



**muswellbrook
shire council**

Muswellbrook Shire Council
INFRASTRUCTURE COMMITTEE
MEETING

BUSINESS PAPER
28 FEBRUARY 2018



INFRASTRUCTURE COMMITTEE MEETING, 28 FEBRUARY 2018

MUSWELLBROOK SHIRE COUNCIL

P.O Box 122
MUSWELLBROOK
20 February, 2018

Councillors,

You are hereby requested to attend the Infrastructure Committee Meeting to be held in the COUNCILLORS ROOM, Administration Centre, Muswellbrook on **28 February, 2018** commencing at 4.30pm.

Derek Finnigan
INTERIM DIRECTOR - COMMUNITY INFRASTRUCTURE

Order of Business

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**MUSWELLBROOK SHIRE COUNCIL
INFRASTRUCTURE COMMITTEE MEETING**

AGENDA

WEDNESDAY 28 FEBRUARY 2018

1 APOLOGIES AND LEAVE OF ABSENCE

Moved: _____ Seconded: _____

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDATION

That the Minutes of the Infrastructure Committee held on **31 January 2018**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

Moved: _____ Seconded: _____

MINUTES OF THE INFRASTRUCTURE COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE COUNCILLORS ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON WEDNESDAY 31 JANUARY, 2018 COMMENCING AT 4.39PM.

PRESENT: Cr B.N. Woodruff (Chair), Cr M. Bowditch, Cr J.F. Eades, Cr J. Foy, Cr M. Green, Cr J. Ledlin, Cr G. McNeill, Cr R. Scholes, Cr S. Reynolds and Cr S. Ward.

IN ATTENDANCE: Mr S.J. McDonald (General Manager), Mr N.W. Pope (Director - Community Infrastructure), Ms F. Plesman (Director - Planning, Community & Corporate Services), Mr P. Redan (Executive Manager - Water and Waste), Ms G. Bobsien (Executive Manager – Economic Development & Innovation), Mr D. Finnigan (Manager, Muswellbrook Works), Mr E. Ediriwickrama (Manager, Roads & Drainage), Mr P. Higgins (Manager, Technical Services), Ms N. Cowley (Manager, Corporate Services), Mr P. Gunasekara (Acting Manager, Planning & Environmental Services), Mrs D. Watson (Planner), Mr S. Brooks (Mine Liaison Officer), Mrs M. Sandell-Hay (PA to General Manager).

1 APOLOGIES AND LEAVE OF ABSENCE

RECOMMENDED on the motion of Crs McNeill and Green that:

The apologies for inability to attend the meeting submitted by Cr M. Rush , Cr S. Bailey and Cr S. Reynolds be ACCEPTED and the necessary Leave of Absence be GRANTED.

Cr Woodruff thanked Mr Pope for the work he has undertaken during his 12 years with Council.

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDED on the motion of Crs Scholes and McNeill that:

The Minutes of the Infrastructure Committee held on 20 December 2017, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Nil

4 BUSINESS ARISING

Nil

5 BUSINESS

5.1 2017-2018 Q2 CI CAPITAL WORKS STATUS REPORT

RECOMMENDED on the motion of Crs Scholes and Bowditch that:

Council note the information contained in the 2017-2018 Q2 Community Infrastructure Capital Works Status Report updated to 31 December 2017.

5.2 SANDY HOLLOW VILLAGE CENTRE IMPROVEMENT CONCEPT

RECOMMENDED on the motion of Crs Green and Ledlin that:

The Committee endorse;

1. The changes to the Sandy Hollow Village Concept Plan and associated priority works for

MINUTES OF THE INFRASTRUCTURE COMMITTEE MEETING OF THE MUSWELLBROOK SHIRE COUNCIL HELD IN THE COUNCILLORS ROOM, ADMINISTRATION CENTRE, MUSWELLBROOK ON WEDNESDAY 31 JANUARY, 2018 COMMENCING AT 4.39PM.

implementation, to include

- Priority 1 adjacent to the community hall– stage 1 *Completed in 2015*
- Priority 2. Footpath area adjacent to the community hall – stage 2 *Completed in 2016*
- Priority 3. Footpath area either side of the community hall *Completed in 2017*
- Priority 4. Footpath east of the hotel
- Priority 5. Footpath west of community hall
- Priority 6. Post and rail fencing
- Priority 7. Pocket Park
- Priority 8. On-street parking improvements
- Priority 9. Road approaches arrival tree planting
- Priority 10. Footpath area adjacent to the Tourist Hotel

- 2. The works to be undertaken to the extent of the availability of funds in the above order of priority.

6 DATE OF NEXT MEETING

28 February 2018

7 CLOSURE

The meeting was declared closed at 4.49 pm.

.....
Mr S. McDonald
General Manager

.....
Cr B. Woodruff
Chairperson

3 DISCLOSURE OF ANY PECUNIARY AND NON-PECUNIARY INTEREST

Section 451 of the Local Government Act requires that if a councillor or member of a council or committee has a pecuniary interest in any matter before the council or committee, he/she must disclose the nature of the interest to the meeting as soon as practicable and must not be present at, or in sight of, the meeting, when the matter is being discussed, considered or voted on.

A pecuniary interest is an interest that a person has in a matter because of a reasonable likelihood or expectation of financial gain or loss (see sections 442 and 443 of the Local Government Act).

A non-pecuniary interest can arise as a result of a private or personal interest which does not involve a financial gain or loss to the councillor or staff member (eg friendship, membership of an association, or involvement or interest in an activity). A councillor must disclose the nature of the interest to the meeting as soon as practicable.

Council's Model Code of Conduct now recognises two forms of non-pecuniary conflict of interests:

- Significant
- Less than significant

A Councillor must make an assessment of the circumstances and determine if the conflict is significant.

If a Councillor determines that a non-pecuniary conflict of interests is less than significant and does not require further action, they must provide an explanation of why it is considered that the conflict does not require further action in the circumstances.

If the Councillor has disclosed the existence of a significant non-pecuniary conflict of interests at a meeting they must not be present at, or in sight of, the meeting, when the matter is being discussed, considered or voted on.

4 BUSINESS ARISING

5 BUSINESS

5.1 GRAFFITI MANAGEMENT ACTIVITY FOR FIRST TWO QUARTERS OF 2017-2018

Attachments:	Nil
Responsible Officer:	Derek Finnigan - Interim Director - Community Infrastructure
Author:	Ryan Derrington - Graffiti Management Officer
Community Plan Issue:	<i>Our community's infrastructure is planned well, is safe and reliable and provides required levels of service</i>
Community Plan Goal:	<i>Maintain and continually improve community infrastructure across the Shire.</i>
Community Plan Strategy:	<i>Implement prioritised (but responsive) rolling works program of maintenance.</i>

PURPOSE

This report provides information relating to the management of graffiti in the Muswellbrook Shire Local Government Area for the six month period July 2017 to December 2017.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

REPORT

In the six month period, July 2017 to December 2017, 270 discrete graffiti removal jobs have been carried out; representing a total of 1690 square metres of graffiti removed which is down 374 square metres from the second two quarters of 2016-2017 which was 2064 square metres of graffiti removed. During this time, Council has received a number of compliments from members of the public relating to the work that has been carried out.

Staff utilise the Australian Graffiti Register (AusGR) specialised software to manage the considerable volume of data associated with the reporting and management of graffiti. The unique reporting page has been established on Council's web site and is being used by Council Staff and members of the public to report graffiti incidents. The AusGR software enables analysis of the data that assists with concentrating resources where they are most needed, and also provides graffiti 'hot spot' information that Council is providing to Muswellbrook Police in order to assist with identifying problem graffiti vandals in the community. This is done primarily through the provision of photographs and identification of 'tags'.

In Muswellbrook Shire, 98 per cent of graffiti vandalism involves tagging of infrastructure, as evidenced by the following table:

Table 1: Graffiti Type Report

Graffiti type	Graffiti count
Graffiti	1
Poster/sticker	5
Tag	264
Total	270

With regards to the medium through which the graffiti occurs, spray paint is the most common medium, occurring in 63 per cent of cases, as evidenced in the following table:

Table 2: Graffiti Medium Report

Graffiti Medium	Count
Crayon	3
Marker	87
Other	3
Poster/sticker	8
Spray paint	169
Total	270

With regards to the Ownership of assets in which the graffiti occurs on, Council assets are the most common assets to be vandalised by graffiti, occurring in 62 per cent of cases, as evidenced in the following table:

Table 3: Graffiti Medium Report

Graffiti Medium	Count
Council	167
Commercial	20
Residential	62
RMS	1
Other Stakeholders	18
Total	268

The removal of graffiti can be a complex procedure, and requires a range of removal methods, applied with suitable expertise in order to achieve the best possible results from both the perspective of removal of the graffiti and ensuring no damage to infrastructure occurs as a result of the graffiti treatment. The graffiti removal methods utilised in the six month period July 2017 to December 2017 includes the following:

Table 4: Graffiti Removal Method

Graffiti Removal Method	Square metres of graffiti removed
Chemical removal	253
High pressure blasting	587
Paint over graffiti	421
Paint over and Chemical removal	411

Scrape off	18
Total	1690

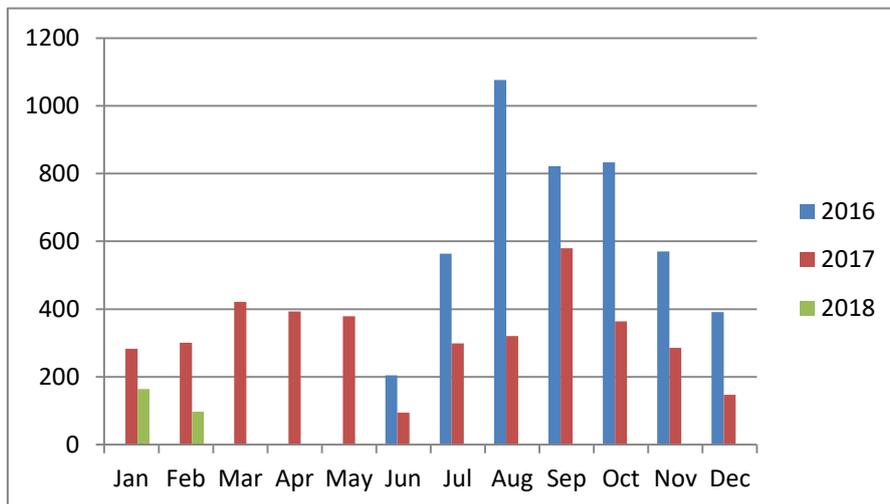
With regards to the Location of assets in which the graffiti occurs on, Fences and Road signs are the most common assets to be vandalised by graffiti, occurring in 22 per cent of cases for Fences and 16 per cent of cases for Road signs, as evidenced in the following table:

Table 5: Location Summary Report

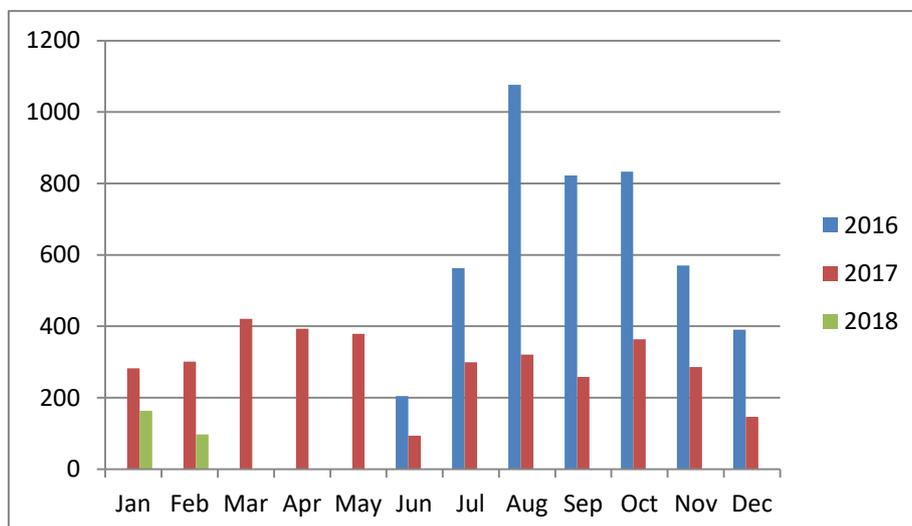
Location	Count
Fence	60
Road sign	43
Playground	17
Bridge	15
Skate park	15

In regards to the charts below there is a steady decrease in both the counts of graffiti and square metres of graffiti removed since the start of the Graffiti Management program

Graffiti Incidents Report By Count



Graffiti Incidents Report By Actual Sqm



With regards to recurring graffiti, Council's Graffiti Management Officer regularly liaises with Muswellbrook Police to provide information with regards to incidences of recurring graffiti vandalism that may constitute a graffiti 'hot spot' location. Police reports have been logged online in the NSW Police Community Portal for major incidents.

Graffiti management budget

The 2017-2018 Graffiti Removal Budget is \$91,000, including an overhead amount of \$12,000

The Graffiti Management Officer has also been involved in high pressure water jetting of Council assets, which include the cleaning of Brook Street footpath and street furniture, Olympic Park and Highbrook Park grandstands, QEII forecourt, Bell Park footpaths and BBQ area, and Highbrook Park playground equipment. In the first two quarters we undertook the Muswellbrook and Denman intensive footpath cleaning program.

The submission of this report complies with section 4.08.03.1 of the Operational Plan: Provide biannual graffiti management reports to Council's Infrastructure Committee.

5.2 PERFORMANCE REVIEW OF COUNCIL'S STREET SWEEPING CONTRACT FOR THE SECOND QUARTER OF 2017-2018

Attachments: Nil

Responsible Officer: Derek Finnigan - Interim Director - Community Infrastructure

Author: Derek Finnigan - Interim Director - Community Infrastructure

Community Plan Issue: *Our community's infrastructure is planned well, is safe and reliable and provides required levels of service*

Community Plan Goal: *Improve and maintain civic precincts.*

Community Plan Strategy: *Implement program of street and footpath sweeping under contract.*

PURPOSE

The report provides a review of the performance of Council's street sweeping contract for the second quarter of 2017-2018.

OFFICER'S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

REPORT

The performance of Council's street sweeping contractor has continued to be generally satisfactory over the period of the second quarter of 2017-2018.

Site inspections of the Muswellbrook CBD precinct, in particular the heavily trafficked section of Brook Street footpath between Bridge Street and Sowerby Street, are carried out on a daily basis. Daily contact is made with the street sweeping contractor's operator, and GPS tracking of the street sweeping truck is monitored to ensure that the cyclic sweeping program continues to be delivered in a satisfactory manner consistent with time and quality requirements. In October 2017, a contract review meeting was carried out with the General Manager of Specialised Pavement Services Pty Ltd to discuss performance of the contract.

In addition to the cyclic street sweeping program, an intensive street cleaning effort of Muswellbrook and Denman CBD precincts was carried out during December. This cleaning effort removed matter such as chewing gum and residual stains that are unable to be removed through the routine street sweeping works.

The submission of the report complies with section 19.2 'Implement program of street and footpath cleaning under contract' of Council's Operational Plan.

5.3 IMPLEMENTATION OF COMMUNITY INFRASTRUCTURE CONSTRUCTION WASTE MANAGEMENT STRATEGY 2017/18 - 2020/21

Attachments: Nil

Responsible Officer: Derek Finnigan - Interim Director - Community Infrastructure

Author: Derek Finnigan - Interim Director - Community Infrastructure

Community Plan Issue: *Our community's infrastructure is planned well, is safe and reliable and provides required levels of service*

Community Plan Goal: *Maintain and continually improve community infrastructure across the Shire.*

Community Plan Strategy: *Implement construction waste avoidance and resource recovery strategy.*

PURPOSE

The report provides information relating to the implementation of Council’s Community Infrastructure Construction Waste Management Strategy 2017/18–2020/21.

OFFICER’S RECOMMENDATION

The information contained in this report be noted.

Moved: _____ **Seconded:** _____

REPORT

At the 9 May 2017 Ordinary Meeting of Council, Council adopted the following action plan as a staged means of implementing the strategies contained within the Community Infrastructure Construction Waste Management Strategy 2017/18 – 2020/21.

ACTION PLAN FOR IMPLEMENTATION OF KEY STRATEGIES

Strategy	2017-2018	2018-2019	2019-2020	2020-2021
1. Works section to increase utilisation of excavated waste material suitable for reuse through application on site and the carrying out of complementary works by twenty per cent over the four year period.	5% reduction in stockpiled re-use material.	10% reduction in stockpiled re-use material.	15% reduction in stockpiled re-use material.	20% reduction in stockpiled re-use material.
2. Project design and planning to consider innovation in the elimination and minimisation of waste				10% reduction in waste generated (resulting from improvements in

Strategy	2017-2018	2018-2019	2019-2020	2020-2021
generation as a core component of the design and planning process.				the design and planning process).
3. Project Waste Minimisation and Management Plans to be established for all projects and contracts with an estimated value exceeding \$150,000.				100% of projects and contracts with a value exceeding \$150,000 to have in place a Project Waste Minimisation and Management Plan.
4. Develop Widden unlicensed stockpile site so that it may store up to 1,000 tonnes of suitable, separated reuse road base material. Consider development of similar unlicensed stockpile site adjacent to the intersection of Martindale Road and Bureen Road or at other suitable locations as designated.		Development of Widden unlicensed stockpile site and establishment of Stockpile Management Plan.	Development of additional unlicensed stockpile site and establishment of Stockpile Management Plan.	
5. Improve waste separation methods for capital projects and operational works.			90% of all waste generated from projects and operational works to be appropriately separated prior to stockpiling for re-use, recycling or disposal.	
6. Procurement Procedure to be reviewed to include consideration of suitable recycled products in procurement decision making.		5% increase in use of recycled products.		10% increase in use of recycled products.
7. Develop and deliver appropriate, targeted staff training and education in waste elimination, minimisation and management principles and practices.	50% of relevant staff trained and inducted.	100% of relevant staff trained and inducted.	100% of relevant staff trained and inducted.	100% of relevant staff trained and inducted.

Current status of implementation of key strategies

- 1. Works section to increase utilisation of excavated waste material suitable for reuse through application on site and the carrying out of complementary works by twenty per cent over the four year period.**

2017-2018 target: 5% reduction in stockpiled re-use material.

The target is currently being exceeded. Project plans for capital and operational works include a project waste management plan, whereby all re-use material generated from a project or operational activity have a disposition based on the following hierarchy:

- Re-use on site;
- Re-use immediately on alternative site where complementary works are being carried out;
- Where there is no opportunity for immediate re-use, stockpile suitable re-use material;
- Appropriately dispose of material unsuitable for re-use.

With the enhanced focus on project planning to ensure, as much as possible, excavated material suitable for re-use is either used immediately on site or at an alternative site where complementary works are being carried out, there has been an approximately 50% reduction in stockpiled re-use material from Works projects.

A recent example of this has been where material excavated from heavy patching reseal preparation works was utilised immediately at complementary works being carried out in repairing scours and shoulders at Milpera Drive.

- 2. Project design and planning to consider innovation in the elimination and minimisation of waste generation as a core component of the design and planning process.**

2020-2021 target: 10% reduction in waste generated (resulting from improvements in the design and planning process)

Whilst the strategy does not require a 10% reduction in waste generated (resulting from improvements in the design and planning process) until 2020/2021, considerable efforts have been made during 2017/2018 to achieve the 10% required reduction in waste generated. In the rural environment in particular, project planning carried out by Roads & Drainage and Works explicitly considers work method techniques that will not only minimise waste generated as a result of the project, but will reduce project costs.

Two examples of this are:

- In the carrying out of shoulder widening, repair and strengthening projects, and in some heavy patching projects, where the terrain permits, the use of a profiler to carry out excavation work has a twofold positive impact on waste reduction and cost minimisation, as well as assisting to ensure re-use of material on site. For example, the use of a profiler to excavate road shoulders at the recent Hebden Road reconstruction project, enabled greater precision in the depth of the excavation not possible through more traditional excavation methods available, such as the use of an excavator. This increased precision results in reduced costs and in reduced waste generated by the work. The excavated suitable re-use material was used immediately on site to repair scouring, to improve table drains and to provide a more solid structure beside the newly constructed road shoulders.
- The use of gravel overlays on selected rural road rehabilitation projects eliminates the need for excavation works, and there is therefore no generation of waste. Preliminary required heavy patching works will result in the excavation of material suitable for re-use. This material is also utilised on site in scour repair, and table drain improvement works.

3. **Develop Widden unlicensed stockpile site so that it may store up to 1,000 tonnes of suitable, separated re-use road base material.**

2018-2019 target: Development of Widden unlicensed stockpile site and establishment of a Stockpile Management Plan

During 2017-2018, work has been done in improving the unlicensed Widden stockpile site. The work includes separation of material, and the re-use of separated large stone material at recent drainage improvement works at Baerami Creek Road. The use of this material significantly reduced the cost of the Baerami Creek Road works. A Stockpile Management Plan is currently being developed for the site.

4. **Develop and deliver appropriate, targeted staff training and education in waste elimination, minimisation and management principles and practices.**

2017-2018 target: 50% of relevant staff trained and inducted

The target has been achieved, and it is intended that 100% of Works staff receive appropriate training during 2017-2018. Initial grant-funded training has been delivered by TAFE at no cost to Council. Following this, it is intended that the training will be delivered in-house.

The submission of this report complies with section 19.4.4: 'Implement construction waste avoidance and resource recovery strategy' of Council's Operational Plan.

6 DATE OF NEXT MEETING

28 March 2018

7 CLOSURE