



## **AGENDA**

**FOR ASSET MANAGEMENT SUB COMMITTEE MEETING TO BE HELD ON  
14 SEPTEMBER 2020 AT CONCLUSION OF INNOVATION AND BUSINESS  
DEVELOPMENT SUB COMMITTEE  
IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY COMMUNITY HUB,  
34 CHURCH STREET, SALISBURY**

### **MEMBERS**

Cr L Braun (Chairman)  
Mayor G Aldridge (ex officio)  
Cr C Buchanan  
Cr A Duncan  
Cr N Henningsen  
Cr S Reardon (Deputy Chairman)

### **REQUIRED STAFF**

Chief Executive Officer, Mr J Harry  
General Manager City Infrastructure, Mr J Devine  
Team Leader Parks and Open Space Assets, Mr C Johansen  
Team Leader Civil & Transport Assets, D Boothway

### **APOLOGIES**

### **LEAVE OF ABSENCE**

### **PRESENTATION OF MINUTES**

Presentation of the Minutes of the Asset Management Sub Committee Meeting held on 10 August 2020.

### **REPORTS**

AMSC1	Future Reports for the Asset Management Sub Committee.....	7
AMSC2	Installation of Irrigation to Bush Park, Pooraka.....	11
AMSC3	Tree Management Policy and Procedure.....	15
AMSC4	Community Engagement framework for program works .....	35

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**OTHER BUSINESS**

**CLOSE**



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

**10 AUGUST 2020**

**MEMBERS PRESENT**

Cr L Braun (Chairman)  
Cr C Buchanan  
Cr N Henningsen  
Cr S Reardon (Deputy Chairman)

**OBSERVERS**

Cr J Woodman

**STAFF**

General Manager City Infrastructure, Mr J Devine  
Team Leader Parks and Open Space Assets, Mr C Johansen  
Manager Governance, Mr M Petrovski  
Manager Community Health & Wellbeing, Ms V Haracic  
Administrative Coordinator - Business Excellence, Mrs M Potter

The meeting commenced at 7.45 pm.

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

**APOLOGIES**

Apologies were received from Mayor G Aldridge and Cr A Duncan.

**LEAVE OF ABSENCE**

Nil

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## PRESENTATION OF MINUTES

Moved Cr N Henningsen  
Seconded Cr S Reardon

The Minutes of the Asset Management Sub Committee Meeting held on 13 July 2020, be taken and read as confirmed.

**CARRIED**

## PRESENTATION

### Mr Ben Waechter, accessible and inclusive play spaces

Mr Waechter gave a presentation to the Sub Committee encouraging the City of Salisbury to improve and provide greater availability of accessible and inclusive play spaces in the City.

The Chair thanked Mr Waechter for providing the presentation.

### Bring Forward Item AMSC3 – Information report inclusiveness in Playspaces

Moved Cr L Braun  
Seconded Cr N Henningsen

1. That Item AMSC3 – Information report inclusiveness in Playspaces be brought forward to this point on the Agenda.

**CARRIED**

## REPORTS

### AMSC3 Information report inclusiveness in Playspaces

Moved Cr L Braun  
Seconded Cr C Buchanan

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**

## AMSC1 Future Reports for the Asset Management Sub Committee

Moved Cr N Henningsen  
Seconded Cr S Reardon

1. The information be received.

**CARRIED**

## AMSC2 Street Tree Asset Management Plan and Policy

Moved Cr C Buchanan  
Seconded Cr S Reardon

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 endorsed.
3. The objectives in the Policy is to maintain our canopy cover in our streets, parks and reserves.
4. The principles contained within the report for consideration in the development of priority listing for future street tree renewal programs be approved.
5. That a priority list of streets from attachment 5 be identified for the 2020/21 Street Tree Renewal Program.
6. That an updated Street Tree Asset Management Plan be prepared for future presentation to the Asset Management Sub Committee.
7. 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.
8. 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

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**

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**OTHER BUSINESS**

**AMSC-OB1      Tree Litter in private residence**

Moved Cr N Henningsen  
Seconded Cr C Buchanan

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 N Henningsen  
Seconded Cr C Buchanan

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

**CARRIED**

**CLOSE**

The meeting closed at 9.31 pm.

CHAIRMAN.....

DATE.....

<b>ITEM</b>	AMSC1
	<b>ASSET MANAGEMENT SUB COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Future Reports for the Asset Management Sub Committee
<b>AUTHOR</b>	Michelle Woods, Projects Officer Governance, CEO and Governance
<b>CITY PLAN LINKS</b>	4.2 We deliver quality outcomes that meet the needs of our community
<b>SUMMARY</b>	This item details reports to be presented to the Asset Management Sub Committee as a result of a previous Council resolution.

**RECOMMENDATION**

1. The information be received.

**ATTACHMENTS**

There are no attachments to this report.

**1. BACKGROUND**

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

**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 reports to be presented to the Asset Management Sub Committee as a result of a previous Council resolution:

<b>Meeting Item</b>	<b>- Heading and Resolution</b>	<b>Officer</b>
23/03/2020 2.0.4-AMSC2	<b>Levels of Service Options</b> 2. Canopy Cover be considered as part of the Sustainability Strategy, that will be the subject of a report back to this Council in time to be considered in the 2021/22 Budget Cycle. <b>Due:</b> November 2020	Craig Johansen
23/03/2020 2.0.4-AMSC2	<b>Levels of Service Options</b> 4. Council consider a revised budget for 2021/22 and beyond following consideration of a report on the learnings from the 2020 verge trial program which is currently underway, and any subsequent changes to the level of service. <b>Due:</b> November 2020	Mark Purdie
23/03/2020 2.0.4-AMSC2	<b>Levels of Service Options</b> 5. Council consider, as part of the 2020/21 budget deliberations, the addition of new initiative bids for additional Local Playgrounds, one at \$200,000 per annum for 5 years, and one District playground at a cost of \$400k, the location to be determined as part of the next Asset Management Sub Committee. (NB - item 6.4.1 of April 2020 addressed the budget portion of this resolution.) <b>Due:</b> October 2020	Dameon Roy
23/03/2020 2.0.4-AMSC-OB1	<b>Capital Program</b> 1. That a report be prepared for the October 2020 meeting of the Asset Management Sub Committee to provide a summary of the three year capital program covering the Strategic Asset Management Plan and related policy initiatives. <b>Due:</b> October 2020	Dameon Roy
25/05/2020 2.0.2-AMSC3	<b>Place Activation Strategy - Formal Recreation</b> 4. A report be prepared for the Asset Management Sub Committee that maps all Formal Recreation assets, outlining how each facility is classified as formal/ informal, economic community facility linkages (Local, district, regional), listing club room facilities, a schedule of upcoming budgeted approved renewals and a schedule of the useful life for each facility. <b>Due:</b> December 2020	Adam Trottman



25/05/2020 2.0.2- AMSC3	<b>Place Activation Strategy - Formal Recreation</b> 5. A further report be prepared containing a proposed detailed set of principles and standards along with a gap analysis showing what the financial impact would be to achieve the recommended detailed standards. <b>Due:</b> December 2020	Adam Trottman
25/05/2020 2.0.2- AMSC-OB1	<b>Sporting Facilities – Joint Investment</b> That Council consults with other local Councils (Playford, Tea Tree Gully and Port Adelaide Enfield) and the Office for Recreation and Sport to identify funding opportunities for joint investment into new regional sporting and community facilities based on demand, social need and demographic and sporting trends and changes. <b>Due:</b> November 2020	Adam Trottman
27/07/2020 1.1.2	<b>Place Activation Strategy – Community Facilities</b> 2. Staff prepare a further report to the Asset Management Sub-Committee regarding a condition and fit for purpose audit of Council owned community facilities with consideration to the hierarchy. <b>Due:</b> October 2020	Adam Trottman
27/07/2020 2.0.2- AMSC2	<b>Place Activation Strategy Update</b> 2. Council notes that a report on the Linkages category of PAS will be presented to the sub committee in coming months for consideration. <b>Due:</b> October 2020	John Devine
24/08/2020  2.0.2- AMSC2	<b>Street Tree Asset Management Plan</b>  5. That an updated Street Tree Asset Management Plan be prepared for future presentation to the Asset Management Sub Committee. <b>Due:</b> October 2020	Mike Oborn / Craig Johansen
24/08/2020  2.0.2- AMSC2	<b>Street Tree Asset Management Plan</b>  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. <b>Due:</b> October 2020	Mike Oborn / Craig Johansen
24/08/2020 2.0.2- AMSC-OB1	<b>Tree Litter in private residence</b> 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. <b>Due:</b> December 2020	Craig Johansen
24/08/2020 2.0.2- AMSC-OB2	<b>Disability Access Inclusion Plan</b> 1. That a report be presented in January 2021 regarding the progress of the Disability Access Inclusion Plan. <b>Due:</b> January 2021	Vesna Haracic

**4. CONCLUSION / PROPOSAL**

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

**CO-ORDINATION**

Officer: Executive Group  
Date: 07/09/2020

<b>ITEM</b>	AMSC2
	<b>ASSET MANAGEMENT SUB COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Installation of Irrigation to Bush Park, Pooraka
<b>AUTHOR</b>	Craig Johansen, Team Leader Parks and Open Space Assets, City Infrastructure
<b>CITY PLAN LINKS</b>	1.2 The health and wellbeing of our community is a priority 2.1 Salisbury has a balance of green spaces and natural environments that support biodiversity 2.3 Our community, environment and infrastructure are adaptive to a changing climate
<b>SUMMARY</b>	This report provides information (costs and feasibility) for works required to install irrigation at Bush Park Pooraka for Council's consideration and endorsement. To provide a permanent irrigated open space post renewal of the playground on the same site.

## RECOMMENDATION

1. The Information within the report be received and noted.
2. That the installation of irrigation and turf at Bush Park be considered as part of the Place Activation Strategy implementation in 2022/23 as part of the Informal Recreation Upgrade Strategy.

## ATTACHMENTS

There are no attachments to this report.

## 1. BACKGROUND

- 1.1 At its May 2020 meeting Council resolved:

### ***MON7.1 Motion on Notice: Bush Park Pooraka***

1. *That a report be brought back to the Asset Management Sub Committee regarding the costs and feasibility associated with installation of irrigation infrastructure for Bush Park, Pooraka which is currently a non-irrigated Council reserve.*
2. *That the report come back by September 2020 for consideration for possible irrigation installation for ongoing and permanent irrigation to be installed post renewal of the playground at Bush Park, Pooraka which has reached its end life.*

***Resolution No. 0560/2020***

- 1.2 The process for irrigation and the further development of Bush Park, Pooraka will require coordination across a number of areas of Council including Salisbury Water, the Strategic Development Projects Division and the Community Planning and Vitality Division. These divisions will continue to work closely with City

Infrastructure in relation to the planning (including community consultation), coordination and delivery of works on Bush Park.

- 1.3 The northern portion of the site where the playspace is located has a stormwater detention basin adjacent which the underground stormwater network breaks out into in major storm events. The basin experiences a peak depth of between 750mm to 1000mm, in a 1 in 100 year event.
- 1.4 Parks and Open Space Assets have approached Salisbury Water, to understand the proximity of the Salisbury Water network from which a connection can be established and the costs associated for this connection.

## **2. CONSULTATION / COMMUNICATION**

### **2.1 Internal**

- 2.1.1 Salisbury Water
- 2.1.2 City Infrastructure (Field Services)
- 2.1.3 City Development (Strategic Development Projects)

### **2.2 External**

- 2.2.1 Nil

## **3. REPORT**

- 3.1 Renewal of the playspace at Bush Park, Pooraka occurred in the financial year 2019/20. This renewal was programmed prior to the endorsement of the Playspace Policy.
- 3.2 In alignment with the principles of the Place Activation Strategy and the endorsed Playspace Policy. Priority works for renewal will have a focus on destinations where assets are currently or in association with the delivery of supporting infrastructure such as Dunkley Green, Valley View.
- 3.3 Bush Park, Pooraka is classified as a local level reserve as per the hierarchy outlined in the Playspace Policy. With the minimum provision for a local playspace including an irrigated open space area of approximately 2,000-3,000 square metres adjacent the playspace.
- 3.4 The Playspace Policy identifies a catchment of 500 metres to an irrigated open space and 800 metre catchment for access to a playground, with both of these being identified as walkable for a local catchment.
- 3.5 As Bush Park Pooraka is not irrigated, it currently falls below the minimum provision level.
- 3.6 But it is worth noting that Bush Park has a large irrigated reserve west of it within 600 metres, this being Lindblom Park which also has a playground. The distance between the playspace located on Lindblom Park to Bush Park is approximately 1,250 metres.
- 3.7 The site has a drinking water mains supply point, but no irrigation infrastructure for it to feed into.
- 3.8 In discussion with Salisbury Water, it identified that the ReWater main line is within 500 metres of Bush Park, being located on Quinlivan Road, Pooraka.

- 3.9 The estimated cost to connect to and provide ReWater to Bush Park is \$63,000.
- 3.10 Capital costs for the irrigation of 3,000 square metres of the site is estimated at \$90,000, which covers turf installation, irrigation system and controller supply and install.
- 3.11 Estimated costs for water usage and maintenance of irrigated turf are \$50,000 using Re-Water.
- 3.12 Estimated total costs for the installation of irrigated lawn sourcing water from Salisbury Water for Bush Park, Pooraka are \$153,000, with the ongoing maintenance costs being in the order of \$50,000 per year.
- 3.13 For the works to be installed supplied from the SA Water connection which exists on site the estimated costs are \$90,000 with the ongoing maintenance costs being in the order of \$55,000.
- 3.14 Should Council wish to fund the works Open Space Assets staff propose that it is delayed until financial year 2022/23, so as not to increase the operational costs for Parks and Open Space within the City for the next 2 years.

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

- 4.1 As Bush Park does not currently have an irrigation system installed, there is a significant scope of works required to provide an irrigated open space to the site, and ongoing additional operating costs. Therefore it is recommended that Council consider the potential upgrade to Bush Park as part of the future budget bid deliberations.

#### **CO-ORDINATION**

Officer: Executive Group  
Date: 07/09/2020



<b>ITEM</b>	AMSC3		
	<b>ASSET MANAGEMENT SUB COMMITTEE</b>		
<b>DATE</b>	14 September 2020		
<b>PREV REFS</b>	AMSC	AMSC3	10/08/2020
<b>HEADING</b>	Tree Management Policy and Procedure		
<b>AUTHORS</b>	Craig Johansen, Team Leader Parks and Open Space Assets, City Infrastructure Mike Oborn, Coordinator Parks and Open Space Assets, City Infrastructure		
<b>CITY PLAN LINKS</b>	2.3 Our community, environment and infrastructure are adaptive to a changing climate 2.1 Salisbury has a balance of green spaces and natural environments that support biodiversity 4.2 We deliver quality outcomes that meet the needs of our community		
<b>SUMMARY</b>	This report presents the modified the Tree Management Policy and Tree Removal Procedure for endorsement, following comments made at last month's Asset Management Sub Committee meeting.		

## RECOMMENDATION

1. The report be noted and received.
2. That the Tree Management Policy as contained in Attachment 1 to this report (AMSC 12/09/2020, Item No. AMSC3) be endorsed.
3. That the Tree Removal Procedure as contained in Attachment 2 to this report (AMSC 12/09/2020, Item No. AMSC3) be endorsed.
4. The priority list of streets for the 2020/21 Street Tree Renewal Program as contained in Attachment 3 to this report (AMSC 12/09/2020, Item No. AMSC3) be endorsed.

## ATTACHMENTS

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

1. Tree Management Policy
2. Tree Removal Procedure
3. Street Tree Renewal Priority Listing

## 1. BACKGROUND

- 1.1 Staff presented a report to the August round of meetings, seeking endorsement of the Tree Management Policy and the Tree Removal Procedure.

1.2 Council at its August meeting resolved the following;

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 AMSC.*
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.*

***Further Motion***

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.*

***Resolution 0658/2020***

1.3 This report presents the altered Tree Management Policy and Tree Removal Procedure in alignment with the comments made through the meeting cycle of August of Council.

**2. CONSULTATION / COMMUNICATION**

2.1 Internal

2.1.1 Nil

2.2 External

2.2.1 Nil

**3. REPORT**

- 3.1 Further to the report presented to the August sub-committee and the above resolution, this report presents the Tree Management Policy, Tree Removal Procedure and the listing of streets for the 2020/21 Street Tree Renewal Program.
- 3.2 A revised engagement framework for Council's Infrastructure renewal programs has been developed and it is proposed that this framework is followed for the Street Tree Renewal program when endorsed.



- 3.3 Staff noted the comments made at previous sub-committee in relation to the Tree Removal Procedure about the reference to the appeal process and the role of the Tree Management Appeals Sub Committee (TMAS) not being clearly enough articulated in the document. In response, the procedure has been amended and is attached to this report (Attachment 2).
- 3.4 Further to this the Tree Management Policy has also been altered to include in the Policy Purpose/ Objectives a reference to TMAS and ensuring community needs and expectations are considered.

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

- 4.1 Considering the discussion presented at the August Sub-committee and subsequent conversation with elected members, Staff have amended the Tree Management Policy and Tree Removal Procedure to ensure awareness of the tree removal appeal process and the Tree Management Appeals Sub Committee.
- 4.2 Staff present the Tree Management Policy as contained in Attachment 1 to this report (AMSC 12/09/2020, Item No. AMSC3) for endorsement.
- 4.3 Staff present the Tree Removal Procedure as contained in Attachment 2 to this report (AMSC 12/09/2020, Item No. AMSC3) for endorsement.
- 4.4 Staff present the priority list of streets for the 2020/21 Street Tree Renewal Program as contained in Attachment 3 to this report (AMSC 12/09/2020, Item No. AMSC3) for endorsement.

#### **CO-ORDINATION**

Officer: Executive Group  
Date: 07/09/2020





### Tree Management Policy

Policy Type:	Policy		
Approved By:	Council	Decision No:	2453/2018
Approval Date:	26 April 2018	Last Reapproval Date:	
Review Date:	April 2020	Internal Reference No.:	
Department:	City Infrastructure	Division:	Parks and Open Space Assets Team
Function:	14 - Infrastructure	Responsible Officer:	Team Leader Parks and Open Space Assets

#### 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 ensure community needs and expectations are understood and considered.

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3. Where the community do not agree with the decision, that the Tree Management Appeal Process is followed, concluding with the Tree Management Appeals Sub-committee.

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2.4. Maintain and enhance the tree canopy cover within the City

3.5. To broaden the emphasis of urban tree management to include urban forestry principles whereby trees are viewed and managed as a collected asset.

4.6. 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.

5.7. To ensure alignment of tree management strategies and practices with Council's strategic directions and other related policies, plans and strategies.

6.8. 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.

7.9. To strike an appropriate balance between the benefits and positive values of trees and the potential risks and nuisances they can create.

8.10. To increase awareness and educate the community, developers and Council staff on the value of trees in the urban environment.

9.11. 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. The Tree Management Procedure will be utilised to 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 this procedure.
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
  - Supports biodiversity and community wellbeing
  - Performance
  - Maintenance requirements
  - Longevity
  - Stock availability
  - Tolerance to low water environments
  - Adaptive to future changes in climate

### 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. Maintain and enhance the 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 suitably qualified Arborists 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	Craig Johansen
Release	1.00
Document Status	Endorsed
Date Printed	08/09/202004/09/202006/08/2020





## Tree Removal Procedure

<b>Procedure Type:</b>	<b>Procedure</b>		
<b>Approved By:</b>	<b>Council</b>	<b>Decision No:</b>	<b>2453/2018</b>
<b>Approval Date:</b>	<b>26 April 2018</b>	<b>Last Reapproval Date:</b>	
<b>Review Date:</b>	<b>April 2020</b>	<b>Internal Reference No.:</b>	
<b>Department:</b>	<b>City Infrastructure</b>	<b>Division:</b>	Parks and Open Space Assets Team
<b>Function:</b>	<b>14 - Infrastructure</b>	<b>Responsible Officer:</b>	Team Leader Parks and Open Space Assets

### 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 and appeals.

## 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. **Provide a process for a community member to appeal a decision of staff, with the final review/ consideration to be presented to the Tree Management Appeals Sub-committee**
4. Strike an appropriate balance between the benefits of trees, the risk they may present, and the potential nuisance they can create.
5. This procedure focuses on reactive responses to tree removal requests. Council's Street Tree Assets 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.
6. 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.
3. **Arborist** – a person with formalised training to a minimum AQF Level 3 in Arboriculture.

## 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 Parks and Open Space Assets Team to determine the health, structure and location of the tree.
- 1.3. Parks and Open Space Assets Team may approve or support (in the case of Regulated/Significant Trees) the removal of a tree if:
  - 1.3.1. The tree is determined to be in poor health and/or structure and remedial actions are unlikely to improve the trees health or structure, or
  - 1.3.2. The tree clearly meets the Tree Removal Criteria as listed in Section E2,or

- 1.3.3. The tree needs to be removed urgently to protect public safety i.e. underground utility failures in close proximity to a tree
- 1.4. The Parks and Open Space Assets Team may refuse the removal of a tree where the tree clearly does not meet any of the Tree Removal Criteria as listed in Section E2 and other remedial actions are likely to abate the nuisance being caused by the tree.
- 1.5. The Parks and Open Space Assets Team will consider each tree removal request individually on its merits and will determine the most appropriate action required.
- 1.6. The Parks and Open Space Assets Team may approve or deem it feasible (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 E2 can be satisfied.
- 1.7. Each application assessed and processed by the Parks and Open Space Assets Team will be categorised as either: approved for removal; feasible to remove (Regulated/Significant Trees); removal refused; or decision deferred to enable further information to be gathered to complete the assessment.
- 1.8. A written response will be sent to the applicant detailing the decision by the Parks and Open Space Assets Team and as appropriate; any cost to be paid, list of removal criteria and the option for a review of the decision.
- 1.9. The outcomes of each Parks and Open Space Assets Team assessment will be circulated to Elected Members.
- 1.10. Where a tree removal request has been refused by the Parks and Open Space Assets Team no further removal requests will be considered by the Parks and Open Space Assets Team within a 12 month period unless there has been a significant change in circumstances.
- 1.11. Where a tree removal request has been refused by the Parks and Open Space Assets Team and the applicant is particularly aggrieved by the decision, the applicant may request a review of that decision pursuant to section E2.

#### Supporting Information

- 1.12. 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

- 1.13. The Development Act 1993 (as amended) defines parameters under which trees may qualify as Regulated or Significant Trees under this legislation.

- 1.14. 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.
- 1.15. Where a Regulated or Significant Tree removal request is received, a qualified Planner will provide advice to the Parks and Open Space Assets Team. The tree removal request will be assessed under the Tree Removal Criteria as listed in Section E2. If one or more of these criteria are met and the Parks and Open Space Assets Team assesses the removal request as a feasible management action, 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.
- 1.16. Should the preliminary Planning Assessment conclude that Development Approval is likely; the Parks and Open Space Assets Team 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.
- 1.17. Where the preliminary Planning Assessment concludes that Development Approval is not likely, the Parks and Open Space Assets Team may refuse the tree removal request.

## 2. 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 assistance through the National Disability Insurance Scheme (NDIS) or a community care service and;
  - 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.

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

### **3. 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 or development, 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 Parks and Open Space Assets Team not appropriate, to replant a tree at the same site, the fee will assist in planting a tree elsewhere within the city.

### **4. Tree Management Decision Review Process**

- 4.1. Where a request for a tree to be removed or other tree management decision has not been supported by the Parks and Open Space Assets Team and the applicant is particularly aggrieved by the decision, the applicant may request a review of that decision.
- 4.2. All requests for a Tree Management Review must be in writing, within 2 months of the Parks and Open Space Assets Team decision, detailing why they believe the decision was incorrect.
- 4.3. A Tree Management Review will be undertaken by the Manager Infrastructure Management and/or the General Manager City Infrastructure. The Review shall include:
  - Examination of the original Parks and Open Space Assets Team 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
- 4.4. 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 E3) for the removal of the tree.
- 4.5. Where the request for a review relates to a Regulated or Significant tree, as part of the review process a qualified Planner will undertake a more detailed assessment of the tree. If it is concluded that the removal request meets the tree removal criteria (Section E2) and there is a reasonable probability that Development approval would be granted, a Development Application will be lodged for removal of the tree. The application will then formally be assessed against the provisions of the City of Salisbury Development Plan.
- 4.6. 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.
- 4.7. All Tree Removal Review decisions will be circulated to Elected Members.
- 4.8. Where a Tree Removal Review has refused the removal of a tree no further removal requests will be considered by the Parks and Open Space Assets Team within a 12 month period unless there has been a significant change in circumstances.
- 4.9. Where the applicant wishes to further appeal the review decision. The request can then be presented to the Tree Management Appeals Sub-Committee (TMASC) for consideration.
- 4.10. All requests for a Tree Management Appeals Sub-Committee Review must be in writing, within 2 months of the Tree Management Review decision, detailing why they believe the decision was incorrect.
- 4.11. The Tree Management Appeals Sub-Committee will review the appeal against the tree removal criteria (Section E2) and Tree Management Appeals Sub-Committee Terms of Reference.
- 4.12. A written response will be sent to the applicant detailing the outcome of the TMASC review decision.
- 4.13. Where a TMASC has refused the removal of a tree no further removal requests will be considered by the Parks and Open Space Assets Team within a 12 month period unless there has been a significant change in circumstances.
- 4.14. An application for review of a Council decision may be made in accordance with Section 270 of the *Local Government Act 1999* should an applicant/ resident remain dissatisfied with the decision arising from a Tree Management review/appeal.

## **5. Petitions**

- 6.1 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 Assets Management Plan and Streetscape Renewal Program.
- 6.2 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 Burnley system for attributing a monetary value to an amenity tree.

Where a Council tree is maliciously interfered with leading to its death the tree will be removed within 2 months of being assessed and a new tree will be planted in or close to the same location.

6.2 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 Burnley 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 Assets Management Plan
5. Tree Management Procedures



Priority	Streets	Priority	Streets
1	Coachhouse Drive, Gulfview Heights	62	Whites Court, Salisbury North
2	Heathpool Street, Burton	63	Petunia Avenue, Pooraka
3	Quondong Avenue, Parafield Gardens	64	West Avenue, Edinburgh
4	Ween Road, Pooraka	65	Hemming Street, Parafield Gardens
7	Condor Avenue, Burton	66	Windermere Crescent, Mawson Lakes
8	Pratt Avenue, Pooraka	67	Greengate Lane, Mawson Lakes
9	Edith Road, Salisbury North	68	Cockle Street, St Kilda
10	Potts Crescent, Burton	69	South Terrace, Pooraka
11	Pine Court, Mawson Lakes	70	Everglade Street, Mawson Lakes
12	Margarita Street, Paralowie	71	Lelta Avenue, Salisbury North
13	Soria Street, Salisbury Downs	72	Lola Avenue, Salisbury East
14	Alabar Crescent, Globe Derby Park	73	Spencer Street, Parafield Gardens
15	Elmwood Grove, Paralowie	74	Motcombe Road, Salisbury North
16	Ilya Road, Salisbury North	75	Exhibition Lane, Mawson Lakes
17	Swinstead Crescent, Salisbury North	76	Garden Terrace, Mawson Lakes
19	Northwater Way, Burton	77	Shaxton Street, Salisbury North
20	Mumford Road, Waterloo Corner	78	George Street, Pooraka
21	Maguire Crescent, Burton	79	Park Way, Mawson Lakes
22	Robinson Road, Waterloo Corner	80	Earl Avenue, Salisbury East
23	Monty Road, Valley View	81	Wanbi Avenue, Ingle Farm
24	Pira Avenue, Salisbury North	82	Heaslip Road, Burton
25	Delta Court, Salisbury Downs	83	Lush Road, Pooraka
26	Wyatt Road, Parafield Gardens	84	Ora Court, Salisbury North
27	Sweet Street, Parafield Gardens	85	Salmon Court, Parafield Gardens
28	Newlyn Terrace, Parafield Gardens	86	Vinall Road, Para Vista
29	Newhaven Terrace, Burton	87	Elder Court, Paralowie
30	Shorney Road, Parafield Gardens	88	Wells Crescent, Valley View
31	Jay Street, Pooraka	89	Janet Street, Para Vista
32	Rankine Street, Parafield Gardens	90	Kathryn Place, Parafield Gardens
33	Ross Court, Para Vista	91	Badcoe Street, Pooraka
34	Max Drive, Paralowie	92	Wolgarra Street, Salisbury North
35	Shepherdson Road, Parafield Gardens	93	McInnis Avenue, Burton
36	Sarah Street, Salisbury East	94	Bren Street, Salisbury East
37	Audrey Avenue, Parafield Gardens	95	Bramble Court, Pooraka
37	Cheney Terrace, Salisbury North	97	McKenzie Crescent, Gulfview Heights
39	Greenvale Crescent, Burton	98	Main Street, Mawson Lakes
40	Cochrane Road, Salisbury North	100	Townsend Avenue, Parafield Gardens
41	Stella Court, Salisbury North	101	Paez Street, Paralowie
42	Pele Avenue, Salisbury East	102	Pyatt Court, Salisbury North
43	Secomb Avenue, Parafield Gardens	103	Blue Wren Circuit, Mawson Lakes
44	Cordoba Avenue, Gulfview Heights	104	Gully Drive, Gulfview Heights
45	Lyle Street, Para Vista	105	Kildonan Avenue, Para Vista
46	Rosalie Terrace, Parafield Gardens	106	Paternoster Row, Salisbury
47	Moronga Street, Salisbury North	107	Statham Avenue, Salisbury East
48	Greentree Place, Mawson Lakes	108	Kara Crescent, Gulfview Heights
49	Borlace Court, Pooraka	109	Sharp Court, Mawson Lakes
50	Halba Crescent, Paralowie	110	Gresham Place, Mawson Lakes
51	Russell Row, Paralowie	111	Erin Court, Gulfview Heights
52	Jocelyn Terrace, Parafield Gardens	111	Shrewton Court, Salisbury North

54	Coolen Crescent, Burton	113	Volare Avenue, Para Vista
55	St Peters Place, Salisbury Downs	114	Heard Avenue, Mawson Lakes
56	Fourth Avenue, Mawson Lakes	115	Equador Street, Paralowie
57	Bonney Avenue, Valley View	116	Royal Avenue, Pooraka
58	Stan Court, Burton	117	Kalimna Crescent, Paralowie
59	Jan Avenue, Para Vista	118	Lorna Road, Para Hills
60	Adeline Street, Mawson Lakes	119	Cascades Drive, Mawson Lakes
61	Warner Road, Salisbury Downs	120	Barker Road, Gulfview Heights

<b>ITEM</b>	AMSC4
	<b>ASSET MANAGEMENT SUB COMMITTEE</b>
<b>DATE</b>	14 September 2020
<b>HEADING</b>	Community Engagement framework for program works
<b>AUTHOR</b>	Craig Johansen, Team Leader Parks and Open Space Assets, City Infrastructure
<b>CITY PLAN LINKS</b>	4.5 We engage meaningfully and our community is aware of Council initiatives 4.4 We plan effectively to address community needs and identify new opportunities 4.1 Members of our community receive an exceptional experience when interacting with Council
<b>SUMMARY</b>	Following feedback from Elected Members on the level of engagement and involvement in asset renewal program consultation an improved process has been developed for consideration of Council.

## RECOMMENDATION

1. The report be noted and received
2. The proposed engagement process outlined in Paragraph 2.10 of this report and outlined in Attachment 3 (AMSC 14/09/2020, Item AMSC4) be endorsed for the 2020/21 infrastructure renewal program of works.
3. That engagement with Ward Councillors and community for future year's works commence in the last quarter of the current financial year.

## ATTACHMENTS

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

1. Concept Map example distributed for consultation
2. Consultation Letter example
3. Infrastructure Renewal Program Engagement Framework

## 1. BACKGROUND

- 1.1 As part of recent conversations and presentations to Elected Members, staff have become aware that the current consultation/engagement process for asset renewal programs is not meeting the expectations of Council.
- 1.2 The current community engagement process is guided by the City of Salisbury Community Engagement Handbook 2013.
- 1.3 Staff have reviewed the current consultation/engagement process to identify opportunities to improve it, and in particular ensure an appropriate level of engagement with Ward Councillors.

## 2. REPORT

- 2.1 City Infrastructure has program Capital Works which are cyclical around the financial years with little scope to pre-plan works until funding is secured. The form of the Community Engagement aligns with inform and consult principles as outlined in the Community Engagement Handbook.
- 2.2 This timing creates an issue for projects where long lead times are required for components of the works, such as street trees or playground equipment.
- 2.3 Staff undertake consultation on approximately two thirds of all projects in a financial year, which range from Building Renewals with consultation with clubs through to Bus Stop upgrades.
- 2.4 The current process utilised for the Street Tree Renewal Program and which distributes approximately 1500 - 2000 consultation packs is as follows:
  - 2.4.1 Provision of a concept layout/ map (Attachment 1) of the program for the street is distributed to residents of the street, along with a letter (Attachment 2) informing residents of the street of the purpose of the program and how to interpret the provided map. A copy of this information is provided on the EM Portal to ensure Councillors are informed of what is occurring and the information going to residents. This information is provided to the EM Portal as the file size of the consultation material across numerous streets is large and not able to be transmitted electronically.
  - 2.4.2 The resident letter also provides tree species information and a comment form to be returned to Council. Alternatively the resident can call the Parks and Open Space Assets team to discuss the proposal and nominate their selection for the new street species.
  - 2.4.3 The letter also provides information in relation to the removal of trees controlled by the *Development Act 1993*, seeking community comment to the proposed action in relation to the trees controlled by the Development Act. This fulfils the requirements of the Development Act in providing notification to the community for Council Regulated Trees and capacity to lodge representation to be heard by CAP, should they wish to be heard..
  - 2.4.4 In an effort to provide the greatest amount of information to the community at this point in time for consideration, the information pack contains the anticipated timeline for works as well as other frequently asked questions.
  - 2.4.5 Following the closure of the consultation period, staff collate the comments and species selection votes street by street.
  - 2.4.6 The feedback received is considered and actioned where possible by the Parks and Open Space Assets team in finalising the works plan for the street, with staff contacting all residents who have provided comments. Noting that the Street Tree Renewal Program can focus on 40-60 streets per year, with approximately 1500-2000 consultation packs being mailed out, this is an intensive process to complete annually.

- 2.4.7 The plans are then altered in relation to the consultation summary and issued for construction. The current process does not round out the consultation process, with the outcome of the community consultation.
- 2.5 The consultation for this program is time critical so that the tree species and numbers are able to be finalised as soon as possible. This then allows Administration sufficient time to approach the market for the works, so that the successful contractor is able to secure stock for the following planting season. The longer this procurement of trees is delayed the more likely there is an increased cost for the sourcing of stock, or stock is not available at all.
- 2.6 Where a Regulated Tree is identified for removal a Development Application is lodged for consideration against the *Development Act 1993*. If approval is granted the plan is updated and reissued for construction.
- 2.7 Recent feedback from Elected Members indicates that greater input into the consultation process and implementation is desired.
- 2.8 The street tree renewal program engagement process is in many respects similar to the other asset renewal programs, and consequently it is suggested that all asset renewal programs follow the same generic process.
- 2.9 A new process has been developed which includes a greater level of engagement with Ward Councillors, and the local community. However, it is anticipated that this process will require an additional 4-6 weeks.
- 2.10 The following process is proposed for asset renewal programs, including Street Tree Renewal (refer Attachment 3):
- Notify Ward Councillors by Program on the Elected Member Portal
  - Consult, with the Ward Councillors to discuss the information to be presented to the community.
  - The consultation letter/ pack distributed as per the current process, Ward Councillors included in the distribution/ mail out.
  - Consultation summary report collated.
  - Concept plan prepared and further engagement with key stakeholders conducted.
  - Ward Councillors briefed on the consultation summary and proposed the concept plan.
  - If required concept design amended following engagement with key stakeholders and Ward Councillors.
  - Documentation finalized for construction.
  - Works are then issued for implementation ,
  - The community is informed of the final design and work scope..
- 2.11 The Elected Members desire for the process to engage with the community in the tree species selection, provides complexity for the management of the Street Tree population across the city. Staff are unable to fully control the Family and Genus distribution across the city, as it is determined by the community through the consultation process. However, with an appropriate selection of tree palette and spread of tree type across the city, a resilient urban forest can still be maintained.

- 2.12 Further to the above mentioned complication of the consultation process, any delay in finalising the project final documentation, impacts on Council being able to secure or make supply agreements for tree stock in advance, which has flow on consequence for the delivery of this particular project.

### **3. CONCLUSION / PROPOSAL**

- 3.1 Councillors have indicated that they desire a greater level of involvement in the community engagement process for a number of asset renewal programs.
- 3.2 An improved engagement process has been developed for the consideration of Council. This process is intended to be used for all relevant renewal programs.
- 3.3 To minimise any delay to the delivery of the renewal programs it is proposed to commence public consultation for the next year's program during the last quarter of the current financial year. This means that engagement with the Elected Members will commence for the following year's program works prior to budget being approved, but with draft budgets developed.

### **CO-ORDINATION**

Officer: Executive  
Group  
Date: 07/09/2020





## Legend

- New Tree
- No Replant
- ⊗ Remove Reg Tree
- ⊗ Remove Sig Tree
- ⊗ Remove Tree
- Ⓡ Retain Reg Tree
- Ⓢ Retain Sig Tree
- Retain Tree

NOTES:  
Property boundaries  
are indicative only.

Symbol locations are  
indicative only.

New trees to be located  
centrally between  
footpath & kerb, unless  
otherwise indicated on  
plan ie, behind footpath  
or between property  
boundary and kerb.

No replant symbol  
refers to locations  
where a tree cannot be  
planted according to  
City of Salisbury's Tree  
Planting Guidelines.



## Grant Avenue, Salisbury Downs\_Map 1 PRELIMINARY STREETSCAPE RENEWAL PLAN

(21/08/2017, TC)

0 5 10 20 Metres

Developing & maintaining  
*Beautiful Neighbourhoods*





## Legend

- New Tree
- No Replant
- ⊗ Remove Reg Tree
- ⊗ Remove Sig Tree
- ⊗ Remove Tree
- Ⓡ Retain Reg Tree
- Ⓢ Retain Sig Tree
- Retain Tree

NOTES:  
Property boundaries  
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Symbol locations are  
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No replant symbol  
refers to locations  
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City of Salisbury's Tree  
Planting Guidelines.



(21/08/2017, TC)

## Grant Avenue, Salisbury Downs\_Map 2 PRELIMINARY STREETSCAPE RENEWAL PLAN

0 5 10 20 Metres

Developing & maintaining  
*Beautiful Neighbourhoods*





<<Owner>>  
 <<Owner Address 1>>  
 <<Owner Address 2>>  
 <<Owner Address 3>>



## City of Salisbury Streetscape Renewal Program

24 August 2017

Dear Property Owner/Resident,

**RE: Streetscape Renewal Program for Grant Avenue, Salisbury Downs 2017/2018.**

The City of Salisbury advises that your street, Grant Avenue, is one of a number of streets selected for Streetscape Renewal in 2017/2018. You have been provided with a plan outlining what is proposed for your section of Grant Avenue. There is a guide to understanding the plan overleaf.

City of Salisbury's Streetscape Renewal Program undertakes tree removals as well as the planting of new trees. The program provides for the removal of those trees which are diseased, dying, dead, or where large trees are planted too close together, and/or where species planted have had a significant detrimental impact on the built form. The program seeks to retain trees worthy of retention in order to provide some canopy cover while the new trees are establishing.

Residents have the opportunity to vote for their preferred species by completing the voting slip enclosed with this letter. You must return the completed form by **Monday 18th September 2017** to make your vote count. If you would like to know the outcome of the vote, please visit City of Salisbury's Streetscape Renewal Program page on Council's website after the consultation period has ended.

Trees shown on the plan overleaf marked by an 'R' or 'S' refer to a Regulated or Significant Tree and will be removed where marked with an 'X'. Approval is required for the removal of Regulated or Significant Trees under the Development Act 1993. If you have an objection with the removal of any Regulated or Significant Tree, please provide comment on the voting slip enclosed with this letter.

Contractors will remove trees associated with this program across the city from March to April 2018. New tree plantings are to occur during the Winter planting season, May to June 2018. Should you have any additional queries, please contact the Landscape Design Office at the City of Salisbury using the voting slip provided or by phoning 8406 8222.

Yours sincerely,

Craig Johansen  
 Team Leader Landscape Design

## Frequently Asked Questions about City of Salisbury's Streetscape Renewal Program:

### Q: How was my street selected?

A: Streets across the City of Salisbury are analysed and rated according to condition of the trees, density of plantings and amount of infrastructure damage caused by trees. Each year, a number of the highest rated streets distributed evenly across the city are selected for the program.

### Q: Are all trees removed in the street?

A: No. All trees have their health, structure and proximity to infrastructure assessed and are either noted for retention or removal. It is important to retain some trees in the street while the new trees are establishing. The Development Act also prevents some trees being removed if they are deemed a 'Significant' or 'Regulated' tree.

### Q: How many trees are removed and replaced each year?

A: The Streetscape Renewal Program aims to renew about 1,000 trees each year. The program aims to plant one tree per street frontage to form a uniform, attractive streetscape.

### Q: Do I have a say whether I have a tree or not?

A: No. In order to deliver an even distribution of canopy cover across the city, it is City of Salisbury's policy to plant at least one tree per property frontage, where possible. City of Salisbury will work with residents to identify a suitable location for new trees if requested.

### Q: What types of trees are planted in streets?

A: The program utilises a variety of species suited to the city's climatic conditions. Residents on most streets in the program are given the opportunity to vote by mail for a selection of replacement tree species.

### Q: When does tree removal and planting occur?

A: Tree removals usually occur in the drier months (March to April) with replanting occurring in the cooler and wetter months from May onwards.

## A guide to understanding the plan.

*Disclaimer: Not all plans face North. Aerial imagery and boundary is indicative and provided as a guide only.*



These trees have been identified for removal. They have been identified if they are unhealthy and in decline, poor specimens, in locations likely to damage infrastructure or a combination of these reasons.



These trees are Regulated Trees according to the SA Development Act 1993. The removal of these trees is subject to Planning Approval.



New trees are to be located centrally between footpath and kerb, or centrally between the property boundary and the footpath, as indicated on the plan. Actual species will be as per outcome of public consultation vote.



No tree is to be planted in these locations due to space limitations (such as proximity to street light, stormwater entry pit, etc) or private planting, according to City of Salisbury's Street Tree Planting Guidelines.



These trees have been identified as trees worthy of retention. It is important to retain some trees in the Streetscape while the new trees are establishing.



These trees are Significant Trees according to the SA Development Act 1993. The removal of these trees is subject to Planning Approval.



Developing & maintaining

# Beautiful Neighbourhoods

# Your vote for Grant Avenue, Salisbury Downs



**Very Important:** Please return this completed form by **Monday 18th September 2017** using the reply paid envelope supplied to make your vote count!

You can vote for your preferred tree species option by filling out this form- don't forget to turn over!

Each species has been carefully selected by City of Salisbury's tree team to suit the size and conditions of your street.

If you would like to know the outcome of the vote, please visit City of Salisbury's Streetscape Renewal Program page on Council's Website after the consultation period has ended.

.....

Name:.....

Address:.....

Property Owner: ☐ Resident: ☐

Preferred contact method : ☐ Phone..... or ☐ Email .....

Additional comments or queries:  
.....  
.....  
.....  
.....



**Very Important:** Tick **ONE** box only. Please return this completed form by **Monday 18th September 2017** using the reply paid envelope supplied.

**Option 1:**

☐


**Both Sides:**

Trident Maple  
*Acer buergerianum*

A deciduous tree, up to 8m in height. It has a rounded, dense canopy of bright green foliage that turns yellow, orange and red in autumn. This tree tolerates a wide range of soil and climatic conditions. This tree is recommended for small verges and under powerlines.  
Local example: Civic Square, Salisbury.

**Option 4:**



**Both Sides:**

Chinese Pistachio  
*Pistacia chinensis*

A deciduous tree, up to 10m in height, with a rounded canopy. It has fern-like foliage that turns from bright green to crimson red in autumn. It is tolerant of a range of soil conditions. This tree is recommended for small verges and under powerlines, and is SA Water approved.  
Local example: Talbot Street, Hilton.

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**Option 2:**

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**Both Sides:**

Large Fruited SA Blue Gum  
*Eucalyptus leucoxylon ssp. megalocarpa*

An evergreen tree, up to 10m in height, with a dense, spreading canopy. It has prolific pink flowers that appear in late winter, spring and summer. It will tolerate a wide range of soil and climatic conditions. This tree is recommended for small verges and under powerlines, and is SA Water approved.  
Local example: Teresa Court, Paralowie.

**Option 3:**

☐


Kurrajong 'Bella Pink'  
*Brachychiton populneus x acerifolius Bella Pink*

This is a small to medium sized shade tree 8m high, offering glossy green foliage and pretty clusters of salmon pink, bell-shaped flowers in Summer. Flowers are bird attracting.  
Local example: Main North Road, Elizabeth



<b>Infrastructure Renewal Program - Engagement Framework (draft)</b>			
<b>Stage</b>	<b>Process</b>	<b>Who</b>	<b>Communication Method</b>
<b>1</b>	<u>Notify Ward Councillors</u>	Council	EM Portal
<b>2</b>	<u>Consult with Ward Councillors</u>	Ward Councillors	Ward Councillors emailed with consultation information In person meeting as required
<b>3</b>	<u>Consultation letter/ pack distributed to Community</u> Idea gathering (what does and doesn't work)	Stakeholder and Community Engagement Ward Councillors	Mail Out (Community Consultation) Signage on site where site has greater catchment. e.g. Dog Park Ward Councillors emailed with consultation information
<b>4</b>	<u>Consultation Summary Report collated</u>		
<b>5</b>	<u>Concept Generation and Stakeholder Engagement</u>	Ward Councillors Key Stakeholders	Mail Out (Community Consultation) Signage on site where site has greater catchment. e.g. Dog Park Ward Councillors
<b>6</b>	<u>Ward Councillors briefed on Consultation outcomes and Concept</u> 6b if required Final Design with further input from Stakeholders and	Ward Councillors Key Stakeholders	Ward Councillors emailed with consultation summary report and associated information
<b>6b</b>	If required Finalise Design with further input from Stakeholders and Ward Councillors	Stakeholder and Community Engagement Ward Councillors	In person meeting as required
<b>7</b>	<u>Documentation Finalised works issued for construction</u>		
<b>8</b>	<u>Community informed of final plans and works scope</u>	Stakeholder and Community Ward Councillors	Mail Out Signage on site where site has greater catchment. e.g. Dog Park Ward Councillors emailed information distributed
<b>9</b>	<u>Project Delivery</u>	Stakeholder and Community Ward Councillors	Signage on site (fixed or mobile) Email or mail distribution
<b>10</b>	<u>Project Close Out/ Completion</u>	Stakeholder and Community Ward Councillors	Elected Member Update Direct email to Ward Councillor Social Media Capital Works Report