



ORDINARY MEETING

MINUTES

14 MAY 2024



TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	INVOCATION	1
2	ACKNOWLEDGEMENT OF COUNTRY.....	1
3	APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE	1
4	DECLARATIONS OF INTEREST	2
5	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	2
6	BUSINESS ARISING FROM MINUTES	2
7	WITHDRAWAL OF ITEMS AND ACCEPTANCE OF LATE ITEMS OF BUSINESS	2
8	PUBLIC ACCESS	2
9	MAYORAL MINUTE	2
10	OFFICE OF THE GENERAL MANAGER.....	3
11	CITY PLANNING	4
	11.1 REGENT STREET FLYING FOX CAMP	4
12	CITY SERVICES	6
	12.1 SECTION 356 HIGH ACHIEVERS GRANTS PROGRAM	6
	12.2 LOCAL TRAFFIC COMMITTEE MEETING MINUTES (APRIL 2024)	10
13	CUSTOMER AND DIGITAL SERVICES.....	12
14	PEOPLE AND PERFORMANCE.....	12
15	FINANCE	12
16	ITEMS FOR INFORMATION.....	12

17	NOTICES OF MOTION/RESCISSION	12
18	QUESTIONS WITH NOTICE	12
19	URGENT BUSINESS.....	12
20	COMMITTEE OF THE WHOLE	14
20.1	FLEET TELEMATICS SYSTEM REPLACEMENT - RFP 2023/2314	14
20.2	CONSIDERATION OF TENDERS - SOLAR FOOTPATH LIGHTING - MAITLAND PARK AND NORM CHAPMAN OVAL	16
20.3	CONSIDERATION OF TENDERS - DEPOT HYDRAULIC WORKS.....	18
21	COMMITTEE OF THE WHOLE RECOMMENDATIONS	20
22	CLOSURE	21

PRESENT

Cr Robert Aitchison
Cr Loretta Baker
Cr Kristy Flannery
Cr Stephanie Fisher
Cr Mitchell Griffin
Cr Sally Halliday
Cr Ben Mitchell
Cr Philip Penfold, Mayor
Cr Kanchan Ranadive
Cr Ben Whiting
Cr Mike Yarrington

1 INVOCATION

The General Manager read the customary prayer at the commencement of the meeting.

2 ACKNOWLEDGEMENT OF COUNTRY

The General Manager read the Acknowledgement of Country.

3 APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE

COUNCIL RESOLUTION

THAT the apologies received for the unavoidable absence of Cr P Garnham & Cr B Hackney be accepted and leave of absence granted and the remote attendance of Cr Robert Aitchison be accepted.

Moved Mayor P Penfold, Seconded Cr S Halliday

CARRIED

For:	Cr R Aitchison	Against:
	Cr L Baker	
	Cr S Fisher	
	Cr K Flannery	
	Cr M Griffin	
	Cr S Halliday	
	Cr B Mitchell	
	Mayor P Penfold	
	Cr K Ranadive	
	Cr B Whiting	
	Cr M Yarrington	



4 DECLARATIONS OF INTEREST

Nil

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting held 23 April 2024 be confirmed.

Moved Cr M Yarrington, Seconded Cr K Flannery

CARRIED

For:	Cr R Aitchison	Against:
	Cr L Baker	
	Cr S Fisher	
	Cr K Flannery	
	Cr M Griffin	
	Cr S Halliday	
	Cr B Mitchell	
	Mayor P Penfold	
	Cr K Ranadive	
	Cr B Whiting	
	Cr M Yarrington	

6 BUSINESS ARISING FROM MINUTES

Nil

7 WITHDRAWAL OF ITEMS AND ACCEPTANCE OF LATE ITEMS OF BUSINESS

Nil

8 PUBLIC ACCESS

Nil

9 MAYORAL MINUTE

Nil



10 OFFICE OF THE GENERAL MANAGER

Nil



11 CITY PLANNING

11.1 REGENT STREET FLYING FOX CAMP

FILE NO:	55/2
ATTACHMENTS:	1. Regent Street Flying Fox Camp
RESPONSIBLE OFFICER:	Matthew Prendergast - Director City Planning Catherine Pepper - Manager Environment & Sustainability
AUTHOR:	Will Brown - Coordinator Natural Environment & Resilience
MAITLAND +10	Outcome 10 To love and look after our great outdoors
COUNCIL OBJECTIVE:	10.2.1 Retain areas of bushland and open space, including wildlife corridors

EXECUTIVE SUMMARY

Since 2022 Council has been receiving correspondence from residents regarding the formation of a flying-fox camp on private land at 17 – 31 Regent Street Maitland. The flying-fox camp has been intermittently occupied since 2019, however since 2022 numbers of flying-foxes in the camp have grown substantially, at times increasing up to an estimated 20,000 individuals using the site. Up to three species have used the camp over time: grey-headed, black and little red flying-foxes.

In recognition of the increasingly difficult situation at Regent Street Maitland, officers from the NSW Department of Climate Change, Energy, the Environment and Water have been working with affected residents and Council Officers to manage impacts from the camp. This report provides an overview of the current situation, and recommends that Council enter into a Service Agreement with DCCEEW for the preparation of a camp management plan and associated works.

OFFICER'S RECOMMENDATION

THAT

1. Council enters into a Service Agreement with the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) to deliver the following services:
 - a. preparation of a Flying-fox Camp Management Plan covering private land in the vicinity of 17 – 31 Regent Street Maitland
 - b. implementation of management actions on public and private land under the camp management plan up to the value specified in the Service Agreement

2. Council accepts a contribution of \$25,000 excluding GST from DCCEEW for the completion of the work, and provides a co-contribution of \$15,000 excluding GST
3. The draft Camp Management Plan is reported to Council for public exhibition
4. A progress report is provided to Council within 12 months of execution of the Service Agreement

COUNCIL RESOLUTION

THAT

1. Council enters into a Service Agreement with the NSW Department of Climate Change, Energy, the Environment and Water (DCCEEW) to deliver the following services:
 - a. preparation of a Flying-fox Camp Management Plan covering private land in the vicinity of 17 – 31 Regent Street Maitland
 - b. implementation of management actions on public and private land under the camp management plan up to the value specified in the Service Agreement
2. Council accepts a contribution of \$25,000 excluding GST from DCCEEW for the completion of the work, and provides a co-contribution of \$15,000 excluding GST
3. The draft Camp Management Plan is reported to Council for public exhibition
4. A progress report is provided to Council within 12 months of execution of the Service Agreement

Moved Cr M Yarrington, Seconded Cr M Griffin

CARRIED

For:	Cr R Aitchison	Against:
	Cr L Baker	
	Cr S Fisher	
	Cr K Flannery	
	Cr M Griffin	
	Cr S Halliday	
	Cr B Mitchell	
	Mayor P Penfold	
	Cr K Ranadive	
	Cr B Whiting	
	Cr M Yarrington	

12 CITY SERVICES

12.1 SECTION 356 HIGH ACHIEVERS GRANTS PROGRAM

FILE NO:	10/5/19
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Jason Linnane - Director City Services Darren Crumpler - Manager Culture Community & Recreation Whitney Hainey - Coordinator Community & Recreation Planning
AUTHOR:	Laura Peake - Graduate Community & Recreation Liaison Officer
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.2 Ensure Council is financially sustainable and meets required levels of performance

EXECUTIVE SUMMARY

This report presents to Council a recommendation to endorse the funding of eight (8) applications under Council's Section 356 High Achievers Grant Program, in accordance with Section 356 of the Local Government Act.

OFFICER'S RECOMMENDATION

THAT

Council adopts the Maitland Sport and Recreation Advisory Board (MSRAB) endorsement of the following eight (8) applications for funding through the Section 356 High Achievers Grant Program:

1. Leo Weston-Aarts
2. Team Australia Junior Pom
 - A. Emily Gabites
 - B. Charlotte Halverson
 - C. Aisha Greedy
 - D. Amelia Newberry
 - E. Taylah Greedy
 - F. Emily Robertson



G. Sarah Robertson

H. Lila Skinner

I. Eva Skinner

J. Mikayla Robson

K. Estelle Kelly

L. William McLaughlin

M. Charlotte Andrei

N. Sienna Morton

O. Savannah Perry

P. Grace O'Brien

3. Michele Thomas

4. Karen Montgomery

5. Heather Flanigan

6. Gavin Gillard

7. Attitude Dance & Cheer

A. Zoe Card

B. Amelia Newberry

C. Taylah Greedy

D. Jessica Cassel

E. Lila Skinner

F. Eva Skinner

G. William McLaughlin

H. Estelle Kelly

I. Millie Janson

J. Miranda Murray

K. Emily Robertson

L. Sarah Robertson

M. Faith Gaylard

8. Harata Wilson

COUNCIL RESOLUTION**THAT**

Council adopts the Maitland Sport and Recreation Advisory Board (MSRAB) endorsement of the following eight (8) applications for funding through the Section 356 High Achievers Grant Program:

- 1. Leo Weston-Aarts**
- 2. Team Australia Junior Pom**
 - A. Emily Gabites**
 - B. Charlotte Halverson**
 - C. Aisha Greedy**
 - D. Amelia Newberry**
 - E. Taylah Greedy**
 - F. Emily Robertson**
 - G. Sarah Robertson**
 - H. Lila Skinner**
 - I. Eva Skinner**
 - J. Mikayla Robson**
 - K. Estelle Kelly**
 - L. William McLaughlin**
 - M. Charlotte Andrei**
 - N. Sienna Morton**
 - O. Savannah Perry**
 - P. Grace O'Brien**
- 3. Michele Thomas**
- 4. Karen Montgomery**
- 5. Heather Flanigan**
- 6. Gavin Gillard**
- 7. Attitude Dance & Cheer**
 - A. Zoe Card**

- B. Amelia Newberry**
- C. Taylah Greedy**
- D. Jessica Cassel**
- E. Lila Skinner**
- F. Eva Skinner**
- G. William McLaughlin**
- H. Estelle Kelly**
- I. Millie Janson**
- J. Miranda Murray**
- K. Emily Robertson**
- L. Sarah Robertson**
- M. Faith Gaylard**

8. Harata Wilson

Moved Cr S Fisher, Seconded Cr S Halliday

CARRIED

For:

Cr R Aitchison
Cr L Baker
Cr S Fisher
Cr K Flannery
Cr M Griffin
Cr S Halliday
Cr B Mitchell
Mayor P Penfold
Cr K Ranadive
Cr B Whiting
Cr M Yarrington

Against:

12.2 LOCAL TRAFFIC COMMITTEE MEETING MINUTES (APRIL 2024)

FILE NO:	140/5
ATTACHMENTS:	<ol style="list-style-type: none">1. Local Traffic Committee Minutes April 20242. Agenda Item 5.1 - Maitland River Run 2024 - Event Traffic & Transport Management3. Agenda Item 5.7 - Road Works Road Closure - Owl Pen Lane Farley between Mapplewell Circuit and Harlington avenue
RESPONSIBLE OFFICER:	Jason Linnane - Director City Services Stephen Smith - Manager Assets and Engineering
AUTHOR:	Chris Pinchen - Operations Manager Transport & Infrastructure Engineering
MAITLAND +10	Outcome 2 To easily get to where we want to go
COUNCIL OBJECTIVE:	2.2.2 Make our roads safer through the timely delivery of road maintenance and safety programs

EXECUTIVE SUMMARY

The minutes of Maitland City Council's Local Traffic Committee meeting held Thursday 4 April 2024 are attached for information. At this meeting, temporary road closure applications were considered and endorsed for acceptance for two (2) items. Council resolution is required to implement the temporary road closures associated with the management of these items.

OFFICER'S RECOMMENDATION

THAT

1. The Local Traffic Committee meeting minutes of 4 April 2024 be noted.
2. Council approve the traffic management plans and road closures for the following items as recommended in the attached reports:
 - a. Maitland River Run 2024 - Event Traffic & Transport Management
 - b. Road Works Road Closure - Owl Pen Lane Farley between Mapplewell Circuit and Harlington Avenue

COUNCIL RESOLUTION

THAT

1. **The Local Traffic Committee meeting minutes of 4 April 2024 be noted.**
2. **Council approve the traffic management plans and road closures for the following items as recommended in the attached reports:**
 - a. **Maitland River Run 2024 – Event Traffic & Transport Management**
 - b. **Road Works Road Closure – Owl Pen Lane Farley between Mapplewell Circuit and Harlington Avenue**

Moved Cr S Halliday, Seconded Cr M Yarrington

CARRIED

For:

Cr R Aitchison
Cr L Baker
Cr S Fisher
Cr K Flannery
Cr M Griffin
Cr S Halliday
Cr B Mitchell
Mayor P Penfold
Cr K Ranadive
Cr B Whiting
Cr M Yarrington

Against:



13 CUSTOMER AND DIGITAL SERVICES

Nil

14 PEOPLE AND PERFORMANCE

Nil

15 FINANCE

Nil

16 ITEMS FOR INFORMATION

Nil

17 NOTICES OF MOTION/RESCISSION

Nil

18 QUESTIONS WITH NOTICE

Nil

19 URGENT BUSINESS

Nil

Council moved into Committee of the Whole at 5.52 pm.

Moved Cr B Whiting, Seconded Cr S Fisher

CARRIED

For:	Cr R Aitchison	Against:
	Cr L Baker	
	Cr S Fisher	
	Cr K Flannery	
	Cr M Griffin	
	Cr S Halliday	
	Cr B Mitchell	
	Mayor P Penfold	
	Cr K Ranadive	
	Cr B Whiting	
	Cr M Yarrington	



Council moved into Closed Session of the Committee of the Whole for the reasons specified in the Agenda, and closed the meeting to the public at 5.52 pm.

Moved Cr S Fisher, Seconded Cr M Yarrington

CARRIED

For:	Cr R Aitchison	Against:
	Cr L Baker	
	Cr S Fisher	
	Cr K Flannery	
	Cr M Griffin	
	Cr S Halliday	
	Cr B Mitchell	
	Mayor P Penfold	
	Cr K Ranadive	
	Cr B Whiting	
	Cr M Yarrington	

20 COMMITTEE OF THE WHOLE

20.1 FLEET TELEMATICS SYSTEM REPLACEMENT - RFP 2023/2314

FILE NO:	137/2
ATTACHMENTS:	Nil
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 Ensure our city infrastructure, services and finances are managed sustainably and transparently

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

EXECUTIVE SUMMARY

As the Telstra 3G mobile carrier network faces decommissioning by August 31, 2024, MCC's existing fleet monitoring solution, managed by Ezy2C—NetStar, is nearing obsolescence. With over 200 fleet assets under its oversight, this incumbent system struggles with suboptimal data capabilities.

In response to this challenge, MCC initiated an open Request for Tender (RFT) in December 2023. The goal was to find a suitable Telematics and Duress Solution (TDS) that would not only address the decommissioning of the 3G-based fleet monitoring but also provide real-time insights into fleet operations, safety, and driver behavior.

Several proposals were received, each offering an integrated hardware and software solution. After evaluation, the MCC tender review panel agreed on Formbird-GeoSecure. This solution stood out for its alignment with functional requirements and its promise of data analytics capabilities.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

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.

COMMITTEE RECOMMENDATION

THAT

- 1. The supply of the Maitland City Council Fleet Management Telematics and Duress solution, totaling \$514,803 over five (5) years, be awarded to Formbird – GeoSecure**

Moved Cr M Griffin, Seconded Cr M Yarrington

CARRIED

For:

**Cr R Aitchison
Cr L Baker
Cr S Fisher
Cr K Flannery
Cr M Griffin
Cr S Halliday
Cr B Mitchell
Mayor P Penfold
Cr K Ranadive
Cr B Whiting
Cr M Yarrington**

Against:

20.2 CONSIDERATION OF TENDERS - SOLAR FOOTPATH LIGHTING - MAITLAND PARK AND NORM CHAPMAN OVAL

FILE NO:	2337
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Jason Linnane - Director City Services Ashley Kavanagh - Manager Works
AUTHOR:	Clinton Anderson - Project Officer Recreation Works
MAITLAND +10	Outcome 4 To be healthy and active with access to local services and facilities
COUNCIL OBJECTIVE:	4.3 Provide facilities that enable us to participate in recreational and sports activities, no matter our background, ability or age

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

EXECUTIVE SUMMARY

Tenders have been called for the design and construction of solar pathway lighting along sections of shared pathway at Maitland Park and Norm Chapman Oval. The project is funded wholly by Stronger Country Communities Fund Round 5 Grant funding.

The project brief contained the requirements of the lighting designs to be submitted by tenderers. All tenders were assessed by a tender review panel, of which the results, notes, and recommendations are contained within this report.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

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.

COMMITTEE RECOMMENDATION

THAT

- 1. Council declines to accept any of the tender submissions under Clause 178 (1)(b) of the Local Government (General) Regulations 2021.**
- 2. Council cancels the tender and in accordance with LGR Cl 178 (3) (e) enter into negotiations with a person or tenderer with a view to entering into a contract in relation to the subject matter of the tender.**
- 3. Council's reasons for declining to invite fresh proposals are that:**
 - a. Inviting fresh proposals would be unlikely to result in a significantly different or improved result for Council.**
 - b. Direct negotiation will enable Council to achieve optimal value for money.**
- 4. Council delegates authority to the General Manager to execute an agreement in this regard.**

Moved Mayor P Penfold, Seconded Cr B Whiting

CARRIED

For:

**Cr R Aitchison
Cr L Baker
Cr S Fisher
Cr K Flannery
Cr M Griffin
Cr S Halliday
Cr B Mitchell
Mayor P Penfold
Cr K Ranadive
Cr B Whiting
Cr M Yarrington**

Against:



20.3 CONSIDERATION OF TENDERS - DEPOT HYDRAULIC WORKS

FILE NO:	2024/137/2357
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Jason Linnane - Director City Services Todd Stanley - Manager Building Projects and Services
AUTHOR:	Brock Andrews - Project Manager - Delivery
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1 Ensure our city infrastructure, services and finances are managed sustainably and transparently

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

EXECUTIVE SUMMARY

Maitland City Council's City Services Team has undertaken a selective tender process to identify a suitable contractor to reconfigure and upgrade the existing hydrant system to the council depot site on Metford Road to provide hydrant coverage to council plant, equipment and assets.

A selective tender process was conducted with three suppliers approached for submissions. Two suppliers made submissions with both being in accordance with the tender requirements. The tender submissions were assessed by a 3-person tender evaluation panel. Following evaluation and consensus by the tender evaluation panel a single preferred supplier has been identified.

This report provides details of the tender assessment process and a recommendation to award a contract. The tenders are being reported to the Committee of the Whole as they contain confidential commercial information.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

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.

COMMITTEE RECOMMENDATION

THAT

- 1. Council accepts the tender submission from Laser Plumbing for the amount of \$229,060.00 (excl. GST) and the contingency amount listed in the report for the construction of the Metford Depot Fire Hydrant System.**

Moved Cr M Griffin, Seconded Cr B Mitchell

CARRIED

For:

Cr R Aitchison
Cr L Baker
Cr S Fisher
Cr K Flannery
Cr M Griffin
Cr S Halliday
Cr B Mitchell
Mayor P Penfold
Cr K Ranadive
Cr B Whiting
Cr M Yarrington

Against:

Council resumed into Ordinary Council at 6.02 pm.

Moved Cr M Griffin, Seconded Cr M Yarrington

CARRIED

For:	Cr R Aitchison	Against:
	Cr L Baker	
	Cr S Fisher	
	Cr K Flannery	
	Cr M Griffin	
	Cr S Halliday	
	Cr B Mitchell	
	Mayor P Penfold	
	Cr K Ranadive	
	Cr B Whiting	
	Cr M Yarrington	

21 COMMITTEE OF THE WHOLE RECOMMENDATIONS

The General Manager read the Recommendation from the Committee of the Whole/Closed Session as follows:

20.1 Fleet Telematics System Replacement - RFP 2023/2314

THAT

1. The supply of the Maitland City Council Fleet Management Telematics and Duress solution, totaling \$514,803 over five (5) years, be awarded to Formbird – GeoSecure

20.2 Consideration of Tenders - Solar Footpath Lighting - Maitland Park and Norm Chapman Oval

THAT

1. Council declines to accept any of the tender submissions under Clause 178 (1)(b) of the Local Government (General) Regulations 2021.
2. Council cancels the tender and in accordance with LGR Cl 178 (3) (e) enter into negotiations with a person or tenderer with a view to entering into a contract in relation to the subject matter of the tender.
3. Council's reasons for declining to invite fresh proposals are that:



- a. Inviting fresh proposals would be unlikely to result in a significantly different or improved result for Council.
 - b. Direct negotiation will enable Council to achieve optimal value for money.
4. Council delegates authority to the General Manager to execute an agreement in this regard.

20.3 CONSIDERATION OF TENDERS - DEPOT HYDRAULIC WORKS

THAT

- 1. Council accepts the tender submission from Laser Plumbing for the amount of \$229,060.00 (excl. GST) and the contingency amount listed in the report for the construction of the Metford Depot Fire Hydrant System.

COUNCIL RESOLUTION

THAT

The Committee's recommendations be adopted.

Moved Cr B Whiting, Seconded Cr K Ranadive

CARRIED

For:	Cr R Aitchison Cr L Baker Cr S Fisher Cr K Flannery Cr M Griffin Cr S Halliday Cr B Mitchell Mayor P Penfold Cr K Ranadive Cr B Whiting Cr M Yarrington	Against:
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22 CLOSURE

The meeting was declared closed at 6.06 pm.

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Chairperson

