



AGENDA

FOR WORKS AND SERVICES COMMITTEE MEETING TO BE HELD ON 18 APRIL 2016 AT CONCLUSION OF BUDGET AND FINANCE COMMITTEE IN THE COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY

MEMBERS

Cr J Woodman (Chairman)
Mayor G Aldridge (ex officio)
Cr C Buchanan
Cr G Caruso (Deputy Chairman)
Cr E Gill
Cr S Reardon
Cr G Reynolds
Cr S White
Cr R Zahra

REQUIRED STAFF

General Manager Community Development, Ms J Trotter
General Manager City Infrastructure, Mr M van der Pennen
Manager Communications and Customer Relations, Mr M Bennington
Governance Support Officer, Ms K Boyd
Governance Coordinator, Ms J Rowett

APOLOGIES

An apology has been received from Cr E Gill.

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Works and Services Committee Meeting held on 21 March 2016.

REPORTS

Administration

2.0.1	Future Reports for the Works and Services Committee.....	11
-------	--	----

Community Centres and Youth

2.1.1	Burton Park Community Centre.....	17
-------	-----------------------------------	----

Landscaping

2.4.1	Tree Management Framework	43
-------	---------------------------------	----

Public Works

2.6.1	Kerb and Gutter Maintenance Program.....	71
-------	--	----

2.6.2	Capital Works Progress Report - March 2016	79
-------	--	----

OTHER BUSINESS

CONFIDENTIAL ITEMS

2.9.1 Little Para Par 3 Golf Course

Pursuant to section 83(5) of the *Local Government Act 1999* the Chief Executive Officer has indicated that, if Council so determines, this matter may be considered in confidence under Part 3 of the *Local Government Act 1999* on that grounds that:

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(ii) and (d)(i) and (d)(ii) of the Local Government Act 1999, the principle that the meeting should be conducted in a place open to the public has been outweighed in relation to this matter because:*
 - *it relates to information the disclosure of which could reasonably be expected to confer a commercial advantage on a person with whom the council is conducting, or proposing to conduct, business, or to prejudice the commercial position of the council; and*
 - *information the disclosure of which would, on balance, be contrary to the public interest; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which could reasonably be expected to prejudice the commercial position of the person who supplied the information, or to confer a commercial advantage on a third party; and*
 - *commercial information of a confidential nature (not being a trade secret) the disclosure of which would, on balance, be contrary to the public interest.*
2. *In weighing up the factors related to disclosure,*
 - *disclosure of this matter to the public would demonstrate accountability and transparency of the Council's operations*
 - *Non disclosure of the discussion of this item would protect commercial information provided by Belgravia Leisure and information relating to the proposed commercial negotiations regarding land associated with the Little Para Par 3 Golf Course and enable to Council to consider detailed options and information prior to determining the most appropriate course of action.*

*On that basis the public's interest is best served by not disclosing the **Little Para Par 3 Golf Course** item and discussion at this point in time.*
3. *Pursuant to Section 90(2) of the Local Government Act 1999 it is recommended the Council orders that all members of the public, except staff of the City of Salisbury on duty in attendance, be excluded from attendance at the meeting for this Agenda Item.*

CLOSE



**MINUTES OF WORKS AND SERVICES COMMITTEE MEETING HELD IN THE
COUNCIL CHAMBER, 12 JAMES STREET, SALISBURY ON**

21 MARCH 2016

MEMBERS PRESENT

Cr J Woodman (Chairman)
Cr G Caruso (Deputy Chairman)
Cr E Gill
Cr S Reardon
Cr G Reynolds
Cr S White
Cr R Zahra

STAFF

General Manager Community Development, Ms J Trotter
General Manager City Infrastructure, Mr M van der Pennen
Manager Community Health and Wellbeing, Ms P Pindral
Manager Parks and Landscape, Mr M Purdie
Manager Technical Services, Mr D Roy
Manager Business Support, Mr K Stewart
Governance Support Officer, Ms K Boyd

The meeting commenced at 10:15 pm.

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

APOLOGIES

Apologies were received from Cr C Buchanan

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr R Zahra
Seconded Cr S Reardon

The Minutes of the Works and Services Committee Meeting held on 15 February 2016, be taken and read as confirmed.

CARRIED

Moved Cr R Zahra
Seconded Cr S Reardon

The Minutes of the Confidential Works and Services Committee Meeting held on 15 February 2016, be taken and read as confirmed.

CARRIED

REPORTS

Administration

2.0.1 Future Reports for the Works and Services Committee

Moved Cr G Caruso
Seconded Cr S Reardon

1. The information be received.

CARRIED

Healthy Ageing and Access

2.2.1 Mid Year Report on Results of Council Funded Transport Options for Older Residents of Salisbury

Moved Cr G Caruso
Seconded Cr E Gill

1. The information be received.

CARRIED

2.2.2 Implementation of Free Bike Hire Scheme (in conjunction with Bike SA) - investigation findings

Moved Cr R Zahra
Seconded Cr E Gill

1. The information be received.
2. On the basis of costs, resource requirements and viability challenges a free bike hire scheme not be introduced within the City of Salisbury.
3. The implementation of a Free Bike Hire Scheme within the City of Salisbury be considered again in three years.

CARRIED

2.2.3 Update on the Salisbury Commonwealth Home Support Programme

Moved Cr G Caruso
Seconded Cr S White

1. The information be received.
2. The development of a Standard Fee Schedule for non-subsidised Home and Community Care Services, to provide service choice for older residents of Salisbury, be endorsed.
3. The General Manager Community Development be delegated authority to vary fees charged from those set out in the approved *City of Salisbury Home and Community Care Services Standard Fee Schedule*, including to determine fees applicable for new services.

CARRIED

Landscaping

2.4.1 Duck Feeding Education and Signage

Moved Cr S Reardon

Seconded Cr S White

1. The information be received.
2. Signage be installed at 21 reserves educating the community on duck and water fowl feeding, with the costs of undertaking these works estimated at \$12,500 funded from the operating budget.
3. Signage be installed along the northern section of Sir Douglas Mawson Lake prohibiting duck and water fowl feeding in this vicinity.
4. The installation of signage be supported through the development of a fact sheet on duck and waterfowl feeding and informing the community on duck feeding practices through Council's website, social media and community publications.

CARRIED

Public Works

2.6.1 Capital Works Progress Report - February 2016

Moved Cr G Caruso

Seconded Cr G Reynolds

1. Include the construction of new kerb ramps in sections of, Montague Road, Pooraka; Strowan Park, Salisbury; Beverley Avenue, Salisbury; Wright Road, Walkley Heights; Taringa Road, Salisbury North; within the 2015/16 Kerb Ramp Construction/Upgrade Program.
2. Transfer \$40,500 Expenditure Budget from PR17205 Watercourse Management Works Program to Pt Wakefield Service Rd Culverts Project.
3. An allocation of \$40,500 Income Budget for the installation of box culverts, Pt Wakefield Service Road, Parafield Gardens be included as part of the 2015/16 Third Quarter Budget Review.
4. An allocation of \$170,000 for drainage modifications Sunburnt Street, Ingle Farm be approved as a non-discretionary capital budget at the 2015/16 Third Quarter Budget Review.

CARRIED

2.7.1 Change to Road Rules to Accommodate Cyclists - Application within the City of Salisbury

Moved Cr S White
Seconded Cr G Reynolds

1. The report to be received.
2. Council to approve the use of “cyclist free zones” to be enforced along footpaths on Old John Street in the Salisbury Town Centre, and The Promenade in the Mawson Lakes Town Centre to maintain safety for pedestrians or patrons involved in outdoor dining/trading by separating these two primary modes of transport.
3. Council to approve the installation of “No Bicycle” pavement marking consisting of a bicycle symbol with a diagonal line across it, and the words “NO BICYCLES” in accordance with the attached plan.

CARRIED

OTHER BUSINESS

Nil.

The meeting closed at 11:04 pm.

CHAIRMAN.....

DATE.....

ITEM	2.0.1
	WORKS AND SERVICES COMMITTEE
DATE	18 April 2016
HEADING	Future Reports for the Works and Services Committee
AUTHOR	Michelle Woods, Projects Officer Governance, CEO and Governance
CITY PLAN LINKS	4.4 To ensure informed and transparent decision-making that is accountable and legally compliant
SUMMARY	This item details reports to be presented to the Works and 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

1. The information be received.

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.

2.2 External

- 2.2.1 Nil.

3. REPORT

3.1 The following table outlines the reports to be presented to the Works and Services Committee as a result of a Council resolution:

Meeting - Item	Heading and Resolution	Officer
28/02/2011 2.1.3 Due: Deferred to: Reason:	Update of Council's Flood Management Strategy 4. On completion of the Flood Plain Mapping an amended Stormwater Management Plan be submitted to Council for endorsement. April 2016 June 2016 Report will be presented following further analysis.	Dameon Roy
28/07/2014 2.OB1 Due: Deferred to: Reason:	Localised Flooding Issues – Barker Road, Wilson Road and St Kilda Road (Verbal) 2. Staff bring back a report on the longer term resolution for drainage west of Port Wakefield Road taking into account the potential construction of the Northern Connector and development of Greater Edinburgh Park in collaboration with the City of Playford. April 2016 June 2016 Report will be presented following further analysis.	Dameon Roy
27/07/2015 1.10.1 Due: Deferred to: Reason:	Salisbury Oval Precinct Plan 5. A report to commence the community land revocation process required for the Salisbury Oval Precinct be presented to Council in September 2015. April 2016 July 2016 Being considered as part of the Salisbury Oval Precinct Planning project. Will be reported back once the masterplan has been completed.	Karen Pepe
24/08/2015 OB2(WS) Due: Deferred to: Reason:	Pedestrian Safety - Beovich Road 2. That staff bring back a report on various options available to improve the safety of pedestrians on the stretch of Beovich Road bounded by sports fields. April 2016 June 2016 Awaiting additional information from external parties.	Dameon Roy
28/09/2015 2.1.1 Due:	Paddocks Community Centre Review - Paddocks Master Plan Stage 2 4. That a further report is brought back to Council for endorsement of the proposed concept design before proceeding to detailed design. June 2016	Pippa Webb

28/09/2015	Pedestrian & Vehicle Safety - Bridge Street, Salisbury	Tony Calandro
2.7.2	4. Staff report back to Council 12 months after the commencement of the load limits providing an updated traffic report including usage statistics for Bridge Street	
Due:	October 2016	
14/12/2015	Traffic monitoring, Kesters Road between Main North Road and Ceafield Road	Dameon Roy
NOM3	1. That following the opening of the Masters store and other new businesses on Main North Road, staff undertake traffic monitoring on the lower part of Kesters Road, between Main North Road and Ceafield Road to determine the impact of the operation of those businesses on traffic flow and volume in the area. The report should include consideration of: a. The requirement for additional parking restrictions in the area b. Vehicle movements of heavy and long vehicles through the area c. Risks to public safety as a result of changed traffic patterns.	
Due:	April 2016	
Deferred to:	October 2016	
Reason:	Pending tenancy of Masters site.	
14/12/2015	Proposed works relative to the junction of Kings Road with Bolivar Road, Paralowie	Harry Pitrans
2.7.1	4. A report be brought back to the Committee outlining options for improving traffic management between Port Wakefield Road and Salisbury Highway on Kings Road.	
Due:	April 2016	
Deferred to:	March 2017	
Reason:	This report is to be postponed until the outcomes of the proposed network modelling study are determined. The network study is a new operating initiative bid (NAN23477) that will inform the timing and scale of improvements required for Kings Road and other east - west links such as Elder Smith Road.	
22/02/2016	Investigation of Costs Associated with Waterslide/Diving Platform Installation at Salisbury Recreation Precinct	Jane Trotter
2.1.1	2. A report be brought back to Council exploring the provision of a spray pad/play structure at the Salisbury Recreational Precinct for consideration in the 2017/2018 budget.	
Due:	November 2016	

22/02/2016	Road Closure Portion of Ryans Road Plantation, Parafield Gardens	Thuyen Vi-Alternetti
2.5.1	5. A further report will be presented to Council following the public consultation period for consideration of any objections or applications received.	
Due:	June 2016	
22/02/2016	Design and Installation of Outdoor Creche perimeter protection at Bagster Road Community Centre and Pooraka Farm Community Centre	Tony Calandro
2.6.2	3. A further risk assessment and traffic analysis be undertaken at each of Councils Community Centres to determine the level of risk for a similar incident, and to recommend an appropriate action to address this.	
Due:	May 2016	
22/02/2016	Strategic Transport Plan and E-W Traffic Movements Across the City	Mark van der Pennen
OB4	2. Within six months, Council consider a further report addressing the management of E-W traffic movements across the city.	
Due:	August 2016	
29/03/2016	Duplication of 'Wave Slide' at St Kilda Playground	Dameon Roy
NOM1	1. In preparation for the proposed upgrade to the 'Wave Slide' at the St Kilda Playground (as per information contained in the current budget preparation information), staff report back on opportunities to duplicate the slide, with the report to include details of: <ul style="list-style-type: none"> • Additional costs for the duplication of the 'Wave Slide' • A risk assessment and feasibility of the duplication. 	
Due:	June 2016	
29/03/2016	Implementation of Free Bike Hire Scheme (in conjunction with Bike SA) - investigation findings	Adam Trottman
2.2.2	3. The implementation of a Free Bike Hire Scheme within the City of Salisbury be considered again in three years.	
Due:	March 2019	
29/03/2016	Change to Road Rules to Accommodate Cyclists - Application within the City of Salisbury	Tony Calandro
2.7.1	FURTHER MOTION: Council staff report on left/right lane separation marking on main road footpaths where cycling is allowed and there is currently high levels of cycling and pedestrian activity, as is currently provided on Park Way, Mawson Lakes.	
Due:	October 2016	
29/03/2016	Waste to Resources Fund	Bruce Naumann
OB3	2. Staff bring back a report outlining potential projects which could be submitted by Council for funding from this fund.	
Due:	July 2016	

4. CONCLUSION / PROPOSAL

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

CO-ORDINATION

Officer: Executive Group

Date: 11/04/2016

ITEM	2.1.1
	WORKS AND SERVICES COMMITTEE
DATE	18 April 2016
HEADING	Burton Park Community Centre
AUTHOR	Pippa Webb, Manager Community Capacity and Learning, Community Development
CITY PLAN LINKS	1.2 To enhance and create quality urban areas with high amenity and integrated infrastructure 1.4 To deliver suitably integrated infrastructure that maximises economic efficiencies and opportunities for the community 3.2 To have an engaged community with a strong sense of vitality, pride and belonging
SUMMARY	This paper presents Options for the Burton Park Preschool site located at 18 McInnes Avenue, Burton.
RECOMMENDATION	<ol style="list-style-type: none"> 1. That Option 3, Pre School Demolition, improved car parking and landscaping at the Burton site, including Kaurna Park, be endorsed. 2. That a new initiative bid to fund the Burton pre-school demolition, car parking establishment costs and landscaping be considered in the 2016/17 budget.
ATTACHMENTS	<p>This document should be read in conjunction with the following attachments:</p> <ol style="list-style-type: none"> 1. Burton Park Preschool - Proposed Layout 2. Burton Community Centre Floor Plan 3. Burton Precinct Map

1. BACKGROUND

- 1.1 At the Council meeting held in February 2014 (Item 3.7.1, minute number 2209) it was resolved that an offer be made for the purchase of the former Burton Park Preschool (18 McInnes Avenue, Burton) due to its location being near existing community assets.
- 1.2 Council acquired the preschool at cost of \$370,000 and settlement took place on the 14th July 2014.
- 1.3 This paper presents options for the Burton Park Preschool taking account of the following:
 - The service type and demand of the Burton precinct;
 - Council's investments in nearby assets no more than 5kms away;
 - Potential implications for existing assets given Council's plans to build a Community Hub in Salisbury City Centre.

2. CONSULTATION / COMMUNICATION**2.1 Internal**

- 2.1.1 Dameon Roy – Manager Technical Services (provided option costings and advice regarding parking options)
- 2.1.2 Pat Trimboli – Senior Traffic Engineer (provided advice regarding projected parking estimates)
- 2.1.3 Karen Pepe – Manager Property and Buildings (provided advice regarding works regarding land acquisition for parking and feedback on the report and options, checking of costings)
- 2.1.4 Les Hubiak – Co-ordinator Facilities Management (scoped works regarding upgrade work required to meet DAA and scope of works regarding Existing facility)
- 2.1.5 Mark Purdie – Manager Parks and Landscape (advice regarding landscape works)
- 2.1.6 Craig Johansen – Team Leader Landscape Design (advice regarding landscape works and costings)
- 2.1.7 Christine Macfarlan – Co-ordinator Burton Community Centre (advice regarding current usage needs and service gaps)

2.2 External

- 2.2.1 Chad Buchanan, Chair of Burton Community Centre Association
- 2.2.2 Alex Coates and Julie Woodman Member of Burton Community Centre Association.

3. REPORT

- 3.1 At Burton the Council has a number of community assets located adjacent Springbank Plaza shopping centre. They consist of:
- A former Preschool which is unused;
 - Burton Community Centre; and
 - A sporting ground which is leased to the Football Federation of South Australia.
- 3.2 Nearby (under 5kms) community assets include:
- Salisbury West Library; and
 - Bagster Community Centre.
- 3.3 The former Burton Park Preschool is situated at 18 McInnis Avenue, Burton and described as Lot 101 in Deposited Plan 30346 contained in Certificate of Title Volume 5786 Folio 91.
- 3.4 The preschool site contains infrastructure including:
- A building;
 - Bitumen sealed car parking area with 12 car parks available; and
 - A small outdoor area. The design and position of the preschool is of an irregular shape with a narrow frontage to McInnis Avenue. The land is approximately 1300 square metres and has a three metre wide easement running the length of the eastern boundary. The property is currently zoned as Neighbourhood Centre and is adjacent to the Burton Park Soccer facility and the Burton Park Community Centre.

Burton Service Profile

- 3.5 Burton is a small residential suburb approximately 21 kilometres north of the CBD of Adelaide, South Australia. It is located five km north-west of Salisbury in the flat terrain of the Adelaide Plains. The suburb contains two wetland reserves, including Kurna Park.
- 3.6 The Burton Community Centre and the adjacent Preschool building are located on the fringe of a residential/industrial area, nearby the Bolivar Treatment works and the Edinburgh RAAF Base. The Community Centre and Preschool site is adjacent the Springbank Plaza shopping centre which services the local community. The existing Community Centre facility area is 219m² and the Preschool is 243m².
- 3.7 The new Springbank Waters Estate and other new local housing estates have seen the catchment area of the existing Community Centre increase from an expanding local population. Adjacent the Preschool and existing Community Centre are a new sporting ground and facilities including soccer ovals, clubrooms and playground.

- 3.8 In summary the area is characterised by an increasing number of young families, where there is one person working. Below is a summary table of the main demographic characteristics of the area:

Nationality	Around 70% of the 6,000 people living in the Burton catchment are Australian born but a significant number of people (30%) were born overseas. 15 different nationalities are represented through the suburb, the highest numbers being Cambodian, African, Indian, Vietnamese and Lao cultures.
Socio Economic status	The SIEFA Score for Burton is 943 which is higher than the Salisbury average of 924, but significantly lower than the most advantaged suburb of Mawson Lakes of 1,077. Both Bolivar and Edinburgh are significantly lower than Burton.
Age profile	<p>Burton is characterised by young families.</p> <p>The adjacent suburb of Edinburgh caters for the defence force personnel, with around 200 residents. About 50% of residents are in the 20-24 age bracket. Some of these residents may take advantage of the Community Centre outside of working hours, for recreation, celebrations and connecting with the community.</p> <p>Bolivar is another suburb also located adjacent Burton and has around 170 residents. About 30% of residents are aged between 55-60. Some of these may access services at Burton, but are more likely to take advantage of the services on offer at the Jack Young Centre located within the Salisbury City Centre.</p>

Burton Projected Growth Profile

- 3.9 Over the next 5-10 years, and subject to two rezoning processes being approved, there is potential for approximately 350 new dwellings to be constructed. However there is no short term projected growth for Burton.
- 3.10 –In the adjacent suburbs there is some vacant ex-market garden land at Paralowie that may be see developed for housing in the next 10 years, with potential for approximately 450 additional houses (1,317 additional population, based on Forecast ID average household size for the suburb). Salisbury North has limited redevelopment potential in the short-medium term, with potential for approximately 120 new dwellings (283 additional population).
- 3.11 The Burton Community Centre currently provides the following services:

Type of activity	Programme offered
Hobbies	Crafties class; quilting and patch work; beading; scrapbooking
Heath	Immunisation Clinic; Nutrition and Health
Literacy/Education	Playgroup; Computer Lab; Hospitality pathways; English as a second language
Fitness	Zumba; Bootcamp; Tummy, Bums and Thighs
Employment	Volunteer Program

Other Council Facilities Service Offers

- 3.12 Bagster Community Centre, a 1200m² facility located on Bagster Road, is 4.3 kms away in distance.

Type of activity	Programme Offered
Literacy Education	Foundation skills programmes such as introduction to IT; literacy programmes
Food and nutrition	Café and health meal kits
Health and fitness	Zumba and meditation
Social and skills	Parents group; Garden Club
Art and Craft	Quilting; Folk Art

- 3.13 The Salisbury West Library, a 500m² facility located at Hollywood Plaza, is 4.7kms away in distance.

Type of activity	Programme Offered
Literacy Education	Early childhood literacy, Parental literacy
Food and nutrition	Resources
Health and fitness	Sporting equipment for loan and resources
Social and skills	School holiday programmes

Other Service Offerings in Burton Area

- 3.14 Early Literacy and Numeracy - Burton Primary school is a major service provider to families. The School is located near the existing Community Centre facility and caters for students from Preschool to Year 7. The School has a strong emphasis on improving literacy and numeracy by offering Library memberships and coaching to parents, and a Numeracy coach due to the 'the high proportion of students at or below the National Minimum Standard (NMS) in the NAPLAN results.' The School is an "Apple School of Excellence" and has extensive computing and ICT. The School has a multi-purpose hall which caters for sporting events, and the hall is for hire. Playgroups are also available to families, and healthy eating programmes are promoted through the school including breakfast clubs. Kindy Patch provides care and education for children aged zero to six years. All meals are provided, along with nappies and a courtesy bus from a purpose build facility.
- 3.15 Community Wat Khmer Santipheap Association Of SA Inc. is located at 172 Burton Road, Paralowie. Magwi Development Agency Australia Inc. provides cultural advice on working with African Refugees, Cultural Awareness and Profile Sessions for Refugees, Refugee Experience Session, Information for Refugees, Public Speakers on Refugee Issues, Harmony Day Activities, International Refugee Day.
- 3.16 The following is a list of recreational services on offer in Burton:
- Salisbury Country Golf Links, Direk, offers 9 or 18 Hole Golf Course, Social Club, Eightball, Darts and is available for hire,
 - Salisbury Country Putt Putt, is available for hire,
 - South Australian Gun Club Inc., Bolivar offers a club for Clay Target, Trap, Skeet, Tower, Olympic Trap,
 - The Northern 4WD Club of SA Inc., arranges social events interstate and day trips,
 - Equus Horse and Pony Club, Burton, provides instruction on learning to Ride for Young People,
 - Riding for the Disabled Northern Area Centre, Globe Derby Park
- 3.17 There are a range of private financial planners located in and around Burton predominantly located at Mawson Lakes and in Salisbury. In addition SCOPE provides outreach services to the community along with Good Shepherd and in partnership with the National Australia Bank.

Service Gaps

- 3.18 The following are gaps in service provision which have been identified by analysis of the community profile and by staff in consultation with the community. Gaps in service are predominantly due to the lack of suitable space and/or infrastructure at the Centre.
- 3.19 The key areas of need are:
- greater access to information technology;
 - meeting space for cultural groups;
 - suitable space for counselling/mental health consultation; and
 - suitable space for parenting workshops.

Future Vision (5 to 10 years)

- 3.20 The future vision of the Burton Community Centre has been developed to be achieved within a 5 to 10 year timeframe noting that:
- 3.20.1 The population is currently relatively stable however there is the possibility of growth over the 5-10 year time frames (predominantly in young families);
- 3.20.2 The transition to youth services will be required in around the 5-10 year time frame as younger families children grow move to teenagers;
- 3.21 The vision for the Burton Community Centre's future is that of a thriving family (parents, children and youth) based centre which provides a welcoming safe environment that support local families to grow and prosper. The Centre will ideally continue its focus on youth, health wellbeing and adult literacy and numeracy, and begin to include programming catering for the service gaps identified above.
- 3.22 The information technology such as fast internet and video conferencing will attract people to the Centre and the broader Springbank precinct. Burton is a growing community which has a number of strengths including a high number of families with children offering stability of population, and community and cultural diversity thus offering the community interest, dynamism and commitment by new arrivals to participate in civic life. Demand for these services will begin to grow from 5-10 years from now.
- 3.23 The Centre would cater for allied health professionals specialising in speech pathology, occupational therapies and behavioural issues. Childhood development would complement the local school's program with an extension programme for parenting programmes.
- 3.24 Community programmes would also be expanded to include dealing with cross cultural expectations around education, identified by the school as a barrier to female participation in school (for example).
- 3.25 In addition types of programmes to encourage wellness could be introduced around Circle of Security and Bringing up Great Kids, with a focus on parenting, relationships, trauma recovery and social and emotional wellbeing and mental health.
- 3.26 There are a range of larger employers located at Burton including Inghams Chickens, Osmoflo, Obrien's Meats. Allied construction and engineering

companies are well represented along with transport and freight companies. Some of these businesses could be encouraged to take on more active participation in the supporting programmes and sponsoring the Centre.

- 3.27 Furthermore, looking towards the future, the Centre will have increased demands for Youth, as the growing child population heads to adulthood. This will increase over the next 5 years as the demographics change and the population increases.
- 3.28 In order to deliver on this vision a suitably configured space, that is available to be accessed 7 day's across extended hours, would be of benefit to maximise asset utilisation.

Burton Pre-School Site Investigation

- 3.29 An inspection of this building has been undertaken by Property & Buildings staff. The building was designed as a preschool that catered for children under the age of 5 years. The current configuration consists of a large classroom/function area, a smaller classroom area, office space, small kitchenette, 2 toilets and 3 storage areas. During the inspection it was noted that the site is not fit for broad community usage due to poor configuration, compliance, DDA, fire, emergency lighting and exit & egress. Further investigations indicated that:
- Wet areas are not functional, they were designed for children;
 - The kitchen facilities would require significant review and commercial extraction system would need to be commissioned;
 - Adult toilet facilities are not available;
 - There is no presence of a DDA toilet with child changing capability;
 - The lighting layout is not consistent and would require to be upgraded;
 - The air conditioning system would require an upgrade due to its condition and age;
 - There is limited site storage facility available; and
 - The existing internal layout would need to be repaired to a useable state, however the current configuration is not suitable and this would be an inappropriate allocation of funds due to compliance issues.
- 3.30 Apart from the compliance issues the current configuration of the space would require significant investment to bring it to a functional specification for use as a community centre.

3.31 The following table summarises the issues of configuration which would require rectification:

Existing space	Constraint	Rationale
Entrance	Ideally a re-configuration (from south to north) and connectivity to the existing Centre would assist in staffing and workflow between the two sites.	There are currently 2 part-time staff and a core of volunteers who staff the Centre. Two entrances would generate a need for additional administrative support and a duplication of entry systems.
Hall	The hall space would require re-configuration. There is one large L-shaped area which runs through the floor plan from the entrance to the main “hall” space.	The area is not big enough to accommodate larger hall hirers, and is fragmented as it extends to the entrance way.
Rooms	Most rooms require re-configuration. There are 5 rooms, 4 of which have doors.	The rooms are not suitable for consultancy/ meeting space for groups as they are relatively small, and open into the hall space which would restrict hire/usage of the rooms.
Toilets	There are two banks of children’s toilets, and one adult toilet provided which would not be enough to cater for Hirers and community usage.	One bank is adjacent the Hall space and are unsuitable for Hirers as they are not DDA compliant, are built for children and are in an open area to the hall space severely restricting the potential usage of this space. The second bank of children’s toilets are behind closed doors adjacent the hall space and are unsuitable for adult usage.
Lighting	The lighting would require upgrading. The lighting is predominantly fluorescent tube lighting which would require upgrading. The lighting in the office spaces is unsuitable for regular office usage.	There is a lack of suitable lighting for office spaces, and the hall space.
Kitchen	Upgrade	In order to maximise the use of any hall space a commercial kitchen would be required

Other site considerations

3.32 There are a range of other issues impacting on the site worthy of consideration in the development of options for the Preschool related to the precinct.

Preschool re-development

3.33 The redevelopment of the preschool at this stage was considered and discarded as an option for consideration. This is because the order of cost estimates to bring the facility to meet operational requirements is expensive. The following would require remediation:

- internal re-fit and updating to meet DDA;
- minimal landscaping;
- minimal connectivity to existing Centre such as all-weather walkway; and
- creation of additional 100 parking places from re-configuration.

Car Parking

3.34 Availability of carparking within the Springbank Plaza Shopping Centre has been raised in the past as an issue and mainly relates to days of high attendance at the Burton Park Soccer grounds.

3.35 At these times the most convenient form of parking is within the shopping centre car park. At present the Burton Park soccer facility has provision for approximately 100 car parks. This includes 14 car parks in front of the Burton Park Community Centre and (32) at the southern end of the soccer grounds. In addition there are in excess of 100 car parks available within the Kaurna Park car park on the northern side of Waterloo Corner Road. The existing car parks should cater for attendances in the order of 600 people and therefore the majority of events held by Football Federation of SA(FFSA).

3.36 On high attendance days “on street” parking also occurs along Waterloo Corner road. This is estimated to provide an additional 100 car parks making a total of approximately 300. This combination of car parking accommodates 900 attendees without entering the shopping centre car park.

3.37 In summary in the past the maximum attendances have been estimated to be in the order of 1000 people on (9) of the days representing a shortfall of approximately (35) car parks.

3.38 It should be noted that the closest car parks will always be taken up first and hence the parking demand tends to “spill” into the Springbank Plaza Shopping Centre.

3.39 It should also be noted that current experience confirmed by the Burton Community Centre, indicates that the number of high attendance days has reduced due to other grounds becoming available at West Beach.

3.40 As a result increased car parking has been considered in all options, but not as extensive formal carparking. Car Parking closer to the FFSA ground has been considered to alleviate the potential for complaints, in addition to directional signage at Kaurna Park. Extensive formal car parking has not been included but rather re-configuration of existing and minor expansion, in addition to a solution at Kaurna Park. The standard of re-configured parking for the Kaurna site is proposed as markers into the existing base.

3.41 There have been some other parking expansion options considered during the development of this report which are discussed below:

3.41.1 Land purchase and leasing of a private allotment has been explored by Council staff and discounted as an option.

3.42 This is because:

- Access to the land would require the FFSA to provide access into the leased area, and may involve them incurring cost of staffing and/or sourcing of volunteers to facilitate traffic flow;
- The land is not currently available for purchase; and
- The costs of leasing were considered expensive with no ongoing arrangements able to be brokered after a 5 year term.

3.42.1 There is a reserve adjacent to the community pitch which is used for storm water run-off. This area has also been considered and discounted as an option for parking development, due to the significant costs involved in the provision of storm water remediation if informal and/or formal parking was developed at this location. Cost estimates are in the order of \$200,000 for this parking solution.

3.43 In conclusion adequate parking can be provided by the following; the formalization of the Kaurna site, improved signage, and additional parking and the possibility of additional parking if the pre-school was demolished.

3.44 Site consideration have been summarized in the table below:

Existing space	Constraint	Rationale
Car Parking	The existing Community facility is well serviced by public transport via bus route 401, however most Burton residents drive with only 3% utilising public transport. Perceived lack of car parking during sporting events adjacent the Community Centre have been identified as past issues. These have been alleviated somewhat by the development of other sporting grounds and the creation of some additional parking.	Any consideration of the site usage would need to allow for better configuration of car parking and line of sight and access to any additional parking if created. The site could accommodate additional parking spaces if the Preschool was demolished, and a re-configuration of existing parking was undertaken, including Kaurna Park.
Antisocial behaviour	There have been some reports of antisocial behaviours at the site adjacent the Preschool.	An increase in passive surveillance would benefit the whole precinct as it may reduce the incidence of this type of behaviour.

Existing space	Constraint	Rationale
Landscaping and Play Equipment	<p>There is minimal landscaping at the site. The play area has limited passive surveillance, and doesn't have a line of sight to either the shopping centre, Community Centre or the sporting grounds.</p> <p>The play area is adjacent the car thoroughfare to the existing parking at the Preschool</p>	<p>There is site capacity to improve landscaping, to provide good amenity.</p> <p>Line of sight to the play area would be improved by the demolition of the facility.</p>
Security	<p>At Burton Community Centre there have been a few incidents related to security which affect the operations. Generally these have been related to mental health issues and the current configuration of the Community Centre poses some constraints and difficulties in relation to the existing site's security</p>	<p>If possible consideration could be given to minor works on the existing site to rectify some issues related to security</p>
Income generation opportunities	<p>The Burton Association currently has limited ability to generate income due to the size of their hall, and some site constraints in relation to the meeting rooms located behind staff secure areas.</p>	<p>It may be possible with the right facility to improve income generating capability and assist the Association's ongoing financial viability.</p>
Expenditure to date	<p>Since 2011, the existing Community Centre facility has had a number of capital works projects including the following:</p> <ul style="list-style-type: none"> - Construction of a new computer room and front entry, improved lighting, window locks, door seals, motion sensors. Installation of Solar Panels, and landscaping. - Facade upgrade & internal modifications, tile replacement & toilet upgrade. 	<p>The costs associated with these works is \$394,130.</p> <p>The majority of these works were undertaken in 2013 and 2015.</p> <p>Some consideration of this investment should be given in the selection of any option.</p>

4. DEVELOPMENT OF OPTIONS

4.1 Several principles were adopted in the development of options, they include:

- Ensuring maximum flexibility to deliver on future needs, particularly for families and youth;
- Ensuring that there is a balance of investment and services across the Salisbury West Precinct (taking account of the Community Hub development);
- Ensuring that demographic and needs information is taken into account in option development; and
- Cost and capacity considering Council is undertaking two significant community infrastructure building tasks over the next few years with Para Hills and the Community Hub.

5. **OPTION 1 – DEMOLITION OF PRESCHOOL, IMPROVED CAR PARKING AND LANDSCAPING AND 300M² EXTENSION TO EXISTING COMMUNITY CENTRE BUILDING AND MINOR RE-CONFIGURATION OF EXISTING - ORDER OF COSTS ESTIMATE - \$1,578,775.00**

5.1 This Option proposes:

- Demolition of the preschool and the building of a 300m² extension and minor configuration changes to the existing Community Centre facility. The re-configuration has been estimated based on 100m² of internal modifications to the existing facility;
- Demolition of the Burton Preschool has been taken into consideration. This would allow for the site to be cleared and cater for additional parking facilities that are lacking;
- The extension would include a large hall space and multifunction rooms, with landscaping to allow for indoor and outdoor events;
- 240 sq. metres of multi-function space, with rooms that can be re-configured;
- 20 sq. metres of new kitchen facilities with appropriate extraction system;
- 7 sq. metres of DDA toilet facilities with child changing capability;
- 9 sq. metres of storage availability;
- 12 sq. metres female toilet facility with air lock; and
- 12 sq. metres male toilet facility with air lock.

5.2 The existing facility would require minor modifications to the layout to remove meeting rooms from behind secure doors utilised by staff.

5.3 The following work would be undertaken:

- opening up of the large meeting rooms (to the right of the staff offices) to the new extension;
- movement of the security door arrangements to ensure no access to staff and reception area;
- reconfiguration of reception area to cater for these changes; and
- installation of CCTV.

- 5.4 In summary the main features of this option are:
- demolition of the Preschool;
 - minor refurbishment of the existing facility (meeting rooms reconfiguration, reception desk changes),extension of 300m² to the facility;
 - improved landscaping; and
 - additional car parking from a combination of new and re-configuration of existing (100 additional).
- 5.5 This is an indicative cost estimate based on the Community Hub Para Hills costing, with lower finishing standards and smaller contingency (10%).
- 5.6 The estimate of the order of costs is \$1,578,775.00 for the 300m² extension plus modifications to the existing facility, car parking and landscaping.

Analysis of this option

- 5.7 For the investment the Burton community would be provided with an expanded facility that could be developed into a family centre offering a range of services. It would meet the current demand for services to support the community, particularly newly arrived groups seeking a place to establish their networks and assist their communities settle into community life in Salisbury.
- 5.8 It would allow the car parking to be increased (more than 100 spaces) and would significantly improve the site's visual appearance.
- 5.9 This option also addresses some of the existing issues at the Community Centre which prevent it from running as effectively as it might.

- 5.10 Future needs over the next 10 years would be met under this option. It is possible that there may be an excess of community facilities within the Western Salisbury precinct within 5 years if the Community Hub at Salisbury is built. Considerations such the number and types of existing assets within the Salisbury West precinct (the Community Hub, Twelve 25, Salisbury West Library, Bagster Community Centre and Burton Community Centre), would need to be considered alongside this significant investment if this option was preferred.

Issue addressed	Effect	Quantum	Investment
Car Parking	Increased	Min 100 Kaurna Park signage and formal parking	\$1,578,775.00
Community amenity	Significant		
Landscaping	Improved	Some additional landscaping could be undertaken	
Playground	Un-improved	No Change.	
Safety at site	Improved	Removal of the building creates better line of sight between the parcels of land and removes temptation from vandals	
Safety in existing facility	Improved	Changes would allow the reception and staff area to be re-configured improving safety	
Future needs	Met	The next 10 years	

6. OPTION 2 – DEMOLITION OF THE PRESCHOOL FACILITY, IMPROVED CAR PARKING AND LANDSCAPING AND MODIFY 100M² OF THE EXISTING COMMUNITY CENTRE FACILITY - ORDER OF COST ESTIMATE \$467,775.00

- 6.1 Modifications to the existing facility could improve the current facility. Increasing the hall space, re-configuring meeting rooms and the reception area would be a priority.
- 6.2 Under this option is proposed that the following work would be undertaken:
- Demolish the preschool;
 - opening up of the large meeting rooms (to the right of the staff offices) to the new extension;
 - movement of the security door arrangements to ensure no access to staff and reception area;
 - reconfiguration of reception area to cater for these changes; and
 - installation of CCTV.

- 6.3 The key features of this option are:
- minor refurbishment of the existing facility (meeting rooms reconfiguration, reception desk changes);
 - improved landscaping; and
 - improved parking increased by 100 places (combination of re-configuration of existing and new).
- 6.4 The estimate of the order of costs is \$467,775.00 for demolition, landscaping, car parking and modifications to the existing facility.
- 6.5 This is an indicative cost estimate based on the Community Hub Para Hills costing, with lower finishing standards and smaller contingency (10%).

Analysis of this option

- 6.6 This option would be of benefit to the community by increasing the capacity of the hall space to be utilised in all-weather conditions. In addition the meeting rooms if re-configured will ensure that they could be accessed without comprising security, and increase utilisation.
- 6.7 These modest modifications would significantly increase the asset utilisation, and present a cost effective usage of the site.
- 6.8 This option maintains flexibility to respond to any future emerging community need, and/or desire by the community to create community hubs in the future.
- 6.9 Furthermore this option would allow for significant car parking increases. A minimum of 100 car parks could be accommodated under this option.
- 6.10 Some further work would be required to scope this with regard to the car parking implications.
- 6.11 The order of costs for this option are estimated to be \$467,775.00.
- 6.12 Future needs over the next 5 years would be met under this option. After this time other considerations such as the Community Hub would then need to be taken into account along with the number and types of existing assets within the Salisbury West precinct (Salisbury West Library, Bagster Community Centre and Burton Community Centre).

6.13 These works could be staged over several financial years.

Issue addressed	Effect	Quantum	Investment
Car Parking	Increased	Min 100 Kaurna Park signage and formal parking	\$467775.00
Community amenity	Improved		
Landscaping	Improved	Some additional landscaping could be undertaken	
Playground	Un-improved	No Change	
Safety at site	Improved	Removal of the building creates better line of sight between the parcels of land	
Safety in existing facility	Improved	Changes would allow the reception and staff area to be re-configured improving safety	
Future needs	Met	Next 5 years	

7. **OPTION 3 - PRE SCHOOL DEMOLITION, IMPROVED CAR PARKING AND LANDSCAPING - ORDER OF COSTS ESTIMATE – \$302,775**

7.1 Demolition of the Burton Preschool would allow for increased parking at the site. In addition removing the building would improve the amenity of the area, as it is prone to vandalism the longer it remains unused. This would allow for the site to be cleared and cater for additional parking facilities that are lacking. This would create room for additional car parking of around 100 places, including re-configuration of existing. Under this option landscaping would be undertaken around the existing Community Centre.

7.2 Order of costs for this option are estimated to be \$302,775.

7.3 This Option proposes:

- demolition of the Preschool building;
- increased car parking estimated at 100 places; and
- improved landscaping on the old Preschool site.

Analysis of this option

- 7.4 This is a low cost option, which would allow for the land to be utilised for parking and additional recreational spaces once landscaped. The option improves visual amenity by removing a decaying building. The removal of the building also prevents further unsightly vandalism on the site.

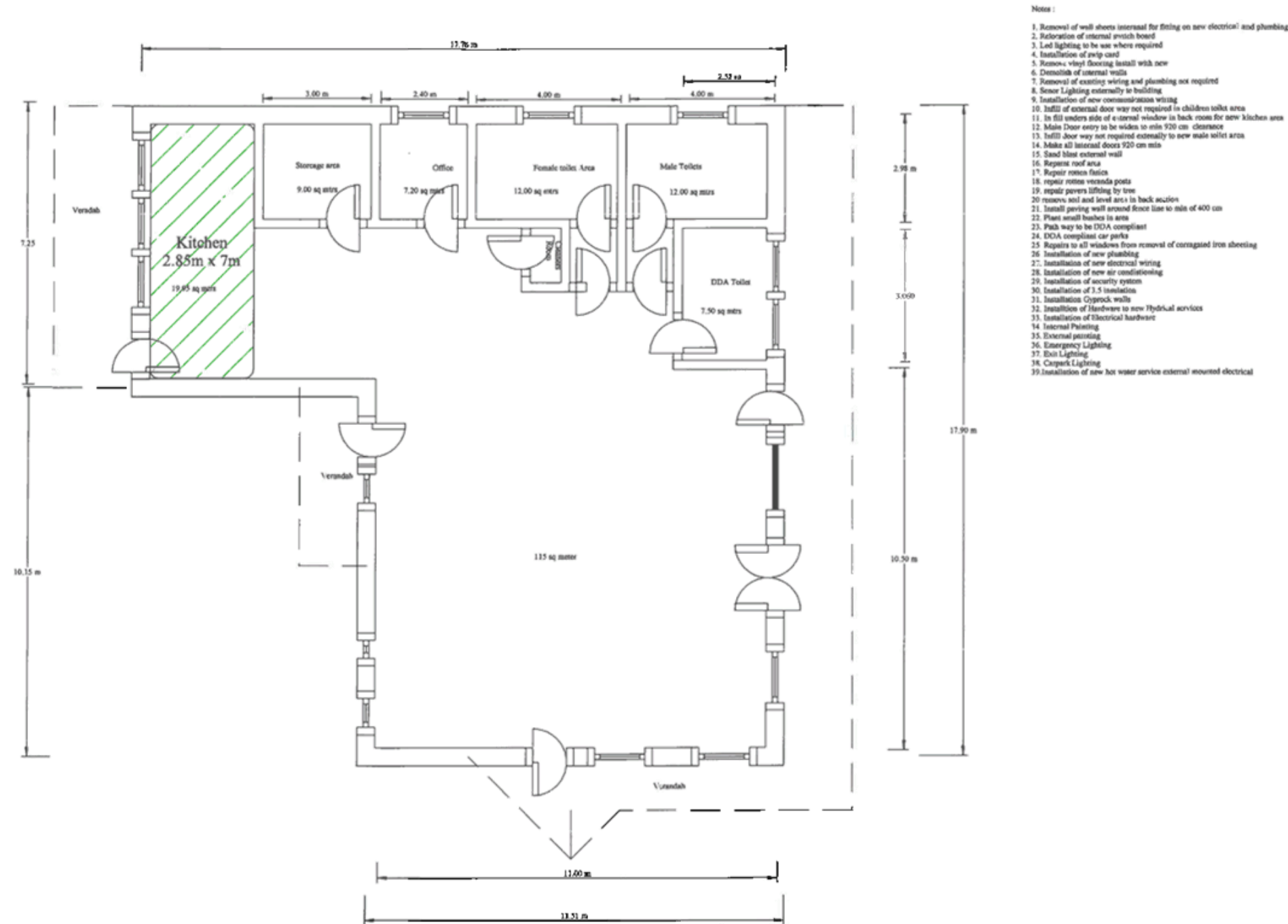
Issue addressed	Effect	Quantum	Investment
Car Parking	Increased	Min 100 Kaurna Park signage and formal parking	\$302,775
Community amenity	No change		
Landscaping	Slightly Improved	Some additional landscaping could be undertaken	
Playground	Un-improved	No Change	
Safety at site	Slightly improved	Removal of the building creates better line of sight between the parcels of land	
Safety in existing facility	No change		
Future needs	No change		

8. CONCLUSION / PROPOSAL

- 8.1 Option 1 presents an extension to the existing facility and minor modifications (including landscaping and re-configured car parking). This Option is not preferred as it is not supported by any immediate substantial population growth which would indicate demand for additional space. The likely time frame for growth is projected in the 5-10 year timeframe.
- 8.2 Option 2 presents minor modifications to the existing facility (including landscaping and re-configured car parking). This option also is not preferred as a reasonable investment has already been made in facility over the past 5 years.
- 8.3 Option 3 is low cost and provides some solutions to parking issues which have been experienced as well as improving the external amenity of the area.
- 8.4 This option ensures that further car parking can be made available and that the area has improved amenity by removing the unoccupied building, and leaves council with options to consider in light of future demands.
- 8.5 In conclusion considerable changes are likely in the demography of the area (saltpans re-development for example) over the next 10 years and considering the close proximity of other facilities it would be premature to make significant investment in this site at this time. The decision to invest would be better made in the context of a broader Social Infrastructure Plan for the City.
- 8.6 Given the Community Hub is still in the planning phases, it may be prudent to select options which provide maximum future flexibility, noting that the demands in the western part of the City of Salisbury in the family and youth areas are likely to increase over the next 5-10 years.
- 8.7 It is recommended that Council adopt Option 3 – and proceed to demolish the preschool, improve car parking and landscaping at the Burton site.

CO-ORDINATION

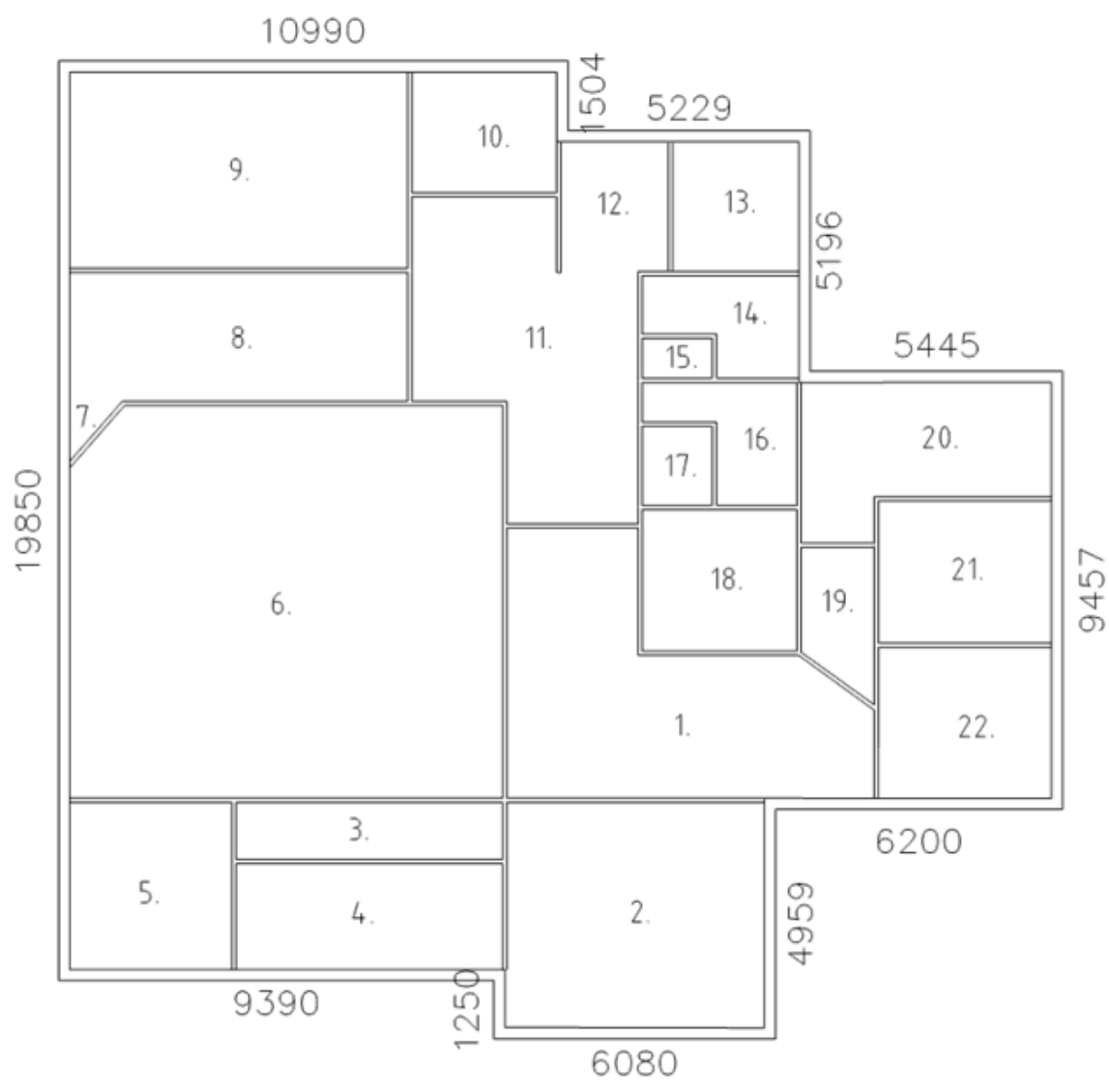
Officer: Executive Group
Date: 11/04/2016



Burton Park Pre School
18 McINNES Ave Burton



Draft Design by Les Hubiak & Charlie Soti (Property & Buildings) CONCEPT DRAWING ONLY
Drawn by Charlie Soti
Dated Jan 22nd 2015 All Size to be verified on site



ROOM No.	DESCRIPTION	ROOM No.	DESCRIPTION
67.01-01	FOYER	67.01-12	EXIT FOYER
67.01-02	COMPUTER ROOM	67.01-13	DISABLED TOILET
67.01-03	STORE 2	67.01-14	MALE TOILET
67.01-04	STORE 3	67.01-15	AIRLOCK
67.01-05	STORE 4	67.01-16	FEMALE TOILET
67.01-06	HALL	67.01-17	CLEANERS ROOM
67.01-07	PANTRY	67.01-18	RECEPTION
67.01-08	KITCHEN	67.01-19	HALL
67.01-09	MULTI FUNCTION ROOM	67.01-20	MEETING ROOM
67.01-10	IMMUNISATION ROOM	67.01-21	OFFICE 2
67.01-11	FOYER 2	67.01-22	OFFICE 1

TOTAL FLOOR AREA
219.10 m ²

C:\USERS\IDAGOSTINELLI\DESKTOP\SALISBURY BUILDINGS\FLOOR PLAN\DWG\TONKIN\67.01.DWG [LAYOUT] 15-Apr-2015 - 2:51pm
© TONKIN CONSULTING

www.tonkin.com.au



Offices also in: BERRI - DARWIN - MOUNT GAMBIER

ADELAIDE
TONKIN CONSULTING
LEVEL 2, 66 RUNDLE STREET
KENT TOWN SA 5067
T +61 8 8273 3100
F +61 8 8273 3110
E adel@tonkin.com.au

Job No:
Filename: 67.01.DWG
Revision
Drawn:
Date:
Scale: 1:200

67.01

Burton Park Community House

City Of Salisbury



ITEM	2.4.1		
	WORKS AND SERVICES COMMITTEE		
DATE	18 April 2016		
PREV REFS	Works and Services Committee	2.4.2	16/11/2015
	Works and Services Committee	2.4.1	15/02/2016
HEADING	Tree Management Framework		
AUTHOR	Mark Purdie, Manager Parks & Landscape, City Infrastructure		
CITY PLAN LINKS	2.1 To have sustainable and resilient natural environments that support biodiversity and contribute to quality amenity 3.3 To have a city where a quality of life is achievable 1.2 To enhance and create quality urban areas with high amenity and integrated infrastructure		
SUMMARY	This report provides a review of the status of key documents relating to the management of trees under the care and control of Council which together comprise Council's tree management framework. It recommends the endorsement of a new tree management policy to replace the former tree maintenance policy and the endorsement of an updated tree removal procedure.		

RECOMMENDATION

1. The information be received.
2. The Tree Management Policy as set out in Attachment 2 to this report (Item No 2.4.1 Works and Services Committee, 18/4/2016), be endorsed.
3. The revised and updated Tree Removal Procedure, with track changes accepted, as set out in Attachment 3 to this report (Item No 2.4.1 Works and Services Committee, 18/4/2016, be endorsed; with option 1, the Development Assessment Unit, as the preferred mechanism for processing requests to review tree removal decisions related to Regulated/Significant trees where removal is supported (Clause 2.7 of Tree Removal Procedure).
4. The previous Tree Maintenance Policy be discontinued.

ATTACHMENTS

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

1. Previous Tree Removal Procedure showing track changes
2. Tree Management Policy
3. Tree Removal Procedure with track changes accepted

1. BACKGROUND

- 1.1 Trees in the urban environment under the care and control of Council provide a wide range of benefits for the community and may also present risks and nuisances, evoking a wide range of emotions and high levels of public interest in the management of trees.
- 1.2 Local Government authorities have legislative obligations with respect to the protection of trees, and responsibilities relating to damage or injury associated with the presence, failure or growth of trees.
- 1.3 An effective tree management framework provides strategic direction, guidance, and consistency in relation to the management of trees. Council's tree management framework comprises a range of documents, several of which have recently been reviewed providing an opportunity to redefine the tree management framework and update and endorse relevant plans, policies and procedures.
- 1.4 Workshops were held with Elected Members in March 2015 and September 2015 regarding the updating of Council's tree management framework. Feedback from these workshops has been incorporated into this report.
- 1.5 This report was deferred at the February 2016 Council meeting. The following changes have been made following feedback from this meeting:
 - 1.5.1 Tree Management Policy (Attachment 2) Clause 4 Landmark Tree Register – amended to remove reference to environmental & social criteria.
 - 1.5.2 Tree Removal Procedure (Attachment 3) Clause 3.11 – amended to remove reference to 'physical' health to be inclusive of all health.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Technical Services
 - 2.1.2 Community Planning & Vitality
 - 2.1.3 Development Services
 - 2.1.4 Elected Member workshops March and September 2015
- 2.2 External
 - 2.2.1 Nil

3. REPORT

- 3.1 Figure 1 below provides an overview of the key documents that comprise Council's Tree Management Framework.

Figure 1 – Tree Management Framework



City Landscape Plan

- 3.2 The City Landscape Plan is the overarching strategic reference Plan for Parks and Landscape amenity functions, containing a broad spectrum of service area vision, objectives, and strategic guidance. The Plan is now dated in certain areas and is scheduled to be reviewed and updated in 2016/17.

Policy

- 3.3 The existing Tree Maintenance Policy (adopted August 2011 Council meeting) was developed to provide strategic statements and guidance for all tree management and maintenance considerations. A review of this policy has provided opportunity to enhance policy statements in a number of key areas. A new Tree Management Policy has been developed and is intended to replace the former Tree Maintenance Policy. This document contains clear objectives, lists relevant legislation and provides strategic statements of intent and guidance to all tree management considerations under the broad sections of:
- 3.3.1 Tree Planting
 - 3.3.2 Tree Protection
 - 3.3.3 Tree Removal
 - 3.3.4 Tree Asset Management
 - 3.3.5 Community Consultation and Engagement
 - 3.3.6 Risk Management
- 3.4 The new Tree Management Policy (Attachment 2) is intended to be a key strategic document that underpins all associated Tree Management Procedures that provide guidance to operational tree activities for trees under the care and control of Council. It also forms the foundation principles for the Street Tree Asset Management Plan.

Street Tree Asset Management Plan

- 3.5 Street trees often comprise a higher level of risk due to their closer proximity to pedestrians, vehicles, and dwellings. Street trees are treated as financial assets as well as community and environmental assets, and a significant amount of work has been undertaken to revise and update the previous Street Tree Asset Management Plan (2011). In particular, the updated Plan will provide a high level of strategic guidance in relation to the renewal of street trees and details specific objectives for streetscape environments. The new Street Tree Asset Management Plan forms part of the Asset Management Strategy which has recently undergone community consultation and was endorsed by Council in November 2015. A summary of key changes to the Plan include:
- 3.5.1 Increased funding to \$1.1M per annum for streetscape renewal to provide a 50 year replacement life cycle for street trees
 - 3.5.2 Targets developed (1,500 street trees to be renewed annually)
 - 3.5.3 Modified community engagement for streetscape renewal
 - 3.5.4 Revised criteria and process for prioritising streets and engaging with Elected Members
 - 3.5.5 Inclusion of urban forest principles and canopy diversity measures
 - 3.5.6 Master planning for precincts and main roads
 - 3.5.7 Improved alignment with road and footpath renewals

Tree Removal Procedure

- 3.6 A revised Tree Removal Procedure was adopted at the August 2011 Council Meeting following a full review of the tree removal process. The revised procedure aimed to address a number of issues discussed and raised in the former Tree Management Appeals Sub-Committee (TMAS), including empathy for aged residents, damage caused by tree roots, thinning of over planted verges and a consistent process for dealing with appeals.
- 3.7 The effectiveness of the revised Tree Removal Procedure adopted in 2011 was reviewed and reported to Council at the August 2012 meeting following 12 months of operation, where it was resolved to continue the application of the revised procedure based on the effectiveness and appropriate balance the procedure was delivering.
- 3.8 A summary of key statistics from the Tree Removal Committee is provided in Table 1 below, comparing periods prior to and following implementation of the revised procedure in 2011.

Table 1 – Tree Removal Committee Decisions

Item	2005-2010	2011-2014
Average number of applications	448	814
Average No. of Approvals	308	668
Average No. of Refusals	141	146
Average Approval Ratio	68%	83%

*Note – figures relate to number of applications not number of trees

- 3.9 As evident from Table 1, the average number of applications processed by the Tree Removal Committee (TRC) has increased under the revised tree removal procedure by some 366 applications per annum. Despite this large increase, the average number of applications refused has remained steady whilst the number of approvals for tree removal applications has increased by an average of 360 per annum. This has resulted in the removal approval ratio increasing from 68% under the previous procedure to 83% in its current form.
- 3.10 The review process for tree removal refusals (by TRC) where residents are particularly aggrieved has involved Senior Staff meeting with residents on-site, providing an opportunity to engage with the customer in an attempt to resolve the issues and concerns within the parameters of the procedure. Table 2 below summarises the number of review requests processed during the past three year period which has resulted in tree approval ratio of 52%.

Table 2 – Tree Reviews

Year	2012	2013	2014
Tree Removal Reviews	12	32	25

- 3.11 The current Tree Removal Procedure is delivering a robust framework for assessing tree removal requests in a consistent manner and is providing an appropriate balance between the benefits of trees and the potential nuisances they can create. A review has identified the opportunity to make some minor alterations to the procedure, primarily to improve clarity and service for customers and administrative effectiveness. Refer to Table 3 below for a summary of proposed changes. These are highlighted in yellow in the attached procedure.

Table 3 - Summary of Proposed Changes to Tree Removal Procedure

Item	Proposed Change	Reason / Benefit
Tree Removal Committee (Clause 1.3, 1.12 & 1.13)	Qualified Planner to attend TRC meetings for Regulated/Significant Trees applications. Preliminary planning assessment to be undertaken to assist TRC decision.	Administrative efficiency – more informed use of Development Application process.
Supporting Information for allegations of damage (Clause 1.9)	Requires applicant to provide some form of evidence to enable assessment where there are allegations of root damage to property or infrastructure. (Sewer report, Engineering report, exposing roots for inspection etc.)	Supporting information enables informed decisions to be made.
Tree Removal Criteria – genuine hardship (Clause 3.12)	Move from a criteria that is assessed and applied under Review, to be part of standard criteria to be assessed by TRC.	More efficient use of Review process; decisions can be made at first level assessment.
Review process for Regulated / Significant Trees	Options developed for processing Reviews for Regulated/Significant Trees that meet City of Salisbury criteria for removal but assessed as being unlikely to gain Development Approval. Refer to discussion below.	Refer to discussion below

- 3.12 During workshops with Elected Members in March and September 2015, there were several discussions on the process for dealing with removal requests relating to Regulated and Significant Trees as defined by the Development Act 1993 (as amended). In order to remove a Regulated/Significant Tree, two levels of approval are required – Council support (via delegation to TRC or Senior Staff) and Development Approval.
- 3.13 Where the TRC assesses a removal request relating to a Regulated/Significant Tree as meeting removal criteria under our Tree Removal Procedure (which applies different criteria to that applicable under the Development Act), a ‘Preliminary Planning Assessment’ will be undertaken by the Qualified Planner attending the meeting – if this assessment indicates a Development Application is likely to be approved, the TRC will support approval and a Development Application will be lodged and assessed against the provision of the City of Salisbury Development Plan. (Refer clauses 1.10 – 1.14 of Attachment 3 – Tree Removal Procedure).
- 3.14 Should the ‘Preliminary Planning Assessment’ conclude Development Application is unlikely; the TRC may refuse the approval request. This is an efficient and sound first level decision approach.
- 3.15 However, should the applicant be particularly aggrieved by this decision and request a review of the matter, three options are provided and discussed below for reviewing the Preliminary Planning Assessment. (Refer clause 2.7 of Attachment 3 – Tree Removal Procedure). Based on historical records, there are estimated to be less than 20 such cases per annum that would fit into this category.
- 3.16 It should be noted that all formal assessments for a development application to remove a Regulated or Significant Tree are required to be made against the same criteria under the Development Act. That is, whether an officer, the General Manager on the advice of the Development Assessment Unit (DAU), or Development Assessment Panel (DAP) are the decision maker under delegation from Council, the criteria guiding the decision is the same in each case.
- 3.17 Option 1 - (preferred) – Planning Assessment by Development Assessment Unit (DAU) through staff-lodged Development Application
- 3.17.1 Benefits – Administratively most efficient, provides a level of independent review by a person with higher delegations than reporting/planning officer, faster resolution times, has built in options to trigger referral to the DAP. Current DAU procedure also includes referral of matters considered by the DAU to Elected Members for information, providing awareness to Elected Members of applications that may be of interest.
- 3.17.2 Disadvantages – potential for delays in determination of an application awaiting consideration at a weekly DUA meeting in comparison to determination by an officer under delegation; staff time required to complete applications and associated reports.
- 3.18 Option 2 – Assessment by Development Application Panel (DAP) through staff-lodged Development Application
- 3.18.1 Benefits – A further layer of independent review, including by independent Panel Members external to Council.

- 3.18.2 Disadvantages – Administratively inefficient – higher level of reports and after hours staff attendance at DAP meetings, potential higher direct costs (if DAP required to convene just for a tree review cost would \$2,250 plus staff time); longer delays in decision making times, not a high likelihood of achieving a different outcome to Option 1 - given assessment is against exactly the same planning parameters.

3.19 Option 3 – Assessment of a resident-lodged Development Application

- 3.19.1 Benefits – Lodging by external party provides perceived separation from Council in triggering appeal processes and enables lobbying/support by Elected Members. This option is already available and can be exercised - is not required to be formally captured in the Tree Removal Process.

- 3.19.2 Disadvantages – Cost to resident of preparing/lodging an application; applicants may misunderstand process.

- 3.20 Taking into account the advantages and disadvantages of each option, the relatively low number of reviews relating to Regulated/Significant Trees (<20 per annum) and the very low likelihood of any particular option to generate a substantially different outcome, Option 1 is the preferred and recommended approach.

Tree Management Procedure

- 3.21 Tree Management Procedures have been developed in accordance with the overarching Tree Management Policy and are operational in content providing guidance for staff in delivering tree services and day to day work practices.

4. CONCLUSION / PROPOSAL

- 4.1 Revision of a number of key documents has provided an opportunity to redefine Council's Tree Management Framework and update and improve relevant Plans, Policies and Procedures to ensure an integrated and endorsed approach to the management of Council trees.

CO-ORDINATION

Officer: Executive Group
Date: 11/04/2016



Tree Removal Procedure

Procedure Type:	Procedure	Decision No:	
Approved By:	23 November 2015	Last Reapproval Date:	
Approval Date:	23 November 2017	Internal Reference No.:	
Review Date:		Division:	Parks & Landscape
Department:	City Infrastructure	Responsible Officer:	Manager, Parks & Landscape
Function:	14 - Infrastructure		

A - PREAMBLE

1. Trees form an integral part of the landscape and public domain within the City of Salisbury ~~providing. Trees provide~~ a wide range of social, cultural~~environmental~~, functional and ~~environmental~~ecological benefits for the City and ~~the~~ wider community. ~~They grow to develop cultural, economic and aesthetic outcomes and can transform the character of the whole of the City.~~
2. Trees within urban environments may also present a level of risk and can be ~~an~~very emotive issue for communities, with conflict commonly occurring when strong views being expressed by residents for and against trees ~~contribute for a variety of reasons. It was therefore considered necessary to~~ public and private infrastructure damage. Trees may also be perceived as creating nuisance in urban environments.
3. Tree management in the urban environment seeks to achieve a balance of minimising risks and nuisances, whilst maximising benefits to ensure the best community outcome.
4. The~~have a consistent approach when dealing with~~ removal of trees under certain circumstances is a relevant tree management tool in mitigating risks and ensuring an appropriate balance between the benefits and nuisances of trees in the urban environment~~requests.~~

~~— Council will take all reasonable actions to preserve Council trees.~~

B — SCOPE

1. This Procedure relates to the removal of trees under the care, control and management of~~way in which~~ the City of Salisbury ~~deals with tree removal requests for Council owned and managed trees~~ and has been developed in accordance with the adopted Tree Management~~Maintenance~~ Policy.

2. This Procedure details the assessment criteria and process for considering and dealing with to be used when processing tree removal requests.

~~This procedure applies to City of Salisbury staff, Elected Members, contractors and service authorities working on or near Council owned and/or controlled trees.~~

C - PROCEDURE PURPOSE/OBJECTIVES

~~The objective of this procedure is to:~~

- ~~Ensure consistent application of tree removal procedures by Council.~~
- 1. Outline the principles and defines the criteria that are considered in determining ~~determine~~ the removal of trees ~~on lands in the ownership or under the Council's care, and control and management of the City of Salisbury.~~
- 2. Provide a clear ~~Outline the~~ process and a consistent, robust decision making framework ~~for assessing and processing tree removals~~ tree removal requests.
- 3. Strike an appropriate ~~balance~~ between the benefits of trees, the risk they may present, and the potential nuisance they can create ~~for property owners.~~
- 4. This procedure focuses ~~on reactive responses to tree removal requests.~~ Council's Street Tree Asset Management Plan and associated Streetscape Renewal Program are ~~streetscape renewal program is designed for programmed removal and replacement of street trees and specific tree removal criteria may apply to this program.~~
- 5. To ensure trees are removed in accordance with legislative requirements ~~long term asset renewal. This procedure supports and compliments the streetscape renewal policy.~~

D - DEFINITIONS

~~Tree – long~~

1. Long ~~lived~~ woody perennial plant greater than (or usually greater than) 43 ~~metres~~ in height at maturity with one or relatively few main erect stems or trunks.

~~Amenity Trees~~

~~Trees with recreational, functional, environmental, ecological, social, health or aesthetic value rather than for production purposes.~~

~~Regulated/Significant Tree -~~

2. As Defined in the Development Act 1993.

E - PROCEDURE STATEMENT

1. Tree Removal ~~Process~~ ~~Committee~~

- 1.1. All requests to remove a living, Council controlled tree ~~must be in writing describing the reasons why the tree is requested to be removed.~~
- 1.2. All written tree removal requests are to be assessed by the Tree Removal Committee (TRC).
- 1.3. ~~The TRC will comprise three (3) be formed from~~ Council staff with expertise in Landscape Design and Arboriculture. ~~A qualified Planner will also attend TRC meetings when Regulated/Significant trees are to be assessed for removal. The Manager Parks & Landscape and the General Manager City Infrastructure shall not participate in the TRC; these staff provide independent oversight of the review process as detailed in Section E2.~~
- 1.4. The TRC will consider each tree removal request individually on its merits and will determine the most appropriate action required, ~~based on the following Tree Removal Assessment Criteria Guidelines:~~
- 1.5. The TRC may approve or support (in the case of Regulated/Significant Trees) the removal of a tree if one or more of the Tree Removal Criteria as listed in Section E3 can be satisfied.
- 1.6. Each application assessed and processed by the TRC will be categorised as either: approved for removal; supported for removal (Regulated/Significant Trees); removal refused; or decision deferred to enable further information to be gathered to complete the assessment.
- 1.7. A written response will be sent to the applicant detailing the decision of the TRC and as appropriate; any cost to be paid, list of removal criteria and the option for a review of the TRC decision.
- 1.8. The minutes of each TRC meeting will be circulated to Elected Members.

Supporting Information

- 1.9. Where an applicant believes that a tree or its roots are the direct cause of damage to private infrastructure, the applicant may be required to provide some form of evidence to enable the tree removal request to be assessed. This may involve the claimant exposing roots to enable inspection, or providing independent engineering assessment.

Regulated/Significant Trees

- 1.10. The Development Act 1993 (as amended) defines parameters under which trees may qualify as Regulated or Significant Trees under this legislation.
- 1.11. The Development Act 1993 (as amended) defines certain activity, such as tree removal, that affects a Regulated or Significant Tree as development, and such activity requires Development Approval.

==

1.12. Where a Regulated or Significant Tree removal request is received, a qualified Planner will attend the TRC meeting. The tree removal request will be assessed under the Tree Removal Criteria as listed in Section E3. If the one or more of these criteria are met and the TRC assesses the removal request as supported, a further preliminary assessment will be made against the criteria for Regulated/Significant Trees in accordance with the City of Salisbury Development Plan and the Development Act 1993.

1.13. Should the preliminary Planning Assessment conclude that Development Approval is likely; the TRC may support the removal and arrange for a Development Application to be lodged. The Development Application will then be assessed against the provisions of the City of Salisbury Development Plan.

1.14. Where the preliminary Planning Assessment concludes that Development Approval is not likely, the TRC may refuse the tree removal request.

2. Tree Removal Decision Review Process

2.1 Where a request for a tree to be removed has not been supported by the TRC and the applicant is particularly aggrieved by the decision, the applicant may request a review of that decision.

2.2 All requests for a Tree Removal Review must be in writing, within 2 months of the TRC decision, detailing why they believe the decision was incorrect.

2.3 A Tree Removal Review will be undertaken by the Manager Parks & Landscape and/or the General Manager City Infrastructure. The Review shall include:

- Examination of the original TRC decision and the application of Tree Removal Criteria
- Assessment to determine that all reasonable actions have been considered to reduce the impact the tree is having on any neighbouring properties or persons
- Determination if further information or investigations are required to enable assessment

2.4 As part of a Tree Removal Review, removal of a tree may be considered outside of the Tree Removal Criteria where there are unique circumstances. These will be assessed on a case by case basis and may require the resident to pay a set fee (as per Section E4) for the removal of the tree.

2.5 A written response will be sent to the applicant detailing the decision of the Tree Removal Review and where appropriate; any cost to be paid.

2.6 All Tree Removal Review decisions will be circulated to Elected Members.

Regulated/Significant Trees

2.7 Where an applicant is particularly aggrieved with the decision not to remove a Regulated or Significant tree, the applicant may request a review of that decision. If as part of the

Review it is concluded the removal request meets the tree removal criteria (E3), a Development Application may be lodged for removal of the tree and the application will be assessed against the provisions of the City of Salisbury Development Plan.

3. Tree Removal Criteria

Removal of a tree could be warranted if one or more of the following criteria are met:

- 1.3.1 The tree is in an unsuitable location and is unreasonably obstructing approved infrastructure or traffic sight lines.
- 2.3.2 The tree is inconsistent with the landscape style or character of the local area and/or does not contribute substantially to the landscape or streetscape.
- 3.3.3 The spacing of trees planted on a standard width verge is inconsistent with the “Street Tree Planting Guide” for that species of tree, ~~in accordance with the Streetscape Renewal Policy.~~
- 4.3.4 The tree is diseased and/or has a short life expectancy or is dead and has no significant landscape or habitat value.
- 5.3.5 The tree is structurally poor and/or poses an unacceptable risk to public or private safety and/or has a history of major limb failure.
- 6.3.6 The trees roots are shown to be causing or threatening to cause damage exceeding two thousand dollars to adjacent infrastructure.
- 7.3.7 The trees roots have resulted in damage to Council’s kerb or footpath that has required replacement or substantial repair works on more than one occasion within a 5 year period.
- 8.3.8 The tree is in the location of a first single driveway of a property (sub-division excluded).
- 9.3.9 The tree is in the location of an approved Council development.
- 10.3.10 The tree has been assessed for removal as part of the “Streetscape or Landscape Redevelopment/Renewal Programme”.
- 11.3.11 The tree, according to a medical specialist or GP, has been determined to be the cause of a detrimental ~~effect~~affect on the ~~physical~~ health of a nearby resident. Such advice must be in writing.

~~1.1. Note — leaf, bark, seeds, fruit or minor branch drop are considered part of the natural environment and are not criteria for tree removal.~~

~~1.1. The minutes of the TRC meeting will be circulated to all Elected Members in the Bulletin.~~

~~A written response will be sent to the person making the tree removal request detailing the decision of the TRC and as appropriate; any cost to be paid, list of removal criteria and the review procedure.~~

3.12 Genuine Hardship

- a. The person/resident is receiving HACC or a community care service ~~and/or~~
- b. The person/resident does not have the functional ability to relieve the nuisance caused by the tree ~~or~~
- c. The person/resident is aged or frail and has moderate, severe or profound disabilities which prevent them from relieving the nuisance caused by the tree; ~~or~~
- d. The person/resident is a carer of a person that meets the above criteria.

4. Cost Recovery for Tree Removals – ~~including for~~ Development Purposes

4.1 Requests to have a tree removed to enable some development by ~~at~~the property owner or developer, such as the construction of a second driveway, are common. Where it is possible and practical, staff may request that some modification to the proposed works, such as re-alignment of the driveway, be made in order to retain ~~the~~at the tree. Where ~~the~~tree removal is necessary for development ~~or where there are special circumstances and the removal request but~~or where there are special circumstances and the removal request ~~but~~does not conform to ~~with~~the ~~tree~~tree removal criteria, ~~tree removal the TRC may be approved give approval on payment of a set fee, recoverable from the property owner or such person making the request and replanting of a replacement tree (of the same or similar appropriate species).~~

4.2 The set fee payable will be calculated in accordance with the following:

- Physical cost of the tree and stump removal at Council contract rates.
- Councils set cost to plant and establish a new tree.
- Administration cost to cover administrative, inspection and accounting costs inherent in any tree removal.

And in the case of Regulated or Significant Trees additional costs related to;

- Cost to lodge a Development Application with the appropriate planning authority.
- Cost for an independent Arborist report (if required).

4.3 Where it is not possible, or in the opinion of staff not appropriate, to replant a tree at the same site, the fee will assist in planting a tree elsewhere within the city.

~~2. Regulated/Significant Trees~~

~~Where the TRC supports the removal of a tree that qualifies as a “Significant or Regulated Tree,” in accordance with the Development Act 1993, a Development Application must be lodged. The tree will then be assessed by the Development Control Unit (DCU) according to the City of Salisbury Development Plan.~~

~~3. Tree Management Reviews~~

~~Where a request for a tree to be removed has not been supported by the TRC and the person making an application is particularly aggrieved by the decision they may request a review of that decision. All requests of a Review must be in writing, within 2 months of the decision, detailing why they believe the decision was incorrect.~~

~~A Review will be assessed by Senior staff to determine that all reasonable actions have been considered to reduce the impact the tree is having on any neighbouring properties or persons. A review may consider a tree removal on the following grounds:~~

~~a.3.1 Genuine Hardship~~

- ~~i.a. The person/resident is receiving HACC or a community care service and;~~
- ~~ii.a. The person/resident does not have the functional ability to relieve the nuisance caused by the tree or;~~
- ~~iii.a. The person/resident is aged or frail and has moderate, severe or profound disabilities which prevent them from relieving the nuisance caused by the tree; or~~
- ~~iv.a. The person/resident is a carer of a person that meets the above criteria.~~

~~b. Special Circumstances~~

~~i. Senior staff will have the delegated authority to approve the removal of a tree where there are unique circumstances. These will be assessed on a case by case basis and may require the resident to pay a set fee for the removal of the tree.~~

~~All tree removal reviews will be tabled in the Elected Members bulletin fortnightly together with the tree removal committee decisions. Elected Members will have the opportunity to withdraw a review within two weeks for further discussion with Senior Staff prior to the review decision being implemented.~~

4.5. Petitions

5.1 Where the residents of a street, petition Council to have the entire street of trees replaced, (outside of the existing 'Streetscape Renewal Programme') Council may consider the petition if;

- The petition is in writing in the correct petition format and
- All residents of the street have signed the petition and
- All residents of the street will meet all costs for the administration, removal, planting and establishment of new trees.
- Replanting must be in accordance with the City Landscape Plan, Street Tree Asset Management Plan and Streetscape Renewal Program Policy.

5.2 If these requirements are not met, individuals may request the removal of trees which will be assessed on an individual basis in accordance with the Tree Removal Criteria and standard tree removal process criteria guidelines.

5.6. Unauthorised Removal Or Damage To Council Trees

6.1 Where a Council tree is removed or vandalised without Council authorisation, Council will seek to recover costs from the person(s) responsible. Cost to be recovered of a vandalised or illegally removed tree will include; cost of tree removal, including stump removal, replanting, establishment and administration costs and the amenity value of the tree using the McAlliser system for attributing a monetary value to an amenity tree.

6.2 Where a Council tree is maliciously interfered with or poisoned etc. leading to the disfigurement and/or death, the tree will be retained and managed appropriately until the person(s) responsible are prosecuted, the fee has been paid or a replacement tree is established. Where a person admits to interfering with a Council tree, Council will seek to recover costs from the person(s) responsible. Cost to be recovered will include; cost of tree removal, including stump removal, replanting, establishment and administration costs and the amenity value of the tree using the McAlliser system for attributing a monetary value to an amenity tree.

-F - LEGISLATION

~~Development Act 1993~~

1. Local Government Act 1999
2. Development Sewerage Act 1993~~1996~~
3. Commonwealth Environmental Protection and Biodiversity Conservation Act 1999
4. Natural Resource Management Act 2004
5. Environment Protection Act 1993
6. Electricity Act 1996

7. Heritage Places Act 1997
8. Road Traffic Act 1961
9. Native Vegetation Act 1991~~2003~~
10. Aboriginal Heritage Act 1988
11. Water Industry Act 2012

G - REFERENCES

- ~~— City Landscape Plan~~
- ~~— Streetscape renewal Policy~~
- ~~— Tree Maintenance Policy~~
- ~~— LGA Trees: Legislation and Risk Management Guidelines for Local Government.~~

H - ASSOCIATED PROCEDURES

1. Tree Management Policy
2. Landscape Design Policy
3. City Landscape Plan
4. Street Tree Asset Management Plan
- ~~— and Tree Management Procedures~~Screen Replanting Procedure
- ~~— Tree Pruning Procedure~~
- ~~— Tree Operational Procedure~~
- ~~— Significant Tree Maintenance Procedure~~

Document Control

Document ID	Tree Removal Procedure
Prepared by	Mark Purdie
Release	1.0
Document Status	Endorsed
Printed	08/02/2016

5.



Tree Management Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	
Approval Date:	23 November 2015	Last Reapproval Date:	
Review Date:	23 November 2017	Internal Reference No.:	
Department:	City Infrastructure	Division:	Parks & Landscape
Function:	14 - Infrastructure	Responsible Officer:	Manager, Parks & Landscape

A – PREAMBLE

1. The City of Salisbury acknowledges that trees form an integral part of the landscape and public domain within the City of Salisbury providing a wide range of social, cultural, functional and environmental benefits for the City and wider community.
2. Trees within urban environments can also present a level of risk and can be an emotive issue for communities, with conflict commonly occurring when trees contribute to infrastructure damage. Trees can also be perceived as creating nuisance in urban environments.
3. The City of Salisbury has sole responsibility for the development and management of the City's landscapes. All vegetation planted on land owned or controlled by the Council is the responsibility of the Council.
4. Local Government authorities have legislative obligations with respect to the protection of trees, and responsibilities relating to damage or injury associated with the presence, failure or growth of trees.

B - SCOPE

1. This policy provides strategic direction and guidance in relation to the management of trees under the care, control and management of Council.
2. This Tree Management Policy is one of a suite of documents used to manage trees in the City of Salisbury and should be read in conjunction with related plans, policies and procedures. Refer to Section H for a list of associated documents that form part of the City of Salisbury's Tree Management Framework.

C – POLICY PURPOSE/OBJECTIVES

1. To provide strategic directions and guiding principles that form the foundation of Council's Tree Management Framework to enable clarity and consistency in the management of Salisbury's urban forest.
2. To broaden the emphasis of urban tree management to include urban forestry principles whereby trees are viewed and managed as a collected asset.
3. To ensure that trees on roads, community land and other landscape areas are planted and maintained in a consistent and reasonable manner underpinned by risk management principles, in accordance with relevant legislation, and in conjunction with resources that are made available.
4. To ensure alignment of tree management strategies and practices with Council's strategic directions and other related policies, plans and strategies.
5. To reinforce the City of Salisbury's commitment to the sustainable management of the urban forest through recognition that the urban forest is an intergenerational asset that needs to be managed and enhanced to preserve its value to the community now and in the future.
6. To strike an appropriate balance between the benefits and positive values of trees and the potential risks and nuisances they can create.
7. To increase awareness and educate the community, developers and Council staff on the value of trees in the urban environment.
8. To ensure trees are managed to meet legislative requirements.

D - DEFINITIONS

1. **Tree** – long lived woody perennial plant greater than (or usually greater than) 4 metres in height at maturity, with one or relatively few main erect stems or trunks.
2. **Urban Forest** – is defined as all trees growing throughout the City of Salisbury area; irrespective of origin (native/exotic), location (streets, reserves, schools) or ownership and control (public & private).

The Urban Forest comprises the cumulative benefits of the entire tree population across the City of Salisbury area and can be described as the management of trees in an urban environment to maximise the benefits that trees provide to the community.

3. **Landmark Tree Register** – a list of trees significant to the City of Salisbury due to their environmental, cultural, historical or social attributes.
4. **Arborist** – a person with formalised training to a minimum AQF Level 3 in Arboriculture.
5. **Regulated/Significant Trees** – as defined in the Development Act 1993.

E - POLICY STATEMENT

Tree Planting

1. Planting and Establishment Procedures will be utilised that will detail technical specifications, installation techniques and items to be considered and/or assessed when undertaking tree planting and establishment activities. All tree planting will be undertaken in accordance with such Procedures.
2. A variety of tree species will be used to maintain an urban forest to; reinforce/strengthen precinct identity, attract a diverse array of wildlife, create visual interest and improve the amenity of the public realm, provide a tree canopy that is diverse, robust and resilient.
3. An approved planting list will be maintained as part of Council's Tree Management Framework; comprising reserve and street tree planting lists. The following criteria shall be used in selecting species for inclusion to the planting list:
 - Site suitability (including potential impacts to infrastructure)
 - Aesthetic, functional and biological attributes
 - Performance
 - Maintenance requirements
 - Longevity
 - Stock availability
 - Tolerance to low water environments

Tree Protection

4. Trees that contribute to the cultural and social character of the City are to be placed on a Landmark Tree Register. The protection and retention of these trees will be given high priority where their retention is considered worthy.
5. The protection of Council trees will be given high priority in all aspects of the City's operations and maintenance activities.
6. Proposed developments should consider the impacts on trees. Proponents of developments should explore options for the retention of trees as part of development considerations.
7. Development applications will include all necessary information to allow full assessment of potential impacts on trees to be retained and an appropriate standard and space for planting new trees.
8. Trees that are to be retained will be protected from construction works and other activities/events that threaten tree health and stability. The Australian Standard (AS4970) will be used to achieve consistency in tree protection requirements.
9. Where there is evidence of unauthorised poisoning, pruning, or tree removal, the matter will be investigated and appropriate action undertaken in accordance with Council's Enforcement Policy and relevant legislation or civil action.

Tree Removal

10. The removal of trees under certain circumstances is a relevant tree management tool in mitigating risks and ensuring an appropriate balance between the benefits and nuisances of trees in the urban environment.
11. A Tree Removal Procedure will detail the criteria and process by which tree removal requests are to be considered.

Tree Asset Management

12. The City of Salisbury recognises that trees are a valuable community asset and play an important role in contributing to the amenity, character and liveability of our city.
13. The City of Salisbury is committed to maintain a functional and sustainable urban forest that enhances the character and amenity of the City.
14. The City of Salisbury will develop and implement practices that seek to effectively maintain and enhance the quality of the City's urban forest in accordance with the following specific objectives:
 - a. Minimising risks and nuisances to the community
 - b. Maximising the benefits of trees and their life expectancy
 - c. Improved degree of tree diversity (target maximum 40% of any family, 30% of any genus, 15% of any species) for resilience and robustness
 - d. Improved spread of age classes to minimise large number of trees senescing within close timeframes
 - e. Maintenance of existing levels of tree canopy cover
 - f. Tolerance to low water environments
 - g. Improved colour, form and habit of streetscape plantings
 - h. Protection and enhancement of biodiversity outcomes
15. The City of Salisbury is committed to renewing its street tree population and will develop and maintain a Street Tree Asset Management Plan that will include:
 - a. Clear vision and objectives particular to streetscapes that are aligned with the City's strategic directions and objectives.
 - b. Renewal strategies and actions incorporating funding levels and life cycles, planning processes, service levels, community consultation, targets for quantity of trees to be replaced, criteria and methods for prioritising streets and tree removal criteria specific to the street tree renewal program.
16. Trees on Council reserves will be renewed through a range of practices including but not limited to the annual tree planting program, reserve upgrade projects, community planting initiatives and other capital work projects.

17. The City of Salisbury will undertake a range of proactive and reactive tree services to maintain the health and structure of trees and address risks and nuisances to the community. Tree Management Procedures will be utilised to guide Council's tree maintenance operations and activities to provide clear guidance in decision making and record keeping processes.
18. The extent of tree maintenance operations will be determined by the level of funding and allocation of resources for managing trees and will be monitored and reported to Council if service level changes are required. Priorities will be based on the level of risk to minimise the potential for harm caused by trees.
19. The Development Act 1993 (as amended) defines parameters under which trees may qualify as Regulated or Significant Trees and stipulates certain activities affecting such trees require Development Approval. Significant/Regulated trees will be managed in accordance with relevant legislation and the City of Salisbury Development Plan which contains the principles of development control.

Community Consultation and Engagement

20. The City of Salisbury will inform and consult with the community about tree removals and major tree projects in accordance with Council's community engagement strategy.
21. The City of Salisbury will increase community knowledge about the benefits of trees and the urban forest through the provision of accurate information that is intentionally marketed to staff, key stakeholders and the community.
22. The City of Salisbury will encourage community involvement in tree planting activities.
23. The City of Salisbury will meet statutory community consultation and engagement requirements relating to Regulated and Significant Trees.

Risk Management

24. The City of Salisbury is committed to a systematic approach to tree risk management and will undertake regular tree safety inspections by a suitably qualified Arborist to identify and manage potential tree hazards.
25. Tree Risk Management Procedures will be utilised to guide the analysis of tree risks and the development and implementation of proactive tree inspection and maintenance plans.

F - LEGISLATION

1. Local Government Act 1999
2. Development Act 1993
3. Commonwealth Environmental Protection and Biodiversity Conservation Act 1999
4. Natural Resource Management Act 2004
5. Environment Protection Act 1993

6. Electricity Act 1996
7. Heritage Places Act 1993
8. Road Traffic Act 1961
9. Native Vegetation Act 1991
10. Aboriginal Heritage Act 1988
11. Water Industry Act 2012

G - REFERENCES

1. Tree Management 'Risk Management Guidelines for Local Government', Local Government Mutual Liability Scheme, 2013.

H - ASSOCIATED PROCEDURES

1. Landscape Design Policy
2. City Landscape Plan
3. Street Tree Asset Management Plan
4. Tree Management Procedures
5. Tree Removal Procedure

Document Control

Document ID	Tree Management Policy
Prepared by	Mark Purdie
Release	1.00
Document Status	Draft for Approval
Date Printed	05/04/2016



Tree Removal Procedure

Procedure Type:	Procedure		
Approved By:	23 November 2015	Decision No:	
Approval Date:	23 November 2017	Last Reapproval Date:	
Review Date:		Internal Reference No.:	
Department:	City Infrastructure	Division:	Parks & Landscape
Function:	14 - Infrastructure	Responsible Officer:	Manager, Parks & Landscape

A - PREAMBLE

1. Trees form an integral part of the landscape and public domain within the City of Salisbury providing a wide range of social, cultural, functional and environmental benefits for the City and wider community.
2. Trees within urban environments may also present a level of risk and can be an emotive issue for communities, with conflict commonly occurring when trees contribute to public and private infrastructure damage. Trees may also be perceived as creating nuisance in urban environments.
3. Tree management in the urban environment seeks to achieve a balance of minimising risks and nuisances, whilst maximising benefits to ensure the best community outcome.
4. The removal of trees under certain circumstances is a relevant tree management tool in mitigating risks and ensuring an appropriate balance between the benefits and nuisances of trees in the urban environment.

B – SCOPE

1. This Procedure relates to the removal of trees under the care, control and management of the City of Salisbury and has been developed in accordance with the adopted Tree Management Policy.
2. This Procedure details the assessment criteria and process for considering and dealing with tree removal requests.

C - PROCEDURE PURPOSE/OBJECTIVES

1. Outline the principles and defines the criteria that are considered in determining the removal of trees under the care, control and management of the City of Salisbury.
2. Provide a clear process and a consistent, robust decision making framework for assessing and processing tree removals.
3. Strike an appropriate balance between the benefits of trees, the risk they may present, and the potential nuisance they can create.
4. This procedure focuses on reactive responses to tree removal requests. Council's Street Tree Asset Management Plan and associated Streetscape Renewal Program are designed for programmed removal and replacement of street trees and specific tree removal criteria may apply to this program.
5. To ensure trees are removed in accordance with legislative requirements.

D - DEFINITIONS

1. **Tree** – long lived woody perennial plant greater than (or usually greater than) 4 metres in height at maturity with one or relatively few main erect stems or trunks.
2. **Regulated/Significant Tree** - As Defined in the Development Act 1993.

E - PROCEDURE STATEMENT

1. Tree Removal Process

- 1.1. All requests to remove a living, Council controlled tree must be in writing describing the reasons why the tree is requested to be removed.
- 1.2. All written tree removal requests are to be assessed by the Tree Removal Committee (TRC).
- 1.3. The TRC will comprise three (3) Council staff with expertise in Landscape Design and Arboriculture. A qualified Planner will also attend TRC meetings when Regulated/Significant trees are to be assessed for removal. The Manager Parks & Landscape and the General Manager City Infrastructure shall not participate in the TRC; these staff provide independent oversight of the review process as detailed in Section E2.
- 1.4. The TRC will consider each tree removal request individually on its merits and will determine the most appropriate action required.
- 1.5. The TRC may approve or support (in the case of Regulated/Significant Trees) the removal of a tree if one or more of the Tree Removal Criteria as listed in Section E3 can be satisfied.

- 1.6. Each application assessed and processed by the TRC will be categorised as either: approved for removal; supported for removal (Regulated/Significant Trees); removal refused; or decision deferred to enable further information to be gathered to complete the assessment.
- 1.7. A written response will be sent to the applicant detailing the decision of the TRC and as appropriate; any cost to be paid, list of removal criteria and the option for a review of the TRC decision.
- 1.8. The minutes of each TRC meeting will be circulated to Elected Members.

Supporting Information

- 1.9. Where an applicant believes that a tree or its roots are the direct cause of damage to private infrastructure, the applicant may be required to provide some form of evidence to enable the tree removal request to be assessed. This may involve the claimant exposing roots to enable inspection, or providing independent engineering assessment.

Regulated/Significant Trees

- 1.10. The Development Act 1993 (as amended) defines parameters under which trees may qualify as Regulated or Significant Trees under this legislation.
- 1.11. The Development Act 1993 (as amended) defines certain activity, such as tree removal, that affects a Regulated or Significant Tree as development, and such activity requires Development Approval.
- 1.12. Where a Regulated or Significant Tree removal request is received, a qualified Planner will attend the TRC meeting. The tree removal request will be assessed under the Tree Removal Criteria as listed in Section E3. If the one or more of these criteria are met and the TRC assesses the removal request as supported, a further preliminary assessment will be made against the criteria for Regulated/Significant Trees in accordance with the City of Salisbury Development Plan and the Development Act 1993.
- 1.13. Should the preliminary Planning Assessment conclude that Development Approval is likely; the TRC may support the removal and arrange for a Development Application to be lodged. The Development Application will then be assessed against the provisions of the City of Salisbury Development Plan.
- 1.14. Where the preliminary Planning Assessment concludes that Development Approval is not likely, the TRC may refuse the tree removal request.

2. Tree Removal Decision Review Process

- 2.1 Where a request for a tree to be removed has not been supported by the TRC and the applicant is particularly aggrieved by the decision, the applicant may request a review of that decision.

- 2.2 All requests for a Tree Removal Review must be in writing, within 2 months of the TRC decision, detailing why they believe the decision was incorrect.
- 2.3 A Tree Removal Review will be undertaken by the Manager Parks & Landscape and/or the General Manager City Infrastructure. The Review shall include:
- Examination of the original TRC decision and the application of Tree Removal Criteria
 - Assessment to determine that all reasonable actions have been considered to reduce the impact the tree is having on any neighbouring properties or persons
 - Determination if further information or investigations are required to enable assessment
- 2.4 As part of a Tree Removal Review, removal of a tree may be considered outside of the Tree Removal Criteria where there are unique circumstances. These will be assessed on a case by case basis and may require the resident to pay a set fee (as per Section E4) for the removal of the tree.
- 2.5 A written response will be sent to the applicant detailing the decision of the Tree Removal Review and where appropriate; any cost to be paid.
- 2.6 All Tree Removal Review decisions will be circulated to Elected Members.

Regulated/Significant Trees

- 2.7 Where an applicant is particularly aggrieved with the decision not to remove a Regulated or Significant tree, the applicant may request a review of that decision. If as part of the Review it is concluded the removal request meets the tree removal criteria (E3), a Development Application may be lodged for removal of the tree and the application will be assessed against the provisions of the City of Salisbury Development Plan.

3. Tree Removal Criteria

Removal of a tree could be warranted if one or more of the following criteria are met:

- 3.1 The tree is in an unsuitable location and is unreasonably obstructing approved infrastructure or traffic sight lines.
- 3.2 The tree is inconsistent with the landscape style or character of the local area and/or does not contribute substantially to the landscape or streetscape.
- 3.3 The spacing of trees planted on a standard width verge is inconsistent with the "Street Tree Planting Guide" for that species of tree.
- 3.4 The tree is diseased and/or has a short life expectancy or is dead and has no significant landscape or habitat value.
- 3.5 The tree is structurally poor and/or poses an unacceptable risk to public or private safety and/or has a history of major limb failure.
- 3.6 The trees roots are shown to be causing or threatening to cause damage exceeding two thousand dollars to adjacent infrastructure.
- 3.7 The trees roots have resulted in damage to Council's kerb or footpath that has required replacement or substantial repair works on more than one occasion within a 5 year period
- 3.8 The tree is in the location of a first single driveway of a property (sub-division excluded).
- 3.9 The tree is in the location of an approved Council development.

- 3.10 The tree has been assessed for removal as part of the “Streetscape or Landscape Redevelopment/Renewal Programme”.
- 3.11 The tree, according to a medical specialist or GP, has been determined to be the cause of a detrimental effect on the health of a nearby resident. Such advice must be in writing.

3.12 Genuine Hardship

- a. The person/resident is receiving HACC or a community care serviceor;
- b. The person/resident does not have the functional ability to relieve the nuisance caused by the tree or;
- c. The person/resident is aged or frail and has moderate, severe or profound disabilities which prevent them from relieving the nuisance caused by the tree; or
- d. The person/resident is a carer of a person that meets the above criteria.

4. Cost Recovery for Tree Removals – including Development Purposes

- 4.1 Requests to have a tree removed to enable some development by a property owner or developer, such as the construction of a second driveway, are common. Where it is possible and practical, staff may request that some modification to the proposed works, such as re-alignment of the driveway, be made in order to retain a tree. Where tree removal is necessary for development or where there are special circumstances and the removal request does not conform to the tree removal criteria, tree removal may be approved on payment of a set fee.
- 4.2 The set fee payable will be calculated in accordance with the following:
- Physical cost of the tree and stump removal at Council contract rates.
 - Councils set cost to plant and establish a new tree.
 - Administration cost to cover administrative, inspection and accounting costs inherent in any tree removal.

And in the case of Regulated or Significant Trees additional costs related to;

- Cost to lodge a Development Application with the appropriate planning authority.
- Cost for an independent Arborist report (if required).

- 4.3 Where it is not possible, or in the opinion of staff not appropriate, to replant a tree at the same site, the fee will assist in planting a tree elsewhere within the city.

5. Petitions

- 5.1 Where the residents of a street petition Council to have the entire street of trees replaced, (outside of the existing ‘Streetscape Renewal Programme’) Council may consider the petition if;
- The petition is in writing in the correct petition format and
 - All residents of the street have signed the petition and
 - All residents of the street will meet all costs for the administration, removal, planting and establishment of new trees.

- Replanting must be in accordance with the City Landscape Plan, Street Tree Asset Management Plan and Streetscape Renewal Program.
- 5.2 If these requirements are not met, individuals may request the removal of trees which will be assessed on an individual basis in accordance with the Tree Removal Criteria and standard tree removal process.

6. Unauthorised Removal Or Damage To Council Trees

- 6.1 Where a Council tree is removed or vandalised without Council authorisation, Council will seek to recover costs from the person(s) responsible. Cost to be recovered of a vandalised or illegally removed tree will include; cost of tree removal, including stump removal, replanting, establishment and administration costs and the amenity value of the tree using the McAlliser system for attributing a monetary value to an amenity tree.
- 6.2 Where a Council tree is maliciously interfered with or poisoned etc. leading to the disfigurement and/or death, the tree will be retained and managed appropriately until the person(s) responsible are prosecuted, the fee has been paid or a replacement tree is established. Where a person admits to interfering with a Council tree, Council will seek to recover costs from the person(s) responsible. Cost to be recovered will include; cost of tree removal, including stump removal, replanting, establishment and administration costs and the amenity value of the tree using the McAlliser system for attributing a monetary value to an amenity tree.

F - LEGISLATION

1. Local Government Act 1999
2. Development Act 1993
3. Commonwealth Environmental Protection and Biodiversity Conservation Act 1999
4. Natural Resource Management Act 2004
5. Environment Protection Act 1993
6. Electricity Act 1996
7. Heritage Places Act 1997
8. Road Traffic Act 1961
9. Native Vegetation Act 1991
10. Aboriginal Heritage Act 1988
11. Water Industry Act 2012

G - ASSOCIATED PROCEDURES

1. Tree Management Policy
2. Landscape Design Policy
3. City Landscape Plan
4. Street Tree Asset Management Plan
5. Tree Management Procedures

ITEM	2.6.1
	WORKS AND SERVICES COMMITTEE
DATE	18 April 2016
PREV REFS	Budget and Finance Committee 6.4.1 23 Apr 2012
HEADING	Kerb and Gutter Maintenance Program
AUTHOR	Lyall Thomas, Manager Civil & Waste, City Infrastructure
CITY PLAN LINKS	1.2 To enhance and create quality urban areas with high amenity and integrated infrastructure 2.5 To have sustainable and resilient built environments that contributes to quality amenity
SUMMARY	<p>An audit on the condition of kerb and gutter was carried out in 2015 and compared with the previous three audits dating back to 2006/07. Faults are categorised as lifts, subsidences or undulations. These faults are rated against the degree of movement and movements of 50 mm or more are targeted for repair through the civil maintenance kerb and gutter repair budget and through works scheduled in the road reseal program. Other defects where notable ponding occurs on a roadway are also repaired on an as needs basis. A decline in the number of faults was recorded in the 2009/10 audit incurring a reduction in the civil maintenance budget funding for kerb and gutter repair in that year and subsequent years. The audits after the 2009/10 audit have shown a growth in faults since that time. In the latest audit 1.7% of kerb and gutter within the City was recorded as a defect albeit not all of these defects warrant repair at this stage.</p> <p>Funding for road reseal work has increased significantly since 2009/10. Kerb and gutter repairs are carried out as part of the reseal program. This increase in funding complements the civil maintenance budget for kerb and gutter repair.</p> <p>Funding currently provided for civil maintenance kerb and gutter repair and reseal program kerb and gutter repair is sufficient to repair all faults recorded that exceed 50mm over the next 3 years. An amount of \$117,120 per annum for the repair of non-programmed work and road ponding issues related to kerb and gutter will be available. Further to this it is estimated that 19% of faults recorded between 25mm and 50mm will be repaired through the road reseal program. This should reflect as a decrease in faults recorded in the ensuing audit.</p>
RECOMMENDATION	<p>1. The information be received.</p>
ATTACHMENTS	<p>This document should be read in conjunction with the following attachments:</p>

1. Kerb & Gutter Audit Results 2006/7 to 2014/15
2. Costs - Kerb & Gutter Repair Civil Maintenance & Road Reseal Program

1. BACKGROUND

- 1.1 At the April 2012 Council meeting Council requested that 'Staff report back to the Works and Services Committee on the kerb and gutter maintenance program'.
 - 1.1.1 The report was scheduled to be presented after the next kerb and gutter audit. The audits are programmed every three years the latest audit commencing in the in the 2014/15 financial year.
 - 1.1.2 This audit was completed in November 2015 and the results have subsequently been collated.

2. CONSULTATION / COMMUNICATION

- 2.1 Internal
 - 2.1.1 Strategic Asset Manager
 - 2.1.2 Business Excellence staff
 - 2.1.3 General Manager City Infrastructure
- 2.2 External
 - 2.2.1 N/A

3. REPORT

- 3.1 Kerb and Gutter Maintenance Program
 - 3.1.1 There are 1,750 kilometres of kerb and gutter and spoon drains within the City.
 - 3.1.2 Audits on the condition of kerb and gutter are carried out every three years. Faults are classified as either a lift, a subsidence or an undulation. The faults are rated by the amount of movement that has occurred. Results of audits carried out since the 2006/07 financial year are shown at the attachment 'Kerb & Gutter Audit Results 2006/7 to 2014/15'.
 - 3.1.3 Kerb and gutter repairs are carried out via two programs within the City Infrastructure Department. A maintenance budget is provided in the Civil and Waste division budget for the repair of priority failures identified in the audits and for the reactionary repair of failures raised by the public. A budget is also provided in the reseal program managed by the City Projects Division. It is customary to fix faults that exceed 50mm in lift or subsidence in the civil maintenance budget whereas kerb and gutter is replaced in the reseal program.
 - 3.1.4 In reference to the attachment 'Kerb & Gutter Audit Results 2006/7 to 2014/15' a notable decline in faults was recorded in the 2009/10 financial year. With reference to the attachment 'COSTS - K&G Repair Civil Maintenance & Road Reseal Program' the civil maintenance budget for the maintenance of kerb and gutter repair was consequently reduced from

\$621,800 in 2008/9 to \$434,129 in 2009/10. The budget has since remained low with an amount of \$380,300 being available in 2014/15. Further to this, kerb and gutter repair within the reseal program declined from \$935,000 in 2009/10 to \$323,365 in 2011/12. Subsequent to the 2009/10 audit as shown in the attachment 'Kerb & Gutter Audit Results 2006/7 to 2014/15' faults recorded in 2011/12 had risen significantly with a continued rise albeit at a slower rate recorded in the latest audit of 2014/15. A 13% increase in faults has occurred over the period between the 2011/12 audit and the 2014/15 audit.

3.1.5 It is envisaged that the increase in faults since the 2009/10 audit is due to the following reasons:

- i) Reduced funding in the civil maintenance budget to carry out footpath repairs (funding in 2008/9 was \$621,800 however it was notably reduced since then to \$380,300 in 2014/15 due to the low number of faults recorded in the 2009/10 audit)
- ii) Possible changes in climatic conditions prevalent during each audit. Ground movement is common during the seasons which can influence results

3.1.6 Although funding has been reduced for civil maintenance repairs, funding for the reseal program has been increased from \$5,704,200 in 2009/10 to \$9,007,100 in 2014/15. This increase occurred as an outcome of the road condition audit carried out in 2012 and the development of the asset management plans. The increased funding provides for kerb and gutter repairs on roads nominated for the reseal program. In the 2016/17 road reseal program it is estimated that \$7,000 will be spent on repairing faults of 100mm plus, \$43,000 on repairing faults of 50 mm plus and \$174,000 on faults between 25mm and 50mm.

3.1.7 The latest audit identifies that 1.7% of kerb and gutter within the City has been impaired although not all of these faults are significant enough to warrant repair at this point in time. Over the next three years prior to the next audit it is intended to repair all faults recorded greater than 50 mm and, through the reseal program, 4,356 metres of faults registered between 25mm to 50 mm (i.e. 19% of faults in this range recorded in the audit). In considering kerb and gutter repairs, often realignment work is required for less significant faults where water ponds notably into the roadway. These faults only become evident during wet weather and are repaired on an 'as needs' basis.

3.1.8 Total funding requirements over the next three year period is estimated as follows:

Estimated cost to repair all faults exceeding 50 mm is	\$798,000
Budgeted funds for K&G repair over the next three years	\$1,001,400
K&G repairs carried out by reseal program over next three years that exceed 50 mm	\$147,960

Funds available for ponding issues and non-programmed works over next 3 years are

(\$1,001,400 + \$147,960 – \$798,000) \$ 351,360

i.e. \$117,120 per annum (p.a.)

From the above it is believed that current funding levels in the civil maintenance budget and the road reseal program for kerb and gutter repair are sufficient to repair all recorded faults exceeding 50 mm noted in the 2014/15 audit. Further to this an amount of \$117,120 will be available p.a. for non-programmed repairs and road ponding issues pertinent to kerb and gutter movements. Also due to repairs carried out via the reseal program on faults between 25mm to 50 mm it is surmised that a potential 19% reduction in faults exceeding 50mm will occur in the 2017/18 audit.

4. CONCLUSION / PROPOSAL

4.1 Kerb and Gutter Maintenance Program

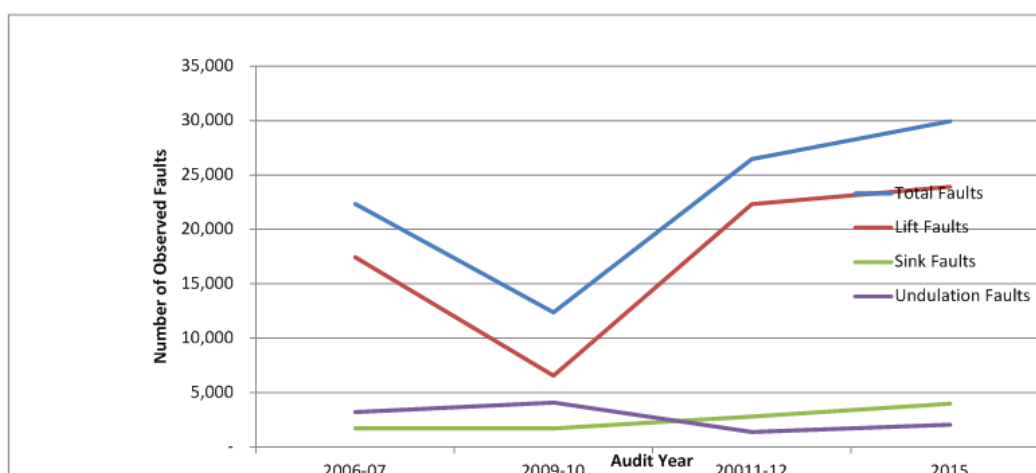
- 4.1.1 Results of kerb and gutter audits carried out at about three yearly intervals since 2006/7 showed a notable drop in faults recorded in 2009/10 and then an abrupt increase in faults recorded in 2011/12. The latest audit shows a 13% increase in faults since the 2011/12 audit.
- 4.1.2 Factors that have contributed to the rise in faults since 2009/10 apart from environment issues are a reduction in funding for kerb and gutter repair in the civil maintenance budget by 30% in 2009/10 and reduced kerb and gutter replacement in 2010/11 and 2011/12 reseal programs.
- 4.1.3 The reseal program has increased in expenditure by about \$3.3 million p.a. since 2009/10. The increase in funding will not only improve the condition of the roadway but will also entail increased expenditure on kerb and gutter repair.
- 4.1.4 It is proposed to repair all faults recorded in the 2014/15 audit that exceed 50 mm through the civil maintenance budget and the road reseal budget. Current funding levels are sufficient to attend to these faults and leave sufficient balance of funds to attend to non-programmed work and kerb and gutter related road ponding issues. A decrease in faults registered between 25mm to 50 mm is expected through the road reseal program. This should reduce the number of faults recorded above 50mm in the 2017/18 audit.

CO-ORDINATION

Officer: Executive Group
Date: 11/04/2016

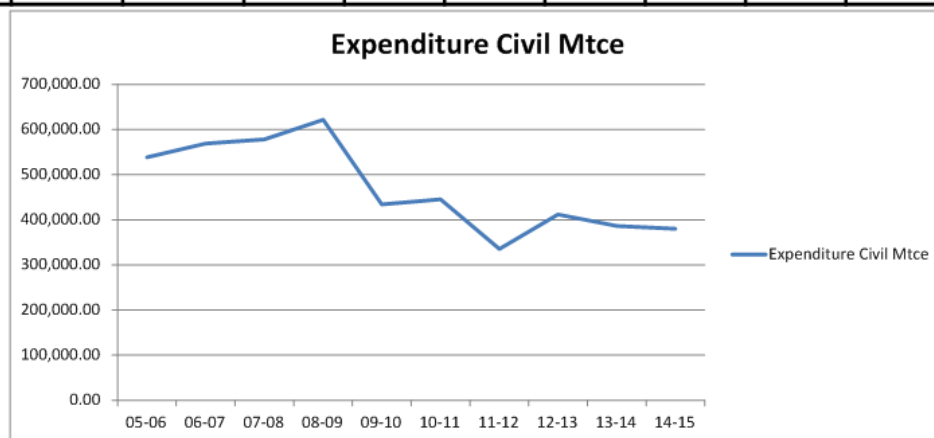
Kerb & Gutter Audit Results 2006/7 to 2014/15

Kerb & Gutter Faults 2006/7 to 2014/15				
Financial Year	2006/7	2009/10	2011/12	2014/15
Length	Length m	Length m	Length m	Length m
Kerb lift fault >100mm	124	98	404	1,299
50-100mm	752	589	2,269	4,125
25-50mm	16,563	5,867	19,642	18,483
Total Kerb Lift	17,439	6,554	22,315	23,907
Kerb Sinkage fault >100mm	17	23	54	96
50-100mm	173	288	294	498
25-50mm	1,524	1,413	2,435	3,393
Total Sinkage	1,714	1,724	2,783	3,987
Undulation fault >100mm	-	83	144	93
50-100mm	264	1,061	550	546
25-50mm	2,937	2,943	675	1,401
Total Undulation	3,201	4,087	1,369	2,040
TOTAL FAULTS	22,354	12,365	26,467	29,934



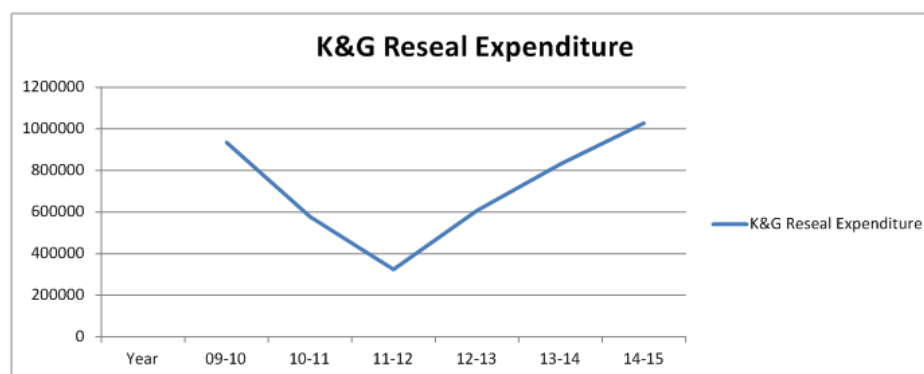
COSTS - K&G Repair Civil Mtce & Road Reseal Program

Year	05-06	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15
Civil Mtce	538,357.00	569,057.00	578,227.00	621,806.00	434,129.00	445,176.00	335,600.00	412,004.00	386,433.00	380,300.00



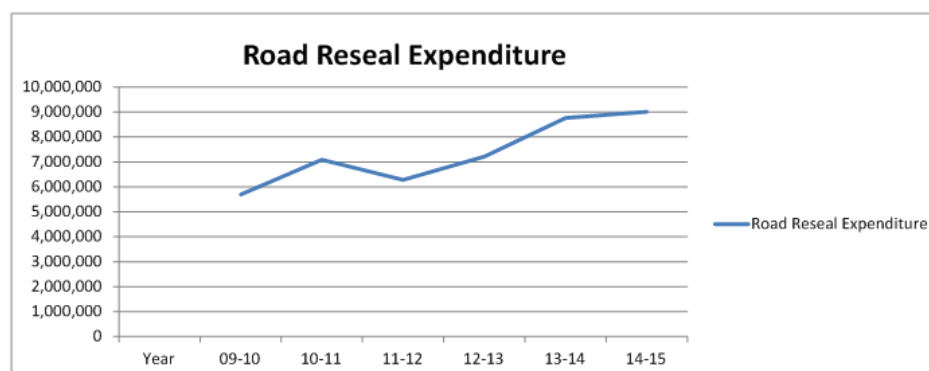
Road Reseal Program Kerb and Gutter Repair

Year	09-10	10-11	11-12	12-13	13-14	14-15
K&G Reseal Expenditure	935,027	577,745	323,365	607,307	830,949	1,027,525



Road Reseal Expenditure

Year	09-10	10-11	11-12	12-13	13-14	14-15
Road Reseal Expenditure	5704200	7093500	6283970	7214100	8764000	9007100



ITEM	2.6.2
	WORKS AND SERVICES COMMITTEE
DATE	18 April 2016
PREV REFS	Council 2.6.1 29 Mar 2016
HEADING	Capital Works Progress Report - March 2016
AUTHOR	Christy Martin, Manager Project Services, City Infrastructure
CITY PLAN LINKS	3.2 To have an engaged community with a strong sense of vitality, pride and belonging

SUMMARY

Staff were requested in March to report back on the degree of further work required in the Cobbler Creek Linear Park and justification for this work.

In addition, this report also provides a City Infrastructure Capital Works Program status report and requests for amendments to effectively manage the program.

RECOMMENDATION

1. The information be received.
2. The capital works underway in the Cobbler Creek Linear Park be noted.
3. The construction of new footpaths in sections of, Erin Court, Gulfview Heights; Golden Court, Paralowie; London Drive, Salisbury East; Mosel Grove, Paralowie; Shepherdson Road, Parafield Gardens and Target Hill Road, Salisbury Heights; be included as part of the Council Footpath Program.
4. St Augustines Soccer Club, Salisbury Park, be included within the Priority Access Building Upgrades Program.
5. Acquisition of a Parks & Landscape Team Truck due to accident, utilising uncommitted funds associated with the Plant and Fleet Replacement Program, be included.
6. Conduct an audit of play equipment within the 2015/16 Parks and Streetscape Planning Program in lieu of the irrigation network and system.

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 the project management of design, specification development, construction and recurrent maintenance. Service provision is undertaken by both internal service providers and external consultants/contractors. City Infrastructure provides periodical progress reports of 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 Works and Services Committee. In addition, a current program of works is available via the City of Salisbury internet site and highlights included within the periodic publications of Salisbury Aware.

3. REPORT

3.1 COBBLER CREEK LINEAR PARK WATERCOURSE MANAGEMENT

- 3.2 Staff were requested by Council in March 2016 to report back on what further work they believe is required in the Cobbler Creek Linear Park and justification for this work.
- 3.3 Council had an original assessment completed by consultants confirming the need to lay back the 10m high, sheer faces of a number of sections of Cobblers Creek. This was based on geotechnical advice that the earth banks under continued erosion would have major earth slips, which had the potential to trap those accessing the below paths near the creek itself, with sudden failures. A prioritisation of these sites was undertaken with two major sections now completed, that posed the highest risk to public safety.
- 3.4 It was originally proposed by the consultants to gabion basket the entire banks, however due to the high costs and significant damage to the surrounding environment it was determined to remove the Acacia pest tree species on the embankments and regrade them to safe grades. The banks have been stabilised using hydroseeding with native shrub and grass species. This has been highly successful on the Little Para and Stage 1 of Cobblers Creek.

Before



After



Before



After



- 3.5 The hydroseeding glue mulch protects the embankment from erosion initially and allows the grass and shrub seed to propagate based on rainfall and favourable seasonal conditions.

The photographs below show previously treated areas that are further advanced with regrowth.



- 3.6 With both the sites on Cobblers Creek now completed through the hydroseeding phase it is proposed to return to the site, once the shrubs and grasses are well established and reinstate the upper storey with appropriate species rather than the *Acacia Salicina*, which is a pest species in waterways.
- 3.7 This is best practice that has the least impact on the environment and also ensuring the site is safe to the public.

3.8 PROGRAM AMENDMENTS

As part of the coordination of the Capital Works Program, it is continuously monitored to ensure it best meets the needs of the community and also infrastructure condition is maintained. As a result of this evaluation the following changes are requested;

Amendment to Program

PR14498 Council Footpath Program

Via the Footpath Request Evaluation Team (FRET), requests for the construction of new footpaths within the City have been received;

- Erin Court, Paralowie – Between Erin Court & Bridge Road
- Golden Court, Paralowie – Adjacent Waterloo Corner & Whites Road
- London Drive, Salisbury East – Between Gloucester Avenue & Sunhill Street
- Lynch Court, Pooraka – End of cul-de-sac link
- Mosel Grove, Paralowie – Brazil Drive to Road End
- Shepherdson Road, Parafield Gardens – Adjacent Parafield Gardens Primary School
- Target Hill Road, Salisbury Heights – Adjacent Bus Stop 63

These have been reviewed in accordance with the key principles of the Footpath Policy are recommended for construction. It is proposed to fund the construction of these locations in 2016/17 however commence consultation this financial year in preparation. Should the program have any available savings, construction may occur in 2015/16.

Recommendation: Include the construction of new footpaths in sections of, Erin Court, Gulfview Heights; Golden Court, Paralowie; London Drive, Salisbury East; Mosel Grove, Paralowie; Shepherdson Road, Parafield Gardens and Target Hill Road, Salisbury Heights; as part of the Council Footpath Program.

Impact: No impact

PR21389 Priority Access Building Upgrades

As part of the Priority Access Building Upgrades Program, the need for a new compliant accessible toilet and building entry at St Augustines Soccer Club, Wildwood Reserve, Salisbury Park, has been identified. Staff seek endorsement to include this within the program.

Recommendation: Include St Augustines Soccer Club, Salisbury Park, within the Priority Access Building Upgrades Program

Impact: No impact

Amendment to Program**PR22843 Plant & Fleet Replacement Program**

Following a vehicle accident, it is now urgently required to bring forward the replacement of a truck for the Parks & Landscape Team. With the current vehicle written off, a replacement is now required. It is proposed to fund this vehicle via available budget funds associated with a truck which is currently on hold pending program review. The Parks and Landscape truck was scheduled to receive \$120,000 funding in 2016/17, will now be used to reimburse those funds utilized for the early replacement. Insurance income has been received (instead of the usual trade in value) to cover a written down value for the vehicle.

Recommendation: Include acquisition of a Parks & Landscape Team Truck due to accident utilising uncommitted funds associated with the Plant and Fleet Replacement Program.

Impact: Change in program priorities

PR22534 Parks & Streetscape Planning Program

It was proposed as part of the Parks and Streetscape Planning Program to conduct an audit of the City's irrigation network and system in 2015/16. Subsequently, it has been identified the requirement to audit play equipment as a greater priority, and therefore request to substitute the irrigation audit for an audit of play equipment. The irrigation network and system will be reconsidered in 2016/17 for auditing.

Recommendation: Within the Parks and Streetscape Planning Program conduct an audit of play equipment in lieu of irrigation network and system.

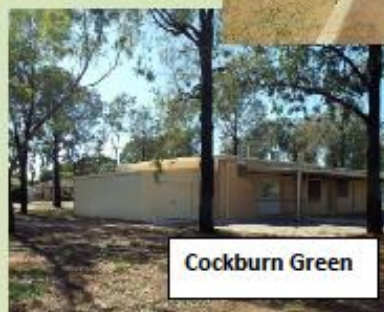
Impact: Irrigation network and system Audit to be undertaken in 2016/17

3.9 MARCH 2016 HIGHLIGHTS

North Pines Football Clubrooms



Club/Sporting Facility Upgrades Program (Minor Capital Works)



4. CONCLUSION / PROPOSAL

- 4.1 This summary report regarding City Infrastructure Capital Works Program be received.

CO-ORDINATION

Officer: Executive Group
Date: 11/04/2016