



MINUTES

Community Development Committee

held at

Council Administration Centre
Committee Room
180 Mort Street, Lithgow

on

Wednesday 19 March 2025

at 4:00 PM

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2. Present

Aunty Helen Riley, Rachael Young, Carol Cropper, Ian Douglas, Glenda Anthes, Emma Mason, Brett Groves, Johanna Koleda, Leanne Walding, Dennis Limbert

3. Apologies

Nathan Mas-Stephens, Reidun Berntsen and Rebekah Berntsen

MOVED: Glenda Anthes

SECONDED: Clr Mahony

CARRIED

4. Declaration of Interest

There were no declarations of pecuniary interest made.

5. Staff Reports

5.1. Structure and Focus of the CDC

Glenda Nominated Mayor as Chair

Glenda and Dennis both nominated as Deputy Chair.

Motion to alternate Deputy Chair role between the two nominees.

MOVED: Glenda Anthes

SECONDED: Dennis Limbert

CARRIED

Discussion of TOR

- Change language to 'non-Councillor members' rather than 'community members'
- Change voting quorum to 50%+1
- Comment re loss of focus from People with Disability. Community & Culture Manager suggested the standard agenda might also support a focus on this matter. Clr Mahony noted that this is also noted in the Business Paper to Council.
- It was asked about the process of bringing new members on board and discussion of the nomination process took place.

ACTION: Community & Culture Manager will investigate and report back to the committee.

- Wednesdays at 4pm are not ideal for all members.

ACTION: Community & Culture Manager will explore alternative timing with Executive Office and communicate with members to find a suitable time. Tuesdays may be a better time.

Discussion of Code of Meeting Practice

- Tabled
- This Code is in the process of being updated
- Discussion of this document as a guide for the committee.

ACTION: Community & Culture Manager will bring back to the Committee when endorsed.

Social Media Policy

- Tabled

ACTION / RECOMMENDATION

THAT the Committee note the ToR, Code of Meeting Practice and Social Media Policy.

MOVED: Leanne Walding

SECONDED: Carol Cropper

CARRIED

5.2. Proposed Standard Agenda and proposed schedule of meetings in 2025

- Note the points Leanne had raised regarding ensuring DIAP is on the agenda

ACTION: Community & Culture Manager to add Disability Access and Inclusion to the agenda as a standard item. This will not require a report, but members can raise items in advance via email or at the meeting.

- Discussion of previous Disability Access Committee and the possibility of a working group dedicated to this specific issue. Cllr Mahony mentioned the Infrastructure Committee and the value of having Councillors across these committees to provide advice.
- Cllr Mahony noted that often in Committee's community members don't have time to speak and this may require a dedicated time included in the agenda for general business to be raised
- Community & Culture Manager noted the inclusion of feedback from local interagency within the proposed standard agenda

ACTION / RECOMMENDATION

THAT members of the CDC discuss the proposed standard agenda and provide suggestions.

MOVED: Johanna Koleda

SECONDED: Dennis Limbert

CARRIED

6. Presentations

6.1. Presentation - Community & Culture Department

Jo commented on the importance of Linking within the Social Capital model to support community groups to break down silos (note for Community & Culture Manager, Jo and Leanne on PCYC committee).

Social Prescribing - Leanne has written a paper. Prescribing social activity and connection as a remedy to social/mental health concerns.

ACTION / RECOMMENDATION

THAT the Committee note the presentation by Community Culture Manager

MOVED: Leanne Walding

SECONDED: Clr Mahony

CARRIED

7. General Business

Financial Assistance Program

Director People & Places confirmed the next round may be open soon and also noted that Community & Culture Manager will be reviewing the process for the Financial Assistance Program (FAP) and explained the current process and some probity considerations.

It was also noted that the application and acquittal forms need to be improved. Discussion about moving toward online forms.

Question was raised about the total funding allocation of grants under FAP each year.

ACTION: Update on the FAP to be brought to next Community Development Committee meeting with information on the funding allocated and recommendations.

Community Requests

It was asked how to pass on community requests for information or services. This was related to a specific First Nations request.

Process is to forward enquiries to Councils general enquiry line and to the Manager of Community & Culture. Enquiries can also be raised within General Business at the meeting.

ACTION: Director People & Places will follow up with Brett.

Community Improvement District Funding

The Community Improvement District funding under the NSW Dept of Transport was raised. Partnership program for the activation of precincts.

ACTION: Links to be shared with the Community & Culture Manager who will forward to the Committee and to relevant Council Managers and Executive.

Health Forum - May 2025

The Mayor raised the Health Forum planned for May.

Director People & Places spoke to this item and provided some detail. The event will include two sessions (or may become two shorter events) with different target groups. One community health services and NGOs and one for Primary Health Providers and Corporate Leaders of the Health sector.

Clr Mahony suggested a Housing Strategy might assist in progressing the provision of health services locally.

The committee discussed the provision of health services as a priority issue in Lithgow. The Director People & Places noted that barriers may include a need for promotion of available services locally – residents may not always know what services are available. It was also noted that its important to acknowledge some of the great health outcomes which happen and the good outcomes produced by local services.

Access to Services

An innovative example of access to services within footpaths & key lugs was noted and questioned whether Council could investigate this. Director People & Places provided some feedback.

Main Street Restoration Works

Brett raised the recent pavers and concreting on the Main St and noted that it looks good. Other committee members added to this with positive feedback. Discussion of the role of Committee Members to speak positively about what they are seeing and experiencing with Council.

Volunteer Policy

The Mayor asked when this will be finalised and if it will come to this committee. Both Vanessa and Shaun spoke to this item. Cr M suggested this should or could go to a working group meeting or extraordinary meeting of CDC. Dennis noted at least a week prior notice is required to complete pre-reading.

ACTION: The volunteer policy is recommended to be brought back to the Community Development Committee meeting prior to progression to Council.

Digital Notice Board

It was suggested that Lithgow needs a digital notice board or sign in town which promotes all the things which are happening in Lithgow. Also noted that there was a previous project called 'There's Nothing to Do in Lithgow'. There were suggestions of social media and website. General feedback – this isn't working.

Director of People & Places noted that Council is looking into a wider strategy and that we promote the activities and opportunities which are currently available so that we don't disappoint community and guests.

Leanne spoke to local resources including the community guide run by the Mercury and it was

noted this is also relevant to the Visitor Centre.

A practical example are info screens in Library windows.

Discussion of the difference between what's on for local's vs tourism visitor market and a need to also promote to the local audience. Noted that it might be something that the Business Chamber can support. Goal is to build community pride and participation.

Maps which used to be readily available, it would be great to make these available again locally. Mayor suggested cafes.

ACTION: Community & Culture Manager to investigate options, for signage and web/social media, and discuss with Councils Communication Officer. Feedback will be provided at the next meeting of the Community Development Committee.

Note: current vacancies within the People and Culture Division including Planners, Environmental Health, Corporate Reporting.

ACTION / RECOMMENDATION

THAT items listed and discussed in General Business be noted.

MOVED: Dennis Limbert

SECONDED: Aunty Helen Riley

CARRIED

8. Meeting Close

Next Meeting: 13 May 2025 at 180 Mort Street Lithgow Committee Room at 4:00pm.

There being no further business the Chairperson declared the meeting closed at 6.20pm.