

Ordinary Meeting Agenda

18 November 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 21 October 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**
- 10 Office Of The General Manager**

Nil

11 City Planning

11.1 DA2023/413 for Three (3) into Four (4) Lot Torrens Title Subdivision, Thirteen (13) Multi Dwelling Housing Units and Associated Strata Subdivision Over Three (3) Stages at 23A and 29 Robert Street and 4 Floral Close, Tenambit

FILE NO: DA2023/413

ATTACHMENTS:

1. Locality Plan
2. Development Plans (Under Separate Cover)
3. Assessment Report (Under Separate Cover)
4. Recommended Conditions of Consent (Under Separate Cover)
5. Assessment Report from 11 June 2024 (Under Separate Cover)
6. Minutes of 11 June 2024 Council Meeting

RESPONSIBLE OFFICER: Director City Planning
Coordinator Planning & Development
Principal Planner

AUTHOR: Senior Development Planner
Principal Planner

APPLICANT: Antkim Holdings Pty Ltd

OWNER: Antkim Holdings Pty Ltd

PROPOSAL: Three (3) into Four (4) Lot Torrens Title Subdivision, Thirteen (13) Multi Dwelling Housing Units and associated Strata Subdivision over Three (3) Stages

LOCATION: 23A Robert Street TENAMBIT NSW 2323, 29 Robert Street
TENAMBIT NSW 2323, 4 Floral Close TENAMBIT NSW 2323

ZONE: R1 General Residential Zone

EXECUTIVE SUMMARY

*Development Application No. DA/2023/413 proposes a Three (3) into Four (4) Lot Torrens Title Subdivision, Multi-Dwelling Housing comprising thirteen (13) Two Storey Dwellings and one (1) into thirteen (13) Lot Strata Subdivision in three (3) Stages. The locality plan can be viewed at **Figure 1** and Development Plans in **Attachment 1**.*

The development application was initially reported to the Council for determination on 11 June 2024. At this meeting the Council resolved to defer the application to allow the proponent the opportunity to address a range of merit matters outlined within the June 2024 report. The Council also resolved to investigate the feasibility of amending the

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

Maitland Development Control Plan Part D.7 - Tenambit to remove reference to the road connection requirement whilst continuing to achieve appropriate infill development in this location.

The applicant has worked with Council staff to address the deferral items. The applicant has adequately addressed the merit deferral matters, with the exception of bulk earthworks. The levels of fill proposed and the general approach to the shaping of the site do not align with the requirements of Chapter C.8 Residential Design of the Maitland DCP 2011, however this matter can be resolved with conditions of consent.

*The original application as lodged was also the subject of four (4) submissions of objection during the initial assessment process. These submissions are discussed in detail under the initial report to Council included as **Attachment 4** to this report.*

*An assessment of the application has been undertaken against Section 4.15(1) of the EP&A Act, 1979. The proposed development is considered acceptable in terms of the relevant matters for consideration under the Act and accordingly, it is recommended for approval subject to those conditions contained in **Attachment 4**.*

OFFICER'S RECOMMENDATION

THAT

- 1. DA/2023/413 for Three (3) into Four (4) Lot Torrens Title Subdivision, Thirteen (13) Multi Dwelling Housing Units and associated Strata Subdivision over three (3) Stages at 23A & 29 Robert Street and 4 Floral Close Tenambit be approved, subject to the conditions of consent provided in Attachment 4 of this report.**

BACKGROUND

Development Application No. DA/2023/413 proposes a Three (3) into Four (4) Lot Torrens Title Subdivision, Multi-Dwelling Housing comprising thirteen (13) Two Storey Dwellings and one (1) into thirteen (13) Lot Strata Subdivision in three (3) Stages.

The development application was initially reported to the Council for determination on 11 June 2024. The Council resolved to defer the application as per Attachment 6 to allow the proponent the opportunity to address a range of matters including:

- Stormwater management incorporating provision of required drainage easements,
- Garbage collection arrangements,
- Landscaping,
- Bulk earthworks,
- Driveway geometry,
- Subdivision boundary alterations to ensure that setbacks to 29 Robert Street are BCA compliant,
- Disability access to Dwellings 1 and 2

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The Council also resolved to investigate the feasibility of amending the Maitland Development Control Plan Part D.7 - Tenambit to remove reference to the road connection between Floral Close and Bradbury Street whilst still achieving appropriate infill development in this location

In arriving at its resolution of 11 June 2024, the Council accepted that the proposal does not comply with a number of areas of the Maitland DCP 2011 - namely, private open space, setbacks, parking and site coverage and Part D.7 - Tenambit of the Maitland DCP 2011 but that these departures were not of sufficient weight to refuse the application.

This report therefore outlines the assessment against the deferred matters from the 11 June 2024 Council meeting.

INTRODUCTION

The purpose of this report is to provide a detailed review and assessment of the development application with a focus on those matters which the Council sought addressing by way of additional information/design amendments, as detailed in the Council's previous resolution of 11 June 2024.

A detailed assessment in accordance with Section 4.15 of the Environmental Planning & Assessment Act 1979 is provided within **Attachment 3** of this report.

SITE DESCRIPTION

The legal description of the land on which the development is to be carried out is:

- Lot 52 DP 815073, 23A Robert Street, Tenambit
- Lot 3 DP 31696, 29 Robert Street, Tenambit
- Lot 11 DP 536248, 4 Floral Close, Tenambit

The subject land can be viewed in **Attachment 1** of this report.

23A Robert Street has an area of 4,658m² and contains an existing single brick dwelling (4 bedrooms) which is accessed via an existing access handle from Robert Street.

29 Robert Street has an area of 663.9m² and contains an existing single storey brick dwelling (3 bedrooms) which has direct frontage to Robert Street.

4 Floral Close has an area of 1,612m² and contains a two-storey existing brick dwelling (4 bedrooms) and tennis court at the rear of the site.

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

PROPOSAL

The proposed development is to be undertaken in three (3) stages as follows:

Stage 1:

Three into Four Lot Torrens Title Subdivision as shown below at Figure 2 including all bulk earthworks and retaining walls.

Existing Lots	Proposed New Lots
Lot 52 DP 815073 (23A Robert Street)	Reduced in area to create new proposed Lot 1 (1661.4m ²)
	New Proposed Lot 2 (3921.2m ²) created by annexing additional area from existing Lots 11, 52 and 3.
Lot 3 DP 31696 (29 Robert Street)	Reduced in area to create new proposed Lot 3 (479.7m ²)
Lot 11 DP 536248 (4 Floral Close)	Reduced in area to create new proposed Lot 4 (877.7m ²)

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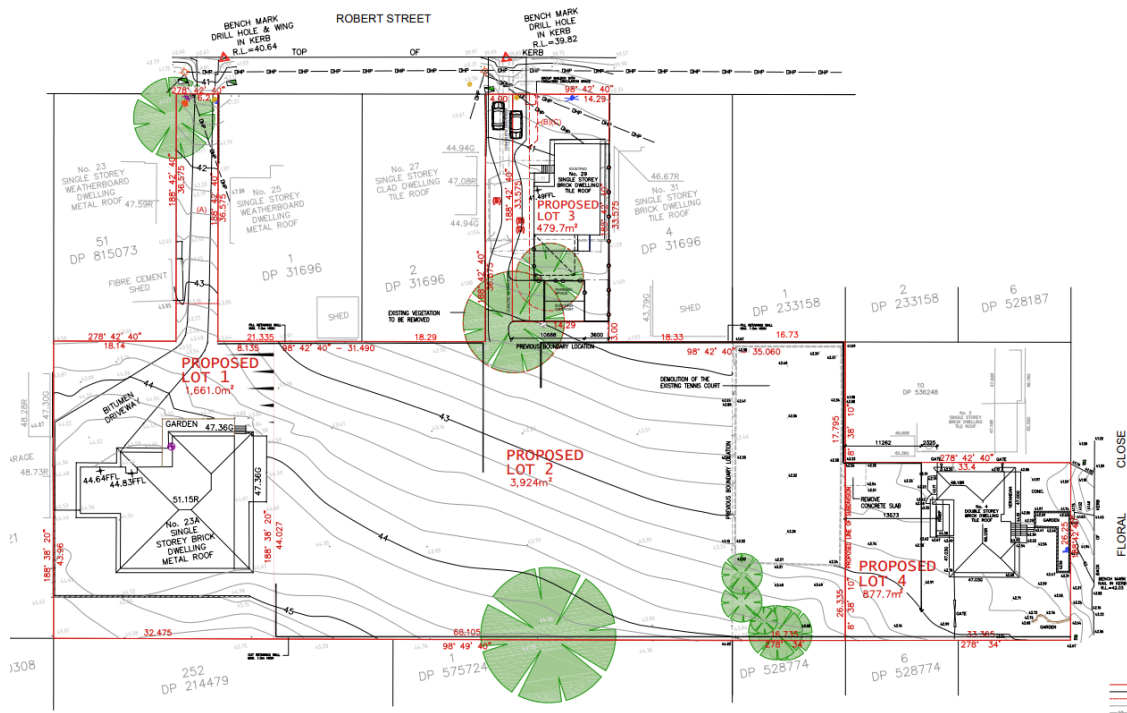


Figure 1: Stage One

Stage 2

The construction of seven (7) units (proposed units 1-4 and 12-14), driveway and waste bin storage on proposed Lot 2 and strata subdivision of the units.

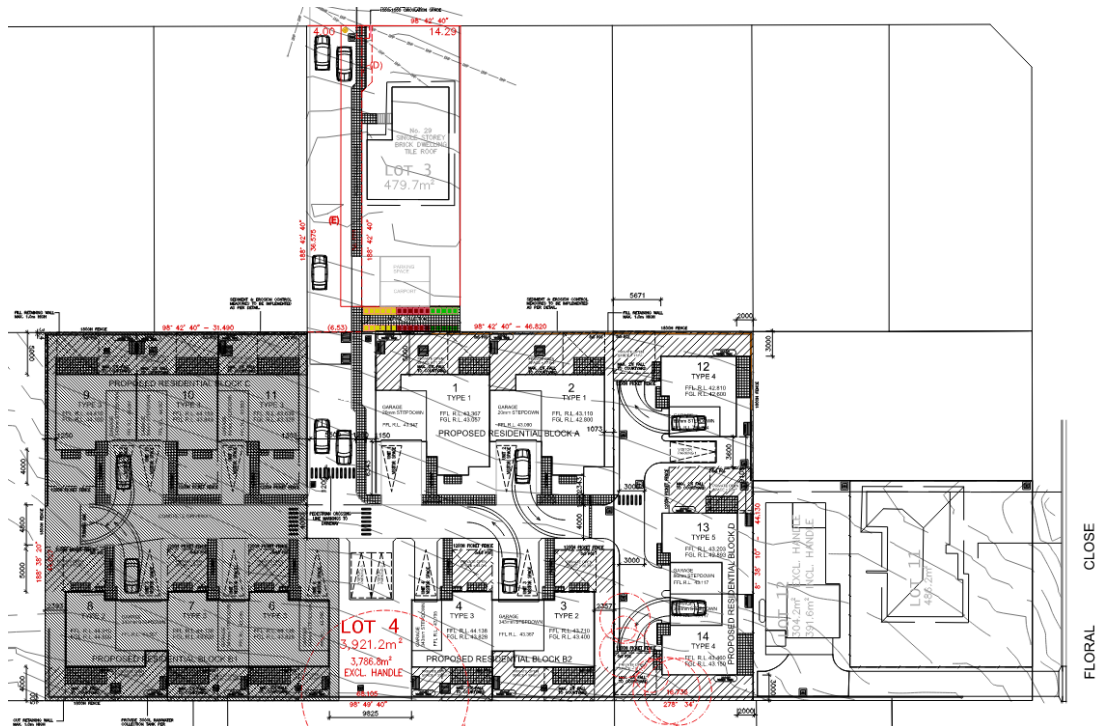


Figure 2: Stage Two

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

Stage 3

The construction of six (6) units (proposed units 6-11) on proposed Lot 2 and strata subdivision of these units.

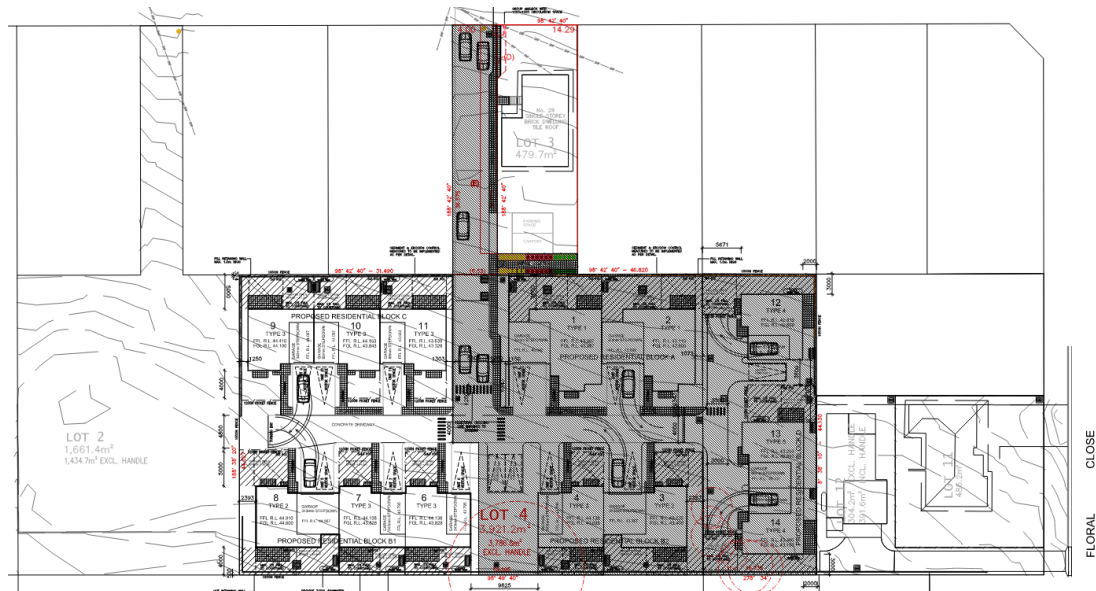


Figure 3: Stage Three

Modifications to the existing dwelling at 29 Robert Street to accommodate the new access driveway to proposed Lot 2 (multi-dwelling site), pedestrian pathway, communal garbage storage area and associated landscaping are to be undertaken independently of the current DA as complying development under CDC 2023/116 which will need to be modified to align with the latest development application plans for the overall site.

KEY ISSUES

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

Bulk Earthworks

The site falls approximately 4.0m from southwest to northeast over 95m, with a crossfall of 1 in 17.

Council have raised concerns with the proponent in relation to the extent of cut and fill proposed and the consistency in the approach to the bulk earthworks on the site having regard to the cut and fill limitations imposed by the Maitland DCP 2011 which seeks to have developments work sensitively with the topography of the land.

Chapter C.8 Residential Design of the Maitland DCP 2011 permits a maximum of 600mm fill and 900mm cut. The extent of cut and fill is reflected in the proposed retaining wall heights and this is most important at the perimeter boundaries of the site at the interface with adjoining properties. The proposal exceeds these limits in several locations:

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- Fill:** Retaining walls around 800mm - 850mm high (RW7) in the northeast corner of Proposed Lot 4 (41% exceedance), and
Retaining walls up to 950mm high (RW3) behind Unit 11 (58% exceedance).
- Cut:** Retaining walls up to 1000mm behind Unit 7 on the southern boundary (11% exceedance).

The applicant has not made any substantive changes to the levels of cut/fill on the site since the application was reported to Council for determination in June 2024. The ability of the applicant to limit the extent of fill to a maximum 600mm in height is problematic for retaining wall RW7. The proposed fill in the northwest corner of the site is therefore needed to achieve finished grades to facilitate stormwater infrastructure to flow to the proposed site access handle adjacent to 29 Robert Street.

Retaining wall RW3 at the heights proposed however is not considered warranted as drainage can be achieved at close to existing site levels. The extent of cut along the southern boundary (RW1) and the extent of fill along the north-western boundary (RW3) appears to be driven by the proponent's preference for a much flatter construction pad and a desire to balance cut and fill on the site. While this approach may simplify construction in some respects, it does not necessarily result in a development which integrates with the existing landform in a sensitive way. Figure 4 below shows the extent of retaining walls which exceed the fill limits under the DCP.

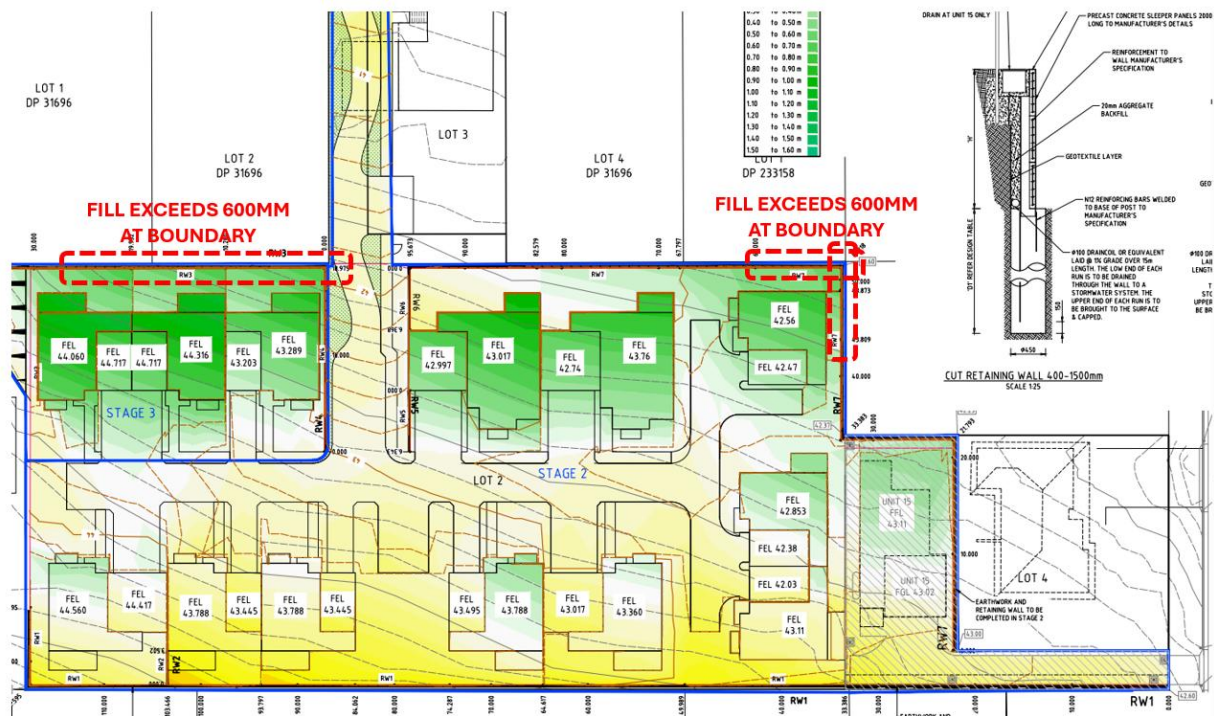


Figure 4: Bulk Earthworks Plan mark-up - Showing general location of earthworks over 600mm in height at boundary.

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The applicant's approach to bulk earthworks creates more significant impacts at the edges of the site with adjoining property owners associated with retaining walls and fencing – particularly where fill is used. These impacts are however somewhat limited to visual impact of a combined fence and retaining wall barrier with a maximum height of 2.6m – 2.7m for RW7 at the rear of 33 Robert Street and a maximum height of 2.7m – 2.8m at the rear of 25 and 27 Robert Street for RW3. The height and visual impact of these boundary structures is mitigated to a good degree by the following:

- In all cases they are located on the southern boundary and will not have any impact on solar access to the Robert Street properties;
- In the case of numbers 25, and 33 Robert Street are significantly screened by existing sheds and landscaping.

It is important to note that the extent of cut along the southern boundary of the site will fully compromise any road connection provided for under the Chapter D.7 of the Maitland DCP 2011 connecting Bradbury Street with Floral Close (this matter discussed in detail in a further section of this report).

Appropriate conditions relating to soil and sediment controls, shoring of adjoining infrastructure and buildings, and appropriate disposal of materials can be conditioned.

Chapter D.7 Tenambit of the Maitland Development Control Plan (DCP)

Chapter D.7 Tenambit of the DCP aims to facilitate the orderly and economic development of land in Tenambit. The DCP requires the construction of a link road between Bradbury Street and Floral Close. Provision has been made for part of this future road in accordance with the DCP under DA 2007/2071 at the rear of 21A Robert Street.

However, since Council's consideration of the development application on 11 June 2024, the draft of Maitland Development Control Plan 2025 has been exhibited with the adoption of the DCP expected early next year (February/March 2026). The Tenambit Locality Plan was not included within the new draft DCP as was exhibited. As such, amending the current DCP in relation to the development of the infill sites in Tenambit essentially becomes a moot exercise.

While the DCP represents the 'optimum' pathway to the development of the land, future development applications will now need to address how these sites might be developed in other ways. Access and drainage will remain key considerations in this regard. The most likely outcome will be the creation of multiple 'battleaxe' lots and the establishment of the necessary inter-allotment drainage easements to ensure practical and legal means of managing stormwater.

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

The subject site is considered generally suitable for the proposed development noting that the DCP road connection would provide an improved outcome and the levels of cut and fill could be reduced to more effectively integrate with the current site contours.

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

PUBLIC SUBMISSIONS

The application was placed on public exhibition for a period of 14 days from 5 June 2023 to 19 June 2023 in accordance with the legislative requirements. During this time four (4) submissions of objection were received. A detailed response to the submissions provided in the original Planners assessment report found in **Attachment 5**. The amended development application plans have not been renotified given the very limited scope of the variations which have been proposed.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

Hunter Regional Plan 2041 and Local Housing Strategy 2041

Both the Hunter Regional Plan 2041 and the Local Housing Strategy 2041 outline a direction to increase infill housing opportunities, which is facilitated by the proposed development.

Weight to be given to the DCP

Legal advice obtained by the Council stated that the Court noted that it is "well established" that the provisions of a DCP need to be taken into consideration, in determining a development application. There are three other factors which will increase the weight to be given to a DCP, as identified in *Stockland Development Pty Ltd v Manly Council* (2004) 136 LGERA 254:

1. A DCP adopted after consultation with interested persons, including the affected community, will be given significantly more weight than one adopted with little or no community consultation,
2. A DCP which has been consistently applied by a council will be given significantly greater weight than one which has only been selectively applied, and
3. A DCP which can be demonstrated, either inherently or perhaps by the passing of time, to bring about an inappropriate planning solution, especially an outcome which conflicts with other policy outcomes adopted at a State, regional or local level, will be given less weight than a development control plan which provides a sensible planning outcome consistent with other policies.

Considering these in the context of this application, both the second and third factors operate to increase the weight to be given to the DCP, noting that previous development in the vicinity has complied with the locality plan in the DCP (factor 2), and that the locality plan is consistent with the Local Housing Strategy and the Hunter Regional Plan (factor 3).

However, it remains for the determining authority (the Council) to decide how much weight it will give to a DCP. The DCP represents the most onerous approach to the development of the land. Council must determine whether the alternative approach, reflected in DA 2023/413 is a satisfactory alternative.

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

Although not a formal consideration in the determination of a development application under Section 4.15 of the Environmental Planning and Assessment Act 1979, Council are reminded of its recent decision to exhibit the draft Maitland Development Control Plan 2025 which has deleted reference to the connection of the terminal roads in Tenambit facilitated by the current Chapter D.7 Tenambit Locality Plan of the Maitland DCP 2011. This new citywide draft DCP is expected to be reported back to the Council in February 2026 following extensive exhibition and consultation in the first half of this year.

STATUTORY IMPLICATIONS

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

CONCLUSION

In response to the deferral from the Ordinary Meeting of Council held on 11 June 2024, the applicant has submitted amended plans and additional supporting information which include reconfigured staging, deletion of one (1) Torrens Title lot, removal of Unit 5, increased landscaping areas, updated stormwater, revised driveway vehicle manoeuvring and waste management plans, revised landscaping plan, minor unit design changes, and a communal waste bin storage area.

The two areas where there remains significant departure from the Maitland Development Control Plan 2011 are:

- Bulk earthworks (particularly fill) which is in excess of the maximum 600mm limit imposed by Chapter C.8 Residential Design
- Alignment with Chapter D.7 Tenambit Locality Plan on the basis that the development will not provide part of the ultimate road connection between Bradbury Street and Floral Close

The fill exceedances, while necessary for part of the site and not so necessary in other parts of the site, are nevertheless mitigated by the location of the retaining walls themselves along the southern boundary of the adjoining lots, and the partial screening of these walls by either existing structures or landscaping on adjoining lots.

While strict compliance with Chapter D.7 of the DCP would result in the longer-term road connection between Bradbury Street and Floral Close, Council may take the view that the development as proposed will give a satisfactory outcome, notwithstanding it may be more piecemeal in nature.

The application has been assessed under Section 4.15(1) of the Environmental Planning and Assessment Act 1979. The proposed development is recommended for approval subject to the conditions outlined in **Attachment 4**.

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

City Planning

DA2023/413 for Three (3) into Four (4) Lot Torrens Title Subdivision, Thirteen (13) Multi Dwelling Housing Units and Associated Strata Subdivision Over Three (3) Stages at 23A and 29 Robert Street and 4 Floral Close, Tenambit

Locality Plan

Meeting Date: 18 November 2025

Attachment No: 1

Number of Pages: 1

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)



DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

City Planning

DA2023/413 For Three (3) Into Four (4) Lot Torrens Title Subdivision, Thirteen (13) Multi Dwelling Housing Units And Associated Strata Subdivision Over Three (3) Stages At 23a And 29 Robert Street And 4 Floral Close, Tenambit

Minutes of 11 June 2024 Council Meeting

Meeting Date: 18 November 2025

Attachment No: 6

Number of Pages: 7

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

11 JUNE 2024

11 CITY PLANNING

11.1 DA2023/413 FOR THREE (3) INTO FIVE (5) LOT TORRENS TITLE SUBDIVISION, CONSTRUCTION OF A DETACHED DWELLING, 14 MULTI DWELLING HOUSING UNITS AND STRATA SUBDIVISION OVER FOUR (4) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT

FILE NO:	DA/2023/413
ATTACHMENTS:	1. Locality Plan 2. Development Plans (Under Separate Cover) 3. Assessment Report (Under Separate Cover) 4. Reasons for Refusal 5. Submissions
RESPONSIBLE OFFICER:	Matthew Prendergast - Director City Planning Cindy Littlewood - Manager Development & Compliance Kristy Cousins - Coordinator Planning & Development
AUTHOR:	Jessica Stockham - Senior Development Planner
APPLICANT:	Antkim Holdings Pty Ltd
OWNER:	Antkim Holdings Pty Ltd
PROPOSAL:	Three (3) into Five (5) Lot Torrens Title Subdivision, Construction of a Detached Dwelling, 14 Multi Dwelling Housing Units and Strata Subdivision over Four Stages
LOCATION:	23A Robert Street TENAMBIT NSW 2323, 29 Robert Street TENAMBIT NSW 2323, 4 Floral Close TENAMBIT NSW 2323
ZONE:	R1 General Residential Zone

EXECUTIVE SUMMARY

*A development application (DA/2023/413) has been received seeking consent for 'Three (3) into Five (5) Lot Torrens Title Subdivision, Construction of a Detached Dwelling House, 14 Multi Dwelling Housing Units and Strata Subdivision over Four Stages', at 23A & 29 Robert Street and 4 Floral Close Tenambit. The locality plan can be viewed at **Attachment 1** and Development Plans in **Attachment 2**.*

In accordance with the General Managers Delegations the application is being reported to Council for determination due to the cost of works, number of unresolved submissions being received during the notification period and recommendation that the application be refused.

The issues raised in the submissions relate to its non-compliance with the Maitland Development Control Plan 2011, site suitability for the proposal, parking and traffic impacts, garbage collection, drainage/stormwater concerns, privacy and noise concerns, inconsistency with the character of the area and public interest. The concerns raised in the submissions have

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

11 JUNE 2024

*not been adequately addressed during the assessment and cannot be mitigated through conditions of consent. Detailed assessment report is provided under **Attachment 3**.*

*A detailed assessment of the application has been undertaken against Section 4.15(1) of the Environmental Planning and Assessment Act 1979 and is provided under **Attachment 3**. The proposed development is inconsistent with Council Policy and does not facilitate urban consolidation of vacant land in a coordinated manner and the development is recommended for refusal.*

OFFICER'S RECOMMENDATION

THAT

1. **DA/2023/413 for Three (3) into Five (5) Lot Torrens Title Subdivision, Detached Dwelling, 14 Multi Dwelling Housing Units and Strata Subdivision over Four Stages at 23A & 29 Robert Street and 4 Floral Close Tenambit is refused, subject to the reasons for refusal provided in Attachment 4 of this report.**

PROCEEDINGS IN BRIEF

A motion was moved.
(Cr P Garnham / Cr S Halliday)

THAT

1. The Council have assessed DA2023/413 against the relevant heads of consideration in section 4.15(1) of the Environmental Planning and Assessment Act 1979 (NSW) and have considered that Part C.8 - Residential Design in relation to private open space, setbacks, parking and site coverage and Part D.7 - Tenambit of the Maitland DCP 2011 is not of sufficient weight to refuse the application as recommended by Council's Planning Officers.
2. The Council have assessed DA2023/413 against the relevant heads of consideration in section 4.15(1) of the Environmental Planning and Assessment Act 1979 (NSW) and consider that the application should be deferred to enable the applicant to provide the following information:
 - a) Amended Stormwater Management Plan that demonstrates that on-site detention (OSD) within proposed Lot 22 complies with the Manual of Engineering standards (MoES). It must demonstrate that an OSD system to control discharge to pre-development flow rates for the whole site.

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

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The post development runoff is to be determined based on the post development impervious area for all storm durations for the 5 year, 20 year and 100 year ARI storm event.

- b) A vehicular manoeuvring plan that facilitates both:
 - i) Garbage collection within the site including truck manoeuvring to accommodate a waste collection truck with minimum specification - 5.8 tonne tare, 10.1 gross with a wheelbase of 3.4m and an overall length of 6.3m; and
 - ii) Adequate vehicular manoeuvring within the site when all the visitor spaces are full.
- c) Amended bulk earthworks plan reducing all retaining wall heights, either on or in close proximity to a boundary, for the purposes of fill, to a maximum 600mm.
- d) Amended landscape plan that provides for:
 - i) Consistency with the stormwater management plan; and
 - ii) Full details of fencing, retaining and privacy screens with particular reference to interface between the proposed vehicular access and the existing dwellings at 23A, 27 and 29 Robert Street; and
 - iii) Native tree planting within the site to achieve canopy coverage equal to the existing site; and
 - iv) Amend plans to prevent overlooking of adjacent neighbours private open space areas. The 'activity rooms' on the upper floors of each unit shall be screened or obscured using one or more design method as outlined under Chapter C.8.16.1 Residential Design of the Maitland Development Control Plan 2011; and
 - v) Additional landscaping along the battleaxe handle to provide a buffer as well as privacy screening along the alfresco area to the existing dwelling house at 29 Robert Street to reduce amenity impacts to the dwelling; and
 - vi) Increased landscaping buffer beside the access driveway along the western boundary (forward of the proposed visitor parking spaces). The landscape buffer must be of suitable scale relative to the width of the driveway and building bulk; and
 - vii) Detail communal lighting and any signage required within the site.
- e) Amended Access report or amended design which provides adequate access to the upper level of the adaptable dwellings identified as units 1 & 2.
- f) Amended Waste Management Plan identifying the location of waste bin collection within the site and demonstrating that there is sufficient space within the garage to park a car, store the 3 waste bins and for pedestrians to manoeuvre around for each unit.
- g) Amended design to ensure that the new side boundary to the existing dwelling house at 29 Robert Street is a minimum of 900mm, or alternatively the respective

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

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wall of the dwelling be fire protected in accordance with the Building Code of Australia.

h) All services, accessways and inter-allotment drainage is shown on the subdivision plan. A stormwater easement is proposed at the rear of Lot 12 and 11 to Floral Close which has not been indicated on the submitted plans.

3. Should DA2023/413 be approved, Council investigate the feasibility of amending the Development Control Plan Part D.7 - Tenambit to remove reference to the road connection between Floral Close and Bradbury Street whilst still achieving appropriate infill development in this location.

Cr L Baker moved an amendment.
(Moved Cr L Baker / Seconded Cr R Aitchison)

THAT

1. DA/2023/413 for Three (3) into Five (5) Lot Torrens Title Subdivision, Detached Dwelling, 14 Multi Dwelling Housing Units and Strata Subdivision over Four Stages at 23A & 29 Robert Street and 4 Floral Close Tenambit is refused, subject to the reasons for refusal provided in Attachment 4 of this report.

The amendment was then put.

The division resulted in 6 for and 6 against, as follows:

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

Mayor P Penfold used casting vote to oppose the amendment and it was lost.

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

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COUNCIL RESOLUTION

THAT

1. The Council have assessed DA2023/413 against the relevant heads of consideration in section 4.15(1) of the Environmental Planning and Assessment Act 1979 (NSW) and have considered that Part C.8 - Residential Design in relation to private open space, setbacks, parking and site coverage and Part D.7 - Tenambit of the Maitland DCP 2011 is not of sufficient weight to refuse the application as recommended by Council's Planning Officers.
2. The Council have assessed DA2023/413 against the relevant heads of consideration in section 4.15(1) of the Environmental Planning and Assessment Act 1979 (NSW) and consider that the application should be deferred to enable the applicant to provide the following information:

- i) Amended Stormwater Management Plan that demonstrates that on-site detention (OSD) within proposed Lot 22 complies with the Manual of Engineering standards (MoES). It must demonstrate that an OSD system to control discharge to pre-development flow rates for the whole site.

The post development runoff is to be determined based on the post development impervious area for all storm durations for the 5 year, 20 year and 100 year ARI storm event.

- j) A vehicular manoeuvring plan that facilitates both:
 - iii) Garbage collection within the site including truck manoeuvring to accommodate a waste collection truck with minimum specification - 5.8 tonne tare, 10.1 gross with a wheelbase of 3.4m and an overall length of 6.3m; and
 - iv) Adequate vehicular manoeuvring within the site when all the visitor spaces are full.
- k) Amended bulk earthworks plan reducing all retaining wall heights, either on or in close proximity to a boundary, for the purposes of fill, to a maximum 600mm.
- l) Amended landscape plan that provides for:
 - viii) Consistency with the stormwater management plan; and
 - ix) Full details of fencing, retaining and privacy screens with

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

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- particular reference to interface between the proposed vehicular access and the existing dwellings at 23A, 27 and 29 Robert Street; and
- x) Native tree planting within the site to achieve canopy coverage equal to the existing site; and
 - xi) Amend plans to prevent overlooking of adjacent neighbours private open space areas. The 'activity rooms' on the upper floors of each unit shall be screened or obscured using one or more design method as outlined under Chapter C.8.16.1 Residential Design of the Maitland Development Control Plan 2011; and
 - xii) Additional landscaping along the battleaxe handle to provide a buffer as well as privacy screening along the alfresco area to the existing dwelling house at 29 Robert Street to reduce amenity impacts to the dwelling; and
 - xiii) Increased landscaping buffer beside the access driveway along the western boundary (forward of the proposed visitor parking spaces). The landscape buffer must be of suitable scale relative to the width of the driveway and building bulk; and
 - xiv) Detail communal lighting and any signage required within the site.
- m) Amended Access report or amended design which provides adequate access to the upper level of the adaptable dwellings identified as units 1 & 2.
- n) Amended Waste Management Plan identifying the location of waste bin collection within the site and demonstrating that there is sufficient space within the garage to park a car, store the 3 waste bins and for pedestrians to manoeuvre around for each unit.
- o) Amended design to ensure that the new side boundary to the existing dwelling house at 29 Robert Street is a minimum of 900mm, or alternatively the respective wall of the dwelling be fire protected in accordance with the Building Code of Australia.
- p) All services, accessways and inter-allotment drainage is shown on the subdivision plan. A stormwater easement is proposed at the rear of Lot 12 and 11 to Floral Close which has not been indicated on the submitted plans.
3. Should DA2023/413 be approved, Council investigate the feasibility of amending the Development Control Plan Part D.7 - Tenambit to remove reference to the road connection between Floral Close and Bradbury Street whilst still achieving appropriate infill development in this location.

DA2023/413 FOR THREE (3) INTO FOUR (4) LOT TORRENS TITLE SUBDIVISION, THIRTEEN (13) MULTI DWELLING HOUSING UNITS AND ASSOCIATED STRATA SUBDIVISION OVER THREE (3) STAGES AT 23A AND 29 ROBERT STREET AND 4 FLORAL CLOSE, TENAMBIT (Cont.)

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Moved Cr P Garnham, Seconded Cr S Halliday

CARRIED

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

The division resulted in 6 for and 6 against, as follows:

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

Mayor P Penfold used his casting vote to support the motion and it was carried.

11.2 Exhibition of Draft Development Control Plan – Anambah Urban Release Area

FILE NO:	DCP 25003
ATTACHMENTS:	1. Draft Anambah Area Plan (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Planning Manager Strategic Planning Coordinator City Planning
AUTHOR:	Strategic Planner
MAITLAND +10	Outcome 1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.3 Housing diversity

EXECUTIVE SUMMARY

The Anambah Urban Release Area (URA), located off Anambah Road and north of Wyndella Estate, encompasses approximately 500 hectares and has the potential to accommodate up to 4,200 dwellings. Zoned for urban purposes in 2020, the Anambah URA includes residential, environmental living, recreational, and commercial zones to support a future community of around 10,500 people.

Under clause 6.3 of the Maitland Local Environmental Plan 2011, a Development Control Plan (DCP) must be in place before development consent can be granted in an urban release area. Council has prepared a draft DCP for the Anambah URA to guide development and ensure housing is delivered in a coordinated and sustainable way. In addition, a Precinct Plan to guide site specific elements of the URA has been prepared by a developer, reviewed by Council, and incorporated in the draft DCP.

The purpose of this report is to present the draft Anambah URA DCP to Council and seek endorsement for its public exhibition for 28 days. The draft DCP is provided as Attachment 1 to this report.

OFFICER'S RECOMMENDATION

THAT

- 1. Council endorses the draft Anambah Development Control Plan including draft Precinct Plan 1 (Attachment 1) to be placed on public exhibition for a minimum period of 28 days.**
- 2. Should there be no submissions of objection:**
 - a. Council adopts the Anambah Development Control Plan.**
 - b. Council delegates any minor changes of the Plan to the General Manager. Any significant changes will result in a further report and recommendation to Council**

EXHIBITION OF DRAFT DEVELOPMENT CONTROL PLAN - ANAMBAH URBAN RELEASE AREA (Cont.)

REPORT

In July 2012, a Gateway Determination for the rezoning of the Anambah Urban Release Area (URA) was issued requiring the preparation and exhibition of a Development Control Plan (DCP) to support the Planning Proposal (PP). A draft DCP was prepared in consultation with the then-major landowner, Stockland, and publicly exhibited alongside the PP between November 2014 and January 2015.

During consultation, several issues were identified with the draft DCP that required further investigation. Council subsequently resolved in July 2016 to progress the rezoning separately from the DCP.

The LEP amendment, rezoning the Anambah URA, was finalised on 4 December 2020.

In 2019, the major landowner and developer for the Anambah URA, Stockland, divested its landholding in the area. DB20 Pty Ltd, a subsidiary of the Roche Group Pty Ltd, subsequently acquired the land and has significantly progressed planning for the necessary infrastructure required to support development of the URA.

Two separate development applications have been lodged within the Anambah URA. The first, lodged by the Third.i Group, was a concept development application for 900 lots in the northern part of the URA. Under section 4.23 of the *Environmental Planning and Assessment Act 1979*, a concept DA can be determined without a DCP in place. This application has been assessed and determined by way of a refusal by the Regional Planning Panel. The second, lodged by DB20, is for a 173 lot subdivision and will require both the DCP and a site-specific Precinct Plan (the subject of this report) to be adopted by Council prior to determination.

Draft Anambah Development Control Plan

The Anambah URA contains a variety of land features and potential land use outcomes that must be carefully considered in planning for its urban development. The western boundary comprises steep elevated land supporting areas of Endangered Ecological Communities (EECs), while the eastern area adjoins and includes flood-affected land within the 1% Annual Exceedance Probability (AEP) flood extent. The site drains eastward via a network of first, second and third-order streams.

To address the broad site characteristics and support the intended future urban outcomes, the draft DCP establishes development guidelines and controls for the:

- Protection of environmentally sensitive areas, including steep land, flood-affected land, and visually sensitive areas.
- Stormwater and water quality management controls.
- Mitigation of natural and environmental hazards, including bushfire risk, Endangered Ecological Communities (EECs), and drainage lines.
- Measures to achieve an appropriate residential scale and density.
- Management of access and traffic through a transport movement hierarchy, showing road designs, routes, and connections to create a simple and safe movement system for private vehicles, pedestrians, and cyclists.

EXHIBITION OF DRAFT DEVELOPMENT CONTROL PLAN - ANAMBAH URBAN RELEASE AREA (Cont.)

- Provision of suitably located public facilities, services, and passive and active open space.
- Site landscaping requirements to work towards increasing tree canopy to 30% in accordance with the Maitland Environmental Sustainability Strategy.

For larger urban release areas, the common development controls and guidelines applying across the whole URA are generally contained within the general DCP provisions for that release area. Given the size of the Anambah URA and its location at the edge of urban service infrastructure, the draft DCP includes a staging plan in accordance with the *Maitland Local Environmental Plan 2011*.

The proposed four stages set out a sequence for land release that supports a logical, cost-effective, and sustainable approach to the URA's development, generally progressing from south to north. The staging plan also allows flexibility for development to occur out of sequence, provided there is justification demonstrating how the proposed staging will maintain orderly and economic development and ensure appropriate infrastructure provision.

Each stage is divided into specific precincts based on land features, constraints and opportunities, intended development outcomes, and land ownership. The draft Anambah DCP identifies seven precincts, each requiring the preparation and adoption of a Precinct Plan. These plans will provide site and land-use-specific development controls and guidelines, including for key development sites such as the community/commercial hub, school site, and areas for small-lot housing. Precinct Plans will be prepared by landowners or developers prior to lodging any development application within that precinct and will be subject to separate consultation and approval processes by Council.

The draft Anambah DCP has included a draft precinct plan for Precinct 1, submitted by DB20. Draft Precinct Plan 1 provides development guidelines and details for:

- The Western Road Link
- Small lot housing outcomes
- Riparian treatment including a linear park
- Road hierarchy and design
- Landscaping

The inclusion of the draft Precinct Plan in the draft Anambah DCP, at this time, will satisfy the necessary processes (exhibition and adoption) to enable Council to consider and determine a development application for 173 lots within this area that is currently under assessment by Council. Note: determination of the development application does not form part of this report and will be subject to separate assessment and determination.

The Anambah URA DCP has been prepared in line with the format and criteria of the draft Maitland Development Control Plan 2025, which has recently been on public exhibition. The Anambah URA DCP will be adopted under whichever version of the Maitland Citywide Development Control Plan is in effect at the time of adoption. If adopted under the current Maitland DCP 2011, it will form part of Chapter F – Urban Release Areas. If adopted under the draft Maitland DCP 2025, it will be incorporated into Chapter 10 – Special Precincts, Locality Plans, and Urban Release Areas. The Anambah URA DCP has been prepared to

EXHIBITION OF DRAFT DEVELOPMENT CONTROL PLAN - ANAMBAH URBAN RELEASE AREA (Cont.)

ensure consistency with both the Maitland DCP 2011 and the draft Maitland DCP 2025 and depending on the relevant in-force version at the time of adoption, will be amended as required to reflect the appropriate DCP name.

CONSULTATION

Prior to formal exhibition, Council provided a draft of the Anambah URA DCP to key landowners and stakeholders within the URA for early review and feedback. This preliminary step aimed to give stakeholders additional time to consider the document, prepare submissions, and understand key requirements including the need for Precinct Plans. As part of this early engagement process, Council received three emails of support and three preliminary submissions on the draft DCP. Some changes were made to the draft DCP in response to these submissions; however, the majority of comments will be addressed through further consultation during the formal exhibition period. In the summary, the key comments include:

- Broad support for the anticipated yield, primary access via the Western Link Road, and recognition of riparian/linear corridors and active transport.
- Clarification on the role and function of the unsealed elements of River Road.
- General support for a sequenced plan aligned to lead-in utilities, however flexibility was requested to depart from south-to-north sequencing where orderly, economic servicing (water/sewer/electricity) can be demonstrated.
- Requests to balance linear-park tree canopy targets with broader riparian rehabilitation outcomes.
- Request that the requirements for Precinct Plans be removed from the draft DCP as they are not a requirement under the *Environmental Planning and Assessment Act 1979*.

The proposed consultation process includes a 28-day public exhibition period, in accordance with Council's Community Participation Plan. During this period, the public will have the opportunity to view and comment on the draft Anambah URA DCP. Landowners within the Anambah URA, as well as adjoining landowners, will be notified of the exhibition and the timeframe for making submissions. Relevant government agencies will also be notified and provided with access to the draft DCP for consideration and comment. Exhibition material will be available on Council's website.

At the conclusion of the exhibition period, all submissions will be reviewed, and if required the draft Anambah URA DCP will be amended where appropriate.

CONCLUSION

The exhibition of the draft Anambah URA DCP and Precinct Plan 1 will provide stakeholders with an opportunity to consider and comment on the development principles guiding future urban growth in this locality and at a precinct level.

EXHIBITION OF DRAFT DEVELOPMENT CONTROL PLAN - ANAMBAH URBAN RELEASE AREA (Cont.)

FINANCIAL IMPLICATIONS

ITEM	VALUE (EXCL. GST)	COMMENTS
Expenditure		
Nil	Nil	
Total Expenditure	Nil	
Income		
Stage 1 DCP fee	\$85,215	Payable prior to exhibition.
Stage 2 DCP fee	\$67,275	Payable prior to adoption.
Total Income	\$152,490	
Result	\$152,490	

RISK IMPLICATIONS

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
There is an operational risk that, if the exhibition of the DCP is delayed, it may delay the assessment and determination of development applications, which may lead to Council failing to meet the Department of Planning, Housing and Infrastructure's performance targets under the Statement of Expectations Order.	High	Progress the DCP to exhibition as scheduled, prioritise post-exhibition review, and commence adoption as soon as practicable.	Medium	Within existing
There is a strategic and operational risk that, if the adoption timeframes for the Anambah URA DCP and the draft Maitland DCP 2025 overlap, it may create misalignment between the documents, which may lead to inconsistent assessment outcomes, uncertainty for applicants, and increased exposure to challenge over policy ambiguity.	Medium	Ensure the Anambah URA DCP remains consistent with the format and policy direction of the draft Maitland DCP 2025.	Low	Within existing

EXHIBITION OF DRAFT DEVELOPMENT CONTROL PLAN - ANAMBAH URBAN RELEASE AREA (Cont.)

POLICY IMPLICATIONS

The Anambah URA DCP is a Council policy document prepared under the *Environmental Planning and Assessment Act 1979* and in accordance with clause 6.3 of the *Maitland Local Environmental Plan 2011*. Once adopted, it will form part of the Maitland Citywide Development Control Plan and provide detailed planning controls for the URA. The draft Anambah DCP has been prepared in alignment with the format and criteria of the draft Maitland DCP 2025 and supports the objectives of the Maitland Local Housing Strategy 2041 and the Environmental Sustainability Strategy 2030.

The Anambah URA is located within the Anambah to Branxton Regionally Significant Growth Area (RSGA) identified in the Hunter Regional Plan 2041. The structure plan being prepared for the RSGA includes consideration of existing zoned land, and incorporates the future land use already planned for in these locations, including the Anambah URA, to ensure consistency of outcomes.

STATUTORY IMPLICATIONS

There are no statutory implications under the *Local Government Act 1993* in relation to this matter. However, the preparation and adoption of the Anambah URA DCP is required under the *Maitland Local Environmental Plan 2011*. Public exhibition must also be undertaken in accordance with the *Environmental Planning and Assessment Act 1979* and *Environmental Planning and Assessment Regulation 2021*.

12 City Services

12.1 Biannual Community Grants Program Round Two 2025/2026

FILE NO:	10/5/18
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Director City Services Manager Community & Recreation
AUTHOR:	Coordinator Major Venues & Facilities Team Leader Community & Sport Liaison Community Development & Programs Officer
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.3.2 Advocacy and partnerships

EXECUTIVE SUMMARY

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

This report presents to Council a recommendation to endorse the funding of twenty- five (25) applications under Council's Biannual 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 Biannual Community Grants Program which includes the Community Projects Grants Program and the Community Celebrations Grants Program, as recommended in this report from applications numbered one (1) to twenty-five (25), in accordance with Section 356 of the Local Government Act, 1993.**
- 2. Council formally thanks all twenty-eight (28) applicants for their submissions and advises them of Council's decision.**

REPORT

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

Through our Biannual Community Grants Programs, we aim to:

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

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

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

Community Projects Grants Program Overview

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

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

Community Celebrations Grants Program Overview

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

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

Applications for Round Two (2) of the Biannual Community Grants Program 2025/2026 opened Monday 4 August 2025 and closed Monday 15 September 2025. In response to the call for applications, twenty-eight (28) applications were received. Twenty (20) applications received were from the Community Projects Grants Program and eight (8) applications were received under the Community Celebrations Grants Program for Round Two (2).

COMMUNITY CONSULTATION

Throughout the opening period for Round Two (2) of the Biannual Community Grants Program 2025/2026, promotion of the program was undertaken. Promotion included a media release, social posts on Maitland City Council Facebook and E-newsletters sent to our Council community database. These promotions included text and imagery relating to the different types of projects that can be funded including creative arts pursuits, cultural celebrations, sporting activities and commemorative recognitions. Previous applicants were also contacted to inform them that Round Two (2) was open for applications.

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

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

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

REVIEW AND ASSESSMENT

The Assessment Panel consists of two Councillors, a Mayoral representative and two independent community representatives. Members of the Assessment Panel were Mayor Philip Penfold, Deputy Mayor Mike Yarrington, Cr Kristy Flannery, Penny Chapman and Robert Kerr. The panel has the responsibility of reviewing and assessing the applications received via Council's online grant management platform, SmartyGrants. Council Officers received and compiled a summary of applications for review by the Community Grants Assessment Panel. This summary was provided at the first panel meeting, convened on 30 September 2025.

The Community Grants Assessment Panel reconvened for a second meeting on 15 October 2025 following their individual assessment of applications in SmartyGrants and determined final funding levels. The following table provides a brief description of the applicants and their total project costs (including their contributions), the funding amount requested, and the funding amount endorsed by the Community Grants Assessment Panel for Council's Biannual Community Grants Round Two (2) 2025/2026.

	Applicant	Project Name	Total Project Cost	Amount Requested	Amount Recommended	Cumulative Total
Community Projects Grants Program						
1.	YWCA Hunter Region Inc	ENCORE Post Breast Cancer Care	\$11,955.43	\$5,955.43	\$5,500.00	\$5,500.00
2.	Churches of Christ Community Care	Colourful Lives – Celebrates the vibrancy of residents' stories.	\$4,180.00	\$2,090.00	\$2,090.00	\$7,590.00
3.	Lions Club of Maitland Inc	The Streets of Maitland publication booklet	\$9,861.50	\$4,930.75	\$4,930.75	\$12,250.75
4.	Maitland Landcare Inc.	Biodiversity Enhancement at Bolwarra Landcare	\$2,400.00	\$1,200.00	\$1,200.00	\$13,720.75
5.	Maitland Family Support Inc.	Food is Life (FIL)	\$72,480.00	\$6,000.00	\$6,000.00	\$19,720.75
6.	Umatterawareness Ltd	Umatter memorial walk	\$12,000.00	\$6,000.00	\$6,000.00	\$25,720.75

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

	Applicant	Project Name	Total Project Cost	Amount Requested	Amount Recommended	Cumulative Total
7.	Maitland Regional Museum Inc	Maitland Heritage Fest 2026	\$47,900.00	\$6,000.00	\$6,000.00	\$31,720.75
8.	Maitland Region Community Support Incorporated	Christmas Hampers	\$30,000.00	\$6,000.00	\$6,000.00	\$37,720.75
9.	We Care Connect Limited	We Care Maitland: Supporting Children, Strengthening Community	\$4,272.00	\$2,100.00	\$2,100.00	\$39,820.75
10.	Our Circle Maitland Limited	Purchase of essential items to equip BBQ Trailer	\$12,346.68	\$5,775.00	\$5,775.00	\$45,595.75
11.	Hunter Breast Cancer Foundation Incorporated	Mindfulness Based Cancer Recovery Program	\$13,690.00	\$5,000.00	\$5,000.00	\$50,595.75
12.	Tocal Field Days Association Inc	The Welcome Mat Project	\$14,990.00	\$6,000.00	\$6,000.00	\$56,595.75
13.	Hume Community Housing Association Company Limited	Hume End of Year Celebration	\$5,023.00	\$2,328.00	\$2,328.00	\$58,923.75
14.	Autism Spectrum Australia (Aspect)	School incursion program for students on the autism spectrum at Aspect Hunter School	\$11,377.20	\$5,688.60	\$5,688.60	\$64,612.35
15.	Sunnyfield	Shaping Abilities	\$2,820.00	\$1,410.00	\$1,410.00	\$66,022.35
16.	Mental Health Co-Ordinating Council Limited	Meet your Neighbour Maitland	\$4,440.00	\$2,220.00	\$2,220.00	\$68,242.35
17.	Maitland and Beyond Family History Incorporated	Seminar -Female Convict Stories by Needle and Thread	\$2,666.50	\$1,330.00	\$1,330.00	\$69,572.35

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

	Applicant	Project Name	Total Project Cost	Amount Requested	Amount Recommended	Cumulative Total
18.	Northern Suburbs Cricket Club Inc.	Lorn Park Rejuvenation	\$11,000.00	\$5,500.00	\$5,500.00	\$75,072.35
Community Projects Totals			\$270,402.31	\$75,527.78	\$75,072.35	\$75,072.35
Community Celebrations Grants Program						
Commemorative Days subcategory						
20.	Maitland Sub Branch of the Returned & Services League of Australia NSW Branch	Service Remembrance Day	\$8,300.00	\$4,000.00	\$4,000.00	\$4,000.00
21.	East Maitland Sub Branch Returned and Services League of Australia NSW Branch	East Maitland RSL sub-Branch Remembrance Day 2025	\$6,070.00	\$340.00	\$340.00	\$4,340.00
22.	East Maitland Sub Branch Returned and Services League of Australia NSW Branch	East Maitland RSL sub-Branch ANZAC Day 2026 - Dawn & Main Commemorative Services	\$16,753.00	\$3,000.00	\$3,000.00	\$7,340.00
23.	Maitland Sub Branch of the Returned & Services League of Australia NSW Branch	Anzac Day Service	\$9,100.00	\$4,000.00	\$4,000.00	\$11,340.00
Recognised Days & Weeks subcategory						
24.	Maitland Family Support Incorporated	MFS Hunter Valley Zoo Day	\$5,567.00	\$2,540.00	\$2,540.00	\$13,880.00
25.	Maitland Malayalee Association Incorporated	Maitland Onam 2025	\$25,000.00	\$4,000.00	\$4,000.00	\$17,880.00
Community Celebrations Totals			\$70,790.00	\$17,880.00	\$17,880.00	\$17,880.00
Combined Totals of Biannual Grants			\$341,192.31	\$93,407.78	\$92,952.35	\$92,952.35

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

Ineligible and Withdrawn Applications

One (1) application did not meet the eligibility and assessment criteria outlined in the Community Grants Program Guidelines and Community Grants Program Policy, as the organisation's structure did not align with the eligibility requirements of the program. As a result, this application has been excluded from this report. The application was presented to the panel at the first meeting held on 30 September 2025 for final determination regarding their eligibility, and it was agreed by the panel that it was ineligible. Two (2) applications were withdrawn by the applicants. These applicants will be notified of the outcomes following the 18 November 2025 Council Meeting.

CONCLUSION

With twenty-eight (28) applications received, the Community Grants Assessment Panel recommends full or part funding to twenty-five (25) of the applicants. Funded projects and activities encompass a diverse range of community initiatives, from cultural celebrations and heritage programs to environmental restoration, education and wellbeing projects. They also include support for vulnerable members of the community, initiatives that foster inclusion and connection and the purchase of essential resources and equipment to strengthen local capacity.

The Assessment Panel funding recommendations total \$92,952.35, as outlined above, and is within available budget allocations.

FINANCIAL IMPLICATIONS

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

Source	Amount (excl GST)	Comments
INCOME		
Section 356 Community Grants 25/26 Budget	\$180,000.00	60% Community Projects Grants 12% Community Celebrations Grants 25% Individual Development Grants 3% Discretionary
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	
Round Two (2) Year-Round Grants 2025/2026 Expenditure (completed)	\$5,130.00	
Proposed Round Two (2) Biannual Grants funding recommendations	\$92,952.35	
TOTAL COST	\$175,027.06	
RESULT	\$55,870.94	Remaining 25/26 budget available

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

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – existing or additional
There is a reputational risk of the recommended applications not being funded that may lead to poor community outcomes.	Medium	Council endorse the recommended applications for funding.	Low	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 fractured reputation for Council within the community.	Medium	Council endorse the recommended applications for funding, upholding Council's commitment to financially support community initiatives.	Low	Within existing resources
There is a reputational risk of perceived lack of transparency regarding funding allocations that may lead to a damaged reputation within the community.	Medium	Eligibility and assessment criteria for the program 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

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

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.

12.2 Local Transport Forum Meeting Minutes (October 2025)

FILE NO:	140/5
ATTACHMENTS:	1. Local Transport Forum Minutes (October 2025) (Under Separate Cover)
RESPONSIBLE OFFICER:	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 2 October 2025 are attached for approval.

OFFICER'S RECOMMENDATION

THAT

1. The Local Transport Forum meeting minutes of 2 October 2025 be approved.

REPORT

The minutes of Maitland City Council's Local Transport Forum (LTF) Meeting held on Thursday 2 October 2025 are attached for approval.

Under the 2025 LTF delegation instrument, both reports in the October LTF meeting are classified as optional referrals to LTF or items for information. They have been reported to Council as LTF meeting minutes for consistency and transparency of LTF meetings and for record keeping purposes.

CONCLUSION

The minutes for the LTF meeting held on 2 October 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 (OCTOBER 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.
There is a governance risk of that traffic related items are not reported through the LTF and Council which may lead to incorrect reporting and governance.	High	Items are reported to LTF as per the TfNSW Delegation Instrument.	Low	Within existing resources

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

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

12.3 Automated External Defibrillators On Council Property.

FILE NO:	35/5/1
ATTACHMENTS:	1. AED Audit Findings
RESPONSIBLE OFFICER:	Director City Services Manager Asset Strategy and Engineering
AUTHOR:	Operations Manager Asset Management Project Officer Recreation Works
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.3.2 Inclusive public places and spaces
Previous Items:	9.1 – Automated External Defibrillators – Ordinary Council – 15 Jul 2025 5:30 PM

EXECUTIVE SUMMARY

In response to Council's resolutions of 15 July 2025 (Item 9.1), an audit of Automated External Defibrillator (AED) units within Council facilities has been recently undertaken. The audit data highlighted inconsistencies and risks with how Council owned and non-Council owned AEDs were managed within Council facilities. Council officers recommend the development of an Automated External Defibrillators (AED) within Council facilities policy to provide clarity and reduce risk for Council, user groups and AED owners.

OFFICER'S RECOMMENDATION

THAT

1. The contents of this report are noted.
2. Council officers undertake engagement with Council facility user groups to develop a policy for Automated External Defibrillators (AED) within Council facilities and it is reported back to Council in April 2026.

REPORT

Background

Automated External Defibrillators (AED) are an increasingly common addition to public and community facilities and can be a lifesaving medical device used in first aid and emergency situations.

There are currently no laws in New South Wales around the need for, or placement of AED units. However, NSW Health and Work Safe NSW have published reference information which provide applicable guidance for AED management by Council.

AUTOMATED EXTERNAL DEFIBRILLATORS ON COUNCIL PROPERTY. (Cont.)

AED installation at workplaces or high use facilities is generally viewed as complying with best practice guidelines for risk mitigation by organisations. An AED on site may also form part of peak body's venue recommendations for sporting and community groups using Council owned facilities. An example of this is Football NSW's Ready Rescue Campaign.

Council currently operates on a risk-based approach regarding the number of AED units at Council staffed facilities, which includes considerations on staff and visitor demographics, visitation numbers, and proximity to other venues with AED units.

Several sporting clubs and community groups operating at Council owned venues have been successful in obtaining NSW government grant funding to purchase and install AED's with Council support since the 2019/20 financial year. However, an on-going approach around responsibility and maintenance of these AED units has never been formalised.

Audit findings.

An audit completed by Council officers on Council owned operational and community facilities has revealed inconsistencies in the presence, types, perceived ownership, and maintenance of AED units within these sites. The most recent audit, completed in August 2025 covered 58 venues and recorded the status of AED units at these sites. This audit can be found in Attachment 1.

The August 2025 audit noted:

- 58 venues or sites were inspected
- 33 sites have an AED present, with a total of 36 units being located
 - 11 AED units are Council owned
 - 25 AED units are non-Council owned
- 28 of the sites have AED units permanently installed in a prominent location
- 5 sites have portable AED units located somewhere at the facility that are available as required during events or use by the hirer
- 25 sites inspected were found to have neither a fixed nor portable AED unit available.

This audit, plus further investigation by Council officers, indicated that there are no formal or established Council wide maintenance, inspection contracts or agreements in place to service AED units. Some have been serviced ad-hoc by the facility users or relevant section of Council, and some have been left to expire due to battery life and require disposal.

It was also found that there is no consistent organisation wide AED asset register detailing specifics of each Council or club owned units.

Opportunities for additional AED availability.

The current market rate for a wall mounted AED unit consistent with those at other sites ranges from \$1500 - \$2500 including GST per unit. An AED unit typically has a lifespan of 8 to 10 years and requires regular inspecting as per manufactures recommendations, which is typically every three (3) months. However, this can vary depending on manufacturer, usage and maintenance undertaken.

AUTOMATED EXTERNAL DEFIBRILLATORS ON COUNCIL PROPERTY. (Cont.)

The Local Sport Defibrillator Grant Program is a NSW State Government program available to community user groups for the 2025/26 financial year. This grant program provides user groups, with Councils support, funding of up to \$3000 for the purchase of an AED unit for the use at community venues. This grant is not available to Council.

Automated External Defibrillators (AED) within Council Facilities Policy

A policy is recommended for Automated External Defibrillators (AED) within Council Facilities to manage the risks and costs associated with AEDs within Council Facilities. The policy is intended to provide a position on the following identified items or issues regarding Council and non-Council owned AEDs:

- The requirement for a Council facility to have an AED fixed onsite
- Non-Council AED ownership of units fixed to a Council facility, including multi use facilities or facilities hired out to other user groups
- Non-Council AED positions, locations and signage of units fixed to a Council facility
- Non-Council AED inspections, maintenance responsibilities and maintenance costs of units fixed to a Council facility
- Non-Council AED replacement responsibilities and replacement costs of units fixed to a Council facility at end of life or if damaged
- The process for fixing new non-Council AEDs to a Council facility or removing AEDs at end of life
- The storage of non-Council mobile AED units at Council facilities which are not accessible to all facility users
- The requirements for AEDs for Council facilities which are permanently staffed by Council during business hours
- The advertising of the locations of AEDs fixed to a Council facility on public service applications.

The Automated External Defibrillators (AED) within Council Facilities policy will be developed in consultation with the user groups of the Council facilities. The AED information from the policy will be recorded in Council assets register.

Consultation

Consultation has occurred between Councils Assets, Major Venues and Facilities, Aquatics, Works, WHS and Risk Management teams. External consultation has occurred with multiple service providers who supply and service AED units.

Consultation will occur with the Council facility user groups during the development of the Automated External Defibrillators (AED) within Council Facilities policy. This will include the owners of non-Council AEDs currently fixed to a Council facility.

CONCLUSION

After completion of the latest internal audit on the location and ownership status of AED units within Council operational and community venues, it has been identified that there are many inconsistencies across Council Facilities. This includes the locations, types, ages, and needs for AED units at community facilities, and gaps in the management of the AEDs including their ongoing maintenance and eventual replacement.

AUTOMATED EXTERNAL DEFIBRILLATORS ON COUNCIL PROPERTY. (Cont.)

The development of an Automated External Defibrillators (AED) within Council Facilities policy is recommended to provide clarity and reduce risk for Council, user groups and AED owners.

FINANCIAL IMPLICATIONS

There is a financial impact for ongoing maintenance of AED units at each Council owned facility. Each unit should be inspected and checked every 3 months, costing \$60.75 per unit per quarter or \$243 per unit, per year.

If Council were to manage all 36 Council and non-Council owned AEDs, it would cost approximately \$22,000 per year based on quarterly servicing and replacing 5 AEDs each year.

FINANCIAL PROPOSAL		
SOURCE	AMOUNT (EXCL. GST)	COMMENTS
INCOME		
Current Income Budget	\$ 11,500	Buildings Operational Maintenance and Repairs budget.
TOTAL INCOME	\$ 11,500	
EXPENDITURE		
AED quarterly servicing 11 units	\$ 4,000	Council Owner - Serviced every 3 months.
3 units per annum	\$ 7,500	Replace or additional.
TOTAL COST	\$ 11,500	
RESULT	\$ 0	

AUTOMATED EXTERNAL DEFIBRILLATORS ON COUNCIL PROPERTY. (Cont.)

Risk Implications

RISK	RISK RATING	PROPOSED TREATMENT	PROPOSED RISK RATING	RESOURCING-WITHIN OR ADDITIONAL
There is a reputational risk of having non-functioning AED units at Council staffed facilities, that may lead to significant reputational damage to Council if a faulty unit was identified by a community member.	High	Adopt recommendation	Low	Within allocated resources
There is a WH&S risk of an AED unit at a Council facility being faulty or having expired parts, that may lead to significant impact on the Health and Safety of users in an emergency and be a potential breach of the WHS Act.	High	Adopt recommendation	Low	Within allocated resources.
There is a financial risk of an inconsistent maintenance regime for Council owned AED units which may lead to unnecessary financial outlay and replacement costs.	High	Adopt recommendation	Low	Within allocated resources.
There is a reputational and financial risk to non-Council / user group AED owners being made to regularly inspect and maintain their AEDS that are fixed to Council facilities, that may lead to additional costs being incurred and negative outcomes regarding ownership.	High	Adopt recommendation	Low	Within allocated resources.
There is a reputational risk to non-Council / user group AED owners with their AEDs fixed to Council facilities of the AED not working during a medical incident, that may lead to negative outcomes and reputational damage to the AED owner and Council.	High	Adopt recommendation	Low	Within allocated resources.

AUTOMATED EXTERNAL DEFIBRILLATORS ON COUNCIL PROPERTY. (Cont.)

POLICY IMPLICATIONS

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

- Risk Management Policy
- Asset Management Policy
- Work Health & Safety Policy.

STATUTORY IMPLICATIONS

This report relates to and is consistent with the following legislation:

- Local Government Act 1993
- Work Health and Safety Act 2011 and WHS Regulation 2017

City Services

Automated External Defibrillators on Council Property.

AED Audit Findings

Meeting Date: 18 November 2025

Attachment No: 1

Number of Pages: 2

AUTOMATED EXTERNAL DEFIBRILLATORS ON COUNCIL PROPERTY. (Cont.)

AED Audit findings

Location / venue	Number of units	Description of location	Brand
A&D Lawrence Sportsground	1	Installed outside building next to the Ref Room	Heart Sine
Beryl Humble Sporting Complex	1	Installed outside of the building next to the Canteen	Heart Sine
Bolwarra Sporting Complex	1	Installed outside of the building in the breezeway	Heart Sine
Bolwarra Tennis	0	N/A	
Chelmsford Drive	0	N/A	
Cooks Square Park	1	Not installed, inside Home Change Room	Heart Sine
Coronation Oval	1	Installed outside the building next to Home Change Room	Heart Sine
Ernie Jurd Sportsground	1	Installed inside Home Change Room	Heart Sine
Fieldsend Oval	1	Installed inside the Canteen	Heart Sine
Fred Harvey Sportsground	0	OUT OF DATE - Has been removed	
Johnston Reserve	0	N/A	
King Edward	0	N/A	
Lochinvar Sporting Complex	1	Installed inside the Ref Room	Heart Sine
Lorn Park	1	Installed inside the Change room entrance	Zoll
Maitland Regional Sportsground	1	Installed inside First Aid Room	Heart Sine
Maitland Regional Athletics Centre	1	Installed inside First Aid Room	Heart Sine
Maitland Croquet Club	2	Portable defibs located in club house	Heart Sine
Maitland Netball Courts	1	Installed inside facility next to First Aid Room entry	Heart Sine
Maitland Park Outer Fields	1	Installed outside the building in the amenities breezeway	Heart Sine
Max McMahon Sportsground	1	Not installed, located in canteen	Heart Sine
McKeachies Sporting Complex	1	Installed Inside the Home Change Room	St Johns
Metford Rec Reserve	1	Not installed, located in Canteen	Heart Sine
Morpeth Sportsground	1	Installed inside Canteen	Heart Sine
Norm Chapman Sportsground	1	Installed inside the Canteen	Schiller
Robins Oval	1	Not Installed, located inside the Canteen	Unknown
Ron Stewart Sportsground	0	N/A	
Roy Jordan Sportsground	0	N/A	
Shamrock Hill Sportsground	1	Installed inside the Ref Room	Heart Sine
Somerset Park	1	Installed inside the main entrance of the building	Heart Sine
Tenambit BMX	1	Installed inside the Canteen/Admin building	Heart Sine
Tenambit Sporting Complex	1	Installed inside Home Change Room	Heart Sine
Tenambit Tennis Courts	0	N/A	
Thornton Netball Courts	0	N/A	
Thornton Park	1	Installed inside the Club Room	Heart Sine
Telarah Netball Courts	0	N/A	
Bruce Street Community Hall	1	Installed in the main hall	Heart Sine
Gillieston Heights Community Hub	1	Installed in Foyer	
Maitland Senior Citizens Centre	0	N/A	

AUTOMATED EXTERNAL DEFIBRILLATORS ON COUNCIL PROPERTY. (Cont.)

Maitland Town Hall	1	Installed in the MAC Foyer	Zoll
Metford Community Hall	0		
Morpeth School of Arts	0		
Noel Unicom Community Hall	0		
Pat Hughes Community Hall	0		
Rutherford Community Centre	0		
Shamrock Hill Multipurpose Centre	0		
Tenambit Community Hall	0		
East Maitland Aquatic Centre	1		
Maitland Pool	2	Located within First Aid bag kits with	Phillips
East Maitland Library	0		
Maitland Library	0		
Rutherford Library	0		
Thornton Library	0		
Maitland Animal Management Facility	0		
Mount Vincent Waste Facility	0		
Metford Works Depot	2	one located at stores, one within workshop.	St Johns
Maitland Regional Art Gallery	1		Unknown
Maitland Gaol	1		Unknown
Maitland Visitor Information Centre	0		

12.4 WALKA WATER WORKS PLAN OF MANAGEMENT

FILE NO:	35/74/5
ATTACHMENTS:	1. Walka Water Works Draft Plan of Management (Under Separate Cover) 2. Walka Water Works Master Plan (Under Separate Cover) 3. Walka Water Works Conservation Management Plan (Under Separate Cover) 4. Walka Water Works Heritage Interpretation Plan (Under Separate Cover) 5. Walka Water Works Historical Archaeological Assessment (Under Separate Cover) 6. Walka Water Works Aboriginal Archaeological Assessment (Under Separate Cover) 7. Walka Water Works Social Impact Study (Under Separate Cover) 8. Walka Water Works Concept Plan (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Services Manager Capital Works Delivery
AUTHOR:	Project Manager – Delivery
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.1 Meaningful consultation and engagement

EXECUTIVE SUMMARY

The Walka Water Works Plan of Management (PoM) is a requirement under the Local Government Act 1993 (LG Act) and the Crown Land Management Act 2016 (CLM Act) covering one Crown reserve named Walka Water Works Reserve (R97511). This Reserve is more commonly known as Walka Water Works and Council has been appointed as 'Council Crown Land Manager'. This report outlines the requirements of the Walka Water Works Plan of Management and recommends that the Plan of Management be exhibited for public comment.

WALKA WATER WORKS PLAN OF MANAGEMENT (Cont.)

OFFICER'S RECOMMENDATION**THAT**

1. **The Walka Water Works site is proposed to be categorised as Park, General Community Use, Area of Cultural Significance, and Natural Area in accordance with Section 36 of the Local Government Act (1993).**
2. **Council endorses draft Walka Water Works Plan of Management and supporting documentation be placed on public exhibition in accordance with Section 38 of the Local Government Act (1993) and relevant regulations for no less than 28 days.**
3. **Post exhibition, the revised draft Plan of Management and responses to public exhibition be reported to council for consideration and adoption**

REPORT

Plans of Management are required under the Crown Land Management Act 2016 and the Local Government Act 1993 and provide direction for Council-managed Crown reserves, classified as 'community land'. The Walka Water Works Plan of Management has been prepared by Council, in accordance with Section 3.23 of the Crown Land Management Act 2016 and Section 36 of the Local Government Act 1993, to provide direction for the management of Crown Reserve, namely Walka Water Works Reserve (R97511). This Crown Reserve has a total area of approximately 64.23 hectares and is more commonly known as Walka Water Works (see figure 1 below). The Walka Water Works Plan of Management covers the following reserve:

Reserve Number	R97511
Reserve Bane	Walka Water Works Reserve
Manager	Maitland City Council
Purpose	Preservation of Historical Sites and Buildings
Additional Purpose	Recreation Facilities and Services
Real Property (Lot in Deposited Plan)	Lot 445 DP722263
Area	64.23 ha
Plan of Management Categories	Park, General Community Use, Natural Area and Area of Cultural Significance

The categorisation of the land designates Walka Water Works as Park, General Community Use, Area of Cultural Significance, and Natural Area (Bushland or Watercourses). It is noted that the term *Area of Cultural Significance* is utilised for land that holds *Aboriginal, aesthetic, archaeological, historical, technical or research or social significance* as per Section 36H of Local Government Act (1993).

Figure 1 presents the land category Map for Walka Water Works (extracted from the draft PoM).

WALKA WATER WORKS PLAN OF MANAGEMENT (Cont.)

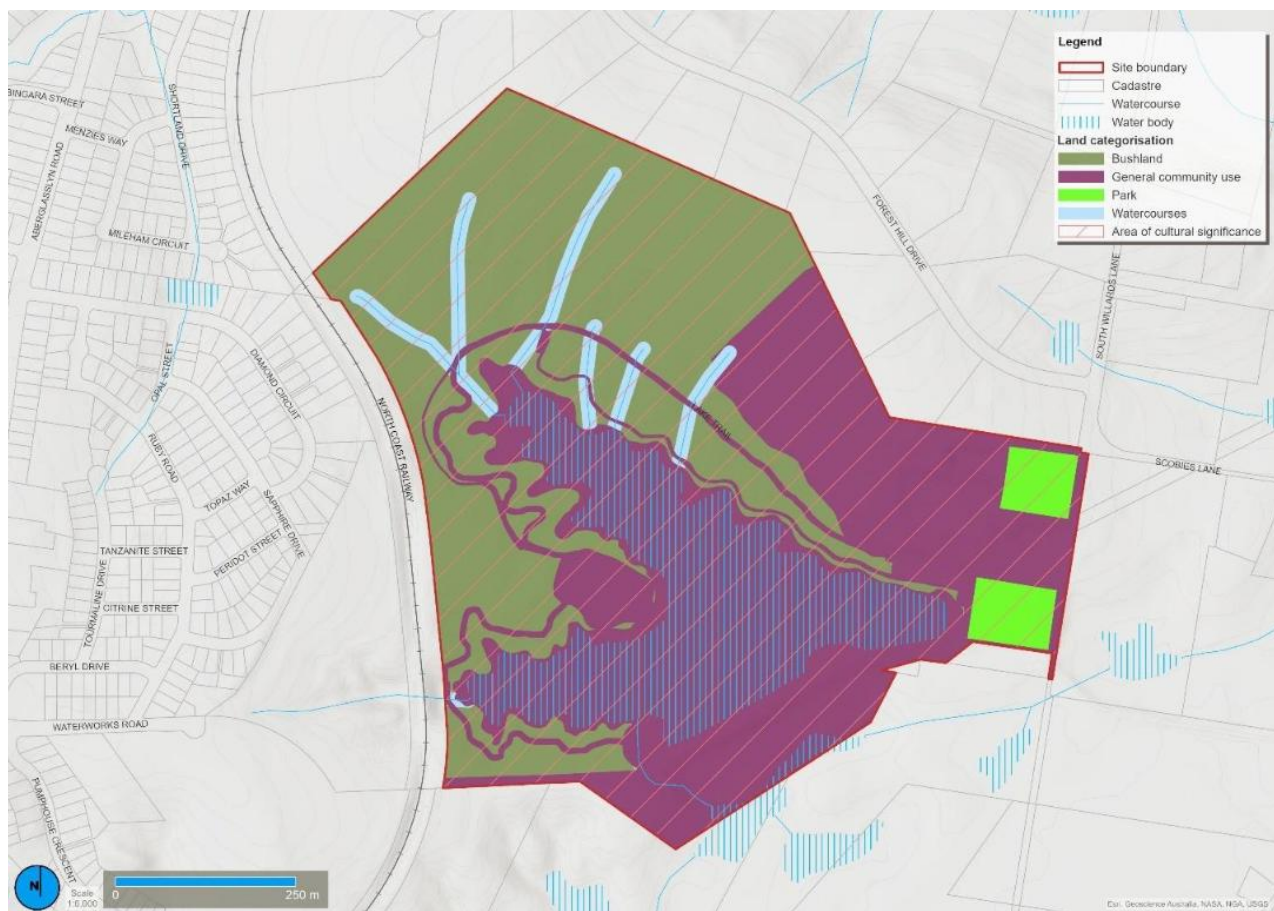


Figure 1. Land Category map for Walka Water Works (Extracted from Draft PoM - Figure 4).

The draft Plan of Management outlines current uses, permissible uses, leases, licenses and other estates as well as action plans for the management of the site. The action plan for the site is presented on pages 30-45 of the draft Plan of Management (attachment 3 to this report).

The finalisation of the Plan of Management (by adoption by Council) will facilitate the submission and approval of the known asbestos remediation development application and provide further support to other improvements on the site including but not limited to the restoration of the pumphouse building and chimney.

CONSULTATION

Consultation has been undertaken with key users, the broader community, stakeholders and Council Officers throughout the development of the draft Plan of Management. The outcome of the consultation has been included in the draft Plan of Management and forms the basis for the action plan and supporting documentation that is proposed to be placed on public exhibition.

Consultation was undertaken through a variety of mediums including:

- Broad community engagement methods (online and pop-up stalls)
- Targeted engagement (letter box drops, interviews and Community Liaison Group)
- Council Officer briefings and workshops.
- Crown Lands Consultation through regular scheduled meetings.

WALKA WATER WORKS PLAN OF MANAGEMENT (Cont.)

Mindaribba Local Aboriginal Land Council was also engaged through a site walk to verify the location of known culturally significant areas on the site.

Briefings to Councilors were undertaken in relation to the sites current constraints and activities required to undertake works at the site, specifically the development of the Plan of Management.

Engagement with the Save Walka Reserve Community Alliance was also undertaken in separate meetings to the Community Liaison Group meetings during the PoM development phase of works.

Endorsement to place the draft Plan of Management on public exhibition will allow for further community feedback to be provided. The draft plan of management will be exhibited for a minimum of 28 days with a further 14 days allocated for receipt of submissions as required under section 38 of the Local Government Act 1993. Notice will also be provided in accordance with Regulation 112 of the Local Government (General) Regulation 2021.

If there are any changes to the draft Plan of Management required to be made following public exhibition, Council may be required to resubmit to the NSW Department of Planning, Housing and Infrastructure – Crown Lands, to seek consent to adopt the updated Plan of Management. It is noted that minor editorial changes and formatting changes do not require resubmission.

CONCLUSION

The Walka Water Works draft Plan of Management is required by and has been developed in accordance with Section 3.23 of the Crown Land Management Act 2016 and Section 36 of the Local Government Act 1993. On endorsement of Council, Council Officers will place the Walka Water Works draft Plan of Management on public exhibition for community comment. A further report will be submitted to Council to adopt the Plan of Management following any revision of the draft document in response to community feedback.

FINANCIAL IMPLICATIONS

The Walka Water Works draft Plan of Management has no immediate impacts to Council's adopted budget. It is noted however, that should the Plan of Management be adopted (via a future council report) there will be financial implications associated with the implementation of the action plan. A proposed staging of works and Financial implications will be outlined in the future Council Report.

WALKA WATER WORKS PLAN OF MANAGEMENT (Cont.)

RISK IMPLICATIONS

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing - within or additional
There is a governance risk that Council may not comply with Section 3.23 of the Crown Land Management Act 2016 and Section 36 and 38 of the Local Government Act 1993 which may lead to breaching legislation and damaging Council's relationship with DPHI-CL and the community.	High	Exhibit the Plan of Management Publicly as recommended.	Low	Existing resources will manage the exhibition of the documentation.
There is a reputational risk that there is poor transparency with the community which may lead to a lack of confidence in Council.	High	Place the Plan of Management and supporting documentation on Public Exhibition as recommended.	Low	Existing resources will manage the exhibition of the documentation.
There is a reputational risk that the community perceives that Council is not providing all information currently known in relation to Walka Water Works which may lead to damaging Council's relationships.	High	Place the Plan of Management and supporting documentation on Public Exhibition as recommended.	Medium	Existing resources will manage the exhibition of the documentation.
There is an organisational risk that should the Plan of Management not be adopted in the future that Council will not have a prioritized list of works which may complicate the allocation of funds and or limit ability to successfully obtain grant funding which may lead to damaging Council's reputation.	High	Place the Plan of Management and supporting documentation on Public Exhibition as recommended.	Medium	Existing resources will manage the exhibition of the documentation.

WALKA WATER WORKS PLAN OF MANAGEMENT (Cont.)

POLICY IMPLICATIONS

This matter relates to the following policies:

- Risk Management Policy
- Asset Management Policy
- Work, Health and Safety Policy

STATUTORY IMPLICATIONS

This matter relates to the following legislation:

- Crown Land Management Act 2016
- Local Government Act 1993 and relevant regulations
- Legislation associated with related policies

13 Customer and Digital Services

Nil

14 People and Performance

14.1 Risk Management Policy

FILE NO:	81/17
ATTACHMENTS:	1. Risk Management Policy DRAFT 2. Risk Management Policy 2022
RESPONSIBLE OFFICER:	Executive Manager People and Performance
AUTHOR:	Manager Enterprise Risk, Health and Safety
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.3.2 Culture of improvement and innovation

EXECUTIVE SUMMARY

The Risk Management Policy is due for review and this report presents a revised draft Policy for adoption.

OFFICER'S RECOMMENDATION

THAT

1. Council endorses the revised Risk Management 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 Risk Management 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 Risk Management Policy (Attachment 2) was last presented to Council on 27 September 2022. 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:-

- Clarification of the scope including the Plans and Strategies that are aligned with the Policy.
- Wording to be consistent with the Enterprise Risk Framework.
- Clarification of responsibilities to be consistent with the Enterprise Risk Framework.
- Definitions to be consistent with the Enterprise Risk Framework.
- Review of policy to be consistent with the Enterprise Risk Framework.

RISK MANAGEMENT POLICY (Cont.)

CONCLUSION

It is recommended that Council adopt the revised Risk Management 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

All councils and joint organisations are required under the *Local Government Act 1993* to have an audit risk and improvement committee from **4 June 2022**. Amendments have been made to the *Local Government (General) Regulation 2021* to require all councils and joint organisations to have a risk management framework and an internal audit function and to prescribe membership requirements for audit risk and improvement committees. Councils and joint organisations were required to comply with these requirements from **1 July 2024**.

These policy changes align to and reflect the amendments to the Local Government (General) Regulation 2021.

People and Performance

Risk Management Policy

Risk Management Policy DRAFT

Meeting Date: 18 November 2025

Attachment No: 1

Number of Pages: 5

Risk Management Policy

Date Adopted

Version: 3

Policy Objectives

The objective of this policy is to articulate Council's commitment to implementing integrated risk management principles, systems and processes ensuring the consistent, efficient, and effective assessment of risk in all of Council's planning, decision-making and operational processes.

Policy Scope

This policy applies to all Staff, Councillors, Contractors, Volunteers of Council in its planning, decision-making and operational processes, and supports the strategic goals and objectives that it seeks to achieve on behalf of the Maitland community.

Risk management is integrated into Council's Integrated Planning and Reporting Framework, including the Community Strategic Plan, Delivery Program and Operational Plans. This ensures that risks are identified and managed in a way that supports the delivery services, achievement of strategic outcomes and long-term sustainability for the community.

Policy Statement

Risk management plays a key role in ensuring that Council achieves its objectives. Council understands the internal and external risks that may impact the obtainment of objectives and has processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Council, staff and the community.

Taking a structured approach to the management of risk throughout the organisation, will promote and demonstrate good corporate governance, to minimise loss and maximise opportunities to improve service delivery, consistent with Australian Standard ISO:31000.

Council is committed to the principles, framework and processes of managing risk as outlined in ISO:31000 and commits to fully integrating risk management within Council and applying it to

decision-making, functions, services and activities, in accordance with statutory requirements. In managing risk, Council relies on the three lines of defence approach.

1. The First Line of Defence: Managers, Team Leader, Co-ordinators and Staff- responsible for ownership and management of departmental risks and implementing corrective actions to address process deficiencies. Controls are designed into systems and processes under their guidance.
2. The Second Line of Defence: Risk management and compliance functions - ensure risk management is embedded across the organisation and monitors first line controls. Facilitate and

RISK MANAGEMENT POLICY (Cont.)

monitor implementation of effective risk management practices and assist risk owners in defining risk exposure and reporting.

3. The Third Line of Defence: Internal Audits and External Auditors – Internal Audit provides independent assurance on the effectiveness of governance, risk management, and internal controls. External Audit is under the auspice of the NSW Auditor-General. The audit functions provide Council, senior management and the community with comprehensive assurance, based on the highest level of independence and objectivity.

Council's risk management approach supports the delivery of the Community Strategic Plan, which reflects current and future aspirations of the community. The Plan is built around four strategic directions: Let's connect with each other, Let's create opportunities, Let's live sustainably and Let's lead together. By managing risk effectively, Council can make informed decisions that contribute to achieving the community's long-term goals, when there is uncertainty.

Responsibilities

Council aims to create a positive risk management culture where risk management is integrated into everyday activities and decision making. It is the responsibility of every staff member and business area to observe and implement this policy and Council's risk management framework:

- Governing Body – Councillors - Demonstrate strategic commitment of risk management including direction in setting Council's risk appetite and risk tolerances, as per Section 223 Local Government Act. Responsible for applying the risk appetite statement to strategic planning and all decision making.
- General Manager - Implementation and effective operation of integrated risk management to the whole organisation, supported by policy, procedures, allocation of adequate resources.
- Executive Leadership Team - Driving risk management across the organisation and implementing the effective operation of risk management within respective areas of responsibility/accountability. Ensuring allocation of appropriate resources for the management of risk. Responsible for applying the risk appetite statement to strategic and operational planning and all decision making.
- Managers - Promote and maintain an environment where managing risk is accepted as the responsibility of each employee. Ensuring all staff have the appropriate capability to perform their risk management roles.
- Risk and Insurance Team - Provide technical risk management support and or advice to all Maitland City Council staff, Councillors, volunteers, contractors and other stakeholders as and when required.
- Employees - Being familiar with and understanding the principals of risk management, including complying with all policies, procedures and practices relating to risk management.
- Risk Owners - Responsible for applying Council's risk appetite statement when identifying and considering risks and opportunities associated with decisions they make.
- Audit, Risk and Improvement Committee (ARIC) - The Audit, Risk and Improvement Committee (ARIC) is to provide the Governing body (Councillors) and General Manager with information and

RISK MANAGEMENT POLICY (Cont.)

recommendations for improvements on Council's risk management, documentation, plans and processes, if necessary, as per section 428A of the Local Government Act 1993.

- Internal Audit - Internal auditor forms a part of management's internal control system and has an advisory role to support the Audit, Risk and Improvement Committee.
- External Audit - Statutory function that provides an opinion on Council's annual financial reports, as required under Divisions 2 and 3 of the Local Government Act 1993, to Council and its external stakeholders.

Policy Definitions

TERM	MEANING
Risk	Is defined as "the effect of uncertainty on objectives". An effect is a deviation from the expected. The effect can be positive, negative or both, and can address, create, or result in opportunities and threats
Risk Management	Is defined as the "co-ordinated activities to direct and control an organisation about risk"
Risk Management Framework	A set of components that provide the foundations, framework and organisational arrangements for designing, implementing, monitoring, reviewing and continually improving risk management throughout the organisation. It will also indicate how risk management will be integrated within/across the organisation
Risk Appetite	Is defined as the "amount and type of risk that an organisation is willing to pursue and retain"
Stakeholder	Is defined as "a person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity"
Strategic Risk	Is defined as "uncertainties that may arise affecting the achievement of strategy and business objectives"
Operational Risk	Is defined as "uncertainties that may arise in the course of conducting daily business activities, procedures and systems"
Audit, Risk and Improvement Committee (ARIC)	In accordance with "section 428A of the Local Government Act 1993, the role of the Committee is to review and provide independent advice to the Governing Body and General Manager regarding the aspects of Councils operations"

Monitoring and Review

Council is committed to continually improving its ability to manage risk. Council will review this policy every 3 years from date of adoption. to ensure it continues to meet the requirements of the Local Government Act 1993, Local Government (General) Regulation 2005, and Council's requirements.

RISK MANAGEMENT POLICY (Cont.)

Policy Administration

Business Group:	People and Performance
Responsible officer:	Executive Manager People and Performance
Council reference:	Ordinary Council Meeting
Policy review date:	Three (3) years from date of adoption
File number:	81/17
Relevant legislation	• NSW Local Government Act 1993 (including S428a) • Local Government (General) Regulations 2005 NSW Local Government (General) Amendment (Audit, Risk, and Improvement Committees) Regulations 2023 • Work Health and Safety Act 2011 and Regulation 2017 • Environmental Planning and Assessment Act 1979 • Roads Act 1993 • State Records Act 1998 • Civil Liability Act 2002 • ISO 31000:2018, risk management principles and guidelines
Related documents	• Audit, Risk and Improvement Committee Terms of Reference • Internal Audit Charter and Plan • Maitland City Council Work Health and Safety Policy & Procedures • Statewide Mutual best practice manuals and guidance material including Continuous Improvement Pathway Workbooks • Statewide Mutual/Marsh Risk Appetite Statements Report May 2024 • Maitland City Council – Risk Management Policy 81/1 • Maitland City Council – Enterprise Risk Management Strategy • Enterprise Risk Management Framework • Maitland City Council – Enterprise Risk Management Risk Appetite Statements

RISK MANAGEMENT POLICY (Cont.)

	• Maitland City Council – Enterprise Risk Management Plan • Maitland City Council – Risk Assessment Guide • Maitland City Council – Strategic Risk Register • Maitland City Council – Operational Risk Register
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Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	28 April 2015	Development of new policy
2.0	25 July 2022	Policy reviewed and amended to reflect changes including, ISO 310000, changes to section 428A Local Government Act 1993, incorporating the Audit, Risk and Improvement Committee
2.1	12 February 2025	Updated to new branding and alignment to organisation structure. No change to content
3.0	01 September 2025	Policy reviewed and amended for common terminology across MCC Enterprise Risk Management documentation, update of review frequency to align with Enterprise Risk Management framework

People and Performance

Risk Management Policy

Risk Management Policy 2022

Meeting Date: 18 November 2025

Attachment No: 2

Number of Pages: 4

Risk Management Policy

Date Adopted: 27 September 2022

Version: 2.1

Policy Objectives

The objective of this policy is to articulate Council's commitment to implementing integrated risk management principles, systems and processes ensuring the consistent, efficient, and effective assessment of risk in all of Council's planning, decision-making and operational processes.

Policy Scope

This policy applies to all Staff, Councillors, Contractors, Volunteers of Council in its planning, decision-making and operational processes, and supports the strategic goals and objectives that it seeks to achieve on behalf of the Maitland community.

Policy Statement

Risk management plays a key role in ensuring that Council achieves its objectives. Council understands the internal and external risks that may impact the obtainment of objectives and has processes in place to identify, mitigate, manage and monitor those risks to ensure the best outcome for Council, staff and the community.

Taking a structured approach to the management of risk throughout the organisation, will promote and demonstrate good corporate governance, to minimise loss and maximise opportunities to improve service delivery, consistent with Australian Standard ISO:31000.

Council is committed to the principles, framework and processes of managing risk as outlined in ISO:31000 and commits to fully integrating risk management within Council and applying it to decision-making, functions, services and activities, in accordance with statutory requirements.

In managing risk, Council relies on the three lines of defence approach.

1. **Departmental Managers (first line)** – responsible for ownership and management of departmental risks and implementing corrective actions to address process deficiencies. Controls are designed into systems and processes under their guidance.
2. **Risk Management and Compliance (second line)** - ensure risk management is embedded across the organisation and monitors first line controls. Facilitate and monitor implementation of effective risk management practices and assist risk owners in defining risk exposure and reporting.
3. **Internal and External Audit (third line)** – Internal Audit provides independent assurance on the effectiveness of governance, risk management, and internal controls. External Audit is under the auspice of the NSW Auditor-General. The audit functions provide Council, senior management

RISK MANAGEMENT POLICY (Cont.)

and the community with comprehensive assurance, based on the highest level of independence and objectivity.

Responsibilities

Council aims to create a positive risk management culture where risk management is integrated into everyday activities and decision making. It is the responsibility of every staff member and business area to observe and implement this policy and Council's risk management framework:

- **Governing Body** – Councillors - Demonstrate strategic commitment of risk management including direction in setting Council's risk appetite, as per Section 223 Local Government Act.
- **General Manager** - Implementation and effective operation of integrated risk management to the whole organisation, supported by policy, procedures, allocation of adequate resources.
- **Executive Leadership Team** - Driving risk management across the organisation and implementing the effective operation of risk management within respective areas of responsibility/accountability. Ensuring allocation of appropriate resources for the management of risk.
- **Managers** - Promote and maintain an environment where managing risk is accepted as the responsibility of each employee. Ensuring all staff have the appropriate capability to perform their risk management roles.
- **Risk and Insurance Team** - Provide technical risk management support and or advice to all Maitland City Council staff, Councillors, volunteers, contractors and other stakeholders as and when required.
- **Employees** - Being familiar with and understanding the principals of risk management, including complying with all policies, procedures and practices relating to risk management
- **Audit, Risk and Improvement Committee (ARIC)** - The Audit, Risk and Improvement Committee (ARIC) is to provide the Governing body (Councillors) and General Manager with information and recommendations for improvements on Council's risk management, documentation, plans and processes, if necessary, as per section 428A of the Local Government Act 1993.
- **Internal Audit** - Internal auditor forms a part of management's internal control system and has an advisory role to support the Audit, Risk and Improvement Committee.
- **External Audit** - Statutory function that provides an opinion on Council's annual financial reports, as required under Divisions 2 and 3 of the Local Government Act 1993, to Council and its external stakeholders.

Policy Definitions

TERM	MEANING
Risk	Is defined as "the effect of uncertainty on objectives"
Risk Management	Is defined as the "co-ordinated activities to direct and control an organisation about risk"

RISK MANAGEMENT POLICY (Cont.)

Risk Management Framework	A risk management framework is a set of references and tools relied upon to make decisions about how to manage risk. Including policies, strategies, plans, processes, repositories, and statements of the organisation's position on risk.
Risk Appetite	Is defined as the “amount and type of risk that an organisation is willing to pursue and retain”
Stakeholder	Is defined as “a person or organisation that can affect, be affected by, or perceive themselves to be affected by a decision or activity”
Strategic Risk	Is defined as “uncertainties that may arise affecting the achievement of strategy and business objectives”
Operational Risk	Is defined as “uncertainties that may arise in the course of conducting daily business activities, procedures and systems”
Audit, Risk and Improvement Committee (ARIC)	In accordance with “section 428A of the Local Government Act 1993, the role of the Committee is to review and provide independent advice to the Governing Body and General Manager regarding the aspects of Councils operations”

Monitoring and Review

Council is committed to continually improving its ability to manage risk. Council will review this policy and its risk management framework as per each term of Council (or if needed) to ensure it continues to meet the requirements of the Local Government Act 1993, Local Government (General) Regulation 2005, and Council's requirements.

Policy Administration

BUSINESS GROUP	People & Performance
RESPONSIBLE OFFICER	Executive Manager People and Performance
COUNCIL REFERENCE	Ordinary Council Meeting
POLICY REVIEW DATE	Three (3) years from date of adoption
FILE NUMBER	81/17
RELEVANT LEGISLATION/STANDARD	- Local Government Act 1993 and (General) Regulation 2005 - Section 428A of the Local Government Act 1993 - Work Health and Safety Act 2011 and Regulation 2017

RISK MANAGEMENT POLICY (Cont.)

	• Environmental Planning and Assessment Act 1979 • Roads Act 1993 • State Records Act 1998 • Civil Liability Act 2002 • ISO31000
RELATED POLICIES / PROCEDURES / PROTOCOLS	• Risk Management Plan • Audit, Risk and Improvement Committee Terms of Reference • Internal Audit Charter and Plan • Work Health and Safety Policy & Procedures • Statewide Mutual best practice manuals and guidance material including Continuous Improvement Pathway Workbooks

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	28 April 2015	Development of new policy
2.0	25 July 2022	Policy reviewed and amended to reflect changes including, ISO 310000, changes to section 428A Local Government Act 1993, incorporating the Audit, Risk and Improvement Committee .
2.1	12 February 2025	Updated to new branding and alignment to organisation structure. No change to content.

14.2 Rescission of the Workplace Surveillance Policy

FILE NO:	130/1
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	General Manager
AUTHOR:	Executive Manager People and Performance
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.1 Meaningful consultation and engagement

EXECUTIVE SUMMARY

The Workplace Surveillance Policy is due for review. During the review Council staff have undertaken a detailed analysis of the application of the legislation which identified that this policy pertains to employees and should be an internal Protocol not a Policy.

Rescinding this policy ensures clarity between community related policies such as Council's Privacy Policy, CCTV Policy, Cyber Security Policy, Records Management Policy and internal employee operational policies and protocols. This also ensures Council does not have conflicting policies with relevant legislation, regulation or operating procedures.

OFFICER'S RECOMMENDATION

THAT

- Council rescinds the Workplace Surveillance Policy.**

REPORT

Upon review of the Workplace Surveillance Policy by the Human Resources Manager, in conjunction with other relevant stakeholders such as legal, records and privacy SMEs, the policy was deemed to be an internal staff related policy only.

The policy was then put on internal exhibition for staff to provide feedback over a 28 day period and following no feedback the final draft was completed as an internal Protocol.

This is consistent with the policy frameworks of how other Council's in the region and more broadly manage their Workplace Surveillance requirements as per the Workplace Surveillance Act 2005.

CONCLUSION

It is recommended that Council adopt the proposed rescission of the Policy and that Workplace Surveillance be managed via legislation, regulation and operational protocols and procedures.

RESCISSION OF THE WORKPLACE SURVEILLANCE POLICY (Cont.)

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

This matter will result in an amendment to Council's Policy Register to reflect its removal.

STATUTORY IMPLICATIONS

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

15 Finance

15.1 Quarter One Grants Update 2025–26

FILE NO:	35/33/18/12
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Manager Corporate Performance and Engagement
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.3.2 Advocacy and partnerships

EXECUTIVE SUMMARY

In recognition of the increasing significance of grant funding and aligning with our Partnership and Advocacy Strategy, this Quarterly Grants Update provides a clear and transparent overview of Council's grant activities. This includes a summary of applications submitted, successful awards, pending outcomes, and unsuccessful bids.

This section aims to provide Councillors and the community with a comprehensive snapshot of our efforts to secure external funding, supporting key projects and initiatives within the Delivery Program 2025–2029.

By sharing this information every quarter, we keep the community informed about how we're working to secure funding and support important projects. This helps build trust and shows our dedication to partnering with others to make a positive difference for everyone.

OFFICER'S RECOMMENDATION

THAT

- 1. Council receives the Quarter One (Q1) Grants Update for the period July to September 2025.**

REPORT

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

Applications for \$9.4 million worth of funding across 14 grants remain pending for the quarter between July to September 2025 and Council staff have successfully secured two grants worth \$168,888.

Partnering with the New South Wales and Australian Governments helps Council to deliver services and improve facilities to our community through one off grant funding secured for new projects.

QUARTER ONE GRANTS UPDATE 2025-26 (Cont.)

Some of the **successful grants** in this reporting period Q1 2025-26 (July to September 2025) include:

- **\$85,000** from Create NSW for a two-year Maitland Regional Art Gallery funding program.
- **\$83,888** from Transport NSW for the Local Government Road Safety Program.

Applications **pending outcome** at Q1 2025-26 include:

- **\$5,000,000** - Regional Economic Development and Community Infrastructure Fund for Walka Water Works pumphouse building revitalisation and chimney intervention.
- **\$2,141,350** - Grid Enhancing Technologies Program for long duration flow battery at Maitland Council's resource recovery facility.
- **\$966,928** - Community Energy Upgrade Fund Round 2 - Maitland Art Gallery and Maitland Aquatic Centre.
- **\$700,000** - Black Spot Program for roundabout at Dragonfly Drive and Grasshawk Drive intersection, Chisholm.
- **\$400,000** - Greening our city grant - growing resilience project.
- **\$250,000** - Black Spot Program for raised intersection threshold treatment at McKeachies Drive and Oakhampton Road intersection, Aberglasslyn.
- **\$101,334** - Floodplain Risk Management Program - overland flood study.
- **\$40,000** - Dobell Exhibition Grant - Big Smoke, Little Smoke
- **\$32,331** - Creative Australia - Big Smoke, Little Smoke
- **\$19,500** - Country Passenger Transport Infrastructure Grants Scheme Upgrades to bus stop infrastructure - nine projects.
- NSW Senior's Festival Grant Program
- Electronic Vehicle fleet program

No applications were unsuccessful in the reporting period.

CONCLUSION

The Quarterly Grants update provides a clear assessment of the progress made within Council's 2025-2029 Delivery Program for Q1 2025-26. It also serves as a strategic checkpoint, ensuring we stay aligned with our priorities while making necessary adjustments to enhance our effectiveness and deliver on our commitments.

Some of the applications staff are working to submit over the next quarter include:

- Blackspot Program
- Public Library Funding Strategy
- Regional Housing Strategic Planning Fund

QUARTER ONE GRANTS UPDATE 2025-26 (Cont.)

FINANCIAL IMPLICATIONS

Grant funding is an important source of Council revenue to advance Maitland's strategic vision and priorities. Grant funds help to deliver projects and initiatives that would not be possible for Council to deliver alone.

This matter has a financial impact upon Council's forward estimates with \$168,888 in funding for key projects and services. These projects will form part of our Capital Works Delivery Program for 2025-26 and incorporated into our budget moving forward.

POLICY IMPLICATIONS

This relates to Council's:

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

STATUTORY IMPLICATIONS

The Q1 Grants Update fulfils the requirements of *Section 406 of the Local Government Act 1993* and the *NSW Integrated Planning and Reporting guidelines* for quarterly progress reporting. Beyond compliance, this report demonstrates our commitment to proactive monitoring and transparency, ensuring Councillors remain well-informed about our progress in delivering key priorities.

15.2 COMMUNITY PROGRESS REPORT – JULY – SEPTEMBER 2025

FILE NO:	35/33/18/12
ATTACHMENTS:	1. Community Progress Report July 2025 – September 2025 (Under Separate Cover) 2. Q1 Outstanding Mayoral Minutes and Notices of Motion
RESPONSIBLE OFFICER:	Executive Manager Finance Manager Corporate Performance and Engagement
AUTHOR:	Corporate Strategy Lead Corporate Performance Lead Corporate Planning & Reporting Officer
MAITLAND +10	Outcome 4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

Our Community Progress Report (previously Six-Monthly Progress Report) has been revised to strengthen trust and support clear and open communication. We want to ensure our community stays up to date on the things that matter most to them.

Our Community Progress Report offers a summary of the projects and initiatives within Council's Operational Plan 2025-26 and Delivery Program 2025-2029. To enhance transparency and strengthen community engagement, this report will now be presented on a quarterly basis.

With a strong community focus, the report provides accessible and transparent updates on budgetary and operational performance for the period of 1 July to 30 September 2025. It includes performance highlights, key operational activities aligned with the themes of our Community Strategic Plan, infrastructure works delivered under our capital works program, and our financial position as of 30 September 2025.

OFFICER'S RECOMMENDATION**THAT**

- 1. Council receive the Community Progress Report, a report for the period July to September 2025 on progressing the Delivery Program 2025 – 2029; and**
- 2. The report be made available to the community on Council's website and promoted via social media.**

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

REPORT**Community Progress Report – July to Sept 2025**

The Community Progress Report provides an overview on progress towards our Delivery Program 2025 – 2029, a statement of commitment to the community from our elected Council, translating the community's vision and priorities from our Community Strategic Plan into actions.

The report is presented under the four focus areas of the Delivery Program and Operational Plan and provides an overview of progress toward our community outcomes, encompassing the first quarter of the financial year being July to September 2025. In addition to meeting our legislative obligations, the objectives of the report are to:

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

Furthermore, the Community Progress Report outlines progress towards our service workload measures outlined in the Delivery Program 2025 – 2029. It also includes a status update on all Operational Plan actions, operating income and expenditure summary, and an overview of our successful grant applications and Capital Works projects.

Council Resolutions, Notices of Motion and Mayoral Minute Actions

There are currently 59 open resolutions. Open resolutions by directorate:

- 23 City Planning
- 16 City Services
- 7 Finance
- 4 People and Performance
- 5 Office of the General Manager
- 4 Council Notices of Motion/Mayoral Minutes

There were 61 resolutions that were completed during the quarter. There were four completed from 2024 and 57 from 2025. Completed resolutions by directorate:

- 10 City Planning
- 26 City Services
- 8 Finance
- 5 People and Performance
- 10 Office of the General Manager

Also attached is a detailed report of open and completed Notices of Motion and Mayoral Minute actions as of 30 September 2025.

CONCLUSION

Our Community Progress Report provides an overview of the delivery of projects and activities within Council's Delivery Program 2025 - 2029 over the period July to September 2025.

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

The production of the Community Progress Report meets the requirements of Section 406 of the *Local Government Act 1993* and the Integrated Planning and Reporting guidelines for reporting against the Delivery Program.

Finance

Community Progress Report – July – September 2025

Q1 Outstanding Mayoral Minutes and Notices of Motion

Meeting Date: 18 November 2025

Attachment No: 2

Number of Pages: 9

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

Councillor Notice of Motions for the period of 14 July 2020 to 30 September 2025:

MEETING DATE	REPORT TITLE	STATUS	COMMENT
14 July 2020	Trial CCTV for Maitland LGA	Ongoing	No funding has been secured for CCTV trial in Maitland, however Anti-social behaviour initiatives will be reviewed in the upcoming Social Strategy which may include CCTV.
12 December 2023	CCTV Trial in Maitland LGA	Ongoing	
27 February 2024	Maitland Senior Citizens Building	In progress	Director City Services and Council officers met with members of the Senior Citizens Association on 31/03/2025 and provided an update on the current status of the hall. Further conversations will be undertaken when the CIS is complete.
23 July 2024	Turtle Conservation	In progress	The licence agreement and action plan for the establishment of a Landcare site at Walka Water Works is in draft and awaiting legal review. Following this, signatures are required from the General Manager and the Landcare committee. This is planned for late October with establishment completed by the start of November 2025.
27 August 2024	Martins Creek Quarry	Complete	Judgement was handed down on 23 July 2025. The appeal was dismissed, and the applicant was wholly unsuccessful
22 October 2024	Future Planning for The Current Term of Council (22 Items detailed below): 1. Council better align actions/funding in operational plans with future community survey results.	Ongoing	The 20205/26 budget has seen an increase budget allocation of asset renewal and broader capital works program in line with community survey feedback.

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

	2. Council reaffirm its support of Food and Garden Organics (FOGO) waste collection, weekly general waste bin collections, and retention of bulky waste collection services.	Completed	The Food Organics Garden Organics (FOGO) service is now available for all Maitland residents. The FOGO program commenced 30 June 2025. Organics/ FOGO waste is collected weekly. General waste is collected weekly. Recycling waste is collected fortnightly.
	3. Future playground proposals to include shade provision.	In progress	Shade sails/provisions are being incorporated into future playground designs. Since the Mayoral Minute a shade sail has been installed at the Metford Oval Play space, however, multiple play spaces have been installed under existing shade sails including Roy Jordan in Gillieston Heights and Hunterglen Drive in Bolwarra Heights. Upcoming playgrounds with shade clothes include East Maitland Library, Farley and Chisolm. Playgrounds which have existing established shade trees are being monitored if additional shade sails /provisions are required, where Largs Oval is an example of this. Works at East Maitland Library, Farley and Chisolm are scheduled with delivery projected by end of Q4
	4. Council advocate to government to reconsider an increase to the pensioner rates rebate.	Completed	Council wrote to the relevant Government department recommending a review of the pensioner rates rebate.
	5. Council focus on progressing future stages of the Queens Wharf Morpeth Master Plan.	In progress	The Queens Wharf Master Plan is a priority for Council's Recreation Planning Team and development of the plan is ongoing as per previous comment provided: Council Officers will progress the redevelopment of Queens Wharf Plan of Management and Master Plan in the 25/26 Financial Year as these documents are outdated and may not reflect current community priorities. Stage A of the current Master Plan was

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

			completed in October 2020. Stage B has been implemented with the installation of a temporary car park and boat trailer parking area. Council Officers are continuing discussions regarding land acquisition which impact Stages C and D of the Master Plan.
	6. Council prioritise delivering the new large playground at Maitland Park.	In progress	The Maitland Park master plan was adopted by council on 15 July 2025 and the playground is included in the Advocacy Strategy which is currently on public exhibition.
	7. Council actively work with Cricket NSW and local cricket clubs on advancing cricket nets at Maitland Park.	In progress	The cricket nets are included in the Maitland Park Master plan which was adopted by council on 15 July 2025. The nets are also included in the advocacy strategy currently on public exhibition. There are ongoing discussions with Cricket NSW and other potential grant options to co-fund this project.
	8. Council report back on a plan to address key gaps in the footpath network.	In progress	A councillor briefing is scheduled for October 2025 and a Council report is scheduled for November 2025 to provide information and next steps.
	9. Council give favourable consideration, within existing funding, on a winter fireworks display in 2025 and include same in future operational plan considerations.	Completed	Fireworks were delivered as part of the Luminous Event on 21 June 2025.
	10. Council consider over the coming council term the renewal/redesign of the river walk street furniture between the Riverlink Building and St Andrews Street.	In progress	A review of assets along the river walk is planned for the 25/26 financial year. This review, along with the updated Service asset plan updates, will guide any renewals or redesigns along the walk.
	11. Council actively progress with plans for irrigation and drainage at more sports grounds, including Shamrock Hill Oval.	In progress	Upcoming projects with sport field irrigation or subsoil drainage are: - Shamrock irrigation - TN18 Chisholm irrigation and drainage - Lochinvar oval irrigation

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

			- TN17 Chisholm irrigation and drainage has been deferred to FY26/27 - Cooks Square #2 oval has been completed. Council staff are actively working with local sporting clubs for the purpose of obtaining additional grants for sports field irrigation and drainage.
	12. Council work with Maitland Saints AFL with a view to act on the risk of balls being chased outside the fence line near Alexandra Avenue at Max McMahon Oval.	Completed	This work has been completed.
	13. Council allocate up to \$5,000 for an Australian flag giveaway for private properties this Australia Day. Details of the offering be delegated to the Mayor. Recommendations for funding this action to be included in the next quarterly budget review.	Completed	Council called for expressions of interest from residents to display an Australian flag at a private property within the Maitland Local Government Area. Residents could choose from a flag to be used on an existing flagpole or a bracket and pole kit to be installed on an external wall of a property. Council received 147 expressions of interest. 34 flags could be supplied to local residents within the budget of \$5,000. The successful and unsuccessful residents were advised of the outcome of their expressions of interest. The flags were collected by 10 January 2025.
	14. Council actively work on the potential to improve traffic flow by reviewing the lane layout in the Thornton Road network south of the railway line, while continuing to seeking government support to act on the bigger issues in the precinct.	In progress	Council endorsed the use of developer contribution funds to commence the design of the Thornton Road / Glenwood Drive works in August 2025. This project has been included in the advocacy strategy, which is currently on public exhibition.
	15. Council explore the potential for enhancement of recreational facilities at O'Hearn Street Tenambit in support of youth recreation.	In progress	The design of this project is complete and works are planned to commence in late October 2025.
	16. In future reviews of council committees, consideration be given to an	Completed	At Council Meeting 16 September 2025, Council endorsed the establishment of a working party to

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

	Events Committee and a Youth Committee.		develop and host a 'Youth Forum' in 2026. Cr B Worth was nominated to lead the working party and the proposed Youth Forum. Cr B Worth is a representative of the Culture and Community Committee, that has a focus on youth in our community.
	17. Council work with the Hunter River Agricultural and Horticultural Society on the potential to enter into an arrangement for parking at the Showground on days of high need in Maitland Park including netball events.	In progress	A briefing was presented to Councillors in August 2025, a further report to Council will not be required. The Service Delivery Partnerships and Collaboration with Community Groups Policy will be presented to Council at the October meeting. The Director City Services is in the process of arranging a further meeting with representatives of the Hunter River Agriculture and Horticulture Society to continue the conversation in regards to a MoU.
	18. Council explore more proactive approaches to dealing with graffiti, including how we can better work with Rotary.	Completed	The Graffiti Management Policy was presented to Council in August 2025 and includes the feedback received from Rotary Clubs. This policy has been adopted and is now available on Council's website.
	19. Council progress work for pathway connection between Morpeth / The Levee / Walka Water Works, including completing connection from Morpeth Bridge to Queens Wharf.	In progress	Council endorsed the proposed route to be placed on public consultation at Council meeting of 19 August 2025 with an extended timeframe of 42 days. A follow up council report that includes the outcomes of public consultation is scheduled for meeting of January 2026. Land ownership negotiations for the Rutherford to Walka leg are nearing completion. This project has been included in the advocacy strategy, which is currently on public exhibition.
	20. Council explore the provision of recycling bins at some key public spaces.	In progress	Waste Services will be undertaking a public place recycling review during Quarter 1, which will include reviewing current locations for effectiveness and considering suitable future locations. Recommendations from the review will be implemented throughout 2025/26.

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

	21. Council explore the prospect of a fountain at Telarah Lagoon for the visual impact and the environmental benefits to the water body.	In progress	Further work on this request requires additional resourcing. Additional resourcing will be made available in October 2025. It is expected a Council report will be provided in February/March 2026.
	22. Council work with the NSW Govt to act on Walka Water Works lawn contamination as a priority.	In progress	The Plan of Management documents have been returned from Crown Lands and are being updated by the external consultant. An update to Councillors is planned for the November 2025 Council meeting.
28 January 2025	125 Years of Federation	In progress	Funding has been identified for this event and plans are progressing for delivery of the exhibition in January 2026.
28 January 2025	New Years Eve Traffic	In progress	A Councillor Briefing has been presented. A report to Council is being prepared for the October 2025 Council Meeting. Council officers will undertake an investigation into options to reduce congestions including additional parking locations, with this work planned for Q4 2025.
28 January 2025	Renaming of the Melville Ford Bridge	Completed	A report was presented to Council meeting of 17 June for determination on this proposal. Councillors resolved to proceed with the renaming of the bridge to "Milton Morris Bridge". Officers will commence the process of renaming and signage for installation upon completion of the construction of the new bridge.
18 March 2025	King Edward Park East Maitland	In progress	The formal application with City Planning for the pre-DA meeting has been completed. The earliest meeting date is mid-September 2025. Aiming to have these dates issued to the club early to mid-next week. \$50,000 has been allocated in the

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

			2025/26 CAPEX budget to assist the club with the DA process.
15 April 2025	Urgent Audit of Council Commercial Property Holdings and Performance	In progress	We presented the Audit of Council's Commercial Property Holdings and Performance at the 23 July 2025 Property Advisory Panel, where several follow-up questions were raised. A further update will be provided at the October meeting.
15 April 2025	East Maitland Cemetery	In progress	Improvements to the kerb, guttering, drainage and roadside parking are awaiting the outcome of TfNSW future planning for Raymond Terrace Road. Improvements to the bush bottle trees are underway and will be completed by end October 2025. Accessibility improvements are complete. Existing entries to have been upgraded with the inclusion of concrete slabs to provide a level surface. An additional entry point has also been constructed from the carpark located off Raymond Terrace Road. Council are awaiting further advice on the future of roads infrastructure in this area. There is no timeframe provided on when this information will be provided. Provision of completion of this resolution is dependant on this information, however no timeframe has been provided by TfNSW as to when this will be finalised.
15 April 2025	1955 Flood Boat	In progress	The report to Council was delayed to allow for the inclusion of interpretations and other display options being finalised so these can be included in report. The report is planned to be presented to Council at meeting of 9 December 2025.

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

15 April 2025	Addressing the Infrastructure Backlog	Ongoing	A plan is being prepared as resolved at the Council meeting of 19 August 2025. This will be reported back to Cr's at the meeting of 9 December 2025.
20 May 2025	Writer's Festival	In progress	A review of Festival opportunities is underway, with findings to be presented in April 2026. This timeline allows Council Officer's to incorporate valuable post-event insights from regional and metro councils, and a range of cultural organisations, with innovative program models and festival delivery occurring in the latter part of 2025. The previous commitment of providing an update to Councillors in October 2025 will be satisfied with an interim update being sent to all. Consideration of appropriate venues, local partnerships (including schools, libraries, and arts organisations) will form part of this review.
17 June 2025	Road Infrastructure for Maitland LGA	Completed	A letter was sent to the Minister for Roads and Member for Maitland on 10/07/2025. A subsequent briefing to Councillors was provided by the Minister on 2 September 2025.
19 August 2025	Future of Motorcycling Facilities in the Lower Hunter	In progress	The working party has yet to be formed. Director City Services will progress this with Mayor Penfold. A forum was held on Friday 26 September 2025 and neighbouring Council's were invited to be involved in the initial regional forum. Council officers will undertake a review of all sport and recreation activities within the Local Government Area through the Community Infrastructure Strategy. The provision of motorbike riding facilities can be considered as part of this process.

COMMUNITY PROGRESS REPORT - JULY - SEPTEMBER 2025 (Cont.)

19 August 2025	Blue Tree Programme	In progress	Suitable trees have been identified. Council officers are working with Council's Environment team to determine if these are suitable locations for Council to progress this program. Council expect that these will be painted early November 2025 in time for Mental Health Day on 19/11/2025.
19 August 2025	Greta to Rutherford Shared Pathway	In progress	This has been added to Council's future projects list for future design development. Please note that it is a footpath only, as a wider shared path will not fit in this corridor. The draft plan is programmed for design and initiation in 26/27 and construction in 28/29. This will be confirmed through the DPOP development for 2025/2029. There is a high potential for suitability for kids/school active travel grants with this project.
19 August 2025	Access to North-West of Maitland	In progress	Council staff have advised that post flood condition assessment is still being completed and officers are not currently in a position to provide information to the public. Contractors will remove pre-cast beams to allow for the assessment to be finalised. The report on the post flood condition assessment is expected to be received by Council by end October 2025. Officers will then be able to provide a summary of the outcomes to Cr's by mid November 2025.
16 September 2025	Digital Rates and Charges Payment Portal	In progress	We formally launched our Rates Portal project, with the Project Charter drafted to define project scope, establish the risk register, and ensure alignment across the project team.
16 September 2025	'Youth Forum' in 2026	In progress	The proposed Youth Forum was raised and discussed with Council's Culture and Community Advisory Committee in September 2025. Planning for the event has commenced for April 2026 to coincide with Youth Week.

15.3 First Quarter Budget Review for 2025/26 Ended 30 September 2025

FILE NO:	2/8/32
ATTACHMENTS:	1. Quarterly Budget Review Statement Sep 2025
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 attached Quarterly Budget Review Statement (QBRs) presents a summary of Council's financial position at the end of each quarter. It is a mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan (original budget) and the last revised budget, along with recommended changes and reasons for major variances.

The first quarter review for 2025/26 reports a decrease of \$2.3M in the operating result and a projected reduction in capital expenditure of \$3.1M.

The \$2.3M decrease in operating result (before capital) reflects a number of adjusting items. These include \$1.8M in activities carried forward in 2025/26 for completion including grant activities for floodplain risk management grant \$159K, Hunter Estuary Coastal Management grant \$154K, Library local priority grant program \$114 and Flood repair program grant \$522K.

The \$3.1M reduction in capital expenditure reflects a series of adjustments to reflect the planned delivery of works for 2025/26.

OFFICER'S RECOMMENDATION

THAT

- 1. The variations for the 30 September 2025 quarter be approved and form part of the Operational Plan for 2025/26.**

REPORT

Clause 203(2) of the Local Government (General) Regulations 2021 requires Council's responsible accounting officer to prepare and submit the QBRs to Council within two months of the end of each quarter (except the June quarter).

The QBRs is composed of the following components:

- Statement by Responsible Accounting Officer set out below;
 - Budget Review – Financial Overview;
 - Budget Review - Income and Expenses Statement;
 - Budget Review - Capital Statement;
 - Budget Review - Cash and Investments;
 - Budget Review – Developer Contribution Summary;
 - Budget Review - Key Performance Indicators;
-

FIRST QUARTER BUDGET REVIEW FOR 2025/26 ENDED 30 SEPTEMBER 2025 (Cont.)

The variations are outlined in the attached report and show a net unfavourable adjustment to operating activity (before capital) of \$2.3M with detailed explanations provided for the movements in the Income and Expenses Statement.

The Capital Statement provides a summary of the variations of capital expenditure of (\$3.1M) for approval with a detailed explanation for those changes including the funding source in the “Capital Expenditure – Recommended Changes to the Budget” section of the report.

Statement by the Responsible Accounting Officer:

The following statement is made in accordance with Clause 203(2) of the Local Government (General) Regulations 2021.

In my opinion, the Quarterly Budget Review Statement for Maitland City Council for the quarter ended 30 September 2025 indicates that Council’s projected financial position at 30 June 2026 is satisfactory at year end, having regard to the projected estimates of income and expenditure and the original budgeted income and expenditure.

Michael Burfitt
Responsible Accounting Officer
Maitland City Council
6 November 2025

CONCLUSION

The Income and Expenditure Statement incorporates those income and expenditure items that the officers are aware of for the period 1 July 2025 to 30 September 2025. Items of a capital as well as non-capital nature have been identified and are presented for consideration.

FINANCIAL IMPLICATIONS

The recommended adjustments, if adopted by Council, will form part of the Operational Plan 2025/26.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

The Quarterly Budget Review Statement is required under Clause 203 of the Local Government (General) Regulations 2021.

Finance

First Quarter Budget Review for 2025/26 Ended 30 September 2025

Quarterly Budget Review Statement Sep 2025

Meeting Date: 18 November 2025

Attachment No: 1

Number of Pages: 11



September 2025

Quarterly Budget Review Statement

maitland
CITY COUNCIL

For the period 1 July 2025 to 30 September 2025

P89

FIRST QUARTER BUDGET REVIEW FOR 2025/26 ENDED 30 SEPTEMBER 2025 (Cont.)

Income and Operating Expenses Budget Review Statement

For the period 1 July 2025 to 30 September 2025

General Fund										
Description	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD
	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE	
	2024/25 \$'000's	2025/26 \$'000's	Q 1 \$'000's	Q 2 \$'000's	Q 3 \$'000's	\$'000's	\$'000's	2025/26 \$'000's	2025/26 \$'000's	2025/26 \$'000's
INCOME										
Rates and Annual Charges	114,151	124,118				124,118		124,118	0	30,649
User Charges and Fees	13,051	11,463				11,463		11,463	0	2,059
Other Revenue	2,262	2,029				2,029	45	2,074	45	1,821
Grants and Contributions - Operating	11,156	11,478				11,478	-151	11,327	-151	1,596
Grants and Contributions - Capital	64,582	35,505				35,505	-4,689	30,816	-4,689	4,890
Interest and Investment Income	12,386	11,395				11,395		11,395	0	3,079
Other Income	1,429	1,216				1,216		1,216	0	510
Net gain from disposal of assets						0		0	0	628
Total Income from continuing operations	219,017	197,205	0	0	0	197,205	-4,795	192,410	-4,795	45,233
EXPENSES										
Employee benefits and on-costs	64,466	66,035				66,035	211	66,246	211	18,684
Materials & Services	57,227	52,679				52,679	1,903	54,582	1,903	12,959
Borrowing Costs	3,710	2,629				2,629		2,629	0	647
Other Expenses	11,477	10,510				10,510	45	10,555	45	2,397
Net Loss from Disposal of Assets	288					0		0	0	
Total Expenses from continuing operations excluding depreciation, amortisation and impairment of non financial assets	137,169	131,852	0	0	0	131,852	2,159	134,011	2,159	34,687
Operating Result from continuing operations excluding depreciation, amortisation and impairment of non financial assets	81,848	65,353	0	0	0	65,353	-6,954	58,399	-6,954	10,546
Depreciation, amortisation and impairment of non financial assets	32,828	32,032				32,032		32,032	0	8,008
Operating result from continuing Operations	49,020	33,321	0	0	0	33,321	-6,954	26,367	-6,954	2,538
Net Operating Result before grants and contributions provided for capital purposes	-15,562	-2,184	0	0	0	-2,184	-2,265	-4,449	-2,265	-2,352

FIRST QUARTER BUDGET REVIEW FOR 2025/26 ENDED 30 SEPTEMBER 2025 (Cont.)

Recommended Changes to Budget

Income and Operating Expenses September 2025 Review

Proposed Income**Favourable / (Unfavourable)**

\$000	DETAILS
-	Rates and annual charges
-	User charges and fees
45	Other revenues \$45 MRAG Donation from University of Newcastle
(151)	Grants and contributions - Operating purposes New grants with matching expenditure: - \$55 Fresh Start Program Round 1 - \$44 Grants - MRAG, Coast & Estuary - Vibrant River Grant & Library Grants received in 2024-25 - (\$250) Riverlights funding in previous financial year.
(4,689)	Grants and contributions - Capital purposes For movement in capital grants see items listed in capital expenditure report.
(4,795)	Total Income Variations

Proposed Expenditure**Favourable / (Unfavourable)**

\$000	DETAILS
(211)	Employee benefits and on-costs Increases in: - (\$140) Reallocations from Materials and Services - (\$71) funding retrieved from the reserve WHS incentive 2024-25
(1,903)	Increases in: - (\$1,805) Carryovers from 2024-25 includes (\$522) Flood Repair program, (\$189) Levee special rate, (\$159) Floodplain risk management study grant, (\$154) Coast & Estuary - Hunter Estuary Coastal Management Plan grant and (\$114) Library Local Priority Grant. - (\$221) FOGO annual liner rollout - (\$74) FOGO audit and promotion

FIRST QUARTER BUDGET REVIEW FOR 2025/26 ENDED 30 SEPTEMBER 2025 (Cont.)

	- (\$73) Environmental monitoring due to changed EPA requirements - (\$44) Grants - MRAG, Coast & Estuary - Vibrant River Grant & Library Reduction in: - \$140 Reallocation to Employee benefits and oncosts - \$100 Reallocation of consultant costs to cover capital purchase of two vehicles - \$50 Town Hall Maintenance - Council co-contribution to capital project - \$24 Cemetery Maintenance - Council co-contribution to capital project
(45)	Other Expenses Increases in: - (\$45) MRAG donation
(2,159)	Total expenditure variations

FIRST QUARTER BUDGET REVIEW FOR 2025/26 ENDED 30 SEPTEMBER 2025 (Cont.)

Capital Budget Statement

For the period 1 July to 30 September 2025

Capital Budget Review Statement										
Maitland City Council										
Budget review for the quarter ended 30/09/2025										
Description	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD
	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE	
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	\$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's
CAPITAL FUNDING										
Rates & other untied funding	8,892	12,170				12,170	341	12,511	341	1,243
Capital Grants & Contributions	14,667	20,219				20,219	-2,836	17,383	-2,836	2,048
Reserves - External Restrictions	12,842	22,738				22,738	-4,395	18,343	-4,395	2,801
Reserves - Internally Allocated	10,146	3,430				3,430	3,812	7,242	3,812	521
New Loans	4,630	8,368				8,368		8,368	0	
Proceeds from sale of assets						0		0	0	1,940
Other						0		0	0	
Total Capital Funding	51,177	66,925	0	0	0	66,925	-3,079	63,847	-3,079	8,553
CAPITAL EXPENDITURE										
WIP	20,845					0		0	0	
New Assets	10,467	27,112				27,112	-457	26,656	-457	2,369
Asset Renewal	19,865	39,813				39,813	-2,622	37,191	-2,622	6,183
Other						0		0	0	
Total Capital Expenditure	51,177	66,925	0	0	0	66,925	-3,079	63,847	-3,079	8,553
Net Capital Funding - Surplus /(Deficit)	0	0	0	0	0	0	0	0	0	0

FIRST QUARTER BUDGET REVIEW FOR 2025/26 ENDED 30 SEPTEMBER 2025 (Cont.)

Recommended Changes to Budget

Capital Expenditure September 2025 Review

Description	SOURCE OF FUNDS					
	Budget Variation +INCREASE/ (DECREASE)	Developer Contributions	Capital Works Reserve (Revenue funding)	Internal Reserves	Grants	Council
Increase in capital works budget	\$000	\$000		\$000	\$000	\$000
Carryovers from 24/25						
Plant & Equipment	963	-	963	-	-	-
Bridge Construction	1,752	-	1,083	-	663	7
Building Construction	1,224	113	90	180	828	14
Drainage Construction	22	-	22	-	-	-
Footpaths & Cycleway Construction	647	18	52	-	331	246
Recreation & Open Space Construction	2,790	1,110	884	-	9	785
Transport Infrastructure Construction	498	-	476	-	22	-
Existing projects funding adjustments						
Plant & Equipment	100	-	-	-	-	100
Bridge Construction	(115)	-	-	-	-	(115)
Building Construction	(201)	-	-	-	-	(201)
Footpaths & Cycleway Construction	300	300	-	-	-	-
Recreation & Open Space Construction	(130)	30	-	-	-	(161)
Road Construction	87	87	-	-	-	-
New projects						
Bridge Construction	115	-	-	-	-	115
Building Construction	671	-	-	-	50	621
Footpaths & Cycleway Construction	169	-	-	-	169	-
Recreation & Open Space Construction	219	-	-	-	34	185
Road Construction	745	745	-	-	-	-
Transport Infrastructure Construction	126	126	-	-	-	-
Total Increase in capital works budget	9,980	2,529	3,570	180	2,106	1,596
Decrease in capital works budget	\$000	\$000		\$000	\$000	\$000
Projects deferred from 25/26						
Building Construction	(5,283)	(4,090)	-	(991)	-	(202)
Footpaths & Cycleway Construction	(761)	(761)	-	-	-	-
Road Construction	(6,991)	(2,048)	-	-	(4,943)	-
Projects with returned funding						
Building Construction	(25)	(25)	-	-	-	-
Total Decrease in capital works budget	(13,059)	(6,924)	-	(991)	(4,943)	(202)
TOTAL VARIATIONS	(3,079)	(4,395)	3,570	(811)	(2,836)	1,394
Budget	66,925					
Current Forecast	63,847					

FIRST QUARTER BUDGET REVIEW FOR 2025/26 ENDED 30 SEPTEMBER 2025 (Cont.)

Cash and Investments

For the period 1 July to 30 September 2025

Cash and Investments Budget Review Statement										
Maitland City Council										
Budget review for the quarter ended 30/09/2025										
Description	Previous Year	Current Year Original	Approved Changes	Approved Changes	Approved Changes	Revised	Recommended changes	Projected Year End (PYE)	VARIANCE	ACTUAL YTD
	Actual	Budget	Review	Review	Review	Budget	for council resolution	Result	ORIGINAL budget v PYE	
	2024/25 \$000's	2025/26 \$000's	Q 1 \$000's	Q 2 \$000's	Q 3 \$000's	\$000's	Q1 \$000's	2025/26 \$000's	2025/26 \$000's	2025/26 \$000's
Total Cash, Cash Equivalents & Inves	240,627	232,729				232,729	5,018	237,747	5,018	241,902
EXTERNALLY RESTRICTED										
Water Fund						0		0	0	
Sewer Fund						0		0	0	
Developer contributions - General	142,683	140,592				140,592	4,395	144,987	4,395	146,478
Developer contributions - Water						0		0	0	
Developer contributions - Sewer						0		0	0	
Transport for NSW Contributions						0		0	0	
Domestic waste management	10,596	11,560				11,560		11,560	0	10,596
Stormwater management						0		0	0	
Other - Specific purpose unexpended grants	19,790	16,351				16,351	2,836	19,187	2,836	17,742
Total Externally Restricted	173,069	168,503	0	0	0	168,503	7,231	175,734	7,231	174,816
Cash, cash equivalents & investments not subject to external restrictions	67,558	64,226	0	0	0	64,226	-2,213	62,013	-2,213	67,086
INTERNAL ALLOCATIONS										
Employee entitlements	3,939	3,939				3,939		3,939	0	3,939
Waste disposal site rehabilitation	15,422	17,019				17,019	1,940	18,959	1,940	15,422
Transfer station construction	9,919	6,919				6,919	811	7,730	811	9,398
Carry Over Works	6,124	6,124				6,124	-5,166	958	-5,166	6,124
Capital Works	5,332	859				859	202	1,061	202	5,332
Unexpended loans	4,743	4,743				4,743		4,743	0	4,743
Other	13,437	12,542				12,542		12,542	0	13,437
Total Internally Allocated	58,916	52,145	0	0	0	52,145	-2,213	49,932	-2,213	58,395
Unallocated	8,642	12,081	0	0	0	12,081	0	12,081	-0	8,690

FIRST QUARTER BUDGET REVIEW FOR 2025/26 ENDED 30 SEPTEMBER 2025 (Cont.)

Developer Contributions

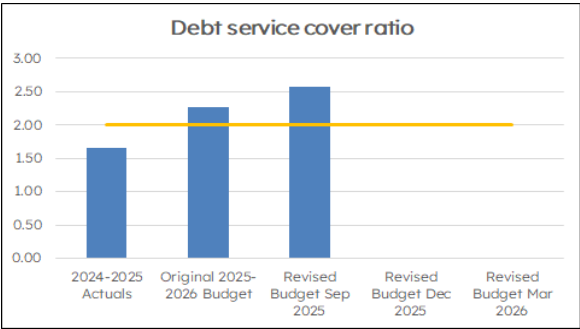
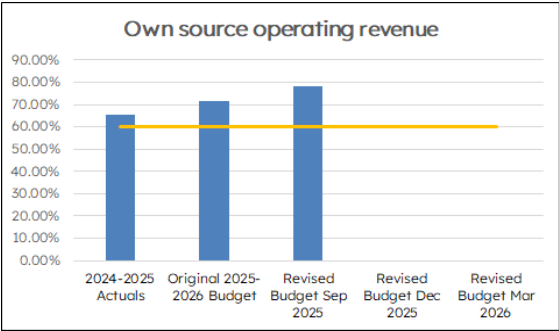
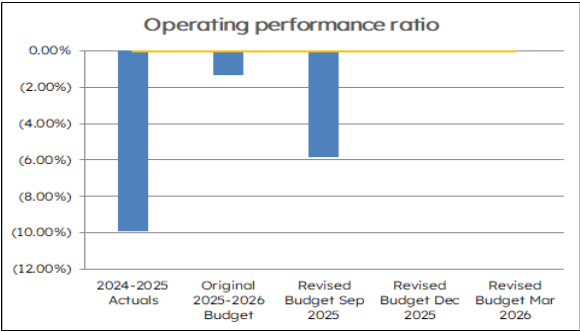
For the period 1 July to 30 September 2025

Developer Contributions Summary																						
Maitland City Council																						
Budget review for the quarter ended 30/09/2025																						
Purpose	Opening Balance As at 1 July 2025 \$000's	Developer Contributions Received										Interest Earned Q1 \$000's	Interest Earned Q2 \$000's	Interest Earned Q3 \$000's	Amounts Expended Q1 \$000's	Amounts Expended Q2 \$000's	Amounts Expended Q3 \$000's	Internal Borrowings (to)/from Q1 \$000's	Internal Borrowings (to)/from Q2 \$000's	Internal Borrowings (to)/from Q3 \$000's	Held as Restricted Asset As at this Q \$000's	Cumulative balance of Internal borrowings (to)/from As at this Q \$000's
		Cash	Cash	Cash	Non-Cash Land	Non-Cash Land	Non-Cash Land	Non-Cash Other	Non-Cash Other	Non-Cash Other												
		Q1	Q2	Q3	Q1	Q2	Q3	Q1	Q2	Q3												
		\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's	\$000's												
Drainage	1,475	21									19			0							1,515	
Roads	1,039	0									7			6							1,040	
Traffic facilities	58,029	2,875									747			1,276							60,376	
Parking	1	0									0			0							1	
Open space	40,049	1,029									511			12							41,577	
Community facilities	39,136	573									498			1,310							38,897	
Other	1,302	95									23			143							1,267	
Total \$7.11 Under plans	141,031	4,584	0	0	0	0	0	0	0	0	1,804	0	0	2,747	0	0	0	0	0	0	144,672	0
\$7.11 Not under plans																					0	
\$7.12 Levies	1,652	187									21			54							1,806	
\$7.4 Planning agreements																					0	
\$6.4 Contributions																					0	
Other																					0	
Total Developer Contributions	142,683	4,771	0	0	0	0	0	0	0	0	1,825	0	0	2,801	0	0	0	0	0	0	146,478	0

FIRST QUARTER BUDGET REVIEW FOR 2025/26 ENDED 30 SEPTEMBER 2025 (Cont.)

Key Performance Indicators

Budget Review for the Quarter ended 30 September 2025



Historical OLG Benchmark

Operating performance ratio	> 0%
Own source operating revenue	> 60%
Debt Service Cover Ratio	> 2.0



15.4 Statement of Investments as at 31 October 2025

FILE NO:	82/2
ATTACHMENTS:	1. Council's Holdings as at 31 October 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 October 2025, Council had investments totaling \$230,594,125 under management.

Council's investment portfolio recorded a marked-to-market return of 4.42% per annum versus the bank bill index benchmark return of 3.55% per annum. The actual investment return for the month of October was \$953,387, a favourable variance of \$98,878 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 October 2025, Council has total cash on call and investments of \$230,594,125 comprising:

▪ On call accounts	\$6,169,125
▪ Investments	\$224,425,000

This is compared to the month of September 2025 where Council had \$237,587,032 under management. The decrease in Council's investment holdings is due to the expected increase in expenditure during the month.

Whilst Council has in excess of \$200 million under management, 62% of the portfolio is externally restricted funds, pertaining to developer contributions and domestic waste management reserves.

STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 2025 (Cont.)

In October, Council's investment portfolio recorded a marked-to-market return of 4.42% per annum versus the bank bill index benchmark return of 3.55% per annum. Over the financial year to date, the investment portfolio has returned a marked-to-market return of 4.86%, versus the bank bill index benchmark's 3.65%.

Without marked-to-market influences, Council's investment portfolio yielded 4.54% 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 October, Council had maturities of \$12 million across six term deposits with original terms between 4-12 months which were yielding an average of 4.68% per annum. Council invested \$3 million in an 8 month Bank of Queensland deposit paying 4.25% per annum. Council also took advantage of a newly issued senior ranked bond from Teachers Mutual Bank for its long term portfolio. Council invested \$2 million in the 3 year floating rate note paying quarterly interest of 3 month Bank Bill Swap Rate +0.95% per annum. The first rate set on the Floating Rate Note is 4.54% per annum.

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

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

Global issues – Commentary provided by Prudential Investment Services:

- In the United States, the government shutdown is nearing the longest in the history of the United States. So far, the impact to the economy is small. Economists project that every week the government is shutdown there is approximately a 0.02% hit to annualised quarterly Gross Domestic Product but this will mostly be offset when the government reopens.
- Latest United States inflation data showed consumer prices rose by 3% over the year. Softer growth in housing costs and cheaper used car prices helped inflation to be lower than expected. Some signs of higher goods prices related to tariffs were seen in household furnishings, recreational goods and apparel prices. Services and gas prices also remained high.
- The United States Federal Reserve cut interest rates by another 25 basis points for the second month in a row, taking the Federal Funds rate to 3.75%-4%. The Federal Reserve has cut by a total of 150 basis points since September 2024. The Bank of Canada also cut interest rates again by 25 basis points to 2.25%, taking total interest rate cuts during this cycle to 275 basis points. The Bank of Japan kept its benchmark interest rate steady at 0.5% at its October meeting. The European Central Bank also kept interest rates on hold for the third consecutive meeting at 2%.
- In China, latest economic data showed Gross Domestic Product growth of 4.8% over the year to September, just above expectations of 4.7%. Retail sales rose by 3% over the year, industrial production was 6.5% higher and fixed asset investment fell by 0.5% year to date. Property investment is still down (13.9%) since the beginning of the year.

STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 2025 (Cont.)

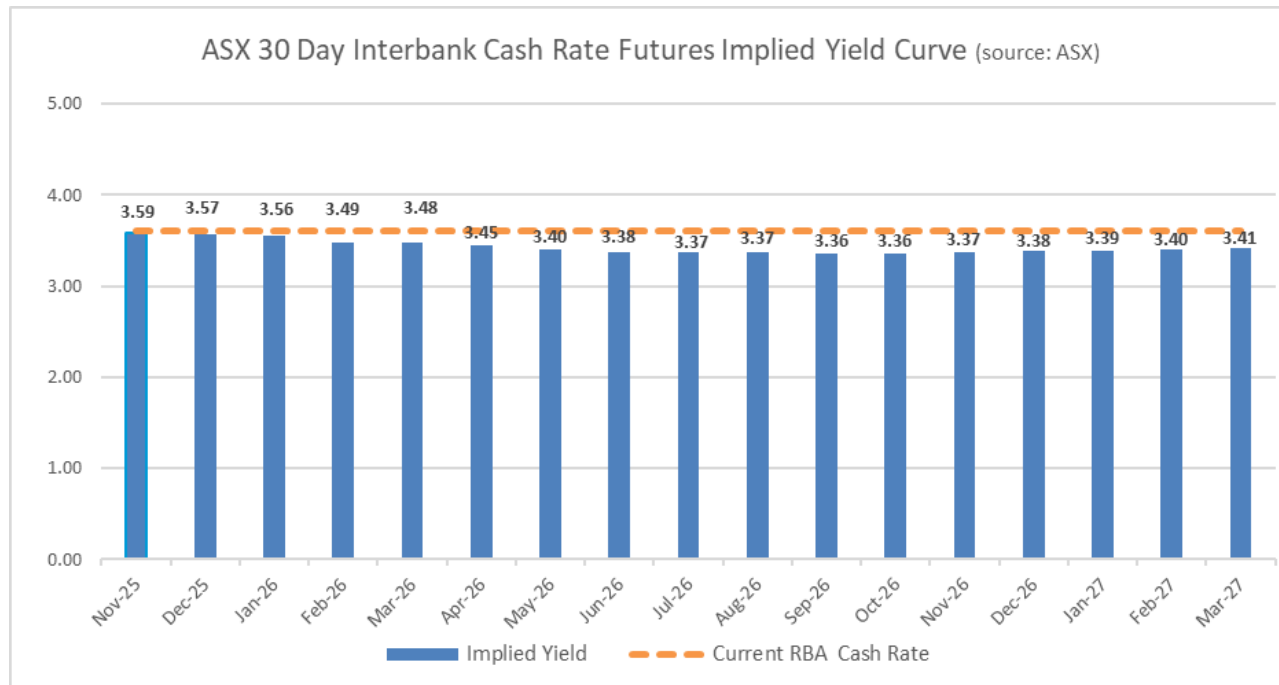
- Global share markets continue to demonstrate resilience in 2025, with major indices across North America, Europe, and Asia posting double-digit returns year-to-date. Central banks have played a pivotal role in supporting global equities during the year with the European Central Bank and the Federal Reserve shifting toward more accommodative policies, cutting rates and boosting liquidity. All major global indices recorded gains in October.

Domestic issues – Commentary provided by Prudential Investment Services:

- The Consumer Price Index (CPI) increased by 1.3% in the September quarter, stronger than market expectations. The annual pace of headline inflation, at 3.2% per annum, is accelerating again (it was 2.1% per annum in the June quarter) mainly on the back of unwinding energy rebates.
- Headline inflation is expected to increase over the second half of 2025 to be above 3%, before returning to the midpoint of the 2-3% target range later in 2026.
- Latest jobs data was softer than expected. Annual job growth at 1.3% year-on-year is at its slowest since 2021, unemployment at 4.5% is at its highest since 2021 and is tracing out a gradual rising trend. Forward looking jobs data relating to job ads and vacancies continue to trend down with most warning of slower jobs growth ahead.

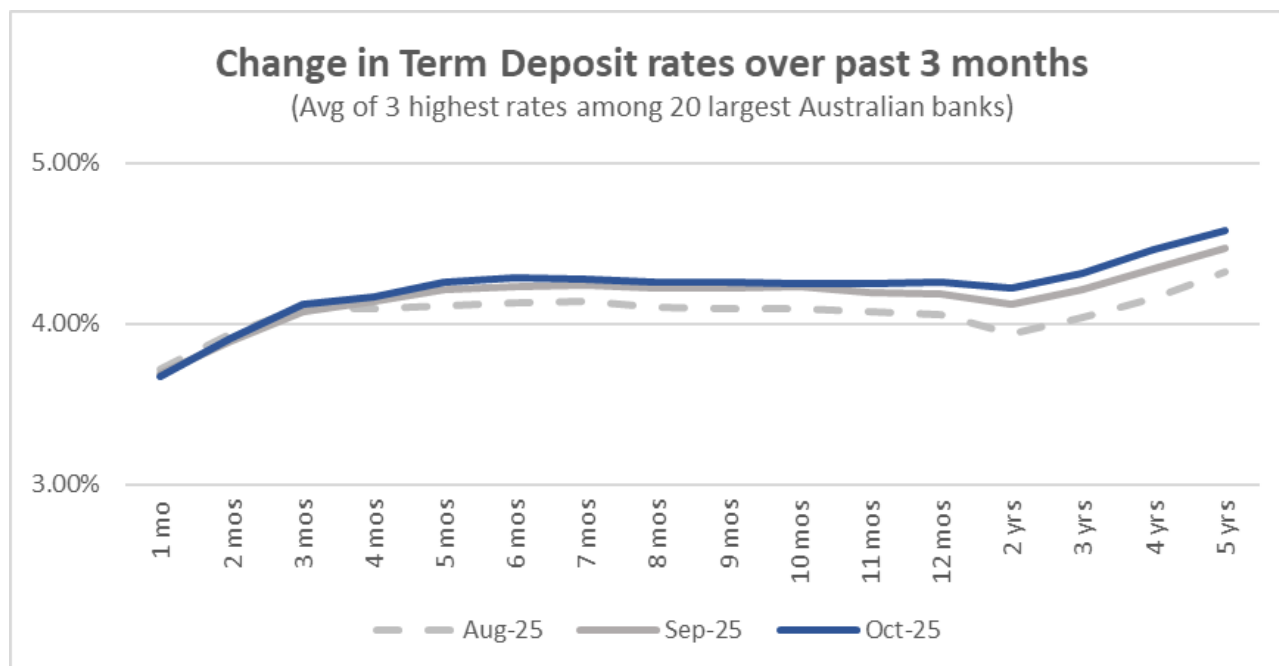
Interest rates

- Following the mid-month release of the weak employment data, expectations rose that a Melbourne Cup Day rate cut could be on the cards. But rate cut hopes were dashed following the quarterly inflation data release at the end of the month.
- The market is now pricing in only one more 25 basis point cut, by mid-2026 to take the cash rate to 3.35%, before possibly levelling off:



- Term deposit rates bumped higher at the end of the month when a November rate cut was seemingly taken off the table due to the inflation data. Across the 4-12 month range rates increased by an average of 5 basis from last month. Long dated rates, 2-5 years, jumped up an average of 11 basis points, now ranging from 4.22% to 4.58%:

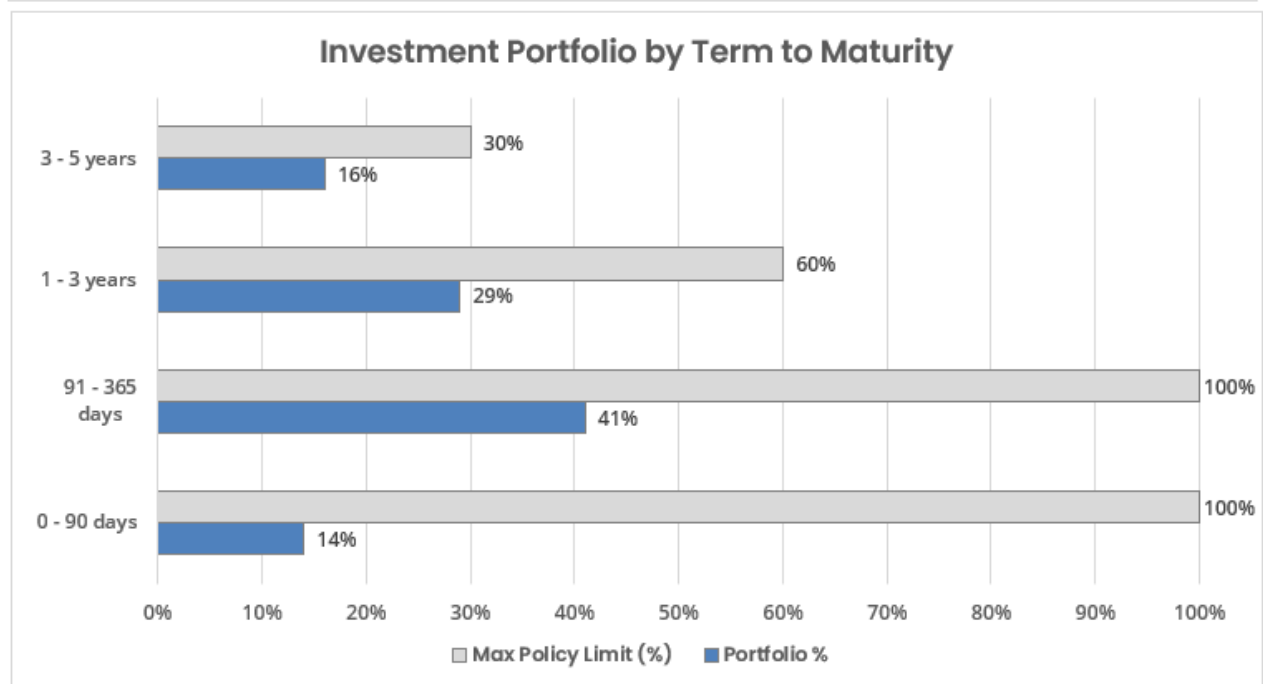
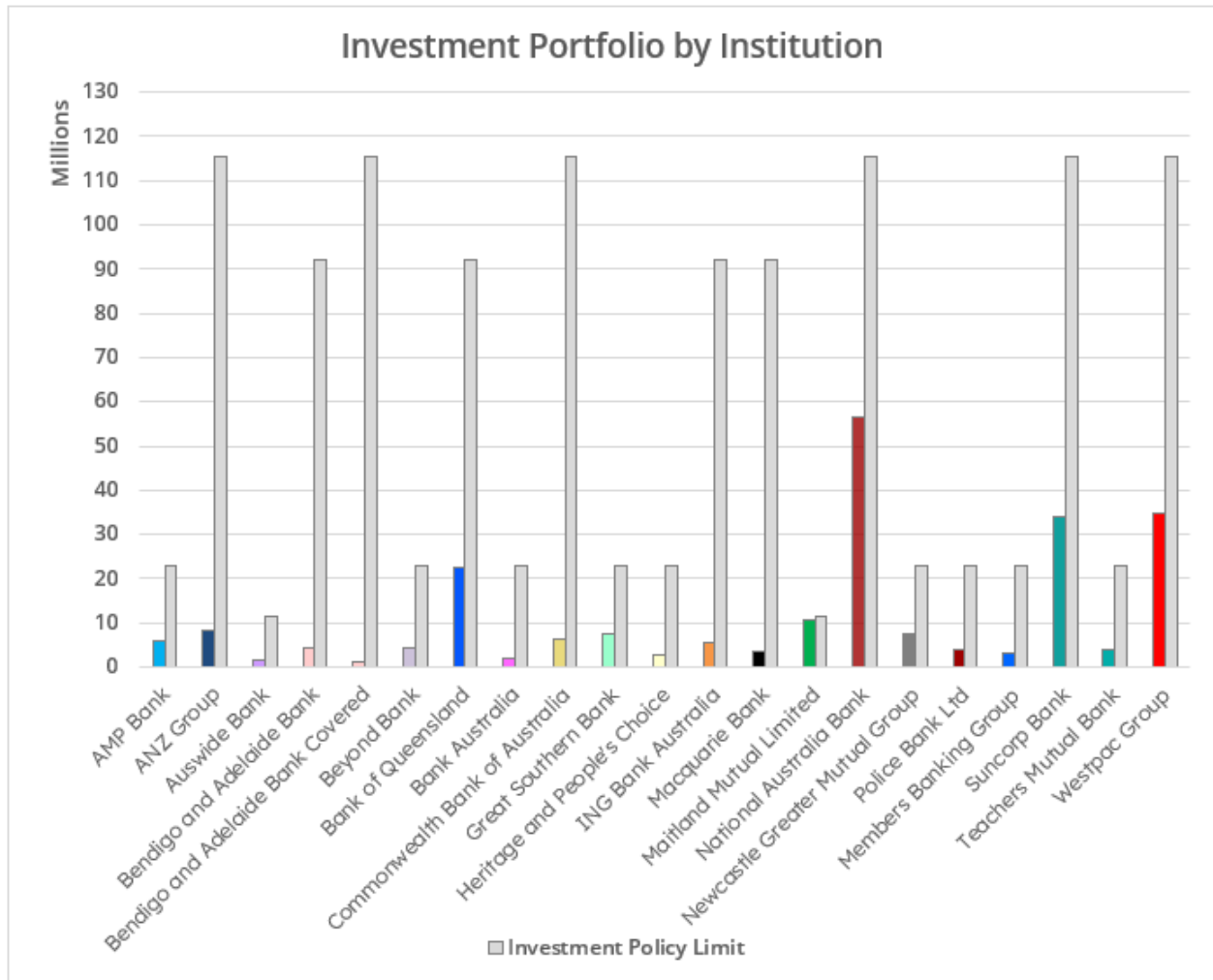
STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 2025 (Cont.)



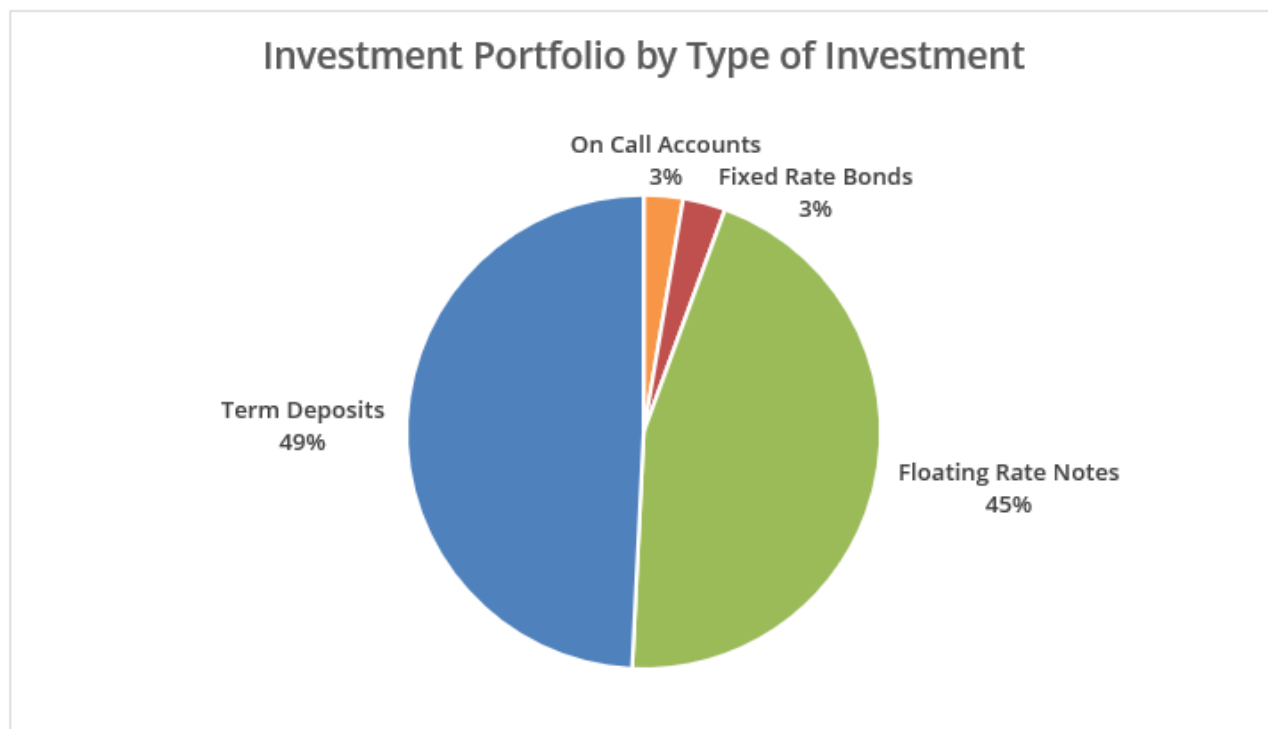
All market commentary is provided by Prudential Investment Services who advise on the management of Council's investment portfolio.

STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 2025 (Cont.)

PORTFOLIO ANALYSIS



STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 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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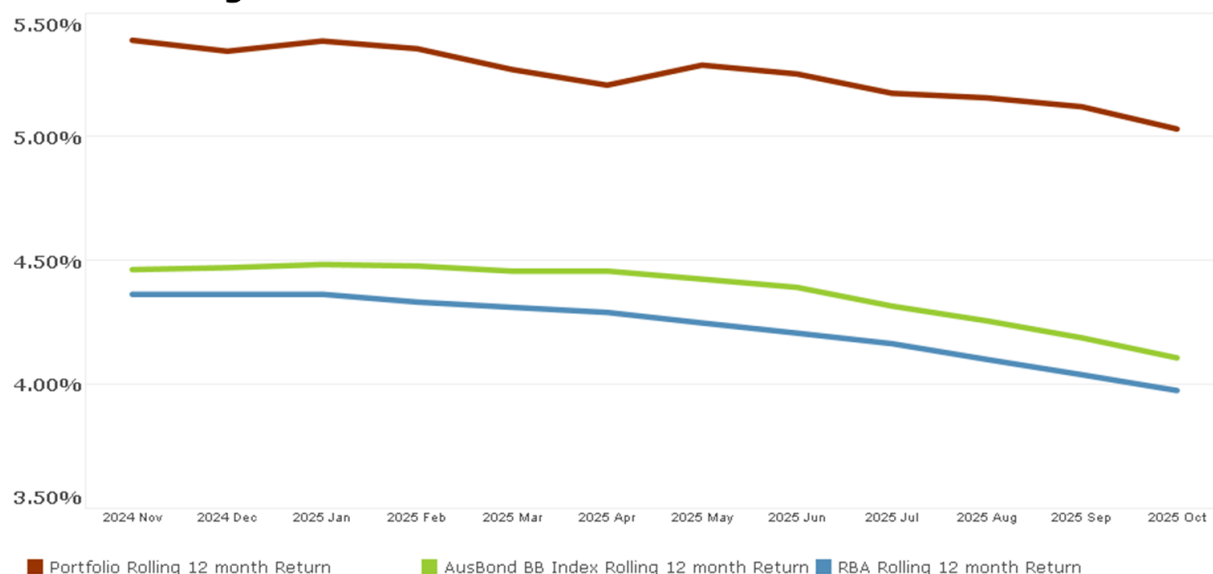
Investment Policy Requirement

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	4.42%	3.55%	3.60%
3 months	4.81%	3.67%	3.60%
6 months	5.07%	3.78%	3.72%
FYTD	4.86%	3.65%	3.66%
12 months	5.03%	4.11%	3.97%

STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 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 October was \$953,387. This amounts to a favourable variance of \$98,878 when compared to the monthly budget forecasts of \$854,509. It should be noted that \$71,587 of this variance has been reallocated back to the externally restricted funds.

The year-to-date budget forecast for investment returns is \$3,418,036. The actual investment returns for the year-to-date are \$3,844,980, amounting to a favourable variance of \$426,944 which can be attributed to additional capital for investment purposes and the current high interest rate environment of FYTD 4.86%pa compared to the budgeted 4.48%pa.

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 31 October 2025

Council's Holdings as at 31 October 2025

Meeting Date: 18 November 2025

Attachment No: 1

Number of Pages: 2

STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 2025 (Cont.)

COUNCIL'S HOLDING AS AT 31 OCTOBER 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	11	2,353,665.89
17-Feb-26	1,500,000.00	4.7500	CBA Snr Bond (Aug26) 4.75%	AA-	17-Aug-26	290	1,523,394.33
16-Mar-26	1,400,000.00	4.9460	MAC Snr Bond (Sep26) 4.946%	A+	14-Sep-26	318	1,419,750.61
19-Mar-26	1,500,000.00	5.0000	WBC Snr Bond (Sep28) 5.00%	AA-	19-Sep-28	1,054	1,540,633.84
Totals	6,700,000.00	4.8984					6,837,444.66
Cash							
	Face Value	Current Yield	Borrower	Credit Rating			Current Value
31-Oct-25	2,169,124.74	3.8625	Macquarie Bank	A+			2,169,124.74
31-Oct-25	4,000,000.00	3.6500	National Australia Bank	AA-			4,000,000.00
Totals	6,169,124.74	3.7247					6,169,124.74
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	116	1,516,960.46
24-Nov-25	1,700,000.00	4.0047	SUN Snr FRN (Feb26) BBSW+0.45%	AA-	24-Feb-26	116	1,713,193.38
18-Nov-25	2,000,000.00	4.6400	SUN Snr FRN (May26) BBSW+1.05%	AA-	18-May-26	199	2,026,408.49
24-Nov-25	3,900,000.00	3.9647	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	24-Aug-26	297	3,930,405.53
15-Dec-25	2,300,000.00	4.0602	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	15-Sep-26	319	2,312,990.87
23-Jan-26	1,200,000.00	5.0994	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	357	1,212,355.66
23-Jan-26	3,250,000.00	5.0994	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	357	3,283,463.26
30-Jan-26	1,650,000.00	5.1491	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	30-Oct-26	364	1,662,404.94
17-Nov-25	2,000,000.00	5.1400	POL Snr FRN (Nov26) BBSW+1.55%	BBB+	17-Nov-26	382	2,021,123.29
14-Jan-26	2,000,000.00	4.2593	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	14-Jan-27	440	2,010,360.95
26-Jan-26	2,250,000.00	4.2825	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	25-Jan-27	451	2,258,677.45
10-Nov-25	1,220,000.00	5.2675	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	465	1,247,836.47
10-Nov-25	1,400,000.00	5.2675	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	465	1,431,943.49
10-Nov-25	2,250,000.00	5.3077	GSB Snr FRN (Feb27) BBSW+1.65%	BBB+	9-Feb-27	466	2,304,148.83
25-Nov-25	2,400,000.00	4.2747	NAB Snr FRN (Feb27) BBSW+0.72%	AA-	25-Feb-27	482	2,427,465.18
5-Dec-25	1,500,000.00	5.1835	RACQ Snr FRN (Mar27) BBSW+1.60%	BBB+	5-Mar-27	490	1,524,592.17
14-Nov-25	1,300,000.00	4.6120	BEN Snr FRN (May27) BBSW+1.00%	A-	14-May-27	560	1,320,984.78
22-Dec-25	1,800,000.00	4.8468	TMB Snr FRN (Jun27) BBSW+1.30%	BBB+	21-Jun-27	598	1,825,940.81
20-Nov-25	2,800,000.00	4.4425	ING Snr FRN (Aug27) BBSW+0.87%	A	20-Aug-27	658	2,838,710.00
15-Dec-25	1,500,000.00	4.9102	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	13-Sep-27	682	1,509,484.08
3-Nov-25	1,000,000.00	4.6650	GSB Snr FRN (Nov27) BBSW+1.03%	BBB+	1-Nov-27	731	1,015,827.67
10-Nov-25	2,000,000.00	4.8175	POL Snr FRN (Nov27) BBSW+1.15%	BBB+	8-Nov-27	738	2,038,575.67
25-Nov-25	2,500,000.00	4.7547	NAB Snr FRN (Nov27) BBSW+1.20%	AA-	25-Nov-27	755	2,554,840.18
15-Dec-25	1,100,000.00	4.8302	SUN Snr FRN (Dec27) BBSW+1.25%	AA-	14-Dec-27	774	1,121,559.68
13-Jan-26	3,000,000.00	4.7250	CBA Snr FRN (Jan28) BBSW+1.15%	AA-	13-Jan-28	804	3,044,458.77
21-Nov-25	500,000.00	5.2716	BOz Snr FRN (Feb28) BBSW+1.70%	BBB+	21-Feb-28	843	513,304.89
22-Dec-25	1,750,000.00	4.6968	BEY Snr FRN (Mar28) BBSW+1.15%	BBB+	21-Mar-28	872	1,765,430.06
22-Dec-25	2,500,000.00	4.6968	BEY Snr FRN (Mar28) BBSW+1.15%	BBB+	21-Mar-28	872	2,522,042.95
12-Nov-25	2,500,000.00	4.6342	NAB Snr FRN (May28) BBSW+1.00%	AA-	12-May-28	924	2,550,710.29
14-Nov-25	2,500,000.00	5.1120	MMB Snr FRN (May28) BBSW+1.50%	BBB	15-May-28	927	2,527,660.82
16-Dec-25	1,200,000.00	4.7100	BEN Cov FRN (Jun28) BBSW+1.15%	AAA	16-Jun-28	959	1,222,063.07
11-Dec-25	1,400,000.00	4.5125	ANZ Snr FRN (Sep28) BBSW+0.93%	AA-	11-Sep-28	1,046	1,420,685.19
5-Jan-26	2,000,000.00	4.5350	TMB Snr FRN (Oct28) BBSW+0.95%	BBB+	3-Oct-28	1,068	2,007,506.30
17-Nov-25	2,000,000.00	4.6200	NAB Snr FRN (Nov28) BBSW+1.03%	AA-	16-Nov-28	1,112	2,042,166.30
5-Nov-25	2,000,000.00	4.6223	ANZ Snr FRN (Feb29) BBSW+0.96%	AA-	5-Feb-29	1,193	2,040,428.35
14-Nov-25	600,000.00	5.4620	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB+	14-Feb-29	1,202	623,245.12
14-Nov-25	3,000,000.00	5.4620	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB+	14-Feb-29	1,202	3,116,225.59
19-Dec-25	1,500,000.00	4.5283	SUN Snr FRN (Mar29) BBSW+0.98%	AA-	13-Mar-29	1,229	1,519,972.06
22-Dec-25	2,800,000.00	4.4468	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	22-Mar-29	1,238	2,834,280.98
30-Jan-26	2,500,000.00	4.9291	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,277	2,536,875.22
30-Jan-26	4,000,000.00	4.9291	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,277	4,059,000.35
18-Dec-25	5,000,000.00	4.4189	ANZ Snr FRN (Jun29) BBSW+0.86%	AA-	18-Jun-29	1,326	5,056,049.47
14-Nov-25	3,100,000.00	4.4320	NAB Snr FRN (Nov29) BBSW+0.82%	AA-	14-Nov-29	1,475	3,144,492.90
28-Nov-25	3,000,000.00	4.3922	BEN Cov FRN (Nov29) BBSW+0.83%	A-	28-Nov-29	1,489	3,033,275.18
21-Jan-26	2,000,000.00	4.7440	NPBS Snr FRN (Jan30) BBSW+1.25%	BBB+	21-Jan-30	1,543	2,018,959.40
18-Dec-25	3,200,000.00	4.3889	NAB Snr FRN (Mar30) BBSW+0.83%	AA-	18-Mar-30	1,599	3,233,029.53
21-Nov-25	850,000.00	4.5016	SUN Snr FRN (May30) BBSW+0.93%	AA-	21-May-30	1,663	863,081.39
15-Dec-25	2,800,000.00	4.5302	ING Snr FRN (Jun30) BBSW+0.95%	A	13-Jun-30	1,686	2,833,497.54
Totals	104,220,000.00	4.6828					105,657,654.41

STATEMENT OF INVESTMENTS AS AT 31 OCTOBER 2025 (Cont.)

Term Deposits							
	Face Value	Current Yield	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
	2,000,000.00	4.8000	Suncorp Bank	AA-	4-Nov-25	4	2,071,013.70
	3,000,000.00	5.1900	Westpac Group	AA-	18-Nov-25	18	3,072,944.38
	5,000.00	5.1000	National Australia Bank	AA-	25-Nov-25	25	5,236.14
	2,500,000.00	5.0700	Suncorp Bank	AA-	25-Nov-25	25	2,617,026.71
	2,000,000.00	4.8000	Suncorp Bank	AA-	2-Dec-25	32	2,071,013.70
	2,000,000.00	5.0000	AMP Bank	BBB+	10-Dec-25	40	2,089,315.07
	2,000,000.00	5.1000	AMP Bank	BBB+	17-Dec-25	47	2,088,306.85
	2,000,000.00	4.4000	Bank of Queensland	A-	23-Dec-25	53	2,039,780.82
	2,000,000.00	4.2800	Suncorp Bank	AA-	30-Dec-25	60	2,030,253.15
	3,000,000.00	4.3000	Bank of Queensland	A-	7-Jan-26	68	3,053,367.12
	4,000,000.00	4.7900	Suncorp Bank	AA-	13-Jan-26	74	4,137,532.05
	2,000,000.00	4.3500	Bank of Queensland	A-	20-Jan-26	81	2,039,328.77
	2,000,000.00	4.3000	AMP Bank	BBB+	27-Jan-26	88	2,017,435.62
	2,000,000.00	4.7000	Westpac Group	AA-	2-Feb-26	94	2,000,257.53
	3,000,000.00	4.6500	National Australia Bank	AA-	10-Feb-26	102	3,094,019.18
	3,000,000.00	4.6300	Westpac Group	AA-	24-Feb-26	116	3,025,496.71
	3,000,000.00	4.6300	Westpac Group	AA-	3-Mar-26	123	3,025,116.16
	3,000,000.00	4.2100	National Australia Bank	AA-	10-Mar-26	130	3,029,758.36
	2,000,000.00	4.2000	Bank of Queensland	A-	17-Mar-26	137	2,010,586.30
	3,000,000.00	4.3300	Suncorp Bank	AA-	24-Mar-26	144	3,045,909.86
	2,000,000.00	4.1700	Bank of Queensland	A-	31-Mar-26	151	2,034,502.47
	2,000,000.00	4.6000	Westpac Group	AA-	7-Apr-26	158	2,016,383.56
	2,000,000.00	4.1800	National Australia Bank	AA-	14-Apr-26	165	2,018,323.29
	3,000,000.00	4.2700	Suncorp Bank	AA-	21-Apr-26	172	3,045,273.70
	2,000,000.00	4.2200	National Australia Bank	AA-	28-Apr-26	179	2,036,534.79
	2,000,000.00	4.1500	Bank of Queensland	A-	5-May-26	186	2,034,564.38
	3,000,000.00	4.0500	National Australia Bank	AA-	26-May-26	207	3,042,275.34
	2,000,000.00	4.0900	Westpac Group	AA-	2-Jun-26	214	2,013,446.58
	2,000,000.00	4.1800	National Australia Bank	AA-	9-Jun-26	221	2,013,284.38
	2,000,000.00	4.1900	Suncorp Bank	AA-	16-Jun-26	228	2,010,561.10
	3,000,000.00	4.2500	Bank of Queensland	A-	17-Jun-26	229	3,005,589.04
	2,000,000.00	4.3000	Westpac Group	AA-	23-Jun-26	235	2,017,200.00
	2,000,000.00	4.1000	National Australia Bank	AA-	30-Jun-26	242	2,015,052.05
	2,000,000.00	4.0900	National Australia Bank	AA-	7-Jul-26	249	2,014,343.01
	3,000,000.00	4.1700	National Australia Bank	AA-	14-Jul-26	256	3,028,104.66
	2,000,000.00	4.1900	Suncorp Bank	AA-	21-Jul-26	263	2,010,561.10
	2,000,000.00	4.1000	National Australia Bank	AA-	28-Jul-26	270	2,015,052.05
	3,000,000.00	4.1800	National Australia Bank	AA-	11-Aug-26	284	3,019,926.58
	3,000,000.00	4.1800	National Australia Bank	AA-	1-Sep-26	305	3,019,926.58
	2,000,000.00	4.1200	Westpac Group	AA-	8-Sep-26	312	2,014,448.22
	2,000,000.00	4.0800	Westpac Group	AA-	22-Sep-26	326	2,016,543.56
	3,000,000.00	4.0900	Westpac Group	AA-	29-Sep-26	333	3,021,514.52
	4,000,000.00	4.6500	The Mutual	BBB	6-Oct-26	340	4,122,810.96
	3,000,000.00	4.0700	Westpac Group	AA-	13-Oct-26	347	3,021,409.32
	2,000,000.00	4.0400	Westpac Group	AA-	24-Nov-26	389	2,016,381.37
	2,000,000.00	4.0400	Westpac Group	AA-	15-Dec-26	410	2,016,381.37
	4,000,000.00	4.7500	The Mutual	BBB	16-Feb-27	473	4,128,575.34
Totals	113,505,000.00	4.3928					115,332,667.50
Grand Totals	230,594,124.74						233,996,891.31

15.5 Maitland City Council Annual Report 2024–25 and Presentation of the Financial Statements and Auditors Report for the Year Ended 30 June 2025

FILE NO:	2/8/24
ATTACHMENTS:	1. Annual Report 2024–25 (Under Separate Cover) 2. Financial Statements for the year ended 30 June 2025 (Under Separate Cover)
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Manager Financial Reporting Manager Corporate Performance and Engagement Corporate Strategy Lead Corporate Planning & Reporting Officer
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

Council's Annual Report 2024-25 provides an overview of the activities and achievements of Council in providing services and projects to our community over the previous financial year.

With a strong community focus, the report provides open and transparent reporting on financials and operational performance and the adherence of legislated governance standards.

This document presents performance highlights, strategic operational activities aligned with Maitland's Future, our Community Strategic Plan, infrastructure projects delivered through the capital works program and audited financial statements.

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

OFFICER'S RECOMMENDATION

THAT

- 1. Council receives the Annual Report 2024–25, a report for the period 1 July 2024 to 30 June 2025 on progressing the Delivery Program 2022 – 2026; and**
 - 2. The report be made available to the community on Council's website and promoted via social media.**
 - 3. The Office of Local Government is advised and sent a website link to the Annual Report.**
 - 4. The financial statements, together with the auditor's reports, for the year ended 30 June 2025 be presented to the public.**
-

MAITLAND CITY COUNCIL ANNUAL REPORT 2024-25 AND PRESENTATION OF THE FINANCIAL STATEMENTS AND AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2025 (Cont.)

REPORT

The Annual Report 2024-25 provides an overview of Council's activities for the financial year.

The report is delivered in accordance with section 428 of the *Local Government Act 1993* (NSW) and the Integrated Planning and Reporting guidelines, which require Council to prepare a report within five months after the end of each financial year as to its achievements with respect to the objectives established in its Delivery Program.

The report must provide statutory information, in accordance with Section 217 of the *Local Government (General) Regulation 2005*, relating to business operations.

The Annual Report contains a copy of Council's audited financial reports, an overview of work undertaken in the year and a range of non-financial statutory data.

STRUCTURE OF THE ANNUAL REPORT

Aligned with our Delivery Program 2022-2026 this report shows the achievements and the challenges faced between 1 July 2024 and 30 June 2025.

The report is divided into the following sections:

- Year in review – summary of performance and annual success.
- Our foundation – overview of Maitland, our community, Council services and assets.
- Our performance – detailed performance results organised according to our four strategic focus areas of Maitland's Future.
- Our people – overview of Council's structure, corporate governance, and workforce.
- Our accountability – outlining our risk, audit and governance approach, including our legislative requirements.
- Our financials – providing a financial summary, financial legislation and the financial statements.
- Appendix – progress of operational plan actions and legislative checklist.

FINANCIAL STATEMENTS AND AUDITORS REPORT

At its meeting held on the 21 October 2025, financial statements for the year ended 30 June 2025 and a summary of relevant financial information was provided to Council. It was resolved to place the 2024-25 financial Statements on public exhibition and to notify the public of the proposal to present the 2024-25 financial statements and auditor's reports.

The 2024-25 financial statements, a copy of which is attached to this report, have been filed with the Office of Local Government and made available for public inspection from 1 November 2025. There were no changes made to the 2024-25 financial statements presented to Council on 21 October 2025.

Written public submissions to Council were invited and possible to make up until 10 November 2025. There were no submissions received during the public exhibition period.

Both the 'Independent Auditor's Report', and the auditors 'Report on the conduct of the audit' have been included for review. At the Council briefing on 2 December 2025, a representative of the Auditor will provide a presentation to Council on the financial statements and expand on key reports.

MAITLAND CITY COUNCIL ANNUAL REPORT 2024-25 AND PRESENTATION OF THE FINANCIAL STATEMENTS
AND AUDITORS REPORT FOR THE YEAR ENDED 30 JUNE 2025 (Cont.)

The delegate from the Audit Office, Ms. Cassie Malone and Mr. Alex Hardy from the contract auditor Prosperity have previously provided a presentation at the ARIC meeting on the 14 October 2025.

CONCLUSION

The Annual Report shows how we are delivering on our vision, outlining the performance of the Delivery Program 2022-2026 and Operational Plan 2024-25. The Annual Report is a crucial tool for informing our community and stakeholders about our achievements and challenges, by providing information on service delivery and financial performance. It is a vital part of our overall governance framework and shows our commitment to transparency and accountability.

The financial statements, together with the auditor's report, for the year ended 30 June 2025 be presented to the public.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

The Annual Report is prepared and delivered in accordance with the *Integrated Planning and Reporting Guidelines, sections Local Government Act 1993 (NSW), Special Rate Variation Guidelines 7.1, Local Government (General) Regulation 2005, Companion Animal Guidelines, Office of Local Government Capital Expenditure Guidelines, Disability Inclusion Act 2014, Environmental Planning and Assessment Act 1979, Swimming Pools Act 1992, Swimming Pools Regulation 2018, Government Information (Public Access) Act 2009, Government Information (Public Access) Regulation 2018, Public Interest Disclosures Act 1994 and Public Interest Disclosures Regulation 2011.*

Council's financial statements have been prepared in accordance with Section 416 of the Local Government Act, 1993 (NSW). The presentation of the financial reports and auditor's report is required under Section 419 of the Local Government Act, 1993 (NSW).

16 Items for Information

16.1 Audit Risk & Improvement Committee (ARIC) Meeting Minutes – 9.9.25

FILE NO:	81/26
ATTACHMENTS:	1. ARIC Meeting Minutes – 9.9.25 (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 September was held on 9 September 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 9 September 2025.

REPORT

The adopted minutes of the ARIC meeting held on 9 September 2025 are attached for information.

ARIC considered a range of reports at the September meeting including: the External and Internal Audit updates, Budget Review 3rd Qtr, Operational Plan update, ERM Program update, Long Term Financial Plan, Service Review Guidelines, Legal and Compliance Risk Register, ARIC Annual Report and Self Assessment Results and WHS & Risk updates.

Also presented to ARIC were two service presentations: Waste Management and Maitland Regional Art Gallery.

The meeting was attended by Council's external audit partner, Prosperity, and Internal Audit provider, PKF.

CONCLUSION

Council's ARIC met on 9 September 2025 and the endorsed minutes are attached.

16.2 Code of Conduct Statistics for the Period 1 September 2024 to 31 August 2025

FILE NO:	35/47
ATTACHMENTS:	1. Model Code of Conduct Complaint Statistics 2024-25
RESPONSIBLE OFFICER:	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 Office of Local Government requires Council to report on the Code of Conduct complaints about Councillors and the General Manager within three (3) months of September each year.

The purpose of this report is to advise council on the Code of Conduct complaints report which will be provided to the Office of Local Government.

OFFICER'S RECOMMENDATION

THAT the information contained in this Report be noted.

REPORT

The Procedures for the Administration of the Code of Conduct 2025, Clause 11.1 requires the Council to report on the following statistics each year:

- a) the total number of Code of Conduct complaints made about councillors and the General Manager under the Code of Conduct in the year to September (the reporting period)
- b) the number of Code of Conduct complaints referred to a conduct reviewer during the reporting period
- c) the number of Code of Conduct complaints finalised by a conduct reviewer at the preliminary assessment stage during the reporting period and the outcome of those complaints
- d) the number of Code of Conduct complaints investigated by a conduct reviewer during the reporting period
- e) without identifying particular matters, the outcome of investigations completed under these procedures during the reporting period
- f) the number of matters reviewed by the Office during the reporting period and, without identifying particular matters, the outcome of the reviews, and
- g) the total cost of dealing with Code of Conduct complaints made about councillors and the General Manager during the reporting period, including staff costs.

CODE OF CONDUCT STATISTICS FOR THE PERIOD 1 SEPTEMBER 2024 TO 31 AUGUST 2025 (Cont.)

The annual Code of Conduct complaints reporting has been completed for the period 1 September 2024 to 31 August 2025 (Attachment 1). The report has been completed using the required template and will be provided to the Office of Local Government via email following Council Meeting 18 November 2025.

Items for Information

Code of Conduct Statistics for the Period 1 September 2024 to 31 August 2025

Model Code of Conduct Complaint Statistics 2024-25

Meeting Date: 18 November 2025

Attachment No: 1

Number of Pages: 3

Office of Local Government

Model Code of Conduct
Complaints Statistics

Reporting Period: 1 September 2024 - 31 August 2025

Date Due: 31 December 2025

Survey return email address: codeofconduct@olg.nsw.gov.au
in Excel format

Council Name:	Maitland City Council
---------------	-----------------------

Contact Name:	Kelsie Wilson
Contact Phone:	249391053
Contact Position:	Team Leader OGM
Contact Email:	executive@maitland.nsw.gov.au

All responses to be numeric.

Where there is a zero value, please enter 0.

Enquiries: Performance Team
Office of Local Government
Phone: (02) 4428 4100
Enquiry email: olg@olg.nsw.gov.au

Model Code of Conduct Complaints Statistics 2024-25 Maitland City Council			
Number of Complaints			
1	The total number of complaints received in the reporting period about councillors and the General Manager (GM) under the code of conduct from the following sources		
i	Community		10
ii	Other Councillors		2
iii	General Manager		0
iv	Other Council Staff		0
2	The total number of complaints finalised about councillors and the GM under the code of conduct in the following periods:		
i	3 Months		12
ii	6 Months		0
iii	9 Months		0
iv	12 Months		0
v	Over 12 months		0
Overview of Complaints and Cost			
3	a	The number of complaints finalised at the outset by alternative means by the GM or Mayor	11
	b	The number of complaints referred to the Office of Local Government (OLG) under a special complaints management arrangement	0
	c	The number of code of conduct complaints referred to a conduct reviewer	1
	d	The number of code of conduct complaints finalised at preliminary assessment by conduct reviewer	0
	e	The number of code of conduct complaints referred back to GM or Mayor for resolution after preliminary assessment by conduct reviewer	1
	f	The number of finalised code of conduct complaints investigated by a conduct reviewer	0
	g	Cost of dealing with code of conduct complaints via preliminary assesment	6,325
	h	Progressed to full investigation by a conduct reviewer	0
	i	The number of finalised complaints investigated where there was found to beno breach	0
	j	The number of finalised complaints investigated where there was found to bea breach	0
	k	The number of complaintsreferred by the GM or Mayor to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police	
	i	ICAC	0
	ii	NSW Ombudsman	0
	iii	OLG	0
	iv	Police	0
	v	Other Agency (please specify)	0
	l	The number of complaints being investigated that are not yet finalised	0
	m	The total cost of dealing with code of conduct complaints within the period made about councillors and the GM including staff costs	13,638

Preliminary Assessment Statistics		
4 The number of complaints determined by the conduct reviewer at the preliminary assessment stage by each of the following actions:		
a	To take no action (clause 6.13(a) of the 2020 Procedures)	0
b	To resolve the complaint by alternative and appropriate strategies (clause 6.13(b) of the 2020 Procedures)	0
c	To refer the matter back to the GM or the Mayor, for resolution by alternative and appropriate strategies (clause 6.13(c) of the 2020 Procedures)	1
d	To refer the matter to another agency or body such as the ICAC, the NSW Ombudsman, OLG or the Police (clause 6.13(d) of the 2020 Procedures)	0
e	To investigate the matter (clause 6.13(e) of the 2020 Procedures)	0
f	Other action (please specify)	0
Investigation Statistics		
5 The number of investigated complaints resulting in a determination that there wasno breach, in which the following recommendations were made:		
a	That the council revise its policies or procedures	0
b	That a person or persons undertake training or other education (clause 7.40 of the 2020 Procedures)	0
6 The number of investigated complaints resulting in a determination that therewas a breach in which the following recommendations were made:		
a	That the council revise any of its policies or procedures (clause 7.39 of the 2020 Procedures)	0
b	In the case of a breach by the GM, that action be taken under the GM’s contract for the breach (clause 7.37(a) of the 2020 Procedures)	0
c	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 (clause 7.37(b) of the 2020 Procedures)	0
d	In the case of a breach by a councillor, that the councillor be formally censured for the breach under section 440G of the Local Government Act 1993 and that the matter be referred to OLG for further action (clause 7.37(c) of the 2020 Procedures)	0
7	Matter referred or resolved after commencement of an investigation (clause 7.20 of the 2020 Procedures)	0
Categories of misconduct		
8 The number of investigated complaints resulting in a determination that there was a breach with respect to each of the following categories of conduct:		
a	General conduct (Part 3)	0
b	Non-pecuniary conflict of interest (Part 5)	0
c	Personal benefit (Part 6)	0
d	Relationship between council officials (Part 7)	0
e	Access to information and resources (Part 8)	0
Outcome of determinations		
9 The number of investigated complaints resulting in a determination that there was a breach in which the council:		
a	Adopted the independent conduct reviewers recommendation	0
b	Failed to adopt the independent conduct reviewers recommendation	0
10 The number of investigated complaints resulting in a determination where:		
a	The external conduct reviewers decision was overturned by OLG	0
b	Council's response to the external conduct reviewers recommendation was overturned by OLG	0
11	Date Code of Conduct data was presented to council	18-11-25

17 Notices of Motion/Rescission

17.1 Cemeteries Future Strategy

Notice of Motion Submitted by Cr Ben Whiting

FILE NO: 35/8/4
ATTACHMENTS: Nil
RESPONSIBLE OFFICER: General Manager
Executive Manager Customer & Digital Services

Cr Ben Whiting has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on Tuesday 18 November 2025:

THAT

- 1. Council notes the progress being made on the Cemeteries Future Strategy and the challenges it seeks to address.**
- 2. Work on this strategy be elevated as a matter of priority**
- 3. Council be briefed at the earliest opportunity**

BACKGROUND

With Maitland's significant growth we are facing pressure on our cemeteries both in terms of capacity and management. The challenge is acknowledged by council with work underway investigating solutions as part of the Cemeteries Future Strategy.

It is important that this issue is a priority for council with the community realising the seriousness with which it is being treated. A briefing would assist in councillors dealing with community concern.

Response by Executive Manager Customer & Digital Services

The Cemeteries Strategy project has commenced and is scheduled for completion by September 2026. Work is currently underway on the digital mapping and data integrity solutions, which are expected to be delivered by March 2026.

A councillor briefing was held on Tuesday, 11 November, to provide an update on the current status and strategic approach of the project.

17.2 Trees in Maitland

Notice of Motion Submitted by Cr Don Ferris

FILE NO: 35/8/4
ATTACHMENTS: Nil
RESPONSIBLE OFFICER: General Manager
Director City Planning

Cr Don Ferris has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on Tuesday 18 November 2025:

THAT

1. **MCC conducts an audit of urban trees in the entire local government area to ascertain:**
 - a) **How many street trees we have in the LGA?**
 - b) **How many street trees are being removed by builders and residents in new suburbs without being replaced?**
 - c) **How many street trees have been killed from poor maintenance practices e.g. ringbarking from whipper snippers?**
 - d) **How many trees have been scheduled to be planted under DA requirements versus how many trees have been observed growing in the ground?**
 - e) **How many trees planted under DA requirements survive beyond the first year?**
2. **Council establishes an asset register and management plan for our street trees.**
3. **Council doubles its efforts to educate the community around the benefits of street trees and how to manage them.**

BACKGROUND

Trees are vital for our city. Not only do they help cool our suburbs down, provide habitat for wildlife and improve the aesthetics of our streets there is plenty of evidence to suggest that leafier suburbs demand higher house prices.

Rightly, Council expects developers of new suburbs at great expense to deliver healthy trees in the plans but once those trees are put in the ground these trees then it seems they become optional according to some builders and property owners. It is without consequence that they are removed. Street trees are a vital council asset. They should be accounted for. Maitland Council should know how many trees they have. Know how many have been removed and Council should be making it a priority to educate the community around the many benefits of street trees and how they should be maintained and preserved to ensure we have beautiful, cool and more prosperous streets and suburbs into the future.

Response By Director City Planning

1. Urban Tree Audit

As part of our Delivery Program and Operational Plan commitments, staff have commenced work on reviewing and updating the Maitland Greening Plan in the current 2025/26 financial year. This review will be completed in the 2026/27 financial year. The relevant Operational Plan action seeks to:

“Review and update the Maitland Greening Plan to support functional biodiversity corridors”

Street trees are included within the scope of this document noting the Operational Plan action as worded has a key focus for the review to be on functional biodiversity corridors.

To support the objectives outlined in the Notice of Motion, the scope of the review for the Greening Plan can be broadened to undertake a desktop analysis supported by remote sensing data (e.g. LiDAR) for urban tree canopy cover. This combined with selective ground truthing can deliver an effective and scalable audit of urban trees in the 2026/27 financial year. This approach would allow Council to:

- Estimate the total number of street trees across the LGA;
- Identify areas of tree loss or poor establishment in new subdivisions;
- Assess tree health and detect signs of damage from poor maintenance practices;
- Compare DA planting requirements with actual tree establishment; and
- Evaluate survival rates of trees planted under DA conditions.

It is anticipated that items 3 to 4 above will require reallocation of existing resourcing to undertake this work. As such there may be capacity and cost implications in undertaking ground truthing inspections, including reviewing of development application conditions of consent for tree planning. This will have implications on capacity and commitments for the 2026/27 financial year.

2. Asset Register and Management Plan

Establishment of a Street Tree Asset Register and associated Management Plan can be incorporated within the delivery program and operational plan during this term of Council. This would enable:

- Improved tracking of tree locations, species, age, condition, and maintenance history;
- Integration with Council’s broader asset management systems; and
- Better planning for replacement, succession planting, and risk management.

This work can be aligned with the Greening Plan review and staged to prioritise high-growth or high-risk areas.

It is anticipated that this body of work will require ongoing commitment, including ongoing resourcing, to maintain and update the Asset Register and its associated Management Plan.

TREES IN MAITLAND (Cont.)

As previously outlined, this will necessitate the reallocation of existing resources from current Delivery Plan and Operational Plan commitments.

If Council were to support this Notice of Motion, a detailed review is required via a future report to Council in early 2026 to advise on reprioritisation of Operational Plan actions and reallocation of resources to achieve the intended outcome.

3. Community Education

Council currently delivers targeted education through the Green Communities program, which aims to raise awareness and promote stewardship of the local environment.

The Green Communities program includes:

- Workshops on native gardening, tree planting, composting, waste reduction, and sustainable living;
- Community planting days held in Autumn and Spring, where residents are invited to participate in tree planting and learn from environmental experts;
- Native seedling giveaways, providing residents with free native shrubs and groundcovers suitable for urban backyards; and
- Local Landcare partnerships, supporting bush regeneration, weed control, and habitat restoration across multiple sites in Maitland.

These initiatives support Council's strategic goals under the Green & Blue Maitland and Liveable & Resilient Communities frameworks, including increasing canopy cover, enhancing biodiversity, and fostering community engagement.

The points raised in the Notice of Motion can be incorporated into the annual review of the Green Communities program, and initiatives adjusted to ensure targeted education of residents on the benefits of street trees and how to help manage them.

17.3 Rising Tide Blockade

Notice of Motion Submitted By Cr Mitchell Griffin

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

Cr Mitchell Griffin has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on Tuesday 18 November 2025:

THAT

- 1. Council notes the loss of cruise ship trade for Morpeth Businesses as a result of the Rising Tide blockade later this month.**
- 2. Council writes to the Deputy Lord Mayor for the City of Newcastle to express our disappointment in the city's decision to approve use of council land for Rising Tide, noting the loss of income from tourism now being felt by businesses across the wider Hunter.**

BACKGROUND

Ocean cruise liner Viking Orion was scheduled to dock in the Port of Newcastle on December 1. Included on the day trip itinerary for passengers was a visit to historical Morpeth. This day trip was expected to bring hundreds of passengers to Morpeth where they would provide a much needed injection of funding to the local economy.

Businesses in Morpeth have struggled to get back on to the cruise ship itinerary ever since the COVID-19 outbreak. As a result, this cruise was highly anticipated by local businesses, as well as the business association It Must Be Morpeth.

Earlier this year Newcastle City Council approved use of council land by left wing protest group Rising Tide. This is a group with a history of putting themselves, emergency service personnel, and members of the community in danger by entering the shipping lane in Newcastle in an attempt to form a blockade. This resulted in 170 arrests in 2024, and multiple event breaches for damage done to council property. The group also has a history of disruption for commuters using the Hunter Railway Line on numerous occasions, resulting in arrests of their volunteers. The disruptions are highly dangerous for many different people from various emergency and rail organisations.

Since the approval for Rising Tide to use council land in Newcastle as part of their disruption to the wider community, out of concerns for safety, the Viking Orion has been left with no choice but to cancel their visit to Newcastle and the Hunter. Subsequently, this cancellation represents millions of dollars in lost income for the Hunter economy with business owners and their employees, including those based in Morpeth, missing out.

18 Questions With Notice

18.1 Community Engagement Accessibility Measures

Submitted By Cr Race Barstow

FILE NO: 35/4/48
ATTACHMENTS: Nil
RESPONSIBLE OFFICER: General Manager

Cr Race Barstow has asked the following Question With Notice for the Council Meeting being held on 18 November 2025:

How does Council ensure that people with disability (including those who are blind, have low vision, are deaf or hard of hearing) are able to access, engage with, and participate in Council events, consultations, and meetings, both in person and online?

Could information also be provided on current or proposed strategies to enhance accessible community engagement and inclusion within Council proceedings, including consideration of digital and in-person feedback platforms?

RESPONSE BY DIRECTOR CITY SERVICES

Council is committed to accessibility and inclusion for our community. We are currently progressing the delivery of Council's Disability Inclusion Action Plan (DIAP) 2023-26 which outlines the steps we are taking to increase access and inclusion. Some relevant actions within the DIAP that address the items raised include:

- **Action 2.2** – review style guide to improve usability, readability and accessibility of internal and external documents and web content.
- **Action 3.1** - Improve accessibility at all Council events, activities and other opportunities to socially connect.
- **Action 3.2** - Facilitate the 'Including You' sensory service at Council Flagship Events to support inclusion of all ages including providing dignified supports for adults.
- **Action 9.1** – Provide accessible information in various formats (print and digital) including progress made towards Web Content Accessibility Guidelines AA compliance.

Further to this, Council is currently engaging a disability-led consultancy to undertake engagement for the next iteration of the Disability Inclusion Action Plan to ensure accessibility and inclusivity throughout the engagement process.

Council will continue to improve accessibility and inclusion through the progression of our current DIAP and the development of the future DIAP.

It should be noted that all works Council delivers considers the requirements of the Disability Discrimination Act in planning, design and delivery.

The below provides an overview of current considerations towards accessibility and inclusion:

COMMUNITY ENGAGEMENT ACCESSIBILITY MEASURES (Cont.)

Communications and engagement

To ensure accessible and inclusive engagement Council offer multiple feedback channels (online, phone, email and face to face). For in-person engagement, venues are chosen with accessibility in mind and activities are designed to be inclusive. Our engagement platform (**Have Your Say Maitland**) includes accessibility features like screen reader compatibility, smart contrast, larger text, dyslexia-friendly fonts, and multi-language translation. Council's socials posts have the ability to apply captions and translations, including to the Council meeting livestream, through Facebook's functionality. Council also adds captions to all video content that we create.

General Council accessibility

In addition to Council meeting livestreams having the ability to apply captions and be translated:

- There is a hearing loop in the Council chambers, the Antechamber, Town Hall Main Hall and the Evans Room, which can be utilised for individuals with hearing aids. Council is exploring the provision of hearing loops at public events.
- Council agenda and minute documents are prepared with maximum contrast of the text i.e. white/ light background and black/ dark text.
- Council Meeting documents are made available in a PDF document on Council's website and are compatible with reading mode.
- All members of the public have the opportunity to apply to speak in public access to address items on the Council Meeting agenda. If someone is unable to present themselves, they are able to grant permission for others to address the Council on their behalf. Public Access can be presented in person or remotely using Microsoft Teams.
- Committee meetings documents are also prepared in a similar way and all presentations are made accessible a week prior to the meetings.
- Before Civic functions, staff ask if there are accessibility requirements of attendees ahead of the functions.
- Annual Awards nomination forms can be completed online or physically via a printed copy. If a member of the public is unable to complete the form themselves, staff will assist with this.
- The Town Hall, our Regional Facilities (Sportsground & Athletics Centre), and newly built facilities, are all built to current accessibility compliance standards.

Feedback in the way of complaints has improved and Council's Complaint Management Policy includes the following:

Accessibility - Council will ensure that information about how and where complaints may be made is well publicised and ensure that systems to manage complaints are easily understood and accessible to everyone, particularly people who may require assistance.

If a person prefers or needs another person or organisation to assist or represent them in the making and/or resolution of their complaint, we will communicate with them through their representative if this is their wish. Anyone may represent a person wishing to make a complaint with their consent (e.g. advocate, family member, legal or community representative, member of Parliament, another organisation).

COMMUNITY ENGAGEMENT ACCESSIBILITY MEASURES (Cont.)

Maitland Regional Art Gallery (MRAG)

Maitland Regional Art Gallery have recently worked with Community Disability Alliance Hunter (CDAH) to ensure programs/building/visitor engagement is moving beyond a compliance framework for access.

MRAG currently:

- Engages an AUSLAN interpreter at most events and programs in the gallery.
- Hold monthly AUSLAN guided tours of exhibitions.
- At each event and program, an invitation is extended to let staff know what needs are required to assist in attendance.
- Have a social script and sensory material on hand and this information and access requirements can be found here: <https://mrag.org.au/visit-us/access/>

MRAG's service plan also includes the need to increase visibility and provide opportunities to artists and creatives living with a disability. MRAG's partnership with studio A (<https://www.studioa.org.au/>) and Mai-Wel in 2026 is a significant initiative. MRAG have also collaborated and worked with Mai-Wel for the past five years on programs for their clients and carers.

MRAG are about to embark on the next stage with CDAH, looking at ways to further audience and artist inclusion which will include a review of accessibility of digital engagement and services.

Libraries

The libraries have the following accessibility considerations:

- Sit/stand desks are available for community use.
- Programming includes a combination of audio/visual elements and more recently, the inclusion of variety of languages to support inclusion at all levels.
- Diversity of programming to include low-stimulation and outdoor events (Silent reading parties, crafty cinema, bird watching and walking book clubs).
- Digital literacy programs provided in various formats to allow people access to support on individual, or group basis, based on specific needs.
- Microphones used for events, with events either capped at 80 people or moved to a location with a hearing loop.
- Home library service which supports access to our collection for those who are unable to come into our spaces.

Events and place activation

Council continue to implement and strengthen inclusive practices across programs and events. Examples of current initiatives include:

- **Engagement of Artists with Disability:** Council has engaged vision-impaired musicians and artists to perform at major community events such as New Year's Eve which supports both representation and inclusion, showcasing diverse talent across our community. We engage local disability organisations to participate in art making activities and works are displayed at the events for the community to enjoy.
 - **Accessible Signage/programs:** We ensure all event signage follows accessible design principles, including the use of clear, sans-serif fonts (such as Arial or Helvetica), high colour contrast (e.g. dark text on a light background), and minimum font sizes in line with the Australian Government Style Manual and AS 1428.1-2021 Design for Access and Mobility standards. The Maitland Riverlights passport provided translated and accessible options with 6 translated languages as well as accessible formats on the website.
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COMMUNITY ENGAGEMENT ACCESSIBILITY MEASURES (Cont.)

- **Hearing Accessibility:** At the recent Maitland Riverlights event, there was an Auslan session delivered in Express Yourself Language Lounge - Intro to Auslan (Australian sign language) delivered by Studies of Language Association (UoN).
- **Captioning and Online Access:** Our live-streamed Australia Day ceremonies include real-time captioning to support accessibility for people who are deaf or hard of hearing.
- **Physical Accessibility:** Dedicated viewing platforms for people with disability are available at major events with main stages, ensuring clear sightlines and ease of access.
- **Including You:** Council continues to provide the Including You service at flagship events.

Aquatic Centres

- **Physical Accessibility:** Following the 2023-24 accessibility audit aligned with Royal Life Saving's GSPO requirements and the Disability Inclusion Action Plan (DIAP) 2023-2026, numerous upgrades were delivered including:
 - Accessible toilets and change rooms with showers, hoists, adult change tables and privacy screens.
 - Indoor 25m pool with hoist, handrails and wheelchair ramp, and Olympic and toddler outdoor pools with handrails and ramps.
 - Wheelchair-accessible entry and exit points with automatic doors.
 - Accessible viewing decks, seating, parking spaces and public transport access.
 - Reception desk and café at accessible height, low-height counters and universal fixtures like half-turn taps.
 - Pathways upgraded for level, slip-resistant, hazard-free. access and improved drop-off points for buses and taxis.
 - Dog-friendly amenities with water bowls and waste collection points
 - Universal fixtures including half-turn taps, low-height counters and accessible drinking fountains (including service dog water stations).
- **Sensory Accessibility:**
 - Sensory swim time operates three times per week, providing quiet, low-stimulation swimming sessions.
 - Multilingual, plain English, pictogram and Braille signage ensures inclusive communication across all facilities.
 - Learn to Swim, Aqua Fitness and School Swim Programs adapted for sensory inclusion, NDIS plans and diverse learning needs.
- **Assistive Technology:**
 - Maxi-Move hoist, aquatic wheelchairs and pool hoists for safe, dignified water entry.
 - Duress alarms in accessible amenities with large, easy-to-press buttons for emergencies.
 - Website upgrades featuring accessibility maps, virtual tours and screen-reader compatibility.
 - Online booking systems with NDIS support details and accessible carer pass options.
- **Other aquatics initiatives:**
 - Disability service collaborations: Day programs from across the Hunter region regularly use our facilities due to increased accessibility features.

COMMUNITY ENGAGEMENT ACCESSIBILITY MEASURES (Cont.)

- Culturally diverse inclusion: Programs like ‘Splash of Colour’ ensure culturally and linguistically diverse (CALD) communities with disability can participate in aquatic activities.
- Increased NDIS-funded aquatic program participation with dedicated inclusion instructors.
- The centre now attracts disability service providers and community groups from outside the Maitland LGA, including Newcastle and Port Stephens, for day programs, Learn-to-Swim classes and recreational visits.

18.2 Maitland Libraries Supporting HSC Students

Submitted By Cr Don Ferris

FILE NO: 35/4/8
ATTACHMENTS: Nil
RESPONSIBLE OFFICER: General Manager
Director City Services

Cr Don Ferris has asked the following Question With Notice for the Council Meeting being held on Tuesday 18 November 2025:

What can Maitland City Council do in the future to help support, encourage and accommodate students studying for their University and HSC exams?

I note that services in surrounding LGA's like Singleton Council Library and Kurri Kurri Community Services Study Hub have great services that actively encourage and support students to come and study for their HSC exams.

What innovative measures could Maitland City Councils through our libraries and beyond consider introducing to assist and encourage students preparing for the HSC?

RESPONSE BY DIRECTOR CITY SERVICES

Maitland libraries are planning to improve our HSC and student support offer in 2026.

Collections

We have been working with State Library of NSW to secure copies of award-winning Personal Interest Projects (PIPS) to have in our collection for viewing onsite, supporting HSC Society and Culture students.

Online Resources

Staff are reviewing our website to improve visibility of our HSC resources and study links to the State Library of NSW, NSW Education HSC Hub, student wellbeing and student support resources and communities. This forms part of ongoing work on Maitland libraries website to improve customer learning experiences.

Events

HSC Lock-in/Take Over event(s) – a mix of planned exclusive library access events for HSC students to prepare for exams. These will be after hours with a trial of early and late openings scheduled from late September into October. We will investigate opportunities for these events to also involve access to wellbeing support, eg working with Headspace and similar community partners.

19 Urgent Business

20 Committee of the Whole

20.1 Proposed Operational Property Disposal–Rutherford

FILE NO:	27732
ATTACHMENTS:	1. Maitland City Memorandum of Understanding V2
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Senior Property Advisor
MAITLAND +10	Outcome 4 Achieving together
COUNCIL OBJECTIVE:	4.3.1 Informed planning

THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

EXECUTIVE SUMMARY

Council has been approached by the adjoining landowner expressing interest in purchasing a Council-owned property located in Rutherford.

20.2 Purchase of Heritage / Antique Traction Engine

FILE NO: 35/21/9
ATTACHMENTS: Nil
RESPONSIBLE OFFICER: Director City Services
AUTHOR: Director City Services
MAITLAND'S FUTURE 3 Vibrant Maitland
COUNCIL OBJECTIVE: 3.2.2 Precinct activation

THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

EXECUTIVE SUMMARY

The report is to enable consideration of the purchase and operation of a heritage / antique traction engine.

20.3 Property Portfolio Summary–Oct 2025

FILE NO:	84/13
ATTACHMENTS:	1. Property Portfolio Summary 29 Oct 2025 2. List of Commercial Property Holdings Leased
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Senior Property Advisor
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

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

EXECUTIVE SUMMARY

Council has a property portfolio of several, and divergent types, of uses and returns, across several departments of its properties. The attachment details the summarised particulars of each listed in an easy read format.

At Council Meeting 15 April 2025 Council resolved the following:

THAT

Council staff provide a report within 6 months and as a matter of priority detailing all Council operational land and assets that are held for commercial purposes including:

- A list of all operational land and assets that details annual revenue and current tenancy/usage arrangements.*
- Details on current utilisation rates for each building asset*
- An estimated written down value and full replacement cost for each building and*
- Indication of any potential dealings that are in progress or imminent for each site*

20.4 Tender Approval Bulk Fuel, Oil & Lubricants & Adblue

FILE NO:	2025000409
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Coordinator Corporate Procurement
MAITLAND +10	Outcome 4 Achieving together
COUNCIL OBJECTIVE:	4.1 Trusted services

THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (c) information that would, if disclosed, confer a commercial advantage on a person with whom the Council is conducting (or proposes to conduct) business.

EXECUTIVE SUMMARY

An arrangement was originally initiated by Regional Procurement in 2014 in collaboration with participating Hunter Councils to establish a coordinated approach for tenders managed by Regional Procurement.

In line with this approach, Regional Procurement conducted a public tender process for the supply and delivery of bulk fuel, oil and lubricants and Adblue on behalf of participating member councils within the Hunter region. This process was carried out in accordance with Clause 166(a) of the Local Government (General) Regulation 2021.

It is important to note that Regional Procurement is not classified as a “prescribed agency”. As such, the provisions of Section 55(1) of the Local Government Act 1993 (NSW) – Requirements for Tendering—continue to apply to councils engaging with organisations that are not prescribed agencies. Specifically, Section 55(1)(e) requires councils to invite tenders before entering into any contract for the provision of goods or materials, whether by sale, lease, or otherwise.

Based on historical data, the estimated expenditure for the supply and delivery of bulk fuel, oil and lubricants and Adblue to Maitland City Council over a three-year period is approximately \$2.58M.

Given the projected expenditure and the fact that Regional Procurement is not a prescribed agency, the purpose of this report is to seek Council’s consideration and endorsement of the tender evaluation outcome, and the acceptance of the recommended tenderers who meet Maitland City Council’s requirements.

21 Committee of the Whole Recommendations

22 Closure