



Attachment 2 to Item 4.5.2.

Minutes of Executive Steering Committee Meetings

Date of meeting: 14 May 2024
Location: Council Chambers
Time: 6:30pm

Western Sydney Infrastructure Grants Program
Executive Steering Committee
Meeting #05

Minutes

Wednesday, 28 February 2024 at 1:00pm – 2:00pm
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 DECLARATION OF INTERESTS

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.

3 MINUTES OF LAST MEETING

The minutes of the previous meeting held 22 November 2023 were received and accepted.

4 MATTERS ARISING

Nil.

5 REVIEW OF ACTIONS

The Open Actions register was reviewed.

6 STATUS SUMMARY

DISCUSSION:

WB provided status update of the projects underway as part of the Western Sydney Infrastructure Grants Program (WSIG), formerly WestInvest.

The WSIG funding deeds have all been received and executed. An expression of interest has been submitted for the Federal Government's \$2.5M Disaster Resilience Program grant.

The required quarterly reports were submitted to the WSIG office in January and the program reporting is being streamlined.

A consultant has been engaged and commenced the feasibility studies of Richmond Swimming Centre and North Richmond Community Precinct. The objective of this work is to ensure Council realises the full commercial potential of these two projects, thereby minimising any financial burden which may arise from these two projects.

All projects are in the planning and design phase. Resourcing of the project team is nearing completion. The newly appointed Communications Partner will be reviewing timelines for all projects, with these to be updated for the next PCC/ESC.

North Richmond Community Precinct

Public Works have been engaged to undertake the project management and are finalising documentation to engage a principle design consultant.

A flood study commissioned for the adjoining Child Care and OOSH renewals has identified that the site has some flood affectation (within the probable maximum flood of Redbank Ck), however this will not have an impact on the project as all uses are permissible under Council's flood policy.

Oasis Aquatic and Fitness Centre

A refresh of the Plan of Management is underway, which is not anticipated to impact timelines.

Richmond Swimming Centre Redevelopment

A consultant has been engaged to undertake the feasibility study. The project team have met with other councils to discuss learnings from their swimming centre developments, with key feedback being to utilise specialist commercial aquatic consultants at various stages throughout the project development in order to maximise revenue opportunities, early and continuing engagement of stakeholders and D&C approach at between 70-80%.

Fernadell Park & Community Centre

Landscape design is 70% complete, and discussions are ongoing with the community stakeholders. Concept layout has been endorsed by the Project Control Group (PCG) and will be presented to the Steering Committee once renders have been completed.

Tamplin Field

Possible value management exercise to be undertaken with the civil works. Stakeholder consultation is continuing.

Turnbull Oval

Concept designs are progressing. Funding of this project is split between grant and council contribution.

Woodbury Reserve

Construction of the pump track and mountain back tracks is underway. Estimates are being received for the civil works, with any savings as part of this exercise planned to be used towards further enhancements to the amenities building.

Wayfinding Signage

The project scope is being reviewed as part of the funding deed with a view to its expansion to utilise forecast project savings.

Cycleway Bridge over Rickabys Creek

An engineering survey has been completed, and investigations are progressing.

Kurrajong to Kurmond Cycleway

Engineering surveys have been completed and site investigations are continuing. The concept design is being finalised, with no land acquisitions planned.

7 MATTERS ESCALATED

7.1 Council Reporting Frequency

Discussion on circulating the Program Status Summary following the monthly Executive Steering Committee to Councillors.

7.2 Mapping and communicating decision points by Council

The program team will be developing each project timeline to include key dates as to when decision points will be coming to Council for determination.

8 OTHER BUSINESS

Nil.

9 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting scheduled to be held Wednesday 27th March 2024, 1pm via Microsoft Teams.

ACTION M05.01: Future meeting dates to be reviewed to ensure suitability for all Committee members.

10 ACTION REGISTER

Open Actions

Ref	Item	Responsible	Due Date	Status
M05.A1	Future meeting dates to be reviewed to ensure suitability for all Committee members.	WB	March 2024	New
M03.A4	Decision to be made on who will form the Independent Gateway Review panel.	ELT	Dec 31 Mar '24	In Progress

Closed Actions

Ref	Item	Responsible	Due Date	Status
M03.A6	Community update to occur following Council meeting in November. <i>Update: Communications issued for respective projects as part of stakeholder consultation</i>	WB	Dec '23	Complete

Meeting Closed at: 1:30pm

Western Sydney Infrastructure Grants Program
Executive Steering Committee
Meeting #06

Minutes

**Tuesday, 26th March 2024 at 1:00pm – 2:00pm
Small Committee Room and Online via MS 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
Madhu Pudasaini, Capital Program Director
Chelsea Jordan, Executive Assistant - Minute Taker, non-voting

APOLOGIES -

GUESTS -

1 APOLOGIES

Nil. Councillor Barry Calvert and Meagan Ang joined the meeting by MS Teams.

2 DECLARATION OF INTERESTS

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.

3 MINUTES OF LAST MEETING

The minutes of the previous meeting held 28 February 2024 were received and accepted.

4 MATTERS ARISING

Nil.

5 REVIEW OF ACTIONS

The Open Actions register was reviewed.

6 STATUS SUMMARY

DISCUSSION:

MP provided status update of the projects underway as part of the Western Sydney Infrastructure Grants Program (WSIG).

The WSIG funding deeds have all been received and executed. An expression of interest has been submitted for the Federal Government's \$2.5M Disaster Resilience Program grant and implementation plan is being prepared.

All projects are in the Planning and Design phase, with some components of Woodbury Reserve upgrade project in construction.

A consultant has been engaged and commenced the feasibility studies of Richmond Swimming Centre and North Richmond Community Precinct, with anticipated completion of the reports in May.

Resourcing of the project team is nearing completion. A newly appointed Program Manager has commenced this week.

The first variation of estimated timeline will be submitted to the WSIG office. They have indicated flexibility regarding grant deadlines, due to delays in the execution of funding deeds on their part.

North Richmond Community Precinct

Consultant is progressing with the feasibility study. A draft Principle Design Consultant tender brief has been received. Geotechnical investigations have been completed at the site. A working group is being formed to manage the transition during construction period with Stakeholders.

Oasis Aquatic and Fitness Centre

Geotechnical investigations have been completed at the site. The Plan of Management and associated matters are progressing.

Richmond Swimming Centre Redevelopment

Consultant is progressing with the feasibility study. Information is being gathered from other Councils from similar swimming centre developments to incorporate into design plans and approach to tender and construction.

Fernadell Park & Community Centre

The landscape design has progressed to 80% completion and nearing stage of exhibiting the plans. The Review of Environmental Factors is being finalised. Potential cost risk being managed with the landscape plan.

Tamplin Field

Possible value management exercise to be undertaken with the civil works. The project team are working with sporting groups to obtain feedback on design and viability options with the track should there be cost implications with the civil works.

Turnbull Oval

Stakeholder engagement is continuing. Geotechnical investigations have been completed at the site.

Woodbury Reserve

The concept plan for the refresh of the amenities building has been finalised. Construction of the pump track and mountain back tracks is progressing. The Review of Environmental Factors for the remainder of the project is being finalised.

Wayfinding Signage

Artwork design has been finalised and the DA process has commenced. Further opportunity for Wayfinding signage is being explored.

Cycleway Bridge over Rickabys Creek

The engineering survey has been completed and consultant has commenced concept design. There are possible site constraints and the project team are awaiting final concept design to determine how these constraints will be resolved. Signalised crossing options are being investigated in conjunction with Transport for NSW.

Kurrajong to Kurmond Cycleway

The draft concept design has been completed and the project is now ready to undertake stakeholder consultation.

ACTION M06.01: Available concept plans to be sent to the ESC, including location of the Kurrajong to Kurmond cycleway.

7 MATTERS ESCALATED

7.1 Mapping and communicating decision points by Council

Draft engagement plan for the North Richmond Community Precinct has been prepared and will be distributed to the ESC next week, with the plan to take this and the plan for the Richmond Swimming Centre to the May Council meeting for endorsement.

ACTION M06.02: Draft engagement plan for North Richmond Community Precinct to be sent to the ESC for endorsement.

8 OTHER BUSINESS

The risk register was reviewed.

9 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting scheduled to be held Tuesday 23rd April 2024, 1pm via Microsoft Teams.

10 ACTION REGISTER

Open Actions

Ref	Item	Responsible	Due Date	Status
M06.A1	Available concept plans to be sent to the ESC, including location of the Kurrajong to Kurmond cycleway.	MP	31 Mar '24	New
M06.A2	Draft engagement plan for North Richmond Community Precinct to be sent to the ESC for endorsement.	WB	5 April '24	New
M03.A4	Decision to be made on who will form the Independent Gateway Review panel. Update being worked through	ELT	31 Mar '24	In Progress

Closed Actions

Ref	Item	Responsible	Due Date	Status
M05.A1	Future meeting dates to be reviewed to ensure suitability for all Committee members.	WB	March 2024	Complete

Meeting Closed at: 1:40pm

Western Sydney Infrastructure Grants Program
Executive Steering Committee
Meeting #07

Minutes

**Tuesday, 23 April 2024 at 1:00pm – 2:00pm
Online via Microsoft Teams**

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

1 APOLOGIES

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

2 DECLARATION OF INTERESTS

Standing declarations

- Councillor McMahon - Less than Significant Non-Pecuniary Interest with the Turnbull Oval project.
- Councillor McMahon - Less than Significant Non-Pecuniary Interest with the Kurrajong to Kurmond Cycleway project.

3 MINUTES OF LAST MEETING

The minutes of the previous meeting held 26 March 2024 were received and accepted.

4 MATTERS ARISING

Nil.

5 REVIEW OF ACTIONS

The Open Actions register was reviewed.

6 STATUS SUMMARY

DISCUSSION

WB provided status update of the projects underway as part of the Western Sydney Infrastructure Grants Program (WSIG).

The WSIG funding deeds have all been received and executed.

An expression of interest has been submitted for the Federal Government's \$2.5M Disaster Resilience Program grant and draft funding deed has been received.

Feasibility Studies of Richmond Swimming Centre and North Richmond Community Precinct are underway, anticipating to receive these in May.

Initial Quantity Surveyor (QS) reports for some projects are exceeding project budget. The project team are working through how these will be addressed.

Community consultation for Kurrajong to Kurmond Cycleway concept plan has commenced. Community consultation also took place during the Hawkesbury Show.

Resourcing for the program is finalised, with the Senior Project Manager due to commence in June.

North Richmond Community Precinct

Consultant is progressing with the feasibility study, expected in May. The project team are finalising the tender documentation for the principal design consultant.

Oasis Aquatic and Fitness Centre

The concept design and the Plan of Management is progressing.

Richmond Swimming Centre Redevelopment

Consultant is progressing with the feasibility study, expected in May. Site investigation works underway. Engagement of NSW Public Works has been broadened to include engagement of principle design consultant.

Fernadell Park & Community Centre

Finalisation of landscape design is in progress. The concept design for the community centre is now on public exhibition. QS report being reviewed and options identified to manage escalated costs.

Tamplin Field

Concept design is being reviewed to consider more cost-effective solutions. Initial cost estimate is high in relation to a synthetic track.

Turnbull Oval

Concept design underway. Engineering survey and geotechnical investigation completed.

Woodbury Reserve

The concept plan for the refresh of the amenities building has been finalised. Construction of Pump Track is nearing completion.

Wayfinding Signage

Awaiting instruction on naming to finalise artwork before recommencing with production and installation. Reviewing scope to utilise potential project savings.

Cycleway Bridge over Rickabys Creek

The concept design is progressing, awaiting this to determine solutions for site constraints.

Kurrajong to Kurmond Cycleway

Community consultation has commenced and feedback received concerning Transport for NSW required kerbing and general feedback on methods to contact adjoining landowners, which the project team will take on board.

7 MATTERS ESCALATED

7.1 North Richmond Community Precinct Communication & Engagement Plan for endorsement

DISCUSSION

WB provided overview of the communication and engagement plan summary which will be included in a report for Council endorsement at the 14 May ordinary meeting.

RESOLVED

The Executive Steering Committee resolved to endorse the North Richmond Community Precinct Communication & Engagement Plan, as amended. The Plan to be submitted to the May Council meeting for endorsement.

7.2 Richmond Swimming Centre Communication & Engagement Plan for endorsement

DISCUSSION

WB provided overview of the communication and engagement plan summary which will be included in a report for Council endorsement at the 14 May ordinary meeting.

RESOLVED

The Executive Steering Committee resolved to endorse the Richmond Swimming Centre Communication & Engagement Plan, as amended. The Plan to be submitted to the May Council meeting for endorsement.

ACTION M07.01: Update communication and engagement plans to include workshopping comment.

8 OTHER BUSINESS

Nil.

9 DATE AND LOCATION OF NEXT MEETING

DISCUSSION:

Next meeting scheduled to be held Tuesday 28th May 2024, 1pm via Microsoft Teams.

10 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. <i>Update: Details being worked through.</i>	ELT	June '24	In Progress
M07.A1	Update communication and engagement plans to include workshopping comment.	MP, CS	26 April '24	New

Closed Actions

Ref	Item	Responsible	Due Date	Status
M06.A1	Available concept plans to be sent to the ESC, including location of the Kurrajong to Kurmond cycleway. <i>Update: Plans issued via email 27 March</i>	MP	31 Mar '24	Complete
M06.A2	Draft engagement plan for North Richmond Community Precinct to be sent to the ESC for endorsement. <i>Update: Plans issued with Agenda Papers 23 April 2024</i>	WB	5 April '24	Complete

Meeting Closed at: 1:35pm