

# Ordinary Meeting Agenda

17 March 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.

---

## Table of Contents

Item	Subject	Page No
<b>PRESENT .....</b>		<b>1</b>
<b>1</b>	<b>INVOCATION.....</b>	<b>1</b>
<b>2</b>	<b>ACKNOWLEDGEMENT OF COUNTRY .....</b>	<b>1</b>
<b>3</b>	<b>APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE.....</b>	<b>1</b>
<b>4</b>	<b>DECLARATIONS OF INTEREST .....</b>	<b>1</b>
<b>5</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>1</b>
<b>6</b>	<b>BUSINESS ARISING FROM MINUTES .....</b>	<b>1</b>
<b>7</b>	<b>WITHDRAWAL OF ITEMS AND ACCEPTANCE OF LATE ITEMS OF BUSINESS .....</b>	<b>1</b>
<b>8</b>	<b>MAYORAL MINUTE .....</b>	<b>1</b>
<b>9</b>	<b>OFFICE OF THE GENERAL MANAGER .....</b>	<b>1</b>
	NIL	
<b>10</b>	<b>CITY PLANNING.....</b>	<b>2</b>
<b>10.1</b>	<b>SITE MASTERPLAN FOR THE FORMER ANAMBAH LANDFILL .....</b>	<b>2</b>
<b>10.2</b>	<b>DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION .....</b>	<b>6</b>
<b>10.3</b>	<b>ADOPTION OF DRAFT DEVELOPMENT CONTROL PLAN – ANAMBAH URBAN RELEASE AREA .....</b>	<b>22</b>
<b>10.4</b>	<b>DA2024/568 FOR RURAL INDUSTRY – DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND .....</b>	<b>30</b>

10.5	PROJECT UPDATE - HITCHING POST HIGH STREET MAITLAND - LOCAL HERITAGE LISTING .....	60
10.6	VISITOR INFORMATION SERVICE .....	63
<b>11</b>	<b>CITY SERVICES.....</b>	<b>67</b>
11.1	YEAR-ROUND GRANTS PROGRAM ROUND FOUR 2025/2026 .....	67
11.2	RESCINDING OF PLANT AND EQUIPMENT REPLACEMENT POLICY .....	76
11.3	ROADSIDE TRIBUTES POLICY REVIEW 2026.....	84
11.4	LOCAL TRANSPORT FORUM MEETING MINUTES (FEBRUARY 2026) .....	97
11.5	THE LEVEE CENTRAL MAITLAND 10 YEAR REVIEW UPDATE.....	106
<b>12</b>	<b>CUSTOMER AND DIGITAL SERVICES .....</b>	<b>110</b>
	NIL	
<b>13</b>	<b>PEOPLE AND PERFORMANCE.....</b>	<b>111</b>
13.1	FRAUD AND CORRUPTION PREVENTION POLICY .....	111
<b>14</b>	<b>FINANCE.....</b>	<b>131</b>
14.1	DRAFT PROCUREMENT POLICY .....	131
14.2	STATEMENT OF FINANCIAL INVESTMENTS AS AT 28 FEBRUARY 2026.....	134
14.3	DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 .....	144
<b>15</b>	<b>ITEMS FOR INFORMATION .....</b>	<b>157</b>
15.1	AUDIT RISK & IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES – 11.11.25 .....	157
<b>16</b>	<b>NOTICES OF MOTION/RESCISSION.....</b>	<b>187</b>
16.1	GROOVIN THE MOO FESTIVAL.....	187
16.2	RECREATIONAL VEHICLE ACCOMMODATION OPTIONS .....	188

---

16.3	WOMEN IN MBA.....	189
16.4	INCREASING TRANSPARENCY AND PUBLIC BRIEFINGS .....	191
<b>17</b>	<b>QUESTIONS WITH NOTICE .....</b>	<b>193</b>
17.1	RATEABLE SOCIAL HOUSING PROPERTIES.....	193
17.2	MAITLAND RAILWAY STATION OVERPASS – NEW ENGLAND HIGHWAY.....	194
17.3	WOODBERRY BUSINESS PRECINCT REVITALISATION .....	195
17.4	CULTURAL TOURISM OPPORTUNITIES IN MAITLAND.....	198
<b>18</b>	<b>URGENT BUSINESS.....</b>	<b>201</b>
<b>19</b>	<b>COMMITTEE OF THE WHOLE .....</b>	<b>202</b>
19.1	DESIGN, MANUFACTURE, ASSEMBLY AND COMMISSIONING OF FOUR (4) SIDE LOADER WASTE VEHICLES .....	202
19.2	SALE OF PROPERTY IN RUTHERFORD .....	203
19.3	ACQUISITION OF LAND IN MAITLAND.....	204
<b>20</b>	<b>COMMITTEE OF THE WHOLE RECOMMENDATIONS .....</b>	<b>205</b>
<b>21</b>	<b>CLOSURE.....</b>	<b>205</b>

## **Present**

- 1 Invocation**
- 2 Acknowledgement of Country**
- 3 Apologies, Leave of Absence and Remote Attendance**
- 4 Declarations of Interest**
- 5 Confirmation of Minutes of Previous Meeting**
  - *The Minutes of the Ordinary Meeting held 17 February 2026 be confirmed.*
- 6 Business Arising from Minutes**
- 7 Withdrawal of Items and Acceptance of Late Items of Business**
- 8 Mayoral Minute**
- 9 Office of the General Manager**

Nil

---

## 10 City Planning

### 10.1 Site Masterplan for the Former Anambah Landfill

<b>FILE NO:</b>	<b>55/2</b>
<b>ATTACHMENTS:</b>	<b>1. Community Consultation Report (Under Separate Cover)</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director City Planning Manager Environment &amp; Sustainability</b>
<b>AUTHOR:</b>	<b>Project Manager Waste Services</b>
<b>MAITLAND +10</b>	<b>Outcome 2 Sustainable Maitland</b>
<b>COUNCIL OBJECTIVE:</b>	<b>2.2.4 Circular economy</b>
<b>Previous Items:</b>	<b>10.3 – Former Anambah Landfill Remediation and Future uses of the Site – Ordinary Council – 27 Feb 2024 5:30 PM (Policy &amp; Finance)</b>

---

#### EXECUTIVE SUMMARY

*Maitland City Council owns, and previously operated, the former Anambah Landfill site, located on Lot 2 DP1176708, Anambah Road, Rutherford. It is a historic landfill site which operated from 1976-1993 and is noted to be without environmental management systems compliant to modern standards. The site ceased operations in 1993 and is currently in an unremediated state. The site is currently undergoing planning for remediation and future use. This report provides the outcomes of community consultation and feasibility analysis to support development of a site masterplan.*

#### OFFICER'S RECOMMENDATION

##### THAT

- 1. Further detailed investigation of the proposed land use for the former Anambah landfill site is progressed through a master planning process, taking into consideration the outcomes of community consultation (Attachment 1).**
- 2. A draft site masterplan and supporting addendum report on ownership and operation models is prepared in FY2027 and funded through the Landfill Remediation Reserve**
- 3. A further report is brought to Council in 2027 outlining the outcomes of items 1 and 2 above.**

## SITE MASTERPLAN FOR THE FORMER ANAMBAH LANDFILL (Cont.)

## REPORT

**1. Introduction**

At its meeting on 27 February 2024, Council considered a report outlining a Land Use Options Assessment for the former Anambah Landfill. The assessment analysed potential land use options for the site based on known site constraints, including the nature and extent of contamination, impacts to nearest sensitive receptors, cost and complexity of remediation, consistency with development potential and sustainability factors. The recommended option for the end land use was a combination of commercial/light industrial and solar farm uses. An artistic impression of the recommended final land use is provided in Figure 1.



*Figure 1 – Artistic impression of the recommended final land use, subject to change following further review and detailed design*

Based on the report, Council adopted the following resolution:

THAT

1. Community consultation is undertaken on the recommended landuse option, being a combination of Commercial/Light Industrial, and Solar Farm.
2. Further feasibility review is progressed, including engineering, environmental and financial feasibility.
3. A further report be brought to Council outlining outcomes and recommended next steps.

---

SITE MASTERPLAN FOR THE FORMER ANAMBAH LANDFILL (Cont.)

## 2. Community Consultation

Council consulted with the community on these proposed options between 24 June and 26 July 2024. Council provided the community, including affected residents and businesses with the opportunity to view the options report and view the concept plans for the site. A full report on consultation undertaken is provided in Attachment 1.

Overall feedback can be broken down into five themes:

1. **Prioritise green space:** A significant number of comments advocate for the area to be preserved as green space, whether as parks, botanical gardens, or nature reserves. This is seen as essential for maintaining biodiversity, providing recreational opportunities, and countering the effects of urban sprawl.
2. **Incorporate renewable energy:** While some oppose industrial development, there is notable support for integrating solar farms or other renewable energy projects, especially if they coexist with green spaces.
3. **Opposition to industrial zoning:** Several comments explicitly reject the idea of more industrial or commercial development in the area, highlighting past negative experiences with pollution and environmental degradation.
4. **Call for thoughtful urban planning:** There is a demand for long term, sustainable planning that balances development with environmental preservation and community needs. This includes suggestions for parks, community gardens, and educational centres focused on sustainability.
5. **Desire for community amenities:** Many residents want the land to be used for amenities that benefit the local community, such as sports facilities, playgrounds, and dog parks. There's a recurring theme of making the area more liveable and enjoyable for current and future generations.

Further feedback was gathered from Councillors during a site visit and briefings during 2025. Key themes from Councillor feedback included:

- Ensuring decisions of this Council do not limit future landuse options beyond what is feasible given the location of waste on the site and other constraints as outlined by the contaminated land consultant
- Identifying opportunities to incorporate passive and recreational uses in suitable parts of the site along with commercial and/or solar options where feasible.

## 3. Site Masterplan

For the highest and most beneficial use of the former Anambah landfill to be achieved, the landfill must be capped, and landfill gas and leachate managed. Different areas of the site require different treatments, and are suitable for different uses. Technical feasibility assessments progressed during the 2024-25 financial year indicate that a combination of site uses consistent with community and Councillor feedback is feasible within technical constraints. Masterplanning is required as a next step to determine the best use of each area, and how land use integration can occur based on community needs, technical requirements and surrounding land uses.

## SITE MASTERPLAN FOR THE FORMER ANAMBAH LANDFILL (Cont.)

A masterplan for a site of this scale is a strategic long term document that defines the future layout, landuse and development framework. It ensures a coordinated approach to infrastructure necessary for ongoing management of waste, leachate and landfill gas as well as infrastructure needed for the long term use of the site including utilities, drainage, mobility and access, built form and green space ensuring financial, social and environmental sustainability can be achieved.

Once a masterplan is prepared, remediation design can progress in accordance with EPA requirements. It is therefore recommended that the results of all studies completed to date be used to inform a site masterplan and more detailed financial analysis for long term site use.

### **CONCLUSION**

This report outlines the outcomes of community consultation and feasibility analysis for future land use for the former Anambah landfill and identifies next steps to enable remediation planning to be progressed in accordance with Council's operational commitments.

### **FINANCIAL IMPLICATIONS**

The cost of remediation of the site has been estimated at \$14.7 million, before establishment of structures associated with the final land use. The recommendations of this report enable remediation planning activities to be progressed before capital is committed.

Budget for a site masterplan and supporting addendum report on ownership and operating models is estimated at \$100,000 excluding GST. It is recommended that the masterplan and supporting report be funded through the Anambah landfill component of the landfill remediation reserve. The plan can be project managed by the Project Manager, Waste Services and delivered during the 2026-27 financial year, subject to finalization of Council's Operational Plan.

As such, the activities outlined in the recommendation can be progressed within Council's forward budget estimates.

### **POLICY IMPLICATIONS**

This matter has no specific policy implications for Council.

### **STATUTORY IMPLICATIONS**

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

## 10.2 Draft Maitland Development Control Plan 2026 and Draft Maitland Manual of Engineering Standards 2026 – For Adoption

<b>FILE NO:</b>	<b>103/193</b>
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li>1. Response to Submissions Report (Under Separate Cover)</li> <li>2. Draft Maitland Development Control Plan 2026 (Under Separate Cover)</li> <li>3. Draft Maitland Development Control Plan 2026 – Supporting Documents (Under Separate Cover)</li> <li>4. Draft Maitland Manual of Engineering Standards 2026 (Under Separate Cover)</li> <li>5. Draft Maitland Manual of Engineering Standards 2026 – Supporting Documents (Under Separate Cover)</li> <li>6. Register of Changes (Under Separate Cover)</li> <li>7. Policy Implications</li> <li>8. Submissions (Under Separate Cover)</li> </ol>
<b>RESPONSIBLE OFFICER:</b>	<p>Director City Planning  Manager Strategic Planning  Coordinator Planning &amp; Development</p>
<b>AUTHOR:</b>	<p>Strategic Planner  Strategic Planning Policy Lead  Coordinator Engineering and Development  Senior Subdivision &amp; Development Engineer</p>
<b>MAITLAND'S FUTURE</b>	<b>1 Liveable Maitland</b>
<b>COUNCIL OBJECTIVE:</b>	<b>1.1.3 Housing diversity</b>

### EXECUTIVE SUMMARY

*On 20 May 2025, Council resolved to place the draft Maitland Development Control Plan 2025 (MDCP 2025) and the draft Maitland Manual of Engineering Standards 2025 (MMoES 2025) on public exhibition. The draft MDCP 2025 and draft MMoES 2025 were exhibited from 26 May 2025 to 4 August 2025 (70 days). During the exhibition period, 249 unique submissions were received.*

*The new MDCP 2026 and MMoES 2026 have been prepared to modernise the documents to align with Council and State strategies, policies, and guidelines; to improve referencing and account for new legislation, and to assist in streamlining Council's development assessment process.*

*The purpose of this report is to inform Council on the outcomes of public exhibition, recommend to Council that the final draft MDCP 2026 and draft MMoES 2026 be adopted, and repeal the Building Line and Fencing – Radburn Estate Thornton Policy, which will be made obsolete by the MDCP 2026.*

## OFFICER'S RECOMMENDATION

### THAT

1. Council acknowledges the Response to Submissions Report (Attachment 1) and the Register of Changes (Attachment 6).
2. The draft Maitland Development Control Plan 2026 (Attachment 2) and its supporting documents (Attachment 3) be adopted, inclusive of the Mount Vincent Urban Release Area Development Control Plan and the amendments made under the Register of Changes.
3. The draft Maitland Manual of Engineering Standards 2026 (Attachment 4) and its supporting documents (Attachment 5) be adopted, inclusive of the amendments made under the Register of Changes.
4. The Maitland Development Control Plan 2026 and Maitland Manual of Engineering Standards 2026 come into effect one (1) month from the passing of this resolution and repeal the Maitland Manual of Engineering Standards 2014, the Maitland Development Control Plan 2011, and the Building Line and Fencing – Radburn Estate Thornton Policy 2024.
5. Public notice be given in Council's website in accordance with the Environmental Planning and Assessment Regulation 2021.
6. Notification of Council's decision be provided to those who made a submission.
7. Council staff provide a report to Council within 18 months on the performance of the Maitland Development Control Plan 2026 and Maitland Manual of Engineering Standards 2026.

### REPORT

#### **Draft Maitland DCP 2025 and Draft Maitland MoES 2025**

The Maitland Local Government Area (LGA) has undergone substantial growth and change over the past two decades, and planning for our city has constantly evolved over time. However, Council's current Development Control Plan (DCP) and Manual of Engineering Standards (MoES) have not experienced a comprehensive review since 2011 and 2014, respectively.

To respond to Council's current strategic directions outlined in the Maitland's Future Community Strategic Plan and changes to state and federal planning legislation, a comprehensive review of the DCP and MoES has been undertaken. As part of this, the following key objectives were set:

- Creating a sensible and workable document that can be properly applied to real world situations.
- Modernising the documents to be aligned with planning principles and policies that are appropriate and feasible for the Maitland LGA context.

DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)

- Updating language, terminology, and references.
- Streamlining assessment of development applications.

The draft MDCP and draft MMoES were exhibited from 26 May 2025 to 4 August 2025 (70 days). Having now been exhibited, and amendments made in response to submissions received that are substantially consistent with the original documents, this report seeks Council endorsement for adoption of the documents as the MDCP 2026 and MMoES 2026.

## Consultation and Public Exhibition

Significant consultation occurred with both internal and external stakeholders prior to the public exhibition of the draft MDCP and draft MMoES, the details of which are provided in the Response to Submissions Report (Attachment 1). A summary of the activities with stakeholders is provided in the table below:

STAKEHOLDER	ACTIVITIES UNDERTAKEN
<b>Government Agencies (External)</b>	<ul style="list-style-type: none"> <li>• Invitation to Department of Planning, Housing and Infrastructure (DPHI), Hunter and Central Coast Development Corporation (HCCDC), Department of Climate Change, Energy, the Environment and Water (DCCEEW), Transport for NSW (TfNSW), Department of Primary Industries and Regional Development (DPIRD), NSW Rural Fire Service (RFS), Homes NSW, Landcom, NSW State Emergency Service (SES), Hunter Valley Flood Mitigation Scheme (HVFMS), Local Land Services (LLS), Government Architect NSW (GANSW), and NSW Environment Protection Authority (NSW EPA) to be involved in Stakeholder Working Group. <ul style="list-style-type: none"> <li>◦ DCCEEW (Flooding), DCCEEW (Heritage), DPIRD (Fisheries), RFS, and SES accepted offer.</li> </ul> </li> <li>• Ongoing liaison with all named government agencies regarding the progress of the draft MDCP and draft MMoES with additional information and meetings conducted upon request. This included quarterly updates to TfNSW and DPHI.</li> </ul>
<b>Development Industry (External)</b>	<ul style="list-style-type: none"> <li>• Developer forums held in late 2023 regarding draft Maitland DCP as an open invitation to provide feedback.</li> <li>• February/March 2024 - Draft issue of Subdivision and Residential DCP chapters, with significant feedback received.</li> <li>• Invitation to Urban Development Institute of Australia (UDIA), Housing Industry Association (HIA), Community Housing Industry Association (CHIA), and Planning Institute of Australia (PIA) to be involved in Stakeholder Working Group. <ul style="list-style-type: none"> <li>◦ UDIA, HIA, and CHIA accepted offer.</li> </ul> </li> <li>• One-on-one meetings to discuss draft MDCP and draft MMoES matters held with a series of stakeholders, including with UDIA representatives. <ul style="list-style-type: none"> <li>◦ Meetings held with UDIA on 25 March 2025 and 19 February 2026 to address feedback before exhibition and putting for adoption respectively.</li> </ul> </li> <li>• Ongoing progress updates upon request at developer meetings with Council from July 2024 onwards as to the status of the draft MDCP and draft MMoES, including at regular monthly and quarterly meetings.</li> </ul>

DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)

STAKEHOLDER	ACTIVITIES UNDERTAKEN
<b>Community &amp; Interest Groups (External)</b>	<ul style="list-style-type: none"> <li>• Invitation to Mindaribba Local Aboriginal Land Council (LALC), Hunter Water, and former members of the Maitland Heritage Committee to engage on relevant draft chapters of the draft MDCP and draft MMoES.</li> <li>• Meeting held with Hunter Water in early 2025 to discuss key matters.</li> <li>• Request for feedback and feedback received from ex-Maitland Heritage Committee members on the draft Heritage Chapter of the draft MDCP.</li> </ul>
<b>Residents &amp; Businesses - As part of Exhibition Engagement Plan (External)</b>	<ul style="list-style-type: none"> <li>• YourSay webpage, with 3,880 views during exhibition</li> <li>• Exhibition items on Council's website, with 6,360 DCP views and 951 MoES views</li> <li>• Four Community Information Sessions, with a total of 46 attendees</li> <li>• DCP Information Desk, with 82 total enquiries</li> <li>• Q&amp;A forum on Maitland YourSay page, with 32 contributions</li> <li>• Newspaper advertisement in the Maitland Mercury</li> <li>• Targeted letterbox drops to 3,600 properties</li> <li>• Advertising and materials at Council facilities</li> <li>• Media releases and social media posts</li> <li>• Newsletter distributions to over 12,800 subscribers</li> </ul>
<b>Stakeholder Working Group (Internal &amp; External)</b>	<ul style="list-style-type: none"> <li>• Included DCCEEW (Flooding), DPIRD (Fisheries), RFS, SES, DCCEEW (Heritage), UDIA, HIA, CHIA, Hunter Water, Mindaribba LALC, and Maitland Heritage Committee members.</li> <li>• 3 stakeholder workshops in person held.</li> <li>• A series of one-on-one briefings with members to help inform DCP approach and content.</li> <li>• Stakeholder Working Group detailed feedback on draft Subdivision, Residential, Industrial, and Rural Chapters.</li> <li>• Circulation of the draft MDCP and draft MMoES in March 2025 prior to exhibition with an offer to meet. <ul style="list-style-type: none"> <li>○ Meetings held with UDIA, CHIA, DCCEEW (Flooding), SES and RFS.</li> </ul> </li> </ul>
<b>Councillors (Internal)</b>	<ul style="list-style-type: none"> <li>• 6 Councillor Briefings over the course of 2025.</li> <li>• Invitation to Councillors for sit down discussions with Council Staff in December 2025 and January 2026 – 4 sessions held.</li> </ul>
<b>Council Committees (Internal)</b>	<ul style="list-style-type: none"> <li>• Quarterly updates from 10 December 2024 onwards – Flood Risk Management Committee regarding flood planning approach.</li> <li>• January 2026 – Update to City Planning, Heritage and Design Committee on status of flood planning in the draft MDCP.</li> </ul>
<b>Council Staff (Internal)</b>	<ul style="list-style-type: none"> <li>• Over 60 staff members input into the draft MDCP and draft MMoES.</li> <li>• 12 workshops with the project's Advisory Group (draft MDCP)</li> <li>• 11 workshops with Development Assessment, Building, and Subdivision</li> </ul>

---

DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)

STAKEHOLDER	ACTIVITIES UNDERTAKEN
	Engineering Teams (draft MDCP) <ul style="list-style-type: none"> <li>• 6 ELT briefings (draft MDCP)</li> <li>• Technical working groups for environment, traffic, assets, stormwater and engineering matters (draft MMoES).</li> </ul>

## Submissions

Following public exhibition, Council staff undertook a detailed review of all public submissions. In total, 272 submissions were received, with 23 of these being direct duplicates, where a submitter had provided their feedback through more than one submission method. In total, 252 unique submissions were received.

There was substantial attention on the approach to flood planning throughout the public exhibition period. 196 of the 252 (78%) unique submissions focused on flooding, with 174 of 196 (89%) opposed to the proposed changes. Objections ranged from impacts on economic development and property values, to concerns about flood mapping, infrastructure, evacuation routes and mitigation.

Items related to heritage had the second highest number of submissions, with a total of 11 (~4%) unique submissions. Seven of the 11 submissions were in support of the proposed controls or provided additional comments. Common matters raised were further refinement to a range of heritage controls, and broad support for Heritage Conservation Area controls, particularly in Lorn and Morpeth.

10 submissions were received on the Residential and Subdivision chapters, with three of the 10 being part of a joint submission. These were broadly the most detailed submissions, and 60% of them were opposed to the draft MDCP 2025 proceeding to finalisation without further amendments. This included requested changes to setbacks, private open space, subdivision design, and landscaping.

The draft MMoES received 17 unique submissions, primarily relating to flood engineering matters at a catchment scale, which is not the responsibility of the MoES. Aside from these submissions, only 7 related to matters that are covered by MoES. These submissions were detailed, and related to a series of concerns, including stormwater design, temporary turning heads, exposed soil limits, pavement testing, and quality assurance measures.

A full summary of matters discussed by submitters, alongside detailed responses and amendments, are provided in Attachment 1. A copy of submissions received is provided in Attachment 8.

## Draft Maitland DCP – Key Changes Since Exhibition

In response to public submissions, a series of amendments to the draft MDCP were made. Out of 252 unique submissions on the MDCP:

- 153 (61%) had amendments made as proposed
- 79 (32%) had partial amendments
- 13 (5%) remained as is
- Six (2%) were noted

Out of 250 control-related proposed changes from submissions:

---

DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)

- 111 (44%) were amended as recommended
- 49 (20%) were partially amended
- 77 (31%) remained as is
- 13 (5%) were noted

Further, draft controls were amended to address duplication, referencing, and formatting issues. The changes made have not substantially altered the intent of the MDCP 2026 and is consistent with the key objectives for the project.

Five of the key sections that have been amended are discussed below, with detailed responses to submissions provided as part of the Response to Submissions Report (Attachment 1). Control-specific responses and changes are provided in the Register of Changes (Attachment 6).

### ***Flood Planning***

In response to the majority of submissions received, Draft MDCP Section 2.4. Flood and Floodplain Management has been removed alongside Appendix E: Flooding Guidelines. It is noted that the existing provisions of the current Maitland DCP 2011 (B.3 Hunter River Floodplain) will continue to apply, until such a time that the flood planning approach is reviewed and reconsidered in the context of the new LGA-wide Flood Risk Management Study and Plan. Further details on the approach to flood planning in MDCP 2026 are contained within a report to Council on 9 December 2025.

### ***Private Open Space***

Several changes were made to the Private Open Space controls when compared to the draft version, in response to multiple submissions from both individuals and development industry. The changes clarify minimum dimensions to ensure private open space is useable, and to make the total amount of Private Open Space more consistent for medium density uses.

### ***Land Use Conflict***

In response to a number of submissions, risk assessments for land use conflict in line with State guidance has been integrated across a variety of land uses, including for extractive industries and event venues. The requirement for these assessments to be prepared will improve assessment timeframes and do not require specialist preparation, making them accessible to all applicants.

### ***Heritage Chapter Refinements***

In response to detailed community group and individual submissions, a series of amendments were made to the Heritage Chapter to make it more accommodating of heritage sensitive design and ensuring geographical references within the chapter were accurate.

### ***Mount Vincent Urban Release Area DCP***

Adopted by Council in September 2025, the Mount Vincent Urban Release Area site-specific DCP did not form a part of the exhibited version of the draft Maitland DCP 2025. Having undergone its own exhibition process already, F.17 - Mount Vincent Urban Release Area has been integrated into the revised MDCP under Chapter 10 as 10.4.16. Mount Vincent Urban Release Area, with no amendments to its contents aside from structure.

## **Draft Maitland MoES – Key Changes Since Exhibition**

In response to public submissions, a series of amendments to the draft MMoES were made.

Out of 124 unique proposed changes on the MMoES contained within the submissions, 109 were technical and 15 were procedural as follows:

- 41 (33%) were amended as recommended
- 9 (7%) were partially amended
- 59 (48%) remained as is
- 15 (12%) were procedural

In addition, the draft MMoES was amended to address duplication, contradictions, referencing, and formatting issues. The changes made have not substantially altered the intent of the MMoES and are consistent with the key objectives for the project.

Five of the key changes made are discussed below, with detailed responses to submissions provided as part of the Response to Submissions Report (Attachment 1). Control-specific responses and changes are provided in the Register of Changes (Attachment 6).

### ***Legal Point of Discharge***

In response to submissions received, the definition of a legal point of discharge was amended to be more flexible and align with legal outcomes in cases where a court has issued or amended a ruling. This reduces confusion between the courts, Council, and property owners.

### ***Interallotment Drainage***

In response to various submissions, the criteria relating to interallotment drainage have been made more flexible in order to accommodate more space-restricted developments. Most notably, the width of a stormwater easement and where a drainage easement is needed to cross under a retaining wall has new criteria in cases where space is limited.

### ***Temporary Turning Heads***

Responding to industry feedback before exhibition regarding the removal of temporary turning heads as an option during staged development of a subdivision, six options for turning heads have now been included with three permanent and three temporary options. These options ensure there is suitable area available for turning during construction of the next stage of subdivision.

### ***Detention Basins***

In response to maintenance issues, changes were proposed to basin parameters including setbacks to lots, batter slope requirements, and passive surveillance. Responding to industry submissions suggesting that the new criteria would be challenging to satisfy all at once, a number of changes were made to reduce the initial parameters on setback distances, and surveillance requirements for number of dwellings overlooking basins. This allows passive surveillance and access for maintenance around basins to be maintained while reducing the overall threshold for delivering an acceptable design.

### ***Road Pavement thickness***

The pre-consultation version aimed to remove numerous pavement thicknesses for the same width local street many of which were redundant due to the minimum pavement thickness requirement. In response to industry submission one pavement thickness was reintroduced for the smallest road type which aligns with some surrounding councils.

## **Other Matters for Consideration**

### **Building Line and Fencing – Radburn Estate Thornton Policy**

First adopted in 2005 and updated in 2024, the Building Line and Fencing - Radburn Estate Thornton Policy (Radburn Estate Thornton Policy) provides requirements around building lines and fencing within the Radburn Estate at Thornton to preserve its character and fabric, while not encumbering new development with comprehensive controls around materials, finishes, colours, and architectural design.

As a part of the report to Council for this policy in April 2024, the stated intent was for the contents of this policy to be implemented into a future development control plan review. In response to this, the Radburn Estate Thornton Policy has been integrated into the draft MDCP under *Chapter 10: Special Precincts, Locality Plans, and Urban Release Areas* as the Thornton (Radburn Estate) Locality Plan. No amendments have been made to the content of the policy itself.

Consequently, this report proposes the repeal of the Radburn Estate Thornton Policy, as the MDCP 2026 renders it obsolete.

### **General Savings/Transitional Provisions**

A savings/transitional provision in a DCP generally ensures that a Development Application (DA) lodged before a new or amended DCP comes into effect is determined under the rules of the previous or current plan (i.e. MDCP 2011), not the new one.

A savings provision has been prepared for the introduction of both documents, delaying commencement of the MDCP 2026 and the MMoES 2026 until 1 month after the date of adoption. DAs lodged before the commencement date will continue to be assessed under the MDCP 2011.

A one-month savings provision provides a reasonable and timely implementation of updated planning and engineering standards. This limits administrative workload for staff, reduces uncertainty for applicants, and accelerates alignment with current legislation and strategic objectives, supporting streamlined development assessment processes.

### **Maitland MoES 2026 Transition Arrangement**

The transition for MMoES is implemented at both the determination of a Development Application and for the determination of a Subdivision Works Certificate (SWC). MMoES 2026 will be implemented differently for these two scenarios.

For DA's determined under the MDCP 2026, the MMoES 2026 will be implemented normally. Where a DA was determined under the previous MDCP 2011, MMoES 2026 will only be implemented for matters such as construction technics and items that do not require fundamental changes to the DA consent.

### **For Major Works and Subdivision DA's determined under the MDCP 2011 the following matters will be in accordance with MMoES 2026:**

- Road pavement and wearing courses.
- Stormwater Easement widths.
- Works-as-executed requirements, CCTV and bonds.

---

DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)

- Updated construction methods and techniques.
- Street lighting and street tree species.

**The following matters however will not be required to meet the MMoES 2026 standard:**

- Road widths and staging layouts.
- Basin access track, offsets and batter criteria.
- Easement widths for access.
- Landscaping Canopy cover will not be implemented however the street tree standard drawing with soil and tree guards will be applied to the landscaping as per the original DA consent.
- Subdivision Staging and temporary turning heads will be honoured however the new standard drawing will be used for how a turning head is built. *The new permanent options can also be used if the applicant requests.*

**The following will be based on circumstances:**

- Impervious area calculations for lots will not be implemented if the detention volume cannot be contained within the same drainage reserve/area footprint

For Minor SWC works for a DA determined under the MDCP 2011, MMoES 2026 will be fully implemented unless:

- It causes a design change to layout and widths
- (Interallotment drainage) Pipe/pit depths are impacted by retaining walls approvals or will force a design change other than easement width.

## CONCLUSION

The MDCP 2026 provides detailed planning and design guidelines to support the planning controls in the Maitland Local Environmental Plan 2011. The MMoES is a suite of documents that provides engineering and technical specifications for developments and subdivisions.

The adoption of the draft Maitland DCP 2026 and draft Maitland MoES 2026 will modernise the documents to be responsive to the distinct needs of the Maitland LGA and align with current legislation, policies, plans, and strategies. It will also create more accessible documents, with the ultimate aim of streamlining Council's development assessment and subdivision assessment process.

## FINANCIAL IMPLICATIONS

This matter has no direct financial impact upon Council's adopted budget or forward estimates. The preparation of the Draft MDCP 2026 and MMoES 2026 has been Council-led and funded through its Operational Budget.

## POLICY IMPLICATIONS

Upon adoption, the draft MDCP 2026 and draft MMoES 2026 will replace the MDCP 2011 (except Part B.3 Hunter River Floodplain), and MMoES 2014 respectively. A detailed list of policy implications is provided in Attachment 7.

---

DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)

### **Building Line and Fencing – Radburn Estate Thornton Policy 2024**

This policy will be rescinded as a result of the adoption of the MDCP 2026. This will reduce the number of documents that need to be consulted by applicants and Council staff, and once again make the DCP and MoES the sole sources of Council-prepared development guidance for the Maitland LGA.

### **Tree Permit System**

To fully align with the Biodiversity and Conservation SEPP issued by the State Government, the draft MDCP 2026, upon adoption, will mean that Council staff will begin processing tree permits via the tree permit category on the NSW Planning Portal. This is an operational change that will improve clarity in tree removal. Within Heritage Conservation Areas, in alignment with Clause 5.10 of the *Maitland Local Environmental Plan 2011*, tree removal of non-weed species will still require a Development Application to be prepared.

## **STATUTORY IMPLICATIONS**

### ***Environmental Planning and Assessment Act 1979 (EP&A Act)***

Part 3 of the *EP&A Act* defines the purpose and role of a DCP. The draft MDCP 2026 has been prepared in accordance with this legislative framework. Should Council adopt the draft MDCP 2026, all matters required under the *EP&A Act* in relation to adoption of a new DCP will be carried out.

### ***Environmental Planning and Assessment Regulation 2021 (EP&A Regulation)***

The *EP&A Regulation* provides legislative criteria as to the form, structure, and subject matter of DCPs within Part 2 of the Regulation. The draft MDCP 2026 has been prepared in accordance with this Part.

### ***Maitland Local Environmental Plan 2011 (MLEP)***

The draft MDCP 2026 has been prepared to give effect to Clause 1.2 of the *MLEP*, which states the aims of the Plan.

### ***State Environmental Planning Policy (Biodiversity and Conservation 2021 (Biodiversity and Conservation SEPP)***

Chapter 2 of the *Biodiversity and Conservation SEPP* provides the criteria for regulating clearing vegetation, including trees, in non-rural areas of the State. The draft MDCP 2026 has been prepared in accordance with this legislative framework and gives effect to the tree permit system provided under the SEPP.

DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)

## RISK IMPLICATIONS

RISK	RISK RATING	PROPOSED TREATMENT	PROPOSED RISK RATING	RESOURCING – WITHIN OR ADDITIONAL
There is a reputational risk that the DCP and MoES are not adopted by Council, which may lead to Council's development assessment framework not aligning with the Community Strategic Plan and other adopted strategies.	High	Adopt the DCP and MoES	Low	Within existing resources.
There is a reputational risk that submissions received are not given adequate consideration, which may lead to unresolved stakeholder concerns and reduced confidence in the process.	Low	Detailed responses to each submission have been made with clear actions associated.	Low	Within existing resources, completed as part of Attachment 1 and 6 to this Report.
There is a process risk that outdated guidance continues to be used, which may lead to inconsistent or inappropriate development outcomes if the DCP/MoES is not adopted.	Medium	Adopt the MDCP and MMoES 2026, which provide detailed planning and design guidelines to support development.	Low	Within existing resources.
There is a strategic risk that 'a connected city' and 'walkable neighbourhoods' are not achieved if the MDCP and MMoES 2026 are not adopted, which may lead to the shared vision in the Community Strategic Plan not being implemented in Council's development planning process.	Medium	Adopt and implement the MDCP and MMoES 2026.	Low	Within existing resources.
There is a transparency risk that insufficient information is provided on how the DCP and MoES have been amended since exhibition, which may lead to confusion and reduced stakeholder confidence.	Medium	Response to Submissions Report and Register of Changes are attached to this report.	Low	Within existing resources, completed as part of Attachment 1 and 6 to this Report.

DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)

RISK	RISK RATING	PROPOSED TREATMENT	PROPOSED RISK RATING	RESOURCING – WITHIN OR ADDITIONAL
There is a reputational risk that the DCP and MoES are not adopted, which may lead to prospective applicants having to revise designs prepared for the new standards, resulting in delays to lodgement.	Medium	Adopt the DCP and MoES.	Low	Within existing resources.
There is an economic risk that extending savings/transitional provisions beyond one month creates prolonged uncertainty about the applicable controls, which may lead to increased design and redesign costs, deferred investment decisions, delays to DA lodgement timing, and slower housing and employment land delivery.	High	Limit savings / transitional provisions to one month supported by clear guidance and early communication to industry.	Low	Within existing resources.

## **City Planning**

# **Draft Maitland Development Control Plan 2026 and Draft Maitland Manual of Engineering Standards 2026 – For Adoption**

## **Policy Implications**

**Meeting Date: 17 March 2026**

**Attachment No: 7**

**Number of Pages: 3**

## Attachment 7: Policy Implications

### DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 – FOR ADOPTION

#### Hunter Regional Plan 2041 (HRP)

Under the HRP, Council is required to prepare and adopt a Local Housing Strategy (LHS) to respond to local housing needs and guide local and regional planning priorities. The draft Maitland Development Control Plan (DCP) 2026 and draft Maitland Manual of Engineering Standards (MMoES) 2026 give effect to the actions of the adopted LHS. These documents are consistent with the HRP objectives to facilitate the delivery of well-located homes, protect biodiversity, and to plan for ‘nimble neighbourhoods’ that can accommodate a range of different demographics.

#### Maitland’s Future Community Strategic Plan (CSP)

The draft MDCP 2026 and draft MMoES 2026 directly respond to the following Operational Plan 2025-2026 items:

- Housing Diversity - 1.1.3.1 Facilitate a rolling review of the Maitland LEP and DCP.
- Growth Opportunities - 3.3.1.1. Improve delivery of development, engineering and building services through development of best practice operational processes and engineering standards.

The draft MDCP 2026 and draft MMoES 2026 also contribute to attaining the following priorities of the CSP:

- 1.1 Great neighbourhoods – through providing for medium density housing standards and fostering diverse land use outcomes.
- 1.2 Integrated movement - through improving standards for active transport links, public transport access, and reassessing Council’s road hierarchy.
- 2.1 Valuing our natural environment – by improving standards for waterway health and quality while assisting in creating functional biodiversity corridors through the Green and Blue Grid.
- 3.1 Diverse local economy – by making it easier to do business with simpler and accessible controls for both urban and rural businesses.
- 3.3. City shaping partnerships – by ensuring our MoES is designed to the current industry standards.
- 4.1 Trusted services – by ensuring that community and other stakeholder consultation has been meaningfully considered and that clear communication is provided around decisions.

#### Maitland Local Strategic Planning Statement 2040+ (LSPS)

The draft Maitland DCP 2026 and draft Maitland MoES 2026 is consistent with the LSPS and aligns with actions to:

- 6a. Review DCP provisions to implement the Design Objectives outlined in the Better Placed Policy, as a part of the new statewide DCP template.
- 6c. Review and update DCP to enable effective consideration of well-designed built and natural shades, consistent with the best practice.
- 10b. Review DCP provisions to enhance water quality and waterway health to achieve ecological sustainable outcomes and water sensitive urban design principles.
- 14f. Review DCP to implement best practice approaches to support efficient energy, water and waste systems in new developments.

## DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)

### **Maitland Local Housing Strategy 2041 (LHS)**

The draft Maitland DCP 2026 and draft Maitland MoES 2026 is consistent with the LHS and aligns with actions to:

- 1.6 Review and amend DCP to address any barriers to infill development including parking, height controls, landscaping, setback etc.
- 2.3 Review planning controls to incentivise and enable infill development at appropriate scales.
- 2.5 Review and amend planning controls to ensure better planning and design outcomes for seniors housing, boarding houses and manufactured home estates.
- 3.5 Continue to support scattered, high quality and low impact infill development in R1 General Residential zone, outside the areas identified for densification.
- 4.2 Strengthen planning controls to increase the proportion of new dwellings that are designed with universal housing requirements.
- 6.4 Review and update the DCP to promote environmentally sustainable design.

### **Maitland Environmental Sustainability Strategy (ESS)**

The draft Maitland DCP 2026 and draft Maitland MoES 2026 is consistent with the ESS and aligns with actions to:

- 1.1 Deliver functional biodiversity corridors.
- 1.3 Improve waterway health.
- 2.3 Aim for 30% canopy cover in residential areas.
- 3.1 Increase active and sustainable transport opportunities.
- 3.3 Reduce per capita water consumption from potable sources.

### **Maitland Rural Land Strategy 2041 (RLS)**

The draft Maitland DCP 2026 and draft Maitland MoES 2026 is consistent with the RLS and aligns with actions to:

- 1.3 Update Maitland DCP 2011 to provide clear criteria for rural subdivision for agricultural practices where dwelling entitlement is prohibited under Clause 4.2 Rural subdivision of the Maitland LEP 2011.
- 2.1 Review Maitland DCP 2011 to include all relevant parts of the NSW DPI 'Land Use Conflict Risk Assessment Guide' (2011, or its update) for assessment [for] all relevant land uses.
- 2.6 Update Maitland DCP 2011 to establish appropriate buffer areas and separation distances to a range of rural land uses. Refer to NSW DPI's Buffer Zones to Reduce Land Use Conflict with Agriculture – Interim Guideline (2018, or its update).
- 2.7 Update Maitland DCP 2011 relating to:
  - poultry or equine establishments and developments within the buffer areas of existing establishments.
  - protect Maitland Airport and its operations, particularly in relation to airport noise and height limitations.
  - buffers and separation distances around extractive industries, waste management facilities, wastewater treatment facilities and cemeteries.
- 3.1 Update Maitland DCP 2011 to require new dual occupancies on rural or environmental land to be located within the curtilage of the existing/principal dwelling house on the same lot and to limit their location on flood prone land.

---

**DRAFT MAITLAND DEVELOPMENT CONTROL PLAN 2026 AND DRAFT MAITLAND MANUAL OF ENGINEERING STANDARDS 2026 - FOR ADOPTION (Cont.)**

- 4.1 Update Maitland DCP 2011 to include a definition and controls relating to market gardening activities.
- 4.8 Review DPE's 'Model DCP clauses for agritourism' relating to farm gate premises, farm experience premises and farm stay accommodation and update Maitland DCP 2011 where appropriate.
- 4.9 Amend Maitland DCP 2011 to include objectives and controls to ensure 'tourist and visitor accommodation' and 'events' remains 'ancillary' to the primary agricultural or environmental purpose of the site and surrounding properties (where relevant to proposals on land already containing a primary production or environmental land use).
- 4.12 Update Maitland DCP 2011 to include considerations for development of equine industry establishments and nearby development.
- 5.3 Update Maitland DCP 2011 to provide the necessary regulatory framework for removal of vegetation in rural and conservation areas as provided for in SEPP (Biodiversity and Conservation).
- 5.4 Update Maitland DCP 2011 regarding vegetation removal requirements in rural (and urban) areas, including specifying requirements for information to be provided in development applications.
- 5.5 Update Maitland LEP 2011 to incorporate a Biodiversity clause and mapping, in conjunction with an update of Maitland DCP 2011.
- 5.9 Update Maitland DCP 2011 to protect wetlands from stormwater runoff generated from nearby development.
- 6.3 Review and update Maitland DCP 2011 to provide for livestock and rural machinery refuges and mounds in rural and peri urban areas that are situated above the 1% AEP.
- 6.8 Update Maitland DCP 2011 regarding bushfire, including to recognise the updated Bushfire Prone Land Map and its implications, and specifying requirements for information to be provided in development applications.
- 6.10 Update Maitland DCP 2011 relating to acid sulfate soils and salinity using best practice and up to date information.
- 8.5 Use industry-specific or best practice guidelines produced by DPI Agriculture to inform any updates to Maitland LEP/DCP 2011.

### 10.3 Adoption of Draft Development Control Plan – Anambah Urban Release Area

<b>FILE NO:</b>	<b>DCP25003</b>
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li><b>1. Submissions (Under Separate Cover)</b></li> <li><b>2. Response to Submissions Report (Under Separate Cover)</b></li> <li><b>3. Anambah Urban Release Area Draft Area Plan (Under Separate Cover)</b></li> </ol>
<b>RESPONSIBLE OFFICER:</b>	<b>Director City Planning</b> <b>Manager Strategic Planning</b> <b>Coordinator City Planning</b>
<b>AUTHOR:</b>	<b>Senior Strategic Planner</b>
<b>MAITLAND'S FUTURE</b>	<b>1 Liveable Maitland</b>
<b>COUNCIL OBJECTIVE:</b>	<b>1.1.3 Housing diversity</b>

#### EXECUTIVE SUMMARY

*On 18 November 2025, Council resolved to place the Draft Anambah Urban Release Area (AURA) Development Control Plan (DCP) on public exhibition. The Anambah Urban Release Area is located to the west of Anambah Road and north of the Wyndella Estate and comprises approximately 500 hectares of land. The land was rezoned in 2020 to facilitate urban development within a rural and environmental interface.*

*The Draft DCP was publicly exhibited for 28 days, from 21 November 2025 to 19 December 2025. During the exhibition period, 20 submissions were received from residents, government agencies, and developers and their representatives.*

*This report outlines the outcomes of the public exhibition, summarises the key issues raised in submissions, and seeks Council's endorsement of the final Draft Anambah URA DCP for adoption.*

#### OFFICER'S RECOMMENDATION

##### THAT

- 1. Council notes the submissions received during public exhibition (Attachment 1) and the corresponding Response to Submissions, which summarises and addresses the matters raised (Attachment 2).**
- 2. The Draft Anambah Urban Release Area Development Control Plan 2026 (Attachment 3) be adopted and incorporated into the Maitland Development Control Plan 2011 and, upon its in-force date, into the Maitland Development Control Plan 2026.**
- 3. Notification of Council's decision be provided to those who made a submission.**

## ADOPTION OF DRAFT DEVELOPMENT CONTROL PLAN – ANAMBAH URBAN RELEASE AREA (Cont.)

**REPORT**

The Anambah Urban Release Area (AURA) is located west of Anambah Road and north of the Wyndella Estate. The land was rezoned in 2020 to facilitate urban development and comprises approximately 500 hectares. Given the size of the site and its location within a rural and environmental interface, development within the URA requires careful planning to balance environmental protection, rural character and future urban outcomes.

Part 6 of the *Maitland Local Environmental Plan 2011 (MLEP 2011)* requires development within an Urban Release Area to occur in an orderly and cost-effective manner. Clause 6.3 applies to the subject land and requires the preparation and adoption of a Development Control Plan prior to subdivision. In response to these requirements, the Draft Anambah URA Development Control Plan (Anambah DCP) has been prepared.

The Draft Anambah DCP establishes overarching development controls that apply across the entire URA, supported by more detailed precinct-level controls to respond to variations in landform, environmental constraints, development opportunities and intended outcomes across the site. The URA is divided into seven precincts, based on land characteristics, development potential and ownership patterns.

These precincts are delivered through a Staging Plan comprising four stages, which identifies the intended sequence of development. The Staging Plan is designed to support the logical, cost-effective and timely delivery of infrastructure, utilities and amenities. The Draft Anambah DCP also allows for flexibility in staging where it can be demonstrated that an alternative sequence would continue to provide for orderly development and coordinated infrastructure provision.

Key development controls included in the Draft Anambah DCP address:

- Protection and management of environmentally sensitive areas, including steep land, Endangered Ecological Communities, riparian corridors, flood-affected land and visually sensitive areas.
- Landscaping requirements, including vegetation buffers and street tree planting, to support visual and acoustic amenity within the URA and at its interfaces.
- Stormwater and water quality management to ensure drainage and generated flows are appropriately managed.
- A transport movement hierarchy to provide a simple and safe road network, including provision for emergency access and future infrastructure delivery.
- Coordination of increased residential scale and density with infrastructure, utilities, services and amenities.
- Provision of passive and active open space that connects with and responds to existing land features such as riparian corridors, flood-affected land and adjoining rural areas.

**PUBLIC EXHIBITION**

In accordance with the resolution, the Draft Anambah DCP was publicly exhibited for 28 days, from 21 November 2025 to 19 December 2025. During the exhibition period, a total of 20 submissions were received from residents, government agencies and the development industry.

**SUBMISSIONS*****Residential submissions***

The majority of resident submissions raised concerns about the potential use of River Road south of the URA boundary as an access point to the AURA. These concerns related to the suitability of River Road to accommodate additional traffic, safety issues, and impacts on local amenity.

As detailed in the Response to Submissions (Attachment 2), the Draft Anambah DCP does not propose the use of River Road south of the URA boundary as an access route for development within the URA. Primary access is identified via the proposed Western Link Road and Anambah Road.

References to River Road within the Draft Anambah DCP are included only as a contingency to address any future proposal. These provisions require that, if access via River Road were proposed, it would be subject to detailed assessment as part of a development application, including appropriate traffic investigations and any necessary upgrades to meet Council standards. As River Road is a public road, there is not a mechanism within the DCP to restrict its use; however, any future proposal would be assessed having regard to traffic safety, infrastructure capacity, and impacts on adjoining land uses.

Other resident submissions raised concerns relating to stormwater and flooding impacts, protection of environmentally sensitive areas, interfaces with adjoining rural land, residential density, and infrastructure delivery. These matters were considered during the rezoning of the land in 2020 and are addressed through the overarching and precinct-level controls within the Draft Anambah DCP, with more detailed assessment to occur at the precinct planning and development application stages.

No changes to the Draft Anambah DCP are proposed in response to these submissions, as the DCP does not propose access via River Road and already includes appropriate safeguards and assessment requirements to address the issues raised.

***Government agencies submissions***

Submissions were received from a range of government agencies and were generally supportive of the Draft Anambah DCP. Submissions focused on infrastructure delivery, environmental protection, emergency access and the management of interfaces with surrounding land uses. A summary of the key matters raised is provided below. Full submissions and Council's responses are included in Attachment 1 and 2 respectively.

**Department of Primary Industries and Regional Development (DPIRD)** raised matters relating to the interface between future urban development and surrounding rural and agricultural land. This included consideration of landscaping buffers, ongoing management and maintenance responsibilities, and the provision of appropriate access arrangements. These matters have been considered to be appropriately addressed through the Draft Anambah DCP, including controls relating to landscape buffers and interface treatments. No changes to the Draft DCP are proposed in response to this submission.

---

**ADOPTION OF DRAFT DEVELOPMENT CONTROL PLAN – ANAMBAH URBAN RELEASE AREA (Cont.)**

**Transport for NSW** (TfNSW) raised matters relating to future infrastructure delivery and public transport provision. TfNSW advised that future upgrades to the State road network would be determined through future development applications and that funding for major upgrades is not currently identified. TfNSW also noted that future bus routes and servicing within the URA cannot be guaranteed at this stage and recommended changes to reflect this uncertainty. In response, relevant figures within the DCP have been amended to identify roads as ‘bus capable’ and removed indicative bus stop locations.

**The Department of Climate Change, Energy, the Environment and Water** (DCCEE) provided detailed recommendations to strengthen environmental and biodiversity outcomes and better align the Draft Anambah DCP with current State policy and guidelines. This included clearer controls relating to areas of high environmental value, protection of threatened ecological communities and riparian corridors, and stronger landscaping and open space outcomes. These recommendations have been partially included within through amendments to objectives and controls within the Draft DCP, including additional environmental protections and refinements to landscaping provisions.

**NSW State Emergency Service (SES)** supported the proposed access arrangements and flood-free access via the Western Link Road and Anambah Road and supported the exclusion of River Road as a flood-free access route. SES recommended additional clarification to ensure flood-free access is achieved to at least the 1% AEP flood level at all stages of development and that relevant flood planning principles are applied. Minor amendments have been made to the Draft DCP to address these matters.

**Heritage NSW** was generally supportive of the Draft Anambah DCP, noting that previous recommendations for a Historical Archaeological Assessment and Statement of Heritage Impact have not yet been undertaken. The Draft DCP includes controls that address heritage considerations at the development stage, and further heritage assessments will be required as part of future development applications where applicable. No changes to the Draft Anambah URA DCP are proposed in response to this submission.

### ***Development industry submissions***

Submissions were received from developers, consultants and industry representatives and raised a range of matters relating to staging and sequencing, transport and access, interface management, environmental controls and consultation. The key issues raised and corresponding responses are summarised below, with full submissions provided at Attachment 1 and the detailed Response to Submissions at Attachment 2.

Several submissions raised concerns regarding the Staging Plan, particularly that the proposed sequencing may advantage landowners in the southern portion of the URA and limit opportunities for out-of-sequence development. The Draft Anambah DCP includes an explicit mechanism to allow development to proceed out of sequence where it can be demonstrated that essential infrastructure can be delivered in an orderly and cost-effective manner, consistent with the requirements of the *Maitland Local Environmental Plan 2011*. Clause 18.1 (Staging Plan), Acceptable Solution AS.1, permits development that is inconsistent with the Staging Plan where detailed justification is provided. The Draft DCP therefore provides an appropriate balance between certainty and flexibility, and no changes to the Staging Plan are proposed.

---

**ADOPTION OF DRAFT DEVELOPMENT CONTROL PLAN – ANAMBAH URBAN RELEASE AREA (Cont.)**

A number of submissions raised matters relating to access arrangements and the Transport Movement Hierarchy, including requests to include River Road as an access or emergency route, amendments to distributor road layouts, and concerns regarding the capacity of Anambah Road. The Draft Anambah DCP does not support access via River Road outside of the URA unless the road corridor is upgraded to current standards. Advice from the NSW Rural Fire Service and NSW State Emergency Service confirms that emergency-only access arrangements are not supported. The Draft DCP reflects this position and no changes to the access framework are proposed. Any future proposal to utilise River Road for access would require appropriate upgrades and supporting technical assessment at the development application stage.

Submissions also raised matters relating to the interface between urban development and surrounding rural and extractive industry uses, including visual and acoustic impacts, vegetation buffers, transition zones, odour impacts and potential land use conflict. The Draft Anambah URA DCP includes controls to manage interface impacts through landscaping, buffers, visual and scenic amenity provisions and development design requirements. In response to specific submissions, targeted amendments have been made to improve clarity and flexibility of selected controls, while maintaining the overall intent of the Draft DCP. Detailed assessment of site-specific impacts will occur at the precinct planning and development application stages.

Some submissions raised concerns regarding the level of precinct detail included in the Draft Anambah DCP, the technical studies informing the controls, and the consultation undertaken with landowners. Consultation was undertaken in accordance with statutory requirements and Council's adopted Engagement Strategy, including early engagement with affected landowners prior to public exhibition. The Draft Anambah URA DCP has been informed by technical studies prepared during the rezoning process, supported by more recent analysis where required. The Draft DCP is intended to operate as a framework document, with further refinement to occur through precinct planning and development application assessment.

Overall, development industry submissions have been reviewed and a number of targeted amendments have been made to the Draft Anambah URA DCP where these improve clarity, flexibility or outcomes. Where submissions sought changes that would reduce certainty, conflict with adopted strategic or statutory planning frameworks, or alter agreed access and infrastructure delivery arrangements, those changes are not supported.

**KEY CHANGES TO THE DCP FOLLOWING EXHIBITION**

The Draft Anambah DCP has been amended following public exhibition to respond to matters raised in submissions and to improve clarity and guidance for future development. The changes are generally minor in nature and do not alter the overall intent, structure or strategic framework of the DCP.

Key changes include minor refinements to the road layout and street typologies to reflect the amended location of the school site, along with updates to elements of the indicative structure plan. Clarifications have also been made throughout the DCP to provide clearer guidance on flood-free access requirements, increased flexibility for the location of linear parks and associated infrastructure crossings, and clarification of development interfaces with the quarry to the north and the composting facility to the east.

**ADOPTION OF DRAFT DEVELOPMENT CONTROL PLAN – ANAMBAH URBAN RELEASE AREA (Cont.)**

Additional amendments have been made to strengthen environmental outcomes in response to submissions. These include new and refined controls relating to areas of High Environmental Value, requirements for the incorporation of nest boxes, clearer guidance on street tree planting, and measures to better avoid and minimise impacts on biodiversity values and riparian corridors.

***Relationship to the Draft Maitland Development Control Plan 2026***

The Draft Anambah DCP has been prepared as an amendment to the Maitland Development Control Plan 2011, which remains in force at the time of preparing this report. Council is also considering the adoption of the Draft Maitland Development Control Plan 2026 at the same Council meeting.

To ensure continuity and avoid any gap in development controls applying to the Anambah Urban Release Area, it is proposed that the Draft Anambah DCP be adopted and incorporated into the Maitland Development Control Plan 2011 and, upon the in-force date of the Maitland Development Control Plan 2026, transition to form part of the Maitland Development Control Plan 2026.

This approach ensures that the Draft Anambah DCP applies seamlessly across the transition between the two Development Control Plans and that development assessment within the Urban Release Area is guided by a consistent and up-to-date planning framework. Any references within the Draft Anambah DCP to the Maitland Development Control Plan 2011 will be updated as required once the Maitland Development Control Plan 2026 comes into force.

**CONCLUSION**

Public exhibition of the Draft Anambah Urban Release Area Development Control Plan facilitated feedback from residents, government agencies and the development industry. The matters raised during the exhibition period have been reviewed and, where appropriate, addressed through targeted amendments to the final document.

The resulting DCP provides a clear and enabling framework to support the development within the Anambah URA. Accordingly, the Final Anambah DCP is suitable for Council's consideration and adoption.

## ADOPTION OF DRAFT DEVELOPMENT CONTROL PLAN – ANAMBAH URBAN RELEASE AREA (Cont.)

**FINANCIAL IMPLICATIONS**

ITEM	VALUE (EXCL. GST)	COMMENTS
<b>Expenditure</b>		
Staff Time and Resources	\$152,490	Staff time and resources required for the preparation of the DCP.
Total Expenditure	\$152,490	
<b>Income</b>		
Stage 1 DCP fee	\$85,215	Payable prior to exhibition as per fees and charges.
Stage 2 DCP fee	\$67,275	Payable prior to adoption as per fees and charges.
Total Income	\$152,490	

**RISK IMPLICATIONS**

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
There is an operational risk that, if the adoption of the DCP is delayed, it may delay the assessment and determination of development applications currently under assessment, which may lead to Council failing to meet the Department of Planning, Housing and Infrastructure's performance targets under the Statement of Expectations Order.	High	Adoption of the DCP in accordance with this report.	Medium	Within existing
There is a strategic and operational risk that, if the adoption timeframes for the Anambah URA DCP and the Maitland DCP 2026 overlap, it may create misalignment	Medium	Ensure the Anambah URA DCP is prepared in a format consistent with the Maitland DCP 2026 and that the Council resolution provides for incorporation into both	Low	Within existing

## ADOPTION OF DRAFT DEVELOPMENT CONTROL PLAN – ANAMBAH URBAN RELEASE AREA (Cont.)

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
between the documents, which may lead to inconsistent assessment outcomes, uncertainty for applicants, and increased exposure to challenge over policy ambiguity.		the Maitland DCP 2011 and, upon its in-force date, the Maitland DCP 2026.		
There is a reputational risk that, if Council does not adopt the Anambah URA DCP following public exhibition, it may be perceived as delaying or obstructing development on land strategically identified for urban growth, which may lead to reduced stakeholder confidence and criticism of Council's commitment to housing delivery.	Medium	Adoption of the DCP in accordance with this report.	Low	Within Existing

**POLICY IMPLICATIONS**

The Anambah Urban Release Area Development Control Plan is a Council policy document prepared under the *Environmental Planning and Assessment Act 1979* and in accordance with Clause 6.3 of the *Maitland Local Environmental Plan 2011*. Once adopted, it will form part of the Maitland Development Control Plan 2011 and, upon its in-force date, the Maitland Development Control Plan 2026, and will provide detailed development controls for the Anambah Urban Release Area.

The Draft Anambah DCP has been prepared to align with the structure, format and intent of the Maitland Development Control Plan 2026. It supports the objectives of the Maitland Local Housing Strategy 2041 and the Maitland Environmental Sustainability Strategy 2030.

The Anambah URA is located within the Anambah to Branxton Regionally Significant Growth Area identified in the Hunter Regional Plan 2041. A Structure Plan being prepared jointly by Maitland City Council, Cessnock City Council and Singleton Council considers existing zoned land and planned urban outcomes, including the Anambah URA, to ensure consistency across the Regionally Significant Growth Area.

**STATUTORY IMPLICATIONS**

There are no statutory implications under the *Local Government Act 1993* arising from this matter. The preparation and adoption of the Anambah Urban Release Area Development Control Plan is required under Clause 6.3 of the *Maitland Local Environmental Plan 2011*.

---

## 10.4 DA2024/568 for Rural Industry – Demolition of Existing Structures and Construction of Three Sheds at 41 Cracknell Lane, South Maitland

FILE NO:	DA2024/568
ATTACHMENTS:	<ol style="list-style-type: none"><li>1. Locality Plan</li><li>2. Development Plans</li><li>3. Assessment Report (Under Separate Cover)</li><li>4. Recommended Conditions of Consent</li></ol>
RESPONSIBLE OFFICER:	Director City Planning Manager Development Principal Planner
AUTHOR:	Senior Development Planner
APPLICANT:	Hill Top Planers Pty Ltd
OWNER:	Benjamin Ross Morgan and Kristy Lee Morgan
PROPOSAL:	Rural Industry – demolition of existing structures and construction of three sheds
LOCATION:	41 Cracknell Lane, South Maitland 2320 (Lot 16 DP 701499 and Lot 17 DP 701499)
ZONE:	RUI Primary Production Zone

---

### EXECUTIVE SUMMARY

*Development Application No. DA/2024/568 proposes a Rural Industry comprising of demolition of existing structures and construction of three sheds. The locality plan can be viewed at **Attachment 1** and Development Plans in **Attachment 2**.*

*The development application was first reported to Council for determination on 16 September 2025 with a recommendation for refusal. At that meeting, Council resolved to defer the application to provide the proponent with an opportunity to respond to a range of issues identified in the report.*

*The application was subsequently reported back to Council on 9 December 2025 with a recommendation for refusal on the basis that key impacts remained unresolved. Council resolved to again defer consideration of the application to allow the applicant a further opportunity to address the outstanding issues and requested that a further report, including draft conditions of consent, be presented to Council as soon as practicable for future consideration.*

*The applicant provided additional information on 28 January 2026, which satisfactorily addresses the outstanding matters.*

*The original application was also the subject of one (1) objection during the initial assessment process. This submission is discussed in detail under the Assessment Report provided as **Attachment 3** to this report.*

---

---

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

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

## **OFFICER'S RECOMMENDATION**

### **THAT**

- 1. DA2024/568 for Rural Industry – demolition of existing structures and construction of three sheds at 41 Cracknell Lane, South Maitland (Lot 16 DP 701499 and Lot 17 DP 701499) is approved subject to the recommended schedule of conditions contained in Attachment 4 of this report.**

## **Background**

The development application was first reported to Council for determination on 16 September 2025 with a recommendation for refusal. At that meeting, Council resolved to defer the application to provide the proponent with an opportunity to respond to a range of issues identified in the report.

The application was subsequently reported back to Council on 9 December 2025 with a recommendation for refusal on the basis that key impacts remained unresolved. Council resolved to again defer consideration of the application to allow the applicant a further opportunity to address the outstanding issues and requested that a further report, including draft conditions of consent, be presented to Council as soon as practicable for future consideration.

The applicant submitted additional information on 28 January 2026.

This assessment outlines the assessment against the matters deferred from the 9 December 2025 Council meeting.

Following the preparation of the recommended conditions of consent, the applicant was consulted to provide an opportunity to review and comment.

## **Introduction**

The purpose of this report is to provide a detailed discussion and assessment of the development application with a focus on those matters which the Council resolved to be addressed by way of additional information, as detailed in the Council's previous resolution of 9 December 2025.

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

---

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

## Site Description

The legal description of the land to which the development is to be carried out is Lot 16 DP 701499 and Lot 17 DP 701499, known as 41 Cracknell Lane, South Maitland.

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

Lot 16 DP 701499 comprises an area of 852m<sup>2</sup>. The site currently contains a covered workshop, several shipping containers, and a mix of native and exotic vegetation. It does not have legal access to road frontage or easement for access to Cracknell Lane, but it can gain its access via Lot 17 under this proposal.

Lot 17 DP 701499 has an area of 2,468m<sup>2</sup> and slopes from the south towards the east. The lot features a gravel access track, multiple outbuildings, and machinery.

## Proposal

The development application involves:

- Removal of shipping containers and demolition of covered structures and sheds.
- Removal of 12 trees and the pruning of 10 trees.
- The construction of three (3) detached sheds including:
  - Workshop 1 a 12m x 28m (336m<sup>2</sup>) concrete slab walls and metal roof.
  - Workshop 2 a 12m x 18.2m (216m<sup>2</sup>) with mezzanine (54.5m<sup>2</sup>) and an office and reception on the ground level of the building.
  - Workshop 3 a 12m x 24m (288m<sup>2</sup>) with mezzanine (114.3m<sup>2</sup>).
- All three buildings have a sink, toilet and shower amenities.
- Wash Bay 8m x 10m (80m<sup>2</sup>).
- 3 x 10,000L above ground water tanks.
- Vehicle parking for 12 vehicles constructed as hardstand gravel.
- Planting of 15 Swamp mahogany trees.

The buildings will be used for rural industry, specialising in the maintenance of farm equipment and repairs to private rural infrastructure. The proposal states a total of 20 staff with 10 staff working on the site with the other 10 staff off-site servicing machinery. The off-site staff will visit the site on average 3 times a day to get parts and receive details of their next jobs. On average, 3 to 4 pieces of farm equipment are delivered or leave the site each day. These items are generally delivered by a flatbed truck up to 10.5m in length. For large equipment, a 12.5m flatbed truck is utilized. The sheds can accommodate up to 13 items of machinery of various sizes and store 8 items of plant.

The proposal seeks the following operational hours:

- Monday to Friday - 7am to 5pm;
- Saturdays - 8am to 3pm; and
- Sundays / Public Holidays - Closed.

## Key Issues

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

---

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

### **Filling and Earthworks in Flood Prone Land**

The subject site is affected by 1% (1 in 100 year) AEP flood extent with flood level 9.73m AHD. The depth of flow ranges between 3.6m - 4.8m and velocity ranges between 0m/s and 0.42 m/s. The entire site is classified as high hazard and flood storage area. The proposal seeks the importation of 1,428m<sup>3</sup> fill to a depth of up to 1.4 metres.

The applicant provided information to address flood related matters on the 28 January 2026. Council's Flood Engineer has reviewed the Stormwater Management Plan (Rev D) and the DRAINS files in relation to local catchment impacts and is satisfied that the impact of the development on Hunter River regional flooding is minimal.

The proposed drainage design, including the provision of three x 300mm diameter pipes, appropriately addresses extent of likely local overland flow flooding from the upstream catchment. On this basis, the flood impacts associated with the proposed filling and development are considered acceptable, and it is concluded that the development will not result in adverse flooding impacts on the site, adjoining properties, or the surrounding environment.

Accordingly, the proposal is considered to be consistent with the relevant flood planning provisions of Maitland Local Environmental Plan (MLEP) 2011 and Maitland Development Control Plan (MDCP) 2011.

### **PUBLIC SUBMISSIONS**

The application was placed on public exhibition for a period of 14 days from 29 July 2024 to 12 August 2024 in accordance with the legislative requirements. During this time one submission was received. The submission raised concerns on the scale of the proposed development, its consistency in the rural zoning, the extent of tree removal proposed, noise impacts and extent of proposed structures on the site. A detailed response to the submissions provided in the Assessment Report found in **Attachment 3**. The amended plans have not been re-notified given the limited scope of the variations which have been proposed.

### **FINANCIAL IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

This matter has no specific policy implications for Council.

### **STATUTORY IMPLICATIONS**

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

### **CONCLUSION**

In response to the deferral from the Ordinary Meeting of Council held on 9 December 2025, the applicant has submitted additional supporting information which satisfactorily addresses the key issues. This application has been assessed against the relevant heads of consideration in section 4.15(1) of the Act as acceptable and is now recommended for approval subject to the conditions contained in **Attachment 4** of the report.

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

## **City Planning**

# **DA2024/568 for Rural Industry - Demolition of Existing Structures and Construction of Three Sheds at 41 Cracknell Lane, South Maitland**

## **Locality Plan**

**Meeting Date: 17 March 2026**

**Attachment No: 1**

**Number of Pages: 1**

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)



DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

## **City Planning**

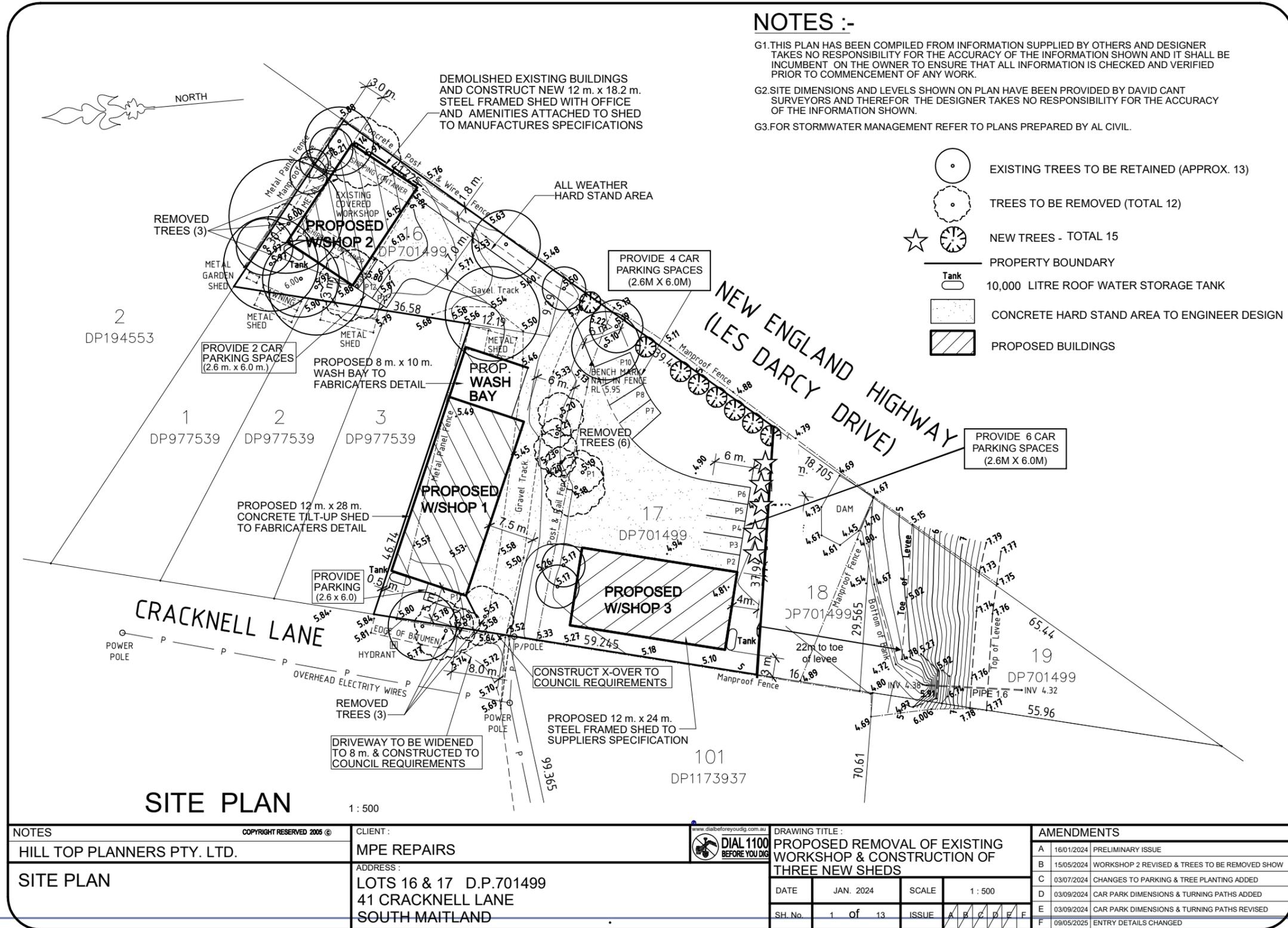
# **DA2024/568 for Rural Industry – Demolition of Existing Structures and Construction of Three Sheds at 41 Cracknell Lane, South Maitland**

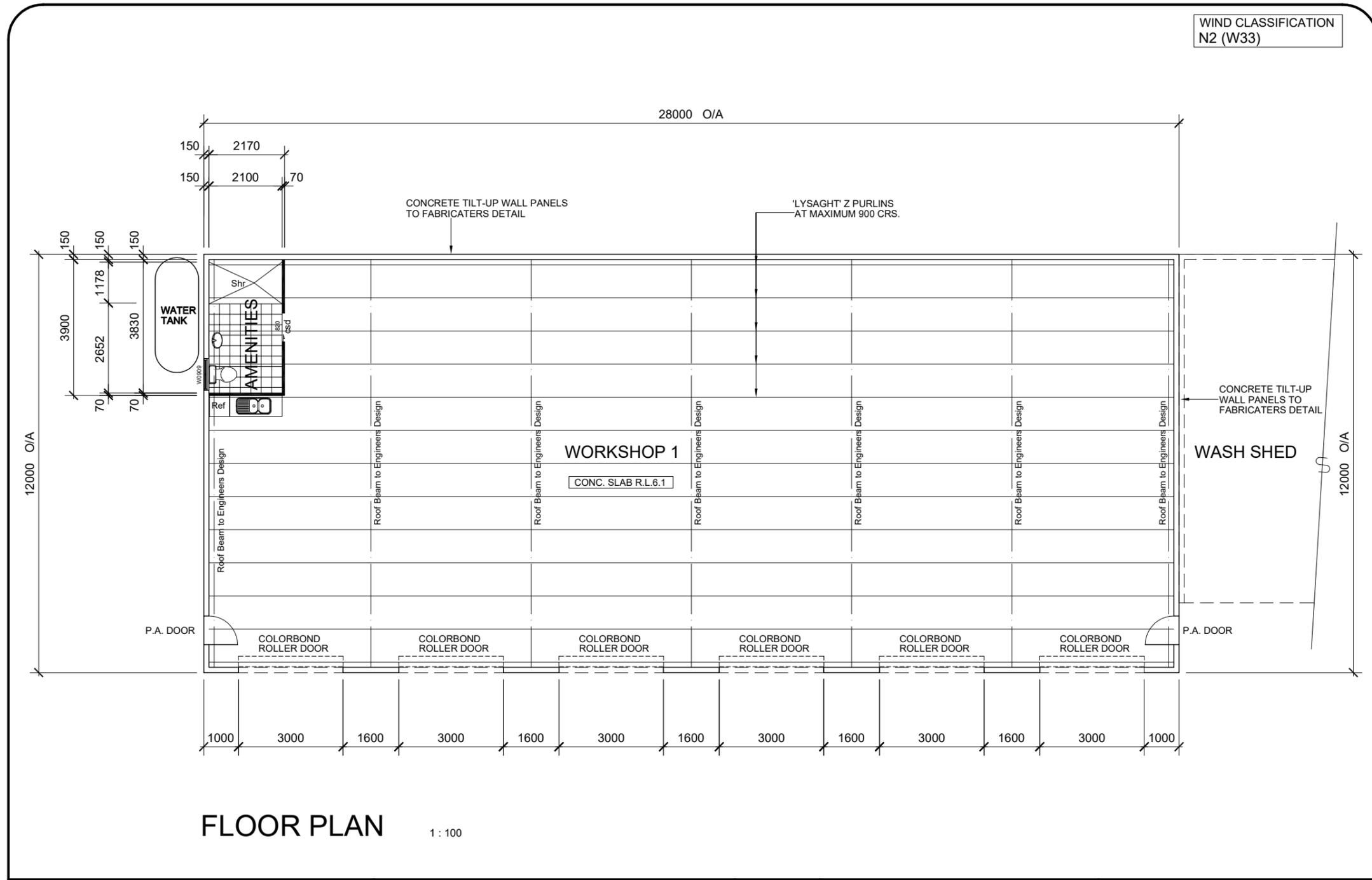
## **Development Plans**

**Meeting Date: 17 March 2026**

**Attachment No: 2**

**Number of Pages: 11**

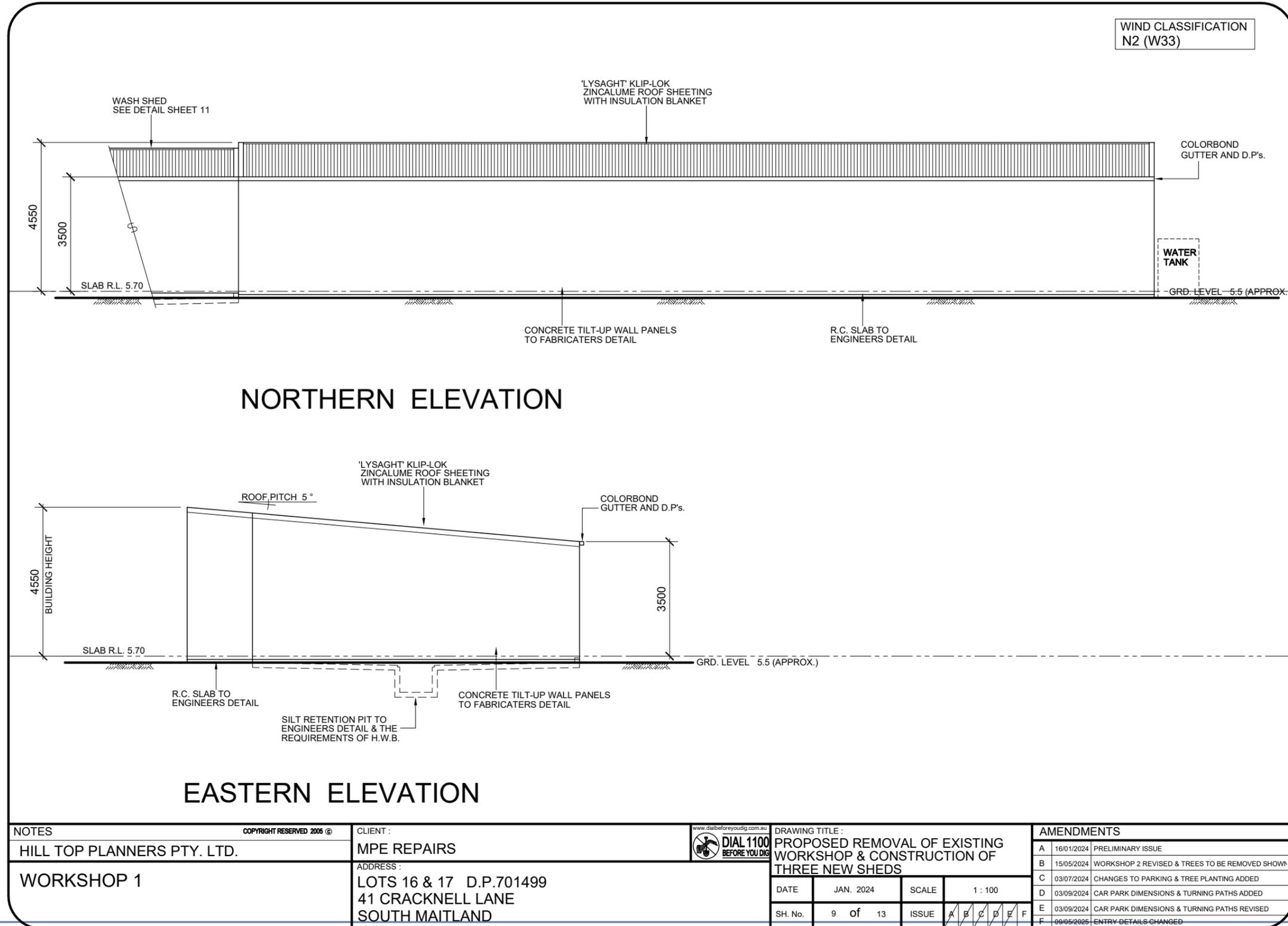




FLOOR PLAN 1 : 100

NOTES		COPYRIGHT RESERVED 2006 ©		CLIENT :		DRAWING TITLE :		AMENDMENTS	
HILL TOP PLANNERS PTY. LTD.		MPE REPAIRS		www.dial1100.com.au <b>DIAL 1100</b> BEFORE YOU DIG		PROPOSED REMOVAL OF EXISTING WORKSHOP & CONSTRUCTION OF THREE NEW SHEDS		A 16/01/2024 PRELIMINARY ISSUE	
WORKSHOP 1		ADDRESS :		DATE		SCALE		B 15/05/2024 WORKSHOP 2 REVISED & TREES TO BE REMOVED SHOW	
		LOTS 16 & 17 D.P.701499		JAN. 2024		1 : 150		C 03/07/2024 CHANGES TO PARKING & TREE PLANTING ADDED	
		41 CRACKNELL LANE		SH. No		ISSUE		D 03/09/2024 CAR PARK DIMENSIONS & TURNING PATHS ADDED	
		SOUTH MAITLAND		7 of 13		A B C D E F		E 03/09/2024 CAR PARK DIMENSIONS & TURNING PATHS REVISED	
								F 09/05/2025 ENTRY DETAILS CHANGED	



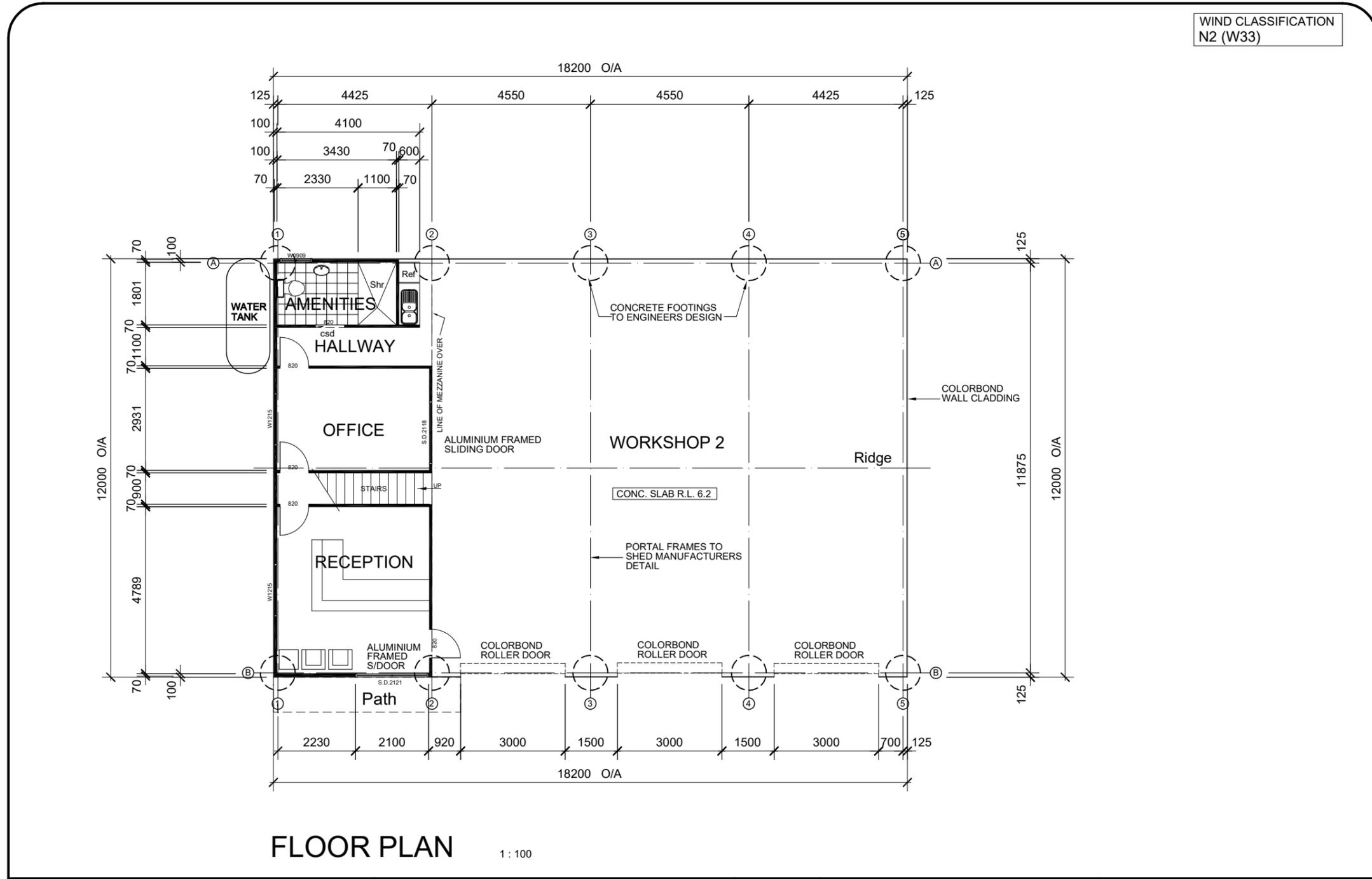


NOTES	COPYRIGHT RESERVED 2005 ©
HILL TOP PLANNERS PTY. LTD.	
WORKSHOP 1	

CLIENT :	MPE REPAIRS
ADDRESS :	LOTS 16 & 17 D.P.701499 41 CRACKNELL LANE SOUTH MAITLAND

DRAWING TITLE :			
PROPOSED REMOVAL OF EXISTING WORKSHOP & CONSTRUCTION OF THREE NEW SHEDS			
DATE	JAN. 2024	SCALE	1 : 100
SH. No.	9 Of 13	ISSUE	A B C D E F

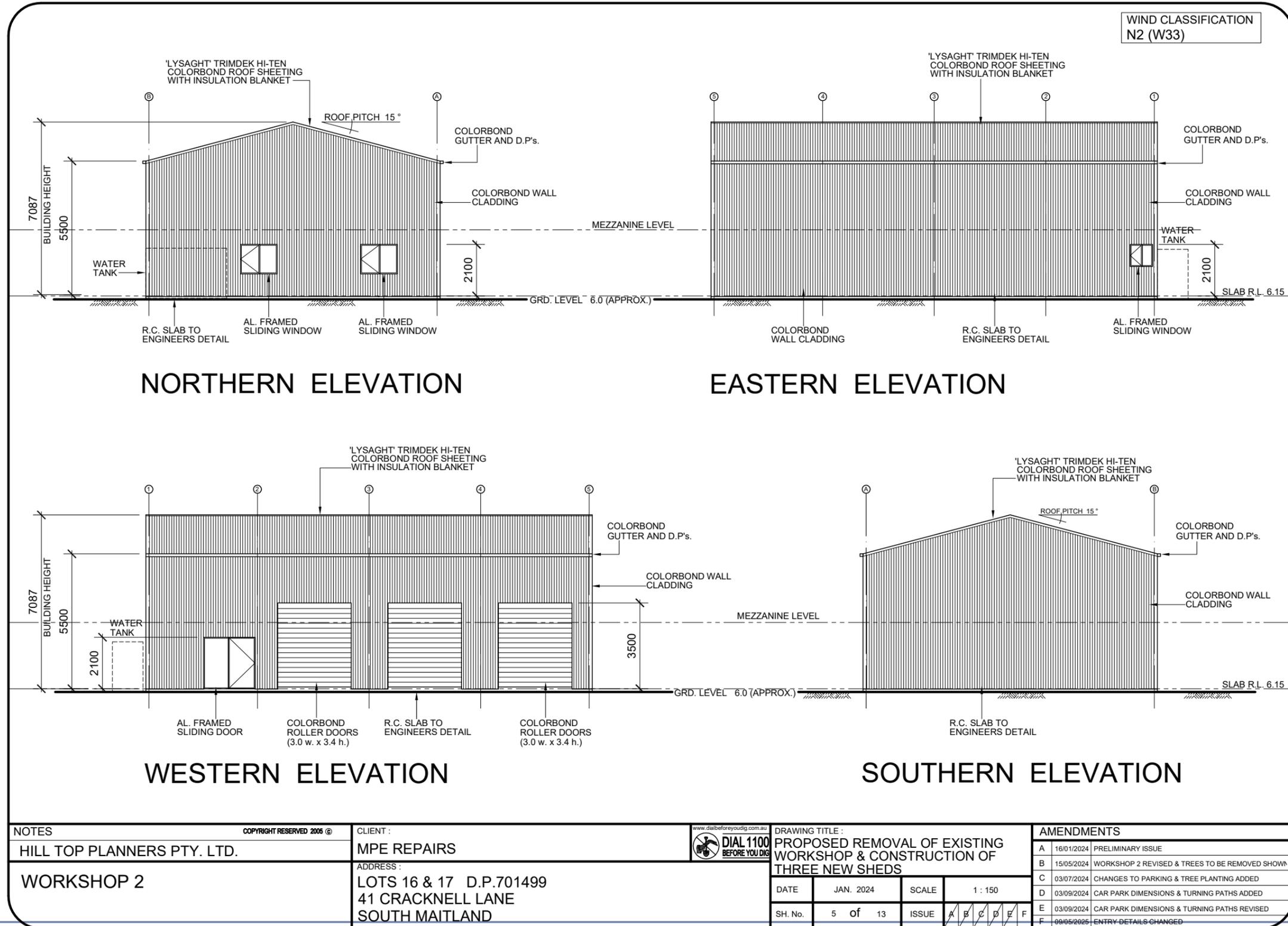
AMENDMENTS	
A	16/01/2024 PRELIMINARY ISSUE
B	15/05/2024 WORKSHOP 2 REVISED & TREES TO BE REMOVED SHOWN
C	03/07/2024 CHANGES TO PARKING & TREE PLANTING ADDED
D	03/09/2024 CAR PARK DIMENSIONS & TURNING PATHS ADDED
E	03/09/2024 CAR PARK DIMENSIONS & TURNING PATHS REVISED
F	09/05/2025 ENTRY DETAILS CHANGED



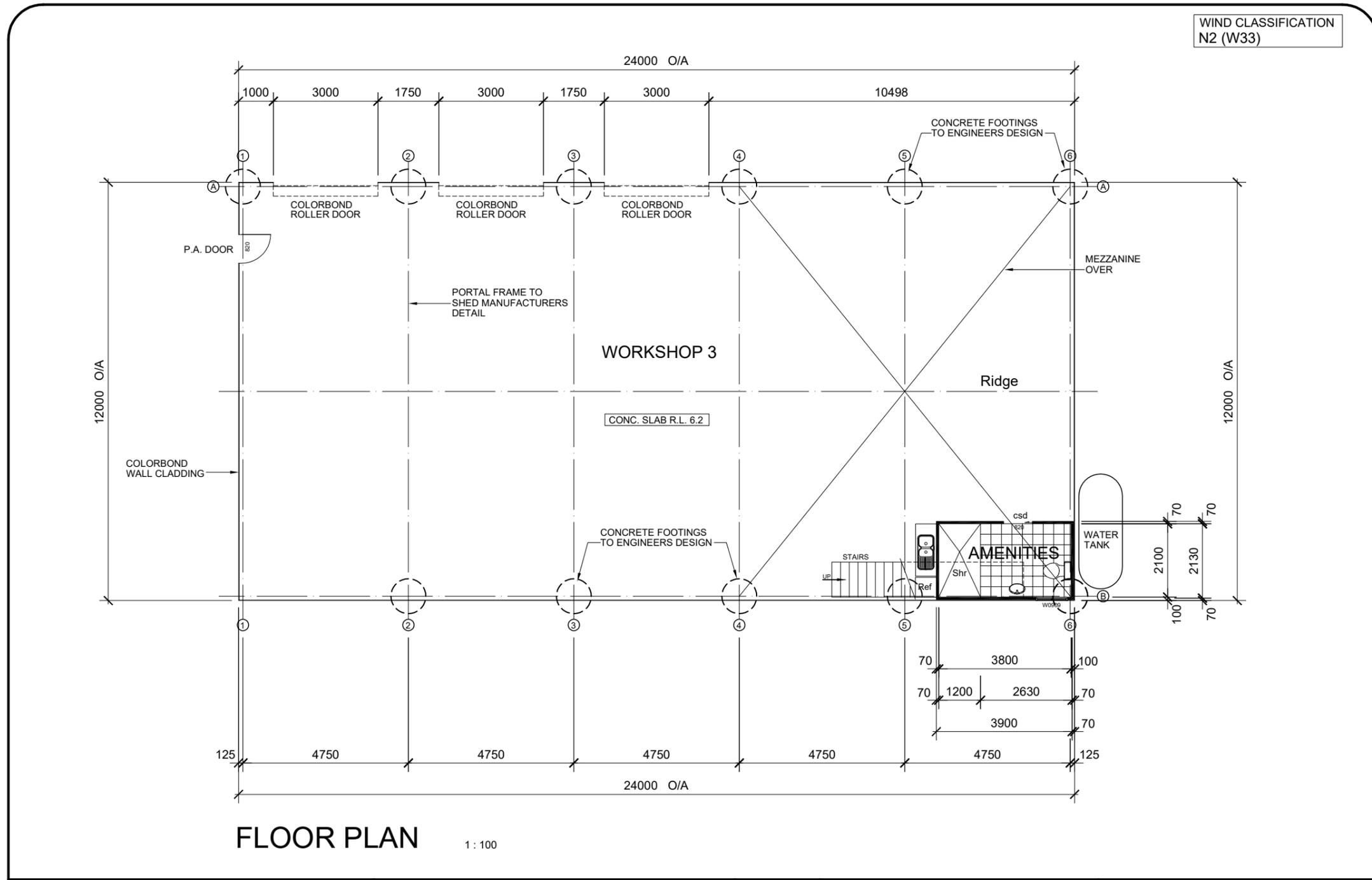
WIND CLASSIFICATION  
N2 (W33)

**FLOOR PLAN** 1 : 100

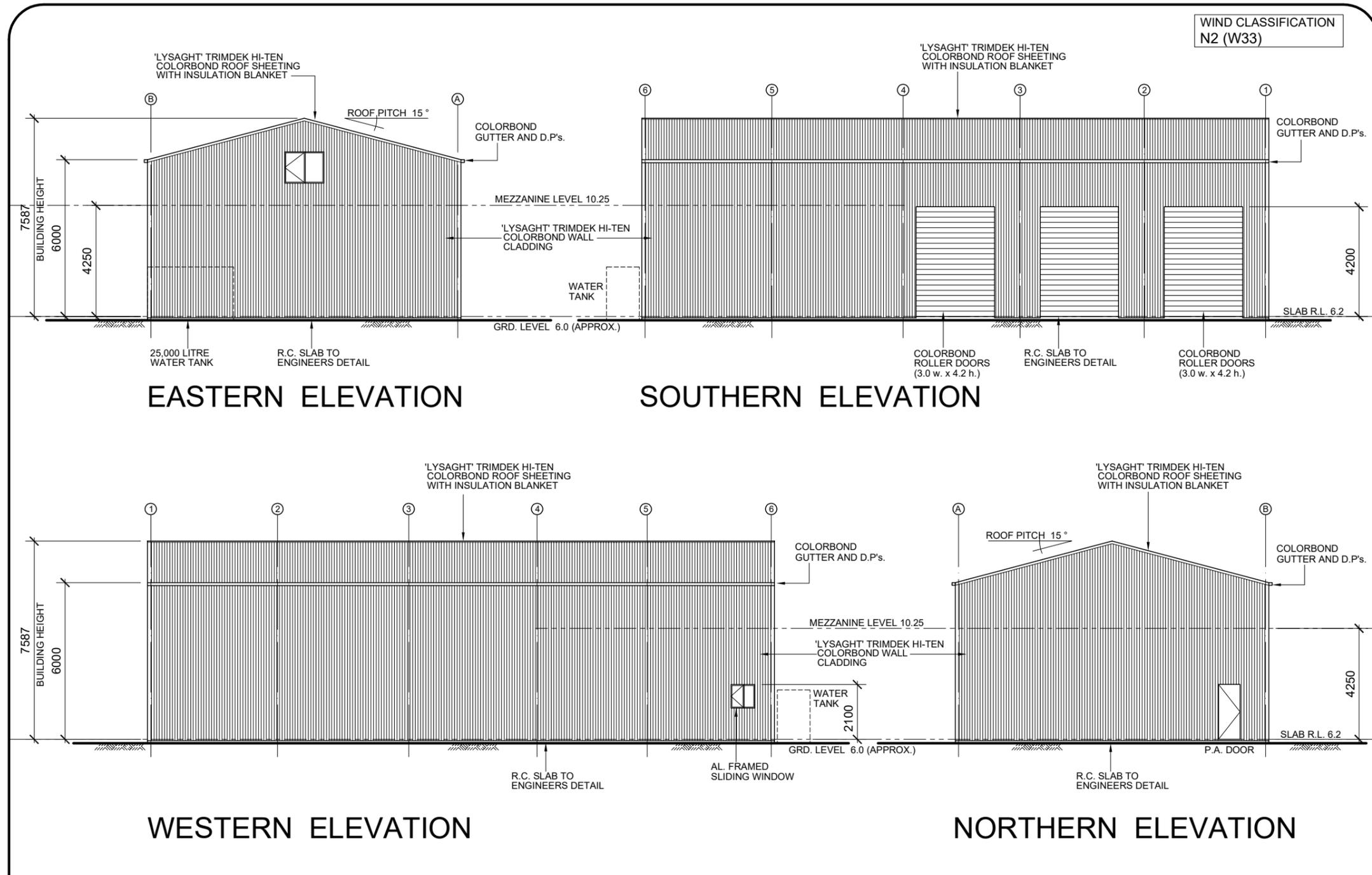
NOTES HILL TOP PLANNERS PTY. LTD.  WORKSHOP 2	COPYRIGHT RESERVED 2005 © CLIENT : MPE REPAIRS ADDRESS : LOTS 16 & 17 D.P.701499 41 CRACKNELL LANE SOUTH MAITLAND	www.dialbeforeyoudig.com.au <b>DIAL 1100</b> BEFORE YOU DIG	DRAWING TITLE : PROPOSED REMOVAL OF EXISTING WORKSHOP & CONSTRUCTION OF THREE NEW SHEDS		AMENDMENTS		
			DATE JAN. 2024	SCALE 1 : 100	A	16/01/2024 PRELIMINARY ISSUE	
			SH. No.	4 Of 13	ISSUE	B	15/05/2024 WORKSHOP 2 REVISED & TREES TO BE REMOVED SHOW
						C	03/07/2024 CHANGES TO PARKING & TREE PLANTING ADDED
						D	03/09/2024 CAR PARK DIMENSIONS & TURNING PATHS ADDED
						E	03/09/2024 CAR PARK DIMENSIONS & TURNING PATHS REVISED
						F	09/05/2025 ENTRY DETAILS CHANGED



<p><b>NOTES</b></p> <p>HILL TOP PLANNERS PTY. LTD.</p> <p><b>WORKSHOP 2</b></p>	<p><small>COPYRIGHT RESERVED 2005 ©</small></p> <p>CLIENT : <b>MPE REPAIRS</b></p> <p>ADDRESS : <b>LOTS 16 &amp; 17 D.P.701499 41 CRACKNELL LANE SOUTH MAITLAND</b></p>	<p><small>www.dialbeforeyoudig.com.au</small></p> <p><b>DIAL 1100</b> BEFORE YOU DIG</p>	<p>DRAWING TITLE : <b>PROPOSED REMOVAL OF EXISTING WORKSHOP &amp; CONSTRUCTION OF THREE NEW SHEDS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DATE</td> <td>JAN. 2024</td> <td>SCALE</td> <td>1 : 150</td> </tr> <tr> <td>SH. No.</td> <td>5 of 13</td> <td>ISSUE</td> <td>A B C D E F</td> </tr> </table>	DATE	JAN. 2024	SCALE	1 : 150	SH. No.	5 of 13	ISSUE	A B C D E F	<p><b>AMENDMENTS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>A</td> <td>16/01/2024</td> <td>PRELIMINARY ISSUE</td> </tr> <tr> <td>B</td> <td>15/05/2024</td> <td>WORKSHOP 2 REVISED &amp; TREES TO BE REMOVED SHOWN</td> </tr> <tr> <td>C</td> <td>03/07/2024</td> <td>CHANGES TO PARKING &amp; TREE PLANTING ADDED</td> </tr> <tr> <td>D</td> <td>03/09/2024</td> <td>CAR PARK DIMENSIONS &amp; TURNING PATHS ADDED</td> </tr> <tr> <td>E</td> <td>03/09/2024</td> <td>CAR PARK DIMENSIONS &amp; TURNING PATHS REVISED</td> </tr> <tr> <td>F</td> <td>09/05/2025</td> <td>ENTRY DETAILS CHANGED</td> </tr> </table>	A	16/01/2024	PRELIMINARY ISSUE	B	15/05/2024	WORKSHOP 2 REVISED & TREES TO BE REMOVED SHOWN	C	03/07/2024	CHANGES TO PARKING & TREE PLANTING ADDED	D	03/09/2024	CAR PARK DIMENSIONS & TURNING PATHS ADDED	E	03/09/2024	CAR PARK DIMENSIONS & TURNING PATHS REVISED	F	09/05/2025	ENTRY DETAILS CHANGED
DATE	JAN. 2024	SCALE	1 : 150																											
SH. No.	5 of 13	ISSUE	A B C D E F																											
A	16/01/2024	PRELIMINARY ISSUE																												
B	15/05/2024	WORKSHOP 2 REVISED & TREES TO BE REMOVED SHOWN																												
C	03/07/2024	CHANGES TO PARKING & TREE PLANTING ADDED																												
D	03/09/2024	CAR PARK DIMENSIONS & TURNING PATHS ADDED																												
E	03/09/2024	CAR PARK DIMENSIONS & TURNING PATHS REVISED																												
F	09/05/2025	ENTRY DETAILS CHANGED																												

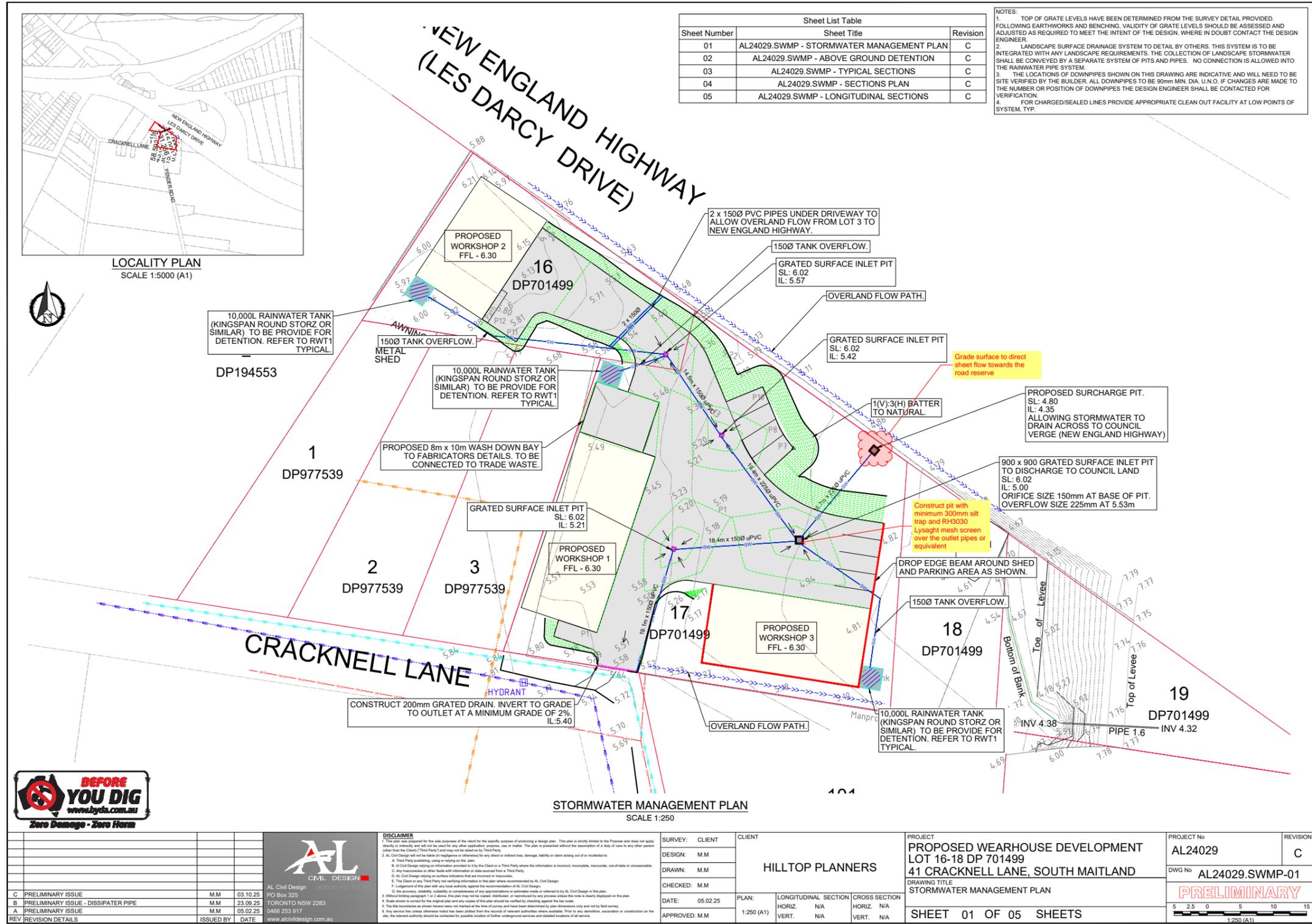


<p><b>NOTES</b></p> <p>HILL TOP PLANNERS PTY. LTD.</p> <p><b>WORKSHOP 3</b></p>	<p><small>COPYRIGHT RESERVED 2006 ©</small></p> <p>CLIENT : <b>MPE REPAIRS</b></p> <p>ADDRESS : LOTS 16 &amp; 17 D.P.701499 41 CRACKNELL LANE SOUTH MAITLAND</p>	<p><small>www.dial1100.com.au</small></p> <p><b>DIAL 1100</b> BEFORE YOU DIG</p> <p>DRAWING TITLE : <b>PROPOSED REMOVAL OF EXISTING WORKSHOP &amp; CONSTRUCTION OF THREE NEW SHEDS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>DATE</td> <td>JAN. 2024</td> <td>SCALE</td> <td>1 : 150</td> </tr> <tr> <td>SH. No.</td> <td>2 of 13</td> <td>ISSUE</td> <td>A B C D E F</td> </tr> </table>	DATE	JAN. 2024	SCALE	1 : 150	SH. No.	2 of 13	ISSUE	A B C D E F	<p><b>AMENDMENTS</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>A</td> <td>16/01/2024</td> <td>PRELIMINARY ISSUE</td> </tr> <tr> <td>B</td> <td>15/05/2024</td> <td>WORKSHOP 2 REVISED &amp; TREES TO BE REMOVED SHOW</td> </tr> <tr> <td>C</td> <td>03/07/2024</td> <td>CHANGES TO PARKING &amp; TREE PLANTING ADDED</td> </tr> <tr> <td>D</td> <td>03/09/2024</td> <td>CAR PARK DIMENSIONS &amp; TURNING PATHS ADDED</td> </tr> <tr> <td>E</td> <td>03/09/2024</td> <td>CAR PARK DIMENSIONS &amp; TURNING PATHS REVISED</td> </tr> <tr> <td>F</td> <td>09/05/2025</td> <td>ENTRY DETAILS CHANGED</td> </tr> </table>	A	16/01/2024	PRELIMINARY ISSUE	B	15/05/2024	WORKSHOP 2 REVISED & TREES TO BE REMOVED SHOW	C	03/07/2024	CHANGES TO PARKING & TREE PLANTING ADDED	D	03/09/2024	CAR PARK DIMENSIONS & TURNING PATHS ADDED	E	03/09/2024	CAR PARK DIMENSIONS & TURNING PATHS REVISED	F	09/05/2025	ENTRY DETAILS CHANGED
DATE	JAN. 2024	SCALE	1 : 150																										
SH. No.	2 of 13	ISSUE	A B C D E F																										
A	16/01/2024	PRELIMINARY ISSUE																											
B	15/05/2024	WORKSHOP 2 REVISED & TREES TO BE REMOVED SHOW																											
C	03/07/2024	CHANGES TO PARKING & TREE PLANTING ADDED																											
D	03/09/2024	CAR PARK DIMENSIONS & TURNING PATHS ADDED																											
E	03/09/2024	CAR PARK DIMENSIONS & TURNING PATHS REVISED																											
F	09/05/2025	ENTRY DETAILS CHANGED																											

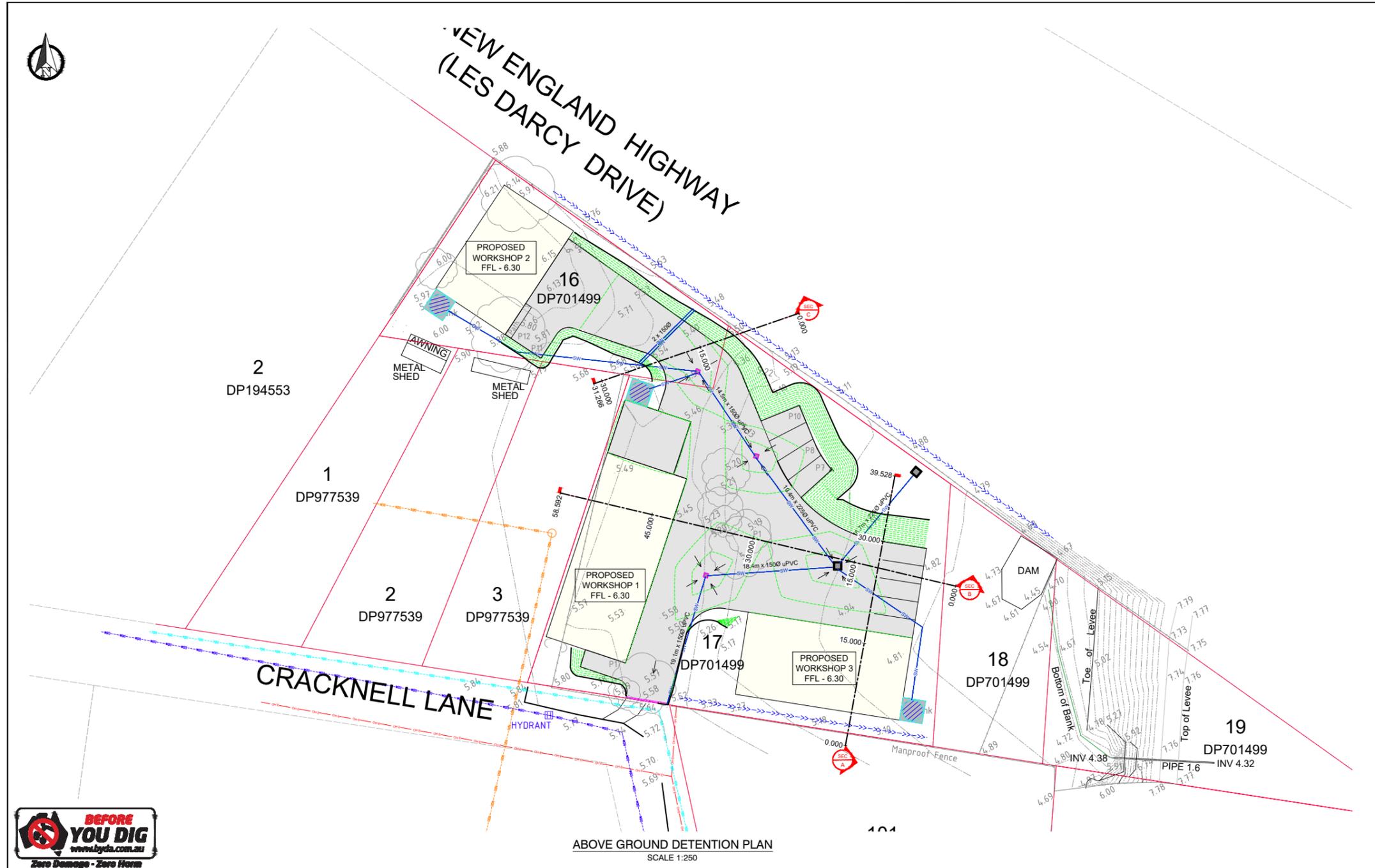


NOTES	COPYRIGHT RESERVED 2005 @	CLIENT :	www.dialbeforeyoudig.com.au <b>DIAL 1100</b> BEFORE YOU DIG	DRAWING TITLE :	AMENDMENTS	
	HILL TOP PLANNERS PTY. LTD.	MPE REPAIRS				PROPOSED REMOVAL OF EXISTING WORKSHOP & CONSTRUCTION OF THREE NEW SHEDS
WORKSHOP 3	ADDRESS :	LOTS 16 & 17 D.P.701499	DATE	JAN. 2024	SCALE	1 : 150
		41 CRACKNELL LANE SOUTH MAITLAND	SH. No.	3 of 13	ISSUE	A B C D E F

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)







<p><b>AL CIVIL DESIGN</b></p> <p>AL Civil Design PO Box 325 TORONTO NSW 2283 0468 253 917 www.alcivildesign.com.au</p>		<p><b>DISCLAIMER</b></p> <p>1. This plan was prepared for the sole purpose of the client for the specific purpose of producing a design plan. This plan is strictly limited to the Purpose and does not apply to any other purpose. It is not to be used for any other purpose, use or matter. This plan is presented without the assumption of a duty of care to any other person (other than the Client ("Third Party")) and may not be relied on by Third Party.</p> <p>2. All Civil Design will not be liable to negligence or otherwise for any direct or indirect loss, damage, liability or claim arising out of or incidental to:</p> <p>A. Third Party publishing, using or relying on the plan.</p> <p>B. All Civil Design relying on information provided to it by the Client or a Third Party where the information is incorrect, incomplete, inaccurate, out-of-date or unreasonable.</p> <p>C. Any inaccuracies or other faults with information or data received from a Third Party.</p> <p>D. All Civil Design relying on surface indicators that are incorrect or inaccurate.</p> <p>E. The Client or any Third Party not verifying information in the plan where recommended by AL Civil Design.</p> <p>F. Judgment of this plan with any local authority against the recommendation of AL Civil Design.</p> <p>G. The accuracy, reliability, suitability or completeness of any representation or information made or referred to by AL Civil Design in this plan.</p> <p>3. Without limiting paragraph 1 or 2 above, this plan may not be copied, distributed, or reproduced by any process unless this note is clearly displayed on the plan.</p> <p>4. Scale shown is correct for the original plan and any copies of this plan should be verified by checking against the base scale.</p> <p>5. The site boundaries are shown herein were not marked at the time of survey and have been determined by plan dimensions only and not by field survey.</p> <p>6. Any service line crosses reference noted has been obtained from the records of relevant authorities where available. Prior to any excavation, installation or construction on the site, the relevant authority should be contacted for possible location of further underground services and detailed locations of all service.</p>		<p>SURVEY: CLIENT</p> <p>DESIGN: M.M</p> <p>DRAWN: M.M</p> <p>CHECKED: M.M</p> <p>DATE: 05.02.25</p> <p>APPROVED: M.M</p>		<p>CLIENT</p> <p>HILLTOP PLANNERS</p>		<p>PROJECT</p> <p>PROPOSED WEARHOUSE DEVELOPMENT LOT 16-18 DP 701499 41 CRACKNELL LANE, SOUTH MAITLAND</p> <p>DRAWING TITLE SECTIONS PLAN</p> <p>SHEET 04 OF 05 SHEETS</p>		<p>PROJECT No</p> <p>AL24029</p> <p>DWG No</p> <p>AL24029.SWMP-04</p> <p>REVISION</p> <p>C</p>	
--	--	---	--	---	--	---------------------------------------	--	--	--	--	--

ERROR DRIVE - AL CIVIL DESIGN \JOBS\AL24029 - 41 CRACKNELL LANE, SOUTH MAITLAND (SWMP) \4 - CIVIL DRAFTING\AL24029.SWMP.DWG

## **City Planning**

# **DA2024/568 for Rural Industry – Demolition of Existing Structures and Construction of Three Sheds at 41 Cracknell Lane, South Maitland**

## **Recommended Conditions of Consent**

**Meeting Date: 17 March 2026**

**Attachment No: 4**

**Number of Pages: 11**

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

Draft conditions of consent DA/2024/568

APPROVED PLANS AND DOCUMENTATION

1. The development shall be carried out in accordance with the stamped approved plans and documentation as detailed in the following schedule and any amendments arising through conditions of this consent or as shown in red colour on the plans:

Revised Plans prepared by: Hill Top Planners			
Name of Plan	Drawing Number	Issue	Date
Site Plan	Sheet 1 of 13	F	09/05/2025
Floor Plan - Workshop 3	Sheet 2 of 13	F	09/05/2025
Workshop 3 - Elevation	Sheet 3 of 13	F	09/05/2025
Workshop 2 - Floor Plan	Sheet 4 of 13	F	09/05/2025
Workshop 2 - Elevation	Sheet 5 of 13	F	09/05/2025
Typical Section 1	Sheet 6 of 13	F	09/05/2025
Workshop 1 - Floor Plan	Sheet 7 of 13	F	09/05/2025
Workshop 1 - Elevation	Sheet 8 of 13	F	09/05/2025
Workshop 1 - Elevation	Sheet 9 of 13	F	09/05/2025
Typical Section 2	Sheet 10 of 13	F	09/05/2025
Wash Shed	Sheet 11 of 13	F	09/05/2025

Generally in accordance with revised Drainage Plans prepared by AL Civil Design, job reference AL24029.			
Name of Plan	Drawing Number	Issue	Date
Stormwater Management Plan (marked up)	1-5	D	28/01/2026

Document	Reference / Revision	Author	Date
Noise Assessment	J0284-01-L4	Bridges Acoustics	10 October 2025
Operational Plan, Construction Plan and Waste Management Plan	Revision C	Hill Top Planners Pty Ltd	January 2025

CONTRIBUTIONS & FEES

2. Pursuant to Section S7.12 of the Environmental Planning and Assessment Act 1979 and the Maitland S94A Levy Contributions Plan 2006, a contribution of \$11,068.00 shall be paid to the Council.

The above amount may be adjusted at the time of payment in accordance with the provisions of the Maitland S94A Levy Contributions Plan 2006. Any outstanding component of the contribution will be indexed bi-annually in accordance with the provisions of the abovementioned Development Contributions Plan. Reviewed rates will apply following release of CPI indices by the Australian Bureau of Statistics for June and December quarter.

---

**DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)**

Payment of the above amount is required **prior to issue of the Construction Certificate** for the development.

This condition has been applied to ensure that where the proposed development results in an increased demand for public amenities and services, payment towards the cost of providing these facilities/services is made in accordance with Council's adopted contributions plan and the provisions of section 7.12 of the Environmental Planning and Assessment Act, 1979.

**LIMITATIONS OF CONSENT**

3. Spray painting is not approved as part of this consent for the use of the premises as a 'rural industry'. Any spray-painting activities, including the installation or operation of spray-painting equipment, spray booths or associated ventilation systems, are prohibited unless separate development approval is obtained from Council.

**CERTIFICATES & REPORTS**

4. **Prior to the commencement of works**, the application must obtain all relevant approvals under the Water Management Act 2000.
5. In accordance with Section 34 of the *Building and Construction Industry Long Service Payments Act 1986*, the applicant must pay a long service levy at the prescribed rate to the Long Service Payments Corporation for any works that cost \$250,000 or more.
6. **Prior to commencement of construction works**, a Construction Certificate is to be issued by the Principal Certifier.
7. The applicant shall submit to Council a "Notice of Appointment of the Principal Certifier" at least two (2) days prior to the commencement of construction works.
8. The applicant shall submit to Council a "Notice of Commencement" form at least two (2) days prior to the commencement of construction works.
9. **Prior to issue of the Occupation Certificate**, a Compliance Certificate under Section 50 of the Hunter Water Act 1991, for this development, shall be submitted to the Accredited Certifier.
10. **An Occupation Certificate** must be obtained prior to any use or occupation of the development. The Principal Certifier must be satisfied that the development has been constructed in accordance with approved plans, specifications and conditions of this consent.

**LOT CONSOLIDATION**

11. **Prior to the issue of an Occupation Certificate**, Lot 17 DP701499 and Lot 16 DP701499 are to be consolidated.

A copy of the Registered Plan of consolidation must be provided to the Principal Certifier.

**FLOODING**

12. The building shall be constructed such that it will withstand the effects of flooding in the locality. In this regard, an Engineer's Certificate stating that the structure as shown on the plans is capable of withstanding the characteristics of flooding at the proposed site, is to be provided to the Registered

---

**DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)**

Certifier **prior to release of the Construction Certificate**. The flood hazard parameters to be considered are a 1% Annual Exceedance Probability (AEP) flood level of RL 9.73m AHD and a velocity of 0.42 m/s. Refer to flooding advice condition regarding BCA requirements for buildings of the following classification: Class 1, 2, 3, 4, 9(a) & 9(c).

13. All ground level electrical services are to be connected to a 'residual current device' (RCD) to the requirements of Energy Australia to reduce the risk of electrocution in a flood event where inundation of the ground level occurs.
14. **Prior to issue of an Occupation Certificate**, a flood evacuation plan shall be submitted to and approved by Council. The plan should make provision within the design of the proposed business for a safe and clear means of evacuation in time of flood and include consideration of the NSW Flood Response Manual.
15. Wherever possible, the premises should be designed to ensure that plant, equipment, storage or other fixtures or fittings liable to damage by floods are located within the building above the Flood Standard or be movable to levels above the Flood Standard.

#### UTILITY SERVICES

16. Underground water, sewerage, telecommunications and electrical power services shall be reticulated in accordance with the service provider's requirements.
17. Any necessary alterations to public utility installations being at the developer's expense and to the requirements of both Council and the relevant authority.

#### VEGETATION & LANDSCAPING

18. Tree protection measures must be implemented and maintained to protect the existing trees, where required, in accordance with the relevant requirements of AS 4970 Protection of trees on development sites;  
  
This includes maintaining adequate soil grades and ensuring any machinery, refuse, spoil and materials remain outside tree protection zones.
19. **Prior to issue of an Occupation Certificate**, all new trees shall be planted and maintained on the site, positioned clear of utilities, services and drainage infrastructure (as nominated on the site plan, prepared by Hill Top Planners, dated 9/5/2025, Sheet 1 of 13). The trees shall be of a suitable species, with a minimum pot size of 75L and crown projection upon maturity of at least 20m<sup>2</sup>.  
  
No vegetation or natural landscape features other than that authorised for removal, pruning by this Consent must be disturbed, damaged or removed. No additional works or access/parking routes transecting the protected vegetation must be undertaken without Council Approval.
20. Where the trees subject to removal have been identified as 'habitat trees' or alternatively may be reasonably expected to provide habitat to native fauna, an ecologist shall be engaged to undertake clearance of any fauna within the subject tree(s) immediately prior to tree removal. Any fauna species discovered in the tree(s) shall be relocated to an appropriate habitat tree within the locality. Any undetected fauna injured as a result of the felling shall be collected by the ecologist and forwarded to WIRES (or the like). Note: The National Parks and Wildlife Service may provide advice as to a suitably qualified ecologist.

#### ARCHAEOLOGY

DA/2024/568

Page 3

---

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

21. Prior to, or during construction, identification of any potential archaeological deposit likely to contain Aboriginal artefacts, shall cause construction works to cease. Application shall be made by a suitably qualified Archaeologist to the National Parks and Wildlife Service (NPWS) for an excavation permit for Aboriginal relics. A copy of such a permit, shall be submitted to Council upon receipt

**TRAFFIC AND TRANSPORT**

22. **Prior to commencement of construction**, of the driveway crossing on the public footway verge, the works shall have been approved by Council. An application form, "S138 Application for Vehicle Access Crossing (Driveway)" shall be submitted to Council, together with the appropriate fee (for each driveway).
23. All driveways, parking areas and vehicles turning areas shall be designed as reinforced concrete or a granular pavement base with asphalt or segmental paver surface.
24. **Before the issue of the relevant construction certificate**, a suitably qualified engineer must review the plans which relate to parking facilities and provide written evidence, to the certifier's satisfaction, that it complies with the relevant parts of AS 2890 Parking Facilities- Off- Street Carparking and Council's development control plan in regard to sight triangle, minimum driveway width, passing bay details, turning arrangement, design, clearances to obstructions, space sizes, aisle widths according to the relevant Vehicle Class.
25. **Prior to issue of the occupation certificate** the driveway layout and profile shall be constructed in concrete industrial type, in accordance with Council's Manual of Engineering Standards, which include the retention of (or if damaged reconstruction as plain concrete of) any existing footpath, and with reference to Council's information document "Footway Crossings (Driveways)".
26. **Before the issue of an occupation certificate**, a footpath crossing, and driveway must be constructed in accordance with this consent and the approved Construction Certificate. Note: The S138 Application for Vehicle Access Crossing (Driveway) shall be submitted to and approved by Council prior to the commencement of any such works.
27. **Before the issue of an occupation certificate**, the applicant must ensure any public infrastructure damaged as a result of the carrying out of building works (including damage caused by, but not limited to, delivery vehicles, waste collection, contractors, sub-contractors, concreting vehicles) is fully repaired to the written satisfaction of Council, and at no cost to Council. Note: If the council is not satisfied, the whole or part of the bond submitted will be used to cover the rectification work.

**STORMWATER DRAINAGE**

28. **Prior to issue of the Construction Certificate**, the construction details in accordance with Council's Manual of Engineering Standards shall be provided for the following stormwater requirements:
- a) Minimum storage volume of 76 m<sup>3</sup> for on-site detention (OSD) with a maximum permissible site discharge limited to 30 litres per second for the 1% AEP event and strictly in accordance with approved drainage plan as amended in red and yellow, and
  - b) The ground surface around the discharge point (surcharge pit) shall be graded to direct sheet flow towards the road reserve, and
  - c) Detailed pavement finished surface levels demonstrating 1% conveyance paths to, and 1% inlet capacity into the OSD tank/structure, and
  - d) An emergency overland flow path for major storm events, that is directed to the public drainage system, and

---

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

- e) Entrapment of gross pollutants, nutrients and hydrocarbons generated from the contributing ground-surface catchment areas, including the control pit shall be constructed with minimum 300mm silt trap and galvanised RH3030 Lysaght mesh screen (or equivalent) over the outlet pipe, and
  - f) Conveyance of stormwater through the site from upstream catchments, Lots 1, Lots 2 and Lots 3 runoff piped under the internal driveway via an individual pipe drainage system (3 x 300mm diameter pipe) to not increase the natural stormwater depth for all storm events up to and including the 1% AEP. i.e. conveyance to bypass the internal stormwater system.
29. **Prior to issue of the Occupation Certificate**, the stormwater-control system shall be constructed in accordance with the approved stormwater drainage plan. A qualified engineer shall supply written certification to the Principal Certifier and Council that the constructed system including detention volume and discharge rates achieves the consent requirements for detention.

#### CONSTRUCTION MANAGEMENT

30. **Before the commencement of any building works**, a waste containment facility is to be established on site. The facility is to be regularly emptied and maintained for the duration of works.
- No rubbish must be stockpiled in a manner which facilitates the rubbish to be blown or washed off site.
31. **Before the commencement of any site or building works**, the site must be secured, so far as it is reasonably practicable, from unauthorised access to the satisfaction of the Principal Certifier. All hoarding, fencing or awnings (associated with securing the site during construction) is to be removed upon the completion of works.
32. The applicant is required to notify Council in writing **prior to commencing building operations**, of any existing damage to kerbing and guttering and/or footpath paving and other public infrastructures associated with the subject development. The absence of such notification signifies that no damage exists, and the applicant shall therefore be liable for the cost of the repair of any damage to kerbing and guttering or footpath paving or other public infrastructures which may be necessary after completion of the building works.
33. **Before the commencement of any site or building works**, a 3m wide all-weather vehicle access is to be provided from the kerb and gutter to the building under construction for the delivery of materials and use by trades people. No materials, waste or the like are to be stored on the all-weather access at any time.
34. While work is being carried out, no building materials, refuse or spoil is to be deposited on or be allowed to remain on Council's footpath.
35. All excavations and backfilling must be executed safely, in accordance with appropriate professional standards and be properly guarded and protected to prevent them from being dangerous to life or property.
36. Suitable and adequate measures are to be applied to restrict public access to the site and building works, materials and equipment.
37. The site shall be managed at all times during construction phase so as to prevent the generation of dust from the land disturbance activities (e.g., by water spray, dust suppression, surface sealants, soil binders, wind barriers and/or dust retardants).

---

**DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)**

38. While work is being carried out, temporary toilet(s) must be provided and maintained on site from the time of commencement of building work to completion. The number of toilets provided must be one toilet per 20 persons or part thereof employed on the site at any one time.

The temporary toilet is to be either connected to the sewerage system or an approved septic tank or otherwise may be a chemical toilet supplied by a licensed contractor.

39. If the work:
- i) is likely to cause pedestrian or vehicular traffic in a public place to be obstructed or rendered inconvenient, or
  - ii) involves the enclosure of a public place

The responsible person must gain a separate S138 approval from Council for the hoarding or fencing within the road reserve, fees apply.

If necessary, an awning is to be erected, sufficient to prevent any substance from, or in connection with, the work falling into the public place.

The work site must be kept lit between sunset and sunrise if it is likely to be hazardous to persons in the public place. Any such hoarding, fence or awning is to be removed when the work has been completed.

40. All materials and equipment must be stored wholly within the work site unless an approval to store them elsewhere is held.
41. All building work shall be carried out in accordance with the provisions of the Building Code of Australia (BCA). In this clause, a reference to the BCA is a reference to that Code as in force on the date the application for the relevant Construction Certificate is made.
42. If an excavation associated with the erection or demolition of a building extends below the level of the base of the footings of a building on an adjoining allotment of land, the person having benefit of the development consent:
- i) Must preserve and protect the building from damage, and
  - ii) If necessary, must underpin and support the building in an approved manner, and

The owner of the adjoining allotment of land is not liable for any part of the cost of work carried out for the purposes of this condition, whether carried out on the allotment of land being excavated or on the adjoining allotment of land. (Includes a public road and any other public place).

43. Except in the case of work only carried out to the interior of a building or Crown building work, a sign must be erected in a prominent position on the site showing
- i. the name, address and telephone number of the Principal Certifier for the work, and
  - ii. the name of any principal contractor and their after-hours contact number, and
  - iii. must contain a statement that unauthorised entry to the site is prohibited.

The sign must be maintained while the work is being carried out and is to be removed when the work is completed.

#### CONSTRUCTION HOURS

44. Unless otherwise approved by Council in writing, all site works shall be carried out between the hours

---

DA/2024/568

Page 6

---

**DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)**

of:

- a) 7.00am to 6.00pm Monday to Friday
- b) 7.00am to 5.00pm Saturday

Any work performed on Sunday's or Public Holidays that may cause offensive noise, as defined under the Protection of the Environment Operations Act, is prohibited.

#### DEMOLITION

- 45. All demolition works are to be carried out in accordance with Australian Standard AS 2601 'The demolition of Structures'. All waste materials are to be either recycled or disposed of to a licensed waste facility.
- 46. While demolition or work is being carried out, and undisclosed or unidentified contamination is discovered on-site or any potentially contaminating infrastructure (e.g. underground storage tanks) or soils (e.g. staining, odours, asbestos) being identified during works, a qualified and experienced consultant must inspect, review and advise on remediation or mitigation prior to further construction proceeding. Council must be notified if this occurs and must be provided with any resulting reports and recommendations.
- 47. While demolition or work is being carried out, any asbestos containing material encountered during demolition or works, is to be removed in accordance with the requirements of Safe Work NSW and disposed of to an appropriately licenced waste facility.  
  
Evidence is to be provided to the Principal Certifier demonstrating that asbestos waste has been disposed of appropriately in accordance with this condition.

#### EROSION CONTROL AND BULK EARTHWORKS

- 48. Before site works commencing, an erosion and sediment control plan must be prepared by a suitably qualified person in accordance with the following documents and provided to the Certifying Authority:
  - a) Council's relevant development control plan,
  - b) the guidelines set out in 'Managing Urban Stormwater: Soils and Construction' prepared by Landcom (the Blue Book) (as amended from time to time), and
  - c) the 'Do it Right On-Site, Soil and Water Management for the Construction Industry' (Southern Sydney Regional Organisation of Councils and the Natural Heritage Trust) (as amended from time to time).
- 49. The site and its surrounding environment shall be protected from the effects of erosion (as water and windborne particles) and off-site "vehicle tracking", by the application of adequate controls. Details in accordance with Council's Manual of Engineering Standards and the manual, "*Managing Urban Stormwater*" shall be submitted to the Certifying Authority.
- 50. A Soil and Water Management Plan (SWMP) in accordance with Managing Urban Stormwater: Soils and Construction (also known as the Blue Book) shall be developed and certified by a suitably qualified and experienced professional in erosion and sediment control. A copy of the SWMP shall be submitted to and approved by the Certifying Authority for sites with a disturbed area greater than 2,500m<sup>2</sup>.

#### FILLING

- 51. Filling material, shall be limited to the following:
  - a) virgin excavated natural material (VENM);

---

DA/2024/568

Page 7

---

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

- b) excavated natural material (ENM) certified as such in accordance with Protection of the Environment Operations (Waste) Regulations 2014.

Note: Under no circumstances shall contaminated fill material including but not limited to putrescible wastes, (such as timber, paper, green waste, food etc), oil products (including petrol, bitumen, asphaltic concrete etc), plastic, and the like, be deposited on the land unless expressly authorised by this development consent.

52. The applicant must maintain a register of deliveries which includes date, time, truck registration number, quantity of fill, origin of fill and type of fill delivered.

This register must be made available to Council officers on request and be provided to the Council at the completion of the development.

53. Fill material shall not obstruct any local watercourse, flow path or drain, that is within or that enters the site, without provision for conveyance, within the site, of stormwater flows through or around the proposed fill area, including adequate protection against erosion.

#### BATTERS AND RETAINING WALLS

54. No retaining walls are approved within existing or future dedicated public land including road reserves and drainage reserves. All batter slopes shall comply with the 'desirable' requirements as listed in Council's Manual of Engineering Standards. Plans complying with this condition shall be submitted to the Certifying Authority for approval **prior to issue of a Construction Certificate**.

55. All retaining walls within 1m of a boundary and exceeding 600mm in height must be designed and certified by a suitably qualified Structural Engineer and have a minimum design surcharge load of 5kPa.

#### ACID SULPHATE SOILS MANAGEMENT PLAN

56. During construction works, an assessment of acid sulfate soil potential is to be undertaken in the area of excavation. If acid sulfate soils are found to be present, soils are to be treated in accordance with the New South Wales Acid Sulfate Soil Management Advisory Committee's 'Acid Sulfate Soil Manual'.

#### CONTAMINATION

57. Should any suspect materials (identified by unusual staining, odour, discolouration or inclusions such as building rubble, asbestos, ash material, etc.) be encountered during any stage of works (including earthworks, site preparation or construction works, etc.), such works must cease immediately until a qualified environmental specialist has been contacted and conducted a thorough assessment.

In the event that contamination is identified as a result of this assessment and if remediation is required, all works must cease in the vicinity of the contamination and Council must be notified immediately.

Where remediation work is required, the applicant will be required to obtain consent for the remediation works.

#### AMENITY IMPACTS

---

**DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)**

58. All work must not give rise to offensive noise, dust, odour or vibration as defined in the Protection of the Environment Operations Act 1997 when measured at the nearest property boundary.

**NOISE**

59. Construction of the development must comply with the recommendations of the approved Noise Assessment, Ref: J0284-01-L4, prepared by Bridges Acoustics, dated 10 October 2025
60. **Before the issue of an Occupation Certificate** a 1.8m steel boundary fence shall be constructed between 37 Cracknell Lane (Lot 2 DP977539 and Lot 3 DP977539) and 41 Cracknell Lane South Maitland (Lot 16 DP701499) in accordance with the approved Noise Assessment, Ref: J0284-01-L4, prepared by Bridges Acoustics, dated 10 October 2025.
61. Certification is to be submitted to the Principal Certifier **prior to the issue of an Occupation Certificate** to certify that the construction of the development complies with the recommendations of the approved Noise Assessment, Ref: J0284-01-L4, prepared by Bridges Acoustics, dated 10 October 2025.
62. The use and operation of each workshop must be as per the assumptions outlined in the approved Noise Assessment, Ref: J0284-01-L4, prepared by Bridges Acoustics, dated 10 October 2025 with 'Workshop 2' only used for office administration, storage and for low intensity maintenance works that doesn't disturb the amenity of the neighbouring properties.
63. The use and occupation of the premises including all plant and equipment must not give rise to any offensive noise within the meaning of the Protection of the Environment Operation Act 1997 and must comply with the NSW Noise Policy for Industry 2017 (as amended).

**WASTE**

64. **Before the issue of a Construction Certificate**, a trade waste agreement must be approved by Hunter Water for the sewer connection within the wash bay.
65. Operational waste is to be disposed of per the approved Waste Management Plan, prepared by Hill Top Planners Pty Ltd, dated: January 2025.

**ENVIRONMENTAL PROTECTION**

66. All paints, chemicals and other liquids must be stored in approved receptacles, which must be housed in a suitably constructed, covered, impervious bunded area.
67. All wastewater generated within the wash bay must be directed into an oil-waste separator and then to the reticulated sewer system in accordance with the approved trade waste agreement made with Hunter Water.
68. Dangerous and hazardous goods must be stored in accordance with SafeWork NSW requirements, dependent on the quantities stored. Any flammable or combustible liquids must be stored in accordance with AS 1940 'The Storage and Handling of Flammable and Combustible Liquids'.

Hazardous and/or industrial waste arising from the use must be removed and/or transported in accordance with the requirements of the Environmental Protection Agency and the SafeWork NSW.

69. All paints, chemicals and other liquids must be stored in approved receptacles, which must be housed in a suitably constructed, covered, impervious bunded area.

---

DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)

The bunded area must be constructed of impervious material and being able to effectively store a minimum of 110% of the volume of the largest container stored or 25% of total vol-ume of the stored product for facilities storing small containers.

#### FIRE SAFETY

70. At completion of the building BUT before to its occupation, a Final Fire Safety Certificate with respect to each critical and essential fire safety measure installed in the building shall be submitted to Principal Certifier and Council. Certificates shall be prepared in accordance with Part 11 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation, 2021.
71. At all times, a copy of the Fire Safety Schedule and Fire Safety Certificate must be prominently displayed in the building and a copy forwarded to the Fire Commissioner of Fire and Rescue NSW in accordance with Part 11 & 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation 2021.
72. A Fire Safety Statement in respect of each required essential and/or critical fire safety measure installed within the building shall be submitted to Council and the NSW Fire Commissioner annually (or at a more frequent interval for supplementary statements).

Statements shall be prepared and issued in accordance with Part 12 of the Environmental Planning and Assessment (Development Certification and Fire Safety) Regulation, 2021. Note that monetary penalties may apply for failure to lodge a fire safety statement within the prescribed timeframe.

Statements to the NSW Fire Commissioner are to be submitted electronically to [afss@fire.nsw.gov.au](mailto:afss@fire.nsw.gov.au).

Standard to Transport for New South Wales and further information for lodging Fire Safety Statements may be downloaded from Councils website.

#### EXTERNAL AGENCY APPROVALS

73. The requirements from the following agencies must be complied with **prior to, during, and at the completion** of the development. The Requirements are:

1. Ausgrid, TRIM 2017/26/441, dated 12 August 2024

A copy of the Requirements is attached to this determination notice.

#### ONGOING USE AND OCCUPATION

74. The site is to be cleared of all building refuse and spoil immediately after completion of the building/structure
75. All vehicles must enter and exit the site in a forward direction.
76. The property is only to be open for business and used for the purpose approved within the following hours:  
7am to 5pm, Monday to Friday; and  
8am to 3pm, Saturdays.

---

**DA2024/568 FOR RURAL INDUSTRY - DEMOLITION OF EXISTING STRUCTURES AND CONSTRUCTION OF THREE SHEDS AT 41 CRACKNELL LANE, SOUTH MAITLAND (Cont.)**

Other internal operations such as cleaning, preparation, and office administration may be undertaken outside of the above hours provided no disturbance to the amenity of the neighbourhood occurs.

77. All access crossings and driveways must be maintained in good order for the life of the development.
78. Proposed parking areas, service bays, truck docks, driveways and turning areas must be maintained clear of obstructions and be used exclusively for purposes of car parking, loading/ unloading, and vehicle access respectively for the life of the development. Under no circumstances are such areas to be used for the storage of goods or waste materials.
79. The use of the premises involving the repair, maintenance or upgrade of vehicles must comply with the following requirements at all times:
  - a) No vehicle(s) or part of a vehicle which is in the custody of the person carrying on the rural industry business must be left standing on any public road or place in close proximity of the premises at which the business is carried on;
  - b) All vehicle(s) or part of a vehicle undergoing or awaiting repair must be stored wholly within the building in the designated area shown on the approved plan;
  - c) No parts or wrecks are to be stored on the road, foot-path, landscaped area or driveway;
  - d) Automotive parts in contact with any automobile fluid must be stored in a covered, bunded area;
  - e) All cleaning, washing for degreasing of vehicles must be carried out in an approved area set aside for that purpose which must be connected to the sewer where available; and
  - f) All loading and storage of vehicles, goods or materials or any industrial activity whatsoever must take place wholly within the site, in a manner that does not interfere with parking areas, driveways or landscapes.
80. Landscaping must be maintained in accordance with the approved landscape plan and conditions of this development consent. All landscape areas must be kept free of parked vehicles, stored goods, garbage or waste material at all times.

If any of the vegetation dies or is removed, it is to be replaced with vegetation of the same species and similar maturity as the vegetation which has died or was removed.
81. The business must be conducted, and customers controlled at all times so that no interference occurs to the amenity of the area, the footpath, adjoining occupations and residential or business premises.

---

## 10.5 Project Update – Hitching Post High Street Maitland – Local Heritage Listing

FILE NO:	RZ24001
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Director City Planning Manager Strategic Planning
AUTHOR:	Principal Strategic Planner
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.2.1 Diverse heritage and cultures

---

### EXECUTIVE SUMMARY

*This report provides Council with an update on actions taken in response to resolutions made on 22 August 2023 and 9 July 2024 regarding the Hitching Post, located at 461 High Street, Maitland.*

*In accordance with Council's resolutions, officers have completed an independent heritage assessment and commenced preparation of a draft Planning Proposal to amend the Maitland Local Environmental Plan 2011 to list the Hitching Post as an item of local heritage significance.*

*This report seeks Council's endorsement to use the completed heritage assessment to develop a digital brochure outlining the historical significance of the Hitching Post, and to install a QR code near the site to improve public access to this information.*

### OFFICER'S RECOMMENDATION

#### THAT

- 1. Council notes the information contained in this report.**
- 2. The heritage assessment report prepared by GML Heritage be used to develop a digital brochure outlining the historical significance of the Hitching Post, to be published on Council's website and other relevant digital platforms as required.**
- 3. Council investigate appropriate options for the digital displaying of information that is easily accessible to the public such as QR code or smart tags.**
- 4. Council endorses the closure of the resolution of 9 July 2024 relating to the preparation and progression of a Planning Proposal for the Hitching Post as a heritage item of local significance under Schedule 5 of the *Maitland Local Environmental Plan 2011*.**

---

PROJECT UPDATE - HITCHING POST HIGH STREET MAITLAND - LOCAL HERITAGE LISTING (Cont.)

## REPORT

### Background

At its meeting of 22 August 2023, Council resolved to undertake a heritage assessment of the Hitching Post and report the findings back to Council. A budget allocation of \$20,000 plus GST was approved for this work.

GML Heritage Pty Ltd was engaged to undertake the assessment. The assessment concluded that the Hitching Post demonstrates local heritage significance.

At its meeting of 9 July 2024, Council resolved to prepare a Planning Proposal to list the Hitching Post as an item of local heritage significance under Schedule 5 of the *Maitland Local Environmental Plan 2011*.

### Work Undertaken to Date

In accordance with Council's resolutions, staff have:

- Commissioned and managed the independent heritage assessment.
- Reported the findings of the assessment to Council.
- Commenced preparation of a draft Planning Proposal in line with Council's resolution.
- Commenced preparation of communications and engagement plan.

### Proposed Public Information and Interpretation

To improve public understanding of the historical context of the Hitching Post, it is proposed that the heritage assessment be adapted into a concise digital brochure. The brochure would summarise the historical background, context and assessed significance of the item, and be published on Council's website and other relevant digital platforms.

To support on-site interpretation, it is further proposed that a QR code be installed in an appropriate location near the Hitching Post. The QR code would link directly to the digital brochure, enabling members of the public and visitors to access the historical information via mobile device while at the site.

The placement and design of the QR code would be undertaken in a manner that is discreet, durable and consistent with Council's public domain standards. This approach provides a practical means of making the independently prepared research accessible and supports informed public awareness of the site's historical significance. This is also in alignment with the intentions of the outstanding Council resolution.

### CONCLUSION

The heritage significance of the Hitching Post has been formally assessed, and comprehensive historical research has been completed.

Developing a digital brochure and installing a QR code near the site would provide a practical means of making this information readily accessible to the community and visitors. This approach enhances public understanding of the item's historical context and builds on the work already undertaken in response to Council's prior resolutions.

### FINANCIAL IMPLICATIONS

The development of a digital brochure and installation of a QR code will have minimal budgetary implications. These costs can be absorbed within existing operational budgets.

PROJECT UPDATE - HITCHING POST HIGH STREET MAITLAND - LOCAL HERITAGE LISTING (Cont.)

**POLICY IMPLICATIONS**

This matter has no specific policy implications for Council.

**STATUTORY IMPLICATIONS**

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

## 10.6 Visitor Information Service

<b>FILE NO:</b>	<b>12/52</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director City Planning Director City Services</b>
<b>AUTHOR:</b>	<b>Manager Strategic Planning Manager Libraries &amp; Learning</b>
<b>MAITLAND'S FUTURE</b>	<b>4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.1.2 Trusted customer experience</b>

### EXECUTIVE SUMMARY

*Council resolved in August 2023 to discontinue a standalone accredited Visitor Information Centre (VIC) and to investigate alternative delivery models for access to visitor information. Since then, officers have completed analysis drawing on the 2023 Visitor Information Services Review, ten-week community engagement, and updated service usage metrics. The recommended approach is to integrate access to visitor information from the Maitland Regional Art Gallery (MRAG). As the City's foremost cultural attraction, this provides a sustainable and seamless customer experience, with MRAG a recognized touchpoint for visitors and residents looking to explore the city. This approach will be supported through visitor information available on Council's MyMaitland website.*

### OFFICER'S RECOMMENDATION

#### THAT

- 1. Council endorses integrating access to Visitor Information from the Maitland Regional Art Gallery (MRAG), commencing Friday 1 May.**
- 2. Council note that this approach is consistent with the August 2023 Council resolution and community engagement outcomes regarding access to visitor information.**
- 3. Council notes that a report on potential use of the current Visitor Information Centre for Heritage storage and exhibition will be provided at the April 2026 meeting of Council.**

### REPORT

#### Access to visitor information

At the Ordinary Meeting of 22 August 2023, Council resolved to discontinue a standalone accredited VIC and undertake further analysis on alternative delivery models for visitor information. Engagement received 1,028 submissions, with strong support for retaining face-to-face access. Service usage stabilised at 125 walk-ins and 70 calls per week, while the MyMaitland website now exceeds 350,000 unique users annually.

#### VISITOR INFORMATION SERVICE (Cont.)

Analysis considered several delivery options, including colocation at several other Council facilities, as well as providing a digital only service. This report presents a recommended approach to integrate access to visitor information at the MRAG. This approach supports contemporary visitor behaviour and provides an integrated and accessible customer experience. The MRAG location also provides improved face-to-face accessibility for visitors attending major events such as Hunter Valley Steamfest, with the facility within walking distance of key event areas and visitor information services. Council can increase resourcing during peak event periods to better align service delivery with demand and for improved visitor information experience.

Furthermore, it acknowledges the MRAG as a significant cultural attraction in the city and touchpoint for visitors and residents wanting to experience what Maitland has to offer, with operational hours from Tuesday to Sunday. Subject to resourcing considerations for the MRAG post service implementation, visitor information services on Mondays will be delivered through Council's Administration Centre. Appropriate signage will be installed at both MRAG and the Administration Centre to clearly direct visitors.

#### **Utilisation and Activation at the VIC site**

At the December 2025 Councillor Briefing, several constraints were highlighted from the feasibility assessment of a Heritage exhibition facility operating from the VIC site. These related to planning considerations, size of facility and significant costs to realise an exhibition facility at the site. A report on the potential for the site to be used for heritage storage and exhibition (or other community uses) will be provided to the April 2026 meeting of Council. This report will provide recommendations for the "next steps" in this regard. This will ensure that associated actions for the site are determined prior to the proposed cessation of Visitor Information Services from the VIC on Thursday, 30 April 2026.

Officers have confirmed continued access to RV parking and facilities at Harold Gregson Reserve is being managed. Furthermore, access to the dump point at the VIC will remain in place and available to the public. The Local Transport Forum considered a report on management options at its March 2026 meeting. Staff are now progressing endorsed actions. Lease arrangements currently in place with the Central Park Café, located at the VIC site, are continuing. This ensures activation at the site with the cessation of Visitor Information Service, and whilst Officers deliver actions related to Council's determination of future use of the VIC.

#### **Communication of Changes**

Access to visitor information from the MRAG and via the MyMaitland website, will be supported by a communications plan to inform visitors and residents of where information can be found via the website, social media and other distributions channel. Details regarding RV access and services will also be communicated through this process.

## VISITOR INFORMATION SERVICE (Cont.)

**RISK IMPLICATIONS**

Risk	Inherent Risk Rating (E, H, M, L)	Risk Mitigation/ Treatment	Residual Risk Rating (E, H, M, L)	Resourcing – Within Or Additional	Within Risk Appetite? Y/N
There is a risk of the Visitor Information Centre remaining open that may lead to ongoing excessive resource costs to provide this service.	Medium	Amend the operations of the visitor information service to be provided by other existing staff and close the visitor information center.	Low	Yes	Yes
There is a risk of community members feeling that Council has closed another service that may lead to reputational damage.	Medium	Communicate that face to face servicing will be available from MRAG.	Low	Monitor resourcing needs at MRAG to ensure peak period coverage is suitable.	Yes
There is a risk that MRAG staff are not able to provide an appropriate visitor information service that could result in community dissatisfaction.	low	Provide suitable resources, training and support to MRAG staff and casuals (as required) in delivery of visitor information.	Low	Yes	Yes

**CONCLUSION**

The recommended MRAG approach delivers contemporary and sustainable access to visitor information, consistent with Council's 2023 direction and community expectations.

VISITOR INFORMATION SERVICE (Cont.)

**FINANCIAL IMPLICATIONS**

Access to visitor information from the MRAG will result in reduced VIC related operating costs, whilst providing continued access to visitor information to residents and visitors.

**POLICY IMPLICATIONS**

The recommended model aligns with Council's customer experience objectives and will be reflected in updates to the Destination Management Plan.

**STATUTORY IMPLICATIONS**

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

## 11 City Services

### 11.1 Year-Round Grants Program Round Four 2025/2026

<b>FILE NO:</b>	<b>10/5/27</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director City Services Manager Community &amp; Recreation</b>
<b>AUTHOR:</b>	<b>Coordinator Major Venues &amp; Facilities Team Leader Community &amp; Sport Liaison Community Development &amp; Programs Officer</b>
<b>MAITLAND'S FUTURE</b>	<b>3 Vibrant Maitland</b>
<b>COUNCIL OBJECTIVE:</b>	<b>3.3.2 Advocacy and partnerships</b>

#### EXECUTIVE SUMMARY

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

*This report presents to Council a recommendation to endorse the funding of eight (8) applications under Council's Year-Round Community Grants Program Round Four (4) 2025/2026.*

#### OFFICER'S RECOMMENDATION

##### THAT

- 1. Council approves the allocation of funds for Round Four (4) of the Year-Round Community Grants Program 2025/2026, as recommended in this report for applications numbered one (1) to eight (8) in accordance with Section 356 of the Local Government Act, 1993.**
- 2. Council formally thanks all thirteen (13) applicants for their submissions and advises them of Council's decision.**

#### REPORT

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

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

- Provide applicants with support and encouragement that will help them to develop to their full potential within their chosen field.

---

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

- Offer financial assistance to individuals or teams representing the Maitland LGA in sporting endeavours at national or international levels or individuals undertaking professional development opportunities or small project opportunities in their field of creative arts.

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

### **1. Sports**

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

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

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

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

### **2. Creative Arts**

This subcategory is designed to support professional development opportunities for artists while also supporting small project initiatives. It aims to assist artists from diverse backgrounds and at all stages of their careers, encompassing a wide range of art forms and practices. Individuals can apply for up to \$900 per application.

Examples of funding proposals include:

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

---

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

At the 11 February 2025 Council Meeting, in accordance with Section 377 of the Local Government Act 1993, Council delegated the approval of Individual Development Grants (Sports) stream to the General Manager, effective from the closing of Round 4 2024/25 (28 February 2025), in instances where assessment by the panel and approval by the elected Council would result in applicants being funded post attendance at their nominated event. This was not required for any applications from Round Four (4) 2025/26.

#### Applications Received

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

Applications for Round Four (4) of the Year-Round Community Grants Program 2025/2026 closed Saturday 31 January 2026. In response to the call for applications, thirteen (13) applications were received.

Seven (7) applications received for Round Four (4) were related to the sports category and six (6) applications were related to the creative arts category.

#### **CONSULTATION**

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

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

Council Officers have implemented a communications plan for the Creative Arts Stream, with flyers distributed and monthly social media posts scheduled to promote each round, beginning from May 2025. A monthly social media schedule for the Sports Stream has been developed, with the first post published in October 2025 and ongoing posts scheduled each month moving forward.

#### **REVIEW AND ASSESSMENT**

In accordance with Council's Community Grants Program Policy, the assessment of the thirteen (13) applications for Round Four (4) of the Community Grants Program Year-Round categories was conducted by a Council Officer, with a final review of all applications completed by the Assessment Panel.

The Assessment Panel consists of two Councillors, a Mayoral representative and two independent community representatives. Members of the Assessment Panel were Mayor Philip Penfold, Cr Mike Yarrington, Cr Kristy Flannery, Penny Chapman and Robert Kerr. The panel is responsible for reviewing and assessing applications submitted through Council's online grant management platform, SmartyGrants. Council Officers facilitated this process

---

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

by preparing a summary of all applications received for the Community Grants Assessment Panel's consideration. There were no conflicts of interest declared by the Councillors or independent community representatives for Round Four (4), and as such, each application was reviewed by all five panel members.

The following table provides a brief description of the eight (8) recommended applicants, the funding amount requested, and the funding amount endorsed by the Community Grants Assessment Panel for Round Four (4) 2025/2026.

<b>Individual Development Grant Round Four (4) – Sports</b>							
<b>Assessment Panel Funding Recommendations</b>							
	<b>Applicant Name</b>	<b>Level of Selection</b>	<b>Type of Sport</b>	<b>Competition</b>	<b>Amount Requested</b>	<b>Amount Recommended</b>	<b>Cumulative Total</b>
1.	Sienna Compton	National	Track & Field	School Sport Australia Track & Field Championships in Canberra, ACT, in November 2025.	\$540.00	\$540.00	\$540.00
2.	Eve Power	National	Netball	2026 National Netball Championships in Melbourne, VIC, in April 2026.	\$540.00	\$540.00	\$1,080.00
3.	Rachel Azzopardi	National	Hockey	Hockey Indoor NSW – U18 Girls Blues in Canberra, ACT, in January 2026.	\$540.00	\$540.00	\$1,620.00
4.	Arwen Kavanagh	National	Softball	2026 Softball Australia Cup Team in Windsor, QLD, in January 2026.	\$540.00	\$540.00	\$2,160.00
<b>Individual Development Grant Round Four (4) – Creative Arts</b>							
<b>Assessment Panel Funding Recommendations</b>							
	<b>Applicant Name</b>	<b>Application Category</b>	<b>Project Name and Details</b>		<b>Amount Requested</b>	<b>Amount Recommended</b>	<b>Cumulative Total</b>
5.	Ben Kenning	Visual Art	One-week residency at Muswellbrook Regional Arts Centre and Hunter Conservatorium of Music – project includes the development of new visual artworks and live improvised drawing performances.		\$900.00	\$900.00	\$3,060.00

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

6.	Sophie Clissold	Literature	Novel Writing- project includes the self-publication of <i>Striking Gold</i> , the debut novella in Sophie's historical romance series, covering production costs and professional development.	\$900.00	\$900.00	\$3,960.00
7.	David Wells	Multiart form	Seeing Place: Visual Storytelling for an Upcoming Single in Maitland - project includes the filming and production of a place-based music video and promotional photography in Maitland.	\$900.00	\$900.00	\$4,860.00
8.	Toni McLeod	Visual Art	Gel Plate Workshop - Series 1 - project includes delivering four gel plate printing and collage workshops at Maitland Regional Art Gallery, providing an accessible introduction to the technique while supporting teaching development.	\$900.00	\$900.00	\$5,760.00
Total recommended funding for Individual Development Grant Round Four (4)						\$5,760.00
Total funding delegated by the General Manager for Individual Development Grant Round Four (4)						\$0
Total Expenditure for Individual Development Grant Round Four (4)						\$5,760.00

**Ineligible applications**

Five (5) applications did not meet the eligibility and assessment criteria outlined in the Community Grants Program Guidelines. These applications were presented to the panel to confirm ineligibility and have been excluded from this report. Reasons for ineligibility include: participation in activities not endorsed by relevant peak bodies or National Sporting Organisations, residence outside the Maitland LGA, inclusion of travel/tour components, or missing supporting documentation including official quotes for expenses. The applicants will be advised that they may reapply in the next funding round, which closes on 30 April 2026, should they meet the eligibility requirements.

**CONCLUSION**

With thirteen (13) applications received, the Community Grants Assessment Panel recommended full funding to eight (8) of the submissions. Funded applications will assist in helping applicants reach their full potential in national or international sporting events, or through creative projects and professional development within the creative arts sector. The Assessment Panel funding recommendations total \$5,760.00 as outlined above and are within available budget allocations.

Round Five (5) of the Year-Round Individual Development Grants is now open and will close on 30 April 2026.

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

**Round Two and Three 2025/26 Recipient Outcomes**

Council Officers have highlighted some of the outcomes achieved by recipients of Round Two and Three 2025/26 Individual Development Grants Program. Please note that this list is not comprehensive and does not capture all grant recipient outcomes, however, provides a sample of some of the achievements of the grant recipients from these rounds.

<b>Sport</b>				
<b>Applicant Name</b>	<b>Level of Selection</b>	<b>Type of Sport</b>	<b>Competition</b>	<b>Outcome</b>
Sienna Compton	National	Swimming	School Sport Australia Swimming Championships in Ballarat, VIC	Sienna became the 10 - 12 years multi class champion at the School Sport Australia Games winning gold in all 10 individual events and also gold in the 2 relay events for NSW where her team broke School Sport Australia relay record.
Lucas Hyslop	National	Cross Country	School Sports Australia Cross Country Championships, Gold Coast, QLD	Lucas achieved outstanding results at the Cross Country Championships, earning three medals: gold in the 10-year-old multi-class individual event, gold in the 10-year-old multi-class team event, and silver in the 10-12-year-old multi-class relay.
<b>Creative Arts</b>				
<b>Applicant Name</b>	<b>Category</b>	<b>Project Name</b>	<b>Project Location</b>	<b>Outcome</b>
Grace Lewis	Dance	Showcase National Dance Championships	Broadbeach, QLD	Grace received a high gold award for jazz, gold awards for lyrical, commercial contemporary and the Broadway dance she performed in the open section, and a high silver for her classical ballet. Grace received positive feedback from her teachers, teammates and teachers from other studios on her performances, particularly her stage presence.

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

**FINANCIAL IMPLICATIONS**

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

Source	Amount (excl GST)	Comments
<b>INCOME</b>		
Section 356 Community Grants 25/26 Budget	\$180,000.00	60% Community Projects Grants 12% Community Celebrations Grants 25% Individual Development Grants 3% Discretionary
Section 356 Community Grants 24/25 Budget rollover	\$50,898.00	This rollover will be used as supplementary funding if any category fully expends funding and there are applications received that would otherwise be supported.
<b>CURRENT INCOME BUDGET</b>	<b>\$230,898.00</b>	
<b>EXPENDITURE</b>		
Round One (1) Biannual Grants 2025/2026 Expenditure (completed)	\$73,464.71	\$73,464.71 for Community Projects
Round One (1) Year-Round Grants 2025/2026 Expenditure (completed)	\$3,480.00	
Round Two (2) Year-Round Grants 2025/2026 Expenditure (completed)	\$5,130.00	
Round Two (2) Biannual Grants 2025/2026 Expenditure (completed)	\$92,952.35	\$75,072.35 for Community Projects \$17,880.00 for Community Celebrations
Round Three (3) Year-Round Grants 2025/2026 Expenditure (completed)	\$6,211.62	
Proposed Round Four (4) Year-Round Grants funding recommendations	\$5,760.00	
<b>TOTAL COST</b>	<b>\$186,998.68</b>	
<b>RESULT</b>	<b>\$43,899.32</b>	Remaining 25/26 budget available

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

**RISK IMPLICATIONS**

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – existing or additional
There is a reputational risk of the recommended applications not being funded that may lead to poor community outcomes.	Medium	Council endorse the recommended applications for funding.	Low	Within existing resources
There is a financial risk of grant funding being used by applicants for something other than the identified project that may lead to misuse of Council funding.	Medium	Funding agreements will be developed that outline the requirements of expenditure including that funds cannot be spent on anything outside of the project scope. Acquittals will also need to be completed by applicants.	Low	Within existing resources
There is a reputational risk of failing to offer financial support to applicants that may lead to a fractured reputation for Council within the community.	Medium	Council endorse the recommended applications for funding, upholding Council's commitment to financially support community initiatives.	Low	Within existing resources
There is a reputational risk of perceived lack of transparency regarding funding allocations that may lead to a damaged reputation within the community.	Medium	Eligibility and assessment criteria for the program are available on Council's website which provides transparency regarding the assessment process, additionally scoring is completed by the panel which subsequently identifies funding.	Low	Within existing resources
There is a financial risk associated with confusion around remaining available budget by the panel, where assessment is completed by the GM which may lead to incorrect funding recommendations being made by the panel.	Medium	Council Officers report to Council, outlining recommendations made by the GM, and resulting budgetary impacts. Council Officers regularly advise the Assessment Panel as to the expenditure and remaining funds available.	Low	Within existing resources

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

**POLICY IMPLICATIONS**

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

**STATUTORY IMPLICATIONS**

This matter is in accordance with Section 356 and Section 377 of the Local Government Act 1993.

## 11.2 Rescinding of Plant and Equipment Replacement Policy

<b>FILE NO:</b>	<b>12/6</b>
<b>ATTACHMENTS:</b>	<b>1. Plant and Equipment Replacement Policy (2023)</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director City Services Manager Works</b>
<b>AUTHOR:</b>	<b>Civil Engineer</b>
<b>MAITLAND'S FUTURE</b>	<b>4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.3.1 Informed planning</b>

### EXECUTIVE SUMMARY

Council staff have undertaken a detailed review of Council's Plant and Equipment Replacement Policy. During the review, the policy was deemed to be no longer required, as its intent and controls can be more effectively implemented and maintained through an operational procedure.

Operational procedures enable flexibility to reflect changes in legislative and operational requirements, technological advancements, industry best practice, and financial considerations, ensuring plant management and procurement remains current and effective.

### OFFICER'S RECOMMENDATION

#### THAT

- Council's Plant and Equipment Replacement Policy be rescinded.**

#### REPORT

Council policies are strategic documents which formally express Council's position on a particular issue. Policies are not intended to cover operational matters, which are more appropriately documented by way of internal protocols and procedures.

The existing Plant and Equipment Replacement Policy primarily outlines operational processes and administrative requirements for managing plant and equipment. It includes legislative obligations and decision-making criteria rather than establishing a clear strategic position or governance framework.

Transitioning to an operational procedure will ensure guidance remains clear and accessible to staff. It will also provide greater flexibility to respond to changing legislative, operational requirements, technological advancements, plant performance data and industry best practice.

Operational procedures can be reviewed and updated more efficiently than formal policies, ensuring plant lifecycle management remains current, effective, and aligned with Council's Procurement Policy, asset management principles, and service delivery needs.

This approach maintains appropriate governance while improving Council's ability to make timely and informed plant management decisions.

Council will retain oversight of plant expenditure through the annual adoption of the Capital Works Program.

## RESCINDING OF PLANT AND EQUIPMENT REPLACEMENT POLICY (Cont.)

**CONCLUSION**

The Plant and Equipment Replacement Policy is no longer required as a policy by Maitland City Council. Council Officers therefore recommended that the policy be rescinded and managed via Councils Procurement Policy and an operational procedure.

**CONSULTATION**

Internal consultation was completed with Plant Services and City Services staff.

**FINANCIAL IMPLICATIONS**

Council will retain financial oversight of plant expenditure through the annual adoption of the Capital Works Program.

**RISK IMPLICATIONS**

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – within or additional
There is a risk that outdated policy could conflict with current legislation, operational requirements, technological advancements and industry best practice that may lead to confusion with operational delivery	Medium	Rescinding policy	Low	Within existing resources
There is a risk that the policy is being utilised in place of operational procedures which restricts Councils timely ability to adapt to current legislation, operational requirements, technological advancements and industry best practice	Medium	Rescinding policy and adopting operational procedure	Low	Within existing resources
There is a risk of not having a policy that may lead to poor decision making.	Medium	Utilising operating procedures to provide guidance for decision making	Low	Within existing resources
There is a risk of perceived lack of transparency by rescinding the policy that may lead to negative impact on Councils reputation	Medium	Utilising operating procedures to enable Council to adapt to changes in current legislation, operational requirements, technological advancements and industry best practice	Low	Within existing resources

RESCINDING OF PLANT AND EQUIPMENT REPLACEMENT POLICY (Cont.)

**POLICY IMPLICATIONS**

The rescinding of the policy will result in an amendment to Council's Policy Register to reflect the removal.

Plant and equipment replacement and procurement will continue to be undertaken in accordance with Councils Procurement Policy and Asset Disposal Policy.

**STATUTORY IMPLICATIONS**

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

## **City Services**

# **Rescinding of Plant and Equipment Replacement Policy**

## **Plant and Equipment Replacement Policy (2023)**

**Meeting Date: 17 March 2026**

**Attachment No: 1**

**Number of Pages: 4**

## RESCINDING OF PLANT AND EQUIPMENT REPLACEMENT POLICY (Cont.)

## Plant and Equipment Replacement Policy

**Date Adopted:** 28 March 2023

**Version:** 6.0

### Policy Objectives

The objective of this policy is to ensure Council's plant, equipment and light commercial vehicles are applicable, reliable, and available to achieve efficient economical service delivery outcomes for Council and Community.

### Policy Scope

To ensure Council's plant and equipment replacement reflects and adheres to contemporary Plant & Equipment Industry Standards including WHS Safety Requirements.

### Policy Statement

#### 1. Replacement periods

Replacement periods will be set to provide the best financial result for Council whilst considering Council's operational

needs and funding resources. In general, as a guide, changeover periods for plant and equipment will be as follows:

PLANT ITEM	TURNOVER KILOMETERS / HOURS	TURNOVER PERIOD (YEARS)
Utilities, wagons, vans and light trucks (< 2 tonne)	60,000 - 90,000km	3 - 5
Trucks (up to 8,500kg GVM)	125,000 - 175,000km	5 - 7
Trucks (over 8,501kg GVM)	200,000 - 300,000km	6 - 8
Waste truck	8,000 -10,000 hours	5 - 6
Road grader	7,500 - 8,500 hours	8 - 10
Road roller	7,000 - 8,000 hours	8 - 10
Backhoe	6,000 - 6,500 hours	5 - 7

## RESCINDING OF PLANT AND EQUIPMENT REPLACEMENT POLICY (Cont.)

PLANT ITEM	TURNOVER KILOMETERS / HOURS	TURNOVER PERIOD (YEARS)
Front End Loader	6,500 – 7,500 hours	8 - 10
Skid Steer / Bobcat	4,000 – 4,500 hours	5 - 7
Tractor	6,000 – 6,500 hours	5 - 7
Asphalt repair truck	180,000 – 200,000km	6 - 8
Stump Grinder	2,500 – 3,000 hours	8 - 10
Street Sweeper	6,500- 7,500 hours	5 - 7
Slashers / Stealth mowers	N/A	3 - 6
Mulchers	N/A	5 - 6
Ride on mowers	1,500 – 2,000 hours	3
Ride on mowers – wing / reel	1,500 – 2,000 hours	4 - 5
Forklift	4,000 – 4,500 hours	7 - 8
Caravans	N/A	7 - 8
Excavator	4,000 – 6,000 hours	5 - 7
Trailers	N/A	5 - 10
Tree Chipper	2,500 – 3,500 hours	6 - 8
Others	On an as needs basis	

At the time Plant or Equipment has qualified for turnover as noted above, Council's financial position will be considered prior to decision to initiate replacement. Any requirement to replace or delay an item of plant or equipment outside the stated replacement period will be reported to Council as part of the Annual Plant Replacement Plan endorsement.

## 2. Purchasing and disposal

The purchasing of major plant and equipment should consider the following (but not limited to):

- Demonstrated need for the item
- Age, safety and compliance of the existing plant and equipment

---

**RESCINDING OF PLANT AND EQUIPMENT REPLACEMENT POLICY (Cont.)**

- Cost of life, depreciation, and maintenance costs
- Replacement, purchase price and resale value, change over costs
- Purchase (by use of Council monies or loans), hire, lease or hire purchase
- Utilisation levels based on actual engine hours or kilometres worked, not days or hours booked
- Competitive purchasing to maximise the value to both Council and the Community

Purchases are to be undertaken in accordance with Council's Procurement Policy, purchases greater than \$250,000 (inc GST) are to be conducted through a Public Tender process in accordance with the Local Government Act (1993) and the Local Government (General) Regulation (2021). Purchases below \$250,000 (inc GST) are to be conducted through a quotation process, with the number of quotes sought to be in accordance with the Procurement Policy.

Disposals are to be undertaken in accordance with Council's Disposal Policy, disposals greater than \$250,000 (inc GST) are to be conducted through a Public Tender process unless the Plant and Equipment is disposed through a registered online auction site (eg Grey's Online) or public motor vehicle auction conducted by licenced auctioneers in accordance with the Local Government Act (1993) and the Local Government (General) Regulation (2021). Disposals below \$250,000 (inc GST) are to be disposed in accordance with Council's Disposal Policy.

### **3. Plant replacement – general**

A Fifteen Year Plant Replacement Forecast is to be maintained, reviewed, and reported to Council annually.

An Annual Plant Replacement Plan is to be submitted to Council for approval along with the Fifteen Year Plant Replacement Forecast.

Delegation is provided to the General Manager, under Section 377 of the Local Government Act (1993), to approve the purchase and replacement of major plant and vehicles in accordance with Council's adopted Annual Plant Replacement Plan, subject to the changeover costs being within ten percent (10%) of the estimated changeover costs and within the total Council budget allocation for the program, and provided the purchase and replacement procedures are in accordance with Council's Procurement Policy.

Tools and equipment of value less than \$10,000 are not to be funded as plant but are to be purchased from the budget allocation of the Department concerned, considered as Small Plant.

Plant and equipment items valued at \$1,000 or greater are to be capitalised and be given a plant number.

### **Policy Definitions**

Plant and equipment: See list of items in table.

## RESCINDING OF PLANT AND EQUIPMENT REPLACEMENT POLICY (Cont.)

**Policy Administration**

<b>Business Group:</b>	City Services
<b>Responsible officer:</b>	Manager Works
<b>Council reference:</b>	
<b>Policy review date:</b>	Three (3) years from date of adoption
<b>File number:</b>	12/6
<b>Relevant legislation</b>	Local Government Act 1993 (NSW) Local Government (General) Regulation 2021 (NSW)
<b>Related documents</b>	Procurement Policy Disposal Policy

**Policy History**

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	26 February 2008	New protocol adopted
2.0	19 January 2010	Policy Reviewed
3.0	25 November 2014	Policy Reviewed
4.0	22 August 2017	Policy Reviewed
5.0	22 September 2020	Policy Reviewed
6.0	28 March 2023	Policy Reviewed – Wording, Table & Disposal Process Updated
6.1	-	Updated to new branding and alignment to organisation structure. No change to content.

### 11.3 Roadside Tributes Policy Review 2026

<b>FILE NO:</b>	<b>122/909</b>
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li><b>1. Roadside Tributes Policy 2023</b></li> <li><b>2. Draft Roadside Tributes Policy 2026</b></li> </ol>
<b>RESPONSIBLE OFFICER:</b>	<b>Director City Services</b> <b>Manager Asset Strategy and Engineering</b>
<b>AUTHOR:</b>	<b>Operations Manager Transport &amp; Infrastructure</b> <b>Engineering</b> <b>Road Safety Officer</b>
<b>MAITLAND +10</b>	<b>Outcome 1 Liveable Maitland</b>
<b>COUNCIL OBJECTIVE:</b>	<b>1.2.1 Efficient and sustainable movement</b>

#### EXECUTIVE SUMMARY

*Council's Roadside Tributes Policy was last adopted by Council in March 2023. This policy has now been reviewed, updated and presented to Council for adoption.*

*The reviewed Roadside Tributes Policy 2026 provides guidelines on advice, installation, removal, or relocation of tributes at sites of road accidents resulting in a fatality.*

#### OFFICER'S RECOMMENDATION

##### THAT

- 1. Council rescind the Roadside Tributes Policy 2023.**
- 2. Council adopt the Roadsides Tributes Policy 2026.**

#### REPORT

A review of the Roadside Tributes policy adopted in March 2023 was conducted.

Council recognises that the placement of roadside flowers or tributes is a matter for individual families and is acknowledged as an important part of the grieving process for the loss of life of a person involved in a road accident.

The Roadside Tributes policy has been prepared to assist members of the community to plan and prepare roadside tributes to ensure they do not present a safety risk for other drivers or for people visiting a tribute site.

Only minor changes have been made to the current policy. The changes include a more detailed description of the relevant NSW State Roads, updating references from Infrastructure and Works to City Services and minor grammar corrections. These changes are highlighted in the attached Draft Roadside Tributes Policy 2026.

## ROADSIDE TRIBUTES POLICY REVIEW 2026 (Cont.)

This policy will be applied to all roads under the control of Maitland City Council. It does not include the placement of tributes on State controlled roads, where advice should be sought from Transport for New South Wales (TfNSW). The TfNSW roads are:

- New England Highway.
- Main Road 195 (MR 195):
  - Cessnock Road.
- Main Road 104 (MR 104):
  - Melbourne St (New England Highway to Cumberland Street),
  - Cumberland St (Melbourne Street to Lindesay Street), and
  - Lindesay St,
  - Raymond Terrace Road.

The review identified that the policy is aligned with current legislation and community expectations. No issues with the application of the policy have been identified since its adoption in 2023.

### CONCLUSION

The Roadside Tributes Policy 2026 will continue to provide the community with guidelines for the placement of flowers and small tributes at sites of road accidents involving a fatality, within the Maitland City Council Local Government Area.

It is recommended that Council adopt the reviewed 2026 Roadside Tributes Policy.

### CONSULTATION

The Roadside Tributes Policy incorporates internal consultation feedback from the City Services and City Planning teams.

### FINANCIAL IMPLICATIONS

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

### RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – within or additional
There is a risk of roadside tributes being too large and/or create a distraction for drivers, that may lead to injuries or traffic accidents.	Low	Adoption of new policy	Low	Within existing resources
There is a risk of roadside tributes being placed in an area with a high level of foot traffic, that may lead to injury or damage to the tribute.	Low	Adoption of new policy	Low	Within existing resources

## ROADSIDE TRIBUTES POLICY REVIEW 2026 (Cont.)

There is a risk of roadside tributes being located too close to the edge of the road or in areas where vehicles pull off and re-enter the road, that may lead to injuries or traffic accidents.	Low	Adoption of new policy	Low	Within existing resources
There is a risk that roadside tributes are placed in a location that inhibits property access or has a visual impact on a property, that may lead to traffic accidents or disagreement with adjoining landowner(s).	Low	Adoption of new policy	Low	Within existing resources
There is a risk of roadside tributes being removed without following the appropriate steps and if possible, discussing the removal with the family or person responsible for placing the tribute, that may lead to reputational damage for council	Low	Adoption of new policy and training of staff	Low	Within existing resources

**POLICY IMPLICATIONS**

This policy will work in conjunction with the following Maitland City Council Policies:

- Risk Management Policy 2025
- Roadside Environment Policy 2026

**STATUTORY IMPLICATIONS**

The Roadside Environment Policy has the following statutory implications:

- Local Government Act 1993
- Roads Act 1993
- Work Health and Safety Act 2011

# **City Services**

## **Roadside Tributes Policy Review 2026**

### **Roadside Tributes Policy 2023**

**Meeting Date: 17 March 2026**

**Attachment No: 1**

**Number of Pages: 3**



**DATE ADOPTED: 28 MARCH 2023**

**VERSION: 4.0**

## **POLICY OBJECTIVES**

The objective of this policy is to construct guidelines on advice, installation, removal or relocation of Roadside Tributes.

## **POLICY SCOPE**

This policy provides guidance for individual families, the community, and operational staff in advising on the installation, removal or relocation of roadside tributes such as flowers or small crosses of similar size.

This policy statement applies to all roads under Council's care and control. It does not apply to State controlled roads such as New England Highway, Raymond Terrace Road and Cessnock Road where consultation should be with Transport for NSW (TfNSW).

## **POLICY STATEMENT**

### **1. Advice**

The placement of roadside flowers / tributes is a matter for individual families and is recognised as an important part of the grieving process for the loss of life of a person involved in a road trauma. Council respects their wishes and will provide sympathetic advice for those seeking it.

Council is the road authority for local roads within the Maitland City Council Local Government area, however TfNSW should be contacted for advice regarding tributes on:

- . New England Highway
- . Raymond Terrace Road
- . Cessnock Road.

This Council policy has been prepared to assist members of the community to plan and prepare roadside tributes to ensure they do not present a safety risk for other drivers or those visiting a tribute site.

Although there is no limit to the time a tribute can remain, Council will remove any tribute that appears to have been neglected.

## ROADSIDE TRIBUTES POLICY REVIEW 2026 (Cont.)

**2. Installation**

Anything more substantial than flowers or small, lightweight wooden crosses of similar size to a floral tribute should not be placed in the road reserve. Families should be advised that anything larger could itself become a road safety hazard and also contravene road safety requirements. In the interest of the wider community and adjoining residents Council assistance should be sought in regard to tribute location prior to installation.

Community members are invited to contact Council to discuss and plan the location with Council's Road Safety Officer on 02 49349700.

- a) The tribute must
  - . Not create a distraction. For example, not be placed on a sharp bend, not be illuminated or contain fluorescent materials
  - . Be made of breakable material
  - . Have dimensions of no more than
    - . 50cm high
    - . 40cm wide
    - . 40cm deep in the ground.
- b) Roadside areas which are especially busy are generally not the most appropriate location to place a tribute. There are safer places where a tribute can be placed and consideration should be given to alternatives.
- c) If the Tribute location is close to the roadside, consider whether:
  - . It is well clear of the passing traffic, with room for a vehicle to safely pull over to create or visit the tribute, and
  - . Vehicles can safely exit and re-enter the roadway after creating or visiting the tribute
  - . You should also contact Council prior to placement.
- d) Consideration must also be given to nearby residents when choosing a tribute location. Issues can include (but are not limited to):
  - . Access to the property
  - . Visual impact and
  - . The wishes of these property owners who may have been first at the scene and are dealing with trauma issues as a result.

**3. Removal and Relocation**

In the event that there are concerns regarding a tribute or its location, it may be removed or relocated. These concerns may arise from Council staff, other road authorities, as a result of representations from the public or due to road works and maintenance. Authority for Council to remove articles placed on a public road is granted under the Roads Act 1993. The process for removal or relocation is generally as follows:

- a) Concerns are considered and a recommendation for removal or relocation is prepared for approval by the Group Manager Infrastructure and Works, provided one of the following criteria are met:
  - . The size, material or location of the tribute has the potential to cause adverse road safety impact;
  - . Deterioration of the tribute indicates that it may no longer be maintained and may soon pose a hazard or problem for roadside drainage; or
  - . Proposed road works or maintenance impacts on the current location of the tribute.
- b) If possible, the approved recommendation is discussed with the family or other persons responsible for placing the tribute.



---

**ROADSIDE TRIBUTES POLICY REVIEW 2026 (Cont.)**

- c) Agreement is reached regarding the action to be taken and whether it should be done by Council or the family.
- d) If it is agreed that Council undertake the removal or relocation, the final recommendation is submitted for approval.
- e) Whilst undertaking removal or relocation, Council staff and/or contractors will show respect for the feelings of the bereaved and every effort made to return any materials removed to the family in an appropriate manner, time, and place.

**4. Delegated Authority**

Authority to approve installation, ~~or~~ removal or relocation, subject to the process identified in this statement, is delegated to the Group Manager Infrastructure and Works, or their delegate.



## ROADSIDE TRIBUTES POLICY REVIEW 2026 (Cont.)

**POLICY ADMINISTRATION**

BUSINESS GROUP:	Infrastructure and Works
RESPONSIBLE OFFICER:	Group Manager Infrastructure and Works
COUNCIL REFERENCE:	Ordinary Council Meeting – 24 March 2020
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	122/909
RELEVANT LEGISLATION	<ul style="list-style-type: none"> <li>Roads Act 1993 NSW</li> </ul>
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none"> <li>Roadside tributes 2016 - TfNSW</li> </ul>

**POLICY HISTORY**

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	27/10/1998	New policy adopted
2.0	23 August 2016	Policy reviewed
3.0	March 2020	Policy reviewed
4.0	March 2023	Policy reviewed

## **City Services**

# **Roadside Tributes Policy Review 2026**

## **Draft Roadside Tributes Policy 2026**

**Meeting Date: 17 March 2026**

**Attachment No: 2**

**Number of Pages: 4**

# Roadside Tributes Policy

**Date Adopted:** March 2026

**Version:** 5.0

## Policy Objectives

The objective of this policy is to construct guidelines on advice, installation, removal or relocation of Roadside Tributes.

## Policy Scope

This policy provides guidance for individual families, the community, and operational staff in advising on the installation, removal or relocation of roadside tributes such as flowers or small crosses of similar size.

This policy statement applies to all roads under Council's care and control. It does not apply to State controlled roads such as New England Highway, **Main Road 104 (as outlined in Section 1 below)** and **Main Road 195 (Cessnock Road)** where consultation should be with Transport for NSW (TfNSW).

## Policy Statement

### 1. Advice

The placement of roadside flowers / tributes is a matter for individual families and is recognised as an important part of the grieving process for the loss of life of a person involved in a road trauma.

Council respects their wishes and will provide sympathetic advice for those seeking it.

Council is the road authority for local roads within the Maitland City Council Local Government area, however TfNSW should be contacted for advice regarding tributes on:

- New England Highway.
- **MR 104 (Main Road 104):**
  - **Melbourne Street (New England Highway to Cumberland Street),**
  - **Cumberland Street (Morpeth Road to Lindesay Street),**
  - **Lindesay Street (Cumberland Street to Raymond Terrace Road),**
  - **Raymond Terrace Road.**
- **MR 195 (Main Road 195):**
  - **Cessnock Road.**

This Council policy has been prepared to assist members of the community to plan and prepare roadside tributes to ensure they do not present a safety risk for other drivers or those visiting a tribute site.

## ROADSIDE TRIBUTES POLICY REVIEW 2026 (Cont.)

Although there is no limit to the time a tribute can remain, Council will remove any tribute that appears to have been neglected.

## 2. Installation

Anything more substantial than flowers or small, lightweight wooden crosses of similar size to a floral tribute should not be placed in the road reserve. Families should be advised that anything larger could itself become a road safety hazard and also contravene road safety requirements. In the interest of the wider community and adjoining residents' Council assistance should be sought in regard to tribute location prior to installation.

Community members are invited to contact Council to discuss and plan the location with Council's Road Safety Officer on 02 49349700.

- a) The tribute must:
  - Not create a distraction. For example, not be placed on a sharp bend, not be illuminated or contain fluorescent materials.
  - Be made of breakable material.
  - Have dimensions of no more than:
    - 50cm high,
    - 40cm wide,
    - 40cm deep in the ground.
- b) Roadside areas which are especially busy are generally not the most appropriate location to place a tribute. There are safer places where a tribute can be placed and consideration should be given to alternatives.
- c) If the Tribute proposed location is close to the roadside, consider whether:
  - It is well clear of the passing traffic, with room for a vehicle to safely pull over to create or visit the tribute, and
  - Vehicles can safely exit and re-enter the roadway after creating or visiting the tribute.
  - You should also contact Council prior to placement.
- d) Consideration must also be given to nearby residents when choosing a tribute location. Issues can include (but are not limited to):
  - Access to the property.
  - Visual impact, and
  - The wishes of these property owners who may have been first at the scene and are dealing with trauma issues as a result.

## 3. Removal and Relocation

In the event that there are concerns regarding a tribute or its location, it may be removed or relocated. These concerns may arise from Council staff and other road authorities as a result of representations from the public or due to road works and maintenance. Authority for Council to remove articles placed on a public road is granted under the Roads Act 1993. The process for removal or relocation is generally as follows:

## ROADSIDE TRIBUTES POLICY REVIEW 2026 (Cont.)

- a) Concerns are considered and a recommendation for removal or relocation is prepared for approval by the **Director City Services**, provided **that** one of the following criteria are met:
  - The size, material or location of the tribute has the potential to cause adverse road safety impact.
  - Deterioration of the tribute indicates that it may no longer be maintained and may soon pose a hazard, or problem for roadside drainage; or
  - Proposed road works or maintenance impacts on the current location of the tribute.
- b) If possible, the approved recommendation is discussed with the family or other **person(s)** responsible for placing the tribute.
- c) Agreement is reached regarding the action to be taken and whether it should be done by Council or the family.
- d) If it is agreed that Council undertake the removal or relocation, the final recommendation is submitted for approval.
- e) Whilst undertaking removal or relocation, Council staff and/or contractors will show respect for the feelings of the bereaved and every effort made to return any materials removed to the family in an appropriate manner, time and place.

#### 4. Delegated Authority

Authority to approve installation, removal or relocation, subject to the process identified in this statement, is delegated to the **Director City Services**, or their delegate.

#### Policy Administration

<b>Business Group:</b>	<b>City Services</b>
<b>Responsible officer:</b>	<b>Director City Services</b>
<b>Council reference:</b>	<b>Ordinary Council Meeting 28 March 2023 – Item 11.4</b>
<b>Policy review date:</b>	Three (3) years from date of adoption
<b>File number:</b>	122/909
<b>Relevant legislation</b>	Roads Act 1993 NSW
<b>Related documents</b>	Roadside tributes 2016 - TfNSW

## ROADSIDE TRIBUTES POLICY REVIEW 2026 (Cont.)

**Policy History**

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	27 October 1998	New policy adopted
2.0	23 August 2016	Policy reviewed
3.0	March 2020	Policy reviewed
4.0	March 2023	Policy reviewed
4.1	-	Updated to new branding and alignment to organisation structure. No change to content.
5.0	March 2026	Policy reviewed

## 11.4 Local Transport Forum Meeting Minutes (February 2026)

<b>FILE NO:</b>	140/5
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li>1. Local Transport Forum Minutes (5 February 2026) (Under Separate Cover)</li> <li>2. Reference Map – NHVR 1234100V2</li> <li>3. 9 December 2025 Item 12.2 LTF Council Report and Minutes (Under Separate Cover)</li> </ol>
<b>RESPONSIBLE OFFICER:</b>	<p>Director City Services            Manager Asset Strategy and Engineering</p>
<b>AUTHOR:</b>	<p>Traffic Management Officer            Operations Manager Transport &amp; Infrastructure            Engineering</p>
<b>MAITLAND'S FUTURE</b>	1 Liveable Maitland
<b>COUNCIL OBJECTIVE:</b>	1.2.3 Safe and efficient road networks

### EXECUTIVE SUMMARY

*The minutes of Maitland City Council's Local Transport Forum Meeting held on Thursday, 5 February 2026 are attached. At this meeting, the following reports were considered:*

- 5.1 – Event - Steamfest 2026 - Event Traffic & Transport Management.
- 5.2 - Anzac Day - Central Maitland – 25 April 2026 - Event Traffic & Transport Management.
- 5.3 - Anzac Day - East Maitland – 25 April 2026 - Event Traffic & Transport Management.
- 5.4 - Anzac Day - Morpeth – 25 April 2026 - Event Traffic & Transport Management.
- 5.5 - Live at The Levee Street Party - Event Traffic & Transport Management.
- 5.6 - Level up at The Levee - Event Traffic & Transport Management.
- 5.7 - Proposed Line Marking and Signage for Sidlay Stage 1 - 547 Raymond Terrace Road, Chisholm.
- 5.8 - Proposed Line Marking and Signage for Hillcrest Stage 3 – 48 Windermere Road, Lochinvar.
- 5.9 - Proposed Line Marking and Signage for Railway Street, Maitland – Pedestrian Refuge and Pedestrian Crossing
- 5.10 – Luskintyre Road NHVR B-Double Permits

### OFFICER'S RECOMMENDATION

#### THAT

1. The Local Transport Forum meeting minutes for the meeting held on 5 February 2026 be noted; and
2. Council approve the proposed Traffic & Transport Management for Steamfest 2026, as per Local Transport Forum Item 5.1. This is a mandatory referral to LTF and Council.

## LOCAL TRANSPORT FORUM MEETING MINUTES (FEBRUARY 2026) (Cont.)

- 3. Council notes the traffic management plans and road closure information for the following events as recommended in the attached minutes of the Local Transport Forum meeting:**
  - a. Maitland ANZAC Day service,**
  - b. East Maitland ANZAC Day service,**
  - c. Morpeth ANZAC Day service,**
  - d. Live at The Levee event,**
  - e. Level up at The Levee event.**
- 4. Council notes the installation of signage and line marking information for the following developments as recommended in the attached minutes of the Local Transport Forum meeting:**
  - a. Sidley Stage 1 – 547 Raymond Terrace Road, Chisholm,**
  - b. Hillcrest Stage 3 – 48 Windermere Road, Lochinvar,**
  - c. Pedestrian crossing and associated pedestrian facilities at Maitland Railway Station.**
- 5. Council investigates remediation of the northernmost intersection of Pywells Road and Luskintyre Road to allow general access vehicles to safely negotiate the intersection without crossing the centre line, as per Local Transport Forum Item 5.10.**
- 6. Council requests the National Heavy Vehicle Regulator (NHVR) rescind route 1 (1234100R1V1) only, as shown in Attachment 2, of permit number 1234100V2, for B-Double use on Luskintyre Road, Luskintyre, based on road safety at the northern most intersection of Luskintyre Road and Pywells Road. This is a mandatory referral to LTF and Council, as per Local Transport Forum Item 5.10.**

**REPORT**

The minutes of Maitland City Council's Local Transport Forum (LTF) Meeting held on Thursday, 5 February are attached. The summary of items discussed at the meeting is as follows:

Item 5.1 – Proposed Event Traffic & Transport Management is a mandatory referral to LTF and Council as it prevents access to a public transport stop for a period exceeding 24 hours. This report details the proposed changed traffic conditions associated with the Steamfest 2026 event.

Item 5.2 – Proposed Event Traffic & Transport Management is an optional referral to LTF and Council, detailing the proposed changed traffic conditions associated with Central Maitland ANZAC Day service

Item 5.3 – Proposed Event Traffic & Transport Management is an optional referral to LTF and Council, detailing the proposed Changed Traffic Conditions associated with East Maitland ANZAC Day service

---

LOCAL TRANSPORT FORUM MEETING MINUTES (FEBRUARY 2026) (Cont.)

Item 5.4 – Proposed Event Traffic & Transport Management is an optional referral to LTF and Council, detailing the proposed Changed Traffic Conditions associated with Morpeth ANZAC Day service

Item 5.5 – Proposed Event Traffic & Transport Management is an optional referral to LTF and Council, detailing the proposed Changed Traffic Conditions associated with Live at The Levee event

Item 5.6 – Proposed Event Traffic & Transport Management is an optional referral to LTF and Council, detailing the proposed Changed Traffic Conditions associated with Level Up at The Levee event

Item 5.7 – Proposed Changes to Traffic Management is an optional referral to LTF and Council, detailing the proposed installation of signage and line marking at Sidley Stage 1 - 547 Raymond Terrace Road, Chisholm.

Item 5.8 – Proposed Changes to Traffic Management is an optional referral to LTF and Council, detailing the proposed installation of signage and line marking at Hillcrest Stage 3 - 48 Windermere Road, Lochinvar.

Item 5.9 – Proposed Changes to Traffic Management is an optional referral to LTF and Council, detailing the proposed regulatory signage and line marking required for the installation of a pedestrian crossing and associated pedestrian facilities at Maitland Railway Station.

Item 5.10 – Luskintyre Road NHVR B-double permits was referred back to LTF as a resolution of the December 2025 Council Meeting, as shown in Attachment 3. From the LTF February 2026 meeting, LTF recommends that Council investigates remediation of the intersection of Pywells Road and Luskintyre Road for safe passage of General Access Vehicles and requests for the National Heavy Vehicle Regulator (NHVR) to rescind route 1 (1234100R1V1) only, as shown in Attachment 2, of permit number 1234100V2, for the use of B-doubles on Luskintyre Road between Luskintyre and Lochinvar. The request to NHVR is a mandatory referral to LTF and Council as it restricts or prohibits passage along a road for any persons, vehicles, or animals for a period exceeding 6 months.

Additional information was requested during the December 2025 Council Meeting and further review has been conducted with the following items checked:

- 1. General Access Vehicle (GAV) safety and compliance impacts:**
  - a. Council staff have reviewed the GAV swept paths for bus, semi-trailer, and truck and dog through the northern most intersection of Luskintyre Road and Pywells Road.
    - i. Semi-trailer – crosses the double barrier lines when travelling northbound at the northern most intersection of Luskintyre Road/Pywells Road
    - ii. Truck and dog - crosses the double barrier lines when travelling northbound at the northern most intersection of Luskintyre Road/Pywells Road
    - iii. Bus – doesn't cross the lines but drives on top of them

## LOCAL TRANSPORT FORUM MEETING MINUTES (FEBRUARY 2026) (Cont.)

2. **NHVR permit approval date:**
  - a. Original permit – New England Highway to 1021 Luskintyre Road and back – 15/5/25
  - b. Revised permit – New England Highway to 1021 Luskintyre Road and back and 1021 Luskintyre Road to Stanhope Road and back – 20/10/25
3. **NHVR permit end date:**
  - a. Original permit – 4/5/28
  - b. Revised permit – 4/5/28
4. **Review processes for Council approval of B-double route and referral comments back to NHVR:**
  - a. Current process – desktop review undertaken by Council’s Asset staff
  - b. Revised process – desktop review undertaken by Council’s Asset staff and review by Council’s traffic team. The traffic team review may include a drive through along the route and a swept path analysis to ensure that the NHVR vehicles don’t cross the line markings. Council received 687 NHVR permit requests in 2024/25 and there are currently 912 active NHVR permits as at the 30 January 2026.
5. **Safety risks associated with exceptions like this not being addressed:**
  - a. Under the vehicle conditions on the permit it states that “Nothing within this permit exempts the driver or operator of the permitted heavy vehicle from complying with legislation regulating the use of heavy vehicles. This includes but is not limited to conditions applied within the vehicle’s registration, compliance with sign posted restrictions, traffic law or compliance with lawful directions of authorised officer.”

Council is currently assessing a development application which relates to this B-double permit. This assessment process will follow the requirements of the Environmental Planning and Assessment Act.

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

## CONSULTATION

All regulatory 28-day notifications regarding road closures in association with events listed in this report have been carried out in accordance with S.38B of the Roads Act 1993

Event / Road Closure	Notification Publication Date
Steamfest 2026	30 January 2026
Anzac Day – Central Maitland	30 January 2026
Anzac Day – East Maitland	30 January 2026
Anzac Day – Morpeth	30 January 2026
Live at The Levee	30 January 2026
Level up at The Levee	30 January 2026

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

## LOCAL TRANSPORT FORUM MEETING MINUTES (FEBRUARY 2026) (Cont.)

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

**CONCLUSION**

The mandatory referral of items 5.1 and 5.10 are reported for endorsement by Council. Council notes the optional referral items 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, and 5.9 in the minutes of the attached LTF meeting held on 5 February 2026.

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

**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.

## LOCAL TRANSPORT FORUM MEETING MINUTES (FEBRUARY 2026) (Cont.)

**FINANCIAL IMPLICATIONS**

ITEM	VALUE (EXCL. GST)	COMMENTS
<b>Expenditure</b>		
<i>Item 5.1 (Steam Fest)</i>	\$7,000	Event Traffic Management
<i>Item 5.2 (Central Maitland Anzac Day)</i>	\$5,000	Event Traffic Management
<i>Item 5.3 (East Maitland Anzac Day)</i>	\$8,000	Event Traffic Management
<i>Item 5.4 (Morpeth Anzac Day)</i>	\$5,000	Event Traffic Management
<i>Item 5.5 (LIVE at The Levee)</i>	\$5,000	Event Traffic Management
<i>Item 5.6 (Level up at The Levee)</i>	\$5,000	Event Traffic Management
<i>Item 5.7 (Sidley Stage 1)</i>	\$2,000	Developer Works (no cost to Council)
<i>Item 5.8 (Hillcrest Stage 3)</i>	\$20,000	Developer Works (no cost to Council)
<i>Item 5.9 (Railway Street)</i>	\$350,000	Re-Vitalise Grant (Signs, line marking, pedestrian crossing and Street lighting)
<i>Item 5.10 (Luskintyre Road)</i>	\$120,000	Estimate of potential rectification road works.
<b>Total Expenditure</b>	<b>\$527,000</b>	
<b>Source of Funding</b>		
Rate Revenue	\$35,000	Operational budget (OPEX)
Rate Revenue	\$120,000	Capital budget (CAPEX)
Grants	\$350,000	Re-Vitalise Grant
Other (please outline)	\$22,000	Developer Works
<b>Total Source of Funding</b>	<b>\$527,000</b>	
<b>Net Result</b>	<b>\$0</b>	

LOCAL TRANSPORT FORUM MEETING MINUTES (FEBRUARY 2026) (Cont.)

### **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:

- NSW Roads Act 1993
- NSW Roads Regulations 2018
- NSW Local Government Act
- NSW Road Rules 2014
- WHS Act 2011.

## **City Services**

# **Local Transport Forum Meeting Minutes (February 2026)**

## **Reference Map – NHVR 1234100V2**

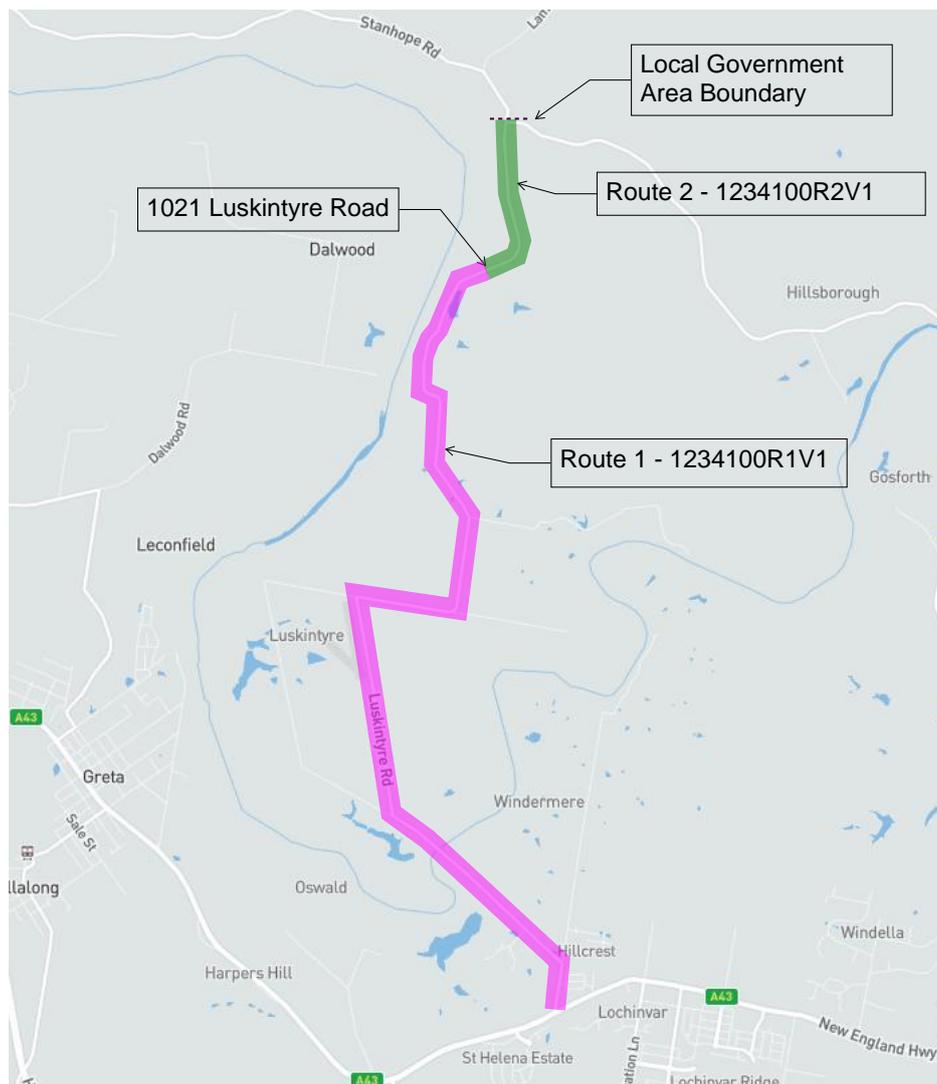
**Meeting Date: 17 March 2026**

**Attachment No: 2**

**Number of Pages: 1**

LOCAL TRANSPORT FORUM MEETING MINUTES (FEBRUARY 2026) (Cont.)

Reference Map - National Heavy Vehicle Regulator (NHVR) permit number 1234100V2



---

## 11.5 The Levee Central Maitland 10 Year Review Update

<b>FILE NO:</b>	<b>103/4/24</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director City Services Manager Community &amp; Recreation</b>
<b>AUTHOR:</b>	<b>Coordinator City Events &amp; Activation Senior Place Activation Officer The Levee Public Programs Officer</b>
<b>MAITLAND'S FUTURE</b>	<b>3 Vibrant Maitland</b>
<b>COUNCIL OBJECTIVE:</b>	<b>3.2.2 City activation and presentation</b>

---

### EXECUTIVE SUMMARY

*At the September 2025 Council meeting, Council resolved to receive a report reviewing the performance of The Levee Central Maitland over its first 10 years of operation. The requested report was to evaluate what has worked, what could be improved, conduct a cost versus benefit analysis, and assess the extent to which the originally desired outcomes have or have not been achieved.*

*A preliminary assessment confirms that while financial, operational and activation data is available across the 10 year period, historical baseline data and consistent outcome measures are limited. As a result, a traditional cost benefit analysis cannot be undertaken in a fully robust or defensible manner without reliance on assumptions or proxy measures.*

*This report therefore seeks Council's endorsement of the proposed scope for a 10 year review report that will be presented to Council in June 2026.*

### OFFICER'S RECOMMENDATION

#### THAT

- 1. Council endorse the proposed scope of The Levee Central Maitland 10 Year Review as outlined in this report, to be presented to Council in June 2026.**

#### REPORT

At the September 2025 Council meeting, Council resolved to receive, by March 2026, a report assessing the performance of The Levee Central Maitland over its first 10 years of operation.

The requested report was to evaluate what has worked, what could be improved, conduct a cost versus benefit analysis, and assess the extent to which the originally desired outcomes have or have not been achieved.

To effectively deliver a detailed cost versus benefit analysis, such activity would need to rely on accurate and consistent historical financial, operational, activation and economic data spanning 10 years.

## THE LEVEE CENTRAL MAITLAND 10 YEAR REVIEW UPDATE (Cont.)

A preliminary review and internal consultation confirms that, while financial, operational and activation data is available, some baseline data has not been fully realised or captured. Due to expected gaps, Council Officers will prepare a report that will be presented to Council in June 2026, drawing on the available financial data and qualitative information to articulate the 10 year performance of The Levee.

The proposed scope of the June report will cover the following items:

Report Items	Context
<b>Project origins and strategic context</b>	Overview of the original redevelopment and strategic context at the time.
<b>The Levee redevelopment delivery</b>	Overview of Stage 1 and Stage 2 works, including any awards and recognition.
<b>Capital investment</b>	Overview of capital expenditure and grant contributions associated with the redevelopment.
<b>10 year annual financials</b>	<ul style="list-style-type: none"> <li>a. Operating and maintenance costs, incorporating marketing, promotion, and public activities, noting any notable operational cost changes over that period.</li> <li>b. Revenue from property tenancy and special rate, noting any rate changes over that period.</li> </ul>
<b>Business landscape</b>	<ul style="list-style-type: none"> <li>a. Explore open data of pre and post redevelopment business mix from economic data and insight platforms,</li> <li>b. Summary of business engagement activities and support initiatives delivered over the period</li> <li>c. Insights from targeted Levee businesses.</li> </ul>
<b>Levee brand identity and market positioning</b>	Share overview of The Levee's brand identity, positioning and promotional approach over the 10 year period.
<b>Events and activation</b>	Overview of Council led, external events and place activation initiatives delivered, with estimated attendance and customer insights.
<b>Current actions and pipeline projects</b>	Share current precinct initiatives and projects under investigation or in planning.
<b>Future opportunities for consideration</b>	Share opportunities for Council consideration.

## THE LEVEE CENTRAL MAITLAND 10 YEAR REVIEW UPDATE (Cont.)

To ensure transparency and governance integrity:

- All data gaps will be clearly identified.
- Any assumptions applied will be explicitly documented.
- Findings will be presented as a high level performance overview rather than a traditional detailed cost benefit analysis.

**CONCLUSION**

Due to baseline data not being fully captured over the past 10 years, historical data gaps may exist, limiting the ability to provide a traditional cost benefit analysis in a fully robust or defensible manner. Instead, the June 2026 report will provide a comprehensive review, drawing on available financial data and qualitative evidence to articulate The Levee's 10 year performance.

Endorsement of the proposed scope at this stage ensures clarity of expectations and enables preparation of a transparent and meaningful review for Council's consideration in June 2026.

**RISK IMPLICATIONS**

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing – (Within or additional)
There is a risk that gaps in historical data may require assumptions, that may lead to reduced overall confidence and value of the findings presented to Council, potentially impacting strategic decision making.	Medium	Define the scope and limitation of the report and be transparent in data gaps and any assumptions.  Seek ELT and Council endorsement of the report scope and limitation.	Low	Within existing resources
There is a risk that the social and cultural benefits are not fully captured that may lead to underrepresentation of the broader value of The Levee beyond the financial and economic measures.	Medium	Define the scope and limitation of the report and be transparent in data gaps and any assumptions.  Seek ELT and Council endorsement of the report scope and limitation.	Low	Within existing resources
There is a risk that data limitations may affect how the findings of the 10-year review are perceived that may lead to reputational impacts for Council.	Medium	Define the scope and limitation of the report and be transparent in data gaps and any assumptions.	Medium	Within existing resources

THE LEVEE CENTRAL MAITLAND 10 YEAR REVIEW UPDATE (Cont.)

**FINANCIAL IMPLICATIONS**

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

**POLICY IMPLICATIONS**

This matter has no specific policy implications for Council.

**STATUTORY IMPLICATIONS**

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

## 12 Customer and Digital Services

Nil

---

## 13 People and Performance

### 13.1 Fraud and Corruption Prevention Policy

FILE NO:	81/17
ATTACHMENTS:	1. Fraud and Corruption Prevention Policy DRAFT 2. Fraud and Corruption Prevention Policy 2017
RESPONSIBLE OFFICER:	General Manager
AUTHOR:	Executive Manager People and Performance
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.3.2 Culture of improvement and innovation

---

#### EXECUTIVE SUMMARY

*The Fraud and Corruption Prevention Policy is due for review and this report presents a revised draft Policy for adoption.*

#### OFFICER'S RECOMMENDATION

##### THAT

1. Council endorses the revised Fraud and Corruption Prevention Policy (Attachment 1) to be placed on public exhibition for a period of 28 days.
2. Should there be no submissions of objection;
  - a. Council adopts the Fraud and Corruption Prevention Policy.
  - b. Council delegates any minor changes of the Policy to the General Manager. Any significant changes will result in a further report and recommendation to Council.

#### REPORT

The Fraud and Corruption Prevention Policy (Attachment 2) was presented to Council on 28 March 2017 where content changes were made and then branding was updated in February 2025. Upon review of the current policy, it was observed that the policy was requiring a significant update.

This updated policy establishes a fraud and corruption prevention system (F&CP system) consistent with the Australian Standard on Fraud and Corruption Control (AS 8001:2021) and the NSW Fraud and Corruption Policy as adopted by the NSW Audit Office and recommended as a model policy for local government by the Office of Local Government (OLG).

FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

### **CONCLUSION**

It is recommended that Council adopt the revised Fraud and Corruption Prevention Policy.

### **FINANCIAL IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

This matter has no specific policy implications for Council.

### **STATUTORY IMPLICATIONS**

This Policy is written in accordance with legislation and statutory requirements:-

- Australian Standard 8001-2021 – Fraud and Corruption Control
- Independent Commission Against Corruption Act 1988
- NSW Local Government Act 1993
- Public Interest Disclosures Act 2022

# **People and Performance**

## **Fraud and Corruption Prevention Policy**

## **Fraud and Corruption Prevention Policy DRAFT**

**Meeting Date: 17 March 2026**

**Attachment No: 1**

**Number of Pages: 9**

# Fraud and Corruption Prevention Policy

**Date Adopted:** March 2026

**Version:** 5.0

## Policy Objectives

This policy establishes a fraud and corruption prevention system (F&CP system) consistent with the Australian Standard on Fraud and Corruption Control (AS 8001:2021) and the NSW Fraud and Corruption Policy as adopted by the NSW Audit Office and recommended as a model policy for local government by the Office of Local Government (OLG). It provides guidance on how to prevent, detect and respond to incidents of fraud and corruption by:

- reinforcing management's commitment to, and responsibility for, managing fraud and corruption risk, and ensuring all employees are aware that Maitland City Council (Council) has zero tolerance for fraud or corruption;
- requiring employees to perform their duties with honesty and integrity in accordance with the Ethical and Lawful Framework that underpins the expected standards of behaviour for all Staff
- protecting the reputation and assets of the Council from fraud and corruption.

## Policy Scope

This policy applies to all staff, councillors, volunteers, consultants, contractors (and employees of) working for or on behalf of Council, outsourced service providers performing work for Council, and committee and panel members.

Reports of wrongdoing that do not amount to Fraud and Corruption may be dealt with in accordance with Council's Codes of Conduct and any other relevant policies and procedures.

## Policy Statement

Maitland City Council is committed to embedding an honest and ethical environment that minimises the risk of fraud and corruption. This policy specifies Council's commitment, approach, and standards of behaviour relating to the prevention, detection, and response to fraud and corruption. This Policy supports the Council's culture of integrity and ethical decision-making.

## Principles

Maitland City Council maintains a zero tolerance of fraud and corruption and is committed to preventing fraud at its origin.

Council is committed to ensuring citizens, Councillors, staff, contractors and volunteers understand that fraudulent and corrupt acts against council are unacceptable and may constitute a criminal

---

## FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

offence that could lead to prosecution. To ensure the timely detection of fraudulent or corrupt conduct Council encourages the reporting of any suspected fraudulent or corrupt conduct.

This policy is designed to protect public funds and assets; protect the integrity, security and reputation of council and its staff; and maintain a high level of service and accountability to the community.

There are three (3) elements to Council's fraud and corruption prevention strategy:

1. **Prevention** – Initiatives to deter and minimise opportunities for fraud and corruption within the organisation.
2. **Detection** – Initiatives focused on detecting and reporting instances of fraud and corruption including fostering a culture that encourages the reporting of suspected fraud and corruption.
3. **Response** – Methods for responding to, investigating and prosecuting instances of fraud and corruption.

### Fraud and Corruption Prevention System

Council's approach to fraud and corruption prevention is based on the following twelve key attributes within the three elements of Prevention, Detection and Response.

#### 1. Attribute 1: Leadership

Council's F&CP system is led by the General Manager with the support of Council's Executive Leadership team, who together accept and acknowledge accountability in preventing and managing Council's fraud and corruption risks. This is shown by a commitment to:

- modelling the highest standards of ethical behaviour
- not tolerating fraudulent or corrupt behaviour
- providing adequate support and resources to implement the F&CP system

#### 2. Attribute 2: Ethical Framework

Council's approach to governance includes clear policies, protocols and frameworks that collectively commit the organisation to high standards of ethical behaviour.

Council's Framework includes:

1. Codes of Conduct which are adopted from the Office of Local Government Model Codes of Conduct for Local Councils in NSW and incorporate provisions relating to;
  - a. Gifts and Benefits
  - b. Conflicts of Interest
  - c. Disclosures of Interest
2. Delegations and Authorisations
  - a. Legislative delegations and policy authorisations
  - b. Financial authorisations
  - c. Legislative authorisations and appointment of authorised officers
3. Corruption Prevention Framework includes:

---

 FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

- a. Fraud and Corruption Prevention Policy
  - b. Fraud and Corruption Control Plan
  - c. Fraud Risk Register
  - d. Public Interest Disclosures Policy
4. Training and awareness

### 3. Attribute 3: Responsibility Structures

**General Manager** has ultimate responsibility for the F&CP system and ensuring that Council has in place adequate anti-fraud and anti-corruption measures. The General Manager also has responsibilities under other acts in relation to fraud and corruption, namely under the Independent Commission Against Corruption Act 1988 (ICAC Act) and the Public Interest Disclosures Act 2022 (PID Act).

**Executive Leaders** are responsible for:

- supporting the General Manager in committing to and implementing the F&CP system, including as outlined in Attribute 1;
- implementing this Policy;
- considering fraud and corruption when making business decisions including approving Council policies, procedures, practices, systems and business plans.

**Managers** are responsible for:

- promptly reporting fraud and corruption matters that come to their attention, in accordance with Attribute 9
- being aware of and managing fraud and corruption risks within their area of responsibility and ensuring fraud and corruption controls are operating effectively
- ensuring Staff complete assigned training and are aware of fraud and corruption risks.

**Councillors, Staff, Contractors and Volunteers** are responsible for:-

- Preventing and controlling fraud and corruption within their area of responsibility.
- Being aware of fraud and corruption risks within their area of responsibility.
- Complying with the Code of Conduct and other Council policies.
- Cooperating with and participating in all initiatives aimed at preventing, detecting and responding to fraud and corruption, such as completing staff questionnaires or surveys, input into risk assessments, completing related training and education, etc.
- Reporting known or suspected fraud and corruption or matters that raise fraud and corruption risk immediately on becoming aware, in accordance with Attribute 9.
- Ensuring that the community, customers and suppliers are aware that Council will not tolerate fraudulent or corrupt behaviour and are acting in accordance with Council's Procurement Policy and associated procedures.

**Executive Manager People and Performance** is responsible for:

- Ensuring appropriate action is taken in all instances of Fraud and Corruption by Council staff identified as a result of investigations, in consultation with the relevant Executive Leader, in accordance with the Award and other relevant policies.
- Establishing the framework for training staff in awareness of Fraud and Corruption prevention.

---

 FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

*Executive Manager Customer and Digital Services* is responsible for:

- a) managing Fraud risks related to the Information Security Management System.

*Internal Audit* function focuses on independently evaluating and improving the effectiveness of risk management, control and governance processes across Council.

While the primary responsibility for the identification of Fraud and Corruption rests with senior management, the internal audit function is responsible for:

- b) Examining the adequacy of Council's internal controls over high-risk processes and evaluating the potential for Fraud and Corruption to occur.
- c) Investigating low to medium-risk processes not subject to the Internal Audit Program to determine the potential for Fraud to occur.
- d) Making recommendations to improve Council's processes, to mitigate the risk of Fraud and Corruption.
- e) Providing Corruption prevention and probity advice, as required.
- f) Undertaking specific investigations where required.

*Audit, Risk and Improvement Committee (ARIC)*

- a) Provides independent oversight and monitoring of the governance, risk and Fraud and Corruption prevention frameworks, and external compliance requirements.
- b) Reviews and advises Council as part of the annual workplan on Fraud and Corruption Prevention Plan and internal audit plan for the effective identification and investigation of Fraud and Corruption.
- c) Reviews and advises the adequacy and effectiveness of the Fraud and Corruption Prevention Plan and activities, including whether Council has appropriate processes and systems in place to capture and effectively investigate Fraud related information.
- d) Receives reports on outcomes of Fraud and Corruption investigations including risks and controls identified and implemented

#### 4. Attribute 4: Fraud and Corruption Prevention Policy

This Policy provides guidance on how to control fraud and corruption and covers the responsibilities for managing fraud and corruption within Council. It does not operate in isolation and has strong links to various Council policies including but not limited to the Codes of Conduct, Risk Management Policy and Public Interest Disclosures Policy.

#### 5. Attribute 5: Fraud and Corruption Risk Management

Fraud and corruption risk is managed in line with the requirements of the Council's Enterprise Risk Management Framework. A formal, overarching fraud and corruption risk assessment is conducted at least every two years or sooner if required (including an informal review every other year). The risk assessment considers both internal and external factors. The results of the overarching fraud and corruption risk assessment will inform the development of the Council's F&CP plan so it focuses on areas of greatest exposure, identify corrective actions or additional controls to remedy any unacceptable risks and be reported to ARIC.

---

## FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

In addition to the overarching risk assessment, targeted risk assessments will also be conducted within business functions, activities or projects that have an inherently higher risk of fraud and corruption (e.g. procurement and contract management or purchasing and accounts payable). This should be conducted by those responsible for the specific functions, activities or projects including when developing and implementing policies, procedures, systems, controls, etc. If management and Staff are unsure about assessing and managing fraud and corruption risks for their respective areas, they should contact the Risk team.

### 6. Attribute 6: Prevention Systems

Council's Prevention Systems include the following:-

- Enterprise Risk Management Framework
- Fraud and Corruption Prevention Plan and Fraud Risk Register
- Attraction and Selection Protocol for recruiting suitable employees based on merit
- IT security, systems and policies which support an organisation wide approach to managing information and cyber risks.
- Physical security of Council's buildings and premises including the installation of cameras, alarms and visitor sign in processes.
- Council's Codes of Conduct
- Fraud and Corruption prevention training and awareness programs

### 7. Attribute 7: Awareness

Council maintains training and awareness strategies to ensure employees understand the standards of behaviour required of them in accordance with this Policy and Council's Codes of Conduct, and how to report suspected Fraud and Corruption in accordance with Council's Public Interest Disclosures Policy.

Council will regularly review communication and awareness strategies regarding Fraud and Corruption prevention and reporting.

Policies relevant to the prevention of Fraud and Corruption are made available on Council's website and for staff on Council's internal intranet.

### 8. Attribute 8: Third Party Management Systems

Council ensures that specific internal controls are in place to manage dealings with third parties including preventing fraud and corruption by third parties against Council which includes:

- Commitment to complying with Council's Procurement Policy and reporting dishonest, unfair, corrupt or illegal conduct
- Conducting third party risk assessments as part of Council's tendering processes
- Include requirements for reporting fraud and corruption in contractual arrangements
- Maintaining segregation of duties where applicable between suppliers and Council
- Complete conflict of interest disclosures and secondary employment declarations for staff where applicable

---

**FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)****9. Attribute 9: Notification Systems**

Council requires and encourages all Councillors and employees to report known or suspected instances of fraud and corruption or unethical behaviour.

Reports should be made in accordance with Council's Public Interest Disclosures (PIDs) Policy.

Council will not tolerate any reprisal action against Councillors or staff who report known or suspected incidents of fraud and corruption and will ensure appropriate action is taken to protect the reporter.

External persons who may suspect an instance of fraud or corruption are encouraged to report suspected or actual cases of fraud and corruption, misconduct or unethical behaviour by staff. The process for reporting is outlined in Council's Complaints Management Policy.

**10. Attribute 10: Detection Systems**

Council has several methods for Fraud and Corruption detection including:-

- a) Detection by internal and external audit
- b) Analysis and comparison of financial reports to detect anomalies
- c) IT and systems detection including access checking
- d) Internal and external complaints and PIDs management
- e) Exit interviews and staff surveys

**11. Attribute 11: Investigation systems**

All reports of suspected fraud or corruption will be promptly and confidentially investigated by an appropriately skilled person to establish whether or not a basis exists for further action. When investigating reports Council will follow the procedures outlined in the Code of Conduct and Public Interest Disclosures Policy.

The Mayor, General Manager or nominated officer will authorise and coordinate any investigations and depending on the circumstances, determine that the investigation be undertaken internally by Council or the matter referred to an external body such as the NSW Police, ICAC or the NSW Ombudsman.

Council will document all investigations and actions relating to suspected fraud and corruption. All information received or created during an investigation will be stored having regard to privacy, confidentiality and legislative requirements.

**12. Attribute 12: Breaches**

Where a fraudulent act has been identified and investigated, strategies will be implemented to mitigate against the act being repeated. This may include:

- Review and alteration of operating procedures
- Additional training for Councillors, employees, contractors or volunteers
- Improvements in the physical or IT security of assets

## FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

- Disciplinary action against employees as appropriate and conducted in accordance with Council's Codes of Conduct, Local Government (State) Award and Council's internal staff protocols.

### Policy Definitions

<b>CORRUPTION</b>	A dishonest activity in which an employee of Council acts contrary to the interests of Council and abuses their position of trust in order to achieve personal advantage or advantage for another person or organisation. This can also involve corrupt conduct by Council, or a person purporting to act on behalf of and in the interests of Council, in order to secure some form of improper advantage for Council either directly or indirectly. While conduct must be dishonest for it to meet the definition of corruption, the conduct does not necessarily represent a breach of the law.
<b>BRIBE/BRIBERY</b>	Offering, promising, giving, accepting or soliciting of an undue advantage of any value (which could be financial or non-financial), directly or indirectly, and irrespective of location(s), in violation of applicable law, as an inducement or reward for a person acting or refraining from acting in relation to performance of that person's duties.
<b>FRAUD</b>	A dishonest activity causing actual or potential gain or loss to Council, including theft of moneys or other property by staff or persons external to Council and/or where deception is used at the time, immediately before or immediately following the activity. This also includes the deliberate falsification, concealment, destruction or use of falsified documentation used or intended for use for a normal business purpose or the improper use of information or position for personal financial benefit. While conduct must be dishonest for it to meet the definition of fraud, the conduct need not necessarily represent a breach of criminal law.
<b>ICAC</b>	The Independent Commission Against Corruption
<b>PUBLIC INTEREST DISCLOSURE</b>	means a disclosure made under the Public Interest Disclosures Act 1994 and in accordance with Council's Public Interest Disclosure Internal Reporting Policy.

## FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

**Policy Administration**

<b>BUSINESS GROUP</b>	People and Performance
<b>RESPONSIBLE OFFICER</b>	Executive Manger People and Performance
<b>COUNCIL REFERENCE</b>	Council meeting – 17 February 2026 – Item number
<b>POLICY REVIEW DATE</b>	Three (3) years from date of adoption
<b>FILE NUMBER</b>	
<b>RELEVANT LEGISLATION</b>	<ul style="list-style-type: none"> <li>• Australian Standard 8001-2021 – Fraud and Corruption Control</li> <li>• Independent Commission Against Corruption Act 1988</li> <li>• NSW Local Government Act 1993</li> <li>• Public interest Disclosures Act 2022</li> </ul>
<b>RELATED POLICIES / PROCEDURES / PROTOCOLS</b>	<ul style="list-style-type: none"> <li>• Code of Conduct for Staff</li> <li>• Code of Conduct for Councillors</li> <li>• Complaint Management Policy</li> <li>• Public Interest Disclosures Policy</li> <li>• Procurement Policy</li> <li>• Risk Management Policy</li> <li>• Improving and Managing Employee Performance Protocol</li> </ul>

**Policy History**

<b>VERSION</b>	<b>DATE APPROVED</b>	<b>DESCRIPTION OF CHANGES</b>
1.0	27 June 2006	New policy adopted
2.0	27 June 2008	Policy reviewed
3.0	22 October 2013	Policy reviewed

## FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

4.0	28 March 2017	Policy reviewed – renamed & minor wording changes.
4.1	12 February 2025	Updated to new branding and alignment to organisation structure. No change to content.
5.0	17 March 2026	Policy reviewed and updated to align to the NSW Audit Office model policy

## **People and Performance**

# **Fraud and Corruption Prevention Policy**

# **Fraud and Corruption Prevention Policy 2017**

**Meeting Date: 17 March 2026**

**Attachment No: 2**

**Number of Pages: 7**

## Fraud & Corruption Prevention Policy

**Date Adopted:** 28 March 2017

**Version:** 4.1

### Policy Objectives

The objectives of this policy are to:

- Demonstrate Maitland City Council's commitment to the prevention, detection and investigation of fraud and corrupt conduct.
- Establish principles for fraud and corruption prevention and to promote awareness that fraudulent acts against Maitland City Council will not be tolerated.
- Create an awareness about ethical conduct and establish effective internal controls to detect and prevent fraud and corruption.

### Policy Scope

This policy applies to the Mayor, Councillors, General Manager, all staff, volunteers, contractors and citizens.

### Policy Statement

#### 1. WHAT IS FRAUD AND CORRUPTION

##### 1.1 Fraud

The Australian Standard the AS 8001:2008 – Fraud and Corruption Control defines fraud as:

*Dishonest activity causing actual or potential financial loss to any person or entity including theft of money or other property by employees or persons external to the entity and where deception is used at the time, immediately before or immediately following the activity.*

*This also includes the deliberate falsification, concealment, destruction of documentation or the improper use of information or position for personal financial benefit.*

##### 1.2 Corruption

Corrupt conduct is defined under Section 8 of the Independent Commission Against Corruption Act 1988, as:

*Conduct that adversely affects the honest or impartial exercise of official functions, constitutes a breach of public trust or misuse of information or materials. Examples provided include bribery, blackmail, fraud, theft, embezzlement, election fraud and collusive tendering.*

---

## FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

*Furthermore the AS 8001:2008 defines fraud as dishonest activity in which a person acts contrary to the interests of the entity and abuses their position of trust in order to achieve some personal gain or advantage for themselves or another entity.*

### 2. PRINCIPLES

Maitland City Council maintains a zero tolerance of fraud and corruption and is committed to preventing fraud at its origin.

Council is committed to ensuring citizens, Councillors, staff, contractors and volunteers understand that fraudulent and corrupt acts against council are unacceptable and may constitute a criminal offence that could lead to prosecution. To ensure the timely detection of fraudulent or corrupt conduct Council encourages the reporting of any suspected fraudulent or corrupt conduct.

This policy is designed to protect public funds and assets; protect the integrity, security and reputation of council and its staff; and maintain a high level of service and accountability to the community.

There are three (3) elements to Council's fraud and corruption prevention strategy:

1. **Prevention** – Initiatives to deter and minimise opportunities for fraud and corruption within the organisation.
2. **Detection** – Initiatives focused on detecting and reporting instances of fraud and corruption including fostering a culture that encourages the reporting of suspected fraud and corruption.
3. **Response** – Methods for responding to, investigating and prosecuting instances of fraud and corruption.

### 3. FRAUD AND CORRUPTION PREVENTION

#### 3.1 Organisational culture

Council recognises that the most effective form of fraud prevention is the establishment of an organisational culture that rejects fraudulent and corrupt conduct.

Council will establish and maintain a fraud-resistant culture by:

- Employing managers and supervisors who are positive role models and display ethical behaviour.
- Adopting and enforcing policies that emphasise ethical behaviour.
- Issuing clear standards and procedures to encourage the deterrence of fraud.
- Ensuring managers and supervisors are accountable not only for their own actions but also for the actions of those they supervise.
- Including relevant clauses in employment contracts and performance agreements.
- Including relevant elements in Council's core competencies.
- Providing an environment where staff feel comfortable to report any fraudulent or corrupt conduct.
- Assigning clear responsibilities for fraud and corruption prevention.
- Providing staff with appropriate delegations and authorisations to undertake their roles.

FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

3.2 Responsibilities

<b>COUNCIL STAFF FRAUD AND CORRUPTION RESPONSIBILITY STRUCTURE</b>				
<b>MAYOR + COUNCILLORS + GENERAL MANAGER</b>	<ul style="list-style-type: none"> <li>• Culture</li> <li>• Policy and strategy</li> <li>• Business risk</li> <li>• Corporate governance</li> <li>• Compliance (legislative, regulatory, community)</li> <li>• Stakeholder value</li> <li>• Image</li> <li>• Receive reports of suspected fraud and corruption (Mayor &amp; General Manager)</li> </ul>			
	<b>EXECUTIVE MANAGERS + MANAGERS</b>	<ul style="list-style-type: none"> <li>• Lead by example</li> <li>• Develop and implement fraud and corruption prevention strategies for department</li> <li>• Identify and mitigate actual and potential corruption risks in the workplace</li> <li>• Monitor and review the effectiveness of mechanisms implemented to minimise and detect corruption</li> <li>• Demonstrate ethical conduct in all business dealings</li> <li>• Promote awareness of fraud and corruption prevention and ethical conduct in the workplace</li> </ul>		
		<b>COORDINATORS + TEAM LEADERS</b>	<ul style="list-style-type: none"> <li>• Promote awareness of ethical conduct and mechanisms to prevent corruption</li> <li>• Provide input to policies, procedures and instructions that relate to areas of risk</li> <li>• Drive the fraud and corruption prevention strategy</li> <li>• Provide ethical advice and support to staff</li> <li>• Monitor integrity of fraud and corruption prevention strategy</li> </ul>	
			<b>EMPLOYEES, CONTRACTORS VOLUNTEERS</b>	<ul style="list-style-type: none"> <li>• Maintain ethical and lawful behaviour</li> <li>• Compliance with Council's Code of Conduct, policies, protocols and procedures</li> <li>• Report suspected incidents of fraud and corruption</li> <li>• Compliance with fraud and corruption prevention controls, including the Fraud Control Policy</li> </ul>

---

## FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

### 3.3 Awareness

#### Employees

Employees will be made aware of Council's policy and ethical conduct expectations through:

- a) Council's induction training for new employees
- b) Periodic refresher training for all employees
- c) The inclusion of ethical conduct principles in Council's staff handbook

#### Community

Community awareness of fraud prevention and detection will be promoted by inclusion of policies and publications on Council's website and providing feedback to all persons who report suspected fraud or corruption.

### 3.4 Contractor verification and management

All contractors and suppliers will be made aware of the ethical standards expected when interacting with Council and the following will be implemented to mitigate the risk of fraud and corruption:

- Inclusion of Council's Code of Conduct in tendering documentation.
- Ongoing review of contractor performance and adherence with Council's policies and procedures.
- Vetting of prospective suppliers through ABN verification and reference checks.
- Implementation of procurement policy and procedures.

### 3.5 Risk assessment

As a prevention mechanism, Council will regularly assess the risk of fraudulent and corrupt conduct. A key component of this assessment will be the annual internal audit plan. This plan will outline the objectives and internal audit reviews proposed to be undertaken each year.

### 3.6 Ongoing review of policies and procedures

Council will ensure regular review of policies, protocols and procedures to ensure their accuracy and relevance. Changes to policies, protocols and procedures will be communicated to staff and regular refresher training provided.

### 3.7 Security

One of the major strategies in fraud prevention is to limit the opportunities for fraud. In this respect, there will be periodic reviews of cash handling, collection of cash, securing of cash and valuable equipment conducted by council's internal auditor, in conjunction with the Finance department.

---

**FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)****4. FRAUD AND CORRUPTION DETECTION**

Detecting fraud depends upon the establishment of effective internal controls, constant monitoring of operations and the encouragement of reporting by employees and the public. The following strategies will be utilised:

**4.1 Encouraging disclosures**

Under the Code of Conduct there is an obligation for all Council Officials to report any improper conduct which includes suspected fraudulent or corrupt conduct. Council will ensure that Council officials are aware of the fraud and corruption reporting procedures and are actively encouraged to report suspected fraud and corruption through:

- a) The inclusion of reporting processes and public interest disclosures in new staff induction training.
- b) Publication of Council's Code of Conduct, Fraud and Corruption Prevention Policy, Complaint Management Policy on Council's website.
- c) The Public Officer providing feedback to people who report suspected fraud on the action that has been taken.

**4.2 Internal Audit Committee**

The objective of Council's Internal Audit Committee is to provide independent assurance and assistance to Council on the adequacy and effectiveness of the Council's system of internal controls.

The internal audit committee will:

- a) Periodically review the implementation and operation of fraud and corruption prevention measures and any recommendations from internal and external auditors.
- b) Report to Council annually on any issues raised and actions taken during the preceding year.

**5. FRAUD AND CORRUPTION RESPONSE****5.1. Investigation**

All reports of suspected fraud or corruption will be promptly and confidentially investigated by an appropriately skilled person to establish whether or not a basis exists for further action. When investigating reports Council will follow the procedures outlined in the Code of Conduct and Public Interest Disclosures Internal Reporting Policy.

The Mayor, General Manager or nominated officer will authorise and coordinate any investigations and depending on the circumstances, determine that the investigation be undertaken internally by Council or the matter referred to an external body such as the NSW Police, ICAC or the NSW Ombudsman.

Council will document all investigations and actions relating to suspected fraud and corruption. All information received or created during an investigation will be stored having regard to privacy, confidentiality and legislative requirements.

## FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

## 5.2. Action

Where a fraudulent act has been identified and investigated, strategies will be implemented to mitigate against the act being repeated. This may include:

- Review and alteration of operating procedures
- Additional training for employees or volunteers
- Improvements in the physical security of assets

**6. NON COMPLIANCE WITH THIS POLICY**

Failure to comply with the terms of this policy may result in disciplinary procedures, and/or dismissal for employees and volunteers, suspension of councillors and termination of contractors.

**Policy Definitions**

<b>CORRUPTION</b>	As per section 1.2
<b>FRAUD</b>	As per section 1.1
<b>ICAC</b>	The Independent Commission Against Corruption
<b>PUBLIC INTEREST DISCLOSURE</b>	means a disclosure made under the Public Interest Disclosures Act 1994 and in accordance with Council's Public Interest Disclosure Internal Reporting Policy.

**Policy Administration**

<b>BUSINESS GROUP</b>	People and Performance
<b>RESPONSIBLE OFFICER</b>	Executive Manger People and Performance
<b>COUNCIL REFERENCE</b>	Council meeting – 28 March 2017 – Item 11.1.
<b>POLICY REVIEW DATE</b>	Three (3) years from date of adoption
<b>FILE NUMBER</b>	35/38 & 35/1
<b>RELEVANT LEGISLATION</b>	<ul style="list-style-type: none"> <li>• Australian Standard 8001-2008 – Fraud and Corruption Control</li> </ul>

## FRAUD AND CORRUPTION PREVENTION POLICY (Cont.)

	<ul style="list-style-type: none"> <li>• Independent Commission Against Corruption Act 1988</li> <li>• NSW Local Government Act 1993</li> <li>• Public interest Disclosures Act 1994</li> </ul>
<b>RELATED POLICIES / PROCEDURES / PROTOCOLS</b>	<ul style="list-style-type: none"> <li>• Code of Conduct</li> <li>• Complaint Management Policy</li> <li>• Public Interest Disclosures Internal Reporting Policy</li> <li>• Procurement Policy</li> <li>• Risk Management Policy</li> </ul>

### Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	27 June 2006	New policy adopted
2.0	27 June 2008	Policy reviewed
3.0	22 October 2013	Policy reviewed
4.0	28 March 2017	Policy reviewed - renamed & minor wording changes.
4.1	12 February 2025	Updated to new branding and alignment to organisation structure. No change to content.

## 14 Finance

### 14.1 Draft Procurement Policy

<b>FILE NO:</b>	<b>35/1</b>
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li><b>1. Draft Procurement Policy 4.0 (Under Seperate Cover)</b></li> <li><b>2. Adopted Procurement Policy 2022 (Under Seperate Cover)</b></li> </ol>
<b>RESPONSIBLE OFFICER:</b>	<b>Executive Manager Finance</b>
<b>AUTHOR:</b>	<b>Executive Manager Finance</b>
<b>MAITLAND'S FUTURE</b>	<b>4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.1.3 Transparent decision making</b>

#### EXECUTIVE SUMMARY

*The Draft Procurement Policy represents a comprehensive rewrite of Council's existing Procurement Policy (Attachment 2), introducing a more robust, risk-based and end-to-end procurement governance framework. The review responds directly to internal audit findings and identified control gaps and is designed to strengthen transparency, accountability and consistency in Council's procurement practices.*

*Council undertakes procurement activities across a broad range of goods, services and works to support service delivery, infrastructure delivery and community outcomes. To ensure these activities are carried out in a transparent, ethical and financially responsible manner, a revised Draft Procurement Policy has been developed.*

*The Draft Policy strengthens Council's procurement governance framework by clarifying roles and responsibilities, enhancing approval and oversight arrangements, and aligning procurement practices with legislative requirements, audit recommendations and contemporary best practice.*

*This report seeks Council endorsement to place the Draft Procurement Policy on public exhibition for a minimum period of 28 days to enable community and stakeholder feedback prior to final adoption.*

#### OFFICER'S RECOMMENDATION

##### THAT

- 1. Council endorses the Draft Procurement Policy 4.0 (Attachment 1) to be placed on public exhibition for a period of 28 days.**
- 2. Should there be no submissions of objection:**
  - a. Council adopts the Procurement Policy.**
  - b. Council delegates authority to the General Manager to approve any minor amendments to the Policy. Any significant changes will be the subject of a further report to Council for consideration.**

---

DRAFT PROCUREMENT POLICY (Cont.)

## REPORT

Council's procurement activities are fundamental to achieving value for money, ensuring probity, and maintaining public confidence in Council decision-making. The Draft Procurement Policy represents a comprehensive rewrite of Council's existing Procurement Policy and establishes a risk-based governance framework to guide procurement activities across the organisation.

The Draft Procurement Policy has been reviewed and updated to:

- Strengthen end-to-end procurement governance
- Clarify roles, responsibilities and approval pathways
- Address internal audit findings and control gaps
- Align with Council's Procure-to-Pay systems and delegations
- Support sustainability, social and local economic outcomes

The Policy applies to all Councillors, employees, agents and delegated officers involved in procurement activities on behalf of Council and covers the full procurement lifecycle from planning and sourcing through to contract management.

Key principles embedded in the Draft Policy include:

- Ethics and probity
- Accountability and value for money
- Risk-based decision-making
- Transparency and defensibility
- Sustainability and circular economy outcomes
- Social and local benefit considerations

The development of the Draft Procurement Policy has been informed by internal audit findings and governance reviews and supports the Audit, Risk and Improvement Committee's (ARIC) role in strengthening Council's procurement control environment and governance framework.

The outcomes of the Procurement Policy review, including consultation feedback and final adoption, will also be reported to ARIC as part of Council's governance and assurance framework.

To support transparency and good governance, it is proposed that the Draft Procurement Policy be placed on public exhibition for a minimum period of 28 days to provide the community and stakeholders with an opportunity to review and provide feedback prior to final adoption.

Subject to no material objections being received, it is recommended that Council adopt the Policy. Minor amendments arising from consultation may be approved by the General Manager, with any material changes reported back to Council for consideration.

## CONCLUSION

The Draft Procurement Policy provides a contemporary and robust governance framework to guide procurement activities across Council. Public exhibition supports transparency and community confidence and will inform final adoption of the Policy.

---

## DRAFT PROCUREMENT POLICY (Cont.)

**RISK IMPLICATIONS**

Risk	Inherent Risk Rating	Risk Mitigation / Treatment	Residual Risk Rating	Resourcing	Within Risk Appetite
There is a risk of inconsistent procurement practices that may lead to non-compliance, reduced probity and financial exposure.	High	Adoption of a strengthened Procurement Policy with clear roles, system controls, probity requirements and assurance mechanisms.	Low	Within	Y
There is a risk of repeat audit findings if procurement governance weaknesses are not addressed, which may lead to reputational or financial impacts.	High	Draft policy addresses risks identified through the 2024 Internal Audit and strengthens monitoring and reporting.	Low	Within	Y

**FINANCIAL IMPLICATIONS**

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

**POLICY IMPLICATIONS**

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

- Procurement Policy
- Code of Conduct
- Delegations Framework
- Risk Management Framework
- Records Management Policy
- Public Interest Disclosure Policy

**STATUTORY IMPLICATIONS**

The Draft Procurement Policy aligns with the following legislation:

- Local Government Act 1993
- Local Government (General) Regulation 2021
- Government Sector Finance Act 2018
- Independent Commission Against Corruption Act 1988
- Public Interest Disclosures Act 2022

## 14.2 Statement of Financial Investments as at 28 February 2026

<b>FILE NO:</b>	<b>82/2</b>
<b>ATTACHMENTS:</b>	<b>1. Council's Holdings as at 28 February 2026</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Executive Manager Finance Manager Financial Reporting</b>
<b>AUTHOR:</b>	<b>Financial Accountant</b>
<b>MAITLAND'S FUTURE</b>	<b>4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.1.3 Transparent decision making</b>

### EXECUTIVE SUMMARY

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

*As at the end of February 2026, Council had investments totaling \$253,121,663 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 3.76% per annum. The actual investment return for the month of February was \$794,782, an unfavourable variance of \$96,461 when compared to the revised monthly budget forecasts of \$891,243*

*The revised year-to-date budget forecast for investment returns is \$7,129,979. The actual investment returns for the year-to-date are \$7,325,975, amounting to a favourable variance of \$195,996 which can be attributed to a combination of the current interest rate environment and additional capital for investment.*

*Council remains fully compliant with all Investment Policy requirements.*

### OFFICER'S RECOMMENDATION

#### THAT

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

#### REPORT

For the month of February 2026, Council has total cash on call and investments of \$253,121,663 comprising:

▪ On call accounts	\$7,196,663
▪ Investments	\$245,925,000

---

**STATEMENT OF FINANCIAL INVESTMENTS AS AT 28 FEBRUARY 2026 (Cont.)**

This is compared to the month of January 2026 where Council had \$239,215,064 under management. The increase in Council's investment holdings is due to the increased availability of funds around the rates third quarterly installment due date.

Whilst Council has in excess of \$200 million under management, 63% of the portfolio is externally restricted funds, pertaining to developer contributions and domestic waste management reserves.

In February, Council's investment portfolio recorded a marked-to-market return of 4.27% per annum versus the bank bill index benchmark return of 3.76% per annum. For the financial year to date the investment portfolio has returned a marked-to-market return of 4.64%, versus the bank bill index benchmark's 3.67%.

Without marked-to-market influences, Council's investment portfolio yielded 4.58% per annum for the month. This is based on the actual interest income being earned on existing investments and excludes the underlying changes to the market value of the bonds in the portfolio.

During the month, Council had maturities of \$8 million across three term deposits with original terms between 11 - 12 months which were yielding an average of 4.66% per annum. A total of \$3.2 million in senior ranked Floating Rate Notes from Suncorp and RACQ also matured .

Council invested \$19 million among seven new term deposits with maturities ranging between 8-15 months averaging 4.79% per annum. For its long term portfolio, Council invested:

- \$1.5 million in a new 5 year senior ranked floating rate note from Westpac paying quarterly interest of 3 month Bank Bill Swap Rate +0.68% per annum, currently 4.64% per annum; and
- Another \$3.6 million in the recently issued 5 year senior ranked floating rate note from Newcastle Greater Mutual paying quarterly interest of 3 month Bank Bill Swap Rate +1.13% per annum, currently 4.94% 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:

- Aside from the risk of a protracted war in the Middle East following the United States and Israeli strikes on Iran, analysts warn that if Iran retaliates by disrupting or blocking oil exports for an extended period the risk of a global recession rises sharply. Oil prices could spike well above USD \$100/barrel, potentially adding around 40 cents a litre to Australian petrol prices.
  - Most recent business conditions surveys were mixed in developed countries but continue to point to reasonable global growth. United States business conditions weakened but Europe, the United Kingdom and Japan improved.
  - In the United States, latest Gross Domestic Product rose just 1.4% annualised largely due to a fall in government spending caused by the shutdown detracting 0.9 percentage points from growth. But both consumer spending and business investment, underpinned by data centres, were solid with gains of 2.4% and 2.6% respectively.
-

## STATEMENT OF FINANCIAL INVESTMENTS AS AT 28 FEBRUARY 2026 (Cont.)

- In China, economic growth is expected to slow to ~4.5% in 2026. The economy is exhibiting a "two-speed" pattern: strong industrial production supported by exports, contrasted by sluggish domestic demand and low consumer confidence.
- In global share markets, there has been a rotation out of tech stocks to non-tech companies. This is evident in the relative outperformance so far this year of United States (+0.9%) vs non-United States share markets with Eurozone shares up 6.4% and Japanese shares up 16%. Australian shares are also benefiting from the rotation trade with rising profits led by the miners and banks propelling the market higher by 5.3%.

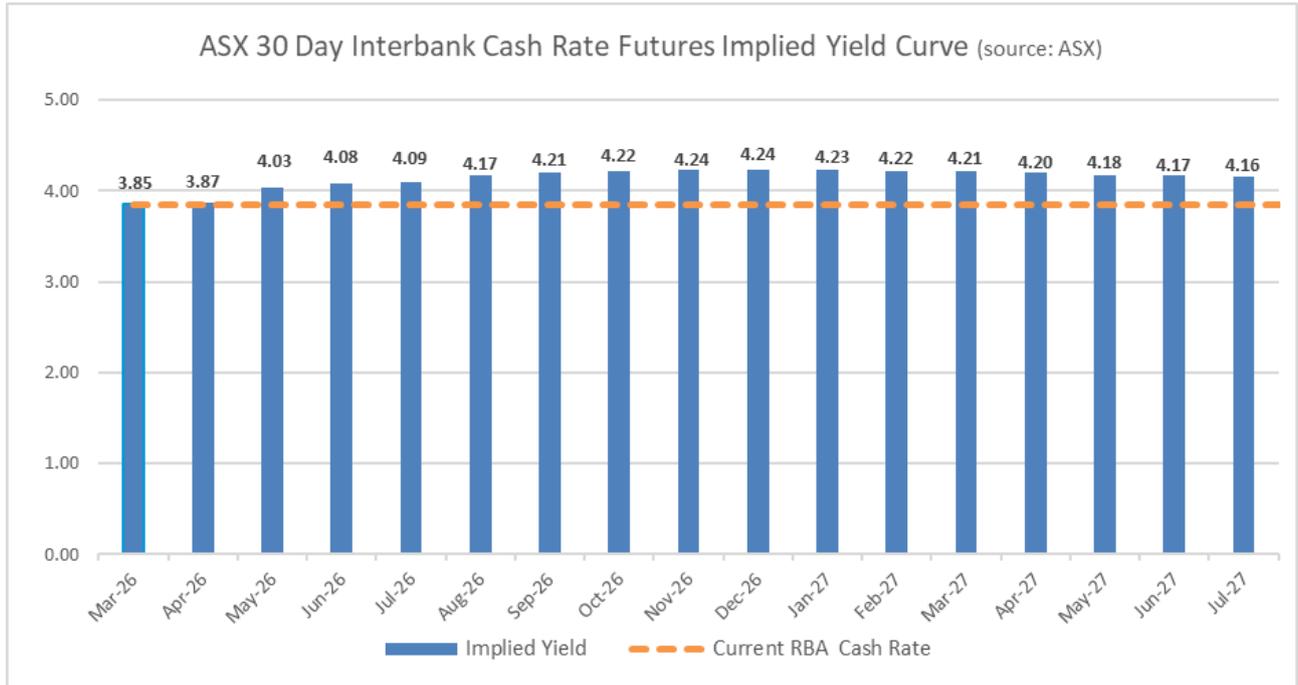
## Domestic issues – Commentary provided by Prudential Investment Services:

- In Australia inflation surprised on the upside again in January. Contrary to expectations for a fall, inflation remained at 3.8% year over year partly due to a surge in electricity prices. The less volatile trimmed mean inflation rate rose to 3.4% year over year threatening to negate its overall monthly downward trend since a spike last July.
- On the positive side, for the first time in several months there were more items with annual inflation below 2% than above 3%. Economists note that it looks like February's trimmed mean inflation will be a bit below the RBA's forecast for the March quarter of 3.5% year over year.
- Latest jobs data showed a resilient labour market despite economic pressures. Employment rose by 17,800 after a 65,200 rise the prior month, hours worked rose solidly, unemployment was steady at 4.1% and while underemployment rose to 5.9% it remains historically low.
- The recent strength of the Australian dollar, now above USD \$0.70, is expected to persist, supported by the RBA's position as the first major central bank to begin tightening after a rate-cutting cycle, ongoing US-dollar weakness, and elevated commodity prices.

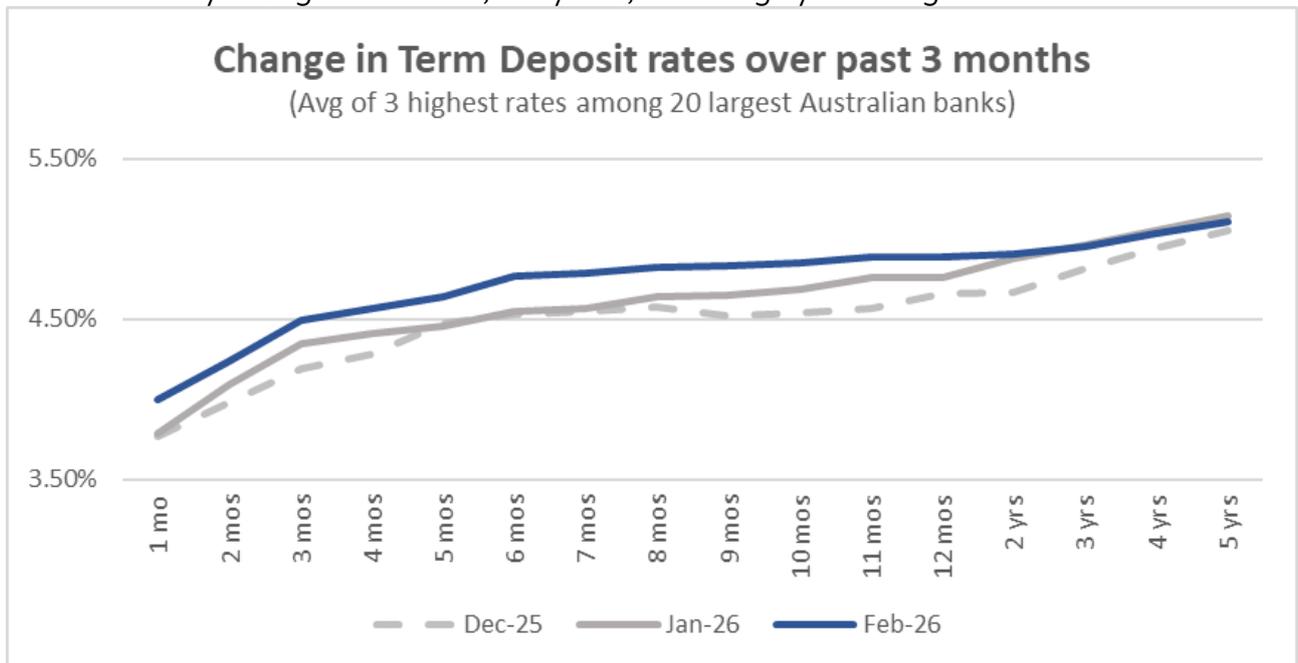
## Interest rates

- At its February monetary policy meeting, the RBA raised the cash rate target by 25 basis points to 3.85%.
- RBA Board members noted that while the larger part of the increase in inflation during the second half of 2025 likely reflected less-persistent factors that would fade over time, some of the increase was due to underlying inflationary pressure that may persist without rate action. The central bank's projection for inflation has been revised higher, remaining above the 2-3% target throughout 2026 and only returning close to the target's midpoint around mid-2028.
- The money market is pricing in one more RBA rate hike by mid-2026:

STATEMENT OF FINANCIAL INVESTMENTS AS AT 28 FEBRUARY 2026 (Cont.)



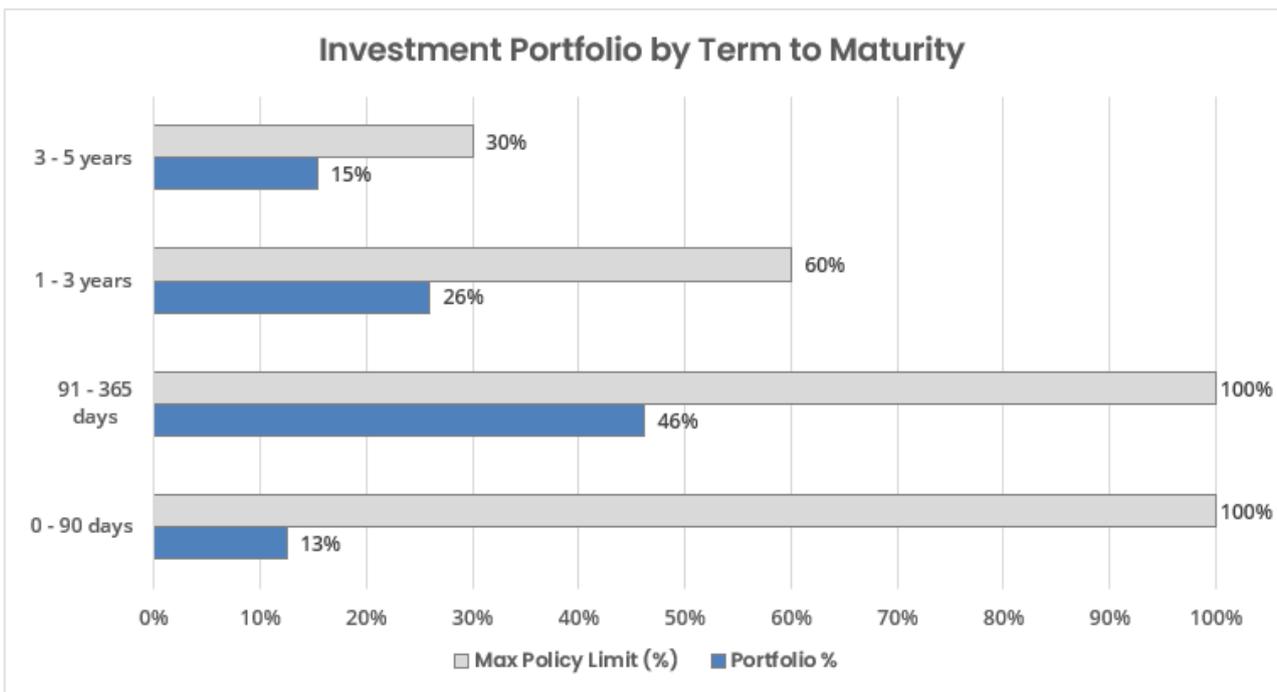
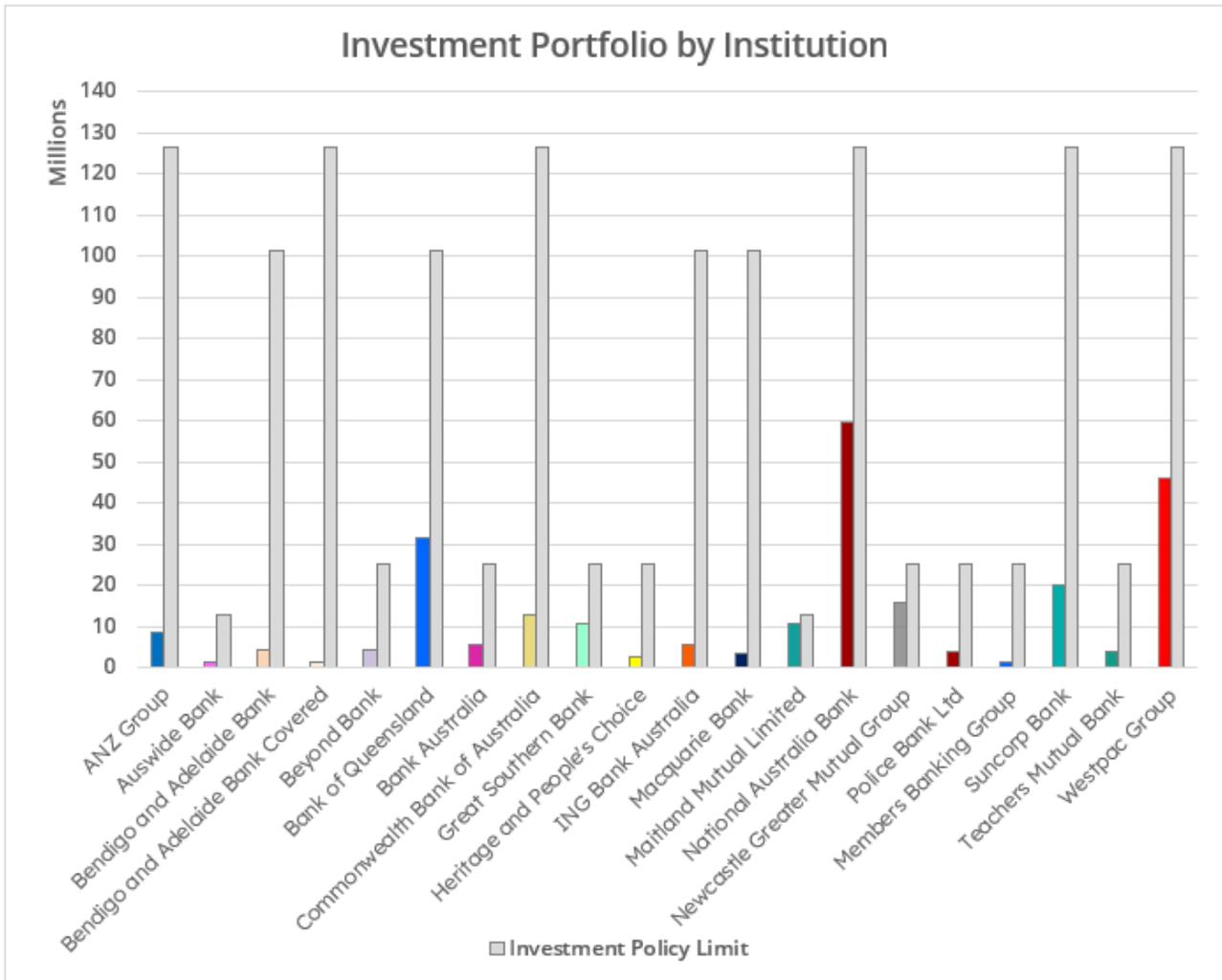
- In response to the rise in the official cash rate and money market rates, term deposit levels across the 1-12 month range ended February 15-20 basis points higher than January. Long dated rates, 2-5 years, were largely unchanged:



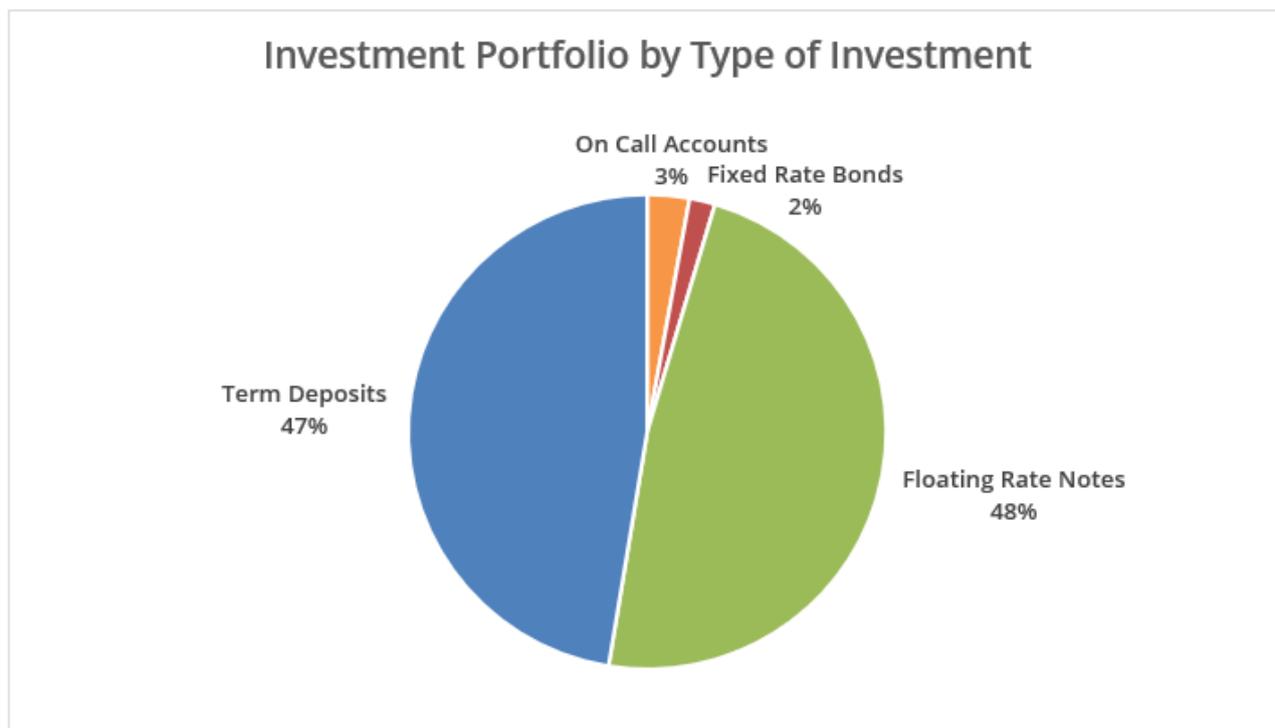
All market commentary is provided by Prudential Investment Services who advise on the management of Council’s investment portfolio.

STATEMENT OF FINANCIAL INVESTMENTS AS AT 28 FEBRUARY 2026 (Cont.)

**PORTFOLIO ANALYSIS**



## STATEMENT OF FINANCIAL INVESTMENTS AS AT 28 FEBRUARY 2026 (Cont.)

**STATEMENT OF COMPLIANCE**

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

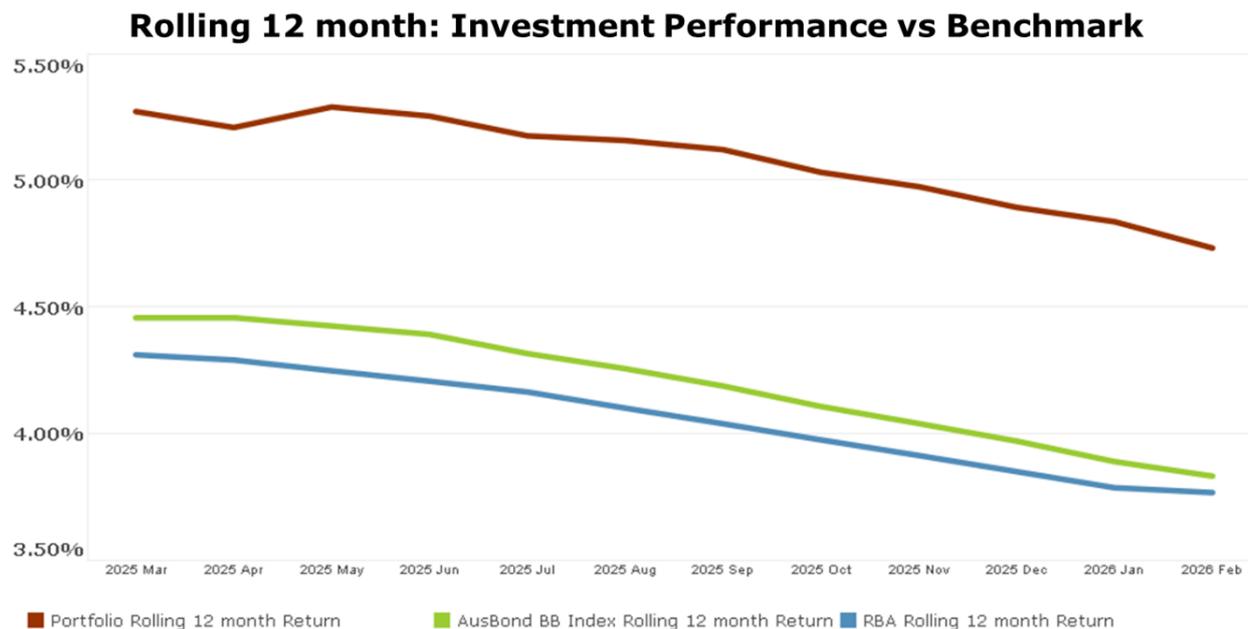
## Investment Policy Requirement

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

## Investment Performance v Benchmark

Term	Investment Portfolio Return	Benchmark: Bloomberg AusBond 90 day Bank Bill Index	RBA cash rate
1 month	4.27%	3.76%	3.85%
3 months	4.46%	3.70%	3.68%
6 months	4.49%	3.65%	3.64%
FYTD	4.64%	3.67%	3.66%
12 months	4.73%	3.83%	3.77%

## STATEMENT OF FINANCIAL INVESTMENTS AS AT 28 FEBRUARY 2026 (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 original budget provision for interest on investments for the 2025/2026 financial year was \$9,226,741. During the second quarterly budget review this was increased to \$10,694,968.

The actual investment return for the month of February was \$794,782 which was an unfavourable variance of \$96,461 when compared to the revised monthly budget forecasts of \$891,243. It should be noted that \$60,770 of this variance has been adjusted from externally restricted reserve funds.

The revised year-to-date budget forecast for investment returns is \$7,129,979. The actual investment returns for the year-to-date are \$7,325,975, amounting to a favourable variance of \$195,996 which can be attributed to a combination of the current interest rate environment and additional capital for investment.

**POLICY IMPLICATIONS**

Council's investments are made in accordance with Council's Investment Policy.

**STATUTORY IMPLICATIONS**

The above amounts have been invested and reported in accordance with:

- Section 625 of the Local Government Act 1993
- Clause 212 of the Local Government (general) Regulation 2021

# **Finance**

## **Statement of Financial Investments as at 28 February 2026**

### **Council's Holdings as at 28 February 2026**

**Meeting Date: 17 March 2026**

**Attachment No: 1**

**Number of Pages: 2**

## STATEMENT OF FINANCIAL INVESTMENTS AS AT 28 FEBRUARY 2026 (Cont.)

**COUNCIL'S HOLDING AS AT 28 FEBRUARY 2026**

<b>Bonds</b>							
	<b>Face Value</b>	<b>Coupon</b>	<b>Borrower</b>	<b>Credit Rating</b>	<b>Maturity</b>	<b>Term of Investment</b>	<b>Current Value</b>
17-Aug-26	1,500,000.00	4.7500	CBA Snr Bond (Aug26) 4.75%	AA-	17-Aug-26	170	1,504,601.88
16-Mar-26	1,400,000.00	4.9460	MAC Snr Bond (Sep26) 4.946%	A+	14-Sep-26	198	1,434,633.43
19-Mar-26	1,500,000.00	5.0000	WBC Snr Bond (Sep28) 5.00%	AA-	19-Sep-28	934	1,540,745.72
<b>Totals</b>	<b>4,400,000.00</b>	<b>4.8976</b>					<b>4,479,981.03</b>
<b>Cash</b>							
	<b>Face Value</b>	<b>Current Yield</b>	<b>Borrower</b>	<b>Credit Rating</b>			<b>Current Value</b>
28-Feb-26	2,196,662.99	3.9280	Macquarie Bank	A+			2,196,662.99
28-Feb-26	5,000,000.00	3.9000	National Australia Bank	AA-			5,000,000.00
<b>Totals</b>	<b>7,196,662.99</b>	<b>3.9085</b>					<b>7,196,662.99</b>
<b>Floating Rate Note</b>							
<b>Reset/ Coupon</b>	<b>Face Value</b>	<b>Current Coupon</b>	<b>Borrower</b>	<b>Credit Rating</b>	<b>Maturity</b>	<b>Term of Investment</b>	<b>Current Value</b>
18-May-26	2,000,000.00	5.0158	SUN Snr FRN (May26) BBSW+1.05%	AA-	18-May-26	79	2,005,983.22
25-May-26	3,900,000.00	4.3975	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	24-Aug-26	177	3,903,987.35
16-Mar-26	2,300,000.00	4.1920	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	15-Sep-26	199	2,321,271.66
23-Apr-26	1,200,000.00	5.4085	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	237	1,213,613.51
23-Apr-26	3,250,000.00	5.4085	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	237	3,286,869.91
30-Apr-26	1,650,000.00	5.3362	BOz Snr FRN (Oct26) BBSW+1.50%	BBB+	30-Oct-26	244	1,665,306.91
18-May-26	2,000,000.00	5.5142	POL Snr FRN (Nov26) BBSW+1.55%	BBB+	17-Nov-26	262	2,003,625.78
14-Apr-26	2,000,000.00	4.4358	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	14-Jan-27	320	2,015,960.65
28-Apr-26	2,250,000.00	4.5916	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	25-Jan-27	331	2,266,000.45
8-May-26	1,220,000.00	5.5400	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	345	1,233,292.65
8-May-26	1,400,000.00	5.5400	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	345	1,415,253.86
11-May-26	2,250,000.00	5.5900	GSB Snr FRN (Feb27) BBSW+1.65%	BBB+	9-Feb-27	346	2,276,779.53
25-May-26	2,400,000.00	4.7131	NAB Snr FRN (Feb27) BBSW+0.72%	AA-	25-Feb-27	362	2,409,039.61
5-Mar-26	1,500,000.00	5.2847	RACQ Snr FRN (Mar27) BBSW+1.60%	BBB+	5-Mar-27	370	1,529,627.43
14-May-26	1,300,000.00	4.9572	BEN Snr FRN (May27) BBSW+1.00%	A-	14-May-27	440	1,309,276.25
23-Mar-26	1,800,000.00	5.0275	TMB Snr FRN (Jun27) BBSW+1.30%	BBB+	21-Jun-27	478	1,829,941.27
20-May-26	2,800,000.00	4.8568	ING Snr FRN (Aug27) BBSW+0.87%	A	20-Aug-27	538	2,817,129.19
13-Mar-26	1,500,000.00	5.0420	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	13-Sep-27	562	1,515,747.62
1-May-26	1,000,000.00	4.8785	GSB Snr FRN (Nov27) BBSW+1.03%	BBB+	1-Nov-27	611	1,006,848.64
8-May-26	2,000,000.00	5.0900	POL Snr FRN (Nov27) BBSW+1.15%	BBB+	8-Nov-27	618	2,018,534.08
25-May-26	2,500,000.00	5.1931	NAB Snr FRN (Nov27) BBSW+1.20%	AA-	25-Nov-27	635	2,531,632.77
16-Mar-26	1,100,000.00	4.9620	SUN Snr FRN (Dec27) BBSW+1.25%	AA-	14-Dec-27	654	1,124,763.02
13-Apr-26	3,000,000.00	4.8915	CBA Snr FRN (Jan28) BBSW+1.15%	AA-	13-Jan-28	684	3,053,155.93
21-May-26	500,000.00	5.6935	BOz Snr FRN (Feb28) BBSW+1.70%	BBB+	21-Feb-28	723	508,207.46
23-Mar-26	1,750,000.00	4.8775	BEY Snr FRN (Mar28) BBSW+1.15%	BBB+	21-Mar-28	752	1,772,978.34
23-Mar-26	2,500,000.00	4.8775	BEY Snr FRN (Mar28) BBSW+1.15%	BBB+	21-Mar-28	752	2,532,826.20
12-May-26	2,500,000.00	4.9564	NAB Snr FRN (May28) BBSW+1.00%	AA-	12-May-28	804	2,530,496.15
14-May-26	2,500,000.00	5.4572	MMB Snr FRN (May28) BBSW+1.50%	BBB	15-May-28	807	2,504,859.15
16-Mar-26	1,200,000.00	4.8632	BEN Cov FRN (Jun28) BBSW+1.15%	AAA	16-Jun-28	839	1,227,699.45
11-Mar-26	1,400,000.00	4.6434	ANZ Snr FRN (Sep28) BBSW+0.93%	AA-	11-Sep-28	926	1,427,100.24
3-Apr-26	2,000,000.00	4.6907	TMB Snr FRN (Oct28) BBSW+0.95%	BBB+	3-Oct-28	948	2,016,496.36
5-May-26	3,000,000.00	4.7950	GSB Snr FRN (Nov28) BBSW+0.93%	BBB+	3-Nov-28	979	3,008,792.03
18-May-26	2,000,000.00	4.9872	NAB Snr FRN (Nov28) BBSW+1.03%	AA-	16-Nov-28	992	2,027,212.53
27-May-26	3,500,000.00	5.0161	BOz Snr FRN (Nov28) BBSW+1.03%	BBB+	27-Nov-28	1,003	3,503,604.49
5-May-26	2,000,000.00	4.8926	ANZ Snr FRN (Feb29) BBSW+0.96%	AA-	5-Feb-29	1,073	2,026,334.10
14-May-26	600,000.00	5.8072	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB+	14-Feb-29	1,082	616,414.99
14-May-26	3,000,000.00	5.8072	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB+	14-Feb-29	1,082	3,082,074.95
19-Mar-26	1,500,000.00	4.7075	SUN Snr FRN (Mar29) BBSW+0.98%	AA-	13-Mar-29	1,109	1,528,134.04
23-Mar-26	2,800,000.00	4.6275	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	22-Mar-29	1,118	2,847,857.25
30-Apr-26	2,500,000.00	5.1162	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,157	2,545,537.74
30-Apr-26	4,000,000.00	5.1162	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,157	4,072,860.38
18-Mar-26	5,000,000.00	4.5820	ANZ Snr FRN (Jun29) BBSW+0.86%	AA-	18-Jun-29	1,206	5,080,095.00
14-May-26	3,100,000.00	4.7772	NAB Snr FRN (Nov29) BBSW+0.82%	AA-	14-Nov-29	1,355	3,121,828.55
28-May-26	3,000,000.00	4.8161	BEN Cov FRN (Nov29) BBSW+0.83%	A-	28-Nov-29	1,369	3,016,151.69
21-Apr-26	2,000,000.00	4.9792	NPBS Snr FRN (Jan30) BBSW+1.25%	BBB+	21-Jan-30	1,423	2,026,740.48
18-Mar-26	3,200,000.00	4.5520	NAB Snr FRN (Mar30) BBSW+0.83%	AA-	18-Mar-30	1,479	3,245,148.80
21-May-26	850,000.00	4.9235	SUN Snr FRN (May30) BBSW+0.93%	AA-	21-May-30	1,543	856,510.44
13-Mar-26	2,800,000.00	4.6620	ING Snr FRN (Jun30) BBSW+0.95%	A	13-Jun-30	1,566	2,847,424.10
15-Apr-26	3,500,000.00	4.4654	CBA Snr FRN (Jan31) BBSW+0.74%	AA-	15-Jan-31	1,782	3,521,118.12
23-Apr-26	3,600,000.00	4.9385	NPBS Snr FRN (Jan31) BBSW+1.13%	BBB+	23-Jan-31	1,790	3,621,622.14
23-Apr-26	4,400,000.00	4.9385	NPBS Snr FRN (Jan31) BBSW+1.13%	BBB+	23-Jan-31	1,790	4,426,427.06
12-May-26	2,500,000.00	4.6364	WBC Snr FRN (Feb31) BBSW+0.68%	AA-	12-Feb-31	1,810	2,500,826.05
<b>Totals</b>	<b>121,520,000.00</b>	<b>4.9285</b>					<b>122,823,760.05</b>

## STATEMENT OF FINANCIAL INVESTMENTS AS AT 28 FEBRUARY 2026 (Cont.)

<b>Term Deposits</b>							
	<b>Face Value</b>	<b>Current Yield</b>	<b>Borrower</b>	<b>Credit Rating</b>	<b>Maturity</b>	<b>Term of Investment</b>	<b>Current Value</b>
	3,000,000.00	4.6300	Westpac Group	AA-	3-Mar-26	3	3,035,771.51
	3,000,000.00	4.2100	National Australia Bank	AA-	10-Mar-26	10	3,071,281.64
	2,000,000.00	4.2000	Bank of Queensland	A-	17-Mar-26	17	2,038,202.74
	3,000,000.00	4.3300	Suncorp Bank	AA-	24-Mar-26	24	3,088,616.71
	2,000,000.00	4.1700	Bank of Queensland	A-	31-Mar-26	31	2,061,921.64
	2,000,000.00	4.6000	Westpac Group	AA-	7-Apr-26	38	2,000,504.11
	2,000,000.00	4.1800	National Australia Bank	AA-	14-Apr-26	45	2,045,808.22
	3,000,000.00	4.2700	Suncorp Bank	AA-	21-Apr-26	52	3,087,388.77
	2,000,000.00	4.2200	National Australia Bank	AA-	28-Apr-26	59	2,064,282.74
	2,000,000.00	4.1500	Bank of Queensland	A-	5-May-26	66	2,061,852.05
	3,000,000.00	4.3300	Bank of Queensland	A-	12-May-26	73	3,033,097.81
	3,000,000.00	4.0500	National Australia Bank	AA-	26-May-26	87	3,082,220.55
	2,000,000.00	4.0900	Westpac Group	AA-	2-Jun-26	94	2,019,945.75
	2,000,000.00	4.1800	National Australia Bank	AA-	9-Jun-26	101	2,040,769.32
	2,000,000.00	4.1900	Suncorp Bank	AA-	16-Jun-26	108	2,038,111.78
	3,000,000.00	4.2500	Bank of Queensland	A-	17-Jun-26	109	3,047,506.85
	2,000,000.00	4.3000	Westpac Group	AA-	23-Jun-26	115	2,002,120.55
	2,000,000.00	4.1000	National Australia Bank	AA-	30-Jun-26	122	2,042,010.96
	2,000,000.00	4.4000	Bank of Queensland	A-	30-Jun-26	122	2,022,421.92
	2,000,000.00	4.0900	National Australia Bank	AA-	7-Jul-26	129	2,041,236.16
	3,000,000.00	4.1700	National Australia Bank	AA-	14-Jul-26	136	3,069,233.42
	2,000,000.00	4.1900	Suncorp Bank	AA-	21-Jul-26	143	2,038,111.78
	2,000,000.00	4.1000	National Australia Bank	AA-	28-Jul-26	150	2,042,010.96
	3,000,000.00	4.1800	National Australia Bank	AA-	11-Aug-26	164	3,061,153.97
	3,000,000.00	4.1800	National Australia Bank	AA-	1-Sep-26	185	3,061,153.97
	2,000,000.00	4.1200	Westpac Group	AA-	8-Sep-26	192	2,000,451.51
	2,000,000.00	4.0800	Westpac Group	AA-	22-Sep-26	206	2,002,235.62
	3,000,000.00	4.0900	Westpac Group	AA-	29-Sep-26	213	3,000,672.33
	4,000,000.00	4.6500	The Mutual	BBB	6-Oct-26	220	4,183,961.64
	3,000,000.00	4.0700	Westpac Group	AA-	13-Oct-26	227	3,000,669.04
	3,000,000.00	4.7300	National Australia Bank	AA-	3-Nov-26	248	3,001,943.84
	3,000,000.00	4.7700	Bank of Queensland	A-	3-Nov-26	248	3,004,312.60
	3,000,000.00	4.8900	Bank of Queensland	A-	3-Nov-26	248	3,001,205.75
	3,000,000.00	4.4200	Westpac Group	AA-	17-Nov-26	262	3,037,781.92
	5,000.00	4.2500	National Australia Bank	AA-	24-Nov-26	269	5,055.89
	2,000,000.00	4.0400	Westpac Group	AA-	24-Nov-26	269	2,002,213.70
	3,000,000.00	4.4200	Westpac Group	AA-	1-Dec-26	276	3,037,781.92
	3,000,000.00	4.3800	Westpac Group	AA-	8-Dec-26	283	3,034,560.00
	2,000,000.00	4.0400	Westpac Group	AA-	15-Dec-26	290	2,002,213.70
	3,000,000.00	4.3600	Westpac Group	AA-	22-Dec-26	297	3,036,193.97
	2,000,000.00	4.7900	National Australia Bank	AA-	29-Dec-26	304	2,001,312.33
	2,000,000.00	4.9000	Bank of Queensland	A-	29-Dec-26	304	2,000,805.48
	2,000,000.00	4.6000	Westpac Group	AA-	5-Jan-27	311	2,020,416.44
	2,000,000.00	4.6000	Westpac Group	AA-	12-Jan-27	318	2,020,416.44
	3,000,000.00	4.5500	Commonwealth Bank of Australia	AA-	19-Jan-27	325	3,014,584.93
	4,000,000.00	4.7500	The Mutual	BBB	16-Feb-27	353	4,001,041.10
	3,000,000.00	4.9000	Bank of Queensland	A-	23-Mar-27	388	3,001,208.22
	3,000,000.00	4.6000	Westpac Group	AA-	25-May-27	451	3,001,890.41
<b>Totals</b>	<b>120,005,000.00</b>	<b>4.3717</b>					<b>121,609,664.66</b>
<b>Grand Totals</b>	<b>253,121,662.99</b>						<b>256,110,068.73</b>

### 14.3 Draft Policy Review and Awarding of Rate Subsidy to Community Groups – 2024/25, 2025/26 and 2026/27

<b>FILE NO:</b>	<b>10/5/26</b>
<b>ATTACHMENTS:</b>	<ol style="list-style-type: none"> <li><b>1. Draft Rates Subsidy for Community Groups Policy 2.0</b></li> <li><b>2. Adopted Rates Subsidy for Community Groups Policy 2021</b></li> </ol>
<b>RESPONSIBLE OFFICER:</b>	<b>Executive Manager Finance</b>
<b>AUTHOR:</b>	<b>Manager Financial Services</b>
<b>MAITLAND'S FUTURE</b>	<b>4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.1.3 Transparent decision making</b>

#### EXECUTIVE SUMMARY

*Council's Rate Subsidy for Community Groups Policy enables provision of an annual rates subsidy to not-for-profit community organisations delivering benefits to the Maitland community.*

*This report outlines the subsidy to be awarded for 2024/25, 2025/26 and 2026/27 and seeks Council endorsement to place the updated policy (attachment 1) on public exhibition.*

#### OFFICER'S RECOMMENDATION

##### THAT

- 1. The applications made under Council's Rate Subsidy for Community Groups Policy for 2024/25, 2025/26 and 2026/27 are approved as outlined in the body of this report.**
- 2. Council endorses the Draft Rate Subsidy for Community Groups Policy 2.0 (Attachment 1) to be placed on public exhibition for a period of 28 days.**
- 3. Should there be no submissions of objection:**
  - a) Council adopts the Rate Subsidy for Community Groups Policy.**
  - b) Council delegates authority to the General Manager to approve any minor amendments to the Policy. Any significant changes will be the subject of a further report to Council for consideration.**

#### REPORT

Council's Rate Subsidy for Community Groups Policy provides for the allocation of an annual rate subsidy to eligible community organisations. Due to administrative constraints, there has been a delay in processing and granting the subsidy for the 2024/25 and 2025/26 financial years, with the subsidy for 2026/27 to be processed in line with normal timeframes. As the organisations have continued to meet the eligibility criteria under the policy, Council is able to approve the subsidy retrospectively for these financial years.

---

DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 (Cont.)

The Policy (attachment 2) has since been reviewed and updated (attachment 1) to streamline the assessment and approval process, reducing administrative burden for both Council and applicants.

Twelve applicants have previously applied for the subsidy and were assessed by Council officers as meeting the eligibility criteria, including alignment with the Community Strategic Plan, financial sustainability, not-for-profit status and ownership of the rateable land they occupy.

The policy establishes a subsidy level of 50% of general and special rates for eligible applicants.

The applicants outlined in the following table have been assessed by Council officers as qualifying for the subsidy:

	Applicant	Property Address	Met all criteria
1	East Maitland Branch, CWA of NSW	162 George Street, East Maitland NSW 2323	Yes
2	Maitland RSL Sub-Branch	3 Bulwer Street, Maitland NSW 2320	Yes
3	Maitland Repertory Theatre Incorporated	244 High Street, Maitland NSW 2320	Yes
4	Endeavour Rowing Club	273 Duckenfield Rd, Berry Park NSW 2321	Yes
5	Donkey Welfare with Heart Inc	410 Duckenfield Rd, Berry Park NSW 2321	Yes
6	Maitland Branch, CWA of NSW	46 Church Street, Maitland NSW 2320	Yes
7	Hunter River Agricultural and Horticultural Association	50 Blomfield Street, Maitland NSW 2320	Yes
8	Millers Forest Progress Association Incorporated	105 Scotch Creek Road, Millers Forest NSW 2324	Yes
9	Lodge Wallis Plains No 4 (Freemasons)	Victoria Street, Maitland NSW 2320	Yes
10	Maitland Rugby Club	51 Glenarvon Road, Lorn NSW 2320	Yes
11	East Maitland Preschool Association Incorporated	137 George St, East Maitland NSW 2323	Yes
12	Maitland Bridge Club Incorporated	12-16 Wallace Street, South Maitland NSW 2320	Yes

Based on the above assessment, it is recommended that all twelve applicants are awarded the Rate Subsidy for Community Groups for 2024/25, 2025/26 and 2026/27.

## CONCLUSION

It is recommended that the twelve eligible organisations identified in this report are awarded the subsidy for 2024/25, 2025/26 and 2026/27 in line with the assessment undertaken by Council officers.

---

DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 (Cont.)

The twelve community organisations will be advised of the awarding of the subsidy and adjustments will be made to the rates levied for 2024/25, 2025/26 and 2026/27 in accordance with Council's policy.

### **FINANCIAL IMPLICATIONS**

While the rate subsidy represents a cost of approximately \$35,000 per annum, the expenditure is provided for within Council's adopted budget and forward estimates. Funding has been included in the 2025/26 Operational Plan and the draft 2026/27 Operational Plan.

### **POLICY IMPLICATIONS**

This report proposes an updated Rate Subsidy for Community Groups Policy to streamline administration of the subsidy program. The revised policy will be placed on public exhibition prior to adoption by Council.

### **STATUTORY IMPLICATIONS**

The subsidy is provided in accordance with Section 356 of the Local Government Act 1993, which enables Council to provide financial assistance to community organisations.

## **Finance**

# **Draft Policy Review and Awarding of Rate Subsidy to Community Groups – 2024/25, 2025/26 and 2026/27**

## **Draft Rates Subsidy for Community Groups Policy 2.0**

**Meeting Date: 17 March 2026**

**Attachment No: 1**

**Number of Pages: 5**

## Rates Subsidy for Community Groups

**Date Adopted:**

**Version:** 2.0

### Policy Objectives

The objectives of this policy are to:

- Establish guidelines and criteria for provision of an annual rate subsidy to not-for-profit community organisations delivering benefits to the Maitland community under Section 356 of the Local Government Act 1993;
- Ensure transparency in the establishment of an annual financial allocation and determination of a rate subsidy across qualifying applicants by the elected Council, as per Section 377 of the Local Government Act 1993;
- Following Council resolution, document the administration process for the application of the subsidy against qualifying rate assessments prior to issue each year.

### Policy Scope

This policy applies to Council officers undertaking the assessment and **periodic review** of rates subsidies for eligible community organisations for the determination of the elected Council, including initial application, eligibility assessment, reporting to Council, decision-making **and ongoing administration of approved subsidies**.

This policy applies to rates subsidy-related matters only and operates distinctly and separately from Council's Section 356 Community Grants Policy.

### Policy Statement

Council recognises that there are a wide range of community groups providing valuable services and facilities to Maitland residents, some of which are required to pay rates. Rating exemptions available under current rate legislation are expressly defined and do not enable exemptions for all not-for-profit community groups operating across the **Local Government Area**.

This policy has been developed to provide a transparent mechanism by which community organisations contributing to the provision of services and facilities aligned to the outcomes of Council's Community Strategic Plan and Council's values can seek an annual subsidy to contribute to offsetting the cost of rates.

**Once approved by Council, eligible organisations may continue to receive the subsidy while they meet the eligibility criteria outlined in this policy and subject to Council resolution and Council's annual budget allocation.**

---

**DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 (Cont.)****1. Eligibility Criteria**

Incorporated not-for-profit groups located in the Maitland LGA, and providing services, activities or a facility to residents of the LGA and being the rateable owner of the land on which they operate, are eligible to make a rates subsidy application.

Applicants must demonstrate the alignment of their group's service/activity/facility with the Community Strategic Plan and Council's values through provision of their Constitution, Terms of Reference or similar.

Applicants must demonstrate they are financially sustainable through provision of evidence such as financial statements.

Applicants with an existing non-rating related debt with Council are excluded from the program.

Approved organisations must notify Council of any material change that may affect their eligibility under this policy, including changes to ownership of the land, organisational status, financial viability, or the nature of services provided.

**2. Assessment Principles**

Applications will be assessed against:

- Demonstrated community benefit;
- The organisation's financial capacity and sustainability;
- The primary use of the land; and
- Alignment with Council's strategic and financial objectives.

Applicants must provide sufficient information to enable Council to determine eligibility.

**3. Application**

Applications will be invited via Council's website. Community organisations will be required to lodge their application via completion of a web form and uploading of supporting documentation.

An application is required for initial assessment only. Once approved, organisations will continue to receive the subsidy while they remain eligible and Council maintains an annual funding allocation for the program.

Council may periodically request updated information from approved organisations to confirm continued eligibility.

**4. Assessment**

Council officers will assess each application, with a report prepared incorporating recommendations for consideration of the elected Council. A recommendation will be provided to Council to formally resolve the granting of the subsidy to each applicant.

---

**DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 (Cont.)**

Potential conflicts of interest must be declared and managed in line with Council's Code of Conduct.

Council may review approved subsidies periodically to ensure ongoing alignment with eligibility criteria and the intent of this policy.

### **5. Funding Available**

A funding allocation will be made under this policy each year and incorporated into the Operational Plan as adopted by Council.

Continuation of subsidies is subject to Council approving funding for the program through the annual Operational Plan.

### **6. Allocation of Funds**

Eligible applicants will have 50% of their general and any applicable special rates subsidised.

### **7. Notification and Application of Subsidy to Assessment**

All applicants will be formally advised of the outcome of their application following Council's determination.

The subsidy to be provided against each assessment will be applied on the annual assessment notice prior to it being issued in July.

For approved organisations, the subsidy will continue to be applied annually while eligibility criteria continue to be met and funding is approved through the Operational Plan.

### **8. Interaction with Hardship & Debt Recovery policies**

Rates Subsidies provide proactive community support and operate separately from:

- Financial Hardship (reactive support);
- Fee Waiver arrangements; and
- Debt Recovery processes.

Approval of a subsidy does not prevent recovery action where rate obligations remain unpaid and no hardship arrangement is in place.

### **9. Roles & Responsibilities**

#### **Elected Council**

- Approves all rates subsidy applications.

---

**DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 (Cont.)**

- Formally resolves the granting of subsidies based on officer recommendations.
- Ensures transparency, equity, and accountability in subsidy allocation.

**Executive Manager Finance**

- Provides policy governance and financial oversight.
- Ensures assessments are consistent, auditable, and aligned with Council's financial policies.
- Monitors the overall financial impact of subsidies on Council budgets.

**Financial Services**

- Undertake eligibility and evidence verification.
- Review land use and compliance with policy requirements.
- Conduct financial impact assessments and prepare recommendations for Council.
- Apply approved subsidies to rate accounts.
- Monitor ongoing compliance and ensure re-application where necessary.
- Maintain records for audit and reporting purposes.

**Community Organisations / Applicants**

- Submit accurate and complete applications via the Council web form.
- Provide supporting documentation as required (financial statements, governing documents, evidence of community benefit).
- Notify Council promptly of any changes to circumstances that may affect eligibility.
- Comply with all conditions attached to the subsidy.

**Policy Definitions**

- **Rates Subsidy:** A proactive reduction in rates and annual charges approved by Council for eligible community organisations.
- **Community / Not-for-Profit Organisation:** An incorporated association, registered charity or community group operating for community, cultural, sporting, welfare or charitable purposes.
- **Financial Hardship:** A reactive situation where an organisation is unable to meet payment obligations due to exceptional circumstances (assessed under a separate policy).
- **Rateable Land:** Land subject to rates under the Local Government Act 1993.

## DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 (Cont.)

**Policy Administration**

<b>Business Group:</b>	Finance
<b>Responsible officer:</b>	Manager Financial Services
<b>Council reference:</b>	
<b>Policy review date:</b>	This policy will be reviewed <b>every three (3) years</b> , or earlier if: <ul style="list-style-type: none"> <li>Legislative changes occur;</li> <li>Council's Financial Hardship &amp; Fee Waiver Policy or Debt Recovery Policy is amended; or</li> <li>Council directs an earlier review.</li> </ul>
<b>File number:</b>	117/1
<b>Relevant legislation</b>	<ul style="list-style-type: none"> <li>Local Government Act 1993</li> <li>Local Government (General) Regulation 2021</li> <li>Privacy and Personal Information Protection Act 1998</li> </ul>
<b>Related documents</b>	<ul style="list-style-type: none"> <li>Financial Hardship policy</li> <li>Fee Waiver Policy</li> <li>Debt Recovery Policy</li> <li>Revenue Policy</li> <li>Fees &amp; Charges Policy</li> </ul>

**Policy History**

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	28 September 2021	New policy adopted
2.0		Policy reviewed and adopted

## **Finance**

# **Draft Policy Review and Awarding of Rate Subsidy to Community Groups – 2024/25, 2025/26 and 2026/27**

## **Adopted Rates Subsidy for Community Groups Policy 2021**

**Meeting Date: 17 March 2026**

**Attachment No: 2**

**Number of Pages: 3**

## DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 (Cont.)



**DATE ADOPTED: 28 SEPTEMBER 2021**

**VERSION: 1.0**

## **POLICY OBJECTIVES**

The objectives of this policy are to:

- Establish guidelines and criteria for provision of an annual rate subsidy to not-for-profit community organisations delivering benefits to the Maitland community under Section 356 of the *Local Government Act 1993*;
- Ensure transparency in the establishment of an annual financial allocation and determination of a rate subsidy across qualifying applicants by the elected Council, as per Section 377 of the *Local Government Act 1993*;
- Following Council resolution, document the administration process for the application of the subsidy against qualifying rate assessments prior to issue each year.

## **POLICY SCOPE**

This policy applies to Council officers undertaking assessment of annual applications for a rates subsidy from eligible community organisations for the determination of the elected Council in April each year, including the application process, assessment, reporting to Council, decision-making, implementation and process administration.

This policy applies to rates subsidy-related matters only and operates distinctly and separately from Council's Section 356 Community Grants Policy.

## **POLICY STATEMENT**

Council recognises that there is a wide range of community groups providing valuable services and facilities to Maitland residents, some of which are required to pay rates. Rating exemptions available under current rate legislation are expressly defined, and do not enable exemptions for all not-for-profit community groups operating across city.

This policy has been developed to provide a transparent mechanism by which community organisations contributing to the provision of services and facilities aligned to the outcomes of Council's community strategic plan and Council's values can seek an annual subsidy to contribute to offsetting the cost of rates.

### **1. ELIGIBILITY**

---

**DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 (Cont.)**

Incorporated not-for-profit groups located in the Maitland LGA, and providing services, activities or a facility to residents of the LGA and being the rateable owner of the land on which they operate, are eligible to make a rates subsidy application.

Applicants must demonstrate the alignment of their group's service/activity/facility with the community strategic plan and Council's values through provision of their Constitution, Terms of Reference or similar.

Applicants must demonstrate they are financially sustainable through provision of evidence such as financial statements.

Applicants with an existing non-rating related debt with Council are excluded from the program.

## **2. APPLICATION**

Applications will open via Council's website in November each year and be promoted via a range of Council communication channels.

Community organisations will be required to lodge their application via completion of a web form and uploading of supporting documentation by the end of February each year.

The application is for a single year only and must be reapplied for annually.

## **3. ASSESSMENT**

Council officers will assess each application, with a report prepared incorporating recommendations for consideration of the elected Council in April. All applications and a recommendation will be provided to council to formally resolve the granting of the subsidy to each applicant.

Potential conflicts of interest must be declared and managed in line with Council's Code of Conduct.

## **4. FUNDING AVAILABLE**

A funding allocation will be made under this policy each year and incorporated into the Operational Plan as and when adopted by Council.

## **5. ALLOCATION OF FUNDS**

Eligible applicants will have 50% of their general and any applicable special rates subsidised.



## DRAFT POLICY REVIEW AND AWARDING OF RATE SUBSIDY TO COMMUNITY GROUPS – 2024/25, 2025/26 AND 2026/27 (Cont.)

### 6. NOTIFICATION AND APPLICATION OF SUBSIDY TO ASSESSMENT

All applicants will be formally advised of the outcome of their application by the end of June, following adoption of the annual Operational Plan. The subsidy to be provided against each assessment will be applied on the annual assessment notice prior to it being issued in July.

### POLICY ADMINISTRATION

BUSINESS GROUP	Strategy, Performance and Business Systems
RESPONSIBLE OFFICER	Group Manager Strategy, Performance and Business Systems
COUNCIL REFERENCE	Ordinary Meeting 28 September 2021
POLICY REVIEW DATE	Three (3) years from date of adoption
RELEVANT LEGISLATION	<i>Local Government Act 1993</i> Sections 356, 377, 560
RELATED POLICIES/PROTOCOLS	Operational Plan Revenue Policy Code of Conduct

### POLICY HISTORY

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
Version 1.0	28 September 2021	New policy adopted



---

## 15 Items for Information

### 15.1 Audit Risk & Improvement Committee (ARIC) Meeting Minutes - 11.11.25

FILE NO:	81/26
ATTACHMENTS:	1. ARIC Minutes - 11.11.25
RESPONSIBLE OFFICER:	Executive Manager People and Performance Manager Enterprise Risk, Health and Safety
AUTHOR:	Senior Risk and Audit Officer
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

---

#### EXECUTIVE SUMMARY

*The Audit Risk & Improvement Committee (ARIC) meeting was held on 11 November 2025. The minutes of the meeting are submitted to Council for information.*

#### OFFICER'S RECOMMENDATION

**THAT Council note the minutes from the ARIC meeting of 11 November 2025.**

#### REPORT

The adopted minutes of the ARIC meeting held on 11 November 2025 are attached for information.

ARIC considered a range of reports at the November meeting including notification that the Audit Office of NSW Final Management Letter and 1<sup>st</sup> Quarter Budget Update would be provided out of session to the Committee.

ARIC was also provided with an update on the Capital Works and Cemeteries audits, and endorsement was given for the Property audit report. The ARIC Terms of Reference was reviewed along with endorsement for the 2024-2025 ARIC Annual Report.

The meeting was attended by Council's External Audit partner, Prosperity, and Internal Audit provider, PKF, and a representative from the Audit Office of NSW.

#### CONCLUSION

Council's ARIC met on 11 November 2025 and the endorsed minutes are attached.

## **Items for Information**

# **Audit Risk & Improvement Committee (ARIC) Meeting Minutes – 11.11.25**

## **ARIC Minutes – 11.11.25**

**Meeting Date: 17 March 2026**

**Attachment No: 1**

**Number of Pages: 28**

# Audit Risk and Improvement Committee Minutes

**maitland**  
CITY COUNCIL

## TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	ACKNOWLEDGEMENT OF COUNTRY .....	1
2	GOVERNANCE.....	1
2.1	APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE.....	1
2.2	DISCLOSURE OF INTEREST .....	2
3	COMMITTEE WORKPLAN .....	3
3.1	WORK PLAN .....	3
4	MINUTES OF PREVIOUS MEETING .....	4
4.1	MINUTES OF THE OCTOBER 2025 MEETING .....	4
5	ACTIONS ARISING .....	5
5.1	ACTIONS ARISING .....	5
6	CONFIDENTIAL REPORTS .....	6
6.1	EXTERNAL AUDIT UPDATE .....	6
6.2	BUDGET REVIEW - 1ST QTR 2025/26 - PERIOD ENDED 30 SEPTEMBER 2025.....	7
6.3	INTERNAL AUDIT UPDATE .....	8
6.4	ARIC - TERMS OF REFERENCE - REVIEW.....	10
6.5	ARIC - ANNUAL REPORT 2024-2025.....	11
6.6	ENTERPRISE RISK MANAGEMENT PROGRAM.....	12
6.7	WHS UPDATE - 1ST QTR .....	13
6.8	RISK, INSURANCE & INCIDENT UPDATE - 1ST QTR .....	14
6.9	MAITLAND CITY COUNCIL ANNUAL REPORT 2023-24.....	15
6.10	PROGRESS REPORT Q1 FY25-26 .....	16
6.11	SERVICE REVIEW UPDATE.....	17
6.12	SERVICE PRESENTATION - AQUATICS.....	18
6.13	SERVICE PRESENTATION - ROADS TRANSPORT & DRAINAGE.....	19
6.14	IT DISASTER RECOVERY .....	20

AUDIT RISK & IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES - 11.11.25 (Cont.)

6.15	CYBER SECURITY FRAMEWORK - UPDATE .....	21
6.16	DATA MANAGEMENT.....	22
6.17	GOVERNANCE FRAMEWORK UPDATE .....	24
7	GENERAL BUSINESS .....	25
8	NEXT MEETING .....	25
9	CLOSURE .....	25

## AUDIT RISK &amp; IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES - 11.11.25 (Cont.)

**PRESENT**

Dave Pendleton, Chair  
Jennifer Leslie, Independent Member  
Ben Lawson, Independent Member (via teams)  
Cr Sally Halliday

General Manager, Jeff Smith  
Chief Audit Executive, Tiffany Green (via teams)

**External Representatives**

Audit Office of NSW, Cassie Malone (via teams)  
Prosperity, Nestor Tindugan (via teams)  
PKF, Amy Daley

**Council representatives**

Manager Enterprise Risk, Health & Safety, Leisa Tate  
Senior Risk & Audit Officer, Donna Morris  
Acting Manager Finance, Kelly Arnott  
Manager Financial Reporting, Michael Burfitt  
Director City Services, Jason Linnane  
Manager Asset Strategy & Engineering, Stephen Smith  
Manager Works, Ashley Kavanagh  
Manager Community & Recreation, Darren Crumpler  
Executive Manager Customer & Digital Services, Mark Margin  
Manager Digital & Customer Programs, Jeff Nowland  
Manager Enterprise Architecture, Ned Scopulovic  
Coordinator Digital Systems & Services, Peter Newsome  
Coordinator Cyber Security, Josh Lawrence  
Acting Manager Corporate Performance & Engagement, Michelle Ayoub  
Corporate Strategy Coordinator, Jenna Parkinson  
Performance & Engagement Coordinator, Rachna Sangwan  
OGM Office Manager, Linda McLaren  
Team Leader OGM, Kelsie Wilson

**1 ACKNOWLEDGEMENT OF COUNTRY**

The Chair read the Acknowledgement of Country.

**2 GOVERNANCE****2.1 APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE**

AUDIT RISK & IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES - 11.11.25 (Cont.)

**COMMITTEE RESOLUTION**

**THAT the apology received for the unavoidable absence of Steve Meyn and David Hutchison (PKF) and Alex Hardy (Prosperity) be accepted and leave of absence granted.**

**Moved: Jennifer Leslie   Seconded: Ben Lawson**

**COMMITTEE RESOLUTION**

**THAT the remote attendance of Ben Lawson, Tiffany Green, Cassie Malone & Nestor Tindugan be accepted.**

**Moved: Jennifer Leslie   Seconded: Ben Lawson**

**2.2 DISCLOSURE OF INTEREST**

Nil

### 3 COMMITTEE WORKPLAN

#### 3.1 WORK PLAN

**FILE NO:** 81/26  
**ATTACHMENTS:** 1. Work Plan - 2025-2026  
**RESPONSIBLE OFFICER:** Executive Manager People and Performance  
**AUTHOR:** Senior Risk and Audit Officer  
Manager Enterprise Risk, Health and Safety  
**MAITLAND +10** Outcome 4 Achieving together  
**COUNCIL OBJECTIVE:** 4.3.2 Culture of improvement and innovation

---

#### ITEM SUMMARY

*Attached is the 2025/2026 Work Plan. The Work Plan can also be found on the ARIC Hub.*

Noted

#### COMMITTEE RESOLUTION

Noted

## 4 MINUTES OF PREVIOUS MEETING

### 4.1 MINUTES OF THE OCTOBER 2025 MEETING

FILE NO:	81/26
ATTACHMENTS:	1. ARIC Meeting - 14.10.25 - Minutes - Draft
RESPONSIBLE OFFICER:	Executive Manager People and Performance
AUTHOR:	Senior Risk and Audit Officer Manager Enterprise Risk, Health and Safety
MAITLAND +10	Outcome 4 Achieving together
COUNCIL OBJECTIVE:	4.3.2 Culture of improvement and innovation

---

#### ITEM SUMMARY

*Draft minutes of the October 2025 meeting attached. The draft minutes can also be found on the ARIC Hub.*

#### COMMITTEE RESOLUTION

**THAT the minutes from the ARIC meeting of October 2025 be endorsed, with a minor amendment to the position of Executive Manager Finance (Kelly Arnott to be shown as Acting Executive Manager Finance).**

**Moved: Jennifer Leslie   Seconded: Ben Lawson**

## 5 ACTIONS ARISING

### 5.1 ACTIONS ARISING

FILE NO:	81/26
ATTACHMENTS:	1. Actions Arising - Open Actions
RESPONSIBLE OFFICER:	Executive Manager People and Performance
AUTHOR:	Senior Risk and Audit Officer Manager Enterprise Risk, Health and Safety
MAITLAND +10	Outcome 4 Achieving together
COUNCIL OBJECTIVE:	4.3.2 Culture of improvement and innovation

---

#### ITEM SUMMARY

The Actions Arising report from Cascade is attached.

Open Actions:

**2024.12.02 – Internal Audit Update** – ARIC requested that all actions for IA2022 Rates & Charges be completed by end March 2025 (Annette Peel)

#### COMMITTEE RESOLUTION

**THAT the Actions Arising report be noted, including the overdue IA2022 Rates & Charges action, which will be followed up by the Acting Executive Manager Finance.**

**Moved: Ben Lawson   Seconded: Jennifer Leslie**

## 6 CONFIDENTIAL REPORTS

### 6.1 EXTERNAL AUDIT UPDATE

FILE NO:	81/26
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Acting Executive Manager Finance
AUTHOR:	Manager Financial Reporting
MAITLAND +10	Outcome 4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

---

#### EXECUTIVE SUMMARY

*The Final Management Letter for the financial year ended 30 June 2025 provides an overview of matters to be reported to Council by the external auditor, the Audit Office of New South Wales, that were identified during the finalization of the audit of Council's financial statements.*

*At the time of the finalisation of the agenda the management letter has not been completed for issue by the external auditor, Audit Office of NSW. Once this letter is made available it will be issued as an out of session report to the Committee.*

#### OFFICER'S RECOMMENDATION

THAT

ARIC notes the content of this report.

#### COMMITTEE RESOLUTION

THAT

ARIC noted the content of this report and that the Final Management Letter of the Audit Office of NSW would be provided to ARIC at the next meeting.

Moved: Jennifer Leslie    Seconded: Ben Lawson

**6.2 BUDGET REVIEW - 1ST QTR 2025/26 - PERIOD ENDED 30 SEPTEMBER 2025**

<b>FILE NO:</b>	<b>2/8</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Acting Executive Manager Finance</b>
<b>AUTHOR:</b>	<b>Manager Financial Reporting</b>
<b>MAITLAND +10</b>	<b>Outcome 4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.1.3 Transparent decision making</b>

---

**EXECUTIVE SUMMARY**

*Due to the timetable for ARIC meeting the Budget Review – 1st Qtr 2025/26 report for the period to 30 September 2025 has not been finalised at the time the agenda was issued. This report will be circulated out of session once it has been finalised.*

*The Quarterly Budget Review Statement (QBRS) presents a summary of Council's financial position at the end of each quarter. It is a mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan (original budget) and the last revised budget, along with recommended changes and reasons for major variances.*

*An analysis will be made available with the finalised report.*

**OFFICER'S RECOMMENDATION****THAT****ARIC notes the report.****COMMITTEE RESOLUTION****THAT****ARIC noted the report and that the quarterly budget update will be provided out of session to the Committee.****Moved: Ben Lawson Seconded: Jennifer Leslie**

### 6.3 INTERNAL AUDIT UPDATE

FILE NO:	81/17/6
ATTACHMENTS:	1. PKF - IA2026 Plan 2. IA2025 - Property Report
RESPONSIBLE OFFICER:	Executive Manager People and Performance
AUTHOR:	Senior Risk and Audit Officer Manager Enterprise Risk, Health and Safety
MAITLAND +10	Outcome 4 Achieving together
COUNCIL OBJECTIVE:	4.3.2 Culture of improvement and innovation

---

#### EXECUTIVE SUMMARY

*Internal audit (IA) is an independent, objective assurance and consulting activity designed to add value and improve Council's operations. The IA program supports Council in accomplishing its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.*

#### OFFICER'S RECOMMENDATION

##### THAT ARIC

1. Consider and note the IA program update.
2. Consider and endorse the IA2026 Plan.
3. Consider and note the IA2025 TechOne Implementation audit update.
4. Consider and note the IA2024 Capital Works audit update.
5. Consider and note the IA2025 Cemeteries audit update.
6. Consider and note the IA2025 Property report.

**COMMITTEE RESOLUTION****THAT ARIC**

1. Considered and noted the IA program update and that Acting Executive Manager Finance would provide an out of session update on the overdue IA2022 Rates & Charges action.
2. Considered and endorsed the IA2026 Plan noting that PKF would review the assurance mapping, including taking on the suggestion to revisit risk high areas of change, eg payroll, as a result of TechOne, revisit timing of Long Term Financial Plan Sustainability and WHS, and report to ARIC at the next meeting.
3. Considered and noted the IA2025 TechOne Implementation audit update.
4. Considered and noted the IA2024 Capital Works audit update, and asked that a report be provided at the next ARIC meeting summarising the outstanding actions and projected completion dates on overdue capital works actions, and then seek endorsement from ARIC to modify any due dates.
5. Considered and noted the IA2025 Cemeteries audit update and acknowledged that risk assessments will be done on all Cemeteries by end December 2025.
6. Considered and noted the IA2025 Property report from PKF.

Moved: Jennifer Leslie   Seconded: Ben Lawson

**6.4 ARIC – TERMS OF REFERENCE – REVIEW**

<b>FILE NO:</b>	<b>35/1</b>
<b>ATTACHMENTS:</b>	<b>1. ARIC - Terms of Reference v4 - Draft</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Executive Manager People and Performance</b>
<b>AUTHOR:</b>	<b>Senior Risk and Audit Officer Manager Enterprise Risk, Health and Safety</b>
<b>MAITLAND +10</b>	<b>Outcome 4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.3 Resilient future</b>

---

**EXECUTIVE SUMMARY**

*As per the OLG Guidelines, the Audit, Risk and Improvement Committee (ARIC) Terms of Reference must be reviewed annually. Following recent changes to an Independent Committee Member's tenure, the Terms of Reference is required to be updated.*

**OFFICER'S RECOMMENDATION****THAT****ARIC endorse the revised Terms of Reference (v4).****COMMITTEE RESOLUTION****THAT****ARIC endorsed the revised Terms of Reference (v4).****Moved: Ben Lawson   Seconded: Jennifer Leslie**

## AUDIT RISK &amp; IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES - 11.11.25 (Cont.)

**6.5 ARIC - ANNUAL REPORT 2024-2025**

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

---

**EXECUTIVE SUMMARY**

*The Annual Report provides commentary on the operations and activities of the Audit, Risk & Improvement Committee for 2024-2025.*

**OFFICER'S RECOMMENDATION****THAT****ARIC endorse the 2024-2025 ARIC Annual Report.****COMMITTEE RESOLUTION****THAT**

**ARIC endorsed the 2024-2025 ARIC Annual Report, with a minor change to show the eligible number of attendees / the number who attended and inclusion of an explanation of the council election and non-availability of a Councillor member of certain meetings.**

**Moved: Ben Lawson   Seconded: Jennifer Leslie**

## 6.6 ENTERPRISE RISK MANAGEMENT PROGRAM

FILE NO:	81/17/6
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Manager Enterprise Risk, Health and Safety
AUTHOR:	Risk Officer
MAITLAND +10	Outcome 4 Achieving together
COUNCIL OBJECTIVE:	4.3.2 Culture of improvement and innovation

---

### EXECUTIVE SUMMARY

*Maitland City Council understands it's requirements to plan for and manage growth and change, deliver on its objectives within the context of significant population, climate and urban change as well as increased legislative and regulatory compliance obligations and financial accountability.*

*With changes to the Local Government Act 1993 (4)s382, the Local Government (General) Regulation 2021 and the Guidelines for Risk Management and Internal Audit for Local Government in NSW, now require each Council in NSW to have a robust risk management framework that accurately identifies and mitigates the risks facing Council with its operation by 1 July 2024.*

*Maitland City Council is committed to taking a structured innovative approach to the management of risk throughout the organisation to promote and demonstrate good corporate governance, to minimise loss and maximise opportunities and to improve service provision.*

### OFFICER'S RECOMMENDATION

THAT

**ARIC note Council's continued implementation of the Enterprise Risk Management Program.**

### COMMITTEE RESOLUTION

**ARIC noted Council's continued implementation of the Enterprise Risk Management Program.**

**Moved: Jennifer Leslie   Seconded: Ben Lawson**

**6.7 WHS UPDATE - 1ST QTR**

<b>FILE NO:</b>	<b>130/50</b>
<b>ATTACHMENTS:</b>	<b>1. WHS - 1st Qtr - Jul Aug Sep</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Executive Manager People and Performance</b>
<b>AUTHOR:</b>	<b>Manager Enterprise Risk, Health and Safety</b>
<b>MAITLAND +10</b>	<b>Outcome 4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.3.2 Culture of improvement and innovation</b>

---

**EXECUTIVE SUMMARY**

*The WHS Quarterly Report provides an overview of safety actions, incidents and workers compensation claims relevant to each area of Council for the quarter as well as information on annual workers compensation premium calculations.*

**OFFICER'S RECOMMENDATION****THAT****ARIC note the information contained in the report.****COMMITTEE RESOLUTION****THAT****ARIC noted the information contained in the report.****Moved: Ben Lawson    Seconded: Jennifer Leslie**

**6.8 RISK, INSURANCE & INCIDENT UPDATE - 1ST QTR**

<b>FILE NO:</b>	<b>81/2</b>
<b>ATTACHMENTS:</b>	<b>1. Risk Report - 1st Qtr - Jul Aug Sep</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Executive Manager People and Performance</b>
<b>AUTHOR:</b>	<b>Manager Enterprise Risk, Health and Safety</b>
<b>MAITLAND +10</b>	<b>Outcome 4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.3.2 Culture of improvement and innovation</b>

---

**EXECUTIVE SUMMARY**

*This report has been prepared to provide an overview of significant activities undertaken in the areas of risk management, including insurance during the quarter and ensuring an appropriate focus and resourcing of Council's risk and insurance function falls within the remit of ARIC.*

*The report is being improved to identify trends and potential corrective actions.*

**OFFICER'S RECOMMENDATION****THAT****ARIC note the information contained in the report.****COMMITTEE RESOLUTION****THAT****ARIC noted the information contained in the report.****Moved: Jennifer Leslie    Seconded: Ben Lawson**

**6.9 MAITLAND CITY COUNCIL ANNUAL REPORT 2023-24**

<b>FILE NO:</b>	<b>35/36/28</b>
<b>ATTACHMENTS:</b>	<b>1. Draft Annual Report 2024-25 (Under Separate Cover)</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Acting Executive Manager Finance</b>
<b>AUTHOR:</b>	<b>Acting Manager Corporate Performance and Engagement Corporate Strategy Lead</b>
<b>MAITLAND +10</b>	<b>Outcome 4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.3.1 Informed planning</b>

---

**EXECUTIVE SUMMARY**

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

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

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

**OFFICER'S RECOMMENDATION****THAT**

**ARIC receive the DRAFT Annual Report 2024-25 and note all associated statutory obligations have been met.**

**COMMITTEE RESOLUTION****THAT**

**ARIC received the DRAFT Annual Report 2024-25 and noted all associated statutory obligations have been met.**

**Moved: Jennifer Leslie    Seconded: Ben Lawson**

**6.10 PROGRESS REPORT Q1 FY25-26**

<b>FILE NO:</b>	<b>35/33/18/12</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Acting Executive Manager Finance</b>
<b>AUTHOR:</b>	<b>Corporate Performance Lead Acting Manager Corporate Performance and Engagement</b>
<b>MAITLAND +10</b>	<b>Outcome 4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.3.1 Informed planning</b>

**EXECUTIVE SUMMARY**

*We have prepared two complementary progress reports to support transparency and performance oversight across the organisation.*

*Our **Q1 Progress Report** provides a snapshot of performance against the 2025-2029 Delivery Program and 2025-26 Operational Plan. It outlines key achievements, service delivery highlights, capital works progress, and financial status as at 30 September 2025. This report is designed to support the Executive Leadership Team and the Audit, Risk and Improvement Committee (ARIC), by providing oversight and offering a structured view of activity for the July to September period.*

*The **Community Progress Report** (formerly the six-monthly progress report) has been refreshed to enhance accountability and promote open communication with our community. Now released quarterly, this report offers the community an accessible summary of Council's key projects and initiatives, aligned to the Operational Plan and Delivery Program. The new format reflects our commitment to transparent reporting and ongoing community engagement.*

**OFFICER'S RECOMMENDATION****THAT**

**ARIC note the information provided in the reports (Q1 Progress Report and Community Progress Report) and identifies relevant actions as required.**

**COMMITTEE RESOLUTION****THAT**

**ARIC noted the information provided in the reports (Q1 Progress Report and Community Progress Report) and relevant actions as required.**

**Moved: Ben Lawson    Seconded: Jennifer Leslie**

**6.11 SERVICE REVIEW UPDATE**

<b>FILE NO:</b>	<b>35/33/18/12</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Acting Executive Manager Finance</b>
<b>AUTHOR:</b>	<b>Corporate Performance Lead Acting Manager Corporate Performance and Engagement</b>
<b>MAITLAND +10</b>	<b>Outcome 4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.3.2 Culture of improvement and innovation</b>

---

**EXECUTIVE SUMMARY**

*Maitland City Council has developed and implemented Service Review Guidelines to ensure services remain effective, efficient, and aligned with community expectations. These guidelines support the NSW Integrated Planning and Reporting (IPR) Framework and ARIC's role in oversight of governance, risk, and continuous improvement. This briefing provides an overview and a progress update on service reviews in progress and implementation as of 30 September 2025.*

**OFFICER'S RECOMMENDATION****THAT****ARIC note the overview of the current progress of service reviews.****COMMITTEE RESOLUTION****THAT****ARIC noted the overview of the current progress of service reviews, and requested that consideration be given to linking flood certificates with the Dept of Planning.****Moved: Jennifer Leslie    Seconded: Ben Lawson**

## AUDIT RISK &amp; IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES - 11.11.25 (Cont.)

**6.12 SERVICE PRESENTATION – AQUATICS**

<b>FILE NO:</b>	<b>TBA</b>
<b>ATTACHMENTS:</b>	<b>1. Aquatics</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director City Services</b>
<b>AUTHOR:</b>	<b>Manager Community &amp; Recreation</b>
<b>MAITLAND +10</b>	<b>Outcome 2 Sustainable Maitland</b>
<b>COUNCIL OBJECTIVE:</b>	<b>2.2.1 Sustainable leadership</b>

---

**EXECUTIVE SUMMARY**

*The Aquatics Team to provide a presentation to ARIC on Maitland's Aquatic Service and Facilities.*

**OFFICER'S RECOMMENDATION****THAT****ARIC note the presentation on Aquatics.****COMMITTEE RESOLUTION****THAT****ARIC noted the presentation on Aquatics.****Moved: Ben Lawson    Seconded: Jennifer Leslie**

**6.13 SERVICE PRESENTATION – ROADS TRANSPORT & DRAINAGE**

<b>FILE NO:</b>	<b>TBA</b>
<b>ATTACHMENTS:</b>	<b>1. Roads Transport &amp; Drainage</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Director City Services</b>
<b>AUTHOR:</b>	<b>Manager Works</b>
<b>MAITLAND +10</b>	<b>Outcome 2 Sustainable Maitland</b>
<b>COUNCIL OBJECTIVE:</b>	<b>2.2.1 Sustainable leadership</b>

---

**EXECUTIVE SUMMARY**

*The Works Team will provide a presentation to ARIC on their service provision for Roads, Transport and Drainage.*

**OFFICER'S RECOMMENDATION****THAT****ARIC note the presentation on Roads Transport & Drainage.****COMMITTEE RESOLUTION****THAT****ARIC noted the presentation on Roads Transport & Drainage.****Moved: Ben Lawson   Seconded: Jennifer Leslie**

**6.14 IT DISASTER RECOVERY**

<b>FILE NO:</b>	<b>TBA</b>
<b>ATTACHMENTS:</b>	<b>1. ICT Disaster Recovery and Backup Procedure</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Executive Manager Customer &amp; Digital Services</b>
<b>AUTHOR:</b>	<b>Manager ICT Operations</b>
<b>MAITLAND +10</b>	<b>Outcome 15. To have an effective and efficient Council</b>
<b>COUNCIL OBJECTIVE:</b>	<b>15.1.4 Implement and maintain a contemporary governance, audit and risk framework</b>

---

**EXECUTIVE SUMMARY**

*The ICT team successfully completed disaster recovery testing in March 2025, confirming that all core systems can be restored within the Microsoft Azure Site Recovery environment following remediation of an SQL Server configuration issue. Since then, work has progressed on the Essential Eight project, with a focus on strengthening data backup and recovery practices. A new ICT Disaster Recovery and Backup Procedure was finalised and adopted on 18 September 2025, providing clear roles, responsibilities, and testing schedules. Both disaster recovery and data backup processes will now be formally tested at least annually to ensure ongoing system resilience and compliance with Essential Eight requirements as developed by the government agency ASD and the Australian Cyber Security Centre.*

**OFFICER'S RECOMMENDATION****THAT**

**ARIC note the response to the disaster recovery process and testing at the meeting of 11 November 2025.**

**COMMITTEE RESOLUTION****THAT**

**ARIC noted the response to the disaster recovery process and testing.**

**Moved: Jennifer Leslie    Seconded: Ben Lawson**

**6.15 CYBER SECURITY FRAMEWORK – UPDATE**

<b>FILE NO:</b>	<b>TBA</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Executive Manager Customer &amp; Digital Services</b>
<b>AUTHOR:</b>	<b>Manager ICT Operations Coordinator Cyber Security</b>
<b>MAITLAND +10</b>	<b>Outcome 15. To have an effective and efficient Council</b>
<b>COUNCIL OBJECTIVE:</b>	<b>15.1.4 Implement and maintain a contemporary governance, audit and risk framework</b>

**EXECUTIVE SUMMARY**

*Since April 2025, Council has continued strengthening its cyber security posture. Key initiatives under the Area 51 Project have advanced alignment with the ASD Essential Eight, including macro restrictions, application hardening, and formalised backup and disaster recovery procedures. Ongoing activities, such as phishing simulations, mandatory training, user access reviews have reinforced security awareness and mitigated risk. Recent security events, including a potentially compromised account, a minor Cornerstone internal description exposure, and suspicious API activity, were contained effectively with no data breaches. Council's cyber security program continues to mature, with a focus on patch management, vulnerability oversight, and proactive risk mitigation, ensuring resilience of critical systems, services, and community data.*

**OFFICER'S RECOMMENDATION****THAT**

1. ARIC note the response to the cyber security framework as requested at the meeting of 11 November 2025;
2. Implementation of identified actions continues to be actively monitored, with regular reports to ARIC.

**COMMITTEE RESOLUTION****THAT**

1. ARIC noted the response to the cyber security framework,
2. Implementation of identified actions continues to be actively monitored, with regular reports to ARIC.

**Moved: Jennifer Leslie    Seconded: Ben Lawson**

## AUDIT RISK &amp; IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES - 11.11.25 (Cont.)

**6.16 DATA MANAGEMENT**

<b>FILE NO:</b>	<b>81/26/3</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Executive Manager Customer &amp; Digital Services</b>
<b>AUTHOR:</b>	<b>Manager Enterprise Architecture</b>
<b>MAITLAND +10</b>	<b>Outcome 15. To have an effective and efficient Council</b>
<b>COUNCIL OBJECTIVE:</b>	<b>15.2.2 Improve customer experience through new front and back office technology</b>

**EXECUTIVE SUMMARY**

*Council has completed the implementation of its key data management and privacy initiatives, including the **Data Management Framework**, **Privacy Policy**, **Data Breach Policy**, and **Privacy Management Plan**. Together, these establish a consistent and accountable framework for managing data across Maitland City Council (MCC).*

*The Data Governance Committee is now operational and oversees the governance of data assets, including ownership, classification, access, and security. A **Data Hub** has been established on SharePoint, providing a single point of access to data learning resources, approved data sources, metrics, and the corporate data glossary. Staff can also lodge data requests directly with the Committee through the Hub.*

*Council has rolled out mandatory Privacy and Data Breach Training to all staff, with a current completion rate of 78%. Ongoing efforts are focused on increasing participation and embedding ethical data use practices across the organisation.*

*Data owners have been assigned across business units and are curating datasets for review and endorsement by the Data Governance Committee prior to ingestion into the corporate data lake. This ensures consistent and compliant use of data across Council operations.*

*A central Data Breach Register is now in place to record, investigate, and track all data breaches and remediation actions, providing transparency and accountability in line with the Privacy Management Plan.*

*Council's data governance framework is now fully operational, with the next phase focusing on staff education, continued training completion, and the ethical use of data to drive value and informed decision-making across MCC.*

**OFFICER'S RECOMMENDATION****THAT****ARIC note the report.****COMMITTEE RESOLUTION**

AUDIT RISK & IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES - 11.11.25 (Cont.)

**THAT**

**ARIC noted the report.**

**Moved: Jennifer Leslie   Seconded: Ben Lawson**

**6.17 GOVERNANCE FRAMEWORK UPDATE**

<b>FILE NO:</b>	<b>35/1/6</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>General Manager</b>
<b>AUTHOR:</b>	<b>Team Leader OGM Office Manager</b>
<b>MAITLAND +10</b>	<b>Outcome 4 Achieving together</b>
<b>COUNCIL OBJECTIVE:</b>	<b>4.1.3 Transparent decision making</b>

---

**EXECUTIVE SUMMARY**

*The Privacy & Data Breach Internal Audit 2022 highlighted a number of areas for improvement including a recommendation for a policy management system. The Annual (12 month) ARIC Work Plan 2024 also emphasised the need to review the Governance Framework and advise council of its status. This report details the work that has been undertaken to work towards completing these actions.*

**OFFICER'S RECOMMENDATION**

THAT

ARIC note the report Governance Framework Update for work undertaken in 2025 by the Governance team.

**COMMITTEE RESOLUTION**

THAT

**ARIC noted the report Governance Framework Update for work undertaken in 2025 by the Governance team.**

**Moved: Jennifer Leslie   Seconded: Ben Lawson**

AUDIT RISK & IMPROVEMENT COMMITTEE (ARIC) MEETING MINUTES - 11.11.25 (Cont.)

**7 GENERAL BUSINESS**

Nil.

**8 NEXT MEETING**

The next meeting is scheduled for 23.2.26.

**9 CLOSURE**

The meeting was declared closed at 1.30pm.



**Chairperson**

## **16 Notices of Motion/Rescission**

### **16.1 Groovin The Moo Festival**

#### **Notice of Motion Submitted by Cr Mitchell Griffin**

**FILE NO:** 35/7/4  
**ATTACHMENTS:** Nil  
**RESPONSIBLE OFFICER:** General Manager

---

Cr Mitchell Griffin has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on 17 March 2026:

#### **THAT**

- 1. Council notes the return of the music festival Groovin the Moo in 2026 with the festival being hosted at Lismore.**
- 2. Council notes the previous success of the event being held in Maitland and the large number of people it attracted to the city to attend.**
- 3. Council liaises with Maitland Showground to seek interest in hosting the festival should the opportunity arise.**
- 4. If there is interest displayed from Maitland Showground, council makes approaches to the festival promoter to advocate on behalf of the city for a return of the event in 2027.**

#### **RESPONSE BY DIRECTORY CITY SERVICES**

Staff have been advised that Maitland Showground management has had regular dialog with the promoter of the festival since the last time it was held in the City in 2023 and is supportive of its return to the venue.

If Council resolves to support the Notice of Motion, staff can approach the promoter to advocate for its return to Maitland.

## 16.2 Recreational Vehicle Accommodation Options

### Notice Of Motion Submitted By Cr Warrick Penfold

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

---

Cr Warrick Penfold has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on Tuesday, 17 March 2026:

#### THAT

1. Council acknowledges the potential economic benefits to Maitland of expanded recreational vehicle accommodation options within the LGA.
2. Council staff engage with recreational vehicle industry associations to explore the suitability of Council owned and managed land to be leased or licenced for such a purpose, excluding Walka Water Works.
3. Council staff provide regular progress updates to Council's Property Advisory Panel, with a report back to Council by the end of October 2026.

#### RESPONSE BY EXECUTIVE MANAGER - FINANCE

If the motion is supported, Council staff will undertake preliminary investigations into opportunities associated with recreational vehicle accommodation within the Maitland Local Government Area.

This will include engagement with relevant industry stakeholders and consideration of Council-owned or managed land where appropriate.

Updates will be provided to the Property Advisory Panel as work progresses, with a report to be provided to Council by October 2026 in accordance with the resolution.

---

## 16.3 Women In MBA

### Notice of Motion Submitted by Cr Don Ferris

<b>FILE NO:</b>	<b>35/7/4</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>General Manager</b>

---

Cr Don Ferris has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on 17 March 2026:

#### THAT

#### Council

1. **Enters into the Women in MBA (WiMBA) program with the University of Newcastle; and**
2. **Offers approximately two (2) placements per year to eligible female employees who:**
  - a. **have completed a minimum of two years of service with Maitland City Council; and**
  - b. **meet the program's entry requirements as determined by the University of Newcastle.**

#### BACKGROUND

The gender pay gap continues to present a significant challenge for women across Australia and within the Maitland community. Historically, women have carried the primary responsibility for child-rearing and other unpaid care, resulting in career interruptions that reduce continuity, restrict progression opportunities, and contribute to long term inequity in earnings and representation in senior leadership roles.

While the increasing uptake of paternity leave is a positive development that supports women's sustained participation in the workforce, meaningful gender disparities remain. Recent reporting from the Australian Financial Review (Bonuses the 'black box' female executives can't crack) indicates that although the gender pay gap is gradually narrowing, women continue to be underrepresented in senior and executive management positions. Women in MBA (WiMBA) Program

The University of Newcastle's Women in MBA (WiMBA) program is an industry partnered initiative aimed at increasing gender equity in senior management by supporting the professional advancement of women within the Hunter Region.

Under the program's co funded model:

- The University of Newcastle contributes 50% of tuition fees
  - Maitland City Council contributes 25%
  - The participating employee contributes the remaining 25%
-

## WOMEN IN MBA (Cont.)

This collaborative structure provides a cost effective, high impact opportunity to support leadership development that benefits the region, the Council, and the individual participant.

**RESPONSE BY EXECUTIVE MANAGER – PEOPLE AND PERFORMANCE**

Council has a Study Assistance Program that demonstrates our commitment to supporting employees who wish to pursue further education to enhance existing skill levels or acquire additional skills whilst ensuring direct relevance to their role or needs of the organisation. Under the Study Assistance Protocol, priority is given to critical development areas and Council determines these in accordance with the business needs. Eligible employees with more than six (6) months continuous service can apply to the program and if eligible would have up to 50% of the cost of undergraduate or post graduate fees paid by Council. As part of Council's current Study Assistance Program, 83% of current participants are female with one of those participants being supported to do an MBA and the rest studying degrees or other role relevant qualifications.

If the motion is supported, Council will contact the University of Newcastle seeking further information on the WiMBA program and investigate options for partnering with the Uni and integrating WiMBA to offer 2 placements each year as part of Council's Study Assistance Program.

---

## 16.4 Increasing Transparency and Public Briefings

### Notice of Motion Submitted by Cr Don Ferris

**FILE NO:** 35/7/4  
**ATTACHMENTS:** Nil  
**RESPONSIBLE OFFICER:** General Manager

---

Cr Don Ferris has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on 17 March 2026:

**THAT**

- 1. Council commits to offering more public briefings, delivered in a format similar to the private Councillor Briefings offered before 2026, ensuring that the information required for sound decision making is accessible, understandable, and available to the whole Maitland Community**

### BACKGROUND

Recent reforms to the NSW Code of Conduct and Model Code of Meeting Practice will see Councillors no longer receiving private briefings from Council staff. These reforms, introduced in late 2025 following an extended consultation process, generated feedback from Local Government NSW (LGNSW), which expressed concerns that the removal of private briefings may limit Councillors' ability to ask sensitive or complex questions prior to decision making.

However, the core purpose of these reforms is to strengthen transparency and public confidence in local government decision making. For Councillors to make sound decisions, they must have access to clear, timely, and accessible information. The same principle applies to the community: an informed community is better equipped to participate, understand the context of decisions, and contribute constructively to civic debate. Many community members prefer receiving information through conversation, presentations, and dialogue, rather than through lengthy reports or dense documents. By expanding opportunities for public briefings—delivered in a format similar to what Councillors previously received in private—Maitland City Council can support community understanding and reduce misinformation around key reforms.

Although this reform represents a substantial shift in practice, it also presents a valuable opportunity. By providing more public briefings, Maitland City Council can strengthen community trust, demonstrate its commitment to transparency, and ensure that decision making information is accessible and easy for the public to understand.

This approach not only aligns with the spirit of the statewide reforms but provides a meaningful way for Council to demonstrate leadership in transparent governance.

INCREASING TRANSPARENCY AND PUBLIC BRIEFINGS (Cont.)

**RESPONSE BY GENERAL MANAGER**

The regulation introducing the new Model Code of Meeting Practice is currently the subject of a disallowance motion in the NSW Legislative Council, which was commenced in November 2025, but for which no vote occurred before Parliament adjourned for the year. At the time of preparing this report the vote is yet to occur but is expected to occur later this month. If the motion succeeds, the regulation introducing the new Model Code of Meeting Practice would be disallowed and the NSW Government would need to either revert to the previous regulatory position or introduce a new regulation. Council management's approach to this matter to date has been to await the outcome of the disallowance motion before making further recommendations.

## 17 Questions With Notice

### 17.1 Rateable Social Housing Properties

Submitted by Cr Mitchell Griffin

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

---

Cr Mitchell Griffin has asked the following Question With Notice for the Council Meeting being held on 17 March 2026:

**Can council officers advise how many State-owned rateable properties (ie social housing) are exempt from rates so far in 25/26 due to the properties not being leased.**

#### **RESPONSE BY EXECUTIVE MANAGER - FINANCE**

There are currently five properties owned by the NSW Government for social housing purposes that are exempt from rates for 2025/26. State owned properties held for social housing are only exempt from rates when there is no dwelling on the property. State owned property held for social housing may become exempt from rates for a period from the demolition of an existing dwelling until the completion of construction of a new dwelling.

## 17.2 Maitland Railway Station Overpass – New England Highway

Submitted by Cr Mitchell Griffin

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

---

Cr Mitchell Griffin has asked the following Question With Notice for the Council Meeting being held on 17 March 2026:

**Can council advise whether there has been any approaches to date from either the Federal or State Government in relation to land acquisition within Maitland Park for the proposed second flyover at the roundabout adjacent Maitland Railway Station?**

### RESPONSE BY EXECUTIVE MANAGER – FINANCE

Council can advise that no approaches have been made by either the Federal or State Government in relation to land acquisition within Maitland Park for a proposed second flyover at the roundabout adjacent to Maitland Railway Station.

However, Transport for NSW (TfNSW) have contacted Maitland City Council to confirm the appropriate Council contacts for two existing Council-led projects:

- *Next Stop: Maitland*
- *Maitland Park Master Plan*

TfNSW advised that the enquiry was to assist with planning for the westbound upgrade at the New England Highway and Cessnock Road.

---

## 17.3 Woodberry Business Precinct Revitalisation

Submitted by Cr Race Barstow

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

---

Cr Race Barstow has asked the following Question With Notice for the Council Meeting being held on 17 March 2026:

- 1. What investment has Council made to support the revitalisation of the Woodberry business precinct to date? Please provide the total amount invested and a breakdown by project or initiative.**
- 2. What actions has Council undertaken to improve the amenity, safety, and economic activity of the precinct? This may include infrastructure works, streetscape improvements, economic development programs, or engagement with local businesses and property owners.**
- 3. Has Council undertaken any assessment or strategic planning relating to the future of the Woodberry business precinct?**
- 4. What further initiatives are currently planned, funded, or under consideration to support revitalisation and improve the viability of the precinct?**

### RESPONSE BY DIRECTOR CITY SERVICES AND DIRECTOR CITY PLANNING

The following information outlines Council's current and past investment, actions, strategic planning, and future initiatives relating to the Woodberry business precinct.

- Council has supported the Woodberry business precinct through a range of programs, engagement activities, and economic development initiatives. This includes access to the annual Business Development Program, including training, workshops, and capability building sessions and access to Council's business engagement team for referrals, support, and advisory pathways. Information is delivered to 160 Woodberry businesses listed in Council's Business Database via our monthly e-newsletter *Business Matters*.
  - Over the past 10 years Council has provided the following revitalisation projects in the Woodberry business precinct:
    - 2024-2025 - Road rehabilitation of Kookaburra Parade including resurfacing of the small business precinct carpark on Kookaburra Parade (\$188,000)
    - 2024-2025 - Road rehabilitation of Kingfisher Lane, also including footpath repair, kerb and gutter repairs and speed hump replacement (\$99,000)
-

---

 WOODBERRY BUSINESS PRECINCT REVITALISATION (Cont.)

- 2019 – 2020 – Footpath construction (300m) on Kookaburra Parade to improve access for pedestrians to business precinct. (\$85,000)
- 2018 – 2019 – Footpath construction (120m) on Lark Street to improve access for pedestrians to business precinct. (\$50,000)

Two other projects delivered that have activated the general business precinct area were:

- 2023-2024 - Rebuilding of Woodberry Pump track (\$50,000) – located adjacent to Woodberry business precinct
- 2022-2023 – Woodberry Skate Park and multipurpose court (\$697,000) – located adjacent to Woodberry business precinct

In the current financial year Council has also completed heavy patching in the main business precinct car park (\$20,000) with line marking of this car park still to occur this year.

Woodberry is included within the Eastern Economic Precinct in the *Economic Development Strategy 2025–2030*, enabling strategic alignment and future investment planning, along with access to broader citywide programs that support local operators. At this time, no dedicated revitalisation capital budget has been allocated solely to the Woodberry precinct; however, the area benefits from Council’s broader service delivery programs and business economy support.

3. The precinct is incorporated into broader strategic planning frameworks, including the *Economic Development Strategy 2025–2030*, which identifies activation opportunities, local employment support, and amenity improvements for neighbourhood business centres. The Maitland Local Strategic Planning Statement 2041, Community Strategic Plan 2025 - 2034, and Delivery Program and Operational Plan also continue to identify opportunities for improved public domain, infrastructure, and economic sustainability. No precinct-specific revitalisation masterplan or assessment has been undertaken to date.
4. Council has several initiatives planned, funded, or under consideration to continue supporting the precinct. These include implementation of the *Economic Development Strategy 2025–2030*, focusing on local precinct activation, small business support, workforce and industry development, and business engagement. Council will also continue to deliver the annual Business Development Program and ongoing communication via the *Business Matters* newsletter. Opportunities for precinct activation, place-based improvements, and potential inclusion in future neighbourhood centre assessments may be explored subject to resources, partnerships, and engagement processes. In addition, Council has commenced preparation of an Employment Lands Strategy, which will provide further guidance on employment-based land-use planning across the City, including the Woodberry business precinct.

Council remains committed to supporting the Woodberry business precinct through ongoing business engagement, citywide infrastructure and amenity maintenance, strategic planning

---

## WOODBERRY BUSINESS PRECINCT REVITALISATION (Cont.)

inclusion, and programs that contribute to business capability, visibility, and economic resilience, with further opportunities for revitalisation to be considered through future planning and budget processes.

There have been no revitalisation projects or initiatives that have been undertaken by Council's Place Activation Team in Woodberry over the last 24 months. Staff are currently reviewing the program for 2026/2027.

Council conducts routine amenities cleaning/maintenance in this area that includes:

- Weekly sweeping of the car parks and surrounds (with street sweeper truck) on Wednesday's
- Fortnightly garden maintenance and litter collection
- Annual mulching of gardens
- Quarterly footpath cleaning (concrete washing/high pressure cleaning etc)
- Graffiti removal as required

Routine cleaning/maintenance activities listed above have an annual budget of \$24,000

---

## 17.4 Cultural Tourism Opportunities In Maitland

Submitted by Cr Race Barstow

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

---

Cr Race Barstow has asked the following Question With Notice for the Council Meeting being held on 17 March 2026:

**Maitland will host the 2026 Local Government NSW Destination and Visitor Economy Conference from 27–29 May 2026. The Destination NSW Visitor Economy Strategy 2035 places a strong focus on cultural tourism and visitor experiences and identifies funding opportunities to support this work.**

**Has Council engaged with the local Aboriginal & Torres Strait Islander community to explore cultural tourism opportunities within Maitland?**

**Has Council considered opportunities to showcase cultural experiences to delegates attending the LGNSW Destination and Visitor Economy Conference?**

**What initiatives, if any, are currently underway or planned to develop or promote cultural tourism experiences within the Maitland LGA?**

### **RESPONSE BY DIRECTOR CITY PLANNING**

The NSW Visitor Economy Strategy 2035 and the Destination Sydney Surrounds North Destination Management Plan 2022 – 2030 identify opportunities to develop history, heritage and Aboriginal experiences across the region. Opportunities associated with Newcastle Airport and the Port of Newcastle to support growth in international (inbound) tourism are also recognised, along with the Hunter Joint Organisation’s Hunter Global Tourism initiative, which identifies the region’s rich cultural heritage as a point of difference in attracting visitors.

At the local level, The Maitland Destination Management Plan 2020 – 2030 (DMP) identifies arts, heritage and culture as one of seven key themes for destination development, and authentic Aboriginal cultural tourism experiences as an opportunity for product development.

The Maitland Economic Development Strategy 2025 – 2035 (EDS) also includes objectives aligned with Aboriginal economic development and cultural tourism, including 1.1.4 (Knowledge), 2.3.1. and 2.3.4 (Vibrancy) and 4.3.3 (Equity).

---

**CULTURAL TOURISM OPPORTUNITIES IN MAITLAND (Cont.)****Engagement with the local Aboriginal & Torres Strait Islander community**

Council's teams collaborate with local Aboriginal and Torres Strait Islander (ATSI) community representatives, cultural practitioners, businesses and organisations to explore opportunities for storytelling, cultural interpretation and authentic Aboriginal cultural experiences within Maitland.

Engagement includes:

- Ongoing conversations with Mindaribba Local Aboriginal Land Council.
- Collaboration with Aboriginal artists, educators and cultural knowledge holders as part of Council's public art, heritage, events and cultural initiatives.
- Maitland Riverlights, provides a significant platform for cultural storytelling, performance and celebration, and contributes to broader visitor awareness and appreciation of local Aboriginal culture.
- Maitland Regional Art Gallery (MRAG) is a key driver of cultural tourism and has 2025/26 Operational Plan actions to increase visitation and audience engagement. Through its exhibitions, programming, residencies and partnerships with artists and Elders, MRAG champions Aboriginal cultural representation in an inclusive and accessible environment.
- Ongoing community engagement undertaken for Council on strategies and plans.

These collaborations by Council highlight the opportunities that Aboriginal economic development and cultural tourism present for Maitland and the broader region.

**Showcasing cultural experiences at the LGNSW 2026 DVE Conference**

In bidding for and planning the Local Government NSW 2026 Destination and Visitor Economy Conference, a range of opportunities have been explored with Local Government NSW to showcase Maitland's local cultural experiences to conference delegates.

Opportunities identified to date include:

- A Welcome to Country to be delivered by a local Elder.
- The use of the historic Maitland Town Hall as the conference and dinner venue.
- Welcome Function to be held at MRAG.
- A presentation on Maitland's premier cultural festival, Maitland Riverlights.
- Inclusion of local performers, artists and cultural practitioners within the conference program, where possible.
- Opportunities to involve local ATSI peoples, integrate storytelling and promote cultural interpretation in the site inspections, where possible.
- Opportunities to promote local content through speaker gifts, where appropriate.

CULTURAL TOURISM OPPORTUNITIES IN MAITLAND (Cont.)

- Providing pre and post touring information via the MyMaitland website

These opportunities will be developed in consultation with community representatives to ensure cultural appropriateness and local relevance.

**Current and planned cultural tourism initiatives in Maitland**

Across the organisation, a range of initiatives are being progressed that support cultural tourism, including:

- Incorporating Aboriginal stories and cultural knowledge into public art, placemaking, events, exhibitions and interpretive projects.
- Exploring partnership-driven opportunities for cultural tours, events and interpretive experiences within Maitland.
- Promoting cultural experiences through destination marketing content across MyMaitland channels and via the Maitland Visitor Information Centre.
- Hosting capacity building events for businesses including the Maitland Visitor Economy Forum, Maitland Mixer (visitor economy networking event) and the Destination NSW Experience Development workshop held in May 2025.
- Providing access to information, services and other small business support including grants via Council's monthly business e-newsletter, Business Matters.

Collectively, these initiatives contribute to a more inclusive, culturally diverse and vibrant visitor economy in Maitland, benefiting the community, visitors and the broader region.

## 18 Urgent Business

## 19 Committee of the Whole

### 19.1 Design, Manufacture, Assembly and Commissioning of Four (4) Side Loader Waste Vehicles

FILE NO:	2021-137-1993
ATTACHMENTS:	1. Side Loader Garbage Trucks Evaluation Matrix
RESPONSIBLE OFFICER:	Director City Planning Operations Manager Waste Services Manager Environment & Sustainability
AUTHOR:	Coordinator Waste Collections
MAITLAND'S FUTURE	Outcome 2 Sustainable Maitland
COUNCIL OBJECTIVE:	2.2 Sustainable and resilient communities

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

---

#### EXECUTIVE SUMMARY

*Tenders were invited to procure four (4) side loader waste collection vehicles for the general waste kerbside collection service. This report outlines the tender assessment process and recommends awarding a contract for the procurement of the vehicles. The report is presented to the Committee of the Whole due to the inclusion of confidential commercial information.*

## 19.2 Sale of Property in Rutherford

FILE NO:	27732
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Senior Property Advisor
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.3.1 Informed planning

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

---

### EXECUTIVE SUMMARY

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

### 19.3 Acquisition of Land in Maitland

FILE NO:	31604, 31605, 31613
ATTACHMENTS:	1. Ken Tubman Drive, Maitland 2. Aerial view towards Maitland CBD
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Senior Property Advisor
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.3.1 Informed planning

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

---

#### EXECUTIVE SUMMARY

*Council was recently made aware of the availability to acquire a large land parcel that could have various strategic uses.*

**20 Committee of the Whole Recommendations**

**21 Closure**