



# MINUTES

Operations Committee

held at

Council Administration Centre  
Committee Room  
180 Mort Street, Lithgow

on

Wednesday 1 September 2021

at 4:00 PM

# ORDER OF BUSINESS

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<b>1. Present .....</b>	<b>3</b>
<b>2. Apologies .....</b>	<b>3</b>
<b>3. Confirmation of Minutes.....</b>	<b>3</b>
<b>4. Matters Arising from Previous Minutes.....</b>	<b>3</b>
<b>5. Declaration of Interest.....</b>	<b>3</b>
<b>6. Staff Reports .....</b>	<b>3</b>
<b>6.1. Amended Cleaning Service Levels .....</b>	<b>3</b>
<b>6.2. Standing Item - Water and Sewer Infrastructure Update.....</b>	<b>4</b>
<b>6.3. Standing Item - Cullen Bullen STP Update.....</b>	<b>5</b>
<b>6.4. Standing Item - Integrated Water Cycle Management Plan - Update.....</b>	<b>5</b>
<b>6.5. Tree Removals in LGA.....</b>	<b>6</b>
<b>6.6. Councillor Requests .....</b>	<b>7</b>
<b>6.7. Monthly Project Updates .....</b>	<b>8</b>
<b>6.8. Safer Communities Grant Funding Application.....</b>	<b>9</b>
<b>7. General Business .....</b>	<b>9</b>
<b>8. Meeting Close .....</b>	<b>10</b>

The Chairperson declared the meeting open at 04:31 pm.

## **1. Present**

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Clr Wayne McAndrew (Chair)  
Clr Ray Thompson ( Mayor)  
Clr Joe Smith  
Clr Steve Ring

Officers:

Craig Butler	General Manager
Jonathon Edgecombe	Director Infrastructure Services
Matthew Trapp	Executive Manager Water & Waste Water (Entered meeting at 4:40pm)
Paul Creelman	Transport Manager
David Anderson	Building and Facilities Manager

## **2. Apologies**

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Councillor Deanna Goodsell

## **3. Confirmation of Minutes**

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The minutes of the Operations Committee held on 14th July 2021 were presented to the Council on 26th July 2021.

### **ACTION**

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

## **4. Matters Arising from Previous Minutes**

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The Chair called for any matters arising from previous minutes.

Nil matters raised as August meeting did not meet full quorum therefore no minutes were taken.

## **5. Declaration of Interest**

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Nil

## **6. Staff Reports**

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### **6.1. Amended Cleaning Service Levels**

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This item was moved from 6.4 to 6.1 and dealt with at this point of the meeting due to the absence of the Executive Manager Water and Waste Water.

The Building and Recreation Facilities Manager advised of the ongoing progress of the cleaning team. It was noted that there are small changes to the attached roster due to COVID-19. There is currently a down period however deeper cleaning on facilities are occurring during this quiet period. Changes to schedule occur as required. The current staff are employed on a casual basis and were brought on from the previous contract. Council in the process of employing full time permanent staff which the now casuals have been encouraged to apply. It was discussed that interviews will be scheduled for next month.

The Committee also noted that there is an auditing process that was implemented at the late stage of the previous contract to provide an overview of cleanliness of facilities. There is currently good feedback being received from this since Council has taken the cleaning back internally. The Director of Infrastructure Services added that there was also a separate window cleaning contract that has now been cancelled and will be taken on internally to further mitigate increases to operational costs.

Clr J Smith noted that good feedback is being received about the amenities at Lake Wallace.

The Executive Manager Water and Waste Water entered the meeting at this point in time (4:40pm)

## **ACTION**

**THAT** the Committee note the report on updated Cleaning service levels.

**MOVED:** Councillor J Smith

**SECONDED:** Councillor S Ring

**CARRIED:** Unanimously

## **6.2. Standing Item - Water and Sewer Infrastructure Update**

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The Executive Manager Water and Waste Water gave the committee an overview of this month's update of the Water and Waste Water projects:

- The Foundations assessment is complete with the tender going out to the public from tomorrow (2nd September) for a 4 week period. Clr W McAndrew noted that there is a lot of work for the Portland Infrastructure and asked how it was being funded. It was confirmed that this project is fully funded from Resource for Regions. This project will better the services to East Portland and will be ready for when the area is fully developed.
- Tweed Mills Sewer Pump Station is nearing completion. A few issues have been raised during the commissioning of the site. It is expected that there is one more week of work with the site being tidied up. The Executive Manager also made note that he will contact close by neighbour of the site to provide further update and thank them for their patience during this process.
- The Water Main and Sewer Main renewals project is complete.
- The belt press project is still ongoing with work to the electrical board being built. Once this is complete then the project can commence the process of being commissioned.
- There is a small project for the Vickers Street Water Pump Station with a new switch board required for the site and chlorination system upgrade with works to be completed by the of this calendar year. The General Manager also noted that staff have electrician backgrounds and are helping with the upgrade of automating the systems and using this technology for better quality assurance.
- It was advised that the Clarence to Wallerawang Pipeline project will be an item for discussion at an upcoming Councillor Information Session for all Councillors to be provided a high level overview of this project.

## **ACTION**

**THAT** The committee note the report on the Water and Wastewater operations and infrastructure update

**MOVED:** Councillor S Ring

**SECONDED:** Councillor J Smith

**CARRIED:** Unanimously

### **6.3. Standing Item - Cullen Bullen STP Update**

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The Executive Manager of Water and Waste Water will be meeting with DPIE next week to go over the finalized report.

Tenders are now closed with submissions received for both low pressure systems and the Sewer Treatment Plant. It was noted that a report will be presented to the September meeting of Council with a recommendation. It was noted that COVID19 restrictions have delayed the community consultation meeting but the administration will communicate with the community by way of letter to update them on the low pressure scheme.

The Committee were also advised of a request for a miscellaneous licence from the EPA to make a change to the effluent disposal process from irrigation to disposal into water ways. This can be a lengthy process however should run well with current project timelines.

#### **ACTION**

**THAT** The committee note the report on the Cullen Bullen Sewerage Scheme update

**MOVED:** Councillor J Smith

**SECONDED:** Councillor R Thompson

**CARRIED:** Unanimously

### **6.4. Standing Item - Integrated Water Cycle Management Plan - Update**

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The Executive Manager Water and Waste Water provided an overview of the status of this project.

It was noted that this is part of a strategic business plan providing option studies for Water Security and forecasts projects for the next 30 years that can assist with grant funding when project is ready to be carried out in the future. Council has engaged a consultant ( Public Works Advisory) to carry out the assessments.

Clr R Thompson asked whether under the DCP a new pumping station is required for the pottery estate development. The Executive Manager Water and Waste Water advised that no additional infrastructure is required for the area however will require an upgrade of the water main trunk.

#### **ACTION**

**THAT**

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1. The Committee note the report on the IWCM
2. The Committee remove this as a standing item to the agenda and allow this reporting to be done as a part of the infrastructure update as it sits as a project

**MOVED:** Councillor R Thompson

**SECONDED:** Councillor S Ring

**CARRIED:** Unanimously

## 6.5. Tree Removals in LGA

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The Director Infrastructure Services gave an overview of the report. The committee were advised that thorough risk assessment by qualified arborists were carried out on the trees listed for removal in the report.

The first case was discussed amongst the committee noting that the trees along Chifley Road adjacent to the Ford dealership were assessed and were deemed diseased and given the significant risk these trees required immediate removal given the proximity to the road and walkways in the area. There were 2 trees removed and these were removed by contractors this week.

It was noted that in the second case over a time period of a year the trees health has significantly declined. The tree has been scheduled to be removed by a contractor.

With the third case it was advised that the tree is sound and healthy however the tree roots are causing issues for the nearby resident. Further investigations are occurring and looking into alternatives such as root barriers.

It was advised that with the limited budget , staff will continue to monitor and carry out significant pruning , weed spraying and the up most important works.

The following matters were also discussed at this point in time:

- The committee were advised of a minor land slip that occurred on Wolgan Road. A media release was issued to the public. It was also noted that a grant funding opportunity is coming up in October to seek funding to further stabilise and improve the bank.
- Cllr W McAndrew also raised that the large rain events that have occurred recently the drainage at the Golf Course has held up and great at removing the water from the area.

### **ACTION**

**THAT** the Committee note the proposed tree removals, replacements and alternative action, at an immediate cost of \$20,327 against a total budget of \$136,211, as suggested within the report.

**MOVED:** Councillor J Smith

**SECONDED:** Councillor R Thompson

**CARRIED:** Unanimously

## 6.6. Councillor Requests

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Clr S Ring has requested to seek funding from the RFS to remove overarching trees in the Glen Alice / Glen Davis areas.

- Management Comment - The RFS hierarchy has been consulted regarding this proposal. Currently, they do not support the proposal because of the expected minimal positive impact on bushfire resilience and prevention, compared to the expected cost of such a project. Additionally, Council does not have the available resources to develop a proposal of the scale suggested. The RFS advised that should this work be required, it would necessarily come to be a Council priority, under the merits of road safety. The trees along Glen Alice Road and Glen Davis Road have been assessed and do not pose an immediate risk to the thoroughfare of motorists and heavy vehicles, however ongoing assessment will continue to occur.

Clr D Goodsell requested an update on the Burton Street Bridge.

- Management Comment - The General Manager advised that a report will be presented to the Council in the coming week, prior to a full briefing scheduled for Tuesday 7 September 2021.

Clr S Ring asked if there is an inspection regime for all roads - specifically for potholes.

- Management Comment - As it stands, Council's inspection regime for road conditions is completed by Council's Assets Inspection Officer. This sees all roads (and other transport assets including footpaths etc.) formally inspected once every two years for updates to Council's asset management system. This system will be operational by end of September. Outside this formal system, assets are regularly inspected by all staff while travelling to existing projects, and in response to weather events and customer requests.

We aim to improve on this process as part of the next stage of the asset management system rollout. This next stage is operationalising the system and implementing improvements to Council's asset inspection process. As such, inspection schedules will be soon be defined and implemented in a more nuanced way which is reflective of each asset's position in a hierarchy of importance and criticality. This will see proactive assessments completed more often for assets of high use/criticality (such as the Glen Davis Road or Magpie Hollow Road) and less often for lower order roads (such as the Upper Nile Road or Lawsons Long Alley). These inspections will be scheduled and automatically referred to staff as part of their daily tasks. The results will be recorded and the results automatically loaded into the asset management system, thereby informing upcoming maintenance and renewal requirements.

The Director of Infrastructure Service gave an overview to the questions asked by the Councillors. Clr S Ring advised that his first request was one just for flagging to requested funding from RFS for removal of overarching trees particular in the Glen Alice/ Glen David Area. It was noted that fire

fighters are advising that this is the last line of defence. It was noted that Council need to put forward a bid for funding for works. The Director of Infrastructure noted that from a perspective the value of works required are not warranted in the area. It was advised that Council continue to assess the trees and prune what is required for cattle trucks to pass through the area without damage to trucks and bringing down branches onto the road.

It was advised that Clr D Goodsell request will be addressed at an upcoming Councillor Information Session on Tuesday by the project manager.

Clr S Ring noted the managers comment in relation to his second request but reiterated his request was for specifically potholes. The Director Infrastructure Services advised that after heavy rain period supervisors will inspect roads however Council does rely on public correspondence and priority is based on road classification. This process is set to improve with the implementation of the Asset Management System which is soon to be completed and ready to capture data on assets and continue to proactively inspect and schedule maintenance as required. Each road has a condition rating based on potholes , breakage on edge of the roads.

Clr J Smith also noted that there is a struggle with the general public reporting issues directly to Council rather than through Councillors.

Clr W McAndrew also raised that along Coerwull Road particularly near the bridge towards the Great Western Highway the road is in bad condition with many potholes forming.

## **ACTION**

**THAT** the committee note the advice provided by management.

**MOVED:** Councillor J Smith

**SECONDED:** Councillor R Thompson

**CARRIED:** Unanimously

## **6.7. Monthly Project Updates**

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The Director Infrastructure Services ran through the project list and provided updates.

It was noted the Petra Avenue Clarence is scheduled for a rebuild and reseal and it was advised that the intersection to Ray Crescent will also be done at the same time.

It was asked what the Special Rate Variation Projects ( Roads) meant. It was confirmed that this is an overarching project that will be committed to spending a portion of the approved special rate variation funds on road rehabilitation, this year it will be used for the reseal of Second Street and Enfield Avenue Lithgow.

Clr S Ring raised on page 21 , the Sodwalls Tarana Road project and asked what section of this road will reflect this. It was confirmed that this will be a full reseal from the Rydal Three Ways through to the second railway bridge (approximately 3 kilometres).

Clr W McAndrew also asked about the Tablelands Way projected listed on page 22. The Director Infrastructure Services confirmed that this is a combined project with Oberon and Upper Lachlan for funding under Resources for Regions. The Tablelands Way is 100km stretch of road over various LGAs . The project is to widen and refurbish the road. Mutton Falls Road is a part of this Tablelands Way from Tarana through to the LGA boundary.

Clr J Smith complimented the new car park at the Visitors' Information Centre.

Clr W McAndrew also asked about an entrance and exit point beside the Visitors' Information Centre. The Director Infrastructure Services advised that he will meet with Clr W McAndrew & Clr R Thompson on site to discuss matter further to gain a better understanding of the request.

The committee discussed the new traffic flow improvements in Hassans Walls Road noting that there was some push back from the community for the first few days from the installation however no other issues has been raised.

## **ACTION**

**THAT** the Committee note the progress of the listed projects for the 2021/2022 financial year.

**MOVED:** Councillor S Ring

**SECONDED:** Councillor J Smith

**CARRIED:** Unanimously

## **6.8. Safer Communities Grant Funding Application**

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The Director Infrastructure Services advised that Council has recently applied for grant funding under the Safer Communities Grant. Council has applied for a total of \$386,000.00 to carry out project to better protect the facilities and residents in the LGA. Grant funding if successful will go toward strategic placement of CCTV and purchase of security fencing / gates. A full scope of the project is detailed in the attached application.

It was also noted that Council continues to lock the Tony Luchetti and Blast Furnace after hours with positive feedback being received from residents particularly ones closer to the Blast Furnace.

## **ACTION**

**THAT** the Committee note the report and that this grant application has been submitted.

**MOVED:** Councillor J Smith

**SECONDED:** Councillor R Thompson

**CARRIED:** Unanimously

## **7. General Business**

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Clr W McAndrew raised concerns of a blocked storm water drain near the Portland Cemetery on the Sunny Corner Road. The Transport Manager advised that he attended the site this morning to investigate noting that this is not a big project and will be rectified.

Clr J Smith advised that committee of the concerns he has raised with the Building and Recreation Facilities Manager with respect to cracks presenting at the Wallerawang Skate Park. This matter is under investigation.

The Committee also requested an update on the Cooke Scrap Metal matter. It was noted that this will be forwarded onto the Director Economic Environment and Development to provide an update to Councillors.

Clr J Smith also requested a media release be issued to the public in relation to the collection of dog faeces and usage of off lead dog areas. The Building and Recreation Facilities Manager also advised that he has received a request from a user group of facilities of Marjorie Jackson. It was noted that signage will be reviewed and replaced as required. Clr R Thompson also suggested placing the little bags along major footpath to encourage users to pick up after their pets.

Clr S Ring requested an update from the Director Economic Environment and Development with a gauge of what the priorities are for our Rangers

Clr R Thompson requested repair works to the road in the Marrangaroo Fields Estate with many road breaking away near the edges.

Clr W McAndrew asked about Genowlan Road , it was confirmed that it is currently being graded and scheduled to be resheeted in October. Pothole patching works were also requested to be carried out from the turn off from Capertee to Airly. It was confirmed that works commenced last week and are expecting to be finished this week.

Clr W McAndrew also asked for an update on the Golf Club Shed. The Building and Recreation Facilities Manager advised that the building and planning department are still reviewing the application. It was noted that the additional bay for the club will not be put on the shed as it imposes into the fairway, however have discussed with options to put a bay over near the cart shed.

Clr J Smith thanked management for the COVID update reports. It was also noted that works to Oxley Street have been programmed to occur next week.

Clr R Thompson noted that the pontoon at Lake Wallace is complete.

## **8. Meeting Close**

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Next Meeting: Wednesday 6th October 2021 at 4:30pm in the Committee Room.

There being no further business the Chairperson declared the meeting closed at 05:39 pm.