



Agenda and Business Paper

Ordinary Meeting of Council

To be held on
Monday 11 March 2024
at 6.00pm

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

wagga.nsw.gov.au

NOTICE OF MEETING

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

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



Peter Thompson
General Manager

WAGGA WAGGA CITY COUNCILLORS



**Councillor Dallas Tout
(Mayor)**

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



**Councillor Amelia Parkins
(Deputy Mayor)**

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



Councillor Georgie Davies

Councillor Georgie Davies was elected to Council in 2021.



Councillor Richard Foley

Councillor Richard Foley was elected to Council in 2021.



Councillor Michael Henderson

Councillor Michael Henderson was elected to Council in 2021.



Councillor Rod Kendall

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



Councillor Tim Koschel

Councillor Tim Koschel was elected to Council in 2016.



Councillor Jenny McKinnon

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

STATEMENT OF ETHICAL OBLIGATIONS

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

QUORUM

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

ORDINARY MEETING OF COUNCIL AGENDA AND BUSINESS PAPER

MONDAY 11 MARCH 2024

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ACKNOWLEDGEMENT OF COUNTRY

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

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

REFLECTION

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

APOLOGIES

CONFIRMATION OF MINUTES

CM-1 ORDINARY COUNCIL MEETING - 26 FEBRUARY 2024

Recommendation

That the Minutes of the proceedings of the Ordinary Council Meeting held on 26 February 2024 be confirmed as a true and accurate record.

Attachments

1   Minutes - Ordinary Council Meeting - 26 February 2024 78

DECLARATIONS OF INTEREST

REPORTS FROM STAFF

RP-1 NORTH WAGGA FLOOD MITIGATION OPTION PROJECT

Author: Andrew Mason

Executive: Phil McMurray

Summary: This report outlines the next step in relation to the North Wagga Flood Mitigation Options Project and seeks the endorsement of Council to place documents on public exhibition.

Recommendation

That Council:

- a notes the recommendation from the Floodplain Risk Management Advisory Committee
- b receives the draft Reports prepared by consultants regarding the North Wagga Flood Mitigation Options and place those on public exhibition for a minimum period of 28 days from 15 March 2024 and invite public submissions until 19 April 2024 on the draft Reports
- c receive a further report following the public exhibition and submission period addressing any submission and providing a recommendation for flood mitigation options for North Wagga

Report

Executive Summary

Council's Floodplain Risk Management Advisory Committee have been working to review North Wagga Flood Mitigation Options.

The Floodplain Risk Management Advisory Committee at its Meeting 27 February 2024 recommended the following to Council:

That the Floodplain Risk Management Advisory Committee receive and note the draft report and recommends to the Council that it receive the report and places it on Public Exhibition.

The committee notes its preliminary view is to recommend a combined approach that is staged and includes:

- a. *Upgrading the existing North Wagga Levee system (Stage 1 of L4B - 5% AEP (1 in 20)) and offering Voluntary House Raising and Purchase subject to risk reduction and cost effectiveness*
- b. *Increasing the road heights and bridges along Hampden Ave to provide a safe evacuation route (Stage 2 of Option L4B) subject to funding*

This preliminary view will be updated following the Public Exhibition before a final recommendation from the Floodplain Risk Management Advisory Committee is made to Council.

This report asks for the consideration of Council to receive the draft Reports and place them on Public Exhibition.

Background

The Floodplain Risk Management Advisory Committee have been overseeing expert consultants as they have undertaken a North Wagga Flood Mitigation Options Feasibility Study.

That work was based on the recommendations from the Wagga Wagga Revised Murrumbidgee River Floodplain Risk Management Study and Plan (FRMS&P).

The options considered for flood mitigation were:

- PRI: Voluntary House Raising (VHR) and Voluntary House Purchase (VHP) for eligible properties on the floodplain (e.g. North Wagga, Oura and Gumly Gumly).
- L4B: North Wagga Levee System Upgrade to withstand a 5% AEP (1 in 20 chance) flood event combined with increase in some road heights and bridges along Hampden Ave to provide a safe evacuation route for residents from North Wagga. This would also include conveyance improvements through Wilks Park. The North Wagga Levee system would be upgraded first (Stage 1), and at a later stage the surrounding works would be constructed (Stage 2).
- A combined approach that is staged and includes:
 - a. Offering Voluntary House Raising and Purchase to those outside the levees, subject to risk reduction and cost effectiveness (L4B)
 - b. Increasing the road heights and bridges along Hampden Ave to provide a safe evacuation route (Stage 2 of Option L4B)
 - c. VHP and VHR for those inside the North Wagga Levee System, subject to risk reduction and where it is cost effective to do so.

Council engaged the Centre for International Economics (CIE) to undertake the feasibility study. The CIE and their subconsultants, have now completed draft Reports with the analysis and findings. Their reports cover, economic analysis, environmental constraints and impacts, community consultation, and flood impact analysis.

Reports

The Reports, as attached, are presented for public exhibition, and include:

- Flood Mitigation Options for Wagga Wagga, Evaluation of options (CIE, Feb 2024)
- Flood Mitigation Options for Wagga Wagga, Evaluation of options (CIE, Oct 2023)
- North Wagga Flood Mitigation Community Engagement Report Phase 2 (Woolcott Research, 2024)
- North Wagga Flood Risk Mitigation Community and stakeholder Engagement Study (Woolcott Research, 2023)
- Assessment of Environmental Constraints North Wagga Flood Mitigation Options (NGH, 2023)
- Biodiversity Assessment Report North Wagga Flood Levee (NGH, 2023)

- Flood Impacts of Flood Mitigation Options for North Wagga (WMA Water, 2024)

Key Findings

- the combined L4A with a targeted VHR/VHP to high risk residents outside North Wagga delivers the best outcome for the community. However, there may be challenges for some households due to accessibility issues which could result in additional costs above the assumed \$120,000/property raising.
- L4B by itself or in combination with any other strategies is too expensive to be cost effective, regardless of the size of potential benefits.
- VHR and VHP delivers positive outcomes for the community where it is applied to high risk properties where the risk reduction is greater than the cost of the actions. This suggests a strategic approach to the application of these policies based on estimated risk reduction.
- Further, the VHP policy could be more efficient where the purchase applies only after flooding. A pre-emptive policy would immediately "destroy" the value of the property with certainty, compared to the comparatively low probability of this. An alternative would be to purchase a property pre-emptively but maintain it as part of the housing stock until it is damaged by a flood event which could be in, say, 10 years' time.
- In implementing the proposed levee it is important to recognise that water is diverted to other parts of the floodplain, potentially negatively impacting on some properties. However, where negative impacts occur these are typically only result in minor increases flood depths. The risk reduction benefits of the levee substantially outweighs the potential negative impacts on some properties.

Community Engagement

A program of staged community engagement was undertaken on this project. Initially feedback was obtained by a Community Engagement Forum and the one-on-one in-depth interviews (Phase 1). This community feedback was used to fine tune the proposed solutions for flood mitigation.

Wider community surveys were then undertaken (Phase 2). The report provides the detailed feedback from this engagement.

There is alignment between the community feedback received and the key findings as proposed above.

Environmental Findings

The proposal is characterised as flood mitigation work and would be undertaken by a public authority. The Proposal is permissible without development consent under part 5 of the EP&A Act. An Environmental Impact Assessment would need to be carried out for the project. A site assessment of biodiversity values to be impacted by any proposed work would be required for the construction of the proposal.

Financial Implications

2023/24 Budget Summary as at 6 March 2024:

Budget	Amount
Grant Income	\$93,435
Stormwater Levy	\$66,000
SRV Levy Reserve	\$46,718
Total Funding/Budget	\$206,153
Actuals + Commitments	Amount
Actuals	\$136,967
Commitments	\$71,530
Total	\$208,497
Deficit	(\$2,344)

The deficit amount will be funded from additional Stormwater Levy funds at the end of the financial year.

Job 19555 – North Wagga Flood Mitigation Study

Policy and Legislation

Local Government Act 1993

Link to Strategic Plan

Community leadership and collaboration

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

Ensure transparency and accountability

Risk Management Issues for Council








N/A

Internal / External Consultation

A program of staged community engagement was undertaken on this project. The next phase is Public Exhibition.

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

Attachments

1. Flood Mitigation Options for Wagga Wagga Feb 2024 CIE - Provided under separate cover

2. Flood Mitigation Options for Wagga Wagga Oct 2023 CIE - Provided under separate cover

3. Woolcott North Wagga Flood Mitigation Community Consultation Analysis Phase 2 - Provided under separate cover

4. Woolcott North Wagga Flood Mitigation Community Engagement Report - 2023 - Provided under separate cover

5. Assessment of Environmental Constraints NGH - Provided under separate cover

6. Biodiversity Assessment Report NGH - Provided under separate cover

7. Flood Impact Analysis -WMA- North Wagga Options - Provided under separate cover


RP-2 ACTIVE TRAVEL PLAN STAGE 1 (ATP1)**Author:** Silas Darby**Executive:** Phil McMurray

Summary: This report is for Council to consider the information presented for Active Travel Plan Stage 1 (ATP 1) consisting of the project status, remaining budget and additional budget required for the remaining work to complete the project.

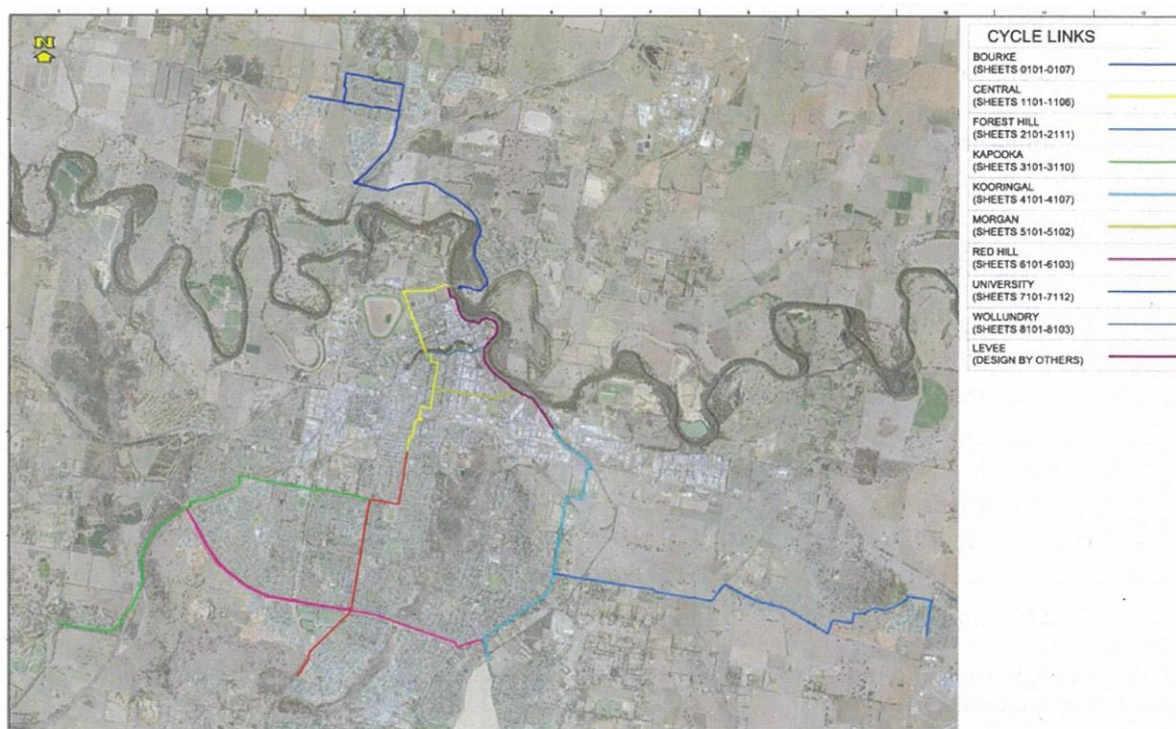
Recommendation

That Council:

- a note the status of the Active Travel Stage 1 project
- b authorise the General Manager or their delegate to draft the amendment to the Local Infrastructure Contributions Plan (LICIP) as outlined in the Financial Implications section of this report
- c authorise the General Manager or their delegate to place the draft amendment to the Local Infrastructure Contributions Plan (LICIP) on public exhibition for a period of 28 days and invite public submissions
- d receive a further report following the exhibition and submission period addressing any submission made in respect of the draft document

ReportBackground

The Active Travel Plan Stage 1 (ATP 1) project has 10 links, shared bicycle and pedestrian paths, as shown in the map below. The project commenced in 2018 starting with planning, budgeting and design work. The construction of some sections of the links with approved design commenced from mid-2019.



The project continued through the COVID-19 pandemic and, barring a few small elements (islands, signs, paint etc) is complete, excluding the Forest Hill link.

A large portion (3.6km) of the Forest Hill link is, in turn, planned to be on the railway reserve between Bakers Lane and Elizabeth Avenue. This requires the permission of Transport for NSW and their appointed representative UGL (previously John Holland). Initial applications were made by the project to gain access to the rail corridor in 2019 and formal submissions in 2020. Subsequent to John Holland handing over to UGL we were required to start the process again in January 2022. To date we still do not have formal permission to access the corridor despite assurances that this is imminent. The importance of this corridor is that there is no way to access Elizabeth Avenue without it, short of acquiring private land which would be extremely time consuming (although in hindsight, probably not as long as this!)

Implications for Forest Hill link

The delay to the possible start of the Forest Hill link has had two fundamental effects:

1. Lessons learned from the remainder of ATP

When the project was started the intention was to utilise a 120mm crushed rock base with a 30mm asphalt overlay on most constructed links, with one being in concrete (Levy link). The thinking was that the light traffic of bicycles and pedestrians would not put too much strain on the pathway. The crossings and portions of the path where vehicles were intended to travel were constructed in concrete to resist the loads inflicted. For much of the network this has been successful, but, in areas with highly reactive clay or areas with constant flood inundation it has been less so and concrete has been required. In these areas of highly reactive clay, the pathways have split longitudinally and to depths in excess of 500mm in transition of periods of wet to dry or vice versa. This has in turn required extensive maintenance not originally intended. The obvious solution has been to replace the asphalt with concrete in these areas, such as the end of Mitchell Road to Bakers Lane (1.3km). Equally areas of high inundation, flood plains etc have shown the asphalt option to be problematic as it requires virtual replacement after every flood event. Where this has been replaced with concrete, no such issues have arisen. An example being the crossing at Parkan Pregar bridge which has been submerged 4 times since construction, with no effect.

2. Time delay in starting:

As most are aware the past three years has shown an enormous increase in construction costs. The cause of this can be laid at a number of “doors”, whether one looks at wars in the Ukraine, the middle east, the European gas crisis, doesn’t really matter, the consequences for construction budgets has been dire (a record 2349 construction companies insolvent in 2023). The increase in cost between the time of solidifying the budget and obtaining funding and now is in excess of 50%! Using our specified footpath as an example:

Description	Rate at start Rawlinsons	Rate now Rawlinsons	% increase
120mm Crushed rock/road base	\$12.15/m2	\$20.90/m2	72%
30mm Asphalt layer	\$26.65/m2	\$35/m2	31%

Further to this we have expended our project management allowance for the whole of the works in the time elapsed and any further managed works will require additional expenditure.

While anything requiring metals or hydrocarbons in transport or manufacture have increase more, all prices have increased markedly:

Rawlinsons Indices

2018 ave	121.18
Q4 2023	168.79
Difference	47.61
Increase	39%

Financial Implications

The original project budget is \$13,206,991 funded by WWCC (\$1,454,138), RMS funding (\$403,324) and State Government (\$11,349,529). A total budget of \$13,206,991.00.

Against this budget the following has been expended to completion, excluding the Forest Hill link*:

Link	Cost and commitments to date	Remaining to be spent	Total at completion
Bourke Street	1,195,808.00	44,000.00	1,239,808.00
Central	881,715.00	155,196.00	1,036,911.00
Forest Hill*			
Kapooka	1,892,532.00		1,892,532.00
Koorinal	919,886.00	35,000.00	954,886.00
Morgan	686,925.00	15,000.00	701,925.00
Red Hill	507,261.00		507,261.00
University	2,080,722.00	79,486.00	2,160,208.00
Wollundry	232,619.00		232,619.00
Levy	784,921.00		784,921.00
Other – bridges etc	1,854,452.00	220,000.00	2,074,452.00
Total	11,036,841.00	548,682.00	11,585,523.00
Budget allowed			13,206,991.00
Budget remaining			1,621,488.00

The budget allowed for the Forest Hill link was \$1,286,885.00 so this leaves the original sum for Forest hill plus a theoretical contingency of \$334,603.00 (26%). Unfortunately, with time having elapsed and the lessons learned from previous links the following is the proposed cost of the works:

Item	Budget	Comment
Forest Hill link	\$1,286,885	Original budget in 2018/19
Kyeamba crossing between Koorinal and Vincent – reinforced concrete pathways on stabilised gravel base with edge beams.	\$278,114	New work required at 2018/19 rates
Replace asphalt paving with concrete 3250m2 @ additional \$100.00/m2	\$325,000	New work required at 2018/19 rates
Crossing to Bakers Lane similar to Red Hill adjacent to the rail bridge	\$150,000	New work required at 2018/19 rates
Tree removal (required by UGL)	\$50,000	
Cost Escalation (approximately 50%)	\$800,000	Based on full value at 2018/19 rates
Additional PM charge	\$150,000	Period of project has elapsed, previous allowance spent.
Total cost	\$3,039,969	
Remaining budget	\$1,621,488	
Shortfall	\$1,418,481	

The proposed funding sources to allow completion of the project in its entirety is a combination of developer contributions included within the Local Infrastructure Contribution Plan (LICP). These plan items were for the provision of shared paths and footpaths around the City, some of which have been delivered by the Active Travel project. All off-road Active Travel paths have been designed to provide accesses for cyclists, pedestrians, and other forms of active travel.

To ensure transparency and to in order to meet Council's statutory requirements it is proposed to amend the LICP to reflect the proposed use of the funds. These changes would be placed on public exhibition for a period of 28 days, before the presentation of a report to Council detailing the outcomes of the consultation. It is proposed that these changes will be placed on public exhibition with other amendments required to facilitate the Blake Street Works in Kind agreement as resolved at the 6 November Ordinary Meeting of Council.

Council will continue to advocate for additional funding from State Government to fulfil networks of footpaths and active travel in Wagga Wagga.

Job No.	Link	Amount	Budget Remaining
19608	S7.11 TT8 - Shared Paths - Ashmont and Glenfield	\$42,275	\$0
19609*	S7.11 TT9 – Shared Paths - Boorooma, Estella, Goobagomblin	\$200,000	\$60,044
19610*	S7.11 TT10 – Shared Paths – Bourkelands and Lloyd	\$11,306	\$0
19611	S7.11 TT11- Shared Paths – Central and North Wagga Wagga	\$51,613	\$0
19612*	S7.11 TT12 – Shared Paths – Between the CBD and Forest Hill	\$200,963	\$0
19613*	S7.11 TT13 – Shared Paths – Forest Hill	\$147,660	\$0
19614	S7.11 TT14 – Shared Paths – Lake Albert and Tatton	\$6,594	\$0
19615	S7.11 TT15 – Shared Paths – Mount Austin, Tolland and Turvey Park	\$24,680	\$0
19618*	S7.11 TT17 – Footpaths - Boorooma, Estella, Goobagomblin	\$100,000	\$155,319
19620*	S7.11 TT19 – Footpaths – Central and North Wagga	\$33,390	\$36,304
19622*	S7.11 TT21 – Footpaths – Forest Hill	\$120,000	\$88,725
19623*	S7.11 TT22 – Footpaths - Koorungal	\$130,000	\$22,835
19624*	S7.11 TT23 – Footpaths – Lake Albert and Tatton	\$100,000	\$129,050
19625*	S7.12 TT24 – Footpaths - Mount Austin, Tolland and Turvey Park	\$50,000	\$232,210
	Additional unallocated S7.11 contributions received via CPI increases in contribution rate	\$200,000	N/A
	Total	\$1,418,481	

**These projects are in the existing LTFP 10 year capital works program. The S7.11 funding allocation on these projects will be reduced by the amounts above.*

Policy and Legislation

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

Link to Strategic Plan

Safe and Healthy Community

Objective: Our community embraces healthier lifestyle choices and practices

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

Risk Management Issues for Council

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

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

Internal / External Consultation

The projects division have consulted all relevant parties of Council to confirm the budget variation.

RP-3 PRESENTATION SISTERS - AVENUE OF TREES**Author:** Ben Creighton**Executive:** John Sidgwick

Summary: Council has received a request from the Presentation Sisters Wagga Wagga to commemorate the 150th anniversary of the first five Sisters from Ireland to provide Catholic education in Wagga Wagga. They propose to contribute funds to create an avenue of trees on Burke Street between Redhill Road and Holbrook Road.

Recommendation

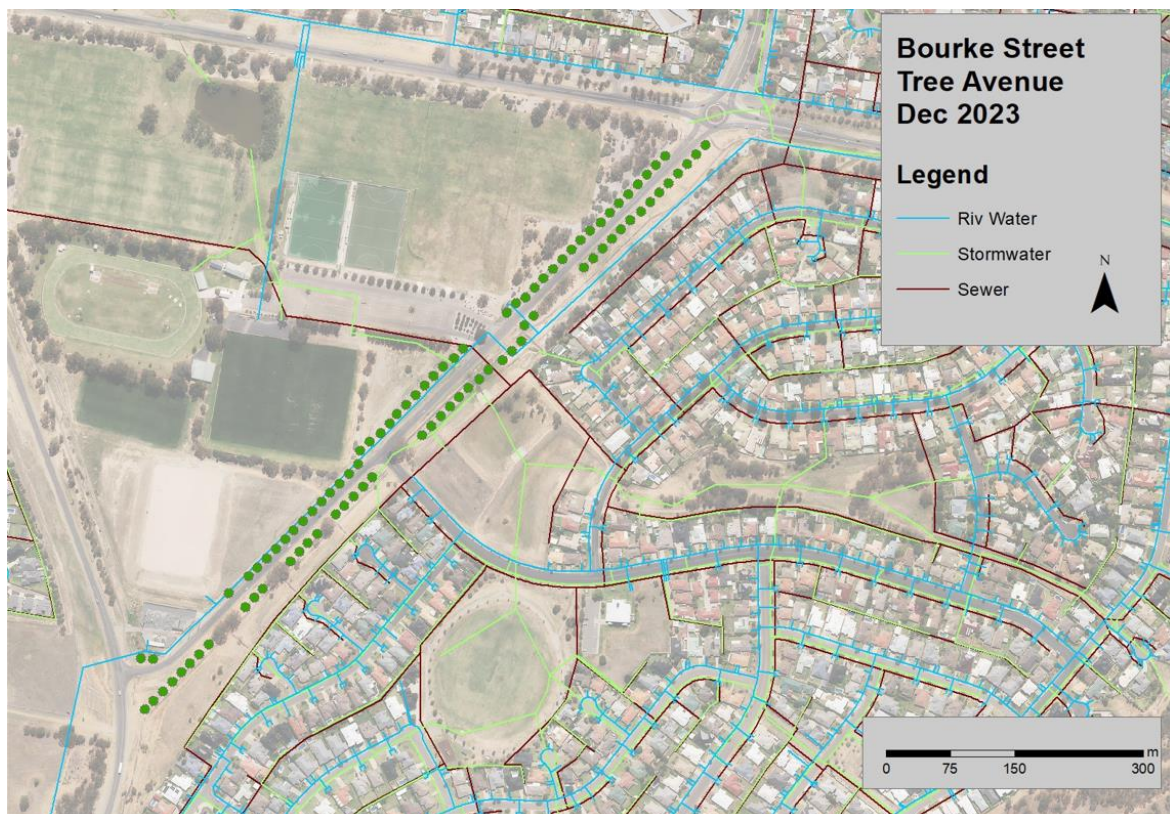
That Council:

- a note the request from the Presentation Sisters
- b accept the funding offer of \$14,762 from the Presentation Sisters to establish a tree corridor in Bourke Street
- c approve the budget variations as detailed in the Financial Implications section of the report

Report

Council has received a request from the Presentation Sisters Wagga Wagga to commemorate the 150th anniversary of the first five sisters from Ireland to provide Catholic education in Wagga Wagga. They propose to contribute funds to create an avenue of trees on Burke Street between Redhill Road and Holbrook Road.

Representatives of the Presentation Sisters met with the Mayor, General Manager, and staff to discuss this request. Staff have since completed a concept plan and costing to establish the tree corridor.



The total cost of preparing for site planting, purchasing of the trees, planting, staking, and watering the trees for 2 summers is \$34,238. It is proposed that the Presentation sisters contribute the cost of the 93 trees and associated materials, while Council would contribute the planting of the trees and two summers of watering.

The presentation Sisters have also requested that Council consider naming the avenue of trees and that section of the road the Presentation Way. Although signage acknowledging the reason for the avenue of trees is supported, during the discussion with the Presentation Sisters it was identified the changing of the name of the road would be significantly more complex as it would require consideration by the Geographical Names board of NSW. Given this, it was determined not to proceed with changing the road name.

To assist in the commemoration of the event, the Mayor has also offered to host a Mayoral reception which has been accepted by the Presentation Sisters.

Financial Implications

The total cost of preparing for planting, purchasing of the tree, planting, staking, and watering the trees for 2 summers is \$34,238.

It is proposed that the Presentation sisters contribute the cost of the trees, mulch, and stakes and Council contribute the cost of planting, plant hire and watering.

Contributor	Amount
Presentation Sisters - 93 Claret Ash trees - Soil - Mulch - Stakes - Tree Ties	\$14,762
Council Costs - Labour to plant trees - Plant - Watering at Planting - Watering for two summers	\$19,476
Total	\$34,238

It is proposed that Council contribution will be funded using existing resources and budgets.

A separate job number in the finance system will be created to manage the project, recognising the \$14,762 contribution to be received from the Presentation Sisters, along with the Council costs to manage the trees over the two-year period.

A Mayoral Reception has also been offered in commemoration of the 150-year anniversary. The cost of this is anticipated to be \$4,000-\$5,000 and funded from the existing Mayoral Function budget.

Policy and Legislation

Recreation Open Space and Community Strategy and Implementation Plan
Urban Cooling Strategy 2022-2052

Link to Strategic Plan

Community Place and Identity

Objective: Our community are proud of where we live and our identity

Promote a strong sense of place

Risk Management Issues for Council



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

Internal / External Consultation

External Consultation has been undertaken with the Presentation Sisters.

Internal Consultation has been undertaken with the General Manager, Mayor, Infrastructure Services and Regional Activation Directorates.

Attachments

- 1.  Presentation Sisters - Letter
- 2.  Presentation Sisters - Proposal

PRESENTATION SISTERS • W A G G A W A G G A

We acknowledge the Traditional Owners of the land on which we live and work.

7 November, 2023

Mr Peter Thompson
Wagga Wagga City Council General Manager
council@wagga.nsw.gov.au

Dear Mr Thompson,

On May 31 and June 1, 2024 the Presentation Sisters Wagga Wagga will celebrate 150 years since the arrival in Wagga Wagga of the first five Sisters from Ireland. The Sisters accepted the invitation to provide Catholic education to the city. In celebrating the Centenary of our foundation in 1974, the city of Wagga Wagga gave the Congregation the *Freedom of the City*. We would like to celebrate our Sesquicentenary by planting an avenue of trees in the city.

As explained in the proposal with this letter, the planting of trees expresses the Sisters' mission focus of caring for the Earth now and into the future as well as our thanks to the community of Wagga Wagga. The suggested site marks the route the first Sisters took in 1874 to enter Wagga Wagga from Mangoplah.

Our planning committee is: Sr Susan Miller (Chair), Ms Virginia Pattison, Mrs Amelia Bright and Mr Patrick Donohue. In their development of this proposal, they have consulted Mr Henry Pavitt (Manager of Parks and Gardens) and Mrs Fiona Piltz (Director of People and Culture). We have appreciated their advice in this process.

Should Wagga Wagga City Council approve our request, the Committee would continue to work with Mr Pavitt and Mrs Piltz or any other appropriate Council staff. We would also request an estimate of costs involved as we are happy to contribute to these costs.

Please contact Ms Pattison for any further details about the proposal and Sr Susan Miller at susan.miller@preswagga.org to inform us of your decision. Thank you for your consideration of our proposal.

Sincerely,

Margaret Barclay

Sr Margaret Barclay pbvm
Congregation Leader

Presentation Sisters Wagga Wagga

PO Box 2083, Berala NSW 2141 • 86 Cambridge Street, Berala NSW
phone 02 9643 7999 • fax 02 9643 7444 • email admin@preswagga.org





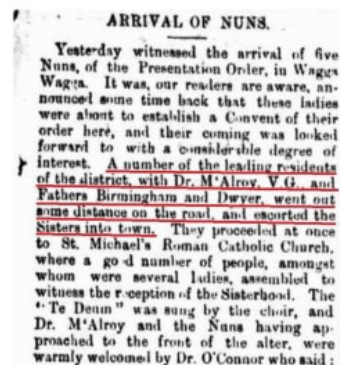
We acknowledge the Traditional Owners of the land on which we live and work

A celebration of the Sesquicentenary Anniversary and the provision of a legacy piece marking the significant contribution to the city of Wagga Wagga and the Riverina by the Presentation Sisters (PBVM)

Background & Analysis

In 1874, five (5) Presentation Sisters proceeded into Wagga Wagga by horse and carriage on the Mangoplah entrance road leading into Bourke St. These courageous women came to establish Catholic education and a convent to introduce the charism of their founder *Nano Nagle*. This provided an opportunity for them to be the voice of the voiceless, to spread hope, to campaign for human rights and to pioneer Catholic education in the city and region.

Wagga Wagga Advertiser and Riverine Reporter (NSW : 1868 - 1875), Saturday 30 May 1874, page 3



The contribution from the Presentation Sisters in the Wagga Wagga Community is monumental and historic and is still felt today. The Presentation Sisters' founding schools in the Riverina are Mount Erin High School which is now Mater Dei Catholic College and Kildare Catholic College, Mount Erin Boarding School, Henschke Primary School, Sacred Heart Primary School, Koorringal, St Joseph's Primary School, Wagga Wagga, St Francis Xavier Primary School, Urana, St Columba's Primary School, Berrigan, St Joseph's Primary School, Lockhart, St Brendan's Primary School, Ganmain and St Mary's Primary School, Hay. The Sisters' mission in Catholic education also led them to found and work in schools in Young, Sydney, Canberra, Victoria, Queensland and Western Australia.

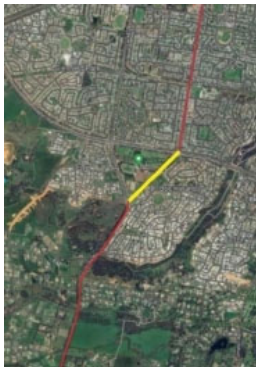
The Presentation Sisters are also the founders of ErinEarth, an ecological and spirituality centre that provides access and programs for the marginalised in our community. ErinEarth expresses the Sisters' current mission focus of Care for the Earth. The Mount Erin Heritage Centre, which has become a local and tourist attraction and a draw card for visitors to our city, tells the story of the presence and the mission of the Sisters since foundation 150 years ago.

Proposal

1. To plant an avenue of trees at the Mangoplah entrance to Wagga Wagga which is at the end of Bourke St, near Jubilee Park. The rationale for this particular street is to mark

and promote the route the Sisters took into Wagga in 1874. The trees could be Ironbarks or Claret Ash—2 species that have been suggested by the Sisters, or other species in consultation with the Wagga Wagga City Council.

2. Naming of the avenue of trees to tell the story of the arrival and significant contribution that the Presentation Sisters hold in the Wagga Wagga and surrounding Riverina communities. The proposed name of the road in that section would be *Presentation Way*.



Investment

It is identified that the proposed stretch of road is barren and does not provide for any shade or appeal to the community of Wagga Wagga, thus this avenue of trees would provide support to the Wagga Wagga City Council in the overall upkeep and beautification of our city.

The Presentation Sisters are willing to contribute to the purchase of the trees and of the signage and any other reasonable costs associated with the naming of a street. The purchase would be undertaken in partnership and consultation with the Manager of the Wagga City Council Parks and Gardens, the Director of People and Culture and any other Wagga City Council members as required.

Recommendation/s

The Wagga Wagga City Council recognize and support the two (2) proposed action items as a means of expressing gratitude, respect and appreciation for the tireless and selfless work that the Presentation Sisters have put into the establishment of Wagga Wagga and the Riverina.

The Wagga Wagga City Council approves this request and begins the consultation process with the Presentation Sisters and Sesquicentenary Committee members as listed below.

Please do not hesitate to reach out should you require any further information or areas of clarity.

Author: Ms Virginia Pattison—0417126375
Sr Susan Miller—susan.miller@preswagga.org
Mrs Amelia Bright
Mr Patrick Donohue

Date: 7 November, 2023

RP-4 FINANCE POLICIES - PROPOSED AMENDMENTS

Author: Carolyn Rodney

Summary: A scheduled review of the Procurement and Disposal Policy and the Corporate Purchase Card Policy has been undertaken. Amendments being proposed to policies require the endorsement of Council prior to the policies being placed on public exhibition.

Recommendation

That Council:

- a place the draft Procurement and Disposal Policy (POL 110) and the draft Corporate Purchase Card Policy (POL 053) on public exhibition for a period of 28 days from 12 March 2024 to 9 April 2024 and invite public submissions on the draft Policies during this period
- b receive a further report following the public exhibition and submission period:
 - i addressing any submissions made with respect to the proposed Procurement and Disposal Policy (POL 110) and Corporate Purchase Card Policy (POL 053)
 - ii proposing adoption of the policies unless there are any recommended amendments deemed to be substantial and requiring a further public exhibition period

Report

A scheduled review of Council's Procurement and Disposal Policy (POL 110) and Council's Corporate Purchase Card Policy (POL 053) has been undertaken with the draft revised policies to be placed on public exhibition for a period of 28 days prior to formal adoption of Council.

A summary of the proposed amendments is provided below.

Draft Procurement and Disposal Policy (POL 110)

The requirement to receive two written quotes is proposed to be increased from \$1,500 up to \$5,000.

The \$1,500 threshold amount dates back to approximately 2008. The \$5,000 amount has been deemed to be at the appropriate level by Management, considering:

- efficient business operations;
- ensuring value for money is achieved;
- risk tolerance level

Draft Corporate Purchase Card Policy (POL 053)

The policy is deemed appropriate with no major changes proposed.

At the 22 February 2024 Committee meeting, the Audit, Risk and Improvement Committee resolved the following:

RP-8 PROPOSED AMENDMENTS TO FINANCE POLICIES

Recommendation:

On the Motion of C Rosetta-Walsh and Councillor M Henderson

That the Audit, Risk and Improvement Committee review and provide feedback on the proposed amendments and provide an endorsement to Council for the following policies:

- a Procurement and Disposal Policy (POL 110)**
- b Corporate Purchase Card Policy (POL 053)**

CARRIED

Both policies are provided for Councillors review, with the proposed changes shown via track changes for reference.

It is recommended that the Draft Policies be placed on public exhibition and Council invite public comments prior to its further consideration with amendments as required and final adoption.

Financial Implications

As outlined in the Report.

Policy and Legislation

Procurement and Disposal Policy (POL 110)

Corporate Purchase Card Policy (POL 053)

Link to Strategic Plan

Community leadership and collaboration

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

Ensure transparency and accountability

Risk Management Issues for Council

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

Internal / External Consultation

Consultation has been held internally across Council with relevant parties. Given the financial and public transparent nature of this policy, The Audit, Risk and Improvement Committee (ARIC) reviewed and endorsed for the proposed revised policies to be placed on public exhibition, inviting public submissions.

The draft policies will then be presented back to Council for adoption addressing any submission made in relation to them.

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

Attachments

1. [Procurement and Disposal Policy \(POL 110\) - Proposed Amendments March 2024](#)
2. [Corporate Purchase Card Policy \(POL 053\) - Proposed Amendments March 2024](#)

Procurement and Disposal Policy

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

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

Purpose

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

Council's objectives in establishing this Policy are to:

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

Scope

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

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

POL 110 – Procurement and Disposal Policy

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

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

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

Policy Provisions

General Provisions

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

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

Specific Provisions

Ethics and Integrity

Code of Conduct

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

Purchasing and Disposal Principles

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

POL 110 – Procurement and Disposal Policy

Accountable

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

Compliant

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

Transparent, Honest and Equitable Dealing

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

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

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

Confidentiality

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

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

Conflicts of Interest

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

Gifts and Benefits

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

Value for Money

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

POL 110 – Procurement and Disposal Policy

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

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

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

Procurement Thresholds and Policy Requirements

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

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

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

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

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

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

POL 110 – Procurement and Disposal Policy

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

Table A

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

POL 110 – Procurement and Disposal Policy

Simple Purchasing

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

Complex Purchasing

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

Outsourcing Council Services

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

Procurement Preference

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

Environmental Protection

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

Purchasing from First Nations Businesses

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

Disposal Program

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

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

Disposal Methods

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

- a) The likely market available for the goods;

POL 110 – Procurement and Disposal Policy

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

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

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

Tender Exemptions

Tender exemptions apply in the following instances:

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

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

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

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Exemptions Relating to Policy Requirements for Quotations

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

Procurement of particular goods or services:

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

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

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

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

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

Sole Source of Supply (Monopoly Suppliers)

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

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

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

Anti-Avoidance

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

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

Emergency Purchases

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

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

Varying a Contract

A Contract variation must only occur in the following circumstances:

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

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

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

Records Management

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

Legislative Context

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

Related Documents

- Statement of Business Ethics

POL 110 – Procurement and Disposal Policy

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

Definitions

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

POL 110 – Procurement and Disposal Policy

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

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

Revision History

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

Corporate Purchase Card Policy

Reference number: POL 053

Approval date: 17 October 2022

Policy owner: Chief Financial Officer

Next review: September ~~2025~~ February 2028

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

Purpose

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

Scope

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

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

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

Policy Provisions

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

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

Corporate Purchase Cardholders are responsible for ensuring that:

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

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

Reporting Requirements

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

Approval Arrangements

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

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

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

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

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

Review Procedures

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

Policy Content**Background**

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

Specific Provisions**Eligibility**

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

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

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

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

Limits

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

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

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

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

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POL 053 – Corporate Purchase Card Policy

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

General

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

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

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

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

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

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

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

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

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

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

Corporate Purchase Card Lost or Stolen

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

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

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

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

Conditions of Use

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

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

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

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

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

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

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

Guidance for "Official Business Purposes"

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

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

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

Appropriate Expenditure

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

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

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

Inappropriate Expenditure

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

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

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

Reward Schemes

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

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

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

Purchasing

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

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



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

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

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

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

Reconciliation Procedures

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

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

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

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

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

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

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

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

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

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

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

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

Business Continuity

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

Legislative Context

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

Local Government (General) Regulation 2021

209 Particular responsibilities of the general manager

The general manager of a council must ensure that:

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

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

Related Documents

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



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

POL 053 – Corporate Purchase Card Policy

Definitions

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

Revision History

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

POL 053 – Corporate Purchase Card Policy

APPENDIX A

CORPORATE PURCHASE CARD - CARDHOLDER AGREEMENT

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

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

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

.....

Cardholder Signature

.....

Date



RP-5 OPERATIONAL PERFORMANCE REPORT - 1 JULY 2023 TO 31 DECEMBER 2023**Author:** Scott Gray

Summary: This report provides details of Council's performance against the Combined Delivery Program and Operational Plan 2023/2024 as at December 2023.

Recommendation

That Council receive and note the Operational Performance Report for the period 1 July 2023 to 31 December 2023.

Report

In accordance with the Integrated Planning and Reporting (IPR) framework, Council is required to report its progress against the Delivery Program at least every six months.

The Operational Performance Report 2023/24 six-monthly progress update provides an overview of Council's activities and performance between 1 July 2023 to 31 December 2023.






Through this report, we look at what we've accomplished throughout the first half of the financial year and the progress we've made in implementing Council's Delivery Program and Operational Plan 2023/24.

The five strategic directions as set out in the Community Strategic Plan 2040 provide the structure for the report demonstrating our commitment to achieving our long-term objectives and ultimately our community's vision for the future.

In addition to the Capital project performance July to December 2023 (included in the report), project reports have been provided on a regular basis through the monthly finance report and through the bulletin.

Action status key

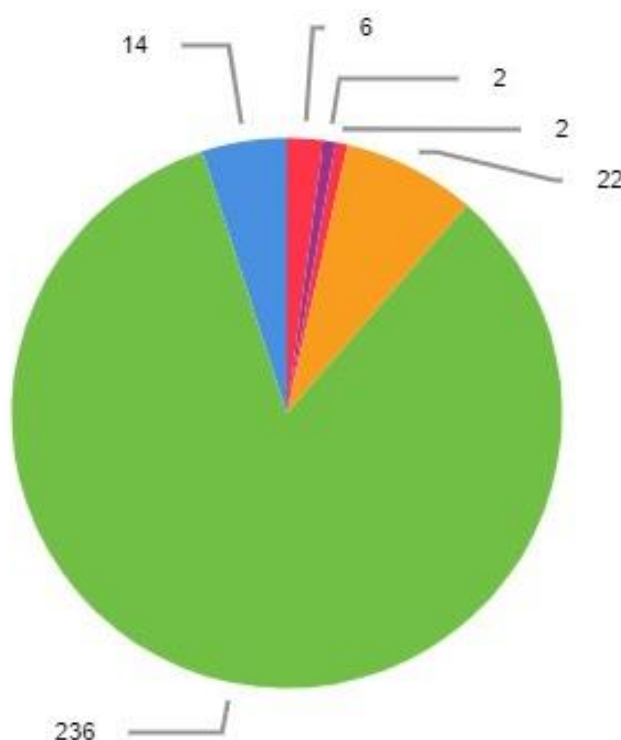
Actions are assigned a status (as per the following table) to identify their level of completion against expected outcomes for the financial year.

	Not scheduled to commence	Indicates that an action was not due to commence during the reporting period
	Off track / On hold	Indicates that an action is at risk, and generally relates to the target for the reporting period not being met or the action is on hold
	Monitor	Indicates that an action may be at risk if issues are not addressed, and generally relates to the target for the reporting period not being met
	On track	Indicates that an action is on track this financial year and generally relates to the target for the reporting period being met
	Completed	Indicates that an action has been completed this financial year and generally relates to the target for the reporting period being met

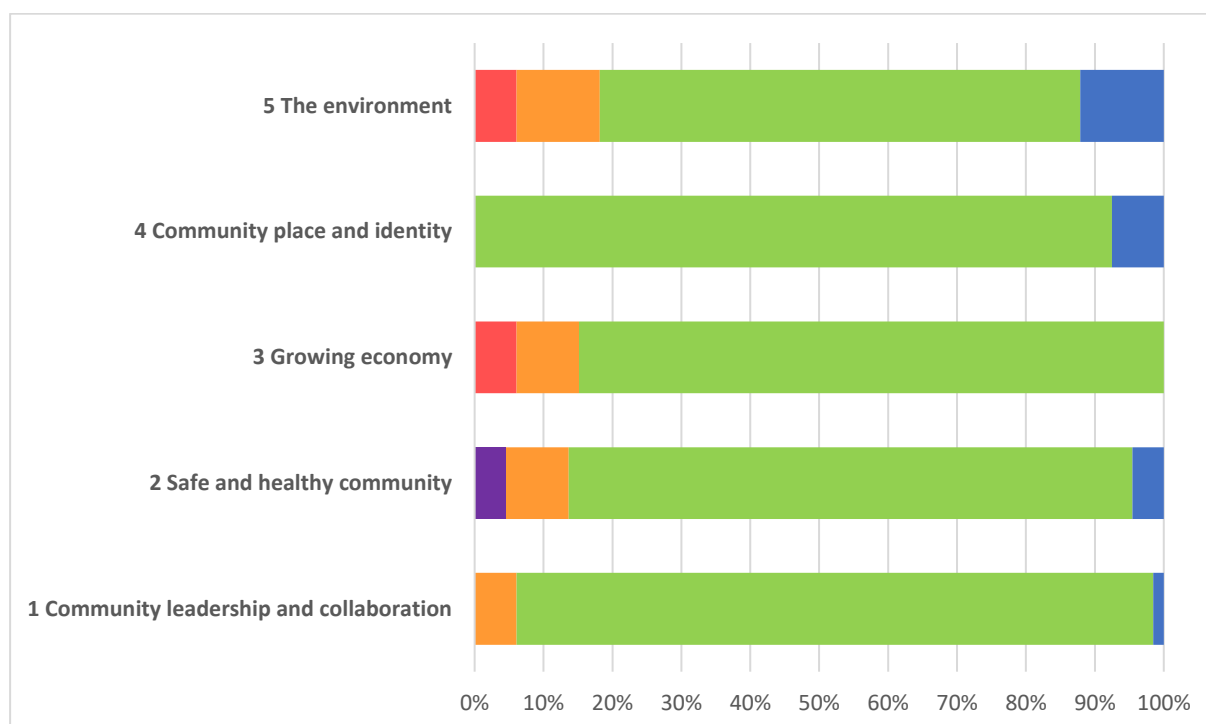
Summary of Performance

Overall Council has performed well during the period with 88.67% of operational plan actions being either on track or completed. Below is a summary of status by all actions as well as a summary of status by strategic direction.

All Actions



Performance by Strategic Direction



Financial Implications

N/A

Policy and Legislation

NSW Local Government Act 1993

Link to Strategic Plan

Community Leadership and Collaboration

Objective: We have strong leadership

Outcome: We are accountable and transparent

Risk Management Issues for Council


N/A

Internal / External Consultation

Internal consultation has been undertaken with responsible officers, managers and directors.

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

Attachments

1. Operational Performance Report - 1 July 2023 to 31 December 2023 -
 Provided under separate cover

RP-6 QUESTIONS WITH NOTICE

Author: Scott Gray

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

Recommendation

That Council receive and note the report.

Report

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

Councillor R Foley requested that Council inspect the condition of Reddoch Drive, Wagga Wagga, and advise of proposed action to address the road condition.

Council officers have inspected Reddoch Drive. Filling of pot-holes will be undertaken ASAP.

Councillor R Foley asked the following questions in relation to Council's graffiti management:

- What is council's policy on graffiti removal?
- Does council have any designated areas for graffiti art to be undertaken freely by youth or others within the city?
- Does Council have the authority to issue fines to vandals?
- Does Council have the autonomy to set the fine amount?

What is Council's policy on graffiti removal?

Council's operational graffiti management plan sets out the service standard responses and other general information including how to report graffiti in the community with the following service levels noted:

1.2.1 Graffiti removal is assessed and removed based on the following service levels:

High Impact – relating to obscene pictures or phrases in highly visible areas.

A target of 1 hour has been set for responding to high impact graffiti and 4 hours for rectification.

Medium Impact – relating to non-offensive graffiti in highly visible areas. A target of 8 hours for response and 7 days rectification

Low Impact – relating to non-offensive, nuisance graffiti eg. tagging Council signage. A target response is 1 day and rectification is 30 days, as part of operational schedules

Council has for a number of years been working with Corrective Services NSW with the community service order (CSO) program. This program allows for those persons on community service orders to remove illegal graffiti from identified infrastructure

through the city. Council currently allocates \$5,000 per annum to support this program by providing consumables required to support this program eg paint, tools and protective gear. The operational Graffiti Management Plan is scheduled to be reviewed and updated by 30 June 2025 as detailed in Council's Community Safety Action Plan 2022-2026 (item 1.4 *Wagga Wagga City Council to review and update a Graffiti Management Plan* on page 29). Council's current graffiti removal budget in the 23/24 financial year is \$25,000 (including the \$5K contribution toward the CSO program as detailed above).

Does Council have any designated areas for graffiti art to be undertaken freely by youth or others within the city?

There are no free graffiti walls in the Wagga Wagga Local Government Area. This issue has been noted to be included as part of the operational graffiti management plan scheduled to be reviewed and updated by 30 June 2025. A successful approach taken by staff over the past few years has been the identification of impacted locations for public art projects to take place. Projects that involve collaboration with the local community have proven successful in providing the participants a sense of ownership of the artworks and pride in their local neighbourhoods, which helps in deterring continued graffiti and vandalism. The Public Art Plan 2022-2026 identifies the importance of engagement of our community and allocates \$20k per financial year to a Neighbourhood Engagement project that will improve public amenity and beautify urban spaces. These projects clean up and deter illegal graffiti, improve public amenity and perceptions of community safety, and importantly work with a diverse range of community members keen to develop their art skills and knowledge led by professional artists on these projects. Previous successful projects include the Wilga Park mural in Koorinal, Bolton Park, and Simmons Street Pumphouse projects, Mount Austin Laneways project along with the current public art Expression of Interest for the Jack Mission Oval Public Amenities block in Ashmont.

Does Council have the authority to issue fines to vandals?

No. In NSW, any graffiti on public or private property is a criminal offence unless permission is given by the owner. Incidents of Graffiti vandalism are referred through to NSW Police which under the *Graffiti Control Act 2008 (NSW)*, the following penalties can be applied by courts:

- Marking property can attract a fine up to \$440, or, for an aggravated offence, \$2,200- or 12-months imprisonment.
- Possessing a graffiti implement with intent can attract a fine up to \$1,100- or six-months imprisonment.
- Persons under 18 years carrying spray paint cans in public can attract a fine of up to \$440- or six-months imprisonment.
- Bill posting can attract a fine of up to \$440.
- A court may also impose a community service order, instead of a fine, for damaging or defacing property, or for possession of a graffiti implement, directing the offender to perform community service work that involves graffiti clean-up work where practicable.
- A court may also, in addition to or instead of imposing a fine on a person, also make a driver licence order, extending a learner or provisional driver licence period, or specify demerit points for holders of an unrestricted driver licence.

Under the *NSW Crimes Act (1900)*, there are penalties of up to five years in prison for maliciously damaging property.

Does Council have the autonomy to set the fine amount?

No, fine amounts are set by the NSW Government.

Councillor T Koschel requested information on provisions relating to “if a businesses operate before they have a final Occupation Certificate”.

If the development consent requires an occupation certificate to be issued, then a business proposing to occupy (and operate from) the subject development cannot do so until that certificate is issued.

If the development consent does not require an occupation certificate to be issued, then it is possible that the business may commence operations subject to compliance with any other relevant conditions of consent.

Councillor M Henderson requested information on Councils investments including options to make changes to current investments

Please see below response provided by Council’s independent financial advisor, Michael Chandra, Director & Head of Client Advisory at Imperium Markets:

”Early Withdrawal’ of Term Deposits

While breaking term deposits is possible, it is something we generally do not encourage. For most of the banks, it is actually up to their 'discretion' whether to break a deposit or not. As per banking regulations set by the regulator (APRA), investors have to:

- *Give a minimum 31 days advance notice and will be hit with interest penalties, a fee, or both, depending on the remaining term, prevailing market rates, type of investor, etc. each bank is different*
- *Each individual bank has the discretion in terms of whether to permit an early break or not*
- *Banks have to set aside certain (minimum) capital requirements for a term deposit (as per banking regulations), depending on the type of investor you are. If a deposit is withdrawn early, the capital impost to the bank becomes even larger for that client segment*
- *Banks have to report any 'break' in a term deposit to the regulators and some have noted it is an administrative burden to them so they factor in these additional cost and pass this onto the investor*
- *The only way to receive funds back immediately and without penalty of interest is for the investor to show 'financial hardship'*

- *In most cases, banks are reluctant to break a deposit early for the above reasons*

We have heard that other Councils have asked the same questions about breaking deposits early to then be able to reinvest at higher prevailing rates. If a bank sets the precedent and allows an early break, then subsequently opens them up for every investor to 'game' the system and there would be a 'run' on the banking system - which jeopardises the capital adequacy of the broader industry (which is what the regulator is trying to void at all times). Keep in mind that over the post-GFC period i.e. the past +10-15 years, Council has consistently outperformed strongly. For example, Council locked into 5 year fixed term deposits at 7.25%-7.50% p.a. when the cash rate dropped to 2-3%. We note the bank's did not seek to close out these deposits early when it was to the benefit of Council.

Council is free to ask the respective bank's the possibility of withdrawing early, but we suspect that in most cases, they will politely decline and say no. It may also diminish the working relationships Council has with its banking counterparts in the future (not only on the investments side, but also on any potentially future borrowings/loans).

*In other cases, some banks are happy to allow investors to withdraw early, providing investors give 31 days notice and they pay a penalty on any interest adjustments. Some banks like WBC and ICBC have additional 're-financing' costs which can amount to the hundreds or thousands of dollars for a single term deposit (depending on the remaining term/amount), **whilst others like NAB may simply apply a simple adjustment to the interest rate, depending on the remaining term . It may be worth for Council to ask NAB, BoQ and AMP if there is the possibility to break their deposits, but Council will need to calculate if it is in fact worth doing so financially (reinvest at the current prevailing higher rates less the upfront break costs).***

Whilst Council is likely to under-perform in the interim, not only are the majority of local government investors in the same position, but so is the broader financial industry including professional fund managers domestically (and globally). Even the RBA conceded they got it wrong ("no rate rises until least 2024"), and hence the government's recent inquiry on the RBA. In fact, the RBA has itself recorded losses of around \$37bn due to their own policy measures and investments during the pandemic:

<https://www.smh.com.au/politics/federal/reserve-bank-s-bond-program-helped-save-jobs-and-economy-20220921-p5bjpg.html?btis>

The pandemic was largely considered unprecedented for many generations (once in a hundred year event) - it was unpredictable, let alone difficult to ascertain the longer term financial implications."

Financial Implications

N/A

Policy and Legislation

Code of Meeting Practice

Link to Strategic Plan

Community leadership and collaboration

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

Ensure our community feels heard and understood

Risk Management Issues for Council

N/A

Internal / External Consultation

N/A

COMMITTEE MINUTES

M-1 FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE - 7 DECEMBER 2024, 15 FEBRUARY 2024 & 27 FEBRUARY 2024

Author: Phil McMurray

Summary: The Floodplain Risk Management Advisory Committee (FRMAC) is an advisory committee of Council. This Report seeks that Council endorse the recommendations made by the Committee at its meeting held on 7 December 2023, 15 February 2024 & 27 February 2024

Recommendation

That Council receive and note the Minutes of the proceedings of the Floodplain Risk Management Advisory Committee Meetings held 7 December 2023, 15 February 2024 & 27 February 2024.

Report

The Minutes of the Floodplain Risk Management Advisory Committee Meeting held on 7 December 2023, 15 February 2024 & 27 February 2024 are presented to Council for consideration. Below is a summary of items considered at the meeting.

7 December 2023 – Floodplain Risk Management Advisory Committee Meeting:

- RP-1 2021-22-FM-0032 – Uranquinty Levee Upgrade – Investigation And Design Andrew Morris RHDHV provided an update on the status of the investigation and design of the Uranquinty levee.
- RP-2 2018-19-FM-0071 - North Wagga Flood Mitigation Options
The online and telephone survey was discussed and modifications to wording and layout were accepted by FRMAC
- RP-3 2021-22-FM-0024 - Glenfield Drain and Flowerdale Storage Flood Mitigation Works. A written report was provided by Lyall and Associates outlining the current status of the project and a request for a variation to the project was past onto the contractor for investigation and development.
- RP-4 2021-22-FM-0039 - Lake Albert Flood Mitigation Options – Feasibility Study
A workplan and cost variation has been submitted to DPE for approval. The procurement process has been finalised and Stantec are beginning to collate data and analyse various flood models for the two creeks and the Lake. Once the workplans are approved then Stantec will begin planning the community consultation with the required key stakeholders and groups.
- RP-5 2022-FMP-0103 Humula And Mangoplah Flood Studies A written report was provided by WMA Water

Council engaged WMAwater in late September 2023, to undertake the Humula and Mangoplah Flood Study. A project inception meeting and site visit was undertaken in early November with Council staff and the WMAwater team. This was a great opportunity for the project team to see the study area and understand the flood impacts experienced by the communities in the 2010 and 2012 flood events.

- RP-6 Local & Regional Risk Reduction Stream - Levee Pump Augmentation Stantec have begun work on this project.

The following steps have been completed or are currently underway:

- Site visit to 5 floodgates
- Topographic survey of sites, pipes and levee
- Flood model analysis commenced
- Gate 15A assessment completed
- Gate 15A preliminary drawings 50% complete

There will be a cost variation submitted by Stantec to cover extra work required to finetune the flood model to reflect changes in ground topography and updated LiDAR information.

- RP-7 DPE Floodplain Manual Revision.

Flooding results in significant risk to many communities across New South Wales. This risk stems from human interaction with flooding through the occupation and use of floodplains.

Since 1984 the *NSW Flood Prone Land Policy* (the policy) has set the direction for Flood Risk Management (FRM) in New South Wales. In 1986 the NSW Government released the first *Floodplain Development Manual* to support policy implementation. The policy and manual have since evolved in response to significant flood events, reviews and improvements in national and international flood risk management practice.

This manual (including the policy) replaces the *Floodplain Development Manual* (DIPNR 2005) as the NSW Government's manual relating to the management of flood liable land in accordance with section 733 of the *Local Government Act 1993* (LG Act). This provides councils, statutory authorities, and state agencies and their staff, with indemnity for decisions they make and information they provide in accordance with the manual.

10 Council staff attended a regional Workshop conducted by DPE staff.

15 February 2024 – Floodplain Risk Management Advisory Committee Meeting:

- RP-1 SES Introduction The SES introduced new staff members operating in the Southern Region
- RP-2 2021-22-FM-0024 - Glenfield Drain And Flowerdale Storage Flood Mitigation Works. Lyall and Associates provided a written report outlining the changed status of this project and the need to extend the timeline for completion. A variation for time has been submitted to DPE for approval.

- RP-3 Local & Regional Risk Reduction Stream - Levee Pump Augmentation
Stantec have begun work on this project.

The following steps have been completed or are currently underway:

- Site visit to 5 floodgates.
- Topographic survey of sites, pipes, and levee.
- Flood model analysis completed.
- Gate 15A assessment completed.
- Gate 15A construction drawings 100% complete.
- Gate 15A tender for earthworks out to market.
- Gate 15A pipework quote is being finalised.

Andy Sheehan, Manoj Shrestha and Amos Micalleff presented on behalf of Stantec:

- A variation for model calibration and updating has been approved by Council.
RP-4 2021-22-FM-0039 - Lake Albert Flood Mitigation Options - Feasibility Study

Stantec have completed two stages of their program and provided the reports to Council for acceptance. The consultant is unable to attend the meeting today and will be providing their consultation plan for approval in the next couple of weeks.

The two reports are:

- Lake Albert Feasibility Study, Data Review and Hydraulic Model Review.
- Lake Albert Feasibility Study, Aboriginal Cultural Heritage Due Diligence Assessment
- RP-5 2021-22-FM-0032 - Uranquinty Levee Upgrade - Investigation And Design
- RP-6 2022-FMP-0103 Humula And Mangoplah Flood Studies
- RP-7 2018-19-FM-0071 - North Wagga Flood Mitigation Options
- RP-8 Flood Project Implementation Status

27 February 2024 – Floodplain Risk Management Advisory Committee Meeting:

RP-1 2018-19-FM-0071 - NORTH WAGGA FLOOD MITIGATION OPTIONS

As per the scope and brief of this study the consultant CIE, Woolcott, WMAwater and NGH have completed the four key areas of analysis:

- Economic
- Environmental
- Social
- Cultural

In discussion with the committee, the final draft report has been developed to reflect the findings of this analysis.

This final draft report is being presented to the committee for acceptance and the committee is required to recommend to Council that it receive the report and that it be placed on Public Exhibition

The timetable for the project has these proposed key dates moving forward:

- An Extra-Ordinary Meeting of FRMAC will be held on 27 February 2024 to consider the final Draft Report. The Committee will be asked to consider making

a recommendation, likely “That Council receive the Draft Report place it on Public Exhibition”.

- The Recommendation from FRMAC will be considered by Council at its Meeting on 11 March 2024.
- Public Exhibition will run for five weeks, likely ending 19 April 2024.
- Feedback from the Public Exhibition will be considered by FRMAC, the consultants and Council. Following a Final Report will be prepared by the consultant.
- A detailed report, including the Final Report, will then be presented for consideration at the Council meeting on 13 May 2024. That report will seek Council to adopt the North Wagga Flood Mitigation Option.

Financial Implications

N/A

Policy and Legislation

The outcomes from the various studies will be critical in the terms of future amendments to the Council Local Environmental Plan and its Development Control Plan.

Link to Strategic Plan

Community leadership and collaboration

Objective: Wagga Wagga has strong community leadership and a shared vision for the future

Our leaders represent our community




Risk Management Issues for Council

No specific issues identified.

Internal / External Consultation

NSW Department of Planning and Environment (DPIE) (previously the Office of Environment and Heritage) has been heavily consulted throughout the process of planning and executing these projects. DPIE is the responsible funding body and receives quarterly status update reports.

Attachments

1.  FRMAC - Minutes - 7 December 2023
2.  FRMAC - Minutes - 15 February 2024
3.  FRMAC (extraordinary) - Minutes - 27 February 2024

MINUTES of the FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE held on Thursday 7 December 2023.

PRESENT

The Mayor Councillor Dallas Tout
Councillor Jenny McKinnon
Councillor Rod Kendall
Jenny Rolfe
Ros Prangnell
Patricia Murray
Tim Kurylowicz

IN ATTENDANCE

Shane Hargraves	State Emergency Service (SES)
Craig Ronan	State Emergency Service (SES)
Steve Manwaring	Department Planning, Industry & Environment
Michael Friend	North Wagga Co-opted Community Member
Karen Murray	North Wagga Co-opted Community Member
Brian Mahoney	Uranquinty Co-opted Community Member
Cath Goonan	WMAwater
Erin Askew	WMAwater
Janice Summerhayes	Director Community Service
Scott Gray	Chief Operating Officer
Mark Gardiner	Manager Environment & City Compliance
Sam Robins	Town Planner
Brittany Fitzsimmons	Executive Assistant (Minute Taker)
Kori West	Corporate Governance Officer

The meeting of the Floodplain Risk Management Advisory Committee commenced at 8.30am.

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.

APOLOGY

Peter Thompson, General Manager was an apology for the meeting.

MINUTES of the FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE held on Thursday 7 December 2023.

CONFIRMATION OF MINUTES

CM-1 FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE MINUTES - 19 OCTOBER 2023

Recommendation:

On the Motion of J McKinnon and R Kendall

That the Minutes of the proceedings of the Floodplain Risk Management Advisory Committee Meeting held on 19 October 2023 be confirmed as a true and accurate record, noting Council's adoption of these minutes at its meeting on 6 November 2023.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J McKinnon
J Rolfe
R Prangnell
T Kurylowicz
P Murray

Against the Motion

DECLARATIONS OF INTEREST

Mr T Kurylowicz declared a general interest that he is a resident of North Wagga, however as a community representative he is representing the whole community.

Brian Mahoney Co-Opted Community Member entered the meeting the time being 8.33am

REPORTS FROM STAFF

RP-1 2021-22-FM-0032 - URANQUINTY LEVEE UPGRADE - INVESTIGATION AND DESIGN

Recommendation:

On the Motion of J McKinnon and R Kendall

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Uranquinty Levee project.

CARRIED

MINUTES of the **FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE** held on **Thursday 7 December 2023**.

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J McKinnon
J Rolfe
R Prangnell
T Kurylowicz
P Murray

Against the Motion

Brian Mahoney vacated the meeting, the time being 8.39am.

Karen Murray & Michael Friend North Wagga Co-opted member entered the meeting the time being 8.40am

RP-2 2018-19-FM-0071 - NORTH WAGGA FLOOD MITIGATION OPTIONS

Recommendation:

On the Motion of J McKinnon and R Kendall

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the North Wagga Flood Mitigation Options Project.

CARRIED

Craig Ronan – NSW SES vacated the meeting the time being 9.55am

Karen Murray & Michael Friend vacated the meeting at 10.44am

MINUTES of the **FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE** held on **Thursday 7 December 2023**.

**RP-3 2021-22-FM-0024 - GLENFIELD DRAIN AND FLOWERDALE
STORAGE FLOOD MITIGATION WORKS**

Recommendation:

On the Motion of J McKinnon and R Prangnell

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Glenfield Drain and Flowerdale Storage Area Flood Mitigation Works Project.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J McKinnon
J Rolfe
R Prangnell
T Kurylowicz
P Murray

Against the Motion

**RP-4 2021-22-FM-0039 - LAKE ALBERT FLOOD MITIGATION OPTIONS -
FEASIBILITY STUDY**

Recommendation:

On the Motion of J McKinnon and J Rolfe

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Lake Albert Flood Mitigation Project.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J McKinnon
J Rolfe
R Prangnell
T Kurylowicz
P Murray

Against the Motion

MINUTES of the **FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE** held on **Thursday 7 December 2023**.

RP-5 2022-FMP-0103 HUMULA AND MANGOPLAH FLOOD STUDIES

Recommendation:

On the Motion of J McKinnon and R Prangnell

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Humula and Mangoplah Flood Studies Project.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J McKinnon
J Rolfe
R Prangnell
T Kurylowicz
P Murray

Against the Motion

RP-6 LOCAL & REGIONAL RISK REDUCTION STREAM - LEVEE PUMP AUGMENTATION

Recommendation:

On the Motion of J McKinnon and T Kurylowicz

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Levee Pump Augmentation Project.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J McKinnon
J Rolfe
R Prangnell
T Kurylowicz
P Murray

Against the Motion

MINUTES of the FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE held on Thursday 7 December 2023.

RP-7 DPE FLOODPLAIN MANUAL REVISION

Recommendation:

On the Motion of J Rolfe and J McKinnon

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the update of the Flood Risk Management Manual by the NSW Department of Planning and Environment.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J McKinnon
J Rolfe
R Prangnell
T Kurylowicz
P Murray

Against the Motion

RP-8 FLOOD PROJECT IMPLEMENTATION STATUS

Recommendation:

On the Motion of J McKinnon and T Kurylowicz

That the Floodplain Risk Management Advisory Committee receive and note the report in relation to Flood Project Implementation Status.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J McKinnon
J Rolfe
R Prangnell
T Kurylowicz
P Murray

Against the Motion

MINUTES of the **FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE** held on **Thursday 7 December 2023**.

QUESTIONS WITH NOTICE

No Questions with Notice were received.

The Floodplain Risk Management Advisory Committee rose at 10.54am.

MINUTES of the FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE held on Thursday 15 February 2024.

PRESENT

The Mayor Councillor Dallas Tout
 Councillor Rod Kendall
 Councillor Richard Foley
 Jenny Rolfe (via zoom)
 Ros Prangnell
 Tim Kurylowicz

IN ATTENDANCE

Peter Thompson	General Manager
Brett Koschel	State Emergency Service (SES)
Josh Sainsbury	State Emergency Service (SES)
Steve Manwaring	Department Planning, Industry & Environment
Erin Askew	WMAwater
Manoj Shretha	Stantec
Amox Micallef	Stantec
Andy Sheehan	Stantec
Nigel Rajaratnam	The Centre for International Economics (CIE)
Karyn Wong	Woolcott Research & Engagement
Liz Sparham	Woolcott Research & Engagement
Andrew Morris	Royal Haskoning DHV
Michael Friend	North Wagga Co-opted Community Member
Karen Murray	North Wagga Co-opted Community Member
Brian Mahoney	Uranquinty Co-opted Community Member
Phil McMurray	Director Projects and Strategy
Paul O'Brien	Manager Development Assessment & Building Certification
Carly Hood	Strategic Sustainability Advisor
Andrew Mason	Project Manager
Erin Brown	Project Communications Officer (via Zoom)
Brittany Fitzsimmons	Executive Assistant
Kori West	Corporate Governance Officer (Minute Taker)

The meeting of the Floodplain Risk Management Advisory Committee commenced at 8.33am.

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.

MINUTES of the **FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE** held on **Thursday 15 February 2024**.

DECLARATIONS OF INTEREST

Mr T Kurylowicz declared a general interest that he is a resident of North Wagga, however as a community representative he is representing the entire community.

Mr T Kurylowicz declared a significant non-pecuniary Interest RP-7 2018-19-FM-0071 - North Wagga Flood mitigation the reason being that his house is not able to be raised and remained within the meeting during its consideration.

Councillor R Kendall declared a non-significant non-pecuniary interest in RP-7 2018-19-FM-0071 - North Wagga flood the reason being that he owns property in central Wagga which is protected by the levee bank and remained in the meeting during its consideration.

Ms R Prangnell declared a non-significant non-pecuniary interest in RP-7 2018-19-FM-0071 - North Wagga flood the reason being that he owns property in central Wagga which is protected by the levee bank and remained in the meeting during its consideration.

APOLOGIES

Apologies for non-attendance were received and accepted for Councillor J McKinnon on the motion of Councillor Kendall and Mr T Kurylowicz.

REPORTS FROM STAFF

RP-1 SES INTRODUCTION

Recommendation:

On the Motion of R Kendall and R Prangnell

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to SES staff changes.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J Rolfe
R Prangnell
T Kurylowicz
R Foley (alternate)

Against the Motion

MINUTES of the **FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE** held on **Thursday 15 February 2024**.

RP-2 2021-22-FM-0024 - GLENFIELD DRAIN AND FLOWERDALE STORAGE FLOOD MITIGATION WORKS

Recommendation:

On the Motion of R Foley (alternate) and R Kendall

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Glenfield Drain and Flowerdale Storage Area Flood Mitigation Works Project.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J Rolfe
R Prangnell
T Kurylowicz
R Foley (alternate)

Against the Motion

RP-3 LOCAL & REGIONAL RISK REDUCTION STREAM - LEVEE PUMP AUGMENTATION

M Shrestha – Santec entered the Meeting the time being 8.40am and presented a presentation to the Committee.

A Micallef – Santec entered the Meeting the time being 8.50am

A Sheehan – Santec entered the Meeting the time being 9.00am

A Morris entered the Meeting the time being 9.10am

Recommendation:

On the Motion of T Kurylowicz and R Foley (alternate)

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Levee Pump Augmentation Project.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J Rolfe
R Prangnell
T Kurylowicz
R Foley (alternate)

Against the Motion

M Shrestha, Amos Micallef and Andy Sheehan vacated the meeting, the time being at 9.24am.

MINUTES of the FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE held on Thursday 15 February 2024.

P O'Brien, Manager Development Assessment & Building Certification vacated the meeting time being, 9.25am

RP-4 2021-22-FM-0039 - LAKE ALBERT FLOOD MITIGATION OPTIONS - FEASIBILITY STUDY

T Kurylowicz vacated the meeting the time being 9.34am

Recommendation:

On the Motion of T Kurylowicz and R Kendall

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Lake Albert Flood Mitigation Project.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J Rolfe
R Prangnell
R Foley (alternate)

Against the Motion

T Kurylowicz re-entered the meeting the time being 9.36am.

RP-5 2021-22-FM-0032 - URANQUINTY LEVEE UPGRADE - INVESTIGATION AND DESIGN

Brian Mahoney Uranquinty Co-opted Community Member and Erin Askew – WMAwater and Nigel Rajaratnam - The Centre for International Economics (CIE) entered the meeting the time being 9.35am.

Andrew Morris from Royal Haskoning DHV presented a presentation to the Committee via zoom.

Recommendation:

On the Motion of R Kendall and T Kurylowicz

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Uranquinty Levee project.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J Rolfe
R Prangnell
T Kurylowicz
R Foley (alternate)

Against the Motion

MINUTES of the **FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE** held on **Thursday 15 February 2024**.

Brian Mahoney Uranquinty Co-Opted member vacated the chamber 9.56am.

RP-6 2022-FMP-0103 HUMULA AND MANGOPLAH FLOOD STUDIES

Erin Askew - WMAwater provided a presentation to the committee.
Karyn Wong and Liz Sparham - Woolcott Research & Engagement entered the meeting 10.00am

Recommendation:

On the Motion of R Foley (alternate) and R Prangnell

That the Floodplain Risk Management Advisory Committee receive and note the update provided in relation to the Humula and Mangoplah Flood Studies Project.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J Rolfe
R Prangnell
T Kurylowicz
R Foley (alternate)

Against the Motion

PROCEDURAL MOTION - ELECTION OF THE CHAIRPERSON

Recommendation:

On the Motion of T Kurylowicz and R Foley

That the Floodplain Risk Management Advisory Committee elected Councillor R Kendall as the chairperson for the remainder of the meeting

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout
R Kendall
J Rolfe
R Prangnell
T Kurylowicz
R Foley (alternate)

Against the Motion

MINUTES of the FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE held on Thursday 15 February 2024.

Michael Friend and Karen Murray the North Wagga Co-opted Community Members entered the meeting the time being 10.30am.

Councillor R Kendall vacated the chamber and did not return the time being 10.30am.

Karyn Wong from Woolcott Research and Experience provided the Committee with a presentation.

The Mayor, Dallas Tout Vacated the Chairperson and the meeting the time being 10.45am and did not return to the meeting.

Councillor Rod Kendall assumed the position of the Chairperson the time being 10.45am.

General Manager, Peter Thompson vacated the meeting and did not return the time being 11.05am.

Jenny Rolfe vacated the meeting and did not return the time being 11.28am and Quorum was lost.

As there was no quorum it was the decision of the members present to receive and note the following reports.

Steve Manwaring - Department Planning, Industry & Environment vacated the meeting and did not return, the time being 11.36am.

Brett Koschel State Emergency Service vacated the meeting and did not return the time being 11.47am.

RP-7 2018-19-FM-0071 - NORTH WAGGA FLOOD MITIGATION OPTIONS

As there was no quorum it was the decision of the members present that 2018-19-FM-0071 - NORTH WAGGA FLOOD MITIGATION OPTIONS be deferred to the future Extraordinary Committee meeting.

RP-8 FLOOD PROJECT IMPLEMENTATION STATUS

As there was no quorum it was the decision of the members present that FLOOD PROJECT IMPLEMENTATION STATUS be deferred to the future Extraordinary Committee meeting.

QUESTIONS WITH NOTICE

No Questions with Notice were received.

The Floodplain Risk Management Advisory Committee rose at 12.11pm.

MINUTES of the FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE held on Tuesday 27 February 2024.

PRESENT

The Mayor Councillor Dallas Tout
Councillor Jenny McKinnon
Councillor Rod Kendall (arrived 9.46am)
Jenny Rolfe (via Zoom)
Ros Prangnell
Patricia Murray
Tim Kurylowicz (via Zoom)

IN ATTENDANCE

Peter Thompson	General Manager
Josh Sainsbury	State Emergency Service (SES)
Steve Manwaring	Department Planning, Industry & Environment
Erin Askew	WMAwater (via Zoom)
Nigel Rajaratnam	The Centre for International Economics (CIE) (via Zoom)
Karyn Wong	Woolcott Research & Engagement (via Zoom)
Liz Sparham	Woolcott Research & Engagement(via Zoom)
Michael Friend	North Wagga Co-opted Community Member
Phil McMurray	Director Projects and Strategy
Janice Summerhayes	Director Community
Scott Gray	Chief Operating Officer
Carly Hood	Strategic Sustainability Advisor
Andrew Mason	Project Manager
Erin Brown	Project Communications Officer (via Zoom)
Brittany Fitzsimmons	Executive Assistant
Kori West	Corporate Governance Officer (Minute Taker)

The meeting of the Floodplain Risk Management Advisory Committee commenced at 9.00am.

ACKNOWLEDGEMENT OF COUNTRY

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

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

MINUTES of the FLOODPLAIN RISK MANAGEMENT ADVISORY COMMITTEE held on Tuesday 27 February 2024.

DECLARATIONS OF INTEREST

Mr T Kurylowicz declared a general interest that he is a resident of North Wagga, however as a community representative he is representing the whole community.

APOLOGIES

Co-Opted Member for North Wagga – Karen Murray

REPORTS FROM STAFF

RP-1 2018-19-FM-0071 - NORTH WAGGA FLOOD MITIGATION OPTIONS

T Kurylowicz vacated the chamber, the time being 9:59am and did not return.

Recommendation:

On the Motion of J McKinnon and R Prangnell

That the Floodplain Risk Management Advisory Committee receive and note the draft report and recommends to the Council that it receive the report and places it on Public Exhibition.

The committee notes its preliminary view is to recommend a combined approach that is staged and includes:

- a. Upgrading the existing North Wagga Levee system (Stage 1 of L4B - 5% AEP (1 in 20)) and offering Voluntary House Raising and Purchase subject to risk reduction and cost effectiveness**
- b. Increasing the road heights and bridges along Hampden Ave to provide a safe evacuation route (Stage 2 of Option L4B) subject to funding**

This preliminary view will be updated following the Public Exhibition before a final recommendation from the Floodplain Risk Management Advisory Committee is made to Council.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

D Tout

R Kendall

J McKinnon

J Rolfe

R Prangnell

P Murray

Against the Motion

QUESTIONS WITH NOTICE

No Questions with Notice were received.

The Floodplain Risk Management Advisory Committee rose at 10.34am.

CONFIDENTIAL REPORTS**CONF-1 RFT2024-15 EFFLUENT POND LINING DESIGN & CONSTRUCT
NARRUNG ST AND KOORINGAL SEWERAGE TREATMENT WORKS****Author:** Anjane Beechani**Executive:** Phil McMurray

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 PROPOSED LEASE OF AIRSPACE OVER PUBLIC ROAD
ADJACENT TO 99 FITZMAURICE STREET, WAGGA WAGGA****Author:** Matthew Dombrowski**Executive:** John Sidgwick

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

- (d) (i) commercial information of a confidential nature that would, if disclosed, prejudice the commercial position of the person who supplied it; and
- (d) (ii) commercial information of a confidential nature that would, if disclosed, confer a commercial advantage on a competitor of the Council.

CONF-3 RFT2024-03 ROADSIDE VEGETATION & GROUNDS MAINTENANCE**Author:** Henry Pavitt**Executive:** Warren Faulkner

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

- (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 February 2024.

PRESENT

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

IN ATTENDANCE

General Manager	(Mr P Thompson)
Director Community	(Ms J Summerhayes)
Director Infrastructure Services	(Mr W Faulkner)
Director Strategy and Projects	(Mr P McMurray)
Director Regional Activation	(Mr J Sidgwick)
Chief Financial Officer	(Mrs C Rodney)
Chief Operating Officer	(Mr S Gray)
Executive Director - People & Culture	(Mrs F Piltz)
Executive Manager - Major Projects	(Mr D Woods)
Manager Community Services	(Ms M Scully)
Destination & Events Coordinator	(Ms K Parker)
Acting Manager Development Assessment & Building Certification	(Mr C Collins)
Corporate Governance Coordinator	(Mrs N Johnson)
Communications & Engagement Coordinator	(Mr M Casey)
Governance Officer	(Ms K West)

NOTICE TO MEETING

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

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

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

This is page 1 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 FEBRUARY 2024**.

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

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 26 February 2024**.

ACKNOWLEDGEMENT OF COUNTRY

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

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

REFLECTION

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

APOLOGIES

No apologies were received.

CONFIRMATION OF MINUTES

CM-1 ORDINARY COUNCIL MEETING - 12 FEBRUARY 2024

24/033 RESOLVED:
On the Motion of Councillors T Koschel and G Davies

That the Minutes of the proceedings of the Ordinary Council Meeting held on 12 February 2024 be confirmed as a true and accurate record.

CARRIED

RECORD OF VOTING ON THE MOTION

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

This is page 2 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 FEBRUARY 2024**.

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

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 26 February 2024.**

DECLARATIONS OF INTEREST

Councillor T Koschel declared a Significant Non-Pecuniary Interest in NOM-2 - NOTICE OF MOTION – PROPOSED PEDESTRIAN CROSSING AT BOOROOMA ST ROUNDABOUT AREA the reason being that he has a family member that is looking at a business in this area and vacated the chamber during its consideration.

Councillor T Koschel declared a Non-Significant Non-Pecuniary Interest in RP-6 FINANCIAL PERFORMANCE REPORT AS AT 31 JANUARY 2024 the reason being that he works for a financial institution listed within the report and remained in the chamber during its consideration.

Councillor R Kendall declared a Non-Significant Non-Pecuniary Interest in RP-2 - PLANNING PROPOSAL (LEP22/0002) BRUNSLEA PARK, FOREST HILL TO CHANGE LAND ZONING AND MINIMUM LOT SIZE PROVISIONS OF THE WAGGA WAGGA LOCAL ENVIRONMENTAL PLAN 2010 the reason being, he has a sublease at the airport for a private hangarage and remained in the chamber during its consideration.

Councillor R Kendall declared a Non-Significant Non-Pecuniary Interest in RP-5 2024/25 AIRPORT FEES AND CHARGES the reason being, he has a sublease at the airport for a private hangarage. The fees being considered in this report are not related to subleases, he therefore remained in the chamber during its consideration.

Councillor G Davies declared a Non-Significant Non-Pecuniary Interest in RP-2 - PLANNING PROPOSAL (LEP22/0002) BRUNSLEA PARK, FOREST HILL TO CHANGE LAND ZONING AND MINIMUM LOT SIZE PROVISIONS OF THE WAGGA WAGGA LOCAL ENVIRONMENTAL PLAN 2010 the reason being, she has a family member that has a private hangar site sublease at the airport. The fees being considered in this report are not related to subleases, she therefore remained in the chamber during its consideration.

Councillor G Davies declared a Non-Significant Non-Pecuniary Interest in RP-5 2024/25 AIRPORT FEES AND CHARGES the reason being that she has a family member who has a sublease on a private hanger at the airport and remained in the chamber during its consideration.

This is page 3 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 FEBRUARY 2024.**

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 February 2024.

PROCEDURAL MOTION - ENGLOBO

24/034 RESOLVED:

On the Motion of Councillors T Koschel and R Kendall

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

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

That RP-1, RP-4, RP-5, RP-7 to RP-12, RP-14, M-1, CONF-1 and CONF-2, be adopted as recommended in the business papers.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

PUBLIC DISCUSSION FORUM

RP-2 - PLANNING PROPOSAL (LEP22/0002) BRUNSLEA PARK, FOREST HILL TO CHANGE LAND ZONING AND MINIMUM LOT SIZE PROVISIONS OF THE WAGGA WAGGA LOCAL ENVIRONMENTAL PLAN 2010

- Ms Samantha Brunskill – Speaking against the recommendation

This is page 4 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 FEBRUARY 2024**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 February 2024.

PROCEDURAL MOTION - CHANGE STANDING ORDERS

24/035 RESOLVED:

On the Motion of Councillors J McKinnon and R Foley

That Council move forward consideration of RP-2 - PLANNING PROPOSAL (LEP22/0002) BRUNSLEA PARK, FOREST HILL TO CHANGE LAND ZONING AND MINIMUM LOT SIZE PROVISIONS OF THE WAGGA WAGGA LOCAL ENVIRONMENTAL PLAN 2010 to follow the Public Discussion Forum.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

REPORTS FROM STAFF

RP-2 PLANNING PROPOSAL (LEP22/0002) BRUNSLEA PARK, FOREST HILL TO CHANGE LAND ZONING AND MINIMUM LOT SIZE PROVISIONS OF THE WAGGA WAGGA LOCAL ENVIRONMENTAL PLAN 2010

24/036 RESOLVED:

On the Motion of Councillors R Kendall and R Foley

That Council:

- a receive and note this report**
- b refuse planning proposal LEP22/0002**
- c notify the applicant of the decision**

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

R Foley
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 26 FEBRUARY 2024.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 February 2024.

MOTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN

NOM-1 NOTICE OF MOTION – CALL FOR AN ALTERNATIVE LOWER GOBBAGOMBALIN BRIDGE DUPLICATION CONSTRUCTION PROJECT

24/037 RESOLVED:
On the Motion of Councillors R Foley and J McKinnon

That Council:

- a note that the State Government is responsible for the Gobbagombalin Bridge and its duplication
- b writes to the NSW Minister for Regional Transport and Roads, the Hon. Jenny Aitchison and Member for Wagga Wagga, Dr Joe McGirr seeking an update in relation to investigations into the feasibility of duplicating the Gobbagombalin Bridge as per the Wagga Transport Plan

CARRIED

RECORD OF VOTING ON THE MOTION

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

NOM-2 NOTICE OF MOTION – PROPOSED PEDESTRIAN CROSSING AT BOOROOMA ST ROUNDABOUT AREA

Councillor T Koschel declared a Significant Non-Pecuniary Interest and vacated the chamber, the time being 6:32pm.

24/038 RESOLVED:
On the Motion of Councillors R Foley and R Kendall

That Council receive a report:

- a outlining options for an appropriate crossing to enable pedestrians a safer crossing of Boorooma Street adjacent to the new shopping centre
- b outlining the process for developing a Pedestrian Improvement Plan for safe access for pedestrians in the Northern Suburbs

CARRIED

This is page 6 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 FEBRUARY 2024.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 February 2024.

RECORD OF VOTING ON THE MOTION

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

Councillor T Koschel re-entered the chamber, the time being 7:03pm.

REPORTS FROM STAFF

RP-1 DA23/0381 - 10 HENSCHKE AVENUE, SAN ISIDORE DEMOLITION OF TWO EXISTING SHEDS AND CONSTRUCTION OF A NEW SHED

24/039 RESOLVED:
On the Motion of Councillors T Koschel and R Kendall

That Council approve DA23/0381 for the demolition of two existing sheds and construction of new shed at 10 Henschke Avenue, San Isidore, NSW 2650 subject to conditions outlined in the s4.15 Assessment Report.

CARRIED

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

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

RP-2 PLANNING PROPOSAL (LEP22/0002) BRUNSLEA PARK, FOREST HILL TO CHANGE LAND ZONING AND MINIMUM LOT SIZE PROVISIONS OF THE WAGGA WAGGA LOCAL ENVIRONMENTAL PLAN 2010 was moved forward to follow the Public Discussion Forum.

This is page 7 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 FEBRUARY 2024.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 February 2024.

RP-3 REUSABLE CLOTH NAPPY AND MENSTRUAL PRODUCT REBATE

- 24/040

RESOLVED:

On the Motion of Councillors A Parkins and R Kendall
- That Council:
- a

convert the reusable Nappy and Menstrual product rebate scheme to an ongoing community offering from 2024/25 financial year onwards
- b

maintain the rebate conditions of 50% off the purchase price of up to a maximum rebate of \$100 per child for reusable Nappies
- c

include a rebate of 50% off the purchase price of up to a maximum rebate of \$100 per personal user for reusable adult Nappies
- d

maintain the rebate conditions of 50% the purchase price of up to a maximum rebate of \$50 per person for reusable Menstrual products
- e

undertake an annual review of the program (commencing January 2025)
- f

note the proposed annual budget allocation that will be included in the 2024/25 long term financial plan process
- CARRIED

RECORD OF VOTING ON THE MOTION

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

RP-4 MAJOR EVENTS, FESTIVALS AND FILMS SPONSORSHIP 2023/24 - FINAL ROUND

- 24/041

RESOLVED:

On the Motion of Councillors T Koschel and R Kendall
- That Council:
- a

authorise the General Manager or their delegate to enter into an agreement to sponsor the following events through the 2023/24 Major Events and Sponsorship budget:
- i

Writers in the Woolshed by Red Crane Consulting to the amount of \$5,740 through the Incubator Event stream

This is page 8 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 FEBRUARY 2024.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 February 2024.

RP-6 FINANCIAL PERFORMANCE REPORT AS AT 31 JANUARY 2024

24/043 RESOLVED:
On the Motion of Councillors G Davies and M Henderson

That Council:

- a defer consideration on the proposed 2023/24 budget variation pending further information being supplied for the month ended 31 January 2024 at a Councillor Workshop to be held 18 March 2024 and note the balanced budget position as presented in this report
- b approve the proposed budget variations to the 2023/24 Long Term Financial Plan Capital Works Program including new projects and future year timing adjustments
- c note the Responsible Accounting Officer’s reports, in accordance with the Local Government (General) Regulation 2021 (Part 9 Division 3: Clause 203) that the financial position of Council is satisfactory having regard to the original estimates of income and expenditure and the recommendations made above
- d note the details of the external investments as of 31 January 2024 in accordance with section 625 of the Local Government Act 1993
- e note that a detailed project and budget review paper regarding the Active Travel Plan Stage 1 project will be presented to a Council Workshop in March 2024, in advance of a Council meeting for determination

CARRIED

RECORD OF VOTING ON THE MOTION

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

This is page 10 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 FEBRUARY 2024.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 February 2024.

CONFIDENTIAL REPORTS

CONF-1 RFT2024-18 MANGOPLAH RURAL FIRE SERVICES SHED
EXTENSION D&C

24/054 RESOLVED:
On the Motion of Councillors T Koschel and R Kendall

That Council:

a accept the tender offer of OCS Building Maintenance Pty Ltd T/A Midcity Group (ABN: 93 120 524 905) for the Design & Construction of an extension to the Rural Fire Shed at Mangoplah for the lump sum amount of \$296,663.80 excluding GST

b authorise the General Manager or their delegate to enter a Contract with OCS Building Maintenance Pty Ltd T/A Midcity Group (ABN: 93 120 524 905) for the Design & Construction of an extension to the Rural Fire Shed at Mangoplah

c authorise the affixing of Council's Common Seal to all relevant documents as required

CARRIED

RECORD OF VOTING ON THE MOTION

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

CONF-2 RFT2021-11 REFRESH TRADE SERVICES PANEL CONTRACT

24/055 RESOLVED:
On the Motion of Councillors T Koschel and R Kendall

That Council:

a accept the tender offers of the trade service professionals as indicated in Table 1 of the body of this report for the provision of trade services to Council for a period of 12 months

b authorise the General Manager or their delegate to enter contracts with the entities indicated in Table 1 in the body of this report

This is page 17 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 FEBRUARY 2024.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 26 February 2024.

- c authorise the General Manager or their delegate to extend the contact for 2 x 12-month periods as allowed for in the contract and at the sole discretion of Council
- d authorise the affixing of Council's Common Seal to all relevant documents as required

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

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

Against the Motion

CONF-3 PROPOSED ACQUISITION OF LAND - PART 6318 OLYMPIC HIGHWAY, URANQUINTY, BEING PART LOT 1 DP 1068577

24/056 RESOLVED:
On the Motion of Councillors M Henderson and R Kendall

That Council:

- a authorise the General Manager or their delegate to proceed with the compulsory acquisition of proposed Lot 41 in DP 1298634, (currently part Lot 1 in DP 1068577), for road widening purposes in accordance with the requirements of the Land Acquisition (Just Terms Compensation) Act 1991
- b authorise the General Manager or their delegate to make application to the Minister and/or the Governor (as required) for approval to acquire proposed Lot 41 in DP 1298634, (currently part of Lot 1 in DP 1068577) by compulsory process under section 177(1) of the Roads Act 1993, including the provision of all necessary documents
- c authorise the affixing of Council's common seal to any documents as required

CARRIED

This is page 18 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 26 FEBRUARY 2024.

.....MAYORGENERAL MANAGER

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 26 February 2024.**

RECORD OF VOTING ON THE MOTION

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

REVERSION TO OPEN COUNCIL

24/057 RESOLVED:
On the Motion of Councillors T Koschel and J McKinnon

That this meeting of the Closed Council revert to an open meeting of the Council, the time being 7.20pm.

CARRIED

THIS COMPLETED THE BUSINESS OF THE COUNCIL MEETING WHICH ROSE AT 7.22pm.

.....
MAYOR

This is page 19 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **26 FEBRUARY 2024.**

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