

Detailed Timeline of Events and Communications of the loss of BBRF grant funding relating to the Main Street Footpath Revitalisation Project.

- Wednesday, 13 March 2024 – email from Project Manager to funding body requesting an extension of time to complete the project.
- Friday, 22 March 2024 – effective resignation date of contracted Project Manager.
- Thursday, 11 April 2024 to Monday, 29 April 2024 – Assets & Infrastructure Planning Manager on leave.
- Friday, 3 May 2024 – email from funding body to Assets & Infrastructure Planning Manager following up on request of extension of time. Advice provided that if project is not able to be completed by 31 December 2024, the request could not be considered, and balance of grant would be forfeited.
- Monday, 13 May 2024 – email from funding body to Assets & Infrastructure Planning Manager advising that if a satisfactory variation request (extension of time) was not submitted by 20 May 2024, the grant would expire effective 8 June 2024, with no further claims permitted.
- Wednesday, 29 May 2024 – email from funding body to Director of Infrastructure & Economy following up on email dated 13 May 2024.
- Wednesday, 29 May 2024 – email from Director of Infrastructure & Economy to funding body confirming that the project could be completed by 31 December 2024 and to proceed with consideration of the variation request.
- Wednesday, 29 May 2024 to Monday, 3 June 2024 – several emails from the funding body to Director of Infrastructure & Economy regarding confirmation of specific milestones for delivery of the project.
- Tuesday, 4 June 2024, email from Assets & Infrastructure Planning Manager to funding body providing specifics on the delivery of the project and confirming that the BBRF grant portion of the project would be completed by 31 December 2024, with the balance of the project to be completed in the second half of 2025. The email also outlined a range of issues encountered with the project including resourcing and extensive community engagement undertaken with stakeholders impacted by a range of natural disasters and the COVID-19 Pandemic.
- Wednesday, 5 June 2024 – email from funding body to Assets & Infrastructure Planning Manager and Director of Infrastructure & Economy confirming that as the entire project was not going to be completed by 31 December 2024, an end of project report to claim expenses incurred to date was required by 6 June 2024 and that the balance of the grant would no longer be available.

- Wednesday, 5 June 2024 – email from Director of Infrastructure & Economy to the funding body outlining that the BBRF grant was only part of the funding to be used for the project and the funds could be expended by 31 December 2024. The email also outlined the importance of this grant funding.
- Thursday, 6 June 2024 – email from funding body to Assets & Infrastructure Planning Manager and Director of Infrastructure & Economy that the entire project needed to be completed by 31 December 2024, not just the grant funded portion.
- Thursday, 6 June 2024 – email at 9:48am from funding body to Assets & Infrastructure Planning Manager thanking for phone call and outlining the project scope to be delivered by 31 December 2024 and items required for consideration of an extension to be provided by 5pm.
- Friday, 7 June 2024 – email from Assets & Infrastructure Planning Manager to funding body following up on a phone call made the prior day and providing the information requested.
- Friday, 7 June 2024 – email at 11:53am from funding body to Assets & Infrastructure Planning Manager rejecting request for extension and advising that all an End of Project Report, including copies of invoices and transaction listings to be provided by 2pm.
- Friday, 7 June 2024, email from funding body to Assets & Infrastructure Planning Manager rejecting the submitted End of Project Report.
- Tuesday, 11 June 2024, email from funding body to Assets & Infrastructure Planning Manager and Director of Infrastructure & Economy confirming that the grant agreement expired 8 June 2024 and that no grant funds are payable to Lithgow Council.
- Thursday, 13 June 2024 – request from Assets & Infrastructure Planning Manager to Executive Assistants to arrange for a meeting regarding the grant loss between the General Manager, the Assets & Infrastructure Planning Manager and Director Infrastructure & Economy.
- Friday, 14 June 2024 – follow up email on need for meeting from Director Infrastructure & Economy to Executive Assistants.
- Friday, 14 June 2024 – meeting booked for 19 June 2024.
- Wednesday, 19 June 2024 – advice from Executive Assistant that meeting was cancelled and to be rescheduled soon. There are no records of this meeting being rescheduled prior the General Manager, Craig Butler leaving.

- Wednesday, 18 June 2024 – Finance Committee Meeting held, the Minutes of this meeting indicate there was no mention of the grant loss.
- Thursday, 19 June 2024 – Economic Development Committee held, the Minutes of this meeting indicate that the progress of the design of Main Street was given, there was no mention of the grant loss.
- Friday, 28 June 2024 – effective retirement date of Craig Butler as the General Manager.
- Monday, 1 July 2024 – Ross Gurney commenced as the General Manager.
- Monday, 1 July 2024 to 16 July 2024 – Director Infrastructure & Economy on leave.
- Monday, 8 July 2024 to 23 July 2024 and 29 to 30 July 2024, Assets & Infrastructure Planning Manager on leave.
- Wednesday, 31 July 2024 – 3:43pm email send by Assets & Infrastructure Planning Manager to Director of Infrastructure & Economy outlining the two grant funding sources and an updated project timeline. The document outlines that the extension of time for BBRF grant was rejected and proposes a revised scope of works.
- Wednesday, 31 July 2024 – 4:00pm meeting held between General Manager, Director Infrastructure and Economy and Assets & Infrastructure Planning Manager regarding grant funding changes for Main Street Footpath Revitalisation project.
- Monday, 5 August 2024 – Executive Leadership Team Meeting held, the Minutes indicate that there was a chance that Council will lose both funding sources for the Main Street Project, as there are no extensions of time allowed. It was agreed that an update would be provided in the August Council Meeting, including recommendation that Council writes letters asking for support to keep the grant funding. The Director of Infrastructure & Economy was an apology for this meeting.
- Tuesday, 13 August 2024 – Finance Committee Meeting held, the Minutes of this meeting indicate there was no mention of the grant loss.
- Friday, 16 August 2024 - email from Director of Infrastructure & Economy with a copy to General Manager regarding inclusion of a report to Council for the August 2024 Council Meeting regarding the loss of the grant funding.
- Monday, 19 August 2024 - email confirming which grant was lost in relation to the Main Street Footpath Revitalisation Project at the request of the General Manager from the Director of Infrastructure & Economy

- Tuesday, 20 August 2024 – General Manager discussed the August meeting Council report with former Mayor Statham during a driving trip to meetings in Canberra.