



Agenda and Business Paper

Ordinary Meeting of Council

To be held on
Monday 1 December 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

NOTICE OF MEETING

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

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



Peter Thompson
General Manager

WAGGA WAGGA CITY COUNCILLORS



Councillor Dallas Tout



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.

ORDINARY MEETING OF COUNCIL AGENDA AND BUSINESS PAPER

MONDAY 1 DECEMBER 2025

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ACKNOWLEDGEMENT OF COUNTRY

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

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

REFLECTION

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

APOLOGIES

CONFIRMATION OF MINUTES

CM-1 CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 17 NOVEMBER 2025

Recommendation

That the Minutes of the proceedings of the Ordinary Council Meeting held on 17 November 2025 be confirmed as a true and accurate record.

Attachments

1  Minutes - Ordinary Council Meeting - 17 November 2025 60

DECLARATIONS OF INTEREST

REPORTS FROM STAFF

RP-1 NORTH WAGGA LEVEE GRANT FUNDING

Author: Ben Creighton
Executive: Fiona Piltz

Summary: Wagga Wagga City Council has been successful in securing \$9,100,775 in funding through the Australian Government's Disaster Ready Fund (DRF) Round 3 for the \$18,201,550 North Wagga Wagga 5% AEP Levee Construction & Third-Party Impact Mitigation Project.

Recommendation

That Council:

- a authorise the General Manager or their delegate to negotiate to enter into a funding agreement with the NSW Reconstruction Authority for \$9,100,775 of grant funding for the DRF3-0077 North Wagga Wagga 5% AEP Levee Construction & Third-Party Impact Mitigation Project.
- b approve the budget variations as detailed in the financial implications section of this report
- c authorise the affixing of Council's Seal to all relevant documents as required

Report

Background

North Wagga has experienced riverine flooding on numerous occasions requiring large scale evacuations and causing considerable damage, loss of property, loss of revenue, disruption of services, disruption of lifestyle and significant inconvenience.

Since early settlement, Wagga Wagga has experienced numerous large floods, with four events (1852, 1853, 1870 and 1891) in the 1800's equalling or exceeding 10.5m at the Hampden bridge gauge. Following significant flooding in the 1950's the CBD Levee was constructed to provide flood protection to the township of Wagga Wagga.

The CBD Levee has recently been upgraded to a 1% AEP level of protection. There are several other levee structures constructed on the floodplain, including one encircling North Wagga (i.e. the North Wagga Flood Levee), which provides a level of flooding immunity approximately equivalent to a 12% AEP event and a 1% AEP levee surrounding the Riverina Water County Council (RWCC) compound which protects Wagga Wagga's potable water supply.

The existing North Wagga flood levee was constructed in 1993 and was rebuilt after being overtapped in 2012. The levee was originally designed to provide a 5% AEP level of protection to North Wagga however, recent analysis and updated flooding modelling has indicated that the level of protection is more likely equivalent to a 12% AEP. The village of North Wagga was evacuated in 2010, 2012, 2016 and 2022.

Wagga Wagga City Council has commissioned a range of studies to understand the existing and future flood risk and to identify options to manage this risk. The 2018 Floodplain Risk Management Study and Plan conducted by WMA Water analysed the current flood risks and provided options to manage these risks.

A subsequent study, undertaken by the Centre for International Economics recommended a 5% AEP flood levee be constructed around North Wagga along with the mitigation to the houses on the floodplain adversely affected by the levee raising.

Scope of Works:

The scope of works for the North Wagga Wagga 5% AEP Levee Construction & Third-Party Impact Mitigation Project includes:

- Engage specialist design consultants to prepare construction specification, and tender documents.
- Obtain approvals and undertake construction of the new infrastructure. Includes: Permits, License fees, works approvals, certification of works, project management, skilled labour, construction supplies, equipment hire, and other build costs.
- External building protection works of flood prone structures outside the proposed levee that may be adversely impacted by the levee
- Construction works, including contractor engagement, design finalisation, earthen levee works, existing stormwater infrastructure upgrades, sheet piling works, road raisings and an emergency evacuation helipad for the East St component of the levee system

Council has completed a Review of Environmental Factors (REF) for this project. The REF considers the effects on the environment of all the project elements.

Financial Implications

Funding Details

Project Estimated Cost	DRF3 Funding	Council Funding Required
\$18,201,550	\$9,100,775	\$9,100,775

Council has committed to providing the required 50% co-contribution to be made up of:

	Amount
Wagga Wagga City Council Cash Contribution SRV	\$6,230,711
Wagga Wagga City Council Cash Contribution (borrowings)	\$2,870,064

The required borrowings will result in future year debt repayments which will be factored into the 2026/27 long term financial plan.

This project also has existing confirmed funding of \$1,103,163 as part of the original Community Development Grants Programme (CDG0789 – Main City Levee Bank Upgrade & Stage 2 North Wagga Levee Upgrade project). These funds are to enable preliminary works prior to the North Wagga Levee construction.

Once the project has been completed Wagga Wagga City Council will be responsible for managing the infrastructure and will be responsible for asset maintenance and replacement costs at the end of its useful life.

The proposed phasing of funding is:

Year	Amount
2025/26	\$100,000
2026/27	\$10,000,000
2027/28	\$8,101,550
Total	\$18,201,550

Additional funding opportunities have been and will continue to be sought to substitute the \$2.8M borrowings co-contribution.

Policy and Legislation

Local Government Act

Link to Strategic Plan

Sustainable

Sustainable built environment

Balance the built and natural environment in planning decisions.

Risk Management Issues for Council

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

Internal / External Consultation

Extensive community engagement activities were undertaken during the development of the Flood Mitigation Options for North Wagga Report 2024.

Other internal and external consultation has been undertaken as part of early planning and feasibility studies, the Wagga Wagga Floodplain Risk Management Study and Plan, the North Wagga Flood Risk Mitigation Community and Stakeholder Engagement Study 2023 and via the Floodplain Risk Management Advisory Committee.

RP-2 PROPOSED MEMORANDUM OF UNDERSTANDING BETWEEN COUNCIL AND THE RIVERINA WATER COUNTY COUNCIL

Author: Craig Katsoolis
Executive: Carolyn Rodney

Summary: This report recommends Council enter a Memorandum of Understanding (MOU) with the Riverina Water County Council for the provision of information relating to water connections and water consumption details for Non-Residential properties connected to Council's Sewer Network.

Recommendation

That Council:

- a endorse the attached draft Memorandum of Understanding (MOU) between Wagga Wagga City Council and the Riverina Water County Council
- b delegate authority to the Mayor to sign the MOU on behalf of Council

Report

Council staff and the Riverina Water County Council staff have been collaborating on the contents of a proposed MOU which follows the expiration a Service Agreement between Wagga Wagga City Council & Riverina Water County Council for the provision and management of water billing data for Non-Residential properties connected to Wagga Wagga City Council's sewer network.

Background

Council at its meeting of 28 May 2012 resolved to:

That Council note the amendments made to Wagga Wagga City Council's Sewer Policy POL 036 attached to this report:

- a place the amended draft policy on public exhibition for 28 days*
- b receive a further report for consideration of adopting the finalised amended Sewer Policy POL 036 after the exhibition period*
- c place the amended draft policy on public exhibition for 28 days receive a further report for consideration of adopting the finalised amended Sewer Policy POL 036 after the exhibition period*

The purpose of the update of POL 036 Council's Sewer Policy was noted as

From July 1, 2012, Wagga Wagga City Council will be implementing a new process for calculating the cost of providing sewerage services to the community which reflects a user pays approach.

This will replace the current billing process which uses a charging system based on the application of approximate levies.

The new process, called Integrated Water Pricing, is based on water industry best practice to ensure the fair distribution of the cost of providing services across the community, removing the occurrence of low users subsidising higher users.

The term “Integrated Water” refers to the entire water management cycle – from the provision and usage of water to the discharge of wastewater to the sewer system and its ultimate treatment.

Calculating appropriate pricing using an integrated view of the water cycle is an essential part of the effective management of both water supply and sewerage services. In addition, it will provide more appropriate usage indicators to customers to enable you to manage your water usage more efficiently.

Council at its Ordinary Meeting held on Monday 30 July 2012 RP-13 POL 036 -Sewer Policy adopted Draft POL 036 – Sewer Policy.

The data information requirements for the new sewer pricing for Non-Residential properties sewer billing was the supply of water connection size details for each Non-Residential property connected to Council's sewer system and the water usage for each of these Non-residential properties for the billing quarter.

As part of the introduction of the Sewer charging system in 2012 each Non-Residential Properties connected to Council's sewer system was allocated a discharge factor based on Best Practice Management of Water Supply and Sewerage Guidelines - NSW Government Department of Water & Energy August 2007.

To ensure business continuity it is proposed to formalise the supply of the above water data provided regularly by Riverina Water County Council over an agreed period in this case the MOU is proposed from to be effective from July 1, 2025/26, to 30 June 2029/30.

Financial Implications

The annual Riverina Water County Council data charge is proposed to be indexed to the rate peg increase by the advised IPART of NSW Rate peg for Wagga Wagga City Council for that rating year. The 25/26 rate peg for Wagga Wagga City Council was 3.8% and the advised rate peg for Wagga Wagga City Council for 2026/27 is 3.2%.

Council has budgeted for the forecast annual data supply charge from Riverina Water County Council for the provision of the relevant water data. The water data charge for 25/26 is expected to be approximately \$10,310.

Policy and Legislation

Council's Adopted Fees and Charges - 2025/26.

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 execution of the proposed MOU will assist manage the business continuity risk of not receiving water billing data in a timely manner.

Internal / External Consultation

Discussions were held with officers of the Riverina Water County Council.

Attachments

- 1  [Memorandum of Understanding \(MOU\) with the Riverina Water County Council.](#)
- 2  [Service Agreement RWCC & WWCC - signed 1-3-2019](#)

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)**

1) Purpose of MOU

The parties wish to facilitate the continued cooperation to maintain Wagga Wagga City Council's Two-Part Sewerage Tariffs from 1st July 2025 the MOU consists of provision and management of water billing data of non-residential properties submitted to Wagga Wagga City Council by Riverina Water County Council.

2) Commencement of MOU

The commencement date of this MOU is from 1st July 2025.

3) Duration of MOU

The duration of MOU to be 5 years and annually reviewed to reflect changes to costs and provision of services. The Annual charge will be increased each year of the MOU by the advised Ipart rate peg for Wagga Wagga City Council.

4) Riverina Water County Council (RWCC) agrees to supply Wagga Wagga City Council (WWCC) the following information (dataset) - description detailed in Appendix A :

- a) RWCC assessment number for each service
- b) Legal description of land
- c) Property Address
- d) Service number
- e) Meter number
- f) Assessment number
- g) Meter size in millimetres (or field that can be easily interpreted to meter size)
- h) Most recent meter reading
- i) Most recent meter reading date
- j) Previous meter reading
- k) Previous meter reading date
- l) Consumption determined by RWCC i.e. "Billed Units"

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)**

- m) Water meter tariff applied
- n) A unique index to avoid duplications (e.g. a transaction number)
- o) Reading Type
- p) Bill Code

Notes

- Field names and field name order to be consistent and submitted in MS Excel format. A description of each field name is listed in Appendix A. One record is to be provided for each event action associated with the following:
 - a. Normal routine meter readings
 - b. Replacement of existing water meters
 - c. Section 603 Certificates
 - d. Re-reading of water meters due to corrections & enquiries
 - i. Before bill has been issued to customers
 - ii. After bill is has been issued to customers
 - e. New Non-Residential water connections
- Data is to contain output for WWCC's non-residential assessments regardless of whether a service is connected at that assessment or not i.e. including non-metered connections.
- The dataset provided is to be cumulative for the financial year.

5) Provision Frequency

WWCC is to request the monthly dataset from RWCC the first working day of each month by emailing RWCC at: waterbilling@rwcc.nsw.gov.au

RWCC and WWCC agree that the above dataset is to be provided (emailed) monthly by RWCC to WWCC within 14 days after WWCC's request. The WWCC's email address to be used is: sewerbilling@wagga.nsw.gov.au

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)**

6) Section 603 Certificates – Special Readings

WWCC require Riverina Water's Section 603 certificates to make the necessary sewerage tariff adjustments (based on water consumption) to property owners' accounts on final settlement dates.

RWCC would normally issue Riverina Water's S603 Certificate to property conveyancers/owners which include water meter readings and consumptions obtained from a special water meter reading.

To assist coordination of supplying Riverina Water's non-residential S603 Certificates to WWCC, WWCC is to make a request (via email: 603water@rwcc.nsw.gov.au) with relevant property details consisting of:

- Riverina Water's property assessment number (preferred)
- Property's Lot/Section/DP
- Current Property Owner's details
- Property's physical address

RWCC will determine whether a Riverina Water S603 Certificate has already been prepared for the requested property and supply a copy to WWCC within 3 days (via email: 603sewer@wagga.nsw.gov.au). If a Riverina Water S603 Certificate has not already been prepared, RWCC is to advise WWCC accordingly (via email: 603sewer@wagga.nsw.gov.au) and WWCC to inform their applicant to request a Riverina Water S603 Certificate themselves.

WWCC will continue to request outstanding Riverina Water S603 Certificates until the applicant has instigated and received a S603 Certificate from Riverina Water. Riverina Water will also forward the S603 Certificate to WWCC asap.

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)**

7) Integrity Checks

The following reconciliations shall be made at the stated intervals:

- a) Monthly matching of all WWCC's assessments with a non-residential sewerage charge to RWCC's assessments.
 - Upon receiving each monthly water billing data from RWCC, WWCC is to review and summarise unmatched assessments
 - RWCC is to email the non-matching list to RWCC using the email address: waterbilling@rwcc.nsw.gov.au. Minimum information required to assist RWCC to reconcile the unmatched assessments include:
 - Lot/Section/DP
 - Property owner(s)
 - Physical street address (if available).

Note: if RWCC is still unable to reconcile any unmatched assessments, RWCC will contact WWCC to investigate further and seek a resolution

- RWCC will append, modify and/or delete its queries to reflect any requested and/or agreed changes and re-submit the updated dataset to WWCC within 5 working days.

- b) Ensuring that all WWCC's non-residential assessments in the lookup tables have consistent non-residential rating categories between WWCC and RWCC
 - RWCC is to periodically review (say quarterly) the dataset submitted to WWCC and synchronise with WWCC's non-residential rating categories, but recognising differences may exist depending on RWCC's interests.
 - RWCC to advise WWCC of any differences in rating categories and advise WWCC of its reasons. WWCC may wish to review rating categories on a case-by-case basis.

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)**

8) Confidentiality/Licence to use data

RWCC and WWCC agree to use information supplied between both parties for business purposes only and are to maintain appropriate safeguards for the use of each party's data as expected in NSW Local Government.

9) Meeting to Review Processes

RWCC & WWCC agree on request from either party to meet to review processes and undertake process improvements as identified and mutually agreed. Any changes to services provided under this MOU are to be recorded against this MOU as an amendment.

10) Costs

The following are the costs associated with this MOU Agreement:

1. Annual Cost of approximately \$10,300 – for 25/26 (Ipart rate peg for Wagga Wagga City Council is peg 3.8% for 25/26) (excluding GST) increased annually by the advised Ipart rate peg for Wagga Wagga City Council , which includes:
 - a. Provision of monthly water billing data of non-residential customers
 - b. Integrity checking and resubmission of monthly water billing data of non-residential customers
 - c. Provision of S603 Certificates
 - d. Maintenance of MS Excel queries
 - e. Contribution of part overhead costs associated with:
 - i. Corporate administration and billing system
 - ii. Meter reading hardware & software
 - iii. Information technology systems
 - iv. Communications between WWCC & RWCC

WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)

Notes:

- Costs associated with agreed changes to business processes that are incorporated into this Agreement will be included as part of the Annual Cost
- Costs incurred by any special requests will be negotiated in 'good faith' based on actual costs for service provision.

11) Frequency of Payment of Annual Charges

RWCC is to issue a Taxation Invoice annually with details of the annual costs charged to WWCC.

WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)

12) Relevant Contact Persons

Wagga Wagga City Council:

- General Manager
- Chief Financial Officer
- Senior Revenue Accountant
- Revenue Accountant
- Manager Information & Communications Technology Services

Riverina Water County Council:

- Chief Executive Officer
- Director Corporate Services
- IT Coordinator
- Customer Service Officer

WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)

13) Agreement Signatures

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Riverina Water County Council

Wagga Wagga City Council

Dated: _____

Dated: _____

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)**

APPENDIX A

Description of (RWCC's) Dataset fields:

- assum_num: RWCC's unique property assessment number. Note: RWCC's assessment number is not the same as WWCC's assessment number when referring to the same property.
- svc_num: RWCC's unique service number associated with the property. Note: there may be a many-to-one relationship between the service numbers and properties as a property may have more than one water service. The service number remains the same during the life of that water service.
- met_num: Unique serial number of the meter associated with the service.
Note: the meter number is subject to change as meters are replaced
- met_typ: Meter type indicates the size in millimetres and the number of digits of the meter's display
- hou_num: Property's house street number
- str_nme: Property's house street name
- str_typ: Property's house street name type
- sbr_nme: Property's house suburb name
- fmt_ttl: Property's lot/section/dp description
- bil_unt: the actual billed units of water [kilolitres] used in invoices. Note: this may be difference to calculated metered consumption (met_con)
- bil_per: Bill period number commencing start of each financial year, where:
 - monthly water meter readings: 1-12 bill periods per year
 - quarterly water meter readings: 1-4 bill periods per year

Refer to bil_cde for further information

- bil_yer: Bill year based on financial year where bil_yer = 2012 represents the financial year 2011/12
- tar_cde: Water billing tariff code
- tar_dsc: Water billing tariff code description
- prv_dte: Previous water meter reading date
- prv_rea: Previous water meter reading value [kL]

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL MEMORANDUM OF UNDERSTANDING FOR THE
PROVISION AND MANAGEMENT OF WATER BILLING DATA
(2025/26 to 2029/30)**

- **rea_dte:** Current water meter reading date
- **act_rea:** Current water meter reading value [kL]
- **met_con:** Difference in meter reading values between previous & current meter readings [kL]
- **num_day:** Difference in number of days between previous & current meter reading dates
- **rea_typ:** Meter reading type which is used to differentiate purpose of meters reading events, described as:
 - **rea_typ = 0:** new meter installations at the time of creation but are recorded as 'rea_typ = 1' when read
 - **rea_typ = 1:** normal read and normal read reversal if there's an error in meter readings post invoicing
 - **rea_typ = 2:** manual entry if there's an error in meter readings pre-invoicing
 - **rea_type = 3:** meter readings instigated by Section 603 Certificate requests
 - **read_type = 6 or 9:** used during meter replacements to close off old meter's reading value. New water meter's value is entered as **rea_type = 1**
- **trn_num:** Unique transaction identifier
- **bil_cde:** Bill code to designate the frequency of billing periods, for example:
 - **bil_cde = 1:** Annually read meter readings ie. hospitals
 - **bil_cde = 4:** Quarterly water meter readings
 - **bil_cde = 12:** Monthly water meter readings

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL SERVICE AGREEMENT FOR THE PROVISION AND
MANAGEMENT OF WATER BILLING DATA (2018/19 to 2023/24)**

1) Purpose of Service Agreement

The parties wish to facilitate the continued cooperation to maintain Wagga Wagga City Council's Two Part Sewerage Tariffs. The service agreement consists of provision and management of water billing data of non-residential properties submitted to Wagga Wagga City Council by Riverina Water County Council.

2) Commencement of Service Agreement

The commencement date of this service agreement is from 1st July 2018.

3) Duration of Service Agreement

The duration of Service Agreement to be 5 years, and annually reviewed to reflect changes to costs and provision of services.

4) Riverina Water County Council (RWCC) agrees to supply Wagga Wagga City Council (WWCC) the following information (dataset):

- a) RWCC assessment number for each service
- b) Legal description of land
- c) Property Address
- d) Service number
- e) Meter number
- f) Assessment number
- g) Meter size in millimetres (or field that can be easily interpreted to meter size)
- h) Most recent meter reading
- i) Most recent meter reading date
- j) Previous meter reading
- k) Previous meter reading date
- l) Consumption determined by RWCC ie. "Billed Units"
- m) Water meter tariff applied
- n) A unique index to avoid duplications (e.g. a transaction number)

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL SERVICE AGREEMENT FOR THE PROVISION AND
MANAGEMENT OF WATER BILLING DATA (2018/19 to 2023/24)**

- o) Reading Type
- p) Bill Code

Notes e Field names and field name order to be consistent and submitted in MS Excel format. A description of each field name is listed in Appendix A. One record is to be provided for each event action associated with the following:

- a. Normal routine meter readings
- b. Replacement of existing water meters
- c. Section 603 Certificates
- d. Re-reading of water meters due to corrections & enquiries
 - i. Before bill has been issued to customers
 - ii. After bill is has been issued to customers
- e. New Non-Residential water connections

- Data is to contain output for WWCC's non-residential assessments regardless of whether a service is connected at that assessment or not i.e. including non metered connections.
- The dataset provided is to be cumulative for the financial year.

5) Provision Frequency

WWCC is to request the monthly dataset from RWCC the first working day of each month by emailing RWCC at:

RWCC and WWCC agree that the above dataset is to be provided (emailed) monthly by RWCC to WWCC within 14 days after WWCC's request. The WWCC's email address to be used is: [REDACTED]

6) Section 603 Certificates – Special Readings

WWCC require Riverina Water's Section 603 certificates to make the necessary sewerage tariff adjustments (based on water consumption) to property owners' accounts on final settlement dates.

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
COUNCIL SERVICE AGREEMENT FOR THE PROVISION AND
MANAGEMENT OF WATER BILLING DATA (2018/19 to 2023/24)**

RWCC would normally issue Riverina Water's S603 Certificate to property conveyancers/owners which include water meter readings and consumptions obtained from a special water meter readings.

To assist coordination of supplying Riverina Water's non-residential S603 Certificates to WWCC, WWCC is to make a request (via email:

603water@rwcc.nsw.gov.au) with relevant property details consisting of:

- Riverina Water's property assessment number (preferred)
- Property's Lot/Section/DP
- Current Property Owner's details
- Property's physical address

RWCC will determine whether a Riverina Water S603 Certificate has already been prepared for the requested property and supply a copy to WWCC within 3 days (via email: [REDACTED]). If a Riverina Water S603 Certificate has not already been prepared, RWCC is to advise WWCC accordingly (via email: [REDACTED] and WWCC to inform their applicant to request a Riverina Water S603 Certificate themselves.

WWCC will continue to request outstanding Riverina Water S603 Certificates until the applicant has instigated and received a S603 Certificate from Riverina Water. Riverina Water will also forward the S603 Certificate to WWCC.

7) Integrity Checks

The following reconciliations shall be made at the stated intervals:

- a) Monthly matching of all WWCC's assessments with a non-residential sewerage charge to RWCC's assessments.
 - Upon receiving each monthly water billing data from RWCC, WWCC is to review and summarise unmatched assessments

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- WWCC is to email the non matching list to RWCC using the email address: waterbilling@mwcc.nsw.gov.au. Minimum information required to assist RWCC to reconcile the unmatched assessments include:
 - Lot/Section/DP
 - Property owner(s)
 - Physical street address (if available).

Note: if RWCC is still unable to reconcile any unmatched assessments,
RWCC will contact WWCC to investigate further and seek a resolution

- RWCC will append, modify and/or delete its queries to reflect any requested and/or agreed changes and re-submit the updated dataset to WWCC within 5 working days.

b) Ensuring that all WWCC's non-residential assessments in the lookup tables have consistent non-residential rating categories between WWCC and RWCC

- RWCC is to periodically review (say quarterly) the dataset submitted to WWCC and synchronise with WWCC's non-residential rating categories, but recognising differences may exist depending on RWCC's interests.
- RWCC to advise WWCC of any differences in rating categories and advise WWCC of its reasons. WWCC may wish to review rating categories on a **case by case** basis.

8) Confidentiality/Licence to use data

RWCC and WWCC agree to use information supplied between both parties for business purposes only and are to maintain appropriate safeguards for the use of each party's data as expected in NSW Local Government.

9) Meeting to Review Processes

RWCC & WWCC agree on request from either party to meet to review processes and undertake process improvements as identified and mutually agreed. Any changes to

**WAGGA WAGGA CITY COUNCIL & RIVERINA WATER COUNTY
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services provided under this service agreement are to be recorded against this service agreement as an amendment.

10) Costs

The following are the costs associated with this Service Agreement:

1. Annual Cost of \$8,428.50 (excluding GST), which includes:
 - a. Provision of monthly water billing data of non-residential customers
 - b. Integrity checking and resubmission of monthly water billing data of non-residential customers
 - c. Provision of S603 Certificates
 - d. Maintenance of MS Excel queries
 - e. Contribution of part overhead costs associated with:
 - i. Corporate administration and billing system
 - ii. Meter reading hardware & software
 - iii. Information technology systems
 - iv. Communications between WWCC & RWCC

Notes:

- The annual cost is to be indexed by the rate peg announced by IPART for the respective billing year.
- Costs associated with agreed changes to business processes that are incorporated into this Agreement will be included as part of the Annual Cost
- Costs incurred by any special requests will be negotiated in 'good faith' based on actual costs for service provision.

11) Frequency of Payment of Annual Charges

RWCC is to issue a Taxation Invoice annually with details of the annual costs charged to WWCC.

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[REDACTED] Customer Service Officer [REDACTED]
[REDACTED]

13) Agreement Signatures

[REDACTED]
[REDACTED]

Riverina Water County Council Wagga Wagga City Council

Dated: 1-3-19 Dated: 1/3/19

APPENDIX A

Description of (RWCC's) Dataset fields:

- **assum_num:** RWCC's unique property assessment number. Note: RWCC's assessment number is not the same as WWCC's assessment number when referring to the same property.
- **svc_num:** RWCC's unique service number associated with the property. Note: there may be a many-to-one relationship between the service numbers and properties as a property may have more than one water service. The service number remains the same during the life of that water service.
- **met_num:** Unique serial number of the meter associated with the service. Note: the meter number is subject to change as meters are replaced
- **met_typ:** Meter type indicates the size in millimetres and the number of digits of the meter's display
- **hou_num:** Property's house street number
- **str_nme:** Property's house street name
- **str_typ:** Property's house street name type
- **sbr_nme:** Property's house suburb name
- **fmt_ttl:** Property's lot/section/dp description
- **bil_unt:** the actual billed units of water [kilolitres] used in invoices. Note: this may be difference to calculated metered consumption (met_con)
- **bil_per:** Bill period number commencing start of each financial year, where:

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- monthly water meter readings: 1-12 bill periods per year o quarterly water meter readings: 1-4 bill periods per year

Refer to bil_cde for further information •

bil_yer: Bill year based on financial year where bil_yer = 2012 represents the financial year 2011/12 • tar_cde: Water billing tariff code • tar_dsc: Water billing tariff code description . • prv_dte: Previous water meter reading date • prv_rea: Previous water meter reading value [kL] • rea_dte: Current water meter reading date • act_rea: Current water meter reading value [kL] • met_con: Difference in meter reading values between previous & current meter readings [kL]

- num_day: Difference in number of days between previous & current meter reading dates • rea_typ: Meter reading type which is used to differentiate purpose of meters reading events, described as:
- rea_typ = 0: new meter installations at the time of creation but are recorded as 'rea_typ = 1' when read o rea_typ = 1: normal read and normal read reversal if there's an error in meter readings post invoicing
- rea_typ = 2: manual entry if there's an error in meter readings preinvoicing o rea_type = 3: meter readings instigated by Section 603 Certificate requests o read_type = 6 or 9: used during meter replacements to close off old meter.'s reading value. New water meter's value is entered as rea_type = 1 • trn_num: Unique transaction identifier • bil_cde: Bill code to designate the frequency of billing periods, for example:
- bil_cde = 1: Annually read meter readings ie. hospitals o bil_cde = 4: Quarterly water meter readings o bil_cde = 12: Monthly water meter readings

RP-3 VISITOR INFORMATION CENTRE LOCATION**Author:** Madeleine Scully**Executive:** Janice Summerhayes**Summary:**

This report outlines the proposed permanent relocation and servicing approach for the Visitor Information Centre in Wagga Wagga. It addresses immediate Work Health and Safety (WHS) needs, including psychosocial considerations for staff, while also aligning with long-term priorities outlined in the Wagga Wagga Destination Management Plan 2025-2034.

Recommendation

That Council:

- a approve the permanent establishment of the Wagga Wagga Visitor Information Centre to be co-located with the Wagga Wagga City Library.
- b approve the funding sources and budget variations provided under separate cover and as referenced in the financial section of this report.

Report

This report outlines the proposed permanent relocation and servicing approach for the Visitor Information Centre (VIC) in Wagga Wagga. It addresses immediate WHS needs, including psychosocial considerations for staff, while also aligning with long-term priorities outlined in the Wagga Wagga Destination Management Plan 2025-2034. The approach includes the following phases:

- **Phase one** – establishment of a new permanent Visitor Information Centre (VIC) co-located within the Wagga Wagga City Library; and
- **Phase two** – expand visitor services across the City to increase engagement points and reach through technology and satellite information hubs as identified in the DMP (3-5 years)

VD02 – Visitor Servicing Expansion – “Develop a visitor servicing plan identifying future options for the Visitor Information Centre and the establishment of an agile visitor servicing program that meets visitors where they are, including events, transport hubs such as the airport, key attractions during identified peak visitation periods. This will be supported with the development of a volunteer ambassador program. The plan will also identify locations to establish satellite information hubs across the city.” (DMP, p.52)

Originally scheduled for implementation by 2029-30, VD02 priority has been accelerated in response to the significant WHS risks at the Tarcutta Street site and where staff have moved temporarily to a pop-up kiosk at the Museum of the Riverina’s – Historic Council Chambers.

The VIC plays a vital role in delivering frontline visitor services, promoting local attractions, and shaping first impressions of the city. An internal review was undertaken which considered, psychosocial WHS, strategic and visible location, accessibility and amenities, serviceability for visitors and retail and general visitor experience. A copy of this assessment is provided under separate cover in Attachment 3 to this report. From this, the co-location of the VIC at the Wagga Wagga City Library was identified as a preferred location and scoped works, estimate costings and funding sources for the

VIC location at the library were undertaken and are provided under separate cover Attachment 1.

The library location addresses the Australian Visitor Information Centre (AVIC) standards, WHS requirements, including psychosocial considerations for staff, offers high visibility and accessibility, is co-located with other 7-day-per-week services, and is situated nearby the Civic Centre amenities, including public toilets. This location also presents a strong opportunity to enhance visitor servicing generally in alignment with the endorsed Wagga Wagga Destination Management Plan 2025 – 2034 (DMP).

Proposed VIC Location and Visitor Servicing

Phase 1: Establishment of a new permanent Visitor Information Centre within the Wagga Wagga City Library

This site offers a safe, contemporary, purpose-designed VIC. With minor capital works, it can deliver a highly visible, accessible, and welcoming space that supports staff and visitor needs. This high-profile location has direct main street access and makes it visible and easy for visitors to find the location. It provides direct access to safe and accessible public toilets, parents room, CCTV, lunchroom facilities, and proximity to the office space of the Visitor Economy & Events team, at the Civic Centre. The library service space and storage have been considered requiring the relocation of the front of house service desk area.

Parking and Accessibility Considerations

Car and caravan parking arrangements remain the same with users continuing to park their caravans at the Tarcutta Street carpark, adjacent to the former VIC building or in nearby street parking, and with users following the wayfinding signage to the new permanent location of the Visitor Information Service at the Civic Centre precinct. Tourist bus parking has also not changed with buses parking in Morrow Street adjacent to the Victory Memorial Gardens, and close to the Civic Centre. After the initial move of the VIC to the temporary relocation at the Museum Historic Council Chambers there were initial minor concerns for parking however, once the wayfinding signage/decals were put in place this all settled down and has been functioning well, noting a vast majority of visitors have always and continue to walk across to access the Civic Centre cultural facilities and the main street retail and hospitality offerings.

Two designated accessible parking spaces are available in Morrow Street, close to the entrance of the VIC's proposed new permanent co-location with the library. Clear wayfinding signage will direct visitors from the parking area to the accessible ramp leading up to the side of the Historic Council Chambers building, or alternatively to a lift accessible via the Wagga Wagga Art Gallery entrance with accessible public toilets available in the Civic Centre Arcade.

A dedicated hearing loop will be installed in the proposed new VIC/Library space, with costs included in this report. Online information will also be provided to help visitors pre-plan their visit, offering clear guidance on parking and how to find the VIC location at the library. Permanent wayfinding signage costings have also been included in the overall costings, along with the intent for on-going on-line and media communications promoting parking and accessibility options.

Reuse Option for Former Tarcutta Street VIC Site

VIC staff have removed all stock from the Tarcutta Street site and with the proposed recommendation for the VIC to operate at the library location, the future use of the Tarcutta Street site will be subject to a separate report to Council. Public toilets at the Tarcutta Street site will remain open in the interim to ensure ongoing community access.

Phase 2: Expand visitor services across the City to increase engagement points and reach through technology and satellite information hubs as identified in the DMP (3-5 years).

Whilst this paper's intent is to focus on the immediate visitor servicing operation requirements of the Visitor Information Centre, further detail is provided here on the future service reach to align with evolving technology and changing visitor habits and as referenced in the DMP. This will explore technology and satellite information hubs (3-5 years). Examples of these solutions are described below which would need to be scoped and be subject to future Council budget and reporting approval processes.

Unstaffed Digital Satellite Kiosks

Tourism trends increasingly favour self-service and 24/7 access, especially for independent travellers and after-hours visitors. Satellite kiosks expand reach without increasing labour costs. Potential locations:

- Wagga Wagga Airport (subject to future plans): High traffic from inbound visitors, ideal for digital kiosk + print material.
- Museum of the Riverina / Botanic Gardens: Tourist-heavy area, good passive surveillance.
- Main Street CBD (Baylis or Fitzmaurice): High pedestrian area, good for orientation and events.
- Other visitor transport hubs (train station): Key entry points for regional travellers.
- Shopping precincts: Partner with a major retail centre for co-located info access point.

Agile visitor serving - pop up at key events and attractions meeting visitors where they are in the city, by providing agile pop-up services at key locations, events and attractions across the city during identified peak periods, supported by a volunteer ambassador program. Potential locations:

- Wagga Wagga Airport (subject to future plans): during peak holiday seasons or when an identified major event may be taking place
- Riverside: Wagga Beach: during seasonal periods
- Major visitor events and festivals including sporting events: position services during major events to help guide new visitors across the city to aid in providing the best experience during their stay with the ambition to encourage increased length of stay or return visitation.

Continued Digital and Online Investment

Ongoing investment in digital platforms for a strong digital presence supporting self-directed exploration and promoting regional experiences to a much wider audience that underpins economic growth for local businesses as referenced in the Destination Management Plan. Key areas of focus include:

- Visit Wagga website - regular investment to update content, design and functionality to provide a seamless user experience, comprehensive visitor information and visitor inspiration.
- Online retail capability - expansion of e-commerce to support local makers, offer regional produce and extend VIC retail beyond physical locations.
- Promotions and campaigns - enhanced use of digital channels to run targeted marketing campaigns, share visitor itineraries, highlight upcoming events and drive regional dispersal.
- Investment in other digital platforms - continued evaluation and adoption of new technologies to support visitors and local businesses.

The establishment of the Visitor Information Centre into a permanent co-location with the library, whilst still retaining its own identified operational space will meet the priority areas of the DMP and address the identified issues detailed in this report.

Financial Implications

Costings have been provided under separate cover with the funding source for the works to be allocated from the Library and Building reserves.

Policy and Legislation

Wagga Wagga Destination Management Plan 2025-2034

Link to Strategic Plan

Growing

Thriving visitor economy

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

Risk Management Issues for Council

The co-location of the Visitor Information Centre as part of the library will reduce risks identified with WHS for staff operating out of the Visitor Information Service.

Any risks identified with carrying out the works for the co-location will be managed as part of the project management delivery process.

Internal / External Consultation

Internal consultation has occurred with finance and community facilities teams along with the Executive and a Councillor workshop held 10 November 2025.

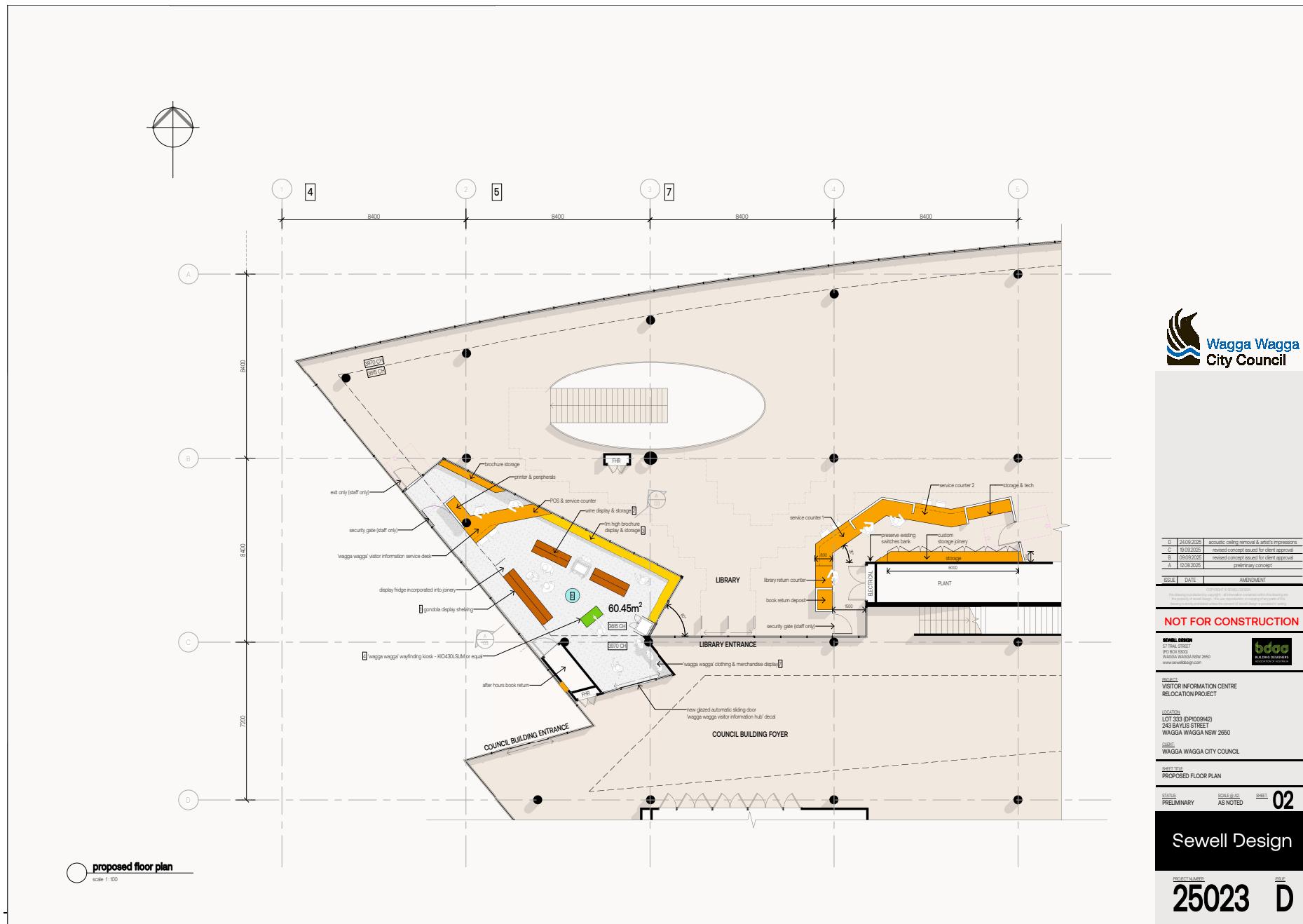
Attachments

1. Visitor Information Centre Location Costings

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

2. Visitor Information Centre and Library Floorplan and Visualisations.





Attachment 2: Visitor Information Centre and Library Floorplan and Visualisations.

ARTIST'S IMPRESSIONS ARE INDICATIVELY ONLY



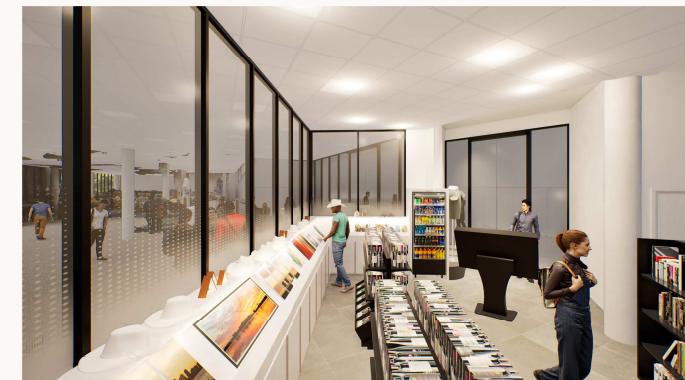
Above: Library service counter - located to the right as you enter the Wagga Wagga City Library.



Above: Inside the Wagga Wagga City Library, facing west toward the Visitor Information Centre.



Above: Inside the Wagga Wagga Visitor Information Centre, behind the service desk.



Above: Inside the Wagga Wagga Visitor Information Centre, in front of the service counter.



Wagga Wagga
City Council

D 24/09/2025 acoustic ceiling removal & artist's impressions
C 09/09/2025 revised concept issued for client approval
B 04/07/2025 revised concept issued for client approval
A 12/06/2025 preliminary concept

ISSUE DATE AMENDMENT

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PROJECT
VISITOR INFORMATION CENTRE
RELOCATION PROJECT

LOCATION
LOT 333 (DP10094/2)
245 BAYLIS STREET
WAGGA WAGGA NSW 2650

DESIGNER
WAGGA WAGGA CITY COUNCIL

SHEET TITLE
ARTIST'S IMPRESSION

STATUS
PRELIMINARY
EFFECTIVE DATE
AS NOTED

04

Sewell Design

PAGE NUMBER
25023
D

Page 33

RP-4 REQUEST FOR ONGOING FEE WAIVER**Author:** Carolyn Rodney**Summary:** Council is in receipt of a request from the Demonstrations Garden Wagga Wagga for an ongoing waiver of the annual Community Licence fee.**Recommendation**

That Council:

- a note that Council currently provides an annual subsidy of more than \$1.8M to Community Groups through the provision of Community Licence arrangements at heavily discounted rates
- b determine whether it wishes to grant an ongoing fee waiver for the Community Licence fee for the Demonstration Gardens Wagga Wagga, acknowledging that providing any ongoing waivers would reduce revenue and require identification of a funding source
- c have further discussions regarding Community Licence fee arrangements, subsidies and any future waiver considerations as part of the 2026/27 budget process

Report**Background**

Council currently has 71 agreements with Community Groups for the exclusive use of Council owned properties.

The total combined subsidy Council provides these groups totals over \$1.8M annually – this is the lost income Council has resolved by not entering into commercial arrangements but rather offering the spaces to community groups at a heavily subsidised annual rate.

Community Groups are charged the annual Community Licence fee, which is currently \$880.00 GST Inclusive for the 2025/26 financial year. The income Council receives from these agreements annually is in excess of \$56K (GST Exclusive).

The Community Licence fee amount is a heavily subsidised rate provided to groups/organisations that would otherwise not have the ability to operate a space if charged at the usual commercial rates.

Request Details

Council is in receipt of a request for the continued fee waiver of the annual Community Licence Fee from the Demonstrations Gardens Wagga Wagga.

At the 23 October 2023 Ordinary Council Meeting it was resolved:

23/262 RESOLVED:

On the Motion of Councillors R Kendall and M Henderson

That Council:

- a** in accordance with Section 356 of the Local Government Act 1993, provide financial assistance to the following organisations:
 - i. Scouts NSW - \$178.20 (Request 1)
 - ii. St Aidan's Presbyterian Church - \$155.00 (Request 2)
 - iii. Demonstration Gardens Wagga Wagga - \$800.00 (Request 3)
 - iv. Wagga Historic Engine Club Inc - \$800.00 (Request 4)
- b** advise both the Demonstration Gardens Wagga Wagga and the Wagga Historic Engine Club Inc that the licence fee charge will be payable in future financial years
- c** note the proposed budget available for financial assistance requests for the remainder of the 2023/24 financial year

CARRIED

As noted above, resolution (b) provided clarity to both the Wagga Historic Engine Club Inc and the Demonstration Gardens Wagga Wagga groups that the Community Licence fees will be payable in future financial years.

The Demonstration Gardens Wagga Wagga group are requesting Council waive the current \$880.00 annual Community Licence fee for the space they occupy at Shaw Street.

The Wagga Rescue Squad is the only group in Wagga who currently receives an annual fee waiver of their Community Licence fee. The Wagga Rescue Squad provide essential rescue services for the Wagga Wagga and surrounding region. The Wagga Rescue Squad work alongside existing critical services, performing many duties including but not limited to road accident rescue and industrial rescue. The Wagga Rescue Squad do not generate any income to operate, which differs to the Demonstration Gardens who do generate some income via a Vegetable Swap and Buy service to the community.

Options

In considering the request for an ongoing waiver of the Community Licence fee for Demonstration Gardens Wagga Wagga, Council has several options available.

Option 1 - Decline the request and retain the Community Licence fee

That Council:

- a** note that Council currently provides an annual subsidy of more than \$1.8M to Community Groups through the provision of Community Licence arrangements at heavily discounted rates
- b** decline the request for an ongoing waiver of the Community Licence fee for Demonstration Gardens Wagga Wagga

- c *have further discussions regarding Community Licence fee arrangements, subsidies and any future waiver considerations as part of the 2026/27 budget process*

Option 2 - Approve a one-off waiver for 2025/26 only

That Council:

- a *note that Council currently provides an annual subsidy of more than \$1.8M to Community Groups through the provision of Community Licence arrangements at heavily discounted rates*
- b *approve a one-off waiver of the Community Licence fee for Demonstration Gardens Wagga Wagga for the 2025/26 financial year*
- c *have further discussions regarding Community Licence fee arrangements, subsidies and any future waiver considerations as part of the 2026/27 budget process*

Option 2 - Approve the ongoing fee waiver for Demonstration Gardens Wagga Wagga

That Council:

- a *note that Council currently provides an annual subsidy of more than \$1.8M to Community Groups through the provision of Community Licence arrangements at heavily discounted rates*
- b *approve an ongoing waiver of the annual Community Licence fee for Demonstration Gardens Wagga Wagga*
- c *have further discussions regarding Community Licence fee arrangements, subsidies and any future waiver considerations as part of the 2026/27 budget process*

Financial Implications

If the request for an ongoing waiver is supported, Council will forgo the annual Community Licence fee of \$880.00 for the Demonstration Gardens Wagga Wagga.

More broadly, if Council determines to provide ongoing waivers for other Community Licence holders, this will further reduce the \$56,000 in annual revenue currently received from all Community Licence agreements.

Any reduction in this revenue will need to be addressed through the identification of a funding source, noting that Council already provides more than \$1.8M per year in subsidies to Community Groups through these arrangements.

Policy and Legislation

POL 078 – Financial Assistance Policy

Link to Strategic Plan

Regional Leadership

Ethical Leadership

Deliver accountable and transparent leadership.

Risk Management Issues for Council

There is a risk of establishing a precedent if Council grants ongoing fee waivers for Community Licence holders.

Given that the current fee already represents a heavily subsidised rate, approving additional waivers may prompt similar requests from other groups and could undermine the consistency and equity of Council's approach to managing community assets.

Additionally, ongoing waivers would reduce revenue and may have implications for future budget sustainability unless an alternative funding source is identified.

Internal / External Consultation

Discussions have been held between Council's Finance team and Property Team.

Attachments

1  Demonstration Gardens - Permanent Fee Waiver Request.

From: "jim rees" [REDACTED]
Sent: Mon, 22 Sep 2025 13:32:52 +1000
To: "City of Wagga Wagga" <Council@wagga.nsw.gov.au>
Subject: fee waiver



The General Manager Wagga Wagga City Council

Dear Sir

The Demonstrations Gardens wishes to apply for a permanent waiver of fees for the use of the land on which we run the community garden. We feel there are a number of important reasons to grant this exemption.

When the Gardens were set up 25 yrs ago it was recognised that as a small community group additional charges on top of Insurance, Registration would be a significant barrier. The solution was a Gentleman's agreement that the Gardens would, using our expertise, provide workshops on issues of concern to Council. Consequently we have run workshops in conjunction with WWCC on recycling, water saving and composting. As well we have run many more community workshops with a wide range of **community** groups.

To this day we continue this work. For example next term we will be hosting Kooringal High year 10 students learning about setting up an orchard. Recently one of our members was asked to participate in a one on one consultation with the consultant writing a major waste reduction plan for Council. As a follow up **our member** visited the Waste Management Centre to give input on ways to better recover value from the significant stockpile of building and pallet waste.

Our Members are a small group of mostly retired citizens without the ability to easily raise money. Our members work with refugees, the unemployed, First Nations people, school and pre school children, people with disabilities, young families, other Community groups and anyone interested in getting the most from their garden. This work is all the more important in the current cost of living crisis.

This fee would double our outgoings and, we believe, take us away from the important work we do at the Gardens.

We realise that with major policy initiatives there are sometimes unintended consequences and we believe this is one of them.

So in conclusion we would like you to consider the important role the Gardens have been playing in our City for last 25 years and the barriers this impost will impose. We feel that the original agreement and the subsequent work of the Gardens has worked well for the last nearly quarter of a century and that a permanent fee waiver should be granted.

We request that this matter be returned to Council for reconsideration of the previous decision to enforce collection of licence fees from all community groups operating on Council land. We recommend a more nuanced approach to licence fee collection whereby significant and ongoing social value-adding that aligns with the Community

Strategic Plan and assists Council to meet its own objectives be recognised as grounds for a full fee waiver.

Yours Faithfully

Jim Rees for the Demonstration Gardens Wagga Wagga Committee

RP-5 RESIGNATION OF COUNCILLOR TIM KOSCHEL**Author:** Scott Gray

Summary: Formally note the resignation of Councillor Tim Koschel, to acknowledge his significant contribution to the City of Wagga Wagga, and to outline the statutory process to fill the resulting casual vacancy.

Recommendation

That Council:

- a note the resignation of Councillor Tim Koschel, effective from 31 January 2026
- b acknowledge the significant contribution made and express appreciation for Councillor Koschel's dedicated service to the City of Wagga Wagga, including his role as Chairperson of Riverina Water County Council and his contribution across three Council terms
- c note the process for filling the casual vacancy created by this resignation in accordance with the Local Government Act 1993 and Local Government (General) Regulation 2021, including the use of the countback method resolved by Council on 14 October 2024
- d note that Councillor Koschel's resignation will create a vacancy in Council's representation on Riverina Water County Council and that Council will determine a replacement representative following the completion of the countback process and appointment of a new councillor

Report

Councillor Tim Koschel has advised in writing that he will resign from Wagga Wagga City Council, effective 31 January 2026, creating a casual vacancy.

Councillor Koschel was first elected to Council in 2016 and has served the City of Wagga Wagga continuously across the 2016–2020, 2021–2024 and 2024–2028 terms. During this period, he has made a significant contribution to Council and the community. It is appropriate that Council formally acknowledges his service prior to the vacancy taking effect.

In addition to his duties as a councillor, Councillor Koschel served as Council's representative on Riverina Water County Council, including as Chairperson.

Countback Process

At its meeting of 14 October 2024, Council resolved that any casual vacancy occurring within the first 18 months of the term be filled using the countback method. As the 2024 Local Government election was administered by the NSW Electoral Commission (NSWEC), the vacancy must be filled in accordance with the Local Government Act 1993 and Schedule 9A of the Local Government (General) Regulation 2021.

Timeline Requirements

Under the Regulation, and noting NSWEC administered the 2024 election, the following statutory timeframes apply:

- The General Manager must notify the Electoral Commissioner within seven (7) days of the casual vacancy occurring.
- The Electoral Commissioner must, within 14 days, either notify the returning officer who conducted the original election or appoint a new returning officer if necessary.
- The returning officer must, within 14 days of being notified or appointed:
 - publish a notice of the casual vacancy on the NSWEC website and the Council website, and
 - give notice to all persons who may be entitled to apply.
- Applications to participate in the countback remain open for 10 days from the date the notice is published.
- The returning officer must then select the earliest practicable date for the countback, which must be:
 - at least 14 days after the notice is published, and
 - no more than 49 days after the casual vacancy occurs.

Eligibility and Nomination Process

The Regulation sets out how candidates become eligible to participate in a countback.

The returning officer must notify all persons who were candidates at the original 2024 ordinary election, who were not elected and did not withdraw, and who may therefore be entitled to apply. Eligible applicants must:

- lodge a formal application with the returning officer before 12 noon on the 10th day after the public notice is issued, and
- confirm they consent to be elected and continue to meet eligibility requirements.

Applicants who lodge a valid application and do not withdraw before the close of applications become “eligible candidates”. Previously elected councillors and the vacating councillor cannot apply or participate.

Countback Method

If there is:

- only one eligible candidate: the returning officer must declare that candidate elected;
- no eligible candidates: the returning officer must declare the countback has failed and a by-election must be held;
- more than one eligible candidate: a formal countback election must be conducted.

The countback is conducted using the ballot papers and preference data from the 2024 ordinary election. During the process, the returning officer:

- re-runs the count using the same proportional representation method applied in the original election,
- treats the vacating councillor as ineligible,
- disregards preferences for previously elected councillors and non-participating candidates, and
- repeats recounts as required until an eligible candidate is elected.

The countback does not affect the election or position of sitting councillors.

Declaration and Notification

As soon as the countback is concluded:

- the returning officer must notify all eligible candidates and the Election Manager of the result,
- the returning officer must issue a written declaration stating the votes recorded and the elected candidate, and
- the Election Manager must provide the declaration to the Secretary, Local Government NSW, the Council General Manager and the Electoral Commissioner (for NSWEC-run elections).

The General Manager must display the declaration at the Council offices, and the Election Manager must publish the declaration information on the NSW Electoral Commission website for at least one month.

Vacancy on Riverina Water County Council

Councillor Koschel's resignation will also create a vacancy in Council's representation on Riverina Water County Council, where he currently serves as Chairperson. In line with usual practice, this vacancy will be filled following the completion of the countback process and the appointment of a new councillor. Council will be required to elect a replacement representative at the next available Council meeting after the new councillor is declared elected.

Financial Implications

The NSW Electoral Commission has advised that the approximate cost of conducting a countback election is less than \$10,000. As Council has resolved to use the countback method for any casual vacancy occurring within the first 18 months of the term, a by-election is not required, avoiding the significantly higher costs associated with running an attendance by-election.

Policy and Legislation

Local Government Act 1993 - 291A(1)(b) of the Local Government Act 1993
Local Government (General) Regulation 2021 – Schedule 9A
Council Code of Meeting Practice

Link to Strategic Plan

Regional Leadership

Ethical Leadership

Deliver accountable and transparent leadership.

Risk Management Issues for Council

N/A

Internal / External Consultation

Council has consulted with Riverina Water County Council, which supports delaying the appointment of Council's replacement representative until after the completion of the countback process and the appointment of a new councillor.

Council has also formally notified the NSW Electoral Commission of the upcoming casual vacancy in accordance with section 291A(1)(b) of the Local Government Act 1993, as detailed in correspondence issued on 19 November 2025.

RP-6 CODE OF CONDUCT STATISTICS**Author:** David Galloway**Executive:** Scott Gray

Summary: Council's Administrative Procedures for the Code of Conduct provide that Council is to report to the Office of Local Government NSW (OLG) within three months of the end of September each year.

Recommendation

That Council receive and note the Reporting Statistics on Code of Conduct Complaints about Councillors and the General Manager, in accordance with Part 11 of the Administrative Procedures of the Code of Conduct.

Report

In accordance with the Administrative Procedures for the Code of Conduct an annual report is required to be provided to Council. Specifically, the following provisions apply:

Part 11 Reporting statistics on code of conduct complaints about councillors and the general manager

The complaints coordinator must arrange for the following statistics to be reported to the council within 3 months of the end of September of each year:

- a) the total number of code of conduct complaints made about councillors and the general manager under the code of conduct in the year to September (the reporting period)
- b) the number of code of conduct complaints referred to a conduct reviewer during the reporting period
- c) the number of code of conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
- d) the number of code of conduct complaints investigated by a conduct reviewer during the reporting period
- e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
- f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
- g) the total cost of dealing with code of conduct complaints made about councillors and the general manager during the reporting period, including staff costs.

The council is to provide the Office with a report containing the statistics referred to in clause 11.1 within 3 months of the end of September of each year.

Financial Implications

To date, current staff resourcing costs (including the General Manager) in dealing with code of conduct complaints for the 1 September 2024 to 31 August 2025 period and including active complaints from previous reporting periods is approximately \$40,472.

Policy and Legislation

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

Link to Strategic Plan

Regional Leadership

Ethical Leadership

Deliver accountable and transparent leadership.

Risk Management Issues for Council

N/A

Internal / External Consultation

Office of Local Government

Audit, Risk and Improvement Committee

Attachments

1  2025 Code of Conduct Statistics Annual Report.

Office of Local Government

Model Code of Conduct Complaints Statistics

Reporting Period: 1 September 2024 - 31 August 2025

Date Due: *31 December 2025*

Survey return email address: codeofconduct@olg.nsw.gov.au
in Excel format

Council Name:	Wagga Wagga City Council
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Contact Name:	David Galloway
Contact Phone:	02 6926 9573
Contact Position:	Manager Corporate Governance and Performance
Contact Email:	galloway.david@wagga.nsw.gov.au

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team
Office of Local Government
Phone: (02) 4428 4100
Enquiry email: olg@olg.nsw.gov.au

Model Code of Conduct Complaints Statistics 2024-25
Wagga Wagga City Council

Number of Complaints

1	The total number of complaints received in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources:	
i	Community	5
ii	Other Councillors	1
iii	General Manager	0
iv	Other Council Staff	0
2	The total number of complaints finalised about councillors and the GM under the code of conduct in the following periods:	
i	3 Months	6
ii	6 Months	0
iii	9 Months	0
iv	12 Months	0
v	Over 12 months	0

Overview of Complaints and Cost

3	a	The number of complaints finalised at the outset by alternative means by the GM or Mayor	3
	b	The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement	0
	c	The number of code of conduct complaints referred to a conduct reviewer	3
	d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	3
	e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	0
	f	The number of finalised code of conduct complaints investigated by a conduct reviewer	0
	g	Cost of dealing with code of conduct complaints via preliminary assessment	10,472
	h	Progressed to full investigation by a conduct reviewer	0
	i	The number of finalised complaints investigated where there was found to be no breach	6
	j	The number of finalised complaints investigated where there was found to be a breach	0
	k	The number of complaints referred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	
	i	ICAC	0
	ii	NSW Ombudsman	0
	iii	OLG	0
	iv	Police	0

v	Other Agency (please specify)	0
l	The number of complaints being investigated that are not yet finalised	0
m	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	40,472

Preliminary Assessment Statistics

4 The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:

a To take no action (clause 6.13(a) of the 2020 Procedures)	3
b To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	0
c To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	0
d To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	0
e To investigate the matter (clause 6.13(e) of the 2020 Procedures)	0
f Other action (please specify)	0

Investigation Statistics

5 The number of investigated complaints resulting in a determination that there was **no breach**, in which the following recommendations were made:

a That the council revise its policies or procedures	0
b That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	0

6 The number of investigated complaints resulting in a determination that there **was a breach** in which the following recommendations were made:

a That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	0
b In the case of a breach by the GM, that action be taken under the GM's contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
c In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
d In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	0

7 Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)

0

Categories of misconduct	
8 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:	
a General conduct (Part 3)	0
b Non-pecuniary conflict of interest (Part 5)	0
c Personal benefit (Part 6)	0
d Relationship between council officials (Part 7)	0
e Access to information and resources (Part 8)	0
Outcome of determinations	
9 The number of investigated complaints resulting in a determination that there was a breach in which the council:	
a Adopted the independent conduct reviewers recommendation	0
b Failed to adopt the independent conduct reviewers recommendation	0
10 The number of investigated complaints resulting in a determination where:	
a The external conduct reviewers decision was overturned by OLG	0
b Council's response to the external conduct reviewers recommendation was overturned by OLG	0
11 Date Code of Conduct data was presented to council	01-Dec-25

RP-7 QUESTIONS WITH NOTICE**Author:** Scott Gray**Summary:** This report is to respond to questions with notice raised by Councillors in accordance with Council's Code of Meeting Practice.**Recommendation**

That Council receive and note the report.

Report

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

Councillor L Tanner

Can Council provide details of the footpath to be renewed with the \$200,000 budget allocated this financial year and when the works will commence.

Council staff have developed a footpath renewal program based on prioritising high-risk locations, including areas near schools and aged-care facilities. At this stage, staff have identified a number of potential renewal sites; however, specific locations for delivery within the allocated \$200,000 in 2025/26 have not yet been locked in.

Final site selection will depend on refined cost estimates obtained through quotations from contractors, as well as contractor availability. This is particularly relevant given that Council's concreting contractors are already heavily engaged in delivering the large kerb-reconstruction program scheduled for this financial year. Delivery timeframes for the footpath works will therefore be determined once quotations are received and contractor capacity is confirmed.

Councillor L Tanner

Can Council please provide details of line marking to be renewed this financial year with the budget allocated and advise when the works will commence.

Council staff have identified the need to use this funding allocation to improve traffic safety by repainting existing lines, and bringing markings up to current TfNSW standards, at roundabouts, intersections and bus stops. Staff have already identified three (3) roundabouts for line marking and will identify priority intersections and bus stop locations where line marking, such as stop and hold lines, needs to be renewed. Once this priority listing has been finalised, Council staff will need to seek quotations from contractors to deliver these works with them likely to commence towards March and April 2026.

Councillor L Tanner

Does Council stipulate the use of recycled materials in its road rehab and renewal contracts and if not , why not?

Council does not currently stipulate the mandatory use of recycled materials in its road rehabilitation and renewal contracts. While Council actively encourages contractors to propose recycled or sustainable products where appropriate, these materials are not yet a contractual requirement.

The key reasons for this include the availability of consistent supply, variable performance characteristics in certain applications, cost considerations, and the need to ensure all materials meet required engineering and safety standards. Additionally, in discussions with our asphalt and bitumen suppliers, contractors have advised that their current plants are not equipped to produce mix incorporating recycled materials at this time.

Despite these limitations, Council continues to support sustainable construction practices. Each year, Council repurposes a significant volume of existing base course material through in-situ pavement stabilisation. This method enables the reuse of existing pavement layers, reduces waste, and extends asset life. However, the suitability of in-situ stabilisation is dependent on the particle size distribution and engineering properties of the existing base course, which must meet specific criteria to achieve a durable and reliable pavement outcome.

Council will continue to monitor industry developments and will consider mandating recycled materials in future contracts as supply, standards, and performance certainty improve.

Councillor A Parkins

Is it possible for Council or Riverina Water to install a water fountain (like the Tap2go ones as an example) at the western end of the Bill Jacob Athletics Centre? It is a long way from the far end of the facility back to the entrance area to get a water refill.

Riverina Water and Council have an agreement in place for the free installation of 2 x Tap2Go water stations at Council facilities each financial year. Council staff have a list of requested locations for the current and future financial years. This location can be added to the list for consideration, however there is currently limited water supply infrastructure on the western end which may make the installation more costly.

Councillor R Foley

Can police access the portable traffic cameras that are currently installed around the city.

Martinus Rail have advised that they are able to share footage captured on the traffic cameras currently installed around Wagga Wagga as part of the Inland Rail Project with Police if requested. Martinus also advised that the cameras are aimed at the road surface and are only capturing traffic within the travel lanes.

Councillor T Koschel

Will the lights at Robertson Oval be upgraded to ensure night sports can come to wagga and be Televised such as the Women's Big Bash.

The upgrade of Robertson Oval lighting to broadcast quality is included in the adopted Bolton Park Masterplan. The 2019 cost estimate for this work was \$1,321,000 which would have increased significantly since and is currently unfunded. If an appropriate funding opportunity were to arise to progress further stages of the Bolton Park Masterplan, the lighting upgrade could be considered a higher priority as it would support the ability to attract high level events.

Councillor A Parkins

Can the lights at Frenches field be upgraded or installed near diamond 3.

New LED lighting was installed at the main diamond at French Fields in 2019.

There is currently no funding identified for additional lighting at Diamond 3 or across the site. This item will be considered as part of the upcoming review of the Recreation, Open Space and Community Strategy and Implementation Plan (ROSC).

Councillor L Tanner

The line marking on Urana Street and Bourke Street has been blacked out near the show ground, when will this be remediated.

Changes to the line marking on Urana Street to the west of the Bourke Street roundabout are part of the traffic mitigation measures for the Inland Rail Project. Revised line marking was installed on the night of Monday 17 November 2025.

Financial Implications

N/A

Policy and Legislation

Code of Meeting Practice

Link to Strategic Plan

Regional Leadership

Good governance

Provide professional, innovative, accessible and efficient services.

Risk Management Issues for Council

N/A

Internal / External Consultation

N/A

CONFIDENTIAL REPORTS

CONF-1 RFT CT2026021 LAKE ALBERT PIPELINE - SUPPLY OF PIPES

Author: Ben Creighton
Executive: Fiona Piltz

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

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

CONF-2 REQUEST TO WRITE OFF SEWER NON-RESIDENTIAL CHARGES

Author: Carolyn Rodney

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.

**CONF-3 COMMISSIONING OF CREATIVE LIGHTING PUBLIC ARTWORK -
WOLLUNDRA AMPHITHEATRE LIGHTING**

Author: Lauren Reynolds
Executive: Janice Summerhayes

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

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

CONF-4 APPPOINTMENT OF WAGGA TO LADYSMITH RAIL TRAIL STEERING COMMITTEE MEMBERS

Author: Nicole Johnson
Executive: Scott Gray

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

(a) personnel matters concerning particular individuals.

CONF-5 APPPOINTMENT OF WAGGA WAGGA AIRPORT SPECIAL PURPOSE COMMITTEE MEMBERS

Author: Nicole Johnson
Executive: Scott Gray

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

(a) personnel matters concerning particular individuals.

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

PRESENT

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

IN ATTENDANCE

General Manager	(Mr P Thompson)
Director Community	(Ms J Summerhayes)
Director Infrastructure Services	(Mr H Pavitt)
Chief Financial Officer	(Mrs C Rodney)
Chief Operating Officer	(Mr S Gray)
Director Economy, Business & Workforce	(Mrs F Piltz)
Executive Director Housing & Strategic Planning	(Mrs F Hamilton)
Manager Corporate Governance & Performance	(Mr D Galloway)
Manager Sewer and Stormwater	(Mr R Graham)
Property Coordinator	(Mr M Dombrovski)
Corporate Governance Coordinator	(Mrs N Johnson)
Communications & Engagement Officer	(Mrs M Oldaker)
Corporate Governance Officer	(Ms K West)

NOTICE TO MEETING

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

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

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

This is page 1 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 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 the Director City Engineering, Mr W Faulkner on the Motion of Councillors A Parkins and L Tanner.

LEAVE OF ABSENCE

25/362 RESOLVED:

On the Motion of Councillors T Koschel and L Tanner

That Council grant a leave of absence to Councillor A Condron for the 19 January 2026.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

This is page 2 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

CONFIRMATION OF MINUTES

CM-1 CONFIRMATION OF MINUTES - ORDINARY COUNCIL MEETING - 25 OCTOBER 2025

25/363 RESOLVED:
On the Motion of Councillors G Davies and T Koschel

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

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

CM-2 CONFIRMATION OF MINUTES - EXTRAORDINARY COUNCIL MEETING - 29 OCTOBER 2025

25/364 RESOLVED:
On the Motion of Councillors A Parkins and L Tanner

That the Minutes of the proceedings of the Extraordinary Council Meeting held on 29 October 2025 be confirmed as a true and accurate record.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

This is page 3 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

DECLARATIONS OF INTEREST

Councillor G Davies declared a Significant Non-Pecuniary Interest in CONF-1 36-40 GURWOOD STREET, WAGGA WAGGA - EXPRESSION OF INTEREST OUTCOME REPORT the reason being that a family member owns a share of a building within the vicinity and vacated the chamber during its consideration.

Councillor R Foley declared a Significant Non-Pecuniary Interest in CONF-1 36-40 GURWOOD STREET, WAGGA WAGGA - EXPRESSION OF INTEREST OUTCOME REPORT the reason being that a family member owns a building within the vicinity and vacated the chamber during its consideration.

Councillor T Koschel declared a Non-Significant Non-Pecuniary Interest in RP-4 FINANCIAL PERFORMANCE REPORT AS AT 31 OCTOBER 2025 the reason being that he works in the banking sector, the report is only noting and remained in the chamber during its consideration.

Councillor L Tanner declared a Non-Significant Non-Pecuniary Interest in RP-1 POMEROY DRIVE RECLASSIFICATION AND TRANSFER OF ASSET OWNERSHIP the reason being that he is an Executive at Transport for NSW and vacated the chamber during its consideration.

PROCEDURAL MOTION - ENGLOBO

25/365 RESOLVED:

On the Motion of Councillors A Parkins and L Tanner

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

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

That RP-3 to RP-5, M-1 and CONF-2 be adopted as recommended in the business papers.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

This is page 4 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

MAYORAL MINUTE

MM-1 MAYORAL MINUTE – REPRODUCTIVE RIGHTS ADVOCACY

25/366 RESOLVED:

On the Motion of The Mayor, Councillor D Tout

That Council:

- a write to the Murrumbidgee Local Health District (MLHD):
 - i Outlining support for the work the Reproductive Rights Forum;
 - ii Reaffirming Council's position on increasing abortion services in Wagga in accordance with the adopted Advocacy Plan;
- b submit the questions provided in the body of the report to the MLHD Annual Meeting, with the addition of:
 - i How many surgical terminations of pregnancy were done at Wagga Wagga Base Hospital (in the last 12 months) as a result of women's choice or social reasons rather than medical reasons?
 - ii How many surgical terminations of pregnancy were requested from the district, and of these how many were referred to services outside of the district?

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
K Subedi
A Condon
R Foley
L Tanner
G Davies
J McKinnon
A Parkins

Against the Motion

T Koschel

This is page 5 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

REPORTS FROM STAFF

RP-1 POMEROY DRIVE RECLASSIFICATION AND TRANSFER OF ASSET OWNERSHIP

Councillor L Tanner declared a Non-Significant Non-Pecuniary Interest and vacated the chamber, the time being 6:21pm.

25/367 RESOLVED:

On the Motion of Councillors G Davies and J McKinnon

That Council:

- a concur with the reclassification of Pomeroy Drive from a Local Road to a Classified State Road and that Transport for NSW will become the Road Authority for the management of Pomeroy Drive
- b agree to transfer the road pavement assets, drainage structures, rail over road bridge and guardrails along Pomeroy Drive to Transport for NSW as detailed in the enclosed Transferred Asset Report

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
T Koschel
K Subedi
A Condrone
R Foley
G Davies
J McKinnon
A Parkins

Against the Motion

Councillor L Tanner re-entered the chamber, the time being 6:24pm.

This is page 6 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

RP-2 ANNUAL REPORT 2024/25

25/368 RESOLVED:
On the Motion of Councillors A Parkins and R Foley

That Council receives and notes the 2024/2025 Annual Report that is to be submitted to the Minister for Local Government by 30 November 2025.

CARRIED

RECORD OF VOTING ON THE MOTION

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

RP-3 PRESENTATION OF THE 2024/25 FINANCIAL STATEMENTS

25/369 RESOLVED:
On the Motion of Councillors A Parkins and L Tanner

That Council:

- a receive the Audited Financial Statements, together with the Auditor's Reports on the Financial Statements for the year ended 30 June 2025
- b receive a further report if any public submissions are received

CARRIED

RECORD OF VOTING ON THE MOTION

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

This is page 7 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

MAYOR **GENERAL MANAGER**

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

RP-4 FINANCIAL PERFORMANCE REPORT AS AT 31 OCTOBER 2025

25/370 RESOLVED:

On the Motion of Councillors A Parkins and L Tanner

That Council:

- a approve the proposed budget variations and note the balanced budget position as presented in this report
- b approve the proposed budget variations to the Long Term Financial Plan Capital Works Program including new projects and timing adjustments
- c approve the Quarterly Budget Review Statement (QBRs) for the quarter ending 30 September 2025
- d 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
- e note the details of the external investments as at 31 October 2025 in accordance with section 625 of the Local Government Act 1993
- f accept the grant funding offers as presented in this report

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

This is page 8 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

RP-5 RECORDS & INFORMATION MANAGEMENT POLICY

25/371 RESOLVED:

On the Motion of Councillors A Parkins and L Tanner

That Council:

- a note no public submissions were received during the exhibition period on the draft Records & Information Management Policy (POL 043)
- b adopt the draft Records & Information Management Policy (POL 043)

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

RP-6 QUESTIONS WITH NOTICE

25/372 RESOLVED:

On the Motion of Councillors T Koschel and G Davies

That Council receive and note the report.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

This is page 9 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

COMMITTEE MINUTES

M-1 CONFIRMATION OF MINUTES AUDIT, RISK AND IMPROVEMENT COMMITTEE - 24 OCTOBER 2025

25/373 RESOLVED:
On the Motion of Councillors A Parkins and L Tanner

That Council endorse the recommendations contained in the minutes of the Audit, Risk and Improvement Committee Meeting held on 24 October 2025.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

CLOSED COUNCIL

25/374 RESOLVED:
On the Motion of Councillors G Davies and J McKinnon

That the Council now resolve itself into a Closed Council, the time being 6.37pm.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

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

This is page 10 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

CONFIDENTIAL REPORTS

CONF-1 36-40 GURWOOD STREET, WAGGA WAGGA - EXPRESSION OF INTEREST OUTCOME REPORT

Councillors G Davies and R Foley declared and Significant Non-Pecuniary Interest and vacated the chamber, the time being 6:38pm.

25/375 RESOLVED:

On the Motion of Councillors T Koschel and J McKinnon

That Council

- a acknowledge the submissions received through the Expression of Interest campaign
- b reject all submissions received
- c authorise the General Manager or delegate to negotiate entry into a lease arrangement with Relationships Australia (Canberra and Goulburn Region) ABN 34 199 851 375 on the terms outlined in the body of this report with the exception of the lease term be limited to three years with no option to renew
- d authorise the General Manager or delegate to negotiate entry into a lease arrangement with Mission Australia ACN 000 002 522 on the terms outlined in the body of this report, with the exception of the lease term be limited to three years with no option to renew
- e authorise the affixing of Council's common seals to any documents including lease arrangements
- f include the proposed required building works in the 2026/27 Long Term Financial Plan budget process

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
T Koschel
A Condron
J McKinnon
A Parkins

Against the Motion

K Subedi
L Tanner

Councillors G Davies and R Foley re-entered the chamber, the time being 6:50pm.

This is page 11 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 17 November 2025.

CONF-2 ORGANISATION STRUCTURE

25/376 RESOLVED:

On the Motion of Councillors A Parkins and L Tanner

That Council endorse the organisation structure changes and recommendations outlined in the report distributed under separate cover.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

REVERSION TO OPEN COUNCIL

25/377 RESOLVED:

On the Motion of Councillors T Koschel and L Tanner

That this meeting of the Closed Council revert to an open meeting of the Council, the time being 6.51pm.

CARRIED

THIS COMPLETED THE BUSINESS OF THE COUNCIL MEETING WHICH ROSE AT 6.52pm.

.....
MAYOR

This is page 12 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **17 NOVEMBER 2025**.

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