



Attachment 2 to Item 4.5.2

Minutes of Executive Steering Committee Meetings

Date of meeting: 21 November 2023

Location: Council Chambers

Time: 6:30 p.m.

AT - 2 Minutes of Executive Steering Committee Meetings - Confidential

Meeting held 28 June 2023

Meeting held 26 July 2023

Meeting held 25 October 2023

WestInvest Executive Steering Committee
Meeting #01

Minutes

**Wednesday, 28 June 2023 at 10:00am – 11:00am
Online via Microsoft Teams**

| | |
|------------------|--|
| ATTENDEES | Councillor Sarah McMahon, Mayor - Chair Elizabeth Richardson, General Manager Will Barton, Director Infrastructure Services - Secretariat Laurie Mifsud, Director Corporate Services Meagan Ang, Director City Planning Vanessa Browning, Chief Financial Officer Chelsea Jordan, Executive Assistant - Minute Taker, non-voting |
| APOLOGIES | Councillor Barry Calvert, Deputy Mayor - Deputy Chair |
| GUESTS | - |

1 APOLOGIES

Apologies from Councillor Barry Calvert were received and noted.

2 PROGRAM UPDATE

DISCUSSION:

WB presented an overview of the WestInvest program and purpose of the Executive Steering Committee (ESC) meeting.

Governance framework has been established, the Project Control Groups (PCGs) and Program Coordination Committee (PCC) meetings have commenced.

Development of the Portfolio Management Approach is underway which will continue to be a live document and ensure consistent governance across all projects. This document will go to the PCC for endorsement and then be presented to the ESC.

Funding deeds are yet to be received and there are ongoing discussions with the WestInvest Program Office (WIPO) in relation to the funding application process. A risk has been identified that any expenditure incurred by Councils prior to the deed release during the planning and design phase is not completely guaranteed to be covered by the grant funding.

3 PROGRAM RISK UPDATE

DISCUSSION:

In May a program risk workshop took place with the members of the PCC, facilitated by Public Works NSW. This review incorporated Council's risk appetite statement.

The program risk register output is being reviewed by the PCC to adopt the mitigation actions, which will then be monitored and reported up to the ESC for ongoing tracking.

ER raised the grant funding deadline of December 2026 and the difficulty of achieving this across all projects. WB confirmed the risk mitigation is resourcing. The delay whilst awaiting funding deeds has been acknowledged by the WIPO and they have stopped referring to this deadline, however confirmation will be sought. Majority of the projects are aiming for handover before end of 2026. Public Works are playing a key role with the WestInvest program and this risk was highlighted as key during the risk workshop.

4 INDIVIDUAL PROJECTS

DISCUSSION:

WB provided status update of the projects underway and indicative timelines.

The Wayfinding PCG has been cut back as this project is already underway and does not require the same level of consultation input.

The Fernadell Community Centre has been split out from the Recreational and Open Spaces PCG and put into the Community Precincts PCG to ensure appropriate consultation. During the design phase this will be treated separately, however delivery will be ongoing. Minutes of the Community Precincts PCG will need to be shared with the Recreational and Open Spaces PCG to ensure that all details and decisions are understood for the Fernadell project.

LM raised if the funding from sale of the parcel of land at Fernadell was part of the Community Centre project budget. WB confirmed the Community Centre has WestInvest funding and is not reliant on the sale of the parcel of land, however this will depend on the requirements as part of the design. LM confirmed a formal subdivision of the land is being worked through.

North Richmond Community Precinct

Scope of the project has been discussed to ensure alignment with budget and timeline. Options for multi-use space of the library was discussed at the PCG.

Oasis Aquatic and Fitness Centre

Lease probity issue currently being worked through.

WB confirmed it is not anticipated for the facility to close during construction.

LM raised that it is on Crown land and ensuring discussions are had on the DA and how to manage approvals. MA confirmed there has been discussions had with the project and planning teams.

Richmond Swimming Centre Redevelopment

The indicative timeline suggests that this project may go into 2027. WB confirmed that the schedule aims to minimise the closure of the facility, not intending to go out to tender until season has completed.

SM raised query if the land on the left was able to facilitate overflow carparking. WB confirmed design will be looked at.

Fernadell Park & Community Centre

This project has multiple funding sources. The storm water works have commenced as part of one of the funding terms. The culvert on Bootles lane is one of the sites for the TfNSW Hawkesbury Resilient Roads Program which will have capacity of this culvert increased by

approximately double. This will have implications for any future decision to enclose the open north-south drain.

Tamplin Field

The decision on synthetic field and track type will need to go to Council prior to design completion. ER raised that the operational management plan also needs to be worked through.

Turnbull Oval

The funding deed is not expected to be received for another few months.

Woodbury Reserve

This is partly Council funded, which has allowed the project to go to tender for the pump track and bike element.

Wayfinding Signage

Stage 1 of the project is underway, with Amanda Kearney working with the project delivery team.

Discussion on the plan for location of the entry gateway signs so that this can be communicated with the Councillors.

ACTION M01.A1: MA to seek clarity on the locations for the wayfinding entry gateway signage so this can be communicated with Councillors.

Cycleway Bridge over Rickabys Creek

The project team have commenced identifying any issues with private property acquisitions required or if the cycleway can be designed around it.

Kurrajong to Kurmond Cycleway

Initial investigation of biodiversity impacts has commenced and identifying any potential land acquisitions.

5 MINUTES OF PCC MEETINGS

Nil comments.

6 GENERAL BUSINESS

DISCUSSION:

The Operational models will be mapped out over the next few weeks. This will cover handover plans and how facilities will be managed in future.

SM raised query on the plan for services at North Richmond Community Centre while under construction. MA confirmed utilisation is currently quite low and discussions have been had on plans and use of other Community Centres during construction rather than continuing onsite.

7 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting will be held Wednesday 26th July, 1pm via Microsoft Teams.

8 ACTION REGISTER

Open Actions

| Ref | Item | Responsible | Due Date | Status |
|--------|--|-------------|----------|--------|
| M01.A1 | MA to seek clarity on the locations for the wayfinding entry gateway signage so this can be communicated with Councillors. | MA | 7 July | New |

Meeting Closed at: 10:56am.

WestInvest Executive Steering Committee
Meeting #02

Minutes

**Wednesday, 26 July 2023 at 1:00pm – 2:00pm
Online via Microsoft Teams**

ATTENDEES Councillor Sarah McMahon, Mayor – Chair
Councillor Barry Calvert, Deputy Mayor - Deputy Chair
Elizabeth Richardson, General Manager
Will Barton, Director Infrastructure Services - Secretariat
Laurie Mifsud, Director Corporate Services
Meagan Ang, Director City Planning
Vanessa Browning, Chief Financial Officer
Chelsea Jordan, Executive Assistant - Minute Taker, non-voting

APOLOGIES -

GUESTS -

1 APOLOGIES

Nil.

2 MINUTES OF LAST MEETING

The minutes of the previous meeting held 28 June 2023 were received and accepted.

3 REVIEW OF ACTIONS

MA provided update on status of action M01.A1. Exact locations for the Wayfinding entry gateway signage won't be determined until the WestInvest funding agreement has been received.

4 PROGRAM UPDATE

DISCUSSION:

WB confirmed there is still no further update as funding deeds have not been received. Ongoing discussions with the WestInvest Program Office (WIPO) in relation to the funding application process and anticipated dates for the deeds to be released.

The Program Coordination Committee (PCC) held 3 weeks ago was focused on the risk register assessment.

Project milestones have not yet been updated until deeds are received.

Development of the Portfolio Management Approach is underway which will continue to be a live document and ensure consistent governance across all projects. This document is currently with the PCC for review and endorsement and will then be presented to the ESC.

5 INDIVIDUAL PROJECTS

DISCUSSION:

WB provided status update of the projects underway. Local Government Allocation project deeds will be issued within the next 2 months, then competitive round projects will follow 2-3 months after completion of the Local Government Allocation.

North Richmond Community Precinct

The PCG are discussing ways on configuration of the spaces.

Oasis Aquatic and Fitness Centre & Richmond Swimming Centre Redevelopment

The project team is holding a series of workshops to determine the plant and equipment specifications and requirements. This will then cut down on the diversity of plant and ensure efficient use of suppliers. ER raised question if the workshop process is capturing the energy solution options such as solar, WB to confirm.

ACTION M02.A1: WB to confirm at what stage will energy solution options be discussed and determined for the pool projects.

Fernadell Park & Community Centre

Early works drainage package underway, with clearing of swales. A survey will then take place, which will hold the works for approximately 8 weeks. Preparation underway for community consultation on the Community Centre which will include managing noise and traffic.

Tamplin Field

Awaiting funding deed.

Turnbull Oval

Awaiting funding deed.

Woodbury Reserve

Review of tenders for Stage 1 BMX & Mountain Bike Tender is on hold whilst REF is being completed. Endangered Ecological Communities (EEC's) identified where mountain bike component is planned. Holding off on the tenders until assessment completed. Quotes from tenderers have been confirmed for 180 days. Awaiting funding deed.

Wayfinding Signage

Awaiting funding deed.

Cycleway Bridge over Rickabys Creek

Awaiting funding deed.

Kurrajong to Kurmond Cycleway – hopeful in next 4 weeks

Survey has been completed and project team are assessing this for any risk for property acquisitions.

6 PROGRAM RISK UPDATE

DISCUSSION:

In May a program risk workshop took place with the members of the PCC, facilitated by Public Works NSW. This review incorporated Council's risk appetite statement.

The program risk register has been reviewed and adopted by the PCC. Risks will be monitored and where the residual risk is sitting outside of the risk appetite these will be the reportable risks to ESC for monitoring.

7 MINUTES OF PCC MEETINGS

Nil comments.

8 GENERAL BUSINESS

Nil.

9 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting will be held Wednesday 23rd August, 1pm via Microsoft Teams.

10 ACTION REGISTER

Open Actions

| Ref | Item | Responsible | Due Date | Status |
|--------|---|-------------|----------|-------------|
| M02.A1 | WB to confirm at what stage will energy solution options be discussed and determined for the pool projects. Update: <i>Solutions will be assessed as part of the detailed design phase.</i> | WB | 27 July | New |
| M01.A1 | MA to seek clarity on the locations for the wayfinding entry gateway signage so this can be communicated with Councillors. Update: <i>Exact locations won't be determined until the WestInvest funding agreement received.</i> | MA | 7 July | In Progress |

Meeting Closed at: 1:22pm

WestInvest Executive Steering Committee
Meeting #03

Minutes

**Wednesday, 25 October 2023 at 1:00pm – 2:00pm
Online via Microsoft Teams**

ATTENDEES Councillor Sarah McMahon, Mayor – Chair
Councillor Barry Calvert, Deputy Mayor - Deputy Chair
Elizabeth Richardson, General Manager
Will Barton, Director Infrastructure Services - Secretariat
Laurie Mifsud, Director Corporate Services
Meagan Ang, Director City Planning
Vanessa Browning, Chief Financial Officer
Chelsea Jordan, Executive Assistant - Minute Taker, non-voting

APOLOGIES -

GUESTS -

1 APOLOGIES

Nil.

2 MINUTES OF LAST MEETING

The minutes of the previous meeting held 26 July 2023 were received and accepted.

The minutes of the Executive Steering Committee meetings will be attached to the quarterly Capital report for Council.

3 REVIEW OF ACTIONS

Nil.

4 STATUS SUMMARY

DISCUSSION:

Councillor McMahon declared a Less than Significant Non-Pecuniary Interest with the Turnbull Oval project, as her son plays sport at this field. This has been noted as a standing declaration.

ACTION M03.01. Standing Agenda item ‘Declarations of Interest’ be included for future Executive Steering Committee meetings.

WB provided overview of the WestInvest Program status.

Council has received and executed all project funding deeds, with 8 deeds returned finalised from West Invest Program Office (WIPO). Awaiting the final execution of the North Richmond Community Centre and Richmond Pool deeds.

Project Governance meetings have recommenced with the Project Control Groups (PCG), Program Coordination Committee (PCC) and the Executive Steering Committee (ESC).

Consultation plans for each project are in development.

The independent capital review audit has been completed for Fernadell and Woodbury, in accordance with the requirements of the Department of Premier and Cabinet, with no significant issues identified. Turnbull will now commence following receipt of executed deed and North Richmond Community Centre will commence once executed deed is received. This represents all capital review audits required to be completed.

The WestInvest project team structure has been finalised through Council's internal processes and recruitment has commenced.

5 INDIVIDUAL PROJECTS

DISCUSSION:

WB provided status update of the projects underway.

North Richmond Community Precinct

The PCG endorsed at the October meeting, the approach to engage NSW Public Works to undertake the project management, due to level and depth of experience and to manage the resourcing risk previously identified through the Program Risk Management Workshop.

Oasis Aquatic and Fitness Centre & Richmond Swimming Centre Redevelopment

The Technical working group convened to support the PCG. This group are looking at the detailed technical aspects of the project to achieve consistency and efficiency between facilities.

Fernadell Park & Community Centre

This project is the most progressed to date. The Community Centre portion of the project is being managed separately.

Community consultation to commence in November at the Community opening of Bona Vista Park. The finalisation of the concept design for the open space and recreation is anticipated to occur in November, detailed design to commence December 2023. The design includes estimated overall parking spaces of 253 inclusive of off-street (157) and dedicated on street (96) parking.

The Operational model and planning for ongoing maintenance is still being developed.

Tamplin Field

Preparation of surveys and RFQs ahead of deed finalisation had been underway, with executed deed we will now begin to progress.

Turnbull Oval

A Project Manager is currently being recruited to manage both the Tamplin and Turnbull Oval projects. RFQ for survey and design commencing in November.

Woodbury Reserve

The BMX Pump track has been awarded, due to start late January 2024. Once the REF process is complete for the works, tender will commence for the skatepark portion.

QS is underway on the project which will be used for comparison to original budget estimates.

Discussion on the extent of the access road in scope for the project. Scope to be confirmed.

ACTION M03.02. Extent of the access road in scope for the Woodbury Reserve Project to be identified and communicated with the ESC.

Wayfinding Signage

Upon further detailed design completion, the location and schedule of the signage will be shared with the ESC. Scheduling to aim for completion of project prior to September 2024.

Cycleway Bridge over Rickabys Creek

The project team are liaising with TfNSW and preparing surveys.

Kurrajong to Kurmond Cycleway

The survey completed did not identify any major issues with intended cycleway location and any need for investigating land acquisition. The project team are awaiting approval of REF to complete further detailed survey works.

Councillor McMahon raised question on the cycleway entering the township. If so, Councillor McMahon may need to declare a potential interest. Location of the cycleway location to be confirmed.

ACTION M03.03. Location of the Kurrajong to Kurmond Cycleway to be confirmed with the ESC.

6 GATEWAY REVIEW

DISCUSSION:

WB provided overview of the governance structure for the WestInvest Program. Establishment of the Independent Gateway Review Panel (IGRP) has been on hold whilst the projects were undergoing funding execution. The Gateway Review process is now proposed to be established.

The GRP provides Council and the ESC with a level of assurance that the project requirements have been met, as well as supporting the effective development, planning, management, and delivery of the projects.

There are 4 gates that are required to be successfully completed before proceeding to the next stage of the project:

Gate 1 - Needs Met

Gate 2 - Procurement & Delivery Ready

Gate 3 - Delivery

Gate 4 - Asset Handover

Recommendation that only Richmond Pool and North Richmond Community Precinct be subject to the Independent Gateway Review process, with the remaining projects to proceed through the Gateways and reviewed by the internal governance structure. The ESC would be provided with a report as an output of the process.

Discussion regarding the members of the independent panel. Further decision to be made on who will form this panel by ELT.

ACTION M03.04. Decision to be made on who will form the Independent Gateway Review panel by ELT.

RESOLVED

The Executive Steering Committee resolved that the proposed 2 projects, being Richmond Pool and North Richmond Community Precinct, be subject to the Independent Gateway Review Panel process. All remaining WestInvest Projects to proceed through the Gateways and reviewed by the internal governance structure.

7 GENERAL BUSINESS

Community Consultation

Councillor McMahon raised a question regarding the Community consultation process. WB confirmed the project team are currently developing the broader consultation and community engagement plans. Each project will then have its own detailed communications plan developed by the project team and Council's Corporate Communications, which will go through PCG and PCC endorsement.

Applicable project updates for the Community will be planned following the November Capital report to Council.

Discussion on capturing before/after photos and the timelapse progression of projects.

ACTION M03.05. Image capture prior to commencement of projects as well as timelapse progression of applicable projects to be coordinated.

ACTION M03.06. Community update to occur following Council meeting in November.

Design Finalisation

Discussion on the process that will be followed for approval of designs once finalised. WB confirmed that this will be dependent on the project and will be captured within each of the Project Management Plans, defining the decision maker.

ACTION M03.07. Concept plans for each project to be circulated to the ESC once available.

8 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting will be held Wednesday 22nd November, 1pm via Microsoft Teams.

9 ACTION REGISTER

Open Actions

| Ref | Item | Responsible | Due Date | Status |
|--------|--|-------------|----------|--------|
| M03.A1 | Standing Agenda item 'Declarations of Interest' be included for future Executive Steering Committee meetings. | WB | 22 Nov | New |
| M03.A2 | Extent of the access road in scope for the Woodbury Reserve Project to be identified and communicated with the ESC. | WB | 1 Nov | New |
| M03.A4 | Decision to be made on who will form the Independent Gateway Review panel. | ELT | 22 Nov | New |
| M03.A5 | Image capture prior to commencement of projects as well as timelapse progression of applicable projects to be coordinated. | WB | 30 Nov | New |
| M03.A6 | Community update to occur following Council meeting in November. | WB | 30 Nov | New |
| M03.A7 | Concept plans for each project to be circulated to the ESC once available. | WB | Ongoing | New |

Closed Actions

| Ref | Item | Responsible | Due Date | Status |
|--------|---|-------------|----------|--------|
| M03.A3 | Location of the Kurrajong to Kurmond Cycleway to be confirmed with the ESC. Update: <i>Design circulated to ESC with meeting minutes 27/10/23.</i> | WB | 22 Nov | Closed |
| M02.A1 | WB to confirm at what stage will energy solution options be discussed and determined for the pool projects. Update: <i>Solutions will be assessed as part of the detailed design phase.</i> | WB | 27 July | Closed |
| M01.A1 | MA to seek clarity on the locations for the wayfinding entry gateway signage so this can be communicated with Councillors. Update: <i>Exact locations won't be determined until the WestInvest funding agreement received and design completed. This will be circulated along with schedule.</i> | MA | 7 July | Closed |

Meeting Closed at: 1:54pm