



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

<b>FILE NO:</b>	35/1
<b>ATTACHMENTS:</b>	1. Data Breach Policy V1.1 2024
<b>RESPONSIBLE OFFICER:</b>	Mark Margin - Executive Manager Customer & Digital Services
<b>AUTHOR:</b>	Ned Scopulovic - Manager Enterprise Architecture
<b>MAITLAND +10</b>	Outcome 15 To have an effective and efficient Council
<b>COUNCIL OBJECTIVE:</b>	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.



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**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.



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

## DEFINITIONS

Affected individual	<p>As defined in section 59D of the PPIP Act, an affected individual is an individual:</p> <ul style="list-style-type: none"> <li>• to whom the information subject to unauthorised access, unauthorised disclosure or loss relates, and</li> <li>• who a reasonable person would conclude is likely to suffer serious harm as a result of the data breach.</li> </ul>
Data breach	<p>Data breach means unauthorised access to, or unauthorised disclosure of, personal information or a loss of personal information. Examples of a data breach are when a device containing personal information is lost or stolen, an entity's database containing personal information is hacked or an entity mistakenly provides personal information to the wrong person.</p>
Data Breach Response Team	<p>Team of assessors assigned to investigate and manage Council's response to a data breach as outlined in the Data Breach Response Plan.</p> <p>The General Manager will determine if a Data Breach Response Team is to be convened and select the members of the Data Breach Response Team. A member of the Data Breach Response Team may be:</p> <ul style="list-style-type: none"> <li>• An officer or employee of Maitland City Council, or</li> <li>• An officer or employee of another public sector agency acting on behalf of Maitland City Council, or</li> <li>• A person acting on behalf of Maitland City Council, or a person employed by that person (e.g., an individual employed by a third party to carry out the assessment for Maitland City Council).</li> <li>• To the exclusion of any person the General Manager reasonably suspects was involved in an act or omission that led to the data breach.</li> </ul>
Eligible data breach	<p>As defined in section 59D of the PPIP Act, an eligible data breach means:</p> <p>(a) there is unauthorised access to, or unauthorised disclosure of, personal information held by a public sector agency and 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, or</p> <p>(b) personal information held by a public sector agency is lost in circumstances where—</p> <p style="padding-left: 40px;">(i) unauthorised access to, or unauthorised disclosure of, the information is likely to occur, and</p> <p style="padding-left: 40px;">(ii) if the unauthorised access to, or unauthorised disclosure of, the information were to occur, a reasonable person would conclude that the access or disclosure would be likely to result in serious harm to an individual to whom the information relates.</p>
Health information	<p>A specific type of personal information which may include information or an opinion about the physical or mental health or a disability (at any time) of an individual. This includes, for example, information contained in medical certificates, information about medical appointments or test results.</p>



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

Loss	Loss refers to the accidental or inadvertent loss of personal information held by Council, in circumstances where it is likely to result in unauthorised access or disclosure. For example, where a staff member leaves personal information (including hard copy documents, unsecured computer equipment, or portable storage devices containing personal information) on public transport.
Personal information	<p>Information or an opinion (including information or an opinion forming part of a database and whether or not recorded in a material form) about an individual whose identity is apparent or could be reasonably ascertained from the information or opinion, as defined in section 4 of the PPIP Act.</p> <p>For the purpose of this policy, personal information includes health information within the meaning of the <i>Health Records and Information Privacy Act 2002</i>.</p>
Public data breach notification	Notification made to the public at large rather than a direct notification to an identified individual.
Serious harm	<p>Serious harm occurs where the harm arising from the eligible data breach has, or may, result in a real and substantial detrimental effect to the affected individual. That is, the effect on the individual must be more than mere irritation, annoyance, or inconvenience.</p> <p>Harm to an individual includes physical harm, economic, financial, or material harm, emotional or psychological harm; reputational harm, and other forms of serious harm that a reasonable person in Council's position would identify as a possible outcome of the data breach.</p>
Unauthorised access	Unauthorised access of personal information occurs when personal information that an entity holds is accessed by someone who is not permitted to have access. This includes unauthorised access by an employee of the entity, or an independent contractor, as well as unauthorised access by an external third party (such as by hacking). For example, a staff member browses a fellow employee's personnel record without any legitimate purpose.
Unauthorised disclosure	Unauthorised disclosure occurs when an entity, whether intentionally or unintentionally, makes personal information accessible or visible to others outside the organisation, and releases that information from its effective control in a way that is not permitted by the PPIP Act. This includes an unauthorised disclosure by an employee of the organisation. For example, a staff member accidentally publishes a confidential data file containing the personal information of one or more individuals on the internet.



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

## POLICY ADMINISTRATION

BUSINESS GROUP:	Customer and Digital Services
RESPONSIBLE OFFICER:	Executive Manager Customer and Digital Services
COUNCIL REFERENCE:	Ordinary Council Meeting – 25 June 2024
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	35/1
RELEVANT LEGISLATION	Health Records and Information Protection Act 2002 (NSW) Privacy and Personal Information Protection Act 1998 (NSW) Privacy and Personal Information Protection Amendment Bill 2022 (NSW) Privacy and Personal information Protection Regulation 2019 (NSW) State Records Act 1998 (NSW)
RELATED POLICIES / PROCEDURES / PROTOCOLS	Privacy Management Plan Records Management Policy

## POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	24/10/2023	New policy to comply with the mandatory notification provisions under Part 6A of the PPIP Act
1.1	25/6/2024	Amended roles and responsibilities to be aligned to new MCC structure and Customer and Digital Services functions



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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**



**DATE ADOPTED: 13 NOVEMBER 2018**

**VERSION: 2.0**

## POLICY OBJECTIVES

The objectives of Maitland City Council's (MCC) Work, Health and Safety Policy are to:

- Create and maintain a safety culture whereby all workers are aware of, enact and champion the principles of work place health and safety
- Ensure as far as reasonably practicable that the workplace is safe and hazard free
- Ensure early reporting of accidents, incidents and hazards
- Act proactively in relation to investigating, managing and controlling risks
- Enable access for all workers to relevant workplace health and safety training/education
- Encourage reporting of behaviours which breach MCC's Workplace Health and Safety Policy
- Ensure there are processes in place as far as reasonably practicable to consult, co-operate and coordinate activities in regard to workplace health and safety
- Ensure all individuals described in the scope of this policy where reasonably practicable demonstrate a health and safety duty in respect to workplace health and safety including MCC's policies, practices and procedures.

## POLICY SCOPE

This policy, applies to all personnel deemed as *workers* as indicated in section 7 of the *Work Health and Safety Act 2011*. This includes MCC permanent, temporary and casual employees and extends to cover all other people such as contractors or subcontractors, an employee of a labour hire company, an outworker, an apprentice or trainee, a work experience student, and a volunteer. This policy also extends to cover visitors.

## POLICY STATEMENT

Maitland City Council is committed to providing a safe and healthy workplace through the management of and/or elimination of conditions/hazards that could result in personal injury or ill health. MCC will do all that is reasonably practicable to ensure safe and healthy work practices. MCC considers that workplace health and safety is a joint responsibility between MCC, its employees and all other people deemed as workers as indicated in section 7 of the *Work Health and Safety Act 2011*.

## RESPONSIBILITY

Maitland City Council has a health and safety duty where reasonably practicable to ensure the health, safety and welfare of all its workers including visitors. In meeting this obligation the following responsibilities have been identified.

## WHS POLICY REVIEW (Cont.)

**General Manager & Executive Leadership Team (Officer)**

- Ensure the policy framework promotes a safe and healthy place to work, for all persons described in the scope of this policy
- Take action to ensure due diligence in providing and maintaining a safe and healthy working environment
- Ensure appropriate mechanisms for consultation with the workers who carry out work for MCC who are likely to be directly affected by a matter related to workplace health and safety
- Provide assistance and support to MCC's health and safety consultative processes
- Model appropriate workplace safety behaviours
- Ensure the implementation and support of MCC's safety management system.

**Managers (Officer)**

- Model appropriate workplace safety behaviours and monitor the work environment to ensure acceptable standards of behaviour are observed at all times
- Take action to ensure due diligence in providing and maintaining safe and healthy working conditions
- Ensure prompt notification of accidents, incidents or hazards
- Where identified take corrective or preventative action to eliminate or mitigate hazards/risks
- Ensure workers are aware of and understand MCC's Workplace Health and Safety Policy and associated plans, protocols and procedures
- Provide assistance and support to MCC's health and safety consultative processes.

**Coordinators and Team Leaders**

- Model appropriate workplace safety behaviours and monitor the work environment to ensure acceptable standards of behaviour are observed at all times
- Participate in workplace inspections to ensure workers are working in a safe environment and in accordance with MCC's safety management plans, procedures and practices
- Ensure prompt notification of accidents, incidents or hazards
- Where identified take corrective or preventative action to eliminate or mitigate hazards/risks
- Ensure the appropriate use of all safety and personal protective equipment
- Ensure workers are aware of and understand MCC's Workplace Health and Safety Policy and associated plans, protocols and procedures
- Provide assistance and support to MCC's health and safety consultative processes.

**Workers**

- Ensure individual behaviour complies with MCC's Workplace Health and Safety Policy, and established safe work practices
- Ensure that their actions do not endanger or put at risk the health, safety or well-being of the individual or any other person
- Ensure that individual actions or behaviours do not interfere with or result in the misuse of MCC's property or equipment
- Ensure the prompt notification of accidents, incident or hazards
- Ensure the appropriate use and maintenance of personal protective clothing and equipment.

**Work Health and Safety Consultation**

Work health and safety consultation requirements are clearly defined under Part 5, Division 2 Consultation with workers of the *Work Health and Safety Act 2011*. Section 48 (Nature of Consultation) requires that:

- Relevant information is shared with workers,
- Workers are given reasonable opportunity to:
  - Express their views and to raise work health or safety issues
  - Contribute to the decision making process
- That the views of workers are taken into account by MCC, and



## WHS POLICY REVIEW (Cont.)

- If the workers or group of workers are represented by a Health and Safety Representative, consultation must involve that representative.

To ensure the objectives of this policy are achieved, MCC through the safety management system will support ongoing work health and safety consultation. Consultation in relation to work health and safety may be undertaken by one or a combination of the following:

- Toolbox talks
- Staff meetings
- Health & Safety Representatives
- Health & Safety Committees

## POLICY DEFINITIONS

<b>MCC</b>	Maitland City Council
<b>Officer</b>	A person who makes, or participates in making, decisions that affect the whole, or a substantial part, of the business as per section 9 of the Corporations Act 2001 of the Commonwealth (WHS Act 2011 – definitions)
<b>Safety Management System</b>	A safety management system is a guide that assists MCC to systematically achieve and maintain standards for managing safety and health. It brings together the policies and procedures required to effectively mitigate the risks associated with the MCC's operations.



## WHS POLICY REVIEW (Cont.)

**POLICY ADMINISTRATION**

BUSINESS GROUP:	Workplace Culture & Safety
RESPONSIBLE OFFICER:	Executive Manager Workplace Culture & Safety
COUNCIL REFERENCE:	Ordinary Council Meeting 13 November 2018 – Item 14.1
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	130/50
RELEVANT LEGISLATION	<p>Workers Compensation Act (1987)</p> <p>Workplace Injury Management and Injury Management Act (1998)</p> <p>Work, Health and Safety Act (2011)</p> <p>Work Health and Safety Regulation (2017)</p> <p>Local Government Act 1993 (NSW)</p> <p>Industrial Relations Act 1996 (NSW)</p> <p>Workplace Relations Act 1996 (Cth)</p>
RELATED POLICIES / PROCEDURES / PROTOCOLS	Safety Management System and associated procedures

**POLICY HISTORY**

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	2012	Legislation changes
2.0	13 November 2018	Legislation Changes to WHS Regulation, 2011 adjusted for 2017. Adjustments made to Responsibilities for Managers and Coordinators/Team Leaders. Term employee changed to worker.



# **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**



**DATE ADOPTED: XX XX 2024**

**VERSION: 2.0**

## **POLICY STATEMENT**

Maitland City Council (MCC) is committed to the health, wellbeing, and safety of our employees and of other people who may be affected by our operations. We pursue best practice in Work Health and Safety, protecting workers and other persons against harm to their health, safety and welfare through the elimination or minimisation of risks arising from our work activities. Safety is our highest priority regardless of project difficult, cost or urgency.

We (MCC) are committed to:

- Complying with all relevant WHS legislation including the *Work Health and Safety Act 2011 (NSW)* and the *Work Health and Safety Regulations 2017(NSW)*
- Continually improving our Integrated Management System and safety culture through regular audits, reviews, improvement requests and lessons learnt.
- Proactively identifying hazards, controlling risks in the workplace, and reporting all incidents
- Providing employees with appropriate training and resources to improve safety culture and allow them to perform their jobs safely
- Rehabilitating injured workers with early return to work
- Consulting with employees on WHS issues including communication of incident safety alerts and workplace safety shares
- Provide adequate facilities for the welfare at work of workers, including ensuring safe access to those facilities.
- Establish measurable objectives and targets to ensure continued improvement aimed at eliminating work related injury and illness
- Foster a positive WHS culture that is an integral element of our operations

The success of our WHS management depends on:

- the commitment of all persons to achieve the policy objectives
- planning work activities, with due consideration given to WHS
- undertaking the risk management process in an effective manner
- communication and consultation between our workers and subcontractors.

We are committed to fulfilling the objectives of this policy and expect the same of all workers and subcontractors working on our behalf.

## WHS POLICY REVIEW (Cont.)

**POLICY ADMINISTRATION**

BUSINESS GROUP:	PEOPLE & PERFORMANCE
RESPONSIBLE OFFICER:	Executive Manager People & Performance
COUNCIL REFERENCE:	Ordinary Council Meeting
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	
RELEVANT LEGISLATION	<p>Workers Compensation Act (1987)</p> <p>Workplace Injury Management and Injury Management Act (1998)</p> <p>Work, Health and Safety Act (2011)</p> <p>Work Health and Safety Regulation (2017)</p> <p>Local Government Act 1993 (NSW)</p> <p>Industrial Relations Act 1996 (NSW)</p> <p>Workplace Relations Act 1996 (Cth)</p>
RELATED POLICIES / PROCEDURES / PROTOCOLS	Safety Management System and associated procedures and protocols

**POLICY HISTORY**

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
V25	13 November 2018	Legislation Changes to WHS Regulation, 2011 adjusted for 2017. Adjustments made to Responsibilities for Managers and Coordinators/Team Leaders. Term employee changed to worker.
1	1 <sup>st</sup> February 2021	Protocol extracted from WHSMS V25 in preparation for transition to ISO45001 structured WHSMS and upload to ERIC. New document number and version control added.
2	XX XX 2024	





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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.

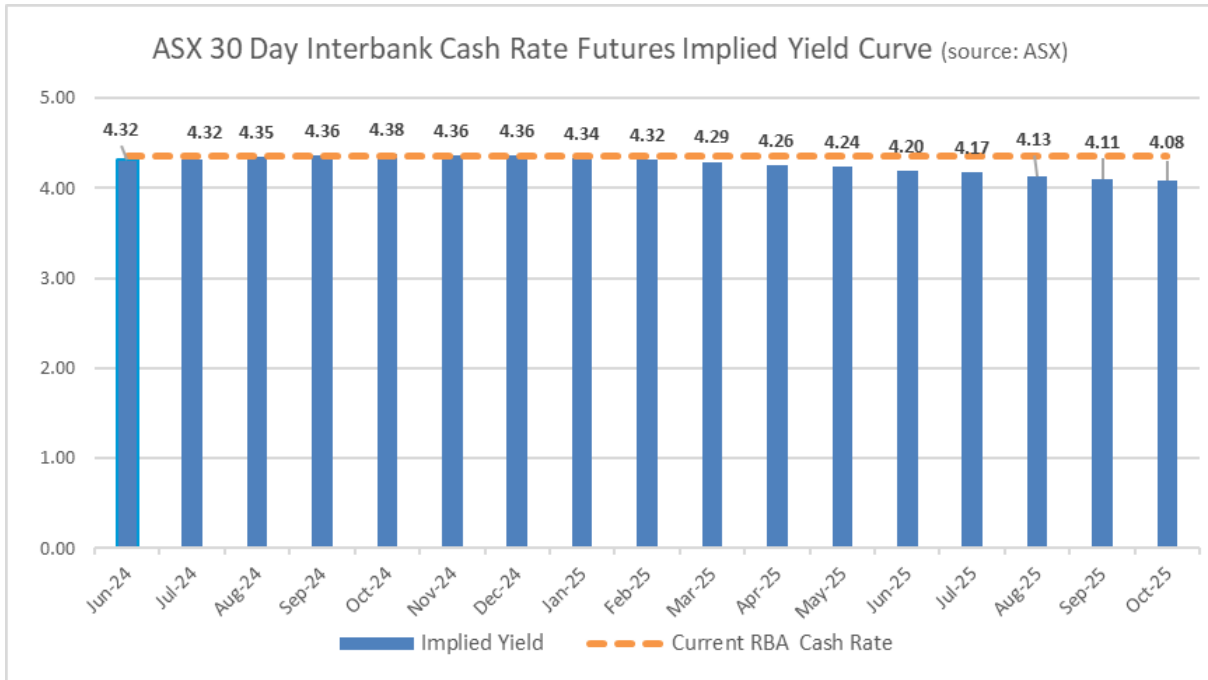
Domestic issues – commentary provided by Prudential Investment Services:

- 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.

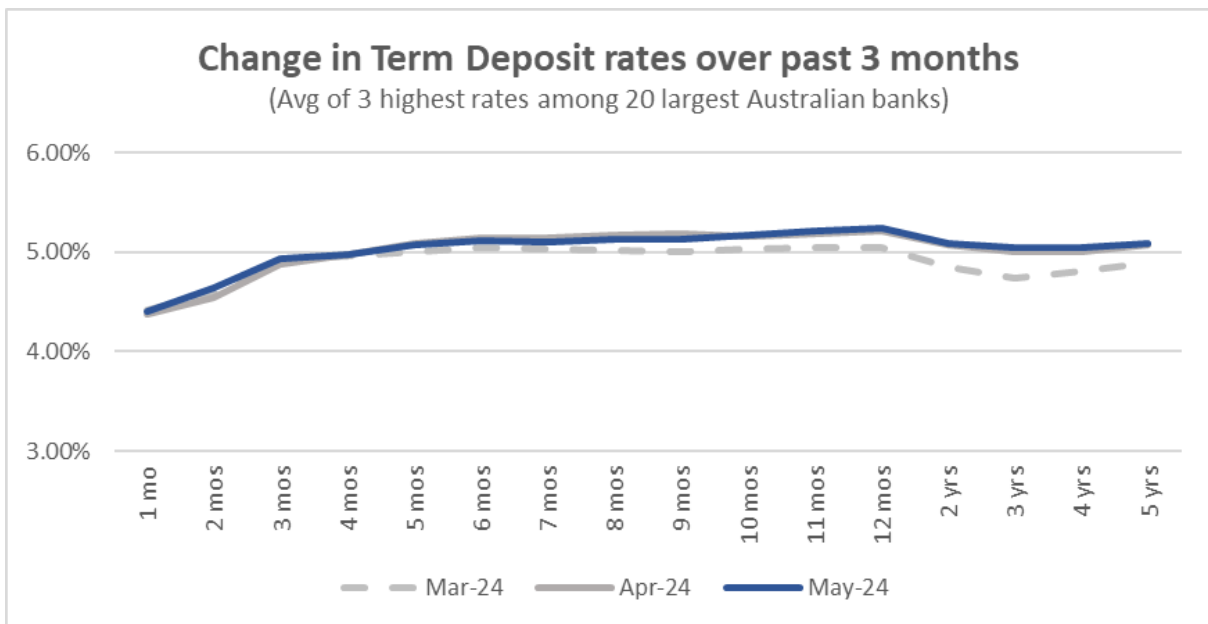
Interest rates – commentary provided by Prudential Investment Services:

- 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.)



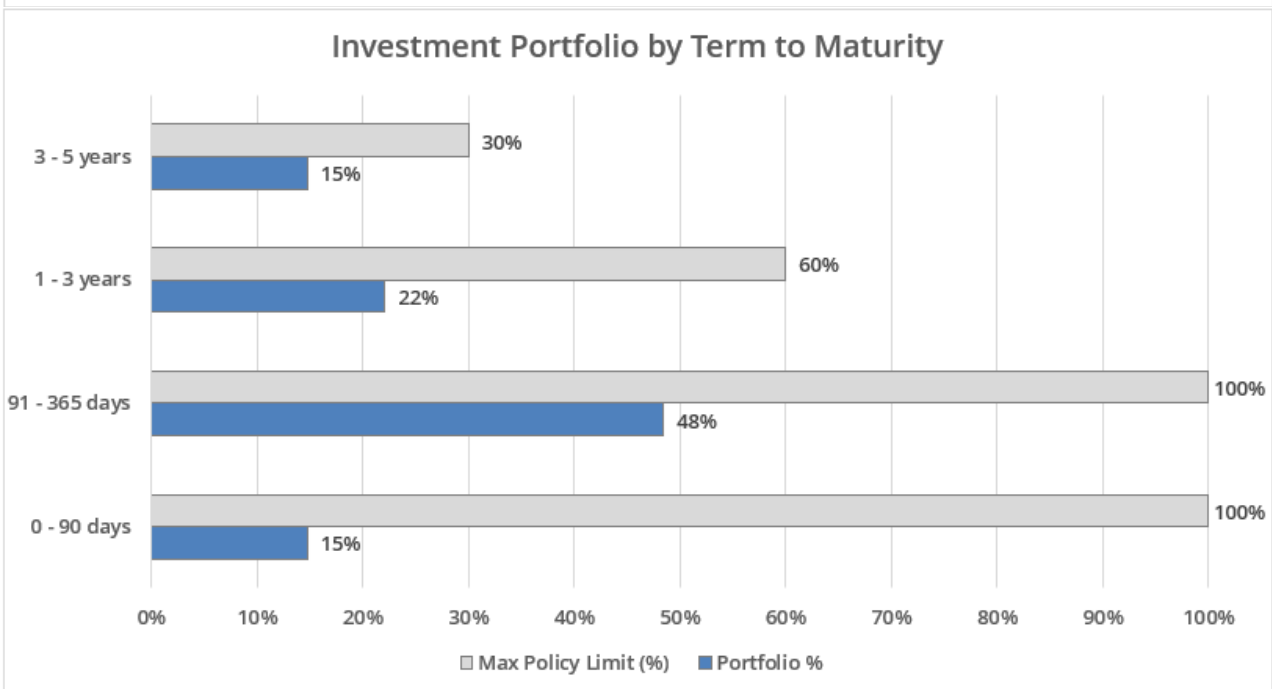
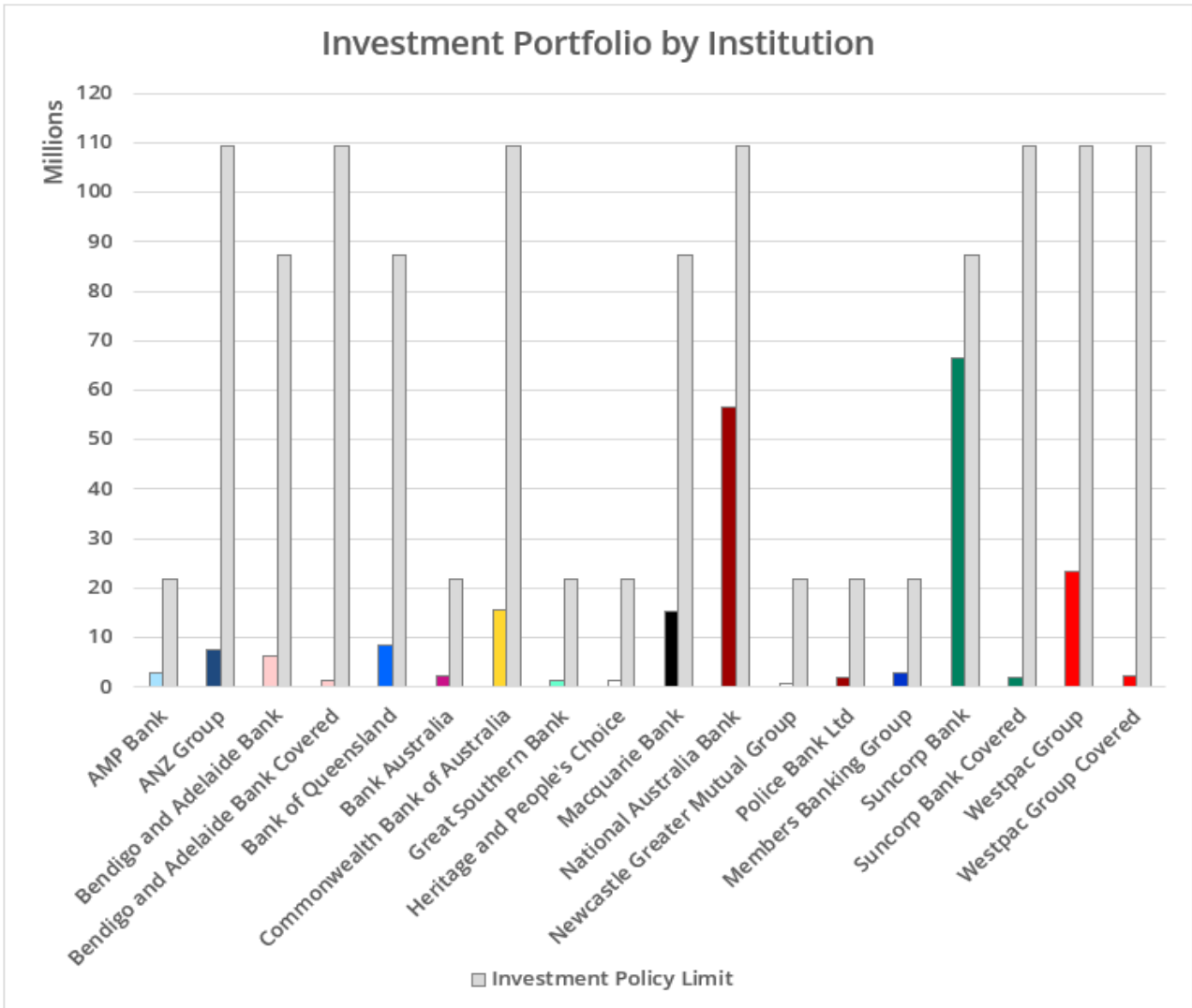
- In May, term deposit rates across the 1 month to 5 year range ended largely flat on average, with a small rise in 3 to 5 year rates offsetting an average decline of 0.05% per annum across 7, 8 and 9 month terms.



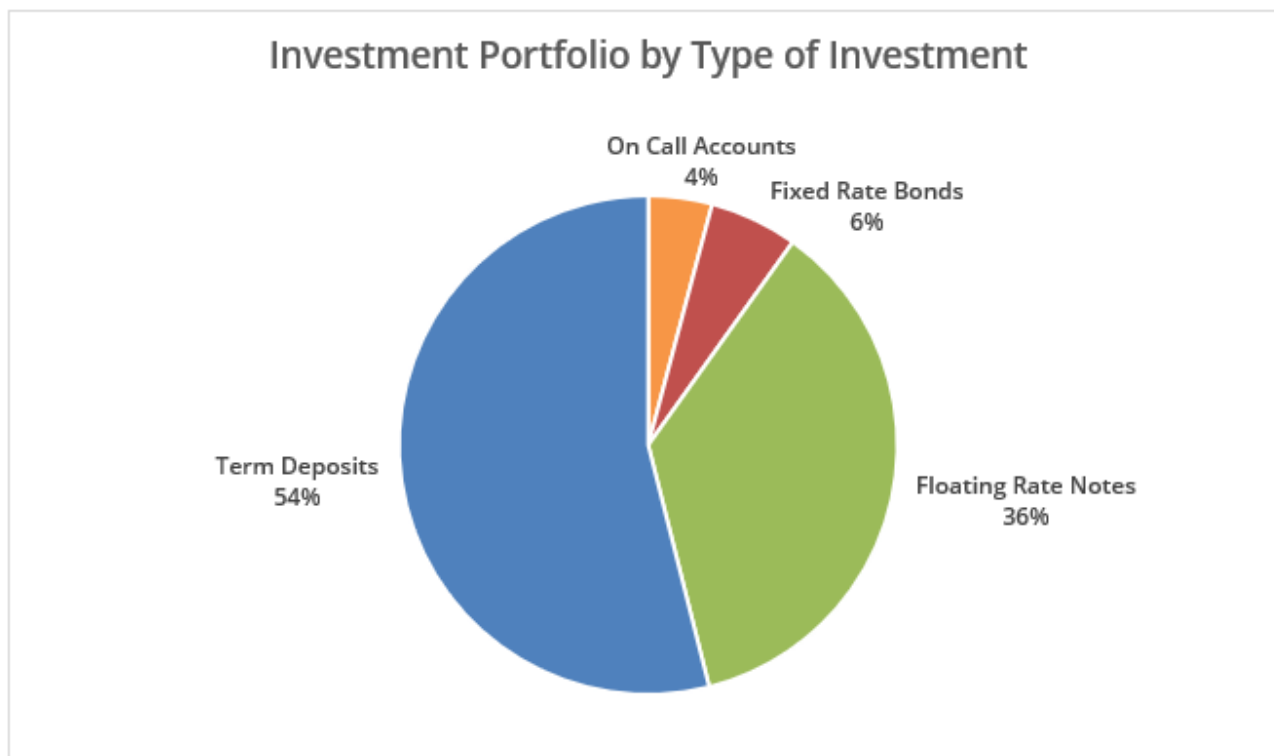
All market commentary is provided by Prudential Investment Services who advise on the management of Council's investment portfolio.

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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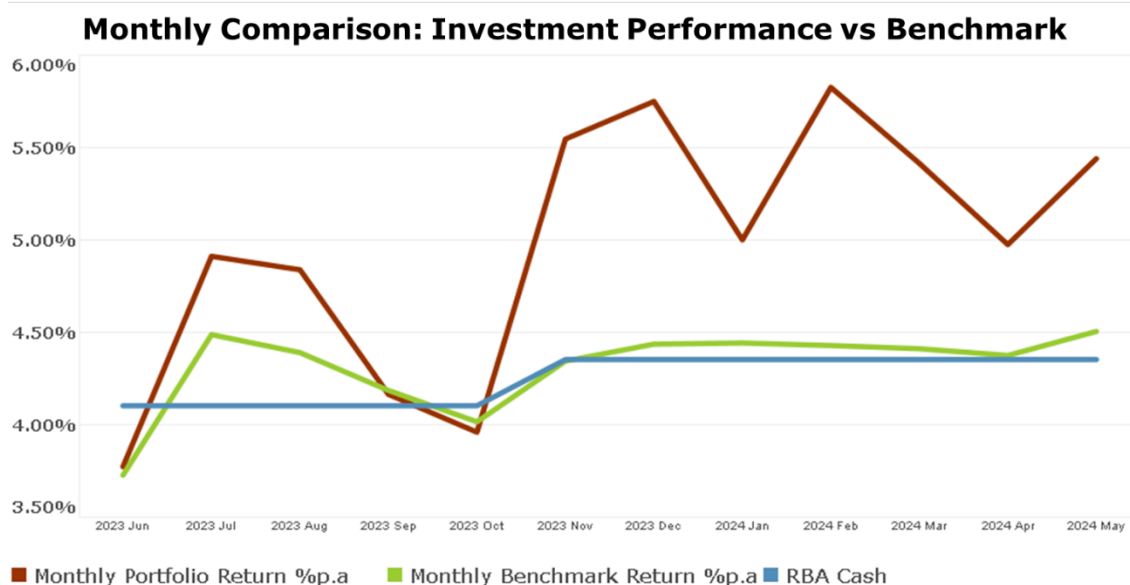
**Investment Policy Requirement**

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**



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

COUNCIL'S HOLDING AS AT 31 MAY 2024

<b>Bonds</b>							
	Face Value	Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
30-Jul-24	2,000,000.00	1.8500	SUN Sitr Bond (Jul24) 1.85%	A+	30-Jul-24	60	2,003,586.59
12-Aug-24	1,800,000.00	3.9000	WBC Sitr Bond (Aug25) 3.90%	AA-	11-Aug-25	437	1,801,684.29
19-Aug-24	2,000,000.00	4.2000	CBA Sitr Bond (Aug25) 4.20%	AA-	18-Aug-25	444	2,009,325.47
11-Nov-24	2,300,000.00	4.9000	WBC Sitr Bond (Nov25) 4.90%	AA-	11-Nov-25	529	2,307,216.69
19-Aug-24	1,500,000.00	4.7500	CBA Sitr Bond (Aug26) 4.75%	AA-	17-Aug-26	808	1,515,053.69
16-Sep-24	1,400,000.00	4.9460	MAC Sitr Bond (Sep26) 4.946%	A+	14-Sep-26	836	1,413,409.06
19-Sep-24	1,500,000.00	5.0000	WBC Sitr Bond (Sep28) 5.00%	AA-	19-Sep-28	1,572	1,514,766.52
<b>Totals</b>	<b>12,500,000.00</b>	<b>4.1552</b>					<b>12,565,042.31</b>
<b>Cash</b>							
	Face Value	Current Yield	Borrower	Credit Rating			Current Value
31-May-24	2,038,450.15	4.7291	Macquarie Bank	A+			2,038,450.15
31-May-24	7,000,000.00	4.4000	National Australia Bank	AA-			7,000,000.00
<b>Totals</b>	<b>9,038,450.15</b>	<b>4.4742</b>					<b>9,038,450.15</b>
<b>Floating Rate Note</b>							
Reset/ Coupon	Face Value	Current Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
30-Jul-24	1,200,000.00	5.1886	SUN Sitr FRN (Jul24) BBSW+0.78%	A+	30-Jul-24	60	1,206,377.91
7-Aug-24	3,000,000.00	5.2181	MAC Sitr FRN (Aug24) BBSW+0.80%	A+	7-Aug-24	68	3,013,744.59
16-Jul-24	2,000,000.00	5.1155	ANZ Sitr FRN (Jan25) BBSW+0.76%	AA-	16-Jan-25	230	2,018,813.86
12-Aug-24	5,000,000.00	5.2104	MAC Sitr FRN (Feb25) BBSW+0.84%	A+	12-Feb-25	257	5,029,213.17
17-Jun-24	2,000,000.00	5.3339	BEN Sitr FRN (Mar25) BBSW+0.98%	A-	17-Mar-25	290	2,027,980.14
17-Jun-24	2,400,000.00	5.0439	WBC Sitr FRN (Mar25) BBSW+0.69%	AA-	17-Mar-25	290	2,431,060.08
24-Jul-24	2,000,000.00	5.4905	SUN Cov FRN (Apr25) BBSW+1.12%	AAA	24-Apr-25	328	2,024,472.27
12-Aug-24	2,000,000.00	5.1404	ANZ Sitr FRN (May25) BBSW+0.77%	AA-	12-May-25	346	2,012,875.65
20-Aug-24	2,300,000.00	5.0725	WBC Cov FRN (May25) BBSW+0.73%	AAA	20-May-25	354	2,311,729.24
30-Aug-24	2,500,000.00	5.2496	NAB Sitr FRN (May25) BBSW+0.90%	AA-	30-May-25	364	2,513,269.12
11-Jun-24	4,000,000.00	4.8256	MAC Sitr FRN (Dec25) BBSW+0.48%	A+	9-Dec-25	557	4,039,022.26
26-Aug-24	1,500,000.00	5.8403	RACQ Sitr FRN (Feb26) BBSW+1.50%	BBB+	24-Feb-26	634	1,506,600.10
26-Aug-24	1,700,000.00	4.7903	SUN Sitr FRN (Feb26) BBSW+0.45%	A+	24-Feb-26	634	1,697,874.88
19-Aug-24	2,000,000.00	5.3925	SUN Sitr FRN (May26) BBSW+1.05%	A+	18-May-26	717	2,019,225.75
26-Aug-24	3,900,000.00	4.7503	NAB Sitr FRN (Aug26) BBSW+1.41%	AA-	24-Aug-26	815	3,890,098.53
17-Jun-24	2,300,000.00	4.8248	SUN Sitr FRN (Sep26) BBSW+0.48%	A+	15-Sep-26	837	2,313,548.22
23-Jul-24	1,200,000.00	5.9682	GSB Sitr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	875	1,218,707.98
30-Jul-24	1,650,000.00	5.9086	BOZ Sitr FRN (Oct26) BBSW+1.50%	BBB+	30-Oct-26	882	1,661,779.59
19-Aug-24	2,000,000.00	5.8950	POL Sitr FRN (Nov26) BBSW+1.55%	BBB+	17-Nov-26	900	2,004,845.21
15-Jul-24	2,000,000.00	5.0554	CBA Sitr FRN (Jan27) BBSW+0.70%	AA-	14-Jan-27	958	2,016,279.39
25-Jul-24	2,250,000.00	5.1922	SUN Sitr FRN (Jan27) BBSW+0.78%	A+	25-Jan-27	969	2,264,312.42
8-Aug-24	1,400,000.00	5.9787	HPC Sitr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	983	1,416,563.68
26-Aug-24	2,400,000.00	5.0550	NAB Sitr FRN (Feb27) BBSW+0.72%	AA-	25-Feb-27	1,000	2,406,269.92
5-Jun-24	1,500,000.00	5.9465	RACQ Sitr FRN (Mar27) BBSW+1.60%	BBB+	5-Mar-27	1,008	1,524,710.63
14-Aug-24	1,300,000.00	5.3703	BEN Sitr FRN (May27) BBSW+1.00%	A-	14-May-27	1,078	1,305,470.88
26-Aug-24	2,500,000.00	5.5350	NAB Sitr FRN (Nov27) BBSW+1.20%	AA-	25-Nov-27	1,273	2,538,478.05
14-Jun-24	1,100,000.00	5.5945	SUN Sitr FRN (Dec27) BBSW+1.25%	A+	14-Dec-27	1,292	1,128,543.51
15-Jul-24	3,000,000.00	5.5054	CBA Sitr FRN (Jan28) BBSW+1.15%	AA-	13-Jan-28	1,322	3,062,127.44
21-Aug-24	500,000.00	6.0426	BOZ Sitr FRN (Feb28) BBSW+1.70%	BBB+	21-Feb-28	1,361	504,482.53
12-Aug-24	2,500,000.00	5.3704	NAB Sitr FRN (May28) BBSW+1.00%	AA-	12-May-28	1,442	2,526,638.88
17-Jun-24	1,200,000.00	5.5039	BEN Cov FRN (Jun28) BBSW+1.15%	AAA	16-Jun-28	1,477	1,223,687.26
11-Jun-24	1,400,000.00	5.2756	ANZ Sitr FRN (Sep28) BBSW+0.93%	AA-	11-Sep-28	1,564	1,424,894.85
16-Aug-24	2,000,000.00	5.3842	NAB Sitr FRN (Nov28) BBSW+1.03%	AA-	16-Nov-28	1,630	2,022,540.39
6-Aug-24	2,000,000.00	5.3717	ANZ Sitr FRN (Feb29) BBSW+0.96%	AA-	5-Feb-29	1,711	2,019,952.83
14-Aug-24	600,000.00	6.2203	NPBS Sitr FRN (Feb29) BBSW+1.85%	BBB+	14-Feb-29	1,720	612,106.53
19-Jun-24	1,500,000.00	5.3285	SUN Sitr FRN (Mar29) BBSW+0.98%	A+	13-Mar-29	1,747	1,519,399.48
24-Jun-24	2,800,000.00	5.2497	NAB Sitr FRN (Mar29) BBSW+0.90%	AA-	22-Mar-29	1,756	2,834,584.89
30-Jul-24	2,500,000.00	5.6886	BoQ Sitr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,795	2,524,793.16
<b>Totals</b>	<b>79,100,000.00</b>	<b>5.3047</b>					<b>79,817,075.27</b>

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

Term Deposits							
	Face Value	Current Yield	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
	2,000,000.00	5.0900	Commonwealth Bank of Australia	AA-	4-Jun-24	4	2,042,387.99
	3,000,000.00	5.1800	National Australia Bank	AA-	7-Jun-24	7	3,115,379.18
	3,000,000.00	5.4500	Suncorp Bank	A+	11-Jun-24	11	3,092,724.66
	2,000,000.00	5.1700	National Australia Bank	AA-	18-Jun-24	18	2,046,175.89
	3,000,000.00	5.7000	AMP Bank	BBB+	28-Jun-24	28	3,158,350.68
	3,000,000.00	5.6200	Commonwealth Bank of Australia	AA-	3-Jul-24	33	3,153,818.63
	2,000,000.00	5.2100	National Australia Bank	AA-	9-Jul-24	39	2,076,508.49
	3,128,014.24	5.1000	Westpac Group	AA-	16-Jul-24	46	3,187,892.15
	3,000,000.00	5.5000	Bendigo and Adelaide Bank	A-	23-Jul-24	53	3,139,684.93
	2,000,000.00	5.1700	National Australia Bank	AA-	20-Aug-24	81	2,046,175.89
	2,000,000.00	5.4400	Commonwealth Bank of Australia	AA-	26-Aug-24	87	2,045,259.09
	2,000,000.00	4.4000	Westpac Group	AA-	2-Sep-24	94	2,065,336.99
	2,066,654.25	5.2400	Westpac Group	AA-	10-Sep-24	102	2,146,761.17
	2,000,000.00	5.1400	National Australia Bank	AA-	17-Sep-24	109	2,028,727.67
	2,000,000.00	5.4600	Suncorp Bank	A+	24-Sep-24	116	2,055,647.12
	1,000,000.00	5.3100	National Australia Bank	AA-	25-Sep-24	117	1,036,224.38
	2,000,000.00	5.2000	Suncorp Bank	A+	25-Sep-24	117	2,036,471.23
	2,000,000.00	5.4200	Suncorp Bank	A+	1-Oct-24	123	2,063,555.07
	2,000,000.00	5.1600	Suncorp Bank	A+	9-Oct-24	131	2,040,431.78
	3,000,000.00	5.1100	Suncorp Bank	A+	15-Oct-24	137	3,039,060.00
	2,000,000.00	5.4500	Suncorp Bank	A+	22-Oct-24	144	2,055,843.84
	4,000,000.00	5.4500	Suncorp Bank	A+	29-Oct-24	151	4,109,895.89
	2,000,000.00	5.1200	National Australia Bank	AA-	5-Nov-24	158	2,026,652.05
	3,000,000.00	5.1500	Bank of Queensland	A-	12-Nov-24	165	3,034,286.30
	3,000,000.00	5.1200	Suncorp Bank	A+	19-Nov-24	172	3,039,136.44
	2,000,000.00	5.5000	Suncorp Bank	A+	27-Nov-24	180	2,056,054.79
	5,000.00	4.5000	National Australia Bank	AA-	28-Nov-24	181	5,114.66
	3,000,000.00	5.2000	Bank of Queensland	A-	3-Dec-24	186	3,156,000.00
	2,000,000.00	5.2000	Suncorp Bank	A+	10-Dec-24	193	2,032,767.12
	3,000,000.00	5.1200	Suncorp Bank	A+	17-Dec-24	200	3,039,136.44
	2,500,000.00	5.4600	Suncorp Bank	A+	24-Dec-24	207	2,568,810.96
	2,000,000.00	5.0600	Suncorp Bank	A+	7-Jan-25	221	2,016,635.62
	2,000,000.00	5.1000	National Australia Bank	AA-	7-Jan-25	221	2,042,197.26
	2,000,000.00	5.0500	National Australia Bank	AA-	21-Jan-25	235	2,020,476.71
	3,000,000.00	5.0800	National Australia Bank	AA-	28-Jan-25	242	3,039,665.75
	2,000,000.00	5.2000	Suncorp Bank	A+	4-Feb-25	249	2,000,854.79
	2,000,000.00	5.2200	Suncorp Bank	A+	18-Feb-25	263	2,000,286.03
	2,000,000.00	2.0400	Westpac Group	AA-	25-Feb-25	270	2,001,117.81
	3,000,000.00	5.1000	Westpac Group	AA-	4-Mar-25	277	3,002,095.89
	3,000,000.00	5.2300	Suncorp Bank	A+	11-Mar-25	284	3,000,429.86
	2,000,000.00	5.2000	Suncorp Bank	A+	25-Mar-25	298	2,002,279.45
	2,000,000.00	5.0600	Suncorp Bank	A+	1-Apr-25	305	2,016,635.62
	3,138,378.08	5.0300	Westpac Group	AA-	2-Apr-25	306	3,164,327.74
	3,000,000.00	5.1000	National Australia Bank	AA-	8-Apr-25	312	3,015,928.77
	2,000,000.00	5.2400	Suncorp Bank	A+	15-Apr-25	319	2,004,881.10
	3,000,000.00	5.2200	Suncorp Bank	A+	29-Apr-25	333	3,001,287.12
	2,000,000.00	5.3000	National Australia Bank	AA-	6-May-25	340	2,007,260.27
	2,000,000.00	5.2400	Suncorp Bank	A+	13-May-25	347	2,004,881.10
	2,000,000.00	5.2300	National Australia Bank	AA-	20-May-25	354	2,002,292.60
	3,000,000.00	5.3000	National Australia Bank	AA-	3-Jun-25	368	3,000,871.23
<b>Totals</b>	<b>117,838,046.57</b>	<b>5.1769</b>					<b>120,084,676.20</b>
<b>Grand Totals</b>	<b>218,476,496.72</b>						<b>221,505,243.93</b>

**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**