

Ordinary Meeting Minutes

19 May 2026

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DRAFT

Present

Cr Amelia Aitchison
Cr Race Barstow
Cr Don Ferris
Cr Kristy Flannery
Cr Mitchell Griffin
Cr Bill Hackney
Cr Sally Halliday
Cr Ken Jordan
Cr Philip Penfold, Mayor
Cr Warrick Penfold
Cr Ben Whiting
Cr Ben Worth
Cr Mike Yarrington

1 Invocation

The General Manager read the customary prayer at the commencement of the meeting.

2 Acknowledgement of Country

The General Manager read the Acknowledgement of Country.

3 Apologies, Leave of Absence and Remote Attendance

Nil

4 Declarations of Interest

Nil

5 Confirmation of Minutes of Previous Meeting

COUNCIL RESOLUTION

THAT the minutes of the Ordinary Meeting held 21 April 2026 be confirmed.

Moved Cr M Yarrington, Seconded Cr W Penfold

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:	Cr A Atkinson	Against:
	Cr R Barstow	
	Cr D Ferris	
	Cr K Flannery	
	Cr M Griffin	
	Cr B Hackney	
	Cr S Halliday	
	Cr K Jordan	
	Mayor P Penfold	
	Cr W Penfold	
	Cr B Whiting	
	Cr B Worth	
	Cr M Yarrington	

6 Business Arising from Minutes

Nil

7 Withdrawal of Items and Acceptance of Late Items of Business

Nil

8 Mayoral Minute

Nil

9 OFFICE OF THE GENERAL MANAGER

9.1 Unreasonable Customer Conduct Policy Review

FILE NO:	35/1, 130/24, 100/1
ATTACHMENTS:	1.Unreasonable Customer Conduct Policy
RESPONSIBLE OFFICER:	General Manager Office Manager
AUTHOR:	Team Leader OGM
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.2 Trusted customer experience

EXECUTIVE SUMMARY

Maitland City Council has adopted an Unreasonable Complainant Conduct Policy to ensure transparency, accountability, fairness and consistency in the management of unreasonable complainant conduct incidents. The policy is based on the principles outlined in the NSW Ombudsman's 'Managing unreasonable conduct by complainants' model policy and incorporates the Ombudsman's recommended approaches to support fair, reasonable and consistent decision-making.

A review of the policy has been undertaken, with adjustments made to ensure alignment with current organisational work practices.

OFFICER'S RECOMMENDATION

THAT

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

COUNCIL RESOLUTION

THAT

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

Moved Cr M Yarrington, Seconded Cr K Flannery

CARRIED

The division resulted in 11 for and 2 against, as follows:

For:

Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

Cr A Atkinson
Cr R Barstow

10 CITY PLANNING

10.1 Adoption of the East Maitland Catalyst Area Structure Plan

FILE NO:	103/185
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Response to Submissions and Redacted Submissions Report (Under Separate Cover) 2. East Maitland Catalyst Area Structure Plan (Under Separate Cover) 3. Draft Infrastructure Needs Analysis (Under Separate Cover) 4. Draft Social Infrastructure Assessment (Under Separate Cover)
RESPONSIBLE OFFICER:	<p>Director City Planning Acting Manager Strategic Planning Strategic Planning Policy Lead</p>
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, 34 submissions were received. Two submissions 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 and Redacted 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.**
5. **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.**
6. **Subject to Department of Planning, Housing and Infrastructure endorsement, implementation of the EMCA Structure Plan commence through the preparation of relevant Council and proponent-initiated planning proposals and precinct area plans.**

PROCEEDINGS IN BRIEF

A motion was moved

(Cr M Griffin / Mayor P Penfold)

THAT

1. Council acknowledges the response to submissions and redacted 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.
5. 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.
6. Subject to department of planning, housing and infrastructure endorsement, implementation of the EMCA structure plan commence through the preparation of relevant council and proponent-initiated planning proposals and precinct area plans.
7. Council write to relevant ministers seeking support and ongoing collaboration for required enabling infrastructure within the EMCA to unlock infill housing/employment opportunities close to existing services and transport nodes as well as key intersection upgrades; and that council include Chelmsford Drive and Mitchell Drive intersection upgrades in its advocacy and partnerships strategy as key inclusions in the advocacy projects list.

The motion when put was declared carried.

A point of order was raised by CR D Ferris against Cr K Jordan in regard to the relevance of the comments made. The point of order was overturned.

THAT

1. Council acknowledges the Response to Submissions and Redacted 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.
5. 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.
6. Subject to Department of Planning, Housing and Infrastructure endorsement, implementation of the EMCA Structure Plan commence through the preparation of relevant Council and proponent-initiated planning proposals and precinct area plans.
7. Council write to relevant ministers seeking support and ongoing collaboration for required enabling infrastructure within the EMCA to unlock infill housing/employment opportunities close to existing services and transport nodes as well as key intersection upgrades; and that Council include Chelmsford Drive and Mitchell Drive intersection upgrades in its Advocacy and Partnerships Strategy as key inclusions in the advocacy projects list.

Moved Cr M Griffin, Seconded Mayor P Penfold

CARRIED

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

The division resulted in 12 for and 1 against, as follows:

For:	Cr A Atkinson Cr R Barstow Cr D Ferris Cr K Flannery Cr M Griffin Cr S Halliday Cr K Jordan Mayor P Penfold Cr W Penfold Cr B Whiting Cr B Worth Cr M Yarrington	Against:	Cr B Hackney
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10.2 Exhibition of Draft Development Control Plan – Aberglasslyn Precinct 4

FILE NO:	DCP25002
ATTACHMENTS:	1.DRAFT Aberglasslyn Development Control Plan – Eastern Precinct – For Exhibition (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Planning Acting Manager Strategic Planning Acting Coordinator City Planning
AUTHOR:	Senior Strategic Planner
MAITLAND’S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.3 Housing diversity

EXECUTIVE SUMMARY

The Aberglasslyn Urban Release Area (URA) comprises approximately 200 hectares of land located north of Rutherford. The URA is divided into four precincts, with Precincts 1 to 3 already incorporated into Chapter 10 of the Maitland Development Control Plan 2026 and largely developed as the suburb of Aberglasslyn.

Precinct 4, the subject of this report, comprises approximately 90 hectares of land at the eastern edge of Aberglasslyn, extending into the suburb of Oakhampton. It contains approximately 60 hectares of land zoned R1 General Residential, together with land zoned SP2 Infrastructure, RU1 Primary Production land, C2 Environmental Conservation, and C3 Environmental Management under the Maitland Local Environmental Plan 2011.

This report seeks Council’s endorsement to publicly exhibit the draft Aberglasslyn Precinct 4 DCP for a minimum period of 28 days.

OFFICER’S RECOMMENDATION

THAT

- 1. The draft Development Control Plan Aberglasslyn Precinct 4 (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 Development Control Plan Aberglasslyn Precinct 4 into Chapter 10 of the Maitland Development Control Plan 2026 – Special Precincts, Locality Plans, and Urban Release Areas.**
 - b. Council delegates any minor changes of the DCP to the General Manager. Any significant changes will result in a further report and recommendation to Council.**

COUNCIL RESOLUTION**THAT**

- 1. The draft Development Control Plan Aberglasslyn Precinct 4 (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 Development Control Plan Aberglasslyn Precinct 4 into Chapter 10 of the Maitland Development Control Plan 2026 – Special Precincts, Locality Plans, and Urban Release Areas.**
 - b. Council delegates any minor changes of the DCP to the General Manager. Any significant changes will result in a further report and recommendation to Council.**

Moved Cr K Jordan, Seconded Cr M Yarrington

CARRIED

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

The division resulted in 13 for and 0 against, as follows:

For:	Cr A Atkinson	Against:
	Cr R Barstow	
	Cr D Ferris	
	Cr K Flannery	
	Cr M Griffin	
	Cr B Hackney	
	Cr S Halliday	
	Cr K Jordan	
	Mayor P Penfold	
	Cr W Penfold	
	Cr B Whiting	
	Cr B Worth	
	Cr M Yarrington	

11 CITY SERVICES

11.1 Sponsorship of Maitland City Council Activities and Facilities

FILE NO:	35/1
ATTACHMENTS:	1. Maitland City Council Sponsorship Policy (2022) 2. Draft Sponsorship of Maitland City Council Activities and Facilities Policy
RESPONSIBLE OFFICER:	Director City Services
AUTHOR:	Senior Business Analyst
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.2.2 Collaborative organisation

EXECUTIVE SUMMARY

Maitland City Council has a range of responsibilities to deliver services and programs under relevant legislation and policies. There are a variety of sections within Council that, at times, may enter into sponsorship agreements, to enhance our activities or programs, increase community connections or to extend marketing activities for mutual benefit. These include but aren't limited to: Events, Programs, Facilities, Sporting facilities, Libraries and Maitland Regional Art Gallery

This Policy applies to Council sourcing and receiving sponsorship arrangements to support a range of activities, programs, facilities (owned and/or managed) and events that contribute towards achieving the outcome of our Community Strategic Plan.

In accordance with Council's policy review, the Maitland sponsorship policy has been reviewed and updated. The revised policy is presented for adoption

OFFICER'S RECOMMENDATION

THAT

1. Council rescind the Maitland City Council Sponsorship Policy (2022)
2. Council endorses the Draft Sponsorship of Maitland City Council Activities and Facilities Policy (Attachment 2) to be placed on public exhibition for a period of 28 days
3. Should there be no submissions of objection;
 - a. Council adopts the Sponsorship of Maitland City Council Activities and Facilities Policy

- b. Council delegates any minor changes of the Policy to the General Manager. Any significant changes will result in a further report and recommendation to Council**

COUNCIL RESOLUTION**THAT**

- 1. Council rescind the Maitland City Council Sponsorship Policy (2022)**
- 2. Council endorses the Draft Sponsorship of Maitland City Council Activities and Facilities Policy (Attachment 2) to be placed on public exhibition for a period of 28 days**
- 3. Should there be no submissions of objection;**
 - a. Council adopts the Sponsorship of Maitland City Council Activities and Facilities Policy**
 - b. Council delegates any minor changes of the Policy to the General Manager. Any significant changes will result in a further report and recommendation to Council**

Moved Cr S Halliday, Seconded Cr R Barstow

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:	Cr A Atkinson	Against:
	Cr R Barstow	
	Cr D Ferris	
	Cr K Flannery	
	Cr M Griffin	
	Cr B Hackney	
	Cr S Halliday	
	Cr K Jordan	
	Mayor P Penfold	
	Cr W Penfold	
	Cr B Whiting	
	Cr B Worth	
	Cr M Yarrington	

11.2 Local Transport Forum Minutes (April 2026)

FILE NO:	140/5
ATTACHMENTS:	1. Local Transport Forum Minutes 2 April 2026 (Under Separate Cover) 2. Proposed Traffic Management Plan Haussman Drive - Background and Context (Under Separate Cover)
RESPONSIBLE OFFICER:	Director City Services Manager Asset Strategy and Engineering
AUTHOR:	Operations Manager Transport & Infrastructure Engineering Traffic Management Officer
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2.3 Safe and efficient road networks

EXECUTIVE SUMMARY

The minutes of Maitland City Council's Local Transport Forum Meeting held on Thursday, 2 April 2026 are attached. At this meeting, the following reports were considered:

Item 5.1 - Event Temporary Traffic Management - The temporary road closure applications and associated traffic management plans for the 2026 Maitland River Run

Item 5.2 - Proposed Line markings and Signage for a new Pedestrian Crossing on Lawes Street and King Street, East Maitland

Item 5.3 - Proposed Temporary Traffic Management at the Intersection of Taylor Avenue and Haussman Drive, Thornton

Item 5.5 - Line Marking for Proposed Left Turn at Chisholm Road, East Maitland.

OFFICER'S RECOMMENDATION

THAT

- 1. The Local Transport Forum meeting minutes for the meeting held on Thursday, 2 April 2026 be noted.**
- 2. For item 5.1, the Traffic Guidance Scheme prepared for the proposed 2026 Maitland Running Festival - along the River Walk, Hunter St, Odd St, High Street and Abbot Street, Maitland on Sunday, 7 June 2026 be deemed fit for purpose. Signs and devices necessary to affect the proposed traffic management arrangements be approved.**

3. For item 5.2, the regulatory line marking and signage associated with the "Proposed Zebra Crossing – Corner Lawes and King Street, East Maitland" construction plans 4484-2A (Sheet 4) as amended in red be approved.
4. For item 5.3, the Traffic Guidance Scheme and temporary road closure information prepared for the proposed construction works along Haussman Drive and Taylor Avenue be deemed fit for purpose. The temporary signs and devices necessary to affect the proposed traffic management arrangements be approved.
5. For item 5.5, the regulatory signage and line marking associated with implementation of a left turn lane at the Chisholm Road intersection with Brunswick Street, as detailed on plan 4427-1A as amended in red be approved.

COUNCIL RESOLUTION

THAT

1. The Local Transport Forum meeting minutes for the meeting held on Thursday, 2 April 2026 be noted.
2. For item 5.1, the Traffic Guidance Scheme prepared for the proposed 2026 Maitland Running Festival – along the River Walk, Hunter St, Odd St, High Street and Abbot Street, Maitland on Sunday, 7 June 2026 be deemed fit for purpose. Signs and devices necessary to affect the proposed traffic management arrangements be approved.
3. For item 5.2, the regulatory line marking and signage associated with the "Proposed Zebra Crossing – Corner Lawes and King Street, East Maitland" construction plans 4484-2A (Sheet 4) as amended in red be approved.
4. For item 5.3, the Traffic Guidance Scheme and temporary road closure information prepared for the proposed construction works along Haussman Drive and Taylor Avenue be deemed fit for purpose. The temporary signs and devices necessary to affect the proposed traffic management arrangements be approved.
5. For item 5.5, the regulatory signage and line marking associated with implementation of a left turn lane at the Chisholm Road intersection with Brunswick Street, as detailed on plan 4427-1A as amended in red be approved.

Moved Cr W Penfold, Seconded Cr B Hackney

CARRIED

The division resulted in 12 for and 1 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

Cr M Griffin

DRAFT

11.3 Automated External Defibrillator Policy Draft

FILE NO:	35/1
ATTACHMENTS:	1. Draft Automated External Defibrillator Policy 2. Initial Audit – AED Unit Locations and Categories
RESPONSIBLE OFFICER:	Director City Services Manager Asset Strategy and Engineering
AUTHOR:	Operations Manager Asset Management Coordinator Community & Recreation Planning Senior Community Asset Engineer
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.4 Inclusive public places and spaces

EXECUTIVE SUMMARY

A draft policy regarding Automated External Defibrillators (AED) is being developed and presented to Council for exhibition. The policy establishes clear commitments and frameworks for providing AEDs through Council facilities and establishes ownership and maintenance requirements.

The report outlines the current status of AED's in Council facilities and identifies the gaps between this current state and what the policy requires. Steps forward and financial implications to achieve the level of service outlined in the policy have been identified.

The report seeks Council's endorsement to place the draft 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 Automated External Defibrillator Policy as shown in Attachment 1 to be placed on public exhibition for a period of 28 days.**
- 2. Should there be no submission or objections**
 - a. Council adopts the Automated External Defibrillator Policy**
 - b. Delegation be given to the General Manager for approval of the number and location of the external Public Access Defibrillators (PAD) units, using a risk-based identification approach.**

- c. Council delegates authority to the General Manager to approve any minor amendments to the policy. Any significant changes will result in a further report to Council.

COUNCIL RESOLUTION

THAT

1. Council endorses the Draft Automated External Defibrillator Policy as shown in Attachment 1 to be placed on public exhibition for a period of 28 days.
2. Should there be no submission or objections
 - a. Council adopts the Automated External Defibrillator Policy
 - b. Delegation be given to the General Manager for approval of the number and location of the external Public Access Defibrillators (PAD) units, using a risk-based identification approach.
 - c. Council delegates authority to the General Manager to approve any minor amendments to the policy. Any significant changes will result in a further report to Council.

Moved Mayor P Penfold, Seconded Cr S Halliday

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

11.4 Temporary Suspension of Alcohol Free Zone

FILE NO:	139/57
ATTACHMENTS:	1.AFZ Suspension Luminous 2. AFZ Suspension NYE
RESPONSIBLE OFFICER:	Director City Services
AUTHOR:	Manager Community & Recreation Coordinator City Events & Activation
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.2.2 City activation and presentation

EXECUTIVE SUMMARY

Council's City Events Team seeks Council approval to temporarily suspend a section of the Alcohol Free Zone (AFZ) in Central Maitland for Luminous which will be held on Friday 19 & Saturday 20 June 2026 and Maitland's New Year's Eve Celebrations which will be held on Thursday 31 December 2026. The purpose of this report is to inform Council of the AFZ suspension application and request approval for such.

OFFICER'S RECOMMENDATION

THAT

1. **Council resolves to approve the temporary suspension of a section of the Alcohol Free Zone in Central Maitland for:**
 - a. **Luminous, for High Street (Shared Zone) between Elgin Street and Bourke Street, Bulwer Street North of Maxi Save car park entrance, Dransfield Lane, the pedestrian walkway on the eastern side of Elgin Street, between Dransfield Lane and High Street, the pedestrian walkway on the western side of Bourke Street between Coffin Lane and High Street, Coffin Lane west of Bourke Street, and the Riverside Walk between 420 High Street and Cathedral Street inclusive of the Riverlink, Bourke Street Link, Lavenders Lane and Pre-School Lane, on Friday 19 June and Saturday 20 June 2026.**
 - b. **Maitland New Year's Eve Celebrations, for the Riverside Carpark including NAB Laneway and Stillsbury Lane, The Riverside Walk and Riverbank from the Belmore Bridge to Cathedral Street, Drill Hall Lane and Preschool Lane including the Preschool Lane Car Park, between 5.00pm and 9.30pm on Thursday 31 December 2026.**

COUNCIL RESOLUTION**THAT**

1. **Council resolves to approve the temporary suspension of a section of the Alcohol Free Zone in Central Maitland for:**
 - a. **Luminous, for High Street (Shared Zone) between Elgin Street and Bourke Street, Bulwer Street North of Maxi Save car park entrance, Dransfield Lane, the pedestrian walkway on the eastern side of Elgin Street, between Dransfield Lane and High Street, the pedestrian walkway on the western side of Bourke Street between Coffin Lane and High Street, Coffin Lane west of Bourke Street, and the Riverside Walk between 420 High Street and Cathedral Street inclusive of the Riverlink, Bourke Street Link, Lavenders Lane and Pre-School Lane, on Friday 19 June and Saturday 20 June 2026.**
 - b. **Maitland New Year's Eve Celebrations, for the Riverside Carpark including NAB Laneway and Stillsbury Lane, The Riverside Walk and Riverbank from the Belmore Bridge to Cathedral Street, Drill Hall Lane and Preschool Lane including the Preschool Lane Car Park, between 5.00pm and 9.30pm on Thursday 31 December 2026.**

Moved Cr R Barstow, Seconded Cr D Ferris

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:	Cr A Atkinson Cr R Barstow Cr D Ferris Cr K Flannery Cr M Griffin Cr B Hackney Cr S Halliday Cr K Jordan Mayor P Penfold Cr W Penfold Cr B Whiting Cr B Worth Cr M Yarrington	Against:
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12 CUSTOMER AND DIGITAL SERVICES

12.1 Revised CCTV Policy

FILE NO:	118/1
ATTACHMENTS:	1. CCTV Policy – Revised 2. CCTV Policy 2024
RESPONSIBLE OFFICER:	Executive Manager Customer & Digital Services
AUTHOR:	Manager Enterprise Architecture
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.3.3. Leverage technology and data

EXECUTIVE SUMMARY

Maitland City Council has undertaken a review of its CCTV Policy to ensure alignment with current legislative requirements, operational practices, and contemporary governance standards.

The revised CCTV Policy strengthens Council's framework for the use of surveillance systems in public spaces, with a continued focus on enhancing community safety, deterring unlawful activity, and maintaining public confidence. The policy reinforces Council's commitment to privacy, transparency, and responsible data management, ensuring compliance with relevant legislation.

Key updates include clarification of the use of CCTV for regulatory and enforcement purposes, strengthened privacy and data handling provisions, and the introduction of Body Worn Camera (BWC) provisions for authorised officers. The policy also defines the limits of CCTV use, confirming that systems are not intended for workplace surveillance or the use of biometric technologies such as facial recognition.

The revised policy improves governance, accountability, and operational clarity while maintaining a balanced approach between community safety and individual privacy.

OFFICER'S RECOMMENDATION

THAT

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

COUNCIL RESOLUTION**THAT**

- 1. Council endorses the Draft CCTV Policy (Attachment 1) to be placed on public exhibition for a period of 28 days.**
- 2. Should there be no submissions of objection:**
 - a. Council adopts the CCTV 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.**

Moved Cr B Hackney, Seconded Cr M Yarrington

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

12.2 New Monument and Memento Policy

FILE NO:	26/1
ATTACHMENTS:	1.Monument and Memento Policy (Under Separate Cover)
RESPONSIBLE OFFICER:	Executive Manager Customer & Digital Services
AUTHOR:	Manager Enterprise Architecture
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1.1 Quality open space network

EXECUTIVE SUMMARY

The Cemeteries Monument and Memento Policy has been developed to provide a clear, consistent, and contemporary framework for the installation, maintenance, and management of monuments and memorials within Maitland City Council cemeteries.

Council, as the cemetery operator, is responsible for ensuring that all memorial structures are safe, compliant with legislative requirements, and respectful of the cultural and historical significance of cemetery spaces. The policy aligns with the AS4204:2019 Headstones and cemetery monuments and relevant NSW legislation, including the Cemeteries and Crematoria Act 2013.

The policy introduces strengthened controls relating to monument design, construction, and approval processes, including clear requirements for structural safety, engineering certification (where applicable), and site-specific assessment. It also formalises a case-by-case assessment approach, allowing Council to respond appropriately to varying site conditions, materials, and monument designs.

In addition, the policy improves clarity around contractor requirements, inspection processes, memorial maintenance responsibilities, and enforcement provisions.

The policy is intended to support community expectations while ensuring Council meets its obligations to provide safe, accessible, and well-managed cemetery environments.

OFFICER'S RECOMMENDATION

THAT

- 1. Council endorses the Cemeteries Monument and Memento Policy (Attachment 1) to be placed on public exhibition for a period of 28 days.**
- 2. Should there be no submissions of objection:**
 - a. Council adopts the Cemeteries Monument and Memento 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.**

COUNCIL RESOLUTION

THAT

1. **Council endorses the Cemeteries Monument and Memento Policy (Attachment 1) to be placed on public exhibition for a period of 28 days.**
2. **Should there be no submissions of objection:**
 - a. **Council adopts the Cemeteries Monument and Memento 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.**

Moved Cr S Halliday, Seconded Cr B Worth

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

13 PEOPLE AND PERFORMANCE

Nil

DRAFT

14 FINANCE

14.1 Quarter Three Report – Operational Plan and Budget 2025–26 Progress Report End 31 March 2026

FILE NO:	35/33/21
ATTACHMENTS:	<ol style="list-style-type: none"> 1. Community Progress Report January to March 2026 2. Q3 Mayoral Minutes and Notices of Motion – Report (Under Separate Cover) 3. Quarterly Budget Review Statement 31 March 2026
RESPONSIBLE OFFICER:	Executive Manager Finance Manager Corporate Performance and Engagement Manager Financial Reporting
AUTHOR:	Corporate Performance Lead Corporate Planning & Reporting Officer Senior Management Accountant Senior Corporate Accountant
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

Our Quarterly Report has been revised to strengthen trust, support clear and open communication and present a summary of Council's position at the end of each quarter. The report outlines progress against our Operational Plan including budget and capital works program. We want to ensure our community stays up to date on the things that matter most to them.

Our Community Progress Report offers a summary of the projects and initiatives within Council's Operational Plan 2025-26 and Delivery Program 2025-29.

With a strong community focus, this report provides accessible and transparent updates on budgetary and operational performance for the period of 1 January to 31 March 2026. It includes performance highlights and key operational activities aligned with the themes of our Community Strategic Plan, infrastructure works delivered under our capital works program, and our financial position as of 31 March 2026.

The attached Quarterly Budget Review Statement (QBRs) presents a summary of Council's financial position at the end of each quarter. It is a mechanism whereby Councillors and the community are informed of Council's progress against the Operational Plan (original budget) and the last revised budget, along with recommended changes and reasons for major variances.

Quarter three budget review for 2025-26 reports an increase of \$1,028K in the operating result and a small projected reduction in capital expenditure of \$286K.

The \$1,028K increase in operating result (before capital) reflects several adjusting items. These include, \$196K for profit on sale of property, \$576K reduction in consultancy costs and adjustment for investment income \$243K. Details are included in the attached report.

The \$286K reduction in capital expenditure reflects a series of adjustments to reflect the planned delivery of works for 2025-26. The funding for the projects that have been removed will be returned to the appropriate reserve for future reallocation.”

OFFICER’S RECOMMENDATION

THAT

- 1. Council receives the Community Progress Report (attachment 1), a report for the period January to March 2026 on progressing the Delivery Program 2025 – 2029.**
- 2. The report be made available to the community on Council’s website and promoted via social media.**
- 3. Council receives progress against outstanding Council Resolutions, Notices of Motion and Mayoral Minute Actions (attachment 2),**
- 4. Council approves budget variations for the 31 March 2026 quarter three (attachment 3) and changes form part of the Operational Plan for 2025–26.**
- 5. Council approves variations to the Operational Plan as outlined in the report, allowing adjustments to support effective delivery of projects and initiatives.**

COUNCIL RESOLUTION

THAT

- 1. Council receives the Community Progress Report (attachment 1), a report for the period January to March 2026 on progressing the Delivery Program 2025 – 2029.**
- 2. The report be made available to the community on Council’s website and promoted via social media.**
- 3. Council receives progress against outstanding Council Resolutions, Notices of Motion and Mayoral Minute Actions (attachment 2),**

4. Council approves budget variations for the 31 March 2026 quarter three (attachment 3) and changes form part of the Operational Plan for 2025-26.
5. Council approves variations to the Operational Plan as outlined in the report, allowing adjustments to support effective delivery of projects and initiatives.

Moved Mayor P Penfold, Seconded Cr R Barstow

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

14.2 Quarter Three Grants, Partnership and Advocacy Update 2025–26

FILE NO:	35/33/21
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Manager Corporate Performance and Engagement Corporate Grants Officer Corporate Planning & Reporting Officer
MAITLAND'S FUTURE	3 Vibrant Maitland
COUNCIL OBJECTIVE:	3.3.2 Advocacy and partnerships

EXECUTIVE SUMMARY

This report aims to provide Councillors and the community with a comprehensive snapshot of our efforts to secure external funding, supporting key projects and initiatives within the Partnerships and Advocacy Strategy 2025-26 and the Delivery Program 2025–2029.

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

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

OFFICER'S RECOMMENDATION

THAT

1. **Council receives the Quarter Three (Q3) Grants, Partnerships and Advocacy Update for the period January to March 2026.**

COUNCIL RESOLUTION

THAT

1. **Council receives the Quarter Three (Q3) Grants, Partnerships and Advocacy Update for the period January to March 2026.**

Moved Cr S Halliday, Seconded Cr W Penfold

CARRIED

Cr M Griffin left the Chambers at 6.40pm.

Cr M Griffin returned to the Chambers at 6.42pm.

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

DRAFT

14.3 Future Use of 285 High Street, Maitland

FILE NO:	81898
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Strategic Property Manager
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.3.1 Informed planning

EXECUTIVE SUMMARY

At its meeting of 17 February 2026, Council resolved to demolish the former Administration Building at 285 High Street, Maitland.

With demolition progressing, this report seeks Council direction on the preferred interim treatment and use of the site following demolition.

Located within the Maitland civic precinct, the site presents an opportunity to respond to ongoing parking demand while also supporting flexible community and civic uses. The options presented consider varying balances between sealed parking areas and landscaped open space, while preserving Council ownership and future redevelopment opportunities.

OFFICER'S RECOMMENDATION

THAT

- 1. Council notes the options for the treatment and use of the land following the demolition of 285 High Street, Maitland.**
- 2. Council endorses option 2 – Mixed Use (Car Parking and Green Space) as the preferred interim treatment of the site.**
- 3. Council authorises the General Manager to progress detailed design, costings and implementation of the endorsed option within available budget, with any additional funding requirements to be reported to Council if required**

COUNCIL RESOLUTION

THAT

- 1. Council notes the options for the treatment and use of the land following the demolition of 285 High Street, Maitland.**

2. Council endorses option 2 – Mixed Use (Car Parking and Green Space) as the preferred interim treatment of the site.
3. Council authorises the General Manager to progress detailed design, costings and implementation of the endorsed option within available budget, with any additional funding requirements to be reported to Council if required

Moved Cr S Halliday, Seconded Cr R Barstow

CARRIED

A point of order was raised by Cr K Jordan against Cr R Barstow in regard to the comments portraying that this term of Council hadn't voted on matters pertaining to the former Administration Building site. Cr Barstow clarified the comments to the satisfaction of Mayor P Penfold and Cr K Jordan.

The division resulted in 12 for and 1 against, as follows:

For:	Cr A Atkinson	Against:	Cr K Jordan
	Cr R Barstow		
	Cr D Ferris		
	Cr K Flannery		
	Cr M Griffin		
	Cr B Hackney		
	Cr S Halliday		
	Mayor P Penfold		
	Cr W Penfold		
	Cr B Whiting		
	Cr B Worth		
	Cr M Yarrington		

14.4 Statement of Financial Investments as at 30 April 2026

FILE NO:	82/2
ATTACHMENTS:	1.Council's Holdings as at 30 April 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 required Council to report on its investments.

As at the end of April 2026, Council had investments totaling \$249,637,442 under management.

Council's investment portfolio recorded a marked-to-market return of 5.11% per annum versus the bank bill index benchmark return of 4.24% per annum. The actual investment return for the month of April was \$1,105,116, a favourable variance of \$213,869 when compared to the monthly budget forecasts of \$891,247.

The revised year-to-date budget forecast for investment returns is \$8,912,473. The actual investment returns for the year-to-date are \$9,156,115 amounting to a favourable variance of \$243,642 which can be attributed to a combination of the current interest rate environment and additional capital for investment.

Council remains fully compliant with all Investment Policy requirements.

OFFICER'S RECOMMENDATION

THAT

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

COUNCIL RESOLUTION**THAT**

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

Moved Cr S Halliday, Seconded Cr R Barstow**CARRIED**

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

15 ITEMS FOR INFORMATION

15.1 Strategic Advisory Committee Meeting Minutes

FILE NO:	35/7/8
ATTACHMENTS:	<ol style="list-style-type: none">1. Culture & Community Meeting 28 January 2026 (Under Separate Cover)2. Sport, Recreation & Leisure Meeting 4 February 2026 (Under Separate Cover)3. City Planning, Heritage & Design Meeting 4 February 2026 (Under Separate Cover)4. Environment & Sustainability Meeting 25 February 2026 (Under Separate Cover)5. Culture & Community Meeting 25 February 2026 (Under Separate Cover)
RESPONSIBLE OFFICER:	General Manager Office Manager
AUTHOR:	Team Leader OGM
MAITLAND'S FUTURE	4 Achieving together
COUNCIL OBJECTIVE:	4.1.3 Transparent decision making

EXECUTIVE SUMMARY

The purpose of this report is to present the minutes of the Strategic Advisory Committee meetings that have taken place during the period of January 2026 and February 2026. The minutes provide a summary of key discussions and actions arising from each meeting, ensuring transparency and maintaining an accurate record of the committee's ongoing strategic guidance.

OFFICER'S RECOMMENDATION

THAT the information contained in this Report be noted.

COUNCIL RESOLUTION

THAT the information contained in this Report be noted.

Moved Cr S Halliday, Seconded Cr B Worth

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

DRAFT

16 NOTICES OF MOTION/RESCISSION

16.1 Heritage Building in Morpeth

NOTICE OF MOTION SUBMITTED BY CR MITCHELL GRIFFIN

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

Cr Mitchell Griffin has indicated his intention to move the following Notice of Motion at the next Council Meeting being held on Tuesday, 21 April 2026:

THAT

- 1. Council notes the historical and cultural significance of the Former Morpeth Railway Station, especially with strategic location to the start of the Morpeth to Walka Shared Pathway.*
- 2. Council notes in March 2024 the Member for Maitland promoted a survey on potential future uses of the former Morpeth Railway Station.*
- 3. Council notes that it has now been more than two years since the questionnaire with no further updates provided to the community for the site.*
- 4. Council writes to the Member for Maitland with a copy to the relevant Ministers and Shadow Ministers requesting an update on the progress of the site.*

BACKGROUND

The Former Morpeth Railway Station is a site of recognised historical and cultural value within the Maitland Local Government Area. The station reflects the region's rich transport and industrial heritage and remains an important landmark for both residents and visitors.

In addition to its heritage value, the site holds strategic importance due to its proximity to the Morpeth to Walka Shared Pathway. This pathway is a key recreational and active transport corridor, linking communities and attracting increasing usage for walking, cycling, and tourism-related activities.

In March 2024, the Member for Maitland undertook a community engagement process via a public questionnaire seeking feedback on potential future uses of the site. This consultation generated interest within the community and raised expectations regarding the activation and preservation of the station.

However, since that time, there has been limited or no publicly available information outlining the results of the consultation, proposed next steps, or a timeline for decision-making.

The continued inactivity and lack of communication regarding the Former Morpeth Railway Station presents several concerns:

- **Community Expectations:** Residents who participated in the consultation process reasonably expect feedback and transparency regarding outcomes.
- **Heritage Preservation:** Without a clear plan, there is a risk that the historical significance of the site may not be adequately protected or utilised.
- **Strategic Opportunity:** The station's location adjacent to a key shared pathway presents opportunities for adaptive reuse, including tourism, community, or small business activation.
- **Intergovernmental Coordination:** As the site is not under direct Council control, effective communication with the NSW Government is essential to ensure alignment with local priorities.

Writing to the Member for Maitland, and copying relevant Ministers and Shadow Ministers, is an appropriate and measured step to seek clarity on the status of the site and advocate for timely communication with the community.

The Former Morpeth Railway Station is a site of both historical importance and future potential. Given the elapsed time since community consultation and the absence of updates, it is appropriate for Council to advocate for transparency and progress by seeking a formal update from the NSW Government.

COUNCIL RESOLUTION

THAT

- 1. Council notes the historical and cultural significance of the Former Morpeth Railway Station, especially with strategic location to the start of the Morpeth to Walka Shared Pathway.***
- 2. Council notes in March 2024 the Member for Maitland promoted a survey on potential future uses of the former Morpeth Railway Station.***
- 3. Council notes that it has now been more than two years since the questionnaire with no further updates provided to the community for the site.***
- 4. Council writes to the Member for Maitland with a copy to the relevant Ministers and Shadow Ministers requesting an update on the progress of the site.***

Moved Cr B Hackney, Seconded Cr S Halliday

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:		Against:
	Cr A Atkinson	
	Cr R Barstow	
	Cr D Ferris	
	Cr K Flannery	
	Cr M Griffin	
	Cr B Hackney	
	Cr S Halliday	
	Cr K Jordan	
	Mayor P Penfold	
	Cr W Penfold	
	Cr B Whiting	
	Cr B Worth	
	Cr M Yarrington	

DRAFT

17 QUESTIONS WITH NOTICE

17.1 Lochinvar Creek – New England Highway Bridge Maintenance

SUBMITTED BY CR DON FERRIS

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

Cr Don Ferris has asked the following Question With Notice for the Council Meeting being held on 19 May 2026:

Given that the *Lochinvar Floodplain Management Study (May 1997)* recommended that Council prioritise maintaining Lochinvar Creek 50 metres upstream and downstream of the New England Highway bridge, and noting that the *Lochinvar Flood Study (2019)* confirms this bridge crossing is a critical hydraulic constriction point where:

- Severe flooding occurred in the April 2015 event, including above-floor inundation of nearby properties, and
- Flooding from the Hunter River can back up into Lochinvar Creek, further reducing the creek's ability to discharge through this location.

Will Council prioritise removing all exotic shrub and tree species and significantly reduce native tree species to help clear the flow path in this section of Lochinvar Creek to reduce flood risk to surrounding properties and infrastructure?

RESPONSE BY DIRECTOR CITY SERVICES

The land ownership in the vicinity of Lochinvar creek is a combination of privately and Council owned land. The 1997 Lochinvar Floodplain Management Study does discuss ownership and the state of the creek at the time (1997) and based on the modelling at the time recommends that Council carry out regular maintenance checks 50 metres either side of the highway bridge. The 1997 Lochinvar Floodplain Management Study was superseded in 2019 by the Lochinvar Flood Study (2019) and is the current working document for Council in this area.

The Lochinvar Flood Study 2019 takes into consideration development and specifically the 2007 (Pasha Bulka Storm), April 2015 and January 2016 storms as part of its research, commentary, study and findings. Whilst the Lochinvar Flood Study 2019 is not as prescriptive in its recommendations for maintenance inspections, Council continues to undertake inspection and maintenance work in this area as it does across all of its drainage network across the Local Government Area (LGA).

Due to land ownership addressing all the 'exotic shrub and tree species' that are located throughout the area is problematic as these are significantly on private land. Council

currently has programmed tree and weed management work planned for this area on Council owned and managed land to remove a small number of trees and African Olive weeds that are growing within the main waterway of the creek. These works are part of continuing to provide free flow in the key flow path of the creek.

African Olive has a presence in the area along each of the banks and is a non-priority weed as part of the Biosecurity Act (2015). Being a non-priority weed species Council is not resourced to undertake a program to completely remove all of this species in the area but will address nuisance weeds such as any impeding the key water way. However, Council does actively target grants for removal of non-priority weeds when available to gain resources to fund programs for removal of non-priority weeds such as these. The Lochinvar creek area will be considered for such grant opportunities when they arise.

As part of ongoing maintenance of the drainage network across the LGA Council will continue to maintain the drainage structures in this area and also complete inspections of the key waterways for maintenance work identification.

DRAFT

17.2 Metford Road Metford

SUBMITTED BY CR MITCHELL GRIFFIN

FILE NO: 35/8/4

ATTACHMENTS:

- 1. Council Meeting Minutes 23/04/2024 - Item 12.1
Traffic at the New Maitland Hospital**
- 2. Council Meeting Minutes 28/05/2024 - Item 12.1
Reclassification of Metford Road to a State Road**
- 3. Council Meeting 28/01/2025 - Item for
Information Traffic at the New Maitland Hospital**

RESPONSIBLE OFFICER: General Manager

Cr Mitchell Griffin has asked the following Question With Notice for the Council Meeting being held on Tuesday, 19 May 2026:

Can council officers advise on any progress with the NSW State Government and Member for Maitland on a review of traffic congestion at Metford Road Metford (adjacent Maitland Hospital) following the previous resolution of the council.

RESPONSE BY DIRECTOR CITY SERVICES

This Question With Notice is related to the attached previous Council resolutions, being:

1. 23 April 2024 - 12.1 Traffic at the New Maitland Hospital
2. 28 May 2024 - 12.1 Reclassification of Metford Road to a State Road

The attached Item for Information Council Report from 28 January 2025 (attach no. 3) provided an update and details of the letters sent by Council and the responses received regarding these resolutions.

As part of East Maitland Catalyst Area Structure Plan development, Transport for New South Wales (TfNSW) was consulted on areas related to traffic congestion throughout the plan development process. The consultation covered the whole catalyst area and was maintained at a high level. The infrastructure needs analysis supporting the structure plan recommended upgrades to road network surrounding Metford Road. Further details and information are provided in the Adoption of the East Maitland Catalyst Area Structure Plan Council Report. Council officers have recently completed the first stage of the new road recategorisation process for Metford Road from Raymond Terrace Road to Chelmsford Drive and Chelmsford Drive from Metford Road to the New England Highway. The first stage involved the submission of the Road Recategorisation Self-Assessment Tool requesting transfer from a Local Road to a State Road. This task was completed in early May, following the TfNSW information session in February, setting up of the online portal access and gathering of the required information. There is only one account allowed per Council for road recategorisation.

The next stage in the process is the application via the Transport's JIRA application tracking platform. JIRA is a web-based software used by TfNSW for complex and large scale project management. No time frames have been provided on how long this next application stage will take.

Council officers were asked to provide feedback by TfNSW on both the 50% and 80% Strategic Design Option Reviews- MR104 Raymond Terrace Road and Metford Road Intersection Upgrade in February and April this year. Feedback was provided to both design reviews by Council officers

DRAFT

18 URGENT BUSINESS

Nil

A motion was moved that Council moved into Committee of the Whole at 7.07 pm.

Moved Cr M Griffin, Seconded Cr M Yarrington

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:	Cr A Atkinson	Against:
	Cr R Barstow	
	Cr D Ferris	
	Cr K Flannery	
	Cr M Griffin	
	Cr B Hackney	
	Cr S Halliday	
	Cr K Jordan	
	Mayor P Penfold	
	Cr W Penfold	
	Cr B Whiting	
	Cr B Worth	
	Cr M Yarrington	

A motion was moved that Council moved into Closed Session of the Committee of the Whole for the reasons specified in the Agenda, and closed the meeting to the public at 7.07 pm.

Moved Cr B Worth, Seconded Cr K Jordan

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:	Cr A Atkinson	Against:
	Cr R Barstow	
	Cr D Ferris	
	Cr K Flannery	
	Cr M Griffin	
	Cr B Hackney	
	Cr S Halliday	
	Cr K Jordan	
	Mayor P Penfold	
	Cr W Penfold	
	Cr B Whiting	
	Cr B Worth	
	Cr M Yarrington	

19 COMMITTEE OF THE WHOLE

19.1 Land Acquisition for Road Widening – Maitland Vale Road

FILE NO:	28702, 28706
ATTACHMENTS:	1. Survey Plan – Maitland Vale Road, Road Widening
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Strategic Property Manager
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2.3 Safe and efficient road networks

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

EXECUTIVE SUMMARY

Council has been provided with grant funding to do essential work on several regional roads. The upgrade of this section of Maitland Vale Road is one such essential roadway and these acquisitions and works will provide for a safer and more accessible roadway in the area.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

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.

COUNCIL RESOLUTION

THAT

- 1. Council authorise the General Manager to negotiate the purchase of the property as detailed in this report to the financial threshold;**
- 2. Council authorise the General Manager to commence Compulsory Acquisition of the land if the initial negotiations are not successful;**
- 3. Council authorise the General Manager to sign all documents related to the acquisition;**
- 4. Upon acquisition the land is classified as "road".**

Moved Cr M Griffin, Seconded Cr S Halliday

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

DRAFT

19.2 Land Acquisition for Road Widening – Raymond Terrace Road

FILE NO:	28058, 28057
ATTACHMENTS:	1. Concept Plan – Raymond Terrace Road, Road Widening
RESPONSIBLE OFFICER:	Executive Manager Finance
AUTHOR:	Strategic Property Manager
MAITLAND'S FUTURE	1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2.3 Safe and efficient road networks

THAT Council move into Confidential Session to discuss this item under the terms of the Local Government Act 1993 Section 10A(2), as follows: (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 is seeking to partly link Chisholm and Thornton with the installation of a shared pathway along Raymond Terrace Road. This report requests consent to acquire two small sections of land and pay the related compensation to the landowners.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

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.

COUNCIL RESOLUTION

THAT

1. Council authorise the General Manager to negotiate the purchase of the properties as detailed in this report to the financial threshold;
2. Council authorise the General Manager to commence Compulsory Acquisition of the land if the initial negotiations are not successful;
3. Council authorise the General Manager to sign all documents related to the acquisition;
4. Upon acquisition the land is classified as "Road".

Moved Cr B Whiting, Seconded Cr R Barstow

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

DRAFT

19.3 Consideration of Tenders – 2026/484 – Haussman Drive Overhead and Underground Power Relocation

FILE NO:	2026/484
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Director City Services Manager Works
AUTHOR:	Operations Manager Civil Projects Civil Engineer (Projects)
MAITLAND'S FUTURE	Outcome 1 Liveable Maitland
COUNCIL OBJECTIVE:	1.2 Integrated movement

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 Overhead and Underground Power Relocation at Haussman Drive, Thornton. The works also include the removal and relocation of streetlights. These works will be undertaken to support two concurrent projects along Haussman Drive, Thornton including Haussman Drive lane duplication project and Haussman Drive and Taylor Avenue roundabout project.

The lane duplication portion of the project will be funded by co-contributions from the Australian Government's Safer Local Roads Infrastructure Program (SLRIP), and Council. The roundabout portion of the project will be funded by co-contributions from the NSW Government's State Voluntary Planning Agreement (SVPA), and Council.

Tenders were invited for the works. At closing of the tender four (4) submissions were received. All tenders were assessed by a tender review panel. This report provides details of the tender assessment and a recommendation to award a contract for the work. The report is being presented to the Committee of the Whole as it contains confidential information.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

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.

COUNCIL RESOLUTION

THAT

- 1. The tender of MH Power Pty Ltd be accepted in the amount of \$965,500.00 Excl. GST for the Haussman Drive Overhead and Underground Power Relocation.**

Moved Cr M Griffin, Seconded Cr R Barstow

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

19.4 Consideration of Tenders – 2025/137/2467 – Walka Water Works Spillway Bridge

FILE NO:	2025/137/2467
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Director City Services Manager Works
AUTHOR:	Operations Manager Civil Projects Civil Engineer (Projects)
MAITLAND'S FUTURE	Outcome 1 Liveable Maitland
COUNCIL OBJECTIVE:	1.1 Great neighbourhoods

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 to undertake repairs & improvements to the timber bridge over the spillway at Walka Water Works. The works will involve the repair & stabilisation of the heritage brick bridge abutments, timber bridge reconstruction & construction of new concrete approach slabs. The repair & improvements will be funded from the Crown Reserves Infrastructure Fund (CRIF).

Tenders were invited for the works via open tendering process. At closing of the tender five (5) submissions were received.

All tenders were assessed by a tender review panel. This report provides details of the tender assessment and a recommendation on how to proceed. The report is being presented to the Council for approval.

OFFICER'S RECOMMENDATION/COUNCIL RESOLUTION

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.

COUNCIL RESOLUTION**THAT**

- 1. Council declines to accept any of the tender submissions, in accordance with Section 178(1)(b) of the Local Government (General) Regulation 2021**
- 2. Council cancel the proposal for the contract, in accordance with Section 178(3)(a) of the Local Government (General) Regulation 2021**
- 3. Council notes the ongoing advocacy that is being undertaken to obtain more funding and the actions of staff that will enable the project to proceed as soon as possible**

Moved Cr D Ferris, Seconded Cr M Griffin**CARRIED**

The division resulted in 13 for and 0 against, as follows:

For:

Cr A Atkinson
Cr R Barstow
Cr D Ferris
Cr K Flannery
Cr M Griffin
Cr B Hackney
Cr S Halliday
Cr K Jordan
Mayor P Penfold
Cr W Penfold
Cr B Whiting
Cr B Worth
Cr M Yarrington

Against:

A motion was moved that Council resumed into Ordinary Council at 7.14pm.

Moved Cr W Penfold, Seconded Cr M Yarrington

CARRIED

The division resulted in 13 for and 0 against, as follows:

For:	Cr A Atkinson	Against:
	Cr R Barstow	
	Cr D Ferris	
	Cr K Flannery	
	Cr M Griffin	
	Cr B Hackney	
	Cr S Halliday	
	Cr K Jordan	
	Mayor P Penfold	
	Cr W Penfold	
	Cr B Whiting	
	Cr B Worth	
	Cr M Yarrington	

20 Committee of the Whole Recommendations

The General Manager read the Recommendation from the Committee of the Whole/Closed Session as follows:

19.1 Land Acquisition for Road Widening - Maitland Vale Road

THAT

1. Council authorise the General Manager to negotiate the purchase of the property as detailed in this report to the financial threshold;
2. Council authorise the General Manager to commence Compulsory Acquisition of the land if the initial negotiations are not successful;
3. Council authorise the General Manager to sign all documents related to the acquisition;
4. Upon acquisition the land is classified as “road”.

19.2 Land Acquisition for Road Widening - Raymond Terrace Road

THAT

1. Council authorise the General Manager to negotiate the purchase of the properties as detailed in this report to the financial threshold;
2. Council authorise the General Manager to commence Compulsory Acquisition of the land if the initial negotiations are not successful;
3. Council authorise the General Manager to sign all documents related to the acquisition;
4. Upon acquisition the land is classified as "Road".

19.3 Consideration of Tenders - 2026/484 - Haussman Drive Overhead and Underground Power Relocation

THAT

1. The tender of MH Power Pty Ltd be accepted in the amount of \$965,500.00 Excl. GST for the Haussman Drive Overhead and Underground Power Relocation.

19.4 Consideration of Tenders - 2025/137/2467 - Walka Water Works Spillway Bridge

THAT

1. Council declines to accept any of the tender submissions, in accordance with Section 178(1)(b) of the Local Government (General) Regulation 2021
2. Council cancel the proposal for the contract, in accordance with Section 178(3)(a) of the Local Government (General) Regulation 2021
3. Council notes the ongoing advocacy that is being undertaken to obtain more funding and the actions of staff that will enable the project to proceed as soon as possible

Moved Cr W Penfold, Seconded Cr M Yarrington

The division resulted in 13 for and 0 against, as follows:

For:	Cr A Atkinson	Against:
	Cr R Barstow	
	Cr D Ferris	
	Cr K Flannery	
	Cr M Griffin	
	Cr B Hackney	
	Cr S Halliday	
	Cr K Jordan	
	Mayor P Penfold	
	Cr W Penfold	
	Cr B Whiting	
	Cr B Worth	
	Cr M Yarrington	

21 Closure

The meeting was declared closed at 7.17 pm.

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Chairperson