENT OF COUNTRY**

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

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

## **REFLECTION**

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

## **APOLOGIES**

## **CONFIRMATION OF MINUTES**

**CM-1          CONFIRMATION OF MINUTES ORDINARY COUNCIL MEETING - 23  
JUNE 2025**

### **Recommendation**

**That the Minutes of the proceedings of the Ordinary Council Meeting held on 23 June 2025 be confirmed as a true and accurate record.**

## **Attachments**

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## **DECLARATIONS OF INTEREST**

## **REPORTS FROM STAFF**

**RP-1      DA25/0095 - DEMOLITION OF EXISTING STRUCTURES, TREE REMOVAL AND CONSTRUCTION OF CO-LIVING HOUSING COMPRISING OF FOUR STOREYS WITH 50 CO-LIVING ROOMS, COMMUNAL SPACE, CAR PARKING AND VEHICLE MOVEMENT AREAS - 322 AND 324 EDWARD STREET, WAGGA WAGGA (LOTS 3 & 4 DP12441)**

**Author:** Emma Molloy  
**General Manager:** Peter Thompson

**Summary:**

The report is for a development application and is presented to Council for determination. Section 1.11 of the Wagga Wagga Development Control Plan 2010 (DCP) specifies where an application receives 10 or more submissions in the form of objections, then the application shall be determined by the Council.

Nine submissions and one petition were received raising objection to the application. Details of submissions are contained within the attached Section 4.15 Assessment Report.

A full assessment of the development application is provided within a Section 4.15 report as an attachment to this report.

## **Recommendation**

That Council approve DA25/0095 for Demolition of existing structures, tree removal and construction of Co-living housing comprising of four storeys with 50 co-living rooms, communal space, car parking and vehicle movement areas at 322 and 324 Edward Street, Wagga Wagga (Lots 3 & 4 DP12441) subject to the conditions outlined in the Section 4.15 Assessment Report.

## **Development Application Details**

<b>Applicant</b>	The Trustee For Saclan Trust Brett Henson
<b>Owner</b>	Saclan Holdings Pty Ltd Directors - Brett and Camille Henson
<b>Development Cost</b>	\$8,690,000.00
<b>Development Description</b>	Demolition of existing structures, tree removal and construction of Co-living housing comprising of four storeys with 50 co-living rooms, communal space, car parking and vehicle movement areas.



## Report

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### Site Location

The subject site is legally known as Lots 3 & 4 DP12441 located at 322 and 324 Edward Street, Wagga Wagga. The subject site is located on the southern side of Edward Street on the corner of Emblen and Edward Streets. The site is regular in shape and comprises of 1403.6m<sup>2</sup> in area. The site currently contains two existing dwellings with outbuildings in the rear of the site. The site is within the Health and Knowledge Precinct and is zoned R3 Medium Residential.

The surrounding locality is a mix of various uses that are divided by Edward Street. To the north of the subject site the land contains various businesses, motels and health services facilities including Calvary Riverina Hospital Surgicentre and the Wagga Wagga Specialist Medical Centre. To the south of subject site is an established residential area with predominantly single storey dwellings.



The subject site is also located within the Health and Knowledge Precinct, “the precinct” is subject to a master plan that aims to guide development surrounding both the Wagga Wagga Base Hospital and Calvary Hospital. The master plan separates “the precinct” into 4 sub-precincts. The subject site is located within sub-precinct C which includes the following elements:

- Create a boulevard gateway experience into the precinct from the west along Edward Street/Sturt Highway with new development framing the street including:
  - Medium density apartment developments;
  - Medium density motel and hotel accommodation;
  - Bars, cafes and restaurants integrated into the ground floor areas of new development particularly close to the Docker Street Central Activity Hub.

The master plan contains a plan of each sub-precinct which, for the subject site, indicates an active frontage with retail/commercial uses. At this point in time the master plan does not include an implementation strategy and has not been progressed. Therefore, the plan has no weight in terms of assessment however it should be acknowledged that this area will be intensified over time once an implementation strategy has been adopted.

## Assessment

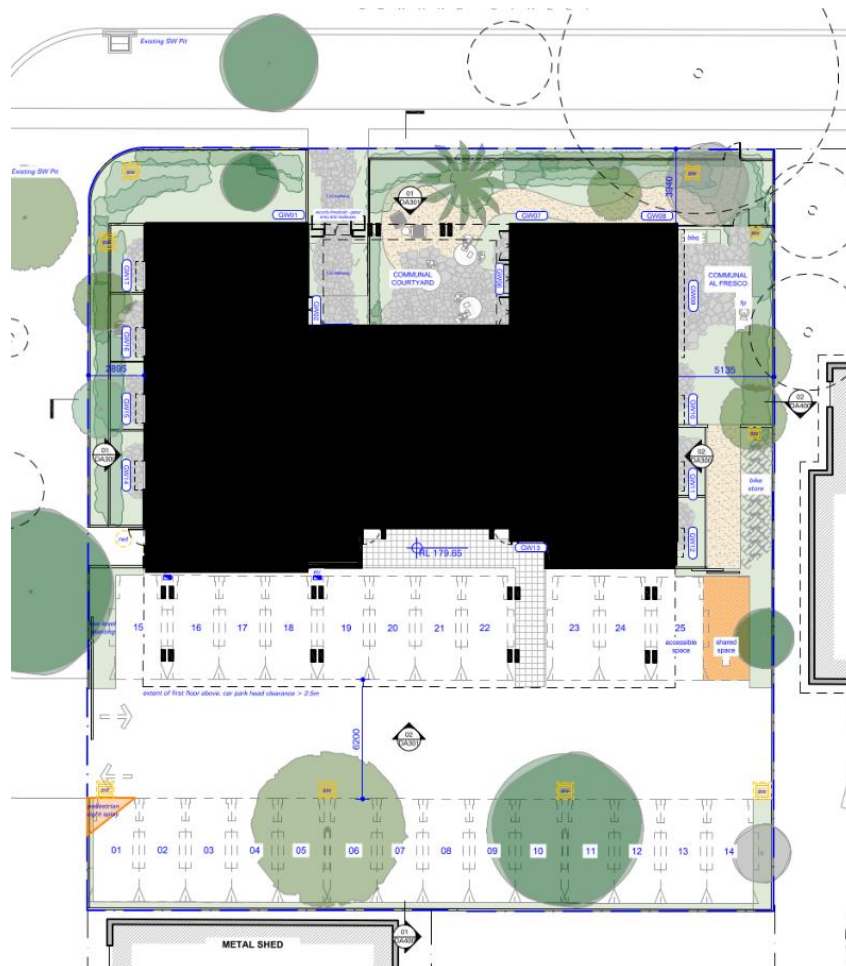
The proposed development seeks consent for demolition of the existing dwellings and outbuildings and construction of a Co-living housing development. The proposed development comprises of:

- Demolition of the two existing dwellings and associated structures.
- Removal of 20 trees.
- Construction of a four-storey building containing 50 co-living rooms. A breakdown of each level is as follows:

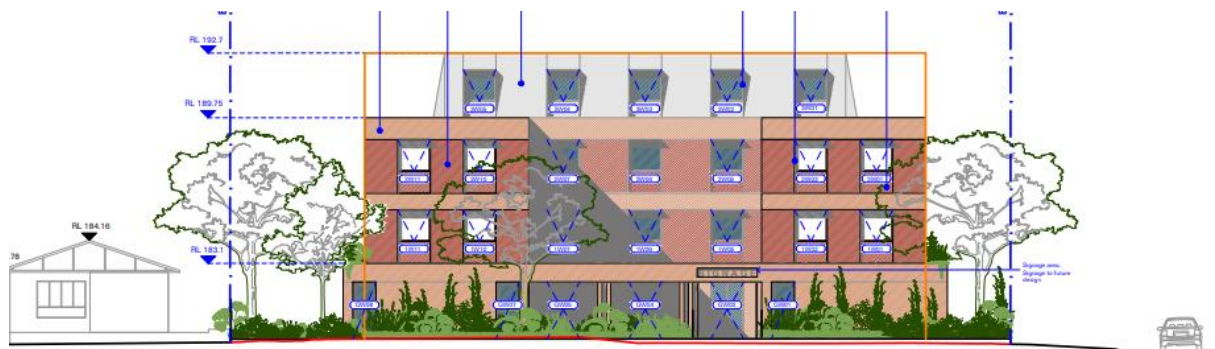
<b>Level 1</b>	<ul style="list-style-type: none"> <li>• 6 co-living rooms</li> <li>• Communal areas: <ul style="list-style-type: none"> <li>▪ Living</li> <li>▪ Kitchen</li> <li>▪ Alfresco</li> <li>▪ Entry Lobby</li> </ul> </li> <li>• Waste Room</li> <li>• Bulk Storage Room</li> <li>• Plant Room</li> <li>• Two lifts</li> <li>• WC</li> </ul>
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• 18 co-living rooms</li> <li>• Two communal kitchen/living areas</li> </ul>
<b>Level 3</b>	<ul style="list-style-type: none"> <li>• 15 co-living rooms</li> <li>• 2 accessible co-living rooms</li> <li>• Two communal kitchen/living areas</li> </ul>
<b>Level 4</b>	<ul style="list-style-type: none"> <li>• 7 co-living rooms</li> <li>• 2 accessible co-living rooms</li> </ul>

- The provision of 25 off-street vehicle parks located at the rear of the site.
- Nine 9 bicycle spaces along the eastern boundary.
- Associated landscaping.
- Construction of an ingress and egress from Emblen Street.





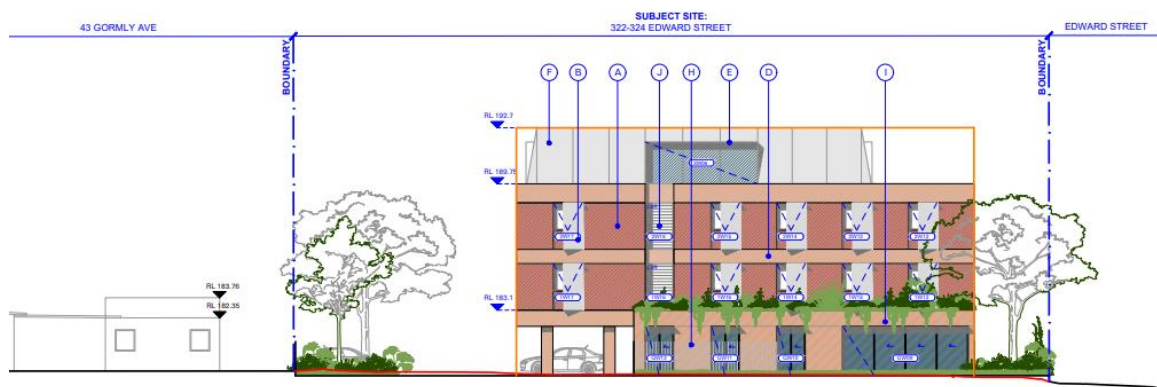
Site Plan



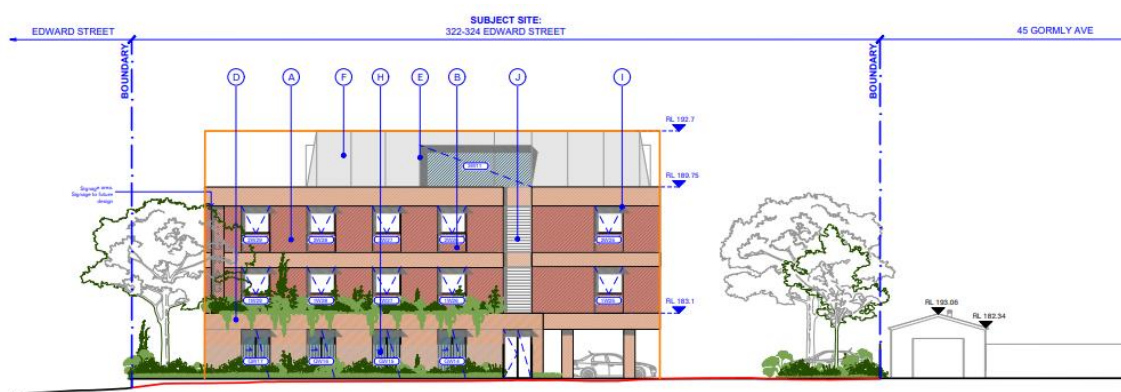
Edward Street Frontage (Northern elevation)



Rear of the site (southern elevation)



Eastern elevation



Emblen Street frontage (Western elevation)

- The development is a new form of housing within Wagga Wagga. The aim of co-living housing is to provide affordable, community-oriented living spaces, typically for young professionals and key workers, while encouraging a sense of connection and belonging. This is achieved through a combination of private rooms and shared communal spaces.
- Co-living housing is managed by a manager that will be responsible for implementing the plan of management (please refer to attachments) and must provide a primary place of residence for all occupants. It should be noted that co-living housing cannot be used for short-term tourist and visitor accommodation.
- The proposed development is permissible within the R3 zone and is assessed in accordance with the State Environmental Planning Policy (Housing) 2021 Part 3 Co-living Housing.
- The development complies with development standards including (but not limited to) the required communal space, carparking, number of occupants per room and facilities for occupants. Council cannot impose more onerous standards than what is required under the state policy.
- The development does include a noncompliance with regard to minimum building separation distances however this clause requires consideration rather than strict compliance. The noncompliance has been assessed and is considered acceptable as the area is identified for transition especially in regard to the zoning of the site where it is noted in the policy that building separation may not be achieved until the area completes its transition.
- The development application was publicly notified in two periods: 12–26 March 2025 and 10 April–1 May 2025. The initial notification followed DCP requirements but was repeated after an error in notifying strata unit occupiers was identified. The second notification period included a wider area, with 170

letters sent and additional signage installed. In total, nine submissions and one petition were received. Please refer to the attached section 4.15 report for details on notification, advertising and response to submissions.

- The submissions raised concerns in regard to traffic and safety, environmental impact, amenity and character, increased pressure on existing infrastructure, construction impacts, lack of communication, property values, privacy and, overlooking and overshadowing. Please refer to the attached section 4.15 report for further information.
- The proposed development includes the removal of 20 trees to facilitate the proposed development however this includes trees that do not require approval for their removal including 'Undesirable Plant Species', fruit trees or trees under 8 metres in height. The number of trees that do require approval for their removal is 3 which were considered acceptable as two trees are in poor condition and offer low amenity value. The remaining tree is considered acceptable on balance with the benefits of the proposal, which include the provision of additional affordable rental accommodation within the medical precinct. Please refer to the attached Section 4.15 report for detailed assessment.
- The development is generally consistent with the DCP as assessed within the attached Section 4.15 report.
- Having regard for the information contained in the attached Section 4.15 assessment report, it is considered that the development is acceptable for the following reasons and recommended for approval.

### **Reasons for Approval**

- The application is for the demolition of the existing dwellings and outbuildings and construction of co-living housing comprising of 50 rooms within the R3 Medium Density Zone which is permitted with consent.
- The development complies with the requirements of the Environmental Planning and Assessment Act 1979, the State Environmental Planning Policy (Housing) 2021 and will not compromise the outcomes sought for the Wagga Wagga Local Environmental Plan 2010.
- An assessment of the application against the relevant sections of the Wagga Wagga Development Control Plan 2010 demonstrates that the proposed development will not cause any significant adverse impacts on the surrounding natural environment, built environment, infrastructure or local character and amenity.

### **Financial Implications**

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N/A

### **Policy**

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

### **Link to Strategic Plan**

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### **Growing**

Increase housing supply and diversity

Implement initiatives to deliver an increase in housing supply and diversity of housing options to meet the needs of our community.

### Risk Management Issues for Council

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











### Internal / External Consultation

Full details of the consultation that was carried out as part of the development application assessment is contained in the attached Section 4.15 Report.

The application was notified and advertised twice

		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																	

### Attachments

-  Section 4.15 Report - Provided under separate cover
-  Statement of Environmental Effects - Provided under separate cover
-  Plans - Provided under separate cover
-  Shadow diagrams - Provided under separate cover
-  Traffic Impact Assessment - Provided under separate cover
-  Plan of management - Provided under separate cover
-  Urban Design Report - Provided under separate cover
-  Planning Assessment Compliance - Provided under separate cover
-  Landscape plans - Provided under separate cover
-  REDACTED submissions - Provided under separate cover

## **RP-2      WAGGA WAGGA AIRPORT PROPOSED PRECINCT MASTER PLAN AND TERMINAL DETAILED CONCEPT AND SCHEMATIC DESIGNS**

**Author:** Christine Priest  
**General Manager:** Peter Thompson

**Summary:** This report provides an update on the status of the Wagga Airport lease negotiation with Defence. Further it articulates Council's intent to apply for the Regional Precincts and Partnerships Program (rPPP) grant to fund the development of a Precinct Master Plan and Terminal Detailed Concept and Schematic Designs.

### **Recommendation**

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That Council:

- a receive and note the update on the Wagga Airport
- b receive a further report should Council be successful in obtaining grant funding under the Regional Precincts and Partnerships Program for the Wagga Airport

### **Report**

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Council recently submitted a proposal to the Commonwealth Department of Defence detailing why Wagga Wagga Council should be granted a long-term (50 year + 49 year) lease of the Wagga Airport and is currently awaiting advice on the outcome of this.

As part of planning for the future of the Airport, Council is preparing a grant funding application under the Regional Precincts and Partnerships Program – stream 1.

If successful, the funding will be used to develop a new Airport Precinct Master Plan and Terminal Detailed Concept and Schematic Design. This will build on the work already completed as part of the development of the Wagga Airport Terminal Upgrade business case, funded through the NSW Government.

Wagga Airport is one of the most significant regional transport gateways in NSW, with it being pivotal infrastructure for Wagga and the Riverina Region. Wagga Airport has a critical role in connecting the Riverina Region to the rest of Australia, which primarily occurs for health, education, commerce and tourism. The need for an adequate well-planned Airport for the future was highlighted in the recent community engagement as part of the development of the Community Strategic Plan – Wagga Wagga 2050.

The Wagga Airport project and the intended outcomes of the project are clearly aligned with the intent of the rPPP and partnerships are a key element of the delivery of this project. The community and stakeholder engagement will be a key component of this project and will ensure the achievement of positive outcomes for the community and wider region.

The Precinct Master Plan will be developed in accordance with the Australian federal law, governed by the Airports Act 1996. The Master Plan will include detail on the following:

- a strategic vision for the airport,
- forecasting and demand analysis,
- commercial opportunities and planning

- environmental considerations, including contamination,
- noise impacts,
- infrastructure assessments,
- layout and land use planning,
- financial and implementation planning.

The project will involve significant community and stakeholder engagement as detailed below. Significant support has been received already for this rPPP grant funding application with numerous letters of support received from key stakeholders (including members of parliament, health, education, commerce, commercial operators and general aviation all who will participate in the proposed precinct master planning). These letters of support will form part of Council's grant application to the Department of Infrastructure, Transport, Regional Development, Communications and the Arts.

The recent 2025-26 NSW Budget announcement of \$158.8 million to deliver three new NSW Ambulance helicopter bases in regional and rural NSW one being in Wagga Wagga highlights the importance and value of progressing with this project.

After completion of the proposed Precinct Master Plan and Terminal Detailed Concept and Schematic Designs it is envisaged that Council would be in a strong position to apply for and secure future grant funding for critical infrastructure at the Airport. This would all only be possible once a long-term lease of the Airport is secured from Defence.

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### **Financial Implications**

N/A

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### **Policy and Legislation**

Airport Act 1996  
Wagga Wagga Local Environmental Plan 2010

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### **Link to Strategic Plan**

#### **Growing**

Enabling infrastructure

Deliver critical regional transport facilities.

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

While there are no foreseeable material risks associated with submitting the grant application under the Regional Precincts and Partnerships Program (rPPP), several risks may arise should the funding be successful and the project proceed.

These include:

Dependency on Lease Outcome: The ability to deliver the Precinct Master Plan and implement any recommended infrastructure upgrades is contingent on securing a long-term lease from the Commonwealth Department of Defence. A delay or refusal in finalising the lease would significantly impact project delivery and future investment opportunities.



**Project Scope and Cost Escalation:** As planning progresses, there is a risk of scope creep or cost escalation, particularly given the scale and complexity of the airport precinct. Strong project governance and clear milestones will be implemented to maintain alignment with available funding and resources.

## Internal / External Consultation

The engagement conducted as part of this first phase in preparation for submission of grant application has been focused on writing letters to stakeholders and having one on one and group meetings where required.

A full stakeholder and community engagement plan has been drafted for this Precinct Master Plan project should Council be successful in securing this grant funding and will include various activities including a charrette planning session. If Council is successful in securing grant funding the Draft Precinct Master Plan will also be put out for public comment and will comply with the Airport Development Consultation Guidelines. The Draft Master Plan will then be submitted to the Minister for Infrastructure, Transport and Regional Development.

Below table – focused on the initial grant application submission.

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

**RP-3 RESPONSE TO NOTICE OF MOTION - HOUSING OPPORTUNITIES****Author:** Fiona Hamilton**General Manager:** Peter Thompson

**Summary:** This report provides information in response to the Notice of Motion – Council Owned Housing Opportunities.

**Recommendation**

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That Council receive and note the information provided in this report.

**Report**

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At its Ordinary Meeting on 13 May 2024 Council resolved the following in response to a Notice of Motion related to housing:

*That Council staff provide a report outlining potential programs and options to address housing availability and affordability, including (but not limited to):*

- a a review of assets in Council's ownership or management that staff have identified may be suitable for housing development*
- b identifying short term opportunities for partnerships with entities such as government, developers and/or private owners to assist in addressing the housing affordability crisis*
- c identifying longer term opportunities to assist housing providers in approaches that lead to increased supply of affordable housing*
- d consideration of how Council can broker relationships between housing service providers and the real estate, building and construction sectors to identify alternate options to reduce rental stress, and housing gaps and to increase affordability and availability of housing*

A response to the Notice of Motion – Council Owned Housing Opportunities was provided to a closed session of Council's Ordinary Meeting on 22 July 2024.

It was requested by Councillors to bring forward the confidential Notice of Motion - Housing Opportunities report into open Council at a future Ordinary Meeting of Council.

The information provided in this report is an updated version of the report provided to the closed session on 22 July 2024, outlining the activities undertaken by staff, to address both short-term and long-term housing supply and affordability challenges.

**Background**

With more than \$2 Billion in major capital projects forecast to occur in Wagga Wagga, over the next 10 years, staff commenced stakeholder engagement in late 2022 with industry to investigate the potential impact these projects would have on accommodation in Wagga Wagga.

While the initial focus of this investigation was the impact of major infrastructure projects on accommodation, the scope of work evolved to include key worker housing, housing diversity and housing affordability initiatives as well as potential development opportunities in the hotel sector.

A series of Major Workforce Accommodation Workshops were held to develop insights into the cumulative impacts of these projects. Council led these workshops as a basis to encourage collaborative planning and to manage community impact across the delivery phases of the projects.

The objectives of the workshops were to:

- Estimate the likely number of workers expected across the construction and operational phases of the planned major projects to determine the likely increase to population within the LGA.
- To determine the impact this additional population will have on short-term accommodation, rental accommodation and hotel beds.
- To develop strategies with project proponents and potential investors to address these short-term impacts and identify longer term legacy opportunities.

The workshops which took place in 2022-23 included representatives from:

- Major accommodation proponents – Transgrid, Downer/CPB, Project Energy Connect
- Industry Capability Network
- Department of Regional NSW (now NSW Department of Primary Industries and Regional Development)
- Charles Sturt University
- University of New South Wales
- Murrumbidgee Local Health District (MLHD) – Asset Services
- Intergen Property Group – Commercial property services and investment management.

Discussions were also held separately with the following stakeholders through standing meetings and forums, including consultation undertaken to inform the Wagga Wagga Local Housing Strategy:

- Developer forums – ongoing discussions through one-on-one meetings and various housing forums discussing the availability and supply of housing.
- Local Housing Strategy engagement – in person consultation with the development industry and planners, social/crisis accommodation providers, government agencies and departments, real estate agencies, tourism and business groups as well as health, education and community housing providers.
- Triple H Forum representatives – Housing, homelessness and human services.
- Medical Specialist and Recruitment Committee.
- Homes NSW, Argyle Consortium (Tolland).
- Department of Regional NSW – Housing Delivery.
- Committee4Wagga – Wagga Housing Forum.
- Wagga Business Roundtable member meetings.
- Real estate agents.
- Crown Land – including specific discussions to facilitate housing developments.
- Private landowners.

The key findings/assumptions arising from the stakeholder engagement is summarised as follows.

### Demand side findings:

- The Wagga Wagga LGA population is projected to grow by approximately 0.8% per annum from 2023-2041. With an additional 14,000 people moving into Wagga Wagga over the next 25 years, the LGA will see an average annual increase of approximately 560 people per year (*\*Source: Forecast.id 2024*).
- By 2041, Wagga Wagga will need an additional 4,940 dwellings to accommodate our population growth. This number reflects the most likely growth scenario, where Wagga Wagga grows moderately, as opposed to very quickly or very slowly. This number does not incorporate any historic undersupply in housing and providing more housing than the implied demand may improve housing outcomes for current and future Wagga Wagga residents. (*\*Source: Forecast.id 2024, TfNSW 2022; ABS 2022; Ethos Urban*)
- The total increase in temporary population from major projects and additional health workforce is estimated to be 1,860 people over the next 10 years.
  - Between 1,125 and 1,610 will come from outside the LGA and immediate region and therefore require accommodation.
  - Some workers are likely to bring partners and families, this translates to an additional 200-300 people.
  - Discussions that occurred in 2024 revealed there were 40 additional health workers requiring accommodation over the coming years as well as an additional 50 students requiring accommodation due to new courses.
  - The pipeline of projects will commence at different times and not all workers will arrive at the same time. Based on the forecasts there is an expected population peak in 2027/28 of 1,200 people.
  - Two of the major projects are expected to provide worker camps for their staff to accommodate 550 workers, this translates to 650 people requiring employee-sourced rental or hotel accommodation during the peak.
- Major project proponents are unlikely to provide housing for project workers in Wagga Wagga due to Fringe Benefit Tax (FBT) implications, although the worker may be paid a Living Away from Home Allowance (where the accommodation component is not subject to FBT). In some cases, camps are provided, these have all been approved under the State Significant Development Pathway to date and are likely to be FBT exempt as they are more than 40km away from the Wagga Wagga CBD.
- Project workers will predominantly want low cost, simple accommodation, estimated at no more than \$80 per night.
- Proximity to work/study is a key consideration of housing for key workers and also students in the health sector.

It is noted that these numbers and timelines are fluid as projects go through their planning and design stages. The numbers also do not reflect smaller private projects that may also be coming on board in the future.

Supply side findings:

- Insufficient residential accommodation in the LGA is impacting the availability of rental properties which in turn is limiting the ability of businesses to recruit staff into the region.
  - Rental vacancy rates in Wagga Wagga are well below the Real Estate Institute of Australia's 'healthy' benchmark of 3.0%.
  - There is stigmatisation of those experiencing housing insecurity, which may lead to discrimination in selection of rental tenants.
- The lack of diversity in housing stock is impacting affordability with flow on effects to new resident attraction
- The 2021 ABS Census data on household and dwelling size indicates a mismatch between the current housing stock and the size of households in Wagga Wagga (ABS 2021, Ethos Urban).
- Factors impacting the ability of the housing sector to meet housing demand:
  - Availability of zoned land (including development approvals and servicing)
  - Cost to service greenfield sites – infrastructure servicing is needed to facilitate growth
  - Availability of labour – impacted by competing projects within and outside of the region
  - Supply and cost of materials
  - Developer rate of construction (falling productivity) and capability outside of traditional dwelling types
  - Finance access for developers (borrowing interest rates)
  - Federal tax mechanisms
  - Risk aversion in current economic climate
  - Insolvency risk – building companies.
- At the time of the analysis average short term stay accommodation occupancy average occupancy rates were 65% with 640 rooms available at any one time which has been further impacted as rooms have been taken offline as major project proponents negotiate long term leases with commercial accommodation operators. This impacts room availability for our visitor economy and events – including health, defence, sporting and business events.
- While modern methods of manufacture (prefab) may fast track the building time they are expensive, are faced with supply chain constraints, financing access and regulatory barriers.
- Private investors can provide capital to support investment in key worker accommodation however are reluctant to do so without the commitment of a long term, secure lease.
- MLHD support their temporary health workforce through the provision of short stay rentals and a small number of short stay beds that are managed through the MLHD Asset Services team.
- Council has been approached in the past by landowners who are interested in providing accommodation for project workers however the lack of a standard definition for “worker accommodation” or “temporary worker accommodation” in the Standard Instrument Local Environmental Plan - SILEP 2006 and Wagga Wagga LEP has made this difficult.
  - In certain instances, temporary workers' accommodation has been approved as part of a State Significant Development project.
  - The NSW Department of Planning, Housing and Infrastructure (DPHI) has introduced a recent planning pathway to fast-track housing for

construction workers on major infrastructure projects in Renewable Energy Zones (REZ) only, this does not apply to the Wagga Wagga LGA.

**Site Opportunity Analysis** - *a review of assets in Council's ownership or management that staff have identified may be suitable for housing development.*

An initial desktop review of potential housing and accommodation sites followed the impact analysis. This review included Council-owned and privately held assets and was informed through the feedback and intelligence gathered through the stakeholder engagement.

The desktop analysis identified 41 sites with potential to address the needs identified through the stakeholder engagement (refer to Attachments – Desktop Review 2023 and Car Parks Desktop Review March 2023). These sites were selected based on location, size, proximity to services, proximity to employment nodes (existing and future), typography of the site, zoning, ownership, and the consideration of land constraints.

Although Council owns approximately 960 properties across its entire property portfolio, many of these land parcels are used for Council's operational purposes. Of the 960 properties, approximately 377 land parcels are classified as Community land which cannot be used for other purposes without going through a formal reclassification process.

In addition to Community and Operational land, Council manages approximately 189 land parcels of Crown land on behalf of the Crown. Council has a requirement under the *Local Government Act 1993* to treat these land parcels as though they were Community land, as such they have a lot of the same legislative constraints. The land use must also be consistent with the reserve purpose and/or a formally adopted plan of management for the land. There is an opportunity to acquire Crown land as freehold land, however this is normally at market value and can come with pre-existing trusts or covenants attached which could restrict use/development of the site.

The initial review is not intended to replace the proposed strategic review of Council's entire property portfolio however it has served as a starting point to develop options for housing supply in the interim. A full strategic Council property review, while not currently funded, would enable Council to establish a clear organisational position for each property purpose and use based on economic and community considerations.

From the initial desktop analysis, a shortlist was developed based on sites that would be considered suitable for housing development, quick to implement, aligned to existing serviced areas or growth areas and well located to services.

These sites and potential opportunities are summarised below and include the Northern Growth Area, Southern Growth Area and Homes NSW social housing initiatives. The intention of the shortlist was to explore both short term and longer-term opportunities. The opportunity analysis considered the potential relationships needed for site activation.

Some of these opportunities have not proceeded beyond initial investigation as they were not considered viable, while others are in progress.



A summary of the shortlisted sites and investigation outcomes is provided below:

Site	Potential Opportunity	Potential Partner/s	Status
11 Farrer Road, Boorooma (Council owned)	<p><b>General housing supply and housing affordability</b></p> <p>Potential for smaller lots and townhouses which may provide more affordable home ownership options and downsizing opportunities.</p> <p>Currently partly zoned R5, large lot residential. A rezoning proposal to rezone to R1 will allow for an additional 35 dwellings has been approved through Gateway, taking the total site to approximately 69 dwellings.</p> <p>This site will be taken into account in the completion of the northern growth structure plan.</p>	Developer	<p>Rezoning Proposal for R5 portion approved through Gateway for public exhibition.</p> <p>Council applied for funding through the Housing Support Program for subdivision works however this application was unsuccessful.</p>
Travers St, Wagga Wagga (Council owned)	<p><b>General Housing Supply and Entry Point Housing Pilot Site</b></p> <p>See Other Opportunities section for more detail on Entry Point Housing.</p>	Developer Department of Planning, Housing and Infrastructure	<p>Desktop Site Investigation completed for contamination.</p> <p>Further soil testing required.</p>
Tarcutta (Considering both Council and private land holdings)	<p><b>Major project accommodation</b></p> <p>Worker camp with community legacy.</p>	HumeLink West	<p>Worker camp to be established on private land and operational Sep/Oct 2025.</p> <p>Interim worker accommodation needed for up to 330 workers in the Wagga LGA from Jun-Sep 2025.</p>

Site	Potential Opportunity	Potential Partner/s	Status
Southern Growth Area (Privately owned)	<b>General Housing Supply</b> Potential capacity for 4750 dwellings.	Project proponents Department of Planning, Housing and Infrastructure	Planning proposal for 2,900 lots lodged by Council for Gateway Determination
Northern Growth Area	<b>General Housing Supply and housing affordability</b> Housing affordability mechanisms will be explored as part of project.	Council led	Technical studies in progress.
36-40 Gurwood Street, Wagga Wagga (Council owned)	<b>Housing diversity, infill</b> Potential opportunity for mixed use development.	Developer	Property condition report in progress. Future plan to issue an Expression of Interest to assess market interest.
80 Connorton Street, Uranquinty (Council owned)	<b>Housing infill</b> Potential to realign the levee to protect land that is zoned RU5 for future village expansion.	Developer	Preliminary feasibility of alternate alignment in progress to provide overland flow for existing residents and potential to unlock RU5 zoned land.
Tolland Renewal Project	<b>Social and Affordable Housing</b> Revitalisation of ageing and unsuitable housing typologies to meet the needs of current tenants and to decentralise social housing from Tolland.	Homes NSW DPHI	Concept Masterplan adopted by Council; Planning Proposal gazetted by DPHI, Planning Agreement and Land Acquisition Agreements executed. Ongoing collaboration between WWCC and Homes NSW.

Site	Potential Opportunity	Potential Partner/s	Status
	Will incorporate private, affordable, social and seniors housing delivery.		
Confidential discussions occurring with Homes NSW in relation to future sites for mixed-tenure development.	<b>Social Housing and General Housing Supply</b> Confidential discussions with relevant stakeholders to facilitate social and/or affordable housing delivery in the LGA.	Homes NSW	Discussions ongoing. Confidential report to be presented to future Council meeting.
Duke of Kent	<b>Social Housing</b> Construction of social housing apartments around Duke of Kent oval in central Wagga Wagga – 10 apartments already completed with 36 more apartments approved.	Homes NSW WWCC	Development applications approved.
Various CBD sites  (Privately owned)	<b>Potential Hotel Developments</b> <b>Confidential</b> – approached by property owners with different concepts.	N/A	Ongoing.

<b>Sites explored but not considered viable for the land use identified.</b>			
11 Sturt Street, Wagga Wagga (Privately owned)	<b>Key worker accommodation</b> Sturt Street Apartments designated for key workers. WWCC facilitated discussions with key stakeholders.	State Government Agency Developer Equity investor	Did not proceed, not considered feasible. Site since sold and discussions have occurred with new owner.
Various (privately owned)	<b>Housing diversity and affordability</b> Low and mid-rise housing - key worker, major project and affordable housing.	Landcom Property Owners WWCC	Will not progress due to feasibility in regional areas.
Various (Privately owned)	<b>Key Worker Accommodation</b> Creation of key worker accommodation on private land. WWCC facilitated discussions with key stakeholders.	Private developer Equity investor	Did not proceed – not viable due to lack of pre commitment lease.
Privately owned	<b>Student Accommodation</b> WWCC facilitated discussions with key stakeholders.	University WWCC	Did not proceed – did not meet needs.
Various CBD Carparks (both Council and private)	<b>Housing affordability/infill</b> Build housing above carparks.	Landowners Developers	Did not proceed – not considered viable – height limits.

## Other opportunities and approaches to assist in addressing the housing supply

In addition to the site investigations, other non-site-specific opportunities have been identified to address housing and accommodation supply in Wagga Wagga.

A summary of these initiatives and the status of each is provided below:

### Entry Point Housing

Concept Phase

Entry Point Housing is an alternative development consent pathway that supports the development of lower cost, well-design housing for owner-occupiers who do not own other property.

The product is aimed at first home buyers or previous homeowners who have been unable to re-enter the property market due to personal circumstance. It also provides a solution for government agencies seeking key worker accommodation

The initiative is built on collaboration with Government, developers, builders, planners, the finance industry and housing product suppliers.

This project has been instigated by WWCC following presentations to the NSW Government and an EOI process seeking a development partner in late 2024.

Staff recently met with DPHI to confirm support and will provide a draft framework and policy amendment to DPHI in the coming months.

### Secondary Dwellings

Analysis in progress

This project involves an investigation of secondary dwelling opportunities, including barriers to take-up, LEP/DCP amendments, development of templated designs, guidelines – funded through the Housing Support Program.

The intention of this project is to understand the potential for smaller, secondary homes in Wagga Wagga and to make homeowners aware of the opportunities that exist through this housing type.

The project incorporates the identification and implementation of planning amendments as well as the investigation of secondary dwelling plans supported by an awareness campaign.

The analysis undertaken to date has informed the recommendation to prepare a planning proposal to expand options available to landowners for the development of secondary dwellings. A separate report will be provided to Council detailing the Planning Proposal amendments.

### Hotel Feasibility Analysis

Completed

An analysis to assess the potential for short stay accommodation investment in the city was undertaken in 2024.

This report identified a market gap of 300-400 rooms based on projected visitor growth and unaccommodated demand due to gaps in the market (eg. quality and style of accommodation versus visitor expectations). The report recommended a further, detailed investment feasibility is undertaken for the city or on a site-by-site basis.

#### Event Overflow Camping

Report proposed for future Council meeting

In response to the accommodation spikes experienced in Wagga Wagga when hosting events a proposal to allow temporary camping at Wiradjuri, Wagga Wagga Cricket Ground, Riverside and Equex has been developed.

A Development Application has been prepared and was placed on exhibition in 2024. Following the exhibition period a report will be presented to a future Council Meeting.

#### Review of CBD Density Targets

Not started

A review of density targets in the CBD may provide an opportunity to encourage infill housing development.

This initiative has a dependency on the findings from both the CBD Masterplan and Housing Strategy.

#### Build to Rent Study

Report completed but not published

Council participated in a Build to Rent study undertaken by Regional NSW across 2 sites in 2023/24 – the study was not published, however the findings determined that this model is unlikely to be viable in a regional setting without significant government funding due to upfront capital required, marginal rates of return (particularly for affordable rental product) as well as tax rates, facility management overheads and GST tax credits that cannot be claimed.

#### Local Housing Strategy

In draft, due for public exhibition mid 2025

The Wagga Wagga Local Housing Strategy will identify the demand for, and supply of, housing in the LGA over approximately the next 20 years. It will identify future locations for housing growth and development. It will also identify further actions for Council to undertake, including exploring alternative housing measures and opportunities to make the development of housing (including affordable housing) easier. These actions will be undertaken over various timeframes, including within the 0-5 years of adopting the Local Housing Strategy, and the 5-10 year medium timeframe.

The Wagga Wagga Local Housing Strategy is currently in draft, due for public exhibition in the first half of 2025.

In addition to the development of the Wagga Wagga Local Housing Strategy, an Interim Housing Affordability Paper has been prepared. This Paper will identify actions that Council can take to better advocate for, and encourage delivery of, social and affordable housing, and some other non-market housing typologies. It will also inform the need for an Affordable Housing Contributions Scheme feasibility study.



Strategic Property Review

Not funded

A full strategic Council property review, while not currently funded, would enable Council to establish a clear organizational position for each property purpose and use based on economic and community considerations.

In support of these opportunities and initiatives Council staff continue to seek grant funding for housing and infrastructure. A summary of the current funding and pending applications is provided below:

Grant	Description	Funding Granted
Accelerated Infrastructure Fund – NGA Sewer Upgrades, Plumpton Road North, Plumpton Road South	Infrastructure to support projected population growth.	<b>\$70,796,214.32</b>
Housing Support - Stream 1	Investigation into opportunities for secondary dwellings.	<b>\$450,000.00</b>
Secondary Dwellings		
Housing Strategy	Development of the Local Housing Strategy	<b>\$250,000</b>
<b>Unsuccessful Grants</b>		
Regional Housing Strategic Planning Fund – Round 3	Northern Growth Area – Structure Plan Completion Project.	<b>\$235,750.00</b>

**Consideration of how Council can broker relationships between housing service providers and the real estate, building and construction sectors to identify alternate options to reduce rental stress, and housing gaps and to increase affordability and availability of housing.**

The work undertaken to date has led to the focus on the site-specific projects and mitigation strategies as summarised in this report. The recommendation is to continue to focus on the specific projects identified and work with the identified partners to build an understanding of the issues and facilitate collaborative partnerships.

Alongside this is the Tolland Renewal Project made up of a consortium with State Government (HomesNSW), community housing provider Argyle Housing, Aboriginal Housing and Wagga Wagga City Council. This is also underpinned by Council endorsing a MoU of collaboration with HomesNSW to advocate and plan, with the State, on other opportunities for social and affordable housing supply in our local area, including new release areas or other renewals such as the Duke of Kent six stage project. The renewals have an intent to produce fit for purpose housing for the local demographic need and demand and will likely result in an increase from low to medium

density. Councils staff also liaise and link industry and developers to other affordable and community housing providers for possible partnerships in housing supply.

Council staff already play an active role collaborating with local not-for-profit organisations, government agencies and community groups funded for crisis and general housing support or provision to raise awareness of homelessness, rental stress and supply need being experienced in our city, and this includes advocacy for vulnerable cohorts like those experiencing domestic and family violence (DFV). Whilst Council is not a direct service provider as our community has state-funded local service providers contracted to lead and provide a range of homeless outreach and housing intervention support services, staff through their own daily interactions and own services play an important referral support process to those other agencies.

Council staff are active members of the Triple H Forum, who meet on a quarterly basis, to discuss sector gaps and organise local solutions. A concerning national statistic is the rise of older women experiencing homelessness. Council staff support the Homelessness Week Expo in the first week of August each year through ground event management and logistics support and promoting Council services to members of the homeless community, such as the Wagga Wagga City Library service. Each year Council staff facilitate Foodbank pop-ups in collaboration with the Murrumbidgee Primary Health Network and the Triple H Forum members and time this during Homelessness Week in collaboration with local service providers as an important connection point for those community members seeking support.

Housing is a whole of community issue, with Council activities and leadership remaining an important contributor which can be in a number of ways including through Council's own planning controls, advocacy to other housing providers, community development initiatives like the food bank pop up, acting as a referral touch point as community members access our public facilities or have contact with Council services and partnerships towards affecting change in housing supply that is fit for purpose.

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### **Financial Implications**

N/A

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### **Policy and Legislation**

Community Strategic Plan 2040  
Wagga Wagga Local Strategic Planning Statement 2040  
Wagga Wagga Local Environmental Plan 2010  
National Housing Accord  
The National Agreement on Social Housing and Homelessness (NASHH)  
The State Environmental Planning Policy (Housing) 2021.

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### **Link to Strategic Plan**

#### **Growing**

Increase housing supply and diversity

Implement initiatives to deliver an increase in housing supply and diversity of housing options to meet the needs of our community.

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## Risk Management Issues for Council

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Risks will be managed on a project-by-project basis, in line with each key action area.

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## Internal / External Consultation

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Multiple stakeholder discussions were held between 2022-2024 in the gathering of data and information to inform the demand and supply analysis.

Discussions with key stakeholders (internal and external) have continued through to 2025 in the design and development of concepts and projects to address the opportunities identified in the report.

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## Attachments

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1. Car Park Desktop Review March 2023

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. - Provided under separate cover.*

2. Desktop Review 2023

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. - Provided under separate cover.*

3. Housing NOM - separate cover

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business. - Provided under separate cover.*

**RP-4 PROPOSED EVENT CAMPING DEVELOPMENT APPLICATION****Author:** Joshua Walsh**Executive:** Fiona Piltz

**Summary:** A proposal for the establishment of temporary camping grounds was publicly exhibited from 26 June to 31 July 2024. This report provides an update on the community feedback received during the exhibition period.

**Recommendation**

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That Council:

- a receive and note the submissions received during the public exhibition of the proposed Temporary Camping Grounds Development Application
- b endorse continuing with the planning application process for the Exhibition Centre and Wagga Cricket Ground only

**Report**

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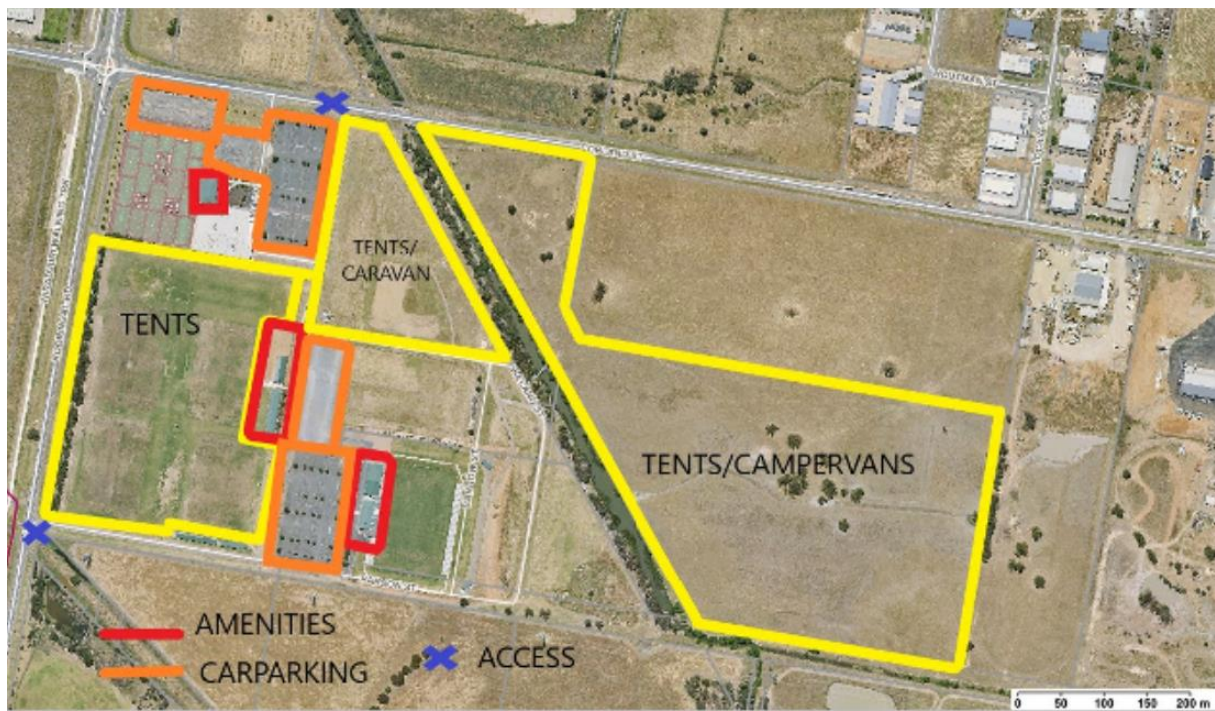
Wagga Wagga is predicted to face an accommodation shortage over the coming years, with several major projects committed across the energy, transport, and defence sectors expected to significantly increase demand for both commercial and non-commercial accommodation within the region. Current workforce modelling suggests the total increase in temporary population from major projects and additional health workforce is estimated to be 1,860 people over the next 10 years:

- Between 1,125 and 1,610 will come from outside the LGA and immediate region and therefore require accommodation.
- Some workers are likely to bring partners and families, this translates to an additional 200-300 people.
- Discussions that occurred in 2024 revealed there were 40 additional health workers requiring accommodation over the coming years as well as an additional 50 students requiring accommodation due to new courses.
- The pipeline of projects will commence at different times and not all workers will arrive at the same time. Based on the forecasts there is an expected population peak in 2027/28 of 1,200 people.
- Two of the major projects are expected to provide worker camps for their staff to accommodate 550 workers, this translates to 650 people requiring employee-sourced rental or hotel accommodation during the peak.

To help address this projected additional accommodation demand, particularly during large scale events, Council staff have identified and an option of preparing a blanket Development Application (DA) to allow temporary accommodation at selected recreation sites during major events.

The original option explored identified four possible sites, however following feedback received during the public exhibition period and further internal consideration, it is proposed that the application is submitted for only two sites:

- **The Exhibition Centre**, Copland Street (Lots 6, 21, 22, 23 DPs 1209699 and 1161836)
- **Wagga Cricket Ground**, Kincaid Street (Lot 1 DP 663066)



**Proposed Layout - The Exhibition Centre**





### ***Proposed Layout - The Exhibition Centre***

The following sites have been removed from the proposed blanket development application consideration following the feedback received and current land constraints.

- **Wiradjuri Oval**, Narrung Street (Lot 7008 DP 1115364)
- **Riverside Wagga Beach** (Lot 1 DP 1009920, Lot 7068 DP 1124868)

The primary purpose of this proposal is to provide overflow accommodation during major events such as the NSW Touch Association Junior State Cup Southern Conference carnival, the Academy Games, and the Gears and Beers Festival. This application is not intended to replace existing accommodation options, but rather to serve as a contingency plan that can be implemented when traditional lodging options become fully booked.

The proposal was placed on exhibition via Have Your Say between 26 June and 31 July 2024. During the submission period Council received 112 responses during the exhibition period; 55 online submissions, 55 hand-delivered letters, 1 direct e-mail, and 1 phone call.

### **Analysis of Submissions**

A high-level overview of these submissions showed:

- 17 submissions support the application in its entirety (all four sites),
- 6 submissions oppose the application in its entirety (all four sites),
- 3 submissions proposed a permanent caravan park,
- 1 submission proposed helping the homeless,
- 86 submissions included responses regarding the suitability of specific sites.

The most common items raised were:

- The proposal being a great idea and much needed.
- Concerns around the cost to rate payers due to:
  - Cleaning,
  - Temporary items (such as temporary toilets, power supply, and waste disposal, labour costs etc.),
  - Restoring grounds to an acceptable level after the event, including possible damage to irrigation systems,
  - Signage.
- Location concerns surrounding:
  - Crime,
  - Traffic,
  - Flooding,
  - Impact on regular sport (especially cricket).
- Concern around local businesses losing income.
- Other locations suggested:
  - Boat club,
  - Showground,
  - The Range,
  - AFL grounds,
  - North Wagga flats,
  - Vacant section of Rawlings Park (near Vincent Rd),
  - MTC.



## Site Specific Analysis

### Cricket Ground

- 3 submissions in support
  - *Reason:* Located away from flooding and has existing amenities
- 12 submissions objecting to this site.
  - *Reason:* Will destroy the grounds (events listed are held during their cricket season)

### Exhibition Centre

- 5 submissions in support
  - *Reason:* no specifics mentioned
- 4 submissions objecting to this site.
  - *Reason:* Ruin sporting fields and traffic during netball/rugby league

### Wagga Beach/Riverside – Removed from Development Application

- No specific mention of support
- 68 submissions objecting to this site.
  - *Reason:* tourist location, carparking already restricted, flooding, costs/time spent repairing

### Wiradjuri Oval – Removed from Development Application

- 2 submissions in support
  - *Reason:* it's not a sporting ground and not in peak demand.
- 3 submissions objecting to this site.
  - *Reason:* Gazetted Aboriginal significance (should seek approval from Mawang Gaway) and crime.

### Sportsgrounds

- 1 submission said to not use any sportsgrounds.

### Flood Zones

- 1 submission said to not use any ground in the flood zone.

Questions/Comments Mentioned	Response
Why are events being scheduled for the same weekend? Why can't these be more spaced out?	Council does limited control over the event organiser's arrangement of when events will take place. The event organisers will generally schedule their events in line with broader event/s across the country.
How will Council know in advance how many sites will be require and what is the trigger point?	Staff have a reasonable understanding of the size of events, timing of events, and accommodation market. The trigger point would be when the event organiser/s liaise with Council on anticipated numbers of participants and demand for accommodation. Council staff (Sports Management and Events Management teams) will use their experience and knowledge to best assess

Questions/Comments Mentioned	Response
	when temporary accommodation would be required.
Will a cost be involved, or will these sites be free?	The cost of sites will be a case-by-case basis and in conjunction with event organisers.
Why is the application for 40 days if it is only anticipated to be required once or twice per year?	The application proposes 40-days per site per year to prevent requiring an amendment being made to the approval in the event of an exceptional circumstance. Although it is not anticipated that 40 days will be required in the foreseeable future, this number has been used to future-proof the application and to avoid additional costs and time delays if the time period is too short.
Will all 5,000+ sites be used at once?	With the revision of proposal only including two sites, the available sites reduce from 5,000+ sites to approximately 3,700+. It is not predicted that all sites would be used at once in the foreseeable future.

If Council were to determine to proceed with the proposal in addition to submitting the revised development application for consideration an internal policy will be developed to manage the use and scale of the temporary accommodation to ensure this proposal does not create an oversupply of accommodation and competition for local businesses. Further the internal policy will include the specific set up requirements for each site nominated; including amenities required i.e. toilets, power supply, waste disposal, traffic management, cleaning and signage.

### Financial Implications

Costs associated with development application will be funded from existing recreation planning budgets.

The cost involved with preparing, maintaining, and restoring the proposed sites will be considered on a case-by-case basis through an event paid or a user paid model, and will be subject to further council reports.

### Policy and Legislation

Wagga Wagga Destination Management Plan 2025-2034  
Recreation, Open Space and Community Strategy and Implementation Plan 2040

### Link to Strategic Plan

### Growing

Thriving visitor economy

Enhance Wagga Wagga as a leading regional destination to foster the growth of a robust visitor economy.

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## Risk Management Issues for Council

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If there is not sufficient accommodation in the city to cater for events, Council may not be able to host events and event organisers could seek alternate locations that can cater for the demand.

If Council proceeds with the proposal, the future events and campgrounds if used would be managed using Council's existing event and contract management frameworks.

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## Internal / External Consultation

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Both internal and external consultations have occurred in relation to the proposal.



Internal consultation occurred within Council's Strategic Recreation, Events, Parks Operations, Planning and Property divisions. A Councillor Workshop briefing was also held 3 February 2025.

The proposed planning application was placed on exhibition via the Have Your Say page between 26 June to 31 July 2024. An article, including the Have You Say page link was listed on Wagga's Council News, Facebook, and Instagram on 27 June 2024.

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## Attachments

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1.  Statement of Environmental Effects - Provided under separate cover
2.  Submissions - Provided under separate cover

**RP-5 SOUTHERN SPORTS ACADEMY ANNUAL CONTRIBUTION****Author:** Kadison Hofert**Executive:** Fiona Piltz

**Summary:** Southern Sports Academy is proposing an increase in Council's annual funding contribution from \$4,000 to \$11,880 to align with contributions from other Local Government Areas.

**Recommendation**

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That Council:

- a endorse the General Manager of their delegate entering into an agreement with the Southern Sports Academy for a three-year period
- b approve the budget variations listed within the financial implications section of this report

**Report**

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The Southern Sports Academy (SSA) is one of 11 regional academies in New South Wales dedicated to delivering high-performance development pathways for pre-elite athletes across southern NSW. The Academy supports more than 3,000 athletes across 22 Local Government Areas (LGAs), including Wagga Wagga, providing services such as coaching, strength and conditioning, and personal development to help athletes compete at state, national, and international levels.

Council currently contributes \$4,000 annually to the SSA. This amount is based on a legacy calculation of \$200 per athlete and has not been revised since 2016. It does not account for growth in athlete participation, increased service delivery, or changing community needs over the past decade.

SSA has highlighted that it is currently the least funded regional academy in the state and is seeking to implement a more equitable and sustainable funding model across its LGA network. The proposed model is based on LGA population rather than athlete numbers, aiming to ensure:

- Equity: All contributing LGAs provide support proportionate to their population base.
- Consistency: Reliable annual funding enables SSA to deliver consistent, high-quality programs throughout the region.
- Sustainability: Reduces volatility in funding levels linked to annual fluctuations in athlete numbers or ad hoc contributions.

Under this model, SSA is requesting an increased annual contribution of \$11,880 from Council. This figure reflects Wagga Wagga's share of the total target of \$55,000 to be raised across all participating LGAs.

A breakdown of the proposed funding model is provided below:

<b>LGA</b>	<b>Population</b>	<b>% of Pop.</b>	<b>Funding request based off \$55000</b>
Albury City Council	52949	17.8%	\$9790
Balranald Shire Council	2341	0.8%	\$385
Berrigan Shire Council	8664	2.9%	\$1595
Carrathool Shire Council	2796	1%	\$550
Coolamon Shire Council	4390	1.5%	\$825
Coota-Gundagai Regional Council	11244	3.8%	\$2090
Edward River Council	8949	3%	\$1650
Federation Council	12444	4.2%	\$2310
Greater Hume Shire Council	10602	3.6%	\$1980
Griffith City Council	26586	8.9%	\$4895
Hay Shire Council	2979	1%	\$550
Hilltops Council	18753	6.3%	\$3465
Junee Shire Council	6511	2.2%	\$1210
Leeton Shire Council	11417	3.8%	\$2090
Lockhart Shire Council	3237	1.1%	\$605
Murray River Council	11956	4%	\$2200
Murrumbidgee Council	3952	1.3%	\$715
Narrandera Shire Council	5931	2%	\$1100
Snowy Valleys Council	14552	4.9%	\$2695
Temora Shire Council	6236	2.1%	\$1155
Wagga Wagga City Council	64265	21.6%	\$11880
Wentworth Shire Council	6972	2.3%	\$1265
<b>Total Population in Southern Region</b>	<b>297726</b>	<b>100%</b>	<b>\$55000</b>

The Southern Sports Academy has proposed this funding be put in place for three years with a review to be completed after this period.

### Financial Implications

If endorsed there would be an increase in the annual funding allocated to the Southern Sports Academy from \$4,000 to \$11,800.

It is proposed that the additional funds of \$7,800 for the first year (2025/26) would be sourced from the Parks and Recreation reserve, with the future years funding source to be determined as part of the 2026/27 budget process.

### Policy and Legislation

Recreation, Open Space and Community Strategy and Implementation Plan 2040.

### Link to Strategic Plan

#### Vibrant

Sport and recreational opportunities

Support participation in sport and recreation.

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## Risk Management Issues for Council

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There is no risk associated with this report.

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## Internal / External Consultation

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Information pack was provided to Councillors.

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## Attachments

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1. 2024 Southern Sports Academy Financial Statements

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: commercial information of a confidential nature that would, if disclosed, reveal a trade secret. - Provided under separate cover*

2. Souther Sports Academy presentation - Provided under separate cover



**RP-6 DONATION FROM THE WAGGA WAGGA TENNIS ASSOCIATION****Author:** Ben Creighton**Executive:** Fiona Piltz

**Summary:** The Wagga Wagga Tennis Association would like to contribute \$78,565 to Council for the purchasing of seating at the Jim Elphick Tennis Centre.

**Recommendation**

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That Council:

- a accept a donation of \$78,565 from the Wagga Tennis Association
- b note these funds will be used to purchase seating for the Jim Elphick Tennis Centre in accordance with the Wagga Wagga Tennis Association request
- c approve the budget variation listed in the financial implications section of this report

**Report**

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Following the construction of the Jim Elphick Tennis Centre and implementation of the venue's new management model the Wagga Wagga Tennis Association are planning on winding up their activities as a formal association. However, prior to doing this they have approached staff with the offer of a cash contribution to Council of \$78,565 for the purchase of additional seating at the Jim Elphick Tennis Centre.

These funds would be used to purchase 30 freestanding bench seats for players and spectators and 8 additional 3 tier freestanding grandstands.

The proposed aluminium seating would add value to the venue by increasing the usability and comfort of the venue for both players and spectators. The reasons for the donation as opposed to the association purchasing the equipment themselves is that Council can access Local Government contract prices.

The seating once purchased would become an asset of Council with an expected asset life of more than 15 years. Current installations of the same type of seating have been in place for between 10-15 years at other venues with minimal wear or maintenance required.

The offer of the donation is contingent on the funding being spent on the proposed seating.

**Financial Implications**

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The Wagga Wagga Tennis Association is proposing to donate \$78,565 to Council for the purchase of Aluminium Seating for the Jim Elphick Tennis Centre.

These funds when received would be used to purchase the seating during the 2025/26 financial year.

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## **Policy and Legislation**

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POL-052 Budget Policy

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## **Link to Strategic Plan**

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### **Growing**

A connected community

Promote and support the use of technology to drive innovation and connection in our community.

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## **Risk Management Issues for Council**

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If this seating were to be implemented, the associated risks would relate to process, workplace health and safety (WHS), and contractor performance. These risks are managed through Council's established project management and contractor performance management systems.

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## **Internal / External Consultation**

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Internal consultation has been undertaken within the City Growth and Regional Asset division.

External consultation has been undertaken with Wagga Wagga Tennis Association committee.



## RP-7 MAJOR EVENTS, FESTIVALS AND FILMS SPONSORSHIP 2025/26 ROUND 1

**Author:** Kimberly Parker  
**General Manager:** Peter Thompson

**Summary:** Council is in receipt of three applications for the first round of the 2025/26 Major Events, Festivals and Film Sponsorship Program. The funding is available to support events held from 1 July 2025 to 30 June 2026.

### Recommendation

That Council authorise the General Manager or their delegate to enter into an agreement to sponsor the following events through the 2025/26 Major Events and Sponsorship budget:

- i Riverina Harvest Festival by Murrumbidgee Landcare to the amount of \$10,000 through the Incubator Event stream
- ii Carols by Candlelight by Specialist Medical Resources Foundation to the amount of \$10,000 through the Incubator Event stream
- iii Christmas with the Con by Riverina Conservatorium of Music to the amount of \$19,209.66 through the Developing Event stream

### Report

Council is in receipt of three (3) applications for the first round of the 2025/26 Major Events, Festival and Films Sponsorship Program. This funding is available to support events held from 1 July 2025 to 30 June 2026.

Applications have been assessed by the Major Events Advisory Panel (the Panel) consisting of three community members and two council staff. The Panel has assessed the applications in line with the Major Events, Festivals and Films Sponsorship guidelines. The details of the applications received along with the recommended sponsorship funding amounts are summarised as follows:

Event Name & Organisation	Amount Requested	Event Budget	Reason
Riverina Harvest Festival by Murrumbidgee Landcare	\$10,000	\$60,000	<p>The Panel recommends sponsorship of the event to the full amount of \$10,000 requested for the delivery of this event.</p> <p>The Panel scored the event high, being a new event in its second year that supports the agri-tourism industry and aligns to Council's endorsed Destination Management Plan priorities.</p> <p>The application displayed evidence of community support and strong partnerships with local businesses,</p>

Event Name & Organisation	Amount Requested	Event Budget	Reason
			growers and producers and community groups.
Carols by Candlelight by Specialist Medical Resources Foundation (SMRF)	\$10,000	\$70,000	<p>The Panel recommends sponsorship of the event to the full amount of \$10,000 requested for the delivery of this event.</p> <p>The Panel scored the event high, being an event that provided diverse experiences for the community to participate and enjoy.</p> <p>The application demonstrated strong community and strategic partnerships to demonstrate their capabilities to deliver successful events to this scale. The applicant provided differentiation from other festive events in the city including children's activities and performances including roving entertainers, face painting, a jumping castle, petting zoo and food stalls that will appeal to young families, and seniors.</p>
Christmas with the Con by The Riverina Conservatorium of Music	\$20,000	\$48,024.17	<p>The Panel recommends sponsorship of the event to the maximum eligibility of \$19,209.66, being 40% of total event costs, for delivery and staging of the event.</p> <p>The Panel recognised that the free community event has broad appeal to the community and has demonstrated growth in attendance across the previous three years.</p> <p>The applicant has clearly demonstrated how they are inclusive and support local creative industries, as well how their event provides differentiation from other festive events in the city with a focus on profiling the musical talents of the students of the Riverina Conservatorium of Music including performances from over 200 musicians with feature soloists, ensembles, talented vocalists, and the Riverina Conservatorium of Music orchestra, which will have broad appeal to contemporary classical music audiences.</p>

## Event Details:

### Riverina Harvest Festival | 20 – 21 March 2026

Riverina Harvest Festival hosted their inaugural event in 2025, and is an event staged in collaboration with a number of local non-for-profit groups including Murrumbidgee Landcare, Erin Earth, Demonstration Gardens, Yield Lot 7 and the Pro Patria Centre. The two-day event comprises of a conference on day 1 and a community festival on day 2 featuring local and regional produce markets, music and workshops with industry leading experts.

The event is an ongoing project with a focus to harness opportunities to support local grower and consumer networks, celebrate local produce, and foster sustainability in the region. The event enhances networking opportunities, educate the wider community on sustainable, regenerative and permaculture practices, and supports new local food production initiatives. The event increases local food tourism by encouraging local and regional travel and enhances the agri-tourism industry in the region.

### Event summary

- Date: 20 – 21 March 2026
- Expected attendance: 2000
- Visitors outside of the Local Government Area: 500
- Program duration: 2 days
- Proposed venue: CSU Riverina Playhouse and Riverside Precinct
- Total income (excluding Council sponsorship funds): \$10,000
- Total event cost: \$60,000
- Total amount requested: \$10,000
- Event committee members: Tina de Jong, Eltan Mestan, Jackie Price, Olivia D'Souza, Zoe Lamont, Tim Dick, and Annika Colenso.

The applicant is seeking \$10,000 in cash funding from Council's Major Events, Festivals and Films Sponsorship to stage and deliver the event.

If successful in securing the requested funding the applicant will acknowledge Council's funding through logo placement on all advertising and marketing material and promotion through media opportunities as they arise.

The Panel has assessed this application against the Major Events, Festivals and Films Sponsorship Guidelines for an Incubator Event and recommend this event receives the full amount requested of \$10,000 towards the delivery and staging of their multi-day event.

The Panel's assessment and recommendation is summarised as follows:

- The application scored high in terms of having strong community partnerships within the local community.
- The Panel were supportive of the multi-day program to encourage repeat visitation for residence and visitors including overnight stays.
- The application was well detailed and addressed each criterion well.
- The Panel recommends sponsorship of the event to the full amount of \$10,000 requested for the delivery of this multi-day event.

## **Carols by Candlelight | 6 December 2025**

Carols by Candlelight will return this year, hosted by non-for-profit organisation, Specialist Medical Resources Foundation (SMRF). SMRF has over 10-years' experience in producing and delivering professional theatre and events in Wagga Wagga. The event is scheduled to be held on 6 December and is looking to expand this year in a new location at Riverside: Wagga Beach precinct.

Carols by Candlelight will focus on creating an inclusive environment and supporting local creative industries. The event will showcase an exciting program of roving entertainers, face painting, a jumping castle, petting zoo and food stalls that will appeal to young families, and seniors. The pre-show entertainment features Indigenous and multicultural performances that will foster greater understanding between different sections of the community.

Carols by Candlelight has demonstrated in their application that the event will support local businesses collaborations through the creation of overnight packages for visitors, promotion of Christmas shopping, dining, and accommodation in Wagga Wagga. Event organisers will also engage marketing strategies to attract both local and visiting attendees from within the region.

### **Event summary**

- Date: 6 December 2025
- Expected attendance: 4000+
- Visitors outside of the Local Government Area: 500
- Program duration: 1 day
- Proposed venue: Riverside: Wagga Beach precinct
- Total income (excluding Council sponsorship funds): \$65,000
- Total event cost: \$70,000
- Total amount requested: \$10,000
- Event committee members: Angela Boulton, Connor Crawford, Chloe Sutton, Jolene Green, Sophie McKeller, Tony Boulton, Genevieve Fleming

The applicant is seeking \$10,000 in cash funding from Council's Major Events, Festivals and Films Sponsorship to stage and deliver the event.

If successful in securing the requested funding the applicant will acknowledge Council's funding through platinum sponsorship and logo placement on all marketing and advertising material and promotion through media opportunities as they arise.

The Panel has assessed this application against the Major Events, Festivals and Films Sponsorship Guidelines for an Incubator Event and recommend this event receives the full amount requested of \$10,000 towards the delivery and staging of their multi-day event.

The Panel's assessment and recommendation is summarised as follows:

- The application scored well in terms of having strong community links and strategic partnerships within the local community.
- The Panel agreed that the team delivering this event were well experienced and demonstrated a strong track record of staging community events
- The Panel were supportive of the program to encourage repeat visitation for residence and visitors.
- The application was well detailed and addressed each criterion well.

- The applicant provided clear differentiation from other festive events in the city.
- The Panel recommends sponsorship of the event to the full amount of \$10,000 requested for the delivery of this multi-day event.

### **Christmas with the Con | 13 December 2025**

Christmas with the Con is an event staged and delivered by Riverina Conservatorium of Music scheduled to be held at the Riverside Precinct. The proposed event's primary objective is to bring community groups together to enjoy a free evening of live music performances.

Christmas with the Con, now in its fourth year for 2025, is programmed to include performances from over 200 musicians with feature soloists, ensembles, talented vocalists, and the Riverina Conservatorium of Music orchestra.

The staging of the event is expected to engage with musicians from the Riverina Conservatorium of Music and will be supported by local suppliers and vendors including professional sound and lighting suppliers. Christmas with the Con offers a free community event, attracting a diverse audience comprising of attendees from Wagga Wagga and surrounding regional areas.

The programming for the event will also feature a fireworks display, choreographed to music, pending appropriate risk management and approvals.

### **Event summary**

- Date: 13 December 2025
- Expected attendance: 4600
- Visitors outside of the Local Government Area: 150
- Program duration: 1 day
- Proposed venue: Wagga Beach: Riverside precinct
- Total income (excluding Council sponsorship funds): \$0
- Total event cost: \$48,024.17
- Total amount requested: \$20,000
- Event organiser: Kylie Dunstan, Hamish Tait, Harold Gretton, Tamara Spencer

The applicant is seeking \$20,000 in cash funding from Council's Major Events, Festivals and Films Sponsorship for their initiative.

Upon the success of funding, the applicant has detailed clear strategies to ensure Council is acknowledged across their marketing initiatives. This includes the use of logos on all marketing materials, social media promotions and digital communications, acknowledgements in media interviews and press releases and the display of Council promotional banners at the event site.

The Panel has assessed this application against the Major Events, Festivals and Films Sponsorship Guidelines for a Developing Event and recommend this event receives the maximum eligibility of \$19,209.66, being 40% of total event costs, for delivery and staging of the event.

The Panel's assessment and recommendation is summarised as follows:

- The benefits and value of this project scored well in terms of event experience, event management, innovation, and direct benefit to the community and local creative industries

- The Panel has commended the selected venue and will be great to see the space further activated
- The event organiser has a proven track record of hosting and delivering events in the Wagga Wagga Local Government Area
- The Applicant has demonstrated strong community connections and demonstrated support from a variety of local creative industries and organisations
- The Panel identified the application specified a niche audience however the Panel believes it has the potential to attract a broader range of audience
- The Panel encourages the event to consider stronger market research methodologies and consider targeting out of region visitors including the Friends and Relatives market.
- The applicant provided clear differentiation from other festive events in the city.
- The Panel has recommended that they receive \$19,209.66 toward the event at this location

### Financial Implications

<b>2025/26 Major Events Sponsorship Budget</b>	<b>\$100,000.00</b>
<b>Less Current Commitments</b>	
• <i>Gears &amp; Beers Festival (year three of three)</i>	<u>(\$20,000.00)</u>
<b>Total Current Commitments</b>	<b><u>(\$20,000.00)</u></b>
<b>Recommended sponsorship</b>	
• <i>Riverina Harvest Festival</i>	(\$10,000.00)
• <i>Carols by Candlelight</i>	(\$10,000.00)
• <i>Christmas with the Con</i>	<u>(\$19,209.66)</u>
<b>Total Major Events Sponsorship funding recommended in this report</b>	<b><u>(\$39,209.66)</u></b>
<b>Remaining budget for 2025/26 Major Events, Festivals and Films Sponsorship</b>	<b>\$40,790.34</b>

Applications for Round 2 are currently open for the remaining \$40,790.34 available and closing on Sunday 13 July 2025. This funding opportunity is widely promoted through digital social media platforms, industry newsletters and through direct consultation with event organisers throughout the year.

*Job number 15308 – Major Events Sponsorship*

### Policy and Legislation

POL087 – Major Events, Festivals and Films Sponsorship

## Link to Strategic Plan

### Vibrant

Vibrant and activated spaces and opportunities

Plan and deliver diverse, vibrant and inclusive events and festivals for residents and visitors.

### Risk Management Issues for Council

Risk management will be addressed as part of any future sponsorship agreement, with terms and conditions ensuring events are managed appropriately. A staged payment schedule based on event planning and delivery milestones will also be implemented to mitigate against non-delivery of event with each applicant.

### Internal / External Consultation

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

### Attachments

1. Carols by Candlelight\_MEFFS R1 application

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. - Provided under separate cover*

2. Carols by Candlelight\_MEFFS R1 event concept plan

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. - Provided under separate cover*

3. Christmas with the Con\_MEFFS R1 application

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. - Provided under separate cover*

4. Christmas with the Con\_MEFFS R1 Event Management Plan

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. - Provided under separate cover*

5. Riverina Harvest Festival\_MEFFS R1 Event Concept Plan

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. - Provided under separate cover*

6. Riverina Harvest Festival\_MEFFSR1 application

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it. - Provided under separate cover*



**RP-8 REQUESTS FOR FINANCIAL ASSISTANCE - SECTION 356****Author:** Carolyn Rodney**Summary:** Council has received three (3) 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 the following community groups:
  - i Wagga Wagga Filipino Community for \$495.00
  - ii UNISONg Community Choir Inc. for \$1,200.00
  - iii St Vincent de Paul for \$990.00
- b note the proposed budget available for financial assistance requests for the remainder of the 2025/26 financial year

**Report**

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

**1. Wagga Wagga Filipino Community - \$495.00**

*Dear Scott,*

*Request for Financial Assistance for Venue Hire – Filipino Independence Day Celebration*

*I hope this email finds you well. I am writing on behalf of the Filipino Community in Wagga Wagga to formally request financial assistance from Council towards the hire of the council meeting room for our forthcoming event commemorating the 127th Independence Day of the Philippines on 15th June 2025 at 8-11am.*

*This occasion holds profound significance for our local Filipino community, providing an opportunity to honour our nation's history fostering cultural exchange, inclusivity, and civic engagement within Wagga Wagga. The celebration has been entirely funded through community contributions, demonstrating our commitment to self-sufficiency and collective effort. However, financial assistance for the venue would substantially ease the financial burden on individual attendees, ensuring broader participation and accessibility.*

*We understand that the Wagga Wagga City Council extends financial support to community events such as this, and we would greatly appreciate the opportunity to be considered for such assistance. We hope we can continue to contribute positively to the city's vibrant multicultural landscape, reinforcing our shared commitment to diversity and community welfare.*

*In light of this, we respectfully seek the council's support in waiving or subsidising the venue hire costs, thereby facilitating the successful hosting of this meaningful*

*event. Such assistance would not only benefit our community but also reaffirm the council's dedication to cultural and community engagement.*

*We would greatly appreciate the opportunity to discuss this request further and explore potential avenues for support. Please do not hesitate to contact me at your earliest convenience.*

*Yours sincerely,  
Annabelle*

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

The Wagga Wagga Filipino Community have not received any financial assistance this financial year.

## **2. UNISONg Community Choir Inc. - \$1,200**

*Dear Council Members,*

*On behalf of UNISONg Community Choir, I would like to extend our heartfelt thanks to Wagga Wagga City Council for generously waiving our Duke of Kent Hall hire fees for Monday night rehearsals during the first half of 2025. Your support has made a meaningful difference to our ability to operate and serve the women of Wagga Wagga.*

*As a not-for-profit incorporated association, we rely entirely on public donations, fundraising efforts, and voluntary member contributions to keep our choir accessible and affordable for all women—regardless of their financial circumstances. The fee waiver from January to June 2025 has lifted a considerable burden and allowed us to focus our energy on building community, fostering wellbeing, and creating music together.*

*We are now writing to formally request a continuation of this support, by seeking a fee waiver for the upcoming financial year (1st July 2025 through to 30th June 2026), to enable us to continue holding our weekly rehearsals at the Duke of Kent Hall on Monday evenings.*

*We have truly appreciated our access to the hall over the last year and have always found it to be an exceptionally safe, clean and accessible space for our community. The kitchen facilities are also well appreciated as they have allowed us to expand our offerings to include a free supper for our attendees.*

*For those unfamiliar with our group: UNISONg is a non-auditioned, inclusive choir of women, where public performance is entirely optional. Our emphasis is on singing as a tool for connection, wellbeing, and joy. Since our founding in 2021 as a program of the Wagga Women's Health Centre, we have grown rapidly. At the end of 2024, we transitioned to become an independent, incorporated not-for-profit association following a unanimous vote by members and committee.*

*Our impact continues to expand. In just the first five months of 2025, over 70 individual women have attended Monday night sessions, with an informal membership base now exceeding 130 women. These numbers reflect the high value the community places on this initiative and the important role it plays in fostering social connection and mental wellbeing.*

*We are proud to be contributing to a more connected and resilient community and hope to continue doing so with the Council's ongoing support.*

*Thank you for considering our request.*

*Warm regards,*

*Emma Kidson*

*Secretary/Treasurer, UNISONg Community Choir Inc*

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

UNISONg have not received any financial assistance this financial year, however received a similar fee waiver for part of the 2025/26 financial year.

### **3. St Vincent de Paul - \$990.00**

*Dear Sir/Madam,*

*On behalf of the St Vincent de Paul Society, I am writing to formally request a waiver of fees for the use of the Council Chambers on **Saturday, 13th September 2025**, to host a **regional gathering for our members and volunteers**.*

*This event is an opportunity for our dedicated volunteers from across the region to come together, share ideas, reflect on our community service efforts, and strengthen connections across our network. It is a not-for-profit event focused on appreciation, collaboration, and regional unity.*

*As a charitable organisation, we rely heavily on the generosity of community support and would greatly appreciate the council's assistance in providing the venue at no cost. Your support in waiving the usual hire fee would directly contribute to our mission of serving the vulnerable and disadvantaged in our community.*

*Please do not hesitate to contact me if further information or documentation is required in support of this request.*

*Thank you for your time and consideration.*

*Kindest Regards*

*Lisa Whillans*

*Client and Member Support Officer*

*St Vincent de Paul*

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

The St Vincent de Paul have not received any financial assistance this financial year.

## Financial Implications

<b>Budget Summary</b> (rounded to the nearest dollar where applicable)	
<b>Total Section 356 Contributions, Grants and Donations 2025/26 Budget allocation</b>	<b>\$2,458,659</b>
Total of Section 356 Contributions, Grants and Donations budget allocations approved during 2025/26 Operational Plan adoption*	(\$2,435,433)
Total of fee waivers approved to date this financial year (Palliative Care Enhancement Council, approved at the 28 April 2025 Council meeting)	<u>(\$895)</u>
<b>Revised Balance of Section 356 budget available for requests received during the 2025/26 financial year</b>	<b>\$22,331</b>
1) Wagga Wagga Filipino Community	(\$495)
2) UNISONg Community Choir	(\$1,200)
3) St Vincent de Paul	(\$990)
<b>Subtotal Fee Waivers included in this report proposed to be funded from the Section 356 Budget</b>	<b><u>(\$2,685)</u></b>
<b>Proposed Balance of Section 356 fee waiver financial assistance budget for the remainder of the 2025/26 Financial Year</b>	<b>\$19,646</b>

*\*This figure includes Community leases rental subsidies (\$1,835,325); Annual Grants Programs (\$232,000); Major Events Sponsorships (\$100,000); Fee Waivers and Rates and Annual Charges Waivers (\$69,580); Contributions (\$55,587); Scholarships (\$6,000); Road Closures (\$29,000) and Other (\$107,941).*

## Policy and Legislation

POL 078 – Financial Assistance Policy

## Link to Strategic Plan

## Regional Leadership

Engaged Community

Establish partnerships and relationships with community and foster opportunities for collaboration and action.

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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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Cross Directorate consultation has been undertaken as required.


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**Attachments**

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1.  Section 356 - Request for Financial Assistance - UNISONg Community Choir



2.  Section 356 - Request for Financial Assistance - Wagga Wagga Filipino Community



3.  Section 356 - Request for Financial Assistance - St Vincent de Paul





**UNISONg**  
Wagga Women's Community Choir  
inclusion • support • connection

UNISONg Community Choir Inc.  
PO Box 8469, Wagga Wagga, 2650  
waggawomenschoir.com.au  
communications@waggawomenschoir.com.au  
0428 262 418

**To: Mr Peter Thompson, General Manager of Wagga Wagga City Council**  
**Date: 12 June 2025**  
**Subject: Request for Fee Waiver for hire of Duke of Kent Hall –**  
**UNISONg Community Choir Monday evening hire for the**  
**2025/2026 Financial Year.**

Dear Council Members,

On behalf of UNISONg Community Choir, I would like to extend our heartfelt thanks to Wagga Wagga City Council for generously waiving our Duke of Kent Hall hire fees for Monday night rehearsals during the first half of 2025. Your support has made a meaningful difference to our ability to operate and serve the women of Wagga Wagga.

As a not-for-profit incorporated association, we rely entirely on public donations, fundraising efforts, and voluntary member contributions to keep our choir accessible and affordable for all women—regardless of their financial circumstances. The fee waiver from January to June 2025 has lifted a considerable burden and allowed us to focus our energy on building community, fostering wellbeing, and creating music together.

We are now writing to formally request a continuation of this support, by seeking a fee waiver for the upcoming financial year (1<sup>st</sup> July 2025 through to 30<sup>th</sup> June 2026), to enable us to continue holding our weekly rehearsals at the Duke of Kent Hall on Monday evenings.

We have truly appreciated our access to the hall over the last year and have always found it to be an exceptionally safe, clean and accessible space for our community. The kitchen facilities are also well appreciated as they have allowed us to expand our offerings to include a free supper for our attendees.

For those unfamiliar with our group: UNISONg is a non-auditioned, inclusive choir of women, where public performance is entirely optional. Our emphasis is on singing as a tool for connection, wellbeing, and joy. Since our founding in 2021 as a program of the Wagga Women's Health Centre, we have grown rapidly. At the end of 2024, we transitioned to become an independent, incorporated not-for-profit association following a unanimous vote by members and committee.

Our impact continues to expand. In just the first five months of 2025, over 70 individual women have attended Monday night sessions, with an informal membership base now exceeding 130 women. These numbers reflect the high value the community places on this initiative and the important role it plays in fostering social connection and mental wellbeing.

We are proud to be contributing to a more connected and resilient community and hope to continue doing so with the Council's ongoing support.

Thank you for considering our request.

Warm regards,

**Emma Kidson- 0416 130 530**

Secretary/Treasurer, UNISONg Community Choir Inc.

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**From:** Wagga Filipino Community <[waggafilipinocommunity@gmail.com](mailto:waggafilipinocommunity@gmail.com)>  
**Sent:** Thursday, 12 June 2025 2:14 PM  
**To:** Scott Briggs <[Briggs.Scott@wagga.nsw.gov.au](mailto:Briggs.Scott@wagga.nsw.gov.au)>  
**Cc:** Louise Gibbons <[Gibbons.Louise@wagga.nsw.gov.au](mailto:Gibbons.Louise@wagga.nsw.gov.au)>; Cassandra Webster <[Webster.Cassandra@wagga.nsw.gov.au](mailto:Webster.Cassandra@wagga.nsw.gov.au)>; E-Talent International <[etalententertainment@gmail.com](mailto:etalententertainment@gmail.com)>  
**Subject:** Re: Request from FILCOM : COUNCIL MEETING ROOM BOOKING QUERY

Dear Scott,

Request for Financial Assistance for Venue Hire – Filipino Independence Day Celebration

I hope this email finds you well. I am writing on behalf of the Filipino Community in Wagga Wagga to formally request financial assistance from Council towards the hire of the council meeting room for our forthcoming event commemorating the 127th Independence Day of the Philippines on 15th June 2025 at 8-11am.

This occasion holds profound significance for our local Filipino community, providing an opportunity to honour our nation's history fostering cultural exchange, inclusivity, and civic engagement within Wagga Wagga. The celebration has been entirely funded through community contributions, demonstrating our commitment to self-sufficiency and collective effort. However, financial assistance for the venue would substantially ease the financial burden on individual attendees, ensuring broader participation and accessibility.

We understand that the Wagga Wagga City Council extends financial support to community events such as this, and we would greatly appreciate the opportunity to be considered for such assistance. We hope we can continue to contribute positively to the city's vibrant multicultural landscape, reinforcing our shared commitment to diversity and community welfare.

In light of this, we respectfully seek the council's support in waiving or subsidising the venue hire costs, thereby facilitating the successful hosting of this meaningful event. Such assistance would not only benefit our community but also reaffirm the council's dedication to cultural and community engagement.

We would greatly appreciate the opportunity to discuss this request further and explore potential avenues for support. Please do not hesitate to contact me at your earliest convenience.

Yours sincerely,  
Annabelle

*Kind regards.*  
**Annabelle Borja**  
**+61 421 807 212**  
[waggafilipinocommunity@gmail.com](mailto:waggafilipinocommunity@gmail.com)

**To Whom It May Concern,  
Wagga City Council**

**Subject: Fee Waiver Request for Use of Council Chambers – Saturday, 13th September 2025**

Dear Sir/Madam,

On behalf of the St Vincent de Paul Society, I am writing to formally request a waiver of fees for the use of the Council Chambers on **Saturday, 13th September 2025**, to host a **regional gathering for our members and volunteers**.

This event is an opportunity for our dedicated volunteers from across the region to come together, share ideas, reflect on our community service efforts, and strengthen connections across our network. It is a not-for-profit event focused on appreciation, collaboration, and regional unity.

As a charitable organisation, we rely heavily on the generosity of community support and would greatly appreciate the council's assistance in providing the venue at no cost. Your support in waiving the usual hire fee would directly contribute to our mission of serving the vulnerable and disadvantaged in our community.

Please do not hesitate to contact me if further information or documentation is required in support of this request.

Thank you for your time and consideration.

Kindest Regards

Lisa Whillans

Client and Member Support Officer

St Vincent de Paul



**RP-9 COUNCILLOR EXPENSES AND FACILITIES POLICY - POL 025****Author:** Nicole Johnson**Executive:** Scott Gray**Summary:**

Councillor expenses and facilities policies should allow for councillors to receive adequate and reasonable expenses and facilities to enable them to carry out their civic duties as elected representatives of their local communities.

Amendments have been made to the current Councillor Expenses and Facilities Policy (POL 025), requiring the endorsement of Council.

**Recommendation**

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That Council:

- a endorse the draft Councillor Expenses and Facilities Policy (POL 025) and place it on public exhibition for a period of 28 days from 8 July 2025, inviting public submissions until the 19 August 2025
- b receive a further report following the public exhibition and submission period:
  - i addressing any submissions made in respect of the draft Councillor Expenses and Facilities Policy (POL 025)
  - ii proposing adopting of the Policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period

**Report**

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A revised draft Councillor Expenses and Facilities Policy (POL 025) has been prepared in accordance with Section 252 of the *Local Government Act 1993 (NSW)*, following a review of the current policy against the existing model policy developed by the Office of Local Government (OLG). The draft policy has been tailored to reflect Wagga Wagga City Council's local context while ensuring consistency with legislative requirements and sector expectations.

The review has aimed to simplify and clarify the policy to improve its usability, remove internal duplication, and eliminate overlaps with other governance documents, such as the Code of Conduct. The result is a clearer and more transparent reference document for councillors and the community.

As part of the update, the draft policy proposes an increase to the annual budget allocation for councillor professional development in line with the current draft budget and introduces career development provisions to support the ongoing capability and leadership of elected representatives.

The draft policy aligns with the *Local Government Act 1993*, the *Local Government (General) Regulation 2021*, and the structure and intent of the OLG's existing model policy.

To facilitate public consultation, it is recommended that the draft Policy be placed on public exhibition for a period of 28 days from 8 July 2025, inviting public submissions until the 19 August 2025.

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### **Financial Implications**

The maximum amounts for each expense of facility will be set as per the adopted budget on an annual basis.

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### **Policy and Legislation**

The Local Government Act sets out the annual policy review and adoption processes that must be followed for this Policy, including the below:

- Councils must annually adopt a councillor expenses and facilities policy within the first 12 months of each term of council (s252(1))
- Councils must give public notice of the intention to adopt a policy and allow at least 28 days for public submissions (s253(1)) and consider submissions made (s253(2))

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### **Link to Strategic Plan**

#### **Regional Leadership**

Ethical Leadership

Deliver accountable and transparent leadership.

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

Council policies are essential to ensure transparent legal, fair and consistent decision-making across the Council. They support Council in achieving its corporate objectives and provide a critical guide for staff, Councillors and other stakeholders. In the absence of effective policies there is a greater risk of inconsistency, confusion and inefficiency. The correspondence from the Minister for Local Government NSW has highlighted the need for Councillor Expenses and Facilities Policies to be compliant with the Act and Regulation.

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### **Internal / External Consultation**

The draft Councillor Expenses and Facilities Policy (POL 025) has undergone internal review by Council officers and financial limits as part of budget consideration.

To ensure transparency and facilitate both internal and external engagement, the following consultation activities will be undertaken during and after the public exhibition period:

- The draft Policy will be made available on Council's website for the duration of the exhibition period.
- A notice will be published in Council News and through the required formal advertisements.

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

## Attachments

1   Draft Councillor Expenses and Facilities Policy (POL 025)

# Councillor Expenses and Facilities Policy

**Reference number:** POL 025  
**Approval date:** 17 October 2022  
**Policy owner:** Manager Corporate Governance and Performance  
**Next review:** September ~~2025~~2029

This policy enables the reasonable and appropriate reimbursement of expenses and provision of facilities to Councillors to help them undertake their civic duties.

It ensures accountability and transparency and seeks to align Councillor expenses and facilities with community expectations. Councillors must not obtain private or political benefit from any expense or facility provided under this Policy.

The Policy has been prepared in accordance with the *Local Government Act 1993* (the Act) and the *Local Government (General) Regulation 2021* (the Regulation), and complies with the Office of Local Government's Guidelines for the payment of expenses and provision of facilities to Mayors and Councillors in NSW.

The Policy sets out the maximum amounts Council will pay for specific expenses and facilities. Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

The main expenses and facilities are summarised in the table below. All monetary amounts are exclusive of GST.

TABLE 1 – Councillor Expenses

Expense or facility	Maximum amount	Frequency
General travel expenses, including interstate, overseas and long distance intrastate travel expenses, and includes accommodation and meals	<del>\$10,000 total for all Councillors</del> As per the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, adjusted annually	<del>Per year</del>
Conferences and seminars	<del>\$20,000 total for all Councillors</del>	<del>Per year</del>
Professional development / Education <u>including conferences and seminars and general travel expenses, including interstate, overseas and long-distance intrastate travel expenses, and includes accommodation and meals</u>	<del>\$8</del> 10,000 <del>total for all</del> <u>per</u> Councillors	Per year

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Expense or facility	Maximum amount	Frequency
ICT expenses	\$7,000 total for all Councillors	Per year
Mobile phone expenses	\$1,200 per Councillor	Per year
Corporate Wardrobe	\$2,000 total for all Councillors	Per year
Council Meeting and Workshop Meals	\$8,000 total for all Councillors	Per year
Carer expenses	\$3,000 total for all Councillors	Per year
Home office expenses and stationery	\$1,800 total for all Councillors	Per year
Mayors vehicle operations	\$16,550	Per year
Access to facilities in a Councillor common room	Provided to all Councillors	Not relevant
Reserved parking space at Council offices	Provided to the Mayor	Not relevant
Furnished Office	Provided to the Mayor	Not relevant
Number of exclusive staff supporting Mayor and Councillors	Provided to the Mayor and Councillors	Not relevant

Additional costs incurred by a councillor in excess of these limits are considered a personal expense that is the responsibility of the councillor.

Councillors must provide claims for reimbursement within three months of an expense being incurred. Claims made after this time ~~cannot~~ may not be approved.

Detailed reports on the provision of expenses and facilities to councillors will be made publicly available through Council's Annual Report ~~tabled at a council meeting every six months and published in full on council's website~~. These reports will include expenditure summarised by individual councillors and as a total for all councillors.

## 1. Introduction

- 1.1. The provision of expenses and facilities enables Councillors to fulfil their civic duties as the elected representatives of Wagga Wagga City Council.
- 1.2. The community is entitled to know the extent of expenses paid to Councillors, as well as the facilities provided.
- 1.3. The purpose of this Policy is to clearly state the facilities and support that are available to Councillors to assist them in fulfilling their civic duties.

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- 1.4. Council staff are empowered to question or refuse a request for payment from a Councillor when it does not accord with this Policy.
- 1.5. Expenses and facilities provided by this Policy are in addition to fees paid to Councillors. The minimum and maximum fees a Council may pay each councillor are set by the Local Government Remuneration Tribunal as per Section 241 of the Act and reviewed annually. Council must adopt its annual fees within this set range.

## 2. Policy objectives

- 2.1 The objectives of this Policy are to:
  - enable the reasonable and appropriate reimbursement of expenses incurred by Councillors while undertaking their civic duties
  - enable facilities of a reasonable and appropriate standard to be provided to Councillors to support them in undertaking their civic duties
  - ensure accountability and transparency in reimbursement of expenses and provision of facilities to Councillors
  - ensure facilities and expenses provided to councillors meet community expectations
  - support a diversity of representation
  - fulfil Council's statutory responsibilities.

## 3. Principles

- 3.1 Council commits to the following principles:
  - **Proper conduct:** Councillors and staff acting lawfully and honestly, exercising care and diligence in carrying out their functions
  - **Reasonable expenses:** providing for Councillors to be reimbursed for expenses reasonably incurred as part of their role as Councillor
  - **Participation and access:** enabling people from diverse backgrounds, underrepresented groups, those in carer roles and those with [special-additional](#) needs to serve as a Councillor
  - **Equity:** there must be equitable access to expenses and facilities for all Councillors
  - **Appropriate use of resources:** providing clear direction on the appropriate use of Council resources in accordance with legal requirements and community expectations
  - **Accountability and transparency:** clearly stating and reporting on the expenses and facilities provided to councillors.

## 4. Private or political benefit

- 4.1 Councillors must not obtain private or political benefit from any expense or facility provided under this Policy.

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- 4.2 Private use of Council equipment and facilities by Councillors may occur from time to time. For example, telephoning home to advise that a Council meeting will run later than expected
- 4.3 Such incidental private use does not require a compensatory payment back to Council.
- 4.4 Councillors should avoid obtaining any greater private benefit from Council than an incidental benefit. Where there are unavoidable circumstances and more substantial private use of Council facilities does occur, Councillors must reimburse Council.
- 4.5 Campaigns for re-election are considered to be a political benefit. The following are examples of what is considered to be a political interest during a re-election campaign:
  - production of election material
  - use of Council resources and equipment for campaigning
  - use of official Council [or Mayoral](#) letterhead, publications, websites or services for political benefit
  - fundraising activities of political parties or individuals, including political fundraising events.

**Expenses****5. General Expenses**

- 5.1 All expenses provided under this policy will be for a purpose specific to the functions of holding civic office. Allowances for general expenses are not permitted under this Policy.
- 5.2 Expenses not explicitly addressed in this Policy will not be paid or reimbursed.

**6. Specific expenses****General travel arrangements and expenses**

- 6.1 All travel by Councillors should be undertaken using the most direct route and the most practicable and economical mode of transport.  
Where travel is by motor vehicle the utilisation of an acceptable Council vehicle should be preferred. In order to minimise Council's transportation costs, Councillors travelling to the same destination should travel together.
- 6.2 Each Councillor including the Mayor may be reimbursed for costs incurred for travel expenses incurred while undertaking official business or professional development or attending approved conferences and seminars. This includes reimbursement:
  - for public transport fares
  - for the use of a private vehicle or hire car
  - for parking costs for Council and other meetings
  - for tolls

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- by Cabcharge card or equivalent
  - for documented ride-share programs, such as Uber, where tax invoices can be issued.
- 6.3 A Councillor's registered and insured private vehicle may be used for official travel but the Mayor and the General Manager must jointly approve such usage prior to the journey.
- 6.4 Allowances for the use of a private vehicle will be reimbursed by kilometre at the rate contained in the Local Government (State) Award [2023](#).
- 6.5 Councillors seeking to be reimbursed for use of a private vehicle must keep a log book recording the date, distance and purpose of travel being claimed. Copies of the relevant log book contents must be provided with the claim.

**Interstate, overseas and long distance intrastate travel expenses**

- 6.6 In accordance with Section 4, Council will scrutinise the value and need for Councillors to undertake overseas travel. Councils should avoid interstate, overseas and long-distance intrastate trips unless direct and tangible benefits can be established for Council and the local community. This includes travel to sister [and friendship](#) cities.
- 6.7 Total interstate, overseas and long-distance intrastate travel expenses for all Councillors will be capped in accordance with Council's budget per year, including accommodation and meals. This amount will be set aside in Council's annual budget.
- 6.8 Councillors seeking approval for any interstate and long-distance intrastate travel must submit a case to, and obtain the approval of, the General Manager prior to travel. The application must include full details of the travel, including itinerary, costs and reasons for the travel.
- 6.9 Councillors seeking approval for any overseas travel must submit a case to, and obtain the approval of, a full Council meeting prior to travel.
- 6.10 The case should include:
- objectives to be achieved in travel, including an explanation of how the travel aligns with current Council [strategies and objectives including](#) priorities and business, the community benefits which will accrue as a result, and its relevance to the exercise of the Councillor's civic duties
  - who is to take part in the travel
  - duration and itinerary of travel
  - a detailed budget including a statement of any amounts expected to be reimbursed by the participant/s.
- 6.11 For interstate and long-distance intrastate journeys by air of less than three hours, the class of air travel is to be economy class.
- 6.12 For interstate journeys by air of more than three hours, the class of air travel may be premium economy.
- 6.13 For international travel, the class of air travel is to be premium economy if available. Otherwise, the class of travel is to be economy.



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- 6.14 Bookings for approved air travel are to be made through the General Manager's office.
- 6.15 For air travel that is reimbursed as Council business, Councillors will not accrue points from the airline's frequent flyer program. This is considered a private benefit.

**Travel expenses not paid by Council**

- 6.16 Council will not pay any traffic or parking fines or administrative charges for road toll accounts.

**Accommodation and meals**

- 6.17 In circumstances where it would introduce undue risk for a Councillor to travel to or from official business [including professional development](#) in the late evening or early morning, reimbursement of costs for accommodation and meals on the night before or after the meeting may be approved by the General Manager. This includes where a meeting finishes later than 9.00pm or starts earlier than 7.00am and the Councillor lives more than 50 kilometres from the meeting location.
- 6.18 Council will reimburse costs for accommodation and meals while Councillors are undertaking prior approved travel or professional development outside the Local Government Area.
- 6.19 The daily limits for accommodation and meal expenses within Australia are to be consistent with those set out in Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.
- 6.20 The daily limits for accommodation and meal expenses outside Australia are to be determined in advance by the General Manager, being mindful of Clause 6.19.
- 6.21 Councillors will not be reimbursed for alcoholic beverages.

**Refreshments for Council related meetings**

- 6.22 Appropriate refreshments will be available for Council meetings, Council Committee meetings, Councillor Workshops, approved meetings and engagements, and official Council functions as approved by the General Manager.
- 6.23 As an indicative guide for the standard of refreshments to be provided at Council related meetings, the General Manager must be mindful of Part B Monetary Rates of the NSW Crown Employees (Public Service Conditions of Employment) Reviewed Award 2009, as adjusted annually.

**Professional development**

- 6.24 Council will annually set a budget to facilitate professional development of Councillors through programs, training, education courses and membership of professional bodies.
- 6.25 In the first year of a new Council term, Council will provide a comprehensive induction program for all Councillors which considers any guidelines issued by the Office of Local Government (OLG). The cost of the induction program will be in addition to the ongoing professional development funding.

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- 6.26 Annual membership of professional bodies will only be covered where the membership is relevant to the exercise of the Councillor's civic duties, the Councillor actively participates in the body and the cost of membership is likely to be fully offset by savings from attending events as a member.
- 6.27 Approval for professional development activities is subject to a prior written request to the General Manager outlining the:
- details of the proposed professional development
  - relevance to Council priorities and business
  - relevance to the exercise of the Councillor's civic duties
- 6.28 In assessing a Councillor request for a professional development activity, the General Manager must consider the factors set out in Clause 6.27, as well as the cost of the professional development in relation to the Councillor Education remaining budget.

**Conferences and seminars**

- 6.29 Council is committed to ensuring its Councillors are up to date with contemporary issues facing Council and the community, and local government in NSW.

- 6.30 Council will set aside ~~an annual total amount of \$(insert) annually in its~~ budget to facilitate Councillor attendance at conferences and seminars. This allocation is for all Councillors.

The Mayor and Councillors will be nominated and authorised to attend conferences by:

- (i) The Council, through resolution duly passed in open session at a Council Meeting
- (ii) The Mayor or Deputy Mayor and General Manager jointly, acting within any delegated authority during Council recess
- (iii) The Mayor or Deputy Mayor and General Manager jointly, where such conference is for one day or less or does not involve an overnight stay
- (iv) Where there is insufficient time for consideration by the full Council, the Mayor or Deputy Mayor and General Manager jointly

In the event that a Councillor, who has been authorised to attend a conference, is unable to attend that conference, that Councillor should give at least one (1) to two (2) days' notice to the Mayor and or General Manager. This will ~~enable~~ allow for a substitute delegate to be appointed to attend the conference.

- 6.31 Approval to attend a conference or seminar is subject to a written request to the General Manager. In assessing a Councillor request, the General Manager must consider factors including the:
- relevance of the topics and presenters to current Council priorities and business and the exercise of the Councillor's civic duties
  - cost of the conference or seminar in relation to the total remaining budget
- 6.32 Council will meet the reasonable cost of registration fees, transportation and accommodation associated with attendance at conferences approved by Council. Council will also meet the reasonable cost of meals when they are not included in the

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conference fees. Reimbursement for accommodation and meals not included in the conference fees will be subject to Clauses 6.18-6.21.

- 6.33 Attendance at any conference, seminar, training course, workshop and external organisation/committee meetings (attended as Council's appointed member) must be the subject of a report to Council outlining the major issues raised at the event and its relevance to the Wagga Wagga City Council with recommendations for further areas of investigation.

Where a group of Councillors attend the same event, the report to Council may be submitted by the group but must be signed by all Councillors.

The report to Council should be in writing and include the following sections:

- (i) The purpose / subject matter of the conference, including the reason for the attendance of the delegate
- (ii) The agenda of the conference
- (iii) Any items of interest to Council discussed at the conference
- (iv) Recommendations for further areas of action or investigation

The written report will be provided to the General Manager and submitted by 12 noon (12.00pm), one week (7 days) prior to the relevant Council Meeting at which the report will be presented.

Expression of Council's viewpoint at ~~c~~Conferences seminars, training courses, workshops and external organisation/committee meetings

Where a viewpoint of Council may be sought at a Conference, the conduct of Delegates representing Council shall be governed as follows:

- Where possible, Delegates should express only Council's viewpoint when representing Council
- Where Council has not determined a viewpoint on any issue being raised at a Conference, or new information is provided, then the Delegate shall represent the best interests of Council.

### Information and communications technology (ICT) expenses

- 6.34 Council will provide or reimburse Councillors for expenses associated with appropriate ICT devices and services in accordance with Council's budget. This may include ~~mobile phones and tablets~~ a lap-top or equivalent, and mobile phone and tablet services and data, ~~and home internet costs~~.

- 6.35 Reimbursements will be made only for communications devices and services used for councillors to undertake their civic duties, such as:

- receiving and reading council business papers
- relevant phone calls and correspondence
- diary and appointment management

- 6.36 Councillors may seek reimbursement for applications on their mobile electronic communication device that are directly related to their duties as a Councillor, within the maximum limit.

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- 6.37 Councillors will be supplied with an appropriate device set up to enable internet access, emailing, processing of correspondence and access to Council business papers, minutes, policies and other Council records. All requisite software will be installed on this device.

Equipment provided to Councillors under this Policy is governed by:

- Internet and Email Use Protocol
- Network Security Protocol
- ~~Mobile Communication Devices Protocol~~

These Protocols must be signed by Councillors at the time such equipment is provided.

- 6.38 All equipment provided to Councillors under this Policy shall remain the property of Council and be returned in good condition to Council upon the Councillor ceasing to hold civic office.
- 6.39 All documents and emails created, stored, sent and received using Council equipment and/or Council email addresses are and remain a corporate record for the purposes of the Code of Conduct, the Government Information (Public Access) Act 2009 and the State Records Act 1998.

#### Special requirement and carer expenses

- 6.40 Council encourages wide participation and interest in civic office. It will seek to ensure Council premises and associated facilities are accessible, including provision for sight or hearing-impaired Councillors and those with other [disabilities specific needs](#).
- 6.41 Transportation provisions outlined in this Policy will also assist councillors who may be unable to drive a vehicle.
- 6.42 In addition to the provisions above, the General Manager may authorise the provision of reasonable additional facilities and expenses in order to allow a Councillor with a disability [or specific needs](#) to perform their civic duties.
- 6.43 Councillors who are the principal carer of a child or other elderly, disabled and/or sick immediate family member will be entitled to reimbursement of carer's expenses in accordance with Council's budget per annum for attendance at official business, plus reasonable travel from the principal place of residence.
- 6.44 Child care expenses may be claimed for children up to and including the age of 16 years where the carer is not a relative.
- 6.45 In the event of caring for an adult person, Councillors will need to provide suitable evidence to the General Manager that reimbursement is applicable. This may take the form of advice from a medical practitioner.

#### Home office expenses

- 6.46 Each Councillor will be provided with appropriate stationery to carry out their civic duties, including but not limited to:
- Mayoral and Councillor letterhead stationery and envelopes
  - Business cards
  - Writing pads and pens

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- Paper and consumables for printers

**Corporate Dress**

6.47 Each Councillor will be supplied with a Wagga Wagga City Council necktie or scarf, and upon request a corporate jacket.

**Functions and Events**

6.48 In accordance with Council's Code of Conduct, Council will cover costs associated with attendance by a Councillor at an event or function for the purposes of performing their official duties or attendance as an invited guest in an official capacity.

6.49 Attendance by an invited accompanying guest will be limited to a partner or significant other, subject to approval by the General Manager with guidance provided in Council's Code of Conduct.

**Insurances**

6.486.50 In accordance with Section 382 of the Local Government Act, Council is insured against public liability and professional indemnity claims. Councillors are included as a named insured on this Policy.

6.496.51 Insurance protection is only provided if a claim arises out of or in connection with the Councillor's performance of his or her their civic duties, or exercise of his or her their functions as a Councillor. All insurances are subject to any limitations or conditions set out in the policies of insurance.

6.506.52 Council shall pay the insurance policy excess in respect of any claim accepted by Council's insurers, whether defended or not.

6.516.53 Appropriate travel insurance will be provided for any councillors travelling on approved interstate and overseas travel on approved and authorised Council business. Limited cover is provided for personal property and private baggage – a number of restrictions and sub-limits apply.

6.526.54 Personal accident and sickness insurance will be provided whilst the Councillors is engaged in or on any activity directly or indirectly connected with or on behalf of Council including whilst travelling directly to and from such activity. Personal accident insurance also provides limited cover for a Councillor's accompanying person or partner/spouse.

**Legal assistance**

6.536.55 Council may, if requested, indemnify or reimburse the reasonable legal expenses of:

- a Councillor defending an action arising from the performance in good faith of a function under the Local Government Act provided that the outcome of the legal proceedings is favourable to the Councillor
- a Councillor defending an action in defamation, provided the statements complained of were made in good faith in the course of exercising a function under the Act and the outcome of the legal proceedings is favourable to the Councillor

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- a Councillor for proceedings before an appropriate investigative or review body, provided the subject of the proceedings arises from the performance in good faith of a function under the Act and the matter has proceeded past any initial assessment phase to a formal investigation or review and the investigative or review body makes a finding substantially favourable to the Councillor.

6-46.56 In the case of a code of conduct complaint made against a Councillor, legal costs will only be made available where the matter has been referred by the General Manager to a conduct reviewer and the conduct reviewer has commenced a formal investigation of the matter and makes a finding substantially favourable to the Councillor.

6-26.57 Legal expenses incurred in relation to proceedings arising out of the performance by a Councillor of his or her functions under the Act are distinguished from expenses incurred in relation to proceedings arising merely from something that a Councillor has done during his or her term in office. For example, expenses arising from an investigation as to whether a Councillor acted corruptly would not be covered by this section.

6-36.58 Council will not meet the legal costs:

- of legal proceedings initiated by a Councillor under any circumstances
- of a Councillor seeking advice in respect of possible defamation, or in seeking a non-litigious remedy for possible defamation
- for legal proceedings that do not involve a Councillor performing their role as a Councillor

6-46.59 Reimbursement of expenses for reasonable legal expenses must have Council approval by way of a resolution at a Council meeting prior to costs being incurred.

## 7. General facilities for all councillors

### Facilities

7.1 Council will provide the following resources and facilities to councillors to assist them to effectively discharge their civic duties:

- Councillors' Resource Room will be available to Councillors at all times during normal office hours for their use in activities associated with their role as a Councillor. This is a shared resource between Councillors and staff with priority given to use by Councillors. Access to three (3) shared car parking spaces while attending council offices on official business
- personal protective equipment for use during site visits
- a name badge which may be worn at official functions, indicating that the wearer holds the office of a councillor and/or mayor or deputy mayor

7.2 Councillors may book the Councillors' Resource Room or other meeting rooms for official business in the Civic Centre at no cost. The room-Resource Room is permanently booked on every Monday from 12noon to 6:00pm. For room bookings outside this time, the rooms may be booked bookings can be made through the Mayor's office.

7.3 The provision of facilities will be of a standard deemed by the General Manager as appropriate for the purpose.

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**Administrative support**

- 7.4 Council will provide administrative support to Councillors to assist them with their civic duties only. Administrative support may be provided by staff in the Mayor's office or by a member of council's Executive Support staff.
- 7.5 Council staff are expected to assist Councillors with civic duties only, and not assist with matters of personal or political interest, including campaigning.

**Additional facilities for the Mayor**

- 7.6 Council will provide access to a vehicle for use by the Mayor. The options available to the Mayor for provision of access to a vehicle are as follows:

(a) Council will provide to the Mayor a maintained vehicle to a similar standard of other Council vehicles, with a fuel card. The vehicle will be supplied for use on business, professional development and attendance at the Mayor's office. This vehicle may also be used for private use by the Mayor ~~PROVIDED however a logbook is must be~~ maintained for all use of the vehicle. ~~The Mayor and the Mayor pays for is responsible for any costs incurred for any~~ private use. The payment shall be calculated on a per/km rate at the amount set in the Local Government (State) Award [2023](#).

OR

(b) The Council will provide a leaseback vehicle to the Mayor on the same terms and conditions which apply to employed staff. If this option is selected the Mayor must enter a leaseback agreement with Council and must pay the leaseback fee as required by Council from time to time in accordance with Council's standard leaseback terms applied to staff.

OR

(c) The Mayor can provide ~~his/her~~ [their](#) own vehicle for use on Council business. This vehicle must be less than seven (7) years of age as determined from the vehicles' Australian compliance plate and fully insured at all times. The vehicle is to be available at all times for the Mayor's official duties. If this option is selected by the Mayor, the Council will pay the Mayor an allowance in accordance with Clause 17 of the Local Government (State) Award [2023](#) as varied from time to time pursuant to the annual award negotiation process. The payment shall be for each whole day the Mayor hold the office of the Mayor and shall be calculated on daily pro-rata basis for periods when the Mayor does not hold office for the whole quarter referred to in the Award.

Notes:

- For the purposes of option (a) the Mayor may use the vehicle for private purposes when that purpose is either on the way to, or on the way from a venue where the Mayor performs Mayoral business. Such travel must be minor, ancillary or incidental to the official purpose for travel. By way of example, a trip to a supermarket on the way home from attending the Mayoral office for work purposes would be regarded as minor, ancillary or incidental travel. Provided the vehicle is solely used for official purposes

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and minor, ancillary or incidental private purposes, no logbook needs to be maintained for the vehicle.

2. A Mayor can only select one (1) option from (a), (b), or (c) for the provision of a vehicle for Mayoral duties at any one time. The Mayor can change between options (a), (b), and (c) during their term in office.
- 7.7 A parking space at Council's offices will be reserved for the Mayor's Council-issued vehicle for use on official business, professional development and attendance at the Mayor's office.
- 7.8 Council will provide the Mayor with a furnished office incorporating a computer configured to Council's standard operating environment, telephone and meeting space.
- 7.9 In performing ~~his or her~~their civic duties, the Mayor will be assisted by a small number of staff providing administrative support, as determined by the General Manager.
- 7.10 As per Section 4, staff in the Mayor's office are expected to work on official business only, and not for matters of personal or political interest, including campaigning.

## Processes

## 8. Approval, payment and reimbursement arrangements

- 8.1 Expenses should only be incurred by Councillors in accordance with the provisions of this Policy.
- 8.2 Approval for incurring expenses, or for the reimbursement of such expenses, should be obtained before the expense is incurred.
- 8.3 Up to the maximum limits specified in this Policy, approval for the following may be sought after the expense is incurred:
  - local travel relating to the conduct of official business
  - carer costs (If an Invoice/Statement is not available, a declaration providing reasons and evidence to substantiate the claim is required. This could include a statement that the service provider used does not provide an invoice e.g. babysitting services.)
- 8.4 Final approval for payments made under this Policy will be granted by the General Manager or their delegate.

## Direct payment

- 8.48.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the ~~Manager-Executive-Support~~Chief Operating Officer for assessment against this Policy using the prescribed form, with sufficient information and time to allow for the claim to be assessed and processed.



## POL 025 – Councillor Expenses and Facilities Policy

**Reimbursement**

~~8.58.6~~ All claims for reimbursement of expenses incurred must be made on the Councillor Expense Claim form, supported by appropriate receipts and/or tax invoices and be submitted to the ~~Chief Operating Officer~~ Manager Executive Support.

**Advance payment**

~~8.6~~ Council may pay a cash advance for Councillors attending approved conferences, seminars or professional development.

~~8.7~~ The maximum value of a cash advance is ~~\$(insert)~~ per day of the conference, seminar or professional development to a maximum of ~~\$(insert)~~.

~~8.8~~ Requests for advance payment must be submitted to the ~~Manager Executive Support~~ for assessment against this Policy using the prescribed form with sufficient information and time to allow for the claim to be assessed and processed.

~~8.9~~ Councillors must fully reconcile all expenses against the cost of the advance within one month of incurring the cost and/or returning home. This includes providing to Council:

- ~~• a full reconciliation of all expenses including appropriate receipts and/or tax invoices~~
- ~~• reimbursement of any amount of the advance payment not spent in attending to official business or professional development.~~

**Notification**

~~8.108.7~~ If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.

~~8.118.8~~ If a claim is refused, Council will inform the Councillor in writing that the claim has been refused and the reason for the refusal.

**Reimbursement to council**

~~8.128.9~~ If Council has incurred an expense on behalf of a Councillor that exceeds a maximum limit, exceeds reasonable incidental private use or is not provided for in this Policy:

- Council will invoice the Councillor for the expense
- the Councillor will reimburse Council for that expense within 14 days of the invoice date.

~~8.138.10~~ If the Councillor cannot reimburse Council within 14 days of the invoice date, they are to submit a written explanation to the General Manager. The General Manager may elect to deduct the amount from the Councillor's allowance.

**Timeframe for reimbursement**

~~8.148.11~~ Unless otherwise specified in this Policy, Councillors must provide all claims for reimbursement within three months of an expense being incurred. Claims made after this time cannot be approved.

## POL 025 – Councillor Expenses and Facilities Policy

**9. Disputes**

- 9.1 If a Councillor disputes a determination under this Policy, the Councillor should discuss the matter with the General Manager.
- 9.2 If the Councillor and the General Manager cannot resolve the dispute, the Councillor may submit a notice of motion to a Council meeting seeking to have the dispute resolved.

**10. Return or retention of facilities**

- 10.1 All unexpended facilities or equipment supplied under this Policy are to be relinquished immediately upon a Councillor or Mayor ceasing to hold office or at the cessation of their civic duties.

**11. Publication**

This Policy will be published on Council's website.

**12. Reporting**

- 12.1 Council will report on the provision of expenses and facilities to Councillors as required in the Act and Regulations.
- 12.2 Detailed reports on the provision of expenses and facilities to Councillors will be publicly tabled at a Council meeting every six months and published in full on Council's website. These reports will include expenditure summarised by individual Councillor and as a total for all Councillors.

**13. Auditing**

- 13.1 The operation of this Policy, including claims made under the Policy, will be included in Council's audit program and an audit undertaken at least every two years.

**14. Breaches**

- 14.1 Suspected breaches of this policy are to be reported to the General Manager.
- 14.2 Alleged breaches of this policy shall be dealt with by following the processes outlined for breaches of the Code of Conduct, as detailed in the Code and in the Procedures for the Administration of the Code.

**Legislative Context**

- Local Government Act 1993, Sections 252 and 253
- Local Government (General) Regulation 2021, Clauses 217 and 403
- OLG Guidelines for the payment of expenses and the provision of facilities for Mayors and Councillors in NSW, 2009
- Local Government Circular 09-36 Guidelines for Payment of Expenses and Facilities
- Local Government Circular 05-08 legal assistance for Councillors and Council Employees.

## POL 025 – Councillor Expenses and Facilities Policy

**Related Documents**

- Code of Conduct
- POL 112 - Conflicts of Interest Policy
- POL 100 - Fraud and Corruption Policy
- [Councillor Induction and Professional Development Policy \(POL 113\)](#)

**Definitions**

Term	Definition
Accompanying person	Means a spouse, partner or de facto or other person who has a close personal relationship with or provides carer support to a councillor
Appropriate refreshments	Means food and beverages, excluding alcohol, provided by council to support councillors undertaking official business
Act	Means the <i>Local Government Act 1993</i> (NSW)
Clause	Unless stated otherwise, a reference to a clause is a reference to a clause of this policy
Code of Conduct	Means the Code of Conduct adopted by Council or the Model Code if none is adopted
Councillor	Means a person elected or appointed to civic office as a member of the governing body of council who is not suspended, including the Mayor
General Manager	Means the general manager of Council and includes their delegate or authorised representative
Incidental personal use	Means use that is infrequent and brief and use that does not breach this policy or the Code of Conduct
Long distance intrastate travel	Means travel to other parts of NSW of more than three hours duration by private vehicle
Maximum limit	Means the maximum limit for an expense or facility provided in the text and summarised in Appendix 1
NSW	New South Wales
Official business	Means functions that the Mayor or councillors are required or invited to attend to fulfil their legislated role and responsibilities for council or result in a direct benefit for council and/or for the local government area, and includes:

## POL 025 – Councillor Expenses and Facilities Policy

Term	Definition
	<ul style="list-style-type: none"> <li>meetings of council and committees of the whole</li> <li>meetings of committees facilitated by council</li> <li>civic receptions hosted or sponsored by council</li> <li>Councillor training or professional development sessions in the capacity of their role as a Councillor</li> </ul> <p>meetings, functions, workshops and other events to which attendance by a councillor has been requested or approved by council</p>
Professional development	Means a seminar, conference, training course or other development opportunity relevant to the role of a councillor or the Mayor
Regulation	Means the Local Government (General) Regulation 2021 (NSW)
Year	Means the financial year, that is the 12-month period commencing on 1 July each year

## Revision History

Revision number	Council resolution	Council meeting date
1	Res No: 340/94	28 February 1994
2	Res No: 1945/95	18 December 1995
3	Res No: 1194/96	26 August 1996
4	Res No: 1155/00	25 September 2000
5	Res No: 70/03	28 January 2003
6	Res No: 4/243	23 August 2004
7	Res No: 07/135	23 April 2007
8	Res No: 07/476	19 November 2007
9	Res No: 08/0476	15 December 2008
10	Res No: 09/077	27 July 2009
11	Res No: 09/126	21 September 2009
12	Res No: 10/307	22 November 2010

## POL 025 – Councillor Expenses and Facilities Policy

Revision number	Council resolution	Council meeting date
13	Res No: 11/293	21 November 2011
14	Res No: 12/325	19 November 2012
15	Res No: 13/317	18 November 2013
16	Res No: 14/330	24 November 2014
17	Res No: 15/357	23 November 2015
18	Res No: 16/300.9	21 November 2016
19	Res No: 17/279	28 August 2017
20	Res No: 21/010	18 January 2021
21	Res No: 22/354	17 October 2022
<a href="#">22</a>		

**RP-10 CODE OF CONDUCT AND CODE OF MEETING PRACTICE****Author:** Nicole Johnson**Executive:** Scott Gray**Summary:**

This report seeks Council's endorsement of the Code of Conduct, the Administrative Procedures for the Code of Conduct, and the Code of Meeting Practice.

It also notes the ongoing review of these codes by the NSW Office of Local Government.

Following the release of the revised Model Codes, Council will consider any necessary amendments and report back to Council.

**Recommendation**

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That Council:

- a adopt the current Code of Conduct and Administrative Procedures for the Code of Conduct
- b endorse the draft Code of Meeting Practice and place on public exhibition for a period of 28 days from 8 July and invite public submissions until 19 August
- c receive a further report following the public exhibition and submission period:
  - (i) addressing any submission made in respect of the draft Code of Meeting Practice
  - (ii) proposing adoption of the draft Code of Meeting Practice unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period

**Report**

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**Code of Conduct and Administrative Procedures for the Code of Conduct**

Council's Code of Conduct sets the minimum standards of conduct for council officials and enhances public confidence in local government. It is prescribed by regulation to assist council officials to understand and comply with the standards of conduct that are expected of them, to enable them to fulfil their statutory duty to act honestly and exercise a reasonable degree of care and diligence.

In accordance with Section 440 (7) of the Local Government Act 1993, Council must review its Code of Conduct within 12 months of each ordinary election.

Council has completed the review of both the Code of Conduct and the Administrative Procedures for the Code of Conduct and is proposing no changes.

The Office of Local Government (OLG) is currently undertaking a comprehensive review of the Model Code of Conduct for Councils in NSW and the associated framework for managing councillor misconduct. This review aims to strengthen the integrity, transparency, and accountability of local government decision-making by clarifying standards of conduct and improving the complaints and disciplinary process. Key focus areas of the review include:

- Streamlining and simplifying the Model Code of Conduct
- Enhancing the effectiveness and timeliness of the misconduct complaints process
- Strengthening sanctions for serious or repeated misconduct
- Ensuring consistency with broader public sector ethics and integrity frameworks

The OLG review has been undertaken in consultation with councils, industry representatives, and other key stakeholders including Council's submission in 2022. However, the finalisation and release of the revised Model Code of Conduct and misconduct provisions has been further delayed due to the need for legislative amendments, resulting in the revised documents will not be released in time for councils to meet the prescribed review timeframes.

Accordingly, it is recommended that Council adopt its current Code of Conduct and associated Administrative Procedures at this time, with a further review to be undertaken once the revised Model Codes are formally released by the OLG.

### **Code of Meeting Practice**

In accordance with Section 360 of the Local Government Act 1993 and the Model Code of Meeting Practice for Local Councils in NSW, Council is required to adopt a Code of Meeting Practice within 12 months of each ordinary local government election. These provisions also require that the draft Code be placed on public exhibition for a minimum of 28 days, with a submission period of at least 42 days to allow for community feedback.

The Office of Local Government (OLG) has also been reviewing the Model Code of Meeting Practice. A consultation draft of the amended Code was released in December 2024, with the consultation period closing on 28 February 2025, which included Council's submission. The proposed amendments form part of the government's broader efforts to enhance transparency and ensure that councillors maintain visible and effective control over council decision-making processes.

It is anticipated that the revised Model Code of Meeting Practice will be prescribed in the coming months. The reforms are expected to be implemented in two stages, the first addressing meeting procedures, and the second anticipated later in 2025 concentrating on councillor conduct, with a particular emphasis on behaviour during meetings.

Given the delayed release of the updated Model Code of Meeting Practice and the need to comply with legislative timeframes, no changes are proposed to Council's current Code at this time.

Accordingly, it is recommended that Council place the Code on public exhibition in accordance with legislative requirements.

Following the release of the revised documents by OLG, Council will hold a workshop to review the both the Code of Conduct and the Code of Meeting Practice and will review 2026 council meetings dates.

### **Financial Implications**

N/A

## Policy and Legislation

Local Government Act 1993  
Local Government General Regulations 2021  
Model Code of Meeting Practice

## Link to Strategic Plan

## Regional Leadership

Ethical Leadership

Deliver accountable and transparent leadership.

## Risk Management Issues for Council

Failure to adopt the Code of Conduct and Code of Meeting Practice within the prescribed timeframe may result in non-compliance with legislative obligations, leading to governance, reputational, and legal risks. The Code of Meeting Practice provides a regulatory framework that promotes transparency, accessibility, and consistency in decision-making.

## Internal / External Consultation

It is proposed to undertake more detailed consultation once the revised Code of Conduct and Code of Meeting Practice are released.


	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)																

## Attachments

1. Code of Conduct - Provided under separate cover





2. Administrative Procedures for the Code of Conduct - Provided under  
 separate cover

3. Code of Meeting Practice - Provided under separate cover



**RP-11      2025 LGNSW WATER MANAGEMENT CONFERENCE****Author:** Nicole Johnson**Executive:** Scott Gray

**Summary:** | The 2024 LGNSW Water Management Conference will be held in Albury from 9 to 11 September 2025.

**Recommendation**

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That Council:

- a      endorse sending a Council delegate to the 2025 LGNSW Water Management Conference to be held in Albury 2025 from 9 to 11 September 2025
- b      appoint one Councillor as Council's delegate to attend the 2025 LGNSW Water Management Conference

**Report**

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The annual Local Government NSW (LGNSW) Water Management Conference presents a broad range of information from a local government perspective on water management, issues associated with water supply and sewerage services provided by water utilities.

The event attracts delegates from NSW and interstate including Councillors and General Managers, water managers and professionals, policy makers from government agencies and key industry stakeholders.

Delegates will have the opportunity to find out about the latest water policy initiatives and trends, receive updates on emergent technical issues, benchmark, network and further their professional development and team building capabilities.

Typically, the board of Riverina Water County Council resolves to be represented at the conference and has previously arranged registrations for delegates. This Report is to consider sending a separate Council representative.

The conference will aim to build on 2024's conference by continuing to explore issues that are critical to the sector in a way that provides practical takeaways for conference participants.

**Financial Implications**

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The full registration cost per delegate is \$980. Transport, accommodation and incidentals estimated at approximately \$450 per delegate in addition to the registration costs, bringing the total estimated cost for this conference to \$1,430.00.

The conference will be funded from the Councillors' Conference, travelling, and professional development budget, which has \$72,000 (capped at \$8,000 per Councillor) for the 2025/26 financial year.

*Job consolidation number: 12080 – Councillor Development/Conferences/Travelling*

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## **Policy and Legislation**

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POL 025 Payment of Expenses and Provision of Facilities to Councillors

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## **Link to Strategic Plan**

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### **Regional Leadership**

Ethical Leadership

Deliver accountable and transparent leadership.

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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

**RP-12      2025 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE -  
ELECTION OF DELEGATES AND MOTIONS****Author:** Nicole Johnson**Executive:** Scott Gray**Summary:**

The Local Government NSW (LGNSW) Annual Conference is taking place from 23 to 25 November 2025 at Panthers Penrith and Western Sydney Conference Centre.

The purpose of this Report is to elect delegates to attend the conference and to consider submitting motions to the Conference.

**Recommendation**

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That Council:

- a endorse the Mayor and three (3) Councillors to attend the Local Government NSW Annual Conference to be held from Sunday 23 to Tuesday 25 November 2025
- b elect three (3) Councillor delegates referred to in (a) above to attend the Conference
- c note that Councillors elected to attend the conference will be Council's voting delegates for any Local Government NSW elections for the following twelve months
- d note that motion submissions need to be resolved and submitted by Tuesday 30 September 2025

**Report**

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The Annual Conference will be held from Sunday 23 to Tuesday 25 November at Panthers Penrith and Western Sydney Conference Centre.

Local Government NSW destination host council partner is [Penrith City Council](#).

The Annual Conference is the supreme policy-making body of LGNSW and an opportunity for councillors to come together to share ideas and debate issues that shape the way LGNSW is governed and advocates on behalf of the local government sector.

In 2024-2025 the following items were determined advocacy priorities for LGNSW at its Annual Conference:

- **Financial Sustainability**

The financial sustainability of councils continues to deteriorate under the relentless pressures of declining Financial Assistance Grants, rate pegging, increased cost shifting and other state and federal funding arrangements that fall far short of council and community needs. There is an urgent need for reform of local government funding arrangements to ensure councils can deliver the services and infrastructure NSW communities need, expect and deserve.

- **Planning & Housing**

Local government supports action to address the housing crisis and is committed to working with the State Government and other stakeholders in genuine collaboration. Councils and their communities must be involved in planning for these developments and the delivery of critical local infrastructure to support this growth must be a priority. Councils are also pressing for much greater investment in public and social housing after decades of neglect and for new housing to include a proportion of affordable housing in perpetuity.

- **Roads & Infrastructure**

Local governments own and manage more than \$176 billion in infrastructure assets that are critical to local economies, productivity and liveability. It is crucial that councils receive increased funding to provide and maintain local road networks and other essential local infrastructure, and to provide the necessary infrastructure to support growing communities.

- **Resilience to Natural Disasters**

Floods and other natural disasters have clearly demonstrated the vulnerability of our infrastructure and the need to build back better to deliver more resilient infrastructure. With the increasing frequency and scale of natural disasters, the NSW and Australian governments must increase their financial support and assistance so councils can undertake this critical responsibility.

- **Environment & The Circular Economy**

Improving environmental outcomes continues to be a high priority for local government, with actions to support the transitions to net zero and circular economy featuring strongly. Better legislation and policies are needed in some areas such as companion animals and illegal tree clearing, while funding is central to tackling the dearth of waste infrastructure and safe disposal of asbestos.

- **Caring & Liveable Communities**

Local government is a significant provider and supporter of essential services, and advocates for equitable access, particularly for the most vulnerable. Councils must be supported in their efforts to build vibrant, fair and sustainable communities.

- **Skills & Labour Shortages**

Skills and labour shortages are impacting the ability of councils to deliver the infrastructure and services communities expect and deserve. All three spheres of government need to collaborate on initiatives to build a sustainable local government workforce.

## Motions

LGNSW members may put forward motions for consideration of the Annual Conference. Where a majority of voting delegates at the Annual Conference vote in support of the motion, it is adopted as a resolution of LGNSW. LGNSW updates its [Policy Platform](#) annually to reflect these resolutions, and they also inform their [Advocacy Priorities](#).

The conference is also an opportunity for mayors and councillors from right across NSW to learn from and support each other, and consider new ways to deliver for the communities they represent.

Each year, Local Government NSW (LGNSW) members submit a range of motions to the LGNSW Annual Conference. These motions relate to strategic local government issues which affect members state-wide and introduce new or emerging policy issues. They are debated and resolved by Conference delegates, with successful resolutions establishing LGNSW's policy positions and guiding LGNSW's advocacy priorities for the year ahead. All LGNSW member councils are invited to submit motions to the Annual Conference, with the following guide outlining the motion development and submission process.

Councillors will be requested to provide any proposed motions, noting motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions and include:

- Motion category and sub-category assists with assigning motions to the relevant policy staff and grouping related motions in the Conference Business Paper.
- Motion wording should include a sentence or two which includes the call to action.
- Background note should provide a paragraph or two to explain the context and importance of the issue to the local government sector.

### Key Dates

- Motion submissions opened on Tuesday 1 July 2025
- Members are encouraged to submit motions online as early as possible before Tuesday 30 September 2025, to allow assessment of the motions and distribution of the Business Paper before the Conference.
- Following this meeting Councillors will be requested to provide draft motions by Friday, 29 August. A report will return to council on the 22 September 2025 should any motions be received.

For further information regarding Motions – Please see [Motion Submission Guide](#).

In accordance with Council's membership with LGNSW, Council have four (4) votes at the Conference, therefore it is recommended that the Mayor attend with three (3) Councillors.

### Financial Implications

The estimated cost per delegate to attend the conference is \$2,995 per person including flights, registration at the early bird rate, accommodation and the conference dinner as below (all GST exclusive costs):

	<b>Cost per Delegate</b>	<b>Cost for four (4) Delegates</b>
Registration	\$1,250 pp	\$5,000
Conference Dinner Ticket	\$245 pp	\$980
Three Nights' Accommodation	\$1,080 pp	\$4,320
Estimated Travel Cost (flights from Wagga to Sydney)	\$420 pp	\$1,680
<b>Total Registration and Accommodation</b>	<b>\$2,995 pp</b>	<b>\$11,980</b>

In addition, there will be further costs for travel and out of pocket expenses. The conference will be funded from the Councillors' Conference, travelling, and

professional development budget, which has \$72,000 (capped at \$8,000 per Councillor) for the 2025/26 financial year.

*Job consolidation number: 12080 – Councillor Development/Conferences/Travelling*

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**Policy and Legislation**

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[POL 025 - Payment of Expenses and Provision of Facilities to Councillors.](#)

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**Link to Strategic Plan**

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**Regional Leadership**

Ethical Leadership

Provide strategic direction and leadership for our region to deliver key community priorities.

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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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Councillors and Executive team

**RP-13 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 T Koschel**

I know it may not be our road, but there is concern that the Giveaway sign has been removed from the corner of Old Narrandara Road and the Olympic Hwy. Just wondering if this can be reviewed and replaced?

The Giveaway sign was removed by Transport NSW several years ago. Council has conferred with Transport for NSW, the governing authority for all highways and adjoining intersections within NSW. TfNSW has advised that due to Old Narrandara Rd being a terminating road at the intersection of the Olympic highway Estella, a give way sign is not required as it is covered by legislation. In accordance with existing road rules, motorist must give way at the intersection when exiting from Old Narrandara Rd onto the Olympic Highway.

**Councillor L Tanner**

When will the line marking at the Morgan Street/ Tarcutta Street roundabout be addressed?

Council's Design Team has prepared a revised line marking design for the Morgan Street/Tarcutta Street roundabout. These works are scheduled to be included in the upcoming line marking program, which is currently out to tender.

**Financial Implications**

N/A

**Policy and Legislation**

Code of Meeting Practice

**Link to Strategic Plan****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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.**

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**PRESENT**

The Mayor, Councillor Dallas Tout  
Councillor Georgie Davies  
Councillor Tim Koschel  
Councillor Amelia Parkins  
Councillor Karissa Subedi  
Councillor Lindsay Tanner

**IN ATTENDANCE**

Chief Operating Officer	(Mr S Gray)
Director Community	(Ms J Summerhayes)
Director Infrastructure Services	(Mr H Pavitt)
Director City Engineering	(Mr W Faulkner)
Chief Financial Officer	(Mrs C Rodney)
Director Economy, Business & Workforce	(Mrs F Piltz)
Executive Director Housing & Strategic Planning	(Mrs F Hamilton)
Manager Corporate Governance & Performance	(Mr D Galloway)
Strategic Planner	(Ms C Boyd)
Property Coordinator	(Mr M Dombrovski)
Corporate Planning and Performance Coordinator	(Mr B Ristivojevic)
Communications & Engagement Coordinator	(Mr M Casey)
Corporate 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.

**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.

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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 **23 JUNE 2025**.

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

**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 June 2025**.

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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**

An apology for non-attendance was received and accepted for Councillor J McKinnon and the General Manager, Mr P Thompson on the Motion of Councillors G Davies and A Parkins.

**LEAVE OF ABSENCE**

Council noted that a leave of absence for the meeting was previously granted for Councillors A Condron and R Foley.

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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 **23 JUNE 2025**.

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

**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 June 2025**.

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**CONFIRMATION OF MINUTES**

**CM-1      ORDINARY COUNCIL MEETING - 10 JUNE 2025**

**25/163      RESOLVED:**

On the Motion of Councillors G Davies and A Parkins

**That the Minutes of the proceedings of the Ordinary Council Meeting held on 10 June 2025 be confirmed as a true and accurate record.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
T Koschel  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**DECLARATIONS OF INTEREST**

Councillor T Koschel declared a Non-Significant Non-Pecuniary Interest in RP-6 FINANCIAL PERFORMANCE REPORT AS AT 31 MAY 2025 the reason being that he works in the banking industry and remained in the chamber during its consideration.

Councillor G Davies declared a Significant Non-Pecuniary Interest in RP – 4 PROPOSED ASSIGNMENT OF SUBLEASE - LIGHT AIRCRAFT PRECINT HANGAR 7, WAGGA WAGGA AIRPORT the reason being a family member has a sub-lease of a hangar at the airport and vacated the chamber during its consideration.

Director Economy, Business & Workforce F Piltz declared a Significant Non-Pecuniary Interest in RP - 5 INITIAL CLASSIFICATION OF LAND - LOT 2 IN DEPOSITED PLAN 1143881, BEING 232 ASHFORDS ROAD, GREGADOO the reason being that a family member owned the land listed within the report and vacated the chamber during its consideration.

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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 **23 JUNE 2025**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.

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**COUNCILLOR REPORT**

**PROCEDURAL MOTION - ENGLOBO**

**25/164 RESOLVED:**

On the Motion of Councillors T Koschel and L Tanner

**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 CR-1, RP-5, RP-6, RP-7, RP-8, RP-9, M-1 and M-2, be adopted as recommended in the business papers**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
T Koschel  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**CR-1 COUNCILLOR REPORT - 2025 FLOODPLAIN MANAGEMENT  
CONFERENCE - MELBOURNE**

**25/165 RESOLVED:**

On the Motion of Councillors T Koschel and L Tanner

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

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
T Koschel  
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 23 JUNE 2025.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.

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**REPORTS FROM STAFF**

RP-1 PROPOSED PLANNING PROPOSAL TO FACILITATE AN AMENDMENT TO WAGGA WAGGA LOCAL ENVIRONMENTAL PLAN 2010 CLAUSE 5.4 (9) SECONDARY DWELLINGS ON LAND OTHER THAN LAND IN A RURAL ZONE AND CLAUSE 5.5 CONTROLS RELATING TO SECONDARY DWELLINGS ON LAND IN A RURAL ZONE

25/166 RESOLVED:  
On the Motion of Councillors A Parkins and T Koschel

That Council:

- a endorses the preparation of a Planning Proposal, as detailed in this report; and
  - i forwards it to the Minister for Planning seeking an Amendment to the Wagga Wagga Local Environmental Plan 2010 and requests that a Gateway Determination be issued, including the delegation of Plan making powers, so as to enable the public exhibition of the Planning Proposal pursuant to the EP&A Act 1979; and
  - ii upon receipt of a Gateway Determination under Section 3.34 of the EP&A Act 1979, Council places the Planning Proposal and any supporting material on public exhibition pursuant to any requirements of the Gateway Determination and Schedule 1, clause 4 of the EP&A Act 1979; and
  - iii should no objections be received, furnishes a copy of this report and other relevant information to the NSW Department of Planning, Industry and Environment and/or NSW Parliamentary Counsels Office, in accordance with the EP&A Act 1979, and requests the Minister for Planning (or a delegate on their behalf) undertake the appropriate actions to secure the making of the amendment to the WLEP 2010.

CARRIED

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
T Koschel  
A Parkins  
K Subedi  
L Tanner

Against the Motion

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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 23 JUNE 2025.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.

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**RP-2 INTEGRATED PLANNING AND REPORTING (IP&R) - ADOPTION OF DOCUMENTS**

**25/167 RESOLVED:**

On the Motion of Councillors L Tanner and A Parkins

That Council:

- a adopt the Delivery Program 2025/2029 and Operational Plan 2025/26
- b adopt the Fees and Charges for the financial year 2025/26
- c adopt the Long Term Financial Plan 2025/26
- d adopt the Asset Management Strategy and Asset Management Plans
- e adopt the Workforce Resourcing Strategy
- f sets the interest on overdue rates and charges for 2025/26, in accordance with Section 566(3) of the Local Government Act 1993 at 10.5% per annum calculated on a daily simple interest basis.
- g makes and levy the following Rates and Annual Charges for 2025/26:
  - i Residential – City and Suburbs rate of 0.666133 cents in the dollar in terms of Sections 516 and 529 of the Local Government Act 1993, calculated on the land value in respect of all rateable lands situated in the centres of population defined as the City of Wagga Wagga and the Village of Forest Hill, excluding Business - City and Suburbs land, rated in accordance with the provisions of Section 518 of the Local Government Act 1993, Residential (Other) land as defined, and also Farmland, rated in accordance with the provisions of Section 515 of the Local Government Act, within such centres of population  
  
A minimum rate of \$841.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply to this rate
  - ii Residential – Other rate of 0.371356 cents in the dollar calculated on the land value in respect of all rateable land within the Council's area, which, in the Council's opinion, is land which:
    - (a) is not less than two (2) hectares and not more than 40 hectares in area
    - (b) is either:
      - (i) not zoned or otherwise designated for use under an environmental planning instrument
      - (ii) zoned or otherwise designated for use under such an environmental planning instrument for non-urban purposes
    - (c) does not have a significant and substantial commercial purpose or character

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This is page 6 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 23 JUNE 2025.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.**

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**Excludes Business - City and Suburbs land, rated in accordance with the provisions of Section 518 of the Local Government Act 1993, and also Farmland, rated in accordance with the provisions of Section 515 of the Local Government Act, within such centres of population**

**A minimum rate of \$376.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply to this rate.**

- iii Residential – Villages rate of 0.382762 cents in the dollar in terms of Sections 516 and 529 of the Local Government Act 1993, calculated on the land value of all rateable land situated in the centres of population defined as the villages of San Isidore, Gumly Gumly, Tarcutta, Humula, Uranquinty, Mangoplah, Oura, Currawarna, Ladysmith, Galore, Collingullie, Belfrayden and North Wagga excluding Business - Villages and Rural land, rated in accordance with the provisions of Section 518 of the Local Government Act 1993, Residential (Other) land as defined, and also Farmland, rated in accordance with the provisions of Section 515 of the Local Government Act, within such centres of population**

**A minimum rate of \$313.00 for each parcel of land as prescribed under section 548 of the Local Government Act 1993 shall apply to this rate.**

- iv Business - City and Suburbs rate of 1.366905 cents in the dollar calculated on the land value of all rateable non-residential land, which cannot be classified as residential, or farmland land in the centres of population defined as the City of Wagga Wagga and the Village of Forest Hill, in terms of Sections 518 and 529 of the Local Government Act 1993**

**A minimum rate of \$804.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply to this rate.**

- v Business - Villages and Rural rate of 0.334717 cents in the dollar calculated on the land value of all rateable land in the Council's area, in terms of Sections 518 and 529 of the Local Government Act 1993, excluding lands defined as Business - City and Suburbs, Residential, and Farmland**

**A minimum rate of \$132.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply to this rate.**

- vi Farmland rate of 0.127279 cents in the dollar, calculated on the land value of all rateable land, which, in Council's opinion, qualifies as farmland as defined in Section 515 of the Local Government Act 1993**

**A minimum rate of \$362.00 for each parcel of land as prescribed under Section 548 of the Local Government Act 1993 shall apply to this rate.**

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This is page 7 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 JUNE 2025**.

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



**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.**

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- vii **Sewerage Services Annual Charge of \$664.00 per dwelling unit.** Multiple residence properties are charged at \$664.00 per residence, for all residences, and non-strata title residential premises on a single allotment (flats/units) situated within the Council's centres of population, capable of being connected to the sewerage service scheme except when excluded by specific council policy, such charge being made in terms of Section 501 of the Local Government Act 1993

viii **Non Residential Sewer Charges**

Access charge based on each and every meter connection per non-residential allotment for all non-residential premises and non-residential allotments situated within the Council's centres of population, capable of being connected to the sewerage service scheme except when excluded by specific council policy, such charge being made in terms of Section 501 of the Local Government Act 1993.

Access charge based on Meter size for 2025/26 is as follows:

20mm	\$199.00
25mm	\$311.00
32mm	\$509.00
40mm	\$796.00
50mm	\$1,244.00
80mm	\$3,184.00
100mm	\$4,975.00
150mm	\$11,194.00

**Non Residential includes:**

- (a) Non-residential strata
- (b) Small community property
- (c) land owned by the Crown, not being land held under a lease for private purposes
- (d) land that belongs to a religious body and is occupied and used in connection with:
  - (i) a church or other building used or occupied for public worship
  - (ii) a building used or occupied for the purpose of religious teaching or training

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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 **23 JUNE 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.**

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- (e) land that belongs to and is occupied and used in connection with a school (being a government school or non-government school within the meaning of the Education Reform Act 1990 or a school in respect of which a certificate of exemption under section 78 of that Act is in force), including:
  - (i) a playground that belongs to and is used in connection with the school; and
  - (ii) land that belongs to a public benevolent institution or public charity and is used or occupied by the institution or charity for the purposes of the institution or charity
- (f) land that belongs to a public hospital
- (g) land that is vested in the Minister for Health, the Health Administration Corporation or the New South Wales Health Foundation
- (h) land that is vested in a university, or a university college, and is used or occupied by the university or college solely for its purposes

**Usage charge**

Per kl usage charge of \$2.72 per kl will apply to all Non Residential Sewer customers except excluded by specific Council Policy, such charge being made in accordance with Section 501 of the Local Government Act 1993.

- ix **Pressure Sewer Scheme – Annual pump maintenance charge (rural residential and villages). An additional sewerage service charge of \$205.00 per pump for all premises connected to the sewerage system via a pressure service for the maintenance and replacement of the pump unit as necessary**
- x **Domestic Waste Management Service Charge of \$447.00 per service on a per occupancy basis per annum for a service rendered in the centres of population and within the scavenging areas defined as the City of Wagga Wagga and the villages of North Wagga Wagga, Gumly Gumly, Forest Hill, Kapooka, Tarcutta, Mangoplah, Oura, Ladysmith, Brucedale, Uranquinty, Bomen and Cartwrights Hill, charged in accordance with the provisions of Section 496 of the Local Government Act 1993**
- xi **Domestic Waste Management Service Charge Rural Residential of \$447.00 per service to be applied to all properties utilising a waste collection service managed by Council, but outside Council's defined waste collection service areas charged in accordance with the provisions of Section 496 of the Local Government Act 1993**
- xii **Domestic Waste Management Annual Charge of \$72.00 per service to be applied to all properties utilising an upgraded general waste bin in accordance with the provisions of Section 496 of the Local Government Act 1993**

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This is page 9 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 JUNE 2025**.

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- xiii Domestic Waste Management Annual Charge of \$79.00 per service to be applied to all properties utilising an upgraded recycling bin in accordance with the provisions of Section 496 of the Local Government Act 1993**
- xiv Domestic Waste Management Service Charge of \$47.00 for each parcel of rateable undeveloped land not receiving a service within the scavenging areas of the City of Wagga Wagga and the villages of North Wagga Wagga, Gumly Gumly, Forest Hill, Kapooka, Tarcutta, Mangoplah, Oura, Ladysmith, Brucedale, Uranquinty, Bomen and Cartwrights Hill, such charge being levied in accordance with the provisions of Sections 496 of the Local Government Act 1993**
- xv Domestic Waste Management Service Charge of \$149.00 for each additional domestic bin, being an additional domestic bin provided over and above the three bins already provided by the service, rendered in the centres of population, and within the scavenging areas defined as the City of Wagga Wagga and the villages of North Wagga Wagga, Gumly Gumly, Forest Hill, Kapooka, Tarcutta, Mangoplah, Oura, Ladysmith, Brucedale, Uranquinty, Bomen and Cartwrights Hill, charged in accordance with the provisions of Section 496 of the Local Government Act 1993. On application, depending on individual circumstances, this fee may be waived.**
- xvi Domestic Waste Scheduled Off Week Pickup Service Charge of \$593.00 per general waste bin for each domestic service within the scavenging areas defined as the City of Wagga Wagga and the villages of North Wagga Wagga, Gumly Gumly, Forest Hill, Kapooka, Tarcutta, Mangoplah, Oura, Ladysmith, Brucedale, Uranquinty, Bomen and Cartwrights Hill, charged in addition to the Domestic Waste Management Service Charge in accordance with the provisions of Section 496 of the Local Government Act 1993.**
- xvii Commercial Waste Management Service Charge of \$447.00 per service per annum, for a two-bin commercial waste service rendered in the centre of population and within the scavenging areas defined as the City of Wagga Wagga and the villages of North Wagga Wagga, Gumly Gumly, Forest Hill, Kapooka, Tarcutta, Mangoplah, Oura, Ladysmith, Brucedale, Uranquinty, Bomen and Cartwrights Hill, charged in accordance with the provisions of Section 501 of the Local Government Act 1993**
- xviii Commercial Waste Management Service Charge of \$224.00 per service per annum, for a one-bin commercial waste service rendered in the centre of population and within the scavenging areas defined as the City of Wagga Wagga and the villages of North Wagga Wagga, Gumly Gumly, Forest Hill, Kapooka, Tarcutta, Mangoplah, Oura, Ladysmith, Brucedale, Uranquinty, Bomen and Cartwrights Hill, charged in accordance with the provisions of Section 501 of the Local Government Act 1993**
- xix Commercial Waste Management Service Charge of \$149.00 for each additional commercial bin, being an additional bin provided over and**

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This is page 10 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 JUNE 2025**.

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MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.

- above the bin/s already provided by the service, rendered in the centres of population and within the scavenging areas defined as the City of Wagga Wagga and the villages of North Wagga Wagga, Gumly Gumly, Forest Hill, Kapooka, Tarcutta, Mangoplah, Oura, Ladysmith, Brucedale, Uranquinty, Bomen and Cartwrights Hill, charged in accordance with the provisions of Section 501 of the Local Government Act 1993
- xx Commercial Waste Management Annual Charge of \$81.00 per service to be applied to all commercial properties utilising an upgraded recycling bin in accordance with the provisions of Section 501 of the Local Government Act 1993
  - xxi Urban Area: Scheduled Off Week Commercial Pickup Service Charge of \$587.00 per bin for each commercial service with 1-2 bins onsite, charged in addition to the Commercial Waste Management Service Charge in accordance with the provisions of Section 501 of the Local Government Act 1993
  - xxii Urban Area: Scheduled Off Week Commercial Pickup Service Charge of \$317.00 per bin for each commercial service with 3-5 bins onsite, charged in addition to the Commercial Waste Management Service Charge in accordance with the provisions of Section 501 of the Local Government Act 1993
  - xxiii Urban Area: Scheduled Off Week Commercial Pickup Service Charge of \$242.00 per bin for each commercial service with over 5 bins onsite, charged in addition to the Commercial Waste Management Service Charge in accordance with the provisions of Section 501 of the Local Government Act 1993
  - xxiv Rural Areas and Villages: Scheduled Off Week Commercial Pickup Service Charge of \$587.00 per bin for each commercial service onsite, charged in addition to the Commercial Waste Management Service Charge in accordance with the provisions of Section 501 of the Local Government Act 1993
  - xxv Multi Unit Developments (Non-Strata) Domestic Waste Management Service Charge of \$447.00 for each unit charged in accordance with the provisions of Section 496 of the Local Government Act 1993. For the purposes of Council's Fees and Charges the definition of Multi-Unit developments (Non-Strata) involves the development of three or more residential units on a site at a higher density than general housing development. On application and approval by Council, In lieu of the standard charge for each unit, property owners can elect to vary the quantity and size of bins. Each premise must be supplied with a suite of bins to address general waste, recycling and food and garden waste which are applied to your rates on a pro-rata basis, charged in accordance with the provisions of Section 501 of the Local Government Act 1993 as per below:
    - 660L Recycling Bin – Collected fortnightly - \$739.00
    - 660L General Waste Bin – Collected fortnightly - \$827.00

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**1100L Recycling Bin – Collected fortnightly - \$928.00**

**1100L General Waste Bin – Collected fortnightly - \$1,016.00**

**240L FOGO Bin – Collected fortnightly - \$149.00**

**240L Recycling Bin – Collected fortnightly - \$149.00**

**240L General Waste Bin – Collected fortnightly - \$149.00**

**360L Recycling Bin – Collected fortnightly - \$228.00**

**xxvi Multi Unit Developments Wheel Out Wheel In (WOWI) Services Charge of \$265.00 per occupancy. For the purposes of Council's Fees and Charges the definition of Multi-Unit developments (Non-Strata) involves the development of three or more residential units, including Strata and Non-Strata properties, on a site at a higher density than general housing development. On application, this service may be available to individual properties. Depending on individual circumstances, this fee may be waived.**

**xxvii Stormwater Management Service Charges**

**Stormwater Management Service charges will be applicable for all urban properties (i.e. residential and business) as referenced below with the following exceptions in accordance with the Division of Local Government (DLG) Stormwater Management Service Charge Guidelines dated July 2006:**

- ☐ Non rateable land
- ☐ Crown Land
- ☐ Council Owned Land
- ☐ Land held under lease for private purposes granted under the Housing Act 2001 or the Aboriginal Housing Act 1998
- ☐ Vacant Land
- ☐ Rural Residential or Rural Business land not located in a village, town or city
- ☐ Land belonging to a charity and public benevolent institutions

- (a) Residential Stormwater Management Service Charge of \$25.00 per residential property levied in accordance with the provisions of Section 496A of the Local Government Act 1993**
- (b) Residential Medium/High Density Stormwater Management Service Charge of \$12.50 per occupancy: Residential Strata, Community Title, Multiple Occupancy properties (flats and units), and Retirement Village style developments. Subject to a maximum charge of \$250.00 per rateable assessment levied in accordance with the provisions of Section 496A of the Local Government Act 1993**
- (c) Business Stormwater Management Service Charge of \$25.00 per business property. Properties are charged on a basis of \$25.00 per 350 square metres of land area. Subject to a maximum charge of \$250.00 per rateable assessment levied in**

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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 **23 JUNE 2025**.

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accordance with the provisions of Section 496A of the Local Government Act 1993

- (d) Business Medium/High Density Stormwater Management Service Charge of \$5.00 per occupancy - Business Strata and Multiple Occupancy Business properties. Subject to a maximum charge of \$250.00 per rateable assessment levied in accordance with the provisions of Section 496A of the Local Government Act 1993

CARRIED

RECORD OF VOTING ON THE MOTION

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

RP-3 DRAFT WAGGA WAGGA LOCAL HOUSING STRATEGY

25/168 RESOLVED:  
On the Motion of Councillors A Parkins and T Koschel

That Council:

- a endorse the Draft Wagga Wagga Local Housing Strategy and Draft Interim Affordable Housing Paper and place on public exhibition for a period of 28 days from 30 June 2025 and invite public submissions until 1 August 2025
- b receive a further report following the public exhibition and submission period:
  - i addressing any submission made in respect of the proposed strategy and paper
  - ii proposing adoption of the policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period

CARRIED

RECORD OF VOTING ON THE MOTION

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

This is page 13 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 23 JUNE 2025.

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

**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 June 2025**.

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**RP-4 PROPOSED ASSIGNMENT OF SUBLEASE - LIGHT AIRCRAFT  
PRECINT HANGAR 7, WAGGA WAGGA AIRPORT**

Councillor G Davies declared a Significant Non-Pecuniary Interest and vacated the chamber, the time being 6:20pm.

**25/169 RESOLVED:**

On the Motion of Councillors T Koschel and L Tanner

**That Council:**

- a agree to assign the airport sub-lease over Light Aircraft Precinct Hangar Site 7 to Larrup Pty Ltd ACN 001 736 983 as Trustee for Obst Investment Trust as outlined in the body of this report**
- b delegate authority to the General Manager or their delegate to execute any necessary documentation on behalf of Council**
- c authorise the affixing of Council's common seal to documents relating to this matter, including any Deed of Assignment, as required**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
T Koschel  
A Parkins  
K Subedi  
L Tanner

Against the Motion

Councillor G Davies re-entered the chamber, the time being 6:20pm.

**RP-5 INITIAL CLASSIFICATION OF LAND - LOT 2 IN DEPOSITED PLAN  
1143881, BEING 232 ASHFORDS ROAD, GREGADOO**

**25/170 RESOLVED:**

On the Motion of Councillors T Koschel and L Tanner

**That Council:**

- a agree in principle to classify the land described as Lot 2 in Deposited Plan 1143881 and identified as 232 Ashfords Road, Gregadoo as operational land in accordance with section 31(2) of the Local Government Act 1993**
- b authorise the General Manager or delegate to place the proposed resolution on public exhibition for a period of 28 days and invite public submissions**
- c receive a further report following the exhibition and submission period addressing any submission made in respect of the proposed classification**

**CARRIED**

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This is page 14 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 JUNE 2025**.

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RECORD OF VOTING ON THE MOTION

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

RP-6 FINANCIAL PERFORMANCE REPORT AS AT 31 MAY 2025

25/171 RESOLVED:  
On the Motion of Councillors T Koschel and L Tanner

That Council:

- a approve the proposed budget variations and note the balanced budget position as presented in this report
- b approve the proposed budget variations to the 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 31 May 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	
T Koschel	
A Parkins	
K Subedi	
L Tanner	

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



**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 June 2025**.

**RP-7 PROPOSED NEW FEES AND CHARGES FOR 2025/26**

**25/172 RESOLVED:**

On the Motion of Councillors T Koschel and L Tanner

**That Council:**

- a** place the following new fees on public exhibition for a period of 28 days from 24 June 2025 to 22 July 2025:

Item Number	Fee and Charge Description	Pricing Policy ID	2025/26 Fee (exclusive of GST)	GST	2025/26 Fee (inclusive of GST)	Basis
<b>NEW</b>	Norman Duck Oval – Top West	<b>C</b>	<b>\$6.89</b>	<b>\$0.69</b>	<b>\$7.58</b>	<b>Hour</b>
<b>NEW</b>	Norman Duck Oval – Bottom West	<b>C</b>	<b>\$4.11</b>	<b>\$0.41</b>	<b>\$4.53</b>	<b>Hour</b>
<b>NEW</b>	Norman Duck Oval – Top East	<b>C</b>	<b>\$7.78</b>	<b>\$0.78</b>	<b>\$8.56</b>	<b>Hour</b>
<b>NEW</b>	Norman Duck Oval – Bottom East	<b>C</b>	<b>\$4.34</b>	<b>\$0.43</b>	<b>\$4.78</b>	<b>Hour</b>
<b>NEW</b>	Council led festival, event site fees and use of event infrastructure/resources  Due to the nature of some events, to encourage users and community participation, and/or considering the level of service required from Council officers, a reduced pricing point down to \$0 may be offered.	<b>C</b>	<b>\$0 - \$500</b>	<b>\$0-\$50</b>	<b>\$0-\$550</b>	<b>Daily</b>

- b** invite public submissions on the new and amended fees until 22 July 2025

- c** receives a further report following the public exhibition period:

- i** addressing any submission made in respect of the proposed new fee

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- ii proposing adoption of the new fee unless there are any recommended amendments that will require a further public exhibition period

CARRIED

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
T Koschel  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**RP-8 OUTSTANDING DEBTS DEEMED UNRECOVERABLE - PROPOSED WRITE OFF LIST**

**25/173 RESOLVED:**

On the Motion of Councillors T Koschel and L Tanner

**That Council:**

- a authorise in accordance with Clause 131 of the Local Government Act the write off of \$15,610.95 in total for five (5) debts deemed unrecoverable, as detailed in confidential Attachment A of this report
- b approve the budget variations as detailed in the Financial Implications section of the report

CARRIED

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
T Koschel  
A Parkins  
K Subedi  
L Tanner

Against the Motion

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This is page 17 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 23 JUNE 2025.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.

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**RP-9      APPLICATIONS FOR SUBSIDY FOR WASTE DISPOSAL FOR CHARITY ORGANISATIONS**

**25/174      RESOLVED:**  
On the Motion of Councillors T Koschel and L Tanner

**That Council endorse the annual 2025/26 Financial Assistance Subsidy for waste disposal subsidy for the total amount of \$5,700 for the below listed charities.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

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

**RP-10      QUESTIONS WITH NOTICE**

**25/175      RESOLVED:**  
On the Motion of Councillors L Tanner and A Parkins

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

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.

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**COMMITTEE MINUTES**

**M-1 LOCAL TRAFFIC COMMITTEE MEETING - CONFIRMATION OF MINUTES - 8 MAY 2025**

**25/176 RESOLVED:**  
On the Motion of Councillors T Koschel and L Tanner

**That Council receive and note the minutes of the Local Traffic Committee Meeting held on 8 May 2025.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

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

**M-2 CONFIRMATION OF MINUTES - FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE - 17 APRIL 2025**

**25/177 RESOLVED:**  
On the Motion of Councillors T Koschel and L Tanner

**That Council receive and note the minutes of the Floodplain Risk Management Advisory Committee Meeting held on 17 April 2025.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

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

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This is page 19 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 23 JUNE 2025.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 June 2025.

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**CLOSED COUNCIL**

**25/178 RESOLVED:**

On the Motion of Councillors T Koschel and G Davies

**That the Council now resolve itself into a Closed Council, the time being 6.22pm.**

**CARRIED**

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

**CONFIDENTIAL REPORTS**

**CONF-1 UPDATE REPORT - LMC CANTEEN & AIRPORT CAFE**

**25/179 RESOLVED:**

On the Motion of Councillors L Tanner and A Parkins

**That Council:**

- a receive and note this report**
- b endorse postponing the proposed Expression of Interest for the Livestock Marketing Centre Canteen and Airport Café whilst negotiations in relation to the Airport headlease are finalised**
- c endorse Council officers providing hospitality services at the two sites for a period of up to three (3) years under a trial hospitality model as outlined in this report**
- d receive annual financial and performance reports during the trial period outlining the outcome of the trial and providing options as to how to proceed**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

D Tout  
G Davies  
T Koschel  
A Parkins  
K Subedi  
L Tanner

Against the Motion

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This is page 20 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 23 JUNE 2025.

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

**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 June 2025**.

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**REVERSION TO OPEN COUNCIL**

**25/180    RESOLVED:**  
On the Motion of Councillors G Davies and T Koschel

**That this meeting of the Closed Council revert to an open meeting of the Council, the time being 6.25pm.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

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

THIS COMPLETED THE BUSINESS OF THE COUNCIL MEETING WHICH ROSE AT 6.26pm.

.....  
MAYOR

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This is page 21 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 JUNE 2025**.

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