

**MINUTES OF THE INFRASTRUCTURE AND STRATEGY COMMITTEE  
HELD AT ADMINISTRATION CENTRE  
245 STURT ROAD, STURT  
ON TUESDAY 2 MAY 2017**



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**PRESENT**

**Elected Members**

Councillor Byram (Chair), Councillor Hull, Councillor Kerry, Councillor Pfeiffer and Councillor Westwood

**Independent Member**

Mr Christian Reynolds (from 6.40pm)

**In Attendance**

Councillor Telfer  
Councillor Veliskou  
Councillor Crossland

Mr Adrian Skull  
Mr Tony Lines  
Ms Jaimie Thwaites  
Ms Carol Hampton  
Mr Tyson Brown  
Ms Fiona Harvey  
Mr Brendon Lyons  
Mr Mathew Allen

Chief Executive Officer  
General Manager City Development  
Acting Manager Corporate Governance (minute taker)  
Manager City Property  
Unit Manager Cultural Facilities  
Manager Innovation and Strategy  
Team Leader – Asset Systems  
Manager Engineering and Field Services

**1. OPEN MEETING**

The meeting commenced at 6.34pm.

**2. KAURNA ACKNOWLEDGEMENT**

*We acknowledge the Kurna people, the traditional custodians of this land and pay our respects to their elders past and present.*

**3. MEMBERS DECLARATION OF INTEREST**

The Chairman asked if any Member wished to disclose an interest in relation to any item being considered at the meeting.

Nil declarations were made

#### 4. 6.35pm CONFIRMATION OF MINUTES

**Moved Councillor Hull, Seconded Councillor Westwood** that the minutes of the Infrastructure and Strategy Committee Meeting held on 7 March 2017 be taken as read and confirmed.

**Carried Unanimously**

**Moved Councillor Hull, Seconded Councillor Westwood** that the minutes of the Infrastructure and Strategy Committee Meeting held on 4 April 2017 be taken as read and confirmed.

**Carried Unanimously**

#### 5. 6.37pm BUSINESS ARISING

The business arising statement was noted.

The Committee acknowledged that the Draft Works Program had changed slightly due to the 4 April 2017 meeting not being held. In particular, the Special Project items have moved by a month.

#### 6. PRESENTATION

Nil

6.40pm Mr Reynolds entered the meeting

The Chair sought and was granted leave of the meeting to vary the order of the agenda. Item 7.1 'Marion Outdoor Swimming Centre Master Plan' would be considered after the conclusion of the Review and Selection Committee meeting to enable Members of that Committee to join the meeting.

#### 7. REPORTS

##### 7.2 6.41pm Project and Program Oversight Report Reference: ISC020517R7.2

General Manager Operations gave a verbal update the changes to project management that are currently occurring in the organisation.

The Committee discussed the item and the following points were raised / noted:

- Currently an organisation re-structure is being finalized, however as part of it a Project Management Officer role and an analyst role will be created
- It would be difficult for a person in the role to be setting up the processes and running projects at the same time (i.e. Cannot be both strategic and operational at the same time).
- Preference is to avoid doing Master Plans, instead break projects down into pieces so at least parts can be achieved in shorter timeframes.

- Yet to see real evidence of a Benefits realization process being carried out (I.e. reviewing outcomes against an original data set).
- Currently a gap in how data is sourced, created, analyzed and managed.
- Concerns that commitments will not be realized by the end of the financial year.
- Consideration be given to the Capital Works Progress reports not being presented as a linear chart (as there are seasonal impacts on delivery of works)
- The report was well written and this type of report will be a great resource for any newly elected members next Council term.

**ACTION:** The Committee be provided with a copy of the Project Management Office structure once finalised (including a high level summary of the the roles and responsibilities).

**ACTION:** Quarterly updates on Capital Construction to be provided to the Committee – including more detail in the comments relating to planned vs actual works (including recovery plans with incremental data points to track).

**ACTION:** Confirm that funds are not withheld or delayed from works programs to enable interest to be accumulated from the funds.

7.25pm Councillor Kerry left the meeting

7.31pm Councillor Kerry re-entered the meeting

**Moved Councillor Pfeiffer, Seconded Councillor Hull** that the Infrastructure and Strategy Committee:

1. Notes this report, which provides an overview of the organisation’s project and capital works program delivery governance.
2. Notes the brief verbal update provided by the General Manager Operations.
3. Acknowledges the need for investigation of alternate methodologies for Administration to deliver different scaled projects.
4. Notes attention needs to be paid to the capital works program in the lead up to the end of the financial year.

**Carried Unanimously**

### **7.3 7.36pm Infrastructure Projects Progress Updates Report Reference: ISC020517R7.3**

The Committee discussed the item and the following points were raised / noted:

- The Community Engagement Strategy for the Edwardstown Oval project will be critical to its success
- Economic strategies for the Edwardstown Oval project need to be developed and communicated
- The Edwardstown Oval Project is the development of whole site not just a new building (which has been the main focus to date)
- The residual risk rating for E03 seems low.

**Moved Councillor Pfeiffer, Seconded Councillor Kerry** that the Infrastructure and Strategy Committee:

1. Notes the report on Council roles, projects stages and the progress reports on key strategic projects.
2. Endorses the format for the Edwardstown Oval redevelopment risk register and program as the preferred format for all strategic project reports with the following amendments:
  - Removing closed risks
  - Project Programs should include more detail, including what is a hold point
  - Project Program include traffic light colours to demonstrate progress against tasks
  - The 5 'C's' (Concept, Commitment, Construction, Commissioning and Closing) be expanded to include more detail at each of the stages
3. Seeks further reassurance about the Community Engagement Options in relation to the Edwardstown Oval Project.
4. Requests a succinct strategy / vision document noting outcomes and Key Performance Indicators be developed (i.e. 1 page summary pulling together prioritization, Section 48, funding applications etc.)
5. Requests the Edwardstown Oval Redevelopment is the Special Project listed on the agenda for the next Committee meeting (6 June 2017).

**Carried Unanimously**

**7.1 8.16pm Marion Outdoor Swimming Centre Master Plan  
Report Reference: ISC020517R7.1**

Councillors Telfer, Crossland and Veliskou were invited to join the discussion on this item.

Manager City Property and Unit Manager Cultural Facilities gave an overview of the item.

The Committee discussed the options presented in the report.

**Moved Councillor Pfeiffer, Seconded Councillor Hull** that the Infrastructure and Strategy Committee:

1. Recommends option 3 with the addition of the change rooms as outlined in this report for the redevelopment of Marion Outdoor Swimming Centre to Council for consideration.
2. Recommends that the report to Council notes which items can be integrated into the capital works program.

**Carried Unanimously**

9.11pm Councillor Pfeiffer left the meeting

## **8. WORKSHOP**

### **8.1 9.11pm Asset Systems Service Review Report Reference: ISC020517R8.1**

Manager Innovation and Strategy and Team Leader Asset Systems gave a presentation of the Asset System Service Review.

9.14pm Councillor Kerry left the meeting and did not return.

9.16pm Councillor Pfeiffer reentered the meeting

The Infrastructure and Strategy Committee participated in a workshop regarding the Asset Systems service review and provided the following feedback:

- Elected Members want to be able to access via iPads any records on any topic (where appropriate)
- Systematic tenure of Elected Members is in conflict with asset management
- Need to better understand all our assets (condition etc.)
- Need better systems to access and search data
- Mega trend data needs to be understood
- How are we going to future proof where digital infrastructure will take us?
- An Asset Management Strategy should be drafted for Council consideration
- ICT system (in relation to asset management) be updated as a priority
- Asset management systems do not work in isolation, the system will need to integrate with other corporate systems.
- People, business processes, skills are areas of focus.
- GAP analysis has been done

### **Extension of time**

**Moved Councillor Westwood, Seconded Mr Reynolds** that the meeting be extended until the conclusion of items Asset Systems Service Review (Report Reference: ISC020517R8.1) and Drainage Service Review (Reference No: ISC020517R8.2).

**Carried Unanimously**

### **9.28pm meeting extended**

### **8.2 9.43pm Drainage Service Review Reference No: ISC020517R8.2**

Manager Engineering and Field Services gave a presentation on the draft Drainage Service Review.

The Infrastructure and Strategy Committee participated in a workshop regarding the draft Service Review - Drainage and provided the following feedback:

- Not providing the drainage service is not an option
- The report is very good but missing what does the next 5 years look like
- Not enough time is spent on the best way to get back on track when things do get off track
- ‘Technical Factoring’ (performance / cost / weighting)
- Happy with current state but what is being done to future proof?

- Operating rate is staying constant with minimum percentage increase.
- Water Sensitive Urban Design should be used where possible to take pressure off underground infrastructure.
- Capacity of drainage is the issue more so than condition.

**7.2 Community Data and Community Survey  
Report Reference: ISC020517R7.4**

This item was not considered.

**7.3 Morphettsville Sports Club Update – Verbal Briefing**

This item was not considered.

**9. CONFIDENTIAL ITEMS**

Nil

**10. ANY OTHER BUSINESS**

Nil

**11. MEETING CLOSURE**

The meeting was declared closed at 10.25pm

**12. NEXT MEETING**

The next meeting of the Infrastructure and Strategy Committee will be held at 6.30pm on 6 June 2017 in the Council Chamber, 245 Sturt Road, Sturt.

**CONFIRMED**

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**CHAIRPERSON**

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