



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

28 MAY 2024

JEFF SMITH
GENERAL MANAGER

Please note:

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

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



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PRESENT

1 INVOCATION

2 ACKNOWLEDGEMENT OF COUNTRY

3 APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE

4 DECLARATIONS OF INTEREST

5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

- *The Minutes of the Ordinary Meeting held 14 May 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

9.1 70TH COMMEMORATION OF THE 1955 MAITLAND FLOOD

FILE NO: 35/5/1
ATTACHMENTS: Nil
RESPONSIBLE OFFICER: Jeff Smith - General Manager
AUTHOR: Philip Penfold - Mayor

MAYORAL MINUTE

THAT

- 1. The draft 2024/25 delivery program include appropriate funding for Council to lead a 70th Commemoration of the 1955 Maitland Flood.**

COMMENTS

The 23 February 2025 will mark the 70th anniversary of the historic 1955 flood event that impacted the City of Maitland and the Hunter Region. It is proposed that Council recognise the significance of the flooding events through a commemorative reception for the anniversary with funding allocated in the draft 2024/25 delivery program.

10 OFFICERS REPORTS

10.1 LOCAL GOVERNMENT REMUNERATION TRIBUNAL ANNUAL DETERMINATION 2024

FILE NO:	35/5/1
ATTACHMENTS:	1. Local Government Remuneration Tribunal Annual Determination 2024
RESPONSIBLE OFFICER:	Linda McLaren - Office Manager Jeff Smith - General Manager
AUTHOR:	Kelsie Wilson - Team Leader OGM
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

The Local Government Act 1993 requires the Local Government Remuneration Tribunal to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

In the Annual Determination released on 29 April 2024 for sections 239 and 241 of the Local Government Act 1993, the Tribunal advised that as a review of categories was last carried out in 2023, the Tribunal will next consider the model, criteria for each group, and the allocation of councils in the 2026 review.

The Tribunal determined a 3.75% per annum increase in the minimum and maximum fees applicable for the Mayoral and Councillor fees from 1 July 2024.

OFFICER'S RECOMMENDATION

THAT

1. Council adopt the 3.75% increase for the maximum Mayor and Councillor remuneration fees as listed in the Local Government Remuneration Tribunal Annual Determination 2024 for the Regional Strategic Area category, effective from 1 July 2024.

REPORT

The *Local Government Act 1993* requires the Local Government Remuneration Tribunal to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, as well as chairpersons and members of county councils for each of the categories determined under section 239.

LOCAL GOVERNMENT REMUNERATION TRIBUNAL ANNUAL DETERMINATION 2024 (Cont.)

The Tribunal has produced its findings in the Annual Report and Determination dated 29 April 2024 (Attachment 1). Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023.

The Tribunal will next consider the model, criteria for each group, and the allocation of councils in the 2026 review. The criteria for each category is published in Appendix 1 of the Determination and remains unchanged from 2023.

Section 242A(1) of the *Local Government Act* provides that when making a determination the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the *Industrial Relations Act 1996* when making or varying awards or orders relating to the conditions of employment of public sector employees.

The Tribunal determined a 3.75% increase in the minimum and maximum fees applicable to each category. The 2024-2025 fees determination by the Tribunal for the Regional Strategic Area category are as follows:

Category	Councillor/Member Annual Fee		Mayor/Chairperson Additional Fee*	
	Minimum	Maximum	Minimum	Maximum
Regional Strategic	\$20,500	\$33,810	\$43,530	\$98,510

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

In dollar terms, the increase on the maximum annual fee from 2023-24 to 2024-25 for Councillors fee is \$1,220 and for the Mayor fee is \$3,560.

The recommendation of this report is that the maximum fee payable in the category be applied, recognising the level of work undertaken by the Councillors and Mayor.

CONCLUSION

The Local Government Remuneration Tribunal's 2024 Annual Report and Determination recommends revised fees payable to Mayor and Councillors. The new fees are payable from 1 July 2024.

FINANCIAL IMPLICATIONS

The recommended adjustments, if adopted by Council, will form part of the 2024/25 budget.

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

LOCAL GOVERNMENT REMUNERATION TRIBUNAL ANNUAL DETERMINATION 2024

Local Government Remuneration Tribunal Annual Determination 2024

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 39

**Local Government
Remuneration Tribunal**

Annual Determination

Report and determination under sections
239 and 241 of the Local Government Act
1993

29 April 2024



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Executive Summary

The *Local Government Act 1993* (LG Act) requires the Local Government Remuneration Tribunal (the Tribunal) to report to the Minister for Local Government by 1 May each year on its determination of categories of councils and the maximum and minimum amounts of fees to be paid to mayors, councillors, and chairpersons and members of county councils.

Categories

Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. A review of categories was last carried out by the Tribunal in 2023.

The Tribunal will next consider the model, criteria for each group, and the allocation of councils in the 2026 review.

The criteria for each category is published in Appendix 1 of the Determination and remains unchanged from 2023.

Two (2) councils have been recategorised from Rural Large to Regional Rural as a result of meeting the criteria at Appendix 1.

Fees

The Tribunal has determined a 3.75 per cent per annum increase in the minimum and maximum fees applicable to each category from 1 July 2024.

Section 1 – Introduction

1. Section 239 of the LG Act requires the Tribunal to determine the categories of councils and mayoral offices at least once every 3 years. The Tribunal last undertook a significant review of the categories and the allocation of councils into each of those categories in 2023.
2. Section 241 of the LG Act provides that the Tribunal determine the maximum and minimum amount of fees to be paid to mayors and councillors of councils, as well as chairpersons and members of county councils for each of the categories determined under section 239.
3. Section 242A(1) of the LG Act requires:

“In making a determination, the Remuneration Tribunal is to give effect to the same policies on increases in remuneration as those that the Industrial Relations Commission is required to give effect to under section 146C of the [Industrial Relations Act 1996](#) when making or varying awards or orders relating to the conditions of employment of public sector employees.”
4. The Industrial Relations Amendment Act 2023, assented on 5 December 2023, repealed section 146C of the *Industrial Relations Act 1996*, resulting in changes to wages policy and removal of the cap on remuneration increases.
5. The Tribunal can also determine that a council can be placed in another existing or new category with a higher range of fees.
6. The Tribunal's determination takes effect from 1 July each year.

Section 2 – 2023 Determination

- 7. In 2023, the Tribunal received 18 written submissions.
- 8. An extensive review of the categories, criteria, and allocation of councils into each of the categories was undertaken by the Tribunal as required by Section 239 of the LG Act.
- 9. The review resulted in the Tribunal determining the creation of two new categories, being Metropolitan Major and Rural Large.
- 10. The categories of general purpose councils were determined as follows:

Metropolitan	Non-Metropolitan
Principal CBD	Major Regional City
Major CBD	Major Strategic Area
Metropolitan Major	Regional Strategic Area
Metropolitan Large	Regional Centre
Metropolitan Medium	Regional Rural
Metropolitan Small	Rural Large
	Rural

- 11. The Tribunal was of the view that improving consistency of criteria in categories was paramount. The Tribunal therefore determined to include the non-resident population criteria in Major Strategic, Regional Strategic, Regional Centre, and Regional Rural categories.
- 12. A total of 26 councils were recategorised as a result of changes in the 2023 Determination.
- 13. The Tribunal determined that fees would increase by 3 per cent in the minimum and maximum fees applicable to each category from 1 July 2023.

Section 3 – 2024 Review

2024 Process

14. The Tribunal's annual review commenced in October when it wrote to all councils inviting submissions regarding fees. The Tribunal outlined that it is only required to review the categories every three years and will next consider the model, the criteria applicable to each category and the allocation of councils in the 2026 review. The invitation noted that it is expected that submissions are endorsed by respective councils.
15. The Tribunal also wrote to the President of Local Government NSW (LGNSW) inviting a submission.
16. The Tribunal received 19 written submissions, of which 18 were from individual councils and 1 submission from LGNSW.
17. The Tribunal notes that 17 of the 18 council submissions were endorsed by their representative councils.
18. The Tribunal acknowledges and thanks all parties for their submissions.

Submissions Received – Request for recategorisation


19. Two council submissions received requested recategorisation, with Paramatta City Council and Lake Macquarie putting forward individual cases for the Tribunal's consideration.




20. Paramatta City Council requested recategorisation from its current classification of Major CBD to Principal CBD. Paramatta City Council's case to be included in Principal CBD category is based on the following:
- Paramatta being critical to the success of the Greater Sydney Region Plan
 - The LGA expecting an estimated 186,000 new residents between 2022 and 2041
 - An increase in the number of government services, corporations, and private enterprises relocating into Paramatta CBD
 - A local economy that generates approximately \$32.88 billion in gross regional product and 33,000 businesses that generated over 202,000 jobs
 - The Council's Local Strategic Planning Statement covers seven priority growth areas and precincts identified by the NSW Government in order to give effect to their Housing strategy
 - Paramatta City Council has a 2023/24 capital works budget of \$613m and it provides a number of significant services within the local government area, including two aquatic centres, redevelopment to key community centres, and funding for local parks, roads, cycleways, and footpaths.
21. The Tribunal last considered the criteria for Principal CBD in the 2023 Annual Determination process. The Tribunal's view at the time was that

the criteria characteristics for Principal CBD category was appropriate, therefore no changes were required.

22. Paramatta City Council does not meet the criteria for Principal CBD. Accordingly, the Tribunal is not persuaded to include Paramatta Council in Principal CBD category.
23. Lake Macquarie City Council requested that it be recategorised from a Regional Strategic Area to a Major Strategic Area. Reasons include:
 - The LGA having a resident population of 216,603, and a non-resident working population of 24,769 (for a total of 241,372)
 - Connection to Greater Sydney via the M1, rail and a regional airport that supports the community
 - 99 towns, villages and nine economic centres across an area of 757 square kilometres
 - An annual economic output of \$26.1 billion (which is approximately 20 per cent of the Hunter economy)
 - 1.3 million tourists per year
 - 14,081 active businesses, 73,233 jobs and a total workforce across the LGA of 102,029
 - Community facilities that include a Regional Gallery – Museum of Art and Culture, one University, two TAFE campuses and a regional centre for health care
 - Operating revenue exceeding \$290 million.

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24. As stated in Council's own submission, currently it does not meet the population threshold criteria for Major Strategic Area. Accordingly, the Tribunal is not persuaded to include Lake Macquarie Council in Major Strategic Area category.
 25. The council also advocated for the population threshold for Major Strategic Area to be reviewed from its current threshold of 300,000 to 200,000 to restore incremental balance between Major Strategic Area and Regional Strategic Area categories.
 26. Lake Macquarie Council provided late supplementary information to support their argument for the population threshold of Regional Strategic Area being adjusted. Council submitted that five precincts in the Lake Macquarie LGA have been identified for inclusion in the New South Wales Government Transport Oriented Development Program, which aims to encourage housing development near transport hubs.
 27. The Council argues this increase in housing will lead to population growth in the selected centres, especially those with a large number of identified precincts.
 28. Consistent with section 239 and 240 of the LG Act, the Tribunal carefully considered the population threshold for all categories, as part of the 2023 Annual Determination. It was determined at that time, on extensive evidence examined and considered by the Tribunal, that the population threshold for Major Strategic Area was appropriate.
 29. The Tribunal is not persuaded at this time to change the population threshold for Major Strategic Area. Should further evidence become available to support a change in the population threshold for this category,




it can be considered by the Tribunal as part of the three yearly review of categories in 2026.

30. The Tribunal will monitor, as data becomes available, the impact of the New South Wales Government Transport Oriented Development Program on population thresholds.
31. One submission received from Wollondilly Shire Council advised that Council resolved to write to the Premier and appropriate Ministers, requesting Wollondilly Shire Council be considered as a regional Council.
32. The Tribunal has previously determined that Wollondilly Shire Council, for the purpose of setting the minimum and maximum fees payable to Councillors and Mayors, be classified as Regional Centre.
33. The Tribunal notes Wollondilly's submission and proposed course of action.

Categories – movement of Councils within the framework

34. The Tribunal reviewed population and data relating to Council operations to determine if the categorisations of Councils was consistent with the current criteria.
35. Population data was sourced from the Australian Bureau of Statistics (ABS), released 26 March 2024 for the period 2022 – 2023 financial year, the most recent data available at the time of writing this determination.


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36. Data relating to Council operations was sourced from the Office of Local Government (OLG).
 37. These sources provide a consistent, and complete overview of all councils in NSW. These data sources are consistent with those used in previous LGRT determinations.
 38. Each Council was also assessed against the relevant criteria at Appendix 1.
 39. As a result, it was identified that two Rural Large councils, Hilltops Council and Muswellbrook Shire Council, each had a combined resident and non-residential working population above 20,000 each. This population figure exceeds the population threshold for a Regional Rural council classification.
 40. For this reason, the Tribunal has reclassified both Hilltops Council and Muswellbrook Shire Council as Regional Rural councils.

Submissions Received – Remuneration Structure

41. A significant number of submissions commented on the remuneration structure, advocating for major changes to be made, including the need for a full comprehensive review. These issues are addressed below.
42. One submission advocated for a new remuneration structure to be established that:
 - Is benchmarked in a more transparent way

- Recognises workload
- Encourages participation by a cohort that is more representative of the community
- Recognises skills and experience that is relevant to the roles.

43. Several submissions argued that the current remuneration structure does not adequately compensate elected Councillors and Mayors for the complex requirements of the role, significant workload, time requirements, responsibilities, and changes in the role over recent years.
44. A number of submissions provided comparison data that included remuneration paid to: Queensland and Victorian local government Councillors and Mayors, Federal, State, and Territory Parliamentary Members, Audit Risk and Improvement Committee members, and average remuneration for chairs/directors of not-for-profit organisations.
45. The basis of providing this data was to support arguments that NSW Councillors and Mayors are paid below these organisations and the work of Councillors and Mayors is being undervalued.
46. Some submissions outlined that low levels of remuneration can have a detrimental impact on the quality and diversity of candidates standing for election.
47. The LG Act is clear that Councillors and Mayors receive an annual fee, not a wage, with section 251 clearly stating that fees paid do not constitute a salary.

- 
48. Whilst the Tribunal acknowledges these issues, as previously explained in the 2023 Annual Determination at paragraph 97 they are not currently within the Tribunal's remit.
49. One submission advocated for fees of rural councils to be commensurate with those of regional and metropolitan councils, arguing that the skills and knowledge required for the role is the same regardless of the council location.
50. Others advocated for significant increases to rural and regional fees in order to address low candidate numbers while others asserted that the current remuneration fails to take into account significant stressors facing regional and rural councils.
51. The Act requires that the Tribunal must determine categories at least once every three years and places each council into a category. The determination of categories by the Tribunal is for the purpose of determining the minimum and maximum fees to be paid for councillors and Mayors in each category. When determining categories, the Tribunal is required to take into account matters prescribed in Section 240 of the LG Act:
- *the size of areas;*
 - *the physical terrain of areas;*
 - *the population of areas and the distribution of the population;*
 - *the nature and volume of business dealt with by each council;*
 - *the nature and extent of the development of areas;*

- *the diversity of communities served;*
- *the regional, national and international significance of the council;*
- *such matters as the Remuneration Tribunal considers relevant to the provision of efficient and effective local government; and*
- *such other matters as may be prescribed by the regulations.*

52. The Determination of minimum and maximum fees for 2024 is dealt with below at section 4.

53. Two submissions asserted that the current remuneration structure fails to recognise the role, responsibilities, and contribution of the Deputy Mayor position. It was suggested that a distinct independent fee be included for the position of Deputy Mayor.

54. Section 249 (5) of the LG act states:

“A council may pay the deputy mayor (if there is one) a fee determined by the council for such time as the deputy mayor acts in the office of the mayor. The amount of the fee so paid must be deducted from the mayor’s annual fee.”

55. Accordingly, the Tribunal lacks the power to implement changes to the fee structure that would include a distinct independent fee for the position of Deputy Mayor.

56. One argument put forward is that the impact of the current superannuation arrangements has a negative impact on female participation.





57. Section 254B of the Act sets out the circumstances with respect to the payment of superannuation for Mayors and Councillors. The payment of superannuation is not automatic or mandatory, pursuant to 254B (4)(a) of the Act a council must pass a resolution prior to making superannuation contribution payments.
58. Any changes to superannuation contribution payments for Councillors and Mayors to assist in eliminating barriers to participation would require changes to the legislation.

Section 4 – 2024 Fees

Submissions - 2024 Fees

59. The LGNSW submission requested the Tribunal increase fees by at least 10% in order to:
- Reverse the fee erosion which occurred under the NSW Public Sector Wages Policy
 - Mitigate economic pressures and the rising cost of living
 - Ensure that Councillors and Mayors receive fair and reasonable remuneration for the work they perform
 - Address the historic undervaluation of the work performed by elected representatives in local government in New South Wales.
60. LGNSW used economic and wage data to support their argument that included:
- Consumer Price Index
 - Wage Price Index
 - National and State Wage cases
 - Market comparability
61. LGNSW in its meeting with the Tribunal and Assessors asserted that fees paid to Councillors and Mayors have reduced in real terms over recent years, further advocating for an increase of 10% being fair and reasonable.

- 
62. In meeting with LGNSW, the question of Government policies (State and Federal) on housing reform was discussed. The Tribunal is mindful of the additional workload associated with policies such as the NSW Government's Transport Oriented Development Program place on affected Councils. Similar considerations arise from the infrastructure requirements related to Renewable Energy Zones.
63. The role of a Councillor as a member of the governing body of the council is outlined under s232 of the LG Act and the Tribunal has addressed this matter generally in the 2023 Determination at paragraph 97.
64. Four submissions received from individual councils addressed the issue of fees quantum increase. These submissions sought an increase ranging from 3% to 5.57%.
65. Other submissions advocated for remuneration to be set at a level to:
- Reflect the role, commitment required, complexity of the role, workload, and responsibilities required to perform the role successfully
 - Ensure no one is out of pocket for the work they do for council
 - Attract a diverse range of potential candidates.
66. Five submissions advocated for the Tribunal to change the determination in regard to the remuneration structure. Some submissions suggested setting a fixed mandatory fee for Councillors and Mayors, whilst others argued that individual councils should not determine their own



remuneration, due to potential conflict of interest, instead the decision should be left to State Government or an independent decision maker.

67. It has been suggested that such an approach could:

- Remove potential conflict of interest
- Facilitate good governance
- Create equity amongst councils in the same category
- Assist in fostering good relationships with the community
- Alleviate public perception that increases are unjust.

68. Currently the Tribunal, consistent with its obligations set out in the LG Act, section 248 and section 249, determines a minimum and maximum remuneration range for Councillors and Mayors. It is then up to individual councils, to fix the annual fee for councillors and Mayors.

69. Furthermore, the tribunal does not have the authority to determine a fixed mandatory fee, section 241 of the LG Act states:

“The Remuneration Tribunal must, not later than 1 May in each year, determine, in each of the categories determined under section 239, the maximum and minimum amounts of fees to be paid during the following year to councillors (other than mayors) and mayors.”



Fee Increase.

70. The Tribunal considered a range of factors in determining the amount to increase minimum and maximum fees payable to Councillors and Mayors. This included economic data, including the Consumer Price Index, Wage Price Index, full-time adult average weekly ordinary time earnings, NSW Public Sector increases, and Local Government State Award increases. It also considered the Base Cost Change model used by IPART in setting the rate peg for 2024-25.
71. On this occasion the Tribunal has determined that a 3.75% per cent increase will apply to the minimum and maximum fees applicable to existing categories.



Conclusion

- 72. The Tribunal's determination has been made with the assistance of the Assessors, Ms Kylie Yates, Mr Brett Whitworth and Mr Douglas Walther.
- 73. Determination 1 sets out the allocation of councils into each of the categories as per section 239 of the LG Act.
- 74. Determination 2 sets out the minimum and maximum fees paid to councillors and mayors and chairpersons of county councils as per section 241 of the LG Act.
- 75. The Tribunal acknowledges and thanks the secretariat for their excellent research and support in completing the 2024 determination.

Viv May PSM

Local Government Remuneration Tribunal

Dated 29 April 2024

Section 5 – Determinations

Determination No. 1 – Allocation of councils into each of the categories as per section 239 of the LG Act effective 1 July 2024

General Purpose Councils – Metropolitan

Principal CBD (1)

- Sydney

Major CBD (1)

- Parramatta

Metropolitan Major (2)

- Blacktown
- Canterbury-Bankstown

Metropolitan Large (10)

- Bayside
- Cumberland
- Fairfield
- Inner West
- Liverpool
- Northern Beaches
- Penrith
- Ryde
- Sutherland
- The Hills

Metropolitan Medium (8)

- Campbelltown
- Camden
- Georges River
- Hornsby
- Ku-ring-gai
- North Sydney
- Randwick
- Willoughby

Metropolitan Small (8)

- Burwood
- Canada Bay
- Hunters Hill
- Lane Cove
- Mosman
- Strathfield
- Waverley
- Woollahra



General Purpose Councils - Non-Metropolitan

Major Regional City (2)

- Newcastle
- Wollongong

Major Strategic Area (1)

- Central Coast

Regional Centre (23)

- Albury
- Armidale
- Ballina
- Bathurst
- Blue Mountains
- Byron
- Cessnock
- Clarence Valley
- Coffs Harbour
- Dubbo
- Eurobodella
- Hawkesbury

Regional Strategic Area(4)

- Lake Macquarie
- Maitland
- Shoalhaven
- Tweed
- Lismore
- Mid-Coast
- Orange
- Port Macquarie-Hastings
- Port Stephens
- Queanbeyan-Palerang
- Shellharbour
- Tamworth
- Wagga Wagga
- Wingecarribee
- Wollondilly



Regional Rural (14)

- Bega
- Broken Hill
- Goulburn Mulwaree
- Griffith
- Hilltops
- Kempsey
- Kiama
- Lithgow
- Mid-Western
- Muswellbrook
- Nambucca
- Richmond Valleys
- Singleton
- Snowy Monaro

Rural Large (16)

- Bellingen
- Cabonne
- Cootamundra-Gundagai
- Cowra
- Federation
- Greater Hume
- Gunnedah
- Inverell
- Leeton
- Moree Plains
- Murray River
- Narrabri
- Parkes
- Snowy Valleys
- Upper Hunter
- Yass

Rural (38)

- Balranald
- Berrigan
- Bland
- Blayney
- Bogan
- Bourke
- Brewarrina
- Carrathool
- Central Darling
- Cobar
- Coolamon
- Coonamble
- Dungog
- Edward River
- Forbes
- Gilgandra



- Glen Innes Severn
- Gwydir
- Hay
- Junee
- Kyogle
- Lachlan
- Liverpool Plains
- Lockhart
- Murrumbidgee
- Narrandera
- Narromine
- Oberon
- Temora
- Tenterfield
- Upper Lachlan
- Uralla
- Walcha
- Walgett
- Warren
- Warrumbungle
- Weddin
- Wentworth

County Councils

Water (4)

- Central Tablelands
- Goldenfields Water
- Riverina Water
- Rous

Other (6)

- Castlereagh-Macquarie
- Central Murray
- Hawkesbury River
- New England Tablelands
- Upper Hunter
- Upper Macquarie



Determination No. 2 - Fees for Councillors and Mayors as per section 241 of the LG Act effective from 1 July 2024

The annual fees to be paid in each of the categories to Councillors, Mayors, Members, and Chairpersons of County Councils effective on and from 1 July 2024 as per section 241 of the *Local Government Act 1993* are determined as follows:

Table 4: Fees for General Purpose and County Councils

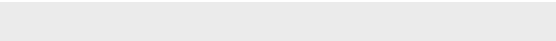
General Purpose Councils – Metropolitan

Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Principal CBD	30,720	45,070
Major CBD	20,500	37,960
Metropolitan Major	20,500	35,890
Metropolitan Large	20,500	33,810
Metropolitan Medium	15,370	28,690
Metropolitan Small	10,220	22,540

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2024

Category	Minimum	Maximum
Principal CBD	188,010	247,390
Major CBD	43,530	122,640
Metropolitan Major	43,530	110,970
Metropolitan Large	43,530	98,510
Metropolitan Medium	32,650	76,190
Metropolitan Small	21,770	49,170



General Purpose Councils - Non-Metropolitan

Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Major Regional City	20,500	35,620
Major Strategic Area	20,500	35,620
Regional Strategic Area	20,500	33,810
Regional Centre	15,370	27,050
Regional Rural	10,220	22,540
Rural Large	10,220	18,340
Rural	10,220	13,520

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2024

Category	Minimum	Maximum
Major Regional City	43,530	110,970
Major Strategic Area	43,530	110,970
Regional Strategic Area	43,530	98,510
Regional Centre	31,980	66,800
Regional Rural	21,770	49,200
Rural Large	16,330	39,350
Rural	10,880	29,500



County Councils

Councillor/Member Annual Fee (\$) effective 1 July 2024

Category	Minimum	Maximum
Water	2,030	11,280
Other	2,030	6,730

Mayor/Chairperson Additional Fee* (\$) effective 1 July 2024

Category	Minimum	Maximum
Water	4,360	18,520
Other	4,360	12,300

*This fee must be paid in addition to the fee paid to the Mayor/Chairperson as a Councillor/Member (s.249(2)).

Viv May PSM
Local Government Remuneration Tribunal
Dated 29 April 2024

Appendices

Appendix 1 Criteria that apply to categories

Principal CBD

The Council of the City of Sydney (the City of Sydney) is the principal central business district (CBD) in the Sydney Metropolitan area. The City of Sydney is home to Sydney's primary commercial office district with the largest concentration of businesses and retailers in Sydney. The City of Sydney's sphere of economic influence is the greatest of any local government area in Australia.

The CBD is also host to some of the city's most significant transport infrastructure including Central Station, Circular Quay and International Overseas Passenger Terminal. Sydney is recognised globally with its iconic harbour setting and the City of Sydney is host to the city's historical, cultural and ceremonial precincts. The City of Sydney attracts significant visitor numbers and is home to 60 per cent of metropolitan Sydney's hotels.

The role of Lord Mayor of the City of Sydney has significant prominence reflecting the CBD's importance as home to the country's major business centres and public facilities of state and national importance. The Lord Mayor's responsibilities in developing and maintaining relationships with stakeholders, including other councils, state and federal governments, community and business groups, and the media are considered greater than other mayoral roles in NSW.

Major CBD

The Council of the City of Parramatta (City of Parramatta) is the economic capital of Greater Western Sydney and the geographic and demographic centre of Greater Sydney. Parramatta is the second largest economy in NSW (after Sydney CBD) and the sixth largest in Australia.

As a secondary CBD to metropolitan Sydney the Parramatta local government area is a major provider of business and government services with a significant number of organisations relocating their head offices to Parramatta. Public administration and safety have been a growth sector for Parramatta as the State Government has promoted a policy of moving government agencies westward to support economic development beyond the Sydney CBD.

The City of Parramatta provides a broad range of regional services across the Sydney Metropolitan area with a significant transport hub and hospital and educational facilities. The City of Parramatta is home to the Westmead Health and Medical Research precinct which represents the largest concentration of hospital and health services in Australia, servicing Western Sydney and providing other specialised services for the rest of NSW.

The City of Parramatta is also home to a significant number of cultural and sporting facilities (including Sydney Olympic Park) which draw significant domestic and international visitors to the region.

Metropolitan Major

Councils categorised Metropolitan Major will typically have a minimum residential population of 400,000.

Councils may also be categorised Metropolitan Major if their residential population combined with their non-resident working population exceeds 400,000. To satisfy this criteria the non-resident working population must exceed 50,000.


Other features may include:

- total operating revenue exceeding \$300M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Major will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Large

Councils categorised as Metropolitan Large will typically have a minimum residential population of 200,000.



Councils may also be categorised as Metropolitan Large if their residential population combined with their non-resident working population exceeds 200,000. To satisfy this criteria the non-resident working population must exceed 50,000.

Other features may include:

- total operating revenue exceeding \$200M per annum
- the provision of significant regional services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- significant industrial, commercial and residential centres and development corridors
- high population growth.

Councils categorised as Metropolitan Large will have a sphere of economic influence and provide regional services considered to be greater than those of other metropolitan councils.

Metropolitan Medium

Councils categorised as Metropolitan Medium will typically have a minimum residential population of 100,000.

Councils may also be categorised as Metropolitan Medium if their residential population combined with their non-resident working population exceeds 100,000. To satisfy this criteria the non-resident working population must exceed 50,000.



Other features may include:

- total operating revenue exceeding \$100M per annum
- services to greater Sydney including, but not limited to, major education, health, retail, sports, other recreation and cultural facilities
- industrial, commercial and residential centres and development corridors
- high population growth.

The sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Large councils.

Metropolitan Small

Councils categorised as Metropolitan Small will typically have a residential population less than 100,000.

Other features which distinguish them from other metropolitan councils include:


- total operating revenue less than \$150M per annum.

While these councils may include some of the facilities and characteristics of both Metropolitan Large and Metropolitan Medium councils the overall sphere of economic influence, the scale of council operations and the extent of regional servicing would be below that of Metropolitan Medium councils.

Major Regional City

Newcastle City Council and Wollongong City Councils are categorised as Major Regional City. These councils:

- are metropolitan in nature with major residential, commercial and industrial areas
- typically host government departments, major tertiary education and health facilities and incorporate high density commercial and residential development
- provide a full range of higher order services and activities along with arts, culture, recreation, sporting and entertainment facilities to service the wider community and broader region


- 
- have significant transport and freight infrastructure servicing international markets, the capital city and regional areas
 - have significant natural and man-made assets to support diverse economic activity, trade and future investment
 - typically contain ventures which have a broader State and national focus which impact upon the operations of the council.

Major Strategic Area

Councils categorised as Major Strategic Area will have a minimum population of 300,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.




Currently, only Central Coast Council meets the criteria to be categorised as a Major Strategic Area. Its population, predicted population growth, and scale of the Council's operations warrant that it be differentiated from other non-metropolitan councils. Central Coast Council is also a significant contributor to the regional economy associated with proximity to and connections with Sydney and the Hunter Region.

Regional Strategic Area

Councils categorised as Regional Strategic Area are differentiated from councils in the Regional Centre category on the basis of their significant population and will typically have a residential population above 100,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$250M per annum
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.



Currently, only Lake Macquarie Council meets the criteria to be categorised as a Regional Strategic Area. Its population and overall scale of council operations will be greater than Regional Centre councils.

Regional Centre

Councils categorised as Regional Centre will typically have a minimum residential population of 40,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large city or town providing a significant proportion of the region's housing and employment
- health services, tertiary education services and major regional airports which service the surrounding and wider regional community
- a full range of high-order services including business, office and retail uses with arts, culture, recreation and entertainment centres
- total operating revenue exceeding \$100M per annum
- the highest rates of population growth in regional NSW
- significant visitor numbers to established tourism ventures and major events that attract state and national attention
- a proximity to Sydney which generates economic opportunities.



Councils in the category of Regional Centre are often considered the geographic centre of the region providing services to their immediate and wider catchment communities.

Regional Rural

Councils categorised as Regional Rural will typically have a minimum residential population of 20,000. To satisfy this criteria the non-resident working population can be included.

Other features may include:

- a large urban population existing alongside a traditional farming sector, and are surrounded by smaller towns and villages
- health services, tertiary education services and regional airports which service a regional community
- a broad range of industries including agricultural, educational, health, professional, government and retail services
- large visitor numbers to established tourism ventures and events.

Councils in the category of Regional Rural provide a degree of regional servicing below that of a Regional Centre.



Rural Large

Councils categorised as Rural Large will have a residential population greater than 10,000, and a councillor to resident ratio of at least 1 to 1200.

Other features may include:

- one or two significant townships combined with a considerable dispersed population spread over a large area and a long distance from a major regional centre
- a limited range of services, facilities and employment opportunities compared to Regional Rural councils
- local economies based on agricultural/resource industries.



Rural

Councils categorised as Rural will typically have a residential population less than 10,000.

County Councils - Water

County councils that provide water and/or sewerage functions with a joint approach in planning and installing large water reticulation and sewerage systems.

County Councils - Other

County councils that administer, control and eradicate declared noxious weeds as a specified Local Control Authority under the Biosecurity Act 2015.

10.2 MAITLAND FLOODPLAIN RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE

FILE NO:	103/64
ATTACHMENTS:	1. Maitland Floodplain Risk Management Committee Terms of Reference
RESPONSIBLE OFFICER:	Matthew Prendergast - Director City Planning
AUTHOR:	Catherine Pepper - Manager Environment & Sustainability
MAITLAND +10	Outcome 12 To be ready in case of more hot days, storms and floods
COUNCIL OBJECTIVE:	12.1.4 Participate in partnership and seek grant funding to achieve climate change action

EXECUTIVE SUMMARY

This report outlines the outcomes of a review of the Maitland Floodplain Risk Management Committee and provides Terms of Reference for its future operation.

OFFICER'S RECOMMENDATION

THAT

1. Council adopt the Terms of Reference for the Maitland Floodplain Risk Management Committee
2. The membership of the committee be reformed following the Council general election

REPORT

In 2022 Maitland City Council (Council) commissioned Manly Hydraulics Laboratory (MHL) to undertake a comprehensive flooding gap analysis for the Maitland Local Government Area (LGA). The gap analysis provides a basis for an ongoing floodplain risk management work program, designed to comply with the requirements of the NSW Floodplain Risk Management Manual (2023).

Key recommendations from MHL's review were reported to Council on 28 November 2023, and included establishment of the Maitland Floodplain Risk Management Committee as a permanent committee of Council that meets on a scheduled and recurring basis. Council resolved that a further report be provided on the terms of reference for the Maitland Floodplain Risk Management Committee.

Guidance on Floodplain Risk Management Committees

The NSW Flood Prone Land Policy sets the direction for flood risk management (FRM) in NSW. According to the Policy, the management of flood prone land in NSW is primarily the responsibility of local councils. The role of local councils in implementing the policy includes establishing effective FRM governance and consultation arrangements, such as local FRM committees and community engagement, to enable local community groups and individuals to provide input into the FRM process by effectively communicating their aspirations around the management of flooding.

Further guidance on effective FRM governance and consultation arrangements including local FRM committees is set out in the NSW *Flood risk management manual: the policy and manual for the management of flood liable land* (2023). The Flood Risk Management Manual (2023) is the NSW Government's manual relating to the management of flood liable land in accordance with section 733 of the Local Government Act 1993. This provides councils, statutory authorities, and state agencies and their staff, with indemnity for decisions they make and information they provide in accordance with the manual.

The manual notes that councils should establish an FRM committee to oversee the development of balanced FRM plans through the FRM process. Committees provide important links to state agencies, key stakeholders and the community. Committees assist councils in developing and implementing a FRM plan by contributing ideas, professional expertise, experience, and local knowledge. The manual also recommends that a technical working group (TWG) be formed to support the FRM committee.

An FRM committee is generally an advisory committee and does not have or exercise any formal powers of council. The manual recommends that the committee should report through an established process to the Council or to an appropriate standing committee, which has the final decision-making authority.

Maitland Floodplain Risk Management Committee

Council has previously established a Floodplain Risk Management Committee to meet on an as needs basis when flood studies are in preparation. The committee includes staff, Councillors, community representatives, and representatives from State Emergency Services, Hunter Valley Flood Mitigation Scheme and Department of Climate Change, Energy, the Environment and Water. The 2022 the Flooding Gap Analysis conducted by MHL recommended that committee arrangements be revised to a regular scheduled committee meeting (e.g. twice per year) to oversee both the preparation and implementation of studies and plans.

A review of the role and function of the committee has been undertaken in line with the NSW Floodplain Risk Management Manual (20203) and the committee has met twice yearly in 2022 and 2023. Consultation with the committee on new Terms of Reference took place at the December 2023 and February 2024 committee meetings. Input was also sought from the Water, Floodplains and Coast team within the Department of Climate Change, Energy, the Environment and Water.

MAITLAND FLOODPLAIN RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE (Cont.)

The following improvements to the operation of the existing committee have been identified, and are included in the new Terms of Reference, provided in Attachment 1:

- Increase meeting frequency from twice yearly to quarterly,
- Add a representative from Hunter Local Land Services to the committee in recognition of their role in floodplain management within the Maitland LGA,
- Establish a clear process for adding local, catchment specific representatives to the committee while flood studies are being prepared, and
- Formalise a technical sub-committee in accordance with the recommendations of the manual

CONCLUSION

Adoption of the Terms of Reference will provide clear documentation of how the Maitland Floodplain Risk Management Committee will operate, addressing a necessary component of the flood risk management process.

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 however the Floodplain Risk Management Committee will provide advice on matters relating to floodplain management and flooding policy.

STATUTORY IMPLICATIONS

A Floodplain Risk Management Committee is a necessary component of the floodplain risk management process and is required to ensure compliance with the Floodplain Risk Management Manual (2023). This manual is the NSW Government's manual relating to the management of flood liable land in accordance with section 733 of the Local Government Act 1993. This provides councils, statutory authorities, and state agencies and their staff, with indemnity for decisions they make and information they provide in accordance with the manual.

Officers Reports

MAITLAND FLOODPLAIN RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE

Maitland Floodplain Risk Management Committee Terms of Reference

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 3



Maitland Floodplain Risk Management Committee Terms of Reference

PURPOSE

The Floodplain Risk Management Committee (the Committee) has been established to provide advice on the development and implementation of Flood Studies and Floodplain Risk Management Studies and Plans throughout the Maitland Local Government Area.

OBJECTIVES

The objectives of the Committee include, but are not limited to:

- Providing a link between Council and the local Community for flooding issues
- Assisting in the collection of necessary information to support flood studies and flood risk management plans
- Identifying objectives and strategies related to the improvement of the management of the floodplain
- Providing input into known flood behaviour as part of the flood study process
- Co-ordinating with relevant government agencies, asset managers, emergency management bodies and other advisory bodies.
- Providing a forum for discussion of issues (technical, social, environmental and cultural) relevant to the development and implementation of Flood Studies and Floodplain Risk Management Studies and Plans.
- Ensuring that Floodplain Risk Management Studies and Plans are undertaken in accordance with the NSW Floodplain Risk Management Manual.

TERMS OF REFERENCE

ROLE IN DECISION MAKING

The Committee provides advice as requested by Council to assist the Floodplain Risk Management Process. The Committee has an advisory role and will not have a formal role in decision making, policy direction or delegating additional work to be carried out by Council as part of the Floodplain Risk Management Process.

STRUCTURE

The Floodplain Risk Management Committee will consist of the Core Members and Local Representatives. The Core Members will provide an advisory role for all flood studies and floodplain risk management studies (and plans) conducted across the Maitland LGA. Government agency representatives are appointed as advisors to the core committee and will not participate in voting. The Local Representatives are additional members who have specific knowledge of the subject catchment.

Figure 1 depicts the proposed composition of the Floodplain Risk Management Committee.

MAITLAND FLOODPLAIN RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE (Cont.)

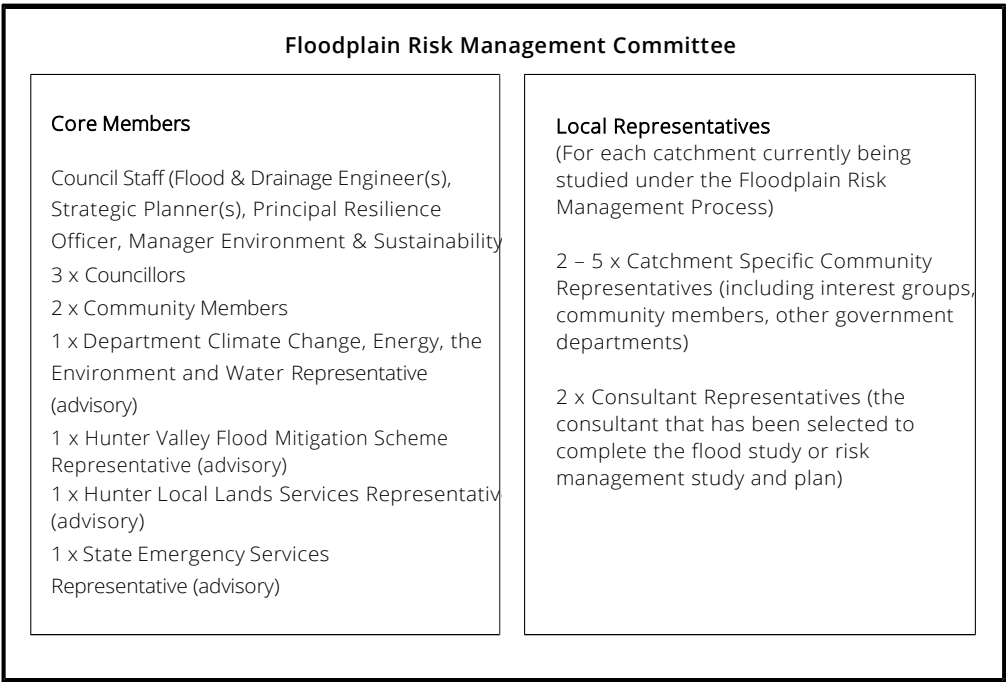


Figure 1 - Composition of the Floodplain Risk Management Committee

The number of Catchment Specific Community Representatives will be determined on an 'as needs' basis by Council Staff at the commencement of each flood study or floodplain risk management study and plan.

ADMINISTRATION

Council staff will administer the committee and minutes will be taken and made available to committee members for all meetings. Council staff (i.e. Manager, Environment & Sustainability or their delegate) will chair the meetings.

FORMATION OF THE COMMITTEES

The Core Floodplain Risk Management Committee will be formed once the terms of reference have been adopted. Expressions of interest for the nomination of Community Members will be advertised on Council's website, local newspapers and other relevant platforms as identified in accordance with Council's stakeholder engagement plan. Advisory bodies included in the Core Floodplain Risk Management Committee will nominate their respective representatives.

Local Representatives will be determined at the commencement of the floodplain risk management process for each catchment. Where the floodplain risk management process has already commenced, Local Representatives will be selected at the commencement of the next stage of the process. Catchment Specific Community Representatives will be selected following the advertisement of expressions of interest. It is intended that Catchment Specific Community Representatives will be consistent throughout all stages of the floodplain risk management process (i.e. flood study and floodplain risk management study and plan) for the catchment they have nominated to represent.

Following determination of the Local Representatives, the Floodplain Risk Management Committee for the relating catchment will be formed.

TERMS

The Core Floodplain Risk Management Committee will be reformed every four years (in line with Council general elections).

MAITLAND FLOODPLAIN RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE (Cont.)

SELECTION OF COMMITTEE MEMBERS

Selection of community representatives will be based on the following:

- A broad interest and knowledge of floodplain management issues across the LGA (for Core Committee members);
- A specific interest and knowledge of floodplain management of the subject catchment (for Catchment Specific Community Representatives);
- Demonstrated ability to represent broad community interests; and
- Demonstrated commitment /availability to attend meetings.

Community Members of the Core Committee and the Catchment Specific Community Representatives will be determined following review of the received nominations. The Manager, Environment & Sustainability (or their delegate) will review the submissions and recommend the most appropriate Committee members to the General Manager.

FREQUENCY

The Core Floodplain Risk Management Committee will meet four times per year. Additional meetings may be called to discuss catchment specific issues in which the Core Floodplain Risk Management Committee and the relevant Local Floodplain Advisory Representatives will attend.

TECHNICAL SUB-COMMITTEE

A Technical Sub-Committee will be established in parallel with the Floodplain Risk Management Committee for each studies catchment. The purpose of the Technical Sub-Committee is to provide technical assistance to enable the committee to fulfil its advisory role to Council efficiently, confident that studies and option assessments are technically adequate and the options proposed are practical and feasible. Members of the Technical Sub-Committee include Council Staff, a DPE Representative and Consultant Representatives.

The Technical Sub-Committee will meet independent of the Floodplain Risk Management Committee to discuss technical aspects of the studies.

RESPONSIBILITIES

Reports to the Director, City Planning

CONFLICTS OF INTEREST

Committee members must declare any conflicts of interest at the start of each meeting or before discussion of a relevant agenda item or topic. Details of any conflicts of interest should be appropriately minuted.

DOCUMENT ADMINISTRATION

BUSINESS GROUP	City Planning
RESPONSIBLE OFFICER	Manager Environment & Sustainability
COUNCIL REFERENCE	Ordinary Council Meeting 28 May 2024
REVIEW DATE	Three (3) years from date of adoption
FILE NUMBER	103/64
RELEVANT LEGISLATION	Local Government Act 1993 (NSW) s733
RELATED POLICIES/PROCEDURES/PROTOCOLS	Nil

10.3 ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024

FILE NO:	35/33/18/12
ATTACHMENTS:	1. On the Move
RESPONSIBLE OFFICER:	Tiffany Allen - Executive Manager People and Performance Kelly Arnott - Manager Corporate Planning and Performance
AUTHOR:	Jenna Parkinson - Corporate Strategy Lead Kate Higgins - Corporate Planning & Reporting Officer Rachna Sangwan - Corporate Performance Lead
MAITLAND +10	Outcome 15. To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.3.1 Monitor and report progress against the delivery of projects and services, as identified in the community Strategic Plan, Delivery Program and annual Operational Plan

EXECUTIVE SUMMARY

Our On the Move report offers a thorough snapshot of the projects and initiatives within Council's Delivery Program 2022 - 2026. Typically issued every six months, this edition is being presented as a quarterly update to Council due to the caretaker mode in August.

The report is an opportunity to provide information to the community on progress made during the period January to March 2024, including our financial and capital status as of 31 March 2024. It covers key areas such as service and infrastructure delivery, highlights, and financial overview, providing transparency and insight into our progress.

OFFICER'S RECOMMENDATION

THAT

1. Council receive Issue 26 of On the Move, a report for the period January to March 2024 on progressing the Delivery Program 2022 - 2026; and
2. The report be made available to the community on Council's website and promoted via social media.

REPORT

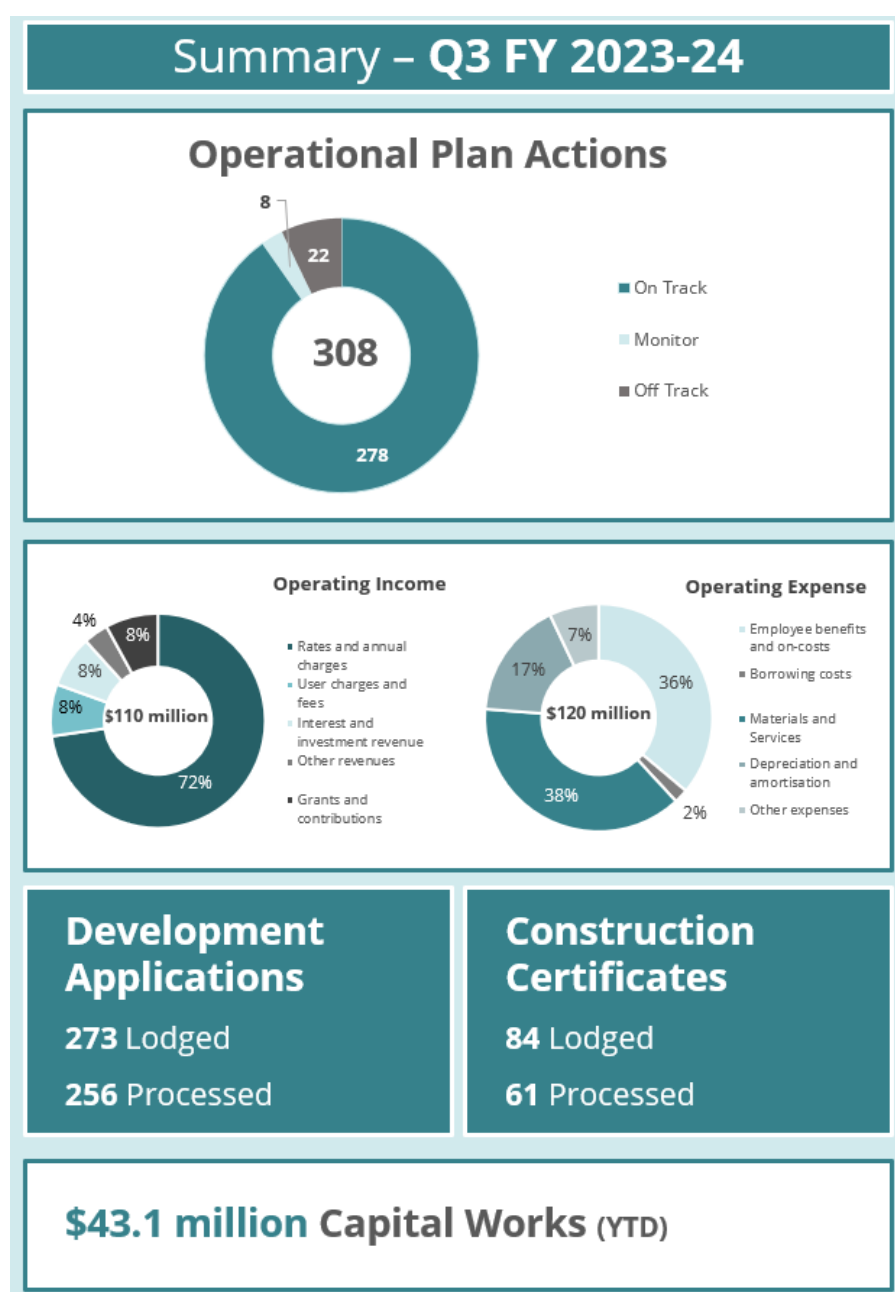
On the Move provides an overview on progress towards our Delivery Program 2022 – 2026, a statement of commitment to the community from our elected Council, translating the community's vision and priorities from Maitland +10 into actions.

ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)

On the Move is presented under the four themes of the Delivery Program and provides an overview of progress toward our community outcomes for the third quarter, January to March 2024. In addition to meeting our legislative obligations, the objectives of On the Move are to:

- communicate our vision, themes and outcomes to the community.
- instill community confidence in our ability to show strong leadership and deliver on our promises.
- demonstrate our commitment to being open and transparent.
- celebrate the achievements of our organisation.

Furthermore, On the Move outlines progress towards our Delivery Program 2022 – 2026. It also includes an overall update on Operational Plan actions, operating income and expenditure summary, and a status update on our grant applications.



ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)

 GRANTS (YTD)	Applied/advocated 29 \$30.3 million	Successful 21 \$23.4 million
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Grant funding is an important source of Council revenue to advance the strategic vision and priorities set out in Maitland +10 Council's Community Strategic Plan. Smart investment of grant funds help deliver projects and initiatives that align with the objectives outlined in Council's Delivery Program, the activities of our Operational Plan and other strategic plans adopted by Council.











On the Move highlights our key achievements in grant applications, the table below details the grant applications for FY23-24 YTD

Q3 updates are highlighted below.

■ Successful
 ■ Pending outcome
 ■ Unsuccessful

Grant title	Project name	Status	Grant fund requested	Grant fund approved	MCC contribution
Country Passenger Transport Infrastructure Grants Scheme (CPTIGS)	Delivery of one bus shelter and twenty 26 bus stop upgrades	■	\$77,250	\$77,250	\$0
Environmental Trust – Environmental Restoration and Rehabilitation Grants Program	Rehabilitation of two Endangered Ecological Communities - habitat and connectivity improvement in Maitland	■	\$148,826	\$148,826	\$0
Fixing Country Roads - Round 6 / Restart NSW	Total Road, Bolwarra Heights	■	\$915,000	\$915,000	\$400,000
Investing in our Communities	Cooks Square Park improvements	■	\$2,000,000	\$1,000,000	\$0
	Max McMahon Oval Upgrade	■	\$3,000,000	\$3,000,000	\$190,000

ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)

Grant title	Project name	Status	Grant fund requested	Grant fund approved	MCC contribution
NSW Floodplain Management Program 2023	Maitland Local Government Area Floodplain Risk Management Study and Plan		\$204,668	\$204,668	\$102,332
NSW Football Legacy Fund - Round 2	A&D Lawrence Sportsfield Lighting Upgrade		\$129,450	\$129,450	\$155,550
NSW Museums and Galleries Dobell exhibition grant	Dobell Exhibition grant - artist commissions		\$10,000	\$10,000	\$0
NSW Office of Regional Youth school holiday youth programs	School holiday programs - Maitland Regional Art Gallery		\$18,000	\$18,000	\$0
Regional and Local Roads Repair Program	Repair of potholes on the Local and Regional Road network		\$1,373,647	\$1,373,647	\$0
	Repair of potholes and stabilisation of the Local and Regional Road network		\$1,924,597	\$1,924,597	\$0
Local Roads Community and Infrastructure Program - Phase 4	Cooks Square Park amenities – East Maitland		\$272,757	\$272,757	\$0
	Shared pathway - Hillgate Drive to A&D Lawrence Sports Field		\$200,000	\$200,000	\$0
	Shared pathway extension - Government Road, Thornton		\$400,000	\$400,000	\$0
	Anambah Road, Anambah – Section between CH3735 (Culvert) and CH4420		\$503,425	\$503,425	\$0

ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)

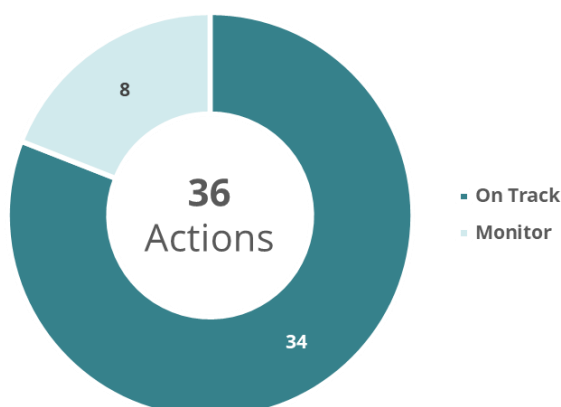
Grant title	Project name	Status	Grant fund requested	Grant fund approved	MCC contribution
	(Quarry Driveway Entry)				
Regional Housing Strategic Planning Fund	East Maitland Catalyst Area Structure Plan and Infrastructure Needs Analysis - Round 2	■	\$243,000	\$243,000	\$0
NSW Betterment Program - Regional Roads and Transport Recovery Package	Melville Ford Timber Bridge	■	\$2,540,584	\$2,540,584	\$0
Local Government Recovery Grants NSW Severe Weather and Flooding	Emergency Works	■	\$1,222,062	\$1,222,062	\$0.00
State Election Commitment Transport NSW funding	Melville Ford Road and Maitland Vale Road - Upgrade of Upper Hunter roads	■	\$6,000,000	\$6,000,000	\$0
	Melville Ford Timber Bridge Replacement	■	\$2,500,000	\$2,500,000	\$0
Block Grant Assistance	2023-24 funding towards Tocal Road – Rehabilitation, Morpeth Road, traffic facilities and supplementary items	■	\$720,000	\$720,000	\$0
Crown Reserves Improvement Fund	Walka Water Works timber bridge repair	■	\$511,511		\$0
Get Active NSW Walking and	East Maitland to Morpeth Shared Path Strategic Assessment	■	\$154,000		\$0

ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)

Grant title	Project name	Status	Grant fund requested	Grant fund approved	MCC contribution
Cycleway Grant	Raymond Terrace Road Thornton Shared path from Settlers Boulevard to Hillgate Drive	■	\$647,411		\$0
Public Library Infrastructure Grant	Digital Transformation Maitland Libraries	■	\$165,627		\$0
Urban Rivers and Catchments Program	West Rutherford - ephemeral creek water quality and habitat improvement	■	\$1,572,630		\$0
Black Spot and Safer Roads	Tigerhawk Drive and Heritage Drive roundabout	■	\$452,577		\$0
	Desalis Drive Central Median infill	■	\$403,311		\$0
Level the playing field	Sophia Waters Neighbourhood Sports Centre	■	\$2,000,000		\$5,000,000

Additionally, this quarter, we have commenced monitoring our progress on the actions outlined in our Disability Inclusion Action Plan (including in our overall Operational Plan actions). Here is a snapshot of our current progress, providing us with updates for our Annual Reporting requirements.

Disability Inclusion Action Plan



ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)

CONCLUSION

On the Move provides an overview on the delivery of projects and activities within Council's Delivery Program 2022 - 2026 over the period January to March 2024.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

The production of On the Move meets the requirements of Section 406 of the *Local Government Act 1993* and the Integrated Planning and Reporting guidelines for six monthly reporting against the Delivery Program.

Officers Reports

ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024

On the Move

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 26



A photograph of a person's arm and hand, adorned with traditional Aboriginal body paint in white and black. The person is holding a branch with green leaves. The image is used as a background for the Acknowledgement of Country section.

ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Wonnarua People as the Traditional Owners and Custodians of the land within the Maitland Local Government Area. Council pays respect to all Aboriginal Elders, past, present and future with a spiritual connection to these lands.

*Smoking ceremony, Maitland*

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12 | OUR ACHIEVEMENTS

14 | Let's connect with each other

16 | Let's create opportunities

20 | Let's live sustainably

22 | Let's lead together

REPORTING TO OUR COMMUNITY

On the Move provides an overview of Council's performance and achievement for each of the city's four themes, demonstrating our commitment to deliver on our Maitland +10 vision.

In addition to meeting our legislative obligations, the objectives of On the Move are to:

- communicate our vision and priorities to the community
- instill community confidence in our ability to show strong leadership and deliver on our promises
- demonstrate our commitment to being open and transparent
- celebrate the achievements of our organisation.

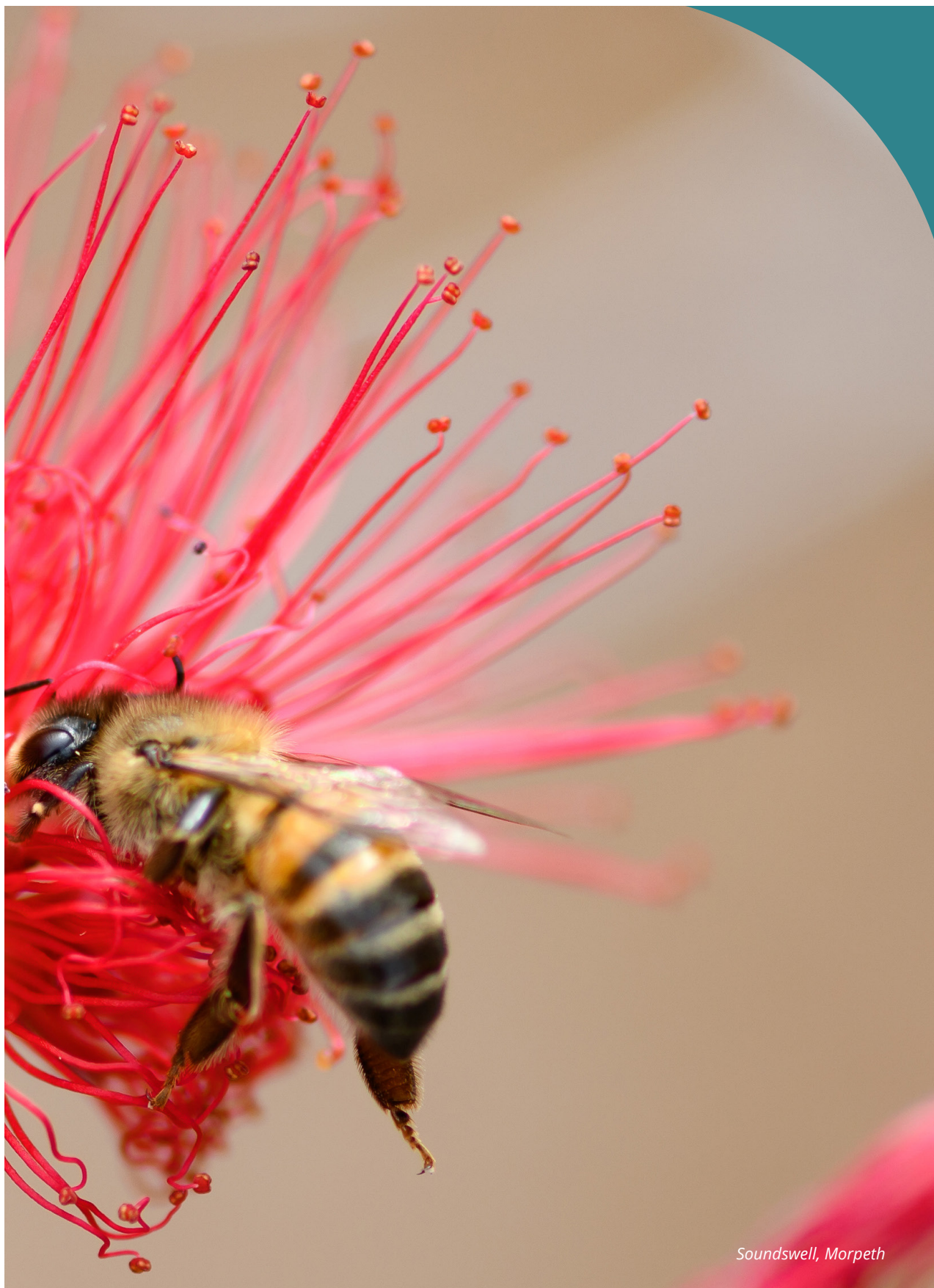


Scan the QR code for more information about our Delivery Program and Operational Plan.



WELCOME

ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)



Soundswell, Morpeth

ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)



Norm Chapman Oval, Rutherford

MESSAGE FROM OUR MAYOR AND GENERAL MANAGER

Welcome to issue 26 of On the Move, capturing the activities of Council in delivering the 2022-2026 Delivery Program for the period 1 January 2024 to 31 March 2024.

Our On the Move aligns to our Delivery Program and Operational Plan, which was adopted by Council in June 2023. A statement of commitment to our community, translating the vision and priorities from Maitland +10 into clear actions.

On the Move is presented under the four themes of our Delivery Program and Operational Plan. Our list of projects and actions extends across the city, with investments in community infrastructure, facilities and services that will help make Maitland an even greater place to live.

Let's connect with each other

One of our primary objectives is to enrich our communities by investing in new playgrounds and sporting facilities.

In this quarter, we saw the upgrade to Rous Street Park and Somerset Sportsground, providing an enhanced space for everyone to enjoy.

Our sporting facilities are undergoing enhancements with new floodlights installed at Norm Chapman Oval in Rutherford and Thornton Oval. Thornton Oval also received a new irrigation system for the playing field.

Let's create opportunities

We had a number of fantastic opportunities for our community to come together and enjoy live music with over 4,500 enjoying the Soundswell event held at Morpeth in January which featured an impressive array of Australian artists.

We also hosted two Newcastle Jets Women's fixtures at Maitland Regional Sportsground which was attended by thousands of enthusiastic fans.



Philip Penfold
Mayor



Jeff Smith
General Manager

Let's live sustainably

Our community came together in full force, with a total of 17 community groups, along with groups of residents and individuals, actively participating in Clean Up Australia Day activities across Maitland. In addition, 12 schools also participated in Schools Clean Up Day on 1 March.

Our new MyCouncil customer portal also saw an increase in the number of bin repair requests being lodged, assisted by the new streamlined process.

Let's achieve together

To advance our priorities set out in Council's Delivery Program, we have actively applied for 29 grants year to date, receiving a total \$23.4 million to invest in projects.

Council claimed top honours at the 2024 Community Cricket Awards in March, with Robins Oval in Maitland Park named Community Facility Project of the Year after a \$1.9 million upgrade to the facility in 2023.

We have made significant progress through our passion and commitment to making our city a great place to live, work and play.

Together, we make Maitland.

OUR VISION

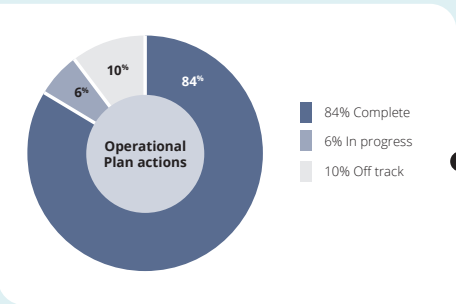
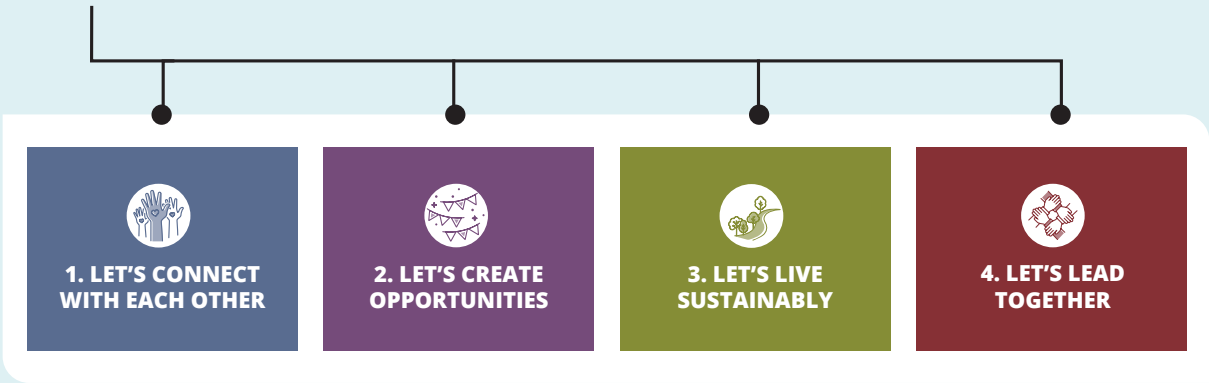
We are a proud and changing community, celebrating our heritage and future potential. Our housing choices are diverse, with education and job opportunities for all. We have everything we need close to home, from parks to sports and culture. The iconic Hunter River shapes our landscape, bringing both opportunities and challenges. We aim to live sustainably, restoring our natural environment and reducing waste where we can. Our leaders are always listening, and let the community know about decisions made. Together, we make Maitland.



HOW TO READ THIS DOCUMENT

OUR COMMITMENT TO OUR COMMUNITY

Our reporting documents including our Delivery Program and Operational Plan, are presented in the four themes of our Maitland +10.



How we are progressing the outcomes in our Operational Plan

Operational actions show progress and performance against our delivery program and move the council towards achieving the objectives identified in Maitland +10.

To promote readability and accessibility, abbreviations and technical terminology have been kept to a minimum. The abbreviations and key terms used are explained below in plain English.

Compared to previous data

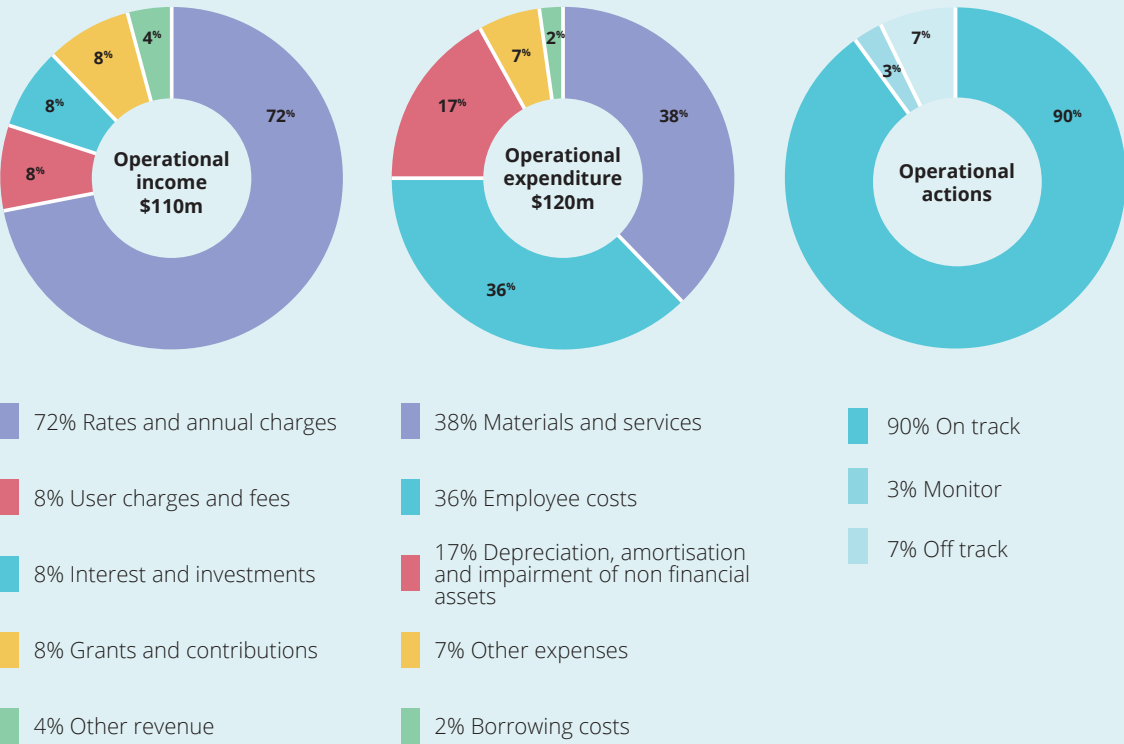
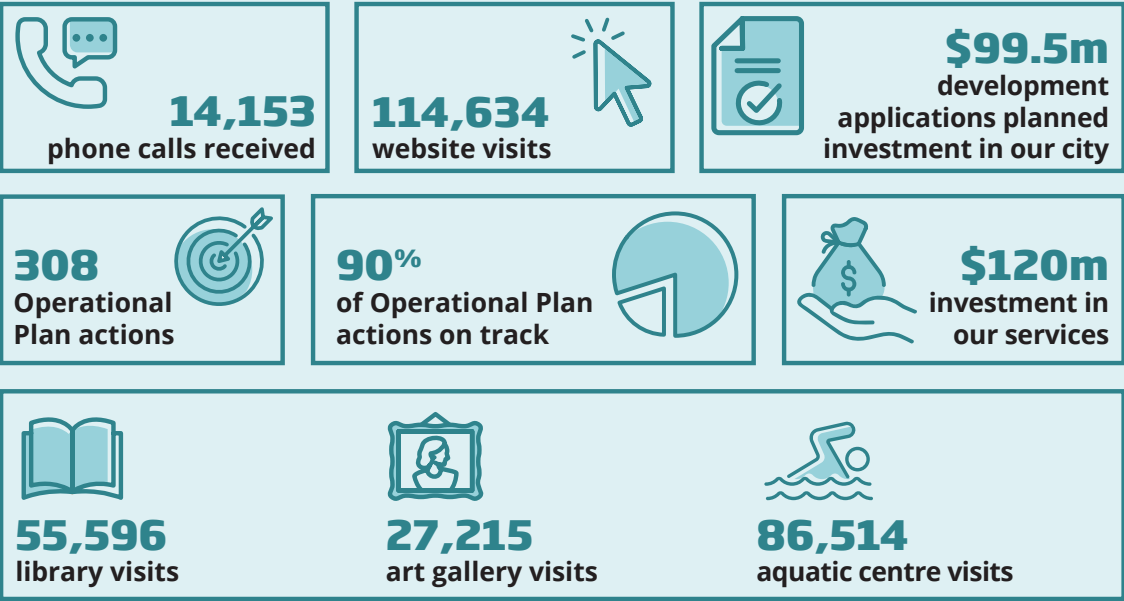
 Increasing  Decreasing

Tables within this report use the following:

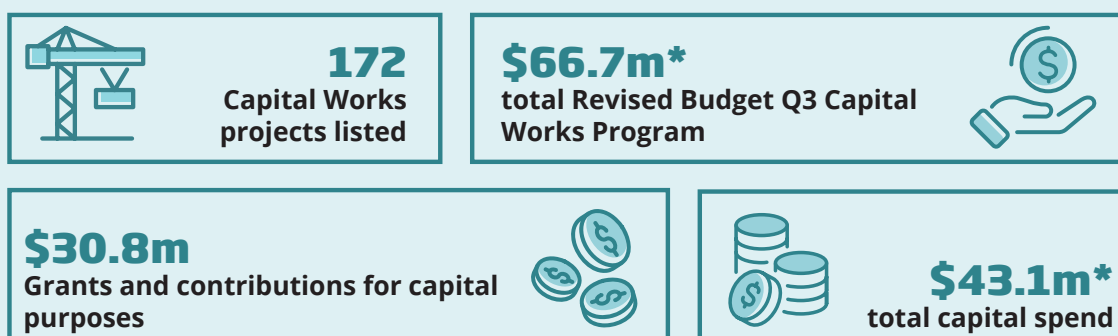
- \$k for thousand dollars
- \$m for million dollars
- \$bn for billion dollars
- NA for not applicable.

SHOWCASING OUR ACHIEVEMENTS

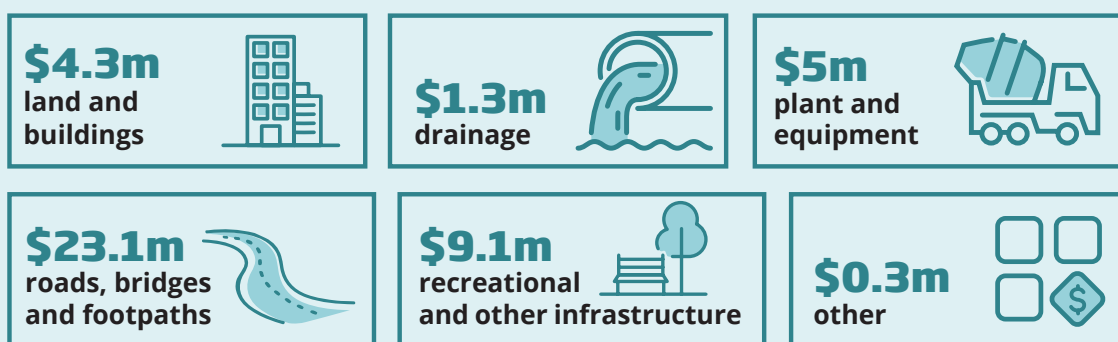
The action plan for achieving the community's outcomes in Maitland +10 are outlined in the Delivery Program and Operational Plan. This plan is prepared each year identifying the projects, programs and actions that Council will deliver over a 12 month period from July 2023 to June 2024. Our financial position at the end of March 2024 is represented below along with our key quarterly highlights.



ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)

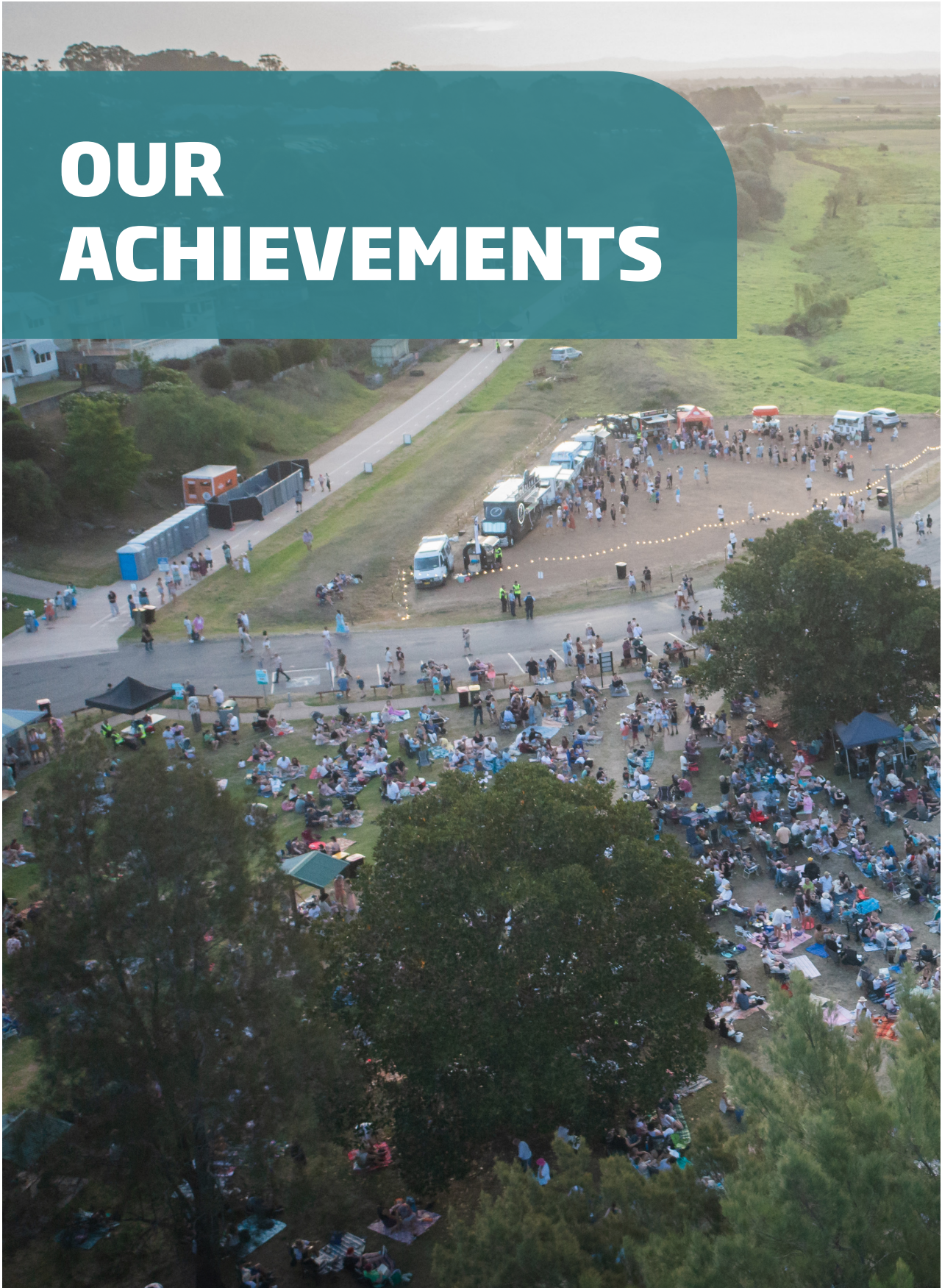


*excludes principal repayments

ACTUAL EXPENDITURE PER PORTFOLIO**KEY PROJECTS COMPLETED:**

- Road reseal and rejuvenation program for the financial year is now complete.
- Woodberry Road flood repair works.
- Asphalt overlay works at Emerald Street, Dinter Close, Hinder Street and Courtlands Street in East Maitland, Occupation Lane in Lochinvar, Budgereee Street, Endeavour Street and Wolsenholme Street in Rutherford, Collinsons Street in Tenambit, Stafford Close in Metford, Chisholm Road in East Maitland and Ashtonfield and Molucca Close in Ashtonfield.
- Major road maintenance and construction at Edwards Avenue and Haussman Drive in Thornton and Christopher Road in Lochinvar.
- Programmed pathway maintenance works throughout Lorn with particular focus on Belmore Road.
- Construction of modular amenities at Cooks Square Park, East Maitland.
- Improvements at Maitland Park outer fields including lighting and upgraded amenities and changerooms for inclusivity and accessibility. These improvements were funded by the State Government's Stronger Country Communities Fund.
- Annual aerial (helicopter) inspection to assist with maintaining priority weeds on public and private land and to manage the negative impact on our environment.

OUR ACHIEVEMENTS



ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)



Soundswell, Morpeth



1. LET'S CONNECT WITH EACH OTHER

WHAT OUR COMMUNITY WANTS:

- 1.1 To stay friendly, happy and proud as our city grows.
- 1.2 To easily get to where we want to go.
- 1.3 To acknowledge First Nations peoples and their stewardship of the land within our city.
- 1.4 To be healthy and active with access to local services and facilities.
- 1.5 To celebrate what makes our city unique – our history, our people and our river.

103
immunisations provided



44
new citizens welcomed
at one ceremony

14%
growth in digital
content at our libraries

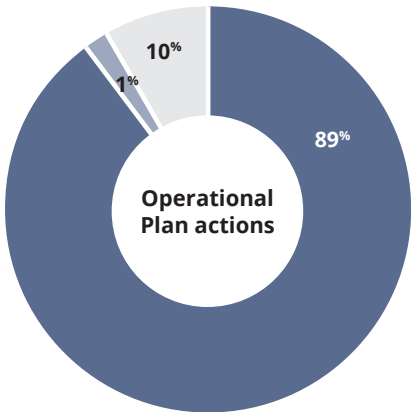


100
hours of digital literacy
programming delivered



38
school carnivals held
at aquatic centres

2,850
attendees at 191 events
held at our libraries



- 89% On track
- 1% Monitor
- 10% Off track

WHAT WE DELIVERED

Major infrastructure investments in our community

Council secured nearly \$10 million for significant upgrades to community infrastructure, including crucial road improvements on Melville Ford Bridge, Melville Ford, Maitland Vale, and Tocal roads.

An additional \$2.5 million from various government sources has been allocated to replace Melville Ford Bridge, raising the project's total budget to \$8.2 million. The new dual-lane concrete bridge over the Hunter River will enhance flood resilience.

Furthermore, \$6 million will be used to rebuild sections of Maitland Vale Road and Melville Ford Road, making them more flood resistant. Council is collaborating with the NSW Government to finalise plans, while ongoing work on Tocal Road at Bolwarra Heights, funded at \$1.9 million, is set for completion by the end of the year.

Sportsground upgrades for our community

New floodlights have been installed at Norm Chapman Oval in Rutherford and Thornton Oval. Brand new lighting offers improved facilities for local sporting groups to play and train longer after sunset.

Thornton Oval also received a new irrigation system for the playing field.

Playspace upgrades across our LGA

Rous Street Park underwent a \$112,000 upgrade and now features brand new play equipment, seating and a shade sail.

A playground at Somerset sportsground is now open and ready for use after a \$125,000 upgrade to the play equipment, including a new slide and climbing structures. In addition a large shade sail has also been installed.

Improvements at Harvest Boulevard playspace in Chisholm has also taken place including replacement of the site's rubber softfall surface.

Cooks Square Park receives \$1 million investment for upgrades

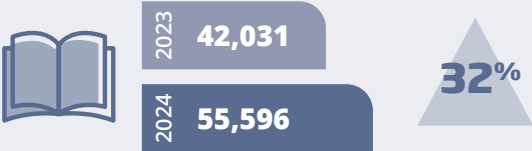
In a major score for local footballers, Maitland City Council has delivered \$1 million worth of upgrades to Cooks Square Park in East Maitland.

Fully funded by the Australian Government, the training pitch has been extended into a full sized field with new irrigation and fencing as well as training standard floodlighting being installed.

The funding has brought necessary upgrades to Cooks Square Park, transforming it into a premier destination for local football. The investment of \$1 million goes beyond mere infrastructure and represents a commitment to nurturing the health and wellbeing of our Maitland football community.

LIBRARY VISITATION

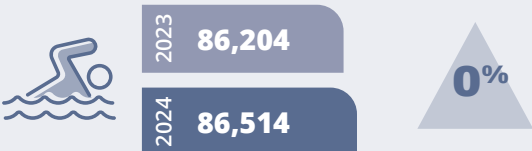
(January to March period)



Increase attributed to several new programs being run along with improved community engagement through large event partnerships.

AQUATIC CENTRES VISITATION

(January to March period)



KEY ACHIEVEMENTS

- ✓ Staged reopening of the former Maitland Park Bowling Club site has been announced and work undertaken to facilitate public access to priority areas including the car park.
- ✓ Construction is underway to complete stage 2B of Morpeth Shared Pathway Project, linking Steamer Street to Queens Wharf Road via Morpeth Road, with work set to be completed by June 2024.
- ✓ Aboriginal dance workshop held at Rutherford and East Maitland Library in January.
- ✓ Baby Book Club held weekly at Rutherford, Maitland, East Maitland and Thornton Libraries.
- ✓ Council endorsed concept plans to upgrade Maitland Park playspace in March.
- ✓ New toilet block and carpark completed at Wirraway Park, Thornton and modular amenities completed at Cooks Square Park, East Maitland, in accordance with funding provided by the State Government's Stronger Country Communities fund.
- ✓ Amenities upgrades at Beryl Humble Oval completed.

CHALLENGES

- Maitland Library temporarily closed for four days due to traffic incident.
- Thornton Library temporarily closed for five hours due to electrical storm.



2.LET’S CREATE OPPORTUNITIES

WHAT OUR COMMUNITY WANTS:

- 2.1 To shop and work locally.
- 2.2 To afford the house in the neighbourhood we like.
- 2.3 To have central Maitland as the vibrant heart of our city.
- 2.4 To show off our city.

4,780
people attended events
in Central Maitland



12k
people took part in Free
Art January at MRAG



300
people attended
Live at The Levee



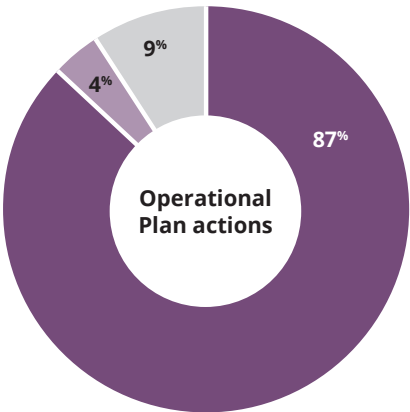
3,000
people attended
Australia Day events



4,478
attendees at 115
events held at MRAG



4,500
Number of people
attended Soundswell



- 87% On track
- 4% Monitor
- 9% Off track

WHAT WE DELIVERED

Soundswell spectacular

Morpeth welcomed music enthusiasts for a evening of live music, funded by the NSW Government. Attracting over 4,500 attendees, the event featured an impressive array of Australian artists, including the sensational Kate Miller-Heidke, Boo Seeka, Kira Puru, and The Appointments. Each performance added to the atmosphere, creating an unforgettable night for all who attended.

Live at The Levee

In March, Maitland hosted the vibrant Live at The Levee Street Party. Over 300 attendees were treated to soulful live performances by Piper Butcher and The Warning, as well as indie rock tunes by Acacia Blue.

The Levee Shared Zone, located between Bulwer and Elgin Street, was transformed into a free, all ages party zone. Live music filled the air, complemented by delicious food and refreshing drinks. Visitors had the opportunity to sample tasty bites from some of The Levee's best eateries and cafes.

A highlight of the event was the presence of Dusty Miner Craft Brewery, a beloved microbrewery based in Aberglasslyn.

Australia Day activities across Maitland

On Australia Day, Maitland Aquatic Centre hosted the annual Dive in Cinema event. Attendees had the option to take a dip in the pool or relax poolside, making it an enjoyable experience for everyone.

The event provided guests with tasty food, complimentary popcorn, lawn games, and free swim time. Additionally, there was a double feature of beloved Aussie classics including *Paper Planes* and *Red Dog*.

Alongside the Dive in Cinema, Maitland City Council organised a range of Australia Day activities. These included a free BBQ and live entertainment at Maitland Park, as well as Free entry to both Maitland and East Maitland Aquatic Centres. It was a day filled with festivities and fun for over 3,000 attendees.

Record attendance at Maitland Regional Art Gallery free art workshops

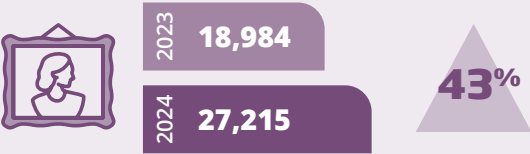
Maitland Regional Art Gallery broke its record attendance numbers for Free Art January with over 12,000 people onsite taking part in exhibitions, events and workshops. The Gallery launched its 2024 exhibition program and had forward plan and artistic program endorsed by Create NSW.

Increased attendance numbers can be attributed to change of opening hours and funding for holiday and workshop programs that enabled drop in stations. It also allowed the engagement of art tutors for art making activities throughout January in all spaces of the Gallery.

In March, the autumn series of exhibitions was launched with a diverse mix of cultural experiences across art forms.

MAITLAND REGIONAL ART GALLERY VISITATION

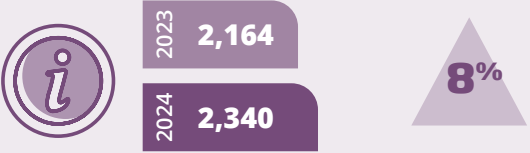
(January to March period)



Strategic marketing and funding initiatives contributed to strong attendance throughout the quarter along with record attendance achieved during Free Art January, with over 12,000 visitors.

MAITLAND VISITOR INFORMATION CENTRE VISITATION

(January to March period)



The increase in patronage this quarter can largely be attributed to the launch of Maitland Monopoly in March.

KEY ACHIEVEMENTS

- ✓ Maitland hosted two Newcastle Jets Women's fixtures at Maitland Regional Sportsground on 17 February and 3 March.
- ✓ Maitland Monopoly game was launched in March.
- ✓ Street Eats events held at Gillieston Heights, Rutherford and Woodberry.
- ✓ Comedy show by Comedy for a Cause and Angamus Duo held in March for Seniors Festival with 144 tickets purchased.
- ✓ The 'Including You' Tent was available at the Soundswell event in January with over 115 people accessing the space.
- ✓ Maitland Regional Art Gallery partnered with the Black Dog Institute and the Art Gallery of NSW to deliver Culture Dose for Kids - a wellbeing program for kids with mild anxiety.

CHALLENGES

- ✖ Maitland Gaol site closed in March until further notice due to fire and electrical system issues.

DEVELOPMENT IN OUR CITY

The NSW Department of Planning & Environment's (DPE) population projections released in 2022 estimate that Maitland's population will grow by an additional 54,800 residents between 2021 (from 89,750) and 2041 (to 144,550). Based on a 'common planning' scenario, this represents a forecast population growth of 61 per cent or the compound average growth rate of 2.4 per cent for the next 20 years.



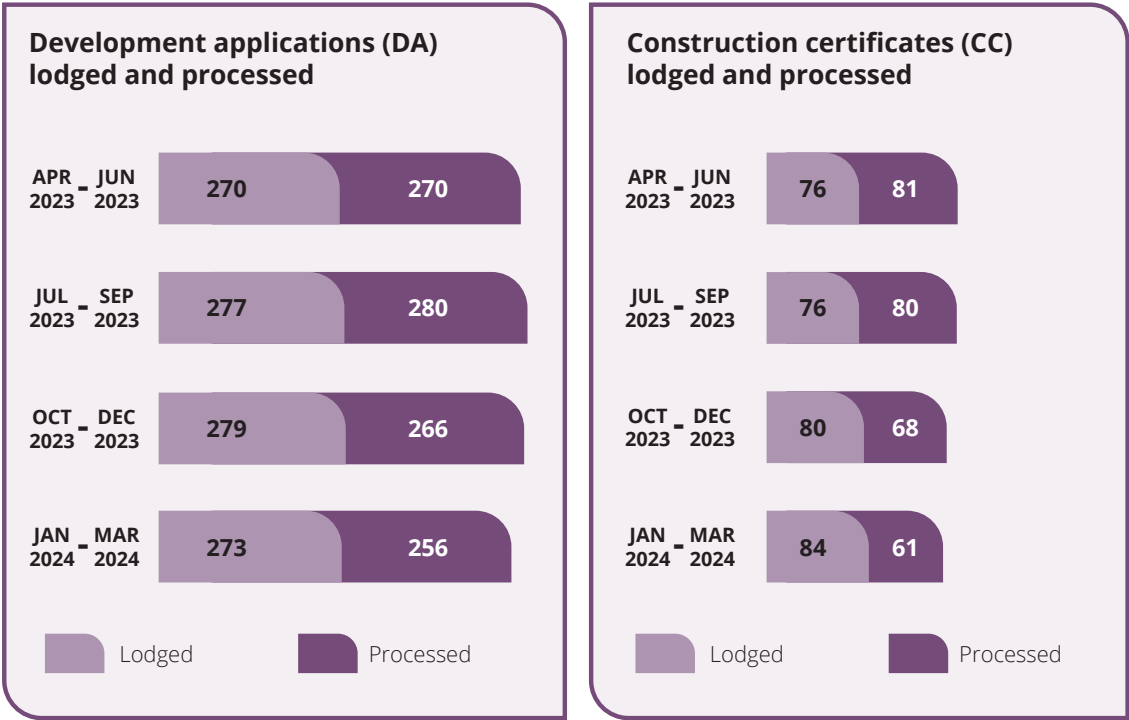
Maitland continues to be one of the fastest growing regional cities in Australia. Our approval statistics indicate the amount of building and development activity across the city and the efficiency of our processing systems. Our median processing times remain well below the Premier's target of development applications processed in under 40 days.



\$99.5m
Planned investment in our city from development applications

29 days
Median processing time for development applications

29 days
Median processing time for construction certificates



ON THE MOVE - PROGRESSING THE DELIVERY PROGRAM JANUARY - MARCH 2024 (Cont.)



Soundswell, Morpeth



3.LET’S LIVE SUSTAINABLY

WHAT OUR COMMUNITY WANTS:

- 3.1 To love and look after our outdoors.
- 3.2 To reduce our reliance on non-renewable natural resources.
- 3.3 To be ready for more hot days, storms and floods.
- 3.4 To reduce our waste.

1,980kgs
of textiles, soft
plastics and electronic
waste disposed



2,000
native seedlings given
away across four events

31t

e-waste collected



357t

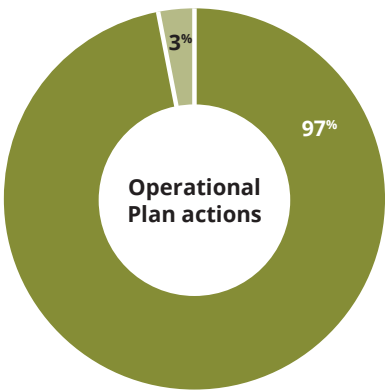
mixed metal collected



22t
problem waste
collected

12t

lead acid batteries
collected



- 97% On track
- 3% Monitor
- 0% Off track

WHAT WE DELIVERED

Maitland community unites for Clean Up Australia Day

Clean Up Australia Day, a national initiative aimed at fostering community participation in environmental conservation, was held on 3 March.

The local community came together in full force, with a total of 17 community groups, along with groups of residents and individuals, actively participating in cleaning up various areas across Maitland. In addition, 12 schools also participated in Schools Clean Up Day on 1 March.

Council partners with consultant for biodiversity corridor enhancement

Council collaborated with a consultant to carry out a biodiversity corridor analysis, which is crucial for sustaining natural ecosystems. The initiative began with an assessment and improvement of mapped corridors, which are vital for species movement and maintaining biodiversity.

Challenges were identified to restore connectivity, and improvement strategies were devised within the deadline. Progress highlighted the need for collective conservation efforts, ensuring accessible pathways for future generations.

MyCouncil portal boosts bin repair requests

Over 36,000 homes in the area receive garbage collection services. Since the launch of the MyCouncil portal, residents have found it quicker and easier to submit requests for bin repairs. As a result, there has been an increase in bin repair requests. Despite this, we have consistently managed to repair or replace bins on schedule.

Pollinator education event creates a buzz

Council hosted an informative Pollinator Education event at the Beryl Humble Sports Complex. Attendees learned about the significance of pollinators like bees, butterflies and birds in our ecosystem and engaged in interactive presentations, guided tours, and hands on demonstrations of pollinator friendly gardening. Expert speakers emphasized the critical role of pollinators in food production, ecosystem health and biodiversity conservation.

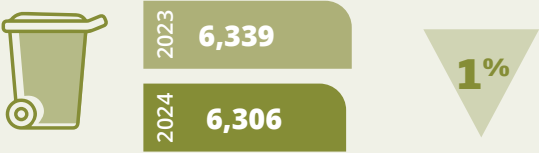
Water education for our youth

Council recently organised a water education session at the Gillieston Heights Hub aimed at supporting Year 8 students in understanding the importance of water conservation and management. The session provided valuable insights into the local water system, emphasising sustainable practices and the significance of water conservation efforts.

Through interactive activities and informative presentations, students gained a deeper understanding of the environmental impact of water usage and learned practical tips to reduce water consumption in their daily lives.

WASTE COLLECTED AT KERBSIDE

(January to March period)



RECYCLABLES COLLECTED AT KERBSIDE

(January to March period)



GARDEN ORGANICS COLLECTED AT KERBSIDE

(January to March period)



Higher volume of Garden organics waste were experienced in this quarter compared to the prior corresponding period in 2023 due to weather conditions.

KEY ACHIEVEMENTS

- ✓ Squirrel glider guidelines complete.
- ✓ Landcare storage shed at Bolwarra Sporting Complex erected and ready for use.
- ✓ Two seniors week presentations at Rutherford and Thornton library which included promoting the RecycleSmart program.
- ✓ Weblands Street walking track now complete including erosion control.
- ✓ Two community sharps bins have been installed adjacent to Maitland Library and between Rutherford Library and Neighbourhood Centre.
- ✓ Review of Management of trees on public land policy approved by Council.

CHALLENGES

- Fire at Maitland Resource Recovery Facility in March.



4.LET’S LEAD TOGETHER

WHAT OUR COMMUNITY WANTS:

- 4.1 To build trusted services.
- 4.2 To foster an engaged workforce.
- 4.3 To create a resilient future.

2.57%
rates in arrears



5
ordinary council meetings held



59
community engagement activities



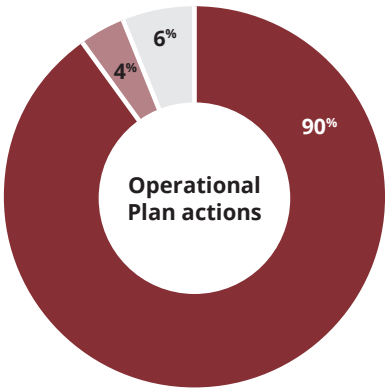
10
projects had engagement activities



214
social media posts



30k
total Facebook followers



- 90% On track
- 4% Monitor
- 6% Off track

WHAT WE DELIVERED

New and improved online reporting system for the community

MyCouncil launched in early 2024 and has significantly enhanced the customer experience for Maitland residents. The online reporting system offers a convenient way for community members to engage with the Council, streamlining the process of reporting issues such as potholes and bin repairs.

MyCouncil platform has already processed over 4,000 requests, addressing a variety of issues including broken bins, pothole repairs, and tree maintenance.

Maitland's 2023 Citizenship Award Winners

President of the Maitland Regional Museum, Dr Janece McDonald and 13 year old Lachlan Sheldon were named Citizen of the Year and Young Citizen of the Year at the Council's official Australia Day ceremony.

The ceremony held in January also included additional award winners:

- Brian Coffey, The City of Maitland Service Award to recognise his outstanding individual voluntary service as executive member of Rotary Club of East Maitland for the past 15 years
- Rotary Club of East Maitland, The City of Maitland Medal awarded to an organisation or group for outstanding voluntary service
- Angie Ussher, Creative Arts Person of the Year for her work in the fields of singing and teaching performing arts for nearly two decades
- Jack Edwards, Sportsperson of the Year for representing Australia at an international level in the field of touch football.

Implementation of revised structure

Following a review of Maitland City Council's organisational structure, January saw the adoption of a new, enhanced organisational structure.

The changes provide greater alignment to the goals of the Community Strategic Plan, improve Council's financial position, and ensure organisational resources are coordinated in a way that best delivers for Maitland. The realignment will allow Council's workforce to be as effective and efficient as possible while resulting in a net reduction of four management roles.

Robins Ovals win major award

Council has claimed top honours at the 2024 Community Cricket Awards in March, with Robins Oval in Maitland Park named Community Facility Project of the Year.

The win comes hot on the heels of Council completing a \$1.9 million upgrade to the facility in 2023, which included a refurbished grandstand, changerooms and a new canteen, amenities building and storage area.

CUSTOMER SERVICE REQUESTS RECEIVED

(January to March period)



2024

4,303

Data is not comparable to previous year due to changes in the reporting system.

TOP 5 CUSTOMER SERVICE REQUESTS FINALISED WITHIN SLA

(January to March period)



Bin repair

847



Pothole and road damage

303



Illegal parking

220



Waste collection issues

182



Illegal rubbish dumping

108

KEY ACHIEVEMENTS



Work has commenced on reviewing our Community Strategic Plan with community engagement taking place until June.



Internal communication with staff and Council was supported through 13 editions of the 'Good Work' newsletter.



Use of City of Maitland Coat of Arms policy adopted in February.



Complaint Management policy adopted in February.



Councillor Induction and Professional Development policy adopted in March.



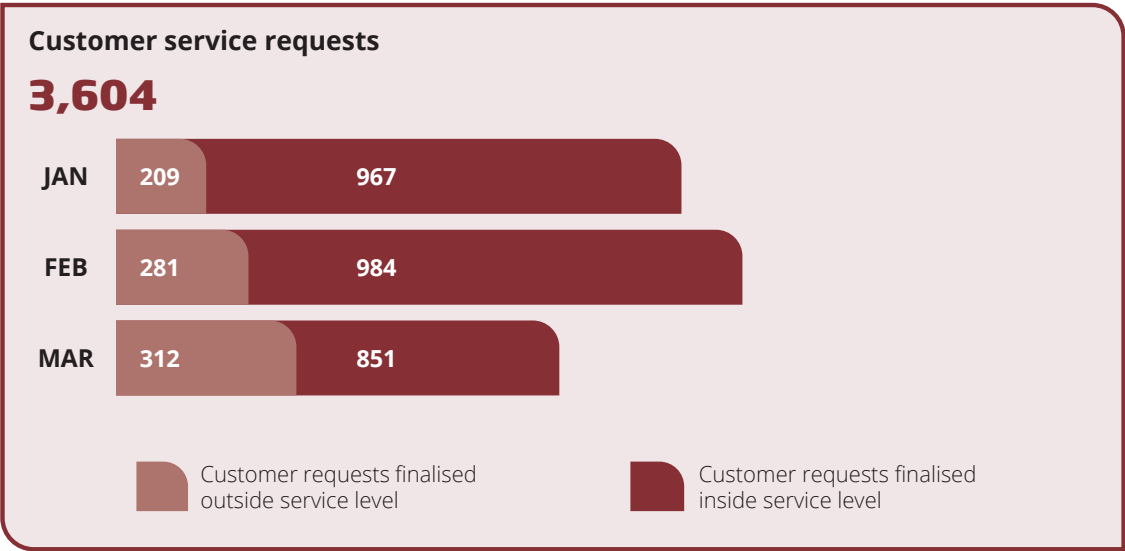
Councillor Record Keeping policy adopted in March.

CUSTOMER EXPERIENCE

Our vision is to deliver consistently great service regardless of how customers choose to interact with us.

Council's Customer Experience Team received 14,153 calls, a marginal decrease compared to the prior corresponding period of 14,381. Our corporate website received over 114,000 visits and we facilitated 1,321 live chats.

Council has agreed service levels that it aims to meet for each customer service request category, subject to the seriousness of the issue. These range from three days for waste related matters to 10 days for pothole repairs and 15 days for footpath maintenance. Of all the requests finalised during the period, we completed 78% within agreed service levels.



GRANTS SUCCESS

Grant funding is an important source of Council revenue to advance the strategic vision and priorities set out in our Community Strategic Plan, Maitland +10. Smart investment of grant funds helps deliver projects and initiatives that align with the objectives outlined in Council's Delivery Program, the activities of our Operational Plan and other strategic plans adopted by Council.

Between July 2023 to March 2024, Council applied and advocated for 29 grant applications and were successful in 21 grants, receiving a total of \$23.4 million to invest in projects that advance the priorities set out in Council's Delivery Program and Operational Plan.



29
grant applications
submitted

21
successful
grants





\$23.4m
worth of successful grants

HIGHLIGHTS INCLUDE:

- A total of almost \$11m from the State Election Commitment for Transport NSW and NSW Betterment Program for Regional Roads and Transport Recovery Package to fund the upgrade of Melville Ford Road and Maitland Vale Road and for the replacement of Melville Ford bridge
- \$3.3m from Regional and Local Roads Repair Program to fund the repair of potholes and stabilisation of the Local and Regional Road network

- \$3m from Investing in Our Communities to fund Max McMahon Oval upgrades
- \$1.2m from Local Government Recovery Grants NSW Severe Weather and Flooding for emergency works to be completed
- \$1m from Investing in Our Communities to fund Cooks Square Park improvements
- \$915k from Fixing Country Roads Round 6 to fund Total Road rehabilitation.





Enquiries

For more information about this document contact:

Maitland City Council

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info@maitland.nsw.gov.au

maitland.nsw.gov.au

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Disclaimer: Every effort has been made to ensure the accuracy of the information.

11 POLICY AND FINANCE COMMITTEE

11.1 STATEMENT OF INVESTMENTS AS AT 30 APRIL 2024

FILE NO:	82/2
ATTACHMENTS:	1. Council's Holdings as at 30 April 2024
RESPONSIBLE OFFICER:	Mary O'Leary - Executive Manager Finance Annette Peel - Manager Finance & Procurement
AUTHOR:	Narelle Jeffries - Financial Accountant
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.2 Ensure Council is financially sustainable and meets required levels of performance

EXECUTIVE SUMMARY

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

As at the end of April 2024, Council had investments totalling \$207,168,513 under management.

Council's investment portfolio recorded a marked-to-market return of 4.97% per annum versus the bank bill index benchmark return of 4.37% per annum. The actual investment return for the month of April was \$843,581 a favourable variance of \$115,906 when compared to the monthly budget forecasts of \$727,675.

Council remains fully compliant with all Investment Policy requirements.

OFFICER'S RECOMMENDATION

THAT

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

REPORT

For the month of April 2024, Council has total cash on call and investments of \$207,168,513 comprising:

▪ On call accounts	\$7,030,466
▪ Investments	\$200,138,047

STATEMENT OF INVESTMENTS AS AT 30 APRIL 2024 (Cont.)

This is compared to the month of March 2024 where Council had \$214,521,666 under management. The reduction is due to an increase in expenditure during the month. Whilst Council has in excess of \$200 million under management, 57% of the portfolio is externally restricted funds, pertaining to developer contributions and domestic waste management reserves.

In April, Council's investment portfolio recorded a marked-to-market return of 4.97% per annum versus the bank bill index benchmark return of 4.37% per annum. Over the past 12 months, the investment portfolio has returned a marked-to-market return of 4.81%, versus the bank bill index benchmark's 4.24%.

Without marked-to-market influences, Council's investment portfolio yielded 5.17% 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 April, Council had maturities of \$15 million across seven term deposits with terms ranging between 5 to 10 months paying an average of 5.19% per annum.

Council invested \$10 million across four term deposits with maturities between 9 to 12 months paying an average of 5.06% per annum. Council also took advantage of a newly issued senior ranked floating rate note for its long term portfolio. Council invested \$2.5 million in a 5 year Bank of Queensland Floating Rate Note paying quarterly interest of 3 month bank bill swap rate +1.28% per annum whose first quarterly rate set is 5.69% per annum.

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:

- Reflecting the unexpected resilience of the global economy, the International Monetary Fund revised up its global growth forecasts for 2024 to 3.2%, matching 2023's growth figure.
- The world economy has proven to be durable over the past year, defying predictions of a recession. However, there are lingering concerns that price pressures have not been sufficiently contained and that new trade barriers will be erected in response to a recent surge of cheap Chinese exports such as electric vehicles, lithium batteries and solar panels that are flooding global markets.
- In Europe, economic output is trending higher but remains sluggish, with growth increasing from 0.4% in 2023 to 0.8% this year. With eurozone inflation slowing to 2.4%, there is speculation that the European Central Bank may cut rates in June.
- In the US, the economy grew slower than expected in the first quarter. Gross Domestic Product figures fell short of the forecast 2.2% growth, at 1.6% year on year. Meanwhile, first quarter core annual inflation stood at 3.7%, above analyst estimates of 3.4%, suggesting that the Federal Reserve may delay cutting interest rates until late 2024.

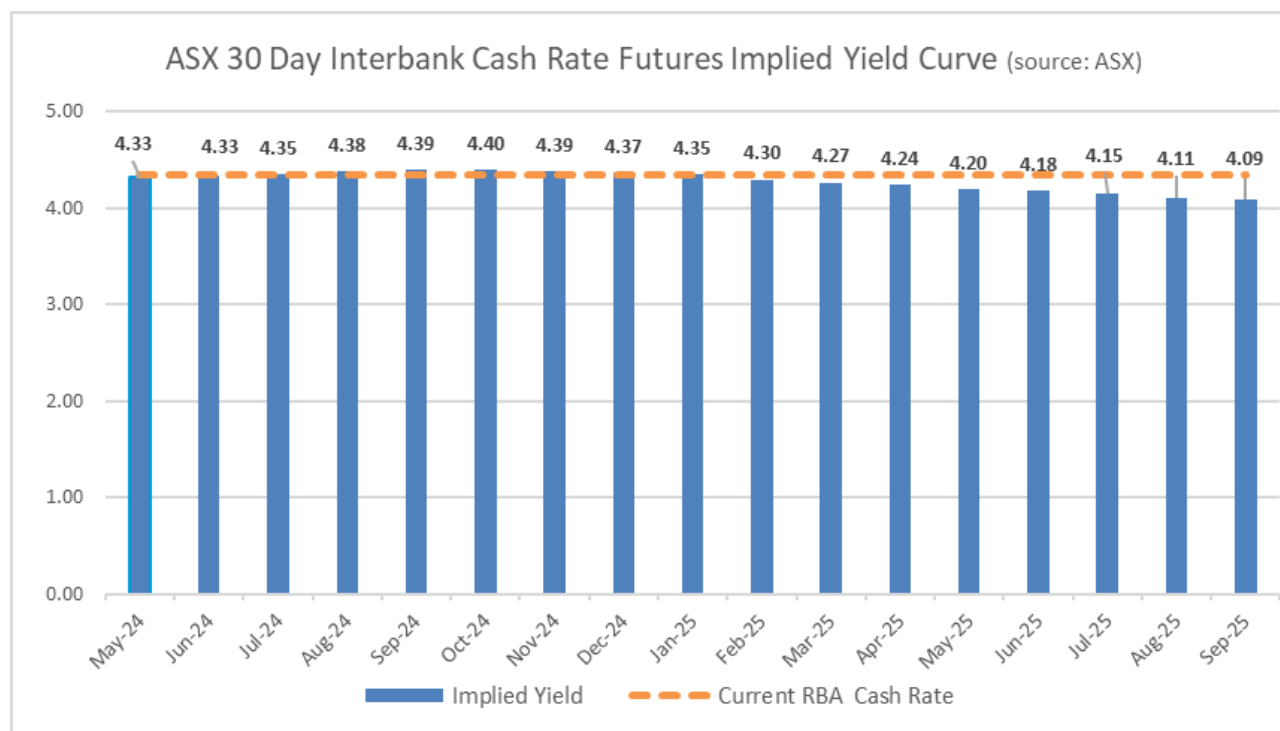
STATEMENT OF INVESTMENTS AS AT 30 APRIL 2024 (Cont.)

Domestic issues - commentary provided by Prudential Investment Services:

- Annual headline inflation, at 3.6% year over year and underlying inflation at 4% year over year, slowed further in the March quarter but were higher than forecasted due to strength in services prices, particularly rents, health, education and insurance.
- Consumer confidence remains weak, falling again in early April, and remains around recessionary levels. Perceptions around family finances, the economy and whether it's a good time to buy major household items all remain depressed, pointing to still subdued consumer spending.
- Financial conditions for the domestic business sector have remained more favourable than for households. While interest expenses have increased for businesses, they have been partly buffered by higher earnings.
- The unemployment rate rose slightly to 3.8% in March, up from 3.7% in February. The number of full-time positions rose by 27,900 last month, but that increase was offset by a loss of 34,500 part-time positions.

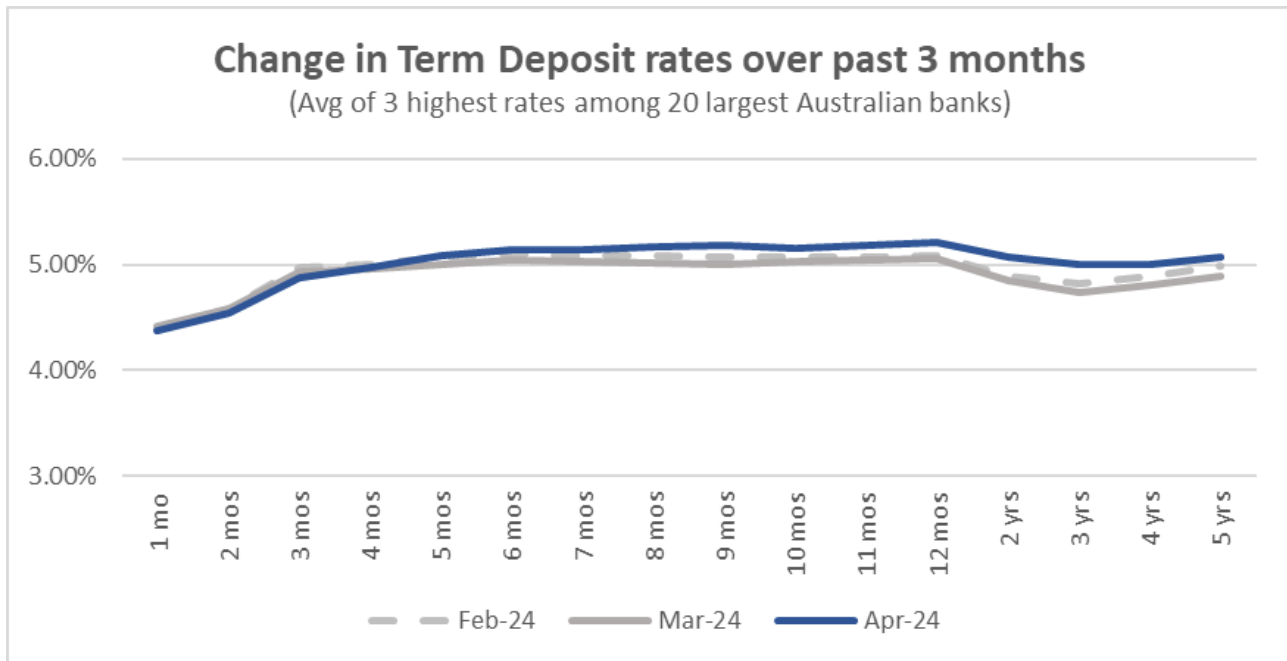
Interest rates - commentary provided by Prudential Investment Services:

- The RBA kept the official cash rate unchanged at 4.35% following its meeting in mid-March, the next meeting is May 6-7.
- Despite a loss of 6,600 jobs in March, Australia's labour market remains very tight. This, along with the higher than expected inflation data, contributed to the market pushing out the expected timeframe for when the RBA will start cutting rates.
- The market is currently not expecting a full 25 basis point rate cut for at least 16 months:



STATEMENT OF INVESTMENTS AS AT 30 APRIL 2024 (Cont.)

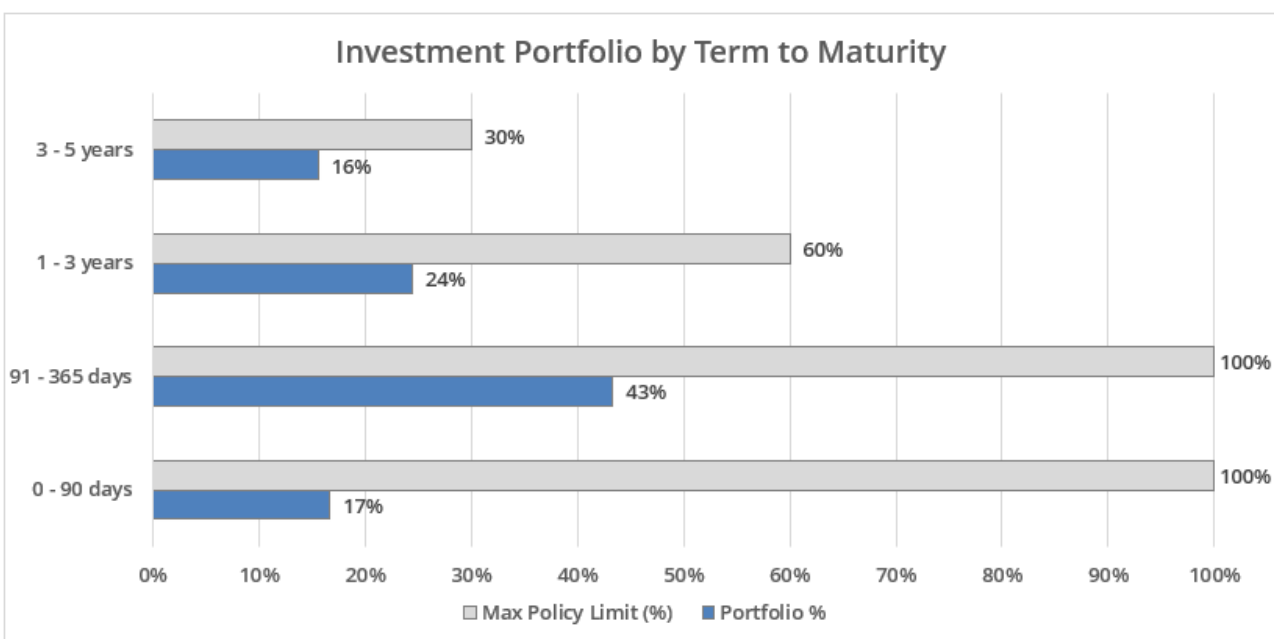
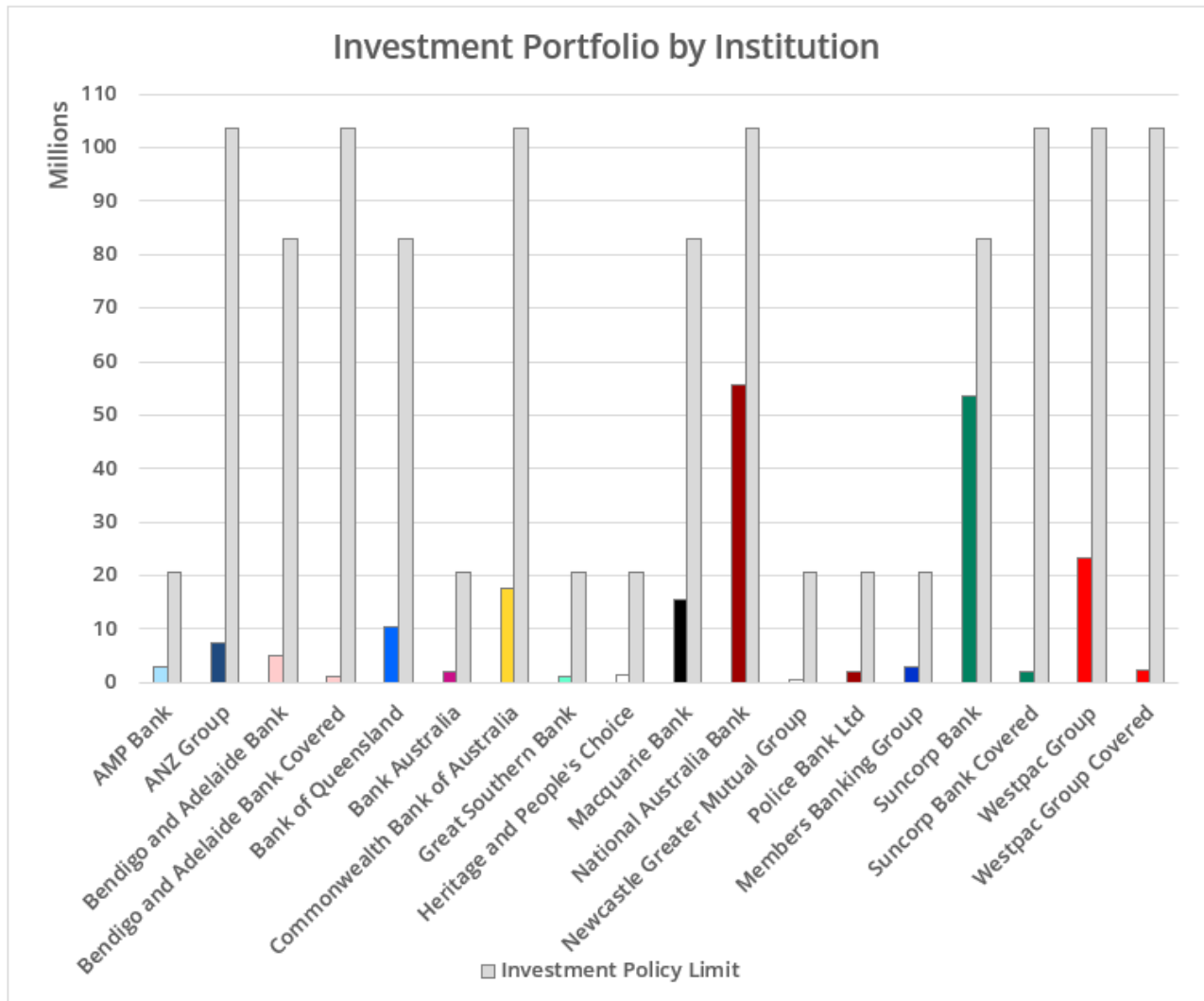
- In April, term deposit rates across the 5 month to 5 year range increased by an average of 15 basis points, with the largest gains over the 2 and 3 year periods in reaction to the higher than expected inflation data possibly forestalling an RBA rate cut any time soon. The most competitive rates remain in the 9-12 month area.



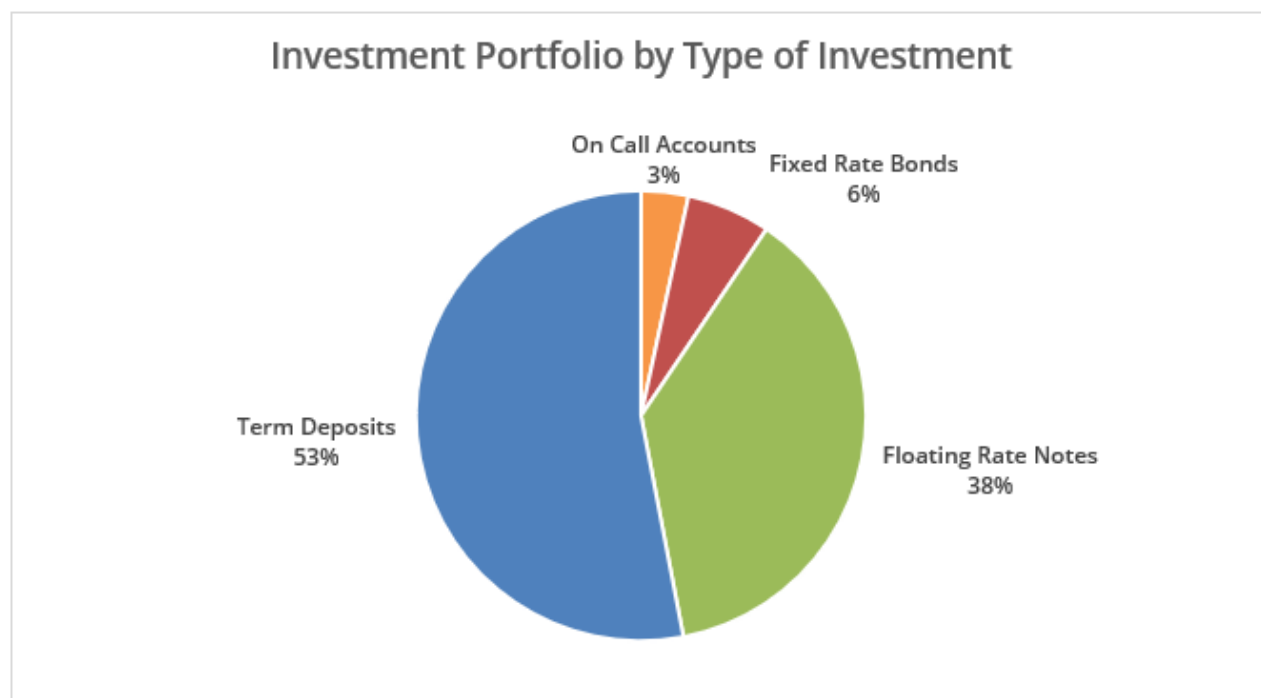
All market commentary is provided by Prudential Investment Services who advise on the management of Council's investment portfolio.

STATEMENT OF INVESTMENTS AS AT 30 APRIL 2024 (Cont.)

PORTFOLIO ANALYSIS



STATEMENT OF INVESTMENTS AS AT 30 APRIL 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 April 2024
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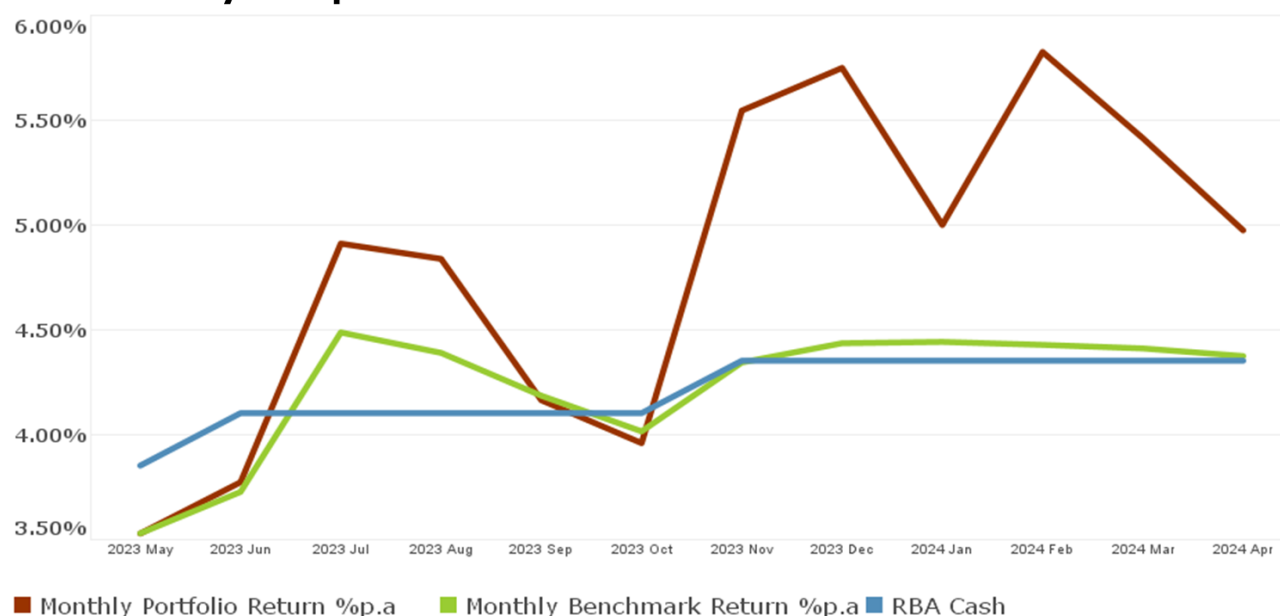
Investment Policy Requirement

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	4.97%	4.37%	4.35%
3 months	5.40%	4.40%	4.35%
6 months	5.41%	4.40%	4.35%
FYTD	5.03%	4.35%	4.25%
12 months	4.81%	4.24%	4.21%

STATEMENT OF INVESTMENTS AS AT 30 APRIL 2024 (Cont.)

Monthly Comparison: Investment Performance vs Benchmark**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 actual investment return for the month of April was \$843,581. This amounts to a favourable variance of \$115,906 when compared to the revised monthly budget forecasts of \$727,675. It should be noted that \$96,702 of this variance has been allocated to the externally restricted funds.

The revised year-to-date budget forecast for investment returns is \$7,276,750. The actual investment returns for the year to date are \$8,920,932, amounting to a favourable variance of \$1,644,182 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 30 APRIL 2024

Council's Holdings as at 30 April 2024

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 2

STATEMENT OF INVESTMENTS AS AT 30 APRIL 2024 (Cont.)

COUNCIL'S HOLDING AS AT 30 APRIL 2024

Bonds							
	Face Value	Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
30-Jul-24	2,000,000.00	1.8500	SUN Snr Bond (Jul24) 1.85%	A+	30-Jul-24	91	1,995,024.83
12-Aug-24	1,800,000.00	3.9000	WBC Snr Bond (Aug25) 3.90%	AA-	11-Aug-25	468	1,793,545.71
19-Aug-24	2,000,000.00	4.2000	CBA Snr Bond (Aug25) 4.20%	AA-	18-Aug-25	475	1,999,719.84
13-May-24	2,300,000.00	4.9000	WBC Snr Bond (Nov25) 4.90%	AA-	11-Nov-25	560	2,352,496.62
19-Aug-24	1,500,000.00	4.7500	CBA Snr Bond (Aug26) 4.75%	AA-	17-Aug-26	839	1,507,422.79
16-Sep-24	1,400,000.00	4.9460	MAC Snr Bond (Sep26) 4.946%	A+	14-Sep-26	867	1,405,361.11
19-Sep-24	1,500,000.00	5.0000	WBC Snr Bond (Sep28) 5.00%	AA-	19-Sep-28	1,603	1,505,703.59
Totals	12,500,000.00	4.1552					12,559,274.49
Cash							
	Face Value	Current Yield	Borrower	Credit Rating			Current Value
30-Apr-24	2,030,466.10	5.2158	Macquarie Bank	A+			2,030,466.10
30-Apr-24	5,000,000.00	4.4000	National Australia Bank	AA-			5,000,000.00
Totals	7,030,466.10	4.6356					7,030,466.10
Floating Rate Note							
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 Snr FRN (Jul24) BBSW+0.78%	A+	30-Jul-24	91	1,201,533.43
7-May-24	3,000,000.00	5.2181	MAC Snr FRN (Aug24) BBSW+0.80%	A+	7-Aug-24	99	3,039,699.04
16-Jul-24	2,000,000.00	5.1155	ANZ Snr FRN (Jan25) BBSW+0.76%	AA-	16-Jan-25	261	2,010,584.52
13-May-24	5,000,000.00	5.1872	MAC Snr FRN (Feb25) BBSW+0.84%	A+	12-Feb-25	288	5,073,508.70
17-Jun-24	2,000,000.00	5.3339	BEN Snr FRN (Mar25) BBSW+0.88%	A-	17-Mar-25	321	2,018,939.81
17-Jun-24	2,400,000.00	5.0439	WBC Snr FRN (Mar25) BBSW+0.69%	AA-	17-Mar-25	321	2,421,515.92
24-Jul-24	2,000,000.00	5.4905	SUN Cov FRN (Apr25) BBSW+1.12%	AAA	24-Apr-25	359	2,015,865.95
13-May-24	2,000,000.00	5.1172	ANZ Snr FRN (May25) BBSW+0.77%	AA-	12-May-25	377	2,030,281.17
20-May-24	2,300,000.00	5.0629	WBC Cov FRN (May25) BBSW+0.73%	AAA	20-May-25	385	2,330,974.98
30-May-24	2,500,000.00	5.2398	NAB Snr FRN (May25) BBSW+0.90%	AA-	30-May-25	395	2,536,160.10
11-Jun-24	4,000,000.00	4.8256	MAC Snr FRN (Dec25) BBSW+0.48%	A+	9-Dec-25	588	4,021,384.76
24-May-24	1,500,000.00	5.8356	RACQ Snr FRN (Feb26) BBSW+1.50%	BBB+	24-Feb-26	665	1,518,063.25
24-May-24	1,700,000.00	4.7856	SUN Snr FRN (Feb26) BBSW+0.45%	A+	24-Feb-26	665	1,709,914.91
20-May-24	2,000,000.00	5.3900	SUN Snr FRN (May26) BBSW+1.05%	A+	18-May-26	748	2,037,044.66
24-May-24	3,900,000.00	4.7456	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	24-Aug-26	846	3,917,086.17
17-Jun-24	2,300,000.00	4.8248	SUN Snr FRN (Sep26) BBSW+0.48%	A+	15-Sep-26	868	2,303,042.34
23-Jul-24	1,200,000.00	5.9682	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	906	1,207,640.52
30-Jul-24	1,650,000.00	5.9086	BOZ Snr FRN (Oct26) BBSW+1.50%	BBB+	30-Oct-26	913	1,651,981.45
17-May-24	2,000,000.00	5.8900	POL Snr FRN (Nov26) BBSW+1.55%	BBB+	17-Nov-26	931	2,023,237.26
15-Jul-24	2,000,000.00	5.0554	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	14-Jan-27	989	2,007,092.13
25-Jul-24	2,250,000.00	5.1922	SUN Snr FRN (Jan27) BBSW+0.78%	A+	25-Jan-27	1,000	2,253,760.34
8-May-24	1,400,000.00	5.9787	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	1,014	1,427,940.68
27-May-24	2,400,000.00	5.0556	NAB Snr FRN (Feb27) BBSW+0.72%	AA-	25-Feb-27	1,031	2,425,903.50
5-Jun-24	1,500,000.00	5.9465	RACQ Snr FRN (Mar27) BBSW+1.60%	BBB+	5-Mar-27	1,039	1,516,195.29
27-May-24	2,500,000.00	5.5356	NAB Snr FRN (Nov27) BBSW+1.20%	AA-	25-Nov-27	1,304	2,561,427.29
14-Jun-24	1,100,000.00	5.5945	SUN Snr FRN (Dec27) BBSW+1.25%	A+	14-Dec-27	1,323	1,122,469.87
15-Jul-24	3,000,000.00	5.5054	CBA Snr FRN (Jan28) BBSW+1.15%	AA-	13-Jan-28	1,353	3,045,639.98
21-May-24	500,000.00	6.0326	BOZ Snr FRN (Feb28) BBSW+1.70%	BBB+	21-Feb-28	1,392	508,800.18
13-May-24	2,500,000.00	5.3472	NAB Snr FRN (May28) BBSW+1.00%	AA-	12-May-28	1,473	2,548,208.48
17-Jun-24	1,200,000.00	5.5039	BEN Cov FRN (Jun28) BBSW+1.15%	AAA	16-Jun-28	1,508	1,215,497.81
11-Jun-24	1,400,000.00	5.2756	ANZ Snr FRN (Sep28) BBSW+0.93%	AA-	11-Sep-28	1,595	1,416,997.94
16-May-24	2,000,000.00	5.3680	NAB Snr FRN (Nov28) BBSW+1.03%	AA-	16-Nov-28	1,661	2,039,500.27
6-May-24	2,000,000.00	5.3717	ANZ Snr FRN (Feb29) BBSW+0.96%	AA-	5-Feb-29	1,742	2,035,898.70
14-May-24	600,000.00	6.1959	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB+	14-Feb-29	1,751	615,546.48
19-Jun-24	1,500,000.00	5.3285	SUN Snr FRN (Mar29) BBSW+0.98%	A+	13-Mar-29	1,778	1,511,891.12
24-Jun-24	2,800,000.00	5.2497	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	22-Mar-29	1,787	2,820,711.87
30-Jul-24	2,500,000.00	5.6886	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,826	2,502,639.63
Totals	77,800,000.00	5.2990					78,644,580.50

STATEMENT OF INVESTMENTS AS AT 30 APRIL 2024 (Cont.)

Term Deposits							
	Face Value	Current Yield	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
	2,000,000.00	5.1700	National Australia Bank	AA-	7-May-24	7	2,059,773.70
	2,000,000.00	5.2000	Bank of Queensland	A-	7-May-24	7	2,042,169.86
	2,000,000.00	5.1400	National Australia Bank	AA-	14-May-24	14	2,039,711.78
	2,000,000.00	5.4200	Commonwealth Bank of Australia	AA-	21-May-24	21	2,075,137.53
	3,000,000.00	4.6200	Suncorp Bank	A+	28-May-24	28	3,058,098.08
	4,000,000.00	4.9900	National Australia Bank	AA-	28-May-24	28	4,183,741.37
	2,000,000.00	5.0900	Commonwealth Bank of Australia	AA-	4-Jun-24	35	2,033,685.82
	3,000,000.00	5.1800	National Australia Bank	AA-	7-Jun-24	38	3,102,180.82
	3,000,000.00	5.4500	Suncorp Bank	A+	11-Jun-24	42	3,078,838.36
	2,000,000.00	5.1700	National Australia Bank	AA-	18-Jun-24	49	2,037,393.97
	3,000,000.00	5.7000	AMP Bank	BBB+	28-Jun-24	59	3,143,827.40
	3,000,000.00	5.6200	Commonwealth Bank of Australia	AA-	3-Jul-24	64	3,139,499.18
	2,000,000.00	5.2100	National Australia Bank	AA-	9-Jul-24	70	2,067,658.63
	3,128,014.24	5.1000	Westpac Group	AA-	16-Jul-24	77	3,174,343.13
	3,000,000.00	5.5000	Bendigo and Adelaide Bank	A-	23-Jul-24	84	3,125,671.23
	2,000,000.00	5.1700	National Australia Bank	AA-	20-Aug-24	112	2,037,393.97
	2,000,000.00	5.4400	Commonwealth Bank of Australia	AA-	26-Aug-24	118	2,035,967.49
	2,000,000.00	4.4000	Westpac Group	AA-	2-Sep-24	125	2,057,863.01
	2,066,654.25	5.2400	Westpac Group	AA-	10-Sep-24	133	2,137,563.71
	2,000,000.00	5.1400	National Australia Bank	AA-	17-Sep-24	140	2,019,996.71
	2,000,000.00	5.4600	Suncorp Bank	A+	24-Sep-24	147	2,046,372.60
	1,000,000.00	5.3100	National Australia Bank	AA-	25-Sep-24	148	1,031,714.52
	2,000,000.00	5.2000	Suncorp Bank	A+	25-Sep-24	148	2,027,638.36
	2,000,000.00	5.4200	Suncorp Bank	A+	1-Oct-24	154	2,054,348.49
	2,000,000.00	5.1600	Suncorp Bank	A+	9-Oct-24	162	2,031,666.85
	3,000,000.00	5.1100	Suncorp Bank	A+	15-Oct-24	168	3,026,040.00
	2,000,000.00	5.4500	Suncorp Bank	A+	22-Oct-24	175	2,046,586.30
	4,000,000.00	5.4500	Suncorp Bank	A+	29-Oct-24	182	4,091,380.82
	2,000,000.00	5.1200	National Australia Bank	AA-	5-Nov-24	189	2,017,955.07
	3,000,000.00	5.1500	Bank of Queensland	A-	12-Nov-24	196	3,021,164.38
	3,000,000.00	5.1200	Suncorp Bank	A+	19-Nov-24	203	3,026,090.96
	2,000,000.00	5.5000	Suncorp Bank	A+	27-Nov-24	211	2,046,712.33
	5,000.00	4.5000	National Australia Bank	AA-	28-Nov-24	212	5,095.55
	3,000,000.00	5.2000	Bank of Queensland	A-	3-Dec-24	217	3,142,750.68
	2,000,000.00	5.2000	Suncorp Bank	A+	10-Dec-24	224	2,023,934.25
	3,000,000.00	5.1200	Suncorp Bank	A+	17-Dec-24	231	3,026,090.96
	2,500,000.00	5.4600	Suncorp Bank	A+	24-Dec-24	238	2,557,217.81
	2,000,000.00	5.0600	Suncorp Bank	A+	7-Jan-25	252	2,008,040.55
	2,000,000.00	5.1000	National Australia Bank	AA-	7-Jan-25	252	2,033,534.25
	2,000,000.00	5.0500	National Australia Bank	AA-	21-Jan-25	266	2,011,898.63
	3,000,000.00	5.0800	National Australia Bank	AA-	28-Jan-25	273	3,026,722.19
	2,000,000.00	2.0400	Westpac Group	AA-	25-Feb-25	301	2,007,712.88
	3,000,000.00	5.1000	Westpac Group	AA-	4-Mar-25	308	3,026,827.40
	2,000,000.00	5.0600	Suncorp Bank	A+	1-Apr-25	336	2,008,040.55
	3,138,378.08	5.0300	Westpac Group	AA-	2-Apr-25	337	3,150,920.41
	3,000,000.00	5.1000	National Australia Bank	AA-	8-Apr-25	343	3,002,934.25
Totals	109,838,046.57	5.1458					112,149,906.79
Grand Totals	207,168,512.67						210,384,227.88

11.2 THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024

FILE NO:	2
ATTACHMENTS:	1. Third Quarter Budget Review 2023/24 - 31 March 2024
RESPONSIBLE OFFICER:	Mary O'Leary - Executive Manager Finance
AUTHOR:	Michael Burfitt - Chief Financial Officer Tracey Tighe - Senior Corporate Accountant
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.2 Ensure Council is financially sustainable and meets required levels of performance

EXECUTIVE SUMMARY

The attached Quarterly Budget Review Statement (QBRs) presents a summary of Council's financial position at the end of each quarter. It is a mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan (original budget) and the last revised budget, along with recommended changes and reasons for major variances. Presentation of the Quarterly Budget Review Statement has been updated from that presented in prior years.

Included in the statement are a series of capital adjustments (total value \$ 13.9M) to reflect the repositioning of capital works from the 2023/24 budget into the 2024/25 budget to reflect the planned delivery of the works. These include Chisholm Sportsground \$7.3M and the Melville ford bridge replacement \$3M. In addition a number of projects were deferred pending further works including the Chisholm and Thronton multipurpose centres \$4.5M.

The \$2.3m improvement in the operating result (before capital) reflects additional income from investments \$1.5M and estimate in insurance claim proceeds from the Bowling club fire \$2.3M brought to account. In addition, flood repairs works of \$1.1M were deferred to 2024/25. These are offset by restructure costs of \$0.7M and costs associated with the bowling club site \$1.5M.

OFFICER'S RECOMMENDATION

THAT

1. The variations for the 31 March 2024 quarter be approved and form part of the Operational Plan for 2023/24.

REPORT

Clause 203 of the Local Government (General) Regulation 2005 requires Council's responsible accounting officer to prepare and submit the QBRs to Council within two months of the end of each quarter (except the June quarter).

THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

The QBRS is composed of the following components:

- Statement by Responsible Accounting Officer set out below;
- Budget Review - Income and Expenses Statement;
- Budget Review - Capital Statement;
- Budget Review - Cash and Investments;
- Budget Review - Key Performance Indicators;
- Budget Review - Contracts and Other Expenses.

The variations are outlined in the attached report and show a net favourable adjustment to operating activity (before capital) of \$2.3M with detailed explanations provided for the movements in the Income and Expenses Statement. The Capital Statement provides a summary of the variations of capital expenditure of (\$13.9M) for approval with a detailed explanation for those changes including the funding source in the "Capital Expenditure – Recommended Changes to the Budget" on page 5 of the report.

Statement by the Responsible Accounting Officer:

In my opinion the Quarterly Budget Review Statement for Maitland City Council for the quarter ended 31 March 2024 indicates that Council's projected financial position at 30 June 2024 is satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Michael Burfitt
Responsible Accounting Officer
Maitland City Council
15 March 2024

CONCLUSION

The Income and Expenditure Statement incorporates those income and expenditure items that the officers are aware of for the period 1 July 2023 to 31 March 2024. Items of a capital as well as non-capital nature have been identified and are presented for consideration.

FINANCIAL IMPLICATIONS

The recommended adjustments, if adopted by Council, will form part of the Operational Plan 2023/24.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

The Quarterly Budget Review Statement is required under Clause 203 of the Local Government (General) Regulation 2005.

Policy and Finance Committee

THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024

Third Quarter Budget Review 2023/24 - 31 March 2024

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 13



Maitland City Council | Quarterly Budget Review Statement March 2023

QUARTERLY BUDGET REVIEW STATEMENT

MARCH 2024



THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

INCOME AND OPERATING EXPENSES BUDGET REVIEW STATEMENT**FOR THE PERIOD 1 JULY 2023 TO 31 MARCH 2024**

	2022-23 Actual	ORIGINAL BUDGET 2023/24	REVISED BUDGET	RECOMMENDED CHANGES FOR COUNCIL	PROJECTED YEAR END RESULT 2023/24	ACTUAL YTD
	\$000	\$000	\$000	\$000	\$000	\$000
Income from continuing operations						
Rates and annual charges	99,709	106,796	106,796	-	106,796	106,412
User charges and fees	10,230	9,214	9,214	728	9,942	8,595
Interest and investment revenue	7,152	8,189	9,525	1,517	11,042	8,554
Other revenues	4,116	3,820	3,896	2,381	6,277	4,108
Grants and contributions - operating purposes	19,368	10,475	25,567	(7,069)	18,498	8,716
Grants and contributions - capital purposes	75,356	15,174	20,827	11,354	32,182	30,844
Total income from continuing operations	215,931	153,668	175,825	8,912	184,737	167,228
Expenses from continuing operations						
Employee benefits and oncosts	53,138	58,788	59,604	935	60,539	45,981
Borrowing costs	2,474	2,491	2,491	-	2,491	1,826
Materials and Services	50,165	42,240	66,700	(5,737)	60,963	44,538
Depreciation and amortisation	29,869	27,332	27,332	-	27,332	20,499
Other expenses	8,270	8,885	9,107	-	9,107	6,757
Loss from the disposal of assets	3,785	-	-	-	-	-
Total expenses from continuing operations	147,701	139,736	165,233	(4,802)	160,432	119,601
Net operating result from continuing operations	68,230	13,932	10,592	13,713	24,305	47,627
Net operating result for the year before grants and contributions provided for capital purposes	(7,126)	(1,242)	(10,236)	2,359	(7,877)	16,784
Less: Rates yet to be allocated						(26,603)
Net operating result for the year before grants and contributions provided for capital purposes - adjusted for rates unallocated						(9,819)

THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

RECOMMENDED MATERIAL CHANGES TO REVISED BUDGET**INCOME AND OPERATING EXPENSES MARCH 2024 REVIEW****Proposed Income**

Favourable / (Unfavourable)		Details
\$000		\$000
728	User charges and fees	
	Increases in:	
	- \$273 Development application fees	
	- \$290 Maitland Pool fees	
	- \$64 Onsite sewage management inspection fees	
	- \$101 Additional animal pound income	
1,517	Interest and investment revenue	
	Additional investment earnings from investment and cash holdings	
2,381	Other revenues	
	- \$2,391 Maitland bowling club works, initial estimate of total claim from fire	
	- \$64 Monopoly sales	
	- \$54 Additional infringement fine income	
	- \$42 Additional rental income	
	- \$41 Additional sundry income	
	- \$23 Insurance claim rebate	
	- (\$234) Reduced income for rezoning application fees (offset materials and services)	
(7,069)	Grants and contributions - Operating purposes	
	New grants with matching expenditure:	
	- (\$6,250) Raymond Terrace Road grant reclassification (see below)	
	(\$758) Remainder of flood recovery works planned for 24/25	
	- (\$52) Community Services Grant Program ceased and funding updated	
	- (\$9) Adjustment for Morpeth Aboriginal Cultural History Grant not proceeding	
11,354	Grants and contributions - Capital purposes	
	- \$2,242 Additional developer contributions	
	- \$1,483 Hunter water contributions to a number of projects for pipe upgrades	
	- \$1,000 Cooks square park sports field upgrade	
	- \$6,250 Raymond Terrace Road grant reclassification (see above)	
	- \$379 Maitland Gaol redevelopment grant	
8,912	TOTAL INCOME VARIATIONS	

THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

Proposed Expenditure

Favourable / (Unfavourable)	Details
\$000	\$000
(935)	Employee benefits and on-costs
	- \$739 Costs associated with council restructure
	- \$96 Additional funding for costs associated with plant operations
	- \$100 Additional funding for fringe benefits
5,737	Materials and services
	Increases in:
	- \$1,001 Maitland bowling club works associated with fire (insurance claim offset)
	- \$500 Maitland bowling club remediation works (insurance claim offset)
	- \$444 Additional funding for expenses associated with plant operations
	- \$250 Additional funding for maintenance on buildings across council
	- \$200 Initial funding for Gaol compliance assessment costs
	- \$187 MAC operating costs
	- \$100 Additional Town Hall operational costs
	- \$67 Martins Creek legal fees
	- \$64 Monopoly game funding
	- \$33 NSW Rural Fire Service funding for final position on contribution levies 23/24
	- \$30 Funding for review of aviation safety report
	- \$20 Funding for Melville Ford bridge cameras, Regional Illegal Dumping program
	- (\$1,169) Regional Roads Repair Program works to be delivered 24/25
	- (\$757) Remainder of grant funded flood recovery works to be delivered 24/25
	- (\$281) Strategic Planning savings (offset reduced income - rezoning fees)
	- (\$127) Savings in consultant and sundry costs
	- (\$48) Adjustment for council contribution to Morpeth cultural grant related expenditure
	- (\$6,250) Raymond Terrace Road reclassification
4,802	TOTAL EXPENDITURE VARIATIONS
13,713	TOTAL RECOMMENDED CHANGES TO INCOME AND OPERATING EXPENSES

THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

CAPITAL BUDGET STATEMENT**FOR THE PERIOD 1 JULY 2023 TO 31 MARCH 2024**

	ORIGINAL BUDGET 2023/24	REVISED BUDGET	RECOMMENDED CHANGES FOR COUNCIL	PROJECTED YEAR END RESULT 2023/24	ACTUAL YTD
	\$000	\$000	\$000	\$000	\$000
Capital funding					
Rates and other untied funding	2,696	2,695	221	2,916	
Financial assistance grant - Roads component	1,500	1,500	-	1,500	
Grants and contributions	15,571	15,171	9,113	24,283	
Transfers from - Internal reserves	2,780	3,985	1,978	5,964	
Transfers from - External Reserves	7,335	10,461	(3,201)	7,260	
Carry overs	-	48,349	(21,144)	27,205	
Other capital funding sources	-	-	-	-	
- Borrowings	6,000	6,000	-	6,000	
- Equipment Loans	1,989	1,989	(908)	1,081	
Total capital funding	37,870	90,150	(13,941)	76,209	
Capital expenditure					
Assets					
- Plant and equipment	4,166	6,934	(908)	6,026	5,020
- Land and buildings	-	8,613	(2,971)	5,641	4,327
- Roads, bridges and footpaths	22,472	55,884	(16,963)	38,921	23,103
- Drainage	562	562	-	562	1,305
- Recreational & other infrastructure assets	-	7,367	4,657	12,024	9,047
- Other	1,233	1,353	2,245	3,598	328
Loan repayments (principal)	8,739	8,739	-	8,739	6,028
Hire purchase repayments (principal)	697	697	-	697	355
Total capital expenditure	37,870	90,150	(13,941)	76,209	49,513

THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

CAPITAL EXPENDITURE – RECOMMENDED CHANGES TO THE BUDGET**MARCH 2024**

		SOURCE OF FUNDS				
Description	Budget Variation +INCREASE/ (DECREASE)	Developer Contribution	Externally restricted	Internally restricted	Grants and Contributions	Council
Budget funding reallocations						
Projects Melville Ford Bridge, Chisholm Multi Purpose Centre, Christopher Road remain in carryovers to be rolled over to 24/25. These amounts returned to budget so that they can be removed from 23/24 budget and transferred to the 24/25 budget.	10,761					10,761
Total carryover reallocations	10,761					10,761
Increase in capital works budget	\$000	\$000	\$000	\$000	\$000	\$000
Maitland Resource Recovery Facility - Stage 2 Construction Contract	1,200			1,200		
Maitland Resource Recovery Facility - Stage 3 Design	1,100			1,100		
Cooks Square Park Sports Field Upgrade	1,000				1,000	
Additional pipe expenditure (Hunter Water contribution offset)	1,483				1,483	
Additional funds Tocal road reconstruction	95					95
K9 Cube - Rangers Vehicle	32					32
Total Increase in capital works budget	4,910	-	-	2,300	2,483	127



THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

SOURCE OF FUNDS						
Description	Budget Variation +INCREASE/ (DECREASE)	Developer Contribution	Externally restricted	Internally restricted	Grants and Contributions	Council
Decrease in capital works budget						
Capital adjustment for plant replacement not proceeding 23/24	(939)					(939)
Walka Water Works redevelopment transfer to 24/25 budget	(2,500)				(2,500)	
Chisholm catchment sportsground transfer to 24/25 budget	(7,340)	(1,835)			(5,505)	
MRAG replacement slate roof transfer to 25/26 budget	(624)					(624)
Huassman Drive transfer to 24/25 budget	(2,000)	(2,000)				
Walka to Maitland cycleway design transfer to 24/25 budget	(484)					(484)
Weblands sports centre complex, project deferred and funds returned to plan pending further investigation	(3,653)		(3,653)			
Melville Ford Bridge works transfer to 24/25 budget	(2,959)				(1,611)	(1,348)
MRAG underground power transfer to 24/25 budget	(520)					(520)
Cooks Square Park amenities upgrade transfer to 24/25 budget	(130)				(130)	
Thornton Multipurpose Centre construction deferred and funding returned to plan pending further investigation	(1,571)	(1,571)				
Chisholm Multipurpose Centre deferred and funding returned to plan pending further investigation	(2,877)	(2,877)				
Signage Project transfer to 24/25 budget	(460)					(460)
Maitland Gaol Redevelopment transfer to 24/25 budget	(1,000)				(1,000)	
Citywide building component renewal, fire safety project transfer to 24/25 budget	(250)					(250)
Federation Centre compliance upgrades transfer to 24/25 budget	(150)					(150)
Community Centre Design Tenambit and Chisholm transfer to 24/25 budget	(388)	(388)				
Senior citizen centre, fire system and ceiling tiles renewal transfer to 25/26 budget	(100)					(100)



THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

Description	SOURCE OF FUNDS					
	Budget Variation +INCREASE/ (DECREASE)	Developer Contribution	Externally restricted	Internally restricted	Grants and Contributions	Council
Maitland pool, master planning and amenities concept design transfer to 24/25 budget	(150)	(150)				
Tenambit sports field, gender inclusive changerooms transfer to 24/25 budget	(98)					(98)
Road rehab job funding transfer to 24/25 budget Bruce St-Quarry St to Alliance St Barnett St-Liddell St to Broughton St Glebe St-George St to George St Victoria St-Hunter St	(695)					(695)
Morpeth river access transfer	(200)			(200)		
Lorn River Access Project transfer	(80)	(80)				
Bridge and guardrail renewal program transfer to 24/25 budget	(61)					(61)
Bishops Bridge renewal transfer to to 24/25 budget	(85)					(85)
Victoria Bridge transfer to 24/25 budget	(32)					(32)
Structures emergency planning transfer to 24/25 budget	(55)					(55)
Chelmsford Dr oval playground replacement transfer 2to 24/25 budget	(105)	(100)				(5)
Lorn park car park transfer to 24/25 budget	(106)	(100)				(6)
Total Decrease in capital works budget	(29,612)	(9,101)	(3,653)	(200)	(10,746)	(5,912)
TOTAL VARIATIONS	(13,941)	(9,101)	(3,653)	2,100	(8,263)	4,976
Revised Budget	90,150					
Current Forecast	76,209					



THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

CASH AND INVESTMENTS**FOR THE PERIOD 1 JULY 2023 TO 31 MARCH 2024**

	ACTUAL Balance 30 June 2023	ORIGINAL BUDGET 30 June 2024	REVISED BUDGET 30 June 2024	RECOMMENDED CHANGES FOR COUNCIL RESOLUTION	PROJECTED YEAR END RESULT 30 June 2024
	\$000	\$000	\$000	\$000	\$000
Total cash and investments	226,836	166,002	166,836	32,031	198,867
represented by:					
Externally restricted					
Developer contributions	118,231	95,474	97,589	15,801	113,390
Special purpose grants	16,617	-	-	11,451	11,451
Domestic Waste Management	7,020	8,320	9,060	-	9,060
Total externally restricted	141,868	103,794	106,649	27,252	133,901
Internally restricted					
Employee leave entitlements	3,365	4,625	3,809	(444)	3,366
Economic development	903	903	714	-	714
Waste disposal site construction	2,421	2,421	2,421	-	2,421
Technology	3,198	918	918	-	918
Carry over works	17,264	-	-	-	-
Environmental works	690	690	690	-	690
Workers compensation	1,038	1,038	1,038	-	1,038
Asset management	2,061	2,061	2,061	-	2,061
General purpose	5,727	5,774	5,774	-	5,774
Waste disposal site rehabilitation	12,486	13,416	13,416	-	13,416
Transfer station construction	13,898	13,578	12,562	(2,300)	10,262
Capital Works Reserve	-	-	-	5,845	5,845
Financial Assistance Grant advance payment	8,383	8,383	8,383	-	8,383
Election cost	512	662	662	-	662
Pandemic / Emergency Response	899	899	899	(64)	835
Unexpended Borrowings	5,284	-	239	1,743	1,982
Total internally restricted	78,129	55,368	53,586	4,779	58,365
Total restricted cash and investments	219,997	159,161	160,235	32,031	192,266

Notes:

1. The restricted funds have been invested in accordance with Council's investment policies.
2. The reconciliation of cash with the bank statement has been performed for the period to the 31 Mar 2024.
3. External restrictions are funds that must be spent for a specific purpose and cannot be used for general operations. Internal restrictions are funds that council has determined will be used for a specific future purpose.

THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

CASH FLOW STATEMENT

FOR THE PERIOD 1 JULY 2023 TO 31 MARCH 2024

	Actual 1 Jul 2023 to 31 Mar 2024	Actual 2022/23
	\$'000	\$'000
Cash flows from operating activities		
Total Own Source Revenue (Rates & Annual Charges / User Charges & Fees / Interest)	106,450	115,932
Grants and Contributions	41,487	65,992
Employee Benefits	(45,981)	(52,356)
Materials and Services	(51,635)	(51,423)
Other Expenses from Continuing Operations	(8,583)	(10,759)
CASHFLOW FROM OPERATIONS	41,738	67,387
Cash flows from investing activities		
Net movement in investments	(7,169)	18,744
Net movement in Infrastructure, property, plant and equipment (IPPE)	(34,431)	(73,702)
CASHFLOW FROM INVESTING	(41,601)	(54,958)
Cash flows from financing activities		
Net movement in borrowings	(4,584)	(2,997)
CASHFLOW FROM FINANCING	(4,584)	(2,997)
Net change in cash and cash equivalents	(4,446)	9,432
Cash and cash equivalents at beginning of year	25,189	15,757
Cash and cash equivalents at end of reporting period	20,743	25,189

THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

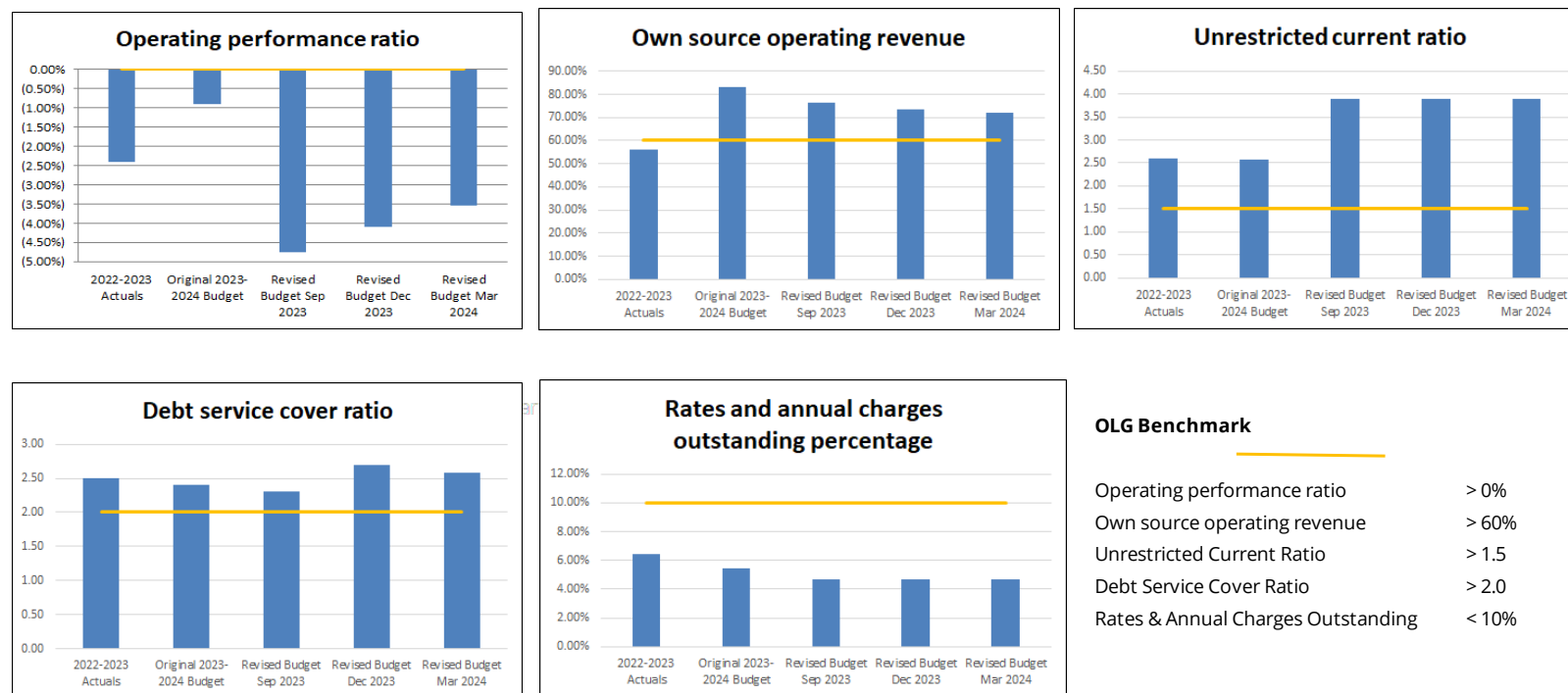
STATEMENT OF FINANCIAL POSITION**AS AT 31 MARCH 2024**

	Actual as at 31 Mar 2024 \$'000	Actual as at 30 Jun 2023 \$'000
ASSETS		
Current Assets		
Cash and cash equivalents	20,743	25,189
Investments	124,224	127,434
Receivables	6,298	11,709
Contract assets	(44)	1,628
Inventories	668	642
Total current assets	151,889	166,602
Non-current assets		
Investments	84,592	74,212
Infrastructure, property, plant and equipment (IPPE)	1,876,656	1,862,725
Intangible assets	133	132
Right of use assets	882	882
Total non-current assets	1,962,263	1,937,951
Total assets	2,114,152	2,104,553
LIABILITIES		
Current liabilities		
Payables	7,334	13,921
Contract liabilities	11,451	11,705
Lease liabilities	377	376
Borrowings	9,002	9,002
Employee benefit provisions	14,968	14,968
Total current liabilities	43,132	49,972
Non-current liabilities		
Lease liabilities	472	473
Borrowings	68,187	72,772
Employee benefit provisions	280	280
Provisions	21,148	21,148
Total non-current liabilities	90,087	94,673
Total liabilities	133,220	144,645
Net assets	1,980,932	1,959,908
EQUITY		
Accumulated surplus	1,141,321	1,120,297
Revaluations reserve	839,611	839,611
Total Equity	1,980,932	1,959,908

THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

KEY PERFORMANCE INDICATORS**BUDGET REVIEW FOR THE QUARTER ENDED 31 MARCH 2024**

All key performance indicators show that Council is in a sound financial position.



THIRD QUARTER BUDGET REVIEW 2023/24 - PERIOD ENDED 31 MARCH 2024 (Cont.)

CONTRACTS LISTING

FOR THE PERIOD 1 JULY 2023 TO 31 MARCH 2024

Contracts entered during the three months to 31 March 2024 that exceed \$50,000 are detailed below:

Contractor's Name	Description	Contract Value (Incl GST)	Commence	Contract Duration	Budgeted (Y/N)
REES Electrical	Maitland Park Outer Field sports lighting replacement	763,400	Jan-24	3 months	Y
Synthatech	Harvest Boulevard Rubber replacement	49,115	Feb-24	1 month	Y
Griffin Property Maintenance	Coronation Oval internal fencing replacement	91,467	Mar-24	2 months	Y
Descas Landscapes	Walka Water Works open space grounds maintenance	99,011	Apr-24	12 months	Y
Griffin Property Maintenance	Open Space Grounds Maintenance – Cemeteries	411,533	Mar-24	3 years	Y
State Civil Pty Ltd	Footpath Construction - Goldingham Street Tenambit & Government Road	533,638	Feb-24	6 months	Y
Spero Civil Pty Ltd	Morpeth to Walka Water Works Shared Pathway – Stage 2B	650,093	Feb-24	6 months	Y
Tipp Exc Civil Contractors	Scobies Lane Watermain Relocation	61,564	Mar-24	3 months	Y
Summit Open Space Services	Norm Chapman Oval Shared Path and Exercise Stations	292,335	Feb-24	4 Months	Y

CONSULTANCY AND LEGAL EXPENSES

FOR THE PERIOD 1 JULY 2023 TO 31 MARCH 2024 [Early Budget Review Statement March 2023](#)

A consultant is a person or organisation engaged under contract on a temporary basis to provide recommendations or high-level specialist or professional advice to assist decision making by management. Generally, it is the advisory nature of the work that differentiates from other contractors.

Expense	Amount YTD	Budgeted (Y/N)
	\$	
Consultancies	810,859	Y
Legal fees	234,621	Y



11.3 FINANCIAL RESERVES POLICY

FILE NO:	2/8/26
ATTACHMENTS:	1. Financial Reserves Policy 2024
RESPONSIBLE OFFICER:	Mary O'Leary - Executive Manager Finance
AUTHOR:	Michael Burfitt - Chief Financial 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

The annual statutory financial statements of Council include a summary of the funds held in the external and internal financial reserves. These reserves have been established over time and are managed in accordance with Council's adopted Financial Reserves Policy, which documents the agreed direction and controls, as well as a target balance to be held in each reserve.

The Financial Reserves Policy has recently been updated to include an internal reserve covering the capital works of Council and an updated policy is now presented to Council for adoption.

OFFICER'S RECOMMENDATION

THAT

- 1. Council adopt the Financial Reserves Policy 2024**

REPORT

Council's long term financial plan incorporates the establishment and management of financial reserves to ensure long term financial sustainability and capacity to provide infrastructure and services into the future.

In the preparation of Council's annual statutory financial statements, funds are set aside in the external and internal reserves. Reserves have been established over time and are managed in accordance with the adopted Financial Reserves Policy.

Both externally and internally restricted financial reserves are established and managed to meet a range of objectives.

Externally restricted financial reserves are established to meet legislative requirements, primarily unspent developer contribution funds and unspent grants received by Council. These unspent funds are set aside as externally restricted assets in financial reserve as they can only be expended for that purpose.

Internally restricted financial reserves are established at the discretion of Council and are used to meet a variety of circumstances, generally focused on a specific activity or service of Council. These unspent funds are set aside as internally restricted assets in the internal financial reserves.

FINANCIAL RESERVES POLICY (Cont.)

Internally Restricted Financial Reserves

These reserves have been established to support decisions of Council for current and future requirements and to manage unforeseen events that may impact Council's ability to maintain service levels. The aim is to set aside funds over time to contribute to planned and unplanned events and reduce the burden of budget funding in any one year. It should be noted that a degree of flexibility is required as Council's priorities may change.

Target reserve balances have been established to provide guidance on the preferred position however this may not always be achievable due to circumstances described above.

The policy has been amended to include a Capital Works Reserve.

The Capital Works Reserve has been established to provide funding that supports the previously approved program adopted by Council where certain projects are unable to be completed in the year that require Council funds into a future year. There has been no target adopted for this reserve.

The amendments to this policy will provide the guidance when preparing Council's long term financial plans and budgets ensuring financial sustainability into the future.

CONCLUSION

The adoption of the amended Financial Reserves Policy will ensure Council has sufficient funding for current and future operating requirements, capital expenditure and debt servicing. Further it provides financial capacity for addressing unforeseen events that may impact on Council's ability to maintain service levels.

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

The Financial Reserves Policy is in accordance with *Local Government Act 1993 (NSW)* and Local Government Code of Accounting Practice.

Policy and Finance Committee

FINANCIAL RESERVES POLICY

Financial Reserves Policy 2024

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 6

FINANCIAL RESERVES POLICY (Cont.)



DATE ADOPTED: ~~28 MAY 2024~~~~23 AUGUST 2022~~ **28 JULY 2020 (TBC)**

VERSION: ~~1.0~~ **2.03.0**

POLICY OBJECTIVES

Council's long term financial plan incorporates the establishment and management of financial reserves to ensure long term financial sustainability and capacity to provide infrastructure and services into the future.

This policy provides agreed direction and control in respect to the type of reserves that are required and a target in terms of the balance to be held in each reserve.

POLICY SCOPE

This policy applies to the establishment and management of all Council financial reserves. It applies to all officers involved in the management of such reserves, including the preparation of financial returns and other statutory reports of Council.

POLICY STATEMENT

Council's long term financial plan is designed to ensure sufficient funding is available for current and future operating requirements, capital expenditure and debt servicing. Further, it provides financial capacity for addressing unforeseen events that may impact on Council's ability to maintain service levels.

To assist in achieving these aims, externally and internally restricted financial reserves are established and managed.

Council may use funds for any purpose allowed by the *Local Government Act* or other Acts other than:

- a) money that has been received as a result of the levying of a special rate or charge which must be used for the purpose for which the rate or charge was levied, and
- b) money that is subject to legislative provisions that state that the money may be used only for a specific purpose.

Council must create a reserve where unexpended funds must be applied for a particular purpose as required by an Act. Funds held in accordance with legislation are described as 'externally restricted' reserves.

Funds held in reserve at the discretion of Council are described as 'internally restricted' reserves.

EXTERNALLY RESTRICTED FINANCIAL RESERVES

Externally restricted financial reserves are established to meet legislative requirements. There is no target reserve balance as they are established and managed on an as needed basis.

FINANCIAL RESERVES POLICY (Cont.)

DEVELOPER CONTRIBUTIONS	
Purpose	Contributions paid by developers to Council, under Sections 7.11 and 7.12 of the Environmental Planning & Assessment Act 1979. The funds are applied towards the cost of providing local public infrastructure and facilities required to support new residents and businesses. This reserve allows for the unexpended funds to be isolated and retained for this future expenditure in accordance with adopted development plans.
Target	Not Applicable

UNEXPENDED GRANTS	
Purpose	Council receives grant funds for specific projects and purposes. It is common that grants will be expended across different financial years and this reserve allows unexpended grant funds to be isolated and retained for expenditure on the project for which the grant was received.
Target	Not Applicable

DOMESTIC WASTE MANAGEMENT	
Purpose	Council operates a domestic waste collection and disposal service. Any surplus (or deficit) on operations are credited (debited) to (from) this reserve. The reserve is used only for domestic waste collection and disposal services.
Target	Not Applicable

INTERNALLY RESTRICTED RESERVES

Internally restricted financial reserves are created at the discretion of Council and they are designed to meet a range of circumstances. Target reserve balances have been established, but the preferred position may not always be achievable as a result of changed Council priorities or financial performance. There needs to be a degree of flexibility when considering reserve balances.

ASSET MANAGEMENT	
Purpose	Maintain funds for emergent asset construction/maintenance needs of Council, outside of recurrent capital works programming.
Target	No target specified. Variable depending on Council requirements.

CAPITAL WORKS

FINANCIAL RESERVES POLICY (Cont.)

<u>Purpose</u>	<u>Maintain funds for approved capital works construction needs of Council.</u>
<u>Target</u>	<u>No target specified. Variable depending on Council requirements.</u>

CARRY OVER WORKS

Purpose	To provide funding for those Council approved activities that remain in progress at year end.
Target	Approved carry over works.

ECONOMIC DEVELOPMENT

Purpose	To provide funding for identified for economic development initiatives within Council.
Target	Target calculation is on as needs basis from year to year.

ELECTION COST

Purpose	To provide for the cost of local council elections over the 4-year cycle.
Target	Council Election Costs.

EMPLOYEE LEAVE ENTITLEMENTS

Purpose	Support annual operational plans by reserving funds for the payment of untaken employee leave accrued where leave activity may impact on liquidity in the short to medium term.
Target	Equal to 25% of the leave entitlements adjusted for any potential key staff movements.

ENVIRONMENTAL WORKS

Purpose	Provide funding for environmental initiatives as identified by Council.
Target	Adhoc target based on Council approved activity.

FINANCIAL ASSISTANCE GRANT

Purpose	The annual Financial Assistance Grant is partly prepaid before the commencement of the new financial year. This amount prepaid is held as an internal reserve for expenditure in the relevant year.
Target	The amount prepaid.

FINANCIAL RESERVES POLICY (Cont.)

GENERAL PURPOSE PANDEMIC/EMERGENCY RESPONSE	
Purpose	Provide funding for operating activities and initiatives responding to community impact of pandemics or other declared emergencies, and to address the impacts on revenue and funding of Council services.
Target	Annual operating expense savings.
Target	None established – as per Council resolution from identified operating expense savings.

PLANT REPLACEMENT	
Purpose	Provide funding for the replacement of plant (excluding passenger motor vehicles)
Target	Value of the replacement program over the next 12 months

TECHNOLOGY	
Purpose	To fund the updates to Council's Information and Communications Technologies.
Target	Funding to support requirements over a five-year cycle.

UNEXPENDED LOANS	
Purpose	Provide for loan funds unspent at the end of the financial year that will be spent in future year on capital activity.
Target	No target specified as variable.

WORKERS COMPENSATION	
Purpose	To support annual operational plans and accommodate unexpected insurance premium increases where costs exceed the initial budget for workers compensation activity in any one year.
Target	Insurance premium costs for 12 months.

WASTE DISPOSAL SITE CONSTRUCTION	
Purpose	To support annual operational plans by providing funds for capital expenditure at Council's waste disposal site.

FINANCIAL RESERVES POLICY (Cont.)

Target	Target calculation is on as needs basis from year to year.
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FINANCIAL RESERVES POLICY (Cont.)

WASTE TRANSFER STATION CONSTRUCTION	
Purpose	To fund construction of future Waste Transfer Station.
Target	Sufficient funds set aside to fund construction planned for 20/21.

WASTE DISPOSAL SITE REHABILITATION	
Purpose	To fund the rehabilitation of the Mount Vincent waste disposal site on closure.
Target	Set aside enough funds over the life of the land fill to fund the rehabilitation based on the most recent rehabilitation valuation model.

POLICY ADMINISTRATION

Business Group	Strategy, Performance and Business Systems Finance
Responsible Officer	Chief Financial Officer
Council reference	Ordinary Council Meeting – 28 May 2024 23 August 2022 – Item XX,X 41.4
Policy Review Date	Every four (4) years
File Number	2/8/26
Relevant Legislation	Local Government Act 1993 (NSW) Local Government (General) Regulation 2005 NSW Local Government Code of Accounting Practice
Related Policies/Procedures/Protocols	Resourcing Strategy – Long Term Financial Plan

POLICY HISTORY

		DESCRIPTION OF CHANGES
1.0	28 July 2020	New policy adopted
2.0	23 August 2022	Update and new Plant Replacement reserve added
<u>3.0</u>	<u>28 May 2024</u>	<u>New Capital Works Reserve added</u>

11.4 DESIGNATED PERSONS - DUTIES OF DISCLOSURE POLICY

FILE NO:	35/1/2 AND 35/1/3
ATTACHMENTS:	1. Designated Persons - Duties of Disclosure Policy
RESPONSIBLE OFFICER:	Jeff Smith - General Manager Kelsie Wilson - Team Leader OGM
AUTHOR:	Tina Nay - Senior Governance Officer
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.2 Ensure Council is financially sustainable and meets required levels of performance

EXECUTIVE SUMMARY

The Designated Persons – Duties of Disclosure Policy is required to be reviewed annually. All staff positions are reviewed annually against the criteria outlined within the Local Government Act 1993. The current policy was adopted in June 2023. The policy has been reviewed and is being reported to Council.

The purpose of the Designated Persons Duties of Disclosure Policy is to identify all staff including the General Manager who hold a position on which exercising the functions of the position could give rise to a conflict between a person's duty as a member of staff and the person's private interest.

OFFICER'S RECOMMENDATION

THAT

- 1. The Designated Persons Duties of Disclosure Policy 2024 be adopted.**

REPORT

The Designated Persons – Duties of Disclosure Policy is reviewed annually. The purpose of the review is to identify any changes which have occurred in the previous twelve months to the roles and functions of staff positions within Council against the criteria. The current policy was adopted by Council in June 2023.

A designated person is defined under clause 4.8 of the Code of Conduct. Designated persons are defined as:

1. The General Manager,
2. Other senior staff of the council for the purposes of section 332 of the Local Government Act 1993,

DESIGNATED PERSONS - DUTIES OF DISCLOSURE POLICY (Cont.)

3. Any other member of staff or delegate of council who holds a position involving the exercise of council's functions (such as regulatory or contractual functions), which in their exercise could give rise to a conflict between a person's duty as a member of staff and the person's private interest and
4. A member of a committee of council whose functions involve the exercise of council's functions (such as regulatory or contractual functions), which in their exercise could give rise to a conflict between a person's duty as a member of the committee and the person's private interest.

CONCLUSION

Each staff member who is deemed a designated person is required to complete a Disclosure of Interest Return within 3 months of commencing in their role and at the end of each financial year thereafter.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Adoption of the revised policy will result in an update to the policy register.

STATUTORY IMPLICATIONS

The completion of the Disclosure of Interest Returns by designated persons allows Council to meet its compliance requirements under the Code of Conduct.

Policy and Finance Committee

DESIGNATED PERSONS - DUTIES OF DISCLOSURE POLICY

Designated Persons - Duties of Disclosure Policy

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 4

DESIGNATED PERSONS - DUTIES OF DISCLOSURE POLICY (Cont.)



DATE ADOPTED: 28 MAY 2024

VERSION: 17.0

OBJECTIVES

The objectives of this policy are to:

- Allow council to meet its regulatory compliance requirements under clause 4.21 of Council's Code of Conduct.
- Identify and determine positions within Council, the occupants of which are determined to be designated persons for the purposes of clause 4.8 of Council's Code of Conduct.

SCOPE

This policy applies to all senior staff of Maitland City Council and persons determined by Council to be designated persons.

POLICY STATEMENT

Under clause 4.8 of Council's Code of Conduct, "designated persons" are defined as:

- The general manager
- Other senior staff of the council for the purposes of section 332 of the *Local Government Act 1993*
- A member of staff who holds a position involving the exercise of council's functions, which in their exercise could give rise to a conflict between a person's duty as a member of staff and the person's private interest.

The following positions within Council's organisation structure are identified as "designated persons":

1. The General Manager
2. Other senior staff of the Council, as follows:
 - Executive Manager Customer and Digital Services
 - Executive Manager People and Performance
 - Executive Manager Finance
 - Director City Planning
 - Director City Services

DESIGNATED PERSONS - DUTIES OF DISCLOSURE POLICY (Cont.)

3. The following members of staff:

FINANCE

- Chief Financial Officer
- Manager Finance and Procurement
- Coordinator Corporate Procurement
- Senior Property Advisor

CUSTOMER AND DIGITAL SERVICES

- Manager ICT Operations
- Manager Enterprise Architecture
- Digital and Customer Program Manager

PEOPLE AND PERFORMANCE

- Manager Human Resources
- Manager Communications Marketing and Engagement
- Manager Organisational Development
- Manager Corporate Planning and Performance
- Manager Enterprise Risk, Health and Safety

CITY PLANNING**Development and Compliance**

- Manager Development and Compliance
- Coordinator Regulatory Compliance
- Coordinator Building and Development
- Coordinator Planning and Development

Environment and Sustainability

- Manager Environment and Sustainability
- Operations Manager Waste Services
- Coordinator Natural Environment and Resilience
- Project Manager Waste Services
- Principal Resilience Officer
- Principal Sustainability Officer
- Principal Estuary Officer
- Team Leader Building and Development

Strategic Planning

- Manager Strategic Planning
- Coordinator City and Visitor Economy
- Coordinator City Planning
- Strategic Planning Policy Lead
- Heritage Officer



DESIGNATED PERSONS - DUTIES OF DISCLOSURE POLICY (Cont.)

CITY SERVICES

- Contracts Manager
- Manager Building Projects and Services
- MRAG Gallery Director
- Manager Assets and Engineering
- Manager Libraries and Learning
- Manager Works
- Manager Community and Recreation
- Operations Manager Building Delivery
- Operations Manager Building Project Design
- Operations Manager Building Services
- Operations Manager Transport and Infrastructure Engineer
- Operations Manager Civil Maintenance
- Operations Manager Civil Projects
- Operations Manager Recreation Works
- Coordinator Subdivision and Development

POLICY ADMINISTRATION

BUSINESS GROUP:	Office of the General Manager
RESPONSIBLE OFFICER:	Manager, Office of the General Manager
COUNCIL REFERENCE:	Ordinary Council Meeting – 28 May 2024 - Item
POLICY REVIEW DATE:	Annually
FILE NUMBER:	35/1/2 AND 35/1/3
RELEVANT LEGISLATION	<ul style="list-style-type: none"> • <i>Local Government Act 1993</i> (NSW) • <i>Local Government (General) Regulation 2005</i> (NSW)
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none"> • Code of Conduct

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	14/12/1993	New policy adopted
2.0	25/03/2003	Periodic Review
3.0	12/08/2008	Periodic Review
4.0	10/08/2010	Periodic Review

DESIGNATED PERSONS - DUTIES OF DISCLOSURE POLICY (Cont.)

5.0	10/07/2012	Review in line with new Organisation Structure
6.0	24/09/2013	Review in line with new Organisation Structure
7.0	08/07/2014	Annual Review
8.0	26/07/2015	Annual Review
9.0	27/07/2016	Annual Review
10.0	25/07/2017	Annual Review
11.0	11/09/2018	Annual Review
12.0	25/06/2019	Annual Review
13.0	25/08/2020	Annual Review
14.0	27/07/2021	Annual Review
15.0	23/08/2022	Annual Review
16.0	27/06/2023	Annual Review
17.0	28/05/2024	Annual Review and in line with new organisation structure

11.5 COPYRIGHT POLICY REVIEW

FILE NO:	110/15
ATTACHMENTS:	1. Copyright 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

EXECUTIVE SUMMARY

Maitland City Council is dedicated to upholding the principles of transparency and adherence to legal obligations. The Copyright Policy serves to ensure compliance with the Copyright Act 1968 (Cth), safeguard the copyrights of third parties, protect Council's own copyrights, and establish a robust framework for copyright compliance.

OFFICER'S RECOMMENDATION

THAT

1. Council adopts the Copyright Policy V1.1 2024

REPORT

Maitland City Council is committed to upholding the provisions of the Copyright Act 1968 (Cth). The review ensures that all usage of copyright material by the Council complies with the Copyright Act 1968 (Cth) and any relevant copyright 'Terms of Use' agreements or licenses currently in effect. The Council reaffirms its stance against any activities that may constitute a breach of the Copyright Act 1968 (Cth).

The review of the Maitland City Council Copyright Policy resulted in the following notable amendments:

- Renumbered all sections and titles to be aligned to Maitland City Council template guidelines.
- Enhancements to all sections to ensure compliance with the Copyright Act 1968 (Cth).
- Clarification on subject-matter categories and copyright protection.
- Clarification on expiry of copyrights for specific subject-matter categories.
- Formalise copyright compliance when utilising copyrighted materials, both internally and externally.

COPYRIGHT POLICY REVIEW (Cont.)

CONCLUSION

To ensure ongoing alignment with legal requirements and best practices, Maitland City Council conducted a comprehensive review of its Copyright Policy. This review reaffirms the Council's commitment to compliance and the protection of intellectual property rights.

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.

Policy and Finance Committee

COPYRIGHT POLICY REVIEW

Copyright Policy V1.1 2024

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 5

COPYRIGHT POLICY REVIEW (Cont.)

**DATE ADOPTED:** 14 MAY 2024**VERSION:** 1.1

POLICY OBJECTIVES

The objective of this policy is to:

- Ensure Maitland City Council complies with the requirements of the Copyright Act 1968 (Cth).
- Protect the copyrights of others with respect to copyright-protected material held by Maitland City Council.
- Protect Council's copyright in accordance with the Copyright Act 1968 (Cth).
- Establish a framework in relation to copyright compliance when using copyrighted materials both internally and external to Council.

POLICY SCOPE

This policy applies to all Council Officials which include Councillors, employees, consultants, volunteers and contractors of Maitland City Council.

POLICY STATEMENT

Maitland City Council is subject to the provisions of the Copyright Act 1968 (Cth). All usage of copyright material undertaken by Council must be in accordance with the provisions of the Copyright Act 1968 (Cth) and any relevant copyright 'Terms of Use' agreement(s) or licences currently in force. Council in no way condones any act that could be in breach of the Copyright Act 1968 (Cth).

Maitland City Council respects the copyrights of others and has made it a priority to ensure all employees comply with copyright law and adhere to Council's Copyright Policy and Protocol. Copyright infringement through inappropriate copying or distribution of copyrighted content is a personal as well as a Council liability.

1. UNDERSTANDING COPYRIGHT

Copyright is the exclusive right and assignable legal right given to the originator for a fixed number of years to print, publish, perform, film, or record literary, artistic, or musical material. The purpose of copyright law is to provide authors and other creators (and those who obtain rights through such persons) with an incentive to create and share creative works by granting them exclusive rights to control how their works may be used. Works are automatically protected by copyright under Australian law. Among the exclusive rights granted to those authors are the rights to reproduce, distribute, publicly perform, and publicly display a work. These rights provide copyright holders' control over the use of their creations, and an ability to benefit, monetarily and otherwise, from the exploitation of their works.

COPYRIGHT POLICY REVIEW (Cont.)

Copyright also protects the right to 'make a derivative work', such as a movie from a book; the right to include a piece in a collective work, such as publishing an article in a book or journal; and the rights of attribution and integrity for 'authors' of certain works of visual art.

If you are not the copyright holder, you must ordinarily obtain permission prior to re-using or reproducing someone else's copyrighted work. Acknowledging the source of a work, for instance, is not a substitute for obtaining permission. However, permission generally is not necessary for actions that do not implicate the exclusive rights of the copyright holder, such as reviewing, reading, or borrowing a book or photograph.

2. SAFEGUARDING COPYRIGHT: CREATIVE OWNERSHIP AND USAGE

The rights granted under the Copyright Act 1968 (Cth) are intended to benefit 'authors' of 'original works of authorship', including literary, dramatic, musical, architectural, cartographic, choreographic, pantomimic, pictorial, graphic, sculptural, and audiovisual creations.

This means that virtually any creative work that you may come across in readable or viewable format, including books, magazines, journals, newsletters, maps, charts, photographs, graphic materials; unpublished materials, such as analysts' reports and consultants advice; and non-print materials, including websites, computer programs and other software, databases, sound recordings, motion pictures, video files, sculptures and other artistic works are almost certainly protected by copyright.

3. EXCLUSIONS FROM COPYRIGHT

Not everything is protected by copyright. This includes: works that are not fixed; titles, names, slogans; ideas, facts and data; listings of ingredients or contents; natural or self-evident facts; and public domain works. Some of these things may, however, be protected under other areas of law, such as patent or trademark law, or by contract. It is important to be sure that no other form of protection restricts the use of such materials before using them.

4. OBTAINING COPYRIGHT PROTECTION

Copyright protection is automatic under Australian law from the moment a piece of work is placed in a material form. This includes writing down, recording or filming. A work doesn't have to be published to be protected by copyright – copyright also protects unpublished works.

5. PERFORMERS' RIGHTS

The Copyright Act also gives some rights to performers. These rights are in addition to the rights of the copyright owners and creators of the material performed. Under the Copyright Act 1968 (Cth), people generally need to get consent from a performer to record or broadcast a live performance. The performer's consent may also be needed to use an unauthorised recording of a performance, or to use an authorised sound recording of a performance on a film soundtrack. Performers on audio recordings have additional rights, including moral rights.

6. EXPIRY OF COPYRIGHT

The Act establishes specific duration of copyright protection.

For works initially made public before January 1, 2019, copyright extends for 70 years after the calendar year in which the author of the work died. For works not initially made public before January 1, 2019, copyright persists for 70 years after the calendar year in which the author of the work died. Please refer to the Copyright Act 1968 (Cth), Section 33,35.

The duration of copyright in subject-matter other than works where a copyright subsists, copyright is treated differently and is broken down into specific subject-matter categories. Please refer to the Copyright Act 1968 (Cth), Section 93, 95, 96.

COPYRIGHT POLICY REVIEW (Cont.)

1. Sounding Recordings and Films

- i. For copyright material first made public before January 1, 2019, copyright protection continues for 70 years after the calendar year in which the material was first made public.
- ii. If the copyright material was not first made public before January 1, 2019, the following applies:
 - a) If the material is first made public within 50 years after the calendar year in which it was made, copyright protection continues for 70 years after the calendar year in which it was first made public.
 - b) If the above condition does not apply, copyright protection continues for 70 years after the calendar year in which the copyright material was made.

2. Television and Sound Broadcasts

- i. Copyright in a television broadcast or sound broadcast continues for 50 years after the end of the calendar year in which the broadcast was made.
- ii. If a television broadcast or sound broadcast is a repetition of a previous broadcast within the 50-year period after the original broadcast, the copyright for the repeated broadcast lasts for 50 years from the end of the year of the original broadcast.
- iii. If a broadcast occurs after the 50-year period, copyright protection doesn't apply.

3. Published editions

- i. The copyright protection for a published edition lasts for 25 years after the end of the calendar year in which the edition was first published.

7. RESPONSIBILITIES OF COUNCIL OFFICIALS

Council expects its Council Officials to be responsible consumers of copyright-protected materials. Maitland City Council Officials must not reproduce any copyrighted work in print, video or digital form in violation of the law. As there is no registration of copyright in Australia, and no formal procedures to go through, Council Officials must assume that most materials used are copyrighted until proven otherwise.

Use of Council equipment, facilities and/or premises for a purpose which infringes copyright is expressly forbidden. Any person who commits such an infringement shall be personally liable under the Copyright Act 1968 (Cth). The Council may also be found liable.

Council Officials are encouraged to educate their peers on copyright compliance. If any staff witnesses a potential copyright infringement, they must bring the matter to the attention of the individual.

Council Officials must seek out and receive through a licence or the express written permission of the copyright holder, the right to reuse the copyrighted work to avoid an infringement of copyright.

When work is not covered by copyright, Council Officials should confirm that the material is not protected by any other area of law, such as trademark or trade secret law.

8. USE OF COUNCIL CREATED MATERIALS

Copyright in works created by an employee of Council in the course of employment is owned by Council; therefore, Council Officials may use the works for Council related business only.

When Council owned copyrighted materials are used, a copyright notice should be included on any materials to be distributed outside of Council. If there is any doubt whether the work is covered by copyright it is best to be cautious and contact the Governance and Information Services Department to obtain advice.

If Council Officials become aware of any unauthorised use or distribution of Council created materials, they should promptly notify the Governance and Information Services Department.

Note: external distribution is also subject to any confidentiality restrictions applicable to that material

POLICY DEFINITIONS

Copyright	Copyright is a bundle of exclusive rights of the owner to publish, copy, adapt, broadcast, and perform material contained in literary, dramatic, musical, and artistic works, and in computer software, sound recordings, films, and broadcasts.
Owner	Owner is generally the author or maker of the copyright material, but may be another person, or legal entity, in accordance with the <i>Copyright Act 1968 (Cth)</i> .

POLICY ADMINISTRATION

BUSINESS GROUP:	CUSTOMER AND DIGITAL SERVICES
RESPONSIBLE OFFICER:	MANAGER ENTERPRISE ARCHITECTURE
COUNCIL REFERENCE:	Ordinary Council Meeting XX March 2024 Item XX.X
POLICY REVIEW DATE:	3 years from date of adoption
FILE NUMBER:	110/15
RELEVANT LEGISLATION	<ul style="list-style-type: none">• Copyright Act 1968 (Cth)• Government Information (Public Access) Act (NSW) 2009• Environmental Planning and Assessment Regulation (NSW) 2000• Local Government Act (NSW) 1993
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none">• Copyright Protocol• Right to Information Policy• Right to Information Guidelines

POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	26 April 2016	New policy adopted
1.1	21 March 2024	<ul style="list-style-type: none">▪ Reformatting of Policy to MCC template guidelines▪ Added section numbering and renamed each section to refer to specific copyright areas.▪ Amended Section 6 – updated copyright expiry, aligned it to Copyright Act 1968 (Cth), 2022 version.

11.6 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES

FILE NO:	101/1
ATTACHMENTS:	1. Fees and Charges Policy Sportsgrounds, Facilities and Reserves 2010
RESPONSIBLE OFFICER:	Jason Linnane - Director City Services Darren Crumpler - Manager Community & Recreation
AUTHOR:	Samantha Thomas - Team Leader Community & Sport Liaison
MAITLAND +10	Outcome 1 To stay friendly, happy and proud as our city grows
COUNCIL OBJECTIVE:	1.1.2 Provide inclusive spaces where people can access services, and participate in a wide range of recreation, cultural and social activities

EXECUTIVE SUMMARY

Maitland City Council's 'Fees and Charges Policy - Sportsgrounds, Facilities and Reserves' last adopted 2010, has been reviewed in consultation with key Council staff and an external consultant. The current fees and charges schedule has been reviewed with considerations related to Council policies, procedures and best practice approaches. Council staff recommendation would be to rescind the current Fees and Charges Policy in lieu of the adopted fees and charges schedule in combination with a Community and Recreation Facilities - Operational Manual which is currently in development.

The rescinding of the 'Fees and Charges Policy Sportsgrounds, Facilities and Reserves' will ensure that Council effectively and efficiently complies with the current fees and charges schedule adopted each year in Council's Operation Plan as well as providing a more structured approach to facility management with the addition of procedural document that can be regularly updated.

OFFICER'S RECOMMENDATION

THAT

1. Council rescind the current 'Fees and Charges Policy - Sportsgrounds, Facilities and Reserves 2010' as shown as Attachment 1

REPORT

Council policies are strategic documents which formally express Council's position on a particular issue. Policies are designed to guide the organisation's decision-making, and are made publicly available on Council's website. Policies are not intended to cover operational matters, which are more appropriately documented by way of internal protocols and procedures.

Over time, policies may become redundant as new legislation is implemented, new strategies, plans and standards have been developed, and the organisation and its approach to policies and protocols has evolved.

A recent review of the '*Fees and Charges Policy - Sportsgrounds, Facilities and Reserves* has been undertaken by an external consultant in consultation with Council staff. The existing policy required review to better reflect the adopted fees and charges schedule which is reviewed every financial year in Council's operational plan, as well as align with other local Council's fees and charges for comparable facilities.

As part of this review, it has been identified that the '*Fees and Charges Policy - Sportsgrounds, Facilities and Reserves* has information that primarily relates to operational matters, has become redundant and can be addressed in other documents of Council. It is proposed that this policy be rescinded as it no longer required and replaced by Council's adopted Fees and Charges schedule.

The following policy has been identified for rescission for the reasons set out below:

Policy Name	Date Adopted	Reason for rescission
Fees and Charges Policy - Sportsgrounds, Facilities and Reserves	14 August 2012	Policy is outdated, no longer required and will be replaced by internal protocols in combination with Council's adopted fees and charges schedule

CONSULTATION

External consultation was conducted with other Local government or similar organisations by the Consultant. A Council briefing was conducted with Councillors in regard to the proposed 2024/25 Fees and Charges schedule. Council staff also notified the regular user groups of the Draft Operational Plan and encouraged feedback to be submitted during the public exhibition period.

 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)
CONCLUSION

Rescinding unnecessary and outdated policies will result in a suite of corporate documents which is current and accurate and will help to ensure effective governance of Council operations.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing- within or additional
There is a risk that there will be confusion surrounding the grading of the facilities and subsequent fees associated with these facilities which may lead to incorrect charges	Medium	Adopt the recommendation.	Low	Within existing resources
There is a reputational risk due to the Policy being outdated and last reviewed in 2010 which may lead to lack of confidence in Council policy.	High	Adopt the recommendation	Low	Within existing resources

POLICY IMPLICATIONS

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

STATUTORY IMPLICATIONS

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

Policy and Finance Committee

RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES

Fees and Charges Policy Sportsgrounds, Facilities and Reserves 2010

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 16



FEES AND CHARGES POLICY SPORTSGROUNDS, FACILITIES AND RESERVES

November 2010

FEES AND CHARGES POLICY

SPORTSGROUNDS, FACILITIES AND RESERVES

Table Of Contents	page nos.
1.0 Scope Of This Policy	3
2.0 Objectives Of This Policy	3
3.0 Relationships To Other Policies And Strategies	3
4.0 Policy Principles	4
5.0 Occupancy Agreements	4
6.0 Pricing Framework	5
7.0 Determining Charges For School Use Of Sportsgrounds / Facilities And Reserves	9
8.0 Determining Charges For Commercial Use Of Sportsgrounds / Facilities And Reserves	10
9.0 Determining Charges For Casual Use Of Sportsgrounds / Facilities And Reserves	10
10 Determining Charges For Sporting Finals Use Of Sportsgrounds/ Facilities And Reserves	11
11 Determining charges For Sport Specific Infrastructure	11
12 Review Of Fees And Charges	12
13 Delegation Of Authority	12
 Attachment:	
No.1 Sportsground Gradings	13

RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

THE COUNCIL OF THE CITY OF MAITLAND – POLICY STATEMENT

POLICY GROUP NAME:	
Policy Name:	Fees and Charges Policy - Sports Ground, Facilities and Reserve
File Number:	129/1
Date Approved:	
Policy Review Date:	
Business Group:	Service Planning and Regulation
Responsible Officer:	Group Manager Service Planning and Regulation
Further Information:	
Objective:	<i>To provide a fair and equitable policy framework for allocating and charging for the use of Council sports grounds, facilities and reserves.</i>

1. SCOPE OF THIS POLICY

This policy applies to fees and charges for the use of sportsgrounds, facilities and reserves where sport is played and / or which are utilised to support sporting activities within the City of Maitland.

2. OBJECTIVES OF THIS POLICY

- To provide a fair and equitable framework for allocating and charging for the use of Council sportsgrounds, facilities and reserves which reflects the costs of providing and administering the facilities and services, whilst recognizing the capacity of users to pay.
- To ensure consistency and transparency in decision making
- To encourage efficient and effective use of Council resources
- To allow Council to pro-actively manage sportsgrounds in order to prevent over-use and / or inappropriate uses, thereby ensuring the long term sustainability of playing fields
- To enable the allocation of grounds to the level of competition being played
- To promote positive user attitudes and responsibility towards the facilities
- Will allow Council to recover a proportion of the facility costs from users
- To ensure fees and charges reflect the standard of the facilities being provided.

3. RELATIONSHIPS TO OTHER POLICIES AND STRATEGIES

This document should be read in conjunction with the Sportsground User Guide and the Generic Plan of Management for Sportsgrounds (2008).

 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

4. POLICY PRINCIPLES

The City of Maitland is committed to providing the highest standards of sportsgrounds, facilities and reserves, based upon the principles of social equity, participation, accessibility environmental sustainability, financial affordability, partnerships and transparency of process. These principles guide the development and interpretation of policy for community access to existing, new and proposed future amenities.

The City strives for improved fairness and equity in facility and service delivery with the goal of maximising community use. It encourages positive user attitudes and assists in the regulation of use. Efficient use of financial resources is a goal that does not prohibit subsidised use by key sectors of the community.

Whilst acknowledging its role within the wider region the city of Maitland seeks to protect the interests of its ratepayers by ensuring priority of access to the City's residents and restricting subsidised use by individuals and clubs from other local government authority areas.

5. OCCUPANCY AGREEMENTS

Council generally allocates sportsgrounds, facilities and reserves using three types of agreements:

5.1 Leases

A lease agreement is used to provide sports clubs, professionals (e.g. tennis professional) and / or associations with exclusive occupancy of Council sporting facilities for an agreed period. The lessee has use of the leased facility under clearly stated terms and conditions.

Groups entering into a lease agreement for a Council owned sports facility will be subject to annual rental fees determined by Council's Contract Valuer. In finalising annual rental fees the market value of the property will be assessed and the following issued considered:

- Groups / individuals with a "history of significant income generation" from sources including liquor licenses, the ability to charge spectator entry etc will be charged 100% of the assessed rate.
- Quasi-professional individuals and organisations i.e. those groups with exclusive use of a facility, but no history of significant income generation will be charged between 50%-100% of the assessed rate.

Under the Lease Agreement the Lessee pays all costs associated with the operation of the facility including minor and major maintenance, utility charges, water costs, rates, garbage charges and any other costs associated with the normal operation of that facility.

Where a sports facility includes specialist surfaces (such as synthetic surfaces e.g. tennis, hockey etc) the user group shall undertake maintenance and improvements to an agreed standard and establish a sinking fund to meet replacement costs.

Lease periods will be subject to negotiation although the generally up to a maximum of 5 years.

Due to the exclusive nature of this agreement, a Lease Agreement is only issued in exceptional circumstances.

5.2 Licence

Sports ground, Facility and Reserve Fees and Charges Policy – June 2010

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 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

A licence agreement provides a sports club and / or associations with a permit to use a facility for an agreed purpose for an agreed period of time. Licences do not provide user groups with exclusive occupancy rights to a facility. Licence periods will be subject to negotiation although a maximum term of up to three years would be expected. If clubs contribute towards capital improvements or upgrades of the facility, they may be awarded a 3 year licence with the option to extend the licence by 3+3 years.

Under a Licence Agreement the licensee pays Council's annually adopted seasonal fees - sportsground, facilities and reserves fees and charges as scheduled (*increased annually in accordance with Council's schedule*), utility charges and may be required to pay some maintenance costs. However, Council is responsible for the majority of the costs associated with the amenities and costs associated with the delivery of the ground.

5.3 Seasonal Allocations

Seasonal sports ground / facility allocations will be made on a 6 or 12 monthly basis, the later for non seasonal user groups such as Dog Obedience, Croquet, BMX, etc.

Allocation of specific grounds is made for both training and match play purposes. A seasonal allocation does not provide clubs with exclusive use of sports facilities. Seasonal Allocation applies to the following dates each year:

Winter:	1 st weekend in April to 2 nd weekend in September
Summer:	1 st weekend October to last weekend in March
Annual	1 st weekend in April to last weekend in March (with curators to have access to wickets from 1st weekend in September).

Seasonal Allocation of sportsgrounds, facilities and reserves is not guaranteed from year to year and will be subject to the Seasonal Application process.

Seasonal Allocations are subject to Council's Annual sportsgrounds, facilities and reserve charges as scheduled, utility charges and costs relating to supporting infrastructure specific to their sport i.e. floodlighting, turf wickets etc.

5.4 Casual Use

A casual use permit is generally issued to a school or casual user, or casual user groups to confirm a particular ground for specified activities, times. Council's annually adopted schedule of sportsground, facility or reserve fees and charges are to apply. Amenities buildings/ canteens etc will only be made available where the occupying Club enables such usage.

Note: That Lessees and Licensees must hold suitable Public Liability Insurance.

6. PRICING FRAMEWORK

In developing a pricing framework for this policy a number of variables have been considered, which include:

- Benchmarking data
- Type of facility – sportsground, facility and reserve
- Benefits derived from the provision of this facility
- Who pays for the facilities ongoing maintenance and upgrades

 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

- Capital Improvement costs to Council's amenities and support facilities
- Exclusivity of use
- The objectives of the user group – e.g. commercial / non profit
- Cost of providing the facility, service or program
- The economic and social desirability of charging for the facility, service or program
- The community benefit / ability and willingness to assist in meeting Council's goal for sport.
- Practicality of administering and collecting fees and charges
- Whether Council is required to undertake additional tasks above the base level of service/ maintenance

This pricing model incorporates the following:

- A methodology which makes fees and charges of sportsgrounds, facilities and reserves more uniform and efficient to administer
- A seasonal grading system of sportsgrounds, facilities and reserves which is based on the quality of the grounds, relevant facilities and amenities
- A percentage of costs related to:
 - an agreed subsidy to offset costs of year round recurrent maintenance of sportsgrounds, facilities and reserves
 - asset replacement value for Council's amenities buildings and associated built facilities.
- Charges are applied for the use of sportsgrounds, facility or reserve at an hourly rate which reflects more accurate use of the facility.

The fees and charges policy has endeavoured to take these factors into account in the development of the following strategies.

6.1 Sportsground, Facilities And Reserve Fees And Charges

In order for the fees and charges system to reflect the standard of facility being provided a sportsground / facility classification system has been developed that reflects the range and quality of facilities provided for community sport in Maitland.

The grading system has been developed to reflect the infrastructure used by sporting clubs in winter and summer including access to training lights, cricket practice facilities, amenities, toilets, grounds size, mowing frequency and club operations.

Sportsgrounds and facilities have been classified so that a higher standard of ground is charged at a higher rate than a ground of a lower standard.

Each sportsground / facility has been evaluated to ascertain within which of the three classifications in winter summer, it falls. These classifications are Graded A, B and C with Grade A being the highest quality. The classification of each sportsground/ facility will form the primary basis on which fees will be determined. Grounds do not need to align with all the criteria to fit into the grade – the best “fit” will apply.

The classifications of the sportsgrounds/ facility reserve will be reviewed annually in order to take into account major improvements, upgrades, capital developments, or other changes that may influence the ongoing delivery requirements.

The sportsground classification table appears as follows:

RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

SPORTSGROUND GRADING CRITERIA

Winter	Summer
Grade A <ul style="list-style-type: none"> o Training Lights ; May have match lights o Good Quality Grass Cover o Amenities and Toilets Available o Car Parking o Ground Size Competition o Mown Fortnightly (weather permitting) o Fenced Playing Area (Admission fee may be charged) Grade B <ul style="list-style-type: none"> o Training Lights ; o Good Grass Cover o Amenities and Toilets Available o Car Parking o Ground Size Suitable for Competition o Mown Fortnightly (weather permitting) Grade C <ul style="list-style-type: none"> o May or may not have training lights ; o Average Grass Cover o Limited Access to amenities and toilets o Car Parking o Training ground size o Mown as often as practical (weather permitting) 	Grade A <ul style="list-style-type: none"> o Turf Table o May have access to Practice Wickets / Nets o Amenities and Toilets Available o Mown Weekly (weather permitting) o Car Parking o Good Quality Grass Cover Grade B <ul style="list-style-type: none"> o Synthetic Wicket o May have access to Practice Cricket Wickets/ nets o Amenities and toilets available o Good Grass Cover / Car Parking o Mown Weekly (weather permitting) Grade C <ul style="list-style-type: none"> o Concrete Wicket o May have access to toilets and or amenities o No Practice Wickets o Mown Weekly (weather permitting) o Average Grass Cover o Car Parking
<p>Note 1: Grounds not supporting cricket facilities during the summer season will be graded as per their Winter Grading. Note 2: The winter active fields may not always be mown fortnightly (depending on grass and soil condition and weather permitting).</p>	

Netball / Basketball/ Tennis

Grade	Court
Grade A	<ul style="list-style-type: none"> o Association Courts- multiple courts used for competition and training o Hard surface and grassed courts o Floodlighting for Training (Competition?) o Amenities and toilets available o Car Parking
Grade B	<ul style="list-style-type: none"> o Hard surface courts in multiples of 2/4 for training purposes only o May have floodlights for training o May have access to amenities/ toilets
Grade C	<ul style="list-style-type: none"> o Grass Courts suitable for training o May have lights suitable for training o May have access to amenities

 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

A copy of the sportsground / facility gradings appears as Attachment 1.

6.2 Percentage of Costs

Seasonal users will pay a percentage of the recurrent costs associated with the ongoing maintenance of each sportsground/ facility, this includes regular maintenance items such as mowing, water usage, , fence repairs, gradings of the access road, car park, vandalism and seasonal works such as herbicide spraying, top dressing, fertilisation, over sowing and aerating. Each of the categories attracts a cost which is associated with the delivery of that ground. Grade A attract the highest delivery cost whilst 'C' rated facilities attract the lowest.

6.3 Contribution Towards Asset Replacement

As part of Council's Asset data base, each facility is audited for insurance and asset value purposes. This audit identifies the cost to replace, current asset value and insurance value.

Rather than apply a fee to clubs / associations for the use of Council's amenities and ancillary facilities it is proposed that a figure of 3% of Councils assets 'Cost to Replace' is applied to a clubs/ associations fees and charges on an hourly sessional basis over a clubs/ association allocated season.

6.4 Variable Usage

The charges levied will take into account variable usage (i.e. training and competition). The usage of a sportsground/ facility/ reserve includes the sportsground and pro rata towards the 'Cost to Replace' the asset and will be calculated on the basis of the total number of hours used (i.e. bookings will apply for hours actually used).

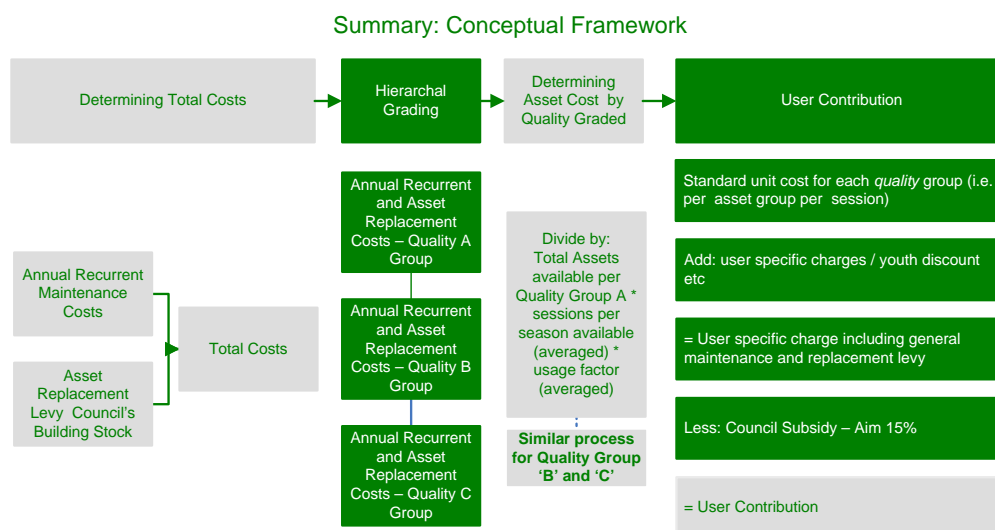
6.5 Methodology

Seasonal fees will be calculated as follows:

- Determine annual recurrent maintenance costs
- Identify Asset Replacement cost and apportion 3%
- Identify total costs
- Determine the sportsground/ facility / reserve category
- Apportion sportsground/ facility costs by Grading (quality) A,B and C
- Determine average usage of sportsgrounds/ facilities /reserves by Grade – A,B,C
- For each Grade - divide total fields and ovals / facilities available * sessions per season * usage factor
- Establish standard unit cost for each quality group (i.e. per field per session)
- Add user specific charges - e.g. youth discount, licensed bar, spectator fee etc
- Identify user specific charge including general maintenance and asset replacement levy
- Less Council subsidy (say 85%)
- Determine user contribution

The following flow chart serves to summarise how fees are to be calculated.

RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)



6.6 Application of Methodology

A Licence agreement / Seasonal Allocation and Casual Use will attract costs as per the seasonal rate (or pro rata in the case of casual user group).

Licensees / Seasonal Allocations will pay the full cost of any services consumed such as electricity.

Where development or upgrade beyond Council's minimum standard is proposed the licensee /seasonal user would be expected to contribute.

All costs associated with establishing a lease and or licence will be charged to the application group.

7 DETERMINING CHARGES FOR SCHOOL USE OF SPORTSGROUNDS/FACILITIES AND RESERVES

Maitland City Council recognises the importance of children's participation in sport and recreation activities, therefore the following will apply to school use of sporting facilities:

7.1 Use of Sportsgrounds:

Primary Schools: To be charged 50% of hourly rate for ground hire (rounded to the closest hour). Excludes Athletic Carnivals and special events).

For regular use of 15hours or more per week, during weekday school hours, additional fees will be charged on a pro rata basis.

Secondary Schools: To be charged 70% of hourly rate for ground hire (rounded to the closest hour)

The above fee excludes athletic carnivals and special event. For regular use of 15hours or more per week, during weekday school hours, additional fees will be charged on a pro rata basis.

7.2 School Athletic Carnivals and Inter School Events

- For both Primary and Secondary schools – Within the LGA

 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

School Athletic Carnival /Inter School Event (within the LGA) - to be charged 70% of hourly rate for ground hire

- **For both Primary and Secondary schools – Outside the LGA**

School Athletic Carnival /Inter School Event (within the LGA) - to be charged 80% of hourly rate for ground hire

7.3 Zone Regional Championships or Large Events (excluding Walka Water Works)

For both Primary and Secondary Schools

- Fee applies to 0-499 participants - 100% of the hourly rate for ground hire (rounded to the closest hour)
- Fee applies to 500-999 participants - 125% of the hourly rate for ground hire (rounded to the closest hour)
- Fee applies to 500-999 participants - 150% of the hourly rate for ground hire (rounded to the closest hour)

7.4 School Usage of Netball Courts

Primary Schools: To be charged 50% of hourly rate for court hire (rounded to the closest hour)

Secondary Schools: To be charged 70% of hourly rate for court hire (rounded to the closest hour)

7.5 All Schools

- Where a school has its own sportsground which is not occupied at the time and /or
- Where a school has built over a significant proportion of their previously available open space, and /or
- Where usage occurs outside school hours

Fees and charges will be applied as per a flat hourly sessional rate and charged to the School at the end of each term.

8 DETERMINING CHARGES FOR COMMERCIAL USE OF SPORTSGROUNDS/ FACILITIES AND RESERVES

Fees for commercial use will be applied as per Council's Schedule of Fees and Charges as determined through Council's annual budget process. The minimum recovery rate will be 100% for an hourly sessional rate.

The provider will be responsible for meeting the full cost of preparing and maintaining the facility during the hiring period.

Additional fees may or may not apply and are subject to negotiation depending on term of use, derived community benefit, impact on surrounding amenity and exclusive use of public facilities.

9 DETERMINING CHARGES FOR CASUAL USE OF SPORTSGROUNDS/ FACILITIES AND RESERVES

Charges for casual users will be applied as per Council's Schedule of Fees as determined through Council's annual budget process. Suitability of use will be in consideration of the nature of the intended use, potential community benefit, and the resultant impact on the seasonal and /or the community. Casual use is divided into 4 different categories:

- Casual School use
- Casual Community use

 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

- Casual corporate use (not for profit activity)
- Casual corporate use – (for commercial activity)

10 DETERMINING CHARGES FOR SPORTING FINALS USE OF SPORTSGROUNDS/ FACILITIES AND RESERVES

Sporting finals are considered part of a clubs Seasonal Allocation and therefore will not require a separate booking and charge.

11 DETERMINING CHARGES FOR SPORT SPECIFIC INFRASTRUCTURE

11.1 Floodlighting

There are a number of sportsgrounds/facilities and reserves which provide floodlighting in order for sporting clubs / associations to train after dark. Floodlights on sportsgrounds are utilised mainly by winter sporting codes, therefore costs relating to the delivery of floodlighting is considered the responsibility of clubs/ associations which benefit from this infrastructure. Council will provide the initial infrastructure / maintenance where appropriate at the commencement of the season, however seasonal maintenance costs such as lamp replacement and safety checks will be apportioned to clubs/ associations which utilise floodlighting. These costs will be determined at the end of each season and charged accordingly.

Fees and charges for floodlight usage will be charged over and above ground hire fees and levied separately.

11.2 Turf Wickets – Maintenance

There are a number of sportsgrounds which provide turf wickets. These facilities provide benefits for a select group of clubs/ associations and or individuals. Council will provide the initial maintenance works required at the end of the winter season (part of normal changeover ground renovations) at no cost. Once this has been completed, clubs/ associations thereafter are responsible for all costs associated with the curation and maintenance of their turf wicket table.

11.3 Garbage Bins

Council will make available a limited number of garbage bins at no cost to the user as follows:

- **Summer:** a maximum number of 8 garbage bins per oval
- **Winter :** a maximum number of 15 garbage bins per complex

Requests for additional bins over and above the above allocation will incur a fee penalty as outlined in Council's schedule of Fees and Charges.

Requests for additional bins for special events / gala days etc:

- *Delivery of 9 bins to one site/club/ground on a weekday (Mon - Fri not incl. public holidays)*
- *One service (i.e. Collection of waste - emptying) on a weekday (Mon - Fri not incl. public holidays)*
- *Removal of bins from one site/club/ground on a weekday (Mon - Fri not incl. public holidays), most likely the same day as the bin is serviced.*

The above service will be completed for \$200 inc. GST across the LGA. All variations and additional service requirements will be individually priced.

11.4 Line Marking

 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

Council will line-mark once at the commencement of each season (summer and winter) all additional line-marking requirements throughout the season will be the responsibility of the club/association/individual user.

Requests for additional and or one event requests will be charged the fee as outlined in Council's annual adopted Fees and Charges Schedule.

To assist Clubs and organisations with line marking it each Club will be issued with three (3) x 20 litre drums per oval / field or one drum for Netball (all grades Grade 'A', 'B' & 'C').

11.5 Wet Weather –Ground Closure

In the event of inclement weather which necessitates the closure of a sportsground Clubs and organisations will be entitled:

- *to play a 'catch up' game during the same season at no cost other than the cost of floodlighting if applicable*
- *where there is no opportunity to play a 'catch up game' e.g. cricket or netball and annual user groups - the seasonal / annual user will be given a benefit of two (2) week wet weather subsidy .*

11.6 Penalties

The introduction of a penalty if user groups choose to:

- *use the field without making a formal booking with Council*
- *or, access a facility before the start of their hire periods or fail to vacate the premises at the end of the hire period.*

Penalty rates will be calculated at twice the appropriate hourly rate for a minimum of 2 hours. Hirers will be invoiced for payment of penalty charges. If penalty charges remain unpaid at the close of the season future seasonal hire periods will be cancelled until outstanding debts are paid.

12 REVIEW OF FEES AND CHARGES

The Fees and Charges as documented in this Policy will be reviewed by Council on an annual basis.

13 DELEGATION OF AUTHORITY

In the event of any dispute or difference arising as to the interpretation of this Policy, the decision of the General Manager shall be final and conclusive.

RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

ATTACHMENT 1: SPORTSGROUND GRADINGS**SUMMER**

Ground	Grade
Shamrock Oval	Grade A
Bolwarra Oval	Grade A
King Edward	Grade A
Gillieston Heights (Roy Jordon)	Grade A
Largs Oval	Grade A
Lochinvar	Grade A
Lorn Oval	Grade A
Maitland Park-Robins Oval	Grade A
Maitland Park-1	Grade A
Maitland Park-2	Grade A
Maitland Park-3	Grade A
Maitland Park-4	Grade A
Morpeth Oval No1	Grade A
Max McMahon Oval	Grade A
Coronation Oval	Grade A
Tenambit Oval	Grade A
Thornton Oval	Grade A
Allan & Don Lawrence No.1	Grade A
Woodberry Oval No.1	Grade A
Metford Recreation Area	Grade A
Cook Square Park	Grade A
Maitland Sportsground No.1	Grade A
Beryl Humble	Grade B
Fieldsend Oval	Grade B
Norm Chapman Oval No.1	Grade B
Norm Chapman Oval No.2	Grade B
Allan & Don Lawrence No.2	Grade B
Somerset Park	Grade B
Maitland Sportsground No.2	Grade B
Smythe Field	Grade B
Morpeth No2	Grade B
Hartcher Field	Grade B
Woodberry Oval No.2	Grade B
Lochinvar No.3	Grade B
Lochinvar 2	Grade C
Chelmsford Drive	Grade C
Johnson Reserve 1 Mt Pleasant Street	Grade C
Johnson Reserve 2 Mt Pleasant Street	Grade C
Johnson Reserve 3 Mt Pleasant Street	Grade C

RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

Johnson Reserve 4 Mt Pleasant Street	Grade C
Bolwarra Training Field	Grade C
Cook Square Park - Training Field	Grade C
Morpeth No3	Grade C
Tenambit Training Field	Grade C
Harold Gregson Reserve	Grade C

Cricket Practice Nets

Hartcher Field
Maitland Park
Tenambit Oval
Morpeth Oval
Norm Chapman
Thornton Park
Lorn Oval
Lochinvar
Largs Oval

WINTER

Ground	Grade
Maitland Sportsground No.1	Grade A
Cooks Square Park No.1	Grade A
Hockey Synthetic Surface	Grade A
Shamrock No1 (R/L)	Grade B
Shamrock No2	Grade B
Bolwarra No1	Grade B
Bolwarra No.2	Grade B
King Edward Oval	Grade B
Beryl Humble No.1	Grade B
Beryl Humble No.2	Grade B
Gillieston Heights	Grade B
Largs Oval	Grade B
Lochinvar No.1	Grade B
Lochinvar No.2	Grade B
Lochinvar No.3	Grade B
Lorn Oval	Grade B
Maitland Park-Robins Oval	Grade B
Maitland Park -1	Grade B
Maitland Park - 2	Grade B
Maitland Park - 3	Grade B
Maitland Park No.4	Grade B
Maitland Sportsground No.2	Grade B
Smythe Field (Athletic Field)	Grade B

 RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

Fieldsend Oval Field No.1	Grade B
Fieldsend Oval Field No. 2	Grade B
Metford Recreation Area No.1 (Includes Athletics)	Grade B
Metford Recreation Area No.2	Grade B
Morpeth Oval No1	Grade B
Morpeth Oval No2	Grade B
Norm Chapman Oval No.1	Grade B
Norm Chapman Oval No.2	Grade B
Norm Chapman Oval No.3	Grade B
Max McMahon Oval (Includes Athletics)	Grade B
Coronation Oval	Grade B
Hartcher Field	Grade B
Tenambit Oval	Grade B
Thornton Oval	Grade B
Allan & Don Lawrence No.1 (Includes Athletics)	Grade B
Allan & Don Lawrence No.2	Grade B
Allan & Don Lawrence No.3	Grade B
Allan & Don Lawrence No.4	Grade B
Somerset Park No.1	Grade B
Somerset Park No.2	Grade B
Woodberry Oval No.1 (Includes Athletics)	Grade B
Woodberry Oval No.2	Grade B

Bolwarra No.3 Training Field	Grade C
Chelmsford Drive	Grade C
Cook Square Park Training Field	Grade C
Morpeth Oval No3	Grade C
Tenambit Training Field (Maize Street)	Grade C
Johnson Street 1	Grade C
Johnson Street 2	Grade C
Johnson Street 3	Grade C
Johnson Street 4	Grade C
Kerr Street - Rutherford	Grade C
Harold Gregson Reserve	Grade C

ATHLETICS GROUND GRADINGS

Ground	Grade
Maitland Sportsground No.1 and Smythe Athletics Field	Grade A
Maitland Sportsground No.1 (Admission)	Grade A
Maitland Sportsground (Non Admission)	Grade B
Smythe Field Athletic Field	Grade B
A&D Lawrence Athletic Field	Grade B
Woodberry Athletic Field	Grade B
Metford Athletic Field	Grade B
Max McMahon	Grade B

Sports ground, Facility and Reserve Fees and Charges Policy – June 2010

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RESCINDING OF FEES AND CHARGES POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

NETBALL/ BASKETBALL / TENNIS

Court	Grade
Maitland Park Netball Association	Grade A
Victoria Street- Tennis	Grade A
Thornton Park, Netball	Grade B
Taree Avenue Netball	Grade B
Woodberry (Basketball)	Grade B
Thornton Park -Tennis	Grade B
Law Street- Tennis	Grade B
Rutherford Reserve - Tennis	Grade B
Largs – Tennis	Grade B
Tenambit - Tennis	Grade B
Tenambit Reserve- Netball	Grade C
Ron Stewart Netball Courts - Netball	Grade C
Allan and Don Lawrence - Netball	Grade C
Lochinvar - Tennis	Grade C
Gillieston Heights	Grade C
Bolwarra – Tennis	Grade C
Woodberry – Tennis	Grade C

11.7 REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES

FILE NO:	129/1
ATTACHMENTS:	<ol style="list-style-type: none">1. Alcohol Policy - Sportsgrounds, Venues and Reserves 20242. Alcohol Policy - Sportsgrounds, Facilities and Reserves 2012
RESPONSIBLE OFFICER:	Jason Linnane - Director City Services Darren Crumpler - Manager Community & Recreation
AUTHOR:	Samantha Thomas - Team Leader Community & Sport Liaison
MAITLAND +10	Outcome 1 To stay friendly, happy and proud as our city grows
COUNCIL OBJECTIVE:	1.1.2 Provide inclusive spaces where people can access services, and participate in a wide range of recreation, cultural and social activities

EXECUTIVE SUMMARY

Maitland City Council's Alcohol Policy – Sportsgrounds, Facilities & Reserves was adopted on 14 August 2012 and was due for revision. As a result of this, a review of the policy was conducted by the Community & Recreation Planning Team in collaboration with key stakeholders including the Major Venues & Facilities Team, the Events team, local Police and the Independent Liquor and Gaming Association.

This report presents the revised Alcohol Policy – Sportsgrounds, Venues & Reserves (updated Policy name), for adoption, with the key changes being outlined. The revised Alcohol Policy – Sportsgrounds, Venues & Reserves outlines the framework, legislative requirements, constraints, and process for the sale, consumption and or storage of alcohol at a Council facility.

OFFICER'S RECOMMENDATION

THAT

1. Council place on exhibition the Alcohol Policy – Sportsgrounds, Venues & Reserves 2024 as shown as Attachment 1
2. If no submissions are received opposing the Policy then Council adopts the draft policy as final
3. If Council receives submissions opposing the policy then a future report will be provided to Council for consideration

REPORT

Council policies are strategic documents which formally express Council's position on a particular issue. Policies are designed to guide the organisation's decision-making and are made publicly available on Council's website. Policies are not intended to cover operational matters, which are more appropriately documented by way of internal protocols and procedures.

Maitland City Council has recently conducted a review of multiple policies requiring revisions due to outdated information and/or changes in legislative requirements or Council procedures. As part of this review, the Alcohol Policy – Sportsgrounds, Facilities & Reserves has been revised with minimal changes to policy framework. Additionally, specific conditions have been included in the new policy to better reflect Council's operational procedures and any changes to relevant legislation.

The Alcohol Policy aims to provide sporting bodies, user groups, casual hirers and the wider community with a set of established standards relating to the sale, consumption and storage of alcohol within Council venues. The Policy maintains the times at which alcohol can be sold, including a specific timeframe at sportsgrounds between junior matches concluding and senior matches commencing. This policy also outlines the implications of failing to comply with the stipulated conditions, and the documentation required by Council if a hirer will be permitting the consumption of alcohol as part of their booking.

After review by key stakeholders, including Council's City Services Officers, the local Police and endorsement from the Independent Liquor and Gaming Authority, the following itemised information, as noted in attachment 1, outlines the key Policy amendments:

1. Changes to reflect current wording/naming conventions.
 - 1.1. Policy name change, *from Alcohol Policy – Sportsgrounds, Facilities & Reserves to Alcohol Policy – Sportsgrounds, Venues & Reserves*
2. Revision to any legislative or policy changes
3. New condition implemented to better reflect Council's position and ability to decline applicants of their booking, if required, regardless of whether a liquor license has been approved.
4. New condition implemented to outline the hirers responsibility to provide Council with a copy of the Liquor license after approval by the Independent Liquor and Gaming Authority (ILGA)

REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

5. For community clarity, the Conditions for the Sale, Storage & Consumption of alcohol have been identified separately as sportsgrounds and community venues/reserves.
6. New condition implemented surrounding the Alcohol-Free Zones and Alcohol Prohibited areas, with specification for allowances when an Alcohol-free zone has been suspended with approval by Council.
7. To increase transparency with the community, the Policy has reference to fines being applicable as per the fees and charges schedule, in the instance where the Policy, Council's conditions or Legislation has not been adhered to.

CONSULTATION

Council staff have consulted with the Port Stephens Hunter Police and have received endorsement from the Independent Liquor and Gaming Authority for the changes to the Alcohol policy, which is in alignment with relevant legislation. Council's Town Planning Team were informed of the revised Policy. Council staff will contact all relevant user groups to advise that the policy is being placed on public exhibition.

CONCLUSION

Council has previously endorsed the Alcohol Policy – Sportsgrounds, Facilities and Reserves in 2012 which was due for revision. This Policy has been reviewed with changes to include updates to the Policy name, business group, legislation, necessary conditions and to more clearly articulate the process and responsibilities of both the hirer and Council when utilising a Council facility with the intention to either sell, serve, store or consume alcohol.

FINANCIAL IMPLICATIONS

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

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing- within or additional
There is a risk of reputational damage due to the Policy being outdated and last reviewed in 2010 which may lead to lack of confidence in Council policy.	High	Adopt the recommendation	Low	Within existing resources

REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing- within or additional
There is a risk of Council utilising outdated Legislation that may lead to inadequate enforcement of legislation.	High	Adopt the Recommendation	Low	Within existing resources
There is risk of confusion around the management of Alcohol-Free Zones or Alcohol Prohibited Areas that may lead to an inability to follow procedure as required.	Low	Adopt the Recommendation	Low	Within existing resources

POLICY IMPLICATIONS

The adoption of Alcohol Policy – Sportsgrounds, Venues & Reserves, will result in an amendment to Council's Policy Register to reflect the revised Policy.

STATUTORY IMPLICATIONS

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

Policy and Finance Committee

REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES

Alcohol Policy - Sportsgrounds, Venues and Reserves 2024

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 5

REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

**DATE ADOPTED: 28 MAY 2024****VERSION: 2.0****POLICY OBJECTIVES**

The objectives of this policy are to:

- Establish clear guidelines for all users, regarding the sale, storage and consumption of alcohol at Council owned sportsgrounds, venues and reserves.
- Ensure that sportsgrounds, venues and reserves within the Maitland LGA are safe and enjoyable for all members of the community, by assisting in minimising alcohol related antisocial behaviours.
- Establish clear guidelines for Council officers when assessing liquor licence applications for sale and consumption of alcohol.

POLICY SCOPE

This policy applies to the sale, storage and consumption of alcohol at all Council owned sportsgrounds, venues and reserves.

POLICY STATEMENT

Council owned sportsgrounds, venues and reserves are for the purpose of passive and active sport and recreation activities, or other Council approved events, and are to be family friendly environments for users, spectators and visitors. Approved uses of these areas must be carried out in a lawful manner and in accordance with the conditions of their hirer agreements.

The authorised sale, storage and consumption of alcohol on Council owned sportsgrounds, venues and reserves will be in accordance with the requirements under the relevant legislation, as outlined in the 'Policy Administration' table below. Applications will need to be submitted to, and approved by, the Independent Liquor and Gaming Authority. Any sporting clubs that are approved for the sale of alcohol will be encouraged to register as a 'Good Sports' club.

REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

1. CONDITIONS OF APPROVAL

- 1.1. Applications for the sale and/or consumption of alcohol will not be supported by Council with sporting groups that only have junior teams registered.
- 1.2. Applications for the sale and/or consumption of alcohol will not be supported in Alcohol Free Zones or Alcohol Prohibited Areas, unless approval has been granted by Council for a suspension of these zones or areas. Signage related to Alcohol Free Zones or Alcohol Prohibited Areas must be complied with, unless an approved suspension is in place.
- 1.3. Applications will not be supported for the sale and/or consumption of alcohol at times when junior teams are training or participating in matches.
- 1.4. In the event of junior and senior teams playing at the same facility/reserve on the same day, a time period of 30 minutes, following the conclusion of the junior match, is required before the sale and/or consumption of alcohol can commence.
- 1.5. Applications by sporting groups for the sale of liquor at sportsgrounds will only be supported when there are organised and approved club activities. Times when applications will be supported are between:
 - Monday to Thursday: 6.00pm - 9.30pm
 - Friday: 6.00pm - 10.00pm
 - Saturday: 12.00pm - 10.00pm
 - Sunday: 12.00pm - 9.00pm

Licences will not always be approved for the entirety of these hours. Clubs may apply outside of these hours and will be assessed on a case by case basis.

- 1.6. Any hirer of a sportsground, venue or reserve may request approval for the sale or consumption of alcohol outside of the hours listed above at Council's discretion. Any hirer that applies for a liquor licence through the Independent Liquor and Gaming Authority, that share a facility with another regular hirer during the same period, will be required to consult all user groups, and receive written confirmation before a licence will be granted.
- 1.7. Applications at venues and reserves will be considered on a case by case basis and once approved by the Independent Liquor and Gaming Authority, a copy of the licence will then need to be provided to Maitland City Council. Council reserves the right to decline applicants for their booking, where deemed necessary, regardless of whether or not a liquor licence has been approved by the Independent Liquor and Gaming Authority.

2. SPORTSGROUNDS - CONDITIONS FOR THE SALE / STORAGE / CONSUMPTION OF ALCOHOL

Once the licence has been approved by Independent Liquor and Gaming Authority and provided to Council as part of the hirer's booking agreement, it is the responsibility of the applicant to ensure that all regulations from both the Liquor Act 2007 (NSW) and the Liquor Regulation 2018 (NSW) are adhered to when selling alcohol.

- 2.1 As outlined in the Liquor Act 2007 (NSW) liquor may only be sold or supplied on the licensed premises to which a liquor license relates:

- By way of opened cans, opened bottles (not glass) or other opened containers, and



REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

- At such times as are specified by the Authority in the licence.

2.2 All alcohol that is consumed at the premises is to be done so in a designated 'licensed area' that is separate from the immediate area around the canteen (where relevant). Given the varying layouts of sportsgrounds and venues in Maitland, the specific location of Licensed Areas at each location would need to be determined by Council officers in consultation with NSW Police and the applicant.

- The sale and supply of alcohol during organised activities at sportsgrounds is to be authorised by the appropriate liquor licence issued by the Independent Liquor and Gaming Authority (The Authority).
- The sale and supply of alcohol during organised activities at sportsgrounds is only to take place on such dates and times as authorised by The Authority when issuing such liquor licence.
- All persons engaged in the sale and/or supply of alcohol at organised activities at sportsgrounds are to hold a current RSA certificate and provide a copy to Council.
- All guidelines relating to the responsible service of alcohol are to be strictly adhered to by the licensee and other persons involved in the sale and supply of alcohol.
- Appropriate Independent Liquor and Gaming Authority signage is to be clearly and prominently displayed at the point of sale indicating to patrons that the sale of alcohol to minors is prohibited.

2.3 During times when the sale of alcohol is occurring at sportsgrounds, no pre-purchased alcohol is to be consumed at the facility. It is the responsibility of the hirer of the facility to enforce this condition.

2.4 All alcohol that is kept at the facility is to be stored, where possible, in a secure location, out of direct view from the general public. If this is not possible, every effort is to be made to ensure that the alcohol is not easily accessed by, or visible to, the general public.

3. VENUES AND RESERVES - CONDITIONS FOR THE SALE / STORAGE / CONSUMPTION OF ALCOHOL

Once the licence has been approved by Independent Liquor and Gaming Authority and provided to Council as part of the hirer's booking agreement, it is the responsibility of the applicant to ensure that all regulations from both the Liquor Act 2007 (NSW) and the Liquor Regulation 2018 (NSW) are adhered to when selling alcohol. Alcohol must not be sold at the Venue without a liquor licence.

- As outlined in the Liquor Act 2007 (NSW) liquor may only be sold or supplied on the licensed premises to which a liquor licence relates:
 - By way of opened cans, opened bottles (not glass) or other opened containers, and
 - At such times as are specified by the Authority in the licence.
- A Responsible Service of Alcohol (RSA) Certificate is required for any persons serving and/or selling alcohol and will need to be provided to Council. Council may request a copy of an RSA from the hirer if alcohol will be on the premises at the venue.
- Where it is proposed to sell or provide alcohol at a venue or reserve, the Hirer is required to register the function on the Police NSW website (police.nsw.gov.au/online_services/party_safety) and supply the registration number to Council prior to the hire.



REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)

- 3.4. Where it is proposed to sell or provide alcohol at a facility or reserve, Council may require the Hirer to engage (at the Hirer's expense) a minimum of two (2) registered security personnel. Council is not liable for the actions or conduct of any security personnel engaged by the Hirer.

FAILURE TO COMPLY

This policy has been developed to improve the overall amenity of Council sportsgrounds, venues and reserves and to ensure the appropriate use of these areas. Failure to comply with the conditions outlined in the policy may result in penalties for the hirer, dependent on the type of breach and frequency of the non-compliance. Some examples of a breach of the policy may include but is not limited to:

- The unlicensed selling of alcohol
- Selling or consuming alcohol outside of licenced hours where a liquor licence has been required
- Frequent consumption of alcohol outside designated Licenced Areas
- Antisocial behaviour that is a direct result of consumption of alcohol
- Consumption of pre-purchased alcohol

Consequences of non-compliance may result in recommendations being made by Council to the Independent Liquor and Gaming Authority for the suspension or cancellation of a licence or fines may be applicable based on the current fees and charges schedule. Council will monitor liquor licences in a number of ways including (but not limited to) spot checks of venues to ensure all conditions are being adhered to, tabulation of all licenced hours and venues, investigating all reported incidents in relation to sale and consumption of alcohol at sportsgrounds, venues or reserves and liaising with NSW Police. In circumstances where Council has been made aware of a breach of the policy, Council may request the hirer to show Council what measures are being put in place to ensure similar breaches do not occur again.

POLICY ADMINISTRATION

BUSINESS GROUP:	City Services
RESPONSIBLE OFFICER:	Team Leader Community & Sport Liaison
COUNCIL REFERENCE:	Ordinary Council Meeting 26 June 2012 – Item 10.7 Ordinary Council Meeting 14 August 2012 – Item 10.7
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	129/1
RELEVANT LEGISLATION:	Liquor Act 2007 (NSW) Liquor Regulation 2018 (NSW)
RELATED POLICIES / PROCEDURES / PROTOCOLS:	NIL



POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	14 August 2012	Policy adopted.
2.0	28 May 2024	Policy reviewed, name change.

Policy and Finance Committee

REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES

Alcohol Policy - Sportsgrounds, Facilities and Reserves 2012

Meeting Date: 28 May 2024

Attachment No: 2

Number of Pages: 7



ALCOHOL POLICY SPORTSGROUNDS, FACILITIES AND RESERVES

14 August 2012



Alcohol Policy Sportsgrounds, Facilities and Reserves

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REVIEW OF COUNCIL'S ALCOHOL POLICY - SPORTSGROUNDS, FACILITIES & RESERVES (Cont.)



Policy Name:	Alcohol Policy- Sportsground, Facilities and Reserves
File Number:	129/1
Date Approved:	
Policy Review Date:	
Business Group:	Service Planning and regulation
Responsible Officer:	Group Manager Service Planning and Regulation
Further Information:	
Objective:	To provide all users of sportsgrounds, facilities and reserves with an outline of their roles and responsibilities regarding the sale, consumption and storage of alcohol at Council owned facilities.

1. SCOPE OF THIS POLICY

This policy applies to the sale, storage and consumption of alcohol at all Council owned sportsgrounds, facilities and reserves.

2. OBJECTIVE OF THIS POLICY

The Objectives of this policy are to:

- Establish clear guidelines for all users, regarding the sale, storage and consumption of alcohol at Council owned facilities.
- Ensure that sportsgrounds within the Maitland LGA are safe and enjoyable for all members of the community, by assisting in minimising alcohol related antisocial behaviours.
- Establish clear guidelines for Council officers when assessing liquor license applications for sale and consumption of alcohol at Council recreation facilities.



3. RELATIONSHIP TO OTHER POLICIES AND STRATEGIES

This document should be read in conjunction with the Generic Plan of Management for Sportsgrounds (2008).

4. RELEVANT LEGISLATION

The following legislation/ governing bodies were consulted to develop this policy:

- *Liquor Act 2007 (NSW)*
- *Liquor Regulation 2008 (NSW)*
- *Office of Liquor, Gaming and Racing*
- *NSW Police*
- *Maitland Liquor Accord*

The Policy also refers to the principles of the Good Sports program

5. POLICY PRINCIPLES

The following principles underpin the policy:

- Council owned sportsgrounds, facilities and reserves, are for the purpose of passive and active sport and recreation activities
- Acceptance of the role of Council in providing sportsgrounds, facilities and reserves that provide a family friendly environment for users, spectators and visitors
- Approved activities and uses of Council owned sportsgrounds, facilities and reserves will be carried out in a lawful manner, and in accordance with the conditions of their usage agreements.
- The authorised sales, storage and consumption of alcohol on Council owned sportsgrounds, facilities and reserves will be in accordance with the requirement under the Liquor Control Reform Act 1998, and any subsequent amendments
- Clubs that are approved for the sale of alcohol will be encouraged to register as a “Good Sports” club

6. CONDITIONS OF APPROVAL

The following conditions provide the basis by which liquor licence applications will be considered by Council officers.



1. Applications for the sale and/or consumption of alcohol will not be supported at clubs with only junior teams registered.
2. Applications will not be supported for the sale and/or consumption of alcohol at times when junior teams are training or participating in matches.
3. In the event of junior and senior teams playing at the same facility/ reserve on the same day, a time period of 30 minutes following the conclusion of the junior match is required before the sale and/or consumption of alcohol can commence.
4. Applications for the sale of liquor will only be supported when there are organised club activities.
Times when applications will be supported are between
 - Monday- Thursday: 6.00pm – 9.30pm
 - Friday: 6.00pm – 10.00pm
 - Saturday: 12 midday – 10.00pm
 - Sunday: 12 midday – 9.00pm
 Licences will not always be approved for the entirety of these hours. Clubs may apply outside of these hours and will be assessed on a case by case basis.
5. Any club that applies for a liquor licence that share a facility with another regular hirer during the same season, will be required to consult all user groups and advisory board where applicable and receive written confirmation before a licence will be granted.

7. CONDITIONS FOR THE SALE/ STORAGE/ CONSUMPTION OF ALCOHOL

It is the responsibility of the Licensee at each sports club to ensure that all regulations from both the *Liquor act 2007 (NSW)* and the *Liquor Regulation 2008* are adhered to when selling alcohol.

1. As outlined in the *Liquor Act 2007 (NSW)* liquor may only be sold or supplied on the licensed premises to which a liquor license relates:
 - a.) By way of opened cans, opened bottles (not glass) or other opened containers, and
 - b.) At such times as are specified by the Authority in the licence
2. All alcohol that is consumed at the ground is to be done so in a designated “wet area” that is separate from the immediate area around the canteen.
Given the varying layouts of sporting facilities in Maitland, the specific



location of Wet Areas at each facility will be determined by Council officers in consultation with NSW Police and the applicant sporting club.

- i) The sale and supply of alcohol during organised club activities at sporting facilities is to be authorised by the appropriate liquor licence issued by the Casino Liquor and Gaming Control Authority. (The Authority)
 - ii) The sale and supply of alcohol during organised activities at sporting facilities is only to take place on such dates and times as authorised by The Authority when issuing such liquor licence.
 - iii) All persons engaged in the sale and supply of alcohol at organised club activities at sporting facilities are to hold a current RSA certificate.
 - iv) All guidelines relating to the responsible service of alcohol are to be strictly adhered to by the licensee and other persons involved in the sale and supply of alcohol.
 - v) Appropriate Office of Liquor Gaming and Racing signage is to be clearly and prominently displayed at the point of sale indicating to club members and other patrons that the sale of alcohol to minors is prohibited.
3. During times when the sale of alcohol is occurring at sporting facilities, no pre-purchased alcohol is to be consumed at the facility. It is the responsibility of the hirer of the facility to enforce this condition.
 4. All alcohol that is kept at the facility is to be stored, where possible, in a locked cupboard, out of direct view from the general public. If this is not possible, every effort is to be made to ensure that the alcohol is not easily accessed by, or visible to the general public.

8. FAILURE TO COMPLY

This policy has been developed to improve the overall amenity of Council facilities/ reserves and to ensure the appropriate use of these facilities. Failure to comply with the conditions outlined in the policy may result in penalties for user groups, dependant on the type of breach and frequency of the non-compliance.

Some examples of a breach of the policy may include but is not limited to the unlicensed selling of alcohol, selling or consuming alcohol outside of licenced



hours, frequent consumption of alcohol outside designated Wet Areas, anti-social behaviour that is a direct result of consumption of alcohol during club activities, consumption of pre-purchased alcohol at sporting facilities.

Consequences of non-compliance may result in recommendations being made by Council to the Office of Liquor, Gaming and Racing for the suspension or cancellation of a license.

Council will monitor liquor licenses in a number of ways including (but not limited to) spot checks of facilities to ensure all conditions are being adhered to, tabulation of all licensed hours and venues, investigating all reported incidents in relation to sale and consumption of alcohol at sporting facilities and liaising with NSW Police. In circumstances where Council has been made aware of a breach of the policy, Council may request the club to show Council what measure are being put in place to ensure similar breaches don't occur again.

9. POLICY REVIEW

This policy will be reviewed every five (5) years or sooner, if any amendments are made to the *Liquor act 2007* and *Liquor Regulation 2008* that may affect the policy or implementation of the policy.

11.8 SECTION 356 COMMUNITY GRANTS POLICY REVIEW

FILE NO:	10/5/18
ATTACHMENTS:	1. Community Grants Program Policy 2. Section 356 Community Grants Policy 2019
RESPONSIBLE OFFICER:	Jason Linnane - Director City Services Darren Crumpler - Manager Community & Recreation
AUTHOR:	Whitney Hainey - Coordinator Community & Recreation Planning
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.2 Ensure Council is financially sustainable and meets required levels of performance

EXECUTIVE SUMMARY

Council's Section 356 Community Grants Program aims to provide financial support to community organisations, groups and individuals to improve social and community outcomes in the Maitland Local Government Area. A review of the Section 356 Community Grants Policy was completed by the Community and Recreation Planning team within City Services. As a result, a revised policy has been developed, which has been informed by key stakeholder consultation, extensive research regarding our existing documentation and processes alongside a comparison with other Council's documentation and processes.

Changes proposed include a name change, clarity around the use of discretionary funds to demonstrate their use as supplementary funding where allocated funding is exhausted, and the addition of sections pertaining to eligibility, assessment, appeals and definitions.

OFFICER'S RECOMMENDATION

THAT

1. Council approves the revised Community Grants Program Policy as shown as Attachment 1

REPORT

Council policies are strategic documents which formally express Council's position on a particular issue. Policies are designed to guide the organisation's decision-making, and are made publicly available on Council's website. Policies are not intended to cover operational matters, which are more appropriately documented by way of internal protocols and procedures.

Council's Section 356 Community Grants Program was due for a regular review, which has now been completed. The review involved revision of existing documentation and processes, a review of other Council's existing documentation and processes and key stakeholder consultation with previous applicants and assessors (both Maitland Sport and

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

Recreation Advisory Board and the Section 356 Assessment panel). The key feedback identified through consultation included:

- Increased transparency
- Improved access to grants
- Improved application process
- Delivering key benefits to the community

As a result of this feedback, and revision of documentation and processes, the following changes to the policy, as shown in attachment 1, were implemented:

- Name change from *Section 356 Community Grants Program Policy* to *Community Grants Program Policy*
- Improved layout and readability of policy with clearly defined sections
- General eligibility criteria, assessment panel, governance, funding agreement, appeals process and definitions now outlined in the policy
- Clarification as to how discretionary funds are utilised
- Increased frequency of annual community grants to occur bi-annually
- Revised naming of the grants programs categories on page four of the policy
- Revised panel structure to maintain existing two Councillors and a mayoral representative with the addition of two independent community service sector representatives, comprising an assessment panel of five voting members
- Revision to assessment process, with all streams of the grants program now being assessed by the Community Grants Assessment Panel.

In addition to the above outlined changes, as endorsed by Council on 26 March 2024, the budget relating to the Vibrant City Sponsorship Program Policy (\$30,000.00) has been incorporated into the Community Grants Program Policy. After a review of the applications that have previously received funding under the original Sponsorship Program, it was determined that a high proportion of these applicants would be eligible to seek funding through the current grants categories and as such, the \$30,000.00 will be equally divided between the *Community Projects Grants Program* and the *Community Celebrations Grants Program*. Additionally, as outlined in the 26 March 2024 Council report, businesses can continue to seek sponsorship from Council under the Sponsorship Policy, with agreed funding coming from departmental operating budgets.

CONSULTATION

Consultation was undertaken to inform the revision of the Community Grants Policy. Previous applicants for the Section 356 Community Grants program, across all categories, from the last five years were given the opportunity to complete a survey to provide feedback on their experience in the grants program over a four week period. A total of twenty one (21) contributions were received.

Additionally the assessors of the grant programs were provided with an opportunity to provide feedback on their experience in assessing grants. The Maitland Sport and Recreation Advisory Board, comprised of ten (10) members, who assess applications virtually, were provided with a survey, which received five contributions. The 356 Grant

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

Assessment Panel, comprised of Councillor Halliday, Councillor Hackney and Councillor Flannery, who convene in person, were given the opportunity to provide feedback at a focus group session held on the 20 March 2024. An additional session was convened on the 30 April 2024 where further feedback was provided by the 356 Grant Assessment Panel. Further email correspondence was received from Councillor Halliday on Tuesday 21 May 2024 and the proposed changes have been incorporated within the Policy and Guidelines.

CONCLUSION

A comprehensive review of the Section 356 Community Grants Policy has been undertaken through revision of documentation and processes as well as key stakeholder consultation. The changes proposed to this policy reflect process improvements, improved transparency and clarity around the policy for the community.

FINANCIAL IMPLICATIONS

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

Community Grants Program Funding Allocation	Budget 24/25 FY
Original Grant Funding Allocation from Operational Budget	\$150,000.00
Additional Grant Funding Allocation from redirected funds from Operational Budget for Vibrant City Sponsorship Program	\$30,000.00
Total Budget Available	\$180,000.00
Distribution of Grant Funding Allocation	
Bi-annual Community Grants (72%) <ul style="list-style-type: none"> - Community Projects Grants Program (60%) - Community Celebrations Grants Program (12%) <ul style="list-style-type: none"> o Commemorative Days and Weeks (6%) o Recognised Days and Weeks (6%) 	\$129,600.00
Year Round Grants Program (25%) <ul style="list-style-type: none"> - Individual Development Grants Program 	\$45,000.00
Discretionary Fund (3%)	\$5,400.00

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – within or additional
There is a risk of lack of transparency regarding the use of discretionary funds which may lead to a lack of community confidence in management of funds by Council Officers.	Low	Adoption of revised policy	Low	Within existing resources
There is a risk of reputational relating to the use of allocation and distribution of overall funding which may lead to a lack of community confidence in management of funds by Council Officers.	Medium	Adoption of revised policy	Low	Within existing resources
There is a risk of applicant confusion regarding the assessment of Commemorative Days which may lead to lack of confidence in Council procedure.	Medium	Adoption of revised policy	Low	Within existing resources

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

POLICY IMPLICATIONS

This matter relates to the revision of the Section 356 Community Grants Policy.

STATUTORY IMPLICATIONS

This policy is informed by Section 356 and Section 377 of the Local Government Act 1993.

Policy and Finance Committee

SECTION 356 COMMUNITY GRANTS POLICY REVIEW

Community Grants Program Policy

Meeting Date: 28 May 2024

Attachment No: 1

Number of Pages: 6

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

**DATE ADOPTED:****VERSION: 8****POLICY STATEMENT**

The Maitland City Council Community Grants Program is designed to assist community projects in the Maitland Local Government Area (LGA) that foster community partnerships, meet community needs and are deemed to benefit the community.

The purpose of this policy is to enable Council to support local projects put forward by community organisations/ groups and individuals. In doing so, the policy aims to:

- i. provide an accessible and equitable application and assessment process for community organisations and individuals seeking grant funding from Council
- ii. secure an open and transparent decision making process for requests for grant funding including discretionary funding from Council, and
- iii. ensure the Community Grants Policy and Guidelines are developed in alignment with Sections 356 and 377 of the *Local Government Act 1993*.

1. POLICY SCOPE

This policy applies to the administration, management and delivery of Maitland City Council's Community Grants Program which offers access to financial support for local community organisations, groups and individuals to assist with projects that meet community needs and benefit residents in the Maitland LGA.

2. POLICY OBJECTIVES

The objective of this policy is to:

- provide clear guidelines on the criteria by which Community Grant applications will be assessed and funding allocations determined
- provide a clear process which allows Council to conduct a meaningful comparison of requests for grant funding and discretionary funds, and
- provide community groups and individuals with financial support to meet identified community needs.

3. PRINCIPLES

The following principles provide a foundation that will guide all practices associated with the assessment, allocation, management and administration of grants under the Community Grants Policy.

- **Access and equity:** Promotes social inclusion, embrace diversity and establish environments that are supportive of all people regardless of age, ability, culture or identity.
- **Fairness and impartiality:** Ethical behaviour will guide all dealings with applications received for funding.
- **Management of conflicts of interest:** Identify potential conflicts of interest in accordance with Council's Code of Conduct Policy and the Department of Local Government's Pecuniary Interest guidelines.

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

- **Responsive and community focused:** Prioritise the allocation of funds that acknowledge and respond to the needs and aspirations of the residents that live within the Maitland LGA in line with the assessment criteria.
- **Security and confidentiality:** Standards of integrity and professional conduct govern the management of information obtained through the application lodgement and assessment process.
- **Sustained benefit:** Decision making is undertaken in the public interest, processes are effective and efficient and provide long term benefits to the community and best possible outcomes for resource expenditure.
- **Transparency of process:** Processes and procedures for the management and administration of Community Grants are created and implemented in a transparent and open manner.

4. COMMUNITY GRANTS PROGRAM

This policy supports financial assistance to three grant programs under the banner of the Maitland City Council Community Grants Program, namely the Community Projects Grants Program, Community Celebrations Grants Program and the Individual Development Grants Program.

These programs have a number of rounds during each financial year;

COMMUNITY GRANTS PROGRAMS		
PROGRAMS		NO. OF ROUNDS PER FINANCIAL YEAR
Biannual Grants Programs	Community Projects Grants Program: A program dedicated to supporting community organisations to implement specific projects, services and/or activities that provide community outcomes, respond to the needs of the community and enhance the quality of life of residents of living in the Maitland LGA.	Two
	Community Celebrations Grants Program: Support groups and community organisations to run programs and activities that encourage community participation and involvement, promote leadership and develop a strong sense of belonging in line with the eligibility criteria outlined in the guidelines e.g. ANZAC day, NAIDOC week.	Two
Year Round Grants Programs	Individual Development Grants Program: Supports individuals or teams representing the Maitland LGA in sporting endeavours at national or international levels and supports professional development opportunities for artists or small project opportunities.	Five

Council's Community Grant Program budget will be distributed to the following funding programs:

- 72% Biannual Community Projects Grant Program (60%) and Community Celebrations Grant Program (12%)
- 25% Year round Individual Development Grants
- 3% Discretionary*

*Discretionary funding is allocated as a supplementary funding source to support eligible applicants in instances where the initial funding allocation has been exhausted.

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

4.1 COMMUNITY GRANTS PROGRAM – GUIDANCE DOCUMENTS

The delivery of the Community Grants Program is guided by a suite of documents (detailed in the table below) to ensure the information provided by applicants supports a transparent and rigorous process to the assessment, allocation and distribution of public funds. The Community Grants guidelines and application forms can be found on Council's website maitland.nsw.gov.au/services/community-services/grants-and-funding

DOCUMENT NAME	DOCUMENT PURPOSE	REVIEW DATE
Community Grants Applications Guidelines	<ul style="list-style-type: none"> Guide applicants to apply for the most relevant category. Ensures the information that will be required is clearly outlined for applicants. Inform of eligibility and number of grants individuals, groups or community organisations can apply for. 	Annually
Assessment Panel Terms of Reference (TOR)	<ul style="list-style-type: none"> Define the purpose and structures of the grant program and details the level of authority in decision making for assessment committee and Councillors. 	Annually
Application and Assessment Forms	<ul style="list-style-type: none"> Applicants are assessed based on the information provided in the application form and the weighting allocated to each question. 	Annually

4.2 APPLICATION PROCESS

Individuals, community groups or community organisations must complete and submit, within the relevant category, an application via Council's grant management system.

5. ELIGIBILITY AND ASSESSMENT**5.1 ELIGIBILITY CRITERIA**

Eligibility of certain entities may differ across Community Grant Program categories. Applicants will not be guaranteed funding support, nor can any application be funded to the full amount requested if that amount exceeds the grant limit. Council reserves the right to vary grant funding allocated during the approval process.

5.1.1 Applicants seeking Community Grant Program funding must comply with the following essential eligibility criteria, in addition to any category specific criteria as detailed in the Guidelines:

- applicants must be based within the Maitland LGA and/or be able to demonstrate that the activity will directly benefit residents of the Maitland LGA
- applications must be received on or before the advertised closing date and completed with the required level of detail and supporting documentation as specified in the Guidelines
- applicants must have the appropriate level of insurance for the activities that are the subject of the funding application (not applicable to the individual grants program)
- applicants must be capable of obtaining all regulatory approvals for the activity
- applicants must not have any outstanding debts with Maitland City Council, and
- applicants must have satisfactorily acquitted any previous projects funded under the Maitland City Council Community Grants Program.

5.1.2 If an assessment panel member, Maitland City Council employee or Councillor is a party to an application submission, this must be declared, and the assessment panel member, Council employee or Councillor is unable to take part in the assessment of the application.

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

5.2 ASSESSMENT OF GRANT APPLICATIONS

5.2.1 Activities that satisfy the eligibility criteria set out in Section 5.1 and the associated Community Grant Program Guidelines will be evaluated against assessment criteria published by Maitland City Council in the Guidelines.

5.2.2 Assessment criteria will include consideration of (but is not limited to):

- alignment of the proposed activity to the Community Strategic Plan Maitland +10
- capacity and experience of the applicant to demonstrate their ability to successfully complete the activity, and
- extent to which the budget is comprehensive, realistic and provides value for money.

5.2.3 Maitland City Council employees and members of the assessment panel involved in the assessment and approval of applications under this section, must comply with Maitland City Council Code of Conduct, Community Grants Program Assessment Panel Terms of Reference, and declare any potential pecuniary or non-pecuniary conflicts of interest.

5.3 ASSESSMENT PANEL

5.3.1 The assessment panel for Biannual Community Grants will include:

- a) Two Councillor delegates and a mayoral representative
- b) A non voting Council officer
- c) Two independent community service sector representatives.

5.3.2 Additional Council employees may be requested to assist the panel by providing advice or guidance on applications.

5.3.3 The assessment panel will assess Biannual Community Grant Program applications and the value of funding requested.

5.3.4 The assessment of applications for the Community Grants Program Year Round categories will be conducted by a Council officer, with a final review of applications completed by the assessment panel.

5.4 GOVERNANCE

5.4.1 Applications are assessed in accordance with, and subject to, the established criteria of the Community Grants Program categories as detailed in the Community Grants Application Guidelines.

5.4.2 The process and framework of the Community Grants Program, along with the process and framework for the distribution of program funds to successful applicants, is endorsed by Councillors, based on advice and recommendations from Council officers and the assessment panel.

5.4.3 Through a Council resolution, Councillors may resolve to introduce new grant programs into the overarching Community Grants program to meet identified community needs.

5.4.4 Successful applicants enter into a funding agreement and commit to adhering to the conditions of the written document/s for the duration of the agreement.

5.5 AUTHORITY TO DISTRIBUTE FUNDS

5.5.1 Council, consistent with its budget deliberations for the forthcoming financial year, allocates funds for the overall Community Grants Program. This does not preclude Council adding additional programs, or additional monies at any time to meet an identified community need, via a Council resolution. Any unspent funds at the end of the financial year will be rolled over into the next financial year.

5.5.2 Where applicants have been approved and fail to meet the outcomes outlined in their funding agreements and project plan, the Director of City Services may refuse funding for future grant applications and request the return of any unspent funds.

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

5.5.3 As part of the accountability process, Council reserves the right to audit any and all community grant recipients to confirm compliance with the grant conditions and expenditure of grant monies received.

5.6 FUNDING AGREEMENT

All successful applicants will be required to enter into a funding agreement before funds are released and the activity commences. The funding agreement will include:

- all terms related to the funding agreement and the provision of the grant
- all terms related to the payment schedule, and
- all terms related to the activity and financial acquittal.

5.7 APPEAL PROCESS

Any appeal in relation to the outcome of Council's Community Grants Program should be made within 30 days of notification of an unsuccessful outcome. The appeal should be addressed to the Director of City Services in writing and must clearly identify grounds for a review of Council's decision that relate to either the assessment process or application of the selection criteria.

6. DEFINITIONS AND ABBREVIATIONS

Acquittal is a report submitted as per a funding agreement at the conclusion of a project detailing how the recipient administered the grant funds and met the activity outcomes in the funding agreement.

Biannual grant program are programs that can only be applied for twice a year, during a designated application period. Applications outside the designated period will not be accepted.

Community organisation are any organisation engaged in charitable or other community-based activity operating under Australian law and not established for the purpose of making a profit.

Community service sector representative are individuals with knowledge and expertise in community development, lived experience, and/or local community groups and services.

Funding agreement is a formal, legally binding contract established with a funding recipient, which is then used as the primary legal instrument to monitor implementation of the funded activity through to its completion.

Grant is the monies provided to successful applicants for a particular purpose, such as an activity or project.

Guidelines means the specific conditions and criteria for each grant category under the Community Grant Program to be read in conjunction with this policy.

Year round program are programs that can be applied for at any time during the year, until funds are exhausted.

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

7. POLICY ADMINISTRATION

ADMINISTRATION	RESPONSIBILITY
Business group:	City Services
Responsible officer:	Director of City Services
Council reference:	Ordinary Council Meeting 25 June 2019 Council Meeting 28 May 2024
Policy review date:	Three (3) years from date of adoption
File number:	10/5/18
Relevant legislation	Local Government Act 1993 (NSW) Section 356 and 377 Privacy and Personal Information Protection Act 1998 (NSW)
Related policies / procedures / protocols	Maitland City Council Code of Conduct

8. POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1	April 2000	New policy adopted.
2	26/02/2002	Policy review.
3	28/06/2005	Policy review and name change.
4	12/09/2006	Amendments due to DLG Circular.
5	05/05/2012	Review and change to name to include Sport & Arts High Achievers Grant.
6	23/06/2015	Policy review and name change.
7	25/6/2019	Policy review and category changes.
8	TBC	Policy review, name change and category changes.

Policy and Finance Committee

SECTION 356 COMMUNITY GRANTS POLICY REVIEW

Section 356 Community Grants Policy 2019

Meeting Date: 28 May 2024

Attachment No: 2

Number of Pages: 4

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)



DATE ADOPTED: 25 JUNE 2019

VERSION: 7

POLICY OBJECTIVES

The objective of this policy is to:

- provide clear guidelines on the criteria by which Section 356 Community Grant applications will be assessed and funding allocations determined
- provide a clear process which allows Council to conduct a meaningful comparison of requests for grant funding and donations

POLICY SCOPE

This policy applies to Maitland City Council's overarching Section 356 Community Grants which offers access to financial support for local non-profit community based organisations, groups and individuals to assist with projects that meet community needs and benefit residents in the community.

POLICY STATEMENT

Section 356 Community Grants are designed to assist in the establishment of projects in Maitland that foster community partnerships, meet community needs and are deemed to benefit the community.

The purpose of this policy is to enable Council to support local projects put forward by organisations/groups and individuals. In doing so, the policy aims to:

- i. provide an accessible and equitable application and assessment process for organisations and individuals seeking grant funding and donations from Council.
- ii. secure an open and transparent decision making process for requests for grant funding and donations from Council, and
- iii. ensure the Section 356 Community Grants Policy and Guidelines are developed in alignment with Sections 356 and 377 of the Local Government Act 1993.

1. PRINCIPLES

The following principles provide a foundation that will guide all practices associated with the assessment, allocation, management and administration of grants under the Section 356 Community Grants Policy.

Fairness and Impartiality

Ethical behaviour will guide all dealings with applications received for funding.

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

Transparency of Process

Processes and procedures for the management and administration of Section 356 Community Grants are created and implemented in a transparent and open manner.

Security and Confidentiality

Standards of integrity and professional conduct govern the management of information obtained through the application lodgment and assessment process.

Management of Conflicts of Interest

Identify potential conflicts of interest in accordance with Council's Code of Conduct Policy and the Department of Local Government's Pecuniary Interest guidelines.

Priority of Need

Support the allocation of funds across a broad spectrum of the community where initiatives consider unmet community needs for residents that live within the Local Government Area (LGA).

Best Value for Community

Factors influencing 'best value for community benefit' including the number of people that will benefit from the grant, planning and organisational capacity of the organisation/ group or individual and lifespan and the longevity of the outcomes of the grant.

Financial Sustainability

Applications that demonstrate long term sustainability and/ or contribution of funds by applicants where possible will be considered favourably as part of the assessment process.

2. POLICY

- This Policy supports financial assistance to the three programs under the banner of the Section 356 Community Grants, namely the Annual Community Grants Program, Commemorative and Recognised Days Grant Program and the High Achievers Grant Program.
- Within these programs there are eight categories;

SECTION 356 - COMMUNITY GRANTS PROGRAMS

Programs	Category	No. of rounds per financial year
Annual Community Grants Program	Community Development Culture and Local Studies Environment and Sustainability Leisure and Recreation	One
Commemorative and Recognised Days Grant Program	Commemorative Days Recognised Days and Weeks	Two
High Achievers Grant Program	Creative Arts High Achievers Sports High Achievers	Open all Year

- Each financial year Council will make provision in the budget to provide grant funding to qualifying organisations, groups and individuals who meet the criteria set out in guidelines related to this policy.

SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

- Council's Section 356 Community Grant Program budget will be distributed to the following funding programs:
60% Annual Community Grants Program
25% High Achievers Grant Program
12% Commemorative and Recognised Days Grant Program (6% split)
3% Discretionary

Funding from the annual levy on the Hunter Valley Steamfest tickets is in addition to the above distribution and will only fund projects within the Environment and Sustainability category of the Annual Community Grants program.

- All Program guidelines, application and acquittal forms pertaining to the Section 356 Community Grants will be available on Council's website on the 'Community Grants' page. Interested individuals and organisations/groups must complete an application form in line with the funding round timelines, which will be assessed based on the guidelines and assessment criteria.
- Applicants will not be guaranteed funding support nor can any application be funded to the full amount requested if that amount exceeds the grant limit. Council reserves the right to vary grant funding allocated during the approval process.
- At the beginning of each Council term of Council, a panel of three Councillors will be nominated for the Annual Community Grants Program assessment panel. The nominations will be for the term of Council.
- In the event of a Councillor being absent at the Annual Community Grants Program panel assessment due to unforeseen circumstances, assessment will be completed out of session by the panel who will reconvene for final recommendations.
- Applications for Commemorative Days will be assessed by the delegated Council Officer in accordance with the program guidelines.
- Applications for Recognised Days will have a preliminary assessment by the delegated Council Officer, with the final assessment completed out of session by the panel members in accordance with the program guidelines.
- Applications for the High Achievers Grant Program will be assessed by the relevant Committees of Council and Advisory Boards being the Maitland Sport & Recreation Advisory Board, Friends of the Library Committee or the Maitland Regional Art Gallery Members Committee.
- All assessed and recommended applications will be presented to Council in a report with recommendations for adoption and thereafter applicants will be notified of approved funding allocations.

POLICY ADMINISTRATION

BUSINESS GROUP:	Planning Environment & Lifestyle
RESPONSIBLE OFFICER:	Group Manager Planning Environment & Lifestyle
COUNCIL REFERENCE:	Ordinary Council Meeting 25 June 2019
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	10/5/18
RELEVANT LEGISLATION	<ul style="list-style-type: none"> • Local Government Act 1993 (NSW) Section 356 and 377
RELATED POLICIES / PROCEDURES / PROTOCOLS	Nil



SECTION 356 COMMUNITY GRANTS POLICY REVIEW (Cont.)

POLICY HISTORY

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12 NOTICES OF MOTION/RESCISSION

12.1 RECLASSIFICATION OF METFORD ROAD TO A STATE ROAD

NOTICE OF MOTION SUBMITTED BY CR MITCHELL GRIFFIN

FILE NO: 35/7/4
ATTACHMENTS: Nil
RESPONSIBLE OFFICER: Jeff Smith - General Manager

Cr Mitchell Griffin has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on 28 May 2024:

THAT

- 1. Council notes that on 10 February 2021 Maitland MP Jenny Aitchison tabled a motion in the NSW Parliament calling for the State Government to urgently consider reclassification of Metford Road to a state road.**
- 2. Since Ms Aitchison's motion in February 2021, Ms Aitchison has become the Minister for Regional Roads and Transport.**
- 3. Council writes to Ms Aitchison as Minister for Regional Roads and Transport and the NSW Premier requesting that Metford Road be urgently reclassified as a state road as per Ms Aitchison's original motion in 2021.**

13 QUESTIONS WITH NOTICE

14 URGENT BUSINESS

15 COMMITTEE OF THE WHOLE

15.1 CONSIDERATION OF TENDERS - REMEDIATION OF MAITLAND PARK BOWLING CLUB SITE

FILE NO:	2024/137/2366
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Jason Linnane - Director City Services Todd Stanley - Manager Building Projects and Services
AUTHOR:	Geoff Wilton - Operations Manager Building Services Isaac Conway - Project Manager - Delivery
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

Maitland City Council's City Services Team has undertaken an open tender process to identify a suitable contractor to undertake remediation works at the former Maitland Park Bowling Club Site. The endorsed scope of works is for the excavation and disposal of contaminated material within the approximate area of the building footprint. Works will be deemed completed following the provision of a clearance certificate stating that all known contaminated material has been removed from the site.

An Open Tender process was conducted on Tender link (tender reference: MAITLD-1092114). Eight (8) suppliers made submissions with all being in accordance with the tender requirements. Tender submissions were assessed by a three (3) person tender evaluation panel. Following evaluation and consensus by the tender evaluation panel two preferred suppliers were identified. Additional clarification was sought from the two preferred suppliers regarding their submissions. Following the receipt of this additional information 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.

16 COMMITTEE OF THE WHOLE RECOMMENDATIONS

17 CLOSURE