



MINUTES

Operations Committee

held at

Council Administration Centre
Committee Room
180 Mort Street, Lithgow

on

Wednesday 1 July 2020

at 4:00 pm

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The Chairperson declared the meeting open at 04:04 pm.

1. Present

Councillor W McAndrew (Chair)
Councillor R Thompson (Mayor)
Councillor D Goodsell
Councillor J Smith
Councillor S Lesslie - (Observer)

Officers:

C Butler - General Manager
J Edgecombe - Director Infrastructure Services
D Buckens - Director Water and Waste Water
M Trapp - Water and Waste Water Works & Project Officer
A Muir - Director Economic Environment & Development
K Cibulka - Minutes

2. Apologies

Apologies: Councillor S Ring

3. Confirmation of Minutes

The minutes of the previous meeting held on 10th June 2020 were presented to the Ordinary Meeting of Council on Monday 22nd June 2020.

ACTION

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

MOVED: Councillor R Thompson

SECONDED: Councillor J Smith

4. Matters Arising from Previous Minutes

Nil

5. Declaration of Interest

Nil.

6. Staff Reports

6.1. 2019/2020 Capital Works Program

The General Manager discussed changing the processes for the business paper in relation to the ongoing communication required to keep Councillors informed as to the reasons why the projects may not be delivered in the timeframe / budget provided as part of the adopted Operational Plan. The Director Infrastructure Services advised that since the last meeting the report has been updated with comments in red.

The Directors of Infrastructure Services and Water & Waste Water gave brief overview of their projects listed. The General Manager advised that a memorandum will be provided to all Councillors with updates on incomplete projects looked after by all Directors.

Carpark Improvements at the Visitors Information Centre

It was noted that this project was being managed by the Director of Economic Environment and Development. The Director Infrastructure Services advised that the works on the carpark will be contracted out and expected to commence in early 2021 calendar year.

The Director Economic Environment and Development entered the meeting at 4:13pm to provide advice on his departments projects.

It was advised that there has been a delay in relation to the carpark improvement at the Visitor Information Centre due to an issue with the tenure of the leasing of the land. The committee noted that a lease has been prepared and executed. It was also noted that the budget was not sufficient for the scope of works in the area and the funds have been transferred to the next financial year's budget to allocate more funding to complete this project.

Farmers Creek

The Committee noted that the Coalbrook Street bridge and Sandford Avenue footpath are completed and investigations are continuing on the feasibility studies to see what projects can be achieved. A question was taken on notice by the Director of Infrastructure Services in relation the costings and location of the footpath from Tank Street.

Cullen Bullen Tip Improvement

The Director Economic Environment and Development advised that this project is funded by grants and works are currently in progress and the total funding will be able to see this project through to completion. It was asked when this project will be completed in which the Director took this question on notice.

Hampton Transfer Station

The committee were advised that the funding has been fully committed and project is complete.

Lithgow Resource Recovery

It was advised that there has been a delay with the electrical design of the facility. Project is ongoing.

Lithgow Solid Waste Facility

The Director Economic Environment and Development advised that this funding is an annual allocation for capital works to occur at the site that are under Council's responsibility.

Hartley Building (Council Administration)

The Director Economic Environment and Development / Director Infrastructure Services took this on notice. It was noted that office upgrade have occurred to facilitate the water and waste water department.

Administration Building Improvements

It was advised that the majority of the allocated funds have been spent with the remaining funds will be returned back to the building reserve.

Lithgow Depot Store

Awaiting on insurance and claim for offset.

Kremer Park Grandstand

It was advised that this was a project that has been in the pipeline for a long time with funding in the budget that was insufficient to complete the project. Administration has been applying for grants for this project. Funds to be returned to the building reserve. Cllr J Smith stated that the building is very dilapidated and in need of repair. The Director Infrastructure Services advised that ELT (Management Team) are looking at the priorities and chasing grants to renew assets. It was noted that it is heritage listed, the Director Economic Environment and Development advised that this would be mostly local heritage and Council does have a moral responsibility to maintain the asset.

Depot Improvements

The Director Infrastructure Services advised that the funding has been dedicated to the store building restoration. Costing will be provided in the memorandum that will be circulated to Councillors.

Play Equipment - Passive Parks & Gardens

This project is a result of funding from the Drought Communities grant. Works have been completed without council funding. It was noted that the remaining budget and a transfer of the funds would be a question for Chief Financial and Information Officer

Lake Lyell Septic Upgrade

It was advised that the budget spent during September 2019 to April 2020 was collection of data from the Septic Pump out to show stats to measure how much flow throughout the park. Consultants have also been engaged to develop a concept plan for options in relation to the disposing off site or on site. A report was due this week but has not been received. It was advised that this matter will be reported to a future Operations Committee meeting. This matter was triggered by the development consent of the proposed on site restaurant.

Installation of Solar Panels - Aquatic Centre

The committee noted that this project was expected to be done alongside the project undertaken at the Administration Centre but the project was put on hold based on advice from Council planners due to recent changes to the legislation surrounding solar panels and was recommended that the project be put on hold until new legislation is put in place. The Director Infrastructure Services to confirm the number of panels to be installed and advised that these solar panels will assist with heating of the indoor pool and building running costs. A brief report on progress of this project is to be provide to Councillors by way of memorandum.

Stormwater Drainage

It was noted that works that occurred at Alison Close Wallerawang have been completed with the total remain funds being transferred back to the reserve.

Rural Sealed Roads

The committee were advised that the road sealing projects are completed with a total \$71,000.00 unspent.

It was noted that the Woolnough Street Bridge culvert is completed and the Hartley Vale Bridge is nearing completion.

The committee were advised that an update will be sought from the Director People and Services in relation to the following projects.

- Eskbank House Improvements
- Village Improvement Program
- Adventure Playground

Cllr J Smith raised the recently announce pump track to be installed at the Adventure Playground. The Director Infrastructure Services advised that the project team is working on designs for the track that will eventually be presented to Council and the community for consultation of the projects.

Reservoirs

The Director Water and Waste Water advised that the project has been deferred to fund the upgrade of Cook Street Reservoir due to corrosion.

Water Telemetry Upgrade / Oakey Park Water Treatment Plant

The Director Water and Waste Water advised that these two projects link in together. It was advised that some works have been carried out and expected that the bulk of the rest of the works to be carried out next financial year such as the upgrade of the electrical switchboard.

Cullen Bullen Sewer Upgrade.

It was noted that this matter will be addressed later in the meeting.

Pumping Stations

It was advised that the works are completed and the next element of the project is expected to commence next year.

STP Telemetry

This project was carried over from the last financial year. The remaining amount on this project was for the upgrade for the licencing fee. It was advised that it was negotiated with the contractor to pay out the licencing fee.

Portland STP

It was advised that this funding was a defect bond. After a period no defects at the STP were found. Defect guarantee was returned back to the contractor.

Lithgow STP

Design works have commenced for larger plant at the STP with civil works expected to commence next financial year.

The Director Economic Environment and Development left the meeting at 4:51pm

ACTION

THAT

1. The committee note the information provided in the report.
2. Be provide with email memorandum outlining an update on the matters not discussed tonight with details regarding the current status of all incomplete capital projects be provided to all Councillors

MOVED: Councillor J Smith

SECONDED: Councillor D Goodsell

CARRIED: Unanimously

6.2. Standing Item - Cullen Bullen Sewerage Scheme

Confidential item was discussed prior to the item of the agenda.

As noted the land acquisition is currently holding up the project as cost estimates are very conservative. The Director Water and Waste Water will be able to provide a timeframe once design and construction phase commences.

RECOMMENDATION

THAT

1. Council proceed to call tenders for the Low-Pressure Sewer Supply Contract
2. Council notes the budget estimates exceed the project funding and that other funding sources be investigated.
3. Calling of tenders Design and Construction for the Sewerage Treatment Plant are delayed until land matters are resolved.

MOVED: Councillor R Thompson

SECONDED: Councillor J Smith

CARRIED: Unanimously

6.3. Standing Item - Water and Sewer Infrastructure Update

The Director Water and Waste Water gave an overview of the report provided.

Smart Meters

The committee were advised that there are currently 450 smart meters left to be installed. It was noted that there was some issues with meter sizing and Council not having accurate records. Cllr J Smith asked about the billing cycle, as there have been numerous concerned residents calling in about their 6 month bill with large amounts owing. The Director Water and Waste Water advised that there has been some integration issues with the current and the new system. However, as of today (1st July 2020) it will be the end of the six monthly bills and from this point forward, bills will be issued all at the same time on a quarterly basis (every 3 months approx. 90 days). A letter / media release will be sent and issued to residents to advise this. It was also advised that on the new bills it will give residents their daily average use and show previous bills (via graph).

The Director Water and Waste Water advised that leak notices are being issued which has never been done before. It was noted that staff have also made 5 personal visits to advised residents of the leak. Since the installation, 36 mega litres of water has been saved.

It was noted that the MiWater App is up and running and open to registrations. Media Release / Letters / Bill Inserts will also be sent along with accounts to advised residents.

Sewerage Treatment Plants

The matter of the tertiary ponds at Wallerawang and Lithgow was discussed. It was noted that as part of the old STP operation they served a purpose but were taken offline during the upgrade at

the request of the EPA due to concerns of the ponds leaking and discharging waste into the environment. Administration looking at different ways to change the process and reconsider how Council operate. Ponds were kept as an added level of protection. The General Manager requested that this matter will become a standing item on the agenda.

The General Manager also raise a question from Cllr Ring in relation to the resolution of black spot areas surrounding the smart meters. The Director Water and Waste Water advised that staff are in the process of change lids and adding an additional high frequency aerial outside of the meter box and adding additional height to the tower to gain signal.

Water Main Break Heat Map

Staff are currently mapping breaks within the LGA. Recent collection of data shows that Wallerawang has a higher break per kilometer then Lithgow. This data in time will assist with the asset management system and identifying main renewal projects.

ACTION

THAT the Committee accepts the report as an update on water and wastewater operations and capital works.

MOVED: Councillor J Smith

SECONDED: Councillor D Goodsell

CARRIED: Unanimously

6.4. Change to Levels of Services - Water Repairs

The Director Water and Waste Water advised the committee that staff have raised concerns of WHS and fatigue management in relation to call outs and long hours over night time. A proposed change has been produced that if a break occurs in the night with limited residents (small number being 40) affected, that the area be isolated and made safe and carry out repair work in the during daylight hours , reducing fatigue issues. Large breaks that would affect priority businesses such as Hospitals and Aged Care will be repaired when break occurs. This matter is being addressed to purely reduce work night hours. Discussions are also being conducted with Recreation Staff, Joint Consultative Committee and Work Health and Safety Committee.

RECOMMENDATION

THAT the Council adopts the changed Level of Service and commences community consultation with a further report to be provided to Council on the outcome of the consultation prior to final adoption.

MOVED: Councillor R Thompson

SECONDED: Councillor D Goodsell

CARRIED: Unanimously

6.5. Disability Access - 23 Main Street Lithgow

The Director Infrastructure Services noted that at the last Ordinary Meeting of Council this matter was raised. The report has been amended to clarify issues raised and additional points to consider.

It was advised that it the existing disability access to the rear of the store remains most effective until such time the Main Street Revitalisation proceeds and accessibility issues can be widely rectified.

The report included some options to improve accessibility and adding hand rails on the street front. It was noted that catering to individual stores may prove problematic as Council may struggle to resource a consistent approach to other business within the Main Street.

It was also noted that the Infrastructure Services are attending an information session on Friday (3rd July 2020) in relation to funding application for the round 7 - Resources for Regions grants which can be used to action future stages of the revitalisation project.

ACTION

THAT the committee note the information provided in the report

MOVED: Councillor D Goodsell

SECONDED: Councillor J Smith

CARRIED: Unanimously

6.6. LATE REPORT – Bins & Waste – Clarence Pirie Park, Capertee

Over the past month, discussions have occurred in relation to the overflowing bins and cleanliness of the toilet facilities at Clarence Pirie Park, Capertee. It was noted that staff are randomly auditing the site and reporting back to the Director Infrastructure Services. The audit results are finding that domestic household rubbish is being dumped in and around the 18 bins located on site.

The committee were advised that the toilets at Capertee are serviced 3 times per week.

The Director Infrastructure Services has consulted with the General Manager in the removal of bins, proposing that a total of 4 remain at the site, and those 4 bespread around the park so there is not one dumping area. Also discussions were had about increasing the servicing of the toilets particular during the weekend when there is a peak of tourism in the area. CCTV is also the be installed in the area to capture illegal dumping issue penalty infringements where required and monitor the use of the facility.

Clr W McAndrew suggested that Council engage with National Parks and there policy surrounding the removal of bins from the nearby parks.

Clr S Lesslie suggested to publicise the photo.

Signage also to be installed to advise that area is not for domestic household waste.

The General Manager thanked the Infrastructure Services department for investigating the matter so quickly.

ACTION

THAT

1. Note the report and;
2. Administration goes out to consultation with the residents of Capertee

MOVED: Councillor D Goodsell

SECONDED: Councillor J Smith

CARRIED: Unanimously

7. General Business

Clr Goodsell noted the great response with relation to the Hassans Walls Road. It was asked if the speed reduction to 40km was included in the plan of management. The Director of Infrastructure Services advised that Council cannot implement or change speed limit and this is a request for the RMS to undertake a speed zone review and implement changes.

Clr Goodsell raised the ongoing pooling water on the footpath out the front of Thales / Timberfix. The Director of Water and Waste Water advised that he and his staff have attended the site numerous occasions and each time investigated with no issues being detected on Council land. It was advised that the owners of the abovementioned companies have also undertook investigation. The committee noted that barricading the area could push pedestrians out onto the busy street and that would not be safe. Discussions were had about amending the footpath to divert the water to the storm water. The General Manager suggested that Council staff investigate the matter before pursuing action on the land owner.

Councillor S Lesslie left the meeting at 6:18pm

Clr J Smith asked about the Church Street guttering project. The Director Infrastructure Services advised that Council are awaiting for the large development in the area to be completed before the commencement of these works.

Clr J Smith requested a report on the budget left from the Portland Main Street project and asked if there was any funding left to purchase and install planter boxes in the area. The Director Infrastructure Services committed to investigate the matter and report back. It was also advised that the bins for both Wallerawang and Portland Main Street will be delivered and installed in the coming weeks.

Clr J Smith also raised the matter of the toilets at Kremer park near playground equipment are in good condition and does not understand why they would be demolished for new ones. The Director of Infrastructure Services advised that he will investigate this matter and provide a response.

The committee discussed matters relating to the Wallerawang STP.

The Director Infrastructure Services advised that committee of the recent announcement that Council was successful in gaining funding under the fixing local roads grant for the Hartley Vale Road (Darling Causeway through to Collits Inn) and Dark Corner Road (approx. 3.5km). It was noted that this information was confidential until such a time a formal announcement has been made by the funding bodies.

Clr W McAndrew asked if Council will be renewing the stencil-crete in Portland Main Street. The Director Infrastructure Services advised that he will seek quotes and report back to the committee.

8. Meeting Close

Next Meeting: Wednesday 5th August 2020 at 4:00pm in the Council Chambers

There being no further business the Chairperson declared the meeting closed at 06:35 pm.