



**muswellbrook
shire council**

Muswellbrook Shire Council
INFRASTRUCTURE COMMITTEE
MEETING

BUSINESS PAPER
18 APRIL 2018



INFRASTRUCTURE COMMITTEE MEETING, 18 APRIL 2018

MUSWELLBROOK SHIRE COUNCIL

P.O Box 122
MUSWELLBROOK
13 April, 2018

Councillors,

You are hereby requested to attend the Infrastructure Committee Meeting to be held in the COUNCILLORS ROOM, Administration Centre, Muswellbrook on **18 April, 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 18 APRIL 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 **28 March 2018**, a copy of which has been distributed to all members, be taken as read and confirmed as a true record.

Moved: _____ **Seconded:** _____

PRESENT: Cr B.N. Woodruff (Chair), Cr M. Rush, Cr M. Bowditch, , Cr J. Foy, Cr M. Green, Cr G. McNeill and Cr R. Scholes.

IN ATTENDANCE: Ms F. Plesman (Acting General Manager), Mr D. Finnigan (Interim Director, Community Infrastructure), Ms C. O'Brien (Acting Director, Planning, Community & Corporate Services), Mr P. Redan (Executive Manager, Water and Waste), Ms G. Bobsien (Executive Manager – Economic Development & Innovation), Mr E. Ediriwickrama (Manager, Roads & Drainage), Ms N. Cowley (Manager, Corporate Services), Mr J. Brown (Executive Services Co-Ordinator), Mr J. Wisniewski (Waste, Reuse, Environment & Operations Manager), Mrs L. Payne (Co-Ordinator, Financial Services), Mr M. Lysaught (Manager, Property & Building), Mrs M. Sandell-Hay (PA to General Manager) and Mrs N. Argent (PA to Mayor).

1 APOLOGIES AND LEAVE OF ABSENCE

RECOMMENDED on the motion of Crs Rush and Bowditch that:

The apologies for inability to attend the meeting submitted by Cr. S. Bailey, Cr J.F. Eades, Cr J. Ledlin, Cr S. Reynolds and Cr S. Ward be ACCEPTED and the necessary Leave of Absence be GRANTED.

2 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

RECOMMENDED on the motion of Crs McNeill and Green that:

The Minutes of the Infrastructure Committee held on 28 February 2018, 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

4.1 STAFF APPRECIATION

Cr Woodruff requested that staff who conducted work at Dingo Gully be congratulated particularly in the way which they have used leftover soil to create a mowing surface.

5 BUSINESS

5.1 JUL - DEC 2017 INFRASTRUCTURE REPORT FOR WATER AND WASTEWATER SERVICES

Cr Scholes inquired whether the attachment to the report could be amended to have a rolling 12 months rather than the Year to Date column.

RECOMMENDED on the motion of Crs Scholes and McNeill that:

Council note the content of this report.

6 ADJOURNMENT INTO CLOSED COMMITTEE

RECOMMENDED on the motion of Crs Green and Foy that:

The Committee adjourn into Closed Session and members of the press and public be excluded from the meeting of the Closed Session, and access to the correspondence and reports relating to the items considered during the course of the Closed Session be withheld unless declassified by separate resolution. This action is taken in accordance with Section 10A(2) of the Local Government Act, 1993 as the items listed come within the following provisions:

7.1 DOMESTIC WASTE PROGRAM - SKIP BIN LOCATED AT 182 SCRUMLO ROAD, HEBDEN

Item 7.1 is classified CONFIDENTIAL under the provisions of Section 10A(2)(a) of the local government act 1993, as it deals with personnel matters concerning particular individuals (other than councillors), and the Committee considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

7.2 POTENTIAL DISPUTE

Item 7.2 is classified CONFIDENTIAL under the provisions of Section 10A(2)(c) of the local government act 1993, as it deals with information that would, if disclosed, confer a commercial advantage on a person with whom the council is conducting (or proposes to conduct) business, and the Committee considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

7.3 MARCH QUARTERLY REPORT - PROGRESS ON THE RECYCLE WATER TREATMENT WORKS PROJECT

Item 7.3 is classified CONFIDENTIAL under the provisions of Section 10A(2)(d)(i) of the local government act 1993, as it deals with commercial information of a confidential nature that would, if disclosed prejudice the commercial position of the person who supplied it, and the Committee considers that discussion of the matter in an open meeting would be, on balance, contrary to the public interest.

7 CLOSED COMMITTEE

7.1 DOMESTIC WASTE PROGRAM - SKIP BIN LOCATED AT 182 SCRUMLO ROAD, HEBDEN

RECOMMENDED on the motion of Crs Bowditch and McNeill that:

Council agree to giving direction to JR Richards to remove the skip bin and discontinue the service at 182 Scrumlo Road, Hebden.

7.2 POTENTIAL DISPUTE

RECOMMENDED on the motion of Crs Rush and Scholes that:

The resolution of the matter be delegated to the General Manager.

7.3 MARCH QUARTERLY REPORT - PROGRESS ON THE RECYCLE WATER TREATMENT WORKS PROJECT

RECOMMENDED on the motion of Crs Scholes and Green that:

Council note the quarterly progress report on the provision of the new recycle water treatment works up to March 2018.

8 RESUMPTION OF OPEN COMMITTEE

RECOMMENDED on the motion of Crs Green and Bowditch that:

The meeting return to Open Committee.

9 DATE OF NEXT MEETING

18 April 2018

10 CLOSURE

The meeting was declared closed at 5.21 pm.

.....

Ms F. Plesman

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 DESIGN AND COST ESTIMATES FOR CAPITAL PROJECTS

Attachments:	A. Concept Design - Wilkins Street
Responsible Officer:	Derek Finnigan - Interim Director - Community Infrastructure
Author:	Edi Ediriwickrama - Manager, Roads & Drainage
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>Facilitate investment in high quality community infrastructure necessary to a regional centre.</i>
Community Plan Strategy:	<i>Provide to Council designs and associated estimates for the forward financial year.</i>

PURPOSE

To inform Council of the estimated cost of projects that can be listed for consideration in future Capital Works Program.

OFFICER'S RECOMMENDATION

Council

1. Endorse the concept design for Wilkins Street Upgrade project:
2. Note the preliminary cost estimates for the project designed.

Moved: _____ Seconded: _____

BACKGROUND

Council considered a report on projects for investigation and design at the Infrastructure Committee Meeting of 30 August 2017 and resolved that the following projects be included in 2017-18 design program.

- Wilkins Street from Ford Street to Aberdeen Street;
- Stormwater drainage study – Scott Street catchment;
- Yarrowa Road – unsealed section;
- Condition data collection – part of the road network
- Level 3 inspection of the bridges identified through level 2 inspections.

Further to the above projects, Council has allocated funds separately to undertake the Denman Master Plan Works.

CONSULTATION

The property owners adjacent to the sections of roads designed will be consulted prior to finalising the designs.

CONSULTATION WITH COUNCILLOR SPOKESPERSON

Cr Woodruff

REPORT

Investigation and design have been completed for all projects except for the stormwater drainage studies of Scott Street catchment, Yarrowa Road design, which are in progress. The concept design for Wilkins Street is attached to the report as Appendices A.

Wilkins Street

The design is completed for the section of Wilkins Street from Ford Street to Aberdeen Street. The estimated cost of the rehabilitation is \$ 450,000.

Road Network Condition Data

Condition data for a part of the road network has been collected through a consultant. The condition data collected will be used to develop optimised works program and for completing the Report on Infrastructure Asset as a part of the financial reporting.

Level 3 Bridge Inspections

Level 3 inspections of four major drainage structures and Williams Bridge were undertaken. The inspection has identified a few minor defects such as minor cracking and spalling on drainage structures. The cracks are not due to structural deficiencies and therefore those structures will be kept monitoring. The remedial works for spalling will be scoped and a contractor will be engaged to undertake the works.

It was reported to Infrastructure Committee of February 2016 of the condition of the Williams Bridge on Martindale Road and the need to monitor and undertake critical repairs until it is replaced with a concrete bridge. It has been identified some deficiencies of a pier, which require attention in the short term during recent inspections. The remedial repair works are being scoped to undertake the works as soon as a contractor can be engaged.

Denman Master Plan Works

A consultant has been engaged to undertake the design of Ogilvie Street and the proposed laneway on the South of Ogilvie Street. The design is currently in progress and a separate report will be provided to Council once the detailed concept design is completed.

SOCIAL IMPLICATIONS

Implementation of the proposed capital works will improve safety and amenity of the residents.

FINANCIAL IMPLICATIONS

Council could consider funding of the projects through respective program allocations in the future budgets. The repairs of the drainage structure and Williams Bridge could be undertaken from the current program allocations.

POLICY IMPLICATIONS

Not applicable

STATUTORY IMPLICATIONS

Not applicable

LEGAL IMPLICATIONS

Not applicable

OPERATIONAL PLAN IMPLICATIONS

Item 19.3.2. of the Operational Plan requires the designs and cost estimates for the identified projects be reported to Council.

RISK MANAGEMENT IMPLICATIONS

Not applicable.

WILKINS STREET UPGRADE



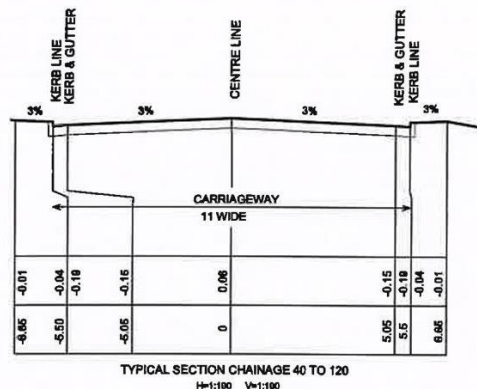
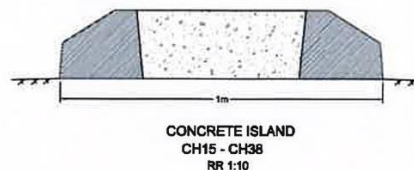
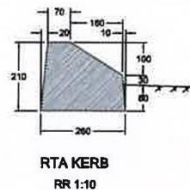
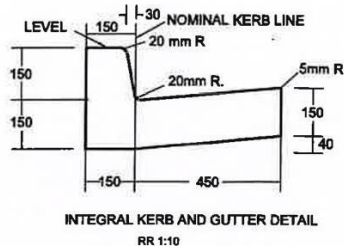
SHEET INDEX

218106_ENG_000	COVER AND SHEET INDEX
218106_ENG_001	CONSTRUCTION NOTES
218106_ENG_002	GENERAL ARRANGEMENT CH00 - CH210
218106_ENG_003	TYPICAL DETAILS AND TYPICAL SECTIONS
218106_ENG_004	LONGITUDINAL SECTIONS
218106_ENG_005	KERB RETURNS
218106_ENG_006	CROSS SECTIONS CH20 - CH130
218106_ENG_007	CROSS SECTIONS CH143.43 - CH190
218106_ENG_008	STORMWATER DRAINAGE AND DETAILS
218106_ENG_009	EROSION AND SEDIMENTATION CONTROL

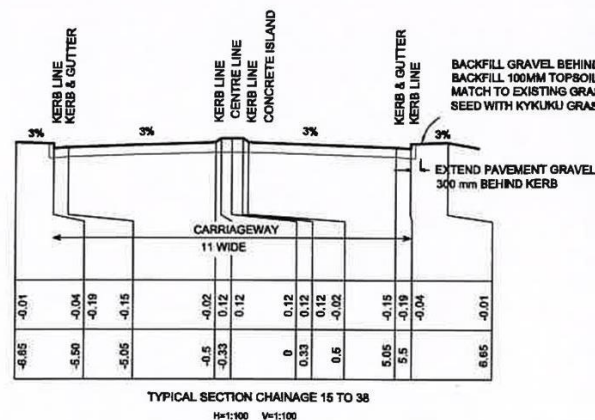
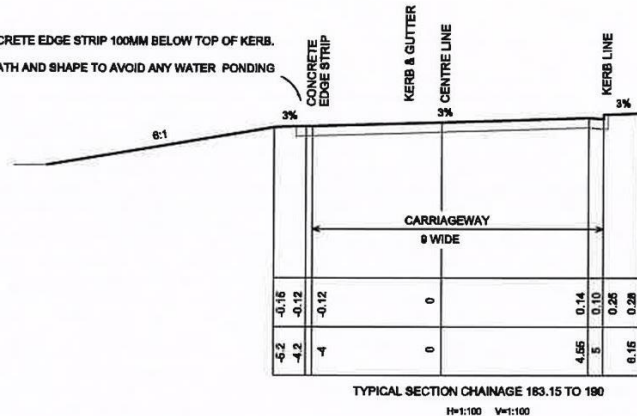


PLANS PREPARED BY		CLIENT		WILKINS STREET, MUSWELLBROOK		H. SCALE: V. SCALE		PLAN ISSUE		19.03.2018
MM HYNDES BAILEY & Co. REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN <i>Surveying the Hunter since 1820</i> Ph: 02 65432475 Email: office@hbsurveyors.com.au 106 Bridge Street (PO Box 26), MUSWELLBROOK NSW 2333		muswellbrook shire council		DESIGN: M. COLE DRAWN: M. COLE		ORIGINAL DRAWING SIZE: A1		A	ISSUED TO COUNCIL	REV: A
						LGA: MUSWELLBROOK				
						DRAWING NO. 218106_ENG_001				JOB REF: 218106

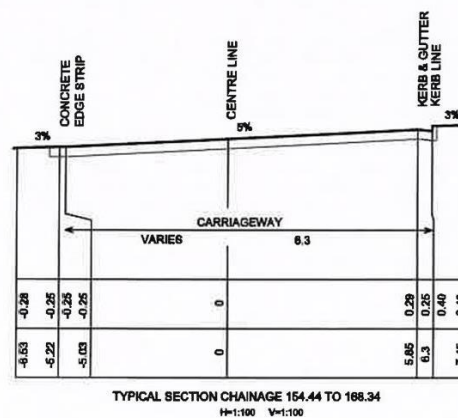
PAVEMENT DESIGN TO SUPPLIED BY MSC



BACKFILL GRAVEL BEHIND ALL CONCRETE EDGE STRIP 100MM BELOW TOP OF KERB.
BACKFILL 100MM TOPSOIL.
MATCH TO EXISTING GRASS FOOTPATH AND SHAPE TO AVOID ANY WATER PONDING
SEED WITH KYKUKU GRASS



BACKFILL GRAVEL BEHIND ALL KERB 100MM BELOW TOP OF KERB.
BACKFILL 100MM TOPSOIL.
MATCH TO EXISTING GRASS FOOTPATH AND SHAPE TO AVOID ANY WATER PONDING
SEED WITH KYKUKU GRASS



PLANS PREPARED BY

MM HYNDES BAILEY & Co.
REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN
Surveying the Hunter since 1920

Ph: 02 65432475 Email: office@hbsurveyors.com.au
108 Bridge Street (PO Box 26), MUSWELLBROOK NSW 2333



CLIENT

muswellbrook
shire council

WILKINS STREET, MUSWELLBROOK
TYPICAL DETAILS AND TYPICAL SECTIONS

DESIGN: M. COLE

DRAWN: M. COLE

H. SCALE: AS SHOWN V. SCALE: AS SHOWN
ORIGINAL DRAWING SIZE: A1

LGA: MUSWELLBROOK

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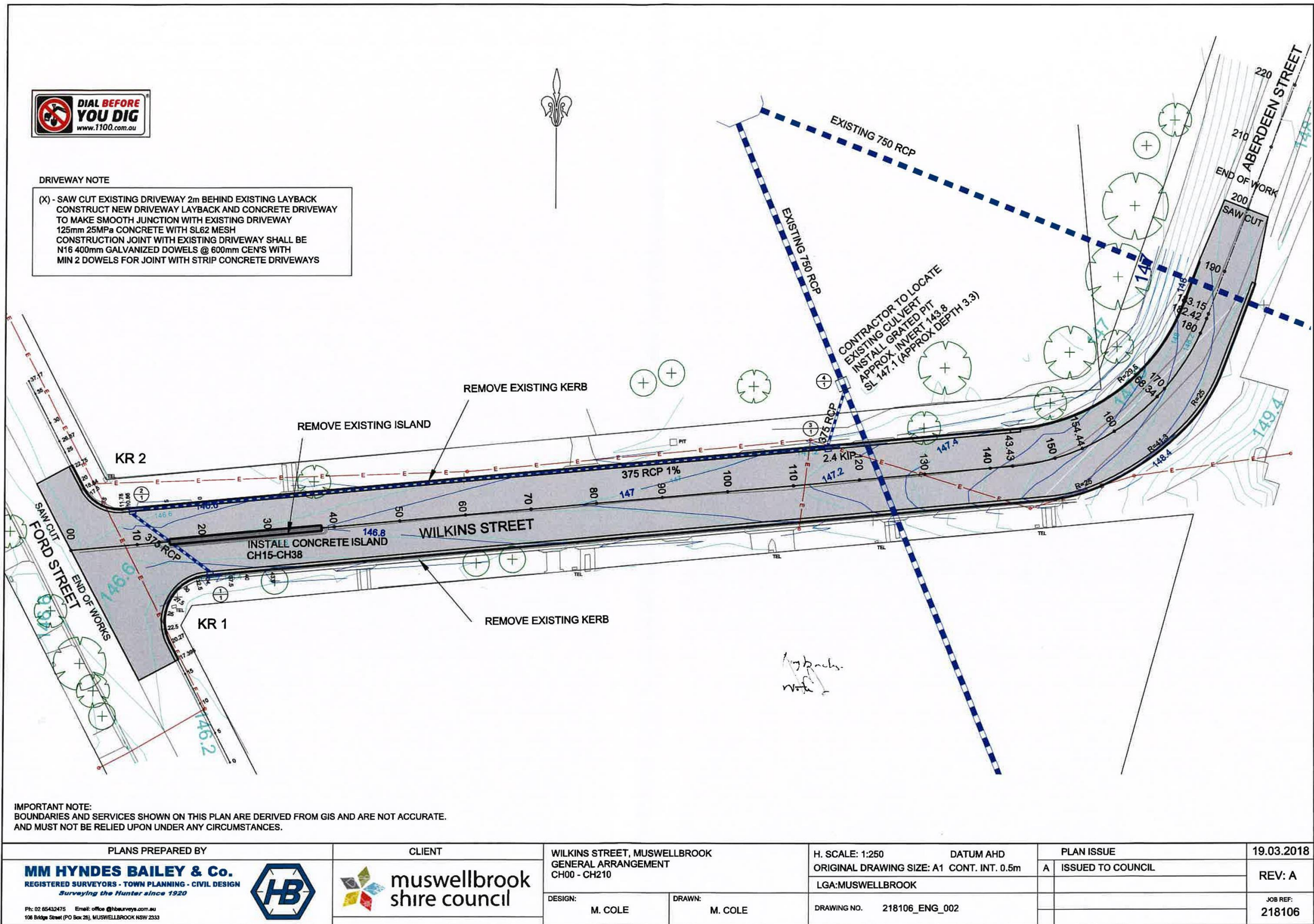
PLAN ISSUE

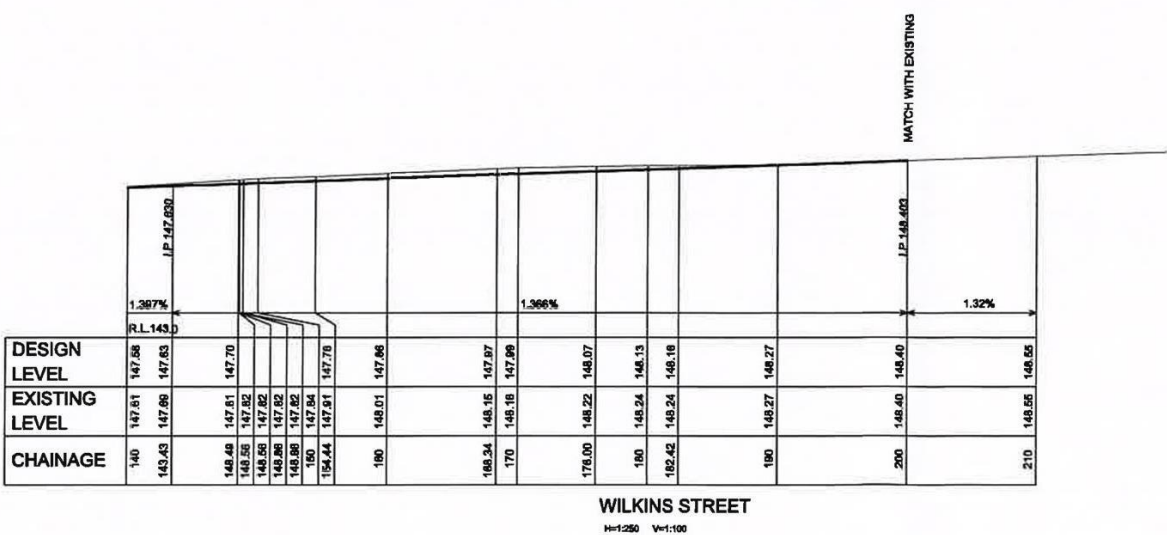
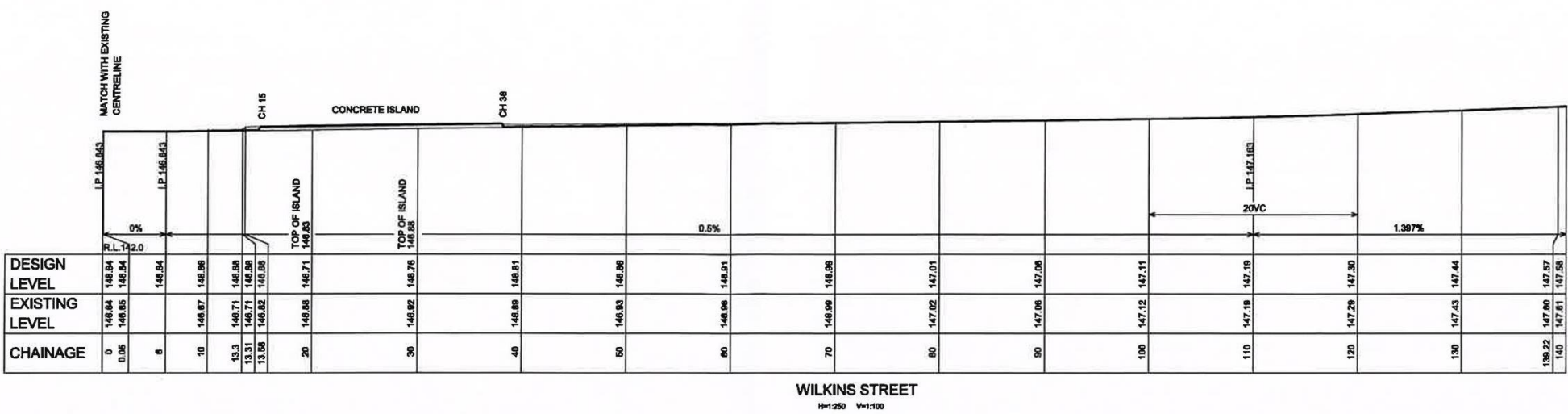
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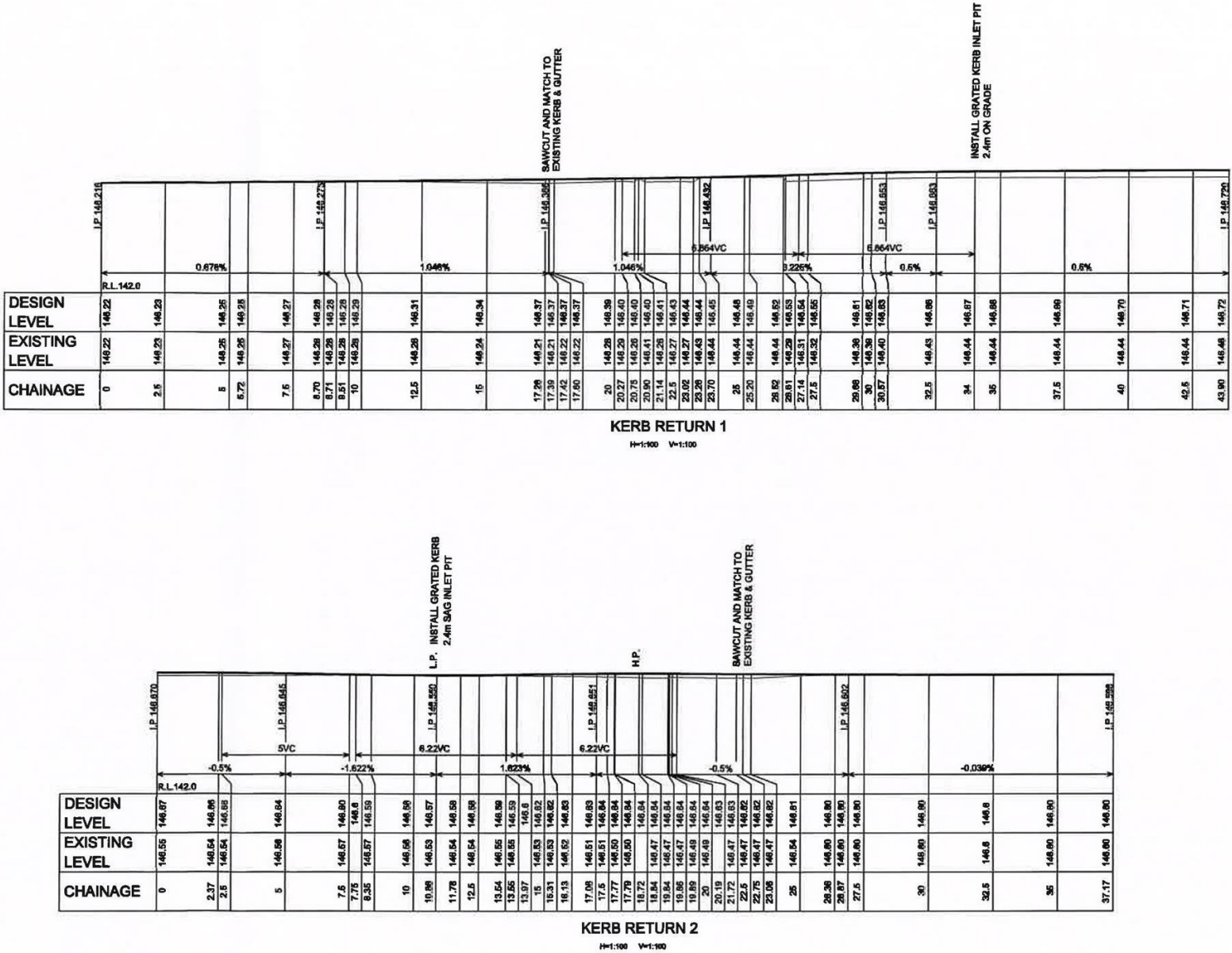
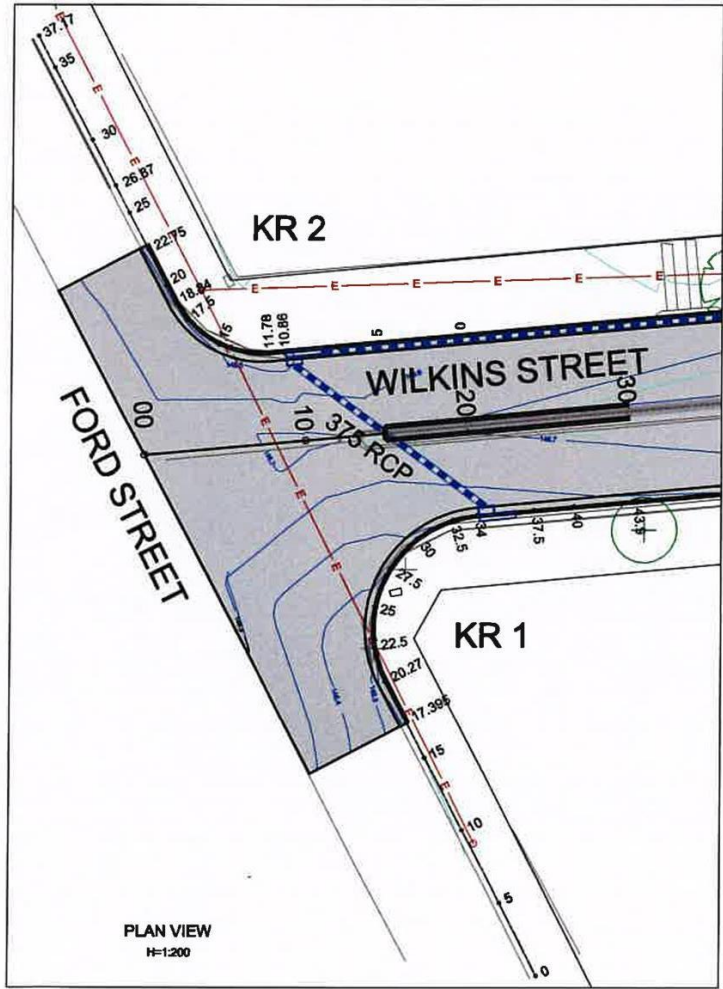
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PLANS PREPARED BY		CLIENT		WILKINS STREET, MUSWELLBROOK LONGITUDINAL SECTIONS CH00 - CH210		H. SCALE: 1:250 V. SCALE 1:100 ORIGINAL DRAWING SIZE: A1 LGA: MUSWELLBROOK		PLAN ISSUE	19.03.2018
<div>MM HYNDES BAILEY & Co. REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN Surveying the Hunter since 1920</div> <div>PH: 02 65432475 Email: office@hbsurveyors.com.au 108 Bridge Street (PO Box 26), MUSWELLBROOK NSW 2333</div> <div></div>		<div> muswellbrook shire council</div>		DESIGN: M. COLE		DRAWN: M. COLE		A ISSUED TO COUNCIL	REV: A
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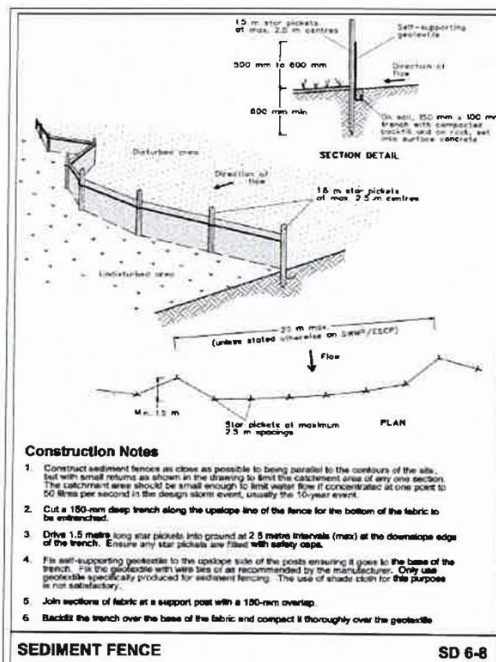
PLANS PREPARED BY		CLIENT		WILKINS STREET, MUSWELLBROOK KERB RETURNS		H. SCALE: AS SHOWN V. SCALE: AS SHOWN ORIGINAL DRAWING SIZE: A1		PLAN ISSUE		19.03.2018
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GENERAL

- CG1. THE INFORMATION CONTAINED ON THESE DRAWINGS IS FOR CIVIL ENGINEERING PURPOSES ONLY. ALL DISCREPANCIES WITH OTHER CONSULTANTS DOCUMENTATION THAT COULD RESULT IN CHANGES TO THE CIVIL ENGINEERING DETAILS SHALL BE REFERRED TO THE ENGINEER PRIOR TO PROCEEDING WITH CONSTRUCTION.
- CG2. ALL WORKS SHALL BE CARRIED OUT IN ACCORDANCE WITH AUSSPEC SPECIFICATIONS FOR THESE WORKS AND/OR AS DIRECTED BY THE SUPERINTENDENT.
- CG3. SERVICES INFORMATION SHOWN ON THESE PLANS IS FOR INFORMATION PURPOSES ONLY AND SHALL NOT BE RELIED UPON BY ANY PERSONS USING THESE PLANS. IT REMAINS THE RESPONSIBILITY OF THE CONTRACTOR OR ANY OTHER PERSONS TO LOCATE AND LEVEL ALL EXISTING SERVICES AND UTILITIES PRIOR TO COMMENCING ANY WORKS ON THE SITE AND TO PROTECT AND MAKE ARRANGEMENTS WITH THE RELEVANT AUTHORITY TO RELOCATE AND/OR ADJUST IF NECESSARY.



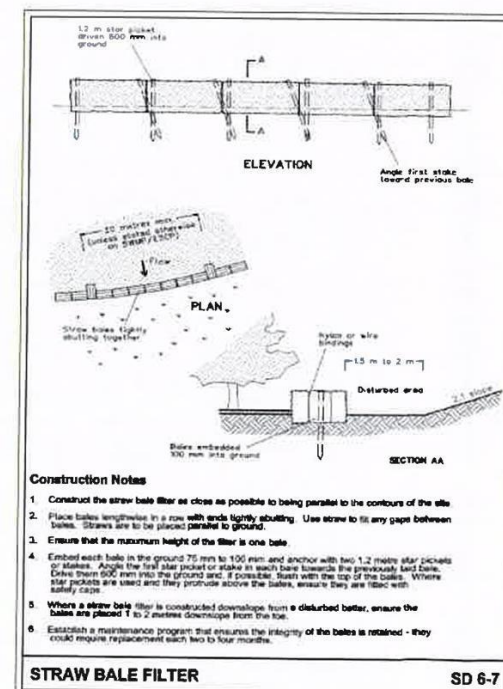
- CG4. CONTRACTOR IS NOT TO ENTER UPON NOR DO ANY WORK WITHIN ADJACENT LANDS WITHOUT THE PERMISSION OF THE OWNER AND SUPERINTENDENT.
- CG5. CONTRACTOR SHALL CLEAR THE SITE BY REMOVING ALL RUBBISH, FENCES AND DEBRIS, ETC. TO THE EXTENT SPECIFIED.
- CG6. THE SITE SHALL BE KEPT CLEAN AND CLEAR OF RUBBISH AT ALL TIMES. RUBBISH STORAGE AREAS DISPOSAL AREAS SHALL BE KEPT CLEAR DRAINAGE PATHS.
- CG7. ALL SITE REGRADING AREAS SHALL BE FINALLY GRADED AND SEED AS SOON AS PRACTICABLE AFTER FORMATION TO THE SATISFACTION OF THE SUPERINTENDENT.
- CG8. SURPLUS EXCAVATED MATERIAL SHALL BE PLACED WHERE DIRECTED OR REMOVED FROM SITE.
- CG9. ALL NEW WORKS SHALL MAKE A SMOOTH JUNCTION WITH EXISTING.

**SURVEY**

- SU1. SITE SURVEY INFORMATION IS BASED ON DETAIL SURVEY BY M.M. HYNDES BAILEY & CO.
- SU2. DATUM AHD
- SU3. ALL CHAINAGES, LEVELS AND DIMENSIONS ARE IN METRES UNLESS NOTED OTHERWISE
- SU4. CONTRACTORS SHALL ARRANGE FOR THE WORKS TO BE SET OUT BY A REGISTERED SURVEYOR.

TRAFFIC CONTROL

- TC1. THE CONTRACTOR SHALL SUBMIT TRAFFIC MANAGEMENT PLAN PREPARED BY A QUALIFIED PERSON TO COUNCIL FOR APPROVAL PRIOR TO COMMENCEMENT OF ANY WORKS ON SITE.
- TC2. THE CONTRACTOR SHALL KEEP ADJACENT PROPERTY RESIDENTS UPDATED WITH ANY CHANGES TRAFFIC CONTROL THAT AFFECTS ACCESS TO THEIR PROPERTY.
- TC3. ACCESS TO ADJACENT PROPERTIES SHALL BE MAINTAINED AT ALL TIMES UNLESS OTHERWISE AGREED AND APPROVED BY THE OCCUPANT AND SUPERINTENDENT.
- TC4. TRAFFIC CONTROL MEASURES SHALL BE REVIEWED AND UPDATED AS REQUIRED ON REGULARLY BASIS OR AS REQUIRED FOR SPECIFIC CONSTRUCTION OPERATIONS. COUNCIL SHALL BE ADVISED OF ALL CHANGES TO TRAFFIC CONTROL MEASURES THROUGH OUT THE PROJECT.

**EARTHWORKS**

- BE1. EROSION AND SEDIMENTATION CONTROL SHALL BE IN PLACE AND APPROVED PRIOR TO ANY SITE DISTURBANCE
- BE2. REMOVE KERBS AND DRIVEWAYS FROM SITE.
- BE3. STRIP TOPSOIL AS REQUIRED AND RETAIN ON SITE AND REUSE FOR REVEGETATION WORKS.
- BE4. EXCESS FILL SHALL BE REMOVED FROM SITE TO A LOCATION AS AGREED AND APPROVED WITH COUNCIL.
- BE5. ON SITE FILLING AREAS, CONTRACTOR SHALL TAKE LEVELS OF EXISTING SURFACE AFTER STRIPPING TOPSOIL AND PRIOR TO COMMENCING FILL OPERATIONS.
- BE6. WHERE HARD ROCK IS EXPOSED IN THE EXCAVATED SUB-GRADE, THIS WILL BE INSPECTED AND A DECISION MADE ON THE LEVEL TO WHICH EXCAVATION IS TAKEN.
- BE7. SELECT FILL SUBGRADE TO BE APPROVED BY COUNCIL.
- BE8. FILLING IS TO BE OF SOUND CLEAN MATERIAL, REASONABLE STANDARD AND FREE FROM LARGE ROCKS, STUMPS, ORGANIC MATTER AND OTHER DEBRIS.
- BE9. PLACING OF FILLING ON THE PREPARED AREAS SHALL NOT COMMENCE UNTIL THE AUTHORITY TO DO SO HAS BEEN OBTAINED FROM COUNCIL.
- BE10. ALL BATTERS AND VERGES ADJACENT TO ROADS AND ALL AREAS WHERE FILLING HAS BEEN PLACED ARE TO BE DRESSED WITH 100mm CLEAN ARABLE TOPSOIL, FERTILISED AND SOWN

ORIGINAL DRAWINGS ARE IN COLOUR

1. ONLY USE PLANS THAT ARE IN COLOUR.

TREE REMOVAL

- NO TREES TO BE REMOVED WITHOUT COUNCIL APPROVAL.

DRIVEWAYS

- MAKE SMOOTH JOIN TO EXISTING DRIVEWAYS.

EROSION AND SEDIMENT CONTROL

- All works to be carried out in accordance with "MUSWELLBROOK SHIRE COUNCIL DCP No. 9 Erosion & Sedimentation Control Regional Policy and Code of Practice", "Soils and Construction: Managing Urban Stormwater" (LANDCOM), "Pollution Control Manual for Urban Stormwater" (EDA), "Soil and Water Management for Urban Development" (D of H).
- Erosion and sedimentation control devices are to be installed as required prior to site disturbance.
- Site disturbance and vegetation removal shall be kept to the absolute minimum.
- Silt is to be cleared from devices after all storm events.
- All control devices are to be checked and maintained on a regular basis and adjustments made as necessary to ensure effective on going control.
- All control devices are to be in place at the end of each days work.
- Earthworks shall be rolled at the end of each day for stabilisation.
- Topsoil shall be removed, stockpiled and stabilised for later re-use.
- Excavated soil is to be mounded on the up hillside of trenches wherever possible.
- Cut and fill batters and table drains are to be stabilised and seeded as soon as practicable on completing the formation.
- Sediment control devices and stormwater diversion are to be used to keep any drainage lines and pits free of silt.
- Denuded areas are to be topsoiled and seeded as soon as practicable.
- Stockpile sites are to be selected such that are not in natural drainage paths.
- A sediment fence is to be placed along the full length of the down stream side of any stockpile.

PLANS PREPARED BY

MM HYNDES BAILEY & Co.
REGISTERED SURVEYORS - TOWN PLANNING - CIVIL DESIGN
Surveying the Hunter since 1920

Ph: 02 85432475 Email: office@mbaurvey.com.au
106 Bridge Street (PO Box 26), MUSWELLBROOK NSW 2333

**CLIENT**

WILKINS STREET, MUSWELLBROOK
CONSTRUCTION NOTES

H. SCALE: V. SCALE
ORIGINAL DRAWING SIZE: A1
LGA: MUSWELLBROOK

DESIGN:

M. COLE

DRAWN:

M. COLE

DRAWING NO.

218106_ENG_001

PLAN ISSUE

A ISSUED TO COUNCIL

19.03.2018

REV: A

JOB REF:
218106

**5.2 PARKS FUNDING TRANSFERS REQUESTED THROUGH MARCH 2018
BUDGET REVIEW**

Attachments:	Nil
Responsible Officer:	Natalia Cowley - Manager, Corporate Services
Author:	Derek Finnigan - Interim Director - Community Infrastructure
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

The report provides the contextual background resulting in a request for the reallocation of operational funding within the Parks and Recreation operational budget areas.

OFFICER'S RECOMMENDATION

That the information contained in the report be NOTED.

Moved: _____ **Seconded:** _____

BACKGROUND

During the summer period of 2017-2018, the Muswellbrook Shire local government area experienced a period of sustained high intensity heat and drought conditions. The impact of the drought conditions on operations has resulted in a request for a reallocation of funding through a number of discrete operational budgets under the Parks and Recreation operational programme.

CONSULTATION

Consultation was carried out with the Manager Property and Building Services, the Manager Corporate Services, the Coordinator Financial Services, the Business System Accountant, the Acting Manager Works, the Works Coordinator Parks and the Recreation and Property Officer.

CONSULTATION WITH COUNCILLOR SPOKESPERSON

A copy of the draft report has been forwarded to the Councillor Spokesperson for Sport, Councillor Graeme McNeill, the Councillor Spokesperson for Recreation, Councillor Michelle Green, and the Councillor Spokesperson for Wellbeing and Community Engagement, Councillor Steve Reynolds, for comment.

REPORT

During 2017-2018, a period of sustained high intensity heatwave and drought conditions has been experienced across the Muswellbrook Shire local government area. From an operational perspective, this has resulted in a twofold operational consequence:

1. Reduced mowing requirement over the range of unirrigated parks, reserves and open spaces;

2. Increased water demand for irrigation purposes, in particular over the Muswellbrook sporting field and Denman sporting field budget areas.

Allied with this has been an enhanced level of service provided through the carrying out of scheduled fertilising, herbiciding and oversow programmes over the nominated Muswellbrook and Denman sporting fields.

The detail of the requested budget reallocations includes:

\$35,000 to be transferred to the Muswellbrook Sporting Fields (0487.0100) budget. This amount is requested to be funded from the following budget areas:

1. \$20,000 from Muswellbrook parks and playgrounds (0485.0100);
2. \$10,000 from Muswellbrook passive areas (0486.0100);
3. \$5,000 from Muswellbrook urban areas (0488.0100).

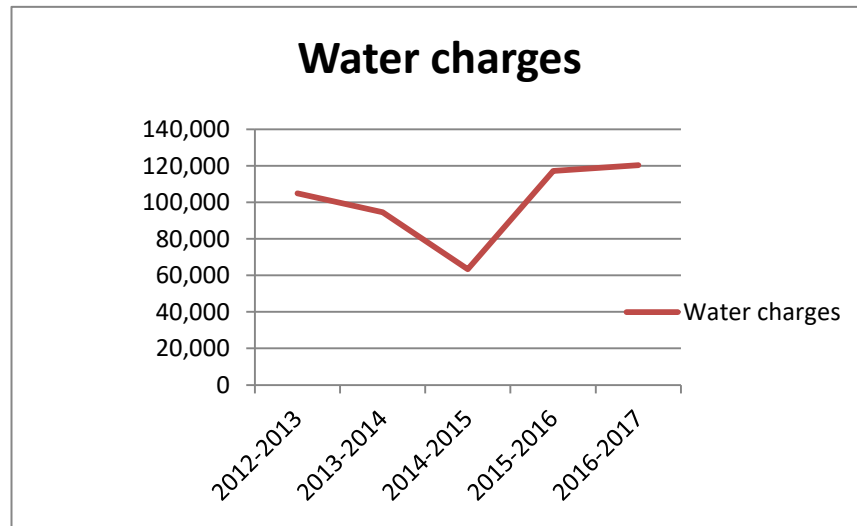
\$15,000 to be transferred to the Denman Sporting Fields (0497.0100) budget. This amount is requested to be funded from the following budget areas:

1. \$11,000 from Denman parks and playgrounds (0493.0100);
2. \$2,000 from Denman passive areas (0498.0100);
3. \$2,000 from Denman cemetery (0471.0100).

The reallocation of the funding is being requested through the March 2018 budget review process. If approved, the funding transfers will be internal journals with no impact on the overall net budget result.

One water bill remains to be accounted for during 2017-2018. Over the first two water bills accounted for, water charges for 2017-2018 have trended slightly higher than those experienced during 2016-2017.

Expenditure trend chart: Water charges in the Parks operational budget areas for the period 2012-2013 to 2016-2017.



OPTIONS

This report is an information only report aimed at providing information relating to the reasons for requesting a reallocation of Parks and Recreation operational funding through the March 2018 budget review process. Through the March 2018 budget review process, Council will decide whether to approve or deny the requested funding reallocation.

CONCLUSION

The internal budget reallocation is requested in response to intense seasonal variation experienced over the summer months of 2017-2018. The conclusion of the author of the report is that permitting the

funding reallocation will enable continuing maintenance and improvement works, which includes an oversow programme aimed at providing suitable playing surfaces for winter sports, to continue for Muswellbrook and Denman sporting fields for the remainder of the 2017-2018 fiscal year.

SOCIAL IMPLICATIONS

If the funding cannot be reallocated as requested, a reduced level of service will be provided for the Muswellbrook and Denman sporting fields for the remainder of 2017-2018. This may impact upon Council's reputation as a provider of services to the community.

FINANCIAL IMPLICATIONS

The requested budget reallocations will be managed within the overall Parks and Recreation operational budget. There will be no impact on the overall budget result.

POLICY IMPLICATIONS

Nil known.

STATUTORY IMPLICATIONS

Nil known.

LEGAL IMPLICATIONS

Nil known.

OPERATIONAL PLAN IMPLICATIONS

The report relates in principle to the operational plan requirement to implement a prioritised (but responsive) rolling works programme of maintenance.

RISK MANAGEMENT IMPLICATIONS

If the funding cannot be reallocated as requested, a reduced level of service over the Muswellbrook and Denman sporting fields may negatively impact upon the overall safety of the playing surfaces for users of the sports fields. In addition, there may be a risk to Council's reputation as a provider of community services.

5.3 PERFORMANCE REVIEW OF COUNCIL'S STREET SWEEPING CONTRACT FOR THE THIRD QUARTER OF 2017-2018

Attachments:	Nil
Responsible Officer:	Fiona Plesman - Acting General Manager
Author:	Derek Finnigan - Interim Director - Community Infrastructure
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>Improve and maintain civic precincts.</i>
Community Plan Strategy:	<i>Implement program of street and footpath sweeping under contract.</i>

PURPOSE

The report provides a review of the performance of Council's street sweeping contract for the third 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 third 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, continue to be carried out on a daily basis. Daily contact continues to be made with the street sweeping contractor's operator, and GPS tracking of the street sweeping truck is monitored to ensure that the cyclic sweeping programme continues to be delivered in a satisfactory manner consistent with time and quality requirements. Over the course of the third quarter of 2017-2018, identified street tree trimming works have been carried out in order to improve access for the passage of the street sweeping truck.

In February 2018, a contract performance review meeting was carried out with the General Manager of Specialised Pavement Services Pty Ltd to discuss the ongoing performance of the contract.

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

6 DATE OF NEXT MEETING

30 May 2018

7 CLOSURE