



MINUTES

Operations Committee

held at

Council Administration Centre
Committee Room
180 Mort Street, Lithgow

on

Tuesday 4 February 2025

at 5:00 PM

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1. Acknowledgement of Country

Lithgow City Council acknowledges Wiradjuri Elders past and present of the Wiradjuri nation - the original custodians of the land on which the Lithgow's communities reside. The Council also extends our respects to our neighbouring nations.

2. Present

Present: Councillor C Coleman, Councillor S Ring (Chair) Councillor E Fredericks, Councillor R Smith, Councillor T Evangelidis, Councillor E Mahony (entered at 5:09pm)

Officers: Ross Gurney, Jonathon Edgecombe, Shaun Elwood, David Anderson, Paul Creelman, Peter Fisher

3. Apologies

Apologies: Councillor M Statham, Leanne Kearney

4. Confirmation of Minutes

The minutes of the Operations Committee Meeting held on 4th June 2024 were presented to the Council on Monday 24th June 2024.

ACTION

THAT the Minutes of the meeting of be taken as read and confirmed.

MOVED: Councillor S Ring

SECONDED: Councillor E Mahony

5. Matters Arising from Previous Minutes

NIL

6. Declaration of Interest

NIL

7. Staff Reports

7.1. Strategic Review Committee Terms of Reference

Due to time constraints, Cr S Ring proposed to defer staff reports 7.1, 7.3, 7.4, 7.6 and 7.8 for a meeting in two weeks, before the next Council Meeting.

ACTION

THAT the Committee defer staff reports 7.1, 7.3, 7.4, 7.6 and 7.8 for a meeting in two weeks, before the next Council Meeting.

MOVED: Councillor S Ring

SECONDED: Councillor R Smith

CARRIED

Although item 7.1 was deferred, the Committee proceeded to elect a chairperson.

Nominations were called from the floor for the position of Chair.

Cr S Ring was nominated by Cr C Coleman.

No other nominations were received and CR Ring was elected Chairperson.

The inclusion of an Executive Officer and 'General Manager's Representative' was raised by Ross Gurney.

Jonathon Edgecombe was nominated by Ross Gurney and was named as the Executive Officer and General Manager's representative, should they be unable to attend.

ACTION

THAT Councillor Steve Ring be elected Chair for the Strategic Review Committee, with Jonathon Edgecombe as Executive Officer and General Manager's Representative.

MOVED: Councillor C Coleman

SECONDED: Councillor R Smith

CARRIED

7.2. I&E - Project Update Report

Cr S Ring requested grant funding sources and project deadlines to be included in future Project reports.

Cr S Ring opened for questions. J Edgecombe reiterated that he is contactable if questions arise.

For the Hampton Road Reseal Project, Council has delivered the full scope of the project with significant savings. Administration have applied for an extension of scope for this project to carry out another 4 km of road re-sealing to spend the remaining grant money.

Cr E Mahony raised concerns about the transparency in the community for due dates and informing percentage of work completed and would like to see key system improvements happening. It was confirmed that the Pulse system is being used for project management.

J Edgecombe stated that progress is being made in this area by utilising newly acquired staff expertise to update the systems currently used by Council, to lift reporting on projects and ensure insights and improvements are transferred and adapted to other projects.

S Elwood discussed that Projects are reviewed on a weekly basis between Directors and Finance to assess progress and requirements to maintain project momentum.

Cr S Ring has spoken to the Director Finance & Governance about grant funding patterns.

Cr E Mahony acknowledged that some things are outside the control of the Council in Project Management, however, they can be mitigated by seeking experts to support project management and ensuring their skills and expertise align with the project.

ACTION

THAT the Committee note the update provided relating to capital infrastructure projects in the Infrastructure and Economy directorate that are valued at \$500,000 or more.

MOVED: Councillor E Mahony

SECONDED: Councillor C Coleman

CARRIED

7.3. Infrastructure Asset Management Plans - Update

Deferred as per recommendation in 7.1

7.4. Review of Civil Engineering Guidelines - Update

Deferred as per recommendation in 7.1

7.5. Main Street CBD Footpath Improvements - Stage 2a Update

J Edgecombe noted that the Main Street CBD Footpath Improvement work started prior to Christmas. However, Telstra access pits are impacting the progress and cost of the project as responsibility for the alterations for non-compliant pits are being placed on Council. Otherwise, the project is progressing well and is on track to meet the deadline of 30 June 2025.

Cr S Ring raised concerns about feedback from shop owners and residents that the footpath on both sides of the street is not being replaced. A media release and website has been developed which illustrate the scope of the works.

Cr C Coleman inquired about the details of the works taking place. J Edgecombe explained that the current pavers will be removed, changes to remove the bullnose from the gutter, upgrades to existing storm water pits, access pits and manholes will be adjusted, removal and replacement of furniture and instalment of greenery. The replacement footpath will be concrete panels and brick banding to keep the heritage aesthetics.

Cr S Ring raised concerns with expected large expense to continue the project to replace the rest of the Main Street CBD Footpath. Additionally, the safety of what will remain after the completion of the current project. Has an interim option has been investigated?

The committee discussed interim options including hot mix, removal of sheen (however the pavers are already uneven and the solid formation may be at risk if they are etched or sprayed), possible sandy compound to be sprayed. A cost analysis will be completed to confirm interim options as any option will have cost attached.

R Gurney added that a Federal Election will be announced soon and the Council will advocate for the completion of the Main Street project as a priority.

Cr C Coleman inquired if the lost grant would have been enough to complete the project in comparison. J Edgecombe explained the remaining footpaths are likely to be more expensive due to additional requirements like pram ramps etc. Tender competition also impacts, some projects have many tenders, whereas the footpath had only one. A Quantity Surveyors (QS) Report was also sourced for this project.

Staff also added that material costs have increased immensely, and crucial companies have closed. Cr E Fredericks inquired if the cost of what is underneath (access pits etc) is what is making it costly. J Edgecombe explained the process and costs involved and discussed options used in other projects.

Cr E Frederick questioned if the concrete partition on road near the traffic lights will be removed, due to congestion. J Edgecombe informed there has been no notifications of this being an issue and the partition will stay as it has mitigated safety issues for drivers and pedestrians.

ACTION

THAT the progress of works for the Main Street CBD Footpath Improvements Stage 2 be noted.

MOVED: Councillor C Coleman

SECONDED: Councillor R Smith

CARRIED

7.6. REF and Part 5 Assessment Improvement Program

Deferred as per recommendation in 7.1

7.7. Plant Replacement Budget Report

J Edgecombe summarised the report and discussed the process of plant purchase and the impact of the ageing fleet, including the importance of altering the plant replacement budget timeframe to meet the needs of the community and to ensure the right tools are in the right hands. Employees are part of the decision process and testing the plant equipment, using the knowledge of the staff to purchase relevant equipment. Furthermore, second hand items are sold if possible and or refurbished.

Cr E Mahony found this insight into business cases useful to support transparency.

Leasebacks vehicles were discussed by the Committee. It was highlighted that Leasebacks help to secure skilled employees and compete with other employers. The ELT team are working to purchase hybrid vehicles to lower costs while also looking at other ways to increase efficiency. Additionally, it is beneficial having these vehicles available when other pool cars are in use.

While Cr S Ring understands the points being made, he is concerned that the budget needs to be adhered to. In response Cr E Mahony asked for an analysis of leaseback costs to highlight the differential and raised that culture of the workplace is also important in attracting and keeping skilled employees. R Gurney stated that leaseback vehicle modelling can be presented to the Finance Committee.

ACTION

THAT the Committee note the report on the outcomes of Council's plant replacement program over the past 6 months.

MOVED: Councillor C Coleman

SECONDED: Councillor E Mahony

CARRIED

7.8. Building Security (Keys and Locks) Policy

Deferred as per recommendation in 7.1

7.9. Lithgow City Council - Sporting Precinct Master Plan

Staff opened discussions about the Sporting Precinct Master Plan and explained how a consultant provided support in putting it together by attending a Sports Advisory Committee meeting and spending time consulting with the community, to ensure the development is meeting the unique needs of the community. In addition, their previous experience and expertise in this type of planning were applied in developing the plan. Further community surveys will be obtained in future years to ensure the Sporting Precinct Master Plan is meeting the needs of the community and Council. Additional grant funding will be applied for to implement the Sporting Precinct Master Plan.

Staff advised that lighting upgrades are a major need for sporting fields. Halogen bulbs are increasing in costs and at times need to be individually made as they are no-longer a standard item. Thus, newer equipment will aid in saving money. This lighting is a priority of the strategy.

J Edgecombe summarised the Sporting Precinct Master Plan noting that the location of Tony Luchetti and additional sporting facilities close by such as the aquatic centre, Basketball Stadium, Watsford Oval, Conran Oval, Glanmire Playing Fields and Marjorie Jackson Park form a holistic sporting precinct that, with a proper strategic vision and plan, could grow to become a major drawcard for the LGA.

This Sporting Precinct Master Plan is creating a vision to develop the area utilising a strategic approach for delivery of the plan that is informed by community. J Edgecombe advised that additions have been listed in the report, for example: storm water infrastructure to capture water for irrigation, a Cafe at the Aquatic Centre with a lease agreement in place to run a commercial cafe to bring in additional revenue.

Cr T Evangelidis inquired about the Greyhound Track. It was discussed that this is not a Council asset.

Cr C Coleman asked if the Sporting Precinct Master Plan is being discussed with the Sports Advisory Committee and J Edgecombe confirmed that it is.

Cr T Evangelidis questioned what changes would be made to the Basketball Stadium, concerned any changes may take away from its original aesthetics. Jonathon informed that it would be upgrades and refurbishment not to change the original structure/aesthetics.

J Edgecombe requested Councillors read the Sporting Precinct Master Plan (which can be found on the docs on tap application) for feedback and discussions at a following meeting.

Cr Mahony raised concerns about the SQID (Stormwater Quality Improvement Device) being used for the Women's Shed Project and would like to discuss this further offline. Cr Mahony agrees with harvesting storm water, however noted there are better options and possible funding available. J Edgecombe informed that they were a requirement of Water NSW.

Cr E Fredericks inquired if the combination of sport and tourism could entice the NRL to host an event in Lithgow with major upgrades of local facilities. J Edgecombe noted that the focus is currently on regional level games and updating the lighting is crucial for hosting these teams.

Cr E Mahony advised that NSW Cup teams already utilise Tony Luchetti and it would be beneficial for tourism if other sporting teams could host games locally.

ACTION

THAT the Committee review the report and any suggestions for changes be referred to the author prior to the release of a final version of the Master Plan to Council for endorsement to place on public exhibition.

MOVED: Councillor E Mahony

SECONDED: Councillor C Coleman

CARRIED

8. General Business

NIL

9. Meeting Close

Next Meeting: Tuesday 18th February 2025 at 5:00pm in the Committee Room

There being no further business the Chairperson declared the meeting closed at 6:00 pm.