



**MINUTES OF WORKS AND SERVICES COMMITTEE MEETING HELD IN LITTLE
PARA CONFERENCE ROOMS, 34 CHURCH STREET, SALISBURY ON**

17 AUGUST 2020

MEMBERS PRESENT

Cr S Reardon (Chairman)
Cr M Blackmore
Cr L Braun (Deputy Chairman)
Cr C Buchanan
Cr N Henningsen
Cr S Ouk
Cr G Reynolds

OBSERVERS

Cr B Brug (*until 7.13 pm*)
Cr A Duncan (*until 7.15 pm*)

STAFF

Chief Executive Officer, Mr J Harry
General Manager City Infrastructure, Mr J Devine
General Manager Community and Org. Development, Ms G Page
Manager Governance, Mr M Petrovski
Governance Support Officer, Ms K Boyd

The meeting commenced at 7.04 pm.

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

APOLOGIES

Nil

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr N Henningsen
Seconded Cr M Blackmore

The Minutes of the Works and Services Committee Meeting held on 20 July 2020, be taken and read as confirmed.

CARRIED

Moved Cr N Henningsen
Seconded Cr G Reynolds

The Minutes of the Confidential Works and Services Committee Meeting held on 20 July 2020, be taken and read as confirmed.

CARRIED

REPORTS

Administration

2.0.1 Future Reports for the Works and Services Committee

Moved Cr N Henningsen
Seconded Cr L Braun

1. The information be received.

CARRIED

2.0.2 Minutes of the Asset Management Sub Committee meeting held on Monday 10 August 2020

Moved Cr C Buchanan
Seconded Cr L Braun

The information contained in the Asset Management Sub Committee of the meeting held on 10 August 2020 be received and noted with respect to the following recommendations contained therein to be adopted by Council:

CARRIED

2.0.2-AMSC1 Future Reports for the Asset Management Sub Committee

Moved Cr C Buchanan
Seconded Cr L Braun

1. The information be received.

CARRIED

2.0.2-AMSC2 Street Tree Asset Management Plan and Policy

Moved Cr C Buchanan
Seconded Cr L Braun

1. The information within the report be received and noted.
2. The Tree Management Policy as contained in Attachment 1 to this report (AMSC 10/08/2020, Item No. AMSC2) be deferred to next ASMC.
3. The principles contained within the report for consideration in the development of priority listing for future street tree renewal programs be approved.
4. That a priority list of streets from attachment 5 be identified for the 2020/21 Street Tree Renewal Program.
5. That an updated Street Tree Asset Management Plan be prepared for future presentation to the Asset Management Sub Committee.
6. That an updated planting palette for street trees, and criteria for selection at particular sites, be developed for Sub Committee consideration and endorsement at a future meeting.
7. Council notes that a technical paper summarising the recent street tree condition audit will be placed on the Elected member web-site by the end September 2020.

CARRIED

Further Motion:

Moved Cr C Buchanan
Seconded Cr L Braun

1. That the Tree Removal Procedure be deferred to the next meeting to enable staff to review the document so as to place stronger reference to the Tree Management Appeals Sub Committee and include the Tree Appeal Process.

CARRIED

2.0.2-AMSC3 Information report inclusiveness in Playspaces

Moved Cr C Buchanan

Seconded Cr L Braun

1. That universal design principles continue to be included as part of playspace designs and Place Activation Strategy guidelines including inclusive play equipment in district playgrounds.
2. That consultation on inclusive playspaces continues with relevant disability Access and Inclusion groups within City of Salisbury.
3. That a non-discretionary budget bid of \$150,000.00 be prepared for the first quarter budget review for additional pieces of inclusive play equipment at Unity Park.
4. That the next district playground be designed as a fully inclusive playspace, and cost estimates for various options be presented for Council consideration.
5. Staff bring back a further report proposing a discretionary budget bid to be considered for the provision of an accessible toilet with adult changing facility at Unity Park at the second quarter budget review.

CARRIED

AMSC-OB1 Tree Litter in Private Residences

Moved Cr C Buchanan

Seconded Cr L Braun

1. That a report be provided advising how the City of Salisbury can better assist vulnerable residents on private property where their residences are impacted by litter from regulated trees.

CARRIED

AMSC-OB2 Disability Access Inclusion Plan

Moved Cr C Buchanan

Seconded Cr L Braun

1. That a report be presented in January 2021 regarding the progress of the Disability Access Inclusion Plan.

CARRIED

Property

2.5.1 Brahma Lodge Sports Club - Request to waive interest payable on a loan

Moved Cr M Blackmore
Seconded Cr G Reynolds

1. The Manager Property and Buildings be authorised to liaise with the Brahma Lodge Sports Club (the Club) and relevant Council staff to facilitate the pay-out and early termination of an existing loan between the City of Salisbury and the Club.
2. That interest payments in the amount of \$2,638.06 be waived in exchange for the Club paying out the balance of the loan (\$10,259.85) in full to Council no later than 30th August 2020.

CARRIED

Public Works

2.6.1 Capital Works Report - July 2020

Moved Cr G Reynolds
Seconded Cr L Braun

1. As part of PR17190 City Wide Trails Program, defer 2020/21 trail works planned for Dry Creek, until 2021/22, and bring forward from 2021/22 into 2020/21 the trail works along Little Para, east of Commercial Road, in alignment with the endorsed co-funding grant awarded; with no net impact to the budget.

CARRIED

Traffic Management

2.7.1 School Transport Framework

Cr C Buchanan declared a perceived conflict on the basis of being on the Paralowie governing council. Cr Buchanan managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr M Blackmore declared a perceived conflict on the basis of her employment. Cr Blackmore managed the conflict by remaining in the meeting and voting in the best interest of the community.

Cr G Reynolds declared a perceived conflict of interest on the basis of being on the Salisbury High School governing council. Cr Reynolds managed the conflict by remaining in the meeting and voting in the best interest of the community.

Moved Cr C Buchanan
Seconded Cr S Ouk

1. The Council notes the provisional list of works for the selected schools under the School Transport Framework. The list in Item 3.6 is subject to change that may result from engagement and concept design findings.
2. The Council notes that the list of projects to improve safety on the northern end of Whites Road near Paralowie R-12 School is part of the School Transport Framework program for the area.
3. The Council notes the list of projects to improve safety around The Pines School is part of the School Transport Framework program for the area.
4. The Council endorses the list of projects in Section 3.28 of this report (Works and Services Committee 17 August 2020 Item 2.7.1) to be funded from the Local Roads and Community Infrastructure Program \$500k grant funding which was allocated to the School Transport Framework.
5. As a priority, a meeting be organised between Ward Councillors, Salisbury East High School, DPTI representatives and Council staff to examine the proposed carpark extension and entry/exit point on to Fern Grove Boulevard noting Salisbury East High School may contribute funds towards any potential works.
6. Staff and Ward Councillors meet with Burton Primary School and Gulfview Heights Primary School governing councils to further discuss traffic improvement safety measures and traffic flow to be included in the School Transport Framework projects.

CARRIED

2.7.2 Permit Parking for Council Staff within the Salisbury Town Centre

Moved Cr M Blackmore
Seconded Cr S Ouk

1. The area identified in Attachment 1 to this report (Works and Services 17/08/2020, Item 2.7.2) - Permit Zone for Council Staff Parking - be declared a permit parking zone for the purposes of regulation 17(1) of the *Road Traffic (Road Rules—Ancillary and Miscellaneous Provisions) Regulations 2014* ('the Regulations').
2. Under the provisions of Regulation 17(2)(a) of the Regulations the Council determines the class of permits required for vehicles to stop in the permit zone identified in Attachment 1- Permit Zone for Council Staff Parking will be;
 - a. "Staff Parking Permit" and
 - b. "Contractor Permit"
3. Under the provisions of Regulation 17(2)(b) of the Regulations the Council determines the persons entitled to such permits will be:
 - a. The persons entitled to a "Staff Parking Permit" include:
 - i. City of Salisbury Staff
 - ii. Volunteers undertaking duties for and on behalf of the City of Salisbury,
 - iii. Elected Members whilst undertaking duties for and on behalf of the City of Salisbury,
 - b. The persons entitled to a Contractor Permit" include:
 - i. Contractors authorised to conduct works at Council and or on behalf of Council in or in the vicinity of the Community HUB
4. Under the provisions of Regulation 17(2)(c) of the Regulations the Council determine no fees are applicable to be paid for such permits;
5. Under the provisions of Regulation 17(2)(d) of the Regulations the Council determines the conditions to which the permits will be subject (which may include conditions as to the period for which such permits remain in force and conditions as to the display of permits in vehicles), and may vary any such determination, will include:
 - a. All persons eligible for a permit will be required to provide Council authorised staff with the following information:
 - Full Name:
 - Contact Phone Number:
 - Registration Number
 - b. The physical permit must be displayed whilst parking in the permit areas so that it is visible from the front windscreen.
 - c. Staff Parking Permits will be applicable from 7.00am to 6.00pm Monday to Friday (excluding public holidays)

- d. Contractor Permit will be applicable on the date of issue and shall only be valid for one day, and only applicable from 7.00am to 6.00pm Monday to Friday (excluding public holidays)

Withdrawal of Motion

With leave of the meeting and consent of the seconder, Cr M Blackmore WITHDREW her MOTION.

CARRIED

Moved Cr G Reynolds
Seconded Cr M Blackmore

1. That the matter be referred to Council for a decision as the subject of a further information report.

CARRIED

2.7.3 Pontian Eagles Sports and Social Club – Parking

Cr C Buchanan declared an actual conflict of interest on the basis of being a Patron of the Club. Cr C Buchanan left the meeting at 8:01 pm.

Moved Cr C Buchanan
Seconded Cr G Reynolds

1. Council note that new parking arrangements at Pontian Eagles Clubrooms are under consideration, so that timing for any parking upgrade is aligned with the upgrade to the clubroom.
2. Council note that stakeholder engagement will be undertaken in partnership with the clubroom upgrade to ensure the parking arrangements meet the needs of the community.
3. Council note that parking upgrade costs and options will be tabled concurrent with the clubroom upgrade options, and that this will be by November 2020.
4. Council supports the provision of an additional 4 or 5 car parks in the short term through improved line marking and geometric layout.

CARRIED

Cr C Buchanan returned to the meeting at 08:02 pm.

**W&S-OB1 Protocol with respect to the discovery of Deceased Pets by Staff
of the Department of Transport and Infrastructure**

Moved Cr M Blackmore
Seconded Cr C Buchanan

1. That administration write to the Department of Infrastructure and Transport to establish an appropriate protocol to deal with events where their staff find a deceased pet.
2. That Council write to GAROC to have this included on the agenda for the Annual General Meeting of Local Government.

CARRIED

OTHER BUSINESS

Nil

The meeting closed at 8.11 pm.

CHAIRMAN.....

DATE.....