



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 Maitland Senior Citizens Centre, 15 Grant Street, Maitland 2320 and commencing at **5.30pm**.

## **ORDINARY MEETING**

### **AGENDA**

## **9 AUGUST 2022**

**DAVID EVANS**  
**GENERAL MANAGER**

**Please note:**

Councillors are reminded of their Oath or Affirmation of Office to undertake their duties in the best interests of the people of the City and Council and to faithfully and impartially carry out the functions, powers, authorities and discretions vested in them under the Local Government Act 1993, or any other Act to the best of their ability and judgement. Councillors are also reminded of their obligations under the Code of Conduct to disclose and appropriately manage conflicts of interest.

In accordance with the NSW Privacy and Personal Information Protection Act, you are advised that all discussion held during the Open Council meeting is recorded for the purpose of verifying the minutes. This will include any discussion involving a Councillor, Staff member or a member of the public.



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**PRESENT**

**1 INVOCATION**

**2 ACKNOWLEDGEMENT OF COUNTRY**

**3 APOLOGIES, LEAVE OF ABSENCE AND REMOTE ATTENDANCE**

**4 DECLARATIONS OF INTEREST**

**5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

- *The Minutes of the Ordinary Meeting held 26 July 2022 be confirmed.*

**6 BUSINESS ARISING FROM MINUTES**

**7 WITHDRAWAL OF ITEMS AND ACCEPTANCE OF LATE ITEMS OF BUSINESS**

**8 PUBLIC ACCESS**

**9 MAYORAL MINUTE**

**10 GENERAL MANAGER'S REPORTS**

Nil

## **11 PLANNING AND ENVIRONMENT**

### **11.1 MAITLAND CITY HERITAGE GROUP**

<b>FILE NO:</b>	<b>96/10</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Matthew Prendergast - Group Manager Planning &amp; Environment Andrew Neil - Manager Strategic Planning</b>
<b>AUTHOR:</b>	<b>Clare James - Heritage Officer</b>
<b>MAITLAND +10</b>	<b>Outcome 5. To celebrate what makes our city unique - our history, our people and our river</b>
<b>COUNCIL OBJECTIVE:</b>	<b>Recognise the importance of our heritage buildings and precincts</b>

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#### **EXECUTIVE SUMMARY**

*The Maitland City Heritage Group is a long-standing committee of Council including community representatives from a range of special interest community groups. Nominations for membership have been received in accordance with the Group Constitution 11 July 1995 Amended 23/7/19.*

*This report considers nominations received for the Heritage Group.*

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

##### **THAT**

- 1. Nominations received for membership of the Maitland City Heritage Group be accepted as outlined in the table provided.**

#### **REPORT**

The Maitland City Group is constituted with the powers delegated to it by Maitland City Council in accordance with Section 377 of the Local Government Act, 1993.

The constitution for the Group last reviewed 23/7/2019 provides details on the role of the group as outlined below:

##### **1. OBJECTIVES**

- a) To promote the conservation of the natural, cultural, built and Aboriginal heritage of the Maitland City Council area.**
- b) To promote a positive image of Council in all heritage initiatives and issues pursued by the Group.**

## MAITLAND CITY HERITAGE GROUP (Cont.)

- c) To provide constructive support and comment to Council on heritage issues of relevance to the Maitland City Council area.

Key functions of the group include to make recommendations to Council on financial support to be given from the Maitland Local Heritage Fund, and publication of the Maitland historical publication series since 1999.

**MEMBERSHIP**

In accordance with the constitution, nominations were called for Group membership following the election of the Council.

Nominations have been received for positions as outlined in the following table.

MEMBERSHIP STRUCTURE UNDER THE GROUP CONSTITUTION 2019	NOMINATIONS RECEIVED
The Mayor	Mayor or nominee (N.B. as per the Council meeting of 25 January 2022 Cr. S. Halliday is the nominee)
A representative from the National Trust (with a nominated alternate representative)	Friends of Grossman House  Lynn Morris Alternate: Paul Cooke
Two representatives from the local Historical Groups and Societies (with a nominated alternative representative)	Three nominations received from Maitland District Historical Society  Steve Bone Kevin Short Jennifer Buffier No alternate identified
A representative from the Mindaribba Local Aboriginal Land Council (with a nominated alternative representative)	Tara Dever CEO MLALC
A representative from Landcare (with a nominated alternative representative)	Leslie Pearson Hunter Region Landcare Network
A representative from the Chamber of Commerce or local business communities (with a nominated alternative representative)	-

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MAITLAND CITY HERITAGE GROUP (Cont.)

(4) community representatives from within the Maitland Local Government Area	Janece McDonald Kellie Lantry John Lyons Tom Skelding
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### **CONCLUSION**

This report recommends acceptance of nominations received for membership of the Maitland City Heritage Group.

The Group will meet four times a year and be administered through Council's Strategic Planning department.

### **FINANCIAL IMPLICATIONS**

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

### **POLICY IMPLICATIONS**

This matter has no specific policy implications for Council.

### **STATUTORY IMPLICATIONS**

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

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**11.2 DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766)**

<b>FILE NO:</b>	<b>2022/230</b>
<b>ATTACHMENTS:</b>	<b>1. Locality Plan 2. Architectural Plan Set 3. Planners Assessment 4. Conditions of Consent 5. Redacted Submission</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Matthew Prendergast - Group Manager Planning &amp; Environment Andrew Ashton - Manager Development &amp; Compliance Kristy Cousins - Coordinator Planning &amp; Development</b>
<b>AUTHOR:</b>	<b>Emmilia Johnstone - Town Planner</b>
<b>APPLICANT:</b>	<b>Maitland City Council</b>
<b>OWNER:</b>	<b>The State of New South Wales</b>
<b>PROPOSAL:</b>	<b>Alterations and Additions to Tourism Facility (Maitland Gaol)</b>
<b>LOCATION:</b>	<b>6-18 John Street, East Maitland 2323</b>
<b>ZONE:</b>	<b>SP3 – Tourist</b>

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**EXECUTIVE SUMMARY**

*The purpose of this report is to provide a detailed discussion and assessment of Development Application No. (DA) 2022/230 for Alterations and Additions to an existing tourism facility (Maitland Gaol) at Lot 469 DP 1002766, 6-18 John Street East Maitland. The matter is reported to Council in accordance with the 'Delegations of Authority' for the General Manager dated 12 June 2018, Section 3(b)(iv), due to a submission received upon notification.*

*Maitland Correctional Centre (Maitland Gaol) is a State listed heritage item (I52) of which has seen adaptive reuse as a tourism facility. The proposal will provide an additional activity within the existing tourism facility, being 'The Tower Experience'. The alterations and additions will provide a new internal staircase to provide access to the existing guard towers to enable a pedestrian tour along the Gantry walkways between tower 1 and tower 6.*

*The development is supported with a heritage impact statement (HIS) of which considers the extent of impact upon the heritage value of the State listed item, as well as the impact upon the broader curtilage of the East Maitland Heritage Conservation Area. The development was referred to the Heritage Council of NSW as Integrated Development, per Section 52 of the Heritage Act 1977 and subsequently supported with General Terms of Approval.*

*The proposed development is acceptable in terms of the relevant matters for consideration under the Act and the development application is recommended for approval.*



DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

## **OFFICER'S RECOMMENDATION**

### **THAT**

- 1. DA 2022/230 for Alterations and additions to existing tourism facility (Maitland Goal) be approved subject to the recommended conditions of consent provided in Attachment 4.**

## **INTRODUCTION**

The purpose of this report is to provide Council with an assessment of the proposal to enable determination of the development application. This report is provided to Council on the basis that one (1) submission has been received, raising privacy and amenity concerns as a result of tour operations of 'The Tower Experience'. The tour is proposed to be provided atop the existing goal walls, utilising the existing towers 1 and 6, and adjoining gantry walkways.

## **SITE DESCRIPTION**

The legal description of the land on which the development is to be carried out is Lot 469 DP 1002766, addressed as 6-18 John Street, East Maitland.

Most commonly known as Maitland Gaol, the site is a former maximum-security prison, is identified as a State Listed Heritage Item of which now provides various uses including as a recreational, tourist and community facility.

The site measures a total of 2.007ha and contains various structures within the sandstone walls. The pedestrian entry and onsite carpark servicing the site is accessible via John Street. The existing perimeter walls measure approximately 9m from the sandstone base (26.533m AHD) to the gutter line of the guard towers (35.516m AHD).

The site does not contain any natural environmental constraints by way of endangered ecological communities, threatened species, mapped water courses or flooding. The site is surrounded by established residential development.

DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)



Figure 1 – Aerial photograph showing location of Tower 1, Tower 6 and Existing Entry (E)

## PROPOSAL

The proposal involves alterations and additions to Maitland Gaol to install a new internal staircase, enabling access to atop the existing wall structure of Tower 1 and Tower 6. The proposal will facilitate a new tour for the facility referred to as 'The Tower Experience'.

The physical works involve the construction of a new staircase within Tower 1 enabling access to the gantry walkways and Tower 6. The proposed access location makes use of the existing doorway formed in sandstone that currently serves as an access point into a small unisex public toilet at the base of the tower within the former prison yard. Refer to [Attachment 2](#) for detailed architectural plans.

The proposed stair inside Tower 1 adopts a spiral design, which spans a vertical distance of 6.3 metres. A mid-landing is provided approximately half-way up as a rest point for tour participants. The base of the new stairs will occupy what is currently a public toilet. All of the fixtures, finishes – including the tiled floor and slab on ground – will be removed to create a new concrete floor and footings for the stairs 100mm lower than the existing floor level, to allow for compliance disabled access.

The existing timber spiral stair that exists inside Tower 6 will be sealed with clear Perspex and internal lighting features, enabling tour participants to view the original staircase access as a point of interest in 'The Tower Experience'. All gantry walkways atop the

DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

wall are currently constructed in galvanised steel components, have barrel-vaulted overhead corrugated steel shelters and weld-mesh balustrades that all exceed 1.3 metres in height, all of which are to remain to enable tour participants to walk along Gantry Walkways 1, 2 and 3, each providing views across the gaol complex. Each walkway is sufficiently wide enough (900mm) to enable tour patrons to pass where required. The walkways are proposed to be fitted with a new lighting system for night-time use and during an emergency.

'The Tower Experience' proposes to operate day and night-time tours ranging from 30 minutes to 60 minutes in length. It is anticipated up to 10 tours per day, with the potential to increase this number dependant on demand. Each tour will accommodate a maximum of 15 participants, led by one (1) tour guide. The tours will operate between 8am and 10pm, daily.

The application also proposes the installation of speakers and lighting equipment which will be positioned in various parts of the gaol yard, to provide visual and sound effects to enhance the tour experience.



Figure 2 - Existing Tower 1 where stairs are to be installed for tour entry. Existing doorway opening to be maintained.

## KEY ISSUES

The subject land is zoned SP3 - Tourist under the Maitland Local Environmental Plan 2011 (LEP). The proposed development is defined as Alterations and Additions to Tourism Facility (Maitland Gaol) under the LEP which is a type of development permitted with consent in the subject zone.

DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

### Heritage

The proposal is located within the East Maitland heritage conservation area and involves partial demolition and structural works to part of the State listed heritage item (I52), being Maitland Correctional Facility. The physical works are confined to existing tower 1 and tower 6 of the sandstone gaol wall and will improve access to the gantry walkways for tourism purposes.

The development is supported with a heritage impact statement (HIS), prepared by Heritas Heritage and Conservation (Reference: Issue C, dated: March 2022). The HIS identifies the recent towers and covered walkways to have significance as contemporary structures indicating continued use of surveillance for security of the gaol from the 19th Century to the end of the 20th century. The existing (non-original) concrete towers lead to modern catwalks constructed in the 1980's.

The proposal provides an authentic entry to the towers - internally rising within the tower walls - as opposed to an external stair. The new entry door at the base of Tower 1 is recessed in similarity with other tower access doors, and the entry to the new stair access uses an existing opening.

The HIS provides a series of recommendations, detailed in the Planner's Assessment Report contained in Attachment 3, that of which have been included in the Recommended Conditions of Consent contained in Attachment 4.

The HIS submitted acknowledges that the benefits of the proposal in providing an authentic, unique visitor experience on the site that is sympathetic and greatly enhances the interpretation of the gaol and of the origins of East Maitland and far outweigh the cumulative impacts of the required work.

Noting this the development is considered to adhere to the heritage related objectives and controls of the Maitland LEP 2011 and DCP 2011 and will result in an overall beneficial impact and improve interpretation of the State listed heritage item and broader East Maitland Heritage Conservation Area.

### Privacy, Acoustics, and Amenity

The development, occurring atop the existing gaol wall, presents potential and perceived amenity impacts upon adjoining residential properties. The development is supported with an Acoustic Assessment (Prepared by: Spectrum Acoustics, dated: 24 May 2022, Addendum: 7 July 2022) and a draft operational plan of which determines the extent of acoustic impacts, and provides various mitigation measures.

The acoustic assessment provides commentary against adopted noise criteria levels to determine extent of impacts resulting from the various aspects of the tour operations, including use of amplified noise effects, patron voices from atop the gaol walls and impacts of vehicular movements associated with patrons coming and going from the site for tour purposes.

DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

The draft operational plan identifies mitigation measures, including use of headphones to limit amplified voices during nighttime tours, limiting time spend on the eastern side of the gantry, and limiting use of the amplified lighting and noise affects during late night tours, to mitigate potential and perceived impacts upon adjacent residential allotments.

Privacy and overlooking impacts will be mitigated by directing participants view to the west and north, inside of the gaol walls, rather to the east toward adjacent residential development. Further consideration of privacy and overlooking impacts can be seen in the Planners Assessment Report ([Attachment 3](#)), including photographs taken from atop the goal wall toward adjacent residential development.

## CONSULTATION

The proposal was publicly notified/advertised for a period of twenty-eight (28) days from 16 March 2022 to 20 April 2022, in accordance with the *Environmental Planning and Assessment Act 1979* and the Maitland Development Control Plan 2011.

A total of one (1) submission, of which raised concerns with relation to the proposal, was received during the exhibition period. A copy of submission can be found in [Attachment 5](#), with the key issues summarised and addressed below.

### Issues Raised

Privacy, overlooking and amenity impact. Tour participants overlooking upon adjacent residential properties.

Request for compensation by way of reduced rates, or Council funded upgrades to existing dwellings and ancillary structures fronting the gaol walls.

### Planners comment

It is noted that, due to the existing layout of the gaol tower and walls, the possibility of looking into neighbouring properties is somewhat inevitable.

However, the existing fencing, landscaping and distance from neighbouring residential properties does go some way to mitigate potential and perceived privacy impacts. Further to this, the extent of privacy impacts and potential for overlooking can be mitigated via operational provisions. This is included but not limited to reducing the amount of time dedicated to the eastern portion of the wall and limiting tour participants attention to the internal view of the gaol.

Tour participants will be provided headsets, to minimise voice volume and mitigate noise impacts on neighbouring properties. There will be no commentary offered once the tour group passes through Tower 6 onto the eastern section of gantry. Tour participants will also be asked to refrain from making any noise on this small section of gantry.

DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

With relation to the compensation measures suggested by the submitter, reduction of rates is not a planning consideration or mechanism able to be enforced under the development application process, and the proposal to upgrade the existing adjacent dwelling(s) or amend fencing is unlikely to effectively assist in mitigating privacy or onlooking. It is considered that mitigating privacy impacts by way of operational measures is the most effective way to address potential and perceived overlooking, privacy and amenity impacts upon adjacent residential properties.

#### **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 Planners Assessment Report (Attachment 3), with key statutory planning issues summarised above.

#### **CONCLUSION**

An assessment of the application has been undertaken against Section 4.15(1) of the *Environmental Planning and Assessment Act, 1979 as amended*. The proposed development is considered acceptable in terms of the relevant matters for consideration under the Act and the development application is recommended for approval.

DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

## **Planning and Environment**

# **DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766)**

## **Locality Plan**

**Meeting Date: 9 August 2022**

**Attachment No: 1**

**Number of Pages: 1**





DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

## **Planning and Environment**

# **DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766)**

## **Architectural Plan Set**

**Meeting Date: 9 August 2022**

**Attachment No: 2**

**Number of Pages: 12**



























DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

## **Planning and Environment**

# **DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766)**

## **Planners Assessment**

**Meeting Date: 9 August 2022**

**Attachment No: 3**

**Number of Pages: 16**





































DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

## **Planning and Environment**

# **DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766)**

## **Conditions of Consent**

**Meeting Date: 9 August 2022**

**Attachment No: 4**

**Number of Pages: 6**















DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766) (Cont.)

## **Planning and Environment**

# **DA 2022/230 FOR ALTERATIONS AND ADDITIONS TO EXISTING TOURISM FACILITY (MAITLAND GAOL) AT 6-18 JOHN STREET EAST MAITLAND 2323 (LOT: 469 DP 1002766)**

## **Redacted Submission**

**Meeting Date: 9 August 2022**

**Attachment No: 5**

**Number of Pages: 1**



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## 12 CULTURE, COMMUNITY AND RECREATION

### 12.1 MOBILE CCTV TRIAL FOR THE MAITLAND LGA

<b>FILE NO:</b>	35/7/4
<b>ATTACHMENTS:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Judy Jaeger - Group Manager Culture, Community & Recreation Laurie D'Angelo-Edmonds - Manager Community and Recreation
<b>AUTHOR:</b>	David Baker - Team Leader Community and Recreation Planner Whitney Hainey - Community Planner
<b>MAITLAND +10</b>	Outcome 1.To stay friendly, happy and proud as our city grows
<b>COUNCIL OBJECTIVE:</b>	1.3.1 Design and manage our public spaces to ensure people feel safe

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#### EXECUTIVE SUMMARY

*Further investigations have been undertaken to understand the use and outcomes of Mobile CCTV to address issues of anti-social behaviour and vandalism by other Councils. This report provides a summary of these investigations across comparative local Councils*

#### OFFICER'S RECOMMENDATION

##### THAT

1. The research findings and local comparison into the use of Mobile CCTV is noted.
2. Council note that the research findings indicate that Council's current use of fixed CCTV is consistent with that of comparative local Councils.
3. Council notes that the use of Mobile CCTV with local comparative Councils is limited and therefore the cost benefit and effectiveness of implementing Mobile CCTV to reduce antisocial behaviour cannot be measured and is therefore not recommended.
4. Council continues to use fixed CCTV for asset protection at key locations as required.



MOBILE CCTV TRIAL FOR THE MAITLAND LGA (Cont.)

## **REPORT**

### **BACKGROUND**

This report presents the research outcomes and recommendations in response to the Council Report on 24 November 2020 'Mobile CCTV Trial for the Maitland LGA'. The Recommendations were:

#### **THAT**

1. Council note that the Mobile CCTV trial adopted by Ryde City Council was used to address the issue of illegal dumping of waste.
2. Council Officer undertake further investigation into the use and outcomes of mobile CCTV to address issues of anti-social behaviour and vandalism by other Councils and report back to Council by April 2021.

Investigations were undertaken with City of South Perth Council and City of Melville Council.

#### **City of South Perth**

City of South Perth introduced the use of Mobile CCTV in June 2019 to address anti-social behaviour, illegal dumping and off-road vehicles in reserves. Council liaise with the Western Australia Police Force (WA Police) regarding hotspots and the unit is deployed by Rangers every one to three weeks to identified areas, dependent upon the issue identified in the hotspot. It is understood that the CCTV footage is not actively monitored, and the approach taken is to use the footage to inform investigations after an incident has occurred. The City of South Perth advised that whilst the organisation was still relatively new to using CCTV, anecdotal feedback indicates that the use of Mobile CCTV is working to deter anti-social behaviour, illegal dumping, and off-road vehicles in reserves.

#### **City of Melville**

City of Melville introduced the use of Mobile CCTV in March 2019, and the unit is used for asset protection and to capture evidence that may assist Police in investigations. The Council liaise with WA Police regarding hotspots and the community can inform Council of any areas they would like to be considered in the deployment of the trailer. All suggested locations are proposed to the local Police department who advise if the locations are hotspots and therefore if the trailer should be deployed at that location.

To support the deployment of the Mobile CCTV trailer, the City of Melville also have a 24/7 mobile patrol service called the Community Safety Service (CSS). CSS Officers meet with the local Police department weekly to share information and discuss community safety/crime concerns. At these meetings, local Police inform the CSS where the unit should be located based on their identified hotspots. The CSS officers deploy the trailer accordingly.

**MOBILE CCTV TRIAL FOR THE MAITLAND LGA (Cont.)**

Similar to the City of South Perth, the City of Melville do not actively monitor the mobile CCTV footage. If there is an incident during the deployment period, Council is notified by WA Police who then follow the required process to request a copy of the footage from the Council. Council Officers do not review the footage. The date and time range are downloaded and handed over to WA Police.

The CSS is funded through a levy, the Property Surveillance Charge, which is charged to all properties to the amount of \$47 per property per year as part of resident rates. The Mobile CCTV trailer was funded through reserve funds from the levy.

**LOCAL COMPARISONS**

Further research was undertaken to determine the use and success of CCTV cameras in neighbouring Councils. Of note is that:

- Dungog Shire Council, Upper Hunter Council and Singleton Council do not currently have any CCTV policies in place which indicates that they do not utilise fixed or mobile CCTV in their LGA's. Newcastle City Council require service station developments to have CCTV surveillance.
- Cessnock City Council generally use fixed CCTV surveillance at their key asset locations such as the administration building, waste management centre and visitor information centre. Upgrades of a local park and playground as well as a local community and recreation precinct included the addition of CCTV surveillance and provide police with footage where required. There is no evidence that they utilise mobile CCTV surveillance.
- MidCoast Council's surveillance policy refers to the use of CCTV surveillance within customer service centres, meeting rooms and libraries with the intention of detecting crime, reducing crime opportunities, and enhancing safety. MidCoast Council found that CCTV is valuable when investigating and prosecuting offences. There is no evidence that MidCoast utilise mobile CCTV surveillance.
- Port Stephens Council's policy similarly refers to the use of CCTV to reduce crime levels and to increase the perception of safety. There is no evidence that Port Stephens utilise mobile CCTV surveillance.
- Lake Macquarie City Council's CCTV Policy states CCTV is used for many reasons including monitoring facility use, maintenance of assets, risk management and crime prevention. When considering mobile CCTV, Lake Macquarie City Council use this for surveillance on illegal-dumping and construction site monitoring. Mobile CCTV is not utilised to monitor public places or facilities to deter antisocial behaviour. Lake Macquarie City Council note that CCTV and associated signage has been very effective in reducing malicious damage (graffiti) and other anti-social behaviours.

MOBILE CCTV TRIAL FOR THE MAITLAND LGA (Cont.)

In comparison, Maitland City Council also uses fixed CCTV for asset protection at a number of key locations including Maitland Regional Athletics Centre, the Works Depot, Waste Depot, Council's administration building, our Animal Care Facility and at both Aquatic Centre locations. This is on par with CCTV use by surrounding Councils.

### **MOBILE CCTV EQUIPMENT COSTS**

Estimates have been sourced from RPM Hire and Mobile Camera Security to inform indicative costs associated with mobile CCTV equipment. Below are the estimated costings to hire the unit and to purchase the equipment in full. The hire period can be adjusted to suit:

Option 1 - Hire: 91-day (3 months) trial hire of mobile CCTV trailer \$5850.00 (\$65.00 per day) ex GST. A one-off delivery fee pick up fee and insurance of \$875.00 ex GST applies, initial setup and training for staff operating the unit is included in the fee and will be supplied at time of delivery.

Total for 91-day hire, \$6,725.00 ex GST.

Outright purchase of the unit: The lowest quoted cost of a mobile CCTV trailer unit is \$82,910.00 ex GST per trailer including delivery, training and 12 months of remote tech support.

Ongoing Maintenance: Maintenance and repair of the unit is included in the hire fee. If the unit is purchased, 24/7 remote support is provided for 12 months. A warranty on all parts and labour is also provided for 12 months. After 12 months, there is an annual service fee of \$280 to cover maintenance. However, it would also be expected that Council staff maintain the trailer by checking tyres, generator etc.

### **Resource Costs**

Should Council resolve to trial or purchase a mobile CCTV unit, additional staff resources for the deployment, management and maintenance of the unit would need to be considered. Preliminary resources estimates have identified that staff resource requirements would consist of an additional Ranger on a part-time basis of two to three days per week dedicated to the management and deployment of the unit across the LGA. The estimated cost associated with the additional resource is \$65,000, which includes salary costs, superannuation, and a vehicle.

Budget for the purchase or hire of Mobile CCTV units and the supporting resource costs associated with the management and deployment of the unit(s) have not been considered as part of Councils adopted Long Term Financial Plan.

MOBILE CCTV TRIAL FOR THE MAITLAND LGA (Cont.)

## **ANTI-SOCIAL BEHAVIOUR AND VANDALISM IN THE MAITLAND LGA**

Council officers have been working with Regional NSW and other government and non-government organisations that provide services across the region, to identify social trends and challenges across the LGA and determine how these can be addressed to support the growing needs of the Maitland community. Council officers will continue to work with key stakeholders to drive a multi-agency approach to addressing anti-social behaviour with a fit for purpose approach across the LGA.

## **CONCLUSION**

Further investigations into the use and outcomes of Mobile CCTV to address issues of anti-social behaviour and vandalism across comparative local Councils have been completed.

Investigation findings indicate that in comparison, Maitland City Council's also uses fixed CCTV for asset protection is on par with CCTV use by surrounding Councils. In addition, investigations have shown that the use of Mobile CCTV to address issues of anti-social behaviour and vandalism across comparative local Councils is limited. Given these findings, the cost benefit and effectiveness of implementing Mobile CCTV to reduce antisocial behaviour cannot be measured and is therefore not recommended.

## **FINANCIAL IMPLICATIONS**

This matter has an initial estimated up-front investment of \$82,910.00 ex GST plus ongoing annual maintenance and resource costs of \$65,280. Both items are currently unfunded.

## **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.

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## 12.2 CREATIVE CAPITAL GRANT FUNDING - CODESIGN GARDEN PROJECT MRAG

<b>FILE NO:</b>	11/5
<b>ATTACHMENTS:</b>	Nil
<b>RESPONSIBLE OFFICER:</b>	Judy Jaeger - Group Manager Culture, Community & Recreation
<b>AUTHOR:</b>	Gerry Bobsien - Gallery Director
<b>MAITLAND +10</b>	Outcome 5. To celebrate what makes our city unique - our history, our people and our river
<b>COUNCIL OBJECTIVE:</b>	5.1.1 Curate and promote our unique history through our collections, museums, and experiences

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### EXECUTIVE SUMMARY

*The NSW Government has introduced \$60 million in strategic funding over two years for the delivery of new and improved cultural infrastructure across NSW. The Creative Capital fund has been established to meet the demands for facilities to support the creative economy and improve access to and participation in quality cultural experiences across NSW.*

*Council is invited to apply for the Minor Works and Equipment Projects – grants of \$5,000 to \$250,000 in the second round of this funding tranche.*

*On 14 June 2022, Council was provided with an information report outlining the development of a garden that will be developed as public open space at Maitland Regional Art Gallery (MRAG). This was a project seed funded by Rotary Sunrise and supported by the University of Newcastle. The project aims to engage Aboriginal communities in the region and beyond through a public open space framework which will host a range of events and activities.*

### OFFICER'S RECOMMENDATION

#### THAT

- Council endorse the application for \$230,000 funding to the Create NSW Creative Capital Fund for the construction of the codesign garden project on the MRAG grounds.**

### REPORT

#### Background

In 2020, MRAG embarked on a new strategic planning process and following consultation and collaboration adopted a new strategic plan for 2020-2025. One of the major goals of this plan was to develop a site within our grounds as a welcoming and inclusive space for community. We aim to implement a range of recommendations outlined in the Australian Museums and Galleries Associations (AMAGA) Roadmap for Indigenous Engagement.

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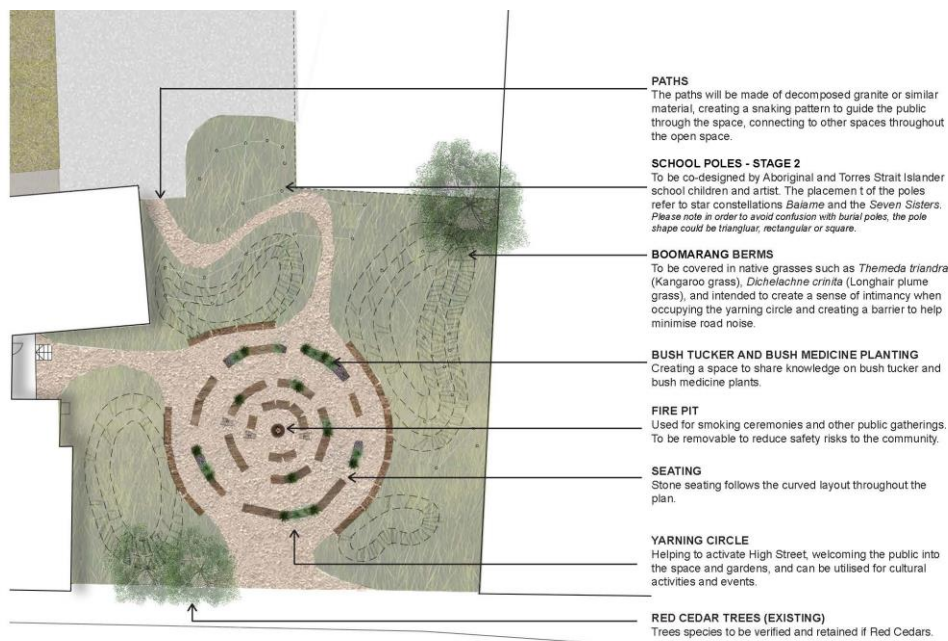
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 CREATIVE CAPITAL GRANT FUNDING - CODESIGN GARDEN PROJECT MRAG (Cont.)

The proposal and a project brief was developed by MRAG and the University of Newcastle and presented to the Aboriginal Reference Group in late 2020. This was endorsed and the implementation of the co-design process began.

An agreement was signed in June 2021 by Group Manager Culture, Community and Recreation and the University of Newcastle for delivery of the project to provide a series of co-design workshops with Aboriginal students at the Maitland Regional Art Gallery and subsequently to design and implement/construct an Indigenous space in the external courtyard of the gallery.

The garden has been costed by the landscape team from the University of Newcastle and suppliers with input from Infrastructure and Works based on the design elements below:



## Consultation

This project has followed several consultation steps and is aligned to the following Council objectives:

1. Delivery of recommendations outlined in the report to Council 17 August 2020 - National Agreement on Closing the Gap and specifically recommendation 2: Council officers continue to implement actions that meet the four (4) priority reform areas of the National Agreement on Closing the Gap Report. This project is directly linked to priority area one (1) and priority (2) of the agreement: Formal Partnerships and shared decision making and Transforming Government Organisations.
2. Briefing of project and endorsement at MCC Aboriginal Reference Group October 2020.

## CREATIVE CAPITAL GRANT FUNDING - CODESIGN GARDEN PROJECT MRAG (Cont.)

3. Presentation of project at Maitland Aboriginal Education Consultative Group and endorsement of project February 2021.
4. Students and teachers and community representatives onsite in codesign process June/July 2021
5. Council staff feedback session to the architecture students and academic staff July 2021.
6. Project profiled in MCC Annual report 20/21

**Funding**

Seed funding for this project was donated by Rotary Sunrise (\$35k) who some years ago wanted to fund a garden project in the gallery grounds. These funds have been carried over for the past five years. A further \$15k in donated funds was sourced from our members and also put toward this project. The \$50k contribution has been allocated for the codesign workshops and school participation, refinement of design by architectural teaching staff and the landscaping and planting of the garden.

Further funding is required through the Create NSW Creative Capital grant to cover costs associated with lighting, landscaping and accessibility measures for the garden project.

**CONCLUSION**

This report seeks Council endorsement for the application of \$230,000 to the Minor Works and Equipment Projects of the Create NSW Creative Infrastructure grants.

**FINANCIAL IMPLICATIONS**

This matter has no direct impact on Council's adopted budget. Funding is subject to receipt and execution of funding deeds. Contract and project management will be undertaken as part of business as usual activities. Ongoing site maintenance will be included in future operational budgets.

**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.

## **13 INFRASTRUCTURE AND WORKS**

Nil



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## 14 STRATEGY, PERFORMANCE AND BUSINESS SYSTEMS

### 14.1 COUNCILLOR EXPENSES AND FACILITIES FOR THE PERIOD ENDING 30TH JUNE 2022

FILE NO:	35/36/10
ATTACHMENTS:	Nil
RESPONSIBLE OFFICER:	Leah Flint - Group Manager Strategy Performance and Business Systems Stephen McDonald - Manager Governance and Risk
AUTHOR:	Guy Gray - Senior Governance Officer
MAITLAND +10	Outcome 15. To have an effective and efficient Council
COUNCIL OBJECTIVE:	15.1 Ensure our city infrastructure, services and finances are managed sustainably and transparently

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#### EXECUTIVE SUMMARY

*Council's adopted 'Councillor Expenses and Facilities Policy' establishes the framework under which the reasonable and appropriate reimbursement of expenses and provision of facilities to councillors to help them undertake their civic duties is administered.*

*The policy requires that detailed reports on the provision of expenses and facilities to councillors be publicly available at a council meeting every six months and published in full on council's website. These requirements have been met through the provision of this report for the six months to 30 June 2022, being the first expenses and facilities report for this term of Council.*

#### OFFICER'S RECOMMENDATION

##### THAT

1. The information contained in this report be noted.

##### REPORT

In accordance with Council's adopted Councillor Expenses and Facilities Policy, this is the first six monthly report for this term of Council. The reporting period is from January to June 2022.

The expenditure for each Councillor is set out in the following table:

## COUNCILLOR EXPENSES AND FACILITIES FOR THE PERIOD ENDING 30TH JUNE 2022 (Cont.)

Councillor	ICT expenses (\$)	Professional Development activity (\$)	Professional Development associated costs (\$)	Accompanying persons costs (\$)	Carer expenses (\$)	Corporate wardrobe (\$)	Total (\$)
Aitchison	•	\$2,475.50	•	•	•	•	\$2,475.50
Baker	\$1,115.67	•	•	•	•	•	\$1,115.67
Ferguson	•	\$508.50	•	•	•	•	\$508.50
Fisher	\$1,200.00	•	•	•	•	•	\$1,200.00
Garnham	•	\$1,985.50	\$54.21	•	•	•	\$2,039.71
Griffin	•	\$2,043.52	•	•	•	•	\$2,043.52
Hackney	•	\$2,031.00	\$358.00	•	•	\$385.00	\$2,774.00
Halliday	•	\$673.50	•	•	•	•	\$673.50
Mitchell	•	•	•	•	•	•	•
Penfold	\$678.00	\$4,028.50	\$679.58	\$635.64	•	\$428.67	\$6,450.39
Ranadive	•	\$1985.50	\$267.87	•	•	•	\$2,253.37
Whiting	•	•	•	•	•	•	•
Yarrington	•	•	•	•	•	•	•
Total (\$)	\$2,993.67	\$15,731.52	\$1,359.66	\$635.64	•	\$813.67	\$21,534.16

The total expenditure for all Councillors was \$21,534.16.

Facilities were provided to Councillors during the above period as follows:

- All Councillors were provided with a Council issued laptop at the beginning of the new Council term
- Cr Ferguson
  - 1 Printer
  - 1 x full set of toner
  - 1 x ream of paper

## CONCLUSION

The reporting of the expenditure summarised by each individual councillor and as a total for all councillors meetings with requirements of Council's adopted Councillor Expenses and Facilities Policy. All councillors in the last reporting period have complied with the policy.

## FINANCIAL IMPLICATIONS

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

## POLICY IMPLICATIONS

This report satisfies the six monthly reporting requirement set out in the Councillor Expenses and Facilities Policy. This matter otherwise has no specific policy implications for Council.

COUNCILLOR EXPENSES AND FACILITIES FOR THE PERIOD ENDING 30TH JUNE 2022 (Cont.)

**STATUTORY IMPLICATIONS**

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

**14.2 LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2022**

<b>FILE NO:</b>	<b>35/48</b>
<b>ATTACHMENTS:</b>	<b>1. 2022 Motions Submission Guide</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Leah Flint - Group Manager Strategy Performance and Business Systems</b>
<b>AUTHOR:</b>	<b>Kate Webber - Executive Support Officer</b>
<b>MAITLAND +10</b>	<b>Outcome 14. To have elected Leaders that look out for us</b>
<b>COUNCIL OBJECTIVE:</b>	<b>14.3.1 Ensure Councillors have access to professional development and support required to enable them to best fulfill their role</b>

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**EXECUTIVE SUMMARY**

*The Local Government NSW (LGNSW) Annual Conference will be held from 23 to 25 October 2022 in the Hunter Valley. The conference provides an opportunity for Councillors to share ideas, seek inspiration and help determine policy directions for the coming year.*

*This report is presented to Council to facilitate conference attendance by representatives of Council, and to determine voting delegates of Council for the purpose of voting on motions presented to the conference.*

**OFFICER'S RECOMMENDATION****THAT**

- 1. Councillors wishing to attend the conference nominate for endorsement by Council;**
- 2. Council nominate four (4) attending Councillors as voting delegates on motions at the Annual Conference;**
- 3. The names of Council's voting delegates be forwarded to LGNSW by 10 October 2022;**
- 4. Council note that any submissions on motions need to be submitted by 25 September 2022.**

**REPORT**

Maitland City Council is a member of Local Government NSW (LGNSW) whose members consist of Councils across NSW. LGNSW provides advocacy, representation, and support to assist member councils deliver improved services and better outcomes to their local communities.

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LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2022 (Cont.)

LGNSW will be hosting their Annual Conference in the Hunter Valley to debate and discuss the key issues to work towards a better future post-COVID in NSW.

The conference program can be viewed at <https://lgnswconference.org.au/program/>

There is also an opportunity for member councils to put forward motions to be considered at the Conference. To allow for preparation of the Business Paper before the conference, members are asked to submit their motions by 25 September 2022. Proposed motions should be strategic, affect members state-wide and introduce new or emerging policy issues and actions. Attachment 1 provides information on the motion submission process.

Cost of registration and registration deadlines are shown below:

Registration Type	Registration Deadline	Cost
Member Early Bird Registration	Paid by 17 August 2022	\$1088.00
Member Standard Registration	Paid between 18 August and 10 October 2022	\$1,430.00
Conference Dinner Ticket	(Optional) not included in overall registration cost.	\$250

The cost of attendance will be managed in line with the Councillor Expenses and Facilities Policy as adopted at the time the conference is held.

#### **FINANCIAL IMPLICATIONS**

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

#### **POLICY IMPLICATIONS**

This matter has no specific policy implications for Council.

#### **STATUTORY IMPLICATIONS**

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

# **Strategy, Performance and Business Systems**

## **LOCAL GOVERNMENT NSW ANNUAL CONFERENCE 2022**

### **2022 Motions Submission Guide**

**Meeting Date: 9 August 2022**

**Attachment No: 1**

**Number of Pages: 12**





























**15 DIGITAL TRANSFORMATION**

Nil

**16 WORKPLACE CULTURE AND SAFETY**

Nil

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## 17 VIBRANT CITY

### 17.1 AWARDS AND RECOGNITION COMMITTEE

<b>FILE NO:</b>	<b>35/12</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Rachel MacLucas - Executive Manager Vibrant City</b>
<b>AUTHOR:</b>	<b>Kelsie Wilson - Executive Assistant</b>
<b>MAITLAND +10</b>	<b>Outcome 16. To work together to be the best our community can be</b>
<b>COUNCIL OBJECTIVE:</b>	<b>16.2.1 Recognise community contributions to the city through Council's civic programs</b>

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#### EXECUTIVE SUMMARY

*There are currently a number of committees where Council delegates are appointed to assess nominations and select individuals who should be recognised for their achievements and contributions in the Maitland community.*

*This report proposes the consolidation of these groups to form one committee, the Awards and Recognition Committee, with terms of reference presented to the next meeting of Council.*

#### OFFICER'S RECOMMENDATION

##### THAT

- 1. Council endorse consolidation of the Australia Day Group, Hall of Fame Committee and Maitland City Service Awards Committee to create a single Awards and Recognition Committee;**
- 2. A report be presented to the meeting of 23 August 2022 with a draft Terms of Reference for the Awards and Recognition Committee.**

#### REPORT

Currently there are a number of committees that are established to assess and select individuals for Council's various awards and recognition programs. As such, there is not a standard approach to the way in which each of the programs are administered and nominations sought and assessed. A number of the committees also include community representatives who presently are only called upon once per year or every two years in the case of the Hall of Fame, which limits their ability to actively contribute.

Consolidation of these committees into a single Awards and Recognition Committee would allow for a consistent approach across all awards programs, both from an administrative

## AWARDS AND RECOGNITION COMMITTEE (Cont.)

and assessment perspective, and benefiting from having a single set of representatives who have a holistic lens across all of the programs.

The proposed Awards and Recognition Committee would be responsible for assessing the following awards, as well as any other Council established Awards and Recognition programs:

- Australia Day Awards
- Hall of Fame Awards
- Maitland Service Awards
- Freeman of the City Awards

Whilst mentioned independently above, it's important to note that a report will be presented to a future meeting of Council requesting consideration of a consolidated approach to the Australia Day and Maitland City Service Awards to generate the maximum amount of prestige and interest in the awards, given the existing challenge with securing appropriate nominations.

Should the recommendations be supported, a draft Terms of Reference will be developed establishing the purpose, authority and responsibilities of the committee and presented to the Council meeting of 23 August 2022.

**CONCLUSION**

The consolidation of the Australia Day Group, Hall of Fame Committee and Maitland City Service Awards Committee and the creation of a single Awards and Recognition Committee will ensure a formal and consistent approach is taken to recognising the outstanding contributions and achievements of individuals of the Maitland community.

**FINANCIAL IMPLICATIONS**

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

**POLICY IMPLICATIONS**

This matter has no specific policy implications for Council.

**STATUTORY IMPLICATIONS**

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

**18 ITEMS FOR INFORMATION**

Nil

**19 NOTICES OF MOTION/RESCISSION**

**20 QUESTIONS WITH NOTICE**

**21 URGENT BUSINESS**

## **22 COMMITTEE OF THE WHOLE**

### **22.1 CONSIDERATION OF TENDERS - METALS COLLECTION AND RECYCLING CONTRACT**

<b>FILE NO:</b>	<b>55/2</b>
<b>ATTACHMENTS:</b>	<b>1. Evaluation of Tender - 2022.137.2079</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Matthew Prendergast - Group Manager Planning &amp; Environment Catherine Pepper - Manager Environment &amp; Sustainability Michelle Lindsay - Operations Manager Waste Services</b>
<b>AUTHOR:</b>	<b>Sarah Jackson - Waste Officer</b>
<b>MAITLAND +10</b>	<b>Outcome 13. To reduce our waste</b>
<b>COUNCIL OBJECTIVE:</b>	<b>13.1 Limit the amount of waste we create and send to landfill</b>

*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.*

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#### **EXECUTIVE SUMMARY**

*Tenders were called to engage a suitably qualified and experienced contractor to efficiently and sustainably manage metal items and lead acid batteries received at the Mt Vincent Road Waste Management Centre.*

*This report provides details of the tender assessment and a recommendation to award a contract for the works. This report is being presented to the Committee of the Whole as it contains confidential commercial information.*

## 22.2 CONSIDERATION OF TENDERS - COMMUNITY RECYCLING CENTRE CONSTRUCTION - MT VINCENT ROAD WASTE FACILITY

<b>FILE NO:</b>	<b>2022/137/2087</b>
<b>ATTACHMENTS:</b>	<b>Nil</b>
<b>RESPONSIBLE OFFICER:</b>	<b>Andrew Betts - Group Manager Infrastructure &amp; Works Ashley Kavanagh - Manager Works</b>
<b>AUTHOR:</b>	<b>Kynan Lindus - Civil Engineer</b>
<b>MAITLAND +10</b>	<b>Outcome 13. To reduce our waste</b>
<b>COUNCIL OBJECTIVE:</b>	<b>13.1.4 Complete construction of the Mount Vincent Waste Transfer Station</b>

*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.*

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### EXECUTIVE SUMMARY

*Tenders were called to engage a suitably qualified and experienced contractor to complete the construction of the Community Recycling Centre at the Mt Vincent Road Waste Facility, which will form Stage 1 of the Mt Vincent Waste Transfer Station construction. Four tenders were received and assessed by a tender review panel. This report provides details of the tender assessment and a recommendation to award a contract for the works. This report is being presented to the Committee of the Whole as it contains confidential information.*



**23 COMMITTEE OF THE WHOLE RECOMMENDATIONS**

**24 CLOSURE**