



Agenda and Business Paper

Ordinary Meeting of Council

To be held on
Monday 13 September 2021
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

In pursuance of the provisions of the Local Government Act, 1993 and the Regulations there under, notice is hereby given that an Ordinary Meeting of the Council of the City of Wagga Wagga will be held in the Council Chamber, Civic Centre, Corner Baylis and Morrow Streets, Wagga Wagga, on Monday 13 September 2021 at 6:00pm.

Council live streams video and audio of Council meetings. Members of the public are advised that their voice and/or image may form part of the webcast.



Mr Peter Thompson
General Manager

WAGGA WAGGA CITY COUNCILLORS



**Mayor
Councillor Greg
Conkey OAM**



**Deputy Mayor
Councillor Dallas
Tout**



**Councillor Yvonne
Braid**



**Councillor Dan
Hayes**



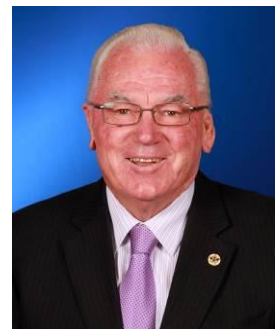
**Councillor Vanessa
Keenan**



**Councillor Rod
Kendall**



**Councillor Tim
Koschel**

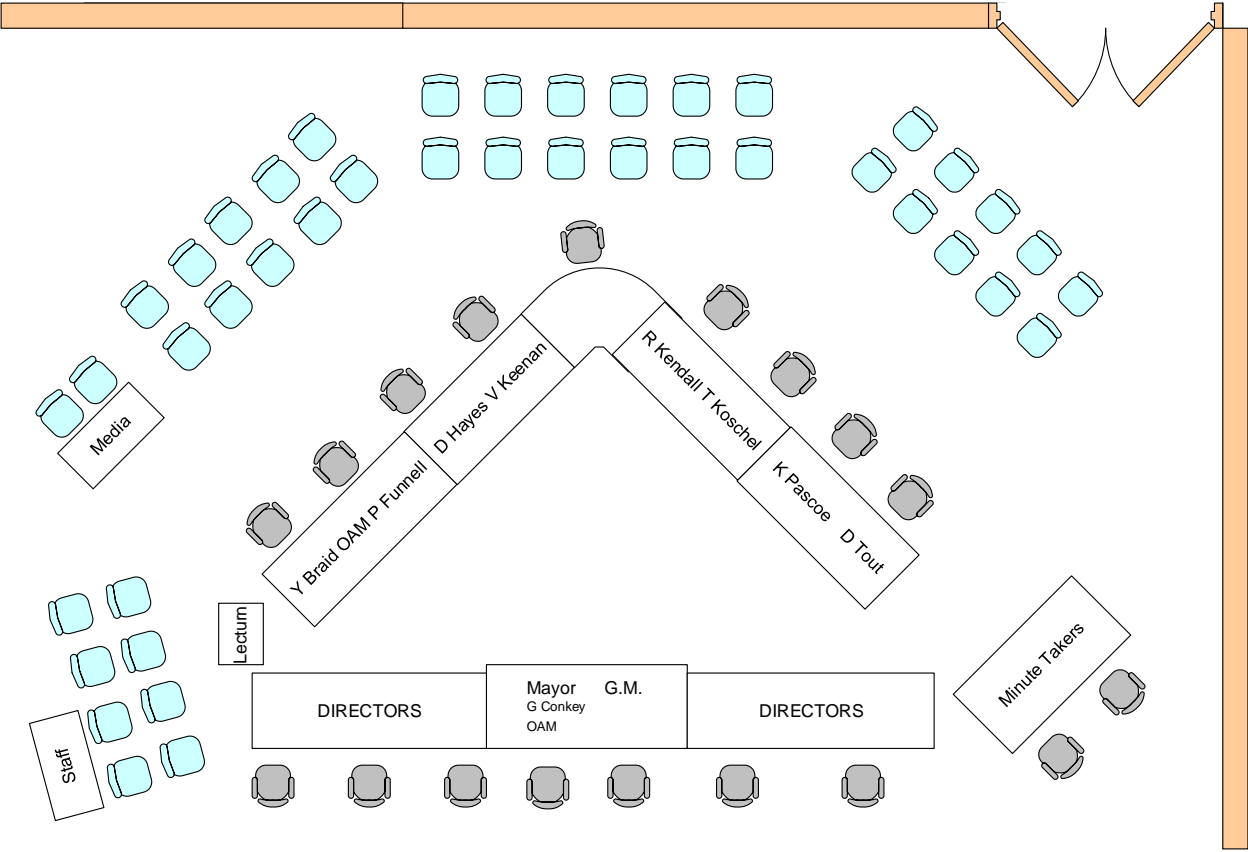


**Councillor Kerry
Pascoe**

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.

COUNCIL MEETING ROOM



ORDINARY MEETING OF COUNCIL AGENDA AND BUSINESS PAPER

MONDAY 13 SEPTEMBER 2021

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PRAYER

Almighty God,

Help protect our Mayor, elected Councillors and staff.

Help Councillors to govern with justice, integrity, and respect for equality, to preserve rights and liberties, to be guided by wisdom when making decisions and settling priorities, and not least of all to preserve harmony.

Amen.

ACKNOWLEDGEMENT OF COUNTRY

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

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

APOLOGIES

CONFIRMATION OF MINUTES

CM-1 ORDINARY COUNCIL MEETING - 23 AUGUST 2021

Recommendation

That the Minutes of the proceedings of the Ordinary Council Meeting held on 23 August 2021 be confirmed as a true and accurate record.

Attachments

1  Minutes - 23 August 2021 60

DECLARATIONS OF INTEREST

REPORTS FROM STAFF**RP-1 PROPOSED NEW FEE AND CHARGE FOR 2021/22 - CONDUCT MONEY - SUBPOENAS****Author:** Carolyn Rodney**General Manager:** Peter Thompson

Summary: | This report proposes to add a new fee into the 2021/22 Fees and Charges - Conduct Money - Subpoenas

Recommendation

That Council:

- a note that there were no public submissions received during the exhibition period
- b adopt the following new fee from 14 September 2021:

Item Number	Fee and Charge Description	Pricing Policy ID	2021/22 Fee (exclusive of GST)	GST	2021/22 Fee (inclusive of GST)	Basis
NEW	Conduct Money – Subpoenas	C	\$30.00	\$0.00	\$30.00	Each

Report

Council, at its meeting of 26 July 2021, resolved:

That Council:

- a *place the following new fee on public exhibition for a period of 28 days from 27 July 2021 to 24 August 2021:*

Item Number	Fee and Charge Description	Pricing Policy ID	2021/22 Fee (exclusive of GST)	GST	2021/22 Fee (inclusive of GST)	Basis
NEW	Conduct Money - Subpoenas	C	\$30.00	\$0.00	\$30.00	Each

- b *invite public submissions on the proposed new fee until 24 August 2021*
- c *receives a further report following the public exhibition period:*
 - i *addressing any submission made in respect of the proposed new fees*
 - ii *proposing adoption of the new fees and charges unless there are any recommended amendments that will require a further public exhibition period*

This proposed new fee and charge was placed on public exhibition from 27 July 2021 until 24 August 2021 and Council invited public submissions during this period.

No public submissions were received on the proposed new fee.

As the initial report indicated, it was identified that a new fee was required for the processing of Subpoenas by Council. It is proposed that a fee of \$30.00 is charged for the processing of this information. This is consistent with the fee charged by other Councils for the provision of this service. It is recommended that this new fee be adopted and included in the 2021/22 Fees and Charges document.

Financial Implications

Council currently has a budget included in its Long Term Financial Plan for income to be generated from this new subpoena fee.

Policy and Legislation

Local Government Act 1993

Chapter 15, Part 10, Division 1:

- Section 608 Council fees for services

Chapter 15, Part 10, Division 2:

- Section 610B Fees to be determined in accordance with pricing methodologies

Chapter 15, Part 10, Division 3:

- Section 610D How does a council determine the amount of a fee for service?
- Section 610F Public notice of fees

Local Government (General) Regulation 2005

Regulation 201 Annual statement of council's revenue policy

Link to Strategic Plan

Community Leadership and Collaboration

Objective: We have strong leadership

Outcome: We are accountable and transparent

Risk Management Issues for Council

The charging of the new fee for Subpoenas will allow Council to reduce the costs of providing the information requested.

Internal / External Consultation

The proposed new fee and charge was publicly exhibited through Council News and on Councils website, seeking public submissions.

RP-2 POL 075 - INVESTMENT POLICY**Author:** Carolyn Rodney**General Manager:** Peter Thompson

Summary: Council's Investment Policy (POL 075) is required to be reviewed annually with any amendments approved by Council. A review has been undertaken and only minor amendments are proposed to the current Policy. This Policy is presented to Council for endorsement and placement on public exhibition.

Recommendation

That Council:

- a note the recommendation from the Audit, Risk and Improvement Committee contained within this report
- b note only minor changes are proposed to POL 075 – Investment Policy
- c endorse the draft POL 075 - Investment Policy, that is to be placed on public exhibition for a period of 28 days from 14 September 2021 to 12 October 2021 and invite public submissions until 26 October 2021 on the draft policy
- d receive a further report following the exhibition and submission period:
 - i addressing any submissions made in respect of the proposed POL 075 – Investment Policy
 - ii proposing adoption of the Policy unless there are any recommended amendment deemed to be substantial and requiring a further public exhibition period

Report

Council's Investment Policy provides a framework for Council officers who have been delegated by the General Manager to invest Council funds. The Policy ensures that adequate controls are in place to ensure Council's investments are managed appropriately, in order to maximise the return to Council in accordance with the risk appetite of Council.

A review of the Investment Policy has been undertaken with input from Council's independent investment advisor, Imperium Markets. In undertaking this review, Imperium Markets and Council officers took into consideration the general economic and market conditions as well as the ongoing impacts of the COVID-19 pandemic.

Following this review, it was determined that there is only one minor amendment proposed to the Investment Horizon limits included in the Policy. It is proposed to change the following limits:

- Medium term funds (2-5 years) – increase from 50.0% to 60.0% maximum allocation
- Long term funds (5-10 years) – reduce from 25.0% to 15.0% maximum allocation

The reasoning for this adjustment is that the long term fund horizon limit (currently 25.0% maximum allocation) is largely unallocated given maximum duration of most complying attractive fixed interest securities is 5-5 ½ years. Currently, the most value being seen by Council in this low interest rate environment is in the 2-5 ½ year horizon.

If significant economic or market conditions are experienced, section 1.9 *Review procedures* allows for a further review of this Policy. If this is to occur, Council officers will undertake a review in consultation with Council's independent investment advisor.

The Policy was provided to the 19 August 2021 Audit, Risk and Improvement Committee meeting seeking feedback. The resolution from that meeting was:

That the Audit, Risk and Improvement Committee:

- a note only minor changes are proposed to POL 075 - Investment Policy*
- b recommend Council adopt the reviewed POL 075 - Investment Policy, noting the minor changes*

To allow community feedback on the Policy, it is recommended that the Policy be placed on public exhibition for the period 14 September 2021 to 12 October 2021 and invite public submissions until 26 October 2021.

Financial Implications

The content of the Investment Policy determines what types of investments and terms are allowable and its content outlines the framework Council officers are able to work within in making investment decisions. The role of Council officers responsible for managing Council's investment portfolio is to maximise investment revenue earned, whilst adhering to the Investment Policy.

Council's portfolio balance was \$164.8M at 31 July 2021 with budgeted investment income for the 2021/22 financial year of \$1.8M.

Policy and Legislation

POL 075 – Investment Policy
Local Government Act 1993 – Section 625
Local Government (General) Regulation 2005 – Section 212

Link to Strategic Plan

Community Leadership and Collaboration

Objective: We have strong leadership

Outcome: We are accountable and transparent

Risk Management Issues for Council

The Investment Policy attempts to mitigate the potential loss of investment income or capital resulting from ongoing management of investments, especially during difficult economic times.

As required by the Local Government Regulation 2005, Council officers report monthly to Council on the investment portfolio performance and position.

Internal / External Consultation



Council's independent investment advisor, Imperium Markets, has reviewed the policy and has provided adjustments where necessary.

Council officers have also reported the reviewed Policy to the Audit, Risk and Improvement Committee, at its 19 August 2021 meeting.

If Council resolve to place the draft Policy on public exhibition, the following methods of consultation will be utilised:

	Mail			Media				Community Engagement						Digital			
	Rates notices insert	Direct mail	Letterbox drop	Council news story	Council News advert	Media releases	TV/radio advertising	One-on-one meetings	Your Say website	Community meetings	Stakeholder workshops	Drop-in sessions	Surveys and feedback forms	Social media	Email newsletters	Website	Digital advertising
TIER																	
Consult					<input checked="" type="checkbox"/>											<input checked="" type="checkbox"/>	

Attachments

1   POL 075 - Investment Policy

Investment Policy

Reference number: Investment PolicyPOL 075
Approval date: 15 June 2020
Policy owner: Manager FinanceChief Financial Officer
Next review: October 2021October 2022

Council's Investment Policy is influenced by its corporate financial needs and objectives and is governed by the Local Government Act 1993. The Policy aims to ensure that Council's funds are invested in a financially responsible manner, and that the capital component of investment funds is maintained in real terms and in addition, a reasonable rate of return is achieved.

Purpose

The purpose of this Investment Policy ~~(IP)~~ is to establish Council's guidelines that Officers utilise when investing funds in order to maximise the return to Council in accordance with the risk appetite of Council.

The objectives of this Policy are:

- to confirm the regulation relevant to management of Council's investments and the range of authorised investments
- to set boundaries for exposure to market risk, credit risk and interest rate risk within the investment portfolio and the 'counterparty' exposure of the portfolio to individual institutions or products
- to ensure the investment portfolio holds sufficient liquidity to meet all reasonably anticipated cash flow requirements, as and when they fall due, without incurring significant costs due to the unanticipated sale of an investment
- to establish a framework for monitoring investments
- to confirm delegations and other relevant governance matters in relation to Council's investments

Scope

This Policy applies to all Council investments.

Responsibilities

Authority for implementation of the Investment Policy is delegated by the Council to the General Manager in accordance with the *Local Government Act 1993*. The General Manager has in turn delegated the day-to-day management of the Council's investments to Officers, subject to regular reviews.

Reporting Requirements

Documentary evidence must be held for each investment and details thereof maintained in an investment register. The documentary evidence must provide Council legal title to the investment.

POL 0759 – Investment Policy

For audit purposes, audit confirmation certificates must be obtained from the financial institutions confirming the amount of investments held on Council's behalf as at 30 June each year and reconciled to the investment register.

All investments are to be appropriately recorded in Council's financial records and reconciled at least on a monthly basis.

As required by Section 212 of the Local Government (General) Regulation 2005, a monthly investment report will be provided to Council. The report will detail the investment portfolio in terms of holdings and impact of changes in market value since the previous report. The monthly report will also detail the investment performance against the applicable benchmark, investment income earned versus budget year to date and confirm compliance of Council's investments within legislative and policy limits. Council may nominate additional content for reporting.

Approval Arrangements

An investment form will be completed for all investments to ensure appropriate documentation of the investment decision. All decisions require approval by two (2) Officers who have the appropriate delegation from the General Manager.

Review procedures

The Investment Policy will be reviewed annually and as required in the event of legislative change or as a result of significantly changed economic or market conditions. The Investment Policy may also be changed as a result of other amendments that are to the advantage of Council and in the spirit of this Policy.

Any amendment to the Investment Policy must be by Council resolution.

Policy Provisions

Investment Objectives

The purpose of this Policy is to provide a framework for the optimum investment of Council's Funds at the most favourable rate of interest available to it at the time and maximising returns, whilst having due consideration of risk, liquidity and security for its investments.

While exercising the power to invest, consideration is to be given to the preservation of capital, liquidity, and the return on investment. Council therefore has several primary objectives for its investment portfolio:

- Compliance with legislation, regulations, the prudent person tests of the Trustee Act and best practice guidelines.
- The preservation of the amount invested;
- To ensure there is sufficient liquid funds to meet all reasonably anticipated cash flow requirements; and
- To generate income from the investment that exceeds the performance benchmarks mentioned later in this document.

POL 0759 – Investment Policy

Council's Investment decisions will be made in conjunction with its Investment Policy and will consider:

- Council's current cash flow expectations and the implications for deviations from a long-term liquidity profile;
- Diversification: allocation of investment type, credit quality, counterparty exposure and term to maturity profile;
- Market conditions and the appropriate responses – particularly relative positioning within the limits outlined in this policy;
- Relative return outlook, risk-reward considerations, assessment of the market cycle and hence constraints on risk; and
- Appropriateness of overall investment types for Council's portfolio.

Prudent Person Standard

The investments will be managed with the care, diligence and skill that a prudent person (as derived by legislation, Trustees Act 1925, and case law) would exercise. As trustees of public monies, Officers are to manage Council's investment portfolios to safeguard the portfolio in accordance with the spirit of this Investment Policy, and not for speculative purposes.

Ethics and Conflicts of Interest

Officers shall refrain from personal activities that would conflict with the proper execution and management of Council's investment portfolio. This Policy requires Officers to disclose any conflict of interest to the General Manager as soon as possible.

Independent advisors are also to declare that they have no actual or perceived conflicts of interest and receive no inducements in relation to Council's investments.

Investment Guidelines

Authorised Investments

All investments must be denominated in Australian Dollars. Authorised Investments are limited to those allowed by the Ministerial Investment Order and include:

- Commonwealth / State / Territory Government securities e.g. bonds;
- Interest bearing deposits / senior securities (including 'covered' bonds) issued by an eligible ADI;
- Bills of Exchange, (< 200 days duration) guaranteed by an ADI;
- Debentures issued by a NSW Council under Local Government Act (1993);
- Deposits with TCorp &/or Investments in TCorp Managed Funds;

Prohibited Investments

This Investment Policy prohibits the following types of investment¹:

¹ Prohibited Investments are not limited to the list below and extends to any investment carried out for speculative purposes.

POL 0759 – Investment Policy

- Derivative based instruments;
- Principal only investments or securities that provide potentially nil or negative cash flow;
- Stand alone securities issued that have underlying futures, options, forwards contracts and swaps of any kind; and
- Mortgage of land

This Policy also prohibits the use of leveraging (borrowing to invest) of an investment. However, nothing in the Policy shall prohibit the short-term investment of loan proceeds where the loan is raised for non-investment purposes and there is a delay prior to the expenditure of loan funds.

Risk Management Guidelines

Investments obtained are to be considered in light of the following key criteria relating to:

- Portfolio Credit Framework – to limit overall credit exposure of the portfolio;
- Counterparty Credit Framework – to limit exposure to individual counterparties / institutions;
- Investment Horizon Framework – limits based upon maturity of securities.

Portfolio Credit Framework

The portfolio credit guidelines to be adopted will reference the Standard & Poor's (S&P) ratings system criteria and format – however, references to the Minister's Order also recognise Moody's and Fitch Ratings and any of the three (3) ratings may be used where available.

However, the primary control of credit quality is the prudential supervision and government support of the ADI sector, not ratings.

The maximum holding limit in each rating category for Council's portfolio shall be:

Long Term Rating Range (or Moody's equivalent)	Maximum Holding
AAA Category	100%
AA Category or Major Banks	100%
A Category	70%
BBB Category	31%
Unrated ADIs ²	6%
TCorpIM Growth Funds	10%

² Council can make new investments with unrated ADI's and where possible will take advantage of the Australian Government's deposit guarantee arrangements.

POL 0759 – Investment Policy

Counterparty Credit Framework

Exposure to individual counterparties/financial institutions will be restricted by their rating so that single entity exposure is limited, as detailed in the table below. These limits exclude any government guarantee investments.

This table does not apply to any grandfathered managed fund or structured investment where it is not possible to identify a single counterparty exposure.

Long Term Rating Range (or Moody's equivalent)	Limit
AAA Category	40%
AA Category or Major Banks	30%
A Category	15%
BBB Category	10%
Unrated Category ³	5%
TCorplM Growth Funds	10%

Investment Horizon Limits

Council's investment portfolio shall be structured around the time horizon of investment to ensure that liquidity and income requirements are met.

Horizon represents the intended minimum term of the investment; it is open for Investment decisions to be made regarding a target date for sale of a liquid investment.

Once the primary aim of liquidity is met, Council will diversify its maturity profile, as this will reduce the volatility of Council's income. However, Council always retains the flexibility to invest as short as required by taking into consideration the future economic outlook.

The factors and/or information used by Council to determine minimum allocations to the shorter durations include:

- Council's liquidity requirements to cover both regular payments as well as sufficient buffer to cover reasonably foreseeable contingencies;
- Medium term financial plans and major capital expenditure forecasts;
- Known grants, asset sales or similar one-off inflows;
- Seasonal patterns to Council's investment balances.

³ This category includes unrated ADI's such as some Credit Unions and Building Societies where falling outside deposit guarantees for at least part of the investment term.

POL 0759 – Investment Policy

Investment Horizon Description	Investment Horizon - Maturity Date	Minimum Allocation	Maximum Allocation
Working capital funds	0-3 months	10.0%	100.0%
Short term funds	3-12 months	10.0%	100.0%
Short-Medium term funds	1-2 years	0%	70.0%
Medium term funds	2-5 years	0%	50.0% 60.0%
Long term funds	5-10 years	0%	25.0% 15.0%

Within these broad ranges, Council relies upon assumptions of expected investment returns and market conditions that have been examined with its investment advisor.

Investment Advisor

Council's investment advisor must hold an Australian Financial Services license (AFSL), issued by the Australian Securities and Investment Commission (ASIC). The advisor must be independent and must confirm in writing that they have no actual or potential conflict of interest in relation to investment products being recommended and is free to choose the most appropriate product within the terms and conditions of investment policy. This includes receiving no commissions or other benefits in relation to the investments being recommended or reviewed, except if any commissions are fully rebated to Council.

Performance Benchmarks

The performance of each investment will be assessed against the benchmarks listed in the table below.

It is Council's expectation that the performance of each investment will be greater than the applicable benchmark by a sufficient margin to justify the investment, taking into account its risks, liquidity and other benefits of the investment.

It is also expected that Council will take the appropriate steps to ensure that any investment, notwithstanding a yield above the benchmark rate (taking into account term), is executed at the best pricing reasonably possible.

Investment	Performance Benchmark	Time Horizon
Cash-at-call accounts, short dated bills, deposits issued by financial institutions of appropriate term.	AusBond Bank Bill Index (BBI)	3 months or less
Term Deposits of appropriate remaining term, FRN's nearing maturity.	AusBond Bank Bill Index (BBI)	3 months to 12 months
Term Deposits with a maturity date between 1 and 2 Years, FRN's.	AusBond Bank Bill Index (BBI)	1 to 2 years

POL 0759 – Investment Policy

Investment	Performance Benchmark	Time Horizon
FRN's, Bonds, Term deposits with a maturity date between 2 and 5 Years.	AusBond Bank Bill Index (BBI)	2 to 5 Years
TCorp Growth Managed Funds	Fund's Internal Benchmark	3 Years (M/T Growth) 5+ Years (L/T Growth)

The decision as to when to exit an investment is based on a range of criteria specific to the investment – including but not limited to factors such as:

- Returns expected over the remaining term
- Fair values
- Competing investment opportunities
- Costs of holding
- Liquidity and transaction costs
- Outlook for future investment values

In general, it is expected that professional advice will be sought before exiting an investment.

Accounting

Council will comply with appropriate accounting standards in valuing its investments and quantifying its investment returns.

In addition to recording investment income according to accounting standards, published reports may show a break-down of its duly calculated investment returns into realised and unrealised capital gains/losses, and interest.

Other relevant issues will be considered in line with relevant Australian Accounting Standards, such as discount or premium, designation and impairment.

Safe Custody Arrangements

Where necessary, investments may be held in safe custody on Council's behalf, as long as the following criteria are met:

- Council must retain beneficial ownership of all investments;
- Adequate documentation is provided, verifying the existence of the investments;
- The Custodian conducts regular reconciliation of records with relevant registries and/or clearing systems; and
- The Institution or Custodian recording and holding the assets will be:
 - The Custodian nominated by TCorp for their managed funds;
 - Austraclear

POL 0759 – Investment Policy

- An institution with an investment grade Standard and Poor's or Moody's rating; or
- An institution with adequate insurance, including professional indemnity insurance and other insurances considered prudent and appropriate to cover its liabilities under any agreement.

Legislative Context

- Local Government Act (1993)
- Local Government (General) Regulation (2005)
- Ministerial Investment Order
- Trustee Act 1925
- Local Government Code of Accounting Practice and Financial Reporting
- Australian Accounting Standards
- Office of Local Government Investment Policy Guidelines
- Office of Local Government Circulars

Related Documents

This Policy has been prepared to recognise the legislative requirements and obligations for the investment of Council's funds. The legislative requirements are listed in the Investment Policy adopted by Council. It is Council's intention to comply with investment regulation and nothing in this statement is to override these obligations.

Definitions

Term	Definition
Act	<i>Local Government Act, 1993</i>
Authorised Deposit-taking Institutions	Authorised Deposit-Taking Institutions (ADIs) are corporations that are authorised under the Banking Act 1959 (Cwth) to take deposits from customers.
AusBond Bank Bill Index	The AusBond Bank Bill Index is the leading benchmark for the Australian fixed income market. It is interpolated from the RBA Cash rate, 1 month and 3 month Bank Bill Swap rates and is the widely used benchmark for local councils.
Bank Bill Swap Rate	The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.
Bill of Exchange	A bill of exchange is an unconditional order in writing, addressed by one person to another, signed by the person giving it, requiring the person to whom it is addressed to pay on demand, or at a fixed or determinable future time, a sum certain in money to or to the order of a specified person, or to bearer.

POL 0759 – Investment Policy

Term	Definition
Council Funds	Surplus monies that are invested by Council in accordance with section 625 of the Act
Conflict of Interest	A conflict of interest can be pecuniary (involving financial gain or loss) or non-pecuniary (based on animosity, friendship or family connection). A conflict of interest can also arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise. Conflicts of interest can be actual, perceived, or potential.
Counterparty	Both a legal and financial term that refers to the other individual or institution to an agreement or contract.
Covered Bonds	A senior, secured, dual-recourse bond instrument issued by an ADI. The underlying assets of a covered bond stay on the balance sheet of the ADI issuing the bond. Therefore, if the ADI becomes insolvent, investors holding the bonds may still receive their scheduled interest payments from the underlying assets of the bonds (high-quality assets such as prime mortgages), as well as the principal at the bond's maturity. Due to the extra layer of protection, covered bonds typically have a "AAA" rating.
Credit Risk	The risk that a party or guarantor to a transaction will fail to fulfil its obligations. In the context of this document it relates to the risk of loss due to the failure of an institution/entity with which an investment is held to pay the interest and/or repay the principal of an investment.
Debenture	A debenture is a document evidencing an acknowledgment of a debt, which a company has created for the purposes of raising capital. Debentures are issued by companies in return for medium and long-term investment of funds by lenders.
Derivative Based Instruments	Financial contracts, or financial instruments, whose values are derived from the value of something else (known as the underlying). The underlying on which a derivative is based can be an asset (e.g. Commodities, equities (stocks), residential mortgages, commercial real estate, loans, bonds), and index (e.g. interest rates, exchange rates, stock market indices, consumer price index (CPI) – see inflation derivatives). Credit derivatives are based on loans, bonds or other forms of credit. The main types of derivatives are: forwards (which is traded on an exchange are known as futures); options and swaps.
Diversification	The requirement to place investments in a broad range of products so as not to be over exposed to a particular sector of the investment market.
Financial Instrument	Any contract that gives rise to a financial asset of one entity, and a financial liability or equity instrument of another entity.

POL 0759 – Investment Policy

Term	Definition
Floating Rate Notes	A Floating Rate Note (FRN) is a medium to long term fixed interest investment where the coupon is a fixed margin ("coupon margin") over a benchmark, also described as a "floating rate". The benchmark is usually the BBSW and is reset at regular intervals – most commonly quarterly.
Interest Rate Risk	The risk that the fair value or future cash flows of an investment will fluctuate because of changes in market interest rates.
Investment Portfolio	A collection of investments.
Investment Policy	The Investment Policy (IP) provides the general investment goals and objectives of Council and describes the strategies that must be employed to meet these objectives. Specific information on matters such as asset allocation, risk tolerance, and liquidity requirements are also included in the IP .
Liquidity Risk	The risk an investor runs out of cash, is unable to redeem investments at a fair price within a timely period, and thereby incurs additional costs (or in the worst case is unable to execute its spending plans).
Major Banks	<p>For the purpose of this Policy, "Major Banks" are currently defined as:</p> <p>The ADI deposits or senior guaranteed principal and interest ADI securities issued by the major Australian banking groups:</p> <ul style="list-style-type: none"> • Australia and New Zealand banking Group Limited (ANZ) • Commonwealth Bank of Australia (CBA) • National Australia Bank Limited (NAB) • Westpac Banking Corporation (Westpac) <p>including ADI subsidiaries such as Bankwest whether or not explicitly guaranteed, and brands (such as St George).</p> <p>Similarly, with other ADI groups (such as Bendigo & Adelaide Bank) whom own multiple banking licences, rating categories are based on the parent bank even if the subsidiary is not explicitly rated.</p> <p>Council may ratify an alternative definition from time to time.</p>
Market Risk	The risk that fair value or future cash flows of an investment will fluctuate due to changes in market prices, or benchmark returns will unexpectedly overtake the investment's return.
Preservation of Capital	An investment strategy with the primary goal of preventing losses in an investment portfolio's total value.

POL 0759 – Investment Policy

Term	Definition
Rating Agencies	<p>Includes Credit Rating Agencies such as Standard and Poor's (S&P), Moody's and Fitch who are professional organisations that provide opinion on the general credit worthiness of an obligor with respect to particular debt security or other financial obligations. Credit ratings are based, in varying degrees, on the following considerations:</p> <ul style="list-style-type: none"> • Likelihood of payment; • Nature and provisions of the obligation; <p>Protection afforded by, and relative position of, the obligation in the event of bankruptcy, reorganisation or other laws affecting creditor rights.</p> <p>In the event of disagreement between agencies as to the rating ("split ratings") Council shall use the higher in assessing compliance with portfolio Policy limits, but for conservatism shall apply the lower in assessing new purchases.</p>
Speculative Deal	A deal which involves deliberately taking a higher risk, in the hope of making an extraordinary gain.
TCorp	New South Wales Treasury Corporation.
Term Deposits	Non-tradeable investments offered by ADIs with varying maturity dates and a rate set at the outset. Interest is normally payable upon maturity or if the term is longer than 12 months, annually from the investment date. Penalties apply if the funds are withdrawn before maturity and a notice period of 31 days is usually required.
Yield	The annual rate of return on an investment.

Revision History

Revision number	Council resolution	Council meeting date
0	Res No: 07/302.5	13 August 2007
1	Res No: 09/077	27 July 2009
2	Res No: 12/359	17 December 2012
3	Res No: 13/224.1	26 August 2013
4	Res No: 15/339.15	23 November 2015
5	Res No: 17/279	28 August 2017
6	Res No: 18/059	26 February 2018

POL 0759 – Investment Policy

Revision number	Council resolution	Council meeting date
7	Res No: 19/133	29 April 2019
8	Res No: 20/210	15 June 2020

RP-3 OPERATIONAL PERFORMANCE REPORT - 2020/21

Author: Scott Gray
General Manager: Peter Thompson

Summary: This report provides details of Council's performance against the Combined Delivery Program and Operational Plan (DPOP) 2020/2021.

Recommendation

That Council receive and note the end of year performance report against Council's Combined Delivery Program and Operational Plan 2020/2021.






Report

In accordance with the Integrated Planning and Reporting (IPR) framework, Council is required to report its progress against the Delivery Program on a biannual basis.

This report is a summary of Council's end of year performance against the activities identified in the Combined Delivery Program and Operational Plan (DPOP) 2020/2021.

As per the adopted structure of the DPOP, reports have been presented by functional area to provide a summary of their relevant actions. Project reports have been provided on a regular basis through the monthly finance report and through the bulletin. A more integrated approach to reporting will be developed as project systems become more mature.

The activities in this report identify the key outputs by service area to be undertaken by Council this financial year. Activities are assigned a status (as per the following table) to identify their level of completion against expected outcomes.

				
Critical	Attention	On track	On hold/not due	Completed
0	12	22	15	237

The Corporate Strategy team are working on a new format for the new suite of documents due to be adopted by the next term of Council. The format will provide consistency in reporting across the organisation and bring it up to a level that is more relevant to the community and to fully integrate with Council's capital project reports.

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

Status updates were provided by responsible officers from across the organisation before being review and approved relevant managers and Executive Team members. The final report will be published on Council's website and the results will be included in Council's Annual Report.

	Mail			Media				Community Engagement						Digital			
	Rates notices insert	Direct mail	Letterbox drop	Council news story	Council News advert	Media releases	TV/radio advertising	One-on-one meetings	Your Say website	Community meetings	Stakeholder workshops	Drop-in sessions	Surveys and feedback forms	Social media	Email newsletters	Website	Digital advertising
TIER																	
Consult																<input checked="" type="checkbox"/>	
Involve																	
Collaborate																	

Attachments

- 2020/2021 Operational Performance Report - Provided under separate cover



RP-4 RESPONSE TO QUESTIONS/BUSINESS WITH NOTICE**Author:** Scott Gray**General Manager:** Peter Thompson

Summary: This report is to provide responses to Questions/Business with Notice arising from previous Ordinary Council Meetings.

Recommendation

That Council receive and note the report.

Report

The following is in response to Questions/Business with Notice raised at previous Ordinary Council meetings that were not answered on the night.

Councillor V Keenan requested an update on the return of the removed geese to the Victory Memorial Gardens.

The geese removed from the Wollundry Lagoon were relocated to three properties owned by community members in the Riverina. These properties and owners were selected following an Expressions of Interest (EOI) process. Council contacted each of the new owners to enquire if they would be interested in returning some of the geese. All the owners have stated that they did not want to return the geese which were now enjoying their new surrounds.

The geese have not been euthanised. Council understand that the geese have all settled into their new homes.

As Council was not able to return the original geese, three more geese were acquired and introduced to the lagoon precinct last week. With the exception of the single goose which was not relocated, all three of the geese released last week are new geese.

Council has previously identified that the hand-feeding of the geese has caused them to develop an illness associated with inappropriate and excessive amounts of food. Council is pleading with the community to be mindful of this issue and refrain from hand feeding the new geese.

Councillor V Keenan requested advice on what support Council are currently providing to the Afghan community.

Staff remain in regular contact with representatives from the Multicultural Council of Wagga Wagga (MCWW) regarding the provision of support to our Afghanistan families living in the Wagga Wagga community. Latest advice received from the MCWW is they are continuing to provide regular support to families with a particular focus on the current crisis unfolding. MCWW has advised they will continue to coordinate their services, with a particular focus on the provision of information to access culturally appropriate counselling services and ensuring families can receive COVID 19 vaccinations. On a need basis home visits are being made and grief and information support is being provided by zoom or in person/phone on a need's basis.

Due to COVID-19 restrictions any gathering event will be looked at in the future when this is allowable under public health orders. MCWW were grateful for the lobbying and letter Council resolved to send Monday night and are in regular contact with appropriate government officials regarding current applications already in the system to receive relatives and processing of such for families in Wagga Wagga. MCWW are monitoring decisions on community allocation numbers and will keep staff updated where appropriate on service and community response in this regard.

Staff are also receiving regular updates from the Multicultural Services unit from Services Australia who has provided COVID-19 Disaster payment information translated in to 59 languages (Pashto and Persian (Farsi) attached), along with a Stakeholder Pack around COVID-19 vaccinations for those working with culturally diverse populations (see attachment). Staff have shared this multilingual resource through community networks.

In addition, there are staff representatives participating on the Combined Wagga Community Services COVID-19 Lockdown Coordination Group, who are currently meeting weekly to discuss support and action to our most vulnerable communities throughout lockdown. Staff are also participating on the newly established Resilience NSW emergency response working group that is meeting weekly to support and respond to the needs of the Wagga and wider Murrumbidgee regional communities.

Councillor T Koschel requested advice in relation to inspection and tree/vegetation maintenance on Koorngal Road.

Council has removed the shrubs from the site and will be replanting with deciduous trees in the next few weeks.

Councillor D Hayes requested advice on accessibility of seating at the Wetlands given the surrounding vegetation growth.

Mowing and spraying of grass was carried out to allow improved access to the seating. Staff will monitor growth and are implementing a regular maintenance schedule to this area.

Financial Implications

N/A

Policy and Legislation

Code of Meeting Practice

Link to Strategic Plan

Community Leadership and Collaboration

Objective: We have strong leadership

Outcome: We have leaders that represent us

Risk Management Issues for Council

N/A

Internal / External Consultation

N/A

RP-5 RRL DEED OF AGREEMENT EXPIRY DATE AND WAGGA WAGGA CITY COUNCIL LIBRARY SERVICE OPTIONS

Director: Janice Summerhayes
General Manager: Peter Thompson

Summary:

Wagga Wagga City Council is currently reviewing whether to join the Riverina Regional Library (RRL) network again when the next agreement commences in July 2022 OR alternatively, to not participate in the next RRL agreement and provide library services on a standalone basis.

RRL member Councils voted at the 31 March 2021 Advisory Committee meeting on a recommendation from the RRL Executive Director through the RRL Executive Committee to adopt a new model for Council contributions to RRL. The majority of member Councils voted for this model. The model adopted by the RRL Advisory Committee for the next agreement period is referenced in the attached Councillor Briefing paper as Option 1a. This model reduces the Wagga City Council payment to RRL from \$1,333,856 (2020/21) to an estimated \$1,158,181 (2022/23).

This report seeks Councillors to approve the Standalone Wagga Wagga City Library Service Option on expiry of the current RRL Deed of Agreement. This approval will allow a timeframe for RRL planning and member Council notifications leading up to the June 2022 expiry of the current Deed of Agreement. Please note that accompanying this report and under separate cover there is a confidential report and briefing paper with detailed costings. Following the 26 July 2021 Ordinary Council Meeting resolution, there is also under confidential separate cover the consultation findings report and a summary in this report for the five villages that currently receive the RRL mobile library truck fortnightly service.

Recommendation

That Council:

- a approve the Standalone Wagga Wagga City Library Service Option on expiry of the current RRL Deed of Agreement at 30 June 2022
- b noting if this option is supported no further funds will be requested to undertake the rest of the proposed works in Stage 2 Library Review as the proposed reserve to be established in the Standalone Option will be used to leverage funds for any capital works required from State and Federal funds received
- c send a letter of thanks and acknowledgement to Riverina Regional Library for the services provided over the past term agreements

Report

Under the NSW Library Act 1939 (Act) where two or more local authorities wish to enter into an agreement relating to local library services the Act specifies agreements being 12(1), 12(2) and 12(A). The Riverina Regional Library (RRL) operates under 12(1) of the Act.

The relationship between RRL and its member councils is determined by a number of documents including a four-year Deed of Agreement with an annual Service Agreement specifying general areas of service provision. As part of the Deed of Agreement operating parameters Wagga Wagga City Council is the Executive Council providing the administrative services for RRL.

From Council's adopted Cultural Plan 2020-2030 a Wagga Wagga City Library Review was undertaken and endorsed by Council at the 18 January 2021 Ordinary Council meeting. As detailed in stage 2 of the Library review there was a high value placed by the community on the existing central library facility and services. However, it was noted at the same time the Library needed to expand its service for current and growing population needs of the Wagga Wagga Local Government Area, at both the Civic Centre location and to provide a new agile library program service, which was more than a borrowing service to the City's suburban neighbourhoods and village communities across the Wagga Wagga Local Government Area. Stage 2 recommendations in the Library review were interdependent with the outcomes of the separate consultation review with RRL re: the funding Deed of Agreement beyond the expiry date of 30 June 2022. The catalysts for re-examining Wagga Wagga City Council's participation in RRL is due to the following:

- Being able to implement the adopted Library review recommendations against a growing population for all residents in the Wagga Wagga Local Government Area (LGA), of which takes account of extensive consultation and feedback from our residents and ratepayers. This identified gaps and inequity issues in current service levels and the ability to expand and deliver new services across the Local Government Area (LGA) and across city suburbs.
- The cost and contribution rate that Wagga Wagga City Library pays to RRL in the current agreement is unsustainable as it renders WWCC with no capacity to increase or introduce new service levels for Library service provision across the LGA. This is important in the wider context of Council's deficit budgets forecasted in the Long-Term Financial Plan.

A briefing paper on the Riverina Regional Library (RRL) Deed of Agreement expiry come June 2022 and Wagga Wagga City Council Library Service options was tabled at a Councillor workshop on 5 July 2021. The briefing paper is attached to the accompanying confidential report which provides the detailed costings and information of the options. This is due to individuals in positions and commercial in confidence costings.

The current services provided by RRL to Wagga Wagga City Library (WWCL) are as follows:

1. Procurement contract management for the outsourced purchasing and processing of collections (physical and electronic). Some on-site processing for DVDs and donated books.

2. Contract management for the provision of the library management system, which manages stock and members.
3. Community learning programs and promotional material. The current programs that Wagga City Library utilises from RRL are Book Club tubs (450 tubs pa), Storytime kits (40 kits pa), and the 5 allocated sessions per annum from RRL staff, delivered at the Wagga branch as Baby Bounce sessions.

A mobile library delivery and collection service that occurs fortnightly to the following villages for residents to borrow books, DVDs, magazines and audio books.

Village	Day	Time	Frequency
Uranquinty	Mondays	3.30pm – 5:00pm	90 minutes fortnightly
Collingullie	Tuesdays	3:45pm – 4:45pm	1-hour fortnightly
Humula	Wednesdays	9:15am – 11:15am	2-hours fortnightly
Ladysmith	Thursdays	1:30pm – 2:15pm	45 mins fortnightly
Tarcutta	Fridays	9:00am – 11:00am	2-hours fortnightly

4. Provision of RRL governance and library operational policies and procedures.
5. Internal courier service for moving tubs of books, DVDs, audio books and magazines between branches for inter branch loans.
6. Provision of two Branch member meetings per annum. One is an annual training session. The other is a general business Branch library meeting.
7. Managing the eLibrary services contract including provision of eBooks and other resources, hosting online databases and maintaining the RRL website.
8. Administration services for the RRL Advisory Committee and a report to the Executive Council including the six-monthly service level agreement performance report, collation of member council statistics for the annual regional Bibliostat return to the State Library NSW and by request crystal data reports for branches.

Wagga Wagga City Council (WWCC) and all RRL member Councils enjoy reciprocal borrowing rights with all the other Councils across NSW. This means our residents can use other Council's library facilities and vice versa. This reciprocal arrangement is set up by the State Library NSW with each NSW Council. WWCC is the Executive Council for the RRL. In this capacity we provide financial management and accounting, fleet management, human resources and hold the key risks associated with the RRL service as the only legal entity attached to the functions of the RRL. WWCC was paid \$76,337 in 2020/21 for the provision of these services and risk acceptance.

In preparation for the next Deed of Agreement, RRL has reviewed its fee calculation methodology. This reviewed methodology reduces the Wagga Wagga City Library contribution from \$1,333,856 (2020/21) to an estimated \$1,158,181 in the first year of the new agreement term (2022/23), should WWCC decide to continue as a member in

the new agreement. The total cost of the Wagga Wagga City Library service for 2022/23 would be \$2,446,600.

WWCC has an alternative option, which is to stand alone and not join the RRL when the next agreement is formed. The total proposed cost for a Standalone Library service model is \$2,491,466 for 2022/23. The confidential report on this matter within this business paper includes detailed costings for this option. Council has an adopted Long-Term Financial Plan allocation of \$2,715,980 for 2022/23 for the total Wagga City Library service that includes the RRL service components that RRL provide. If Council was to move to a Standalone Library service model, there would be a saving of \$224,514 for 2022/23 against the current adopted Long Term Financial Plan. The Standalone option provides increased services for residents and ratepayers, as well as providing for a better value proposition that would include the establishment of a Library reserve and savings returned to the deficit position of Council across the 2022/23 Long Term Financial Plan.

The main benefit to the Wagga Wagga community of moving to a standalone library service is that Council will be able to provide BOTH the services provided by the Riverina Regional Library plus a whole range of additional services including a 100% increase to the current village service frequency, the extension of the village service to include all 9 villages (up from 5 currently provided by RRL) and a new service established for the suburbs of Wagga Wagga, the delivery of programs to all the villages and suburbs and an increase in service levels at the Civic Centre.

At the 26 July 2021 Ordinary Council meeting Council resolved (21/217) the following:

That Council defer consideration of this report until further community consultation has been completed with villages that currently utilise the RRL Service.

Council staff undertook community consultation from 29 July – 24 August 2021 with the 5 rural villages currently receiving the RRL Mobile Library Service. Community consultation was held in a variety of settings and in accordance with COVID -19 NSW Health Orders which included the NSW state-wide lockdown orders which came into effect on Saturday 14 August 2021. Consultations occurred onsite at each village pre lockdown and depending on the preference and availability of community members, community meetings were held at rural halls, neighbourhood centres, local community hotel, village parks, schools and places of business. Some community members preferred one on one meetings at the Civic Centre or via teleconferencing, phone, email and zoom meetings.

Staff consultation had 57 responses from a wide range of community members representing Progress Associations, Country Women's Associations, Hall committees, local charity organisations, current mobile library users, non-mobile library users, Director from Uranquinty and Manager (auspiced by Snowy Valley Council) of two early childhood program services providing weekly services at Tarcutta, Ladysmith and Uranquinty, the four school principals of the public primary schools in Humula, Uranquinty, Ladysmith and Tarcutta, teaching staff and primary school student representatives, members of parents and citizen groups, members of a local football and netball club, book clubs, parents and carers of children involved in playgroups,

local business owners and operators and other interested members of the general public.

An information sheet and visuals of an Agile Library Van and types of programs that could be delivered was distributed to community representatives to share with other members of the community interested in this proposal. A survey questionnaire was developed asking community participants if they were in support of the proposed Agile Library Service or not and the reasons for their response to this question. Some community members chose to complete this written survey, others preferred that their comments were recorded by staff as part of group discussions or at one on one meetings or sent in their responses via email as part of this community consultation process. Detailed responses from the consultations with each of the 5 villages is attached under confidential separate cover for Councillors.

The community responses from Collingullie, Ladysmith and Uranquinty supported the proposed Agile Library Van Service. Whilst there was support received from community representatives from Humula and Tarcutta there was also some community members that were not supportive of a change to the current service.

Overall across the 5 rural village communities the feedback indicated support to increase the library service offering to the rural villages that would be inclusive and scheduled to respond to the needs of the community, citing the service needed to consider and be flexible to support families with children, adult learners, student needs, aged residents and provide an inclusive service so that all rural village and surrounding residents could access the service. Feedback reflected the community representatives' interest in this service contributing toward keeping communities connected, supporting literacy and learning, mental health support and reducing rural isolation. Community representatives raised questions regarding inclement weather and offered solutions in terms of accessing available community infrastructure and their willingness to co-design the scheduling of the service so that it met individual community needs.

Other key discussion areas were around library borrowing and access to Wagga Wagga City Library's collection holdings (physical and digital), patchy internet access to be boosted with tech solutions in some rural locations, best approaches to promotion of the service in the community, types of programs proposed to be delivered. The addition of library programs along with a weekly borrowing service operated by a library officer employed as part of the Wagga Wagga City Library team and access to its diverse collection holdings was well received. It is however, important to acknowledge those concerns raised and non-support by some representatives from Humula and Tarcutta for a change to the current service. These concerns were around the loss of the Mobile Truck vehicle and driver, the questioning of the real motives of Council, fears that the community would eventually lose their library service altogether, managing inclement weather, the current condition of some of their community infrastructure, along with concerns regarding impact on the student library experience at Humula and Tarcutta public schools, and accessing these two school sites.

Based on the overall consultation responses across the 5 rural villages currently receiving the mobile library truck service, staff are recommending proceeding with the Agile Library Service as part of the Standalone Model. Staff are confident that the issues of concern raised by some community members from Humula and

Tarcutta villages as detailed above can be addressed through partnership arrangements and activation of existing community infrastructure. It is recognised that the pace and co-designing scheduling to each village is an important part of the engagement work that staff will undertake if Council resolves to proceed with this standalone model.

There are a great many benefits for the wider community and the library that the consultation feedback has highlighted, particularly when the agile van service is integrated and connected to all library and other council services and programs as follows:

Benefits include:

- Access to library services is made available for everyone regardless of location
- Community partnerships are developed
- Connections are made with non-users and vulnerable or isolated populations
- Opportunities for lifelong learning are explored, developed and strengthened
- The Library gains a growing awareness about the needs and interests of their wider community and can connect other service providers
- Activation of rural village community infrastructure
- An extended overall service to all 9 villages and suburbs of Wagga Wagga to ensure an equitable place service for those communities and neighbourhoods.
- Responds to the United Nations sustainable development goals as indicated by the Australian Library and Information Association

The Standalone option for Wagga Wagga City Library Service is recommended by staff post June 2022, as this represents a strong return on investment proposition to Council, residents and ratepayers living in the Wagga Wagga LGA. Staff have taken on board Councillor feedback out of the Councillor workshop held on 5 July 2021 for this option to be gradually implemented over six to twelve months post 2022, so as to allow for internal staff project management and to take account of flexible engagement of schedules with rural and suburban locations, to adjust accordingly to specific locational needs. In addition to applying for available external grants, staff will be using the reserve that is established under this option to leverage other grant funding to progress with design/fit out and location improvements to tested community buildings and spaces as part of meeting the Library review recommendations.

This option will enable Wagga Wagga City Library (WWCL) to deliver the recommendations outlined in Stage 2 of the Wagga Wagga Library review including expanded services at the Library and the establishment of new library services for the community in suburban and village locations across the LGA. Importantly this option will provide a reserve for the WWCL to leverage other Federal and State Funding along with returning a saving to the deficit position of the Long-Term Financial Plan. The Standalone option will address the following:

- Delivery of a contemporary, responsive best practice library service as benchmarked and requested by the community out of extensive consultation undertaken as part of the Wagga Wagga Library Review
- Increased library service provision to current and new community library users across 7 days per week at the civic centre location and the establishment of new, weekly library service provision to suburban and village locations across the LGA.
- Respond to Council's 28 September 2020 resolution to reduce social and community disadvantage by providing an on-going service to SA1 locations for

example: sequencing this service as part of the renewal and social transformation planning project for Tolland.

- Increase library membership to 50%+ of the total Wagga Wagga LGA population (currently 30%) through expanded hub and spoke service model.
- Enable the creation of an internal Library reserve based on 50% of the budget saving to fund any co-contributions required of grant funding applications.
- Enable WWCL to test and pilot other Stage 2 Library Review projects identified such as library kiosks, 'library of things' in suburban locations and other outreach models with partners such as the CSU library and Estella Public School community hall.
- Provide 50% of the saving back to WWCC to assist with deficit budgets over the life of the LTFP.

The following information details how this has been determined.

To operate a **standalone library service**, we would need to provide the current RRL services noting we would not be required to operate an internal courier service or administer the RRL advisory committee. Providing this service internally will require:

1. Procurement and vendor contract management for the outsourced purchasing and processing of collections (physical and electronic). Some on-site processing for DVDs and donated books \$418,009
2. Contract management for the provision of the library management system the operating system to manage stock and members \$110,819
3. Community learning program resources for the book club tubs (450 tubs pa), the Storytime kits (40 kits pa), and baby bounce program \$134,482
4. Liaise directly with State Library NSW for library related policies and procedures.

In the transition period, Wagga City Library with the guidance of the State Library NSW would review library related policies and processes, noting this would not require any major changes. Continual update of policies and procedures would be undertaken by the Manager - Library Services on a regular basis in consultation with the State Library NSW as part of their substantive role.

There is no training or gaps analysis costs to be considered as the State Library NSW provides up to date information and support on any changes to library related policies as part of their role in supporting public library staff across NSW.

5. Managing the eLibrary services contract including provision of eBooks, eAudio, eMagazines, discovery tools and hosting online databases on the WWCL website \$82,432
6. Submit the annual Bibliostat return direct to the State Library NSW and run our own crystal data reports.

Bibliostat statistics for State Library of NSW. This is ongoing recording of data by Program and Circulation staff – eg. member numbers, programs, visits, collection size, number of information requests, reservations filled, public internet usage. This task is currently undertaken by the current Program and Circulation staff so

there would be no additional costs required to complete this work. The Systems Officer would collate and submit the annual Bibliostat data \$3,604

7. WWCL would become an independent member of the South West Zone Digital Library consortium \$42,207
8. Cost of delivering equivalent RRL services to current 5 villages of Humula, Ladysmith, Uranquinty, Collingullie and Tarcutta \$38,454

**Based on a fortnightly service without programming for comparison with the RRL "collect and return" service.*

Total upfront cost in first year (2022/23) is \$830,007, to deliver items 1-8 above.

Total recurrent cost thereafter is:

Year	Recurrent cost
2023/24	\$742,850
2024/25	\$763,643
2025/26	\$785,130
2026/27	\$807,338
2027/28	\$830,292
2028/29	\$854,021
2029/30	\$878,552
2030/31	\$903,915

Additional Services to be provided

1. In the Standalone model for the current 5 villages the service would be twice as frequent, being delivered weekly instead of fortnightly for an additional cost of \$27,343.
2. In addition to the 'collect and return' service provided by RRL, Wagga City Library would offer outreach programs to villages and suburbs.
3. The Agile Service Officer's salary includes the face to face delivery of the programs as per the Village Circuit Program table below. To enable direct comparison with the RRL service cost, the costs already identified above have been excluded from the table below. As a result, the table reflects only the additional costs to provide the additional services to the RRL service option.

Location	Program description	Material Unit Cost	Cost
Tarcutta, Humula, Ladysmith, Uranquinty and Collingullie	30 x Storytime sessions per annum	6 sessions per village @ \$18 per session	\$540
	10 x Tech Savvy Community classes per annum	2 sessions per village @\$175 per session	\$1,750

Location	Program description	Material Unit Cost	Cost
	5 x Science/School Holiday Programs per annum	1 session per village @ \$108	\$540
	10 x Community Partnership programs in Community Legal, Health and Wellbeing per annum	2 sessions per village @ \$10	\$100
Total program materials			\$2,930

In addition to increasing the service level to the 5 villages serviced by RRL to a weekly service instead of a fortnightly service, the Wagga City Library standalone option would increase the Wagga City Council service level in 2 further ways:

1. Firstly, it is proposed that Wagga expand the village library service to the 4 villages of Oura, Mangoplah, Galore and Currawarna. These villages which would receive the new weekly library service discussed above for the 5 villages that the RRL currently services fortnightly.

The addition of these villages to the library services we offer would cost an additional \$52,638 for vehicle, collections and staffing plus \$5,274 in program material costs.

Location	Program description	Material Unit Cost	Cost
Oura, Mangoplah, Galore & Currawarna,	24 x Storytime sessions per annum	6 sessions per village @ \$18 per session	\$432
	8 x Tech Savvy Community classes per annum	2 sessions per village @\$175 per session	\$1,400
	4 x Science/School Holiday Programs per annum	1 session per village @ \$108	\$432
	8 x Community Partnership programs in Community Legal, Health and Wellbeing per annum	2 sessions per village @ \$10	\$80
Total program materials			\$2,344

2. Secondly, it is proposed that the Wagga library service is expanded to direct service delivery in Wagga Wagga suburbs (which are not currently serviced at all by the RRL). In total it proposed that the remote service would be provided to 9 suburbs in Wagga. The additional costs for this new service initiative would be program costs of \$7,326 (\$814 per suburb) and vehicle, collections and staff costs \$118,435, totalling \$125,761. The Agile Service Officer's salary includes the face

to face delivery of the programs as described in the Suburban Circuit Program table below. These costings exclude the staff costs already listed above of which support the outreach programming.

Location	Program description	Material Unit Cost	Cost
Boorooma, Estella, Glenfield Park, Tolland, Ashmont, Mount Austin, Kooringal, Lake Albert and Turvey Park.	54 x Storytime sessions per annum	6 sessions per suburb @ \$18 per session	\$972
	18 x Tech Savvy Community classes per annum	2 sessions per suburb @\$175 per session	\$3,150
	9 x Science/School Holiday Programs per annum	1 session per suburb @ \$108	\$972
	18 x Community Partnership programs in Community Legal, Health and Wellbeing per annum	2 sessions per suburb @ \$80	\$180
	36 x Multicultural services – Language Café per annum	4 sessions per suburb @ \$18	\$648
	36 x Baby Bounce sessions per annum	4 sessions per suburb @ \$39	\$1,404
Total program materials			\$7,326

Also, in addition to all the expanded library offerings identified above, it is also proposed that the services at the Civic Centre be expanded. Under the standalone model, additional services could be offered at the Civic Centre with expanded services offered across 7 days including:

- Multicultural Services would be increased from 10 hours per week to 5 days per week for Language Café classes and commence targeted Storytime, homework, study groups, Tech Savvy Community multicultural sessions.
- Additional resources for Storytime sessions targeted at new parents and carers (offered daily 5 days per week) and Baby Bounce x 40 sessions.
- Commencement of regular facilitated after hours and weekend programming which includes additional salaries for staff to provide onsite homework, research and study help, coding, author talks, book clubs, music, creative, science and technology

Total \$97,353

Cost Comparison

The cost adopted by RRL to provide the RRL services to Wagga City Library in 2022/23 is \$1,158,181. If Wagga City Library was to deliver the equivalent RRL services (as described in points 1-8 on pages 1–3 in this document) and the *additional services* proposed (as described on pages 4-5 in this document) this would *total* \$1,138,376 for 2022/23. On this basis, Council would be able to provide everything it currently receives from RRL, plus increasing the service level in the 5 villages by 100%, plus extending the service to 4 more villages, plus extending the service to 9 suburbs, plus increasing the services at the civic centre at a *total saving of \$19,805* compared to the RRL fee to provide the limited services offered by RRL.

If Wagga City Library was to remain as part of the RRL service, under the proposed RRL model and with all services levels remaining status quo, the overall Wagga City Library would cost \$2,446,600 for 2022/23. This total includes a payment of \$77,271 paid by RRL to Wagga Council for providing the services of the executive council to the RRL.

The total proposed cost for the Wagga City Library to deliver a standalone library model is \$2,491,466 for 2022/23. This would result in the standalone model costing an additional \$44,866, with Council to provide the equivalent RRL services, current City Library services as well as new expanded services to the 9 rural villages, 9 suburban locations and increased services at the Civic Centre site. If Wagga Council was not the executive Council to RRL the RRL cost in the previous paragraph would be \$77,271 higher and so the standalone option would then be \$32,405 cheaper than the RRL option.

You will note there is a discrepancy between the above paragraphs being a predicted \$19,805 saving in the narrative in the first paragraph and slightly different saving of \$32,405 in the narrative of the 3rd paragraph. The reason for this difference is that it is proposed that some of the program costs could be covered from the library budget without being separately identified and raised and so the standalone option is likely to be slightly cheaper than the service by service cost breakdown provided in the tables above.

Council has *adopted LTFP allocation of \$2,715,980 for 2022/23* for the Wagga City Library service. Attachment E provides the detailed costings of the standalone model.

These costs are based on prices sourced from vendor providers, charges listed in the RRL Management Plan 2020/21 and benchmarked against Albury City Library's standalone service which is comparable to the size of the Wagga Wagga City Library and internal staff costings. See Attachment E for the details of these costings.

The standalone option is recommended by staff for WWCL to pursue post June 2022, as this represents a strong return on investment proposition to Council, residents and ratepayers living in the Wagga Wagga LGA.

It is recommended that Councillors approve the Standalone Wagga Wagga City Library Service Option on expiry of the current RRL Deed of Agreement at 30 June 2022.

Financial Implications

The cost adopted by RRL to provide the RRL services to Wagga City Library in 2022/23 is estimated at \$1,158,181. If Wagga City Library was to deliver the equivalent RRL services and the additional services proposed this would total \$1,138,376 for 2022/23. On this basis, Council would be able to provide everything it currently receives from RRL, plus increasing the service level in the 5 villages by 100%, plus extending the service to 4 more villages, plus extending the service to 9 suburbs, plus increasing the services at the civic centre at a *total saving of \$19,805* compared to the RRL fee to provide the limited services offered by RRL.

If Wagga City Library was to remain as part of the RRL service, under the proposed RRL model and with all services levels remaining status quo, the overall Wagga City Library would cost \$2,446,600 for 2022/23. This total includes a payment of \$77,271 paid by RRL to Wagga Council for providing the services of the executive council to the RRL.

The total proposed cost for the Wagga City Library to deliver a Standalone library model is \$2,491,466 for 2022/23. This would result in the standalone model costing an additional \$44,866, with Council to provide the equivalent RRL services, current City Library services as well as new expanded services to the 9 rural villages, 9 suburban locations and increased services at the Civic Centre site. If Wagga Council was not the executive Council to RRL the RRL cost in the previous paragraph would be \$77,271 higher and so the standalone option would then be \$32,405 cheaper than the RRL option.

Council has an *adopted LTFP allocation of \$2,715,980 for 2022/23* for the Wagga City Library service. Adopting the standalone library model would save Council \$224,514 in 2022/23. The confidential report on this matter details the costings for the Standalone Option 3 Library Service model.

Policy and Legislation

NSW Library Act 1939

Wagga Wagga City Council Cultural Plan 2020-2030

Link to Strategic Plan

Community Leadership and Collaboration

Objective: We have strong leadership

Outcome: We plan long term

Risk Management Issues for Council

Any risks for service option implementation will be addressed as part of project and service delivery risk management assessments and controls.

Internal / External Consultation

The options have been informed by previous community consultation and survey processes and engagement with Council's Cultural Plan and the Library Review, LGA wide survey, engagement with Councillors, RRL Executive Director and RRL Advisory

Committee meetings and resolutions, and August rural village consultations for the current five villages receiving the RRL fortnightly borrow and collect mobile library truck service, along with any relevant Wagga Wagga City Council resolutions.

	Mail			Media				Community Engagement						Digital			
	Rates notices insert	Direct mail	Letterbox drop	Council news story	Council News advert	Media releases	TV/radio advertising	One-on-one meetings	Your Say website	Community meetings	Stakeholder workshops	Drop-in sessions	Surveys and feedback forms	Social media	Email newsletters	Website	Digital advertising
TIER																	
Consult								<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>				
Involve																	
Collaborate																	

Attachments

1. Confidential Report Attachment RRL Deed Of Agreement and Wagga Wagga City Council Library Service Options September 2021
This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: personnel matters concerning particular individuals. - Provided under separate cover
2. Councillor Workshop - Briefing Paper - RRL Deed of Agreement Options
This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: personnel matters concerning particular individuals. - Provided under separate cover
3. Villages Consultation Combined Responses
This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: personnel matters concerning particular individuals. - Provided under separate cover
4. Appendix A - RRL Deed of Agreement 2018-2022
This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: personnel matters concerning particular individuals. - Provided under separate cover
5. Appendix B Types and examples of Regional library agreements under section 12
This matter is considered to be confidential under Section 10A(2) of the Local Government Act 1993, as it deals with: personnel matters concerning particular individuals. - Provided under separate cover
6. Appendix C - Notice of Intent of Wagga Wagga City Library

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

7. Appendix D - 1. Report - RRL Advisory Committee Meeting - 31 March 2021 - RP - 8

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

8. Appendix D - 2 Copy of RP-8 RRL Branch Cost Calculations 2020-21 (including log scale)

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

9. Appendix D - 3 LATE REPORT RP-14 WAGGA WAGGA CITY LIBRARY REVIEW

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

10. Appendix E - Option 3 Standalone Costings

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

11. Appendix F - Reciprocal Membership Agreement 1997

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

COMMITTEE MINUTES

M-1 CONFIRMATION OF MINUTES AUDIT, RISK AND IMPROVEMENT COMMITTEE - 19 AUGUST 2021

Author: Ingrid Hensley
General Manager: Peter Thompson

Summary: The Audit, Risk and Improvement Committee is an advisory committee of Council. This Report seeks that Council endorse the recommendations made by the Committee at its August 2021 meeting. Those recommendations relate to the role of the Committee in providing independent assurance and assistance to Council on financial reporting, risk management, internal controls, governance, and internal and external audit and accountability responsibilities.

Recommendation

That Council endorses the recommendations contained in the minutes of the Audit, Risk and Improvement Committee Meeting held on 19 August 2021.

Report

The minutes of the Audit, Risk and Improvement Committee Meeting held on 19 August 2021 are presented to Council for adoption.

Financial Implications

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

The Reports to the Committee considered financial implications as applicable to those individual matters.

Policy and Legislation

Audit, Risk and Improvement Committee Charter

Link to Strategic Plan

Community Leadership and Collaboration

Objective: We have strong leadership

Outcome: We are accountable and transparent

Risk Management Issues for Council

The Audit, Risk and Improvement Committee assists Council by monitoring its risk exposure and determining if management systems have appropriate risk management processes in place.

Internal / External Consultation

The Chairperson's report on the Audit, Risk and Improvement Committee Meeting held on 19 August 2021 was provided to Councillors in Councillors Bulletin on 3 September 2021.

Attachments

1   Audit, Risk and Improvement Committee Minutes - 19 August 2021

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

PRESENT

Ms Margaret Nicholls (Chairperson)
Mr Bryce McNair
Mr David Rosetta
Councillor D Tout
Councillor R Kendall

IN ATTENDANCE

The Mayor	Councillor Greg Conkey OAM
General Manager	Peter Thompson
Chief Audit Executive	Kaushie Jaya
Chief Financial Officer	Carolyn Rodney
Manager Governance and Risk	Ingrid Hensley
Director, Financial Audit NSW Audit Office (RP-10 to RP-14)	Lawrissa Chan
Audit Leader, Financial Audit NSW Audit Office (RP-10 to RP-14)	Sherry Reynell
Corporate Governance Coordinator	Nicole Johnson

The meeting of the Audit, Risk and Improvement Committee commenced at 8:02am.

ACKNOWLEDGEMENT OF COUNTRY

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

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

APOLOGIES

An apology for non-attendance was accepted by the Audit, Risk and Improvement Committee for Mr Adrian Lindner.

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

CONFIRMATION OF MINUTES

CM-1 AUDIT, RISK AND IMPROVEMENT COMMITTEE MINUTES

Recommendation:

On the Motion of Councillor D Tout and Mr B McNair

That the Minutes of the proceedings of the Audit, Risk and Improvement Committee Meeting held on 20 May 2021 be confirmed as a true and accurate record, noting that the recommendations contained in the minutes of that meeting were endorsed by Council at its Ordinary Meeting on 15 June 2021.

CARRIED

DECLARATIONS OF INTEREST

No declarations of interest were received.

PROCEDURAL MOTION - ENGLOBO

Recommendation:

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee Meeting adopt RP-3, RP-4, RP-6, RP-7, RP-13, RP-14, RP-20 to RP-26 as recommended in the business papers.

CARRIED

Director Infrastructure Services, Warren Faulkner entered the Meeting the time being 8:05 am.

MINUTES of the **AUDIT, RISK AND IMPROVEMENT COMMITTEE** held on **Thursday 19 August 2021**.

REPORTS

RP-1 DIRECTOR INFRASTRUCTURE SERVICES - PRESENTATION

Recommendation:

On the Motion of Councillor D Tout and D Rosetta

That the Audit, Risk and Improvement Committee note the presentation by the Director Operations, Warren Faulkner.

CARRIED

RP-2 CAPITAL WORKS UPDATE

Recommendation:

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee note the contents of this report.

CARRIED

Warren Faulkner vacated the meeting the time being 8:24am.

RP-3 PEOPLE & SAFETY UPDATE

Recommendation:

On the Motion of Councillor D Tout and B McNair

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

CARRIED

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

**RP-4 OUTCOME OF WORK HEALTH & SAFETY MANAGEMENT SYSTEM
AND CHAIN OF RESPONSIBILITY AUDIT**

Recommendation:

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee receive and note the outcomes of the external audit of Council's Work Health & Safety Management System (WHSMS) and Chain of Responsibility compliance.

CARRIED

Chief Operating Officer, Scott Gray entered the Meeting the time being 8:28am.

RP-5 COUNCIL'S CONTRACTOR MANAGEMENT PROCESS

Recommendation:

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee note the contents of this report.

CARRIED

Chief Operating Officer, Scott Gray vacated the Meeting the time being 8:35am.

RP-6 INTEGRATED PLANNING AND REPORTING (IP&R) SUITE

Recommendation:

On the Motion of Councillors D Tout and B McNair

That the Audit, Risk and Improvement Committee note the reports endorsed by Council.

CARRIED

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

RP-7 BUSINESS ARISING FROM ARIC MEETING ON 20 MAY 2021

Recommendation:

On the Motion of Councillors D Tout and B McNair

That the Audit, Risk and Improvement Committee note the actions being taken to address outstanding business arising from the 20 May ARIC Meeting.

CARRIED

RP-8 GENERAL MANAGER'S UPDATE

Recommendation:

On the Motion of M Nicholls and Councillor R Kendall

That the Audit, Risk and Improvement Committee receive and note the update provided by the General Manager on:

- COVID-19 and the impact on Council operations, facilities and projects, including financial implications
- Infrastructure Directorate, including key risks
- Organisational structure update and key appointments
- Key projects, including RIFL
- NSW Local Government Elections including the role of the Mayor and decision making function
- Community and Delivery Plan and associated timeframes

CARRIED

RP-9 RELATED PARTY DISCLOSURE POLICY REVIEW - POL 031

Recommendation:

On the Motion of M Nicholls and D Rosetta

That the Audit, Risk and Improvement Committee review and provide feedback on the proposed amendments to the Related Party Disclosure Policy, POL 031.

CARRIED

Senior Financial Accountant, Zac Wilson entered the Meeting the time being 9:00am.

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

RP-10 BUDGET POLICY REVIEW - POL 052

Recommendation:

On the Motion of D Rosetta and B McNair

That the Audit, Risk and Improvement Committee review and provide feedback on the proposed amendments to the Budget Policy, POL 052.

CARRIED

RP-11 INVESTMENT POLICY REVIEW - POL 075

Recommendation:

On the Motion of Councillors D Rosetta and B McNair

That the Audit, Risk and Improvement Committee:

- a note only minor changes are proposed to POL 075 - Investment Policy
- b recommend Council adopt the reviewed POL 075 - Investment Policy, noting the minor changes

CARRIED

RP-12 2020/21 FINANCIAL STATEMENTS - EXTERNAL AUDIT INTERIM MANAGEMENT LETTER AND COUNCIL RESPONSE

Recommendation:

On the Motion of D Rosetta and Councillor D Tout

That the Audit, Risk and Improvement Committee:

- a note the contents of the NSW Audit Office's Management Letter on the Interim Phase of the Audit including the Management Responses for the year ending 30 June 2021
- b receive a separate report to the next ARIC meeting on IT access controls as identified in the NSW Audit Office's Management Letter

CARRIED

Zac Wilson vacated the Meeting the time being 9:15am.

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

RP-13 POL 081 BUSINESS CONTINUITY POLICY

Recommendation:

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee review and provide feedback on the proposed amendments to Business Continuity Policy (POL 081).

CARRIED

RP-14 POL 101 LEGISLATIVE COMPLIANCE POLICY

Recommendation:

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee review and provide feedback on the proposed amendments to Legislative Compliance Policy (POL 101).

CARRIED

Lawrissa Chan and Sherry Reynell vacated the Meeting the Time being 9:16am.

RP-15 INTERNAL AUDIT UPDATE

Recommendation:

On the Motion of M Nicholls and Councillor R Kendall

That the Audit Risk and Improvement Committee:

- a note the progress of the internal audit activity underway
- b consider and make recommendations on the status reporting format for Internal Audit Activity

CARRIED

RP-16 DRAFT INTERNAL AUDIT REPORT - EXTRACTIVE SITES REVIEW

Recommendation:

On the Motion of M Nicholls and B McNair

That the Audit, Risk and Improvement Committee receive and note the Extractive Sites Review draft report.

CARRIED

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.**RP-17 AUDIT RISK AND IMPROVEMENT COMMITTEE PLANNING SCHEDULE 2021 - 2022****Recommendation:**

On the Motion of Councillors R Kendall and B McNair

That the Audit, Risk and Improvement Committee:

- a endorse the planning schedule for 2021/22, noting further review is expected to be undertaken following the new term of Council
- b recommend any rescheduling of agenda items for future meetings if necessary
- c recommend director/manager presentations for the November 2021 meeting, and subsequent meetings
- d recommend any specific agenda items, as required

CARRIED

RP-18 REVISED STRATEGIC INTERNAL AUDIT PLAN (SIAP) 2021/22 - 2023/24**Recommendation:**

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee, in accordance with the Wagga Wagga City Council: Audit, Risk & Improvement Committee Charter, Internal Audit Charter and Internal Audit Manual:

- a review and endorse the revisions made to Strategic Internal Audit Plan (SIAP) for 2021/22 - 2023/24 as follows.
 - i the inclusion of below audits to the SIAP for 2021/22 – 2023/24

Year	Area	Indicative Scope	Inherent Risk Rating	Est Days
2021/22	RMCC audit Carried forward from 2020/21	The audit is to determine if there are financial benefits in participating in Road Maintenance Council Contracts (RMCCs) and if so to undertake a review of Council's processes to assess its ability to undertake routine and ordered works on the state roads within Council Local Government area.	High	30
2021/22 - 2023/24	RMS Drives Audit Added new	DRIVES24 is a database of vehicle registrations (including owner and residential address) owned by Transport for NSW, Roads and Maritime Services (RMS) agency. Under the DRIVES24 Terms of	High	10

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

		Access Agreement ('The Agreement') between RMS and Wagga Wagga City Council, the Council must conduct an annual security audit and an access audit to determine whether the DRIVES24 system is being accessed and used appropriately and whether appropriate security and information safeguards are in place in accordance with the obligations set out under the agreement.		
2021/22	Payroll Audit Carried forward from 2020/21	The Audit would assess Council's management of overtime, time in lieu and time sheets for Council staff and day labour hire for the period 01 July 2020 to 30 June 2021.	Medium	20

ii removal of the below audits from the SIAP for 2021/22 - 2023/24

Year	Area	Indicative Scope	In Risk Rating	Est Days
2021/22	Fraud Corruption/ Internal Controls	Provide assurance that Council has controls in place to prevent fraud and corruption, including proactive measures to enhance system integrity (preventive measures) and reactive responses (reporting, detecting and investigating activities).	High	15
2021/22	Pensioner Rebate Scheme	Under the Local Government Act 1993, eligible pensioners are provided concessions on their ordinary rates and domestic waste management services charge. The cost of providing these concessions is shared between the State Government (55%) and local councils (45%). the pension rebate provided for 19/20 FY is \$626,000. The audit will look at reviewing the Council's processes in - assessing the eligibility of pension rebate - application of rebate to rate calculations	Medium	5
2022/23	Playground compliance	Wagga Wagga and the surrounding villages have over 90 playgrounds, which offer a range of different play opportunities for kids. This audit will - evaluate processes in place to ensure compliance to AS/NZS 4486.1: Playgrounds and	High	10

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

		playground equipment and AS/NZS 4422: Playground surfacing - Specifications, requirements and test methods - evaluate how AS 1428: Design for access and mobility is complied with - assess current Inspection processes of playground equipment subject to public use to determine if in compliance with inspections Standards and are managed to minimise risk exposure. - assess how the maintenance and renewal programs are informed through condition data.		
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iii reschedule of audits to a later year from the original plan

Year	Area	Indicative Scope	Inh Risk Rating	Est Days
Moved from 2021/22 to 2022/23	Cemetery Operations	Review efficiency and effectiveness of processes relating - carrying out operations in compliance to Cemeteries and Cremations Act 2013 and other applicable legislative requirements - accuracy and security of record management - land allocation and collection of fees (\$1.3M in revenue FY 2019/2020).	High	15
Moved from 2022/23 to 2023/24	Quality Control of Works	The audit would seeks to assess how the Council - ensure that purchased items conform to specification before incorporating them in the Works - plan and control work processes - plan and carry out inspection and testing to verify that the work processes are effective and that all finished work complies with the Contract - careful selection of subcontractors and confirmation that their work complies with the Contract - acknowledge and rectify any nonconforming work and improve work processes to prevent recurrence of nonconformities	High	10

iv additional changes to number of days spent for management review and priority and prioritising stormwater levy OLG compliance audit for 2023/2024

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

- v received a report to the August 2022 ARIC Meeting on Council's Project Management Methodology including an assessment of the adequacy and effectiveness of and compliance with Council's agreed project management methodology

CARRIED

RP-19 INTERNAL AUDIT ANNUAL REPORT 2020/21

Recommendation:

On the Motion of M Nicholls and Councillor D Tout

That the Audit, Risk and Improvement Committee:

- a review the draft Internal Audit Annual Report 2020/21
- b note the results from the Internal Audit Quality Assessment Analysis and provide feedback
- c note the Internal Audit Survey Questionnaire and recommend any additional questions to be added for assessment
- d was pleased to note the progress since the commencement of the CAE towards the improvement of the internal audit function

CARRIED

RP-20 INTERNAL AUDIT MANUAL

Recommendation:

On the Motion of Councillor D Tout and M Nicholls

That the Audit, Risk and Improvement Committee approve the changes to the Internal Audit Manual.

CARRIED

RP-21 ARIC ANNUAL REPORT AND SELF-ASSESSMENT QUESTIONS

Recommendation:

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee:

- a review the draft Audit, Risk and Improvement Committee Annual Report 2020/2021, and identify any changes or suggestions to the content of that Report
- b discuss and confirm the questions to be included in the self-assessment questionnaire

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

- c consider whether the Audit, Risk and Improvement Committee Annual Report be presented at the next available Council meeting or further reviewed at the Audit, Risk and Improvement Committee meeting in October or November 2021, including the results of the self-assessment questionnaire

CARRIED

RP-22 INTERNAL AUDIT IMPROVEMENT INITIATIVES REGISTER**Recommendation:**

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee:

- a note the current status of the pending Internal Audit recommendations
- b approve the following requests for revision to audit action target dates

Audit Recommendation Reference	Original Target Date	Request
IA 2018-19 - 4 Annual Maintenance & Renewal Program 3.1 & 3.6	Original Target Date: 1/12/2020 & 01/06/2020 Revised target date 30/06/2021	Revise the Target date to 30/06/2022
IA2018-4 Grants and Donations 2.4 Leasing & Licensing Policy ----- 2019/2020 Final Management Letter NSW AO Issue 06 outdated key policies and procedures (repeat issue)	Original Target Date: 31/03/2019 Revised Target Date: 01/04/2021 30/06/2021	Revise the Target date to 31/10/ 2021.
2019/20 AONSW Final management letter Issue 5: Crown land register and reserves (repeat issue)	Original Target Date: 31/12/2020	Revise the Target date to 31/08/2021

CARRIED

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

RP-23 ARIC ACTIONS REGISTER

Recommendation:

On the Motion of Councillor D Tout and B McNair

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

CARRIED

RP-24 GOVERNANCE AND RISK UPDATE MAY 2021

Recommendation:

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee receive and note this Report.

CARRIED

RP-25 GOVERNANCE AND RISK UPDATE

Recommendation:

On the Motion of Councillor D Tout and B McNair

That the Audit, Risk and Improvement Committee:

- a receive and note the Report
- b note the Corporate Risk Register is to be presented to the October 2021 Committee meeting

CARRIED

RP-26 COMPLAINT HANDLING

Recommendation:

On the Motion of Councillor D Tout and B McNair

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

CARRIED

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

RP-27 LOCAL GOVERNMENT ASSURANCE FORUM 2021 AND AUDIT AND RISK COMMITTEE FORUM 2021

Recommendation:

On the Motion of M Nicholls and B McNair

That the Audit, Risk and Improvement Committee appoint Bryce McNair to attend the Local Government Assurance Forum 2021 (online) and Marg Nicholls to attend the Audit and Risk Committee Forum 2021 (online).

CARRIED

QUESTIONS WITH NOTICE

QWN-1 SHARED INTERNAL AUDIT RESOURCE

The General Manager requested feedback from the Committee in relation to a potential shared centralised internal audit unit as a result of recent discussions with the Canberra Joint Organisation.

The Committee advised the General Manager, that they are not supportive of a shared internal audit model and should further consideration be required, then the Committee requested to receive a report outlining the model including pro's and cons such a proposal.

QWN-2 CYBER ATTACK - RIVERINA WATER COUNTY COUNCIL LESSONS LEARNT

The Committee requested an out of session report to be provided, on lessons learnt by Riverina Water County Council, following the recent cyber-attack.

QWN-3 SERVICE REVIEWS

The Committee requested to receive updates on any service reviews or organisational improvements undertaken by Council.

The General Manager also raised an item of **General Business**, being consultation with the Committee about temporary changes to internal audit resourcing to allow Council's Chief Audit Executive (CAE) to undertake the workplace experience component of the Practical Legal Training program, which must be completed within a specified timeframe. It is proposed to utilise an external provider(s) to undertake internal audits during that temporary period when the CAE will not be employed full-

MINUTES of the AUDIT, RISK AND IMPROVEMENT COMMITTEE held on Thursday 19 August 2021.

time with Council. This item was raised only for the Committee's information at this stage and the Committee will be formally appraised of the issue when the CAE has identified how she will be undertaking the Practical Legal Training.

The Audit, Risk and Improvement Committee rose at 10:53am.

QUESTIONS/BUSINESS WITH NOTICE

CONFIDENTIAL REPORTS**CONF-1 RFQ2021-543 SPRAYED BITUMINOUS SURFACING**

Author: Sylvester Otieno

General Manager: 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: -

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

CONF-2 ATP STAGE 2 - BAGLEY DRIVE TO SILVALITE SHARED PATH**Author:** Ben Creighton**Director:** Michael Keys

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-3 PROPOSED ASSIGNMENT OF AIRPORT SUB-LEASES - LIGHT
AIRCRAFT PRECINCT HANGAR SITE 16.**

Author: David Bolton

Director: Michael Keys

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) (iii) commercial information of a confidential nature that would, if disclosed, reveal a trade secret.

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 August 2021.

PRESENT

The Mayor, Councillor Greg Conkey OAM
Councillor Yvonne Braid OAM
Councillor Dan Hayes
Councillor Vanessa Keenan
Councillor Rod Kendall
Councillor Tim Koschel
Councillor Kerry Pascoe
Councillor Dallas Tout

IN ATTENDANCE

General Manager	(Mr P Thompson)
Director Community	(Mrs J Summerhayes)
Director Infrastructure Services	(Mr W Faulkner)
Director Regional Activation	(Mr M Keys)
Chief Financial Officer	(Mrs C Rodney)
Chief Operating Officer	(Mr S Gray)
Manager Audit, Risk & Governance	(Ms I Hensley)
Corporate Governance Coordinator	(Mrs N Johnson)

PRAYER

Almighty God,

Help protect our Mayor, elected Councillors and staff.

Help Councillors to govern with justice, integrity, and respect for equality, to preserve rights and liberties, to be guided by wisdom when making decisions and settling priorities, and not least of all to preserve harmony.

Amen.

ACKNOWLEDGEMENT OF COUNTRY

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

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

APOLOGIES

No apologies were received.

This is page 1 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 August 2021**.

CONFIRMATION OF MINUTES

CM-1 ORDINARY COUNCIL MEETING - 9 AUGUST 2021

21/ RESOLVED:

On the Motion of Councillors R Kendall and Y Braid OAM

That the Minutes of the proceedings of the Ordinary Council Meeting held on 9 August 2021 be confirmed as a true and accurate record.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

DECLARATIONS OF INTEREST

Councillor T Koschel declared a Non-Significant Non-Pecuniary Interest in RP-5 FINANCIAL PERFORMANCE REPORT AS AT 31 JULY 2021 the reason being that his workplace is mentioned in the report and remained in the chamber during its consideration.

Councillor K Pascoe declared a Non-Significant Non-Pecuniary Interest in RP-4 WAGGA WAGGA SOCIETY MODEL ENGINEERS - REQUEST FOR FENCING the reason being that he is a patron of the Wagga Wagga Society Model Engineers and remained in the chamber during its consideration.

Councillor D Tout declared a Non-Significant Non-Pecuniary Interest in MM-1 MAYORAL MINUTE - SITUATION IN AFGHANISTAN the reason being that a family member of his works in the industry and remained in the chamber during its consideration.

Chief Operating Officer, Mr S Gray declared a Pecuniary Interest in RP-1 DA21/0292 - ERECTION OF A TWO BEDROOM DWELLING TO THE REAR OF THE EXISTING DWELLING TO CREATE A DUAL OCCUPANCY the reason being that he owns a property in the vicinity of the proposed development and vacated the chamber during its consideration.

This is page 2 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 August 2021.

PROCEDURAL MOTION - CHANGE OF STANDING ORDERS

21/272 RESOLVED:

On the Motion of Councillors R Kendall and T Koschel

That Council bring forward consideration of ENGLOBO to precede the public discussion forum.

CARRIED

PROCEDURAL MOTION - ENGLOBO

21/273 RESOLVED:

On the Motion of Councillors K Pascoe 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-2, RP-3, RP-5, RP-8, RP-9 and CONF-1 be adopted as recommended in the business papers.

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

This is page 3 of the MINUTES of the ORDINARY MEETING OF COUNCIL of the Council of the CITY OF WAGGA WAGGA held on 23 AUGUST 2021.

.....MAYORGENERAL MANAGER

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 August 2021**.

PUBLIC DISCUSSION FORUM

RP-1 DA21/0292 - ERECTION OF A TWO BEDROOM DWELLING TO THE REAR OF THE EXISTING DWELLING TO CREATE A DUAL OCCUPANCY

- Mr Stephen Lawler - Speaking against the report - Remote attendance.

RP-4 WAGGA WAGGA SOCIETY MODEL ENGINEERS - REQUEST FOR FENCING

- Mr Peter Micenko - Speaking in favour of the report - In person attendance.

PROCEDURAL MOTION - CHANGE OF STANDING ORDERS

21/274 RESOLVED:

On the Motion of Councillors R Kendall and K Pascoe

That Council bring forward consideration of the following reports to follow the public discussion forum:

- **RP-1 DA21/0292 - ERECTION OF A TWO BEDROOM DWELLING TO THE REAR OF THE EXISTING DWELLING TO CREATE A DUAL OCCUPANCY**
- **RP-4 WAGGA WAGGA SOCIETY MODEL ENGINEERS - REQUEST FOR FENCING**

CARRIED

RP-1 DA21/0292 - ERECTION OF A TWO BEDROOM DWELLING TO THE REAR OF THE EXISTING DWELLING TO CREATE A DUAL OCCUPANCY

21/275 RESOLVED:

On the Motion of Councillors R Kendall and D Hayes

That Council approve DA21/0292 for the erection of a two bedroom dwelling to the rear of the existing dwelling to create a dual occupancy at 8 Brookong Avenue, Wagga Wagga NSW 2650 subject to the conditions outlined in the Section 4.15 Assessment Report.

CARRIED

This is page 4 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 August 2021**.

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

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
K Pascoe
D Tout

Against the Motion

T Koschel

RP-4 WAGGA WAGGA SOCIETY MODEL ENGINEERS - REQUEST FOR FENCING

21/276 RESOLVED:

On the Motion of Councillors R Kendall and Y Braid OAM

That Council:

- a receive the report
- b note that a lease agreement is in place with the Wagga Wagga Society of Model Engineers that required fencing around the miniature railway at the Botanical Gardens
- c contribute 50% of the final cost to construct the missing boundary fence between the Botanic Gardens Entwine Playground and the spiral track section of the miniature rail facility in accordance with the Wagga Wagga Society of Model Engineers requirements
- d establish a medium term financial arrangement with the Wagga Wagga Society of Model Engineers

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

This is page 5 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 August 2021.

MAYORAL MINUTE

MM-1 MAYORAL MINUTE - SITUATION IN AFGHANISTAN

21/277 RESOLVED:

On the Motion of The Mayor, Councillor G Conkey OAM

1. That Council writes to the Prime Minister and the Member for Riverina calling on the Federal Government to:
 - a continue to do everything possible in coming days to evacuate people who are at grave risk within Afghanistan, including those who have worked for or assisted the Australian Government and Australian organisations (including the embassy, armed forces, NGOs and media), human rights defenders and women and girls whose lives and security are under great threat
 - b urge governments in the region to keep borders open for people trying to flee persecution in Afghanistan, particularly the governments of Pakistan and Iran
 - c offer additional refugee resettlement places for Afghan refugees;
 - d immediately increase Australian aid to the region to support programs to assist people who have been displaced across borders and, wherever possible, support organisations still offering assistance within Afghanistan
 - e extend permanent protection to 4300 Afghans on temporary protection visas, recognising that members of this group are unlikely to be able to return in safety for many years to come and need the assurance that they can continue to live in Australia without the constant fear of forced return
 - f assist Afghan Australians, including people with temporary and permanent protection visas, with urgent family reunion applications for relatives who are at particular risk, as members of minorities targeted by the Taliban or people likely to be targeted because of their connections to western nations
 - g acknowledge the contributions and sacrifices made by members of the Australian Defence Force in Afghanistan and ensure appropriate supports are in place for defence and ex-defence personnel who may also be impacted
2. That Council encourage members of the Wagga Wagga and regional community to reach out to Afghan Australians in our community in whatever practical and moral/supportive way possible in this time of crisis.

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 23 AUGUST 2021.

.....MAYORGENERAL MANAGER

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 August 2021.

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

REPORTS FROM STAFF

RP-1 - DA21/0292 - Erection of a two bedroom dwelling to the rear of the existing dwelling to create a dual occupancy was moved forward to follow the public discussion forum.

RP-2 DRAFT WIRADJURI TRAIL MASTER PLAN

21/278 RESOLVED:

On the Motion of Councillors K Pascoe and R Kendall

That Council:

- a receive and note the report
- b place the draft Wiradjuri Trail Master Plan on public exhibition and invite submissions for a period of 28 days
- c receive a further report on the outcomes of the public exhibition period and any submissions received

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

This is page 7 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 August 2021**.

**RP-3 RESPONSE TO NOTICE OF MOTION - TRANSFER OF OWNERSHIP
OF MOWER TO COLLINGULLIE GLENFIELD PARK AUSTRALIAN
FOOTBALL AND NETBALL CLUB**

21/279 RESOLVED:

On the Motion of Councillors K Pascoe and R Kendall

That Council:

- a authorise the General Manager or their delegate to enter into negotiations with officials of The Collingullie Glenfield Park Australian Football and Netball Club (Club) to form an agreement for mowing services at the Collingullie Recreation Ground subject to the terms as outlined in this report**
- b delegate authority to the General Manager or their delegate to sign all necessary documents in regard to the agreement**
- c approve the budget variations as detailed in the Financial Implications section of this report**

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

RP-4 - Wagga Wagga Society Model Engineers - request for fencing was moved forward to follow the public discussion forum.

This is page 8 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 August 2021.

RP-5 FINANCIAL PERFORMANCE REPORT AS AT 31 JULY 2021

21/280 RESOLVED:

On the Motion of Councillors K Pascoe and R Kendall

That Council:

- a approve the proposed 2021/22 budget variations for the month ended 31 July 2021 and note the balanced budget position as presented in this report
- b note the Responsible Accounting Officer's reports, in accordance with the Local Government (General) Regulation 2005 (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
- c note the amendment to the 2021/22 Fees and Charges document as presented in this report
- d note the details of the external investments as at 31 July 2021 in accordance with section 625 of the Local Government Act 1993

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

This is page 9 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 August 2021.

RP-6 SECTION 356 REQUESTS FOR FINANCIAL ASSISTANCE

A Motion was moved by Councillors V Keenan and D Hayes

That Council:

- a in accordance with Section 356 of the Local Government Act 1993, provide financial assistance to the following group:
 - i. Wagga Wagga Rescue Squad - \$2,165.00 (Request 1)
- b fund through the Solid Waste Reserve for the 2021/22 charges only as per the request from the following group:
 - i. St Vincent de Paul Society NSW (Request 2)
- c note the proposed budget available for financial assistance requests for the remainder of the 2021/22 financial year

An AMENDMENT was moved by Councillor R Kendall and seconded by Councillor K Pascoe

That Council:

- a in accordance with Section 356 of the Local Government Act 1993, provide financial assistance to the following group:
 - i. Wagga Wagga Rescue Squad: \$2,165.00 (Request 1)
- b defer consideration of the Section 356 request from St Vincent de Paul Society NSW (Request 2) to allow Council officers to obtain additional information from that organisation in regards to its funding application for the Shelter to the NSW Government and to receive further information on financial accounts of the Shelter which will enable Council to make an informed decision
- c note the proposed budget available for financial assistance requests for the remainder of the 2021/22 financial year

The AMENDMENT on being put to the Meeting was CARRIED and became the Motion.

RECORD OF VOTING ON THE MOTION

For the Amendment

Y Braid OAM
G Conkey OAM
R Kendall
K Pascoe

Against the Amendment

D Hayes
V Keenan
T Koschel
D Tout

With the vote being tied, the Mayor, Councillor G Conkey OAM used his casting vote for the AMENDMENT.

This is page 10 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 August 2021**.

21/281 RESOLVED:

On the Motion of Councillors V Keenan and D Hayes

That Council:

- a in accordance with Section 356 of the Local Government Act 1993, provide financial assistance to the following group:
 - i. Wagga Wagga Rescue Squad: \$2,165.00 (Request 1)
- b defer consideration of the Section 356 request from St Vincent de Paul Society NSW (Request 2) to allow Council officers to obtain additional information from that organisation in regards to its funding application for the Shelter to the NSW Government and to receive further information on financial accounts of the Shelter which will enable Council to make an informed decision
- c note the proposed budget available for financial assistance requests for the remainder of the 2021/22 financial year

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

RP-7 RESPONSE TO NOTICE OF MOTION - CITY BRAND

21/282 RESOLVED:

On the Motion of Councillors V Keenan and R Kendall

That Council:

- a receive and note this report
- b include a City Brand refresh project as an item for consideration during the 2022/23 budget process

CARRIED

This is page 11 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 August 2021**.

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

RP-8 RESOLUTIONS AND NOTICES OF MOTIONS REGISTERS

21/283 RESOLVED:

On the Motion of Councillors K Pascoe and R Kendall

That Council receive and note the following registers:

- a Active Resolutions as at 17 August 2021**
- b Active Notice of Motions as at 17 August 2021**
- c Resolutions including Notice of Motions completed from 21 July 2021 to 17 August 2021**

CARRIED

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

RP-9 RESPONSE TO QUESTIONS/BUSINESS WITH NOTICE

21/284 RESOLVED:

On the Motion of Councillors K Pascoe and R Kendall

That Council receive and note the report.

CARRIED

This is page 12 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the ORDINARY MEETING OF COUNCIL held on Monday 23 August 2021.

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

QUESTIONS/BUSINESS WITH NOTICE

Councillor V Keenan requested an update on the return of the removed geese to the Victory Memorial Gardens.

Councillor V Keenan requested advice on what support Council are currently providing to the Afghan community.

Councillor T Koschel requested advice in relation to inspection and tree/vegetation maintenance on Koorringal Road.

Councillor D Hayes requested advice on accessibility of seating at the Wetlands given the surrounding vegetation growth.

CONFIDENTIAL REPORTS

CONF-1 PROPOSED SALE OF COMMERCIAL LAND - TASMAN ROAD

21/285 RESOLVED:

On the Motion of Councillors K Pascoe and R Kendall

That Council:

- a provide formal endorsement to conducting an Expression of Interest campaign in respect of the properties referred to in this report
- b authorise the General Manager or their delegate to negotiate the terms of the sale of land within the parameters outlined in the body of this report
- c authorise the General Manager or their delegate to complete and execute any necessary documents on behalf of the Council
- d authorise the affixing of Council's common seal to all relevant documents as required

CARRIED

This is page 13 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021**.

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

MINUTES of the **ORDINARY MEETING OF COUNCIL** held on **Monday 23 August 2021.**

RECORD OF VOTING ON THE MOTION

For the Motion

Y Braid OAM
G Conkey OAM
D Hayes
V Keenan
R Kendall
T Koschel
K Pascoe
D Tout

Against the Motion

THIS COMPLETED THE BUSINESS OF THE COUNCIL MEETING WHICH ROSE AT 7:40pm.

.....
MAYOR

This is page 14 of the **MINUTES** of the **ORDINARY MEETING OF COUNCIL** of the Council of the **CITY OF WAGGA WAGGA** held on **23 AUGUST 2021.**

.....MAYORGENERAL MANAGER