



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**

### **25 JUNE 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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**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 11 June 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**

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## 10 OFFICERS REPORTS

### 10.1 DATA BREACH POLICY UPDATE - ROLES AND RESPONSIBILITIES

FILE NO:	35/1
ATTACHMENTS:	1. Data Breach Policy V1.1 2024
RESPONSIBLE OFFICER:	Mark Margin - Executive Manager Customer & Digital Services
AUTHOR:	Ned Scopulovic - Manager Enterprise Architecture
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

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#### EXECUTIVE SUMMARY

*At Maitland City Council, we prioritize transparency and accountability in handling sensitive data. The introduction of the Mandatory Notification of Data Breach (MNDB) Scheme, as outlined in Part 6A of the Privacy and Personal Information Protection Act 1998 (PPIP Act), our responsibilities have grown. This scheme mandates agencies to notify the Privacy Commissioner and affected individuals in the event of an eligible data breach. As an NSW public sector agency subject to the PPIP Act, we recognize the importance of compliance with the MNDB Scheme. This policy amendment updates the roles and responsibilities aligning to the new organization structure within Maitland City Councils directorates.*

#### OFFICER'S RECOMMENDATION

##### THAT

1. Council adopts the Data Breach Policy 2024 V1.1
2. Council note the Data Breach Policy 2024 V1.1

#### REPORT

Maitland City Council maintains adherence to the Mandatory Data Breach Scheme ensuring compliance with legal obligations. The recent review of the Council's Data Breach Policy aimed to update organisation roles and responsibilities to be aligned with regulatory requirements for the management, investigation and reporting of notifiable data breaches.

##### Notable amendments:

- Recent organisational changes have altered the reporting lines. The amendment specifically designates the Executive Manager of Customer and Digital Services and the Manager of Enterprise Architecture as the first points of contact for reporting a suspected or actual data breach.

DATA BREACH POLICY UPDATE - ROLES AND RESPONSIBILITIES (Cont.)

**CONCLUSION**

To ensure ongoing alignment with legal requirements and best practices of the Mandatory Notification Data Breach Scheme, Maitland City Council, has reaffirmed our commitment to compliance by realigning our organizational roles and responsibilities.

**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**

# **DATA BREACH POLICY UPDATE - ROLES AND RESPONSIBILITIES**

## **Data Breach Policy V1.1 2024**

**Meeting Date: 25 June 2024**

**Attachment No: 1**

**Number of Pages: 7**

## DATA BREACH POLICY UPDATE - ROLES AND RESPONSIBILITIES (Cont.)



**DATE ADOPTED: 25 JUNE 2024**

**VERSION: 1.1**

## POLICY OBJECTIVE

Maitland City Council recognises the importance of protecting personal information and is committed to ensuring the confidentiality, integrity, and security of the personal information held by Council.

Council operates in compliance with mandatory notification provisions under Part 6A of the *Privacy and Personal Information Protection Act 1998* (NSW) ('PIIP Act'), also referred to as the Mandatory Notification of Data Breach ('MNDB') Scheme.

This policy sets out how Council will respond to a data breach.

## POLICY SCOPE

This Policy applies to all Council staff, councillors, contractors, volunteers, vendors, authorised users of Council's Information and Communication Technology ('ICT') systems, networks, software, or hardware, and any other third party who collects or manages personal information on behalf of Council.

## POLICY STATEMENT

### 1. MANDATORY NOTIFICATION OF DATA BREACH SCHEME

Under the PIIP Act all public sector agencies, including local councils, are to notify the NSW Privacy Commissioner and affected individuals of data breaches involving personal or health information likely to result in serious harm.

Under the MNDB Scheme Council has an obligation to:

- immediately make all reasonable efforts to contain a data breach.
- undertake an assessment within 30 days where there are reasonable grounds to suspect there may have been an eligible data breach.
- during the assessment period, make all reasonable attempts to mitigate the harm done by the suspected breach.
- decide whether a breach is an eligible data breach or there are reasonable grounds to believe the breach is an eligible data breach.
- notify the Privacy Commissioner and affected individuals of the eligible data breach.
- comply with other data management requirements, including a publicly accessible data breach policy, a public register of data breach notifications issued by Council, and an internal register of eligible data breaches.





## DATA BREACH POLICY UPDATE - ROLES AND RESPONSIBILITIES (Cont.)

**2. WHAT IS A DATA BREACH?**

A data breach occurs when personal information held by Council (whether held in digital or hard copy) is subject to unauthorised access, unauthorised disclosure, or is lost in circumstances where the loss is likely to result in unauthorised access or unauthorised disclosure.

This may or may not involve disclosure of personal information external to Council or publicly. For example, unauthorised access to personal information by a Council staff member, or unauthorised sharing of personal information between teams within Council may constitute a data breach.

A data breach may occur as the result of malicious action, systems failure, or human error. A data breach may also occur because of a misconception about whether a particular act or practice is permitted under the Information Protection Principles (‘IPPs’).

Examples of when a data breach may occur include:

- When a letter or email containing personal information is sent to the wrong recipient.
- When a physical asset like a laptop or USB stick containing personal information is lost, misplaced, or stolen.
- Cyber incidents such as ransomware, malware, hacking or phishing.
- Where a coding error allows access to a system without authentication.
- Insider threats from employees using their valid credentials to access or disclose personal information outside the scope of their duties or permissions.

**3. REPORTING A SUSPECTED DATA BREACH**

Any Council staff member, councillor, contractor, volunteer, third party, or member of the public with reasonable grounds to suspect that a data breach has occurred should immediately report the suspected breach to Council’s Privacy Officer ([info@maitland.nsw.gov.au](mailto:info@maitland.nsw.gov.au)), providing as much information as they can about the suspected data breach, including type of personal information involved, date and time the breach occurred, location of data or equipment affected, and whether the loss puts any person or other data at risk.

**4. MANAGING DATA BREACHES**

## 4.1. Data Breach Response Plan

Council has established a Data Breach Response Plan that documents the process that Council will take to respond to a reported data breach. The Data Breach Response Plan is included in the Privacy Management Plan.

The Data Breach Response Plan comprises of the following steps:

## 4.1.1. Initial report and triage

An initial assessment of the reported data breach will be undertaken to determine the type and sensitivity of personal information involved, the persons to whom the personal information was exposed, the risk of harm to the individuals involved and the nature of any potential harm, and whether it may be necessary to convene a Data Breach Response Team.

## 4.1.2. Contain

Council will immediately make all reasonable efforts to contain the breach as soon as possible to prevent any further compromise of personal information and minimise harm to affected individuals.

## 4.1.3. Assess and mitigate

An assessment of the data breach will be undertaken to determine the cause of the data breach, understand the risk of harm to affected individuals, and identify and take all appropriate actions to limit the impact of the data breach.

An assessment must be carried out within 30 days after a suspected data breach is reported to determine whether there are reasonable grounds to believe that the suspected data breach is an eligible data breach.



## DATA BREACH POLICY UPDATE - ROLES AND RESPONSIBILITIES (Cont.)

For a data breach to constitute an 'eligible data breach' under the MNDB Scheme, there are two tests to be satisfied:

1. There is an unauthorised access to, or unauthorised disclosure of, personal information held by a public sector agency or there is a loss of personal information held by a public sector agency in circumstances that are likely to result in unauthorised access to, or unauthorised disclosure of, the information, and
2. A reasonable person would conclude that the access or disclosure of the information would be likely to result in serious harm to an individual to whom the information relates.

### 4.1.4. Notify

Council must notify the NSW Privacy Commissioner and affected individuals of eligible data breaches.

Once it is determined that an eligible data breach has occurred, the NSW Privacy Commissioner must be immediately notified in the approved form, with a follow up notification provided of any information that was not included in the initial notification. Affected individuals must be notified as soon as practicable. If we are unable to directly notify any or all affected individuals, we will issue and publish a public notification.

### 4.1.5. Review

Following a data breach, a post incident review will be undertaken to identify and remediate any processes or weaknesses in information security and data handling that may have contributed to the data breach to prevent future breaches, and to assess the effectiveness of this policy and the data breach response process.

## 5. RECORD-KEEPING

Council will maintain appropriate records to provide evidence of how all data breaches are managed.

Council will establish and maintain an internal register of eligible data breaches.

Council will maintain and publish on our website a public notification register of any public data breach notifications that we have issued.

## 6. TRAINING AND AWARENESS

Council will provide regular training to Council staff and contractors on the importance of safeguarding personal information, how to identify and report a suspected data breach, and the data breach response process.

## 7. ACCESSIBILITY OF THIS POLICY

This policy will be made publicly available on Council's website as well as the staff intranet.

## 8. REVIEW AND TESTING

This policy will be reviewed, tested, and updated on an annual basis.

## 9. ROLES AND RESPONSIBILITIES

### 9.1. General Manager

The General Manager is responsible for:

- Ensuring that Council is compliant with all relevant laws and regulations.
- Determining whether a Data Breach Response Team is to be convened and selecting the members of the Data Breach Response Team.
- Approving an extension of time to conduct the assessment of a suspected data breach.
- Determining whether the data breach is eligible for external notification.
- Undertaking external notifications to the NSW Privacy Commissioner and affected individuals/organisations.



## DATA BREACH POLICY UPDATE - ROLES AND RESPONSIBILITIES (Cont.)

- Notifying the NSW Privacy Commissioner of any further information and when an extension of time to the assessment period has been approved.
- Notifying Council's insurers as required.

## 9.2. Executive Manager Customer and Digital Services

- Having an approved Data Breach Policy and Data Breach Response Plan in place to manage Council's data breach response.
- Taking action to respond to the actual or suspected data breach in accordance with the Data Breach Response Plan.
- Implementing any longer terms actions to contain and respond to security threats to Council's ICT systems and infrastructure.

## 9.3. Privacy Officer

The Manager Enterprise Architecture is Council's Privacy Officer.

The Privacy Officer is responsible for:

- Receiving and assessing reports of actual or suspected data breaches.
- Initiating the Data Breach Response Plan.
- Preparing an initial data breach assessment report, including advice for the General Manager to determine if a Data Breach Response Plan is to be convened.
- Investigating and managing Council's response to a data breach where it is determined that a Data Breach Response Team is not necessary.
- Reviewing and updating the Data Breach Policy and Data Breach Response Plan.
- Planning, initiating, overseeing, and reporting on the testing of this policy and the Data Breach Response Plan.

## 9.4. Data Breach Response Team

The Data Breach Response Team is responsible for:

- Assembling promptly to investigate and manage Council's response to a data breach in accordance with the Data Breach Response Plan.
- Preparing advice for the General Manager to determine if the data breach is eligible for external notification.

## 9.5. Vendors/Third Parties

Vendors/Third Parties are responsible for:

- Immediately notifying Council of any actual or suspected data breaches affecting Council.
- Having appropriate security measures in place to protect any personal information it collects or manages on behalf of Council.

## 9.6. All staff

All Council staff, councillors, contractors, and volunteers are responsible for:

- Immediately reporting any actual or suspected data breaches to the Privacy Officer.
- Undertaking required training relating to privacy, PPIP Act requirements, and Council's data breach response process.
- Complying with this policy.

## 9.7. Members of the Public

Members of the public outside of Council can report an actual or suspected data breach affecting Council.









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## 11 POLICY AND FINANCE COMMITTEE

### 11.1 WHS POLICY REVIEW

<b>FILE NO:</b>	130/75
<b>ATTACHMENTS:</b>	1. Work, Health and Safety Policy 2018 2. Work Health and Safety Policy 2024
<b>RESPONSIBLE OFFICER:</b>	Tiffany Allen - Executive Manager People and Performance
<b>AUTHOR:</b>	Leisa Tate - Manager Enterprise Risk, Health & Safety
<b>MAITLAND +10</b>	Outcome 16 To work together to be the best our community can be
<b>COUNCIL OBJECTIVE:</b>	16.2.3 Provide an environment of safety and wellbeing for Council's workforce

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#### EXECUTIVE SUMMARY

*Maitland City Council is committed to providing a safe and healthy workplace for all workers, contractors, visitors, and others who attend the workplace, in accordance with the Work Health and Safety (WHS) Act 2011 and WHS Regulations 2017.*

#### OFFICER'S RECOMMENDATION

##### THAT

1. Council adopt the revised Work, Health and Safety Policy 2024.

#### REPORT

The WHS Policy has not been revised by Council since 2018 and has been reviewed to ensure compliance with relevant legislation. The draft policy will supersede the 2018 policy.

Draft policy has been streamlined to provide a high-level overarching framework for the associated Protocols & Procedures and remove excess information that is already covered in other WHS Protocols.

Changes as follows:

- Removal of section Policy Objectives & Scope – this is covered in Policy Statement
- Removal of section Responsibility – this is already covered in the WHS Accountability & Responsibility Protocol
- Definitions removed as not required
- Policy statement in draft document has been rewritten to encompass the vision for a safe and health workplace of the current Executive team.

WHS POLICY REVIEW (Cont.)

### **CONCLUSION**

Major changes made to this policy allow for a more contemporary and useable policy.

### **FINANCIAL IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

The adoption of the WHS Policy 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 but ensures compliance with the WHS Act 2011.



# **Policy and Finance Committee**

## **WHS POLICY REVIEW**

### **Work, Health and Safety Policy 2018**

**Meeting Date: 25 June 2024**

**Attachment No: 1**

**Number of Pages: 4**









# **Policy and Finance Committee**

## **WHS POLICY REVIEW**

### **Work Health and Safety Policy 2024**

**Meeting Date: 25 June 2024**

**Attachment No: 2**

**Number of Pages: 2**







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## 11.2 STATEMENT OF INVESTMENTS AS AT 31 MAY 2024

<b>FILE NO:</b>	<b>82/2</b>
<b>ATTACHMENTS:</b>	<b>1. Council's Holdings as at 31 May 2024</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Mary O'Leary - Executive Manager Finance Annette Peel - Manager Finance &amp; Procurement</b>
<b>AUTHOR:</b>	<b>Narelle Jeffries - Financial Accountant Laura Barry - Financial Accountant</b>
<b>MAITLAND +10</b>	<b>Outcome 15 To have an effective and efficient Council</b>
<b>COUNCIL OBJECTIVE:</b>	<b>15.1.2 Ensure Council is financially sustainable and meets required levels of performance</b>

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### EXECUTIVE SUMMARY

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

*As at the end of May 2024, Council had investments totalling \$218,476,497 under management.*

*Council's investment portfolio recorded a marked-to-market return of 5.44% per annum versus the bank bill index benchmark return of 4.50% per annum. The actual investment return for the month of May was \$963,120, a favourable variance of \$109,558 when compared to the new revised monthly budget forecasts of \$853,562.*

*Council remains fully compliant with all Investment Policy requirements.*

### OFFICER'S RECOMMENDATION

#### THAT

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

### REPORT

For the month of May 2024, Council has total cash on call and investments of \$218,476,497 comprising:

- |                    |               |
|--------------------|---------------|
| ▪ On call accounts | \$9,038,450   |
| ▪ Investments      | \$209,438,047 |

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STATEMENT OF INVESTMENTS AS AT 31 MAY 2024 (Cont.)

This is compared to the month of April 2024 where Council had \$207,168,513 under management. The increase in the portfolio balance is due to the availability of rate funds around the fourth 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 May, Council's investment portfolio recorded a marked-to-market return of 5.44% per annum versus the bank bill index benchmark return of 4.50% per annum. Over the past 12 months, the investment portfolio has returned a marked-to-market return of 4.97%, versus the bank bill index benchmark's 4.32%.

Without marked-to-market influences, Council's investment portfolio yielded 5.12% per annum for the month. 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 May, Council had maturities of \$15 million across six term deposits with terms ranging between 5 and 18 months paying an average of 5.05% per annum. In line with the positive cash movement in the month due to the quarterly rates instalment, Council invested \$23 million across 10 term deposits with maturities ranging between 8 to 12 months paying an average of 5.24% per annum.

Council also took advantage of a newly issued senior ranked bond from Bendigo and Adelaide Bank for its long term portfolio. Council invested \$1.3 million in the 3 year floating rate note paying quarterly interest of 3 month bank bill swap rate + 1.00% per annum. The first rate set on the Floating Rate Note is 5.37% per annum. Council also transferred \$2 million to the NAB Professional Funds Account to ensure access to surplus cash leading into the End of Financial Year processing period.

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 – commentary provided by Prudential Investment Services:

- Despite substantial declines from their peaks, inflation in many advanced economies remain above central banks' targets and, in some cases, progress in lowering inflation appears to have stalled. Countering this trend is the Bank of Canada and the European Central Bank which are expected to be the first two central banks to cut rates, as early as the next month.
- In the United States, economic data was mixed with consumer confidence improving in May and an increase in the net proportion of respondents reporting that jobs are plentiful. However, March quarter Gross Domestic Product growth was revised down to 1.3% per annum from 1.6% per annum with a downward revision to wages growth.
- In China, economic growth has picked up and appears to be on track to reach the growth target for 2024 of 'around 5 per cent'. However, conditions in the property

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STATEMENT OF INVESTMENTS AS AT 31 MAY 2024 (Cont.)

market remain very weak leaving economists to speculate that government policy support will be needed to offset the drag on Gross Domestic Product growth.

- Global share markets started May strongly spurred on by favourable inflation expectations. Despite sentiment turning later in the month, after higher than expected inflation data in the United States and Australia pushing out the expected timing of future rate cuts, most major share markets recorded modest gains for the month: United States shares were up 5%, European shares gained 3.5% and Japanese and Australian share markets were both up approximately 1% on the month.
- Global share markets are expected to remain volatile over the coming months as uncertainty remains high regarding the outlook and timing for interest rate cuts, geopolitical risks around the Israel/Gaza/Iran conflict, and the prospect of another very close United States election between two political parties with widely differing views on globalisation.

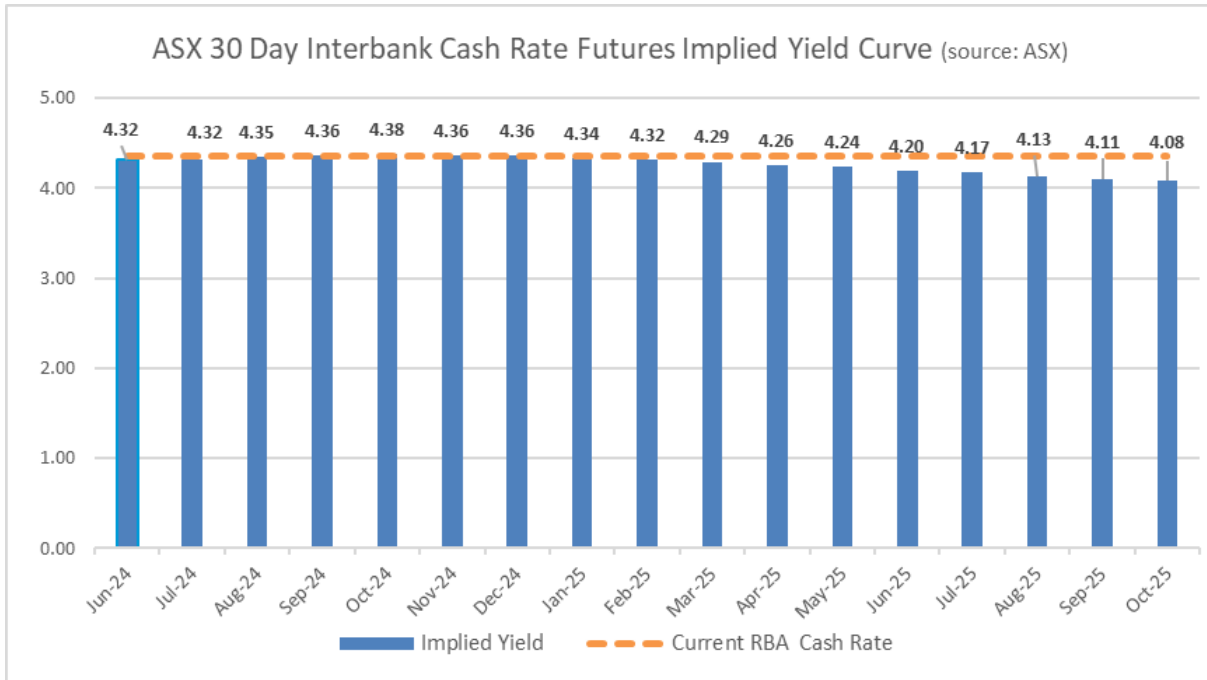
Domestic issues – commentary provided by Prudential Investment Services:

- Latest monthly inflation data revealed an unexpected increase. The uptick in the Monthly Inflation Indicator from 3.5% year over year to 3.6% year over year surprised economists and financial markets which were expecting a decline. The main drivers were weather related food prices, tobacco, health insurance premiums, fuel prices and continued rapid increases in rents and general insurance.
- The RBA updated its inflation forecasts in its May 2024 Statement on Monetary Policy. The central bank is now saying it expects inflation to be higher by around 0.5% through until the end of this year, with the annual headline rate of quarterly Consumer Price Index inflation expected to run at 3.8% in both the June and December quarters.
- Latest retail sales numbers were weaker than expected and, on a trend basis, show that total retail turnover has largely stagnated since the start of this year. Furthermore, when considered on per capita basis, turnover has gone backwards. This indicates that household spending remains very weak, in line with ongoing depressed consumer sentiment readings.

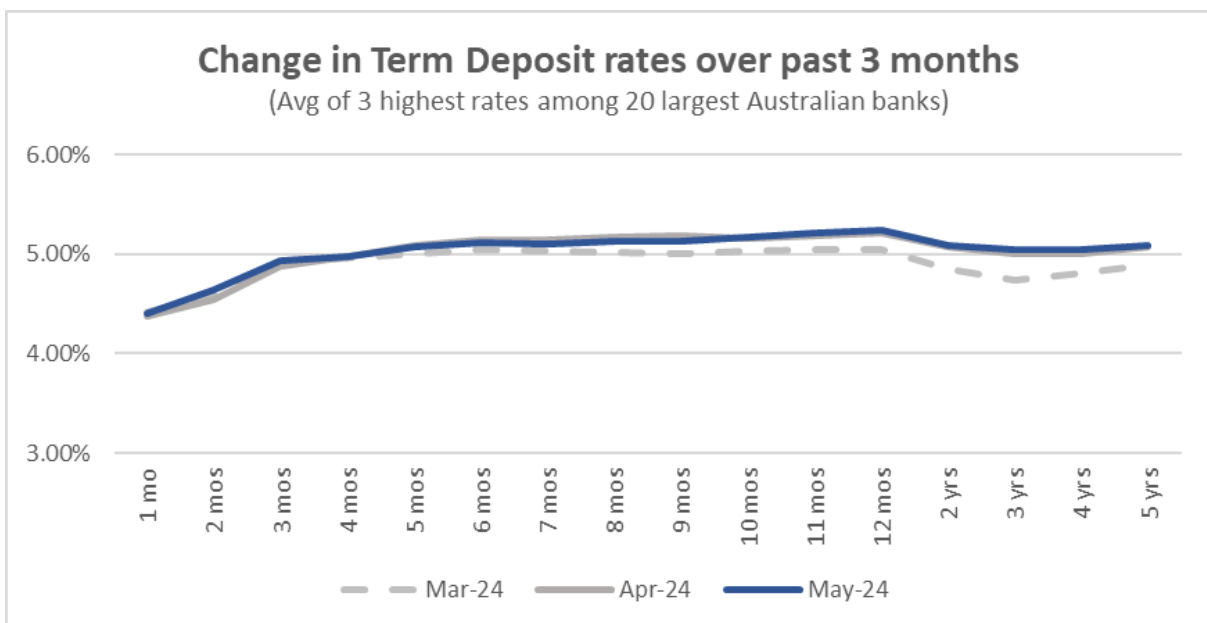
Interest rates – commentary provided by Prudential Investment Services:

- The RBA kept the official cash rate unchanged at 4.35% following its meeting in May with the next meeting in mid-June.
- The uptick in monthly inflation kept the risk of another RBA rate hike on the boil and reinforces that rates will be higher for longer. This was reflected in money market pricing pushing back expectations for a rate cut until late next year.
- The market is currently not expecting a full 25 basis points cut until October 2025:

STATEMENT OF INVESTMENTS AS AT 31 MAY 2024 (Cont.)



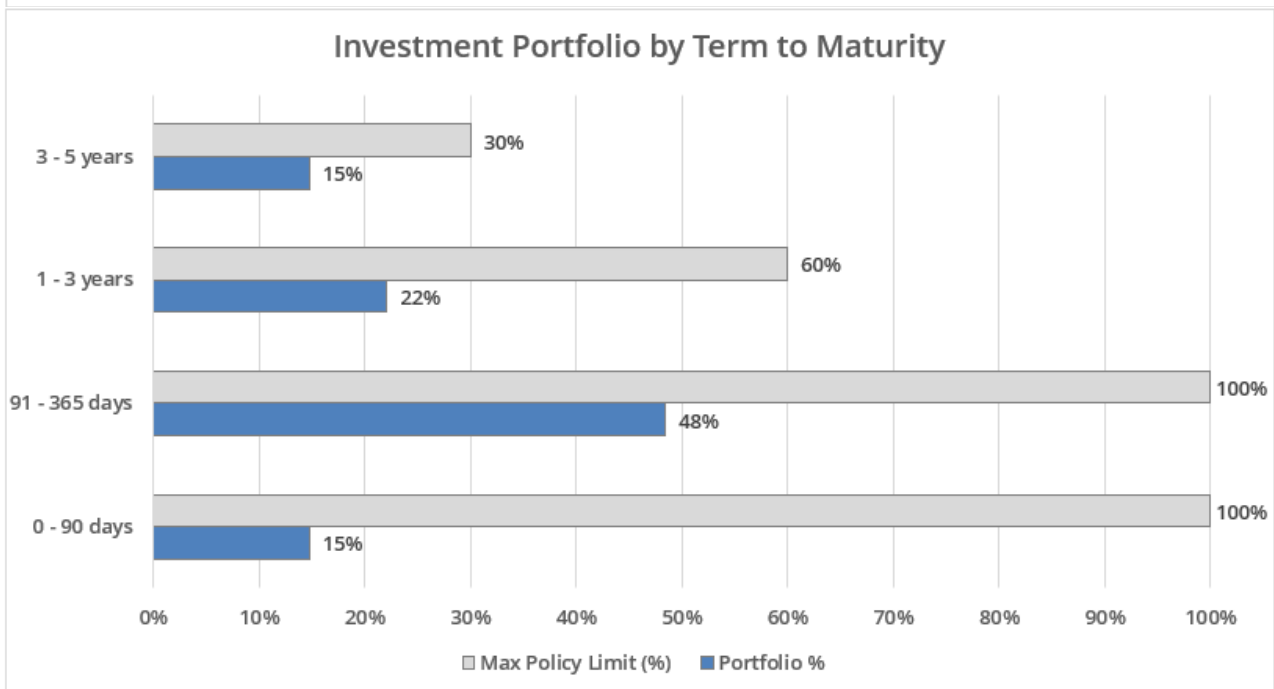
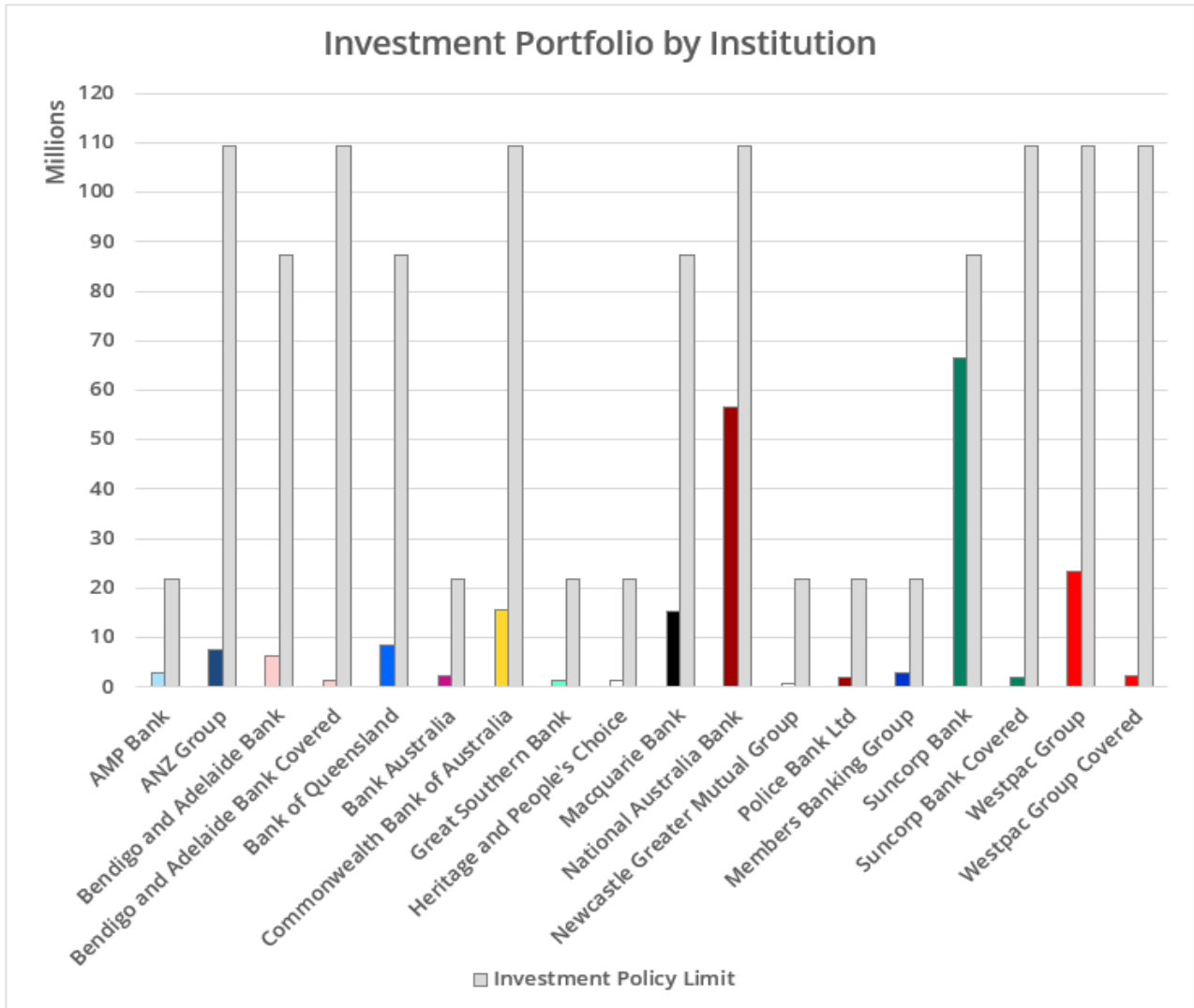
- In May, term deposit rates across the 1 month to 5 year range ended largely flat on average, with a small rise in 3 to 5 year rates offsetting an average decline of 0.05% per annum across 7, 8 and 9 month terms.



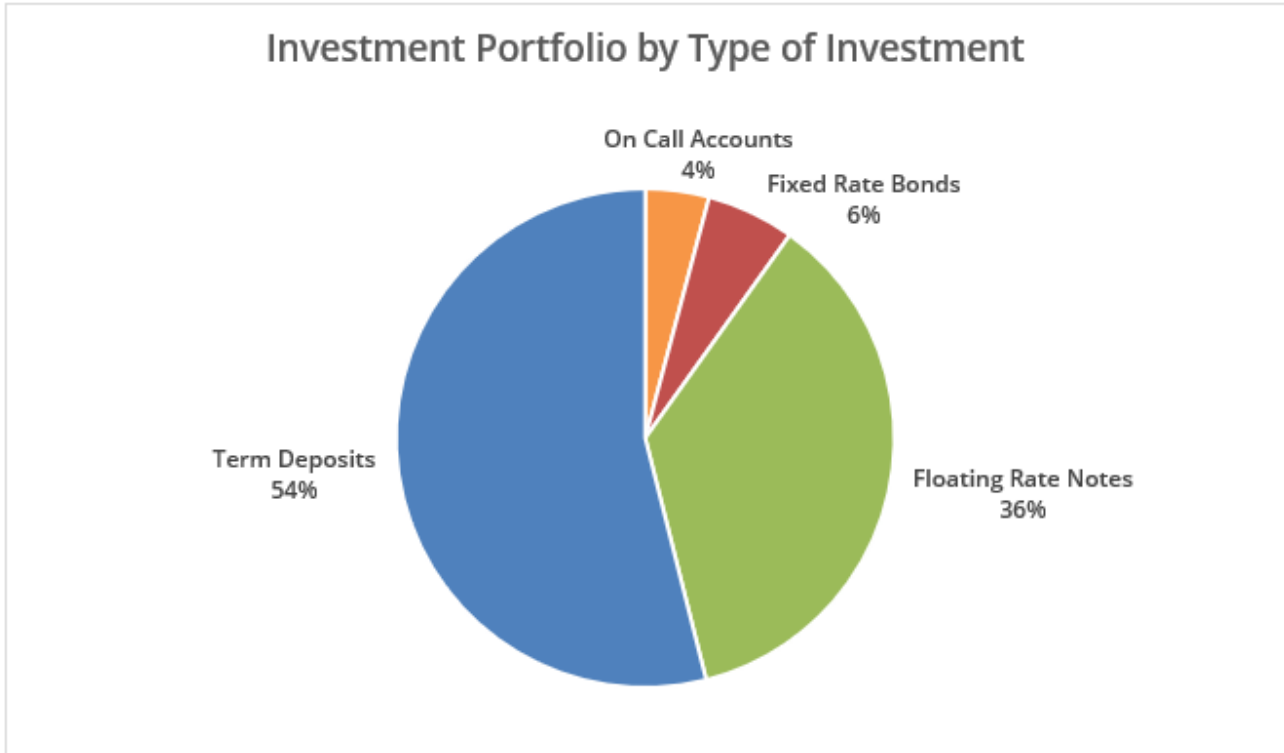
All market commentary is provided by Prudential Investment Services who advise on the management of Council's investment portfolio.

STATEMENT OF INVESTMENTS AS AT 31 MAY 2024 (Cont.)

**PORTFOLIO ANALYSIS**



STATEMENT OF INVESTMENTS AS AT 31 MAY 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 May 2024
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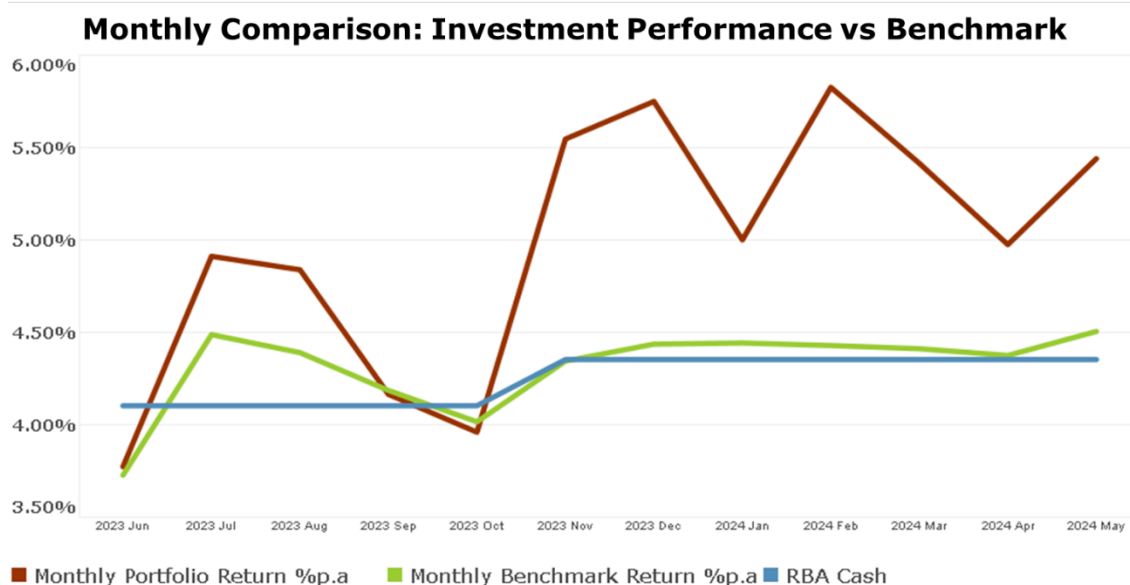
**Investment Policy Requirement**

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	5.44%	4.50%	4.35%
3 months	5.28%	4.43%	4.35%
6 months	5.39%	4.43%	4.35%
FYTD	5.07%	4.36%	4.26%
12 months	4.97%	4.32%	4.26%

## STATEMENT OF INVESTMENTS AS AT 31 MAY 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 to \$8,767,155. During the third quarterly budget review process, this was subsequently increased by a further \$1,516,716 to a new revised budget reported to council of \$10,283,871.

The actual investment return for the month of May was \$963,120. This amounts to a favourable variance of \$109,558 when compared to the subsequently revised monthly budget forecasts of \$853,562. It should be noted that \$29,847 of this variance has been allocated to the externally restricted funds.

The revised year-to-date budget forecast for investment returns is \$9,389,182. The actual investment returns for the year to date are \$9,884,052, amounting to a favourable variance of \$494,870 which can be attributed to the current high interest rate environment.

**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

## **Policy and Finance Committee**

# **STATEMENT OF INVESTMENTS AS AT 31 MAY 2024**

## **Council's Holdings as at 31 May 2024**

**Meeting Date: 25 June 2024**

**Attachment No: 1**

**Number of Pages: 2**







**12 NOTICES OF MOTION/RESCISSION**

**13 QUESTIONS WITH NOTICE**

**14 URGENT BUSINESS**

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## 15 COMMITTEE OF THE WHOLE

### 15.1 CONSIDERATION OF TENDERS - TRAFFIC CONTROL SERVICES - PANEL TENDER

<b>FILE NO:</b>	<b>2024/137/2340</b>
<b>ATTACHMENTS:</b>	<b>1. Attachment A - Fee Proposal - Maitland City Council</b> <b>2. Attachment B - Prj.No. 2024.137.2340 Tender Evaluation Report</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Jason Linnane - Director City Services</b> <b>Stephen Smith - Manager Assets and Engineering</b>
<b>AUTHOR:</b>	<b>Ian Lorenz - Operations Manager Plant Services</b>
<b>MAITLAND +10</b>	<b>Outcome 15 To have an effective and efficient Council</b>
<b>COUNCIL OBJECTIVE:</b>	<b>15.1 Ensure our city infrastructure, services and finances are managed sustainably and transparently</b>

*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.*

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#### EXECUTIVE SUMMARY

*Tenders have been called for the supply of Traffic Control Services to Council. This panel tender would include items such as the traffic control labour, traffic control trucks and devices. This report is presented to council for approval of the traffic control services tendered for the period 1 August 2024 to 30 June 2026 with the option for two additional twelve (12) month optional extensions.*

## 15.2 WRITING OFF OF UNRECOVERABLE DEBTS

<b>FILE NO:</b>	<b>2/28</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Mary O'Leary - Executive Manager Finance</b>
<b>AUTHOR:</b>	<b>Annette Peel - Manager Finance &amp; Procurement</b>
<b>MAITLAND +10</b>	<b>Outcome 15 To have an effective and efficient Council</b>
<b>COUNCIL OBJECTIVE:</b>	<b>15.1.2 Ensure Council is financially sustainable and meets required levels of performance</b>

*THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (b) discussion in relation to the personal hardship of a resident or ratepayer.*

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### EXECUTIVE SUMMARY

*Council has granted delegation to the General Manager to write off unrecoverable debts up to the value of \$5,000. Any amounts greater than \$5,000 that are considered unrecoverable require the approval of Council prior to being written off.*

*As Council approaches the end of financial year, outstanding debts (other than rates) are reviewed for any amounts that are considered unrecoverable and should therefore be written off, rather than shown in Council's Annual Financial Statements as part of the accounts receivable balance.*

*One debt of \$21,076.93 has been identified as unrecoverable and is detailed in this report.*

**16 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

**17 CLOSURE**