



# **Attachment 2 to Item 4.5.3.**

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## **Minutes of Executive Steering Committee Meetings**

Date of meeting: 13 February 2024  
Location: Council Chambers  
Time: 6:30 PM



**WestInvest Executive Steering Committee  
Meeting #04**

**Minutes**

**Wednesday, 22 November 2023 at 1:00pm – 2:00pm  
Online via Microsoft Teams**

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<b>ATTENDEES</b>	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
<b>APOLOGIES</b>	Councillor Sarah McMahon, Mayor – Chair Councillor Barry Calvert, Deputy Mayor - Deputy Chair
<b>GUESTS</b>	-

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## **1 APOLOGIES**

Apologies from Councillor Sarah McMahon and Councillor Barry Calvert were received and noted.

## **2 DECLARATION OF INTERESTS**

Nil.

## **3 MINUTES OF LAST MEETING**

The minutes of the previous meeting held 25 October 2023 were received and accepted.

## **4 REVIEW OF ACTIONS**

The Open Actions register was reviewed.

## **5 MATTERS ARISING**

Nil.

## **6 STATUS SUMMARY**

### **DISCUSSION:**

WB provided status update of the projects underway.

The remaining 2 deeds for North Richmond Community Centre and Richmond Pool have been returned finalised from West Invest Program Office (WIPO). The project team are now undertaking the Request for Quote of the independent feasibility study.

Designers are currently being engaged across the projects. Consultation plans are being developed and consultation is commencing with the Sports Council for the Open Spaces projects, and with the Pitt Town Progress Association for Fernadell Community Centre. The communications role for the program is currently being recruited. The Capital Program Director commences next week. Invoice claims have been raised to the funding body.

**North Richmond Community Precinct**

The project team are now seeking quotes for an independent feasibility study. Council are awaiting the Reconstruction Authority grant guidelines before making the necessary application to secure the Federal Government's Protecting Our Communities Grant Program.

**Oasis Aquatic and Fitness Centre**

Design engineer has been engaged and design has commenced. A site survey is underway which has confirmed the location of a significant stormwater pipe that runs through the site. This is being assessed.

**Richmond Swimming Centre Redevelopment**

The executed deed has been received and the project team will now commence design.

**Fernadell Park & Community Centre**

The landscape precinct detail design is now 50% complete and the community centre design is underway. Consultation has commenced with the community, Sports Council and the Pitt Town Progress Association. The design has been updated, with the multi-use courts moved in response to feedback from the PTPAC. Clarification on land classification and eligible uses is being sought from Strategic Planning to determine extent of off-street car parking increase.

**Tamplin Field**

Site survey has now been completed. The project team have engaged a consultant for the athletics field concept plan and an architect for the grandstand concept design. Consultation has commenced with Sports Council, Soccer club and Little Athletics groups. Discussions underway with the Hobartville Public School Principle regarding encroachment of the school.

**Turnbull Oval**

Site survey has now commenced and the project team are engaging an architect for the grandstand concept design. Consultation has commenced with Sports Council.

**Woodbury Reserve**

The construction works for the BMX and pump track are expected to commence in February 2024. The review of environmental factors (REF) is almost complete with no major issues identified.

**Wayfinding Signage**

The final signage design is underway and heritage review is being completed.

**Cycleway Bridge over Rickabys Creek**

Survey is underway and designer is engaged to complete the initial concept plan.

**Kurrajong to Kurmond Cycleway**

The REF and ecology reports are in progress and the survey is nearing completion. Discussions are underway with Transport for NSW regarding interfacing.

## 7 OTHER BUSINESS

### Operational Decisions

Discussion on timing and process for Operational decisions to be made such as any facility closures. The independent feasibility study will inform the options for decision at which time the Executive Leadership team will discuss.

## 8 DATE AND LOCATION OF NEXT MEETING

### DISCUSSION:

Next meeting will be held Wednesday 28<sup>th</sup> February 2024, 1pm via Microsoft Teams.

## 9 ACTION REGISTER

### Open Actions

Ref	Item	Responsible	Due Date	Status
M03.A4	Decision to be made on who will form the Independent Gateway Review panel.	ELT	<del>22 Nov</del> Dec	In Progress
M03.A6	Community update to occur following Council meeting in November.	WB	<del>30 Nov</del> Dec	In Progress

### Closed 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	Complete
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	Complete Concept plan shared
M03.A5	Image capture prior to commencement of projects as well as timelapse progression of applicable projects to be coordinated.	WB	30 Nov	Complete and will be ongoing
M03.A7	Concept plans for each project to be circulated to the ESC once available.	WB	Ongoing	Complete and will be distributed ongoing

**Meeting Closed at: 1:33pm**