



MINUTES

Operations Committee

16th July 2015

4.00pm

Name of Committee	
Item Number	Agenda
1	PRESENT AND APOLOGIES
2	CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING
3	BUSINESS ARISING FROM THE MINUTES
4	REVIEW OF MAJOR PROJECTS
5	PURCHASING OF CROWN ROADS
6	RECREATION FACILITIES ASSET MANAGEMENT PLAN
7	CEMETERY OPERATIONS POLICY REVIEW
8	SOUTH LITTLETON/SOUTH BOWENFELS SEWERAGE SCHEME UPGRADE
9	GENERAL BUSINESS
10	NEXT MEETING



ITEM 1: PRESENT AND APOLOGIES

PRESENT: Councillor C Hunter, Councillor P Pilbeam, Councillor R Higlett, Mayor M Statham

APOLOGIES: Nil

OFFICERS: I Stewart, J Edgecombe

ITEM 2: CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING

The minutes were endorsed by two members of the Committee being:

Councilor Col Hunter
Councilor Peter Pilbeam

The minutes were adopted by Council on 29th June 2015.

ACTION

THAT the Minutes of the meeting of 28th May 2015 be taken as read and confirmed.

MOVED: P Pilbeam

SECONDED: R Higlett

ITEM 3: BUSINESS ARISING FROM THE MINUTES

NIL

ITEM 4: REVIEW OF MAJOR PROJECTS

SUMMARY

- A number of major projects are nearing completion or have been completed. Work on the Black Bridge is proceeding at a reasonable pace with significant site works being visible on site. Reconstruction of the 50 metre pool at the Lithgow Aquatic Centre is well advanced and the existing structure has found

to be in excellent structural condition. Progress on the design of the Portland STP is also progressing in accordance with the adopted timeline.

ACTION

THAT the Committee note the progress on the construction of three major projects being the Black Bridge, upgrade of the 50 metre pool and the upgrade of the Portland STP.

MOVED: C Hunter

SECONDED: M Statham

ITEM 5: PURCHASING OF CROWN ROADS

SUMMARY

- The NSW Department of Trades and Investments has released a Crown Lands Fact Sheet relating to the purchase of crown roads. Councils may be notified of an application to close a Crown Road if the closure is relevant and will have 28 days to lodge a written submission to the Department regarding the proposed road closure. On line information is available from www.crownland.nsw.gov.au.

ACTION

THAT the Committee note the processes for the purchase of crown roads which have been simplified by NSW Department of Trades and Investment.

MOVED: P Pilbeam

SECONDED: R Higlett

ITEM 6: RECREATION FACILITIES ASSET MANAGEMENT PLAN

SUMMARY

- Attached is a detailed Asset Management Plan for Council's Recreational facilities and includes information on levels of service, financial details, asset details and improvement plans. This is a comprehensive document and may require a number of sessions to review prior to recommending it to Council.

ACTION

THAT the Committee progressively reviews the Recreation Facilities Asset Management Plan at future Committee meetings

MOVED: C Hunter

SECONDED: M Statham

ITEM 7: CEMETERY OPERATIONS POLICY REVIEW

SUMMARY

- Attached is a copy of Cemetery Operations Policy 2.1 which was last reviewed by Council in August 2013. One issue which has arisen under Sub-clause titled RESERVATION contains details of a buy back scheme. The policy states that Council has the discretion to buy back unused sites at a value equal to 80% of the current costs of a burial plot, niche position and garden position.
- Over the last two years only five plots have been repurchased

RECOMMENDATION

THAT Council advertise a revised Cemetery Operations Policy with the deletion of the clause relating to buy back of unused plots.

MOVED: C Hunter

SECONDED: M Statham

ITEM 8: SOUTH LITTLETON/SOUTH BOWENFELS SEWERAGE SCHEME UPGRADE

SUMMARY

- On the 28 October 2013 Council accepted a tender from Precision Civil Infrastructure Pty Ltd at a price of \$3,368,373 inclusive of GST for the upgrade of the South Littleton/South Bowenfels wastewater infrastructure network. Construction activities are now complete and the scheme has been operational for a number of weeks. To facilitate supervision and management of the contract, the contract was split into three separable portions, being The Main, the South Bowenfels components and the South Littleton Components. The contractor has submitted, as attached, progress claim no 8 which indicates the value of the work completed to date as \$3,788,310.02 inclusive of GST.
- Attached are details of progress claims made by the Contractor and variations which have arisen during the course of the contract. Of the variations paid the most significant relate to the upgrade of power issues, the stormwater disposal system adjacent to private property at South Bowenfels and the demolition of the old infrastructure.

ACTION

THAT Council note the status of the South Littleton/South Bowenfels Sewerage upgrade including details of expenditure to date.

MOVED: C Hunter

SECONDED: M Statham

ITEM 9 : GENERAL BUSINESS

BLACK SPOT PROGRAM

SUMMARY

It is noted that Council is required to make a submission for the Federal Black Spot Program which closes at the end of July. A number of appropriate locations were identified and Council will be making a submission based on those areas that meet the criteria. These include the intersection of Sandford Avenue, Tank Street and Macauley Street and the section of Lithgow Street from Bent Street to Kirkland Link.

ACTION

THAT the information on Black Spot Program be noted.

MOVED: C Hunter

SECONDED: M Statham

WALLERAWANG STP BREACH OF LICENCE CONDITIONS

SUMMARY

The Committee was given a verbal report on the issues relating to the breach in regard to the operation of the Wallerawang STP during the months of December and January and changes to the protocol and processes to ensure this doesn't happen again were identified and discussed. It was also noted that there were disciplinary actions taken against the staff who failed to report the breaches or failure of the operation in an appropriate manner.

ACTION

THAT the information on Wallerawang STP breach of licence conditions be noted.

MOVED: C Hunter

SECONDED: M Statham

MACAULEY STREET

SUMMARY: Problems with the drainage at the end of Macaulay Street were raised, this being cause during period of heavy rain

ACTION

THAT the drainage problems at the end of Macauley Street be investigated.

MOVED: C Hunter

SECONDED: M Statham

MOP TOP TREES PRUNING METHODOLOGY

SUMMARY

It was noted that there has been a change in this practice and this appears to be most satisfactory in terms of appearance and efficiency.

ACTION

THAT the information on mop top trees pruning methodology be noted.

MOVED: C Hunter

SECONDED: M Statham

LAKE WALLACE FENCE

SUMMARY

That Council investigate the replacement of the Koppers log fence adjacent to Lake Wallace in Barton Street, Wallerawang.

ACTION

THAT a further report on the cost of replacing the timber fence at Lake Wallace adjacent to Barton Avenue be provided..

MOVED: C Hunter

SECONDED: M Statham

HENNING CRESCENT

SUMMARY

The Committee requested that Council investigate an insurance claim for damage caused by a burst water main at a property located in the Henning Crescent subdivision.

ACTION

THAT the information on Henning Crescent be noted.

MOVED: C Hunter

SECONDED: M Statham

UPGRADE OF THE MEDIAN STRIPS ON THE GREAT WESTERN HIGHWAY

SUMMARY

The Committee noted that \$25,000 has been allocated to the removal of some of the unsatisfactory vegetation in the median strips extending from Magpie Hollow Road to the end of the 70km/h speed zone.

ACTION

THAT the information on the upgrade of the median strips on the Great Western Highway be noted.

MOVED: C Hunter

SECONDED: M Statham

ITEM 10: NEXT MEETING

Next Meeting: 4.00pm on Thursday, 20th August 2015
Group Manager Operations Office, Administration Building,
180 Mort Street LITHGOW NSW 2790



2. CEMETERIES

Policy 2.1

CEMETERY OPERATIONS

Version 1

2. CEMETERIES

2.1 CEMETERY OPERATIONS

1. OBJECTIVE

1. To provide appropriate standards for the services provided at Council operated cemeteries.
2. Provide a consistent approach to the operation of cemeteries owned, managed and maintained by Lithgow City Council.

2. GENERAL

1. Council owned cemeteries include Lithgow, Hartley, Wallerawang, Portland, Cullen Bullen, Capertee, Meadow Flat, Sunny Corner, Dark Corner, Palmers Oakey, Rydal and Lowther. Note: The Catholic section at Lowther is privately owned and includes separate internment costs.
2. Glen Alice cemetery is on Crown land and burials are permitted. Fees apply for internments and no ROB's are permitted at Glen Alice.
3. This policy applies to all Cemeteries that are under Lithgow City Council's control.
4. This policy applies to all individuals, organisations, businesses and Council staff who enter a cemetery under Lithgow City Council's control.
5. Cemetery Fees for services provided are set out within the Lithgow City Councils Management Plan which is reviewed annually.
6. Lithgow City Council's cemetery application form must be completed for every new application and submitted to Council's cemetery administration officer. The form is an attachment to Council's cemetery Policy and it details requests for various services offered by Council.
7. Lithgow City Council's monumental application form must be completed for all new monuments and headstones.
8. Columbarium Walls are located at Lithgow, Wallerawang, Portland, and Cullen Bullen. New walls are programmed for Capertee and Hartley in the near future.

9. Garden positions are available at Lithgow, Wallerawang, Portland and Cullen Bullen.

3. STANDARD CONDITIONS

1. Two working days notice must be given at all times to allow sufficient time for grave digging to be completed. Burials with less than 48 hours notice will only be considered if achievable.
2. A Notice of Internment form needs to be completed by Council's Cemetery Administration staff and then forwarded to the Cemetery Officer.
3. All burials etc shall take place between 8:30am and 3:30pm weekdays. After hours can be negotiated and approved by Group Manager Operations.
4. Grave Allotment Sizes –
 - Lithgow Lawn Section - 2.4m x 1.0m
 - Lithgow Lawn 2 – 2.4m x 1.2m
 - Lithgow Monumental Section – 2.4m x 900m
 - Rural Lawn Section – 2.4 x 1200m
5. Depth –
 - Single – 1.22m
 - Double – 1.8m
6. "Probing" can be conducted by Council staff to determine the feasibility of a double internment. It should be noted that this process is limited to the condition of the casket from the first internment and is often unreliable.
7. Preparation of Graves – Lithgow City Council's Cemetery Staff (or those contracted to Council) will prepare graves. The preparation includes –
 - Digging
 - Laying Boards, Mats, bars and imitation grass.
 - Plastic lining if supplied by Funeral Directors.
 - Placement of grave cover on the grave awaiting arrival of Funeral Directors.
8. Lithgow City Council will supply Boards, Mats, Bars, Imitation Grass and a Grave cover for all funeral directors as a standard procedure for all internments.
9. On request by a funeral director, Lithgow City Council will supply chairs for Graveside services.
10. Funeral Directors are required to supply lowering tapes and a marquee if required.

11. Council staff will be present to hand over the burial site and make Funeral Directors aware of any safety concerns. Once the Grave cover is removed the site becomes the responsibility of the Funeral Director as their "Place of Work". The responsibility of the site concludes when the last of the Funeral Directors employees leave the site having covered the grave, for safety reasons, with an approved grave cover, supplied by Lithgow City Council.
12. Lithgow City Council will backfill a grave within one hour of the removal of the funeral directors equipment. It is recommended that the funeral directors advise the family of the deceased not to be present during the filling of a grave as some families find this process distressing.
13. In the event of a reopening, Council will remove any masonry at a set fee approved by Council. \$500 for the removal and replacement of headstones and grave covers. If the masonry work is required to be dismantled and has been constructed in a professional manner and Council damages it in the process of removal, Council accept full responsibility to the repairs to the masonry. If however the masonry appears to be constructed in an unworkmanlike manner, Council will hold the owners of the headstone responsible for the repairs. An assessment will be carried out by Council's cemetery officer and the undertaker will be given sufficient notification before work takes place.
14. Participation by Council staff in the actual internment process is not permitted this includes Council staff carrying the casket from the funeral car.
15. All activities undertaken within the Cemetery Grounds shall comply with relevant WorkCover and Occupational Health and Safety requirements.
16. If an "Owner of Right of Burial" or "Grantee" can not be identified the ownership becomes the responsibility of the executor of the will and/or person with power of attorney.

RURAL LAWN CEMETERIES

1. The lawn cemeteries have no religious denomination sections.
2. Lithgow City Council is responsible for the maintenance of the lawn area and all plantings.
3. All shrubs, plants etc within the cemeteries are planted and cared for by Lithgow City Council.

4. Flowers, Plastic flowers and ornaments shall be retained by placing at the head of the site on the concrete strip. Such flowers will be removed as they deteriorate.
5. Council will permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Lithgow City Council upon application and full costs of purchase and installation shall be met by the applicant.
6. Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

LITHGOW LAWN SECTION (ROWS A-M)

1. The lawn cemetery has no religious denomination sections.
2. Lithgow City Council will maintain the lawn area.
3. All shrubs, plants etc within the cemeteries are planted and cared for by Lithgow City Council.
4. Flowers, Plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate.
5. That Council permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Lithgow City Council upon application and full costs of purchase and installation shall be met by the applicant.
6. Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

LITHGOW LAWN 2 SECTION

1. Headstones are to be erected at least 150mm from the front of the concrete beam and maximum height of 900mm.
2. Headstones must comply with specifications as outlined in the Memorials section of the policy.

3. The lawn cemetery has no religious denomination sections.
4. Lithgow City Council will maintain the lawn area.
5. All shrubs, plants etc within the cemeteries are planted and cared for by Lithgow City Council.
6. Flowers, Plastic flowers and ornaments may be placed at the head of the site on the concrete strip. Such will be removed as they deteriorate.
7. That Council permit the installation of plaques in lawn cemeteries. Such plaques will be of a standard size of 381mm x 216mm. Plaques shall be ordered by Lithgow City Council upon application and full costs of purchase and installation shall be met by the applicant.
8. Memorial headstones may be of hard stone including marble, granite or sandstone. Concrete headstones are not permitted. All headstones are to be approved by Council prior to the installation.

MEMORIAL SECTIONS

1. Headstones must comply with specifications as outlined in the Memorials section of the policy.
2. Headstones can be removed by Council, at current Management Plan Fees and Charges.

INTERMENT OF CREMATED REMAINS

1. Approval must be granted to intern ashes on receipt of payment.
2. Cremated remains shall be interred by Lithgow City Council's cemetery staff.
3. Approval will only be given to the "Owner of Right of Burial" or the "Grantee" (The original owner/purchaser of the right of burial. The recognised owner of the right of burial is that person(s) currently entered in the cemetery's register or executor of the will, or person with power of attorney.)
4. Upon request, families can witness the interment of cremated remains into graves, columbarium walls and gardens.

MEMORIALS

1. No person shall erect a memorial headstone or any other structure on any allotment in Council's cemeteries unless a Monumental Permit has first been issued.
2. The fee for a Monumental permit is designated in the Fees and Charges and once a permit has been paid for and approved, it will be issued to the applicant and the monumental mason.
3. Monumental Permit will only be issued to the "Owner of Right of Burial" or Grantee". (The original owner/purchaser of the right of burial.) The recognised owner of the right of burial is that person(s) currently entered in the cemetery's register or executor of the will, or person with power of attorney.)
4. All memorials and headstones must comply with the Australian Standards. AS 4204-1994 Headstones and cemetery monuments. Failure to comply can result in removal.

RESERVATIONS

1. Reservation of vacant plots and niches is permissible. Lithgow City Council's cemetery application form will need to be completed and approved by Council's cemetery administration officer.
2. All such reservation plots, niche positions and garden positions are to be paid for, at current Management Plan prices, at the time the reservation is being made unless the applicant has an existing account arrangement with Lithgow City Council. Only then shall a Right of Burial or reserve permit be issued.
3. Council has the discretion to buy back unused sites at a value equal to 80% of the current cost of a Burial plot, niche position and garden position. Proof of ownership will be required or applications in writing will need to be approved by Lithgow City Council's Group Manager Operations.

Maintained by Department:	Operations	Approved by:	Council	Exhibition Date:	N/A
Reference:	Policy Register	Council Policy No:	2.1	Effective Date:	4/2/13
Min No:	13-33 13-432	Version No:	1	Reviewed Date:	August 2013
Attachments:	Monumental Application Form Cemetery Application Form				