



# **Agenda and Business Paper**

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## **Ordinary Meeting of Council**

To be held on  
**Monday 8 September 2025**  
at 6:00 PM

Civic Centre cnr Baylis and Morrow Streets,  
Wagga Wagga NSW 2650 (PO Box 20)  
P 1300 292 442  
[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 (Mayor)**



**Councillor Georgie Davies (Deputy Mayor)**



**Councillor Allana Condron**

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

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

Councillor Allana Condron was elected to Council in 2024.



**Councillor Richard Foley**



**Councillor Tim Koschel**



**Councillor Jenny McKinnon**

Councillor Richard Foley was elected to Council in 2021.

Councillor Tim Koschel was elected to Council in 2016.

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



**Councillor Amelia Parkins**



**Councillor Karissa Subedi**



**Councillor Lindsay Tanner**

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

Councillor Karissa Subedi was elected to Council in 2024.

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.



City of  
Wagga Wagga

## ORDINARY MEETING OF COUNCIL AGENDA AND BUSINESS PAPER

MONDAY 8 SEPTEMBER 2025

### ORDER OF BUSINESS:

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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 ORDINARY COUNCIL MEETING MINUTES - 25 AUGUST 2025**

### **Recommendation**

**That the Minutes of the proceedings of the Ordinary Council Meeting held on 25 August 2025 be confirmed as a true and accurate record.**

## **Attachments**

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1  Minutes - Ordinary Council Meeting - 25 August 2025 110

## **DECLARATIONS OF INTEREST**

## **REPORTS FROM STAFF**

**RP-1 PETITION - REQUEST FOR A BUS STOP ON PLUMPTON ROAD OUTSIDE CALOOLA COURT (BAPTIST CARE AGED CARE FACILITY)**

**Author:** Warren Faulkner

**Summary:** Council received a petition on 4 August 2025 containing 22 signatories requesting the installation of a bus stop at the corner of Plumpton Road and Redhill Road, outside Caloola Court (BaptistCare aged care facility). The petition is presented to Council for consideration in accordance with the Petitions Management Policy (POL 086).

### **Recommendation**

That Council:

- a receive and note the petition requesting that Council consider allowing the installation of a bus stop on the corner of Plumpton Road and Redhill Road
- b note that the petition has been forwarded to Transport for NSW as the authority responsible for reviewing and approving requests for changes to bus routes for their consideration and response to the lead petitioner

### **Report**

A petition has been received by Council on 4 August 2025 from Patricia Dyson containing 22 valid signatures from residents and community members. The petition requests that Wagga Wagga City Council take action to reinstate a bus shelter at the corner of Plumpton Road and Redhill Road, outside Caloola Court (BaptistCare aged care facility), to improve public transport accessibility for residents, particularly older people, students, and those without access to private transport.

To provide context to the petition, the 969-bus service starts on Lakeside Drive next to Lake Albert and is the current town service that operates in the closest proximity to Caloola Court, as shown as follows.



The setting and approval of public transport routes is a Transport for NSW function that is undertaken in collaboration with Busabout Wagga as the local bus operator that provides the town service.

The content of the petition has been provided to Transport for NSW, as the authority responsible for public transport routes and bus stop infrastructure, for their consideration of the request. A copy has also been sent to Busabout Wagga, as the local service provider, to ensure they are aware of community concerns. The lead petitioner has been advised of these actions and will be updated once a response is received.

### **Financial Implications**

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There are no financial implications for Council associated with this petition.

### **Policy and Legislation**

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Petition Policy (POL 086)  
Code of Meeting Practice  
Code of Conduct

### **Link to Strategic Plan**

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#### **Growing**

Enabling infrastructure

Provide essential infrastructure; including sewer, roads, key housing enabling infrastructure to support growth.

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

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There are no risk management issues associated with this report for Council.

### **Internal / External Consultation**

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The lead petitioner has been sent a letter acknowledging receipt of the petition and advising that it will be presented to the Council.

The petition has been forwarded to the Transport for NSW, as the authority responsible for public transport routes and bus stop infrastructure, for their consideration of the request. A copy has also been sent to Busabout Wagga, as the local service provider, to ensure they are aware of community concerns.

### **Attachments**

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1. Petition - Request for a bus stop on Plumpton Road outside Caloola Court

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: personnel matters concerning particular individuals. - Provided under separate cover*

**RP-2 PETITION - POCKET PARK IN TURVEY PARK****Author:** Joshua Walsh**Executive:** Fiona Piltz

**Summary:** Council has received a petition requesting the development of a park at 17 Wade Street, Turvey Park. In accordance with the Petitions Management Policy (POL 086), the petition is presented to Council for noting, with a further report to be provided following the investigation of options.

**Recommendation**

That Council:

- a receive and note the petition regarding the development of a park on Wade Street, Turvey Park
- b receive a further report at a future Council meeting following additional review of potential options and a recommended approach

**Report**

An online petition has been received by Council on 18 July 2025 from Elise Corcoran (petition organiser) titled *“Develop a Park on Wade Street, Turvey Park, NSW”*. The petition meets the requirements of Council’s Petitions Management Policy (POL 086), having received more than the minimum ten signatories from the Wagga Wagga Local Government Area (with 171 verified signatures) and presenting a clear request for Council action. The purpose of this report is to formally note and acknowledge the petition.

Following receipt of the petition, Council officers met in person with the lead resident to further discuss the matter. Residents expressed concern regarding the lack of accessible green space in their neighbourhood and the anticipated delay before the proposed park at the former CSU campus is delivered. The vacant block on Wade Street is viewed by residents as an opportunity to enhance local liveability in the interim. Through both their email and petition, residents have requested that Council:

- Include the project in future budgets
- Support external funding opportunities such as grants or sponsorships; and
- Explore low-cost, community-driven delivery options including volunteer planting, in-kind donations, and local business support.

Staff are undertaking further investigations in response to the petition and will prepare a subsequent report for Council outlining potential options, with a recommended approach to be presented at a future Council meeting.

**Financial Implications**

N/A

**Policy and Legislation**

Petitions Management Policy (POL 086)

## **Link to Strategic Plan**

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### **Regional Leadership**

Vision for the future

Adopt a sound approach to strategic planning to ensure that we are preparing for future growth requirements of the city.

## **Risk Management Issues for Council**

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N/A

### **Internal / External Consultation**

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Following receipt of the petition, Council officers met with the petition organiser on 25 July 2025 to further discuss the proposal and better understand the community's request.

Staff have liaised internally with subdivisions and engineering.

### **Attachments**

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#### 1. Wade Street Petition Signatures

*This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: personnel matters concerning particular individuals. - Provided under separate cover*

**RP-3 INITIAL CLASSIFICATION OF LAND - LOT 2 IN DEPOSITED PLAN 1143881, BEING 232 ASHFORDS ROAD, GREGADOO**

**Author:** Matthew Dombrovski  
**Executive:** Fiona Piltz

**Summary:** This report provides feedback to Council on the public exhibition of the initial classification of 232 Ashfords Road, Gregadoo and notes submissions received.

### **Recommendation**

That Council:

- a receive and note the submissions received during the public exhibition period, as summarised in this report
- b 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

### **Report**

On 23 June 2025, at their Ordinary Meeting, Council on the Motion of Councillors T Koschel and L Tanner (25/170) resolved to:

- 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*

The report of 23 June 2025 outlined that the land being purchased needed to be classified as either community land or operational land within three months of acquisition. This is a legislative requirement under Section 31(2) of the Local Government Act 1993. The consequence of not proceeding with the classification within that time frame is that the land would, on the expiration of three months, become community land by default. This is not an appropriate classification of the site given the site was acquired in order to support the future expansion of the Gregadoo Waste Management Centre, and utilised funds from Council's solid waste reserve to complete the acquisition.

The proposed initial classification of the site was placed on public exhibition from 17 July 2025 to 14 August 2025.

During the public exhibition period forty (40) submissions were received. The majority of the submissions received did not address the proposed initial classification but did raise concerns & objections to the proposed expansion of the Gregadoo Waste Management Centre, including in relation to the potential decline in adjacent land values, increased traffic volumes, and management of environmental factors including noise, odour, surface water and fire risks. The issues raised by community members are important considerations for any future development of the land and will be considered as part of the development of the GWMC Masterplan. The Masterplan work will be undertaken during the course of 2026.

To the extent there is community concern about impacts from the landfill. It is noted that this is already a regulated site under the protection of the Environmental Protection Agency (EPA). Pursuant to this legislation, it is subject to a license which the EPA manages.

Under this license, we are monitored for any off-site impacts. There is no cause or reason to believe that the acquisition of this site and its future use as part of a waste management facility will change the existing position, which is that there are no offsite impacts from that facility. This acquisition and strategic planning is for the future of the city's waste management in the way that is economic and convenient to the community, to this end, the community should expect that waste disposal will hopefully become a low priority at the facility with an emphasis on reuse and commercial development of recycling and circular economy activities.

A number of submissions incorrectly referred to the proposal as a 'reclassification', rather than as an initial classification of the land on acquisition by Council, or confusing land classification with zoning, which is not being addressed through this process.

## **Financial Implications**

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N/A

## **Policy and Legislation**

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Local Government Act 1993

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

## **Link to Strategic Plan**

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### **Growing**

Enabling infrastructure

Deliver critical community infrastructure to facilitate growth and attract business.

## **Risk Management Issues for Council**

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Council has a responsibility to appropriately manage its land assets. The initial classification of land is a statutory requirement of Council, as well as serving as a risk and cost mitigation strategy. The proposed initial classification of the land as operational land reflects the purpose for which Council resolved to acquire the land, the use of Council's Solid Waste Reserve to fund the purchase, and avoids the land being classified by default as community land, which would require reclassification to operational land at a later stage.

The Local Government Act 1993 sets out limitations on the use of community classified lands. Based on those limitations, Council would not be able to utilise the land for its existing residential and/or agricultural purposes.

Council is aware that Gregadoo Waste Management Centre will reach capacity in 2076. Prior to acquiring 232 Ashfords Road, Council undertook an economic analysis which found that purchasing the property now would avoid an estimated \$470M in future capital and operational costs (or \$137M in today's dollars) associated with closing and remediating the existing facility and establishing and equipping a new greenfield Waste Management Centre.

A number of submissions raise valid points for consideration as part of any future development of the site. The forty (40) submissions received have been summarised and responded to in Attachment 1.

### **Internal / External Consultation**

The draft initial classification proposal was placed on public exhibition between 17 July 2025 to 14 August 2025 with engagement undertaken as per the table below.

	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
<b>Inform</b>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>										<input checked="" type="checkbox"/>			
<b>Consult</b>																
<b>Involve</b>																
<b>Collaborate</b>																

The public exhibition material was made available for viewing by the public on Council's Have You Say page. Notices were sent via mail to adjoining landowners. Public notices were placed in Council News.

There were submissions received from two (2) adjoining landowners noting that they had not received a notice by mail. Council officers sent notices to the registered addresses in Council's information system. One address recorded was an interstate address and one letter was sent to a landowner and returned as "unclaimed".

During the public exhibition period forty (40) submissions were received. The submissions have been summarised and responded in Attachment 1. Full redacted copies of the submissions are provided in Attachment 2.

## Attachments

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1.  Submissions Summaries and Responses - Provided under separate cover
2.  Redacted Submissions - Provided under separate cover

**RP-4 APPOINTMENT OF NATIVE TITLE MANAGER FOR WAGGA WAGGA CITY COUNCIL**

**Author:** Matthew Dombrovski  
**Executive:** Fiona Piltz

**Summary:** This report seeks Council's endorsement to formally appoint two Council officers as Native Title Manager in accordance with Section 8.8 of the *Crown Land Management Act 2016*.

**Recommendation**

That Council:

- a delegate authority to the General Manager or their delegate to give formal notice to the Minister administering the Crown Land Management Act 2016 that the Council officers as named in the body of this report have been appointed as Council's Native Title Managers as required under Section 8.8 of the Crown Land Management Act 2016
- b delegate authority to the General Manager or their delegate to continue to advise the Minister in writing after 30 June and no later than 31 October each year of the above appointment
- c receive a further report if any changes are required to the appointed Native Title Managers

**Report**

Under the *Crown Land Management Act 2016* (CLM Act), Councils that manage Crown land must do so in compliance with the *Native Title Act 1993* (Cth). Where Council is undertaking dealings affecting Crown land, it must ensure such dealings are valid with respect to native title interests.

The CLM Act requires that before a Council undertakes certain activities that may affect native title rights or interests (such as granting a lease or licence, permit, easement or right of way over Crown Land), it must obtain advice from a qualified Native Title Manager. Section 8.8 of the CLM Act provides that Councils must appoint at least one person as a Native Title Manager and notify the Department of Planning and Environment (Crown Lands) after 30 June but no later than 31 October of each year of the nominated parties.

The appointed Native Title Manager must have completed a prescribed training course endorsed by the Department of Planning and Environment (Crown Lands).

It is proposed that Council appoint Matthew Dombrovski, Property Coordinator and Stephanie Wilson, Senior Property Officer as Council's Native Title Managers. Both officers have completed the prescribed Native Title Manager training course and have actively attended professional development to ensure compliance with the required legislation in relation to Native Title.

It is also recommended that Council endorse the ongoing appointment of the two nominated staff as Native Title Managers provided that in the event that changes are required to the nominated officers, a formal report will be provided to Council with the proposed amendments.

## **Financial Implications**

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N/A

## **Policy and Legislation**

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Crown Land Management Act 2016

Native Title Act 1993

Local Government Act 1993

## **Link to Strategic Plan**

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### **Regional Leadership**

Good governance

Provide professional, innovative, accessible and efficient services.

## **Risk Management Issues for Council**

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Council has a responsibility to appropriately manage its real property assets including any Crown Land of which it is the appointed Crown Land Manager. The management of Crown land imposes additional obligations upon Council, including the requirement to appoint (and notify Crown Land of the appointment) of at least one Native title Manager.

Failure to appoint a Native Title Manager would be a breach of Council's legislative requirements under the Crown Land Management Act 2016.

## **Internal / External Consultation**

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N/A

**RP-5 RECORDS & INFORMATION MANAGEMENT POLICY****Author:** Reece Hamblin**Executive:** Scott Gray

**Summary:** Council has reviewed and updated the draft Records & Information Management Policy (POL 043) as part of its scheduled policy review program. The draft policy is proposed to be placed on public exhibition for community feedback. A further report will be presented to Council following the exhibition period, addressing any submissions and recommending adoption.

**Recommendation**

That Council:

- a endorse the draft Records & Information Management Policy (POL 043) and place on public exhibition for a period of 28 days from 9 September 2025 until 7 October 2025 and invite public submissions until 21 October 2025 on the draft policy
- b receive a further report following the public exhibition and submission period:
  - i addressing any submissions made with respect to the proposed Records & Information Management Policy (POL 043)
  - ii proposing adoption of the policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period

**Report**

As part of Council's scheduled policy review program, the Records & Information Management Policy has been reviewed and updated to ensure it remains current, operationally effective and aligned with relevant legislative and regulatory requirements.

Due to the nature and extent of the proposed amendment including changes to policy administration, the introduction of new legal and financial considerations and implications for the roles and responsibilities of Councillors, staff and the community, Council endorsement and public exhibition are required prior to adoption to ensure transparency, accountability and stakeholder engagement.

This report outlines the key changes and recommends placing the draft policy on public exhibition to seek community feedback. A further report will be presented to Council following the exhibition period, addressing submissions received and recommending adoption, unless substantial amendments are proposed that would require re-exhibition.

The reviewed policy incorporates updates, including:

- Combining Councillor and Staff (including contractors / volunteers etc.) Policies into a single overarching Records & Information Management Policy.
- Aligning Policy wording and structure with NSW State Government Records Management guidelines.
- Removing operational-level guidance from the Policy.

The draft policy, with all proposed amendments tracked, is attached, along with the final draft policy.

To facilitate public consultation, it is recommended that the draft Policies be placed on public exhibition for a period of 28 days from 9 September 2025 until 7 October 2025 and invite public submissions until 21 October 2025 on the draft policy.

## **Financial Implications**

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N/A

## **Policy and Legislation**

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- *Local Government Act 1993*
- *State Records Act 1998 (NSW)*

## **Link to Strategic Plan**

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### **Regional Leadership**

Ethical Leadership

Deliver accountable and transparent leadership.

## **Risk Management Issues for Council**

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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 and can lead to non-compliance with the requirements of legislation and regulations.

## **Internal / External Consultation**

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Internal consultation has occurred within the organisation along with final approval from the Executive team.

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)	YourSay	Email newsletter	Social media	Website
<b>Inform</b>				<input checked="" type="checkbox"/>									<input checked="" type="checkbox"/>			
<b>Consult</b>																
<b>Involve</b>																
<b>Collaborate</b>																

## Attachments

- 1  Records and Information Management Policy (POL 043) (Track Changes)
- 2  Records and Information Management Policy (POL 043) (Final)

# RECORDS & INFORMATION MANAGEMENT (RIM) POLICY

**Reference number:** POL 043

**Approval date:** 8 September 2025

**Policy owner:** Chief Operating Officer

**Next review:** September 2026

Under Section 12(1) of the State Records Act 1998 (NSW), all public officers are legally required to make and keep full and accurate records of their activities. This ensures transparency, accountability, and the preservation of valuable organisational information.

Wagga Wagga City Council (WWCC) affirms its commitment to this obligation by adopting best practices in records management. The Council recognises records as strategic assets that:

- Support service delivery and effective administration
- Enable fair and efficient customer service
- Provide evidence for informed decision-making
- Safeguard the rights and interests of the Council, its staff, and the community

To uphold these principles, the Council ensures that records are created, maintained, and disposed of in line with legal, regulatory, and operational requirements.

## Purpose

This policy establishes the framework for effective records and information management at WWCC. It ensures that full and accurate records of Council activities and decisions are created, maintained, and disposed of in compliance with legislative, regulatory, and operational requirements. The policy supports transparency, accountability, service delivery, and the protection of Council, staff, and community interests.

## Scope

This policy applies to all WWCC staff, Councillors, committee members, contractors, and volunteers. It covers all records, regardless of format or medium, created or received in the conduct of council business.

## Responsibilities

### General Manager

The General Manager holds delegated authority to ensure Wagga Wagga City Council complies with the Act and associated Regulations.

## POL 043 – Records and Information Management Policy

### **Chief Operating Officer & Manager, Information & Communication Technology**

The Chief Operating Officer (COO) and Manager, Information & Communication Technology (ICT), oversee corporate records and information management. The COO, appointed by the General Manager, serves as the senior responsible officer under the Act.

#### **Information Management Coordinator**

The Information Management Coordinator leads the information management team and manages Council's paper and electronic records, archiving, and access requests.

Key Responsibilities:

- Monitor and audit recordkeeping for compliance.
- Ensure proper procedures for document registration, appraisal, and disposal.
- Maintain corporate classification and indexing standards.
- Comply with State Records Authority disposal procedures.
- Train staff on document management responsibilities and systems.
- Support staff in locating documents and provide consultancy on recordkeeping.
- Assign retention dates per disposal authorities.
- Maintain security and access controls.
- Align practices with State Records NSW Standards.
- Develop and review Council-wide records management standards and procedures.

#### **Records Officers**

Supports staff in fulfilling recordkeeping duties through:

- Timely registration, distribution, archiving, and retrieval of records.
- Managing access to information and customer services.
- Promoting the Electronic Document Management System (EDMS) use.
- Conducting audits and implementing Records Management Assessment Tool (RMAT) and audit actions.
- Managing off-site storage and retrieval.

#### **Executive and Managers**

Responsible for records generated within their areas.

Key Responsibilities:

- Ensure significant documents are registered in the corporate system.
- Enforce compliance with document management standards.
- Ensure staff are trained and aware of responsibilities.
- Uphold confidentiality per the Code of Conduct.
- Notify Information Management of staffing changes for access control.
- Identify system issues and suggest improvements.
- Consult Information Management during contract development to ensure compliance with contractor record keeping requirement.

## POL 043 – Records and Information Management Policy

### Staff

All staff and Councillors must:

- Create, register, and protect records per GA39 and imaging standards.
- Avoid altering or defacing records.
- Record events promptly and use approved formats and templates.
- Ensure accurate document metadata and maintain links between formats.
- Respect security classifications and avoid password protection on documents.
- Share access appropriately and avoid unauthorised deletion.
- Capture records in durable formats and seek training if needed.
- Follow unit-specific procedures and maintain confidentiality.

### Councillors

Councillors are required to ensure that records of official communications such as correspondence, constituent inquiries and decisions are forwarded to the Records Team or captured in Council's approved systems. Records of political, electoral, or personal nature are excluded from Council's recordkeeping obligations.

### Contractors

Records created by contractors are Council property and State records. Contracts must specify Council ownership and include recordkeeping requirements. The Information Management section must be consulted during contract development.

## Policy Provisions

### Principles

Council's Records and Information Management will be guided by the following principles:

Principle	Discussion
Compliance	Adherence to legislative and regulatory requirements.
Integrity	Ensuring records are authentic, reliable, and complete.
Security	Protecting records from unauthorised access, alteration, or loss.
Accessibility	Facilitating timely and appropriate access to records.
Accountability	Clear responsibilities for recordkeeping across all roles.

### Records Management Program

Council's Records Management Program underpins the integrity, accessibility, and compliance of all information assets. It ensures that records, whether digital or physical are securely stored, properly maintained, and managed in accordance with legislative and operational requirements.

## POL 043 – Records and Information Management Policy

### **Secure Storage**

Records are stored in designated digital systems or secure physical facilities, with access and indexing managed centrally to support accountability and retrieval.

### **Ownership and Governance**

All records, including those created by contractors, are Council property and governed by the State Records Act. Contracts must reflect this and include clear recordkeeping provisions.

### **Compliance and Oversight**

The program is aligned with legal obligations and best practices, with regular reviews and updates led by the Information Management Coordinator.

### **Access and Retention**

Records must remain accessible for their full retention period, with systems designed to support long-term usability and data migration.

All records created by staff and Councillors in the course of their duties are subject to the Government Information (Public Access) Act 2009 (GIPA Act). While not all records are designated as open access information, there is a presumption in favour of disclosure unless there is an overriding public interest against release.

### **Capability Building**

Staff and Councillors are equipped with the knowledge and tools to manage records effectively through mandatory training and ongoing support.

### **Lifecycle Management**

Records are managed from creation to final disposition using approved retention authorities, with secure destruction and permanent archiving and preservation where required.

### **Access and Privacy**

All staff and Councillors share a vital responsibility in upholding transparency, accountability, and privacy in local government operations. The *Government Information (Public Access) Act 2009 (GIPA Act)* gives the public a legal right to access council-held information, reinforcing open governance unless there is an overriding public interest against disclosure.

### **Councillor and Staff Obligations**

To protect the integrity of Council operations and the privacy of individuals.

Staff and Councillors must:

- Only access records they are authorised to view.
- Never disclose confidential or personal information without proper authority or consent.
- Avoid providing unauthorised access to others.



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## POL 043 – Records and Information Management Policy

### Handling and Disposal of Records

Damaging, neglecting, or improperly storing State records is an offence. Records must not be stored off of Council Property. .

All record disposal must comply with the *State Records Act* and Council's retention policies and procedures.

### Legislative Context

- *Local Government Act 1993 (NSW)*
- *State Records Act 1998*
- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Protection Act 1998*

### Standards

- AS ISO 15489.1:2017 – Records Management
- Standard on Records Management for the NSW Public Sector
- Standard on the Physical Storage of State records

### Related Documents

- Privacy Policy (POL 095)
- Public Access to Information Policy (POL 108)
- Records & Information Management Operating Standard
- Records & Information Management Framework

### Definitions

Term	Definition
Record	Any document or source of information, regardless of format, created or received in the course of official Council business.
Retention and Disposal Authority	A legal instrument issued by the State Records Authority of NSW that authorises the minimum retention periods and disposal actions for records.
Disposal	The range of processes associated with implementing retention, destruction, or transfer of records as authorised by an approved RDA.
Metadata	Structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource (e.g., author, date created, version number).

## POL 043 – Records and Information Management Policy

Term	Definition
General Retention and Disposal Authority No. 39 (GA39)	GA39 is the General Retention and Disposal Authority issued by State Records NSW for local government records, guiding NSW councils and county councils on which records must be retained as State archives and authorising the destruction of others after minimum retention periods have been met.

## Revision History

Revision number	Council resolution	Council meeting date
1	Res No: 10/220.3	1 September 2010
2	E-Team	11 December 2012
3	Res No: 13/224.1	26 August 2013
4	E-Team	25 July 2017
5	Res No: 17/279	28 August 2017
6	Res No: 22/354	17 October 2022
7	Res No: 25/215	21 July 2025

POL 043 – Records and Information Management Policy



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# RECORDS & INFORMATION MANAGEMENT (RIM) POLICY

**Reference number:** POL 043

**Approval date:** 8 September 2025

**Policy owner:** Chief Operating Officer

**Next review:** September 2029

Under Section 12(1) of the State Records Act 1998 (NSW), all public officers are legally required to make and keep full and accurate records of their activities. This ensures transparency, accountability, and the preservation of valuable organisational information.

Wagga Wagga City Council (WWCC) affirms its commitment to this obligation by adopting best practices in records management. The Council recognises records as strategic assets that:

- Support service delivery and effective administration
- Enable fair and efficient customer service
- Provide evidence for informed decision-making
- Safeguard the rights and interests of the Council, its staff, and the community

To uphold these principles, the Council ensures that records are created, maintained, and disposed of in line with legal, regulatory, and operational requirements.

## Purpose

This policy establishes the framework for effective records and information management at WWCC. It ensures that full and accurate records of Council activities and decisions are created, maintained, and disposed of in compliance with legislative, regulatory, and operational requirements. The policy supports transparency, accountability, service delivery, and the protection of Council, staff, and community interests.

## Scope

This policy applies to all WWCC staff, Councillors, committee members, contractors, and volunteers. It covers all records, regardless of format or medium, created or received in the conduct of council business.

## Responsibilities

### General Manager

The General Manager holds delegated authority to ensure Wagga Wagga City Council complies with the Act and associated Regulations.



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## POL 043 – Records and Information Management Policy

### **Chief Operating Officer & Manager, Information & Communication Technology**

The Chief Operating Officer (COO) and Manager, Information & Communication Technology (ICT), oversee corporate records and information management. The COO, appointed by the General Manager, serves as the senior responsible officer under the Act.

#### **Information Management Coordinator**

The Information Management Coordinator leads the information management team and manages Council's paper and electronic records, archiving, and access requests.

Key Responsibilities:

- Monitor and audit recordkeeping for compliance.
- Ensure proper procedures for document registration, appraisal, and disposal.
- Maintain corporate classification and indexing standards.
- Comply with State Records Authority disposal procedures.
- Train staff on document management responsibilities and systems.
- Support staff in locating documents and provide consultancy on recordkeeping.
- Assign retention dates per disposal authorities.
- Maintain security and access controls.
- Align practices with State Records NSW Standards.
- Develop and review Council-wide records management standards and procedures.

#### **Records Officers**

Supports staff in fulfilling recordkeeping duties through:

- Timely registration, distribution, archiving, and retrieval of records.
- Managing access to information and customer services.
- Promoting the Electronic Document Management System (EDMS) use.
- Conducting audits and implementing Records Management Assessment Tool (RMAT) and audit actions.
- Managing off-site storage and retrieval.

#### **Executive and Managers**

Responsible for records generated within their areas.

Key Responsibilities:

- Ensure significant documents are registered in the corporate system.
- Enforce compliance with document management standards.
- Ensure staff are trained and aware of responsibilities.
- Uphold confidentiality per the Code of Conduct.
- Notify Information Management of staffing changes for access control.
- Identify system issues and suggest improvements.
- Consult Information Management during contract development to ensure compliance with contractor record keeping requirement.

## POL 043 – Records and Information Management Policy

### Staff

All staff and Councillors must:

- Create, register, and protect records per GA39 and imaging standards.
- Avoid altering or defacing records.
- Record events promptly and use approved formats and templates.
- Ensure accurate document metadata and maintain links between formats.
- Respect security classifications and avoid password protection on documents.
- Share access appropriately and avoid unauthorised deletion.
- Capture records in durable formats and seek training if needed.
- Follow unit-specific procedures and maintain confidentiality.

### Councillors

Councillors are required to ensure that records of official communications such as correspondence, constituent inquiries and decisions are forwarded to the Records Team or captured in Council's approved systems. Records of political, electoral, or personal nature are excluded from Council's recordkeeping obligations.

### Contractors

Records created by contractors are Council property and State records. Contracts must specify Council ownership and include recordkeeping requirements. The Information Management section must be consulted during contract development.

## Policy Provisions

### Principles

Council's Records and Information Management will be guided by the following principles:

Principle	Discussion
Compliance	Adherence to legislative and regulatory requirements.
Integrity	Ensuring records are authentic, reliable, and complete.
Security	Protecting records from unauthorised access, alteration, or loss.
Accessibility	Facilitating timely and appropriate access to records.
Accountability	Clear responsibilities for recordkeeping across all roles.

## POL 043 – Records and Information Management Policy

### **Records Management Program**

Council's Records Management Program underpins the integrity, accessibility, and compliance of all information assets. It ensures that records, whether digital or physical are securely stored, properly maintained, and managed in accordance with legislative and operational requirements.

#### **Secure Storage**

Records are stored in designated digital systems or secure physical facilities, with access and indexing managed centrally to support accountability and retrieval.

#### **Ownership and Governance**

All records, including those created by contractors, are Council property and governed by the State Records Act. Contracts must reflect this and include clear recordkeeping provisions.

#### **Compliance and Oversight**

The program is aligned with legal obligations and best practices, with regular reviews and updates led by the Information Management Coordinator.

#### **Access and Retention**

Records must remain accessible for their full retention period, with systems designed to support long-term usability and data migration.

All records created by staff and Councillors in the course of their duties are subject to the Government Information (Public Access) Act 2009 (GIPA Act). While not all records are designated as open access information, there is a presumption in favour of disclosure unless there is an overriding public interest against release.

#### **Capability Building**

Staff and Councillors are equipped with the knowledge and tools to manage records effectively through mandatory training and ongoing support.

#### **Lifecycle Management**

Records are managed from creation to final disposition using approved retention authorities, with secure destruction and permanent archiving and preservation where required.

#### **Access and Privacy**

All staff and Councillors share a vital responsibility in upholding transparency, accountability, and privacy in local government operations. The *Government Information (Public Access) Act 2009 (GIPA Act)* gives the public a legal right to access council-held information, reinforcing open governance unless there is an overriding public interest against disclosure.

#### **Councillor and Staff Obligations**

To protect the integrity of Council operations and the privacy of individuals.

Staff and Councillors must:



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## POL 043 – Records and Information Management Policy

- Only access records they are authorised to view.
- Never disclose confidential or personal information without proper authority or consent.
- Avoid providing unauthorised access to others.

### Handling and Disposal of Records

Damaging, neglecting, or improperly storing State records is an offence. Records must not be stored off of Council Property. .

All record disposal must comply with the *State Records Act* and Council's retention policies and procedures.

### Legislative Context

- *Local Government Act 1993 (NSW)*
- *State Records Act 1998*
- *Government Information (Public Access) Act 2009*
- *Privacy and Personal Information Protection Act 1998*

### Standards

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7	Res No: 25/215	21 July 2025

**RP-6 COUNCILLOR EXPENSES AND FACILITIES POLICY - POL 025****Author:** Nicole Johnson**Executive:** Scott Gray**Summary:**

The draft Councillor Expenses and Facilities Policy (POL 025) was publicly exhibited from 8 July to 5 August 2025, with submissions accepted until 19 August. No submissions were received. Adoption of the policy as exhibited is recommended.

**Recommendation**

That Council:

- a note no public submissions were received during the exhibition period on the draft Councillor Expenses and Facilities Policy (POL 025)
- b adopt the draft Councillor Expenses and Facilities Policy (POL 025)

**Report**

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 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 maintaining alignment with legislative requirements and sector best practice.

At its meeting on 7 July 2025, Council resolved to place the draft policy on public exhibition for a period of 28 days from 8 July 2025, with public submissions invited until 19 August 2025. No submissions were received during the exhibition period.

Accordingly, it is recommended that Council adopt the Councillor Expenses and Facilities Policy (POL 025) as exhibited.

**Financial Implications**

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

**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))

## Link to Strategic Plan

### Regional Leadership

#### Ethical Leadership

Deliver accountable and transparent leadership.

## 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.

## Internal / External Consultation

Public exhibition was for a period of 28 days from 8 July 2025 until 5 August 2025 with public submissions invited until 18 August 2025 on the draft Policies, with no submissions received during this period.

Community engagement during the exhibition period included:

- The draft policy was made available on Council's website for the duration of the exhibition period.
- A public notice was published in *Council News* and through the required formal advertisements in accordance with legislative requirements.

	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				x											x	
Consult																
Involve																
Collaborate																
Other methods (please list specific details below)																

## Attachments

1  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 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
Professional development / Education including conferences and seminars and general travel expenses, including interstate, overseas and long-distance intrastate travel expenses, and includes accommodation and meals	\$8,000 per Councillor	Per year
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

## POL 025 – Councillor Expenses and Facilities Policy

Expense or facility	Maximum amount	Frequency
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 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. 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.
- 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.

## POL 025 – Councillor Expenses and Facilities Policy

## 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 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.
- 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.

## POL 025 – Councillor Expenses and Facilities Policy

- 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
  - 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.

## POL 025 – Councillor Expenses and Facilities Policy

- 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 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.
- 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.

## POL 025 – Councillor Expenses and Facilities Policy

**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.
- 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

## POL 025 – Councillor Expenses and Facilities Policy

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 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 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 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:

## POL 025 – Councillor Expenses and Facilities Policy

- (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 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 a lap-top or equivalent, and mobile phone and tablet services and data.

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.

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

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

**POL 025 – Councillor Expenses and Facilities Policy**

- 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 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
  - 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.

## POL 025 – Councillor Expenses and Facilities Policy

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**

6.50 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.

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

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

6.53 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.

6.54 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**

6.55 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
- 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.

6.56 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.

6.57 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

## POL 025 – Councillor Expenses and Facilities Policy

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.

- 6.58 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
- 6.59 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 Resource Room is permanently booked every Monday from 12noon to 6:00pm. For room bookings outside this time, 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.

### 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

## POL 025 – Councillor Expenses and Facilities Policy

business, professional development and attendance at the Mayor's office. This vehicle may also be used for private use by the Mayor however a logbook must be maintained for all use of the vehicle. The Mayor is responsible for any costs incurred for 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 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:

1. 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 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 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.

## POL 025 – Councillor Expenses and Facilities Policy

**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**

- 8.5 Council may approve and directly pay expenses. Requests for direct payment must be submitted to the 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.

**Reimbursement**

- 8.6 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.

**Notification**

- 8.7 If a claim is approved, Council will make payment directly or reimburse the Councillor through accounts payable.
- 8.8 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**

- 8.9 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.
- 8.10 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.

## POL 025 – Councillor Expenses and Facilities Policy

**Timeframe for reimbursement**

8.11 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.

**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

## POL 025 – Councillor Expenses and Facilities Policy

- 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.

### 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

## POL 025 – Councillor Expenses and Facilities Policy

Term	Definition
NSW	New South Wales
Official business	<p>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:</p> <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

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Revision number	Council resolution	Council meeting date
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
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
22		

**RP-7 CODE OF MEETING PRACTICE****Author:** Nicole Johnson**Executive:** Scott Gray**Summary:**

The draft Code of Meeting Practice was publicly exhibited from 8 July to 5 August 2025, with submissions accepted until 19 August. No submissions were received. Adoption of the Code as exhibited is recommended.

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**Recommendation**

That Council:

- a note no public submissions received during the exhibition period on the draft Code of Meeting Practice
- b adopt the Code of Meeting Practice

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**Report**

In accordance with Section 360 of the Local Government Act 1993 and the Model Code of Meeting Practice for Local Councils in NSW, all councils are required to adopt a Code of Meeting Practice within 12 months of each ordinary local government election.

The legislation also requires that any draft Code be placed on public exhibition for a minimum period of 28 days, with a submission period of at least 42 days to enable the community to provide feedback prior to adoption.

At its meeting on 7 July 2025, Council resolved to place the draft Code of Meeting Practice on public exhibition for a period of 28 days from 8 July 2025, with public submissions invited until 19 August 2025. No submissions were received during the exhibition period.

Accordingly, this report recommends that Council adopt the Code of Meeting Practice as exhibited.

The OLG has now released the revised Model Code of Meeting Practice (29 August 2025). To meet the legislative requirement to adopt the updated Model Code of Meeting Practice by 31 December 2025, Council will be required to undertake a further review of its Code. A report will be presented to Council in October 2025 to facilitate the public exhibition of the updated draft Code of Meeting Practice in accordance with the statutory requirements.

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**Financial Implications**

N/A

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**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 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

The draft *Code of Meeting Practice* was placed on public exhibition for a period of 28 days from 8 July 2025 to 5 August 2025, with public submissions invited until 18 August 2025, with no submissions received during this period.

Community engagement during the exhibition period included:

- The draft document was made available on Council's website for the duration of the exhibition period.
- A public notice was published in *Council News* and through the required formal advertisements in accordance with legislative requirements.

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

### Attachments

1  Code of Meeting Practice



## Acknowledgement of Country

Wagga Wagga City Council gulbali-yanni ngurambang-gu Wiradjuri-gu walumaldaany-galang. nganha bala mayiny Wiradjuri. yindiyamali-yanni mudiyanggalang-bu balumbambal-bu balugirbam-bu yindiyamali-yanni bagaraygan nguarambang-gawali-i yandu muran.

wigi wagga wagga-dha ngiyanhi gulbali-bu yindiyamali-bu guwiinyguliyalagu buyaa-bu giilaang-galang-bu, ngiyanhi gulbali-bu yindiyamali-bu guwiinyguliyalagu dhaagun-giyalam-bu bila-galang-giyalam-bu. gulbali-yanni Wiradjuri-mayiny ngurambangguwal-bu bala yarruwala-bu waluwin-bu walabangan-bu dhirrangal-bu.

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.



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## 1. Introduction

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The Wagga Wagga City Council Code of Meeting Practice is made under section 360 of the Local Government Act 1993 (the Act) and the Local Government (General) Regulation 2021 (the Regulation).

This Code applies to all meetings of councils and committees of councils of which all the members are councillors (committees of council). A council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council. Council committees whose members include persons other than councillors may adopt their own rules for meetings unless the council determines otherwise.

Council's Code of Meeting Practice incorporates the mandatory provisions of the Model Meeting Code, as required in NSW. Council's Code of Meeting Practice also incorporates some of the non-mandatory provisions of the Model Meeting Code and other supplementary provisions. The Code of Meeting Practice does not contain provisions that are inconsistent with the mandatory provisions of the Model Meeting Code. The council and a committee of the council of which all the members are councillors must conduct its meetings in accordance with the code of meeting practice adopted by the council.

## 2. Meeting principles

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### Meeting principles

**2.1** Council and committee meetings should be:

- Transparent:** Decisions are made in a way that is open and accountable.
- Informed:** Decisions are made based on relevant, quality information.
- Inclusive:** Decisions respect the diverse needs and interests of the local community.
- Principled:** Decisions are informed by the principles prescribed under Chapter 3 of the Act.
- Trusted:** The community has confidence that councillors and staff act ethically and make decisions in the interests of the whole community.
- Respectful:** Councillors, staff and meeting attendees treat each other with respect.
- Effective:** Meetings are well organised, effectively run and skilfully chaired.
- Orderly:** Councillors, staff and meeting attendees behave in a way that contributes to the orderly conduct of the meeting.



### 3. Before the meeting

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#### Timing of ordinary council meetings

**3.1** The council shall, by resolution, set the frequency, time, date and place of its ordinary meetings.

**Note: Councils must use either clause 3.1 or 3.2**

**Note: Under section 365 of the Act, councils are required to meet at least ten (10) times each year, each time in a different month unless the Minister for Local Government has approved a reduction in the number of times that a council is required to meet each year under section 365A.**

**Note: Under section 396 of the Act, county councils are required to meet at least four (4) times each year.**

**Note: Under section 400T of the Act, boards of joint organisations are required to meet at least four (4) times each year, each in a different quarter of the year.**

#### Extraordinary meetings

**3.2** If the mayor receives a request in writing, signed by at least two (2) councillors, the mayor must call an extraordinary meeting of the council to be held as soon as practicable, but in any event, no more than fourteen (14) days after receipt of the request. The mayor can be one of the two councillors requesting the meeting.

**Note: Clause 3.3 reflects section 366 of the Act.**

**3.3** The Mayor may call Extraordinary Council Meetings of the Council if the Mayor has the appropriate delegation(s) provided by Council.

#### Notice to the public of council meetings

**3.4** The council must give notice to the public of the time, date and place of each of its meetings, including extraordinary meetings and of each meeting of committees of the council.

**Note: Clause 3.4 reflects section 9(1) of the Act.**

**3.5** For the purposes of clause 3.4, notice of a meeting of the council and of a committee of council is to be published before the meeting takes place. The notice must be published on the council's website, and in such other manner that the council is satisfied is likely to bring notice of the meeting to the attention of as many people as possible.

**3.6** For the purposes of clause 3.4, notice of more than one (1) meeting may be given in the same notice.

#### Notice to councillors of ordinary council meetings

**3.7** The general manager must send to each councillor, at least three (3) business days before each meeting of the council, a notice specifying the time, date and place at which the meeting is to be held, and the business proposed to be considered at the meeting.

**Note: Clause 3.7 reflects section 367(1) of the Act.**

**3.8** The notice and the agenda for, and the business papers relating to, the meeting may be given to councillors in electronic form, but only if all councillors have facilities to access the notice, agenda and business papers in that form.

**Note: Clause 3.8 reflects section 367(3) of the Act.**

**Before the meeting**

## Notice to councillors of extraordinary meetings

**3.9** Notice of less than three (3) days may be given to councillors of an extraordinary meeting of the council in cases of emergency.

**Note: Clause 3.9 reflects section 367(2) of the Act.**

**3.10** In non-emergencies, notice of three (3) business days, exclusive of the day of the meeting, is required to be provided to Councillors.

## Giving notice of business to be considered at council meetings

**3.11** A councillor may give notice of any business they wish to be considered by the council at its next ordinary meeting by way of a notice of motion. To be included on the agenda of the meeting, the notice of motion must be in writing and must be submitted by 12 noon (12.00pm), five (5) business days before the meeting is to be held.

**3.12** A councillor may, in writing to the general manager, request the withdrawal of a notice of motion submitted by them prior to its inclusion in the agenda and business paper for the meeting at which it is to be considered.

**3.13** If the notice of motion submitted by a councillor for consideration at an ordinary meeting of the council has legal, strategic, financial or policy implications which should be taken into consideration by the meeting, the notice of motion must call for report to the Council, which if resolved, will consider those issues and be presented as an Officer's report at a future Ordinary Meeting of Council.

## Questions with notice

**3.14** A councillor may, by way of a notice submitted under clause 3.11, ask a question for response by the general manager about the performance or operations of the council.

**3.15** A councillor is not permitted to ask a question with notice under clause 3.14 that comprises a complaint against the general manager or a member of staff of the council, or a question that implies wrongdoing by the general manager or a member of staff of the council.

**3.16** The general manager or their nominee may respond to a question with notice submitted under clause 3.14 by way of a report included in the business papers for the relevant meeting of the council or orally at the meeting.

## Agenda and business papers for ordinary meetings

**3.17** The general manager must cause the agenda for a meeting of the council or a committee of the council to be prepared as soon as practicable before the meeting.

**3.18** The general manager must ensure that the agenda for an ordinary meeting of the council states:

- a)** all matters to be dealt with arising out of the proceedings of previous meetings of the council, and
- b)** if the mayor is the chairperson – any matter or topic that the chairperson proposes, at the time when the agenda is prepared, to put to the meeting, and
- c)** all matters, including matters that are the subject of staff reports and reports of committees, to be considered at the meeting, and

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d) any business of which due notice has been given under clause 3.11.

**3.19** Nothing in clause 3.18 limits the powers of the mayor to put a mayoral minute to a meeting under clause 9.6.

**3.20** The general manager must not include in the agenda for a meeting of the council any business of which due notice has been given if, in the opinion of the general manager, the business is, or the implementation of the business would be, unlawful. The general manager must report, without giving details of the item of business, any such exclusion to the next meeting of the council.

**3.21** Where the agenda includes the receipt of information or discussion of other matters that, in the opinion of the general manager, is likely to take place when the meeting is closed to the public, the general manager must ensure that the agenda of the meeting:

- a) identifies the relevant item of business and indicates that it is of such a nature (without disclosing details of the information to be considered when the meeting is closed to the public), and
- b) states the grounds under section 10A(2) of the Act relevant to the item of business.

**Note: Clause 3.21 reflects section 9(2A)(a) of the Act.**

**3.22** The general manager must ensure that the details of any item of business which, in the opinion of the general manager, is likely to be considered when the meeting is closed to the public, are included in a business paper provided to councillors for the meeting concerned. Such details must not be included in the business papers made available to the public and must not be disclosed by a councillor or by any other person to another person who is not authorised to have that information.

## Statement of ethical obligations

**3.23** Business papers for all ordinary and extraordinary meetings of the council and committees of the council must contain a statement reminding councillors of their oath or affirmation of office made under section 233A of the Act and their obligations under the council's code of conduct to disclose and appropriately manage conflicts of interest.

## Availability of the agenda and business papers to the public

**3.24** Copies of the agenda and the associated business papers, such as correspondence and reports for meetings of the council and committees of council, are to be published on the council's website, and must be made available to the public for inspection, or for taking away by any person free of charge at the offices of the council, at the relevant meeting and at such other venues determined by the council.

**Note: Clause 3.24 reflects section 9(2) and (4) of the Act.**

**3.25** Clause 3.24 does not apply to the business papers for items of business that the general manager has identified under clause 3.21 as being likely to be considered when the meeting is closed to the public.

**Note: Clause 3.25 reflects section 9(2A)(b) of the Act.**

**3.26** For the purposes of clause 3.24, copies of agendas and business papers must be published on the council's website and made available to the public at a time that is as close as possible to the time they are available to councillors.

**Note: Clause 3.26 reflects section 9(3) of the Act.**

## Before the meeting

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**3.27** A copy of an agenda, or of an associated business paper made available under clause 3.24, may in addition be given or made available in electronic form.

**Note: Clause 3.27 reflects section 9(5) of the Act.**

## Agenda and business papers for extraordinary meetings

**3.28** The general manager must ensure that the agenda for an extraordinary meeting of the council deals only with the matters stated in the notice of the meeting.

**3.29** Despite clause 3.28, business may be considered at an extraordinary meeting of the council, even though due notice of the business has not been given, if:

- (a)** a motion is passed to have the business considered at the meeting, and
- (b)** the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

**3.30** A motion moved under clause 3.29(a) can be moved without notice but only after the business notified in the agenda for the extraordinary meeting has been dealt with.

**3.31** Despite clauses 10.20–10.30, only the mover of a motion moved under clause 3.29(a) can speak to the motion before it is put.

**3.32** A motion of dissent cannot be moved against a ruling of the chairperson under clause 3.29(b) on whether a matter is of great urgency.

## Pre-meeting briefing sessions

**3.33** Prior to each ordinary meeting of the council, the general manager or Mayor may arrange a pre-meeting briefing session to brief councillors on business to be considered at the meeting. Pre-meeting briefing sessions may also be held for extraordinary meetings of the council and meetings of committees of the council.

**3.34** Pre-meeting briefing sessions are to be held in the absence of the public.

**3.35** Pre-meeting briefing sessions may be held by audio-visual link.

**3.36** The Mayor is to preside at pre-meeting briefing sessions.

**3.37** Councillors must not use pre-meeting briefing sessions to debate or make preliminary decisions on items of business they are being briefed on, and any debate and decision-making must be left to the formal council or committee meeting at which the item of business is to be considered.

**3.38** Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of a briefing at a pre-meeting briefing session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at pre-meeting briefing sessions and how the conflict of interest was managed by the councillor who made the declaration.

## 4. Public address session

**4.1** The council may hold a public address session as part of the council meeting for the purpose of hearing oral submissions from members of the public on items of business to be considered at the meeting. Public address sessions may also be held as part of extraordinary meetings and meetings of committees of the council.

**4.2** Public address sessions may be held by audio-visual link.

**4.3** Public address sessions are to be chaired by the mayor or their nominee.

**4.4** To speak at a public address session, a person must first make an application to the council in the approved form. Applications to speak at a public address session must be received by at least six (6) hours prior to the beginning of the public address session and must identify the item of business on the agenda of the council meeting the person wishes to speak on, and whether they wish to speak 'for' or 'against' the item.

Council will use its best endeavours to advise members of the public who have an interest in a particular matter in advance of the item being considered at a Council meeting e.g. planning approval applicants, objectors and supporters. On receipt of this notification, members of the public may apply to address Council on the matter.

The general manager, or their delegate will determine applications at least four (4) hours prior to the beginning of the meeting.

**4.5** A person may apply to speak on no more than three (3) items of business on the agenda of the council meeting.

**4.6** Legal representatives acting on behalf of others are not to be permitted to speak at a public address session unless they identify their status as a legal representative when applying to speak at the public address session.

**4.7** The general manager or their delegate may refuse an application to speak at a public address session. The general manager or their delegate must give reasons for a decision to refuse an application. Reasons for refusal may include, but are not limited to, instances where a person has already addressed Council on one or more occasions on the same matter.

**4.8** No more than two (2) speakers are to be permitted to speak 'for' or 'against' each item of business on the agenda for the council meeting, except as permitted in 4.9 and 4.10 below.

**4.9** If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to address the council on the item of business. If the speakers are not able to agree on whom to nominate to address the council, the general manager or their delegate is to determine who will address the council at the public address session and may take into account the time their application was submitted. Alternatively, the general manager, in consultation with the Mayor (where practicable), can divide the time equally between the additional speakers.

**4.10** If more than the permitted number of speakers apply to speak 'for' or 'against' any item of business, the general manager or their delegate may, in consultation with the mayor or the mayor's nominated chairperson, increase the number of speakers permitted to speak on an item of business, where they are satisfied that it is necessary to do so to allow the council to hear a fuller range of views on the relevant item of business.

**4.11** Approved speakers at the public address session are to register with the council any written, visual or audio material to be presented in support of their address to the council at the public address session, and to identify any equipment needs within their application. The general manager or their delegate may refuse to allow such material to be presented.

**4.12** The general manager or their delegate is to determine the order of speakers at the public address session.

**Public address session**

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**4.13** Each speaker will be allowed five (5) minutes to address the council. This time is to be strictly enforced by the chairperson.

**4.14** Speakers at the public address session must not digress from the item on the agenda of the council meeting they have applied to address the council on. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

**4.15** A councillor (including the chairperson) may, through the chairperson, ask questions of a speaker following their address at a public address session. Questions put to a speaker must be direct, succinct and without argument.

**4.16** Speakers are under no obligation to answer a question put under clause 4.15. Answers by the speaker, to each question are to be limited to two (2) minutes.

**4.17** Speakers at public address sessions cannot ask questions of the council, councillors, or council staff.

**4.18** The general manager or their nominee may, with the concurrence of the chairperson, address the council for up to three (3) minutes in response to an address to the council at a public address session after the address and any subsequent questions and answers have been finalised.

**4.19** Where an address made at a public address session raises matters that require further consideration by council staff, the general manager may recommend that the council defer consideration of the matter pending the preparation of a further report on the matters.

**4.20** When addressing the council, speakers at public address sessions must comply with this code and all other relevant council codes, policies, and procedures. Speakers must refrain from engaging in disorderly conduct, publicly alleging breaches of the council's code of conduct or making other potentially defamatory statements.

**4.21** If the chairperson considers that a speaker at a public address session has engaged in conduct of the type referred to in clause 4.20, the chairperson may request the person to refrain from the inappropriate behaviour and to withdraw and unreservedly apologise for any inappropriate comments. Where the speaker fails to comply with the chairperson's request, the chairperson may immediately require the person to stop speaking.

**4.22** Clause 4.21 does not limit the ability of the chairperson to deal with disorderly conduct by speakers at public address sessions in accordance with the provisions of Part 15 of this code.

**4.23** Where a speaker engages in conduct of the type referred to in clause 4.20, the general manager or their delegate may refuse further applications from that person to speak at a public address session for such a period as the general manager or their delegate considers appropriate.

**4.24** Councillors (including the mayor) must declare and manage any conflicts of interest they may have in relation to any item of business that is the subject of an address at a public address session, in the same way that they are required to do so at a council or committee meeting. The council is to maintain a written record of all conflict of interest declarations made at public address sessions and how the conflict of interest was managed by the councillor who made the declaration.

## 5. Coming together

### Attendance by councillors at meetings

**5.1** All councillors must make reasonable efforts to attend meetings of the council and of committees of the council of which they are members.

**Note: A councillor may not attend a meeting as a councillor (other than the first meeting of the council after the councillor is elected or a meeting at which the councillor takes an oath or makes an affirmation of office) until they have taken an oath or made an affirmation of office in the form prescribed under section 233A of the Act.**

**5.2** A councillor cannot participate in a meeting of the council or of a committee of the council unless personally present at the meeting, **unless permitted to attend the meeting by audio-visual link under this code.**

**5.3** Where a councillor is unable to attend one or more ordinary meetings of the council, the councillor should request that the council grant them a leave of absence from those meetings. This clause does not prevent a councillor from making an apology if they are unable to attend a meeting. However, the acceptance of such an apology does not constitute the granting of a leave of absence for the purposes of this code and the Act.

**5.4** A councillor's request for leave of absence from council meetings should, if practicable, identify (by date) the meetings from which the councillor intends to be absent and the grounds upon which the leave of absence is being sought.

**5.5** The council must act reasonably when considering whether to grant a councillor's request for a leave of absence.

**5.6** A councillor's civic office will become vacant if the councillor is absent from three (3) consecutive ordinary meetings of the council without prior leave of the council, or leave granted by the council at any of the meetings concerned, unless the holder is absent because they have been suspended from office under the Act, or because the council has been suspended under the Act, or as a consequence of a compliance order under section 438HA.

**Note: Clause 5.7 reflects section 234(1)(d) of the Act.**

**5.7** A councillor who intends to attend a meeting of the council despite having been granted a leave of absence should, if practicable, give the general manager at least two (2) days' notice of their intention to attend.

### The quorum for a meeting

**5.8** The quorum for a meeting of the council is a majority of the councillors of the council who hold office at that time and are not suspended from office.

Note: Clause 5.8 reflects section 368(1) of the Act.

**5.9** Clause 5.8 does not apply if the quorum is required to be determined in accordance with directions of the Minister in a performance improvement order issued in respect of the council.

**Note: Clause 5.9 reflects section 368(2) of the Act.**

**5.10** A meeting of the council must be adjourned if a quorum is not present:

- (a)** at the commencement of the meeting where the number of apologies received for the meeting indicates that there will not be a quorum for the meeting, or
- (b)** within half an hour after the time designated for the holding of the meeting, or
- (c)** at any time during the meeting.

**Coming together**

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**5.11** In either case, the meeting must be adjourned to a time, date, and place fixed:

- (a)** by the chairperson, or
- (b)** in the chairperson's absence, by the majority of the councillors present, or
- (c)** failing that, by the general manager.

**5.12** The general manager must record in the council's minutes the circumstances relating to the absence of a quorum (including the reasons for the absence of a quorum) at or arising during a meeting of the council, together with the names of the councillors present.

**5.13** Where, prior to the commencement of a meeting, it becomes apparent that a quorum may not be present at the meeting, or that the health, safety or welfare of councillors, council staff and members of the public may be put at risk by attending the meeting because of a natural disaster or a public health emergency, the mayor may, in consultation with the general manager and, as far as is practicable, with each councillor, cancel the meeting. Where a meeting is cancelled, notice of the cancellation must be published on the council's website and in such other manner that the council is satisfied is likely to bring notice of the cancellation to the attention of as many people as possible.

**5.14** Where a meeting is cancelled under clause 5.13, the business to be considered at the meeting may instead be considered, where practicable, at the next ordinary meeting of the council or at an extraordinary meeting called under clause 3.2 or clause 3.3

**Meetings held by audio-visual link**

**5.15** A meeting of the council or a committee of the council may be held by audio-visual link where the mayor determines that the meeting should be held by audio-visual link because of a natural disaster or a public health emergency. The mayor may only make a determination under this clause where they are satisfied that attendance at the meeting may put the health and safety of councillors and staff at risk. The mayor must make a determination under this clause in consultation with the general manager and, as far as is practicable, with each councillor.

**5.16** Where the mayor determines under clause 5.15 that a meeting is to be held by audio-visual link, the general manager must:

- (a)** give written notice to all councillors that the meeting is to be held by audio-visual link, and
- (b)** take all reasonable steps to ensure that all councillors can participate in the meeting by audio-visual link, and
- (c)** cause a notice to be published on the council's website and in such other manner the general manager is satisfied will bring it to the attention of as many people as possible, advising that the meeting is to be held by audio-visual link and providing information about where members of the public may view the meeting.

**5.17** This code applies to a meeting held by audio-visual link under clause 5.15 in the same way it would if the meeting was held in person.

**Note: Where a council holds a meeting by audio-visual link under clause 5.15, it is still required under section 10 of the Act to provide a physical venue for members of the public to attend in person and observe the meeting.**

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## Attendance by councillors at meetings by audio-visual link

**5.18** Councillors may attend and participate in meetings of the council and committees of the council by audio-visual link, with such attendance and participation to be in compliance with relevant laws and policies.

**5.19** This code applies to a councillor attending a meeting by audio-visual link in the same way it would if the councillor was attending the meeting in person. Where a councillor is permitted to attend a meeting by audio-visual link under this code, they are to be taken as attending the meeting in person for the purposes of the code and will have the same voting rights as if they were attending the meeting in person.

**5.20** A councillor must give their full attention to the business and proceedings of the meeting when attending a meeting by audio-visual link. The councillor's camera must be on at all times during the meeting except as may be otherwise provided for under this code.

**5.21** A councillor must be appropriately dressed when attending a meeting by audio-visual link and must ensure that no items are within sight of the meeting that are inconsistent with the maintenance of order at the meeting or that are likely to bring the council or the committee into disrepute.

**5.22** Everyone is entitled to attend a meeting of the council and committees of the council. The council must ensure that all meetings of the council and committees of the council are open to the public.

**Note: Clause 5.22 reflects section 10(1) of the Act.**

**5.23** Clause 5.22 does not apply to parts of meetings that have been closed to the public under section 10A of the Act.

**5.24** A person (whether a councillor or another person) is not entitled to be present at a meeting of the council or a committee of the council if expelled from the meeting:

- by a resolution of the meeting, or
- by the person presiding at the meeting if the council has, by resolution, authorised the person presiding to exercise the power of expulsion.

**Note: Clause 5.24 reflects section 10(2) of the Act.**

**Note: If adopted, clauses 15.14 confers a standing authorisation on all chairpersons of meetings of the council and committees of the council to expel persons from meetings. If adopted, clause 15.14 authorises chairpersons to expel any person, including a councillor, from a council or committee meeting.**

## Media and photographers

**5.25** The Council will permit television cameras or audio tapes, operated by recognised media, to record proceedings of Open Council meetings in a manner that does not impede the effective conduct of that meeting.

**Coming together**

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## Webcasting of meetings

**5.26** Each meeting of the council or a committee of the council is to be recorded by means of an audio or audio-visual device.

**5.27** At the start of each meeting of the council or a committee of the council, the chairperson must inform the persons attending the meeting that:

- (a) the meeting is being recorded and made publicly available on the council's website, and
- (b) persons attending the meeting should refrain from making any defamatory statements.

**5.28** The recording of a meeting is to be made publicly available on the council's website:

- (a) at the same time as the meeting is taking place, or
- (b) as soon as practicable after the meeting.

**5.29** The recording of a meeting is to be made publicly available on the council's website for at least 12 months after the meeting.

**5.30** Clauses 5.28 and 5.29 do not apply to any part of a meeting that has been closed to the public in accordance with section 10A of the Act.

**Note: Clauses 5.26 – 5.30 reflect section 236 of the Regulation.**

**5.31** Recordings of meetings may be disposed of in accordance with the *State Records Act 1998*.

## Attendance of the general manager and other staff at meetings

**5.32** The general manager is entitled to attend, but not to vote at, a meeting of the council or a meeting of a committee of the council of which all of the members are councillors.

**Note: Clause 5.32 reflects section 376(1) of the Act.**

**5.33** The general manager is entitled to attend a meeting of any other committee of the council and may, if a member of the committee, exercise a vote.

Note: Clause 5.33 reflects section 376(2) of the Act.

**5.34** The general manager may be excluded from a meeting of the council or a committee while the council or committee deals with a matter relating to the standard of performance of the general manager or the terms of employment of the general manager.

**Note: Clause 5.34 reflects section 376(3) of the Act.**

**5.35** The attendance of other council staff at a meeting, (other than as members of the public) shall be with the approval of the general manager.

**5.36** The general manager and other council staff may attend meetings of the council and committees of the council by audio-visual-link. Attendance by council staff at meetings by audio-visual link (other than as members of the public) shall be with the approval of the general manager.

## 6. The chairperson

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### The chairperson at meetings

**6.1** The mayor, or at the request of or in the absence of the mayor, the deputy mayor (if any) presides at meetings of the council.

**Note: Clause 6.1 reflects section 369(1) of the Act.**

**6.2** If the mayor and the deputy mayor (if any) are absent, a councillor elected to chair the meeting by the councillors present presides at a meeting of the council.

**Note: Clause 6.2 reflects section 369(2) of the Act.**

### Election of the chairperson in the absence of the mayor and deputy mayor

**6.3** If no chairperson is present at a meeting of the council at the time designated for the holding of the meeting, the first business of the meeting must be the election of a chairperson to preside at the meeting.

**6.4** The election of a chairperson must be conducted:

- (a)** by the general manager or, in their absence, an employee of the council designated by the general manager to conduct the election, or
- (b)** by the person who called the meeting or a person acting on their behalf if neither the general manager nor a designated employee is present at the meeting, or if there is no general manager or designated employee.

**6.5** If, at an election of a chairperson, two (2) or more candidates receive the same number of votes and no other candidate receives a greater number of votes, the chairperson is to be the candidate whose name is chosen by lot.

**6.6** For the purposes of clause 6.5, the person conducting the election must:

- (a)** arrange for the names of the candidates who have equal numbers of votes to be written on similar slips, and
- (b)** then fold the slips so as to prevent the names from being seen, mix the slips and draw one of the slips at random.

**6.7** The candidate whose name is on the drawn slip is the candidate who is to be the chairperson.

**6.8** Any election conducted under clause 6.3, and the outcome of the vote, are to be recorded in the minutes of the meeting.

### Chairperson to have precedence

**6.9** When the chairperson rises or speaks during a meeting of the council:

- (a)** any councillor then speaking or seeking to speak must cease speaking and, if standing, immediately resume their seat, and
- (b)** every councillor present must be silent to enable the chairperson to be heard without interruption.

## 7. Modes of address

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- 7.1** If the chairperson is the mayor, they are to be addressed as 'Mr Mayor' or 'Madam Mayor'.
- 7.2** Where the chairperson is not the mayor, they are to be addressed as either 'Mr Chairperson' or 'Madam Chairperson'.
- 7.3** A councillor is to be addressed as 'Councillor [surname]'.
- 7.4** A council officer is to be addressed by their official designation or as Mr/Ms [surname]

## 8. Order of business for ordinary Council meetings

**8.1** The general order of business for an ordinary meeting of the council shall be:

### **Order of Business**

- 01** Opening Meeting and Notice of Webcasting
- 02** Acknowledgement of Country or Welcome to Country
- 03** Reflection
- 04** Apologies and applications for a leave of absence by councillors
- 05** Confirmation of minutes
- 06** Disclosures of interests
- 07** En Globo
- 08** Public Address Session
- 09** Mayoral minute(s)
- 10** Councillor Delegate Reports
- 11** Notice of Motions / Questions with Notice
- 12** Notice of Motions of Rescission
- 13** Reports from Staff
- 14** Committee Minutes
- 15** Confidential Reports
- 16** Conclusion of the meeting

**8.2** The order of business as fixed under clause 8.1 may be altered for a particular meeting of the council if a motion to that effect is passed at that meeting. Such a motion can be moved without notice.

**Note: If adopted, Part 13 allows council to deal with items of business by exception.**

**8.3** Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 8.2 may speak to the motion before it is put.

## 9. Consideration of business at Council meetings

### Business that can be dealt with at a council meeting

**9.1** The council must not consider business at a meeting of the council:

- (a)** unless a councillor has given notice of the business, as required by clause 3.11, and
- (b)** unless notice of the business has been sent to the councillors in accordance with clause 3.7 in the case of an ordinary meeting or clause 3.9 in the case of an extraordinary meeting called in an emergency.

**9.2** Clause 9.1 does not apply to the consideration of business at a meeting, if the business:

- (a)** is already before, or directly relates to, a matter that is already before the council, or
- (b)** is the election of a chairperson to preside at the meeting, or
- (c)** subject to clause 9.9, is a matter or topic put to the meeting by way of a mayoral minute, or
- (d)** is a motion for the adoption of recommendations of a committee, including, but not limited to, a committee of the council.

**9.3** Despite clause 9.1, business may be considered at a meeting of the council even though due notice of the business has not been given to the councillors if:

- (a)** a motion is passed to have the business considered at the meeting, and
- (b)** the business to be considered is ruled by the chairperson to be of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

**9.4** A motion moved under clause 9.3(a) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 9.3(a) can speak to the motion before it is put.

**9.5** A motion of dissent cannot be moved against a ruling by the chairperson under clause 9.3(b).

### Mayoral minutes

**9.6** Subject to clause 9.9, if the mayor is the chairperson at a meeting of the council, the mayor may, by minute signed by the mayor, put to the meeting without notice any matter or topic that is within the jurisdiction of the council, or of which the council has official knowledge.

**9.7** A mayoral minute, when put to a meeting, takes precedence over all business on the council's agenda for the meeting. The chairperson (but only if the chairperson is the mayor) may move the adoption of a mayoral minute without the motion being seconded.

**9.8** A recommendation made in a mayoral minute put by the mayor is, so far as it is adopted by the council, a resolution of the council.

**9.9** A mayoral minute must not be used to put without notice matters that are routine and not urgent or matters for which proper notice should be given because of their complexity. For the purpose of this clause, a matter will be urgent where it requires a decision by the council before the next scheduled ordinary meeting of the council.

**9.10** Where a mayoral minute makes a recommendation which, if adopted, would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan, it must identify the source of funding for the expenditure that is the subject of the recommendation. If the mayoral minute does not identify a funding source, the council must defer consideration of the matter, pending

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a report from the general manager on the availability of funds for implementing the recommendation if adopted.

## Councillor Delegate Reports

**9.11** A Councillor must submit a report to the Council in relation to their representation of the Council on official business (including but not limited to attendance at a conference or seminar) or a trip or visit undertaken on behalf of the Council following a resolution of Council.

## Staff reports

**9.12** A recommendation made in a staff report is, so far as it is adopted by the council, a resolution of the council.

## Reports of committees of council

**9.13** The recommendations of a committee of the council are, so far as they are adopted by the council, resolutions of the council.

**9.14** If in a report of a committee of the council distinct recommendations are made, the council may make separate decisions on each recommendation.

## Questions

**9.15** A question must not be asked at a meeting of the council unless it concerns a matter on the agenda of the meeting or notice has been given of the question in accordance with clauses 3.11 and 3.14.

**9.16** A councillor may, through the chairperson, put a question to another councillor about a matter on the agenda.

**9.17** A councillor may, through the general manager, put a question to a council employee about a matter on the agenda. Council employees are only obliged to answer a question put to them through the general manager at the direction of the general manager.

**9.18** A councillor or council employee to whom a question is put is entitled to be given reasonable notice of the question and, in particular, sufficient notice to enable reference to be made to other persons or to information. Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the council.

**9.19** Councillors must put questions directly, succinctly, respectfully and without argument.

**9.20** The chairperson must not permit discussion on any reply to, or refusal to reply to, a question put to a councillor or council employee.

## 10. Rules of debate

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### Motions to be seconded

**10.1** Unless otherwise specified in this code, a motion or an amendment cannot be debated unless or until it has been seconded.

### Notices of motion

**10.2** A councillor who has submitted a notice of motion under clause 3.11 is to move the motion the subject of the notice of motion at the meeting at which it is to be considered.

**10.3** If a councillor who has submitted a notice of motion under clause 3.11 wishes to withdraw it after the agenda and business paper for the meeting at which it is to be considered have been sent to councillors, the councillor may request the withdrawal of the motion when it is before the council.

**10.4** In the absence of a councillor who has placed a notice of motion on the agenda for a meeting of the council:

- (a)** any other councillor may, with the leave of the chairperson, move the motion at the meeting, or
- (b)** the chairperson may defer consideration of the motion until the next meeting of the council.

### Chairperson's duties with respect to motions

**10.5** It is the duty of the chairperson at a meeting of the council to receive and put to the meeting any lawful motion that is brought before the meeting.

**10.6** The chairperson must rule out of order any motion or amendment to a motion that is unlawful or the implementation of which would be unlawful.

**10.7** Before ruling out of order a motion or an amendment to a motion under clause 10.6, the chairperson is to give the mover an opportunity to clarify or amend the motion or amendment.

**10.8** Any motion, amendment, or other matter that the chairperson has ruled out of order is taken to have been lost.

### Motions requiring the expenditure of funds

**10.9** A motion or an amendment to a motion which if passed would require the expenditure of funds on works and/or services other than those already provided for in the council's current adopted operational plan must identify the source of funding for the expenditure that is the subject of the motion. If the motion does not identify a funding source, the council must defer consideration of the matter, pending a report from the general manager on the availability of funds for implementing the motion if adopted.

### Amendments to motions

**10.10** An amendment to a motion must be moved and seconded before it can be debated.

**10.11** An amendment to a motion must relate to the matter being dealt with in the original motion before the council and must not be a direct negative of the original motion. An amendment to a motion which does not relate to the matter being dealt with in the original motion, or which is a direct negative of the original motion, must be ruled out of order by the chairperson.

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- 10.12 The mover of an amendment is to be given the opportunity to explain any uncertainties in the proposed amendment before a seconder is called for.
- 10.13 If an amendment has been lost, a further amendment can be moved to the motion to which the lost amendment was moved, and so on, but no more than one (1) motion and one (1) proposed amendment can be before council at any one time.
- 10.14 While an amendment is being considered, debate must only occur in relation to the amendment and not the original motion. Debate on the original motion is to be suspended while the amendment to the original motion is being debated.
- 10.15 If the amendment is carried, it becomes the motion and is to be debated. If the amendment is lost, debate is to resume on the original motion.
- 10.16 An amendment may become the motion without debate or a vote where it is accepted by the councillor who moved the original motion.

## Foreshadowed motions

- 10.17 A councillor may propose a foreshadowed motion in relation to the matter the subject of the original motion before the council, without a seconder during debate on the original motion. The foreshadowed motion is only to be considered if the original motion is lost or withdrawn and the foreshadowed motion is then moved and seconded. If the original motion is carried, the foreshadowed motion lapses.
- 10.18 Where an amendment has been moved and seconded, a councillor may, without a seconder, foreshadow a further amendment that they propose to move after the first amendment has been dealt with. There is no limit to the number of foreshadowed amendments that may be put before the council at any time. However, no discussion can take place on foreshadowed amendments until the previous amendment has been dealt with and the foreshadowed amendment has been moved and seconded.
- 10.19 Foreshadowed motions and foreshadowed amendments are to be considered in the order in which they are proposed. However, foreshadowed motions cannot be considered until all foreshadowed amendments have been dealt with.

## Limitations on the number and duration of speeches

- 10.20 A councillor who, during a debate at a meeting of the council, moves an original motion, has the right to speak on each amendment to the motion and a right of general reply to all observations that are made during the debate in relation to the motion, and any amendment to it at the conclusion of the debate before the motion (whether amended or not) is finally put.
- 10.21 A councillor, other than the mover of an original motion, has the right to speak once on the motion and once on each amendment to it.
- 10.22 A councillor must not, without the consent of the council, speak more than once on a motion or an amendment, or for longer than five (5) minutes at any one time.
- 10.23 Despite clause 10.22, the chairperson may permit a councillor who claims to have been misrepresented or misunderstood to speak more than once on a motion or an amendment, and for longer than five (5) minutes on that motion or amendment to enable the councillor to make a statement limited to explaining the misrepresentation or misunderstanding.
- 10.24 Despite clause 10.22, the council may resolve to shorten the duration of speeches to expedite the consideration of business at a meeting.

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**Rules of debate**

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**10.25** Despite clauses 10.20 and 10.21, a councillor may move that a motion or an amendment be now put:

- (a) if the mover of the motion or amendment has spoken in favour of it and no councillor expresses an intention to speak against it, or
- (b) if at least two (2) councillors have spoken in favour of the motion or amendment and at least two (2) councillors have spoken against it.

**10.26** The chairperson must immediately put to the vote, without debate, a motion moved under clause 10.25. A seconder is not required for such a motion.

**10.27** If a motion that the original motion or an amendment be now put is passed, the chairperson must, without further debate, put the original motion or amendment to the vote immediately after the mover of the original motion has exercised their right of reply under clause 10.20.

**10.28** If a motion that the original motion or an amendment be now put is lost, the chairperson must allow the debate on the original motion or the amendment to be resumed.

**10.29** All councillors must be heard without interruption and all other councillors must, unless otherwise permitted under this code, remain silent while another councillor is speaking.

**10.30** Once the debate on a matter has concluded and a matter has been dealt with, the chairperson must not allow further debate on the matter.

## 11. Voting

### Voting entitlements of councillors

**11.1** Each councillor is entitled to one (1) vote.

**Note: Clause 11.1 reflects section 370(1) of the Act.**

**11.2** The person presiding at a meeting of the council has, in the event of an equality of votes, a second or casting vote.

**Note: Clause 11.2 reflects section 370(2) of the Act.**

**11.3** Where the chairperson declines to exercise, or fails to exercise, their second or casting vote, in the event of an equality of votes, the motion being voted upon is lost.

### Voting at council meetings

**11.4** A councillor who is present at a meeting of the council but who fails to vote on a motion put to the meeting is taken to have voted against the motion.

**11.5** If a councillor who has voted against a motion put at a council meeting so requests, the general manager must ensure that the councillor's dissenting vote is recorded in the council's minutes.

**11.6** The decision of the chairperson as to the result of a vote is final unless the decision is immediately challenged and not fewer than two (2) councillors rise and call for a division.

**11.7** When a division on a motion is called, the chairperson must ensure that the division takes place immediately. The general manager must ensure that the names of those who vote for the motion and those who vote against it are recorded in the council's minutes for the meeting.

**11.8** When a division on a motion is called, any councillor who fails to vote will be recorded as having voted against the motion in accordance with clause 11.4 of this code.

**11.9** Voting at a meeting, including voting in an election at a meeting, is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system). However, the council may resolve that the voting in any election by councillors for mayor or deputy mayor is to be by secret ballot.

**11.10** All voting at council meetings, (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

**Note: If clause 11.10 is adopted, clauses 11.5 – 11.8 and clause 11.12 may be omitted.**

### Voting on planning decisions

**11.11** The general manager must keep a register containing, for each planning decision made at a meeting of the council or a council committee (including, but not limited to a committee of the council), the names of the councillors who supported the decision and the names of any councillors who opposed (or are taken to have opposed) the decision.

**11.12** For the purpose of maintaining the register, a division is taken to have been called whenever a motion for a planning decision is put at a meeting of the council or a council committee.

## Voting

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**11.13** Each decision recorded in the register is to be described in the register or identified in a manner that enables the description to be obtained from another publicly available document.

**11.14** Clauses 11.11–11.13 apply also to meetings that are closed to the public.

**Note: Clauses 11.11–11.14 reflect section 375A of the Act.**

**Note: The requirements of clause 11.11 may be satisfied by maintaining a register of the minutes of each planning decision.**

## 12. Committee of the whole

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**12.1** The council may resolve itself into a committee to consider any matter before the council.

**Note: Clause 12.1 reflects section 373 of the Act.**

**12.2** All the provisions of this code relating to meetings of the council, so far as they are applicable, extend to and govern the proceedings of the council when in committee of the whole, except the provisions limiting the number and duration of speeches.

**Note: Clauses 10.20–10.30 limit the number and duration of speeches.**

**12.3** The general manager or, in the absence of the general manager, an employee of the council designated by the general manager, is responsible for reporting to the council the proceedings of the committee of the whole. It is not necessary to report the proceedings in full, but any recommendations of the committee must be reported.

**12.4** The council must ensure that a report of the proceedings (including any recommendations of the committee) is recorded in the council's minutes. However, the council is not taken to have adopted the report until a motion for adoption has been made and passed.

## 13. Dealing with items by exception

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- 13.1** The council or a committee of council may, at any time, resolve to adopt multiple items of business on the agenda together by way of a single resolution.
- 13.2** Before the council or committee resolves to adopt multiple items of business on the agenda together under clause 13.1, the chairperson must list the items of business to be adopted and ask councillors to identify any individual items of business listed by the chairperson that they intend to vote against the recommendation made in the business paper or that they wish to speak on.
- 13.3** The council or committee must not resolve to adopt any item of business under clause 13.1 that a councillor has identified as being one they intend to vote against the recommendation made in the business paper or to speak on.
- 13.4** Where the consideration of multiple items of business together under clause 13.1 involves a variation to the order of business for the meeting, the council or committee must resolve to alter the order of business in accordance with clause 8.2.
- 13.5** A motion to adopt multiple items of business together under clause 13.1 must identify each of the items of business to be adopted and state that they are to be adopted as recommended in the business paper.
- 13.6** Items of business adopted under clause 13.1 are to be taken to have been adopted unanimously.
- 13.7** Councillors must ensure that they declare and manage any conflicts of interest they may have in relation to items of business considered together under clause 13.1 in accordance with the requirements of the council's code of conduct.

## 14. Closure of council meetings to the public

### Grounds on which meetings can be closed to the public

**14.1** The council or a committee of the council may close to the public so much of its meeting as comprises the discussion or the receipt of any of the following types of matters:

- (a) personnel matters concerning particular individuals (other than councillors),
- (b) the personal hardship of any resident or ratepayer,
- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business,
- (d) commercial information of a confidential nature that would, if disclosed:
  - (i) prejudice the commercial position of the person who supplied it, or
  - (ii) confer a commercial advantage on a competitor of the council, or
  - (iii) reveal a trade secret,
- (e) information that would, if disclosed, prejudice the maintenance of law,
- (f) matters affecting the security of the council, councillors, council staff or council property,
- (g) advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege,
- (h) information concerning the nature and location of a place or an item of Aboriginal significance on community land,
  - (i) alleged contraventions of the council's code of conduct.

**Note: Clause 14.1 reflects section 10A(1) and (2) of the Act.**

**14.2** The council or a committee of the council may also close to the public so much of its meeting as comprises a motion to close another part of the meeting to the public.

**Note: Clause 14.2 reflects section 10A(3) of the Act.**

### Matters to be considered when closing meetings to the public

**14.3** A meeting is not to remain closed during the discussion of anything referred to in clause 14.1:

- (a) except for so much of the discussion as is necessary to preserve the relevant confidentiality, privilege or security, and
- (b) if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret – unless the council or committee concerned is satisfied that discussion of the matter in an open meeting would, on balance, be contrary to the public interest.

**Note: Clause 14.3 reflects section 10B(1) of the Act.**

**14.4** A meeting is not to be closed during the receipt and consideration of information or advice referred to in clause 14.1(g) unless the advice concerns legal matters that:

- (a) are substantial issues relating to a matter in which the council or committee is involved, and

## Closure of Council meetings to the public

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- (b) are clearly identified in the advice, and
- (c) are fully discussed in that advice.

**Note: Clause 14.4 reflects section 10B(2) of the Act.**

**14.5** If a meeting is closed during the discussion of a motion to close another part of the meeting to the public (as referred to in clause 14.2), the consideration of the motion must not include any consideration of the matter or information to be discussed in that other part of the meeting other than consideration of whether the matter concerned is a matter referred to in clause 14.1.

**Note: Clause 14.5 reflects section 10B(3) of the Act.**

**14.6** For the purpose of determining whether the discussion of a matter in an open meeting would be contrary to the public interest, it is irrelevant that:

- (a) a person may misinterpret or misunderstand the discussion, or
- (b) the discussion of the matter may:
  - (i) cause embarrassment to the council or committee concerned, or to councillors or to employees of the council, or
  - (ii) cause a loss of confidence in the council or committee.

**Note: Clause 14.6 reflects section 10B(4) of the Act.**

**14.7** In deciding whether part of a meeting is to be closed to the public, the council or committee concerned must consider any relevant guidelines issued by the Departmental Chief Executive of the Office of Local Government.

**Note: Clause 14.7 reflects section 10B(5) of the Act.**

## Notice of likelihood of closure not required in urgent cases

**14.8** Part of a meeting of the council, or of a committee of the council, may be closed to the public while the council or committee considers a matter that has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed, but only if:

- (a) it becomes apparent during the discussion of a particular matter that the matter is a matter referred to in clause 14.1, and
- (b) the council or committee, after considering any representations made under clause 14.9, resolves that further discussion of the matter:
  - (i) should not be deferred (because of the urgency of the matter), and
  - (ii) should take place in a part of the meeting that is closed to the public.

**Note: Clause 14.8 reflects section 10C of the Act.**

## Representations by members of the public

**14.9** The council, or a committee of the council, may allow members of the public to make representations to or at a meeting, before any part of the meeting is closed to the public, as to whether that part of the meeting should be closed.

**Note: Clause 14.9 reflects section 10A(4) of the Act.**

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- 14.10** A representation under clause 14.9 is to be made after the motion to close the part of the meeting is moved and seconded.
- 14.11** Where the matter has been identified in the agenda of the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, in order to make representations under clause 14.9, members of the public must first make an application to the council in the approved form. Applications must be received at least six (6) hours before the meeting at which the matter is to be considered.
- 14.12** The general manager (or their delegate) may refuse an application made under clause 14.11. The general manager or their delegate must give reasons in writing for a decision to refuse an application.
- 14.13** No more than two (2) speakers are to be permitted to make representations under clause 14.9.
- 14.14** If more than the permitted number of speakers apply to make representations under clause 14.9, the general manager or their delegate may request the speakers to nominate from among themselves the persons who are to make representations to the council. If the speakers are not able to agree on whom to nominate to make representations under clause 14.9, the general manager or their delegate is to determine who will make representations to the council and may take into account the time their application was submitted. Alternatively, the general manager, in consultation with the Mayor (where practicable), can divide the time equally between the additional speakers.
- 14.15** The general manager (or their delegate) is to determine the order of speakers.
- 14.16** Where the council or a committee of the council proposes to close a meeting or part of a meeting to the public in circumstances where the matter has not been identified in the agenda for the meeting under clause 3.21 as a matter that is likely to be considered when the meeting is closed to the public, the chairperson is to invite representations from the public under clause 14.9 after the motion to close the part of the meeting is moved and seconded. The chairperson is to permit no more than two (2) speakers to make representations in such order as determined by the chairperson.
- 14.17** Each speaker will be allowed three (3) minutes to make representations, and this time limit is to be strictly enforced by the chairperson. Speakers must confine their representations to whether the meeting should be closed to the public. If a speaker digresses to irrelevant matters, the chairperson is to direct the speaker not to do so. If a speaker fails to observe a direction from the chairperson, the speaker will not be further heard.

## Expulsion of non-councillors from meetings closed to the public

- 14.18** If a meeting or part of a meeting of the council or a committee of the council is closed to the public in accordance with section 10A of the Act and this code, any person who is not a councillor and who fails to leave the meeting when requested, may be expelled from the meeting as provided by section 10(2)(a) or (b) of the Act.
- 14.19** If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary restrain that person from re-entering that place for the remainder of the meeting.

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**Closure of Council meetings to the public**

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## Obligations of councillors attending meetings by audio-visual link

**14.20** Councillors attending a meeting by audio-visual link must ensure that no other person is within sight or hearing of the meeting at any time that the meeting is closed to the public under section 10A of the Act.

## Information to be disclosed in resolutions closing meetings to the public

**14.21** The grounds on which part of a meeting is closed must be stated in the decision to close that part of the meeting and must be recorded in the minutes of the meeting. The grounds must specify the following:

- (a) the relevant provision of section 10A(2) of the Act,
- (b) the matter that is to be discussed during the closed part of the meeting,
- (c) the reasons why the part of the meeting is being closed, including (if the matter concerned is a matter other than a personnel matter concerning particular individuals, the personal hardship of a resident or ratepayer or a trade secret) an explanation of the way in which discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

**Note: Clause 14.21 reflects section 10D of the Act.**

## Resolutions passed at closed meetings to be made public

**14.22** If the council passes a resolution during a meeting, or a part of a meeting, that is closed to the public, the chairperson must make the resolution public as soon as practicable after the meeting, or the relevant part of the meeting, has ended, and the resolution must be recorded in the publicly available minutes of the meeting.

**14.23** Resolutions passed during a meeting, or a part of a meeting, that is closed to the public must be made public by the chairperson under clause 14.22 during a part of the meeting that is webcast.

## 15. Keeping order in meetings

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### Points of order

- 15.1** A councillor may draw the attention of the chairperson to an alleged breach of this code by raising a point of order. A point of order does not require a seconder.
- 15.2** A point of order cannot be made with respect to adherence to the principles contained in clause 2.1.
- 15.3** A point of order must be taken immediately it is raised. The chairperson must suspend the business before the meeting and permit the councillor raising the point of order to state the provision of this code they believe has been breached. The chairperson must then rule on the point of order – either by upholding it or by overruling it.

### Questions of order

- 15.4** The chairperson, without the intervention of any other councillor, may call any councillor to order whenever, in the opinion of the chairperson, it is necessary to do so.
- 15.5** A councillor who claims that another councillor has committed an act of disorder, or is out of order, may call the attention of the chairperson to the matter.
- 15.6** The chairperson must rule on a question of order immediately after it is raised but, before doing so, may invite the opinion of the council.
- 15.7** The chairperson's ruling must be obeyed unless a motion dissenting from the ruling is passed.

### Motions of dissent

- 15.8** A councillor can, without notice, move to dissent from a ruling of the chairperson on a point of order or a question of order. If that happens, the chairperson must suspend the business before the meeting until a decision is made on the motion of dissent.
- 15.9** If a motion of dissent is passed, the chairperson must proceed with the suspended business as though the ruling dissented from had not been given. If, as a result of the ruling, any motion or business has been rejected as out of order, the chairperson must restore the motion or business to the agenda and proceed with it in due course.
- 15.10** Despite any other provision of this code, only the mover of a motion of dissent and the chairperson can speak to the motion before it is put. The mover of the motion does not have a right of general reply.

### Acts of disorder

- 15.11** A councillor commits an act of disorder if the councillor, at a meeting of the council or a committee of the council:
  - (a)** contravenes the Act, the Regulation or this code, or
  - (b)** assaults or threatens to assault another councillor or person present at the meeting, or
  - (c)** moves or attempts to move a motion or an amendment that has an unlawful purpose or that deals with a matter that is outside the jurisdiction of the council or the committee, or addresses or attempts to address the council or the committee on such a motion, amendment or matter, or

## Keeping order in meetings

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- (d) insults, makes unfavourable personal remarks about, or imputes improper motives to any other council official, or alleges a breach of the council's code of conduct, or
- (e) says or does anything that is inconsistent with maintaining order at the meeting or is likely to bring the council or the committee into disrepute.

**Note: Clause 15.11 reflects section 182 of the Regulation.**

**15.12** The chairperson may require a councillor:

- (a) to apologise without reservation for an act of disorder referred to in clauses 15.11(a), (b), or (e), or
- (b) to withdraw a motion or an amendment referred to in clause 15.11(c) and, where appropriate, to apologise without reservation, or
- (c) to retract and apologise without reservation for any statement that constitutes an act of disorder referred to in clauses 15.11(d) and (e).

**Note: Clause 15.12 reflects section 233 of the Regulation.**

## How disorder at a meeting may be dealt with

**15.13** If disorder occurs at a meeting of the council, the chairperson may adjourn the meeting for a period of not more than fifteen (15) minutes and leave the chair. The council, on reassembling, must, on a question put from the chairperson, decide without debate whether the business is to be proceeded with or not. This clause applies to disorder arising from the conduct of members of the public as well as disorder arising from the conduct of councillors.

## Expulsion from meetings

**15.14** All chairpersons of meetings of the council and committees of the council are authorised under this code to expel any person, including any councillor, from a council or committee meeting, for the purposes of section 10(2)(b) of the Act.

**15.15** Clause 15.14 does not limit the ability of the council or a committee of the council to resolve to expel a person, including a councillor, from a council or committee meeting, under section 10(2)(a) of the Act.

**15.16** A councillor may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for having failed to comply with a requirement under clause 15.12. The expulsion of a councillor from the meeting for that reason does not prevent any other action from being taken against the councillor for the act of disorder concerned.

**Note: Clause 15.16 reflects section 233(2) of the Regulation.**

**15.17** A member of the public may, as provided by section 10(2)(a) or (b) of the Act, be expelled from a meeting of the council for engaging in or having engaged in disorderly conduct at the meeting.

**15.18** Where a councillor or a member of the public is expelled from a meeting, the expulsion and the name of the person expelled, if known, are to be recorded in the minutes of the meeting.

**15.19** If a councillor or a member of the public fails to leave the place where a meeting of the council is being held immediately after they have been expelled, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the councillor or member of the public from that place and, if necessary, restrain the councillor or member of the public from re-entering that place for the remainder of the meeting.

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## How disorder by councillors attending meetings by audio-visual link may be dealt with

- 15.20** Where a councillor is attending a meeting by audio-visual link, the chairperson or a person authorised by the chairperson may mute the councillor's audio link to the meeting for the purposes of enforcing compliance with this code.
- 15.21** If a councillor attending a meeting by audio-visual link is expelled from a meeting for an act of disorder, the chairperson of the meeting or a person authorised by the chairperson, may terminate the councillor's audio-visual link to the meeting.

## Use of mobile phones and the unauthorised recording of meetings

- 15.22** Councillors, council staff and members of the public must ensure that mobile phones are turned to silent during meetings of the council and committees of the council.
- 15.23** A person must not live stream or use an audio recorder, video camera, mobile phone or any other device to make a recording of the proceedings of a meeting of the council or a committee of the council without the prior authorisation of the council or the committee.
- 15.24** Without limiting clause 15.17, a contravention of clause 15.23 or an attempt to contravene that clause, constitutes disorderly conduct for the purposes of clause 15.23. Any person who contravenes or attempts to contravene clause 15.23, may be expelled from the meeting as provided for under section 10(2) of the Act.
- 15.25** If any such person, after being notified of a resolution or direction expelling them from the meeting, fails to leave the place where the meeting is being held, a police officer, or any person authorised for the purpose by the council or person presiding, may, by using only such force as is necessary, remove the first-mentioned person from that place and, if necessary, restrain that person from re-entering that place for the remainder of the meeting.

## 16. Conflicts of interest

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**16.1** All councillors and, where applicable, all other persons, must declare and manage any conflicts of interest they may have in matters being considered at meetings of the council and committees of the council in accordance with the council's code of conduct. All declarations of conflicts of interest and how the conflict of interest was managed by the person who made the declaration must be recorded in the minutes of the meeting at which the declaration was made.

**16.2** Councillors attending a meeting by audio-visual link must declare and manage any conflicts of interest they may have in matters being considered at the meeting in accordance with the council's code of conduct. Where a councillor has declared a pecuniary or significant non-pecuniary conflict of interest in a matter being discussed at the meeting, the councillor's audio-visual link to the meeting must be suspended or terminated and the councillor must not be in sight or hearing of the meeting at any time during which the matter is being considered or discussed by the council or committee, or at any time during which the council or committee is voting on the matter.

## 17. Decisions of the Council

### Council decisions

**17.1** A decision supported by a majority of the votes at a meeting of the council at which a quorum is present is a decision of the council.

**Note: Clause 17.1 reflects section 371 of the Act in the case of councils and section 400T(8) in the case of joint organisations.**

**17.2** Decisions made by the council must be accurately recorded in the minutes of the meeting at which the decision is made.

**17.3** In addition to webcasting council meetings, audio or audio-visual recordings of meetings of the council, including confidential sessions, and committees of the council may be made by designated council staff with minute-taking responsibilities and only for the specific purpose of assisting with the preparation of the minutes for the meetings or provision to an authorised regulatory agency.

### Rescinding or altering council decisions

**17.4** A resolution passed by the council may not be altered or rescinded except by a motion to that effect of which notice has been given under clause 3.11.

**Note: Clause 17.4 reflects section 372(1) of the Act.**

**17.5** If a notice of motion to rescind a resolution is given at the meeting at which the resolution is carried, the resolution must not be carried into effect until the motion of rescission has been dealt with.

**Note: Clause 17.5 reflects section 372(2) of the Act.**

**17.6** If a motion has been lost, a motion having the same effect must not be considered unless notice of it has been duly given in accordance with clause 3.11.

**Note: Clause 17.6 reflects section 372(3) of the Act.**

**17.7** A notice of motion to alter or rescind a resolution, and a notice of motion which has the same effect as a motion which has been lost, must be signed by three (3) councillors if less than three (3) months has elapsed since the resolution was passed, or the motion was lost.

**Note: Clause 17.7 reflects section 372(4) of the Act.**

**17.8** If a motion to alter or rescind a resolution has been lost, or if a motion which has the same effect as a previously lost motion is lost, no similar motion may be brought forward within three (3) months of the meeting at which it was lost. This clause may not be evaded by substituting a motion differently worded, but in principle the same.

**Note: Clause 17.8 reflects section 372(5) of the Act.**

**17.9** The provisions of clauses 17.6–17.8 concerning lost motions do not apply to motions of adjournment.

**Note: Clause 17.9 reflects section 372(7) of the Act.**

**17.10** A notice of motion submitted in accordance with clause 17.7 may only be withdrawn under clause 3.11 with the consent of all signatories to the notice of motion.

**17.11** A motion to alter or rescind a resolution of the council may be moved on the report of a committee of the council and any such report must be recorded in the minutes of the meeting of the council.

**Note: Clause 17.11 reflects section 372(6) of the Act.**

## Decisions of the Council

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**17.12** Subject to clause 17.8, in cases of urgency, a motion to alter or rescind a resolution of the council may be moved at the same meeting at which the resolution was adopted, where:

- (a) a notice of motion signed by three councillors is submitted to the chairperson, and
- (b) a motion to have the motion considered at the meeting is passed, and
- (c) the chairperson rules the business that is the subject of the motion is of great urgency on the grounds that it requires a decision by the council before the next scheduled ordinary meeting of the council.

**17.13** A motion moved under clause 17.12(b) can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.12(b) can speak to the motion before it is put.

**17.14** A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.12(c).

## Recommiring resolutions to correct an error

**17.15** Despite the provisions of this Part, a councillor may, with the leave of the chairperson, move to recommit a resolution adopted at the same meeting:

- (a) to correct any error, ambiguity or imprecision in the council's resolution, or
- (b) to confirm the voting on the resolution.

**17.16** In seeking the leave of the chairperson to move to recommit a resolution for the purposes of clause 17.15(a), the councillor is to propose alternative wording for the resolution.

**17.17** The chairperson must not grant leave to recommit a resolution for the purposes of clause 17.15(a), unless they are satisfied that the proposed alternative wording of the resolution would not alter the substance of the resolution previously adopted at the meeting.

**17.18** A motion moved under clause 17.15 can be moved without notice. Despite clauses 10.20–10.30, only the mover of a motion referred to in clause 17.15 can speak to the motion before it is put.

**17.19** A motion of dissent cannot be moved against a ruling by the chairperson under clause 17.15.

**17.20** A motion moved under clause 17.15 with the leave of the chairperson cannot be voted on unless or until it has been seconded.

## 18. After the meeting

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### Minutes of meetings

**18.1** The council is to keep full and accurate minutes of the proceedings of meetings of the council.

**Note: Clause 18.1 reflects section 375(1) of the Act.**

**18.2** At a minimum, the general manager must ensure that the following matters are recorded in the council's minutes:

- (a) the names of councillors attending a council meeting,
- (b) details of each motion moved at a council meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

**18.3** The minutes of a council meeting must be confirmed at a subsequent meeting of the council.

**Note: Clause 18.3 reflects section 375(2) of the Act.**

**18.4** Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

**18.5** When the minutes have been confirmed, they are to be signed by the person presiding at the subsequent meeting.

**Note: Clause 18.5 reflects section 375(2) of the Act.**

**18.6** The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

**18.7** The confirmed minutes of a council meeting must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of its meetings on its website prior to their confirmation.

### Access to correspondence and reports laid on the table at, or submitted to, a meeting

**18.8** The council and committees of the council must, during or at the close of a meeting, or during the business day following the meeting, give reasonable access to any person to inspect correspondence and reports laid on the table at, or submitted to, the meeting.

**Note: Clause 18.8 reflects section 11(1) of the Act.**

**18.9** Clause 18.8 does not apply if the correspondence or reports relate to a matter that was received or discussed or laid on the table at, or submitted to, the meeting when the meeting was closed to the public.

**Note: Clause 18.9 reflects section 11(2) of the Act.**

**18.10** Clause 18.8 does not apply if the council or the committee resolves at the meeting, when open to the public, that the correspondence or reports are to be treated as confidential because they relate to a matter specified in section 10A(2) of the Act.

**Note: Clause 18.10 reflects section 11(3) of the Act.**

**After the meeting**

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**18.11** Correspondence or reports to which clauses 18.9 and 18.10 apply are to be marked with the relevant provision of section 10A(2) of the Act that applies to the correspondence or report.

**Implementation of decisions of the council**

**18.12** The general manager is to implement, without undue delay, lawful decisions of the council.

**Note: Clause 18.12 reflects section 335(b) of the Act.**

## 19. Council committees

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### Application of this Part

**19.1** This Part only applies to committees of the council whose members are all councillors.

### Council committees whose members are all councillors

**19.2** The council may, by resolution, establish such committees as it considers necessary.

**19.3** A committee of the council is to consist of the mayor and such other councillors as are elected by the councillors or appointed by the council.

**19.4** The quorum for a meeting of a committee of the council is to be:

- (a) such number of members as the council decides, or
- (b) if the council has not decided a number – a majority of the members of the committee.

### Functions of committees

**19.5** The council must specify the functions of each of its committees when the committee is established but may from time to time amend those functions.

### Notice of committee meetings

**19.6** The general manager must send to each councillor, regardless of whether they are a committee member, at least three (3) days before each meeting of the committee, a notice specifying:

- (a) the time, date and place of the meeting, and
- (b) the business proposed to be considered at the meeting.

**19.7** Notice of less than three (3) days may be given of a committee meeting called in an emergency.

### Attendance at committee meetings

**19.8** A committee member (other than the mayor) ceases to be a member of a committee if the committee member:

- (a) has been absent from three (3) consecutive meetings of the committee without having given reasons acceptable to the committee for the member's absences, or
- (b) has been absent from at least half of the meetings of the committee held during the immediately preceding year without having given to the committee acceptable reasons for the member's absences.

**19.9** Clause 19.8 does not apply if all of the members of the council are members of the committee.

**Council committees**

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## Non-members entitled to attend committee meetings

**19.10** A councillor who is not a member of a committee of the council is entitled to attend, and to speak at a meeting of the committee. However, the councillor is not entitled:

- (a) to give notice of business for inclusion in the agenda for the meeting, or
- (b) to move or second a motion at the meeting, or
- (c) to vote at the meeting.

## Chairperson and deputy chairperson of council committees

**19.11** The chairperson of each committee of the council must be:

- (a) the mayor, or
- (b) if the mayor does not wish to be the chairperson of a committee, a member of the committee elected by the council, or
- (c) if the council does not elect such a member, a member of the committee elected by the committee.

**19.12** The council may elect a member of a committee of the council as deputy chairperson of the committee. If the council does not elect a deputy chairperson of such a committee, the committee may elect a deputy chairperson.

**19.13** If neither the chairperson nor the deputy chairperson of a committee of the council is able or willing to preside at a meeting of the committee, the committee must elect a member of the committee to be acting chairperson of the committee.

**19.14** The chairperson is to preside at a meeting of a committee of the council. If the chairperson is unable or unwilling to preside, the deputy chairperson (if any) is to preside at the meeting, but if neither the chairperson nor the deputy chairperson is able or willing to preside, the acting chairperson is to preside at the meeting.

## Procedure in committee meetings

**19.15** Subject to any specific requirements of this code, each committee of the council may regulate its own procedure. The provisions of this code are to be taken to apply to all committees of the council unless the council or the committee determines otherwise in accordance with this clause.

**19.16** Whenever the voting on a motion put to a meeting of the committee is equal, the chairperson of the committee is to have a casting vote as well as an original vote unless the council or the committee determines otherwise in accordance with clause 19.15.

**19.17** Voting at a council committee meeting is to be by open means (such as on the voices, by show of hands or by a visible electronic voting system).

## Closure of committee meetings to the public

**19.18** The provisions of the Act and Part 14 of this code apply to the closure of meetings of committees of the council to the public in the same way they apply to the closure of meetings of the council to the public.

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**19.19** If a committee of the council passes a resolution, or makes a recommendation, during a meeting, or a part of a meeting that is closed to the public, the chairperson must make the resolution or recommendation public as soon as practicable after the meeting or part of the meeting has ended, and report the resolution or recommendation to the next meeting of the council. The resolution or recommendation must also be recorded in the publicly available minutes of the meeting.

**19.20** Resolutions passed during a meeting, or a part of a meeting that is closed to the public must be made public by the chairperson under clause 19.19 during a part of the meeting that is webcast.

## Disorder in committee meetings

**19.21** The provisions of the Act and this code relating to the maintenance of order in council meetings apply to meetings of committees of the council in the same way as they apply to meetings of the council.

## Minutes of council committee meetings

**19.22** Each committee of the council is to keep full and accurate minutes of the proceedings of its meetings. At a minimum, a committee must ensure that the following matters are recorded in the committee's minutes:

- (a) the names of councillors attending a meeting,
- (b) details of each motion moved at a meeting and of any amendments moved to it,
- (c) the names of the mover and seconder of the motion or amendment,
- (d) whether the motion or amendment was passed or lost, and
- (e) such other matters specifically required under this code.

**19.23** All voting at meetings of committees of the council (including meetings that are closed to the public), must be recorded in the minutes of meetings with the names of councillors who voted for and against each motion or amendment, (including the use of the casting vote), being recorded.

**19.24** The minutes of meetings of each committee of the council must be confirmed at a subsequent meeting of the committee.

**19.25** Any debate on the confirmation of the minutes is to be confined to whether the minutes are a full and accurate record of the meeting they relate to.

**19.26** When the minutes have been confirmed, they are to be signed by the person presiding at that subsequent meeting.

**19.27** The confirmed minutes of a meeting may be amended to correct typographical or administrative errors after they have been confirmed. Any amendment made under this clause must not alter the substance of any decision made at the meeting.

**19.28** The confirmed minutes of a meeting of a committee of the council must be published on the council's website. This clause does not prevent the council from also publishing unconfirmed minutes of meetings of committees of the council on its website prior to their confirmation.

## 20. Irregularites

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**20.1** Proceedings at a meeting of a council or a council committee are not invalidated because of:

- (a) a vacancy in a civic office, or
- (b) a failure to give notice of the meeting to any councillor or committee member, or
- (c) any defect in the election or appointment of a councillor or committee member, or
- (d) a failure of a councillor or a committee member to declare a conflict of interest, or to refrain from the consideration or discussion of, or vote on, the relevant matter, at a council or committee meeting in accordance with the council's code of conduct, or
- (e) a failure to comply with this code.

**Note: Clause 20.1 reflects section 374 of the Act.**

## 21. Definitions

the Act	means the <i>Local Government Act 1993</i>
act of disorder	means an act of disorder as defined in clause 15.11 of this code
amendment	in relation to an original motion, means a motion moving an amendment to that motion
audio recorder	any device capable of recording speech
	means a facility that enables audio and visual communication between persons at different places
audio-visual link	means any day except Saturday or Sunday or any other day the whole or part of which is observed as a public holiday throughout New South Wales
business day	in relation to a meeting of the council – means the person presiding at the meeting as provided by section 369 of the Act and clauses 6.1 and 6.2 of this code, and
chairperson	in relation to a meeting of a committee – means the person presiding at the meeting as provided by clause 19.11 of this code
this code	means the council's adopted code of meeting practice
committee of the council	means a committee established by the council in accordance with clause 19.2 of this code (being a committee consisting only of councillors) or the council when it has resolved itself into committee of the whole under clause 12.1
council official	has the same meaning it has in the Model Code of Conduct for Local Councils in NSW
day	means calendar day
division	means a request by two councillors under clause 11.7 of this code requiring the recording of the names of the councillors who voted both for and against a motion
foreshadowed amendment	means a proposed amendment foreshadowed by a councillor under clause 10.18 of this code during debate on the first amendment
foreshadowed motion	means a motion foreshadowed by a councillor under clause 10.17 of this code during debate on an original motion
open voting	means voting on the voices or by a show of hands or by a visible electronic voting system or similar means
planning decision	means a decision made in the exercise of a function of a council under the <i>Environmental Planning and Assessment Act 1979</i> including any decision relating to a development application, an environmental planning instrument, a development control plan or a development contribution plan under that Act, but not including the making of an order under Division 9.3 of Part 9 of that Act
performance improvement order	means an order issued under section 438A of the Act
quorum	means the minimum number of councillors or committee members necessary to conduct a meeting
the Regulation	means the <i>Local Government (General) Regulation 2021</i>
webcast	a video or audio broadcast of a meeting transmitted across the internet either concurrently with the meeting or at a later time
year	means the period beginning 1 July and ending the following 30 June



## Contact us

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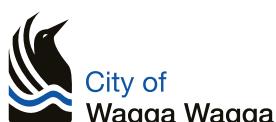
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PO Box 20, Wagga Wagga NSW 2650  
Cnr Baylis and Morrow Streets, Wagga Wagga NSW

**RP-8            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 Lindsay Tanner

Can Council receive a report or advice on the outcomes of the Festival of W, including its successes and any lessons learnt?

Festival of W 2025 recorded consistent attendance with previous years, with an estimated 111,505 to 126,395 people attending across the 16-days. Approximately 25% of visitors travelled from outside the Wagga Wagga Local Government Area (LGA). The festival generated strong CBD activation and significant flow-on benefits to the local economy, with an estimated total economic impact of \$20 million. Of this, \$13 million was attributed to direct visitor spend, and the festival supported 135 local annual jobs across a range of industries.

This year's festival program focused on activating the city's main roadways, Baylis and Morrow Streets, including multi-day closures of these thoroughfares. These initiatives were supported through funding from Transport for New South Wales' Permit/Plug/Play Pilot Program enabling upgraded power infrastructure, bollards and signage for the road closures and the purchase of four Council-owned food trailers. The trailers provided an opportunity for bricks-and-mortar businesses to trade at the festival, with positive feedback from the eight participating local and regional vendors including Wagga Wagga businesses Birdy Bar, 3 Dutchie's, Pota Pasta, The Press, Nabiha's Kitchen, The Wandering Chef, OMG Decadent Donuts as well as Wafflo from Jindabyne. One bricks-and-mortar business was so encouraged by the success of the mobile format that they purchased their own trailer following the festival, so that they can pursue future mobile vendor event opportunities.

According to a festival feedback survey (250 responses), the top-rated attractions were:

1. light and sound show in the Wollundry Lagoon
2. ice-skating rink
3. arts installations in the Victory Memorial Gardens; and
4. House of FoW dining precinct.

During the festival staff surveyed festival goers the results indicated a strong support for the on-road activations. In particular, 78% of those respondents in support for the on-road activations agreed the road closures allowed them to move freely between festival sites, and 58% liked the festival hub on the roadway. Survey respondents also suggested ways to extend on the food offerings further, with some suggesting an additional coffee cart and 'grab-and-go' food options on Burns Way in the Wollundry Lagoon Precinct.

Festival of W continues to demonstrate a loyal following, with 86.27% of survey respondents having visited previously, demonstrating the festival's growth in reputation and value to the community. Returning visitors showed very high expectations to see the festival grow each year, while first time audiences responded enthusiastically to the program and its offerings. Feedback indicated the community wanted to see more interactive, sensory and immersive activations which will inform future planning.

Council staff acknowledge the mixed feedback on Festival of W 2025 and recognise the community will naturally compare the festival year on year, particularly with previous years that benefitted from commercial sponsorship. The 2025 program focused on trialling road closures and on-road activations, which proved positive for the most part.

Looking ahead, funding through Transport for New South Wales' Open Streets Grant to 2027 will allow Council to continue on-road activations and sustain the festival footprint. Survey feedback indicated that attendees would like to see even more installations on the road, however, many of these installations require complex set-up and pack-down, which was not feasible during the 5pm to 10pm nightly closure of Baylis Street. The style of on-road activations will be considered as part of future festival planning, pending budgets and logistics.

Sources: Wagga Wagga City Council, Localis.Co, Economy.Id

#### Councillor Lindsay Tanner

Could we get a status report on the pedestrian access and mobility plan (PAMP) and the status of its implementation.

How old is it when will it be re written?

Council is currently undertaking an audit of the existing Pedestrian Access and Mobility Plan (PAMP) which was created in 2010. The Audit has commenced, and 109 locations have been identified as complete, the audit is expected to be finalised by December 2025.

The data collected through this process will support the updated PAMP program which is due to be completed by the end of the current financial year.

#### Financial Implications

N/A

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## **Policy and Legislation**

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Code of Meeting Practice

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## **Link to Strategic Plan**

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### **Regional Leadership**

Good governance

Provide professional, innovative, accessible and efficient services.

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## **Risk Management Issues for Council**

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N/A

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## **Internal / External Consultation**

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N/A

## **COMMITTEE MINUTES**

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

**Author:** Melinda Conolly  
**General Manager:** Peter Thompson

**Summary:** The Audit, Risk and Improvement Committee (ARIC) is an advisory committee of Council. This Report seeks that Council endorse the recommendations made by the Committee at the meeting on 21 August 2025. Those recommendations relate to the role of the Committee in providing independent assurance and assistance to Council on financial reporting, risk management, internal controls, governance, and internal and external audit and accountability responsibilities.

#### **Recommendation**

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

#### **Report**

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

The Audit Risk and Improvement Committee met on 21 August 2025. Since the last ARIC meeting in May, independent member Michael Jones resigned from the Committee, and Shannon Buckley was appointed as his replacement.

During the meeting, the Committee received updates from the General Manager; Manager ICT Services; Chief Financial Officer; Manager Corporate Planning & Governance; Chief Audit Executive; Director Economy, Business and Workforce; and the Corporate Planning and Performance Coordinator.

The Committee noted the pending status of the submission to extend the Wagga Wagga airport lease, with the current lease due to expire in July 2026. An update was also provided on recent advocacy efforts regarding Inland Rail project. Council continues to advocate for this project to progress in a way that will better serve the city.

Housing continues to be an area of concern. The Committee acknowledged Council's ongoing efforts to support development approvals for both southern and northern growth areas.

Resourcing across Council was discussed, with recognition of the work being done to recruit skilled professionals into critical roles. However, Committee members expressed concern that current resource levels may not be optimal and highlighted

potential areas of key person risk. The ARIC encourages management to continue monitoring and addressing these risks proactively.

An in-depth update was provided on the Risk Management Improvement Plan, currently being implemented by the Corporate Governance and Performance team. The Committee considers this a significant initiative that will support Council in managing both strategic and operational risks more effectively and improving the level of risk management maturity across Council. Further updates on the plan's implementation are anticipated.

The Committee also met in-camera with Council's external auditors, the NSW Audit Office. This was a constructive session, with no major concerns raised. However, it was noted that delays in providing information for the interim audit had occurred, and these will be reviewed during the final audit visit. The NSW Audit Office commended the Finance team for the quality of information provided.

The NSW Audit Office presented the management letter arising from the interim audit. It identified three unresolved matters from the prior year, rated as moderate risk, along with two new moderate-risk issues. The Committee noted that management has accepted the risk associated with one of these matters and encourages Councillors to assess whether it aligns with Council's risk appetite and whether appropriate mitigating controls are in place.

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

## **Financial Implications**

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

## **Policy and Legislation**

Audit, Risk and Improvement Committee Charter

## **Link to Strategic Plan**

### **Community leadership and collaboration**

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

Ensure transparency and accountability

## **Risk Management Issues for Council**

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

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

### **Internal / External Consultation**

ARIC Chairperson and Committee members

### **Attachments**

1  ARIC Minutes - 21 August 2025

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**MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 21 August 2025.**

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**PRESENT**

Mrs Carolyn Rosetta-Walsh (Chairperson)  
Ms Liz Jeremy  
Mr Shannon Buckley  
Councillor Lindsay Tanner

**IN ATTENDANCE**

General Manager	Peter Thompson
Chief Audit Executive	Melinda Conolly
Chief Financial Officer	Carolyn Rodney
Manager Environment and Sustainable Community	Carly Hood
Manager Corporate Governance & Performance	David Galloway
Corporate Planning and Performance Coordinator	Bradley Ristivojevic
Corporate Governance Officer	Kori West
Business Support Officer	Rebecca Taylor
Business Support Officer	Ruby Brodin

The meeting of the Audit, Risk and Improvement Committee commenced at 8.02am.

**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.

**APOLOGIES**

No apologies were received.

**DECLARATIONS OF INTEREST**

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

**MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 21 August 2025.**

**CONFIRMATION OF MINUTES**

**CM-1 CONFIRMATION OF MINUTES - 21 MAY 2025**

***Recommendation:***

**That the Minutes of the proceedings of the Audit Risk and Improvement Committee Meeting held on 21 May 2025 be confirmed as a true and accurate record.**

**CARRIED**

**REPORTS**

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

***Recommendation:***

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

**CARRIED**

The Committee received a Memorandum from the General Manager outlining the key areas he is currently focusing on including the Airport Lease, State Significant Development and other significant developments, Inland Rail, Transgrid, Organisational Structure and Housing.

The General Manager entered the meeting at 8:30am and provided a verbal update to the Committee regarding Councils proposed strategy to address the housing crisis.

Manager of Information & Communications Technology Services Reece Hamblin entered the meeting the time being 8.30am.

**RP-2 INFORMATION AND COMMUNICATIONS TECHNOLOGY UPDATE**

***Recommendation:***

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

**CARRIED**

The Committee were advised by Council's Manager of Information and Communications Technology Services, Mr Reece Hamblin, that no cyber security incidents had been recorded in the past 12 months, although targeted phishing

**MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 21 August 2025.**

attempts had been detected and monitored. Gaps and challenges remain unchanged from the previous period, with staff security awareness identified as the main priority.

The ICT team is progressing a policy to strengthen staff awareness and training, and it was noted that Cyber Security NSW has reported an increase in self-reporting of incidents while third-party providers do not consistently disclose breaches. The Committee were further advised that there has been an increase in attempted attacks through service providers, particularly targeting end-users at the network edge.

Manager of Information & Communications Technology Services Reece Hamblin vacated the meeting the time being 8.40am.

**RP-3 2024/25 FINANCIAL STATEMENTS - EXTERNAL AUDIT INTERIM MANAGEMENT LETTER AND COUNCIL RESPONSE*****Recommendation:***

**That the Audit, Risk and Improvement Committee note the contents of the NSW Audit Office's Management Letter on the Interim Phase of the Audit including the Management Responses for the year ended 30 June 2025.**

**CARRIED**

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

**RP-4 CAPITAL WORKS UPDATE*****Recommendation:***

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

**CARRIED**

The Committee received an update from the Manager of Corporate Governance & Performance, David Galloway on the Capital Works program. It was noted that the Committee emphasised the importance of having confidence in its understanding and oversight of the program and queried the level of assurance Council holds in its current approach. The Committee were advised that Council is 12 months into transitioning from the former Project Management Office structure, with a new Project and Governance Framework being developed. A full reset of the Capital Works program is underway, and a comprehensive review of capital projects is scheduled to occur within the year to strengthen oversight and governance.

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 21 August 2025.

#### RP-5 INTEGRATED PLANNING AND REPORTING (IP&R) UPDATE

*Recommendation:*

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

- a note the Integrated Planning and Reporting documents were adopted by Council on 23 June 2025
- b note the update regarding Service reviews
- c note the attached Operational Performance Report for the six-month period ending 30 June 2025

**CARRIED**

The Committee received an update on Integrated Planning and Reporting (IP&R) from Corporate Planning and Performance Coordinator, Bradley Ristivojevic. The Committee discussed the status and ongoing monitoring for carried over items. The committee expressed they would like to see progress reports at each meeting.

#### RP-6 INTERNAL AUDIT UPDATE

*Recommendation:*

**That the Audit, Risk and Improvement Committee note the Internal Audit update.**

**CARRIED**

The Committee received an Internal Audit Update from Councils Chief Audit Executive Melinda Conolly.

#### RP-7 ASSURANCE AND IMPROVEMENT ACTIONS

*Recommendation:*

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

- a note the status of the assurance and improvement actions
- b endorse the revised action item for the Cemetery Operations audit
- c endorse the revised target date for the Cemetery Operations actions

**CARRIED**

The Chief Audit Executive provided an update on the Assurance and Improvement Actions, including the internal audit plan and new topical requirements.

**MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 21 August 2025.**

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

Peter Thompson vacated the meeting the time being 8:53pm.

**RP-8 ARIC STRATEGIC WORK PLAN**

*Recommendation:*

**That the Audit, Risk & Improvement Committee approve the Strategic Work Plan.**

**CARRIED**

The ARIC formally approved the Internal Audit Strategy, which had been circulated out-of-session for input.

**RP-9 INTERNAL AUDIT STRATEGY**

*Recommendation:*

**That the Audit, Risk & Improvement Committee approve the Internal Audit Strategy.**

**CARRIED**

The ARIC formally approved the ARIC and Internal Audit Annual Reports, which had been circulated out-of-session for input.

**RP-10 ARIC AND INTERNAL AUDIT ANNUAL REPORTS 2024/25**

*Recommendation:*

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

- a    **approve the Audit Risk & Improvement Committee Annual Report 2024/25**
- b    **approve the Internal Audit Annual Report 2024/25**

**CARRIED**

The ARIC formally approved the ARIC Strategic Work Plan, which had been circulated out-of-session for input.

**MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 21 August 2025.**

Director Economy, Business & Workforce, Fiona Piltz entered the meeting the time being 9:01am.

**RP-11     PEOPLE & CULTURE UPDATE AUGUST 2025**

***Recommendation:***

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

**CARRIED**

The Committee received an update from the Director Economy, Business & Workforce, Fiona Piltz, on Council's approach to managing psychosocial risks in the workplace and the strategies implemented to mitigate these risks. Psychosocial risk assessments have been completed with action plans developed, though engagement levels vary across teams. Training initiatives are being used to support resilience, with cultural change identified as a key factor.

Fiona Piltz vacated the meeting the time being 9:20am.

**RP-12     ENTERPRISE RISK MANAGEMENT UPDATE**

***Recommendation:***

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

- a     note the Risk Management Improvement Plan roadmap and timeline.**
- b     review the key considerations contained in this report**

**CARRIED**

The Committee received an Enterprise Risk Management update from Council's Corporate Planning and Performance Coordinator, Bradley Ristivojevic.

Shannon Buckley vacated the meeting the time being 9:35am.

**QUESTIONS WITH NOTICE**

No Questions with Notice were received.

The Audit, Risk and Improvement Committee rose at 9:36am.

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## **CONFIDENTIAL MAYORAL MINUTE**

### **MM-CONF-1 GENERAL MANAGERS PERFORMANCE REVIEW - 2024/2025**

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

- (a) personnel matters concerning particular individuals.

## **CONFIDENTIAL REPORTS**

### **CONF-1      SPORTING HALL OF FAME NOMINATIONS**

**Author:** Kadison Hofert  
**Director:** Fiona Piltz

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

- (a) personnel matters concerning particular individuals.

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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**PRESENT**

Councillor Georgie Davies (Chair)  
Councillor Allana Condron  
Councillor Richard Foley  
Councillor Jenny McKinnon  
Councillor Amelia Parkins  
Councillor Karissa Subedi  
Councillor Lindsay Tanner

**IN ATTENDANCE**

General Manager	(Mr P Thompson)
Director Community	(Ms J Summerhayes)
Director Infrastructure Services	(Mr H Pavitt)
Director City Engineering	(Mr W Faulkner)
Chief Operating Officer	(Mr S Gray)
Director Economy, Business & Workforce	(Mrs F Piltz)
Manager Corporate Governance & Performance	(Mr D Galloway)
Manager City Growth & Regional Assets	(Mr B Creighton)
Manager Community Services	(Ms M Scully)
Manager Development Assessment & Building Certification	(Mr C Collins)
Destination & Events Coordinator	(Ms C Farquharson)
Recreation Coordinator	(Mr J Walsh)
Property Coordinator	(Mr M Dombrovski)
Corporate Governance Coordinator	(Mrs N Johnson)
Communications & Engagement Coordinator	(Mr M Casey)
Corporate Governance Officer	(Ms K West)
Business Support Officer	(Ms R Brodin)

**NOTICE TO MEETING**

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

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

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

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This is page 1 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

---

**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**

An apology for non-attendance was received and accepted for Chief Financial Officer, Mrs C Rodney on the Motion of Councillors L Tanner and J McKinnon.

**LEAVE OF ABSENCE**

**25/258    RESOLVED:**

On the Motion of Councillors L Tanner and A Parkins

**That Council grant Leave of Absence to Councillor J McKinnon from 22 September to 10 October 2025 and Councillor A Condron for 22 September 2025.**

**CARRIED**

Council noted the Leave of Absence granted to the Mayor, Councillor D Tout (23 August 2025 to 9 September 2025 inclusive) and Councillor T Koschel (25 August 2025), and that both Councillors were absent from this meeting.

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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 **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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**CONFIRMATION OF MINUTES**

**CM-1 CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 11 AUGUST 2025**

**25/259 RESOLVED:**  
On the Motion of Councillors J McKinnon and R Foley

**That the Minutes of the proceedings of the Ordinary Council Meeting held on 11 August 2025 be confirmed as a true and accurate record.**

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

**For the Motion**

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

**Against the Motion**

**DECLARATIONS OF INTEREST**

Councillor K Subedi declared a Significant Non-Pecuniary Interest in RP-5 - 2025/26 MAJOR EVENTS, FESTIVALS AND FILMS SPONSORSHIP ROUND 2 the reason being that a direct family member has a catering contract with one of the organisations mentioned in the report and vacated the chamber during its consideration.

Councillor A Condron declared a Non-Significant Non-Pecuniary Interest in RP-3 - RESPONSE TO NOTICE OF MOTION - LAKE ALBERT WATER QUALITY INVESTIGATION the reason being that the speaker ran on her ticket in the most recent Local Government Elections and remained in the chamber during its consideration.

Councillor L Tanner declared a Non-Significant Non-Pecuniary Interest in RP-5 - 2025/26 MAJOR EVENTS, FESTIVALS AND FILMS SPONSORSHIP ROUND 2 the reason being that an applicant is a fellow board member of CanAssist and remained in 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 **25 AUGUST 2025**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.

---

**PROCEDURAL MOTION - ENGLOBO**

**25/260 RESOLVED:**

On the Motion of Councillors L Tanner and J McKinnon

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

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

That RP-1, RP-4, RP-6 to RP-8, RP-10 to RP-12 and CONF-3 to CONF-7 be adopted as recommended in the business papers.

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies

A Condron

R Foley

J McKinnon

A Parkins

K Subedi

L Tanner

Against the Motion

**PUBLIC DISCUSSION FORUM**

**RP-3 RESPONSE TO NOTICE OF MOTION - LAKE ALBERT WATER QUALITY INVESTIGATION**

- Michael Henderson – Speaking In favour of the Recommendation

**PROCEDURAL MOTION - CHANGE STANDING ORDERS**

**25/261 RESOLVED:**

On the Motion of Councillors L Tanner and R Foley

That Council move forward consideration of RP-3 RESPONSE TO NOTICE OF MOTION - LAKE ALBERT WATER QUALITY INVESTIGATION to follow the public discussion forum.

**CARRIED**

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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 25 AUGUST 2025.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

---

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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**MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN**

**NOM-1 NOTICE OF MOTION – URGENT BIOSECURITY RESPONSE – KHAKI WEED (ALTERNANTHERA PUNGENS) ERADICATION BLITZ**

**25/263 RESOLVED:**

On the Motion of Councillors R Foley and J McKinnon

**That Council:**

- a recognises the current outbreak of Khaki Weed across Council-owned public lands and recreational areas within the LGA as a rapidly expanding and urgent biosecurity threat requiring immediate action
- b notes that under the Biosecurity Act 2015 (NSW), Council has a General Biosecurity Duty (section 22) to take all reasonable and practical measures to minimise the risk of the weed spreading on land under its control, and that failure to act may constitute a breach of this duty, exposing Council to regulatory enforcement action and reputational damage
- c strongly encourages all residents and businesses to take prompt Khaki Weed control action on private property to prevent reinestation
- d requests a report be provided in October that outlines:
  - i Council's current program/plan and operational budget to address Khaki Weed on Council-owned land and recreational areas
  - ii any additional targeted programming that could take place, including additional budget requirements; and
  - iii details of an immediate public awareness campaign.
- e request a report be provided by the end of the 2025 calendar year, that outlines Council's overarching approach to the management of invasive animal and weed species across the organisation, including:
  - i existing or proposed plans, strategies or policies
  - ii workforce capacity and resourcing (e.g. Weed Officers) and any issues encountered in these roles
  - iii processes and practices for identification, containment and treatment on road easements, Crown land and other Council-managed lands
  - iv processes for emergency management situations, or assistance to other agencies in emergencies
  - v training available to field staff
  - vi collaboration and community engagement activities
  - vii education and knowledge-building for residents, landowners and stakeholders; and

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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 **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

---

viii methods to measure, monitor and evaluate progress or improvement in biosecurity outcomes

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi

Against the Motion

L Tanner

**REPORTS FROM STAFF**

**RP-1 DA25/0079 - ALTERATIONS AND ADDITIONS TO ACCOMMODATE AN ADDITIONAL USE AS AN INDOOR RECREATION FACILITY - 67 COLEMAN STREET, TURVEY PARK NSW 2650**

**25/264 RESOLVED:**

On the Motion of Councillors L Tanner and J McKinnon

That Council approve DA25/0079 for alterations and additions to accommodate an additional use as an indoor recreation facility at 67 Coleman Street, Turvey Park NSW 2650 subject to the conditions outlined in the Section 4.15 Assessment Report.

**CARRIED**

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

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

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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 **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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**RP-2      RESPONSE TO NOTICE OF MOTION - ROAD RENEWAL FUNDING**

A MOTION was moved by Councillors L Tanner and J McKinnon

That Council:

- a note the service level reductions across Council functions if a proposed 5% funding cut was adopted, which is in response to the road renewal funding Notice of Motion
- b discuss the budget reallocation of \$79,097 from various areas of Council to road renewals, or another option presented in this report, commencing from the 2025/26 financial year on a permanent basis
- c note the budget constraints faced by Council and request a report back from staff that details the process for a potential future IPART application for a Special Rate Variation

An AMENDMENT was moved by Councillor L Tanner and seconded by Councillor R Foley

That Council:

- a note the service level reductions across Council functions if a proposed 5% funding cut was adopted, which is in response to the road renewal funding Notice of Motion
- b reallocate \$79,097 from various areas of Council to end of life line marking
- c reallocate \$614,053 as contained in this report, to Road renewals, specifically pavement stabilization with a two-coat seal

Councillor J McKinnon signalled a FORESHADOWED AMENDMENT to the Chair.

**RECORD OF VOTING ON THE AMENDMENT**

For the Amendment

L Tanner

Against the Amendment

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi

The AMENDMENT on being put to the meeting was LOST.

An AMENDMENT was moved by Councillor A Parkins and seconded by Councillor J McKinnon

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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 **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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That Council:

- a note the service level reductions across Council functions if a proposed 5% funding cut was adopted, which is in response to the road renewal funding Notice of Motion
- b endorse the budget reallocation of \$79,097 from various areas of Council to footpath maintenance, commencing from the 2025/26 financial year on a permanent basis
- c note the budget constraints faced by Council and request a report back from staff that details the process for a potential future IPART application for a Special Rate Variation

Councillor K Subedi signalled a FORESHADOWED AMENDMENT to the Chair.

**RECORD OF VOTING ON THE AMENDMENT**

For the Amendment

J McKinnon  
A Parkins

Against the Amendment

G Davies  
A Condron  
R Foley  
K Subedi  
L Tanner

The AMENDMENT on being put to the meeting was LOST.

An AMENDMENT was moved by Councillor K Subedi and seconded by Councillor A Parkins

That Council:

- a note the service level reductions across Council functions if a proposed 5% funding cut was adopted, which is in response to the road renewal funding Notice of Motion
- b reallocate \$79,097 from various areas of Council to end of life line marking
- c note the budget constraints faced by Council and request a report back from staff that details the process for a potential future IPART application for a Special Rate Variation

**RECORD OF VOTING ON THE AMENDMENT**

For the Amendment

A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Amendment

G Davies

The AMENDMENT being put to the meeting was CARRIED and become the Motion.

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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 **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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**25/265 RESOLVED:**

On the Motion of Councillors K Subedi and A Parkins

**That Council:**

- a note the service level reductions across Council functions if a proposed 5% funding cut was adopted, which is in response to the road renewal funding Notice of Motion
- b reallocate \$79,097 from various areas of Council to end of life line marking
- c note the budget constraints faced by Council and request a report back from staff that details the process for a potential future IPART application for a Special Rate Variation

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

G Davies

*RP-3 RESPONSE TO NOTICE OF MOTION - LAKE ALBERT WATER QUALITY INVESTIGATION was moved forward to follow the public discussion forum.*

**RP-4 KERBSIDE COLLECTION CONTRACT**

**25/266 RESOLVED:**

On the Motion of Councillors L Tanner and J McKinnon

**That Council:**

- a endorse the working party continue to report to Council at regular intervals on key aspects of the kerbside collection contract
- b support the engagement with neighbouring councils to seek collaborative participation in the kerbside collection contract and report back on progress
- c support the adoption of adhering to the NSW EPA service timeline to guide the procurement process for contract delivery
- d approve the budget allocation as detailed in the financial implications section of this report

**CARRIED**

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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 **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

---

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**RP-5 2025/26 MAJOR EVENTS, FESTIVALS AND FILMS SPONSORSHIP  
ROUND 2**

Councillor K Subedi declared a Significant Non-Pecuniary Interest and vacated the chamber, the time being 7:11pm.

**25/267 RESOLVED:**

On the Motion of Councillors J McKinnon and A Parkins

**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:**

- a Can Assist Race Day by Cancer Patients Assistance Society of NSW to the amount of \$8,000 through the Incubator event stream.
- b MTC Southern District Racing Association Country Championships Race Day by Murrumbidgee Turf Club Ltd to the amount of \$9,250 through the Incubator event stream.
- c Bidgee Strawberries & Cream Easter Egg Hunt 2026 by Bidgee Strawberries and Cream to the amount of \$15,000 through the Developing event stream.
- d Carnival of Cups by Harness Racing New South Wales to the amount of \$8,543.34 through the Developing event stream.

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
L Tanner

Against the Motion

Councillor K Subedi re-entered the chamber, the time being 7:12pm.

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This is page 11 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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**RP-6 MEDIA AND SOCIAL MEDIA POLICY**

**25/268 RESOLVED:**

On the Motion of Councillors L Tanner and J McKinnon

**That Council:**

- a endorse the following draft policies and place them on public exhibition for a period of 28 days from 26 August 2025 until 23 September 2025 and invite public submissions until 6 October 2025:
  - i Media Policy (POL 090)
  - ii Social Media Policy (POL 065)
- b receive a further report following the public exhibition and submission period:
  - i addressing any submissions made with respect to the draft Media Policy (POL 090) and Social Media Policy (POL 065)
  - ii proposing adoption of the policies unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies

A Condron

R Foley

J McKinnon

A Parkins

K Subedi

L Tanner

Against the Motion

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.

- ii Processing Development Applications lodged by Councillors, Staff and individuals Policy (POL 046)
- iii Swimming Pool Safety Policy (POL 049)

b receive a further report following the public exhibition and submission period:

- i addressing any submissions made with respect to the proposed Council-related Development Application Conflicts of Interest Management Policy (POL 045), Processing Development Applications lodged by Councillors, Staff and individuals Policy (POL 046) and the Swimming Pool Safety Policy (POL 049)
- 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**

### For the Motion

## Against the Motion

---

G Davies

## A Condrone

R Foley

J McKinnon

A Parkins

K Subedi

BB-8 WORK HEALTH, SAFETY, WELL BEING POLICY

25/270 RESOLVED:

**RESOLVED:** On the Motion of Councillors J. Tanner and J. McKinnon

## That Council-

- a endorse the following draft Work Health, Safety Wellbeing Policy (POL 080) and place on public exhibition for a period of 28 days from 26 August 2025 until 22 September 2025 and invite public submissions until 6 October 2025 on the draft policy
- b receive a further report following the public exhibition and submission period:
  - i addressing any submissions made with respect to the proposed Work Health, Safety Wellbeing Policy (POL 080)
  - ii proposing adoption of the policy unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period

## CARRIED

This is page 13 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **25 AUGUST 2025**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.

---

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**RP-9 WAGGA WAGGA CEMETERIES POLICY**

**25/271 RESOLVED:**

On the Motion of Councillors R Foley and J McKinnon

**That Council:**

- a endorse the following draft Wagga Wagga Cemeteries Policy (POL 039) and place on public exhibition for period of 28 days from 26 August 2025 until 22 September 2025 and invite public submissions until 6 October 2025 on the draft policy
- b receive a further report following the public exhibition and submission period:
  - i addressing any submissions made with respect to the proposed Wagga Wagga Cemeteries Policy (POL 039)
  - 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**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

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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 25 AUGUST 2025.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

---

**RP-10 FINANCIAL PERFORMANCE REPORT AS AT 31 JULY 2025**

**25/272 RESOLVED:**  
On the Motion of Councillors L Tanner and J McKinnon

**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 July 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**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**RP-11 OPERATIONAL PERFORMANCE REPORT - 1 JANUARY 2025 TO 30 JUNE 2025**

**25/273 RESOLVED:**  
On the Motion of Councillors L Tanner and J McKinnon

**That Council receive and note the Operational Performance Report for the period 1 January 2025 to 30 June 2025.**

**CARRIED**

---

This is page 15 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **25 AUGUST 2025**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.

---

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

---

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**CLOSED COUNCIL**

**25/276 RESOLVED:**

On the Motion of Councillors L Tanner and A Parkins

**That the Council now resolve itself into a Closed Council, the time being 7.20pm.**

**CARRIED**

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

**CONFIDENTIAL REPORTS**

**CONF-1 LAKE ALBERT ALGAE TREATMENT OUTCOMES**

**25/277 RESOLVED:**

On the Motion of Councillors L Tanner and R Foley

**That Council:**

- a note the outcomes achieved to date of the Hydro2050 trial
- b endorse proceeding with the trial for another six (6) months to gain additional data on the effectiveness of the units to manage Blue Green Algae within Lake Albert
- c received a further report following the additional six-month trial period
- d approve the budget variation as detailed in the Financial Implications section of the report

**CARRIED**

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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 **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

---

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**CONF-2 RESPONSE TO NOTICE OF MOTION - LAKE ALBERT WATER  
QUALITY INVESTIGATION**

**25/278 RESOLVED:**

On the Motion of Councillors L Tanner and K Subedi

**That Council:**

- a note the existing data and findings from previous reports and investigations
- b note the outcomes and key messages from initial expert stakeholder consultations
- c approve the budget allocation as detailed in the financial implications section of this report
- d review the synthesis of existing documentation to be reported to Council prior to the identification, scoping and prioritisation of catchment wide projects that will look to address the quality of stormwater and rural catchment runoff entering the lake

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

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This is page 18 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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**CONF-3 76 HAMPDEN AVE, NORTH WAGGA WAGGA - FORMALISATION OF OWNERSHIP**

**25/279 RESOLVED:**  
On the Motion of Councillors L Tanner and J McKinnon

**That Council:**

- a endorse the lodgement of an application for Possessory Title in relation to the North Wagga Hall, 76 Hampden Avenue, North Wagga Wagga being Lot 5 in Deposited Plan 774458
- b in the event that the Possessory Title is successful, classify Lot 5 in Deposited Plan 774458 as community land pursuant to Section 31 of the Local Government Act 1993.
- c authorise the General Manager, or their delegate to complete and execute any necessary documents on behalf of the Council to give effect to this resolution
- d authorise the affixing of Council's common seal to all relevant documents as required
- e approve the budget variation/s as detailed in the Financial Implications section of the report

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

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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 **25 AUGUST 2025**.

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

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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**CONF-4 PROPOSED ACQUISITION OF LAND - PART LOT B DP 152366 BEING  
PART 82 FORSYTH STREET, WAGGA WAGGA**

**25/280 RESOLVED:**  
On the Motion of Councillors L Tanner and J McKinnon

**That Council:**

- a authorise the General Manager or delegate to enter a contract of sale to purchase Lot 22 in an unregistered plan dated 10 April 2025 and titled "Plan of Acquisition of Part Lot B DP 152366" on the terms noted in the body of this report
- b agree in principle to classifying the land acquired as operational land in accordance with s 31(2) of the Local Government Act 1993
- c authorise the General Manager or delegate to place the proposed resolution to classify the land acquired as operational land on public exhibition for a period of 28 days and invite public submissions
- d receive a further report following the public exhibition and submission period addressing any submission made in respect of the proposed classification
- e authorise the General Manager, or their delegate to complete and execute any necessary documents on behalf of the Council to give effect to this resolution
- f authorise the affixing of Council's common seal to all relevant documents as required
- g note and approve the budget variations as details in the budget section of the report

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
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 **25 AUGUST 2025**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.

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**CONF-5 RFT CT2025073 PINE GULLY RD INTERSECTION TREATMENT WITH COOTAMUNDRA BLVD, AVOSET DR CONSTRUCTION**

**25/281 RESOLVED:**

On the Motion of Councillors L Tanner and J McKinnon

**That Council:**

- a accept the tender of Excell Gray Bruni Pty Ltd (ABN 32 007 387 546) for the Pine Gully Intersection Treatment with Cootamundra Blvd and Avocet Dr Construction
- b authorise the General Manager or their delegate to enter a Contract with Excell Gray Bruni Pty Ltd (ABN 32 007 387 546) for the construction of the Pine Gully Intersection Treatment with Cootamundra Blvd and Avocet Dr for the lump sum price of \$1,303,079.10 excluding GST
- c authorise the affixing of Council's Common Seal to all relevant documents as required
- d approve the budget variation reduction as noted in the financial implications section of this report, which is due to Council not receiving \$675,000 of Fixing Local Roads funding

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies

A Condron

R Foley

J McKinnon

A Parkins

K Subedi

L Tanner

Against the Motion

**MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 25 August 2025.**

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**Construction (ABN: 15 671 033 382), JSC Bulk Haulage (ABN: 73 138 025 260) and Ladex Construction Group (ABN: 18 082 076 784) for the Concrete works and Kerb and Gutter construction panel**

- c authorise the General Manager or their delegate to extend the contact for 1 x 12-month periods as allowed for in the contract and at the sole discretion of Council
- d authorise the affixing of Council's Common Seal to all relevant documents as required

**CARRIED**

**RECORD OF VOTING ON THE MOTION**

For the Motion

G Davies  
A Condron  
R Foley  
J McKinnon  
A Parkins  
K Subedi  
L Tanner

Against the Motion

**MINUTES** of the **ORDINARY MEETING OF COUNCIL** held on **Monday 25 August 2025**.

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**REVERSION TO OPEN COUNCIL**

**25/284 RESOLVED:**

On the Motion of Councillors L Tanner and J McKinnon

**That this meeting of the Closed Council revert to an open meeting of the Council, the time being 7.40pm.**

**CARRIED**

THIS COMPLETED THE BUSINESS OF THE COUNCIL MEETING WHICH ROSE AT 7.43pm.

.....  
**MAYOR**

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This is page 23 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **25 AUGUST 2025**.

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