



# Minutes

## Operations Committee

### 4<sup>th</sup> June 2018

### 4.00pm

| Operations Committee |   |
|----------------------|---|
| Item Number          | Agenda  |
| 1                    | Welcome/Present/Apologies                               |
| 2                    | Confirmation of Minutes                                 |
| 3                    | Declaration of Interests                                |
| 4                    | Business Arising From The Minutes                       |
| 5                    | Cullen Bullen Sewerage Scheme – Update                  |
| 6                    | CBD Revitalisation Project – Update                     |
| 7                    | Progress on Asset Management System                     |
| 8                    | Asbestos Register                                       |
| 9                    | Operations Review Report                                |
| 10                   | Lidsdale Footpath Construction – Revised Report         |
| 11                   | Portland Sewerage Treatment Plant Augmentation – Update |
| 12                   | General Business  |
| 13                   | Next Meeting  |

**ITEM 1: PRESENT AND APOLOGIES**

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**PRESENT:** Clr Lesslie, Clr McAndrew, Clr S Ring, Clr R Thompson, Clr Goodsell, G Faulkner

**APOLOGIES:** NIL

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

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

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The Minutes were presented to the Council on 23<sup>rd</sup> April 2018.

**ACTION**

**THAT** the Committee note the Minutes of the meeting of 9<sup>th</sup> April 2018.

**MOVED:** Clr Ring

**SECONDED:** Clr Thompson

**ITEM 3: DECLARATION OF INTERESTS**

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NIL

**ITEM 4: BUSINESS ARISING FROM THE MINUTES**

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NIL

**ITEM 5: CULLEN BULLEN SEWERAGE SCHEME - UPDATE**

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**SUMMARY**

Cullen Bullen Sewerage Scheme is currently at the EOI stage with proposals closing on 5<sup>th</sup> June 2018. Following the EOI and assessment of proposals a selective tender will be established and consultants that meet the requirements of the evaluations panel will be able to provide a full tender for the concept design of the sewerage scheme.

**FINANCIAL IMPLICATIONS**

- **Budget approved** - Yes
- **Cost centre** - 300034
- **Expended to date** - Nil
- **Future potential impact** – this project will service the Cullen Bullen community through a reticulated sewerage network.

## **ACTION/RECOMMENDATION**

**THAT** Council note the update of the Cullen Bullen Sewerage Scheme.

**MOVED:** Clr Thompson

**SECONDED:** Clr Ring

## **ITEM 6: CBD REVITALISATION PROJECT - UPDATE**

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### **SUMMARY**

The attached report provides an update on the progress of construction work for Stage 1 of the Lithgow CBD Revitalisation Project.

**DISCUSSION** – Concerns regarding businesses that are struggling due to the work undertaken on the CBD. Advised that a full debrief will follow once work has been completed and will address these concerns.

### **FINANCIAL IMPLICATIONS**

- **Budget approved** - \$2,899,000.00
- **Cost centre** - 100007
- **Expended to date** - \$2,111,847.00
- **Future potential impact** – Nil

### **ACTION/RECOMMENDATION**

**THAT** Council note the progress made to date on the Lithgow CBD Revitalisation Project.

**MOVED:** Clr Thompson

**SECONDED:** Clr Ring

## ITEM 7: PROGRESS ON THE ASSET MANAGEMENT SYSTEM

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### SUMMARY

The project is on track for data being imported and linked, training of staff is to be completed, and ready to go live on 6 November 2018, with the project milestones being:

| Milestone                               | Completion Due | Status    |
|---|----------------|-----------|
| Solution Overview                       | 8/3/2018       | Completed |
| Site Specific Templates                 | 9/4/2018       | Completed |
| SDD Workshop                            | 27/3/2018      | Completed |
| Solution Load                           | 29/03/2018     | Completed |
| SDD Write-up                            | 6/04/2018      | Completed |
| Site Specific Configuration             | 19/04/2018     | Completed |
| SDD Sign Off                            | 26/04/2018     | Completed |
| Data Migration Workshop                 | 7/05/2018      | Completed |
| Data Migration Sample Load testing      | 15/05/2018     | Completed |
| KUT                                     | 25/06/2018     |           |
| Fleet KUT                               | 17/07/2018     |           |
| Write Test Plans                        | 24/07/2018     |           |
| Refresh UAT with copy of PRODUCTION     | 25/07/2018     |           |
| KUT Sign Off                            | 25/07/2018     |           |
| Move Configuration from TRAINING to UAT | 26/07/2018     |           |
| Data Migration Complete                 | 3/08/2018      |           |
| UAT Round 1                             | 10/08/2018     |           |
| Remediation                             | 14/08/2018     |           |
| UAT Round 2                             | 20/08/2018     |           |
| Remediation                             | 22/08/2018     |           |

|                                   |            |  |
|-----------------------------------|------------|--|
| UAT Sign Off                      | 23/08/2018 |  |
| Move Configuration to PRODUCTION  | 27/08/2018 |  |
| Data Migration to PRODUCTION      | 31/08/2018 |  |
| Prepare End User Training Manuals | 30/09/2018 |  |
| End User Training                 | 31/10/2018 |  |
| Sign Off Go/No Go                 | 28/09/2018 |  |
| Go Live                           | 6/11/2018  |  |

Council's Project Team have been working closely with the Tech One Consultants to transition the operational and financial data efficiently and effectively, with deadlines set according to availability of staff resources, factoring in leave and end of financial year reporting.

Operations Specific Progress:

| Category                  | Create Asset Load Sheet Template | Create GIS Layer | Populate Raw Data | Create Asset Detail sheet for conversion | Create Asset Type sheet for conversion | Import conversions into Test System | Review Data / Gap Analysis | Manually Link Asset Physical Location to GIS Layer | Publish GIS Layer | Final Draft Raw Data | Import Asset Data to GIS Layer |
|---------------------------|----------------------------------|------------------|-------------------|--|--|-------------------------------------|----------------------------|--|-------------------|----------------------|--------------------------------|
| <b>Deadline</b>           | <b>12/7/18</b>                   | <b>12/7/18</b>   | <b>13/7/18</b>    | <b>13/7/18</b>                           | <b>13/7/18</b>                         | <b>13/7/18</b>                      | <b>3/8/18</b>              | <b>10/8/18</b>                                     | <b>12/8/18</b>    | <b>17/8/18</b>       | <b>25/8/18</b>                 |
| <b>Overall Completion</b> | 90%                              | 90%              | 40%               | 80%                                      | 80%                                    |                                     | 10%                        | 40%  |                   |                      |                                |
| Buildings                 | ✓                                | ✓                | 60%               | ✓  | ✓                                      |                                     | 10%                        | 60%  |                   |                      |                                |
| Land                      | ✓                                | ✓                | 90%               | ✓  | ✓                                      |                                     | 10%                        | 90%  |                   |                      |                                |
| Open Spaces               | ✓                                | ✓                | 20%               | ✓  | ✓                                      |                                     | 10%                        | 20%  |                   |                      |                                |
| Stormwater                | ✓                                | ✓                | 80%               | ✓  | ✓                                      |                                     | 10%                        | 80%  |                   |                      |                                |
| Transport                 | ✓                                | ✓                | 40%               | ✓  | ✓                                      |                                     | 10%                        | 40%  |                   |                      |                                |
| Water                     | ✓                                | ✓                | 40%               |  |  |                                     | 10%                        | 40%  |                   |                      |                                |
| Sewer                     | ✓                                | ✓                | 20%               |  |  |                                     | 10%                        | 20%  |                   |                      |                                |
| Waste Facilities          |                                  |                  |                   |  |  |                                     |                            |  |                   |                      |                                |

Once the bulk asset import is made into the test system (13/7/18), the asset data report will show the data that is required to be collected (gap analysis), and this can be worked on up until the conversion from Test System to Production (27/8/18).

In September/October the introduction, training and user manuals will be created, ready for the system to be used from 6 November 2018

#### **FINANCIAL IMPLICATIONS**

- **Budget approved** – N/A
- **Cost centre** – N/A
- **Expended to date** – N/A
- **Future potential impact** – N/A

#### **ACTION/RECOMMENDATION**

**THAT** Council note the information on the progress of the Asset Management System.

**MOVED:** Clr Ring

**SECONDED:** Clr Lesslie

## **ITEM 8: ASBESTOS REGISTER**

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### **SUMMARY**

Progress is being made on reviewing Council's existing Asbestos Register to include additional information raised through the Asbestos Awareness Training course staff recently completed.

This involves expanding the current register to include:

- Form of ACM
- Specific location of ACM
- Approximate area of ACM
- Type of ACM
- Sample Results
- Condition
- Accessibility
- Airborne Potential
- Exposure
- Hazard Level
- Health Risk; and
- Action Priority

The Register also expands and provides specific details as the Asbestos Management Plan for each asset (determined by Action Priority).

A priority ranking for inspection of assumed ACM sites is also currently being finalised as part of this review, and will enable Council to expedite any high risk assets.

Also included as in the Asbestos Register is a list of buildings where no asbestos has been identified, as well as a list of facilities where Asbestos Clearance Certificates have been issued (due to the removal of asbestos containing materials).

Once completed, this new register will be published on Council's Intranet, displayed in all buildings, provided to all relevant Contractors/Consultants, and provided to all staff.



# Asbestos Register

Asset Name: Administration Building  
 Asset ID: 9001-10  
 Asset Address: 180 Mort Street, LITHGOW NSW 2790  
 Asset Manager: Jim Nichols

| Date of ID | Form        | Location            | Approx. m <sup>2</sup> | Type        | Sample Result | Condition | Accessibility | Airborne Potential | Exposure | Hazard Level | Health Risk | Action Priority |
|------------|-------------|---------------------|------------------------|-------------|---------------|-----------|---------------|--------------------|----------|--------------|-------------|-----------------|
|            | Floor Tiles | Downstairs Corridor |                        | Non-Friable | Assumed       | Good      | High          | High?              | Moderate | 36           | Moderate    | Priority 2      |
|            | Floor Tiles | Upstairs Corridor   |                        | Non-Friable | Assumed       | Good      | High          | High?              | Moderate | 36           | Moderate    | Priority 2      |
|            | Floor Tiles | Upstairs Break Room |                        | Non-Friable | Assumed       | Good      | High          | High?              | Moderate | 36           | Moderate    | Priority 2      |

## Asbestos Management Plan

It is noted that where asbestos containing materials are to be removed, the removal must occur in accordance with the procedures identified in Council's Asbestos Policy 7.11. If renovation or demolition works are to occur, the asbestos based materials which are likely to be disturbed should be removed prior to works commencing. If asbestos based products are disturbed, the area should be isolated and an assessment by qualified Council staff should be undertaken. Work Health and Safety Regulation 2017 R428 R429 requires that the Management Plan must be controlled by a person who is in control of the workplace. The nominated Asset Manager is responsible for ensuring that the management plan is kept up to date, including documenting asbestos removal works, subsequent damage and if new asbestos products are identified on-site.

|                                  |  |                        |     |                               |    |  |  |  |  |  |  |  |
|----------------------------------|--|------------------------|-----|-------------------------------|----|--|--|--|--|--|--|--|
| <b>Location:</b>                 | Downstairs Corridor Floor Tiles  |                        |     |                               |    |  |  |  |  |  |  |  |
| <b>Risk Priority:</b>            | 2  | <b>Label Required:</b> | Yes | <b>Warning Sign Required:</b> | No |  |  |  |  |  |  |  |
| <b>Action:</b>                   | No remedial action required, unless disturbed  |                        |     |                               |    |  |  |  |  |  |  |  |
| <b>Recommendation:</b>           | <ul style="list-style-type: none"> <li>Undertake a complete Asbestos Survey (photos, sample, location, extent, type, condition) of the ACM assumed for the asset within 2 years (Priority 2) and update the Asbestos Register accordingly.</li> <li>Undertake labelling of identified or assumed asbestos (including where the asbestos is not readily accessible) within 2 years (Priority 2) and update the Asbestos Register accordingly.</li> <li>Prior to the commencement of any site works, remove ACM under controlled conditions where any demolition or refurbishment works will likely impact on ACM</li> </ul> |                        |     |                               |    |  |  |  |  |  |  |  |
| <b>Legislative Requirements:</b> | <ul style="list-style-type: none"> <li>Labels and / or warning signs should be installed.</li> <li>Avoid mechanical damage and abrasion.</li> <li>Remove ACM if refurbishment, structural alteration or demolition is to be carried out in this area.</li> <li>Re-inspect every 12 months or earlier in accordance with the WHS Act 2011 &amp; or Management and Control of Asbestos in Workplaces [NOHSC: 2018 (2005)].</li> <li><b>All remedial/removal repairs require a Clearance Inspection &amp; Certificate to be recorded by an approved/competent assessor.</b></li> </ul>  |                        |     |                               |    |  |  |  |  |  |  |  |



## **FINANCIAL IMPLICATIONS**

- **Budget approved – N/A**
- **Cost centre – N/A**
- **Expended to date – N/A**
- **Future potential impact – N/A**

## **ACTION/RECOMMENDATION**

**THAT** Council note the progress of the Asbestos Register.

**MOVED:** Clr Thompson

**SECONDED:** Clr Lesslie

## **ITEM 9: OPERATIONS REVIEW REPORT**

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### **SUMMARY**

Please see attached draft discussion paper for further information.

**DISCUSSION** – The Final Report has been received by the General Manager and copies have been distributed to all Councillors. It was advised that the options are only recommendations and the General Manager will be raising the report at the June Council Meeting.

## **FINANCIAL IMPLICATIONS**

- **Budget approved – N/A**
- **Cost centre - N/A**
- **Expended to date - N/A**
- **Future potential impact - N/A**

## **ACTION/RECOMMENDATION**

**THAT** Council note the Draft Operations Review Report.

**MOVED:** Clr Thompson

**SECONDED:** Clr Ring

## **ITEM 10: LIDSDALE FOOTPATH CONSTRUCTION – REVISED REPORT**

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### **SUMMARY**

The attached report seeks a resolution from Council with regard to requests from the public to construct a footpath on Wolgan Road, Lidsdale from

## **FINANCIAL IMPLICATIONS**

- **Budget approved - N/A**
- **Cost centre - N/A**

- **Expended to date** - N/A
- **Future potential impact** - \$170,400.00 including additional recurrent maintenance expenses.

#### **ACTION/RECOMMENDATION**

**THAT** Council consider the allocation of \$170,400.00 to the construction of a footpath on Wolgan Road, Lidsdale subject to an assessment of current project priorities within the draft 2018/19 Operational Plan.

**MOVED:** Clr Thompson

**SECONDED:** Clr Ring

#### **ITEM 11: PORTLAND SEWERAGE TREATMENT PLANT AUGMENTATION - UPDATE**

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##### **SUMMARY**

Portland Sewerage Treatment Plant is currently in the final stages of the augmentation process. The new plant has been running with no exceedance in any pollutants thus far from effluent testing. The major construction of the sludge tanks is nearing completion with only minor construction works to be undertaken going forward with a completion date of mid-August.

**DISCUSSION** – It was advised that demolition has been undertaken and the construction of stage 2 is 50% complete. It is projected that the opening of the plant will be held mid-August/early-September 2018.

##### **FINANCIAL IMPLICATIONS**

- **Budget approved** - Yes
- **Cost centre** - 300014
- **Expended to date** - \$8,740,270.00
- **Future potential impact** – this will improve the treatment process to a tertiary level in the Portland sewer scheme.

#### **ACTION/RECOMMENDATION**

**THAT** Council note the update regarding the Portland STP.

**MOVED:** Clr Ring

**SECONDED:** Clr Thompson

#### **ITEM 12: GENERAL BUSINESS**

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##### **SUMMARY**

##### **Disabled Access Concern – Marjorie Jackson Oval, Lithgow**

It was advised that the chain currently in place at Marjorie Jackson Oval will be removed once the bollards have been received. Work to install the bollard will commence immediately once bollards have been received.

### **Main Street, Portland – Bark Issue**

Following the issue of bark washing onto the footpath in Main Street, Portland, Council staff will clear nearby stormwater drainage which has been blocked and caused the water to wash the bark onto the paths. The bark will not be replaced whilst Council is investigating costs and design of grates.

### **Tourism Signage for Wallerawang and Portland**

Council is to contact the RMS regarding the placement of tourism signage (brown & white signs) along the Castlereagh Highway and Great Western Highway directing the public to the towns of Wallerawang and Portland. Council will advise Councillors of any updates received.

### **FINANCIAL IMPLICATIONS**

- **Budget approved – N/A**
- **Cost centre - N/A**
- **Expended to date - N/A**
- **Future potential impact - N/A**

### **ACTION/RECOMMENDATION**

**THAT** appropriate actions and reporting be undertaken in relation to the items raised during general business

**MOVED:** Clr Thompson

**SECONDED:** Clr Ring

### **ITEM 13: NEXT MEETING**

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**Next Meeting:** Monday, 2<sup>nd</sup> July 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 4.45pm**