

NOTICE OF COUNCIL MEETING

PUBLIC SUPPLEMENTARY

AGENDA -A

An Ordinary Meeting of City of Parramatta Council will be held in the St Patrick's Cathedral Parramatta Cloister Function Room on Monday, 8 August 2022 at 6:30pm.

Brett Newman
CHIEF EXECUTIVE OFFICER

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After the conclusion of the Council Meeting, and if time permits, Councillors will be provided an opportunity to ask questions of staff.

NOTICE OF MOTION

ITEM NUMBER 14.1
SUBJECT Councillor Workshops / Briefings
REFERENCE F2022/00105 - D08620758
FROM Councillor Michelle Garrard

MOTION

That Council endorse an amendment to the Councillors Workshop and Briefing Session Policy and Procedure to reflect:

1. Workshop/briefing session presentations be provided to Councillors a minimum of 2 days prior to the Workshop/briefing session.
2. For Councillors who have requested, have hard copies of the Presentations be made available at the workshop/briefing sessions.

BACKGROUND

1. For Councillors to be fully prepared for workshops receiving content in advance allows Councillors to adequately prepare.
2. For committees of council this presentations agenda and content are provided in advance.
3. Receiving the information in advance allows councillors to be across content which should mean workshops/briefings will run smoother, opposed to the current process where we are trying to absorb the information presented at the time.
4. I have informally made this request on numerous occasions and it is still not happening as practice in all instances.

STAFF RESPONSE

5. Council staff acknowledge the provision of presentation materials in advance of workshops/ briefings can be of benefit to enable Councillors to better digest information intended for presentation at workshops/ briefings.
6. In most instances, Council Officers aim to provide presentations prior to the workshops. This generally occurs via email on the day of the workshop.
7. However, there may be instances in which the material is better suited to be provided during or after the workshop. For example, some information, particularly around contentious or high-profile matters, is best presented with additional context a facilitator can supply during a session. In other instances, material is not always ready for distribution until the day of the session.
8. Further, briefing notes are typically provided more than two (2) days prior, containing a prelude to the subject matter of each session.

9. For these reasons, it is not recommended to amend the policy to mandate the provision of all workshop/ briefing session presentations a minimum of two (2) days prior to the session. However, should Councillors wish to consider mandating this, it is recommended this timeframe be specified in Step eight (8) in the Procedure supplementing the policy.
10. Council Officers have recently committed to providing four (4) hard copies of presentation materials at Councillor workshops/ briefings. This commitment can be expanded to provide copies of presentations to Councillors upon request, should this number exceed four (4), without amending the policy. However, should Council wish to formalize the requirement for hard copies to be provided to Councillors who make a request, it is recommended the procedure attached to the Policy can be updated to include this as an additional step in the process.
11. Council may seek to do this by including an additional step, with the facilitator being the responsibility holder, between Steps ten (10) and eleven (11) in the Procedure, which states:

“Supply four (4) hard copies for Councillors in attendance OR should more than four (4) Councillors request a copy, supply each Councillor who has put in a request with a copy, whichever is the larger”.

12. The policy is intended to set an overarching framework for the facilitation of Councillor workshops and briefings, rather than a prescriptive step-by-step guide. Accordingly, any changes considered by Council are recommended to be made in the Procedure supplementing the Policy.

FINANCIAL AND RESOURCE IMPLICATIONS

13. There are no unbudgeted financial implications associated with the preparation of this staff response.

Michelle Garrard
Councillor

John Angilley
Chief Financial and Information Officer

Brett Newman
Chief Executive Officer

ATTACHMENTS:

1   Councillors Workshop and Briefing Session Policy 6 Pages



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Councillors Workshops and Briefing Sessions Policy and Procedure

Contents

- Scope
- Purpose
- Policy
- Procedure
- Definitions

Scope

This Policy applies to Councillors and Council employees, including contract and casual employees engaged by Council, members of Council Committees and external parties.

Purpose

The purpose of Workshops and Briefing Sessions is to engage with Councillors, on matters of significant importance and interest.

The Workshops and Briefing Sessions allow the Lord Mayor, Councillors, Executive and Staff to:

- clarify issues, exchange information (including confidential) and to seek feedback/ general direction on proposals
- provide a forum for discussion on initiatives and discuss options in determining Council's strategic corporate direction
- ensure effective communications and information flow between staff and Councillors
- provide a team building forum in which to develop trust and understanding between those attending the workshops or briefing.

Councillor Workshops and Briefing Sessions are often held prior to Council making a resolution in a Council Meeting. Workshops and Briefing Sessions are not decision-making forums but an opportunity to provide background information or context and present options that supports a resolution or action in Council. Information provided to these forums are confidential. Feedback obtained from Councillors at a Workshop or Briefing Session will help guide Council Officers in preparing reports or other documents

Name of Policy		
Owner: Manager Governance	Area: Governance	POL No: 381
Date of Commencement: 7 August 2018	Approval Authority: Council	Date Approved: 15 June 2021
Amendment 4	Date of Next Review: 2024	Review: 4 years



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seeking a decision by Council and ensure that all issues and views are properly canvassed in the report or other documents such as submissions.

Policy

Under the Local Government Act 1993, a Council can hold a Workshop or Briefing Session under its general powers as a body corporate. Workshops and Briefing Sessions are informal gatherings and can provide useful background information to Councillors on the business of Council. Councillor Workshops and Briefing Sessions may involve Councillors, Council staff and invited external participants.

Council Workshops and Briefings often provide Councillors with information that leads to forming a Council position on a particular item or issue. In a majority of cases the information presented is provided under the agreement and understanding that it requires the knowledge or feedback from Councillors before a final position can be provided to Council in the form of a report. The information provided in these forums is confidential.

Respect

Councillor Workshops and Briefings may be attended by external participants and Council staff, including a range of staff who are not listed under the Interaction Between Councillors and Staff Policy.

Councillors and staff are to observe the conduct obligations of the Code of Conduct, and to remain courteous, professional and respectful of all attendees. The Chair will call to order anyone who behaves in a manner contrary to the conduct obligations of the Code of Conduct, including the use of offence behaviour or language.

Confidentiality

Matters discussed in Council Workshops and Briefings are generally confidential in that they contain information that could provide an unfair or false representation of Council's position on a particular matter. Information provided as part of Workshops and Briefings that is marked confidential should be treated the same as matters held in the Confidential Agenda in Council. Photos or videos of presentations are not permitted. Confidential information distributed to an external party or media would be considered as a breach of Section 664* of the Local Government Act in that, Councillors must not, at any time, disclose materials classified as confidential in reports presented to our discussions held at Council.

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Confidential items for the purpose of this policy relate to the same as per the Council Code of Meeting Practice:

- a) Information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business
- b) Commercial information of a confidential nature that would, if disclosed:
 - I. Prejudice the commercial position of the person who supplied it, or
 - II. Confer a commercial advantage on a competitor of the council, or
 - III. Reveal a trade secret
- c) Information that would, if disclosed, prejudice the maintenance of law
- d) Matters affecting the security of the council, Councillors, council staff or council property
- e) Advice concerning litigation, or advice that would otherwise be privileged from production in legal proceedings on the ground of legal professional privilege.
- f) Alleged contraventions of any code of conduct requirements applicable under Section 440.

Conflicts of Interests

Councillors and staff are reminded of their obligations under the Code of Conduct. Conflicts of interests are to be managed in accordance with the Code. Councillors and staff are responsible for the identification, declaration and management of any interests. Forms will be made available at workshops to assist in declaring interests.

Chair

The Lord Mayor or in their absence, Deputy Lord Mayor, will Chair Workshops/Briefing Sessions.

In the absence of the Lord Mayor and Deputy Lord Mayor, the Chair will be selected from amongst the Councillors in attendance.

Quorum

Although Workshops and Briefing Sessions are not decision-making forums, attendance by Councillors at these sessions provide an opportunity for informal discussion on a matter prior to it being considered at a Council Meeting.

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A quorum for the purposes of whether a Workshop or Briefing Session will proceed will be at least four Councillors.

Remote Attendance

Workshops and Briefing Sessions are held in the Level 12 Boardroom at 126 Church Street, Parramatta.

Due to COVID-19, the introduction of remote Workshops/Briefing Sessions provided Councillors with the flexibility to attend sessions, whilst juggling other work/personal commitments.

Attendance at Workshops/Briefing Sessions will continue to remain flexible, with provisions being made for in-person and remote attendance.

Catering

Light refreshments will be provided at Workshops/Briefing Sessions in accordance with Councillors' Expenses and Facilities Policy.

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Procedure

Workshops and briefing sessions can be organised:

1. As a result of a resolution at a Council Meeting;
2. As approved by the Executive Team in consultation with the Lord Mayor.

The following table outlines the steps and responsibilities for organising Workshops and Briefing Sessions:

Step	Detail	Responsibility
1	Annual dates for Workshops and Briefing Sessions are set, calendar placeholder invites sent to Councillors and Executive Team, and dates entered into the Councillor Portal and on Council's intranet	Governance
2	Request sent to Governance for a Workshop or Briefing session	Facilitator
3	Date tentatively booked in the Workshop / Briefing Session schedule	Governance
4	Confirmation of Workshop / Briefing sessions	Executive Team
5	Complete Workshop / Briefing Session briefing note and send to Governance	Facilitator
6	Update calendar invite to "CONFIRMED" with details of the session. Attach briefing note and add any additional internal invitees	Governance
7	Send details of the confirmed Workshop / Briefing Session to external invitee	Facilitator
8	Prepare presentation material	Facilitator
9	Coordinate Councillor RSVPs for confirmed Workshop/Briefing Session	Governance
10	If confirmed number of Councillors is less than quorum, cancel session	Lord Mayor / CEO
11	Hold session and capture Councillor and staff attendance	Facilitator
12	Complete Outcome Summary and send to Governance	Facilitator
13	Upload Outcome Summary and any presentations / handouts to Councillor Portal	Governance

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Step	Detail	Responsibility
14	Register Workshops / Briefing Sessions briefing note, presentation / handouts and outcome summary in record management system	Governance

Definitions

Briefing:	Sessions at which information is presented prior to items being put forward at a Council Meeting.
Workshop:	Sessions which Councillors and Staff meet to discuss and/or have input into Council strategies.

REFERENCES	Local Government Act 1993 Local Government (General) Regulation 2005 Government Information (Public Access) Act 2009
POLICIES	Code of Conduct Code of Meeting Practice Interactions Between Councillors and Staff
ATTACHMENTS	

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QUESTIONS WITH NOTICE

ITEM NUMBER	15.1
SUBJECT	Questions Taken on Notice - 25 July 2022 Council Meeting
REFERENCE	F2022/00105 - D08620835
REPORT OF	Governance Manager

QUESTIONS TAKEN ON NOTICE FROM THE COUNCIL MEETING OF 25 JULY 2022

Item	Subject	Councillor	Question
12.1	Investment Report For June 2022	Bradley	In the last monthly report, Suncorp had an investment of \$11 million. This time, the investment with Suncorp is roughly \$2.5 million. Why has there been such a reduction in this investment?
15.1	Questions Taken on Notice from Council Meeting – 11 July 2022	Wang	With relation to my Question Taken on Notice at the 11 July 2022 Council meeting, can we please have a breakdown of how the money will be spent in the 2022/23 budget at North Rocks Park?
16.1	Legal Status Report as at 30 June 2022	Esber	<i>Question asked in closed session. As a question was raised in closed session, a response will be provided to Councillors separately.</i>
16.1	Legal Status Report as at 30 June 2022	Esber	<i>Question asked in closed session. As a question was raised in closed session, a response will be provided to Councillors separately.</i>
16.1	Legal Status Report as at 30 June 2022	Valjak	<i>Question asked in closed session. As a question was raised in closed session, a response will be provided to Councillors separately.</i>

BACKGROUND

- Paragraph 9.23 of Council's Code of Meeting Practice states:

"Where a councillor or council employee to whom a question is put is unable to respond to the question at the meeting at which it is put, they may take it on notice and report the response to the next meeting of the Council."

STAFF RESPONSE

Item 12.1 – Investment Report For June 2022

During discussion on the Motion moved by Councillor Garrard, Councillor Bradley asked the following question:

“In the last monthly report, Suncorp had an investment of \$11 million. This time, the investment with Suncorp is roughly \$2.5 million. Why has there been such a reduction in this investment?”

Chief Finance and Information Officer Response

Imperium Markets have advised that there was a typographical error in their May 22 comprehensive report of the Suncorp holdings. The Total Suncorp Holdings as at 31st May 2022 should have read \$3,201,837.50. Updated Counterparty holding reports can be viewed at **Attachments 1 and 2** to this report. All other information in the reports was correct.

Item 15.1 – Questions Taken on Notice From Council Meeting – 11 July 2022

During notation of the Questions Taken on Notice from the prior Council Meeting, Councillor Wang asked the following question:

“With relation to my Question Taken on Notice at the 11 July 2022 Council meeting, can we please have a breakdown of how the money will be spent in the 2022/23 budget at North Rocks Park?”

Executive Director City Assets and Operations Response

As per the Plan of Management, the lease fee will be used for the embellishment of North Rocks Park. In 2022/23, it will be applied to designing a new playground for the park, which is scheduled for an upgrade in 2023/24.

ATTACHMENTS:

1  City of Parramatta Council Monthly Report - May 22 Counterparty Holdings



2  City of Parramatta Monthly Report June 2022 Counterparty Holdings



REFERENCE MATERIAL



Investment Report

01/05/2022 to 31/05/2022



Counterparty Compliance as at 31/05/2022

Long Term Investments

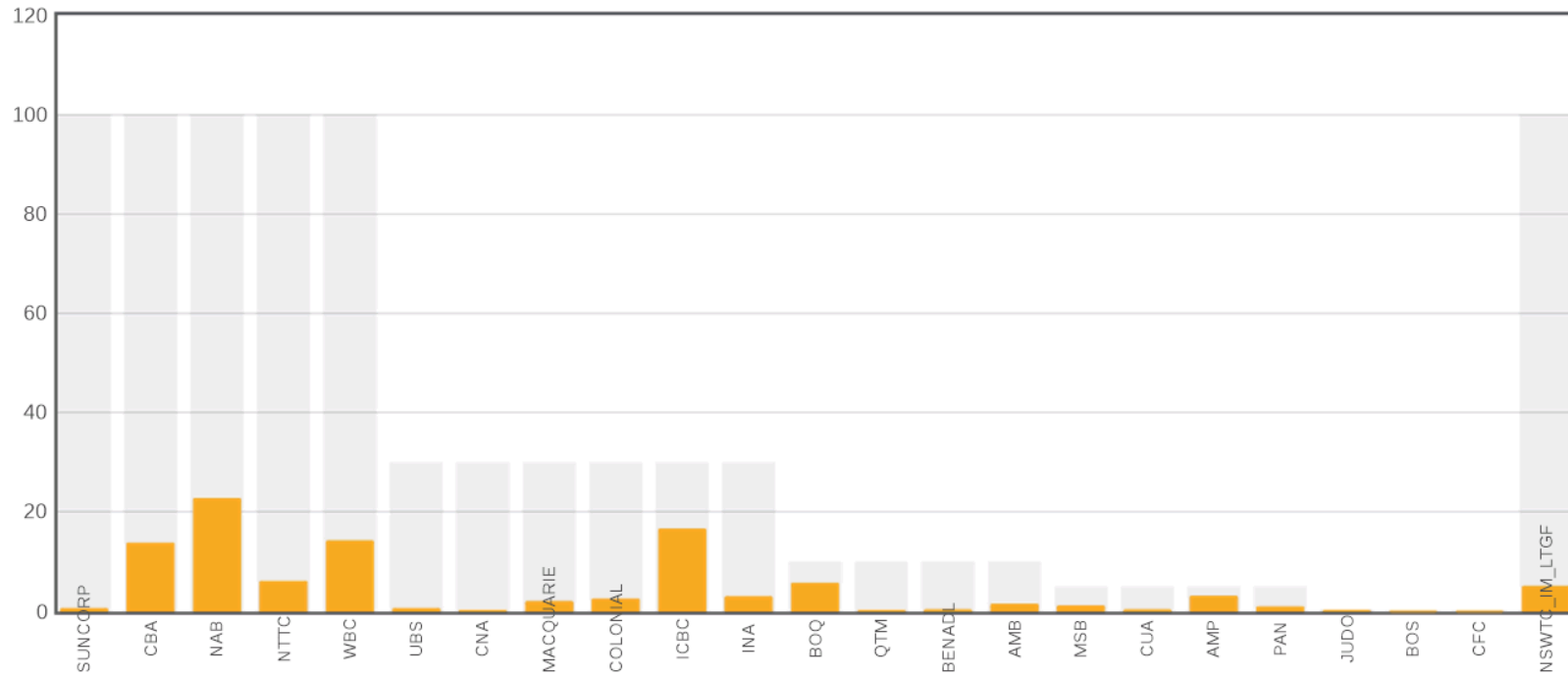
Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	Suncorp	Long	AA-	3,201,837.50	0.57	100.00	-	560,634,480.68
✓	Commonwealth Bank	Long	AA-	77,384,931.76	13.72	100.00	-	486,451,386.42
✓	NAB	Long	AA-	127,748,534.51	22.66	100.00	-	436,087,783.67
✓	Northern Territory Treasury	Long	AA-	34,000,000.00	6.03	100.00	-	529,836,318.18
✓	Westpac	Long	AA-	79,900,000.00	14.17	100.00	-	483,936,318.18
✓	UBS AG	Long	A+	3,239,418.00	0.57	30.00	-	165,911,477.46
✓	Citibank, N.A.	Long	A+	999,930.00	0.18	30.00	-	168,150,965.46
✓	Macquarie Bank	Long	A+	11,026,982.41	1.96	30.00	-	158,123,913.05
✓	CFS WGCIF	Long	A	14,036,488.20	2.49	30.00	-	155,114,407.25
✓	ICBC Sydney Branch	Long	A	93,250,000.00	16.54	30.00	-	75,900,895.46
✓	ING Direct	Long	A	16,526,611.00	2.93	30.00	-	152,624,284.46
✓	BOQ	Long	BBB+	31,907,401.90	5.66	10.00	-	24,476,229.92
✓	RACQ Bank	Long	BBB+	1,001,040.00	0.18	10.00	-	55,382,591.82



Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	Bendigo and Adelaide	Long	BBB+	1,753,160.50	0.31	10.00	-	54,630,471.32
✓	Australian Military Bank	Long	BBB+	8,000,000.00	1.42	10.00	-	48,383,631.82
✓	MyState Bank	Long	BBB	6,000,000.00	1.06	5.00	-	22,191,815.91
✓	Great Southern Bank	Long	BBB	1,753,934.00	0.31	5.00	-	26,437,881.91
✓	AMP Bank	Long	BBB	17,132,329.88	3.04	5.00	-	11,059,486.03
✓	P&N Bank	Long	BBB	5,000,000.00	0.89	5.00	-	23,191,815.91
✓	JUDO	Long	BBB-	1,000,000.00	0.18	0.50	1,000,000.00	-
✓	Bank of Sydney	Long	Unrated	250,000.00	0.04	0.10	250,000.00	-
✓	Community First	Long	Unrated	250,000.00	0.04	0.10	-	313,836.32
✓	NSWTC IM LTGF	Long	Unrated	28,473,718.52	5.05	100.00	-	535,362,599.66
TOTALS				563,836,318.18	100.00			



Counterparty Compliance - Long Term Investments





Investment Report

01/06/2022 to 30/06/2022



Counterparty Compliance as at 30/06/2022

Long Term Investments

Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	Commonwealth Bank	Long	AA-	77,384,705.38	14.21	100.00	-	467,389,775.86
✓	NAB	Long	AA-	147,179,171.62	27.02	100.00	-	397,595,309.62
✓	Northern Territory Treasury	Long	AA-	34,000,000.00	6.24	100.00	-	510,774,481.24
✓	Westpac	Long	AA-	50,900,000.00	9.34	100.00	-	493,874,481.24
✓	UBS AG	Long	A+	3,237,871.88	0.59	30.00	-	160,194,472.49
✓	Citibank, N.A.	Long	A+	998,666.54	0.18	30.00	-	162,433,677.83
✓	Suncorp	Long	A+	3,197,299.95	0.59	30.00	-	160,235,044.42
✓	Macquarie Bank	Long	A+	1,028,313.73	0.19	30.00	-	162,404,030.64
✓	ICBC Sydney Branch	Long	A	93,250,000.00	17.12	30.00	-	70,182,344.37
✓	ING Direct	Long	A	16,525,771.70	3.03	30.00	-	146,906,572.68
✓	CFS WGCIF	Long	A	13,738,336.22	2.52	30.00	-	149,694,008.15
✓	BOQ	Long	BBB+	23,903,220.19	4.39	10.00	-	30,574,227.94
✓	Australian Unity Bank	Long	BBB+	10,000,000.00	1.84	10.00	-	44,477,448.12



Compliant	Bank Group	Term	Rating	Invested	Invested (%)	Limit (%)	Limit (\$)	Available
✓	RACQ Bank	Long	BBB+	1,000,761.01	0.18	10.00	-	53,476,687.12
✓	Bendigo and Adelaide	Long	BBB+	1,749,540.73	0.32	10.00	-	52,727,907.40
✓	Australian Military Bank	Long	BBB+	8,000,000.00	1.47	10.00	-	46,477,448.12
✓	MyState Bank	Long	BBB	6,000,000.00	1.10	5.00	-	21,238,724.06
✓	Great Southern Bank	Long	BBB	1,755,029.86	0.32	5.00	-	25,483,694.20
✓	AMP Bank	Long	BBB	17,138,680.58	3.15	5.00	-	10,100,043.48
✓	P&N Bank	Long	BBB	5,000,000.00	0.92	5.00	-	22,238,724.06
✓	JUDO	Long	BBB-	1,000,000.00	0.18	0.50	1,000,000.00	-
✓	Bank of Sydney	Long	Unrated	250,000.00	0.05	0.10	250,000.00	-
✓	Community First	Long	Unrated	250,000.00	0.05	0.10	-	294,774.48
✓	NSWTC IM LTGF	Long	Unrated	27,287,111.86	5.01	100.00	-	517,487,369.38
TOTALS				544,774,481.24	100.00			



Counterparty Compliance - Long Term Investments

