



## AGENDA

**FOR ASSET MANAGEMENT SUB COMMITTEE MEETING TO BE HELD ON  
11 SEPTEMBER 2023 AT CONCLUSION OF THE ENVIRONMENTAL  
SUSTAINABILITY AND TREES SUB COMMITTEE  
IN WITTBBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY**

### **MEMBERS**

Cr A Graham (Chairman)  
Mayor G Aldridge (ex officio)  
Deputy Mayor, Cr C Buchanan  
Cr D Hood  
Cr P Jensen  
Cr S McKell (Deputy Chairman)

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager City Infrastructure, Mr J Devine  
General Manager Business Excellence, Mr C Mansueto  
General Manager Community Development, Mrs A Pokoney Cramey  
General Manager City Development, Ms M English  
Manager Governance, Mr R Deco

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Asset Management Sub Committee Meeting held on 14 August 2023.

### **REPORTS**

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**QUESTIONS ON NOTICE**

*Nil*

**MOTIONS ON NOTICE**

*Nil*

**OTHER BUSINESS**

*(Questions Without Notice, Motions Without Notice, CEO Updates)*

**CLOSE**



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

**14 AUGUST 2023**

<b>MEMBERS PRESENT</b>	Cr A Graham (Chairman) Mayor G Aldridge (ex officio) Deputy Mayor, Cr C Buchanan Cr D Hood Cr P Jensen Cr S McKell (Deputy Chairman)
<b>OBSERVERS</b>	Cr S Reardon
<b>STAFF</b>	Chief Executive Officer, Mr J Harry Acting General Manager City Infrastructure, Mr M Purdie General Manager Business Excellence, Mr C Mansueto General Manager Community Development, Mrs A Pokoney Cramey General Manager City Development, Ms M English Manager Governance, Mr R Deco Manager Sports, Recreation & Community Planning, Mr A Hamilton Team Leader Urban Recreation Assets, Mr J Hosking Team Leader Streetscape & Open Space Assets, Mr C Johansen PA to GM City Infrastructure, Ms Heather Prasad Governance Trainee, Ms M Prasad

The meeting commenced at 6.45 pm.

The Chairman welcomed the Elected Members, members of the public and staff to the meeting.

**APOLOGIES**

Nil.

**LEAVE OF ABSENCE**

Nil.

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**PRESENTATION OF MINUTES**

Moved Cr S McKell  
Seconded Mayor G Aldridge

The Minutes of the Asset Management Sub Committee Meeting held on 10 July 2023, be taken as read and confirmed.

**CARRIED**

**REPORTS**

**AMSC1 Future Reports for the Asset Management Sub Committee**

Moved Cr P Jensen  
Seconded Cr D Hood

That Council:

1. Notes the report.

**CARRIED**

**AMSC2 Ascot Drive Reserve, Paralowie - Playground Renewal**

Moved Cr C Buchanan  
Seconded Cr P Jensen

That Council:

1. Approves that staff prepare a New Initiative Bid for \$107,000 for consideration as part of the 2024/25 budget to install approximately 2,000m<sup>2</sup> of new irrigation system on the Ascot Drive Reserve.

**CARRIED**

**AMSC3 CCTV Policy and Procedure**

Moved Cr C Buchanan  
Seconded Mayor G Aldridge

That Council:

1. Adopts the revised Closed-Circuit Television (CCTV) Policy and Closed-Circuit Television (CCTV) Procedure, as detailed in Attachment 1 - Closed-Circuit Television (CCTV) Policy and Attachment 2 - Closed-Circuit Television Procedure (Item AMSC3 - CCTV Policy and Procedure - Asset Management Sub Committee, 14 August 2023) with additional amendments as follows:
  - a) Section 5.4.2 of the Policy to read *“That CCTV data is not sold to third parties nor provided to third parties outside of those listed in 5.4 of the Policy”*.
  - b) Section 5.4.2 also to include reference to data not being provided to third parties for marketing purposes.

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2. Requests that Administration provides an additional policy clause under Section 5.4 of the Policy to include Council’s contractual services as appropriate.
  3. Notes that the locations from the 2018 mobile CCTV pilot will be circulated and a further CEO briefing will be scheduled to discuss the new locations for this program once the Council’s procurement process for these services is completed, as per Council’s resolution in paragraph 1.4 (Item AMSC3 - CCTV Policy and Procedure - Asset Management Sub Committee, 14 August 2023).

**CARRIED**

**MOTIONS ON NOTICE**

Nil.

**QUESTIONS ON NOTICE**

Nil.

**OTHER BUSINESS**

Nil.

**CLOSE**

The meeting closed at 7.04 pm.

CHAIRMAN.....

DATE.....



<b>ITEM</b>	<b>AMSC1</b>
	<b>ASSET MANAGEMENT SUB COMMITTEE</b>
<b>HEADING</b>	Future Reports for the Asset Management Sub Committee
<b>AUTHOR</b>	Heather Prasad, PA to GM City Infrastructure, City Infrastructure
<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 Asset Management Sub Committee as a result of a previous Council resolution.

**RECOMMENDATION**That Council:

1. Notes the report.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 A list of resolutions requiring a future report to Council is presented to each Sub Committee and standing committee for noting.
- 1.2 If reports have been deferred to a subsequent month, this will be indicated, along with a reason for the deferral.

**3. REPORT**

- 3.1 The following table outlines reports to be presented to the Asset Management Sub Committee as a result of a previous Council resolution:

<b>Meeting Item</b>	<b>- Heading and Resolution</b>	<b>Officer</b>
<b>22/03/2021</b>	<b>Sustainable Verge Development</b>	Craig Johansen
<p><b>This report will address the following resolutions:</b></p> <p><b>22/03/2021 - 4.0.2-AMSC4 - Verge Maintenance Trial and Streetscape Improvement Program</b></p> <p>8. A report on the outcomes of the Streetscape Improvement Program be submitted to Council in late 2023 after completion of the two-year trial.</p> <p><b>23/08/2021 - 4.0.3-AMSC3 - 2021/22 Street Tree Renewal Program, Streetscape Renewal Program, Verge Development Program and Verge Maintenance Trial</b></p> <p>2. Approves that staff present a draft Resident Verge Incentive Scheme policy to the Asset Management Subcommittee in October 2021.</p>		





24/7/23 4.0.1	<p><b>Asset Management Improvement Plan - Update</b></p> <p>2. Requests the Administration to review the below criteria for level of service for pathways and requests the Administration to provide costings on different levels of service with consideration to the following:</p> <ul style="list-style-type: none"> <li>2.1 Width</li> <li>2.2 Surface Finish – Material</li> <li>2.3 Location</li> <li>2.4 Functionality (could be defined as usability including DDA)</li> <li>2.5 Lighting</li> <li>2.6 Signage</li> </ul> <p>3. Requests the Administration to review the footpath policy and provide advice, costings and service levels including types of footpath material for further consideration by the Asset Management Sub Committee by October 2023.</p> <p>4. Notes the 2023 footpath audit and requests the Administration to bring back a repair/replacement upgrade program including a proposed budget based on \$500,000 for 23/24 and 24/25 for further consideration by the Asset Management Sub Committee by October 2023.</p>	Jamie Hosking
<b>Due:</b>	October 2023	
24/7/23 4.0.1	<p><b>Asset Management Improvement Plan - Update</b></p> <p>7. Requests the Administration to present a proposed public and street lighting policy to the Asset Management Sub Committee by December 2023.</p>	Jamie Hosking
<b>Due:</b>	December 2023	
24/7/23 4.4.1	<p><b>CCTV Policy and Procedures - Community Safety CCTV</b></p> <p>Council has previously resolved this resolution to be confidential.</p>	Andrew Hamilton
<b>Due:</b>	January 2024	

#### 4. CONCLUSION / PROPOSAL

- 4.1 Future reports for the Asset Management Sub Committee have been reviewed and are presented to Council for noting.



**INFORMATION ONLY**

<b>ITEM</b>	<b>AMSC2</b> <b>ASSET MANAGEMENT SUB COMMITTEE</b>
<b>DATE</b>	11 September 2023
<b>HEADING</b>	2024/25 Strategic Asset Management Plan Development
<b>AUTHOR</b>	John Devine, General Manager City Infrastructure, City Infrastructure
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	This report provides information on the 2024/25 Strategic Asset Management Plan development in relation to the agreed Stage 2 Asset Category priorities.

**RECOMMENDATION**

That Council:

1. Notes the report.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

- 1.1 At its meeting held on Monday, 28 August 2023 it was resolved that Council:

*“2. Requests the Administration to begin discussions with the Asset Management Sub Committee in September on the development of the 2024/2025 Strategic Asset Management Plan noting previous resolutions in regards to playspace, pathways, footpaths, verge development and tree palette selections.”*

*Resolution Number 0439/2023*

1.2 At its meeting held on Monday, 24 July 2023 it was resolved that Council:

- “1. *Adopts the hierarchy in the below table for the pathway asset class for the undertaking of analysis on the level of service classes.*

<i>Location</i>	<i>Hierarchy</i>
<i>Road</i>	<i>High Profile</i>
	<i>Collector</i>
	<i>Industrial</i>
	<i>Residential</i>
	<i>Minor</i>
<i>Reserve</i>	<i>City Wide Trail / Shared Use Pathway</i>
	<i>Major Pathway</i>
	<i>Minor Pathway</i>

2. *Requests the Administration to review the below criteria for level of service for pathways and requests the Administration to provide costings on different levels of service with consideration to the following.*
- 2.1 *Width*
  - 2.2 *Surface Finish – Material*
  - 2.3 *Location*
  - 2.4 *Functionality (could be defined as usability including DDA)*
  - 2.5 *Lighting*
  - 2.6 *Signage*
3. *Requests the Administration to review the footpath policy and provide advice, costings and service levels including types of footpath material for further consideration by the Asset Management Sub Committee by October 2023.*
4. *Notes the 2023 footpath audit and requests the Administration to bring back a repair/replacement upgrade program including a proposed budget based on \$500,000 for 23/24 and 24/25 for further consideration by the Asset Management Sub Committee by October 2023.*
5. *Adopts the hierarchy in the below table for the public lighting asset class for the undertaking of analysis on the level of service classes.*

<i>Location</i>	<i>Description</i>
<i>Road</i>	<i>Industrial Roads and Collector Roads</i>
	<i>Residential Roads</i>
	<i>Minor Roads</i>

<i>Location</i>	<i>Description</i>
<i>Sports field</i>	<i>Sports field Lighting</i> - <i>Sports Light – AFL</i> - <i>Sports Light – Baseball</i> - <i>Sports Light – Athletics</i> - <i>Sports Light – Baseball</i> - <i>Sports Light – BMX</i> - <i>Sports Light – Cricket</i> - <i>Sports Light - Lawn Bowls</i> - <i>Sports Light - Netball</i> - <i>Sports Light – Soccer</i> - <i>Sports Light – Tennis</i> - <i>Sports Light – Volleyball</i> - <i>Sports Light – Tennis</i> - <i>Sports Light - Volleyball</i>
<i>Decorative</i>	
<i>Shared use paths</i>	
<i>Reserves – informal/passive</i>	

6. *Adopts the below criteria for level of service for public light;*
  - 6.1 *Relevant Australian standards*
  - 6.2 *Pole type*
  - 6.3 *Environmental*
7. *Requests the Administration to present a proposed public and street lighting policy to the Asset Management Sub Committee by December 2023.”*

*Resolution Number 0422/2023*

## **2 REPORT**

Administration are currently undertaking modelling on the Stage 2 Asset Category priorities and in line with previous resolutions as described in the background of this report, Pathway Assets Category will be reported to the Asset Management Sub Committee in October 2023 and Lighting Assets Category will be reported to the Asset Management Sub Committee in November 2023.

Any changes to these two Asset Categories from a level of service and/or budget perspective will form the basis of the update to the 2024/25 Strategic Asset Management Plan.

## **3 CONCLUSION/PROPOSAL**

- 3.1 That the information be received and noted.



<b>ITEM</b>	<b>AMSC3</b>
	<b>ASSET MANAGEMENT SUB COMMITTEE</b>
<b>DATE</b>	11 September 2023
<b>HEADING</b>	Playspaces Survey Results Recommendations
<b>AUTHORS</b>	Jamie Hosking, Team Leader Urban Built Assets, City Infrastructure Peter Young, Senior Landscape Architect, City Infrastructure
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community 4.4 We plan effectively to address community needs and identify new opportunities
<b>SUMMARY</b>	The recommendations within the survey results prepared by URPS have been investigated, where practical recommendations have been incorporated into existing processes. Cost estimates of the potential improvements have also been collated, these elements are outside of current budget and Asset Management Plan.

## RECOMMENDATION

### That Council:

1. Notes the financial information and consultation recommendations highlighted in the report.
2. Notes that the recommended process improvements related to community consultation will be considered in the revision of the Playspace Policy that will be submitted to Council in November 2023.

## ATTACHMENTS

There are no attachments to this report.

## 1. BACKGROUND

- 1.1 At its meeting held on Monday, 27 March 2023 it was resolved that Council:

“2. *Requests Administration bring back a further report to the September 2023 Asset Management Sub Committee on the recommendations identified in the survey results as outlined in paragraph 3.19 of the report (Item AMSC2 – Playspace Survey Results – Asset Management Sub Committee, 14 March 2023), and with specific examples of potential improvements to the playgrounds included in this survey (including costs) with a view to the recommendations being included in Council’s Playspace Policy and being incorporated in the Strategic Asset Management Plan for 2024/25.*”

*Resolution Number 0180/2023*

## 2. REPORT

- 2.1 At its meeting of the 27 March Council considered the *Engagement Summary Report - Salisbury Playground Program Evaluation* prepared by URPS. This report included the following recommendations:

“3.19 *Summary and future considerations*

*The play space evaluation engagement has been successful with strong levels of engagement with local residents. In particular, the engagement has:*

*3.19.1 Shown that there is general agreement across the communities close to these playspaces that the improvements and renewal programs have been well received*

*3.19.2 Provided a greater understanding on community use – current and future – and preferences for future facilities and amenities of the play spaces included in the engagement*

*3.19.3 Provided important intelligence from play space users on current issues and future improvements that could be made at the play spaces included in the engagement*

*3.19.4 Provided insights into what Council could consider for future play space upgrades.*

*In planning future play space upgrades, Council may like to pay particular consideration to the following, which have emerged through the engagement process.*

*3.19.5 Undertaking specific demographic analysis in each reserve area. A lot of feedback commented that the age suitability of equipment did not match the demographics of the area in terms of the average ages of children who use the play space.*

*3.19.6 Greater focus on safety including lighting, interface with other activities (i.e. sports and dog parks) and fenced play space areas.*

*3.19.7 More specific and targeted community consultation, with local residents and user groups, in planning for an upgraded play space to understand current users of the reserve and the other activities available, and current and future users of the play space and how they use it. Managing expectations on what can be delivered within the constraints of an individual upgrade is important in engagement.*

*3.19.8 The consultation also highlighted that it would be beneficial to clearly define the difference between playspace renewal, playspace upgrades and new playspaces in the consultation materials.*

*3.19.9 Following consultation, ‘close the loop’ with participants to provide the final design and explain why elements were and weren’t included, ahead of construction to manage expectations and increase understanding.”*



- 2.2 There is no legislative requirement for community consultation within the *Local Government Act 1999* requirements for the renewal or creation of new Playspaces/ playgrounds.
- 2.3 In these instances, Community consultation is directed through Council's Consultation Policy and is undertaken as part of these projects to enhance community experience and improve community ownership over public spaces.
- 2.4 In response to the recommendations made within the Engagement Summary Report Council can improve the current processes for renewal or creation of new Playspaces/ playgrounds in the following ways:
  - 2.4.1 Demographic analysis; will be included as part of due diligence research during project initiation process, supporting information is available from the Australian Bureau of Statistics (ABS) through analysis of recent Census data. Consideration for each site will include age groups of children in the catchment area to inform appropriate equipment selection. This information can be collated and recorded within the Project Business Case;
  - 2.4.2 Location of elements: As part of design consideration for overall reserve arrangement of activities, if conflicting placement is identified, the suggestion of re-location at the time of renewal can occur, dependent upon available budget. Lighting is not a consideration through the renewal program;
  - 2.4.3 Community consultation undertaken for the approved component renewal within the Strategic Asset Management Plan (SAMP) falls under Council's "Inform" level of Community Engagement. Notification involves providing information related to the timing and completion of works. Where a playground is planned to be upgraded outside of the SAMP, consultation will be completed under the 'Consult' level of community engagement, which seeks to gather feedback from the community on proposed plans to help inform the development of a space.
  - 2.4.4 With all future consultation material distributed to the community for such projects, Council will endeavor to provide clear, easy to understand information outlining the scope of what these projects can include, with the intent of obtaining public feedback about ideas on rationale, alternatives and proposals to inform decision-making;
  - 2.4.5 Expanding upon existing method of consultation can include feedback to advise community on outcomes of consultation as part of notification; where currently; the community is only notified of delivery dates following consultation.
- 2.5 Specific examples of the potential improvements outlined for each playground within AMSC2 -Playspace Survey report are listed below with the cost estimates to add them to the identified reserve location. Only the requested items that meet the current Level of Service (LOS) for the reserve have been costed for each location:

## 2.5.1 Canterbury Drive Reserve Salisbury Heights

	Within LOS	Cost estimate
Toilets	✓	\$140,000
More diverse range of equipment including nature and water play	✗	
Lighting	✓	\$30,000
New bitumen bike track	✗	
Dog poo bag dispensers	✓	\$860
BBQ	✓	\$50,000
<b>Total</b>		<b>\$220,860</b>

## 2.5.2 Dunkley Green Reserve Valley View

	Within LOS	Cost estimate
Walking path	✓	\$81,250
More gardens, green space and irrigation	✗	
New pump track	✗	
Different types of play equipment	✗	
BBQ	✗	
Toilets	✗	
<b>Total</b>		<b>\$81,250</b>

## 2.5.3 Orinoco Street Reserve Paralowie

	Within LOS	Cost estimate
Different types of play equipment	✗	
Grassed area for sports	✓	\$60,000
Fencing for play space	✗	
<b>Total</b>		<b>\$60,000</b>

## 2.5.4 Amsterdam Crescent Reserve Salisbury Downs

	Within LOS	Cost estimate
Asphalt pedestrian/ cycle path	✗	
More lighting	✗	
Dog park and dog facilities	✗	
Fencing for play space	✗	
New equipment/upgrades to fitness trail	✓	\$60,000
<b>Total</b>		<b>\$60,000</b>

## 2.5.5 Baltimore Reserve Parafield Gardens

	Within LOS	Cost estimate
Cricket nets	✓	40,000
Upgraded court surface	✓	\$360,000
More bins	✓	\$2,000
BBQ	✓	\$50,000
More dog play activities	✓	\$20,000
More nature elements and landscaping	✓	\$25,000
<b>Total</b>		<b>\$497,000</b>

## 2.5.6 Carlyle Crescent Reserve Pooraka

	<b>Within LOS</b>	<b>Cost estimate</b>
More challenging play space equipment	✓	\$25,000
Basketball/Tennis courts	✗	
Outdoor exercise equipment	potential	\$60,000
Monkey bars	✓	\$7,500
More seating	✗	
Toilets	✗	
Lighting	potential	\$20,000
BBQ	✗	
<b>Total</b>		<b>\$112,500</b>

## 2.6 Summary of costings

<b>Location</b>	<b>Cost</b>
Canterbury Drive Reserve Salisbury Heights	\$220,860
Dunkley Green Reserve Valley View	\$81,250
Orinoco Street Reserve Paralowie	\$60,000
Amsterdam Crescent Reserve Salisbury Downs	\$60,000
Baltimore Reserve Parafield Gardens	\$497,000
Carlyle Crescent Reserve Pooraka	\$112,500
<b>Subtotal</b>	<b>\$1,031,610</b>
PM & Design	\$103,161
Contingency	\$206,322
<b>Total</b>	<b>\$1,341,093</b>

- 2.7 It is important to note that Council's allocated budget for 2023/2024 is \$1,000,000 and is for renewal only, not upgrades to playgrounds as adopted by Council in the Strategic Asset Management Plan. The combined cost of the listed items plus design, project management and contingency equate to \$1,341,093, and these items would be considered additional to the works budgeted for the next four years in line with Council Resolution 1460/2022 from its meeting held on Monday, 22 August 2022. If Council resolved to proceed with improvements highlighted in this report, a new initiative bid would need to be considered in future financial years.
- 2.8 Delivery of the additional elements exceeds the total number of items for the playground sites as per the endorsed Level of Service within the Strategic Asset Management Plan.
- 2.9 Consultation for playground sites in 2022/23 financial year were undertaken in a more in-depth manner, refer to motion 4.1.6 Urban Services Committee 20 June 2022 (resolved at Council 27 June 2022 1377/2022); which is similar to the conclusions outlined within this report.

### 3. CONCLUSION / PROPOSAL

- 3.1 Delivery of the additional elements exceeds the total number of items for the playground sites as per the adopted Level of Service within the Strategic Asset Management Plan
- 3.2 The cost implication to provide the noted additional elements for these playground sites exceeds the nominated Playspace Renewal Program for 2023/24.

- 3.3 A NIB would be required for consideration in 2024/25 to fund the delivery for these additional elements at the identified sites. The adopted budget for the 2023/24 Playground renewal Program has been allocated for the component renewal of existing equipment that is in poor condition and non-compliant.
- 3.4 For future Whole of Site Playspace Renewals, the following items are to be included as part of project processes undertaken by staff;
  - 3.4.1 Demographic analysis is to be included as part of due diligence research during project initiation process; to inform appropriate equipment selection.
  - 3.4.2 As part of design consideration for overall reserve arrangement of activities, if conflicting placement is identified, the suggestion of re-location at the time of renewal can occur, dependent upon available budget. Requirement for lighting will be considered on a case by case basis.
  - 3.4.3 Community Consultation be undertaken in thorough manner, consultation material to clearly articulate scope of works
  - 3.4.4 “Closing the loop” on consultation, Council administration will provide feedback to the community on outcomes of consultation as part of notification of delivery.