

# Ordinary Meeting Agenda

27 January 2026

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 31 December 2025 be confirmed.*
- 6 Business Arising from Minutes**
- 7 Withdrawal of Items and Acceptance of Late Items of Business**

## **8 MAYORAL MINUTE**

### **8.1 Bondi Beach Tragedy**

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

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#### **MAYORAL MINUTE**

#### **THAT**

- 1. Council acknowledges the tragic loss of life and the profound impact of the December 2025 Bondi massacre had on the broader community.**
- 2. Council extends its sincere condolences to the families, friends, and loved ones of those who lost their lives, and thoughts to all those affected by this tragic event.**

#### **Background**

Maitland City Council was deeply saddened by the tragic events of the Bondi massacre on Sunday 14 December 2025. A day which should have been ordinary and peaceful, was marred by an act of senseless violence, claiming the lives of many and leaving countless others affected.

We would like to acknowledge the courage and dedication of the first responders, local authorities, and community workers who have been supporting those impacted during this extremely difficult time.

In Maitland, Councillors and staff came together in a show of solidarity and respect. A Star of David was painted on the grass at Queen Elizabeth II Park as a symbolic tribute to the Jewish community and the innocent lives lost. In addition, Morpeth Bridge was illuminated in blue and white, reflecting our support, honouring both the victims and the bravery of emergency services during this extremely difficult time.

Our thoughts are with the families, friends, and loved ones of those who have had their lives tragically taken.

## **9 OFFICE OF THE GENERAL MANAGER**

### **9.1 Freeman of the City Policy Review**

|                             |                                                                                 |
|-----------------------------|---------------------------------------------------------------------------------|
| <b>FILE NO:</b>             | <b>35/12</b>                                                                    |
| <b>ATTACHMENTS:</b>         | <b>1. Freeman of the City Policy<br/>2. Freeman of the City Nomination Form</b> |
| <b>RESPONSIBLE OFFICER:</b> | <b>General Manager<br/>Office Manager</b>                                       |
| <b>AUTHOR:</b>              | <b>Team Leader OGM</b>                                                          |
| <b>MAITLAND'S FUTURE</b>    | <b>1 Liveable Maitland</b>                                                      |
| <b>COUNCIL OBJECTIVE:</b>   | <b>1.3.1 Community connections</b>                                              |

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#### **EXECUTIVE SUMMARY**

*The Freeman of the City is an honorary award that is bestowed on occasion by Maitland City Council that recognises the lifelong achievements of an individual for the highest level of service in the community. In accordance with Council's policy review the Freeman of the City Policy has been reviewed and the revised policy is presented for adoption.*

#### **OFFICER'S RECOMMENDATION**

##### **THAT**

- 1. Council endorses the updated Freeman of the City Policy (attachment 1) and Nomination Form (attachment 2) to be placed on public exhibition for a period of 28 days**
- 2. Should there be no submissions of objection;**
  - a. Council adopts the Freeman of the City Policy and Nomination Form**
  - b. Council delegates any minor changes of the Policy to the General Manager, any significant changes will result in a further report to Council**

#### **REPORT**

The purpose of this report is to present the draft Freeman of the City Policy, which has been reviewed in accordance with the policy review schedule to ensure the accuracy of its content. The policy establishes a clear process and criteria for assessing and awarding the honour of Freeman of the City.

Freeman of the City Policy Review (Cont.)

The nominations for the award are always open and are to be assessed twice per year by the Awards and Recognition Committee to ensure a consistency of approach across all Council's Awards and Recognition programs.

The revised Freeman of the City Policy content remains unchanged, and any minor amendments are highlighted in yellow for clarity. The revised nomination form has been updated to reflect the new corporate branding.

**CONCLUSION**

The Freeman of the City award aims to recognise and honour individuals who have provided the highest level of service. This revised policy supports Council and the Awards and Recognition Committee to assess, determine and outline the ways in which award recipients will be selected and acknowledged.

**FINANCIAL IMPLICATIONS**

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

**POLICY IMPLICATIONS**

The adoption of the new Policy by Council will result in an amendment to Council's Policy Register.

**STATUTORY IMPLICATIONS**

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

# **Office of the General Manager**

## **Freeman of the City Policy Review**

### **Freeman of the City Policy**

**Meeting Date: 27 January 2026**

**Attachment No: 1**

**Number of Pages: 3**

## Freeman of the City Policy

**Date Adopted:** 27 January 2026

**Version:** 2.0

### Policy Objectives

The objectives of this policy are to:

- Ensure a formal and consistent approach is taken to the awarding of the Freeman of the City award.
- Establish clear criteria for assessing and awarding the honour of Freeman of the City.
- Outline the ways in which award recipients will be recognised.
- Provide clarity on circumstances in which an award may be retracted.

### Policy Scope

This policy applies to the Mayor, Councillors, General Manager, Council's Awards and Recognition Committee, employees of Maitland City Council, nominators and individuals who are nominated for the award of Freeman of the City.

### Policy Statement

The award of Freeman of the City recognises the lifelong achievements of an individual for the highest level of service in the community. It is an honorary award that is bestowed on occasion by Maitland City Council and this policy is designed to ensure a formal and consistent approach is taken to nominate, select, and award recipients of the honorary award through a clear and comprehensive process.

#### Criteria

Nominators must evidence how a nominee has:

- Demonstrated a long standing and exemplary level of commitment to their field (s) of activity or service.
- Demonstrated diversity of roles and ways in which they have contributed to their field (s) of activity or service, for example across paid employment, volunteering, philanthropy etc.
- Demonstrated an outstanding level of achievement in their field (s) of activity or service.
- Benefited broader society and/or the Maitland community through their activity or service.

#### Nominations

- The award of Freeman of the City will always be open for nominations.
- Any individual or organisation can nominate a person who they believe meet the criteria and are worthy of consideration for the award of Freeman of the City.

## Freeman of the City Policy Review (Cont.)

- The nominee does not need to be a current resident of Maitland Local Government Area however the nominator must be able to evidence that the nominee has/had a long standing connection to the City.
- Nominators must disclose to the nominee that they are being nominated and self nomination will not be accepted.
- Nominations must be submitted on the official Maitland City Council nomination form, ensuring all sections have been completed.
- Nominations must be submitted to the General Manager by post at PO Box 220, Maitland NSW 2320 or via email to [executive@maitland.nsw.gov.au](mailto:executive@maitland.nsw.gov.au).
- Nominators must declare any conflicts of interest they have with a Councillor or member of Council staff.

**Assessment**

Each nomination will be considered by Council's Awards and Recognition Committee in accordance with the following:

- Nominations will be assessed twice per year in May and November.
- Each nomination will be assessed against the award criteria using Council's standard evaluation matrix.
- The assessment determination will be presented to the Council by way of an Information Only report for noting.

**Recognition**

The awarding of Freeman of the City is one of the highest achievements the City can bestow on a member of the community and suitable recognition of recipients is appropriate. Following is a list of ways in which recipients will be recognised.

- The General Manager of Maitland City Council will keep a list called the Freeman of the City Roll of Honour, a framed list displayed in an appropriate Council building and detailed on Council's website.
- Council will issue formal communication to media and through its social media and other channels to announce the decision to honour a recipient with the award of Freeman of the City.
- Once confirmed, the award will be presented to the recipient at the next Australia Day Ceremony held on January 26 each year.
- **The** Freeman of the City will be invited to attend official civic ceremonies and functions held by the Council.

**Retraction**

On a rare occasion there may be a need to retract the award of Freeman of the City. Council reserves the right to retract an award of Freeman of the City where, in the opinion of Council's Awards and Recognition Committee:

- Information contained in the nomination was false, misleading or incomplete
- The recipient's actual or alleged conduct has the capacity to damage Council's reputation or bring Council, the Freeman of the City award or the recipient into disrepute.

If Council's Awards and Recognition Committee determines to retract an award, Council will cease to recognise the recipient as a Freeman of the City and may:

- Formally communicate this decision to media and through its social media and other channels



- Remove all references to the recipient receiving the award, including by expunging the recipient's name from the Freeman of the City Roll of Honour
- Withdraw any current invitations and not issue any future invitations to the recipient to attend official civic ceremonies and functions held by Council.

## Policy Definitions

|                       |                                                                                                                                                                      |
|-----------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Award</b>          | A mark of recognition given in honour of an achievement.                                                                                                             |
| <b>Civic ceremony</b> | A gathering of invited people for an official purpose which acknowledges contribution, significant achievement, commemoration and social inclusion in the community. |
| <b>Civic function</b> | A gathering of people for an official purpose that often involves but is not limited to a ceremony.                                                                  |

## Policy Administration

|                               |                                                      |
|-------------------------------|------------------------------------------------------|
| <b>Business Group:</b>        | Office Of the General Manager                        |
| <b>Responsible Officer:</b>   | General Manager                                      |
| <b>Council Reference:</b>     | Ordinary Council Meeting 27 January 2026 - Item XX.X |
| <b>Guideline Review Date:</b> | Three (3) Years from Date of Adoption                |
| <b>File Number:</b>           | 35/15 - Freeman of the City                          |

## Policy History

| VERSION | DATE APPROVED   | DESCRIPTION OF CHANGES                                                                      |
|---------|-----------------|---------------------------------------------------------------------------------------------|
| 1.0     | 23 August 2022  | New policy adopted                                                                          |
| 1.1     | -               | Updated to new branding. No content changed.                                                |
| 2.0     | 27 January 2026 | The policy was reviewed as part of the periodic review process, with minor changes applied. |

# **Office of the General Manager**

## **Freeman of the City Policy Review**

### **Freeman of the City Nomination Form**

**Meeting Date: 27 January 2026**

**Attachment No: 2**

**Number of Pages: 6**

## Freeman of the City Nomination Form

### Freeman of the City Nomination Form

The Freeman of the City is awarded for the lifelong achievements of an individual for the highest level of service in the community. Please complete this nomination form including providing details of the nominee's contributions to the community and why they should be considered for the Freeman of the City award.

| NOMINEE DETAILS |  |            |          |         |
|-----------------|--|------------|----------|---------|
| Title           |  | First Name |          | Surname |
| Date of Birth   |  |            | Age      |         |
| Address         |  |            | Postcode |         |
| Email Address   |  |            |          |         |
| Phone Contact   |  |            |          |         |

| NOMINATED BY DETAILS                                                                                                                                    |  |            |          |         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--|------------|----------|---------|
| Title                                                                                                                                                   |  | First Name |          | Surname |
| Address                                                                                                                                                 |  |            | Postcode |         |
| Email Address                                                                                                                                           |  |            |          |         |
| Phone Contact                                                                                                                                           |  |            |          |         |
| Organisation Represented (if any):                                                                                                                      |  |            |          |         |
| Persons representing an organisation in submitting a nomination form must attach proof that he or she has the authority to represent that organisation. |  |            |          |         |

DETAILS OF THE NOMINEE

1. In what field (s) of activity or service has the nominee contributed and outline the period of time the nominee was/has been/is in a field (s) of activity or service in the community. *Here we would like you to provide a list of the activity/service(s) and include date range (s) noting that longevity of service is not predominately sufficient to merit the award. 125-300 words.*

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2. Detail how the nominee has demonstrated an outstanding level of commitment to their field (s) of activity or service. *Here we want you to tell us about their effort, and how they have gone above and beyond, in their commitment to their particular field (s) of activity or service. 125-300 words.*

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5. Describe how the nominee’s service has benefited broader society and/or the community of Maitland. *Here we want you to tell us how the nominee’s contribution has made a difference to broader society and/or the Maitland community. 125-300 words.*

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**Please complete nomination details below.**

Please provide details of two referees who can support the nomination. You should gain the permission of the referees to include their information and advise them that a staff member from Maitland City Council will make contact to discuss the nomination.

Is the nominee aware of the nomination? ☐ Yes ☐ No

Note: Council will formally advise the nominee of their nomination.

**Referee Contact Details:** Please provide contact details for two referees who can assure the integrity of the nominee.

| REFEREE CONTACT 1       |  |            |  |          |  |
|-------------------------|--|------------|--|----------|--|
| Title                   |  | First Name |  | Surname  |  |
| Address                 |  |            |  | Postcode |  |
| Email Address           |  |            |  |          |  |
| Phone Contact           |  |            |  |          |  |
| Relationship to nominee |  |            |  |          |  |

**REFEREE CONTACT 2**

|                         |  |            |  |          |  |
|-------------------------|--|------------|--|----------|--|
| Title                   |  | First Name |  | Surname  |  |
| Address                 |  |            |  | Postcode |  |
| Email Address           |  |            |  |          |  |
| Phone Contact           |  |            |  |          |  |
| Relationship to nominee |  |            |  |          |  |

**RELATED POLICIES**

- Freeman of the City
- Code of Conduct
- Privacy Management Plan
- Awards and Recognition Policy

**PRIVACY NOTIFICATION**

Information collected as part of the award nomination process will be managed as per Council's Privacy Management Plan. The information provided by the nominator will be used by the Awards and Recognition Committee during the assessment process and some information may be used to form the Report presented at an Ordinary Council Meeting if the nomination is successful and it is recommended that the recipient receive the Freeman of the City award.

**GUIDELINES AND ELIGIBILITY CRITERIA****Nominations**

1. The award of Freeman of the City will always be open for nominations.
2. Any individual or organisation can nominate a person who they believe meet the criteria and are worthy of consideration for the award of Freeman of the City.
3. The nominee does not need to be a current resident of Maitland Local Government Area however the nominator must be able to evidence that the nominee has/had a long standing connection to the City.
4. Nominators must disclose to the nominee that they are being nominated and self nomination will not be accepted.
5. Nominations must be submitted on the official Maitland City Council nomination form, ensuring all sections have been completed.
6. Nominations must be submitted to the General Manager by post at PO Box 220, Maitland NSW 2320 or via email to [executive@maitland.nsw.gov.au](mailto:executive@maitland.nsw.gov.au).
7. Nominators must declare any conflicts of interest they have with a Councillor or member of Council staff.

### Assessment

13. Nominations will be assessed by the Awards and Recognition Committee.
14. Each nomination will be assessed against an award criteria using Council's standard evaluation matrix.
15. Council is not obligated to award the Freeman of the City every year.

### Eligibility Criteria

The nominator must articulate how the nominee has:

16. Demonstrated a long standing and outstanding level of commitment to their field (s) of activity or service.
17. Demonstrated diversity of roles and ways in which they have contributed to their field (s) of activity or service, for example across paid employment, volunteering, philanthropy etc.
18. Demonstrated an outstanding level of achievement in their field (s) of activity or service.
19. Benefited broader society and/or the Maitland community through their activity or service.
20. The application for the nominee must have support for nomination by two referees.
21. List any other previously bequeathed awards.
22. Provide copies of supporting newspaper articles, social media posts or any other articles detailing the nominees' achievements.
23. Written submissions should be at least 625 words, maximum 1,500 words.
24. Each nomination will be acknowledged by Council in writing.

### Recognition

25. The award will be presented to the recipient at the next Australia Day Ceremony held on January 26 each year.
26. The General Manager of Maitland City Council will keep a list called the Freeman of the City Roll of Honour, a framed list displayed in an appropriate Council building and detailed on Council's website.
27. Council will issue formal communication to media and through its social media and other channels to announce the decision to honour a recipient with the award of Freeman of the City.
28. Freeman of the City will be invited to attend official civic ceremonies and functions held by the Council.

### Submission

Maitland City Council  
Office of the General Manager  
263 High Street  
MAITLAND NSW 2320  
executive@maitland.nsw.gov.au  
Ph: 02 4934 9700

I/ We have read and accept the eligibility criteria for the Freeman of the City award. The information contained in this nomination is, to my knowledge, true and accurate. Yes ☐

\_\_\_\_\_  
Signature of Person Nominating

\_\_\_\_\_  
Date



## **10 CITY PLANNING**

### **10.1 Exhibition – Draft Outdoor Dining Policy**

|                             |                                                                                                                                      |
|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>FILE NO:</b>             | <b>103/75/6</b>                                                                                                                      |
| <b>ATTACHMENTS:</b>         | <b>1. Outdoor Dining Policy<br/>2. Outdoor Dining Guidelines<br/>3. Outdoor Dining Application Form<br/>4. Outdoor Dining Permit</b> |
| <b>RESPONSIBLE OFFICER:</b> | <b>Director City Planning<br/>Manager Strategic Planning</b>                                                                         |
| <b>AUTHOR:</b>              | <b>City Economy Specialist</b>                                                                                                       |
| <b>MAITLAND'S FUTURE</b>    | <b>3 Vibrant Maitland</b>                                                                                                            |
| <b>COUNCIL OBJECTIVE:</b>   | <b>3.1.1 Investment attraction</b>                                                                                                   |

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#### **EXECUTIVE SUMMARY**

In May 2024, Council was formally advised by Service NSW that the State-led Outdoor Dining Trial and Program, which Maitland had participated in since September 2017, had been discontinued. The Outdoor Dining Trial and subsequent adoption of the State Government Policy made it easier for small bars, cafes and restaurants to offer outdoor seating with streamlined approvals.

Consequently, Council has undertaken a review of the Outdoor Dining Policy and prepared a new policy, supporting guidelines, and a permit system to support streamlined outdoor dining approvals. This report seeks endorsement for the exhibition of the Outdoor Dining Policy and Guidelines for a minimum period of 28 days.

#### **OFFICER'S RECOMMENDATION**

##### **THAT**

- 1. Council endorses the Outdoor Dining Policy and Guidelines (Attachment 1 and 2) 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 Outdoor Dining Policy.**
  - b. Council delegates any minor changes of the Policy and Guidelines to the General Manager. Any significant changes will result in a further report and recommendation to Council.**

- 3. Council endorses the Footpath Dining Application fee of \$145.00 (per Councils Fees and Charges) to be waived for a six month period only from policy adoption, to incentivise businesses to apply for an Outdoor Dining permit.**

## REPORT

Outdoor Dining refers to the use of public spaces like footpaths and roads, typically adjacent to a food or drink business for the purpose of serving meals and beverages to customers outside the business premises.

Outdoor Dining can significantly benefit a business by increasing seating capacity, creating a more relaxed and enjoyable atmosphere, attracting more customers, and ultimately increasing revenue opportunities.

According to the *24-Hour Economy Commissioner Act 2023* and the *24-Hour Economy Legislation Amendment (Vibrancy Reforms) Act 2023*, offering outdoor dining helps create vibrant, diverse, and safe going-out precincts, fostering vibrancy that benefits local economies and communities.

Outdoor Dining strongly aligns with Maitland's Economic Development Strategy 2025-2035 and the focus areas of Thriving and Connected Places, and Innovative and Diverse Economy. It contributes to creating vibrant public spaces that foster community engagement and support local business growth.

In May 2024, Council was advised by Service NSW that the State led Outdoor Dining Trial and Program, which Maitland had participated in since September 2017, had been discontinued. This change followed the introduction of exempt development pathways for outdoor dining during the COVID-19 pandemic, which aimed to support hospitality businesses by streamlining approvals.

To continue to provide businesses with the opportunity to offer Outdoor Dining via a permit system and to align with the NSW Government's 24-Hour Economy objectives of supporting vibrant precincts and economic growth while safeguarding public spaces, a draft Outdoor Dining Policy (Attachment 1) has been developed.

An accompanying draft Outdoor Dining Guideline (Attachment 2) has also been developed to outline the operation of the permit system and provide clear guidance to business owners on compliance with safety, accessibility, and amenity standards. Applicants will be required to hold current Public Liability Insurance to the value of \$20 million and meet conditions relating to pedestrian clearances and liquor licensing where applicable. The permit system is supported by existing application fees outlined in the 2025/26 Fees and Charges, and an online application portal will be available to streamline the process for businesses.

It is proposed to exhibit the draft Outdoor Dining Policy and the supporting Guidelines for a minimum of 28 days. Should there be no submissions of objection during the consultation period, this report recommends that Council adopt the Policy and delegate authority to the General Manager to make any minor amendments. Any significant amendments would be reported back to Council for consideration.

## CONSULTATION

### Internal consultation

The review of the Outdoor Dining Policy was undertaken over a 12-month period and involved extensive internal engagement. This process was supported by a dedicated working group and targeted meetings to ensure a comprehensive approach. The City and Visitor Economy team led the engagement and consultation with key internal stakeholders, including Legal, Traffic, Place Activation, Strategic Planning, Customer and Digital Services, and Regulatory Compliance.

Consultation focused on several key areas:

- Policy Framework was reviewed by Legal to ensure compliance with the *Local Government Act 1993* and *Roads Act 1993*.
- Recommendations included the inclusion of enforcement provisions and permit conditions.
- Improvements were discussed with the Traffic and Customer Design teams, including transitioning to an online application form, integrating the process with Salesforce, and simplifying site plan requirements.

In relation to Compliance, Regulatory Compliance advised on incorporating Outdoor Dining checks into annual food premise inspections and establishing a graduated enforcement approach under the Roads Act. Finally, Fees and Charges were considered, with Finance, Traffic, and City and Visitor Economy supporting the recommendation to waive the fee for a six-month period following policy adoption. This measure aims to encourage businesses to apply for an Outdoor Dining permit.

## CONCLUSION

The updated Outdoor Dining Policy provides a clear, streamlined framework that aligns with the NSW Government's 24-Hour Economy objectives, directly supports the priorities of Council and the community, and ensures compliance with statutory requirements. The guidelines and an initial fee waiver encourage new and existing businesses to embrace Outdoor Dining and assist to promote vibrancy, diversity and resilience in our precincts.

Exhibition of the draft policy and guidelines will provide an opportunity for community feedback.

## FINANCIAL IMPLICATIONS

This matter has nominal financial impact upon Council's adopted budget or forward estimates through the waiving of the \$145 application fee for a period of six months. The temporary waiving of fees is anticipated to be a minor cost to Council and will be absorbed through Council's existing resources and budgetary processes.

**RISK IMPLICATIONS**

| Risk                                                                                                        | Risk rating | Proposed treatment                                                                          | Proposed risk rating | Resourcing – within or additional |
|-------------------------------------------------------------------------------------------------------------|-------------|---------------------------------------------------------------------------------------------|----------------------|-----------------------------------|
| There is a risk of pedestrian access and safety which may lead to restricted access or injury.              | High        | Conduct site check to ensure clear thoroughfare widths can be achieved.                     | Medium               | Within existing resources         |
| There is a risk of insurance and liability exposure which may lead to financial loss or legal claims.       | Medium      | Mandate \$20M public liability insurance.                                                   | Low                  | Within existing resources         |
| There is a risk of conflict with adjoining premises which may lead to disputes or delays.                   | Medium      | Require written consent from adjoining owners.                                              | Low                  | Within existing resources         |
| There is a risk of non-compliance or use without permit which may lead to penalties or enforcement actions. | Medium      | Enforcement via infringement notices; spot checks; link to annual premise food inspections. | Low                  | Within existing resources         |
| There is a risk of reputational damage to Council which may lead to loss of public trust.                   | Medium      | Transparent criteria; online application; publish guidelines; consistent enforcement.       | Low                  | Within existing resources         |

**POLICY IMPLICATIONS**

The report relates to and is consistent with the following Council policies:

- Food Safety Policy
- Activities on Public Roads Policy
- Regulation and Compliance Policy

## **STATUTORY IMPLICATIONS**

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

- *Local Government Act 1993*
- *Roads Act 1993*
- *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*
- *Liquor Act 2007*
- *Smoke-free Environment Act 2000*
- *Food Act 2003 and Food Regulation 2015*
- *24-Hour Economy Commissioner Act 2023*
- *24-Hour Economy Legislation Amendment (Vibrancy Reforms) Act 2023*

# **City Planning**

## **Exhibition – Draft Outdoor Dining Policy**

### **Outdoor Dining Policy**

**Meeting Date: 27 January 2026**

**Attachment No: 1**

**Number of Pages: 8**

## Outdoor Dining Policy

**Date Adopted:**

**Version:** 1.0

### Policy Objectives

This Outdoor Dining Policy sets out the circumstances and conditions under which Council will issue approvals by way of a permit to allow outdoor dining in public places that are adjacent to existing food and drink-based business premises. Such public places may include the footpath, part of a road, part of a park, and other similar areas.

The aim is to establish a framework that makes it easy for food and drink-based businesses to expand their existing dining activities to the outdoors and onto public land that is adjacent to their existing premises.

This Outdoor Dining Policy is designed to:

1. provide a framework for establishing and operating an Outdoor Dining Area, including:
  - a. determining the suitability of a site,
  - b. managing public safety including footpath and road safety,
  - c. ensuring operations do not detract from the visual appeal of an area,
  - d. meeting ongoing operational requirements, and
  - e. meeting all necessary state and federal legislative requirements.
2. reduce the time and complexity of the approval process.
3. encourage the use of public places for outdoor dining as a means of stimulating business growth and development.
4. ensure Outdoor Dining Activities cause minimal disruption to neighbours, pedestrians, and other street users.
5. promote vibrancy, culture, vitality, amenity, and ambience in the street environment of commercial areas while also protecting the existing local character of an area.

### Policy Scope

This Outdoor Dining Policy applies to existing, approved, food or drink-based businesses located within the Maitland Local Government Area that wish to use public places for outdoor dining.

The Outdoor Dining Policy applies to public places that are under the care and control of Maitland City Council and are suitable for outdoor dining.

### Policy Statement

At Maitland City Council, we recognise that outdoor dining strengthens local economies, enlivens streets, and establishes dining precincts as destinations.

Maitland City Council is committed to providing well-managed outdoor dining spaces that will promote equitable access and ensure a safe and comfortable experience for diners and other users of public spaces, whilst supporting and encouraging local businesses to expand their operations and enhance their service offerings.

## Outdoor Dining Permit Requirements

The criteria for the granting of an Outdoor Dining Permit are set out below.

### The Business

The applicant must:

1. be the owner of an existing food or drink-based business located within the Maitland Local Government Area,
2. have a current approval from Maitland City Council to operate the food or drink-based business (i.e. development approval),
3. make sure the current approval will allow for the number of chairs and tables proposed for the Outdoor Dining Area\*,
4. be in compliance with all the requirements of the current approval,
5. maintain for the entire period of the Outdoor Dining Permit, Public Liability Insurance in the amount of \$20 million (or more) for each and every claim, and the policy must note the interest of Council.

\*If the current approval does not allow for number of chairs and tables proposed for the Outdoor Dining Area, the applicant will need to apply to Council for an amendment to the development approval before there can be an increase in tables and chairs. In other words, some indoor tables and chairs would need to be placed outdoors until there is approval for extra tables and chairs.

### The Site

The location of the proposed Outdoor Dining Area must:

1. be adjacent to the applicant's business,
2. enhance the local character, street vitality and economic viability of the area,
3. facilitate the appropriate use of footpaths and public places,
4. maintain an equitable and safe thoroughfare for all users (public safety including road safety, accessibility, line of sight, managing animals responsibly, and engaging with the public to support inclusive and secure movement for all).
5. not cause any negative impacts to road safety or traffic network efficiency,
6. not be on Crown land, in a conservation zone, or the E5 Heavy Industrial zone,
7. comply with any applicable plan of management if it is located on Maitland City Council land that is classified as community land,



## Exhibition - Draft Outdoor Dining Policy (Cont.)

8. not be situated under an awning, unless the awning complies with the requirements set out in the *Building Code of Australia*, Volume 1, B1P1 and B1P2,
9. not restrict any vehicular or pedestrian access to or from, or entry to, a building,
10. not reduce the existing access or car parking spaces for people with a disability,
11. not be in an enclosed courtyard and must provide a direct exit from the Outdoor Dining Area to an open space or a road,
12. not be in a place of Aboriginal heritage significance identified in the current Maitland Local Environmental Plan,
13. not be on a roof top,
14. not require the approval of a permanent structure, and
15. otherwise, be in compliance with the *State Environmental Planning Policy (Exempt and Complying Development Codes) 2008*.

**State Classified Roads**

Where the Outdoor Dining Area is next to traffic control signals or a state classified road, such as along sections of the New England Highway, Council must have agreement from Transport for NSW and there may be additional requirements (see section 125(2) of the *Roads Act 1993*).

**Permission from Adjoining Premises or Business**

If a proposed Outdoor Dining Area extends in front of adjoining business premises, the applicant must obtain written permission from the owner of those premises and the owner of any business operating there. If this permission is revoked at any time in writing by either the adjoining business owner or the owner of the adjoining premises, the approval to use that section of the Outdoor Dining Area will be void, and outdoor dining in that area must cease by the next working day. The approval to use that section of Outdoor Dining Area will also be void if either the ownership of the adjoining premises or the ownership of the adjoining business changes. In either case, a fresh application for outdoor dining must be submitted.

**The Design**

The design of the Outdoor Dining Area must:

1. follow the Outdoor Dining Guidelines (refer to section 4. Function of the Outdoor Dining Guidelines),
2. ensure the layout and the choice of Outdoor Dining Furniture reflects the character of the local area,
3. ensure that any Outdoor Dining Furniture or other temporary structures do not cover or impede access to public utility, drainage and other service pits for Maitland City Council or other utility providers, with access to these to be made available at any time and at no cost, and
4. ensure that any Outdoor Furniture or other temporary structure is not permanently fixed\*.

\*If your proposal includes Outdoor Dining Furniture or other structures intended to be permanently fixed, you must consult with Council prior to submitting your application. Approval will be granted on a

case-by-case basis, subject to the requirements outlined in the Guidelines. This will be noted as a special condition on the Outdoor Dining Permit.

### Outdoor Dining Activities

The Outdoor Dining Activities must:

1. avoid nuisance, endangerment or inconvenience to neighbours and the public,
2. not cause offensive noise, within the meaning of the *Protection of the Environment Operations Act 1997*,
3. address public liability, manage risks, and ensure compliance with state legislation (including liquor laws – see below),
4. not contravene an existing condition of the most recent development consent for the business for the premises' hours of operation, maximum capacity of patrons, waste management, food safety and pollution control,
5. meet Council's waste management requirements and the sanitary facilities requirements under the *Building Code of Australia*, Volume 1 F4F1, and
6. comply with 'Australia's Strategy for Protecting Crowded Places from Terrorism' (as updated from time to time) which, together with its supporting guidelines, addresses a number of specific security risks for crowded places, including in relation to hostile vehicles. These documents are available at [www.nationalsecurity.gov.au](http://www.nationalsecurity.gov.au)

Further information about the Outdoor Dining Permit Requirements is found in the Outdoor Dining Guidelines.

### Special Requirements for Outdoor Dining with a Liquor Licence

If an applicant has an existing liquor licence and they wish to serve alcohol in an Outdoor Dining Area either on a temporary or permanent basis, they are required to extend their boundary to include the Outdoor Dining Area in compliance with the *Liquor Act 2007*. NSW Liquor & Gaming's website contains information about this: [Outdoor alfresco - liquor licence boundaries | NSW Government](#).

The application for an Outdoor Dining Permit must be made first. The current liquor licence must be attached to the Outdoor Dining Application and/or the intention to serve alcohol must be disclosed.

If an Outdoor Dining Permit is granted, Council will provide the applicant with a form to complete (the temporary or permanent form, as applicable) which must be completed and returned to Council. We will then review it and forward it to the licensing team at NSW Liquor & Gaming for processing.

Whilst an applicant waits for NSW Liquor and Gaming to change the liquor license to extend the boundary, the service of liquor in the Outdoor Dining Area will not be permitted. In other words, only food and non-alcoholic drinks can be consumed in the Outdoor Dining Area until Council receives evidence that the liquor licence has been changed to extend the boundary.

Council has the following additional requirements:

1. A restaurant or café must have standard trading hours and be only authorised to serve liquor with meals, i.e. no extended trading authorisation (ETA) or primary service authorisation (PSA).

2. A relevant person for the licensed premises, or the licensed premises, must not have received an improvement notice, had a complaint upheld or had regulatory action taken under the *Liquor Act 2007* within the previous 12 months.
3. Any Outdoor Dining Area that is located within a designated alcohol-free zone must be cordoned off in an appropriate manner.

## Application Process

### Applicant Self-Assessment

Prior to submitting an Outdoor Dining Application, the applicant is required to undertake a self-assessment of their proposed Outdoor Dining Activities in accordance with the Outdoor Dining Permit Requirements outlined in this policy. If the applicant determines that they can meet all the Outdoor Dining Permit Requirements, they must provide a signed declaration to this effect with their Outdoor Dining Application.

Our compliance officers may audit the self-assessment as part of the application process.

### How to Apply

An application for an Outdoor Dining Permit is made via the online form available on our website [maitland.nsw.gov.au](https://maitland.nsw.gov.au)

### Outdoor Dining Application Fee

A one-off and non-refundable application fee will be charged at the time the Outdoor Dining Application is submitted. There will be no additional cost associated with the number of chairs and tables on the Outdoor Dining Permit. Different fees apply if there is an application for a permanent change of boundaries with respect to a liquor licence.

The current fees and charges are found in the Maitland City Council Fees and Charges document for the applicable year which is found on our website. All fees are reviewed on an annual basis.

## Outdoor Dining Permits

### Conditions of Approval

An Outdoor Dining Permit may be issued with conditions. The Outdoor Dining Permit will detail the conditions of approval that apply to the particular business owner and the particular site.

All Outdoor Dining Permits will include a requirement that the Outdoor Dining Permit is to be displayed at all times at the business related to the Outdoor Dining Area or be produced to us when requested.

The Outdoor Dining Operator must also ensure the Outdoor Dining Area is operated in compliance with the Outdoor Dining Permit Requirements outlined in this policy and all applicable legislation and corresponds with the details submitted in the Outdoor Dining Application.

### Term of Outdoor Dining Permits

All Outdoor Dining Permits are granted for a term of 5 years commencing from the date of issue.

At the expiration of the 5-year term, the Outdoor Dining Permit may be renewed upon application and subject to the relevant fees and charges.

## Exhibition - Draft Outdoor Dining Policy (Cont.)

An Outdoor Dining Permit may be terminated or suspended at any time. It may be suspended:

- immediately if Council forms the opinion, it is necessary for safety reasons; or
- with at least 7 days' written notice to the Outdoor Dining Operator if work needs to be undertaken in the approved footpath area: or
- with at least 7 days' written notice for any other reason.

An Outdoor Dining Permit will be granted to the owner of a business, not to a business name or to a location.

The Outdoor Dining Permit is not transferable and upon the sale of the business a new Outdoor Dining Application must be made if the new owner wishes to hold an Outdoor Dining Permit.

At the expiration or termination of the Outdoor Dining Permit, the Outdoor Dining Operator must:

- a. remove all Outdoor Furniture and other property from the Outdoor Dining Area; and
- b. restore the Outdoor Dining Area to its original condition.

If the business owner fails to remove all Outdoor Furniture or other property from the Outdoor Dining Area at the expiration or termination of the Outdoor Dining Permit, we will issue a notice requiring its removal. If any Outdoor Furniture or other property is not claimed within 28 days of the date of the notice, we may remove and dispose of it at our discretion.

If the business owner fails to reinstate and restore the Outdoor Dining Area (including the footpath) to its original condition within 14 days from the date of expiration or termination of the Outdoor Dining Permit, we may reinstate and restore the footpath to its original condition at our discretion.

The Outdoor Dining Operator agrees to pay our reasonable costs for any removal, reinstatement and restoration action taken as described above and any such costs will become a debt due to Maitland City Council.

### Compliance

As part of the food premise's annual inspection, our compliance officers will check that an Outdoor Dining Area complies with the conditions of the Outdoor Dining Permit including the Outdoor Dining Permit Requirements, this policy, and all applicable legislation.

Compliance officers may also conduct spot checks in relation to any Outdoor Dining Permit.

### Non-compliance

Using an Outdoor Dining Area without an Outdoor Dining Permit or not in accordance with an Outdoor Dining Permit is an offence and may result in an infringement notice being issued or the suspension or cancellation of the Outdoor Dining Permit.

### Dispute Resolution

Any dispute or complaint about an application for an Outdoor Dining Area or about the operation of an Outdoor Dining Area will be handled in accordance with our policies and processes.

Disputes or complaints about liquor licences will be handled by Liquor & Gaming NSW through its policies and procedures.

## Policy Definitions

| TERM                                      | MEANING                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Liquor Act 2007</b>                    | Legislation seeking to regulate and control the sale, supply and consumption of liquor in a way consistent with community expectations, needs and aspirations; to facilitate balanced development of the liquor industry; and to contribute to the responsible development of related industries such as hospitality. |
| <b>Outdoor Dining Activities</b>          | The provision of permitted seating and tables and the performance of other activities directed at the consumption of food and beverages in an Outdoor Dining Area.                                                                                                                                                    |
| <b>Outdoor Dining Application</b>         | The Outdoor Dining Application form, whether online or otherwise, or other application method applicable from time to time, as described on our website: <a href="http://www.maitland.nsw.gov.au">www.maitland.nsw.gov.au</a> .                                                                                       |
| <b>Outdoor Dining Area</b>                | The use of a public place, including the footpath, part of the road, and other similar areas for the purpose of an outdoor dining area associated with lawful food and drink premises.                                                                                                                                |
| <b>Outdoor Dining Operator</b>            | The holder of the Outdoor Dining Permit who has management and control over an Outdoor Dining Area.                                                                                                                                                                                                                   |
| <b>Outdoor Dining Permit</b>              | A permit issued under this Outdoor Dining Policy authorising Outdoor Dining Activities in a particular area.                                                                                                                                                                                                          |
| <b>Outdoor Dining Permit Requirements</b> | The requirements for an Outdoor Dining Permit set out in this Outdoor Dining Policy.                                                                                                                                                                                                                                  |
| <b>Outdoor Furniture</b>                  | Removable tables and chairs or other approved furniture such as umbrellas or outdoor heaters owned by restaurants, cafes or similar for use in the Outdoor Dining Area.                                                                                                                                               |
| <b>Permanent Structure</b>                | Any outdoor structure not intended to be moved around frequently and that would be difficult to move without mechanical or other assistance within a 24-hour period.                                                                                                                                                  |

## Policy Administration

|                                                  |                                                                                                                                                                                                                                                                                                                                                            |
|--------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Business group</b>                            | City planning                                                                                                                                                                                                                                                                                                                                              |
| <b>Responsible officer</b>                       | Coordinator City and Visitor Economy                                                                                                                                                                                                                                                                                                                       |
| <b>Council reference</b>                         | Ordinary Council Meeting ***** 2025 – Item ***                                                                                                                                                                                                                                                                                                             |
| <b>Review date</b>                               | *****                                                                                                                                                                                                                                                                                                                                                      |
| <b>File number</b>                               | ****                                                                                                                                                                                                                                                                                                                                                       |
| <b>Relevant legislation</b>                      | <p>Roads Act 1993</p> <p>Local Government Act 1993</p> <p>Disability Inclusion Act 2014</p> <p>State Environmental Planning Policy (Exempt and Complying Development Codes) 2008</p> <p>Environmental Planning and Assessment Act 1979 (EP&amp;A)</p> <p>Protection of the Environment Operations Act 1997</p> <p>Food Act 2003</p> <p>Liquor Act 2007</p> |
| <b>Related policies / procedures / protocols</b> | <p>Outdoor Dining Guidelines</p> <p>Outdoor Dining Application Form</p> <p>Maitland LEP 2011</p>                                                                                                                                                                                                                                                           |

## Policy History

| VERSION | DATE APPROVED | DESCRIPTION OF CHANGES            |
|---------|---------------|-----------------------------------|
| 1.0     |               | New Outdoor Dining Policy adopted |

## **City Planning**

# **Exhibition – Draft Outdoor Dining Policy**

## **Outdoor Dining Guidelines**

**Meeting Date: 27 January 2026**

**Attachment No: 2**

**Number of Pages: 15**

# Outdoor Dining Guidelines

**maitland**  
CITY COUNCIL



## Introduction

Maitland City Council encourages Outdoor Dining Activities because it wishes to:

- a. promote a vibrant local community, and
- b. provide new opportunities for established restaurants, cafés and other food and drink-based businesses to expand by offering outdoor dining to patrons.

Anyone who operates a food or drink-based premises next to a public space (road, footpath, open space, etc.) in the Maitland Local Government Area must apply for an approval from Council before they can offer outdoor dining. This is in line with the Outdoor Dining Policy ('the Policy').

We have developed these Outdoor Dining Guidelines ('these Guidelines') to help simplify completing an Outdoor Dining Application and to make it easier for businesses to offer Outdoor Dining Activities.

These Guidelines provide advice on planning, designing and operating Outdoor Dining Activities and contain useful tips to help you decide whether an Outdoor Dining Area will suit your business.

## Application Process

### Step 1: Check eligibility

Before applying, make sure your business and proposed outdoor area meet the following:

- You can meet all the requirements of the Policy
- You can meet all the requirements in these Guidelines.

### Step 2: Prepare your application

Gather the following information:

- A site plan showing the outdoor dining area, furniture layout, barriers, umbrellas, and access points.
- Details of the furniture, umbrellas, barriers, lighting, heating, and storage you plan to use.
- Evidence of public liability insurance.
- Liquor licence details if you intend to serve alcohol outdoors.
- Any supporting information showing how your outdoor area will meet safety, accessibility, and amenity requirements.

### Step 3: Submit your application

- Complete the online outdoor dining permit application form and attach your site plan and supporting documents.
- Sign/tick the declaration confirming your self-assessment and compliance with Council requirements.
- Submit the online application and pay the non-refundable application fee to Council.

The current fees and charges are found in the Maitland City Council Fees and Charges document for the applicable year which is found on our website. All fees are reviewed on an annual basis

### Step 4: Council assessment

Council will review your application to ensure it meets all requirements.

Council may consult with local authorities or police if liquor service or street safety is involved.

**Step 5: Approval and permit issued**

If approved, Council will issue a non-transferable permit detailing conditions, including:

- Approved furniture, umbrellas, barriers, screens, and lighting.
- Hours of operation.
- Waste management and noise requirements.
- Liquor licence boundaries (if applicable).

**Step 6: Operating your outdoor dining area**

You must:

- Operate your outdoor area according to the permit conditions.
- Maintain furniture, lighting, heaters, and umbrellas in safe, good condition.
- Manage waste, recycling, and noise in line with policy requirements.
- Ensure public safety and customer comfort.
- Display the permit at your business at all times.

**Permit duration:** Five years from the date of issue, unless cancelled earlier.

**Ongoing fees:** There are no annual fees once a permit has been issued.

**Step 7: Renewal**

- At the expiration of the permit, you will need to decide whether you wish to continue to provide outdoor dining to your patrons.
- If you wish to continue to provide outdoor dining to your patrons, you must start the application process again.
- A new permit will not be given where there is unresolved non-compliance with the conditions of a previous permit.
- If you do not wish to continue to provide outdoor dining to your patrons, you must remove all Outdoor Furniture and restore the Outdoor Dining Area to its original condition.

**Note:** If you sell your business, the new proprietor must apply for a fresh permit if they wish to continue to provide outdoor dining to patrons.

**Non-compliance**

- Operating without a permit or breaching conditions may result in fines or permit cancellation.
- If you fail to remove furniture and reinstate the area after permit expiry or cancellation, Council may remove it and recover any expenses from you.

**Detailed description of requirements****1. Location suitability**

**Objective:** Facilitate the appropriate use of footpaths and public places for the purpose of Outdoor Dining Activities.

**Where should I place my Outdoor Furniture – kerbside or wall-side?**

When the footpath is wide, there is usually room for Outdoor Furniture to be placed alongside the kerb. If the footpath is narrow, Outdoor Furniture should only be placed against the wall.

**Matching your Neighbour's Existing Outdoor Dining Area**

If businesses located next to or on either side of your business are already using an Outdoor Dining Area kerbside or wall-side, you must arrange your Outdoor Dining Area to match.

| THINGS TO CONSIDER                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|--------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Physical location of the Outdoor Dining Area</b>          | <ul style="list-style-type: none"> <li>The location should provide a comfortable, attractive and relaxing environment for patrons.</li> <li>the Outdoor Dining Area should match and complement existing activities within the area.</li> <li>Be aware of the existing condition of the land on which you are seeking approval for Outdoor Dining Activities (e.g. slope, type of surface, state of repair).</li> </ul>                                                   |
| <b>Minimum distances required</b>                            | <ul style="list-style-type: none"> <li>Each Outdoor Dining Area will be subject to unique local conditions and requirements. Refer to Appendix 1 that outlines minimum clearances.</li> </ul>                                                                                                                                                                                                                                                                             |
| <b>Expansion in front of neighbouring business frontages</b> | <ul style="list-style-type: none"> <li>An Outdoor Dining Operator is permitted to expand into an adjoining business by up to 50% of their space if there is approval from that business and the landowner.</li> <li>This isn't allowed if you have an on-premises liquor license and are changing your boundaries to serve liquor outdoors. If you are intending to serve liquor outdoors, your Outdoor Dining Area must remain within your business frontage.</li> </ul> |

**Restrictions:**

- Do not establish your Outdoor Dining Area in a location that interrupts existing activities in the area.
- Do not establish outdoor dining on uneven ground/pavement/public space or a poor pavement surface, i.e. gravel or unsealed pavement.
- Do not encroach on the minimum setback distances outlined at Appendix 1.

**2. Safety**

**Objective:** Ensure an equitable and safe environment is maintained in Outdoor Dining Areas for all users.

| THINGS TO CONSIDER                    |                                                                                                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Accessibility</b>                  | Outdoor Dining Areas should provide accessibility for all public space users, including the young, the elderly and those less able.                                                                                                                                                                                                                                                                                     |
| <b>Minimise anti-social behaviour</b> | <p>The key to safer places is to:</p> <ul style="list-style-type: none"> <li>a) improve the quality of the environment</li> <li>b) minimise the opportunity for crime</li> <li>c) promote accessible places that encourage a feeling of belonging, safety and community participation, and</li> <li>d) if trading at night, provide adequate lighting to increase the visibility of the Outdoor Dining Area.</li> </ul> |
| <b>Animals</b>                        | Animals are permitted in an Outdoor Dining Area but must be on a leash, be suitably always restrained and be on the ground. Prominent signage must be displayed if it is decided that animals are prohibited or restricted.                                                                                                                                                                                             |
| <b>Emergencies</b>                    | In the event of an emergency, immediate access to an Outdoor Dining Area may be needed, so consider Outdoor Furniture and fixtures that are easy to remove.                                                                                                                                                                                                                                                             |
| <b>Line of sight</b>                  | <p>If an Outdoor Dining Area is established next to or near an intersection, clear line of sight for vehicles and pedestrians must be maintained.</p> <p>Refer to Appendix 1 for setbacks and line of sight distances.</p>                                                                                                                                                                                              |
| <b>Outdoor Furniture removal</b>      | <p>No Outdoor Furniture is to be left on the footpath outside trading hours.</p> <p>All Outdoor Furniture must be stored inside the business premises outside trading hours.</p>                                                                                                                                                                                                                                        |

#### Restrictions

- You are not permitted to have an Outdoor Dining Area that reduces the ability of the public to access existing street and public furniture.
- You are not permitted to move existing street furniture.
- You are not permitted to allow unrestrained animals in your Outdoor Dining Area.
- Your Outdoor Dining Area must not obstruct the vision of vehicle drivers nor prevent them from having a clear line of sight.

#### Accessibility

- Over 4 million, or 1 in 5 people in Australia experience disability<sup>1</sup>. People with disability, as well as their friends, family and colleagues, constitute a significant group of consumers.
- Consider how people with a disability may enter and manoeuvre around your Outdoor Dining Area. Ensure there is always enough space for someone to sit comfortably at a table in a wheelchair or mobility scooter.

## Exhibition - Draft Outdoor Dining Policy (Cont.)

- Uneven pavers can create a trip hazard for those less able. You should contact our Customer Experience Team if you notice an issue on the public footpath that needs to be fixed or repaired.
- Ensure you provide adequate lighting for everyone, including those with vision impairment.
- Consider using large font sizes on menus.
- Following these tips will not only reduce the likelihood of discrimination complaints against your business but it will also increase your access to the market, and benefit the community, through greater economic participation of people with disability.

**Tips**

- Durable and well-designed Outdoor Furniture makes storage easier.
- Stackable Outdoor Furniture ensures you can easily and neatly store it outside trading hours, as required.
- You must determine accurate setbacks and a clear line of sight (if at an intersection) to determine if you can locate your Outdoor Dining Area outside your business.

**Pets**

- Providing fresh water and a drinking bowl for pets provides added customer service.
- If you allow animals, remember to monitor their behaviour, especially if children are using your Outdoor Dining Area. Ensure unruly or aggressive animals are not posing a threat to other patrons. Politely ask patrons with such animals to leave.
- Pets are permitted in an Outdoor Dining Area but must be on a leash where possible and appropriate, be suitably always restrained and be on the ground.
- Be aware of the way customers restrain their pets. Some pets, such as dogs, will easily be able to pull a chair down the street if excited.
- Provide signage and practical solutions requiring customers to restrain pets when entering the business premises to use the amenities or order food.

**3. Amenity**

**Objective:** Improve the local character, street vitality, amenity and economic viability.

| THINGS TO CONSIDER                    |                                                                                                                                                                                                         |
|---------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Look and feel                         | Ensure your Outdoor Dining Area is attractive and inviting.                                                                                                                                             |
|                                       | Develop a simple, high-quality outcome that suits the function of your business and the design of the street.                                                                                           |
|                                       | The layout should be sensitive to and enhance existing character, cultural significance and street quality.                                                                                             |
| Design principles and local character | If your business is in a heritage precinct, it is essential that you consult with Council to find out the local requirements. All heritage precincts are listed in Maitland's Development Control Plan. |

## Exhibition - Draft Outdoor Dining Policy (Cont.)

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Greenery</b>          | <ul style="list-style-type: none"> <li>• If you have planter boxes in your Outdoor Dining Area, make sure they receive enough sunlight and water.</li> <li>• You may wish to consult a specialist when selecting plants for planter boxes.</li> <li>• Plants can have a functional effect and small herb gardens suit planter boxes.</li> <li>• Flowering plants add colour and ambience.</li> </ul>                                     |
| <b>Branding</b>          | <ul style="list-style-type: none"> <li>• The shopfront and Outdoor Dining Area should express the character of the business and create the impression that customers are welcome and that you are open for business during trading hours.</li> <li>• An Outdoor Dining Area can reflect the internal and external look and feel of your business.</li> <li>• Quality Outdoor Furniture adds character and attracts customers.</li> </ul> |
| <b>Outdoor Furniture</b> | <ul style="list-style-type: none"> <li>• The style and colour of the tables and chairs are part of the overall visual merchandising and branding of your business.</li> <li>• Consider how any Outdoor Furniture complements your business and the look and feel of the overall street.</li> </ul>                                                                                                                                       |

**4. Function**

**Objective:** Ensure the design of the Outdoor Dining Area, Outdoor Furniture, fixtures and day to day requirements reflect the local area.

| THINGS TO CONSIDER      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Cleanliness</b>      | <ul style="list-style-type: none"> <li>• Outdoor Furniture in the Outdoor Dining Area should be maintained in a clean and orderly condition.</li> <li>• Regularly clean footpaths.</li> </ul>                                                                                                                                                                                                                                                                                                              |
| <b>Seasonal weather</b> | <ul style="list-style-type: none"> <li>• Weather is unpredictable and you should consider a management plan for inclement weather, seasonal changes and emergency situations.</li> <li>• Accommodate environmental and weather conditions without requiring the addition of infrastructure that encloses the area.</li> </ul> <p>You should consider the direction of the sun and exposure to bad weather and provide for your customers shade in summer and protection from rain and wind if possible</p> |
| <b>Umbrellas</b>        | <ul style="list-style-type: none"> <li>• Only use umbrellas where existing shelter such as verandas, awnings, canopies and trees are not available.</li> <li>• All umbrellas must be properly anchored.</li> <li>• Umbrellas must have a minimum width of 1.2 metres.</li> <li>• Umbrellas must be durable.</li> </ul>                                                                                                                                                                                     |

## Exhibition - Draft Outdoor Dining Policy (Cont.)

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                      | <ul style="list-style-type: none"> <li>• Close or tie down umbrellas during high winds to ensure public safety.</li> <li>•</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>Heaters</b>                       | <ul style="list-style-type: none"> <li>• No one wants to sit outside in the cold. Heaters create a warm and inviting atmosphere.</li> <li>• Blankets can also accompany heaters, but remember they need to be washed regularly.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Lighting</b>                      | <ul style="list-style-type: none"> <li>• Solar lights are long lasting, inexpensive and make a good addition to fixed lighting.</li> <li>• Bright, cold, and toned light is unwelcoming.</li> <li>• Effective lighting creates a more ambient and safe feeling for patrons and adds to the overall amenity of the street environment and commercial centre at night.</li> <li>• Lighting greatly influences mood and can entice customers to linger longer.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>Advertising</b>                   | <ul style="list-style-type: none"> <li>• Names or logos may be displayed on umbrellas and barriers. Advertising is not permitted to be displayed on tables and chairs.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Outdoor Furniture</b>             | <ul style="list-style-type: none"> <li>• Outdoor Furniture should be weatherproof and designed for commercial outdoor use.</li> <li>• The number of tables and chairs placed within an Outdoor Dining Area must allow unobstructed access for patrons and staff.</li> <li>• Store all Outdoor Furniture inside your premises outside of trading hours.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>Temporary screens or barriers</b> | <ul style="list-style-type: none"> <li>• Unique barrier and screening ideas can add to the overall ambience of the outdoor dining experience for customers.</li> <li>• Appropriate barriers offer patrons a sense of enclosure</li> <li>• The maximum height for a screen or barrier is 1.2 metres.</li> <li>• Canvas screens or barriers should be made of a material that can withstand sun and rain exposure over prolonged periods.</li> <li>• Glass screens or barriers must use laminated glass with a minimum thickness of 10.38 millimetres in accordance with the standard safety requirements. Poles must be 48-millimetre diameter extruded aluminium.</li> <li>• Screens and barriers must be properly secured in the pavement to prevent blowing over in strong winds.</li> <li>• Barriers and screens must be temporary and robust</li> </ul> |
| <b>Storage</b>                       | <ul style="list-style-type: none"> <li>• Attractive and creative storage can be functional as well as adding to the character of the business.</li> <li>• Outdoor storage can limit how far your staff need to travel to get some items such as extra napkins and salt and pepper.</li> <li>• Creative storage can be used effectively as a visual merchandising tool.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |

**Restrictions**

- Sharp edges, glass tables or other Outdoor Furniture with moving parts present a potential hazard to patrons and pedestrians and must not be used.
- Umbrellas are not permitted where a building awning exists at typical ground floor height and covers most of the footpath to within a 1 metre setback from the kerb line.
- Chairs must not be placed with their backs on the road if there are no barriers in place.
- Screens must not exceed the maximum height of 1.2 metres.
- Damaged or faulty heaters must not be used.

**5. Legal and Compliance**

**Objective:** Ensure compliance with state legislation so that the management of Outdoor Dining Activities avoids nuisance, endangerment or inconvenience to the public.

| THINGS TO CONSIDER           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Noise and nuisance</b>    | While you want to ensure your venue has a vibrant ambience, it is important to make sure that noise and music are appropriately managed. You must be aware of all Council (and other) restrictions regarding volume and time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Rubbish and recycling</b> | <p>Dining venues usually generate a lot of rubbish. You are responsible for collecting and disposing of bottles, food, and paper waste. Not only does cleanliness help with environmental sustainability, but it also contributes to the overall aesthetic of your business, and an inviting environment is always more likely to attract customers.</p> <p>Check which waste management requirements you are required to follow. These can include:</p> <ul style="list-style-type: none"> <li>• the separation of rubbish and recycling,</li> <li>• cleanliness of the venue, bar, and kitchen, and</li> <li>• presentation of Outdoor Furniture including screens, umbrellas, tables, and chairs.</li> </ul> |
| <b>Trading hours</b>         | <ul style="list-style-type: none"> <li>• The operating hours for your outdoor dining will be stated in your permit at 'Schedule B - Permitted Use'.</li> <li>• In most cases, dining must finish by 10.00 pm, unless otherwise approved.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Alcohol service</b>       | <ul style="list-style-type: none"> <li>• If you plan to serve alcohol in your outdoor dining area, you must have a valid liquor licence and follow NSW Liquor &amp; Gaming requirements.</li> <li>• You can only extend your restaurant or café liquor licence to an outdoor area if: <ul style="list-style-type: none"> <li>13.1.1 You have standard trading hours and serve alcohol only with meals.</li> <li>13.1.2 There have been no recent regulatory issues with your licence.</li> </ul> </li> </ul>                                                                                                                                                                                                    |



## Exhibition - Draft Outdoor Dining Policy (Cont.)

|                   |                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                   | <p>13.1.3 You allow Council to liaise with Liquor &amp; Gaming NSW and police in relation to your application for Outdoor Dining.</p> <p>13.2 Liquor &amp; Gaming NSW will assess and approve licence boundary changes.</p> <p>13.3 Outdoor areas in Alcohol-Free Zones must be cordoned off.</p>                                                                     |
| <b>Insurance</b>  | <ul style="list-style-type: none"> <li>You must hold Public Liability Insurance to in the amount of \$20 million (minimum) for each and every claim, with Maitland City Council listed as an interested party.</li> </ul>                                                                                                                                             |
| <b>Compliance</b> | <p>You are responsible for ensuring all legal requirements relevant to your Outdoor Dining Area are met, including:</p> <ul style="list-style-type: none"> <li>the sale and consumption of liquor,</li> <li>smoking,</li> <li>patron behaviour,</li> <li>trading hours,</li> <li>noise,</li> <li>food service, and</li> <li>waste handling and collection.</li> </ul> |

**Restrictions**

- The use of any speakers, jukeboxes or other loud audio equipment is restricted to indoor areas.
- Do not engage live entertainment for your Outdoor Dining Area without first seeking approval from Council.

**Tips**

- Have you considered using biodegradable products for items such as cups or napkins? This could be beneficial for both the environment and your business.
- It's likely that you will be regularly disposing of glass bottles. You are required to separate glass bottles for recycling when discarding waste.
- Check the bathrooms multiple times per day to ensure they are consistently clean and rubbish free for patrons.

**Importance of Compliance**

To ensure a safe and attractive Outdoor Dining Area, you must comply with all the requirements set out in the Policy, these Guidelines and your Outdoor Dining Permit, as well as any liquor licence or other relevant laws. Compliance checks will be carried out in accordance with Council's compliance policies, the current versions of which are available on Council's website.

**Enforcement, by Council**

If any issues are found, Council may (where appropriate):

- Issue an infringement notice.

2. Request changes.
3. Issue a fine
4. Suspend or cancel the permit.

**Using an Outdoor Dining Area without an Outdoor Dining Permit**

Using an Outdoor Dining Area without an Outdoor Dining Permit, or not in accordance with an Outdoor Dining Permit, is an offence and may result in Council issuing an infringement notice or cancelling of the Outdoor Dining Permit.

**Failure to Remove and Reinstate**

When an Outdoor Dining Permit is cancelled or expires, you must:

- a. remove all Outdoor Furniture or other property from the Outdoor Dining Area, and
- b. reinstate the Outdoor Dining Area to its original condition.

In the event that you do not do (a) or (b) or both Council will issue a notice in writing requesting you to do so. If you do not comply with the notice within 28 days of its date of issue, Council may remove and dispose of the Outdoor Furniture or other such property and reinstate the footpath at its discretion. Any expenses incurred by Council in taking this action may be recovered from you as a debt due to Council.

**For help or more information:**

Maitland City Council

263 High Street, Maitland NSW 2320

02 4934 9700

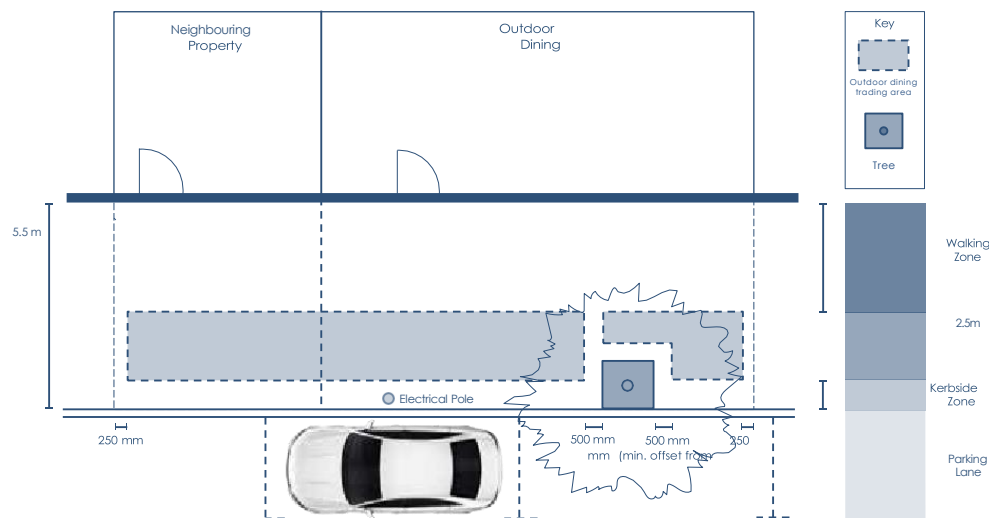
[maitland.nsw.gov.au](http://maitland.nsw.gov.au)

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

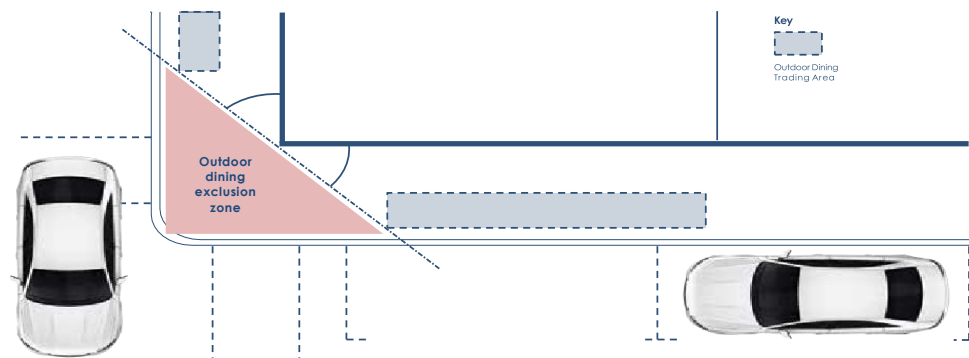
Appendix 1

Appropriate location determination

Permissible outdoor dining clearances



Maintaining line of sight at intersections



**Restrictions:**

- Do not establish your outdoor dining area in a location that interrupts existing activities in the area.
- Do not establish outdoor dining on uneven ground/pavement/public space or a poor pavement surface, i.e. gravel or unsealed pavement.

| MINIMUM PEDESTRIAN CLEARANCES FROM OUTDOOR DINING |                          |
|---------------------------------------------------|--------------------------|
| Footpath width (m)                                | Pedestrian clearance (m) |
| < 3.5                                             | 1.8                      |
| - 4.5                                             | 2.0                      |
| > 4.5                                             | 2.5                      |

| MINIMUM DISTANCE FROM FACE OF KERB TO OUTDOOR DINING |                              |
|------------------------------------------------------|------------------------------|
| Parking restrictions                                 | Minimum setback for kerb (m) |
| Parallel parking conditions                          | 0.8                          |
| Loading zones                                        | 0.9                          |
| No stopping                                          | 1.0                          |
| 90°, 60°, 45° angle parking                          | 1.2                          |
| Disabled parking                                     | 2.4                          |
| Taxi stops                                           |                              |
| Bus stops                                            |                              |

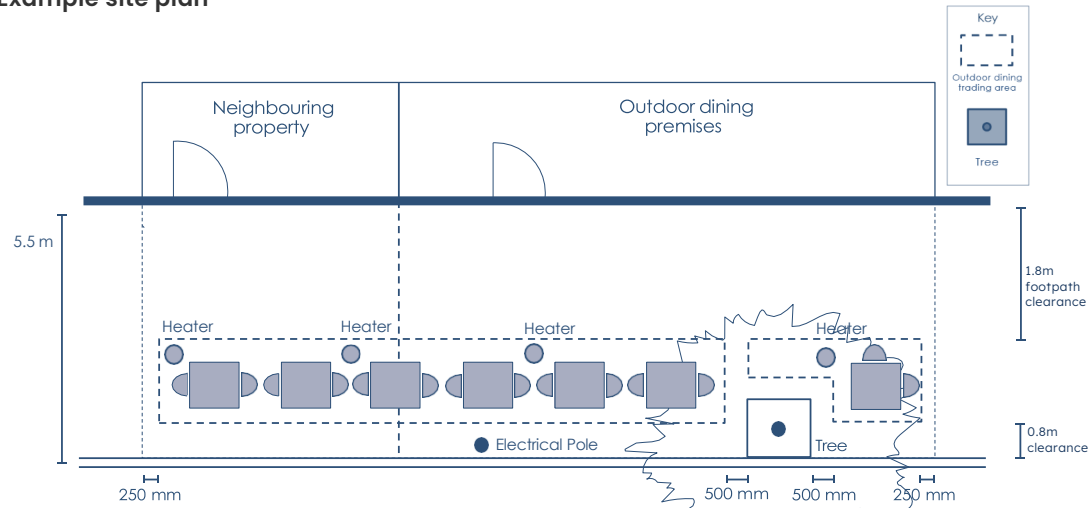
| CLEARANCES FROM ESSENTIAL SERVICES |                       |
|------------------------------------|-----------------------|
| Object                             | Minimum clearance (m) |
| Substations                        | 1.0                   |
| Fire exit doors                    |                       |

## Exhibition - Draft Outdoor Dining Policy (Cont.)

|                          |  |
|--------------------------|--|
| Switchboards             |  |
| Hose reel cupboards      |  |
| Fire equipment stores    |  |
| Boosters                 |  |
| Fire hydrants/fire plugs |  |

| CLEARANCE FROM EXISTING STREET INFRASTRUCTURE |                       |
|-----------------------------------------------|-----------------------|
| Object                                        | Minimum clearance (m) |
| Fire hydrants                                 |                       |
| Exit doors                                    |                       |
| Litter bins                                   |                       |
| Public seats                                  |                       |
| Pay phones                                    | 1.0                   |
| Bicycle hoops                                 |                       |
| Parking metres                                |                       |
| Bus stop shelters                             |                       |
| Tree plots                                    |                       |
| Bollards                                      | 0.5                   |
| Poles                                         |                       |
| Other similar objects                         |                       |

Example site plan



## **City Planning**

# **Exhibition – Draft Outdoor Dining Policy**

## **Outdoor Dining Application Form**

**Meeting Date: 27 January 2026**

**Attachment No: 3**

**Number of Pages: 4**

# Outdoor Dining Application

## APPLICATION FORM

|                                                                                                                                                                                                                                                                             |                                                                           |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Application Fee                                                                                                                                                                                                                                                             | In accordance with Schedule of Fees and Charges                           |
| Email application to                                                                                                                                                                                                                                                        | <a href="mailto:ask@maitland.nsw.gov.au">ask@maitland.nsw.gov.au</a>      |
| Application type                                                                                                                                                                                                                                                            | <input type="checkbox"/> New application <input type="checkbox"/> Renewal |
| <p>* Fee free from October 2025 till 30 June 2026</p> <p>Please note that an Outdoor Dining Permit is not transferable and upon the sale of a business a new Outdoor Dining Application must be made if the new business owner wishes to hold an Outdoor Dining Permit.</p> |                                                                           |

## PART A – APPLICANT DETAILS

|                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--|
| Outdoor Dining Operator                                                                                                                       |  |
| <p><b>Please note</b> that you must be the business owner to complete this application. Otherwise, your application will not be approved.</p> |  |
| Postal address                                                                                                                                |  |
| <p><b>Please note for street address</b>, include number, street, suburb and postcode.</p>                                                    |  |
| Phone                                                                                                                                         |  |
| Email                                                                                                                                         |  |

☐ Renewal – transfer information from previously approved permit application

## PART B – BUSINESS DETAILS

|                                                    |  |
|----------------------------------------------------|--|
| Business name                                      |  |
| Business address                                   |  |
| Include street number, street, suburb and postcode |  |



## Exhibition - Draft Outdoor Dining Policy (Cont.)

|                                                              |                                                      |
|--------------------------------------------------------------|------------------------------------------------------|
| ABN                                                          |                                                      |
| Proposed hours of outdoor dining                             |                                                      |
| Number of outdoor tables                                     |                                                      |
| Number of outdoor chairs                                     |                                                      |
| Is it proposed to service liquor in the Outdoor Dining Area? | <input type="checkbox"/> Yes - Licence Number: _____ |
| <b>Please note</b> to attach licence/application             | <input type="checkbox"/> No                          |

**PART C – OUTDOOR DINING AREA: SITE PLAN**

Please attach a Site Plan (A4 size) including dimensions and location of: (a) site frontage, and (b) proposed Outdoor Dining Area. The Site Plan must outline:

- Total shopfront width (m)
- Total footpath width (m) (*Kerb to shop frontage*)
- Footpath width that will be left for pedestrians once outdoor dining is in place (m)
- Total public area to be used for outdoor dining (sq m)
- Outdoor Furniture and layout, including all furniture, fencing, screenings and dimensions
- Other temporary furniture including screens, barriers and umbrellas.

Please refer to the Outdoor Dining Guidelines for a detailed description of the requirements for the plan and for the layout of your outdoor dining area.

| ADJOINING BUSINESS PERMISSION (if applicable) |  |                                                      |   |
|-----------------------------------------------|--|------------------------------------------------------|---|
| <b>Name of business</b>                       |  | Percentage of adjoining business frontage to be used | % |
| <b>Contact person</b>                         |  | Phone number                                         |   |

**PART D – INSURANCE DETAILS**

The applicant must hold public liability insurance to in the amount of \$20 million (minimum) for each and every claim and the insurance policy must be maintained for the entire term of the permit (5 years). Council requires that the insurance policy includes Council listed as an Interested Party. A

## Exhibition - Draft Outdoor Dining Policy (Cont.)

copy of the certificate of currency of the public liability insurance is to be lodged with Council before the Outdoor Dining Permit becomes effective.

|                        |  |
|------------------------|--|
| <b>Insurer</b>         |  |
| <b>Date of renewal</b> |  |
| <b>Amount</b>          |  |

#### PART E – DOCUMENTS TO BE SUBMITTED WITH APPLICATION

|  |                                                                                                                                                                                                                                                                                                                                                      |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  | Liquor license (if applicable)                                                                                                                                                                                                                                                                                                                       |
|  | If you have a liquor licence, <a href="#">complete this form</a>                                                                                                                                                                                                                                                                                     |
|  | <p>Restaurant frontage/proposed Outdoor Dining Area colour photograph(s)</p> <p>A colour photograph of the site frontage and area proposed to be used for outdoor dining purposes</p>                                                                                                                                                                |
|  | <p>Tables/chairs/accessories/fittings colour photograph or brochure</p> <p>A colour photograph or brochure detailing: Outdoor Furniture, accessories and fittings intended to be placed on the footpath. Provide design (furniture model and/or type), layout and the number of the proposed tables and chairs, and any proposal for partitions.</p> |
|  | Written permission from adjoining business owner to occupy % of their outdoor space (if applicable)                                                                                                                                                                                                                                                  |

**Privacy notice:** Maitland City Council collects and will hold your personal information to process your application. Your personal information will only be used by Council staff and approved contractors involved in your application and it will be securely stored for record keeping purposes. Providing your personal information is voluntary but without it we will not be able to process your application. You can contact us at any time to access or correct your personal information. For more information, please read our [Privacy Management Plan](#) or [contact us](#).

**Tick all that apply:**

I/we:

- ☐ consent to the collection and use of my/our personal information as described in the Privacy Notice.
- ☐ have read the Outdoor Dining Policy
- ☐ have read the Outdoor Dining Guidelines

Exhibition - Draft Outdoor Dining Policy (Cont.)

☐ have conducted a self-assessment and to the best of my/our ability and experience consider I/we meet Council's requirements for Outdoor Dining

☐ have attached all the required documents

☐ agree that the information I/we have provided in this application is true and correct to the best of my/our knowledge.

-----  
Signature

-----  
Date

EXAMPLE SITE MAP

## **City Planning**

# **Exhibition – Draft Outdoor Dining Policy**

## **Outdoor Dining Permit**

**Meeting Date: 27 January 2026**

**Attachment No: 4**

**Number of Pages: 7**

## Outdoor Dining Permit

### Roads Act 1993 and Local Government Act 1993

Maitland City Council, as roads authority for public roads under the *Roads Act 1993*, and as landowner with regard to land vested in it under the *Local Government Act 1993*, grants to the Outdoor Dining Operator non-exclusive use of the Outdoor Dining Area to conduct Outdoor Dining Activities on the conditions set out in this Outdoor Dining Permit.

File no:

Outdoor Dining Permit no:

| Part A: COUNCIL |                                                                                                                                                                                                                                                                                                                                                        |
|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| ABN             | 87 087 650 262                                                                                                                                                                                                                                                                                                                                         |
| NAME            | Maitland City Council                                                                                                                                                                                                                                                                                                                                  |
| ADDRESS         | 263 High Street, Maitland NSW 2320<br>PO Box 220, Maitland, NSW 2320                                                                                                                                                                                                                                                                                   |
| PHONE           | 02 4934 9700                                                                                                                                                                                                                                                                                                                                           |
| EMAIL           | <a href="mailto:business@maitland.nsw.gov.au">business@maitland.nsw.gov.au</a><br><a href="mailto:traffic@maitland.nsw.gov.au">traffic@maitland.nsw.gov.au</a><br><a href="mailto:nicole.dickson@maitland.nsw.gov.au">nicole.dickson@maitland.nsw.gov.au</a><br><a href="mailto:steven.roach@maitland.nsw.gov.au">steven.roach@maitland.nsw.gov.au</a> |

Pursuant to section 125,126 and 127 of the Roads Act 1993, notice is hereby given of the determination by Council for Application No. \*\*\*\*\* relating to the road and activity described as follows:

| Part B: THE OUTDOOR DINING OPERATOR                             |  |
|-----------------------------------------------------------------|--|
| REGISTERED BUSINESS OWNER                                       |  |
| REGISTERED BUSINESS NAME (including trading name if applicable) |  |
| REGISTERED BUSINESS ADDRESS                                     |  |
| BUSINESS ABN                                                    |  |
| CURRENT DEVELOPMENT APPLICATION APPROVAL NUMBER                 |  |

1

## Exhibition - Draft Outdoor Dining Policy (Cont.)

| Part C: THE SITE                                                    |            |                                                      |   |
|---------------------------------------------------------------------|------------|------------------------------------------------------|---|
| ADDRESS OF BUSINESS                                                 |            |                                                      |   |
| ZONING                                                              |            |                                                      |   |
| ADJACENT ROAD OR COMMUNITY LAND OR OPERATIONAL LAND                 |            |                                                      |   |
| PLAN OF MANAGEMENT REFERENCE<br>(applicable to community land only) |            |                                                      |   |
| PART D: ADJOINING PREMISE OR BUSINESS PERMISSION (IF APPLICABLE)    |            |                                                      |   |
| NAME OF ADJACENT BUSINESS                                           |            | Percentage of adjoining business frontage to be used | % |
| NAME OF OWNER OF ADJACENT BUSINESS                                  |            |                                                      |   |
| NAME OF OWNER OF PREMISES                                           |            |                                                      |   |
| Part E: DESIGN                                                      |            |                                                      |   |
| NUMBER OF OUTDOOR TABLES                                            |            |                                                      |   |
| NUMBER OF OUTDOOR CHAIRS                                            |            |                                                      |   |
| OUTDOOR DINING AREA (M <sup>2</sup> )                               |            |                                                      |   |
| MINIMUM FOOTPATH CLEARANCE                                          | 1.8 metres |                                                      |   |
| OTHER APPROVED OUTDOOR FURNITURE                                    |            |                                                      |   |
| APPROVED SITE PLAN                                                  |            |                                                      |   |

| Part F: LIQUOR LICENCE DETAILS (if applicable) |  |
|------------------------------------------------|--|
| TYPE                                           |  |
| LIQUOR LICENCE NUMBER                          |  |
| HOURS OF OUTDOOR DINING PERMISSIBLE            |  |

| Part G: TERM  |          |
|---------------|----------|
| PERMIT BEGINS | / / 2025 |
| PERMIT ENDS   | / / 2030 |

-----  
Approver's name

-----  
Approver's signature  
(for the General Manager)

-----  
Date

### Outdoor Dining Permit Terms & Conditions

1. Council grants approval for and the Outdoor Dining Operator accepts a non-exclusive permit to occupy and use the Road Reserve footway for the purposes of Outdoor Dining that is the subject of and described in this Outdoor Dining Permit on the terms and conditions outlined below (these Terms and Conditions).
2. The Outdoor Dining Area is limited to the area identified in the approved site plan at Part E.
3. The Outdoor Dining Area may only be used on a temporary basis for the term of the Outdoor Dining Permit outlined in Part G unless terminated earlier by Council or the Outdoor Dining Operator in accordance with these Terms and Conditions.
4. The Outdoor Dining Area may only be used for the activities approved under the relevant development application described in Part B.
5. Council reserves its right to:
  - a. enter the Outdoor Dining Area or Business Address at any time for the purpose of monitoring compliance with the terms of this Outdoor Dining Permit but will give the Outdoor Dining Operator reasonable notice (except in an emergency, such as urgent works requests, when no notice of intended entry is required), and
  - b. commence maintenance and repairs on the Outdoor Dining Area by Council or by a third party authorised by Council, after providing the Outdoor Dining Operator with reasonable notice.

## Exhibition - Draft Outdoor Dining Policy (Cont.)

6. The Outdoor Dining Operator agrees:
  - a. it occupies and uses the Outdoor Dining Area at its own risk,
  - b. it will not use or permit the Outdoor Dining Area to be used for any purpose other than the use of outdoor dining in accordance with this Outdoor Dining Permit,
  - c. at all times it will operate its Outdoor Dining Activities in a manner in keeping with the Outdoor Dining Guidelines,
  - d. it will not damage the surface of the Outdoor Dining Area and will not carry out any works that impact the surface without Council's prior written approval,
  - e. it will contact Council's Customer Experience Team there is an issue on the public footpath that needs to be fixed or repaired.
  - f. In the event of sale, transfer or insolvency of the Business, that the Outdoor Dining Permit will terminate effective immediately in the event of sale, transfer or insolvency of the Business.
7. A copy of this Outdoor Dining Permit (without these Terms and Conditions) must be displayed at the Business Address and must be made available at the request of an authorised officer of Council or, where clause 12 below applies, Liquor and Gaming NSW.
8. This Outdoor Dining Permit may be varied or replaced from time to time in Council's sole discretion by a further Outdoor Dining Permit granted by Council from time to time.
9. This Outdoor Dining Permit does not create a lease, license or other estate in the land that comprises the Outdoor Dining Area and does not create a relationship of landlord and tenant between Council and the Outdoor Dining Operator. The right to the possession of and control over the Outdoor Dining Area remains vested in Council at all times.
10. An Adjoining Premises or Business Permission can be revoked at any time by the adjoining business owner or the owner of the premises (or their agent). If permission is withdrawn, the approval to use that section of the footpath will lapse, and Outdoor Dining Activities in that area must cease by the next working day. Approval may also lapse if either your Business or the adjoining business or premises change ownership.
11. The Outdoor Dining Operator must always hold, while operating outdoor dining under the Outdoor Dining Permit, a current Public Liability Insurance Policy to a minimum value of \$20 million for each and every claim, that notes Council as an interest over the public footpath. Evidence of this policy must be produced to Council upon request.
12. Where an Outdoor Dining Permit authorises an Outdoor Dining Operator to use the Outdoor Dining Area in conjunction with an approved Liquor Licence:
13. The Outdoor Dining Permit also grants officers from Liquor and Gaming NSW access to the Business Address and Outdoor Dining Area for inspection purposes, and
14. If a relevant person for the licensed premises, or the licensed premises, receives an improvement notice, has a complaint upheld or has regulatory action taken under the *Liquor Act 2007*, the Outdoor Dining Operator must notify Council within 10 business days, and the Outdoor Dining Permit will be immediately terminated.
15. Any Outdoor Dining Area that is located within a designated alcohol-free zone must be cordoned in an appropriate manner.



16. If the Outdoor Dining Operator allows animals in the Outdoor Dining Area, they must:
- a. monitor the animal's behaviour, especially if children are using the Outdoor Dining Area,
  - b. ensure unruly or aggressive animals are not posing a threat to other patrons and politely ask patrons with such animals to leave,
  - c. ensure pets are on a leash where possible and appropriate, are suitably restrained and are on the ground at all times,
  - d. be aware of the way customers restrain their pets, as some pets, such as dogs, will easily be able to pull a chair down the street if excited, and
  - e. provide signage and practical solutions requiring customers to restrain pets when entering the business premises to use the amenities or order food.
17. During the term of the Outdoor Dining Permit and continuing, the Outdoor Dining Operator indemnifies Council from and against all actions, suits, proceedings, losses, costs, damages, charges, claims and demands (including to the extent permitted by law any fines or penalties and including legal costs on a solicitor/client basis) ('Claim') arising from or in connection with the use or occupation of the Outdoor Dining Area whether such use or occupation is in connection with this Outdoor Dining Permit or otherwise (except to the extent any losses etc arise as a result of a negligent act or omission of Council).
18. The Outdoor Dining Operator must ensure that the Design in Part E is not modified significantly or substantially and is never modified in a way that:
- a. restricts any vehicular or pedestrian access to or from, or entry to, a building,
  - b. reduces the existing access or car parking spaces for people with a disability,
  - c. becomes enclosed in a courtyard,
  - d. restricts an equitable and safe thoroughfare for all users (pedestrians and patrons),
  - e. causes any negative impacts to road safety or traffic network efficiency,
  - f. covers or impedes access to public utility, drainage and other service pits for Council or other utility providers, with access to these to be made available at any time and at no cost,
  - g. encroaches on any relevant setbacks,
  - h. moves existing street furniture,
  - i. allows unrestrained animals in the Outdoor Dining Area, and
  - j. obstructs the vision of vehicle drivers or prevents them from having a clear line of sight.
19. The Outdoor Dining Operator must ensure there is at all times a direct exit from the Outdoor Dining Area to an open space or a road.
20. If the Outdoor Dining Area becomes identified as a place of Aboriginal heritage significance identified in the current Maitland Local Environmental Plan, this Outdoor Dining Permit terminates immediately.

## Exhibition - Draft Outdoor Dining Policy (Cont.)

21. The Outdoor Dining Operator must comply with any applicable plan of management if the Outdoor Dining Area is located on Council land that is classified as community land.
22. The Outdoor Dining Operator must not use any speakers, jukeboxes or other loud audio equipment, such use which is restricted to indoor areas.
23. The Outdoor Dining Operator must not engage live entertainment for the Outdoor Dining Area without first seeking and obtaining approval from Council.
24. Outdoor Furniture must be removed from the Outdoor Dining Area outside approved hours of outdoor dining.
25. No Outdoor Furniture is to be permanently fixed without written consent by an authorised Council officer.
26. All Outdoor Furniture and the Design must at all times be aligned with Council's Outdoor Dining Guidelines.
27. The Outdoor Dining Operator must maintain all furniture, lighting, heaters, and umbrellas indicated in the Design at Part E in safe and good condition.
28. Sharp edges, glass tables or other Outdoor Furniture with moving parts present a potential hazard to patrons and pedestrians and must not be used.
29. Umbrellas are not permitted where a building awning exists at typical ground floor height and covers most of the footpath to within a 1 metre setback from the kerb line.
30. Chairs must not be placed with their backs on the road if there are no barriers in place.
31. Screens must not exceed the maximum height of 1.2 metres.
32. Damaged or faulty heaters must not be used.
33. The Outdoor Dining Permit will terminate effective immediately in the event of sale, transfer, insolvency or bankruptcy of the Business.
34. Council may suspend or terminate the Outdoor Dining Permit in Council's absolute discretion with 7 days' written notice.
35. This Outdoor Dining Permit may be terminated by Council upon 21 days' written notice if:
  - a. there are repeated substantiated complaints about nuisance, endangerment or inconvenience to neighbours and the public,
  - b. there are repeated substantiated complaints of offensive noise, within the meaning of the *Protection of the Environment Operations Act 1997*,
  - c. Council finds the Outdoor Dining Operator has not ensured compliance with state legislation (including liquor laws),
  - d. the Outdoor Dining Operator has contravened an existing condition of the most recent development consent for the Business as identified in Part B,
  - e. the Outdoor Dining Operator has not met Council's waste management requirements and the sanitary facilities requirements under the *Building Code of Australia*, Volume 1 F4F1, and

- f. the Outdoor Dining Operator has not complied with 'Australia's Strategy for Protecting Crowded Places from Terrorism' (as updated from time to time) which, together with its supporting guidelines, addresses a number of specific security risks for crowded places, including in relation to hostile vehicles. These documents are available at [www.nationalsecurity.gov.au](http://www.nationalsecurity.gov.au).
- 36. Using an Outdoor Dining Area without an Outdoor Dining Permit or not in accordance with an Outdoor Dining Permit is an offence and may result in regulatory action, such as issuing an infringement notice and possible termination of an Outdoor Dining Permit.
- 37. At the expiration or termination of the Outdoor Dining Permit, the Outdoor Dining Operator must:
  - 1.2. remove all Outdoor Furniture and other property from the Outdoor Dining Area; and
  - 1.3. restore the Outdoor Dining Area to its original condition.
- 38. If the Outdoor Dining Operator fails to remove all Outdoor Furniture or other property from the Outdoor Dining Area at the expiration or termination of the Outdoor Dining Permit, Council will issue a notice requiring its removal. If any Outdoor Furniture or other property is not claimed within 28 days of the date of the notice, Council may remove and dispose of it in its absolute discretion.
- 39. If the Outdoor Dining Operator fails to reinstate and restore the Outdoor Dining Area (including the footpath) to its original condition within 14 days from the date of expiration or termination of the Outdoor Dining Permit, Council may reinstate and restore the footpath to its original condition in its absolute discretion.
- 40. The Outdoor Dining Operator agrees to pay Council's reasonable costs for any removal, reinstatement and restoration action taken as described above, and any such costs will become a debt due to Council.
- 41. Any dispute or complaint about the operation of an Outdoor Dining Area will be handled in accordance with Council's policies and processes.
- 42. Disputes or complaints about liquor licences will be handled by Liquor & Gaming NSW through its policies and procedures.
- 43. This Outdoor Dining Permit is not transferrable.

**10.2 Development Application 2024/731 - Proposed Four (4) Into Seventy Eight (78) Lot Torrens Title Staged Residential Subdivision Including Demolition, Earthworks, Clearing and Infrastructure Services at 6 Wilton Drive East Maitland NSW 2323, 62 Mount Vincent Road East Maitland NSW 2323**

|                             |                                                                                                                                                                                                |
|-----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>FILE NO:</b>             | <b>DA/2024/731</b>                                                                                                                                                                             |
| <b>ATTACHMENTS:</b>         | <b>1. Locality Plan<br/>2. Development Plans<br/>3. Assessment Report (Under Separate Cover)<br/>4. Conditions of Consent (Under Separate Cover)<br/>5. Submissions (Under Separate Cover)</b> |
| <b>RESPONSIBLE OFFICER:</b> | <b>Manager Development<br/>Director City Planning</b>                                                                                                                                          |
| <b>AUTHOR:</b>              | <b>Senior Development Planner<br/>Coordinator Planning &amp; Development</b>                                                                                                                   |
| <b>APPLICANT:</b>           | <b>Brad Everett</b>                                                                                                                                                                            |
| <b>OWNER:</b>               | <b>Keith Wilton and Jennifer Blais</b>                                                                                                                                                         |
| <b>PROPOSAL:</b>            | <b>Four (4) into Seventy Eight (78) Lot Torrens Title Staged Residential Subdivision including Demolition, Earthworks, Clearing and Infrastructure Services</b>                                |
| <b>LOCATION:</b>            | <b>6 Wilton Drive, 62 Mount Vincent Road, 141 and 145 Gullivers Lane East Maitland</b>                                                                                                         |
| <b>ZONE:</b>                | <b>R1 General Residential, C3 Environmental Management and RU2 Rural Landscape</b>                                                                                                             |

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**EXECUTIVE SUMMARY**

*This proposal seeks consent for a Four (4) into Seventy-Eight (78) Lot Torrens Title Staged Residential Subdivision including Demolition, Earthworks, Clearing and Infrastructure Services at 6 Wilton Drive, 62 Mount Vincent Road, 145 Gullivers Lane, and 141 Gullivers Lane East Maitland. The locality plan can be viewed at **Attachment 1** of this report.*

*The subject site is located within the Mount Vincent Road Urban Release Area (URA) and is accessed via Wilton Drive. The application was placed on hold pending the adoption of a site-specific Development Control Plan for the newly mapped Urban Release Area land. The applicant has also been required to address issues including biodiversity, stormwater disposal, contamination, Aboriginal archaeology, earthworks and bushfire. These items have now been addressed, or where the item has not been addressed via additional information, a condition of consent is recommended to ensure compliance with relevant legislation. The proposal obtained the concurrence of the New South Wales Rural Fire Service (NSW RFS), Department of Planning and Environment (Water) and NSW Subsidence Advisory. General Terms of Approval (GTA) have been received from these agencies.*

Development Application 2024/731 - Proposed Four (4) Into Seventy Eight (78) Lot Torrens Title Staged Residential Subdivision Including Demolition, Earthworks, Clearing and Infrastructure Services at 6 Wilton Drive East Maitland NSW 2323, 62 Mount Vincent Road East Maitland NSW 2323 (Cont.)

*The application is reported to Council for determination as it received seven (7) submissions during the first round of exhibition and seven (7) submissions again during the second round of exhibition. The concerns of which are outlined below and in the Planner's Assessment Report (Attachment 3).*

*The proposal is generally consistent with the subdivision and Mount Vincent Road Area Plan requirements of Maitland DCP 2011. The application has been assessed against the relevant heads of consideration under Section 4.15(1) in the Environmental Planning and Assessment Act 1979 and considered to be satisfactory subject to the imposition of conditions.*

## **OFFICER'S RECOMMENDATION**

### **THAT**

- 1. Development consent be granted to DA 2024/731 for a 76 Lot Torrens Title Subdivision, at 6 Wilton Drive, 62 Mount Vincent Road, 141 and 145 Gullivers Lane East Maitland subject to the recommended conditions of consent contained in Attachment 4.**

### **Introduction**

The purpose of this report is to seek development consent from Council for DA 2024/731 proposing a seventy-eight (78) Lot Torrens Title Subdivision. This report is provided to council on the basis of seven (7) submissions being received during the most recent public notification process. A detailed assessment in accordance with Section 4.15 of the *Environmental Planning and Assessment Act 1979* is provided within **Attachment 3** of this report.

### **Site Description**

The land on which the development is to be carried out is legally described as Lot 141 DP 1225076, Lot 8 DP 855275, Lot 142 DP 1225076 and Lot 143 DP 1225076 and is commonly referred to as 6 Wilton Drive, 62 Mount Vincent Road, 141 & 145 Gullivers Lane East Maitland. The land has a combined area of 41.158ha and is located on the southern side of Wilton Drive and western side of Mount Vincent Road.

The site is bound by residential properties on the northern boundary, and larger rural allotments to the east, south and west. Flood prone wetlands sit to the west of this land, and the Maitland Waste Management Facility sits approximately 330m to the south-east of this site.

The land contains three keys zones, being R1 General residential, C3 Environmental Management and RU2 Rural Landscape. All resulting residential lots will be located within

Development Application 2024/731 - Proposed Four (4) Into Seventy Eight (78) Lot Torrens Title Staged Residential Subdivision Including Demolition, Earthworks, Clearing and Infrastructure Services at 6 Wilton Drive East Maitland NSW 2323, 62 Mount Vincent Road East Maitland NSW 2323 (Cont.)

the R1 zone, with ancillary components of the development (vegetation planting, earthworks, stormwater detention basin, park land & portions of proposed roads) extending within the C3 and RU2 zones.

The collective site is irregular in shape and is comprised predominately of managed grasslands and relatively dense vegetation in the eastern portions of the site. This vegetation generally comprises Lower Hunter Spotted Gum Ironbark Forest Endangered Ecological Community and is consistent with the surrounding vegetated areas. The site contains an existing electricity easement, and overhead power lines, but no other structures are observed onsite.

A locality plan can be viewed in *Attachment 1* of this report.

## **Proposal**

The proposal involves the subdivision of Four (4) into Seventy-Eight (78) Lot Torrens Title Staged Residential Subdivision including Demolition, Earthworks, Clearing and Infrastructure Services.

The primary subdivision works will involve:

- Four into seventy-eight lot subdivision.
- Seventy-five residential lots ranging from in area of 462m<sup>2</sup> -1584m<sup>2</sup>;
- One split zoned lot containing R1 and remaining C3 land;
- Two x RU2 residue zoned lots;
- One public reserve and stormwater detention basin (these will be excised from existing RU2 allotments for dedication to Council).

The ancillary works associated with the subdivision include:

- Removal of existing low voltage overhead powerlines;
- Removal of approximately 3.55ha of native vegetation to facilitate residential allotments and infrastructure,
- Internal road construction, including two new connections to Wilton Drive;
- Internal pedestrian and shared pathway systems;
- Formalisation of a pedestrian pathway 2.5m wide over the existing road reserve/drainage easement between existing private lots 44/DP 863423 and 45/863423;
- Bulk earthworks, including importing, spreading, benching and/or retaining (maximum 1.5m high and maximum batters 1:4), representing 11 075m<sup>3</sup> of cut and 29 270m<sup>3</sup> fill;
- Stockpiling of fill as required;
- Provision of underground water, sewer, stormwater, electrical and communication servicing throughout;
- Establishment of Asset Protection Zones (APZ's);
- Establishment of revegetation corridor to be maintained under a Vegetation Management Plan (VMP);

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- Establishment of landscaping works (street tree planting, bio-retention basin and vegetation corridor works);
- Creation of necessary easements.

## KEY ISSUES

The subdivision is a complex proposal with a detailed planning assessment report provided in **Attachment 3**. The key issues identified during the assessment process have included biodiversity, bushfire, mine subsidence, Aboriginal archaeology, stormwater disposal, contamination and submissions which are summarized below.

### Biodiversity

A Biodiversity Development Assessment Report (BDAR) for the development applications was prepared by Wildthing Environmental Consultant, with updated information provided by FireBird ecoSultants in October 2025.

The proposal will result in direct impacts to approximately 3.55 ha of native vegetation across three (3) Plant Community Types. The study area has been subject to disturbances from past vegetation clearance, ongoing cattle grazing, historical coal mining activities and weed incursion. Native vegetation in the form of open forest/woodland covers the majority of the higher ground in the eastern portion of the study area. The lower western portion of the subject land has undergone a higher level of disturbance and is largely composed of native derived grassland and introduced pasture with a small number of remnant native trees.

Two (2) Endangered Ecological Communities listed under the BC Act will be impacted and include the following:

- *Lower Hunter Spotted Gum Ironbark Forest in the Sydney Basin and NSW North Coast Bioregions listed as endangered under the BC Act (2.94 ha)*
- *Hunter Lowlands Redgum Forest in the Sydney Basin and NSW North Coast Bioregions listed as endangered under the BC Act (0.44 ha).*

While a strict avoidance strategy of existing vegetation within the R1 portion of the land has not been adopted, mitigation measures for remaining vegetation (notably in the C3 zoned portion of the site) has been proposed. This includes:

- The imposition of an 88B restriction over the avoided C3 zoned land to assure biodiversity values in avoided areas are not lost; and
- A five-year Vegetation Management Plan for the avoided C3 zoned land to assure biodiversity values in avoided areas are not degraded; and
- Installation of artificial hollows within the C3 zoned land to offset loss of hollow-bearing trees.

Subject to the strict imposition of relevant biodiversity conditions, the application is able to be supported.

### Bushfire

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A *Bushfire Assessment Report* (BAR) was prepared by Peak Land Management (July 2024), with Addendum Information being provided by Firebird ecoSultants throughout the assessment of the application. The application was referred to the NSW RFS several times throughout the assessment process; with final General Terms of Approval (GTAs) being issued (dated 10 November 2025).

The GTA's include several conditions and requirements relating to Asset Protection Zones (APZ), Access & Road Requirements, Water and Utility Services Requirements and Landscaping Requirements. These are summarized:

### **Asset Protection Zones**

In this regard, it is noted that the proposal includes a 24m wide APZ over Lot 601 from the southeastern boundary of lots 518 (now absorbed by lot 601), 519, 532 and 307.

This outcome was continually challenged by Council and NSW RFS throughout the assessment process; before a decision was made by the NSW to support the establishment of an APZ via an easement in their final GTA's.

In order to achieve this outcome, a suitably worded instrument is to be created pursuant to section 88B of the Conveyancing Act 1919 to ensure the ongoing management of the APZ as an Inner Protection Area.

The applicant has been requested to provide a *Plan of Management* in support of this outcome (i.e. to demonstrate how the APZ can be maintained); however the applicant has not provided this information. While the assessing officer continues to hold concern for supporting this outcome without a detailed *Plan of Management*, the NSW RFS have issued GTA's for this subdivision on the basis that an 88b restriction is sufficient to meet APZ requirements; therefore the preparation of *Plan of Management* can form a condition of consent.

### **Roads**

All proposed roads are considered capable of complying with NSW RFS GTA's subject to inclusion of appropriate conditions. It is noted that some parking restrictions are required alongside perimeter and non-perimeter bushfire roads, however the parking restrictions are only alongside portions of the roads where residential properties are not adjoining the road.

The NSW GTA's also require a secondary egress road for all subdivisions on bushfire prone land where three or more allotments are proposed. In this case, a secondary road onto Wilton Drive is proposed, but the applicant has proposed to deliver this at a late stage of the subdivision. To ensure complete compliance with the RFS GTA's, a condition of consent will be imposed requiring the secondary access road to be provided at Stage 1. If the applicant does not wish to provide this secondary road at such an early stage, they may consider reducing the Stage 1 yield to three lots at a future date. This would avoid providing the secondary access road so early in the subdivision process. Alternatively, the applicant may submit an alternative solution to the RFS to have this GTA requirement varied. Until this



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occurs, to ensure compliance with the GTA's, the secondary egress road must be provided at Stage 1.

### **Landscaping**

The GTA's contain restrictions for landscaping within the APZ; these conditions will be imposed on the notice of determination and are considered to be consistent with what has been proposed under the subject application.

Notwithstanding the above, conditions are being imposed which will require a detailed landscape plan for the detention basin and park, as well as a detailed VMP and planting scheme for the replanting area. Concern is raised that there is potential for the planting in these locations to alter the assessed bush fire threats and outcomes issued under the GTA's. The applicant has advised verbally that the bushfire assessment was based on 'worse case scenario' in relation to the revegetation impact on the bushfire threat and therefore compliance will be achieved when full revegetation occurs. Conditions have been imposed requiring the detailed landscape plans and planting schedules to demonstrate consistency with the NSW RFS GTA's and supporting bushfire reports; specifically, that the resulting schemes (at maturity) shall not alter the assessed slope, vegetation classification or fuel load.

Subject to the imposition of all recommended conditions, the proposal is satisfactory with regard to bushfire considerations.

### **Mine Subsidence**

The site is affected by mines subsidence. The application was subsequently referred to NSW Subsidence Advisory who have recommended conditions to be included in any development consent. It is noted that remediation work for mine workings is required, including grouting. A remediation report is required to be provided to Subsidence Advisory for acceptance. These GTAs from NSW Subsidence Advisory have also been attached to the recommended conditions of consent.

### **Stormwater Disposal**

Following amendment to plans, the pre- and post-development flows are expected to be consistent with one another.

The application includes the provision of a bioretention basin in the north-west portion of the site. The basin will collect all discharge from the subdivision and upstream existing discharge points that benefit existing lots within Wilton Drive (being collected and redirected as part of this application). The detention basin will then discharge to the existing watercourse to the south within the site.

### **Contamination**

The application has been considered regarding potential contamination in the context of Chapter 4 of SEPP (Resilience and Hazards) and suitability of the site for the intended residential purpose.

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A Detailed Contamination Assessment was provided in support of the application which identified areas of contamination where remediation works will be required in order to ensure the site is suitable for its intended residential purpose.

Following a slight revision to the development footprint (i.e. basin location), the Detailed Contamination Assessment was revisited and re-reviewed by Council staff. Following re-review, it was noted that the testing in this area did not address *Per- and Polyfluoroalkyl Substances* (PFAS) pit testing; however the submitted Detailed Contamination Assessment report concluded that the site *can* be made suitable for residential purposes subject to appropriate remediation and validation.

Based on recommendations in the submitted report, conditions will be imposed requiring the preparation of an appropriate Remediation Action Plan (RAP) prior to the SWC for the first stage, as well as Certification of Validation prior to issue of an SC (for the first stage). A condition has also been imposed for the imposition of a long term environmental management plan in any instance where residual contamination remains after validation.

Subject to compliance with remediation and validation requirements, the development is considered suitable with regard to contamination.

### **Public Submissions**

The application was exhibited on two separate occasions between 13<sup>th</sup> September 2024 and 10<sup>th</sup> October 2024, and again between 23<sup>rd</sup> September 2025 and 31<sup>st</sup> October 2025. The second exhibition was the result of revised plans being provided by the applicant. A total of seven (7) submissions were received from the most recent public notification period. Seven submissions were also received from the first public notification period.

A copy of the submissions is contained within **Attachment 5** of the report.

The matters raised in the submissions are summarised as follows:

- Visual Amenity
- Stormwater management
- Traffic
- Flora and fauna impacts

Council's detailed consideration of the submissions are provided in the assessment report under **Attachment 3**.

### **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.

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## **STATUTORY IMPLICATIONS**

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

## **CONCLUSION**

This application has been assessed against the relevant heads of consideration in Section 4.15(1) of the Environmental Planning and Assessment Act 1979 (NSW). The proposal is considered acceptable, and approval subject to the conditions contained in **Attachment 4** is recommended.

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## **City Planning**

# **Development Application 2024/731 – Proposed Four (4) Into Seventy Eight (78) Lot Torrens Title Staged Residential Subdivision Including Demolition, Earthworks, Clearing And Infrastructure Services at 6 Wilton Drive East Maitland NSW 2323, 62 Mount Vincent Road East Maitland NSW 2323**

## **Locality Plan**

**Meeting Date: 27 January 2026**

**Attachment No: 1**

**Number of Pages: 1**



Development Application 2024/731 - Proposed Four (4) Into Seventy Eight (78) Lot Torrens Title Staged Residential Subdivision Including Demolition, Earthworks, Clearing and Infrastructure Services at 6 Wilton Drive East Maitland NSW 2323, 62 Mount Vincent Road East Maitland NSW 2323 (Cont.)



## **City Planning**

# **Development Application 2024/731 – Proposed Four (4) Into Seventy Eight (78) Lot Torrens Title Staged Residential Subdivision Including Demolition, Earthworks, Clearing and Infrastructure Services at 6 Wilton Drive East Maitland Nsw 2323, 62 Mount Vincent Road East Maitland Nsw 2323**

## **Development Plans**

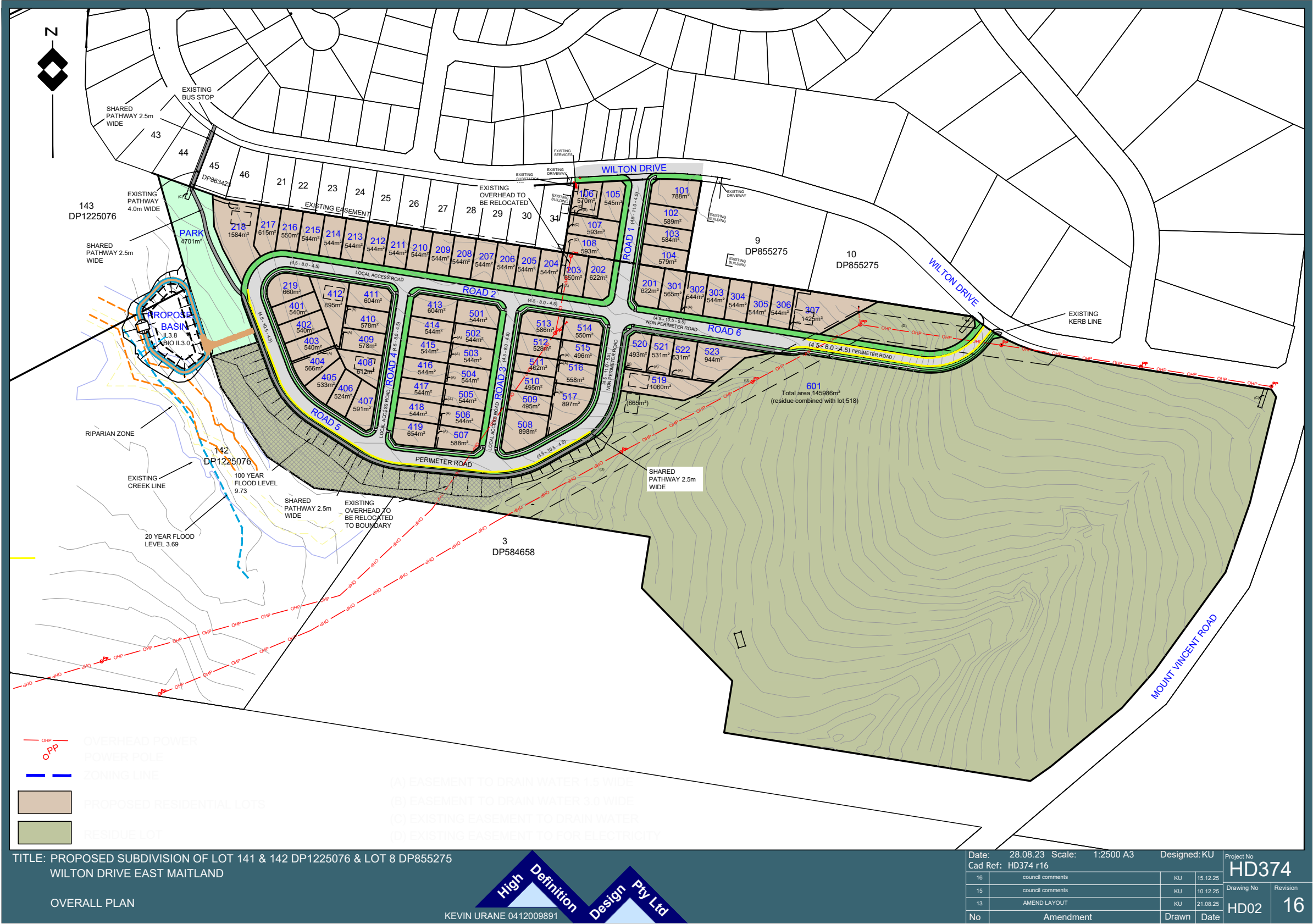
**Meeting Date: 27 January 2026**

**Attachment No: 2**

**Number of Pages: 4**



Development Application 2024/731 - Proposed Four (4) Into Seventy Eight (78) Lot Torrens Title Staged Residential Subdivision Including Demolition, Earthworks, Clearing and Infrastructure Services at 6 Wilton Drive East Maitland NSW 2323, 62 Mount Vincent Road East Maitland NSW 2323 (Cont.)



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## **11 CITY SERVICES**

### **11.1 Hunter Motorcycle Update**

|                             |                                                              |
|-----------------------------|--------------------------------------------------------------|
| <b>FILE NO:</b>             | <b>35/7/8</b>                                                |
| <b>ATTACHMENTS:</b>         | <b>1.Hunter Motorcycle Community Forum Engagement Report</b> |
| <b>RESPONSIBLE OFFICER:</b> | <b>Director City Services</b>                                |
| <b>AUTHOR:</b>              | <b>Director City Services</b>                                |
| <b>MAITLAND'S FUTURE</b>    | <b>1 Liveable Maitland</b>                                   |
| <b>COUNCIL OBJECTIVE:</b>   | <b>1.3.1 Community connections</b>                           |

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#### **EXECUTIVE SUMMARY**

Motorcycling is an important recreational and sport activity for many Maitland residents and the wider Hunter community. However, local riders currently face a lack of safe, designated facilities, resulting in ongoing safety concerns and the illegal use of bushland and open space. These issues have been raised by the community and in local media and were further highlighted through Council's recent Motorcycle Community Forum.

On Friday, 26 September 2025, Maitland City Council, under delegation to Councillor Warrick Penfold, hosted a Motorcycle Community Forum attended by around 150 people. The event brought together riders, clubs and stakeholders to share feedback on the future of motorcycling in Maitland. Key themes included support for a multi-use motorcycling hub, the possible use of land in the western precinct, and stronger partnerships with clubs and associations.

This work will inform Council's Advocacy Strategy and future recreation planning. Following the forum, a working party has since been formed to continue the conversation, and representatives have undertaken a site visit to Cowra to meet promoters and review a successful model that could guide future planning in Maitland.

#### **OFFICER'S RECOMMENDATION**

##### **THAT**

- 1. Note the outcomes of the Motorcycle Community Forum.**
- 2. Note the establishment of the Hunter Motorcycle Working Party.**
- 3. Council explore and install motorcycle parking locations citywide with a view to act this financial year.**

4. **Further to current approach to Member for Maitland regarding former Truegain site, Council explore suitable site/s to expand motorcycling training/riding/racing in Maitland.**
5. **Endorse the ongoing work to investigate opportunities for dedicated expanded motorcycling opportunities on existing or new sites in Maitland or the surrounding region.**

## REPORT

### Background

Motorcycling plays a significant role in Maitland's recreation and community identity. The local Maitland District Motorcycle Club has over 500 members aged between four and over 50 years, who currently rely on limited, shared or regional facilities to pursue the sport safely.

In the absence of local infrastructure, unsafe and illegal riding practices have increased, including the use of bushland and open space areas not designed for motorcycling. This creates safety risks for riders and the wider community, causes environmental damage, and impacts amenities. Recent media coverage has reinforced community concern about the lack of safe, designated spaces for riders.

As Maitland continues to experience rapid population growth, the demand for well-planned, multi-use recreation facilities will increase. Addressing motorcycling safety and recreation needs now presents an opportunity to plan proactively, support community wellbeing, and reduce ongoing compliance issues.

### Engagement

The Motorcycle Community Forum was initiated following a request from a local Councillor to better understand the experiences and priorities of local riders.

- **Date and location:** Friday 26 September 2025, hosted by Maitland City Council in collaboration with Councillor Warrick Penfold.
- **Attendance:** Approximately 150 participants.
- **Engagement:** Pop-up boards and online Mentimeter tools captured 66 live contributions and 70 post-event contributors, totaling 495 pieces of feedback.

### Key Findings

- **A shared vision for a multi-use motorcycling hub**  
Participants strongly supported the idea of a multi-faceted facility that caters to various riding styles, racing codes, and community events.
- **Leveraging reclaimed land**  
Reclaimed mining land in Maitland's eastern precinct was repeatedly suggested as a potential site for a motorcycling hub.



## Hunter Motorcycle Update (Cont.)

- **Collaboration with clubs and associations**  
Participants encouraged Council to partner with local and State motorcycling associations, such as but not limited to, the Newcastle Speedway Supporters Club, to ensure local expertise guides future planning.
- **Balancing community priorities**  
While many supported improved facilities, others emphasised the need to balance this with broader recreation and community needs.
- **Building on existing regional strengths**  
There was recognition of existing sites at Raymond Terrace and Kurri Kurri, and interest in how Maitland could complement and connect with these.

**Other Points**

- **Partnership and Advocacy Strategy:** The development of a motorcycling facility is listed as a partnership priority, enabling Council to seek external funding and partnerships.
- **Motorcycle working party:** A working party has been established to guide next steps, with the first meeting held on 20 November 2025. Next meeting is set for 29 January 2026.
- **Site visit to Cowra District Motorcycle Club:** Working party members visited Cowra to meet promoters and operators of a successful facility, to understand design, management and partnership models.
- **Meeting with Rohan Tungate:** Meeting held with local Hunter Rider and International Speedway Competitor Rohan Tungate: Rohan spoke of regular 15,000+ crowds in Poland, England and elsewhere in the EU. He spoke of heavy involvement of local councils in the facility and multiple races per week.
- **Safety and education:** Work will continue with local clubs and agencies to promote responsible riding and reduce illegal use of bushland.

**CONCLUSION**

The Motorcycle Community Forum has strengthened Council's understanding of local motorcycling needs and confirmed community appetite for a safe, designated facility. The issue intersects with population growth, recreation planning, safety, and environmental management. Incorporating this initiative into the Advocacy Strategy will position Council to explore funding, partnerships and site options that meet both motorcycling and broader community needs.

**FINANCIAL IMPLICATIONS**

This matter has no direct financial impact upon Council's adopted budget or forward estimates. Future development would require external funding and possible capital investment.

Hunter Motorcycle Update (Cont.)

**POLICY IMPLICATIONS**

Aligns with the Partnerships and Advocacy Strategy and Community Strategic Plan objectives for safety, wellbeing and sustainable growth.

**STATUTORY IMPLICATIONS**

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

## **City Services**

### **Hunter Motorcycle Update**

# **Hunter Motorcycle Community Forum Engagement Report**

**Meeting Date: 27 January 2026**

**Attachment No: 1**

**Number of Pages: 7**

## Engagement Report: Hunter Motorcycling Forum

### Project background

The Motorcycle Community Forum was initiated following a request from a local Councillor to better understand the experiences and priorities of local motorcycling enthusiasts. The purpose of the forum was to provide an opportunity for riders and stakeholders to share feedback on motorcycling infrastructure, and perceptions of support from Council and other levels of government.

The Forum was held on Friday, 26 September 2025, hosted by Maitland City Council in collaboration with Councillor Warrick Penfold. Approximately 150 attended the Forum.

### Methodology

The engagement included a facilitated forum attended by members of the local motorcycling community, along with an accompanying Mentimeter, with a total of 561 contributions. Menti questions invited participants to reflect on their experiences as riders and share ideas such as:

- **Who could help make a local motorcycling facility possible?**
- **Where could be a good location for a motorcycling facility?**
- **What is currently missing for motorcyclists in the Lower Hunter?**
- **How often do you ride?**
- **One message for Council or government about motorcycling facilities.**
- **Whether participants feel motorcyclists are “forgotten” by councils or governments.**
- **One word to describe the feeling of riding.**
- **How supportive they believe the broader community would be of a dedicated riding park.**

These questions were designed to encourage open discussion and highlight the views of passionate riders. As such, the feedback reflects the perspectives of individuals already engaged with or interested in motorcycling, rather than the general community.



## Hunter Motorcycle Update (Cont.)

Qualitative feedback also collected during the Forum was analysed and coded by the engagement team, with themes identified and reported in this summary. The code frame used to guide thematic analysis is included in the appendix of this report.

Sentiment from engagement with Social Media posts was also analysed, using a mixed approach of AI and manual theming.

**Engagement methods**

| METHODS                          | STAKEHOLDERS             | ENGAGEMENT LEVEL | TIMING            | REACH AND RESULTS  |
|----------------------------------|--------------------------|------------------|-------------------|--------------------|
| <b>Offline</b>                   |                          |                  |                   |                    |
| Engagement pop-up boards         | Motorcycling enthusiasts | Consult          | 26 September 2025 | Contributions: 66  |
|                                  | Wider community          |                  |                   |                    |
| Online mentimeter (during event) | Motorcycling enthusiasts | Consult          | 26 September 2025 | Contributors: 70   |
|                                  | Wider community          |                  |                   | Contributions: 495 |

\*Contributors refers to individual persons, while contributions refer to how many responses across all questions were gathered.

**Communication methods**

| METHODS             | STAKEHOLDERS    | ENGAGEMENT LEVEL | TIMING                               | REACH AND RESULTS                                                                                         |
|---------------------|-----------------|------------------|--------------------------------------|-----------------------------------------------------------------------------------------------------------|
| <b>Social media</b> |                 |                  |                                      |                                                                                                           |
| Corporate Facebook  | Wider community | Inform           | • 18 September 2025 – 1 October 2025 | 3 social posts on Maitland City Council Facebook page<br>Total impressions: 17,646<br>Total reach: 16,518 |

## Hunter Motorcycle Update (Cont.)

|                        |                 |        |  |                          |
|------------------------|-----------------|--------|--|--------------------------|
|                        |                 |        |  | Total engagements: 1,387 |
| Facebook Event listing | Wider Community | Inform |  | Event responses: 307     |

### Key findings and takeaways

- 1. A shared vision for a multi-use motorcycling hub**  
Importance was placed on developing a multi-faceted venue that caters to a variety of motorcycling styles, racing codes and community activities.
- 2. Leveraging reclaimed land**  
Utilising reclaimed mining land and spaces in the Western precinct of MCC were strongly suggested as potential sites for a suitable motorcycling complex.
- 3. Collaborating with motorcycling associations and clubs**  
The community suggested a range of motorcycling associations and groups that they would want council to partner with and consult in the creation of a motorcycling space. Most were Hunter specific like the Newcastle Speedway Supporters Club, but some State and National associations were also mentioned.
- 4. Balancing community priorities**  
While many celebrated the idea of improved motorsport facilities, others encouraged council to ensure broader community needs are also considered. There were some concerns that issues that effect more of the community needed to be prioritised.
- 5. Building on existing strengths in the Hunter**  
Based off verbatim and conversations with the community, there is some interest in council supporting the existing sites around the Hunter region, particularly in Raymond Terrace and Kurri Kurri.

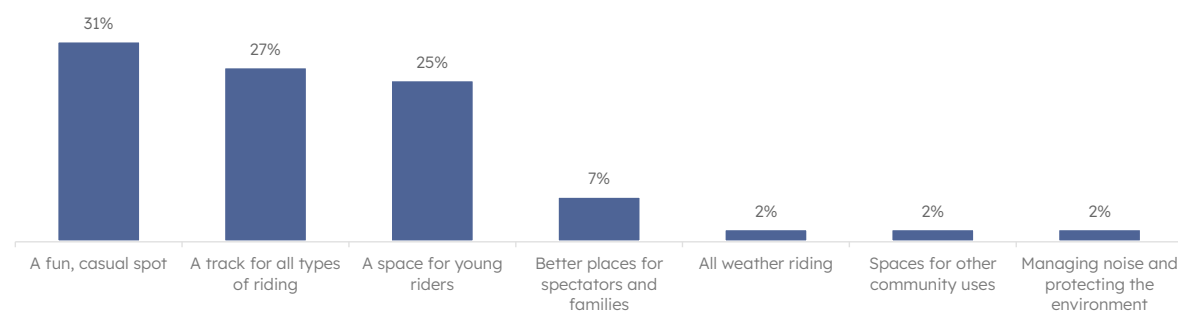
### Engagement activity results

#### Motorcycling facility provision in the Hunter Valley

#### Dotmocracy board

## Hunter Motorcycle Update (Cont.)

Event attendees were asked to think about what's missing for motorcyclists in the Lower Hunter and place 3 stickers on their top 3 responses. A fun and casual spot was the top responses indicating the community want for mixed use spaces where riding for club days, along with learning and relaxed riding is supported.

**Stakeholder support****Comment wall**

Event attendees were asked to identify local groups, businesses and organisations who could be suitable partners for advocating for and supporting development of a motorcycling facility in the Hunter. Responses were diverse, with few suggestions repeated, but they could be grouped into the following themes:

## Hunter Motorcycle Update (Cont.)

| Motorcycling Clubs & Associations                                        | Government & Council Bodies                                            | Businesses & Industry Stakeholders                 |
|--------------------------------------------------------------------------|------------------------------------------------------------------------|----------------------------------------------------|
| Local motorcycling clubs                                                 | Maitland City Council                                                  | Local motorcycle shops                             |
| Tamworth Motorcycle Club                                                 | Local Governments                                                      | Bike manufacturers                                 |
| Newcastle Speedway Supporters Club                                       | Transport for NSW (re: Make Roads More Motorcycle Friendly guidelines) | Motorcycle suppliers and racing related business   |
| Newcastle Street Stocker Club                                            |                                                                        | Motor vehicle insurance companies (safety partner) |
| Post Classic Racing Association of NSW                                   |                                                                        |                                                    |
| Motorcycling NSW (MNSW)                                                  |                                                                        |                                                    |
| Motorcycling Australia (MA) / Royal Commission of Motorcycling Australia |                                                                        |                                                    |
| Australian Motorcycling Clubs Association (AMCA)                         |                                                                        |                                                    |

**Motorcycling locations****Mentimeter**

Event attendees were asked to indicate where a suitable location for a motorcycling facility could be. Most respondents favoured the use of reclaimed or disused mining land across the Hunter region, including former sites such as Bloomfield, AUSTAR and Glencore, noting these areas are already cleared and often well suited to motorsport use. Others recommended enhancing or building upon existing facilities, such as Ranch MX and the Maitland Motorcycle Club precinct. The Hunter Economic Zone at Kurri Kurri was also mentioned by several attendees, while smaller numbers identified the Maitland Showgrounds and areas around Cessnock as potential options.

**Additional commentary****Mentimeter & Comment Wall**

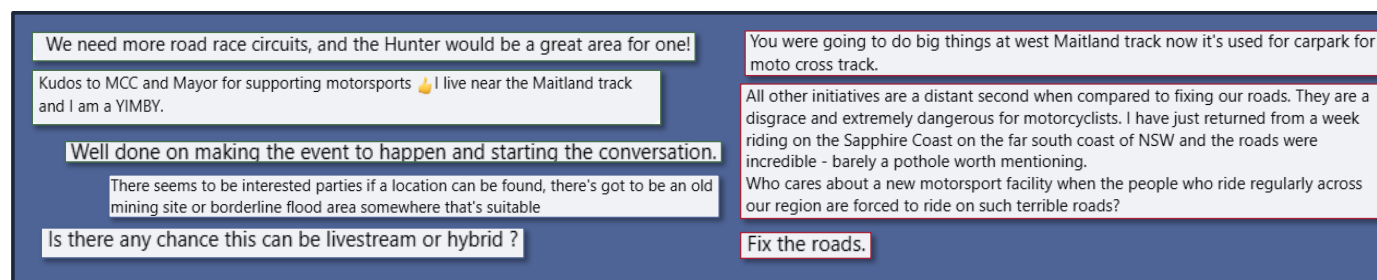
Event attendees proved a variety of additional suggestions regarding motorcycling within the Hunter region. Responses emphasised the need for actionable steps, including identifying and providing suitable land, particularly the reclaimed mining areas or existing sites mentioned earlier.

## Hunter Motorcycle Update (Cont.)

Accessibility for all users and opportunities for youth development and rider training were also noted, with a focus on safety and skill development. Several responses also referenced the importance of supporting current and future competitive riders through providing high-quality facilities.

### Social media sentiment

Social media commentary reflected a range of perspectives. There were concerns raised that broader community priorities may require attention, indicating the need to balance support for motorcycling with other local needs. Others provided practical suggestions for facilities and services and requested options such as streaming the event for those unable to attend in person. Several respondents welcomed council's engagement on the issue and expressed excitement about the Hunter region potentially becoming a hub for motorsports, highlighting a recognised gap in local facilities.



### Considerations and next steps

The forum and survey provided valuable insight into the experiences and aspirations of an active stakeholder group. To inform future decision-making, Council may consider broadening consultation to include the wider community, neighbouring residents, and other user groups. This would help gauge overall community support, identify potential concerns, and ensure any planning for facilities balances diverse needs and perspectives.

## Hunter Motorcycle Update (Cont.)

Future engagement activities could also explore question design approaches that capture both stakeholder passion and balanced community sentiment, supporting evidence-based and inclusive outcomes.

**Appendix:**

Survey raw data: [Hunter Motorcycling Forum - Token reporting .xlsx](#)

Mentimeter Report: [Hunter Motorcycling Forum - Mentimeter - Friday 26 September](#)

## 11.2 Local Transport Forum Meeting Minutes (December 2025)

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

---

### EXECUTIVE SUMMARY

*The minutes of Maitland City Council's Local Transport Forum Meeting held on Thursday, 4 December 2025 are attached. At this meeting, the following items were considered:*

- *Proposed changes to traffic management – line marking, signage and two raised thresholds on Gipps Street, South Maitland*
- *Proposed changes to traffic management – partial one-way traffic flow of Gregory Road, Lochinvar between St Patrick's Primary School and Robert Road*
- *Ashtonfield Public School safety upgrade works – line marking, signage and two wombat crossings*
- *Proposed changes to traffic management for a raised threshold at the intersection of McKeachie Drive and Oakhampton Road, Aberglasslyn (Design only)*
- *Proposed changes to traffic management for a roundabout at the Intersection of Dragonfly Drive and Grasshawk Drive, Chisholm (Design only).*

### OFFICER'S RECOMMENDATION

#### THAT

1. **The Local Transport Forum meeting minutes for the meeting held on 4 December 2025 be noted; and**
2. **Council approve the proposed changes to traffic management on Gregory Road, Lochinvar, as per Local Transport Forum Item 5.2, temporarily changing Gregory Road between St Patrick's Primary School and Robert Road into a one lane road.**

**REPORT**

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

Item 5.1 - Proposed Changes to Traffic Management – Maitland Netball Association – Gipps Street, South Maitland. This report is an optional referral to LTF and Council, detailing the proposed installation of signage, line marking and raised thresholds for the 10km/h Shared Zone and Kiss & Ride area. This also includes changes to on street parking on the south bound lane of Gipps Street.

Item 5.2 - Proposed changed Traffic Management – Partial One-Way Traffic Flow Conversion of Gregory Road, Lochinvar. This report is a mandatory referral to LTF and Council as it restricts the travel of a vehicle for greater than 6 months. This report details temporarily changing Gregory Road between St Patrick's Primary School and Robert Road into a one lane road. This will provide a unformed pedestrian path over the narrow culvert until future road and culvert widening works are undertaken. Works are planned to commence once endorsed by Council (late January / early February).

Item 5.3 - Ashtonfield Public School Safety Upgrade Works – Line Marking and Signage. This report is an optional referral to LTF and Council, detailing the proposed regulatory signage and line marking required for the construction of two raised wombat crossings.

Item 5.4 - Proposed Changes to Traffic Management at McKeachie Drive and Oakhampton Road, Aberglasslyn intersection. This report is an optional referral to LTF and Council, detailing the proposed regulatory signage and line marking required for the design of a raised threshold intersection.

Item 5.5 - Proposed Changed Traffic Management Condition at the Intersection of Dragonfly Drive and Grasshawk Drive, Chisholm. This report is an optional referral to LTF and Council, detailing the proposed regulatory signage and line marking required for the design of a roundabout.

General business items raised during the LTF meeting are to be noted, however no determinations are required by Council.

**CONCLUSION**

Council approval is required to implement item 5.2 of the attached LTF minutes. Council note optional referral items 5.1, 5.3, 5.4 and 5.5 attached within the minutes of the LTF meeting held on 4 December 2025.

General business items raised during the LTF meeting are to be noted, however no determinations are required by Council.

**CONSULTATION**

The LTF agenda is issued prior to the meeting to allow LTF members to undertake any internal or external consultation as required before the meeting date. Items, including both



Local Transport Forum Meeting Minutes (December 2025) (Cont.)

agenda items and general business, are discussed with all present LTF members prior to concluding recommendations and issuing of minutes.

For project specific consultation, any consultation with stakeholders is documented in each individual LTF report.

## RISK IMPLICATIONS

| Risk                                                                                                                                                               | Risk Rating | Proposed Treatment                                                                                   | Proposed Risk Rating | Resourcing                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|------------------------------------------------------------------------------------------------------|----------------------|----------------------------|
| There is a financial risk of the proposed works increasing Councils asset 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                  | Within existing resources. |
| There is a risk associated with regulatory device installation that may lead to reputational harm if not authorised                                                | Med         | Adopt the recommendation                                                                             | Low                  | Within existing resources. |
| There is a risk associated with lack of authorisation for regulatory device installation that may lead to road safety risks for motorists and pedestrians.         | High        | Adopt the recommendation                                                                             | Med                  | Within existing resources. |
| There is a risk associated with lack of authorisation for regulatory device installation that may lead to non-compliance with NSW Road Rules and other legislation | High        | Adopt the recommendation                                                                             | Med                  | Within existing resources. |
| There is a risk that unapproved regulatory device installation may lead to inability to enforce compliance.                                                        | High        | Adopt the recommendation                                                                             | Low                  | Within existing resources. |

**FINANCIAL IMPLICATIONS**

| Item                                                     | Value (Excl. Gst) | Comments                                                                           |
|----------------------------------------------------------|-------------------|------------------------------------------------------------------------------------|
| Expenditure                                              |                   |                                                                                    |
| <i>Gipps St shared zone</i>                              | \$95,000          | Signs, lines & two thresholds                                                      |
| <i>Gregory Road one way</i>                              | \$15,000          | Signs, lines and traffic barrier                                                   |
| <i>Ashtonfield PS crossings</i>                          | \$150,000         | Signs, line marking & two wombat crossing only – Road Safety Program Grant Funding |
| <i>McKeechies Drive &amp; Oakhampton Rd intersection</i> | \$20,000          | Design only.                                                                       |
| <i>Dragonfly Drive &amp; Grasshawk Drive roundabout</i>  | \$20,000          | Design only.                                                                       |
|                                                          |                   |                                                                                    |
| Total Expenditure                                        | \$300,000         |                                                                                    |
| Source of Funding                                        |                   |                                                                                    |
| Rate Revenue                                             | \$55,000          | Operational budget (OPEX)                                                          |
| Grants                                                   | \$150,000         | Road Safety Program Grant (Signs, line marking & two wombat crossing only)         |
| Contributions                                            | \$95,000          | Developer Contributions                                                            |
| Other (please outline)                                   |                   |                                                                                    |
| Total Source of Funding                                  | \$300,000         |                                                                                    |
| Net Result                                               | \$0               |                                                                                    |

**POLICY IMPLICATIONS**

This report relates to and is consistent with Council's adopted policies including:

- Asset Management Policy and associated Asset Management Strategy and Asset Management Plans
- Procurement Policy
- Risk Management Policy
- Records Management Policy.

## **STATUTORY IMPLICATIONS**

The process associated with Local Transport Forum and approval for works is in line with relevant provisions:

- Section 115 of the NSW Roads Act 1993
- NSW Roads Regulations 2018
- NSW Local Government Act
- NSW Road Rules 2014
- WHS Act 2011.

## **12 CUSTOMER AND DIGITAL SERVICES**

Nil

## **13 PEOPLE AND PERFORMANCE**

Nil

## 14 FINANCE

### 14.1 Statement of Investments – November and December 2025

|                      |                                                                                              |
|----------------------|----------------------------------------------------------------------------------------------|
| FILE NO:             | 82/2                                                                                         |
| ATTACHMENTS:         | 1. Council's Holdings as at 30 November 2025<br>2. Council's Holdings as at 31 December 2025 |
| RESPONSIBLE OFFICER: | Executive Manager Finance<br>Manager Financial Reporting                                     |
| AUTHOR:              | Financial Accountant                                                                         |
| MAITLAND'S FUTURE    | 4 Achieving together                                                                         |
| COUNCIL OBJECTIVE:   | 4.1.3 Transparent decision making                                                            |

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#### EXECUTIVE SUMMARY

*Clause 212 of the Local Government (General) Regulation 2021 required Council to report on its investments. This report presents reports for both November and December 2025 for the first scheduled Council meeting January 2026.*

*As at the end of November 2025, Council had investments totaling \$244,300,549 under management.*

*Council's investment portfolio recorded a marked-to-market return of 4.31% per annum versus the bank bill index benchmark return of 3.66% per annum. The actual investment return for the month of November was \$827,238, an unfavourable variance of \$27,271 when compared to the monthly budget forecasts of \$854,509.*

*As at the end of December 2025 Council had investments totaling \$240,308,141 under management.*

*Council's investment portfolio recorded a marked-to-market return of 4.27% per annum versus the bank bill index benchmark return of 3.71% per annum. The actual investment return for the month of December was \$892,392, a favourable variance of \$37,883 when compared to the monthly budget forecasts of \$854,509.*

*The year-to-date budget forecast for investment returns is \$5,127,054. The actual investment returns for the year-to-date are \$5,556,970, amounting to a favourable variance of \$429,916 which can be attributed to the additional funds available for investment and interest rate environment with actual returns of 4.89% per annum year to date compared to the budgeted return of 4.48% per annum.*

*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**

Due to the Council meeting being held early December 2025, reporting of the Statement of Investments for the months of November and December 2025 has been consolidated into one report. Monthly report of the Statement of Investment will resume from the meeting of 17 February 2026.

**STATEMENT OF INVESTMENTS AS AT 30 NOVEMBER 2025**

For the month of November 2025, Council has total cash on call and investments of \$244,300,549 comprising:

|                    |               |
|--------------------|---------------|
| ▪ On call accounts | \$6,175,549   |
| ▪ Investments      | \$238,125,000 |

This is compared to the month of October 2025 where Council had \$230,594,125 under management. The increase in Council's investment holdings is due to the increased in availability of funds around the second rates quarterly installment due date.

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.

In November, Council's investment portfolio recorded a marked-to-market return of 4.31% per annum versus the bank bill index benchmark return of 3.66% per annum. Over the past 12 months, the investment portfolio has returned a marked-to-market return of 4.97%, versus the bank bill index benchmark's 4.04%.

Without marked-to-market influences, Council's investment portfolio yielded 4.51% per annum for the month. This is based on the actual interest income being earned on existing investments and excludes the underlying changes to the market value of the bonds in the portfolio.

During the month, Council had maturities of \$7.5 million across four term deposits with original terms of 9 and 12 (x3) months which were yielding an average of 5.05% per annum. A \$2.3 million Westpac Senior Bond yielding 4.90% also matured during the month.

Council invested \$17 million across seven new deposits with maturities ranging between 6 to 13 months at an average rate of 4.38% per annum. For its long term portfolio, Council invested:

## Statement of Investments - November and December 2025 (Cont.)

- \$3 million in a 3 year senior ranked floating rate note from Great Southern Bank paying quarterly interest of 3 month Bank Bill Swap Rate +0.93% per annum, currently 4.57% per annum.
- \$3.5m in a 3 year senior ranked floating rate note from Bank Australia paying quarterly interest of 3 month Bank Bill Swap +1.03% per annum, currently 4.70% per annum.

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

## Global issues – Commentary provided by Prudential Investment Services:

- In the United States, the government reopened after its longest shut down in history, 43 days. Stored up economic data released after the reopening included a solid jobs growth reading of +119 thousand for the month, but a downward adjustment to the two previous months. Despite the unexpectedly high monthly figure, jobs growth has been largely stagnant since April.
- Also raising economic concerns in the United States was the release of the weakest consumer confidence surveys since April. Consumers' spending plans showed lower intentions to purchase cars, appliances and electronics. Travel plans also softened, with both domestic and international trip intentions falling, mirroring reduced plans for hotel stays and airfare.
- In Europe, latest Eurozone inflation stood at 2.1%, slightly above the European Central Bank's 2% target, reinforcing the bank's view that price pressures are largely under control following the surge to double-digit highs caused by post-pandemic supply shocks and the energy crisis triggered by Russia's invasion of Ukraine.
- In China, latest economic data remained soft with growth in industrial production slowing to 4.9% year over year, retail sales down to 2.9% year over year and investment remaining negative with property investment down 14.7%. Home prices continued to fall and credit growth also slowed further to 8.5% year over year from 8.7% year over year.
- Global share markets ended the month mixed. Anticipation of a December rate cut by the United States Federal Reserve, following the poor consumer confidence figures, helped to offset the growing concern of an overvalued tech sector thereby boosting US shares. European and Japanese markets also ended higher. Australian shares slipped 2.5% as inflation pressures startled the market.

## Domestic issues – Commentary provided by Prudential Investment Services:

- The introduction of the new full coverage monthly Consumer Price Index kicked off with a surprise lift in inflation to 3.8% year over year up from 3.6% year over year last month. The rise was broad based with goods inflation well up from its lows, services inflation remaining elevated and there are now more Consumer Price Index items with inflation above 3% year over year than items below 2% year over year.
- Services inflation reached 3.9%, up from 3.5 per cent in September, with Rents (+4.2 per cent), Medical and hospital services (+5.1 per cent) and Domestic holiday travel and accommodation (7.1 per cent) the key contributors.
- Australian business investment surged a much stronger than expected 6.4% quarter over quarter in the September quarter, driven by increased investment in data

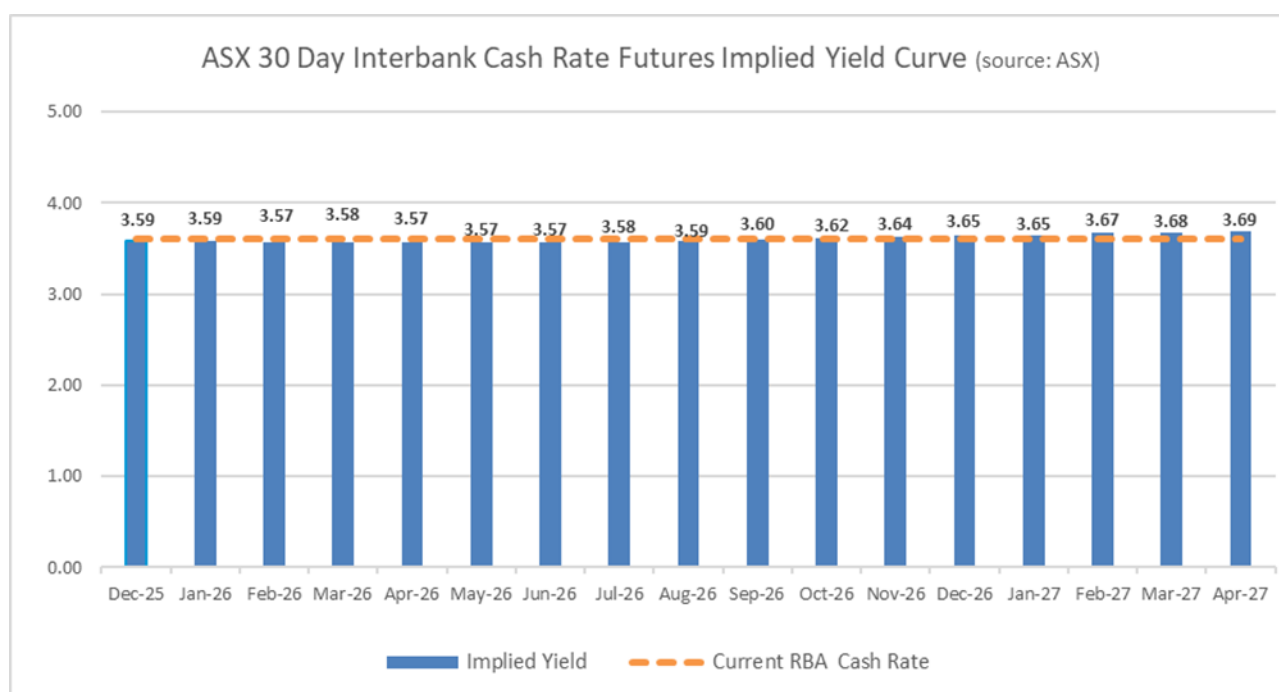
## Statement of Investments - November and December 2025 (Cont.)

centres. This is expected to provide a boost to September quarter Gross Domestic Product growth.

- Looking forward, in a positive sign for future productivity growth, business capital spending plans for 2025-26 are now up 7.1% year over year on plans made a year ago for 2024-25, pointing to solid investment growth this financial year.

## Interest rates

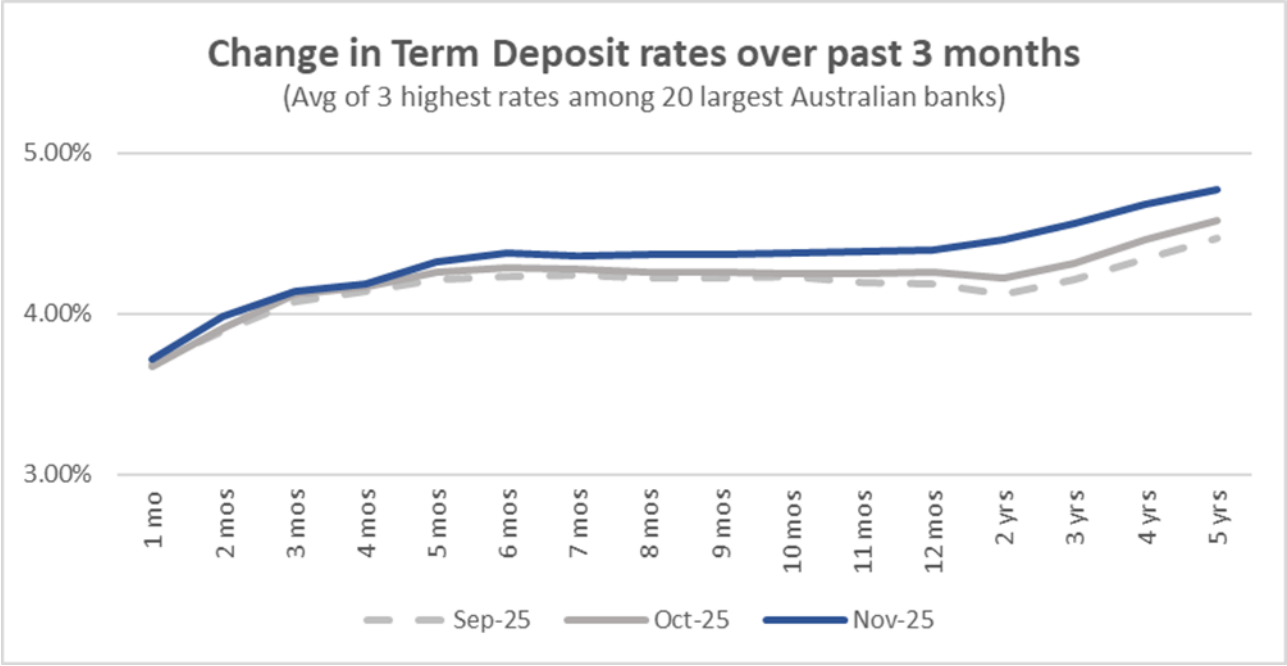
- The RBA kept rates on hold at its November meeting. The Board members noted that the central projection was for the economy to remain broadly in balance, and hence consistent with the Board's objectives over coming years. Overall, a mild easing bias was conveyed, but with no clear rush to cut rates.
- The RBA's comments, combined with the subsequent release of higher than expected inflation data, triggered the market to take out the previously expected mid-2026 rate cut, signalling this may be the bottom of the current interest rate cycle:



- In step with the market re-pricing its interest rate outlook, term deposit rates ended the month higher across the curve. Six to 12 month rates increased by an average of 10 basis points, to be in the mid-to high 4.30s. Long dated rates, 2-5 years, gained an average of 20 basis points, now ranging from the mid 4.40s to the upper 4.70s, with some banks close to 5% for 5 years:



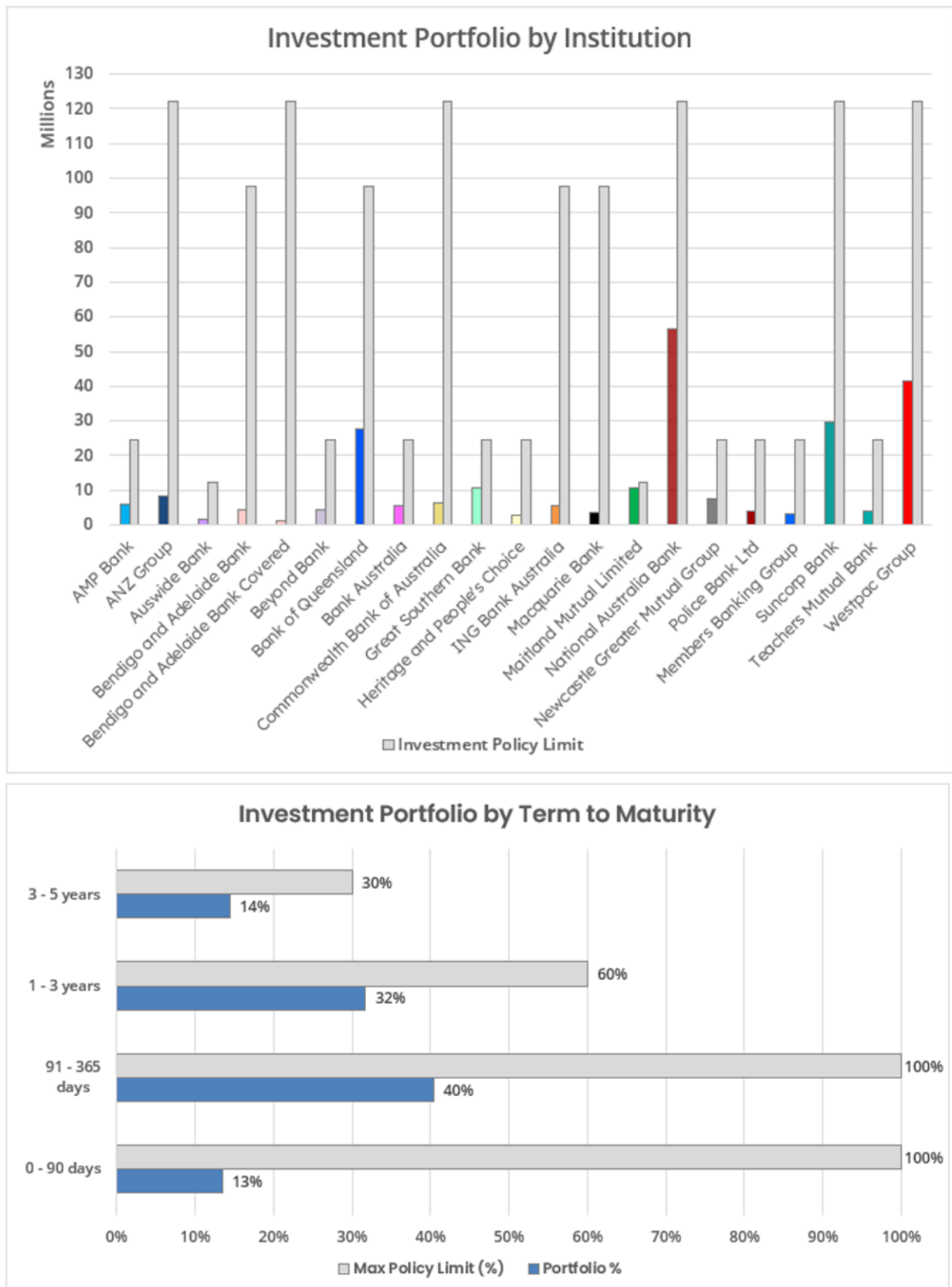
Statement of Investments - November and December 2025 (Cont.)



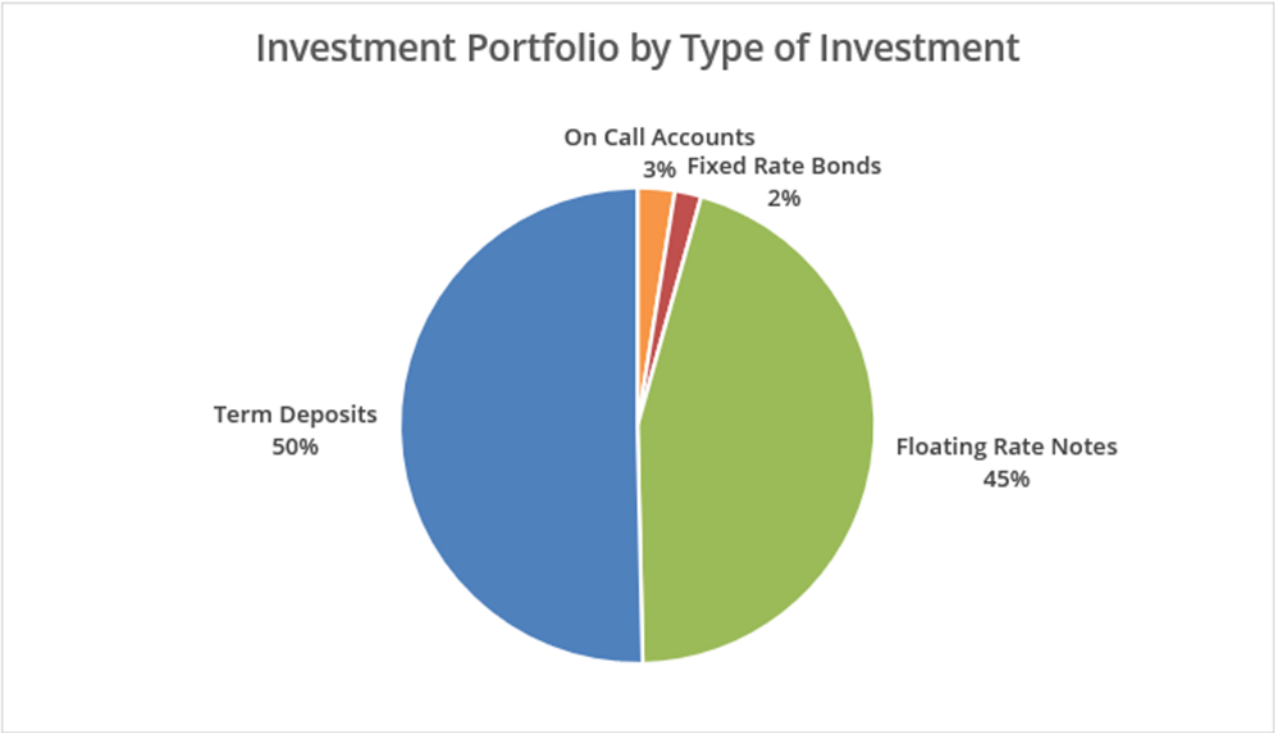
All market commentary is provided by Prudential Investment Services who advise on the management of Council’s investment portfolio.

## Statement of Investments - November and December 2025 (Cont.)

## PORTFOLIO ANALYSIS



Statement of Investments - November and December 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 |
|-------------------------------------------------|---|-------------------------------------------------------------------------------------------|

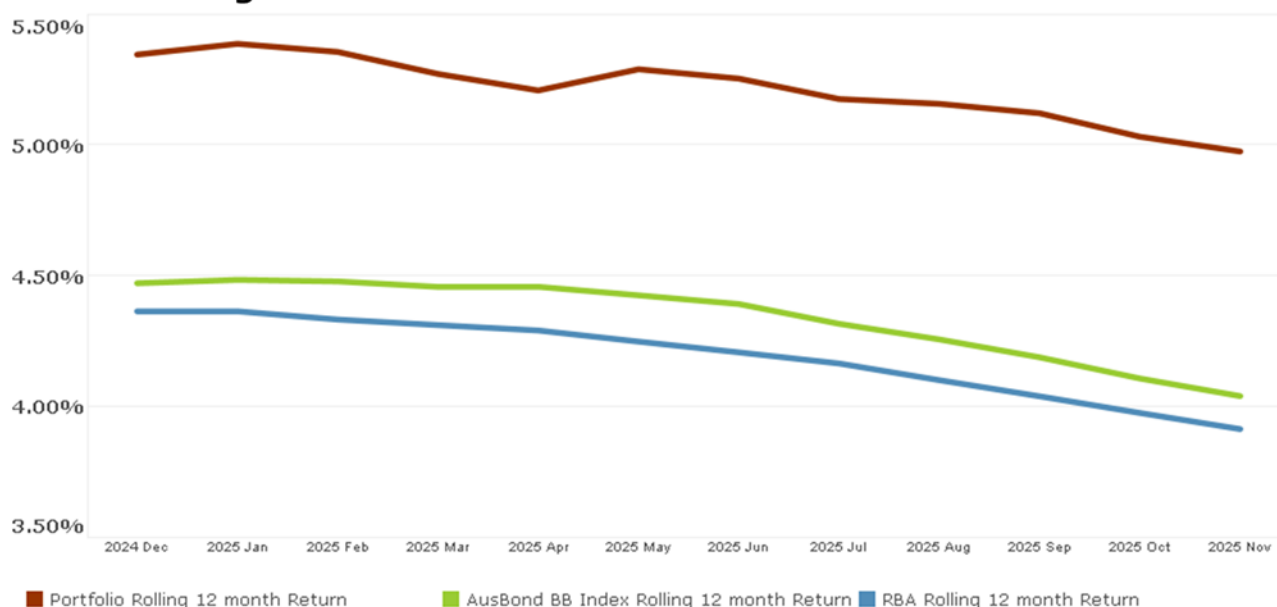
## Statement of Investments - November and December 2025 (Cont.)

## 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   | 4.31%                       | 3.66%                                               | 3.60%         |
| 3 months  | 4.53%                       | 3.61%                                               | 3.60%         |
| 6 months  | 4.72%                       | 3.70%                                               | 3.68%         |
| FYTD      | 4.75%                       | 3.65%                                               | 3.65%         |
| 12 months | 4.97%                       | 4.04%                                               | 3.91%         |

**Rolling 12 month: Investment Performance vs Benchmark****STATEMENT OF INVESTMENTS AS AT 31 DECEMBER 2025**

For the month of December 2025, Council has total cash on call and investments of \$240,308,141 comprising:

- On call accounts \$8,183,141
- Investments \$232,125,000

This is compared to the month of November 2025 where Council had \$244,300,549 under management. The decrease in Council's investment holdings is due to the expected increase in expenditure during the period.

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 - November and December 2025 (Cont.)

In December, Council's investment portfolio recorded a marked-to-market return of 4.27% per annum versus the bank bill index benchmark return of 3.71% per annum. Over the past 12 months, the investment portfolio has returned a marked-to-market return of 4.89%, versus the bank bill index benchmark's 3.97%.

Without marked-to-market influences, Council's investment portfolio yielded 4.50% per annum for the month. This is based on the actual interest income being earned on existing investments and excludes the underlying changes to the market value of the bonds in the portfolio.

During the month, Council had maturities of \$10 million across five term deposits with original terms between 6 and 12 months which were yielding an average of 4.72% per annum. Council invested \$4 million between two new 13-month 4.60% per annum deposits with Westpac, which has been quite competitive lately even versus lower rated banks.

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, inflation eased in November in what economists said likely reflected distortions caused by the government shutdown. The latest Consumer Price Index rose 2.7% from the same time last year, down from its recent 3% pace and well below economists' expectations for a 3.1% rise
- The United States Federal Reserve cut rates for a third time this year taking the Federal Funds rate down another 0.25% to a range of 3.5-3.75%. There was a hint of a pause after this cut with the Fed Chairman noting that the benchmark rate is now "well positioned to wait and see how the economy evolves".
- Elsewhere, the Bank of England cut rates by another 0.25% to 3.75%, but it came with cautious commentary about future cuts. The European Central Bank left its deposit rate at 2% with a neutral to slightly hawkish bias as growth and inflation forecasts were revised up. And the Bank of Japan continued the gradual process of normalising its interest rates with a 0.25% hike to 0.75%.
- In China, the government has taken a supportive pro-growth stance with commitments to reverse the downturn in investment and boost consumption and stabilize the property sector suggesting some ramp up in policy stimulus. Latest inflation data rose to 0.7% year over year from 0.2% year over year due to higher food prices with core (ex-food and energy) inflation flat at 1.2% year over year.
- Global share markets ended the year on a high note despite the volatility brought on by chaotic tariff and foreign policy declarations coming out of the United States. The United States S&P500 index gained 17% in 2025, while similar indices for Britain, Japan, Europe and China all climbed by more than 20%. The MSCI All Country World Index – one of the broadest measures of the equity market – surged 21% for the year while Australia's All Ordinaries ended the year up more than 10%.

## Domestic issues – Commentary provided by Prudential Investment Services:

- Latest jobs data was mixed. Unemployment was unchanged at 4.3%, around the RBA's forecast, but the details were soft with employment down by 21,300, full time

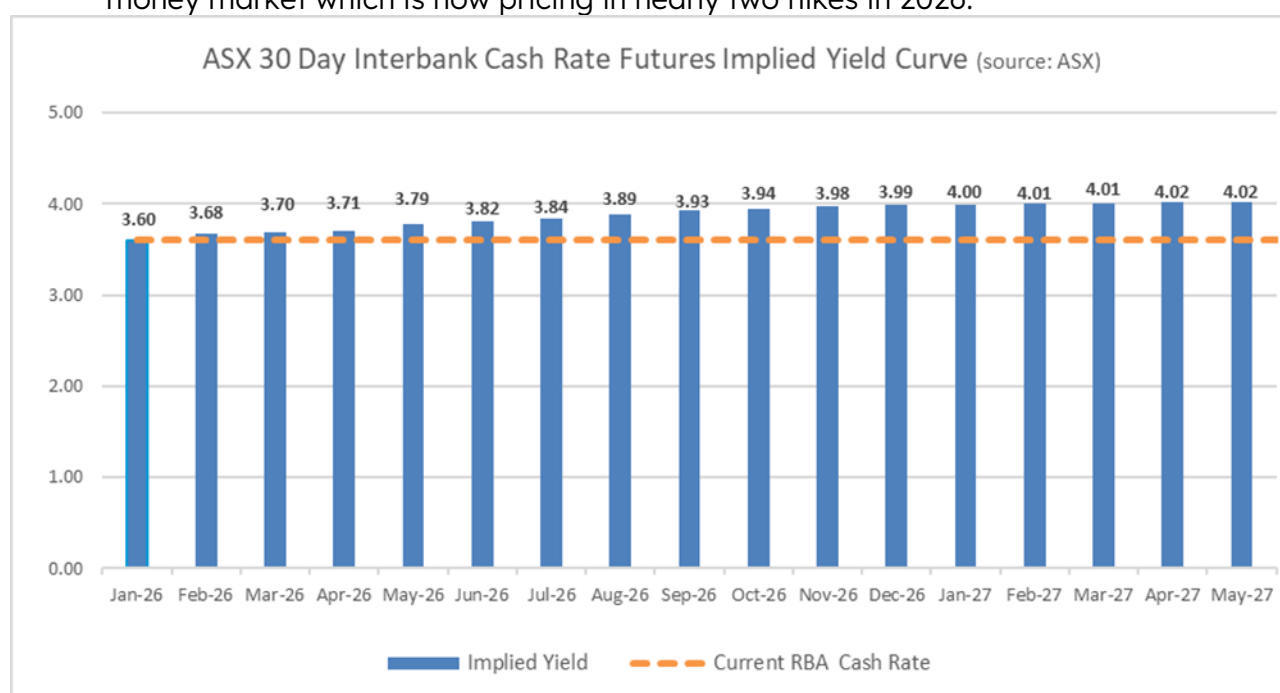
## Statement of Investments - November and December 2025 (Cont.)

jobs down 56,500, and annual employment growth slowed to just 1.3% year over year, its lowest outside the pandemic since 2017.

- Consumer confidence surveys fell in December on the back of rate hike talk. Confidence is back to its average for the year. Perceptions of whether now is a good time to buy major household items saw the sharpest fall. This suggests the upswing in consumer spending may be fragile and particularly vulnerable if interest rates start rising again.
- On the positive side, the recovery in Australian economic growth continues. While latest quarterly Gross Domestic Product growth at 0.4% quarter over quarter was soft, some key underlying details were strong. There were strong increases in dwelling investment and business investment helped by the data centre boom and household saving rose.

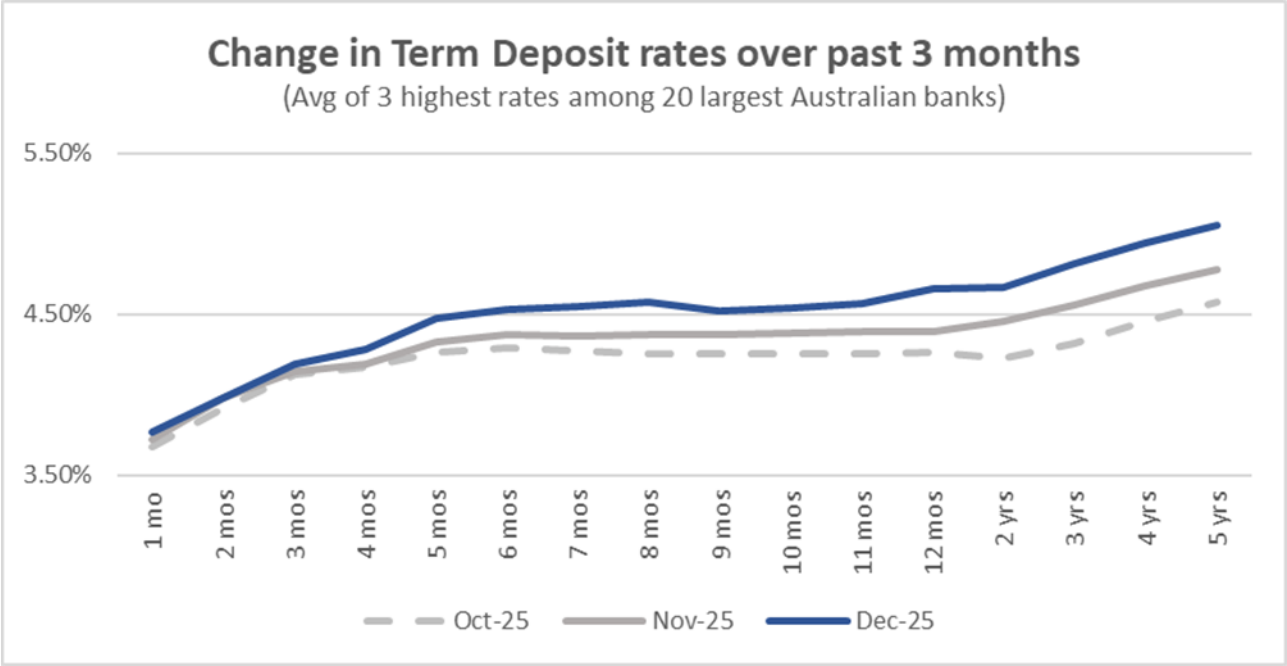
## Interest rates

- The RBA kept rates on hold at its December meeting. Post-meeting comments were more hawkish than anticipated, with Governor Bullock indicating the RBA does not see cuts in the “foreseeable future” and reinforced that the RBA is committed to its inflation target, i.e. if inflation remains stubborn the next rate move could be higher.
- The comments saw some economists raise their expectations for rate hikes as did the money market which is now pricing in nearly two hikes in 2026:



- Reflective of the change in interest rate expectations, term deposit rates ended the month higher across the curve. Six to 12 month rates increased by an average of 18 basis points, to be in the mid-4.50s. Long dated rates, 2-5 years, gained an average of 25 basis points, now ranging from the mid-4.60s to over 5% for 5 years:

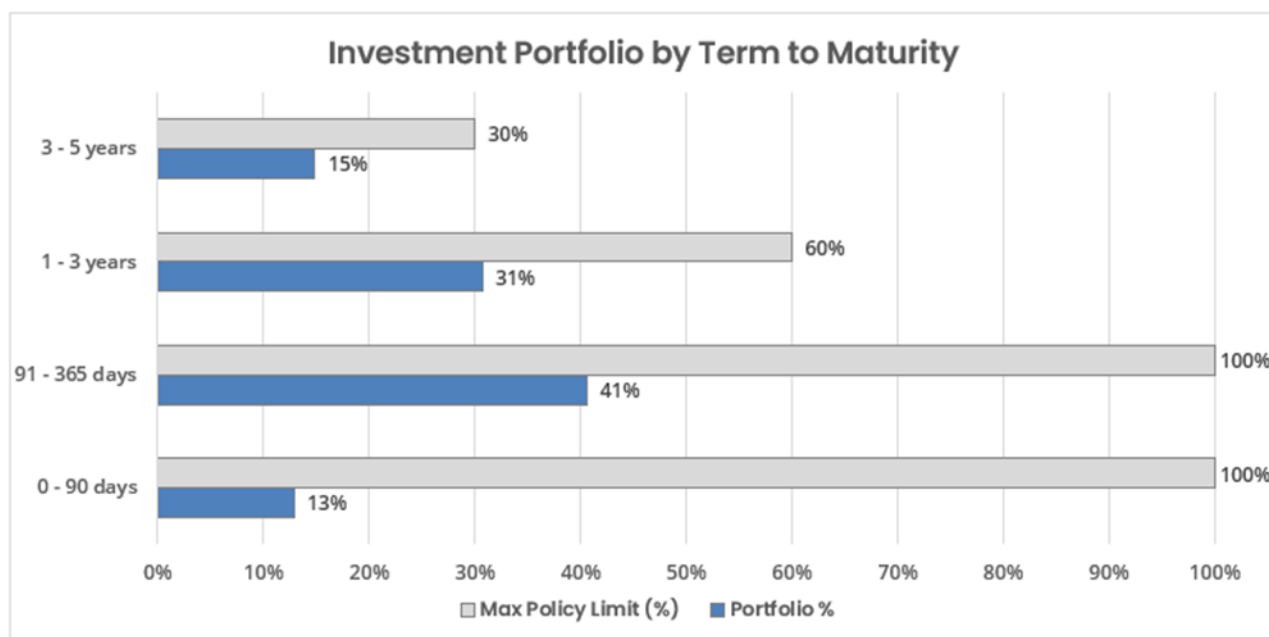
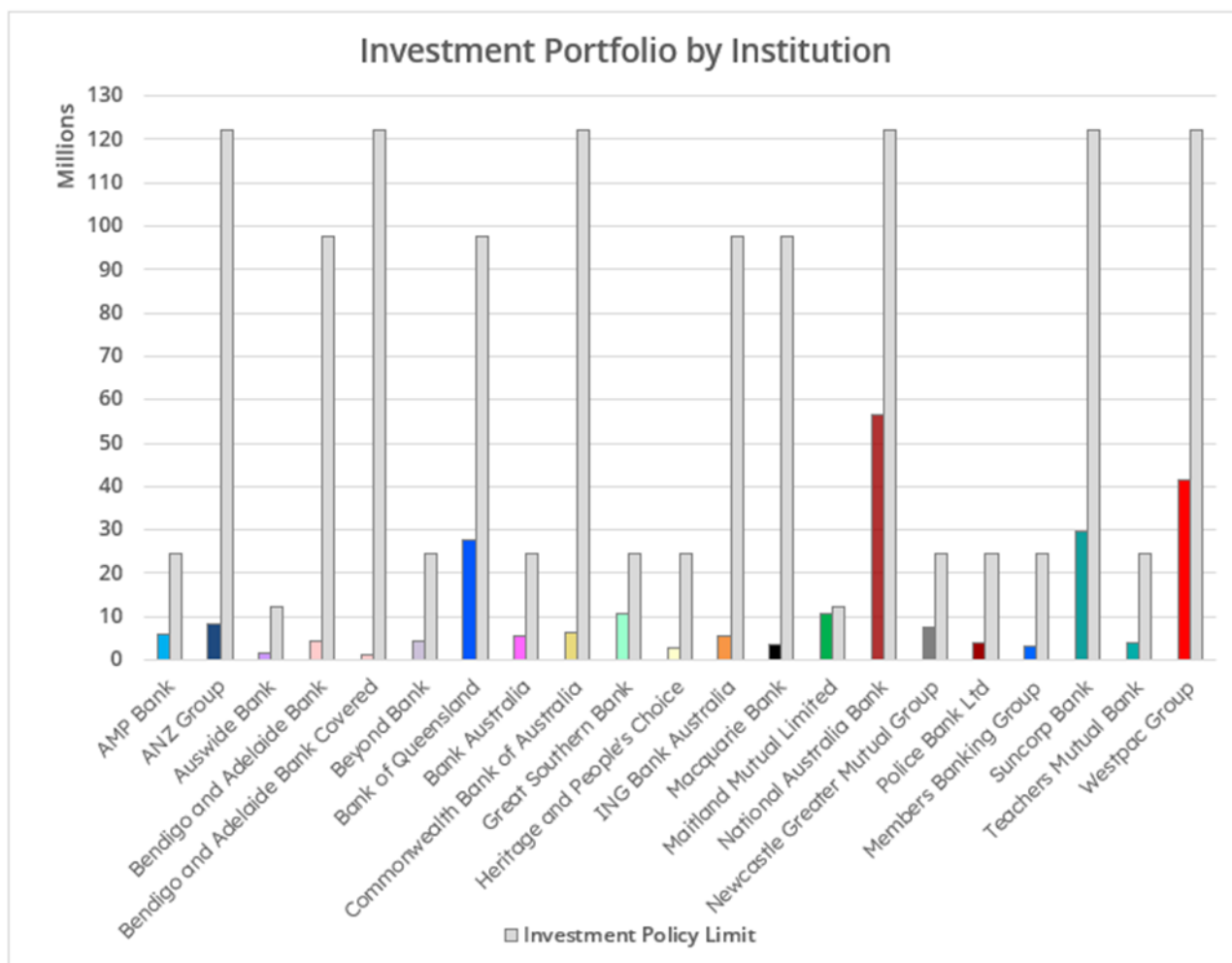
Statement of Investments - November and December 2025 (Cont.)



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

## Statement of Investments - November and December 2025 (Cont.)

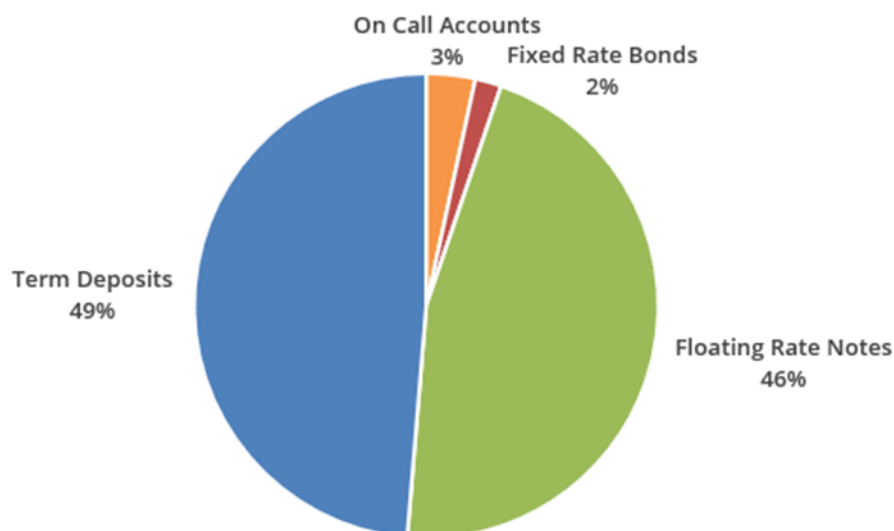
## PORTFOLIO ANALYSIS





## Statement of Investments - November and December 2025 (Cont.)

## Investment Portfolio by Type of Investment



## STATEMENT OF COMPLIANCE

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

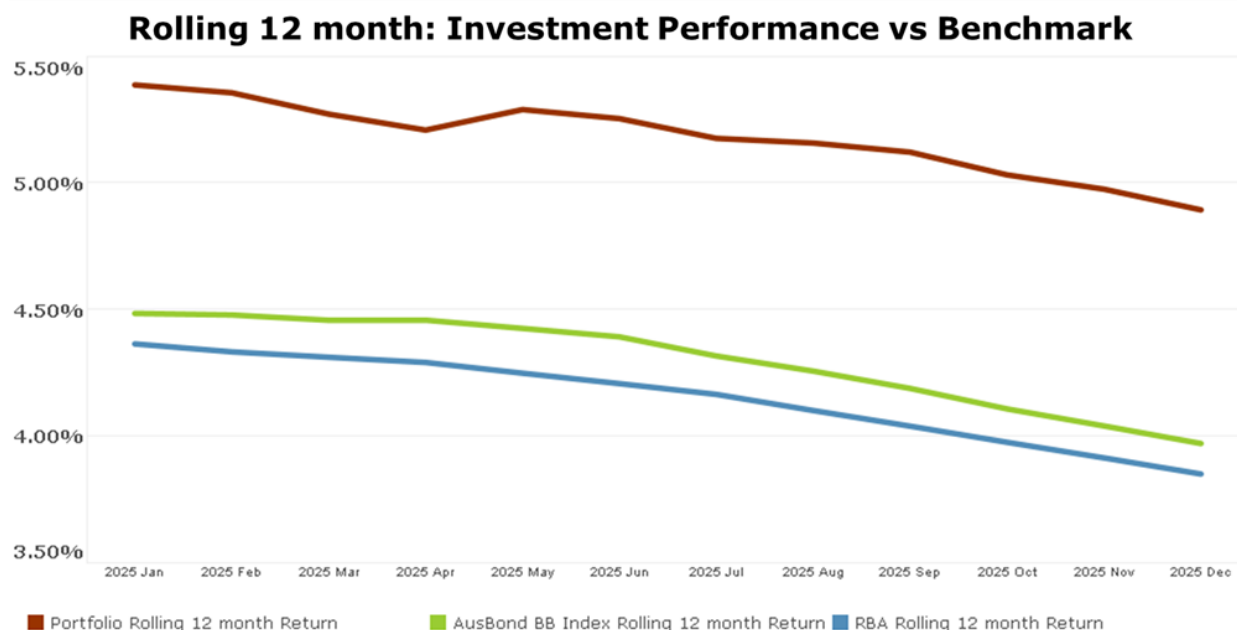
## Investment Policy Requirement

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

## Investment Performance v Benchmark

| Term      | Investment Portfolio Return | Benchmark: Bloomberg AusBond 90 day Bank Bill Index | RBA cash rate |
|-----------|-----------------------------|-----------------------------------------------------|---------------|
| 1 month   | 4.27%                       | 3.71%                                               | 3.60%         |
| 3 months  | 4.33%                       | 3.64%                                               | 3.60%         |
| 6 months  | 4.67%                       | 3.66%                                               | 3.64%         |
| FYTD      | 4.67%                       | 3.66%                                               | 3.64%         |
| 12 months | 4.89%                       | 3.97%                                               | 3.85%         |

## Statement of Investments - November and December 2025 (Cont.)

**CONCLUSION**

Certification of the Responsible Accounting Officer

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

**FINANCIAL IMPLICATIONS**

The actual investment return for the month of November was \$827,127. This amounts to an unfavourable variance of \$27,271 when compared to the monthly budget forecasts of \$854,509. While the overall variance was unfavourable, \$3,007 of the restricted reserves was favourable and has been reallocated back to externally restricted reserves.

The actual investment return for the month of December was \$892,392. This amounts to a favourable variance of \$37,883 when compared to the monthly budget forecasts of \$854,509. It should be noted that \$22,802 of this variance has been reallocated back to the externally restricted funds.

The year-to-date budget forecast for investment returns is \$5,127,054. The actual investment returns for the year-to-date are \$5,556,970, amounting to a favourable variance of \$429,916 which can be attributed to the additional funds available for investment and interest rate environment with actual returns of 4.89% per annum year to date compared to the budgeted return of 4.48% per annum.

**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 – November and December 2025**

### **Council's Holdings as at 30 November 2025**

**Meeting Date: 27 January 2026**

**Attachment No: 1**

**Number of Pages: 2**

## Statement of Investments - November and December 2025 (Cont.)

**COUNCIL'S HOLDING AS AT 30 NOVEMBER 2025**

| <b>Bonds</b>              |                       |                   |                                      |                  |           |                       |                       |
|---------------------------|-----------------------|-------------------|--------------------------------------|------------------|-----------|-----------------------|-----------------------|
|                           | Face Value            | Coupon            | Borrower                             | Credit Rating    | Maturity  | Term of Investment    | Current Value         |
| 17-Feb-26                 | 1,500,000.00          | 4.7500            | CBA Snr Bond (Aug26) 4.75%           | AA-              | 17-Aug-26 | 260                   | 1,527,159.28          |
| 16-Mar-26                 | 1,400,000.00          | 4.9460            | MAC Snr Bond (Sep26) 4.946%          | A+               | 14-Sep-26 | 288                   | 1,422,895.87          |
| 19-Mar-26                 | 1,500,000.00          | 5.0000            | WBC Snr Bond (Sep28) 5.00%           | AA-              | 19-Sep-28 | 1,024                 | 1,534,744.31          |
| <b>Totals</b>             | <b>4,400,000.00</b>   | <b>4.8976</b>     |                                      |                  |           |                       | <b>4,484,799.46</b>   |
| <b>Cash</b>               |                       |                   |                                      |                  |           |                       |                       |
|                           | Face Value            | Current Yield     | Borrower                             | Credit Rating    |           |                       | Current Value         |
| 30-Nov-25                 | 2,175,549.34          | 3.6036            | Macquarie Bank                       | A+               |           |                       | 2,175,549.34          |
| 30-Nov-25                 | 4,000,000.00          | 3.6500            | National Australia Bank              | AA-              |           |                       | 4,000,000.00          |
| <b>Totals</b>             | <b>6,175,549.34</b>   | <b>3.6337</b>     |                                      |                  |           |                       | <b>6,175,549.34</b>   |
| <b>Floating Rate Note</b> |                       |                   |                                      |                  |           |                       |                       |
| Reset/<br>Coupon          | Face Value            | Current<br>Coupon | Borrower                             | Credit<br>Rating | Maturity  | Term of<br>Investment | Current Value         |
| 24-Feb-26                 | 1,500,000.00          | 5.1525            | RACQ Snr FRN (Feb26) BBSW+1.50%      | BBB+             | 24-Feb-26 | 86                    | 1,503,692.87          |
| 24-Feb-26                 | 1,700,000.00          | 4.1025            | SUN Snr FRN (Feb26) BBSW+0.45%       | AA-              | 24-Feb-26 | 86                    | 1,701,835.60          |
| 18-Feb-26                 | 2,000,000.00          | 4.7039            | SUN Snr FRN (May26) BBSW+1.05%       | AA-              | 18-May-26 | 169                   | 2,009,690.72          |
| 24-Feb-26                 | 3,900,000.00          | 4.0625            | NAB Snr FRN (Aug26) BBSW+0.41%       | AA-              | 24-Aug-26 | 267                   | 3,904,871.53          |
| 15-Dec-25                 | 2,300,000.00          | 4.0602            | SUN Snr FRN (Sep26) BBSW+0.48%       | AA-              | 15-Sep-26 | 289                   | 2,320,827.31          |
| 23-Jan-26                 | 1,200,000.00          | 5.0994            | GSB Snr FRN (Oct26) BBSW+1.60%       | BBB+             | 23-Oct-26 | 327                   | 1,216,676.01          |
| 23-Jan-26                 | 3,250,000.00          | 5.0994            | GSB Snr FRN (Oct26) BBSW+1.60%       | BBB+             | 23-Oct-26 | 327                   | 3,295,164.19          |
| 30-Jan-26                 | 1,650,000.00          | 5.1491            | BoZ Snr FRN (Oct26) BBSW+1.50%       | BBB+             | 30-Oct-26 | 334                   | 1,669,090.96          |
| 17-Feb-26                 | 2,000,000.00          | 5.2025            | POL Snr FRN (Nov26) BBSW+1.55%       | BBB+             | 17-Nov-26 | 352                   | 2,003,990.96          |
| 14-Jan-26                 | 2,000,000.00          | 4.2593            | CBA Snr FRN (Jan27) BBSW+0.70%       | AA-              | 14-Jan-27 | 410                   | 2,017,202.54          |
| 26-Jan-26                 | 2,250,000.00          | 4.2825            | SUN Snr FRN (Jan27) BBSW+0.78%       | AA-              | 25-Jan-27 | 421                   | 2,266,462.14          |
| 9-Feb-26                  | 1,220,000.00          | 5.2448            | HPC Snr FRN (Feb27) BBSW+1.60%       | BBB+             | 8-Feb-27  | 435                   | 1,235,991.22          |
| 9-Feb-26                  | 1,400,000.00          | 5.2448            | HPC Snr FRN (Feb27) BBSW+1.60%       | BBB+             | 8-Feb-27  | 435                   | 1,418,350.58          |
| 9-Feb-26                  | 2,250,000.00          | 5.2948            | GSB Snr FRN (Feb27) BBSW+1.65%       | BBB+             | 9-Feb-27  | 436                   | 2,282,672.98          |
| 25-Feb-26                 | 2,400,000.00          | 4.3701            | NAB Snr FRN (Feb27) BBSW+0.72%       | AA-              | 25-Feb-27 | 452                   | 2,409,956.09          |
| 5-Dec-25                  | 1,500,000.00          | 5.1835            | RACQ Snr FRN (Mar27) BBSW+1.60%      | BBB+             | 5-Mar-27  | 460                   | 1,530,382.79          |
| 16-Feb-26                 | 1,300,000.00          | 4.6549            | BEN Snr FRN (May27) BBSW+1.00%       | A-               | 14-May-27 | 530                   | 1,310,813.45          |
| 22-Dec-25                 | 1,800,000.00          | 4.8468            | TMB Snr FRN (Jun27) BBSW+1.30%       | BBB+             | 21-Jun-27 | 568                   | 1,832,733.42          |
| 20-Feb-26                 | 2,800,000.00          | 4.5112            | ING Snr FRN (Aug27) BBSW+0.87%       | A                | 20-Aug-27 | 628                   | 2,817,050.71          |
| 15-Dec-25                 | 1,500,000.00          | 4.9102            | AusW Snr FRN (Sep27) BBSW+1.33%      | Baa2             | 13-Sep-27 | 652                   | 1,515,537.76          |
| 2-Feb-26                  | 1,000,000.00          | 4.6650            | GSB Snr FRN (Nov27) BBSW+1.03%       | BBB+             | 1-Nov-27  | 701                   | 1,007,343.81          |
| 9-Feb-26                  | 2,000,000.00          | 4.7948            | POL Snr FRN (Nov27) BBSW+1.15%       | BBB+             | 8-Nov-27  | 708                   | 2,021,309.30          |
| 25-Feb-26                 | 2,500,000.00          | 4.8501            | NAB Snr FRN (Nov27) BBSW+1.20%       | AA-              | 25-Nov-27 | 725                   | 2,534,088.19          |
| 15-Dec-25                 | 1,100,000.00          | 4.8302            | SUN Snr FRN (Dec27) BBSW+1.25%       | AA-              | 14-Dec-27 | 744                   | 1,125,464.71          |
| 13-Jan-26                 | 3,000,000.00          | 4.7250            | CBA Snr FRN (Jan28) BBSW+1.15%       | AA-              | 13-Jan-28 | 774                   | 3,055,509.45          |
| 23-Feb-26                 | 500,000.00            | 5.3535            | BoZ Snr FRN (Feb28) BBSW+1.70%       | BBB+             | 21-Feb-28 | 813                   | 508,717.86            |
| 22-Dec-25                 | 1,750,000.00          | 4.6968            | BEY Snr FRN (Mar28) BBSW+1.15%       | BBB+             | 21-Mar-28 | 842                   | 1,772,448.23          |
| 22-Dec-25                 | 2,500,000.00          | 4.6968            | BEY Snr FRN (Mar28) BBSW+1.15%       | BBB+             | 21-Mar-28 | 842                   | 2,532,068.90          |
| 12-Feb-26                 | 2,500,000.00          | 4.6335            | NAB Snr FRN (May28) BBSW+1.00%       | AA-              | 12-May-28 | 894                   | 2,530,704.90          |
| 16-Feb-26                 | 2,500,000.00          | 5.1549            | MMB Snr FRN (May28) BBSW+1.50%       | BBB              | 15-May-28 | 897                   | 2,506,002.28          |
| 16-Dec-25                 | 1,200,000.00          | 4.7100            | BEN Cov FRN (Jun28) BBSW+1.15%       | AAA              | 16-Jun-28 | 929                   | 1,226,924.55          |
| 11-Dec-25                 | 1,400,000.00          | 4.5125            | ANZ Snr FRN (Sep28) BBSW+0.93%       | AA-              | 11-Sep-28 | 1,016                 | 1,426,003.66          |
| 5-Jan-26                  | 2,000,000.00          | 4.5350            | TMB Snr FRN (Oct28) BBSW+0.95%       | BBB+             | 3-Oct-28  | 1,038                 | 2,015,001.10          |
| 3-Feb-26                  | 3,000,000.00          | 4.5650            | GSB Snr FRN (Nov28) BBSW+0.93%       | BBB+             | 3-Nov-28  | 1,069                 | 3,006,191.09          |
| 16-Feb-26                 | 2,000,000.00          | 4.6825            | NAB Snr FRN (Nov28) BBSW+1.03%       | AA-              | 16-Nov-28 | 1,082                 | 2,026,752.05          |
| 27-Feb-26                 | 3,500,000.00          | 4.6978            | BoZ 'SRI' Snr FRN (Nov28) BBSW+1.03% | BBB+             | 27-Nov-28 | 1,093                 | 3,501,833.40          |
| 5-Feb-26                  | 2,000,000.00          | 4.6049            | ANZ Snr FRN (Feb29) BBSW+0.96%       | AA-              | 5-Feb-29  | 1,163                 | 2,024,760.41          |
| 16-Feb-26                 | 600,000.00            | 5.5049            | NPBS Snr FRN (Feb29) BBSW+1.85%      | BBB+             | 14-Feb-29 | 1,172                 | 617,354.36            |
| 16-Feb-26                 | 3,000,000.00          | 5.5049            | NPBS Snr FRN (Feb29) BBSW+1.85%      | BBB+             | 14-Feb-29 | 1,172                 | 3,086,771.78          |
| 19-Dec-25                 | 1,500,000.00          | 4.5283            | SUN Snr FRN (Mar29) BBSW+0.98%       | AA-              | 13-Mar-29 | 1,199                 | 1,525,389.90          |
| 22-Dec-25                 | 2,800,000.00          | 4.4468            | NAB Snr FRN (Mar29) BBSW+0.90%       | AA-              | 22-Mar-29 | 1,208                 | 2,845,099.91          |
| 30-Jan-26                 | 2,500,000.00          | 4.9291            | BoQ Snr FRN (Apr29) BBSW+1.28%       | A-               | 30-Apr-29 | 1,247                 | 2,546,053.51          |
| 30-Jan-26                 | 4,000,000.00          | 4.9291            | BoQ Snr FRN (Apr29) BBSW+1.28%       | A-               | 30-Apr-29 | 1,247                 | 4,073,685.61          |
| 18-Dec-25                 | 5,000,000.00          | 4.4189            | ANZ Snr FRN (Jun29) BBSW+0.86%       | AA-              | 18-Jun-29 | 1,296                 | 5,075,534.33          |
| 16-Feb-26                 | 3,100,000.00          | 4.4749            | NAB Snr FRN (Nov29) BBSW+0.82%       | AA-              | 14-Nov-29 | 1,445                 | 3,119,791.02          |
| 27-Feb-26                 | 3,000,000.00          | 4.4925            | BEN Cov FRN (Nov29) BBSW+0.83%       | A-               | 28-Nov-29 | 1,459                 | 3,012,027.74          |
| 21-Jan-26                 | 2,000,000.00          | 4.7440            | NPBS Snr FRN (Jan30) BBSW+1.25%      | BBB+             | 21-Jan-30 | 1,513                 | 2,027,337.75          |
| 18-Dec-25                 | 3,200,000.00          | 4.3889            | NAB Snr FRN (Mar30) BBSW+0.83%       | AA-              | 18-Mar-30 | 1,569                 | 3,241,977.74          |
| 23-Feb-26                 | 850,000.00            | 4.5835            | SUN Snr FRN (May30) BBSW+0.93%       | AA-              | 21-May-30 | 1,633                 | 855,844.39            |
| 15-Dec-25                 | 2,800,000.00          | 4.5302            | ING Snr FRN (Jun30) BBSW+0.95%       | A                | 13-Jun-30 | 1,656                 | 2,842,635.21          |
| <b>Totals</b>             | <b>110,720,000.00</b> | <b>4.7020</b>     |                                      |                  |           |                       | <b>111,980,958.72</b> |

## Statement of Investments - November and December 2025 (Cont.)

| Term Deposits       |                       |               |                         |               |           |                       |
|---------------------|-----------------------|---------------|-------------------------|---------------|-----------|-----------------------|
|                     | Face Value            | Current Yield | Borrower                | Credit Rating | Maturity  | Current Value         |
|                     | 2,000,000.00          | 4.8000        | Suncorp Bank            | AA-           | 2-Dec-25  | 2,078,904.11          |
|                     | 2,000,000.00          | 5.0000        | AMP Bank                | BBB+          | 10-Dec-25 | 2,097,534.25          |
|                     | 2,000,000.00          | 5.1000        | AMP Bank                | BBB+          | 17-Dec-25 | 2,096,690.41          |
|                     | 2,000,000.00          | 4.4000        | Bank of Queensland      | A-            | 23-Dec-25 | 2,047,013.70          |
|                     | 2,000,000.00          | 4.2800        | Suncorp Bank            | AA-           | 30-Dec-25 | 2,037,288.77          |
|                     | 3,000,000.00          | 4.3000        | Bank of Queensland      | A-            | 7-Jan-26  | 3,063,969.86          |
|                     | 4,000,000.00          | 4.7900        | Suncorp Bank            | AA-           | 13-Jan-26 | 4,153,280.00          |
|                     | 2,000,000.00          | 4.3500        | Bank of Queensland      | A-            | 20-Jan-26 | 2,046,479.45          |
|                     | 2,000,000.00          | 4.3000        | AMP Bank                | BBB+          | 27-Jan-26 | 2,024,504.11          |
|                     | 2,000,000.00          | 4.7000        | Westpac Group           | AA-           | 2-Feb-26  | 2,007,983.56          |
|                     | 3,000,000.00          | 4.6500        | National Australia Bank | AA-           | 10-Feb-26 | 3,105,484.93          |
|                     | 3,000,000.00          | 4.6300        | Westpac Group           | AA-           | 24-Feb-26 | 3,001,902.74          |
|                     | 3,000,000.00          | 4.6300        | Westpac Group           | AA-           | 3-Mar-26  | 3,001,522.19          |
|                     | 3,000,000.00          | 4.2100        | National Australia Bank | AA-           | 10-Mar-26 | 3,040,139.18          |
|                     | 2,000,000.00          | 4.2000        | Bank of Queensland      | A-            | 17-Mar-26 | 2,017,490.41          |
|                     | 3,000,000.00          | 4.3300        | Suncorp Bank            | AA-           | 24-Mar-26 | 3,056,586.58          |
|                     | 2,000,000.00          | 4.1700        | Bank of Queensland      | A-            | 31-Mar-26 | 2,041,357.26          |
|                     | 2,000,000.00          | 4.6000        | Westpac Group           | AA-           | 7-Apr-26  | 2,000,756.16          |
|                     | 2,000,000.00          | 4.1800        | National Australia Bank | AA-           | 14-Apr-26 | 2,025,194.52          |
|                     | 3,000,000.00          | 4.2700        | Suncorp Bank            | AA-           | 21-Apr-26 | 3,055,802.47          |
|                     | 2,000,000.00          | 4.2200        | National Australia Bank | AA-           | 28-Apr-26 | 2,043,471.78          |
|                     | 2,000,000.00          | 4.1500        | Bank of Queensland      | A-            | 5-May-26  | 2,041,386.30          |
|                     | 3,000,000.00          | 4.3300        | Bank of Queensland      | A-            | 12-May-26 | 3,001,067.67          |
|                     | 3,000,000.00          | 4.0500        | National Australia Bank | AA-           | 26-May-26 | 3,052,261.64          |
|                     | 2,000,000.00          | 4.0900        | Westpac Group           | AA-           | 2-Jun-26  | 2,020,169.86          |
|                     | 2,000,000.00          | 4.1800        | National Australia Bank | AA-           | 9-Jun-26  | 2,020,155.62          |
|                     | 2,000,000.00          | 4.1900        | Suncorp Bank            | AA-           | 16-Jun-26 | 2,017,448.77          |
|                     | 3,000,000.00          | 4.2500        | Bank of Queensland      | A-            | 17-Jun-26 | 3,016,068.49          |
|                     | 2,000,000.00          | 4.3000        | Westpac Group           | AA-           | 23-Jun-26 | 2,002,591.78          |
|                     | 2,000,000.00          | 4.1000        | National Australia Bank | AA-           | 30-Jun-26 | 2,021,791.78          |
|                     | 2,000,000.00          | 4.4000        | Bank of Queensland      | A-            | 30-Jun-26 | 2,000,723.29          |
|                     | 2,000,000.00          | 4.0900        | National Australia Bank | AA-           | 7-Jul-26  | 2,021,066.30          |
|                     | 3,000,000.00          | 4.1700        | National Australia Bank | AA-           | 14-Jul-26 | 3,038,386.85          |
|                     | 2,000,000.00          | 4.1900        | Suncorp Bank            | AA-           | 21-Jul-26 | 2,017,448.77          |
|                     | 2,000,000.00          | 4.1000        | National Australia Bank | AA-           | 28-Jul-26 | 2,021,791.78          |
|                     | 3,000,000.00          | 4.1800        | National Australia Bank | AA-           | 11-Aug-26 | 3,030,233.42          |
|                     | 3,000,000.00          | 4.1800        | National Australia Bank | AA-           | 1-Sep-26  | 3,030,233.42          |
|                     | 2,000,000.00          | 4.1200        | Westpac Group           | AA-           | 8-Sep-26  | 2,021,220.82          |
|                     | 2,000,000.00          | 4.0800        | Westpac Group           | AA-           | 22-Sep-26 | 2,002,682.74          |
|                     | 3,000,000.00          | 4.0900        | Westpac Group           | AA-           | 29-Sep-26 | 3,031,599.45          |
|                     | 4,000,000.00          | 4.6500        | The Mutual              | BBB           | 6-Oct-26  | 4,138,098.63          |
|                     | 3,000,000.00          | 4.0700        | Westpac Group           | AA-           | 13-Oct-26 | 3,031,444.93          |
|                     | 3,000,000.00          | 4.4200        | Westpac Group           | AA-           | 17-Nov-26 | 3,005,086.03          |
|                     | 5,000.00              | 4.2500        | National Australia Bank | AA-           | 24-Nov-26 | 5,003.49              |
|                     | 2,000,000.00          | 4.0400        | Westpac Group           | AA-           | 24-Nov-26 | 2,002,656.44          |
|                     | 3,000,000.00          | 4.4200        | Westpac Group           | AA-           | 1-Dec-26  | 3,005,086.03          |
|                     | 3,000,000.00          | 4.3800        | Westpac Group           | AA-           | 8-Dec-26  | 3,002,160.00          |
|                     | 2,000,000.00          | 4.0400        | Westpac Group           | AA-           | 15-Dec-26 | 2,002,656.44          |
|                     | 3,000,000.00          | 4.3600        | Westpac Group           | AA-           | 22-Dec-26 | 3,003,941.92          |
|                     | 4,000,000.00          | 4.7500        | The Mutual              | BBB           | 16-Feb-27 | 4,144,191.78          |
| <b>Totals</b>       | <b>123,005,000.00</b> | <b>4.3517</b> |                         |               |           | <b>124,792,010.88</b> |
| <b>Grand Totals</b> | <b>244,300,549.34</b> |               |                         |               |           | <b>247,433,318.40</b> |

## **Finance**

### **Statement of Investments – November and December 2025**

### **Council's Holdings as at 31 December 2025**

**Meeting Date: 27 January 2026**

**Attachment No: 2**

**Number of Pages: 2**

## Statement of Investments - November and December 2025 (Cont.)

COUNCIL'S HOLDING AS AT 31 DECEMBER 2025

| <b>Bonds</b>              |                       |                   |                                 |                  |           |                       |                       |
|---------------------------|-----------------------|-------------------|---------------------------------|------------------|-----------|-----------------------|-----------------------|
|                           | Face Value            | Coupon            | Borrower                        | Credit Rating    | Maturity  | Term of Investment    | Current Value         |
| 17-Feb-26                 | 1,500,000.00          | 4.7500            | CBA Snr Bond (Aug26) 4.75%      | AA-              | 17-Aug-26 | 229                   | 1,531,231.01          |
| 16-Mar-26                 | 1,400,000.00          | 4.9460            | MAC Snr Bond (Sep26) 4.946%     | A+               | 14-Sep-26 | 257                   | 1,426,272.82          |
| 19-Mar-26                 | 1,500,000.00          | 5.0000            | WBC Snr Bond (Sep28) 5.00%      | AA-              | 19-Sep-28 | 993                   | 1,532,316.96          |
| <b>Totals</b>             | <b>4,400,000.00</b>   | <b>4.8976</b>     |                                 |                  |           |                       | <b>4,489,820.79</b>   |
| <b>Cash</b>               |                       |                   |                                 |                  |           |                       |                       |
|                           | Face Value            | Current Yield     | Borrower                        | Credit Rating    |           |                       | Current Value         |
| 31-Dec-25                 | 2,183,140.99          | 4.1086            | Macquarie Bank                  | A+               |           |                       | 2,183,140.99          |
| 31-Dec-25                 | 6,000,000.00          | 3.6500            | National Australia Bank         | AA-              |           |                       | 6,000,000.00          |
| <b>Totals</b>             | <b>8,183,140.99</b>   | <b>3.7723</b>     |                                 |                  |           |                       | <b>8,183,140.99</b>   |
| <b>Floating Rate Note</b> |                       |                   |                                 |                  |           |                       |                       |
| Reset/<br>Coupon          | Face Value            | Current<br>Coupon | Borrower                        | Credit<br>Rating | Maturity  | Term of<br>Investment | Current Value         |
| 24-Feb-26                 | 1,500,000.00          | 5.1525            | RACQ Snr FRN (Feb26) BBSW+1.50% | BBB+             | 24-Feb-26 | 55                    | 1,509,466.51          |
| 24-Feb-26                 | 1,700,000.00          | 4.1025            | SUN Snr FRN (Feb26) BBSW+0.45%  | AA-              | 24-Feb-26 | 55                    | 1,707,525.28          |
| 18-Feb-26                 | 2,000,000.00          | 4.7039            | SUN Snr FRN (May26) BBSW+1.05%  | AA-              | 18-May-26 | 138                   | 2,016,120.91          |
| 24-Feb-26                 | 3,900,000.00          | 4.0625            | NAB Snr FRN (Aug26) BBSW+0.41%  | AA-              | 24-Aug-26 | 236                   | 3,917,430.86          |
| 16-Mar-26                 | 2,300,000.00          | 4.1920            | SUN Snr FRN (Sep26) BBSW+0.48%  | AA-              | 15-Sep-26 | 258                   | 2,305,594.61          |
| 23-Jan-26                 | 1,200,000.00          | 5.0994            | GSB Snr FRN (Oct26) BBSW+1.60%  | BBB+             | 23-Oct-26 | 296                   | 1,220,946.81          |
| 23-Jan-26                 | 3,250,000.00          | 5.0994            | GSB Snr FRN (Oct26) BBSW+1.60%  | BBB+             | 23-Oct-26 | 296                   | 3,306,730.93          |
| 30-Jan-26                 | 1,650,000.00          | 5.1491            | BoZ Snr FRN (Oct26) BBSW+1.50%  | BBB+             | 30-Oct-26 | 303                   | 1,675,077.50          |
| 17-Feb-26                 | 2,000,000.00          | 5.2025            | POL Snr FRN (Nov26) BBSW+1.55%  | BBB+             | 17-Nov-26 | 321                   | 2,012,828.08          |
| 14-Jan-26                 | 2,000,000.00          | 4.2593            | CBA Snr FRN (Jan27) BBSW+0.70%  | AA-              | 14-Jan-27 | 379                   | 2,024,117.52          |
| 26-Jan-26                 | 2,250,000.00          | 4.2825            | SUN Snr FRN (Jan27) BBSW+0.78%  | AA-              | 25-Jan-27 | 390                   | 2,274,263.32          |
| 9-Feb-26                  | 1,220,000.00          | 5.2448            | HPC Snr FRN (Feb27) BBSW+1.60%  | BBB+             | 8-Feb-27  | 404                   | 1,240,254.49          |
| 9-Feb-26                  | 1,400,000.00          | 5.2448            | HPC Snr FRN (Feb27) BBSW+1.60%  | BBB+             | 8-Feb-27  | 404                   | 1,423,242.86          |
| 9-Feb-26                  | 2,250,000.00          | 5.2948            | GSB Snr FRN (Feb27) BBSW+1.65%  | BBB+             | 9-Feb-27  | 405                   | 2,290,417.37          |
| 25-Feb-26                 | 2,400,000.00          | 4.3701            | NAB Snr FRN (Feb27) BBSW+0.72%  | AA-              | 25-Feb-27 | 421                   | 2,418,239.91          |
| 5-Mar-26                  | 1,500,000.00          | 5.2847            | RACQ Snr FRN (Mar27) BBSW+1.60% | BBB+             | 5-Mar-27  | 429                   | 1,517,833.85          |
| 16-Feb-26                 | 1,300,000.00          | 4.6549            | BEN Snr FRN (May27) BBSW+1.00%  | A-               | 14-May-27 | 499                   | 1,315,172.97          |
| 23-Mar-26                 | 1,800,000.00          | 5.0275            | TMB Snr FRN (Jun27) BBSW+1.30%  | BBB+             | 21-Jun-27 | 537                   | 1,817,599.32          |
| 20-Feb-26                 | 2,800,000.00          | 4.5112            | ING Snr FRN (Aug27) BBSW+0.87%  | A                | 20-Aug-27 | 597                   | 2,826,770.72          |
| 13-Mar-26                 | 1,500,000.00          | 5.0420            | AusW Snr FRN (Sep27) BBSW+1.33% | Baa2             | 13-Sep-27 | 621                   | 1,503,522.49          |
| 2-Feb-26                  | 1,000,000.00          | 4.6650            | GSB Snr FRN (Nov27) BBSW+1.03%  | BBB+             | 1-Nov-27  | 670                   | 1,010,922.80          |
| 9-Feb-26                  | 2,000,000.00          | 4.7948            | POL Snr FRN (Nov27) BBSW+1.15%  | BBB+             | 8-Nov-27  | 677                   | 2,028,575.90          |
| 25-Feb-26                 | 2,500,000.00          | 4.8501            | NAB Snr FRN (Nov27) BBSW+1.20%  | AA-              | 25-Nov-27 | 694                   | 2,542,618.85          |
| 16-Mar-26                 | 1,100,000.00          | 4.9620            | SUN Snr FRN (Dec27) BBSW+1.25%  | AA-              | 14-Dec-27 | 713                   | 1,116,127.18          |
| 13-Jan-26                 | 3,000,000.00          | 4.7250            | CBA Snr FRN (Jan28) BBSW+1.15%  | AA-              | 13-Jan-28 | 743                   | 3,066,798.49          |
| 23-Feb-26                 | 500,000.00            | 5.3535            | BoZ Snr FRN (Feb28) BBSW+1.70%  | BBB+             | 21-Feb-28 | 782                   | 510,505.26            |
| 23-Mar-26                 | 1,750,000.00          | 4.8775            | BEY Snr FRN (Mar28) BBSW+1.15%  | BBB+             | 21-Mar-28 | 811                   | 1,758,848.53          |
| 23-Mar-26                 | 2,500,000.00          | 4.8775            | BEY Snr FRN (Mar28) BBSW+1.15%  | BBB+             | 21-Mar-28 | 811                   | 2,512,640.75          |
| 12-Feb-26                 | 2,500,000.00          | 4.6335            | NAB Snr FRN (May28) BBSW+1.00%  | AA-              | 12-May-28 | 863                   | 2,540,018.15          |
| 16-Feb-26                 | 2,500,000.00          | 5.1549            | MMB Snr FRN (May28) BBSW+1.50%  | BBB              | 15-May-28 | 866                   | 2,516,947.62          |
| 16-Mar-26                 | 1,200,000.00          | 4.8632            | BEN Cov FRN (Jun28) BBSW+1.15%  | AAA              | 16-Jun-28 | 898                   | 1,217,450.18          |
| 11-Mar-26                 | 1,400,000.00          | 4.6434            | ANZ Snr FRN (Sep28) BBSW+0.93%  | AA-              | 11-Sep-28 | 985                   | 1,415,626.16          |
| 5-Jan-26                  | 2,000,000.00          | 4.5350            | TMB Snr FRN (Oct28) BBSW+0.95%  | BBB+             | 3-Oct-28  | 1,007                 | 2,022,124.38          |
| 3-Feb-26                  | 3,000,000.00          | 4.5650            | GSB Snr FRN (Nov28) BBSW+0.93%  | BBB+             | 3-Nov-28  | 1,038                 | 3,018,641.67          |
| 16-Feb-26                 | 2,000,000.00          | 4.6825            | NAB Snr FRN (Nov28) BBSW+1.03%  | AA-              | 16-Nov-28 | 1,051                 | 2,033,805.89          |
| 27-Feb-26                 | 3,500,000.00          | 4.6978            | BoZ Snr FRN (Nov28) BBSW+1.03%  | BBB+             | 27-Nov-28 | 1,062                 | 3,512,469.59          |
| 5-Feb-26                  | 2,000,000.00          | 4.6049            | ANZ Snr FRN (Feb29) BBSW+0.96%  | AA-              | 5-Feb-29  | 1,132                 | 2,031,962.43          |
| 16-Feb-26                 | 600,000.00            | 5.5049            | NPBS Snr FRN (Feb29) BBSW+1.85% | BBB+             | 14-Feb-29 | 1,141                 | 619,655.59            |
| 16-Feb-26                 | 3,000,000.00          | 5.5049            | NPBS Snr FRN (Feb29) BBSW+1.85% | BBB+             | 14-Feb-29 | 1,141                 | 3,098,277.96          |
| 19-Mar-26                 | 1,500,000.00          | 4.7075            | SUN Snr FRN (Mar29) BBSW+0.98%  | AA-              | 13-Mar-29 | 1,168                 | 1,514,034.97          |
| 23-Mar-26                 | 2,800,000.00          | 4.6275            | NAB Snr FRN (Mar29) BBSW+0.90%  | AA-              | 22-Mar-29 | 1,177                 | 2,823,483.06          |
| 30-Jan-26                 | 2,500,000.00          | 4.9291            | BoQ Snr FRN (Apr29) BBSW+1.28%  | A-               | 30-Apr-29 | 1,216                 | 2,555,494.40          |
| 30-Jan-26                 | 4,000,000.00          | 4.9291            | BoQ Snr FRN (Apr29) BBSW+1.28%  | A-               | 30-Apr-29 | 1,216                 | 4,088,791.05          |
| 18-Mar-26                 | 5,000,000.00          | 4.5820            | ANZ Snr FRN (Jun29) BBSW+0.86%  | AA-              | 18-Jun-29 | 1,265                 | 5,038,767.40          |
| 16-Feb-26                 | 3,100,000.00          | 4.4749            | NAB Snr FRN (Nov29) BBSW+0.82%  | AA-              | 14-Nov-29 | 1,414                 | 3,132,068.88          |
| 27-Feb-26                 | 3,000,000.00          | 4.4925            | BEN Cov FRN (Nov29) BBSW+0.83%  | A-               | 28-Nov-29 | 1,428                 | 3,022,814.38          |
| 21-Jan-26                 | 2,000,000.00          | 4.7440            | NPBS Snr FRN (Jan30) BBSW+1.25% | BBB+             | 21-Jan-30 | 1,482                 | 2,034,556.05          |
| 18-Mar-26                 | 3,200,000.00          | 4.5520            | NAB Snr FRN (Mar30) BBSW+0.83%  | AA-              | 18-Mar-30 | 1,538                 | 3,220,073.51          |
| 23-Feb-26                 | 850,000.00            | 4.5835            | SUN Snr FRN (May30) BBSW+0.93%  | AA-              | 21-May-30 | 1,602                 | 859,297.80            |
| 13-Mar-26                 | 2,800,000.00          | 4.6620            | ING Snr FRN (Jun30) BBSW+0.95%  | A                | 13-Jun-30 | 1,625                 | 2,822,683.76          |
| <b>Totals</b>             | <b>110,720,000.00</b> | <b>4.7448</b>     |                                 |                  |           |                       | <b>112,043,795.00</b> |



## Statement of Investments - November and December 2025 (Cont.)

| Term Deposits       |                       |               |                         |               |           |                       |
|---------------------|-----------------------|---------------|-------------------------|---------------|-----------|-----------------------|
|                     | Face Value            | Current Yield | Borrower                | Credit Rating | Maturity  | Term of Investment    |
|                     | 3,000,000.00          | 4.3000        | Bank of Queensland      | A-            | 7-Jan-26  | 7                     |
|                     | 4,000,000.00          | 4.7900        | Suncorp Bank            | AA-           | 13-Jan-26 | 13                    |
|                     | 2,000,000.00          | 4.3500        | Bank of Queensland      | A-            | 20-Jan-26 | 20                    |
|                     | 2,000,000.00          | 4.3000        | AMP Bank                | BBB+          | 27-Jan-26 | 27                    |
|                     | 2,000,000.00          | 4.7000        | Westpac Group           | AA-           | 2-Feb-26  | 33                    |
|                     | 3,000,000.00          | 4.6500        | National Australia Bank | AA-           | 10-Feb-26 | 41                    |
|                     | 3,000,000.00          | 4.6300        | Westpac Group           | AA-           | 24-Feb-26 | 55                    |
|                     | 3,000,000.00          | 4.6300        | Westpac Group           | AA-           | 3-Mar-26  | 62                    |
|                     | 3,000,000.00          | 4.2100        | National Australia Bank | AA-           | 10-Mar-26 | 69                    |
|                     | 2,000,000.00          | 4.2000        | Bank of Queensland      | A-            | 17-Mar-26 | 76                    |
|                     | 3,000,000.00          | 4.3300        | Suncorp Bank            | AA-           | 24-Mar-26 | 83                    |
|                     | 2,000,000.00          | 4.1700        | Bank of Queensland      | A-            | 31-Mar-26 | 90                    |
|                     | 2,000,000.00          | 4.6000        | Westpac Group           | AA-           | 7-Apr-26  | 97                    |
|                     | 2,000,000.00          | 4.1800        | National Australia Bank | AA-           | 14-Apr-26 | 104                   |
|                     | 3,000,000.00          | 4.2700        | Suncorp Bank            | AA-           | 21-Apr-26 | 111                   |
|                     | 2,000,000.00          | 4.2200        | National Australia Bank | AA-           | 28-Apr-26 | 118                   |
|                     | 2,000,000.00          | 4.1500        | Bank of Queensland      | A-            | 5-May-26  | 125                   |
|                     | 3,000,000.00          | 4.3300        | Bank of Queensland      | A-            | 12-May-26 | 132                   |
|                     | 3,000,000.00          | 4.0500        | National Australia Bank | AA-           | 26-May-26 | 146                   |
|                     | 2,000,000.00          | 4.0900        | Westpac Group           | AA-           | 2-Jun-26  | 153                   |
|                     | 2,000,000.00          | 4.1800        | National Australia Bank | AA-           | 9-Jun-26  | 160                   |
|                     | 2,000,000.00          | 4.1900        | Suncorp Bank            | AA-           | 16-Jun-26 | 167                   |
|                     | 3,000,000.00          | 4.2500        | Bank of Queensland      | A-            | 17-Jun-26 | 168                   |
|                     | 2,000,000.00          | 4.3000        | Westpac Group           | AA-           | 23-Jun-26 | 174                   |
|                     | 2,000,000.00          | 4.1000        | National Australia Bank | AA-           | 30-Jun-26 | 181                   |
|                     | 2,000,000.00          | 4.4000        | Bank of Queensland      | A-            | 30-Jun-26 | 181                   |
|                     | 2,000,000.00          | 4.0900        | National Australia Bank | AA-           | 7-Jul-26  | 188                   |
|                     | 3,000,000.00          | 4.1700        | National Australia Bank | AA-           | 14-Jul-26 | 195                   |
|                     | 2,000,000.00          | 4.1900        | Suncorp Bank            | AA-           | 21-Jul-26 | 202                   |
|                     | 2,000,000.00          | 4.1000        | National Australia Bank | AA-           | 28-Jul-26 | 209                   |
|                     | 3,000,000.00          | 4.1800        | National Australia Bank | AA-           | 11-Aug-26 | 223                   |
|                     | 3,000,000.00          | 4.1800        | National Australia Bank | AA-           | 1-Sep-26  | 244                   |
|                     | 2,000,000.00          | 4.1200        | Westpac Group           | AA-           | 8-Sep-26  | 251                   |
|                     | 2,000,000.00          | 4.0800        | Westpac Group           | AA-           | 22-Sep-26 | 265                   |
|                     | 3,000,000.00          | 4.0900        | Westpac Group           | AA-           | 29-Sep-26 | 272                   |
|                     | 4,000,000.00          | 4.6500        | The Mutual              | BBB           | 6-Oct-26  | 279                   |
|                     | 3,000,000.00          | 4.0700        | Westpac Group           | AA-           | 13-Oct-26 | 286                   |
|                     | 3,000,000.00          | 4.4200        | Westpac Group           | AA-           | 17-Nov-26 | 321                   |
|                     | 5,000.00              | 4.2500        | National Australia Bank | AA-           | 24-Nov-26 | 328                   |
|                     | 2,000,000.00          | 4.0400        | Westpac Group           | AA-           | 24-Nov-26 | 328                   |
|                     | 3,000,000.00          | 4.4200        | Westpac Group           | AA-           | 1-Dec-26  | 335                   |
|                     | 3,000,000.00          | 4.3800        | Westpac Group           | AA-           | 8-Dec-26  | 342                   |
|                     | 2,000,000.00          | 4.0400        | Westpac Group           | AA-           | 15-Dec-26 | 349                   |
|                     | 3,000,000.00          | 4.3600        | Westpac Group           | AA-           | 22-Dec-26 | 356                   |
|                     | 2,000,000.00          | 4.6000        | Westpac Group           | AA-           | 5-Jan-27  | 370                   |
|                     | 2,000,000.00          | 4.6000        | Westpac Group           | AA-           | 12-Jan-27 | 377                   |
|                     | 4,000,000.00          | 4.7500        | The Mutual              | BBB           | 16-Feb-27 | 412                   |
| <b>Totals</b>       | <b>117,005,000.00</b> | <b>4.3291</b> |                         |               |           |                       |
| <b>Grand Totals</b> | <b>240,308,140.99</b> |               |                         |               |           | <b>118,839,844.86</b> |
|                     |                       |               |                         |               |           | <b>243,556,601.64</b> |



## 15 ITEMS FOR INFORMATION

### 15.1 Strategic Advisory Committee Meeting Minutes

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| FILE NO:             | 35/7/8                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| ATTACHMENTS:         | <ol style="list-style-type: none"><li>1. City Planning Heritage &amp; Design Committee – 23 July 2025 (Under Separate Cover)</li><li>2. City Planning Heritage &amp; Design – 22 October 2025 (Under Separate Cover)</li><li>3. Sport, Recreation &amp; Leisure – 23 July 2025 (Under Separate Cover)</li><li>4. Sport, Recreation &amp; Leisure – 24 September 2025 (Under Separate Cover)</li><li>5. Sport, Recreation and Lesiure – 22 October 2025 (Under Separate Cover)</li><li>6. Environment &amp; Sustainability – 3 September 2025 (Under Separate Cover)</li><li>7. Environment &amp; Sustainability – 26 November 2025 (Under Separate Cover)</li><li>8. Culture &amp; Community – 3 September 2025 (Under Separate Cover)</li><li>9. Culture &amp; Community – 24 September 2025 (Under Separate Cover)</li><li>10. Culture &amp; Community – 26 November 2025 (Under Separate Cover)</li></ol> |
| RESPONSIBLE OFFICER: | General Manager<br>Office Manager                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| AUTHOR:              | Team Leader OGM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| MAITLAND'S FUTURE    | 4 Achieving together                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| COUNCIL OBJECTIVE:   | 4.1.3 Transparent decision making                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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#### EXECUTIVE SUMMARY

*The purpose of this report is to present the minutes of the Strategic Advisory Committee meetings that have taken place during the period of July 2025 to November 2025. The minutes provide a summary of key discussions and actions arising from each meeting, ensuring transparency and maintaining an accurate record of the committee's ongoing strategic guidance.*

**OFFICER'S RECOMMENDATION**

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

**REPORT**

In accordance with the Terms of Reference for the Strategic Advisory Committees, the minutes of committee meetings are to be formally presented to Council for reporting purposes.

This report provides the minutes for the City Planning Heritage & Design, Sport, Recreation & Leisure, Environment & Sustainability and Culture and Community Strategic Advisory Committees. The minutes of the Property Advisory Panel are unable to be reported due to the confidential nature of the discussions held during those meetings.

The minutes of the following meetings are attached to this report for reference:

- City Planning Heritage and Design Meeting - 23 July 2025 (Attachment 1)
- City Planning Heritage and Design Meeting - 22 October 2025 (Attachment 2)
- Sport, Recreation and Leisure Meeting - 23 July 2025 (Attachment 3)
- Sport, Recreation and Leisure Meeting (Extraordinary) - 24 September 2025 (Attachment 4)
- Sport, Recreation and Leisure Meeting - 22 October 2025 (Attachment 5)
- Environment and Sustainability - 3 September 2025 (Attachment 6)
- Environment and Sustainability - 26 November 2025 (Attachment 7)
- Culture and Community Meeting - 3 September 2025 (Attachment 8)
- Culture and Community Meeting (Extraordinary) - 24 September 2025 (Attachment 9)
- Culture and Community Meeting - 26 November 2025 (Attachment 10)

The meetings planned for Q3 2026 are scheduled to take place on the following dates:

- City Planning, Heritage and Design - 4 February 2026
- Sport, Recreation and Leisure - 4 February 2026
- Culture and Community - 25 February 2026
- Environment and Sustainability - 25 February 2026

The meeting dates may be subject to change, and extraordinary meetings may be held throughout the year, with committee members being notified accordingly.

## 15.2 ARIC Annual Report - 2024/2025

|                      |                                                                             |
|----------------------|-----------------------------------------------------------------------------|
| FILE NO:             | 81/26                                                                       |
| ATTACHMENTS:         | 1. Annual Report 2024/2025                                                  |
| RESPONSIBLE OFFICER: | Executive Manager People and Performance                                    |
| AUTHOR:              | Senior Risk and Audit Officer<br>Manager Enterprise Risk, Health and Safety |
| MAITLAND +10         | Outcome 4 Achieving together                                                |
| COUNCIL OBJECTIVE:   | 4.3.2 Culture of improvement and innovation                                 |

---

### EXECUTIVE SUMMARY

In accordance with the *Guidelines for Risk Management and Internal Audit for Local Government in NSW Nov 2023*, the Audit Risk & Improvement Committee must provide to Council an annual assessment each year to ensure that the governing body is fully informed of the Council's performance in relation to matters specified in s428a of the *Local Government Act*.

### OFFICER'S RECOMMENDATION

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

### REPORT

In accordance with the Guidelines for Risk Management and Internal Audit for Local Government in NSW Nov 2023, the Audit Risk & Improvement Committee exercises its functions in accordance with the four-year strategic work plan and annual work plan.

The Committee has provided Council with an Annual Report for 2024/2025. The format of the Annual Report has been changed from calendar year to financial year to align with Council reporting.

## **Items for Information**

# **ARIC Annual Report 2024/2025**

## **Annual Report 2024/2025**

**Meeting Date: 27 January 2026**

**Attachment No: 1**

**Number of Pages:7**



## INTRODUCTION

This annual report provides commentary on the operations and activities of the Audit Risk and Improvement Committee (ARIC) for 2024/2025.

The Maitland City Council (MCC) local government area covers 396 sq km with an estimated residential population of 95,957 which is estimated to rise to 144,536 by 2041.

Council has 610 FTE and manages \$2bn worth of infrastructure assets. Council plans to spend \$163.9m on services for the community and \$66.9m on capital projects in the financial year 2025-2026.

The objective of ARIC is to enhance the corporate governance of MCC through the provision of independent oversight, review and advice. The Committee assists Council by providing independent oversight, review, advice, and on Council's governance, risk, control and compliance frameworks.

## COMMITTEE PROFILES

### Dave Pendleton – Chair (Appointed 1 January 2023 – 4 years)

David is a finance professional with over 30 years' experience in senior executive roles in the media, audit, superannuation and infrastructure. Most recently he was Chief Operating Officer and CFO at the Australian Broadcasting Corporation where he was responsible for all financial, operational and technical functions of the Corporation.

He is currently a non-executive director and Independent Member and Chair on a number of boards and ARIC committees in NSW & Victoria. David was formerly a director of MediaHub Australia, the National DAB License Company and Symphony Australia.

David has a Bachelor of Business from UTS. He is also a graduate and member of the Australian Institute of Company Directors (GAICD), a Fellow of the Certified Practising Accountants (FCPA) and a Senior Fellow of the Financial Services Institute of Australia. David was admitted to the NSW Government pre-qualified panel for Member of Audit & Risk Committee through the NSW Department of Finance.

### Jennifer Leslie, BCom, FCA(Aust), FGIA, FAICD (Appointed 14 July 2022 – 4 years)

Jennifer is a non-executive director with over seventeen years of board-level experience and a diverse career forged in the Hunter Region. Jennifer is a Chartered Accountant and a Fellow of the Australian Institute of Company Directors, who has held senior positions with national consulting firms, Pitcher Partners and PwC. She has held board and committee positions with some of the region's most significant organisations including Newcastle Permanent, where she chaired its Audit Committee and Charitable Foundation and University of Newcastle.

She is also a Non-Executive Director for Regional Australia Bank and the national not for profit organisation, CoAct where she respectively chairs their Audit Committee and Risk Committee. As well Jennifer is a Non-Executive Director for Home in Place and an independent member of the Audit and Risk Committees for NSW Health Care Complaints Commission, Hunter New England Local Health District and University of Newcastle as well as a volunteer Treasurer for local charity Hunter Homeless Connect.

### Ben Lawson (Appointed 14 July 2022 – 4 years)

(Note: Ben's original tenure was for 5 years. This has been amended to 4 years to comply with the OLG Guidelines).



## ARIC Annual Report - 2024/2025 (Cont.)

Ben is a qualified engineer with 20 years' experience in New South Wales Councils across all aspects of civil infrastructure assets prior to establishing a consulting business specialising in financial sustainability (including financial and infrastructure planning, strategy and risk management) for local government.

### Cr Sally Halliday (Appointed 22 October 2024 – 4 years)

Councillor Sally Halliday is an active member of many local community and charity organisations, including the East Maitland Lions Club, the Maitland and District Historical Society, as well as local sporting organisations. She is dedicated to helping people and projects reach their full potential, with a keen interest in preserving Maitland's history and supporting the creation of a historical community centre.

With a focus on community service, Sally believes in making decisions for the benefit of the majority and is not afraid to take a stand when needed. "Being a councillor is an honour and a way to contribute to making Maitland an even better place".

## ARIC STRUCTURE AND MEETING ATTENDANCE

The Committee has 3 independent voting members in accordance with the Office of Local Government Guidelines and one non-voting Councillor member.

Other meeting attendees include the General Manager, Chief Audit Executive, Executive Manager Finance, Chief Financial Officer, Manager Enterprise Risk Health and Safety.

Representatives from Council's internal audit provider PKF and external audit provider Prosperity also attend meetings as required. The Audit Office's Financial Audit Director may also attend the meetings, along with various Council Managers.

A quorum was available for the 5 meetings held during 2024/2025.

| MEETING DATE              | VOTING MEMBERS<br>(ELIGIBLE TO ATTEND – 3)                                            | NON-VOTING MEMBERS<br>(ELIGIBLE TO ATTEND – 1)                                                                    | OTHER ATTENDEES                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|---------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10.9.2024                 | Attendees: 3<br><br>Dave Pendleton (Chair)<br>Jennifer Leslie<br>Ben Lawson           | This meeting was held during the Council election period, therefore no Councillor member was available to attend. | General Manager<br>Chief Audit Executive (Executive Manager People & Performance)<br>Executive Manager Finance<br>Director City Services<br>Manager Enterprise Risk Health & Safety<br>Chief Financial Officer<br>Manager Corporate Planning & Performance<br>Manager Finance & Procurement<br>Manager Assets & Engineering<br>Senior Property Advisor<br>Corporate Performance Lead<br>Internal Audit representatives<br>External Audit representative<br>Senior Risk & Audit Officer |
| 15.10.2024<br>(Financial) | Attendees: 2<br><br>Dave Pendleton (Chair)<br>Jennifer Leslie<br>Ben Lawson (Apology) | This meeting was held during the Council election period, therefore no Councillor member was available to attend. | General Manager<br>Chief Audit Executive (Executive Manager People & Performance)<br>Executive Manager Finance<br>Executive Manager Customer & Digital Services<br>Director City Services<br>Director City Planning<br>Chief Financial Officer<br>Manager Enterprise Risk Health & Safety                                                                                                                                                                                              |

## ARIC Annual Report - 2024/2025 (Cont.)

|           |                                                                             |                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|-----------|-----------------------------------------------------------------------------|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|           |                                                                             |                                                                  | Manager Corporate Planning & Performance<br>Internal Audit representative<br>External Audit representative<br>Audit Office of NSW representative<br>Senior Risk & Audit Officer<br>Risk officer                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 2.12.2024 | Attendees: 3<br><br>Dave Pendleton (Chair)<br>Jennifer Leslie<br>Ben Lawson | Attendees: 1<br><br>Councillor Member – Sally Halliday           | General Manager<br>Chief Audit Executive (Executive Manager People & Performance)<br>Executive Manager Finance<br>Executive Manager Customer & Digital Services<br>Director City Planning<br>Director City Services<br>Chief Financial Officer<br>Manager Enterprise Risk Health & Safety<br>Manager Corporate Planning & Performance<br>Manager Finance & Procurement<br>Manager ICT Operations<br>Manager Enterprise Architecture<br>Coordinator Cyber Security<br>OGM Office Manager<br>Team Leader OGM<br>Internal Audit representatives<br>External Audit representative<br>Risk Officer                                                                                                  |
| 11.2.2025 | Attendees: 3<br><br>Dave Pendleton (Chair)<br>Jennifer Leslie<br>Ben Lawson | Attendees: 1<br><br>Councillor Member – Sally Halliday           | General Manager<br>Chief Audit Executive (Executive Manager People & Performance)<br>Executive Manager Finance<br>Executive Manager Customer & Digital Services<br>Manager Enterprise Risk Health & Safety<br>Manager Corporate Planning & Performance<br>Manager Development & Compliance<br>Manager Finance & Procurement<br>Manager Communications Marketing & Engagement<br>Chief Financial Officer<br>Audit Office of NSW representative<br>Internal Audit representatives<br>External Audit representative<br>Senior Risk & Audit Officer                                                                                                                                                |
| 1.4.2025  | Attendees: 3<br><br>Dave Pendleton (Chair)<br>Jennifer Leslie<br>Ben Lawson | Attendees: 0<br><br>Councillor Member – Sally Halliday (apology) | General Manager (Acting)<br>Chief Audit Executive (Executive Manager People & Performance)<br>Executive Manager Finance<br>Executive Manager Customer & Digital Services<br>Manager Enterprise Risk Health & Safety<br>Manager Financial Reporting (formerly CFO)<br>Manager Financial Services (formerly Manager Finance & Procurement)<br>Manager Corporate Planning & Performance<br>Manager Capital Works Delivery<br>Manager Asset Strategy & Engineering<br>Manager ICT Operations<br>Manager Enterprise Architecture<br>Manager Organisational Development<br>Manager Human Resources<br>Internal Audit representatives<br>External Audit representative<br>Senior Risk & Audit Officer |

## COMMITTEE PERFORMANCE REVIEW

The Committee continues to perform well overall against the core responsibilities contained in the Terms of Reference. Council is benefiting from a stable, skilled and experienced membership that is suitably qualified and works in a collegiate fashion.



## ARIC Annual Report - 2024/2025 (Cont.)

Survey results from 2024/2025 were provided to the Committee at the September 2025 meeting. (A copy was provided in July out of session). The survey was completed by 8 respondents and results of the 2024/2025 annual review showed that ARIC is increasing its focus on risk management, improvement and the Enterprise Resource Plan (ERP) implementation project, with the key focus over the next two years being the continuing implementation of the ERP, maturity of risk framework / systems / processes and compliance and legislative oversight.

## EXTERNAL AUDIT – SUMMARY OF RECOMMENDATIONS

The Audit Office of NSW made a number of recommendations in the external audit final management letter for 2024, which was received on 23.1.25.

| ISSUE                                                                                        | RISK RATING |
|----------------------------------------------------------------------------------------------|-------------|
| 1 – Council does not maintain a register of information assets                               | Moderate    |
| 2 – Council does not require service providers to provide notification of security incidents | Moderate    |
| 3 – Excess annual leave balances                                                             | Moderate    |
| 4 – Business Continuity Plan was not tested                                                  | Moderate    |
| 5 – Fraud awareness training is not provided, and fraud risk assessments are not conducted   | Moderate    |
| 6 – Timeliness of financial reporting                                                        | Moderate    |
| 7 – Completeness and accuracy of the fixed asset register                                    | Moderate    |
| 8 – Inconsistent classification of infrastructure, property, plant and equipment             | Low         |
| 9 – Fully depreciated assets still in use                                                    | Low         |

## INTERNAL AUDIT

During 2024/2025 the following audits were conducted by PKF.

| AUDIT                  | OBJECTIVE                                                                                                                                                                                                                                                                                                                  | ACTIONS / RISK RATING                                      |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
| Payroll                | The primary purpose of the payroll review will be to ensure Council employees are being remunerated correctly in accordance with the LG Award, focusing on Payment accuracy, Incorrect coding and entry of timesheet data, Incorrect award interpretation and application, Potential fraud and corruption, User experience | 11 High Risk Actions, 3 Medium Actions, 3 Low Risk Actions |
| Fees & Charges         | The audit focused on assessing whether the processes for Fees & Charges operate efficiently and effectively, and verify that all processes, from calculation to publication comply with both legislative requirements and Council's Revenue Policy.                                                                        | 12 High Risk Actions, 2 Low Risk Actions                   |
| TechOne Implementation | The audit to be conducted through 2025 to provide ARIC with an independent oversight of the implementation of TechOne, including the Procurement, Payroll and Asset Management modules.                                                                                                                                    | In progress                                                |
| Property               | To ensure efficient and effective utilisation and commercial management of Council properties including management of Council's property portfolio, legislative requirements, record keeping, lease and sale processes, interdependencies across Council                                                                   | In progress                                                |

|            |                                                                                                                                                                         |             |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| Cemeteries | Assess the adequacy of policies and procedures and implementation, completeness of cemetery related data and capability and maturity relating to the cemetery function. | In progress |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|

## SUMMARY OF WORK

### Risk Management

- Implementation Plan (September 2024 meeting) and regular updates at each meeting.
- Received and reviewed reports on WHS, Risk and Insurance, Statewide Mutual Continuous Improvement Pathway (CIP) 2024 Benchmarking Report (Feb 2025 meeting), BCP Update (February 2025 meeting), Fraud & Corruption (February 2025 meeting) and the Safety Management Framework (April 2025 meeting).

### External Audit

- Received regular updates from the Audit Office of NSW and Prosperity (external auditor).
- Received and noted the Engagement Closing report (October 2024 meeting).
- Received and noted the Interim Management Letter of 25.7.24 (September meeting) and the Final Management Letter 23.1.25 (February 2025 meeting).

### Internal Audit

- Reviewed and endorsed the IA2024 Capital Works Report (September 2024 meeting), Internal Audit Charter (September 2024 meeting), and the IA2025 Plan with Assurance Mapping and IA2024 Contract Management Report (December 2024 meeting), IA2024 Payroll Report (February 2025 meeting), IA2024 Fees and Charges Report (April 2025 meeting) and TechOne Implementation update (April 2025 meeting).

### Finance

- Received and noted quarterly budget reviews, along with the financial statements for YE30.6.24
- Received and noted the Long Term Financial Plan (September 2024 meeting) and the Asset Capitalisation Policy (September 2024 meeting).
- Service Presentation – Finance & Property (September 2024 meeting)

### Operations

- Received and noted Quarterly Progress Reports highlighting the progress of the Operational Plan 2024-25 and key statistics related to service delivery.
- Received and noted Delivery Program 2025-2029 and the Operational Plan 2025-2026 (April 2025 meeting).
- Received and noted the State of our City Report 2022-2024 (December 2024 meeting), the Annual Report 2023-2024 (December 2024 meeting) and the Community Strategic Plan 2025-2034 (April 2025 meeting).
- Community & Engagement Strategy (February 2025 meeting), Community Strategic Plan (April 2025 meeting), Workforce Management Planning (April 2025 meeting), Asset Management Update (April 2025 meeting)
- Service Presentations - Asset Management & Planning (September 2024 meeting), Development and Compliance (December 2024 meeting), Corporate Strategy (February 2025 meeting), Capital Works Delivery (April 2025 meeting).

**IT & Cyber**

- Received and noted updates on the Cyber Security Framework (December 2024 and April 2025 meetings), IT Disaster Recovery (April 2025 meeting) and Data Management Framework (December 2024 and April 2025 meetings).
- Service Presentation – Digital Information & Security Services (April 2025 meeting)

**Governance & Legal**

- Received and noted the update on the Legal & Compliance Risk Register (December 2024 meeting), and the Governance Framework (December 2024 meeting).

**Committee**

- Reviewed the ARIC Terms of Reference (December 2024 meeting).

**COMMENTS**

1. The Committee is satisfied with the progression of the Enterprise Risk Management Framework, the improved reporting being provided, and the progress that has been made in completion of the internal work plan.
2. The Committee has a future focus on Council's ERP Project for the next two years with the implementation of TechOne.
3. The Committee thanks the non-voting members (and Council Managers and Officers) for their regular attendance, preparation and delivery of high-quality information and their frank and open engagement with the Committee.



DAVE PENDLETON, CHAIR

13 January 2026

DATE

## **16 NOTICES OF MOTION/RESCISSION**

### **16.1 Localised Urban Tree Strategies**

#### **NOTICE OF MOTION SUBMITTED BY CR AMELIA ATKINSON**

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

---

Cr Amelia Atkinson has indicated her intention to move the following Notice of Motion at the next Council Meeting being held on 27 January 2026:

#### ***THAT Council:***

- 1. Prepare a report on the feasibility of developing localised Urban Tree Strategies across the Local Government Area, with each strategy reflecting the unique character, landscape identity, and existing mature tree canopy of individual suburbs and localities.**
- 2. Consider how township master plans and suburb character guides could inform and support these localised strategies, ensuring that established leafy and garden-suburb qualities are recognised and protected.**
- 3. Include in the report an outline of potential consultation processes, particularly in relation to decisions involving the removal of mature street trees and opportunities for community input into future canopy planning.**
- 4. Identify any resourcing, data, or policy implications associated with preparing localised Urban Tree Strategies, including alignment with Council's Environmental Sustainability Strategy canopy targets.**

#### **Further Information**

Maitland's suburbs each have distinct landscape identities, many shaped by long-standing mature trees and established garden suburb character. As Council continues to implement its Environmental Sustainability Strategy and pursue canopy cover targets, there is value in exploring whether a more localised, place-based approach to urban tree planning would better protect existing amenity and guide future planting. A feasibility report will allow Council to understand the scope, benefits and resource needs of developing localised Urban Tree Strategies before committing to full implementation.

**RESPONSE BY DIRECTOR CITY PLANNING**

Should the above Notice of Motion be endorsed, Council staff will prepare a report to Council on the feasibility of preparing an urban tree strategy across the Local Government Area including resource and financial implications, to address the actions outlined in items 1-4.

## 16.2 PEDESTRIAN SAFETY AT ACCESS POINTS TO BELMORE BRIDGE

### NOTICE OF MOTION SUBMITTED BY CR AMELIA ATKINSON

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

---

Cr Amelia Atkinson has indicated her intention to move the following Notice of Motion at the next Council Meeting being held on 27 January 2026:

**THAT**

- 1. Council notes the increasing pedestrian and active transport movements between Lorn and Maitland, and the growing safety concerns associated with the narrow footpath and proximity to traffic on the approaches to Belmore Bridge (a TFNSW Asset) and Belmore Rd, Lorn (a Council Asset).***
- 2. Recognises and appreciates the recent work by Council, the Local Transport Forum and TFNSW in identifying Belmore Rd as a HPA area, and the soon to be completed Council funded upgrades to the pedestrian crossing, kerb alignment, and speed limits.***
- 3. Acknowledges that the changes (while positive and welcome) highlight the increasing demand for safe active transport connections between Lorn and Maitland, and that significant concerns remain on the constrained pedestrian approaches from Lorn to the Belmore Bridge.***
- 4. Council prepare an assessment of pedestrian safety risks and identify potential options to widen the approach footpaths, improve barriers, or implement other safety measures along this corridor and submit a formal request to both The Hon. Jenny Aitchison MP, Minister for Roads, Minister for Regional Transport and TFNSW, seeking support and funding for any recommended safety improvements.***
- 5. Report back to Council outlining recommendations, next steps, and any responses from the Minister and TFNSW.***

**FURTHER INFORMATION**

Belmore Road and Belmore Bridge form one of the most important walking and riding connections between Lorn and Maitland. In recent years, more children and families have been using this route on foot, pushing prams, on bikes and scooters - creating a much busier and more active corridor.

Transport for NSW has recently recognised this by identifying Belmore Rd as a High Pedestrian Activity Area, and upgrades to the pedestrian crossing at Nillo, kerb alignment, and speed limits are now underway. These improvements are strongly welcomed by the community.

However, the approaches to Belmore Bridge remain a concern. The footpath is extremely narrow, sits very close to traffic and does not safely accommodate the growing number of people using it each day. With more children travelling independently between Lorn and Maitland, the risks are increasing.

This Notice of Motion seeks Council's support to formally request that the NSW Govt and TfNSW investigate further safety improvements on and around the bridge - including options such as widening the footpath or improving protective barriers - to ensure this key connection is safe for everyone.

**RESPONSE BY DIRECTOR CITY SERVICES**

Council officers acknowledge the matters raised in points 1, 2 and 3. If the proposed motion is endorsed, Council staff will undertake the actions set out in resolution points 4 and 5 and report back to Council at the June 2026 meeting with recommendations, next steps, and any responses received from the Honourable Ms Jenny Aitchison MP, Minister for Roads and Minister for Regional Transport and TfNSW.



## 17 QUESTIONS WITH NOTICE

### 17.1 Maitland Aquatic Centre Plaque and Unveiling Ceremony

SUBMITTED BY CR DON FERRIS

FILE NO: 35/7/2  
 ATTACHMENTS: Nil  
 RESPONSIBLE OFFICER: General Manager

---

Cr Don Ferris has asked the following Question With Notice for the Council Meeting being held on 27 January 2026:

*What is Council doing to honour our Maitland swimming legends?*

*Was there a plaque unveiling just before Christmas?*

*Were Councilor's invited?*

*How many people showed up for the unveiling ceremony?*

*Is the plaque of an appropriate size, easy to read and does it adequately honour Maitland's swimming legends?*

#### RESPONSE BY DIRECTOR CITY SERVICES

*What is Council doing to honour our Maitland swimming legends?*

Maitland Aquatic Centre had 8 plaques previously located at the base of the 50m outdoor pool bulkhead. During the recent refurbishment these plaques had to be removed and new plaques were replaced in a more prominent location with the establishment of a celebration walkway within the facility.

The new location of the plaques within this walkway provides the opportunity for the community to honour more people in the future, due to the space available. Council officers will also reference the Memorial Celebrations and Commemoration Items Policy (adopted 25 February 2025) to guide future decisions around honouring both swimming legends and valuable volunteers.

*Was there a plaque unveiling just before Christmas?*

Council officers attempted to make contact with representatives listed on the plaques to invite them to the opening of the celebration walkway at 12pm on Monday 15 December. This unveiling aligned with the facility open day.

Contact was made with Maitland Swim Club who assisted by providing any contact information they had available for those being honoured.

*Were Councilor's invited?*

Councillors were invited to the open day to officially reopen the Outdoor Pool facilities but not specifically at 12pm when the unveiling was taking place.



Maitland Aquatic Centre Plaque And Unveiling Ceremony (Cont.)

*How many people showed up for the unveiling ceremony?*

Nine (9) people attended the unveiling ceremony. 1045 people were granted free entry to the pool on the open day.

*Is the plaque of an appropriate size, easy to read and does it adequately honour Maitland's swimming legends?*

Plaques will be updated with larger plaques and contrasting metal during Q1 2026 to ensure they are clearly visible for all attending following feedback from the opening.

**17.2 COMMENTS MADE BY MEMBER FOR MAITLAND****SUBMITTED BY CR MITCHELL GRIFFIN**

**FILE NO:** 35/8/4

**ATTACHMENTS:** 1. Attachment 1– Grant applications for Walka Water Works and Maitland Gaol

**RESPONSIBLE OFFICER:** General Manager

---

Cr Mitchell Griffin has asked the following Question With Notice for the Council Meeting being held on 27 January 2025:

*On 12 November 2025 Maitland MP Jenny Aitchison informed the Parliament of NSW in a Private Members Statement that:*

- 1. “there is no record of any correspondence of direct representations from them (Maitland City Council) to the Minister for Health on the site (Old Maitland Hospital) since back in 2018”.*
- 2. “I have provided information on grants that are available for council to apply for in order to address that neglect (Walka Water Works and Maitland Gaol)”.*

*Can council officers advise:*

- 1. What advocacy has council made to Government Departments, relevant Ministers and the local Member since 2018 in relation to both the Old Hospital site as well as the former hospital car park behind the Family Hotel.*
- 2. Can council provide a list of grants since 2018 that council have applied for in relation to Maitland Gaol and Walka Water Works?*

**RESPONSE BY EXECUTIVE MANAGER**

**Question 1: What advocacy has council made to Government Departments, relevant Ministers and the local Member since 2018 in relation to both the Old Hospital site as well as the former hospital car park behind the Family Hotel.**

Although the Old Maitland Hospital site is owned by the NSW government, the influence and importance of the site within the physical, economic and social fabric of Maitland is considered significant.

Maitland City Council has previously sought to help guide the future development and uses on site by clearly communicating a vision, aspirations and preferred future uses.

Comments made by Member for Maitland (Cont.)

In 2020 an internal project team was established to help develop a vision for the site and discussions were held with various stakeholders. Preliminary due diligence studies (heritage, contamination and economics) were conducted in 2021.

A report was provided to Council on 12 April 2022 with Council endorsement for staff to commence discussions with the relevant NSW government agencies.

Council officers prepared a broad, visioning document that outlined the context of the site which was to be provided to the State Government with relevant local context to stimulate discussions on the future of the site.

There has been no formal documented correspondence with the Minister for Health. However, on its meeting of 28 November 2023, Council resolved and a letter was sent to State Member for Maitland, to request an update, requests have also been sent to the Property Council NSW as well as the Parliamentary Secretary for the Hunter and the Minister for Regional Roads regarding the vacant former Maitland Hospital carpark.

Unlocking the economic potential of the old Maitland hospital site is on the advocacy agenda in Maitland's Partnerships and Advocacy Strategy 2025-2026, which identifies where Council can work with key partners and other levels of government to deliver on our shared vision.

The site has also been identified for its economic and investment potential in our Economic Development Strategy 2025-2035 as a key endowment of Central Maitland.

The NSW Government is currently calling for feedback on future use of the site with submissions due by 1 March 2026. A coordinated submission in the context of investigations previously undertaken and the adopted strategies and policies of Council is currently being prepared. The draft submission is intended to be presented to Councillors in February 2026.

***Question 2: Can council provide a list of grants since 2018 that council have applied for in relation to Maitland Gaol and Walka Water Works?***

Since 2018, Council has submitted multiple grant applications for projects at the State significant sites of Walka Water Works and the Maitland Gaol with projects at both facilities forming part of Council's Partnerships and Advocacy Strategy 2025-26.

To support the planning, maintenance, heritage and development of Walka Water Works grant applications over this time have totalled \$33.4 million (awarded \$16.8 million, this also included a \$10 million grant from the Regional Tourism Activation Fund which was later returned).

A number of funding applications have been successful across planning, priority works, maintenance and weed control for the site (with the full list of applications outlined in the attachment).

Funding provided by the State government has also included:

- Contamination Planning and Investigation in 2021-22
- Walka Water Works High Priority Works in 2022-23

Comments made by Member for Maitland (Cont.)

- Walka Water Works timber bridge repair in 2023-24
- Funding to address contamination through remediation design, heritage, landscaping, and associated services on the Crown reserve Walka Water Works site 2024-25.

A \$5 million Regional Economic Development and Community Infrastructure Program application for the Walka Water Works Pumphouse Building Revitalisation and Chimney Intervention (2025-26) has also recently been announced as unsuccessful.

To support planning, safety, heritage and redevelopment activities at Maitland Gaol grant applications for the site have totalled \$12.6 million. These were reported to Council at the December 2025 meeting when Council endorsed the decision around the future of management responsibilities for the site.

Attachment 1 provides a full list of all applications, including amounts requested, amounts awarded and project status.

## **Questions With Notice**

### **Comments made by Member for Maitland**

#### **Attachment 1– Grant applications for Walka Water Works and Maitland Gaol**

**Meeting Date: 27 January 2026**

**Attachment No: 1**

**Number of Pages: 4**

Comments made by Member for Maitland (Cont.)

### Attachment 1 – Grant applications

#### Walka Water Works

| FY      | Grant name                                              | Project name                                          | Application status | Grant status | Funding provider                                                    | Agency | Requested amount | Amount awarded | Co-contribution amount | Total Project Funding | Notes |
|---------|---------------------------------------------------------|-------------------------------------------------------|--------------------|--------------|---------------------------------------------------------------------|--------|------------------|----------------|------------------------|-----------------------|-------|
| 2019-20 | Crown Reserves Improvement Fund                         | Walka Water Works - condition assessment of buildings | Successful         | Closed       | NSW Department of Planning, Industry & Environment                  | State  | \$720,200        | \$366,000      | \$ -                   | \$366,000             |       |
| 2019-20 | Crown Reserves Improvement Fund                         | Priority and environmental weed control at Walka      | Successful         | Closed       | NSW Department of Planning, Industry & Environment                  | State  | \$29452.01       | \$29452.01     | \$ -                   | \$29452.01            |       |
| 2019-20 | Crown Reserves Improvement Fund                         | Rabbit control at Walka Water Works                   | Successful         | Closed       | NSW Department of Planning, Industry & Environment                  | State  | \$15,125         | \$15,125       | \$ -                   | \$15,125              |       |
| 2020-21 | Crown Reserves Improvement Fund                         | Walka weed control                                    | Unsuccessful       | Closed       | NSW Department of Planning, Industry & Environment                  | State  | \$122,393        | \$ -           | \$ -                   | \$ -                  |       |
| 2020-21 | Caring for State Heritage - NSW Heritage Grants Program | Water works! - Interpretation project                 | Successful         | Open         | NSW Department of Climate Change, Energy, the Environment and Water | State  | \$ 40,000        | \$ 40,000      | \$60,000               | \$100,000             |       |
| 2021-22 | Crown Reserves Improvement Fund                         | Walka Water Works - Reserve # 210955                  | Successful         | Closed       | NSW Department of Planning, Industry & Environment                  | State  | \$ 4,554         | \$ 4,554       | \$ -                   | \$ 4,554              |       |
| 2021-22 | Crown Lands, Department of Planning and Environment     | Walka Water Works - Contamination                     | Successful         | Open         | Department of Crown Lands                                           | State  | \$ 612,964       | \$612,964      | \$ -                   | \$ 612,964            |       |

## Comments made by Member for Maitland (Cont.)

| FY      | Grant name                                 | Project name                                                                              | Application status                                               | Grant status | Funding provider                                       | Agency | Requested amount | Amount awarded | Co-contribution amount | Total Project Funding | Notes                                                                                                                                            |
|---------|--------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------|--------------|--------------------------------------------------------|--------|------------------|----------------|------------------------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                            | Planning and Investigation                                                                |                                                                  |              |                                                        |        |                  |                |                        |                       |                                                                                                                                                  |
| 2022-23 | Crown Reserves Improvement Fund            | Walka Water Works High Priority Works                                                     | Successful                                                       | Closed       | NSW Department of Planning, Industry & Environment     | State  | \$169,000        | \$169,000      | \$ -                   | \$169,000             |                                                                                                                                                  |
| 2022-23 | Destination Sydney Surrounds North Funding | Preparation of an interpretation plan for the Morpeth to Walka Water Works shared pathway | Successful                                                       | Closed       | Destination Sydney Surrounds North                     | State  | \$10,000         | \$10,000       | \$ -                   | \$10,000              |                                                                                                                                                  |
| 2022-23 | Regional Tourism Activation Fund - Round 2 | Walka Water Works Redevelopment - Stage 1                                                 | Successful but funding returned - project unable to be delivered | Closed       | Department of Regional NSW                             | State  | \$20,000,000     | \$10,000,000   | \$5,100,000            | \$15,100,000          |                                                                                                                                                  |
| 2023-24 | Crown Reserves Improvement Fund            | Walka Water Works timber bridge repair                                                    | Successful                                                       | Open         | Department of Crown Lands                              | State  | \$ 511,511       | \$434,824      | \$ -                   | \$434,824             |                                                                                                                                                  |
| 2024-25 | Crown Reserves Improvement Fund            | Walka Water Works weed control                                                            | Successful                                                       | Open         | Crown Lands                                            | State  | \$15,840         | \$ 15,840      | \$ -                   | \$15,840              |                                                                                                                                                  |
| 2024-25 | Crown Reserves Improvement Fund            | Walka Water Works - Phase 1 remediation and associated                                    | Unsuccessful                                                     | Unsuccessful | Crown Lands                                            | State  | \$996,614        | \$ -           | \$ -                   | \$ -                  |                                                                                                                                                  |
| 2024-25 | Crown Reserves Improvement Fund            | Pest control - Walka Water Works                                                          | Unsuccessful                                                     | Unsuccessful | Crown Lands                                            | State  | \$ 30,000        | \$ -           | \$ -                   | \$ -                  |                                                                                                                                                  |
| 2024-25 | Crown Lands Funding                        | Walka Water Works remediation                                                             | Ongoing/Funding Provided                                         | Open         | NSW Department of Planning, Housing and Infrastructure | State  | \$3,058,000      | \$3,058,000    | \$ -                   | \$ 3,058,000          | To address contamination through remediation design, heritage, landscaping, and associated services on the Crown reserve Walka Water Works site. |
| 2024-25 | Crown Lands Funding                        | Walka Water Works remediation                                                             | Ongoing/Funding Provided                                         | Open         | Crown Lands                                            | State  | \$2,075,000      | \$2,075,000    | \$ -                   | \$ 2,075,000          |                                                                                                                                                  |

## Comments made by Member for Maitland (Cont.)

| FY      | Grant name                                                         | Project name                                                                 | Application status | Grant status | Funding provider                                        | Agency | Requested amount | Amount awarded | Co-contribution amount | Total Project Funding | Notes |
|---------|--------------------------------------------------------------------|------------------------------------------------------------------------------|--------------------|--------------|---------------------------------------------------------|--------|------------------|----------------|------------------------|-----------------------|-------|
| 2025-26 | Regional Economic Development and Community Infrastructure Program | Warka Water Works Pumphouse Building Revitalisation and Chimney Intervention | Unsuccessful       | Closed       | Department of Primary Industry and Regional Development | State  | \$5,000,000      | \$ -           | \$1,000,000            | \$1,000,000           |       |
| Total   |                                                                    |                                                                              |                    |              |                                                         |        | \$33,410,653     | \$16,830,759   | 6160000                | \$22,975,634          |       |

## Maitland Gaol

| FY      | Grant name                      | Project name                                                                    | Application status | Grant status | Funding provider          | Agency | Requested amount | Amount awarded | Co-contribution amount | Total Project Funding | Notes                     |
|---------|---------------------------------|---------------------------------------------------------------------------------|--------------------|--------------|---------------------------|--------|------------------|----------------|------------------------|-----------------------|---------------------------|
| 2017-18 | Crown Reserves Improvement Fund | Safety audit and roof repairs                                                   | Successful         | Closed       | Department of Crown Lands | State  | \$524,341        | \$524,341      | \$2,000                | \$526,341             |                           |
| 2020-21 | Resources for Regions - Round 7 | Business Case Maitland Gaol Development Plan and Site Masterplan Implementation | Successful         | Closed       | Regional NSW              | State  | \$ 50,000        | \$ 50,000      | \$ -                   | \$ 50,000             |                           |
| 2021-22 | Crown Reserves Improvement Fund | Maitland Gaol Chapel                                                            | Unsuccessful       | Closed       | Department of Crown Lands | State  | \$ -             | \$ -           | \$ -                   | \$ -                  | No further data available |
| 2021-22 | Crown Reserves Improvement Fund | Maitland Gaol Sustainability                                                    | Unsuccessful       | Closed       | Department of Crown Lands | State  | \$ -             | \$ -           | \$ -                   | \$ -                  | No further data available |



## Comments made by Member for Maitland (Cont.)

| FY      | Grant name                                               | Project name                                                                    | Application status | Grant status | Funding provider                                                                                 | Agency | Requested amount | Amount awarded | Co-contribution amount | Total Project Funding | Notes                                |
|---------|----------------------------------------------------------|---------------------------------------------------------------------------------|--------------------|--------------|--------------------------------------------------------------------------------------------------|--------|------------------|----------------|------------------------|-----------------------|--------------------------------------|
| 2021-22 | Destination NSW Experience Enhancement Fund              | Guard Tower Experience - Maitland Gaol                                          | Successful         | Closed       | Destination NSW                                                                                  | State  | \$ 129,000       | \$129,000      | \$ 221,400             | \$350,400             |                                      |
| 2021-22 | Federal Regional Recovery Partnerships Program           | Maitland Gaol Development - Hub Café / Boutique Accommodation / Enhanced Access | Successful         | Open         | Department of Infrastructure, Transport, Regional Development, communication, Sport and the Arts | State  | \$5,000,000      | \$5,000,000    | \$ -                   | \$5,000,000           | *NOTE: Council Report December 2025. |
| 2022-23 | Crown Reserves Improvement Fund                          | Upgrade the Maitland Gaol Chapel to improve public safety                       | Successful         | Closed       | Department of Crown Lands                                                                        | State  | \$ 174,218       | \$174,218      | \$ -                   | \$ 174,218            |                                      |
| 2022-23 | Regional NSW Business Case and Strategy Development Fund | Maitland Gaol Hotel Development Business Case and Feasibility                   | Successful         | Closed       | Department of Regional NSW                                                                       | State  | \$ 277,500       | \$277,500      | \$ -                   | \$277,500             |                                      |
| 2022-23 | Regional Tourism Activation Fund - Round 1               | Maitland Gaol Development - Hub Café / Boutique Accommodation / Enhanced Access | Successful         | Open         | Department of Regional NSW                                                                       |        | \$5,481,670      | \$5,481,670    | \$1,245,492            | \$6,727,162           | *NOTE: Council Report December 2025. |
| 2024-25 | Crown Reserves Improvement Fund                          | Maitland Gaol - hydrants and electrical upgrade                                 | Unsuccessful       | Unsuccessful | Crown Lands                                                                                      | State  | \$ 999,532       | \$ -           | \$250,000              | \$250,000             |                                      |
| Total   |                                                          |                                                                                 |                    |              |                                                                                                  |        | \$12,636,261     | \$11,636,729   | \$1,718,892            | \$13,355,621          |                                      |

### 17.3 Hunter Strategic Regional Integrated Transport Plan

SUBMITTED BY CR MITCHELL GRIFFIN

FILE NO: 35/4/6  
ATTACHMENTS: Nil  
RESPONSIBLE OFFICER: General Manager  
Director City Services

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Cr Mitchell Griffin has asked the following Question With Notice for the Council Meeting being held on Tuesday, 27 January 2026:

*In 2025 The NSW Roads Minister Jenny Aitchison released the 2025 Hunter Strategic Regional Integrated Transport Plan.*

*Can council officers advise whether the plan indicates any resolution for the following Maitland transport issues as previously raised by council to the NSW State Government:*

- 1. Glenwood Drive/Weakleys Drive Intersection at Thornton*
- 2. Glenwood Drive/Thornton Road Intersection at Thornton*
- 3. Haussman Drive/Raymond Terrace Road Intersection at Thornton/Chisholm*
- 4. Northern Access to Metford Railway Station*
- 5. Thornton Bypass Road between Raymond Terrace Road and the New England Highway*
- 6. Transfer of road ownership for Thornton Road Thornton*
- 7. Transfer of road ownership for Metford Road Metford*
- 8. Study into traffic improvements at the New Maitland Hospital roundabout at Metford Road Metford*

#### RESPONSE BY DIRECTOR CITY SERVICES

1. *Glenwood Drive/Weakleys Drive Intersection at Thornton*  
This item is not identified in the Hunter Strategic Regional Integrated Transport Plan (HSRITP).
2. *Glenwood Drive/Thornton Road Intersection at Thornton*  
This item is not identified in the HSRITP.
3. *Haussman Drive/Raymond Terrace Road Intersection at Thornton/Chisholm*  
This item is not identified in the HSRITP.

**4. Northern Access to Metford Railway Station**

This item is not specifically mentioned in the HSRITP. Under Section 6.1 Short Term Initiatives (0–5 year timeframe) of the HSRITP, item 5 is the “Development of a Hunter Rail Strategy” which has an actions of “Station upgrades and station access”, however there is insufficient detail to determine if this would include the Northern Access to Metford Railway Station.

**5. Thornton Bypass Road between Raymond Terrace Road and the New England Highway**

This item is not identified in the HSRITP.

**6. Transfer of road ownership for Thornton Road Thornton**

This item is not identified in the HSRITP. In December 2025, TfNSW released the Approach to Road Recategorisation Guidance Notes. The Road Recategorisation Self Assessment Tool is now available on the TfNSW website which will allow Council to start the process to submit nominations for road recategorisations. Council Officers will complete the self assessment for Thornton Road in early 2026.

**7. Transfer of road ownership for Metford Road Metford**

This item is not identified in the HSRITP. In December 2025, TfNSW released the Approach to Road Recategorisation Guidance Notes. The Road Recategorisation Self Assessment Tool is now available on the TfNSW website which will allow Council to start the process to submit nominations for road recategorisations. Council Officers will complete the self assessment for Metford Road in early 2026.

**8. Study into traffic improvements at the New Maitland Hospital roundabout at Metford Road Metford**

This item is not identified in the HSRITP. This location is within the East Maitland Catalyst Area and will therefore be included in the East Maitland Catalyst Area traffic studies.

## 18 Urgent Business

## 19 COMMITTEE OF THE WHOLE

### 19.1 Consideration of Tender Provision of Road Stabilising

|                      |                                   |
|----------------------|-----------------------------------|
| FILE NO:             | 2025/000434                       |
| ATTACHMENTS:         | Nil                               |
| RESPONSIBLE OFFICER: | Executive Manager Finance         |
| AUTHOR:              | Coordinator Corporate Procurement |
| MAITLAND'S FUTURE    | 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: (d) (ii) information that would, if disclosed, confer a commercial advantage on a competitor of the council.**

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#### 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 provision of road stabilising 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 provision of road stabilising to Maitland City Council over a five-year period is approximately \$10.8M*

*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.*

## 19.2 Acquisition of Land for Road Widening In Haussman Drive, Thornton

|                      |                                             |
|----------------------|---------------------------------------------|
| FILE NO:             | 46804                                       |
| ATTACHMENTS:         | 1. Location of land<br>2. Plan view of land |
| RESPONSIBLE OFFICER: | Executive Manager Finance                   |
| AUTHOR:              | Senior Property Advisor                     |
| MAITLAND'S FUTURE    | 1 Liveable Maitland                         |
| COUNCIL OBJECTIVE:   | 1.2.3 Safe and efficient road networks      |

***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) (ii) information that would, if disclosed, confer a commercial advantage on a competitor of the council.***

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### EXECUTIVE SUMMARY

*Haussman Drive has been identified as one of the key roads requiring upgrading works to support the full development in Chisholm and Thornton North.*

*Partial land acquisition is required for the purposes of road reconstruction and widening of the road pavement along Haussman Drive, Thornton. An agreement with the affected landowner has been discussed.*

**20 Committee of the Whole Recommendations**

**21 Closure**