



## **AGENDA**

**FOR URBAN SERVICES COMMITTEE MEETING TO BE HELD ON  
21 FEBRUARY 2022 AT CONCLUSION OF FINANCE AND CORPORATE  
SERVICES COMMITTEE  
IN THE COUNCIL CHAMBER, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY**

### **MEMBERS**

Cr L Braun (Chairman)  
Mayor G Aldridge (ex officio)  
Cr M Blackmore  
Deputy Mayor, Cr C Buchanan  
Cr N Henningsen  
Cr D Hood (Deputy Chairman)  
Cr P Jensen  
Cr S Ouk

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager City Infrastructure, Mr J Devine  
Manager Governance, Mr R Deco  
Governance Support Officer, Ms K Boyd

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Urban Services Committee Meeting held on 17 January 2022.

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## REPORTS

### *Administration*

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### *For Decision*

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## OTHER BUSINESS

## QUESTIONS WITHOUT NOTICE

## MOTIONS WITHOUT NOTICE

## CLOSE



**MINUTES OF URBAN SERVICES COMMITTEE MEETING HELD IN THE LITTLE  
PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY ON**

**17 JANUARY 2022**

**MEMBERS PRESENT**

Cr L Braun (Chairman)  
Cr M Blackmore  
Cr C Buchanan  
Cr D Hood (Deputy Chairman)  
Cr S Ouk (*via Teams VC*)

**OBSERVERS**

Cr B Brug (*from 7.39 pm*)

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager City Infrastructure, Mr J Devine  
Manager Governance, Mr R Deco  
Governance Support Officer, Ms K Boyd

The meeting commenced at 7.38 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

**APOLOGIES**

Apologies were received from Mayor G Aldridge, Cr N Henningsen and Cr P Jensen.

**LEAVE OF ABSENCE**

Nil

**PRESENTATION OF MINUTES**

Moved Cr C Buchanan  
Seconded Cr D Hood

The Minutes of the Urban Services Committee Meeting held on  
13 December 2021, be taken as read and confirmed.

**CARRIED**

## REPORTS

### Administration

#### 4.0.1 Future Reports for the Urban Services Committee

Moved Cr S Ouk  
Seconded Cr M Blackmore

That Council:

1. Notes the report.

**CARRIED**

### For Decision

#### 4.1.1 Capital Works Program Monthly Report - December 2021 Update

*Cr D Hood declared an actual conflict of interest on the basis of being a Board member of Salisbury North Football Club. Cr D Hood left the meeting at 7:42 pm.*

Moved Cr C Buchanan  
Seconded Cr S Ouk

That Council:

1. Approves the inclusion of a Second Quarter 2021/22 non-discretionary bid to reflect the additional \$29k of income and expenditure associated with the installation of a new electronic scoreboard at Salisbury North Oval as part PR17598 Minor Capital Works Grants Program.
2. Approves the inclusion of a Second Quarter 2021/22 non-discretionary bid to reflect the additional \$8k of income and expenditure associated with the construction of asphalt paths at Walkley Heights as part PR22118 Bituminous Paths Program.
3. Approves the inclusion of a Second Quarter 2021/22 non-discretionary bid to reflect the \$450k of income not received as part of PR13725 Major Traffic Improvements Program for works at Greenfields Industrial Estate which is not proceeding in 2021/22.
4. Approves the inclusion of Karingal Crescent, Salisbury Park, within the 2021/22 Kerb Ramp Construction / Upgrade Program, PR21412.
5. Approves the inclusion of roof renewal works at Jack Young Centre, Salisbury, within the 2021/22 Building Renewal Program, PR18097.

**CARRIED**

*Cr D Hood returned to the meeting at 7:42 pm.*



## OTHER BUSINESS

### US-OB1 School Transport Framework – Salisbury East High School

Moved Cr M Blackmore  
Seconded Cr C Buchanan

#### That Council:

1. That the Administration prepare a report for the February 2022 Urban Services Committee Meeting on the preferred design and costings for School Transport Framework infrastructure associated with Salisbury East High School, including Kiss and Drops and parking arrangements associated with Smith Road and Fern Grove Boulevard.

**CARRIED**

### US-OB2 Road Surface Issues – Kimba Road, Para Hills

Moved Cr C Buchanan  
Seconded Cr D Hood

1. That the Urban Services Committee notes the recent road surface issues on Kimba Road, Para Hills and request the General Manager to seek an urgent report from the contractor and advise Council what remedies will be taken to restore the surface of Kimba Road.

**CARRIED**

The meeting closed at 7.57 pm.

CHAIRMAN.....

DATE.....



<b>ITEM</b>	4.0.1
	<b>URBAN SERVICES COMMITTEE</b>
<b>DATE</b>	21 February 2022
<b>HEADING</b>	Future Reports for the Urban Services Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This item details reports to be presented to the Urban Services Committee as a result of a previous Council resolution. If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**RECOMMENDATION**That Council:

1. Notes the report.
2. Approves for the removal of the Future Report Items listed as Motion on Notice: Tree Policy Amendment – Tree Removal for Solar Panels, noting that they will be included in the Major Asset Category – Street Trees report that will be submitted to the Asset Management Sub Committee in May 2022.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Report authors and General Managers.

**3. REPORT**

- 3.1 The table below outlines the reports to be presented to the Urban Services Committee as a result of a Council resolution.

Meeting Item	Heading and Resolution	Officer
27/04/2020 2.6.4	<b>Research Road Joint Animal Pound Facility Update</b> 3. Staff continue to refine the concept design for a joint use Animal Pound facility, and a further report is brought back by July 2020 regarding the business case and shared use agreement with the City of Tea Tree Gully.	John Darzanos
<b>Due:</b>	February 2022	

Meeting Item	- Heading and Resolution	Officer
<b>Deferred to:</b>	April 2022	
<b>Reason:</b>	The Joint Use Agreement is still in progress and yet to be finalised between City of Tea Tree Gully and City of Salisbury.	
25/05/2020 6.0.3- IBDSC2	<b>Update on the Proposed Dry Creek Project</b> 2. A Dry Creek project business case be presented to Council, following successful completion of the Dry Creek Stormwater Management Plan (SMP) and a community/stakeholder engagement process.	Bruce Naumann
<b>Due:</b>	June 2022	
21/12/2020 4.1.4	<b>Traffic Management Treatments - Beechwood Avenue</b> 3. That review of the measures implemented in part 1 & 2 be undertaken in 12 months and a further report be presented to the Urban Services Committee, with consultation to occur with Ward Councillors, the State Member of Parliament, and residents before report is presented.	David Boothway
<b>Due:</b>	February 2022	
<b>Deferred:</b>	April 2022	
<b>Reason:</b>	Due to the unsuccessful outcome of the first treatment installed, alternative solutions were investigated with another treatment recently installed. Staff will monitor the effectiveness over the next month and report back to the Urban Services Committee in April 2022.	
21/12/2020 4.4.2	<b>Belgravia Leisure Recreation Services Agreement</b> 1.4 Council has previously resolved this resolution to be confidential.	Andrew Hamilton
<b>Due:</b>	March 2023	
21/12/2020 4.4.2	<b>Belgravia Leisure Recreation Services Agreement</b> 1.8 Council has previously resolved this resolution to be confidential.	Andrew Hamilton
<b>Due:</b>	September 2022	
22/03/2021 4.1.4	<b>Lighting of the Little Para Trail</b> 5. That staff provide a proposed program and budget for the 2022/23 financial year to develop and implement the priority installation of lighting between PP3 and PP5 in high traffic areas and areas of safety concern to the community along this corridor.	Jamie Hosking
<b>Due:</b>	July 2021	
<b>Deferred:</b>	March 2021	
<b>Reason:</b>	Staff continue to prepare a Shared Use Path Lighting policy in line with other lighting requirements throughout the City.	

Meeting Item	- Heading and Resolution	Officer
24/05/2021 4.1.2	<b>Clayson Road and Frost Road Speed Limit Increase</b> 3. Council consider speed limits across the road network, particularly with respect to arterial and sub-arterial roads as part of a review of the Integrated Transport Plan to be undertaken by the end of 2022.	David Boothway
<b>Due:</b>	December 2022	
24/05/2021  MON7.1	<b>Motion on Notice: Tree Policy Amendment - Tree Removal for Solar Panels</b> That a report be prepared for the Urban Services Committee meeting in July 2021, providing proposed amendments and advice about: <ul style="list-style-type: none"> <li>a) amending Council's tree removal policy to enable consideration for the removal of a tree adjacent to a dwelling with solar panels, or where solar panels are to be installed, so as to assist residents to reduce household electricity costs;</li> <li>b) cost recovery options for Council for the tree removal, and conditions for waiving tree removal costs in cases of financial hardship;</li> <li>c) including a requirement for residents to plant a suitable tree to replace the removed tree and ensure council maintains its long-term objectives for tree canopy coverage and enhancement of local amenity; and</li> <li>d) including the following criteria for assessment and removal of a tree - "the tree is experiencing an infestation of white ants".</li> </ul>	Jamie Hosking
<b>Due:</b>	February 2022	
<b>Deferred:</b>	N/A	
<b>Reason:</b>	Due to the overview and planning for the adoption of the Strategic Asset Management Plan in August 2022, a schedule has been created to report to Council on the different Asset Management Plans each month leading up to that report. The report on the Street Tree Asset Management will be submitted to the Asset Management Sub Committee in May 2022 and this report will include the draft revised Street Tree Policy. This resolution will be addressed in the review of that Policy.	

24/05/2021	<b>Motion Without Notice: Milne &amp; Sleep Road Traffic Measures</b>	David Boothway
MWON12.3	<ol style="list-style-type: none"> <li>1. That staff investigate and bring back a report of traffic measures that can be implemented along Sleep Road and Milne Road, Para Hills to alleviate traffic safety concerns.</li> <li>2. The report include: <ol style="list-style-type: none"> <li>a. consultation with local residents</li> <li>b. Indicative costings of implementing traffic safety measures.</li> </ol> </li> </ol>	
<b>Due:</b>	March 2022	
24/08/2021	<b>Potential Speed Increase along Martins Road</b>	Dameon Roy
4.2.3	<ol style="list-style-type: none"> <li>2. Instruct staff to provide an update report for the Urban Services Committee by December 2021.</li> </ol>	
<b>Due:</b>	February 2022	
<b>Deferred:</b>	March 2022	
<b>Reason</b>	Staff are continuing discussions with the Department for Infrastructure and Transport on their assessment report and network analysis and will report back once the speed change approval process has been completed.	
25/10/2021	<b>Proposed Road Closure Portion of Port Wakefield Road, Globe Derby Park</b>	Tim Starr
4.1.3	<p>If required:</p> <ol style="list-style-type: none"> <li>4. Notes that a further report will be presented to Council after the statutory notice period has elapsed for consideration of any objections received and determination whether to proceed with a Road Process Order under Section 15 of the Roads (Opening &amp; Closing) Act 1991.</li> </ol>	
<b>Due:</b>	February 2022	
<b>Deferred:</b>	April 2022	
<b>Reason:</b>	In consultation with the applicant, the statutory notification was deferred to commence in February 2022 and any objections received during the notice period will be reported on in April 2022.	
25/10/2021	<b>Bridgestone Athletics Centre Update - Licence Agreements</b>	Lavinia Morcoase
5.1.5	<ol style="list-style-type: none"> <li>3. A report be prepared for the Urban Services Committee authorising a lease for North City Panthers be prepared for use of Creaser Park. Council also notes its intention to make Creaser Park available for property services to utilise as an overflow facility for other Clubs as required.</li> </ol>	
<b>Due:</b>	February 2022	
<b>Deferred:</b>	March 2022	
<b>Reason:</b>	Staff are continuing their investigations into the requirements associated with this request and will provide a report in March 2022.	

22/11/2021 4.1.1	<b>Kiss and Drop Zone - Coreena Avenue, Paralowie</b> 2. That staff bring back a further report on costing for the installation of a children's crossing on Coreena Avenue as previously identified in the school traffic framework. 4. Staff bring back a report with the process and wording to Gazette the Kiss and Drop to enable enforcement of the operation of the Kiss and Drop under the relevant section of the Road Traffic Act. <b>Due:</b> March 2022	Dameon Roy
22/11/2021 4.1.5	<b>Gulfview Heights Lake, Bayview Parade - Update</b> 1. Notes that staff continue to monitor Gulfview Heights Lake and will report back to Council in May 2022 after the 2021/22 summer on the water levels and condition of the lake. <b>Due:</b> May 2022	David Boothway
22/11/2021 MON1	<b>Motion on Notice: Traffic Management Study (Mawson Lakes)</b> 2. Prepare a report to investigate similar parking solutions for other streets in Mawson Lakes (limited to proximity of the train station car park) including painted and indented car parking bays. 4. That the report be presented to the Urban Services Committee by May 2022. <b>Due:</b> May 2022	David Boothway
20/12/2021 4.1.4	<b>Revocation of Community Land Classification - Venlo Court Reserve</b> 2. Defers this item to allow further consideration of the points raised in the Deputations, and that the residents and the school be invited to participate in consultation. <b>Due:</b> April 2022	Tim Starr
20/12/2021 4.1.7	<b>Salisbury Heights Traffic Management Concept Plans</b> 4. Notes that a further report, outlining local area traffic issues highlighted in this report, will be presented for consideration by the Urban Services Committee and Council for future budget considerations and actions. <b>Due:</b> July 2022	David Boothway
20/12/2021 4.1.9	<b>Stanford Road New Playspace - Consultation Outcomes</b> 3. Brings back a further report by May 2022 to consider and consult relevant stakeholders on alternative sites for the new Playspace based on the design concepts highlighted within the consultation report. <b>Due:</b> May 2022	Jamie Hosking

20/12/2021	<b>Partnerships – Tree Planting and Sustainability Initiatives</b>	Tamika Cook
4.2.1	2. Notes that the Natural Assets Team will continue to provide a half yearly update to the Urban Services Committee, informing Council of the sustainability education programs being undertaken throughout the City as well as any events being held, where possible three months in advance.	
<b>Due:</b>	July 2022	
20/12/2021	<b>Use of Synthetic Turf on Football Fields</b>	Andrew Hamilton
4.2.2	6. Staff provides a further report into the increased capacity available should a synthetic pitch be used, and the associated costs of a grass pitch should the synthetic pitch not be used.	
<b>Due:</b>	April 2022	
24/01/2022	<b>Petition: Proposed Revocation of Classification as Community Land - Allotment 56 Venlo Court Reserve, Salisbury Downs</b>	Tim Starr
PET1	2. Council notes that the Administration intends to report back to Council addressing the petition in April 2022.	
<b>Due:</b>	April 2022	
24/01/2022	<b>Road Surface Issues – Kimba Road, Para Hills</b>	Jarred Collins
US-OB2	1. That the Urban Services Committee notes the recent road surface issues on Kimba Road, Para Hills and request the General Manager to seek an urgent report from the contractor and advise Council what remedies will be taken to restore the surface of Kimba Road.	
<b>Due:</b>	March 2022	

#### 4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Urban Services Committee have been reviewed and are presented to Council for noting.



<b>ITEM</b>	4.0.2
	<b>URBAN SERVICES COMMITTEE</b>
<b>HEADING</b>	Recommendations of the Tree Management Appeals Sub Committee meeting held on Monday 14 February 2022
<b>AUTHOR</b>	Heather Prasad, PA to GM City Infrastructure, City Infrastructure
<b>CITY PLAN LINKS</b>	<p>1.1 Our City is attractive and well maintained</p> <p>4.2 We deliver quality outcomes that meet the needs of our community</p>
<b>SUMMARY</b>	The minutes and recommendations of the Tree Management Appeals Sub Committee meeting held on Monday 14 February 2022 are presented for Urban Services Committee's consideration.

**RECOMMENDATION**That Council:

1. Receives and notes the information contained in the Tree Management Appeals Sub Committee Minutes of the meeting held on 14 February 2022 be received and noted and that the following recommendations contained therein be adopted by Council:

**TMASC1 Future Reports for the Tree Management Appeals Sub Committee**That Council:

1. Notes the report.
2. Approves for the removal of the Future Report Items listed as:
  - a. Motion Without Notice: Proposed Cost Reduction for Pensioners – Tree Removal; and
  - b. Motion Without Notice – Street Tree Policy

noting that they will be included in the Major Asset Category – Street Trees report that will be submitted to the Asset Management Sub Committee in May 2022.

**TMASC2 Tree Removal Requests - Monthly Update for November and December 2021**That Council:

1. Notes the report.
2. Staff work with Central Ward Councillors to give consideration to the number of requests for the removal of trees on Lennox Drive and potentially include Lennox Drive in the Street Renewal Program.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Minutes Tree Management Appeals Sub Committee - 14 February 2022





**MINUTES OF TREE MANAGEMENT APPEALS SUB COMMITTEE MEETING HELD  
IN WITTBER AND DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY ON**

**14 FEBRUARY 2022**

**MEMBERS PRESENT**

Cr S Reardon (Chairman)  
Mayor G Aldridge (ex officio)  
Deputy Mayor, Cr C Buchanan  
Cr P Jensen (Deputy Chairman)  
Cr S Ouk

**OBSERVERS**

Cr L Braun, Cr K Grenfell, Cr D Proleta, Cr J Woodman and  
Cr G Reynolds

**STAFF**

Chief Executive Officer, Mr J Harry  
General Manager City Infrastructure, Mr J Devine  
General Manager City Development, Ms M English  
General Manager, Business Excellence Mr C Mansueto  
Manager Governance, Mr R Deco  
Manager Strategic Development Projects, Mrs S Klein  
Minute Taker, Ms S Howley

The meeting commenced at 6:30 pm.

The Chairman welcomed the members, staff and the gallery to the meeting.

**APOLOGIES**

Nil

**LEAVE OF ABSENCE**

Nil

## PRESENTATION OF MINUTES

Moved Mayor G Aldridge  
Seconded Cr S Ouk

The Minutes of the Tree Management Appeals Sub Committee Meeting held on 08 November 2021, be taken as read and confirmed.

**CARRIED**

## REPORTS

### TMASC1 Future Reports for the Tree Management Appeals Sub Committee

Moved Cr C Buchanan  
Seconded Cr P Jensen

That Council:

1. Notes the report.
2. Approves for the removal of the Future Report Items listed as:
  - a. Motion Without Notice: Proposed Cost Reduction for Pensioners – Tree Removal; and
  - b. Motion Without Notice – Street Tree Policy
 noting that they will be included in the Major Asset Category – Street Trees report that will be submitted to the Asset Management Sub Committee in May 2022.

**CARRIED**

### TMASC2 Tree Removal Requests - Monthly Update for November and December 2021

Moved Cr C Buchanan  
Seconded Cr P Jensen

That Council:

1. Notes the report.
2. Staff work with Central Ward Councillors to give consideration to the number of requests for the removal of trees on Lennox Drive and potentially include Lennox Drive in the Street Renewal Program.

**CARRIED**

The meeting closed at 6:50pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	4.1.1
	<b>URBAN SERVICES COMMITTEE</b>
<b>DATE</b>	21 February 2022
<b>HEADING</b>	Pedestrian Crossing - Martins Road, Parafield Gardens
<b>AUTHOR</b>	David Boothway, Team Leader Civil & Transport Assets, City Infrastructure
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	Council Staff have investigated options for the installation of an additional pedestrian crossing in close proximity to the Martins Plaza Shopping Centre Complex on Martins Road North at Parafield Gardens. Recommending funding of the pedestrian crossing be considered in the 2022/2023 budget process.

**RECOMMENDATION**That Council:

1. Notes that pedestrians currently cross Martins Road, at a number of locations, near the Martins Plaza Shopping Complex.
2. Approves the installation of a Pedestrian Activated Crossing on Martins Road, near the Martins Plaza Shopping Centre Complex at Parafield Gardens, to improve local area pedestrian safety at an estimated cost of \$250K, to be considered within the School Zones and Pedestrian Crossing Program, as part of the 2022/23 budget process.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Martins Road Pedestrian Crossing - Location Option

**1. BACKGROUND**

- 1.1 At its meeting held on Monday, 23 August 2021 Council resolved that:

*“The Administration investigate options for the installation of a pedestrian crossing in close proximity to the Shopping Centre on Martins Road at Parafield Gardens, and prepare a report for the Urban Services Committee no later than December 2021 for consideration as part of the 2022/2023 budget process.”*

*Resolution Number 1088/2021*

- 1.2 This report is based on the *Motion on Notice* (MoN) Request to investigate options for the installation of a Pedestrian Crossing Treatment in close proximity to the “Martins Plaza Shopping Centre Complex” on the corner of Martins Road and Shepherdson Road at Parafield Gardens.

- 1.3 At present, pedestrian activity along this section of Martins Road North is generated by the Schools Precinct along Shepherdson Road, the residential area of Parafield Gardens and the Martins Plaza Shopping Centre Complex.
- 1.4 According to the most recent traffic counts for this section of Martins Road North dated February 2021, the Annual Average Daily Traffic (AADT) Volumes are around 11,875 vehicles per day and 85<sup>th</sup> percentile speeds of approximately 55 km/h.
- 1.5 Martins Road North has a sign-posted speed limit of 50 km/h and is also part of a designated bus route.
- 1.6 As background information, the attachment shows Martins Road, the 4-Way Large Diameter Roundabout at Shepherdson Road, the Martins Plaza Shopping Centre Complex and location for a pedestrian Crossing.

## **2. CITY PLAN CRITICAL ACTION**

- 2.1 People are valued and they feel safe, included and connected

## **3. CONSULTATION / COMMUNICATION**

- 3.1 Internal
  - 3.1.1 City Infrastructure.
- 3.2 External
  - 3.2.1 At concept design stage

## **4. REPORT**

- 4.1 At present there are three (3) vehicle cross-overs, for entry to and exit from, the car park of Martins Plaza Shopping Centre Complex along this section of Martins Road North.
- 4.2 There is also a 4-Way Large Diameter Roundabout at the Martins Road & Shepherdson Road Intersection at Parafield Gardens designed for efficient & safe 2-way traffic flow as part of local area traffic management (LATM).
- 4.3 In addition, there is a pedestrian refuge at the roundabout, bus stops and pram ramps near Banksia Crescent
- 4.4 These existing features along this section of Martins Road North impact on a suitable location for the installation of a new pedestrian crossing treatment.
- 4.5 During December 2021 the City of Salisbury engaged an External Consultant (HDS Australia Pty., Ltd.) to undertake a detailed Pedestrian Survey on a mid-week day prior to the end of School Term 4.
- 4.6 For evaluation purposes, a Detailed Pedestrian Survey was required for assessing/identifying both the amount of pedestrian activity and the “desired lines of crossing” along the section of Martins Road North between the 4-Way Roundabout at Shepherdson Road, and boundary of the Martins Plaza Shopping Centre Complex at Parafield Gardens.

- 4.7 According to the conclusions and recommendations from the Pedestrian & Traffic Report prepared by HDS Australia Pty., Ltd. dated December 2021, and based on on-site observations and statistical data for pedestrian & traffic volumes along Martins Road North are summarised as follows:
- 4.7.1 The pedestrian & traffic volumes recorded at this section of Martins Road did not meet the warrant for the installation of a Pedestrian Actuated Crossing (PAC). (However, Council Staff believe a PAC is warranted as it future proofs the site as both traffic and pedestrian activity are increasing (due to infill, brownfield development and increasing school numbers). A PAC will also create better traffic flow at peak pedestrian movement times and thus minimise saturation of the roundabout).
  - 4.7.2 The External Consultant notes the pedestrian & traffic volumes recorded at this section of Martins Road met the warrant for a “Wombat” Type Crossing Treatment with Active Operation, e.g. Flashing Lights. (See above Council staff comment).
  - 4.7.3 The External Consultant also recommended as an alternative to a “Wombat” Type Crossing Treatment with Active Operation the installation of an “Emu” Type Crossing Treatment which has “no minimum requirement” in terms of meeting a warrant for installation. (However, Council Staff note that Emu crossings are associated with schools and have flags during operation, and thus determine that an Emu crossing is not appropriate for this site).
  - 4.7.4 It was also observed on-site during the 10-hour Pedestrian Count (between 8:00 am to 6:00 pm on Wednesday the 1<sup>st</sup> of December 2021) that the majority of pedestrians, particularly children, cross Martins Road against the traffic adjacent to Shepherdson Road at the 4-Way Large Diameter Roundabout; and also.
  - 4.7.5 The splitter islands as part of the overall layout for this major traffic control device has been designed to function as a pedestrian refuge to facilitate two-staged crossing for a safe and continuous accessible path of travel (CAPT) for both pedestrians and cyclists of any age & ability.
- 4.8 For the purpose of maintaining for efficient & safe 2-way traffic flow at the 4-Way Large Diameter Roundabout at the Martins Road & Shepherdson Road Intersection, the Pedestrian & Traffic Report also recommended that the installation of any crossing be “set back” approximately 2 to 3 car lengths to prevent vehicles blocking the Roundabout when “giving-way” to pedestrians.
- 4.9 It should also be noted that because the majority of pedestrians are crossing either near or at the Roundabout, installing an additional pedestrian crossing treatment too far away along Martins Road North may discourage its usage.
- 4.10 In the interest of local area pedestrian safety, the External Consultant has also recommended the installation of pedestrian fencing along Martins Road North to prevent pedestrians from crossing against the traffic at unsafe or undesirable locations, which is current practice.

- 4.11 The consideration of a Pedestrian Crossing also raised the option of closing down the existing pedestrian refuge at the roundabout. This needs careful consideration at the design stage so that pedestrians walking along Shepherdson Road are not annoyed by having to take an extended detour to a crossing far from the Roundabout.

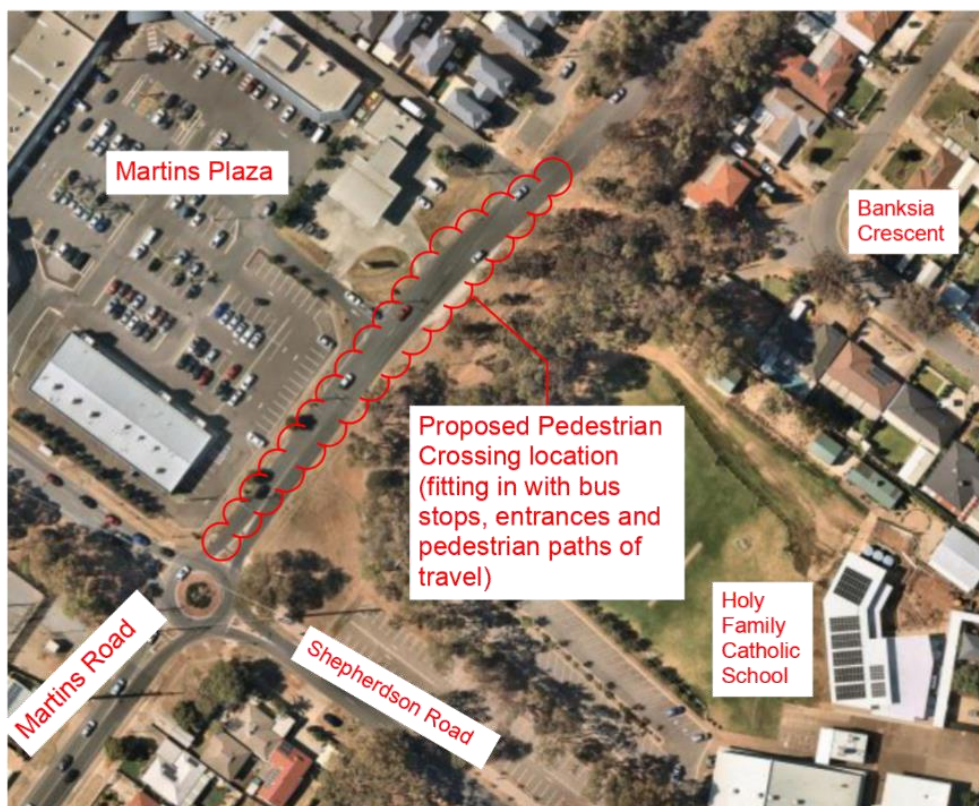
## **5. CONCLUSION / PROPOSAL**

- 5.1 A Pedestrian & Traffic Report was prepared by HDS Australia Pty., Ltd. is recommending based on pedestrian and traffic volumes the installation of a Pedestrian Crossing along Martins Road North between Shepherdson Road, and the property boundary of the Martins Plaza Shopping Centre Complex at Parafield Gardens.
- 5.2 After reviewing the report and taking into account future proofing considerations (more traffic and more pedestrians) the Council staff recommend the installation of a Pedestrian Activated Crossing.
- 5.3 Locating the Pedestrian Activated Crossing is a very complex issue, with the traffic management of the nearby roundabout critical to ensuring success. Therefore, the exact location will be determined during the concept design and public consultation phase, to ensure efficient & safe operation of the 4-Way Large Diameter Roundabout during peak-times and to avoid any conflict with the bus stops and the number of existing vehicular cross-overs servicing the shopping centre. The attached locality plan shows these features.
- 5.4 A preliminary cost estimate is \$250k for the Pedestrian Activated Crossing.
- 5.5 A budget bid is being prepared for consideration for the 2022/2023 budget process, as part of the School Zones and Pedestrian Crossing Program.



**Location Map - Martins Road New Pedestrian Crossing**

Attachment 1





<b>ITEM</b>	4.1.2
	<b>URBAN SERVICES COMMITTEE</b>
<b>DATE</b>	21 February 2022
<b>HEADING</b>	Re-instatement of Cobbler Creek Trail reinstatement, Bridge Road to Main North Road
<b>AUTHOR</b>	Craig Johansen, Team Leader Natural Assets, City Infrastructure
<b>CITY PLAN LINKS</b>	1.1 Our City is attractive and well maintained 1.3 People are valued and they feel safe, included and connected 2.1 Salisbury has a balance of green spaces and natural environments that support biodiversity
<b>SUMMARY</b>	This report presents information for consideration for the reinstatement of the Cobbler Creek walking trail.

## RECOMMENDATION

### That Council:

- Notes that a 2022/23 Budget Bid for \$360,000 over three years will be presented to Council to undertake the reinstatement of Cobbler Creek trail, Salisbury East, based on \$60,000 Council contribution per year from the existing Watercourse Management Plan budget and \$60,000 per year from external funding.
- Approves the consideration of an increase to operational funding to maintain the trail of \$11,000 / year, as part of the future Budget Bid.
- Approves Administration to seek a partnership agreement from Green Adelaide and/or other state bodies to assist with funding the works.

## ATTACHMENTS

This document should be read in conjunction with the following attachments:

- Cobbler Creek Trail images: benefits and hazards

### 1. BACKGROUND

- At the meeting held on 28 June 2021, Council resolved that:

*“That a report come back to Council detailing the following works and costs required along Cobbler Creek (Bridge Road to Main North Road):*

- *Reinstate the unique walking trails along the creek line.*
- *Make safe the earthen walls along the creek to allow maintenance access.*
- *Identify native planting opportunities.*
- *Identify grant opportunities to fund for these works for the 2022/2023 financial year.”*

*Resolution Number 1016/2021*

- 1.1 The site of the Trail is through a small gorge, up to 10 metres deep in places, created by Cobblers Creek over time. The site is an incredibly unique place creating an experience reminiscent of some Flinders Ranges gorges. With the biodiversity and habitat value of the site, in association with its isolation making the creek environment excellent for a local nature experience.
- 1.2 The discovery trail was established in 2008 with assistance of the Federal Government through the Green Corp program that operated at the time. This delivered approximately 800 metres of trail with 14 stream crossings and a large area of local biodiversity plantings (over 1,600 plants) in conjunction with weed control and environmental restoration and monitoring activities.
- 1.3 The trail was developed with the use of local contractors, with a builder utilised to construct the timber stream crossings, a civil contractor undertaking the bulk earthworks and Green Corp participants completing the rubble trail and biodiversity planting.
- 1.4 As the site has limited access for Council maintenance equipment, the trail and surrounds are very difficult to maintain with the majority of work being undertaken by hand, thus it has been abandoned by maintenance in recent years due primarily to high costs.
- 1.5 The trail is used extensively by local residents, local walkers and bike riders who also engage with Cobbler Creek Recreational Park accessing the trail from either the local street network or via the large culvert underneath Bridge Road.

## **2. CONSULTATION / COMMUNICATION**

### **2.1 Internal**

#### **2.1.1 City Infrastructure – Field Services**

### **2.2 External**

#### **2.2.1 Cr Adam Duncan, Elected Member East Ward**

## **3. REPORT**

- 3.1 The Cobbler Creek trail was established as an immersive natural experience within the City with the assistance of the Federal Government and in association with other state environmental/ biodiversity programs operating at the time, such as Urban Biodiversity Unit.
- 3.2 The poor condition of the trail is due to its age (approximately 12-13 years), with further failures of embankments and erosion of existing structures during the increased rainfall events, and increased velocity of runoff, particularly over the last 2 years. The poor condition of the trail together with steep grades, steps and everchanging surface conditions (such as wet spots or stream deviations following peak flow events), constrains its access at certain times throughout the year.
- 3.3 Inspection of the site in August 2021 found that a number of the assets constructed as part of the 2008/09 works, have failed or declined significantly. Of particular note is the failure of some of the concrete in-stream crossings, and also some large earthen walls have had localised slippage which has encroached onto the unsealed path making the path difficult to define and negotiate, as shown in Photo 8 in the Attachment.

- 3.4 Given the unique nature of the trail, and its biodiversity value, it is proposed to restore the trail and crossings, allowing it to remain a discovery trail (signed at entry to inform users of this). This will allow the area to maintain its unique character and keep the corridor primarily for biodiversity and passive recreation, not as a transport corridor. As shown in Images 1-5 in the Attachment.
- 3.5 Due to the limited accessibility of the site it is intended to deliver the works using smaller scale specialist equipment and contractors, so as to minimise site disturbance and increase the opportunity for replanting native flora species to increase the biodiversity value of the site following the civil works at the appropriate season.
- 3.6 The reinstatement of the trail within Cobbler Creek has synergies with the priorities of Green Adelaide:
- 3.6.1 *Water Resources and Wetlands – protect, enhance and restore Adelaide’s water resources*
- 3.6.2 *Fauna, Flora and Ecosystem Health – create more urban space for plants and animals to thrive in, leading to a better quality of life.*
- 3.7 The reinstatement of the trail also aligns with Healthy Parks Healthy People Initiative of the Department for Environment and Water (DEW) and Wellbeing SA.
- 3.8 Having spoken with Green Adelaide/DEW there is opportunity for funding portion of the trail reinstatement from the state, subject to funding availability in the 2022/23 financial year. As well as other Government grants that may become available in the next twelve months, subject to the coming State Election.
- 3.9 As shown in the attached photos there are some immediate earthen wall works and subsequent trail works required, to minimise risk of further collapses. It is estimated that there is 410 metres of walls that require immediate addressing, and is estimated to cost \$240,000 based on the previous works undertaken in the same gully, with an additional \$120,000 for trail works.
- 3.10 Actions to secure the site and minimise the risk to users entering the site have been difficult warning signage and gates at the entrances which were secured by locks, when there was increased risk within the site being vandalised. However Council continues to maintain signage identifying the risks and to take caution when entering the area, particularly around the potential unstable embankments
- 3.11 It is proposed that the making safe the earthen walls and reinstatement of the trail be delivered through a new initiative budget bid totaling \$360,000 delivered over the next 3-year period, with matching funding to be sought. This so that Council’s contribution will be \$180,000 over the next 3 years (\$60,000/year), with funding prioritised from the existing Watercourse Management Plan allocated to the Dry Creek Catchment, and if external funding is not secured the scope of works will be delivered over a longer period of time.
- 3.12 With the reinstatement of the trail there will need to be an increase in the operating budget to cover the ongoing maintenance of the trail and site (4 Ha). This is estimated to cost \$11,000 annually; once again quite expensive due to the maintenance work primarily being hand work.

**4. CONCLUSION / PROPOSAL**

- 4.1 The Cobbler Creek Trail offers a unique discovery/ nature experience to Salisbury Residents and visitors. It is desired for the trail to be protected and maintained for the benefit of the community, as an asset to support community wellbeing and native habitat.
- 4.2 Council could attempt to abandon the site totally, however this is not a sustainable action as the site is easily accessed by the community from other local path networks. Abandonment of the trail by Council would significantly increase the level of risk for the community, by not addressing the current known issues on the trail.
- 4.3 A balanced approach is to restore the site to the Discovery/ Adventure Trail Status, similar to the trails through the Cobblers Creek Reserve, with appropriate signage to advise users.
- 4.4 This means Council needs to undertake works to bring the trail back to a level at which it can be used safely by members of our Community. Which is to be the subject of a budget bid for consideration in 2022/23, with the associated increase in operating budgets to maintain the area into the future.
- 4.5 External funding from the State Government will be sought to match Councils contribution to accelerate the reinstatement of the trail for use, knowing that this trail and area is in line with Green Adelaide's vision for a green urban environment.

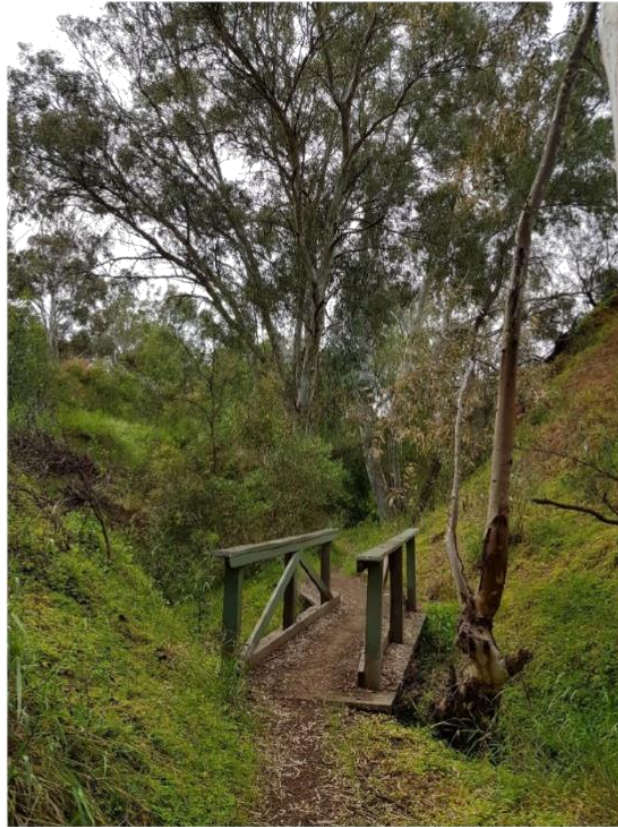




**Photo 1:** Trail looking East toward Bridge Rd, with 2008/09 revegetation plantings in the foreground



**Photo 2:** Trail looking East toward Bridge Road in a narrow section of creek corridor



**Photo 3:** Stream crossing constructed as part of the 2008/2009 works



**Photo 4:** Large Red Gums in stream and vegetated batters





**Photo 5:** Narrow stream corridor with revegetation plantings established



**Photo 6:** Failing banks undermining large established trees on top of batter. Which pose a risk to users of the reserve above and trail users below.





**Photo 7:** Failing bank starting to undermine fenceline above. Fences purpose is to restrict access to the top of bank, the unstable area and steep drop



**Photo 8:** Recent bank collapse which has encroached on the walking track and access near western end of trail.



**Photo 9:** Recent embankment failure has also impacted on the vegetation. With losses being due to direct impact with the collapse of the bank and the dragging down of the vegetation that was established on the top of the bank.



<b>ITEM</b>	4.1.3
	<b>URBAN SERVICES COMMITTEE</b>
<b>DATE</b>	21 February 2022
<b>HEADING</b>	Capital Works Program Monthly Report - January 2022 Update
<b>AUTHOR</b>	Christy Martin, Team Leader Project Support, City Infrastructure
<b>CITY PLAN LINKS</b>	<ul style="list-style-type: none"><li>1.1 Our City is attractive and well maintained</li><li>4.2 We deliver quality outcomes that meet the needs of our community</li><li>3.3 Our infrastructure supports investment and business activity</li></ul>
<b>SUMMARY</b>	The following monthly status report and requests for amendments is presented to effectively manage the City Infrastructure Capital Works Program.

## **RECOMMENDATION**

### That Council:

1. Notes the Capital Works Program update provided including the formal receipt of project approval as part of the Federal Government, Local Roads and Community Infrastructure, Phase 3, to include '*Amenity Upgrade and Improvements, John Street and Church Street, Salisbury, extending to Park Terrace and Commercial Road*' project and '*Salisbury Recreation Precinct Entry and Carpark Upgrade*' project.
2. Approves the inclusion of a \$90k for an accessible public amenity at the new Shared Use Club Rooms at the Paddocks, Para Hills West, from within the existing budget for the project (PR21389 Buildings Access and Inclusion Upgrades),
3. Approves the non-discretionary budget bid transfer of the unallocated \$151k from PR21389 Buildings Access and Inclusion Upgrades to PR20549 Operations Centre Upgrade, to offset latent conditions encountered, with this formally included within the 2020/21 Third Quarter Budget Review.
4. Endorse the program inclusion of Baron Avenue, Ingle Farm, within 2021/22 PR14498 Council Funded New Footpath Program, and PR21412 Kerb Ramp Construction / Upgrade Programs.

## **ATTACHMENTS**

There are no attachments to this report.

### **1. BACKGROUND**

- 1.1 City Infrastructure is responsible for the capital works, associated plant and fleet, building, traffic and civil engineering services, landscape and environmental works. Specifically, these works involve project management, design specification development, construction and recurrent maintenance. Service provision is undertaken by both internal resources and external consultants/contractors. City Infrastructure provides periodic progress reports for these projects.



## 2. CONSULTATION / COMMUNICATION

- 2.1 As part of the management of the City Infrastructure Capital Works Program, communication of the program occurs on a monthly basis via the Urban Services Committee, with highlights included within the City of Salisbury internet site, social media and in the periodic publication *Salisbury Aware*.

## 3. REPORT

- 3.1 The complexities associated with delivering a large Capital Works Program in the midst of a pandemic continue. Infection numbers in the community are currently impacting upon staff and contractors. This has had flow on effects of further material, resourcing and transport shortages. Efforts continue to be made to minimise this impact on the delivery of the Capital Works Program.
- 3.2 Formal approval was received from the Federal Government that the '*Amenity Upgrade and Improvements, John Street and Church Street, Salisbury, extending to Park Terrace and Commercial Road*' project and '*Salisbury Recreation Precinct Entry and Carpark Upgrade*' project were approved as the nominated projects for delivery as part of the Local Roads and Community Infrastructure Program, Phase 3. This supports the projects being delivered by the City of Salisbury in adjacent locations.
- 3.3 The Salisbury Aquatic Centre continues to take detail design and specification form based upon the successful community engagement completed. On site, site establishment, service disconnections and demolition are proceeding.
- 3.4 Mawson Lakes has been a hive of roadwork activities including the construction of the new Main North Road exit from Technology Drive. This work is being funded via the Federal Government as part of Local Roads and Community Infrastructure Program, Phase 2. Also in Mawson Lakes, to minimise impact to the community, nightworks have been occurring to upgrade Mawson Lakes Boulevard roadway.

*Mawson Lakes Boulevard*





- 3.5 The open space works at Canterbury Drive Reserve, Salisbury Heights, were recently completed. As part of this there was an upgrade to the playspace, installation of new fitness equipment, creation of a park for small dogs, installation of new outdoor furniture and paths.

*Canterbury Drive Reserve, Salisbury Heights*



3.6



### ITEM 4.1.3

The renewal and upgrade of the clubroom and change facilities at Unity Park, Pooraka, was recently completed. This facility which is currently leased by Cross Keys BMX Club, underwent works including a kitchen and canteen upgrade, creation of cool room storage, renewal of toilet facilities and creation of new change facilities, first aid room, storage shed and office space.

Item 4.1.3





- 3.7 The upgrade to the Operations Centre continues to progress despite encountering latent conditions and COVID-19, resulting in a revised completion date of April 2022. First fix services is underway and internal studwork now complete. Concrete slab and structural steel works evident from Cross Keys Road. This will be followed by roofing, cladding and glazing.

*Operations Centre*



- 3.8 The new Burton Community Centre is well underway with structural steel erected following laying of the slab. The Shed has been constructed which will be followed by creation of a community garden, these two components were funded via the Federal Government, Local Roads and Community Infrastructure, Phase 2, program.

*Burton Community Hub*



### Program Amendments

- 3.9 Coordination and monitoring of the Capital Works Program is ongoing, partly to ensure it best meets the needs of the community whilst maintaining infrastructure condition. As a result, the following changes are requested:

#### Amendment to Program

##### **PR21389 Buildings Access & Inclusion Upgrades**

With the construction of the new community clubrooms at the Paddocks, Para Hills West, approval is sought to include the construction of a new public accessible amenity at this new facility via the available \$241k program funds within the Buildings Access and Inclusion Upgrades Program. This accessible toilet will be constructed as part of the new community clubrooms however with direct exterior access at an estimated value of \$90k. This will provide a public convenience for the community which is not reliant upon the clubrooms being opened.

The remaining unallocated program balance of \$151k is requested to be transferred to the Operations Centre Upgrade where latent conditions were encountered. This project has encountered multiple significant latent conditions and delays, including the Omicron variant outbreak which impacted upon the program schedule and budget due to supplies and resourcing shortages. Various other latent conditions were encountered due to the requirement to retro fit an existing aged facility where not all conditions and issues were evident prior to the commencement of construction. Internally, where positions have not been able to be filled in the current competitive market, external project management resources were sourced to assist with the delivery of this project and Burton Community Hub, also resulting in additional expenditure. This additional contingency is expected to cover the remainder of the project until completion which is now scheduled for April this year.

**Recommendation:** Approves the inclusion of a \$90k accessible public amenity at the Paddocks, Para Hills West, within PR21389 Buildings Access and Inclusion Upgrades, where sufficient funding is available, which will be built as part of the community clubrooms.

Approves the non-discretionary transfer of the unallocated \$151k from PR21389 Buildings Access and Inclusion Upgrades to PR20549 Operations Centre Upgrade, to offset latent conditions encountered, with this formally included within the 2020/21 Third Quarter Budget Review.

**Impact:** With budget availability this is enables service provision for the community at The Paddocks and ability to resolve expenditure associated with latent conditions as part of the upgrade to the Operation Centre.

**Amendment to Program****PR14498 Council Funded New Footpath Program****PR21412 Kerb Ramp Construction / Upgrade Program**

Following receipt of requests and/or opportunities identified for footpath network connections and ramps, approval is sought to include Baron Avenue, Ingle Farm, within the Council Funded New Footpath Program, and Kerb Ramp Construction / Upgrade Program respectively. These works will aid in the provision of connectivity within the City via its path networks.

Recommendation: Endorse the program inclusion of Baron Avenue, Ingle Farm, within 2021/22 PR14498 Council Funded New Footpath Program, and PR21412 Kerb Ramp Construction / Upgrade Programs.

Impact: No impact

**4. CONCLUSION / PROPOSAL**

- 4.1 The City Infrastructure Capital Works Program continues to be delivered despite the challenges and constraints associated with the COVID-19 pandemic, noting current infections have impacted staff and contractors by way of resourcing, supplies and transport.
- 4.2 Federal Government provided formal approval of the '*Amenity Upgrade and Improvements, John Street and Church Street, Salisbury, extending to Park Terrace and Commercial Road*' project and '*Salisbury Recreation Precinct Entry and Carpark Upgrade*' project as part of the Local Roads and Community Infrastructure, Phase 3, grant funding program for the City of Salisbury.
- 4.3 Approval is being sought for the construction of an accessible public amenity at The Paddocks, Para Hills West, via available program funds which will provide a public convenience for the community which is not reliant upon the clubrooms being opened.
- 4.4 Approval is sought to transfer available program funds to the Operations Centre Upgrade project where significant latent conditions have been encountered.
- 4.5 With no impact to current program funds, undertake improvements to Baron Avenue, Ingle Farm, path as part of the Council Funded New Footpath Program, and Kerb Ramp Construction / Upgrade Programs.



<b>ITEM</b>	4.1.4
	<b>URBAN SERVICES COMMITTEE</b>
<b>DATE</b>	21 February 2022
<b>PREV REFS</b>	Urban Services Committee 4.1.6 19/04/2021
	Urban Services Committee 4.1.3 19/07/2021
<b>HEADING</b>	CCTV Policy and Procedure
<b>AUTHOR</b>	Julie Douglas, Senior Social Planner, Community Development
<b>CITY PLAN LINKS</b>	1.3 People are valued and they feel safe, included and connected 4.4 We plan effectively to address community needs and identify new opportunities 1.2 The health and wellbeing of our community is a priority
<b>SUMMARY</b>	This report presents drafts of Council's Closed-Circuit Television (CCTV) Policy and associated Procedure for consideration and adoption. It provides an updated process for developing Council's Community Safety CCTV Program for implementation in 2022.

**RECOMMENDATION**

That Council:

1. Adopts the Closed-Circuit Television (CCTV) Policy, as set out in Attachment 1 to this report (Urban Services Committee, 21/02/2022, Item No.4.1.44.1.4).
2. Approves the Closed-Circuit Television (CCTV) Procedure, as set out in Attachment 2 to this report (Urban Services Committee, 21/02/2022, Item No. 4.1.44.1.4).
3. Notes that the Community Safety CCTV Program will be developed in consultation with Council Members for Council approval.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Closed-Circuit Television (CCTV) Policy
2. Closed-Circuit Television (CCTV) Procedure

**1. BACKGROUND**

- 1.1 Community safety and city amenity are negatively impacted by persistent anti-social behaviours, including issues such as illegal rubbish dumping, graffiti and hoon driving. Responding to these issues has had significant cost implications for Council and our approach has been a largely a reactive one to managing those issues. Consequently, Council explored alternative methods for deterring and responding to these issues by trialing the use of portable CCTV across the Council area, implemented from April to December in 2020.



- 1.2 The evaluation of the Portable CCTV Trial was reported to the 27 April 2021 Council meeting. The Portable CCTV Trial evaluation report recommended that Council develop a policy framework, assessment process and appropriate governance to clarify and manage Council's growing CCTV network and increasing requests for CCTV. Council resolved the following:

1. *That this information is received.*
2. *That the outcomes of the Portable CCTV trial are noted and that Council supports and introduces an ongoing Community Safety CCTV program that consists of both portable and fixed CCTV in hoon driver, illegal dumping and graffiti hotspot locations. The program also include the use of CCTV to assist Council to respond to other community safety issues, which occur on Council or public property; including vandalism and illegally started fires in reserves for example.*
3. *That separate CCTV policy and procedures be developed to manage Council's CCTV network and the Community Safety CCTV program for Council consideration and endorsement in July 2021.*
4. *That an assessment process be developed to evaluate future requests, procedures and or needs for CCTV in accordance with the CCTV Network policy and the Community Safety CCTV program policy, for endorsement by Council in July 2021;*
5. *That a CCTV governance process be developed to oversee the assessment of future CCTV requests and management of Council's CCTV Network and the Community Safety CCTV program in accordance with the policy and procedures, for endorsement by Council in July 2021. Draft process for Community Safety CCTV program requests to also include consideration and inclusion of requests from Ward Councillors;*
6. *That an annual plan for the need and resourcing required for CCTV be encompassed with the forthcoming annual community safety implementation plan;*
7. *That a \$100,000 New Initiative Bid be prepared for the 2021/2022 financial year to fund upgrade and expansion of Council's Community Safety CCTV program, to be based on items 3-6 above.*
8. *That Council write to the relevant Government and Opposition Ministers and Members of Parliament to lobby for the reinstatement of the state government's CCTV program.*

*Resolution Number 0921/2021*

- 1.3 A subsequent report responding to elements of this resolution was presented to the 26 July 2021 meeting of the Urban Services Committee. The report presented a draft CCTV Policy, and proposed a CCTV assessment framework, CCTV evaluation framework and CCTV governance process. It was resolved at this meeting that:

1. *The report be received.*

2. *That the Urban Services Committee set up a working party consisting of the Mayor, Deputy Mayor, Chair of the Urban Services Committee and the Deputy Chair of the Urban Services Committee to review Council's previous April Council meeting decision and bring back a report to the September Urban Services Committee on Council's CCTV network and a separate CCTV policy and procedures for Community Safety and CCTV Program.*

*Resolution Number 1043/2021*

- 1.4 Following this resolution, the Urban Services Committee Working Party met on 31 August 2021 and 7 December 2021 to refine the CCTV Policy and Procedures and determine the appropriate process for assessing CCTV requests and developing the annual Community Safety CCTV Program. The remainder of this report will outline the CCTV Policy, Procedures and processes for developing the annual Community Safety CCTV Program.
  2. **CITY PLAN CRITICAL ACTION**
    - 2.1 Implement Council's community safety strategy, including CCTV coverage.
  3. **CONSULTATION / COMMUNICATION**
    - 3.1 Internal
      - 3.1.1 Urban Services Committee Working Party
    - 3.2 External
      - 3.2.1 N/A
  4. **REPORT**
    - 4.1 Council's use of CCTV incorporates both fixed and portable CCTV, which may be installed on an ongoing or temporary basis as a security measure, to protect Council assets or to address vandalism and community safety issues. The policy and procedures developed address the different applications of CCTV, specifically:
      - 4.1.1 Fixed and Corporate CCTV Systems - Council installed CCTV systems typically installed in publicly accessible areas, such as public streets, reserves, libraries, municipal buildings, community centres, and recreation facilities; and
      - 4.1.2 Community Safety CCTV Program – an annual program that rotates temporary portable CCTV units across the City targeting hoon driving, illegal rubbish dumping and graffiti crime. The program aims to provide a safer environment and improve perceptions of safety by deterring potential offenders and helping police with crime detection.
- Closed-Circuit Television (CCTV) Policy**
- 4.2 In accordance with Council's resolution and discussion with the Urban Services Committee Working Party, the attached draft Closed-Circuit Television (CCTV) Policy (the policy) has been developed (attachment 1). The policy functions as a high-level policy position intended to encompass public realm CCTV, Council corporate CCTV security systems, and both fixed and portable CCTV systems that Council may install, manage or operate. The intention is that this will establish the broad policy context and intent for all Council CCTV systems.

- 4.3 The policy describes a process that aligns with the City of Salisbury's commitment to protecting its resources and to the safety and wellbeing of its staff, volunteers, residents and visitors to the Council area and/or its facilities. The policy contributes to fulfilling Council's City Plan foundations in ensuring that people feel safe in our community, and is an action in the Community Safety Strategy to ensure management and development of Council's CCTV system is supported by an appropriate and supportive policy framework.
- 4.4 The policy will apply to all Council owned or operated CCTV systems, whether fixed or portable, and located in Council owned and managed facilities and/or in public places under the care and control of Council. The intent of the policy is to:
- Assist with creating a safe environment for Council's residents, visitors, staff and volunteers, and to protect the City's assets and environment;
  - Guide Council's decisions about the introduction and ongoing management of CCTV and Council owned and/or managed property; and
  - Ensure that Council CCTV systems and approaches are compliant with relevant legislation and other statutory requirements.
- 4.5 The policy outlines the appropriate context(s) in which Council will consider implementing CCTV, and the legislative requirements and corporate policy context in accordance to which the policy will operate. Additionally, the policy outlines the applicable conditions required to access CCTV footage.

**Closed-Circuit Television (CCTV) Procedure**

- 4.6 The attached (attachment 2) draft Closed-Circuit Television (CCTV) Procedure (the procedure) has been developed in accordance with Council's resolution and discussion with the Urban Services Committee Working Party. The procedure provides more specific guidance on the implementation and management of the different types of CCTV systems under the care and control of Council.
- 4.7 The procedure outlines the general processes required for:
- The introduction of new CCTV systems, including:
    - Fixed and corporate systems;
    - Special circumstances systems; and
    - The community Safety CCTV program.
  - Data security and management;
  - Data storage, retention and disposal;
  - Staff responsibilities;
  - Public notification; and
  - The complaints process.
- 4.8 In combination, the policy and procedure provide a framework for Council's various CCTV systems that ensures legislative compliance and good practice in managing surveillance technology. They aim to strike a balance between community safety /security concerns, the privacy of community members, and fair and transparent management processes.



### **Development of the Annual Community Safety CCTV Program**

- 4.9 Staff are developing an Annual Community Safety CCTV Program (the program) based on the significant number of requests received by Council in relation to Council's Portable CCTV Trial, including the requests received since the culmination of that trial.
- 4.10 The program will be developed in consultation with Ward Councillors and the Mayor to ensure the distribution of CCTV is equitable across the Council area, and targets community safety behaviours of legitimate concern to the community, Councillors and the Mayor.
- 4.11 Subject to the adoption of the Closed-Circuit Television (CCTV) Policy and Procedure, the program will be presented to Council for approval upon completion of the consultation with Council Members.
- 4.12 A New Initiative Bid for \$250,000 has been prepared, for Council approval, to meet the capital and operating costs associated with the Community Safety CCTV Program for the 2022/2023 financial year. \$200,000 of this bid has been allocated to CCTV infrastructure costs; and \$50,000 for operating costs across Council (for example, costs associated with site identification/inspection, deployment, review of footage, investigation of issues arising, reporting, data storage and management).

## **5. CONCLUSION / PROPOSAL**

- 5.1 A Closed-Circuit Television (CCTV) Policy has been developed for Council adoption. The intention of the policy is to:
  - Assist with creating a safe environment for Council's residents, visitors, staff and volunteers, and to protect the City's assets and environment;
  - Guide Council's decisions about the introduction and ongoing management of CCTV and Council owned and/or managed property; and
  - Ensure that Council CCTV systems and approaches are compliant with relevant legislation and other statutory requirements.
- 5.2 A Closed-Circuit Television (CCTV) Procedure has been developed for Council adoption. The intention of the procedure is to provide more detailed guidance on:
  - The introduction of new CCTV systems (including fixed and corporate systems; special circumstances systems; and the community Safety CCTV program);
  - Data security and management;
  - Data storage, retention and disposal;
  - Staff responsibilities;
  - Public notification; and
  - The complaints process.

A draft Community Safety CCTV Program will be developed in consultation with Council Members for adoption by Council.





City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

## CLOSED-CIRCUIT TELEVISION (CCTV) POLICY

Approved by: Council  
Responsible Division: Community Planning  
First Issued/Approved:  
Last Reviewed:  
Next Review Date:

### 1. Introduction/Purpose

- 1.1 The City of Salisbury is committed to ensuring that the Salisbury Council area is a safe and welcoming community where people are valued and feel safe, included and connected. Improving community safety requires a multifaceted and integrated approach, Closed-Circuit Television (CCTV) provides opportunities to contribute to and enhance community safety approaches in Council facilities and public places under the care and control of the City of Salisbury.
- 1.2 In seeking to enhance community safety and protect its assets, Council has developed this Closed-Circuit Television (CCTV) Policy to establish clear parameters for the management and use of CCTV as a means of providing safe places and spaces for the community to enjoy by discouraging anti-social behaviours and detecting crime.
- 1.3 The City of Salisbury values of Respectful, Accountable, Collaborative, Helpful underpin this policy.

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## 2. Scope

- 2.1 This policy aligns with the City of Salisbury's commitment to protecting the safety and wellbeing of its community, staff, volunteers, and visitors to the Council area and its facilities, as well as the City's resources and assets.
- 2.2 The policy applies to all Council owned or operated CCTV systems, whether fixed or portable, located in Council owned and managed facilities and/or in public places under the care and control of Council.
- 2.3 The policy is applicable to all elected members, employees, volunteers and contractors of the City of Salisbury.

## 3. Legislative Requirements and Corporate Policy Context

- 3.1 The legislation relevant to this Policy includes:

*Australian Standard 4806.1 – 2006 Closed Circuit Television (CCTV)*

*Freedom of Information Act 1991 (SA)*

*General Disposal Schedule 40 v1*

*Local Government Act 1999 (SA)*

*State Records Act 1997 (SA)*

*Surveillance Devices Act 2016 (SA)*

- 3.2 The use of CCTV in the public realm for reasons of monitoring safety and security is predominantly governed in South Australia by the Surveillance Devices Act 2016 (SA). The Act prohibits the installation and/or use of optical surveillance devices to record or observe the carrying on of a private activity, without the express or implied consent of each party to the activity. However, the provisions of the Act do not apply to activity occurring in public places, and thereby there are limited applications to Council's CCTV system, which operate within public facilities and the public realm.
- 3.3 In relation to the Council's obligations to retain the images and data captured by its CCTV system, any recording from CCTV will be classified as an 'official record' for the purposes of the State Records Act 1997 (SA). Council is required to store and dispose of the data, in accordance with its obligations under that Act, and General Disposal Schedule 40 v1 (GDS 40).
- 3.4 Clause 105.3 of GDS 40 in relation to Security and Crime Prevention provides that that recordings of audio-visual surveillance (CCTV) has 'temporary' status, meaning that is required to be retained for a minimum of 31 days, then destroyed. This retention period needs to be considered

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on a case by case basis and in light of any investigation or legal proceeding, actual or potential, which may have an impact on Council's obligations to retain the images for a longer period.

#### 4. Interpretation/Definitions

**CEO** – Chief Executive Officer of the City of Salisbury.

**Closed Circuit Television (CCTV)** - A surveillance system in which a number of cameras are connected through a closed circuit. The footage taken by the cameras is sent to a television monitor and/or recorder. CCTV systems consist of cameras, monitors, recorders, interconnecting hardware and support infrastructure and may be fixed or portable, and include corporate CCTV security systems and public realm CCTV.

**Community Safety CCTV Program** – An annual program that rotates temporary portable CCTV units across the City targeting hoon driving, illegal rubbish dumping and graffiti crime. The program aims to provide a safer environment and improve perceptions of safety by deterring potential offenders and helping police with crime detection.

**Fixed and Corporate CCTV Systems** - Council installed CCTV systems typically installed in publicly accessible areas, such as public streets, reserves, libraries, municipal buildings, community centres, and recreation facilities.

**Crime Prevention Through Environmental Design (CPTED)** - A multi-disciplinary approach to crime prevention that uses urban and architectural design and the management of built and natural environments.

**Freedom of Information (FOI) Officer** – Under the *Freedom of Information Act 1991 (SA)* means –

(a) the principal officer of the agency; or

(b) an officer of the agency who—

(i) has completed training of a type approved by the Minister for an accredited FOI officer; and

(ii) has been designated by the principal officer of the agency as an accredited FOI officer of the agency.

**Official Record** - In accordance with the *State Records Act 1997 (SA)* an official record means a record made or received by an agency in the conduct of its business, but does not include a record made or received by an agency for delivery

or transmission to another person or body (other than an agency) and so delivered or transmitted; or

- a record made by an agency as a draft only and not for further use or reference; or
- a record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency; or
- a Commonwealth record as defined by the Archives Act 1983 of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act; or
- a record that has been transferred to the Commonwealth.

Record means:

- written, graphic or pictorial matter; or
- a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).

**Optical Surveillance Device** – In accordance with the *Surveillance Devices Act 2016 (SA)* an ‘optical surveillance device’ is:

- a device capable of being used to observe or record visually (whether for still or moving pictures) a person, place or activity; and
- associated equipment (if any).

**Public Place** – In accordance with the *Surveillance Devices Act 2016 (SA)* a ‘public place’ is defined as including:

- a place to which free access is permitted to the public, with the express or tacit consent of the owner or occupier of that place; and
- a place to which the public are admitted on payment of money, the test of admittance being the payment of money only; and
- a road, street, footway, court, alley or thoroughfare which the public are allowed to use, even though that road, street, footway, court, alley or thoroughfare is on private property.

**Private Activity** - In accordance with the *Surveillance Devices Act 2016 (SA)*, private activity means an activity carried on by one (1) or more persons in circumstances that may reasonably be taken to indicate that the person, or



another party involved, does not desire the activity to be observed by any other person, but does not include -

- an activity carried on in a public place; or
- an activity carried on or in premises or a vehicle if the activity can be readily observed from a public place; or
- an activity carried on in any other circumstances in which the person ought reasonably to expect that it may be observed by some other person, who is not a party to the activity.

**Special circumstances CCTV systems** – CCTV that is deployed on a temporary basis to address a specific community safety issue or criminal offending incident. Special circumstances CCTV may be fixed or portable and may, at times, be covert in nature.

## 5. Policy Statements

5.1 This policy provides guidance in relation to Council's CCTV systems, inclusive of:

- Council fixed and corporate CCTV systems located in Council facilities;
- Public realm fixed or portable CCTV systems;
- Special circumstances CCTV systems; and
- Council's Community Safety CCTV Program.

The policy provides a framework for ensuring that Council's CCTV systems are managed in accordance with relevant legislation, and with due consideration to balancing the privacy concerns of members of the public with the overall aim of improving community safety and security.

5.2 The intention of this policy is to:

- Assist with creating a safe environment for Council's residents, visitors, staff and volunteers, and to protect the City's assets and environment;
- Guide Council's decisions about the introduction and ongoing management of CCTV and Council owned and/or managed property; and
- Ensure that Council CCTV systems and approaches are compliant with relevant legislation and other statutory requirements.

5.3 The following principles guide this policy:



- That utilising and integrating a range of appropriate approaches to community safety, security and crime prevention, such as through good environmental design, the application of Crime Prevention Through Environmental Design (CPTED) principles, lighting, place making, place activation and social development is prioritised;
- That strong internal and external consultation and partnerships with key stakeholders is developed and maintained to ensure a holistic approach to CCTV and community safety occurs across the Council area, and with neighbouring Council areas;
- That Council owned and/or managed CCTV systems will operate within applicable law, and only for the purpose for which they are established;
- That a high standard of system management, including the maintenance, handling of, and access to CCTV footage, is supported;
- That CCTV systems are managed in line with good asset management principles; and
- That the CCTV policy will operate with due regard to the privacy and human rights of individual members of the public.

#### 5.4 Access to CCTV Footage

- 5.4.1 CCTV data collected in accordance with this policy is not collected for the purpose of public access to the data.
- 5.4.2 In relation to access of CCTV images by third parties, Council is required to facilitate access to the images obtained by its CCTV system for SAPOL, as well as to any other statutory body or entity that has the power to require that the Council provide information. This may include, but is not limited to, the Ombudsman, the Independent Commissioner Against Corruption, or for the purposes of Royal Commission or other statutory inquiry. In accordance with the *Freedom of Information Act 1991 (SA)*, such agencies are classified as 'exempt agencies'.
- 5.4.3 All other persons or agencies, who do not otherwise have the power to require that Council provide access to the images, will be required to make application under the *Freedom of Information Act 1991 (SA)* to access CCTV footage, which will be assessed and determined under that statutory regime as follows:

- Members of the Public

Members of the public can apply under the *Freedom of Information Act (1991) (SA)* to view any official records kept by Council. Any application received under the *Freedom of Information Act (1991) (SA)* must be determined by an accredited Freedom of Information Officer. If the application is approved, a member of the public may then view the footage at the Council office or obtain a copy of the requested footage within a timeframe that is both reasonable and appropriate. If viewing at the Council office, an accredited FOI Officer or a staff member authorised by the CEO will be present at all times to operate the viewing equipment.

- Media

Council views the rights of the media to gain access to footage to be the same as for a member of the public. That is, an application will need to be made under the *Freedom of Information Act (1991) (SA)* and the provisions of that Act will apply.

- Elected Members

Any request made by an elected member to access the images and data captured by Council's CCTV system, must be made in writing to the CEO and accompanied by an explanation as to the basis upon which the information is required, in connection with the performance or discharge of the functions or duties of the member.

- South Australian Police (SAPOL)

In the event that access to the CCTV footage is requested by SAPOL for the purpose of investigating possible criminal activity, Council will provide access to, or a copy of, the footage as requested as soon as practicable after receiving the request.

- Staff and Investigative Access to Recordings

Access to CCTV footage shall be restricted to Council's CEO, General Managers, authorised Council staff, FOI Officer and any external person conducting an internal fraud investigation/audit as approved by an authorised member of Council staff. A record of staff authorised to view CTV data will be kept.

Any requests from staff access to visual recordings for the administrative purposes identified in this Policy must be directed to the CEO or such other officers as the CEO has specified.

Officers responsible for the management of systems containing visual recordings must not, at any time, give access to staff unless directed by the CEO or such other officers as delegated by the CEO.

## 6. Related Policies and Procedures

- 6.1 Closed-Circuit Television (CCTV) Procedures
- 6.2 Strategic Asset Management Plans

## 7. Approval and Change History

Version	Approval Date	Approval By	Change
1			

## 8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub  
 34 Church Street, Salisbury, SA 5108  
 Telephone: 84068222  
 Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)

## 9. Review

This Policy will be reviewed:

- If a new Policy - within 12 months of a Council election and thereafter as necessary; or
- Earlier in the event of changes to legislation or related Policies and Procedures; or
- If deemed necessary by Council.

#### Further Information

For further information on this Policy please contact:

Responsible Officer: General Manager Community Development

Address: 34 Church Street, Salisbury SA 5108

Telephone: 8406 8222

Email: [city@salisbury.sa.gov.au](mailto:city@salisbury.sa.gov.au)





City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

## CLOSED-CIRCUIT TELEVISION (CCTV) PROCEDURE

Adopted by: Council  
Responsible Division: Community Planning  
First Issued/Adopted:  
Last Reviewed:  
Next Review Date:

### 1. Introduction/Purpose

- 1.1 The City of Salisbury is committed to ensuring that the Salisbury Council area is a safe and welcoming place for community, visitors, council staff and volunteers. The use of CCTV is an important component of Council's approach to supporting safe environments and facilities.
- 1.2 To enhance community safety and protect its assets, Council has developed a Closed-Circuit Television (CCTV) Policy and associated Procedure to establish clear parameters for the introduction, management and use of CCTV as a means of providing safe places and spaces by discouraging anti-social behaviours and detecting crime.

### 2. Scope

- 2.1 The Closed-Circuit Television (CCTV) Procedure align with the City of Salisbury's commitment to protecting the safety and wellbeing of its community, staff, volunteers, and visitors to the Council area and its facilities, and the City's resources and assets.

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- 2.2 The Procedure applies to all Council owned or operated CCTV systems, whether fixed or portable, located in Council owned and managed facilities and/or in public places under the care and control of Council.
- 2.3 The Procedure is applicable to all Elected Members, Employees, Volunteers and Contractors of the City of Salisbury.

### 3. Legislative Requirements and Corporate Policy Context

The legislation relevant to this Policy includes:

*Australian Standard 4806.1 – 2006 Closed Circuit Television (CCTV)*

*Freedom of Information Act 1991 (SA)*

*General Disposal Schedule 40 v1*

*Local Government Act 1999 (SA)*

*State Records Act 1997 (SA)*

*Surveillance Devices Act 2016 (SA)*

### 4. Interpretation/Definitions

**CEO** – Chief Executive Officer of the City of Salisbury.

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**Community Safety CCTV Program** – An annual program that rotates temporary portable CCTV units across the City targeting hoon driving, illegal rubbish dumping and graffiti crime. The program aims to provide a safer environment and improve perceptions of safety by deterring potential offenders and helping police with crime detection.

**Fixed and Corporate CCTV Systems** - Council installed CCTV systems typically installed in publicly accessible areas, such as public streets, reserves, libraries, municipal buildings, community centres, and recreation facilities.



**Official Record** - In accordance with the *State Records Act 1997 (SA)* an official record means a record made or received by an agency in the conduct of its business, but does not include a record made or received by an agency for delivery or transmission to another person or body (other than an agency) and so delivered or transmitted; or

- a record made by an agency as a draft only and not for further use or reference; or
- a record received into or made for the collection of a library, museum or art gallery and not otherwise associated with the business of the agency; or
- a Commonwealth record as defined by the Archives Act 1983 of the Commonwealth, as amended from time to time, or an Act of the Commonwealth enacted in substitution for that Act; or
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Record means:

- written, graphic or pictorial matter; or
- a disk, tape, film or other object that contains information or from which information may be reproduced (with or without the aid of another object or device).

**Special circumstances CCTV systems** – CCTV that is deployed on a temporary basis to address a specific community safety issue or criminal offending incident. Special circumstances CCTV may be fixed or portable and may, at times, be covert in nature.

## 5. Procedure Statements

- 5.1 Council's CCTV systems and programs will be operated fairly, within applicable laws and with due regard to the privacy and rights of the community, visitors, elected members and the Council workforce and volunteers.
- 5.2 Council will maintain primary responsibility for the installation, maintenance, operation and security of public and corporate CCTV systems.
- 5.3 Introduction of new CCTV systems:

Council recognises there is a need for a variety of CCTV applications to most effectively address community safety and security issues across the City of Salisbury. Council's main CCTV applications include:

- fixed and corporate systems;
- special circumstances systems; and
- the community Safety CCTV program.

The introduction of new CCTV systems into Council's existing applications will be done in accordance with the Closed-Circuit Television (CCTV) Policy and Procedure.

**5.4 Data security and management:**

Council will ensure an appropriate level of data security and management is utilised to restrict access to confidential information, in accordance with paragraph 7.2 of this Procedure.

**5.5 Data Storage, Retention and Disposal:**

Council will ensure that data collected from its CCTV systems is stored, retained and disposed of in accordance with the *State Records Act 1997 (SA)* and *General Disposal Schedule 40 v1 (GDS 40)*, in accordance with paragraph 7.3 of this Procedure.

**5.6 Staff responsibilities:**

Authorised Council staff will manage and facilitate operational requirements associated with CCTV in accordance with the Closed-Circuit Television (CCTV) Policy and Procedure.

**5.7 Public notification:**

Council will advise the public via relevant signage of the existence of a Council CCTV system in the local vicinity where it is located.

**6. Related Policies and Procedures**

Closed-Circuit Television (CCTV) Policy

Community Experience Charter

**7. Steps of the Procedure**

**7.1 Introduction of new CCTV systems:**

#### 7.1.1 Fixed and Corporate CCTV Systems:

The installation of Fixed and Corporate CCTV systems will be considered in new Council facilities and upgrades to existing facilities to ensure an appropriate level of safety and security is afforded to staff and users of those facilities.

The installation of fixed CCTV systems in the public realm will be based on a demonstration of crime, community safety issues and risk to Council assets; and will be preceded by a rigorous process to identify the highest priority locations.

#### 7.1.2 Special Circumstances CCTV Systems:

To respond to emerging community safety issues Council may temporarily deploy fixed or portable CCTV, either overt or covert, to target criminal offending or anti-social behaviours occurring on property under Council's care and control.

#### 7.1.3 Community Safety CCTV Program:

Staff will develop and seek Council approval for an annual Community Safety CCTV Program to respond to incidents of hoon driving, illegal rubbish dumping, graffiti crime or other community safety issues occurring across the Council area.

The annual Community Safety CCTV Program will be based on Ward Councillor requests for CCTV and developed in consultation with Ward Councillors and the Mayor. The Program will utilise portable CCTV deployed on a short-term rotational basis, allocated equitably across all Council Wards.

Requests for CCTV within this Program will be assessed with due consideration to:

- Ensuring that sites are sufficiently identified and assessed to determine the appropriateness of CCTV deployment onsite;
- Ensuring that requests for CCTV are in response to real or potential threats to public safety, or negative impacts on public space amenity;
- Ensuring that identified sites are within the care and control of Council; and,
- Ensuring that rights to privacy on private property are not negatively impacted if CCTV is deployed.

#### 7.2 Data Security and Management:

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To ensure that an appropriate level of data security and management is maintained, Council will:

- Ensure appropriate security measures are in place to protect any confidential information from unauthorised use, access, modification or disclosure;
- Ensure that any persons authorised and/or delegated to access confidential information gathered via the CCTV systems will not record, disclose or communicate such information to any third party except in the performance of their official functions and in matters requiring legal investigation;
- Ensure any and all information gathered by CCTV systems eventuating in expiation notices or criminal proceedings will be stored securely by Council and only available to persons, other than the authorised Council employees and SA Police, through Freedom of Information processes or as directed by a legal authority.

#### 7.3 Data Storage, Retention and Disposal:

In relation to the its obligations to retain, store and dispose of the images and data captured by its CCTV systems, Council will ensure that:

- Any recording from CCTV will be classified as an 'official record' for the purposes of the State Records Act 1997 (SA), and will be stored and disposed of in accordance with obligations under that Act, and General Disposal Schedule 40 v1 (GDS 40).
- Clause 105.3 of GDS 40 in relation to Security and Crime Prevention provides that that recordings of audio-visual surveillance (CCTV) has 'temporary' status, and is required to be retained for a minimum of 31 days, then destroyed.
- The retention period for CCTV data will be considered on a case by case basis and in light of any investigation or legal proceeding, actual or potential, which may have an impact on Council's obligations to retain the images for a longer period.

#### 7.4 Staff responsibilities:

In relation to staff responsibilities, Council will ensure that:

- All staff having any duties pertaining to the CCTV system are duly authorised by the CEO;
- All staff shall have a police clearance certificate; and,

- All staff shall follow the Closed-Circuit Television (CCTV) Policy and Procedure at all times.

#### 7.5 Complaint Process

Complaints regarding Council's CCTV systems and operation can be made in person, via telephone or in writing in accordance with the City of Salisbury's Community Experience Charter.

### 8. Approval and Change History

Version	Approval Date	Approval By	Change
1			

### 9. Availability

- 9.1 The Procedure is available to be downloaded, free of charge, from Council's website [www.salisbury.sa.gov.au](http://www.salisbury.sa.gov.au)
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### 10. Review

This Procedure will be reviewed:

- If a new Procedure - within 12 months of a Council election and thereafter as necessary; or
- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related Policies and Procedure; or
- If deemed necessary by Council.



#### Further Information

For further information on this Procedure, please contact:

Responsible Officer: General Manager, Community Development

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DRAFT

<b>ITEM</b>	4.1.5
	<b>URBAN SERVICES COMMITTEE</b>
<b>DATE</b>	21 February 2022
<b>HEADING</b>	School Transport Framework – Salisbury East High School
<b>AUTHOR</b>	David Boothway, Team Leader Civil & Transport Assets, City Infrastructure
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	A Traffic Management Masterplan has been developed for Salisbury East High School. It highlights pick up and drop off movement improvements on Smith Road and Fern Grove Boulevard, as well as improved parking and kiss and drop improvements within the school. The works will require collaboration between Council, the School, Department for Infrastructure and Transport and Department for Education. Total costs of works is estimated to be \$685K.

## RECOMMENDATION

### That Council:

1. Authorises the Administration to initiate discussion with Salisbury East High School, Department for Infrastructure and Transport and Department for Education on the suggested traffic management improvements around the school.
2. Approves the consideration of projects listed in this report (Item 4.1.5 – School Transport Framework – Salisbury East High School of the Urban Services Committee – 21 February 2022) as part of the School Transport Framework Budget Bid for 2022/23 and subsequent years with the Kiss and Drop improvements (\$45k) on Smith Road and the new exit onto Fern Grove (\$150k) to be listed for the 2022/23 budget.

## ATTACHMENTS

This document should be read in conjunction with the following attachments:

1. Salisbury East High School - Traffic Master Plan
2. Kiss and Drop - New Line Marking

## 1. BACKGROUND

- 1.1 At its meeting held on Monday, 24 January 2022 Council resolved that:

*“the Administration prepare a report for the February 2022 Urban Services Committee Meeting on the preferred design and costings for School Transport Framework infrastructure associated with Salisbury East High School, including Kiss and Drops and parking arrangements associated with Smith Road and Fern Grove Boulevard.”*

*Resolution Number 1216/2022*

- 1.2 Council adopted the School Transport Framework in 2019 as a means to help improve traffic flow around schools.
- 1.3 Council has 40 schools within its boundary, with 7 being High Schools.

- 1.4 The High Schools are the initial focus for the projects due to the intake of Year 7 students which will cause additional traffic load.
- 1.5 Salisbury East High School will have an increased enrolment from 2022.
- 1.6 Smith Road is a Department for Infrastructure and Transport (DIT) road, which means Council has to negotiate with them regarding any works along it. There are still questions to be resolved around the Kiss and Drop area, originally constructed by DIT, which need to be considered in reviewing the report.

## **2. CITY PLAN CRITICAL ACTION**

- 2.1 People are valued and they feel safe, included and connected

## **3. CONSULTATION / COMMUNICATION**

- 3.1 Internal
  - 3.1.1 City Infrastructure
- 3.2 External
  - 3.2.1 Salisbury East High School
  - 3.2.2 Department for Education (DfE)

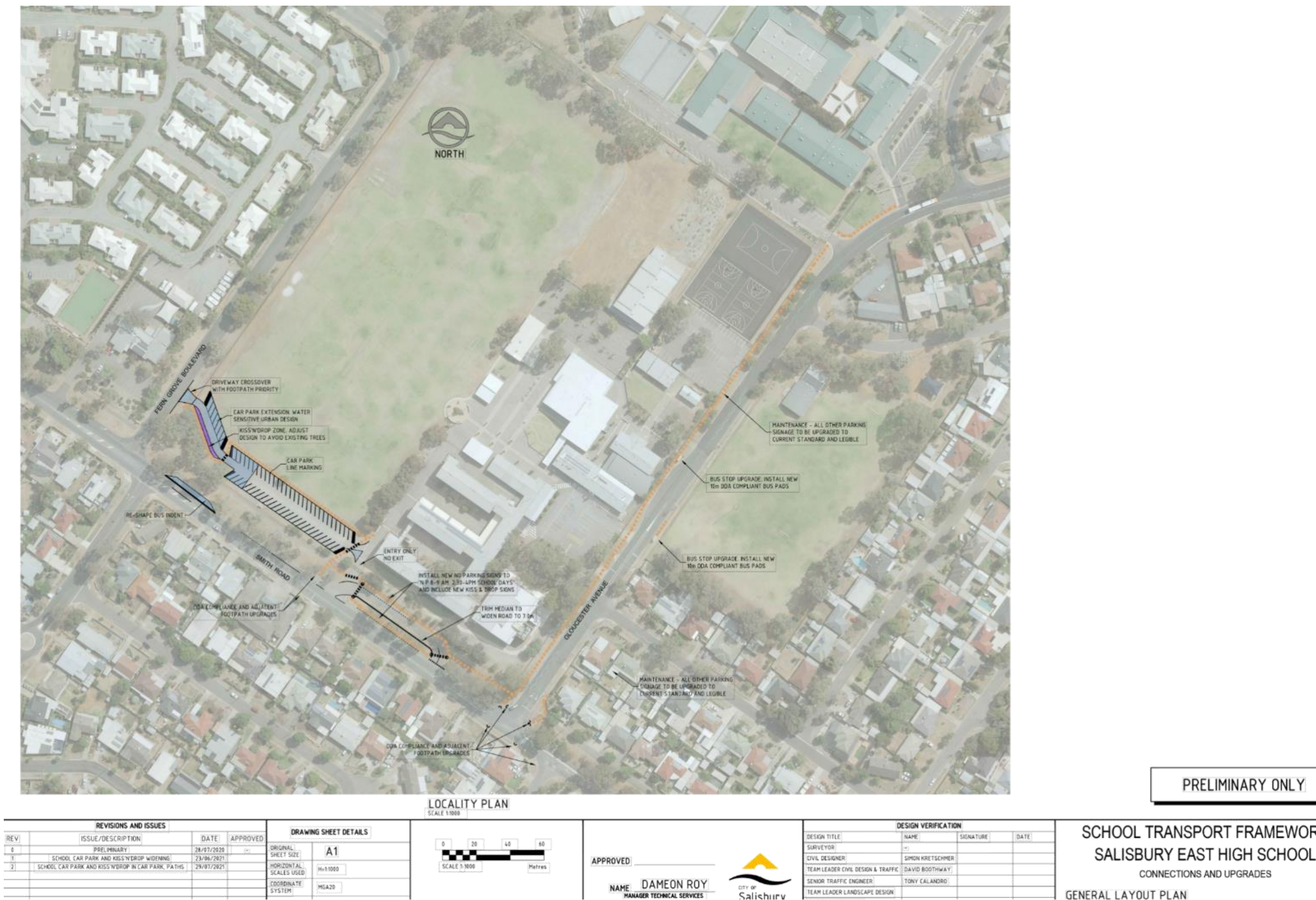
## **4. REPORT**

- 4.1 A Traffic Masterplan has been developed for Salisbury East High School
- 4.2 The masterplan has been discussed with the School and Governing Body Chair.
- 4.3 The masterplan highlights the following key projects with cost estimates:
  - 4.3.1 Internal Parking, Kiss & Drop \$300k (DfE)
  - 4.3.2 New exit onto Fern Grove \$150k (Council)
  - 4.3.3 Improvement to external Kiss and Drop \$45k (Council/DIT)
  - 4.3.4 Bus indent improvements \$30k (Council/DIT)
  - 4.3.5 Footpath and DDA pram ramps \$60k (Council)
  - 4.3.6 Line marking \$10k (Council)
  - 4.3.7 2xDDA bus stops/shelters \$70k (Council/DIT)
  - 4.3.8 Roadworks at school entrance \$20k (DfE/DIT)
- 4.4 The costs of the Council contribution to these works has been built into Council's transport budgets.

## **5. CONCLUSION / PROPOSAL**

- 5.1 Council work with the school, Department for Education and Department for Infrastructure and Transport to implement the various traffic projects in and around the school.
- 5.2 Council has included the projects, within its care and control, in the School Transport Framework project list for 2022/23 and subsequent years.
- 5.3 Where the projects are dependent on Department for Education or the Department for Infrastructure and Transport, undertaking works in the first place or giving approvals the timing of the projects will be modified as the negotiations unfold.









### Salisbury East High School

New line marking for Kiss and Drop on Smith Road





<b>ITEM</b>	4.1.6
	<b>URBAN SERVICES COMMITTEE</b>
<b>DATE</b>	21 February 2022
<b>HEADING</b>	St Kilda Pirate Ship
<b>AUTHOR</b>	Jamie Hosking, Team Leader Urban Built Assets, City Infrastructure
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This report gives a summary of the Pirate Ship rectification works and the associated costs with respect to replacement and making the feature Inclusive.

**RECOMMENDATION**That Council:

- 1.1 Notes that the rectification works to repair the damage caused by the fire is underway and the pirate ship is expected to be opened to the public by the end of February 2022.
- 1.2 Notes that no further works is planned on replacing the pirate ship with an inclusive equivalent due to the high costs associated constraints.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 At its meeting held on Monday, 24 January 2022 Council resolved that:

- “1. In light of the unfortunate incident of the pirate ship being set on fire by vandals, Council commits to fully restoring the pirate ship and commits to giving consideration to making necessary modifications to enable full inclusive access for wheelchairs and mobility scooters.
2. That staff bring back a further report by February, with costings including a non-discretionary budget bid to be included in the next quarterly budget review.”

*Resolution Number 1126/2022*

**2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 Infrastructure Management, Field Services

**3. REPORT**

- 3.1 The existing pirate ship is part of the original adventure playground that was constructed in the mid 1980's.

- 3.2 Constructed primarily of timber it is located on the seaward side of the sea wall to the west side of the existing playground.
- 3.3 The pirate ship was recently vandalised when a fire was lit on the upper deck. The damage caused by the fire is being repaired through normal maintenance to ensure that the pirate ship is safe for use as soon as possible. The cost of the damage is estimated to be approximately \$15,000 and an insurance claim has been lodged. The repairs are expected to be completed by the end of February 2022.
- 3.4 Through previous audits it has been identified that the current pirate ship is non-compliant in regards to current Australian Standards for play structures and has multiple non-conformances that would need to be addressed if it was to be restored. To address these non-conformances would require significant investment and likely require the rebuilding of the entire structure.
- 3.5 Given its location on the seaward side of the seawall, approval would need to be sought from the Coast Protection Board and require major civil works to establish new foundations. Previous discussions with the Board have indicated that this is unlikely to be supported.
- 3.6 The current location is also problematic to achieve inclusive access and would require significant works to establish a compliant ramp access.
- 3.7 Based on the above, it is unlikely that any modifications/rebuilding of the current structure would be a viable options as it would be detrimental to maintaining the look and feel of the pirate ship.
- 3.8 If a new pirate ship is to be considered it is recommended that it be to the east of the seawall and closely linked to the existing playground, this would enable an inclusive and compliant new pirate ship to be incorporated within the playground.
- 3.9 Costs for a new pirate ship would range from \$700,000 to \$1,000,000 dependent on the size, features, location, engineering requirements and whether it would be an off-the shelf proprietary structure or custom/bespoke structure.

#### **4. CONCLUSION / PROPOSAL**

- 4.1 The vandalism is currently being repaired and the pirate ship will be opened to the public by the end of February 2022.
- 4.2 Due to the costs and associated constraint no further works or replacement equipment is recommended.

<b>ITEM</b>	4.1.7
	<b>URBAN SERVICES COMMITTEE</b>
<b>DATE</b>	21 February 2022
<b>HEADING</b>	Food Organics Green Organics and Upgraded General Waste Bins Program Update
<b>AUTHOR</b>	Elizabeth MacGillivray, Senior Civil Environmental Engineer, City Infrastructure
<b>CITY PLAN LINKS</b>	2.2 We make the most of our resources including water, waste and energy 4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	From 1 July 2021, Council offered residents who were assessed and approved for an increased general waste service; a \$50 subsidy on the annual registration fee. Approximately 0.6% of general waste services have taken this up over the period 1 July to 31 December 2021. From 1 July 2021, Council provided Food Organics Green Organics (FOGO) bins to residents free of charge. The community uptake of this initiative has exceeded expectation and been well supported. Over 2,500 free green bins have been provided to residents during the six months 1 July to 31 December 2021.

**RECOMMENDATION**That Council:

1. Notes the progress updates listed in this report on the waste management initiatives which commenced on 1 July 2021 (subsidised upgraded general waste bins for those with legitimate need and free Food Organics Green Organics bins).
2. Notes that the current financial year budget allocation for the Food Organics Green Organics bin rollout has been exceeded.
3. Approves the continued rollout of the Food Organics Green Organics bin initiative, understanding that a change is required to budget allocations up until 30 June 2022 which will be presented for consideration as part of third quarter budget review.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 At its meeting held on Monday, 22 March 2021 Council resolved that:

*“... the progress of this program will be reported on a six monthly basis including costs, take up of the additional services and appropriateness of the budget.”*

*Resolution 0888/2021*



1.2 At the same meeting, the following were part of the same resolution and are also updated in this report:

- *Commencing 1 July 2021, Council approve the subsidy of \$50/bin (from \$115 to \$65) for a resident, upon request, to increase in "red lid" bin size from 140L to 240L, subject to an assessment of need by NAWMA prior to granting the approval of the subsidy.*
- *Council note the increase in the 2021/22 NAWMA budget of \$50,000 to cover the additional costs of supply and pick up of the larger bins.*
- *Staff prepare a New Initiative Bid for consideration of \$115,000 (operating) per year, commencing 2021/22, for the next 5 years, for the supply of free green bins, and a further cumulative budget bid of \$70,000 per year (to \$350k in year 5) to cover the increase in the collection costs associated with the additional green bins (to cover an assumed take up rate of 50% of eligible households).*
- *Council note that after year 5 there is likely to be an increase in the operating budget of up to \$350,000 per annum required to service the additional green bins.*
- *Council notes the expected reduction in landfill fees from NAWMA, growing to be in the order of \$200,000 p.a. (after 5 years) as a result of the reduction in green waste going to land fill.*

## **2. CITY PLAN CRITICAL ACTION**

2.1 Maintain weekly rubbish collection for residents and promote initiatives that reduce waste to landfill.

## **3. CONSULTATION / COMMUNICATION**

3.1 Internal

3.1.1 Financial Services

3.2 External

3.2.1 Northern Adelaide Waste Management Authority (NAWMA)

## **4. REPORT**

4.1 Subsidised red-lid (general waste) bin upgrade (140L to 240L) update

4.1.1 From 1 July 2021, subsidised general waste bin upgrades were made available to households with legitimate need such as a larger family or a medical condition.

4.1.2 The subsidy is a reduction of \$50 from the annual registration fee for a 240L bin. The fee is usually \$115 therefore with the subsidy eligible residents pay \$65. The \$65 is payable each year to cover the cost of disposing additional waste.

4.1.3 During the period 1 July to 31 December 2021, Council supported 392 households with a discounted upgraded general waste (red-lid) bin (140L to 240L). This equates to approximately 0.6% of general waste services.

- 4.1.4 It should be noted that in addition to 392 subsidised upgrades, Council provided 48 upgraded bin services for free to those with concession cards (this support was in place before the 1 July 2021 subsidy initiative) and 137 households paid the full price of \$115 to upgrade their general waste service during the same period.
- 4.1.5 The cost of the subsidised upgraded bins thus far is \$19,600. Point 3 of Resolution 0888/2021 notes an increase to the 2021/22 NAWMA budget of \$50,000 to cover this initiative. After six months of the subsidy being offered, households with need have been supported, as intended by the initiative, and the cost has been within budget. No change to this budget allocation is required at this time.
- 4.1.6 A comparison between tonnage of general waste to landfill between 2021 and 2020 figures for the period July to December does not show a significant increase in the amount of waste going to landfill due to this initiative.
- 4.1.7 At this stage, based on the first six months of the initiative, Council has been able to support those community members who have a legitimate need for additional waste disposal service within the allocated waste management budget.
- 4.1.8 Further progress will be reported again in six months. At which time the initiative will have been in place for a year and greater data will be available.
- 4.2 Free Food Organics Green Organics (FOGO) Bins
- 4.2.1 From 1 July 2021, Food Organics Green Organics (FOGO) bins have been available free of charge to residents. Prior to this, residents were required to either purchase their own bin or obtain one from NAWMA for a fee of \$57.
- 4.2.2 The City of Salisbury is the first of NAWMA's three constituent councils to provide free green bins to residents.
- 4.2.3 The "assumed take up rate of 50% of eligible households", mentioned in the resolution, equates to approximately 10,000 FOGO bins. The number of 'eligible households' has been calculated by subtracting the number of green bin services (approximately 41,000) invoiced by NAWMA from the total number of general waste (red-lid) services invoiced by NAWMA (approximately 61,000).
- 4.2.4 The resolution and the subsequent bid allowed for \$115,000 per year for five years. This figure, at a cost of \$57 per bin, provides for 2,017 bins each year for five years.
- 4.2.5 Between 1 July 2021 and 31 December 2021, 2,659 additional FOGO bins have been requested, delivered by NAWMA and paid for by the City of Salisbury. Between 388 and 560 FOGO bins have been provided each month during this period. This is an increase of approximately 7% from the number of FOGO bins at the beginning of July 2021.

- 4.2.6 During the comparable period in 2020 (July to December), a total of 566 new FOGO bins were added to the collection service, these bins were purchased by the resident.
- 4.2.7 Providing FOGO bins at no cost to residents has increased the previous rate of FOGO bin uptake by more than four and a half times. The rate of uptake due to this initiative has been greater than anticipated, despite not advertising this initiative, indicating that residents are supportive of the green waste service.
- 4.2.8 Assuming a similar rate of FOGO requests for the remainder of the financial year (Jan 2022 – Jun 2022), it is estimated that approximately 5,200 FOGO bins will be provided by the end of the financial year. That total would be approximately half the total 10,000 anticipated uptake expected at the commencement of the initiative.
- 4.2.9 The 2021/22 budget included \$115,000 per year in each of the four following years. This allocation will need to be brought forward as on the current roll out rate, we will likely rollout the full 10,000 FOGO bins in a shorter timeframe (2 years rather than the anticipated 5 years).
- 4.2.10 From only six months of data and the seasonal variability it is difficult to identify trends in the tonnages of green waste and general/landfill waste collected and what impact the additional bins are having.
- 4.2.11 Green waste in particular is impacted by the seasonal conditions, as lawn clippings and other garden waste vary based on rainfall and temperatures. At this time, there is no clear correlation in the 7% bin increase in the amount of green waste collected. In the coming months as further bins and caddies are rolled out any trends are expected to be seen and will be included in the next progress report.
- 4.2.12 It is anticipated that additional FOGO bins will also reduce the tonnage of waste to landfill as residents place items in the FOGO bin that would have previously gone in their red-lid/general waste bin. The six months of data provided by NAMWA do not indicate a clear increase in diversion at this stage, however the tonnes of general waste collected per week does appear to have reduced slightly from the corresponding period in 2020.
- 4.2.13 Over the six months July – Dec 2021, the cost of the collection and processing of the green waste from the additional bins has been within Council's current waste management budget and no change is required to this allocation at this time.

## 5. CONCLUSION / PROPOSAL

### 5.1 Subsidised red-lid (general waste) bin upgrade (140L to 240L)

- 5.1.1 The subsidy of \$50 for a general waste/red-lid bin upgrade (140L to 240L) for residents with a legitimate need (reducing the annual payment from \$115 to \$65), has been taken up by a small percentage of households and is providing the intended support.

- 5.1.2 The current rate of uptake of this additional waste service is able to be provided within the allocated waste management budget. Therefore no changes are required at this time.
- 5.1.3 A further progress report will be provided in six months, after the initiative has been in place for a year.
- 5.2 Free Food Organics Green Organics (FOGO) Bins
  - 5.2.1 The removal of the price point for food organics and green organics (FOGO) bins has resulted in a more rapid uptake within the community than initially intended. This is a positive sign of support from the community for this service.
  - 5.2.2 Assuming the rate of uptake remains similar over coming months, the total 10,000 FOGO bins are likely to be taken up by households within two years, rather than the original five year timeframe.
  - 5.2.3 It is recommended that budget allocations for future years be brought forward to cover the cost of providing the bins in the reduced timeframe.
  - 5.2.4 It is expected that an early roll out will accelerate savings with the diversion of green waste away from the general waste stream resulting in reduced tonnages going to landfill and therefore reduced landfill levies. Additional sustainability outcomes are also achieved, such as reduced generation of greenhouse gas emissions from landfill.
  - 5.2.5 A further progress report will be provided in six months, at which time the initiative would have been in place for a year. The further months of data will provide a better indication of trends in green waste and general/landfill waste.





<b>ITEM</b>	4.1.8
	<b>URBAN SERVICES COMMITTEE</b>
<b>DATE</b>	21 February 2022
<b>HEADING</b>	Gulfview Heights Lake - Hot Weather Contingency
<b>AUTHORS</b>	David Boothway, Team Leader Civil & Transport Assets, City Infrastructure Dameon Roy, Manager Infrastructure Management, City Infrastructure
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This report outlines works required to enable Gulfview Heights Lake water level to be maintained during extended dry hot weather periods.

**RECOMMENDATION**That Council:

1. Approves the installation of an automatic water top-up system at Gulfview Heights Lake (Bayview Lake) from the newly constructed recycled water system.
2. Council approve a third quarter budget review bid for the installation of the Automatic water top up system at a cost estimate of \$10K.
3. Council monitor the water consumption on site, with a future report to be prepared in April 2023, after next summer.

**ATTACHMENTS**

This document should be read in conjunction with the following attachments:

1. Gulfview Heights Lake in Bayview Parade

**1. BACKGROUND**

1.1 At its meeting held on Monday, 24 January 2022 it was resolved that Council:

- “1. Requests that the administration continue to monitor the state of the Gulfview Heights lake, as per previous resolution.*
- 2. To ensure the clay liner does not dry out and adequate water is retained in the lake, Council:*
  - i allocates appropriate water to the lake*
  - ii ensures that monitoring is undertaken more regularly during weeks where the average temperature exceeds 35°*
  - iii relevant costings are reported to the February Urban Services Committee”*

*Resolution Number 1128/2022*

- 1.2 Gulfview Heights Lake, (Bayview Lake) is located in the Wynn Vale Gullies Reserve on Bayview Parade, Gulfview Heights.
- 1.3 The lake is a detention dam, providing attenuation of storm water flows and reducing the risk of flooding of downstream properties.
- 1.4 It was constructed as part of the Para Escarpment portion of the Golden Grove Development by Delfin in 1998.
- 1.5 The lake has outlet pipes located 2m above the base of the dam, which means that the lake will be 2m deep when it is full.
- 1.6 The dam is only fed by rainwater and stormwater runoff from the roads.
- 1.7 The lake was originally designed to rely on the stormwater from the estate and upper catchment and was constructed with a clay liner to reduce seepage, maximizing the standing water in the lake.
- 1.8 Irrigation was turned off around the lake during the Millennial Drought causing the clay liner to no longer receive supplementary wetting. Due to dry weather cycles, the clay liner significantly cracked and eroded failing in a number of areas, and thus reducing its effectiveness to hold water.
- 1.9 Works were undertaken through 2020 to reinstate and protect the clay liner, with the irrigation system around the dam reactivated in 2020.
- 1.10 Staff have continued to monitor the Lake and provide six monthly update reports to Council, with a final report due May 2022.

## **2. CONSULTATION / COMMUNICATION**

- 2.1 Internal
  - 2.1.1 City Infrastructure
  - 2.1.2 Salisbury Water

## **3. REPORT**

- 3.1 A minimum water level is required in the lake to ensure:
  - 3.1.1 the clay liner does not dry out and its function is preserved;
  - 3.1.2 the vegetation does not smother the entire basin;
  - 3.1.3 the local amenity and health of the lake is maintained, and
  - 3.1.4 an emergency water supply exists for native fauna in the greater local area, particularly in light of the reduction of flows from Cobblers Creek.
- 3.2 Salisbury Water has now provided a recycled water outlet that can be used to provide top-up water for the lake.
- 3.3 Top-up water is only required when stormwater runoff has not been sufficient to maintain a minimum water level, i.e. during dry extended weather periods.
- 3.4 An automatic water level control system (ie with a float valve) is proposed for installation at Gulfview Heights Lake. This will involve:
  - 3.4.1 pipe work from the recycled water outlet near the lake edge;

- 3.4.2 a chamber near the lake edge that houses an automatic float valve setup at a desired lake water level; and
  - 3.4.3 an outlet to the lake.
- 3.5 The cost estimate of installing the automatic top-up recycled water is \$10K. The estimated monthly operational cost is \$3K during peak summer months.
- 3.6 The automatic top-up system is proposed to be funded through a third quarter budget review bid, however the additional water supply costs will be absorbed, offset by a reduction in costs by using Salisbury Water recycled water, from the new main to irrigate the area, and then monitored, particularly in the next summer season to get a more accurate estimate of cost to Council with this information being provided in an update report in April 2023.
- 3.7 A minimum lake level will be maintained, at the current vegetation edge, to ensure it does continue growing across the entire lake. The area of the lake will be approximately 1600m<sup>2</sup>, see picture in Attachment 1.

#### **4. CONCLUSION / PROPOSAL**

- 4.1 Install an automatic system that tops up the lake with recycled water during extended dry weather periods.
- 4.2 The minimum water level be adopted where the current vegetation line exists.





Attachment 1: Bayview Lake, Gulfview Heights