



MINUTES

Combined Community Development, Women's
Advisory and Crime Prevention Committee Meeting

held at

Lithgow Library and Learning Centre
Meeting Room
157 Main Street Lithgow

on

Tuesday 20 January 2026

at 4:00 PM

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The Chairperson declared the meeting open at {time}.

2. Present

Present: Dennis Limbert, Emma Mason, Sarah Arnold, Leanne Walding, Helen Riley, Tim Roberts, Jill Cusack, Val Poskit, Francis Chung, Corrina, Shirley Gray, Kathleen Compton, Dee Kinney, Glenda Anthes, Arna Martin Senior Constable NSW Police

Officers: Mayor Cassandra Coleman, Cllr Elizabeth Fredericks, Shaun Elwood (Director People and Place) Heather Chaffey (Manager Community and Culture), Alison Kim (Community Development Officer),

3. Apologies

Present: Brett Groves, Karla Priestley, Joy Smith

Withdrawal from the committee: Kylie Manson

4. Confirmation of Minutes

Not required due to combined meeting for the purpose of discussing future structure of committees. No relevant minutes for review.

5. Matters Arising from Previous Minutes

None.

6. Declaration of Interest

There were no declarations of pecuniary interest made.

7. Staff Reports

7.1. Proposal - Community Initiatives Advisory Committee

Heather Chaffey, Manager Community and Culture presented a proposal for a restructure of the Community Development, Crime Prevention and Women's Advisory Committee's to form one committee with working groups.

The proposal was discussed by those in attendance. The following points were discussed.

- Concern about the number of people in each working group and how manageable this is.
- Recommendation to work through the proposal more in terms of the balance of time demand on members, Councillors and staff. Does the proposal really save time and improve process?
- Reflection on strategies for convening, chairing and managing future committee to ensure further efficiencies and ensure the meetings aren't too long. Requires careful management and strong communication.
- Discussion of next steps as follows:
 - Manager Community and Culture will book in existing committee meetings to end of financial year.
 - Staff will draft TOR of proposed single committee and consult with each committee as well as other relevant stakeholders.
 - Draft TOR will then be reported to Council for consideration of their endorsement in May/June 2026.
 - Pending endorsement, the new Committee and working groups will be active from July 1, 2026.

ACTION / RECOMMENDATION

THAT the establishment of the Community Initiatives Advisory Committee is progressed with the development of respective terms of reference inclusive of the identified working group structure, with consideration of the Sporting and Recreation Working Group to be discussed further at an upcoming Sports Advisory Committee.

MOVED: Glenda Anthes

SECONDED: Emma Mason

CARRIED

8. General Business

8.1. Tidy Towns Committee Representation

Val Poskit and Francis Chung are nominated to represent Tidy Towns on the Crime prevention committee. Kathleen Compton will be stepping back.

Francis Chung to join CDC.

RECOMMENDATION

THAT items listed and discussed in General business be noted.

MOVED: Cass Coleman

SECONDED: Dennis

CARRIED

9. Meeting Close

There being no further business the Chairperson declared the meeting closed at 4:59pm
