



MINUTES

Strategic Review Committee

held at

Council Administration Centre
Committee Room
180 Mort Street, Lithgow

on

Tuesday 18 February 2025

at 6:00 PM

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The Chairperson declared the meeting open at 5:01pm.

1. Acknowledgement of Country

Lithgow City Council acknowledges Wiradjuri Elders past and present of the Wiradjuri nation - the original custodians of the land on which the Lithgow's communities reside. The Council also extends our respects to our neighbouring nations.

2. Present

Present: Councillor E Mahony, Councillor D Goodwin, Councillor C Coleman, Councillor S Ring

Officers: Kaitlin Cibulka, Penny Way (Minutes), Jonathon Edgecombe, Paul Creelman, Peter Fisher, Ross Gurney, Shaun Elwood arrived at 5:09pm

3. Apologies

Apologies: Councillor R Smith, Leanne Kearney

4. Confirmation of Minutes

The minutes are proposed to be presented to the Council on 24th February 2025.

ACTION

THAT the Minutes of the meeting of be taken as read and confirmed.

MOVED: Councillor C Coleman

SECONDED: Councillor E Mahony

5. Matters Arising from Previous Minutes

The Chair called for any matters arising from previous minutes.

It was noted by Cr E Mahony that the Pulse System is being used for Project Management.

Discussion occurred about the CBD Footpath project and J Edgecombe noted there will be a report in the subsequent Council business paper noting the change of scope and reasons why. Cr C Coleman raised concerns about the initial communication between Council, Contractors and shop owners. She advised two residents have sent written complaints and questioned who carried out the initial communication and if there is data to show that it occurred.

J Edgecombe advised that the Project Manager has or will approach the business owners who have sent in complaints to talk to them directly. J Edgecombe noted every business owner was letter box dropped and that updated information has been provided on the website. Also noting that initial communication was outsourced to the Contract Project team due to limited in-house resources, using a letter drafted by Council. To rectify the miscommunication J Edgecombe highlighted the need for clearer and more extensive information to be communicated moving forward with new projects.

5:09pm Shaun Elwood arrived.

Councillor E Mahony reiterated the concerns about the SQUID (Stormwater Quality Improvement Device) including the quality of the product, being difficult to maintain and they will likely fail. Additionally, Cr E Mahony noted the Women's Shed are spending a substantial amount of money on the project that will become a council asset. He suggested a follow up with the project manager and to change the system if possible.

J Edgecombe informed the decision to use this system was influenced by the facility design team, and discussion have taken place with Water NSW to remove or come up with an alternative. However, due to the urgency to continue the project, support from Crown Land was sought through an Improvement Grant to secure additional funding. J Edgecombe suggested to continue discussions with Water NSW about alternative devices to meet the standards and requirements.

Cr E Mahony advised Water NSW are running a program, looking for projects up to \$50,000 to assist with projects and noted this is a good opportunity for these grants. Cr E Mahony posed to Mr Gurney that staff look at these opportunities to support getting different options instead of the SQUID and work with the Women's shed.

6. Declaration of Interest

There were no declarations of pecuniary interest made.

7. Staff Reports

7.1. Strategic Review Committee Terms of Reference

Cr S Ring sent out a copy of the Terms of Reference with suggested adjustments taking a simple and broader approach. The suggested changes have been derived from looking a wide range of other Terms of Reference documents from Council's including Newcastle Council. Cr S Ring reiterated the need to look at the whole gamut of infrastructure matters including fleet and broader matters. Cr S Ring suggested set items on the agenda; asset management, plans, current works and broader issues not getting bogged down on the finer details.

J Edgecombe advised committee meeting agendas have been basic in the past to support conformity and have been adjusted recently following advice from V Browning to ensure consistency across all Committee Terms of Reference. Additionally, he noted what is recommended at a Committee Meeting will be acted on. J Edgecombe reflected what was put forward may have been too wordy and could be amended, suggesting a hybrid option may work better to look at it from a strategic level with a focus on open and frank discussion. J Edgecombe also advised that the previous iterations of the committee spent much too much time with operational matters and fine detail, thereby delivering reduced value to the community. He suggested that we must ensure the committee remains strategic and focussed on higher order issues across the LGA.

Cr E Mahony supports original wording and likes the details within.

It was suggested collaboration between J Edecombe, M Trapp and R Gurney take place to adapt current Terms of reference and agenda with set items; grants, project importance, asset management, broader issues. Which will be brought to the next meeting (March - W&WW)

ACTION

THAT the administration review and amend the draft Terms of Reference for the Strategic Review Committee (formerly Operations Committee), for presentation to the next Committee Meeting (March 2025).

MOVED: Councillor C Coleman

SECONDED: Councillor S Ring

CARRIED

7.2. Infrastructure Asset Management Plans - Update

J Edgecombe discussed the report, highlighting the previous data captured is dated and largely for roads and does not include the impact of natural disasters. Additionally noting, asset management plans are complete but not correct, it will take time to pull the plans apart and refine them providing more accurate data. Staff are actively working to get these updated, aiming for completion by the end of April to present to the Council. J Edgecombe advised that further data collection is finished for playgrounds and buildings. Thus, In the next 12 months a playground audit will be completed demonstrating surplus playgrounds and works needed to fix remaining playgrounds, noting Lithgow Council have more playgrounds per capita than any other Council in the Central West. A similar plan is set for Council owned buildings both will consider community and commercial benefits.

Cr S Ring advised the Ben Bullen tennis courts and Building is not being used and is in disrepair and questioned what is the potential for selling this asset. Also asking if Lidsdale Park will be a part of the audit.

Cr C Coleman asked for Clarification on Asset Management plans and if roads are included.

J Edgecombe explained it does not detail when a specific road will be addressed or a specific date, noting an inspector is starting Monday 24th February 2025 to support data collection and provision of accurate information to the Infrastructure and Economy team. Furthermore, currently all roads are set in 2–3-year plan, two alternative models will be developed and will be presented to council that include a 5 and 7 year replacement program, depending on the appetite of the Council to fund such an ambitious program.

Cr S Ring questioned the stance on buildings containing asbestos material giving the previous government took a diligent approach to removing all of this.

J Edecombe informed there is an asbestos register for all buildings and any building with risk over a certain level has had the asbestos removed. Council buildings have a QR code displayed to access the register. D Anderson is in the process of obtaining refreshed quotes for costing to update the interior of the Council administration buildings with current costings forecast around \$550,000

ACTION

THAT the Committee note the progress report on the preparation of Asset Management Plans for Transport, Open Space, Buildings and Stormwater.

MOVED: Councillor C Coleman

SECONDED: Councillor E Mahony

CARRIED

7.3. Review of Civil Engineering Guidelines - Update

J Edgecombe discussed the implications and need to update the Civil Engineering Guidelines to ensure conditions affecting infrastructure matters are appropriately addressed and considered at the development stage. For example, the Lidsdale subdivision is a rural sub division/fringe urban area the developer is not required to provide kerb and guttering thus, later becoming a Council issue.

R Gurney began a discussion about the Portland/Cullen Bullen Rd subdivision. J Edgecombe noted Documentation clause within DA has been updated. In regards to the lighting for stage 1 is not required the required risk assessment has been completed and with the reduced lighting, increased signage is required to meet requirements, stage 2 and 3 do not require the lighting. The updated documents have been passed to Water NSW for comment, there will be a minor cost to update drawings which will be done prior to being brought to council.

Cr C Coleman asked if this has been communicated to Mr Clarke been, J Edgecombe will follow this up.

Cr S Ring asked for the new and old documents to be provided for comparison.

Cr S Ring raised concerns about Carriers Arms subdivision regarding Council's responsibility to cover cost that are not up to standard and how Council is going to rectify this. Noting the no easement in drain for example and will revisit this when he has further information to present. Cr E Mahony reinforces what Cr S Ring is saying and is concerned with the legacy issue that will arise at a later time.

Cr S Ring requested a Copy of conditions for Sub Division S Elwood will provide.

ACTION

THAT the Committee note the progress with the revision of the Engineering Guidelines for Development and Subdivision Works.

MOVED: Councillor E Mahony

SECONDED: Councillor C Coleman

CARRIED

7.4. REF and Part 5 Assessment Improvement Program

J Edgecombe discussed the need for Council having a process for considering environmental impacts of projects and ensuring there is documented evidence to support decision making. Reinforcing our LGA is a special place and we not only have a legal but also moral obligation to protect the environment in our LGA.

Thus, procedures have been reviewed, an expert has been commissioned to carry out consultancy and work with all Council departments to develop an improved strategy for environment investigations of all projects considering acts and standards and including unique environmental elements. Ensuring it accommodates the needs and skills of a variety of staff and able to be

implemented by the whole team not relying on one or two people. It will be in the form of a book to flick through and be able identify every road in the LGA which will assist real time inspection and assessment of environmental impacts of projects.

Moving forward training will be issued to all staff, copies of procedure given to all staff and will begin implementation in the coming months.

please email suggestions to J Edgecombe to be added.

Cr E Mahony thanked J Edgecombe for his work on this and the time invested. Noting it reduces reputation risk and financial risks.

ACTION

THAT the Committee note the new procedure and suggest any possible improvements, prior to implementation of the procedure in the coming months.

MOVED: Councillor E Mahony

SECONDED: Councillor D Goodwin

CARRIED

7.5. Building Security (Keys and Locks) Policy

J Edgecombe acknowledged that our current policy for effective management and maintenance of the security of public assets including its operation and building assets is outdated. For example Keys being left with old staff and patents expired and anyone being able to get keys cut.

It was noted that investment is required with increased focus on management of Keys, Policies and Penalties to be adopted. Therefore, a policy is to be developed on who can issue keys/access, what data is to be kept, what penalties should apply, which facilities will be incorporated, and how many keys should be given to community groups. Utilising a three-tier system including keys, swipe tags, phones, Bluetooth, etc to future proof.

The next steps:

- community and in-house consultation to take place over 56days
- write to all user groups
- raise at Sports Advisory Committee & Community Development Committee
- Return policy back to council in March or April based on feedback.

Cr S Ring suggested doubling the community consultation time to 56 days

R Gurney suggested to Specifically include point 3 page 12 (Expended to date \$31,191.43)

RECOMMENDATION

THAT Council endorse the draft 'Keying System' policy for public exhibition for a period of 56 days, prior to returning the matter to Council for final determination.

MOVED: Councillor C Coleman

SECONDED: Councillor E Mahony

CARRIED

7.6. Lithgow City Council - Sporting Precinct Master Plan

This report is returning from the last meeting for further discussion.

Cr D Goodwin suggested approaching the PCYC about doing a land swap or offering land to include them in the precinct for additional sporting facilities and security. Additionally, may be option for them to support operation of the Basketball in the future. There is also the option for a purpose-built facility utilising the old tab facilities at the Tony Luchetti sports ground.

Cr S Ring suggested to talk to the local Manager first and suggested to extend the Basketball stadium up to the athletics club to include the PCYC.

Cr E Mahony suggested a double story building with a lower-level car park.

JE will call Chris Wade (PCYC Manager) and go from there.

Combining the PCYC into the precinct was received as a good idea.

Cr D Goodwin supports the Caravan element at the Tony Luchetti sports ground.

Cr S Ring has concerns but will discuss at a later point.

J Edgecombe noted the immediate priority is a lighting strategy to best light fields and a parking strategy where more parking can be provided investigating where and how.

Cr E Mahony suggested contacting lighting firms to do the design pro-rata. However, J Edgecombe noted the concerns of the validity of their quotes to use for funding as they do not align with real costings.

Cr S Ring questions if the facilities of Portland and Wallerawang could be included in the Sporting Precinct Master Plan or a strategy for all the outlying villages.

A discussion ensued and regarding the outlying Villages it is important to identify which document would be best suited to capture the unique needs of the communities within the outlying Villages to capture their visions with high level of engagement utilising multiple ways of gathering data (Online etc).

ACTION

THAT the Committee review the report and any suggestions for changes or includes be made to the author prior to the release of a final version of the Master Plan.

MOVED: Councillor C Coleman

SECONDED: Councillor E Mahony

CARRIED

8. General Business

Cr C Coleman raised concerns of the additional traffic in the LGA on the 15th March with the addition of the Lithgow Public school having their 150 year celebration as well as the Show and the Western Junior Basketball League round.

Administration has arranged to meet with the Show Society and Basketball association to create a Traffic Management Plan. Currently waiting for the Show Society to make contact and confirm a time to meet. Cr C Coleman will ask them to make contact ASAP. Cr E Mahony question if hockey and soccer on that weekend to utilise car parks administration will investigate options. P Fisher noted that Watsford is scheduled for works, however, has asked for a program to highlight dates for the possibility of utilising Watsford.

Cr C Coleman raised the Croquet club with J Edgecombe to ascertain if there is an outcome from the conversation he has had with them. J Edgecombe advised that it is being investigated to see if it is possible to give to correctional centre as Council's current resources are being exhausted. Cr E Mahony suggested volunteering for 3 hours per fortnight, depending on Council's Volunteer Policy.

Cr C Coleman raised concerns about parking at Padley Street due to Revenue staff/officers being called back in the office.

Cr C Coleman raised public/community issues that have been brought to her regarding Kremer Park. P Fisher informed the Committee of the current situation at the site. He is working with the contractors to ascertain the cause of the issues and possible warranty claim. P Fisher will await reply and will keep the Councillors up to date with further information as it arises.

J Edgecombe advised in past projects there have been external agencies sought to give independent reviews and find of where fault and financial responsibility lie if this avenue is required. J Edgecombe will send periodic updates to all Councillors in writing/email.

S Elwood left at this point of the meeting @ 6.37pm.

Request for Additional Voting Member for Strategic Review Committee

During the committee meeting it was noted that Councillor Darryl Goodwin has not been elected as a voting member on this committee. However, the voting members agreed to have an additional voting member on the committee.

RECOMMENDATION

THAT Council accepts Cr Darryl Goodwin as a voting member of the Strategic Review Committee

MOVED: Councillor E Mahony

SECONDED: Councillor S Ring

CARRIED

Cr C Coleman asked if it would be beneficial to have these meetings next door as it has a better layout. It was agreed that it would be held there in future once confirmed with the LEEP team, as they are utilising it.

9. Meeting Close

Next Meeting: 1st April 2025 in the Committee Room 5:00pm

There being no further business the Chairperson declared the meeting closed at 6:44 pm.