

Ordinary Meeting Agenda

21 April 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
PRESENT		1
1	INVOCATION	1
2	ACKNOWLEDGEMENT OF COUNTRY	1
3	APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE	1
4	DECLARATIONS OF INTEREST	1
5	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	1
6	BUSINESS ARISING FROM MINUTES	1
7	WITHDRAWAL OF ITEMS AND ACCEPTANCE OF LATE ITEMS OF BUSINESS	1
8	MAYORAL MINUTE	1
9	OFFICE OF THE GENERAL MANAGER	2
9.1	DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029	2
10	CITY PLANNING	13
10.1	DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY	13
10.2	ADOPTION OF THE EAST MAITLAND CATALYST AREA STRUCTURE PLAN	33

10.3	ENDORSEMENT OF VOLUNTARY PLANNING AGREEMENT – THORNTON BRENTWOOD PTY LTD – A & D LAWRENCE FIELDS, THORNTON.....	41
10.4	EXHIBITION OF DRAFT DALMORE PARK BUSINESS AND INNOVATION PRECINCT DEVELOPMENT CONTROL PLAN.....	46
10.5	DA/2025/486 FOR 3 INTO 173 LOT TORRENS TITLE RESIDENTIAL SUBDIVISION AT 381 ANAMBAH ROAD ANAMBAH.....	53
10.6	EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016	61
11	CITY SERVICES.....	78
11.1	DISABILITY INCLUSION ACTION PLAN (2026–2030)	78
11.2	COMMUNITY INFRASTRUCTURE STRATEGY (2025–2045)	86
11.3	MORPETH TO WALKA SHARED PATHWAY – PUBLIC EXHIBITION OUTCOMES	94
11.4	LOCAL TRANSPORT FORUM MEETING MINUTES (MARCH 2026)	128
11.5	HERITAGE COLLECTION STORAGE AND EXHIBITION – UPDATE	133
12	CUSTOMER AND DIGITAL SERVICES	143
12.1	CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES.....	143
13	PEOPLE AND PERFORMANCE.....	166
	NIL	
14	FINANCE.....	167
14.1	DRAFT PROPERTY POLICY	167
14.2	STATEMENT OF FINANCIAL INVESTMENTS AS AT 31 MARCH 2026	171
14.3	DRAFT PARTNERSHIP AND ADVOCACY STRATEGY 2026– 27.....	181
15	ITEMS FOR INFORMATION	186

15.1	CURRENT DEPOT STATUS AND FUTURE PLANNING.....	186
15.2	WRITER'S FESTIVAL - UPDATE.....	193
15.3	APPOINTMENT OF YOUTH WORKING PARTY MEMBERS	201
16	NOTICES OF MOTION/RESCISSION.....	209
16.1	WALKA MINIATURE RAILWAY	209
16.2	REDUCING COUNCIL RELIANCE ON IMPORTED FUELS AND IMPROVING FUEL SECURITY	211
17	QUESTIONS WITH NOTICE	213
17.1	THORNTON BYPASS ROAD	213
17.2	FUEL CRISIS.....	220
17.3	RUTHERFORD PUBLIC PEDESTRIAN SAFETY.....	221
18	URGENT BUSINESS.....	243
19	COMMITTEE OF THE WHOLE	244
19.1	CONSIDERATION OF TENDERS - PROJECT ENGINEERING AND PROJECT MANAGEMENT PANEL.....	244
19.2	POTENTIAL ACQUISITION-MAITLAND	245
20	COMMITTEE OF THE WHOLE RECOMMENDATIONS	246
21	CLOSURE	246

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 March 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

9.1 Draft Delivery Program 2025–2029 Incorporating the Operational Plan 2026–27, Draft Long–Term Financial Plan, Draft Fees and Charges 2026–27 and Draft Asset Management Plan 2025–2029

FILE NO: 35/33/21

ATTACHMENTS:

1. Draft Delivery Program 2025–2029 incorporating the Operational Plan 2026–27
2. Draft Fees and Charges 2026–27
3. Draft Long–Term Financial Plan 2026–2036
4. Draft Asset Management Planning including Policy, Strategy and Plan 2025–2029 (Under Separate Cover)

RESPONSIBLE OFFICER: Executive Manager Finance
Manager Corporate Performance and Engagement

AUTHOR: Corporate Strategy Lead
Manager Financial Reporting
Manager Financial Services
Corporate Planning & Reporting Officer

MAITLAND’S FUTURE 4 Achieving together

COUNCIL OBJECTIVE: 4.3.1 Informed planning

EXECUTIVE SUMMARY

The Delivery Program 2025-2029 identifies the outcomes Council aims to achieve over its term of office. These outcomes support the delivery of Maitland’s Future, our new Community Strategic Plan, which sets a vision for a connected city with thriving communities.

The draft Operational Plan 2026-27 is about delivering on the program, and details the actions, planned infrastructure works, budget, revenue policy, and fees and charges for the coming year. The plan is underpinned by a draft operating spend of \$168.9 million and a proposed capital works spend of \$56 million for 2026-27 and a further \$132.2 million for the remaining Delivery Program period 2026-29. Employing more than 565 full-time and part-time employees, who will deliver the full range of Council services.

In developing the Operational Plan, Council has incorporated the 3.2 per cent rate peg issued by the Independent Pricing and Regulatory Tribunal (IPART) for 2025-27 for the Maitland Local Government Area.

The Long-Term Financial Plan helps Council plan responsibly for the future by forecasting income and costs over the next ten years. It supports informed decision-making to keep services running, respond to changing conditions, and ensure long-term financial sustainability. The Long-Term Financial Plan is reviewed and updated annually to align with the development of the Operational Plan.

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

Under the provisions of the Local Government Act 1993, the draft Delivery Program and Operational Plan, Fees and Charges, Long Term Financial Plan, must be publicly exhibited for a period of not less than 28 days, and submissions considered prior to its adoption by Council.

This report recommends public exhibition from Thursday 23 April to Sunday 24 May 2026.

OFFICER'S RECOMMENDATION

THAT

- 1. Council resolves to place the Draft Delivery Program 2025–2029 incorporating the Operational Plan 2026–27, Draft Long–Term Financial Plan 2026–2036, Draft Fees and Charges 2026–27 and Draft Asset Management Plan 2025–2029 on public exhibition for at least 28 days prior to final consideration by Council.**

REPORT

The draft Delivery Program is Council's commitment to the community about what we will deliver during the term of office.

The draft Delivery Program 2025-2029 incorporating the Operational Plan 2026-27, is supported by the Long-Term Financial Plan and Fees and Charges 2026-27 which have been prepared in accordance with the Integrated Planning and Reporting requirements prescribed under the *Local Government Act 1993* and presented as five documents:

- Delivery Program 2025-2029 incorporating the Operational Plan 2026-27 (Attachment 1),
- Fees and Charges 2026-27 (Attachment 2),
- Long-Term Financial Plan 2026-2036 (Attachment 3), and
- Asset Management Planning Framework 2025-2029 update (Attachment 4).

Draft Delivery Program 2025-2029, incorporating the Operational Plan 2026-2027

The draft Delivery Program incorporating our Operational Plan 2026-27 details actions, services and projects that will be undertaken during the upcoming financial year and outlines the resources needed to delivery these. The plan details specific actions that will be undertaken over the 2026-27 financial year.

The draft operating budget is \$168.9 million with an operating result of \$2.6 million operating surplus (before grants and contributions provided for capital purposes).

This result of a reported surplus reflects Council's commitment to responsible budgeting, continuous assessment of service levels, and embedding a culture of improvement through innovative resource allocation and sustainable financial practices.

Council will borrow \$6 million to deliver infrastructure works, noting the projected debt service cover ratio (being the ability to repay the debt and interest) is 3.2. The Office of Local

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

Government (OLG) is currently reviewing the benchmarking framework. Under the previous framework, the benchmark for the debt service cover ratio was greater than 2.0.

Our program will continue to focus on the delivery of infrastructure, with a planned capital investment of \$56 million in 2026-27 including works funded by development contributions and grants and a further \$132.2 million planned for the remainder of the Delivery Program 2027-2029.

	DELIVERY PROGRAM			
	Original approved budget	Operational Plan	Forecast	Forecast
	YEAR 1 2025-26 \$'000	YEAR 2 2026-27 \$'000	YEAR 3 2027-28 \$'000	YEAR 4 2028-29 \$'000
Income from continuing operations				
Rates and annual charges	124,118	131,851	140,981	157,142
User charges and fees	11,463	11,109	11,442	11,763
Interest and investment revenue	11,395	11,779	11,321	11,129
Other revenue	2,029	2,403	2,475	2,544
Grants and contributions - operating	11,478	12,542	12,918	13,280
Grants and contributions - capital	35,505	23,196	38,656	30,228
Other income	1,216	1,803	1,417	1,457
Total income from continuing operations	197,204	194,683	219,210	227,543
Expenses from continuing operations				
Employee costs	66,035	68,822	71,575	74,438
Borrowing costs	2,629	2,658	2,769	2,799
Materials and services	52,679	54,557	56,369	66,984
Depreciation and amortisation	32,032	33,100	35,893	36,924
Other expenses	10,510	9,741	10,033	10,314
Total expenses from continuing operations	163,885	168,878	176,639	191,459
Operating result - Surplus / (Deficit)	33,319	25,805	42,571	36,084
Operating result before grants and contributions provided for capital purposes	(2,186)	2,609	3,915	5,856

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

Summary of the capital works program

PORTFOLIO SUMMARY	DELIVERY PROGRAM			
	Original approved budget	Operational Plan	Forecast	Forecast
	YEAR 1 2025-26 \$'000	YEAR 2 2026-27 \$'000	YEAR 3 2027-28 \$'000	YEAR 4 2028-29 \$'000
Community and culture	14,018	5,470	12,500	10,990
Drainage	1,307	1,242	1,000	879
Operational	3,430	10,545	21,250	11,470
Plant and equipment	4,240	4,776	4,500	2,000
Recreation	10,982	10,068	9,500	8,353
Roads	25,463	18,151	21,000	18,464
Transport	7,485	5,758	5,500	4,835
Summary totals	66,925	56,010	75,250	56,991

Our four-year capital works program is designed to balance the renewal of existing assets with the delivery of new infrastructure to support our growing community. Currently, 42 per cent of our program is dedicated to asset renewal, ensuring the quality and safety of our roads, bridges, and public spaces, while 58 per cent focuses on new projects.

Proposed rating

All property owners in the local government area receive annual rates notice from Council listing applicable items incorporated in the total amount due. Income from rates provides the largest single portion of Council's total income, with the amount that the total rates yield of a council can increase by each year set by IPART.

This year Council will apply the IPART determined rate peg for Maitland City Council of 3.2 per cent, which will see the general rate on an average residential urban property increase by \$30.63.

Of this, 3.1 per cent is aligned with CPI and reflects the rising costs of labour, asset maintenance, and operational expenses, meaning most existing residents will see an increase in line with this amount. The remaining 0.1 per cent is directly linked to Maitland's population growth, ensuring new communities receive the essential infrastructure and services needed to match the service levels of established areas.

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

Statement of rating for 2026-27 is:

Statement of rating for 2026-27 – 3.2%

RATE TYPE	CATEGORY	SUB CATEGORY	AD VALOREM CENTS IN \$	BASE CHARGE	BASE CHARGE %	ESTIMATED RATE YIELD \$
Ordinary	Farmland	High intensity	0.2151	441.32	10.00	2,378,436
Ordinary	Farmland	Low intensity	0.2267	340.32	10.00	512,091
Ordinary	Residential	Non urban	0.3879	284.06	10.00	5,942,357
Ordinary	Residential	Urban	0.3124	719.89	35.00	72,170,726
Ordinary	Mining	N/A	15.0615	N/A	N/A	527,153
Ordinary	Business	Ordinary	1.0772	N/A	N/A	19,425,394
Special	CBD	See note	0.5578	N/A	N/A	563,121

Note: The CBD rate is levied for the purpose of promoting the Maitland City Centre.

- Domestic Waste Management Charge

The domestic waste management charge is applied to all households eligible for the service in the Local Government Area. Under the *Local Government Act*, Council must not apply income from ordinary rates toward the cost of providing domestic waste management services. The Domestic Waste Management Charge is specifically for this purpose, funding the reasonable costs of provision of the domestic waste service, as configured by Council.

The amount of that charge during the year commencing 1 July 2026 to the 30 June 2027 for each parcel of rateable land for which the service is available will be:

- Vacant land \$65
- Occupied land \$758 for each dwelling on that land where the red bin is collected weekly
- Occupied land \$658 for each dwelling on that land where the red bin is collected fortnightly

The charge will enable the following to be provided to households:

- Weekly or fortnightly garbage (red bin) collection and disposal
- Weekly organics (green bin) collection and processing
- Fortnightly recycling (yellow bin) collection and processing
- Bulky waste collection and/or disposal service – two entitlements per household per year, either as a booked kerbside collection and/or self-haul voucher for Mount Vincent Waste Transfer Station

The charge also funds provision of education programs, required rehabilitation of landfill sites and future projects and initiatives.

- Special CBD Rate

In accordance with Section 495 of the *Local Government Act 1993*, Maitland City Council levies a Special CBD Rate on rateable land that, in Council's opinion:

- benefits or will benefit from the funded activities,
- contributes or will contribute to the need for these activities, or
- has or will have access to the services and initiatives provided.

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

Under *Section 409 of the Act*, funds raised through this special rate must be used exclusively for the purpose for which they were levied.

Council is committed to further establishing Central Maitland as a lifestyle precinct. The Special CBD Rate supports a variety of initiatives designed to enhance the vibrancy, appeal, and presentation of Maitland's CBD. This includes marketing and promotional campaigns, advertising to attract visitors and shoppers, live entertainment, seasonal decorations, special attractions, and city presentation activities that collectively create a vibrant, inviting, and well-presented city center.

Fees and Charges 2026-2027

Council charges fees for the provision of services including user pay services, such as swimming pools, parks and recreation as well as building and development. Other than minor fluctuations in some fees to account for service increases, fees remain largely unchanged or increased in line with CPI.

- Fees were generally reviewed against similar fees of surrounding Councils and brought into line where applicable with services provided by Council.
- Fees were updated for services no longer provided by Council. E.g. services now available from our website free of charge
- Some new fees were included to reflect the services to be provided by Council

It should be noted, however, that legislation pertaining to development assessment fees has changed, and associated fees will need to be increased by March 2026 CPI. The development assessment fees in the draft fees and charges section do not reflect this increase as the figure is not due for release until late April 2026.

Long-Term Financial Plan 2026-2035

In determining what Council will deliver during its term, the Long-Term Financial Plan (LTFP) for the next ten years has been reviewed. The plan is a forecasting tool that allows testing of assumptions on Consumer Price Index (CPI) changes, construction and other costs such as staff required to deliver services as planned.

Through underpinning assumptions, it provides Council with a 'planned outcome' (as anticipated), 'advanced outcome' (what would happen if we had positive changes in income and cost reductions) and a 'modest outcome' (what would happen if we had negative impacts on income and increasing costs).

Further, each assumption is subject to sensitivity analysis to assess what assumptions would have the most significant impact on Council's future sustainability.

Council consistently reviews the LTFP to make sure forecast growth is incorporated along with IPART determined rating adjustments and evolving economic conditions are accounted for. As part of this, Council remains committed to improving efficiencies through changes to process, technology enhancements and service levels.

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

The financial projections contained within the LTFP are modelled based on a range of assumptions. None of the scenarios contained within the LTFP reflect a resolved position of the elected Council for future years. The elected Council makes decisions to determine income and expenditure each year as part of the annual Operational Plan process.

Asset Management Planning Framework updates

The Asset Management Planning Framework (AMPF) V1 was endorsed by Council in June 2025 and comprises the Asset Management Policy (AM Policy), Asset Management Strategy (AMS) and Service Asset Management Plan (SAMP) for 2025 to 2029.

A review of the endorsed AMPF has been undertaken with the objective of improving and enhancing the document based on recommendations from the 2024 Capital Works internal audit by PKF. The AMS and SAMP sections of the AMPF have been updated to clarify the relationship between Project Management Framework (PMF) and AMPF.

The following proposed changes have been made:

- Referencing the links between the AMS and Councils corporate system ensures clear alignment of the documents (page 18),
- Identifying project management in the decision-making processes and responsibilities. This is to ensure a documented relationship between project management and asset management (page 35),
- Acknowledging the development of a strategic capital works steering group to support CAPEX planning and program management to improve program planning (page 38),
- Separating Roads and Drainage out of the Transport portfolio and the including Emergency Management Facility in the Operational portfolio to align with the Tech1 structure. This improves the structure and naming between the systems (page 53, 54 and 57),
- The inclusions of project management and the project management framework (PMF) specifically in the asset management lifecycle process to further reinforce the relationship between project management and asset management (page 72).

There are no proposed changes to the AM Policy.

CONCLUSION

The draft Delivery Program 2025-2029 incorporating Operational Plan 2026-27, Fees and Charges 2026-27, and Long-Term Financial Plan 2026-2036 and Asset Management Planning 2025-2029, reflects the continued growth of our city and organisation.

We invite the community to share their feedback through various available channels. A report on the consultation outcomes will be presented to Council following the engagement period.

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

IMPLICATIONS

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 not delivering an Operational Plan and Budget for the coming financial year that may lead to a failure to adhere to legislative requirements under the <i>Local Government Act 1993 (NSW)</i> .	High	This report aims to ensure compliance with Integrated Planning and Reporting framework by placing the attached documents on public exhibition for feedback prior to adoption in June.	Low	Within identified resources.	Yes
There is a risk of overpromising what can be achieved within given constraints, that may lead to unmet community expectations.	Medium	The Operational Plan and Budget have been developed by departments to determine what they are able to deliver within the identified available resources for 2026-27.	Low	Within identified resources.	Yes
There is a risk of insufficient resources to effectively execute planned projects or programs, that may lead to delays or incomplete outcomes for the community.	Medium	The Operational Plan and Budget have been developed by departments through an extensive service planning process to determine actions for 2026-27.	Low	Within identified resources.	Yes
There is a risk of the community being unaware of what Council is planning to deliver that may lead to a loss of Community Trust, erosion of public confidence in Council's ability to deliver on its commitments.	Medium	By placing the attached documents on public exhibition for feedback prior to adoption in June.	Low	Within identified resources.	Yes

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

There is a risk of not delivering a Long-Term Financial Plan for the coming financial year that may lead to a failure to adhere to legislative requirements under the <i>Local Government Act 1993 (NSW)</i> .	High	This report aims to ensure compliance with Integrated Planning and Reporting framework by placing the attached documents on public exhibition for feedback prior to adoption in June.	Low	Within identified resources.	Yes
There is the risk that without a Council approved budget operational and capital expenditure cannot be incurred, leading to a failure to adhere to legislative requirements under the <i>Local Government Act 1993 (NSW)</i> .	High	Budget report for 2026-2027 submitted to Council to be placed on public exhibition for approval and adoption by Council by June 2026.	Low	Within identified resources.	Yes

Financial Implications

The public exhibition of Council's Delivery Program 2025-2029 and draft Operational Plan 2026-27 details the current budget, while the draft Operational Plan 2026-27 identifies a surplus of \$2.6 million for operations before capital grants and contributions.

Operational	Value \$'000s (excl. Gst)	Comments
Operating Expenditure		
Total Expenditure	168,878	
Source of Funding		
<i>Council</i>	147,166	Includes rates and annual charges, fees and other items of income
<i>Grants and Contributions</i>	12,542	Includes both S711 and operating grants
<i>Interest</i>	11,779	Interest and returns on investments
Total Sources	171,487	
Net Result	2,609	

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

Capital	Value \$'000s (excl. Gst)	Comments
Capital Expenditure		
<i>Infrastructure</i>	40,689	
<i>Operational</i>	10,545	
<i>Plant and Equipment</i>	4,776	
Total Expenditure	56,010	
Source of Funding		
<i>Revenue</i>	19,598	Revenue sources and borrowings
<i>Grants</i>	11,835	General and specific purpose grants
<i>Developer Contributions</i>	15,621	
<i>Reserves</i>	8,956	
Total Source of Funding	56,010	
Net Result	NIL	

Council will continue to pursue opportunities for reducing expenses and generating additional revenue. The Long-term Financial Plan clearly presents the financial sustainability challenges we will face as a Council. Council will continue to engage with the community to ensure awareness and understanding of our financial challenges and consult regarding levels of service and revenue increases to establish an appropriate fiscal path.

POLICY IMPLICATIONS

The Delivery Program, Operational Plan, Fees and Charges, and Long-Term Financial Plan set the policy direction for council's service delivery, financial sustainability, and asset management. These documents ensure alignment with the Community Strategic Plan, providing a structured approach to decision-making, resource allocation, and long-term planning.

STATUTORY IMPLICATIONS

Under the *Local Government Act 1993 (NSW)*, councils are required to develop and implement key planning documents as part of the Integrated Planning and Reporting (IPR) Framework.

The Delivery Program (Section 404) sets out the principal activities to be undertaken during the council term, aligning with the Community Strategic Plan, and must be adopted by 30 June in the year following an election.

The Operational Plan (Section 405) details annual actions, budgets, and performance measures, including a Fees and Charges Schedule (Sections 608, 610B, and 610D).

The Resourcing Strategy (Section 403), which includes the Long-Term Financial Plan (10 years), Workforce Management Strategy (4 years), and Asset Management Strategy and Plans (10 years), ensures councils have the necessary financial, workforce, and asset resources to deliver their plans.

DRAFT DELIVERY PROGRAM 2025-2029 INCORPORATING THE OPERATIONAL PLAN 2026-27, DRAFT LONG-TERM FINANCIAL PLAN, DRAFT FEES AND CHARGES 2026-27 AND DRAFT ASSET MANGEMENT PLAN 2025-2029 (Cont.)

All these documents must be publicly exhibited for at least 28 days, with council required to consider community feedback before adoption. These statutory requirements ensure councils effectively plan, fund, and deliver services in a sustainable and transparent manner while incorporating community input.

10 City Planning

10.1 Development Application 2025/734, Alterations and Additions To Existing Dwelling and Shed, Construction of a New Shed and Use of Sheds as a Rural Industry at 1021 Luskintyre Road, Lambs Valley

FILE NO:	DA/2025/734
ATTACHMENTS:	<ol style="list-style-type: none">1. Locality Plan2. Development Plans3. Assessment Report (Under Separate Cover)4. Reasons for Refusal5. Submissions (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Planning Manager Development Principal Planner
AUTHOR:	Senior Development Planner
APPLICANT:	Tattersall Lander Pty Ltd
OWNER:	KJR Haulage and Pastoral Pty Ltd
PROPOSAL:	Alterations and Additions to Existing Dwelling and Shed, Construction of a New Shed and Use of Sheds as a Rural Industry
LOCATION:	1021 Luskintyre Road, LAMBS VALLEY
ZONE:	RU1 – Primary Production

EXECUTIVE SUMMARY

*Development Application No. DA/2025/734 was lodged with Council on 9 September 2025 seeking development consent for Alterations and Additions to an Existing Dwelling and Shed, Construction of a New Shed and Use of Sheds as a Rural Industry at 1021 Luskintyre Road, Lambs Valley (refer to **Attachment 1** for the Locality Plan and **Attachment 2** for the Development Plans).*

This matter is being reported to Council due to three Councillors calling the Development Application up for determination on 1 October 2025.

The application was publicly notified for a period of 14 days from 11 September to 1 October 2025 in accordance with Maitland Development Control Plan (MDCP) 2011 and Council's Community Participation Plan (CPP). Fifteen (15) submissions of objection were received. The concerns raised by the objectors include traffic impacts, environmental impacts, visual impacts and conflict with the character of surrounding rural lands in relation to permissibility of the use.

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

Under the Maitland Local Environmental Plan (MLEP) 2011, the site is zoned RU1 – Primary Production with Rural Industries permitted in the zone. However, permissibility concerns are raised with the proposed development best defined as a “Truck Depot”, which is not permitted in the RU1 – Primary Production zone.

The location of the new drive through truck shed fails to comply with setback controls contained within the MDCP 2011. There are also potential amenity and environmental impacts caused by the proposed use, which are unresolved.

*An assessment of the application has been undertaken against Section 4.15(1) of the EP&A Act, 1979 (refer to **Attachment 3**). The proposed development is not considered to be acceptable in terms of the relevant matters for consideration under the Act and accordingly, is recommended for refusal, for reasons contained in **Attachment 4**.*

OFFICER’S RECOMMENDATION

THAT

- 1. DA/2025/734 for Alterations and Additions to Existing Dwelling and Shed, Construction of a New Shed and Use of Sheds as a Rural Industry at 1021 Luskintyre Road, Lambs Valley is refused for the reasons provided in Attachment 4 of this report.**

Introduction

The purpose of this report is to determine DA/2025/734 for Alterations and Additions to an existing dwelling and shed, construction of a new shed and use of sheds as a rural industry at 1021 Luskintyre Road, Lambs Valley.

This matter has been called up to Council for determination by Mayor Penfold with the support of Cr Jordan & Cr W Penfold. The application received fifteen (15) submissions during the assessment process raising concerns around environmental impacts, permissibility, visual impacts and site suitability which cannot be alleviated through the imposition of conditions of consent.

In addition to the issue of permissibility, there are also major amenity concerns with the proximity of the proposed drive-through truck shed and hard stand area to a neighbouring residence. There are environmental concerns associated with the amount of vehicle washing and maintenance to occur on the site, which drains to the Hunter River.

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

Background

An investigation by Council’s Compliance section was undertaken regarding an allegation of unauthorized work on the site. A Development Application was subsequently sought for the use of the land and further development of the site. It is noted that partial operations have been occurring on site prior to the lodgement of this DA. Site constraints (flooding and slope/grade) limit the location of the truck parking to the closest point of the site to the neighbouring residence.

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

Concerns have been raised that the use is / will be functioning closer to the definition of a *Truck Depot*, which is prohibited in the RU1 – Primary Production zone, than a *Rural Industry*.

It is noted that the landowner applied to the National Heavy Vehicle Regulator (NHVR) early in 2025 to allow B-Double vehicles to access the property from the New England Highway via the Windermere Road intersection. This was approved by the NHVR (refer to Figure 1 below).

Council has since been investigating whether the route approved by the NHVR is suitable and safe for B-Doubles. It was noted however that the owner could seek approval to go north and connect to the New England Highway via Elderslie. This did occur, with subsequent approval granted by the NHVR for access to/from the site to Stanhope Road and to the New England Highway via Elderslie and Branxton.

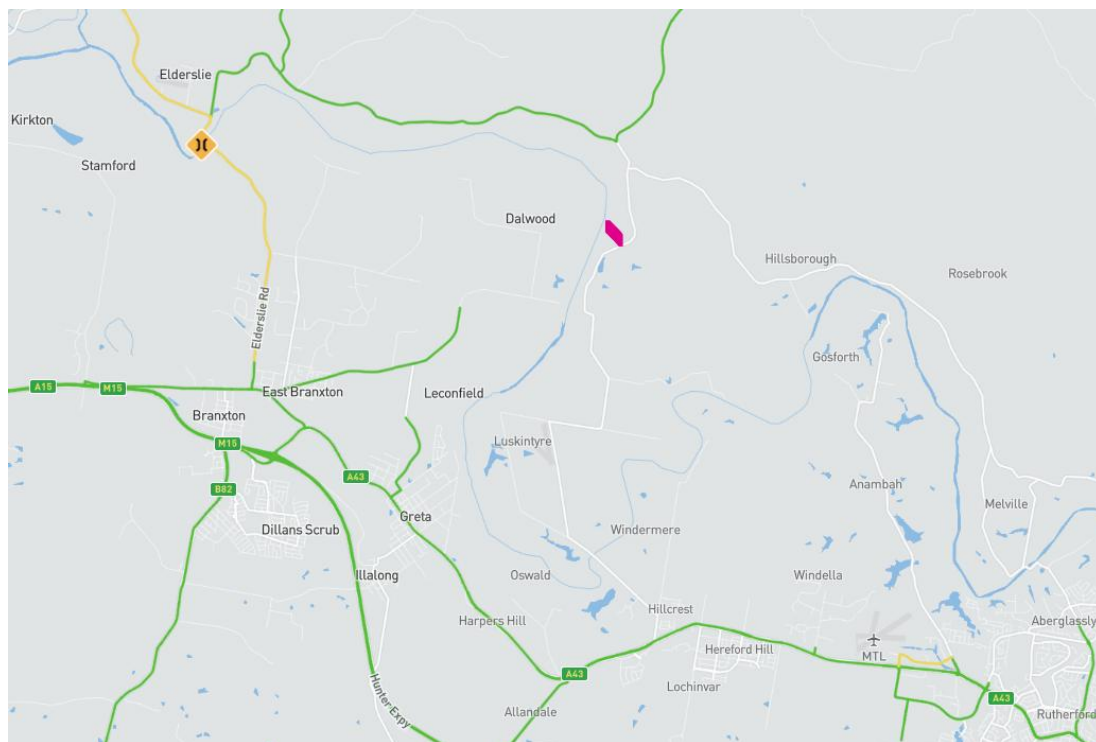


Figure 1: Nationally approved B-Double Routes - Green. (Weight restricted B-Doubles are permitted to cross the Elderslie Bridge - Yellow.) Approximate location of site marked red.

Site Description

The site is known as 1021 Luskintyre Road, Lambs Valley and has a legal description of Lot 102 DP856405. The locality plan can be viewed at **Attachment 1**.

The site is generally rectangular with a frontage of 148 metres to Luskintyre Road, 143 metres to the Hunter River and an area of approximately 7.4 ha. The site is accessed via a driveway crossing at the southern end of the frontage.

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

The site is zoned RU1 – Primary Production under the MLEP 2011 and is part flood affected. The site is mapped as bushfire prone land and has an identified waterway running through the site entering the Hunter River. The neighbouring uses are generally rural residential in nature, with the eastern side of Luskintyre Road zoned RU2 – Rural Landscape at this location.

The area is cleared of vegetation and is undulating with a fall towards the Hunter River. A dwelling house, inground pool and one main outbuilding are presently located on the block.

Proposal

The development application proposes *Alterations and Additions to an Existing Dwelling and Shed, Construction of a New Shed and use of Sheds as a Rural Industry* at 1021 Luskintyre Road, Lambs Valley. The specific details (refer to **Attachment 2** for the development plans) of the proposal are:

- 69 m² garage addition to an existing house;
- 63m² and 72m² addition to existing standalone shed/outbuilding;
- New 173m² drive-through truck shed;
- Gravel hard stand parking area; and
- Use of the site for Rural Industry purposes.

KEY ISSUES

Key planning issues of relevance to this Council report have been provided below. A detailed assessment of the Development Application is provided in the s.4.15 Assessment Report under **Attachment 3**.

Permissibility

The proposal seeks consent for the use of the site as a *Rural Industry*. This use is defined by the MLEP 2011 as follows:

rural industry means the handling, treating, production, processing, storage or packing of animal or plant agricultural products for commercial purposes, and includes any of the following—

- (a) *agricultural produce industries,*
- (b) *livestock processing industries,*
- (c) *composting facilities and works (including the production of mushroom substrate),*
- (d) *sawmill or log processing works,*
- (e) *stock and sale yards,*
- (f) *the regular servicing or repairing of plant or equipment used for the purposes of a rural enterprise.*

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

Throughout the assessment process, concern has been raised in relation to the use being more consistent with 'depot operations', which includes the following three use definitions:

depot means a building or place used for the storage (but not sale or hire) of plant, machinery or other goods (that support the operations of an existing undertaking) when not required for use, but does not include a farm building.

transport depot means a building or place used for the parking or servicing of motor powered or motor drawn vehicles used in connection with a business, industry, shop or passenger or freight transport undertaking.

truck depot means a building or place used for the servicing and parking of trucks, earthmoving machinery and the like.

While the proposal claims (it is already operating without consent) that it can and will comply with the definition of a *Rural Industry*, the proposal, after consideration of the characterisation of the land use, appears to more closely aligned with the definition of *Truck Depot* for the following reasons:

- The number of trucks associated with the business that could be parked at the site (five);
- The storage and servicing of these multiple vehicles on the site;
- The employment of drivers who do not reside on site;
- The prohibition by the National Heavy Vehicle Regulator (NHVR) of laden trucks travelling to and from the site, meaning that the business does not handle/transport any products produced from the site nor from other properties on this site. The business seeks only to park vehicles at the site and then participate in the transportation of products between other sites, (with associated maintenance and washing).

Planning Circular PS21-008, "How to Characterise Development" discusses how the dominate purpose of the development is to be considered the development. Accordingly, which the proposal contains elements of a Rural Industry use, it is more closely defined as a Truck Depot, which is not a permitted use within the RU1 Primary Production zone and therefore prohibited. The application is therefore recommended for refusal.

Compliance with zone objectives

The objectives of the RU1 Primary Production zone are a matter to which the consent authority must have regard when determining a development application. A key objective is to minimise conflict between land uses within this zone, while encouraging diversity in primary industry enterprises and systems appropriate for the area.

The impacts of the proposed development are considered unacceptable and contrary to the primary objectives of the RU1 zone. Specifically:

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

- The type, location, scale, and intensity of the development is not appropriate and fails to minimise the conflict between land uses.
- The proposed form of development is more characterised as a Truck Depot – a prohibited use in the RU1 Primary Production zone.

On balance, the proposal fails to demonstrate consistency with the key objectives of the RU1 zone and would result in an undesirable precedent for future development. These matters form a reason for refusal.

Amenity Impacts

The proposed drive through truck shed is located 2 metres from the boundary and 40 metres from the neighbouring residence. MDCP 2011 controls require the shed to be setback a minimum of 10 metres from the boundary. Noise impacts from vehicles entering and exiting the site are likely to have an amenity impact, given the proximity to the boundary to a residential neighbour.

An Acoustic Report has not been submitted to support the application nor sought given overriding issues with the permissibility issues. However, it is noted that if the owner/occupier of the property drove their own B-Double/articulated vehicle, this would not require Council approval, and with one departure and one arrival a day, not considered to have an unwarranted impact. The potential impact is due to the scale of the proposal.

Environmental Impacts: Potential pollution

The washing down of five trucks could lead to increased potential for pollution. The applicant has indicated that they are willing to install a grease/oil arrestor within the truck shed. This could alleviate concerns around potential pollution, but it is still noted that washing up to five vehicles associated with the business leads to a greater characterisation of the proposal as a Truck Depot.

Suitability of the site for the development

The site is considered unsuitable for the proposal. The proposal is not consistent with the zoning and the objectives of the RU1 Primary Production zone. It fails to maintain the existing rural landscape character, and the location of the built structures is contrary to the controls of the DCP 2011. Collectively, these factors demonstrate that the site is not suitable for the proposed development.

PUBLIC SUBMISSIONS

The application was placed on public exhibition for a period of 14 days from 11 September 2025 to 1 October 2025 in accordance with the legislative requirements. During this time fifteen submissions of objection were received. A copy of the redacted submissions are provided in **Attachment 5**.

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

The main issues raised by the objectors are summarised below and comment provided:

Issue	Comment
Road/Luskintyre Bridge Use by B-doubles – Damage concerns	The applicant has been through the appropriate path to gain approval from the National Heavy Vehicle Regulator (NHVR) in early 2025. A new northern route was approved by the NHVR in October 2025.
Road/Bridge Use by B-doubles – Safety concerns	<p>While the Luskintyre Bridge - southern route has been approved by the NHVR, Council is investigating some concerns that the approved southern route includes bends that cannot accommodate a B-Double from crossing double centre lines.</p> <p>In response to this concern the applicant has also noted similar size vehicles service a poultry farm at 230 Luskintyre Road and Tranquil Vale Vineyard. However, both of these sites can be accessed without travel through the intersection that cannot accommodate a safe turn movement for the B-Double size vehicles along Luskintyre Road.</p> <p>The applicant could seek a route that heads north of the site to avoid this southern route and did so in October 2025 which has satisfied this concern.</p>
Environmental Impacts (Noise / Maintenance activities / Proximity to Hunter River / Lack of professional studies)	<p>These matters have been discussed above. In terms of noise and environmental impacts the proposal is not supported due to the proximity to residential neighbours closer than required by the DCP controls.</p> <p>In response to this concern the applicant has indicated that “It is proposed that an oil and grease separator will be installed into the shed.” This is noted.</p>
Permissibility of Use – Transport Depot vs Rural Industry (Ancillary uses/diesel storage / should be in industrial area)	<p>If the proposal is more suitably defined as a Truck Depot then the proposal would not be permissible.</p> <p>As lodged and detailed by the applicant the use can be defined as a Rural Industry – this includes a limit on number of vehicles on the site at any one time, and the trucks bring and deliver “plant agricultural products” to and from the site.</p>

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

	<p>However, the number of trucks associated with the business and the transporting of goods not associated with the site suggests the site is more suitably defined as Truck Depot.</p> <p>It is also considered that the development is inconsistent with the objectives of the RU1 Primary Production zone, and contrary to Council's Rural Land Strategy 2041(RLS). Which aims to - <i>Avoid land use conflicts and provide land use certainty for rural activities</i> and <i>Minimise land use conflict between new development and existing sensitive land uses, whether located in urban or rural areas.</i> (Objectives 3 and 4 - Planning Principle 2 Reduce and manage land use conflict.)</p>
Visual blight / detracts from character of the area	<p>The proposal is considered to have an unacceptable impact on the rural character. The setback of the truck shed is incompatible with the surrounding rural landscape and fails to maintain the intended rural amenity. 10 metres is Council's DCP setback control with 2 metres proposed. As such, the application is recommended for refusal.</p> <p>The applicant has noted that the buildings will have no visual impacts from the public domain. This is acknowledged.</p>
No Economic benefits to local area	<p>Submissions have noted the proponent engages in works mostly outside the Maitland Council area. This is not a reason to refuse the application.</p> <p>In response to this concern the applicant has noted that "the owner has been constantly contacted in the past few months to supply hay products to local farmers..."</p>
Lack of Notification	<p>The proposal was notified in accordance with the MDCP 2011.</p> <p>(It is noted that submissions were received from a distance of up to 10km from the site.)</p>

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (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

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

CONCLUSION

Concerns have been raised that what is proposed falls outside the definition of *Rural Industry* and is more closely characterised as a *Truck Depot*, a use not permitted in RU1 Primary Production zone. This interpretation is based on the number of vehicles involved with the business and stored at the site, the employment of non-residents and a lack of work (handing, treating, production, processing, storage or packing) associated with the movement of plant agricultural products connected with the site. It is noted that trucks using Luskintyre Road, as approved by the NHVR, must be unladen.

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

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

City Planning

Development Application 2025/734, Alterations and Additions to Existing Dwelling and Shed, Construction of a New Shed and Use of Sheds as a Rural Industry at 1021 Luskintyre Road, Lambs Valley

Locality Plan

Meeting Date: 21 April 2026

Attachment No: 1

Number of Pages: 1

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)



DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

City Planning

Development Application 2025/734, Alterations and Additions to Existing Dwelling and Shed, Construction of a New Shed and Use of Sheds as a Rural Industry at 1021 Luskintyre Road, Lambs Valley

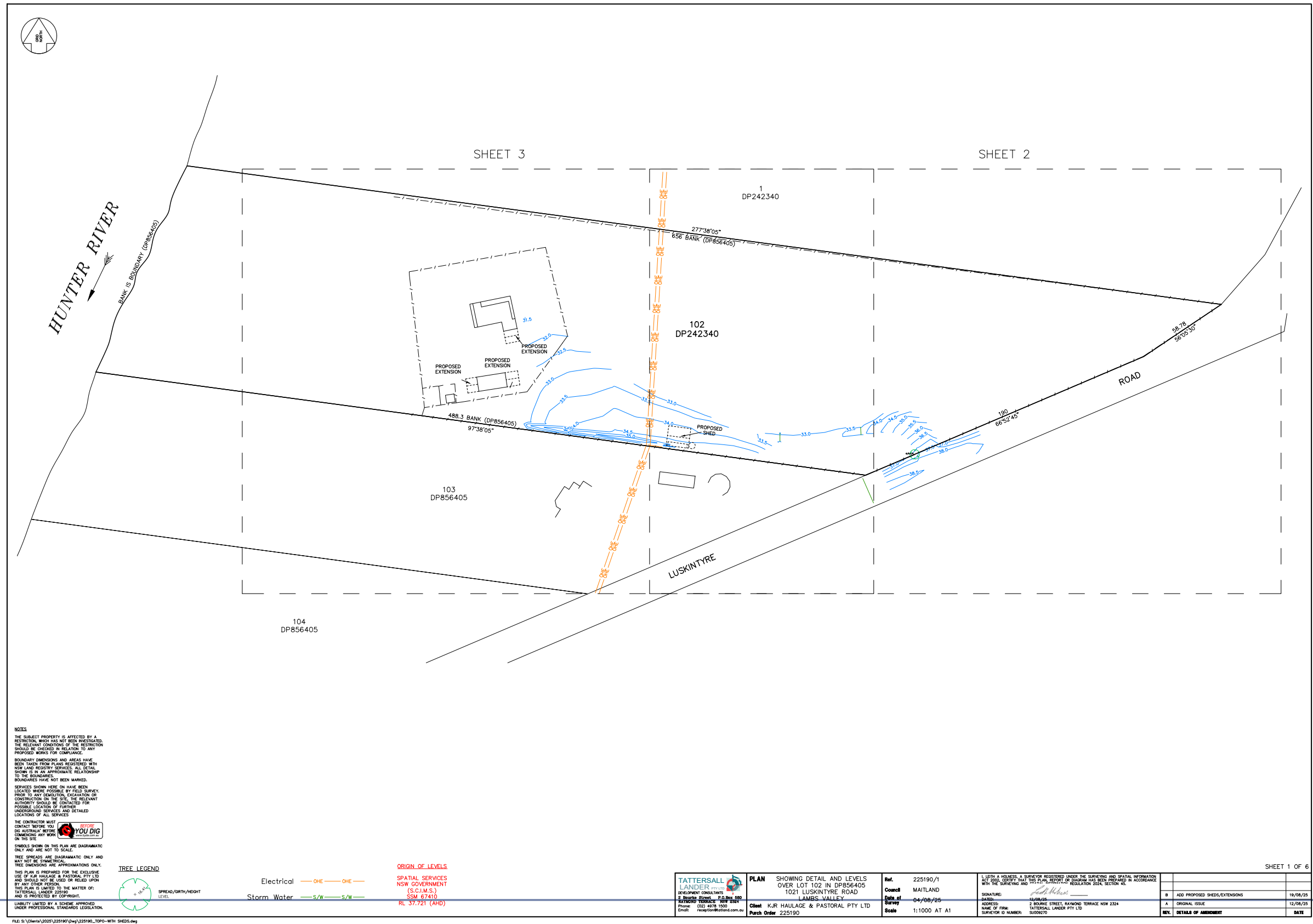
Development Plans

Meeting Date: 21 April 2026

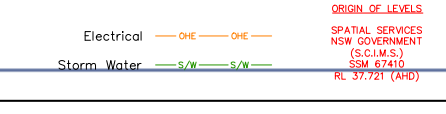
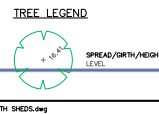
Attachment No: 2

Number of Pages: 6

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)



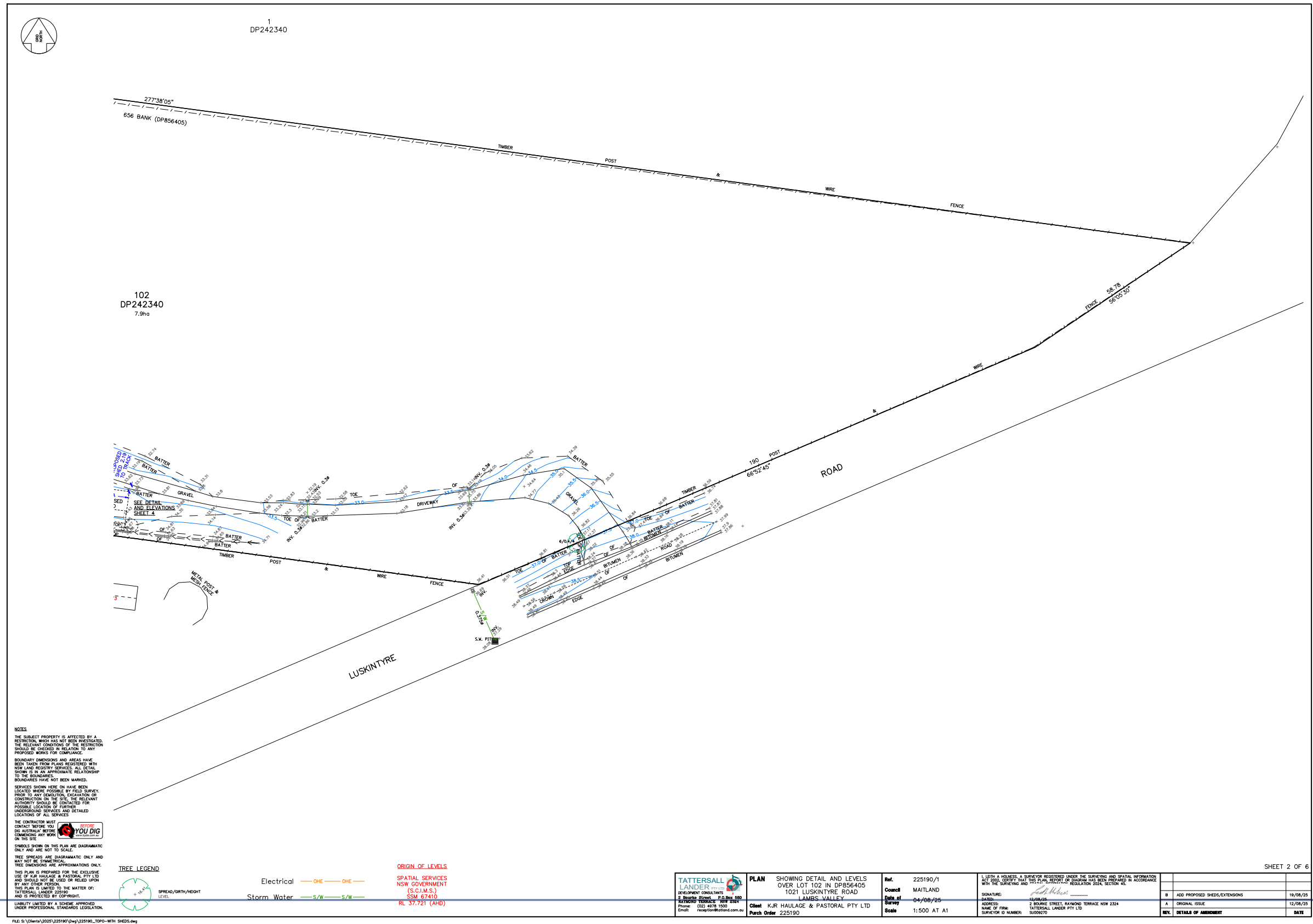
NOTES
 THE SUBJECT PROPERTY IS AFFECTED BY A RESTRICTION WHICH HAS NOT BEEN INVESTIGATED. THE RELEVANT CONDITIONS OF THE RESTRICTION SHOULD BE OBTAINED IN RELATION TO ANY PROPOSED WORKS FOR COMPLIANCE.
 BOUNDARY DIMENSIONS AND AREAS HAVE BEEN TAKEN FROM PLANS REGISTERED WITH NSW LAND REGISTRY SERVICES. ALL DETAILS SHOWN IS IN AN APPROXIMATE RELATIONSHIP TO THE BOUNDARIES.
 BOUNDARIES HAVE NOT BEEN MARKED.
 SERVICES SHOWN HERE ON HAVE BEEN LOCATED WHERE POSSIBLE BY FIELD SURVEY. PRIOR TO ANY DEMOLITION, EXCAVATION OR CONSTRUCTION ON THE SITE, THE RELEVANT AUTHORITY SHOULD BE CONTACTED FOR POSSIBLE LOCATION OF FURTHER UNDERGROUND SERVICES AND DETAILED LOCATIONS OF ALL SERVICES.
 THE CONTRACTOR MUST CONTACT BEFORE YOU DIG AUSTRALIA BEFORE COMMENCING ANY WORK ON THIS SITE.
 DIMENSIONS SHOWN ON THIS PLAN ARE DIAGRAMMATIC ONLY AND ARE NOT TO SCALE.
 TREE SPREADS ARE DIAGRAMMATIC ONLY AND MAY NOT BE NUMERICAL.
 TREE DIMENSIONS ARE APPROXIMATIONS ONLY.
 THIS PLAN IS PREPARED FOR THE EXCLUSIVE USE OF KJR HAULAGE & PASTORAL PTY LTD AND SHOULD NOT BE USED OR RELIED UPON BY ANY OTHER PERSON.
 THIS PLAN IS LIMITED TO THE WATER OF TATTERSALL LANDS 225190 AND IS PROTECTED BY COPYRIGHT.
 LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION.



TATTERSALL LAND SERVICES 2 Bourke Street, P.O. Box 100 LAMBS VALLEY NSW 2254 Phone: (02) 4978 1000 Email: reception@maitland.com.au	PLAN SHOWING DETAIL AND LEVELS OVER LOT 102 IN DP856405 1021 LUSKINTYRE ROAD LAMBS VALLEY	Ref: 225190/1 Council: MAITLAND	I, LEITH A. HOLLAND, A SURVEYOR REGISTERED UNDER THE SURVEYING AND SPATIAL INFORMATION ACT 2020, CERTIFY THAT THIS PLAN, DRAWING OR DIAGRAM HAS BEEN PREPARED IN ACCORDANCE WITH THE SURVEYING AND SPATIAL INFORMATION REGULATION 2024, SECTION 42.
	Client: KJR HAULAGE & PASTORAL PTY LTD Purch Order: 225190	Date of Survey: 04/06/25 Scale: 1:1000 AT A1	SIGNATURE: <i>Leith Holland</i> NAME OF FIRM: TATTERSALL LANDS PTY LTD SURVEYOR'S NUMBER: 5009670



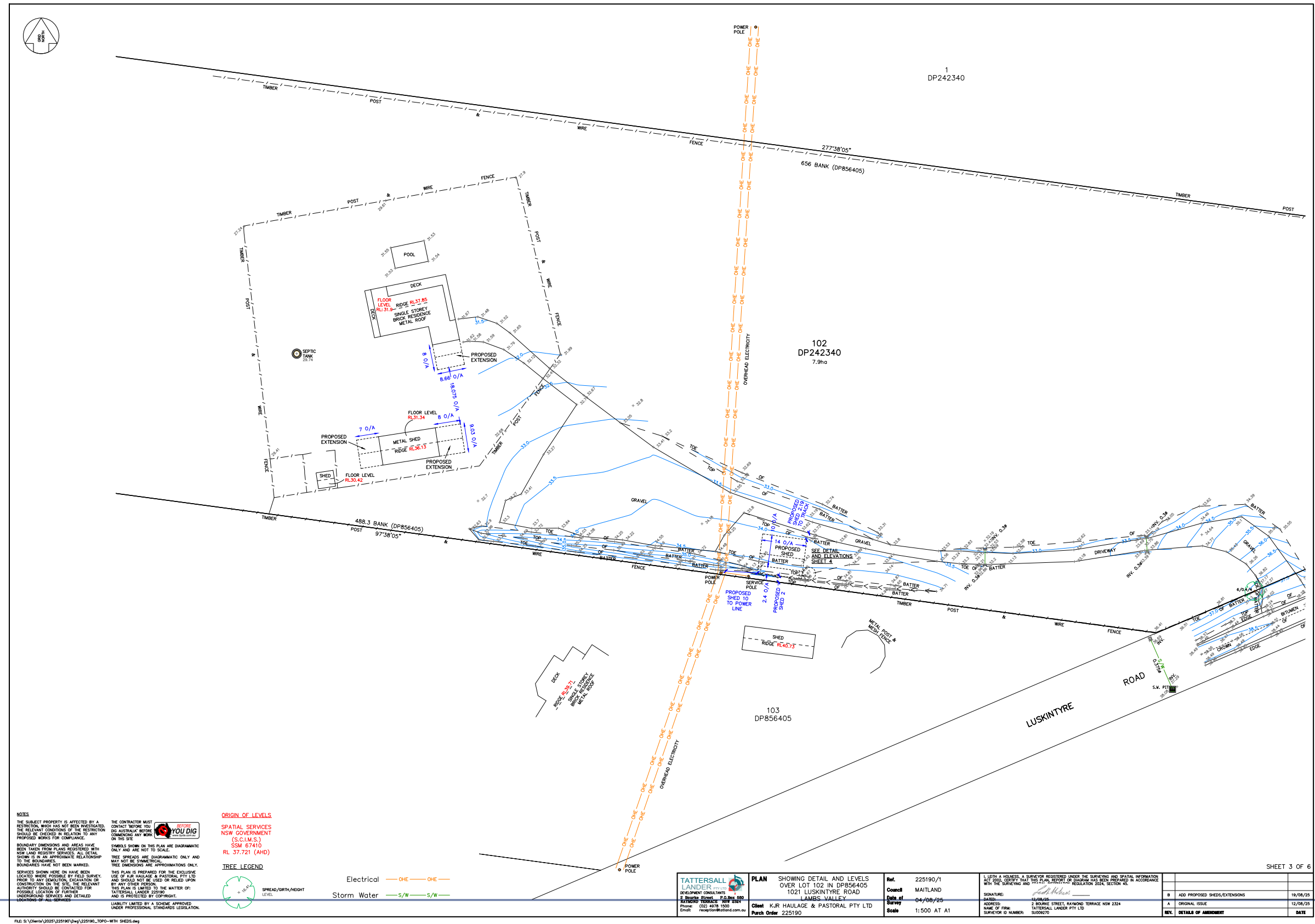
DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)



SHEET 2 OF 6



DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)



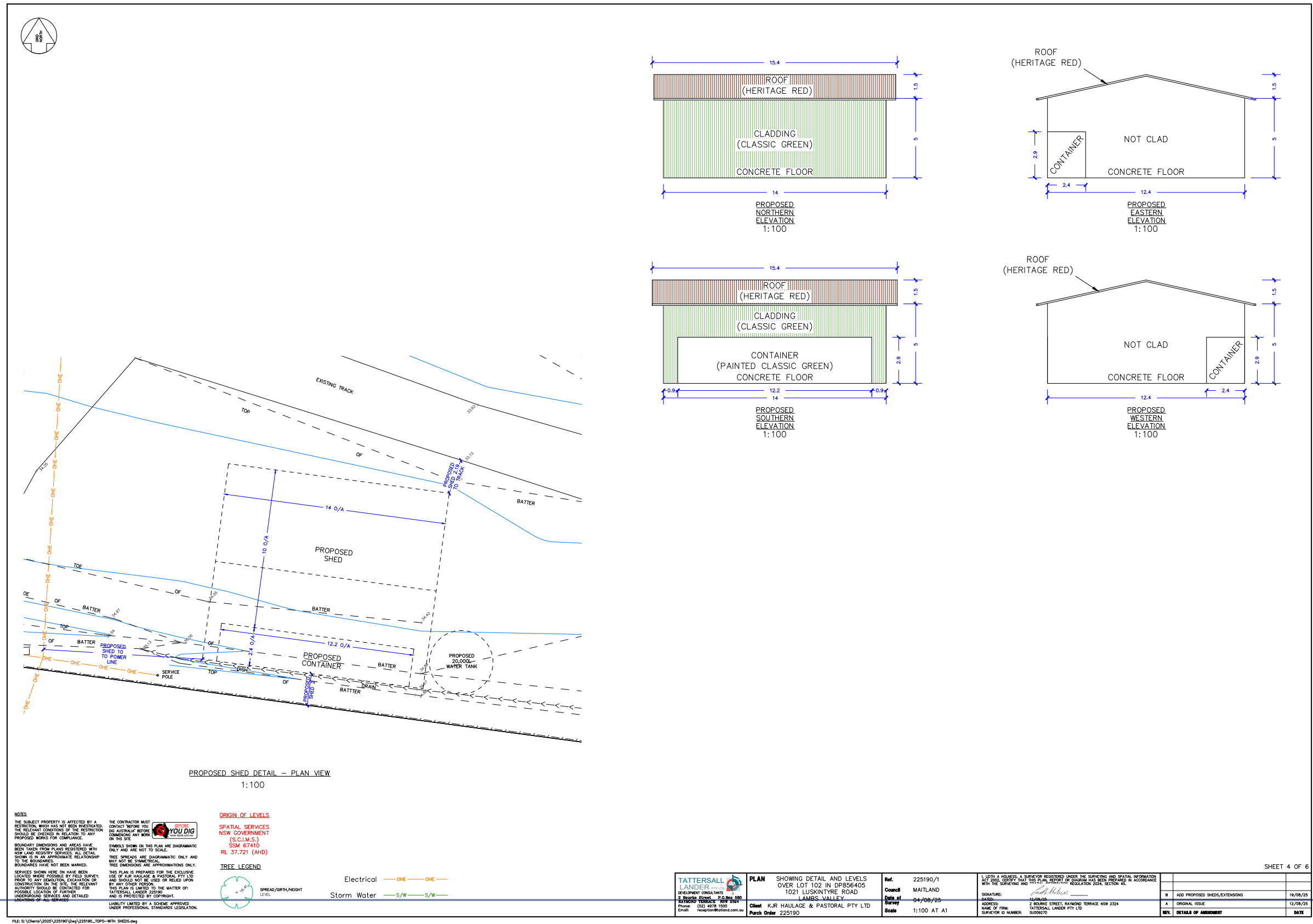
NOTES
 THE SUBJECT PROPERTY IS AFFECTED BY A RESTRICTION WHICH HAS NOT BEEN INVESTIGATED. THE RELEVANT CONTENTS OF THE RESTRICTION SHOULD BE CHECKED IN RELATION TO ANY PROPOSED WORKS FOR COMPLIANCE.
 BOUNDARY DIMENSIONS AND AREAS HAVE BEEN TAKEN FROM PLANS REGISTERED WITH NSW LAND REGISTRY SERVICES. ALL DETAILS SHOULD BE IN AN APPROPRIATE RELATIONSHIP TO THE BOUNDARIES. BOUNDARIES HAVE NOT BEEN MARKED.
 SERVICES SHOWN HERE ON HAVE BEEN LOCATED WHERE POSSIBLE BY FIELD SURVEY. PRIOR TO ANY DISTURBANCE, EXCAVATION OR CONSTRUCTION ON THE SITE, THE RELEVANT AUTHORITY SHOULD BE CONTACTED FOR POSSIBLE LOCATION OF FURTHER UNDERGROUND SERVICES AND DETAILED LOCATIONS OF ALL SERVICES.
 THE CONTRACTOR MUST CONTACT BEFORE YOU DIG (NSW GOVERNMENT) BEFORE COMMENCING ANY WORK ON THE SITE.
 DIMENSIONS SHOWN ON THIS PLAN ARE DIAGRAMMATIC ONLY AND ARE NOT TO SCALE.
 TREE SPREADS ARE DIAGRAMMATIC ONLY. TREE DIMENSIONS ARE APPROXIMATIONS ONLY.
 THIS PLAN IS PREPARED FOR THE EXCLUSIVE USE OF KJR HAULAGE & PASTORAL PTY LTD AND SHOULD NOT BE USED OR RELIED UPON BY ANY OTHER PERSON.
 THIS PLAN IS LIMITED TO THE MATTER OF TATTERSALL LANDER 225190 AND IS PROTECTED BY COPYRIGHT.
 LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION.

ORIGIN OF LEVELS
 SPATIAL SERVICES
 NSW GOVERNMENT
 (S.C.I.M.S.)
 SSM 67410
 RL 37.721 (AHD)
TREE LEGEND
 SPREAD/ORTH/RIGHT LEVEL

Electrical — OHE — OHE — OHE
 Storm Water — S/W — S/W — S/W

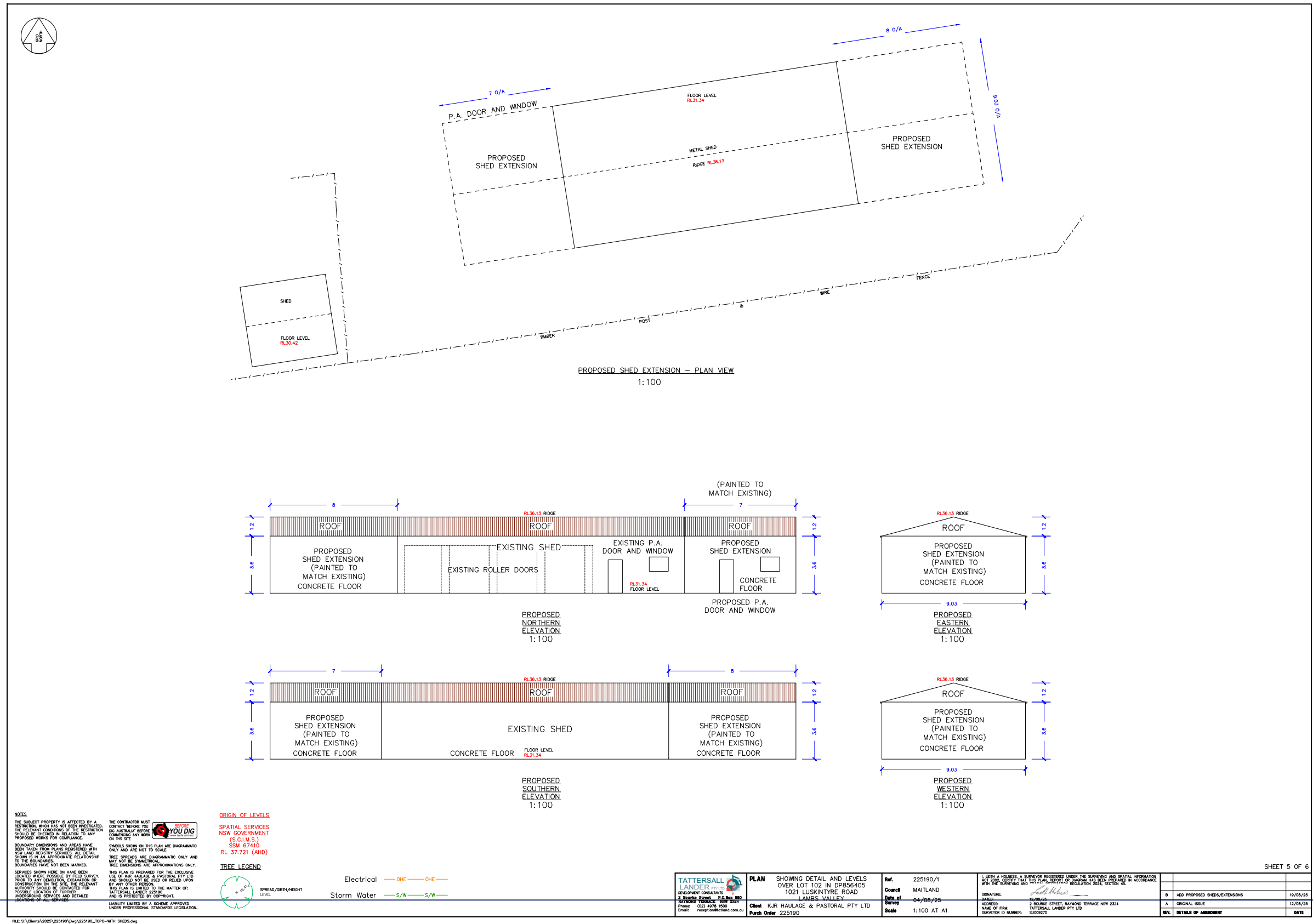
TATTERSALL LANDER DEVELOPMENT CONSULTANTS 11 BROADWAY, SUITE 101 LAMBS VALLEY NSW 2524 Phone: (02) 4978 1000 Email: reception@tattersall.com.au	PLAN SHOWING DETAIL AND LEVELS OVER LOT 102 IN DP856405 1021 LUSKINTYRE ROAD LAMBS VALLEY	Ref: 225190/1 Council: MAITLAND Date of Survey: 04/06/25 Scale: 1:500 AT A1	I, LEITH A. HOLLAND, A SURVEYOR REGISTERED UNDER THE SURVEYING AND SPATIAL INFORMATION ACT 2024, CERTIFY THAT THIS PLAN, DRAWING OR DIAGRAM HAS BEEN PREPARED IN ACCORDANCE WITH THE SURVEYING AND SPATIAL INFORMATION ACT 2024, SECTION 42. SIGNATURE: <i>Leith Holland</i> DATE: 12/08/25 NAME OF FIRM: TATTERSALL LANDER PTY LTD SURVEYOR'S NUMBER: 50096270	SHEET 3 OF 6 B ADD PROPOSED SHEDS/EXTENSIONS 19/08/25 A ORIGINAL ISSUE 12/08/25 REV. DETAILS OF AMENDMENT DATE
---	---	--	---	---

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

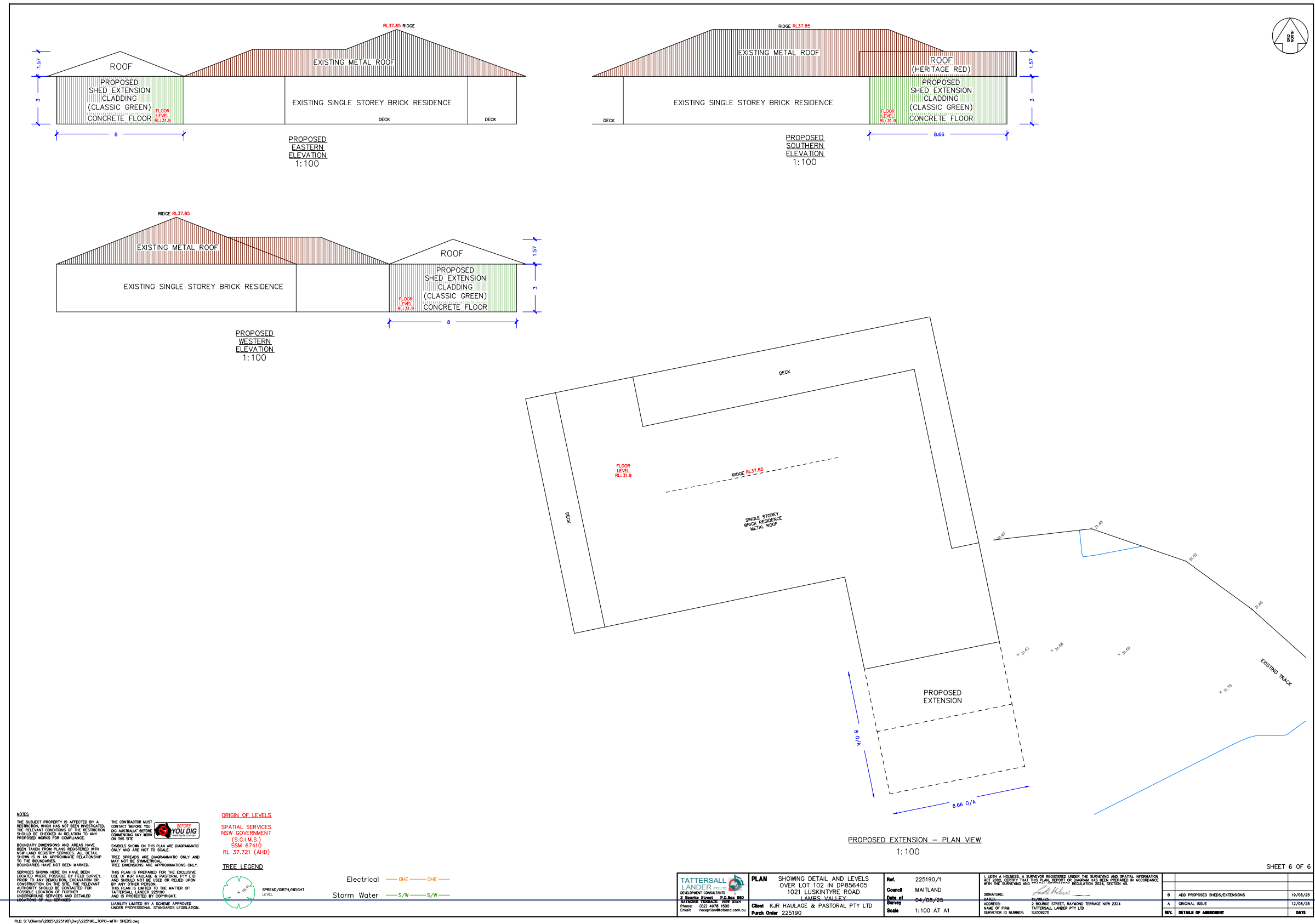


SHEET 4 OF 6

FILE: S:\V\mha\2025\225190\Draw\225190_TOP0-WTH-SHEDS.dwg



DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)



TATTERSALL LANDERS DEVELOPMENT CONSULTANTS 2 Bourke Street, P.O. Box 180 RAYMOND TERRACE NSW 2254 Phone: (02) 4978 1000 Email: reception@maitland.com.au	PLAN SHOWING DETAIL AND LEVELS OVER LOT 102 IN DP856405 1021 LUSKINTYRE ROAD LAMBS VALLEY	Ref: 225190/1 Council: MAITLAND Date of Survey: 04/06/25 Scale: 1:100 AT A1	I, JOHN A. HOLLAND, A SURVEYOR REGISTERED UNDER THE SURVEYING AND SPATIAL INFORMATION ACT 2024, CERTIFY THAT THE PLAN, REPORT OR DRAWING HAS BEEN PREPARED IN ACCORDANCE WITH THE SURVEYING AND SPATIAL INFORMATION ACT 2024, SECTION 42. SIGNATURE: <i>John Holland</i> DATE: 12/08/25 ADDRESS: 2 BOURKE STREET, RAYMOND TERRACE NSW 2254 NAME OF FIRM: TATTERSALL LANDER PTY LTD SURVEYOR'S NUMBER: 5009670	SHEET 6 OF 6 B ADD PROPOSED SHEDS/EXTENSIONS 19/08/25 A ORIGINAL ISSUE 12/08/25 REV. DETAILS OF AMENDMENT DATE
---	--	--	--	---

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

City Planning

Development Application 2025/734, Alterations and Additions to Existing Dwelling and Shed, Construction of a New Shed and Use of Sheds as a Rural Industry at 1021 Luskintyre Road, Lambs Valley

Reasons for Refusal

Meeting Date: 21 April 2026

Attachment No: 4

Number of Pages: 1

DEVELOPMENT APPLICATION 2025/734, ALTERATIONS AND ADDITIONS TO EXISTING DWELLING AND SHED, CONSTRUCTION OF A NEW SHED AND USE OF SHEDS AS A RURAL INDUSTRY AT 1021 LUSKINTYRE ROAD, LAMBS VALLEY (Cont.)

DA/2025/734 – Recommended Reasons of Refusal

1. The development does not comply with the provisions of the *Maitland Local Environmental Plan 2011* and fails to satisfy or comply with the following clauses:
 - a. Clause 1.2 – Aims of Plan
 - (j) to encourage orderly, feasible and equitable development whilst safeguarding the community’s interests, environmentally sensitive areas and residential amenity.
 - b. Clause 2.3 – Permissibility and zone objectives

The proposed use is prohibited within the RU1 Primary Production Zone and fails to support the zone objective to minimise conflict between land uses within this zone and land uses within adjoining zones.

[s4.15(a)(i) of *Environmental Planning and Assessment Act 1979*]
2. The development does not comply with various controls contained in the *Maitland Development Control Plan 2011*, namely:
 - c. Chapter C.5 – Industrial Land
 - d. Chapter C.8 – Residential Design

[s4.15(a)(iii) of *Environmental Planning and Assessment Act 1979*]
3. The development results in unreasonable social, built and environmental impacts.

[s4.15(b) of *Environmental Planning and Assessment Act 1979*]
4. The land is not suitable for the development as proposed.

[s4.15(c) of *Environmental Planning and Assessment Act 1979*]
5. The development is not in the public interest. Specifically, the proposed development is not consistent with the values of the local community, having regard to the submissions in the form of objections to the proposal. The issues of concern raised in the public submissions remain unresolved.

[s4.15(e) of *Environmental Planning and Assessment Act 1979*]

10.2 Adoption of the East Maitland Catalyst Area Structure Plan

FILE NO:	103/185
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Response to Submissions Report (Under Separate Cover) 2. Draft East Maitland Catalyst Area Structure Plan (Under Separate Cover) 3. Draft Infrastructure Needs Analysis (Under Separate Cover) 4. Draft Social Infrastructure Needs Assessment (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Planning Acting Manager Strategic Planning Strategic Planning Policy Lead
AUTHOR:	Senior Strategic Planner
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.3 Housing diversity

EXECUTIVE SUMMARY

On 21 October 2025, Council resolved to place the draft East Maitland Catalyst Area (EMCA) Structure Plan and the supporting Social Needs Analysis and Infrastructure Needs Analysis (together referred to as the draft EMCA Structure Plan) on public exhibition. The public exhibition period occurred from 27 October to 24 November 2025. During the exhibition period, 27 submissions were received. One submission objected to the Structure Plan, while the remaining submissions generally supported the Structure Plan in principle, noting the need to address matters such as traffic, infrastructure capacity, and impacts on neighbourhood character as growth occurs.

The purpose of this report is to outline the outcomes of public exhibition and recommend adoption of the final EMCA Structure Plan. Following adoption, endorsement of the EMCA Structure Plan will be sought from the Department of Planning, Housing and Infrastructure (DPHI).

OFFICER'S RECOMMENDATION

THAT

- 1. Council acknowledges the Response to Submissions Report (Attachment 1).**
- 2. The East Maitland Catalyst Area Structure Plan (Attachment 2) be adopted.**
- 3. Council notes the Infrastructure Needs Analysis (Attachment 3) and Social Needs Analysis (Attachment 4).**
- 4. Notification of Council's decision be provided to those who made a submission.**

ADOPTION OF THE EAST MAITLAND CATALYST AREA STRUCTURE PLAN (Cont.)

5. **Implementation of the EMCA Structure Plan commence through the preparation of Council initiated planning proposals and precinct area plans.**
6. **Council submits the draft East Maitland Catalyst Area Structure Plan and the supporting documents (Attachment 2, 3 and 4) to the Department of Planning, Housing and Infrastructure for endorsement.**

REPORT**East Maitland Catalyst Area Structure Plan**

The East Maitland Catalyst Area (EMCA) Structure Plan was prepared utilising grant funding under the DPHI's Regional Housing Strategic Planning Fund awarded to Council in October 2023. The EMCA Structure Plan (Attachment 2) provides a 20-year policy blueprint to guide future growth and investment within parts of East Maitland, Ashtonfield and Metford.

The Structure Plan estimates that around 3,000 new homes could be built, providing space for about 6,500 people by 2045, subject to land use changes enabling infill development and market investment. The EMCA Structure Plan will guide the coordination of infrastructure to align with projected growth, while providing clear signals to government and the private market about the most appropriate locations for future infill growth.

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

Social Needs Analysis and Infrastructure Needs Analysis

To support growth in the EMCA, the Social and Utility Infrastructure Needs Analysis identify infrastructure requirements and population thresholds that may trigger the need for new infrastructure, upgrades or further studies. These recommendations are not currently funded and will require development contributions, government funding and further detailed planning.

Key infrastructure, facilities of additional studies that have been recommended include:

- Upgrades to transport infrastructure, including improvements to Metford Road, Mitchell Drive and Chelmsford Drive; multi-modal access improvements to Metford Train Station (including northern access); enhanced bus and active transport connections to Maitland Hospital from Metford Station, Victoria Street Station and Green Hills; and additional links within the active transport network.
- Stormwater infrastructure improvements, including upgrades along Metford Road and Raymond Terrace Road; culvert upgrades at the Main Northern Railway, New England Highway and Chelmsford Drive; and investigation of detention and water sensitive urban design measures for land north of Maitland Hospital.
- Upgrades to wastewater and electrical substation infrastructure.
- Embellishment of existing public open space and facilities, and potential provision of additional open space.
- Provision of a new primary school or a significant upgrade to an existing school.

ADOPTION OF THE EAST MAITLAND CATALYST AREA STRUCTURE PLAN (Cont.)

Further analysis of infrastructure requirements will be undertaken as part of any Planning Proposal, Development Control Plan and development contributions planning for the EMCA. This work will involve further consultation with relevant State infrastructure agencies, including Transport for NSW, to confirm infrastructure requirements and delivery timeframes. Identified infrastructure may also inform future updates to Council's Partnership and Advocacy Strategy and will be planned in accordance with Council's adopted strategies and policies.

Stakeholder Engagement and Public Exhibition

Throughout 2018 to 2023 an intergovernmental working group comprising of Council staff, DPPI, Transport for NSW (TfNSW), Health NSW, Homes NSW and the Hunter and Central Coast Development Corporation progressed initial strategic planning and projects within the EMCA, including:

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

Further stakeholder consultation was undertaken for the EMCA Structure Plan by the project consultants in February 2025. This involved discussing constraints and future development opportunities with major landholders and government agencies. The details of which are provided in the supporting Infrastructure Needs Analysis (Attachment 3).

An Exhibition Engagement Plan was developed for public exhibition. The following activities were undertaken during the public exhibition period:

- YourSay webpage, with 2,117 views, 26 follows and 23 submissions
- Q&A Forum on Maitland YourSay page, with 6 contributions
- Three Community Drop-In Information Sessions, with a total of 43 attendees
- Front desk and phone calls, with 11 total enquiries
- Public exhibition item on Maitland City Council website with 253 page views
- Media releases and social media posts including newspaper advertisement in the Maitland Mercury, 18 radio mentions across 2NUR, ABC Newcastle and 2HD, TV mention on NBN Evening news
- Targeted letterbox drops to 2,700 properties
- Flyers distributed to 6,250 properties within and surrounding EMCA boundary
- Advertising and materials at Council facilities

Overall, an estimated audience of 118,509 people were reached across TV, radio, print and online.

Submissions

Following public exhibition, Council staff undertook a detailed review of all submissions. In total, 27 submissions were received. The majority of the submissions supported in principle the draft Structure Plan, with only one objection. A detailed summary of submissions and Council's responses, including the original submissions, is provided in Attachment 1.

ADOPTION OF THE EAST MAITLAND CATALYST AREA STRUCTURE PLAN (Cont.)

The objection related to the impact on the existing character and amenity of East Maitland due to the increase in housing density along with compounding traffic congestion. In response, Council staff noted that the draft Structure Plan was a high-level policy document, which sought to form the future narrative for the EMCA and establish a framework for where housing density should occur. This is generally in close walkable proximity to services supported by existing infrastructure to reduce reliance on vehicles. Additionally, the draft Infrastructure and Social Needs Analysis reports identify when infrastructure such as upgrades to roads are required once a housing or population threshold has been reached. This strategically coordinates infrastructure delivery over time and reduces reactive infrastructure planning.

The EMCA Structure Plan will seek to balance the existing character and amenity of East Maitland with the growth in housing by undertaking detailed sub-precinct master planning during the draft Structure Plan's implementation. This next phase will undergo the preparation of background information to understand the appropriate height of building limits, local road improvements, active transport connections, and the sequencing of supporting infrastructure. This information will inform the preparation of planning proposals to rezone land and amend building heights and other provisions within the *Maitland Local Environmental Plan 2011*, as well as sub-precinct area plans within the Maitland Development Control Plan, resulting in a coordinated planning framework for future infill housing growth. The community will also have a further opportunity to provide input during these future phases.

Overall, the major themes raised in submissions during the public exhibition period included:

- Traffic, transport and road congestion associated with future growth (11 submissions, 41%).
- The need for improved or additional utility and social infrastructure (11 submissions, 41%).
- Concerns about density and its impact on the existing character and amenity of the area (7 submissions, 26%).
- The need for additional housing supply (4 submissions, 14%).
- Biodiversity conservation and flood mitigation (4 submissions, 14%).
- Improved heritage conservation (4 submissions, 14%).
- Questions regarding how the Structure Plan will be implemented, including infrastructure costing and staging (3 submissions, 11%).

The EMCA Structure Plan seeks to balance or improve the above matters, by identifying the opportunities and constraints of the area and establishing actions for improvements, or delivery of infrastructure once a population or housing threshold has been reached. These matters will be further investigated during the detailed master planning phase to ensure either appropriate land use zones or development controls are created to improve the EMCA from its current form.

Draft Structure Plan – Key Changes Since Exhibition

In response to public submissions, a series of amendments to the EMCA Structure Plan were made. Out of the 27 submissions:

ADOPTION OF THE EAST MAITLAND CATALYST AREA STRUCTURE PLAN (Cont.)

- 3 (11%) had amendments made as proposed.
- 14 (52%) were noted for inclusion for additional analysis during the planning proposal and detailed site-specific development control plan master planning phase.
- 10 (37%) were noted with no further action.

The amendments made as proposed included:

1. Removal of the proposed E1 Local Centre zone adjacent to the Metford service station, replacing it with a broader action to investigate a neighbourhood centre or local centre in the Metford area. This amendment was made as the proposed site is considered unsuitable for development as a traditional local centre. The revised action provides greater flexibility to identify alternative locations with improved feasibility for a local or neighbourhood centre within the Metford area.
2. Minor updates to text and mapping to correct errors or anomalies, including creek names, clarification of the active transport network, and additional explanation of key urban planning initiatives.
3. Improve the Structure Plan objectives to better align with regional environmental policy and strategy.
4. Provide additional information containing to any potential impact on employment zoned land.

Department of Planning, Housing and Infrastructure Endorsement and Implementation of the EMCA Structure Plan

Following adoption, the EMCA Structure Plan will be submitted to the Department of Planning, Housing and Infrastructure for endorsement. DPHI endorsement formally validates the EMCA Structure Plan as a local strategy within the planning hierarchy of strategic plans. The endorsement also improves strategic merit with the objectives of the Hunter Regional Plan 2041, Section 9.1 Ministerial Directions under the *Environmental Planning and Assessment Act 1979*, and State Environmental Planning Policies. Ultimately, this reduces the outcome uncertainty when undertaking future planning proposals for the EMCA.

Implementation of the EMCA Structure Plan will commence through the preparation of Council-led planning proposals and precinct area plans, consistent with actions identified in Council's Operational Plan 2025–2026 and subject to future budget allocations and/or external grant funding opportunities. Planning proposals will be prioritised based on strategic need, resourcing availability and alignment with Council's adopted planning and infrastructure delivery priorities.

In addition, proponent-led planning proposals may be supported where they demonstrate strategic alignment with the EMCA Structure Plan and are consistent with Council's planning framework. In these instances, proponents will be required to fund the costs associated with detailed investigations, supporting studies and rezoning fees in accordance with Council's adopted fees and charges.

ADOPTION OF THE EAST MAITLAND CATALYST AREA STRUCTURE PLAN (Cont.)

CONCLUSION

The EMCA Structure Plan will provide a 20-year policy blueprint to guide future growth and investment within the EMCA. It will guide the coordination of infrastructure to align with growth, while providing clear signals to government and the private market about the most appropriate locations for future growth.

The EMCA Structure Plan has undergone extensive stakeholder engagement and public exhibition. This process has ensured that the EMCA Structure Plan is comprehensive and is broadly aligned with the community's vision for the future. The EMCA Structure Plan will establish the high-level land use and infrastructure framework. Subject to adoption and endorsement from the DPFI, implementation will commence with the first phase involving the preparation of detailed Council initiated planning proposals and site-specific area plans.

FINANCIAL IMPLICATIONS

ITEM	VALUE (EXCL. GST)	COMMENTS
Expenditure		
Consultant services	\$283,873.09	Consultant costs associated with preparation of the EMCA Structure Plan and supporting technical studies.
Total Expenditure	\$283,873.09	
Income		
Regional Housing Strategic Planning Funding Grant	\$220,909.09	Grant funding provided by the NSW Government under the Regional Housing Strategic Planning Fund.
Strategic Operational Plan budget	\$62,964.00	Council budget allocation for preparation of the EMCA Structure Plan.
Total Income	\$283,873.09	
Result	\$0	The EMCA Structure Plan project is fully funded within existing grant funding and Council budget allocation.

ADOPTION OF THE EAST MAITLAND CATALYST AREA STRUCTURE PLAN (Cont.)

RISK IMPLICATIONS

RISK	RISK RATING	PROPOSED TREATMENT	PROPOSED RISK RATING	RESOURCING
There is a reputational risk that the EMCA Structure Plan will not be adopted. This may lead to uncertainty within the community and investors on the future direction for the EMCA.	High	A detailed report outlining the outcomes of the public exhibition period and recommended amendments to the Structure Plan has been provided to support informed decision making.	Low	Within existing resources.
There is a risk that the outcomes of the public exhibition process are not clearly communicated, which may lead to confusion among stakeholders and reduced confidence in the planning process.	Medium	A detailed Response to Submissions Report has been prepared outlining the issues raised during exhibition and how they have been addressed.	Low	Within existing resources.
There is a risk that infrastructure identified in the EMCA Structure Plan is not delivered in a timely manner due to funding limitations, which may lead to growth placing additional pressure on existing infrastructure and services.	High	The Infrastructure Needs Analysis identifies infrastructure requirements and informs future infrastructure planning and advocacy, including investigation of funding mechanisms such as development contributions, the Housing and Productivity Contribution, Voluntary Planning Agreements, grant funding and direct government investment.	Medium	Within existing resources.

ADOPTION OF THE EAST MAITLAND CATALYST AREA STRUCTURE PLAN (Cont.)

There is a risk that private sector investment does not occur at the scale anticipated, which may lead to the housing and employment outcomes of the Structure Plan not being realised.	Medium	The EMCA Structure Plan provides clear strategic direction to support market certainty and guide future private sector investment.	Low	Within existing resources.
---	--------	--	-----	----------------------------

POLICY IMPLICATIONS

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

STATUTORY IMPLICATIONS

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

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

10.3 Endorsement of Voluntary Planning Agreement – Thornton Brentwood Pty Ltd – A & D Lawrence Fields, Thornton

FILE NO:	103/41/66
ATTACHMENTS:	1. Draft VPA For Execution (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Planning Acting Manager Strategic Planning Acting Coordinator City Planning Principal Development Contributions Planner
AUTHOR:	Development Contributions Officer
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2.3 Safe and efficient road networks

EXECUTIVE SUMMARY

On 15 July 2025, Council resolved to accept the revised offer from Thornton Brentwood Pty Ltd to enter into the Voluntary Planning Agreement (VPA) and delegate approval of the exhibition of the document to the General Manager. The exhibition period occurred between 30 January to 2 March 2026. During the exhibition no submissions were received.

This report seeks Council endorsement to enter into and execute the VPA under delegated authority to the General Manager.

OFFICER'S RECOMMENDATION

THAT

- 1. Council endorses the Voluntary Planning Agreement between Maitland City Council and Thornton Brentwood Pty Ltd as provided in Attachment 1.**
- 2. Council delegates authority to the General Manager to enter into and execute the Voluntary Planning Agreement.**

REPORT

At its meeting of 15 July 2025, Council considered a revised offer by Thornton Brentwood Pty Ltd (the Applicant) to enter into a Voluntary Planning Agreement (VPA) for the delivery of a car park and associated works and the dedication of environmental land.

The draft VPA was placed on public exhibition from 30 January to 2 March 2026. No submissions were received during the exhibition period.

ENDORSEMENT OF VOLUNTARY PLANNING AGREEMENT – THORNTON BRENTWOOD PTY LTD – A & D LAWRENCE FIELDS, THORNTON (Cont.)

In summary the VPA includes:

1. The Applicant to construct works, being a 114 space carpark and connecting footpaths servicing A & D Lawrence fields. This will be designed by Council in accordance with the Manual of Engineering Standards.
2. The Applicant to provide \$450,000 as security for the works.
3. Council to offset contributions levied under DA 2019/682 by 50% of the costs of the works. At a minimum the offset will be \$450,000.
4. The Applicant to dedicate land zoned C3 Environmental Management to Council upon registration of the subdivision. This land forms part of a Sub-Regional Biodiversity Corridor within Council's Environmental Sustainability Strategy.

Figure 1 below shows the layout of the proposed car park

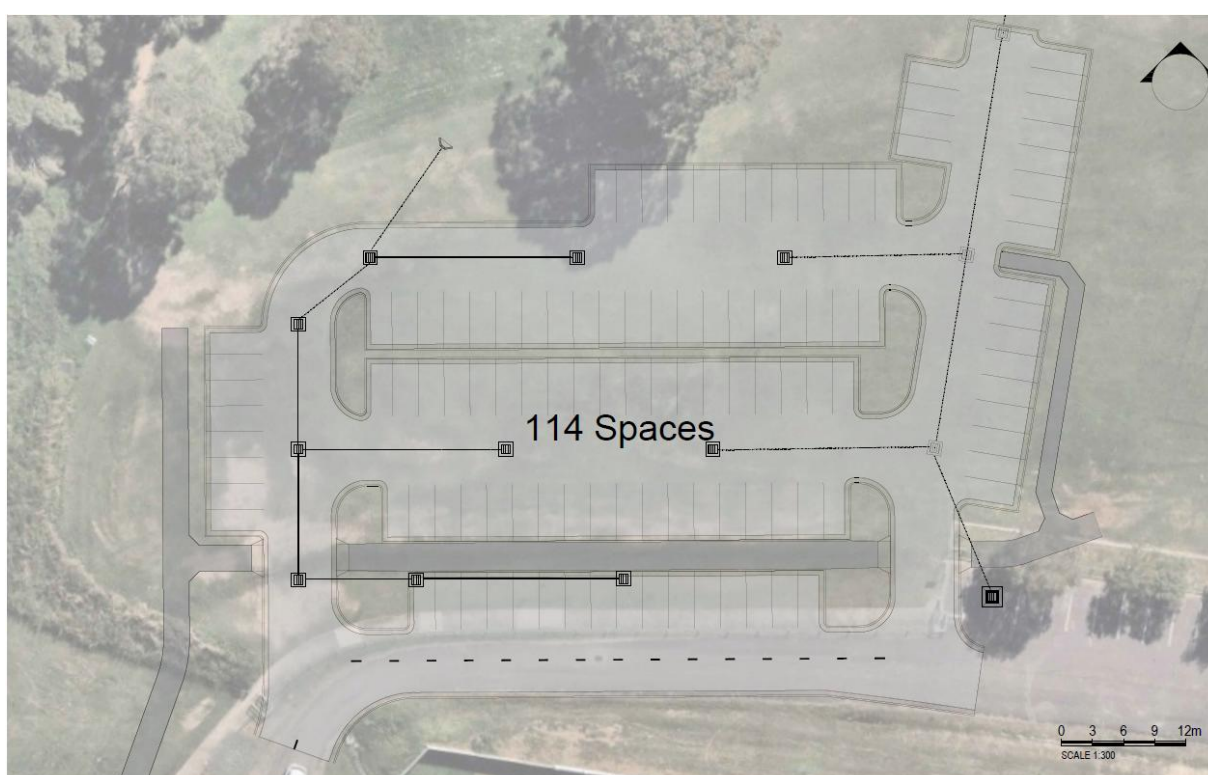


Figure 1 - Proposed Carpark Layout

The VPA links to the planning proposal (PP 2023-2323) for the reclassification of Council land from community to operational. This facilitates the construction of a formal access road to A & D Lawrence fields and the residential development of DA 2019/682. Council's Planning Agreement Policy states that a clear material public benefit for the community must be demonstrated. The VPA will provide formalised car parking and additional environmental land within a growth precinct.

The planning proposal was the subject of a separate Council report considered on 15 July 2025. The reclassification is in the finalisation stage with the Department of Planning, Housing and Infrastructure. DA 2019/682 contains a deferred commencement condition, with works not commencing until the VPA is executed and registered on title of the land to which the development consent applies.

ENDORSEMENT OF VOLUNTARY PLANNING AGREEMENT – THORNTON BRENTWOOD PTY LTD – A & D LAWRENCE FIELDS, THORNTON (Cont.)

Dedication of the residual environmental land is subject to the development consent conditions requiring preparation and implementation of a five-year Vegetation Management Plan (VMP). The land must be brought to a suitable standard prior to dedication, consistent with the works and performance outcomes specified in the approved VMP. The Applicant is responsible for undertaking and maintaining the required vegetation management works for the duration of the VMP period.

Figure 2 below shows the location of the development, the reclassification site, the developer's residue land and A & D Lawrence fields.



Figure 2 – Location of Proposed VPA Works and Land

CONSULTATION

Through preparation of the draft VPA, consultation has been undertaken with relevant internal stakeholders within City Services, City Planning, and Strategic Planning. The draft VPA was publicly exhibited between 30 January to 2 March 2026. The exhibition involved:

- Direct notification letters to adjoining property owners and previous submission makers of the planning proposal, and
- publication of the draft VPA and supporting material on Council's website.

No submissions were received during the exhibition period.

CONCLUSION

The exhibited VPA will provide for improved car parking associated with the existing sporting fields, improving the accessibility and safety of users of the facility. The dedication of environmental land to Council will provide protection of a sub-regional biodiversity corridor.

ENDORSEMENT OF VOLUNTARY PLANNING AGREEMENT – THORNTON BRENTWOOD PTY LTD – A & D
LAWRENCE FIELDS, THORNTON (Cont.)

RISK IMPLICATIONS

RISK	RISK RATING	PROPOSED TREATMENT	PROPOSED RISK RATING	RESOURCING – WITHIN OR ADDITIONAL
There is a risk that the Applicant is unable to complete the works due to insolvency or other inability to perform, which could lead to project delay or incomplete infrastructure delivery.	Medium	The VPA requires Thornton Brentwood to provide security to Council in the sum of \$450,000 to cover the developer's completion costs as estimated by Council. The VPA contains completion milestones to be met prior to the issuing of any subdivision for the residential land.	Low	Within existing resources
There's a risk that obligations under the VPA or approved plans are not complied with, which may lead to enforcement action, project delays, or additional costs for rectification.	High	Enforce compliance through inspections, directions, and rectification powers in the VPA.	Low	Within existing resources
There's a risk that disputes arise over valuation, reimbursement, or offsets under the VPA, which may lead to delays in implementing the agreement or additional administrative and legal costs.	Medium	Apply cost verification and offset strictly in accordance with the VPA; utilise dispute resolution provisions if necessary.	Low	Within existing resources
There is a risk that the Applicant does not dedicate the land to council, which could lead to delays in securing and protecting the environmental land.	Medium	The VPA requires that land dedication occur prior to the issue of any subdivision certificate, ensuring that lots cannot be released without dedication.	Low	Within existing resources

ENDORSEMENT OF VOLUNTARY PLANNING AGREEMENT – THORNTON BRENTWOOD PTY LTD – A & D
LAWRENCE FIELDS, THORNTON (Cont.)

FINANCIAL IMPLICATIONS

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

The VPA includes offsets against development contributions levied under DA 2019/682. The remaining contributions will be used for infrastructure identified in the Thornton North Infrastructure Contributions Plan. It is considered that the public benefit from the construction of the car park and dedication of the environmental land outweighs any negative impact from the loss of contributions as detailed in the table below.

ITEM	VALUE (EXCL. GST)	COMMENTS
Expenditure		
Developer Works Agreed Cost	\$900,000	Or the amount determined by a suitably qualified quantity surveyor, whichever is the higher.
Development Contribution Credit	-\$450,000	Or 50% of the Developer Works Agreed Cost
Income		
Development Contributions Levied under DA 2019/682	\$1,019,932	
Result	\$569,932	Contributions to be collected after offsetting 50% of the cost of the car park to be utilised in accordance with the adopted infrastructure contribution plan.

POLICY IMPLICATIONS

Council's Planning Agreements Policy establishes the principles governing the use of planning agreements and the circumstances in which Council may consider negotiating such an agreement.

Council officers consider that the VPA is consistent with the acceptability test outlined in the Policy, and that the agreement has been prepared in alignment with its objectives and procedures.

STATUTORY IMPLICATIONS

The VPA has been prepared in accordance with the *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2021*, and the applicable Ministerial Directions and Practice Notes issued by the Department of Planning Housing and Infrastructure.

10.4 Exhibition of Draft Dalmore Park Business and Innovation Precinct Development Control Plan

FILE NO:	DCP25001
ATTACHMENTS:	1. Draft Development Control Plan (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Planning Acting Manager Strategic Planning Acting Coordinator City Planning
AUTHOR:	Principal Strategic Planner
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.1.2 Strengthened and diversified precincts

EXECUTIVE SUMMARY

The Rutherford Employment Lands Urban Release Area (URA), known as the Dalmore Park Business and Innovation Precinct, comprises approximately 256 hectares of land zoned E3 Productivity Support, C3 Environmental Management and RU2 Rural Landscape. The precinct is strategically located immediately west of the Rutherford Employment Precinct and is intended to support future employment growth through a range of employment-generating uses, while providing for the protection and management of environmentally significant land.

The site is identified in Council's strategic planning framework as an important employment land opportunity. It aligns with Maitland's Local Strategic Planning Statement 2040+ and Council's Economic Development Strategy 2025-2035, both of which recognise the importance of the precinct in supporting additional employment growth, local job creation and broader economic development.

A draft Dalmore Park Business and Innovation Precinct URA Development Control Plan has been prepared for the subject land. This report seeks Council's endorsement to place the draft plan on public exhibition for a minimum period of 28 days.

OFFICER'S RECOMMENDATION

THAT

- 1. The draft Dalmore Park Business and Innovation Precinct Urban Release Area Development Control Plan (Attachment 1) be placed on public exhibition for a minimum of 28 days; and**
- 2. Should there be no submissions of objection:**
 - a. Council adopts the Dalmore Park Business and Innovation Precinct Urban Release Area Development Control Plan.**
 - b. Council delegates any minor changes of the Plan to the General Manager. Any significant changes will result in a further report and recommendation to Council**

 EXHIBITION OF DRAFT DALMORE PARK BUSINESS AND INNOVATION PRECINCT DEVELOPMENT CONTROL PLAN (Cont.)
REPORT

The Rutherford Employment Lands Urban Release Area (URA), known as the Dalmore Park Business and Innovation Precinct, has been identified to accommodate employment-generating uses. The subject land is located west of the established Rutherford industrial area and includes approximately 142 hectares of land intended for employment purposes, with substantial frontage to both the New England Highway and the Main Northern Railway corridor. Under the *Maitland Local Environmental Plan 2011*, the land is zoned a mixture of E3 Productivity Support, C3 Environmental Management and RU2 Rural Landscape.

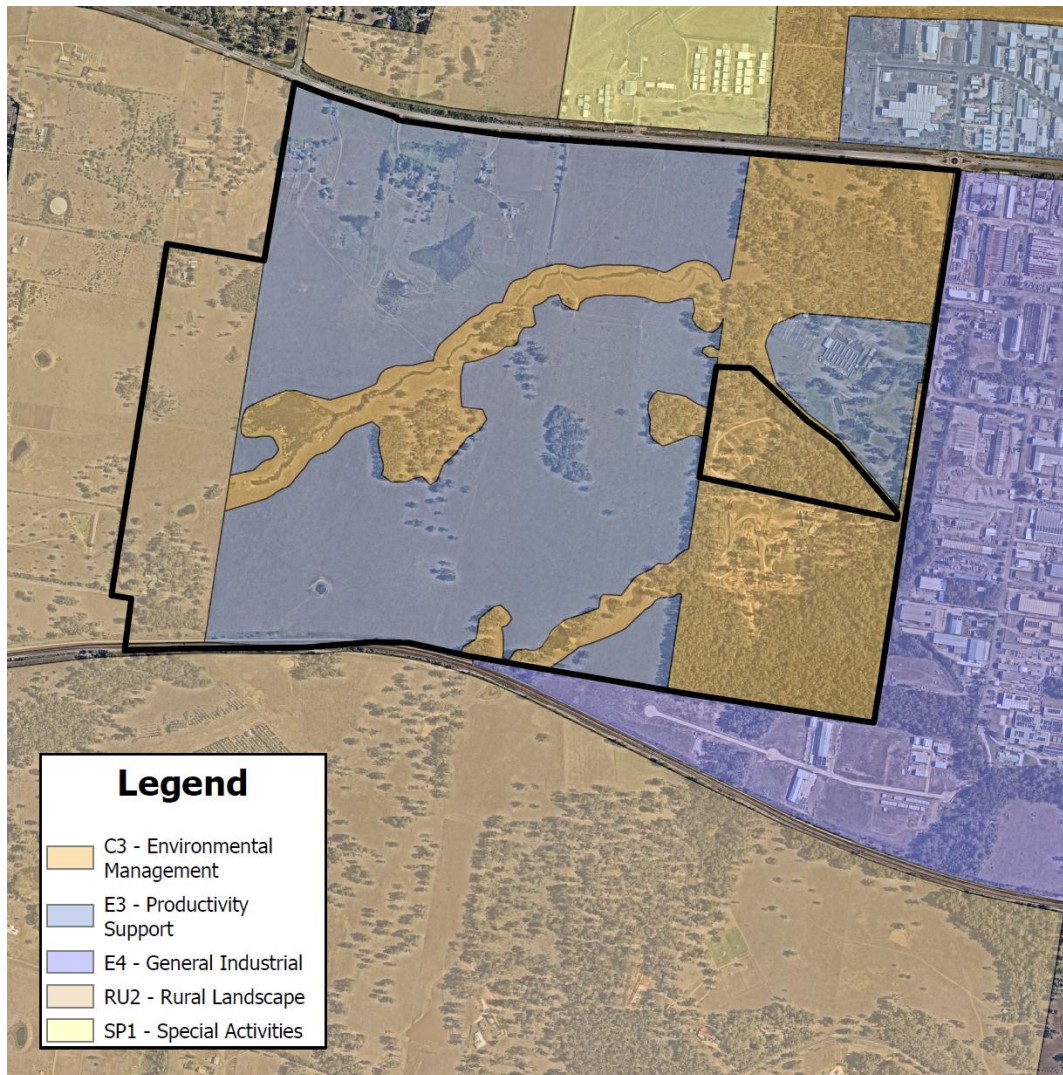


Figure 1 Zoning Map

The precinct forms part of the western employment lands area of the City and occupies a strategic position within the regional transport network. The site is located immediately west of the Rutherford Employment Precinct, which supports 5,315 jobs and generates \$4.7 billion in economic activity on an annual basis. Its frontage to the New England Highway and proximity to the Main Northern Railway corridor provide strong connections for freight, logistics and industrial uses, while its adjacency to the established Rutherford industrial area supports the orderly expansion of employment land.

EXHIBITION OF DRAFT DALMORE PARK BUSINESS AND INNOVATION PRECINCT DEVELOPMENT CONTROL PLAN (Cont.)

The subject site is identified in local and regional strategic planning documents as forming part of a strategically important employment area. Maitland's Local Strategic Planning Statement 2040+ identifies the Rutherford employment area as a key industrial and bulky goods precinct and recognises the Western Precinct as having capacity to accommodate substantial additional employment growth.

The site is located within the Anambah to Branxton Regionally Significant Growth Area (RSGA) identified in the Hunter Regional Plan 2041. Maitland, Cessnock and Singleton councils are currently preparing a draft Structure Plan for the RSGA. This Structure Plan will consider existing zoned land and generally incorporates the future land uses planned for these locations. This includes the Dalmore Park Business and Innovation Precinct URA, ensuring that the planning framework for the precinct aligns with the broader regional structure planning process and supports the delivery of employment opportunities alongside planned population growth.

Council's Economic Development Strategy 2025–2035 also identifies the Dalmore Park Business and Innovation Precinct as an important employment land opportunity intended to support local job creation and economic growth.

Draft Dalmore Park Business and Innovation Precinct URA Development Control Plan

The Dalmore Park Business and Innovation Precinct URA presents a range of opportunities and constraints that will influence future development outcomes. These require careful consideration to ensure development responds appropriately to the site's strategic, environmental and infrastructure context, while supporting employment-generating uses and delivering a high-quality business and industrial precinct.

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

- Staging Plan
- Transport Movement Hierarchy
- Aboriginal Cultural Heritage
- Overall Landscaping Strategy
- Passive and Active Recreation Areas
- Stormwater and Water Quality
- Amelioration of Natural and Environmental Hazards
- Ecology, Biodiversity and Riparian Corridor
- Urban Design
- Key Development Typologies

The key site issues addressed through the DCP are expanded below.

Transport and Access

In consultation with Transport for NSW, two indicative signalised intersections have been identified on the New England Highway to provide access to the precinct. One intersection is proposed near the existing entrance to the Royal Newcastle Aerodrome Club, with the second proposed at the existing intersection of River Road and the New England Highway. The detailed design and delivery of these intersections will be subject to further approvals from Transport for NSW and will be considered as part of future development application assessment.

EXHIBITION OF DRAFT DALMORE PARK BUSINESS AND INNOVATION PRECINCT DEVELOPMENT CONTROL PLAN (Cont.)**Staging and Sequencing**

The draft DCP includes a Staging Plan to guide the orderly release of land in a sequence aligned with infrastructure provision. The first stage is identified in the eastern part of the site, fronting the New England Highway opposite the Royal Newcastle Aerodrome Club. Later stages are intended to progress westward as the necessary infrastructure becomes available.

Residual Land within the Urban Release Area

Land immediately to the east and west of the precinct was included within the Urban Release Area under the *Maitland Local Environmental Plan 2011* and has been addressed in the draft DCP for completeness.

Land to the east is zoned C3 Environmental Management and E3 Productivity Support and includes land owned by Council, as well as land associated with the Maitland Saleyards. The draft DCP does not contemplate development within the C3 Environmental Management land, which is intended to be retained for environmental management purposes.

Land to the west is zoned RU2 Rural Landscape and extends from Christopher Road south to the Main Northern Railway corridor. Development of this land is not contemplated under the current DCP framework and would require a separate future planning process, including any necessary rezoning, should development be proposed.

CONSULTATION

Prior to the preparation of this report, the draft DCP was circulated to landowners within the precinct and Transport for NSW for preliminary review and feedback. This early engagement provided landowners with additional time to consider the document and identify any initial issues.

Feedback received through this preliminary engagement informed a number of matters relevant to the proposal, including staging, traffic and transport infrastructure, and the potential timing of development across the precinct. While this feedback has informed preparation of the draft DCP, these matters will also be considered alongside any submissions received during the public exhibition period.

This report proposes that the draft DCP be placed on public exhibition for a minimum period of 28 days, in accordance with Council's Community Participation Plan and relevant legislative requirements. During the exhibition period, the community will have an opportunity to review and comment on the draft DCP. Landowners within and adjoining the precinct will be notified of the exhibition and submission timeframe. Relevant government agencies will also be notified and invited to review the draft DCP. Exhibition material will be made available on Council's website.

At the conclusion of the exhibition period, all submissions will be reviewed and any necessary amendments made to the draft DCP before the matter is reported back to Council.

 EXHIBITION OF DRAFT DALMORE PARK BUSINESS AND INNOVATION PRECINCT DEVELOPMENT CONTROL PLAN (Cont.)
CONCLUSION

The draft Dalmore Park Business and Innovation Precinct URA DCP has been prepared in accordance with the recently adopted Maitland Development Control Plan 2026. If adopted, the DCP will be incorporated into Chapter 10 – Special Precincts, Locality Plans and Urban Release Areas.

Public exhibition of the draft DCP will provide government agencies, landowners and the broader community with an opportunity to review and comment on the development principles intended to guide future development of the precinct.

Following the exhibition period, a further report will be presented to Council outlining the submissions received and any proposed amendments to the draft DCP.

FINANCIAL IMPLICATIONS

ITEM	VALUE (EXCL. GST)	COMMENTS
Income		
Stage 1 DCP fee	\$74,100	Paid on lodgement as per Council's Fees and Charges 2024/2025.
Stage 2 DCP fee	\$67,275	Paid prior to exhibition as per Council's Fees and Charges 2025/2026.
Total Income	\$141,375	
Expenditure		
Staff Time and Resources	-\$141,375	Staff time and resources required for the preparation of the DCP.
Total Expenditure	-\$141,375	
Result	\$0	

EXHIBITION OF DRAFT DALMORE PARK BUSINESS AND INNOVATION PRECINCT DEVELOPMENT CONTROL PLAN (Cont.)

RISK IMPLICATIONS

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
There is an operational risk that the exhibition and subsequent adoption of the DCP is delayed, which may prevent the timely assessment and determination of future development applications and delay the delivery of strategically identified employment lands identified in Council's Economic Development Strategy.	High	Progress the DCP to exhibition in accordance with this report, prioritise the post-exhibition review process, and report the finalised DCP to Council for further consideration as soon as practicable.	Medium	Within existing
There is an operational risk that a significant number of stakeholder objections are received during the public exhibition period, which may lead to delays in the adoption of the draft DCP.	Medium	Undertake proactive communication and engagement during the exhibition period, provide clear factual responses to issues raised, and consider appropriate amendments to the draft DCP where necessary.	Low	Within existing
There is a strategic risk that the Dalmore Park Business and Innovation Precinct URA DCP is inconsistent with the recently adopted Maitland Development Control Plan 2026, which may lead to conflicting or unclear development controls.	Medium	Ensure the finalised Dalmore Park Business and Innovation Precinct URA DCP remains consistent with the structure, format and policy direction of the Maitland Development Control Plan 2026.	Low	Within existing

EXHIBITION OF DRAFT DALMORE PARK BUSINESS AND INNOVATION PRECINCT DEVELOPMENT CONTROL PLAN (Cont.)

POLICY IMPLICATIONS

The Dalmore Park Business and Innovation Precinct URA DCP is a Council policy document prepared under the *Environmental Planning and Assessment Act 1979* and in accordance with clause 6.3 of the *Maitland Local Environmental Plan 2011*. Once adopted, it will form part of the Maitland Development Control Plan 2026 and provide detailed planning controls specific to the URA.

The Dalmore Park Business and Innovation Precinct URA DCP has been prepared in alignment with the format and criteria of the Maitland Development Control Plan 2026 and supports the objectives of Council's Environmental Sustainability Strategy 2030 and Economic Development Strategy 2025–2035.

STATUTORY IMPLICATIONS

There are no statutory implications under the *Local Government Act 1993* in relation to this matter. However, the preparation and adoption of the Dalmore Park Business and Innovation Precinct URA DCP is undertaken in accordance with clause 6.3 of the *Maitland Local Environmental Plan 2011*. Public exhibition must also be undertaken in accordance with the *Environmental Planning and Assessment Act 1979* and the *Environmental Planning and Assessment Regulation 2021*.

10.5 DA/2025/486 for 3 into 173 Lot Torrens Title Residential Subdivision at 381 Anambah Road Anambah

FILE NO:	DA2025/486
ATTACHMENTS:	<ol style="list-style-type: none">1. Locality Plan2. Development Plans (Under Separate Cover)3. Assessment Report (Under Separate Cover)4. Recommended Conditions of Consent (Under Separate Cover)5. Submissions (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Planning Manager Development Principal Planner
AUTHOR:	Senior Development Planner
APPLICANT:	DB20 Pty Limited
OWNER:	DB20 Pty Limited
PROPOSAL:	Three (3) into 173 Lot Torrens Title Residential Subdivision, Two (2) Super Lots, One (1) Drainage Reserve, Residue Land, Constructed in Four (4) stages
LOCATION:	381 Anambah Road, ANAMBAH NSW 2320 Lot A DP 431640, Lot 2 DP 1110433, Lot 1 DP 1110433
ZONE:	R1 General Residential Zone

EXECUTIVE SUMMARY

*This proposal seeks development consent for a Three (3) into 173 Lot Torrens Title Staged Residential Subdivision including Two (2) Super Lots, One (1) Drainage Reserve, Earthworks and Infrastructure Services at 381 Anambah Road, Anambah (refer to **Attachment 1** for the Locality Plan and **Attachment 2** for the Development Plans).*

The subject site is located within the Anambah Urban Release Area (URA) and will rely on a public road, known as the Western Link Road, determined under Part 5 of the Environmental Planning and Assessment (EP&A) Act 1979 on 10 December 2025.

The application was placed on hold pending the adoption of a site-specific Development Control Plan for the mapped URA land. The Anambah Development Control Plan was adopted by Council on 17 March 2026.

The applicant was also required to address issues including access/roads, bushfire, essential servicing, stormwater, flooding, contamination, bulk earthworks, vegetation management/landscaping, social impacts and surrounding land uses. These items have now been satisfactorily addressed, or where the item has not been addressed via additional information, a condition of consent is recommended to ensure compliance with relevant legislation.

DA/2025/486 FOR 3 INTO 173 LOT TORRENS TITLE RESIDENTIAL SUBDIVISION AT 381 ANAMBAH ROAD ANAMBAH (Cont.)

The proposal obtained the concurrence of the NSW Rural Fire Service (NSW RFS), Department of Planning and Environment – Water (DPE-W) and Department of Planning and Environment – Heritage NSW. General Terms of Approval (GTA) have been received from these agencies.

*The application is reported to Council for determination as it received eighteen (18) submissions during the exhibition period, and the estimated cost of development exceeds Council staff delegation. Consideration of the submissions is outlined below and in the Planner’s Assessment Report (**Attachment 3**).*

The proposal is generally consistent with the subdivision and Anambah URA Plan requirements of Maitland Development Control Plan (MDCP) 2011. The application has been assessed against the relevant heads of consideration under Section 4.15(1) in the EP&A Act 1979 and considered to be satisfactory subject to the imposition of conditions.

OFFICER’S RECOMMENDATION

THAT

- 1. DA2025/486 for three (3) into 173 Lot Torrens Title Subdivision at 381 Anambah Road, Anambah is approved as a deferred commencement subject to the recommended schedule of conditions of consent contained in Attachment 4 of this report.**

Introduction

The purpose of this report is to seek development consent from Council for DA 2025/486 proposing a three (3) into 173 lot Torrens title staged residential subdivision including two (2) super lots, one (1) drainage reserve and residual land. This report is provided to Council on the basis of eighteen (18) submissions being received during the public notification process, and the estimated cost of development exceeds Council staff delegation. A detailed assessment in accordance with Section 4.15 of the EP&A Act 1979 is provided within **Attachment 3** of this report.

Site Description

The development site is legally described as Lot A DP431640 and Lots 1 & 2 DP1110433, commonly known as 381 Anambah Road, Anambah. The subject site covers approximately 22.8 hectares and is located in the south-eastern portion of the Anambah URA, between Anambah Road to the east and River Road to the west. The entire site subject to this application is within the R1 General Residential Zone.

The land is predominantly cleared, pastured, and used for agricultural purposes, with a ridgeline running east-west through the site. The northern portion generally drains to an unnamed first and second-order watercourse, while the southern portion drains to an unnamed first-order watercourse, both ultimately flowing to the Hunter River via existing culverts beneath Anambah Road.

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

DA/2025/486 FOR 3 INTO 173 LOT TORRENS TITLE RESIDENTIAL SUBDIVISION AT 381 ANAMBAH ROAD ANAMBAH (Cont.)

Proposal

The proposal seeks consent for a Torrens Title residential subdivision of this land. Details include:

- The creation of 173 residential allotments and 2 super lots with varying lot sizes of 451sqm – 5,312sqm;
- The subdivision is to occur over four (4) stages;
- 1 lot to be dedicated to Council as drainage reserve and linear park with path around drainage reserve;
- Full road construction of the following;
 - Sub-arterial road and roundabout;
 - Construction of internal local roads, including connection to the Western Link Road connecting the subdivision to the New England Highway from Wyndella Road;
- Associated infrastructure and landscape works including shared pathway, two bus stops, pedestrian refuges, services, stormwater management facilities and rehabilitation of a section of the riparian corridor;
- The bulk earthworks equates to an excess of cut, which is proposed to be stockpiled on the site and to be utilised for future subdivision works; and
- Provision of easements.

A copy of the development plans can be viewed in **Attachment 2** of this report.

KEY ISSUES

The subdivision is a significant proposal within the Anambah URA, with a detailed planning assessment report provided in **Attachment 3**. The key issues identified during the assessment process include bushfire, flooding, stormwater, landscaping, essential services, bulk earthworks and submissions, which are summarised below.

Bushfire

A Bushfire Assessment Report (BAR) concludes that the identified bushfire hazard can be appropriately mitigated through compliance with Planning for Bush Fire Protection 2019 (PBP 2019). The assessment confirms that the application of both temporary and permanent Asset Protection Zones (APZs), together with the recommended construction and management measures, will enable the proposed development to achieve an acceptable level of protection from the residual bushfire risk associated with surrounding vegetation, consistent with PBP 2019.

In relation to access, the proposal incorporates a single new, unobstructed public road connection to Wyndella Road to the south-west via the lead in road. The proposal initially included two alternative emergency secondary access points, one to the east onto Anambah Road and another to the south onto River Road. However, under Council's Anambah URA DCP, temporary access via River Road was not supported. Council sought advice from the NSW RFS regarding, as a result, the amended proposal seeks to provide a temporary secondary access via Anambah Road only with the NSW RFS satisfied. This access will be constructed to an all-weather standard, designed to accommodate two-way traffic, firefighting appliances, and two-wheel drive vehicles. A temporary 50-metre APZ is also proposed to be established in association with this access as an additional mitigation measure.

DA/2025/486 FOR 3 INTO 173 LOT TORRENS TITLE RESIDENTIAL SUBDIVISION AT 381 ANAMBAH ROAD ANAMBAH (Cont.)

Flooding

The eastern portion of the site is impacted from Hunter River 1% AEP flood extent with the flood level nominated as 19.90m AHD at this boundary. The PMF level at the site is 24.20m AHD and it is noted that Anambah Road becomes inundated during the 1% AEP flood. Given the Western Link Road is proposed to be constructed and registered as a public road prior to the release of the first Subdivision Certificate, flood evacuation is considered appropriately addressed.

All residential allotments are proposed to be located above the flood planning level. Minor earthworks, limited to the basin batter (approximately 3,585 m³ of fill within the flood fringe), are proposed within the areas identified as flood liable on the MLEP 2011 maps. These works are not expected to have significant adverse impacts on flood behaviour as compensatory storage is provided elsewhere within the flood-prone land. Council is satisfied that the development is consistent with the requirements of the flood planning clause.

Bulk Earthworks

The proposal involves bulk earthworks across the site, with estimated cut volumes of 243,650 m³ and fill volumes of 174,345 m³, resulting in an excess of approximately 100,550 m³ of cut material. This surplus is proposed to be stockpiled on-site for use in future subdivision works. Excavations generally reach depths of 1.5 m to 1.8 m, with localized ranges from approximately -4.5 m to 6.5 m to achieve compliant road and drainage grades. Retaining walls up to 1.4 m in height are proposed along lot boundaries.

The works are supported by a Geotechnical Assessment, which includes appropriate mitigation and management measures for fill placement. While the earthworks exceed the 2 m fill limitation in the MDCP 2011, the variation is considered acceptable as the proposal does not require imported fill and the cut material will be reused on-site, with excess stockpiled for future applications. Council's Senior Subdivision & Development Engineer has reviewed as acceptable subject to appropriate conditions of consent. A settlement strategy for the fill will be required as part of the Subdivision Works Certificate process.

Stormwater Disposal

Based on the modelling presented in the Stormwater Management Plan, post-development flows for all storm events are anticipated to be equal to or less than the existing flows leaving the site, achieved through on-site stormwater detention systems. The site's north-west boundary is defined by a riparian corridor, mapped as a second-order, non-perennial watercourse that crosses the Anambah Road corridor via a culvert and connects to the broader wetland network within the Hunter River floodplain. Existing drainage lines have been integrated into the subdivision layout, and the Stormwater Management Plan adopts a treatment train approach, including a gross pollutant trap (GPT) and bioretention within Basin 1 for Catchment 1. Modelling of Catchment 2 demonstrates that flows to the existing culvert beneath Anambah Road, into which Catchment 2 ultimately drains, will not increase as a result of the proposed development.

DA/2025/486 FOR 3 INTO 173 LOT TORRENS TITLE RESIDENTIAL SUBDIVISION AT 381 ANAMBAH ROAD ANAMBAH (Cont.)

Landscaping

The proposed landscaping provides 28% canopy coverage within the road reserves. While this does not meet the 30% canopy coverage target, it represents a significant improvement over the current lack of tree canopy and will contribute positively to the LGA's urban greenery. Further planting will also contribute to this target with future residential development.

While supplementary vegetation along the western boundary of Anambah House is required, it has been agreed that this is not directly relevant to Precinct 1A due to its location, separation, and subdivision design, which already provides adequate visual buffering. An in-principal agreement with the landowners has been provided to address this requirement.

The proposal includes a drainage reserve and interfaces with a section of the riparian corridor, with future linear riparian corridors and park opportunities identified in Precinct 1 to be addressed in subsequent applications. The basin design considers site topography and drainage, incorporating offline positioning, landscaped enhancements, and riparian vegetation under a vegetation management plan, consistent with the broader Precinct Plan.

Voluntary Planning Agreement (VPA)

Council resolved at its meeting on 9 December 2025 to accept the in principle offer from DB20 Pty Ltd to enter into a draft VPA. At the time of writing, Council's Contributions Team were progressing negotiations with this letter of offer. At a very high level, the VPA will require:

- The developer to provide physical works and land dedication towards roads, open space and recreational facilities and cycleways.
- Council will credit the costs of the land and works from the developer's obligation to pay monetary contributions under a future Anambah URA contributions plan.
- Once an Anambah URA contributions plan has been adopted, the Council will reconcile the monetary contributions applicable to delivered portions of the development. The developer will be required to pay monetary contributions, if applicable.
- Once a plan has been adopted, the developer will be required to pay monetary contributions for development on their land in accordance with that plan (minus any remaining credits).
- Council will require security for the works and enforcement measures on land dedication should the developer default on their obligations within the VPA. This is still being negotiated.

In accordance with Council's Planning Agreements Policy, dated 16 October 2024, a deferred commencement condition will be imposed on the consent requiring the developer to execute the VPA prior to the consent being activated.

In addition, a State VPA was executed between the developer and the Minister on 26 February 2026. It requires the developer to:

DA/2025/486 FOR 3 INTO 173 LOT TORRENS TITLE RESIDENTIAL SUBDIVISION AT 381 ANAMBAH ROAD ANAMBAH (Cont.)

- Carry out intersection works at Wyndella Road and New England Highway;
- Dedicate land for the upgraded intersection;
- Dedicate land for a school; and
- Pay additional contributions in line with the Housing and Productivity Contributions (HPC), should the value of the above land and works not be sufficient to offset the value of HPC.

Public Submissions

The application was exhibited on the 4th of July 2025 to 31 July 2025. A total of eighteen (18) submissions were received during the public notification period.

A copy of the submissions is contained within **Attachment 5** of the report. The matters raised in the submissions are summarised as follows:

- Opposition to River Road access (most frequently mentioned) and preference for alternative access routes;
- Stormwater, flooding and environmental concerns;
- Quality of life, visual impacts and community concerns;
- Social impacts;

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

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

STATUTORY IMPLICATIONS

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

CONCLUSION

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

DA/2025/486 FOR 3 INTO 173 LOT TORRENS TITLE RESIDENTIAL SUBDIVISION AT 381 ANAMBAH ROAD
ANAMBAH (Cont.)

City Planning

DA/2025/486 for 3 into 173 Lot Torrens Title Residential Subdivision at 381 Anambah Road Anambah

Locality Plan

Meeting Date: 21 April 2026

Attachment No: 1

Number of Pages: 1

DA/2025/486 FOR 3 INTO 173 LOT TORRENS TITLE RESIDENTIAL SUBDIVISION AT 381 ANAMBAH ROAD ANAMBAH (Cont.)



10.6 Exhibition of Draft Amendment to the City Wide Section 94 Contributions Plan 2016

FILE NO:	103/157 and 103/59
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Draft City Wide Infrastructure Contributions Plan 2016 – Haulage Amendment (Under Separate Cover) 2. Submission 3. Response to submissions report
RESPONSIBLE OFFICER:	Director City Planning Acting Manager Strategic Planning Acting Coordinator City Planning Principal Development Contributions Planner
AUTHOR:	Development Contributions Specialist
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2.3 Safe and efficient road networks

EXECUTIVE SUMMARY

The Road and Traffic Facilities Chapter of the Maitland City Wide Section 94 Contributions Plan 2016 (the Plan) includes a levy applying to extractive industries to support the maintenance of haulage routes across the city. A review of the levy identified the need to amend the Plan to better reflect Council's costs associated with maintaining those routes. The review also identified the need to broaden the levy so that it applies to development, other than extractive industries, that generates heavy haulage movements.

At its meeting of 18 March 2025, Council resolved to publicly exhibit a draft amendment to the Plan (the draft Plan). The draft Plan was exhibited from 24 March to 21 April 2025, during which one submission was received. The matters raised in that submission, and the additional amendments made to the draft Plan in response, are addressed in this report.

As material changes have been made to the exhibited version of the draft Plan, officers recommend that the amended draft Plan be placed on public exhibition for a further 28 days, with any submissions received to be considered before the Plan is finalised.

OFFICER'S RECOMMENDATION

THAT

- 1. Council publicly exhibits the draft amendments to the Maitland City Wide Local Infrastructure Contributions Plan 2016, as identified in Attachment 1, for a minimum period of 28 days.**
- 2. If no material submissions objecting to the draft amendments are received:**

EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016 (Cont.)

- a. Council adopts the City Wide Local Infrastructure Contributions Plan, as amended.**
 - b. Council delegates authority to the General Manager to make any minor amendments. Any material changes are to be reported back to Council.**
- 3. If one or more material submissions objecting to the draft amendments are received, a further report be presented to Council for consideration.**

REPORT

Under section 7.11 of the *Environmental Planning and Assessment Act 1979* (previously section 94), Council may levy contributions on development where that development will result in the need for, or increased demand for, local infrastructure. This includes the increased road maintenance burden arising from heavy haulage associated with certain forms of development, such as extractive industries.

The Maitland City Wide Section 94 Contributions Plan 2016 (the Plan) includes a heavy haulage contribution rate applying to extractive industries. Council has not reviewed or amended that rate since 2016. The Plan currently provides for the rate to be indexed in accordance with the Road Cost Index published by Transport for NSW. However, that index has been discontinued, with the result that the contribution rate can no longer be adjusted in line with contemporary costs under the current methodology in the Plan.

Recent analysis identified that the current contribution rates do not reflect the actual cost of maintaining roads affected by heavy haulage activities. This issue was highlighted during an Independent Planning Commission (IPC) hearing for the Brandy Hill Quarry expansion, where the IPC found that the rate in the relevant contributions plan was not appropriate. Instead, the IPC applied the methodology used by Port Stephens Council, which it considered to be a more accurate means of assessing the true cost of maintenance, repair and impact mitigation.

Council officers have reviewed the methodology endorsed by the IPC and determined that it more accurately reflects the cost of addressing the impacts of heavy haulage. These impacts include road maintenance and reconstruction, as well as associated safety, social and amenity impacts.

Council subsequently prepared a draft amendment to the Plan (the draft Plan) to incorporate the revised methodology and updated road maintenance and repair costs. The draft Plan also proposed expanding the range of development types subject to the heavy haulage contribution rate, recognising that extractive industries are not the only form of development that generate heavy haulage impacts on the local road network.

The draft Plan consisted of other minor updates including:

- replacing Section 94 with local infrastructure in the title
- updating legislative references where necessary
- updating contribution rate tables to reflect increases due to indexation.

EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016 (Cont.)

Public Exhibition

Public exhibition of the draft Plan was held from 24 March to 21 April 2025. One (1) submission was received from a quarry operator (**Attachment 2**).

Key matters raised in the submission include:

- insufficient nexus between development and the road maintenance work funded by contributions
- concern that the impact of other vehicles on road maintenance, including the issue of apportionment, had not been adequately considered.

A detailed summary of the issues raised, and Council's response to those issues, is provided in Attachment 3.

Changes since exhibition

As a result of the submission and subsequent legal advice, Council made changes to the draft Plan.

Under section 5.4.3(a), additional detail has been included to better explain the nexus between heavy haulage development, its impacts on the local road network, and the resulting road maintenance costs. Further wording has also been included to clarify how apportionment has been incorporated into the heavy haulage contribution rate. These changes strengthen the justification for both nexus and apportionment.

Under section 5.4.3(d), Council has included the figures used to determine the heavy haulage contribution rate. The methodology has also been streamlined by removing unnecessary steps. This improves transparency and readability, enabling the public to better understand the methodology and replicate the calculations. The figures used are based on current and relevant cost and data inputs, ensuring the contribution rate remains reasonable and up to date.

Council has drafted a new section 5.4.3(e) outlining the process for the review of heavy haulage contribution rates. The Plan currently allows for the review of contribution rates in line with increases in the Consumer Price Index (CPI). Therefore indexation was implied, however the new section removes any doubt that the rate will increase over time.

The heavy haulage contribution rate is proposed to be indexed using the Road and Bridge Construction NSW Producer Price Index (PPI) published by the Australian Bureau of Statistics. This is considered a more appropriate index for road maintenance costs than CPI, which is based on changes in the price of a household basket of goods and services.

The post exhibition amendments do not alter the proposed heavy haulage contribution rate of \$0.115 per tonne per kilometre as shown in the draft Plan. They also do not change the types of development to which the rate applies.

As the public has not yet had an opportunity to comment on these material changes, the amended draft Plan will need to be re-exhibited prior to adoption. This exhibition will occur in accordance with the requirements of the *Environmental Planning and Assessment Regulation 2021* and Council's Community Participation Plan.

Changes to Recreation and Open Space Facilities

The Plan recognises that open space and recreation facilities are essential to supporting community life. It also identifies that existing facilities do not have sufficient capacity to meet the additional demand generated by new development. For that reason, the Plan provides for the delivery of new and enhanced open space facilities.

At its meeting of 17 March 2026, Council resolved to acquire land in Maitland with the potential to be used for passive open space and to utilise funds from the 2016 City Wide Development Contributions Plan to facilitate the acquisition. This has resulted in a further amendment being required to the Plan to adjust the works schedule. Accordingly, the draft Plan includes an amendment to item 12 and the addition of item 13a for land acquisition in Maitland at an estimated cost of \$480,000.

Item 12 in the Plan is identified as follows:

Passive Recreation Area – Lorn - \$808,866

It is proposed to reduce the allocation for this item by \$480,000, being the purchase price of the land in Maitland. In consultation with the Council's Recreation Planning Team, it has been confirmed that there are no current plans for the Lorn Passive Recreation Area due to constraints associated with the proximity of the land to the river front.

On this basis, it is considered appropriate to reallocate a portion of the funds from this item to facilitate the acquisition of land in Maitland, ensuring the funds remain within the Central Precinct and are redirected to a project with greater potential for passive open space and other uses.

The proposed amendment will not result in any increase to the contribution rates levied under the 2016 City Wide Plan.

CONCLUSION

The heavy haulage contribution methodology in the current Plan is outdated and no longer adequate to address the impacts of heavy haulage on the local road network. The draft Plan introduces a more contemporary methodology that is considered better suited to this purpose.

Amendments have been made to the draft Plan following public exhibition. As these changes are material in nature, a further exhibition period is required to ensure compliance with legislative requirements.

FINANCIAL IMPLICATIONS

The current heavy haulage contribution rate does not enable the collection of contributions at a level that appropriately reflects the impact of heavy haulage development on the local road network. This has an adverse financial effect on Council by limiting cost recovery for road maintenance and associated works.

EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016 (Cont.)

The updated methodology and contemporary cost inputs included in the draft Plan would improve cost recovery and reduce the burden on Council's budget. The proposed indexing approach would also allow the contribution rate to be escalated over time.

RISK IMPLICATIONS

RISK	RISK RATING	PROPOSED TREATMENT	PROPOSED RISK RATING	RESOURCING - WITHIN OR ADDITIONAL
There is a risk that the draft Plan will be found to be invalid if it is adopted without further public exhibition, which may lead to the Plan being set aside and the exhibition and adoption process needing to be repeated.	High	Re-exhibit the draft Plan for a further 28 days prior to adoption.	Low	Within existing resources.
There is a risk that, without the proposed amendments, the draft Plan does not adequately address the relevant legislative requirements, which may lead to the Plan being challenged or found to be invalid.	High	Incorporate the proposed amendments into the draft Plan prior to public exhibition.	Low	Within existing resources.
There is a risk that local road maintenance will continue to be underfunded if the current heavy haulage rate remains in place because the draft Plan is not approved, which may lead to insufficient funding for road maintenance and related works.	High	Progress the draft Plan, including the proposed heavy haulage rate, and adopt the Plan if no material submissions are received.	Low	Within existing resources.

POLICY IMPLICATIONS

This matter has no specific policy implications for Council.

EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016 (Cont.)

STATUTORY IMPLICATIONS

In preparing a new or amended contributions plan, Council must ensure compliance with Subdivision 7.1 of Division 7.1 of Part 7 of the *Environmental Planning and Assessment Act 1979*. Council must also comply with Division 3 of Part 9 of the *Environmental Planning and Assessment Regulation 2021*, including any requirement for consistency with relevant Ministerial directions.

The draft Plan is considered to meet the relevant statutory requirements. To satisfy the requirements of the Act, the draft Plan must be publicly exhibited for a minimum period of 28 days.

City Planning

Exhibition of Draft Amendment to the City Wide Section 94 Contributions Plan 2016

Submission

Meeting Date: 21 April 2026

Attachment No: 2

Number of Pages: 5



HEAD OFFICE
20 Kullara Close, Beresfield NSW 2322
PO Box 401 Beresfield NSW 2322
P 02 4974 9200

dgroup@daracon.com.au
www.daracon.com.au

Submission

Draft Amendment to Maitland 2016 City Wide Contributions Plan

Date: 21 April 2025

Background

- 1 This is a submission made on behalf of the Daracon Group, including Buttai Gravel Pty Ltd (**Daracon**) on the proposed amendment to the Maitland 2016 City Wide Contributions Plan exhibited 24 March 2025 to 21 April 2025 (**Proposed Amendment**).
- 2 In this submission:
 - Contributions Plan** means the *Maitland 2016 Citywide Contributions Plan*;
 - EPA Regulation** means the *Environmental Planning and Assessment Regulation 2021*; and
 - Practice Note** means the *Development Contributions – Practice Note July 2005* issued by the then Department of Infrastructure, Planning and Natural Resources.
- 3 Council is aware that Daracon operates the Martins Creek Quarry located in the Dungog Local Government area. The main haulage route for the Martins Creek Quarry extends into the Maitland Local Government area. Council is a party to the recent Class 1 appeal heard in the Land and Environment Court relating to the State Significant Development Application seeking changes to the operating limits at Martins Creek Quarry. Council resolved to exhibit the Proposed Amendment during the hearing of the appeal and the Proposed Amendment was tendered as evidence in those proceedings by Council.

Summary

- 4 Daracon accepts that it will be required to pay contributions towards maintenance of the haulage route for the Martins Creek Quarry.
- 5 Daracon submits, however, that for the reasons set out in this submission, there is no justification for the Proposed Amendment in its current form, having regard to nexus and apportionment. Consequently, the proposed contribution rate is unreasonable and should not be imposed.

Daromin Engineering Pty Ltd
ABN 20 001 236 255 trading as
Daracon Plant Hire
Daracon Heavy Haulage

Daracon Mining Pty Ltd
ABN 82 117 236 272 trading as
Daracon Mining Services
Daracon Coal Services

Daracrete
ABN 54 141 441 312
trading as Daracon Concrete

Buttai Gravel Pty Ltd
ABN 47 003 386 570 trading as
Daracon Quarries

Areneo (NSW) Pty Ltd
ABN 61 002 671 392

Daracon Engineering Pty Ltd
ABN 84 002 640 262

Daracon Contractors Pty Ltd
ABN 82 002 344 667

Paramount Landscaping Pty Ltd
ABN 40 003 530 201 trading as
Daracon Landscaping

Daracon Engineering Pty Ltd
as trustee for Daracon Unit Trust
ABN 75 529 095 602



Nexus and Apportionment

Nexus

- 6 Clause 212(1)(c) of the EPA Regulation provides that a contributions plan must include particulars of “the relationship between the expected types of development in the area to which the plan applies and the demand for additional public amenities and services to meet that development”. Clause 212(1)(d) further provides that the contributions plan must contain “the formulas to be used for determining the development contributions required for different categories of public amenities and services”.
- 7 The Practice Note provides:
- The requirement to satisfy nexus is one of the core components of a valid development contributions plan and is a specific requirement under clause 27(1)(c) [now clause 212(1)(c)] of the EPA Regulation.
- ...
- Section 94 facilities should not be a “shopping list” of desirable items based on development opportunity. Justification of facilities and the level of provision must be based on the demands generated by the future population.
- 8 The concept of nexus must consider whether anticipated development creates a need or increases the demand for a particular public facility. To establish “nexus”, there must be a finding that development will or is likely to require the provision of or increase the demand for the facility (see *Australian International Academy of Education Inc v Hills Shire Council* (2013) 196 LGERA 1 and *Lake Macquarie City Council v Hammersmith Management Pty Ltd* (2003) 132 LGERA 225).

Apportionment

- 9 Apportionment is essential in contributions planning to ensure that contributions rates reflect the demands of proposed development and not other development. The Practice Note provides:
- The approach and rate of apportionment will vary in each circumstance. The critical tests are that the system of apportionment is:
- practical
 - fair/equitable
 - based on relevant information available at the time
 - reasonable in the circumstances
 - publicly accountable and transparent.
- ... If the proposed public facility satisfies not only the demand of new development, but also some regional demand, demand by people outside the area, or makes up for some deficiency, only the portion of demand created by new development can be charged.
- 10 In particular, the Practice Notes states that when augmenting existing facilities, a suitable apportionment will need to be used to make allowance for the demand created only by new development and “to ensure that future development is only paying its fair and reasonable share”.



The Proposed Amendment Fails to Establish Nexus and Fair Apportionment

- 11 The Proposed Amendment sets out formulae for determining the appropriate contribution to be paid by developments that “generate heavy vehicle movements as a significant and integral component of their operations” and subsequently concludes that the contribution rate will be \$0.115/t/km (**Heavy Haulage Contribution Rate**).
- 12 The Proposed Amendment identifies that heavy vehicle usage can result in “deterioration of the road pavement and surface, and reduction in road asset life”. The Proposed Amendment, however, provides that the contributions will be used for more than maintenance or rehabilitation of road pavement and surface and will be used for “all necessary works of carriageway construction and maintenance”, including culverts, bridges, drainage, noise attenuation measures, landscaping, and safety and traffic management measures such as bus bays, pedestrian crossings and footpaths. The Proposed Amendment does not establish that the need for such works is created by heavy vehicle usage. The need for those works can be created by increases in traffic volume arising from residential or other development or general use of the road network as a thoroughfare for road transport of other goods and materials.
- 13 There is therefore a high likelihood that the “cost to reconstruct / maintain one lane for one kilometre ... which is based on the capital cost, maintenance cost and whole of life cost for Council’s haulage routes”, used in the formula for calculating the Heavy Haulage Contribution Rate, includes estimated costs of works that have no nexus with heavy haulage. If that is the case, the cost of “construction / maintenance” is undoubtedly overestimated in the Proposed Amendment. This cannot, however, be ascertained because the Proposed Amendment does not specify what that cost is, nor what works have been considered to determine that cost.
- 14 Unlike the current version of the Contributions Plan, the Proposed Amendment overall fails to provide any details of how the Heavy Haulage Contribution Rate has been determined. No examples have been given to establish *any* of the important inputs into the formulae used to calculate the Heavy Haulage Contribution Rate including the “reconstruction / maintenance” cost, annual average daily traffic count for heavy vehicles over Council’s haulage routes, the average ESA per class of heavy vehicle, the design life in years, the directional distribution factor or the number of haulage routes used. The Proposed Amendment simply concludes that “based on the above” the Heavy Haulage Contribution Rate will be \$0.115/t/km.
- 15 According to the Practice Note:
- Formulas are at the heart of a contribution and they are required to show how a contribution was derived to ensure transparency. The underlying principle is that the manner by which the standard base has been derived should be clear.
- 16 The absence of relevant information in the Proposed Amendment means that the proposed Heavy Haulage Contribution Rate cannot be analysed or verified, and a proponent cannot determine how the rate has been derived. There is therefore no justification for the application of the rate. No nexus between the need for the proposed works and heavy haulage has been established, nor does the Proposed Amendment have appropriate regard to apportionment with other existing or future development, any existing use of local roads as primary thoroughfares, or any current deficiencies in the road network.
- 17 Consequently, the Proposed Amendment fails to satisfy the necessary requirements for a Contributions Plan to be practical, fair, equitable, based on relevant information, reasonable and transparent.



Reasonableness and Fair Treatment

- 18 It is clear from the timing of the Proposed Amendment, that it is aimed at ensuring that contributions for heavy haulage are paid by Daracon if development consent is granted for Martins Creek Quarry. Daracon, as one of the key stakeholders, has not been consulted about the preparation of the Proposed Amendment, as recommended by the Practice Note.
- 19 In Daracon's submission, the Proposed Amendment seeks to impose an unreasonably high (and unjustified) Heavy Haulage Contribution Rate, that is disproportionate to the impacts that will be caused by the proposed development. That approach seeks to unfairly place the burden of fixing existing and historical deficiencies in the road network on Daracon.
- 20 The Proposed Amendment will result in a contribution rate for the Martins Creek Quarry that is almost 10 times the rate that currently applies under the Contributions Plan. In its submission dated 29 July 2021 to the Martins Creek quarry development application, Council accepted that the current formula under the Contributions Plan would apply. During discussions about the terms of a voluntary planning agreement, Council also advised Daracon that it was satisfied with a contribution calculated under the current scheme. Arguably, the principles of social equity and affordability have not been considered in the preparation of the Proposed Amendment.
- 21 The Proposed Amendment is therefore inconsistent with the Practice Note and the guiding principles for councils set out in section 8A of the *Local Government Act 1993*, including that:
- (a) Councils should act fairly, ethically and without bias in the interests of the local community; and
 - (b) Council decision-making should be transparent and decision-makers are to be accountable for decisions and omissions.
- 22 Daracon submits that the Proposed Amendment should not be adopted in its current form and Council should consult further with Daracon and other key stakeholders to develop a reasonable and justifiable contribution rate for heavy haulage that can be applied across the whole of the local government area.

██████████ | Director Daracon Group
Daracon Group

20 Kullara Close | PO Box 401 Beresfield NSW 2322

██████████ | www.daracon.com.au


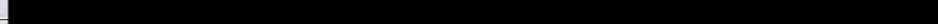
EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016 (Cont.)

maitland
city council

DISCLOSURE STATEMENT OF POLITICAL DONATIONS AND GIFTS
Requirement Under Section 10.4 of the Environmental Planning & Assessment Act 1979

A disclosure statement of a reportable political donation or gift must accompany a planning application or submission if the reportable donation or gift is made within 2 years before the application or submission is made. If the donation or gift is made after the lodgement of the application a disclosure statement must be sent to the relevant consent or approval authority within 7 days after the donation or gift is made.

I/we have not made a reportable political donation or gift within 2 years prior to the date this application/submission was made

Name of the person/company making donation or gift		
Residential address or registered /official office address		
ABN if not an individual		
Address of the Development Proposal		
Date application lodged		
Consent or Approval Authority	Maitland City Council	
Person's interest in the application (pls tick appropriate box)	Applicant	<input type="checkbox"/>
	Person with financial interest	<input type="checkbox"/>
	Explain:.....	
	Person making submission in opposition	<input type="checkbox"/>
	Person making submission in support	<input type="checkbox"/>
Name of the Person to Benefit From the Donation		
Date of the Donation		
Amount of the Donation*		
Name of the Person to Whom Gift is Made		
Date Gift Made		
Amount or Value of Gift*		
By signing below I/we declare that all information contained within this statement is accurate at the time of signing		
Signature(s):		
Name(s):		

- * A reportable political donation is a donation of
- \$1,000 or more made to or for the benefit of the party, elected member, group or candidate; or
 - \$1,000 or more made by a major political donor to or for the benefit of a party, elected member, group or candidate or made to the major political donor; or
 - Less than \$1,000 if the aggregated total of the donations made by the entity or person to the same party, elected member, group, candidate or person within the same financial year (ending 30 June) is \$1,000 or more.

A glossary of terms/definitions is available on Maitland City Council's website www.maitland.nsw.gov.au or the Department of Planning website www.planning.nsw.gov.au

City Planning

Exhibition of Draft Amendment to the City Wide Section 94 Contributions Plan 2016

Response to submissions report

Meeting Date: 21 April 2026

Attachment No: 3

Number of Pages: 4

EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016 (Cont.)

Attachment 3 – Response to submissions

Council placed the draft City Wide Local Infrastructure Contributions Plan, which incorporated the amended to the heavy haulage chapter, on exhibition between 24 March and 21 April 2025. One submission was received. The below table summarises the issues raised and Council's response.

Issue Description	Council Officer Response
<p>The amendment includes that heavy haulage contributions will be used for more than maintenance or rehabilitation of road pavement. It will be used for all necessary works of carriageway construction and maintenance including culverts, bridges, drainage, noise attenuation measures etc. The proposed amendment does not establish that the need for such works is created by heavy vehicle usage.</p>	<p>The impacts of heavy haulage on the road network may require roads to be upgraded to provide a more efficient maintenance outcome. This could include the installation of upgraded culverts and the like.</p> <p>In addition, heavy haulage can impact the operation of the local road network in other ways such as social, safety and amenity impacts. This would not result from regular traffic on the local road network. It is reasonable for heavy haulage development to contribute to the costs of mitigating these additional impacts.</p> <p><u>Outcome</u></p> <p>Officers have added commentary to section 5.4.3(a) of the draft Plan to more clearly outline the impacts of heavy haulage on the operation of the local road network.</p>
<p>The need for the works could be created by increases in traffic volume arising from residential or other existing development.</p>	<p>The first step in the methodology determines the impact on local roads. For this, it only considers heavy haulage vehicles. This figure has been determined based on traffic count data for all haulage roads.</p> <p>Through the exclusion of non-haulage vehicles, Council officers are satisfied that the principles of apportionment have been adequately considered.</p>

1

Attachment 3 – Response to submissions table

EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016 (Cont.)

Issue Description	Council Officer Response
<p>The road construction / maintenance cost and other values used to determine the heavy haulage contributions rate have not been included in the draft Plan. The absence of relevant information in the proposed amendment means that the proposed Heavy Haulage Contribution Rate cannot be analysed or verified, and a proponent cannot determine how the rate has been derived.</p>	<p><u>Outcome</u></p> <p>Officers have added commentary to section 5.4.3(a) of the draft Plan to better describe how apportionment has been considered.</p> <p>Section 212(d) of the Regulations require that contributions plans must contain the formulas used to determine the contributions. The draft Plan contains these formulas in section 5.4.3(d) in compliance with the Regulations.</p> <p>Despite this, officers have added values including the current reconstruction / maintenance costs. Unnecessary steps have also been removed to improve legibility.</p> <p><u>Outcome</u></p> <p>Officers consider the draft Plan meets legislative requirements and improves transparency.</p>
<p>The submitter, as one of the key stakeholders, has not been consulted about the preparation of the proposed amendment, as recommended by the Practice Note.</p>	<p>Schedule 1 of the Act requires contributions plans to be exhibited for a minimum period of 28 days. The Regulations require that the draft plan be published on the Council's website, along with the period for submissions.</p> <p>Council exhibited the draft Plan on the public exhibition webpage from 24 March to 21 April 2025. Furthermore Council provided copies of the draft Plan directly to the submitter prior to exhibition starting.</p> <p>As a previous submitter and identified stakeholder, they will be notified if the draft Plan is to be re-exhibited prior to finalisation of this amendment.</p>

2

Attachment 3 – Response to submissions table

EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016 (Cont.)

Issue Description	Council Officer Response
<p>The proposed amendment seeks to impose an unreasonably high (and unjustified) Heavy Haulage Contribution Rate, that is disproportionate to the impacts that will be caused by the proposed development. That approach seeks to unfairly place the burden of fixing existing and historical deficiencies in the road network on heavy haulage development.</p>	<p><u>Outcome</u></p> <p>Council officers consider this satisfies the statutory requirements for consultation.</p> <p>The draft Plan includes a robust model and review of contemporary construction and maintenance costs. This model has been used in neighbouring Councils and considered appropriate in quantifying the costs of heavy haulage.</p> <p>An apportionment factor within the methodology ensures that heavy haulage development only contributes to the impacts resulting from heavy haulage.</p> <p>The heavy haulage contribution rate will apply to all development that generates heavy vehicle movement. Council will apply the rate based on the tonnage of vehicles and the local roads that form their haulage routes. Therefore the rate will be directly related to the impact of their development.</p> <p><u>Outcome</u></p> <p>Council officers consider the methodology to be reasonable in seeking to capture the impact of all development equitably.</p>
<p>The proposed amendment will result in a contribution rate that is almost 10 times the rate that currently applies under the Contributions Plan. In 2021 in a submission to a development application involving heavy haulage, Council accepted that the current formula under the Contributions Plan would apply. During discussions about the terms of a voluntary planning agreement for that development application, Council also advised that it was</p>	<p>Council staff acknowledge previous discussions on the applicable contribution rate in 2021. However a voluntary planning agreement offer related to any heavy haulage development was never progressed. Therefore the rates proposed were never approved by Council. It is noted that these discussions were entered into in good faith and were informed by the information available to Council at that time.</p>

3

Attachment 3 – Response to submissions table

EXHIBITION OF DRAFT AMENDMENT TO THE CITY WIDE SECTION 94 CONTRIBUTIONS PLAN 2016 (Cont.)

Issue Description	Council Officer Response
<p>satisfied with a contribution calculated under the current scheme. Arguably, the principles of social equity and affordability have not been considered in the preparation of the proposed amendment.</p>	<p>Notwithstanding these discussions, the haulage contribution rate is extremely outdated, having not been reviewed since the Plan was adopted in 2016. In that time, costs for maintaining roads has escalated significantly. Council’s review has found that the rate is inadequate to fund the costs of maintaining local roads due to heavy vehicle damage.</p> <p><u>Outcome</u></p> <p>The draft Plan seeks to provide a rate that is based on contemporary reconstruction/ maintenance costs and is reasonably apportioned to relevant development.</p>
<p>The submitter suggests that the proposed amendment should not be adopted in its current form and Council should consult further with key stakeholders to develop a reasonable and justifiable contribution rate for heavy haulage that can be applied across the whole of the local government area.</p>	<p>Council considers that the heavy haulage methodology represents a contemporary and reasonable approach to mitigating the adverse effects of heavy haulage on local roads. In preparing and exhibiting the draft Plan, Council has complied with the legislative requirements.</p> <p><u>Outcome</u></p> <p>Notwithstanding, Council officers consider it appropriate to undertake additional exhibition. This will allow the public further opportunity to comment on material changes to the draft Plan.</p>

11 City Services

11.1 Disability Inclusion Action Plan (2026–2030)

FILE NO:	29/49
ATTACHMENTS:	1. DRAFT Disability Inclusion Action Plan (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Services Manager Asset Strategy and Engineering
AUTHOR:	Operations Manager Asset Management Coordinator Community & Recreation Planning Community Planner Community Planner
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.2.1 Diverse heritage and cultures

EXECUTIVE SUMMARY

The Disability Inclusion Act 2014 and Amendment 2022 provide a legislative framework that aims to make communities more inclusive for people with disability. The 2022 amendment largely relates to the State Disability Inclusion Action Plan (DIAP) however does call out the importance of all DIAP's capturing the needs and voices of LGBTQI+ people with a disability. This legislation requires Councils to prepare, endorse and deliver a Disability Inclusion Action Plan (DIAP), to be reviewed and renewed every four (4) years.

Maitland City Council's commitment to disability inclusion action planning is reinforced in the Delivery Program 2026-2029 where the objectives and strategies incorporate "inclusive and accessible" as a minimum standard. The DIAP also seeks opportunity to go above and beyond minimum standards such as the Disability Discrimination Act requirements where possible. The current DIAP was endorsed in November 2023 for the period of 2023-2026. These plans are developed to identify actions required to actively address the physical, social and systematic barriers faced by people with disability.

OFFICER'S RECOMMENDATION

THAT

- 1. Council resolves to place the draft Disability Inclusion Action Plan (2026–2030) in Attachment 1 on public exhibition for a 28 day period with submissions accepted for an additional 14 day period.**
- 2. A further report be prepared for Council's consideration in June 2026 following the exhibition of the draft Disability Inclusion Action Plan (2026–2030).**

REPORT

Maitland's Future is our shared vision to achieve a connected city with thriving communities. Council's Delivery Program and Operational Plan outlines how Council will work to achieve this vision. The current Operational Plan includes the following actions, which connect with the development of a DIAP:

- 1.1.1 Quality open space network – Develop a network of quality open spaces that seamlessly connect residents to accessible, walkable parks, recreational areas, streetscapes and natural landscapes, ensuring ease of access, enhanced community wellbeing, and increased usage of outdoor spaces.
- 1.2.2 Connected active transport – Establish a safe network of connected pathways and cycleways to maximise access to key destinations and facilities.
- 1.3.1 Community connections – Support initiatives and services that promote social inclusion, provide lifelong learning opportunities and connect our community to information, knowledge and ideas.
- 1.3.2 Inclusive public places and spaces – Ensure that people of all abilities can connect safely and fully enjoy our public places and spaces by promoting accessibility, inclusivity and a sense of belonging for everyone in the community.
- 1.3.4 Diverse communities – We respect and celebrate all communities by acknowledging their rich heritage, embracing diversity in all its forms, and fostering meaningful connections that promote inclusion and understanding.
- 4.1.1 Meaningful consultation and engagement – Foster meaningful consultation and engagement by actively involving stakeholders in decision making processes, ensuring their voices are heard. This will strengthen trust and collaboration, leading to more informed and effective outcomes for all.

The DIAP will also be aligned with the development of the Social Strategy. The Social Strategy will be Council's first active, dedicated planning instrument which identifies and assesses social issues in the local government area (LGA) and sets a strategic roadmap for how the organisation will prioritise and deliver or advocate on actions that enhance social wellbeing outcomes. While the DIAP (2026-2030) sits under the Social Strategy, the DIAP will be going to Council ahead of the Social Strategy as it is legislatively required to be adopted by 1 July 2026.

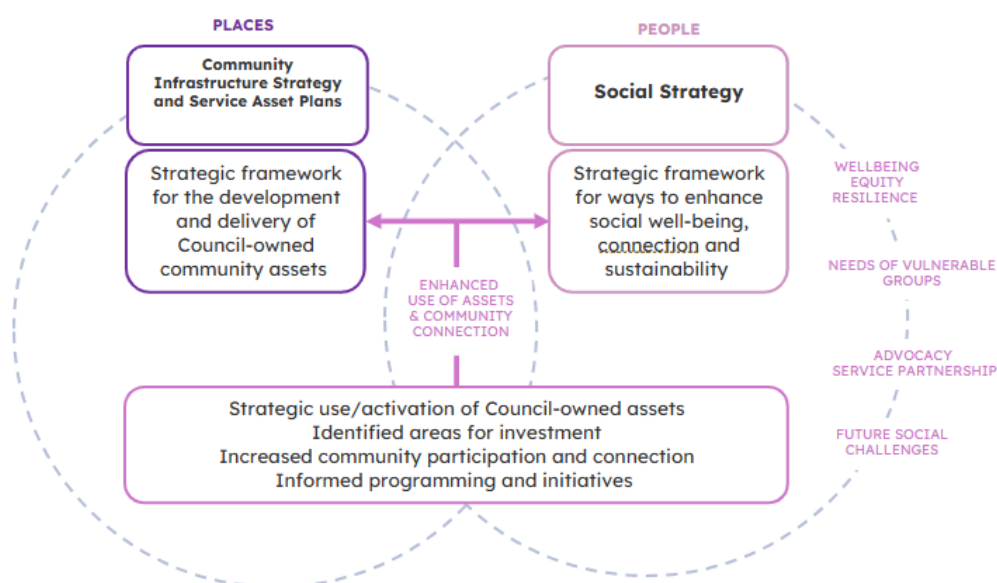
The DIAP sets out a four year approach to meet Council's responsibilities under the NSW Disability Inclusion Act 2014. The DIAP seeks to identify barriers and solutions to inclusion in the community and sets the framework and priorities for continuous improvement in relation to inclusion and access for Maitland's residents. The DIAP identifies actions across the four focus areas of the NSW DIAP framework to address physical, social and systemic barriers that limit participation and inclusion. These include:

DISABILITY INCLUSION ACTION PLAN (2026-2030) (Cont.)

- Developing positive community attitudes and behaviours
- Creating liveable communities
- Supporting access to meaningful employment and;
- Improving access to mainstream services through better systems and processes

In order to achieve the above, the DIAP (2026-2030) has and will continue to be aligned with other strategies and plans being developed by Council including the Social Strategy, Community Infrastructure Strategy, Capital Works Program, Infrastructure Renewal Program, Delivery Program and Operational Plan, Development Control Plan and the Economic Development Strategy. This approach will provide Council with a full, holistic picture to assist in informed decision-making and prioritisation.

The relationship between the Community Infrastructure Strategy and the Social Strategy is depicted below.



The DIAP was developed in conjunction with consultants, Community Disability Alliance Hunter (CDAH), who were onboarded in October 2025 for the purpose of the DIAP's engagement delivery.

CONSULTATION

Internal consultation

As the DIAP (2026-2030) is a key plan aligned with the Social Strategy, a Councillor briefing was held in May 2025 regarding the Social Strategy and supporting plans with a report to Council seeking their endorsement of this approach in June 2025.

The DIAP (2026-2030) itself has been developed through a cross-Council collaborative approach. In the initiation stage of the plan development, a review of the DIAP (2023-2026) action plan was conducted and presented to the existing internal Access and Inclusion Working Group (AIWG), comprised of leaders across the organisation as well as employees previously involved in the Disability Action Research Project undertaken in 2022. Ongoing quarterly meetings were undertaken to lead access and inclusion consideration and initiatives organisation wide, ensuring the delivery of the DIAP for the community.

DISABILITY INCLUSION ACTION PLAN (2026-2030) (Cont.)

In addition to the AIWG, meetings were held with more than thirty (30) identified Subject Matter Experts (SME'S) across the organisation. These participants included current action owners from the Disability Inclusion Action Plan (DIAP), managers, and representatives from departments that do not currently hold DIAP actions but deliver programs, initiatives or services that contribute to access and inclusion outcomes. These meetings provided an opportunity to review the existing DIAP actions and discuss what is working well, as well as identify areas for improvement. The discussions aimed to ensure the next iteration of the DIAP is practical, clearly defined and easier to monitor and report on, while also recognising and capturing the access and inclusion work already being undertaken across different areas of Council.

Co-design workshops were facilitated by CDAH for both the Culture and Community Committee and AIWG. The Culture and Community Committee workshop involved input from a number of Councillors who are active on this committee and provided insights and recommendations. The workshop comprised of focus group activities to identify access barriers and solutions across the four DIAP focus areas being attitudes and behaviours, liveable communities, employment, systems and processes.

An anonymous internal survey was also conducted and promoted through ERIC, with results being provided directly to CDAH. The purpose of the survey was to understand staff's views, experiences and level of awareness around disability inclusion in the workplace and to help build a clear picture of how inclusive our systems, services and everyday practices are, for both staff and customers.

Additional internal engagement was undertaken with council staff as part of activities for World Engagement Day. During these activities, staff were invited to participate in the internal anonymous survey and take part in an engagement activity focused on identifying opportunities to improve accessibility and inclusion in employment. This activity provided staff with the opportunity to share ideas and insights on how Council can better support inclusive employment pathways and remove barriers, ensuring that all Maitland residents have the opportunity to participate in meaningful employment.

External consultation

Significant community consultation has been undertaken to inform the development of this plan, in collaboration with CDAH, resulting in over 400 contributions from our community. These contributions were across various engagement opportunities as outlined below:

- Service provider co-design session – December 2025
- Community online YourSay Survey – November 2025 – February 2026
- Community co-design session – February 2026
- Community consultation pop up at International Day of People with Disability – 3 December 2025
- Community consultation pop up at Bolwarra Heights Street Eats – 6 February 2026
- Community consultation pop up at Maitland Show – 13 February 2026
- Community consultation pop up at Maitland Roller Disco – 28 February 2026

 DISABILITY INCLUSION ACTION PLAN (2026-2030) (Cont.)

These engagement opportunities provided various formats for feedback including online and face to face avenues. Engagement was designed to be inclusive and accessible, using a variety of methods to ensure diverse voices were represented. The feedback ranged from site specific accessibility needs to broader thinking around what inclusive improvements are important to the community. Engagement saw emerging trends for our community when thinking about inclusion and accessibility barriers and solutions in Maitland. A high level summary of these included:

Barriers

- Negative perceptions, stereotypes of or attitudes towards people with disability
- Tokenistic accessibility actions
- Transport
- Lack of socialisation opportunities
- Planning and maintenance of Council assets
- Recruitment processes
- Workplace cultures
- Employment options
- Usability of Council website
- Communication and information accessibility
- Service access and information

Solutions

- Education
- Campaigns
- Lived experience co-design
- Appropriate public signage and safe transport access points
- Accessible community spaces
- Forward planning incorporating universal design, not retrofitting
- Review of job requirements and role charters
- Staff education and safe people to connect with at work
- Career progression pathways
- Council app and use of a variety of information materials
- Diverse communication methods including cheat sheets, videos
- Increased representation
- Interagency and community directory

Update on broader Social Strategy engagement

The Community and Recreation Planning team have been engaging with community since October 2025 on the Social Strategy and its supporting plans with significant community uptake of these engagement opportunities. The below provides a high level overview of engagement received to date, noting that engagement is open for some of the below plans until the end of April 2026:

- The Social Strategy has had over 400 contributions including over 130 completions of the Social Wellbeing Census
- Social Sustainability has had over 250 contributions
- Children and families has had over 130 contributions
- Youth has had over 240 contributions
- Ageing well has had over 130 contributions
- Community disaster preparedness and resilience has had over 200 completions of the survey on our engagement platform

DISABILITY INCLUSION ACTION PLAN (2026-2030) (Cont.)

Each of the supporting plans, including vulnerable communities, have also had stakeholder roundtable sessions held with between twelve (12) and twenty (20) service providers attending.

Engagement for the Aboriginal and Torres Strait Islander supporting plans is an ongoing conversation with community and will be a longer term process.

CONCLUSION

The draft Disability Inclusion Action Plan (2026-2030) has been developed through consideration of community feedback, state and national legislations, guidelines, standards and Council priorities. The DIAP identifies the actions required to actively address the physical, social and systematic barriers faced by people with disability, to ensure people with disability experience greater independence, dignity and equitable opportunities for social and economic inclusion. The DIAP (2026-2030) aligns with the Social Strategy, Maitland's Future and the Disability Inclusion Act 2014.

It is recommended that Council resolve to place the draft Disability Inclusion Action Plan (2026-2030) on public exhibition for twenty-eight (28) days with submissions able to be received for a further fourteen (14) days. Following the exhibition period, a further report will be prepared to Council in June, highlighting any submissions received and any amendments to the draft DIAP resulting from the submissions.

FINANCIAL IMPLICATIONS

Source	Amount (excl GST)	Comments
INCOME		
Operational Budget 25/26	\$20,000.00	Disability Inclusion Action Plan
Draft Operational Budget 26/27	\$10,000.00	Draft - subject to Council approval
CURRENT INCOME BUDGET	\$30,000.00	
EXPENDITURE		
Operational Expenditure 25/26	\$19,525.00	Forecast expenditure for CDAH consultancy
Delivery of DIAP actions	\$10,000.00	Proposed expenditure specifically allocated to DIAP actions. *Additional OPEX and CAPEX budget allocations for projects will include components of DIAP action delivery more broadly.
TOTAL COST	\$29,525.00	
RESULT	\$475.00	Remaining operational budget for 25/26

Funding for future years post 26/27 will be considered through the annual operating and capital budget process.

DISABILITY INCLUSION ACTION PLAN (2026-2030) (Cont.)

RISK IMPLICATIONS

Risk:	Risk rating	Proposed treatment	Proposed risk rating	Resourcing - within or additional
There is a reputational risk that DIAP engagement is perceived as symbolic or tokenistic that may lead to a lack of trust and difficulty forming relationships with our community.	Medium	Engagement methods designed and delivered in partnership with a disability-led consultancy to ensure accessibility is embedded into DIAP's development and foster genuine community consultation. Engagement results are clearly documented in the DIAP and connected to proposed actions.	Low	Within existing resources
There is a reputational risk that people with a disability experienced barriers which prevented them from participating in engagement, that may lead to poor representation of lived experience in the DIAP.	Medium	Engagement methods designed and delivered in partnership with a disability-led consultancy to ensure engagement was accessible. Engagement methods were delivered in locations that were accessible, familiar and inclusive. Multiple engagement formats were used (online and face to face engagement) and advertised to both the community and directly with stakeholders working in disability to foster greater participation.	Low	Within existing resources
There is a reputational risk that stories, lived experience, or the images used in the DIAP are included without consent that may lead to breaches to privacy or community harm.	Medium	Ensure informed consent from participants. Clearly communicate how images and stories will be used. Apply trauma informed and ethical storytelling practices.	Low	Within existing resources
There is a reputational risk that we might not meet the delivery of the actions identified in the supporting plans that may lead to poor community outcomes.	Medium	Clearly defined and realistic actions have been developed in consultation with MCC stakeholders. Actions identified also have logical and achievable measures.	Low	Within existing resources
There is a project delivery risk that DIAP actions are not sufficiently resourced, distributed across Council teams, or worked on collaboratively that may lead to poor implementation.	Medium	Appropriate consultation with internal stakeholders has been undertaken during the DIAP's development to ensure that actions are achievable. DIAP actions will be integrated into operational planning and encourage cross-department collaboration through the continuation of the internal Access and Inclusion Working Group.	Low	Within existing resources

DISABILITY INCLUSION ACTION PLAN (2026-2030) (Cont.)

There is a project delivery risk of a lack of measurable outcomes or insufficient monitoring leading within the DIAP that may lead to poor implementation.	High	Internal stakeholders were consulted with to develop clear performance indicators and evaluation measures for each action. Maintain regular progress reporting and oversight, including public and transparent reporting.	Medium	Within existing resources
There is a reputational risk that DIAP actions become outdated or fail to respond to emerging community priorities that may lead to community mistrust and limited progress towards access and inclusion by MCC.	Medium	Monitor ongoing community feedback regarding access and inclusion once the plan has been endorsed. Monitor and review actions through annual reporting mechanisms.	Low	Within existing resources

POLICY IMPLICATIONS

The DIAP aligns with Maitland City Council's Integrated Planning and Reporting framework, including Maitland's Future the Delivery Program and Operational Plan, as well as relevant organisational policies that guide governance, service delivery, infrastructure and community engagement, including:

- Communications Engagement Policy
- Risk Management Policy
- Asset Management Policy
- Planning Agreements Policy
- Community Garden Policy
- MRAG Acquisition and Collection Management Policy
- Community Engagement Policy
- Library Collection Management Policy
- Code of Conduct
- Service Delivery Partnerships and Collaboration Policy
- Privacy Policy
- Procurement Policy
- Equity, Diversity, Inclusion and Belonging Policy

STATUTORY IMPLICATIONS

There are no statutory implications under the Local Government Act 1993 with this matter. This matter is consistent with the Disability Inclusion Act 2014 which requires all departments and agencies of the NSW Government, as well as Local Government, to develop a Disability Inclusion Action Plan (DIAP). This matter also relates to and is consistent with the *Disability Discrimination Act 1992*.

11.2 COMMUNITY INFRASTRUCTURE STRATEGY (2025–2045)

FILE NO:	29/55
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Community Infrastructure Strategy (Under Separate Cover) 2. Aquatic Centres Network Supporting Plan Summary (Under Separate Cover) 3. Community Facilities Network Supporting Plan Summary 4. Indoor Sports Network Supporting Plan Summary (Under Separate Cover) 5. Library and Museum Network Supporting Plan Summary (Under Separate Cover) 6. Maitland Regional Art Gallery and Public Art Network Supporting Plan Summary (Under Separate Cover) 7. Outdoor Recreation Network Supporting Plan Summary (Under Separate Cover) 8. Outdoor Sports Network Supporting Plan Summary (Under Separate Cover) 9. Playspaces Network Supporting Plan Summary (Under Separate Cover) 10. Public Open Space Network Supporting Plan Summary (Under Separate Cover) 11. Public Toilets Network Supporting Plan Summary (Under Separate Cover) 12. Public Exhibition Submissions Summary (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Services Manager Community & Recreation
AUTHOR:	Coordinator Community & Recreation Planning
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.1 Quality open space network

EXECUTIVE SUMMARY

In 2020 Council endorsed the Maitland Local Strategic Planning Statement 2040+ (LSPS), which identified the development of a Community Infrastructure Strategy as a key priority. Additionally, the current Operational Plan includes action 1.1.2.6 Develop a Community Infrastructure Strategy to ensure our neighbourhoods have the right mix of facilities, open spaces, and services for connected living. Further to this, on 9 December 2025, Council endorsed the draft Community Infrastructure Strategy 2025-2045 to be placed on an

COMMUNITY INFRASTRUCTURE STRATEGY (2025-2045) (Cont.)

extended public exhibition period which formally concluded on 14 February 2026 with submissions received up until 28 February 2026. The strategy has been developed to provide a strategic framework to guide how Council plans and delivers new community infrastructure over the next twenty (20) years.

OFFICER'S RECOMMENDATION

THAT

- 1. Council note the submissions received during the public exhibition period as shown in Attachment 12.**
- 2. Council adopt the Community Infrastructure Strategy 2025–2045 and summary documents in Attachments 1–11.**
- 3. Notification of the outcome is provided to those who made a submission.**
- 4. A further report be provided to Council regarding benchmarks and standards for community infrastructure provision and the addition of the Cemeteries Supporting Plan Summary document.**

REPORT

Maitland's Future is our shared vision to achieve a connected city with thriving communities. Council's Delivery Program and Operational Plan outlines how Council will work to achieve this vision. The Operational Plan includes action 1.1.2.6 *Develop a Community Infrastructure Strategy to ensure our neighbourhoods have the right mix of facilities, open spaces, and services for connected living.* The development of the Community Infrastructure Strategy (CIS) was also identified as a priority in the LSPS.

Council provides a variety of community infrastructure assets to contribute to the health and wellbeing of our community. These assets vary significantly in age, condition and location and these assets are currently not keeping pace with our population growth. Investment for the construction of new community infrastructure, or to upgrade or repurpose existing community infrastructure is substantial, as is funding the maintenance and upkeep of these assets over their lifetime.

The Community Infrastructure Strategy 2025-2045 has been developed, in conjunction with Clare Dunnicliff Pty Ltd, to provide a framework for how Council plans and delivers community infrastructure over the next twenty (20) years. The strategy is further supported by ten (10) supporting plans focusing on different community infrastructure asset groups:

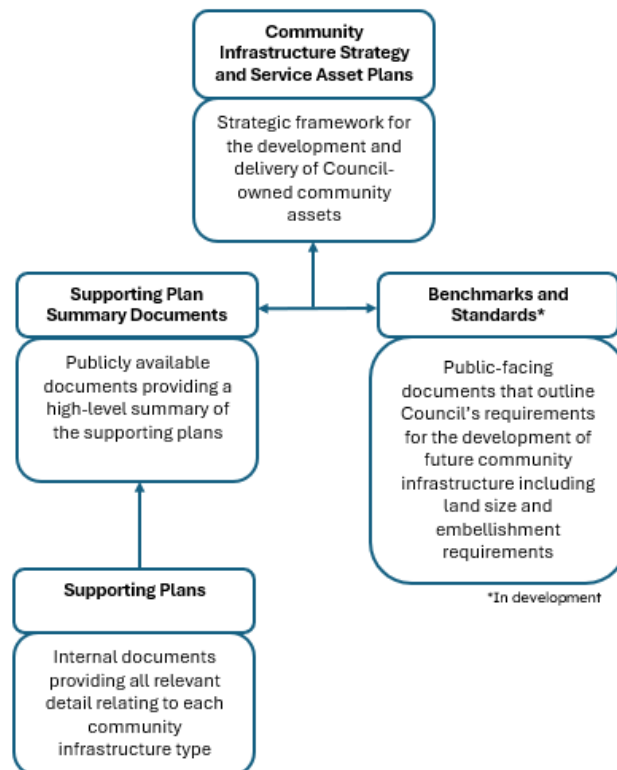
1. Aquatics Centres Network
2. Community Facilities Network
3. Indoor Sports Network
4. Libraries and Museum Network
5. Maitland Regional Art Gallery (MRAG) and Public Art Network
6. Outdoor Recreation Network
7. Outdoor Sports Network
8. Playspaces Network
9. Public Open Space Network
10. Public Toilets Network

COMMUNITY INFRASTRUCTURE STRATEGY (2025-2045) (Cont.)

As previously noted with Council, the Cemeteries Strategy will also be incorporated into the CIS as a supporting plan and work is underway on the development of this supporting plan. The draft Cemeteries Supporting Plan Summary is expected to be presented to Council at the end of the 25/26 Financial Year.

The strategy and the associated supporting plans have been developed to be achievable, feasible and act as Council’s single source of truth for community infrastructure planning and delivery. The supporting plans have a 10 (ten) year horizon, and have been developed as internal documents, however a summary of each of the supporting plans has been developed to accompany the strategy and provide the community with oversight as to Council’s approach to these assets.

Additionally, work is being undertaken to develop a set of benchmarks and standards that will be an addendum to the strategy. Benchmarks will be used to analyse gaps and inform future planning particularly around the number of community infrastructure assets per population or planning precinct, for example, the number of dog parks required across the Maitland local government area. The standards will provide clear details and requirements for future community infrastructure to assist in future city planning and will ensure future developers are providing more consistent and appropriate community infrastructure. The standards will include requirements relating to land size and embellishment requirements (including sportsfields inclusions such as floodlighting, irrigation and drainage or the number of play elements in a playspace), as an example. These standards will improve community infrastructure outcomes and create more consistent provision across future developments, ensuring equitable and consistent access to community infrastructure for our community. These are expected to be presented to Council alongside the draft Cemeteries Summary document at the end of the 25/26 Financial Year. The relationship between the CIS, supporting plans, summary documents and benchmarks and standards is depicted below.



CONSULTATION

Internal consultation

The Community Infrastructure Strategy has been developed through a cross-Council collaborative approach. Extensive internal engagement was undertaken from October 2024 through to November 2025.

Regular consultation through Executive Leadership Team (ELT) Briefings and Councillor Briefings was undertaken, with briefings with both groups in July, August, October and November 2025. The feedback from Councillors echoed the feedback from community.

The Sport, Recreation and Leisure Committee and Culture and Community Committee were also informed of the CIS progression in July and September 2025. A further workshop session was also held in September 2025 to provide input and guidance on some aspects of the supporting plans.

External consultation

Significant consultation has been undertaken to inform the development of this strategy with over 5000 contributions from our community. These engagement opportunities provided various formats for feedback including online surveys, pop-up sessions and direct stakeholder workshops/sessions. The broader Community Infrastructure Strategy engagement saw that emerging priorities for our community when thinking about community infrastructure are:

- Multi-use and co-located hubs
- Sustainability and smart design
- Access and Inclusion
- Heritage and cultural identity

Public Exhibition

The Community Infrastructure Strategy was placed on public exhibition for an extended period from 16 December 2025 to the 14 February 2026 with submissions received for the following fourteen (14) days, being the 28 February 2026. This was promoted through social media, emails to user groups and interested parties and picked up by some media stations. Web data revealed that there were 78 unique users who downloaded the draft CIS while across the ten supporting plan summary documents, 400 users accessed these. The top 5 summary documents accessed, in order of open rate were:

1. Public Open Space
2. Outdoor Recreation
3. Outdoor Sports
4. Aquatic Centres
5. Libraries and Museum

This is consistent with the priority areas identified through engagement used to inform the draft strategy.

Throughout the submission period, there were 6 submissions received from individuals and 7 on behalf of organisations. The table in attachment twelve (12) provides an overview of the feedback received and how it has been considered noting that this feedback did not indicate a need to change our strategic direction and is consistent with the principles and direction of the CIS.

COMMUNITY INFRASTRUCTURE STRATEGY (2025-2045) (Cont.)

CONCLUSION

The Community Infrastructure Strategy 2025-2045 provides a framework to guide the planning and delivery of community infrastructure in Maitland. The CIS has been developed through consideration of community feedback, state and national trends, guidelines, standards and priorities. The exhibition phase provides an extensive opportunity for engagement to close the loop with the community, ensuring we've captured their feedback.

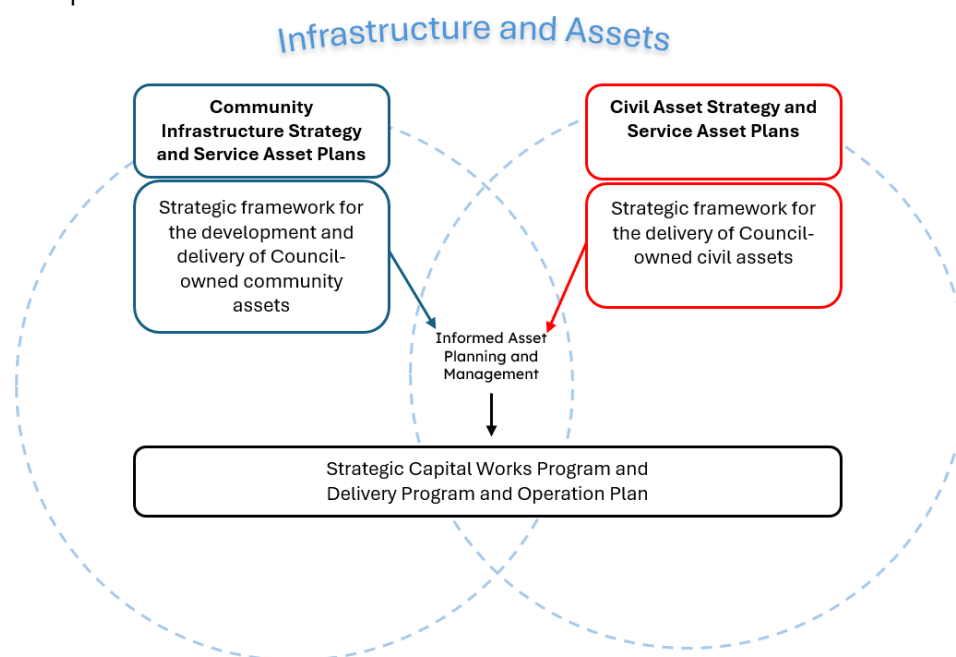
The next steps as outlined in this report will include a further report to Council seeking endorsement to exhibit the draft Cemeteries Supporting Plan Summary as well as the benchmarks and standards for community infrastructure provision which will play a crucial role in the implementation of the CIS.

FINANCIAL IMPLICATIONS

The expected investment over the next ten (10) years across the supporting plans, is \$363,397,000. This figure is indicative and may vary based on continued prioritisation decisions, further design and investigations and potential efficiencies of works. Short term works will be integrated into the capital works program over the next four years and will be consistent with available capital works budgets while integration of the CIS into the 2026-2036 Long Term Financial Plan will be essential to maintain transparency. The integration of the CIS schedule of works into the capital works program will be published in the Delivery Program and Operational Plan.

Additionally, Council is developing a 5-year strategic CAPEX program which will be reported to Council in late 2026 and will be developed with consideration of the CIS and it's associated actions.

The rapid growth of the Local Government Area has also been considered with the CIS working to balance the provision of new required infrastructure with management of current community infrastructure. It is also noted that reviews of the current developer contribution plans are expected to commence in 2026.



COMMUNITY INFRASTRUCTURE STRATEGY (2025-2045) (Cont.)

The CIS and its supporting summary documents will provide Council with improved opportunity to apply for grant funding to assist in the delivery of identified priority projects, alongside the adopted Partnerships and Advocacy Strategy. The CIS will also assist Council's strategic planners within City Planning in justifying and getting the new infrastructure and contributions we need for our growing community, particularly with the adoption of community infrastructure benchmarks and standards.

RISK IMPLICATIONS

Risk:	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing – (Within or additional)
There is a financial risk of insufficient funding that may lead to Council being unable to deliver on works identified through the CIS.	Medium	Works have been indicatively costed throughout development of project and funding sources or note projects that will be unfunded until suitable funding is available.	Medium	Internal and additional – source grant funding where relevant/available
There is a service delivery and financial risk of Council continuing to make decisions relating to assets in isolation that may lead to poor design and delivery outcomes.	Medium	Adopt the CIS.	Low	Internal
There is a reputational risk of not understanding our community's needs and wants that may lead to the CIS not accurately reflecting our community's priorities.	Medium	Significant community consultation was undertaken to inform the development of the CIS prior to public exhibition. The CIS was also placed on extended public exhibition to provide further opportunity for community feedback.	Low	Internal
There is a reputational risk of the strategy and supporting plans highlighting the backlog of community infrastructure delivery and maintenance that may lead to community frustration with Council.	High	Community is already aware of Council's infrastructure backlog through Council reports in 2025. The CIS and supporting plans provide a logical, structured approach to managing the current community infrastructure backlog and a coordinated approach for future planning.	Medium	Internal

COMMUNITY INFRASTRUCTURE STRATEGY (2025-2045) (Cont.)

There is a reputational risk of not being able to deliver what is planned that may lead to poor perception of Council in the community.	High	The CIS and supporting plans have been developed to be achievable, realistic and deliverable. Unfunded actions have been identified to provide clarity on what can and can't be delivered and when.	Low	Internal
There is a planning risk of failing to plan for increasing population growth that may lead to insufficient infrastructure being planned for or delivered.	High	The CIS has been developed in collaboration with strategic planning and sets and provides a logical, structured approach to managing the current community infrastructure backlog and a coordinated approach for future planning.	Medium	Internal
There is a reputational and financial risk of developers having lack of clarity for their expected provision requirements that may lead to poor community infrastructure outcomes in new developments.	Medium	Adopt the CIS and its supporting plans as guiding documents for Council and developers. Further, standards/guidelines are being developed which will be presented to Council and provide further clarity on requirements.	Low	Internal
There is an environmental and technology risk of not thinking holistically around changes e.g. environmental impacts, technological advancements that may lead to our community infrastructure not being future proofed.	Medium	The CIS and supporting plans have been informed by subject matter experts within Council with consideration of these changes and identification of any emerging trends to ensure we best plan for these considerations.	Low	Internal
There is a planning risk of missing opportunities in terms of working with neighbouring Councils that may lead to poor planning outcomes in terms of placements of facilities.	Medium	The CIS and its supporting plans have been developed with consideration of other Local Government Area's community infrastructure provision.	Low	Internal
There is a reputational risk of not being	Medium	Current and emerging trends have been identified within	Low	Internal

COMMUNITY INFRASTRUCTURE STRATEGY (2025-2045) (Cont.)

adaptable to changing community trends e.g. changes in popular sports that may lead to poorly planned infrastructure or infrastructure not meeting community needs.		the CIS and it's supporting plans. Council Officers to continue to liaise with key bodies and agencies to ensure we plan for and future proof our community infrastructure effectively.		
There is a legal/compliance risk of changes in State or Federal legislation that may lead to our planning or infrastructure not aligning with legislation.	Medium	Regularly liaise with State and Federal Government to identify any potential legislative changes and work with these bodies when/if new legislation is introduced.	Medium	Internal

POLICY IMPLICATIONS

The preparation of a Community Infrastructure Strategy is a key priority identified in Council's Local Strategic Planning Statement. This matter relates to:

- Asset Capitalisation Policy
- Asset Management Policy
- Community Garden Policy
- Asset Disposal Policy
- Asset Revaluation Policy
- MRAG Acquisition and Collection Management Policy
- Community Engagement Policy
- Maitland Public Art Policy
- Library Collection Management Policy
- Rate Subsidy for Community Groups Policy
- Financial Reserves Policy
- Planning Agreements Policy

STATUTORY IMPLICATIONS

There are no statutory implications under the Local Government Act 1993 with this matter. This matter is consistent with the requirements of the Environmental Planning and Assessment Act 1979.

11.3 Morpeth to Walka Shared Pathway – Public Exhibition Outcomes

FILE NO:	103/20
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Morpeth to Walka Whole Route as Exhibited – Showing Sections 2. Morpeth to Walka – Engagement Report 3. Section 1 – Rutherford to Maitland changes 4. Section 2 – Maitland to East Maitland changes 5. Section 1 and Section 2 with Changes 6. Section 3 – East Maitland to Morpeth – Option 1 and Option 2 routes
RESPONSIBLE OFFICER:	Director City Services Manager Asset Strategy and Engineering
AUTHOR:	Operations Manager Transport & Infrastructure Engineering
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2.2 Connected active transport

EXECUTIVE SUMMARY

Community consultation for the revised route for the Morpeth to Walka shared path occurred from 25 August 2025 until 7 October 2025. 136 submissions were received.

The route is broken into 3 sections:

- Section 1 – Walka to Maitland CBD;*
- Section 2 – Maitland CBD to East Maitland;*
- Section 3 – East Maitland to Morpeth.*

Following the community consultation process, minor amendments have been made to the route for Section 1 from Walka to Maitland CBD and Section 2 from Maitland CBD to East Maitland.

Further Councillor and community consultation is proposed for Section 3 from East Maitland to Morpeth due to the extensive community feedback and the complexities associated with this section.

OFFICER'S RECOMMENDATION

THAT

- 1. The Morpeth to Walka Engagement Report (Attachment 2) be noted;**
- 2. Council endorses the proposed path route and the completion of detailed design for:**

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

- a. Section 1 – Walka to Maitland CBD with amendments noted as per Attachment 3, and**
 - b. Section 2 – Maitland CBD to East Maitland with amendments noted as per Attachment 4;**
- 3. Council endorses a third round of Councillor and community consultation for Section 3 of the route from East Maitland to Morpeth covering 2 options, as per Attachment 6:**
 - a. Option 1 – The existing proposed route via Pitnacree and Brushfarm Road.**
 - b. Option 2 – A proposed alternate route via Morpeth Road.**
- 4. A further report be presented to Council following the third round of consultation to endorse the proposed route for Section 3 – East Maitland to Morpeth.**

REPORT**Background**

Following community feedback on initial designs of the path route in 2024, City Services staff conducted an in-depth route options assessment and revised the proposed route for the Morpeth to Walka shared pathway.

The revised route was deemed as the preference as it:

- does not cut through land which is under the same ownership or separate an owner from their farm land,
- minimises travel alongside busy roads,
- minimises driveway crossings,
- improves connectivity for active transport between Morpeth and Rutherford.

This revised route was submitted to Council on 19 August 2025 for endorsement to be placed on public exhibition.

CONSULTATION

Two Councillor briefings on the proposed route of the Morpeth to Walka shared path were undertaken in May 2025 and July 2025. A Councillor site visit along the shared path route occurred July 2025.

The updated proposed design (Attachment 1) was on public exhibition and was open for community input from Monday, 25 August to Tuesday, 7 October 2025.

Communication with the community about the exhibition period was undertaken via the following means:

- Posters, TV screens and flyers at the MRAG, VIC, Libraries and Pools;
- Media releases on the radio (6 mentions between 2CHR, 2NUR and NEW FM) and online (4 mentions between Newcastle Weekly and Intouch Magazine);

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

- Personalised letters to 365 affected residents and residents living along the proposed route;
- Handing out flyers at Active Transport Study pop-ups;
- Electronic direct mail sent out to the MCC Engagement Platform newsletter subscribers on 2 occasions (5,422 recipients with a 50.5% average open rate);
- Electronic direct mail sent out to the Community and Recreation, Planning and Development, and Transport and Movement subscription lists (636 recipients with 59% open rate);
- MCC Facebook Page posts on 3 occasions which reached 10,747 people, and 2,996 of those people engaged with the posts (providing comment, forwarding, etc.)

Feedback was collected from the community via Council's engagement platform, email, mail, in person collection and Social Map Contributions, as per Attachment 2.

Using the communication methods listed above, Council received 75 (55%) formal submissions and 61 (45%) Social Map comments (136 submissions in total) during the exhibition period. The community engagement approach achieved a level of engagement equivalent to 'Consult' in the Engagement Institute Spectrum of Public Participation, where the level of engagement includes inform, consult, involve, collaborate and empower, and the goal of consult is to obtain public feedback on analysis, alternatives or decisions.

A summary table of responses is below:

	Responses	Percentage of Response	# of Responses where resident's suburb could be identified
Whole of Route General Comments	35	26%	20
Section 1 - Walka to Maitland CBD	21	15%	14
Section 2 - Maitland CBD to East Maitland	26	19%	20
Section 3 - East Maitland to Morpeth	54	40%	27
			55 (Resident location unknown)
Total	136	100%	136

Sections 1, 2 and 3 - Whole of Route General Comments

A total of 35 responses were received that did not relate to any one section of the Morpeth to Walka Shared path. This is 26% of the total responses.

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

It should be noted that respondents who made formal submissions were not required to report on the suburb where they live, and there were only 81 respondents out of the total of 136 (60%) where a home suburb could be determined.

Section 1 – Walka to Maitland CBD

A total of 21 submissions were received relating to Section 1 covering the pathway from Rutherford to Maitland. This accounts for 15% of all submissions. 14 submissions were lodged by residents living in Section 1 (although the submissions were not necessarily relating to Section 1) which is 17% of the 81 residents.

From the submissions some general themes were:

- a strong interest in protecting the environment and the heritage of the area;
- a desire for sensitive design and maintenance of habitat;
- some support for improving accessibility and interpretation along the path;
- comments about privacy and security, stock management, theft, trespass and fencing if adjacent to farmland.

There were suggestions on alternative routes rather than the path running along the edge of farmland, however these suggestions involved the path travelling through residential suburbs, along residential streets, and also alongside the New England Highway. These suggestions were not supported as they took the path further away from Walka Water Works which is one of the key destinations of the path.

Oakhampton Road has an AADT of approximately 1100 vehicles per day (2024). Due to the topography, location of the Oakhampton Spillway, Hunter Valley Flood Mitigation Scheme infrastructure and the location of property boundaries, significant changes to the proposed route are not recommended however some of the suggestions on minor alterations have been investigated and are now in the process of being added to the plan following consultation with the Executive Leadership Team.

To allay some of the concerns, suggestions have been provided including strategic planting of vegetation along the trail in certain areas to provide screening and shade, having the 3m wide shared path in the middle of a wider corridor so that the path is not hard up against property fences, and ensuring that drainage is addressed in the detailed design.

Section 2 – Maitland CBD to East Maitland

Twenty six (26) submissions were received for Section 2 of the shared path which is 19% of all submissions. Twenty (20) submissions were received from residents living in Section 2 (but not necessarily commenting on Section 2), representing 25% of responses (20 responses out of 81).

Some general themes that emerged from submissions were:

- Comments about lighting, wayfinding and ongoing maintenance in urban areas;
- Comments about narrow streets in Horseshoe Bend and the Anne Street/Fitzroy Street/Riley Street precinct of East Maitland and the path travelling along the verge of Old High Street between Maitland and East Maitland;

 MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

There were several concerns about the Anne Street/Riley Street/Fitzroy Street precinct and pedestrians and cyclists sharing the streets with motorists, however this is not the case. It is intended for acquisition of some flood prone land in this area where the path can travel behind properties as a separate shared path.

There will be some complexities with constructing a shared path along Robin Street from the levee bank to Carrington Street, along Carrington Street between Robin and Radford Streets and along Radford Street from Carrington Street to Raglan Street. This will be further addressed during detailed design.

Section 3 – East Maitland to Morpeth

The most interest from respondents was on the East Maitland to Morpeth section of the path. There were 54 responses which equates to 40% of the total responses. Twenty seven (27) submissions were received from residents living in Section 3 (but not necessarily commenting on Section 3). This is 33% out of the total of 81 respondents whose home suburb could be determined.

The themes were generally in relation to:

- Requests for more clarity on proposed alignment and potential property impacts.
- Comments about privacy and security, stock management, biosecurity, trespassing, theft, fencing, irrigation operations and chemical spraying operations if the path is adjacent to farmland.
- Suggestions to use public road sides or existing easements where possible.
- Interest in how the project will integrate with Morpeth's existing trails and tourism activity.
- Comments about parking, speeding vehicles and environmental impacts.
- Support for improved connectivity in Morpeth if safety and amenity are well managed.

To address some of the concerns raised by respondents regarding Section 3 (the Brush Farm Road and Pitnacree Road option), if this option was progressed, the path will be alongside Brush Farm and Pitnacree Roads. Pedestrians and cyclists would not be sharing the narrow roadway with vehicles. Furthermore, strategic vegetation plantings can be undertaken for screening and privacy purposes in certain areas along the path, also providing shading in those locations.

The strongest support for an alternate route was along Morpeth Road or a combination of Morpeth Road and the old Morpeth rail corridor rather than through the Brush Farm Road and Pitnacree Road area.

Council officers have undertaken further investigation and research into Section 3 options. A summary of findings from the investigation into the Morpeth Road alternative are following:

- A route along Morpeth Road would be in excess of \$1m more expensive than the Brush Farm/Pitnacree option, however it is a shorter and more direct route than Brush Farm and Pitnacree Road (approximately 1.6km shorter travelling along Morpeth road)

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

- There are a large number of driveway crossings presenting a risk of conflicts between path users and motorists, and the need to reconstruct driveways which are not correctly shaped or graded for a shared path crossing. Some of the driveways will require reconstruction all the way back into the property
- The close proximity of some property boundaries to the kerb line of Morpeth Road will require land acquisition where possible, and where acquisition of property frontages is not possible, alterations to kerb and gutter (which will remove on street parking)
- There are a large number of trees along the footway that will either need to be designed around or removed. In some cases it may be very difficult to design around the trees
- There are areas where the path may need to cross Morpeth Road which introduces potential conflicts
- The route provides greater access for more residents with customers from Raworth, Tenambit and parts of East Maitland having access to the path and provides more destination points including Raworth Playspace and Linuwell School
- The route generally stays away from commercial farming operations
- All of the old rail corridor land between Morpeth and East Maitland has been sold and is now freehold with family homes and sheds built on several areas of this land, and therefore the sections of the old rail corridor cannot be used.

Both the Morpeth Road option and the Brush Farm Road and Pitnacree Road option have positive and negative points and it is suggested that a further round of Councilor and community consultation take place for the East Maitland to Morpeth section.

The proposal is that Councilor and community consultation be undertaken for a three (3) week period, starting in May 2026, which includes a presentation session which can be attended by Councilors and community members.

Council Officer Responses

Council officers have sent back acknowledgement responses to each of the formal submissions. There were 3 submissions however that were very detailed and so a detailed response was provided back addressing queries.

Discussion and Minor amendments

Following the consultation period, it was identified that several respondents had requested changes to Sections 1 and 2 or had provided further information to Council officers. These suggestions were investigated and in some cases found to provide little impact to the proposed routes, but better outcomes for residents. It was also identified that some minor changes to the route for Sections 1 and 2 needed to be made. These changes are shown in Attachments 3, 4 and 5.

Council officers have reviewed the community exhibition comments and made minor route amendments based on community feedback and identified route improvements. The details are:

- a. Section 1, Walka to Maitland CBD – 5 amendments as per Attachment 3
- b. Section 2, Maitland CBD to East Maitland – 3 amendments as per Attachment 4.

An updated overall route covering Sections 1 and 2 is attached as per Attachment 5.

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

Once sections 1 and 2 of the pathway have been endorsed by Council, the detailed design for these sections will be completed. Future reports will be presented to Council seeking approval to purchase or acquire the required parcels of land.

CONCLUSION

Following conclusion of the exhibition period, it has been identified from the number of submissions received and alternate options available that further work is required to reach a final recommended route for Section 3.

The routes for Sections 1 and 2 had fewer community exhibition submissions and no other viable alternate route options. Any questions that were asked by respondents in their submissions were addressed in the reply letters that were sent back. It is therefore recommended that the routes for Sections 1 and 2 are endorsed by Council.

FINANCIAL IMPLICATIONS

Council currently has 2 grants from 2022, one grant for the design of the shared path from Rutherford to Maitland CBD and another grant for the design of the shared path from Maitland CBD to East Maitland. Both of these grants have an expiration date of 30 June 26 and design works are being completed by consultants.

Additional funding for the Morpeth to Walka shared path will be considered as part of future strategic CAPEX planning.

Planning and Design – Section 1 and 2

ITEM	VALUE (EXCL. GST)	COMMENTS
Expenditure		
<i>Design Costs Section 1</i>	\$143,762	Expenditure - Rutherford to Maitland survey and design (estimate)
<i>Design Costs Section 2</i>	\$195,589	Expenditure - Maitland to East Maitland survey and design (estimate)
Total Expenditure	\$339,351	
Source of Funding		
<i>Grants 1</i>	\$310,000	Get NSW Active Grant - Design of Rutherford to Maitland shared path
<i>Grant 2</i>	\$260,000	Get NSW Active Grant - Design of Maitland to East Maitland shared path
Total Source of Funding	\$570,000	
Net Result	\$230,649	Unspent grant funding cannot be claimed

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

Future Delivery

ITEM	VALUE (EXCL. GST)	COMMENTS
Expenditure		
<i>Original Estimate</i>	\$13,000,000	Original Estimate covering the detailed design of Section 3 and construction of Sections 1, 2 and 3.
<i>Additional minor changes</i>	\$400,000	For minor changes to the proposed route
Total Expenditure	\$13,400,000	
Source of Funding		
<i>Contributions</i>	\$ 1,561,000	Developer Contributions
Total Source of Funding	\$ 1,561,000	
Net Result	-\$11,839,999	

RISK IMPLICATIONS

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
There is a risk of Council not delivering on the DPOP requirement, that may lead to reputational damage and missed future grant opportunities.	High	Endorse proposed route for Section 1 and Section 2 so that design work can be finished utilising grant funds	Medium	Withing existing internal project management resource
There is a risk of community complaints on the proposed route, that may lead to reputational damage.	High	The route selection criteria has eliminated the footpath splitting or dividing land parcels in half. Undertake an additional round of Councillor and public exhibition for Section 3 and notification to impacted land owners of the exhibition.	Medium	Withing existing resources

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
There is a risk around potential land acquisition negotiations that may lead to negative opinions regarding Councils dealings	High	The route selection criteria has eliminated the footpath splitting land parcels in half. Undertake an additional round of public exhibition for Section 3 and notify potentially impacted land owners of the exhibition.	Medium	Withing existing resources
There is a risk around land owners not being aware of community engagement process of proposed route that may lead to negative reputational damage.	Medium	Individual letters sent to adjacent property owners and social media advertising of community consultation.	Low	Withing existing resources
There is a risk associated with progressing with Section 3 without proper consideration of issues, complexities and opportunities that may lead to negative reputational damage.	High	Undertake take a further round of Councillor and community consultation for Section 3 – East Maitland to Morpeth.	Medium	Withing existing resources
There is a risk associated with not adequately connecting with communities that may lead to health issues, social issues and economic development issues and ultimately negative reputational damage	High	Undertake take a further round of Councillor and community consultation for Section 3 – East Maitland to Morpeth.	Medium	Withing existing resources

POLICY IMPLICATIONS

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

- Community Engagement Policy
- Asset Management Strategy, Policy and Plans
- Maitland Bicycle Plan and Strategy 2014 and Pedestrian Access and Mobility Plan (PAMP) 2017

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

STATUTORY IMPLICATIONS

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

- NSW Local Government Act 1993
- Roads Act 1993
- Conveyancing Act 1919
- Land Acquisition (Just Terms Compensation) Act 1991
- SEPP (Transport and Infrastructure) 2021
- Environmental Planning and Assessment Act 1979
- Privacy Act 1988
- Privacy and Personal Information Act 1998
- State Records Act 1998

City Services

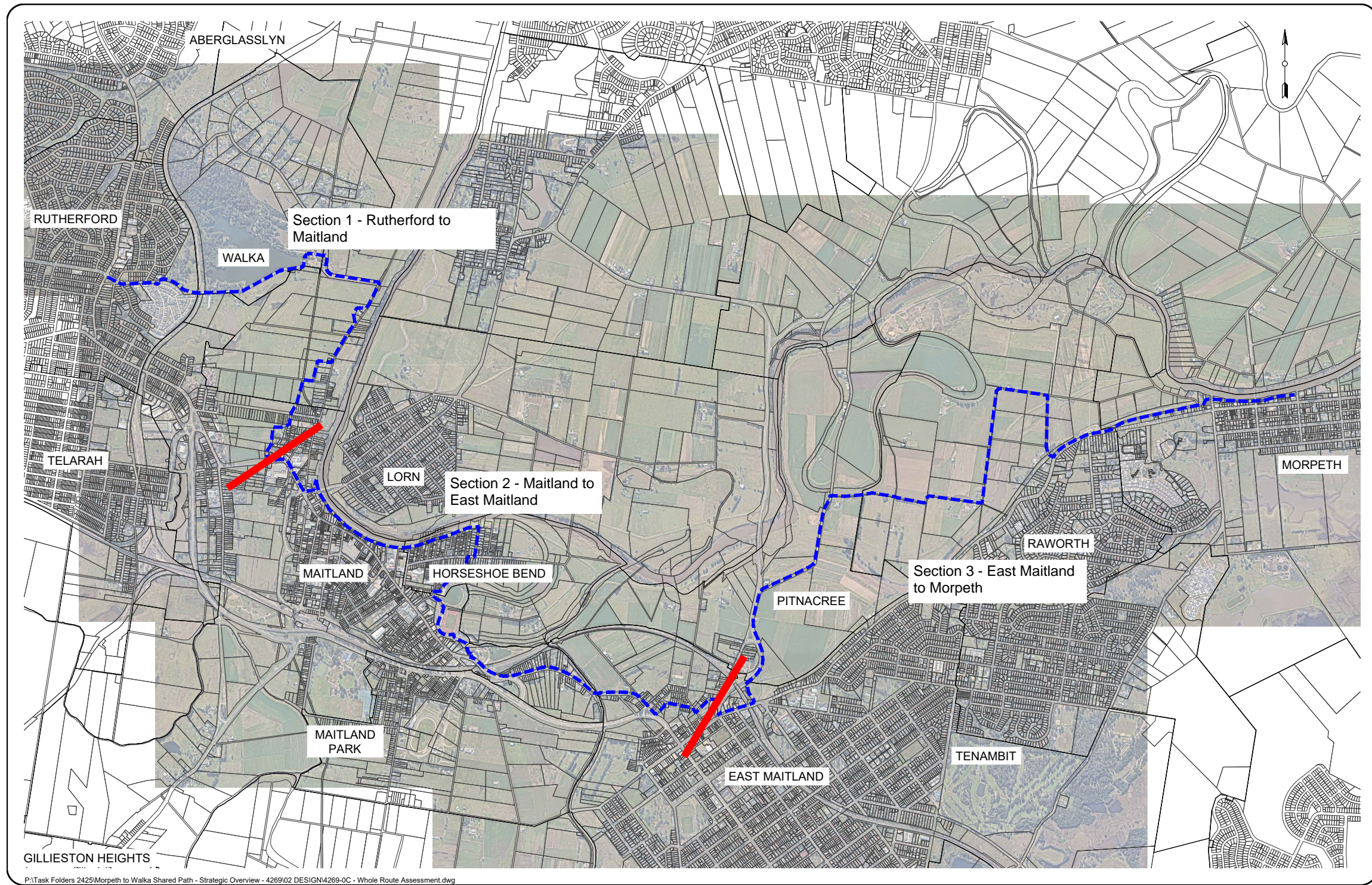
Morpeth to Walka Shared Pathway – Public Exhibition Outcomes

Morpeth to Walka Whole Route as Exhibited – Showing Sections

Meeting Date: 21 April 2026

Attachment No: 1

Number of Pages: 1



P:\Task Folders 2425\Morpeth to Walka Shared Path - Strategic Overview - 4269\02 DESIGN\4269-0C - Whole Route Assessment.dwg

C	COUNCILLOR PRIMARY ROUTE NOMINATION	C.P.	29/05/2025
B	EXISTING LINKAGE CONNECTIONS	C.P.	20/05/2025
A	ORIGINAL APPROVAL	C.P.	02/05/2025
	SHEET REVISION	BY	DATE

CONCEPT PLAN - NOT FOR CONSTRUCTION

RATIO @A3	
Horizontal Ratio: 1:25,000	Vertical Ratio:
SURVEYOR N/A	DATUM A.H.D.
DESIGNER C. Pinchen	DATE OF PLAN 20/05/2025

MAITLAND CITY COUNCIL
CITY SERVICES
263 HIGH STREET
P.O. BOX 220
MAITLAND 2320
PHONE: (02) 49349700
FAX (02) 49333209
DX 21613 MAITLAND

MORPETH TO WALKA WATER WORKS SHARED PATH STRATEGIC OVERVIEW
ALL SEGMENTS
PREFERRED ROUTE OPTION

PLAN No.
4269-0C
Sheet 01 of 1

City Services

Morpeth to Walka Shared Pathway – Public Exhibition Outcomes

Morpeth to Walka – Engagement Report

Meeting Date: 21 April 2026

Attachment No: 2

Number of Pages: 6

Morpeth to Walka shared pathway - Engagement Report

Background

Following community feedback on initial designs in 2024, Maitland City Council conducted an in-depth route option assessment and revised the proposed route for the Morpeth to Walka shared pathway.

Designed to improve connectivity and encourage more active transport, the near 15km pathway loop will link key destinations across the city including Rutherford, Walka Water Works, Central Maitland, East Maitland and Morpeth.

The new proposed design was on public exhibition and open for community input from August to October 2025.

Engagement period

Monday, 25 August 2025 to Tuesday, 7 October 2025

Research methodology

Community feedback was collected via formal submissions through Maitland City Councils engagement platform, email, mail and in-person collection, and Social Map contributions.

The analysis considers 136 contributions, and analysis was undertaken using a combination of open human-led coding and technology-led coding.

The community engagement approach achieved a level of engagement equivalent to 'Consult' in the Engagement Institute Spectrum of Public Participation.

This document summarises the key insights drawn from the data collected, including a full report on all responses received.

METHODS	STAKEHOLDERS	ENGAGEMENT LEVEL	TIMING	REACH AND RESULTS
Online				
Formal Submission	Wider community	Consult	25 August to 7 October 2025	75 submissions Project page views: 2480 Project follows: 41
Social Map comments	Wider community	Consult	25 August to 7 October	61 submissions

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

Communication methods

METHODS	STAKEHOLDERS	ENGAGEMENT LEVEL	TIMING	REACH AND RESULTS
Posters TV screen DL flyers	MRAG, Council, VIC, Libraries, Aquatic Centre customers (internal and external).	Inform	From Monday, 25 August 2025	N/A
Media release	Media	Inform	Monday, 8 September 2025	6 radio mentions (2CHR, 2NUR, NEW FM) 4 online mentions (Newcastle Weekly, intouch Magazine)
Letter box drop	Affected residents and residents living along the proposed route	Inform		365 letters
Handing out flyers at Active Transport Strategy pop ups	Wider community	Inform	September to October 2025	N/A
EDMs				
Engagement EDMs (Electronic Direct Mail)	Engagement platform newsletter subscribers	Inform	Thursday 25 September 2025 (2,706 recipients 51.5% open rate 2.9% click rate) Thursday 28 August 2025 (2,716 recipients 49.5% open rate 2.4% click rate)	Total recipients: 5,422 recipients Average open rate: 50.5% Average click rate: 2.7%
Engagement platform email alert	Subscription lists including community and recreation, planning and development and transport and movement	Inform	Wednesday 27 August 2025	636 recipients 59% open rate 11% click rate
Social media				

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

Facebook (Maitland City Council Facebook page)	Wider community	Inform	<p>Monday 25 August (22,787 impressions, 20,596 reach, 2,053 engagements, 9% engagement rate per impression)</p> <p>Thursday 18 September (7,724 impressions, 7,011 reach, 599 engagements, 7.8% engagement rate per impression)</p> <p>Monday 6 October (4,900 impressions, 4,635 reach, 344 engagements and 7% engagement rate per impression)</p>	<p>Impressions: 35,411</p> <p>Average reach per post: 10,747</p> <p>Total engagements: 2,996</p> <p>Engagement rate (per impression): 8.4%</p>
---	-----------------	--------	--	--

**Facebook total engagements refer to the collective total for reactions, comments, shares, post link clicks and other post clicks for each post.*

Overview of findings

Council received 75 formal submissions and an additional 61 Social Map comments during the recent consultation period for the proposed Morpeth to Walka Shared Pathway. Feedback highlights a range of perspectives, from strong enthusiasm and practical suggestions to concerns about alignment, property impacts and environmental considerations.

While many respondents expressed support for improved connectivity and recreation opportunities, others raised practical concerns about implementation, maintenance, and the proposed route.

The insights below summarise the main themes emerging from the feedback received.

Key Themes and Insights

1. Route Alignment and Property Impacts

The proposed alignment, particularly sections near private farmland, attracted detailed commentary, with respondents seeking greater clarity on where the pathway would run and requesting further engagement with affected landowners. Many expressed interest in understanding how matters such as privacy, biosecurity and property access would be managed. Others suggested that Council consider alternative alignments along public land or existing road reserves, and emphasised the importance of clear, early communication with those who may be directly impacted.

"This track appears to cross through active farmland - can Council clarify where the boundary lies?"

"We'd like more information on alternative routes that use public land."

"If it avoids farmland and uses road verges, I'd support it."

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

2. Safety and Accessibility

Safety and accessibility were frequently mentioned, particularly around road crossings, lighting, and interactions between pedestrians, cyclists, and vehicles.

"This will be great for families and older residents if it's safe and well-signed."

"Visibility on some rural roads could be an issue - clear separation will be important."

"Separation from fast traffic is essential"

Accessibility was a strong theme on the Social Map, with participants highlighting the importance of universal design so that children, prams, and mobility users can participate comfortably.

3. Environmental and Heritage Considerations

The Walka Water Works precinct and the Hunter River corridor were identified as environmentally and culturally significant areas. Respondents encouraged careful design and management to protect native vegetation, habitat and heritage character.

While some respondents expressed concern about potential ecological disturbance, many others saw the project as a chance to enhance appreciation of local nature and history through landscaping, low-impact materials and interpretive elements.

"The area supports birdlife and should be preserved as much as possible."

"Any pathway near Walka should use natural materials and complement its heritage value."

"Use natural finishes and minimal lighting to protect the wildlife."

Several saw opportunities for environmental education and interpretation along the route.

4. Connectivity, Recreation and Tourism Potential

Many submissions recognised the potential for the shared pathway to link key destinations and provide health, lifestyle and tourism benefits. Social Map participants often mentioned daily use (walking, cycling, family recreation) rather than tourism alone, while formal submissions tended to focus on broader economic and visitor benefits.

"A great opportunity to connect Morpeth, Walka and Maitland for locals and visitors."

"This could become a family-friendly attraction if done sensitively."

Respondents highlighted the importance of ensuring connections to existing walking and cycling routes, and adequate parking and amenities near entry points.

5. Consultation and Communication

Some submissions reflected a desire for clearer and more consistent communication about the project's status, timing and design process. Several respondents noted they had **limited** understanding of the next steps or the extent of current planning.

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

*"We'd appreciate updates and opportunities to view final route options before decisions are made."
"It would help to know how feedback will influence the next stage."*

There was strong interest in continued dialogue as the project develops.

6. Cost, Funding and Priorities

Respondents sought reassurance about funding arrangements, long-term maintenance responsibilities, and how the project fits within broader Council priorities.

"Good idea, just make sure maintenance is covered."

"It would be useful to understand how this is being funded and staged."

Overall, comments reflected a desire for transparency and sound investment planning rather than outright opposition.

7. Maintenance, Management and Security

Practical considerations around maintenance, littering and personal safety were noted, particularly near more secluded areas.

Respondents suggested regular upkeep, appropriate lighting, and signage to ensure ongoing usability.

"Please include bins and regular mowing so it stays inviting."

"Lighting and clear sightlines would make it feel safer."

8. Alternative Suggestions and Modifications

Several submissions included constructive design or route suggestions, such as:

- Exploring alignments along Crown land or existing public corridors.
- Considering a staged delivery (e.g. Walka to Maitland first).
- Incorporating environmental and interpretive features.

"Perhaps trial one section first to gauge community use."

"Linking to existing shared paths would make this more cohesive."

Locations of Concentrated Feedback

The following table summarises areas mentioned most frequently in submissions (only included if referenced at least three times), ordered from most to least discussed.

LOCATION / AREA	KEY FEEDBACK THEMES RAISED
Phoenix Park / Duckenfield / Pitnacree Corridor	<ul style="list-style-type: none"> • Most frequently referenced area in submissions. • Requests for more clarity on proposed alignment and potential property impacts. • Comments about privacy, stock management and fencing if adjacent to farmland.

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

	<ul style="list-style-type: none"> • Suggestions to use public roads or existing easements where possible.
Morpeth (township and Queens Wharf area)	<ul style="list-style-type: none"> • Interest in how the project will integrate with Morpeth's existing trails and tourism activity. • Comments about parking, pedestrian crossings, and managing visitor flow. • Support for improved connectivity if safety and amenity are well managed.
Walka Water Works and Surrounds	<ul style="list-style-type: none"> • Strong interest in protecting environmental and heritage values. • Desire for sensitive design and maintenance of habitat. • Some support for improving accessibility and interpretation.
Largs Road and Surrounds	<ul style="list-style-type: none"> • Suggested as a possible alternative route or safer corridor. • Some comments on visibility and traffic speeds for mixed users. • Interest in using this corridor if it avoids private land.
Bolwarra and Bolwarra Heights	<ul style="list-style-type: none"> • Mentioned in relation to future connectivity and linkages to Maitland Park, schools and recreation areas. • Emphasis on long-term network planning rather than immediate alignment concerns.
Maitland CBD Link / Railway Precinct	<ul style="list-style-type: none"> • Seen as a potential future extension to connect Walka with central Maitland. • Comments about lighting, wayfinding and ongoing maintenance in urban areas.

Summary of Community Insights

The feedback summarised in this report is drawn from formal submissions received during the public exhibition period. While not representative of the broader community, these submissions provide a useful indication of the issues, priorities and opportunities identified by participating residents and stakeholders.

Overall, the submissions highlight the need for clear communication and inclusive engagement as planning progresses, alongside a focus on safe, accessible and environmentally sensitive design. They also emphasise the importance of balancing community benefit with property, environmental and heritage considerations, providing an evidence-based foundation to inform the next phase of project refinement.

City Services

Morpeth to Walka Shared Pathway – Public Exhibition Outcomes

Section 1 – Rutherford to Maitland changes

Meeting Date: 21 April 2026

Attachment No: 3

Number of Pages: 5

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

Locations of Proposed Changes in Section 1: Rutherford to Maitland



MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)



Legend:

Route as exhibited



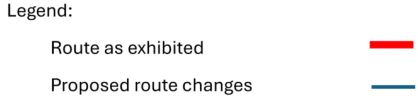
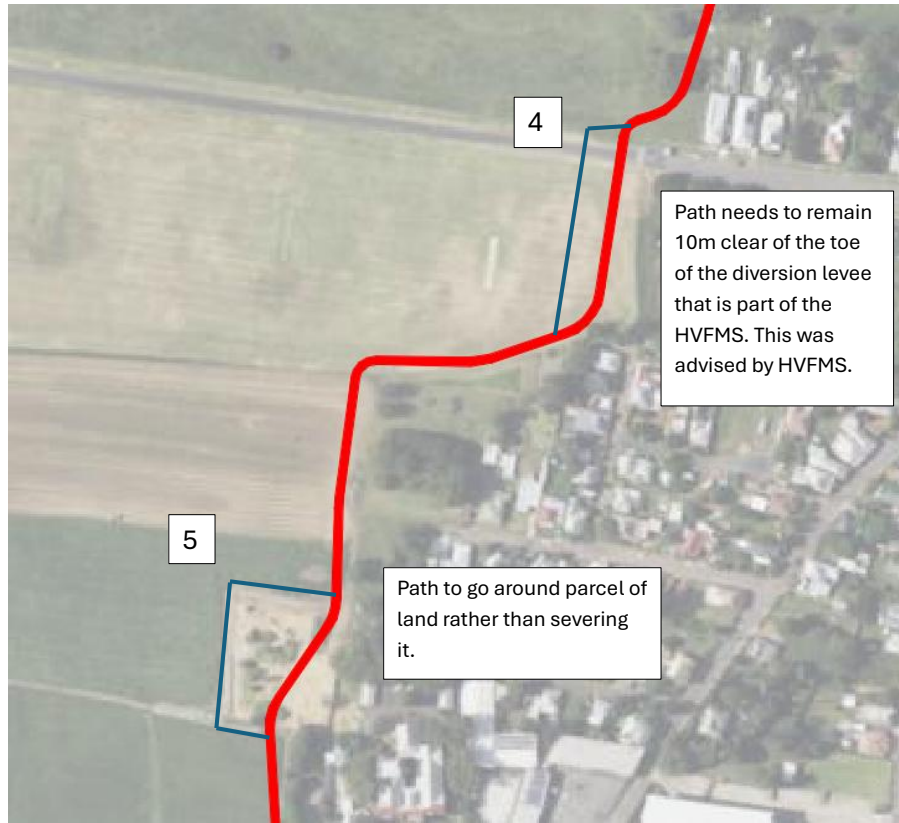
Proposed route changes



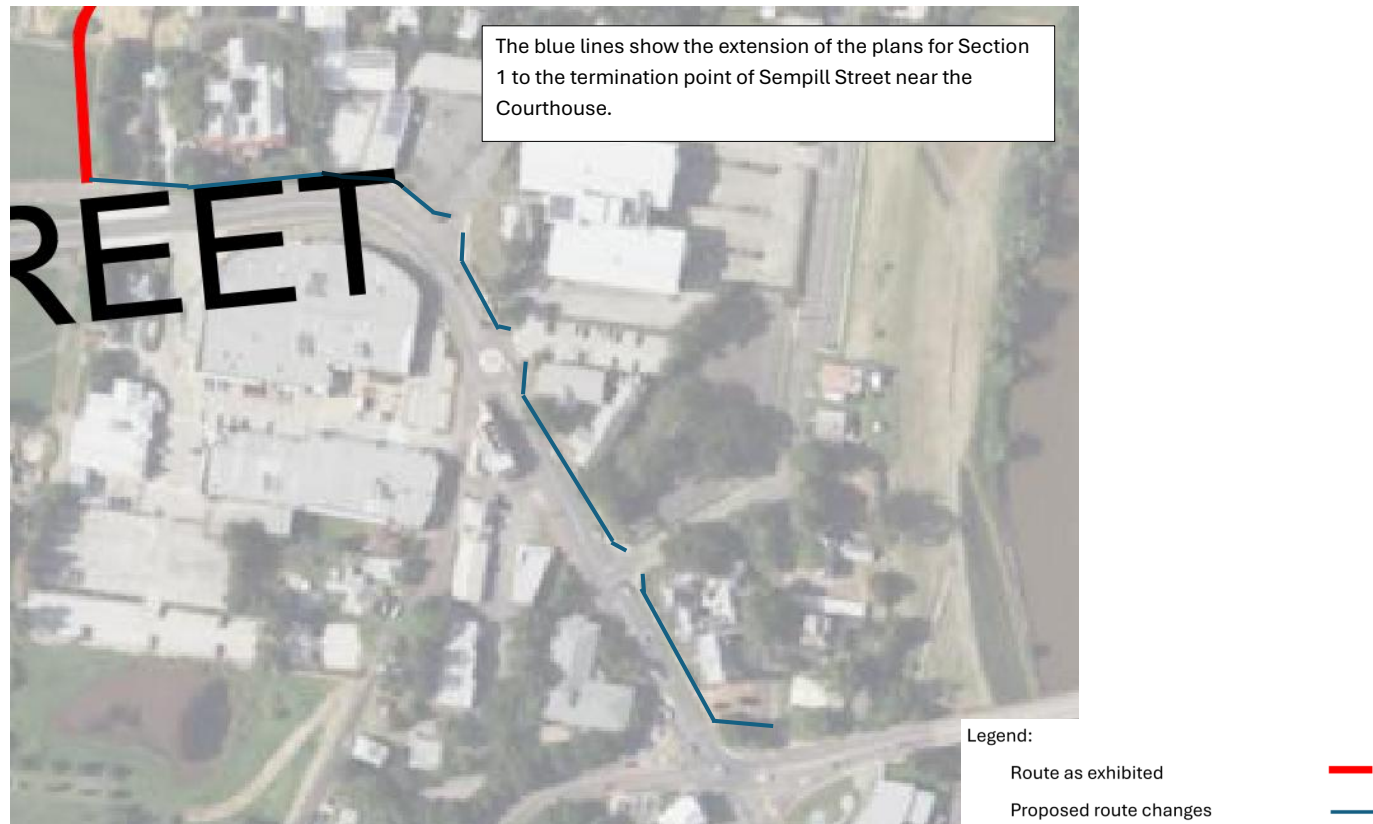
MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)



MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)



MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)



City Services

Morpeth to Walka Shared Pathway – Public Exhibition Outcomes

Section 2 – Maitland to East Maitland changes

Meeting Date: 21 April 2026

Attachment No: 4

Number of Pages: 4

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

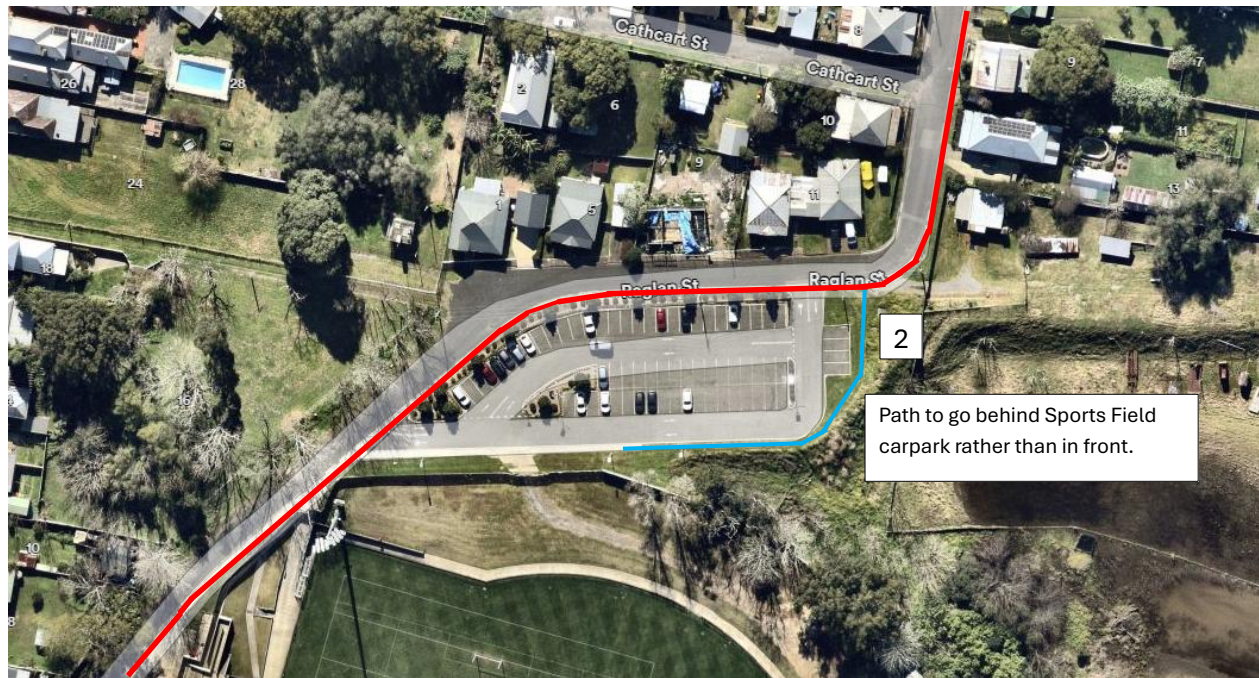
Locations of Proposed Changes in Section 2: Maitland to East Maitland



MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)



MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)



Legend:

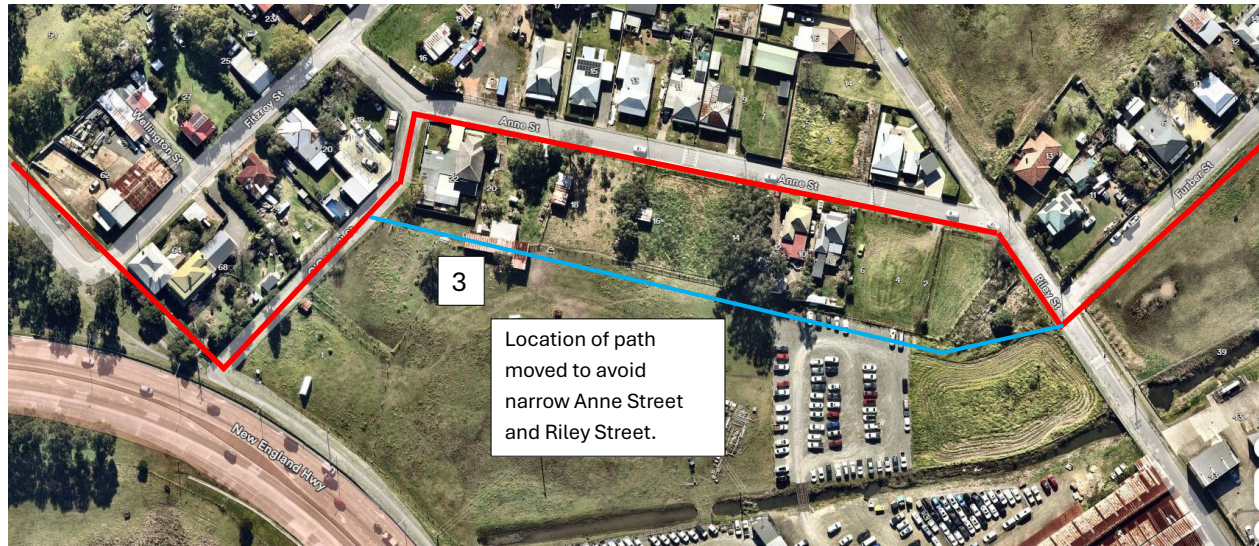
Route as exhibited



Proposed route changes



MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)



Legend:

Route as exhibited



Proposed route changes



City Services

Morpeth to Walka Shared Pathway – Public Exhibition Outcomes

Section 1 and Section 2 with Changes

Meeting Date: 21 April 2026

Attachment No: 5

Number of Pages: 1

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)



F:\Survey and Design\Task Folders 2425\Morpeth to Walka Shared Path - Strategic Overview - 4269\02 DESIGN\4269-0E - Whole Route Assessment.dwg

REVISION	DESCRIPTION	DATE
E	PRIMARY ROUTE NOMINATION - AMENDED	19/03/2026
D	COUNCILLOR PRIMARY ROUTE NOMINATION - AMENDED	19/11/2025
C	COUNCILLOR PRIMARY ROUTE NOMINATION	29/05/2025
B	EXISTING LINKAGE CONNECTIONS	20/05/2025
A	ORIGINAL APPROVAL	02/05/2025
SHEET REVISION		
	BY	DATE

CONCEPT PLAN - NOT FOR CONSTRUCTION

RATIO @A3
Horizontal Ratio: 1:15,000
Vertical Ratio:
SURVEYOR N/A DATUM A.H.D.
DESIGNER DATE OF PLAN 19/03/2026

MAITLAND CITY COUNCIL
CITY SERVICES
263 HIGH STREET
P.O. BOX 220
MAITLAND 2320
PHONE: (02) 49349700
FAX (02) 49333209
DX-21613 MAITLAND

MORPETH TO WALKA WATER WORKS SHARED PATH
STRATEGIC OVERVIEW
ALL SEGMENTS
PREFERRED ROUTE OPTION - SECTION 1 & 2

PLAN No.
4269-0E
Sheet 1 of 1

City Services

Morpeth to Walka Shared Pathway – Public Exhibition Outcomes

Section 3 – East Maitland to Morpeth – Option 1 and Option 2 routes

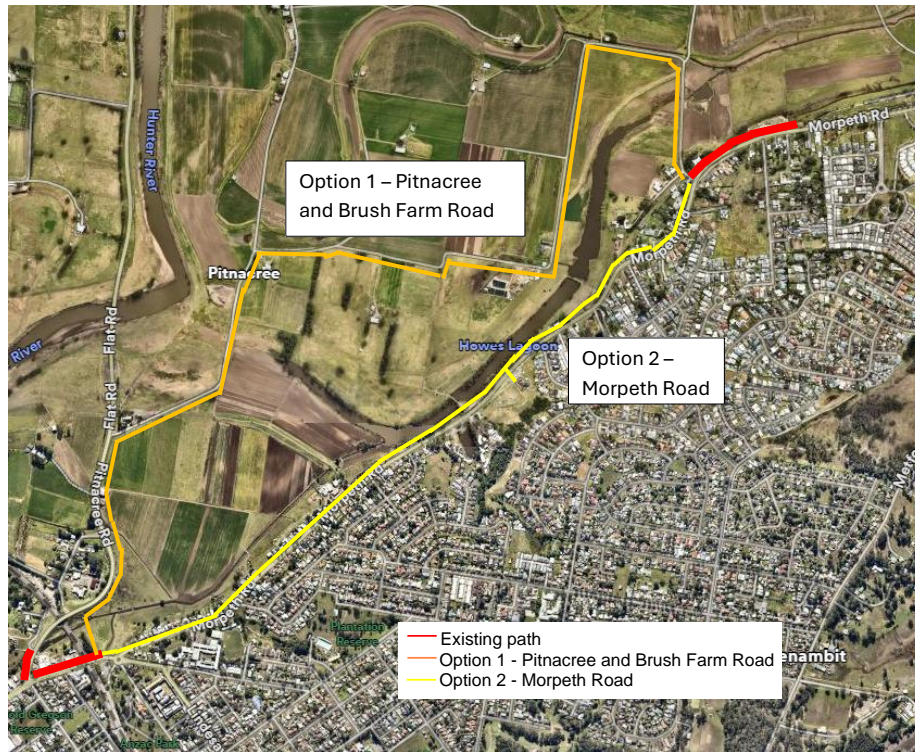
Meeting Date: 21 April 2026

Attachment No: 6

Number of Pages: 1

MORPETH TO WALKA SHARED PATHWAY - PUBLIC EXHIBITION OUTCOMES (Cont.)

Section 3: Option 1 – Pitnacree Road and Brush Farm Road, Option 2 – Morpeth Road



11.4 Local Transport Forum Meeting Minutes (March 2026)

FILE NO:	140/5
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Local Transport Forum Minutes 5 March 2026 (Under Separate Cover) 2. RV Parking Signage Plan (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Services Manager Asset Strategy and Engineering
AUTHOR:	Operations Manager Transport & Infrastructure Engineering Traffic Management Officer
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2.3 Safe and efficient road networks

EXECUTIVE SUMMARY

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

- 5.1 - NAIDOC March - The temporary road closure applications and associated traffic management plans for one (1) event, being the 2026 NAIDOC March in Maitland.*
- 5.2 - A report documenting works completed and recorded for the keeping of records under delegation from TfNSW.*
- 5.3 - Harold Gregson Reserve - A late report recommending updates to RV and general parking arrangements at Harold Gregson Reserve.*

OFFICER'S RECOMMENDATION

THAT

- 1. The Local Transport Forum meeting minutes for the meeting held on Thursday, 5 March 2026 be noted; and**
- 2. Council approves the proposed traffic management plans and road closure information for the 2026 NAIDOC March, as per Local Transport Forum Item 5.1.**
- 3. Council approves the proposed installation of RV and general parking signage in the carpark at Harold Gregson Reserve, as per the signage plan in attachment 2 and Local Transport Forum Item 5.3.**
 - a. A signposted time limit of 72 hours in a 1 week period for RV parking is specified for the RV parking area at Harold Gregson Reserve;**
 - b. The following conditions are added to signage to be installed adjacent to the RV parking area:**

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

- i. Fully self-contained vehicles with their own water and sewer system only;**
 - ii.No open fires;**
 - iii. Dogs to be kept on a leash;**
 - iv. No use of tents or swags.**
- c. “No Stopping” between midnight and 5am signs installed throughout the carpark area adjacent to the RV Carpark Area at Harold Gregson Reserve to prohibit overnight camping.**

REPORT

The minutes of Maitland City Council’s Local Transport Forum (LTF) Meeting held on *Thursday, 5 March 2026* are attached. The summary of items discussed at the meeting is as follows:

Item 5.1 - Proposed Event Traffic & Transport Management is an optional referral to LTF and Council, detailing the proposed changed traffic conditions associated with the 2026 NAIDOC March

Item 5.2 - Keeping of Records Notification and this must be reported at LTF. This report outlines the work items which have been completed utilising the delegated authority under Schedule 4, Condition 4 of the Prescribed Traffic Control Device Authorisation instrument. The Prescribed Traffic Control Device Authorisation is completed under the General Manager delegations, as per the Maitland City Council Delegation of Authority, dated 20 May 2025.

Item 5.3 – Proposed Traffic & Transport Management is an optional referral to LTF and Council, detailing the proposed changes to parking restrictions for the RV parking area and general carpark at Harold Gregson Reserve. The proposed changes as shown in attachment 2, are;

- a. A signposted time limit of 72 hours in a 1 week period for RV parking is specified for the RV parking area adjacent to Harold Gregson Reserve;
- b. The following conditions are added to signage to be installed adjacent to the RV parking area:
 - i. Fully self-contained vehicles with their own water and sewer system only;
 - ii.No open fires;
 - iii.Dogs to be kept on a leash;
 - iv.No use of tents or swags.
- c. “No Stopping” between midnight and 5am signs installed throughout the carpark area adjacent to Harold Gregson Reserve to prohibit overnight camping.

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

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

CONSULTATION

In accordance with the NSW Roads Regulation 2018, events and associated road closures as reported at LTF will be advertised in the local newspaper or on Council's Website. This is also advertised on TfNSW's OneRoad platform. Council must give at least 7 days notice of its intention to temporarily close a public road.

Events / Road Closure	Event Advertised
2026 NAIDOC March	20 March 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 participants prior to concluding recommendations and issuing of minutes.

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

CONCLUSION

The officer's recommendation for items 5.1 and 5.3 are reported for endorsement by Council. Council notes the optional referral item 5.2 in the minutes of the attached LTF meeting held on 5 March 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 assets base that may lead to increased maintenance and resourcing requirements.	Med	Anticipated increases are expected to be negligible to minor for inclusion within total assets base.	Low	Use existing resources for ongoing management and maintenance.
There is a reputational risk associated with regulatory device installation that may lead to inability to enforce if not authorised.	Med	Adopt the recommendation	Low	Within existing resources.
There is a safety 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	Low	Within existing resources.
There is a safety risk associated with lack of authorisation for regulatory device installation that may	High	Adopt the recommendation	Low	Within existing resources.

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

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
lead to non-compliance with NSW Road Rules and other legislation.				
There is a compliance risk that unapproved regulatory device installation may lead to inability to enforce compliance.	Med	Adopt the recommendation	Low	Within existing resources.

FINANCIAL IMPLICATIONS

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

ITEM	VALUE (EXCL. GST)	COMMENTS
Expenditure		
<i>Item 5.1 (NAIDOC March)</i>	\$5,000	Event Traffic Management
<i>Item 5.2 (Keeping of Records Notification)</i>	\$2,000	Lines and Signs
<i>Item 5.3 (RV parking area and general carpark at Harold Gregson Reserve)</i>	\$3,000	Lines and Signs
Total Expenditure	\$10,000	
Source of Funding		
Rate Revenue	\$10,000	Operational budget (OPEX)
Total Source of Funding	\$10,000	
Net Result	\$0	

POLICY IMPLICATIONS

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

- Asset Management Policy and associated Asset Management Strategy and Asset Management Plans,
- Procurement Policy
- Activities on Public Roads Policy,
- Events Policy,
- Risk Management Policy,
- Records Management Policy.

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

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 1993,
- NSW Road Rules 2014,
- WHS Act 2011.
- Crown Land Management Act 2016 (NSW),

11.5 Heritage Collection Storage And Exhibition - Update

FILE NO:	11/17
ATTACHMENTS:	<ol style="list-style-type: none"> 1. OMOM Actions Status Summary (Under Separate Cover) 2. Consultant's Report - Assessment Maitland Collection Store Maitland VIC Exhibition Centre 2025 (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Services
AUTHOR:	Manager Libraries & Learning
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.2.1 Diverse heritage and cultures

EXECUTIVE SUMMARY

At the Ordinary Meeting on 23 July 2024, Council resolved to consult with stakeholders and undertake a feasibility assessment (including operating and funding models) for:

- *a collection storehouse facility, and*
- *heritage exhibition and operating facility at the Visitor Information Centre (VIC),*

alongside development of a community and cultural strategy that considers infrastructure needs and funding requirements and community and financial aspirations.

This report provides:

- *a consolidated update on progress against these resolutions (and related matters regarding future use of the VIC).*
- *a summary of consultation and feasibility assessment outcomes*
- *an update on relevant Open Museums Open Minds (OMOM) actions since adoption in 2018, and*
- *a suggested clear and sustainable path forward with remaining OMOM actions delivered through a Moveable Heritage Collection Policy and Governance Framework, and the draft Community Infrastructure Strategy (CIS).*

OFFICER'S RECOMMENDATION

THAT

1. Council notes the information provided in the Consultant's report – Assessment: Maitland Collection Store Maitland VIC Exhibition Centre 2025, and the draft Community Infrastructure Strategy.
2. Council continues to advocate the NSW Government for a community led and managed cultural hub at Block J (former Maitland Hospital site).
3. Council does not progress a Collection Store at Lawes Street, East Maitland, or an exhibition facility at the Visitor Information Centre (VIC), with an endorsed Community Infrastructure Strategy (CIS) providing direction on future community, recreation and cultural Infrastructure priorities.

HERITAGE COLLECTION STORAGE AND EXHIBITION - UPDATE (Cont.)

- 4. The Visitor Information Centre (VIC) space is offered under a model where it is leased to a community group through an Expression of Interest process.**
- 5. Council endorses the development of a Moveable Heritage Collection Management Policy to guide Council's responsibilities and inform evidence-based collection asset planning aligning to the Community Infrastructure Strategy.**

REPORT**Background**

For more than a decade, Maitland City Council has been asked to consider how heritage collections, stories and experiences are celebrated, interpreted, experienced, and housed across the city. In response to increased community interest in the delivery of a bricks and mortar museum in central Maitland, a 2014 discussion paper, led to the commissioning of the Open Museums Open Minds (OMOM) report, adopted in 2018. OMOM identified a broad vision for contemporary museum experiences through an innovative distributed museum model focused on interpretation, storytelling, and shared curatorial frameworks across the city, rather than a single bricks and mortar museum building.

Responsibility for implementing several of OMOM's recommendations lies with individual local collecting organisations in Maitland. Attachment 1 provides an update on MCC related OMOM actions, identifying major achievements since 2018. The review references Recommendations as listed in Section 11 of the report, and Strategies and Projects as listed in Part 2, including sections 12 – 16. The review highlights that there continues to be outstanding actions in addressing Sustainable Collections, with a cohesive management approach to the city's moveable heritage recommended to deliver a robust governance and management framework for the city's collection assets.

In August 2023, MCC completed a review of Visitor Services located at the VIC, recommending operation as a stand-alone Information Centre be discontinued, and for investigations of future use of the VIC to be undertaken. In December the same year, Council resolved not to accept any proposals for adaptive reuse of the former administration building and to investigate opportunities to deliver collection storage and exhibition opportunities in response to the Maitland Cultural Hub community proposal received for the former administration building site.

In July 2024, Council resolved to prepare business plans and operating models for a collection store and a VIC-based exhibition facility, undertake stakeholder consultation, prepare a funding strategy, and develop a Community and Cultural Strategy.

During this period, Council also commenced deliberations on the future management of Maitland Gaol, endorsing to commence conversations with NSW Government about ceasing operational responsibility in December 2025. The Gaol Collection remains part of MCC's heritage assets and is transitioning to management by Maitland libraries.

HERITAGE COLLECTION STORAGE AND EXHIBITION - UPDATE (Cont.)

Feasibility Assessment – Collection Store and VIC Exhibition Facility (Attachment 2)

Council engaged Jenny Rand and Associates in February 2025 to complete the feasibility assessments for a collection store and a heritage exhibition facility at the VIC. A key focus of the assessment was ensuring thorough consultation with stakeholders, particularly members of the OMOM Working Group.

Consultation

The external community group consultation program is listed below.

GROUPS	DATES	ACTIONS
Australian Museum of Clothing and Textile (AMCAT)	25-28 March 2025	Consultant visited nominated sites meeting OMOM Working Group representatives. A standard range of questions were asked of all groups, with the opportunity to forward responses directly to consultant.
Friends Brough/Grossman House (National Trust)		
Maitland and Beyond Family History	April – May 2025	Responses were received by consultant, with groups provided opportunity to review components of draft report related to their collections, groups, and needs. Bathurst, Tweed, Lake Macquarie and Fairfield collection models were researched by consultant.
Maitland and District Historical Society (MDHS)		
Maitland Rail Museum	June – July 2025	Preliminary development concepts and operational models formulated for Collections Store and VIC exhibition space. MCC assisting consultant with capital and operational costings for feasibility modelling for the draft report.
Maitland Regional Museum (MRM)		
Maitland Steam and Antique Machinery Association	26 November 2025	Executive Leadership Briefing
Maitland U3A	2 December 2025	Councillor Briefing
Morpeth Museum	April 2026	Report to Council

HERITAGE COLLECTION STORAGE AND EXHIBITION - UPDATE (Cont.)

Internal consultation included – Asset Strategy, Capital Works Delivery, Strategic Planning, City and Visitor Economy, Human Resources, Property, MRAG, Enterprise Architecture and Libraries. The initial consultant meeting was undertaken in March 2025, with review of the consultant report and scenario testing in September and October 2025.

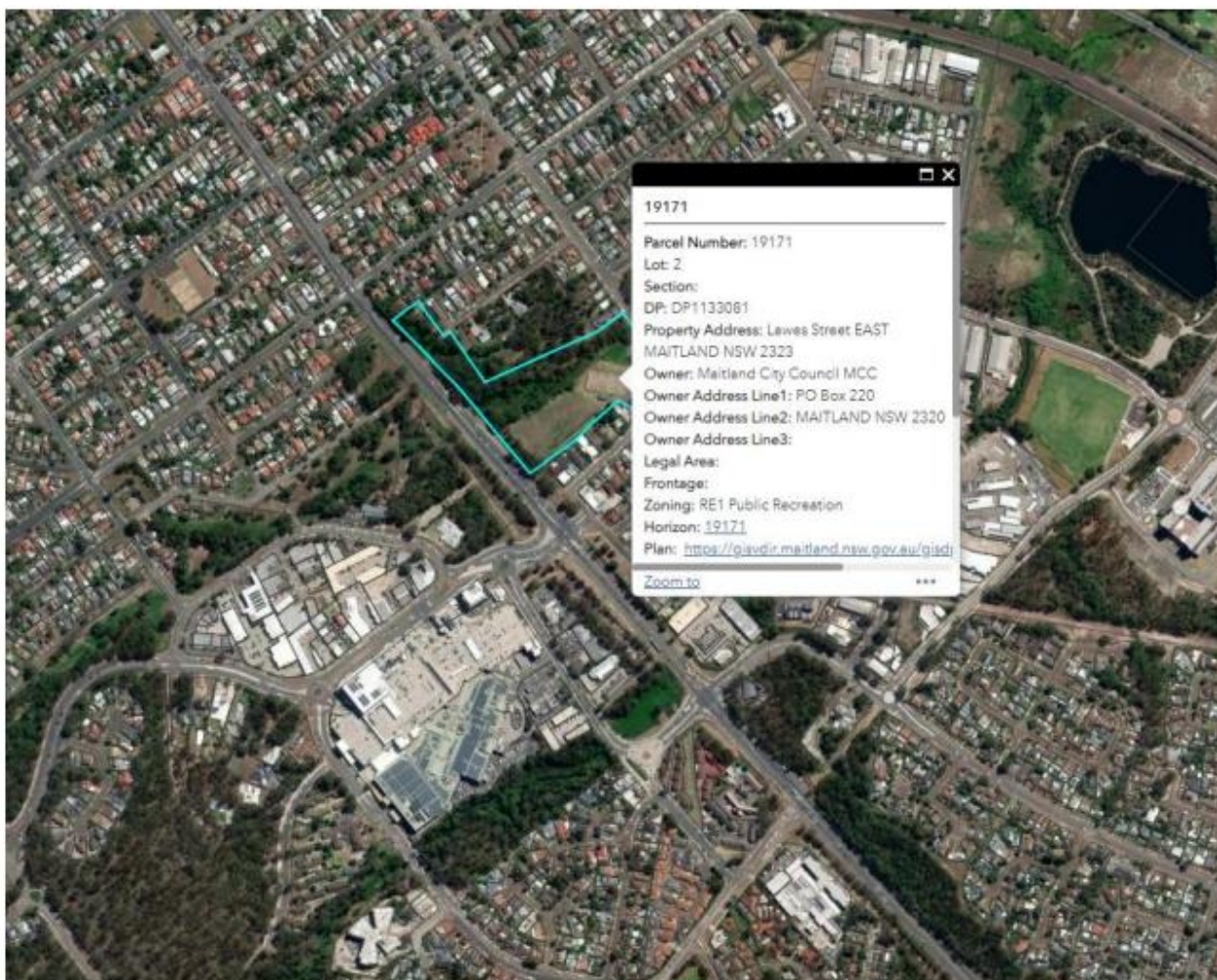
Community groups emphasised:

- a strong preference for retaining ownership and access to their collections,
- desire for permanent operational spaces, aligning with support for a Community Cultural Hub model,
- low appetite to operate or deliver a VIC-based exhibition facility due to capacity and costs, with preference for MCC led management, curation and funding of the VIC site.

Collection Store – investigations and feasibility

A Council-owned site at Lawes Street was investigated.

Lot 2 DP1133081 at Lawes Street, East Maitland.



 HERITAGE COLLECTION STORAGE AND EXHIBITION - UPDATE (Cont.)

Constraints included:

- possible land reclassification requirements,
- proximity to residential properties and absence of DCP controls regarding a Collection Store, and
- lack of current vehicle access and need to establish access via Blaxland or Lawes Street.

Operational model considerations

Four different contemporary approaches to collection storage were reviewed. These included Central Tablelands Collection Facility, Tweed Heritage storage, Library Museum co-location at Lake Macquarie, and Fairfield Council's adaptation of basement storage at their Administration Centre.

Key insights included:

Larger regional scale storage models (Bathurst and Tweed), tend to rely on revenue offset from their own Council records and archive storage being retained within the facility and revenue from leasing space to other large cultural institutions. There is limited evidence of current institutional rental demand, with neither of these revenue assumptions currently viable for MCC.

Stakeholder engagement indicates limited interest from local collecting organisations in shared storage and/or shared responsibility for delivery of a Collection Store. Local collecting organisation preference is to retain full access to, and ownership of their collections as part of Collection Store operations. This position is reflective of the needs of some local collecting groups to find permanent locations, and continued stakeholder and community support for the Community Cultural Hub concept.

Council's own moveable heritage collection management (separate to MRAG and Library Local History collections) is constrained by governance gaps and dispersed storage across multiple sites. This limits effective strategic planning for collection care, conservation priorities and future storage needs.

Indicative costs and options

The Feasibility Assessment report contains full details and costing assumptions. The CAPEX range for options considered ranged from \$150,900 (Gaol refit concept which excludes previously reported identified significant compliance/rectification costs) to \$6.8M (larger facility), with corresponding OPEX estimates from ~\$5,660 to ~\$30,372 per annum, with limited external funding sources. (Refer to Finance Implications section for further details).

Collection Storehouse Relationship and Impact to draft Community Infrastructure Strategy - Libraries and Museum Network

A large standalone storage facility (like the Central Tablelands Storage Facility) is not currently recommended, given the identified financial and operational risk, low current community demand and continued stakeholder and community interest for a Community Cultural Hub.

It is recommended that Council continue to advocate the NSW Government for a community led and managed Cultural Hub at Block J (former Maitland Hospital site).

HERITAGE COLLECTION STORAGE AND EXHIBITION - UPDATE (Cont.)

Council continues to provide OPEX support to Morpeth Museum in partnership with the Museums Committee. There is currently significant CAPEX works underway at the Morpeth Museum (Morpeth Court House), with renewal of the sites courtyard, stables and amenities.

A small digitisation area is being established at Maitland Library. This space provides the opportunity to continue digitisation work on MCC heritage collections. Future planning will include opportunity for local collecting organisations to access the technologies.

Maitland libraries is progressing the detailed audit and documentation of Council's heritage collections, work that involves significant staff time and expertise through activities such as auditing, cataloguing, significance assessment and conservation planning. Together with the draft Moveable Heritage Collection Management Policy, these efforts will underpin evidence-based asset planning aligned with the Community Infrastructure Strategy, and ensure future cultural infrastructure meets identified collection care standards, while supporting exhibition and co-location opportunities.

Heritage exhibition and operating facility at VIC – investigations and feasibility

Council had developed four refurbishment options ranging from approximately \$220k to \$2M as part of the July 2024 OMOM update.

Planning and operational model considerations

The feasibility assessment identified several major constraints:

- exhibition space is not permitted use under Maitland LEP 2011 provisions for RU1 Primary Production zoning,
- flood planning constraints, and
- the buildings physical limitations (irregular shape, ceiling height changes, natural light penetration, no loading dock)

Two operating models were considered:

1. Council-operated curated exhibition centre (professional exhibitions, touring exhibitions) as per the OMOM recommendation, and
2. Unmanned permanent exhibition with administration area leased to a community group.

Stakeholder feedback indicated limited interest in local collecting groups assuming curatorial responsibility at the site. A Council-managed curated model has significant operational cost impacts, estimated at approximately \$375,950 per annum.

Indicative costs and options

The VIC CAPEX options ranging from \$467,905 to \$2,502,397 depending on the building modification scenario. Options include partition wall removal, changes to café operations footprint, roof extension and enclosure of the verandah. (Refer to Finance Implications section for further details).

VIC Heritage exhibition facility and relationship and impact to draft Community Infrastructure Strategy

CIS – Community Facilities

An MCC led and curated professional heritage exhibition space and operating facility is not recommended, due to associated costs, size of facility, planning, and site constraints flagged. Community use is permissible at the site. To provide continued activation and

HERITAGE COLLECTION STORAGE AND EXHIBITION - UPDATE (Cont.)

community benefit, it is proposed that the Visitor Information Centre (VIC) space is offered under a model where it is leased to a community group through an Expression of Interest process.

CIS - Libraries and Museums

Both OMOM and the consultant's feasibility assessment emphasise that collections are the foundation of meaningful heritage experiences. Ongoing professional work on Council's heritage collections will provide the evidence required for strategic asset planning aligned with the Community Infrastructure Strategy. This work will also ensure that future cultural infrastructure meets identified collection care standards and supports a diverse range of exhibition opportunities and visitor experiences.

CONCLUSION

The feasibility assessment confirms that neither a standalone collection store nor a curated VIC exhibition facility is currently viable.

Both OMOM and the consultant's feasibility assessment highlight the importance of collections as the foundation for heritage experiences and note sub-standard collection housing conditions across most of the local collecting organisations, including some MCC collections.

Collection storage and exhibition considerations will need to be factored into capacity considerations and build design for future cultural infrastructure in the city. It is proposed that this is best achieved by the remaining OMOM 'Sustainable Collections' actions being delivered through a Moveable Heritage Collection Policy and Governance Framework, and the draft Community Infrastructure Strategy (CIS), with continued advocacy for a community led and managed cultural hub at J Block (former Maitland Hospital site).

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 unclear strategic direction that may lead to delays in determining MCC's future cultural and community infrastructure needs	H	MCC's Community Infrastructure Strategy is the key document aligned to community priorities and need, MCC's long-term financial planning and decision-making framework.	L	Within	Y

HERITAGE COLLECTION STORAGE AND EXHIBITION - UPDATE (Cont.)

<p>There is a risk of misalignment with the Community Infrastructure Strategy that may lead to fragmented decision-making and missed opportunities for integrated cultural infrastructure planning.</p>	H	<p>Ensure all related Council resolutions regarding outstanding OMOM and VIC actions are included for reporting to MCC to ensure informed decision making and alignment to the Community Infrastructure Strategy.</p>	L	Within	Y
<p>There is a risk of stakeholder disengagement that may lead to reduced support from community groups, industry partners, and state agencies if communication around the integrated approach and outcomes is insufficient.</p>	H	<p>Implement a targeted engagement plan for community groups, industry partners, and state agencies, including regular updates and clear messaging on integrated outcomes.</p>	M	Within	Y
<p>There is a risk of reputational impact that may lead to diminished community trust and reduced cultural leadership for MCC if collection care and governance issues remain unresolved and community groups show low interest in shared solutions</p>	H	<p>Develop appropriate heritage policies and procedures. Commence individual MOUs with Heritage groups, ending reference to OMOM.</p>	L	Within	Y

HERITAGE COLLECTION STORAGE AND EXHIBITION - UPDATE (Cont.)

There is a risk of financial impacts that may lead to failure in delivery of infrastructure and heritage programs	H	CAPEX and OPEX costings included in the feasibility review for financial sustainability.	L	Within	Y
---	---	--	---	--------	---

Key risks noted relate to strategic direction, CIS alignment, stakeholder engagement and governance gaps. Risks are mitigated through CIS adoption and suggested policy development.

FINANCIAL IMPLICATIONS

The Feasibility Assessment report contains full details and costing assumptions for the Options detailed below.

ITEM	VALUE (EXCL. GST)		COMMENTS
Expenditure Collection Store	CAPEX	OPEX	
<i>Option 1</i>	\$150,900	-\$5,660	Gaol refit – note this amount does not include any compliance or rectification works needed to return operations to the Gaol site as previously reported to Council.
<i>Option 2</i>	\$2,355,580	-\$25,012	300sqm Council Collection Store
<i>Option 3</i>	\$5,847,301	-\$29,932	1360sqm Council with collecting groups (minimal income offset)
<i>Option 4</i>	\$6,799,848	-\$30,372	1900sqm (rental and lease hire from other orgs as offset)
Expenditure VIC exhibition	CAPEX	OPEX	

HERITAGE COLLECTION STORAGE AND EXHIBITION - UPDATE (Cont.)

<i>VIC Option 1</i>	\$467,905	-\$375,950	Removal of partition wall between VIC and Office
<i>VIC Option 2</i>	\$633,132	-\$375,950	Option 1 plus removal of cafe for exhibition space
<i>VIC Option 3</i>	\$1,456,874	-\$375,950	Option 1 and 2, plus roof extension over outdoor entry and courtyard dining areas.
<i>VIC Option 4</i>	\$2,502,397	-\$375,950	Option 1,2 and 3 plus enclosure of veranda.
Source of Funding	No current source of CAPEX funds	\$40,000	Building utilities and operational costs
Grants	Limited	Limited	

It is expected that a model where the Visitor Information Centre (VIC) space is leased to a community group through an Expression of Interest process would deliver a small CAPEX cost in preparing the building for a new lease tenant and provide a small additional rental income offset to the current \$40,000 annual building utilities and operational costs.

POLICY IMPLICATIONS

The draft Community Infrastructure Strategy (scheduled for Council consideration 21 April 2026) will guide future cultural infrastructure priorities.

STATUTORY IMPLICATIONS

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

12 Customer and Digital Services

12.1 Cemetery Policy Alignment to Operator Regulatory Changes

FILE NO:	26/1
ATTACHMENTS:	1. Cemetery Policy 2. Cemetery Policy 2024
RESPONSIBLE OFFICER:	Executive Manager Customer & Digital Services
AUTHOR:	Manager Enterprise Architecture
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.4 Inclusive public places and spaces

EXECUTIVE SUMMARY

Maitland City Council is aligning its policies with current legal requirements, best practices, and organizational standards. This Cemetery Policy ensures that Council-managed cemeteries are administered in a manner that reflects compliance, transparency, and respect for community needs and heritage preservation.

OFFICER'S RECOMMENDATION

THAT

- 1. Council endorses the revised Cemetery Policy to be placed on public exhibition for a period of 28 days**
- 2. Council adopts the revised Cemetery Policy should there be no submissions of objection**
- 3. Council adopts the revised Cemetery Policy and delegates any minor changes to the General Manager, any significant changes will result in a further report to Council.**

REPORT

The purpose of this report is to present the revised Cemetery Policy (Version 4.0, 2026) for Council's consideration and endorsement for public exhibition.

Maitland City Council is the cemetery operator for nine cemeteries within the Local Government Area and is responsible for their administration, maintenance, and compliance with the Cemeteries and Crematoria Act 2013 (NSW) and associated regulations.

The policy has undergone a full review to ensure alignment with regulatory changes effective from 1 September 2025, as well as to improve clarity, consistency, and usability for both staff and the community.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

The revised policy includes the following key changes from the 2024 version:

- **Legislative alignment** with updated Cemeteries and Crematoria NSW requirements, including changes effective from 1 September 2025
- **Introduction of provisions for cremated pet remains**, allowing interment with human remains at Council's discretion
- **Updated interment rights framework**, providing clearer guidance on ownership, transfer, and administration
- **Replacement of licence framework with a strengthened permit system** for works in cemeteries, including clearer controls and responsibilities
- **Enhanced monument and heritage management provisions**, aligning with Australian Standards and heritage requirements
- **Improved clarity and structure**, including updated definitions, processes, and alignment with supporting Council policies and fact sheets
- **Revised policy review period**, moving to annual review to ensure ongoing compliance

The updated policy provides a clearer and more contemporary framework for cemetery management while ensuring compliance with legislative requirements and community expectations.

The policy is proposed to be placed on public exhibition for 28 days prior to final adoption.

CONCLUSION

The revised Cemetery Policy reflects current legislation, improves operational clarity, and strengthens Council's management of cemetery services. Public exhibition will provide an opportunity for community feedback prior to adoption.

FINANCIAL IMPLICATIONS

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

POLICY IMPLICATIONS

The adoption of this policy updates and strengthens Council's framework for cemetery management.

STATUTORY IMPLICATIONS

The policy ensures compliance with the Cemeteries and Crematoria Act 2013 (NSW), associated regulations, and other relevant legislation. There are no adverse statutory implications under the Local Government Act 1993 associated with this matter.

Customer and Digital Services

Cemetery Policy Alignment to Operator Regulatory Changes

Cemetery Policy

Meeting Date: 21 April 2026

Attachment No: 1

Number of Pages: 10

Cemetery Policy

Date Adopted: Thursday, 19th March 2026

Version: 4.0

Policy Objectives

The objective of this policy is to provide a standard for the administration and maintenance of [Maitland City Council's cemeteries](#).

Policy Scope

This policy applies to the General Manager, Mayor, Councillors, delegates and all staff of Maitland City Council. This policy also applies to all cemetery sites for which Council is the cemetery operator.

Policy Statement

Introduction

Maitland City Council is the cemetery operator for nine cemeteries in the Maitland Local Government Area (LGA), and as such is responsible for the administration and maintenance of these cemeteries.

The cemeteries under Council's authority include:

Operational

- Morpeth
- East Maitland
- Campbell's Hills (for existing interment rights only)
- Rutherford

Non-Operational/ Heritage

- Glebe
- Hiland Crescent
- Maitland Jewish
- Oswald
- Oakhampton

Background

Responsibility for the administration and management of Maitland cemeteries was transferred from local parishes and church trustees to Council in the 1960's under the *Local Government Amendment Act No. 52 (Control of Cemeteries) 1966*, which appointed Councils throughout New South Wales as

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

trustees of public cemeteries in their area. Prior to this change the local parishes and church trustees administered the cemeteries.

Due to the age of Council cemeteries and the change of ownership there are a number of unknown or unmarked graves; as a result, Council has incomplete burial records. These factors make it difficult in some cases to identify where a person has been interred.

Management

Council is responsible for the administration and management of interment right plot and niche purchases, transfer of interment rights, approvals for monumental works, issuing of Permits to work in cemeteries, maintenance of cemetery grounds, and the interment of ashes into the columbarium walls.

Fees

For each application made to Council for cemetery services an administrative fee is applied. These fees are reviewed annually and can be found in Council's fees and charges document and published on Council's website.

Application for an Interment Right for Plot or Niche

Council offers two burial options within its operational cemeteries – interment into a plot or interment into a niche in the columbarium wall (available at Morpeth cemetery only). At the completion of the application process the applicant will be issued with an interment right. The interment right is a legal document that will be issued for any individual plot or niche.

Unless otherwise indicated by Council staff, all cemetery plot dimensions are 1.2 x 2.4 metres.

Where possible, plots will be dug to double depth to allow for two caskets (burials) and six separate ashes interments per plot. However, this cannot be guaranteed at the time of reservation due to the unknown condition of the ground which may contain solid rock. The interment right holder may limit a plot to being single depth; however, this must be indicated by the applicant at the time of purchase.

A niche in Columbarium Wall One can hold one (1) container of ashes. Columbarium Wall Two can hold two (2) containers of ashes. Container dimensions for ashes are to be 230 x 110 x 76mm to fit within a niche.

Interment Right

An interment right does not grant the holder ownership over that piece of land, rather, it gives exclusive entitlement to the holder to inter the remains of a deceased person in the reserved plot and section in the specific cemetery in addition to make any decisions involving erection of monuments or requesting monumental works on that interment site in the future. For more information around Monuments in Council Cemeteries, please refer to Council's Monument & Memento Policy.

An interment right will be granted in perpetuity.

An interment right may be granted to one person, or two or more persons as joint holders. Council must seek the approval of *Cemeteries and Crematoria NSW* ("CCNSW") if granting or transferring an interment right to a person will result in that person holding more than two active interment sites in the same cemetery.

Council reserves the right to refuse to grant an interment right and will only issue an interment right for plots that have been surveyed by Council.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Interments will only be permitted in Council Cemeteries after Council has issued the Order for Interment in writing. Funeral directors or monumental masons must first contact Council to determine the allocation of an interment site, confirmation of an existing reservation or reopening of an interment site.

Following the death of the holder of the interment right, the interment right becomes part of the estate of the deceased and any disputes over ownership are a civil matter in which Council does not become involved. Interested parties must seek their own legal advice regarding the matter and then provide documentation to prove a legitimate claim to the interment site for subsequent applications to proceed.

Council holds the exclusive right to close a section of any cemetery and to refuse to issue an interment right for a closed section. Although a cemetery may appear to have vacant land available for interments, there may be reserved plots or unknown/unmarked graves preventing further use.

Council does not permit the placement of new vaults or crypts in any cemeteries under its authority.

An interment right is not required for scattering cremated remains in a cemetery. You will need to seek permission and advice from council to scatter ashes on public places such as parks, beaches or playing fields.

Transfer of an Interment Right

Council will not reimburse fees paid for an unwanted plot or niche. If the interment right for a plot or niche is resold privately, then Council is to be notified and the appropriate administration fee paid. The original interment right will be required, and a transfer is not legally complete until Council has endorsed the transfer.

Council will accept the transfer of an interment right by individual case assessment and in line with legislative guidelines and requirements at that time.

Council reserves the right to refuse to accept the transfer of an interment right.

Exhumation

The remains of a body must not be exhumed unless the exhumation has been ordered by a coroner or approved by the Director-General of NSW Health.

Council will take all reasonable steps to ensure that any exhumation is carried out in accordance with any cultural or religious practice applicable to the person whose remains are to be exhumed.

Council must be advised prior to an exhumation occurring.

Burial of Animals

Recently, *Cemeteries and Crematoria NSW (CCNSW)*, the regulatory body governing all Cemeteries in NSW, has amended the *Cemeteries and Crematoria Act* to allow operators to permit the placement and burial of animal remains in an interment site, at the Operator's discretion.

Maitland City Council has reserved the right to allow interment of cremated remains of pets, provided the remains are interred with human remains, whether bodily or ashes. Due to limited availability of interment space within its Cemeteries, Council is unable to allow interment of bodily animal remains.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Records and Reporting

In accordance with legislation, Council will collect the information necessary to meet its requirements for a burial register. Council's burial register is available on the Council website or by contacting Council.

Council will provide reports and other such information to *Cemeteries and Crematoria NSW* as requested and in accordance with the *Cemeteries and Crematoria Act 2013* (NSW).

Maintenance of Cemetery Grounds

Appropriate maintenance of Council's cemeteries is required so that the essential elements which give the burial grounds their character are preserved in a way that retains their significance.

Maintenance of cemetery grounds excludes the care and repair of monumental work, weeding, and general maintenance of individual plots.

Closure of Council Cemeteries

From time to time, Council may choose to close its Cemeteries to vehicle access. These closures may occur during inclement weather events which affect the ground conditions and such closure will endeavour to ensure public safety and risk mitigation for workers, contractors and visitors.

Work Undertaken in Cemeteries

Work must not be undertaken of any kind in a Council cemetery unless a valid Permit to Undertake Works in Maitland City Council Cemeteries is issued for that specific activity. Works are considered to be any interment site activity; this includes but is not limited to grave digging, interment, exhumation of remains, and the construction, repair or removal of a monument subject to Council approval.

Any business providing paid services related to the cleaning, weeding and general maintenance of interment sites is required to hold a valid Permit to Undertake Work in Maitland City Council Cemeteries.

For more information on Monuments and Mementos, please refer to Council's Monument and Memento Policy in addition to Council's Roadside Tributes Policy.

Anyone who wishes to undertake works such as funeral or monument activities, or other services at a Council cemetery must formally apply and receive approval on individual cases from Council before commencing any work.

Permit to undertake works Application

An application for a Permit to Undertake Works in Maitland City Council Cemeteries must be submitted in writing using the approved forms, and all relevant contractor documentation (as listed in the application form) uploaded onto Council's Contractor Management System. The application must also be accompanied by the appropriate fee. A copy of the required form and application fees are available on Council's website.

The licence will be issued for the term of a financial year, and it is the responsibility of the service provider to make an application for renewal.

The approved permit will apply to the service provider.

Approved applications will be issued with an approval letter and a permit. The service provider must have a copy of the permit with them when working in a cemetery and produce the permit and approved works permit upon request by a Council officer.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Council reserves the right to refuse to grant a permit or works permit to undertake work in cemeteries.

Service Provider Responsibilities

Service providers and their sub-contractors:

- must at all times comply with the conditions of their respective Permit to Undertake Works in Maitland City Council Cemeteries.
- must at all times comply with the conditions set out in their respective approved interment site works permit
- must comply with Council's Cemetery Policy, and any other reasonable direction or instruction given by Council or a Council Officer.
- are not permitted to make any comments to the media on behalf of Council.

Withdrawal of Permit Permissions

In instances of misconduct or breaches of relevant responsibilities, non-compliance with legislative or regulatory requirements, or non-conformance with Council policy and procedure, Council may revoke the Permit to Undertake Work in Maitland City Council Cemeteries and will give five business days' notice in writing.

Worksite Conduct

Contractors working within Maitland City Council cemeteries must uphold high standards of conduct to protect the dignity of burial sites, ensure public and worker safety, and minimise disruption to other visitors. The following site behaviour requirements apply to all approved works and will be enforced as part of Council's oversight responsibilities.

- No waste is to be left beneath or around grave structures
- Vehicles must not drive over grave plots or landscaped verges
- Site must be clearly defined with safety markers and barricades
- Noise and disruption must be kept to a minimum
- All materials and equipment must be removed after work is completed.

Monuments

When planning to erect new monuments, it is advisable for applicants to wait six to twelve months before commencing the work. This waiting period allows the ground at the interment site to settle, reducing the risk of structural issues or collapse.

Prior to submitting a monumental application, the interment rights must be established or legally transferred to the individual or entity making the request. Conditions and reasonable notification guidelines apply to requests for Memorial Works for a Non-Interment Right Holder. Legal documentation, such as proof of estate or bequest rights, must be provided to complete the transfer.

Please note that the transfer process involves a separate fee, which is in addition to the monumental application fee. Refer to Council's Transfer of Interment Right Fact Sheet, Memorial Works for a Non-Interment Right Holder Fact Sheet and Application Form.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)**Monumental Works Applications**

Council requires a monumental application to be lodged in writing in the approved form when new monuments are erected, inscriptions are added to an existing monument, or if restoration work is to occur, and be accompanied by the appropriate fee. A copy of the required form and monumental works fees are available on Council's website.

All monumental applications must comply with the Australian Standards 'Headstones and Cemetery Monuments' 4204:2019 and contain complete specifications regarding design and materials to be used for an application to be approved.

All monumental work is to be constructed within the legal boundary of the interment site and in strict adherence to Council's Policies.

If monumental works are approved, an approval letter will be issued to the monumental mason.

Monument Maintenance

The care, maintenance and repair of monumental work are the responsibility of the family or estate of the deceased. If Council is required to undertake any work relating to a monument so as to ensure public or employee safety, it may recover these costs from the interment right holder.

Heritage Monuments

Monuments 50 years and older are considered to be of heritage significance and require additional approvals from Council's Heritage Officer before work may commence.

When assessing requests for work on heritage monuments, Council must consider:

- The National Trusts Guidelines for Cemetery Conservation.
- Any conservation management plans in place for the Cemetery. A conservation management plan will include detailed guidelines for the maintenance of monuments in the cemetery.
- The Maitland Local Environmental Plan which lists eight (8) Maitland City Council cemeteries as being of local heritage significance.

Donations

Council appreciates that some individuals or families may wish to donate items to a cemetery (such as furniture, plants or trees); however, due to the long-term management and future planning of the cemeteries these are not able to be accepted.

Heritage

Eight of Council's nine cemeteries are heritage listed under Council's Local Environmental Plan and are recognised as being of local significance. In addition to this, Glebe and the Maitland Jewish cemeteries are listed on the State Heritage Inventory.

As the cemetery operator, Council has a responsibility to ensure maintenance of heritage sites is undertaken in a way that prevents damage to or loss of significant elements of the cemetery.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Family History

A range of information relating to cemeteries is available on the Council website including the burial register and location plans for all cemeteries. Family history enquiries may be made in person, in writing, or over the phone to Council.

Policy Definitions

Applicant	Any person making an application for funeral or monumental permission or for a Permit to work in cemeteries.
At-Need	The circumstances when a person needs a burial site or a place for ashes immediately. This usually means that a person has recently died (or where death is imminently expected).
Burial Register	The record of all burial and niche interments in Council cemeteries.
Cemetery Operator	The person or body that directs the operations of a cemetery. For the purposes of this policy the cemetery operator is Maitland City Council.
Council	Maitland City Council.
Exhumation	The removal of a dead person's remains (not including cremated remains) from a grave. This does not include their removal for the purpose of reburial in the same grave.
Gravesite	A place of burial, or a section of land reserved for a grave. Also referred to as a plot.
Heritage-listed Site	A cemetery or plot that has been formally recognised for its historical or cultural significance and may require special approvals for changes.
Interment	The placement of a coffin or ashes into a grave or niche for the purpose of burial.
Interment right	<p>Previously known as a right of burial, right of interment and burial licence. This is a legal document which gives the holder the exclusive right to use the specified piece of land for burials and to place a monument over the grave.</p> <p>Exclusive right granted by council (or its predecessor) to use the specified piece of land or section of wall for interments and to place a monument over the site</p> <p>The Interment Right may be required for when a person needs a burial site or a place for ashes at a future date (Pre-Need) or when the site is required immediately (At-Need)</p>
Interment Right Holder	The person who holds the exclusive legal right to use an interment site, and is responsible for any interments, monuments, memorials, maintenance or associated decisions related to the site.
Approved Non-Interment Right Holder	The person who holds Council-endorsed Monumental Works Permit (upon application) to authorise the remediation, restoration, inscription or erection of any monuments or memorials only. CCNSW Act Section 70E (7): The holder of a Monumental Works Permit must not be taken as the holder of an interment right.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Interment site	The allocated space where an interment has or will occur. Also referred to as a plot.
Permit	An authorisation from Council that grants permission to an Interment Right Holder to engage Funeral Industry professionals as an agent (contractor) to undertake services and work on their behalf on Council-operated land.
Permit Holder	The Funeral Industry professional agent (contractor) who has been granted approval to undertake services and work on Council-operated land.
Memorial	In relation to a monument, to preserve remembrance of a deceased person interred in place at the interment site to which the memorial relates.
Monument	Any structure, plaque, headstone, masonry, metal work or casting placed over, in or around the interment site.
Memento	A small personal or commemorative item placed temporarily at an interment site (including wall or grave).
Monumental Work Approval	The approval given by Council to place a monument over, in or around an interment site.
Monumental Work	Construction, installation, repair, or inscription of cemetery structures.
AS 3600:2018	The Australian Standard outlining the minimum requirements for the design and construction of concrete building structures.
AS 4204:2019	The Australian Standard outlining the requirements for cemetery headstones and monuments, including size, stability, and materials.
AS 1726:2017	The Australian Standard outlining the requirements for execution of effective geotechnical site investigations in addition to outlining the necessary guidelines and principles for accurately determining the physical ground conditions where a monument is to be erected.
Perpetuity	Lasting indefinitely with no fixed end date.
Plot	A small, numbered piece of land used for the purpose of burial within a section of a cemetery
Pre-Need	The circumstances when a person needs a burial site or a place for ashes at a future date. This usually means that no-one has recently died or no one is imminently to die.
Service Provider	A business that supplies funeral services, monumental works or site excavation.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Policy Administration

BUSINESS GROUP:	Customer and Digital Services
RESPONSIBLE OFFICER:	Manager Enterprise Architecture
COUNCIL REFERENCE:	
POLICY REVIEW DATE:	One (1) year from date of adoption
FILE NUMBER:	26/1
RELEVANT LEGISLATION	<ul style="list-style-type: none"> • Anti-Discrimination Act 1977 • Biodiversity Conservation Act 2016 • Biodiversity Conservation Regulation 2017 • Birth Deaths and Marriages Registration Act 1995 • Cemeteries and Crematoria Act 2013 • Cemeteries and Crematoria Regulation 2022 • Coroners Act 2009 • Crown Lands Act 1989 • Crown Land Management Act 2016 (NSW) • Crown Lands (General Reserves) By-law 2006 • Environmental Planning and Assessment Act 1979 • Environmental Planning and Assessment Regulation 2021 • Government Information (Public Access) Act 2009 • Health Records Information Privacy Act 2002 • Heritage Act 1977 • Local Government Act 1993 • Maitland Local Environmental Plan 2011 • Privacy and Personal Information Protection Act 1998 • Public Health Act 2010 • Public Health Regulation 2022 • State Records Act 1998 • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011 • Workers Compensation Act 1987 • Workplace Injury Management and Workers Compensation Act 1998 • Interment Industry Scheme
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none"> • Cemetery Procedures • Requirements for Works within Council Cemeteries by External Agents. • Asset Management Policy

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	25/08/2015	New policy adopted.
2.0	24/10/2019	Policy reviewed, no changes required.
3.0	28/11/2023	Periodic review.
3.1	26/11/2024	Update to reflect organisational role changes, regulatory changes and branding.
4.0	19/3/2026	<p>Full policy update to reflect regulatory changes in effect from 1 September 2025 and to align with broader policy framework (including Monument and Memento Policy), industry terminology and MCC fact sheets to assist community,</p> <p>Policy refreshed annually to reflect regulator changes and compliance to these.</p>

Customer and Digital Services

Cemetery Policy Alignment to Operator Regulatory Changes

Cemetery Policy 2024

Meeting Date: 21 April 2026

Attachment No: 2

Number of Pages: 9

Cemetery Policy

Date Adopted: Tuesday, 26 November 2024

Version: 3.1

Policy Objectives

The objective of this policy is to provide a standard for the administration and maintenance of Maitland City Council's cemeteries

Policy Scope

This policy applies to the General Manager, Mayor, Councillors, delegates and all staff of Maitland City Council. This policy also applies to all cemetery sites for which Council is the cemetery operator.

Policy Statement

Introduction

Maitland City Council is the cemetery operator for nine cemeteries in the Maitland Local Government Area (LGA), and as such is responsible for the administration and maintenance of these cemeteries.

The cemeteries under Council's authority include:

Operational

- Morpeth
- East Maitland
- Campbell's Hills (for existing interment rights only)
- Rutherford

Non-Operational/ Heritage

- Glebe
- Hiland Crescent
- Maitland Jewish
- Oswald
- Oakhampton

Background

Responsibility for the administration and management of Maitland cemeteries was transferred from local parishes and church trustees to Council in the 1970's under the Local Government Amendment Act No. 52 (Control of Cemeteries), which appointed Councils throughout New South Wales as trustees

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

of public cemeteries in their area. Prior to this change the local parishes and church trustees administered the cemeteries.

Due to the age of Council cemeteries and the change of ownership there are a number of unknown or unmarked graves; as a result, Council has incomplete burial records. These factors make it difficult in some cases to identify where a person has been interred.

Management

Council is responsible for the administration and management of plot and niche purchases, transfer of interment rights, approvals for monumental works, issuing of licences to work in cemeteries, maintenance of cemetery grounds, and the interment of ashes into the columbarium walls.

Fees

For each application made to Council for cemetery services an administrative fee is applied. These fees are reviewed annually and can be found in Council's fees and charges document and published on Council's website.

Application for a Plot or Niche

Council offers two burial options within its operational cemeteries – interment into a plot or interment into a niche in the columbarium wall (available at Morpeth cemetery only). At the completion of the application process the applicant will be issued with an interment right. The interment right is a legal document that will only be issued once for any individual plot or niche.

Unless otherwise indicated by Council staff, all cemetery plot dimensions are 1.2 x 2.4 metres.

Where possible, plots will be dug to double depth to allow for two caskets (burials) and six separate ashes interments per plot. However, this cannot be guaranteed at the time of reservation due to the unknown condition of the ground which may contain solid rock. The interment right holder may limit a plot to being single depth; however, this must be indicated by the applicant at the time of purchase.

A niche in Columbarium Wall One can hold one (1) container of ashes. Columbarium Wall Two can hold two (2) containers of ashes. Container dimensions for ashes are to be 230 x 110 x 76mm to fit within a niche.

Interment Right

An interment right does not grant the holder ownership over that piece of land, rather, it gives exclusive entitlement to the holder to inter the remains of a deceased person in the reserved plot and section in the specific cemetery.

An interment right will be granted in perpetuity.

An interment right may be granted to one person, or two or more persons as joint holders. Council must seek the approval of Cemeteries and Crematoria NSW ('CCNSW') if granting or transferring an interment right to a person will result in that person holding more than two interment sites in the same cemetery.

Council reserves the right to refuse to grant an interment right and will only issue an interment right for plots that have been surveyed by Council.

Interments will only be permitted in Council cemeteries with written approval issued by Council. Funeral directors, monumental masons and grave diggers must first contact Council to

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

determine the allocation of a burial plot or confirmation of an existing reservation or reopening of a burial plot.

Following the death of the holder of the interment right, the interment right becomes part of the estate of the deceased and any disputes over ownership are a civil matter in which Council does not become involved. Interested parties must seek their own legal advice regarding the matter and then provide documentation to prove a legitimate claim to the interment site for subsequent applications to proceed.

Council holds the exclusive right to close a section of any cemetery and to refuse to issue an interment right for a closed section. Although a cemetery may appear to have vacant land available for burials, there may be reserved plots or unknown/unmarked graves preventing further use.

Council does not permit the placement of new vaults or crypts in any cemeteries under its authority.

An interment right is not required for scattering cremated remains in a cemetery. You will need to seek permission and advise from council to scatter ashes on public places such as parks, beaches or playing fields.

Transfer of an Interment Right

Council will not reimburse fees paid for an unwanted plot or niche. If the interment right for a plot or niche is resold privately, then Council is to be notified and the appropriate administration fee paid. The original interment right will be required, and a transfer is not legally complete until Council has endorsed the transfer.

Council will only accept the transfer of an interment right if:

- The interment site, as described in the interment right, has not been used for interment.
- The interment site is free of structural additions, for example a headstone, marker, plantings etc.

Council reserves the right to refuse to accept the transfer of an interment right from the holder.

Exhumation

The remains of a body must not be exhumed unless the exhumation has been ordered by a coroner or approved by the Director-General of NSW Health.

Council will take all reasonable steps to ensure that any exhumation is carried out in accordance with any cultural or religious practice applicable to the person whose remains are to be exhumed.

Council must be advised prior to an exhumation occurring.

Records and Reporting

In accordance with legislation, Council will collect the information necessary to meet its requirements for a burial register. Council's burial register is available on the Council website or by contacting Council.

Council will provide reports and other such information to Cemeteries and Crematoria NSW as requested and in accordance with the *Cemeteries and Crematoria Act 2013* (NSW).

Maintenance of Cemetery Grounds

Appropriate maintenance of Council's cemeteries is required so that the essential elements which give the burial grounds their character are preserved in a way that retains their significance.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Maintenance of cemetery grounds excludes the care and repair of monumental work, weeding, and general maintenance of individual plots.

Work Undertaken in Cemeteries

Work must not be undertaken of any kind in a Council cemetery unless a valid licence to undertake works is issued for that specific activity. Works are considered to be any gravesite activity; this includes but is not limited to grave digging, interment and exhumation of remains, and the construction, repair or removal of a monument.

Any business providing paid services related to the cleaning, weeding and general maintenance of gravesites is required to hold a valid License to Conduct Work in Maitland Council Cemeteries.

Note: The placement of floral and other tributes on a gravesite is not considered “work” and therefore a licence is not required for this activity. Maitland City Council does not support or permit any tributes or flowers to be placed on and around gravesites. All monumental works or grave site tributes must be approved by council and conducted by licensed monumental masons.

Anyone who wishes to conduct funeral or monument activities, or other paid services at a Council cemetery must formally apply and receive approval from Council before commencing any work.

Licence Application

An application for a licence to undertake works in Council cemeteries must be in writing in the approved form, include all contractor documentation (as listed in the application form), and be accompanied by the appropriate fee. A copy of the require form and application fees are available on Council’s website.

The licence will be issued for the term of a financial year, and it is the responsibility of the service provider to make an application for renewal.

The approved licence will apply to the service provider and their sub-contractors.

Approved applications will be issued with an approval letter and a licence. The service provider and its sub-contractors must have a copy of the licence with them when working in a cemetery and produce the licence upon request by a Council officer.

Council reserves the right to refuse to grant a licence to undertake work in cemeteries.

Service Provider Responsibilities

Service providers and their sub-contractors:

- must at all times comply with the conditions of the permit to undertake works.
- must comply with Council’s Cemetery Policy, Cemetery Customer Service Charter, and any other reasonable direction or instruction given by Council or a Council Officer.
- are not permitted to make any comments to the media on behalf of Council.

Withdrawal of Licence Permissions

In instances of misconduct or breaches of relevant responsibilities, non-compliance with legislative or regulatory requirements, or non-conformance with Council policy and procedure, Council may revoke the licence to undertake work in cemeteries and will give five business days’ notice in writing.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)**Monuments**

When planning to erect new monuments, it is advisable for applicants to wait six to twelve months before commencing the work. This waiting period allows the ground at the interment site to settle, reducing the risk of structural issues or collapse.

Prior to submitting a monumental application, the interment rights must be transferred to the individual or entity making the request. Legal documentation, such as proof of estate or bequest rights, must be provided to complete the transfer.

Please note that the transfer process involves a separate fee, which is in addition to the monumental application fee.

Monumental Works Applications

Council requires a monumental application to be lodged in writing in the approved form when new monuments are erected, inscriptions are added to an existing monument, or if restoration work is to occur, and be accompanied by the appropriate fee. A copy of the required form and monument fees are available on Council's website.

All monumental applications must comply with the Australian Standards 'Headstones and Cemetery Monuments' 4204:2019 and contain complete specifications regarding design and materials to be used for an application to be approved.

All monumental work is to be constructed within the legal boundary of the interment site.

If monumental works are approved, an approval letter will be issued to the monumental mason.

Monument Maintenance

The care, maintenance and repair of monumental work are the responsibility of the family or estate of the deceased. If Council is required to undertake any work relating to a monument so as to ensure public or employee safety, it may recover these costs from the interment right holder.

Heritage Monuments

Monuments 50 years and older are considered to be of heritage significance and require additional approvals from Council's Heritage Officer before work may commence.

When assessing requests for work on heritage monuments, Council must consider:

- The National Trusts Guidelines for Cemetery Conservation.
- Any conservation management plans in place for the Cemetery. A conservation management plan will include detailed guidelines for the maintenance of monuments in the cemetery.
- The Maitland Local Environmental Plan which lists eight (8) Maitland City Council cemeteries as being of local heritage significance.

Donations

Council appreciates that some individuals or families may wish to donate items to a cemetery (such as furniture, plants or trees); however, due to the long-term management and future planning of the cemeteries these are not able to be accepted.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Heritage

Eight of Council's nine cemeteries are heritage listed under Council's Local Environmental Plan and are recognised as being of local significance. In addition to this, Glebe and the Maitland Jewish cemeteries are listed on the State Heritage Inventory.

As the cemetery operator, Council has a responsibility to ensure maintenance of heritage sites is undertaken in a way that prevents damage to or loss of significant elements of the cemetery.

Family History

A range of information relating to cemeteries is available on the Council website including the burial register and location plans for all cemeteries. Family history enquiries may be made in person, in writing, or over the phone to Council.

Policy Definitions

Applicant	Any person making an application for funeral or monumental permission or for a licence to work in cemeteries.
Burial Register	The record of all burial and niche interments in Council cemeteries.
Cemetery Operator	The person or body that directs the operations of a cemetery. For the purposes of this policy the cemetery operator is Maitland City Council.
Council	Maitland City Council.
Exhumation	The removal of a dead person's remains (not including cremated remains) from a grave. This does not include their removal for the purpose of reburial in the same grave.
Gravesite	A place of burial, or a section of land reserved for a grave. Also referred to as a plot.
Interment	The placement of a coffin or ashes into a grave or niche for the purpose of burial.
Interment right	<p>Previously known as a right of burial, right of interment and burial licence. This is a legal document which gives the licensee the exclusive right to use the specified piece of land for burials and to place a monument over the grave.</p> <p>Exclusive right granted by council (or its predecessor) to</p> <p>And may be a</p> <p>Ordinary memorial right (immediate use)</p> <p>Reserved memorial right (pre-need purchase)</p>
Interment site	The allocated space where an interment has or will occur. Also referred to as a plot.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Licence	An authorisation from Council that grants permission to a person, company or organisation to engage in specific activities within a cemetery or specified cemeteries.
Licensee	The owner of a licence.
Monument	Any structure, plaque, headstone, masonry, metal work or casting placed over, in or around the interment site.
Monument Permit	The approval given by Council to place a monument over, in or around an interment site.
Niche	A recessed space in the columbarium wall suitable for a container of ashes.
Perpetuity	Lasting indefinitely with no fixed end date.
Plot	A small, numbered piece of land used for the purpose of burial within a section of a cemetery.
Reservation	The act of securing in advance a plot for the purpose of burial.
Service Provider	A business that supplies funeral services.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

Policy Administration

BUSINESS GROUP:	Customer and Digital Services
RESPONSIBLE OFFICER:	Manager Enterprise Architecture
COUNCIL REFERENCE:	26 November 2024 – Item 11.6
POLICY REVIEW DATE:	Three (3) years from date of adoption
FILE NUMBER:	26/1
RELEVANT LEGISLATION	<ul style="list-style-type: none"> • Anti-Discrimination Act 1977 • Birth Deaths and Marriages Registration Act 1995 • Cemeteries and Crematoria Act 2013 • Cemeteries and Crematoria Regulation 2022 • Coroners Act 2009 • Crown Lands Act 1989 • Crown Lands (General Reserves) By-law 2006 • Environmental Planning and Assessment Act 1979 • Environmental Planning and Assessment Regulation 2021 • Government Information (Public Access) Act 2009 • Health Records Information Privacy Act 2002 • Heritage Act 1977 • Local Government Act 1993 • Maitland Local Environmental Plan 2011 • Privacy and Personal Information Protection Act 1998 • Public Health Act 2010 • Public Health Regulation 2022 • State Records Act 1998 • Work Health and Safety Act 2011 • Work Health and Safety Regulation 2011 • Workers Compensation Act 1987 • Workplace Injury Management and Workers Compensation Act 1998 • Interment Industry Scheme
RELATED POLICIES / PROCEDURES / PROTOCOLS	<ul style="list-style-type: none"> • Cemetery Strategy • Cemetery Procedures • Requirements for Works within Council Cemeteries by External Agents. • Asset Management Policy 2022

Policy History

VERSION	DATE APPROVED	DESCRIPTION OF CHANGES
1.0	25/08/2015	New policy adopted.
2.0	24/10/2019	Policy reviewed, no changes required.
3.0	28/11/2023	Periodic review.

CEMETERY POLICY ALIGNMENT TO OPERATOR REGULATORY CHANGES (Cont.)

3.1	26/11/2024	Update to reflect organisational role changes, regulatory changes and branding.
-----	------------	---

13 People and Performance

Nil

14 Finance

14.1 Draft Property Policy

FILE NO:	84/14
ATTACHMENTS:	1. Draft Property Policy – 1.0
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Strategic Property Manager
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

Council manages a diverse portfolio of property assets including commercial, residential, community and strategic investment properties. To ensure these assets are managed in a transparent, consistent and financially responsible manner, a Draft Property Policy has been developed.

The Policy establishes a clear governance framework for the leasing, licensing, acquisition, disposal and stewardship of Council-owned and Council-controlled property. It outlines principles, roles, responsibilities and approval pathways to support ethical, defensible and value-for-money decision-making.

The Draft Property Policy 1.0 (Attachment 1) was presented to the Property Advisory Panel at its meeting held on 25 March 2025, with minor feedback received.

This report seeks Council endorsement to place the Draft Property 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 Property Policy 1.0 (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 Property 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 PROPERTY POLICY (Cont.)

REPORT

Council owns and manages a broad portfolio of land and buildings that support service delivery, economic activity and community outcomes. These assets are utilised through leases, licences and other legal arrangements.

The Draft Property Policy has been developed to:

- Strengthen governance and accountability
- Ensure consistency in property decision-making
- Support financial sustainability
- Manage legal and reputational risk
- Align with Council's strategic and asset management frameworks

The Policy applies to commercial, residential (non-social housing), community and strategic investment properties, including Crown land where Council is the appointed manager for revenue-generating purposes.

The Policy establishes key principles including:

- Public interest
- Equity and fairness
- Financial sustainability
- Transparency and probity
- Strategic alignment
- Accountability
- Risk management

It also clearly defines roles and responsibilities for:

- Elected Council
- Property Advisory Panel
- General Manager
- Executive Leadership Team
- Strategic Property Team
- Finance
- Managing Agents

To ensure transparency and community confidence, it is proposed to exhibit the Draft Property Policy for a minimum of 28 days. This will provide stakeholders and the community with an opportunity to review and provide feedback prior to final adoption.

Should no objections be received, this report recommends Council adopt the Policy. Any minor amendments arising from consultation may be approved by the General Manager, with any material changes reported back to Council.

CONCLUSION

The Draft Property Policy provides a clear, contemporary governance framework to guide the management and use of Council property assets. Public exhibition will ensure transparency and allow community input prior to final adoption.

FINANCIAL IMPLICATIONS

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

DRAFT PROPERTY POLICY (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 inconsistent or non-transparent property decisions that may lead to inequitable outcomes and reduced community confidence	High	Adoption of a clear, organisation-wide Property Policy	Medium	Within	Y
There is a risk of financial loss arising from inappropriate lease or licence terms, which may lead to reduced revenue or cost recovery	High	Policy framework for market-based assessment, negotiation and approvals	Medium	Within	Y
There is a risk of legislative or governance non-compliance, which may lead to audit findings or regulatory action	High	Policy aligned to legislative requirements and best-practice governance	Low	Within	Y
There is a risk of reputational damage associated with perceived inequity in property decisions, which may lead to loss of public trust	Medium	Transparent principles, documented processes and probity controls	Low	Within	Y

DRAFT PROPERTY POLICY (Cont.)

POLICY IMPLICATIONS

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

- Fees and Charges
- Procurement Policy
- Code of Conduct
- Delegations Framework
- Risk Management Framework

STATUTORY IMPLICATIONS

The Policy aligns with the following legislation:

- Local Government Act 1993 (NSW)
- Local Government (General) Regulation 2021 (NSW)
- Crown Land Management Act 2016 (NSW)
- Crown Land Management Regulation 2018 (NSW)
- Environmental Planning and Assessment Act 1979 (NSW)
- Government Information (Public Access) Act 2009 (NSW)
- Government Sector Finance Act 2018 (NSW)
- Privacy and Personal Information Protection Act 1998 (NSW)
- Work Health and Safety Act 2011 (NSW)
- Conveyancing Act
- Land Acquisition (Just Terms) Compensation Act
- Corporations Act
- Native Title Act

14.2 Statement of Financial Investments as at 31 March 2026

FILE NO:	82/2
ATTACHMENTS:	1. Council's Holdings as at 31 March 2026
RESPONSIBLE OFFICER:	Executive Manager Finance Manager Financial Reporting
AUTHOR:	Financial Accountant
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

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

As at the end of March 2026, Council had investments totaling \$254,129,569 under management.

Council's investment portfolio recorded a marked-to-market return of 3.55% per annum versus the bank bill index benchmark return of 3.80% per annum. The actual investment return for the month of March was \$725,024, an unfavourable variance of \$166,223 when compared to the revised monthly budget forecasts of \$891,247.

The revised year-to-date budget forecast for investment returns is \$8,021,226. The actual investment returns for the year-to-date are \$8,050,999 amounting to a favourable variance of \$29,773 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

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

REPORT

For the month of March 2026, Council has total cash on call and investments of \$254,129,569 comprising:

▪ On call accounts	\$7,204,569
▪ Investments	\$246,925,000

STATEMENT OF FINANCIAL INVESTMENTS AS AT 31 MARCH 2026 (Cont.)

This is compared to the month of February 2026 where Council had \$253,121,663 under management. The increase in Council's investment holdings is due to the expected increased availability of funds.

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 March, Council's investment portfolio recorded a marked-to-market return of 3.55% per annum versus the bank bill index benchmark return of 3.80% per annum. Financial year to date the investment portfolio has returned a marked-to-market return of 4.52%, versus the bank bill index benchmark's 3.69%.

The sharp rise in market interest rates, particularly long dated terms, had a detrimental effect on the market value of bonds in the portfolio. However, the rise in rates will eventually flow through to higher quarterly rate resets on the Floating Rate Notes and higher yields on term deposits.

Without marked-to-market influences, Council's investment portfolio yielded 4.70% per annum for the month, up 12 basis points from last 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 March, Council had maturities of \$16 million across six term deposits with original terms between 5 - 12 months which were yielding an average of 4.31% per annum.

Council invested \$17 million among eight new term deposits with maturities ranging between 12-14 months averaging 5.12% per annum which, along with higher rate resets on the Floating Rate Notes, helped to give a good boost to the portfolio's overall yield.

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:

- All attention is fixed on the Middle East. With Iran responding to the United States and Israeli attacks by targeting neighbouring infrastructure and tightening traffic through the Strait of Hormuz by 95%, there is growing talk of global recession.
- Higher oil prices will be passed through the supply chain as crude oil has many uses after it is refined (gasoline, diesel, jet fuel, LPG, everyday plastics, chemicals, fertiliser, pesticides and asphalt). So, the impact to inflation is high from the first-round impacts which can be seen at the petrol stations, but more will become evident from second-order impacts.
- Economists note that even if tensions ease soon and the flow of oil resumes, it may take a while to get back to pre-war prices (when there was an oversupply of oil) and in the interim the damage has already been done through higher prices and increasing inflation expectations.

STATEMENT OF FINANCIAL INVESTMENTS AS AT 31 MARCH 2026 (Cont.)

- In the United States, the jobs market continues to be resilient with weekly jobless claims remaining near historic lows. Consumer confidence and sentiment readings fell, weighed down by inflation concerns.
- In Europe, the latest European economic sentiment and the employment expectation indicators both declined, with the consumer confidence indicator reaching its lowest level since October 2023.
- In global share markets, oil related price pressures and future inflation fears have weighed heavily on performance. The United States and Chinese markets both ended down 5% for the month while European shares retreated by 7.5% and the Japanese market fell by more than 10%. Domestically, the All Ordinaries Index shed over 7% with the Materials and IT sectors the biggest losers, both down by 13%.

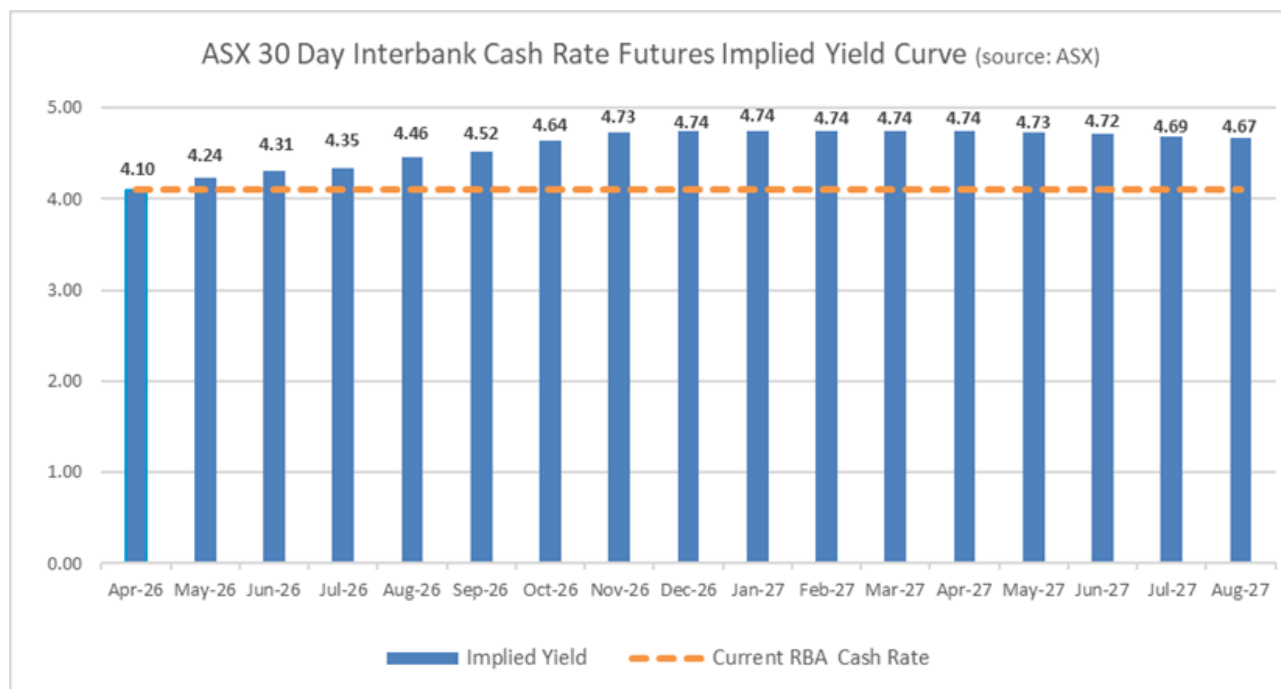
Domestic issues – Commentary provided by Prudential Investment Services:

- The latest inflation release showed a stabilisation in prices prior to the breakout of the war in Iran. Headline inflation fell from 3.8% to 3.7% over the year to February and the trimmed mean was up by 3.3% over the year but on a monthly annualised basis fell to 2.5%, right in the middle of the target band, and had been trending down since its July high.
- Unfortunately, March inflation will likely be much higher given the impact of higher petrol prices. The ~45% lift in petrol prices is expected to add around 1.2 percentage points to March quarter inflation (assuming prices stay around current levels of \$2.45/litre for the rest of the month). Some economists expect March inflation will be ~4.3% over the year and trimmed mean to be ~3.6% over the year.
- And further ahead, second-round impacts of higher oil prices are expected to seep into other products and supply chain costs so even if the conflict ends soon prices may still be higher for another 6 months as oil supply takes some time to come back online.

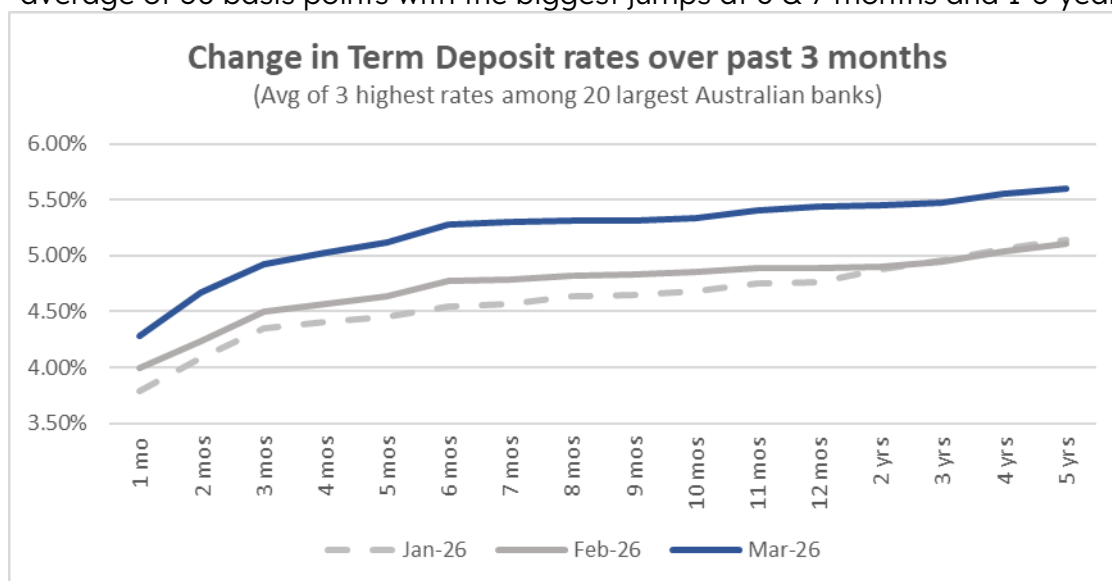
Interest rates

- At its March monetary policy meeting, the RBA raised the cash rate target by 25 basis points to 4.10%, its second hike in as many meetings.
- The RBA Board vote was split 5-4 in favour of raising rates with the majority side noting that inflation is likely to remain above target for some time given the events in the Middle East and that the risks have tilted further to the upside.
- The money market is now pricing in two more RBA rate hikes by late 2026:

STATEMENT OF FINANCIAL INVESTMENTS AS AT 31 MARCH 2026 (Cont.)



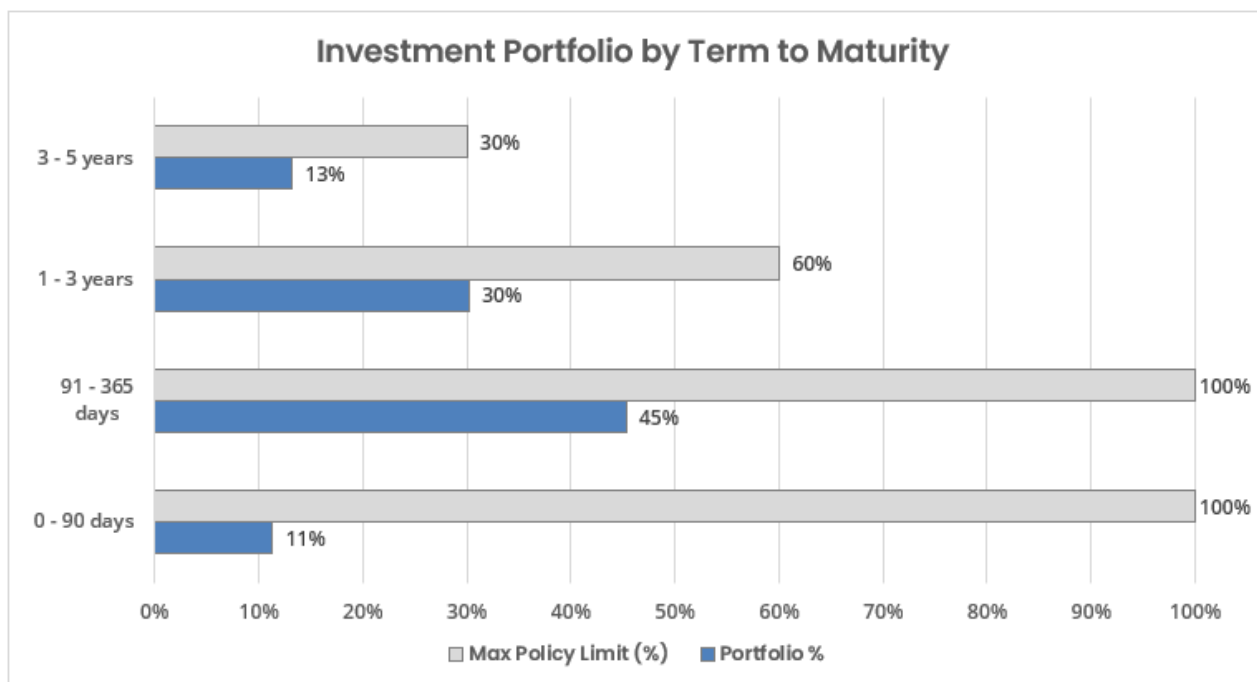
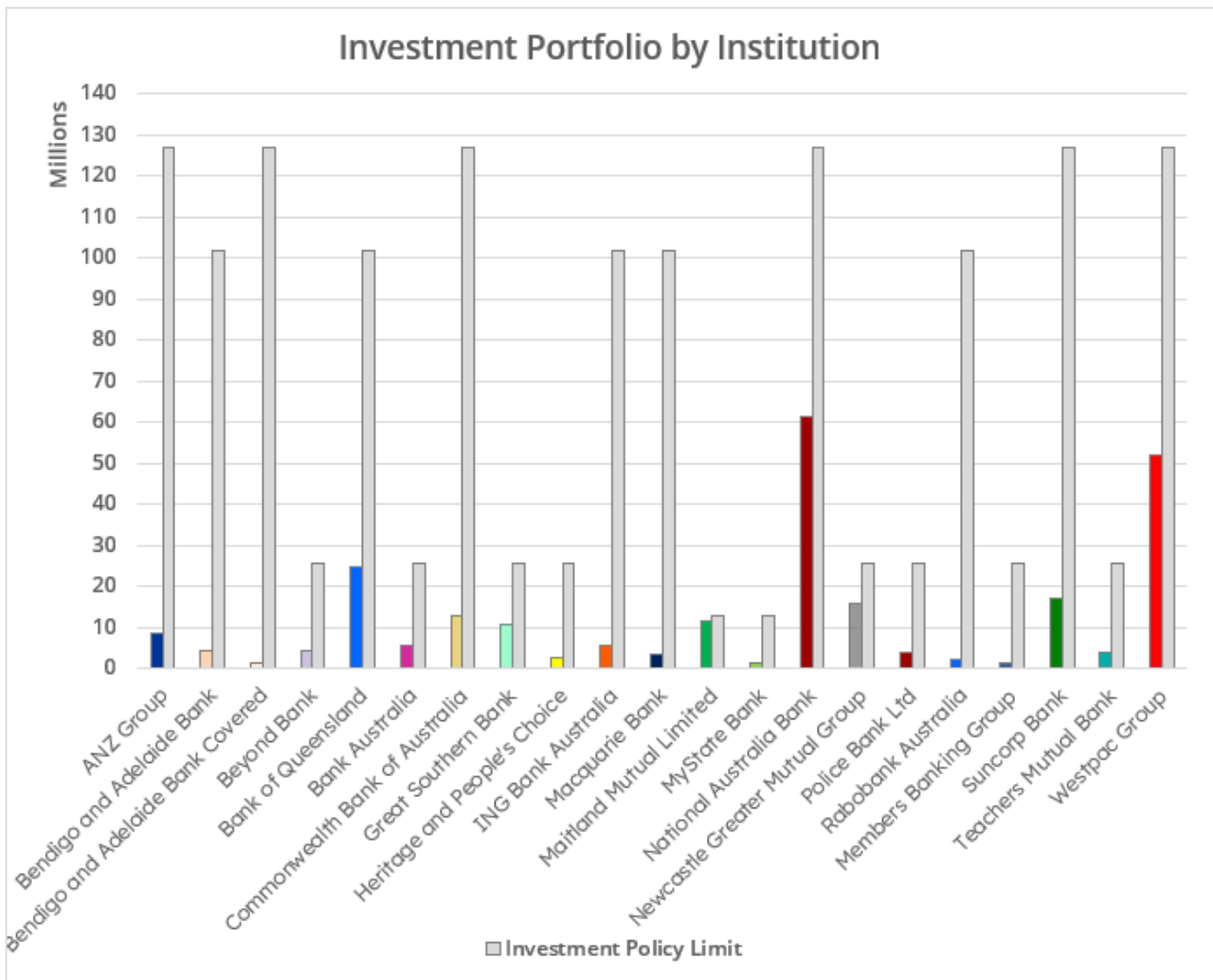
- In response to the rise in the official cash rate and forward inflationary fears, term deposit rates rose sharply over the month. Levels across the entire curve rose by an average of 50 basis points with the biggest jumps at 6 & 7 months and 1-5 years:



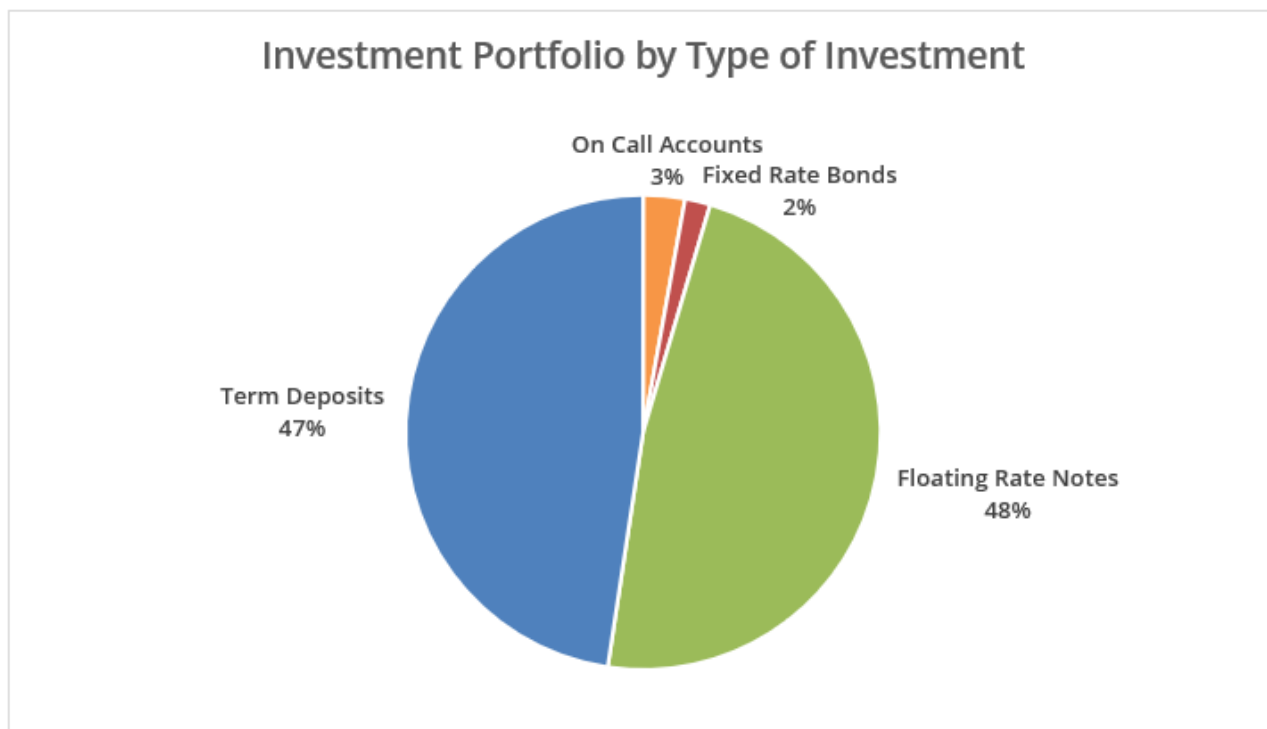
All market commentary is provided by Prudential Investment Services who advise on the management of Council’s investment portfolio.

STATEMENT OF FINANCIAL INVESTMENTS AS AT 31 MARCH 2026 (Cont.)

PORTFOLIO ANALYSIS



STATEMENT OF FINANCIAL INVESTMENTS AS AT 31 MARCH 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
---	---	---

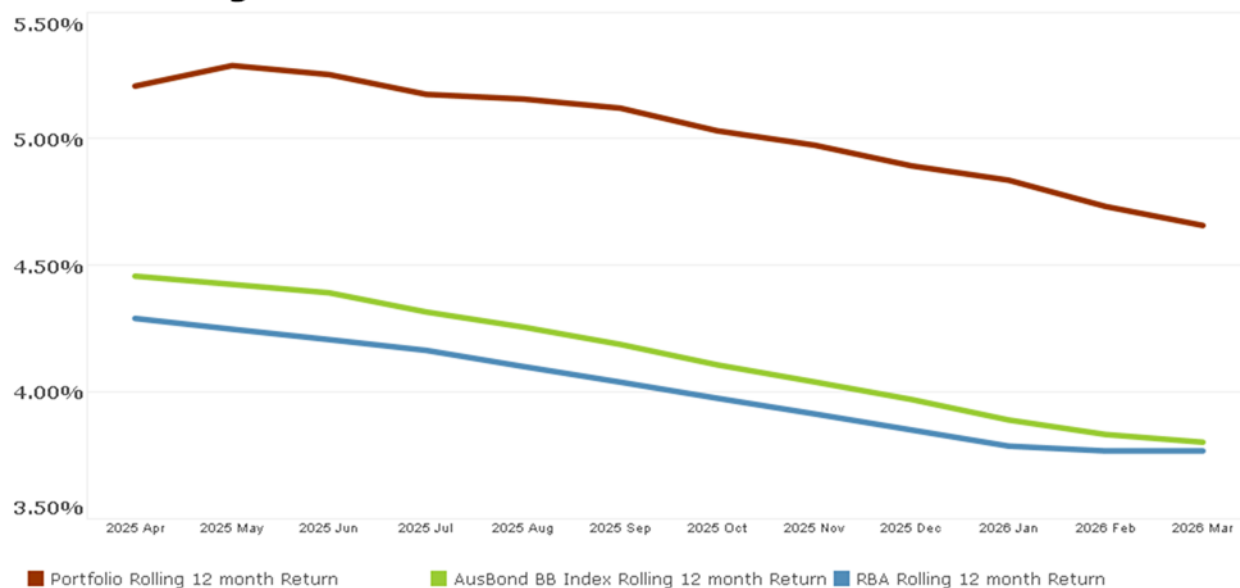
Investment Policy Requirement

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	3.55%	3.80%	4.10%
3 months	4.21%	3.73%	3.85%
6 months	4.27%	3.68%	3.72%
FYTD	4.52%	3.69%	3.71%
12 months	4.66%	3.80%	3.77%

STATEMENT OF FINANCIAL INVESTMENTS AS AT 31 MARCH 2026 (Cont.)

Rolling 12 month: Investment Performance vs Benchmark**CONCLUSION**

Certification of the Responsible Accounting Officer

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

FINANCIAL IMPLICATIONS

The actual investment return for the month of March was \$725,024 which was an unfavourable variance of \$166,233 when compared to the revised monthly budget forecasts of \$891,247. It should be noted that \$49,308 of this variance has been adjusted from externally restricted reserve funds.

The revised year-to-date budget forecast for investment returns is \$8,021,266. The actual investment returns for the year-to-date are \$8,050,999, amounting to a favourable variance of \$29,773 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 31 March 2026

Council's Holdings as at 31 March 2026

Meeting Date: 21 April 2026

Attachment No: 1

Number of Pages: 2

STATEMENT OF FINANCIAL INVESTMENTS AS AT 31 MARCH 2026 (Cont.)

COUNCIL'S HOLDING AS AT 31 MARCH 2026

Bonds							
	Face Value	Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
17-Aug-26	1,500,000.00	4.7500	CBA Snr Bond (Aug26) 4.75%	AA-	17-Aug-26	139	1,508,630.65
14-Sep-26	1,400,000.00	4.9460	MAC Snr Bond (Sep26) 4.946%	A+	14-Sep-26	167	1,403,175.64
21-Sep-26	1,500,000.00	5.0000	WBC Snr Bond (Sep28) 5.00%	AA-	19-Sep-28	903	1,491,700.97
Totals	4,400,000.00	4.8976					4,403,507.26
Cash							
	Face Value	Current Yield	Borrower	Credit Rating			Current Value
31-Mar-26	2,204,568.91	4.2376	Macquarie Bank	A+			2,204,568.91
31-Mar-26	5,000,000.00	4.1500	National Australia Bank	AA-			5,000,000.00
Totals	7,204,568.91	4.1768					7,204,568.91
Floating Rate Note							
Reset/ Coupon	Face Value	Current Coupon	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
18-May-26	2,000,000.00	5.0158	SUN Snr FRN (May26) BBSW+1.05%	AA-	18-May-26	48	2,013,143.21
25-May-26	3,900,000.00	4.3975	NAB Snr FRN (Aug26) BBSW+0.41%	AA-	24-Aug-26	146	3,915,589.32
15-Jun-26	2,300,000.00	4.6539	SUN Snr FRN (Sep26) BBSW+0.48%	AA-	15-Sep-26	168	2,304,531.15
23-Apr-26	1,200,000.00	5.4085	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	206	1,217,754.13
23-Apr-26	3,250,000.00	5.4085	GSB Snr FRN (Oct26) BBSW+1.60%	BBB+	23-Oct-26	206	3,298,084.11
30-Apr-26	1,650,000.00	5.3362	Boz Snr FRN (Oct26) BBSW+1.50%	BBB+	30-Oct-26	213	1,670,781.80
18-May-26	2,000,000.00	5.5142	POL Snr FRN (Nov26) BBSW+1.55%	BBB+	17-Nov-26	231	2,012,992.36
14-Apr-26	2,000,000.00	4.4358	CBA Snr FRN (Jan27) BBSW+0.70%	AA-	14-Jan-27	289	2,022,735.43
28-Apr-26	2,250,000.00	4.5916	SUN Snr FRN (Jan27) BBSW+0.78%	AA-	25-Jan-27	300	2,272,682.31
8-May-26	1,220,000.00	5.5400	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	314	1,237,215.20
8-May-26	1,400,000.00	5.5400	HPC Snr FRN (Feb27) BBSW+1.60%	BBB+	8-Feb-27	314	1,419,755.15
11-May-26	2,250,000.00	5.5900	GSB Snr FRN (Feb27) BBSW+1.65%	BBB+	9-Feb-27	315	2,284,055.29
25-May-26	2,400,000.00	4.7131	NAB Snr FRN (Feb27) BBSW+0.72%	AA-	25-Feb-27	331	2,415,958.59
5-Jun-26	1,500,000.00	5.6448	RACQ Snr FRN (Mar27) BBSW+1.60%	BBB+	5-Mar-27	339	1,514,543.41
14-May-26	1,300,000.00	4.9572	BEN Snr FRN (May27) BBSW+1.00%	A-	14-May-27	409	1,312,955.54
22-Jun-26	1,800,000.00	5.6130	TMB Snr FRN (Jun27) BBSW+1.30%	BBB+	21-Jun-27	447	1,813,705.25
20-May-26	2,800,000.00	4.8568	ING Snr FRN (Aug27) BBSW+0.87%	A	20-Aug-27	507	2,824,031.06
15-Jun-26	1,500,000.00	5.5075	AusW Snr FRN (Sep27) BBSW+1.33%	Baa2	13-Sep-27	531	1,511,995.38
1-May-26	1,000,000.00	4.8785	GSB Snr FRN (Nov27) BBSW+1.03%	BBB+	1-Nov-27	580	1,009,613.13
8-May-26	2,000,000.00	5.0900	POL Snr FRN (Nov27) BBSW+1.15%	BBB+	8-Nov-27	587	2,024,422.11
25-May-26	2,500,000.00	5.1931	NAB Snr FRN (Nov27) BBSW+1.20%	AA-	25-Nov-27	604	2,537,966.71
15-Jun-26	1,100,000.00	5.4239	SUN Snr FRN (Dec27) BBSW+1.25%	AA-	14-Dec-27	623	1,113,901.36
13-Apr-26	3,000,000.00	4.8915	CBA Snr FRN (Jan28) BBSW+1.15%	AA-	13-Jan-28	653	3,061,329.21
21-May-26	500,000.00	5.6935	Boz Snr FRN (Feb28) BBSW+1.70%	BBB+	21-Feb-28	692	509,340.75
22-Jun-26	1,750,000.00	5.4630	BEY Snr FRN (Mar28) BBSW+1.15%	BBB+	21-Mar-28	721	1,757,222.32
22-Jun-26	2,500,000.00	5.4630	BEY Snr FRN (Mar28) BBSW+1.15%	BBB+	21-Mar-28	721	2,510,317.60
12-May-26	2,500,000.00	4.9564	NAB Snr FRN (May28) BBSW+1.00%	AA-	12-May-28	773	2,536,195.01
14-May-26	2,500,000.00	5.4572	MMB Snr FRN (May28) BBSW+1.50%	BBB	15-May-28	776	2,516,446.36
16-Jun-26	1,200,000.00	5.3239	BEN Cov FRN (Jun28) BBSW+1.15%	AAA	16-Jun-28	808	1,216,684.52
11-Jun-26	1,400,000.00	5.0803	ANZ Snr FRN (Sep28) BBSW+0.93%	AA-	11-Sep-28	895	1,414,200.08
3-Apr-26	2,000,000.00	4.6907	TMB Snr FRN (Oct28) BBSW+0.95%	BBB+	3-Oct-28	917	2,019,604.12
5-May-26	3,000,000.00	4.7950	GSB Snr FRN (Nov28) BBSW+0.93%	BBB+	3-Nov-28	948	3,015,429.64
18-May-26	2,000,000.00	4.9872	NAB Snr FRN (Nov28) BBSW+1.03%	AA-	16-Nov-28	961	2,031,143.93
27-May-26	3,500,000.00	5.0161	Boz Snr FRN (Nov28) BBSW+1.03%	BBB+	27-Nov-28	972	3,510,629.86
5-May-26	2,000,000.00	4.8926	ANZ Snr FRN (Feb29) BBSW+0.96%	AA-	5-Feb-29	1,042	2,030,324.82
14-May-26	600,000.00	5.8072	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB+	14-Feb-29	1,051	617,568.28
14-May-26	3,000,000.00	5.8072	NPBS Snr FRN (Feb29) BBSW+1.85%	BBB+	14-Feb-29	1,051	3,087,841.38
19-Jun-26	1,500,000.00	5.2455	SUN Snr FRN (Mar29) BBSW+0.98%	AA-	13-Mar-29	1,078	1,512,492.39
22-Jun-26	2,800,000.00	5.2130	NAB Snr FRN (Mar29) BBSW+0.90%	AA-	22-Mar-29	1,087	2,822,815.51
30-Apr-26	2,500,000.00	5.1162	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,126	2,549,425.90
30-Apr-26	4,000,000.00	5.1162	BoQ Snr FRN (Apr29) BBSW+1.28%	A-	30-Apr-29	1,126	4,079,081.45
18-Jun-26	5,000,000.00	5.1186	ANZ Snr FRN (Jun29) BBSW+0.86%	AA-	18-Jun-29	1,175	5,035,761.49
14-May-26	3,100,000.00	4.7772	NAB Snr FRN (Nov29) BBSW+0.82%	AA-	14-Nov-29	1,324	3,127,710.33
28-May-26	3,000,000.00	4.8161	BEN Cov FRN (Nov29) BBSW+0.83%	A-	28-Nov-29	1,338	3,023,442.85
21-Apr-26	2,000,000.00	4.9792	NPBS Snr FRN (Jan30) BBSW+1.25%	BBB+	21-Jan-30	1,392	2,028,678.30
18-Jun-26	3,200,000.00	5.0886	NAB Snr FRN (Mar30) BBSW+0.83%	AA-	18-Mar-30	1,448	3,217,276.13
21-May-26	850,000.00	4.9235	SUN Snr FRN (May30) BBSW+0.93%	AA-	21-May-30	1,512	857,319.30
15-Jun-26	2,800,000.00	5.1275	ING Snr FRN (Jun30) BBSW+0.95%	A	13-Jun-30	1,535	2,818,225.51
15-Apr-26	3,500,000.00	4.4654	CBA Snr FRN (Jan31) BBSW+0.74%	AA-	15-Jan-31	1,751	3,530,279.24
23-Apr-26	3,600,000.00	4.9385	NPBS Snr FRN (Jan31) BBSW+1.13%	BBB+	23-Jan-31	1,759	3,616,849.78
23-Apr-26	4,400,000.00	4.9385	NPBS Snr FRN (Jan31) BBSW+1.13%	BBB+	23-Jan-31	1,759	4,420,594.17
12-May-26	2,500,000.00	4.6364	WBC Snr FRN (Feb31) BBSW+0.68%	AA-	12-Feb-31	1,779	2,505,642.96
Totals	121,520,000.00	5.0574					122,756,963.49

STATEMENT OF FINANCIAL INVESTMENTS AS AT 31 MARCH 2026 (Cont.)

Term Deposits							
	Face Value	Current Yield	Borrower	Credit Rating	Maturity	Term of Investment	Current Value
	2,000,000.00	4.6000	Westpac Group	AA-	7-Apr-26	7	2,008,317.81
	2,000,000.00	4.1800	National Australia Bank	AA-	14-Apr-26	14	2,052,908.49
	3,000,000.00	4.2700	Suncorp Bank	AA-	21-Apr-26	21	3,098,268.49
	2,000,000.00	4.2200	National Australia Bank	AA-	28-Apr-26	28	2,071,450.96
	2,000,000.00	4.1500	Bank of Queensland	A-	5-May-26	35	2,068,901.37
	3,000,000.00	4.3300	Bank of Queensland	A-	12-May-26	42	3,044,130.41
	3,000,000.00	4.0500	National Australia Bank	AA-	26-May-26	56	3,092,539.73
	2,000,000.00	4.0900	Westpac Group	AA-	2-Jun-26	63	2,006,723.29
	2,000,000.00	4.1800	National Australia Bank	AA-	9-Jun-26	70	2,047,869.59
	2,000,000.00	4.1900	Suncorp Bank	AA-	16-Jun-26	77	2,045,229.04
	2,000,000.00	4.3000	Westpac Group	AA-	23-Jun-26	84	2,009,424.66
	2,000,000.00	4.1000	National Australia Bank	AA-	30-Jun-26	91	2,048,975.34
	2,000,000.00	4.4000	Bank of Queensland	A-	30-Jun-26	91	2,029,895.89
	2,000,000.00	4.0900	National Australia Bank	AA-	7-Jul-26	98	2,048,183.56
	3,000,000.00	4.1700	National Australia Bank	AA-	14-Jul-26	105	3,079,858.36
	2,000,000.00	4.1900	Suncorp Bank	AA-	21-Jul-26	112	2,045,229.04
	2,000,000.00	4.1000	National Australia Bank	AA-	28-Jul-26	119	2,048,975.34
	3,000,000.00	4.1800	National Australia Bank	AA-	11-Aug-26	133	3,071,804.38
	3,000,000.00	4.1800	National Australia Bank	AA-	1-Sep-26	154	3,071,804.38
	2,000,000.00	4.1200	Westpac Group	AA-	8-Sep-26	161	2,007,449.86
	2,000,000.00	4.0800	Westpac Group	AA-	22-Sep-26	175	2,009,166.03
	3,000,000.00	4.0900	Westpac Group	AA-	29-Sep-26	182	3,011,093.42
	4,000,000.00	4.6500	The Mutual	BBB	6-Oct-26	189	4,013,758.90
	3,000,000.00	4.0700	Westpac Group	AA-	13-Oct-26	196	3,011,039.18
	3,000,000.00	4.7300	National Australia Bank	AA-	3-Nov-26	217	3,013,995.62
	3,000,000.00	4.7700	Bank of Queensland	A-	3-Nov-26	217	3,016,466.30
	3,000,000.00	4.8900	Bank of Queensland	A-	3-Nov-26	217	3,013,665.21
	3,000,000.00	4.4200	Westpac Group	AA-	17-Nov-26	231	3,049,043.84
	5,000.00	4.2500	National Australia Bank	AA-	24-Nov-26	238	5,073.94
	2,000,000.00	4.0400	Westpac Group	AA-	24-Nov-26	238	2,009,076.16
	3,000,000.00	4.4200	Westpac Group	AA-	1-Dec-26	245	3,049,043.84
	3,000,000.00	4.3800	Westpac Group	AA-	8-Dec-26	252	3,045,720.00
	2,000,000.00	4.0400	Westpac Group	AA-	15-Dec-26	259	2,009,076.16
	3,000,000.00	4.3600	Westpac Group	AA-	22-Dec-26	266	3,047,303.01
	2,000,000.00	4.7900	National Australia Bank	AA-	29-Dec-26	273	2,009,448.77
	2,000,000.00	4.9000	Bank of Queensland	A-	29-Dec-26	273	2,009,128.77
	2,000,000.00	4.6000	Westpac Group	AA-	5-Jan-27	280	2,005,545.21
	2,000,000.00	4.6000	Westpac Group	AA-	12-Jan-27	287	2,005,545.21
	3,000,000.00	4.5500	Commonwealth Bank of Australia	AA-	19-Jan-27	294	3,026,178.08
	4,000,000.00	4.7500	The Mutual	BBB	16-Feb-27	322	4,017,178.08
	3,000,000.00	4.9200	Westpac Group	AA-	9-Mar-27	343	3,011,727.12
	1,000,000.00	5.1000	The Mutual	BBB	16-Mar-27	350	1,003,632.88
	3,000,000.00	4.9000	Bank of Queensland	A-	23-Mar-27	357	3,013,693.15
	2,000,000.00	5.2200	Rabobank Australia	A	30-Mar-27	364	2,005,720.55
	3,000,000.00	4.9200	Westpac Group	AA-	6-Apr-27	371	3,011,727.12
	2,000,000.00	5.2500	National Australia Bank	AA-	13-Apr-27	378	2,004,027.40
	3,000,000.00	5.2500	National Australia Bank	AA-	20-Apr-27	385	3,006,041.10
	2,000,000.00	5.3700	Westpac Group	AA-	27-Apr-27	392	2,003,530.96
	1,000,000.00	5.0000	Westpac Group	AA-	11-May-27	406	1,003,561.64
	3,000,000.00	4.6000	Westpac Group	AA-	25-May-27	420	3,013,610.96
Totals	121,005,000.00	4.4847					122,451,758.60
Grand Totals	254,129,568.91						256,816,798.26

14.3 Draft Partnership and Advocacy Strategy 2026–27

FILE NO:	35/22/21
ATTACHMENTS:	1. Draft Partnership and Advocacy Strategy 2026–2027
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Manager Corporate Performance and Engagement Corporate Grants Officer
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.3.2 Advocacy and partnerships

EXECUTIVE SUMMARY

The Partnerships and Advocacy Strategy identifies how we intend to prioritise and deliver infrastructure and services to achieve Maitland's Future. Working together, partnering with different levels of government and private industry, we can create a connected city with thriving communities. The Partnerships and Advocacy Strategy is reviewed and updated annually to align with the development of the annual Operational Plan and Budget.

This report recommends public exhibition from Thursday 23 April to Sunday 24 May 2026.

OFFICER'S RECOMMENDATION

THAT

- Council resolves to place the Draft Partnerships and Advocacy Strategy on public exhibition for at least 28 days prior to final consideration by Council.**

REPORT

Maitland's Future is our shared vision to achieve a connected city with thriving communities. Delivering Maitland's Future is our Delivery Program and Operational Plan which outlines how Council will work to achieve this vision within the funding and resources we have available.

Our Partnership and Advocacy Strategy has been developed to identify how we can work with others to deliver on our shared vision. The strategy outlines roles and responsibilities, projects and community priorities for 2025-2026.

As we move towards achieving our shared vision, we will look to work closely with our community, private industry and other levels of government to partner on the actions, identified projects and services we need to deliver to bring our vision to life.

The objective of this document is to identify how we prioritise, partner and advocate over this term of Council.

DRAFT PARTNERSHIP AND ADVOCACY STRATEGY 2026-27 (Cont.)

Partnership Projects

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

These projects include (* State-owned asset):

Recreation and open spaces

- Maitland Park - citywide playspace of significance

Roads and traffic management

- Thornton road network upgrades: Haussman Drive and Raymond Terrace Road intersection*
- Thornton road network upgrades: Glenwood Drive and Thornton Road*

Active transport

- Morpeth to Walka shared pathway*

Major venues and facilities

- Walka Water Works redevelopment: Pumphouse building revitalisation and chimney intervention*
- Walka Water Works redevelopment: Picnic area and playspace*

Aquatics

- Maitland Aquatic Centre expansion
- An integrated leisure/aquatic/ recreation/community facility in the west of the LGA
- A splash pad in the west of the LGA

Sporting and community facilities

- Lochinvar Sports Complex/ Community Centre
- Cooks Square Park, East Maitland - new clubhouse
- Motorcycle facility
- Maitland Park - cricket net complex
- King Edward Park, East Maitland - new amenities building
- Ernie Jurd Oval, Largs - new amenities building
- Roy Jordan Oval, Gillieston Heights - new amenities building
- Maitland Regional Sportsground expansion
- East Maitland Library expansion
- Max McMahon Oval, Rutherford - amenities building redevelopment stage 2

Advocacy Agenda

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

DRAFT PARTNERSHIP AND ADVOCACY STRATEGY 2026-27 (Cont.)

- Housing,
- Roads and traffic management (including road reclassification),
- An integrated public transport network,
- Green infrastructure,
- Environmental sustainability,
- Disaster resilience (flood-free access)
- Investment attraction,
- Strengthened and diversified precincts,
- Destination development,
- Healthcare,
- Education,
- Cost of living,
- Social support,
- Financial sustainability,
- Funding reform.

The Partnerships and Advocacy Strategy is reviewed and updated each year in line with our integrated planning and reporting timetable. In particular, the development of our Delivery Program and Operational Plan to ensure it remains reflective of our current community.

CONCLUSION

The importance of the Partnerships and Advocacy Strategy document is to identify future infrastructure and services to achieve our shared vision outlined in Maitland's Future. Working together, partnering with different levels of government and private industry we can create a connected city with thriving communities. The document reflects the continued growth of our city and organisation.

We invite the community to share their feedback through various available channels. A report on the consultation outcomes will be presented to Council following the engagement period.

IMPLICATIONS

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 community being unaware of what Council is planning to deliver that may lead to a loss of Community Trust, erosion of public confidence in Council's ability to deliver on its commitments.	M	By placing the attached draft Partnership and Advocacy document on public exhibition for feedback prior to adoption in June.	L	Within identified resources.	Y

DRAFT PARTNERSHIP AND ADVOCACY STRATEGY 2026-27 (Cont.)

There is a financial risk that co-contributions are required for grant funding applications, which may place pressure on Council budget and financial capacity.	M	Ensure any required co-contributions are identified early and secured internally prior to application submission.	L	N/A	Y
There is a reputational risk of increasing community expectations around projects if they are in the public / Council reports that may lead to community dissatisfaction.	M	The Strategy identifies future opportunities and aims to ensure we are well-prepared and ready to move forward with grant applications if/when opportunities arise.	L	Within identified resources.	Y

Financial Implications

This matter has no direct financial impact upon the Council's adopted budget or forward estimates. However, the priority partnership projects listed in the document represent an estimated \$387 million worth of infrastructure and outlines Maitland City Council's proposed funding as co-contribution for each of the priority projects.

We are always planning for future opportunities to make sure projects are grant-ready, allowing us to act quickly when funding becomes available.

Partnership Project	Project estimate	Anticipated co-contribution	Grant required
Maitland Park - citywide playspace	\$18,500,000	\$3,500,000	\$15,000,000
Thornton road network upgrades: Hausman Drive and Raymond Terrace Road intersection*	\$37,700,000	\$10,000,000	\$27,700,000
Thornton road network upgrades: Glenwood Drive and Thornton Road*	\$89,500,000	\$12,500,000	\$77,000,000
Morpeth to Walka shared pathway*	\$13,400,000	\$3,000,000	\$10,400,000
Walka Water Works redevelopment: Pumphouse building revitalisation and chimney intervention*	\$10,300,000	\$2,000,000	\$8,300,000

DRAFT PARTNERSHIP AND ADVOCACY STRATEGY 2026-27 (Cont.)

Walka Water Works redevelopment: Picnic area and playspace*	\$2,600,000	\$1,000,000	\$1,600,000
Maitland Aquatic Centre expansion	\$61,500,000	\$5,000,000	\$56,500,000
An integrated leisure/aquatic/recreation/community facility in the west of the LGA	\$61,500,000	\$0	\$61,500,000
A splash pad in the west of the LGA	\$5,000,000	\$0	\$5,000,000
Lochinvar Sports Complex/Community Centre	\$25,700,000	\$12,850,000	\$12,850,000
Cooks Square Park, East Maitland - new clubhouse	\$9,500,000	\$2,000,000	\$7,500,000
Motorcycle facility	\$3,100,000	\$1,500,000	\$1,600,000
Maitland Park - cricket net complex	\$850,000	\$300,000	\$550,000
King Edward Park, East Maitland - new amenities building	\$5,000,000	\$1,500,000	\$3,500,000
Ernie Jurd Oval, Largs - new amenities building	\$4,100,000	\$2,000,000	\$2,100,000
Roy Jordan Oval, Gillieston Heights - new amenities building	\$4,100,000	\$2,000,000	\$2,100,000
Maitland Regional Sportsground expansion	\$25,000,000	\$900,000	\$24,100,000
East Maitland Library expansion	\$7,500,000	\$500,000	\$7,000,000
Max McMahon Oval, Rutherford - amenities building redevelopment stage 2	\$2,600,000	\$600,000	\$2,000,000
Total	\$387,450,000	\$61,150,000	\$326,300,000

* State-owned asset.

Project costs indicated are current estimates and subject to change based on further design, investigations and cost escalation.

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.

15 Items for Information

15.1 Current Depot Status and Future Planning

FILE NO:	12/10
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Director City Services
AUTHOR:	Manager Works Manager Asset Strategy and Engineering Civil Engineer
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

Council's primary works depot is located at 10A Metford Road, East Maitland (DP755237). The site has supported operational services for over 50 years. However, the depot is now approaching its capacity.

Over the past 15 years the Maitland Local Government Area (LGA) has experienced strong population growth. This has resulted in increased infrastructure assets and greater demand for Council services.

During this period:

- Depot based staff numbers have increased from 150 to 200.*
 - Council's plant fleet has grown from 141 items to 241 items.*
- Infrastructure assets across the LGA have increased significantly. From Council's Annual Financial Statements, the Special Schedule No. 2: Report on infrastructure assets shows that Gross Replacement Costs (GRC) increased by \$1.23bn, from \$1.11bn at 30 June 2016 to \$2.34bn at 30 June 2025.*

The current depot site is 3.3 hectares, is landlocked and has no capacity for expansion. Parking and plant storage are already constrained. Population projections indicate the LGA will grow by 45,000 residents in the next 15 years, with most growth occurring west of Maitland CBD.

To support future growth, Council will need to consider additional depot capacity or an alternative depot location. Options include a second depot or multiple satellite sites in the west of the LGA or a future consolidated depot facility. Early planning will allow Council to identify suitable sites and plan for long-term infrastructure investment.

OFFICER'S RECOMMENDATION

THAT the information contained in this Report be noted.

CURRENT DEPOT STATUS AND FUTURE PLANNING (Cont.)

REPORT

The purpose of this report is to:

- Outline current capacity constraints at the Metford Road Works Depot.
- Highlight growth in Council staff, fleet, and infrastructure assets.
- Identify opportunities for additional or alternative depot facilities to support future population growth.

Council's main operational depot is located at 10A Metford Road, Metford.

Site details include:

- **Land ownership:** Crown Land
- **Crown Land Manager:** Maitland City Council
- **Land parcel:** DP755237
- **Site area:** 3.3 hectares
- **Zoning:** E3 Productivity
- **Land use:** Gazetted for Local Government purposes

The depot supports operational services including building, recreation and open space maintenance and capital delivery, priority weeds management, civil maintenance – roads, drainage and transport, civil construction – roads drainage and transport, plant services and waste collection services.

Over the past 15 years the continuous residential development growth in the Local Government Area (LGA) has significantly grown Councils assets and infrastructure. Council's base assets and staff number have grown as follows:

ASSET	QTY 2011-2012	QTY 2024-2025	GROWTH (%)
LGA Population	69,000	98,163	42
Roads	660km	788km	19
Footpaths	200km	393km	97
Stormwater pipes	305km	476km	56
Bridges and major culverts	49	64	31
Plant items	141	241	70
Depot based staff	150	200	33

Growth across the Maitland LGA is expected to continue over the coming decades. Population projections indicate that the city will experience substantial growth, increasing the demand for infrastructure, services, and operational resources.

From Councils Annual Financial Statements, the Special Schedule No. 2: Report on infrastructure assets has shown that the Gross Replacement Costs (GRC) have increased over time:

CURRENT DEPOT STATUS AND FUTURE PLANNING (Cont.)

ASSET CLASS	GRC AT 30-JUN-16 (\$,000)	GRC AT 30-JUN-25 (\$,000)	INCREASE (\$,000)
Buildings	125,859	303,213	177,354
Roads	749,916	1,448,536	698,620
Stormwater Drainage	189,700	465,729	276,029
Open Space and Recreational Assets	43,814	126,825	83,011
Other	4,201	-	- 4,201
TOTAL	1,113,490	2,344,303	1,230,813

Projected asset quantities for 2041 have been estimated using historical growth rates from 2010 to 2025. For each asset type, the growth rate was calculated by dividing the increase in asset quantity over that period by the population growth. This rate was then applied to forecast the expected quantity of each asset type in 2041, based on projected population growth.

ASSET	QTY 2025	PROJECTED QTY 2041
LGA Population	98,163	144,536
Roads	788km	992km
Footpaths	393km	700km
Stormwater pipes	476km	748km
Bridges and major culverts	64	88
Plant items	241	350
Depot based staff	200	To Be Advised

Population forecasts indicate that the LGA will gain approximately 45,000 additional residents over the next 15 years. Importantly, much of this growth will occur in the western parts of the municipality. It is estimated that around 29,000 of these new residents will be located west of the Maitland CBD. As traffic volumes increase across the city, not having a depot located on the western side will reduce operational efficiency due to increased travel times and traffic delays.

This shift in population distribution will have direct implications for the delivery of Council services. As infrastructure expands and new communities develop, Council's operational workforce, plant fleet, and service capacity will need to increase. This growth will place additional pressure on existing operational facilities, including the current works depot.

CURRENT DEPOT STATUS AND FUTURE PLANNING (Cont.)

The existing works depot at Metford Road East Maitland is experiencing several operational constraints that limit its ability to accommodate future growth. Parking capacity for staff is one of the most immediate challenges. Approximately 200 staff currently operate from the depot. Of these employees, around 30 have access to Council vehicles, meaning that up to 170 staff may require on-site parking each day. The site currently provides approximately 125 car parking spaces. As a result, parking shortages occur regularly and create congestion within the depot.

Plant storage is also a significant constraint. Council's fleet has grown substantially in recent years and the depot no longer has sufficient space to store additional plant and equipment. At peak periods, particularly during the Christmas shutdown when all vehicles are returned to the depot, the site becomes extremely congested. Limited space for plant storage and vehicle manoeuvring reduces operational efficiency and increases safety risks.

The physical size of the depot site further limits Council's ability to respond to this growth. The depot occupies approximately 3.3 hectares and is surrounded by development. The site is effectively landlocked and there is no opportunity to expand the footprint of the facility. This restricts Council's capacity to accommodate additional staff, vehicles, or operational infrastructure.

In 2024, Council completed a \$200,000 upgrade project at the depot to maximise usable space and increase parking for plant within the depot. A parking plan was developed, with each item of plant allocated a designated parking space. The parking area was resurfaced and line marking installed to define these spaces. Material storage areas were also reviewed to consolidate storage, reduce storage racking and free up additional space for plant parking.

The current parking configuration limits the installation of electric vehicle (EV) charging infrastructure. The open central area is essential for vehicle movement, meaning charging stations can only be located along the perimeter, where space is constrained by surrounding buildings. This significantly limits Council's ability to transition to an EV fleet. It will also hinder progress toward future environmental and emissions reduction targets as EV technology and fleet availability advance.

Land ownership arrangements also present a constraint. The depot is located on Crown Land (gazetted for Local Government use), with Council acting as the Crown Land Manager. Because the land is Crown owned, it cannot be sold by Council to generate funding for a new or alternative depot facility. This limits Council's ability to leverage the value of the existing site to support future investment.

The surrounding area has also changed significantly in recent years. Traffic volumes along Metford Road have increased, partly due to development associated with the nearby hospital. The depot is also located within the East Maitland Catalyst Area, which has been identified as a precinct for medical and health-related development. As this area continues to evolve, the presence of a large operational works depot may become less compatible with surrounding land uses.

NEXT STEPS

Noting the significant costs that will be incurred with any option to build a new depot/s, it is critical that an appropriate level of investigation, review and due diligence is undertaken.

CURRENT DEPOT STATUS AND FUTURE PLANNING (Cont.)

As a starting point, Council staff will continue to undertake review of recent depot developments that have been completed by other Councils across the state. This exercise will provide initial context, scale, learned experience, and insights into key risks and opportunities.

A high-level program of activities that will be undertaken include but are not limited to:

- Drafting of proposed site requirements
- Determination of location/precinct preferences
- Detailed comparisons on the costs/benefits of an “one extra depot site” versus “multiple” smaller depot sites
- Preparation of draft concept design plans, risk assessments and strategic cost estimates
- Inclusion of strategic financial estimates into councils Long Term Financial Plan

Staff will provide a formal update to Councillors when the above-mentioned activities have been completed.

The cost for the construction of a new depot has been estimated based on 33,000m² of development covering buildings and hardstands, which is comparable to the current Metford depot site.

ITEM	VALUE (EXCL. GST)	COMMENTS
Site Preparation and Earthworks	\$8,850,000	Site preparation, ACHA/AHIP, Decontamination and Capping
<i>Buildings - High Bay / Workshop (70%)</i>	\$3,780,000	70% of building area (Metford depot Buildings size) – 3150m ²
<i>Buildings - Administration / Office (30%)</i>	\$4,725,000	30% of building area (Metford depot Buildings size) – 1350m ²
<i>External - Hardstand & Staff Car Parking (external)</i>	\$6,750,000	Includes fencing, hardstand, drainage - 27,000m ²
<i>Service Connections</i>	\$1,000,000	Electrical kiosk, hydraulics, gas, etc.
SUBTOTAL	\$25,105,000	
Contractor Preliminaries & Margin	\$6,276,250	25% of Subtotal
Contingency	\$9,414,375	30% of Subtotal
Escalation Allowance	\$16,318,250	4% over 10 years
Indicative Future Project Cost	\$57,113,875	\$55–60M per 33,000m ² equates to a rate of approximately \$1800/m ² of developed area

CURRENT DEPOT STATUS AND FUTURE PLANNING (Cont.)

Therefore, a scalable rate of approximately \$1800/m² of development can be used for bigger or smaller developments options. If a smaller satellite-style depot was to be built with an approximate 10,000m² of development size, the estimated costs would be approximately \$18M.

A northern NSW Council is currently constructing a new \$33M depot to support 50 trucks, 60 operational vehicles and 30 pieces of large plant.

CONSULTATION

Depot based staff have been consulted about the limited parking and the impacts of site capacity constraints.

Consultation in relation to projected population and asset growth of the LGA in time has occurred with the Planning and Asset's departments. Limited detailed consultation relating to new, expanded or alternative facilities has occurred to date as no formal position for further planning has taken place.

Further consultation is ongoing with other NSW Councils who are currently undertaking part or full depot upgrade works.

CONCLUSION

The Metford Road Works Depot remains essential to Council operations, but significant growth in population, infrastructure, staff, and resources over the past 15 years has placed increasing pressure on its capacity. The site is already constrained by limited space, parking, and manoeuvrability, with no room for expansion and restrictions due to its Crown Land status.

With substantial population growth expected—particularly west of Maitland CBD—demand for services will continue to rise, requiring additional operational resources that the current depot cannot support. As a result, Council should begin planning for new or expanded depot facilities to meet future needs and ensure continued service delivery.

CURRENT DEPOT STATUS AND FUTURE PLANNING (Cont.)

RISK IMPLICATIONS

Risk	Risk Rating	Proposed Treatment	Proposed Risk Rating	Resourcing
There is a risk of insufficient planning for future depot requirements that may lead to an immediate high-cost investment requirement being needed to support Council operations service delivery as the LGA continues to grow	High	Identify current and future needs to support depot operational requirements based on future expected growth within the LGA and an associated funding strategy	Medium	Existing resources
There is a risk that insufficient planning may result in appropriate land not being available when required that may lead to increased costs to acquire appropriate land	High	Investigate alternative options for depot sites and storage areas across the LGA	Medium	Existing resources
There is a risk of capacity at existing depot site being reached that may lead to safety, security and storage risks	High	Investigate alternative options for depot sites and storage areas across the LGA	Medium	Existing resources
There is a risk as the city grows that the existing facility cannot support additional resources to support the LGA growth that may lead to reduced ability to deliver services.	High	Investigate alternative options for depot sites and storage areas across the LGA	Medium	Existing resources
There is a risk of existing depot location not being central to service delivery areas as the LGA develops to the western section of the LGA that may lead to inefficiencies when delivering Council services	High	Investigate alternative options for depot sites and storage areas in the west of the LGA	Low	Existing resources

15.2 Writer's Festival – Update

FILE NO:	35/4/7
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Director City Services Manager Libraries & Learning
AUTHOR:	Coordinator Community Participation
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.2.4 Community connections

EXECUTIVE SUMMARY

This report responds to Council resolution of 20 May 2025, requesting investigation into opportunities for Maitland City Council to participate in or host satellite events as part of regional, state or national literary or writer's festival programming. The report outlines investigations undertaken, assesses benefits and costs of different models, and identifies venues, partnerships and community engagement opportunities that support a sustainable literary program into 2026-2027, and future years.

Investigations identify that a staged, year-round literary program, supported by partnerships and grant funding opportunities (where available), provides the most sustainable and equitable outcomes for building literacy development and a reading culture in the city.

OFFICER'S RECOMMENDATION

THAT the information contained in this report be noted.

REPORT

At the Ordinary Council Meeting of 20 May 2025, Council resolved to:

1. Contact relevant NSW councils and organising committees to explore formal partnership opportunities for Cultural 2026–2027 programming, including satellite events.
2. Bring forward a report outlining benefits, costs, and community outcomes of partnership models similar to the Sydney Writers' Festival Live & Local model.
3. Investigate suitable venues, local partnerships, and community engagement opportunities as part of proposed collaborations.

WRITER'S FESTIVAL - UPDATE (Cont.)

Partnership Outreach

Officers contacted NSW literature festivals across regional and metropolitan NSW, including both community-run committees and Council managed programs. Information requested included programming models, financial frameworks and potential opportunities for partnerships and collaboration. For most of the festivals contacted, current funding arrangements and sponsorship support designated delivery to within their local footprint. Some opportunities were identified for further investigation in the 2026-2027 financial year (highlighted in the below table).

LOCATION	RESPONSE SUMMARY	PARTNERSHIP OPPORTUNITY
Bellingen Writers' Festival	Delivery limited to local footprint	Low
Blue Mountains Writer's Festival	Delivery limited to local footprint	Low
Brisbane Writers' Festival	Delivery limited to local footprint	Low
Byron Writers Festival	Delivery limited to local footprint	Low
Central Coast Readers and Writers	Delivery limited to local footprint	Low
Cessnock City Council (Libraries)	Interested in shared touring authors via local PLNSW libraries network	High
Lake Macquarie City Council (Arts, Culture and Tourism including libraries)	Interested in shared touring authors via local PLNSW libraries network	High
Newcastle City Council (including libraries)	Interested in shared touring authors via local PLNSW libraries network	High
Manly Writers' Festival	Delivery limited to local footprint	Low
Sydney Writer's Festival - Live & Local	Existing partnership strong; capacity for continued Live & Local delivery	High - maintain existing model
Newcastle Writer's Festival	Satellite activities limited by costs, outside Newcastle LGA	Low-Moderate - potential small-scale collaboration (2027)

WRITER'S FESTIVAL - UPDATE (Cont.)

Willoughby Writers Festival	Delivery limited to local footprint	Low
Write Around the Murray	Delivery limited to local footprint	Low
Words on the Waves	Delivery limited to local footprint	Low

Further collaboration opportunities are being pursued with Hunter-based councils through the NSW Public Library Association (Central East Zone) network. Through this approach we are seeking support for shared touring authors with an opportunity to streamline costs, strengthen future grant applications and bring additional author engagement opportunities to the Maitland community.

Officers have also engaged with local schools via the Australia Reads, LitUp! Pilot program. The pilot involves working with surrounding schools (Telarah Public and St Josephs Primary School, each also successful in their bids to participate in the LitUp! Pilot), to deliver an author visit experience both at the schools, at Maitland libraries, and at Maitland Town Hall. Author, Katrina Nannestad will be visiting the region in early May as part of the Litup program, with over 300 local students booked into the Town Hall event on Friday 1 May 2026. The pilot program has identified strong opportunities for Maitland libraries to enhance access to literary programming for young readers in Maitland. These will be pursued and built around our current Book Week delivery.

Officers will continue to cultivate strong relationships with local teacher librarian networks, Hunter-based libraries and cultural organisations, and publishers to connect with authors and illustrators. This approach ensures Maitland City Council can sustainably deliver literary and cultural programming that enhances lifelong learning across the community.

Benefits, Costs and Community Outcomes of Partnership Models

A review of festival models indicates that partnerships can deliver significant cultural and literacy impact when structured within sustainable programming models.

Key insights from consultation has highlighted:

- High fixed costs (Australian Society of Author (ASA) rates, technology requirements, venue costs) make large annual festival delivery financially challenging,
- High-profile authors command well above standard Australian Society of Authors rates, limiting viability without significant funding support
- Some festival organisers are retiring or scaling down annual festivals in favour of smaller, targeted programming delivered across the year.

WRITER'S FESTIVAL - UPDATE (Cont.)

- Live & Local-style partnerships (Sydney Writers Festival) provide high-quality programming at a lower cost, with strong community uptake. Some partnerships discussed incurring significant fees and extended costs due to required staff resourcing, technology requirements and venue costs
- Year-round programming keeps audiences engaged, grows participation, and reduces reputational risk. It also provides continued support and opportunities for writers' and authors throughout the year.

A consistent theme heard from many festival organisers was their consideration of year-round programming rather than annual multi-day festival delivery, due to financial constraints, community reach, and resourcing limitations. It was also noted that there is an opportunity to bring focus to children, students and families in accessing author and illustrator events to support literacy development and reading experiences in the current landscape.

Costs for some of the multi-day festival events could exceed \$200,000. Many operated paid ticketing to their events as an offset to costs, with limited free activities across the programs. Most of the larger and well-established Festivals were supported through significant CREATE NSW grant funding, and with significant sponsorship arrangements.

OPTIONS ANALYSIS

OPTION	DESCRIPTION	BENEFITS	COSTS/RISKS	COMMUNITY OUTCOMES
Option 1 – Maintain current partnership model	Continue Sydney Writers' Festival Live & Local + existing Literature Live author event	Deliverable within existing operational budget; high-quality programming; consistent attendance	Limited growth; children's and family offerings limited to school holidays; low financial risk	Ongoing access for adults; moderate reach
Option 2 – 2026-2027 Staged Program (Preferred)	Expand Literature Live; establish Literature Live Junior (2027); maintain Live & Local; continue targeted festival collaborations (Steamfest, Riverlights);	Deliverable within existing operational budget with cost recovery approach; scalable; opportunity for strong school engagement;	Staff capacity; developing partnership opportunities with positive impact to grant success; higher mix of cost recovery to free events	High reach across demographics; strong literacy outcomes; cultural visibility; strong school engagement; year-round cultural impact; volunteering

WRITER'S FESTIVAL - UPDATE (Cont.)

	Regional collaboration through NSW Public Libraries Association	introduces opportunity for volunteering at events; scalable growth via cost recovery events and grant	(if grant approach unsuccessful); managing ongoing collaboration frameworks	opportunities with Libraries
Option 3 – Multi-day Maitland Writer’s Festival	Large annual literary festival with multi-venue programming	High profile; potential cultural tourism	Estimated costs exceeding \$200,000; volunteer and staffing resource limitations; high reputational risk, high dependency on and competition for limited grant funding and sponsorship support; continued publisher engagement; availability of venues	High impact if funded; low sustainability; inequitable access if revenue and ticket-dependent

Investigations and options analysis indicate a staged 2026–2027 literary program rooted in: year-round access, further school engagement, targeted festival collaboration, partnerships, grant funding opportunities and continued Live & Local participation, provides the most sustainable, equitable, and impactful model for Maitland at this time.

A staged programming approach amplifies cultural participation, supports literacy development, and remains financially responsible while positioning a diverse range of shared reading and literacy experiences at the centre of Maitland’s literary and cultural life.

WRITER'S FESTIVAL - UPDATE (Cont.)

This approach aligns to related MCC's Operational Plan objectives, while remaining achievable within Council's Resourcing and Long-Term Financial Planning. It enhances lifelong learning and delivers the following community outcomes:

- Provides equitable access to literary experiences for young students and families with limited resources,
- Encourages early and sustained engagement with reading through direct interactions with authors, illustrators, and storytellers,
- Utilises accessible community spaces such as libraries, schools, and Maitland Town Hall to reach students who may not otherwise access live programs,
- Establishes sustainable, year-round literacy programming through the Literature Live series and the introduction of Literature Live Junior,
- Maintains and strengthens strategic partnerships with Live and Local Sydney Writers' Festival
- Provides grants and other festival opportunities, including Newcastle Writers' Festival, where financial and resourcing commitments are manageable and sustainable.

Local Venues, Partnerships and Engagement Opportunities

Libraries & Learning has identified multiple local venues and partners suitable for a scalable 2026-2027 program:

Venues Matrix

VENUE	CAPACITY	COST	TECHNICAL	SUITABILITY
Maitland libraries - East	30-80	Neutral	Low	Ideal for regular Literature Live author talks
Maitland Town Hall	300+	High	Medium	Ideal for school events and headline authors
Schools	Varies	N/A	N/A	Option for direct youth engagement with literary experiences, reduces transport barriers, strong preference for in-school delivery
Community Centres/Venues	50-150	Moderate	Variable	May be suitable if tech requirements can be easily managed
Local Clubs	Varies	Moderate/High	Variable	May be suitable dependant on costs and technical requirements

WRITER'S FESTIVAL - UPDATE (Cont.)

Local Partnerships

- School networks (Teacher Librarian networks)
- Local and Hunter based cultural organisations
- Publishers and publicists
- Local storytellers and writers

Engagement opportunities

- Author talks for adults (Literature Live)
- Author/illustrator talks and workshops for youth (Literature Live Junior)
- Book Week experiences
- Live & Local streamed sessions
- Volunteer engagement program (scaled to capacity)
- Support for emerging creatives

Current feedback from Literature Live events indicate that audiences really enjoy hearing their favourite authors talk within a library setting. Town Hall is also well-regarded as a larger capacity venue, although using alternate venues comes with additional hiring costs.

FINANCIAL IMPLICATIONS

The recommended staged program is deliverable within existing Libraries & Learning budgets, with opportunities for minor grants to support expansion.

Key financial considerations:

- Existing budgets support 8–10 Literature Live events, plus 2–3 junior sessions per year.
- Town Hall based school events (Book Week adaptations to stage) can be delivered cost-effectively.
- The 2026 LitUp Program (Australia Reads partnership) provides a financially supported pilot for 2027 expansion.
- With projected costs and several revenue assumptions involved in a multi-day festival model being realised, there is a high financial and reputational risk and continued grant dependency to continue annual delivery.

NEXT STEPS

Officers will commence forward planning for a staged delivery program including Literature Live, Literature Live Junior and targeted collaborations with NSW Public Library Association (Central East Zone) libraries. Feedback from the 2026 LitUp! Evaluation will help guide and refine planning for a youth focused literary program, and feed into any possible grant applications to support the program delivery.

WRITER'S FESTIVAL - UPDATE (Cont.)

Planning will include communication and marketing to ensure community engagement with the events and will include volunteer opportunities for involvement, once developed and where appropriate.

The staged approach model builds on existing strengths, leverages regional partnerships and prioritises community access, particularly for young people and families. The approach ensures Maitland remains well positioned to grow its reputation for great literary events, while continuing to deliver meaningful, accessible and impactful programming for the community.

15.3 Appointment of Youth Working Party Members

FILE NO:	35/7/4
ATTACHMENTS:	1. DRAFT Terms of Reference – Youth Working Party
RESPONSIBLE OFFICER:	Director City Services Manager Community & Recreation
AUTHOR:	Adam Franks – Coordinator City Events & Activation Tori Evans – Team Leader Events Laura Peake – Community Development & Programs Officer
MAITLAND’S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.1 Meaningful consultation and engagement

EXECUTIVE SUMMARY

This report responds to the Council resolution of 16 September 2025, regarding the establishment of a working party and hosting a Youth Forum.

This report is to provide Council with an update on the establishment of the Youth Working Party including details on the selection process, member appointments and the number of members selected who will guide the planning and delivery of the Youth Forum in 2026.

OFFICER’S RECOMMENDATION

THAT the information contained in this Report be noted.

REPORT

At the Ordinary Council Meeting of 16 September 2025, Council resolved:

1. That Maitland City Council undertakes required planning and establishes as working party to develop and host a “Youth Forum” in 2026.
2. The purpose of the “Youth Forum” is to:
 - a. Provide an opportunity for youth to interact and engage with Council and other stakeholder groups
 - b. Provide feedback to support Council in developing the Youth supporting plan of the adopted Social Strategy and
 - c. Provide feedback that Council can use when planning future operational plan actions and capital works program planning

APPOINTMENT OF YOUTH WORKING PARTY MEMBERS (Cont.)

3. Council chooses from amongst themselves, a Councillor to lead a working party and the proposed Youth Forum

4. In developing the format for the Youth forum, Council should engage with relevant stakeholder groups which includes but is not limited to:
 - Relevant state agencies
 - Local youth groups
 - Non-government agencies
 - Local high schools and
 - University of Newcastle

5. Subsequent to the hosting of the forum in 2026, a report be provided to Council on next steps

Following the resolution, Council officers have undertaken a range of work to establish a Working Party including an expressions of interest campaign.

The campaign ran from Monday 19 January to Sunday 15 February and included a range of promotions and advertising, capturing the stakeholders identified in the Motion. A total of 28 applications were received, with one applicant withdrawing from the process. The applications included representation from people with disability, LGBTQIA+ individuals, culturally and linguistically diverse (CALD) communities and Aboriginal and Torres Strait Islander community members. Of the applications received, 12 were from youth representatives aged 12–24 and 15 were from applicants aged over 24.

Officers separated the EOI's into two categories, being Youth representatives (aged 12 – 24) and those representing youth focused organisations. The applications were assessed and scored by Manager Community & Recreation, Manager Libraries & Learning and Manager Corporate Performance and Engagement against criteria including skills and experience, understanding of youth issues, ideas for the Youth Forum, and commitment to representation and inclusion.

As a result of the assessment, the Committee will consist of 12 members, including the Mayor and Councillor Worth, with the remaining positions filled by five highest ranked applicants in each category.

MCC REPRESENTATIVES

1. Mayor Philip Penfold
2. Cr Ben Worth (Chairperson)

COMMUNITY REPRESENTATIVES AGED 12 - 24

3. Ryan Hodges
4. Madison Caple
5. Lily Wynters
6. Odette Mury
7. Gabrielle Everleigh

APPOINTMENT OF YOUTH WORKING PARTY MEMBERS (Cont.)

Reserves – should any of the above representatives withdraw from the Working Party

- Macy Thomsen-Wright
- Zac Limon

COMMUNITY REPRESENTATIVES - REPRESENTING YOUTH FOCUSED ORGANISATIONS

8. Natasha Matthews – Youth off the Streets
9. Grace Tinlin - Samaritans
10. Jayden Wright – Gurru Collective
11. Sam Russell – Youth Express
12. Richard Hershmann – Hume Housing

Reserves – should any of the above representatives withdraw from the Working Party

- Luke Welsman
- Tim Brennan

In addition to the above, Council officers will also attend Working Party meetings in an administrative capacity.

Draft Terms of Reference for the Youth Working Party (Attachment 1) have been developed, outlining the scope, meeting frequency and term of the working party. The Working Party is set to meet on the first Wednesday of the month, with the first meeting held on 1 April 2026. The term of the working party shall be until 30 November 2026.

Officers and the Working Party will report back to Council following the Youth Forum.

CONSULTATION

Following the resolution of Council, Council officers met with Cr Worth to seek clarity on the proposed Youth Forum and seek feedback on the proposed approach to establishing the Working Party.

The community were informed about the formation of a Youth Working Party and the Expression of interest to be part of the Working Party via a range of council's communication channels.

To establish the Working Party, an Expressions of Interest campaign was developed targeting:

- young people aged 12–24 who live, work, study, or have strong connections to Maitland
- community members interested in youth wellbeing
- organisations and service providers supporting young people
- First Nations organisations and representatives.

The campaign ran from Monday 19 January to Sunday 15 February and included a mix of direct engagement and broad promotional activities, capturing the stakeholders identified in the Motion.

APPOINTMENT OF YOUTH WORKING PARTY MEMBERS (Cont.)

Promotion and engagement activities included:

- Electronic Direct Mail (EDMs): 2 mail outs were distributed through Council's community and schools' databases.
- Social media promotion: three organic posts published across Council's corporate Facebook platform and a targeted Meta campaign running from 4 February to 15 February
- LinkedIn advertising: a campaign over the same period aimed at engaging organisations and professionals in the youth sector
- Targeted stakeholder outreach: direct engagement with key organisations included local youth organisations, the Office for Youth, TAFE NSW, the University of Newcastle and NSW Police.

CONCLUSION

With the promotion, EOI and assessment of the Youth Working Party now complete, officers will begin to convene the working party, to start planning of the Youth Forum to be held later in 2026 at a date to be agreed by the Working Party and Council Officers.

FINANCIAL IMPLICATIONS

ITEM	VALUE (EXCL. GST)	COMMENTS
Expenditure		
<i>Targeted Meta campaign</i>	\$330.80	Facebook advertising
<i>LinkedIn Advertising</i>	\$328.24	
Total Expenditure	\$659.04	
Source of Funding		
Youth Projects	\$10,000	Operational budget (OPEX)
Result	\$9,340.96	Remaining budget allocated towards Youth Week programming for 2026.

Costs to date have been related to the advertising of the Working Party and EOI campaign, as detailed in the table above. The Youth Forum is currently uncosted. Once the Youth Working Party determine the activities to be included as part of the Youth Forum, costs for such will be considered as part of the quarterly budget review process.

APPOINTMENT OF YOUTH WORKING PARTY MEMBERS (Cont.)

RISK IMPLICATIONS

Risk	Risk rating	Proposed treatment	Proposed risk rating	Resourcing – (Within or additional)
There is a risk of not having a Terms of Reference that may lead to poor governance and transparency in relation to the assessment panel.	Medium	Council notes the Terms of Reference. With all Working Party members to agree to them.	Low	Within existing resources
There is a risk of members not attending or withdrawing from the working party that may lead to meeting unable to meet a quorum and re-advertising of positions.	Medium	A reserve list of members is established, as outlined in this report and in the Terms of Reference.	Low	Within existing resources
There is a risk of perceived lack of transparency regarding the selection working party members that may lead to a reputation risk to Council.	Medium	Apply a clear, structured criteria and scoring process for all applications received undertaken.	Low	Within existing resources
There is a risk of working party members not engaging throughout the process that may lead to working group failing to meet its objectives.	Medium	Working Party EOI's were assessed against 'ideas for the Youth Forum', and 'commitment to representation and inclusion'. Terms of Reference includes the scope of the Working Party, with all Working Party members to agree to them.	Low	Within existing resources

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

Items for Information

Appointment of Youth Working Party Members

DRAFT Terms of Reference – Youth Working Party

Meeting Date: 21 April 2026

Attachment No: 1

Number of Pages: 2

Youth Working Party Terms of Reference

YOUTH WORKING PARTY TERMS OF REFERENCE

GOVERNING BODY / APPROVED BY: Elected Council

DEPARTMENT RESPONSIBLE: City Services

COMMUNITY STRATEGIC PLAN ALIGNMENT:

Vibrant Maitland

Welcoming communities – community connections

Achieving together

Trusted services - meaningful consultation and engagement

FUNCTION:

The Youth Working Party works in partnership with Maitland City Council to develop and host a Youth Forum ensure young people in the Maitland Local Government Area (LGA) are heard, valued and actively involved in shaping youth friendly programs and services.

PURPOSE:

The purpose of the Youth Working Party in developing the Youth Forum are to:

1. Provide an opportunity for youth to interact and engage with Council and other stakeholder groups
2. Provide feedback to support Council in developing the Youth supporting plan of the adopted Social Strategy
3. Provide feedback that Council can use when planning future operational plan actions and capital works program planning

MEETING SCHEDULE:

The Working Party is expected to meet approximately once a month in the lead-up to the Youth Forum planned for late 2026. Meetings will usually run for around 1.5 to 2 hours, with involvement in additional activities or consultation as opportunities arise.

Meetings will be held on the first Wednesday of every month until October 2026, from 5.30pm at the Maitland Administration Centre.

APPOINTMENT OF YOUTH WORKING PARTY MEMBERS (Cont.)**MEMBERSHIP:**

1. Mayor
2. Cr Ben Worth (Chairperson)
3. 5 community representatives aged 12-24
4. 5 community representatives, representing youth focused organisations.

Sub-groups may be established to progress specific projects or initiatives where required.

Sections 223 and 232 of the Local Government Act legislates the role of the governing body and the role of a councillor. Elected Councillors are responsible for providing a policy framework, setting strategy, monitoring performance and allocating resources.

Selection of working party members are by an Expression of Interest (EOI) process undertaken by Council's Administrative Body by way of delegations to the General Manager. Applications are to be assessed against criteria including skills and experience, understanding of youth issues, ideas for the Youth Forum, and commitment to representation and inclusion. Responses are to be scored using a 1-5 rating scale, and final selection will aim to achieve a diverse and balanced group of people.

Members under the age of 18 must be accompanied by a parent or guardian at all meetings and official functions.

CHAIRPERSON: Cr Ben Worth

DEPUTY CHAIRPERSON: One member appointed by the working party

QUORUM: A quorum is constituted by attendance of a least six (6) members

MEETING AGENDAS, REPORTS AND MINUTES:

1. Notice of meetings, including the agenda and business papers will be electronically provided to Members at least five (5) days prior to the day of the meeting.
2. The relevant Department Director/Executive Manager is responsible for the preparation of reports to be included in the business papers.
3. The Working Party will submit reports to Council where a Council resolution is required to enact a recommendation of the Working Party
4. The Working Party will report via an Information Report to the elected Council on the outcome of the Youth Forum, a summary of performance and key items of business (having regard for confidentiality of commercial in confidence information) and proposed next steps following the Youth Forum in 2026.

VOTING:

Voting will be by open vote (show of hands) by Committee representatives only. If a vote is tied, the Chairperson will have a casting vote. Council officers will not have any voting rights.

WORKING PARTY TERM:

The term of appointment for working party members will be until 30 November 2026.

16 Notices of Motion/Rescission

16.1 Walka Miniature Railway

Notice of Motion Submitted by Cr Mitchell Griffin

File No:	35/8/4
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 Tuesday, 21 April 2026:

THAT

- 1. Council notes the unsuccessful EOI process that was carried out in respect to seeking an operator for the Walka Miniature Railway.**
- 2. Council staff explore other opportunities to promote community group participation, at “arm’s length” to Council, in running the Walka Miniature Railway by bringing together interested people.**
- 3. That a report be provided to Councils Sport, Recreation and Leisure Strategic committee for review by September 2026.**

BACKGROUND

The Walka Miniature Railway, located within Walka Water Works, has historically been a valued recreational attraction within the Maitland Local Government Area. It has provided family-friendly experiences, supported local tourism, and contributed to the activation of the Walka precinct.

In an effort to re-establish operations, Council undertook an Expression of Interest (EOI) process to identify a suitable operator to manage and run the miniature railway. This process sought to attract experienced organisations capable of delivering a safe, sustainable, and community-focused operation.

However, the EOI process did not result in the appointment of an operator. This is not necessarily due to lack of interest from individuals who may be interested, but largely due to the lack of any miniature railways organisations within the Maitland LGA.

The absence of a successful EOI outcome presents an opportunity for Council to reconsider how the Walka Miniature Railway may be sustainably operated into the future.

Miniature railways across Australia are commonly run by volunteer-based community organisations, hobbyist groups, or incorporated associations with a strong interest in rail heritage and model engineering. These groups often operate successfully due to:

WALKA MINIATURE RAILWAY (Cont.)

- A shared passion and technical expertise among members
- A volunteer-driven model that reduces operating costs
- Strong community engagement and ownership
- The ability to foster intergenerational participation and skills development

Given this, there is merit in exploring a more facilitative role for Council—bringing together interested individuals who may be willing to form a group capable of operating the railway.

Importantly, any such model should remain at arm’s length from Council, ensuring that governance, operational responsibility, and risk management sit with an appropriately constituted external entity, rather than Council directly.

This approach aligns with Council’s broader role in enabling community-led initiatives, supporting recreation opportunities, and activating public spaces without assuming direct operational responsibility.

While the initial EOI process did not result in an operator, the Walka Miniature Railway remains a valuable community asset with strong potential for activation.

By taking a facilitative approach and encouraging community-led involvement at arm’s length to Council, there is an opportunity to establish a sustainable and engaging model for the railway’s future.

The proposed report to the Sport, Recreation and Leisure Strategic Committee will ensure that Council is well-informed before determining any next steps.

RESPONSE BY DIRECTOR CITY SERVICES

If Council endorses the proposed Notice of Motion, staff can explore opportunities to promote community group interest in running the Walka Miniature Railway at arm’s length to council.

A report will be provided back to Council’s Sport, Recreation and Leisure Strategic Committee in September 2026.

16.2 Reducing Council Reliance on Imported Fuels and Improving Fuel Security

Notice of Motion Submitted by Cr Don Ferris

FILE NO:	35/8/4
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 21 April 2026:

THAT Council:

- 1. Commits to reducing petrol and diesel use across Council's fleet by 50–70% within 5–7 years, by prioritising the transition of light passenger, pool, and administration vehicles to electric or plug in hybrid vehicles where fit for purpose.**
- 2. Adopts diesel exposure reduction targets for heavy vehicles and plant, through the progressive uptake and trialing of electric and hybrid alternatives where operationally suitable, and by aligning asset replacement cycles so diesel plant is retired as viable alternatives become available.**
- 3. Expands the installation of electric vehicle charging infrastructure for both:**
 - community use in key public locations, and**
 - Council operational use at depots, works yards, and Council facilities.**
- 4. Fast tracks the planning and delivery of an active transport network, including shared pathways and micro mobility infrastructure, to reduce reliance on private vehicle travel for short, local trips.**
- 5. Closely monitors and reports on the fleet transition, including regular public reporting of fuel use, energy consumption, and avoided fuel costs throughout the transition period.**

BACKGROUND

Council fleets are highly exposed to fuel price volatility and physical supply disruptions, as currently being experienced due to international instability and conflict in energy producing regions. Petrol and diesel are largely imported fuels, subject to global market shocks, supply chain disruptions, blockades, and geopolitical crises beyond local control.

By contrast, electricity—particularly when generated locally—is significantly more stable, predictable, and resilient. Transitioning Council's fleet away from petrol and diesel reduces reliance on single point diesel supply chains and strengthens Council's operational resilience.

REDUCING COUNCIL RELIANCE ON IMPORTED FUELS AND IMPROVING FUEL SECURITY (Cont.)

RESPONSE BY EXECUTIVE MANAGER

Councils Environmental Sustainability Strategy includes a number of actions that are already underway relating to the matters contained within this Notice of Motion. Subject to the adoption of this Notice of Motion, these actions will be expanded to include the above.

17 Questions with Notice

17.1 Thornton Bypass Road

Submitted by Cr Mitchell Griffin

FILE NO:	35/7/2
ATTACHMENTS:	<ol style="list-style-type: none">1. Response from Minister for Regional Transport and Roads2. Response from Minister for Infrastructure, Transport, Regional Development and Local Government
RESPONSIBLE OFFICER:	General Manager

Cr Mitchell Griffin has asked the following Question With Notice for the Council Meeting being held on 21 April 2026:

In the last term of council the Councillors resolved to write to Transport for NSW requesting that they look into potential route options and their viability for further investigation, as a potential Thornton Bypass between Raymond Terrace Road and the New England Highway.

Can council officers advise whether there has been any reply back from TFNSW or the State Government?

RESPONSE BY DIRECTOR CITY SERVICES

In August 2023, Council wrote to the following recipients regarding the potential route options and their viability for further investigation, as a potential Thornton Bypass between Raymond Terrace Road and the New England Highway:

- Vicky Sisson, Director Planning North, Transport for New South Wales,
- Hon Jenny Aitchison, MP, Minister for Regional Transport and Roads,
- Hon Ms Catherine King, MP, Minister for Infrastructure, Transport, Regional Development and Local Government,
- Ms Meryl Swanson, MP, Minister for Paterson.

Attached are responses received from Hon Jenny Aitchison, MP, Minister for Regional Transport and Roads and Hon Ms Catherine King, MP, Minister for Infrastructure, Transport, Regional Development and Local Government.

Vicky Sisson from Transport for New South Wales acknowledged the receipt of Councils letter, but no further response was provided.

Questions With Notice

Thornton Bypass Road

Response from Minister for Regional Transport and Roads

Meeting Date: 21 April 2026

Attachment No: 1

Number of Pages: 2

THORNTON BYPASS ROAD (Cont.)

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads



Ref: 01889834
Your Ref: 35/7/4

Mr Jeff Smith
General Manager
Maitland City Council
PO Box 220
Maitland NSW 2320

cc: Maitland@parliament.nsw.gov.au

Dear Mr Smith,

Thank you for your correspondence about Thornton Road infrastructure and route options. I apologise for the delay in responding.

I appreciate Maitland City Council's commitment to transport infrastructure in its local government area and, as Member for Maitland, including during my time in opposition, I have also taken a long term interest in this. I am advised Transport for NSW has developed an Integrated Transport Plan for the East Maitland-Thornton growth area to guide investment over the short to medium term on infrastructure and service upgrades.

The network analysis included the Thornton rail bridge, along with pinch points identified in and around the Thornton area which exacerbate congestion during peak times. Whilst capacity improvements along Thornton Road and Raymond Terrace Road were identified for future upgrades, the potential for an additional link across the rail line was identified for future investigation.

I note that funding assessments for the Thornton rail bridge and other Maitland road projects have contained significant discrepancies for the projected costs. Initially estimated by Council at \$15 million, I have observed this figure escalate to \$26 million, as published on Council's website, and subsequent Council debate suggests this figure may now be around \$30 million.

The NSW Government is committed to delivering this project in full, but reminds all stakeholders of the collective responsibility to ensure fiscal prudence throughout its design and construction phases.

I am advised Transport for NSW is looking at potential funding sources to explore additional connections in the East Maitland/Thornton area in consultation with the NSW Department of Planning to better understand how network improvements will help the planned housing growth for the area. Transport for NSW will discuss options with Council in the coming months.

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6060
nsw.gov.au/ministers

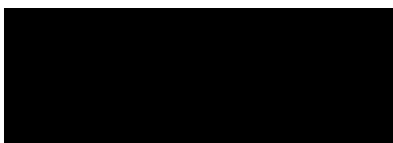
THORNTON BYPASS ROAD (Cont.)

- 2 -

01889834

Thank you for taking the time to write to me. I genuinely appreciate the effort council has made to raise this matter with the NSW Government.

Yours sincerely,



11/02/2024

The Hon Jenny Aitchison MP
Minister for Regional Transport and Roads

52 Martin Place Sydney NSW 2000
GPO Box 5341 Sydney NSW 2001

02 7225 6060
nsw.gov.au/ministers

Questions With Notice

Thornton Bypass Road

Response from Minister for Infrastructure, Transport, Regional Development and Local Government

Meeting Date: 21 April 2026

Attachment No: 2

Number of Pages: 2

THORNTON BYPASS ROAD (Cont.)



Office of the Hon Catherine King MP

**Minister for Infrastructure, Transport, Regional Development and Local Government
Member for Ballarat**

Ref: MC23-066745

Mr Jeff Smith
General Manager
Maitland City Council
PO Box 220
MAITLAND NSW 2320

via: gm@maitland.nsw.gov.au

Dear Mr Smith,

Thank you for your letter of 24 August 2023 to the Hon Catherine King MP, Minister for Infrastructure, Transport, Regional Development and Local Government, regarding Thornton road infrastructure and potential route options. The Minister has asked me to respond on her behalf and I apologise for the delay in doing so.

I appreciate the information that you have provided about the challenges facing the Maitland City Council around the capacity of road infrastructure in the expanding area of Thornton. I note in particular the pressures around Thornton Road and the unfunded projects you have identified involving road, intersection and bridge upgrades. I acknowledge the steps that Council has already taken to try and progress these projects including seeking advice about other potential funding sources for these projects.

In this regard, I would note that since July 2021, the Australian Government has provided the Maitland City with funding under the following programs:

Financial Assistance Grants	\$24,041,518
Local Roads and Community Infrastructure Program	\$ 3,121,696
Roads to Recovery Program	\$ 1,745,514
Heavy Vehicle Safety and Productivity Program	\$ 2,493,500
Bridges Renewal Program	\$ 637,500
	<u>\$32,039,728</u>

Additionally, the Council may be able to seek further funding under the Government's Bridges Renewal Program in respect of the proposed Thornton Rail Bridge duplication or the Heavy Vehicle Safety and Productivity Program. Please note that to access these programs, works cannot have commenced. The Council could work with the NSW Government or apply directly for funding under these programs.

PO Box 6022 Parliament House, Canberra ACT 2600 | Tel: (02) 6277 7520

THORNTON BYPASS ROAD (Cont.)

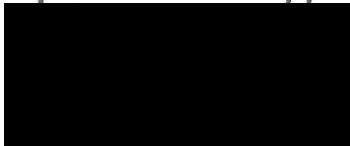
Information about these programs is available at investment.infrastructure.gov.au/resources-funding-recipients/bridges-renewal-program-heavy-vehicle-safety-and-productivity-program-heavy-vehicle-rest-areas-initiative-and-remote-roads-upgrade-pilot-program-resources

While the Australian Government provides significant funding to build transport infrastructure in NSW, the responsibility for identifying and prioritising projects falls primarily with the NSW Government. I encourage you to contact the NSW Government regarding your enquiry. The relevant NSW Ministers and their contact details are available at www.parliament.nsw.gov.au/members/pages/ministers.aspx. Should the NSW Government choose to pursue these projects, both governments would work together to determine their priority.

Information about other Government funding opportunities can also be found on the Grant Connect website at grants.gov.au. A new Regional Precincts and Partnerships Program has recently been launched and this may be of interest to the Council. Details of this program and how to apply can be found at www.business.gov.au/rppdp.

I hope this information is of assistance to you and thank you for bringing Maitland City Council's concerns to the Minister's attention.

Yours sincerely,



Joseph Solomon
Chief of Staff

6 / 11 / 2023

*Please accept my
apologies for the delay
in getting this to you!*

DOC No.	_____
REC'D	15 NOV 2023
FILE No.	_____
REFER	_____

17.2 Fuel Crisis

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 21 April 2026:

Can Council Officers advise how much the high petrol and diesel prices have under the current fuel crisis cost have council so far, and does council have a plan for rubbish collection and general services should there be a fuel shortage?

RESPONSE BY EXECUTIVE MANAGER FINANCE

Fuel consumption between December 2025 and March 2026 totalled approximately 296,544 litres, equating to around 74,000 litres per month.

Diesel fuel prices have increased from approximately \$1.61 per litre in January to \$2.93 per litre (including GST) as of 27 March 2026, resulting in increased operating costs for Council. If fuel prices remain at approximately \$3.00 per litre, based on current usage this would represent an increase of approximately \$100,000 per month.

The Executive Leadership Team (ELT) meet regularly to review and monitor the Business Continuity Plan in response to the current fuel situation.

The Local Government Sector, led by LGNSW, is advocating to the State and Federal Government for garbage collection to be recognized as an essential service for the purpose of fuel prioritization if fuel restrictions need to be introduced.

17.3 Rutherford Public Pedestrian Safety

Submitted by Cr Don Ferris

FILE NO: 35/8/4

ATTACHMENTS: 1. Traffic, Parking and Access Assessment -
Rutherford Technology High School

RESPONSIBLE OFFICER: General Manager

Cr Don Ferris has asked the following Question With Notice for the Council Meeting being held on 21 April 2026:

Rutherford Public is one of the largest schools in the state and is in close proximity to a busy preschool / daycare Centre and a large high school. There are numerous cross streets, a dangerous bend in the road and many of the intersections are blind when street parking is full at school drop off and pick up times. When was the last time a comprehensive traffic & pedestrian study was done in the vicinity of Rutherford Public school at peak school hour drop off and pick up times?

RESPONSE BY DIRECTOR CITY SERVICES

The attached Traffic, Parking and Access Assessment was completed in February 2014 as part of a Development Application at Rutherford Technology High School (RTHS). This Traffic, Parking and Access Assessment is in the vicinity of Rutherford Public School, covering a section of Weblands Street.

Council's Road Safety Officer has been undertaking targeted investigations in response to identified road safety issues at Rutherford Public School since 2022.

These actions include ongoing collaboration with Council's Traffic and Compliance teams, NSW Police, School Infrastructure NSW; regular term-based compliance operations; on-site monitoring and direct engagement with the school community in regard to the delivery of road safety education.

In addition, engineering and operational measures have been implemented or progressed, including the rotational use of speed advisory ("smiley face") signs on Weblands Street, review of signage, review of bus stop locations and requests for additional line marking.

Following a near miss in December 2025, pedestrian access changes (closure of Gate 1 at the school) were implemented to improve pedestrian safety and direct students to formal crossing points.

Questions With Notice

Rutherford Public Pedestrian Safety

Traffic, Parking and Access Assessment – Rutherford Technology High School

Meeting Date: 21 April 2026

Attachment No: 1

Number of Pages: 20



Rutherford Technology High School Upgrade

Traffic, Parking & Access Assessment
Februray 2014



RUTHERFORD PUBLIC PEDESTRIAN SAFETY (Cont.)

**samsa
consulting**

Samsa Consulting Pty Ltd

Transport Planning & Traffic Engineering

ABN: 50 097 299 717

46 Riverside Drive, Sandringham, NSW 2219, AUSTRALIA

Telephone: (+61) 414 971 956 or (+612) 9583 2225

E-mail: alansamsa@telstra.com

Web: www.samsaconsulting.com

© Samsa Consulting Pty Ltd

This document is and shall remain the property of Samsa Consulting Pty Ltd. The document may only be used for the purposes for which it was commissioned and in accordance with the Terms of Engagement for the commission. Unauthorised use of this document in any form whatsoever is prohibited.

Document ID: *Rutherford HS TA*

Rutherford Technology High School Upgrade
Traffic, Parking & Access Assessment

Contents

1. Introduction	1
1.1 Background	1
1.2 Assessment Scope & Methodology	1
1.3 Report Structure	2
2. Existing Conditions	3
2.1 Current School Operations	3
2.2 Area Characteristics	3
2.3 Road Network & Traffic Operations	3
2.3.1 Existing Road Network	3
2.3.2 Traffic Operations	4
2.4 Public Transport	5
2.5 Existing Parking	5
2.5.1 On-Site	5
2.5.2 On-Street	6
2.6 Existing Site Access	6
2.6.1 Vehicular Access	6
2.6.2 Pedestrian Access	8
2.7 Pedestrian and Bicycle Facilities	8
3. Traffic, Parking & Access Assessment	9
3.1 Proposed Upgrade Works	9
3.2 Future School Operations	9
3.3 Traffic Impacts	10
3.3.1 Traffic Generation	10
3.3.2 Traffic Operations	11
3.4 Parking Impacts	12
3.4.1 Parking Requirements / Guidelines	12
3.4.2 Parking Demand	12
3.5 Site Access	13
3.5.1 Vehicular Access	13
3.5.2 Pedestrian Access	15
3.6 Construction Traffic Management & Access	16
4. Conclusions	17

1. Introduction

This report, prepared by *Samsa Consulting Pty Ltd – Transport Planning and Traffic Engineering Consultants*, addresses traffic, parking and access issues for proposed upgrade works at Rutherford Technology High School, Avery Street, Rutherford. The report supports a Development Application (DA) for the proposed land use.

1.1 Background

The subject proposed upgrade works require an assessment of traffic, parking and access as part of a Development Application (DA) submission to Maitland City Council.

In addition to a number of general upgrade works, the proposed project works are focussed on construction of a new two-storey block with classrooms, construction of two new buildings off Weblands Street and construction of a car park and disabled drop-off.

Primary concerns for the proposed upgrade works include the impact on the surrounding road network, on-street parking and site access.

The high school campus is located off Avery Street (primary access) with a frontage and access onto Weblands Street also – refer to *Figure 1.1* below for the site location.

1.2 Assessment Scope & Methodology

The scope of the assessment included the following tasks:

- Review of existing available background information including DA information, traffic and parking information, existing land usage, planned future road and land use changes, etc.
- Discussions with Maitland City Council, Local Traffic Committee representatives, RMS and Transport for NSW to determine / confirm their assessment requirements with respect to traffic, parking and access.
- Confirm details of the proposed development upgrade works and their affect on operations.
- Undertake site inspections including assessment of traffic, public transport, site access, parking availability / utilisation, pedestrian and cyclist facilities, service vehicle and emergency vehicle requirements.
- Assess existing traffic volumes and road network operations.
- Determination of future usage including traffic generation and parking demand.
- Confirmation of the adequacy of future traffic, parking and access issues including impacts on the surrounding local road network including intersections.
- Recommend traffic management, parking and access measures to reduce any impacts of the proposed development.
- Prepare a Traffic, Parking and Access Impact Assessment Report for submission to Council as part of the DA.

RUTHERFORD PUBLIC PEDESTRIAN SAFETY (Cont.)

samsa
consulting

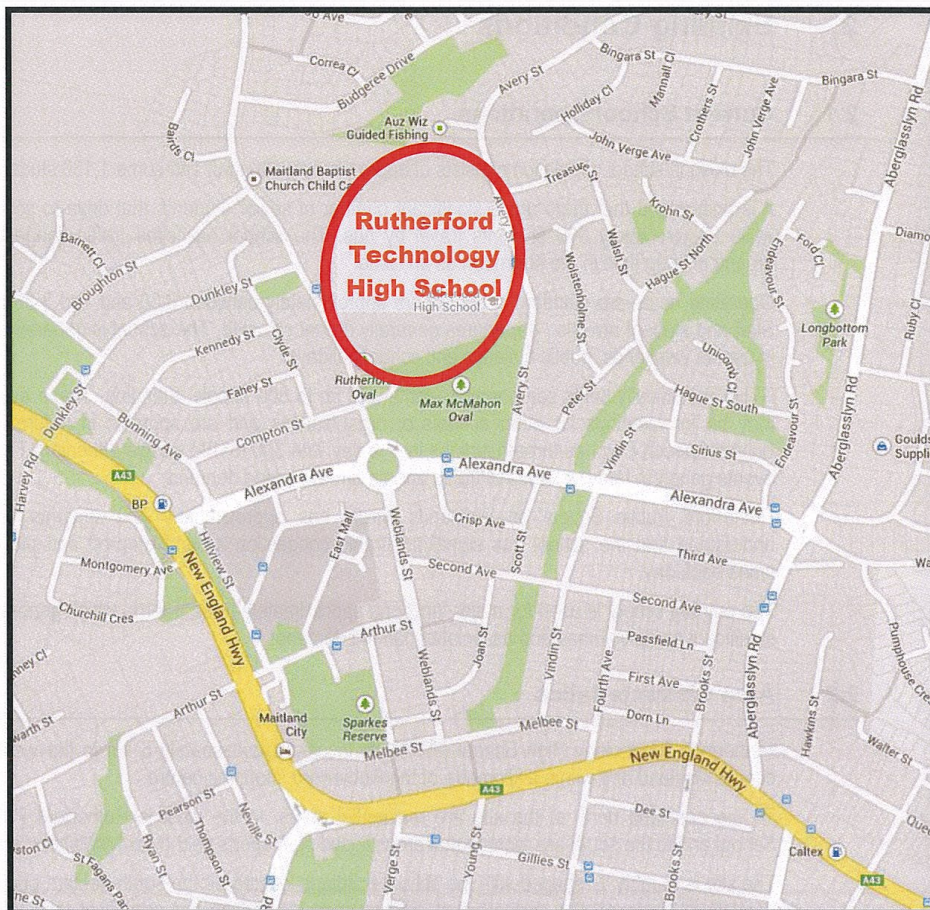


Figure 1.1: Site Location

1.3 Report Structure

The remainder of this assessment report is presented as follows:

- Chapter 2** describes the existing transport conditions including traffic operations, public transport facilities, parking availability and site access.
- Chapter 3** identifies traffic, parking and site access impacts as well as detailing possible mitigation measures.
- Chapter 4** provides a summary and conclusions to the assessment.

2. Existing Conditions

2.1 Current School Operations

The existing school population consists of approximately 110 staff and some 1,130 students.

It is understood that there are a significant number of senior students that drive to school, while approximately 300 students travel by bus. The school has cited traffic congestion around pick-up time in the afternoon as an issue.

Operating hours are standard school hours approximately between 8:30 and 3:30 pm. Staff and student arrivals / departures generally do not coincide. The school is generally not in use on weekends, public holidays and school holidays.

RTHS periodically holds some major events with up to 800 people attending. These events may be for meetings for other schools or organisations and are sporadic in nature, eg. School Speech Day has three functions in one day with 300 to 400 people attending. These events generate large volumes of traffic and on-street parking demand.

Rutherford Public School on Weblands Street has approximately 720 students. It is understood that the school has significant traffic congestion around drop-off and pick-up times each day.

The primary school is used for major functions approximately twice a term, which generates significant traffic volumes and associated parking demand.

2.2 Area Characteristics

Rutherford Technology High School (RTHS) is located approximately 5 km to the west of central Maitland and within a kilometre of the Rutherford shopping centre.

To the east and north of the site are residential areas, to the west is Rutherford Public School and to the south are recreational areas including a sports field (Max McMahon Oval).

The site is roughly 'L' shaped with the school buildings located on the south-eastern portion, agricultural fields on the northern half, and an oval located on the portion of land which extends west through to Weblands Street.

The site slopes generally to the south and the northern half is located on the old Gumbi graveyard, where there are still some existing graves below the surface requiring special construction.

2.3 Road Network & Traffic Operations

2.3.1 Existing Road Network

Access to RTHS is from the western side of Avery Street. Avery Street is a local connector road serving residential areas between Alexandra Avenue and Aberglasslyn Road, both of which are major collector roads within Rutherford and provide access to New England Highway. Weblands Street is similar in status to Avery Street serving mainly residential areas and runs from the Rutherford town centre area in the south to Aberglasslyn (Denton Park Drive) in the north.

Avery Street

Avery Street connects with Alexandra Avenue at a T-junction (currently uncontrolled although priority is with Alexandra Avenue). Avery Street has a general width of approximately 12 m but widens to approximately 14 m adjacent to RTHS.

Avery Street consists of a travel lane in each direction with parking lanes on both sides of the road. It has a 50 km/h urban area speed limit as well as a 40 km/h school speed zone for RTHS. On the southern approach to the high school, Avery Street has a moderate curved alignment.

In the vicinity of RTHS, Avery Street has traffic volumes of approximately 450 vehicles per hour (vph) during both AM and PM peak periods with daily volumes of approximately 2,700 vehicles per day (vpd)¹. These volumes reduce significantly along Avery Street to the north.

Weblands Street

Weblands Street is located to the west of Avery Street and intersects with Alexandra Avenue at a large, four-leg roundabout junction. Weblands Street is a local collector for.

In the vicinity of Rutherford Public School, Weblands Street has a general width of approximately 13 m and consists of a travel lane, cycle lane and parking lane in each direction. It has a 50 km/h urban area speed limit as well as a 40 km/h school speed zone for the public school starting just north of Compton Street.

Weblands Street has traffic volumes of approximately 300 vph during peak periods with estimated daily volumes of approximately 2,000 vpd².

Alexandra Avenue

Alexandra Avenue provides the connection into the Rutherford shopping centre area and New England Highway to the south and west as well as Aberglasslyn Road and New England Highway to the east. It is a divided carriageway with each carriageway consisting of a travel lane, cycle lane and parking lane approximately 9 m wide. The road corridor is approximately 22 m wide including an approximate 4 m wide central median.

Alexandra Avenue is within a 50 km/h urban speed zone area. It has street lighting along its length.

In the vicinity of Avery Street, Alexandra Avenue has traffic volumes of approximately 650 vph during the AM peak period and slightly less 620 vph during the PM peak period³. Daily volumes have been estimated to be approximately 5,500 vehicles per day (vpd).

2.3.2 Traffic Operations

In general, traffic operations through Rutherford and the subject schools area are adequate. There are brief periods of heavier traffic flows during traditional morning drop-off and afternoon pick-up peaks along Avery Street and Weblands Street but these tend to last no more than 15 mins before traffic dissipates significantly. These peaks are less pronounced along Alexandra Avenue.

¹ Based on one-hour counts during peak travel periods, sample half-hour spot counts (December 2013) and data provided by Council (February 2008)

² Based on one-hour counts during peak travel periods and sample half-hour spot counts (December 2013)

³ Based on one-hour counts during peak travel periods and sample half-hour spot counts (December 2013) as well as estimates from data provided by Council (November 2010)

During the peak periods, there is some queuing on the Avery Street approach to Alexandra Avenue. Observations indicated a maximum of approximately eight vehicles queuing, although this was after a significant school event (end-of-year Presentation Day, which it is understood adds some 300 to 400 people to the school). In any case, the queued vehicles cleared relatively quickly and it is considered that there is no significant traffic issue. The Weblands Street / Alexandra Avenue roundabout has significant spare capacity and operates well.

2.4 Public Transport

Public transport in the area is limited to public and school bus services. These provide a good level of service with several routes serving the surrounding areas. Details of bus services are as follows:

- Route 179 (North Rothbury to Stockland Green Hills via Rutherford and Maitland). Bus stops along Alexandra Avenue near Avery Street. Approximately 13 services per day in both directions.
- Route 180 (Singleton Heights to Stockland Green Hills via Rutherford and Maitland). Bus stops along Alexandra Avenue near Avery Street. Approximately 8 services per day in both directions.
- Route 181 (Woodberry to Rutherford via Beresfield, Ashtonfield, Stockland Green Hills and Maitland – terminates at Rutherford shopping centre). Bus stop on eastern side of Weblands Street at Rutherford Public School. Approximately 12 services per day.
- Route 182 (Thornton to Rutherford via Stockland Green Hills and Maitland – terminates at Rutherford shopping centre). Bus stops along Alexandra Avenue west of Avery Street near Crisp Avenue. Approximately 24 services per day in both directions.
- Route 183 (Tenambit to Rutherford via Stockland Green Hills and Maitland – terminates at Rutherford shopping centre). Bus stops along Weblands Street, Alexandra Avenue and Avery Street at RTHS. Approximately 12 services per day along Avery Street and 24 services per day along Alexandra Avenue.

Bus stops range in condition from relative high quality with shelters to simple signage provided at others. Bus stops along Alexandra Avenue are an approximate 5 minute walk from RTHS.

2.5 Existing Parking

2.5.1 On-Site

The RTHS site currently provides some 85 formal parking spaces in two parking areas in the northern and southern parts of the site.

The northern parking area is largely informal with no marked parking bays on a combination of gravel hard-stand and grassed areas. This area is able to accommodate approximately 45 vehicles and parking utilisation is greater than 90%.

The southern parking area is formalised with marked bays, paved surface and kerb and guttering. There are some 40 parking spaces available with some feral parking on adjacent grassed areas increasing the parking numbers slightly. Parking utilisation is high with generally all spaces occupied during site visits.

There are no parking restrictions on site. It is understood that both the northern and southern car park areas are available for school staff, students and deliveries.

2.5.2 *On-Street*

There is variable on-street parking available surrounding the site with a combination of short-term ('kiss'n'ride' for drop-off / pick-up) and unrestricted parking available as well as sections of kerbside prohibiting parking due to bus zones and 'No Parking' zones in front of adjacent residences.

Surveys of surrounding on-street parking were undertaken during site visits to determine available on-street parking supply in the area. While parking availability along Avery Street varies depending on school activities, typically there is available on-street parking surrounding the school for the great majority of the time.

During the School Presentation Day (December 2013), which is a significant school event, parking in the immediate school surrounds was heavily utilised. However, there was still some available on-street parking within a few minutes walk from the school, eg. southern end of Avery Street, Treasure Street, etc.

As expected, the availability of on-street parking increased further from the school as well as along Weblands Street adjacent to the proposed BD/ED unit.

Refer to *Figure 2.1* below, which shows on-street parking restrictions as well as parking spaces and utilisation.

2.6 Existing Site Access

2.6.1 *Vehicular Access*

Existing vehicular access to RTHS is available at two locations off the western side of Avery Street.

An access towards the southern end of the site serves the southern car park area. This access is located on the inside of a moderate curved alignment and presents some road safety issues with respect to restricted sight distance caused mainly by parked cars, especially to the south.

When cars are parked along the street on either side of the site access, sight distance is restricted to less than 20 m in either direction, which does not meet the required standards for the 40 km/h or 50 km/h speed zoning (minimum stopping sight distance of 35 m or 45 m respectively)⁴.

A second site access, which serves the northern car park area, is located north of the school bus zone and pedestrian crossing. This access has adequate sight distance due to a wider parking lane area and operates adequately.

There is no existing vehicular access off Weblands Street to the proposed BD/ED unit site.

⁴ Based on *Figure 3.2* in AS 2890.1:2004

RUTHERFORD PUBLIC PEDESTRIAN SAFETY (Cont.)

samsa
consulting

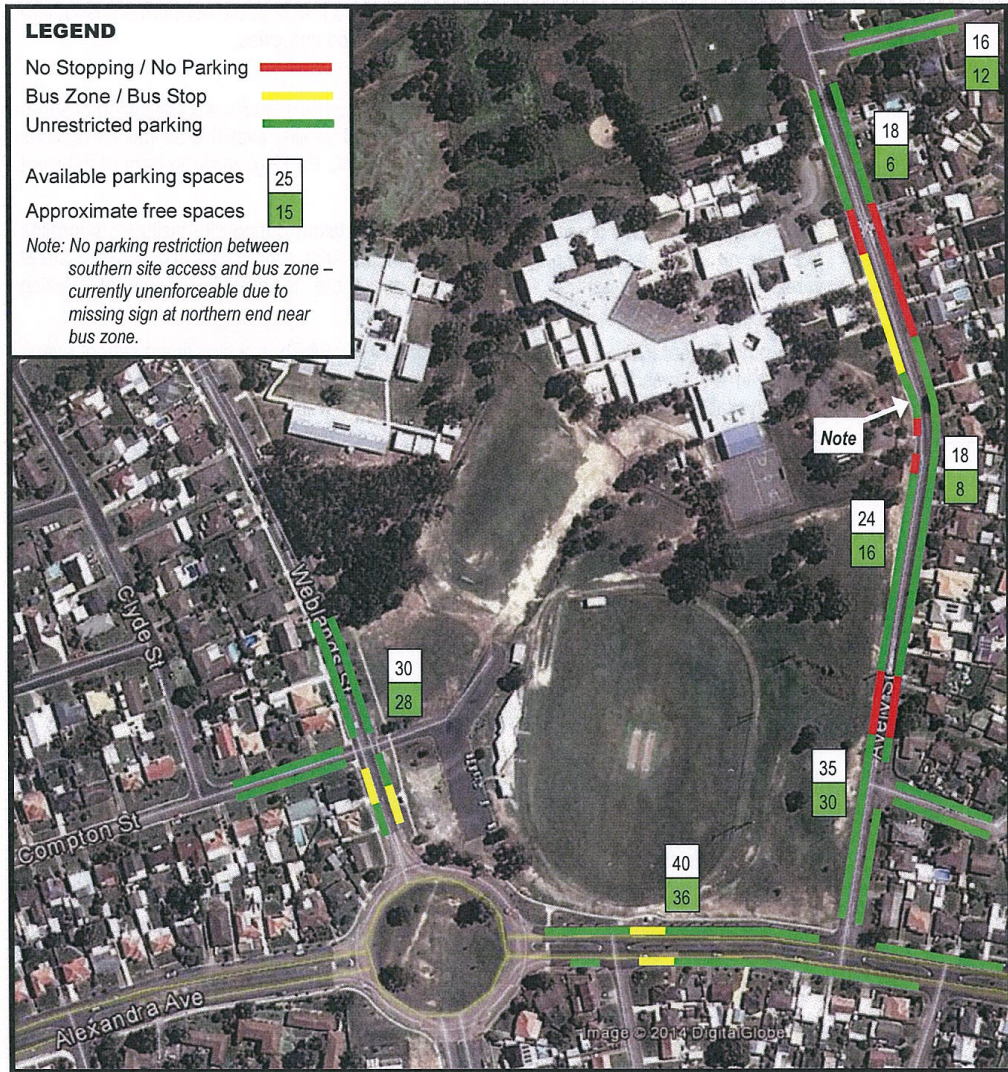


Figure 2.1: On-Street Parking Conditions

2.6.2 Pedestrian Access

Pedestrian access to the site is available at two main locations at the centre and southern access points. The central access point serves the bus zone along Avery Street.

Both access locations operate adequately and provide straight-forward access into the school site off adjacent pedestrian paths.

There is no existing pedestrian access off Weblands Street to the proposed BD/ED unit site although there is a pedestrian path along the eastern side of Weblands Street extending north from Alexandra Avenue.

2.7 Pedestrian and Bicycle Facilities

Pedestrian and bicycle facilities serving the site are variable.

Pedestrian paths exist along the northern side of Alexandra Avenue extending into the eastern side of Weblands Street to the public school and beyond. There are no pedestrian paths along Avery Street except along the RTHS frontage.

Pedestrian activity along the non-path areas of Avery Street occurs along grassed verge areas. There is a marked 'zebra' pedestrian crossing across Avery Street at the front of RTHS, north of the school bus zone. This crossing is defined by kerb blisters, which narrow the travel path and discourage higher vehicle speeds.

Away from the school, there are unmarked pedestrian refuges on Avery Street (south of RTHS, north of Peter Street) as well as across Alexandra Avenue on both eastern and western legs of the Weblands Street roundabout. There is also a controlled pedestrian crossing across Weblands Street at the public school.

There are marked cycle lanes along Alexandra Avenue and Weblands Street in both directions. These provide access between the Rutherford shopping centre area to the north and east. While there are no cycle lanes along Avery Street, because of the parking lanes and relatively low traffic volumes, it is considered to not prohibit on-road cycling.

3. Traffic, Parking & Access Assessment

3.1 Proposed Upgrade Works

The new work is proposed to occur adjacent to the existing school buildings. The project consists of the following elements:

- Construction of a new two-storey block with classrooms, a special education unit and staff facilities.
- Construction of a new BD/ED unit on Weblands Street, including the installation of two prefabricated buildings, covered games court (roof over games court), car parking and new access driveway.
- Construction of a new canopy over existing hard court south of Block E
- Construction of a new canopy to replace existing COLAs and walkways between Blocks D, E and F.
- Construction of a new canopy between Blocks G and H.
- Construction of a new lift and associated covered walkways and ramps to provide disabled access throughout the school.
- Upgrading and extension to administration facilities in Block F.
- Upgrading of existing science facilities in Block D.
- Conversion of existing classrooms in Block D to commercial kitchen facilities.
- Conversion of existing staffroom on the first floor of Block C to a performance workshop.
- Conversion of existing facilities in Block A to classrooms and seminar spaces.
- Relocation of existing demountable buildings and creation of infrastructure for future demountable installations.
- Construction of car park and disabled drop-off adjacent to the Special Education Unit.
- Replanning and expansion of existing southern car park area.
- Resurfacing of existing playing field.

A preliminary masterplan showing the proposed layout for the site including site access and parking is shown below in *Figure 3.1: Preliminary Site Layout*.

3.2 Future School Operations

Once the upgrade works are completed, existing staff numbers are expected to grow to approximately 116 over the next few years. Similarly, student numbers will potentially grow to some 1,300 students within five years. This is a potential increase of some six staff and 170 students.

In addition, there will be an additional eight staff and 21 students at the BD/ED unit at Weblands Street.

Apart from the above increases in the school population, future school operations will continue as per existing arrangements with the same school operating hours and similar major events.

RUTHERFORD PUBLIC PEDESTRIAN SAFETY (Cont.)

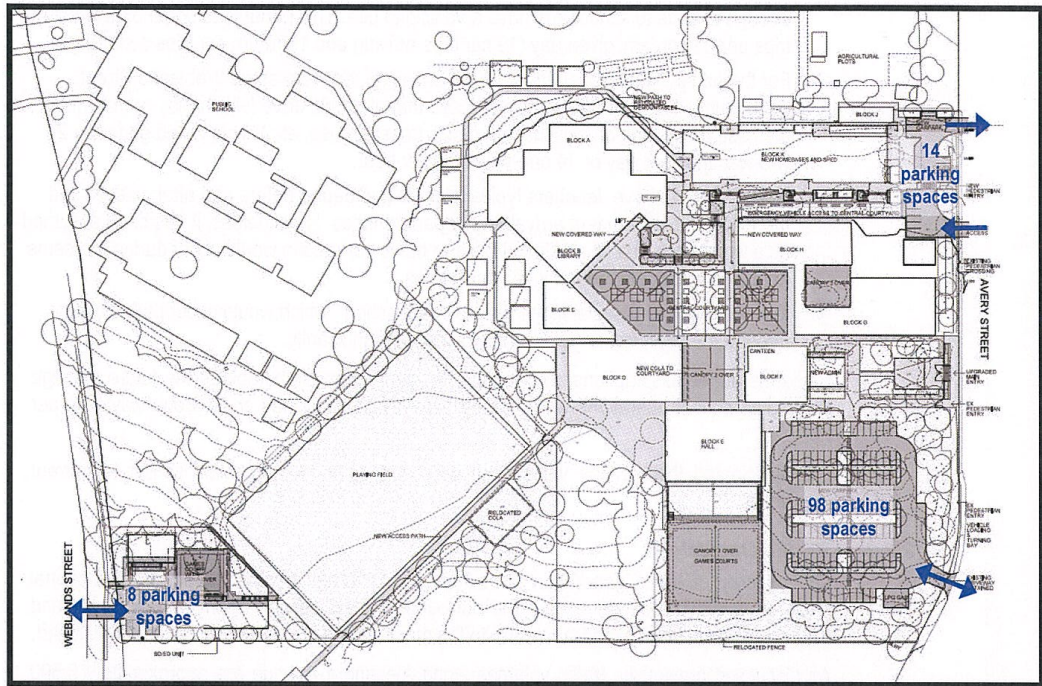
samsa
consulting

Figure 3.1: Preliminary Site Layout

3.3 Traffic Impacts

3.3.1 Traffic Generation

General traffic generation for land uses is available from the RMS document "*Guide to Traffic Generating Developments*"⁵. This document provides average rates across a wide range of scenarios and so is not as accurate as having forecast user numbers at a particular land use, such as for the proposed school upgrade at RTHS. In this case, the Guide has been ignored in favour of using actual student and teacher increases for the subject land use.

As a worst case, maximum additional traffic generation from future average (everyday) school operations is based on the number of additional students and teachers. Traffic generation from these two user groups would not necessarily coincide (teachers typically travel before and after student arrivals and departures), however, the following conservative (ie. high traffic generation) assumptions have been adopted for the purposes of this assessment:

- Of the additional 170 students at RTHS and 21 students at the Weblands Street BD/ED unit, a conservative (high) estimate of approximately 10% could be considered to be old

5 RTA "*Guide to Traffic Generating Developments (Version 2.2)*", October 2002

enough to drive to school and have a vehicle to use. This equates to some 38 two-way trips per day on any given day (19 car trips arriving and 19 return car trips departing).

- For the additional six teachers at RTHS and eight teachers at the Weblands Street BD/ED unit, it is assumed as a worst case that all would drive (which may or may not be the case depending on car-sharing, public transport use, etc.). This would generate 28 two-way trips per day or 14 one-way trips per hour.
- As mentioned above, teachers typically arrive and depart before and after classes and therefore, outside student arrival and departure times. Nonetheless, it has been assumed as a worst case that all additional teacher traffic generation would occur during the same hourly period as student arrivals / departures.
- It is noted that for special major events at the school, which would occur periodically through the year, traffic generation would vary significantly.

Using the above assumptions, additional traffic generation attributable to the future average (everyday) school operations would be 66 two-way trips per day and 33 one-way trips per hour.

It is anticipated that service vehicle numbers and types would remain similar to current operations.

3.3.2 *Traffic Operations*

The majority of traffic generation from the future average (everyday) school operational changes would be spread across the surrounding road network along Avery Street and Weblands Street via Alexandra Avenue to the major routes through Rutherford and Maitland.

As discussed previously, traffic volumes along Alexandra Avenue are approximately 5,500 vpd while along Avery Street and Weblands Street they are at least 2,000 vpd. Significantly, for this road network, there is significant spare capacity during peak travel periods.

Based on existing traffic operations and intersection performance, it is considered that the addition of a maximum of 66 trips per day and 33 trips per hour would be readily absorbed into the existing traffic flows. Significantly, this level of traffic increase would be within any daily variations that currently exist along the road network and its intersections, eg. a maximum of 2% of daily traffic and 5% of peak hourly traffic along the surrounding road network.

Therefore, traffic impacts from the future average (everyday) school operational changes are considered to be minimal with only a minor affect on road network and intersection operations.

The potential increased impact of special major events at the school is acknowledged. However, because these events would only occur periodically through the year as one-off occasions, it is considered the surrounding road network and intersections would be able to operate adequately.

3.4 Parking Impacts

3.4.1 Parking Requirements / Guidelines

Maitland City Council provides guideline parking rates for various land uses in "Maitland Citywide Development Control Plan: Car Parking Chapter", September 2008. For educational establishments, the guideline parking rate is one space for every employee or staff member plus one space for every 30 students over 17 years old (for high schools) plus provision for a drop off / pick-up area. Based on the potential future school population, this would require 121 parking spaces (assuming 10% of students are over 17 years old).

The Development Control Plan (DCP) acknowledges that parking requirements for each school site may vary and where required by Council, provision shall be made for the access and parking of buses and pick-up / drop-off areas, which may only need to operate during certain hours.

In addition to the general parking provision, Council's DCP recommends accessible parking should be provided at a rate of one space per 100 parking spaces for parking areas that have greater than 10 spaces.

Guideline parking rates are also provided by the Secondary Schools Facilities Standards, which, it is understood, override Council's DCP guidelines. Based on the Secondary Schools Facilities Standards, 112 parking spaces would be required for RTHS.

3.4.2 Parking Demand

The RTHS campus is proposed to have 98 parking spaces (including two accessible parking spaces) within the southern parking area and 14 parking spaces within the northern parking area. In addition, there is proposed to be eight parking spaces (including one accessible parking space) for the Weblands Street BE/ED unit.

Based on the above Council DCP parking rates, the RTHS on-site parking provision is some nine spaces less than required. However, based on the Secondary Schools Facilities Standards guideline rates, which it is understood take precedence, the RTHS on-site parking provision is adequate. The proposed Weblands Street BD/ED unit would have adequate parking provision.

As an additional and alternative assessment, the demand from the additional school population can be evaluated, taking into account the current and proposed RTHS on-site parking provision as well as current on-street parking availability.

Current on-site parking within RTHS is proposed to increase by 27 spaces to 112 parking spaces. Moreover, as discussed previously, there is considerable on-street parking available in the surrounding local road network – refer to *Figure 2.1* above, which indicates over 40 available on-street parking spaces within 150 m (approximately 2 mins walk) of the RTHS site during a typical day.

It is estimated that the potential increase of some six staff and 170 students would require an additional seven parking spaces (assuming 10% of the student increase are over 17 years old and adopting the Council guideline rate of one space per 30 students greater than 17 years old). These additional seven spaces could be catered for on-site from the proposed parking supply increase of 27 spaces.

The potential increased parking impact of special major events at the school is acknowledged. However, because these events would only occur periodically through the year as one-off occasions, it is considered the on-street parking along the surrounding local road network would be able to accommodate the increased parking demand adequately.

In summary, it is considered that there would be adequate on-site parking provision and in conjunction with available nearby on-street parking, there would not be any significant parking impacts.

3.5 Site Access

3.5.1 Vehicular Access

The vehicular access for the southern parking area is proposed to remain in the same location as present. Currently, this location has some sight distance restrictions caused mainly by parked cars on either side of the site access driveway.

To alleviate the sight distance issues, it is proposed to restrict parking on both sides of the driveway. This would necessitate parking restrictions for approximately two car lengths to the north (toward the bus zone) and for approximately three car lengths to the south, which would result in sight distance suitable for a 40 km/h speed zone (during school speed zone periods when the great majority of parking along Avery Street would occur).

It is noted that sight distance provision for the background 50 km/h speed zone would require an additional restriction of one car length in both directions, ie. three car lengths to the north and four car lengths to the south.

Currently, there is an approximate single car length 'No Stopping' restriction on either side of the southern site access driveway. Therefore, for a 40 km/h speed zone, there would be an additional single car length restriction required to the north and an additional two car length restriction to the south. Refer to *Figure 3.2* below for an analysis of sight distance requirements for the southern site access.

The proposed vehicular access for the northern parking area separates entry and exit points and provides a one-way circulation through the parking area and past a bulk waste storage area.

The entry access into the parking area is proposed to be downstream of the existing marked pedestrian crossing, which has a double barrier centreline along the road, thus restricting right-turns into the access. Therefore, the entry access would need to be restricted to left-in turn movements only.

The exit access out of the northern parking area is straightforward and has no significant road safety issues with adequate sight distance due to the adjacent, wide parking lane.

Both accesses and internal site circulation for the northern parking area would present no significant operational issues, particularly as they will be used by regular users (staff and students within the school campus) who are familiar with the operations.



Figure 3.2: Stopping Sight Distance Analysis for Southern Site Access

It is understood that the waste collection vehicle to be used would be front-loading. Therefore, it would travel in a forward direction up to the bulk waste storage area at the northern end of the parking area, collect and load the bulk waste, reverse slightly, before turning right and travelling in a forward direction out of the site exit. This is considered to be adequate, particularly as the manoeuvre would only occur approximately once a week and by a driver who would be familiar with the operations.

Service vehicles would access the site at the above site access points as required per current operations. Internal circulation for some delivery vehicles and refuse collection vehicles may require some reversing movements within each of the parking areas, eg. bulk waste collection within the northern car park, Block E delivery area and delivery vehicle manoeuvring area within the southern car park. It is considered that the infrequency of these movements in conjunction with regular users of the car park would present no significant safety issues or impacts.

Emergency vehicle access would also be via either of the two site access points. For any access to the internal courtyard area, emergency vehicle access is proposed between Block H and Block K via the northern car park. It is understood that the school would manage access to this corridor from the northern car park by quarantining parking spaces as required.

The proposed vehicular access for the Weblands Street BD/ED unit is considered to be straightforward and has no significant road safety issues for both cars and service vehicles. To allow adequate sight distance in both directions along Weblands Street, 'No Stopping' parking restrictions should be provided for one vehicle space either side of the site access driveway.

The 40 km/h school speed zone starts just north of Compton Street, upstream of the proposed Weblands Street BD/ED unit site access. This school speed zone includes 'dragon's teeth' pavement markings, which are used to increase the visibility of school zones and reinforce the reduced 40 km/h speed zone. This speed zone and pavement markings start prior to the proposed site access and so it is considered that no amendments will be necessary.

3.5.2 Pedestrian Access

Pedestrian access to the RTHS site would essentially remain as per current availability, ie. at two main locations at the centre and southern access points. Both access locations operate adequately and provide straight-forward access into the school site off adjacent pedestrian paths.

Pedestrian access is proposed off Weblands Street via a path to the proposed BD/ED unit connecting to the pedestrian path along the eastern side of Weblands Street.

3.6 Construction Traffic Management & Access

A Construction Traffic Management Plan (CTMP) will need to be prepared by the chosen construction contractor to manage traffic during the proposed works. The plan, which would be prepared in conjunction with relevant road authorities (eg. Council and RMS), will enable assessment of how the site is to be utilised for the construction of the proposed development. It will typically include the following:

- Construction access to / from the sites via Avery Street and Weblands Street including identification of suitable heavy vehicle transport routes through the Rutherford urban area onto the major road network (New England Highway).
- Where practicable, truck movements including scheduling of transport deliveries would avoid peak traffic flow periods as well as school drop-off / pick-up times at both RTHS and the adjacent public school.
- Inconvenience to Avery Street / Weblands Street users and nearby residential areas would be minimised through best construction and management practices and include the requirement for safe and efficient access for all local vehicles and pedestrians.
- Traffic during construction would be managed in accordance with the requirements of *Australian Standard 1742.3 – 1996 Manual of Uniform Traffic Control Devices Part 3: Traffic Control Devices for Works on Roads* as well as the RMS "*Traffic Control at Worksites Manual*". This would typically include provision of warning and guidance signage, traffic control devices, temporary construction speed zones and other temporary traffic control measures.
- Access will need to be maintained at all times to other parts of the school site and surrounding private properties.
- Undertaking community consultation before and during all construction activities, including contact details to ensure community concerns are logged and addressed.
- Reinstatement of pre-existing road conditions after construction phase is complete.

4. Conclusions

The following pertinent issues have been concluded from the traffic, parking and access assessment for the proposed upgrade to Rutherford Technology High School:

- The proposed upgrade works are to occur within the Rutherford Technology High School site located off Avery Street and Weblands Street, Rutherford.
- The proposed upgrades are predicted to potentially increase the school population by approximately 170 students and six teachers. In addition, the Weblands Street BD/ED unit would have 21 students and eight teachers.
- In general, traffic operations on the surrounding road network are adequate with some minor congestion (queuing) during the peak commuter periods. The road network serving the school site has spare capacity and relatively high levels of service.
- As a worst case, maximum additional traffic generation from the proposed upgrade amendments would be 33 one-way trips per hour with a maximum additional daily traffic generation of approximately 66 two-way trips per day.
- Traffic generated from the proposed upgrade operations amendments would be readily absorbed into the existing traffic flows on the surrounding road network and the level of traffic increase would be within any daily variations that currently exist. Therefore, traffic impacts from the proposed school operations are considered to be insignificant.
- The Rutherford Technology High School site proposes an additional 27 parking spaces on-site for a total of 112 parking spaces. Additionally, there is considerable on-street parking available in the surrounding local road network, which would cater to any potential increase in parking demand. Therefore, there would not be any significant parking impacts.
- Because special major events at the school would only occur periodically through the year as one-off occasions, it is considered the surrounding road network, intersections and on-street parking supply would be able to operate adequately.
- Existing site access and internal site circulation is satisfactory subject to some minor parking restrictions to provide suitable sight distance at access driveways, particularly for the southern site access.

In conclusion and subject to the above mitigation measures, it is considered the proposed upgrade to Rutherford Technology High School would not create any significant adverse impacts with respect to traffic operations, parking and site access.

18 Urgent Business

19 Committee of the Whole

19.1 Consideration of Tenders – Project Engineering and Project Management Panel

FILE NO:	441
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Director City Services Manager Works
AUTHOR:	Operations Manager Civil Projects Civil Engineer (Projects)
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 called for the establishment of a project engineering and project management panel to provide a range of resources to assist in the delivery of the Capital Works Program and additional support in the event of a natural disaster. The roles requested included project engineers, project managers, design manager and specialists dealing with disaster recovery project and contract management.

The panel will be established by a standing offer deed with individual engagements executed on an as needs basis for short-term projects.

19.2 Potential Acquisition–Maitland

FILE NO:	33332 & 16390
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 was approached by private landowners to ascertain whether Council has an interest in the potential acquisition of a site for ongoing community use and operation.

20 Committee of the Whole Recommendations

21 Closure