



Notice is hereby given, in accordance with the provisions of the Local Government Act 1993 that a **Meeting of Maitland City Council** will be held in the **Council Chambers, Town Hall, High Street, Maitland**, commencing at **5.30pm**.

ORDINARY MEETING

AGENDA

26 MARCH 2024

JEFF SMITH
GENERAL MANAGER

Please note:

Councillors are reminded of their Oath or Affirmation of Office to undertake their duties in the best interests of the people of the City and Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993, or any other Act to the best of their ability and judgement. Councillors are also reminded of their obligations under the Code of Conduct to disclose and appropriately manage conflicts of interest.

In accordance with the NSW Privacy and Personal Information Protection Act, you are advised that all discussion held during the Open Council meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, Staff member or a member of the public.



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PRESENT

1 INVOCATION

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE

4 DECLARATIONS OF INTEREST

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- *The Minutes of the Ordinary Meeting held 12 March 2024 be confirmed.*

6 BUSINESS ARISING FROM MINUTES

**7 WITHDRAWAL OF ITEMS AND ACCEPTANCE OF LATE ITEMS
OF BUSINESS**

8 PUBLIC ACCESS

9 MAYORAL MINUTE

10 OFFICERS REPORTS

10.1 LARGE SITE ELECTRICITY CONTRACT

FILE NO:	55/22
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Matthew Prendergast - Director City Planning Catherine Pepper - Manager Environment & Sustainability
AUTHOR:	Ben Maddox - Principal Sustainability Officer
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.2 Ensure Council is financially sustainable and meets required levels of performance

EXECUTIVE SUMMARY

Council's electricity contract for its large site accounts ends on 30 June 2024 with a new electricity contract required from 1 July 2024. This report updates the status process outlined in the 28 November 2023 meeting and identifies decisions required to progress.

OFFICER'S RECOMMENDATION

THAT

1. Subject to a successful tendering process by the Hunter Joint Organisation, if per annum costs are less than the current overall cost of negotiable components inclusive of renewable energy, the General Manager shall have delegation to enter into a contract for the supply of electricity to Council's large sites and streetlights and present a further report to a future meeting of Council on completion of the process for Council's information.

REPORT

At the 28 November 2023 meeting, Council resolved to join the Electricity Procurement Process proposed by the Hunter Joint Organisation and its procurement arm, Regional Procurement for Council's large sites and street lighting, being:

- The Maitland Administration Centre,
- The Maitland Aquatic Centre,
- The Maitland Regional Art Gallery, and
- Public Street lighting.

The resolution stated that staff would brief Council on the electricity contracting process and provide a progress report prior to completion of the first-round tender process.

LARGE SITE ELECTRICITY CONTRACT (Cont.)

Background

Hunter Joint Organisation (Hunter JO), with support from Mid North Coast Joint Organisation (MNCJO), is facilitating a renewable energy Power Purchasing Agreement (PPA) tender process for regional councils across NSW with electricity contracts expiring in 2024 or 2025. Eleven councils have joined the Powering Tomorrow: Regional Councils NSW PPA (Regional Councils PPA) buyer's group.

As outlined in the previous report the process includes:

- Coordination by HJO Regional Procurement,
- Legal review by Local Government Legal,
- Financial Capacity Assessments – of suppliers,
- Probity support from Procure Group, and
- Expert Energy advice – from Sourced Energy.

Sourced Energy has extensive experience in electricity procurement and most recently facilitated a long-term Electricity Contract Power Purchase for 25 Councils in the Southern Regional Organisation of Councils.

This experienced team of advisors has been selected to support councils during the procurement process and ensure the tendering process will comply with the NSW Local Government Act 1993, Local Government (General) Regulation 2021 and procurement regulatory framework, as well as probity principles.

Risk Management

It is widely accepted in the Electricity Market Sector that the events of June/July 2022 that affected electricity operators, were primarily due to international factors that increased the price of gas and coal, and which flowed on to the Australian Electricity market increasing wholesale prices by 500%. This event required the Network Operator to suspend the market and resulted in 10 Energy Retailers exiting the market in a single year, previous average being 1 per year.

Continued volatility in the electricity market has highlighted the need for an increased focus on energy efficiency and active management of Councils energy loads. Seeking opportunities including via external funding opportunities to reduce energy consumption and network costs is a complementary activity to this procurement process. For example, Council reduced the consumption from its large sites by 21.5% in 2023 vs 2020 primarily due to LED Street Lighting upgrades. This limited the potential impacts of the price increases seen in 2022. It is proposed that the Electricity Procurement process be part of an overall strategy to reduce Electricity consumption and meet Councils Emission reduction Targets.

LARGE SITE ELECTRICITY CONTRACT (Cont.)

Mechanism to Accept Electricity Offers

The aggregated procurement of electricity is complex and challenging for Councils with pricing fluctuating on a daily and intraday basis. There is a short timeframe to lock in and accept prices offered by retailers, which can be as little as 1-2 days in times of market volatility. Acceptance of offers in 48 hours is outside the existing Council meeting timeframes and extremely difficult to coordinate across multiple participating councils with conflicting schedules. In addition, if Councils were to seek a longer timeframe for the acceptance of offers, a risk component may be added to the price by the retailer, resulting in increased costs.

To avoid this risk premium, and as evidenced in previous Local Government aggregated procurement for electricity, Councils have successfully adopted a process compliant with the NSW Local Government Act 1993, Local Government (General) Regulation 2021 and procurement regulatory framework. This process is to provide a Council's General Manager with delegated authority to accept short term validity electricity pricing offers on Council's behalf, within given financial parameters, by Council resolution,

This process has enabled Councils to take advantage of time critical short validity offers and avoid additional costs. To aid Council in providing this GM delegation Price Guidance has been supplied in consultation with MCC staff and the Energy Adviser Sources Energy.

This process has been adopted by the collective group of Councils participating in the Large Site Electricity Contract as the appropriate way for Council to enter into the contract within short time frames.

Pricing

The engaged expert Energy Provider Sourced Energy has provided guidance on the likely outcome of the procurement process based on current electricity market conditions. The process of seeking offers from Renewable Energy backed projects means that flat energy rates over the contract period are likely to be provided. The process is seeking contracts out to 2030 which is likely to further incentivize pricing lower than the current ASX price. However, for the purposes of this report, the average of current ASX Energy futures prices out to 2027 have been used.

Table 1 - Historic and Estimated Future Prices

	Retail	Network	Renewables 100%	
2018	\$695,718	\$427,097		\$1,122,816
2019	\$616,469	\$436,371		\$1,052,840
2020	\$535,783	\$421,520		\$957,303
2021	\$439,568	\$402,141		\$841,709
2022	\$697,729	\$381,493		\$1,079,222
2023	\$724,374	\$405,419		\$1,129,793
2024	\$503,250	\$391,438	\$67,876*	\$962,564
2025	\$451,176	\$391,438	\$135,753	\$978,366
2026	\$451,176	\$391,438	\$135,753	\$978,366
2027	\$451,176	\$391,438	\$135,753	\$978,366

* Note only 6 months of renewable energy is included

LARGE SITE ELECTRICITY CONTRACT (Cont.)

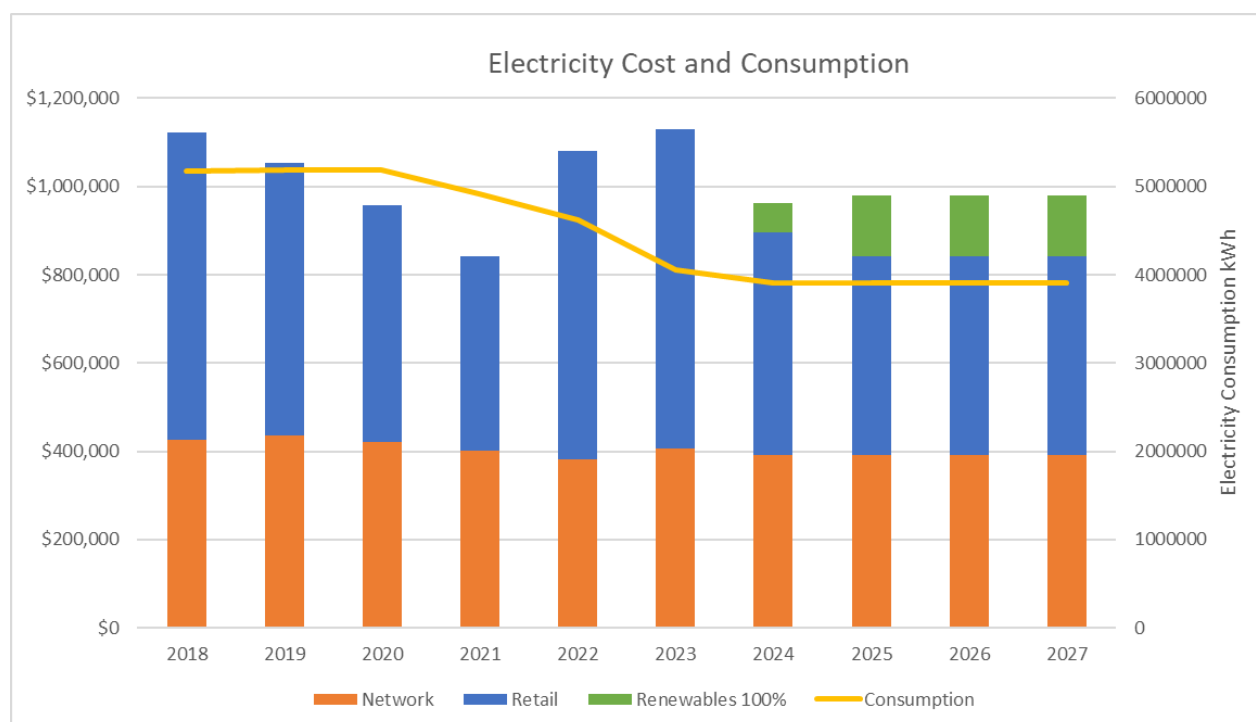


Figure 1 - Historic and Estimated Prices for Large Sites

Table 1 and Figure 1 show the volatility that can occur in electricity pricing and the role which Energy Efficiency plays in moderating the impact of market volatility.

When energy is supplied by a renewable energy project to claim emission reductions, the project provides the renewable energy certificates created known as Large Scale Generation Certificates (LGCs). The cost estimates provided show that based on the current market it is a likely outcome that Council can go to 100% renewables well below the cost experienced in Calendar years 2018, 2019, 2022 & 2023 and at similar cost to 2020.

When combined with the current 100% renewable small sites contract a 100% renewable large sites contract will reduce our current operational emissions profile by 65% putting Council on target to meet its and State Government targets.

CONCLUSION

Council requires an Electricity Contract for its large sites and streetlighting to commence 1 July 2024.

Current market conditions provide a clear pathway to a 100% renewable energy contract with savings against current and historic electricity costs.

To be able to respond to the outcomes of a tender process in a timely manner. Delegation to the General Manager to enter a contract that meets the criteria of savings against current electricity costs is recommended.

The outcomes of this process to be reported to Council post the outcome.

LARGE SITE ELECTRICITY CONTRACT (Cont.)

FINANCIAL IMPLICATIONS

This matter has direct financial impact upon Council's adopted budget and forward estimates. The process outlined aims to achieve competitive and stable electricity pricing allowing action on onsite measures such as energy efficiency and onsite power generation to further reduce exposure to volatile electricity markets.

POLICY IMPLICATIONS

The NSW Net Zero Future Act sets a clear path for NSW emissions reduction targets to 2050. This includes the primary targets: 50% emissions reductions on 2005 levels by 2030 70% emissions reductions on 2005 levels by 2035 and Net zero by 2050. Procuring renewable energy via a PPA is the best way for councils to reduce emissions in the short term in line with council targets and State Government legislation.

Should 100% renewable be achievable within the General Manager delegation parameters given, this combined with our 100 % Renewable Small Sites contract will reduce Councils current operational emissions profile by 65% putting Council on target to meet its and State Government emission reduction targets.

STATUTORY IMPLICATIONS

There are no statutory implications under the Local Government Act 1993 with this matter.

10.2 VIBRANT CITY SPONSORSHIP PROGRAM 2023/24 ROUND 2 UPDATE

FILE NO:	35/76
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Portia Wendt - Coordinator Marketing & Communication Tiffany Allen - Executive Manager People and Performance
AUTHOR:	Cassie Renshaw - Team Leader Marketing
MAITLAND +10	Outcome 1 To stay friendly, happy and proud as our city grows
COUNCIL OBJECTIVE:	1.1.4 Deliver vibrant and valued community events and programs

EXECUTIVE SUMMARY

The Vibrant City Sponsorship Program is an annual program that provides local community and industry groups, events and organisations within the local government area, the opportunity to apply for Council sponsorship. A panel was recently convened to determine successful applicants and allocate sponsorship. This report provides an update regarding the recipients of sponsorship for the second round of funding for the 2023/24 Vibrant City Sponsorship Program.

OFFICER'S RECOMMENDATION

THAT the information contained in this Report be noted.

REPORT

The Vibrant City Sponsorship Program 2023/24 opened for a second round of funding, as funds were not exhausted in the first round, in the first week of January 2024 and closed on 31 January 2024. Four submissions were received in the second round with requests totalling \$31,000 in cash and in kind sponsorship (inc GST).

The remaining budget allocation for the second round of the Vibrant City Sponsorship Program 2023/24 was \$6,577.42 (ex GST).

A panel was convened with applications assessed against the criteria as outlined in the Vibrant City Sponsorship Program Guidelines.

The full \$6,577.42 (ex GST) was granted in financial sponsorship to two applicants. The panel deemed the highest scoring applicant, Tocal Field Days Association, would receive 100% of the total amount of sponsorship requested and the remaining amount would be allocated to the second highest scoring applicant, City of Maitland Pipes and Drums, as per the table below:

VIBRANT CITY SPONSORSHIP PROGRAM 2023/24 ROUND 2 UPDATE (Cont.)

PROJECT/ORGANISATION	CASH (EX GST)	IN KIND (EX GST)
Total Field Days Association	\$5,000	\$0
City of Maitland Pipes and Drums Inc	\$1,577.42	\$0
Total	\$6,577.42	\$0

Further details regarding the successful applicants can be found below:

Total Field Days Association – Tocal Rocks Country – Building on the success of Tocal Field Days, the association is launching this new event with the hope of building it into an annual event, one which becomes a flagship event for the city. Tocal is a beautiful and unique site and the team have placed significant time sourcing suitable artists that have huge appeal including a strong line up of First Nations people. The aim in 2024 is to keep it small (3,000 tickets), intimate and casual within a laid back country setting. The association has confidence in this product supporting it with \$100,000 of their own money to assist launching this event.

City of Maitland Pipes and Drums Inc – 2024 NSW Pipe Band State Championships in Piping and Drumming – The City of Maitland Pipes and Drums have been invited by the NSW Pipe Band Association to host this year's State Championships in Maitland, which will be held at the Maitland Regional Sportsground. This event will feature piping and drumming music and drills at competition standard, attracting Pipe Bands from across NSW. In addition, local community groups will be invited to have a stall to show off what they have to offer to the community.

Update on program moving forward

Following the recent realignment of internal departments, Council officers have undertaken an urgent evaluation and review of the Vibrant City Sponsorship Program (VCSP) to see if there was opportunity to consolidate the community grant and sponsorship programs together.

The recommendation is to terminate the VCSP in its current format and consolidate the programs by moving the budget (\$30,000) to the community grants budget beginning the next financial year 2024/25, which will be managed by the City Services team. This ensures the funding will still be available to the community and will be included in the community grants policy (currently under review) that will be presented to Council in April.

The Sponsorship Policy will be reviewed and updated to reflect the above changes. Businesses will still be able to seek sponsorship from Council under the Sponsorship Policy, with agreed funding coming from departmental operating budgets.

10.3 SECTION 356 COMMEMORATIVE AND RECOGNISED DAYS GRANT PROGRAM

FILE NO:	10/5/23
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Darren Crumpler - Acting Group Manager Culture Community and Recreation Suellen Goyne - Coordinator Aquatic Centres Whitney Hainey - Coordinator Community & Recreation Planning
AUTHOR:	Molly Marsh - Community Development and Programs Officer
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.2 Ensure Council is financially sustainable and meets required levels of performance

EXECUTIVE SUMMARY

Council's Section 356 Commemorative and Recognised Days Program aims to assist in the coordination of activities and events within the Maitland LGA, which directly relate to National and International Days or Weeks including Commemorative Days.

This report presents to Council a recommendation of Round Two (2) of the Commemorative and Recognised Days Grant applications for 2023/2024 for financial assistance under Section 356 of the Local Government Act 1993.

OFFICER'S RECOMMENDATION

THAT

1. Council approve the allocations of funds under Section 356 of the Local Government Act, 1993 as recommended for the three (3) initiatives outlined in this report.
 - 1) East Maitland RSL Sub Branch - ANZAC Day Commemorative Services - \$3,000.00
 - 2) Morpeth ANZAC Day Committee - Morpeth ANZAC Day Commemoration Service - \$3,000.00
 - 3) Maitland RSL Sub Branch - ANZAC Day Memorial Service in Maitland Park - \$3,000.00

REPORT

Council's Section 356 Commemorative and Recognised Days Program aims to assist in the coordination of activities and events within the Maitland LGA, which directly relate to National and International Days or weeks including Commemorative Days. The

SECTION 356 COMMEMORATIVE AND RECOGNISED DAYS GRANT PROGRAM (Cont.)

Commemorative and Recognised Days Program aims to provide financial support to local non-profit community-based organisations or groups to provide activities and events that involve, educate and benefit residents in our community up to \$3,000 per application.

Proposed activities and events must be within one of the following categories:

Commemorative Days

Ceremonies which acknowledge and commemorate the service and sacrifice of the men and women who served Australia and its allies in wars, conflicts, and peace operations. Qualifying activities and events are primarily annual public Anzac Day and Remembrance Day events. Occasions which commemorate other key anniversaries of wars, conflicts and peace operations which are listed on the Department of Veterans' Affairs.

Recognised Days and Weeks

Significant cultural and community initiatives which celebrate National and International Days or Weeks.

Qualifying National Days or Week events considered under this category are listed at:

- National Weeks - australia.gov.au or equivalent.
- International Day/Weeks - United Nations - Observance website or equivalent.

Applications for Round Two (2) of the 2023-2024 Commemorative and Recognised Days Grant applications opened 2 January 2024 with applications closing 13 February 2024.

In response to the call for applications, three (3) applications were received.

REVIEW AND ASSESSMENT

Applications are assessed and reviewed by Council Officers and the assessment panel. The Councillors on the committee for this year were Cllr Bill Hackney, Cllr Kristy Flannery and Cllr Sally Halliday. No conflicts of interest were declared by Councillors.

The Assessment Panel convened on 6 March 2024 to assess the applications based on the selection criteria to determine the priority ranking. During the process, the applications were discussed in detail and funding levels determined.

The following table provides a brief description of the projects, the funding amount requested and the funding amount endorsed.

SECTION 356 COMMEMORATIVE AND RECOGNISED DAYS GRANT PROGRAM (Cont.)

Applicant	Project	Project Cost	Amount Requested	Amount Recommended	Cumulative Total
East Maitland RSL Sub Branch	ANZAC Day Commemorative Services. Held on 25 April 2024.	\$15,400.00	\$3,000.00	\$3,000.00	\$3,000.00
Morpeth ANZAC Day Committee	Morpeth ANZAC Day Commemoration Service. Held on 25 April 2024.	\$5,500.00	\$3,000.00	\$3,000.00	\$6,000.00
Maitland RSL Sub Branch	ANZAC Day Memorial Service in Maitland Park	\$8,750.00	\$3,000.00	\$3,000.00	\$9,000.00

*The Maitland RSL Sub Branch application was assessed by Council Officers and identified as meeting eligibility criteria and as such is funded as per the Section 356 Community Grants Policy.

As per the Section 356 Community Grants Policy, 12% of the program budget is allocated to the Commemorative and Recognised Days Program. This equates to \$18,000.00. The funding recommendation for applications received is \$9,000.00 resulting in 50% expenditure of the allocated budget across three (3) applications, for Round two (2) of 2023/2024 applications.

CONCLUSION

The Section 356 Commemorative and Recognised Days Program aims to assist in the coordination of activities and events within the Maitland LGA, which directly relate to National and International Days or Weeks including Commemorative Days.

Each of the three (3) applicants have fulfilled the criteria and have been approved for full funding, continuing Council's longstanding support of the annual ANZAC Day events run through local RSL Clubs.

Council staff highlight that this second round of applications for the 2023/2024 allocation, has exhausted 96% of the Commemorative and Recognised Grant allocation.

FINANCIAL IMPLICATIONS

This matter has no direct financial impact upon Council's adopted budget or forward estimates.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

There are no statutory implications under the Local Government Act 1993 with this matter.

10.4 APPLICATION TO TEMPORARILY SUSPEND ALCOHOL FREE ZONE FOR MAITLAND TASTE FESTIVAL

FILE NO:	35/21/11
ATTACHMENTS:	1. Alcohol Free Zone suspension zone - Maitland Taste 2024
RESPONSIBLE OFFICER:	Darren Crumpler - Acting Group Manager Community and Recreation Adam Franks - Coordinator City Events & Activation Tori Evans - Events Officer
AUTHOR:	Claire Corcoran - Events Officer
MAITLAND +10	Outcome 9 To show off our city
COUNCIL OBJECTIVE:	9.1.1 Deliver flagship events and place activation programs

EXECUTIVE SUMMARY

Council's Events Team has submitted an application to temporarily suspend the Alcohol Free Zone (AFZ) in Central Maitland for the Maitland Taste Festival. The purpose of this report is to inform Council of the AFZ suspension application and request approval.

Correspondence was sent to the NSW Police – Hunter Local Area Command seeking comment who responded with no objection to the proposed temporary suspension.

The dates and times of the proposed temporary suspension is:

- Friday 17 May 2024 - 5.00pm – 9.00pm
- Saturday 18 May 2024 - 10.00am – 9.00pm
- Sunday 19 May 2024 - 10.00am – 3.00pm

OFFICER'S RECOMMENDATION

THAT

1. Council resolves to approve the suspension of the AFZ for Maitland Taste Festival per the locations detailed below in this report.
2. The period of the suspension be restricted to the dates, time and locations noted in the report.

REPORT

Maitland City Council's Events Team have applied for approval to temporarily suspend the AFZ in Central Maitland for Maitland Taste Festival.

Maitland Taste Festival will bring the community together to celebrate the great food, wine and produce from Maitland and the Hunter Region. The event will feature gourmet food and artisan markets, cooking demonstrations, live music, pop up eateries, kids activities and more.

APPLICATION TO TEMPORARILY SUSPEND ALCOHOL FREE ZONE FOR MAITLAND TASTE FESTIVAL (Cont.)

Proposed Locations:

Please refer to attached map for reference.

1. High Street between Elgin Street and Bourke Street
2. Bulwer Street north of Dransfield Lane
3. Dransfield Lane
4. Pedestrian walkway on the eastern side of Elgin Street, between Dransfield Lane and High Street
5. Pedestrian walkway on the western side of Bourke Street between Coffin Lane and High Street
6. Coffin Lane west of Bourke Street
7. The Riverside Walk between 420 High Street and the Bourke Street Link inclusive of the Riverlink, Bourke Street Link and the pedestrian walkway between 420 and 418 High Street.

Proposed Trading hours:

5.00pm – 9.00pm, Friday 17 May
10.00am – 9.00pm, Saturday 18 May and
10.00am – 3.00pm Sunday 19 May 2024.

A number of local artisan brewers, distillers and wineries will be invited to trade at the event under a pending liquor licence application.

Consultation with NSW Police

Correspondence was sent to the NSW Police - Hunter Local Area Command seeking comment, who responded with no objection to the proposed suspension.

This application has been assessed in accordance with the Local Government Act 1993, Chapter 16 part 4 – Street Drinking and Ministerial Guidelines.

CONCLUSION

It is proposed that Council resolves to suspend the AFZ for the above locations, date and times to support the delivery of the Maitland Taste Festival 2024

FINANCIAL IMPLICATIONS

This matter has no direct financial impact upon Council's adopted budget or forward estimates.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

There are no statutory implications under the Local Government Act 1993 with this matter.

Officers Reports

APPLICATION TO TEMPORARILY SUSPEND ALCOHOL FREE ZONE FOR MAITLAND TASTE FESTIVAL

Alcohol Free Zone suspension zone - Maitland Taste 2024

Meeting Date: 26 March 2024

Attachment No: 1

Number of Pages: 1

APPLICATION TO TEMPORARILY SUSPEND ALCOHOL FREE ZONE FOR MAITLAND TASTE FESTIVAL (Cont.)

**ALCOHOL FREE ZONE MAP
MAITLAND TASTE**

10.5 A PLAYSPACE OF SIGNIFICANCE FOR MAITLAND LOCAL GOVERNMENT AREA

FILE NO:	101/28
ATTACHMENTS:	1. Indicative Citywide Playspace Concept
RESPONSIBLE OFFICER:	Darren Crumpler - Acting Group Manager Culture Community and Recreation Suellen Goynes - Coordinator Aquatic Centres Whitney Hainey - Coordinator Community & Recreation Planning
AUTHOR:	Katherine Simmons - Strategic Recreation Planner Carolyn Xu - Landscape Planner
MAITLAND +10	Outcome 4. To be healthy and active with access to local services and facilities
COUNCIL OBJECTIVE:	4.3 Provide facilities that enable us to participate in recreational and sports activities, no matter our background, ability or age

EXECUTIVE SUMMARY

This report addresses Item 1.4.6.2 in Council's Delivery Program 2022-2026: Progress Councils position on a playground of significance and the following Council items:

A Notice of Motion submitted on 14 July 2020 for the prospect of constructing a large, fenced playground of significance catering for all abilities and ages in the Maitland Local Government Area.

Council's resolution on 20 November 2020 being:

- 1. That the contents of the report be noted;*
- 2. Production of concept plans and cost estimates for a playspace of significance progress to consideration in the next delivery program;*
- 3. Consideration be given to funding options, including grant applications*

Site investigation and internal engagement have taken place exploring potential locations that would support the development of a playspace of significance. Maitland Park has been identified as the most suitable site. This report outlines the sites investigated and the process undertaken. A concept plan and cost estimate have been developed in collaboration with internal staff from City Services.

OFFICER'S RECOMMENDATION

THAT

- 1. That the site location and indicative concept plan is endorsed**
- 2. Council Officers actively seek grant funding for the delivery of the project**

REPORT

A playspace of significance, being a City-Wide playspace, is a large playspace with a variety of equipment providing unique experiences, supporting infrastructure and facilities that attract visitors from across the LGA for all-day stays. A significant playspace requires several qualities to support development. Minimum requirements include land size, landform and gradient, zoning, and ownership, no environmental or flora and fauna restrictions, proximity/availability of public transport, existing or ability to build supporting infrastructure such as parking and toilets. Other benchmarks and assessment criteria were considered as part of the evaluation process.

Investigation process

Suitable sites identified as potential locations for a playspace of significance included Maitland Park, East Maitland Library, Stockade Hill Heritage Park, Harold Gregson Park, and Walka Water Works. These sites were assessed through evaluation, matrix scoring, and internal stakeholder discussions.

For fair and equitable site selection, Council officers developed a scoring matrix, listing essential criteria and site criteria required for developing a playspace of significance, based on benchmarking, Australian standards, and universal design principles. Internal stakeholders scored the proposed locations utilising the matrix, with results then discussed resulting in Maitland Park being identified as the preferred site. A summary of the considerations of each site is provided below.

Sites considered**Stockade Hill Heritage Park**

Stockade Hill was identified as a potential site due to its size (6.8ha), popularity, and central location in Maitland. The site is community land and zoned public recreation, with good tree coverage and no issues with flooding or contamination.

This site was eliminated due to limitations including the steep gradient, limiting the area available for development with the level dropping 10m from the existing carpark to the existing playspace, requiring considerable capital investment to provide accessible path systems.

East Maitland Library

This site was identified as a potential site due to its land size, co-location with the library, existing parking, existing cafe, proximity to a commercial hub, existing shade, existing paths and broader recreation potential.

This site was eliminated due to limitations including Crown Land ownership, prevalence of threatened ecological communities, storm water impacts, and Aboriginal land claims. Future consideration to upgrade this playspace should be noted due to its popularity.

A PLAYSPACE OF SIGNIFICANCE FOR MAITLAND LOCAL GOVERNMENT AREA (Cont.)

Walka Water Works

The site is zoned public recreation, owned by Crown Land, and managed by Maitland City Council. The site has good amenities with existing trees and walking trails surrounding a large lake supporting over 140 species of birdlife, the site also features a historical pumphouse.

The site was eliminated due to considerable limitations including limited land availability, existing culturally significant areas requiring further investigation, land contamination, flooding issues, and no public transport access.

Harold Gregson

This site was considered as it is co-located with recreational facilities and is of appropriate size being 2ha. The land is owned by Crown Land and managed by Maitland City Council.

Given the recent development of the site as a multi-functional recreation area, it was eliminated.

Maitland Park – Proposed Site

Maitland Park was identified as the preferred site for the significant playspace. The site currently supports an existing playspace, is on flat land, is co-located with other recreational facilities, is near the town centre, accessible by public transport, and has existing parking. The site also has good amenity and shade with many existing significant canopy trees, and no contamination or flooding issues.

This site would require redevelopment and extension of the existing playspace increasing the size from 0.2 ha to 0.6ha.

Proposed concept and estimate cost – Maitland Park

A high-level indicative concept plan has been developed which includes the desired play types and design principles for the playspace. The indicative concept plan has expanded the existing playspace footprint with increased play value and opportunities for all ages and abilities, intergenerational, inclusive, and challenging play.

Design principles have been developed based on existing site conditions and requirements of the playspace of significance. These principles are:

- Retain all existing canopy trees and substantial green areas to retain the existing significant character of Maitland Park
- Expand existing playspace footprint from 0.2ha to 0.6ha
- Incorporate existing paths and facilities where practical
- Provide increased variety of play for all ages and abilities
- Include iconic items or activities that offer unique experiences
- Retain existing Liberty swing

The indicative playspace concept includes water and sand play, toddler active play, nature play, adventure play, kids bike track, barbeque and picnic area. Community engagement will be required to inform detailed design.

The estimated cost to implement this concept plan is \$7,000,000. The cost reflects benchmark sites of similar size.

A PLAYSPACE OF SIGNIFICANCE FOR MAITLAND LOCAL GOVERNMENT AREA (Cont.)

CONCLUSION

As identified in this report, Maitland Park is the most suitable site for the playspace of significance. The re-developed playspace will provide improved play variety for the local community and visitors and will also encourage and promote wider use of Maitland Park. The indicative concept plan is not funded in the current Delivery Plan. Grant funding opportunities will need to be investigated to deliver the project.

FINANCIAL IMPLICATIONS

The identification of Maitland Park as the preferred location has no financial implication. Future funding will be required for the delivery of a playspace of significance and ongoing maintenance.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

There are no statutory implications under the Local Government Act 1993 with this matter.

Officers Reports

A PLAYSPACE OF SIGNIFICANCE FOR MAITLAND LOCAL GOVERNMENT AREA

Indicative Citywide Playspace Concept

Meeting Date: 26 March 2024

Attachment No: 1

Number of Pages: 1



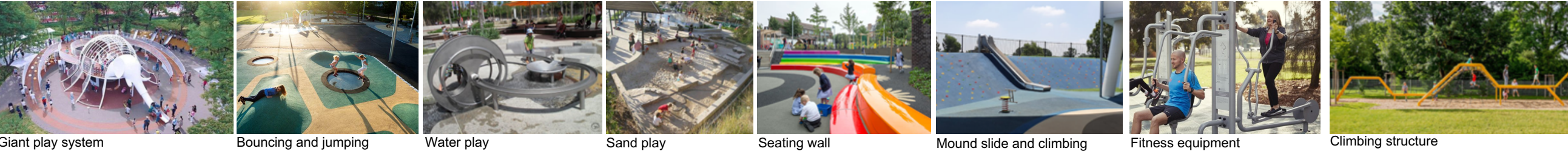
LEGEND

- Lot boundary
- Existing trees to be retained
- Proposed canopy trees

KEYS

- 1. Kids bike track expansion with new pavilion
- 2. Liberty swing and fence relocated
- 3. Unique swing for multiple people with accessible seat
- 4. Adventure play - giant play system with mound slides, tunnel and climbing, partial accessible play items
- 5. Double sky rider with platforms with accessible seat
- 6. Feature concrete wall and small unique play elements
- 7. Bouncing and jumping - trampolines and spinner under cover
- 8. Feature pergola with seating and sculpture
- 9. Nature play elements - timber balance, rocks
- 10. Deck seating around existing significant tree
- 11. Water play platform under cover
- 12. Timber bridge and sandpit
- 13. Toddler-themed play unit with slide and trampoline
- 14. Small feature play elements
- 15. Existing BBQ area retained
- 16. Challenging climbing structure
- 17. Fitness equipment
- 18. Barrier fence along parking
- 19. Existing shared pathway
- 20. Proposed accessible footpath

PRECEDENT IMAGES



MAITLAND PARK CITYWIDE PLAYSPACE CONCEPT				MAITLAND CITY COUNCIL CULTURE, COMMUNITY AND RECREATION		DRAWING SK01	SCALE 1:500 @ A3	DATE 28/3/2024	REVISION REV B	PREPARED BY CAROLYN YU
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11 POLICY AND FINANCE COMMITTEE

11.1 COUNCILLOR RECORD KEEPING POLICY REPORT

FILE NO:	118/1
ATTACHMENTS:	1. Councillor Record Keeping Policy
RESPONSIBLE OFFICER:	Linda McLaren - Office Manager Kelsie Wilson - Team Leader OGM
AUTHOR:	Tina Nay - Senior Governance Officer
MAITLAND +10	Outcome 15. To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.3.2 Increase understanding of Council activities through accessible and clear messaging and information

EXECUTIVE SUMMARY

Councillors are required under the State Records Act 1998, to register records they create or receive that relate to the business of Council. This policy sets out the requirements and the process for registering Councillor Records into Council's record keeping system.

OFFICER'S RECOMMENDATION

THAT

1. Council adopt the Councillor Record Keeping Policy 2024.

REPORT

Councillors are subject to the requirements of the *State Records Act 1998* and are required to make and keep records that relate to the business of Council.

Accurate record keeping is important as it provides evidence of Councillor actions and decisions and establishes precedents for future decision making; it also supports the transparency of Councillor conduct and protects the rights and interests of the Council, Councillors and customers.

The Councillor Record Keeping Policy enables Councillors to fulfill this requirement, and is based on the Model Policy produced by State Records.

This policy clearly outlines the importance of record keeping, provides examples of the types of information required to be kept and clearly established the responsibilities of Councillors in relation to record keeping and the process for records to be captured in Council's Corporate Information System.

A review of the policy has been undertaken, with minor changes to align it to current organization structure.

COUNCILLOR RECORD KEEPING POLICY REPORT (Cont.)

CONCLUSION

The Councillor Record Keeping Policy 2024 will ensure that full and accurate records relating to the activities and decisions of Councillors in the course of their council duties, are created, captured, managed and disposed of appropriately to meet organisational needs and legislative requirements.

FINANCIAL IMPLICATIONS

This matter has no direct financial impact upon Council's adopted budget or forward estimates.

POLICY IMPLICATIONS

The report involves the updating of an existing policy and will therefore require an amendment to Council's Policy Register.

STATUTORY IMPLICATIONS

The adoption of the Councillor Record Keeping Policy will assist Council to meet its legislative requirements under the State Records Act 1998.

Policy and Finance Committee

COUNCILLOR RECORD KEEPING POLICY REPORT

Councillor Record Keeping Policy

Meeting Date: 26 March 2024

Attachment No: 1

Number of Pages: 4

COUNCILLOR RECORD KEEPING POLICY REPORT (Cont.)

**DATE ADOPTED: 26 MARCH 2024****VERSION: 3.0****POLICY OBJECTIVES**

The objective of this policy is to ensure that full and accurate records relating to the activities and decisions of Councillors in the course of their council duties, are created, captured, managed and disposed of appropriately to meet organisational needs and legislative requirements.

POLICY SCOPE

This policy applies to the Mayor and Councillors in the conduct of Council business whilst carrying out the functions and duties of a Councillor.

This policy applies to records in all formats including electronic records and hard copy records.

POLICY STATEMENT

Councillors are required under the State Records Act 1998, to register records they create or receive that relate to the business of Council. This policy sets out the requirements and the process for registering Councillor Records into Council's record keeping system.

What is a record?

Recorded information in any form created or received and maintained by an organisation or person in the transaction of business and conduct of affairs and is kept as evidence of such activity.

1. IMPORTANCE OF RECORD KEEPING

Accurate record keeping provides protection for Councillors, in the event that questions are raised regarding conduct. Documenting events, activities and decisions enables Councillors to recall or provide information on a matter when required and supports the transparency of Councillor Conduct.

Records are a vital asset to Council. Many records created and received by Councillors have the potential to:

- Support the work of Councillors and Council's delivery program, management and administration
- Help Councillors and Council deliver customer services in an efficient fair and equitable manner
- Provide evidence of Councillors actions and decisions and establish precedents for future decision making
- Protect the rights and interests of the Council, Councillors and customers

COUNCILLOR RECORD KEEPING POLICY REPORT (Cont.)

2. EXAMPLES OF COUNCIL RECORDS

Examples of Council Records which need to be captured include (but are not limited to):

- Correspondence, including emails, regarding building and development matters, licences or leases of public land, tendering and procurement.
- All letters (including personal references) written on Council letterhead
- Petitions received from community groups
- Declarations of pecuniary interests
- Speech notes for addresses given at official council events
- Complaints, suggestions or enquiries by rate payers about Council services.

3. EXAMPLES OF RECORDS THAT ARE NOT COUNCIL RECORDS

- Records created or received when not conducting/undertaking functions of Council.
- Records relating to political or electoral issues
- Communications regarding matters of personal/private interest rather than Council interest.
- Records relating to attendance at events when not representing Council.
- Personal records of Councillors.

4. CREATING AND CAPTURING RECORDS**4.1 Creating Records**

Councillors should create and capture full and accurate records of any significant business undertaken in the course of their official duties for Council. Significant business can include:

- Providing advice, instructions or recommendations
- Drafts of documents for Council containing significant annotations or submitted for comment or approval by others.
- Correspondence received or sent relating to their work undertaken for Council.

When creating documents for Council business Councillors must use Council's paper and electronic templates. These include template for emails, faxes, letters and memos.

Details of significant conversations should be recorded using the Council's standard file note template. Records should be made as soon as possible after the event to ensure the information is accurate.

4.2 Capturing Records

Any records of Council business must be forwarded as soon as practicable to Council's Information Services Department and will then be captured into the Corporate Information System by a Council Officer.

Electronic records - should be emailed to the Information Services Department at records.inbox@maitland.nsw.gov.au.

Paper records should be forwarded to Council with the attention of the Information Services Department.

If the records are of a sensitive or confidential nature, the Councillor should note this on the record so that appropriate security controls can be applied to the document.

Correspondence from Council to Councillors will be captured into the Corporate Information System before being sent to Councillors.

COUNCILLOR RECORD KEEPING POLICY REPORT (Cont.)

5. COUNCILLOR COPIES

If a Councillor retains copies of any records once the original has been sent to Council for capturing, these should be retained only while needed for current council business. The routine destruction of copies is permitted under the State Records Act 1998.

6. COUNCILLOR MAIL

Any mail addressed to Councillors will be sent to the Councillor unopened. It is then the responsibility of the Councillor to return any mail that is a Council record to Council to be captured into the Council record keeping system.

Emails received by Council marked for the attention of Councillors will be forwarded to the Councillors email address. These will be captured into Councils Corporate Information System before forwarding to the Councillor.

7. ACCESSING COUNCIL RECORDS

For information regarding Councillors Access to Information / records, please see the 'Right to Information Policy.'

8. DISPOSAL OF RECORDS

Records must be disposed of in accordance with the State Records Act 1998 and the General Retention and Disposal Authorities issued by State Records; the GA45 - General retention and disposal authority: Original or source records that have been copied and GA39 - General Retention and Disposal Authority: Local government records.

Councillors should liaise with Council regarding the disposal of any records of Council business to ensure legislative requirements are met, destruction is undertaken appropriately, and disposal decisions are documented.

Council will provide access to a secure destruction bin at the Council administration building for the purpose of disposal of duplicate copies of records.

9. BREACHES OF THIS POLICY

A breach of this policy will be taken to be a breach of the Code of Conduct. Complaints regarding breaches must be made in accordance with the Code of Conduct and will be dealt with in accordance with the provisions of the Code of Conduct.

COUNCILLOR RECORD KEEPING POLICY REPORT (Cont.)

POLICY DEFINITIONS

Record	Recorded information, in any form, created or received and maintained by an organisation or person in the transaction of business and conduct of affairs and is kept as evidence of such activity.
Record Keeping	Making and maintaining complete, accurate and reliable evidence of business transactions in the form of recorded information.
Records Management	The discipline and organisational function of managing records to meet operational business needs, accountability requirements and community expectations.

POLICY ADMINISTRATION

BUSINESS GROUP:	Office of the General Manager
RESPONSIBLE OFFICER:	Manager, Office of the General Manager
COUNCIL REFERENCE:	Ordinary Council Meeting
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	118/1
RELEVANT LEGISLATION	<ul style="list-style-type: none"> • Government Information (Public Access) Act 2009 • Local Government Act 1993 • Privacy & Personal Information Protection Act 1998 • State Records Act 1998
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none"> • Code of Conduct • Privacy Management Plan • Records Management Framework • Records Management Guidelines • Records Management Policy • Right to Information Policy

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	10/12/2013	New policy adopted
2.0	25/10/2016	Periodic review
3.0	26 March 2024	Periodic Policy review and responsible business unit amended due to council restructure.

11.2 CYBER / INFORMATION POLICY 2024

FILE NO:	35/1
ATTACHMENTS:	1. Cyber / Information Security Policy
RESPONSIBLE OFFICER:	Mark Margin - Executive Manager Customer & Digital Services
AUTHOR:	Adam McCarthy - Manager ICT Operations
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.4 Implement and maintain a contemporary governance, audit and risk framework

EXECUTIVE SUMMARY

Council is committed to continuously improving its cybersecurity posture. The cyber / information security policy has been developed to reflect the dedication to maintaining a secure and resilient digital environment and outlines the roles and responsibilities in relation to cyber security.

Following adoption, the Cyber / information security policy will be made publicly available on Council's website, and for staff via the intranet.

OFFICER'S RECOMMENDATION

THAT

1. Council adopt the Cyber / Information Security Policy 2024

REPORT

Cyber security has fast become a critical component of Information Technology and related systems within local government. Cyber Security controls are measures used to protect systems and information from compromise of integrity, confidentiality, and availability. Although there is no mandatory requirement for local councils to establish a formalised Cyber Security policy for these controls, there are strong recommendations for the development of such policy from industry bodies such as Digital NSW and Cyber Security NSW.

The Cyber Information / Security policy, included in attachment 1, has been developed to provide transparency to Council's response and controls for protecting critical systems from external or internal threats and to safeguard the information held within these systems. This policy also outlines the roles and responsibilities for implementing, maintaining, and testing of these cyber security controls to reduce the risk of a cyber security incident or information breach.

CYBER / INFORMATION POLICY 2024 (Cont.)

Following adoption, the Cyber / information security policy will be made publicly available on Council's website, and for staff via the intranet.

CONCLUSION

A new Cyber / Information Security policy has been developed to outline the responsibilities for controls and maintenance for protecting Council's Information Technology systems and the information held within these systems. This policy, once adopted, will be incorporated into Council's Policy Register.

FINANCIAL IMPLICATIONS

This matter has no direct financial impact upon Council's adopted budget or forward estimates.

POLICY IMPLICATIONS

The adoption of the Cyber / Information Security Policy 2024 will result in an amendment to Council's Policy Register.

STATUTORY IMPLICATIONS

There are no statutory implications under the Local Government Act 1993 with this matter.

Policy and Finance Committee

CYBER / INFORMATION POLICY 2024

Cyber / Information Security Policy

Meeting Date: 26 March 2024

Attachment No: 1

Number of Pages: 6



DATE ADOPTED: 26TH MARCH 2024

VERSION: 1.0

1. POLICY OBJECTIVE

We are committed to continuously improving our cybersecurity posture through regular reviews, updates to policies and procedures, and staying informed about emerging threats and best practices.

This cybersecurity policy reflects our dedication to maintaining a secure and resilient digital environment at Maitland City Council. Adherence to these principles is crucial to safeguarding the trust and confidence of our community and stakeholders. Everyone associated with Maitland City Council must adhere to cybersecurity best practices.

This policy will be periodically reviewed and updated to ensure its relevance and alignment with the evolving cybersecurity threat landscape and organisational objectives.

2. POLICY SCOPE

This Cyber Security Policy reflects our commitment to transparency and collaboration in maintaining a secure digital environment. We encourage our community members and employees to actively participate in upholding these responsibilities for the collective benefit of our community.

This policy sets the guardrails for maintaining the security of information systems, networks, and data within Maitland City Council. It applies to all employees, contractors, and third-party entities with access to our digital infrastructure.

3. POLICY STATEMENT

At Maitland City Council, we prioritise the security of information to safeguard the interests of our community and ensure the integrity, confidentiality, and availability of digital assets. Our commitment to information security is a shared responsibility of our employees, the public, and those organisations with whom we do business.

4. CYBER SECURITY RESPONSIBILITIES

At Maitland City Council, we prioritise the security of information to safeguard the interests of our community and ensure the integrity, confidentiality, and availability of digital assets.

4.1. SHARED RESPONSIBILITY TO CYBER/INFORMATION SECURITY

Our commitment to ensuring information security is a shared responsibility of our employees, the public, and those organisations with whom we do business. We approach cyber and information security at seven (7) levels, each supporting the one above.

CYBER / INFORMATION POLICY 2024 (Cont.)

4.1.1. Policy Adherence

All individuals associated with Maitland City Council are required to comply with this Cyber Security Policy. Non-compliance may result in disciplinary actions or legal consequences.

4.1.2. Maitland City Council

We are dedicated to implementing and maintaining robust information security measures to protect against unauthorised access, disclosure, alteration, and destruction of sensitive information.

4.1.3. Security Awareness Training

Regular training programs will be conducted to enhance the awareness and knowledge of staff and the public regarding potential data breaches, information security threats and best practices.

4.1.4. Employees

Employees must adhere to information security policies and guidelines to protect sensitive information. This includes exercising caution in handling information, using secure access protocols, and promptly reporting security incidents.

4.1.5. Third-Party

Third-party businesses that provide services to Maitland City Council are expected to adhere to information security standards and guidelines. Compliance will be assessed before and during engagement to ensure the security of shared information.

4.1.6. Public

Our community members are encouraged to be vigilant and report any suspicious activities that may compromise information security. Public cooperation is essential in maintaining a secure digital environment.

4.1.7. Incident Reporting

Employees and the public are responsible for promptly reporting any suspected or actual security incidents to the designated channels. Reporting ensures timely mitigation and resolution.

5. CYBER SECURITY RISKS

Maitland City Council regularly assess and mitigates cybersecurity risks through proactive identification, evaluation, and response strategies. This includes periodic security assessments, vulnerability management, and incident response planning.

5.1 RISK BASED APPROACH TO CYBER/INFORMATION SECURITY

Maitland City Council conducts risk assessments to mitigate the most critical and probable threats. This method adapts our cybersecurity strategy, ensuring protective measures evolve alongside the changing threat landscape.

5.1.1. Risk Identification

Maitland City Council proactively identifies potential cybersecurity risks. This involves continuous threat intelligence, vulnerability assessments, and engagement with cybersecurity experts (Cyber NSW) to comprehensively recognise and understand the diverse cyber threats that may impact Maitland City Council.

5.1.2. Risk Assessment

A formal cybersecurity risk assessment process evaluates identified cyber threats' likelihood and potential impact. This process considers information sensitivity, system criticality, and the potential for service disruption.

5.1.3. Risk Mitigation and Controls

Appropriate cybersecurity controls and mitigation strategies have been implemented to reduce the risk of cyber threats. This includes deploying security technologies, regular software updates, and enforcing access controls to maintain the resilience of our digital environment.

5.1.4. Risk Monitoring

Continuous monitoring of identified cybersecurity risks is conducted to ensure the effectiveness of controls over time. Regular reviews with our cyber security partners are undertaken to adapt to emerging cyber threats and evolving technology landscapes.

6. DATA PROTECTION AND PRIVACY

We are committed to protecting the privacy and confidentiality of the data we handle. Compliance with relevant data protection regulations will be our priority, and measures will be in place to ensure the lawful and ethical use of information.

The council assesses the risk to data and the potential impact on the confidentiality, integrity, and availability of the information we store and handle. We ensure that information is accessible only to those authorised to have access, safeguard the accuracy and completeness of information and processing methods, and ensure that authorised users have access to information and associated assets when required.

Data protection is primarily governed by two critical pieces of legislation concerning data privacy and security: the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002 (NSW).

Maitland City Council is obligated under the Notifiable Data Breach (NDB) scheme, introduced as part of amendments to the Privacy Act, which mandates the notification of eligible data breaches to the Office of the Australian Information Commissioner (OAIC) and affected individuals, please refer to Maitland City Council's [Data Breach Policy](#).

7. ACCESS CONTROL

Effective access control measures are essential for preventing unauthorised access to sensitive information, ensuring the reliability of our systems, and maintaining the trust of the community we serve.

The council recognises the importance of protecting the privacy of community members. Access controls are designed to safeguard sensitive information and uphold individuals' privacy rights. Regular privacy impact assessments will be conducted to ensure ongoing compliance with relevant privacy laws and regulations.

Our access philosophy is based on the least privilege principle, where our users are granted the minimum level of access required to fulfil their job responsibilities. Maitland City Council has implemented robust user authentication mechanisms to ensure only authorised personnel can access sensitive systems and data. Multi-factor authentication (MFA) has been employed where applicable, adding an extra layer of security to user credentials accessing our systems. This approach minimises the risk of unauthorised access and potential misuse of sensitive information.

Public access to Maitland City Council IT services requires user acceptance of access before using our public-facing services, ensuring a secure and compliant environment and safeguarding our digital infrastructure.

As part of our ongoing access review, real-time monitoring and logging of access activities have been implemented to detect and respond to suspicious or unauthorised activities.

8. SECURITY AUDITS AND ASSESSMENTS

Maitland City Council is committed to upholding a resilient cybersecurity posture by implementing this Security Audits and Assessments Policy. We strive to safeguard the trust of our community and ensure the continuous protection of our digital assets.

Maitland City Council follows the NIST Cybersecurity Framework, [the Australian Signals Directorate Information Security Manual](#), and the [Australian Signals Directorate Essential Eight](#) best practices and compliance standards relevant to the public sector.

Security audits and assessments are in place to measure the effectiveness of our cybersecurity controls, policies, and procedures. Security audits and assessments are conducted annually, with additional assessments triggered by significant changes in our digital environment. This approach ensures a continuous and adaptive cybersecurity strategy.

Maitland City Council regularly engages with qualified internal or external cybersecurity professionals. We conduct collaborative security audits to ensure impartiality and thoroughly assess our security controls. Post-audit, a detailed report is generated encompassing vulnerabilities, risks, and recommended remediation actions. The findings and remediation actions are promptly reported to the Audit and Risk Committee (ARIC), and responsible departments and individuals are notified. A structured timeline is then followed to implement the necessary remediation measures, ensuring the continuous enhancement of our cybersecurity posture.

9. REPORTING A CYBERSECURITY SECURITY INCIDENT

A cybersecurity incident is any event that compromises the confidentiality, integrity, or availability of our information systems, networks, or data. This includes, but is not limited to, unauthorised access, data breaches, malware infections, denial-of-service attacks, and other malicious activities.

All employees, contractors, and stakeholders are responsible for promptly reporting any suspected or observed cybersecurity incidents. All internal Incidents should be reported to the designated IT or cybersecurity point of contact within the organisation. Timely reporting is crucial for initiating a rapid and effective response to promptly contain and remediate the incident.

Maitland City Council will establish an Incident Response Team of cybersecurity professionals, IT personnel, legal representatives, and relevant stakeholders. This team will be responsible for assessing the severity of incidents, coordinating response efforts, and ensuring compliance with legal and regulatory requirements. As part of the incident, an investigation and analysis will be performed to determine the nature and scope of the incident, and this may involve collaboration with external cybersecurity experts, law enforcement, or other relevant authorities.

Affected parties will be informed of the incident and its impact as soon as practicable. Communication will be transparent, providing necessary information without compromising the ongoing investigation by Maitland City Council's breach notifications that we have issued.

10. TRAINING AND AWARENESS

The council provides regular training to Council staff and contractors on the importance of safeguarding personal information, identifying and reporting a suspected data breach, and the data breach response process.

11. ACCESSIBILITY OF THIS POLICY

This policy will be publicly available on the Council's website and the staff intranet.

12. ROLES AND RESPONSIBILITIES

Role	Responsibility
General Manager	<ul style="list-style-type: none"> • Provide executive leadership and support for the council's cybersecurity initiatives • Advocate for cybersecurity awareness and best practices at all organisational levels • Ensure that cybersecurity is integrated into the overall organisational risk management strategy • Allocate resources, budget, and support for cybersecurity programs and initiatives. • Stay informed about the evolving cybersecurity landscape and emerging threats • Foster a culture of accountability and responsibility regarding cybersecurity across the organisation. • Collaborate with the Executive Manager of Customer and Digital services to align cybersecurity with organisational goals.
Executive Manager Customer and Digital Services	<ul style="list-style-type: none"> • Develop and oversee the implementation of the council's cybersecurity strategy • Conduct risk assessments to identify and prioritise cybersecurity threats. • Coordinate incident response and recovery efforts • Ensure compliance with cybersecurity policies, standards, and regulations. • Provide cybersecurity awareness training to staff. • Collaborate with other departments to integrate cybersecurity into business processes • Review and approve cybersecurity policies and procedures. • Implement and manage cybersecurity controls and measures.
Manager ICT Operations	<ul style="list-style-type: none"> • Implement and manage cybersecurity controls and measures. • Monitor and analyse security alerts and incidents. • Conduct regular security audits and vulnerability assessments. • Manage relationships with external cybersecurity vendors and partners. • Monitor network traffic for unusual activity and security threats. • Implement and maintain network security solutions. • Investigate and respond to security incidents related to the network. • Collaborate with system administrators to ensure secure network configurations.
Cyber Security Analyst	<ul style="list-style-type: none"> • Develop and deliver cybersecurity awareness training programs • Create educational materials and resources to promote cybersecurity best practices. • Conduct simulated phishing exercises to test employee awareness. • Provide ongoing communication on emerging cybersecurity threats and trends.
Incident Response Team	<ul style="list-style-type: none"> • Respond promptly to cybersecurity incidents and breaches. • Contain and mitigate the impact of security incidents. • Collaborate with law enforcement and regulatory authorities when necessary. • Conduct post-incident analysis and prepare incident reports. • Ensure compliance with legal and regulatory requirements during incident response.

CYBER / INFORMATION POLICY 2024 (Cont.)

BUSINESS GROUP:	CUSTOMER AND DIGITAL SERVICES
RESPONSIBLE OFFICER:	MANAGER ENTERPRISE ARCHITECTURE, CUSTOMER AND DIGITAL SERVICES
POLICY REVIEW DATE:	ONE (1) YEAR FROM DATE OF ADOPTION
FILE NUMBER:	
RELEVANT LEGISLATION	<p>AUSTRALIAN SIGNALS DIRECTORATE ESSENTIAL EIGHT</p> <p>HEALTH RECORDS AND INFORMATION PROTECTION ACT 2002 (NSW)</p> <p>PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998 (NSW)</p> <p>PRIVACY AND PERSONAL INFORMATION PROTECTION AMENDMENT BILL 2022 (NSW)</p> <p>PRIVACY AND PERSONAL INFORMATION PROTECTION REGULATION 2019 (NSW)</p> <p>STATE RECORDS ACT 1998 (NSW)</p>
RELATED POLICIES / PROCEDURES / PROTOCOLS	<p>PRIVACY MANAGEMENT PLAN</p> <p>RECORDS MANAGEMENT POLICY</p> <p>DATA RISK MANAGEMENT PROTOCOL (DRAFT)</p>

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	26/3/2024	NEW POLICY – CYBER/INFORMATION SECURITY

11.3 MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024

FILE NO:	122/938
ATTACHMENTS:	1. DRAFT Management of Trees on Public Land Policy 2024
RESPONSIBLE OFFICER:	Ashley Kavanagh - Acting Group Manager Infrastructure & Works
AUTHOR:	Caine James - Operations Manager Recreation Works
MAITLAND +10	Outcome 1 To stay friendly, happy and proud as our city grows
COUNCIL OBJECTIVE:	1.1.3 Improve the appearance and presentation of the city, supporting a sense of community pride

EXECUTIVE SUMMARY

Council's 'Management of Trees on Public Land' Policy last adopted 25 February 2020, has been reviewed in consultation with key Council staff and external stakeholders. Australian Standard AS4373 – Pruning of Amenity Trees 2007 has been reviewed and reflected in this policy along with considerations to related Council policies, procedures and best practice approaches.

The reviewed 'Management of Trees on Public Land' Policy will ensure that Council effectively and efficiently complies with, administers and enforces the Australian Standard AS4373 – Pruning of Amenity Trees 2007. The reviewed 'Management of Trees on Public Land' Policy will also ensure that there are clear guidelines for managing and protecting Council assets on Council land and Council managed land.

OFFICER'S RECOMMENDATION

THAT

1. Council's 'Management of Trees on Public Land' Policy 2024 be adopted.

REPORT

A periodic review has been undertaken of the 'Management of Trees on Public Land' policy adopted 25 February 2020. The existing policy required revision to better address emerging environmental challenges, align with community expectations and improve the preservation and enhancement of trees on public land in the Maitland LGA. Council has liaised with external service providers to ensure all existing and future planted trees on Council land have the best opportunity to be preserved and mature while managing conflict with services and/or present maintenance considerations for the future. These

MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024 (Cont.)

proposed policy changes aim to create a more comprehensive and forward-thinking approach to managing trees on public land addressing long term sustainability of individual trees and urban forests within Maitland.

The review has also included reviewing private plantings on Council's road reserves. At this stage the recommendation is to maintain the direction that Council does not support private planting based on risk to Council. The potential liability that Council has relates to people working on public land, private plantings that may lead to personal injury through to public and private utility and/or property damage. This liability potential is further increased should these works not be completed to a standard that considers all safety and liability aspects around plantings on public land.

In lieu of private planting activities, Council has streamlined the application process to allow customers to request that Council plant a street tree on public land near their property. Council will conduct a site assessment and appropriate service locations, and if the area is deemed appropriate, Council will undertake the planting as per the request. Noting that the resident will be encouraged to help establish the tree via watering as required.

POLICY CHANGES

In response to evolving environmental concerns, urban development trends and community expectations, the following policy changes are recommended:

- The policy scope has been updated to align with Councils Development application process.
- The update outlines Councils process to conduct tree assessments and who is responsible for such assessments. Additional information has been added to this policy to clearly describe when tree maintenance will not generally be carried out. Examples of this includes when pruning has been conducted contrary to Australian Standard AS4373/2007 by someone other than Council staff or engaged contractor, for reasons of height reduction, improving visibility for commercial purposes and allergen causing trees.
- The contact details have been updated to align with Councils process of lodging customer requests. Wording has been updated to inform where Council may consider having tree roots cleaned from sewer or storm water between property boundaries and the service main.
- Treatment of pest and disease activity in trees on Council land has been updated to provide clear definition of Councils position when pest and diseases are identified.

MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024 (Cont.)

- This policy review has highlighted the need to provide a simple process to encourage requests for planting of new trees on Council land. These updates provide a systematic approach to improve the understanding and flow of how to complete a request for a new tree on Council land. Council is working through website updates to include clear information for residents on the request process, including who can plant trees on Council land and who is responsible for the species selection.
- The addition of two new sections in this policy relating to "Development and Project Planning" and "Vandalism" is a step forward in bolstering Council's commitment to preserving our precious natural resources. These updates provide a robust framework for managing and safeguarding trees on Council land. It also ensures that current legislation, Acts, and Australian Standards, are met. By incorporating these elements, we are enhancing our leadership in tree management on public land while also outlining enforcement capabilities for actions undertaken in contrast to this policy. This proactive approach ensures the long-term health and vitality of our urban green spaces, fostering a more sustainable and vibrant environment for the future.

CONCLUSION

The 'Management of Trees on Public Land' 2024 Policy will provide guidance to Council in relation to the management of trees on public land.

It is recommended that Council adopt the reviewed 2024 Management of Trees on Public Land Policy.

FINANCIAL IMPLICATIONS

This matter has no direct financial impact upon Council's adopted budget or forward estimates.

POLICY IMPLICATIONS

This report involves the adoption of a new policy and will therefore require an amendment to Council's Policy Register.

STATUTORY IMPLICATIONS

There are no statutory implications under the Local Government Act 1993 with this matter.

Policy and Finance Committee

MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024

DRAFT Management of Trees on Public Land Policy 2024

Meeting Date: 26 March 2024

Attachment No: 1

Number of Pages: 6

MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024 (Cont.)

**DATE ADOPTED:****VERSION: 4.0****POLICY OBJECTIVES**

The objective of this policy is to:

- Provide a framework for the long term management of trees on Council's road reserves, parks and reserves, and other public land under Council's control;
- Provide guidelines for future tree plantings that enhance landscapes and streetscapes, but with appropriate species that minimise Council's exposure to high levels of maintenance and liability;
- Provide guidelines for the maintenance or removal of trees growing on public land under Council's control.

POLICY SCOPE

This policy applies to all trees growing on public roads, recreation reserves, open space and public land under Council's control within the Maitland City Council Local Government Area.

Trees located within private property are managed under Council's Development Application (additional text inserted).

Council manages the city's trees to ensure:

- The amenity value of these assets is maintained
- Any possible damage these trees may cause to the built environment are identified and managed
- Health or safety risks the trees may cause to the community are identified and managed.

Where it is necessary for Council to remove or prune any tree or other vegetation that is on or overhanging a public road for the purpose of carrying out road work or to remove a traffic hazard, it is done so under the provisions of the Roads Act 1993.

Any proposed plantings will be appropriately considered by Council's relevant officer(s) to ensure that a safe, healthy and attractive landscape and/or streetscape are maintained for the future.

MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024 (Cont.)

1. ASSESSMENT OF TREES

Whether as part of a routine inspection or as a result of a request from a resident/landowner for maintenance of a tree growing on public land, trees will be assessed by a suitably qualified Officer or contractor of Council to determine the most appropriate course of action. Tree assessments will be based on community health and safety, liability risks, its significance and/or heritage value, impact on its surrounding landscape, its condition and Council's available resources.

Tree maintenance will not, generally, be carried out on a tree that is:

- In a healthy condition with no predictable tree or branch failure
- Not interfering with utility services
- Not impeding motorists' line of sight
- Not causing major damage to public or private property
- Not causing risk to public safety or amenity.

The following reasons will not be considered when assessing trees for removal/pruning:

- Leaf, fruit, flower, seed, twig, bark or other litter build-up on private buildings or yards
- Enhancement of views
- Improvement of street lighting to private property
- Increase of sunlight to a dwelling, this includes solar panels. However, consideration will be given to allowing the thinning of the canopy of a tree on public land to improve the amount of sunlight into dwellings or onto solar panels where:
 - Any thinning of the canopy of the tree will not affect the amenity of the road or recreation space in which the tree is growing
 - The approved percentage reduction in the canopy of the tree will not adversely impact on the health and vigour of the tree
 - All work on the tree is undertaken by a contractor approved by Council
 - The cost of the work by the contractor is paid by the applicant directly to the contractor.
- Reduction in bird/bat droppings, nuisance animals (additional text inserted) or resin/sap falling from the tree (except where there is a significant health risk associated with the issue)
- Disturbance to private infrastructure by tree roots (see section 1.3 of this policy)
- Proposed erection of a fence or because the tree causes, or will cause, damage to a fence
- Unidentified bushfire hazard.
- Pruning of trees contrary to the Australian Standards AS4373/2007 – Pruning of Amenity Trees.
- 'Topping', 'Lopping' or tree height reduction.
- Pruning for visibility of commercial signage.
- Claimed to cause allergies (additional text inserted)

1.1 Trees Growing on Public Land but Encroaching on Private Property

Permission must be obtained from Council by contacting the Council Customer Experience team and lodging a request prior to pruning any tree limbs overhanging private property from trees growing on Council Property. (text updated to reflect current procedures) This is to ensure the removal of limbs does not unbalance the tree thus creating a potential hazard on the Council property.

Permission must be obtained from Council prior to cutting tree roots on private property from trees growing on Council property. This is because a significant cause of tree failure is previous root damage. Thus, if tree roots

MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024 (Cont.)

are damaging paths, paving or fencing, then repair/replacement of the structure must be considered before the tree's removal.

Council will not normally undertake repairs to private infrastructure, e.g. retaining walls, buildings etc, where damage is suspected to have been caused by trees growing on public land under the control of Council.

However, enquiries may be referred in writing to Council's email address info@maitland.nsw.gov.au (text updated to reflect current procedures)

It is the responsibility of the property owner to maintain their underground sewer/stormwater pipes. If there is evidence of tree roots growing into pipes from a tree growing on adjacent Council land and the pipes cannot be repaired/replaced without seriously damaging the tree consideration will be given to the removal of the tree.

Council may give consideration to the expense of having tree roots cleaned from the sewer and/or stormwater pipe(s) between the property boundary and the service (additional text inserted) main. This will be at the discretion of Council's relevant officer who may require a qualified plumber's report to identify the root source. Council reserves the right to have a sample of the roots taken and analysed to verify the source of the roots.

1.2 Possible pest and disease (additional text inserted) activity in trees

Council will not always undertake the treatment of pests and disease (such as but not limited to termites/bees/pests) (additional text inserted) in trees within parks, roads or bushland reserves as the treatment of pests and disease in trees will not stop them invading from other sources or properties. It is the landowner's responsibility to take the appropriate action to adequately protect their property from the invasion of pests and disease.

Council may consider the treatment of pests and disease in trees in some circumstances based on a risk assessment and at the discretion of the Council's relevant officer. Factors to be considered include:

- Location of the tree
- Target area under the tree
- Significance of the tree

2. PLANTING OF NEW TREES

2.1 Requests for Street Tree Planting

Requests for Council to undertake street tree planting are to be lodged with the Council's Customer Experience Team, which is then assessed by Council's qualified officer. All requests will be considered subject to site analysis/suitability and current street tree planting programs. (minor grammatical updates to text)

2.2 Approval

All requests for new tree plantings from property owners will be considered by Council, providing the site is suitable for a tree as per Council Officers assessment which includes suitability but not limited to topography, underground/overhead services, sight distances, footpath widths, existing infrastructure and amenities in the area.

Where Council is in receipt of a request from property owners a site inspection will be carried out by Council's qualified officer to determine the appropriateness of the proposed new planting, including the site suitability and appropriate species to be planted.

Once approved, Council will conduct the planting as part of the street tree planting schedule. Council encourage residents to take ownership of the establishment of the tree once planted, this includes watering, fertilising and general care. (minor grammatical updates to text)

MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024 (Cont.)

2.3 Species selection

All species planted will be determined by Council staff and selected from Council's preferred species list and be complementary to the existing landscape or streetscape and availability at the time of planting. (additional text inserted)

A species not included on the preferred species list may be planted provided a thorough investigation of the species is undertaken by Council staff and it is determined that the planting will be suitable at the proposed location, not create a public safety issue, undue maintenance work or liability to Council. This will be at the discretion of Council's relevant officer. (Text removed)

2.4 Privately Planted Trees

Where a tree has been planted in any street or reserve by a resident without Council approval and Council's relevant officer is of the opinion that the species and/or site of the planting is contrary to this policy, the officer may take appropriate action to have the tree removed or relocated.

3.0 Development and project planning (additional text inserted)

To prevent damage occurring to trees on public land through the construction of developments and infrastructure projects, and to maintain good ongoing tree health, the following conditions apply:

- Any trees growing on public land within ten (10) metres of a construction site are to be identified on any design or architectural plans. The trees shall be protected in accordance with AS4970/2009 – Protection of Trees on Development Sites.
- Developments and projects should be designed to take into consideration the following suggested clearances:
 - Structure and earthworks are located outside of the Tree Protection Zone as defined in Australian Standard 4373/2007 - Pruning of amenity trees.
 - Driveways should be located no less than three (3) metres from an established tree located on public land or inline with the Tree Protection Zone whichever is greater.
 - 1.5m from newly planted tree (for example new build estate)
- Council may require the applicant or project planner to engage a suitably qualified arborist to provide an arboriculture impact statement and associated tree protection and tree management plans, in accordance with AS4970/2009 – Protection of Trees on Development Sites and AS4373/2007 – Pruning of Amenity Trees.
- Council will consider and may favour alternatives to removing the tree/s which may result in increased costs for the applicant.
- No pruning or removal of trees located on public land is to be undertaken without prior consent being issued in writing by a suitably qualified council officer.
- Where a request for removal, pruning or alternative treatments of a tree located on public land is related to construction of a new private structure or driveway and Council approves the works, the applicant may be responsible for any associated cost.
- All tree planting shall be undertaken in accordance with Council's standard drawings and industry best practice.

4.0 Vandalism (additional text inserted)

Various legislation provides for an offence where a person who, without lawful excuse, wilfully or negligently injures, damages or removes any tree in a public place.

MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024 (Cont.)

Council may implement actions relative to the severity and scale of the environmental vandalism.

Such actions may include

- notifying surrounding residents
- installing temporary signage or banners at the site
- placing notifications on various media platforms available to Council.
- investigating and interviewing relevant persons
- issuing infringement notices
- retaining dead trees if safety concerns have been satisfied by Council
- re-planting replacement trees at a ratio of up to five replacement trees for every tree damaged
- considering legal proceedings if sufficient evidence exists
- offering an appropriate reward for information leading to a prosecution.

POLICY DEFINITIONS

Prune: To cut away overgrown, decayed or damaged limbs and deadwood to improve safety, structure and the health of a tree

POLICY ADMINISTRATION

BUSINESS GROUP:	City Services
RESPONSIBLE OFFICER:	Director City Services
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	122/938
RELEVANT LEGISLATION	<ul style="list-style-type: none"> • <i>Local Land Services Act 2013</i> • <i>Biodiversity Conservation Act 2016</i> • <i>Biosecurity Act 2015</i> • <i>Environmental Protection and Biodiversity Conservation Act 1999 (Cth)</i> • <i>Maitland Local Environmental Plan 2011</i> • <i>Environmental Planning and Assessment Act 1979 (NSW)</i> • <i>National Parks and Wildlife Act 1974 (NSW)</i> • <i>Roads Act 1993 (NSW)</i>
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none"> • Management of Trees on Public Land Procedure • <i>Roads Act 1993 – Division 3 Miscellaneous – s 88 – Tree Felling</i>

MANAGEMENT OF TREES ON PUBLIC LAND POLICY REVIEW 2024 (Cont.)

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	9 October 2012	New policy adopted
2.0	23 August 2016	Policy reviewed
3.0	25 February 2020	Policy reviewed
4.0		Policy Reviewed

11.4 COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY

FILE NO:	35/1
ATTACHMENTS:	1. Councillor Induction and Professional Development Policy
RESPONSIBLE OFFICER:	Linda McLaren - Office Manager Kelsie Wilson - Team Leader OGM
AUTHOR:	Tina Nay - Senior Governance Officer
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.4 Implement and maintain a contemporary governance, audit and risk framework

EXECUTIVE SUMMARY

Maitland City Council's (Council) is committed to ensuring that the mayor and councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the Local Government Act 1993 (NSW) (the Act).

OFFICER'S RECOMMENDATION**THAT**

- 1. Council adopt the Councillor Induction and Professional Development Policy**

REPORT

The Office of Local Government released the Councillor Induction and Professional Development Guidelines (including a model policy) to assist general managers and council staff to develop, deliver, evaluate and report on the induction and professional development programs they are required to provide mayors and councillors under the Local Government (General) Regulation (2021).

CONCLUSION

Minor changes to the policy include updates to the business group and legislation.

FINANCIAL IMPLICATIONS

This matter has no direct financial impact upon Council's adopted budget or forward estimates.

POLICY IMPLICATIONS

The adoption of the Councillor Induction and Professional Development Policy will result in an amendment to Council's Policy Register.

COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY (Cont.)

STATUTORY IMPLICATIONS

The Councillor Induction and Professional Development Policy allows Council to effectively exercise its functions under the Local Government Act 1993.

Policy and Finance Committee

COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY

Councillor Induction and Professional Development Policy

Meeting Date: 26 March 2024

Attachment No: 1

Number of Pages: 5

COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY (Cont.)

**DATE ADOPTED: 26 MARCH 2024****VERSION: 2.0****POLICY OBJECTIVE**

The objective of this policy is to demonstrate Maitland City Council's ('Council') commitment to ensuring that the mayor and councillors have access to induction and ongoing professional development which will assist them to develop and maintain the skills and knowledge required to effectively perform their civic role and responsibilities under the *Local Government Act 1993* (NSW) (the Act).

POLICY SCOPE

This policy applies to all councillors of Maitland City Council, including the mayor.

POLICY STATEMENT

Council is committed to developing an induction and ongoing professional development program for the mayor and councillors to ensure they can fulfil their statutory roles and responsibilities. As part of this program, the mayor and each councillor will have a professional development plan that identifies specific gaps in their capabilities (i.e., their knowledge, skills and attributes) and identify professional development activities to build these capabilities.

Induction program

Council will develop an induction program for new and returning councillors as well as a supplementary program for the mayor to ensure they are provided all the information they need to effectively fulfil their roles in the first few months of Council's term and feel confident in their ability to do so. The induction program will cover:

- An orientation to council facilities and the local government area
- An overview of the key issues and tasks for the new council including council's community strategic plan, delivery program, operational plan, resourcing strategy and community engagement plan
- The legislation, rules, principles and political context under which council operates

COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY (Cont.)

- the roles and responsibilities of councillors and the mayor
- Council's organisational structure, workforce management strategy and the roles and responsibilities of the general manager and council staff
- what Council does and how it operates, including an overview of integrated planning and reporting, land-use planning, natural resource management, financial management and asset management by Council
- key Council policies and procedures councillors must comply with including the code of conduct
- the role of Council meetings and how to participate effectively in them
- the support available to the mayor and councillors and where they can go to get more information or assistance, and
- information on the process for taking the oath of office and electing the mayor at the first council meeting.

In the case of the mayor, the program will also cover:

- how to be an effective leader of the governing body and the council
- the role of the Chair and how to chair council meetings
- the mayor's role in integrated planning and reporting
- the mayor's role and responsibilities under the code of conduct
- the mayor's role and responsibilities in relation to the general manager's employment
- the mayor's role at regional and other representative bodies, and
- the mayor's civic and ceremonial role.

The mayor and councillors must have a working knowledge and understanding of these areas by the end of the induction program.

The induction program will also include team building activities to help the governing body establish itself as a cohesive and collaborative team focused on a common purpose with shared values and goals. Activities will aim to ensure mayors and councillors:

- identify how they would like to work together as a team and identify a common vision for the governing body
- build relationships with each other based on trust and mutual respect that facilitate collaboration
- contribute to a positive and ethical culture within the governing body
- work towards consensus as members of the governing body for the benefit of the community
- develop respectful negotiation skills and manage alternative views within the governing body without damaging relationships
- understand what supports or undermines the effective functioning of the governing body
- respect the diversity of skills and experiences on the governing body, and

COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY (Cont.)

- communicate and uphold the decisions of Council in a respectful way, even if their own position was not adopted.

Activities should also help the mayor, as the leader of the governing body, to:

- act as a stabilising influence and show leadership, and
- promote a culture of integrity and accountability within Council and when representing Council in the community and elsewhere.

The mayor and councillors, including those re-elected to office, must attend all induction sessions. Council will evaluate the induction program at the end of each council term to determine whether it has achieved these outcomes, and to identify and address areas for improvement.

Ongoing professional development program

An individual ongoing professional development plan will be developed for the mayor and each councillor to address any gaps in the capabilities (i.e., the knowledge, skills and attributes) needed to effectively fulfil their role.

Each professional development plan will span the council's term, and identify professional development activities that the mayor or councillor will participate in. Professional development activities will be prioritised according to need and approved by the general manager where council funds are required in accordance with Council's Councillor Expenses and Facilities Policy. The mayor and councillors are expected to complete all the activities included in their professional development plan.

Professional development activities will, wherever possible, follow the 70/20/10 principle. The 70/20/10 principle requires that:

- 70% of learning activities are provided via learning and developing from experience – for example, on-the-job training, self-directed learning, developmental roles, problem solving, exposure and practice
- 20% of learning activities are provided via learning and training through others – for example, personal or professional networks, coaching, mentoring, feedback, memberships and professional associations, and
- 10% of learning activities are provided via learning and developing through structured programs – for example, training courses, external or in-house workshops, seminars, webinars and other e-learning and briefing sessions conducted by the council, external training providers or industry bodies.

The timing of professional development activities for the mayor and councillors will be designed in such a way so as to not overload councillors with learning activities in the early part of council's term. The timing will reflect what knowledge and skills councillors and the mayor need at various points in council's term to undertake their roles.

The mayor and councillors will be provided with as much notice as possible for upcoming induction and professional development activities.

Responsibilities

The mayor and each councillor are responsible for making themselves available to attend any development activities identified in the professional development plan. The mayor and all councillors must make all reasonable endeavours to attend and participate in the induction sessions and professional development activities arranged for them during the term of the council. The Public Officer is responsible for planning, scheduling and facilitating induction and professional development activities for the mayor and councillors in consultation with the general manager. The general manager has overall responsibility for Council's induction and professional development program.

Budget



COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY (Cont.)

An annual budget allocation will be provided to support the induction and professional development activities undertaken by the mayor and councillors. Expenditure will be monitored and reported to council twice per year.

Approval of training and/ or expenses

Professional development activities that require council funds are to be approved by the general manager in accordance with Council's Councillor Expenses and Facilities Policy.

Evaluation

Council will evaluate the professional development program at the end of each council term to assess whether it was effective in assisting the mayor and councillors to develop the capabilities required to fulfil their civic roles.

Reporting

The general manager of Council will publicly report each year in Council's annual report:

- the name of the mayor and each individual councillor that completed council's induction program (where an induction program has been delivered during the relevant year)
- the name of the mayor and each councillor who participated in any ongoing professional development program during the year
- the number of training and other activities provided to the mayor and councillors during the year as part of a professional development program, and
- the total cost of induction and professional development activities and any other training provided to the mayor and councillors during the relevant year.

POLICY ADMINISTRATION

BUSINESS GROUP:	Office of the General Manager
RESPONSIBLE OFFICER:	Manager, Office of the General Manager
COUNCIL REFERENCE:	Ordinary Council Meeting 26 March 2024 – Item xx
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	35/47 and 35/1
RELEVANT LEGISLATION:	<ul style="list-style-type: none"> • Local Government Act 1993 (NSW) • Local Government (General) Regulation 2021 (NSW)
RELATED POLICIES/PROCEDURES/PROTOCOLS	<ul style="list-style-type: none"> • Code of Conduct • Code of Meeting Practice • Councillor Expenses and Facilities Policy

COUNCILLOR INDUCTION AND PROFESSIONAL DEVELOPMENT POLICY (Cont.)

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1	26/03/2019	New policy introduced in accordance with Councillor Induction and Professional Development Guidelines
2	26/03/2024	Periodic review and update of business group and legislation



11.5 STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024

FILE NO:	82/2
ATTACHMENTS:	1. Council's Holdings as at 29 February 2024
RESPONSIBLE OFFICER:	Matthew Prendergast - Director City Planning Annette Peel - Manager Finance & Procurement
AUTHOR:	Narelle Jeffries - Financial Accountant Laura Barry - Financial Accountant
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.2 Ensure Council is financially sustainable and meets required levels of performance

EXECUTIVE SUMMARY

Clause 212 of the Local Government (General) Regulation 2021 requires Council to report on its investments.

As at the end of February 2024, Council had investments totalling \$218,714,504 under management.

Council's investment portfolio recorded a marked-to-market return of 5.82% per annum versus the bank bill index benchmark return of 4.43% per annum. The actual investment return for the month of February was \$980,837 a favourable variance of \$253,162 when compared to the monthly budget forecasts of \$727,675.

Council remains fully compliant with all Investment Policy requirements.

OFFICER'S RECOMMENDATION

THAT

- 1. The report indicating Council's Funds Management position be received and noted.**
- 2. The certification of the Responsible Accounting Officer be noted and the report adopted.**

REPORT

For the month of February 2024, Council has total cash on call and investments of \$218,714,504 comprising:

- On call accounts \$9,014,835
- Investments \$209,699,669

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)

This is compared to the month of January 2024 where Council had \$208,207,105 under management. The increase in the portfolio balance is due to the availability of rate funds around the third quarterly instalment due date.

Whilst Council has in excess of \$200 million under management, 56% of the portfolio is externally restricted funds, pertaining to developer contributions and domestic waste management reserves.

In February, Council's investment portfolio recorded a marked-to-market return of 5.82% per annum versus the bank bill index benchmark return of 4.43% per annum. Over the past 12 months, the investment portfolio has returned a marked-to-market return of 4.62%, versus the bank bill index benchmark's 4.10%.

The market valuations of Council's floating rate notes further improved over the month and were the primary contributor to the strong marked-to-market performance.

Without marked-to-market influences, Council's investment portfolio yielded 5.07% per annum for the month, up from 4.99% per annum in January. This is based on the actual interest income being earned on existing investments and excludes the underlying changes to the market value of the bonds in the portfolio.

During February, Council had maturities of \$17 million across 7 term deposits with terms ranging from 6-24 months paying an average of 4.52% per annum. Council invested \$21 million among a wide range of term deposits with maturities ranging between 7 and 12 months paying an average of 5.12% per annum.

Council also invested \$4.5 million in four newly issued floating rate notes for its long term portfolio. With maturities ranging between 3 and 5 years, the new senior ranked bank issues are paying quarterly interest rates of 3 month bank bill swap rate +0.96% per annum to +1.85% per annum. With the 3 month bank bill swap rate in the 4.35% per annum area, Council's new Floating Rate Notes have all started out with quarterly rates well above 5% per annum and into the 6% per annum area.

Council has a well-diversified portfolio invested among a range of term deposits, fixed rate bonds and floating rate notes from highly rated Australian authorised deposit-taking institutions.

Global issues:

- Global inflation remains high but there has been encouraging progress in reducing inflation towards central banks' targets. Much of the easing in inflation in advanced economies has been due to easing of energy and goods prices.
- Global shipping costs have increased recently, partly in relation to attacks on vessels in the Red Sea, but the increases in shipping costs have been small relative to those experienced during the supply chain constraints of the pandemic years.
- Economic growth has slowed to below-trend rates in many advanced economies in response to restrictive monetary policy settings. This has contributed to progress in returning inflation to target ranges.

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)

- Despite inflation data trending in the right direction, central banks remain wary of cutting rates too soon. Both the United States Federal Reserve and the European Central Bank noted that they want to see more evidence that inflation is under control.
- February business conditions Purchasing Managers' Indices (PMIs), which are surveys of businesses around the world, were mixed across major countries – slightly up in Europe, the United Kingdom and Australia but down in the United States and Japan.

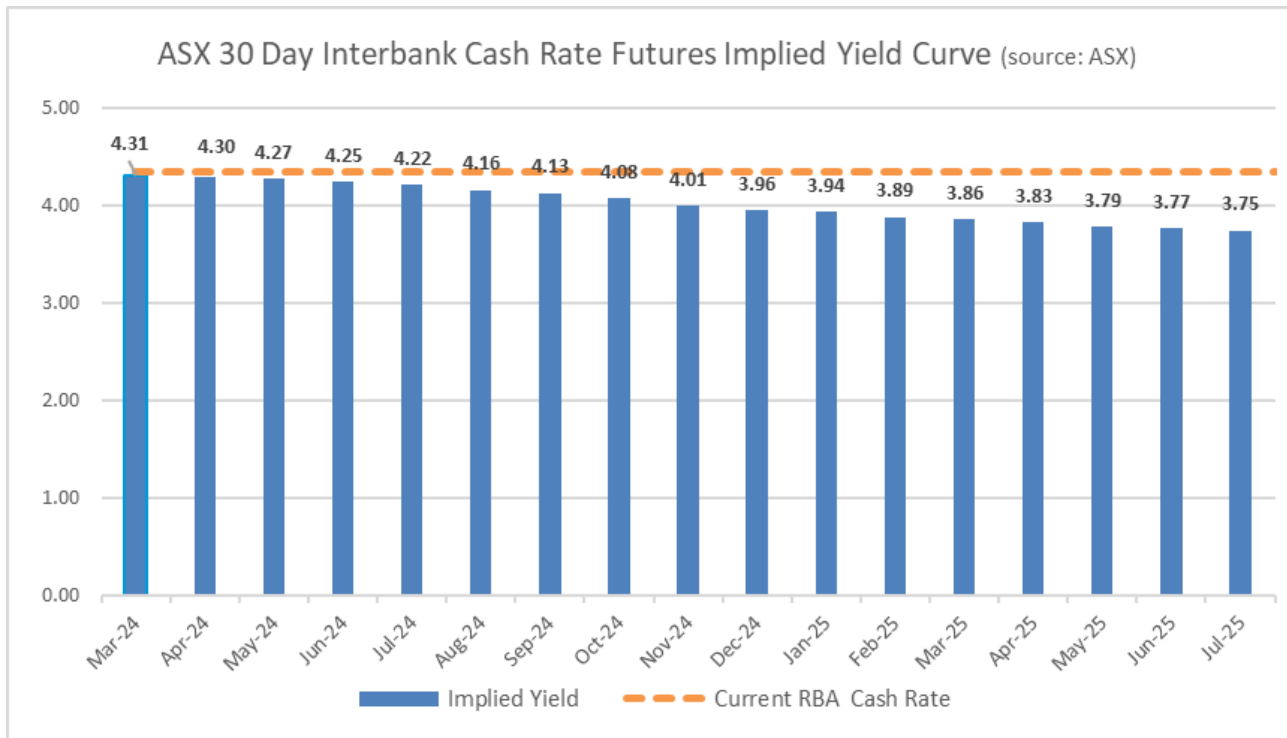
Domestic issues:

- Latest annual wages growth data showed an increase of 4.2% year over year resulting in the first rise in real wages (wages growth minus inflation) since 2021. The rise in real wages was only just 0.1% but with inflation likely to slow further relative to wages economists expect real wage growth to be around +0.5% by year end.
- The RBA has revised downward its near-term outlook for Gross Domestic Product growth from the outlook three months ago. This mainly reflects a weaker outlook for consumer spending. As inflation moderates and real incomes start to rise, consumption growth is expected to recover gradually to its pre-pandemic average by next year.
- The latest monthly Consumer Price Index release, which is less comprehensive than the quarterly releases but provide important trend indicators, remained at 3.4% for the second month in a row. The December quarterly inflation release showed a decrease to 4.1% year over year from September quarter's 5.4% year over year level.

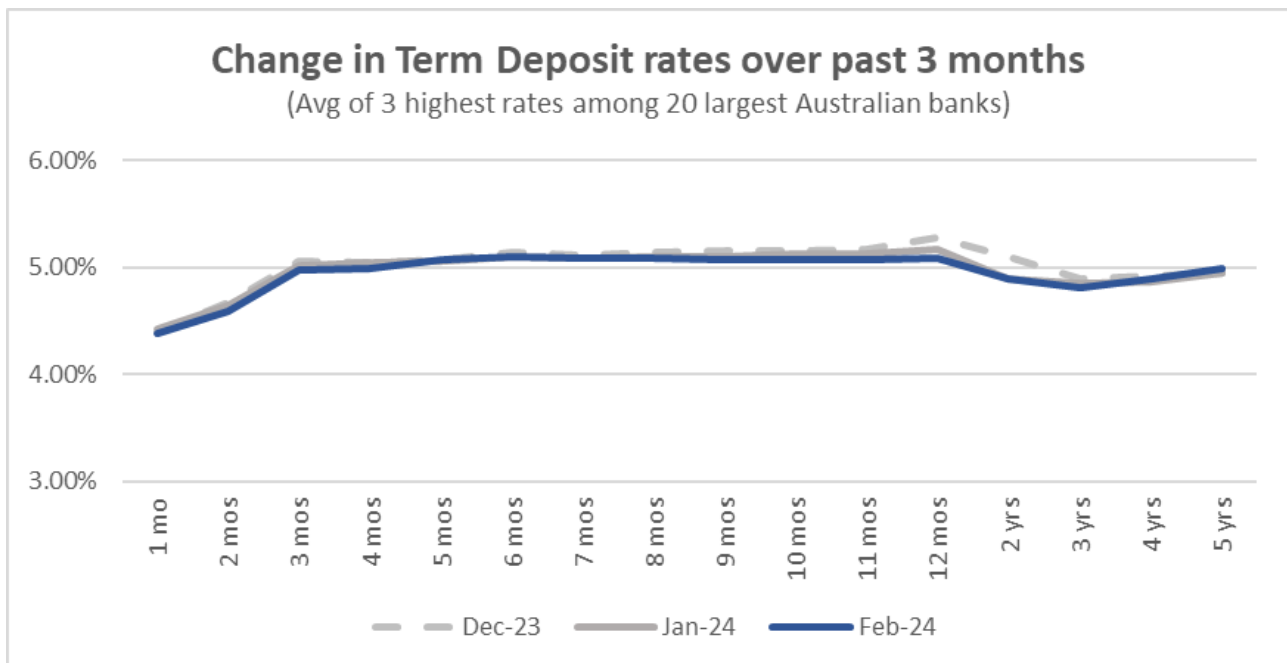
Interest rates:

- The RBA kept the official cash rate unchanged at 4.35% following its February meeting.
- Despite considering a possible 25 basis point rise to speed up the expected time it will take for inflation to come back within the 2-3% target range, the central bank board members were comforted by the moderation in inflation over the past few months and willing to continue to monitor with no change to rates.
- Meanwhile, the market is pricing in a 25 basis point rate cut by October and at least one more rate cut by mid-2025:

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)



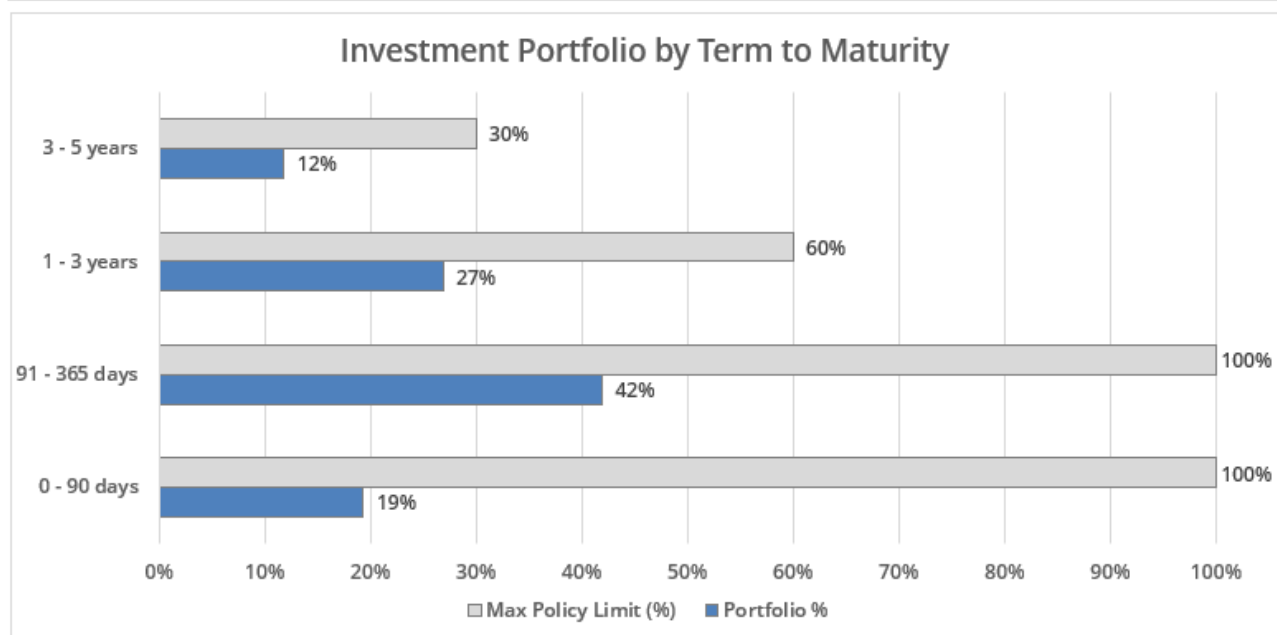
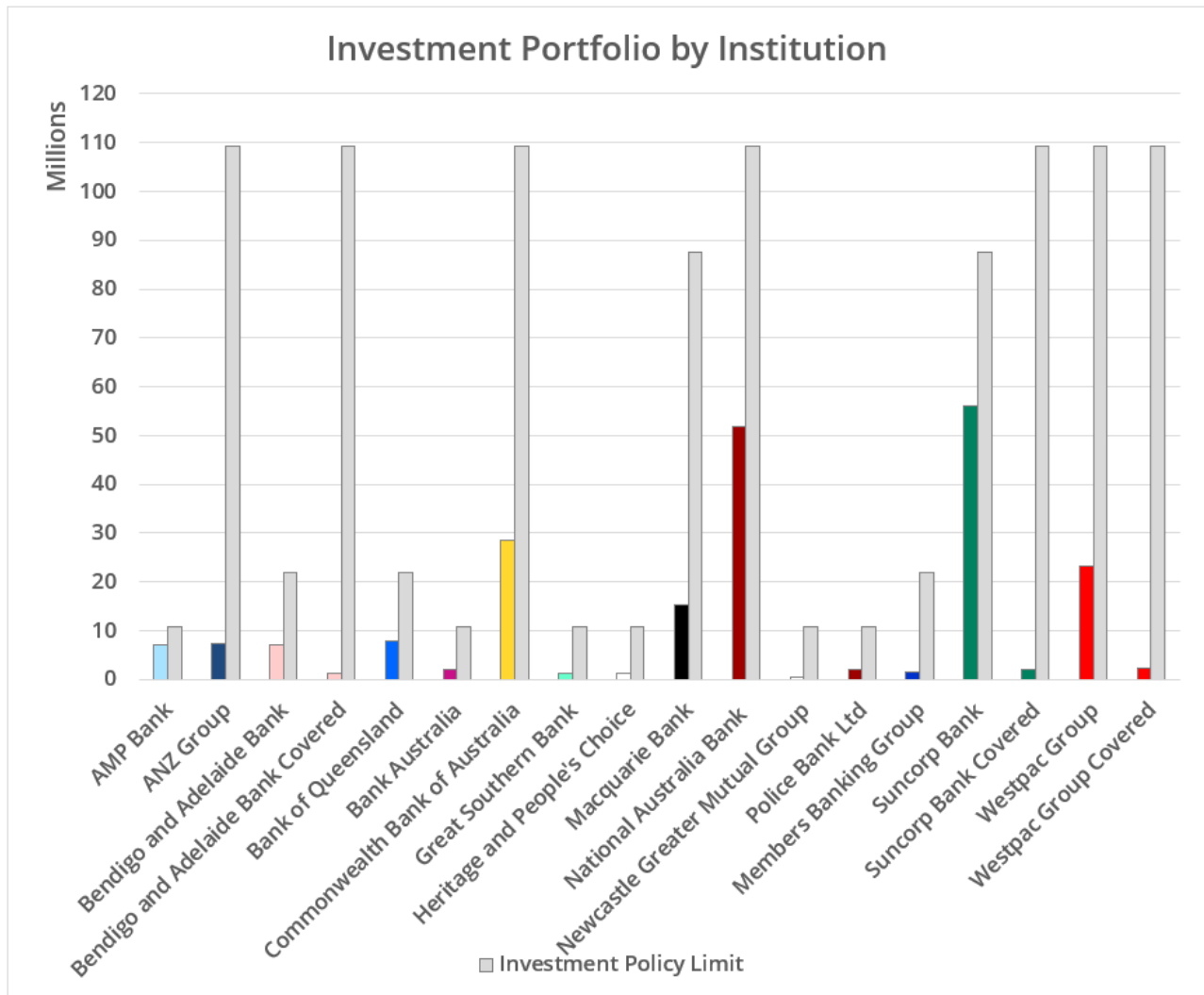
- In February, term deposit rates in the 1 to 12 month range declined slightly, with the largest fall of 8 basis points at 12 months. Long term rates were largely unchanged over the month.



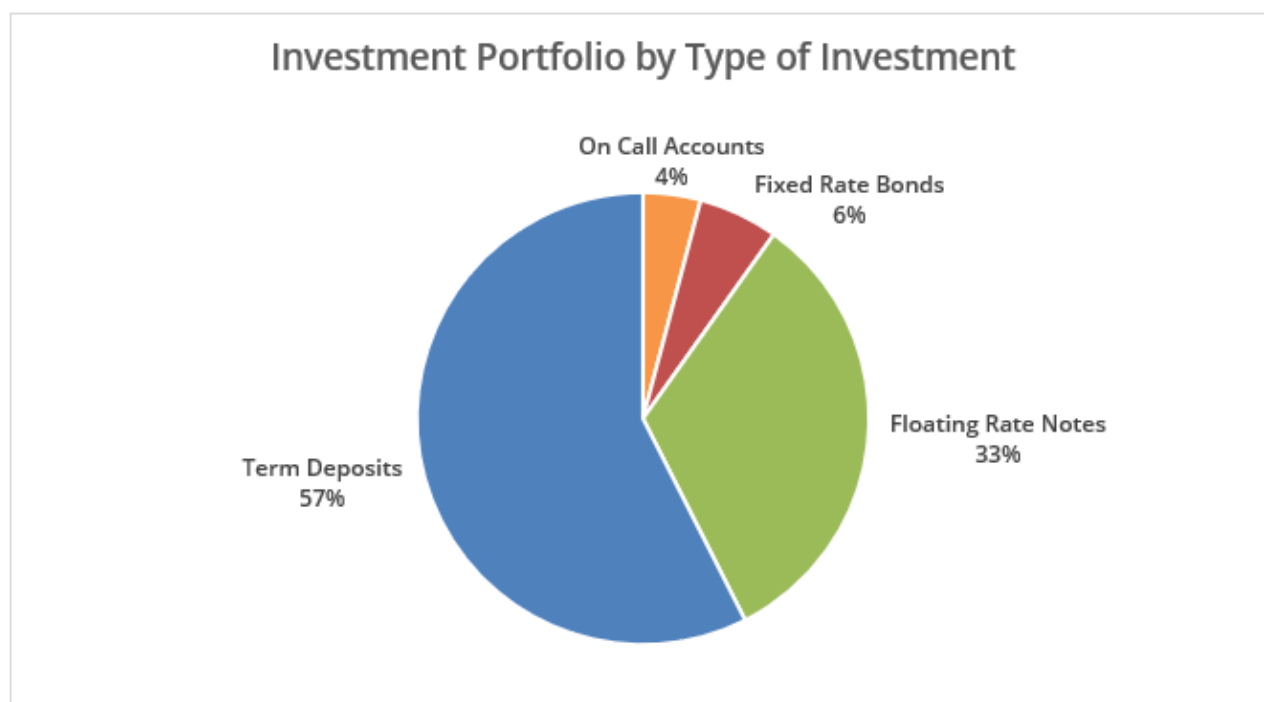
All market commentary is provided by Prudential Investment Services who advise on the management of Council's investment portfolio.

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)

PORTFOLIO ANALYSIS



STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)

**INVESTMENT PORTFOLIO AT A GLANCE**

Portfolio Performance vs 90 day Bank Bill Index	✓	Council's investment performance did exceed the benchmark for the month of February 2024
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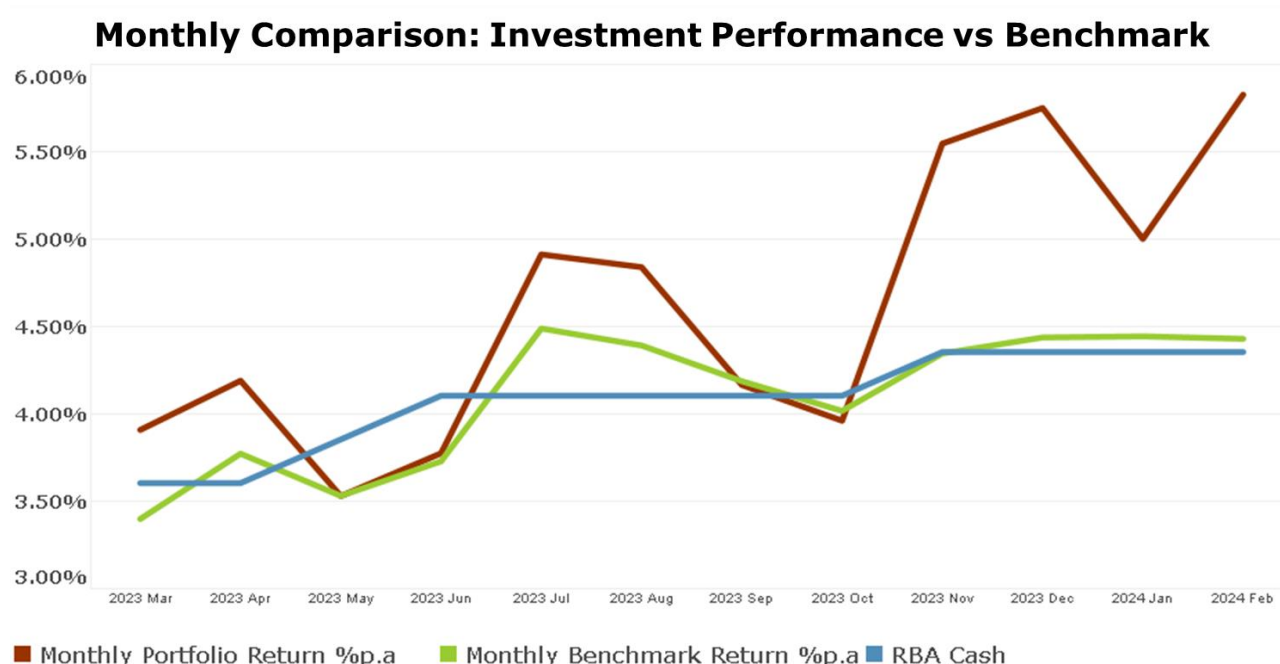
Investment Policy Requirement

Legislative requirements	✓	Fully compliant
Portfolio credit rating limit	✓	Fully compliant
Institutional exposure limits	✓	Fully compliant
Term to maturity limits	✓	Fully compliant

Investment Performance v Benchmark

Term	Investment Portfolio Return	Benchmark: Bloomberg AusBond 90 day Bank Bill Index	RBA cash rate
1 month	5.82%	4.43%	4.35%
3 months	5.51%	4.43%	4.35%
6 months	5.03%	4.31%	4.27%
FYTD	4.99%	4.34%	4.22%
12 months	4.62%	4.10%	4.09%

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)



CONCLUSION

Certification of Responsible Accounting Officer

The Responsible Accounting Officer certifies that the investments listed in the report have been made in accordance with Section 625 of the Local Government Act 1993, Clause 212 of the Local Government (General) Regulation 2021 and Council's Investment Policy.

FINANCIAL IMPLICATIONS

The original budget provision for interest on investments for the 2023/2024 financial year was \$7,750,000. During the second quarterly budget review process, this was increased by \$1,017,155 to a revised budget reported to council of \$8,767,155 for the 2023/2024 financial year.

The actual investment return for the month of February was \$980,837. This amounts to a favourable variance of \$253,162 when compared to the revised monthly budget forecasts of \$727,675. It should be noted that \$159,404 of this variance has been allocated to the externally restricted funds.

The revised year-to-date budget forecast for investment returns is \$5,821,400. The actual investment returns for the year to date are \$7,059,093, amounting to a favourable variance of \$1,237,693 which can be attributed to the current high interest rate environment.

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)

POLICY IMPLICATIONS

Council's investments are made in accordance with Council's Investment Policy.

STATUTORY IMPLICATIONS

The above amounts have been invested and reported in accordance with:

- Section 625 of the Local Government Act, 1993
- Clause 212 of the Local Government (General) Regulation 2021

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)

Policy and Finance Committee

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024

Council's Holdings as at 29 February 2024

Meeting Date: 26 March 2024

Attachment No: 1

Number of Pages: 2

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)

COUNCIL'S HOLDING AS AT 29 FEBRUARY 2024

Bonds							
	Face Value	Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
30-Jul-24	2,000,000.00	1.8500	SUN Snr Bond (Jul24) 1.85%	A+	30-Jul-24	152	1,980,030.20
12-Aug-24	1,800,000.00	3.9000	WBC Snr Bond (Aug25) 3.90%	AA-	11-Aug-25	529	1,784,535.43
19-Aug-24	2,000,000.00	4.2000	CBA Snr Bond (Aug25) 4.20%	AA-	18-Aug-25	536	1,989,963.60
13-May-24	2,300,000.00	4.9000	WBC Snr Bond (Nov25) 4.90%	AA-	11-Nov-25	621	2,342,396.08
19-Aug-24	1,500,000.00	4.7500	CBA Snr Bond (Aug26) 4.75%	AA-	17-Aug-26	900	1,504,986.06
14-Mar-24	1,400,000.00	4.9460	MAC Snr Bond (Sep26) 4.946%	A+	14-Sep-26	928	1,438,596.45
19-Mar-24	1,500,000.00	5.0000	WBC Snr Bond (Sep28) 5.00%	AA-	19-Sep-28	1,664	1,545,941.21
Totals	12,500,000.00	4.1552					12,586,449.02
Cash							
	Face Value	Current Yield	Borrower	Credit Rating			Current Value
29-Feb-24	2,014,835.35	4.7392	Macquarie Bank	A+			2,014,835.35
29-Feb-24	7,000,000.00	4.4000	National Australia Bank	AA-			7,000,000.00
Totals	9,014,835.35	4.4758					9,014,835.35
Floating Rate Note							
Reset/ Coupon	Face Value	Current Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
30-Apr-24	1,200,000.00	5.1243	SUN Snr FRN (Jul24) BBSW+0.78%	A+	30-Jul-24	152	1,207,154.57
7-May-24	3,000,000.00	5.1490	MAC Snr FRN (Aug24) BBSW+0.80%	A+	7-Aug-24	160	3,015,720.14
16-Apr-24	2,000,000.00	5.1108	ANZ Snr FRN (Jan25) BBSW+0.76%	AA-	16-Jan-25	322	2,019,541.97
22-Apr-24	2,000,000.00	5.1163	NAB Snr FRN (Jan25) BBSW+0.77%	AA-	21-Jan-25	327	2,018,293.46
13-May-24	5,000,000.00	5.1872	MAC Snr FRN (Feb25) BBSW+0.84%	A+	12-Feb-25	349	5,031,295.51
18-Mar-24	2,000,000.00	5.3425	BBN Snr FRN (Mar25) BBSW+0.98%	BBB+	17-Mar-25	382	2,026,882.74
18-Mar-24	2,400,000.00	5.0525	WBC Snr FRN (Mar25) BBSW+0.69%	AA-	17-Mar-25	382	2,431,591.98
24-Apr-24	2,000,000.00	5.4701	SUN Cov FRN (Apr25) BBSW+1.12%	AAA	24-Apr-25	420	2,024,550.07
13-May-24	2,000,000.00	5.1172	ANZ Snr FRN (May25) BBSW+0.77%	AA-	12-May-25	438	2,012,907.10
20-May-24	2,300,000.00	5.0629	WBC Cov FRN (May25) BBSW+0.73%	AAA	20-May-25	446	2,310,987.32
30-May-24	2,500,000.00	5.2398	NAB Snr FRN (May25) BBSW+0.90%	AA-	30-May-25	456	2,514,417.78
11-Mar-24	4,000,000.00	4.8402	MAC Snr FRN (Dec25) BBSW+0.48%	A+	9-Dec-25	649	4,032,248.94
24-May-24	1,500,000.00	5.8356	RACQ Snr FRN (Feb26) BBSW+1.50%	BBB+	24-Feb-26	726	1,502,009.28
24-May-24	1,700,000.00	4.7856	SUN Snr FRN (Feb26) BBSW+0.45%	A+	24-Feb-26	726	1,693,734.56
20-May-24	2,000,000.00	5.3900	SUN Snr FRN (May26) BBSW+1.05%	A+	18-May-26	809	2,016,548.77
24-May-24	3,900,000.00	4.7456	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	24-Aug-26	907	3,878,979.26
15-Mar-24	2,300,000.00	4.8300	SUN Snr FRN (Sep26) BBSW+0.48%	A+	15-Sep-26	929	2,307,565.42
23-Apr-24	1,200,000.00	5.9450	GSB Snr FRN (Oct26) BBSW+1.60%	BBB	23-Oct-26	967	1,215,092.78
30-Apr-24	1,650,000.00	5.8443	BOZ Snr FRN (Oct26) BBSW+1.50%	BBB	30-Oct-26	974	1,659,513.33
17-May-24	2,000,000.00	5.8900	POL Snr FRN (Nov26) BBSW+1.55%	BBB	17-Nov-26	992	2,003,550.14
15-Apr-24	2,000,000.00	5.0502	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	14-Jan-27	1,050	2,012,509.27
26-Apr-24	2,250,000.00	5.1315	SUN Snr FRN (Jan27) BBSW+0.78%	A+	25-Jan-27	1,061	2,259,340.21
8-May-24	1,400,000.00	5.9445	HPC Snr FRN (Feb27) BBSW+1.60%	BBB	8-Feb-27	1,075	1,412,226.18
27-May-24	2,400,000.00	5.0556	NAB Snr FRN (Feb27) BBSW+0.72%	AA-	25-Feb-27	1,092	2,401,353.69
27-May-24	2,500,000.00	5.5356	NAB Snr FRN (Nov27) BBSW+1.20%	AA-	25-Nov-27	1,365	2,534,901.60
14-Mar-24	1,100,000.00	5.6041	SUN Snr FRN (Dec27) BBSW+1.25%	A+	14-Dec-27	1,384	1,125,350.47
15-Apr-24	3,000,000.00	5.5002	CBA Snr FRN (Jan28) BBSW+1.15%	AA-	13-Jan-28	1,414	3,055,745.28
21-May-24	500,000.00	6.0326	BOZ Snr FRN (Feb28) BBSW+1.70%	BBB	21-Feb-28	1,453	502,831.75
13-May-24	2,500,000.00	5.3472	NAB Snr FRN (May28) BBSW+1.00%	AA-	12-May-28	1,534	2,521,017.44
18-Mar-24	1,200,000.00	5.5125	BBN Cov FRN (Jun28) BBSW+1.15%	AAA	16-Jun-28	1,569	1,219,627.23
11-Mar-24	1,400,000.00	5.2902	ANZ Snr FRN (Sep28) BBSW+0.93%	AA-	11-Sep-28	1,656	1,420,817.85
16-May-24	2,000,000.00	5.3680	NAB Snr FRN (Nov28) BBSW+1.03%	AA-	16-Nov-28	1,722	2,018,017.92
6-May-24	2,000,000.00	5.3092	ANZ Snr FRN (Feb29) BBSW+0.96%	AA-	5-Feb-29	1,803	2,013,252.88
14-May-24	600,000.00	6.1959	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB	14-Feb-29	1,812	608,037.61
Totals	71,500,000.00	5.2588					72,027,614.50

STATEMENT OF INVESTMENTS AS AT 29 FEBRUARY 2024 (Cont.)

Term Deposits							
	Face Value	Current Yield	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
	3,000,000.00	5.1000	Bank of Queensland	BBB+	6-Mar-24	6	3,150,904.11
	3,000,000.00	5.4300	Commonwealth Bank of Australia	AA-	12-Mar-24	12	3,091,938.08
	3,000,000.00	5.3500	Commonwealth Bank of Australia	AA-	19-Mar-24	19	3,084,427.40
	4,000,000.00	4.9000	AMP Bank	BBB	27-Mar-24	27	4,182,038.36
	1,000,000.00	4.9700	Suncorp Bank	A+	2-Apr-24	33	1,037,445.21
	2,000,000.00	4.9700	Suncorp Bank	A+	2-Apr-24	33	2,074,890.41
	3,000,000.00	4.6000	Westpac Group	AA-	2-Apr-24	33	3,127,413.70
	2,000,000.00	5.2700	Suncorp Bank	A+	9-Apr-24	40	2,033,208.22
	2,000,000.00	5.5500	Bendigo and Adelaide Bank	BBB+	23-Apr-24	54	2,075,115.07
	3,000,000.00	4.9700	Suncorp Bank	A+	24-Apr-24	55	3,112,335.62
	3,000,000.00	5.3200	Commonwealth Bank of Australia	AA-	24-Apr-24	55	3,080,893.15
	2,000,000.00	5.1900	Commonwealth Bank of Australia	AA-	30-Apr-24	61	2,052,042.19
	2,000,000.00	5.1700	National Australia Bank	AA-	7-May-24	68	2,042,493.15
	2,000,000.00	5.2000	Bank of Queensland	BBB+	7-May-24	68	2,024,789.04
	2,000,000.00	5.1400	National Australia Bank	AA-	14-May-24	75	2,022,531.51
	2,000,000.00	5.4200	Commonwealth Bank of Australia	AA-	21-May-24	82	2,057,021.37
	3,000,000.00	4.6200	Suncorp Bank	A+	28-May-24	89	3,034,934.79
	4,000,000.00	4.9900	National Australia Bank	AA-	28-May-24	89	4,150,383.56
	2,000,000.00	5.0900	Commonwealth Bank of Australia	AA-	4-Jun-24	96	2,016,562.20
	3,000,000.00	5.1800	National Australia Bank	AA-	7-Jun-24	99	3,076,209.86
	3,000,000.00	5.4500	Suncorp Bank	A+	11-Jun-24	103	3,051,513.70
	2,000,000.00	5.1700	National Australia Bank	AA-	18-Jun-24	110	2,020,113.42
	3,000,000.00	5.7000	AMP Bank	BBB	28-Jun-24	120	3,115,249.32
	3,000,000.00	5.6200	Commonwealth Bank of Australia	AA-	3-Jul-24	125	3,111,322.19
	2,000,000.00	5.2100	National Australia Bank	AA-	9-Jul-24	131	2,050,244.38
	3,128,014.24	5.1000	Westpac Group	AA-	16-Jul-24	138	3,147,682.17
	3,000,000.00	5.5000	Bendigo and Adelaide Bank	BBB+	23-Jul-24	145	3,098,095.89
	2,000,000.00	5.1700	National Australia Bank	AA-	20-Aug-24	173	2,020,113.42
	2,000,000.00	5.4400	Commonwealth Bank of Australia	AA-	26-Aug-24	179	2,017,684.01
	2,000,000.00	4.4000	Westpac Group	AA-	2-Sep-24	186	2,043,156.16
	2,066,654.25	5.2400	Westpac Group	AA-	10-Sep-24	194	2,119,465.48
	2,000,000.00	5.1400	National Australia Bank	AA-	17-Sep-24	201	2,002,816.44
	2,000,000.00	5.4600	Suncorp Bank	A+	24-Sep-24	208	2,028,122.74
	1,000,000.00	5.3100	National Australia Bank	AA-	25-Sep-24	209	1,022,840.27
	2,000,000.00	5.2000	Suncorp Bank	A+	25-Sep-24	209	2,010,257.53
	2,000,000.00	5.4200	Suncorp Bank	A+	1-Oct-24	215	2,036,232.33
	2,000,000.00	5.1600	Suncorp Bank	A+	9-Oct-24	223	2,014,419.73
	3,000,000.00	5.1100	Suncorp Bank	A+	15-Oct-24	229	3,000,420.00
	2,000,000.00	5.4500	Suncorp Bank	A+	22-Oct-24	236	2,028,369.86
	4,000,000.00	5.4500	Suncorp Bank	A+	29-Oct-24	243	4,054,947.95
	2,000,000.00	5.1200	National Australia Bank	AA-	5-Nov-24	250	2,000,841.64
	3,000,000.00	5.1200	Suncorp Bank	A+	19-Nov-24	264	3,000,420.82
	2,000,000.00	5.5000	Suncorp Bank	A+	27-Nov-24	272	2,028,328.77
	5,000.00	4.5000	National Australia Bank	AA-	28-Nov-24	273	5,057.95
	3,000,000.00	5.2000	Bank of Queensland	BBB+	3-Dec-24	278	3,116,679.45
	2,000,000.00	5.2000	Suncorp Bank	A+	10-Dec-24	285	2,006,553.42
	3,000,000.00	5.1200	Suncorp Bank	A+	17-Dec-24	292	3,000,420.82
	2,500,000.00	5.4600	Suncorp Bank	A+	24-Dec-24	299	2,534,405.48
	2,000,000.00	5.1000	National Australia Bank	AA-	7-Jan-25	313	2,016,487.67
	3,000,000.00	5.0800	National Australia Bank	AA-	28-Jan-25	334	3,001,252.60
	2,000,000.00	2.0400	Westpac Group	AA-	25-Feb-25	362	2,000,894.25
	3,000,000.00	5.1000	Westpac Group	AA-	4-Mar-25	369	3,001,257.53
Totals	125,699,668.49	5.1485					128,233,244.39
Grand Totals	218,714,503.84						221,862,143.26

12 NOTICES OF MOTION/RESCISSION

13 QUESTIONS WITH NOTICE

14 URGENT BUSINESS

15 COMMITTEE OF THE WHOLE

15.1 INTERIM CONTRACT FOR REGIONAL KERBSIDE RECYCLABLE COLLECTION AND PROCESSING

FILE NO:	61/26/1
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Matthew Prendergast - Director City Planning
AUTHOR:	Matthew Prendergast - Director City Planning
MAITLAND +10	Outcome 13 To reduce our waste
COUNCIL OBJECTIVE:	13.1.2 Deliver a sustainable waste management collection and disposal service

THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

EXECUTIVE SUMMARY

Council's recycling service is managed by Hunter Resource Recovery Pty Limited (HRR) on behalf of Lake Macquarie, Cessnock, Maitland and Singleton councils (Member Councils) under delegation granted by resolution of each Member Council.

HRR's current kerbside recyclable collection and processing commenced on 1 July 2013 and expires on 30 June 2025 with no extension options available.

To achieve optimal service continuity and to allow time for the market to stabilise and achieve financial sustainability, this report recommends HRR enters into a short-term (18 months + 18 months) contract with Solo (on substantially the same terms and conditions as the current Solo contract) without going to tender.

15.2 CONSIDERATION OF TENDERS - MAITLAND RESOURCE RECOVERY FACILITY STAGE 2 - WEIGHBRIDGE AND GATEHOUSE CONSTRUCTION

FILE NO: 2023/137/2303

ATTACHMENTS: Nil

RESPONSIBLE OFFICER: Ashley Kavanagh - Acting Group Manager Infrastructure & Works
Todd Stanley - Manager Building Projects & Services

AUTHOR: Bill Ray - Operations Manager Civil Projects

MAITLAND +10 Outcome 13 To reduce our waste

COUNCIL OBJECTIVE: 13.1 Limit the amount of waste we create and send to landfill

THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (d) (i) commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it.

EXECUTIVE SUMMARY

Tenders were called to engage a suitably qualified and experienced contractor to complete the construction of a new site entry, gatehouse, two weighbridges and associated works at the Maitland Resource Recovery Facility (MRRF), which will form Stage 2 of the MRRF upgrade.

Four (4) tenders were received and assessed by a tender review panel. This report provides details of the tender assessment and a recommendation to award a contract for the works. This report is being presented to the Committee of the Whole as it contains confidential information.

16 COMMITTEE OF THE WHOLE RECOMMENDATIONS

17 CLOSURE