Ordinary Meeting
Agenda

15 July 2025

maitland
CITY COUNCIL

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.**

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 17 June 2025 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 Automated External Defibrillators

FILE NO:	**35/5/1**
ATTACHMENTS:	**Nil**
RESPONSIBLE OFFICER:	**General Manager**
AUTHOR:	**Mayor**

MAYORAL MINUTE

THAT

Council investigate, brief and report to the council on automated external defibrillators on Council property including existing arrangements, purchase costs, operational costs, grant opportunities and potential for increased availability across appropriate sites.

RESPONSE BY GENERAL MANAGER

Subject to Council adoption of the Mayoral Minute, staff can report back to Council on these matters within two months.

10 OFFICE OF THE GENERAL MANAGER

10.1 LOCAL GOVERNMENT REMUNERATION TRIBUNAL ANNUAL DETERMINATION 2025

FILE NO:	**35/5/1**
ATTACHMENTS:	**1.Circular 25-10 2025/26 Determination of the Local Government Remuneration Tribunal** **2. Local Government Remuneration Tribunal Annual Determination 2025 (Under Separate Cover)**
RESPONSIBLE OFFICER:	**General Manager** **Office Manager**
AUTHOR:	**Team Leader OGM**
MAITLAND +10	**Outcome 4 Achieving together**
COUNCIL OBJECTIVE:	**4.2.3 Development and growth of our people**

EXECUTIVE SUMMARY

The Local Government Act 1993 requires the Local Government Remuneration Tribunal to report to the Minister for Local Government 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 17 April 2025 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% per annum increase in the minimum and maximum fees applicable for the Mayoral and Councillor fees from 1 July 2025.

OFFICER'S RECOMMENDATION

THAT

1. **Council adopt the 3% increase for the maximum Mayor and Councillor remuneration fees as listed in the Local Government Remuneration Tribunal Annual Determination 2025 for the Regional Strategic Area category, effective from 1 July 2025.**

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.

The Tribunal has produced its findings in the Annual Report and Determination dated 17 April 2025 (Attachment 2). 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% increase in the minimum and maximum fees applicable to each category. The 2025-2026 fees determination by the Tribunal for the Regional Strategic Area 5 category are as follows:

Category	**Councillor/Member Annual Fee**		**Mayor/Chairperson Additional Fee***	
Regional Strategic (Areas 5)	Minimum	Maximum	Minimum	Maximum
	$21,120	$34,820	$44,840	$101,470

*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 2024-25 to 2025-26 for Councillors fee is $1,010 and for the Mayor fee is $2,960.

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 2025 Annual Report and Determination recommends revised fees payable to Mayor and Councillors. The new fees are payable from 1 July 2025.

FINANCIAL IMPLICATIONS

The recommended adjustments, if adopted by Council, can be accommodated in the 2025/26 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.

Office of the General Manager

Local Government Remuneration Tribunal Annual Determination 2025

Circular 25-10 2025/26 Determination of the Local Government Remuneration Tribunal

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 2

Department of Planning, Housing and Infrastructure

Office of Local Government

Circular to Councils

Subject/title	2025/26 Determination of the Local Government Remuneration Tribunal
Circular Details	Circular 25-10 / 21 May 2025 / A958620
Previous Circular	*Council Circular 24-08 2024/25 Determination of the Local Government Remuneration Tribunal - Office of Local Government NSW*
Who should read this	Councillors / General Managers
Contact	Council Governance Team / 02 4428 4100 / olg@olg.nsw.gov.au
Action required	Council to Implement

What's new or changing?

- The Local Government Remuneration Tribunal (the Tribunal) has determined an increase of 3% to mayoral and councillor fees for the 2025-26 financial year, with effect from 1 July 2025.
- The Tribunal is required to determine the remuneration categories of councils and mayoral offices at least once every 3 years under section 239 of the *Local Government Act 1993* (the Act). The Tribunal last undertook a significant review of the categories as part of its 2023 determination and will next review these categories in 2026.
- The Tribunal found that the allocation of most councils into the current categories continued to be appropriate having regard to the 2023 review, the current category model and criteria, and the evidence put forward in the submissions received.
- However, the Tribunal has reclassified Mid Coast Council from a Regional Centre to Regional Strategic area with effect from 1 July 2025, as a result of its meeting the required criteria.

T 02 4428 4100 TTY 02 4428 4209, E olg@olg.nsw.gov.au
Locked Bag 3015 NOWRA NSW 2541
www.olg.nsw.gov.au

What will this mean for council?

- Sections 248 and 249 of the Act require councils to fix and pay an annual fee to councillors and mayors from 1 July 2025 based on the Tribunal's determination for the 2025-26 financial year.

Key points

- The level of fees paid will depend on the category the council is in.
- A council cannot fix a fee higher than the maximum amount determined by the Tribunal.
- If a council does not fix a fee, the council must pay the minimum fee determined by the Tribunal.

Where to go for further information

- The Tribunal's report and determination is available here.
- For further information please contact the Council Governance Team on 02 4428 4100 or by email at olg@olg.nsw.gov.au.

[redacted]

Brett Whitworth
Deputy Secretary, Office of Local Government

10.2 Designated Persons - Duties of Disclosure Policy

FILE NO:	**35/1/2 & 35/1/3**
ATTACHMENTS:	**1.Designated Persons Duties of Disclosure Policy**
RESPONSIBLE OFFICER:	**Office Manager** **General Manager**
AUTHOR:	**Team Leader OGM**
MAITLAND +10	**Outcome 4 Achieving together**
COUNCIL OBJECTIVE:	**4.1.3 Transparent decision making**

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 May 2024. 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 (Attachment 1) 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.

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

a) the general manager
b) other senior staff of the council for the purposes of section 332 of the LGA
c) a person (other than a member of the senior staff of the council) who is a member of staff of the council or a delegate of the council and who holds a position identified by the council as the position of a designated person because it involves the exercise of functions (such as regulatory functions or contractual functions) that, in their exercise,

could give rise to a conflict between the person's duty as a member of staff or delegate and the person's private interest

d) a person (other than a member of the senior staff of the council) who is a member of a committee of the council identified by the council as a committee whose members are designated persons because the functions of the committee involve the exercise of the council's functions (such as regulatory functions or contractual functions) that, in their exercise, could give rise to a conflict between the member's duty as a member of the committee and the member'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.

Office of the General Manager

DESIGNATED PERSONS - DUTIES OF DISCLOSURE POLICY

Designated Persons Duties of Disclosure Policy

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 4

Designated Persons – Duties of Disclosure Policy

Date Adopted: 15 July 2025

Version: 18.0

Policy 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.

Policy 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
3. The following members of staff:

   Finance
   - Manager Financial Reporting
   - Manager Financial Services
   - Coordinator Corporate Procurement
   - Senior Property Advisor

DRAFT

DESIGNATED PERSONS - DUTIES OF DISCLOSURE POLICY (Cont.)

Customer and Digital Services

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

People and Performance

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

City Planning

Development and Compliance

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

Environment and Sustainability

- Manager Environment and Sustainability
- Operations Manager Waste Services
- Coordinator Sustainability Strategy and Education
- Project Manager Waste Services
- Principal Resilience Officer
- Principal Sustainability Officer
- Principal Estuary Officer

Strategic Planning

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

DRAFT

City Services

- Gallery Director (Maitland Regional Art Gallery)
- Manager Asset Strategy and Engineering
- Manager Capital Works Delivery
- Manager Libraries and Learning
- Manager Works
- Manager Community and Recreation
- Operations Manager Asset Management
- Operations Manager Architecture
- Operations Manager Design and Projects
- Operations Manager Transport and Infrastructure Engineering
- Operations Manager Civil Maintenance
- Operations Manager Civil Projects
- Operations Manager Civil Construction
- Operations Manager Recreation Works
- Operations Manager Plant Services
- Operations Manager Capital Works Delivery (Community & Recreation)

Policy Administration

Business Group:	Office of the General Manager
Responsible Officer:	Manager, Office of the General Manager
Council Reference:	Ordinary Council Meeting – 15 July 2025 - Item xxx
Policy Review Date:	Annually
File Number:	35/1/2 and 35/1/3
Relevant Legislation	• *Local Government Act 1993* (NSW) • *Local Government (General) Regulation 2005* (NSW)
Related Policies / Procedures / Protocols	• 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
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
17.1	-	Updated to new branding. No change to content.
18.0	15/07/2025	Annual Review. Position titles updates and reviewed in line with current organisation structure.

DRAFT

11 CITY PLANNING

11.1 Re-Exhibition of Draft Voluntary Planning Agreement - Thornton Brentwood Pty Ltd - A & D Lawrence Fields, Thornton

FILE NO:	**103/41/66**
ATTACHMENTS:	**1.Letter of Offer**
RESPONSIBLE OFFICER:	**Director City Planning** **Manager Strategic Planning** **Coordinator City Planning**
AUTHOR:	**Principal Development Contributions Planner**
OWNER:	**Maitland City Council**
MAITLAND +10	**Outcome 1 Liveable Maitland**
COUNCIL OBJECTIVE:	**1.2.3 Safe and efficient road networks**

EXECUTIVE SUMMARY

A letter of offer to enter into a Voluntary Planning Agreement (VPA) was submitted to Council by Thornton Brentwood Pty Ltd on 7 December 2023 for the construction of a public road, parking and associated drainage works on Council owned land at Thomas Coke Drive Thornton. The offer is linked to a Planning Proposal for the reclassification of the subject land from Community to Operational land.

Ongoing negotiations and consultation between Council, the applicant and the community have resulted in amendments to the planning proposal, and a revised letter of offer from the Applicant.

This report outlines the key elements of the revised offer and recommends that Council support the offer in principle and commence the process to prepare and exhibit the VPA.

OFFICER'S RECOMMENDATION

THAT

1. **Council notes and accepts in principle the offer to enter into the draft Voluntary Planning agreement as detailed in this report;**
2. **Council delegates approval of the exhibition of the Voluntary Planning Agreement to the General Manager;**
3. **A further report be presented to Council following exhibition of the Voluntary Planning Agreement.**

REPORT

Thornton Brentwood Pty Ltd (the Applicant) lodged DA 2019/682 on 9 August 2019 for the subdivision of land to create 35 residential lots at 30 Honeymyrtle Street and 35 Hillgate Drive Thornton.

On 22 February 2022, Council resolved to submit a Planning Proposal seeking a Gateway Determination for the reclassification of Council-owned land off Thomas Coke Drive. The proposal sought to reclassify the land from Community to Operational, so that an access road to the development could be constructed to meet the requirements of the NSW Rural Fire Service.

Following issue of a Gateway Determination formal consultation/public exhibition of the Planning Proposal took place in September/October 2022, including a public hearing. One of the outcomes of the public hearing was a recommendation that Council enter into a Voluntary Planning Agreement (VPA) with the applicant to construct the new access road and formalise existing off-street car parking on Council owned land.

Figure 1 below shows the location of the development, the reclassification site, the developer's residue land and A & D Lawrence fields.

Figure 1 – Location of Proposed VPA Works and Land

Council subsequently received a letter of offer from the Applicant seeking to enter into a VPA for the construction of the access road, as well as formalising access to the A & D Lawrence Sporting fields. The letter of offer also proposed on-street parking, drainage and related infrastructure.

Ongoing negotiations and further consultation between Council, the community and the developer, including a site meeting with user groups and staff grom City Services, have resulted in a revised proposal to address concerns around the public benefit and parking arrangements. The offer no longer addresses the access road, which is a requirement of the

development and so will be delivered by the Applicant as part of the development. The consultation resulted in revisions to both the Planning Proposal and the draft VPA.

The Planning Proposal amendments are presented in a separate report in this Agenda for Council's consideration.

PROPOSED VOLUNTARY PLANNING AGREEMENT

The revised letter of offer from the Applicant is provided in **Attachment 1.**

In summary the revised VPA would include:

1. Construction of 114 space carpark as designed by Council including footpaths, in accordance with Council's Manual of Engineering Standards.
2. The Applicant to forward fund the outlined works.
3. The Applicant will bear the cost of 50% of the car park, with cost subject to quantity surveyors report.
4. The Applicant will claim an offset to contributions levied under DA 2019/682, equivalent to the value of 50% of the cost of works.
5. Dedication of the developer's residue land zoned C3 to Council upon registration of the subdivision. This land forms part of a Sub-Regional Biodiversity Corridor within Council's Environmental Sustainability Strategy.

If Council supports the VPA offer, a condition will be imposed on the development consent issued under DA 2019/682, requiring the VPA to be formally entered into. Note that the determination of the DA 2019/682 does not form part of this report and will be considered as a separate matter.

Figure 2 below shows the layout of the proposed car park

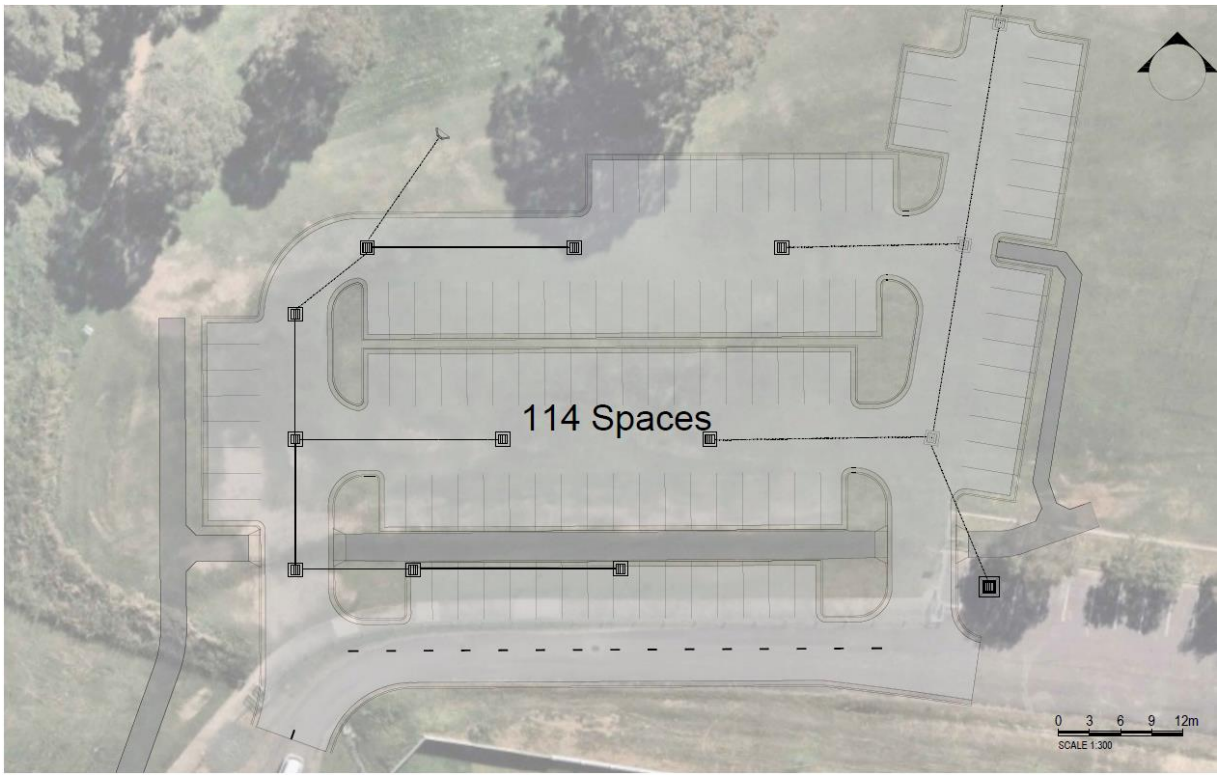


Figure 2 – Proposed Carpark Layout

CONCLUSION

This report seeks endorsement from Council to accept the Letter of Offer by the Applicant, prepare amendments to and exhibit the draft VPA as required under the *Environmental Planning and Assessment Regulation 2021.*

A further report will be presented to Council at the conclusion of the exhibition period to consider any submissions received.

FINANCIAL IMPLICATIONS

This matter has no direct financial impact upon Council's adopted budget or forward estimates. However, the VPA offer proposes offsets against development contributions levied under DA 2019/682. It is considered that the material public benefit from the construction of the car park and access road outweighs any negative impact from the loss of contributions to the Thornton North Development Contributions Plan.

POLICY IMPLICATIONS

Council's Voluntary Planning Agreements Policy sets out the principles governing the use of planning agreements and the specific circumstances where Council may consider negotiating such an agreement. The Policy contains guidance on the assessment and desirability of a proposed agreement. The draft VPA will be assessed in accordance with the Policy to determine its suitability prior to exhibition.

STATUTORY IMPLICATIONS

There are no statutory implications as a result of this matter.

City Planning

Re-Exhibition of Draft Voluntary Planning Agreement - Thornton Brentwood Pty Ltd - A & D Lawrence Fields, Thornton

Letter of Offer

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 7

16th June 2025

The General Manager
Maitland City Council
PO Box 220
MAITLAND NSW 2320

Attention: Strategic Planning
Proposed Voluntary Planning Agreement
PP-2022-1301

Dear Sir/Madam

Thornton Brentwood Pty Ltd ATF Thornton Brentwood Unit Trust offers to enter into a Planning Agreement with Council under section 7.4 of the *Environmental Planning and Assessment Act* 1979 in connection with the reclassification of land for PP 2022-1301 and DA 2019/682

The planning proposal seeks to reclassify current community land to operational land to facilitate the construction of a public road through the lands to facilitate a residential subdivision and the requirements of the NSW RFS to provide a through road. The Development application seeks to subdivide Lot 425 DP 1262858 into 35 Lots.

Development Description

The current land to be subdivided is a mixture of C3 – Environmental Management and R2 – low density residential. The NSW RFS have indicated to support any application to subdivide this land a through road is required to afford the provisions of PBP 2019. The road proposed does not create any additional lots than was originally proposed.

The proposed road will provide a public road access to Thomas Coke Drive via a continuation of Honey myrtle Street.

VPA Proposal

[

Item	Terms
Parties	Maitland City Council Thornton Brentwood Pty Ltd ATF Thornton Brentwood Unit Trust
Land	52 Thomas Coke Drive Thornton

Planning Proposal/Development Application	Planning proposal will change the classification of the land from Community Land to Operational Land.
Works	Thornton Brentwood Pty Ltd ATF Thornton Brentwood Unit Trust propose to construct a carpark, as outlined in Maitland Council plan Allan and Don Lawrence Field Thornton Costing Plan – Option 3 and attached to this offer. The cost of the car park will be forward funded by Thornton Brentwood Pty Ltd ATF Thronton Brentwood Unit Trust. 50% of the cost of the works, subject to QS review, will be claimed as a credit for the section 7.11 charges associated with the subdivision of the land in Honeymyrtle Street. The works will be carried out in accordance with Maitland City Council's Manual of Engineering Standards, and will include: • 114 car parking spaces • 200mm subbase • Edge kerb • 120mm base • 30mm AC 10 with primer seal • Line marking • Construction of concrete connecting path from the car park to the existing footpath located on the access road leading to the sporting fields. • Connection to the new access road identified in DA2019/682 • Council will undertake the design, approval and certification of the carpark
Dedication of Land	Thornton Brentwood Pty Ltd ATF Thornton Brentwood Unit Trust proposes to dedicate the residue lands zoned C3 to Council upon the registration of the subdivision to facilitate the maintenance of public open space in this location. This land will be dedicated concurrent with the drainage basin land identified in DA2019/682 to meet minimum lot size requirements.
Other Public Benefits	This VPA will facilitate public access to the open space and maintenance of the vegetated corridor by Council in perpetuity. The developer will also carry out the required works under a VMP associated with DA2019/682 prior to dedication of the residue land.
The Public Interest	This VPA will assist Council in the provision of improved car parking associated with the sporting fields and reduce the reliance of on-street, and informal car parking for users of the sporting fields. The dedication of the C3 land will facilitate protection of a sub-regional biodiversity corridor identified in Councils

	Environmental Sustainability Strategy, by placing this land in the care and control of Council.
Application of section 7.11, 7.12 and 7.24	This VPA is not subject to the exclusion of sections 7.11, 7.12 or 7.24 of the Act]

Yours faithfully

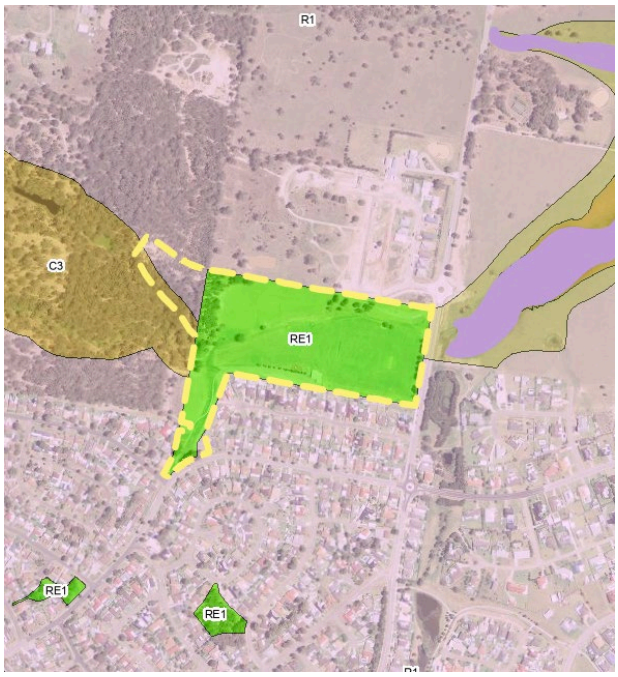
Thornton Brentwood Pty Ltd ATF Thornton Brentwood Unit Trust

	Environmental Sustainability Strategy, by placing this land in the care and control of Council.
Application of section 7.11, 7.12 and 7.24	This VPA is not subject to the exclusion of sections 7.11, 7.12 or 7.24 of the Act]

Yours faithfully [redacted]

Thornton Brentwood Pty Ltd ATF Thornton Brentwood Unit Trust

Schedule A – Location Plan

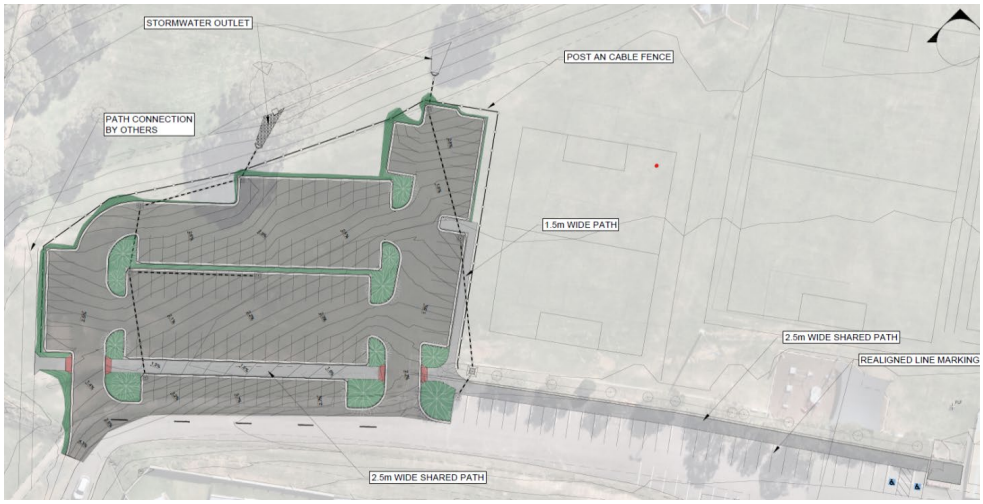


Schedule B – Contributions Land

Schedule c – Contributions Work

Contribution Item Description	VPA Item No.	Works Value*
Construction of Car Park within sporting field, in accordance with figure below		Subject to QS
Totals		

* Works Value subject to provision of QS Costs.



11.2 Reclassification of Council Owned Land at A & D Lawrence Fields - Thomas Coke Drive, John Arthur Avenue and Government Road, Thornton - Outcomes of Councillor Briefing and Community Engagement - Thornton Brentwood Pty Ltd

FILE NO:	**RZ22001**
ATTACHMENTS:	**1.Planning Proposal (Under Separate Cover)**
RESPONSIBLE OFFICER:	**Director City Planning** **Manager Strategic Planning** **Coordinator City Planning**
AUTHOR:	**Senior Strategic Planner**
OWNER:	**Maitland City Council**

EXECUTIVE SUMMARY

At its meeting on 30 June 2022, Council adopted a Planning Proposal to reclassify part of the A & D Lawrence Fields from community to operational land to enable access to a proposed residential subdivision (DA 2019/682). The proposal was exhibited from 5 September to 3 October 2022, followed by a public hearing on 29 November 2022.

A Voluntary Planning Agreement (VPA) offer was supported by Council on 11 April 2023 to progress the reclassification, with public exhibition occurring from 12 July to 9 August 2024.

On 18 March 2025, Council deferred finalisation to allow further stakeholder engagement and to explore additional parking options to ensure a net community benefit. Engagement held on 22 April 2025 identified the need for a master plan to address car parking, access, and pedestrian safety.

A Councillor Briefing was held on 6 May 2025 where a master plan and the need for safe access and increased car parking capacity was discussed. An amended VPA letter of offer has since been prepared and is presented under a separate item in this agenda.

Presuming that Council support the amended VPA letter of offer, it is recommended that this Planning Proposal be endorsed to reclassify the land from Community to Operational.

OFFICER'S RECOMMENDATION

THAT

1. **Council endorses the Planning Proposal (Attachment 1) over Lot 848 DP 703278 (John Arthur Ave), Part Lot 1538 DP 832922 and Part Lot 8884 DP 786883 (Thomas Coke Drive), Thornton, and requests that the Minister for Planning and Public Spaces make the amendments to the *Maitland Local Environmental Plan 2011*.**

2. Council notifies all those who made a submission during the public exhibition and attended the public hearing process.

REPORT

Council received a request from developer Thornton Brentwood Pty Ltd to reclassify community land at Thornton to enable legal and practical access to their proposed residential subdivision on adjoining land. The reclassification would remove the Public Reserve status from part of the land to allow construction of a public road serving DA 2019/682 at 35 Hillgate Drive, Thornton. This road is required to satisfy the NSW Rural Fire Service's requirement for a secondary access route, in accordance with *Planning for Bushfire Protection 2019*.

A Planning Proposal to reclassify two separate parcels of land at Thornton and East Maitland was adopted by Council on 22 February 2022 and submitted to the Department of Planning, Housing and Infrastructure (DPHI) for Gateway Determination.

Figure 1 Proposed Reclassification Boundary

The original proposal, covering both sites, was publicly exhibited from 5 September to 3 October 2022, followed by a public hearing on 29 November 2022, conducted by an independent planning consultant.

Due to the need for further work on the Thornton component, a revised Planning Proposal was submitted to DPHI on 13 April 2023. The East Maitland reclassification proceeded separately and was made by the Minister on 12 April 2024.

A new Gateway Determination for Thornton was issued on 24 April 2024, requiring re-exhibition and a second public hearing. Exhibition occurred from 24 July to 26 August 2024, with five submissions received. A second public hearing was held on 29 October 2024.

Key issues raised during the hearing included concerns about car parking, safety and fencing, drainage, environmental impacts, compensation for loss of community land, and construction-related impacts. These are detailed under Agenda Item 11.4 of the 18 March 2025 Council meeting.

To support the reclassification and address key community concerns, a draft Voluntary Planning Agreement (VPA) was prepared by the developer in consultation with Council. The draft VPA sought to respond to issues raised during earlier consultation, including access, parking, drainage, and pedestrian safety.

Council endorsed the public exhibition of the draft VPA at its meeting on 9 July 2024. The exhibition provided the community with an opportunity to review the proposed infrastructure improvements associated with the reclassification.

Following the second public hearing on 29 October 2024, the independent facilitator (Insite Planning) reported that community concerns remained focused on parking and pedestrian safety, consistent with issues raised during the initial hearing in November 2022.

On 18 March 2025, the reclassification was reported to Council with a recommendation for finalisation. Council resolved to defer its decision, requesting further engagement with stakeholders of the A & D Lawrence Fields and investigation of additional parking options to ensure a clear community benefit. It was also requested that the outcomes be reported at a future Councillor Briefing.

Stakeholder engagement was undertaken by Council staff on 22 April 2025 at the A & D Lawrence Fields. Feedback confirmed the need to explore a master plan for the site, with a focus on delivering improved public benefit, particularly in relation to car parking, access, and pedestrian safety.

A Councillor Briefing was held on 6 May 2025. Key matters discussed at the briefing session included:

- The interface between vehicles and pedestrians, with a preference for locating any future car park away from the proposed access road to minimise pedestrian crossings during peak sporting events;
- The need to reinstate and increase on-street parking;
- That formalising existing informal parking would not be sufficient to offset the loss of community land; and
- The importance of identifying an efficient, equitable, and cost-effective contribution framework.

Council staff have continued to negotiate the VPA in response to this feedback, developing a range of car parking and access design concepts, and exploring options to maximise community benefit through an appropriate contribution funding framework. The VPA is reported under a separate item in this agenda.

The reclassification is a separate matter from the assessment or determination of the associated development application or Voluntary Planning Agreement (VPA). Should DA 2019/682 be approved, a condition of consent will require the execution of the VPA.

CONCLUSION

The proposed reclassification of part of the A & D Lawrence Fields is supported by both strategic and site-specific merit. It is therefore recommended that Council support the Planning Proposal and request the Minister for Planning and Public Spaces to proceed with the amendment to the *Maitland Local Environmental Plan 2011*.

It is noted that separate development consent will be required, subject to the execution of the proposed VPA, before the developer can commence work.

FINANCIAL IMPLICATIONS

There are no direct financial implications for the progression of this planning proposal.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

There are no statutory implications under the *Local Government Act 1993*.

11.3 Adoption of Planning Proposal 107 Haussman Drive Thornton (PP-2023-2323) - Inner City Building Pty Ltd

FILE NO:	**PP-2023-2323 / RZ21002**
ATTACHMENTS:	**1.Draft Planning Proposal (Under Separate Cover)**
RESPONSIBLE OFFICER:	**Director City Planning** **Manager Strategic Planning** **Coordinator City Planning**
AUTHOR:	**Senior Strategic Planner**
OWNER:	**Tracey Anne McCloy**

EXECUTIVE SUMMARY

This report details the results of state agency and public consultation and seeks Council's endorsement for a planning proposal to rezone land at 107 Haussman Drive, Thornton from RU2 Rural Landscape to R1 General Residential and C3 Environmental Management.

The planning proposal was exhibited on 26 May to 24 June 2025 with one submission being received, which supported the proposal.

It is recommended that Council approves the planning proposal in Attachment 1 and finalises the draft amendment to the Maitland Local Environmental Plan 2011.

OFFICER'S RECOMMENDATION

THAT

1. **Council notes the outcomes of the State agency and community consultation.**
2. **Council endorses the planning proposal (Attachment 1) to amend the *Maitland Local Environmental Plan 2011.***
3. **Council finalises the amendment to the MLEP 2011 under delegation granted by the Minister for Planning and Public Spaces, pursuant to section 3.36 of the *Environmental Planning and Assessment Act 1979.***
4. **Notifies those who made a submission of the outcome of the proposal.**
5. **Delegate authority to the General Manager to place an amendment to the Maitland Development Control plan on exhibition, that includes the rezoning site on the Thornton North Precincts Map and identifies associated provisions to satisfy agency requirements.**

REPORT

Council received a request from the McCloys Group to rezone land at 107 Haussman Drive, Thornton in 2021. The request sought a rezoning of land to enable residential development

on the site which was formally used as a clay quarry. The site is subject to an active development approval for 156 independent seniors' living units (DA 17-259).

The proponent has sought to rezone the land to R1 General Residential to enable more housing diversity, with the site being capable of approximately 140 lots, including a super lot to incorporate medium density housing (refer to Figure 1).

Figure 1: Conceptual subdivision layout of the subject site

The proposal will retain existing bushland as C3 Environmental Management which will preserve environmentally significant vegetation that contributes to a local biodiversity corridor, as identified within the Maitland Environmental Sustainability Strategy.

The proposal will also contain an internal road network which will connect to Haussman Drive. A secondary emergency access has been proposed to connect to Raymond Terrace Road; however the location and function of this connection will need further consideration through the preparation of a precinct development control plan over the site.

At its meeting on 8 March 2022, Council resolved to request a Gateway Determination from the Department of Planning, Housing and Infrastructure (DPHI) for the planning proposal. After a number of information requests from DPHI to the proponent, a Gateway Determination was issued on 7 May 2024 requiring:

- Additional environmental studies to be undertaken
- Engagement with the relevant State agencies
- Community exhibition for a period of 20 working days.

A Gateway Determination variation was granted by DPHI on 21 May 2025 to extend the time of the proposal to allow the new proponent (Inner City Building Pty Ltd) of the project to finalise the relevant studies and for consultation to be undertaken.

The revised studies have been reviewed by Council staff and state agencies, which found that the proponent has supplied suitable information to support rezoning of the site. The Maitland Development Control Plan will be amended to identify the land as a precinct on the Thorton North Precincts Map, identifying the need for a Precinct Plan outlining relevant matters for consideration in a future development application.

Engagement and internal consultation
Consultation was undertaken with the following state agencies and statutory authorities in accordance with the Gateway Determination, key feedback is summarised below.

Department of Climate Change, Energy the Environment and Water (DCCEEW)
DCCEEW sought a number of revisions to documents to ensure consistency between ecological and bushfire studies, sought refinement of BDAR data, and consideration of rezoning environmental land to C2 Environmental Conservation.

Council response: The above matters have been addressed within the planning proposal to the satisfaction of DCCEW. Council, as the local plan making authority, determined that the environmental land would be zoned C3 Environmental Management. A city-wide review of environmental zones is expected to commence in the 2025 / 2026 financial year, which will clarify the zoning of environmental land.

Transport for NSW
Transport for NSW sought further information on modelling and assumptions on future intersection and road upgrades. These issues were addressed, and Transport for NSW had no further comment. However, additional studies were requested to be undertaken during the preparation of the precinct development control plan. This will ensure the best access arrangements and impacts on surrounding intersections such as:

- The proponent's preferred access option would allow right turns and left turns into the site, and left turns out of the site.
- Council's alternative access arrangement should be reviewed for capture in the future precinct wide development control plan.
- Consideration should be given to development contributions towards the future upgrade of the Haussman Drive and Raymond Terrace Road intersection to address the impacts of the proposed development.
- It is observed that a secondary access point, intended to provide safe emergency ingress and egress, is proposed off Raymond Terrace Road. TfNSW does not support direct access to Raymond Terrace Road, however, would be supportive of this arrangement if it is only to be used in the event of emergency evacuation.

Council response: The above matters will be addressed during the preparation of a precinct plan under the Maitland Development Control Plan. This will include appropriate access arrangement from Haussman Drive and its intersection upgrade. The development will be levied under the Thornton North Development Contributions Plan, contributing to key infrastructure including the upgrade of the intersection of Haussman Drive and Raymond Terrace Road.

Heritage NSW
NSW Heritage sought an Aboriginal Cultural Heritage Assessment Report (ACHAR) be prepared as part of the rezoning process.

Council response: Council has determined as the local plan making authority that undertaking an ACHAR is better suited at the development application stage. This is due to:

- Further engagement is required with the Mindaribba Local Aboriginal Land Council regarding the impact on the items or need for additional studies.
- The identified items are within the proposed C3 zone and will not be impacted by the R1 zone development.
- The rezoning will not result in immediate development, this will occur after the development application stage. Therefore, the ACHAR is better suited during this time.

Overall, there were no objections to finalising the planning proposal. However further consultation and studies will be required during the development application stage.

Other Agencies
NSW Rural Fire Service (RFS); Subsidence Advisory NSW (SA NSW) and Hunter Water Corporation (HWC) had no objections to finalising the planning proposal. However further consultation and studies will be required during the development application stage.

Mindaribba Local Aboriginal Land Council (LALC) and Environment Protection Authority had no objections to finalising the planning proposal.

Public exhibition
The planning proposal was exhibited on 26 May to 24 June 2025 in accordance with Council's Community Participation Plan, including notification on Council's website, and the distribution of letters to adjoining landowners.

During the exhibition period, one submission was received highlighting its positive impact on the Thornton area, such as increased housing choice, preserving the environmental values of the site and contributing to the economic viability of business within Thornton.

A locality map and copies of the existing and indicative future land use zoning, applicable planning controls are provided in Part 4 of the attached planning proposal.

CONCLUSION
It is recommended that Council resolves to endorse the planning proposal and support exhibition of an amendment to the Maitland Development Control Plan to identify the precinct. The planning proposal has demonstrated site-specific and strategic merit. It proposes a suitably located residential development which will enable additional housing supply and housing diversity.

If Council endorses the recommendation, the amendment to the *MLEP 2011* will proceed through the finalisation stages, and an amended version of the Maitland Development Control Plan will be placed on exhibition to identify the precinct.

Further supporting information will be undertaken in the preparation of a precinct area plan for the site, as is required under Clause 6.3 of *MLEP 2011*. This will determine the staging plans, urban layout and development control provisions to be placed within the Maitland

Development Control Plan. This work is intended to commence post endorsement and prior to development application assessment.

FINANCIAL IMPLICATIONS

The proponent has paid the relevant fees associated with progressing the planning proposal in accordance with Council's fees and charges.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

The planning proposal has been prepared in accordance with the *Environmental Planning and Assessment Act 1979*, the *Environmental Planning and Assessment Regulation 2021*.

11.4 DA/1991/117:4 - MODIFICATION TO WASTE DISPOSAL FACILITY LANDFILL TIME LIMIT - 109 MOUNT VINCENT ROAD EAST MAITLAND

FILE NO:	**DA/1991/117:4**
ATTACHMENTS:	**1. Locality Plan** **2. Planners Assessment Report (Under Separate Cover)** **3. Submissions**
RESPONSIBLE OFFICER:	**Director City Planning** **Coordinator Planning & Development** **Principal Planner**
AUTHOR:	**Senior Development Planner**
APPLICANT:	**Maitland City Council**
OWNER:	**Maitland City Council**
PROPOSAL:	**Section 4.55(1A) for Mount Vincent Waste Management Centre Landfill Operations Limit**
LOCATION:	**Lot 22 DP1298343, 109 Mount Vincent Road EAST MAITLAND NSW 2323**
ZONE:	**SP1 Special Activities Waste Disposal Facility, RU2 Rural Landscape and C3 Environmental Management**

EXECUTIVE SUMMARY

This report presents Council with an assessment of an application pursuant to Section 4.55(1A) of the Environmental Planning and Assessment Act 1979 (as amended), in relation to the Council-owned and operated Mount Vincent Road Waste Management Centre, which operates under development consent DA/1991/117.

The application seeks to insert a new condition confirming that there is no time limit on the operation of the landfill component of the facility, consistent with 1990 Patterson Britton report, commissioned as part of the 1991 approval. The proposed modification is administrative in nature, involves no physical works, and does not alter the approved use, footprint, or waste capacity of the facility.

Following consultation with the EPA and further discussions with the applicant, it is proposed that the clarification be implemented through two separate conditions. The first confirms that there is no time limit on the operation of the waste or resource management facility. The second restates the approved landfill height limit of 59.3 metres AHD, consistent with the existing development consent and the site's Environmental Protection Licence (EPL No. 6116). This approach ensures regulatory clarity while avoiding any misinterpretation that the whilst the acceptance of landfill into the site must cease once the facility reaches its final design height, the broader facility can continue to operate.

Public notification of the application was undertaken for a period of 28 days, and one submission was received. The matters raised have been considered and are addressed in detail in this report.

The application has been assessed against the requirements of Section 4.55(1A) and 4.15 of the Environmental Planning and Assessment Act, 1979 and is considered to be satisfactory subject to the imposition of modified conditions.

OFFICER'S RECOMMENDATION

THAT

1. **The application to modify Development Consent DA/1991/117 under Section 4.55(1A) of the Environmental Planning and Assessment Act 1979 to the waste or resource management facility be approved, subject to the inclusion of the following conditions of consent:**
   a) **Despite any other provision of this consent, there is no time limit on the operation of the landfill at the waste or resource management facility.**
   b) **The final height of the landfill must be no greater than 59.3 metres AHD, in accordance with DA/1991/117 as modified on 12 June 2018.**

Introduction

The purpose of this report is to seek Council's consent to a modification of Development Consent to DA/1991/117, which proposes the following:

- Clarification that there is **no time limit** on the ongoing operation of the landfill component of the waste or resource management facility;
- Confirmation of the approved height of the landfill at 59.3 metres AHD (*consistent with both the development consent and the site's Environmental Protection Licence (EPL No. 6116).*

The application is reported to Council for the following:

- In accordance with Council's *Conflicts of Interest in the Development Process Policy*, this Council-related Development Application is required to be determined by the full Council.

A detailed assessment of the application, in accordance with Sections 4.55(1A) and 4.15 of the *Environmental Planning and Assessment Act 1979* (as amended), is provided in **Attachment 2** to this report.

Background

The Mount Vincent Waste Management Centre has operated on the subject site since 1993. Approval for the facility was originally granted by Maitland City Council on 28 June 1991 under DA/1991/117. The development was supported by a Plan of Management (POM) prepared by Patterson Britton & Partners (March and October 1990). The approval was subject to appeal in the Land and Environment Court, which upheld the consent in 1992, allowing the facility to proceed.

Operations commenced in 1993 with the facility functioning as a general solid waste landfill on the eastern portion of the site.

The waste or resource management facility is owned and operated by Maitland City Council and licensed under Environmental Protection Licence (EPL) No. 6116 to receive and manage up to 100,000 tonnes per annum of waste. Accepted waste types include general solid waste (putrescible and non-putrescible), asbestos waste, tyres, and certain recyclables such as e-waste, green waste, gas bottles, used oil, and lead acid batteries.

In 1997, a Landfill Environmental Management Plan (LEMP) was prepared and submitted to the NSW Environment Protection Authority (EPA). The facility has been regulated under EPL No. 6116 since 29 September 2000.

There have been three previous modifications lodged over the site, with a detailed history of these applications provided in the Assessment Report (**Attachment 2**).

Site Description

The Mount Vincent waste or resource management facility is located at 109 Mount Vincent Road, East Maitland, legally described as Lot 2220 DP 1095387 (**Figure 1**). The broader property comprises approximately 127.4 hectares, of which around 24 hectares is used as the operational landfill area. The waste or resource management facility is located on the eastern side of Mount Vincent Road.

The site is zoned SP1 Special Activities Waste Disposal Facility under the *Maitland Local Environmental Plan 2011*. Surrounding land is generally zoned RU2 Rural Landscape and C3 Environmental Management, with the nearest R1 General Residential zone approximately 400 metres to the north.

Figure 1: Aerial view of subject site delineated in blue

Proposal

The proposal seeks consent under Section 4.55(1A) of the *Environmental Planning and Assessment Act 1979* to modify existing Development Consent DA/1991/117 for the Mount Vincent Waste or Resource Management Facility. The modification is administrative in nature and seeks to add the following conditions:

- One condition confirming that there is no time limit on the landfill operation of the waste or resource management facility; and
- A second condition reiterating that the final approved landfill height is 59.3 metres AHD, consistent with both the existing development consent and the Environmental Planning Licence (*EPL No. 6116)*.

The application does not seek to change the physical development, approved use, or the scale or intensity of activities currently permitted on site.

The application was referred to the NSW Environment Protection Authority (EPA) for comment. The recommended conditions are endorsed by the EPA.

KEY ISSUES

A discussion of all relevant planning issues is contained within the detailed assessment of the application at **Attachment 2**. However, a summary of the key issues and outcomes in relation to the proposed modification, assessed under Section 4.55(1A) of the *Environmental Planning and Assessment Act 1979*, is provided below.

Nature of the Modification
The application seeks to clarify that there is no time limit on the operation of the landfill component of the Mount Vincent Waste or Resource Management Facility. The modification addresses an administrative ambiguity introduced by two 2014 ERM reports, which referenced a 36-year operational timeframe not imposed by the original 1991 approval.

The proposal is administrative in nature and does not alter the approved use, footprint, environmental controls, or development intensity. The facility remains regulated under EPL No. 6116 and subject to all existing conditions of consent.

Odour
The modification does not involve changes to waste types, landfill footprint, or volumes. Odour emissions are expected to remain consistent and will continue to be managed under the EPL and existing conditions of consent.

Noise and Vibration
No changes to machinery, traffic, or operational hours are proposed. Existing noise conditions under the EPL remain in force. The separately approved waste transfer station is enclosed, which will assist in mitigating operational noise in the longer term.

Visual and Aesthetic Impacts
No new structures or external works are proposed. The modification has no effect on the site's built form, landscape, or visual character.

Social Impacts
The modification supports continuity of waste services, including during emergencies. While one submission raised land use concerns, these do not arise from new impacts but from clarification of existing approval terms.

Economic Impacts
Clarifying the facility's operational timeframe supports long-term waste service planning and avoids regulatory uncertainty. No intensification or cost increases are associated with the proposal.

Strategic Land Use Compatibility
The modification does not alter the zoning or land use of the site. Any future planning proposal for adjacent land will be assessed on its own merit. The clarification does not preclude rezoning of nearby land, nor does it extend the facility's function beyond its current approvals.

COMMUNITY CONSULTATION

Public notification of the application was undertaken for a period of 28 days ending 9 April 2025, and one submission was received. A redacted copy of each submission can be found at **Attachment 3.**

A summary of the submission is provided in the following table:

DA/1991/117:4 - MODIFICATION TO WASTE DISPOSAL FACILITY LANDFILL TIME LIMIT - 109 MOUNT VINCENT ROAD EAST MAITLAND (Cont.)

Issue	Summary Response
Ongoing buffer effect on adjoining land The submitter objected to the absence of a defined time limit on the landfill operation. They raised concerns that their land would continue to function as a de facto buffer, limiting development potential.	The modification is administrative and does not change the intensity, use, or footprint of the facility. Environmental risks and performance standards associated with ongoing operations will continue to be regulated under the EPL, regardless of whether the landfill remains active. The EPL includes conditions relating to rehabilitation, air, water, leachate, and landfill gas management, and these controls will remain in force even once the landfill reaches capacity. Monitoring, reporting, and compliance obligations will ensure appropriate environmental protection over the life of the facility
Scenario 1 – Landfill reaches capacity and ceases If the landfill reaches capacity by ~2030 and transitions to a transfer station, the submitter queries whether rezoning of their land could then be pursued.	The broader facility will continue to operate, including the approved waste transfer station (DA 2016/1805). Buffer relevance may evolve, but any rezoning request would require a strategic merit and environmental suitability assessment through standard planning processes.
Scenario 2 – Limited landfill operations continue post-2030 Concerns were raised that if the site continues to receive emergency or Council operational waste, the active landfill designation would persist, extending the perceived buffer indefinitely.	The landfill component will be rehabilitated once capacity is reached, in accordance with EPA Guidelines and Condition 6(ix)43 of the consent. Ongoing EPL controls will regulate any residual operations. The site's buffer status may evolve over time, but is not fixed by this modification.
Request for land acquisition Submitter suggests that Council consider acquiring their land, similar to past acquisitions north of the site.	Land acquisition is not proposed or triggered by this modification. Past acquisitions occurred under different circumstances. Any future acquisition would depend on strategic planning needs and Council policy.
Impact on future rezoning potential The submitter queries whether this modification effectively sterilises their land.	The modification does not prevent future planning proposals. Rezoning requests will be assessed on merit. Council has no policy preventing such consideration, provided strategic justification and supporting environmental studies are provided.

FINANCIAL IMPLICATIONS

There are no financial implications associated with the approval of the subject development application. The costs associated with the continued maintenance of the landfill and existing waste or resource manage are a separate matter for the consideration of Council.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

Statutory implications relating to assessment of the subject application have been addressed in the body of the report.

CONCLUSION

The proposed modification is administrative in nature and does not increase the scale, intensity, or environmental impact of the approved development. It provides clarity around the intended duration of the facility's operations and ensures consistency with the original development approval and current Environmental Protection Licence (EPL No. 6116).

On balance, the proposal serves the public interest by promoting regulatory certainty, supporting strategic waste management objectives, and ensuring the continued availability of essential community infrastructure. The clarification also ensures the facility retains flexibility to respond to community needs, including the disposal of emergency waste in natural disasters (e.g., flood, fire debris), which is a critical resilience function in regional waste management.

This application has been assessed against Section 4.55(1A) and 4.15 of the *Environmental Planning and Assessment Act* 1979 as amended. The proposal is considered acceptable in terms of the relevant matters for consideration under the Act and the modification of consent is recommended for approval subject to the recommended the inclusion of the following conditions of consent:

a) Despite any other provision of this consent, there is no time limit on the operation of the landfill at the waste or resource management facility.

b) The final height of the landfill must be no greater than 59.3 metres AHD, in accordance with DA/1991/117 as modified on 12 June 2018.

City Planning

DA/1991/117:4 - Modification to Waste Disposal Facility Landfill Time Limit - 109 Mount Vincent Road East Maitland

Locality Plan

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 1

DA/1991/117:4 - MODIFICATION TO WASTE DISPOSAL FACILITY LANDFILL TIME LIMIT - 109 MOUNT VINCENT ROAD EAST MAITLAND (Cont.)

City Planning

DA/1991/117:4 - Modification to Waste Disposal Facility Landfill Time Limit - 109 Mount Vincent Road East Maitland

Submissions

Meeting Date: 15 July 2025

Attachment No: 3

Number of Pages: 2

DA/1991/117:4 - MODIFICATION TO WASTE DISPOSAL FACILITY LANDFILL TIME LIMIT - 109 MOUNT VINCENT ROAD EAST MAITLAND (Cont.)

[redacted]

From: [redacted]
Sent: Tuesday, 18 March 2025 8:55 AM
To: Scott Fatches
Subject: Submission re the Application to Extend the Operation of the Waste Disposal Facility

Follow Up Flag: Follow up
Flag Status: Flagged

Property: 22/1298343 – 109 Mount Vincent Road, East Maitland, NSW, 2323
Description: Section 4.55 (1A) Application to include a new condition that there is no time limit on the operation of the Waste Disposal Facility
Applicant: Maitland City Council

[redacted]

Scott, please find below [redacted] **submission** in relation to the Application by the Maitland City Council as shown above.

[redacted] property of 28 hectares is [redacted] of the council waste facility, the only separation being Shamrock Hill Lane.

In the council's application they refer to the fact that there will be no time limit on the operation of the facility, with landfilling be limited to Council's operational waste needs and emergency services. This factor is of great concern to us, as the question is, what does that mean to Rathvale and the use of its property? For over 30 years our property has been the "buffer zone" on the eastern side of the facility, which means in effect the land use is restricted to growing grass and trees, the site cannot be used for any commercial purposes.

I note that the Council be will be using their site as a drop off point and a collection hub for transfer off site. Does this have any implications for Rathvale's land?

There are basically 2 scenarios (maybe there are more scenarios?), and I am not sure which scenario we will face, some council direction on the implications would be helpful.

Scenario 1
In this scenario the waste facility tip face will "effectively" be full by around 2030, and only some space will be left for landfilling by the council for operational waste needs and emergency services. I expect that any landfilling would occur in either the middle or the on the western side of the facility, as the eastern side the tip face is at its maximum height and also will be serving as the Transfer Station?

Under this scenario the Waste Facility will change to a Transfer Station. Does this mean that our property would no longer need to be the "council's buffer zone" on the eastern side of the facility, ultimately allowing our property to be rezoned to some useful commercial purpose. I would expect that land zoning around a Transfer Station will be somewhat more flexible than a Waste Facility with an active tip face?

Scenario 2
Under this scenario, as the Council is still using the site as a waste disposal site with a tip face, albeit on a very low scale, does this mean that the site is still effectively a Waste Facility with an operating tip face? Will our property have to continue as a "buffer zone" with no time limit? This means our property can only ever be used for growing

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grass and trees. In such a scenario, would the Council consider an appropriate offer to buy our land if its use will be restricted with no time limit? The Council has set precedence on this issue, as they acquired the land on the northern side of the waste facility.

In summary we object to the application for a new condition that there is no time limit on the operation of the Waste Disposal Facility, as there is no time frame set, and it could (depending on the Council's interpretation) render our property a "buffer zone" with no time limit.

My submission has posed a number of questions as we do not know the Council's interpretation on what the implications will be for our land as a result of their application. I can be contacted on 0409 764 195 or by email if the council wishes to discuss anything in relation to my submission.

It would be appreciated if a response could be sent acknowledging the receipt of this submission.

11.5 It Must Be Morpeth Marketing Program

FILE NO:	**139/61**
ATTACHMENTS:	**Nil**
RESPONSIBLE OFFICER:	**Director City Planning**
AUTHOR:	**Visitor Economy Officer**
MAITLAND +10	**Outcome 3 Vibrant Maitland**
COUNCIL OBJECTIVE:	**3.1.2 Strengthened and diversified precincts**

EXECUTIVE SUMMARY

This report provides Council an update on the final outcomes of the It Must Be Morpeth Incorporated (IMBM) led Visitor Economy Marketing Program that Council made a $25,000 co-contribution to in 2024-25.

This report also advises that Council officers are continuing to work with IMBM with the aim of coming to a similar arrangement for the 2025-26 financial year.

OFFICER'S RECOMMENDATION

THAT the information contained in this Report be noted.

REPORT

At the Council meeting held Tuesday 9 July 2024, Council was advised of the planned disbursement of up to $25,000 from Council's Visitor Economy Marketing program to It Must Be Morpeth Incorporated (IMBM) for the purpose of marketing Morpeth as a priority destination hub in 2024/25.

The funding request aligned with Council's Delivery Program 2022-26 and the objective to *Support the visitor experience at Morpeth* with a corresponding Operational Plan 2024-25 Action to *Partner with 'It Must be Morpeth' Business Association to establish Morpeth as a priority destination hub in line with the Destination Management Plan.*

Council agreed that, on receipt of an acceptable marketing program and budget from IMBM, funding could be accommodated on the following basis:

- $10,000 in unmatched general marketing funding.
- Up to an additional $15,000 on a matched dollar for dollar basis of marketing funding.

The funding agreement prepared by Council and signed by both parties on Thursday 8 August 2024 outlined a range of deliverables, including a comprehensive acquittal of the program that not only reconciles the financials, but also includes a report on the success of the program as a whole and any insights that can be drawn from this for future campaigns.

IT MUST BE MORPETH MARKETING PROGRAM (Cont.)

Council worked closely with IMBM throughout the campaign period, meeting regularly with IMBM representatives to review the progress of the campaign and discuss opportunities to generate positive visitor economy outcomes for Morpeth and the city as a whole.

The campaign period has now ended. In line with the funding agreement, IMBM submitted a Final Report dated June 2025 which details key outcomes including the success of:

- IMBM Website
- Social Media Platforms (Facebook and Instagram)
- Brochure
- Events and Competitions
- Television Advertising

Council staff are continuing to liaise with IMBM representatives to come to an agreed, IMBM led co-funded visitor economy marketing plan for Morpeth for 2025-26. The total budget for the 2025-26 campaign is anticipated to be of a similar value to the previous year (2024-25) and would align with Council's Delivery Program 2025-29 and the objective of *Investment Attraction* with a corresponding Operational Plan 2025-26 Action to *Prepare and Implement an Investment Attraction and Retention Plan.*

A Council co-contribution of up to $25,000 on the same basis as 2024-25 can be met from Council's City & Visitor Economy operational budget.

The outcomes of any agreed co-funded marketing program will be reported to Council at the conclusion of the plan.

CONCLUSION

IMBM has delivered a successful visitor economy marketing plan for Morpeth and has expended funds as agreed with Council. The ongoing commitment to allocation of equivalent funds in 2025-26 is consistent with an adopted Operational Plan 2025-26 Action and a funding agreement will be developed to facilitate this outcome.

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.

11.6 DA/2024/1115 for Take Away Food and Drink Premises (McDonalds) and Signage at 4 Heritage Drive, Chisholm

FILE NO:	**DA/2024/1115**
ATTACHMENTS:	**1.Locality Plan** **2. Development Plans** **3. Assessment Report (Under Separate Cover)** **4. Recommended Conditions of Consent** **5. Submissions (Under Separate Cover)**
RESPONSIBLE OFFICER:	**Director City Planning** **Manager Development & Compliance** **Coordinator Planning & Development**
AUTHOR:	**Senior Development Planner**
APPLICANT:	**SLR Consulting**
OWNER:	**Chisholm SC Pty Ltd**
PROPOSAL:	**Take Away Food and Drink Premises and Signage**
LOCATION:	**4 Heritage Drive CHISHOLM**
ZONE:	**E1 Local Centre**

EXECUTIVE SUMMARY

*A development application (DA/2024/1115) has been received seeking consent for a Take Away Food and Drink Premises and Signage at 4 Heritage Drive Chisholm. The locality plan can be viewed in **Attachment 1.***

The application was reported to the 17 June 2025 Council meeting, where Council resolved to defer its determination in order to request the applicant amend the hours of operation to more reasonable and appropriate trading hours, considering the site's context, surrounding land uses, community concerns, and potential amenity impacts.

*Following discussions with Council planning staff, the applicant clarified that whilst the proposal demonstrated compliance with the relevant heads of consideration, in response to concerns raised by Councillors and neighbouring residents, the applicant has now proposed to amend the trading hours to **5am-12am daily.***

*The following report presents a summary of the key issues with a detailed assessment report provided in **Attachment 3** of this report. 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 contained within **Attachment 4** of this report.*

OFFICER'S RECOMMENDATION

THAT

1. **DA/2024/1115 for Take Away Food and Drink Premises and Signage at 4 Heritage Drive, Chisholm be approved subject to the recommended schedule of conditions provided in Attachment 4 of this report.**

BACKGROUND

Response to concerns raised at the 17 June 2025 Council Meeting

Hours of operation

The McDonald's forms part of the approved Chisholm Plaza Shopping Centre, which includes a mix of commercial activities operating under varying approved hours. In accordance with development consent for the Chisholm Plaza Shopping Centre (DA/2021/1702), the conditioned operating hours for each activity within the centre are as follows:

- 7am–10pm (Mon–Sun) – Supermarket, retail shops, medical centre
- 7am–7pm (Mon–Fri) – Childcare Centre
- 24/7 – Gym
- 5am–10pm (Mon–Sun) – Swimming Pool
- 6am–10pm (Mon–Sun) – Food and Drink premises
- 9am–12am (Mon–Sun) – Pub
- 7am–7pm (Mon–Sun) – Car Wash
- 7am–10:30pm (Mon–Sun) – Basement Carpark

The applicant contends that, given the range of approved activities and their operating hours, the shopping centre will generate activity, including vehicle movements, at various times of the day and night via the approved access from Settlers Boulevard. It is also stated that the technical assessments submitted with the application demonstrate that a 24/7 operation can function safely and effectively in this location, and that the proposal complies with all relevant considerations under the *EP&A Act 1979*. The applicant further notes that Maitland Council had previously recommended approval of the DA with 24/7 trading.

However, in response to concerns raised by Councillors and neighbouring residents, the applicant has now proposed to amend the trading hours to **5am-12am daily.**

Headlight glare

During the Council meeting concern was raised regarding potential headlight glare impacting residential properties on the eastern side of Settlers Boulevard, resulting from vehicles exiting the shopping complex and using the drive-through. It is noted that Councillors suggested additional vegetation screening within the road reserve as a possible measure to mitigate any such impacts.

In response, the applicant refers to the Landscape Plan prepared by Site Image Landscape Architecture (Revision B, dated 21/03/2025), which identifies proposed landscaping, including screen planting along the northern boundary. This landscaping will have an initial height of around 1m and a mature height of 3m, and it is considered this landscaping will adequately screen or minimise any potential headlight spill affecting nearby residential properties. The landscape plans form part of the approved documents. A condition of consent requires the landscape works be undertaken in accordance with the approved landscape plans prior to the issue of an occupation certificate.

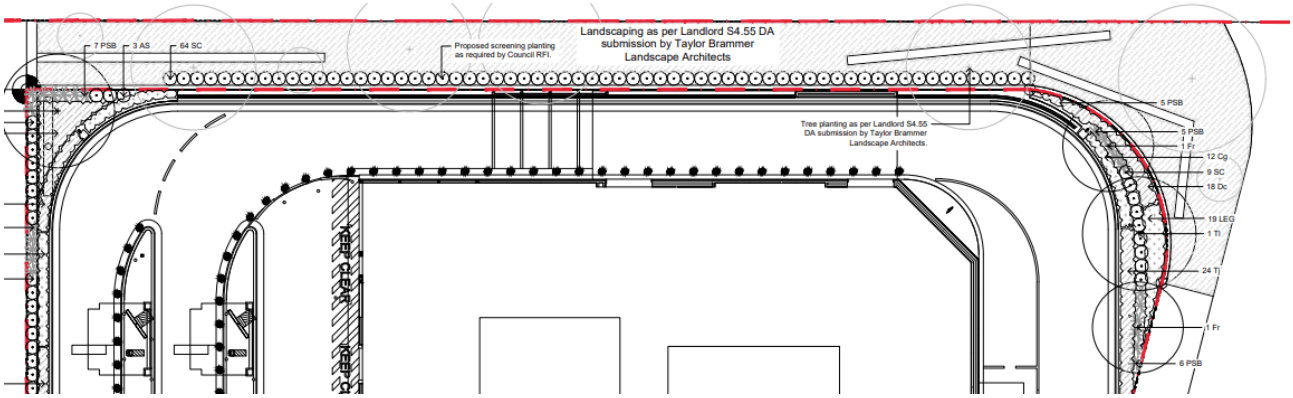

Figure 1: proposed landscaping along the Settlers Boulevard frontage (source: Landscape Plan prepared by Site Image Landscape Architecture, Revision B, dated 21/03/2025)

Deliveries and waste collection

Deliveries and waste collection are proposed to occur between the hours of 5am-10pm (Monday-Sunday, including public holidays) as informed by the submitted Noise Impact Assessment (NIA). This arrangement was reviewed and confirmed as acceptable by Council. Conditions of consent are included restricting the hours of deliveries and waste collection to 5am-10pm.

Traffic Impacts

Traffic impacts have been addressed in a Traffic Impact Assessment (TIA) submitted by the applicant as part of the supporting documentation, which confirms the surrounding road network operates efficiently and has capacity to accommodate the estimated 90 additional vehicle movements per hour during peak periods. Access arrangements remain unchanged, and pedestrian safety will be enhanced through a raised crossing near the drive-through exit. Delivery and servicing will occur outside peak periods and are appropriately managed. Overall, the development meets access, parking, and traffic requirements and is not expected to result in adverse impacts to the built environment.

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

Statutory implications relating to assessment of the subject application have been addressed in the body of the report.

CONCLUSION

This application has been assessed against Section 4.15(1) of the Environmental Planning and Assessment Act 1979 as amended. The proposed development is considered acceptable in terms of the relevant matters for consideration under the Act and the development application is recommended for approval subject to the recommended conditions contained within **Attachment 4**.

City Planning

DA/2024/1115 for Take Away Food and Drink Premises (McDonalds) and Signage at 4 Heritage Drive, Chisholm

Locality Plan

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 1

DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)

City Planning

DA/2024/1115 for Take Away Food and Drink Premises (McDonalds) and Signage at 4 Heritage Drive, Chisholm

Development Plans

Meeting Date: 15 July 2025

Attachment No: 2

Number of Pages: 12

DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)

ENTRY

PLAYPLACE

CORRAL

DRIVETHRU

Revisions				
E	REVISED DA ISSUE	01.05.2025	SH	DS
D	REVISED DA ISSUE	18.03.2025		DS
B	DA ISSUE	20.01.2025	SH	BA
A	DA ISSUE	12.12.2024	SH	DS
Issue	Description	Date	Chk	Int

General Notes

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Drawing Notes

Client
McDonald's Australia Limited
ABN. 43 008 496 928
~~02 9875 6666~~

Project Manager

Architect
ABN 34 001 485 436
Richmond+Ross
CONSULTING ENGINEERS AND PROJECT LEADERS
Suite 2.02, 1 Chandos Street , St Leonards NSW 2065
TEL: (02) 9490 9600 FAX: (02) 94381224

Project
McDONALDS CHISHOLM
Lot 11 DP 1280255

Location
CHISHOLM PLAZA
4 HERITAGE DRIVE
CHISHOLM NSW 2322

DA ISSUE
NOT TO BE USED DURING CONSTRUCTION

Scale	Series
@ A3	SPECIAL (BASED ON MOD-2024-02)

Drawing
3D VIEWS

Project Number	Drawing Number	Issue
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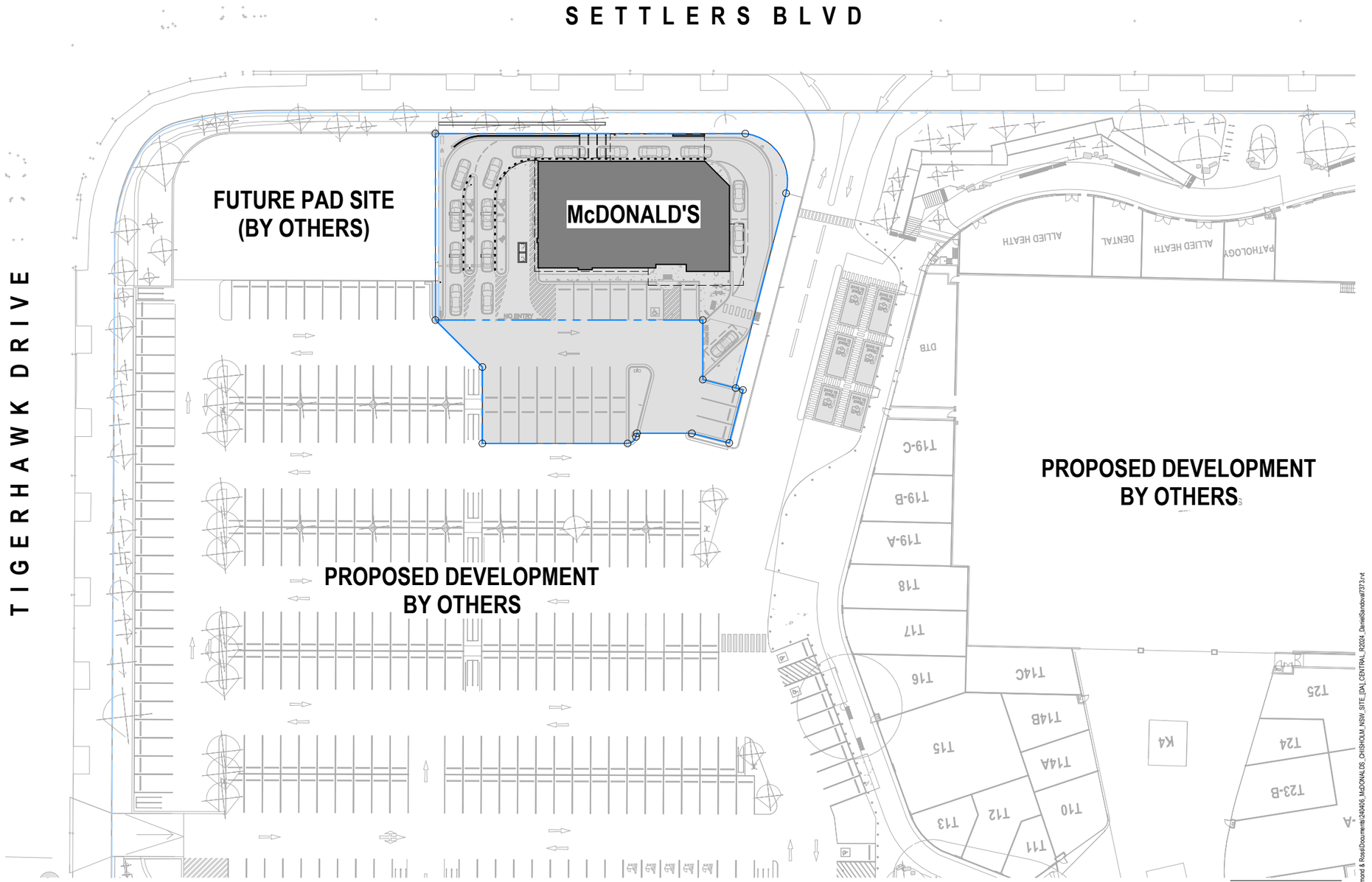
File Name C:\Users\dimas\OneDrive - Richmond & Ross\Documents\240406_McDONALDS_CHISHOLM_NSW_SITE_[DA]_CENTRAL_R2024_DanielSandoval7373.rvt

maitland CITY COUNCIL

DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)



DA ISSUE
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Drawing Notes

North

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02 9875 6666
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Project
McDONALDS CHISHOLM
Lot 11 DP 1280255

Location
CHISHOLM PLAZA
4 HERITAGE DRIVE
CHISHOLM NSW 2322

Scale
1 : 500 @ A3

Series
SPECIAL (BASED ON MOD-2024-03)

Drawing
OVERALL SITE PLAN

Project Number	Drawing Number	Issue
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maitland CITY COUNCIL

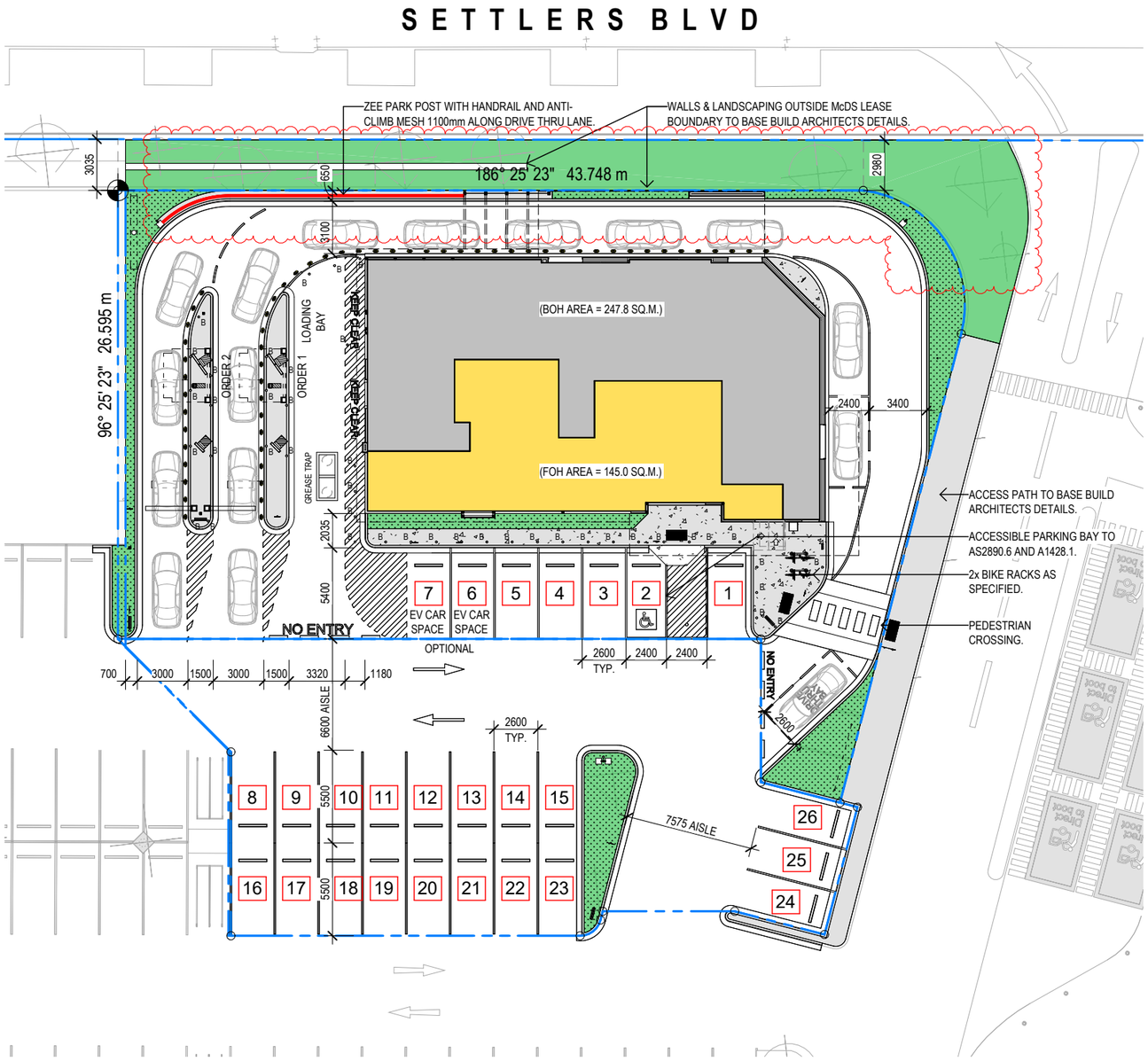
DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)

NOTES

1. LEASE AREA = 1323 SQ.M.
   PARKING LEASE AREA = 602 SQ.M.
   BUILDING FOOTPRINT = 410.2 SQ.M.
   BUILDING AREA = 145 SQ.M
   (BOH AREA = 247.8 SQ.M.)

2. DINING ROOM SEATING CAPACITY = 52 SEATS.

3. PARKING: 26 CAR SPACES.
   9 X 2600 X 5400 CAR SPACES (1, 3-7, 24-26).
   16 X 2600 X 5500 CAR SPACES (8-23).
   1 X 2400 X 5400 ACCESSIBLE SPACE WITH
   2400 X 5400 SHARED SPACE.
   13 CARS IN DRIVE THRU QUEUE.
   1 X 2600 X 5400 3RD WINDOW WAITING BAY.
   1 X 2600 X 5400 WAITING BAY.
   1 X LOADING BAY.



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D	REVISED DA ISSUE	18.03.2025		DS
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Drawing Notes

North

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Project Manager

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TEL: (02) 9490 9600 FAX: (02) 94381224

Project
McDONALDS CHISHOLM
Lot 11 DP 1280255

Location
CHISHOLM PLAZA
4 HERITAGE DRIVE
CHISHOLM NSW 2322

DA ISSUE
NOT TO BE USED DURING CONSTRUCTION

Scale: 1 : 250 @ A3
Series: SPECIAL (BASED ON MOD-2024-02)
Drawing: SITE PLAN
Project Number: 240406
Drawing Number: DA004
Issue: E

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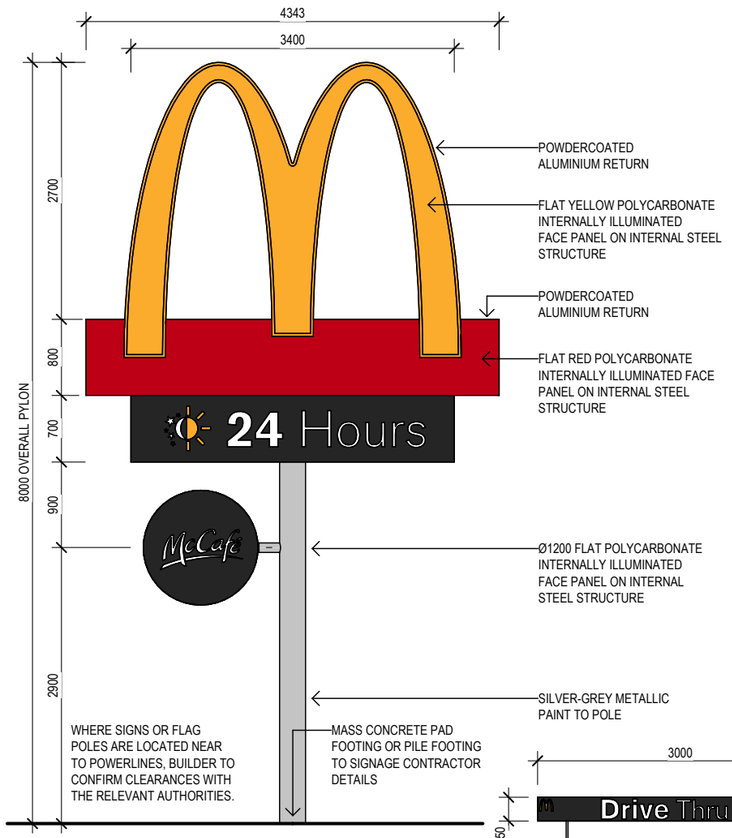
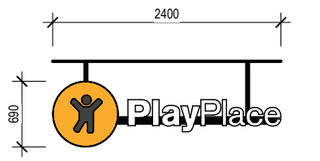
DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)

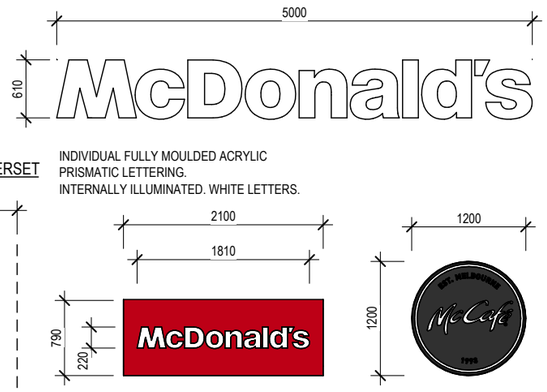


S1 PYLON SIGN
1 : 50



YELLOW LOGO WITH INDIVIDUAL POLYCARBONATE LETTERING FIXED TO FRAME. INTERNALLY ILLUMINATED. WHITE LETTERS.

S2A/B PLAYPLACE
1 : 50



S2C/D McDS LETTERSET
1 : 50

INDIVIDUAL FULLY MOULDED ACRYLIC PRISMATIC LETTERING. INTERNALLY ILLUMINATED. WHITE LETTERS.

YELLOW FLAT FACE POLYCARBONATE LOGO. INTERNALLY ILLUMINATED. YELLOW LOGO

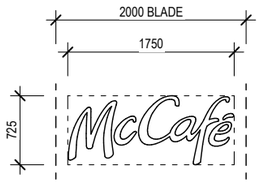
S3A/B/C/D WALL SIGN
1 : 50

LED ILLUMINATED WORDMARK ONLY. RED CLIP TO BE CONSTRUCTED BY THE BUILDER.

S4 ENTRY CLIP
1 : 50

FABRICATED METAL BUTTON SIGN. OPAL FACES WITH BLACK VINYL GRAPHICS. LED ILLUMINATION.

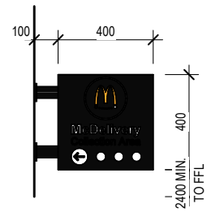
S5A WALL SIGN - BUTTON
1 : 50



INDIVIDUAL HALO ILLUMINATED REVERSE PAN FABRICATED ALUMINIUM CHANNEL LETTERS. BRUSHED ALUMINIUM FINISH.

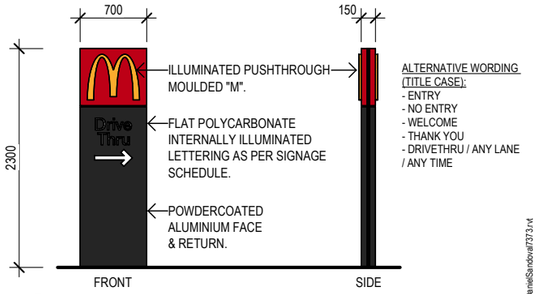
S5B WALL SIGN
1 : 50

S3E WALL SIGN
SIZE: 1909 x 1670 x 178.



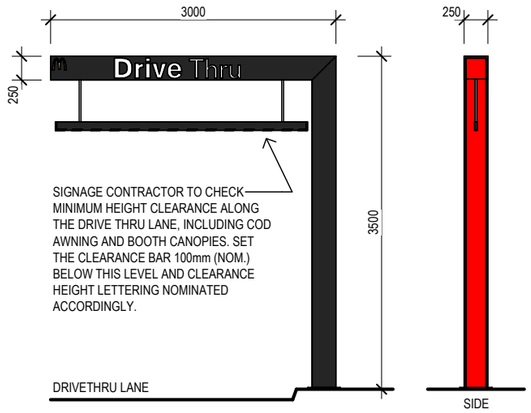
FABRICATED METAL SIGN. OPAL FACES WITH BLACK VINYL GRAPHICS. LED ILLUMINATION.

S6 McDELIVERY SIGN
1 : 20

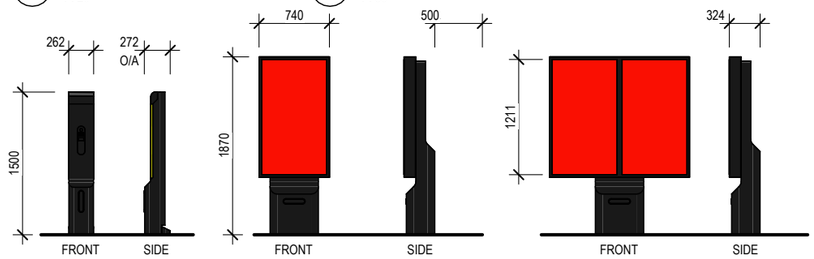


ALTERNATIVE WORDING (TITLE CASE):
- ENTRY
- NO ENTRY
- WELCOME
- THANK YOU
- DRIVETHRU / ANY LANE / ANY TIME

S8 WAYFINDING SIGN
1 : 50



S9 HEIGHT CLEARANCE GANTRY
1 : 50



S7A/B S7C/D S7E/F

S7 CUSTOMER ORDER
1 : 50

DA ISSUE
NOT TO BE USED DURING CONSTRUCTION

Revisions				
Issue	Description	Date	Chk	Int
D	REVISED DA ISSUE	18.03.2025		DS
B	DA ISSUE	20.01.2025	SH	BA
A	DA ISSUE	12.12.2024	SH	DS

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Drawing Notes

Client: McDonald's Australia Limited, ABN. 43 008 496 928, 02 9875 6666
Project Manager

Architect: Richmond+Ross, CONSULTING ENGINEERS AND PROJECT LEADERS, ABN 34 001 485 436, Suite 2.02, 1 Chandos Street, St Leonards NSW 2065, TEL: (02) 9490 9600, FAX: (02) 9438 1224

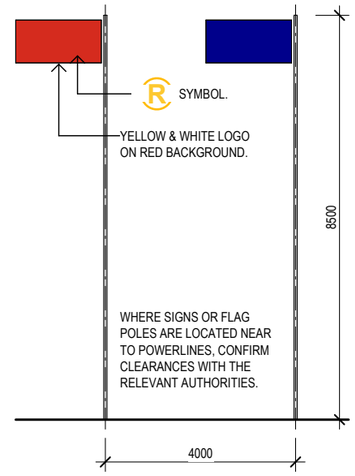
Project: McDONALDS CHISHOLM, Lot 11 DP 1280255
Location: CHISHOLM PLAZA, 4 HERITAGE DRIVE, CHISHOLM NSW 2322

Scale: As indicated @ A3
Series: SPECIAL (BASED ON MOD-2024-03)
Drawing: SIGNAGE DETAILS

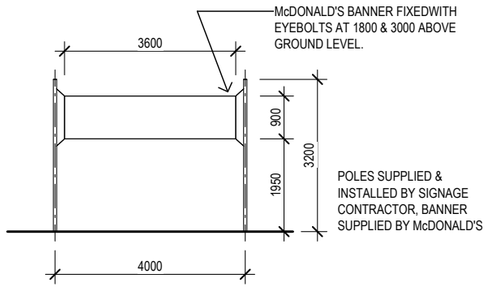
Project Number	Drawing Number	Issue
240406	DA011	D

File Name: C:\Users\dimas\OneDrive - Richmond & Ross\Documents\240406_McDONALDS_CHISHOLM_NSW_SITE_[DA]_CENTRAL_R2024_DanielSandoval7373.rvt

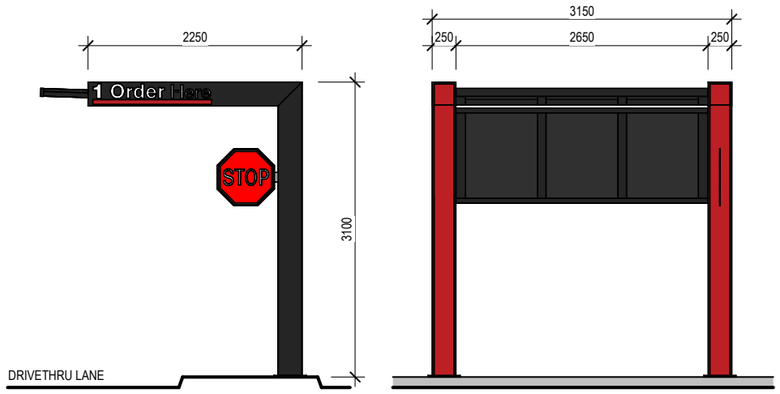
DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)



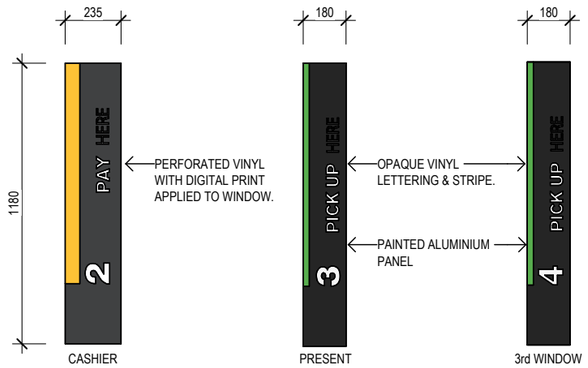
S12 FLAGPOLES
1 : 100



S14 BANNER POLES
1 : 100



S10 ORDER CANOPY
1 : 50



S13 INFORMATION BOARDS
1 : 20

Revisions				
Issue	Description	Date	Chk	Int
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A	DA ISSUE	12.12.2024	SH	DS

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Project Manager

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Richmond+Ross
CONSULTING ENGINEERS AND PROJECT LEADERS
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TEL: (02) 9490 9600 FAX: (02) 94381224

Project
McDONALDS CHISHOLM
Lot 11 DP 1280255
Location
CHISHOLM PLAZA
4 HERITAGE DRIVE
CHISHOLM NSW 2322

DA ISSUE
NOT TO BE USED DURING CONSTRUCTION

Scale	Series
As indicated @ A3	SPECIAL (BASED ON MOD-2024-02)

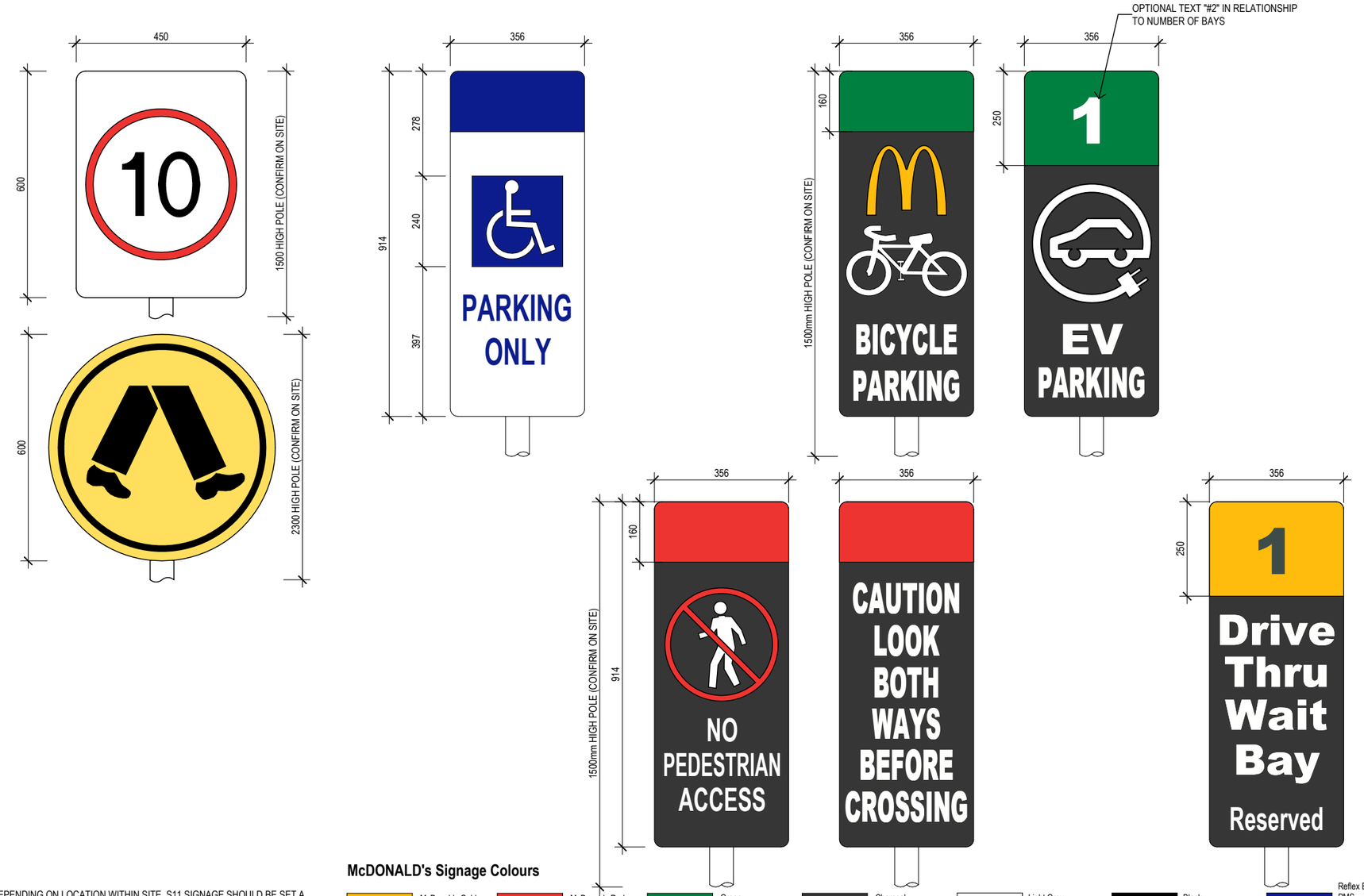
Drawing
SIGNAGE DETAILS

Project Number	Drawing Number	Issue
240406	DA012	B

File Name C:\Users\dimas\OneDrive - Richmond & Ross\Documents\240406_McDONALDS_CHISHOLM_NSW_SITE_[DA]_CENTRAL_R2024_DanielSandoval7373.rvt

maitland CITY COUNCIL

DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)



McDONALD's Signage Colours

DEPENDING ON LOCATION WITHIN SITE, S11 SIGNAGE SHOULD BE SET A MINIMUM OF 2m ABOVE TOP OF KERB TO PREVENT OBSTRUCTION TO OCCASIONAL PEDESTRIANS, OR TO REDUCE INTERFERENCE FROM PARKED VEHICLES. IF THIS DOESN'T APPLY, SIGNAGE HEIGHTS SHALL BE SET AS NOTED.

	McDonalds Gold	McDonalds Red	Green	Charcoal	Light Grey	Black	Reflex Blue
PMS	1235 C	2035 C	350 C	Cool Gray 11C	Cool Gray 1C	Black 6 C	Reflex Blue
CMYK	0.29.96.0	0.100.95.0	80.43.86.42	0.0.0.80	0.0.0.8	82.71.59.75	100.96.13.9
RGB	255.188.13	219.0.7	43.82.51	45.45.45	247.247.247	16.24.32	0.22.137
HEX	FFBC0D	DB0007	2B5233	2D2D2D	B69A81	101820	001689

DA ISSUE
NOT TO BE USED DURING CONSTRUCTION

Revisions

Issue	Description	Date	Chk	Int
B	DA ISSUE	20.01.2025	SH	BA
A	DA ISSUE	12.12.2024	SH	DS

General Notes

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Drawing Notes

Client
McDonald's Australia Limited
ABN. 43 008 496 928
02 9875 6666
Project Manager

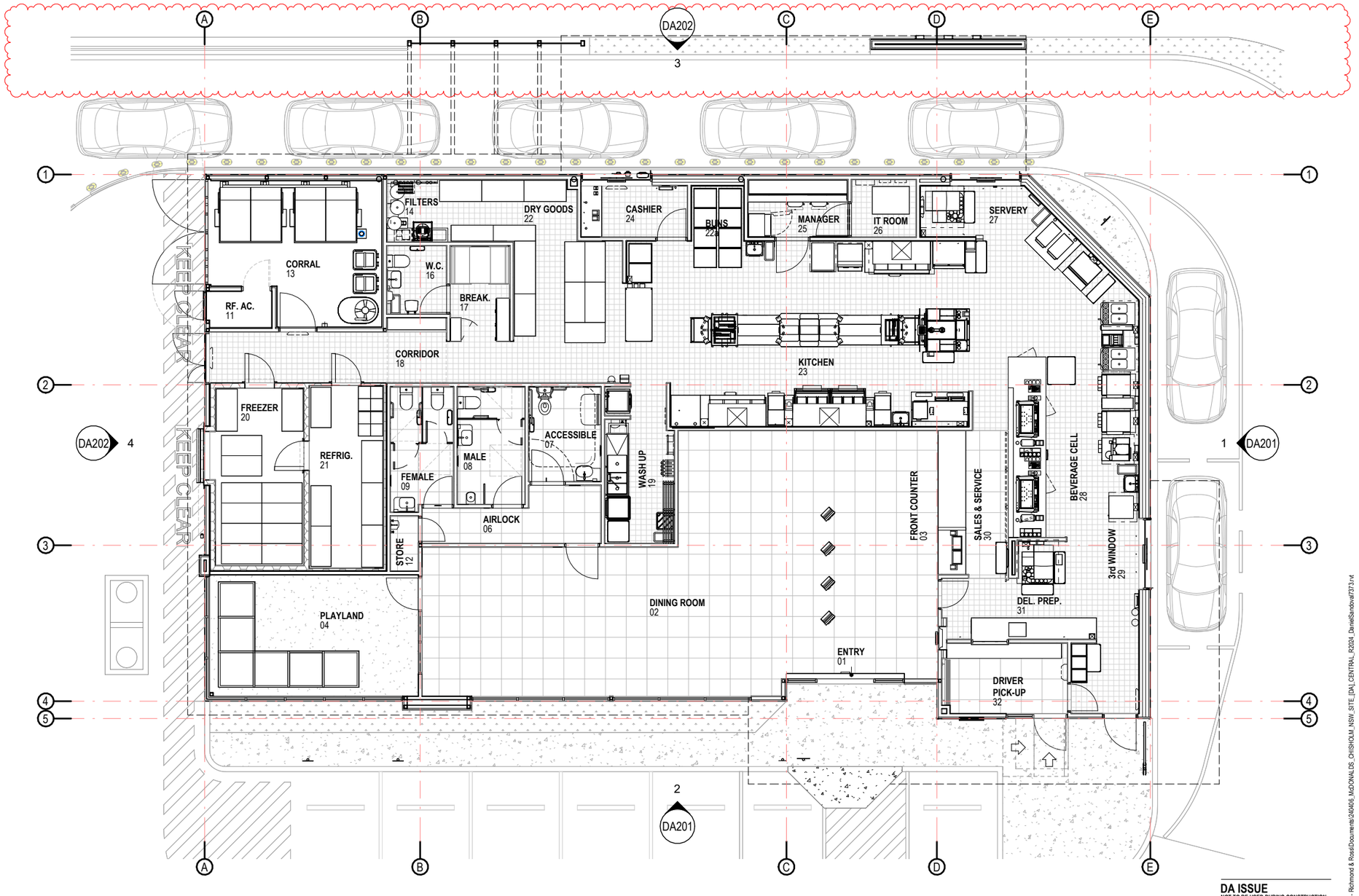
Architect
Richmond+Ross
CONSULTING ENGINEERS AND PROJECT LEADERS
ABN 34 001 486 436
Suite 2.02, 1 Chandos Street , St Leonards NSW 2065
TEL: (02) 9490 9600 FAX: (02) 94381224

Project
McDONALDS CHISHOLM
Lot 11 DP 1280255
Location
CHISHOLM PLAZA
4 HERITAGE DRIVE
CHISHOLM NSW 2322

Scale: 1 : 10 @ A3
Series: SPECIAL (BASED ON MOD-2024-03)
Drawing: SIGNAGE DETAILS
Project Number: 240406
Drawing Number: DA013
Issue: B

File Name: C:\Users\danielsi\OneDrive - Richmond & Ross\Documents\240406_McDONALDS_CHISHOLM_NSW_SITE_[DA]_CENTRAL_R2024_DanielSandoval7373.rvt

DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)



Revisions				
Issue	Description	Date	Chk	Int
E	REVISED DA ISSUE	01.05.2025	SH	DS
D	REVISED DA ISSUE	18.03.2025		DS
C	DA ISSUE	28.01.2025	SH	DS

General Notes

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Drawing Notes

Client
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Project
McDONALDS CHISHOLM
Lot 11 DP 1280255
Location
CHISHOLM PLAZA
4 HERITAGE DRIVE
CHISHOLM NSW 2322

DA ISSUE
NOT TO BE USED DURING CONSTRUCTION

Scale: 1 : 100 @ A3
Series: SPECIAL (BASED ON MOD-2024-03)
Drawing: PROPOSED FLOOR PLAN
Project Number: 240406
Drawing Number: DA101
Issue: E

File Name: C:\Users\danielsl\OneDrive - Richmond & Ross\Documents\240406_McDONALDS_CHISHOLM_NSW_SITE_[DA]_CENTRAL_R2024_DanielSandowa7373.rvt

maitland CITY COUNCIL

DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)

Revisions				
Issue	Description	Date	Chk	Int
E	REVISED DA ISSUE	01.05.2025	SH	DS
D	REVISED DA ISSUE	18.03.2025		DS
B	DA ISSUE	20.01.2025	SH	BA
A	DA ISSUE	12.12.2024	SH	DS

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Drawing Notes

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Project Manager

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Project
McDONALDS CHISHOLM
Lot 11 DP 1280255

Location
CHISHOLM PLAZA
4 HERITAGE DRIVE
CHISHOLM NSW 2322

DA ISSUE
NOT TO BE USED DURING CONSTRUCTION

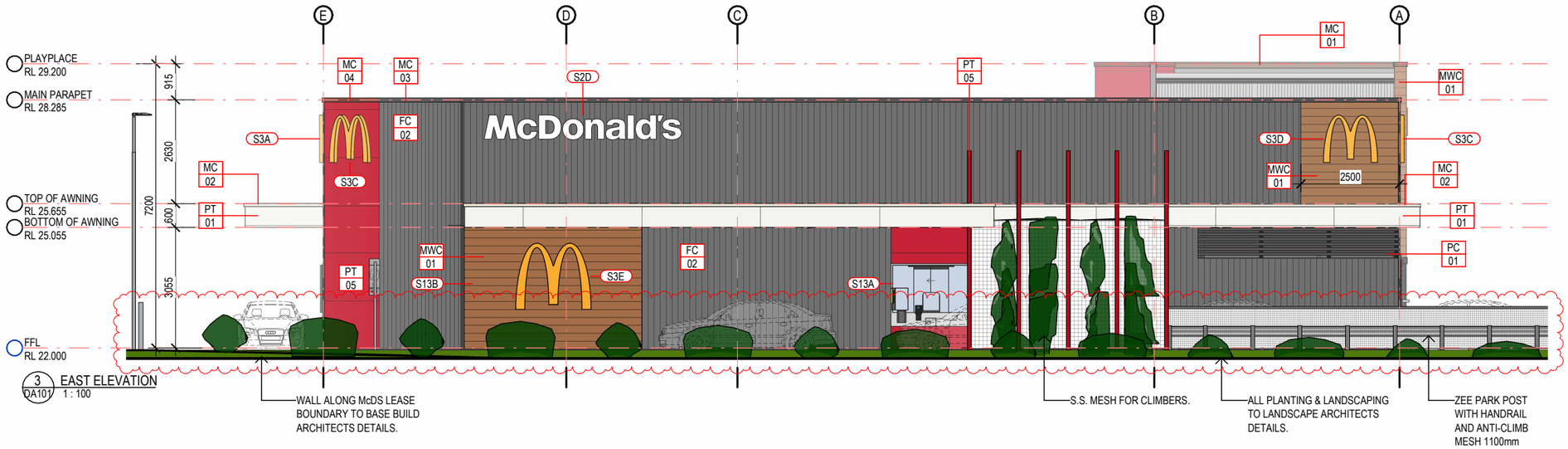
Scale	Series
1 : 100 @ A3	SPECIAL (BASED ON MCD-2024-03)

Drawing
SOUTH & WEST BUILDING ELEVATIONS

Project Number	Drawing Number	Issue
240406	DA201	E

File Name C:\Users\danielsi\OneDrive - Richmond & Ross\Documents\240406_MCDONALDS_CHISHOLM_NSW_SITE_[DA]_CENTRAL_R2024_DanielSandovalr3737.rvt

DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)



3 DA101 EAST ELEVATION 1 : 100

4 DA101 NORTH ELEVATION 1 : 100

Revisions				
Issue	Description	Date	Chk	Int
E	REVISED DA ISSUE	01.05.2025	SH	DS
D	REVISED DA ISSUE	18.03.2025		DS
B	DA ISSUE	20.01.2025	SH	BA
A	DA ISSUE	12.12.2024	SH	DS

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Drawing Notes

Client
McDonald's Australia Limited
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02 9875 6666
Project Manager

Architect
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TEL: (02) 9490 9600 FAX: (02) 94381224

Project
McDONALDS CHISHOLM
Lot 11 DP 1280255

Location
CHISHOLM PLAZA
4 HERITAGE DRIVE
CHISHOLM NSW 2322

DA ISSUE
NOT TO BE USED DURING CONSTRUCTION

Scale: 1 : 100 @ A3
Series: SPECIAL (BASED ON MCD-2024-03)
Drawing: EAST & NORTH BUILDING ELEVATIONS
Project Number: 240406
Drawing Number: DA202
Issue: E

File Name: C:\Users\danielsi\OneDrive - Richmond & Ross\Documents\240406_McDONALDS_CHISHOLM_NSW_SITE_[DA]_CENTRAL_R2024_DanielSandovalr3737.rvt

maitland CITY COUNCIL

DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)

EXTERNAL FINISHES SCHEDULE

CODE	No.	AREA	DESCRIPTION	MANUFACTURER	COLOUR	IMAGE
FC	02	MAIN BUILDING WALLS	FIBRE CEMENT WEATHERTEX VERTICAL WEATHERBOARDS	WEATHERTEX	WAYWARD GREY PG1G8	
MC	01	PARAPET CAPPING - ADJACENT TIMBER LOOK CLADDING (PLAYLAND)	PREFINISHED METAL CAPPING / FLASHING	COLORBOND	JASPER	
MC	02	PARAPET CAPPING - AWNINGS	PREFINISHED METAL CAPPING / FLASHING	COLORBOND	SURFMIST	
MC	03	PARAPET CAPPING - MAIN BUILDING WALLS	PREFINISHED METAL CAPPING / FLASHING	COLORBOND	WOODLAND GREY	
MC	04	PARAPET CAPPING	PREFINISHED METAL CAPPING / FLASHING	COLORBOND	MANOR RED	
MWC	01	PLAYPLACE & PARAPETS	TIMBER LOOK ALUMINIUM CLADDING SYSTEM USING KNOTWOOD 200mm CLADDING PROFILE	KNOTWOOD	LIGHT OAK	
MWC	02	ROOF WELL (INTERNAL PARAPET LINING)	CUSTOM ORB CORRUGATED STEEL RIVET FIXED VERTICALLY TO FRAMES	LYSAGHT	ZINCALUME	

EXTERNAL FINISHES SCHEDULE

CODE	No.	AREA	DESCRIPTION	MANUFACTURER	COLOUR	IMAGE
PC	01	CORRAL BATTENS & ROOF ACCESS, ELEC. ROOM DOORS	POWDERCOAT FINISH	DULUX DURATEC ZEUS	LUNAR ECLIPSE SATIN (BLACK)	
PC	02	ALUMINIUM WINDOWS & DOOR FRAMES. REFER NOTE 1.	POWDERCOAT FINISH	DULUX DURATEC ZEUS	LUNAR ECLIPSE SATIN (BLACK)	
PT	01	FASCIAS (RIBBON)	PAINT FINISH. REFER SPECIFICATION FOR DETAILS ON PAINT TYPE & APPLICATION	DULUX	VIVID WHITE PW1H9	
PT	02	MAIN BUILDING WALLS	PAINT FINISH. REFER SPECIFICATION FOR DETAILS ON PAINT TYPE & APPLICATION	DULUX	WAYWARD GREY PG1G8	
PT	05	BLADE WALL & DRIVETHRU WINDOWS	PAINT FINISH. REFER SPECIFICATION FOR DETAILS ON PAINT TYPE & APPLICATION	DULUX	DULUX HOT LIPS PB1F2	
STN	01	DRIVETHRU WINDOW SILL & SURROUND	RECONSTITUTED STONE. REFER TO DECOR DOCUMENTS	REFER DECOR	REFER DECOR	

Revisions

Issue	Description	Date	Chk	Int
B	DA ISSUE	20.01.2025	SH	BA
A	DA ISSUE	12.12.2024	SH	DS

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Drawing Notes

Client
McDonald's Australia Limited
ABN. 43 008 496 928
02 9879 6666

Project Manager

Architect
ABN 34 001 486 436
Richmond+Ross
CONSULTING ENGINEERS AND PROJECT LEADERS
Suite 2.02, 1 Chandos Street , St Leonards NSW 2065
TEL: (02) 9490 9600 FAX: (02) 94381224

Project
McDONALDS CHISHOLM
Lot 11 DP 1280255

Location
CHISHOLM PLAZA
4 HERITAGE DRIVE
CHISHOLM NSW 2322

DA ISSUE
NOT TO BE USED DURING CONSTRUCTION

Scale: @ A3
Series: SPECIAL (BASED ON MOD-2024-03)
Drawing: FINISHES SCHEDULE
Project Number: 240406
Drawing Number: DA205
Issue: B

File Name: C:\Users\danielsi\OneDrive - Richmond & Ross\Documents\240406_McDONALDS_CHISHOLM_NSW_SITE_[DA]_CENTRAL_R2024_DanielSandoval7373.rvt

maitland CITY COUNCIL

McDonalds Chisholm

Chisholm Plaza 4 Heritage Drive Chisholm NSW, 2322

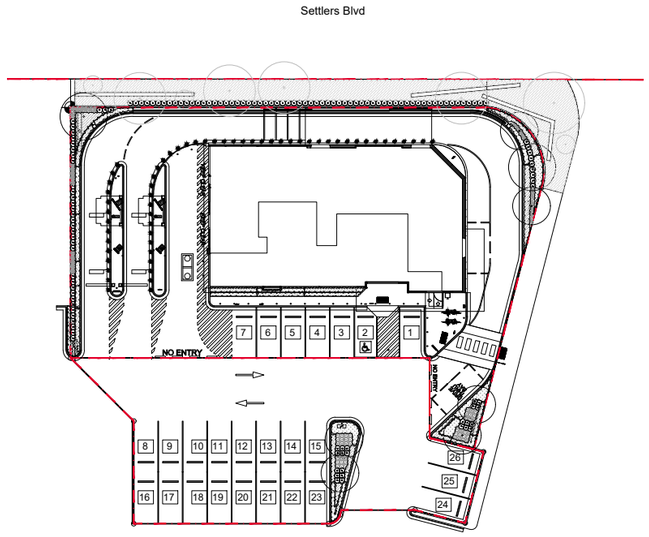
Landscape Development Application

DRAWING SCHEDULE

Dwg No.	Drawing Title	Scale
000	Landscape Coversheet	1:250
101	Landscape Plan	1:100
501	Landscape Details	N/A

Proposed Plant Schedule

Symbol	Botanical Name	Common Name	Mature Height (M)	Mature Spread (M)	Spacings	Pot Size	Total
Trees							
Fr	*Fraxinus* 'Raywoodii'	Claret Ash	8	4	As Shown	100L	2
Zs	*Zelkova serrata* 'Green Vase'	Green Vase Japanese Elm	8	4	As Shown	100L	4
TL	*Tristaniopsis* 'Luscious'	Water Gum	9	5	As Shown	100L	2
Shrubs & Accents							
SC	*Syzygium Cascade*	Cascade Lillypilly	3	2	As Shown	300mm	105
PSB	*Phormium* 'Surfer Boy'	Surfer Boy Flax	1	1	As Shown	300mm	33
WJG	*Westringia* 'Jervis Gem'	Costal Rosemary	1	1	As Shown	300mm	22
CBJ	Callistemon 'Better John'	Dwarf Bottlebrush	0.6	0.5	As Shown	300mm	42
Groundcovers / Grasses							
Cg	*Carpobrotus glaucascens 'Aussie Rambler'*	Pig Face	0.2	1	5.00/m2	150mm	72
Dc	*Dianella caerulea*	Blue Flax Lily	0.5	0.5	5.00/m2	150mm	58
LEG	*Liriope* 'Evergreen Giant'	Giant Liriope	0.6	0.6	5.00/m2	150mm	89
Tj	*Trachelospermum jasminoides*	Star Jasmine	0.15	2	5.00/m2	150mm	152
Pt	*Pachysandra terminalis*	Japanese Splurege	0.5	0.3	5.00/m2	150mm	10



Site Plan | 1:250

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The contractor shall check and verify all work on site (including work by others) before commencing the landscape installation. Any discrepancies are to be reported to the Project Manager or Landscape Architect prior to commencing work. Do not scale this drawing. Any required dimensions not shown shall be referred to the Landscape Architect for confirmation.

A1

Issue	Revision Description	Drawn	Check	Date
B	Screen Planting Added Per Council RFI	JW	NM	21.03.2025
A	Preliminary	LP	NM	06.12.2024

S I T E I M A G E
Landscape Architects
Level 1, 3-5 Baptist Street
Redfern NSW 2016
Australia
Tel: (61 2) 8332 5600
Fax: (61 2) 9698 2877
www.siteimage.com.au

Client
McDonalds Australia Limited

Drawing Name
Landscape Coversheet

Project
McDonalds Chisholm
Chisholm Plaza 4 Heritage Drive
Chisholm NSW, 2322

PRELIMINARY

Scale 1:250 @ A1
0 2 4 6 10m

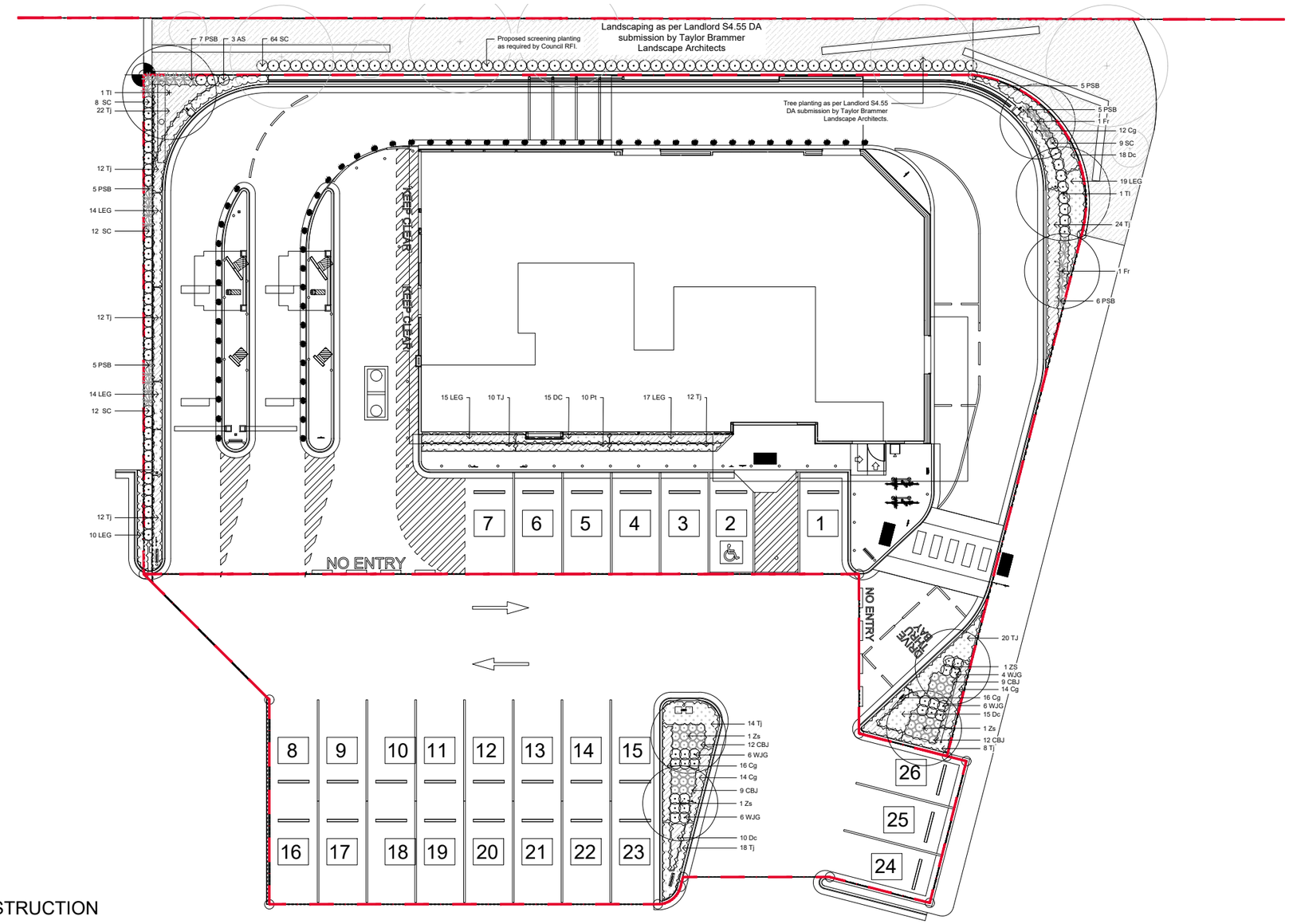
Job Number
SS24-5428

Drawing Number
000

Issue
B

maitland CITY COUNCIL

DA/2024/1115 FOR TAKE AWAY FOOD AND DRINK PREMISES (MCDONALDS) AND SIGNAGE AT 4 HERITAGE DRIVE, CHISHOLM (Cont.)



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A1

Issue	Revision Description	Drawn	Check	Date
B	Screen Planting Added Per Council RFI	JW	NM	21.03.2025
A	Development Application	LP	NM	06.12.2024

Legend

- Property Boundary
- Proposed Trees — Refer Plant Schedule
- Shrubs & Accents — Refer Plant Schedule
- Grasses & Groundcovers — Refer Plant Schedule
- Landscaping as per Landlord S4.55 DA submission by Taylor Brammer Landscape Architects

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Client: McDonalds Australia Limited

Project: McDonalds Chisholm
Chisholm Plaze 4 Heritage Drive
Chisholm NSW, 2322

Drawing Name: Landscape Plan

PRELIMINARY

Scale 1:100 @ A1 (0 1 2 3 4 5m)

Job Number: SS24-5428
Drawing Number: 101
Issue: B

maitland CITY COUNCIL

City Planning

DA/2024/1115 for Take Away Food and Drink Premises (McDonalds) and Signage at 4 Heritage Drive, Chisholm

Recommended Conditions of Consent

Meeting Date: 15 July 2025

Attachment No: 4

Number of Pages: 13

maitland CITY COUNCIL

Attachment 4

Draft Conditions of Consent – DA/2024/1115

General Conditions

1 **Approved plans and supporting documentation**

Development must be carried out in accordance with the following approved plans and documents, except where the conditions of this consent expressly require otherwise.

Approved plans

Plan number	Revision number	Drawing number	Drawn by	Date of plan
Architectural Plans / 240406	E	DA000, DA001, DA003, DA004, DA010, DA011, DA012, DA013, DA101, DA201, DA202, DA205	Richmond + Ross	01/05/2025
Landscape Plan / SS24-5428	B	000, 101, 501	Site Image Landscape Architects	21/03/2025
Civil Plans / 240001-05	C	C100, C101, C102, C103, C200, C201, C202, C300, C301, C302, C303, C400, C401, C402	Entec Consultants	22/04/2025

Approved documents

Document title	Version number	Prepared by	Date of document
Access Report / 25000182	-	MBC Group	18/03/2025
Noise Impact Assessment / MAC242119-01RP1V2	-	Muller Acoustic Consulting	13/12/2024
Operational Management Plan / 610.032316.00001	-	SLR Consulting	16/12/2024
Plan of Management / 610.032316.00001-POM-L0.1-	-	SLR Consulting	16/12/2024

In the event of any inconsistency between the approved plans and documents, the approved **Plans** prevail.

In the event of any inconsistency with the approved plans and a condition of this consent, the condition prevails.

Condition Reason: To ensure all parties are aware of the approved plans and supporting documentation that applies to the development.

2	**Compliance with Building Code of Australia and insurance requirements under Home Building Act 1989**
	1. It is a condition of a development consent for development that involves building work that the work must be carried out in accordance with the requirements of the Building Code of Australia. 2. It is a condition of a development consent for development that involves residential building work for which a contract of insurance is required under the Home Building Act 1989, Part 6 that a contract of insurance is in force before building work authorised to be carried out by the consent commences. 3. It is a condition of a development consent for a temporary structure used as an entertainment venue that the temporary structure must comply with Part B1 and NSW Part H102 in Volume 1 of the Building Code of Australia. 4. In subsection (1), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for the construction certificate was made. 5. In subsection (3), a reference to the Building Code of Australia is a reference to the Building Code of Australia as in force on the day on which the application for development consent was made. 6. This section does not apply— a. to the extent to which an exemption from a provision of the Building Code of Australia or a fire safety standard is in force under the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021, or b. to the erection of a temporary building, other than a temporary structure to which subsection (3) applies.
	Condition reason: Prescribed condition under section 69 of the Environmental Planning and Assessment Regulation 2021.
3	**HPC - Housing and Productivity Contribution**
	Before the issue of a construction certificate, the housing and productivity contribution (HPC) set out in the table below is required to be made.

Housing and productivity contribution	**Amount**
Total housing and productivity contribution	$12,621.70

The HPC must be paid using the NSW planning portal.

At the time of payment, the amount of the HPC is to be adjusted in accordance with the Environmental Planning and Assessment (Housing and Productivity Contributions) Order 2024 (HPC Order).

The HPC may be made wholly or partly as a non-monetary contribution (apart from any transport project component) if the Minister administering the Environmental Planning and Assessment Act 1979 agrees.

The HPC is not required to be made to the extent that a planning agreement excludes the application of Subdivision 4 of Division 7.1 of the Environmental Planning and Assessment Act 1979 to the development, or the HPC Order exempts the development from the contribution.

The amount of the contribution may be reduced under the HPC Order, including if payment is made before 1 July 2025.

Condition reason: To require contributions towards the provision of regional infrastructure.

Building Work

Before issue of a construction certificate

4	**Equal access to the premises**
	Before the issue of a construction certificate, recommendations outlined in the endorsed Access Report / 25000182, prepared by MBC Group dated 18/03/2025 are to be complied with. Plans which demonstrate that adequate access to the premises will be provided for persons with disabilities in accordance with the Commonwealth Disability (Access to Premises – Buildings) Standards 2010. These plans must be submitted to the certifier.
	Condition reason: To ensure safe and easy access to the premises for people with a disability
5	**Preparation of construction and fit out plans for food and drink premises**
	Before the issue of a construction certificate, detailed plans of all food and beverage preparation, serving and storage areas (including for perishable stock, waste, chemicals and personal belongings) must be prepared by a suitably qualified person. The detailed plans must be prepared in accordance with the following editions in force on the date of determination and provided to **the certifier:** Food Standards Code (Australia and Food Safety Standard 3.2.3 – Food Premises and Equipment 1. Food Act 2003 and Food Regulation 2015 2. Australian Standard 4674:2004 :Design, Construction and Fit-out of Food Premises 3. Plumbing Code of Australia and Australian Standard/New Zealand Standard AS/NZS 3500 series on Plumbing and Drainage 4. **Hunter Water Corporation** commercial trade wastewater requirements for food premises, and 5. any relevant Water Services Association of Australia codes of practice, guidelines, policies and requirements.
	Condition reason: To ensure detailed construction and fit out plans are submitted which comply with the relevant standards
6	**7.12 Contributions**
	Pursuant to Section S7.12 of the Environmental Planning and Assessment Act 1979 and the Maitland S94A Levy Contributions Plan 2006, a contribution of $33,738.00 shall be paid to the Council. The above amount may be adjusted at the time of payment in accordance with the provisions of the Maitland S94A Levy Contributions Plan 2006. Any outstanding component of the contribution will be indexed bi-annually in accordance with the provisions of the abovementioned Development Contributions Plan. Reviewed rates will apply following release of CPI indices by the Australian Bureau of Statistics for June and December quarter. Payment of the above amount is required prior to issue of the Construction Certificate for the development This condition has been applied to ensure that where the proposed development results in an increased demand for public amenities and services, payment towards the cost of providing these facilities/services is

	made in accordance with Council's adopted contributions plan and the provisions of section 7.12 of the Environmental Planning and Assessment Act, 1979.
	Condition reason: To outline contributions payable to Council per Clause 4.17 of the Environmental Planning and Assessment Act 1979.
7	**Construction Certificate Supporting Documentation**
	Before the issue of a construction certificate, the stormwater drainage system approved under DA/2021/1702, as amended, must be completed. Documentary evidence of this must be provided to the Registered Certifier with the Construction Certificate application.
	Condition reason: To ensure that required supporting documentation is provided for the construction certificate application
8	**Construction Site Management Plan**
	Before the issue of a Construction Certificate, a construction site management plan must be prepared, and provided to the certifier. The plan must include the following matters: a. The location and materials for protective fencing and hoardings on the perimeter of the site; b. Provisions for public safety; c. Pedestrian and vehicular site access points and construction activity zones; d. Details of construction traffic management including: i. Proposed truck movements to and from the site; ii. Estimated frequency of truck movements; and iii. Measures to ensure pedestrian safety near the site; e. Details of bulk earthworks to be carried out; f. The location of site storage areas and sheds; g. The equipment used to carry out works; h. The location of a garbage container with a tight-fitting lid; a. Dust, noise and vibration control measures; j. The location of temporary toilets; k. The protective measures for the preservation of trees on-site and in adjoining public areas including measures in accordance with: i. AS 4970 – Protection of trees on development sites; ii. An applicable Development Control Plan; iii. An arborist's report approved as part of this consent A copy of the construction site management plan must be kept on-site at all times while work is being carried out.
	Condition reason: To require details of measures that will protect the public, and the surrounding environment, during site works and construction.
9	**Erosion Controls (less than 2500m2)**
	An Erosion and Sediment Control Plan (ESCP) in accordance with Managing Urban Stormwater Soils and Construction, also known as the Blue Book, prepared by a Certified Professional in Erosion and Sediment Control (CPESC) shall be submitted to and approved by Council for sites with the disturbed area less than 2,500m2.
	Condition reason: To prevent soil erosion and the discharge of sediment over the land.
10	**Hunter Water Corporation Notice of Formal Requirements prior to Construction Certificate**
	Prior to issue of the Construction Certificate a requirements letter for this development shall be obtained from Hunter Water Corporation and shall be submitted to the Accredited Certifier.

	Condition reason: To ensure HWC requirements are met.
11	**Long Service Levy**
	In accordance with Section 34 of the Building and Construction Industry Long Service Payments Act 1986, the applicant must pay a long service levy at the prescribed rate to the Long Service Payments Corporation for any works that cost $250,000 or more.
	Condition reason: To ensure payment of the Long Service Levy.
12	**Retaining Walls**
	All retaining walls within 1m of a boundary and exceeding 600mm in height must be designed and certified by a suitably qualified Structural Engineer and have a minimum design surcharge load of 5kPa.
	Condition reason: To ensure any retaining walls within proximity to common boundaries are certified.
13	**Run off and erosion control**
	Run off and erosion controls must be implemented to prevent soil erosion, water pollution or the discharge of loose sediment on the surrounding land by: (a) diverting uncontaminated run off around cleared or disturbed areas, and (b) erecting a silt fence and providing any other necessary sediment control measures that will prevent debris escaping into drainage systems, waterways or adjoining properties, and (c) preventing the tracking of sediment by vehicles onto roads, and (d) stockpiling top soil, excavated materials, construction and landscaping supplies and debris within the lot. Run off and erosion control measures must be maintained within their operating capacity until the completion of the works to prevent debris escaping from the site into drainage systems, waterways, adjoining properties, and roads.
	Condition reason: To ensure appropriate run off and erosion controls.
14	**Upgrades to public utility services**
	Any necessary alterations to public utility installations being at the developer's expense and to the requirements of both Council and the relevant authority.
	Condition reason: To ensure essential services are provided to each allotment.

Before building work commences

15	**All Weather Access**
	Before the commencement of any site or building works, a 3m wide all-weather vehicle access is to be provided from the kerb and gutter to the building under construction for the delivery of materials and use by trades people. No materials, waste or the like are to be stored on the all-weather access at any time.
	Condition reason: To ensure safe and unobstructed access for construction vehicles and personnel during the building process.

16	**Construction Certificate Required**
	Prior to commencement of construction works, a Construction Certificate is to be issued by the Registered Certifier.
	Condition reason: To ensure a Construction Certificate is issued prior to works commencing.
17	**Council to be notified of any damage to kerb, gutter, footpath etc prior to commencement**
	The applicant is required to notify Council in writing **prior to commencing building operations**, of any existing damage to kerbing and guttering and/or footpath paving associated with the subject Lot. The absence of such notification signifies that no damage exists and the applicant shall therefore be liable for the cost of the repair of any damage to kerbing and guttering or footpath paving which may be necessary after completion of the building operation.
	Condition reason: To ensure Council is notified of any existing damage to Council assets.
18	**Erosion and sediment controls in place**
	Before any site work commences, **the principal certifier**, must be satisfied the erosion and sediment controls in the erosion and sediment control plan are in place. These controls must remain in place until any bare earth has been restabilised in accordance with 'Managing Urban Stormwater: Soils and Construction' prepared by Landcom (the Blue Book) (as amended from time to time).
	Condition reason: To ensure sediment laden runoff and site debris do not impact local stormwater systems and waterways.
19	**Notice of appointment of PCA to be provided prior to commencement**
	The applicant shall submit to Council a 'Notice of Appointment of the Principal Certifier' at least two (2) days prior to the commencement of construction works.
	Condition reason: To ensure a Principal Certifier is appointed prior to works commencing.
20	**Rubbish Generated from the Development For all construction sites**
	Before the commencement of any building works, a waste containment facility is to be established on site. The facility is to be regularly emptied and maintained for the duration of works. No rubbish must be stockpiled in a manner which facilitates the rubbish to be blown or washed off site. The site must be cleared of all building refuse and spoil immediately upon completion of the development.
	Condition reason: Ensuring proper waste management and preventing environmental pollution during the construction process.
21	**Sign on Building**
	Except in the case of work only carried out to the interior of a building or Crown building work, a sign must be erected in a prominent position on the site showing i. the name, address and telephone number of the Principal Certifier for the work, and ii. the name of any principal contractor and their after-hours contact number, and iii. must contain a statement that unauthorised entry to the site is prohibited. The sign must be maintained while the work is being carried out and is to be removed when the work is completed.

	Condition reason: Prescribed conditions of development consent pursuant to Section 4.16(11) of the Environmental Planning and Assessment Act 1979 and Section 70 of the Environmental Planning and Assessment Regulation 2021.

During building work

22	**Building materials on Council's footpath**
	While work is being carried out, no building materials, refuse or spoil is to be deposited on or be allowed to remain on Council's footpath.
	Condition reason: To ensure no building materials, refuse or spoil restricts use of Council's footpath.
23	**Control of dust**
	The site shall be managed at all times during construction phase so as to prevent the generation of dust from the land disturbance activities (e.g., by water spray, dust suppression, surface sealants, soil binders, wind barriers and/or dust retardants). Those are required in addition to the use of water cart during operation hours.
	Condition reason: To ensure adequate controls with respect to dust pollution during works.
24	**Implementation of construction management plan**
	All construction traffic management procedures and systems identified in the approved Construction Traffic Management Plan must be introduced during construction of the development to ensure safety and to minimise the effect on adjoining pedestrian and traffic systems.
	Condition reason: To ensure safety and to minimise the effect to pedestrians, other road users.
25	**Public access to the site to be restricted**
	Suitable and adequate measures are to be applied to restrict public access to the site and building works, materials and equipment.
	Condition reason: To ensure public access to the building site is restricted.
26	**Restriction on working hours for building activity**
	Unless otherwise approved by Council in writing, all general building work shall be carried out between the hours of: a. 7.00am to 6.00pm Monday to Friday b. 7.00am to 5.00pm Saturday Any work performed on Sundays or Public Holidays that may cause offensive noise, as defined under the Protection of the Environment Operations Act, is prohibited. Minor works (such as hand sanding, painting, digging and the like) is permitted between the hours of 9.00am to 5.00pm. Power operated tools are not permitted to be used.
	Condition reason: To ensure approved building activity does not disrupt the amenity of the surrounding area.
27	**Site to be cleared of building refuse on completion**
	The site is to be cleared of all building refuse and spoil immediately after completion of the building/structure.

	Condition reason: To ensure all building waste, refuse and spoil is removed from site upon completion of works.
28	**Stop works - Aboriginal archaeological deposit**
	Prior to, or during construction, identification of any potential archaeological deposit likely to contain Aboriginal artefacts, shall cause construction works to cease. Application shall be made by a suitably qualified Archaeologist to the National Parks and Wildlife Service (NPWS) for an excavation permit for Aboriginal relics. A copy of such a permit, shall be submitted to Council upon receipt
	Condition reason: To ensure works cease and a permit is obtained should any archaeological deposits are uncovered during works.
29	**Toilet facilities**
	While work is being carried out, temporary toilet(s) must be provided and maintained on site from the time of commencement of building work to completion. The number of toilets provided must be one toilet per 20 persons or part thereof employed on the site at any one time. The temporary toilet is to be either connected to the sewerage system or an approved septic tank or otherwise may be a chemical toilet supplied by a licensed contractor.
	Condition reason: To ensure adequate sanitary facilities during construction.
30	**Unexpected Finds Contingency (Remediation)**
	Should any additional contamination or hazardous materials be encountered during any stage of the remediation process, all remediation works in the vicinity of the findings must cease and compliance with the contingency recommendations in the approved RAP must be adopted.
	Condition reason: To ensure a RAP is adopted in the event of unexpected finds during works.

Before the issue of an occupation certificate

31	**Food Premises Final Inspection**
	Before the issue of an occupation certificate, the food premises shall be inspected by an Authorised Officer of Maitland City Council under the Food Act 2003, to determine compliance with the Food Act 2003, Food Safety Standards and Australian Standard 4674:2004: Design, Construction and Fit-out of Food Premises.
	Condition reason: To enable council to ensure compliance with the Food Act 2003 before the business commences
32	**Notice of food business**
	Before the issue of an occupation certificate, council and any other appropriate enforcement agency must be notified of the food business in accordance with the NSW *Food Act 2003* and the Australia New Zealand Food Standards Code – 3.2.2 – Food Safety Practices and General Requirements.
	Condition reason: To enable council to ensure compliance with the consent when the business is operating
33	**Pedestrian safety signage**
	Before the issue of an occupation certificate, ensure an appropriate sign(s) is provided and maintained within the site to advise all vehicles to be aware of pedestrians within the shared driveway.

	Condition reason: To make drivers aware of pedestrians and to ensure the safety of pedestrians using the shared driveway
34	**Approved Report Recommendations**
	Construction of the development must comply with the recommendations of Noise Impact Assessment / MAC242119-01RP1V2, prepared by Muller Acoustic Consulting dated 13/12/2024 and Access Report / 25000182, prepared by MBC Group dated 18/03/2025. Full details are to be provided with the documentation for a construction certificate.
	Condition reason: To ensure the development complies with specific recommendations of a report.
35	**Construction to be in accordance with Acoustic Report**
	Certification is to be submitted to the Principal Certifier **prior to the issue of an Occupation Certificate** to certify that the construction of the development complies with the recommendations of the Noise Impact Assessment / MAC242119-01RP1V2, prepared by Muller Acoustic Consulting dated 13/12/2024.
	Condition reason: To ensure Acoustic measures are implemented.
36	**Car Parking Requirements**
	Prior to the issue of an Occupation Certificate, a minimum of 26 car parking spaces including one (1) disabled car parking spaces are to be provided in accordance with AS2890 and the approved plans. Parking must be permanently marked on the pavement surface.
	Condition reason: To ensure parking is provided per the approved plans.
37	**Landscape works to be undertaken in accordance with landscape plan**
	All landscape works are to be undertaken in accordance with the approved landscape plan and conditions of this Development Consent, **prior to the issue of an Occupation Certificate.**
	Condition reason: To ensure landscape works are undertaken per the approved plans.
38	**Loading / unloading facilities**
	Prior to the issue of an Occupation Certificate, loading / unloading facilities must be constructed in accordance with the approved plans. The extent of the loading bay must be permanently marked on the pavement surface.
	Condition reason: To ensure adequate provision is made for the delivery and/or collection of materials or goods.
39	**Occupation certificate required**
	Before the issue of an occupation certificate for DA/2024/1115, an occupation certificate associated with DA/2021/1702 must be obtained. A relevant Occupation Certificate must be obtained prior to any use or occupation of the development. The Principal Certifier must be satisfied that the development has been constructed in accordance with approved plans, specifications and conditions of this consent.
	Condition reason: To ensure development is suitable for occupation and / or use.
40	**Section 50 - Prior to Occupation Certificate**

	Prior to issue of the Occupation Certificate, a Compliance Certificate under Section 50 of the Hunter Water Act 1991, for this development, shall be submitted to the Accredited Certifier.
	Condition reason: To ensure HWC requirements are met.

Occupation and ongoing use

41	**Deliveries and waste collection times for food and drink and mixed use developments**
	During ongoing use of **take away food and drink premises,** all deliveries, waste and recycling collection carried out by private contractor: are undertaken only during the following hours: From / To Monday to Sunday: 5am – 10pm Public Holidays: 5am – 10pm 1. only occur in designated loading and unloading areas on the property; 2. do not occur on the street; 3. do not obstruct other operations; 4. minimise disruption to public spaces; 5. maintain a clear service vehicle dock, car parking spaces and access driveways at all times; and 6. all vehicles must enter and leave in a forward direction.
	Condition reason: To ensure deliveries to the premises are carried out safely and protect the amenity of the local area
42	**External lighting during ongoing use**
	Low intensity security and sensor lighting shall be provided to all shared pedestrian paths, parking areas and exit/entries. All lighting must meet the minimum Australian Standards, including the Australian Standard for Public Lighting of streets, car parks and pedestrian areas. The lighting should be designed, positioned and installed, to include appropriate shielding and orientation of light fixtures, so as not to give rise to obtrusive light, interfere with traffic safety or detract from the amenity of the surrounding area in accordance with Australian Standard 4281:1997 – Control of the Obtrusive effects of Outdoor Lighting. The lights should be low glare, vandal resistant and free from obstructions and should ensure that there is no light spill or glare beyond the property boundary. Any under awning lighting shall comply with AS/NZS1158 - Lighting for roads and public spaces.
	Condition reason: To ensure the safe operation of the premises and protect the amenity of the local area
43	**Managing noise**
	During ongoing use of the premises, the premises must be operated in accordance with the acoustic report approved under this consent.
	Condition reason: To protect the amenity of the local area

44	**Storage and disposal of waste materials during ongoing use**

	During ongoing use of the premises:
	1. A minimum of 1 x 3,000L general waste bin and 1 x baler machine must be put on the premises for the storage of any waste that is generated (including for recycling),
	2. all garbage and recyclable materials generated from the premises must be stored wholly within any approved storage area and must not be stored outside the premises (including any public place) at any time
	3. arrangements must be implemented for the separation of recyclable materials from garbage
	4. any approved waste storage area must be appropriately maintained to prevent litter and the entry of pests
	5. where council does not provide commercial garbage and recyclable materials collection services:
	  1. a contract must be entered into with a licensed contractor to provide these services for the premises; and
	  2. a copy of the contract must be kept on premises and provided to relevant authorities including council officers on request.
	6. where the collection of garbage and recyclable materials from the premises is undertaken by a licensed contractor, it must only occur between **5am** and **10pm** on Monday to Sunday
	7. all liquid trade waste discharged to sewerage system must comply with the trade waste approval issued by the relevant water authority
	8. all liquid trade waste pre-treatment devices must be regularly maintained to remain effective in accordance with the conditions of the liquid trade waste approval issued by the relevant water authority.

	Condition reason: To ensure proper handling of waste, garbage and recyclable materials generated during operation of the premises
45	**Approved Signage Maintenance**
	The approved signs must be maintained in a presentable and satisfactory state of repair. The level of illumination and/or lighting intensity used to illuminate the sign/s must comply with AS 1158 'Lighting for Roads and Public Spaces' and AS 4282 'Control of Obtrusive Effects of Outdoor Lighting'. The illumination of the signage is restricted to the operational hours being 5am to 12am (midnight).
	Condition reason: To maintain approved signage.
46	**Copy of Fire Safety Schedule and Certificate to be displayed**
	At all times, a copy of the Fire Safety Schedule and Fire Safety Certificate must be prominently displayed in the building and a copy forwarded to the Fire Commissioner of Fire and Rescue NSW in accordance with Part 11 and 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.
	Condition reason: To ensure fire safety measures are implemented.
47	**Fire safety certificate to be submitted to Council**
	At completion of the building BUT before to its occupation, a Final Fire Safety Certificate with respect to each critical and essential fire safety measure installed in the building shall be submitted to Principal Certifier and

	Council. Certificates shall be prepared in accordance with Part 11 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation, 2021.
	Condition reason: To ensure fire safety measures are implemented.
48	**Fire safety statement to be prepared annually**
	A Fire Safety Statement in respect of each required essential and/or critical fire safety measure installed within the building shall be submitted to Council and the NSW Fire Commissioner annually (or at a more frequent interval for supplementary statements). Statements shall be prepared and issued in accordance with Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation, 2021. Note that monetary penalties may apply for failure to lodge a fire safety statement within the prescribed timeframe. Statements to the NSW Fire Commissioner are to be submitted electronically to afss@fire.nsw.gov.au. Standard to Transport for New South Wales and further information for lodging Fire Safety Statements may be downloaded from Councils website.
	Condition reason: To ensure fire safety measures are implemented.
49	**Maintenance of Landscaping**
	Landscaping must be maintained in accordance with the approved landscape plan and conditions of this development consent. All landscape areas must be kept free of parked vehicles, stored goods, garbage or waste material at all times. If any of the vegetation dies or is removed, it is to be replaced with vegetation of the same species and similar maturity as the vegetation which has died or was removed.
	Condition reason: To ensure approved landscaping is maintained and suitably replaced for the lifetime of the development.
50	**Manoeuvring of Vehicles**
	All vehicles must enter and exit the site in a forward direction.
	Condition reason: To ensure vehicles safety enter and exit the development.
51	**Offensive noise**
	The use and occupation of the premises including all plant and equipment must not give rise to any offensive noise within the meaning of the Protection of the Environment Operation Act 1997 and must comply with the NSW Noise Policy for Industry 2017 (as amended).
	Condition reason: To mitigate impacts of potential emissions or waste resulting from the development per the provisions of the POEO Act 1997.
52	**Parking - Signage (Loading docks)**
	Proposed parking areas, service bays, truck docks, driveways and turning areas must be maintained clear of obstructions and be used exclusively for purposes of car parking, loading/ unloading, and vehicle access respectively for the life of the development. Under no circumstances are such areas to be used for the storage of goods or waste materials.
	Condition reason: To ensure parking facilities are fit for purpose.
53	**Roof Mounted Equipment**

	All roof mounted equipment such as air conditioning units, service pipes and vents etc., required to be installed must be concealed within the external walls of the development or screened so as not to be visible from a public place.
	Condition reason: To mitigate visual impact of plant equipment
54	**Waste Bin Collection**
	Prior to commencement of operations, the building owners must ensure that there is a contract with a licensed contractor for the removal of all waste.
	Condition reason: To ensure waste can be collected.
55	**Hours of Operation**
	The property is only to be open for business and used for the purpose approved within the following hours:

Day	Hours of Operation
Monday	5am to 12am (midnight)
Tuesday	5am to 12am (midnight)
Wednesday	5am to 12am (midnight)
Thursday	5am to 12am (midnight)
Friday	5am to 12am (midnight)
Saturday	5am to 12am (midnight)
Sunday and Public Holidays	5am to 12am (midnight)

	Other internal operations such as cleaning, preparation, and office administration may be undertaken outside of the above hours provided no disturbance to the amenity of the neighbourhood occurs.
	Reason: Where the approved use has a restriction on the operational requirements.

12 CITY SERVICES

12.1 Local Traffic Committee Meeting Minutes (June 2025)

FILE NO:	**140/5**
ATTACHMENTS:	**1.Local Traffic Committee Meeting Minutes June 2025 with attachments (Under Separate Cover)** **2. June Agenda Item 5.1 NAIDOC Street March High Street Maitland - Temporary Traffic Management**
RESPONSIBLE OFFICER:	**Director City Services** **Manager Asset Strategy and Engineering**
AUTHOR:	**Operations Manager Transport & Infrastructure Engineering** **Traffic Management Officer**
MAITLAND +10	**Outcome 1 Liveable Maitland**
COUNCIL OBJECTIVE:	**1.2.1 Efficient and sustainable movement**

EXECUTIVE SUMMARY

The minutes of Maitland City Council's Local Traffic Committee meeting held on Thursday 5 June 2025 are attached for information. At this meeting, temporary road closure applications were considered and endorsed for acceptance for one (1) event. Due to the date the application was received by Council and the dates of the corresponding Local Traffic Committee and Council Meeting, this temporary road closure has been approved by the Mayor under Section 226(d.) of the Local Government Act 1993.

OFFICER'S RECOMMENDATION

THAT

1. **The Local Traffic Committee meeting minutes of 5 June 2025 be noted.**
2. **The traffic management plans and road closures for the following events as recommended in the attached reports be noted:**
   a. **NAIDOC Street March 2025 High Street Maitland – Tuesday 08 July 2025 – Temporary Traffic Management**

REPORT

The minutes of Maitland City Council's Local Traffic Committee (LTC) Meeting that was held on Thursday 5 June 2025 are attached for information. The LTC recommended regulatory items contained within these minutes have been authorised by the General Manager under Council's Instrument of Delegated Authority, dated 8 November 2022.

One (1) event involving temporary road closures was considered and endorsed for acceptance by the Local Traffic Committee at the meeting held on 05 June 2025 as tabled below.

Events / Road Closure/s	Event Timeframe
NAIDOC Street March 2025	Tuesday 8 July 2025

Due to the date the application was received by Council and the corresponding LTC and Council Meeting dates, in order to allow approval for the road closures associated with NAIDOC Street March 2025 prior to the event, The Mayor has exercised the provisions of Section 226(d.) of the Local Government Act 1993 to apply, in the case of necessity, the policy making functions of the governing body of the Council between Council meetings.

The agenda item with recommended road closures for the above event is attached.

CONCLUSION

The minutes for the LTC meeting held on 5 June 2025 are attached for information.

CONSULTATION

The LTC agenda is issued prior to the meeting to allow LTC members to undertake any internal or external consultation as required prior to the LTC meeting. Items, including both agenda items and general business are discussed with all LTC participants prior to concluding recommendations and issuing of minutes.

In accordance with the Roads Act, the LTC agenda event and associated road closures were advertised in the local newspaper for a period of 28 days to allow the public to submit any comment. This is also advertised on TfNSW's OneRoad platform.

Event / Road Closure	Notification Publication Date
NAIDOC Street March 2025	Friday 30 May 2025

RISK IMPLICATIONS

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
There is a financial risk of the proposed works increasing Councils assets base that may	High	Anticipated increases are expected to be negligible to minor for inclusion within total	Low	Use existing resources for ongoing management and

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
lead to increased maintenance and resourcing requirements.		assets base.		maintenance.
There is an operational risk of the proposed event traffic & transport management being unsuitable that may lead to changes being required to the event traffic management.	Med	Review and recommendation for temporary road closures approval has occurred through Local Traffic Committee reducing the potential for this risk.	Low	Use existing resources for ongoing assessment and recommendations.
There is a reputational risk of publicised events not proceeding if approval is not granted for the associated road closures that may lead to reputational damage to Council for not appropriately managing the event approval process in a timely manner.	High	Application processes allow for adequate time to assess and process applications to ensure road closures can be recommended for approval in advance of the event. For the NAIDOC Street March 2025 due to dates, the process is approval by the Mayor under the provisions of Section 226(d.) of the Local Government Act 1993	Low	Use existing resources for ongoing assessment and recommendations.

FINANCIAL IMPLICATIONS

The costs associated with application assessment and road closure advertising are charged in accordance with Councils adopted fees and charges. Council costs associated with providing regulatory signage and line marking are to be incorporated within existing CAPEX or OPEX budget allocations. Council organised event road closures are to be funded by the events budget.

All third party works, events and road closures, including works associated with subdivisions are at their cost.

POLICY IMPLICATIONS

This report relates to and is consistent with Councils adopted policies including:

- Asset Management Policy and associated adopted Asset Management Strategy and Asset Management Plans.
- Activities on Public Roads Policy.
- Events Policy

STATUTORY IMPLICATIONS

The process associated with Local Traffic Committee and approval for works and event road closures is in line with relevant provisions including Section 115 of the Roads Act 1993 and Section 226(d.) of the Local Government Act.

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

City Services

Local Traffic Committee Meeting Minutes (June 2025)

June Agenda Item 5.1 NAIDOC Street March High Street Maitland - Temporary Traffic Management

Meeting Date: 15 July 2025

Attachment No: 2

Number of Pages: 15

5 JUNE 2025

5 LOCAL TRAFFIC COMMITTEE REPORTS

5.1 NAIDOC STREET MARCH HIGH STREET MAITLAND - TEMPORARY TRAFFIC MANAGEMENT

FILE NO:	**140/5**
ATTACHMENTS:	**1. 2025 NAIDOC March - Traffic Guidance Schemes**
AUTHOR:	Traffic Management Officer Operations Manager Transport & Infrastructure Engineering

EXECUTIVE SUMMARY

An application has been received from the Mindaribba Local Aboriginal Land Council for a Celebration of Existence March, planned to be held Tuesday 8 July 2025. The street march is planned to start at Maitland Courthouse, progress south along High Street and finish at the Maitland Regional Art Gallery. This report details the proposed temporary traffic management for the event which includes police escort, temporary traffic barriers and traffic controllers.

OFFICER'S RECOMMENDATION

THAT

1. **The Traffic Guidance Scheme prepared for the proposed NAIDOC march along High Street Maitland on Tuesday 8 July 2025 be accepted.**

Mindaribba Local Aboriginal Land Council (MLALC) have advised the proposed NAIDOC march along High Street Maitland will be Tuesday 8 July 2025. The temporary traffic management for the NAIDOC street march includes:

- Traffic barriers located as shown in the diagrams in this report.
- Traffic Guidance Scheme plans as detailed in the attachments.

PROPOSAL

Commences 9:30am from Maitland Courthouse and finishes at the Maitland Regional Art Gallery, opposite the Maitland Administration Building.

Traffic Guidance Scheme and implementation of temporary traffic management strategies as per Traffic Guidance Scheme attachments including at the following locations.

- High St/ Bent Street.
- High St/ Devonshire Street.
- High St Victoria Street.
- High St/ Ken Tubman Dr roundabout.

5 JUNE 2025

NAIDOC STREET MARCH HIGH STREET MAITLAND - TEMPORARY TRAFFIC MANAGEMENT (Cont.)

- All traffic on High Street (Westbound) from New England Highway (Westbound) to be detoured via Bent Street.
- All traffic on High Street (Eastbound) from Sempill Street to follow directions from NSW Police.

Police escort providing vehicles will momentarily stop traffic to assist with marching routes.

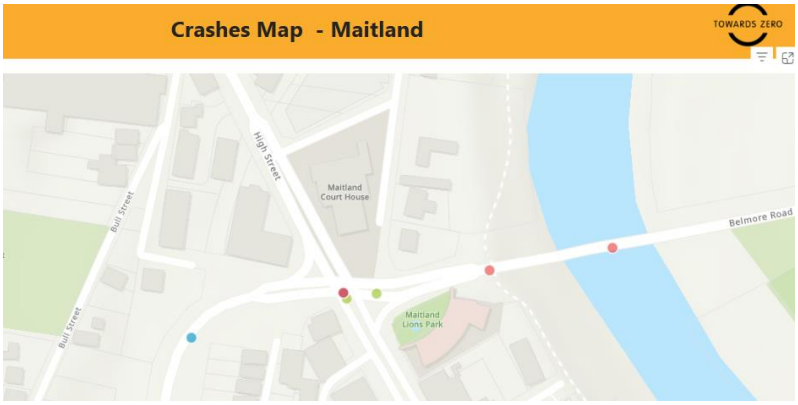
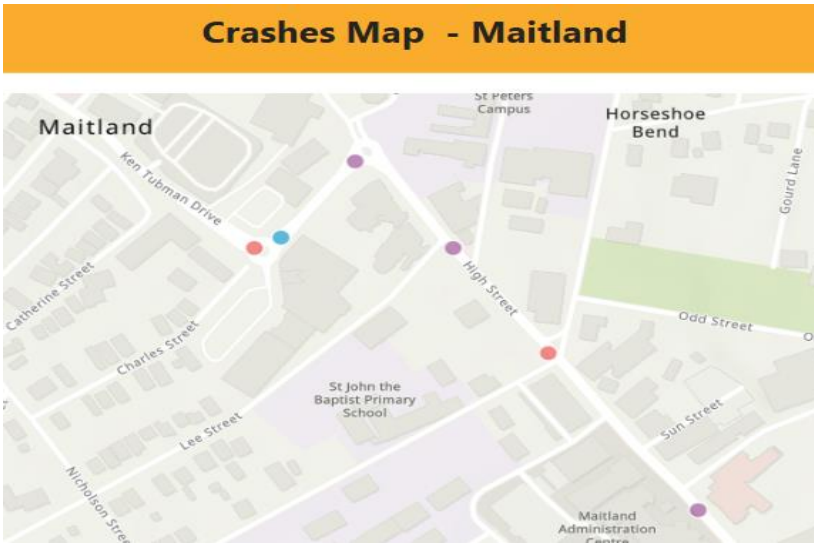
ASSESSMENT

Existing Conditions:

PARAMETER	DATA
Road Name	High Street, Maitland
Road Classification	Collector road:- from Ken Tubman Drive roundabout to New England High traffic signals (near Visitor Information centre). Local road:- from Belmore Road (near Maitland Courthouse) to Ken Tubman Drive roundabout.
Adjacent Land Use	B3 – Commercial Core - High Street south side from St. Andrews Street to Elgin Street B4 – Mixed use elsewhere
Road Width	20m and variable
Traffic Volumes	High Street from Belmore Rd to St Andrews Street – 6,678 ADT (2017) High Street from Church St to Elgin St – 3,579 ADT (2019) High Street from Bourke St to Ken Tubman Dr roundabout – 2,380 ADT (2019) High Street from Victoria St to grant St – 10,481 ADT (2017) High Street from Ward St to Abbot St – 10,596 ADT (2018)
Traffic/ Parking Controls	Time restrictions – Variable
Speed Limit	High Street from Belmore Rd to St Andrews Street 50km/h High Street from St Andrews Street to Elgin Street 40km/h High Street from Elgin Street to Bourke Street 10km/h High Street from Bourke Street Victoria Street 40km/h High Street from Victoria Street to Abbot Street 50km/h

5 JUNE 2025

NAIDOC STREET MARCH HIGH STREET MAITLAND - TEMPORARY TRAFFIC MANAGEMENT (Cont.)

85th Percentile Speed	**Road:** **High Street from Belmore Rd to St Andrews Street – 37.9km/h (2017)** **High Street from Church St to Elgin St – 31.2km/h (2019)** **High Street from Bourke St to Ken Tubman Dr roundabout – 32.2km/h (2019)** **High Street from Victoria St to Grant St – 41.8km/h (2017)** **High Street from Ward St to Abbot St – 50.2km/h (2018)**
Accident History	  **There have been a total of 7 accidents reported on the direct march route.**

Rum Codes:

The types of recorded accidents are associated with various vehicle movements. The potnetial for similar incidents will be avoided through the closure of the roads.

With Proposal:

CONSIDERATIONS	COMMENTS INCLUDING IMPACTS
Access	Road: Temporary road closures will be in place whilst the NAIDOC street march is in progress. Refer to the location of the temporary barricades at the end of this report. Parking: Parking may be temporarily disrupted as the street march proceeds along High Street Maitland.
Traffic impacts	Traffic diversions will be in-place while traffic barriers manage the NAIDOC street march. Any other traffic guidance will be directed by NSW Police.
Speed	No change. However, the NAIDOC street march is under police escort.
Active Transport (walk/ cycle)	Pedestrians & Cyclists: Spectators may watch the event from the footways.
Public Transport (buses/ taxis)	Bus/ Taxi: Temporary disruption to public bus services along High Street may occur subject to time of bus arrival. Approx. seven (7) buses may be impacted between the period of 9:30am and 10:30am.

Freight Transport	Service vehicles: Temporary disruption to service vehicle transport along High Street.

COMMUNITY CONSULTATION

The proposed event traffic management for NAIDOC march along High Street Maitland was requested for paper notification on 30 May 2025. Internal Stakeholder advisement has been advised on 29 May 2025. Any concerns will be addressed on a case-by-case basis.

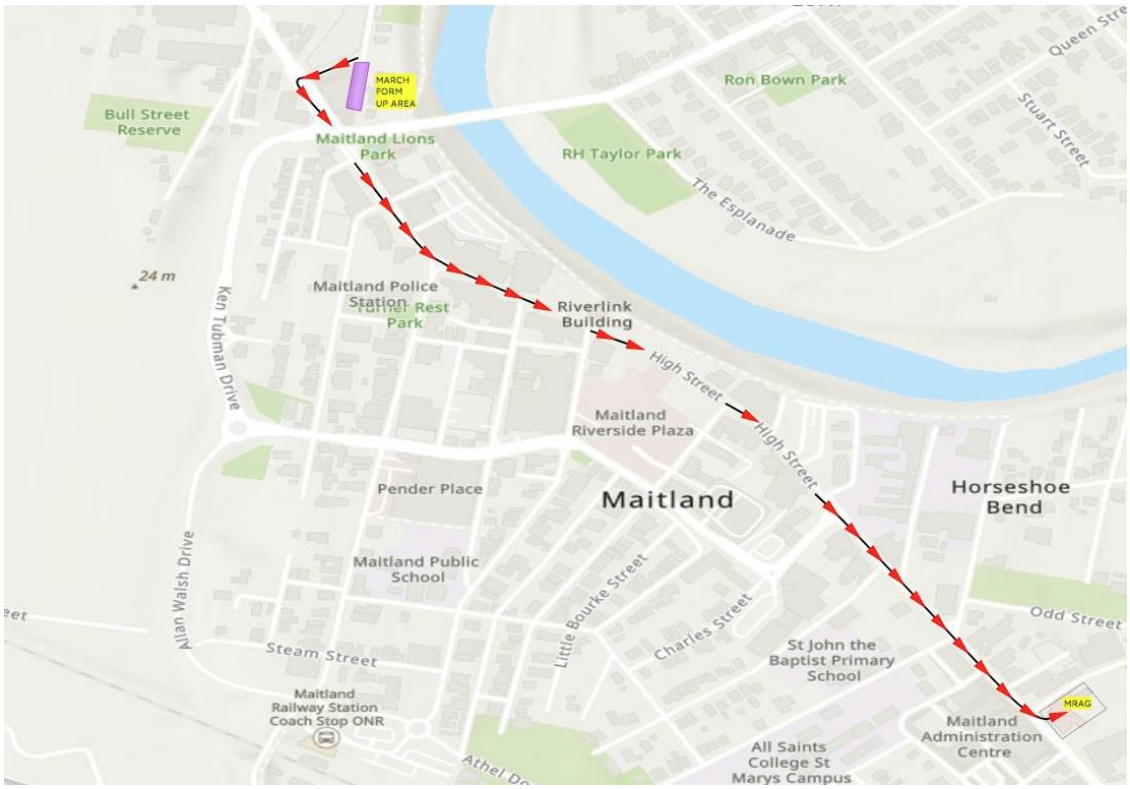
The listed works that required consultation, were notified to all affected residences, stake holders and businesses for a minimum 28-day consultation period prior to implementation. Any responses or feedback received as part of the consultation process will be considered prior to the day of event.

CONCLUSION

This report details the event traffic management for the NAIDOC street march and the parties involved providing event traffic management. The proposed traffic management will consist of a series of temporary road closures with support from the police to hold/ divert traffic rather than provide full temporary road closures for the full duration of the event.

5 JUNE 2025

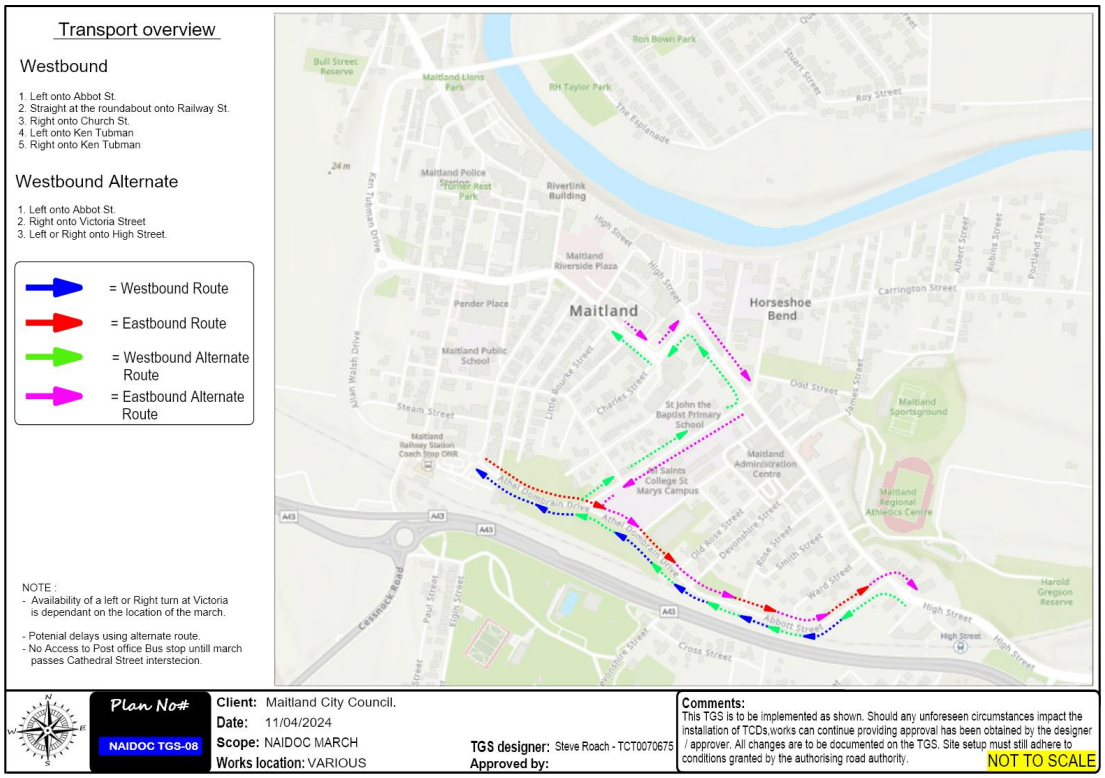
NAIDOC STREET MARCH HIGH STREET MAITLAND - TEMPORARY TRAFFIC MANAGEMENT (Cont.)



March route overview

5 JUNE 2025

NAIDOC STREET MARCH HIGH STREET MAITLAND - TEMPORARY TRAFFIC MANAGEMENT (Cont.)



Site photo

Local Traffic Committee Reports

NAIDOC STREET MARCH HIGH STREET MAITLAND - TEMPORARY TRAFFIC MANAGEMENT

2025 NAIDOC MARCH - TRAFFIC GUIDANCE SCHEMES

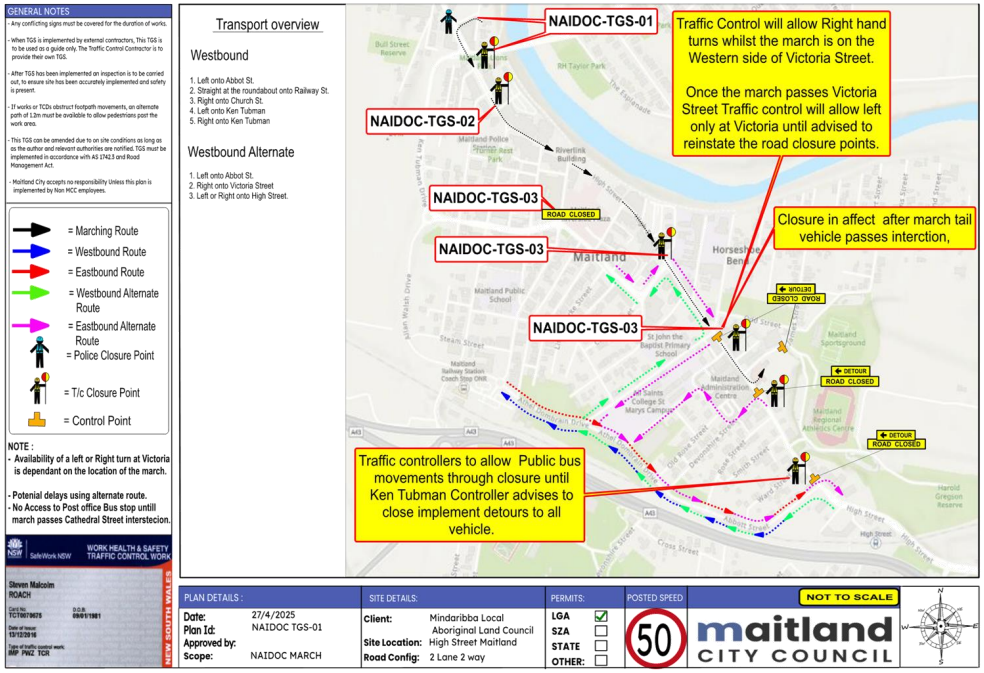
Meeting Date: 5 June 2025

Attachment No: 1

Number of Pages: 7

5 JUNE 2025

NAIDOC STREET MARCH HIGH STREET MAITLAND - TEMPORARY TRAFFIC MANAGEMENT (Cont.)



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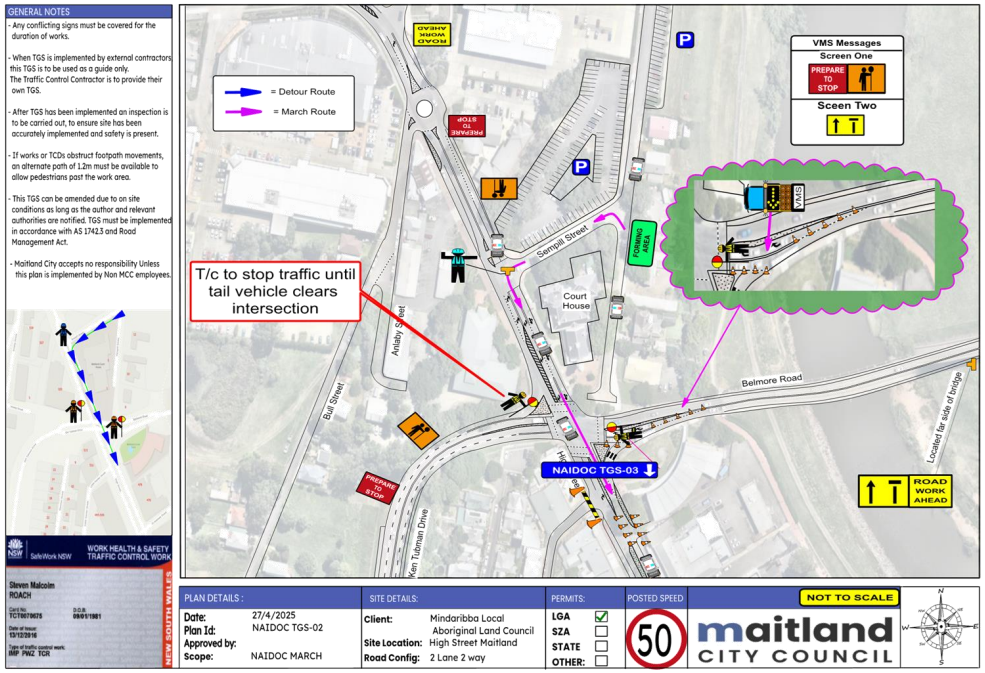

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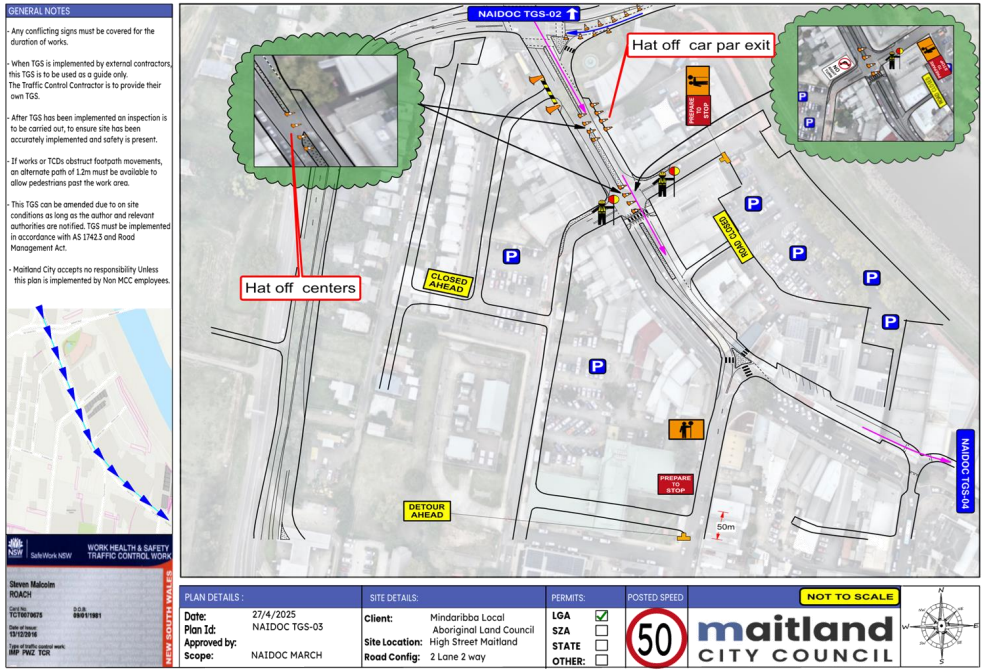

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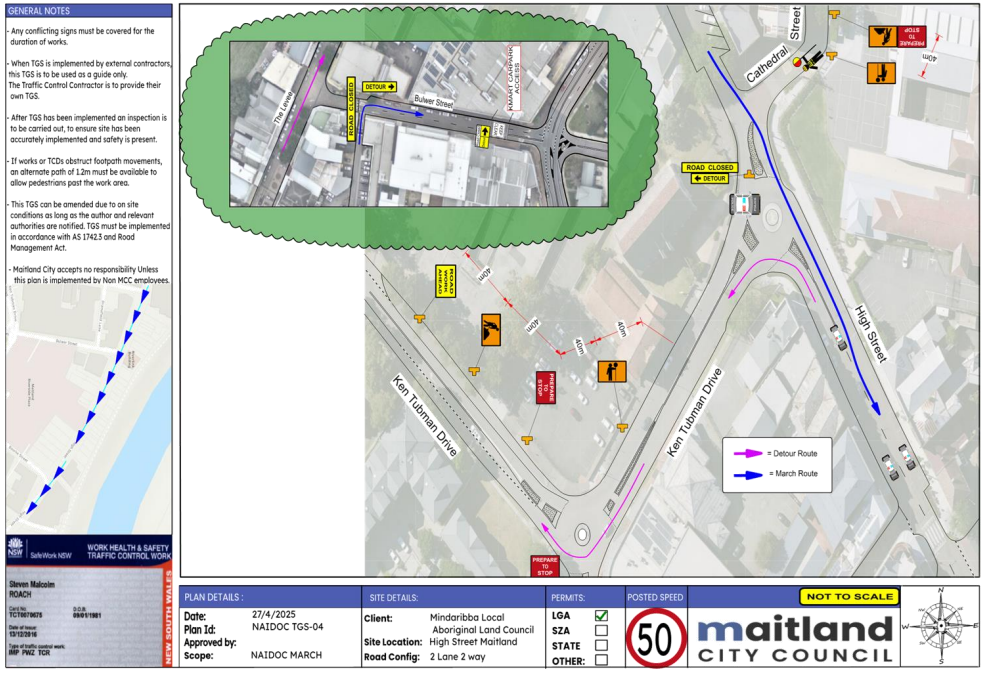

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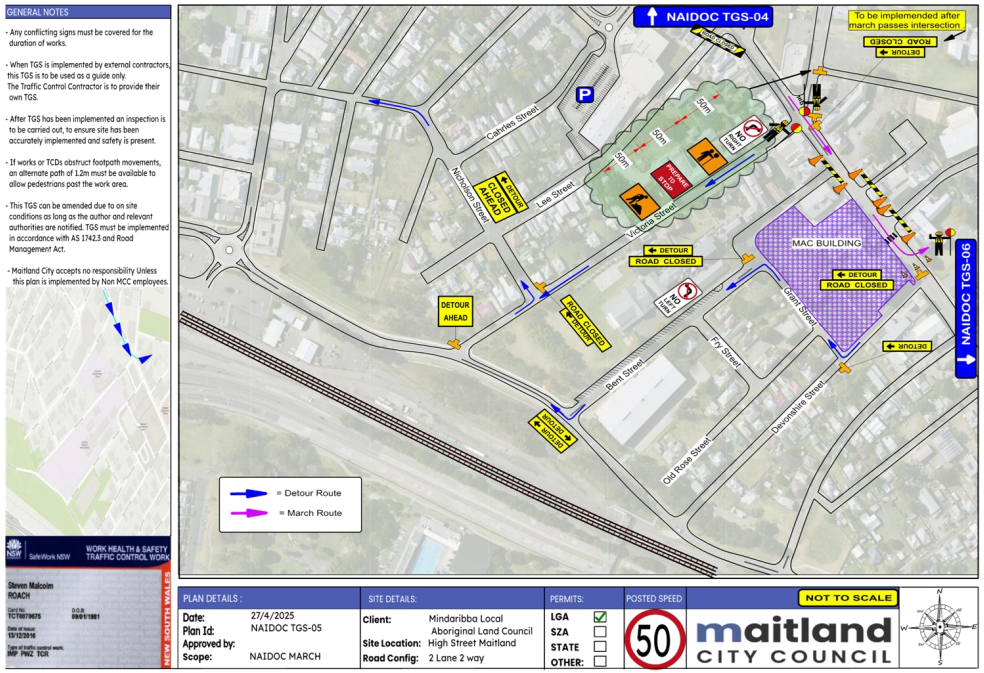

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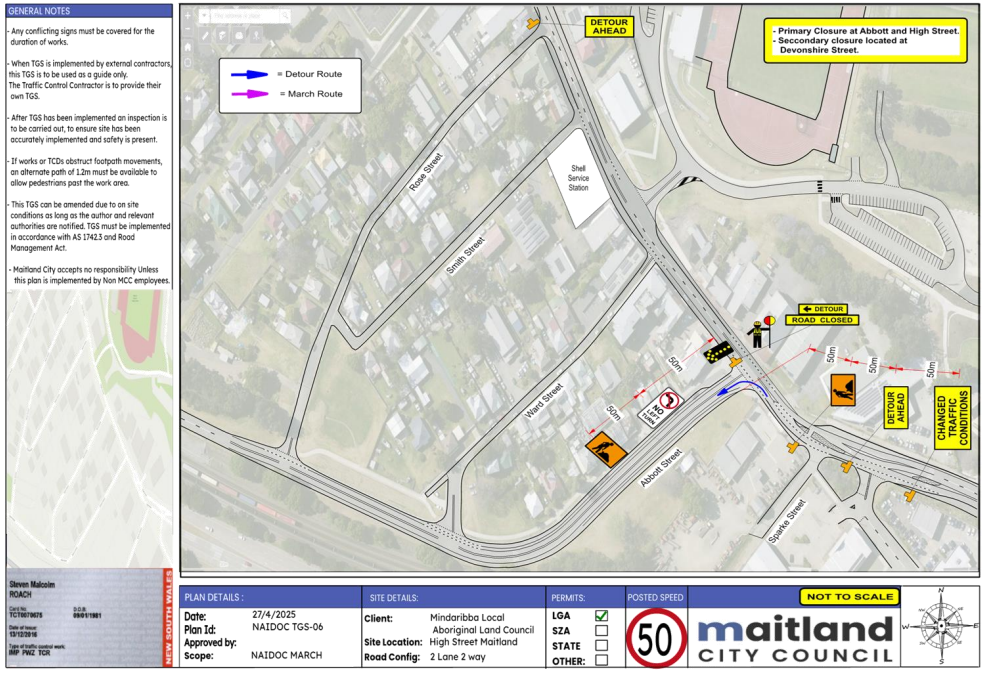

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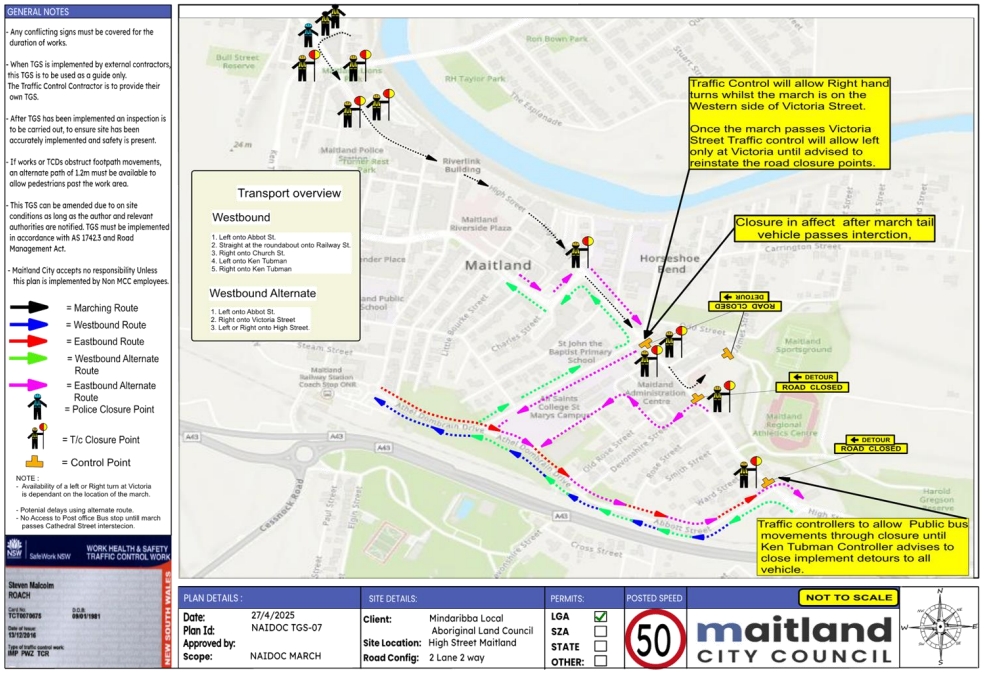

12.2 Maitland Public Art Policy Review

FILE NO:	**35/1**
ATTACHMENTS:	**1.Maitland Public Art Policy October 2010** **2. DRAFT Maitland Public Art Policy 2025**
RESPONSIBLE OFFICER:	**Director City Services**
AUTHOR:	**Gallery Director**
MAITLAND +10	**Outcome 3 Vibrant Maitland**
COUNCIL OBJECTIVE:	**3.2.1 Diverse heritage and cultures**

EXECUTIVE SUMMARY

The Maitland Public Art Policy is intended to provide a framework and guidelines for the commissioning and approvals of public art into the public domain. The policy guides the development and care of a public art collection that fosters a sense of pride, place and belonging and reflects the diversity and creative aspirations of the community.

OFFICER'S RECOMMENDATION

THAT

1. **Council rescind the Maitland Public Art Policy 2010**
2. **Council endorses the Draft Maitland Public Art Policy 2025 to be placed on public exhibition for a period of 28 days.**
3. **Should there be no submissions of objection:**
    a. **Council adopts the Maitland Public Art Policy 2025.**
    b. **Council delegates any minor changes of the Policy to the General Manager. Any significant changes will result in a further report and recommendation to Council.**

REPORT

Council policies are strategic documents which formally express Maitland City Council's position on a particular issue. Policies are designed to guide decision-making and are 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.

Public art includes creative projects both temporary or permanent located in the public domain and accessible to all. Public art helps to transform public spaces into meaningful and reflective spaces that celebrate the unique character, history, and community of a place. Maitland City Council has the capacity and responsibility to commission public art for

MAITLAND PUBLIC ART POLICY REVIEW (Cont.)

the City. Public art can be embedded in Council's place activation programs, development initiatives, planning, and public domain improvement projects. Public art can also be incorporated into some private development projects that include public domain. These are often found in new urban release areas. Maitland City Council is responsible for the commissioning process, ongoing management, maintenance, and preservation of the public art collection for all projects developed as public commissions.

The revised Maitland Public Art Policy provides clear guidance for the commissioning and decommissioning process for assets in the public domain. The policy has been revised and streamlined for clarity of process and aligned to current community strategic focus, planning and funding streams.

Significant changes or amendments are provided for reference in the table below.

Category	2010 Policy	2025 Draft Policy
Policy Purpose	Outlined broad cultural vision; emphasises place-making, identity, and economic contribution.	Streamlined framework focused on process.
Definition of Public Art	Detailed. Includes types of media and materials, site-specific focus.	Simpler definition focusing on location, site and community engagement.
Scope	Broader. Includes detail on the role of Maitland Regional Art Gallery. Detail better placed within a broader cultural strategy for the City.	Streamlined. Focuses on council-led projects in public domain; links to strategic plans. Includes specific requirements for developer led public art on land to be handed over to Council as public domain.
Objectives	Eight objectives including identity, innovation, inclusion and economy.	Objectives streamlined and aligned to the current community strategic plan: community pride, vibrant spaces, welcoming community.
Commissioning Process	Detailed. Mentions the policy applies to non-council parties on private development.	Maintains detail yet clarifies commissioning, with adherence to procurement policy. Focuses on process for public art on private development that is eventually transferred to Council as public domain. This policy expands on some of the industry standards/protocols necessary for adherence to artist fees and industry best practice.
Guidelines for Public Art	The policy outlines guidelines for public art proposals, project management and inclusions in a public art plan.	Guidelines removed. Guidelines can be operational documents and resources that can be adapted or placed within broader cultural strategies for the City. Removed from policy to focus on

		process, probity and commissioning practices.
Decommissioning Process	Describes criteria for removal/modification, involving artist and panel.	Maintains this process and expands to include adherence to risk and asset integration and process for consultation through a public art panel/culture and community committee of council.
Funding Sources	Multiple sources including public funds, private sponsorship, grants	Maintains this information also mentions funding through developer contributions.
Public Art Register	Inclusion of register recommended.	Change to policy to include mandatory inclusion in asset register including all documentation/insurances
Governance/Panel	Maintained requirement for panel/selection process.	Maintains requirements.
Strategic Alignment	Implicit in cultural/economic goals, not linked to specific strategy.	Explicitly aligned to Future Maitland community strategy and community outcomes.

CONCLUSION

The proposed draft policy reflects the current commissioning processes used by local government authorities across NSW and aligned to Council's community strategic objectives to contribute to a vibrant Maitland and a welcoming community with quality open space.

CONSULTATION

The proposed draft policy was developed in consultation with internal specialist staff including Manager Works, Manager Strategic Planning and Manager Asset Strategy and Engineering.

FINANCIAL IMPLICATIONS

Costs for public art integration is funded through grant programs, developer contributions and capital projects.

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – within or additional
There is a financial risk that public art projects are implemented without consideration of cost of life and may lead to financial impacts post commissioning.	High	Adoption of new policy	Low	Within existing resources
There is a reputational risk	Medium	Adoption of new	Low	Within

due to lack of transparent process in commissioning public art that may lead to a lack of confidence in Council procedures and services.		policy with commissioning process clearly articulated.		existing resources
There is a risk that the work commissioned may be deemed inappropriate by sections of the community which may lead to negative staff interactions and reputation impacts for Council	Medium	Adoption of the policy Commissioning process through panel/committee for consensus.	Low	Within existing resources
There is a risk that Council may inherit unsafe or financially unsustainable public art projects that may lead to safety hazards for the community and financial liability.	Medium	Adoption of new policy. Clearly defined process for commissioning public art on private development before it transitions to public domain.	Low	Within existing resources.

POLICY IMPLICATIONS

Commissioning processes will adhere to Council's Procurement policy to ensure ethical and transparent purchasing and commissioning practices. This draft policy is also aligned to Council's Asset management policy. All existing and new public artworks are to be included in a public art register. This information will be integrated into Council's asset register. Information about all permanent public artworks will also be supplied to the Asset Management team for inclusion on the Asset Register with all documentation relevant to insurance, valuation, risk and maintenance schedules.

STATUTORY IMPLICATIONS

There are no statutory implications under the Local Government Act 1993, however, the act does provide the statutory foundation for Council's in NSW to support, commission, and manage public art as part of their cultural, social, and planning responsibilities. Under the Copyright Act 1968, there are considerations for Moral Rights as it relates to altering, attribution or decommissioning of a public artwork.

City Services

Maitland Public Art Policy Review

Maitland Public Art Policy October 2010

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 7

Maitland Public Art Policy

Date Adopted: November 2010

Version: 1.1

Policy Objectives

Public Art can portray a new and contemporary creative direction. It contributes to creating more engaged communities, contributes to the overall cultural wellbeing of Maitland and enlivens the urban spaces, encouraging people to enjoy the public domain. The key objective of the Public Arts Policy is to:

1. **Encourage the integration of contemporary and interesting public artworks to enliven the city spaces and create a vibrant public realm within Maitland.**

All public artworks and installations should also aim to:

2. **Create a Sense of Identity and Belonging**

Through public art the distinctive layers of Maitland as a city and as a collective of communities with shared experiences is revealed. Maitland has experienced significant population growth and change. As our community changes, so do the ideas, values and inspiration which is mirrored through public art. Opportunities to celebrate the cultural, societal and demographic diversity and community aspirations through public art is a key element in creating a sense of place and belonging.

3. **Encourage a Diverse Range and Scale of Public Art Installations**

A diverse range and scale of art in the public realm will be embraced to include a variety of art forms and urban design elements. Digital art and sound installations provide a contemporary medium for artistic expression. Council encourages a collection of permanent artworks as well as temporary and ephemeral artworks to provide an element of interest, surprise and variation to the urban fabric.

4. **Create Public Spaces with Interesting, Contemporary and Innovative Public Art**

To enrich the visual and sensory experience of residents, workers and visitors to Maitland, innovative and contemporary public artworks are critical. It is also important for the fabrication, installation and materials to be of a high design quality. Understanding the site, context and community reveals an appreciation of the locality and appropriate themes, resulting in public artworks that are embraced by the community.

5. **Encourage Collaboration, Flexibility and Inclusiveness**

Communities desiring meaningful public art need to participate in creating successful projects. As audiences change and diversify, collaboration and inclusiveness is imperative in agreeing what makes good public art and who decides what is good. Partnership opportunities with philanthropic, community, government and commercial sectors, as well as encouraging collaboration between artists, Council and the community is important to the overall success.

Access is also a consideration to enable maximum community inclusion. Public artworks can be specifically created for people with disabilities, such as sound and tactile objects for people with visual and hearing impairments. Functional objects, such as seating should also consider accessibility in the design process.

6. **Support the Growth of Creative Industries Contributing to a Robust Local Economy**

Public Art, due to its visibility in the public domain symbolises Council's dedication to artistic expression and to improve wellbeing of residents and the experience of visitors. Quality public art installations adds value to the local economy through such things as cultural tourism opportunities and diversifying the tourism offer, as well as employment and training opportunities for regional artists and craftspeople.

7. **Seek the Integration and Management of Public Art within the Public Domain**

Public art will be integral to Council programs, development, planning and improvement projects in the public domain. Ongoing management, maintenance and care by Council and the community will ensure that the public art collection is preserved for future generations.

8. **Contribute to the Overall Cultural Wellbeing and Reinforce Maitland as a Leading Creative City**

The future success of the public art program requires a holistic approach and ownership throughout all of Council. The Maitland Regional Art Gallery provides a focus of creative energy for Maitland and this combined with interesting public artworks and community support will provide Maitland with an exciting artistic direction, to reinforce Maitland as a leading creative city.

Policy Scope

Through public art, a sense of place and belonging can be created and the diversity and creative aspirations of the community reflected. The City of Maitland is a place of great historical importance with significant cultural asses, environmental features and strong economic growth and potential. The Maitland Regional Art Gallery embodies the importance of the arts and Council's desire to promote Maitland as a leading creative city. This regional institution is an enduring symbol of the creative potential and is a catalyst for artistic expression as a critical element in the revitalisation of Maitland.

The distinctive attributes of Maitland hold considerable value to those that live, work and visit. The city spaces and landscape provide a canvas for public art to represent the attributes, aspirations, values and commitment of the local community, all which provide ideas and inspiration for public art.

What is Public Art?

Quite simply, public art can be defined as art that is located within the public realm. It responds to the physical, cultural and social context of the location and community and helps to animate public spaces for the enjoyment of all.

Public art is represented by a variety of art forms, shapes, sizes and textures. Artworks can be sculpture, paintings, mosaics, or utilise more contemporary multi-media tools to produce soundscapes, lighting installations and projections. Earthworks and landscaping provide an alternative range of materials and textures for the creation of public artworks.

The 'everyday' elements of the urban landscape can also provide a canvas to facilitate public art. Opportunities are provided with pavement and wall treatments, banners, plaques, water features,

signage and functional elements such as lighting, street furniture, chairs, tables, rubbish bins, bollards, gates and fencing, bike racks and notice boards.

Public art installations can be permanent but also can be temporary or ephemeral works. Permanent artworks are generally considered to be made from materials and construction method that have a lifespan of at least 10 years in external conditions.
Temporary artworks are pieces that have a defined lifespan of no more than five years and often much less. Ephemeral artworks are works with a very short lifespan, such as chalk artworks, street art, performances and projection images
The contribution of public art to Maitland and its community will provide:

- An urban landscape that is interesting and surprising to create vibrant places and enhance the experiences of residents, workers and visitors;
- The creation of contemporary public artworks which represent the local identity of Maitland create a sense of place and belonging and reveal the ideas and aspirations of the community;
- A greater cultural understanding, community interaction and tolerance to strengthen the networks and collaboration within the community to facilitate a shared sense of belonging;
- Opportunities to encourage partnerships between artists, local organisations, businesses, government and the community to promote greater accessibility and appreciation of the visual arts;
- A new burgeoning creative and cultural environment which adds value to the local economy; and
- A public arts program that reinforces the status of Maitland as a leading creative city.

Implementation

The focus of this policy is on the public domain and to the enrichment of sites which have a civic, cultural or redevelopment significance within the local context. The public domain means all publicly accessible open spaces such as parks, urban spaces and squares, streets and laneways, the river foreshore and community and recreation facilities.

Although the focus is on the public domain, this policy acknowledges the opportunities for public artworks to be commissioned by private development. The assessment of public artworks will form part of the Development Application process for identified projects, key sites and major development proposals.

This Public Art Policy applies to:

- New and existing projects that are developed on areas owned or managed by Council;
- Projects by non-council parties on areas within the public domain, as defined above; and
- Construction of new public buildings, extensions, upgrades or refurbishing of public buildings.

Further application of this policy will be encouraged through:

- The integration of Public Art Policy objectives into the city's planning instruments; and
- The consideration of a public art component in the design of capital works and streetscape improvement programs undertaken by Council.

The effective implementation the Public Arts Policy, is critical to facilitate high quality public artworks. In addition to the specific guides for new public art, the following general considerations are critical to all public arts projects and programs.

Funding for Public Art Projects

Council aims to nurture an energetic creative environment in Maitland. Through the prudent use of available financial resources, Council will seek to provide incentives and support for new ideas and options to maximise value for a variety of public arts activities.

A range of funding options will be investigated, including a potential financial commitment by Council as well as funding from other sources. This would include:

- Donation, Acquisitions and bequests;
- Commonwealth and State Government funding and grants;
- Private sector contribution and sponsorship;
- The establishment of a public art fund to support Council initiated public arts projects.

Commissioning of Public Artworks

Commissioning of new public artworks should occur either by:

- *Commissioned Artwork:* that is installed in the public domain as the result of local government (or private) commissions; or
- *Community Projects:* that include the involvement of groups of people in the creation of public art work. This category will focus on community cultural development objectives with the process equalling the significance of the final work.

All future public art acquisitions, commissions or donations must reflect the objectives of this policy, must comply with the criteria established under the section "Guidelines for New Public Art" and demonstrate a high quality in its design, fabrication and installation.

Collaboration and Partnerships

The delivery of public artworks should be a collaborative process which can be achieved through consultation, networks and partnerships. A Public Arts Advisory Panel may be established to consider and evaluate public art proposals. The role of the advisory panel would be integral to the decision making for public art projects.

The composition of the Public Arts Advisory Panel may include: One elected representative of Council; Council's Cultural Director (or their representative); and two (2) community members with relevant experience, knowledge and skill. The panel would convene on an as needs basis and, at their discretion, decide to involve Council staff and the community on any relevant project.

Partnerships with private organisations, community groups and other government departments is an important mechanism to obtain a quality collection of public artworks. Connections with artists, designers and craftspeople through support, training and artist mentoring enable future opportunities for collaboration to develop.

Management, Conservation and Maintenance of Public Artworks.

The ongoing management and maintenance of Maitland's public art collection will be the responsibility of Maitland City Council. All public artworks require a professional standard of management, care and conversation to ensure its preservation for future generations.

- **Public Arts Collection Register**

In order to ensure that the public artworks owned and controlled by Council are managed appropriately, it is recommended that a Public Art Register be developed. The Public Art Register would note the artwork; its value; its location; the artist and/or project; and the date the artwork was produced.

A regular audit of public artworks should also be conducted and recorded to assess the condition and to manage the maintenance of the collection.

- **Durability of the Public Artwork**

The lifespan and materials used in the project need to be considered. The material must not negatively impact or cause damage to its surrounds and methods required to clean the art- work must also be considered.

- **Ownership, Copyright and Moral Rights**

It is important that all persons involved agree on ownership, copyright and moral rights. Upon fabrication, installation and payment of the artist(s), Council should take ownership and associated responsibility of the public artwork. It is usual that the artist retains the intellectual rights and copyright they may also seek some moral rights obligations.

Council may negotiate, with the artist a shared copyright agreement regarding public art works. Council may need to duplicate images of artworks in publications and should have the ability to do so without consultation with the artist. Council will include that reference is made to the artist and title of the artwork on all reproductions. Council will not have the ability to obtain commercial benefit from the artworks (such as selling postcards or replicas) without negotiation with the artist.

- **Removal, Modification or Destruction**

The removal, modification or deconstruction must be considered for the long-term management of the public art collection. The decision for this to occur would rest with the Cultural Director in consultation with the artist, advisory panel and Council. This process would be generally undertaken when the public artwork is:

- Irreparably damaged;
- Physically deteriorated to a point where public safety is at risk;
- Demonstrating faults of design in regard to materials or workmanship or no longer functions materially;
- Unsustainable burden on Council's resources; or
- There is legal evidence that the work belongs to another party.

- **Risk Management and Insurance**

Consideration of risk management issues due to public art being exposed to the elements and accessible to people without supervision. The design and choice of materials, fabrication and installation must ensure that no unacceptable level of risk is associated with any public artworks. Environmental and public safety during and after installation must also be addressed at the design stage.

Usual practice for the design and installation of public artworks involves the artist having insurance responsibilities up to and including the point of delivery to the site. In taking ownership of the public artwork, Council should treat it as an asset of and therefore it should be covered under the insurance policies of Council.

Guidelines for New Public Art

Council will identity and give priority to new projects and programs which demonstrate consistency with the stated objectives of this policy. In addition to the policy objectives, the criteria below forms the basis by which all public art proposals will be accessed.

Council will consider new public art proposals that:

- Contribute to the revitalisation of Maitland as a vibrant, interesting place to live, work and visit;
- Increase the education and appreciation of the arts for residents and visitors;
- Contribute to the diversity of art forms and explore ideas and issues relevant to Maitland and its community;
- Demonstrate thoughtful site selection and responds positively to the site and its context;
- Through innovative design, reflect the historic, cultural and social character of Maitland and represent the aspirations of the community;
- Celebrate the influence that the local indigenous and multi-cultural communities have in shaping Maitland's identity;
- Seek opportunities to integrate permanent or temporary public artworks through Council and community projects and programs, such as the annual events and festivals; and
- Provide opportunities for regional artists to work in partnership with private, public and community stakeholders.

- **Project Management**

  Proficient project management skill is required to ensure a high-quality outcome for any public arts project. In consultation with Council's Cultural Director, the artist will be expected to manage the design, consultation, design, fabrication and installation of the public artwork.

  For all new public art proposals, the following project management details must be addressed:

  - Project brief and timelines;
  - Source of funding and project budget;
  - Commissioning and Selection of Artist;
  - Artist and Project Contracts;
  - Community Consultation; and
  - Maintenance and ongoing management requirements.

- **Public Art Plans**

A Public Art Plan establishes the design concept and rationale of the proposed public artwork. Public Art Plans should demonstrate, but is not limited to the:

- Theme of the project and the artistic/cultural rationale;
- Site selection and relevance of the proposal to the site;
- Ability to achieve the objectives of the
- Public Arts Policy;
- Strategy for community involvement;
- Details as to the choice of materials and method for fabrication and installation;
- Timeframes, budget and potential funding source;
- Risk management and ongoing maintenance requirements; and
- Documentation, reporting and evaluation requirements.

The requirement to prepare a Public Art Plan is at the discretion of Council. However, general terms a Public Art Plan would be required when:

- New public art projects are initiated by
- Council or within new public buildings;
- Projects proposed by non-council parties within the public domain, whether on private land or land within public ownership; and

- As a part of the Development Assessment for a major development, key site or urban release area.

- **Conservation and Management Plans**

Each new public artwork must be accompanied by a Conservation and Maintenance Plan. This is to be developed in consultation with the Council and must be submitted prior to Council accepting ownership of the artwork.

A Conservation and Management Plan should include, but is not limited to the:

- Anticipated lifespan of the artwork;
- Type of management required—personnel;
- maintenance and materials required;
- Schedule of conservation required; and
- Deconstruction, removal or storage requirements

Policy Administration

Business Group:	City Services
Responsible officer:	Gallery Director
Council reference:	Ordinary Council Meeting 10 August 2010 – Item 10.4
Policy review date:	Three (3) years from date of adoption
File number:	
Relevant legislation	
Related documents	

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	November 2010	New policy adopted
1.1	-	Updated to new branding and alignment to organisation structure. No change to content.

City Services

Maitland Public Art Policy Review

DRAFT Maitland Public Art Policy 2025

Meeting Date: 15 July 2025

Attachment No: 2

Number of Pages: 6

Maitland Public Art Policy

Date Adopted:

Version: 2.1

Policy Objectives

1. To develop a public art collection that fosters a sense of pride, place and belonging and reflects the diversity and creative aspirations of the community.
2. To establish the basis, framework and guidelines for the commissioning and approvals of Public Art into the public domain.
3. To support the sustainable management and maintenance of the City's Public Art Assets.
4. To support the objectives of Maitland's Community Strategic Plan by contributing to great neighbourhoods, a vibrant Maitland and a welcoming community with quality open space enhanced through the integration of a diverse range of art in public spaces.
5. To support the objectives of Maitland's Community Strategic Plan through the integration of inclusive public spaces and places that reflect local heritage and history and acknowledge the continuous connection of the first people of this land, the Wonnarua people.
6. Where relevant, support the contribution by artists in the public domain by facilitating collaborations between artists and architects, designers, landscape architects and planners in the development of Maitland's capital works projects.

Policy Scope

This Policy applies to public art projects located, or proposed, in the public domain within the Maitland Local Government Area. This policy does not apply to works which are commemorative in nature such as memorials or plaques or signage including entry statements and interpretive panels. The focus of this policy is on the public domain and to the enrichment of sites which have a civic, cultural or redevelopment significance within the local context. The public domain means all publicly accessible open spaces owned or managed by Maitland City Council such as parks, urban spaces, streets and laneways, the river foreshore and community and recreation facilities.

This policy also applies to any public art project instigated by private development projects that include the handover of public domain to Council.

The policy does not apply to public art that does not otherwise require Council involvement. This includes projects that are wholly exempt development, privately funded, privately owned, on private property and carried out without Council involvement. Although the focus is on the public domain, this policy acknowledges the opportunities for public artworks to be commissioned by private development. Proponents for privately commissioned public art projects are encouraged to contact Council for guidance.

DRAFT

Policy Statement

1. Background

Public art includes creative projects both temporary or permanent located in the public domain and accessible to all. Public art helps to transform public spaces into meaningful and reflective spaces that celebrate the unique character, history, and community of a place. Through their creativity, artists contribute to shaping these spaces, giving them depth and identity. Public art fosters a sense of place, connecting individuals to their surroundings and to each other.

2. Council's role in the development and commissioning of public art

Maitland City Council has the capacity and responsibility to commission public art for the City. Public art can be embedded in Council's place activation programs, development initiatives, planning, and public domain improvement projects. Maitland City Council is responsible for the commissioning process, ongoing management, maintenance, and preservation of the public art collection for all projects developed as public commissions. Public art is a collaborative process that involves cross-council input from areas throughout the Council administration from curatorial to engineering, recreation planning, assets and community development.

3. Commissioning public art

Maitland City Council is responsible for the implementation of transparent and equitable selection processes and clear guidelines for commissioning public art. Commissioning processes will be guided by industry best practice including standard rates and artist fees outlined in the National Association for the Visual Arts (NAVA) Code of Practice for the Professional Australian Visual Arts, Craft and Design Sector.

Other guidelines to follow include the Commonwealth Government's Protocols for Using First Nations Cultural and Intellectual Property in the Arts and the NSW government's Aboriginal Arts and Culture Protocols available through Create NSW.

Models of commissioning public art include:

- Expressions of interest, an open competition where artists apply and are shortlisted
- Limited tender, which involves selecting suitable artists to register their interest
- Register of artists, which identifies suitable artists for future projects.

4. Implementation and assessment

For significant public art projects located on Council land and assets, a selection process will be guided by a public art panel with terms of reference to facilitate the selection process. This panel will include specialist Council staff, external members with experience in art/architecture or design and community representatives from Council's Culture and Community Committee. External members will be appointed through an expression of interest process.

Temporary public art and Council initiated community art projects will be assessed by an internal working group of Council.

Creative projects can be assessed using the following criteria where relevant:

- Integrity and quality of the artwork
- The project reflects excellence in contemporary art practice and standards of high quality
- Relevance of the work to the context of the site or the commissioning brief
- Technical feasibility and ability to successfully realise the proposal/work
- Adherence to budget outlined in the commissioning brief
- Relevance to the strategic objectives and actions of Council
- Consistency with planning, heritage and environmental policies and strategies, design guidelines, plans of management or masterplans
- Assessment of risks including public safety
- Sustainability, production and materials
- Maintenance requirements.

Once commissioned, Council will engage the artist through a commissioning agreement. This agreement outlines the roles and responsibilities of both the artist/designer and Maitland City Council.

5. Funding for public art projects

Public art projects can be implemented through a range of funding mechanisms including:

- Development Contribution Plans and/or Planning Agreements
- Section 7.12 development contribution funds
- Section 7.11 contributions aligned to Urban Release Area plans
- Private philanthropy – donations or bequests
- Commonwealth and State Government funding/grants
- Development requirements and/or conditions
- Private sector contribution and sponsorship.

6. Management of public art assets

The care of public art is considered across the lifespan of an artwork from commissioning to decommissioning processes. All public artworks commissioned by Maitland City Council or accessioned into the public art asset register are assigned a lifespan to inform future management decision-making. The commissioning process requires a maintenance plan be included in the development of detailed design.

All existing and new public artworks are to be included in a public art register. This information will be integrated into Council's asset register. Information about all permanent public artworks will also be supplied to the Asset Management team for inclusion on the Asset Register with all documentation relevant to insurance, valuation, risk and maintenance schedules.

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7. Private development public art projects with handover requirements to Council as public domain

The following conditions apply for public art or landscape/urban design features instigated by a private developer on any development that will eventuate as council maintained public domain:

Early Consultation and Approval - Developers must consult with Council at the earliest possible stage to ensure the proposed public art aligns with Council's public art policy, design standards, and any place-making objectives.

Assessment and Endorsement - All proposed public art must be submitted for Council's review and written endorsement prior to installation. This includes concept designs, artist selection, materials, and intended maintenance approach.

Quality and Integration - Public art must be of high quality, durable, and appropriately integrated into the design of the public realm. Artworks must be accessible and contribute positively to community identity and placemaking.

Ownership and Maintenance - Upon transfer of the land or asset to Council, ownership of the public artwork will also transfer. Developers must provide Council with a Public Art Handover Package including:

- Artist's statement and intent
- As-built documentation
- Maintenance and conservation plan
- Warranty and material specifications
- Copyright and moral rights information

Long-term Sustainability - Council reserves the right to decline ownership of public art that does not meet its standards for longevity, safety, or ongoing maintenance feasibility.

Costs and Contributions - All costs associated with the commissioning, design, installation, documentation, and initial maintenance of the artwork are the responsibility of the developer.

8. Decommissioning

There are times when a work of art will be decommissioned. All agreements between Council and the artist/designer will determine the anticipated longevity of the work. Public art may require decommissioning if there is extensive and irreparable damage, risk to public safety, or if the use of the site has changed and the work no longer has relevance or context. Council has the right to decommission work and will embark on this process in consultation with the artist and in accordance with best practice NAVA guidelines. Deaccessioning includes removal from public space as well as from Council's public art register. Under the provisions of the Copyright (Moral Rights) Amendment Act 2000, Council has several legal obligations to the artist when deaccessioning artwork. The decommissioning process requires approval and consultation through the public art panel and relevant culture and community committee of Council.

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Policy Definitions

Public art	Creative works that are temporary or permanent designed and situated in public spaces, accessible to everyone. It encompasses a wide range of forms, including sculptures, murals, installations, performances, and digital media.
Artist Brief	An artist brief outlines the scope and objectives of the commission. It includes information about the commissioner, site, project background, timelines, budget and any site considerations and limitations.
Landscaping design feature	A physical element integrated into an outdoor or public space to enhance visual appeal, define boundaries, guide movement, or support functional and aesthetic objectives within a landscape or urban environment. These could include but not limited to items like decorative fencing, paving treatments, unique designed street furniture and water features.
Commission	A public art commission is a formal process through which an artist is engaged to create a work of art specifically for a public space or project.
Decommissioning	Decommissioning of a public artwork is the formal process of permanently removing a public art piece from its location or collection. Decommissioning is guided by policies or agreements established at the time of commissioning.
Moral rights	An artists moral rights refers to legislation granted under copyright law that protects the personal and professional rights of creators in relation to their work. This includes the right to attribution, the right to integrity (to prevent destruction, modification or any changes to the work that could harm the creator's reputation). Moral rights are designed to uphold the artists/designer's connection to their work.

Policy Administration

Business Group:	Maitland Regional Art Gallery
Responsible Officer:	Gallery Director
Council Reference:	Ordinary Council Meeting 15 July 2025
Policy Review Date:	Three (3) years from date of adoption
File Number:	35/1
Relevant Legislation	Local Government Act 1993 (NSW) Copyright Amendment Act 2000
Related Documents	Maitland's Future Community Strategic Plan National Association for the Visual Arts (NAVA) Code of Practice for the Professional Australian Visual Arts, Craft and Design Sector.

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Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	November 2010	New policy adopted
1.1	October 2024	Updated to new branding and alignment to organisation structure. No change to content.
2.1		Existing policy streamlined for clarity of purpose and updated to meet best practice public art commissioning. Some aspects of the former version would be covered within a commissioning agreement/contract process.

DRAFT

12.3 Biannual Community Grants Program Round One 2025/2026

FILE NO:	**10/5/18**
ATTACHMENTS:	**Nil**
RESPONSIBLE OFFICER:	**Director City Services** **Manager Asset Strategy and Engineering**
AUTHOR:	**Operations Manager Asset Management** **Coordinator Community & Recreation Planning** **Community Development & Programs Officer**
MAITLAND +10	**Outcome 3 Vibrant Maitland**
COUNCIL OBJECTIVE:	**3.3.1 Growth opportunities**

EXECUTIVE SUMMARY

Council's Biannual Community Grants Program aims to provide financial support to community organisations, groups and individuals to deliver initiatives that meet community needs and benefit residents in our community.

This report presents to Council a recommendation to endorse the funding of nineteen (19) applications under Council's Biannual Community Grants Program Round One (1) 2025/2026.

OFFICER'S RECOMMENDATION

THAT

1. **Council approves the allocation of funds for Round One (1) of the Biannual Community Grants Program which includes the Community Projects Grants Program and the Community Celebrations Grants Program, as recommended in this report from applications numbered one (1) to nineteen (19), in accordance with Section 356 of the Local Government Act, 1993.**
2. **Council formally thanks all twenty-one (21) applicants for their submissions and advises them of Council's decision.**
3. **Council notes the resignation of Catherine Weaver and endorses the appointment of Megan Williams to the Community Grants Assessment Panel.**

REPORT

Maitland City Council's Biannual Community Grants Program aims to provide financial support to community organisations, groups and individuals to deliver initiatives that meet community needs and benefit residents in our community.

Through our Biannual Community Grants Programs, we aim to:

- Provide equal opportunity for the community to seek funding assistance from Council to support initiatives that foster community participation, development and inclusion.
- Promote unity and diversity, create pride in our place, celebrate our culture, improve wellbeing and build a stronger, more connected neighbourhood.

The Biannual Grants Program comprises two (2) distinct sub programs: the Community Projects Grants Program and the Community Celebrations Grants Program.

Community Projects Grants Program Overview

The Community Projects Grant Program has three distinctive subcategories designed to support community led projects, activities and events which contribute to enhancing community wellbeing and/or strengthen the ability of community organisations to respond to community needs, with up to $6,000 per application:

- Community Strengthening – capacity building: projects that meet an identified need for the local community, foster opportunities for community participation and allow the community to connect and celebrate with one another.
- Creative Community – arts and culture: projects that provide opportunities across a broad range of arts, culture and/or local history activities that enhance the quality of life of the community.
- Healthy Active Living – leisure and recreation: projects that provide opportunities for leisure and recreational activities with the aim of improving health, fitness and quality of life of the community.

Community Celebrations Grants Program Overview

The Community Celebrations Grant Program has two distinctive subcategories designed to assist in the coordination of activities and events within the Maitland Local Government Area (LGA), with up to $4,000 per application:

- Commemorative Days – activities and events which acknowledge and commemorate the service and sacrifice of the men and women who served Australia and its allies in wars, conflicts and peace operations.
- Recognised Days and Weeks – significant cultural and community initiatives which celebrate national and international days or weeks.

Applications for Round One (1) of the Biannual Community Grants Program 2025/2026 opened Friday 28 March 2025 and closed Friday 9 May 2025. In response to the call for applications, twenty-one (21) applications were received. All twenty-one (21) applications received were from the Community Projects Grants Program. Zero (0) applications were received under the Community Celebrations Grants Program for Round One (1).

COMMUNITY CONSULTATION

Throughout the opening period for Round One (1) of the Biannual Community Grants Program 2025/2026, promotion of the program was undertaken. Promotion included a media release, social posts on Maitland City Council Facebook and E-newsletters sent to our Council community database. These promotions included text and imagery relating to the different types of projects that can be funded including creative arts pursuits, cultural celebrations, sporting activities and commemorative recognitions. Previous applicants were also contacted to inform them that Round One (1) was open for applications.

Council Officers also liaised with potential applicants throughout the six (6) week application period, providing guidance on eligibility and offering support across all stages of the application process.

To further assist applicants, Council Officers facilitated three (3) Community Grants Program Information Sessions, which were delivered both in person and online, on Wednesday 26 March, Tuesday 1 April and Thursday 3 April 2025. These sessions offered an overview of the program, including eligibility requirements, key dates, the assessment process, and acquittal and reporting obligations.

The Community Grants Assessment panel was consulted for their assessments as outlined in the 'review and assessment' section of this report.

PANEL MEMBER UPDATE

The independent community representative Catherine Weaver has formally resigned from her position on the Community Grants Assessment Panel and did not participate in the assessment of the Biannual Community Grants Program Round One (1) 2025/2026 applications.

In accordance with the Community Grants Program Terms of Reference, Council Officers have initiated the process to backfill the vacancy. It is noted that following the resignation of Catherine Weaver, Megan Williams, the first listed reserve community representative, is recommended for appointment to the panel for the remainder of the current panel term. Council previously endorsed the appointment of reserve representatives at the Council Meeting held on 11 February 2025.

This process, is in line with the Community Grants Program Terms of Reference adopted by Council at the 11 February 2025 Council meeting and at the 20 May 2025 Council meeting as part of the committee review. It is noted that at the 20 May 2025 Council meeting, Council resolved that "*Council delegates authority to the General Manager to undertake an expression of interest process and select community representatives and stakeholder representatives for each strategic committee and fill casual vacancies in these positions, with the outcome of the selection process to be reported to Council.*" As the grants panel is a special purpose committee, it is not within the General Manager's delegation to fill the vacancy and as such this report is in accordance with the Community Grants Program Terms of Reference.

BIANNUAL COMMUNITY GRANTS PROGRAM ROUND ONE 2025/2026 (Cont.)

REVIEW AND ASSESSMENT

The Assessment Panel consists of two Councillors, a Mayoral representative and two independent community representatives. Members of the Assessment Panel were Mayor Philip Penfold, Cr Mike Yarrington, Cr Kristy Flannery, Penny Chapman and one (1) vacant community representative position. The panel has the responsibility of reviewing and assessing the applications received via Council's online grant management platform, SmartyGrants. Council Officers received and compiled a summary of applications for review by the Community Grants Assessment Panel. This summary was provided at the first panel meeting, convened on 21 May 2025. Penny Chapman declared a conflict of interest and did not assess the relevant application/s.

The Community Grants Assessment Panel reconvened for a second meeting on 12 June 2025 following their individual assessment of applications in SmartyGrants and determined final funding levels, Penny Chapman did not participate in the final determinations as per the Terms of Reference. The following table provides a brief description of the applicants and their total project costs (including their contributions), the funding amount requested, and the funding amount endorsed by the Community Grants Assessment Panel for Council's Biannual Community Grants Round One (1) 2025/2026:

	Applicant	Project Name	Total Project Cost	Amount Requested	Amount Recommended By Panel
1.	Australian Museum of Clothing and Textiles Inc.	Rock and Roll 50's Fashion Parade	$19,840.00	$5,000.00	$5,000.00
2.	Epilepsy Action Australia	Maitland SAFE Schools (Seizure Awareness for Educators)	$8,520.00	$4,000.00	$4,000.00
3.	City of Maitland Pipes and Drums Incorporated	2025 NSW Pipe Band Championships	$22,000.00	$5,000.00	$5,000.00
4.	Lotus Asocsa	Lotus Asocsa (Support group for female adult survivors of child sexual assault)	$6,000.00	$4,284.71	$4,284.71
5.	Veterans' Cricket NSW Association Incorporated	VCNSW 60s State Championships	$39,600.00	$5,000.00	$5,000.00
6.	Maitland Parkinson's Support Group	Maitland Parkinson's Support Group Art Workshops	$8,340.00	$4,170.00	$4,170.00
7.	Lake Macquarie Suicide, Prevention and Support Network Incorporated	Community Connect (free health and wellbeing activities)	$18,000.00	$6,000.00	$6,000.00

BIANNUAL COMMUNITY GRANTS PROGRAM ROUND ONE 2025/2026 (Cont.)

	Applicant	Project Name	Total Project Cost	Amount Requested	Amount Recommended By Panel
8.	Maitland Landcare Inc	Site of East Maitland Landcare Signage	$7,720.00	$3,860.00	$3,860.00
9.	Maitland Junior Australian Football Club Incorporated	Maitland Saints - Wellbeing & Junior Development Programme Initiative	$10,000.00	$2,500.00	$2,500.00
10.	U3A Maitland Incorporated	Smart TV & stand	$1,142.00	$570.00	$570.00
11.	U3A Maitland Incorporated	Purchase of Laptop Computers	$2,388.00	$1,190.00	$1,190.00
12.	Maitland Touch Football Association Inc	Essential Shade for Tournaments	$11,980.00	$5,990.00	$5,000.00
13.	Maitland Musical Society Incorporated	2025 Production of "Freaky Friday"	$45,699.78	$6,000.00	$6,000.00
14.	Carries Place Domestic Violence and Homelessness Service Inc	DRUMBEAT program	$9,649.00	$5,499.00	$4,500.00
15.	Got Your Back Sista Ltd.	I Run For Her' Maitland Activation	$8,200.00	$5,000.00	$4,000.00
16.	Hinterland Port Stephens Incorporated	The 3 Rivers Hinterland Treasure Trail	$22,500.00	$6,000.00	$3,000.00
17.	Hunter Valley Finch Club Incorporated	Bird Expo	$17,500.00	$1,700.00	$1,700.00
18.	Maitland Regional Museum Inc	Maitland and The Movies	$4,640.00	$1,700.00	$1,700.00
19.	UCA Maitland Uniting Church	MUNCH Project (food relief)	$35,000.00	$5,990.00	$5,990.00
		TOTALS	**$298,718.78**	**$79,453.71**	**$73,464.71**

BIANNUAL COMMUNITY GRANTS PROGRAM ROUND ONE 2025/2026 (Cont.)

Ineligible Applications

One (1) application did not meet the eligibility and assessment criteria outlined in the Community Grants Program Guidelines and Community Grants Program Policy as the grant was to cover recurrent operational costs and has therefore been excluded from this report. This application was presented to the panel at the first meeting held on 21 May 2025 for final determination regarding its eligibility, and it was agreed by the panel it was ineligible.

Following the second panel meeting held on 12 June 2025, one (1) application was not recommended for funding by the panel as the applicant identified they would be applying for their project in Round Two (2) of the Biannual Community Grants Program and would prefer not to proceed with their Round One (1) application. Council Officers will work with this applicant to submit their application again in Round Two (2). These applicants will be notified that they were unsuccessful following the 15 July 2025 Council Meeting.

CONCLUSION

With twenty-one (21) applications received, the Community Grants Assessment Panel are recommending full or part funding to nineteen (19) of the applicants. Funded projects and activities range from assistance for people experiencing homelessness or domestic violence to environmental endeavours, as well as small equipment purchases and upgrades. Funded applications will assist to foster community participation and connection, promote access to community resources and provide benefits to the wider community. The Assessment Panel funding recommendations total $73,464.71, as outlined above, is within available budget allocations.

FINANCIAL IMPLICATIONS

The table below provides an overview of the proposed expenditure and expenditure to date for the Community Grants Program for 2025/2026 financial year.

Source	Amount (excl GST)	Comments
INCOME		
Section 356 Community Grants 25/26 Budget	$180,000.00	60% Community Projects Grants 12% Community Celebrations Grants 25% Individual Development 3% Discretionary
Estimated Section 356 Community Grants 24/25 Budget rollover	$51,010.50*	*Figure to be confirmed as part of the 2024/25 year-end financial reporting. This rollover will be used as supplementary funding if any category fully expends funding and there are applications received that would otherwise be supported.
CURRENT INCOME BUDGET	**$231,010.50**	
EXPENDITURE		
Proposed Round One (1) Biannual Grants 2025/2026 Funding Recommendations	$73,464.71	$73,464.71 for Community Projects
TOTAL COST	**$73,464.71**	
RESULT	**$157,545.79**	Remaining 25/26 budget available

BIANNUAL COMMUNITY GRANTS PROGRAM ROUND ONE 2025/2026 (Cont.)

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – existing or additional
There is a reputational risk of the recommended applications not being funded that may lead to poor community outcomes.	Medium	Council endorse the recommended applications for funding.	Low	Existing resources
There is a financial risk of grant funding being used by applicants for something other than the identified project that may lead to misuse of Council funding.	Medium	Funding agreements will be developed that outline the requirements of expenditure including that funds cannot be spent on anything outside of the project scope. Acquittals will also need to be completed by applicants.	Low	Existing resources
There is a reputational risk of failing to offer financial support to applicants that may lead to a fractured reputation for Council within the community.	Medium	Council endorse the recommended applications for funding, upholding Council's commitment to financially support community initiatives.	Low	Existing resources
There is a reputational risk of perceived lack of transparency regarding funding allocations that may lead to a damaged reputation within the community.	Medium	Eligibility and assessment criteria for the program is available on Council's website which provides transparency regarding the assessment process, additionally scoring is completed by the panel which subsequently identifies funding.	Low	Existing resources
There is a reputational risk associated with the panel operating with only four members during the assessment of Round One (1) applications, rather than the intended five members, this may lead to concerns around process integrity or completeness.	Medium	The Community Grants Program Terms of Reference allows for panel vacancies to be filled through a reserve list. The assessment proceeded in line with the Terms of Reference, and the process to appoint a reserve panel member has been initiated.	Low	Existing resources

POLICY IMPLICATIONS

This matter refers to the *Community Grants Program Policy* and associated documents including guidelines and the Assessment Panel Terms of Reference. This policy provides direction on the types of programs that are funded, standard eligibility criteria for applicants and the governance and appeals processes for this program. This matter is in accordance with Council's adopted Code of Conduct.

STATUTORY IMPLICATIONS

This matter is in accordance with Section 356 of the Local Government Act 1993.

12.4 Maitland Park Master Plan and Playspace Concept Plan

FILE NO:	**101/10/3**
ATTACHMENTS:	**1.Maitland Park Master Plan - Exhibited** **2. Maitland Park Master Plan - Final** **3. Maitland Park City-Wide Playspace - Exhibited** **4. Maitland Park City-Wide Playspace - Final** **5. Maitland Park Master Plan - Public Exhibition Submissions**
RESPONSIBLE OFFICER:	**Director City Services** **Manager Asset Strategy and Engineering**
AUTHOR:	**Operations Manager Asset Management** **Coordinator Community & Recreation Planning** **Strategic Recreation Planner** **Landscape Planner**
MAITLAND +10	**Outcome 1 Liveable Maitland**
COUNCIL OBJECTIVE:	**1.1.1 Quality open space network**

EXECUTIVE SUMMARY

This report presents the community consultation outcomes and subsequent amendments to the associated plans for the Maitland Park Master Plan and the Maitland Park City-Wide Playspace concept plan. The Maitland Park Master Plan received over 150 survey responses and five (5) formal submissions and the Maitland Park City-Wide Playspace concept plan received over 440 responses.

OFFICER'S RECOMMENDATION

THAT

1. **Council endorses the Maitland Park Master Plan inclusive of the concept plan for Maitland Park City-Wide Playspace.**
2. **Council acknowledges that the Maitland Park Master Plan and the Maitland Park City-Wide Playspace, will be delivered through a staged approach, as noted in this report.**
3. **Council Officers continue to seek funding opportunities for the staged delivery of both of these projects.**

REPORT

Background

The existing Maitland Park Master Plan was developed in line with the Plan of Management in 2014. The Master Plan has since been revised in recent years, in draft form, to include recent infrastructure development and potential future opportunities for the park. The draft Master Plan was reported to Council on the 10 December 2024 for endorsement to be placed on public exhibition. The resolution at this Council meeting was that:

1. *Council endorses the Master Plan and principles for stakeholder consultation*
2. *Council endorses the Master Plan to be placed on public exhibition for a period of 28 days following stakeholder consultation*
3. *Following public exhibition and stakeholder consultation, a further report will be put to Council for endorsement of the Maitland Park Master Plan.*

Further to the above, Maitland Park Master Plan now includes the Maitland Park city-wide playspace. Maitland Park was identified as the preferred location for Maitland's city-wide playspace (previously known as playspace of significance) at the 26 March 2024 Council Meeting. The resolution at this Council meeting was that:

1. *That the site location and indicative concept plan is endorsed with the inclusion of splash pad with water play, and focus on shade, disability inclusion, and additional parking*
2. *Council Officers actively seek grant funding for the delivery of the project*
3. *Council will go to community consultation at an appropriate time with a concept plan that includes the items listed in the resolution*

Of the resolutions noted above, Items one (1), two (2) and three (3) of the Maitland Park Master Plan and Items one (1) and three (3) of the Maitland Park city-wide playspace have been resolved. Item two (2) of the Maitland Park city-wide playspace, being "*Council Officers actively seek grant funding for the delivery of the project"* is still ongoing.

Principles

The Maitland Park Master Plan focuses on the following principles, as previously presented to Council, being:

- Bringing the 'heart' back into the park by enhancing its citywide appeal,
- Providing a pedestrian-friendly and vibrant civic space,
- Reclaiming green open space by improving parking and road efficiency within and around the park,
- Providing more recreational opportunities for the community and tourists,
- Creating a playspace that reflects the importance of Maitland Park to the community by upgrading the existing playspace.

These principles have been applied to the Master Plan design, and as outlined below, are generally consistent with the feedback from community consultation.

CONSULTATION

Maitland Park Master Plan Engagement

Following Council endorsement at the 10 December 2024 Council meeting, Council Officers contacted each of the sport user groups at Maitland Park and offered an information session to discuss the proposed Master Plan. As a result, Council Officers met with seven (7) of the user groups in early 2025.

Following these sessions, the Master Plan was placed on public exhibition, accompanied with a YourSay survey, running from 10 February to 9 March 2025. This engagement received five (5) public exhibition submissions and over 150 survey contributions. Refer to Attachment 5 for the public exhibition submissions. Of the five (5) public exhibition submissions, three (3) were from sporting groups, one (1) was from a resident and one (1) was from a park user. From the survey respondents, 55% were generally supportive, 22% were somewhat supportive and 23% were unsure about whether or not they were supportive of the Master Plan. The majority of respondents, at 65%, use the park in an informal capacity, with 39% using the park for passive recreation, 19% using the park for social activities and 7% being local events/groups using the park.

The results demonstrated that respondents were supportive of:

- Increased parking,
- New and expanded playspaces,
- More passive open space and pathways.

This feedback is consistent with the principles applied to the Master Plan.

Whilst parking was supported, there were some concerns from respondents regarding changes to traffic flow, the location of parking and relocation of existing parking. There were also concerns raised regarding the location of the cricket nets.

This feedback has been utilised to inform the updated Master Plan as outlined in this report. Additionally, Councillors were briefed on 1 July 2025 on the community consultation outcomes and subsequent amendments to the Master Plan.

Maitland Park city-wide playspace engagement

The Maitland Park city-wide playspace engagement was undertaken from 8 November 2024 to 8 December 2024. This engagement process included an online survey and a pop up session at the existing playspace on 23 November 2024.

Through this engagement, 442 responses were received through the survey and the pop-up, with 70% of respondents supportive of the concept, 25% being somewhat supportive and 5% neutral or not supportive. When respondents were asked what type of theme the community would like to see for play elements, feedback showed that historical and environmental themed play elements were the most popular. This feedback will influence the detailed design of play elements in ways such as reflecting the significant trees in the design of the adventure play area and reflecting the Hunter River in the water play area. Furthermore, the top three (3) priorities for the space were adventure play, water play and toddler active play.

The key reasons the community supported the playspace concept were:

- Modernisation and expansion,
- Water play and unique features,
- Inclusivity and accessibility,
- Preservation of natural and existing features,
- Practical concerns and infrastructure.

Respondents also identified that they preferred a learn to ride area when asked about what they'd like to see in the bike area.

This feedback has been utilised to inform the updated concept plan as outlined in this report. Additionally, Councillors were briefed on the community consultation outcomes and subsequent amendments to the concept plan on 1 July 2025.

Updated Plans

As a result of community consultation, the Maitland Park Master Plan and the Maitland Park city-wide playspace concept plan have been updated to reflect community feedback and concerns.

Maitland Park Master Plan key changes

The Master Plan has been updated to reflect key changes as shown in Attachment 1 and Attachment 2:

- Change in location for cricket net complex as show as item 8,
- Improved path connection to the outer field amenities as shown by the orange lines connecting to item 17,
- Maximised green open space and reduced paving.

Concerns relating to traffic flow will be addressed through the staged delivery of the Master Plan, each main stage will include an independent traffic study which will review the specific change to the park while maintaining a holistic view of the parks functionality in line with the Master Plan. The traffic studies will include investigations into appropriate traffic measures such as road widening.

Council Officers will also investigate the current location of the John Gillies iron gates with the intention to restore the John Gillies memorial gates to their original design in reattaching the gates to the stone pillars located at the Elgin Street entrance.

Maitland Park city-wide playspace key changes

The playspace concept plan has been updated to reflect key changes as shown in Attachment 3 and Attachment 4:

- Fully fenced site with entry and exit gates around the site,
- An accessible footpath surrounding the playspace,
- Increased water play area with more play elements,
- Increased inclusive and accessible items and surfacing,
- Additional sound and sensory items added,
- Environmental theming throughout such as reflecting the significant trees and Hunter River in the design of play equipment,
- Increased supporting infrastructure including seating, picnic shelters and BBQ,
- Retention of learn to ride,
- Increased canopy trees and shade structures.

It is noted that the current concept design is high level and it is anticipated that as the concept progresses through detailed design, some details may change such as gate locations to enter the playspace.

Staged Approach

The delivery of the Maitland Park Master Plan and Maitland Park city-wide playspace concept plan will each require a staged approach to minimise impacts on park users and to improve opportunities for Council Officers to seek funding for the elements within both plans. It is noted that as these projects are currently unfunded, Council will continue to review and renew existing facilities such as playspaces within the park to ensure they are fit for community use until Council is in a position to progress these plans.

Specific to the Maitland Park Master Plan some elements of works are already in progress including:

- The impending completion of the temporary central carpark as shown as item six (6) in Attachment 2 and the associated lawn and pedestrian footpath connecting this carpark to Elgin Street,
- The purchase of 63 Park Street,
- Due diligence investigations for the city-wide playspace,
- Design commencing for the site wide power upgrades.

The delivery of the Master Plan works will be completed in stages, with the indicative staging plan being:

1. Traffic flow changes to the North-West (N/W) Entry (John Gillies gate) and completion of the central temporary carpark
2. Pedestrian footpath works across the site
3. Carparking across the site
4. Fitness equipment along the path adjoining Elgin Street and local playspace on Park Street
5. Delivery of the cricket net complex and removal of existing cricket nets
6. Power upgrades
7. Central lawn and pavilion
8. Heritage monument upgrades
9. Outer field amenities expansion
10. Entry Plaza – contingent on playspace and aquatic centre works
11. Wayfinding signage – occurs progressively in line with relevant stages

This indicative delivery staging will be dependent on sourcing additional funding to supplement the available Developer Contributions for some stages where available. Some stages are currently fully unfunded.

It is noted that some staging will be contingent on the delivery of other stages first. For example, the delivery of the entry plaza which will be dependent on the aquatic centre and playspace upgrade being complete whilst the review of the local playspaces on the eastern side of the aquatic centre will be actioned in line with the design of the aquatic centre expansion and city-wide playspace expansion.

Council Officers will also continue to investigate the purchase of nearby and surrounding land as appropriate, to increase the capacity and outcomes of the park.

MAITLAND PARK MASTER PLAN AND PLAYSPACE CONCEPT PLAN (Cont.)

The Maitland Park city-wide playspace will also be developed in a staged approach, allowing the current playspace to service the community with elements outside of the existing playspace footprint being delivered first.

CONCLUSION

The Maitland Park Master Plan and the Maitland Park city-wide playspace concept plan are reflective of the Master Plan principles and community consultation outcomes. It is recommended that Council endorse the Master Plan and city-wide playspace concept plan, noting that the projects are largely unfunded and that the endorsement of the plans will assist Council Officers in seeking grant funding to assist in the delivery of these projects.

FINANCIAL IMPLICATIONS

Maitland Park Master Plan

The delivery of Maitland Master Plan will have a financial impact on the Council's Long Term Financial Plan, yet the specific details of these implications will not be fully realised until the works are progressed to detailed design.

The estimated cost at the time of writing this report to fully deliver the works included within the Master Plan would total approximately $23 million (excluding the City-wide playspace and proposed Maitland Aquatics upgrades). The Master Plan is largely unfunded, and Council will need to actively seek grant funding for the delivery of the project over time.

Source	Amount (excl GST)	Comments
INCOME		
Section 7.11 and 7.12 Developer Contributions	$2,582,138.00	For cricket nets, netball upgrades and general passive recreation
Existing CAPEX budget 25/26FY	$250,000.00	Power Upgrade design
CURRENT INCOME BUDGET	$2,832,138.00	
EXPENDITURE		
Carparking and traffic flow N/W Entry	$750,000.00	
Pedestrian footpaths	$1,275,000.00	
Carparking and traffic changes across the site	$1,000,000.00	
Fitness equipment near Elgin St	$200,000.00	
Local playspace near Park Street	$500,000.00	
Cricket net complex and removal of existing nets	$750,000.00	
Central lawn and pavilion	$2,000,000.00	
Heritage monument restoration	$1,000,000.00	
Outer field amenities expansion	$1,500,000.00	

Source	Amount (excl GST)	Comments
Entry Plaza	$3,000,000.00	Contingent on playspace and aquatic centre works
Wayfinding	$100,000.00	Occurs progressively in line with relevant stages
Property acquisition and demolition	$2,000,000.00	
Power upgrades	$3,500,000.00	
Contingency 30%	$5,252,500.00	
TOTAL COST	$22,827,500.00	
RESULT	**$-19,995,362.00**	

Maitland Park city-wide playspace

The Maitland Park city-wide playspace concept plan is further advanced in scope and design, with an estimation as per the table below.

Source	Amount (excl GST)	Comments
INCOME		
Section 7.11 and 7.12 Developer Contributions	$570,000	Playground related allocations
Existing CAPEX budget 25/26FY	$250,000.00	Existing CAPEX budget 25/26 for due diligence investigations
CURRENT INCOME BUDGET	$820,000.00	
EXPENDITURE		
Due diligence investigations	$250,000.000	Due diligence investigations for city-wide playspace
City-wide playspace	$13,205,000.00	City-wide playspace. Inclusive of removing playspaces located on the eastern side of the aquatic centre, preliminaries, contingencies and margins - Unfunded
TOTAL COST	$13,455,000.00	
RESULT	$-12,635,000.00	

Council will need to actively seek grant funding for the delivery of the project over time and as such this project is included in the draft Partnerships and Advocacy Strategy.

MAITLAND PARK MASTER PLAN AND PLAYSPACE CONCEPT PLAN (Cont.)

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – within or additional
There is a service delivery risk that the Maitland Park Master Plan is largely unfunded that may lead to poor community and recreation infrastructure outcomes.	High	Endorse the Master Plan allowing Council to prioritise the Master Plan in the Capital Works budget and seek grant funding opportunities.	Medium	Existing and additional – grant funding
There is a reputational risk that the Maitland Park Master Plan does not reflect community expectation that may lead to confusion or dissatisfaction about the future of Maitland Park.	Medium	Endorse the Master Plan which has been updated to reflect community consultation outcomes.	Low	Existing
There is a reputational risk that the community and/or user groups don't feel involved in the Master Plan that may lead to poor perception of Council.	Medium	Endorse the updated Master Plan and continue to inform and consult with key users and stakeholders throughout the delivery of the Master Plan.	Low	Existing
There is a financial risk that the Master Plan and city-wide playspace concept plan cost estimates are too significant to attract grant funding that may lead to delays or inability to deliver the plans.	Medium	Endorse a staged approach for the delivery of the plans to allow increased grant funding opportunities and/or increased ability to include stages within the Capital Works budget.	Low	Existing and additional – grant funding
There is an environmental risk that failing to update the Maitland Park Master Plan may lead to poor preservation of the natural environment including existing mature trees.	Medium	Endorse the updated Master Plan.	Low	Existing
There is a reputational risk of creating community expectations that we can't deliver on	Medium	Develop and implement a detailed communications plan that clearly outlines inclusions and exclusions.	Low	Existing

that may lead to negative reputation impacts.				
There is a financial and service delivery risk of not having an updated Master Plan and pipeline of works that may lead to missing out on attracting grants/developer contributions as a funding source and projects not being completed.	High	Endorse the Master Plan and the staged approach for delivering the Master Plan.	Medium	Existing and additional – grant funding
There is a service delivery risk that the proposed Master Plan is in conflict with the Maitland Park Plan of Management 2014 that may lead to poor delivery outcomes.	Medium	Council Officers will update relevant documentation in line with the Master Plan.	Low	Existing
There is a reputational risk that the proposed traffic flow measures are incorrect that may result in poor traffic outcomes for the park.	High	Traffic studies as outlined in this report will be undertaken to ensure any traffic changes are well informed and meet the needs of park users.	Low	Existing

POLICY IMPLICATIONS

This report relates to and is consistent with Councils adopted policies including:

- Delivery Program 2022-2026 and Operational Plan 2024-25 & 2025-26
- Community Engagement Policy
- Asset Management Policy
- Maitland Park Plan of Management 2014

STATUTORY IMPLICATIONS

This matter is in accordance with the Local Government Act 1993 and the Crown Land Management Act 2016.

City Services

Maitland Park Master Plan and Playspace Concept Plan

Maitland Park Master Plan - Exhibited

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 1

MAITLAND PARK MASTER PLAN AND PLAYSPACE CONCEPT PLAN (Cont.)

LEGEND

- Lot Boundary
- Existing heritage items retained
- Existing trees
- Proposed evergreen trees
- Proposed deciduous trees
- Existing shared pathway
- Proposed pedestrian footpath
- Proposed wombat/shared path crossing
- Proposed bus/coach bay
- Proposed feature paving
- Proposed sculpture
- Proposed feature pavilion
- Proposed seating wall
- Proposed memorial garden
- Proposed playspace fencing
- Existing and future car park
- Proposed water fountain
- Existing and future bus stop
- Potential location for a second hockey field

KEY

1. Existing entry gate changed to entry only
2. Existing playspace to be extended and upgraded
3. Aquatic Centre's expension indicatively
4. Entry plaza for people to meet, stay and enjoy the park in front of Aquatic Centre's future entry
5. Location of two existing local playspaces
6. Existing car park combined with new parking (temporary) on contaminated area
7. Open lawn with seating and feature garden for community activities and ceremonies.
8. Proposed location of enclosed cricket practice nets (8 lanes)
9. Heritage monuments retained and restored
10. Existing maitenance facility
11. Overflow parking on operational land
12. Expanded existing car park and partial closure of Gipps Street
13. Location of future local playspace
14. Existing cricket nets
15. Existing fitness station
16. Location of future fitness station

0 25 50 75 100 M

maitland CITY COUNCIL

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CITY SERVICES

MAITLAND PARK MASTERPLAN CONCEPT PROPOSAL

Maitland NSW 2320

Scale: 1:2500@A3

Date: Nov 2024

maitland CITY COUNCIL

City Services

Maitland Park Master Plan and Playspace Concept Plan

Maitland Park Master Plan - Final

Meeting Date: 15 July 2025

Attachment No: 2

Number of Pages: 1

MAITLAND PARK MASTER PLAN AND PLAYSPACE CONCEPT PLAN (Cont.)

City Services

Maitland Park Master Plan and Playspace Concept Plan

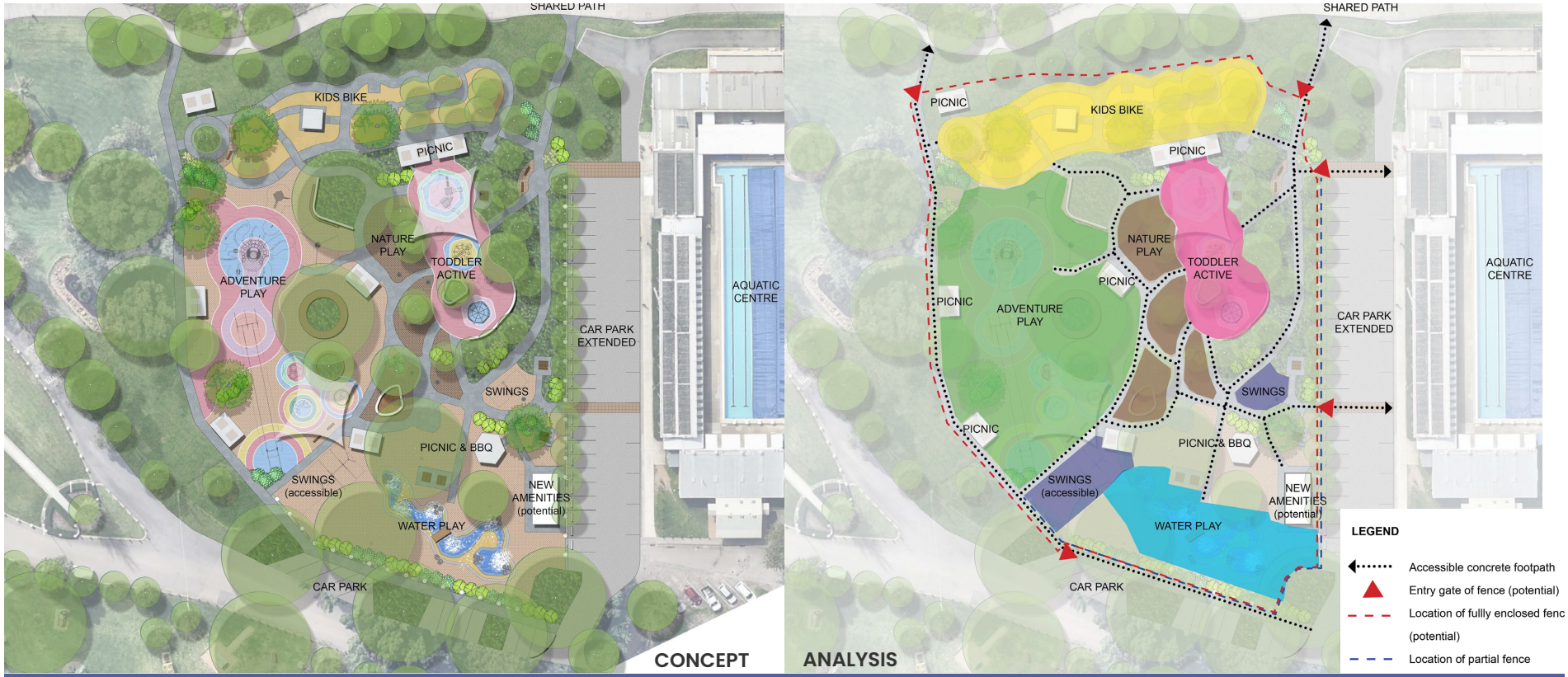
Maitland Park City-Wide Playspace - Exhibited

Meeting Date: 15 July 2025

Attachment No: 3

Number of Pages: 1

MAITLAND PARK MASTER PLAN AND PLAYSPACE CONCEPT PLAN (Cont.)



MAITLAND PARK PLAYSPACE

PLAYSPACE OF SIGNIFICANCE CONCEPT PROPOSAL

maitland CITY COUNCIL

City Services

Maitland Park Master Plan and Playspace Concept Plan

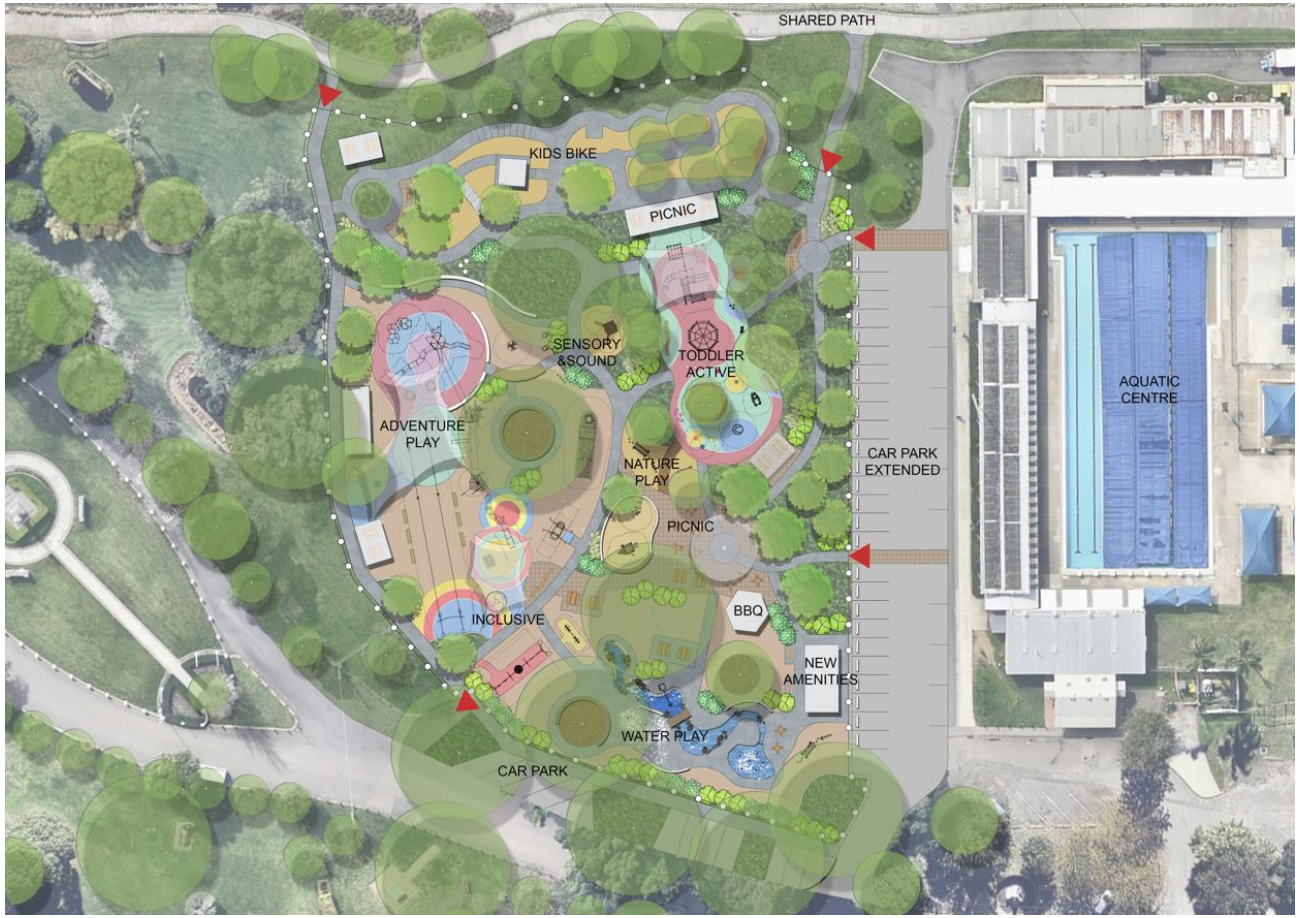
Maitland Park City-Wide Playspace - Final

Meeting Date: 15 July 2025

Attachment No: 4

Number of Pages: 1

MAITLAND PARK MASTER PLAN AND PLAYSPACE CONCEPT PLAN (Cont.)



City Services

Maitland Park Master Plan and Playspace Concept Plan

Maitland Park Master Plan - Public Exhibition Submissions

Meeting Date: 15 July 2025

Attachment No: 5

Number of Pages: 19

Maitland Park Master Plan
City United District Club Submission

9 March 2026

Executive summary

City United District Cricket Club (City United) commends Maitland City Council for preparing the draft Master Plan for Maitland Park and appreciates the opportunity to contribute feedback. The adoption of this Master Plan holds immense potential, not only for enhancing community spaces but also for driving future funding to improve facilities. The plan's emphasis on passive spaces, such as walking tracks and open seating areas, offers a positive vision for more diverse park use.

However, City United expresses concern regarding the potential impacts of the Master Plan on active users, particularly for cricket, soccer, touch football, and netball. We believe the proposed changes may inadvertently disadvantage these users—especially with the removal of parking near key sporting areas, such as Robins Oval. Achieving a balance between the needs of passive and active users is essential to ensure that Maitland Park remains a functional and welcoming space for all, preserving the park's community-centric spirit.

Who are we

City United District Cricket Club has a long-standing presence at Maitland Park, having played cricket here since 1917. Our club is home to over 100 junior and 80 senior players, and we utilize various facilities in the park, including:

- Robins Oval
- Louth Park
- GUOOF
- Synthetic practice wickets

The greater Maitland area boasts over 2,000 registered junior and senior cricketers, all of whom have played or will play at Maitland Park during their cricketing journey. As a club, we have a rich history of collaboration with Maitland City Council, and we are proud of the contributions we have made to the park, including:

- Irrigation at Robins Oval
- Redevelopment of Robins Oval grandstand
- Lighting on outer fields
- Renovation of amenities at outer fields
- Maitland Park has also hosted several prestigious cricket tournaments, including:
- U19 National Championships
- National Over 50's Championships
- NSW Combined High Schools Championships (Boys & Girls)
- NSW Primary Schools Championships
- Hunter Valley John Bull Shield Final
- Central North Zone Junior Finals

With five high-quality cricket grounds within walking distance, Maitland Park is truly a unique and valuable asset for the local community.

Active V Passive users and parking within the park

The draft Master Plan places significant emphasis on passive users, focusing on creating walking paths, open seating areas, and additional green space. While City United supports enhancing the park's passive

spaces, we strongly believe that this should not come at the expense of active users—particularly those who pay for access to facilities.
We applaud the new large car park opposite the pool but a key concern is the removal of essential parking spaces around Robins Oval and other sporting facilities. Parking is vital for active users, particularly for cricket matches where players require easy access to their equipment. The proposal to remove parking from the central areas' risks creating accessibility challenges, forcing players to carry heavy gear long distances from the perimeter parking areas. Further, the bulk of the shading for most grounds resides at the centre of Maitland Park This is not only impractical but also unsafe, especially for teams with young players and the older generation of veteran player.

Our Proposal:

- Retain the car parks at SMR and Louth Park to ensure easy access for active users, maintaining a central, community-oriented atmosphere during sporting events.
- Relocate the walking tracks to areas that do not interfere with active users' needs, preserving the current parking areas near Robins Oval and other key grounds.

Parking

We applaud the large carpark opposite the pool. This will be an excellent addition for pool users and users of the park on the Northern side in and around the pool. From a cricket perspective, the expectation that active users will be willing (or able) to carry their equipment, including a cricket bag, esky, drink bottle, gazebo from the external perimeters in Park St and the new large carpark (where parking is being provided) to their ground to participate in a game of cricket is both unreasonable and unsafe. Ergonomically it is unacceptable, and from a sporting atmosphere perspective, Robins Oval is the centrepiece of cricket in Maitland Park. Currently both SMR and Louth wickets have easy access for participants to engage with the "main game" during or after their game. This experience will be lost under the current proposal to remove the parking at Louth park and SMR.
Secondly there is little to no shade on the extremities of Maitland Park for players and spectators to use for Louth, GUOOF or SMR wickets, making the large trees in and around the rotunda the perfect place for teams to set up for games. Restricting the ability of teams to set up centrally as detailed will detract from the carnival style atmosphere that Maitland Park currently has on a Saturday afternoon.

We propose

City United proposes to retain the carparks at both SMR and Louth park to encourage and promote the central, community sporting feeling for sporting teams and our active users when they are competing at Maitland Park. To compensate we propose that the cricket practice nets facility is relocated to an alternate location as discussed below.

Parking around Robins Oval

Robins Oval is the central hub for cricket and soccer in Maitland Park, and its unique ability to allow spectators to park and watch the game is one of its defining features. The proposal to remove parking around Robins Oval, replacing it with a walking track, would severely diminish this experience. We urge Maitland City Council to consider relocating the walking track to the other side of the road to preserve this unique spectator experience and maintain ease of access for active users.

Cricket practice nets

City United supports the development of new cricket practice nets at Maitland Park, as there is a chronic shortage of both synthetic and turf practice wickets in the region. We recommend that the new practice nets facility include both synthetic and turf wickets to accommodate all users. However, we have concerns about the proposed location for the practice nets:
Proximity to the large tree: The proposed location is too close to the large tree near the rotunda, which could cause foliage to fall on the wickets, creating safety hazards and damaging synthetic surfaces. Additionally, the tree's shading could stunt turf wicket growth, as seen in past struggles with turf wickets at Robins Oval.

- **Impact on Heritage:** The location of the practice nets near the heritage-listed rotunda could detract from the aesthetic value of Maitland Park, and we urge careful consideration of this in the planning process.
- **Conflict with Touch Football:** The proximity to touch football areas presents a risk of conflict between sports, particularly given that cricket and touch football are often played simultaneously during summer months. Clear separation between these areas is essential to prevent safety concerns and ensure the best experience for all users.

Preferred Locations for Practice Nets:

Option 1

Adjacent to Robins Oval, behind the grandstand. This location allows for adequate sunlight for turf wickets and provides easy access via the new car park. It also offers the potential for additional parking near the rotunda.

Option 2

Near the new car park, replacing the parking spaces that would be left at Louth Park. This would ensure the practice nets are isolated from other sporting codes and provide easy access to the nets via the new parking area.

Both locations offer better sunlight, are farther from trees, and provide clear separation from other sports.

Option 1

Option 2

Power to the practice nets

The new practice nets must have power available to allow for the use of bowling machines and any other aids. Lighting would also be highly preferred to allow for greater use of the nets.

We must retain the existing practice nets

Retaining the old nets is crucial for, Maitland. There is already a chronic undersupply of practice nets. We acknowledge there are concerns for other users of Maitland Park but we firmly believe this can be managed through communication and booking times for those clubs. Our club has operated out of these nets in conjunction with other users without incident for 10 years now.
Also allowing these to be used by the “causal user” will protect the new state of the art nets from unneeded damage, keeping them pristine for the cricketers of Maitland

There must be turf wickets included

Historically City United curated their own turf practice nets at the Northern end of Robins Oval. These wickets were substandard and required a lot of care to ensure they were safe to be used. When the new fence was installed on Robins Oval Maitland City Council commenced discussions with us on the relocation of the turf practice wickets, but they were never progressed, leaving us to persevere with synthetic training surfaces. We strongly believe that the turf wickets we had should be replaced as part of this new facility. Furthermore, training for cricketers on synthetic only is not the preferred way to prepare a cricket player. The concrete can create injuries to bowlers from the repeated pressure placed on ankles, knees and backs. In a recent survey of our members they raised the standard of practice facilities as the number 1 concern for their playing experience, this is why getting his right for the user is of the upmost importance.

Lights on Maitland Park for cricket

The lighting at Maitland Park, particularly for cricket, is currently inadequate. The recent installation of LED lights on the outer fields, while beneficial for soccer and touch football, was not designed to accommodate cricket's specific lighting requirements. As a result, Maitland Park lags behind other LGAs, such as Singleton, Tamworth, and Newcastle, where cricket can be played at night.
We strongly recommend the inclusion of cricket-specific lighting for Robins Oval and other grounds in the Master Plan. This would not only facilitate evening cricket matches but also increase opportunities for mid-week competitions, reduce weekend congestion, and generate additional revenue for clubs and associations.

Access to storage areas

Robins oval

The proposed Master Plan removes access to the northern end of the Robins Oval grandstand and storage area. This access is critical for City United to receive and store heavy items, such as wicket soil and rollers, and to transport equipment efficiently.
We recommend reinstating access at the northern end of Robins Oval, similar to the current arrangements, to support the logistical needs of active users.

Access to Louth storage

City United does not support the removal of the carparking at Louth Park adjacent to the Rotunda. We believe it is the incorrect location for practice wickets (as detailed above) and we believe we need parking central to our cricket grounds (as previously mentioned).
Further to these points, the proposed master plan removes the ability for us to access the storage areas of Louth Park to allow us to transport any heavy items such as wicket soil, rollers, parts etc.
We recommend retaining the carparking and relocating the practice wicket facility to a more appropriate location. This will alleviate this concern.
Path around Robins Oval and being able to watch cricket
The proposed walking paths around Maitland Park are a great edition to navigate your way through the park. City United has concerns on the practicalities of such paths. This is based on the previous installation of the 1.8km walking track and other safety concerns.

Safety of pedestrians

Robins Oval is a small cricket ground and we are concerned for the safety of walkers on the proposed path near Robins Oval. The majority of walkers and runners wear some form of headphones and will not be alerted to any calls from players if a ball is hit in their direction. If a non-cricketing member of the public is hit, this will raise questions as to liability and this poses a significant risk to our club and its executive. Signage is never enough and we don't see this as a viable option, especially considering there are many locations a path can be placed that would significantly reduce the risk to these walkers and runners.

Flooding

The installation of the 1.8km external walking track changed the way water moved around SMR wicket, the practice nets and to a lesser extent Robins Oval. The path has created number of "dams" where water is pooled and cannot escape, in particular at the Northern end of SMR, where pools of water have been seen extending from the wicket square to the carpark. This has also created pooling of water further west towards Louth Park wicket. Additionally, new areas in and around the practice wickets on Park St have emerged where significant amounts of water pool during rain events that previously did not pool prior to the installation of the walking track.
Wherever Maitland City Council decide to install these walking tracks, detailed and extensive research and consideration MUST be given to the nature flow of rain water around Maitland Park to ensure the same does not happen.

Spectators at Robins Oval

The proposal to remove the ability of spectators to park and watch cricket around Robins Oval is disappointing and we believe unnecessary. Robins Oval is the only 1st grade cricket (and soccer) ground in Maitland where you can park and watch a game. This has been one of the biggest drawcards for spectators to games at Robins Oval and is a unique feature that will be lost if a walking track is installed around Robins Oval. We suggest relocating the tracks to the other side of the road to allow for cars to park and watch sport on Robins Oval. There are also other factors discussed below that support this proposal.

Traffic flow

City United welcomes Maitland City Council's proposal to remove through traffic at Maitland Park. This is a crucial step in addressing the increasing safety concerns around the road between Robins Oval and the pool, where it has become a busy thoroughfare in the afternoon as commuters try to bypass the Maitland railway station roundabout. This congestion creates an unsafe environment for those heading to the pool, and with the new carpark under construction, it is important to prioritize the improvement of road conditions.

The proposed changes will enhance the safety and accessibility of the park, particularly for pool users who will need to navigate this road. In addition to the improvements for active park users, these changes will create a safer and more enjoyable environment for everyone.
However, we believe that further information and investigations are necessary to ensure the exit points from Maitland Park are safe. In particular, the use of Park St through to Elgin St raises concerns about traffic flow and the potential speeds at which cars may travel along these long, straight roads. These concerns are heightened during events at Maitland Park, when parking along the road edges reduces the width of the road and further complicates traffic movement.
To address these issues, we propose a comprehensive traffic study to assess and determine the best traffic flow arrangements for Maitland Park. This study will ensure that the changes made to the road network are not only effective but also enhance the safety of all residents and park users.

Provision for further amenities on outer fields

City United is pleased to see that the outdated dressing sheds and canteen on the outer fields is noted as needing to be replaced and upgraded. A high quality multi-purpose amenities building that encompasses a canteen, multiple female friendly changerooms, and a large club house for all sports on Maitland Park to house their success and to host major events such as regional and state touch football tournaments would be the crown in Maitland Parks all encompassing sporting community.

Timing and communication

We note that all the proposed changes to Maitland Park within the Master Plan are unfunded and have no timing attached to them, but we also note that the large car park has already commenced construction.
To aid our users, and to better inform the broader community, it is critical that the expected timeframes for the completion of each of the components of the Master Pan are understood and clearly communicated to everyone, but most importantly the active, paying users of Maitland Park. Clear and transparent communication between council and community sporting groups is a key to the successful and timely implementation of this master plan, and it is in the best interests of all users that we fully understand how this plan will be implemented.

Summary

City United District Cricket Club fully supports the overall vision of Maitland Park's Master Plan, particularly in its efforts to improve passive spaces. However, we urge Maitland City Council to prioritize the needs of active users in the park's design and ensure that essential facilities, such as parking and practice nets, are retained or thoughtfully relocated to avoid unintended consequences.

We look forward to continuing our collaboration with the council to create a balanced, inclusive, and sustainable Master Plan that will serve the community for generations to come.
If you wish to discuss any of this submission, please contact [redacted] Secretary on either [redacted] or [redacted]

[redacted]

[redacted]
President
City United District Cricket Club

Maitland Park Master Plan South Maitland Railway Cricket Club Submission

8 March 2025

Executive summary

South Maitland Railway CC has always applauded Maitland City Council for preparing the ongoing change to that of Mailtand Park for the betterment of ALL park Users, While we were not overly happy when we lost our covered picnic tables and toilet block to make way for the new bike path we understood and completely agreed with the ongoing evolution of the park.

We further are pleased MCC has prepared the draft Master Plan and we welcome the opportunity to provide comment on its contents. If approved it will open up opportunities for clubs / sporting associations etc and council to seek funding to achieve the outcomes of the plan.

While the plan has a clear objective and desire to create more passive user spaces throughout Maitland Park with proposed walking tracks and an open lawn with seating key components of the draft plan we feel there are some short comings which we feel will have a negative affect on the current users, The new plan will encourage many more walkers and families to call Maitland Park their home for gatherings and fitness aspirations but we have some concerns with the reduced parking in the centre of the park.

South Maitland Railway CC support the use of Maitland Park by all members of the community, we are strong supporters of items such as the cricket practice nets, better outer ground facilities, cricket practice nets, more parking and walking tracks. But we question the manner in which Maitland City Council are planning on achieving these outcomes. We have a number of concerns for the experience of the active (paying) users of Maitland Park including cricket, soccer, touch football and netball, particularly around the removal of key parking areas in and around Robins Oval. We believe more needs to be done to achieve the correct balance between passive and active users so that all users of Maitland Park can enjoy this amazing facility for many years to come.

Who are we

South Maitland Railway CC District Cricket Club has played cricket out of Maitland Park since 1965 and has a rich history in and around Maitland Park. We currently utilise the following facilities.

- South Maitland Railway (SMR) wicket
- Practice Nets on southern Side of the park – Synthetic Wickets
- Storage facilities

Our club over its rich history has had anwhere from 1 - 5 teams which for a small family orientated club has managed to a number of premierships form our home ground – we have lost Picnic facilities and the former Toilet block which we agree was dangerous but has left us the worst off for any of the current active users on the park. While City United has Robins and

grounds around the NEWLY replaced toilet facilities adjacent to the former catertakers cottage we are strongly opposed to the lose of our carparking areas – being forced to park around the outside of the Park will mean we NO LONGER will use the BBQ or picnic tables in the centre of the park as by the time we carry/drag our cricket gear etc we will not be able to carry everything to the centre of the park.

South Maitland Railway CC has worked collaboratively and positively with the team at Maitland City Council for many years and we share a mutual love of the Maitland Park precinct. Brian Hammonds our Life Member / former President and 18yr veteran of Maitland Cricket was an active member of the Maitland Park Sports council (rRc Board) overseeing a number of projects across the park. SMRCC has a current and former representatives on the Maitland Park Recreation Board for over 30 years

Brian's day job as Registered Surveyor/Town Planner / Project Manager gives him great Insite into being able to see the future of the park.

Maitland Park has hosted many local, regional, state and National cricket tournaments including

- U19 National Championships
- National Over 50's championships
- NSW combined high schools opens boys
- NSW combined high schools opens girls' championships
- NSW primary schools' championships
- Hunter Valley John Bull Shield Final
- Central North Zone juniors' finals

Maitland is blessed to have 5 high quality cricket grounds within walking distance. This is a feature that cannot be replicated in many areas of NSW and Australia.

Active V Passive users and parking within the park

The draft master plan is heavily focused on the passive user and improving their experience, providing walking paths and removing parking from within the confides of Maitland Park. South Maitland Railway CC is supportive of this but not at the expense of the thousands of current paying active users. We feel paying active users are being pushed out of Maitland Park to allow for walking tracks, seated lawn areas and open spaces that we fear will impinge on Robins Oval, SMRC / Louth Park and other active users and provide a negative experience for them.

Parking

The proposal for the large carpark opposite the pool will be an excellent addition for pool users and users of the park on the Northern side in and around the pool. From a cricket perspective, the expectation that active users will be willing (or able) to carry their equipment, including a cricket bag, esky, drink bottle, gazebo from the external perimeters in Park St and the new large carpark (where parking is being provided) to their ground to participate in a game of cricket is both unreasonable and unsafe. Ergonomically it is unacceptable, and from a sporting atmosphere perspective, Robins Oval is the centerpiece of cricket in Maitland Park. Currently both SMR and Louth wickets have easy access for participants to engage with the "main game"

during or after their game. This experience will be lost under the current proposal to remove the parking at Louth park and SMR.

Secondly there is little to no shade on the extremities of Maitland Park for players and spectators to use for Louth, GUOOF or SMR wickets, making the large trees in and around the rotunda the perfect place for teams to set up for games. Restricting the ability of teams to set up centrally as detailed will detract from the carnival style atmosphere that Maitland Park currently has on a Saturday afternoon.

This is further supported by the fact that during the Winter Months trying to get a car park on a Saturday afternoon with Net Ball season is in full swing is all but impossible now with games overlapping this doubles the number of vehicles – most of the players / vehicles covering the full extents of the park. With up to 308 players per session this meaning something in the vicinity of 250-300 cars in the area then as each game approaches changeover time this then doubles restricting access to the remaining park as passive community members are unable to get to the facilities because there is simply no enough parking now.

Further we (SMRCC) when using the parking area directly north of our ground we have currently a 154m walk to nearest Toilet facility (see below)

MAITLAND PARK MASTER PLAN AND PLAYSPACE CONCEPT PLAN (Cont.)

If however we were forced to relocate to the Southern side of the field we are now forced to walk almost double this distance.

Partners of our current players have already mentioned that they will be forced to not attend games with their small children because it is simply too far to walk with young children to use the toilet facilities.

We have a number of mums who currently are forced to leave the players and drive to nearest facility this will be exasperated if we are forced to the southern side of the park. Not to mention the number of passive users who use this area for picnic / use of the netball courts and parkways as it provides good access to the walkway for prams / children's bikes, etc.

As along time park (paid user) we run BBQ's / Player Days and family functions all centred around the parking area /. Picnic Tables, BBQs within easy access from the CURRENT parking area, if this is removed we will not be able to conduct such things are there are NO TABLES or BBQ's on the Southern Side of the Park.

We propose

South Maitland Railway CC proposes to retain the carparks at both SMR and Louth park to encourage and promote the central, community sporting feeling for sporting teams and our active users when they are competing at Maitland Park. To compensate we propose that the cricket practice nets facility is relocated to an alternate location as proposed below by City United and fully supported by SMRCC.

Parking around Robins Oval

The proposal to remove the ability of spectators to park and watch cricket around Robins Oval is disappointing and we believe unnecessary. Robins Oval is the only 1st grade cricket (and soccer) ground in Maitland where you can park and watch a game. This has been one of the biggest drawcards for spectators to games at Robins Oval and is a unique feature that will be lost if a walking track is installed around Robins Oval. We suggest relocating the tracks to the other side of the road to allow for cars to park and watch sport on Robins Oval. There are also other factors discussed below that support this proposal.

Practice Nets

South Maitland Railway CC are strong supporters of a new cricket practice net facility at Maitland park. There is currently a chronic shortage of both synthetic and turf practice nets across the Maitland LGA, as highlighted by a reported commissioned by Cricket NSW some years ago. Maitland lags behind all LGA's with towns like Scone and Tamworth well ahead on a per capita basis when it comes to practice wickets and their quality. We strongly recommend that the new practice nets facility incorporates both synthetic and turf wickets to accommodate all users. We also strongly believe the existing practice nets must remain to also accommodate the cricket users of the Maitland LGA.

Proposed location is an issue

We Support the idea proposed by City United CC that the proposed location is not the ideal or best practice location for these practice nets for the following reasons.

- They are too close to the large tree (near the rotunda). This will cause foliage to fall on the wickets. This in turn creates a safety hazard for users if balls hit nuts or small

branches and also the oils from the leaves damages the synthetic matting affecting their longevity and overall condition.

- If turf wickets are included the shading from the tree will significantly stunt the grass growth of the turf wickets, which over time will lead to poor turf wickets that eventually will become unusable. This was experienced with the turf practice wickets that South Maitland Railway CC maintained for many years at the Northern end of Robins Oval. The bare patches are still there as evidence of the struggles we endured to grow grass in shady areas.
- Location to the heritage listed rotunda is a major concern. South Maitland Railway CC has always embraced the significant heritage aspects of Maitland Park as evidenced in our recently redevelopment of Robins Oval, where we worked closely with the architects to create the optimal design that met our needs. Having a new 35mx35m wire netting and green synthetic grassed practice wicket facility will be a major deterrent to the heritage aspects of the Rotunda and the overhanging trees cape.
- Although the proposed nets are fully enclosed they must be completely removed from touch football areas. Having clear separation between the two sports during the summer moths is critical for both safety and traffic. Competing sports at the same time rarely work and often end in conflict and resentment, this is something that both South Maitland Railway CC and Maitland Touch Football have worked extremely hard to avoid over many years and we do not want this practice net facility to become a source of any future tensions or frustrations between us.

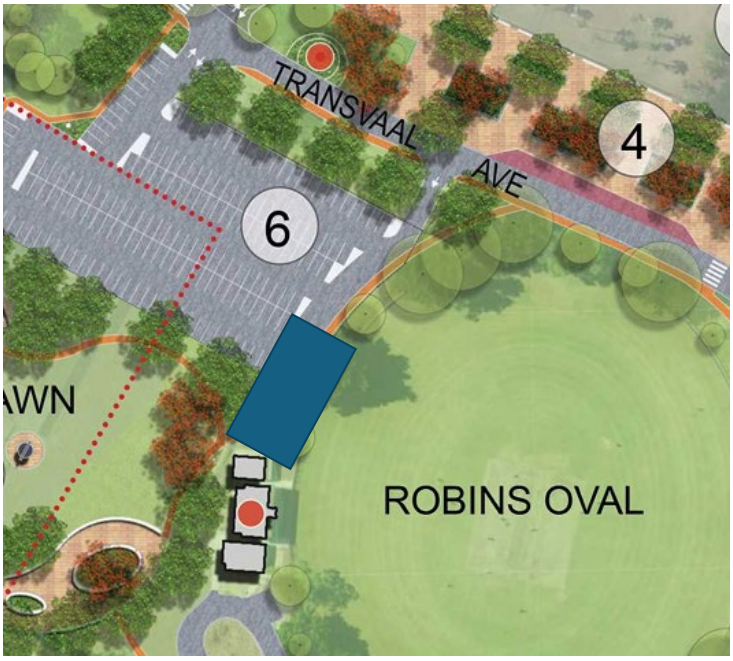
Preferred location

South Maitland Railway CC has has Brian Hammonds Review the park for his expertise and after reviewing the proposed plan for Maitland Park and he recognised that there is limited space to house such a wonderful practice net facility. We agree with Brian and City United there are two primary preferred options for their construction and operation

1. Option 1 indicated below is adjacent to Robins Oval at the rear of the grandstand extending North. This allows for grass to grow on turf wickets through the gap between the trees and the grandstand, and allows for easy access for the roller and players via the new carpark. It is also completely removed from all other sporting codes.
   This location has flexibility to move further south to more behind the grandstand depending on suitability.
   This option also provides approximately 45-55 new carparking spaces near the Rotunda, further increasing the parking in and around Maitland Park.

MAITLAND PARK MASTER PLAN AND PLAYSPACE CONCEPT PLAN (Cont.)

2. Option 2 is to utilise the appropriate space from the new carpark as a substitute for the parking returned at Louth Park and locate the practice nets here. This removes the nets from all other sporting groups and gives great access to users via the new carpark.



Both areas are in a location that has better provision of sunlight for turf wickets, not to close to trees, have access to perimeter parking and are well away from other sporting groups.

We must retain the existing practice nets

Retaining the old nets is crucial for, Maitland. There is already a chronic undersupply of practice nets. We acknowledge there are concerns for other users of Maitland Park but we firmly believe this can be managed through communication and booking times for those clubs. Our club has operated out of these nets in conjunction with other users without incident for 10 years now.

Also allowing these to be used by the "causal user" will protect the new state of the art nets from unneeded damage, keeping them pristine for the cricketers of Maitland

Furthermore, training for cricketers on synthetic only is not the preferred way to prepare a cricket player. The concrete can create injuries to bowlers from the repeated pressure placed on ankles, knees and backs. In a recent survey of our members they raised the standard of practice facilities as the number 1 concern for their playing experience, this is why getting his right for the user is of the upmost importance.

Lights on Maitland Park for cricket

The sporting specific lighting on Maitland Park is currently not suitable for any competition cricket. In 2021 new LED lighting was installed on all outer grounds to allow for touch football and soccer to be played, and against our advice was not set up to be easily upgraded to 300 lux lighting for one or more grounds in the future.

Maitland is lagging behind many other LGA's in providing cricket suitable lighting for their participants. Singleton, Tamworth and Newcastle all have grounds capable of playing cricket at night. Being able to play cricket at night would open up the opportunity for more competitions, games to be played mid-week to reduce the pressure on our weekend saturation and also provide clubs with additional sources of income and membership.

The draft master plan has no mention of lighting for cricket on it. We strongly recommend that this is added for at least Robins Oval and even the outer grounds. This will allow clubs and associations to seek funding to bring this dream to fruition. Without it on the Master Plan, it is almost impossible to discuss or submit funding applications.

Access to Louth storage

South Maitland Railway CC does not support the removal of the carparking at Louth Park adjacent to the Rotunda. We believe it is the incorrect location for practice wickets (as detailed above) and we believe we need parking central to our cricket grounds (as previously mentioned).

Further to these points, the proposed master plan removes the ability for us to access the storage areas of Louth Park to allow us to transport any heavy items such as wicket soil, rollers, parts etc.

We recommend retaining the carparking and relocating the practice wicket facility to a more appropriate location. This will alleviate this concern.

Path around Robins Oval and being able to watch cricket

The proposed walking paths around Maitland Park are a great edition to navigate your way through the park. South Maitland Railway CC has concerns about the practicalities of such paths. This is based on the previous installation of the 1.8km walking track and other safety concerns we see a number of near misses with balls / bikes and pedestrians currently. Combine this with the Netball area it becomes very cluttered with a lot of people in small areas.

Safety of pedestrians

Robins Oval is a small cricket ground and we are concerned for the safety of walkers on the proposed path near Robins Oval. The majority of walkers and runners wear some form of headphones and will not be alerted to any calls from players if a ball is hit in their direction. If a non-cricketing member of the public is hit, this will raise questions as to liability and this poses a significant risk to our club and its executive. Signage is never enough and we don't see this as a viable option, especially considering there are many locations a path can be placed that would significantly reduce the risk to these walkers and runners.

Flooding

The installation of the 1.8km external walking track changed the way water moved around SMR wicket, the practice nets and to a lesser extent Robins Oval. The path has created number of "dams" where water is pooled and cannot escape, in particular at the Northern end of SMR, where pools of water have been seen extending from the wicket square to the carpark. This has also created pooling of water further west towards Louth Park wicket. Additionally, new areas in and around the practice wickets on Park St have emerged where significant amounts of water pool during rain events that previously did not pool prior to the installation of the walking track.

Wherever Maitland City Council decide to install these walking tracks, detailed and extensive research and consideration MUST be given to the nature flow of rain water around Maitland Park to ensure the same does not happen.

Spectators at Robins Oval

The proposal to remove the ability of spectators to park and watch cricket around Robins Oval is disappointing and we believe unnecessary. Robins Oval is the only 1st grade cricket (and soccer) ground in Maitland where you can park and watch a game. This has been one of the biggest drawcards for spectators to games at Robins Oval and is a unique feature that will be lost if a walking track is installed around Robins Oval. We suggest relocating the tracks to the other side of the road to allow for cars to park and watch sport on Robins Oval. There are also other factors discussed below that support this proposal.

Traffic flow

South Maitland Railway CC applaud Maitland City Councils proposal to remove the "through traffic" at Maitland Park. The road between Robins Oval and the pool becomes an urban thoroughfare of an afternoon as commuters try to avoid the Maitland railway station roundabout creating an unsafe environment for anyone trying to get to the pool. With the new carpark being constructed now, we see this improvement as a major priority. Pool users using the new carpark will have to navigate this road. The changed road conditions will also improve its usability for passive users and make the park a lot safer for everyone.

Summary

South Maitland Railway CC appreciates the opportunity to provide feedback on the draft master plan. If you wish to discuss any of this submission, please contact [redacted] M&DCA Former President & Life Member and Public Officer /Life Member of South Maitland Railway Cricket Club on either [redacted]

Maitland Croquet Club Inc.

3 Blomfield St
South Maitland 2320
ABN 52 873 881 870

The General Manager
Maitland City Council
PO Box 220
Maitland NSW 2320

RE: Draft Maitland Park Masterplan

Dear Sir,

The draft Maitland Park Masterplan has been considered by our Committee and has now requested that Council take into consideration the following:

1. *That additional parking be included adjacent or near to the Maitland Croquet Club.*

Reason: The existing parking in Devonshire Street and Transvaal Avenue is completely occupied each day by both the Early Learning Centre and visitors to the nearby Maitland Park.
As well as parking for croquet the existing parking in Blomfield street is used by the public using the netball courts for children's or personal exercise or walking and other activities.
During Netball season it is impossible for croquet patrons to obtain a parking space close by.
With 101 retired or semi-retired members of our club some of whom are in their 90's it is desirable that parking be reasonably close to the club.
Our club has a number of 2 to 5 all day State wide competitions when it is very difficult for members and visitors to find a parking spot. This is particularly exacerbated when Netball season and their interclub competitions are underway.

2. *That a better traffic management system to be implemented for the T-Intersection at the intersection of Louth Park Road and Les Darcy Drive (New England Highway).*

Reason: There is no traffic management system at this intersection nor the only other one at Anzac St onto Les Darcy Drive, and it is with great risk and dangerous to turn right from Louth Park Road towards East Maitland across first two lanes of traffic, and then with no waiting or merging lane join with the oncoming fast flowing 80 km/hr traffic.
This will be further exacerbated by the non-exit of Transvaal Avenue onto Walker Street.

Your consideration of these matters would then be appreciated.

Yours Sincerely

[redacted]

Maitland Croquet Club Secretary

MAITLAND PARK MASTER PLAN AND PLAYSPACE CONCEPT PLAN (Cont.)

From: [redacted]>
Sent: Thursday, February 20, 2025 8:50 AM
To: Maitland City Council <info@maitland.nsw.gov.au>
Subject: Maitland park feedback

To whom it may concern,

I am writing in regards to the upgrade of Maitland park facilities.

Just wondering have you considered upgrading the toilets and specifically adding a parents room.

I am a new mum and it was discussed in my mothers group how the mums love to use the walking track to get out of the house. However most get worried if they need to go to the toilet whilst out as there is nowhere to go safely with a pram.

---

rom: [redacted]
ent: Thursday, 6 March 2025 3:01 PM
o: Maitland City Council <info@maitland.nsw.gov.au>
ubject: Maitland park master plan concerns

Good afternoon

still hope to chat with someone from council directly involved in this matter or better yet in person here in south Maitland along with other residents.

just wanted to share my concerns about the newly posted Maitland park master plan released on Facebook today.

'm a resident at 6 Blomfield street so traffic in particularly has a huge impact on my street and my life.

'he gate proposal of an entry only is concerning. Have any studies been done on the amount of cars exiting this park been done and what were the results? I fear that it will be a high number especially on sports weekends and large events that will now push those numbers back out Blomfield and Cross streets which are and still are residential capacity streets, certainly not adequate o allow the huge numbers of cars using this facility to leave in a timely and unclogged fashion. I fear emergency response to me and my neighbours properties are already impacted but will e further held up due to poor traffic management and traffic jams during these busy periods. Who will ultimately be responsible for emergency services being held up?

Blomfield street itself has proven to be a traffic nightmare during netball season already. Will Blomfield street become a no parking zone the entire length both sides? as it currently functions as single lane on sport weekends creating huge delays, I might note, the one way speed hump out the front of my property also creates a huge bottle neck. I assume these are the same problems or cross street also being so narrow with street parking for residents.

'he intersections of Louth park road and Blomfield are tedious and difficult to manoeuvre at the best of times during high traffic. Houses being so close to the road, impaired vision at the ntersection, cars being parked illegally too close to the corner as well as cars parked congesting traffic along Blomfield street. These are problems already happening, now add the future redicted amount of cars having being forced to exit this direction on top. What is councils solution to this?

'he extended netball car park and closure of Gipps street looks encouraging. Will you be cutting off entry and exit from this parking lot on Gipps street? As I've laid out above if we can reduce ar numbers using Gipps street and then Blomfield street to exit would remove some of the burden. And I'd suggest the entrance and exit be on park road only.

'hese are just some of my concerns and I'm yet to talk with neighbours along this street and in this immediate vicinity who will also be hugely impacted.

certainly fear the traffic congestion, the inability for emergency response vehicles to arrive promptly and the impacts on immediate residents to the park.

Regards
[redacted]

Sent from my iPhone

hread::WO-66Hy3IGmf3uSWFAbESAw::

13 CUSTOMER AND DIGITAL SERVICES

Nil

14 PEOPLE AND PERFORMANCE

14.1 Adoption of Risk Appetite Statement

FILE NO:	**81/17/1**
ATTACHMENTS:	**1.MCC Enterprise Risk Appetite Statement**
RESPONSIBLE OFFICER:	**Acting Executive Manager People and Performance**
AUTHOR:	**Acting Manager Enterprise Risk Health and Safety**
MAITLAND +10	**Outcome 4 Achieving together**
COUNCIL OBJECTIVE:	**4.1.3 Transparent decision making**

EXECUTIVE SUMMARY

The Local Government Act 1993 and the Local Government Regulation 2021 require each Council to have an audit, risk and improvement committee, a robust risk management framework, and effective internal audit function.

This includes the requirement for the governing body to approve a Risk Appetite Statement that conveys how much risk will be tolerated in pursuit of its strategic objectives.

OFFICER'S RECOMMENDATION

THAT

1. **Council adopts the Risk Appetite Statement.**

REPORT

To comply with the Local Government Act and Regulations a suite of Risk Management documents has been developed for Maitland City Council. This is made up of:

- Enterprise Risk Management Strategy
- Enterprise Risk Management Policy
- Enterprise Risk Management Framework
- Enterprise Risk Management Plan
- Enterprise Risk Management Assessment Guide
- Strategic and Operational Risk Registers

The primary objective of the Risk Management Strategy is to drive the achievement of Council's strategic objectives and goals contained in Maitland City Council's Community Strategic Plan, Delivery Program and Operational Plans and safeguard the council's resources, people, finance, property, knowledge and reputation through:

- Maintaining the highest possible integrity for services provided by Maitland City Council.

ADOPTION OF RISK APPETITE STATEMENT (Cont.)

- Creating an environment where all Maitland City Council employees will assume responsibility for managing risk.
- Achieving and maintaining legislative compliance.
- Maintaining risk registers.
- Ensuring resources and operational capabilities are identified and responsibility allocated for managing risk.
- Ensuring Maitland City Council can appropriately deal with risk by effective communication and consultation with all relevant stakeholders and regularly reviewing risk performance.
- Demonstrating transparent and responsible risk management processes which align with accepted best practice (including AS ISO 31002:2018).

The Executive Leadership Team has developed a draft risk appetite statement (RAS) which articulates the type and amount of risk Council is willing to pursue or retain for each of the 12 categories identified as critical risk categories, to achieve its goals.

The purpose of the RAS is to support a culture of disciplined risk taking by:

- Supporting informed risk taking.
- Promoting more consistent risk management.
- Guiding risk decision making including seizing opportunities (setting direction and boundaries).
- Structuring the conversation on risk taking and risk exposure.
- Calibrating the risk assessment process.

The RAS was developed with ELT and CLG and a specialist consultant to ensure we developed a RAS that is both relevant to: our risk maturity, current and emerging risks and strategic goals.

The Risk Appetite Statement
Summary

Risk Category	Avoid	Resistant	Accept	Receptive
Public Safety (Community, etc)		Secondary	Primary	
Environment		Secondary	Primary	
Financial		Primary	Secondary	
Image / Reputation		Primary	Secondary	
Legal / Governance / Compliance	Primary	Secondary		
Service Delivery – Business Operations (Ops)			Primary	Secondary
Service Delivery - Project			Primary	Secondary
Staff Culture			Primary	Secondary
Technology, Digital Innovation			Primary	Secondary
Staff Safety	Primary	Secondary		
Climate Change/ Natural Disasters		Secondary	Primary	
Cyber ad Information Security	Primary	Secondary		

ADOPTION OF RISK APPETITE STATEMENT (Cont.)

Council is accepting overall risk, which indicates that it is open to selecting options based on outcome delivery with a reasonable degree of protection.

Council has identified primary and secondary risk appetite positions for all the identified risk categories.

These positions are defined as follows:

- Primary Appetite indicates a general appetite for taking, retaining, or accepting risk for the given risk category.
- Secondary Appetite indicates an appetite by exception position for taking, retaining, or accepting risk in specific circumstances for a given risk category.

Further details are provided in the attached MCC Enterprise Risk Appetite Statement document on what circumstances these apply and when council will consider the secondary category.

The Risk Appetite Statement will inform decision making and when risks fall outside the Risk Tolerance, there are clear guidelines in the Risk Assessment Guide to assist officers of next steps to manage those risks.

CONCLUSION

The adoption of the Risk Appetite Statement will ensure that we are compliant with Legislative requirements, but moreover, enable Council officers to manage risk within the tolerances set by ELT and the Councillors and give clear guidance and structure to decision making.

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

Adoption of this RAS will ensure compliance with the Local Government Act 1993.

People and Performance

Adoption of Risk Appetite Statement

MCC Enterprise Risk Appetite Statement

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 16

ADOPTION OF RISK APPETITE STATEMENT (Cont.)

ADOPTION OF RISK APPETITE STATEMENT (Cont.)

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1. BACKGROUND

In this document the following is referred to as follows: Maitland City Council 'Council', Audit Risk Improvement Committee as 'ARIC', Exectuvie Leadership Team as 'ELT'.

Council maintains a Risk Management Framework (RMF) that articulates how it ensures the management of risks to support the delivery of the Community Strategic Plan. The RMF is informed by the Community Strategic Plan and the Delivery and Operational Plans and consists of the Risk Management Policy, Risk Appetite Statement (RAS) and Risk Management Plan (RMP).

The successful interaction and integration of the Risk Management Policy, RAS and RMP (collectively referred to as the RMF) with the strategic and operational plans is essential for ensuring that Council has a common understanding in relation to key risk matters.

2. PURPOSE

This risk appetite statement (RAS) articulates the type and amount of risk Council is willing to peruse or retain in pursuit of its Community Strategic Plan.

The purpose of the RAS is to support a culture of disciplined risk taking by:

- Supporting informed risk taking.
- Promoting more consistent risk management.
- Guiding risk decision making including seizing opportunities (setting direction and boundaries).
- Structuring the conversation on risk taking and risk exposure.
- Calibrating the risk assessment process.

3. RESPONSIBILITIES

Position	Responsibility
Elected Member of Council	Council sets the risk appetite and risk tolerances. It is also responsible for applying the risk appetite statement to strategic planning and all decision making.
Executive Leadership Team	ELT is responsible for championing and implementing the risk appetite statement across Council. ELT is also responsible for applying the risk appetite statement to strategic and operational planning and all decision making.
Risk Owners	Are responsible for applying Council's risk appetite statement when identifying and considering risks and opportunities associated with decisions they make.
Audit Risk Improvement Committee	Provides oversight and advice on the strategic and significant risks of Council.

4. GOVERNANCE

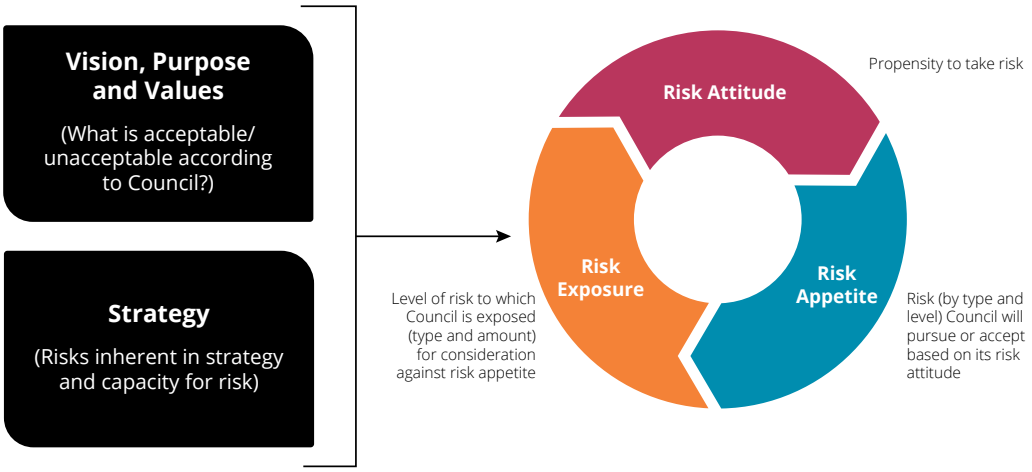
Council's risk appetite may change over time in response to events such as changes in priorities, strategy, or government and stakeholder expectations.

In relation to governance of the RAS:

- Council's elected members set Council's overall risk appetite.
- The General Manager (supported by ELT) for championing and implementing the risk appetite statement across Council, applying to strategic and operational planning and all decision making with a review to be undertaken with Council at least annually.
- ELT is responsible in supporting the General Manager championing and implementing the risk appetite statement across Council.
- ARIC is responsible for oversight of strategies and policies to identify, understand and manage material risks, including when a risk is out of appetite; and monitoring of risk appetite thresholds and the actions taken to address a risk outside appetite is managed by the Enterprise Risk, Work Health and Safety Team and reported regularly to the General Manager, ELT and ARIC.
- Council is responsible for adopting the Risk Management Policy and establishing and utilising appropriate oversight committees.

5. RISK APPETITE INFLUENCES

Risk appetite is unique for every organisation because it is based on specific strategies and attributes that influence organisational behaviours. Council recognises the following key influences that help to shape and maintain its risk appetite.



6. RISK ATTITUDE

Council takes a responsible approach to risk management, seeking to recognise and manage its exposure to risks in accordance with Council's vision, purpose and values to deliver the Community Strategic Plan. In pursuing its objectives and governance responsibilities, Council has an overall **accepting to risk**, indicating that **Council is open to selecting options** based on outcome delivery with a reasonable degree of protection.

Council understands that some considered risk must be taken to add value and ultimately deliver the Community Strategic Plan. Insufficient or excessive risk taking could both result in sub-optimal outcomes for Council and its stakeholders, through lost opportunities or unreasonable threat, events.

Different types of risk will influence Council's strategic objectives in different ways, providing varied potential for opportunity or threat levels.

7. RISK APPETITE

Material risks being the types of risks that have the potential to significantly impact Council's operations, obligations and interests of stakeholders. Council articulates its risk appetite through a series of statements for each material risk category. This approach acknowledges the varying influences that different types of risk have on Council's strategic objectives.

This approach acknowledges the varying influences that different types of risk have on Council's strategic objectives.

RAS have been developed against each of Council's risk categories, using a four level ordinal scale (as noted below) to indicate the amount of risk Council is willing to take, retain or accept, for each category.

Avoid (Little to no appetite)	**Resistant** (Small appetite)	**Accept** (Medium appetite)	**Receptive** (Larger appetite)
Avoidance of adverse exposure to risks, event when outcome benefits are higher.	A general preference for safer options with only small amounts of adverse exposure.	Options selected based on outcome delivery with a reasonable degree of protection.	Engagements with risks based more on outcome benefits than potential exposure.

ADOPTION OF RISK APPETITE STATEMENT (Cont.)

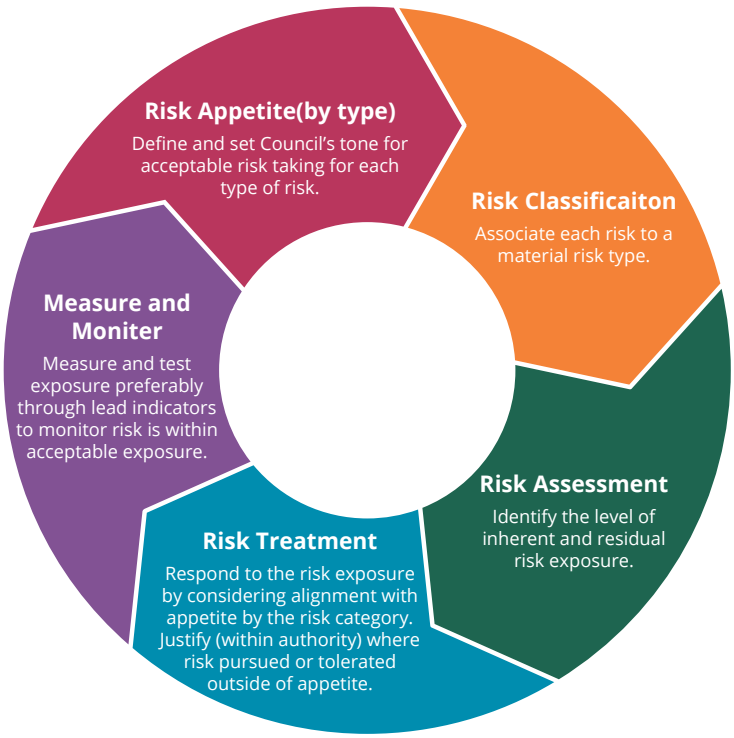
Having regard to Council's size, strategy and complexities, **twelve risk appetite categories** have been determined as material to Council, and include the following:

#	Risk Category	Definition	Overall Risk Appetite
1	Public Safety (Community, etc.)	Risks associated with: • The provision of a safe environment for community members, volunteers and contractors. • Calling policies, processes and assumptions into question where they can result in improvements to community safety.	Accept
2	Environment	Risks associated with: • The preservation of the natural environment. • Introducing new approaches to reducing the impact of environmental hazards on our community.	Accept
3	Financial	Risks associated with: • Impact on the long term sustainable future of Council. • The effective short, medium and long term financial planning investment decisions. • Investment strategies and long term asset management plans.	Resistant
4	Image/ Reputation	Risks associated with: • Breaches with code of conduct and behaviour not in line with Council's values which may result in damage to Council's community standing or relationships. • Internally driven reputational damage, while noting that reputational damage can also occur via sources external to Council. • Engaging the community on controversial agendas for the greater good of the community.	Resistant
5	Legal/ Governance/ Compliance	Risks associated with: • Breaches or non-compliance with legal, professional, and regulatory requirements, internal fraud, corruption, collusion, or theft, integrity failures, breaches of the Code of Conduct. • Deviations from sound practices espoused by industry and professional standards, inquiries and their findings. • Informing and commenting on broader government and social policy, in order to influence the regulatory environment in the medium and longer term and drive improvements or benefits for the community.	Avoid
6	Service Delivery – Business Operations (Ops)	Risks associated with: • Expanding customer focused solutions and improvements. • Temporary drops in service levels to allow delivery of new ideas and projects while preserving existing quality of service delivery. • Major disruption to business operations.	Accept
7	Service Delivery - Project	Risks associated with: • Exploring innovative commercial and project opportunities. • Project delivery.	Accept
8	Staff Culture	Risks associated with: • Driving a high performing and highly engaged culture and behaviours, for e.g. through learning and development, flexible working arrangements, talent and knowledge retention, leadership and performance and reward.	Accept

9	Technology, Digital Innovation	Risks associated with: • Technology, and digital information. • The pursuit of applications that may provide innovative solutions to Council's operations and benefits for the community.	Accept
10	Staff Safety	Risks associated with: • The provision of a safe environment for, staff, volunteers and contractors undertaking Council activity. • Calling policies, processes, and assumptions into question where they can result in improvements to staff safety. • Bullying, harassment, and discrimination as well as behaviour that does not reflect the values of Council.	Avoid
11	Climate Change/ Natural Disasters	Risks associated with: • The impact of climate change on operations and the organisation as a whole. • Seeking innovative environmental and sustainability solutions.	Accept
12	Cyber Ad Information Security	Risks associated with: • Loss of personal information and information security. • The pursuit of applications that provide robust security solutions to Council's operating environment and protection of our customers' and employees' information.	Avoid

8. RISK EXPOSURE

While a risk assessment enables Council to understand its risk exposure, it is risk appetite and tolerance that defines how much risk Council will pursue or accept. Only when risk appetite and tolerance are clearly understood can Council understand if its risk exposure is acceptable. The following key elements are applied to Council's risk exposures within approved risk appetite parameters, for informed and acceptable risk taking.



9. KEY RISK INDICATORS

While risk appetite involves qualitative statements, risk tolerance operationalises the statements by using quantitative measures (where possible) to establish tolerance thresholds that can be monitored and reviewed.

Risk **appetite sets the tone** for risk taking in general, whilst **tolerance informs**:

- Expectations for mitigating, accepting, and pursuing specific types of risk.
- Boundaries and thresholds of acceptable risk taking.
- Actions to be taken or consequence for acting beyond approved tolerances.

Risk Adverse	Tolerance Level	Description
	Avoid	Indicates Council has little to no tolerance, with avoidance of adverse exposure to risks, even when outcome benefits are higher.
	Resistant	Indicates Council has limited acceptance to bear risk. With a general preference for safer options with only small amounts of adverse exposure.
	Accept	Indicates Council will bear risk that are option selected based on outcome, deliver with reasonable degree of protection.
Risk Accepting	Receptive	Indicates Council will bear risk based more on outcome benefits than potential exposure.

Council relies on a set of key risk indicators (KRIs) to support the early detection of material risk events that have the potential (either individually or collectively) to exceed the risk appetite of Council. Where a KRI is outside of tolerance, the risk will be assessed and an appropriate action plan determined to return the risk to appetite. The measurement and monitoring of KRI's forms a key part of Council's approach to pursuing informed and acceptable risk taking.

10. RISK APPETITE STATEMENTS

Whilst Council has an overall **accepting to risk**, indicating that Council is **open to selecting options** based on outcome delivery with a reasonable degree of protection.

Council has identified **primary** and **secondary** risk appetite positions for many of the identified risk categories.

These positions are defined as follows:

- Primary Appetite (with a coloured cell) indicates a general appetite for taking, retaining, or accepting risk for the given risk category.
- Secondary Appetite (with greyed text) indicates an appetite by exception position for taking, retaining, or accepting risk in specific circumstances. It is not necessary for all risk categories to have a secondary appetite position. Secondary appetite positions are not required to be adjacent to the primary appetite position for a given risk category. They can be separated by one or more risk appetite levels.

Risk Category	Avoid	Resistant	Accept	Receptive
Public Safety (Community, etc)		Secondary	Primary	
Environment		Secondary	Primary	
Financial		Primary	Secondary	
Image / Reputation		Primary	Secondary	
Legal / Governance / Compliance	Primary	Secondary		
Service Delivery – Business Operations (Ops)			Primary	Secondary
Service Delivery - Project			Primary	Secondary
Staff Culture			Primary	Secondary
Technology, Digital Innovation			Primary	Secondary
Staff Safety	Primary	Secondary		
Climate Change/ Natural Disasters		Secondary	Primary	
Cyber ad Information Security	Primary	Secondary		

The following risk statements contain **'Primary'** and **'Secondary'** for each risk category and are qualitative in nature and designed to provide an indication of Councils general position when deciding to take, retain or accept risk in pursuit of its strategic objectives.

Risk Appetite Statements by Category

[▲ ▲ ▲ ▲ ▲ - Indicates the Secondary Risk Appetite]

ADOPTION OF RISK APPETITE STATEMENT (Cont.)

10.1 Public Safety		
	Primary Level	Risk Appetite Statement
	Accept	To achieve its objectives, Council accepts risks relating to public safety, including the provision of a safe environment for community members, volunteers, and contractors conducting work or activities in public spaces, as well as in relation to calling policies, processes, and assumptions into question where they can result in improvements to community safety. Council chooses options based on outcome delivery with a reasonable degree of protection. ▲ In certain circumstances, where there is a serious public safety risk, Council is resistant and will choose safer options with small amounts of adverse exposure.

10.2 Environmental		
	Primary Level	Risk Appetite Statement
	Accept	To achieve its objectives, Council accepts risks relating the environment, including the preservation of the natural environment, and introducing new approaches to reducing the impact of environmental hazards on our community. In this instance Council chooses safer options based on outcome delivery with a reasonable degree of protection. ▲ However, in special circumstances, where it relates to legislative non-compliance, Council is resistant and will choose safer options with small amounts of adverse exposure.

10.3 Financial		
	Primary Level	Risk Appetite Statement
	Resistant	To achieve its objectives, Council is resistant to risks relating to its financial activities, including impact on the long term sustainable future of Council, the effective short term, medium term and long term financial planning, investment decisions as well as investment strategies and long term asset management plans. Council prefers safer options with only small amounts of adverse exposure. ▲ However, in certain circumstances, where there are property investment opportunities, Council will accept options based on outcome delivery where there is a reasonable degree of protection.

ADOPTION OF RISK APPETITE STATEMENT (Cont.)

10.4 Image and Reputation		
	Primary Level	Risk Appetite Statement
	Resistant	To achieve its objectives, is resistant to risks relating to its image and reputation and activities associated with breaches of Code of Conduct and behaviour not in line with Council's values which may result in damage to Council's community standing or relationships, internally driven reputational damage while noting that reputational damage can also occur via sources external to Council and engaging the community on controversial agendas for the greater good of the community. Council prefers safer options with only small amounts of adverse exposure. ▲ However, in certain circumstances, when engaging the community on controversial agendas for the greater good of the community, Council will accept options based on outcome delivery where there is a reasonable degree of protection.

10.5 Legal Governance and Compliance		
	Primary Level	Risk Appetite Statement
	Avoid	To achieve its objectives, Council will avoid risks relating to its legal, governance and compliance activities and obligations, including breaches or non-compliance with legal professional and regulatory requirements, internal fraud, corruption, collusion or theft, integrity failures, breaches of the CoC, deviations from sound practices espoused by industry and professional standards, inquiries and their findings, as well as risks relating to informing and commenting on broader government and social policy, to influence the regulatory environment in the medium and longer term and drive improvements or benefits for the community. Council chooses to avoid adverse exposure to risks, even when outcome benefits are higher. ▲ However, where it relates to informing and commenting on broader government and social policy, in order to influence the regulatory environment in the medium and longer term and drive improvements or benefits for the community. (An example of this is our accounting policy re RFS red fleet), Council is resistant and will choose safer options with small amounts of adverse exposure.

10.6 Service Deliver – Business Operations		
	Primary Level	Risk Appetite Statement
	Accept	To achieve its objectives, Council will accept risks relating to service delivery - business operations (Ops) activities including Council's ability to effectively deliver and maintain services to the community and to deliver key outcomes of the Community Strategic Plan. Council will choose options based on outcome delivery where there is a reasonable degree of protection. ▲ However, in certain circumstances, such as innovations that produce greater solutions and improvements for the community, Council is receptive and will consider engagements with risks based more on outcome benefits than potential exposure.

ADOPTION OF RISK APPETITE STATEMENT (Cont.)

10.7 Service Delivery - Projects		
	Primary Level	**Risk Appetite Statement**
	Accept	To achieve its objectives, Council will accept risks relating to its service delivery - project activities including exploring innovative commercial and project opportunities. Council will choose options based on outcome delivery where there is a reasonable degree of protection. ▲ However, in certain circumstances, such as considering sound commercial opportunities, Council is receptive and will consider engagements with risks based more on outcome benefits than potential exposure.

10.8 Staff Culture		
	Primary Level	**Risk Appetite Statement**
	Accept	To achieve its objectives, Council will accept risks relating to staff culture activities, including driving a high performing and highly engaged culture and behaviours, for e.g. through learning and development, flexible working arrangements, talent and knowledge retention, leadership and performance and reward. Council will choose options based on outcome delivery where there is a reasonable degree of protection. ▲ However, in special circumstances, where it relates to leadership opportunities, Council is receptive and will consider engagements with risks based more on outcome benefits than potential exposure.

10.9 Technology and Digital Innovation		
	Primary Level	**Risk Appetite Statement**
	Accept	To achieve its objectives, Council will accept risks relating to technology, digital innovation activities including the pursuit of applications that may provide innovative solutions to Council's operations and benefits for the community. Council will choose options based on outcome delivery where there is a reasonable degree of protection. ▲ However, in certain circumstances, such as digital innovations across the Local Government Area, Council is receptive and will consider engagements with risks based more on outcome benefits than potential exposure.

ADOPTION OF RISK APPETITE STATEMENT (Cont.)

10.10 Staff Safety		
	Primary Level	Risk Appetite Statement
	Avoid	To achieve its objectives, Council will avoid risks relating to staff safety activities and obligations, including the provision of a safe environment for staff, volunteers and contractors undertaking Council activities, calling policies, processes, and assumptions into question where they can result in improvements to staff safety, bullying, harassment, and discrimination as well as behaviour that does not reflect the values of Council. Council chooses to avoid adverse exposure to risks, even when outcome benefits are higher. ▲ However, in special circumstances, in relation to inherent high risk activities where further mitigation is not possible or cost prohibitive, Council is resistant and will choose safer options with small amounts of adverse exposure.

10.11 Climate Change/Natural Disasters		
	Primary Level	Risk Appetite Statement
	Accept	To achieve its objectives, Council will accept risks relating to climate change/ natural disaster activities including the impact of climate change on operations and the organisation as a whole and seeking innovative environmental and sustainability solutions. Council will choose options based on outcome delivery where there is a reasonable degree of protection. ▲ However, in special circumstances, where there are financial constraints, Council is resistant and will choose safer options with small amounts of adverse exposure.

10.12 Cyber Information Security		
	Primary Level	Risk Appetite Statement
	Avoid	To achieve its objectives, Council will avoid risks relating to cyber and information security activities and obligations, including loss of personal information and information security, the pursuit of applications that provide robust security solutions to Council's operating environment and protection of our customers' and employees' information. Council chooses to avoid adverse exposure to risks, even when outcome benefits are higher. ▲ However, in special circumstances, where it becomes cost prohibitive to mitigate the risk further, Council is resistant and will choose safer options with small amounts of adverse exposure.

11. REFERENCES AND ASSOCIATED DOCUMENTS

- NSW Local Government Act 1993, the Local Government (General) Regulations 2005 Section 428A
- NSW Local Government (General) Amendment (Audit, Risk, and Improvement Committees) Regulations 2023
- NSW Local Government – Guidelines for risk management and internal audit for local Councils NSW
- ISO 31000:2018, risk management principles and guidelines
- Statewide Mutual/Marsh Risk Appetite Statements Report May 2024
- Maitland City Council - Risk Management Policy 81/1
- Maitland City Council - Enterprise Risk Management Strategy
- Maitland City Council - Enterprise Risk Management Framework
- Maitland City Council - Enterprise Risk Management Plan
- Maitland City Council – Risk Assessment Guide
- Maitland City Council - Strategic Risk Register
- Maitland City Council - Operational Risk Register

maitland
city council

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15 FINANCE

15.1 Statement of Investmnents as at 30 June 2025

FILE NO:	**82/2**
ATTACHMENTS:	**1.Council's Holdings as at 30 June 2025**
RESPONSIBLE OFFICER:	**Executive Manager Finance** **Manager Financial Reporting**
AUTHOR:	**Financial Accountant**
MAITLAND +10	**Outcome 4 Achieving together**
COUNCIL OBJECTIVE:	**4.1.3 Transparent decision making**

EXECUTIVE SUMMARY

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

As at the end of June 2025, Council had investments totaling $228,615,445 under management.

Council's investment portfolio recorded a marked-to-market return of 4.60% per annum versus the bank bill index benchmark return of 3.94% per annum. The actual investment return for the month of June was $844,806, an unfavourable variance of $121,413 when compared to the monthly budget forecasts of $966,219.

The full year budget forecast for investment returns is $11,106,030. The actual investment returns for the year to 30 June 2025 are $11,550,934, amounting to a favourable variance of $444,904 which can be attributed to the interest rate environment.

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.**

STATEMENT OF INVESTMNENTS AS AT 30 JUNE 2025 (Cont.)

REPORT

For the month of June 2025, Council has total cash on call and investments of $228,615,445 comprising:

- On call accounts $6,140,445
- Investments $222,475,000

This is compared to the month of May 2025 where Council had $218,807,984 under management. The increase in Council's investment holdings is due to the increased availability of funds.

Whilst Council has in excess of $200 million under management, 61% of the portfolio is externally restricted funds, pertaining to developer contributions and domestic waste management reserves.

In June, Council's investment portfolio recorded a marked-to-market return of 4.60% per annum versus the bank bill index benchmark return of 3.94% per annum. Council's floating rate note holdings gave back some of their marked to market gains from last month, but the valuations on the fixed rate bonds got a boost from a fall in long dated rates. Over the past 12 months, the investment portfolio has returned a marked-to-market return of 5.25%, versus the bank bill index benchmark's 4.39%.

Without marked-to-market influences, Council's investment portfolio yielded 4.85% 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 the month, Council had maturities of $17 million across seven term deposits which were yielding an average of 5.29% per annum.

Council invested $24 million between 10 new deposits with maturities diversified across 4 to 12 months at an average rate of 4.24% per annum, reflecting the decline in rates over the past year. For its long term portfolio, Council invested $2.8 million in a 5 year ING Snr Floating Rate Note paying quarterly interest of 3 month bank bill swap rate +0.95%, its first quarterly rate set is 4.67% per annum.

Cash flow requirements are considered before any new investments are established therefore maturing investments are not always reinvested as they may be required for expenditure commitments. Also, where there is surplus cash after expenditure commitments Council will, on advice of our investment advisors, invest these funds until required.

Council has a well-diversified portfolio invested among a range of term deposits, fixed rate bonds and floating rate notes from highly rated Australian authorized deposit-taking institutions.

Global issues – Commentary provided by Prudential Investment Services:

- Globally, oil and financial markets were on edge last month following the United States attacks on Iranian nuclear facilities, but concern eased after Iran's retaliation to the strikes was seen as symbolic and aimed at de-escalation.

STATEMENT OF INVESTMNENTS AS AT 30 JUNE 2025 (Cont.)

- A subsequent ceasefire between Israel and Iran, albeit tenuous, has helped oil prices to fall below levels seen before their "12 day" war started, and shares have rebounded.
- In the United States, latest economic data was weak with retail sales, industrial production and housing starts all falling last month. Housing starts are soft with a home builders' conditions index pointing to weakness ahead. A major manufacturing conditions survey and consumer confidence index also weakened with ongoing concern regarding tariff related price pressures.
- In China, latest economic activity data was mixed with stronger retail sales and lower unemployment but softer industrial production and investment. Property sales were also weaker, and the pace of falling home prices accelerated again. Further government stimulus is expected.
- Global shares ended the month mostly higher as Israeli/Iranian hostilities settled down and optimism grew for trade deals and interest rate cuts. United States shares gained 5% with China (+3.4%) and Japan (+2%) following behind. European markets slipped backward by -1.4%. Australian shares recorded a monthly gain of 1.4%, led by the Energy sector (+9%), to end the 2024/25 financial year up over 13%.

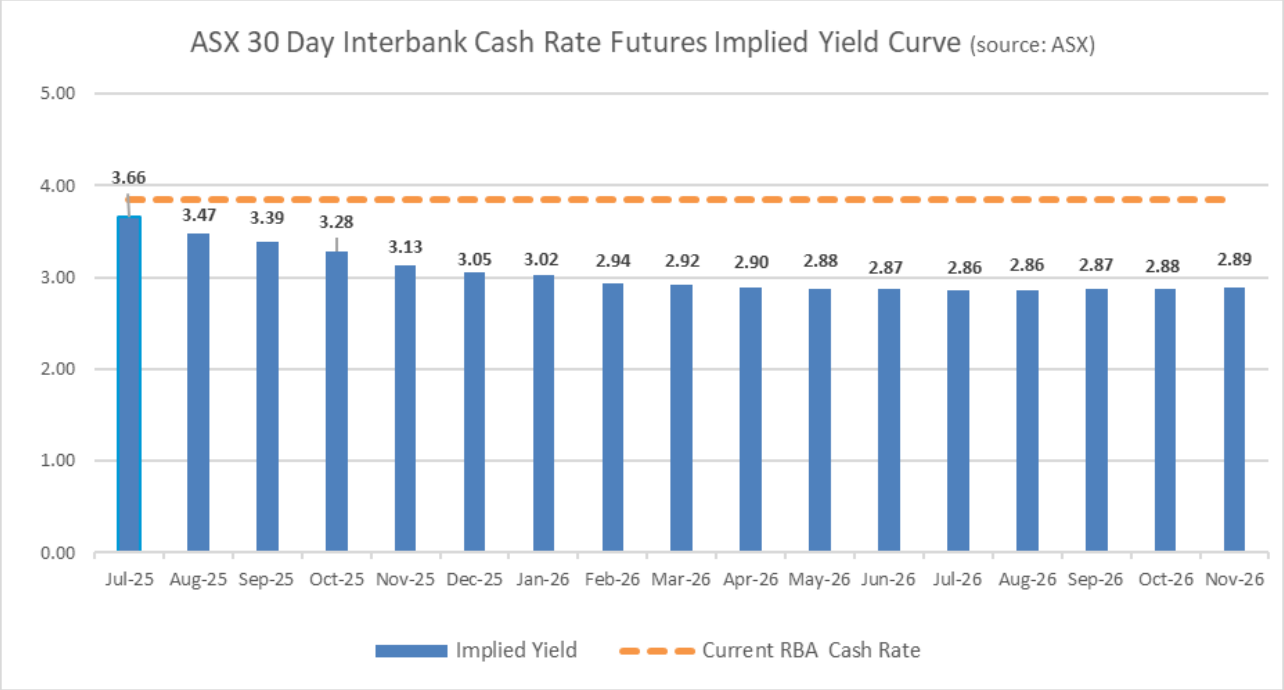
Domestic issues – Commentary provided by Prudential Investment Services:

- March quarter Gross Domestic Product data was lower than expected, up only 0.2% for the first 3 months of 2025, which was half of the consensus forecasts of +0.4%, and only 1.3% for the year. The poor result was largely driven by ongoing impacts of high interest rates on the economy. Tariff related constraints have yet to be reflected in the data.
- Latest monthly Australian inflation data eased further than expected, with headline Consumer Price Index at 2.1%, down from 2.4% last month, and trimmed mean falling to 2.4% from 2.8%, the lowest rate since November 2021.
- Approximately 50% of the individual Consumer Price Index items recorded inflation below 2% indicating a broad based nature of the fall in Australian inflation and data shows that domestic inflation is in line with or below that in other comparable countries.
- Jobs data remained strong. Employment fell by 2500 but full-time jobs grew by 38,700 and hours worked rose. Unemployment remained unchanged at 4.1%.
- Despite the latest employment data, various leading jobs growth indicators are pointing to slower jobs growth ahead. With inflation cooling, the weak Gross Domestic Product data results, and downside risks related to the impact of United States tariffs, many economists are expecting another 3-4 rate cuts of 25 basis points before the end of the cycle.

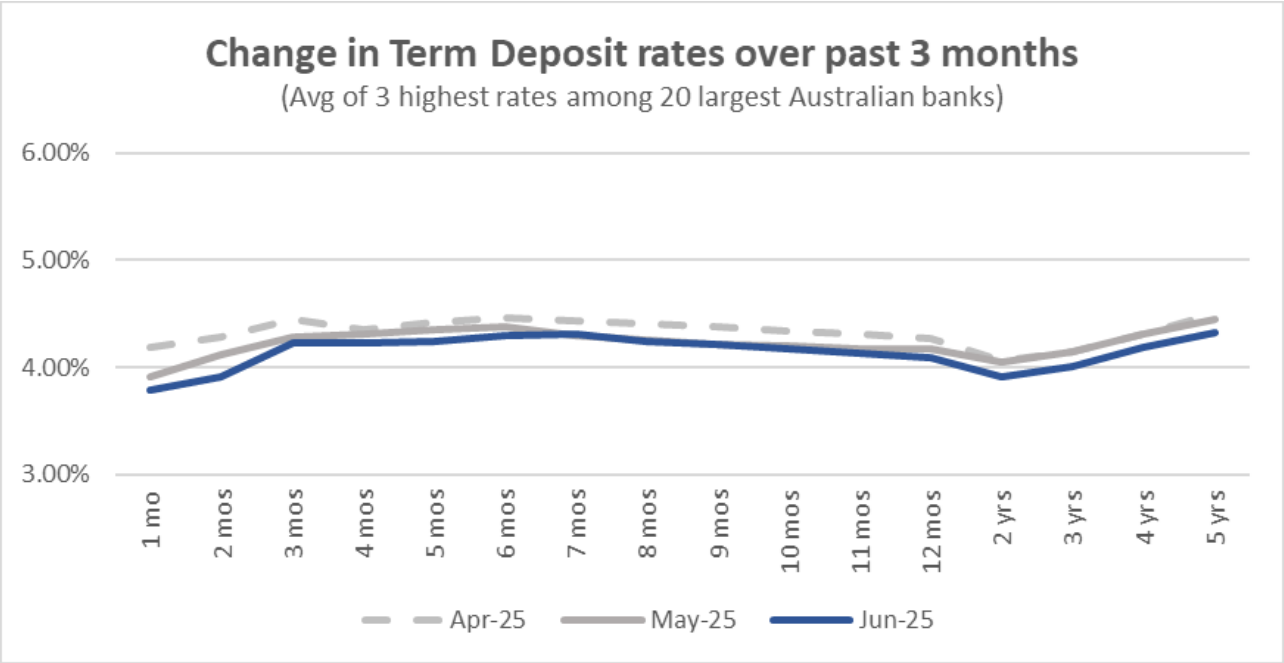
Interest rates

- The official cash rate remains 3.85% per annum. There was no RBA Monetary Policy meeting in June and the next meeting is July 7-8.
- The market is currently pricing in 75 basis points worth of interest rate cuts by the end of 2025 and another 25 basis point cut by mid-2026:

STATEMENT OF INVESTMNENTS AS AT 30 JUNE 2025 (Cont.)



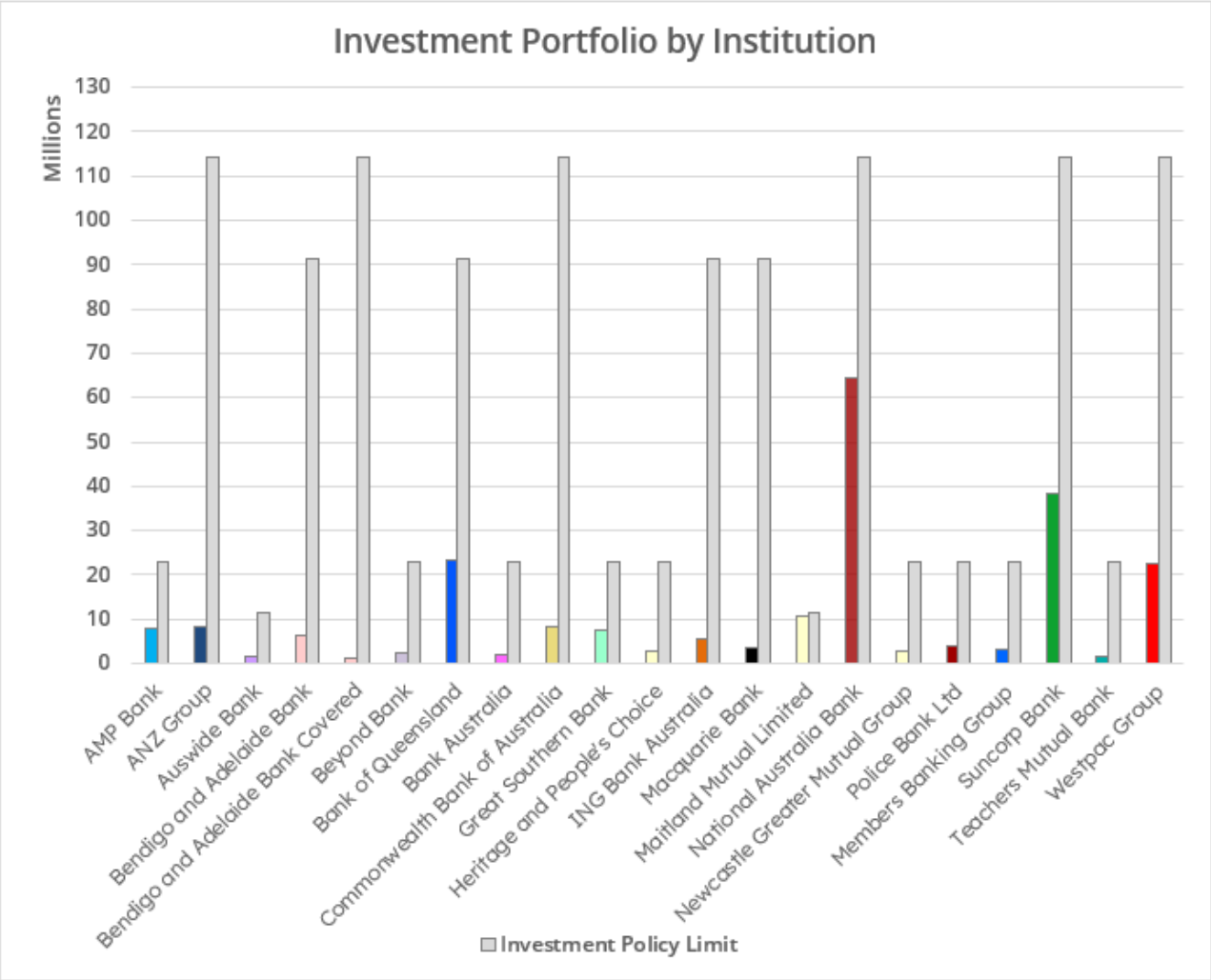
- Term deposit rates across the 1 month to 5 year range fell during the month with the biggest drop in the 1-5 month areas given expectations of another rate cut by the RBA coming soon. Rates in the 1 to 5 year range also slipped lower as the market readjusts its long term outlook for global interest rates:

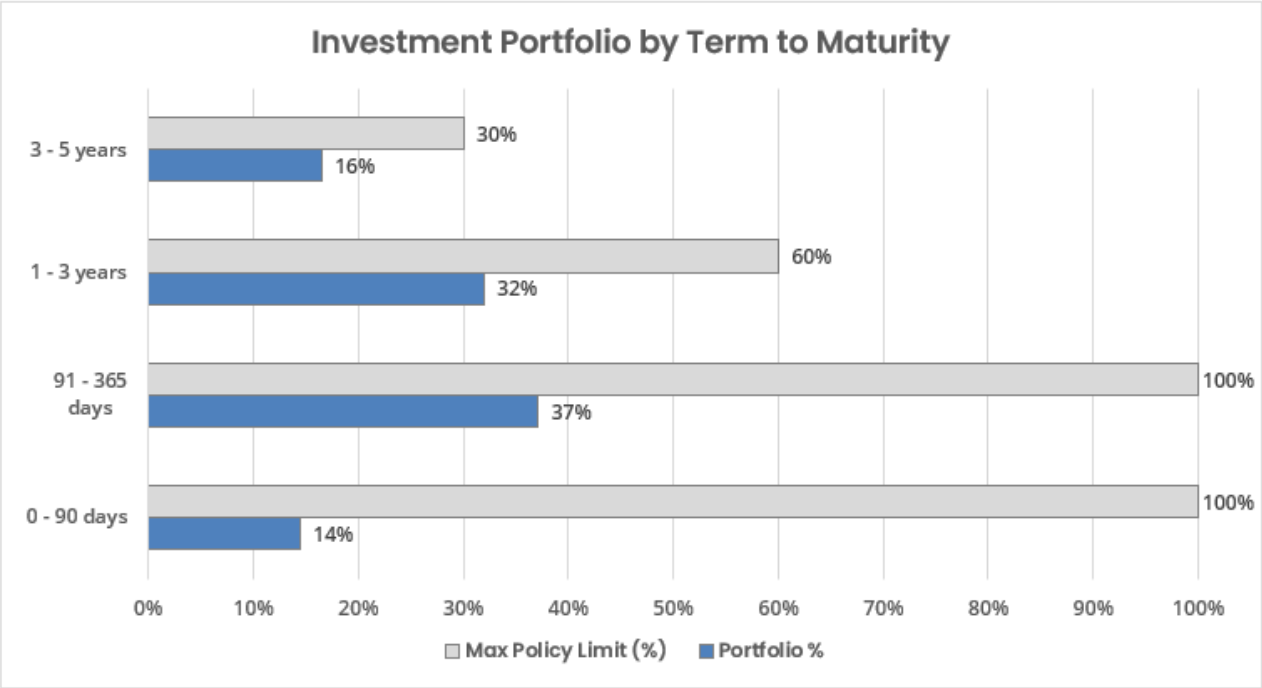


All market commentary is provided by Prudential Investment Services who advise on the management of Council's investment portfolio.

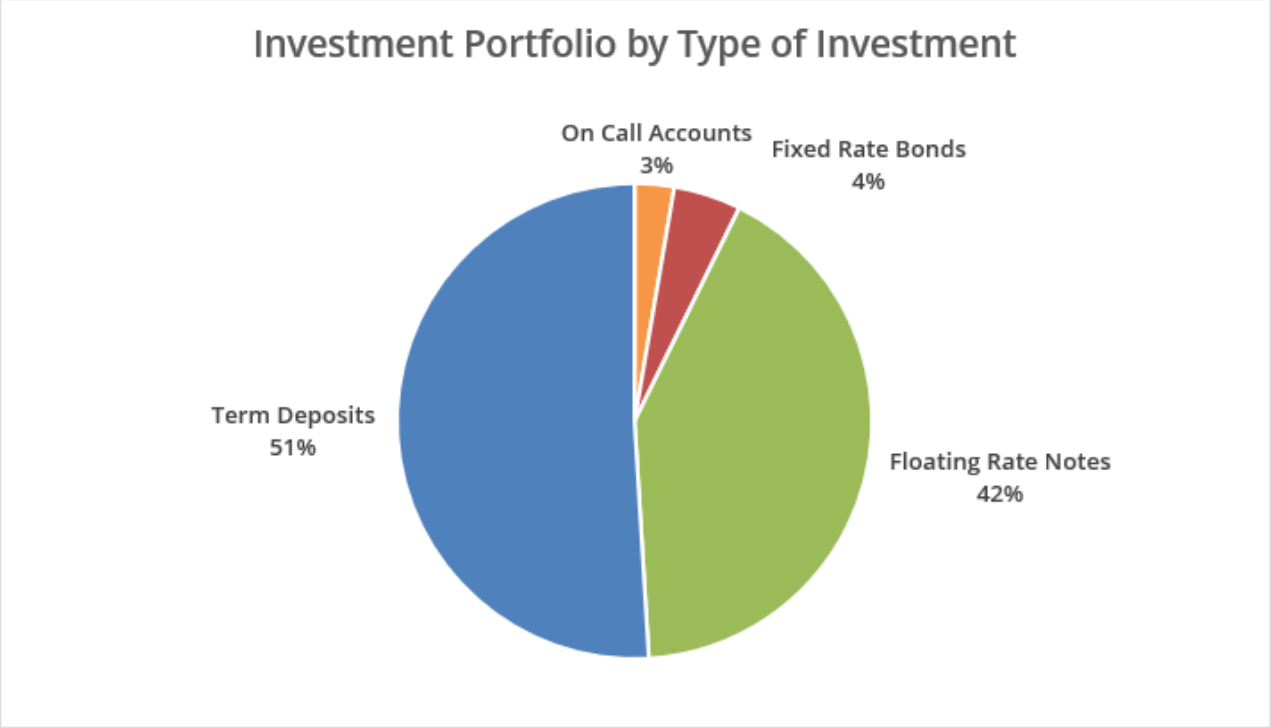
STATEMENT OF INVESTMNENTS AS AT 30 JUNE 2025 (Cont.)

PORTFOLIO ANALYSIS





STATEMENT OF INVESTMNENTS AS AT 30 JUNE 2025 (Cont.)



STATEMENT OF COMPLIANCE

Portfolio Performance vs 90 day Bank Bill Index	✓	Council's investment performance did exceed the benchmark for the rolling 12 month period

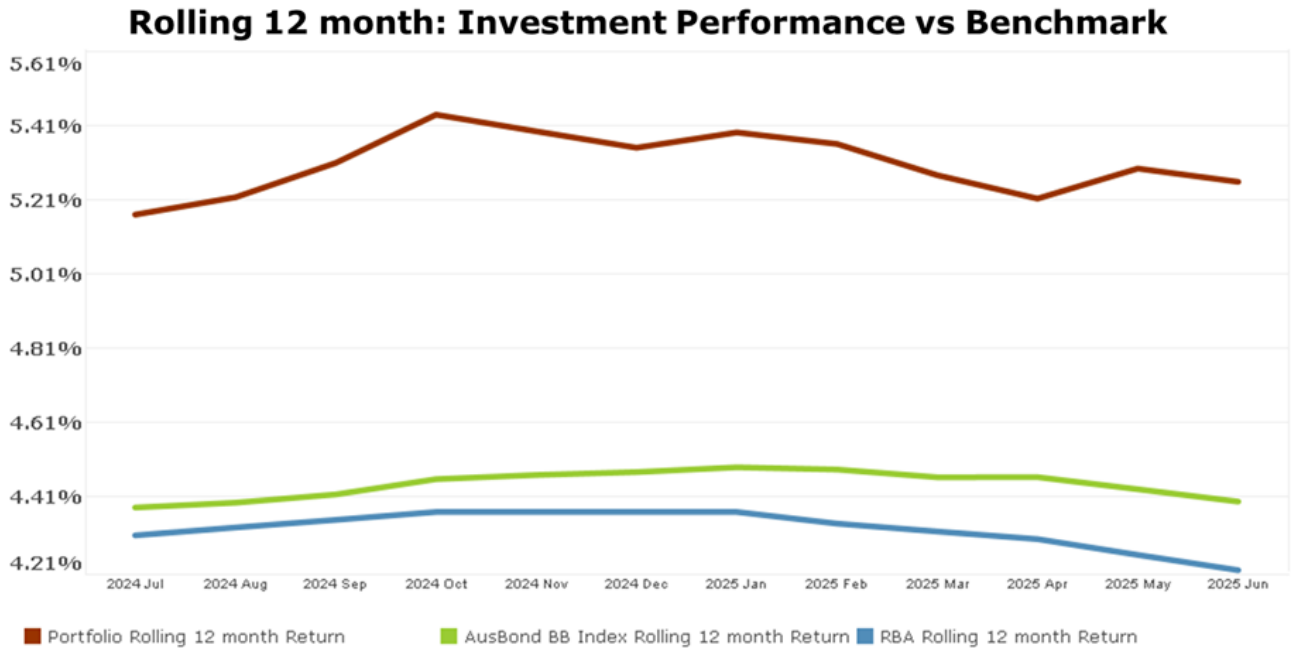
Investment Policy Requirement

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	4.60%	3.94%	3.85%
3 months	5.08%	4.14%	3.93%
6 months	5.12%	4.28%	4.06%
FYTD	5.25%	4.39%	4.21%
12 months	5.25%	4.39%	4.21%

STATEMENT OF INVESTMNENTS AS AT 30 JUNE 2025 (Cont.)



CONCLUSION

Certification of the Responsible Accounting Officer

The Responsible Accounting Officer certifies that the investments listed in the attached report have been made in accordance with Section 625 of the Local Government act 1993, Clause 212 of the Local Government (General) Regulations 2021 and Council's Investment Policy.

FINANCIAL IMPLICATIONS

The actual investment return for the month of June was $844,806. This amounts to an unfavourable variance of $121,413 when compared to the monthly budget forecasts of $966,219.

The full year budget forecast for investment returns is $11,106,030. The actual investment returns for the year to 30 June 2025 are $11,550,934, amounting to a favourable variance of $444,904 which can be attributed to the current 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

Finance

Statement of Investmnents as at 30 June 2025

Council's Holdings as at 30 June 2025

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 2

STATEMENT OF INVESTMNENTS AS AT 30 JUNE 2025 (Cont.)

COUNCIL'S HOLDING AS AT 30 JUNE 2025

Bonds

	Face Value	Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
11-Aug-25	1,800,000.00	3.9000	WBC Snr Bond (Aug25) 3.90%	AA-	11-Aug-25	42	1,826,804.31
18-Aug-25	2,000,000.00	4.2000	CBA Snr Bond (Aug25) 4.20%	AA-	18-Aug-25	49	2,031,227.82
11-Nov-25	2,300,000.00	4.9000	WBC Snr Bond (Nov25) 4.90%	AA-	11-Nov-25	134	2,323,000.18
18-Aug-25	1,500,000.00	4.7500	CBA Snr Bond (Aug26) 4.75%	AA-	17-Aug-26	413	1,542,824.85
15-Sep-25	1,400,000.00	4.9460	MAC Snr Bond (Sep26) 4.946%	A+	14-Sep-26	441	1,438,694.57
19-Sep-25	1,500,000.00	5.0000	WBC Snr Bond (Sep28) 5.00%	AA-	19-Sep-28	1,177	1,566,675.65
Totals	**10,500,000.00**	**4.5942**					**10,729,227.38**

Cash

	Face Value	Current Yield	Borrower	Credit Rating			Current Value
30-Jun-25	2,140,445.23	4.2560	Macquarie Bank	A+			2,140,445.23
30-Jun-25	4,000,000.00	4.0000	National Australia Bank	AA-			4,000,000.00
Totals	**6,140,445.23**	**4.0892**					**6,140,445.23**

Floating Rate Note

Reset/ Coupon	Face Value	Current Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
25-Aug-25	1,500,000.00	5.2095	RACQ Snr FRN (Feb26) BBSW+1.50%	BBB+	24-Feb-26	239	1,511,892.21
25-Aug-25	1,700,000.00	4.1595	SUN Snr FRN (Feb26) BBSW+0.45%	AA-	24-Feb-26	239	1,707,297.28
18-Aug-25	2,000,000.00	4.8576	SUN Snr FRN (May26) BBSW+1.05%	AA-	18-May-26	322	2,022,205.30
25-Aug-25	3,900,000.00	4.1195	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	24-Aug-26	420	3,915,923.97
15-Sep-25	2,300,000.00	4.1938	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	15-Sep-26	442	2,303,642.00
23-Jul-25	1,200,000.00	5.5367	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	480	1,224,737.57
23-Jul-25	3,250,000.00	5.5367	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	480	3,316,997.57
30-Jul-25	1,650,000.00	5.3745	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	30-Oct-26	487	1,675,483.07
18-Aug-25	2,000,000.00	5.3576	POL Snr FRN (Nov26) BBSW+1.55%	BBB+	17-Nov-26	505	2,012,623.39
14-Jul-25	2,000,000.00	4.7478	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	14-Jan-27	563	2,026,451.97
25-Jul-25	2,250,000.00	4.6762	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	25-Jan-27	574	2,274,906.07
8-Aug-25	1,220,000.00	5.4198	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	588	1,243,129.17
8-Aug-25	1,400,000.00	5.4198	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	588	1,426,541.67
11-Aug-25	2,250,000.00	5.4596	GSB Snr FRN (Feb27) BBSW+1.65%	BBB+	9-Feb-27	589	2,295,361.44
25-Aug-25	2,400,000.00	4.4295	NAB Snr FRN (Feb27) BBSW+0.72%	AA-	25-Feb-27	605	2,418,405.17
5-Sep-25	1,500,000.00	5.3048	RACQ Snr FRN (Mar27) BBSW+1.60%	BBB+	5-Mar-27	613	1,515,988.14
14-Aug-25	1,300,000.00	4.7938	BEN Snr FRN (May27) BBSW+1.00%	A-	14-May-27	683	1,315,631.43
22-Sep-25	1,800,000.00	4.9639	TMB Snr FRN (Jun27) BBSW+1.30%	BBB+	21-Jun-27	721	1,815,710.36
20-Aug-25	2,800,000.00	4.6643	ING Snr FRN (Aug27) BBSW+0.87%	A	20-Aug-27	781	2,825,891.99
15-Sep-25	1,500,000.00	5.0475	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	13-Sep-27	805	1,503,733.77
1-Aug-25	1,000,000.00	4.9097	GSB Snr FRN (Nov27) BBSW+1.03%	BBB+	1-Nov-27	854	1,008,399.36
8-Aug-25	2,000,000.00	4.9698	POL Snr FRN (Nov27) BBSW+1.15%	BBB+	8-Nov-27	861	2,025,277.16
25-Aug-25	2,500,000.00	4.9095	NAB Snr FRN (Nov27) BBSW+1.20%	AA-	25-Nov-27	878	2,545,888.12
15-Sep-25	1,100,000.00	4.9638	SUN Snr FRN (Dec27) BBSW+1.25%	AA-	14-Dec-27	897	1,116,488.91
14-Jul-25	3,000,000.00	5.1978	CBA Snr FRN (Jan28) BBSW+1.15%	AA-	13-Jan-28	927	3,070,282.88
21-Aug-25	500,000.00	5.4325	BOz Snr FRN (Feb28) BBSW+1.70%	BBB+	21-Feb-28	966	509,277.13
22-Sep-25	2,500,000.00	4.8139	BEY Snr FRN (Mar28) BBSW+1.15%	BBB+	21-Mar-28	995	2,501,037.75
12-Aug-25	2,500,000.00	4.8003	NAB Snr FRN (May28) BBSW+1.00%	AA-	12-May-28	1,047	2,538,339.38
14-Aug-25	2,500,000.00	5.2938	MMB Snr FRN (May28) BBSW+1.50%	BBB	15-May-28	1,050	2,517,404.27
16-Sep-25	1,200,000.00	4.8638	BEN Cov FRN (Jun28) BBSW+1.15%	AAA	16-Jun-28	1,082	1,214,914.59
11-Sep-25	1,400,000.00	4.6649	ANZ Snr FRN (Sep28) BBSW+0.93%	AA-	11-Sep-28	1,169	1,413,056.55
18-Aug-25	2,000,000.00	4.8272	NAB Snr FRN (Nov28) BBSW+1.03%	AA-	16-Nov-28	1,235	2,031,347.19
5-Aug-25	2,000,000.00	4.8100	ANZ Snr FRN (Feb29) BBSW+0.96%	AA-	5-Feb-29	1,316	2,028,663.01
14-Aug-25	600,000.00	5.6438	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB+	14-Feb-29	1,325	617,641.19
19-Sep-25	1,500,000.00	4.6736	SUN Snr FRN (Mar29) BBSW+0.98%	AA-	13-Mar-29	1,352	1,509,729.79
22-Sep-25	2,800,000.00	4.5639	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	22-Mar-29	1,361	2,817,500.86
30-Jul-25	2,500,000.00	5.1545	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,400	2,544,963.97
30-Jul-25	4,000,000.00	5.1545	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,400	4,071,942.36
18-Sep-25	5,000,000.00	4.5594	ANZ Snr FRN (Jun29) BBSW+0.86%	AA-	18-Jun-29	1,449	5,025,339.48
14-Aug-25	3,100,000.00	4.6138	NAB Snr FRN (Nov29) BBSW+0.82%	AA-	14-Nov-29	1,598	3,121,878.14
28-Aug-25	3,000,000.00	4.5200	BEN Cov FRN (Nov29) BBSW+0.83%	A-	28-Nov-29	1,612	3,005,791.23
21-Jul-25	2,000,000.00	5.2022	NPBS Snr FRN (Jan30) BBSW+1.25%	BBB+	21-Jan-30	1,666	2,019,453.64
18-Sep-25	3,200,000.00	4.5294	NAB Snr FRN (Mar30) BBSW+0.83%	AA-	18-Mar-30	1,722	3,209,815.08
21-Aug-25	850,000.00	4.6625	SUN Snr FRN (May30) BBSW+0.93%	AA-	21-May-30	1,786	856,423.73
15-Sep-25	2,800,000.00	4.6675	ING Snr FRN (Jun30) BBSW+0.95%	A	13-Jun-30	1,809	2,807,032.99
Totals	**95,470,000.00**	**4.8654**					**96,480,442.30**

STATEMENT OF INVESTMNENTS AS AT 30 JUNE 2025 (Cont.)

Term Deposits

	Face Value	Current Yield	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
	3,000,000.00	5.4500	National Australia Bank	AA-	1-Jul-25	1	3,163,500.00
	4,000,000.00	5.1500	Bank of Queensland	A-	8-Jul-25	8	4,121,906.85
	2,000,000.00	5.0000	National Australia Bank	AA-	15-Jul-25	15	2,086,027.40
	3,000,000.00	5.3500	National Australia Bank	AA-	22-Jul-25	22	3,150,826.03
	2,500,000.00	5.3500	National Australia Bank	AA-	29-Jul-25	29	2,624,955.48
	2,000,000.00	5.0500	National Australia Bank	AA-	5-Aug-25	36	2,090,761.64
	2,500,000.00	5.0000	National Australia Bank	AA-	19-Aug-25	50	2,606,849.32
	3,000,000.00	5.0000	National Australia Bank	AA-	27-Aug-25	58	3,126,575.34
	4,000,000.00	5.0000	National Australia Bank	AA-	3-Sep-25	65	4,167,671.23
	4,000,000.00	4.9500	National Australia Bank	AA-	9-Sep-25	71	4,163,282.19
	4,000,000.00	5.0700	National Australia Bank	AA-	16-Sep-25	78	4,119,457.53
	2,000,000.00	5.0700	Suncorp Bank	AA-	23-Sep-25	85	2,067,785.21
	2,000,000.00	5.1700	Suncorp Bank	AA-	30-Sep-25	92	2,059,207.12
	2,000,000.00	4.4000	AMP Bank	BBB+	7-Oct-25	99	2,005,063.01
	2,000,000.00	5.1000	Bendigo and Adelaide Bank	A-	14-Oct-25	106	2,063,994.52
	2,000,000.00	4.3500	Bank of Queensland	A-	21-Oct-25	113	2,010,249.32
	2,000,000.00	4.7600	Suncorp Bank	AA-	21-Oct-25	113	2,034,689.32
	2,000,000.00	5.0900	Suncorp Bank	AA-	28-Oct-25	120	2,067,773.70
	2,000,000.00	4.8000	Suncorp Bank	AA-	4-Nov-25	127	2,038,663.01
	3,000,000.00	5.1900	Westpac Group	AA-	18-Nov-25	141	3,020,475.62
	5,000.00	5.1000	National Australia Bank	AA-	25-Nov-25	148	5,150.21
	2,500,000.00	5.0700	Suncorp Bank	AA-	25-Nov-25	148	2,574,313.70
	2,000,000.00	4.8000	Suncorp Bank	AA-	2-Dec-25	155	2,038,663.01
	2,000,000.00	5.0000	AMP Bank	BBB+	10-Dec-25	163	2,055,616.44
	2,000,000.00	5.1000	AMP Bank	BBB+	17-Dec-25	170	2,053,934.25
	2,000,000.00	4.4000	Bank of Queensland	A-	23-Dec-25	176	2,010,126.03
	2,000,000.00	4.2800	Suncorp Bank	AA-	30-Dec-25	183	2,001,407.12
	3,000,000.00	4.3000	Bank of Queensland	A-	7-Jan-26	191	3,009,895.89
	4,000,000.00	4.7900	Suncorp Bank	AA-	13-Jan-26	197	4,072,965.48
	2,000,000.00	4.3500	Bank of Queensland	A-	20-Jan-26	204	2,010,010.96
	2,000,000.00	4.7000	Westpac Group	AA-	2-Feb-26	217	2,015,967.12
	3,000,000.00	4.6500	National Australia Bank	AA-	10-Feb-26	225	3,047,009.59
	3,000,000.00	4.6300	Westpac Group	AA-	24-Feb-26	239	3,013,699.73
	3,000,000.00	4.6300	Westpac Group	AA-	3-Mar-26	246	3,013,319.18
	3,000,000.00	4.3300	Suncorp Bank	AA-	24-Mar-26	267	3,002,135.34
	2,000,000.00	4.1700	Bank of Queensland	A-	31-Mar-26	274	2,006,397.81
	2,000,000.00	4.6000	Westpac Group	AA-	7-Apr-26	281	2,008,569.86
	3,000,000.00	4.2700	Suncorp Bank	AA-	21-Apr-26	295	3,002,105.75
	2,000,000.00	4.2200	National Australia Bank	AA-	28-Apr-26	302	2,008,093.15
	2,000,000.00	4.1500	Bank of Queensland	A-	5-May-26	309	2,006,594.52
	3,000,000.00	4.0500	National Australia Bank	AA-	26-May-26	330	3,001,331.51
	2,000,000.00	4.0900	Westpac Group	AA-	2-Jun-26	337	2,006,499.18
	2,000,000.00	4.3000	Westpac Group	AA-	23-Jun-26	358	2,009,895.89
	4,000,000.00	4.6500	The Mutual	BBB	6-Oct-26	463	4,060,131.51
	4,000,000.00	4.7500	The Mutual	BBB	16-Feb-27	596	4,064,547.95
Totals	**116,505,000.00**	**4.7574**					**118,893,158.03**
Grand Totals	**228,615,445.23**						**232,243,272.94**

16 ITEMS FOR INFORMATION

16.1 Councillor Notice of Motions - Q4 Progress Update

FILE NO:	**35/7**
ATTACHMENTS:	**1.Outstanding Notice of Motions Q4 Report**
RESPONSIBLE OFFICER:	**Office Manager** **General Manager**
AUTHOR:	**Team Leader OGM**
MAITLAND +10	**Outcome 4 Achieving together**
COUNCIL OBJECTIVE:	**4.1.3 Transparent decision making**

EXECUTIVE SUMMARY

At Council Meeting 10 December 2024, Council endorsed reporting on a quarterly basis on councillor motions which have been carried, including an action plan outlining progress of each resolution. The purpose of this report is to provide a progress update on Notice of Motions submitted during the previous two terms of Council for Quarter 4.

OFFICER'S RECOMMENDATION

THAT the information contained in this Report be noted.

REPORT

Councillor Notice of Motions are actioned by the relevant departments of Council following endorsement at Council Meetings. The attached table identifies all Motions, including their current status for the period of 14 July 2020 to 30 June 2025.

Any items identified as being in progress or ongoing include a summary of the current work being taken to complete the action.

Once the status of a Motion has been updated to a completed status it will no longer be included in ongoing quarterly reports.

Items for Information

Councillor Notice of Motions - Q4 Progress Update

Outstanding Notice of Motions Q4 Report

Meeting Date: 15 July 2025

Attachment No: 1

Number of Pages: 8

COUNCILLOR NOTICE OF MOTIONS - Q4 PROGRESS UPDATE (Cont.)

Councillor Notice of Motions for the period of 14 July 2020 to 30 June 2025:

MEETING DATE	REPORT TITLE	STATUS	COMMENT
14 July 2020	Trial CCTV for Maitland LGA	Ongoing	The matter has received ongoing consideration since 2020. This has included reviews of similar endeavours by Ryde City Council. Funding to complete further research and trials of the proposed mobile CCTV platforms has not been provided and therefore this body of work has not yet been completed.
12 December 2023	CCTV Trial in Maitland LGA	Ongoing	
27 February 2024	Maitland Senior Citizens Building	In progress	Director City Services and Council officers met with members of the Senior Citizens Association on 31/03/2025 and provided an update on the current status of the hall. Further conversations will be undertaken when the CIS is complete.
23 July 2024	Turtle Conservation	In progress	Recruitment for the Environmental Restoration Officer is almost complete, and we are expecting the preferred candidate to start in early May. One of the key responsibilities for this role will be to grow Council's Landcare Program. Updated comment: Council has filled the Environmental Restoration Officer role. An EOI for a Landcare site at Walka has been received by Council and staff are in the process of addressing the EOI in line with our Landcare Policy.
27 August 2024	Martins Creek Quarry	In progress	Legal proceedings concluded, currently awaiting judgement. No updates.

COUNCILLOR NOTICE OF MOTIONS - Q4 PROGRESS UPDATE (Cont.)

22 October 2024	Future Planning for The Current Term of Council (22 Items detailed below): 1. Council better align actions/funding in operational plans with future community survey results.	Ongoing	The 20205/26 budget has seen an increase budget allocation of asset renewal and broader capital works program in line with community survey feedback.
	2. Council reaffirm its support of Food and Garden Organics (FOGO) waste collection, weekly general waste bin collections, and retention of bulky waste collection services.	Completed	The Food Organics Garden Organics (FOGO) service is now available for all Maitland residents. The FOGO program commenced 30 June 2025. Organics/ FOGO waste is collected weekly. General waste is collected weekly. Recycling waste is collected fortnightly.
	3. Future playground proposals to include shade provision.	In progress	Shade sails/provisions are being incorporated into future playground designs. Since the Mayoral Minute a shade sail has been installed at the Metford Oval Play space, however, multiple play spaces have been installed under existing shade sails including Roy Jordan in Gillieston Heights and Hunterglenn Drive in Bolwarra Heights. Upcoming playgrounds with shade clothes include East Maitland Library, Farley and Chisolm. Playgrounds which have existing established shade trees are being monitored if additional shade sails /provisions are required, where Largs Oval is an example of this.
	4. Council advocate to government to reconsider an increase to the pensioner rates rebate.	Completed	Council wrote to the relevant Government department recommending a review of the pensioner rates rebate.
	5. Council focus on progressing future stages of the Queens Wharf Morpeth Master Plan.	In progress	Council Officers will progress the redevelopment of Queens Wharf Plan of Management and Master Plan in the 25/26 Financial Year as these documents are outdated and may not reflect current community

			priorities. Stage A of the current Master Plan was completed in October 2020. Stage B has been implemented with the installation of a temporary car park and boat trailer parking area. Council Officers are continuing discussions regarding land acquisition which impact Stages C and D of the Master Plan.
	6. Council prioritise delivering the new large playground at Maitland Park.	In progress	The Maitland Park masterplan has been presented to the councillors as a council briefing in early July 2025. The masterplan is being reported to council at the July2025 council meeting.
	7. Council actively work with Cricket NSW and local cricket clubs on advancing cricket nets at Maitland Park.	In progress	In conjunction with the Maitland Park masterplan, the design of the cricket nets has commenced. Council has been talking with Cricket NSW about additional grant funding options, as there is insufficient developer contributions funding available for the project.
	8. Council report back on a plan to address key gaps in the footpath network.	In progress	A report to council has been scheduled for November 2025 to update the council on the plan to address key gaps in the footpath network. Current major footpath works either in planning or under construction include Government Road in Thornton and Cessnock Road in Gillieston Heights.
	9. Council give favourable consideration, within existing funding, on a winter fireworks display in 2025 and include same in future operational plan considerations.	Completed	Fireworks were delivered as part of the Luminous Event on 21 June 2025.
	10. Council consider over the coming council term the renewal/redesign of the river walk street furniture between the Riverlink Building and St Andrews Street.	In progress	A review of assets along the river walk is planned for the 25/26 financial year. This review, along with the updated Service asset plan updates, will guide any renewals or redesigns along the walk.

COUNCILLOR NOTICE OF MOTIONS - Q4 PROGRESS UPDATE (Cont.)

	11. Council actively progress with plans for irrigation and drainage at more sports grounds, including Shamrock Hill Oval.	In progress	Upcoming projects with sport field irrigation or subsoil drainage are: - Shamrock irrigation - TN17 Chisholm irrigation and drainage - TN18 Chisholm irrigation and drainage - Lochinvar oval irrigation Council staff are actively working with local sporting clubs for the purpose of obtaining additional grants for sports field irrigation and drainage.
	12. Council work with Maitland Saints AFL with a view to act on the risk of balls being chased outside the fence line near Alexandra Avenue at Max McMahon Oval.	Completed	This work has been completed.
	13. Council allocate up to $5,000 for an Australian flag giveaway for private properties this Australia Day. Details of the offering be delegated to the Mayor. Recommendations for funding this action to be included in the next quarterly budget review.	Completed	Council called for expressions of interest from residents to display an Australian flag at a private property within the Maitland Local Government Area. Residents could choose from a flag to be used on an existing flagpole or a bracket and pole kit to be installed on an external wall of a property. Council received 147 expressions of interest. 34 flags could be supplied to local residents within the budget of $5,000. The successful and unsuccessful residents were advised of the outcome of their expressions of interest. The flags were collected by 10 January 2025.
	14. Council actively work on the potential to improve traffic flow by reviewing the lane layout in the Thornton Road network south of the railway line, while continuing to seeking government support to act on the bigger issues in the precinct.	In progress	Council officers are currently drafting an ELT briefing and Council report to present to Council in August 2026, detailing the use of Developer contributions money to complete design and land acquisitions for the intersections along Thornton Road and Glenwood Drive. Council will then advocate for grant funding for the Thornton Road Glenwood Drive intersections, plus the Raymond Terrace Road and Haussman Drive intersection.

COUNCILLOR NOTICE OF MOTIONS - Q4 PROGRESS UPDATE (Cont.)

	15. Council explore the potential for enhancement of recreational facilities at O'Hearn Street Tenambit in support of youth recreation.	In progress	Inception and design for multi court facility at the location is on design list for Q1 2025/26, with delivery of the designs in October 2025.
	16. In future reviews of council committees, consideration be given to an Events Committee and a Youth Committee.	Completed	A review of Committees was undertaken with the revised structure for special purpose and strategic committees endorsed at Council Meeting 20 May 2025. An Events or Youth working group will be formed as needed by the Culture and Community Strategic Advisory Committee.
	17. Council work with the Hunter River Agricultural and Horticultural Society on the potential to enter into an arrangement for parking at the Showground on days of high need in Maitland Park including netball events.	In progress	A Councillor briefing is being prepared for 05/08/2025. A report will then be presented to council meeting of 19/08/2025.
	18. Council explore more proactive approaches to dealing with graffiti, including how we can better work with Rotary.	In progress	Meetings with Rotary clubs have occurred and feedback is coming back in. Expect to have policy presented to August 2025 council meeting.
	19. Council progress work for pathway connection between Morpeth / The Levee / Walka Water Works, including completing connection from Morpeth Bridge to Queens Wharf.	In progress	Two councillor briefings have been conducted and the route will be inspected as part of the End of July Councillor Bus Tour. The proposed route will be reported to council to be placed on Public exhibition.
	20. Council explore the provision of recycling bins at some key public spaces.	In progress	Waste Services will be undertaking a public place recycling review during Quarter 1, which will include reviewing current locations for effectiveness and considering suitable future locations. Recommendations from the review will be implemented throughout 2025/26.

COUNCILLOR NOTICE OF MOTIONS - Q4 PROGRESS UPDATE (Cont.)

	21. Council explore the prospect of a fountain at Telarah Lagoon for the visual impact and the environmental benefits to the water body.	In progress	Further work on this request requires additional resourcing. Additional resourcing will be made available in October 2025. It is expected a Council report will be provided in February/March 2026.
	22. Council work with the NSW Govt to act on Walka Water Works lawn contamination as a priority.	In progress	Council information report was provided June 2025. Councillors were briefed 1 July 2025. The General Manager has finalised a Deed of Agreement with Crown Lands for a 4 stage asbestos remediation approach. Council has received $3.1m in grant funds for stage 1 of these works. Approvals process will commence ASAP with a forecast DA submission in March/April 2026. Works commencement will be subject to development approval of works. Estimate for all 4 stages is circa $13m. The Plan of Management (and associated supporting documents) are with Crown Lands for review and approval before they are reported Council for exhibition. We await advice on $5m grant application for Pumphouse renewal works.
28 January 2025	125 Years of Federation	In progress	Funding opportunities are currently being sourced for the proposed exhibition that was supported by Councillors at the briefing on 13 May 2025.
28 January 2025	New Years Eve Traffic	In progress	Council's traffic team have started the conversation with the Events team to provide a coordinated solution. A report providing an update is planned for Council for the meeting of 19 August 2025. Council officers will also undertake an investigation into options to reduce congestions including additional parking locations, with this work planned for Q4 2025.

COUNCILLOR NOTICE OF MOTIONS - Q4 PROGRESS UPDATE (Cont.)

28 January 2025	Renaming of the Melville Ford Bridge	In progress	A report was presented to Council meeting of 17 June for determination on this proposal. Councillors resolved to proceed with the renaming of the bridge to "Milton Morris Bridge". Officers will commence the process of renaming and signage for installation upon completion of the construction of the new bridge.
18 March 2025	King Edward Park East Maitland	In progress	Council is continuing to work with the club to refine the concept designs and progression of the DA documentation. It is aimed to have documentation ready for submission by end of 2025. $50,000 has been allocated in the 2025/26 CAPEX budget to assist the club with the DA process.
15 April 2025	Urgent Audit of Council Commercial Property Holdings and Performance	In progress	The inaugural Property Advisory Panel considered a draft portfolio summary at the recent meeting. The review of the portfolio will be an ongoing agenda item, and the panel will decide when to bring a more comprehensive business paper back to council.
15 April 2025	East Maitland Cemetery	In progress	Council has recently upgraded the access points to East Maitland cemetery. We have also advocated our position to TfNSW for other works in the area. Pending response/outcomes from TfNSW's review of traffic in the area, Council will be able to form a view and plan for future works.
15 April 2025	1955 Flood Boat	In progress	A report will be presented to Council at meeting of 19 August 2025 with recommendations following investigation of this request.
15 April 2025	Addressing the Infrastructure Backlog	Ongoing	This work has commenced with the 2025/26 CAPEX Program list. A report will go to Council meeting 19 August 2025 to outline the ongoing process.

COUNCILLOR NOTICE OF MOTIONS - Q4 PROGRESS UPDATE (Cont.)

20 May 2025	Writer's Festival	In progress	Council officers have commenced actions on this resolution. A report is planned to be presented with an update to Council meeting of 21 October 2025.
17 June 2025	Road Infrastructure for Maitland LGA	Completed	Council officers have confirmed that a letter has been sent to the Minister for Roads & Regional Transport, the Honourable Jenny Aitchison MP as per the resolution. Council is currently awaiting a response.

17 NOTICES OF MOTION/RESCISSION

17.1 25th Anniversary of the Sydney Olympic Torch Relay

NOTICE OF MOTION SUBMITTED BY CR MITCHELL GRIFFIN

FILE NO: **35/7/4**

ATTACHMENTS: **Nil**

RESPONSIBLE OFFICER: **General Manager**

Cr Mitchell Griffin has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on 15 July 2025:

THAT

1. ***Council notes that 30 August 2025 will mark 25 years since the Sydney Olympic Torch Relay came to Maitland.***
2. ***The General Manager makes suitable arrangements for an event to commemorate the occasion of the 25th anniversary as he sees fit and within his delegation.***

BACKGROUND

30 August 2025 will mark 25 years since the Sydney Olympic Torch Relay came to Maitland.

On this day in 2000 an estimated 25,000 people packed the running route and Maitland Park to witness the torch make its lunchtime stopover in our city. Entertainment on the day included performances by Christina Anu and tiger moth flyovers. The lunchtime cauldron was lit by Dave Harwood alongside escort runner Clinton Modinger.

The Olympic Torch Relay was a unique day of civic pride for residents of our city.

RESPONSE BY DIRECTOR CITY SERVICES

On 2nd July 2025 Maitland City Council was contacted by the AOC to gauge interest in nominating Maitland to be part of the Sydney 2000 25th Celebration Torch Relay which will commence in the Territory (Uluru) and make its way to Sydney via Brisbane and the east coast, coming through the Hunter on Thursday 11 September 2025.

The opportunity would be across 2 days/1 night and include:

- Media event (with national news and media coverage including TV (NBN) and an opportunity for our Mayor to be involved in this with AOC officials and current/former Olympians. This will include the arrival of the Sydney 2000 Olympic Torch.
- Fun Run with Olympians/Former Olympians
- Primary School Visit with Olympians/Former Olympians
- Secondary School Visit with Olympians/Former Olympians
- Other Destination Marketing activities that we can fit into the schedule that might include Olympians/Paralympians visiting venues or tourist attractions.

25TH ANNIVERSARY OF THE SYDNEY OLYMPIC TORCH RELAY (Cont.)

The AOC is looking for $20,000 in funding and/or Value in Kind support from each host City to be re-invested back into the local activities, alongside a placement fee of $2,500 + GST.

Staff propose that Maitland City Council nominates support for the event and provide Value in Kind to the value of $20k through facility hire, marketing and community-based event. Funding for the $2.5k placement fee and the $20k of in-kind support is proposed to be funded via the 2025/26 Events Budget and existing City Services resources.

18 QUESTIONS WITH NOTICE

19 URGENT BUSINESS

20 COMMITTEE OF THE WHOLE

20.1 Acquisition of Land - Chisholm Community Facility

FILE NO:	**103/41/8 & 89715**
ATTACHMENTS:	**Nil**
RESPONSIBLE OFFICER:	**Director City Planning** **Executive Manager Finance** **Manager Strategic Planning** **Coordinator City Planning**
AUTHOR:	**Principal Development Contributions Planner** **Senior Property Advisor**
MAITLAND +10	**Outcome 1 Liveable Maitland**
COUNCIL OBJECTIVE:	**1.1.2 Connected living**

THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

EXECUTIVE SUMMARY

The Thornton North Development Contributions Plan identifies new community facilities required to support the growing population at Chisholm and Thornton. The acquisition of privately owned land is required to deliver the facilities identified within the plan.

20.2 Future of Former Administration Building, High St, Maitland

FILE NO:	**12/38/6**
ATTACHMENTS:	**1.Former council report 26 September 2023** **2. Former Administration building -12 December 2023 report**
RESPONSIBLE OFFICER:	**Executive Manager Finance**
AUTHOR:	**Senior Property Advisor**
MAITLAND +10	**Outcome 4 Achieving together**
COUNCIL OBJECTIVE:	**4.1.3 Transparent decision making**

THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

EXECUTIVE SUMMARY

At its inaugural meeting of 4 June 2025, Council's Property Advisory Panel reviewed the update provided by staff on the former Council Administration building at 283 – 285 High Street Maitland.

The panel recommended that Council be updated on the staff briefing provided to the panel and that further activity be undertaken by staff to ensure all relevant options for the building are explored with the intent of securing an optimal outcome for the community.

Following exploration of relevant options for the site, a report will be brought back to Council by staff for decision.

20.3 Consideration of Tenders - 2025/2459 Supply and Delivery of Traffic and Safety Signage REGPRO0424526

FILE NO:	**2025/2459**
ATTACHMENTS:	**1.Evaluation Results**
RESPONSIBLE OFFICER:	**Executive Manager Finance**
AUTHOR:	**Coordinator Corporate Procurement**
MAITLAND +10	**Outcome 4 Achieving together**
COUNCIL OBJECTIVE:	**4.1 Trusted services**

THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

EXECUTIVE SUMMARY

*An arrangement was originally initiated by **Regional Procurement** in **2014** in collaboration with participating **Hunter Councils** to establish a coordinated approach for tenders managed by Regional Procurement.*

In line with this approach, Regional Procurement conducted a public tender process for the supply and delivery of traffic and safety signage on behalf of participating member councils within the Hunter region. This process was carried out in accordance with Clause 166(a) of the Local Government (General) Regulation 2021.

It is important to note that Regional Procurement is not classified as a "prescribed agency". As such, the provisions of Section 55(1) of the Local Government Act 1993 (NSW) — Requirements for Tendering—continue to apply to councils engaging with organisations that are not prescribed agencies. Specifically, Section 55(1)(e) requires councils to invite tenders before entering into any contract for the provision of goods or materials, whether by sale, lease, or otherwise.

*Based on historical data, the **estimated expenditure** for the supply and delivery of traffic and safety signage to Maitland City Council over a three-year period is approximately **$1.1 million.***

*Given the projected expenditure and the fact that Regional Procurement is not a prescribed agency, the purpose of this report is to **seek Council's consideration and endorsement** of the tender evaluation outcome, and the **acceptance of the recommended tenderers** who meet Maitland City Council's requirements.*

21 Committee of the Whole Recommendations

22 Closure