



# Minutes

## Operations Committee

### 22<sup>nd</sup> August 2017

### 4.00pm

Operations Committee	
Item Number	Agenda
1	Welcome/Present/Apologies
2	Confirmation of Minutes
3	Business Arising From The Minutes
4	Caretakers Deed Agreement – Lake Lyell Recreation Park Company Pty Ltd
5	Footpath Disability Access
6	National Performance Report Audit – Water And Wastewater
7	New Intercity Fleet, Springwood to Lithgow Rail Corridor Modifications Review – Environmental Factors
8	Works Maintenance Scheduling
9	General Business
10	Next Meeting

**ITEM: 1 PRESENT AND APOLOGIES**

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**PRESENT:** G Faulkner, Clr S Ring, Clr S Lesslie

**APOLOGIES:** Clr W McAndrew, Clr R Thompson

**OFFICERS:** R Brownlow, J Edgecombe, I Stewart, E Trudgett

**DECLARATION OF INTERESTS:**

**ITEM: 2 CONFIRMATION OF MINUTES FROM THE PREVIOUS MEETING**

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The minutes were presented to the Council on 14<sup>th</sup> August 2017.

**ACTION**

**THAT** the Minutes of the meeting of 3<sup>rd</sup> July 2017 be taken as read and confirmed.

**MOVED:** Clr S Ring

**SECONDED:** G Faulkner

**ITEM: 3 BUSINESS ARISING FROM THE MINUTES**

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**1. 16 LOCKYER STREET LITHGOW**

A site inspection was undertaken on 22<sup>nd</sup> August 2017 at the rear of 16 Lockyer Street Lithgow, which has been subject to surcharging of sewerage from a manhole located in the property following periods of heavy rain or breakdowns to the adjacent Tweed Mills Pump Station. The long term option for improvement to this area is the reconstruction of the Tweed Mills Pump Station with an increase in the size of pumps and the rising main to the main sewerage treatment plant which will alleviate the problems being experienced at 16 Lockyer Street. It should be noted that this property is one of the lowest points in the reticulation system on the western side of the highway and regrettably have been subject to sewer surcharge in the past due to excessive rainfall and other issues relating to the pump station.

**RECOMMENDATION**

**THAT**

1. The report be noted;
2. That a short term solution to alleviate future sewer overflows be resolved within 7 days;

3. The preferred option at this stage appears to be the construction of two additional storage tanks installed adjacent to the Tweed Mills pump Station which will deal with any excess stormwater flow.
4. That this information be communicated to the owners of 16 Lockyer Street and that every effort be made to reduce the time necessary to install the tanks if this is decided to be the most appropriate option.

**MOVED:** Clr S Lesslie

**SECONDED:** Clr S Ring

**ITEM: 4 CARETAKERS DEED AGREEMENT – LAKE LYELL RECREATION PARK COMPANY LTD**

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*Deferral of the matter. Matter to be brought back following decision from the General Manager.*

**MOVED:** G Faulkner

**SECONDED:** Clr S Lesslie

**ITEM: 5 FOOTPATH DISABILITY ACCESS**

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**SUMMARY**

At the Ordinary Meeting of Council held 12<sup>th</sup> December 2016 Councillor Cassandra Coleman raised a Notice of Motion in regards to Footpath Disability Access across the Local Government area.

Following discussion in regards to the Notice of Motion, the following resolutions were passed:

1. That Council conduct a survey of all pedestrian ramps and high-pedestrian traffic areas within the Lithgow local government area to determine their suitability for prams, wheelchairs and motor-scooters;
2. A program of modification and repair be undertaken to bring the ramps that fail to meet the minimum requirements to an acceptable standard;
3. That the matter be referred to the Community Development Committee for their input and;
4. All data over the past four years on all the trip hazards that have been reported to the Council and any compensation claims made.

Please see attached report.

**FINANCIAL IMPLICATIONS**

- **Budget approved - NIL**
- **Cost centre – 2061 – Lithgow Footpath Maintenance**
- **Expended to date – NIL for 2017/18**
- **Future potential impact – Improved safety for the pedestrian and disabled community**

**RECOMMENDATION**

**THAT**

1. The report be noted by the Committee and;
2. Council continue to improve ramp access for prams, wheelchairs and motor-scooters in all high pedestrian traffic areas where access has been a source of complaint.
3. A report be presented at the next Operations Committee on which ramps, constructed post 2009, comply with the Australian Standard 1428.1 and an action plan be developed for non-compliant ramps.

**MOVED:** G Faulkner

**SECONDED:** Clr S Lesslie

**ITEM: 6        NATIONAL PERFORMANCE REPORT AUDIT – WATER AND WASTEWATER**

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**SUMMARY**

The purpose of this report is to advise Council of the outcomes of a voluntary audit undertaken to assess the integrity of data Council collects for reports to Government bodies and to make key operational and capital decisions.

This report was undertaken by an independent consultant on behalf of Lithgow City Council and CENTROC and is applicable to all local water utilities with over 10,000 connections.

Please see attached report.

**FINANCIAL IMPLICATIONS**

- **Budget approved** - Yes
- **Cost centre** - 200011
- **Expended to date** – NIL 2017/18
- **Future potential impact** – Increase in revenue from water billing and a corresponding reduction in water loss

**RECOMMENDATION**

**THAT**

1. The Committee note the report and;
2. Council implement the installation of water meters on Council facilities as a matter of priority under the current water loss program.
3. Monthly reports on progress of meter installations be provided to the Committee with the expenditure, localities and quantities to date.

**MOVED:** Clr S Ring

**SECONDED:** G Faulkner

**ITEM: 7        NEW INTERCITY FLEET, SPRINGWOOD TO LITHGOW RAIL CORRIDOR MODIFICATIONS REVIEW – ENVIRONMENTAL FACTORS**

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**SUMMARY**

Council is in receipt of a review of the environmental factors following the announcement that the NSW Government is delivering a new intercity fleet to replace trains carrying customers from Sydney to the Central Coast, Newcastle, Blue Mountains and South Coast. Introduction of the new intercity fleet will allow for the replacement of the older electric trains currently used to provide intercity services. These aging electric trains are experiencing a number of adverse operational impacts relating to a decline in their reliability and availability in the network, increasing maintenance costs and reducing customer amenity. It is proposed that the new intercity fleet would provide a more consistent and improved level of customer service for intercity customers, facilitate the replacement of two electric trains currently in operation, reduce the cost of intercity operations and increase capacity for intercity customers.

Please see attached report.

#### **FINANCIAL IMPLICATIONS**

- **Budget approved** – N/A
- **Cost centre** – N/A
- **Expended to date** – N/A
- **Future potential impact** – Unknown at this stage.

#### **ACTION**

##### **THAT**

1. The report be noted by the Committee;
2. The General Manager prepare a response with regard to the issue relating to the tunnels at Zig Zag.

**MOVED:** Clr S Lesslie

**SECONDED:** Clr S Ring

#### **ITEM: 8      WORKS MAINTENANCE SCHEDULING**

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#### **SUMMARY**

To provide detail to the Lithgow City Council Operations Committee regarding the effective scheduling of capital works, efficient allocation of plant and equipment to pre-emptive and reactive maintenance and the format of condition data for roads assets.

Please see attached report.

#### **FINANCIAL IMPLICATIONS**

- **Budget approved** – As per Delivery Plan 2017/18
- **Cost centre** – NIL
- **Expended to date** – NIL
- **Future potential impact** – Improved rationalisation of works

#### **ACTION/RECOMMENDATION**

**THAT** the report be noted by the Committee.

**MOVED:** Clr S Ring

**SECONDED:** G Faulkner

**ITEM 9: GENERAL BUSINESS**

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**SUMMARY**

**1. Donald Street, Lithgow**

It was advised that Council was aware of the stormwater drain that ran underneath the medians in Donald Street, Lithgow and that the incident that occurred was deemed unavoidable. Council has now preemptively removed all existing concrete and designed a new 100 year life lid that has been poured and after a 7 day curing period the road pavement will be reconstructed to Australian Standards.

It was advised that \$8,500 has been the expenditure to date and that once all work has been completed the project will still fall in budget.

**RECOMMENDATION**

**THAT**

1. The Donald Street update be noted and;
2. It be noted that Council's asset drainage data provides information on similar type drains located in the LGA.

**MOVED:** Clr S Lesslie

**SECONDED:** G Faulkner

**2. Draft Funding Deed – Cullen Bullen Sewerage Project**

It was advised that the Draft Funding Deed has been received for the Cullen Bullen Sewerage Project and that the final deed is expected by November/December 2017. Council can now proceed with the survey and design of the reticulation system.

**RECOMMENDATION**

**THAT** the Committee note that the Draft Funding Deed be received.

**MOVED:** Clr S Lesslie

**SECONDED:** G Faulkner

**ITEM 10: NEXT MEETING:**

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**Next Meeting:** Monday 25<sup>th</sup> September 2017 at 4:00pm  
Committee Room, Administration Building,  
180 Mort Street LITHGOW NSW 2790

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**There being no further business the meeting closed at 5.11pm**

## **ITEM OPER - 25/09/17 - FOOTPATH DISABILITY ACCESS**

**REPORT BY: DIRECTOR OPERATIONS**

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### **SUMMARY**

At the Ordinary Meeting of Council held 12<sup>th</sup> December 2016 Councillor a Notice of Motion was raised in regards to Footpath Disability Access across the Local Government area.

Following discussion in regards to the Notice of Motion, the following resolutions were passed:

1. That Council conduct a survey of all pedestrian ramps and high-pedestrian traffic areas within the Lithgow local government area to determine their suitability for prams, wheelchairs and motor-scooters;
2. A program of modification and repair be undertaken to bring the ramps that fail to meet the minimum requirements to an acceptable standard;
3. That the matter be referred to the Community Development Committee for their input and;
4. All data over the past four years on all the trip hazards that have been reported to the Council and any compensation claims made.

### **COMMENTARY**

This has been a lengthy task and the focus has been on the Lithgow CBD and associated high-pedestrian traffic areas adjacent thereto. The primary number of pedestrian ramps identified totalled 260 of varying construction and size including pavers and concrete.

A copy of the Australian Standards for Pedestrian Ramps is attached and it is quite clear from visual inspections that a number of the ramps in the CBD do not comply with the Australian Standards. The difficulty being the location of the ramps being affected by other obstruction, particularly at intersecting streets where height differences in kerbs and the location of other public utilities can adversely affect the provision of pedestrian ramps to the Australian Standard.

If and when the pavers in Main Street are removed, every attempt will be made to improve the standard of those ramps at the various locations occupying footpath space that would otherwise be utilised for pedestrian ramps.

A number of ramps have been modified and repaired and it would be helpful to have input from the Community Development Committee, particularly with reference to the recently adopted Disability Inclusion Action Plan 2017-2021 to identify other deficient areas. With regard to the data collected over the past four years, Council's records indicate that three claims have been made for compensation (not related to accidents on ramps), thirteen reports received concerning slippery pavers, and two reports concerning ramps.

As indicated the difficult aspect of construction for prams, wheelchairs and motor scooters to an appropriate standards and in suitable locations is frequently affected by the location of infrastructure and it would be of major benefit if some of these ramps could be assessed by people from the disabled fraternity to indicate which ramps are causing major access problems and which ramps are relatively satisfactory. This matter could be discussed by the Economic Advisory Committee as part of its agenda regarding the Disability Report.

### **POLICY IMPLICATIONS**

NIL

### **FINANCIAL IMPLICATIONS**

- Budget approved - NIL
- Cost centre - 2061 – Lithgow Footpath Maintenance
- Expended to date – NIL 2017-2018
- Future potential impact – Improved safety for pedestrian and disabled community

**LEGAL IMPLICATIONS**

NIL

**ATTACHMENTS**

1. Copy of the Australian Standards for Pedestrian Ramps.

**RECOMMENDATION****THAT** Council

1. Note the report and;
2. Continue to improve ramp access for prams, wheelchairs and motor-scooters in all high pedestrian traffic areas where access has been a source of complaint.
3. A report be presented at the next Operations Committee on which ramps, constructed post 2009, comply with the Australian Standard 1428.1 and an action plan be developed for non-compliant ramps.

# ITEM OPER - 25/09/17 - NATIONAL PERFORMANCE REPORT AUDIT WATER AND WASTE WATER

**REPORT BY: DIRECTOR OPERATIONS**

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## SUMMARY

The purpose of this report is to advise Council of the outcomes of a voluntary audit undertaken to assess the integrity of data Council collects for reports to Government bodies and to make key operational and capital decisions.

This report was undertaken by an independent consultant on behalf of Lithgow City Council and CENTROC and is applicable to all local water utilities with over 10,000 connections.

## COMMENTARY

Lithgow City Council as part of the CENTROC Water Utilities Alliance undertook a voluntary audit of data supplied to the Department of Primary Industries (DPI Water) by Council in conjunction with the annual performance monitoring report. This report was to validate the data that had been supplied to DPI and to highlight possible areas of improvement for Council. The audit was carried out on the data supplied for the period 1<sup>st</sup> July 2015 to 30<sup>th</sup> June 2016 and the audit was limited to 44 indicators out of the 365 which form a detailed report to DPI Water.

The report is intended to enable Council to better collect the data required for the DPI Water report and show any deficiencies in the collection of this data.

The key issues identified by this report include:

- Volume of water supplied to commercial and industrial consumers appeared to be under reported;
- Few water meters are installed on Council owned assets including sporting fields and buildings;
- Length of water mains on the asset register and the Council GIS do not correlate;
- Potable water losses for Lithgow are currently 33% and this is heavily influenced by the above factors;
- Discrepancies in the number of properties connected.

The key recommendation of this report was for Council, as part of its ongoing annual program water loss management, to meter all Council facilities that are not currently metered as a priority.

These works will be carried out in the current financial year and should see a significant decrease in potable water losses. It should be noted that water losses can also be significantly influenced by burst mains, flushing of mains, testing of mains, and by Fire and Rescue testing hydrants.

Council has already undertaken extensive water loss detection through the use of contractors which were engaged using active leak detection for the entire length of all water mains throughout the network of Council's LGA. There were only minor leaks detected, with the leaks detected being repaired within 4 weeks of the report being available to Council.

The estimated 33% water loss also includes times where there has been water supply to the villages through the Water NSW Fish River Water Supply Scheme and some discrepancies were found in the inaccuracy of the meters in this network when the flow has been reversed. Therefore, when Council is back-feeding to the villages from Lithgow, it would appear that the meters are not accurately recording the volume of water being supplied. With regard to the discrepancies to the GIS data and the assets register, this has been rectified when the Water and Wastewater asset register was verified during the revaluations undertaken during last year and the systems now correlate.

**POLICY IMPLICATIONS**

NIL

**FINANCIAL IMPLICATIONS**

- Budget approved - Yes
- Cost centre - 200011
- Expended to date – NIL 2017/2018
- Future potential impact – increase in revenue from water billing and a corresponding reduction in water loss

**LEGAL IMPLICATIONS**

NIL

**ATTACHMENTS**

1. National Performance Report 2015/16 Audit – Final Report May 2017

**RECOMMENDATION****THAT Council**

1. Note the report and;
2. Implement the installation of water meters on Council facilities as a matter of priority under the current water loss program.
3. Monthly reports on progress of meter installations be provided to the Operations Committee with the expenditure, localities and quantities to date.

# ITEM            **OPER - 25/09/17 - NEW INTERCITY FLEET SPRINGWOOD TO LITHGOW RAIL CORRIDOR MODIFICATIONS REVIEW - ENVIRONMENTAL FACTORS**

**REPORT BY: DIRECTOR OPERATIONS**

---

## **SUMMARY**

Council is in receipt of a review of the environmental factors following the announcement that the NSW Government is delivering a new intercity fleet to replace trains carrying customers from Sydney to the Central Coast, Newcastle, Blue Mountains and South Coast. Introduction of the new intercity fleet will allow for the replacement of the older electric trains currently used to provide intercity services. These aging electric trains are experiencing a number of adverse operational impacts relating to a decline in their reliability and availability in the network, increasing maintenance costs and reducing customer amenity. It is proposed that the new intercity fleet would provide a more consistent and improved level of customer service for intercity customers, facilitate the replacement of two electric trains currently in operation, reduce the cost of intercity operations and increase capacity for intercity customers.

## **COMMENTARY**

The project comprises modification to stations and other rail corridor upgrades extending from between Springwood Station and Faulconbridge Station up to and including Lithgow Station to facilitate the introduction of the new trains which are marginally wider and longer than the existing trains. The project would also allow the Blue Mountains line to be consistent with the existing electrified rail network.

The key features of the project are summarised as follows:

- The extension of platforms at Katoomba Station and Lithgow Station;
- Modification to station platform edges;
- Repositioning of rail tracks along the length of the rail corridor;
- Modification of the existing platform canopy at Faulconbridge Station;
- Survey and Geotechnical investigations;
- Signalling works to accommodate the new track position and platform modifications and;
- Adjustment of the overhead wiring system and supporting structures as required.

The modifications are needed to accommodate the new and existing trains and will bring the Blue Mountains line up to the standard of the rest of the electrified network.

The REF is currently on display at the Lithgow City Council Administration Building and the Lithgow Library and Learning Centre.

Should the project proceed to construction, the community will be kept informed for the duration of the construction period.

## **POLICY IMPLICATIONS**

NIL

## **FINANCIAL IMPLICATIONS**

- Budget approved – N/A
- Cost centre – N/A
- Expended to date – N/A
- Future potential impact – Unknown at this stage.

**LEGAL IMPLICATIONS**

NIL

**RECOMMENDATION****THAT**

1. Council note the information provided.
2. The General Manager prepare a response with regard to the issue relating to the tunnels at Zig Zag.

## ITEM OPER - 25/09/17 - WORKS MAINTENANCE SCHEDULING

REPORT BY: DIRECTOR OPERATIONS

---

### SUMMARY

To provide detail to the Lithgow City Council Operations Committee regarding the effective scheduling of capital works, efficient allocation of plant and equipment to pre-emptive and reactive maintenance and the format of condition data for roads assets.

### COMMENTARY

#### Works Planning

Please see the *Attachment 1: Gantt Chart* for project scheduling within the Urban and Rural Works departments. Planning has been performed on a rolling schedule with one grading team being permanently tasked to capital works from August 2017 to March 2018. Other grading teams will be tasked to maintenance with the opportunity to be allocated to capital works should slippage occur (leave, weather, equipment failure). In order to bring clarity to the Capital Gantt Chart, the following colour legend has been used.

	= Wallerawang Depot
	= Lithgow Depot
	= Two-Coat Sealing (Critical Task)
	= Contracted Project
	= Rolling Task (action as required)

#### Road Plant and Routine Maintenance

The geographical allocation of plant is a task largely completed by the Rural Overseer, with oversight from the Works Manager and Director Operations. As requests from the community are received, they're assessed by the Rural Foreman, Overseer or Works Manager. They are then scheduled according to priority utilising a rotating schedule (Attachment 2).

This schedule depicts all possible crews available for deployment by the Rural Works Depot. Each team is allocated to a specific locality with all maintenance requests being listed according to priority. Priority is determined based largely on condition however traffic counts, tourist routes and heavy vehicle routes are also factored into considerations regarding priority.

Upon completion of maintenance in the area, that team will be moved to the next area, on a rolling timeline, according to priority. This scheduling procedure ensures efficiency through minimising equipment transport and also effective knowledge management by ensuring the schedule is available to all employees. This schedule is sent to management weekly.

Currently, teams are in the following areas:

- Grading 1: Off road (equipment damage)
- Grading 2: Kanimbla/Ganbenang area
- Grading 3: Sodwalls area
- Grading 4: East Portland
- Seal Repairs: Glen Alice area
- Jetpatcher: Off road (equipment malfunction)

### Routine Renewal

In an attempt to reduce Council's ongoing asset depreciation costs, percentages of maintenance funding have been reallocated to renewals projects. This allocation has been included as Attachment 3 based on an arbitrary total maintenance budget of \$4,000,000.00. The allocation is based on the expected percentages of renewal works required over a 12 month period based on analysis of the previous 5 years of maintenance expenditure data. Included in this analysis is a breakdown of salary, plant and materials expenses to more accurately break down the requirements.

The purpose of this renewal budgeting in addition to maintenance funding is to ensure allocation of recurrent maintenance funds to works that *extend the life of an asset* rather than simply maintain an asset to its expected end-of-life. Typically, these works would be conducted based on best practice intervention points, ensuring works are performed prior to capital reconstruction being required. This process comes with two main benefits, the first being a reduction in capital expenditure over time due to extended asset lifespans and the second being a reduction in ongoing asset depreciation rates if intervention points are followed.

It is worth noting that this process is still in its infancy and renewals projects are identified based on inspection then budgeted accordingly. Intervention points, criteria for renewals funding and typical remedial solutions will be included as part of the Roads Asset Management Plan. The first draft of this plan is currently being written. Examples of renewals and maintenance works are included below.

<b>Asset Type</b>	<b>Is renewal work</b>	<b>Isn't renewal work</b>
Sealed Road	>10m of bitumen overlay >10m of hotmix overlay Crack sealing Concrete slab stabilisation	Filling potholes with jetpatcher or coldmix Sealing an unsealed road
Unsealed Road	>20m of gravel resheeting	Standard grading
Stormwater drainage	Replacing >5m of pipework	Clearing pipework
Kerb and gutter	Replacing >5m of kerb & gutter	Cleaning/clearing

### Road Asset Condition Ratings

Please see Attachment 4 for Council's current road asset condition ratings sorted alphabetically according to locality. Council's road asset data has been formatted according to best practice and therefore includes asset condition ratings for each road segment.

This data is 5 – 6 years old and is therefore inaccurate in some respects. Council officers are currently in the process of updating this register to better reflect updated condition ratings and more accurate data pertaining to Crown roads that Council maintains.

When considering the allocation of capital funding for a given asset, this register is the first port of call. Condition 4 assets are cross-referenced against customer complaints and engineer inspection prior to being considered for funding. Once a draft list including budget requirements has been completed, the Operations Committee are requested to have input on the potential list.

### **POLICY IMPLICATIONS**

NIL

### **FINANCIAL IMPLICATIONS**

- Budget approved – As per Delivery Plan 2017/18
- Cost centre - NIL
- Expended to date - NIL
- Future potential impact – Improved rationalisation of works.

### **LEGAL IMPLICATIONS**

NIL

## **ATTACHMENTS**

1. Capital Gantt Chart
2. Maintenance Schedule
3. Renewal Allocations
4. Asset Condition Register

## **RECOMMENDATION**

**THAT** the Committee note the information pertaining to operational works scheduling and asset maintenance.