

Ordinary Meeting Agenda

21 October 2025

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 16 September 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 Mayoral Minute

9.1 Transfer of Ownership of Land

FILE NO: 35/5/1
ATTACHMENTS: 1. Transfer of Ownership of Land
RESPONSIBLE OFFICER: Acting General Manager
AUTHOR: Mayor

MAYORAL MINUTE

THAT

Council writes to the Member for Maitland, The Hon. Ms Jenny Aitchison, seeking her support, and that of the relevant Ministry, to transfer the ownership of 62 Kyle Street, Rutherford, to Maitland City Council, once fully remediated.

BACKGROUND

The site in question was a contaminated site taken and remediated by the NSW government and adjoins other Council operational landholdings used for motorcycling.

The land in question would provide significant benefit to the existing motorcycling facility and could be utilised for, but not limited to, motorcycle riding training facilities.

Such use would be consistent with Premier Minns recent roundtable following the record 10 year high in motorcycling deaths in NSW.

This proposal also aligns with recent Council resolution regarding the future of motorcycling facilities in the Lower Hunter area.

Mayoral Minute

Transfer of Ownership of Land

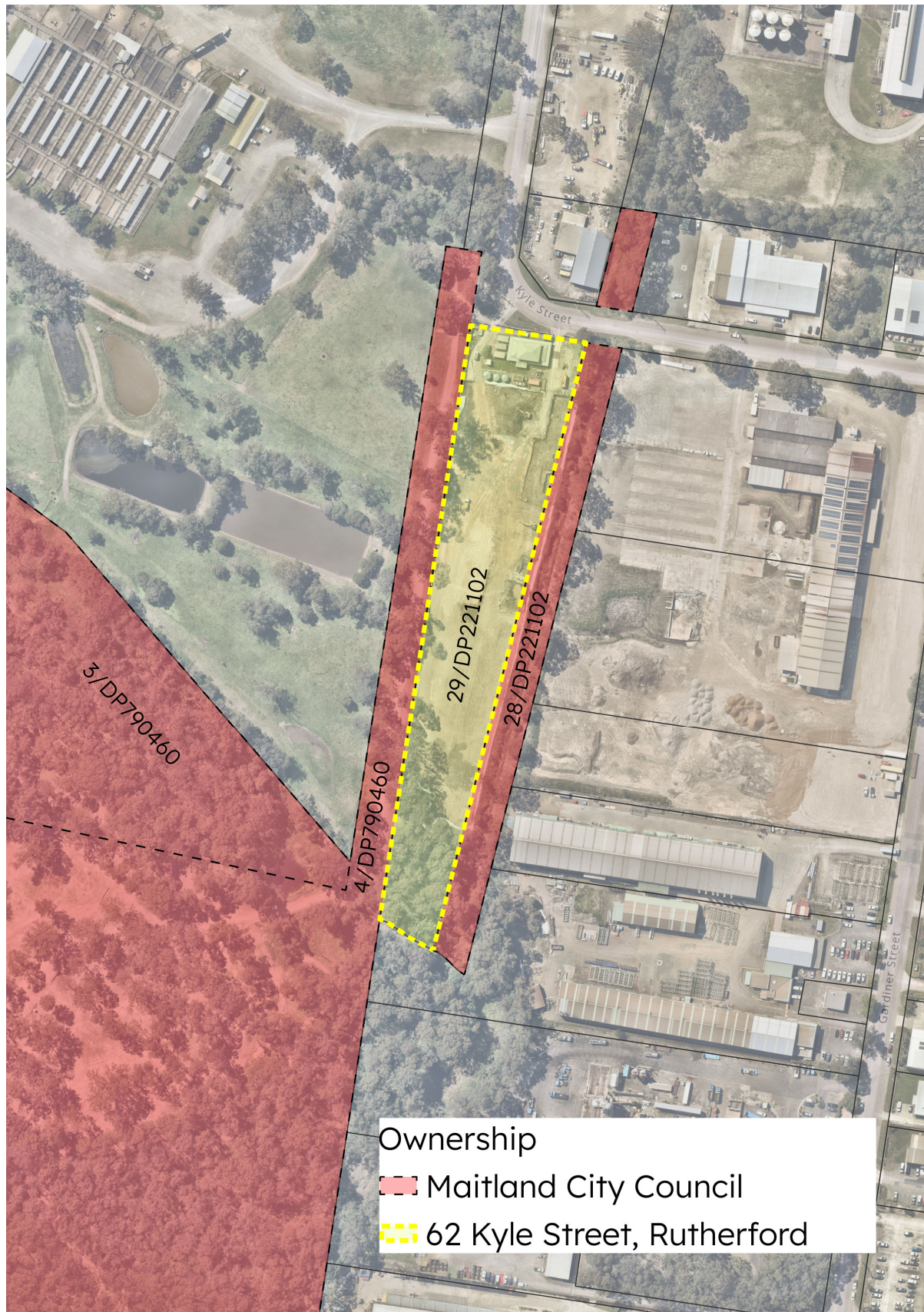
Transfer of Ownership of Land

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 1

TRANSFER OF OWNERSHIP OF LAND (Cont.)



9.2 McEachies Oval Overflow Parking

FILE NO: 35/4/8
ATTACHMENTS: Nil
RESPONSIBLE OFFICER: Acting General Manager
AUTHOR: Mayor

MAYORAL MINUTE

THAT

- 1. Council act on providing overflow parking on grass/gravel at McEachies Oval Aberglasslyn**
- 2. Any expense to be considered at an upcoming quarterly budget review.**
- 3. Provision to be implemented in time for the winter season sport season in 2026 where possible.**

9.3 Premiership Success Civic Reception

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

MAYORAL MINUTE

THAT

- 1. Council acknowledges the joint successes and premiership wins of the multiple sporting teams in 2025 being Maitland Pickers Rugby League Club and Maitland Blacks Rugby Club, and express our pride in their efforts.**
- 2. Council agree that an annual civic reception for the joint successes of sporting teams is appropriate when multiple codes win top tier premierships in our region.**
- 3. The costs for such will be funded from existing civic funding allocations.**

10 Office of the General Manager

10.1 Draft Code of Meeting Practice for Public Exhibition

FILE NO:	35/1 & 35/7
ATTACHMENTS:	1. Model Code of Meeting Practice for NSW 2025 (Under Separate Cover) 2. Non-mandatory provisions table (Under Separate Cover)
RESPONSIBLE OFFICER:	Acting General Manager Office Manager
AUTHOR:	Team Leader OGM
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

The NSW Office of Local Government has finalised a review of the Model Code of Meeting Practice for Local Council's in NSW which includes updated guidelines and mandatory provisions. This report seeks Council's endorsement to place the reviewed Code of Meeting Practice on public exhibition, in accordance with the legislative requirements prescribed by the NSW Office of Local Government. Councils must adopt the Code of Meeting Practice that incorporates the mandatory provisions of the 2025 Model Meeting Code no later than 31 December 2025.

OFFICER'S RECOMMENDATION

THAT

1. Note the model code of meeting practice as provided by the NSW Office of Local Government as shown in Attachment 1,
2. Determine, from those shown in Attachment 2, what non mandatory inclusions are to be included in the draft Code of Meeting Practice,
3. The draft Code of Meeting Practice, with Council approved non-mandatory inclusions, be placed on exhibition for at least 28 days and accept submissions for a period of at least 42 days,
4. A further report be presented to Council Meeting 9 December 2025 following the submission period for Council to adopt the Code of Meeting Practice.

DRAFT CODE OF MEETING PRACTICE FOR PUBLIC EXHIBITION (Cont.)**REPORT**

The NSW Office of Local Government (OLG) released the updated Model Code of Meeting Practice for Local Councils in NSW on 29 August 2025. This revised Model Code includes both mandatory and non-mandatory provisions aimed at promoting consistency, transparency, and efficiency in council meetings across the state.

Councils are required to incorporate all mandatory provisions into their adopted Code of Meeting Practice no later than 31 December 2025.

Councils may determine whether to adopt non-mandatory provisions and may also adopt supplementary provisions specific to our Council provided they are not inconsistent with the mandatory provisions.

The attached 2025 Model Code of Meeting Practice (Attachment 1) prescribes a uniform set of meeting rules for councils across NSW to ensure meetings of councils and committees of councils comprising only of councillors are open, accessible, orderly, effective and efficient.

The attached non-mandatory provisions table (Attachment 2) details areas of meeting practice that are common to most councils and supplementary clauses that are tailored to council procedures.

CONCLUSION

Council is required to adopt a revised Code of Meeting Practice incorporating the new mandatory provisions of the Model Code by 31 December 2025.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

The adoption of a revised Code of Meeting Practice will result in an amendment to Council's Policy Register.

STATUTORY IMPLICATIONS

The placing of the draft Code of Meeting Practice on exhibition for at least 28 days and providing opportunity for submission for at least 42 days will comply with the requirements of parts (3) and (4) under section 361 of the Local Government Act 1993.

10.2 Freedom of Entry – Royal Australian Air Force – Number 2 Squadron

FILE NO:	35/5/7
ATTACHMENTS:	1. 2 Squadron Freedom of Entry to the City of Maitland Letter
RESPONSIBLE OFFICER:	Office Manager Acting General Manager
AUTHOR:	Executive Assistant
MAITLAND +10	Outcome 3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.2 Vibrant community life

EXECUTIVE SUMMARY

This report seeks to grant approval to grant Freedom of Entry to the City of Maitland to the Royal Australian Air Force No.2 Squadron.

OFFICER'S RECOMMENDATION**THAT**

- 1. Council grant approval to RAAF No. 2 Squadron to exercise the right to Freedom of Entry to the City of Maitland.**

REPORT

Granting of Freedom of Entry bestows the honour upon military units the right to parade through the streets of the city on ceremonial occasions and to be present at official functions and ceremonies. In accordance with military law and tradition this gives the Unit the right to march through the streets with swords drawn, bayonets fixed, drums beating, bands playing and ensign flying.

The exercising of the Freedom of Entry to the City enables local governments to honour a distinguished unit of the armed forces and so strengthen the ties between citizens and servicemen and women. Freedom of Entry is not covered by the Local Government Act 1993 or any other legislation. It is a longstanding military tradition.

The RAAF No. 2 Squadron is one of the oldest and most decorated units of the Royal Australian Air Force and among the oldest operating flying units in the world.

Freedom of Entry to the City of Maitland was last bestowed on RAAF No. 2 Squadron, Royal Australian Air Force (RAAF) in September 2016 to celebrate the 100th Anniversary.

FREEDOM OF ENTRY - ROYAL AUSTRALIAN AIR FORCE - NUMBER 2 SQUADRON (Cont.)

Maitland City Council has received correspondence from RAAF No. 2 Squadron seeking to commemorate the upcoming ten-year anniversary in September 2026 of this significant occasion. In their letter, RAAF No. 2 Squadron expressed their deep appreciation for the ongoing relationship with the Maitland community and the shared history established over the past decade. To mark this milestone, RAAF No. 2 Squadron has requested Council's support to conduct another Freedom of Entry parade in the City of Maitland, providing a unique opportunity for engagement between the community and the Royal Australian Air Force.

Council staff have been in contact with the RAAF No.2 Squadron since the initial letter we received in May 2025. It should be noted that the proposed event is not till September 2026 and therefore it is not time sensitive.

CONCLUSION

Given the strong and enduring association between RAAF No. 2 Squadron and the City of Maitland, and in recognition of the approaching ten-year anniversary of the original Freedom of Entry in 2016, it is proposed that Council grant approval for RAAF No. 2 Squadron to exercise the right of Freedom of Entry to the City of Maitland in a ceremonial parade to be held in September 2026.

FINANCIAL IMPLICATIONS

The cost of the Freedom of Entry is to be accommodated within the current operating 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

Freedom of Entry – Royal Australian Air Force – Number 2 Squadron

2 Squadron Freedom of Entry to the City of Maitland Letter

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 1



**ROYAL AUSTRALIAN AIR FORCE
NO 2 SQUADRON**

RAAF Base, Williamtown, NSW, 2314, Tel: 02-4034 8000; Fax: 02-4034 8012

Mayor Philip Penfold
Maitland City Council
263 High Street
Maitland NSW 2320

2 SQUADRON FREEDOM OF ENTRY TO THE CITY OF MAITLAND

Dear Mayor Penfold,

I am writing to you today to commemorate the upcoming ten-year anniversary in September 2026 of 2 Squadron receiving the Freedom of Entry to the City of Maitland.

We at 2 Squadron deeply value our connection with the local community surrounding Royal Australian Air Force Base Williamtown, and especially cherish the bond and history we established with Maitland a decade ago.

To mark this significant milestone, it would be an absolute honour for 2 Squadron to conduct another Freedom of Entry parade, should the Maitland City Council grant its support.

I have recently been in contact with Mr. Tom Grieves from the 2 Squadron Association, as well as your Executive Assistants, Stacey Porena and Tina Newstead, regarding this potential event. We eagerly await your response and hope to begin planning what we believe will be a wonderful opportunity for engagement between the Maitland community and the Royal Australian Air Force.

For any matters related to the planning of this event, please feel free to contact Warrant Officer Matthew Donnelly at [REDACTED] [REDACTED]

Thank you for your time and consideration.

Yours sincerely,

SA Thorpe
Wing Commander
Number 2 Squadron Commanding Officer

07 May 2025

10.3 Disclosure of Interest Returns for Councillors and Designated Persons

FILE NO:	35/7/4
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Acting General Manager Team Leader OGM
AUTHOR:	Senior Governance Officer
MAITLAND +10	Outcome 15 To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1.2 Ensure Council is financially sustainable and meets required levels of performance

EXECUTIVE SUMMARY

Clause 4.21(b) of the Maitland City Council's Code of Conduct requires all councillors and designated persons to complete and lodge with the General Manager a Disclosure of Interest return on the designated form as at 30 June of each year.

Annual returns are required to be submitted to the General Manager. Once Council has resolved on the matter, the returns will then be made publicly available on Council's website.

OFFICER'S RECOMMENDATION

THAT

- Council notes that, in accordance with clause 4.21(b) of Maitland City Council's Code of Conduct, the tabled Disclosure of Interest returns have been submitted by elected councillors and designated persons.**

REPORT

Clause 4.21(b) of Council's Code of Conduct requires all councillors and designated persons to complete and lodge with the General Manager a Disclosure of Interest return in the designated form as of 30 June of each year. All returns are required to be submitted to the General Manager and reported to Council. Once Council has resolved the matter, the returns will then be made publicly available on Council's website.

A copy of the submitted returns will be tabled at the Council meeting of Tuesday, 21 October 2025, with a follow up report for a small number of outstanding forms (staff on extended leave).

The Disclosure of Interest return operates as a key transparency mechanism for promoting community confidence in Council decision making.

DISCLOSURE OF INTEREST RETURNS FOR COUNCILLORS AND DESIGNATED PERSONS (Cont.)

The returns include disclosures relating to property, sources of income, gifts, contributions to travel, interests and positions in corporations, are they a property developer or a close associate of a property developer, holding positions in trade unions and professional or business associations, personal debts, disposals of real estate property and discretionary disclosures.

All returns will be made publicly available on Council's website after the Council meeting in accordance with the Information and Privacy Commission (IPC) publication 'Information Access Guideline 1 – For Local Councils on the disclosure of information (returns disclosing the interest of councillors and designated persons)'. Relevant personal information, including private residential address and hand-written signatures, will be redacted before the returns are published on the website.

An original version without redactions will be maintained by Council and available to view at the Maitland Administration Centre.

CONCLUSION

Of the 66 forms expected 58 are being tabled today as required by Council's Code of Conduct. Following the Council meeting, these returns will be made publicly available on Council's website with relevant personal information redacted, and original versions without redactions available to view at the Maitland Administration Centre.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

The completion, lodgement and reporting of the annual Disclosure of Interest returns comply with the requirements of Council's Code of Conduct.

STATUTORY IMPLICATIONS

Statutory reporting obligations under Section 440 (Code of Conduct) of the *Local Government Act 1993* (NSW) and the IPC 'Information Access Guideline 1 – For Local Councils on the disclosure of information (returns disclosing the interest of councillors and designated persons)' have been complied with.

11 City Planning

11.1 East Maitland Catalyst Area – Public Exhibition

FILE NO:	103/185
ATTACHMENTS:	1. Draft East Maitland Catalyst Area Structure Plan (Under Separate Cover) 2. Social Infrastructure Assessment (Under Separate Cover) 3. Infrastructure Needs Analysis (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Planning Manager Strategic Planning Coordinator City Planning
AUTHOR:	Senior Strategic Planner
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.3 Housing diversity

EXECUTIVE SUMMARY

This report seeks Council's endorsement of the draft East Maitland Catalyst Area (EMCA) Structure Plan and the supporting Social and Infrastructure Needs Analysis (together referred to as the draft EMCA Structure Plan) for public exhibition from 27 October 2025 to 21 November 2025.

Council was awarded a grant under the Department of Planning, Housing and Infrastructure's (DPHI) Regional Housing Strategic Planning Fund in October 2023 to prepare the draft EMCA Structure Plan. The draft EMCA Structure Plan establishes a 20-year policy blueprint for future land use and infrastructure delivery in the EMCA. It sets a clear direction for where government and private investment in housing and employment should occur.

Subject to the recommended land use changes, the EMCA has the potential to accommodate approximately 6,500 additional residents and 3,000 new dwellings by 2045. The draft Structure Plan ensures that this growth will be guided and supported by coordinated infrastructure planning and delivery.

Future growth in the EMCA will focus on providing diverse infill housing within walking distance of key public transport networks and social infrastructure, while strengthening the employment anchors of the Maitland Hospital and Green Hills Regional Shopping Centre.

Overall, the EMCA is positioned to prosper as an inclusive, liveable, and sustainable community where residential and economic growth are balanced with strong environmental outcomes.

EAST MAITLAND CATALYST AREA - PUBLIC EXHIBITION (Cont.)

OFFICER'S RECOMMENDATION**THAT:**

1. Council endorses the draft East Maitland Catalyst Area Structure Plan and supporting studies (Attachments 1, 2, and 3) to be placed on public exhibition for a period of 28 days.
2. Council adopts the draft East Maitland Catalyst Area Structure Plan and supporting studies should there be no submissions of objection.
3. Council adopts the draft East Maitland Catalyst Area Structure Plan and supporting studies and delegates any minor changes to the General Manager, any significant changes will result in a further report to Council.

REPORT

The East Maitland Catalyst Area (EMCA) was established under the *Greater Newcastle Metropolitan Plan 2018* and further acknowledged under the *Hunter Regional Plan 2041*. Catalyst Areas were created to recognise their key regional role and to support growth through multi-government committees advancing strategic and infrastructure planning.

East Maitland was identified as a Catalyst Area (Figure 1) due to its major regional anchors, renewal opportunities, and strong transport connections. Key factors included the development of the new Maitland Hospital, the expansion of the Green Hills Regional Shopping Centre, and opportunities to renew ageing private and public housing stock. The presence of significant road, bus, and rail networks, together with growth in Chisholm and Thornton, highlighted the need to ensure that EMCA facilities and infrastructure could support the surrounding population.

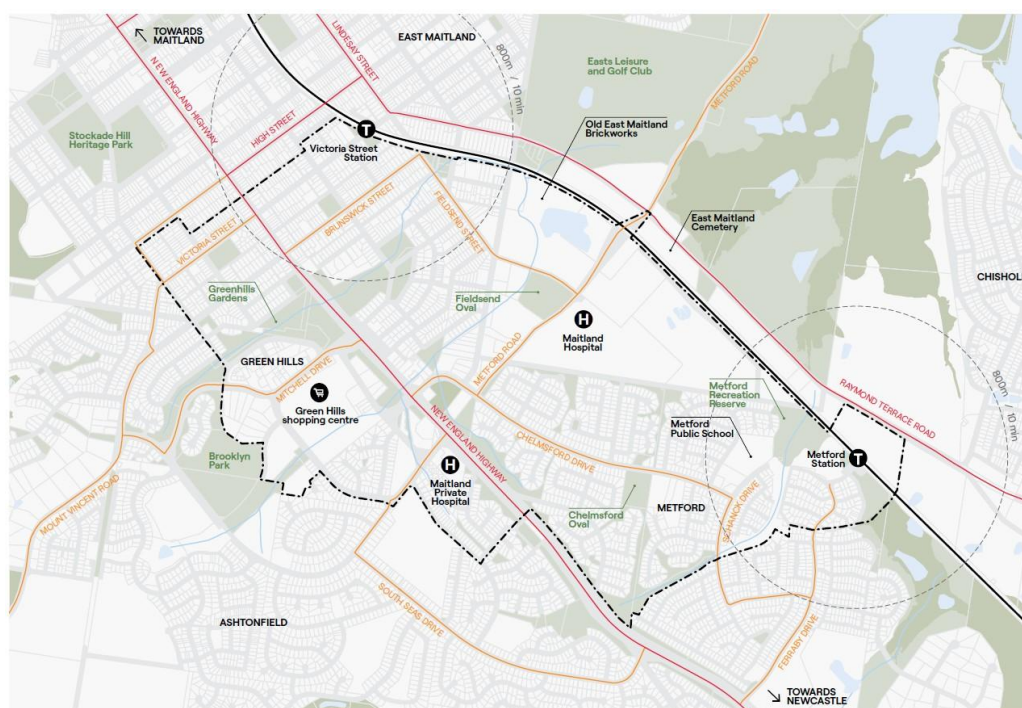


Figure 1 East Maitland Catalyst Area Boundary

EAST MAITLAND CATALYST AREA - PUBLIC EXHIBITION (Cont.)

Between 2018 and 2023, an intergovernmental working group comprising Council, the DPHI, Transport for NSW (TfNSW), Health NSW, Homes NSW and the Hunter and Central Coast Development Corporation progressed a number of strategic initiatives. Key initiatives included:

- Delivery of the new Maitland Hospital and preliminary master planning of surplus land within the hospital site.
- Review of social housing assets and renewal opportunities.
- Preparation of the TfNSW East Maitland to Thornton Integrated Transport Plan.
- Early land use analysis of the EMCA.
- Market promotion and government advocacy for the EMCA.

In October 2023, Council was awarded a grant under DPHI's Regional Housing Strategic Planning Fund to prepare the draft EMCA Structure Plan. This funding enabled Council to engage consultants to undertake a comprehensive analysis, consult with agencies and key stakeholders, and prepare the draft documents. The draft EMCA Structure Plan also incorporates recommendations from TfNSW's East Maitland to Thornton Integrated Transport Plan. With this work now complete, the draft EMCA Structure Plan is presented to Council for endorsement to proceed to public exhibition.

Findings and recommendations of the EMCA Structure Plan

As the EMCA is expected to grow and change substantially over the next 20 years, a Structure Plan and supporting infrastructure needs analysis are required to manage this growth, coordinate infrastructure planning and delivery, and guide both public and private investment.

Without a Structure Plan, the EMCA and surrounding areas would experience growth without long-term planning, placing further pressure on existing infrastructure and facilities. It would also create uncertainty about where appropriate density and development should occur, as current zoning (particularly R1 General Residential) does not provide a clear signal to the market on where private investment should be concentrated.

The draft Structure Plan estimates that the EMCA has the potential to deliver approximately 3,000 new homes and accommodate around 6,500 people by 2045. These projections are based on DPHI's general methodology but have been refined to account for additional factors such as changes in household composition and the growth potential arising from the recommended land use changes within the EMCA.

The vision for the draft EMCA Structure Plan is for the area to prosper as an inclusive, liveable, and sustainable community where residential and economic growth is balanced with strong environmental outcomes. This vision is supported by a series of key themes and objectives addressing social, economic, and environmental matters, as outlined in Figure 2 below:

EAST MAITLAND CATALYST AREA - PUBLIC EXHIBITION (Cont.)

**Diverse local economy**

- Objective 1:** Boost East Maitland's emerging health innovation precinct
- Objective 2:** Strengthen Green Hills as a vibrant mixed use, retail and service centre
- Objective 3:** Foster collaboration and innovation through lively and productive mixed use precincts
- Objective 4:** Bolster local centres to support neighbourhood amenity

**Suitable and sustainable housing**

- Objective 5:** Ensure sufficient housing supply for projected population growth
- Objective 6:** Establish appropriate housing density in strategic locations
- Objective 7:** Provide for a range of diverse housing choices
- Objective 8:** Grow supply of affordable and accessible housing options

**Great places and healthy environments**

- Objective 9:** Deliver high-quality green and open spaces for passive and active recreation
- Objective 10:** Cultivate vibrant community spaces for connectivity and creativity
- Objective 11:** Strengthen the health of our natural environments
- Objective 12:** Design and deliver sustainable and efficient communities

**Integrated movement**

- Objective 13:** Improve public transport access, capacity and connectivity to boost community uptake
- Objective 14:** Support efficient vehicular movement throughout the East Maitland Catalyst Area
- Objective 15:** Deliver an improved pedestrian and cyclist environment to enhance active movement

Figure 2: Key Themes and Objectives of the EMCA Structure Plan

This strategic framework is supported by an overarching land use structure plan and sub-precincts which provide the spatial outcomes for the EMCA, this is shown (refer to Figure 3) as:

- Provision of new or upgraded utility infrastructure (e.g. transport, power, water, sewer) and social infrastructure (e.g. community facilities, schools, parks, medical services).
- Land use changes to residential areas, including potential rezoning and building heights within approximately 800 metres of services. This will enable greater housing diversity to meet the needs of both the existing and future community (such as one-to two-bedroom homes).
- Land use changes to employment land, including potential rezoning to an employment zone that better supports the area's future transition or current uses, and allows for expansion.
- Land use changes to environmental land, including the formal identification of biodiversity corridors and reserves.

EAST MAITLAND CATALYST AREA - PUBLIC EXHIBITION (Cont.)

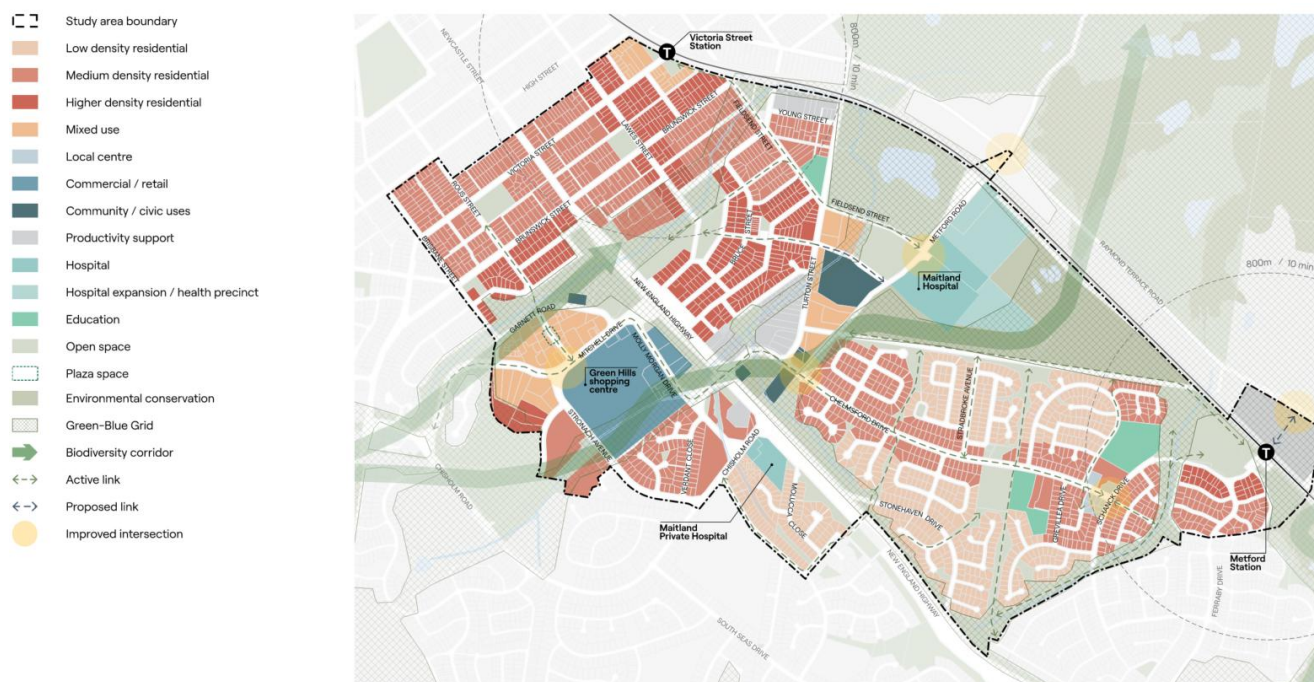


Figure 3: EMCA Structure Plan

In supporting of the growth in the EMCA, the Social and Infrastructure Needs Analysis (Attachments 2 & 3) has been prepared to guide Council, State agencies and developers on when population thresholds will require new or upgraded infrastructure or further studies. These recommendations are not currently funded and will require government advocacy, development contributions and further planning.

Key infrastructure, facilities and additional studies recommended include:

- Upgrades to stormwater infrastructure at Metford Road and Raymond Terrace Road, culverts at the Main Northern Railway, New England Highway and Chelmsford Drive, and detention and Water Sensitive Urban Design measures for land north of Maitland Hospital.
- Planning for an upgrade of the East Maitland 4 Wastewater Pump Station by Hunter Water, together with studies into sewer servicing, wastewater management and infrastructure funding.
- Upgrade of the Metford zone electrical substation, which is nearing capacity.
- Multiple upgrades to transport infrastructure, including:
 - Metford Road and its intersections
 - Mitchell Drive
 - Chelmsford Drive
 - Multi-modal access improvements at Metford Station, including a new northern access
 - Bus and active transport infrastructure, with more frequent services to Maitland Hospital from Metford Station, Victoria Street Station and Green Hills

EAST MAITLAND CATALYST AREA - PUBLIC EXHIBITION (Cont.)

- Improvements to the active transport network.
- Embellishment of existing public open space and facilities, with an additional 28.4 hectares of open space required (11.04 hectares active and 7.36 hectares passive). Development of the former East Maitland Brickworks site as publicly accessible open space could deliver approximately 18 hectares of this requirement.
- Provision of a local level community centre.
- Provision of one new primary school or a significant upgrade of an existing school.

Please note that the above infrastructure improvements are recommendations of the draft Structure Plan and require further investigation, including detailed costing and the development of business cases by the respective stakeholders, including Council.

Subject to Council's endorsement of the draft EMCA Structure Plan for adoption, the draft EMCA Structure Plan will begin its implementation. The first stage of the implementation process will include undertaking the recommended land use changes such as preparing planning proposals, specific development control plans, and review of the City-wide contributions plan which will likely take a minimum of 18 months to complete. During this process, further consultation will occur with stakeholders and the community.

CONCLUSION

The EMCA Structure Plan provides a 20-year policy blueprint to guide future growth and investment within the EMCA. It ensures that infrastructure is coordinated and aligned with growth, while sending clear signals to government and the private market about where development should be focused.

Overall, the EMCA is positioned to prosper as an inclusive, liveable and sustainable community, where residential and economic growth are balanced with strong environmental outcomes.

Exhibition of the draft Plan will enable community and other stakeholder input, ensuring the final Structure Plan is informed by a broad range of perspectives.

CONSULTATION

Consultation has occurred several times with Council's Development Assessment, City Services, Strategic Planning, and Development Engineering teams. Consultation has occurred with State government agencies and key stakeholders within the EMCA. A Councillor Briefing was held on 4 August 2025. All feedback has been incorporated into this current draft of the EMCA Structure Plan.

During the exhibition period the community will have the opportunity to provide comment either via the Maitland Your Say website, visiting a number of pop-up stands within the EMCA, such as Greenhills Shopping Centre, Maitland Hospital and the East Maitland Library or contact Council directly.

EAST MAITLAND CATALYST AREA - PUBLIC EXHIBITION (Cont.)

FINANCIAL IMPLICATIONS

Item	Value (excl. Gst)	Comments
Expenditure		
Funds paid to consultants to date	\$257,469.26	This value includes the grant funds under the Regional Housing Strategic Planning Fund and Council's co-contribution.
Total Expenditure	\$257,469.26	
Income		
Regional Housing Strategic Planning Funding Grant	\$220,909.09	Grant fund amount will be paid to consultant in full as part of the EMCA Structure Plan contract.
Strategic operational plan budget	\$62,964.00	Council's co-contribution to the Regional Housing Strategic Planning Fund grant.
Total Income	\$283,873.09	
Result	\$26,403.83	Funding dedicated and rolled over from Operational Plan Budget. Remaining funds will be allocated to the final review of the Structure Plan following exhibition.

EAST MAITLAND CATALYST AREA - PUBLIC EXHIBITION (Cont.)

RISK IMPLICATIONS

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
There is a risk that the EMCA Structure Plan will not be endorsed for exhibition, which may lead to missed grant milestones and create financial and reputational risk to Council.	High	Exhibition of the Structure Plan in accordance with this report.	Low	Within existing resources
There is a risk that infrastructure identified in the Structure Plan will not be funded in a timely manner, which may lead to growth outpacing infrastructure delivery and increasing pressure on existing services.	High	Ongoing collaboration with State agencies and use of the Infrastructure Needs Analysis to support advocacy and prioritisation. Council's Citywide Development Contributions Plan will also need to be reviewed to include local infrastructure to support the EMCA. In addition, Council will advocate for State infrastructure to be included within the Housing and Productivity Contribution program at the appropriate time.	Medium	Within existing resources

POLICY IMPLICATIONS

The recommendations are consistent with Council's Community Strategic Plan, Local Strategic Planning Statement and Local Housing Strategy. Additionally, the recommendations are consistent with the NSW Government's Greater Newcastle Metropolitan Plan and Hunter Regional Plan.

STATUTORY IMPLICATIONS

This report and the draft EMCA Structure Plan are consistent with the following legislation:

- *Local Government Act 1993*
- *Environmental Planning and Assessment Act 1979*

11.2 DA/2023/842 for Manufactured Home Estate and Multi-Dwelling Housing (249 Sites), Community Facilities and Tree Removal at 283 & 303 Wollombi Road Farley

FILE NO:	DA/2023/842
ATTACHMENTS:	1. Locality Plan 2. Development Plans 3. Assessment Report (Under Separate Cover) 4. Reasons for Refusal 5. Submissions
RESPONSIBLE OFFICER:	Director City Planning Coordinator Planning & Development Principal Planner
AUTHOR:	Senior Development Planner
APPLICANT:	Vivacity Property Pty Ltd
OWNER:	Corinne Rachelle Hunter Graeme John Goodman and Suzanne Louise Goodman
PROPOSAL:	Manufactured Home Estate and Multi-Dwelling Housing (249 Dwelling Sites), Community Facilities and Tree Removal
LOCATION:	283 & 303 Wollombi Road FARLEY NSW 2320
ZONE:	Part R1 General Residential and part RU2 Rural Landscape zoning

EXECUTIVE SUMMARY

*Development Application No. DA/2023/842 was lodged with Council on 23 October 2023 seeking development consent for a Manufactured Home Estate (MHE) and Multi-Dwelling Housing (254 Dwelling Sites), Community Facilities and Tree Removal at 283 & 303 Wollombi Road Farley (Lot 1 DP 995219). Over several amendments the overall number of dwelling sites is now 249 sites. The locality plan can be viewed at **Attachment 1** and the plans under **Attachment 2**.*

This development application was reported to Council for determination at the Ordinary Meeting of Council held on 20 May 2025. The matter was deferred to the 17 June 2025 Council Meeting to facilitate further provision of information from the applicant to Council. Following discussions with the applicant, Council staff were still of the view that the provision of additional information did not resolve the issues and the development application was reported to the 17 June Ordinary Meeting of Council with the recommendation of refusal.

At the 17 June Council meeting the application was deferred for a period of three months to allow the applicant to respond to the 15 outstanding matters outlined in the Council report.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

Additional information was received on 20 July and 25 August 2025. After review of the documentation it is considered that 8 items identified as h, I, j, k, l, m, n & o, of the matters for deferral have been addressed. It is considered that 7 of the items, identified as a, b, c, d, e, f & g of the matters for deferral have not been satisfactorily addressed and therefore the application is again recommended for refusal.

*An assessment of the application has been undertaken against Section 4.15(1) of the EP&A Act, 1979. The proposed development is considered not to be acceptable in terms of the relevant matters for consideration under the Act and accordingly, is recommended for refusal for the reasons contained in **Attachment 4**.*

OFFICER'S RECOMMENDATION

THAT

- 1. DA/2023/842 for Manufactured Home Estate and Multi-Dwelling Housing (249 Dwelling Sites), Community Facilities and Tree Removal at 283 & 303 Wollombi Road, Farley is refused for the reasons provided in Attachment 4 of this report.**

BACKGROUND

This development application was reported to Council for determination at the Ordinary Meeting of Council held on 20 May 2025. The matter was deferred to the 17 June 2025 Council Meeting to facilitate further provision of information from the applicant to Council. At the 17 June 2025 Council meeting the application was deferred for a period of three months to allow the applicant to respond to 15 matters.

Following this resolution additional information was provided by the applicant on 20 July 2025 and re-referred internally and externally (RFS & TfNSW). Engineering issues were identified with the additional information and a meeting was facilitated between the applicant and Council officers on 15 August 2025. Further information was then provided on 25 August 2025. All supplied additional information has now been reviewed by Council staff and forwarded to external agencies. Some of the information has been deemed insufficient for the proposal to be supported.

Regarding external referrals, TfNSW has noted there is no statutory trigger for a re-referral to be conducted and that no further formal response will be provided. However, TfNSW did highlight in correspondence the following:

Given the known capacity issues of the signalised New England Highway / Wollombi Road intersection quality active transport connections and access to public transport are critical in the assessment of the proposal.

The NSW RFS have provided updated General Terms of Approval (GTA) and the application has been revised to reflect critical GTA requirements.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

While a number of matters raised in the deferral have been addressed, Council staff do not believe the additional information submitted has been able to adequately resolve all the matters of deferral. Accordingly, the development application is reported back to Council with the recommendation of refusal.

INTRODUCTION

The purpose of this report is to determine, by way of refusal, DA/2023/842 proposing a MHE and Multi-Dwelling Housing (254 Dwelling Sites originally, reduced now to 249 Dwelling Sites), Community Facilities and Tree Removal at 283 & 303 Wollombi Road, Farley.

An updated detailed assessment in accordance with Section 4.15 of the *EP&A Act 1979* is provided within **Attachment 3** of this report.

SITE DESCRIPTION

The sites are known as 283 & 303 Wollombi Road, Farley NSW and have legal descriptions of Lot 2 & 4 DP810894. The sites are irregular in shape and have a total combined site area of approximately 32.8 ha. The sites are accessed via a combined 441.68m wide frontage to the southern side of Wollombi Road. The sites are zoned R1 General Residential at the north-eastern portion of the site and RU2 Rural Landscape for the remaining portion of the site. The location of the site is represented in Figure 1 below.

The existing improvements on the sites include a dwelling house, swimming pool, and ancillary structures on Lot 2 DP810894 (283 Wollombi Road), and a detached dual occupancy, swimming pool, dams, and ancillary structures on Lot 4 DP810894 (303 Wollombi Road).

Adjoining the site to the immediate north and north-east are large lot residential properties located within the Farley URA with approved and constructed residential estates beyond these properties to both the north and east. To the south and west of the site are forested rural lots.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)



Figure 1: Aerial photograph of subject sites (source: Maitland City Council)

PROPOSAL

The development application proposes a 249 site MHE/MDH at 283 & 303 Wollombi Road, Farley. Works also include communal facilities, associated works and staging, as follows:

- 203 dwelling sites to form a MHE across five (5) stages,
- 46 dwelling sites for multi dwelling housing (stage 2),
- Community building, including lounge, dining, bar, multi-use function room, theatre, gym and toilet and shower facilities,
- Indoor and outdoor swimming pools, bowling green and pickle ball courts,
- 56 visitor car parking spaces,
- 12 caravan storage spaces,
- Internal road network and associated infrastructure,
- Creation of Asset Protection Zones (APZs),
- Stormwater drainage basins and associated infrastructure,
- Consolidation of Lot 2 DP810894 and Lot 4 DP810894,
- Subdivision for lease purposes under Division 3B of the Conveyancing Act 1919. Each manufactured home will be privately owned, with the dwelling site leased according to a Residential Agreement.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

Demolition of the existing dwelling and ancillary structures at 283 Wollombi Road, Farley also form part of the proposed works. The existing dwellings at 303 Wollombi Road, Farley are to be retained. The proposed development plans can be viewed in **Attachment 2** of this report.

KEY ISSUES

The key issues of relevance to this Council report have been provided below. A detailed assessment of the Development Application is provided in the Assessment Report under **Attachment 3**.

Strategic Planning

Council's Rural Land Strategy (RLS) highlights key issues associated with past MHE developments on RU2 land, including unplanned growth, social isolation of vulnerable residents, demand for unanticipated infrastructure, adverse environmental impacts, and increased exposure to natural hazards. In response, Amendment No. 38 to the MLEP 2011 was gazetted on 28 March 2025 to prohibit caravan parks in RU2 zones which demonstrates Council's intent to prevent developments of this nature in rural areas, despite the savings provisions that apply to this application.

Council's Local Housing Strategy (LHS) recognises MHE's as a medium-density form of housing best suited to urban locations with access to services and public transport, however, the subject site is predominantly RU2 and not presently identified for future urban expansion. The physical characteristics of the site, including steep grades, lack of pedestrian infrastructure and public transport, further undermine its suitability, especially for older residents or those without access to private vehicles. These locational and accessibility constraints are inconsistent with both SEPP (Housing) 2021 and Council's strategic planning principles.

Compliance with Part 8 'Manufactured home estates' of SEPP (Housing) 2021

Section 118 'Aims and strategies'

While it is acknowledged the proposed development will provide an affordable housing option (aim c), the Social Impact Statement (SIS) prepared for the proposal notes the site is 4km from amenities and the nearest bus stop is 1.5km away, (noting that this bus stop is currently serviced by school buses only), the closest regular bus stop being Regiment Street, Rutherford, 2.2km away). The development site has footpaths and road grades exceeding 12% in several areas, and there are no dedicated pedestrian footpaths along Wollombi Road. The steep grades of the land make it undesirable for future occupants and poses challenges for residents without cars.

Furthermore, the development is not close to local amenities, medical facilities, shops, or transport nodes, making access reliant on car travel. Residents without private transport may struggle to access services, affecting their quality of life in the long term.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

Several plan amendments submitted by the applicant in response to Council's concerns about the proposed primary and secondary access from Wollombi Road have failed to achieve a safe and compliant design. The most recent iterations of plans and supporting documentation are now satisfactory in terms of compliance with applicable road standards, however the revised intersection will hinder access to three neighbouring properties due to its location and enlarged design. As a result, the proposed access cannot be supported in its current form. Accordingly, as safe and compliant access cannot be achieved, the development is not considered to be located on a suitable site. This is contrary to aims (d) and (e) and forms a recommended reason for refusal.

Note: Council's Development Engineer has supported the concept that secondary access to the development be provided via a connection to the Ravensfield subdivision to the east, where a road reservation has been set aside for such a connection.

Section 125 'Matters to be considered by councils'

(1) A council may grant a development consent pursuant to this Part allowing development for the purposes of a manufactured home estate only if it is satisfied—

(b) that the manufactured home estate is or will be provided with adequate transport services

The Traffic Impact Assessment (TIA) (*TTPP, dated 31/01/2025*) submitted with the application notes that the development site is significantly compromised by poor access to public transport and a lack of pedestrian and bicycle infrastructure. The closest bus stop is located approximately 2.2km away on Regiment Road, Rutherford, making it impractical for regular use by residents without private vehicles. Train access is similarly inconvenient, with the nearest stations, Telarah and Lochinvar, located 4.4km and 5.5km away respectively, both only accessible by car. Although these stations are on the Hunter Line, the service frequency is limited and does not offer a reliable alternative.

Pedestrian infrastructure is also lacking, with no dedicated footpaths along Wollombi Road near the site. While some footpaths exist in the adjacent subdivision to the east, they do not extend far enough to connect the site to key services or transport options. Additionally, there is no cycling infrastructure in the immediate vicinity of the site.

The TIA notes that the proposed development will be provided with a private shuttle bus which would offer residents transport to key destinations. The additional correspondence provided by the applicant (August 2025) has detailed how the shuttle bus will operate and transport options if/when the bus is unavailable. However, it is considered that a private shuttle service will not overcome non-compliance with the requirements of the SEPP (Housing) 2021. The SIS provided with the application has been updated but it also does not provide a sufficient case for the site location regarding future access to essential services including community facilities and transport. These matters form a reason for refusal.

(c) that sufficient community facilities and services, whether situated within or outside the estate, are or will be available and reasonably accessible to the residents of the manufactured home estate

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

The SIS provides no information as to whether essential services in adjoining suburbs have the capacity to provide for the additional population, though the applicant has indicated a high percentage of residents will come from the Maitland area and will maintain their existing service/health providers. The community centre is provided with a space for visiting medical service and a hobby shed has now been included in the site's community facilities.

The MHE is expected to cater for the more socially disadvantaged members of the community, (as it will provide an affordable housing option), particularly those aged over 55 years. While community facilities are proposed within the development and are considered to enhance the lives of future residents, the site's location and lack of transport infrastructure, other than vehicle dependency, makes the site unsuitable for the proposed development and is considered to create a negative social impact. As such, this forms a reason for refusal.

(2) A council may grant a development consent pursuant to this Part allowing development for the purposes of a manufactured home estate only after it has considered the following—

(c) the provisions of the Local Government (Manufactured Home Estates) Transitional Regulation 1993.

Noting that this legislation has subsequently been replaced by the *Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021* on 1 September 2021. A detailed assessment against this Regulation 2021 is provided in **Attachment 3** Assessment Report.

However, it is noted that the proposed development may not be properly characterised as an MHE, as the dwellings identified on the submitted plans do not meet the definition of a 'manufactured home'. Under the Regulations a manufactured home has each major section constructed and assembled at a place outside the MHE and transported to the site.

The proposed homes in the MHE are slab-on-ground constructions using lightweight materials such as weatherboard. These structures do not exhibit the characteristics of genuinely transportable dwellings as required by the Regulation. The submitted documentation does not provide sufficient justification to support classification of these structures as a manufactured home. This matter forms a reason for refusal.

Council's Development Engineer has also noted that the internal road network does not achieve compliance with the relevant Australian Standards to allow for a vehicle of the size required to deliver a (or part of) a manufactured home.

Objectives of the RU2 Rural Landscape

The objectives of the RU2 Rural Landscape zone are a matter to which the consent authority must have regard when determining a development application. A key objective is to maintain the rural landscape character of the land, while also encouraging sustainable primary industry production and allowing for compatible non-agricultural uses where infrastructure is adequate and land use conflicts are minimised.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

The impacts of the proposed development are considered unacceptable and contrary to the primary objectives of the RU2 zone. Specifically:

- The type, location, scale, and intensity of the development is not appropriate within a rural zone and fails to maintain the rural character of the land.
- The proposed form of development is more akin to medium-density residential development. This form and character are incompatible with the existing rural landscape and surrounding land uses.
- Council's DCP requires a 20m front setback in the RU2 zone to protect the rural landscape character. The proposal has building setbacks of just over 9 metres from the proposed boundary. The proposal also fails to comply with 10m setback of dwelling sites from road frontages specified in the applicable Local Government, with lot setbacks just over 5 metres from the proposed Wollombi Road frontage. While screening treatment is proposed, a greater setback would help protect the rural landscape character.
- While it is acknowledged that adjoining land to the east is zoned for residential development, the RU2 zoned portion of the site has not been identified, intended, or strategically planned for residential development of this scale.
- The applicant's justification rests heavily on the argument that the site is not commercially viable for agriculture. However, the RU2 zone objectives do not require land to be economically productive, the objectives aim to maintain the rural landscape character and allow for compatible land uses. Incompatibility with high-yield agriculture does not in itself justify urban development.

On balance, the proposal still fails to demonstrate consistency with the key objectives of the RU2 zone and would result in a significant departure from the intended rural landscape character. These matters form a reason for refusal.

Vehicle access from Wollombi Road

Several plan amendments provided by the applicant in response to Council's concerns regarding the proposed primary and secondary access to the site have not been successful in providing a safe and compliant access from Wollombi Road.

Whilst the modified intersection is now compliant with Council's engineering standards, its size will impact upon the vehicular access to three neighbouring properties, 304, 312 and 319 Wollombi Road, with a central median limiting right in and right out turns from these properties.

As such, despite multiple submissions of revised plans and supporting documentation, including the latest scheme provided in August 2025, the development fails to fully address Council's concerns. In particular, the modified access arrangements, now compliant for sight lines within an 80km speed zone will impact on vehicular access to neighbouring properties.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

The inability to resolve safe and compliant access, on a stretch of road identified in the Farley Urban Release Area Plan with a development control identifying that “No new subdivision access permitted”, further supports Council’s conclusion that the site is unsuitable for a development of this scale.

General Terms of Approval issued by the NSW Rural Fire Service

The subject site is mapped as bushfire prone land and MHE’s are a special fire protection purpose under section 100B(6)(i) of the *Rural Fires Act 1997* and section 47(a) of the *Rural Fires Regulation 2022*. As such, the development is integrated development and was referred to NSW Rural Fire Service (“RFS”) under section 100B of the *Rural Fires Act 1997*.

GTAs have now been provided by the RFS.

Section 4.15 (1)(c) of EP&A Act 1979 – The suitability of the site for the development

The site is not considered suitable for the proposed MHE due to several unresolved issues. The site lacks adequate access to public transport, essential services, and pedestrian or cycling infrastructure, rendering it unsuitable for the intended future occupants, particularly those without private vehicles. Furthermore, the primary and secondary access points will impact on the amenity of neighbouring properties, including those with a rural zoning. The scale and form of the proposal are inconsistent with the rural zoning and fail to maintain the existing rural landscape character, contrary to the objectives of the RU2 Rural Landscape zone. Collectively, these factors demonstrate that the site is not suitable for the proposed development.

Section 4.15(1)(e) of EP&A Act 1979 – The public interest

Approval of the proposed development is not considered to be in the public interest due to its failure to meet key planning and infrastructure requirements. The development site has poor accessibility, a lack of transport options, and insufficient pedestrian infrastructure, which reduce the development’s suitability for its intended demographic, particularly older or disadvantaged residents. Additionally, the proposal conflicts with the objectives of the RU2 Rural Landscape zone and risks setting a precedent for inappropriate intensification of rural land. These shortcomings raise significant environmental, social, and planning concerns, indicating the development would not serve the broader public interest.

PUBLIC SUBMISSIONS

The application was placed on public exhibition for a period of 28 days from 6 November to 4 December 2023 in accordance with the legislative requirements. During this time four (4) submissions of objection were received raising concerns with incompatibility, impact on rural landscape, inadequate infrastructure and service, traffic and access concerns and impacts on biodiversity. A detailed response to the submissions was provided in the 17 June 2025 Ordinary Meeting of Council Agenda and therefore not replicated again in this report. It can also be viewed within the Planner’s assessment report found in **Attachment 3**. A copy of the submissions is provided in **Attachment 5**.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

The proposal conflicts with Council's Local Strategic Planning Statement 2040+, Local Housing Strategy 2041 and Rural Land Strategy 2041.

STATUTORY IMPLICATIONS

Statutory implications – *Environmental Planning and Assessment Act 1979, Local Government (Manufactured Home Estates, Caravan Parks, Camping Ground and Moveable Dwellings) Regulation 2021, and State Environmental Planning Policy (Housing) 2021* - relating to assessment of the subject application have been addressed in the body of the report.

CONCLUSION

An assessment of the application has been undertaken against Section 4.15(1) of the EP&A Act, 1979. The proposed development is considered not to be acceptable in terms of the relevant matters for consideration under the Act and is accordingly recommended for refusal for the reasons contained within **Attachment 4**, a summary of which is provided below:

1. The development fails to satisfy the aims of Section 118 of the State Environmental Planning Policy (Housing) 2021, in particular aims (d) and (e), which seek to ensure manufactured home estates are situated only in suitable locations and are adequately serviced with access to essential community facilities and services.
2. The proposed access from Wollombi Road fails to achieve a safe design, with adverse access impact on neighbouring properties, indicating the site is not suitable for the proposed development.
3. The proposed development fails to demonstrate that the manufactured home estate will be provided with adequate transport services or have sufficient access to community facilities and services, as required under Section 125(b) and (c) of the State Environmental Planning Policy (Housing) 2021.
4. The development fails to maintain the rural landscape character of the land and is inconsistent with the objectives of the RU2 zone under the Maitland Local Environmental Plan.
5. The development fails to satisfy the requirements of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021, as the proposed dwellings do not meet the definition of a 'manufactured home'. As such, the proposal cannot be properly characterised as a Manufactured Home Estate.
6. The proposed development is not in the public interest.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

City Planning

DA/2023/842 for Manufactured Home Estate and Multi-Dwelling Housing (249 Sites), Community Facilities and Tree Removal at 283 & 303 Wollombi Road Farley

Locality Plan

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 1

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)



City Planning

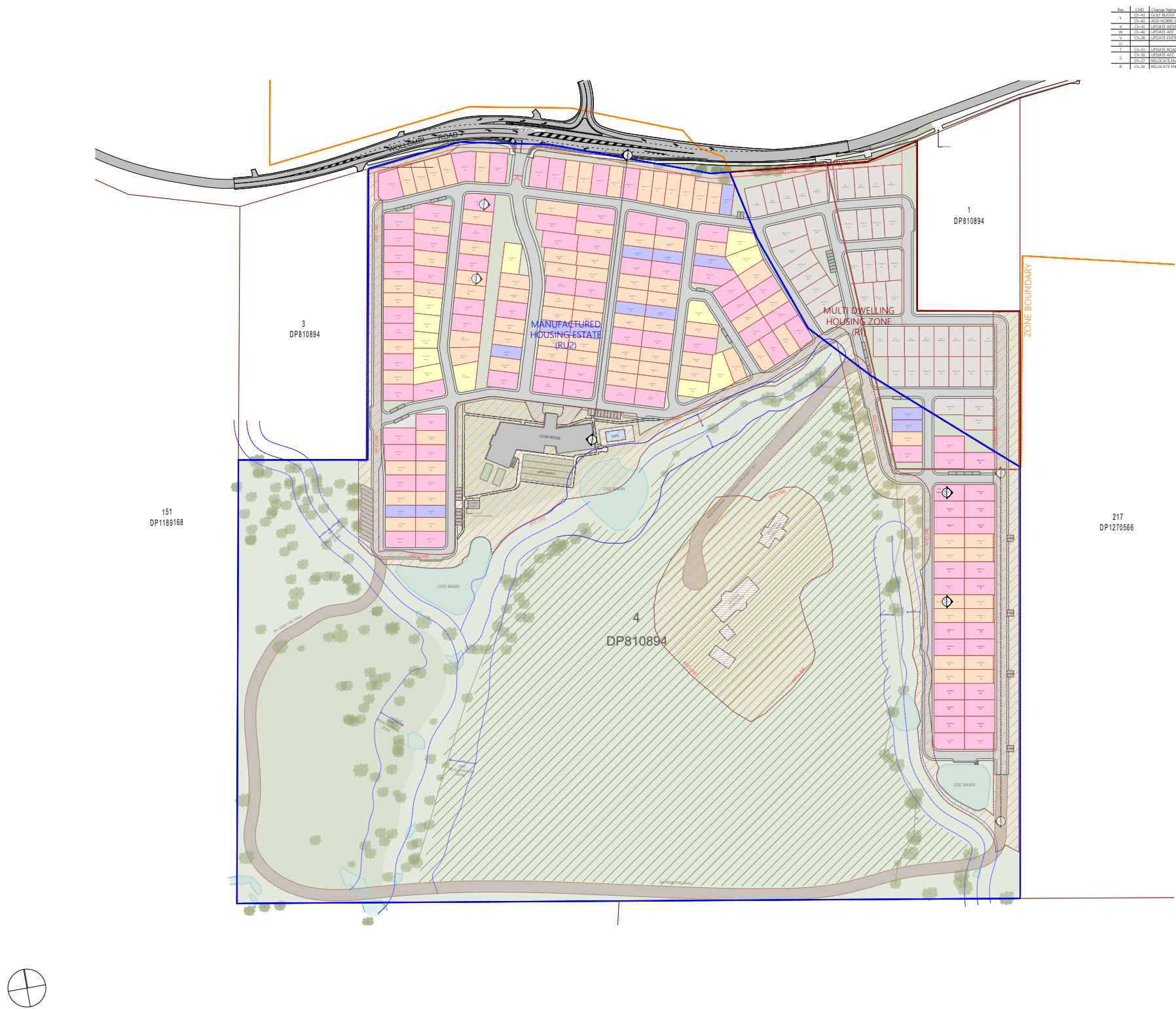
DA/2023/842 for Manufactured Home Estate and Multi-Dwelling Housing (249 Sites), Community Facilities and Tree Removal at 283 & 303 Wollombi Road Farley

Development Plans

Meeting Date: 21 October 2025

Attachment No: 2

Number of Pages: 13



Rev	Chg	Change Summary
1	1	ISSUE FOR DA
2	2	ISSUE FOR DA
3	3	ISSUE FOR DA
4	4	ISSUE FOR DA
5	5	ISSUE FOR DA
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NOTES

1. REFER TO CIVIL ENGINEER DRAWINGS FOR ALL SITE LEVELS.

2. REFER TO LANDSCAPE ARCHITECTS PLANS FOR PLANTING AND LANDSCAPE DETAILS.

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ISSUE	DESCRIPTION	BY	CHK	DATE
U	DA COORDINATION	SB	SB	19/07/2025
V	FOR DA	SB	SB	19/07/2025
W	FOR DA	SB	SB	21/08/2025
X	FOR DA	SB	SB	21/08/2025
Y	FOR DA	SB	SB	21/08/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

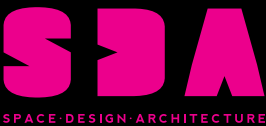
DRAWING
MASTERPLAN 1:2000

PROJECT NO.
2023-029

SCALE
1:1500@A1

DRAWING NO.
DD100

ISSUE NO.
Y



DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)



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GRAPHIC LEGEND + YIELD SUMMARY		
MOVABLE DWELLING TYPE	QTY	% OF YIELD
LARGE LOT (HOUSE TYPE A)	87	42.9%
MEDIUM LOT (HOUSE TYPE B)	91	44.8%
SMALL LOT (HOUSE TYPE C)	10	6.4%
CUSTOM LOT	12	5.9%
TOTAL	300	
MOVABLE DWELLING TYPE - MULTI-DWELLING		
LARGE LOT (HOUSE TYPE A)	17	37%
MEDIUM LOT (HOUSE TYPE B)	20	48%
SMALL LOT (HOUSE TYPE C)	7	15%
TOTAL	44	
SITE TOTAL	344	

TABLE OF SITE AREAS		
LOCATION	AREAS	% OF SITE
TOTAL SITE AREA	328,063 m ²	100%
MANUFACTURED HOUSING AREA (BLD)	30,550 m ²	9%
MULTI DWELLING HOUSING AREA (BLD)	36,495 m ²	9%

TOTAL AREA OF GREEN SPACE		
LOCATION	AREAS	
SOUTHERN GREENSPACE (BLD)	24,995 m ²	
TOTAL GREENSPACE (BLD)	40,330 m ²	
TOTAL GREENSPACE (BLD)	5,207 m ²	
TOTAL	45,537 m ²	

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ISSUE	DESCRIPTION	BY	CHK	DATE
W	DA COORDINATION	SB	SB	19/07/2025
X	FOR DA	SB	SB	19/07/2025
Y	FOR DA	SB	SB	21/08/2025
Z	FOR DA	SB	SB	21/08/2025
2A	FOR DA	SB	SB	21/08/2025

PROJECT
FARLEY LIFESTYLE RESORT

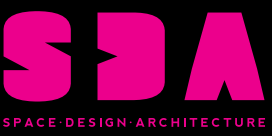
LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

DRAWING
MASTERPLAN 1:1000

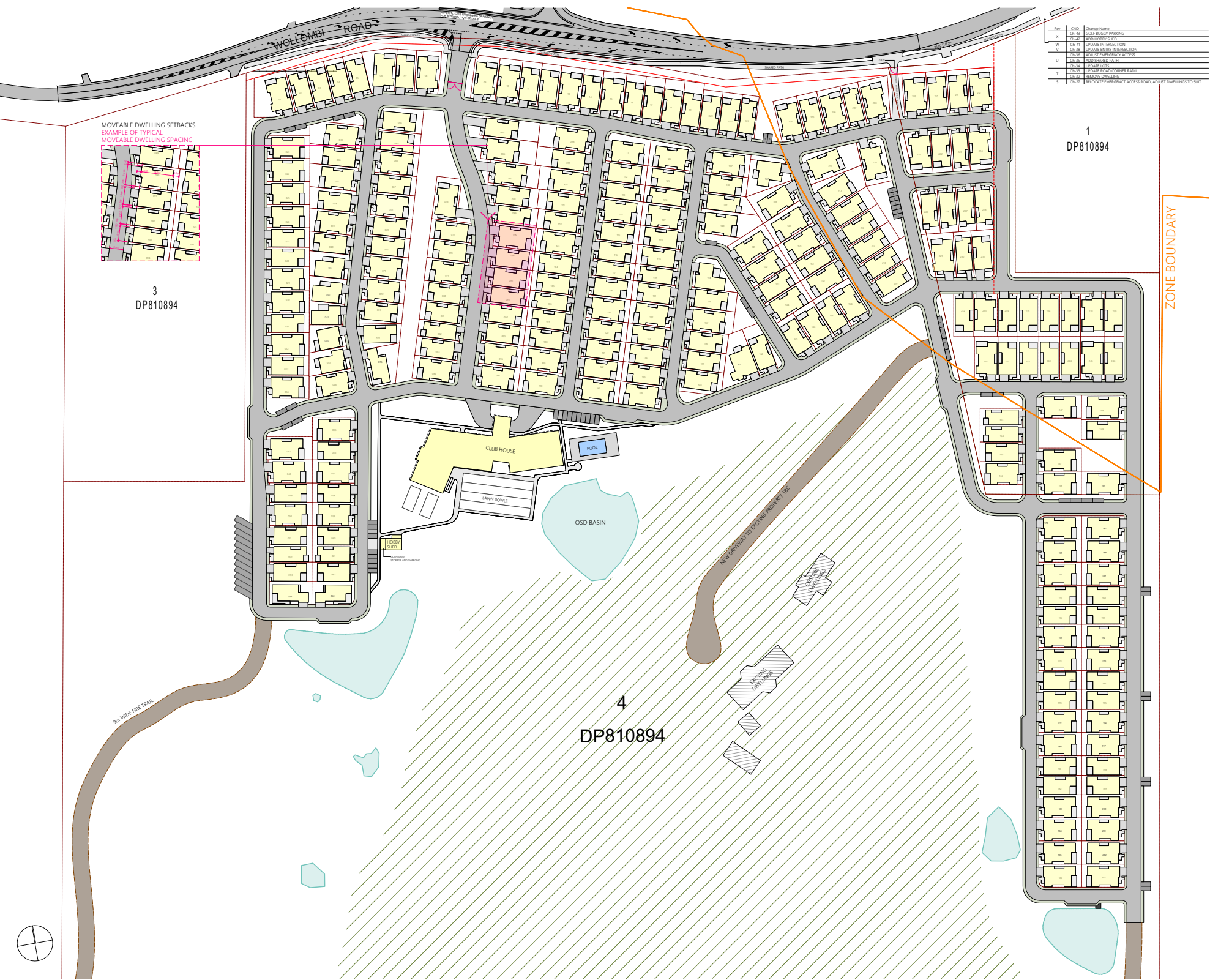
PROJECT NO.
2023-029
DRAWING NO.
DD101

SCALE
1:1000,
1:625.01@A1
ISSUE NO.
2A





DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)



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Rev01 10/07/2025

NOTES

1. REFER TO CIVIL ENGINEERS DRAWINGS FOR ALL SITE LEVELS

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ISSUE	DESCRIPTION	BY	CHK	DATE
T	DA COORDINATION	SB	SB	19/07/2025
U	DA COORDINATION	SB	SB	19/07/2025
V	FOR DA	SB	SB	19/07/2025
W	FOR DA	SB	SB	21/08/2025
X	FOR DA	SB	SB	21/08/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

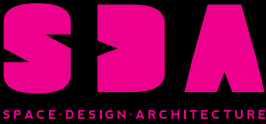
DRAWING
MASTERPLAN - INDICATIVE
BUILDING FOOTPRINT

PROJECT NO.
2023-029

SCALE
1:1000@A1

DRAWING NO.
DD104

ISSUE NO.
X



NOMINATED ARCHITECTS Leigh Richardson NSW 8340 NT AR1209 QLD 4955, Daniel Bush NSW 9694, James Clarence NSW 7927 TAS 933





Rev	CHG	Change Sheet
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Rev01.dwg

KEY	
AREA RESERVED FOR COMMERCIAL ACTIVITIES, FACILITIES AND/OR LANDSCAPING	
TOTAL AREA OF GREEN SPACE	
LOCATION	AREAS
SOUTHERN GREENSPACE (BUD)	24,995 m ²
TOTAL GREENSPACE (BUD)	40,307 m ²
TOTAL GREENSPACE (BUD)	4,207 m ²
TOTAL	44,514 m ²

NOTES
1. REFER TO CIVIL ENGINEERS DRAWINGS FOR ALL SITE LEVELS
2. REFER TO LANDSCAPE ARCHITECTS PLANS FOR PLANTING AND LANDSCAPE DETAILS

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ISSUE	DESCRIPTION	BY	CHK	DATE
S	DA COORDINATION	SB	SB	19/07/2025
T	DA COORDINATION	SB	SB	19/07/2025
U	FOR DA	SB	SB	19/07/2025
V	FOR DA	SB	SB	21/08/2025
W	FOR DA	SB	SB	21/08/2025

PROJECT
FARLEY LIFESTYLE RESORT

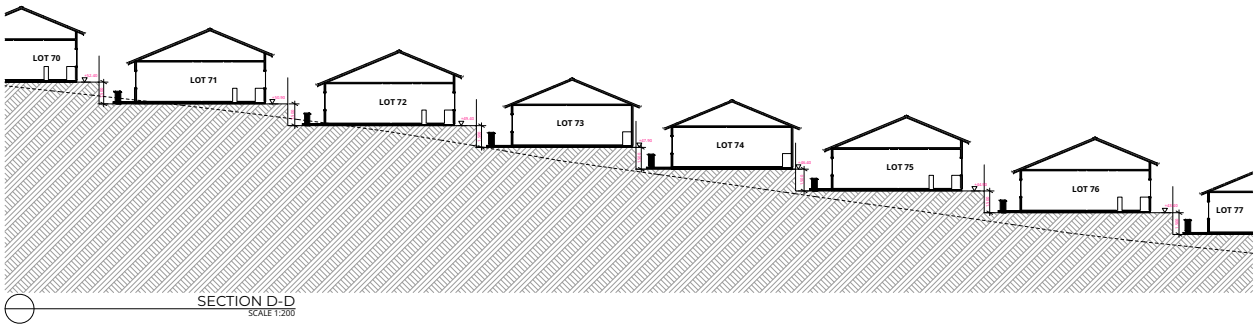
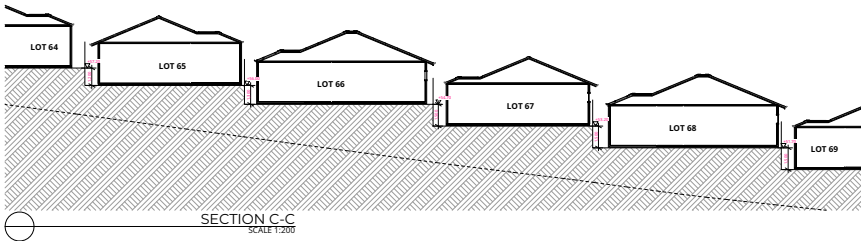
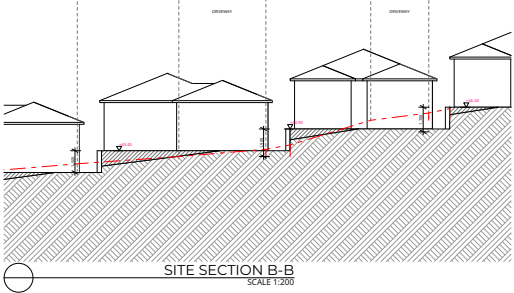
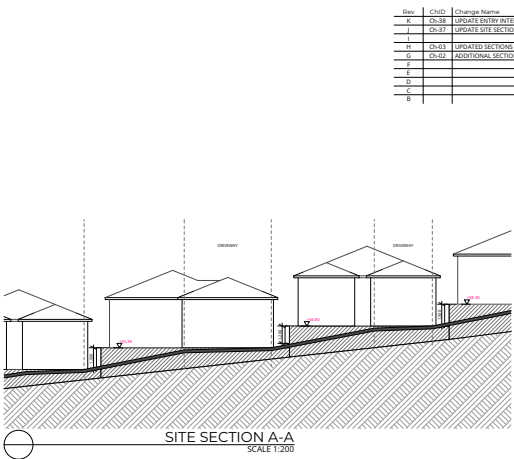
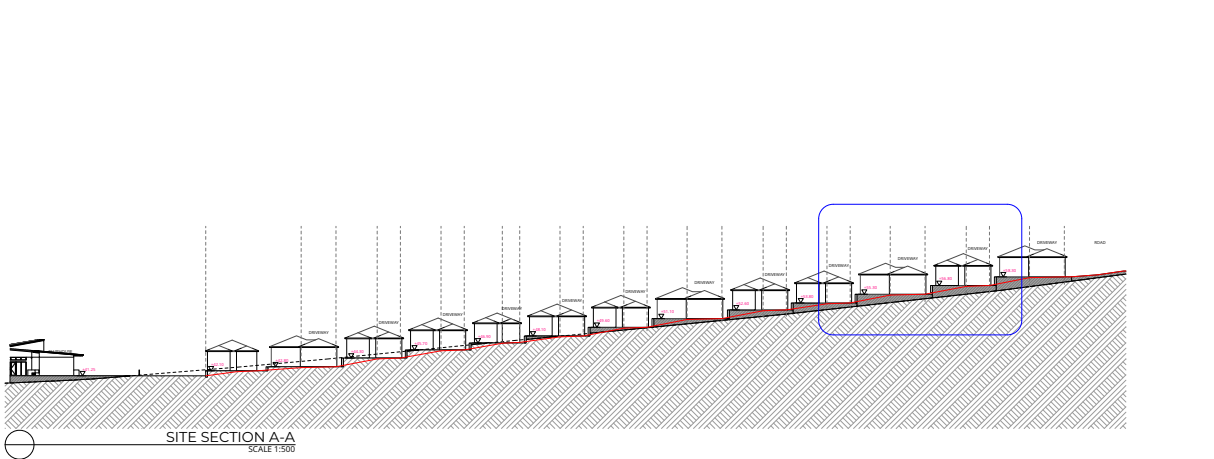
LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

DRAWING
MASTERPLAN - OPEN SPACE

PROJECT NO.
2023-029
SCALE
1:625 01,
1:1000, 1:200
DRAWING NO.
DD105
W





Rev	CHD	Change Name
E	DA-MR	UPDATE ENTRY INTERSECTION
J	DA-MR	UPDATE SITE SECTION
I	DA-MR	UPDATE SECTIONS
G	DA-MR	ADDITIONAL SECTIONS
F		
E		
D		
C		
B		

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ISSUE	DESCRIPTION	BY	CHK	DATE
G	DA-MR	SB	SB	5/06/2024
H	DA-MR			20/11/2024
I	DA-MR	JC	JC	11/01/2025
J	DA COORDINATION	SB	SB	8/07/2025
K	FOR DA	SB		11/07/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

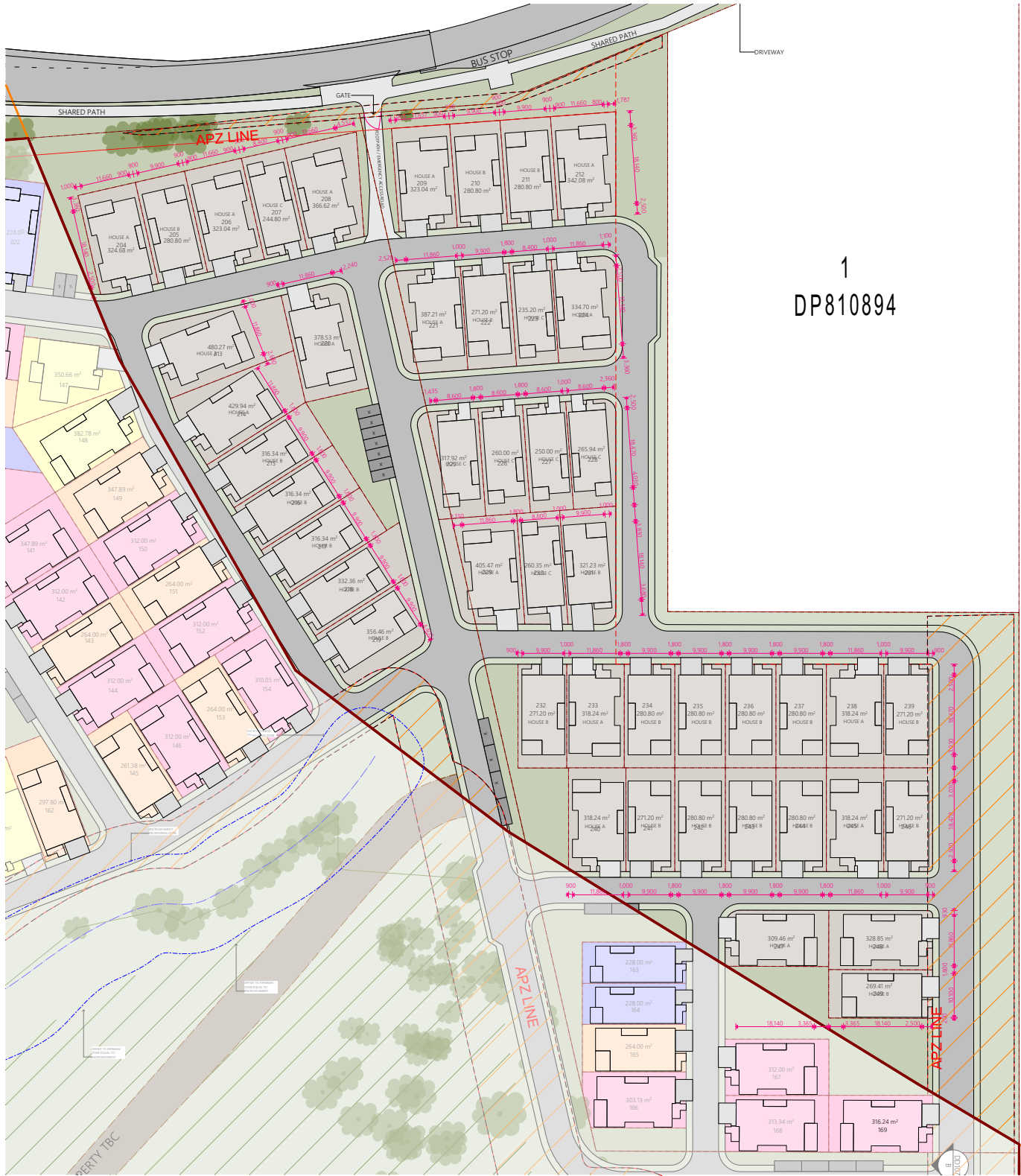
CLIENT
VIVACITY

DRAWING
MASTERPLAN - SITE SECTION

PROJECT NO.
2023-029
SCALE
1:500, 1:200
@A1
ISSUE NO.
K

SDA
SPACE DESIGN ARCHITECTURE

NOMINATED ARCHITECTS Leigh Richardson NSW 8340 NT AR1209 QLD 4955, Daniel Bush NSW 9694, James Clarence NSW 7927 TAS 933



Rev	Chg	Change Description
1	1	ISSUE FOR TENDER
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NOTES

1. REFER TO CIVIL ENGINEER DRAWINGS FOR ALL SITE LEVELS.

2. REFER TO LANDSCAPE ARCHITECTS PLANS FOR PLANTING AND LANDSCAPE DETAILS.

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ISSUE	DESCRIPTION	BY	CHK	DATE
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86	ISSUE FOR TENDER	W	W	19/10/2025
87	ISSUE FOR TENDER	W	W	19/10/2025
88	ISSUE FOR TENDER	W	W	19/10/2025
89	ISSUE FOR TENDER	W	W	19/10/2025
90	ISSUE FOR TENDER	W	W	19/10/2025
91	ISSUE FOR TENDER	W	W	19/10/2025
92	ISSUE FOR TENDER	W	W	19/10/2025
93	ISSUE FOR TENDER	W	W	19/10/2025
94	ISSUE FOR TENDER	W	W	19/10/2025
95	ISSUE FOR TENDER	W	W	19/10/2025
96	ISSUE FOR TENDER	W	W	19/10/2025
97	ISSUE FOR TENDER	W	W	19/10/2025
98	ISSUE FOR TENDER	W	W	19/10/2025
99	ISSUE FOR TENDER	W	W	19/10/2025
100	ISSUE FOR TENDER	W	W	19/10/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

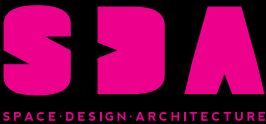
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DWELLING HOUSING SITE PLAN

PROJECT NO.
2023-029

SCALE
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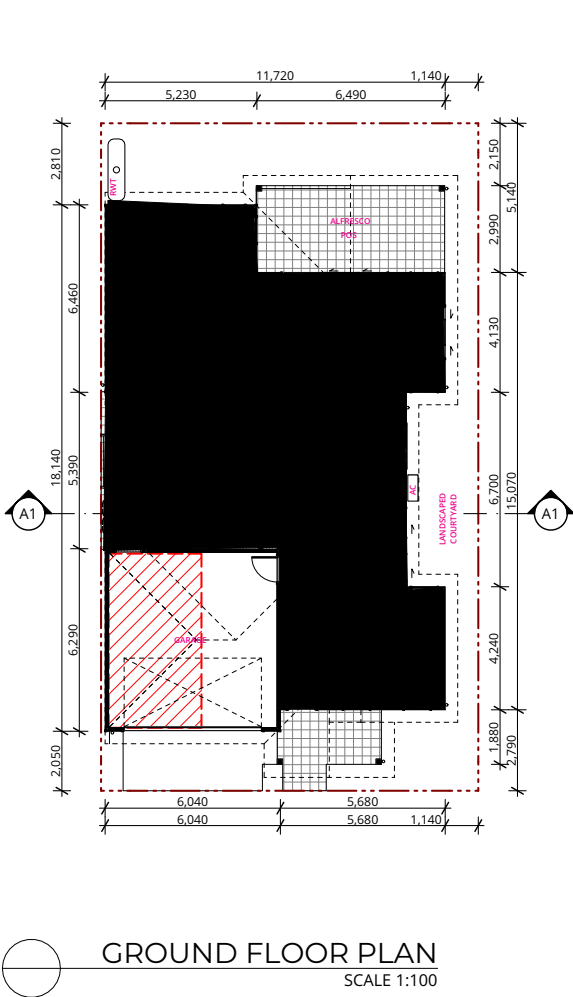
DRAWING NO.
DD108

ISSUE NO.
N



NOMINATED ARCHITECTS Leigh Richardson NSW 8340 NT AR1209 QLD 4955, Daniel Bush NSW 9694, James Clarence NSW 7927 TAS 933



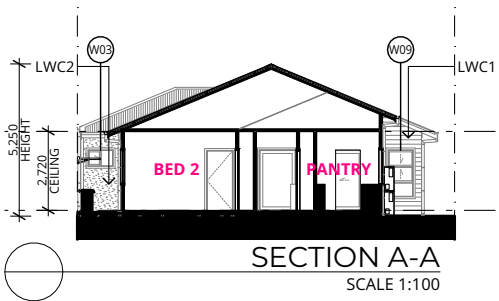


GROUND FLOOR PLAN
SCALE 1:100

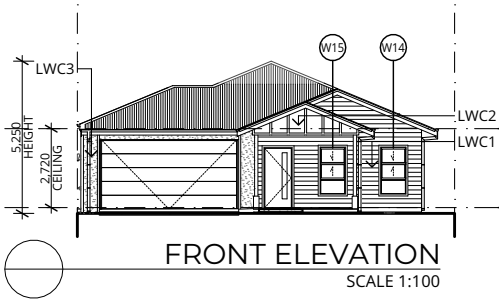
WINDOW SCHEDULE	
ID	W x H
W01	1,500x1,200
W02	750x900
W03	900x600
W04	750x1,650
W05	750x1,650
W06	900x1,650
W07	900x1,650
W08	1,800x600
W09	900x1,650
W10	1,500x600
W11	1,000x1,200
W12	900x600
W13	900x1,650
W14	900x1,650
W15	900x1,650

AREAS	
GFA	133.14
ALFRESCO	19.41
GARAGE	35.09
PATIO	6.67
	194.31 m²

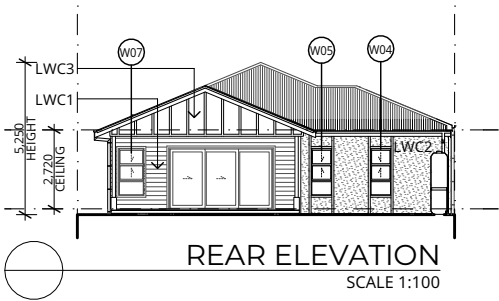
NOTE: REFER TO LANDSCAPE
DRAWINGS FOR PLANTING AND
FENCING DETAILS



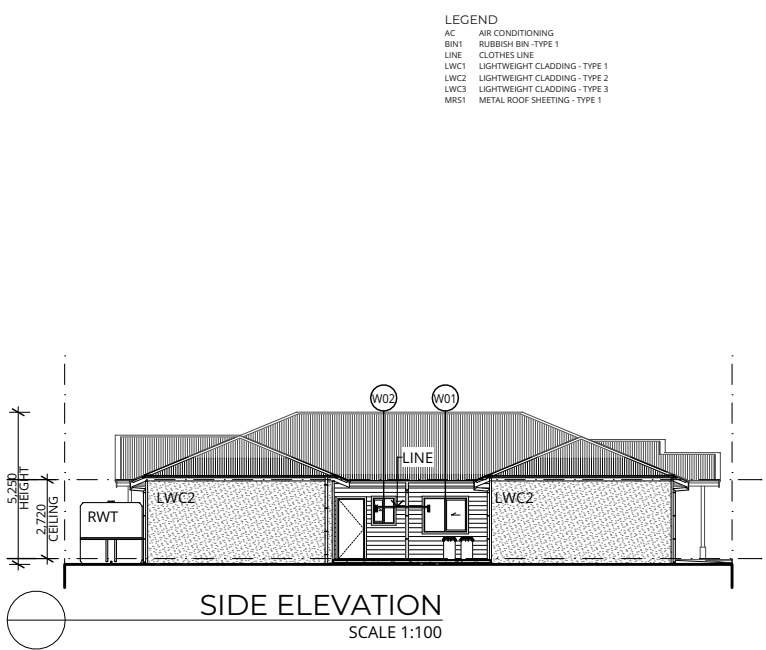
SECTION A-A
SCALE 1:100



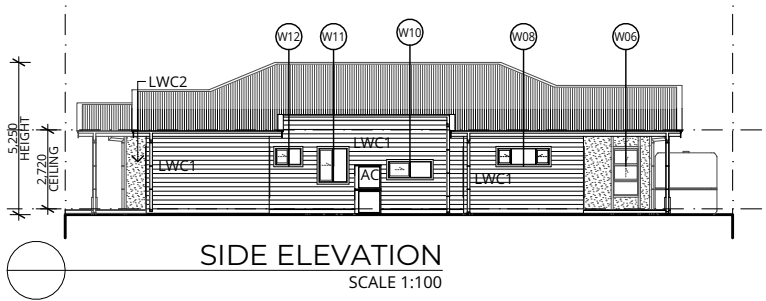
FRONT ELEVATION
SCALE 1:100



REAR ELEVATION
SCALE 1:100



SIDE ELEVATION
SCALE 1:100



SIDE ELEVATION
SCALE 1:100

LEGEND
AC - AIR CONDITIONING
BN1 - RUBBER BIN - TYPE 1
LINE - CLOTHES LINE
LWC1 - LIGHTWEIGHT CLADDING - TYPE 1
LWC2 - LIGHTWEIGHT CLADDING - TYPE 2
LWC3 - LIGHTWEIGHT CLADDING - TYPE 3
MRS1 - METAL ROOF SHEETING - TYPE 1

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ISSUE	DESCRIPTION	BY	CHK	DATE
A	FOR INFORMATION	DF	DF	26/06/2023
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C	FOR DA	SB	SB	14/08/2023
D	FOR DA	SB	SB	17/08/2023
E	DA BR	C	C	31/01/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

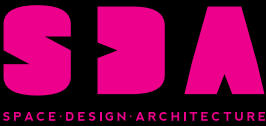
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HOUSE - TYPE A

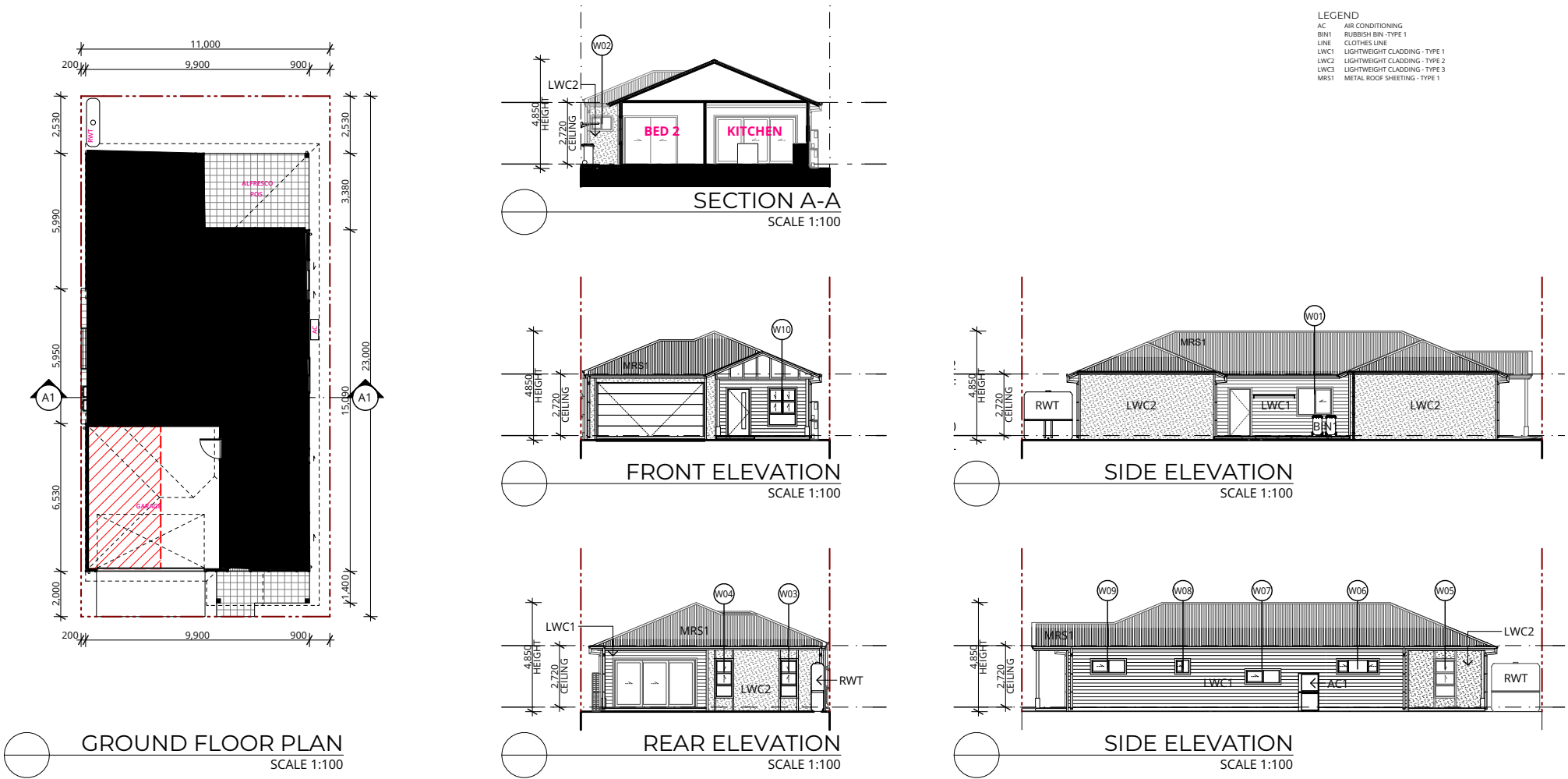
PROJECT NO.
2023-029

SCALE
@A1

DRAWING NO.
DD120

ISSUE NO.
E





WINDOW SCHEDULE	
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W02	900x600
W03	750x1,650
W04	750x1,650
W05	900x1,650
W06	1,800x600
W07	1,500x600
W08	600x600
W09	1,500x600
W10	1,200x1,650

AREAS	
GFA	114.58
GARAGE	36.48
PATIO	5.77
ALFRESCO	15.68
	172.51 m²

NOTE: REFER TO LANDSCAPE
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E	DA BR	C	C	31/01/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

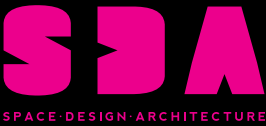
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HOUSE - TYPE B

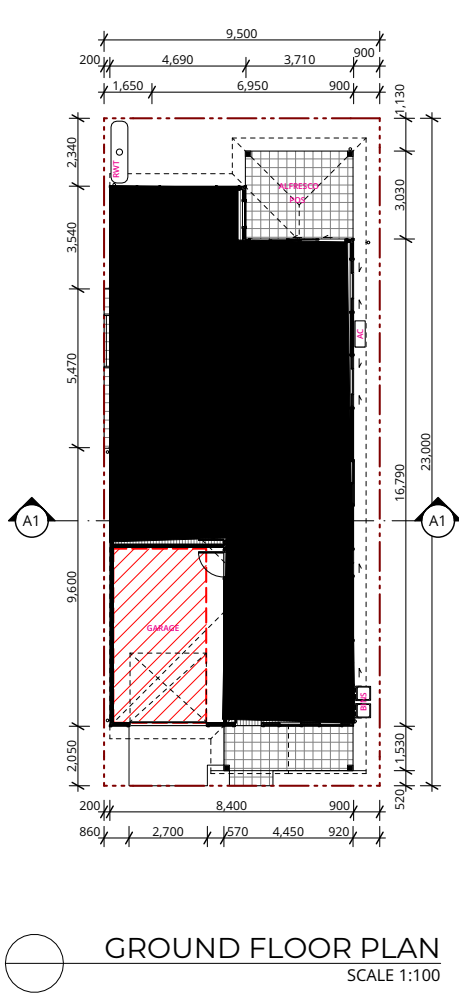
PROJECT NO.
2023-029

SCALE
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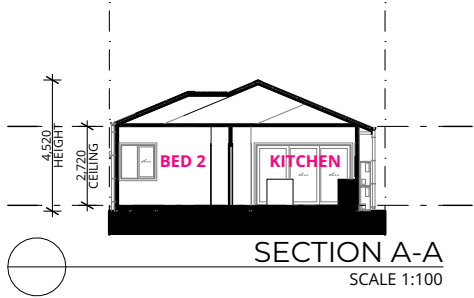
DRAWING NO.
DD121

ISSUE NO.
E

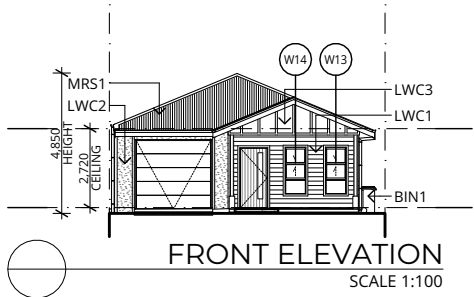




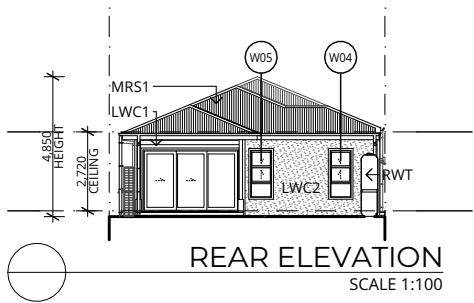
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SCALE 1:100



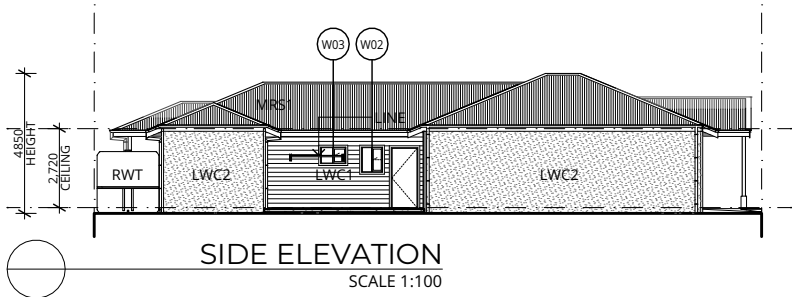
SECTION A-A
SCALE 1:100



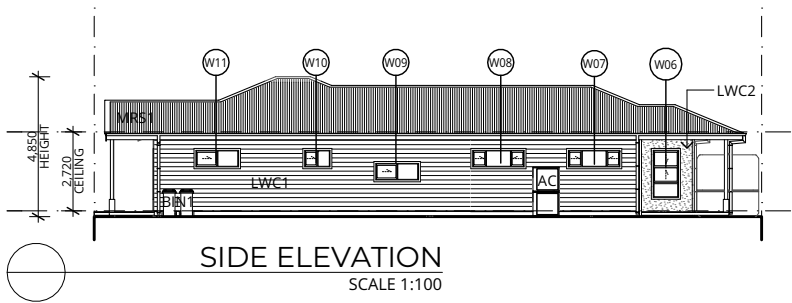
FRONT ELEVATION
SCALE 1:100



REAR ELEVATION
SCALE 1:100



SIDE ELEVATION
SCALE 1:100



SIDE ELEVATION
SCALE 1:100

LEGEND
AC - AIR CONDITIONING
BIN1 - RUBBISH BIN - TYPE 1
LINE - CLOTHES LINE
LWC1 - LIGHTWEIGHT CLADDING - TYPE 1
LWC2 - LIGHTWEIGHT CLADDING - TYPE 2
LWC3 - LIGHTWEIGHT CLADDING - TYPE 3
MRS1 - METAL ROOF SHEETING - TYPE 1

WINDOW SCHEDULE	
ID	W x H
W01	1,200x1,200
W02	750x900
W03	900x600
W04	750x1,650
W05	750x1,650
W06	900x1,650
W07	1,800x600
W08	1,800x600
W09	1,500x600
W10	900x600
W11	1,500x600
W13	750x1,650
W14	750x1,650

AREAS	
GFA	111.88
ALFRESCO	11.28
GARAGE	22.99
PATIO	6.90
	153.05 m²

NOTE: REFER TO LANDSCAPE
DRAWINGS FOR PLANTING AND
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E	DA BR	C	C	31/01/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

DRAWING
HOUSE - TYPE C

PROJECT NO.
2023-029

SCALE
@A1

DRAWING NO.
DD122

ISSUE NO.
E

SDA
SPACE DESIGN ARCHITECTURE

CONCEPT



CONCEPT



CONCEPT PRECEDENT IMAGES



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D	FOR DA	SB	SB	17/08/2023
E	DA BR	C	C	31/01/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

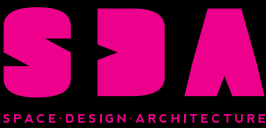
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CLUB HOUSE - INSPIRATION

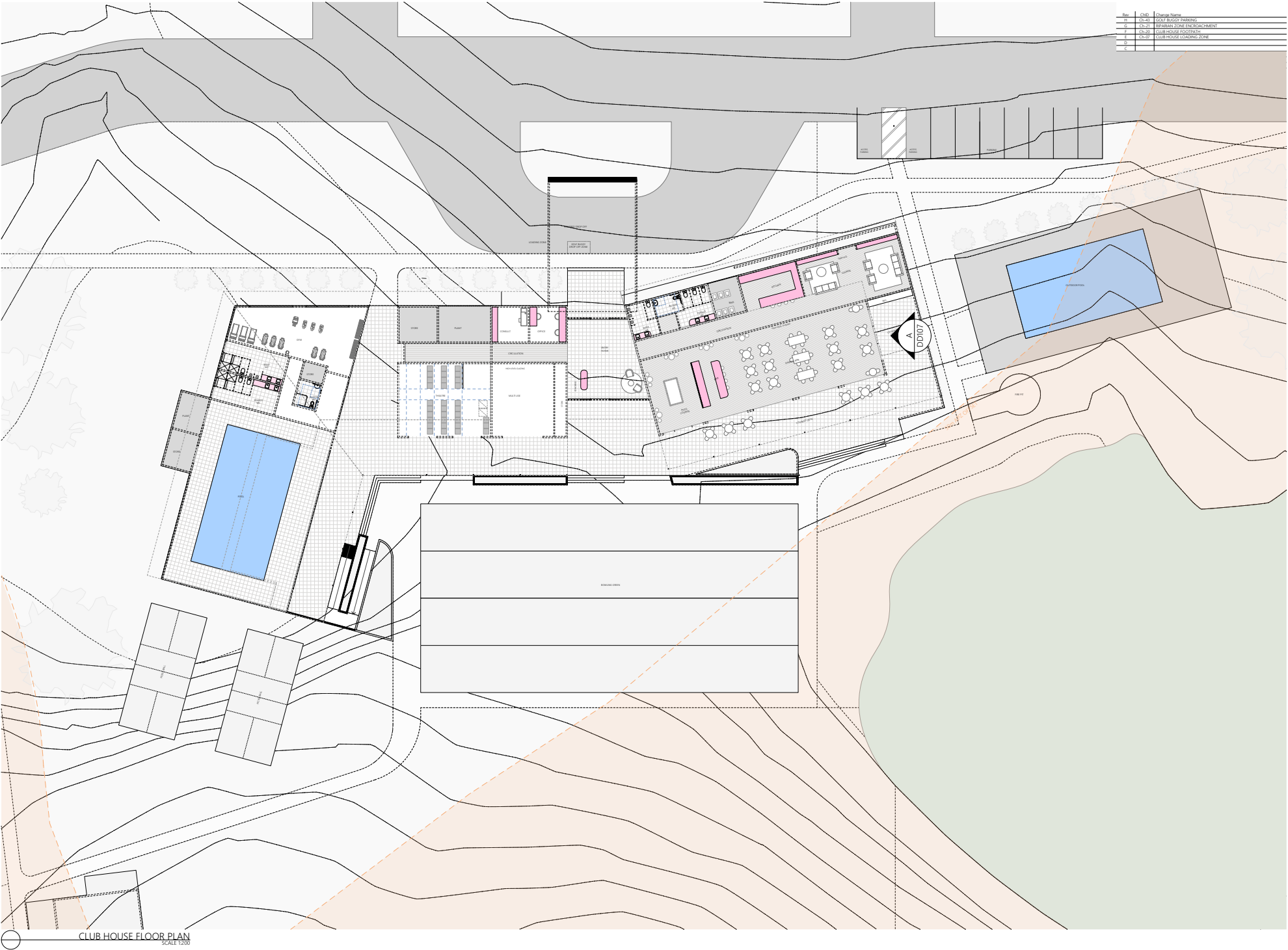
PROJECT NO.
2023-029

SCALE
@A1

DRAWING NO.
DD200

ISSUE NO.
E





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P: 10/08/2023



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ISSUE	DESCRIPTION	BY	CHK	DATE
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E	DA REV			20/10/2024
F	FOR COORDINATION	TW		16/01/2025
G	DA REV	IC	IC	16/01/2025
H	FOR DA	SB	SB	20/08/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

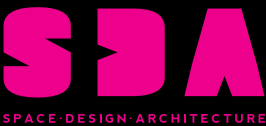
DRAWING
CLUB HOUSE - FLOOR PLAN

PROJECT NO.
2023-029

SCALE
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DRAWING NO.
DD201

ISSUE NO.
H



NOMINATED ARCHITECTS Leigh Richardson NSW 8340 NT AR1209 QLD 4955, Daniel Bush NSW 9694, James Clarence NSW 7927 TAS 933





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LEGEND



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E	DA BR	C	C	31/01/2025

PROJECT
FARLEY LIFESTYLE RESORT

LOCATION
283 & 303 Wollombi Rd, FARLEY
NSW 2320 Australia

CLIENT
VIVACITY

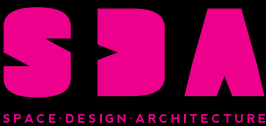
DRAWING
CLUB HOUSE - ELEVATIONS

PROJECT NO.
2023-029

SCALE
@A1

DRAWING NO.
DD202

ISSUE NO.
E



NOMINATED ARCHITECTS Leigh Richardson NSW 8340 NT AR1209 QLD 4955, Daniel Bush NSW 9694, James Clarence NSW 7927 TAS 933

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

City Planning

DA/2023/842 for Manufactured Home Estate and Multi-Dwelling Housing (249 Sites), Community Facilities and Tree Removal at 283 & 303 Wollombi Road Farley

Reasons for Refusal

Meeting Date: 21 October 2025

Attachment No: 4

Number of Pages: 1

Attachment 4 – DA 2023/842 – Recommended Reasons of Refusal

1. The development fails to satisfy the aims of Section 118 of the State Environmental Planning Policy (Housing) 2021, in particular aims (d) and (e), which seek to ensure manufactured home estates are situated only in suitable locations and are adequately serviced with access to essential community facilities and services. [Section 4.15(1)(a)(i) and Section 4.15(1)(c) Environmental Planning and Assessment Act 1979].
2. The proposed access from Wollombi Road fails to achieve a safe design, with adverse access impact on neighbouring properties, indicating the site is not suitable for the proposed development. [Section 4.15(1)(c) Environmental Planning and Assessment Act 1979]
3. The proposed development fails to demonstrate that the manufactured home estate will be provided with adequate transport services or have sufficient access to community facilities and services, as required under Section 125(b) and (c) of the State Environmental Planning Policy (Housing) 2021. [Section 4.15(1)(b) and Section 4.15(1)(c) Environmental Planning and Assessment Act 1979.
4. The development fails to maintain the rural landscape character of the land and is inconsistent with the objectives of the RU2 zone under the Maitland Local Environmental Plan. [Section 4.15(1)(a)(i) Environmental Planning and Assessment Act 1979]
5. The development fails to satisfy the requirements of the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021, as the proposed dwellings do not meet the definition of a 'manufactured home'. As such, the proposal cannot be properly characterised as a Manufactured Home Estate. [Section 4.15(1)(a)(i) Environmental Planning and Assessment Act 1979].
6. The proposed development is not in the public interest. [Section 4.15(1)(e) Environmental Planning and Assessment Act 1979]

City Planning

DA/2023/842 for Manufactured Home Estate and Multi-Dwelling Housing (249 Sites), Community Facilities and Tree Removal at 283 & 303 Wollombi Road Farley

Submissions

Meeting Date: 21 October 2025

Attachment No: 5

Number of Pages: 14

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Mr Thomas Howell
Support Officer
Planning Environment & Lifestyle
Maitland City Council
285 High Street
MAITLAND 2320.

Attention: DA APPLICATION BY VIVACITY PROPERTY PTY LTD. DA/2023/842

Dear Sir,

My concerns for this proposed development are as listed:

1. Any existing development should be with the view of maintaining and enhancing existing vegetation, i.e. the trees, particularly protected species - spotted gums, red gums, dry rainforest trees, iron bark, and swamp oak.
2. Control of run off rainwater from the steep building site must be considered otherwise silt and contamination will affect my large dam, which sits at the bottom of the sloping land.
3. Land prices may be affected by such close proximity of urban next to rural lands.
4. The advent of a nearby estate adding to our current lifestyle of excess traffic, more damage to roads, noise, stray dogs etc., and more environmental damage does not inspire confidence in anyone looking forward to a peaceful existence as a rural resident.
5. This proposed land borders on virgin bush which has never been burned in my forty years of living here. The chance of even more people living in this area, concerns me, as there is, I believe, a proposal to reopen the old Sandstone Quarry area which will impact the air quality and long term health possibility of damage to the health of residents.

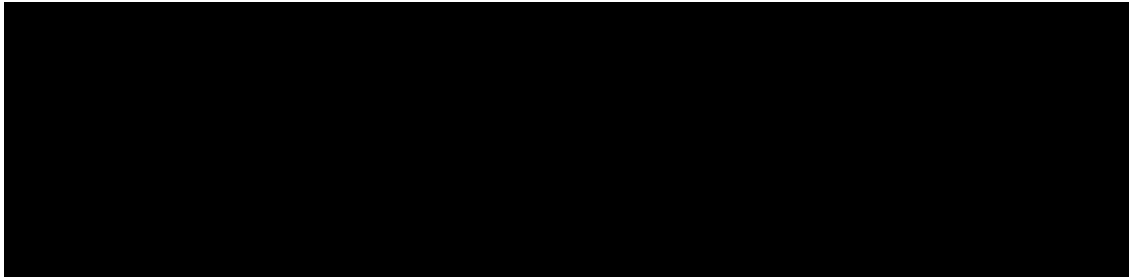
I ask that consideration be given to the above queries and await your response.

Yours faithfully,

[REDACTED]
[REDACTED]
[REDACTED]

DOC No.	
REC'D	01 DEC 2023 MCC
FILE No.	
REFER	

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)



With Regards to:

The General Manager
Maitland City Council

Please find attached a group submission from concerned neighbouring Farley residents in regard to DA/2023/842.

As well as the submission letter please find attached all signed Political Donation Statements from all applicable residents.

We look forward to receiving an update on the progress of the application upon review of the application documentation & submissions.

Kind Regards

[Redacted signature]

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

General Manager
 Jeff Smith
 Maitland City Council
 PO Box 220
 Maitland NSW 2321

3rd December 2023

RE: DA/2023/842 Manufactured Home Estate & Multi Dwelling Housing, 283 & 303 Wollombi Road FARLEY

We write to you with reference to DA/2023/842 to voice our concerns as a combined neighbourhood group. All parties included in this submission [REDACTED] and majority were directly notified by Council. We appreciate the opportunity for our voices to be heard and concerns considered by Maitland Council's Planning Department & Councillors.

As residents in the vicinity of the Farley Urban Release Area that was rezoned for R1 residential development we are all very aware of progression of urban development in the Maitland LGA and with a continued & consistent approach from external developers to acquire our sites we are mindful of how any future development will impact our semi-rural surroundings. All lots adjacent & adjoining the site in question are on land greater than 1-acre parcels, allowing the developed & populated R1 zoning of Ravensfield & The Ridge to transition along Wollombi Road to the large lot acreages & create a seamless character of a rural lifestyle. It appears from the revision of the Maitland Rural Land Use Strategy & Hunter Regional Plan that Maitland City Council & the State of NSW also have the mindset to keep areas of rurally zoned land rural. This development appears to be a far cry from maintaining the identity of the rural character & providing a seamless transition of designated urban residential living to the purposefully rural zone. Further the proposed Manufactured Home Estate does not allow rural land to be used to meet the objectives of the RU2 zone or is even permitted in the R1 zoning.

The proposal of a Manufactured Home Estate & Multi Dwelling Housing appears to be an ambiguous notion & a tactic for the developer to find a loophole in the R1 Zone to extend the footprint of the Manufactured Home Estate. The Manufactured Home Estate use appears to be offered to the R1 zone by means of the inclusion of Multi Dwelling Housing on Site 283, however a Manufactured House Estate is prohibited in the R1 zone! It is evident from other Manufactured Home Estate proposals in the area that the development of the Manufactured Home Estate has strictly been provided in the RU2 zone due to permissibility – Example DA2018/1952.

It raises the question. If the Multi Dwelling Housing is not considered to provide housing within the Manufactured Home Estate and resume the development use, why are Manufactured Home Estate controls & services being offered to the Multi Dwelling Housing proposed?

- Lots below the minimum R1 zone of 450m² – no subdivision is offered.
- Design controls including PPOS for Multi Dwelling Housing not met.
- Dwellings all premanufactured.
- Dwellings services by the same stormwater & onsite sewerage system.
- Multi Dwelling Housing having access to the Manufactured Home Estate facilities – Clubhouse & Amenities.
- Roadway Access from Wollombi Road through the Manufactured Home Estate.
- Provision of visitor car parking surrounding the Multi Dwelling Housing sites.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

- Inclusion of Turning Movements in the Traffic Assessment.

The LEP Clause 5.3 allows for *'flexibility where the investigation of a site and its surroundings reveals that a use allowed on the other side of a zone boundary would enable a more logical and appropriate development of the site and be compatible with the planning objectives and land uses for the adjoining zone.'* However, Part (2) identifies that *'This clause applies to so much of any land that is within the relevant distance of a boundary between any 2 zones. The relevant distance is 20 metres.'* Part of the Multi Dwelling Housing falls outside of the 20m setback. Therefore, this portion of the development is not permitted. Additionally, increasing the allowance of the RU2 zone to provide for the Manufactured Home Estate into the R1 zone would be redacting the Strategic Planning of the Farley Urban Release Area. Additionally, including the 20m provision on Site 283 this will not enable the objectives of the RU2 zone to be further enhanced by a Manufactured Home Estate.

The RU2 objectives clearly state:

- To encourage sustainable primary industry production by maintaining and enhancing the natural resource base.
- To maintain the rural landscape character of the land.
- To provide for a range of compatible land uses, including extensive agriculture.
- To provide for a range of non-agricultural uses where infrastructure is adequate to support the uses and conflict between different land uses is minimised.

The inclusion of 254 dwellings, Clubhouse & Amenities that will require extensive earthworks to be completed on site & an onsite sewerage treatment area that will disperse into the remaining agricultural land will not enhance the resource but impact any further use for primary production on the proposed site & potentially other surrounding RU2 zoned sites.

As previously discussed, the transition from the residential urban area to a rural scenic view is currently being maintained with the large lot acreages along Wollombi Road. The introduction of a Manufactured Home Estate will impact the character of the landscape and will provide no enrichment to the rural scenic value but will create the sense of an extension of residential urban life and blur the lines of the designated zones.

Site 303 currently has an approved rural dual occupancy onsite (DA12/1104) and could offer other smaller residential, commercial & agricultural avenues to reflect a range of land uses for profitability which will align with the objectives in a more wholesome manner and provide the ability for the rural outlook to remain.

The proposal on a Manufactured Home Estate although being designated to only a portion of Site 303 does not adequately meet the objectives of zone.

The provision on the newly finalised MRLUS2041 clearly states Maitland City Council's stance on a strategic direction is to 'exclude caravan parks (and therefore MHE's) from the RU2 Rural Landscape zone' & the Housing SEPP 2021 precludes MHE's in rural areas where land is not urban land adjacent to or adjoining. The site in question (Site 303) if based off the perimeter is majority surrounded by RU2 zoned land and it must be considered that the preclusion should apply.

The proposal of the Manufactured Home Estate has been marketed by the developer Vivacity as an over 55's Lifestyle Estate, this can be seen in the marketing of other estates they have developed in Medowie & Tahmoor. This age bracket is vast and applies to a scope of ability types that will require a range of services. The location of the site does not appear to provide resources & services that will be paramount to the marketed residents of the development.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

No services or infrastructure have been allocated in the FURA to provide Farley for such activities as Medical Appointments & Essential Shopping thus requiring the residents to have to either drive or use public transport to locations in Telarah, Rutherford & or Maitland. These centres range from 3.7 – 8.2km and given that no bus stop or footways are provided on Wollombi Road for public use to the site, the closest is present on Regiment Road over 2km away.

The Urban Release Area in Farley has a designated Community Facility site as defined a Community Facility means:

‘a building or place—

(a) owned or controlled by a public authority or non-profit community organisation, and

(b) used for the physical, social, cultural, or intellectual development or welfare of the community, but does not include an educational establishment, hospital, retail premises, place of public worship or residential accommodation.’

The Hunter Regional Plan 2041 states ‘Local strategic planning should consider planning for appropriate locations for lifestyle villages, such as locations within 800m of local and strategic centres or key transit corridors’. The designated strategic centre ‘Maitland’ is over 8km away. Where the Manufactured Home Estate is proposed outside this area provisions need to be applied that once developed cannot be mandated by Council or NSW Planning. It appears that the location of the proposal does not offer elements that reflect positively to the development when reviewed by all planning instruments!

It appears that the older (aging) population will not be equipped with the best outcome for access to public transport services or pedestrian access (distributor road) due to the location of the Manufactured Home Estate. In addition, the topography of the site does not offer the best outcome for an aging population. The site is very sloped, and the Clubhouse and Amenities are provided to the bottom of the rise. It is likely that this will impact the use of the facilities for the residents and not the best outcome for a Manufactured Home Estate for over 55’s.

In conclusion we object to the development proposed. We believe it in the best interest of the Farley & wider Maitland community that the development proposed of a Manufactured Home Estate be considered in a more appropriate location that is permitted wholly within the zone, meets the objectives of the zone, creates low to minimal impact to existing urban & or rural communities and provides services (internal & external) to the potential residents.

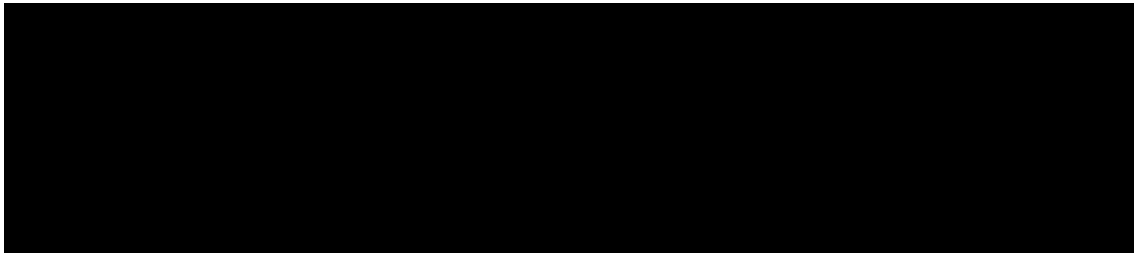
It appears in our minds that the result of declining approval speaks for itself.

We would hope that the Planning Team & Council considers our concerns and implements the Strategic Plan that has been revised for this exact reason – to keep rural land in the Maitland Local Government Area rural!

Regards,

[REDACTED]
[REDACTED]
[REDACTED]
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DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)



To the Support Officer
Planning Environment & Lifestyle

RE: DA/2023/842

Attached is our submission regarding the proposed Manufactured Home Estate & Multi-Dwelling Housing at 303 and 283 Wollombi Rd, Farley.

Thank you

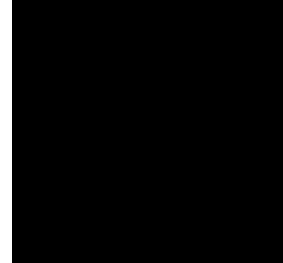
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DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

Maitland City Council

285-287 High St

MAITLAND NSW 2320



DA/2023/842 Manufactured Homes Estate (MHE)

303 and 283 Wollombi Rd Farley

We are opposing the development for the reasons we have outlined in more detail below.

In summary, it does not meet the criteria for a Manufactured Home Estate: there is questionability about the zoning of the two properties and eligibility of the block sizes; major concerns about the safety of car movements to and from with the only entrance onto Wollombi Road; and, no public transport to access essential services for the residents. We also have concerns for all parties – potential residents, the land owners, and the developer in the current economic climate.

It seems MHEs were some knee-jerk policy in 2021 to stimulate more housing when property values were beginning to decline.

SEPP (Housing) 2021, Chapter 3, Part 8 (b) states: to provide immediate development opportunities for manufactured home estates on the commencement of this Part. When there was already so much development in the area, did Maitland Council identify a need for extra housing that would justify utilizing RU2 land?

In regards to the actual idea of a MHE being situated across the road from us, our first reaction was why? The property at 303 Wollombi Rd is such a lovely visual attribute to the Farley area, especially travelling west from Farley after going through the new residential developments which form part of the Maitland Urban Release area. We could not understand ripping it up to cram 254 relocatable dwellings onto it. Then we thought about all the media commentary regarding the number of construction companies and developers going out of business. What if the MHE was only partially completed and the developer went belly-up? The beautiful paddock would be destroyed anyway!

Once we saw what was proposed, we wondered who would buy into this MHE? It will not be cheap going by other Vivacity Estates, and unlike their other Estates the lay of this land is quite steep; access onto Wollombi Road will be an accident waiting to happen; there is no public transport to access essential services, and no dedicated pedestrian footpaths in the area. Finally, and thankfully, the promised footpath under the Farley viaduct and across the creek (a condition of the URA) is now under construction. However, there is still no footpath for safe access for pedestrians connecting the Green St roundabout to the Ravensfield Estate, and if/when there is, it is not likely to connect to the proposed MHE which is another kilometer or more further out along Wollombi Rd.

The Statement of Environmental Effects Executive Summary states:

“The proposed development will contribute to affordable housing within the area, in particular the proposal will provide much needed housing for retirees, which is currently in short supply within the locality.”

The proposed development will provide a well-coordinated and sustainable development with no foreseeable impact on the character of the surrounding area.

The proposed MHE lot sizes are 250sqm and 350sqm on land that is zoned R1 and RU2. Are these lot sizes permissible on R1 zoned land? Our understanding is that 450sqm is the minimum size for R1 development, and that MHEs are not permitted on land zoned R1.

The MHE will encompass both properties 4/810894 and 2/810894, and each have different zonings with different guidelines for what is permissible development, yet as we read this DA, apart from being called different names – MHE or Multi-Dwelling -- they will be treated as the one Estate once completed. The residents in both areas will share the same roadways and entry point and all the infrastructure and amenities of the MHE, even though the lots have different zone requirements.

This seems to make a mockery of having a defined Urban Release Area and DCP, with delineation of what types of development are permissible between R1 and RU2 zones.

The DA is marketed to meet the requirements of SEPP (Housing) 2021, Chapter 3, Part 8 – Manufacturing Homes Estates but only complies with (b) in that it would provide immediate development opportunity. It fails (c) to encourage the provision of affordable housing, and (d), as it would not be situated on a suitable location (too steep and the scenic appeal is better suited to remain a rural outlook), and fails (e), as there is no accessible public transport to essential community facilities therefore residents would be completely dependent on private vehicle movements. The nearest public transport is a bus stop on Regiment Road over 2 kilometres away, and the Wollombi Road roadside to get to the bus stop is not well-suited for walking. As for security of tenure (g), I could not see the terms of the leases for Vivacity from the land owners, nor the residents from Vivacity.

The Residential (Land Lease) Communities Act 2013 No 97, Division 2 for Site Agreements, Item 31 - Duration of site agreements (6) states: For the purposes of this section, the **minimum period** is 3 years or, if another period is specified as the minimum period in the regulations, the period so specified.

Part 11 Termination of site agreements, lists when and how the agreements can be terminated by either party. 124 Termination by operator for closure (5) (a) specifies a minimum of 12 months' notice by the operator is all that is required.

Perhaps council could get some clarification of the actual agreements to be assured the residents security of tenure is long-term and secure.

The Statement of Environmental Effects and Council Consultation

According to the SEE, the key reasons why the proposed development is acceptable are as follows;

1. The proposed development is permissible on the site with consent and is appropriately zoned and located;

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

During the Council Consultation Pre-DA Meeting they were told: Caravan parks are not permissible in the R1 zone and no portion of the manufactured housing estate shall be situated within this zone.

To get around this, the R1 block is being called "Multi-Dwelling" while for all intents and purposes it will be treated as RU2 and be part of the proposed Manufactured Homes Estate.

2. Retention of over 50% of the site area for retained vegetation, with development limited to existing cleared areas, and planting of over 700 new trees, resulting in a net increase to tree canopy;

If over 50% of the development area will be retained vegetation, the housing, clubhouse and amenities plus the existing residences and buildings will occupy the remaining 50%, or only 16.40 ha. That is a lot of buildings to be crammed into a small area.

Concerns were raised during the Pre-DA Meeting: that such a significant number of additional dwellings in the rural zone may not be compatible with the RU2 zone objectives. It was noted at the meeting that discussions are currently being held within Council to specifically address the issue of manufactured home estates in the rural zone and to prohibit caravan parks from being a permissible land use in this zone.

Both Council's Rural Land and Housing Strategy 2041 Reports raise concerns about the increase in and impact of MHE development on RU2 land. The Strategic direction under Manufactured Home Estates outlined in the Rural Land Strategy 2041 states: Council recognises the need to exclude caravan parks (and therefore MHEs) from the RU2 Rural Landscape zone.

3. The land will be consolidated under one title under a single owner/operator, which results in positive benefits for the continued management of the land;

Our understanding is that the two Lots in question are currently owned by two separate entities, other than the applicant Vivacity. Vivacity will lease the land from the owners of Lot 4/810894 who will continue to live on the property in the existing house and cottage. As for Lot 2: who will own it and how it will be consolidated for the purpose of the development "under one title under a single owner/operator" is not defined! However, what is the long-term financial security for the residents of the MHE when they will be leasing a block of land that is also being leased? Is this a risky investment for those residents?

4. No adverse impact on the existing character or amenity of the area will result;

As noted above: Concern was raised during the pre-DA meeting that such a significant number of additional dwellings in the rural zone may not be compatible with the RU2 zone objectives, and, council had concerns about permissibility of MHEs on RU2 land which fall under the same legislation as caravan parks.

The DA credits retention of 50% of the total area which will be allocated to grazing, as grounds to claim they will be maintaining the rural landscape of the property. However, that 50% is on the back half of the proposed Estate, beyond the manufactured homes, the club house, the dam etc. The 50% with all the housing and infrastructure will be located between Wollombi Road and the middle of the property at the bottom of the hill. Passersby on Wollombi Road will be predominantly overseeing relocatable homes, not grazing animals. The property currently has a lovely scenic aspect for traffic along Wollombi Road. Rural

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

fencing and landscaping will help to hide some of the visual impact but it is hard to claim there will be "no adverse impact on the existing character and amenity of the area."

5. The development will have positive economic impacts for the site and the broader region;

How the assessment of economic impacts is determined for the site and broader region are quiter simplistic. It doesn't take a genius to recognise the potential increased monetary return of income from 254 housing lots, as opposed to that from agistment of horses and/or grazing cattle. For the land owners and Vivacity there will be much to gain, but it is hard to recognise any positive economic benefits for the broader community.

Council raised concerns in the Pre-DA Meeting as to the lack of 'essential community facilities and services' within proximity to the site. There are no shops, doctors, public transport, and other key services. Compliance with this aim is unlikely to be achieved.

6. The development will have a positive social impact through the on-going implementation of the Plan of Management/CPTED associated with the site; (Crime prevention through environmental design)

The Estate should offer security for the residents with the proposed perimeter fencing. However, we do have concerns regarding the estate being pet-friendly. Will the pets be contained within the estate? As much as we love animals, 254 sites, if they all had a barking dog, what a nightmare! And night is generally when they are the most vocal. The Management Plan should regulate that all pets must be contained in a yard enclosure on each site, and housed indoors at night to eliminate any noise impact on other residents, both within the estate, and the existing neighbors adjoining the property, or living in close proximity to it.

7. The development will contribute to the supply of affordable housing and lower cost rental housing in the locality (noting that people are experiencing housing stress);

The Social Impact Statement

4.2.1 Improved access to affordable housing

The NSW Regional Housing Need Report 2021 released by Shelter NSW identifies Maitland as having one of the highest proportion of households with mortgage stress in NSW (Regional Australia Institute, 2021). Over 68% of low-income households were determined to be spending more than 30% of their income on mortgage payments, which affects a household's consumption expenditure, personal well-being and financial security (Regional Australia Institute, 2021).

The affordability of living in an MHE is further enhanced by access to Government support. In NSW, generally, if a resident owns their home, even in a retirement community, they are not eligible to receive Commonwealth Rent Assistance. However, this does not apply if they own a mobile or relocatable home. This means that future residents of the Proposal may be

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

able to receive payments to go towards site or lease fees while still owning their home in the MHE. In addition, residents living in MHEs do not have to pay any land taxes or council rates.

Any wonder the council is being inundated with DAs for this type of development – the NSW Government is subsidizing it with rent assistance, and purchasers won't pay stamp duty or capital gains according to Vivacity's Fact Sheet! Meanwhile, the local council is expected to deal with the extra burden on the local infrastructure.

The NSW government should be providing affordable, well-thought-out public housing, not encouraging private developers.

4.2.2 Enhanced health and well-being through social connection and active living:

The Proposal will include amenities such as an indoor pool, gym, clubhouse, pickle ball court, covered bowling green and an outdoor pool.

The Social Impact Statement likens the development to Vivacity's other communities, at Tallowood in Port Stephens, and Stratford Gardens in Tahmor which offer similar facilities targeted to over 50s.

Vivacity's website says leasing costs at Tallowood begin at \$218 per week, plus utilities – electricity, phone, gas, internet, and water.

There are currently 9 properties in Tallowood listed for sale on Real Estate.com with values ranging between \$598,000 for 2 bed, 2 bath and 1 car garage up to \$925,000 for 2 bed, 2 bath and a 2 car garage.

It is not obvious how many of the proposed 254 sites in the Farley Estate will accommodate 1 car, or 2 car structures.

The question is, how much will the development contribute to affordable housing and lower rental housing? *It is hard to imagine that people experiencing housing stress would be able to afford those outlays, and if purchased as investment properties the rent would need be high to cover the investors' return on outlay.*

Whilst the government is subsidizing MHE developments by not charging stamp duty or capital gains — enticing for investors — and offers rent assistance, this type of housing would be out of reach for the majority of people needing "affordable housing".

NSW Communities & Justice *defines affordable rental housing as housing that meets the needs of people on very low to moderate incomes and is priced so that they can afford other basic living costs such as food, clothing, transport, medical care and education. And, managing affordable housing is usually conducted by not-for-profit providers, charities, and/or private organisations — not developers.*

The SEE claims the site has also been recognised as a 'logical extension to the Farley Urban Release Area.' And, that the proposal is expected to provide additional affordable housing options for retirees and downsizers while enhancing housing diversity within the local government area (LGA).

Based on the Tallowood's costs, retiree will need to be fairly cashed-up to buy in to the estate and maintain weekly lease arrangements. And, considering the degree of slope from Wollombi Road to the proposed Club house and other amenities, they will need to be fit and healthy if they want to walk to and from. And 50-year-olds, don't stay 50! For retirees with a caravan, they will need to be very competent drivers to navigate through the estate's 6m wide roads to the caravan parking bays located towards the bottom of the estate, and then reverse the van uphill into the parking bay.

3.2 Vehicle Access Arrangements defines the road widths –

8m wide road for the entrance road,

6m wide road within an 8.5m wide road reserve for the major access roads,

4m wide road within a 6m wide road reserve for the minor access roads.

4.2.3 of the Impact Statement reads: Regarding the land's topography, it is understood that **there are no accessibility requirements for a manufactured home estate, given there are no age limits.** This SIA notes that this Proposal is not a retirement village or care facility and promotes independent and active living.

Traffic Assessment part 5 of the TPP report – Traffic Generation

*Based on TDT 2013/04a – the TPP determined a trip generation rate of **0.4 vehicle trips per dwelling associated with senior housing** during the weekday peak hour has been used for the purpose of this traffic assessment. It's considered that the multi dwelling housing component of the development would generate the same level of traffic as the manufactured homes component, as both contain the same size and types of moveable dwellings. (Again, questions over the zoning and different developments lodged under the one umbrella).*

*Conflicting reports for traffic assessment and the topography of the development. Perhaps to minimise the volume of cars likely to be going to and from. The traffic generation has been assessed as **senior housing**, whilst in regards the topography there are no accessibility requirements given, because there are **no age limits**. Which is it? Both, accurate traffic movement assessments and the slope of the land should be a huge consideration for assessing the permissibility of the development which is targeted at people over 50.*

Vivacity Life FAQ Sheet states “you need to be over 50 to live at our communities.”

NSW Planning states that Seniors housing is designed to meet the needs of seniors and people with disability. And includes:

- Residential care facilities – sometimes also known as *nursing homes* or *aged care homes*. Residents receive full-time care.
- Independent living units – apartments or villas for seniors and people with disability. Residents can live independently.

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)

- Hostels – includes single or shared residential accommodation staffed by support workers.

Wikipedia - Senior living is a concept that encompasses a range of housing and lifestyle options for ageing persons adapted to the challenges of health issues associated with ageing, such as limited mobility and susceptibility to illness.

The proposed development is not “seniors housing” and would therefore invalidate the TPP’s method for determining the expected volume of cars entering and exiting the Estate. TPP’s assessment was based on TfNSW Technical Direction TDT 2013/04a which stipulates the trip generation rate for senior housing. TPP determined .4 vehicle trips per dwelling during weekday peak hours, or for 254 lots that’s 102 vehicle trips during the morning and afternoon peak periods, approximately 1-2 vehicle trips every minute.

People over 50 are most likely still working and be couples with two cars or more. If they are working, they will be in and out twice a day at least. With no public transport in the offering, every community need, trip to the supermarket, to buy the paper will require a car trip.

During the community engagement with the developer and AAP concerns were raised by all the residents consulted regarding the danger of the anticipated number of vehicular movements in and out of the one entry and exit point onto Wollombi Rd; residents who live on Wollombi Rd and experience the traffic flows every day. Our concerns were dismissed by Vivacity and AAP based on the Traffic report. According to Vivacity, TPP’s investigation determined that by simply moving the entrance 700m east of the current entrance, the line of site would be improved and the entrance safe. As locals, we think that would make the access more dangerous by pushing it closer to a crest, and that TPP have grossly underestimated the number of potential car movements.

8. The land has the capacity to accommodate the development on site whilst managing or mitigating potential environmental issues.

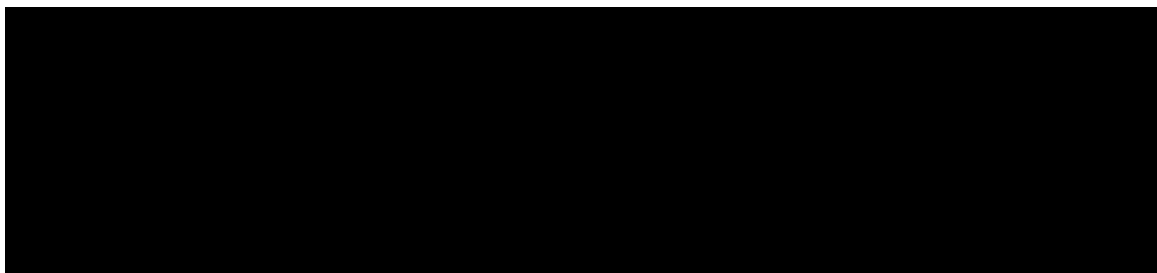
Whilst the 306-page Effluent Management Plan is very detailed, it is above our level of expertise. Are there any examples in Australia where this type of system is in operation? Could council pursue actual live reports on the efficiency of the system? How it performs over the long-term especially regarding any overflows and odours which could impact the local air quality, and/or contaminate dams or land below the property.

The proposed development will provide a well-coordinated and sustainable development with no foreseeable impact on the character of the surrounding area. This DA is consistent with the planning framework and has the potential to deliver triple-bottom line outcomes as envisaged by Maitland City Council

Can council please advise what the “triple-bottom line” outcomes are that the development will deliver?

██████████
██████████
██████████

DA/2023/842 FOR MANUFACTURED HOME ESTATE AND MULTI-DWELLING HOUSING (249 SITES), COMMUNITY FACILITIES AND TREE REMOVAL AT 283 & 303 WOLLOMBI ROAD FARLEY (Cont.)



Lot 4 DP810894 & Lot 2 DP810894
283 and 303 Wollombi Road, Farley

I have a questions about the planned waste water system.

1. Do the assumptions for Litres per day of waste include the backwash amounts from the planned pools (indoor and outdoor) on the site?
2. the output of the pools backwashing and filter system - if it contains any chemicals or excess of certain ingredients ie Salt, will these impact the function of the planned waste water system

Transport

There is currently no safe passage for walkers and bike riders on this road, the approach either side of the railway bridge is not safe for walkers / bike riders.



11.3 Maitland Residential Density Guide 2025 – For Adoption

FILE NO:	103/170
ATTACHMENTS:	1. Submission Assessment 2. Submissions (Under Separate Cover) 3. Maitland Residential Density Guide 2025 (dated September 2025) (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Planning Manager Strategic Planning Coordinator City Planning
AUTHOR:	Strategic Planning Policy Lead
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.3 Housing diversity

EXECUTIVE SUMMARY

In June 2023, Council adopted the Maitland Local Housing Strategy 2041, which identified the preparation of a Residential Density Guide as a key action. In 2024, Council engaged Smith & Tzannes to research residential density and collaborate with Council staff to develop this Guide.

On 18 March 2025, Council resolved to place the Draft Residential Density Guide on public exhibition. Accordingly, the draft Guide was exhibited from 24 March to 28 April 2025. A total of eight (8) submissions were received.

The purpose of this report is to present the outcomes of the exhibition of the Draft Residential Density Guide, outline proposed post-exhibition amendments, and recommend Council adopts the Guide.

This Guide is a non-statutory document, meaning it does not have legal force under the Environmental Planning and Assessment Act 1979. However, the Guide provides valuable insights and best practice to assist the community, developers, Council staff and other stakeholders in informing future planning and supporting the delivery of diverse housing options across the city. This is likely to include the update of statutory documents such as the Maitland Local Environmental Plan and Development Control Plan.

OFFICER'S RECOMMENDATION

THAT

1. Council notes the Submission Assessment (Attachment 1).
 2. Council adopts the Maitland Residential Density Guide 2025 (Attachment 3).
-

REPORT

Background

Maitland has experienced significant population and housing growth over the past two decades and this is expected to continue. Around 90% of recent housing has been delivered in greenfield areas, with low-density freestanding houses making up 87% of Maitland's housing stock. A lack of diverse housing options makes it difficult for many residents to find suitable and affordable housing.

The Hunter Regional Plan 2041 promotes a more sustainable growth model and sets a benchmark 80% infill and 20% greenfield housing across the Lower Hunter. It requires a minimum of 30 dwellings per hectare in new release areas, compared to Maitland's current average of 10–12 dwellings per hectare.

Increasing densities in different neighbourhood contexts is seen as a means to meet the expected demand for small dwellings, providing for greater housing choice, making service provisions more efficient and protecting local character in established areas. It will also reduce the pressure to continually expand urban areas into rural and environmental land and has the potential to provide different housing options at a range of price points.

Residential density has been successfully used as an urban planning tool to create vibrant and liveable neighbourhoods and cities across the world. Residential density describes how intensively an urban area is developed and it is measured as the number of dwellings in a given area. Density can significantly influence the functionality, sustainability and overall quality of city life. To ensure density does not result in congestion or unsympathetic outcomes, it needs to be planned and guided in the right location and supported by appropriate infrastructure.

Planned density helps us to ensure that housing is available for our growing and changing population; households have access to a greater choice of more affordable housing in existing and new communities - close to jobs, education, open space, shops and services, and supported by walking, cycling, public and private transport options; and the existing infrastructure and services are efficiently used and planned for the future to achieve both economic growth and environmentally sustainable outcomes.

Residential Density Guide

The Maitland Local Housing Strategy 2041 is aimed at transforming the city's housing landscape. It builds on the long-term vision established in the Maitland Local Strategic Planning Statement and Community Strategic Plan and is informed by NSW Government plans and strategies including Hunter Regional Plan 2041. Collectively, these plans and strategies highlight the need for increasing densities in our neighbourhoods.

There are significant opportunities for increased densities within our established urban areas through urban renewal (commonly known as urban infill housing), particularly around town centres and railway stations. Increased densities can align with, or even strengthen, the character of these areas to locate housing within walking distance of shops, services and open spaces.

MAITLAND RESIDENTIAL DENSITY GUIDE 2025 - FOR ADOPTION (Cont.)

Planned densities in our greenfield release areas also present an opportunity to maximise development yield while achieving higher standard of amenity. The location of planned densities in greenfield areas should be identified at the early stage of planning and be supported with appropriate land use zoning and infrastructure. This ensures that increased residential densities are supported by walkable neighbourhoods within close proximity to neighbourhood centres, schools, community and recreation facilities and transport nodes.

The purpose of this Density Guide is to:

- Start the discussion between Council, residents, businesses and the development industry about appropriate densities for Maitland.
- Create a shared understanding about residential densities by providing a clear framework in defining, determining, and applying densities for the Maitland context.
- Provide guidance and inspiration on suitable forms of density and housing typologies for future urban renewal areas and greenfield release areas in Maitland.
- Inform local area planning, planning proposals, development applications and future changes to planning controls.

The Guide can be used as a practical tool at various stages of the planning and development process. It translates the strategic concepts and provides tangible guidance on suitable forms of housing and metrics against which proposals can be guided and measured.

This Guide has been prepared for a wide range of audiences and is intended to influence good planning and design outcomes relating to residential density including:

- Developers, planners, architects, urban designers and other professionals involved in planning and delivering residential density.
- Council staff responsible for planning, assessing and delivering a range of services to community.
- Local community, to help them better understand future housing options and their characteristics.

Residential density outcomes are not solely a product of zoning and development controls - but are the result of many complex interactions between built form, natural environments, transport options and networks of roads, open spaces and other services. A holistic approach that balances these factors can lead to vibrant, liveable and sustainable urban environments that accommodate a growing and changing population while maintaining a high quality of life.

Council's Local Housing Strategy 2041 identifies key areas for future infill and greenfield housing. This Guide outlines key considerations for determining appropriate densities and housing typologies for those areas. It is noted that this Guide does not provide any locality specific guidelines or density targets. It indicates what is preferred in Maitland's context and how it can be achieved through long terms planning (i.e. rezoning, local area planning, subdivision) which may require changes to our current LEP and DCP to realise the proposed density outcomes.

Public exhibition

MAITLAND RESIDENTIAL DENSITY GUIDE 2025 - FOR ADOPTION (Cont.)

The draft Residential Density Guide was exhibited from 24 March 2025 to 28 April 2025. The engagement activities during the exhibition period were as follows:

- Placed draft document on Council's website and 'Your Say' page
- Public notice in the Maitland Mercury (4 April 2025)
- Placed hard copies at Council's Administration Centre and libraries
- Promoted the draft Guide on social media platforms
- Directly notified key stakeholders and government agencies

A total of eight (8) submissions were received (**Attachment 2**). Of these submissions:

- 2 submissions were from residents
- 3 submissions were from government agencies
- 3 submissions were developers and industry groups

The key issues and concerns raised in the submissions are summarised and addressed in **Attachment 1**.

Following the assessment of submissions, the draft Guide has been amended to incorporate the following changes, providing additional information and clarification:

- a) Updated the Residential Density Matrix
- b) Updated or added guidelines for infill and greenfield to reflect submissions or current/proposed planning strategies, where appropriate.
- c) Linked and referenced potential development opportunities identified in Local Housing Strategy, including infill areas near town centres and train stations.
- d) Added the following notes to the Guide clarification:
 - MHEs require to meet the statutory requirements under the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 or update.
 - The minimum gross density of 30 dwellings/ha is based on the current Hunter Regional Plan 2041. In the event of any inconsistency between this Guide and a future regional plan, that the regional plan prevails.
 - The Residential Density Matrix is not based on the current Maitland LEP and DCP 2011. It suggests preferred development proposals that may require changes to achieve desired density outcomes.

In addition, this document has been updated to reflect the refresh Brand Maitland Guidelines. A copy of the final draft Guide is attached to this report as **Attachment 3**.

CONCLUSION

The Maitland Residential Density Guide 2025 responds to the evolving housing needs of our growing and changing communities. It translates regional and local strategic directions relate to residential density into practical planning tool - offering a clear guidance to inform future planning and development.

This Guide is the first step in a broader transformative journey and provides a road map for Maitland to deliver homes and neighbourhoods that better meet the needs of our communities. Achieving appropriate residential densities requires a significant level of

MAITLAND RESIDENTIAL DENSITY GUIDE 2025 - FOR ADOPTION (Cont.)

collaboration between all levels of government, communities, development industry, community housing and utility providers.

In addition, this Guide supports Maitland's shared vision of becoming "a connected city with thriving communities" by guiding and facilitating the delivery of diverse, sustainable, and connected homes and neighbourhoods.

It is recommended that the Maitland Residential Density Guide 2025 (dated September 2025) be adopted by Council.

CONSULTATION

The draft Guide was publicly exhibited from 24 March to 28 April 2025. Draft document was made available on Council's website, 'Your Say' platform, and Council's Administration Centre and libraries. A public notice was placed in the Maitland Mercury and key stakeholders were directly notified.

Internal inputs/feedback were received from multiple teams across the Council, including Community & Recreation Planning, Architecture, Transport and Infrastructure Engineering, Subdivision and Development and Development Assessment.

FINANCIAL IMPLICATIONS

This project was commissioned within Council's 2024/25 Operational Budget and has no direct financial implications for the current adopted budget or forward estimates.

POLICY IMPLICATIONS

The preparation of this Residential Density Guide is a key priority action identified in the Council's Local Housing Strategy 2041. The Guide will inform future amendments to Maitland LEP and DCP, and are subject to future report to Council.

MAITLAND RESIDENTIAL DENSITY GUIDE 2025 - FOR ADOPTION (Cont.)

RISK IMPLICATIONS

RISK	RISK RATING	PROPOSED TREATMENT	PROPOSED RISK RATING	RESOURCING – WITHIN OR ADDITIONAL
There is a risk of insufficient guidance that may lead to inconsistent or inappropriate development outcomes if the Guide is not adopted.	Medium	Adopt the Guide to provide clear guidance and benchmark.	Low	Within existing resources.
There is a risk of suitable locations being identified for higher density housing, that may lead to damage to Maitland's reputation.	Medium	Adopt and implement the Guide	Low	Within existing resources
There is a risk that a connected city and walkable neighbourhoods will not be created, that may lead to the shared vision outlined in the Community Strategic Plan not being implemented.	Medium	Adopt and implement the Guide	Low	Within existing resources.

STATUTORY IMPLICATIONS

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

This Guide is a non-statutory document, however it will form a policy position of Council to inform future updates of statutory documents under the *Environmental Planning and Assessment Act 1979* such as the Maitland Local Environmental Plan and Maitland Development Control Plan.

City Planning

Maitland Residential Density Guide 2025 – for Adoption

Submission Assessment

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 6

Submission Assessment - Draft Maitland Residential Density Guide 2025

Submission Assessment
Draft Maitland Residential Density Guide 2025

SUBMISSION	
Residents/Community Groups	2 submissions
Public Authorities and Government Agencies	3 submissions
Developers and Industry	3 submissions

SUBMISSION	SUMMARY OF SUBMISSION	RESPONSE
Resident 1	Indicates a strong support to the Guide as a forward-looking initiative from Council to facilitate more diverse housing mix, improved environmental outcomes and make better use of land.	Noted.
	Suggests to amend the Maitland LEP and DCP to provide certainty to stakeholders around the potential changes.	The introduction of new residential zones (i.e. R2 Low Density Residential Zone and R3 Medium Density Residential Zone) and appropriate development standards to Maitland LEP 2011 has been identified as a key action in Council's Local Housing Strategy 2041 and it is already included in Council's Operational Plan 2025/2026 for commencement. The draft DCP 2025 includes a 'Residential Uses' chapter. It builds on the draft Guide and provides the requirements for a series of housing typologies, including dwelling houses, dual

MAITLAND RESIDENTIAL DENSITY GUIDE 2025 - FOR ADOPTION (Cont.)

Submission Assessment - Draft Maitland Residential Density Guide 2025

		occupancies, multi-dwelling housing, and residential flat buildings.
	Suggests a range of parameters important for housing density and diversity with the city.	Planning and design parameters suggested were reviewed and incorporated to the Guide, as appropriate.
Resident 2	Outlines the importance of Horseshoe Bend from historical perspective of the city and local character of the area.	Noted.
	Considers Horseshoe Bend as a low-scale, heritage driven precinct and emphasises the need for a strategy to improve public realm, walkability, greenspaces, liability of the area.	It is noted that the draft Guide does not provide any locality specific guidelines. It outlines key areas that collectively influence density outcomes in both greenfield and infill areas. The matters highlighted in this submission could be used in future review of Central Maitland planning framework.
NSW Department of Planning, Housing and Infrastructure (DPHI)	Need a clarity on how the Guide relates to the infill precincts identified in Council's Local Housing Strategy and including relevant mapping could be beneficial, providing stakeholders with a clearer vision of potential development opportunities.	The Local Housing Strategy identifies key areas for infill housing near town centres and train stations. This Guide outlines key considerations for determining appropriate densities and housing typologies for those areas. It also provides guidance on design parameters that can influence better planning and design outcomes.
	Infill guideline No 2 (p. 23) mentions preserving opportunities for higher density in strategic locations. Defining these locations, consistent with Council's Local Housing Strategy, could provide clearer direction for future developments.	Council intends to introduce new residential zones (i.e. R2 Low Density Residential Zone and R3 Medium Density Residential Zone) and appropriate development standards to Maitland LEP 2011 (as per the recommendations of Council's Local Housing Strategy 2041). This LEP Amendment will support the delivery of infill development by providing clear guidance improving confidence and certainty in our local planning framework.

MAITLAND RESIDENTIAL DENSITY GUIDE 2025 - FOR ADOPTION (Cont.)

Submission Assessment - Draft Maitland Residential Density Guide 2025

		A note has been added to reference the Local Housing Strategy, and link its potential development opportunities, including infill areas near town centres and train stations.
	Greenfield guideline No 9 (p. 23) relating to locating density away from vulnerable areas such as flood prone land, should also be considered for inclusion in the corresponding infill guidelines.	This has been added to infill guidelines under the Urban Structure.
	Suggests to conduct additional analysis to identify targeted amendments to the Maitland LEP 2011 to encourage infill housing development for specific localities, consistent with Council's Local Housing Strategy 2041.	In 2022, the Maitland Infill Housing Analysis was prepared to investigate potential infill housing opportunities within the city and inform Council's Local Housing Strategy. This study will guide the proposed residential zoning amendment to Maitland LEP and Council will undertake any additional analysis to inform, as necessary.
Transport for NSW (TfNSW)	TfNSW key interests are the safety and efficiency of the transport network, the needs of our customers and the integration of land use and transport in accordance with the Future Transport Strategy.	Noted.
	TfNSW is generally supportive of the Draft Guide and has no additional comments.	Noted.
NSW Department of Education	Note that there is an opportunity to consider and integrate key social infrastructure (such as schools) within greenfield development.	Note that this is a late submission. An additional guideline has been included to reflect this as follows: <i>Integrate key social infrastructure (e.g. schools) in locations with safe pedestrian, cyclist, vehicle access and access to open space, supported by efficient and reliable public transport connections.</i>

MAITLAND RESIDENTIAL DENSITY GUIDE 2025 - FOR ADOPTION (Cont.)

Submission Assessment - Draft Maitland Residential Density Guide 2025

Urban Development Institute of Australia NSW (UDIA)	UDIA acknowledges and supports the intent of the Guide to facilitate greater housing diversity and choice within the city, aligning with the objectives of the Maitland Local Housing Strategy and other regional plans.	Noted.
	UDIA concerns regarding the practical implementation of the Guide and recommends 8 key areas for Council's considerations.	These issues and concerns are addressed in the section below.
	Ensure the density provisions in the Guide are consistent with the Greater Newcastle Metropolitan Plan 2036 (GNMP) target of 15 dwellings per hectare for land proposed to be rezoned for greenfield suburban development and explicitly reference the applicable provisions from that document within the Guide.	The GNMP released in 2018, is surpassed by the Hunter Regional Plan (HRP) 2041 released in 2022 and HRP has the status of a district strategic plan within the Lower Hunter and Greater Newcastle City areas. Maitland is mapped as the 'General Suburban' under the HRP and requires to meet the desired 30 dwellings per hectare.
	Identify the publication of any updated Regional/ Metropolitan Plans as an explicit trigger for reviewing and updating the Guide and describe how proposals will be managed during any period of misalignment between State- and Council-level density guidelines.	The draft Guide has been updated to capture any future changes to regional/metropolitan plans, in particularly related to density targets. This Guide will support to deliver the density targets outlined in the current regional/metropolitan plans at local level. In the event of any inconsistency between this Guide and a regional/metropolitan plan, that the regional/ metropolitan plan prevails to the extent of the inconsistency.
	Update the Lifestyle Villages provisions to align with industry standards under the <i>Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021</i> .	The draft Guide has been updated to align with the <i>Local Government (Manufactured Home Estates (MHE), Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021</i> , in particularly related to MHE provisions.
	Acknowledge and actively address the existing implementation barriers within MCC processes and	It is acknowledged that the Residential Density Guide is the first step in this journey and provides a road map for Maitland to

MAITLAND RESIDENTIAL DENSITY GUIDE 2025 - FOR ADOPTION (Cont.)

Submission Assessment - Draft Maitland Residential Density Guide 2025

	standards that have historically hindered the delivery of smaller lots and diverse housing typologies and demonstrate a clear commitment to implementing the Guide's principles in Council's assessment processes.	transform its approach to delivering neighbourhoods and homes that better meet the needs of our communities. The Guide outlines an approach for long term planning and it requires significant changes to our LEP, DCP, other planning documents in order to achieve desired density outcomes to guide and implement within our development assessment process and procedures.
	Develop and incorporate clear standards for laneways and small lot housing within the DCP and Manual of Engineering Standards (MoES).	The draft DCP/ MoES 2025 includes guidance for laneways and medium density housing.
	Consider amendments to the Maitland LEP to reduce minimum lot sizes and introduce more flexible residential zones.	Introduction of R2 Low Density Residential Zone and R3 Medium Density Residential Zone to Maitland LEP is a key action identified in the Council endorsed Local Housing Strategy. This action is now included in Council's Operational Plan 2025/2026.
	Cultivate and foster a consistent pro-density and housing diversity culture within MCC.	This Guide marks the first step in encouraging and adopting a consistent approach to residential density and diversity within the LGA. It offers guidance for both MCC and external stakeholders like UDIA, service providers to transform their approaches to deliver appropriate densities in the right locations across the Maitland LGA.
	Monitor and report performance outcomes against the objectives of the Guide.	Council is currently developing a Local Urban Development Program (LUDP). One of the key objectives of LUDP is to monitor and report residential development outcomes including different housing typologies and densities across the LGA.
UDIA – Supplementary	The draft Guide does not reflect all of the controls of Housing Code/Low- and Mid-Rise Housing Policy.	The higher-level state policies such as Low- and Mid-Rise Housing Policy provide non-discretionary development

MAITLAND RESIDENTIAL DENSITY GUIDE 2025 - FOR ADOPTION (Cont.)

Submission Assessment - Draft Maitland Residential Density Guide 2025

		standards (commonly known as a non-refusal standard) which can overrule LEP or DCP standard. The Guide indicates that what is preferred in Maitland's context to meet the changing needs of our growing community and how it can be achieved through long terms planning (i.e. rezoning, local area planning, subdivision) which may require changes to our current LEP and DCP to realise the proposed density outcomes.
	There is a disconnect between the proposed housing matrix and the density targets.	A review has been undertaken to ensure its alignment with the current State and local policies and plans. Note that the Guide outlines an approach for long term planning including desired density outcomes, rather density targets.
AEP Developments	AEP supports the inclusion of Lifestyle Villages/Manufactured Home Estates (MHEs) in the Guide.	Noted.
	Recommends 15-25 dwellings per hectare for lifestyle villages/MHEs to reflects current best practice and aligns with statutory planning controls.	The draft Guide has been amended to address this. Council acknowledges that the density for MHEs/lifestyle villages are heavily depended on the site constrains and the local context.
	Suggests replacing or qualifying the guideline with direct reference to the <i>Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021</i> for Floor Space Ratio (FSR), building heights, landscaped area etc.	The draft Guide has been updated to include a notation as follows: <i>MHEs are requires to meet the requirements under the Local Government (Manufactured Home Estates, Caravan Parks, Camping Grounds and Moveable Dwellings) Regulation 2021 or any updates.</i>

12 City Services

12.1 Temporary Suspension of Alcohol Free Zone and Alcohol Prohibited Area

FILE NO:	139/57
ATTACHMENTS:	1. AFZ – A Merry Little Christmas 2. AFZ – New Year's Eve 3. AFZ – Live at The Levee Street Party 4. APA – Live Music Event
RESPONSIBLE OFFICER:	Acting Director City Services Acting Manager Community & Recreation
AUTHOR:	The Levee Public Programs Officer Senior Place Activation Officer Events Officer
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.2.2 Precinct activation

EXECUTIVE SUMMARY

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

OFFICER'S RECOMMENDATION

THAT

1. Council resolve to approve the temporary suspension of the Alcohol Free Zone for:
 - a. A Merry Little Christmas at The Levee, for The Levee Shared Zone between Bourke Street and Elgin Street, between 10.00am and 2.00pm on Saturday 13 December 2025.
 - b. Maitland New Year's Eve Celebrations, for the Riverside Car Park including NAB Laneway and Stillsbury Lane, The Riverside Walk and Riverbank from the Belmore Bridge to Cathedral Street, Drill Hall Lane and Preschool Lane including the Preschool Lane Car Park, between 5.00pm and 9.30pm on Wednesday 31 December 2025.
 - c. LIVE at The Levee Street Party, for The Levee Shared Zone between Bulwer Street and Elgin Street, between 5.30pm and 9.30pm on Saturday 21 March 2026.

 TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA (Cont.)

2. Council resolve to approve the suspension of the Alcohol Prohibited Area for a live music event at Harold Gregson Reserve, from 4.00pm to 9.00pm on Saturday 28 February 2026.

REPORT

Maitland City Council's City Events and Place Activation Team are seeking approval to temporarily suspend the Alcohol Free Zone (AFZ) in Central Maitland for the following events, dates and locations.

A Merry Little Christmas at The Levee

A Merry Little Christmas at The Levee will create a chance for the community to enjoy Christmas activities and support local maker stallholders and the businesses in the precinct. This event will take place on Saturday 13 December 2025 between 10.00am and 2.00pm.

It is requested the AFZ be temporarily suspended for this event to accommodate up to three (3) licensed stallholders providing product tastings and take away sales.

Date and Times of AFZ suspension:

Saturday 13 December 2025 between 10.00am and 2.00pm.

Location:

The Levee Shared Zone between Bourke and Elgin Street.

Maitland's New Years Eve Celebrations

Maitland's New Year's Eve Celebrations is a key event in Maitland City Council's flagship event calendar, with a program of family activities and entertainment, culminating in spectacular fireworks display at 9.00pm.

It is requested the AFZ be temporarily suspended for Maitland's New Years Eve Celebrations to allow the community to bring along small quantities of alcohol (identified in the event conditions of entry) for consumption during event hours, which is consistent with how the event has operated in previous years.

Date and Times of AFZ suspension:

Wednesday 31 December 2025 between 5.00pm and 9.30pm.

Locations of suspension:

1. The Riverside Car Park, including NAB Laneway & Stillsbury Lane
2. The Riverside Walk and Riverbank from the Belmore Bridge to Cathedral Street
3. Drill Hall Lane
4. Preschool Lane including the Preschool Lane Car Park.

LIVE at The Levee Street Party

The Live at The Levee Street Party supports The Levee's night time economy and will feature live music, a pop up bar, kids activities and yard games on Saturday 21 March 2026 between 5.30pm and 9.30pm. Attendees are encouraged to order food from one of the take away businesses in the surrounding area.

It is requested the AFZ be temporarily suspended for this event to accommodate one (1) licensed stallholder to facilitate a pop up bar for the event.

TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA (Cont.)**Date and Times of AFZ suspension:**

Saturday 21 March 2026 between 5.30pm and 9.30pm.

Location of suspension:

The Levee Shared Zone between Bulwer and Elgin Street.

In addition to the proposed temporary suspension of the AFZ's, the City Events and Activation team also wishes to temporarily suspend the Alcohol Prohibited Area (APA) for the following event:

Live music event as part of Summer Program at Harold Gregson Reserve

A live music event as part of Maitland's Summer program of events is proposed for Harold Gregson Reserve on Saturday 28 February 2026, between 4.00pm and 9.00pm. The event will feature a range of live music acts, food stalls, activities and more utilising the events lawn and amphitheatre at Harold Gregson Reserve.

It is requested the APA be lifted for this event to allow patrons to bring along small quantities of alcohol (identified in the event conditions of entry) for consumption during event hours.

Date and Times of APA suspension:

Saturday 28 February 2026 between 4.00pm and 9.00pm.

Location:

Events Lawn and Amphitheatre at Harold Gregson Reserve, High Street, Maitland.

CONSULTATION

Council officers have consulted with NSW Police – Port Stephens Hunter Police District regarding the proposed temporary suspension of the Alcohol Free Zones identified in this report.

On Wednesday 27 August 2025, NSW Police advised via email that they hold no objection to the temporary suspension of the Alcohol Free Zones for the proposed events. Additionally confirmation of no objection to the proposed suspension of the Alcohol Prohibited Area has also been received.

CONCLUSION

It is recommended that Council resolves to temporarily suspend the Alcohol Free Zone at the locations, date and times noted within this report.

FINANCIAL IMPLICATIONS

The A Merry Little Christmas and LIVE at The Levee Street Party budgets include proposed income from a number of local and regional wine, beer and spirit producers. Should Council decide not to support the proposal to lift the AFZ, this income would be reduced and alternate income streams would need to be investigated.

TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA (Cont.)

RISK IMPLICATIONS

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
There is a risk that suspending the restriction of alcohol for these events which may lead to increased public intoxication	High	All events have conditions of entry, a security and alcohol management plan and a risk assessment developed to mitigate these risks.	Medium	Within existing resourcing
There is a risk that not lifting the restrictions of alcohol, contrary to previous events of this nature, which may lead to reputational damage and increased illegal drinking at these events	Medium	Council adopt the recommendations within this report	Low	Within existing resourcing
There is a risk that not lifting the restriction could limit the inclusion of local and regional beer, wine and spirit producers to the event, resulting in reduced income and appeal	Medium	Council adopt the recommendations within this report	Low	Within existing resourcing

POLICY IMPLICATIONS

This matter seeks the suspension of an alcohol free zone, which will temporarily lift the conditions outlined in Council's Alcohol Policy for Sportsgrounds, Venues and Reserves.

STATUTORY IMPLICATIONS

The suspension or cancellation of Alcohol Free Zones is permissible under the Local Government Act 1993, Chapter 16 part 4, where the council may, at the request of any person or body or of its own motion, suspend the operation of an alcohol free zone.

City Services

Temporary Suspension of Alcohol Free Zone and Alcohol Prohibited Area

AFZ – A Merry Little Christmas

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 1

TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA (Cont.)



**A MERRY LITTLE CHRISTMAS
ALCOHOL FREE ZONE
14 DECEMBER 2025**

City Services

Temporary Suspension of Alcohol Free Zone and Alcohol Prohibited Area

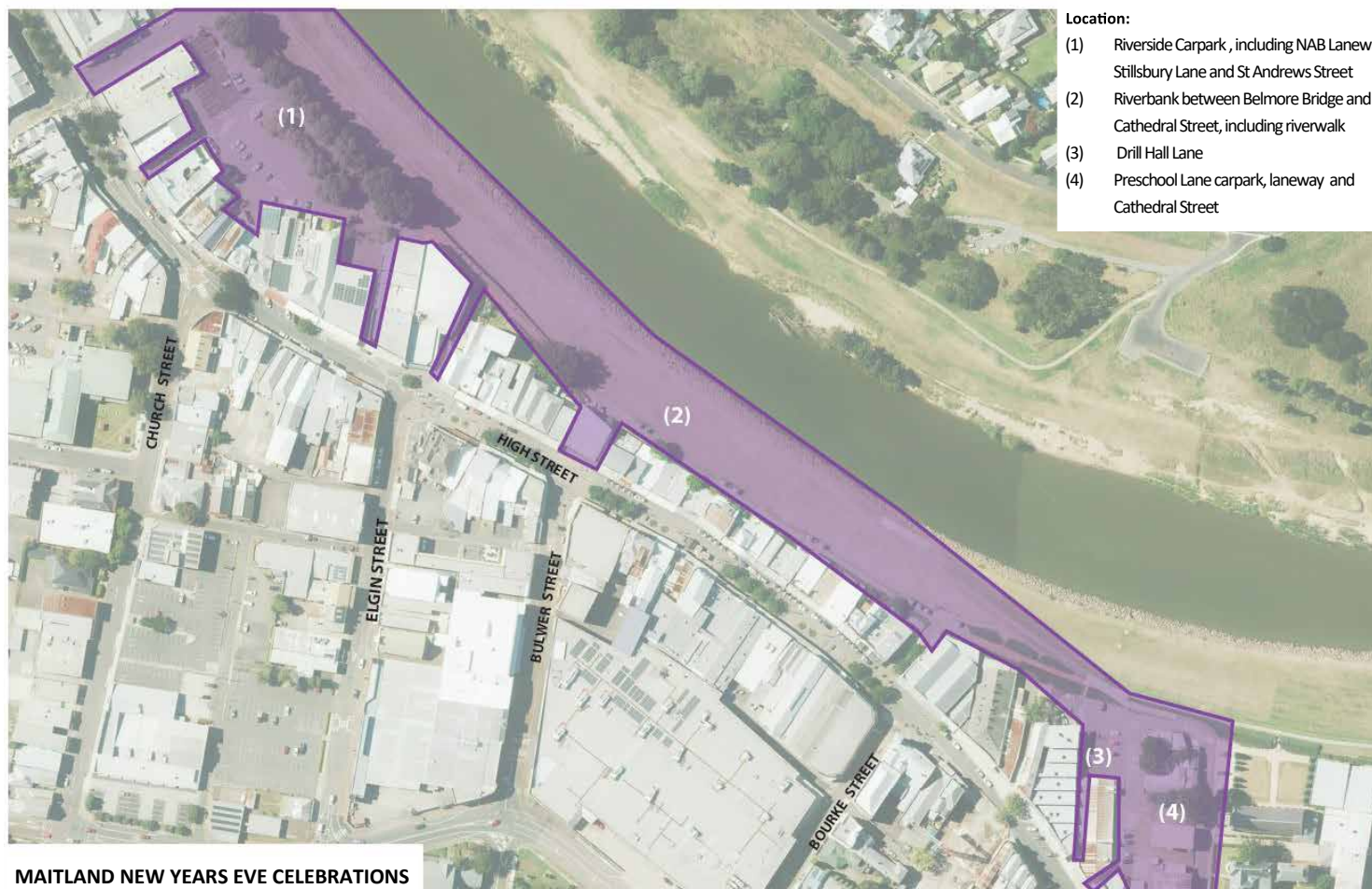
AFZ – New Year's Eve

Meeting Date: 21 October 2025

Attachment No: 2

Number of Pages: 1

TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA (Cont.)



**MAITLAND NEW YEARS EVE CELEBRATIONS
ALCOHOL FREE ZONE
31 DECEMBER 2025**

TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA
(Cont.)

City Services

Temporary Suspension of Alcohol Free Zone and Alcohol Prohibited Area

AFZ – Live at The Levee Street Party

Meeting Date: 21 October 2025

Attachment No: 3

Number of Pages: 1

TEMPORARY SUSPENSION OF ALCOHOL FREE ZONE AND ALCOHOL PROHIBITED AREA (Cont.)



City Services

Temporary Suspension of Alcohol Free Zone and Alcohol Prohibited Area

APA – Live Music Event

Meeting Date: 21 October 2025

Attachment No: 4

Number of Pages: 1

**LIVE MUSIC EVENT AS PART OF
SUMMER PROGRAM
HAROLD GREGSON RESERVE

ALCOHOL PROHIBITED ZONE**



(1) Harold Gregson Events Lawn and Ampitheatre

12.2 Year-Round Grants Program Round Two 2025/2026

FILE NO:	10/5/27
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Acting Director City Services Manager Asset Strategy and Engineering
AUTHOR:	Operations Manager Asset Management Coordinator Community & Recreation Planning Community Development & Programs Officer
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.3.2 Advocacy and partnerships

EXECUTIVE SUMMARY

Council's Year-Round Community Grants Program aims to provide financial support to residents living in the Local Government Area (LGA) who are aspiring to achieve excellence at the highest levels in their chosen sport OR are seeking professional development or small project opportunities in the field of creative arts.

This report presents to Council a recommendation to endorse the funding of seven (7) applications under Council's Year-Round Community Grants Program Round Two (2) 2025/2026.

OFFICER'S RECOMMENDATION

THAT

1. Council approves the allocation of funds for Round Two (2) of the Year-Round Community Grants Program 2025/2026, as recommended in this report for applications numbered one (1) to seven (7) in accordance with Section 356 of the Local Government Act, 1993.
2. Council formally thanks all eight (8) applicants for their submissions and advises them of Council's decision.

REPORT

Maitland City Council's Year-Round Community Grants Program aims to provide financial support to individuals or sporting teams from the Maitland LGA. It aims to help people reach their full potential in national or international sporting events, pursue professional development or undertake small creative arts projects.

Through our Year-Round Community Grants Programs, we aim to:

- Provide applicants with support and encouragement that will help them to develop to their full potential within their chosen field.
- Offer financial assistance to individuals or teams representing the Maitland LGA in sporting endeavours at national or international levels or individuals undertaking professional development opportunities or small project opportunities in their field of creative arts.

YEAR-ROUND GRANTS PROGRAM ROUND TWO 2025/2026 (Cont.)

The Year-Round Grants Program includes one distinct sub program, being the Individual Development Grants Program. This has two distinctive subcategories:

1. **Sports**

This subcategory provides support in recognition for an individual or team achievement in fields of competitive sport. This grant is open to applicants all year and provides funding to assist individuals/teams who have been selected, qualified or are nominated by a recognised peak body to represent and compete at national or international level. The funds are provided to assist with the travel and event related costs of attending sporting championships.

Grant amounts allocated in recognition of representation and participation at a national or international level are as follows:

- \$540 for individuals selected to compete on behalf of NSW at a national competition or equivalent
 - \$900 for individuals selected to compete on behalf of Australia at an international competition or equivalent
 - \$1,200 for individuals competing at the Commonwealth Games
 - \$1,800 for individuals competing at the Olympic Games.
- Teams – 25% of the level of support for each selected individual.*

*If Council identifies that individuals are part of a team, the level of support will be provided at a 25% level for each individual. Team applications will need to be submitted by a coach or equivalent instructor in the relevant field of competitive and recreational sport.

2. **Creative Arts**

This subcategory is designed to support professional development opportunities for artists while also supporting small project initiatives. It aims to assist artists from diverse backgrounds and at all stages of their careers, encompassing a wide range of art forms and practices.

Individuals can apply for up to \$900 per application.

Examples of funding proposals include:

- Support to develop a new exhibition, composition, or other artwork
- Small community projects (for example to initiate classes, groups)
- Creative production costs (e.g. printing, studio use, mastering)
- Small scale projects that do not employ others but have impact, practice development, marketing and distribution initiatives and/or capability development
- Professional development and learning opportunities to support your chosen arts creative or heritage practice.

At the 11 February 2025 Council Meeting, in accordance with Section 377 of the Local Government Act 1993, Council delegated the approval of Individual Development Grants (Sports) stream to the General Manager, effective from the closing of Round 4 (28 February 2025), in instances where assessment by the panel and approval by the elected Council would result in applicants being funded post attendance at their nominated event. This was not required for any applications from Round Two (2) 2025/26.

YEAR-ROUND GRANTS PROGRAM ROUND TWO 2025/2026 (Cont.)

Applications Received

As these grants are Year-Round, applicants can apply at any time throughout the year with rounds closing periodically to allow assessment. Applications received after the closure date of a round will be presented for assessment in the following round. Noting throughout the year there are five (5) closure dates.

Applications for Round Two (2) of the Year-Round Community Grants Program 2025/2026 closed Sunday 31 August 2025. In response to the call for applications, eight (8) applications were received.

Five (5) applications received for Round Two (2) were related to the sports category and three (3) applications were related to the creative arts category.

Council Officers acknowledge the decision from Council at the 25 February 2025 Council meeting regarding increased promotion of the Creative Arts stream to increase awareness and applications. A flyer promoting the Creative Arts stream has been developed and distributed to Council touchpoints, including Library branches and Maitland Regional Art Gallery.

CONSULTATION

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

Council Officers have also been consulting internally with Libraries, Maitland Regional Art Gallery and Place Activation teams to identify additional promotional opportunities for the Creative Arts stream. An Electronic Direct Mail (EDM) has been developed for distribution through these networks. It is anticipated that these additional promotional opportunities will create increased awareness and subsequently increased applications to the Creative Arts stream in the future.

Council Officers have implemented a communications plan for the Creative Arts Stream, with flyers distributed and monthly social media posts scheduled to promote each round, beginning from May 2025. A monthly social media schedule for the Sports stream is in development with the first socials post expected to occur in October 2025.

REVIEW AND ASSESSMENT

In accordance with Council’s Community Grants Program Policy, the assessment of the eight (8) applications for Round Two (2) of the Community Grants Program Year-Round categories was conducted by a Council Officer, with a final review of all applications completed by the Assessment Panel.

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 newly appointed Robert Kerr. The panel is responsible for reviewing and assessing applications submitted through Council’s online grant management platform, SmartyGrants. Council Officers facilitated this process by preparing a summary of all received applications for the Community Grants Assessment Panel’s consideration. There were no conflicts of interest declared by the Councillors or independent community representatives for Round Two (2), and as such, each application was reviewed by all five panel members.

The following table provides a brief description of the seven (7) recommended applicants, the funding amount requested, and the funding amount endorsed by the Community Grants Assessment Panel for Round Two (2) 2025/2026.

YEAR-ROUND GRANTS PROGRAM ROUND TWO 2025/2026 (Cont.)

Individual Development Grant Round Two (2) – Sports							
Assessment Panel Funding Recommendations							
	Applicant Name	Level of Selection	Type of Sport	Competition	Amount Requested	Amount Recommended	Cumulative Total
1.	Annabelle Bridge	National	Cross Country	2025 School Sports Australia Cross Country Championships in Gold Coast, QLD in September 2025	\$540.00	\$540.00	\$540.00
2.	Karen Montgomery	International	Dragon Boating	17th IDBF World Dragon Boat Racing Championships in Brandenburg, Germany in July 2025	\$900.00	\$900.00	\$1,440.00
3.	Lucas Hyslop	National	Cross Country	2025 School Sports Australia Cross Country Championships in Gold Coast, QLD in September 2025	\$540.00	\$540.00	\$1,980.00
4.	Jordan Woolmer	International	Basketball	2025 Deaflympics in Tokyo, Japan in November 2025	\$900.00	\$900.00	\$2,880.00
Individual Development Grant Round Two (2) – Creative Arts							
Assessment Panel Funding Recommendations							
	Applicant Name	Application Category	Project Name and Details		Amount Requested	Amount Recommended	Cumulative Total
5.	Ben Kenning	Visual Arts	"Body without a trunk" art exhibition at The Owens Collective.		\$900.00	\$900.00	\$3,780.00
6.	Melanie Norman	Emerging and experimental arts	Creative Connections: Abstract Landscapes for Community – project supports a free community painting workshop in Lochinvar.		\$450.00	\$450.00	\$4,230.00
7.	Matt Petherbridge	Music	Myrtlesque Recording Project – project includes producing four new professionally recorded songs.		\$900.00	\$900.00	\$5,130.00
Total recommended funding for Individual Development Grant Round Two (2)							\$5,130.00
Total funding delegated by the General Manager for Individual Development Grant Round Two (2)							\$0
Total Expenditure for Individual Development Grant Round Two (2)							\$5,130.00

YEAR-ROUND GRANTS PROGRAM ROUND TWO 2025/2026 (Cont.)

One (1) application did not meet the eligibility and assessment criteria outlined in the Community Grants Program Guidelines, as the request related to attendance at a training/testing camp rather than confirmed participation in an eligible competition. This applicant was presented to the panel to confirm ineligibility and as such, has been excluded from this report. The applicant will be advised that they may reapply in the next funding round, which closes on Friday 31 October 2025, should formal selection for the relevant competition be confirmed.

CONCLUSION

With eight (8) applications received, the Community Grants Assessment Panel are recommending full funding to seven (7) of the submissions. Funded applications will assist in helping applicants reach their full potential in national or international sporting events, or through creative projects and professional development within the creative arts sector. The Assessment Panel funding recommendations total \$5,130.00 as outlined above and are within available budget allocations.

Round Three (3) of the Year-Round Individual Development Grants is now open and will close on 31 October 2025.

24/25 Recipient Outcomes

Council Officers have highlighted some of the outcomes from the 24/25 Individual Development Grant recipients. Note that this list is not comprehensive and does not include all of the grant recipient outcomes, but provides a sample of some of the achievements of the grant recipients.

24/25 Recipient Outcomes				
Applicant Name	Level of Selection	Type of Sport	Competition	Outcome
Jonathan Priestley	International	Football	Singa Cup	Jonathan's team in Group D placed 3 rd . Jonathan has also since been asked to participate in training opportunities with the local A-League Youth Academy.
Jesus T Diamoy	National	Dragon Boating	Australian National Dragonboat Championships 2025	Jesus T Diamoy raced as part of the NSW State Team Senior B Division, placing 1 st in the State V State competition.
Samuel Bryan	National	Ice Hockey	Kurt Defris National Championships 2024	Samuel Bryan played as part of the NSW team which went undefeated and won gold.

YEAR-ROUND GRANTS PROGRAM ROUND TWO 2025/2026 (Cont.)

FINANCIAL IMPLICATIONS

The table below provides an overview of the 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 Grants 3% Discretionary
Estimated Section 356 Community Grants 24/25 Budget rollover	\$50,898.00	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	\$230,898.00	
EXPENDITURE		
Round One (1) Biannual Grants 2025/2026 Expenditure (completed)	\$73,464.71	\$73,464.71 for Community Projects
Round One (1) Year-Round Grants 2025/2026 Expenditure (completed)	\$3,480.00	
Proposed Round Two (2) Year-Round Grants funding recommendations	\$5,130.00	
TOTAL COST	\$82,074.71	
RESULT	\$148,823.29	Remaining 25/26 budget available

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	Within 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	Within existing resources
There is a reputational risk of failing to offer financial support to applicants that may lead to a	Medium	Council endorse the recommended applications for funding,	Low	Within existing resources

YEAR-ROUND GRANTS PROGRAM ROUND TWO 2025/2026 (Cont.)

fractured reputation for Council within the community.		upholding Council's commitment to financially support community initiatives.		
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 are available on Council's website which provides transparency regarding the assessment process, additionally scoring is completed by the panel which subsequently identifies funding.	Low	Within existing resources
There is a financial risk associated with confusion around remaining available budget by the panel, where assessment is completed by the GM which may lead to incorrect funding recommendations being made by the panel.	Medium	Council Officers report to Council, outlining recommendations made by the GM, and resulting budgetary impacts. Council Officers regularly advise the Assessment Panel as to the expenditure and remaining funds available.	Low	Within 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 and Section 377 of the Local Government Act 1993.

12.3 Local Transport Forum Meeting Minutes (September 2025)

FILE NO:	140/5
ATTACHMENTS:	1. Local Transport Forum Final Minutes (September 2025) (Under Separate Cover)
RESPONSIBLE OFFICER:	Acting Director City Services Manager Asset Strategy and Engineering
AUTHOR:	Operations Manager Transport & Infrastructure Engineering Traffic Management Officer
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2.3 Safe and efficient road networks

EXECUTIVE SUMMARY

The minutes of Maitland City Council's Local Transport Forum meeting held on Thursday 4 September 2025 are attached for approval.

OFFICER'S RECOMMENDATION

THAT

1. The Local Transport Forum meeting minutes of 4 September 2025 be approved.

REPORT

The minutes of Maitland City Council's Local Transport Forum (LTF) Meeting held on Thursday 4 September 2025 are attached for approval.

Under Council's Instrument of Delegated Authority, dated 20 May 2025, items 5.1 and 5.2 require Council approval as they restrict the passage of vehicle travel.

CONCLUSION

The minutes for the LTF meeting held on 4 September 2025 are attached for approval.

CONSULTATION

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

LOCAL TRANSPORT FORUM MEETING MINUTES (SEPTEMBER 2025) (Cont.)

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 lead to increased maintenance and resourcing requirements.	High	Anticipated increases are expected to be negligible to minor for inclusion within total assets base.	Low	Use existing resources for ongoing management and maintenance.

FINANCIAL IMPLICATIONS

Council costs associated with providing regulatory signage and line marking are to be incorporated within existing CAPEX or OPEX budget allocations.

POLICY IMPLICATIONS

This report relates to and is consistent with Council's 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 Transport Forum and approval for works is in line with relevant provisions including Section 115 of the Roads Act 1993. There are no statutory implications under the Local Government Act 1993 associated with this matter.

12.4 Service Delivery Partnerships and Collaboration Policy

FILE NO:	35/33/21/4
ATTACHMENTS:	1. Draft Service Delivery Partnerships and Collaboration Policy
RESPONSIBLE OFFICER:	Acting Director City Services
AUTHOR:	Coordinator Major Venues & Facilities
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.1 Quality open space network

EXECUTIVE SUMMARY

The purpose of this new policy is to outline Maitland City Council's approach to building and managing partnerships and collaborative arrangements in respect to the delivery of services that enhance community outcomes.

Council recognises the value of working with external organisations, stakeholders and community groups to deliver services and shared objectives that benefit the Maitland community.

OFFICER'S RECOMMENDATION

THAT

1. Council endorses the new Draft Service Delivery Partnerships and Collaboration Policy (Attachment 1) to be placed on public exhibition for a period of 28 days
2. Should there be no submissions of objection:
 - a. Council adopts the new Service Delivery Partnerships and Collaboration Policy
 - 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

The purpose of this policy is to outline Maitland City Council's approach to building and managing partnerships that support service delivery and improve community outcomes. Council is committed to working cooperatively with stakeholders to achieve meaningful results for the Maitland community.

This commitment is best supported through a coordinated model that encourages shared responsibility. While Council plays a central role in service provision, it is not always necessary to be the direct provider. By working alongside community groups to build capability, Council can enhance both the effectiveness and sustainability of service delivery. To support this approach, Council will focus on:

SERVICE DELIVERY PARTNERSHIPS AND COLLABORATION POLICY (Cont.)

- Effectiveness – achieving the outcomes that best meet community needs
- Efficiency – utilising resources in the most practical and impactful way
- Sustainability – supporting community groups to grow, adapt, and contribute
- Risk Awareness – proactively identifying and managing service delivery risks

Establishing clear agreements with partners will ensure roles and expectations are well defined, fostering trust, accountability, and innovation across all engagement types.

CONCLUSION

Maitland City Council acknowledges the vital role community groups play across the LGA. This policy provides a framework for structured partnerships that support shared service delivery and strengthen community outcomes. Through clear agreements and collaborative effort, Council will continue to deliver services that are responsive, resilient, and aligned with the needs of the community.

FINANCIAL IMPLICATIONS

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

However, there are substantial opportunities and risks of offsetting costs through the successful implementation of this policy with current and future partnerships.

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – within or additional
There is a financial risk of community groups not being able to support community activities at facilities in the Maitland Local Government Area (LGA), that may lead to Council needing to maintain facilities for the provision these activities	High	Adoption of new policy	Low	Within existing resources
There is a reputational risk that Council does not physically have enough facilities to cater for community activities in the Maitland LGA if community groups do not provide these facilities, that may lead to no provision of some facilities in the Maitland LGA	High	Adoption of new policy	Low	Within existing resources
There is a risk that council does not have the resources required to deliver services to the level of community expectation that may lead to sub-optimal levels of service and reputational harm	High	Adopt the policy and implement	Low	Within existing resources

SERVICE DELIVERY PARTNERSHIPS AND COLLABORATION POLICY (Cont.)

POLICY IMPLICATIONS

The adoption of the Service Delivery Partnerships & Collaboration Policy will result in an amendment to Council's Policy Register to reflect the new Policy.

STATUTORY IMPLICATIONS

Delegations provided to the General Manager are in accordance with Section 377 of the Local Government Act 1993.

City Services

Service Delivery Partnerships and Collaboration Policy

Draft Service Delivery Partnerships and Collaboration Policy

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 3

Service Delivery Partnerships and Collaboration Policy

Date Adopted:

Version: 1.0

Policy Objectives

The purpose of this policy is to outline Maitland City Council's approach to building and managing partnerships and collaborative arrangements in respect to the delivery of services that enhance community outcomes. Council recognises the value of working with external organisations, stakeholders and community groups to deliver services and shared objectives that benefit the Maitland community.

Policy Scope

This policy applies to all partnerships and collaborations entered into by Maitland City Council involving the delivery of services. It encompasses partnerships with community organisations, government agencies, private sector stakeholders and non-government organisations.

Objectives

- Ensure effective and efficient delivery of community services and assets.
- Support collaborative approaches to maximise community impact.
- Leverage external expertise and resources to support Council and community priorities.
- Enhance transparency and consistency in managing partnership relationships.
- Assist in supporting service delivery, financial and reputational risks for Council

Ensuring Community Outcomes

Council's primary responsibility is to ensure that community outcomes are delivered in an effective and efficient manner. This does not always mean that Council must be the direct service provider. Council supports and encourages partnerships and collaboration where appropriate to achieve shared goals.

Policy Statement

Maitland City Council is committed to fostering strong, productive partnerships and collaborations with stakeholders that align with Council's strategic priorities. These arrangements are governed by principles of mutual benefit, transparency, accountability, financial sustainability and community focus.

Enhancing Community Outcomes via Structured Partnerships

To strengthen the effectiveness and long-term sustainability of service delivery, it is vital to establish clear partnerships and collaborations across all engagement types. These partnerships should include documented agreements that outline roles, responsibilities, and shared expectations. This clarity promotes accountability, supports consistent service standards, and fosters a mutual understanding of objectives and deliverables.

SERVICE DELIVERY PARTNERSHIPS AND COLLABORATION POLICY (Cont.)

Guiding Principles

- Ensure great outcomes for our community (Effectiveness).
- Manage longer term service delivery risks (Efficiency).
- Build trust and accountability with partners.
- Foster innovation through collaboration.

Benefits to Council and Community

- Significant cost savings to Council through shared delivery models.
- Improved community access to services and infrastructure.
- Stronger community ownership and sustainability.
- Enhance reputation of the City and Council

Delegation

The Council delegates authority to the General Manager via Section 377 of the Local Government Act to negotiate and implement partnerships that are consistent with this policy, and which can be resourced within the approved annual budget.

The General Manager provides a summary of agreed partnerships as part of the Annual Report.

Policy Definitions

Partnership	A collaborative arrangement between Council and external parties to achieve shared community outcomes.
Collaboration	Working together with stakeholders or groups to achieve common goals and enhance service delivery.
Formal Partnership	A documented agreement that outlines roles and responsibilities of all parties involved.
Strategic Partnership	A long-term partnership focused on delivering objectives aligned with Council's strategic goals.
Financial Partnership	An arrangement involving co-investment or cost-sharing to support service delivery or infrastructure projects.
Community Collaboration	Ongoing cooperation with community groups or schools for shared events or initiatives.
Mutual Benefit	Ensuring all parties in a partnership gain value or advantage through the arrangement.
Transparency	Operating with openness and clear communication in partnership dealings.
Accountability	Responsibility of all parties to deliver on agreed outcomes and report on performance.
Community Outcomes	Positive social, economic or environmental benefits experienced by the Maitland community as a result of partnerships.

SERVICE DELIVERY PARTNERSHIPS AND COLLABORATION POLICY (Cont.)

Policy Administration

Business Group:	City Services
Responsible officer:	Director City Services
Council reference:	
Policy review date:	Three (3) years from date of adoption
File number:	
Relevant legislation	Local Government Act 1993 (NSW) Local Government (General) Regulation 2005 (NSW) Government Information (Public Access) Act 2009 Privacy and Personal Information Act 1998 (NSW) State Records Act 1998 (NSW)
Related documents	Code of Conduct - Records Management Policy - Councils Asset Management Plan. - Capital Works Program - Relevant Plans of Management or Concept Plans

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0		

12.5 New Years Eve Traffic Congestion Investigation

FILE NO:	35/1
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Acting Director City Services Manager Asset Strategy and Engineering
AUTHOR:	Operations Manager Transport & Infrastructure Engineering Acting Manager Community & Recreation
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2.1 Efficient and sustainable movement
Previous Items:	9.1 – New Years Eve Traffic – Ordinary Council – 28 Jan 2025 5:30 PM

EXECUTIVE SUMMARY

Following the 2024/25 New Years Eve fireworks traffic congestion, Council officers have reviewed options to help alleviate the traffic congestion. Council officers recommend opening a section of High Street for west bound traffic with an increased kiss and drop zone and additional disabled parking in St Andrews Street to be provided.

The use of the Garnham Grounds as a carpark is not considered functionable and the use of shuttle buses are not recommended as the buses will be caught in the same traffic congestion. An increased educational and communication plan is proposed to help inform attendees of favourable parking locations.

OFFICER'S RECOMMENDATION

THAT

- 1. The recommendations contained within this report be implemented as part of the 2025/26 NYE Fireworks event.**

BACKGROUND

Following the 2024/2025 Central Maitland New Years Eve (NYE) Fireworks, a Mayoral Minute was presented to Council on 28 January 2025 that resolved that:

1. Council's Local Traffic Committee investigate options to mitigate traffic congestion after the NYE fireworks, including manual traffic management, and road closures.
2. Council also consider the merits of satellite parking at Garnham Grounds (and/or other appropriate locations) with shuttle bus.
3. Council staff report back to Council with recommendations regarding the above matters in sufficient time to allow for implementation for the 2025 event.

The purpose of this report is to address the issue of traffic congestion after the Central Maitland NYE fireworks event.

NEW YEARS EVE TRAFFIC CONGESTION INVESTIGATION (Cont.)

RESPONSE

City Services officers including those involved with traffic and event management, have undertaken a review of previous Central Maitland NYE events and explored options for potential adjustments and improvements to event and traffic management. This has included an assessment of the merits of operating a shuttle bus service and utilising the Garnham Grounds for satellite parking.

The following aspects of the event contribute to parking and traffic management of the event.

Traffic Control

An overview of event areas, road closures and temporary traffic routes associated with the 2024/2025 NYE event is shown below.



A review of the previous traffic guidance schemes associated with the NYE fireworks was undertaken. A range of potential traffic management options were investigated including:

- Additional full or one-way only road closures to facilitate pedestrian movement and streamline traffic flow including Church Street, Bulwer Street and Bourke Street to limit the choice of potential routes available for access/egress.

NEW YEARS EVE TRAFFIC CONGESTION INVESTIGATION (Cont.)

- Note: this theory operates in a similar way to the blockage of overtaking lanes on the Pacific Highway during peak holiday periods. Whilst overall traffic flow may continue to be constrained, the elimination of choices streamlines traffic flow along pre-determined routes.
- Partial re-opening of roads such as High Street (west bound between Church Street and Belmore Road) to reduce the volume of traffic heading south on Elgin Street that may be seeking to head west rather than travelling south or east out of the city.
- Review of turn lane closures for traffic flow including restricting right hand turning movements out of the double storey K-mart car park onto Ken Tubman Drive and at Bulwer Street.
- Working with Transport for NSW to temporarily modify signal phasing to grant priority for movement out of the city at the High Street and Belmore Road intersection.
- Improved communications about available parking areas and recommendations for parking locations based on patrons desired arrival/departure direction.

Some of the above options were ruled out as not being beneficial to event or transport management because they were either too restrictive or are outside Councils control. It was noted that the application of significant changes, if not clearly communicated, could add further confusion where participants have become accustomed over time to the event and associated road closures.

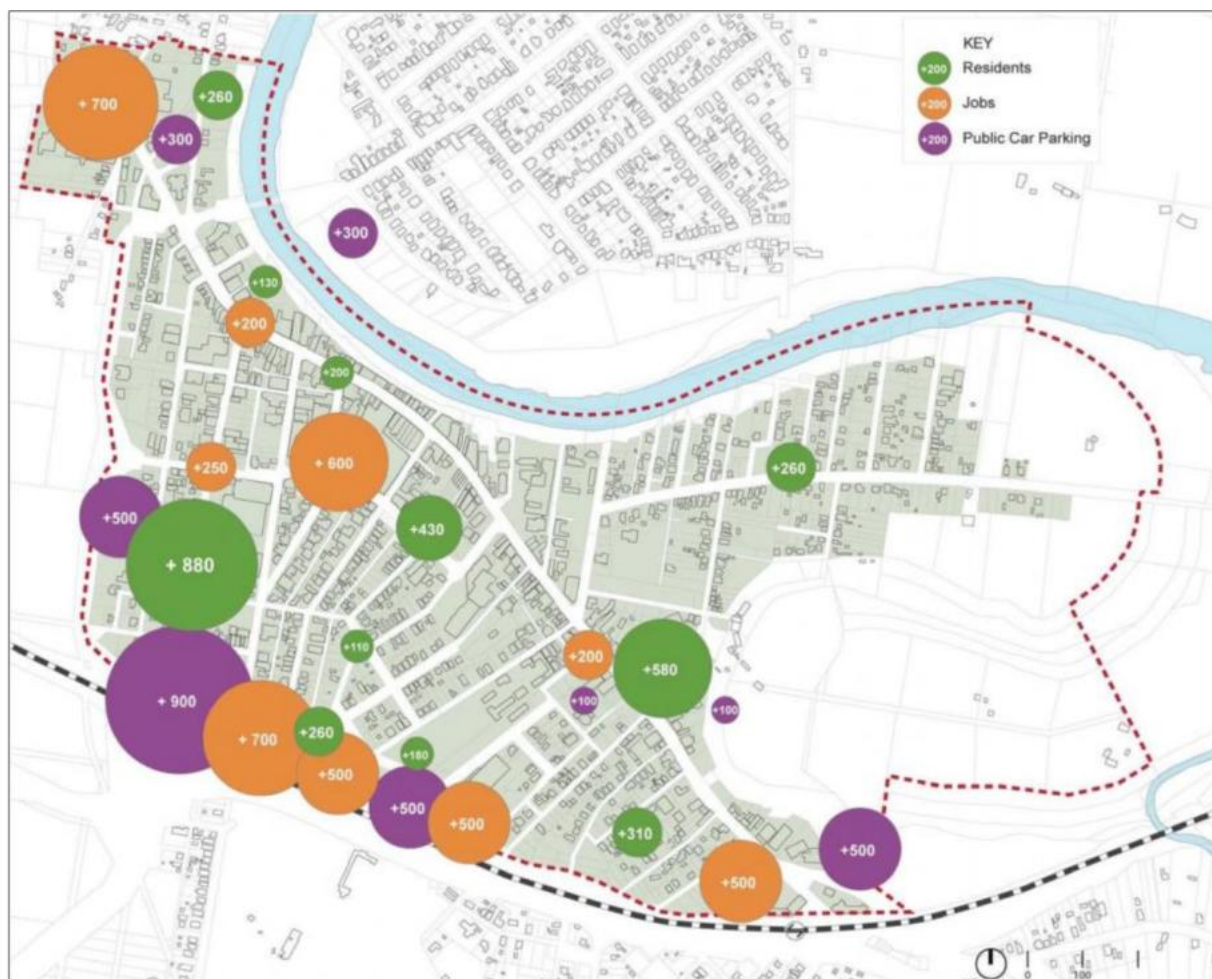
As an outcome of the traffic management review, Council officers recommended that:

- Modifications be made to the traffic guidance scheme for the event to re-open the westbound lane only of High Street between Church Street and Belmore Road to help facilitate westbound traffic movements and reduce traffic volumes being directed down Elgin Street. Delineation of pedestrian and vehicles will be noted on the Traffic Guidance Schemes as half the road will be open and half of the road will be closed.
- All other temporary road closures and temporary traffic management measures per previous traffic control plans be maintained.
- Information is communicated through Councils platforms about available parking areas including recommendations of specific parking areas based upon anticipated arrival and departure destinations.
- During the 2025/2026 event, council officers undertake monitoring of the implemented traffic guidance scheme and other identified areas of traffic congestion to assess the suitability of the scheme and the need for further changes as part of future event operations.

Parking availability

It is considered that the issues around traffic and congestion are not related to the ability to find a suitable car parking spot. The Central Maitland Parking Study identified approximately 4,500 on and off-street car parking spaces. Further parking options also exist beyond the CBD area including in close proximity at Lorn and Maitland Park.

NEW YEARS EVE TRAFFIC CONGESTION INVESTIGATION (Cont.)



Source: Central Maitland Structure Plan (City Plan Urban Design and URAP/TTW for Maitland City Council, 2009)

The NYE fireworks are estimated to attract between 10,000 to 15,000 people. As a family event it is reasonable to assume that on average, vehicles entering the city to participate in the event may have 2 – 3 occupants per vehicle.

It is considered that ample parking opportunity exists within close proximity to the event, being within a 15 minute walk of The Levee.

A temporary drop-off area located on Church Street near High Street has also been part of previous traffic management arrangements to allow patrons to deposit family members and belongings prior to the event. With the proposed re-opening of High Street westbound between Church Street and Belmore Road, an additional drop off area in this segment of High Street will be trialed this year.

Council officers reviewed potentially modifying the access arrangements to the United Church car park on Ken Tubman Drive for the NYE event. An additional access cannot be accommodated as there is not a second driveway layback to use.

NEW YEARS EVE TRAFFIC CONGESTION INVESTIGATION (Cont.)**Garnham Grounds**

Whilst the Garnham grounds have suitable space for parking, it presents other transport challenges. The pedestrian routes are not formalised to enter and exit the grounds and vehicles exiting the Garnham grounds must turn left, directing vehicles back into the centre of Maitland to the Church Street and Railway Street / Allan Walsh Drive roundabout. The activation of the Garnham Grounds would require additional costs to implement traffic management to control vehicle and pedestrian movements particularly across Church Street. A Road Occupancy License (ROL) would also be required because of the proximity to the New England Highway. A three (3) man traffic control crew for a period of six (6) hours would cost approximately \$1,100. Implementation of traffic control would also be expected to have a detrimental impact on traffic congestion at a key entry/exit point to the city.

The use of the Garnham Grounds is not recommended by Council officers for satellite parking.

Shuttle Bus

The feasibility of a shuttle bus service between the Garnham Grounds or any other satellite parking facility and High Street was reviewed and considered unviable. Council officers undertook a scenario assessment, noting the following:

- A shuttle bus has been estimated to take 10-15 minutes of travel time without congestion to complete a circuit dependent on times associated with pick up and set down of passengers.
- An able-bodied pedestrian would take approximately 15 minutes to walk from the Garnham Grounds to High Street.
- A charter bus can safely seat 65. Even assuming only 5% of a crowd of 15,000 patrons utilise the service (750 people), this would require twelve (12) buses to disperse patrons. Realistically, it is more likely that the use of six (6) buses would be engaged to complete the circuit. This would double or triple the time required to shuttle all patrons between areas.
- Coach hire costs are estimated at up to \$250 per hour. Including transit times to and from Maitland an assumed period of six (6) hours (5:00pm to 11:00pm) is adopted. For 6 buses this cost would be in the range of \$9,000.
- Patrons may utilise a bus service where it is frequently available and uncrowded, such as upon arrival to the event. However, on completion of the event, it is expected that demand would be high thereby requiring patrons to wait for an available bus/seat. Given the timeframe between bus cycles, estimated to be between 30 and 40 minutes, and the time it would take to walk, many people may choose to walk to arrive quicker to their parked car location.
- There is no ability to separate the buses from the general traffic via dedicated bus lanes. With the volume of traffic saturation on the roads at the peak after the fireworks, the buses will be caught in the same traffic, impacting on the circuit travel times. Furthermore, any savings of approximately 250 cars (from the 750 people being on the buses) being off the road would have minimal impacts on reducing the saturation on the roads at the peak.

The use of a shuttle bus service for the Garnham grounds or any other parking location is not recommended by Council Officers, as the shuttle buses would be caught up in the same traffic congestion and it would be notably quicker for people to walk to any of the satellite parking facilities.

NEW YEARS EVE TRAFFIC CONGESTION INVESTIGATION (Cont.)**Additional Public Bus Services**

The potential ability to promote the use of public transport and remove the number of private vehicles caught in traffic congestion is acknowledged. Following the Councilor Briefing in early September, Council officers have reached out to the local bus provider CDC Buses to enquire about the potential for scheduling additional public bus services on during the critical period of 5pm to 10pm on NYE. CDC Bus representatives have been supportive and formalised a request to Transport for NSW for their consideration. At the time of reporting, this option continues to be investigated for potential implementation subject to TfNSW approval.

Additional Temporary Disabled Parking

A section of the St Andrews Street carpark will be changed to disabled parking for the 25/26 NYE event to accommodate additional demand.

Education

Throughout the review, the strategic importance of promoting the event and educating the community on event operations was quickly recognised. Without the dissemination of information, patrons cannot make informed choices about attending the event. This includes decisions about whether to access public transport to get to and from the event or the identification of parking locations that may help reduce congestion by given a nominated arrival/departure location. (i.e. utilising parking spaces to the west of Central Maitland for those seeking to travel towards Lochinvar and the use of parking sites to the east for those returning towards Thornton).

It is recommended that a communication plan be developed and information communicated through Councils communication platforms about available parking areas including recommendations of specific parking areas based upon anticipated arrival and departure destinations.

Program Extension

In addition to the above proposed changes, a trial of extending stage program and stall trading hours until 9.30pm, following the fireworks display, will also be conducted in 2025. The aim of this trial is to space out the departure time of some attendees, which may also alleviate some of the traffic congestion immediately after the fireworks display.

CONCLUSION

Council officers have undertaken a review of previous Central Maitland NYE events and explored options for potential adjustments and improvements to event and traffic management. As a result it is recommended that the following actions be implemented as part of the 2025/26 NYE Fireworks event.

- The Garnham Grounds are not used for satellite parking.
- A shuttle bus service between the event and satellite parking areas is not implemented.
- Council continues to advocate through local bus providers for the incorporation of additional public transport services during the critical period of 5pm to 10pm on New Years Eve.
- Modifications be made to the traffic guidance scheme for the event to re-open the westbound lane only of High Street between Church Street and Belmore Road to help facilitate west bound traffic movements and reduce traffic volumes being directed

NEW YEARS EVE TRAFFIC CONGESTION INVESTIGATION (Cont.)

down Elgin Street. Delineation of pedestrian and vehicles will be noted on the Traffic Guidance Schemes.

- All other temporary road closures and temporary traffic management measures as per previous NYE traffic guidance scheme be maintained.
- An additional-drop off area be located westbound in High Street between Church Street and Belmore Road.
- Additional temporary disabled parking be implemented in the St Andrews Street carpark.
- A communication plan is developed and information is communicated through Councils communication platforms about available parking areas including recommendations of specific parking areas based upon anticipated arrival and departure destinations.
- A trial of extending stage program and stall trading hours until 9.30pm, following the fireworks display, be conducted.
- During the 2025/2026 event, undertake monitoring of the implemented traffic guidance scheme and other identified areas of traffic congestion to assess the suitability of the scheme and the need for further changes as part of future event operations.

CONSULTATION

City Services officers, including traffic and events representatives, have worked together to review the operation of previous events and investigate potential options to improve the operation of event including the movement of pedestrians and road users before, during and after the event.

As part of event organisation Council officers liaise with external stakeholders including NSW Police, Transport for NSW, CDC Buses and the local State Member of Parliament through reporting/notification of the event to Local Transport Forum (previously Local Traffic Committee). Minutes of the Local Transport Forum meeting where the NYE fireworks event is presented will be reported to Council for information.

Council's Executive Leadership team and Councilors have been briefed on the investigation and proposed actions for implementation as part of future NYE Fireworks events.

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing
There is a risk of increased adverse impacts associated with the implementation of traffic management, that may lead to increased delays associated with exiting from the event area.	High	Adopt the recommendation Continue to monitor for future events.	Low	Within available resources
There is a risk of changes to this year's traffic management of the event that may result in no visible improvement to traffic congestion, that may community complaints and reputational damage.	High	Adopt the recommendation	Low	Within available resources

NEW YEARS EVE TRAFFIC CONGESTION INVESTIGATION (Cont.)

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing
There is a risk of patrons leaving with a negative impression of the event due to traffic congestion, that may lead to a reputational risk to Council's ability to host regionally significant events.	High	Adopt the recommendation	Med	Within available resources
There is a risk of additional costs associated with the implementation of additional traffic management (including a shuttle bus service), that may lead to increased event costs despite such costs having only a negligible impact on the operation of the event.	Med	Adopt the recommendation	Low	Within available resources
There is a risk of a shuttle bus service not meeting community demand or expectations (LOS) that may lead to strong community complaints and reputational damage.	Med	Adopt the recommendation	Low	Within available resources
There is a risk of changes to the traffic management from the previous year that may lead to a greater risk of pedestrian and vehicle interactions.	High	Adopt the recommendation	Low	With additional Traffic control resources.

FINANCIAL IMPLICATIONS

As per the recommendation above, any additional traffic control costs would be required to be absorbed into the existing event budget. This matter has no direct financial impact upon Council's adopted budget or forward estimates.

POLICY IMPLICATIONS

The evaluation process and recommendations relate to and are consistent with the following policies:

- Risk Management Policy
- Mobile Food in Public Places Policy
- Alcohol Policy
- Activities on Public Roads.

STATUTORY IMPLICATIONS

The evaluation process and recommendations relate to and are consistent with the following legislative matters:

- Road Transport Act 2013 and Roads Act 1993
- Liquor Act 2007 and Liquor Regulation 2018.

13 Customer and Digital Services

Nil

14 People and Performance

14.1 Child Protection Policy

FILE NO:	130/89
ATTACHMENTS:	1. DRAFT Child Protection Policy 2025 2. Child Protection Policy 2020
RESPONSIBLE OFFICER:	Executive Manager People and Performance
AUTHOR:	Manager Human Resources
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.2.3 Development and growth of our people

EXECUTIVE SUMMARY

The Child Protection Policy is due for review, and this report presents a revised draft Policy for adoption.

OFFICER'S RECOMMENDATION

THAT

1. Council endorses the revised Child Protection Policy (Attachment 1) to be placed on public exhibition for a period of 28 days.
2. Should there be no submissions of objection;
 - a. Council adopts the Child Protection Policy.
 - 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

The Child Protection Policy (Attachment 2) was last presented to Council on 24 November 2020. Upon review of the current policy, it was noted that some of the information and references were out of date.

The following information has been updated:-

- The term 'worker/s' has been updated to 'employee/s' to align to the language of the *Children's Guardian Act 2019*
- The naming conventions have been updated to reflect organisational structure changes
 - In item 2 of the draft Policy, the wording has been removed in relation to the old NSW Child Safe Standards and National Principles for Child Safe Organisations and updated to reflect the NSW Office of the Children's Guardian (the OCG) Child Safe Scheme requirements and references the Child Safe Standards under the *Children's Guardian Act 2019*.
- A definition of OCG – Office of the Children's Guardian has been added

CHILD PROTECTION POLICY (Cont.)

As part of our new internal involvement initiative, this policy has been on internal exhibition with staff for feedback and was also taken to our organisational consultative committee. No feedback was received from staff on the suggested changes to the policy.

The balance of the policy document remains unchanged and is aligned to current legislative requirements.

CONCLUSION

It is recommended that Council adopt the revised Child Protection Policy.

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.

People and Performance

Child Protection Policy

DRAFT Child Protection Policy 2025

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 9

Child Protection Policy

Date Adopted: October 2025

Version: 6

Policy Objectives

The overall objective of this Policy is to ensure compliance with child protection legislation and to protect children and young people in the workplace.

The objectives of this Policy include:

- To demonstrate Council's commitment to complying with the NSW Office of the Children's Guardian Child Safe Scheme and the Child Safe Standards provided by the *Children's Guardian Act 2019*.
- Ensuring Council is compliant with legislation mandatory reporting, attraction and engagement of staff and responding to allegations against staff involving children and young people.
- To promote the health, safety, welfare and wellbeing of children and young people in council activities as well as the Maitland community
- To ensure that Council provides a safe environment for children and young people whilst on Council premises and utilising Council services.
- To ensure all employees engaged with Council in a child-related role have a valid Working with Children Check (WWCC) clearance number.
- To ensure employees are aware of their obligations in relation to the various child protection legislation and Council's policy.
- To ensure Council promptly implements procedures which are confidential and transparent when investigating and responding to allegations of "reportable conduct" as defined under the Children's Guardian Act 2019.

All employees at Council should be aware of and sensitive to children with culturally diverse or indigenous backgrounds and their cultural practices without deviating from this policy; in line with the Anti-Discrimination Act 1977 and the principles of Council's Equity, Diversity, Inclusion and Belonging Policy.

Policy Scope

This policy applies to all employees engaged by Council (in any paid or unpaid capacity).

Any reference to 'employee' for the purpose of this policy includes employees, councilors, contractors or sub-contractors, work experience participants, labour hire, volunteers and student placements who are in a child-related role. Child-related roles are to be in accordance with legislation and regulatory requirements.

Policy Statement

This policy demonstrates Council's commitment to the safety and wellbeing of children and young people. Council is committed to fulfilling its duty of care by endeavoring to ensure that all employees act in the best interests of a child and take all reasonable steps to ensure a child's safety.

CHILD PROTECTION POLICY (Cont.)

Council will ensure all employees engaged in a child-related role have a valid WWCC clearance number as per the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013.

1. Responsibilities

Head of Entity

Council is considered a relevant entity and reporting body as per the Reportable Conduct Scheme and under the Children's Guardian Act 2019 must have a "head of a relevant entity". For the purpose of this policy Council's Head of Entity is the General Manager. The Head of Entity is required to notify the Children's Guardian of reportable allegations and convictions against employees. Responsibilities include:

- Ensuring the entity's compliance with legislative obligations under the Reportable Conduct Scheme.
- Ensuring the entity has systems, policies and processes in place to adhere to the Children's Guardian Act 2019.
- Should Council become aware of a reportable allegation or a reportable conviction, the Head of Entity must follow the below steps:
 - Notify the Office of the Children's Guardian within seven business days
 - Conduct an investigation into the allegations.
 - Provide information about the allegation, the progress of the investigation and the finding and action taken to the alleged victim and their parent/carer unless the General Manager considers that it is not in the public interest to do so
 - By 30 calendar days after the Head of Entity becomes aware of the reportable allegation, provide either a finalised entity report or an update (an interim report, reasons the investigation has not been completed and an estimated timeframe for completion)
 - Make a finding of reportable conduct if satisfied, on the balance of probabilities
 - Provide information to the Children's Guardian, which may include information about a reportable allegation, the relevant entity's response to a reportable allegation, and systems for preventing and responding to reportable allegations
 - Ensure an appropriate level of confidentiality of information relating to reportable allegations and only disclose information about the allegations in circumstances permitted by the Act or other legislation

Managers and Supervisors

Managers and Supervisors are responsible for:

- Treating all complaints seriously, equitably and confidentially, taking immediate action to investigate and resolve allegations
- Notifying the Head of Entity and Executive Manager People and Performance of any reportable allegation
- Determining child-related roles within the organisation and for the ongoing management of the process, supported by the People and Performance team.
- Notifying the People and Performance team prior to the engagement of any non-Council employee involved in child-related work so the appropriate verification check and training can be undertaken.

CHILD PROTECTION POLICY (Cont.)

People and Performance

The People and Performance department are responsible for:

- Verifying WWCC
- Recording of all WWCC documentation including expiry date
- Supporting Managers to determine child-related roles within the organisation and for the ongoing management of the process.

Employees

Employees are responsible for:

- Acting in accordance with the Children's Guardian Act 2019
- If working within a child related role the worker must apply and submit clearance to People and Performance or person who engaged them in work for verification or renewal purposes.
- Adhering to Council's Child Protection Policy
- Adhering to the Council's Code of Conduct when engaged in child related work
- Immediately notifying People and Performance if any reportable allegation or conviction of which they become aware.
- Report any concerns about the safety or welfare of a child or young person immediately.

2. Commitment to child safety and wellbeing**Child Safe Scheme**

Council is committed to complying with the NSW Office of the Children's Guardian (the **OCG**) Child Safe Scheme developed in response to the Royal Commission into Institutional Response to Child Sexual Abuse. The Scheme provides a legislative framework to support NSW organisations to implement and monitor their compliance of the Child Safe Standards under the *Children's Guardian Act 2019*.

The Child Safe Standards are aligned to the National Principles for Child Safe Organisations. Council have put into practice several measures to ensure we are providing a safe environment for children and young people. This includes the processes related to policy adherence, risk, recruitment, communications and Council response to issues and complaints.

This policy reflects Council's commitment to applying the Child Safe Standards as outlined below:

- Child safety is embedded in institutional leadership, governance & culture
- Children participate in decisions affecting them and are taken seriously
- Families and communities are informed and involved
- Equity is upheld and diverse needs are considered
- People working with children are suitable and supported
- Processes to respond to complaints of child sexual abuse are child focused.
- Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- Physical and online environments minimise the opportunity for abuse to occur.
- Implementation of the Child Safe Standards is continuously reviewed and improved.

CHILD PROTECTION POLICY (Cont.)

- Policies and procedures document how the institution is child safe.

Implementation of this policy will be overseen by the People and Performance department and coordinated by representatives across Community and Recreation, Library, Art Gallery, Environment & Sustainability, and any other departments within Council where child-related work may be arise.

3. Recruitment and training

Council will undertake a robust recruitment process, including role advertisement, pre-interview screening, reference checks and effective interviewing to assist in the recruitment of suitable employees. All employees who are engaged in child-related work are required to undertake a WWCC as issued by the OCG. This is to be renewed every 5 years.

Council is committed to ensuring that all employees engaged in child-related work are equipped with the knowledge, skills and awareness to keep children safe and will provide targeted training and support for individuals in those roles.

All employees engaged in child-related work will be required to sign off that they have read, understood and will abide by the child protection policy and code of conduct.

4. Complaints Management

Complaints and allegations concerning the welfare, wellbeing and safety of children against Council employees will be managed according to Council's Complaint Management Policy.

All complaints should be reported immediately, this includes:

- Disclosure of abuse
- Inappropriate behaviour around children
- Suspicion of abuse or harm to a child

All complaints must be reported either verbally or written as per Council's Complaint Management Policy. Any worker can also make a complaint to the Manager Human Resources or their Manager.

5. Reporting Obligations

Where there are concerns that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, staff who are 'mandatory reporters' are required to report this to Department of Communities and Justice (DCJ) by phoning the helpline on 132 111. Mandatory reporters should use the Mandatory Reporters Guide (MRG) (<https://reporter.childstory.nsw.gov.au/s/>) to help decide whether a child is suspected to be at risk of significant harm. The MRG covers eight key areas to help you understand if a report should be made and they include:

- Physical Abuse
- Neglect – Supervision; Environment; Food; Hygiene; Medical Care; Mental Health Care; Education – Not Enrolled
- Sexual Abuse – Child; Young Person; Problematic Sexual Behaviour Toward Others
- Psychological Harm
- Danger to Self or Others
- Relinquishing Care
- Carer Concern – Substance abuse; Mental Health; Domestic Violence
- Unborn Child

Employees who are not mandatory reporters, as well as members of the community, can also report the

CHILD PROTECTION POLICY (Cont.)

suspected risk of significant harm to the DCJ helpline.

As a reporting body Council has obligations to report findings of sexual misconduct and serious physical assault involving children by a child-related worker to the Office of Children's guardian.

Under the Child Protection (Working With Children) Act 2012, Council must investigate allegations of such conduct to make an informed finding as to whether or not the conduct occurred.

To determine whether or not the conduct meets the criteria, Council must consider the nature of the conduct itself and the context in which it occurred.

If the investigation results in a finding that sexual misconduct or serious physical assault occurred, Council must report this finding to the Office of the Children's Guardian.

6. Risk Management

Council will ensure that child safety is a part of the overall risk management approach. A risk assessment will be undertaken in facilities that have child related services and Council events.

Steps that must be taken to complete council's Risk Assessment for child related services are:

1. An activity will be identified
2. Hazards associated with that activity will then be recorded.
3. A risk score for the hazards identified from the risk score matrix should be determined and recorded.
4. Determine appropriate risk controls as reasonably practical for hazards identified and recorded
5. Finally determine the risk score after controls have been implemented for the hazards in which have been identified.

7. Documentation and record keeping

The People and Performance department will maintain records of WWCC, acknowledgement of the employees understanding of their child protection and training undertaken. Records will be electronic and be made available if requested for audit and monitoring purposes.

All documentation and/or records of a confidential nature relating to allegations against employees will always be kept private and confidential within the People and Performance team.

8. Barred Status

Should the check or continuous monitoring result in a barred status the worker, if currently working in a child-related role, will be removed from that role. Should the worker be an employee of Council then the matter will be referred to the General Manager for determination; which depending on the circumstances may also result in termination of employment. This will be managed in accordance with Council's Performance Improvement and Management Protocol.

9. Support Available

Council provides an Employee Assistance Program (EAP) which is available to employees who have had allegations made against them and employees who have been involved in the investigative process, including those who have been involved in reporting the matter to the Head of Entity. The EAP service is also available to employees and their families who may be experiencing personal difficulties including child abuse and/or allegations. The EAP is a free confidential and independent counselling service.

CHILD PROTECTION POLICY (Cont.)

Policy Definitions

WORD	DEFINITION
Abuse	A term used to refer to different types of harm or maltreatment. In this document it refers to types of harm or maltreatment that children and young people experience, including; physical harm, sexual assault, exposure to domestic violence, psychological harm and prenatal risks.
Allegation	A reportable allegation is an allegation that an employee has engaged in conduct that may be reportable.
Child	Any persons under the age of 18 years.
Child-related Work	Work that involves direct contact (physical contact or Face to Face) by a worker with a child or children and that contact is a usual part of and more than incidental to the work, or work in a stipulated, child-related role.
Conviction	A reportable conviction means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.
Child-Safe Organisation	An organisation in which child safety is embedded in planning, policy and practices and where the voices of children and young people are valued and actioned.
DCJ	Department of Communities and Justice.
Investigation	Conduct investigations to determine whether there is a risk of (significant) harm to a child or young person.
Mandatory Reporters	People who deliver services, wholly or partly, to children as part of their paid or professional work. This is regulated by the Children and Young Persons (Care and Protection) Act 1998. This includes, but not limited to, professionals working in health care; welfare; education; children's services; residential services and law enforcement.
MRG	Mandatory Reporter Guide. The MRG is a decision-making tool to assist Mandatory Reporters to help determine how the suspected risk of significant harm of a child or young person is reported.

CHILD PROTECTION POLICY (Cont.)

Neglect	A term used to refer to a pattern characterised when a parent or caregiver cannot regularly provide a child or young person the basic requirements for his or her growth and development such as food, clothing, shelter, medical and dental care, adequate supervision and adequate parenting and care.
OCG	Office of the Children's Guardian
Risk of Significant Harm	Concern/s about a child or young person that are sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. It is something that is not minor or trivial and that may be reasonably expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing. In Addition, it can result from a single act or omission or an accumulation of these. Risk of significant harm is the NSW threshold to report child protection concerns to DCJ via the Child Protection helpline.
Reportable Conduct Scheme	The reportable conduct scheme monitors how organisations (relevant entities) investigate and report on types of conduct made against their employees, volunteers or certain contractors who provide service to children. When the head of a relevant entity becomes aware of a reportable allegation or a reportable conviction, the head of that entity must notify the Children's Guardian within seven (7) business days and conduct an investigation into the allegations.
WWCC	Working with Children Check. The WWCC is a requirement for any non-exempt person who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five years, or a bar against working with children.
Young Person	A young person can be defined in a variety of ways depending on the context. For the purpose of this policy a young person is a person who is over the age of 16 years but under the age of 18 years.

CHILD PROTECTION POLICY (Cont.)

Policy Administration

BUSINESS GROUP:	People and Performance
RESPONSIBLE OFFICER:	Executive Manager People and Performance
COUNCIL REFERENCE:	Ordinary Council Meeting 21 October 2025 – Item
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	130/1
RELEVANT LEGISLATION:	Child Protection (Working with Children) Act 2012 (NSW) Child Protection (Working with Children) Regulation 2013 (NSW) Local Government (State) Award 2020 Children’s Guardian Act 2019 Children and Young Persons (Care and Protection) Act 1998 Civil Liability Act 2002 – No 22 Crimes Act 1900 – No 40
RELATED POLICIES / PROTOCOLS / PROCEDURES	Attraction and Engagement Protocol Code of Conduct Risk Assessment Template EEO Harassment & Bullying Grievance Protocol Equity, Diversity & Respect Policy Complaint Policy Performance Improvement and Management Protocol

CHILD PROTECTION POLICY (Cont.)

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1	12/4/2005	Child Protection Policy
2	14/8/2012	Update of legislation
3	13/8/2013	Update policy statement, objective, scope, legislation and relevant policies Addition responsibilities Addition barred status of existing employees
4	23/08/2016	Update objectives, scope, addition of designated government agency information, addition to responsibilities, addition of policy definitions, change of group title from People and Performance to Human Resources
5	24/11/2020	Review and update of policy in line with the updated legislation under Children's Guardian Act 2019.
5.1	13/02/2025	Updated to new branding and alignment to organisation structure. No change to content.
6	10/2025	Updated policy objectives and 'Section 2' regarding to reflect legislative changes and implementation of Child Safe Scheme. Changed term 'worker/s' to 'employee/s' to reflect terminology under the Children's Guardian Act 2019.

People and Performance

Child Protection Policy

Child Protection Policy 2020

Meeting Date: 21 October 2025

Attachment No: 2

Number of Pages: 9

Child Protection Policy

Date Adopted: 24 November 2020

Version: 5.1

Policy Objectives

The overall objective of this Policy is to ensure compliance with child protection legislation, including; mandatory reporting, attraction and engagement and responding to allegations against staff involving children and young people.

The objectives of this Policy include:

- To promote the health, safety, welfare and wellbeing of children and young people in council activities as well as the Maitland community
- To ensure that Council provides a safe environment for children and young people whilst on Council premises and utilising Council services.
- To ensure all workers engaged with Council in a child-related role have a valid Working with Children Check clearance number.
- To ensure workers are aware of their obligations in relation to the various child protection legislation and Council's policy.
- To ensure Council promptly implements procedures which are confidential and transparent when investigating and responding to allegations of "reportable conduct" as defined under the Children's Guardian Act 2019.

All workers at Council should be aware of and sensitive to children with culturally diverse or indigenous backgrounds and their cultural practices without deviating from this policy; in line with the Anti-Discrimination Act 1977 and the principles of Equal Employment Opportunity.

Policy Scope

This policy applies to all workers engaged by Council (in any paid or unpaid capacity).

Any reference to 'worker' for the purpose of this policy includes employees, councillors, contractors or sub-contractors, work experience participants, labour hire, volunteers and student placements who are in a child-related role. Child related roles are to be in accordance with legislation and regulatory requirements.

Policy Statement

This policy demonstrates Council's commitment to the safety and wellbeing of children and young people. Council is committed to fulfilling its duty of care by endeavouring to ensure that all workers act in the best interests of a child and take all reasonable steps to ensure a child's safety.

CHILD PROTECTION POLICY (Cont.)

Council will ensure all workers engaged in a child-related role have a valid Working with Children Check clearance number as per the Child Protection (Working with Children) Act 2012 and Child Protection (Working with Children) Regulation 2013.

1. Responsibilities

Head of Entity

Council is considered a relevant entity and reporting body as per the Reportable Conduct Scheme and under the Children's Guardian Act 2019 must have a "head of a relevant entity". For the purpose of this policy Council's Head of Entity is the General Manager. The Head of Entity is required to notify the Children's Guardian of reportable allegations and convictions against employees. Responsibilities include:

- Ensuring the entity's compliance with legislative obligations under the Reportable Conduct Scheme.
- Ensuring the entity has systems, policies and processes in place to adhere to the Children's Guardian Act 2019.
- Should Council become aware of a reportable allegation or a reportable conviction, the Head of Entity must follow the below steps:
 - Notify the Office of the Children's Guardian within seven business days
 - Conduct an investigation into the allegations.
 - Provide information about the allegation, the progress of the investigation and the finding and action taken to the alleged victim and their parent/carer unless the General Manager considers that it is not in the public interest to do so
 - By 30 calendar days after the Head of Entity becomes aware of the reportable allegation, provide either a finalised entity report or an update (an interim report, reasons the investigation has not been completed and an estimated timeframe for completion)
 - Make a finding of reportable conduct if satisfied, on the balance of probabilities
 - Provide information to the Children's Guardian, which may include information about a reportable allegation, the relevant entity's response to a reportable allegation, and systems for preventing and responding to reportable allegations
 - Ensure an appropriate level of confidentiality of information relating to reportable allegations and only disclose information about the allegations in circumstances permitted by the Act or other legislation

Group Managers/Leaders

Group Managers and Leaders are responsible for:

- Treating all complaints seriously, equitably and confidentially, taking immediate action to investigate and resolve allegations
- Notifying the Head of Entity and Executive Manager People and Performance of any reportable allegation

CHILD PROTECTION POLICY (Cont.)

- Determining child-related roles within the organisation and for the ongoing management of the process, supported by the People and Performance team
- Notifying the People and Performance team prior to the engagement of any non-Council employee involved in child-related work so the appropriate verification check and training can be undertaken.

People and Performance

The People and Performance department are responsible for:

- Verifying workers working with children checks
- Recording of all Working with children check documentation including expiry date
- Supporting Managers to determine child-related roles within the organisation and for the ongoing management of the process

Workers

Workers are responsible for:

- Acting in accordance with the Children's Guardian Act 2019
- If working within a child related role the worker must apply and submit clearance to People and Performance or person who engaged them in work for verification or renewal purposes.
- Adhering to Councils Child Protection Policy
- Adhering to the Council's Code of Conduct when engaged in child related work
- Immediately Notifying People and Performance if any reportable allegation or conviction of which they become aware.
- Report any concerns about the safety or welfare of a child or young person immediately.

2. Commitment to child safety and wellbeing

Council is committed to implementing the NSW Child Safe Standards which are aligned to the National Principles for Child Safe Organisations. Council have put into practice several measures to ensure we are providing a safe environment for children and young people. This includes the processes related to policy adherence, risk, recruitment, communications and council response to issues and complaints.

This policy reflects Councils commitment to the child safe standards identified by the Royal Commission (2017) as outlined below:

- Child safety is embedded in institutional leadership, governance & culture
- Children participate in decisions affecting them and are taken seriously
- Families and communities are informed and involved
- Equity is upheld and diverse needs are considered
- People working with children are suitable and supported
- Processes to respond to complaints of child sexual abuse are child focused.

CHILD PROTECTION POLICY (Cont.)

- Staff are equipped with the knowledge, skills and awareness to keep children safe through continual education and training
- Physical and online environments minimise the opportunity for abuse to occur.
- Implementation of the Child Safe Standards is continuously reviewed and improved.
- Policies and procedures document how the institution is child safe.

Implementation of this policy will be overseen by the People and Performance department and coordinated by representatives across Community and Recreation, Library, Art Gallery, Environment & Sustainability, and any other departments within Council where child-related work may be arise.

3. Recruitment and training

Council will undertake a robust recruitment process, including role advertisement, pre-interview screening, reference checks and effective interviewing to assist in the recruitment of suitable workers. All workers who are engaged in child-related work are required to undertake a Working with Children Check as issued by the NSW Office of the Children's guardian. This is to be renewed every 5 years.

Council is committed to ensuring that all workers engaged in child-related work are equipped with the knowledge, skills and awareness to keep children safe and will provide targeted training and support for individuals in those roles.

All workers engaged in child-related work will be required to sign off that they have read, understood and will abide by the child protection policy and code of conduct.

4. Complaints Management

Complaints and allegations concerning the welfare, wellbeing and safety of children against Council workers will be managed according to Council's Complaint Policy.

All complaints should be reported immediately, this includes:

- Disclosure of abuse
- Inappropriate behaviour around children
- Suspicion of abuse or harm to a child

All complaints must be reported either verbally or written as per Council's Complaint Policy. Any worker can also make a complaint to the Manager Human Resources.

5. Reporting Obligations

Where there are concerns that a child or young person is at risk of being neglected or physically, sexually or emotionally abused, staff who are 'mandatory reporters' are required to report this to Department of Communities and Justice (DCJ) by phoning the helpline on 132 111. Mandatory reporters should use the Mandatory Reporters Guide (MRG) (<https://reporter.childstory.nsw.gov.au/s/>) to help decide whether a child is suspected to be at risk of significant harm. The MRG covers eight key areas to help you understand if a report should be made and they include:

- Physical Abuse
- Neglect – Supervision; Environment; Food; Hygiene; Medical Care; Mental Health Care; Education - Not Enrolled

CHILD PROTECTION POLICY (Cont.)

- Sexual Abuse – Child; Young Person; Problematic Sexual Behaviour Toward Others
- Psychological Harm
- Danger to Self or Others
- Relinquishing Care
- Carer Concern – Substance abuse; Mental Health; Domestic Violence
- Unborn Child

Workers who are not mandatory reporters, as well as members of the community, can also report the suspected risk of significant harm to the DCJ helpline.

As a reporting body Council has obligations to report findings of sexual misconduct and serious physical assault involving children by a child-related worker to the Office of Children's guardian.

Under the Child Protection (Working With Children) Act 2012, Council must investigate allegations of such conduct to make an informed finding as to whether or not the conduct occurred.

To determine whether or not the conduct meets the criteria, Council must consider the nature of the conduct itself and the context in which it occurred.

If the investigation results in a finding that sexual misconduct or serious physical assault occurred, Council must report this finding to the Office of the Children's Guardian.

6. Risk Management

Council will ensure that child safety is a part of the overall risk management approach. A risk assessment will be undertaken in facilities that have child related services and Council events.

Steps that must be taken to complete council's Risk Assessment for child related services are:

1. An activity will be identified
2. Hazards associated with that activity will then be recorded.
3. A risk score for the hazards identified from the risk score matrix should be determined and recorded.
4. Determine appropriate risk controls as reasonably practical for hazards identified and recorded
5. Finally determine the risk score after controls have been implemented for the hazards in which have been identified.

7. Documentation and record keeping

The People and Performance department will maintain records of Working With Children Checks, acknowledgement of the workers understanding of their child protection and training undertaken. Records will be electronic and be made available if requested for audit and monitoring purposes.

All documentation and/or records of a confidential nature relating to allegations against workers will always be kept private and confidential within the People and Performance team.

CHILD PROTECTION POLICY (Cont.)

8. Barred Status

Should the check or continuous monitoring result in a barred status the worker, if currently working in a child-related role, will be removed from that role. Should the worker be an employee of Council then the matter will be referred to the General Manager for determination; which depending on the circumstances may also result in termination of employment. This will be managed in accordance with Council's Performance Improvement and Management Protocol.

9. Support Available

Council provides an Employee Assistance Program (EAP) which is available to workers who have had allegations made against them and workers who have been involved in the investigative process, including those who have been involved in reporting the matter to the Head of Entity. The EAP service is also available to workers and their families who may be experiencing personal difficulties including child abuse and/or allegations. The EAP is a free confidential and independent counselling service.

Policy Definitions

WORD	DEFINITION
Abuse	A term used to refer to different types of harm or maltreatment. In this document it refers to types of harm or maltreatment that children and young people experience, including; physical harm, sexual assault, exposure to domestic violence, psychological harm and prenatal risks.
Allegation	A reportable allegation is an allegation that an employee has engaged in conduct that may be reportable.
Child	Any persons under the age of 18 years.
Child-related Work	Work that involves direct contact (physical contact or Face to Face) by a worker with a child or children and that contact is a usual part of and more than incidental to the work, or work in a stipulated, child-related role.
Conviction	A reportable conviction means a conviction (including a finding of guilt without the court proceeding to a conviction), in NSW or elsewhere, of an offence involving reportable conduct.
Child-Safe Organisation	An organisation in which child safety is embedded in planning, policy and practices and where the voices of children and young people are valued and actioned.
DCJ	Department of Communities and Justice.

CHILD PROTECTION POLICY (Cont.)

Investigation	Conduct investigations to determine whether there is a risk of (significant) harm to a child or young person.
Mandatory Reporters	People who deliver services, wholly or partly, to children as part of their paid or professional work. This is regulated by the Children and Young Persons (Care and Protection) Act 1998. This includes, but not limited to, professionals working in health care; welfare; education; children's services; residential services and law enforcement.
MRG	Mandatory Reporter Guide. The MRG is a decision-making tool to assist Mandatory Reporters to help determine how the suspected risk of significant harm of a child or young person is reported.
Neglect	A term used to refer to a pattern characterised when a parent or caregiver cannot regularly provide a child or young person the basic requirements for his or her growth and development such as food, clothing, shelter, medical and dental care, adequate supervision and adequate parenting and care.
Risk of Significant Harm	Concern/s about a child or young person that are sufficiently serious to warrant a response by a statutory authority irrespective of a family's consent. It is something that is not minor or trivial and that may be reasonably expected to produce a substantial and demonstrably adverse impact on the child or young person's safety, welfare or wellbeing. In Addition, it can result from a single act or omission or an accumulation of these. Risk of significant harm is the NSW threshold to report child protection concerns to DCJ via the Child Protection helpline.
Reportable Conduct Scheme	The reportable conduct scheme monitors how organisations (relevant entities) investigate and report on types of conduct made against their employees, volunteers or certain contractors who provide service to children. When the head of a relevant entity becomes aware of a reportable allegation or a reportable conviction, the head of that entity must notify the Children's Guardian within seven (7) business days and conduct an investigation into the allegations.
WWCC	Working with Children Check. The WWCC is a requirement for any non-exempt person who works or volunteers in child-related work in NSW. The check provides either clearance to work with children for five years, or a bar against working with children.
Young Person	A young person can be defined in a variety of ways depending on the context. For the purpose of this policy a young person is a person who is over the age of 16 years but under the age of 18 years.

CHILD PROTECTION POLICY (Cont.)

Policy Administration

BUSINESS GROUP:	People and Performance
RESPONSIBLE OFFICER:	Executive Manager People and Performance
COUNCIL REFERENCE:	Ordinary Council Meeting 24 November 2021 – Item 11.8
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	130/1
RELEVANT LEGISLATION:	Child Protection (Working with Children) Act 2012 (NSW) Child Protection (Working with Children) Regulation 2013 (NSW) Local Government (State) Award 2020 Children's Guardian Act 2019 Children and Young Persons (Care and Protection) Act 1998 Civil Liability Act 2002 – No 22 Crimes Act 1900 – No 40
RELATED POLICIES / PROTOCOLS / PROCEDURES	Attraction and Engagement Protocol Code of Conduct Risk Assessment Template EEO Harassment & Bullying Grievance Protocol Equity, Diversity & Respect Policy Complaint Policy Performance Improvement and Management Protocol

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1	12/4/2005	Child Protection Policy
2	14/8/2012	Update of legislation

CHILD PROTECTION POLICY (Cont.)

3	13/8/2013	Update policy statement, objective, scope, legislation and relevant policies Addition responsibilities Addition barred status of existing employees
4	23/08/2016	Update objectives, scope, addition of designated government agency information, addition to responsibilities, addition of policy definitions, change of group title from People and Performance to Human Resources
5	24/11/2020	Review and update of policy in line with the updated legislation under Children's Guardian Act 2019.
5.1	13/02/2025	Updated to new branding and alignment to organisation structure. No change to content.

15 Finance

15.1 Financial Reserves Policy

FILE NO:	2/8/26
ATTACHMENTS:	1. Financial Reserves Policy FY26
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Manager Financial Reporting
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

The Financial Reserves Policy was last reviewed in 2024. Minor changes have now been made to align the policy with recent Council decisions and to ensure it remains current. A more comprehensive review will be undertaken in conjunction with the upcoming Long-Term Financial Plan (LTFP) review, with the intent that the policy be fully integrated into the LTFP in future.

OFFICER'S RECOMMENDATION

THAT

1. Council resolved to adopt the amended Financial Reserves Policy

REPORT

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

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

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

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

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

FINANCIAL RESERVES POLICY (Cont.)**Internally Restricted Financial Reserves**

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

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

The following amendments have been made and marked up in the attached Policy

1. The Pandemic / Emergency Response reserve renamed Disaster, Resilience & Recovery reserve in accordance with Council resolution 17 June 2025 and incorporating a funding target of \$250,000 per year.
2. The establishment of a Strategic Property Reserve to fund future property activities of Council
3. Minor wording changes in other reserves.

This review makes minor updates, including the renaming of the Disaster, Resilience & Recovery Reserve and the creation of the Strategic Property Reserve to receive anticipated property sales in the short term. A full review of all internal reserves will be undertaken as part of the Long-Term Financial Plan review and integrated into that process, with outcomes to be reported to Council accordingly.

CONCLUSION

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

FINANCIAL IMPLICATIONS

This matter has no immediate impact on Council's adopted budget or forward estimates. However, the Financial Reserves Policy establishes a framework for the management of reserves, which supports long-term financial sustainability and informs future financial planning.

POLICY IMPLICATIONS

This matter has direct policy implications for Council. The Financial Reserves Policy provides a governance framework for the establishment, use, and reporting of reserves. It supports compliance with the *Local Government Act 1993 (NSW)*, the *Local Government (General) Regulation 2021*, and the *Local Government Code of Accounting Practice*. Importantly, it strengthens transparency, accountability, and long-term financial sustainability.

STATUTORY IMPLICATIONS

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

- Section 409 – Keeping of Funds: Requires all money received by Council to be kept in the consolidated fund unless otherwise required by law. The Financial Reserves Policy provides clarity on how these funds are set aside and applied.
- Section 410 – Use of Funds: Provides that Council funds can only be used for the purposes for which they are held, forming the basis for restricted reserves such as developer contributions, stormwater, and domestic waste.
- Section 411 – Investment of Funds: Links reserve balances to Council’s Investment Policy, ensuring that funds are managed prudently.
- Section 404 – Integrated Planning and Reporting: Requires that the Resourcing Strategy (including the Long-Term Financial Plan, Asset Management, and Workforce Management) supports delivery of the Community Strategic Plan. The Financial Reserves Policy demonstrates Council’s approach to maintaining long-term financial sustainability.

The Local Government (General) Regulation 2021 also provides direction, with:

- Part 9 – Financial Management: Prescribing the preparation of accounts, budgets, and funds, including the identification of internally restricted assets (reserves).
- Annual Financial Statements: Requiring disclosure of both externally and internally restricted reserves.

Finance

Financial Reserves Policy

Financial Reserves Policy FY26

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 7

Financial Reserves Policy

Date Adopted: ~~21 October 2025~~ ~~28 May 2024~~

Version: ~~3.21~~

Policy Objectives

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

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

Policy Scope

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

Policy Statement

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

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

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

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

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

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

FINANCIAL RESERVES POLICY (Cont.)

Externally Restricted Financial Reserves

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

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

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

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

Internally Restricted Reserves

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

FINANCIAL RESERVES POLICY (Cont.)

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

	CAPITAL WORKS
Purpose	Maintain funds for approved capital works construction needs of Council.
Target	No target specified. Variable depending on Council requirements.

	CARRY OVER WORKS
Purpose	To provide funding for those Council approved <u>operating</u> activities that remain in progress at year end.
Target	Approved carry over works.

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

	ELECTION COST
Purpose	To provide for the cost of local council elections over the 4-year cycle.
Target	<u>Estimated</u> Council Election Costs.

FINANCIAL RESERVES POLICY (Cont.)

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

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

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

	GENERAL PURPOSE
	Disaster Resilience & Recovery PANDEMIC/EMERGENCY RESPONSE
Purpose	Provide funding for operating activities and initiatives responding to community impact of pandemics or other declared emergencies, and to address the impacts on revenue and funding of Council services.
Target	Funding to support future events None established — as per Council resolution from identified operating expense savings with an amount of \$250,000 credited to this reserve each year to support future activities.

	PLANT REPLACEMENT
Purpose	Provide funding for the replacement of plant (excluding passenger motor vehicles)

FINANCIAL RESERVES POLICY (Cont.)

Target	Value of the replacement program over the next 12 months
	<u>STRATEGIC PROPERTY RESERVE</u>
<u>Purpose</u>	<u>Provide funding for strategic property purchase initiatives. Funding sourced from property sales and identified revenues from commercial property operations.</u>
<u>Target</u>	<u>No target specified as variable.</u>
	TECHNOLOGY
Purpose	To fund the <u>capital expenditure on</u> updates to Council's Information and Communications Technologies.
Target	Funding to support requirements over a five-year cycle.
	UNEXPENDED LOANS
Purpose	Provide for loan funds unspent at the end of the financial year that will be spent in future year on capital activity.
Target	No target specified as variable.
	WORKERS COMPENSATION
Purpose	To support annual operational plans and accommodate unexpected insurance premium increases where costs exceed the initial budget for workers compensation activity in any one year.
Target	Insurance premium costs for 12 months.
	WASTE TRANSFER STATION CONSTRUCTION
Purpose	To fund construction of future Waste Transfer Station.
Target	Sufficient funds set aside to fund construction planned for 20/21.

FINANCIAL RESERVES POLICY (Cont.)

	WASTE DISPOSAL SITE CONSTRUCTION
Purpose	To support annual operational plans by providing funds for capital expenditure at Council's waste disposal site.
Target	Target calculation is on as needs basis from year to year.

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

Policy Administration

Business Group:	Finance
Responsible officer:	Michael Burfitt
Council reference:	Ordinary Council Meeting <u>-21 October 2025</u> 28 May 2024 - Item 11.3
Policy review date:	Every four (4) years
File number:	2/8/26
Relevant legislation	<i>Local Government Act 1993 (NSW)</i> <i>Local Government (General) Regulation 2005 NSW</i> Local Government Code of Accounting Practice
Related documents	Resourcing Strategy - Long Term Financial Plan

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	28 July 2020	New policy adopted

FINANCIAL RESERVES POLICY (Cont.)

2.0	23 August 2022	Updated and new Plant Replacement reserve added
3.0	28 May 2024	New Capital Works Reserve added
3.1	-	Updated to new branding. No content changed.
<u>3.2</u>	<u>21 October 2025</u>	<u>Updated and changed reserve names</u>

15.2 FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025

FILE NO:	2/8/24
ATTACHMENTS:	1. Financial Statements 2024/25 (Under Separate Cover)
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Manager Financial Reporting
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

Council has prepared the financial statements for the year ended 30 June 2025 with the following actions:

- 1. In accordance with Section 413 of the Local Government Act 1993 “(the Act)” the statements are referred to Council’s Auditor;*
- 2. In accordance with Section 418 of the Act Council is required to fix a date for a meeting to present its audited financial Statements, together with the auditor’s report, to the public and provide seven (7) days’ notice;*
- 3. Propose to present the 2024/25 financial statements and auditor’s report to the public at the Council meeting of Tuesday 18 November 2025.*

OFFICER’S RECOMMENDATION**THAT**

- 1. Council refers the 2024/25 General Purpose Financial Statements for audit.**
- 2. In accordance with Section 413(2)(c) the statement by Councillors and management as set out on page 3 of the attached financial statements be adopted.**
- 3. Council authorise the mayor and one nominated Councillor to sign the statement on behalf of Council.**
- 4. Council consider presentation of the 2024/25 financial statements at the Council meeting to be held on Tuesday 18 November 2025.**
- 5. Council place a notice online in accordance with Section 418(3) of the Local Government Act notifying the public of the proposal to present the 2024/25 financial statements on 18 November 2025.**

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025 (Cont.)

REPORT

Council is required under Section 413(1) of the *Local Government Act, 1993* (NSW) (as amended) to prepare financial statements each year and refer them for audit. The financial statements must include:

- (a) a general purpose financial statement,
- (b) any other matter prescribed by the regulations; and
- (c) a statement in the approved form by the Council as to its opinion on the general purpose financial statement.

Items (a) and (b) are referred to Council's auditors for audit purposes.

The financial statements of Council have been provided to the auditors ahead of the Council resolution to refer the statements for audit. It is common practice to provide the statements for audit provided the resolution to refer to audit has been approved prior to the provision of the audit report from Council's auditor.

The audit of Council's financial statements for the year ended 30 June 2025 has been completed and is due to be submitted to the Office of Local Government by the 31 October each year. The financial statements were tabled at the Audit, Risk and Improvements Committee (ARIC) on the 14 October 2025. The ARIC resolved at the meeting to recommend to Council to endorse the financial statements for incorporation into the report to Council.

Section 418 of the *Local Government Act 1993* (NSW) requires Council to fix a date for a meeting to present its audited financial statements, together with the auditor's reports, to the public. The date is to be fixed following receipt of the final auditor's reports and must give the public seven (7) days' notice of the meeting date at which the reports will be presented.

It is proposed this date be fixed for 18 November 2025. The notification process will include listing on Council's website, social media and in Council where possible.

Copies of the audited financial statements, together with the auditor's reports, will then be available for review on Council's website at maitland.nsw.gov.au. Written public submissions on the financial reports and/or audit reports can be made to Council until 17 November 2025, with these submissions to be provided to the Auditor.

A summary of the relevant financial information extracted from the attached financial statements is as follows:

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025 (Cont.)

FINANCIAL INFORMATION					
			2024/25	2023/24	
			\$'000s	\$'000s	
INCOME STATEMENT					
Total Income from continuing operations			219,017	232,910	
Total expenses from continuing operations excluding depreciation			137,168	148,353	
Operating result from continuing operations excluding depreciation			81,849	84,557	
Depreciation			32,828	31,097	
Net operating results for the year			49,021	53,460	
Net operating result before grants and contributions provided for capital			(15,562)	(24,046)	
STATEMENT OF FINANCIAL POSITION					
Total current assets			152,392	174,374	
Total current liabilities			59,675	56,941	
Total non-current assets			2,255,326	2,117,094	
Total non current liabilities			105,396	107,891	
Total equity			2,242,647	2,126,636	
				Underlying (1)	Benchmark (2)
	Notes	2024/25	2023/24	2024/25	2024/25
OTHER FINANCIAL INFORMATION					
Unrestricted current ratio		1.72	2.06	1.72x	>1.5x
Operating performance ratio	a	-8.89%	-14.97%	-0.58%	>0%
Building & Infrastructure renewal ratio		1.11	1.35	1.11	>1
Debt service cover ratio	a	1.80%	0.85%	3.01%	>2.00
Rates & annual charges outstanding ratio		7.32%	7.10%	7.32%	<10.0%
(1)	Underlying represents the ratios excluding the one off items described in a-c				
(2)	This represents the benchmarks set by the Office of Local Government (no longer in statements)				
a	Ratios impacted by one off expenses, ERP / non council assets / floods				

Commentary:

Both the 'Independent Auditor's Report, and the auditors 'Report on the conduct of the audit' will be made available to Council when presented.

The main items for consideration include:

1. Included in 2023/24 was a one off recognition of the provision for the Anambah rehabilitation for \$14.6M included in materials and services.
2. Operating income is down due to a reduction in the advanced receipt of the financial assistance grant \$2.9M and lower levels of flood grants \$1.9M.

FINANCIAL STATEMENTS FOR THE YEAR ENDED 30 JUNE 2025 (Cont.)

3. Grants and contributions income for capital purposes is down \$10.2M from lower levels of developer dedicated assets.
4. Expenditure on flood recovery activities of \$2.8 million, which will be reimbursed in 2025/26.
5. Included in materials and services for 2024/25 is costs associated with the introduction of Tech One ERP solution \$2.9M, council election costs \$730K and \$3.4M expenditure on a non council asset.

Further analysis of the financial results will be contained in the Auditor's reports when presented to Council.

CONCLUSION

The audit of Council's financial reports for the year ended 30 June 2025 has been completed. A further presentation will be provided at the Council meeting of 18 November

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

Council's financial reports have been prepared and audited in accordance with Section 416 of the *Local Government Act 1993*. The making of a request for extension for the preparation and auditing of financial reports is allowable under S416 (2) of the *Local Government Act 1993*. The presentation of the financial reports and the auditor's reports are required under Section 419 of the *Local Government Act, 1993*.

15.3 Two Proposed Amendments to 2025/26 Fees

FILE NO:	35/33/21
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Manager Financial Reporting
MAITLAND +10	Outcome 4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

An administrative error resulted in the omission of two fee items from the draft 2025/26 Fees and Charges schedule that was publicly exhibited and subsequently adopted by Council at its meeting of 17 June 2025. These items relate to one development application fee category and one specific burial fee classification. The development application fee provides a charge based on a rate per \$1,000 of the value of developments in the one to ten million dollar cost category. This rate is currently \$1.19/\$1,000, however the Environmental Planning & Assessment Regulation 2021 provides for \$1.44/\$1,000. The burial fee item relates to burials for destitute persons. These are currently treated as being exempt in Council's fee schedule. However, with the influx of these burials from outside of the LGA, the exemption is proposed to be removed. These burials will be funded by the NSW Public Health Dept with no impact to LGA rate payers.

This report recommends adoption of the amended fees and changes for development applications and cemetery burial following public exhibition.

OFFICER'S RECOMMENDATION

THAT

- 1. Council resolves to adopt two draft 2025/26 fee amendments, as outlined in this report, following public exhibition for at least 28 days that concluded on the 18 September 2025.**

REPORT

There are two proposed amendments to the 2025/26 Schedule of Fees & Charges for the financial year 2025/26, adopted by Council at its meeting of 17 June 2025.

The development application fee provides a charge based on a rate per \$1,000 of the value of developments in the one to ten million dollar cost category. This rate is currently \$1.19/\$1,000. However, the Environmental Planning & Assessment Regulation 2021 provides for a fee of \$1.44/\$1,000. The move to the new fee aligns with the requirement to be consistent with the Regulation.

TWO PROPOSED AMENDMENTS TO 2025/26 FEES (Cont.)

The cemetery charges fee schedule provided an exemption for burials for destitute persons. However, given the influx of these burials from outside of the LGA, the exemption is proposed to be removed. Council has also identified there are limited spaces for burials and charging for these services may curb those applications from outside the LGA, providing additional space for residents of the LGA. It should be noted that these charges are funded by the Department of NSW Public Health with no impact to ratepayers of the LGA.

These changes have been placed on exhibition for at least 28 days which concluded on the 18 September 2025 with no feedback to report.

The proposed amendments to the fees for 2025/26 are marked up as follows:

Customer and Digital Services				
FEE NAME	Updated Description	2025/2026 FEE AMOUNT EXC. GST	GST \$	2025/2026 Amount Inc. GST
Cemetery Charges		\$ exc GST	GST \$	\$ inc GST
Application for burial permit interment (per application)	No charge applies to destitute persons or children 0-2yrs, reduced charge applies for children over 2yrs-12yrs.	\$ 295.54	\$ -	\$ 295.54
Interment Service Levy CCNSW (for burial)	No charge applies to destitute persons or children 0-2yrs, reduced charge applies for children over 2yrs-12yrs.	\$ 156.00	\$ 15.60	\$ 171.60
Application for interment of ashes (in burial plot per application)	No charge applies to destitute persons or children 0-2yrs, reduced charge applies for children over 2yrs-12yrs.	\$ 295.54	\$ -	\$ 295.54
Interment Service Levy CCNSW (for ashes)	No charge applies to destitute persons or children 0-2yrs, reduced charge applies for children over 2yrs-12yrs.	\$ 63.00	\$ 6.30	\$ 69.30
Application order of Interment ashes (into the columbarium wall)	No charge applies to destitute persons or children 0-2yrs, reduced charge applies for children over 2yrs-12yrs.	\$ 295.54	\$ -	\$ 295.54
CITY PLANNING				
FEE NAME	2024/2025 FEE DESCRIPTION	2025/2026 FEE AMOUNT EXC. GST	GST \$	2025/2026 Amount Inc. GST
Development Application And Subdivision Fees				
Scale of fees - Development				
Item 2.1 - What is the fee for a development application?				
Development Application for development, other than a development application referred to in item 2.2 or 2.3, involving the erection of a building, the Estimated cost of development (clause 251 of the Environmental Planning & Assessment Regulation 2021 details what should be included in				
\$1,000,001 to \$10,000,000		\$3,484 plus an additional \$1.19 \$1.44 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000	\$ -	\$3,484 plus an additional \$1.19 \$1.44 for each \$1,000 (or part of \$1,000) by which the estimated cost exceeds \$1,000,000

CONCLUSION

The proposed amended 2025/26 fees represent changes in line with regulatory provisions and community purpose.

TWO PROPOSED AMENDMENTS TO 2025/26 FEES (Cont.)

FINANCIAL IMPLICATIONS

The revenue generated by the amending fees has been factored into the adopted 2025/26 budget.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

This report is prepared considering Council obligations under the:

- *Local Government Act 1993*
- *Local Government (General) Regulation 2021*

15.4 Adoption of the Partnerships and Advocacy Strategy 2025–2026

FILE NO:	35/33/21/4
ATTACHMENTS:	1. Draft Partnerships and Advocacy Strategy 2025–2026 (Under Seperate Cover) 2. Urban Development Institute of Australia NSW – submission
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Manager Corporate Performance and Engagement Operations Manager Asset Management
MAITLAND +10	Outcome 3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.3.2 Advocacy and partnerships

EXECUTIVE SUMMARY

The Partnerships and Advocacy Strategy 2025-2026 was developed to identify how we can work with others to deliver on our shared vision for Maitland's Future. The Strategy has been on public exhibition and is returning to Council for adoption.

OFFICER'S RECOMMENDATION

THAT

1. Council adopts the Partnerships and Advocacy Strategy 2025–2026 following public exhibition.

REPORT

Our Partnership and Advocacy Strategy was developed to identify how we can work with others to deliver on our shared vision outlined in Maitland's Future (our Community Strategic Plan). The strategy outlines roles and responsibilities, projects and community priorities for 2025-2026.

The objective of the strategy is to identify how we prioritise, partner and advocate over the term of Council. As we move towards achieving our shared vision, we will look to work closely with our community, private industry and other levels of government to partner on the actions, identified projects and services we need to deliver to bring our vision to life.

This is a strategy that local representatives at all levels of Government can leverage to ensure Maitland receives the investment and attention it deserves as a key regional city experiencing strong growth.

Partnership Projects – This plan identifies the top key infrastructure priorities for our community. These projects are within the capability of Council to deliver if funding/ grants become available. These have been prioritised by Council staff based on feedback from our community, Executive Leadership Team and Councillors during the development of Maitland's Future, our community satisfaction survey and community (club) engagement in the initial preparation of the draft Community Infrastructure Strategy.

ADOPTION OF THE PARTNERSHIPS AND ADVOCACY STRATEGY 2025-2026 (Cont.)

These projects include:

- A citywide playspace of significance at Maitland Park,
- Thornton Road network upgrades: Haussman Drive and Raymond Terrace Road intersection,
- Thornton Road network upgrades: Glenwood Drive and Thornton Road,
- Morpeth to Walka shared-pathway,
- Walka Water Works Redevelopment: Pumphouse building and chimney,
- Walka Water Works Redevelopment: Picnic area and playspace,
- Maitland Gaol redevelopment,
- Maitland Aquatic Centre expansion,
- Lochinvar Sports Complex/ Community Centre,
- Cooks Square Park new clubhouse,
- Motorcycle track Rutherford,
- Maitland Park cricket net complex,
- King Edward Park new amenities building,
- Ernie Jurd Oval (Largs) amenities building,
- Roy Jordan (Gillieston Heights) amenities building,
- Max McMahon (Rutherford) amenities building: Stage 2.

Advocacy Agenda – This plan identifies the top key improvement areas for our community. These areas are outside of Council’s control and ability to deliver but which will help to deliver Maitland’s shared vision for the future. These have been identified from actions in our existing adopted informing strategies and include:

- Housing,
- Roads and traffic management (including road reclassification),
- An integrated public transport network,
- Healthcare,
- Education,
- Cost of living for our residents,
- Social support,
- Green infrastructure,
- Environmental sustainability,
- Prepared communities - disaster resilience (including a flood evacuation route for Central Maitland and Lorn, as well as Gillieston Heights)
- Investment attraction,
- Strengthened and diversified precincts,
- Destination development,
- Long-term financial viability,
- Grant programs simplification.

Public exhibition

The Strategy was on public exhibition from 20 August to 19 September 2025.

- The document was available on Council’s website which received 383 webpage views.
- It was downloaded 100 times.
- The exhibition was promoted on social media via facebook with the post receiving 4,880 impressions and 23 comments.
- A video was produced to promote the strategy which was viewed 1,903 times.
- Letters were sent to the relevant State and Federal Members of Parliament, with meetings held to discuss.

ADOPTION OF THE PARTNERSHIPS AND ADVOCACY STRATEGY 2025-2026 (Cont.)

- Ongoing internal consultation with staff occurred.
- Three briefing sessions were held with Councillors.
- No formal submissions were received within the exhibition timeframe.
- One late submission was received and considered from the Urban Development Institute of Australia (UDIA).

The feedback received included:

- Strengthening coordination with Hunter Joint Organisation
- Linking our infrastructure to housing and jobs outcomes
- Collaborate with UDIA and the local Maitland Urban Development Program
- Simplifying and sharpening the strategy
- Support for the rail and New England Highway advocacy

Changes following exhibition:

Some minor wording edits have been updated throughout the exhibition period following feedback.

Page number	Changes made
Page 14	Wording change to reflect the State and Federal funding associated with delivered projects.
Page 15	Photograph replaced.
Page 31	Additional wording in the lifestyle opportunities section.
Page 34	Additional partners identified and minor wording edits.
Page 37 and 52	Changes have been made to the partnerships project funding table including estimates, anticipated co-contribution and grants required. Project costs indicated are current high-level estimates and subject to change based on further design, investigations and cost escalation. These numbers will continue to be refined as the projects progress. These figures have also been reflected on the individual project pages.
Page 84-86	Council recently adopted the Economic Development Strategy (EDS). As a result, some information has been updated to align our wider advocacy strategy to some of the initiatives listed under the EDS. Additional information has been included in the Vibrant Maitland advocacy area to include Dalmore Park and innovation precinct and the Thornton Brickworks Employment Precinct.

CONCLUSION

The importance of the Partnerships and Advocacy Strategy document is to identify how we intend to prioritise potential infrastructure and services to achieve Maitland's Future. Working together, partnering with different levels of government and private industry we can create a connected city with thriving communities.

The Partnerships and Advocacy Strategy will be reviewed and updated each year in line with our integrated planning and reporting timetable to ensure it remains reflective of our current community.

ADOPTION OF THE PARTNERSHIPS AND ADVOCACY STRATEGY 2025-2026 (Cont.)

FINANCIAL IMPLICATIONS

This matter has no direct financial impact upon the Council's current adopted financial year budget. However, the priority partnership projects listed in the document represent an estimated \$302,600,000 worth of infrastructure priority projects that are currently unfunded.

Unfunded Partnership Projects	Project estimate
Playspace of significance at Maitland Park	\$13,500,000
Thornton Road network upgrades: Haussman Drive and Raymond Terrace Road intersection	\$36,700,000
Thornton Road network upgrades: Glenwood Drive and Thornton Road	\$87,100,000
Morpeth to Walka shared pathway	\$13,000,000
Walka Water Works Redevelopment: Pumphouse building and chimney	\$10,000,000
Walka Water Works Redevelopment: Picnic area and playspace	\$2,500,000
Maitland Gaol redevelopment	\$30,000,000
Maitland Aquatic Centre expansion	\$60,000,000
Lochinvar Sports Complex/ Community Centre	\$25,000,000
Cooks Square Park new clubhouse	\$7,000,000
Motorcycle facility	\$3,000,000
Maitland Park cricket net complex	\$800,000
King Edward Park new amenities building	\$3,500,000
Ernie Jurd Oval Largs amenities building	\$4,000,000
Roy Jordan Gillieston Heights amenities building	\$4,000,000
Max McMahon Rutherford amenities building Stage 2	\$2,500,000
Totals	\$302,600,000

Project costs indicated are current high-level estimates and subject to change based on further design, investigations and cost escalation. These numbers will continue to be refined as the projects progress.

Council co-contributions for individual projects will be assessed on a project-by-project basis as part of the annual capital expenditure program development process which averages \$60 million per annum.

The program is made up of various funding sources including Council revenue, reserves/loans, developer contributions and grants. These funding sources will be assessed for suitability for each project as they progress.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council. The recommendations related to this matter are consistent with the direction of the following relevant council policies:

- Maitland's Future – Community Strategic Plan 2025-2034
- Delivering Maitland's Future – Delivery Program and Operational Plan 2025-2026
- Grants Management Framework 2025.

ADOPTION OF THE PARTNERSHIPS AND ADVOCACY STRATEGY 2025-2026 (Cont.)

STATUTORY IMPLICATIONS

The report aligns to the requirements of *Section 406 of the Local Government Act 1993* and the *NSW Integrated Planning and Reporting guidelines* for the preparation, development, consultation on and review of, and the contents of, the community strategic plan, resourcing strategy, delivery program, operational plan.

Beyond compliance, this strategy demonstrates our commitment to proactive forward planning and transparency, ensuring Councillors remain well-informed about progress against key priorities.

Finance

Adoption of the Partnerships and Advocacy Strategy 2025-2026

Urban Development Institute of Australia NSW – submission

Meeting Date: 21 October 2025

Attachment No: 2

Number of Pages: 2

ADOPTION OF THE PARTNERSHIPS AND ADVOCACY STRATEGY 2025-2026 (Cont.)



26 September 2025

Jeff Smith
General Manager
Maitland City Council
Via email: ask@maitland.nsw.gov.au

RE: DRAFT PARTNERSHIPS AND ADVOCACY STRATEGY 2025-2026

Dear Jeff,

The Urban Development Institute of Australia NSW (UDIA) is the state's leading development industry body. We have more than 450 members across the entire spectrum of the sector including developers, engineers, planners, builders, suppliers, ecologists, and state and local government bodies. UDIA is proud to count Maitland City Council as a member, and we greatly value the constructive working relationship we have established with Council staff, with the mutual aim of achieving good outcomes for the Maitland community.

We welcome the opportunity to provide feedback to the Draft Partnerships and Advocacy Strategy 2025-2026 (Draft PAS).

UDIA seeks further engagement on projects like this to ensure we are collaborating effectively. We believe that ongoing dialogue between Council and UDIA is essential to aligning infrastructure delivery with housing and employment outcomes. UDIA is committed to working with Council to co-develop strategic advocacy initiatives, share data and insights, and support the implementation of key priorities outlined in the Partnerships and Advocacy Strategy.

UDIA offers the following recommendations to the Draft PAS. We would welcome the opportunity to meet with Council staff to discuss these opportunities in more detail and explore how we can work effectively together to deliver better outcomes for the community.

Summary of Recommendations:

1. Strengthen coordination with Hunter JO
2. Link infrastructure to housing and jobs outcomes
3. Collaborate with UDIA and the local Maitland UDP
4. Simplify and sharpen the strategy
5. Support for rail and New England Highway advocacy

We are city-shapers.

ADOPTION OF THE PARTNERSHIPS AND ADVOCACY STRATEGY 2025-2026 (Cont.)

Strengthen Coordination with Hunter JO

While Maitland City Council is a member of the Hunter Joint Organisation (Hunter JO), the PAS does not clearly align with the Hunter JO's regional infrastructure priorities. UDIA recommends a more synchronised approach to ensure regional infrastructure advocacy is unified and effective at the state and federal levels.

Link Infrastructure to Housing Outcomes

The PAS outlines many infrastructure projects but does not quantify the housing supply they unlock. UDIA recommends including housing yield estimates and economic benefits for each project to strengthen the case for funding.

Collaborate with UDIA and the Local Maitland UDP

UDIA is keen to work with Council staff and the local Maitland Urban Development Program (UDP) to align infrastructure delivery with housing targets and new jobs. We propose co-developing a shared advocacy platform using UDIA's [Hunter Building Blocks](#) framework and leveraging the UDP's local insights and data.

Simplify and Sharpen the Strategy

The current PAS is complex and overly detailed. UDIA recommends refining the document into a more concise, outcome-focused advocacy pitch that clearly communicates priorities to funding bodies.

Support for Rail and New England Highway Advocacy

UDIA strongly supports Council's advocacy for improved rail infrastructure, including upgrades to Metford and Lochinvar stations and increased service frequency on the Hunter Line. We also support planning and infrastructure upgrades along the New England Highway corridor, which is critical to unlocking housing and employment land across Maitland and the broader Hunter Region.

Conclusion

We appreciate this opportunity to offer our comments on the Draft Partnerships and Advocacy Strategy. [REDACTED]

[REDACTED]

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

15.5 Statement of Investments as at 30 September 2025

FILE NO:	82/2
ATTACHMENTS:	1. Councils Holdings as at 30 September 2025
RESPONSIBLE OFFICER:	Executive Manager Finance Manager Financial Reporting
AUTHOR:	Financial Accountant
MAITLAND'S FUTURE	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 September 2025, Council had investments totaling \$237,829,733 under management.

Council's investment portfolio recorded a marked-to-market return of 4.85% per annum versus the bank bill index benchmark return of 3.62% per annum. The actual investment return for the month of September was \$894,460, a favourable variance of \$39,951 when compared to the monthly budget forecasts of \$854,509.

Council remains fully compliant with all Investment Policy requirements.

OFFICER'S RECOMMENDATION

THAT

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

REPORT

For the month of September 2025, Council has total cash on call and investments of \$237,587,032 comprising:

▪ On call accounts	\$6,162,032
▪ Investments	\$231,425,000

This is compared to the month of August 2025 where Council had \$237,829,733 under management. The decrease in Council's investment holdings is due to the expected increased in expenditure during the month.

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.

STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 2025 (Cont.)

In September, Council's investment portfolio recorded a marked-to-market return of 4.85% per annum versus the bank bill index benchmark return of 3.62% per annum. The financial year to date, the investment portfolio has returned a marked-to-market return of 5.00%, versus the bank bill index benchmark's 3.69%.

Without marked-to-market influences, Council's investment portfolio yielded 4.58% 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 September, Council had maturities of \$16 million across five term deposits with original terms between 10-12 months which were yielding an average of 5.03% per annum. Council invested \$14 million among five new deposits with maturities between 6 and 12 months at an average rate of 4.19% per annum.

For its long term portfolio, Council invested an additional \$1.75 million in the Beyond Bank Snr FRN (Mar 2028 maturity) paying a quarterly rate of 3 month bank bill swap rate +1.15%, currently 4.70% per annum. Council now has a total exposure of \$4.25 million in this issue.

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 on advice of our investment advisors will 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:

- In the United States, the Federal Reserve cut the benchmark Federal Funds rate by 0.25% to 4-4.25% and signalled more rate cuts are expected. In resuming rate cutting, the central bank cited a shift in the balance of risks towards higher unemployment with job gains slowing and unemployment edging up.
- United States economic data was a mixed. Retail sales rose solidly for the third month in a row, but industrial production is trending flat to down. June quarter Gross Domestic Product growth was revised up to 3.8% annualised mostly due to an upwards revision to growth in consumer spending. But housing remains weak with starts and permits down last month and home builder conditions remaining weak.
- The Bank of Canada cut its policy rate by another 0.25% taking it to 2.5% citing weaker economic conditions and fading upward pressure on inflation. The Bank of England by contrast left rates on hold as inflation remains on the high side at 3.8%. The Bank of Japan also left rates on hold at 0.5%, but its bias is to continue raising rates.
- In China, latest economic data remains soft. Retail sales, industrial production and investment all slowed more than expected with property related data remaining weak, particularly for investment. With economic growth trending lower, more government policy stimulus is likely on an incremental basis.

STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 2025 (Cont.)

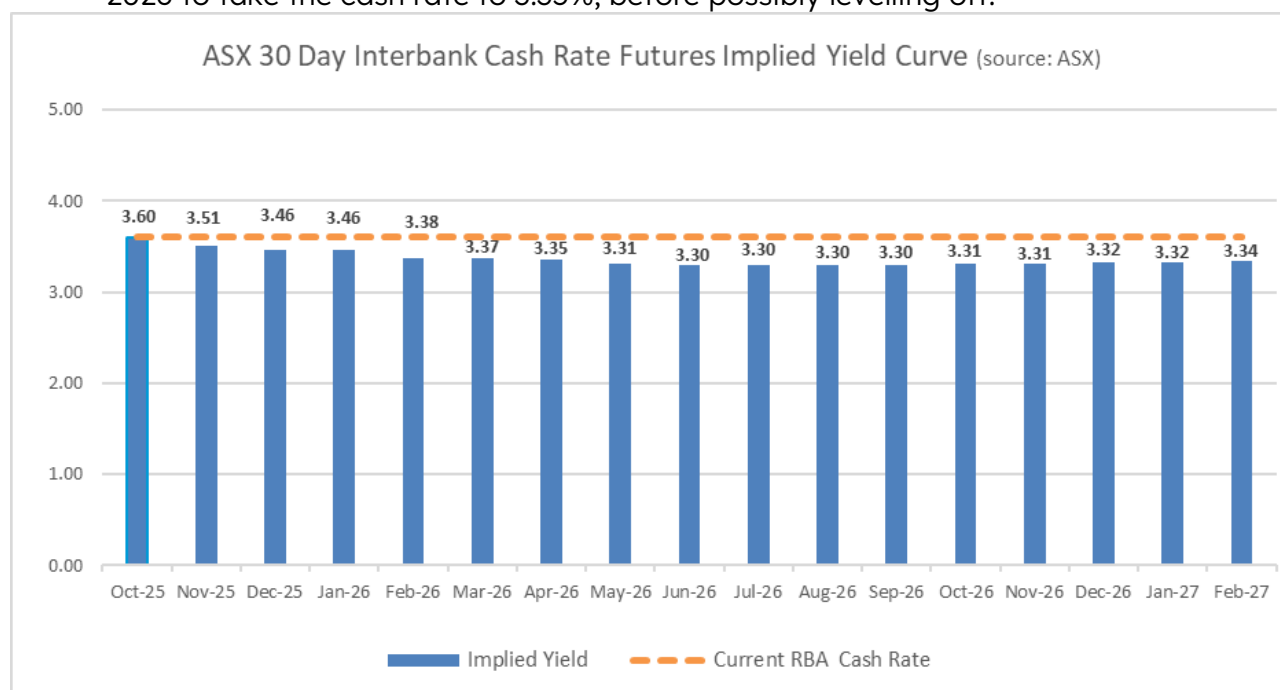
- Global shares have generally come through the seasonally weak northern hemisphere summer period well. US shares gained over 3.5% for the month in reaction to the Fed Reserve's interest rate cut and anticipation of more to come. Japanese and Chinese markets also performed well, up 3% and 4% respectively. Australian shares slipped by 0.5% in September, led by a 9% fall in Energy sector, but the All Ordinaries 12 month gains are still over 10%.

Domestic issues – Commentary provided by Prudential Investment Services:

- Latest quarterly Gross Domestic Product data showed the domestic economy grew by 1.8% year-on-year with consumer spending rising soundly suggesting that rate and tax cuts, and some easing in cost-of-living pressures, are enabling the economy to grow.
- Latest jobs data was a bit softer than expected with employment falling by 5,400 and hours worked also declining. Unemployment was stable at 4.2%, but only because of a decline in the participation rate.
- The August monthly Consumer Price Index surprised again on the upside taking inflation to 3% year-over-year, its highest level since July last year, largely due to a 24.6% year-over-year rise in electricity costs as various state rebates from a year ago dropped out. There were also strong increases in a range of components including restaurant and takeaway meals, various services and new dwelling prices and rents.

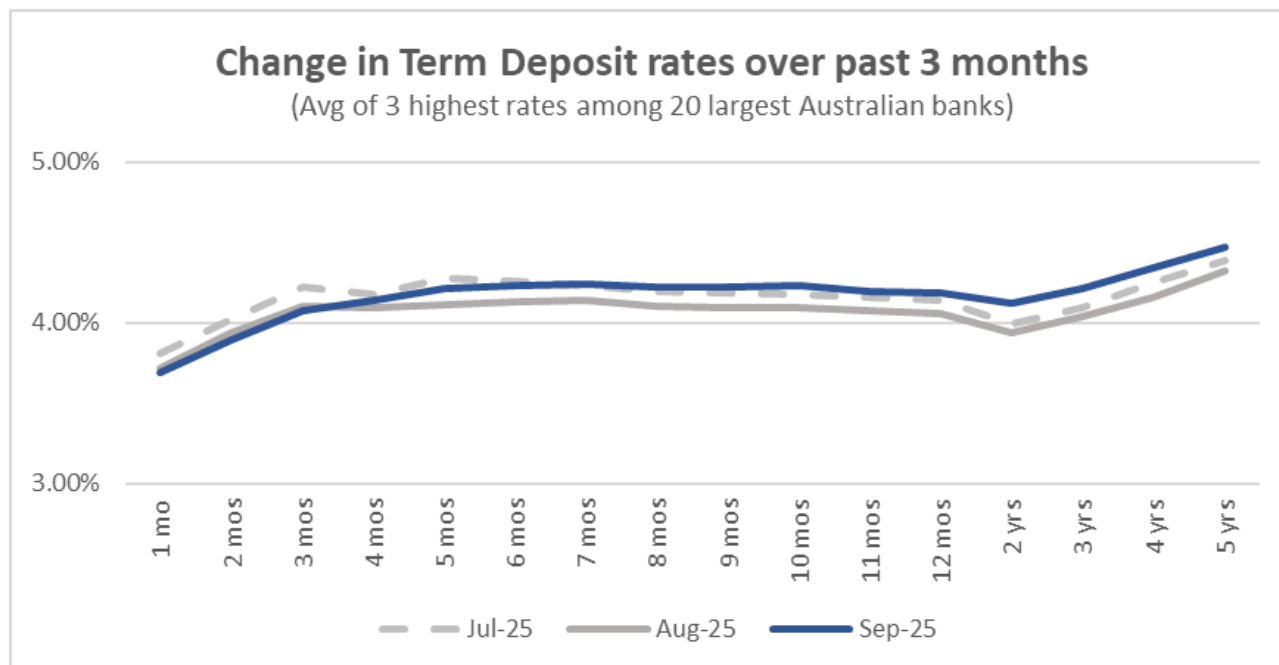
Interest rates

- The RBA left the official cash rate unchanged at 3.60% at its late-September meeting. The central bank noted private consumption is picking up as real household incomes rise and measures of financial conditions ease and that it will take some time to see the full effects of earlier cash rate reductions.
- The market is now pricing in only one more 25 basis point cut, in the first quarter of 2026 to take the cash rate to 3.35%, before possibly levelling off:



STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 2025 (Cont.)

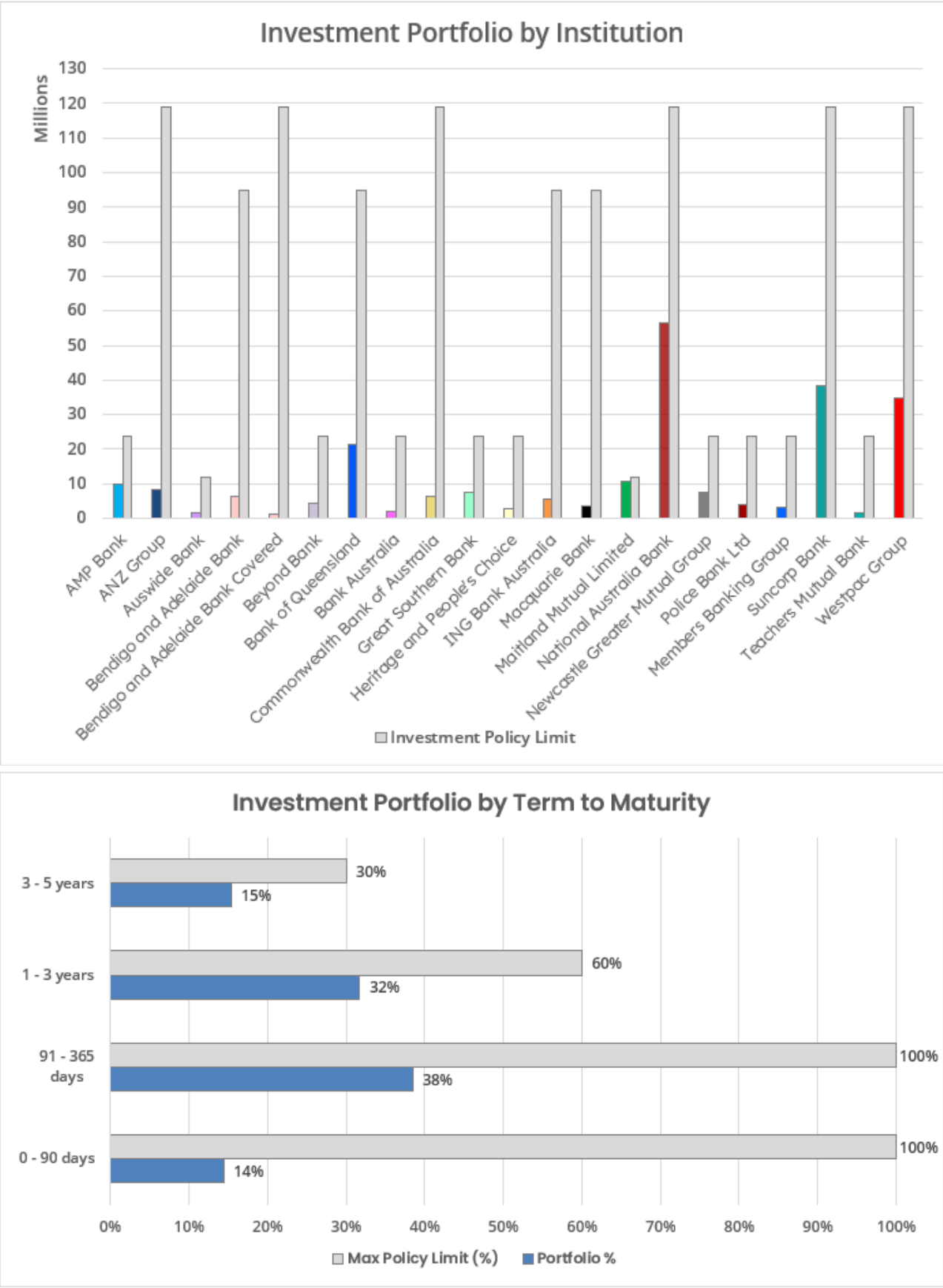
- Improvement in private demand along with weaker than expected jobs data and higher than expected inflation data has cooled off the expected magnitude of future rate cuts, resulting in a boost in term deposit rates across the 4-12 month range by an average of 10 basis from last month. Long dated rates, 2-5 years, jumped up an average of 15 basis points, now ranging from 4.12% to 4.47%:



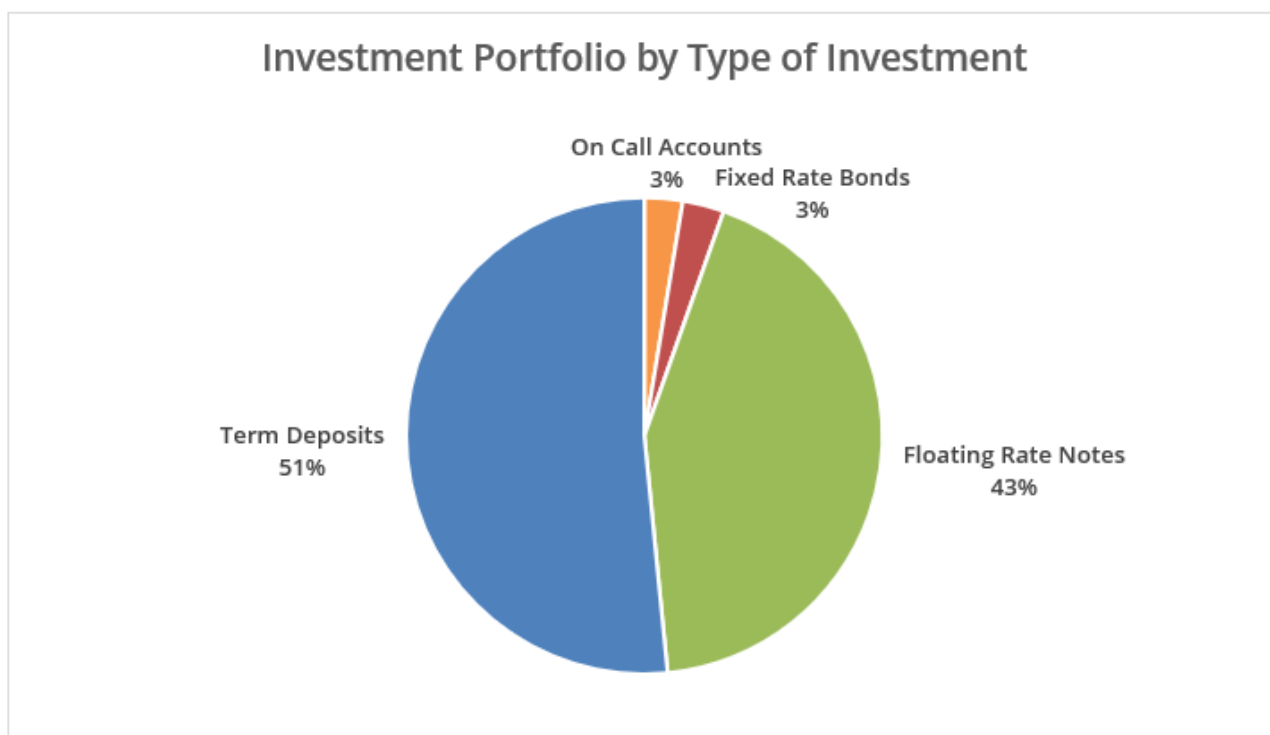
All market commentary is provided by Prudential Investment Services who advise on the management of Council's investment portfolio.

STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 2025 (Cont.)

PORTFOLIO ANALYSIS



STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 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
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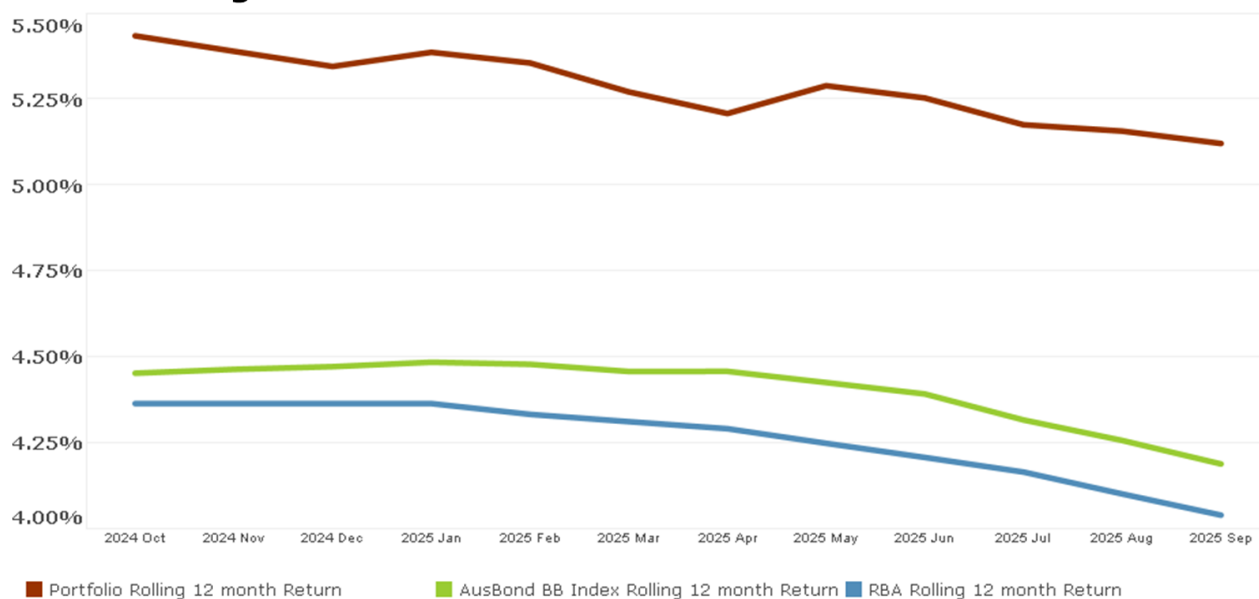
Investment Policy Requirement

Legislative requirements	✓	Fully compliant
Portfolio credit rating limit	✓	Fully compliant
Institutional exposure limits	✓	Fully compliant
Term to maturity limits	✓	Fully compliant

Investment Performance v Benchmark

Term	Investment Portfolio Return	Benchmark: Bloomberg AusBond 90 day Bank Bill Index	RBA cash rate
1 month	4.85%	3.62%	3.60%
3 months	5.00%	3.69%	3.68%
6 months	5.04%	3.92%	3.81%
FYTD	5.00%	3.69%	3.68%
12 months	5.12%	4.19%	4.04%

STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 2025 (Cont.)

Rolling 12 month: Investment Performance vs Benchmark**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 September was \$894,460. This amounts to a favourable variance of \$39,951 when compared to the monthly budget forecasts of \$854,509.

The year-to-date budget forecast for investment returns is \$2,563,527. The actual investment returns for the year-to-date are \$2,891,593, amounting to a favourable variance of \$328,066 which can be attributed to the current high interest rate environment and additional capital available for investment.

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 Investments as at 30 September 2025

Councils Holdings as at 30 September 2025

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 2

STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 2025 (Cont.)

COUNCIL'S HOLDING AS AT 30 SEPTEMBER 2025

Bonds							
	Face Value	Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
11-Nov-25	2,300,000.00	4.9000	WBC Snr Bond (Nov25) 4.90%	AA-	11-Nov-25	42	2,345,883.05
17-Feb-26	1,500,000.00	4.7500	CBA Snr Bond (Aug26) 4.75%	AA-	17-Aug-26	321	1,518,866.27
16-Mar-26	1,400,000.00	4.9460	MAC Snr Bond (Sep26) 4.946%	A+	14-Sep-26	349	1,415,391.58
19-Mar-26	1,500,000.00	5.0000	WBC Snr Bond (Sep28) 5.00%	AA-	19-Sep-28	1,085	1,536,386.19
Totals	6,700,000.00	4.8984					6,816,527.09
Cash							
	Face Value	Current Yield	Borrower	Credit Rating			Current Value
30-Sep-25	2,162,032.25	4.1200	Macquarie Bank	A+			2,162,032.25
30-Sep-25	4,000,000.00	3.6500	National Australia Bank	AA-			4,000,000.00
Totals	6,162,032.25	3.8149					6,162,032.25
Floating Rate Note							
Reset/ Coupon	Face Value	Current Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
24-Nov-25	1,500,000.00	5.0547	RACQ Snr FRN (Feb26) BBSW+ 1.50%	BBB+	24-Feb-26	147	1,511,510.91
24-Nov-25	1,700,000.00	4.0047	SUN Snr FRN (Feb26) BBSW+ 0.45%	AA-	24-Feb-26	147	1,707,598.25
18-Nov-25	2,000,000.00	4.6400	SUN Snr FRN (May26) BBSW+ 1.05%	AA-	18-May-26	230	2,019,706.85
24-Nov-25	3,900,000.00	3.9647	NAB Snr FRN (Aug26) BBSW+ 0.41%	AA-	24-Aug-26	328	3,917,507.14
15-Dec-25	2,300,000.00	4.0602	SUN Snr FRN (Sep26) BBSW+ 0.48%	AA-	15-Sep-26	350	2,305,565.57
23-Oct-25	1,200,000.00	5.2900	GSB Snr FRN (Oct26) BBSW+ 1.60%	BBB+	23-Oct-26	388	1,224,204.25
23-Oct-25	3,250,000.00	5.2900	GSB Snr FRN (Oct26) BBSW+ 1.60%	BBB+	23-Oct-26	388	3,315,553.17
30-Oct-25	1,650,000.00	5.2018	BOz Snr FRN (Oct26) BBSW+ 1.50%	BBB+	30-Oct-26	395	1,676,663.09
17-Nov-25	2,000,000.00	5.1400	POL Snr FRN (Nov26) BBSW+ 1.55%	BBB+	17-Nov-26	413	2,012,392.33
14-Oct-25	2,000,000.00	4.4168	CBA Snr FRN (Jan27) BBSW+ 0.70%	AA-	14-Jan-27	471	2,026,159.30
27-Oct-25	2,250,000.00	4.4997	SUN Snr FRN (Jan27) BBSW+ 0.78%	AA-	25-Jan-27	482	2,277,366.76
10-Nov-25	1,220,000.00	5.2675	HPC Snr FRN (Feb27) BBSW+ 1.60%	BBB+	8-Feb-27	496	1,243,012.88
10-Nov-25	1,400,000.00	5.2675	HPC Snr FRN (Feb27) BBSW+ 1.60%	BBB+	8-Feb-27	496	1,426,408.22
10-Nov-25	2,250,000.00	5.3077	GSB Snr FRN (Feb27) BBSW+ 1.65%	BBB+	9-Feb-27	497	2,295,441.54
25-Nov-25	2,400,000.00	4.2747	NAB Snr FRN (Feb27) BBSW+ 0.72%	AA-	25-Feb-27	513	2,419,687.82
5-Dec-25	1,500,000.00	5.1835	RACQ Snr FRN (Mar27) BBSW+ 1.60%	BBB+	5-Mar-27	521	1,519,323.53
14-Nov-25	1,300,000.00	4.6120	BEN Snr FRN (May27) BBSW+ 1.00%	A-	14-May-27	591	1,316,607.62
22-Dec-25	1,800,000.00	4.8468	TMB Snr FRN (Jun27) BBSW+ 1.30%	BBB+	21-Jun-27	629	1,820,151.18
20-Nov-25	2,800,000.00	4.4425	ING Snr FRN (Aug27) BBSW+ 0.87%	A	20-Aug-27	689	2,828,369.37
15-Dec-25	1,500,000.00	4.9102	AusW Snr FRN (Sep27) BBSW+ 1.33%	Baa2	13-Sep-27	713	1,503,228.62
3-Nov-25	1,000,000.00	4.7199	GSB Snr FRN (Nov27) BBSW+ 1.03%	BBB+	1-Nov-27	762	1,011,524.64
10-Nov-25	2,000,000.00	4.8175	POL Snr FRN (Nov27) BBSW+ 1.15%	BBB+	8-Nov-27	769	2,031,618.52
25-Nov-25	2,500,000.00	4.7547	NAB Snr FRN (Nov27) BBSW+ 1.20%	AA-	25-Nov-27	786	2,546,684.58
15-Dec-25	1,100,000.00	4.8302	SUN Snr FRN (Dec27) BBSW+ 1.25%	AA-	14-Dec-27	805	1,117,520.08
13-Oct-25	3,000,000.00	4.8668	CBA Snr FRN (Jan28) BBSW+ 1.15%	AA-	13-Jan-28	835	3,070,660.87
21-Nov-25	500,000.00	5.2716	BOz Snr FRN (Feb28) BBSW+ 1.70%	BBB+	21-Feb-28	874	510,922.76
22-Dec-25	1,750,000.00	4.6968	BEY Snr FRN (Mar28) BBSW+ 1.15%	BBB+	21-Mar-28	903	1,756,769.20
22-Dec-25	2,500,000.00	4.6968	BEY Snr FRN (Mar28) BBSW+ 1.15%	BBB+	21-Mar-28	903	2,509,670.29
12-Nov-25	2,500,000.00	4.6342	NAB Snr FRN (May28) BBSW+ 1.00%	AA-	12-May-28	955	2,541,820.55
14-Nov-25	2,500,000.00	5.1120	MMB Snr FRN (May28) BBSW+ 1.50%	BBB	15-May-28	958	2,516,806.58
16-Dec-25	1,200,000.00	4.7100	BEN Cov FRN (Jun28) BBSW+ 1.15%	AAA	16-Jun-28	990	1,217,850.74
11-Dec-25	1,400,000.00	4.5125	ANZ Snr FRN (Sep28) BBSW+ 0.93%	AA-	11-Sep-28	1,077	1,415,781.64
17-Nov-25	2,000,000.00	4.6200	NAB Snr FRN (Nov28) BBSW+ 1.03%	AA-	16-Nov-28	1,143	2,035,018.63
5-Nov-25	2,000,000.00	4.6223	ANZ Snr FRN (Feb29) BBSW+ 0.96%	AA-	5-Feb-29	1,224	2,033,756.77
14-Nov-25	600,000.00	5.4620	NPBS Snr FRN (Feb29) BBSW+ 1.85%	BBB+	14-Feb-29	1,233	619,957.74
14-Nov-25	3,000,000.00	5.4620	NPBS Snr FRN (Feb29) BBSW+ 1.85%	BBB+	14-Feb-29	1,233	3,099,788.71
19-Dec-25	1,500,000.00	4.5283	SUN Snr FRN (Mar29) BBSW+ 0.98%	AA-	13-Mar-29	1,260	1,514,128.13
22-Dec-25	2,800,000.00	4.4468	NAB Snr FRN (Mar29) BBSW+ 0.90%	AA-	22-Mar-29	1,269	2,825,346.92
30-Oct-25	2,500,000.00	4.9818	BoQ Snr FRN (Apr29) BBSW+ 1.28%	A-	30-Apr-29	1,308	2,557,021.81
30-Oct-25	4,000,000.00	4.9818	BoQ Snr FRN (Apr29) BBSW+ 1.28%	A-	30-Apr-29	1,308	4,091,234.89
18-Dec-25	5,000,000.00	4.4189	ANZ Snr FRN (Jun29) BBSW+ 0.86%	AA-	18-Jun-29	1,357	5,040,094.27
14-Nov-25	3,100,000.00	4.4320	NAB Snr FRN (Nov29) BBSW+ 0.82%	AA-	14-Nov-29	1,506	3,134,404.99
28-Nov-25	3,000,000.00	4.3922	BEN Cov FRN (Nov29) BBSW+ 0.83%	A-	28-Nov-29	1,520	3,022,354.09
21-Oct-25	2,000,000.00	4.9317	NPBS Snr FRN (Jan30) BBSW+ 1.25%	BBB+	21-Jan-30	1,574	2,032,716.57
18-Dec-25	3,200,000.00	4.3889	NAB Snr FRN (Mar30) BBSW+ 0.83%	AA-	18-Mar-30	1,630	3,221,661.34
21-Nov-25	850,000.00	4.5016	SUN Snr FRN (May30) BBSW+ 0.93%	AA-	21-May-30	1,694	859,593.60
15-Dec-25	2,800,000.00	4.5302	ING Snr FRN (Jun30) BBSW+ 0.95%	A	13-Jun-30	1,717	2,820,904.36
Totals	102,220,000.00	4.7181					103,554,788.24

STATEMENT OF INVESTMENTS AS AT 30 SEPTEMBER 2025 (Cont.)

Term Deposits						
	Face Value	Current Yield	Borrower	Credit Rating	Maturity	Current Value
	2,000,000.00	4.4000	AMP Bank	BBB+	7-Oct-25	2,027,243.84
	2,000,000.00	5.1000	Bendigo and Adelaide Bank	A-	14-Oct-25	2,089,704.11
	2,000,000.00	4.3500	Bank of Queensland	A-	21-Oct-25	2,032,178.08
	2,000,000.00	4.7600	Suncorp Bank	AA-	21-Oct-25	2,058,684.93
	2,000,000.00	5.0900	Suncorp Bank	AA-	28-Oct-25	2,093,432.88
	2,000,000.00	4.8000	Suncorp Bank	AA-	4-Nov-25	2,062,860.27
	3,000,000.00	5.1900	Westpac Group	AA-	18-Nov-25	3,059,720.55
	5,000.00	5.1000	National Australia Bank	AA-	25-Nov-25	5,214.48
	2,500,000.00	5.0700	Suncorp Bank	AA-	25-Nov-25	2,606,261.64
	2,000,000.00	4.8000	Suncorp Bank	AA-	2-Dec-25	2,062,860.27
	2,000,000.00	5.0000	AMP Bank	BBB+	10-Dec-25	2,080,821.92
	2,000,000.00	5.1000	AMP Bank	BBB+	17-Dec-25	2,079,643.84
	2,000,000.00	4.4000	Bank of Queensland	A-	23-Dec-25	2,032,306.85
	2,000,000.00	4.2800	Suncorp Bank	AA-	30-Dec-25	2,022,983.01
	3,000,000.00	4.3000	Bank of Queensland	A-	7-Jan-26	3,042,410.96
	4,000,000.00	4.7900	Suncorp Bank	AA-	13-Jan-26	4,121,259.18
	2,000,000.00	4.3500	Bank of Queensland	A-	20-Jan-26	2,031,939.73
	2,000,000.00	4.3000	AMP Bank	BBB+	27-Jan-26	2,010,131.51
	2,000,000.00	4.7000	Westpac Group	AA-	2-Feb-26	2,015,967.12
	3,000,000.00	4.6500	National Australia Bank	AA-	10-Feb-26	3,082,171.23
	3,000,000.00	4.6300	Westpac Group	AA-	24-Feb-26	3,013,699.73
	3,000,000.00	4.6300	Westpac Group	AA-	3-Mar-26	3,013,319.18
	3,000,000.00	4.2100	National Australia Bank	AA-	10-Mar-26	3,019,031.51
	2,000,000.00	4.2000	Bank of Queensland	A-	17-Mar-26	2,003,452.05
	3,000,000.00	4.3300	Suncorp Bank	AA-	24-Mar-26	3,034,877.26
	2,000,000.00	4.1700	Bank of Queensland	A-	31-Mar-26	2,027,419.18
	2,000,000.00	4.6000	Westpac Group	AA-	7-Apr-26	2,008,569.86
	2,000,000.00	4.1800	National Australia Bank	AA-	14-Apr-26	2,011,223.01
	3,000,000.00	4.2700	Suncorp Bank	AA-	21-Apr-26	3,034,393.97
	2,000,000.00	4.2200	National Australia Bank	AA-	28-Apr-26	2,029,366.58
	2,000,000.00	4.1500	Bank of Queensland	A-	5-May-26	2,027,515.07
	3,000,000.00	4.0500	National Australia Bank	AA-	26-May-26	3,031,956.16
	2,000,000.00	4.0900	Westpac Group	AA-	2-Jun-26	2,006,499.18
	2,000,000.00	4.1800	National Australia Bank	AA-	9-Jun-26	2,006,184.11
	2,000,000.00	4.1900	Suncorp Bank	AA-	16-Jun-26	2,003,443.84
	2,000,000.00	4.3000	Westpac Group	AA-	23-Jun-26	2,009,895.89
	2,000,000.00	4.1000	National Australia Bank	AA-	30-Jun-26	2,008,087.67
	2,000,000.00	4.0900	National Australia Bank	AA-	7-Jul-26	2,007,395.62
	3,000,000.00	4.1700	National Australia Bank	AA-	14-Jul-26	3,017,479.73
	2,000,000.00	4.1900	Suncorp Bank	AA-	21-Jul-26	2,003,443.84
	2,000,000.00	4.1000	National Australia Bank	AA-	28-Jul-26	2,008,087.67
	3,000,000.00	4.1800	National Australia Bank	AA-	11-Aug-26	3,009,276.16
	3,000,000.00	4.1800	National Australia Bank	AA-	1-Sep-26	3,009,276.16
	2,000,000.00	4.1200	Westpac Group	AA-	8-Sep-26	2,007,449.86
	2,000,000.00	4.0800	Westpac Group	AA-	22-Sep-26	2,009,613.15
	3,000,000.00	4.0900	Westpac Group	AA-	29-Sep-26	3,011,093.42
	4,000,000.00	4.6500	The Mutual	BBB	6-Oct-26	4,107,013.70
	3,000,000.00	4.0700	Westpac Group	AA-	13-Oct-26	3,011,039.18
	2,000,000.00	4.0400	Westpac Group	AA-	24-Nov-26	2,009,518.90
	2,000,000.00	4.0400	Westpac Group	AA-	15-Dec-26	2,009,518.90
	4,000,000.00	4.7500	The Mutual	BBB	16-Feb-27	4,112,438.36
Totals	122,505,000.00	4.4247				124,266,619.14
Grand Totals	237,587,032.25					240,799,966.72

16 Items for Information

16.1 Response from Attorney General Re LGNSW Conference Motion

FILE NO:	35/48
ATTACHMENTS:	1. Letter of response from Attorney General – The Hon. Michael Daley MP
RESPONSIBLE OFFICER:	Office Manager Acting General Manager
AUTHOR:	Executive Assistant
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.2.3 City presentation

EXECUTIVE SUMMARY

At Council Meeting 20 May 2025, Council resolved to write to the Attorney General and copy in the Shadow Attorney and LG NSW regarding their initial response to motions tabled at the LGNSW Conference in 2024, in relation to vandalism at graves, monuments, memorials and statues.

Council also resolved to report back to Council within 4 months with any responses received.

OFFICER'S RECOMMENDATION

THAT the information contained in this Report be noted.

REPORT

Council received the attached letter of response on 8 October 2025 from The Hon. Michael Daley MP.

Items for Information

Response from Attorney General Re LGNSW Conference Motion

Letter of response from Attorney General – The Hon. Michael Daley MP

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 1

RESPONSE FROM ATTORNEY GENERAL RE LGNSW CONFERENCE MOTION (Cont.)

OFFICIAL

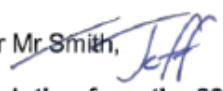
The Hon Michael Daley MP
Attorney General



Ref: EAP25/12589

Mr Jeff Smith
General Manager
Maitland City Council
263 High Street
MAITLAND NSW 2320

By email: executive@maitland.nsw.gov.au

Dear Mr Smith, 

Resolution from the 2024 Local Government NSW Annual Conference

Thank you for your letter received on 29 July 2025 regarding the resolution 99 from the 2024 Local Government NSW Annual Conference, which was put forward by Maitland City Council. I note that Maitland City Council seeks more information regarding responses to vandalism of graves, monuments and statues.

As I noted in my previous response, it is an offence under section 8(2) of the *Summary Offences Act 1988* to wilfully damage or deface any protected place. The maximum penalty is 40 penalty units (\$4,400). This offence is not limited to war memorials. The definition of 'protected place' also captures shrines, monuments, statues and graves (referred to as interment sites). It is also an offence under section 8(3) for a person to commit any nuisance or any offensive or indecent act in, or in connection with, an interment site (in addition to a war memorial). The maximum penalty is 20 penalty units (\$2,200). Instead of imposing a fine for these offences, the court is able to order a person who is convicted of one of these offences to undertake community service.

Additionally, as with war memorials, property damage offences in the *Crimes Act 1900* could apply in relation to damaging a grave, monument or statue. This would depend on the specific circumstances of an incident. The maximum penalty for the Crimes Act property damage offences ranges from 5 – 12 years' imprisonment.

The NSW Government will continue to monitor the application of these offences. Thank you for taking the time to write about this important matter.

Sincerely, 



3 OCT 2025 

OFFICIAL

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6070
nsw.gov.au/attorneygeneral

1

16.2 Audit Risk & Improvement Committee (ARIC) Meeting Minutes – 1.4.25

FILE NO:	81/26
ATTACHMENTS:	1. ARIC Minutes – 1 April 2025 (Under Separate Cover)
RESPONSIBLE OFFICER:	Executive Manager People and Performance Manager Enterprise Risk, Health and Safety
AUTHOR:	Senior Risk and Audit Officer
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

The Audit Risk & Improvement Committee (ARIC) meeting for April was held on 1 April 2025. The minutes of the meeting are submitted to Council for information.

OFFICER'S RECOMMENDATION

THAT Council note the minutes from the ARIC meeting of 1 April 2025.

REPORT

The adopted minutes of the ARIC meeting held on 1 April 2025 are attached for information.

ARIC considered a range of reports at the April meeting including: the External and Internal Audit updates, 2nd Qtr Budget Review, Operational Plan update, ERM Program update, Community Strategic Plan, Asset Management Update, IT Disaster Recovery / Cyber Security / Data Management update, Workforce Management Planning, ARIC Annual Report 2024, Safety Management Framework, WHS & Risk updates.

Also presented to ARIC were two service presentations: Capital Works Delivery and Digital Information & Security Services

The meeting was attended by Council's external audit partner, Prosperity, and Internal Audit provider, PKF.

CONCLUSION

Council's ARIC met on 1 April 2025 and the endorsed minutes are attached.

17 Notices of Motion/Rescission

17.1 Partnering with Community Organisations via Container Deposit Scheme at Large Events

Notice of Motion Submitted by Cr Mitchell Griffin

FILE NO: 35/4
ATTACHMENTS: Nil
RESPONSIBLE OFFICER: Acting Director City Services
Operations Manager Waste Services

Cr Mitchell Griffin has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on Tuesday, 21 October 2025:

THAT

- 1. Council implement a 12 month trial as part of the 2026/27 Operational Plan to partner with local not for profit community groups, charities and clubs for recycling of used bottles and cans at large scale council events which allows the nominated groups to earn additional income through the Container Deposit Scheme.**
- 2. Council conducts an expression of interest for any interested parties to nominate as part of this trial.**

The City of Maitland holds large scale annual events including but not limited to New Years Eve, Australia Day, and Steamfest. During these events tens of thousands of visitors and local residents attend these events consuming large amounts of bottled and canned fluids. This consumption results in wastage of plastic bottles and cans.

This motion proposes that council maximises the opportunities to partner with local not-for-profit sporting and culture clubs, charities and groups when it comes to the recycling of these items. By identifying appropriate organisations through an EOI process, council can work with these groups to provide them with the bottles and cans which are disposed at these events. This would allow these groups to recycle these items through a Container Deposit Scheme, creating revenue opportunities for these community focused groups and organisations. This would assist

Council in its commitment to reduce landfill through recycling, whilst at the same time providing additional income to not-for-profit community groups within the Maitland LGA.

RESPONSE BY ACTING DIRECTOR CITY SERVICES

Council's Events Team will progress the request for partnering with community organisations via the Container Deposit Scheme as part of the 2026/27 Events Program.

A report will be provided to Council at the conclusion on the trial period.

17.2 Walka Water Works Chimney Stack Brickwork

Notice of Motion Submitted by Cr Warrick Penfold

FILE NO: 35/4

ATTACHMENTS:

1. Image of chimney stack
2. Image of chimney stack 2

RESPONSIBLE OFFICER: Acting General Manager
Acting Director City Services

Cr Warrick Penfold has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on Tuesday, 21 October 2025:

THAT

Council writes to the Member for Maitland, The Honourable Ms Jenny Aitchison, seeking urgent support and funding on the continuing deterioration and brick failure of the chimney at Walka Water Works.

BACKGROUND

I have raised concerns with council officers regarding this matter in past months and I am aware that the issue has been made a high priority by staff. However, I am concerned there increasingly appears to be further loss of brickwork. I acknowledge the recent engagement by Michele Keith and photos shared online by Rob Rouse, whose image I have attached.

RESPONSE BY ACTING DIRECTOR CITY SERVICES

Council has been working in partnership with Crown Lands to maintain and improve the Walka Water Works site. A key component of this has been the replacement of aging assets on the site (such as the spillway bridge) and the completion of studies and reports into site asset condition delivered through the Crown Reserves Improvement Fund including condition assessments of the chimney. In addition to this, Crown Lands has supported successful applications for funding to improve the site and provided funding to commence the remediation activities required for the site. Maitland City Council has obtained Crown Lands support in the \$5 million application to the Regional Economic Development and Community Investment Program (REDCIP) in February 2025, in which the scope of works identified are to revitalise the pumphouse building and undertake intervention works in relation to the chimney deterioration. The outcome of this application is still to be advised. Subsequent to the REDCIP application, the deterioration of the chimney appears to have progressed with the exact cause of the acceleration not being defined.

Acceleration of the deterioration of the chimney has been noted within the community and Council has installed a chain wire fence in August this year to isolate the area so that monitoring could occur. Following contact from residents this week a full inspection of the area occurred on Tuesday where 3-4 small fragments of brick were located at the base of

WALKA WATER WORKS CHIMNEY STACK BRICKWORK (Cont.)

the chimney. At the time of the inspection, it was also noted that a small flock of birds look to be nesting in the voids in the chimney from previous brick loss. The fragments of brick located at the base of the chimney would also be consistent with nesting activity; however weekly inspections of the area are underway to ensure that ongoing brick loss is monitored and reported if required.

Council continues to engage with Crown Lands to obtain funding to undertake the strengthening works to maintain the structural integrity of the Chimney into the future. Staff will correspond with the Member for Maitland The Honourable Jenny Aitchison to further communicate this need for funding if this motion is carried.

Notices of Motion/Rescission

Walka Water Works Chimney Stack Brickwork

Image of chimney stack

Meeting Date: 21 October 2025

Attachment No: 1

Number of Pages: 1

WALKA WATER WORKS CHIMNEY STACK BRICKWORK (Cont.)



Notices of Motion/Rescission

Walka Water Works Chimney Stack Brickwork

Image of chimney stack 2

Meeting Date: 21 October 2025

Attachment No: 2

Number of Pages: 1

WALKA WATER WORKS CHIMNEY STACK BRICKWORK (Cont.)



- 18 Questions with Notice**
- 19 Urgent Business**
- 20 Committee of the Whole**
- 21 Committee of the Whole Recommendations**
- 22 Closure**