

# Ordinary Meeting Minutes

12 November 2024

---

## Table of Contents

ITEM	SUBJECT	PAGE NO
1	INVOCATION.....	3
2	ACKNOWLEDGEMENT OF COUNTRY .....	3
3	APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE .....	3
4	DECLARATIONS OF INTEREST .....	3
5	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	3
6	BUSINESS ARISING FROM MINUTES.....	4
7	WITHDRAWAL OF ITEMS AND ACCEPTANCE OF LATE ITEMS OF BUSINESS .....	4
8	PUBLIC ACCESS .....	4
9	MAYORAL MINUTE .....	4
10	OFFICE OF THE GENERAL MANAGER.....	5
10.1	PROPOSED SUBMISSION ON OLG COUNCILLOR CONDUCT AND MEETING PRACTICES DISCUSSION PAPER .....	5
11	CITY PLANNING .....	8
11.1	DA2022/670 FOOD AND DRINK PREMISES, ALTERATIONS, ADDITIONS AND SIGNAGE AT 416A HIGH STREET MAITLAND .....	8
11.2	DA2021/1559 PROPOSING DEMOLITION, ONE INTO THREE LOT TORRENS TITLE SUBDIVISION AND TREE REMOVAL AT 3 AND 5 MOORE ROAD BOLWARRA HEIGHTS.....	21
12	CITY SERVICES .....	23

12.1	LOCAL TRAFFIC COMMITTEE MEETING MINUTES (SEPTEMBER & OCTOBER 2024) .....	23
12.2	GRANT APPLICATION UNDER THE GET NSW ACTIVE PROGRAM .....	25
12.3	GRANT APPLICATION UNDER THE CROWN RESERVE IMPROVEMENTS FUND.....	27
12.4	LOCAL TRAFFIC COMMITTEE MEETING MINUTES (NOVEMBER 2024) .....	29
12.5	TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA.....	31
<b>13</b>	<b>CUSTOMER AND DIGITAL SERVICES.....</b>	<b>34</b>
<b>14</b>	<b>PEOPLE AND PERFORMANCE .....</b>	<b>35</b>
14.1	STATE OF OUR CITY REPORT .....	35
<b>15</b>	<b>FINANCE .....</b>	<b>37</b>
15.1	PRESENTATION OF THE FINANCIAL STATEMENTS AND AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2024.....	37
<b>16</b>	<b>ITEMS FOR INFORMATION .....</b>	<b>39</b>
16.1	DEVELOPMENT APPLICATIONS DETERMINED UNDER GENERAL MANAGER DELEGATION DURING THE 2024 ELECTION CARETAKER PERIOD.....	39
<b>17</b>	<b>NOTICES OF MOTION/RESCISSION .....</b>	<b>41</b>
<b>18</b>	<b>QUESTIONS WITH NOTICE .....</b>	<b>41</b>
<b>19</b>	<b>URGENT BUSINESS .....</b>	<b>41</b>
<b>20</b>	<b>COMMITTEE OF THE WHOLE .....</b>	<b>41</b>
<b>21</b>	<b>COMMITTEE OF THE WHOLE RECOMMENDATIONS .....</b>	<b>41</b>
<b>22</b>	<b>CLOSURE .....</b>	<b>41</b>

## PRESENT

Cr Amelia Aitchison  
Cr Race Barstow  
Cr Don Ferris  
Cr Kristy Flannery  
Cr Mitchell Griffin  
Cr Bill Hackney  
Cr Sally Halliday  
Cr Ken Jordan  
Cr Philip Penfold, Mayor  
Cr Warrick Penfold  
Cr Ben Whiting  
Cr Ben Worth  
Cr Mike Yarrington

### 1 INVOCATION

Pastor Phil Cosgrove read the customary prayer at the commencement of the meeting.

### 2 ACKNOWLEDGEMENT OF COUNTRY

The General Manager read the Acknowledgement of Country.

### 3 APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE

Nil

### 4 DECLARATIONS OF INTEREST

Nil

### 5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting held 22 October 2024 be confirmed.

**Moved Cr S Halliday, Seconded Cr D Ferris**

**CARRIED**

For:

Cr A Atkinson

Against:

Cr R Barstow  
Cr D Ferris  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Whiting  
Cr B Worth  
Cr M Yarrington

## **6 BUSINESS ARISING FROM MINUTES**

Nil

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

The General Manager read out the following:

Information has been circulated in respect of Item 11.1 which is the development application for 416A High Street, Maitland. It notes that there was a minor error in the report on page 9 that indicated that a certificate of approval had been provided by the Hunter Valley Flood Mitigation Scheme, whereas in actual fact Council have prepared draft conditions of consent, one of those being condition 77 requiring that the certificate be provided before the commencement of construction. It was also noted that some of the submissions to the application dropped off the agenda as it was being compiled, a full redacted account of all those submissions has been circulated and also placed on Council's website.

## **8 PUBLIC ACCESS**

Rochelle Winsor representing herself spoke AGAINST Item 11.2 - DA2021/1559 Proposing Demolition, One into Three Lot Torrens Title Subdivision and Tree Removal at 3 and 5 Moore Road.

## **9 MAYORAL MINUTE**

Nil

## 10 OFFICE OF THE GENERAL MANAGER

### 10.1 PROPOSED SUBMISSION ON OLG COUNCILLOR CONDUCT AND MEETING PRACTICES DISCUSSION PAPER

<b>FILE NO:</b>	<b>35/7</b>
<b>ATTACHMENTS:</b>	<b>1.OLG Councillor Conduct and Meeting Practices Draft Framework (Under Separate Cover)</b> <b>2. Draft Submission to OLG - Councillor Conduct and Meeting Practices Draft Framework</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Linda McLaren - Office Manager</b> <b>Jeff Smith - General Manager</b>
<b>AUTHOR:</b>	<b>Kelsie Wilson - Team Leader OGM</b>
<b>MAITLAND +10</b>	<b>Outcome 15 To have an effective and efficient Council</b>
<b>COUNCIL OBJECTIVE:</b>	<b>15.3.2 Increase understanding of Council activities through accessible and clear messaging and information</b>

---

#### EXECUTIVE SUMMARY

*The Office of Local Government is currently reviewing the Councillor Conduct Framework. The general public, councils, individual councillors and council staff are encouraged to make written submissions in response to the attached discussion paper.*

#### OFFICER'S RECOMMENDATION

##### THAT

- 1. Council note the OLG Councillor Conduct and Meeting Practices Discussion Paper (Attachment 1).**
- 2. Council submits written feedback (Attachment 2) to the Office of Local Government on the proposed framework by 15 November 2024.**

## **PROCEEDINGS IN BRIEF**

A motion was moved.  
(Cr M Yarrington / Cr B Hackney)

Cr D Ferris moved an amendment

THAT

The draft letter (attachment 2) be amended, deleting paragraphs 3, 4 and 5 and inserting the below paragraph.

The review of existing frameworks is welcomed. Council supports banning closed-door briefings in the interest of maximising transparency, trust and good governance. Council advocates for briefings to continue but to be open to the public via online streaming and via open-door Town Hall briefings where members of the public can attend in person where appropriate. Council acknowledges the importance of briefings to help inform, educate and engage councillors and the community alike. (Council reserves the right to hold closed-door briefings when commercial in confidence matters arise).

(Cr D Ferris / Cr B Whiting)

The amendment when put to the meeting was declared lost.

For:

Cr A Atkinson  
Cr D Ferris  
Cr B Whiting

Against:

Cr R Barstow  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Worth  
Cr M Yarrington

The motion was then put to the meeting and declared carried.

**COUNCIL RESOLUTION**

**THAT**

- 1. Council note the OLG Councillor Conduct and Meeting Practices Discussion Paper (Attachment 1).**
- 2. Council submits written feedback (Attachment 2) to the Office of Local Government on the proposed framework by 15 November 2024.**

**Moved Cr M Yarrington, Seconded Cr B Hackney**

**CARRIED**

For:

Cr A Atkinson  
Cr R Barstow  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Worth  
Cr M Yarrington

Against:

Cr D Ferris  
Cr B Whiting



## 11 CITY PLANNING

### 11.1 DA2022/670 FOOD AND DRINK PREMISES, ALTERATIONS, ADDITIONS AND SIGNAGE AT 416A HIGH STREET MAITLAND

<b>FILE NO:</b>	<b>DA/2022/670</b>
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li>1. Locality Plan</li> <li>2. Development Plans</li> <li>3. Assessment Report (Under Separate Cover)</li> <li>4. Recommended Conditions of Consent (Under Separate Cover)</li> <li>5. Submissions</li> </ol>
<b>RESPONSIBLE OFFICER:</b>	<b>Matthew Prendergast – Director City Planning</b> <b>Cindy Littlewood – Manager Development &amp; Compliance</b> <b>Kristy Cousins – Coordinator Planning &amp; Development</b>
<b>AUTHOR:</b>	<b>Adrian Quinn – Senior Development Planner</b>
<b>APPLICANT:</b>	<b>Skelcon Pty Ltd</b>
<b>OWNER:</b>	<b>416 High Street Pty Ltd</b>
<b>PROPOSAL:</b>	<b>Food and drink premises, alterations, additions and signage</b>
<b>LOCATION:</b>	<b>Lot 1 in DPI303034, 416A High Street Maitland</b>
<b>ZONE:</b>	<b>MU1 – Mixed Use</b>

#### EXECUTIVE SUMMARY

*Development application DA/2022/670 was lodged on 24 June 2022 for demolition of warehouse and erection of residential flat building. It was substantially amended to adaptive re-use as food and drink premises on 10 November 2023 and the design was most recently amended on 23 August 2024, in response to Council's consideration of the proposal in accordance with the provisions of the EP&A Act 1979 relating to heritage conservation, submissions and public interest.*

*The subject property located at 416 High Street Maitland and is adjacent the Central Maitland Levee walkway. The property is accessed via a right of way to High Street and contains an existing three storey Georgian period brick warehouse. The property is located within the Central Maitland Heritage Conservation Area.*

*The proposal for which consent is being sought and is the subject of this report, is a change of use to a food and drink premises, alterations and additions, and signage.*

*The application is being reported to Council due to submissions being received. In total 21 were received: 17 objections in the initial notification period and 5 in support of the adaptive re-use in the second exhibition period.*

*Key issues are heritage conservation, an interim heritage order (not issued), public submissions, construction access and social impacts.*

*The application has been assessed against the relevant heads of consideration under section 4.15(1) in the Environmental Planning and Assessment Act 1979 and considered to be satisfactory subject to the imposition of conditions.*

## **OFFICER'S RECOMMENDATION**

### **THAT**

- 1. DA/2022/670 for food and drink premises, alterations, additions and signage at 416A High Street Maitland is approved subject to the recommended schedule of conditions provided in Attachment 4 of this report.**

## **COUNCIL RESOLUTION**

### **THAT**

- 1. DA/2022/670 for food and drink premises, alterations, additions and signage at 416A High Street Maitland is approved subject to the recommended schedule of conditions provided in Attachment 4 of this report.**

**Moved Mayor P Penfold, Seconded Cr M Yarrington**

**CARRIED**

The Mayor in accordance with Section 375A of the Local Government Act 1993 called for a division.

The division resulted in 12 for and 1 against, as follows:

For:	Cr A Atkinson	Against:	Cr S Halliday
	Cr R Barstow		
	Cr D Ferris		
	Cr K Flannery		
	Cr M Griffin		
	Cr B Hackney		
	Cr K Jordan		
	Mayor P Penfold		
	Cr W Penfold		
	Cr B Whiting		
	Cr B Worth		
	Cr M Yarrington		

DRAFT

## COUNCILLOR MEMO

Date: 12 November 2024

**To:** Councillors

**From:** Matt Prendergast, Director City Planning

**Subject:** Council Report DA2022/670

**Message:**

Councillors, in respect of Item 11.1 DA2022/670 Food and Drink Premises, Alterations, Additions and Signage at 416a High Street Maitland, it has been noted that the report on page 9 indicates that a Certificate of Approval from the Hunter Valley Flood Mitigation Scheme has been provided, rather than Council has through Condition 77 required that the Certificate be provided prior to the commencement of construction.

It is also noted that some of the submissions to the application are not available in the agenda and a full redacted account of all submissions received have been attached to this memo for your information.

Matthew Prendergast  
Director | City Planning

12 NOVEMBER 2024

---

DA2022/670 FOOD AND DRINK PREMISES, ALTERATIONS, ADDITIONS AND SIGNAGE AT 416A HIGH STREET  
MAITLAND

## City Planning

# DA2022/670 Food and Drink Premises, Alterations, Additions and Signage at 416a High Street Maitland

## Submissions

Meeting Date: 12 November 2024

Attachment No: 5

Number of Pages: 8



[www.nationaltrust.org.au](http://www.nationaltrust.org.au)

HBNT 6/24  
22 May 2024

Maitland City Council

Attn: Adrian Quinn, Assessing Officer

[DA.Admin@maitland.nsw.gov.au](mailto:DA.Admin@maitland.nsw.gov.au)

**Re: DA/2022/670** 416 High Street MAITLAND NSW 2320 Proposed Boundary adjustment, Food and Drink Premises & Alterations and Additions

Dear Adrian,

The *Hunter Branch of the National Trust* appreciates the opportunity afforded by Maitland City Council to comment on the revised DA for 416 High St – the historic former *Wolfe & Gorrick Bond Store*.

Generally, the project is a better solution for this contributory building in the central Maitland HCA. The NT supports the proposed development and makes the following comments and suggestions for council to consider when assessing the DA:

1. Externally, window heads and sills are constructed using *Ravensfield* sandstone. The quarry is no longer active and has been subdivided for residential purposes. Council has a small supply of *Ravensfield* sandstone from the former *East Maitland Gaol* that may be of assistance in creating replacement heads and sills where needed. Alternative supplies need to be similar in colour and texture to be successful.
2. Replacement timber windows need to be detailed to suit the era of the building.
3. The reference to possibly replacing or repairing the cement rendered areas of walling with lime base render is not supported. A weak cement-based render was used on nineteenth century buildings with little damage when applied to external areas.
4. The ground floor concrete slab may be covering archaeological information that could provide further detail on the use of this building. Care should be exercised during its removal.
5. The suggested doors opening out to the Riverside Walk area appear drawn as glazed aluminium, but described in the SOHI as timber doors with an example shown with vertical lining boards. As the ground floor and its new awning are designed as a contemporary restaurant, the Trust has no objection to the use of glazed aluminium.
6. The Trust recommends council require a Heritage Consultant's signoff on the DA documents and conditions at the Construction Certificate stage. This will ensure a continued heritage oversight of the project.

*The Hunter Branch of the National Trust* declares that it does not make donations to any political entities.

Yours Faithfully,

Chair, Hunter Branch  
National Trust of Australia (NSW)  
m:

*The Hunter Branch represents the local views of the Hunter Region heritage community*

The National Trust of Australia (New South Wales) ABN 62 491 958 802

**From:** [REDACTED]  
**Sent:** Tuesday, 12 March 2024 4:09 PM  
**To:** [REDACTED]  
**Subject:** Objection - The Bond Store - 416 High Street, Maitland NSW, 2320

**Importance:** High

Hi Adrian and Clare,

I am writing to strongly object to "part" of The Bond Store's Development Application. Whilst we are extremely happy to see the building saved from demolition and some elements of the restoration are in keeping with Heritage Preservation guidelines and the history of the building; we strongly object to the use of modern aluminium doors and windows on the ground level, modern signage on the top of the building and the addition of a parasite architecture kitchen on the end of the building.

Neither the modern doors or kitchen building are in keeping with any of Maitland City Council's own heritage preservation guidelines that can be found via the Maitland City Wide Development Control; Plan

[https://www.maitland.nsw.gov.au/sites/default/files/documents/2023-05/part\\_e\\_special\\_precincts\\_2011\\_updated\\_20171221.pdf](https://www.maitland.nsw.gov.au/sites/default/files/documents/2023-05/part_e_special_precincts_2011_updated_20171221.pdf)

#### 3.4 Building design Objectives

1. In existing centres, the design of the building shall complement the streetscape and minimise overbearing.
2. Visually interesting, harmonious roof scapes and skylines are provided.
3. Roofs are used for recreation where practical and desirable.
4. A positive sense of space, safety and openness is created in the public domain.
5. Building security is achieved without compromising the streetscape.

#### Development controls

1. An application for a new building or building works shall:
  - **Adopt elements reflected in the dominant era and style of buildings in the centre.**
  - **Avoid intrusion of incompatible elements.**
2. Have a façade height within 20% of the average height of the buildings on either side.
3. Where more than 2-storeys are proposed, the third and higher storeys are setback further by a minimum of 3.0m.
4. In an established street, roof form and roof materials shall be consistent or complementary to those developments in that street.
5. Variations in roof form including the use of skillions, gables and hips are to be provided in the development or between developments.
6. Flat roofs shall be avoided unless they are behind a parapet.
7. Lift over-runs and service plant shall be concealed within roof structures.
8. All roof plant is to be represented on plans and elevations.
9. Outdoor recreation areas on flat roofs shall be landscaped and incorporate shade structures and wind screens to encourage use.
10. Security grills (for e.g. roll-up doors) shall be avoided.
11. If installed, security grilles shall be provided within the building, behind the glazing and be constructed of material that allows the interior to be visible.

Whilst Maitland Heritage Guardians appreciates most of the work done by Mr Jason Penhall from Contemporary Heritage, and we approve of the design on the 2<sup>nd</sup> and 3<sup>rd</sup> level of the building.

We strongly object to the design on the bottom level and it being made modern



Should the design be in keeping with the buildings original design and purpose as an industrial building, the more valuable an asset it will be to our town, community, economy and the owner.

Please consider the following:

- \* Leaving the sliding warehouse door on the laneway side visual and a main feature to be seen from the levee and laneway. This leaves the area open and would leave the area in front of the doorway open so a band and dancefloor could be put there. The current design with a parasite building added to it closes off the space and make it look and feel closed and disjointed.

- \* Changing the doors on the levee side to match the sliding door on the laneway side so they are in keeping. These could even be swinging doors.

- \* Creating more seating outside by putting a 2 storey wharf style deck out the front, with timber poles that mirror the poles internally. This would bring some of the internal elements outside and give the building a industrial warehouse / wharf feel, similar to the building at "The Rocks" or "Pier One".

- \* Place the kitchen either inside the building on level 2, and the make up the seating space in the outdoor dining on the verandah on level 2 OR; put the kitchen inside of the attached Hills Chamber building and attached the 2 building like they used to be.

- \* Having the sign on the building painted on in Industrial and heritage finish. The current lit up letters is too modern and commercial, and takes away from the heritage aspect of the building.

Thank you for your time reading this and I hope you will take this into consideration and maintain its indutrail and heritage aspect.

If you have any questions please don't hesitate to contact me.



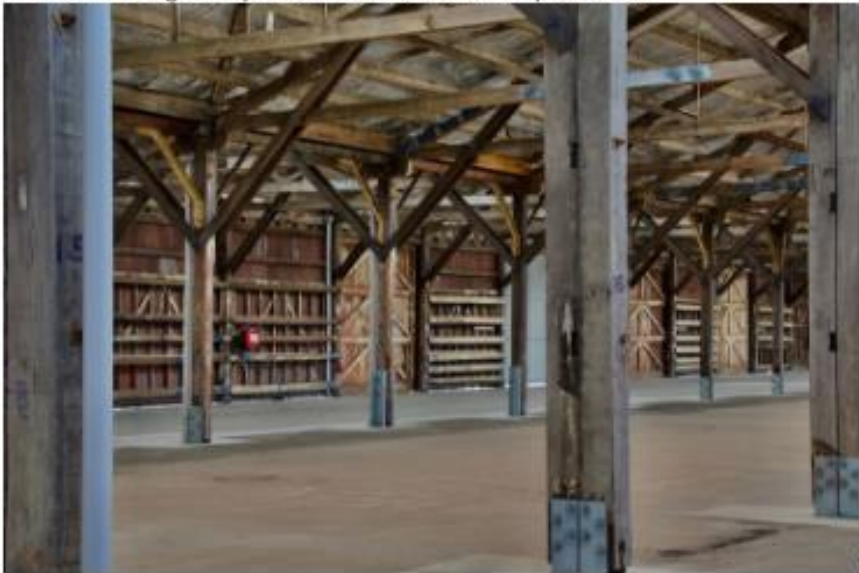
Timber industrial doors





Wooden poles and beams

that would look good replicated outside as a wharf style veradah



Wharf style poles that would

match an outside veradah.



Wharf style verandah and painted on heritage signage.

Regards,

President  
Mobile

Website: [www.maitlandheritageguardians.com.au](http://www.maitlandheritageguardians.com.au)

Red Cedar Project: [www.redcedarproject.com.au](http://www.redcedarproject.com.au)

Facebook: <https://www.facebook.com/maitlandheritageguardians/>



██████████

---

**From:** Maitland & District Historical Society <maitlandhistorical@gmail.com>  
**Sent:** Wednesday, 14 February 2024 10:47 PM  
**To:** DA Admin  
**Subject:** Re-Notification to Submitters - DA/2022/670 - Boundary Adjustment, Food and Drink Premises & Alterations and Additions

**Follow Up Flag:** Follow up  
**Flag Status:** Completed

**Categories:** ██████████

Attn: Adrian Quinn,

Sir,

I refer to the information provided below in an email from ██████████ on the 7th February 2024 which is shown below my signature block.

Looking at the Updated Notification at <https://www.maitland.nsw.gov.au/public-exhibition/da2022670-boundary-adjustment-food-and-drink-premises-alterations-and-additions-416-high-street-maitland> the application seems to be missing a bit of information as there appears to be no access to the first and second floors or any indication what these floors are going to be used for.

Also, I noted that the [2024 Updated Traffic Impact Assessment - DA2022-670 on page 15](#) has a different layout to the layout as shown in [2024 Updated Notification Plans - DA2022-670 on page 3](#) and [2024 Updated Acoustic Report - DA2022-670 on page 47](#)

The [2024 Updated Acoustic Report - DA2022-670 on page 7](#) indicates 36 patrons however the pictures show 37 seats external dining whilst the internal seating varies from 45 to 52. which is a substantial difference.

Can you provide any information regarding access to the first and second floors and/or any indication what these floors are going to be used for?

Kind Regards

Secretary

[Mob:](#)

--

**Maitland and District Historical Society Inc**

24.16 High St Maitland  
is a wonderful example of  
an industrial building easily  
worth it's weight in gold.  
The stories it can tell us now  
and into the future of Maitland's  
early waterfront industries are  
not only fascinating but can be  
used to encourage other such  
building owners to restore the  
backs of the shops, which will  
undoubtedly become restaurants,  
cafes bars and possibly visitor  
accommodation as Maitland  
progresses into the future.

Judging by the drawing I  
whole heartedly support what  
the owner is trying to achieve  
both from a restoration  
and a business position. With  
just a few important changes,  
they could create a stunning  
shop front to the river, not  
only giving a wow factor but  
setting an important example for  
desperately needed quality  
businesses quite frankly most of  
the river is utterly boring!



Instead of wasting good money  
 on ugly & unsympathetic  
 aluminium & ground level doors  
 what would work is simple  
 industrial looking doors,  
 (made from beautiful timber)  
 possibly recycled timber if  
 available. I could write pages  
 on why timber doors should  
 be used but I just don't  
 want this one and only  
 opportunity. Could Maitland Council  
 help somehow - ie timber fees  
 for 3 sets of doors  
 I am very adept at timber work  
 & my-self with my own backyard  
 & Joinery workshop and  
 would gladly offer to design  
 such doors totally free of  
 charge yes = No \$\$\$

Life is short do something  
 really great!

DDC No.	
REC'D	19 FEB 2024
FILE No.	
REFER	

## 11.2 DA2021/1559 PROPOSING DEMOLITION, ONE INTO THREE LOT TORRENS TITLE SUBDIVISION AND TREE REMOVAL AT 3 AND 5 MOORE ROAD BOLWARRA HEIGHTS

<b>FILE NO:</b>	<b>DA2021/1559</b>
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li>1. Locality Plan</li> <li>2. Development Plans</li> <li>3. Assessment Report (Under Separate Cover)</li> <li>4. Recommended Conditions of Consent</li> <li>5. Submissions</li> </ol>
<b>RESPONSIBLE OFFICER:</b>	<p><b>Matthew Prendergast - Director City Planning</b>  <b>Cindy Littlewood - Manager Development &amp; Compliance</b>  <b>Kristy Cousins - Coordinator Planning &amp; Development</b></p>
<b>AUTHOR:</b>	<b>Kristen Wells - Principal Planner</b>
<b>APPLICANT:</b>	<b>Hunter Development Brokerage</b>
<b>OWNER:</b>	<b>Deepak Harindranath Ramsay</b>
<b>PROPOSAL:</b>	<b>Demolition, One into Three Lot Torrens Title Subdivision</b>
<b>LOCATION:</b>	<b>3 and 5 Moore Road, Bolwarra Heights</b>
<b>ZONE:</b>	<b>R1 - General Residential</b>

### EXECUTIVE SUMMARY

*A development application (DA/2021/1559) has been received seeking consent for Demolition, One into Three Lot Torrens Title Subdivision and Tree Removal at 3 and 5 Moore Road, Bolwarra (Lot 12 DP 977972, and Lot 50 DP 1247500). It is acknowledged that the development is proposed over two lots, being 3 and 5 Moore Road, Bolwarra. The subdivision is proposed almost entirely upon 3 Moore Road. Works on 5 Moore Road are confined to connecting to an existing stormwater pit. Owners consent for the minor works have been received. Unless otherwise specified, this report refers to the subdivision upon 3 Moore Road (Lot 12 DP 977972).*

*The application was notified from 26 January 2022 to 9 February 2022. Six submissions were received during the exhibition period. The concerns raised by the objectors in respect to the proposed development include vehicle access, visual impact / streetscape, tree removal, flooding / stormwater, design and density. The submissions have been satisfactorily addressed within the assessment report, found in **Attachment 3**.*

**OFFICER'S RECOMMENDATION**

**THAT**

1. **DA/2021/1559 for a Demolition, One into Three Lot Torrens Title Subdivision and Tree Removal at 3 and 5 Moore Road, Bolwarra Heights be approved. The approval is subject to the recommended schedule of conditions provided in Attachment 4 of this report.**

**COUNCIL RESOLUTION**

**THAT**

1. **DA/2021/1559 for a Demolition, One into Three Lot Torrens Title Subdivision and Tree Removal at 3 and 5 Moore Road, Bolwarra Heights be approved. The approval is subject to the recommended schedule of conditions provided in Attachment 4 of this report.**

**Moved Cr M Yarrington, Seconded Cr M Griffin**

**CARRIED**

The Mayor in accordance with Section 375A of the Local Government Act 1993 called for a division.

The division resulted in 12 for and 1 against, as follows:

For:	Cr A Atkinson	Against:	Cr S Halliday
	Cr R Barstow		
	Cr D Ferris		
	Cr K Flannery		
	Cr M Griffin		
	Cr B Hackney		
	Cr K Jordan		
	Mayor P Penfold		
	Cr W Penfold		
	Cr B Whiting		
	Cr B Worth		
	Cr M Yarrington		

## 12 CITY SERVICES

### 12.1 LOCAL TRAFFIC COMMITTEE MEETING MINUTES (SEPTEMBER & OCTOBER 2024)

<b>FILE NO:</b>	<b>140/5</b>
<b>ATTACHMENTS:</b>	<b>1. Local Traffic Committee Report - September 2024 Final Minutes 2. Local Traffic Committee Report - October 2024 Final Minutes</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Jason Linnane - Director City Services</b>
<b>AUTHOR:</b>	<b>Stephen Smith - Manager Assets and Engineering Chris Pinchen - Operations Manager Transport &amp; Infrastructure Engineering Steven Roach - Traffic Management Officer</b>
<b>MAITLAND +10</b>	<b>Outcome 2 To easily get to where we want to go</b>
<b>COUNCIL OBJECTIVE:</b>	<b>2.2.2 Make our roads safer through the timely delivery of road maintenance and safety programs</b>

---

#### EXECUTIVE SUMMARY

*The minutes of Maitland City Council's Local Traffic Committee meeting held 5 September 2024 and 3 October 2024 are attached for information.*

#### OFFICER'S RECOMMENDATION

#### THAT

1. That the Local Traffic Committee meeting minutes of 5 September 2024 and 3 October 2024 be noted.



**COUNCIL RESOLUTION**

**THAT**

- 1. That the Local Traffic Committee meeting minutes of 5 September 2024 and 3 October 2024 be noted.**

**Moved Cr M Griffin, Seconded Cr K Flannery**

**CARRIED**

**For:**

Cr A Atkinson  
Cr R Barstow  
Cr D Ferris  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Whiting  
Cr B Worth  
Cr M Yarrington

**Against:**

## 12.2 GRANT APPLICATION UNDER THE GET NSW ACTIVE PROGRAM

<b>FILE NO:</b>	<b>65/90</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Jason Linnane – Director City Services</b>
<b>AUTHOR:</b>	<b>Stephen Smith – Manager Assets and Engineering</b> <b>Kelly Arnott – Manager Corporate Planning and Performance</b> <b>Chris Pinchen – Operations Manager Transport &amp; Infrastructure Engineering</b> <b>Michelle Ayoub – Corporate Grants Lead</b>
<b>MAITLAND +10</b>	<b>Outcome 2 To easily get to where we want to go</b>
<b>COUNCIL OBJECTIVE:</b>	<b>2.2.1 Develop and promote Council's long term program for road and related infrastructure construction and maintenance</b>

---

### EXECUTIVE SUMMARY

*This report outlines the opportunity to seek grant funding under the Get NSW Active/ Get Kids Active program 2025/26.*

### OFFICER'S RECOMMENDATION

**THAT**

- 1. Council supports applications under the get NSW Active / Get Kids Active program 2025/26 for:**
  - a. Footpath: Vintage Drive, Gillieston Heights**
  - b. Footpath: Verdant Drive and Chisholm Road, including a new crossing on Norfolk Street, East Maitland**
  - c. Road Safety Infrastructure: Ashtonfield Primary School including footpath and raised pedestrian crossings.**

**COUNCIL RESOLUTION**

**THAT**

1. Council supports applications under the get NSW Active / Get Kids Active program 2025/26 for:
  - a. Footpath: Vintage Drive, Gillieston Heights
  - b. Footpath: Verdant Drive and Chisholm Road, including a new crossing on Norfolk Street, East Maitland
  - c. Road Safety Infrastructure: Ashtonfield Primary School including footpath and raised pedestrian crossings.

**Moved Cr B Whiting, Seconded Cr S Halliday**

**CARRIED**

**For:**

Cr A Atkinson  
Cr R Barstow  
Cr D Ferris  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Whiting  
Cr B Worth  
Cr M Yarrington

**Against:**

---

## 12.3 GRANT APPLICATION UNDER THE CROWN RESERVE IMPROVEMENTS FUND

<b>FILE NO:</b>	<b>65/51/4</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Jason Linnane – Director City Services</b>
<b>AUTHOR:</b>	<b>Todd Stanley – Manager Building Projects and Services Darren Crumpler – Manager Community &amp; Recreation Ashley Kavanagh – Manager Works Geoff Wilton – Operations Manager Building Services Michelle Ayoub – Corporate Grants Lead</b>
<b>MAITLAND +10</b>	<b>Outcome 10 To love and look after our great outdoors</b>
<b>COUNCIL OBJECTIVE:</b>	<b>10.1.1 Promote opportunities to access public bushland and open space across the city</b>

---

### EXECUTIVE SUMMARY

*This report outlines the opportunity to seek funding under the Crown Reserve Improvement Fund.*

### OFFICER'S RECOMMENDATION THAT

1. Council support an application under the Crown Reserve Improvement Fund for:
  - a. General
    - i. Maitland Gaol (\$1,000,000)
    - ii. Walka Water Works (\$1,000,000)
  - b. Weeds control
    - i. Walka Water Works (\$15,840)
    - ii. Glebe Cemetery surrounding areas (\$16,960)
    - iii. Morpeth common (\$7,194)
  - c. Pest control
    - i. Walka Water Works fox management (\$30,000)

**COUNCIL RESOLUTION**

**THAT**

- 1. Council support an application under the Crown Reserve Improvement Fund for:**
  - a. General**
    - i. Maitland Gaol (\$1,000,000)**
    - ii. Walka Water Works (\$1,000,000)**
  - b. Weeds control**
    - i. Walka Water Works (\$15,840)**
    - ii. Glebe Cemetery surrounding areas (\$16,960)**
    - iii. Morpeth common (\$7,194)**
  - c. Pest control**
    - i. Walka Water Works fox management (\$30,000)**

**Moved Cr M Griffin, Seconded Cr M Yarrington**

**CARRIED**

**For:**

Cr A Atkinson  
Cr R Barstow  
Cr D Ferris  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Whiting  
Cr B Worth  
Cr M Yarrington

**Against:**

---

## 12.4 LOCAL TRAFFIC COMMITTEE MEETING MINUTES (NOVEMBER 2024)

<b>FILE NO:</b>	<b>140/5</b>
<b>ATTACHMENTS:</b>	<b>1. Local Traffic Committee Report - November 2024 Draft Minutes</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Jason Linnane - Director City Services</b>
<b>AUTHOR:</b>	<b>Stephen Smith - Manager Assets and Engineering Chris Pinchen - Operations Manager Transport &amp; Infrastructure Engineering Steven Roach - Traffic Management Officer</b>
<b>MAITLAND +10</b>	<b>Outcome 2 To easily get to where we want to go</b>
<b>COUNCIL OBJECTIVE:</b>	<b>2.2.2 Make our roads safer through the timely delivery of road maintenance and safety programs</b>

---

### EXECUTIVE SUMMARY

*The minutes of Maitland City Council's Local Traffic Committee meeting held 7 November 2024 are attached for information. At this meeting temporary road closure applications were considered and endorsed for acceptance for two events. Council resolution is required to implement the temporary road closures associated with the management of the event.*

### OFFICER'S RECOMMENDATION

#### THAT

1. The draft Local Traffic Committee meeting minutes of 7 November 2024 be noted.
2. Council approve the traffic management plans and road closures for the following event as recommended in the attached reports:
  - a. 2024 March Against Domestic Violence
  - b. 2024 New Years Eve event

**COUNCIL RESOLUTION**

**THAT**

1. The draft Local Traffic Committee meeting minutes of 7 November 2024 be noted.
2. Council approve the traffic management plans and road closures for the following event as recommended in the attached reports:
  - a. 2024 March Against Domestic Violence
  - b. 2024 New Years Eve event

**Moved Cr M Yarrington, Seconded Cr R Barstow**

**CARRIED**

For:

Cr A Atkinson  
Cr R Barstow  
Cr D Ferris  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Whiting  
Cr B Worth  
Cr M Yarrington

Against:

## 12.5 TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA

<b>FILE NO:</b>	<b>139/57</b>
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li>1. Summary of AFZs and APAs</li> <li>2. AFZ - A Merry Little Christmas</li> <li>3. AFZ - New Year's Eve</li> <li>4. AFZ - Live at The Levee Coffin Lane</li> <li>5. AFZ - Live at The Levee Street Party</li> <li>6. APA - Harold Gregson Reserve</li> </ol>
<b>RESPONSIBLE OFFICER:</b>	<p>Jason Linnane - Director City Services  Darren Crumpler - Manager Community &amp; Recreation</p>
<b>AUTHOR:</b>	<p>Adam Franks - Coordinator City Events &amp; Activation  David Graham - The Levee Public Programs Officer  Claire Corcoran - Events Officer  Kara Stonestreet - Senior Place Activation Officer</p>
<b>MAITLAND +10</b>	<b>Outcome 9 To show off our city</b>
<b>COUNCIL OBJECTIVE:</b>	<b>9.1.1 Deliver flagship events and place activation programs</b>

---

### EXECUTIVE SUMMARY

*Council's City Events and Place Activation Team has submitted an application to temporarily suspend the Alcohol Free Zone (AFZ) and Alcohol Prohibited Area (APA) for a series of events and activations in Central Maitland. These events and activations are part of Council's flagship events calendar and The Levee Marketing and Activity Plan. The purpose of this report is to inform Council of the AFZ and APA suspension application and request approval.*

### OFFICER'S RECOMMENDATION

#### THAT

1. Council resolve to approve the temporary suspension of the Alcohol Free Zone for:
  - a. A Merry Little Christmas at The Levee, for The Levee Shared Zone between Bourke Street and Elgin Street, from 10.00am and 2.00pm on Saturday 14 December 2024.



- b. Maitland New Year's Eve Celebrations, for the Riverside Car Park including NAB Laneway and Stillsbury Lane, The Riverside Walk and Riverbank from the Belmore Bridge to Cathedral Street, Drill Hall Lane and Preschool Lane including the Preschool Lane Car Park, from 5.00pm to 9.30pm on Tuesday 31 December 2024.
  - c. LIVE at The Levee Coffin Lane, for Coffin Lane, west of Bourke Street, from 5.30pm to 9.30pm on Friday 21 February 2025.
  - d. LIVE at The Levee Street Party, for The Levee Shared Zone between Bulwer Street and Elgin Street, from 5.30pm and 9.30pm on Saturday 15 March 2025.
2. Council resolve to approve the suspension of the Alcohol Prohibited Area for a live music event at Harold Gregson Reserve, from 4.00pm to 9.00pm on Saturday 8 February 2025.

#### COUNCIL RESOLUTION

#### THAT

1. Council resolve to approve the temporary suspension of the Alcohol Free Zone for:
  - a. A Merry Little Christmas at The Levee, for The Levee Shared Zone between Bourke Street and Elgin Street, from 10.00am and 2.00pm on Saturday 14 December 2024.
  - b. Maitland New Year's Eve Celebrations, for the Riverside Car Park including NAB Laneway and Stillsbury Lane, The Riverside Walk and Riverbank from the Belmore Bridge to Cathedral Street, Drill Hall Lane and Preschool Lane including the Preschool Lane Car Park, from 5.00pm to 9.30pm on Tuesday 31 December 2024.
  - c. LIVE at The Levee Coffin Lane, for Coffin Lane, west of Bourke Street, from 5.30pm to 9.30pm on Friday 21 February 2025.
  - d. LIVE at The Levee Street Party, for The Levee Shared Zone between Bulwer Street and Elgin Street, from 5.30pm and 9.30pm on Saturday 15 March 2025.
2. Council resolve to approve the suspension of the Alcohol Prohibited Area for a live music event at Harold Gregson Reserve, from 4.00pm to 9.00pm on Saturday 8 February 2025.

Moved Cr K Flannery, Seconded Cr M Yarrington

CARRIED

For:

Cr A Atkinson  
Cr R Barstow  
Cr D Ferris  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Whiting  
Cr B Worth  
Cr M Yarrington

Against:

DRAFT

## 13 CUSTOMER AND DIGITAL SERVICES

Nil

DRAFT

---

## 14 PEOPLE AND PERFORMANCE

### 14.1 STATE OF OUR CITY REPORT

<b>FILE NO:</b>	<b>35/36/10</b>
<b>ATTACHMENTS:</b>	<b>1.State of Our City Report 2022-2024</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Tiffany Allen – Executive Manager People and Performance</b>
<b>AUTHOR:</b>	<b>Kelly Arnott – Manager Corporate Planning and Performance</b>
<b>MAITLAND +10</b>	<b>Outcome 15 To have an effective and efficient Council</b>
<b>COUNCIL OBJECTIVE:</b>	<b>15.1.3 As a growing city, ensure our community understand our financial challenges and are engaged on potential solutions for long term sustainability</b>

---

### EXECUTIVE SUMMARY

*The State of our City report shows our progress in working towards our collective vision under our Community Strategic Plan. It highlights our key achievements under each theme and presents trend data to guide Maitland's future direction.*

*Required under the Integrated Planning and Reporting framework, this report details our progress towards our community goals under our Community Strategic Plan. It is presented to our newly elected council for noting at the second council meeting and provides key information to assist the new council to undertake a review of the Community Strategic Plan.*

*The State of our City report highlights both our successes and areas for improvement. Reflecting on our progress allows us to identify future opportunities and challenges, which will inform Council's review of the Community Strategic Plan.*

### OFFICER'S RECOMMENDATION

#### THAT

- 1. The State of our City Report is received by Council**
- 2. The Report is included as an attachment in the 2023-24 Annual Report.**

**COUNCIL RESOLUTION**

**THAT**

- 1. The State of our City Report is received by Council**
- 2. The Report is included as an attachment in the 2023–24 Annual Report.**

**Moved Mayor P Penfold, Seconded Cr S Halliday**

**CARRIED**

**For:**

Cr A Atkinson  
Cr R Barstow  
Cr D Ferris  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Whiting  
Cr B Worth  
Cr M Yarrington

**Against:**

## 15 FINANCE

### 15.1 PRESENTATION OF THE FINANCIAL STATEMENTS AND AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2024

<b>FILE NO:</b>	<b>2/8/24</b>
<b>ATTACHMENTS:</b>	<b>1.Financial Statements for the Year Ended 30 June 2024</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Mary O'Leary - Executive Manager Finance</b>
<b>AUTHOR:</b>	<b>Michael Burfitt - Chief Financial Officer</b>
<b>MAITLAND +10</b>	<b>Outcome 15 To have an effective and efficient Council</b>
<b>COUNCIL OBJECTIVE:</b>	<b>15.1.2 Ensure Council is financially sustainable and meets required levels of performance</b>

#### EXECUTIVE SUMMARY

*Section 419 of the Local Government Act 1993 (NSW) requires Council to present its financial statements, together with the auditor's reports, to the public.*

#### OFFICER'S RECOMMENDATION

THAT

1. The financial statements, together with the auditor's reports, for the year ended 30 June 2024 be presented to the public.

#### COUNCIL RESOLUTION

THAT

1. The financial statements, together with the auditor's reports, for the year ended 30 June 2024 be presented to the public.

Moved Cr S Halliday, Seconded Cr M Griffin

**CARRIED**

For:

Cr A Atkinson  
Cr R Barstow  
Cr D Ferris  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Whiting  
Cr B Worth  
Cr M Yarrington

Against:

DRAFT

## 16 ITEMS FOR INFORMATION

### 16.1 DEVELOPMENT APPLICATIONS DETERMINED UNDER GENERAL MANAGER DELEGATION DURING THE 2024 ELECTION CARETAKER PERIOD

<b>FILE NO:</b>	<b>103/5</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Matthew Prendergast - Director City Planning</b>
<b>AUTHOR:</b>	<b>Lillian Stevenson - Executive Support Officer Kristy Cousins - Coordinator Planning &amp; Development</b>
<b>MAITLAND +10</b>	<b>Outcome 7 To afford the house we want in the neighbourhood we like</b>
<b>COUNCIL OBJECTIVE:</b>	<b>7.2.2 Deliver a development assessment approach that supports development in new and established areas</b>

---

#### EXECUTIVE SUMMARY

*At its Council meeting of the 27 August 2024, Council resolved the following.*

*The General Manager be delegated all delegable functions of determining non-controversial development applications for the period between the last meeting before the NSW Local Government Election and the first meeting of the Council following election.*

*This report provides a summary of the development applications that were approved by the General Manager during the Caretaker period of the 2024 Election.*

#### OFFICER'S RECOMMENDATION

**THAT the information contained in this Report be noted.**



**COUNCIL RESOLUTION**

**THAT the information contained in this Report be noted.**

**Moved Cr M Griffin, Seconded Cr S Halliday**

**CARRIED**

**For:**

Cr A Atkinson  
Cr R Barstow  
Cr D Ferris  
Cr K Flannery  
Cr M Griffin  
Cr B Hackney  
Cr S Halliday  
Cr K Jordan  
Mayor P Penfold  
Cr W Penfold  
Cr B Whiting  
Cr B Worth  
Cr M Yarrington

**Against:**

**17 NOTICES OF MOTION/RESCISSION**

Nil

**18 QUESTIONS WITH NOTICE**

Nil

**19 URGENT BUSINESS**

Nil

**20 COMMITTEE OF THE WHOLE**

Nil

**21 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

Nil

**22 CLOSURE**

The meeting was declared closed at 6:33 pm.

.....  
Chairperson