



AGENDA

**FOR URBAN SERVICES COMMITTEE MEETING TO BE HELD ON
15 APRIL 2024 AT THE CONCLUSION OF THE FINANCE AND CORPORATE
SERVICES COMMITTEE
IN LITTLE PARA CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY**

MEMBERS

Cr S Ouk (Chairman)
Mayor G Aldridge (ex officio)
Cr B Brug
Deputy Mayor Cr C Buchanan (Deputy Chairman)
Cr A Graham
Cr M Mazzeo
Cr S Reardon

REQUIRED STAFF

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

APOLOGIES

LEAVE OF ABSENCE

PRESENTATION OF MINUTES

Presentation of the Minutes of the Urban Services Committee Meeting held on 18 March 2024.

REPORTS

Administration

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Paralowie 125

QUESTIONS ON NOTICE

There are no Questions on Notice.

MOTIONS ON NOTICE

There are no Motions on Notice.

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

ORDERS TO EXCLUDE THE PUBLIC

4.4.1 Tenancy Matter - Salisbury

Recommendation

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

1. *Pursuant to Section 90(2) and (3)(b)(i) and (b)(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.*

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 matter and discussion of this item in confidence would protect confidential information and Council's commercial position.*

*On that basis the public's interest is best served by not disclosing the **Tenancy Matter - Salisbury** 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

Confidential Item 4.4.1



**MINUTES OF URBAN SERVICES COMMITTEE MEETING HELD IN LITTLE PARA
CONFERENCE ROOMS, SALISBURY COMMUNITY HUB,
34 CHURCH STREET, SALISBURY ON**

18 MARCH 2024

MEMBERS PRESENT

Cr S Ouk (Chairman)
Cr B Brug
Cr C Buchanan (Deputy Chairman)
Cr A Graham
Cr M Mazzeo
Cr S Reardon

STAFF

Chief Executive Officer, Mr J Harry
Deputy Chief Executive Officer, Mr C Mansueto (*from 8.14 pm*)
General Manager City Infrastructure, Mr J Devine
General Manager Community Development, Mrs A Pokoney Cramey
Manager Governance, Mr R Deco
Governance Support Officer, Ms K Boyd
Manager Engineering Assets and Systems, Mr M Purdie
Manager Infrastructure Delivery, Mr J Collins
Manager Urban, Recreation and Natural Assets, Mr J Foong

The meeting commenced at 7.55 pm.

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

APOLOGIES

An apology was received from Mayor G Aldridge who was attending the Governance and Compliance Committee meeting which was being held concurrently.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr A Graham
Seconded Cr S Reardon

The Minutes of the Urban Services Committee Meeting held on 19 February 2024, be taken as read and confirmed.

CARRIED

REPORTS

Administration

4.0.1 Recommendations of the Environmental Sustainability and Trees Sub Committee meeting held on Tuesday 12 March 2024

Moved Cr B Brug
Seconded Cr A Graham

That Council:

1. Receives and notes the information contained in the Environmental Sustainability and Trees Sub Committee Minutes of the meeting held on 12 March 2024 and that the following recommendations contained therein be adopted by Council:

CARRIED

ESATS1 Future Reports for the Environmental Sustainability and Trees Sub Committee

Moved Cr B Brug
Seconded Cr A Graham

That Council:

1. Notes the report.

CARRIED

ESATS2 Tree Removal Requests - January 2024

Moved Cr B Brug
Seconded Cr A Graham

That Council:

1. Notes the report.

CARRIED

ESATS3 Appeals Report - Tree Removal Requests - Various Locations for January 2024

Moved Cr B Brug
Seconded Cr A Graham

That Council:

1. Notes that the technical tree assessments undertaken for 3 Crown Crescent, Paralowie, 40 Firmin Street, Paralowie, and 36 Birch Avenue, Salisbury East does not conclude removal be recommended, based solely on the application of Council approved tree removal criteria.
2. Notes that, as part of the appeal process, the refused tree removal requests appealed during the month of January 2024, as outlined in the report (Item ESATS3 Appeals Report – Tree Removal Requests – Various Locations for January 2024 – Environmental Sustainability and Trees Sub Committee, 12 March 2024), are now presented to the Environmental Sustainability and Trees Sub Committee for consideration and/or recommendation to Council as per the Environmental Sustainability and Trees Sub Committee’s Terms of Reference.

That the Environmental Sustainability and Trees Sub Committee, using its delegated authority under its adopted Terms of Reference:

3. Considering the current State Government legislation in regards to regulated and significant trees, notes there is a high likelihood of unsuccessful development applications for tree removals arising from appeals; and on that basis:
 - 3.1 Refuses the removal of the one (1) Regulated Tree located at 3 Crown Crescent, Paralowie.
 - 3.2 Refuses the removal of the one (1) Significant Tree located at 40 Firmin Street, Paralowie.
4. Defers consideration of the removal of the one (1) Non Regulated/Significant Tree located at 36 Birch Avenue, Salisbury East, pending the outcome of the formal review of the Tree Management Policy.

CARRIED

Further Motion – Cr C Buchanan

Moved Cr B Brug
Seconded Cr A Graham

That Council:

1. Noting that the Expert Panel for the Planning System Implementation Review on Significant and Regulated Trees has concluded, requests that the Mayor and Chief Executive Officer write to the Minister for Planning formally requesting:
 - 1.1 consideration be given as a priority to amend the significant and regulated trees controls under the *Planning, Development and Infrastructure Act 2016* to exempt *Eucalyptus sideroxylon* due to the species not being native to the region; and
 - 1.2 consideration also be given to exempt *Eucalyptus intertexta*, *camaldulensis*, *leucoxylon*and that a copy of Council's previous submission be included in that correspondence.
- 2 Requests that Administration include in all appeal refusal letters relating to regulated or significant *Eucalyptus sideroxylon* (Iron Bark) trees that have been denied removal advice that Council has requested the State Government consider excluding *Eucalyptus sideroxylon* from the trees protected under the *Planning, Development and Infrastructure Act 2016*, including the responses to the applicants that requested removal of:
 - 2.1 one (1) Regulated Tree located at 3 Crown Cres, Paralowie; and
 - 2.2 one (1) Significant Tree located at 40 Firmin Street, Paralowie.

CARRIED

ESATS4 Climate Change Risk Assessment

Moved Cr B Brug
Seconded Cr A Graham

That Council:

1. Notes the Climate Change Risk Assessment Report prepared by consultants in Attachment 1 (Item ESATS4 Environmental Sustainability and Trees Sub Committee 12 March 2024).
2. Approves the development of a Climate Change Adaptation Action Plan to guide and prioritise risk controls and next steps drawing on findings of the climate change risk assessment.
3. Approves a 2023/24 Third Quarter Non-discretionary Budget Bid of \$50,000 to develop the Climate Change Adaptation Action Plan.

CARRIED

ESATS5 Sustainability Strategy 2035 Progress Report

Moved Cr B Brug
Seconded Cr A Graham

That Council:

1. Approves the provision of six-monthly reports on the progress of implementation of the Sustainability Strategy as detailed in Attachment 1 of the report (Item No ESATS5 Environmental Sustainability and Trees Sub Committee 12 March 2024).

CARRIED

4.0.2 Recommendations of the Asset Management Sub Committee meeting held on Tuesday 12 March 2024

Moved Cr A Graham
Seconded Cr B Brug

That Council:

1. Receives and notes the information contained in the Asset Management Sub Committee Minutes of the meeting held on 12 March 2024 and that the following recommendations contained therein be adopted by Council:

CARRIED

AMSC1 Future Reports for the Asset Management Sub Committee

Moved Cr A Graham
Seconded Cr B Brug

That Council:

1. Notes the report.

CARRIED

AMSC2 Street Tree Renewal Program

Moved Cr A Graham
Seconded Cr B Brug

That Council:

1. Approves the 2024/2025 Street Tree Renewal Program presented in Attachment 1 of the report (Item No AMSC2 - Asset Management Sub Committee, 12 March 2024), in order to proceed to community consultation in 2023/2024.

CARRIED

AMSC3 Playspace Program

Moved Cr A Graham
Seconded Cr B Brug

That Council:

1. Notes the report.
2. Approves for St Kilda Playground to be removed from the Playspace Renewal Program and be considered as a separate budget bid for 2024/25.
3. Requests Administration develop a separate policy framework for the ongoing renewal of regional playspaces within the City.

CARRIED

AMSC4 Road Safety Project Plan

Moved Cr A Graham
Seconded Cr B Brug

That Council:

1. Approves the scope of work and project brief (Attachment 1 Asset Management Sub Committee 12 March 2024, Item No. AMSC4) and sections 3.13-3.15 of this report.
2. Approves a non-discretionary budget bid of \$100,000 at the 2023/24 third quarter budget review to fund the Road Safety Project Plan.
3. Approves a non-discretionary budget bid of \$50,000 at the 2023/24 third quarter budget review to fund the procurement of infrastructure such as variable message signage and other traffic management solutions.
4. Requests that Administration, in consultation with relevant Ward Councilors, use current traffic data to determine priority locations for the installation of traffic management infrastructure as identified in part 3 of the resolution, and report these priority locations to Council in May 2024 for its consideration.

CARRIED

AMSC5 Traffic Management Improvements - Settlers Farm Primary

Moved Cr A Graham
Seconded Cr B Brug

That Council:

1. Approves the proposed traffic management improvements surrounding the Settlers Farm Primary School as outlined in the report (Item AMSC5 – Traffic Management Improvements – Settlers Farm Primary School, Asset Management Sub Committee, 12 March 2024).
2. Authorises Administration to proceed with the improvements, including any appropriate modifications following consultation with the Settlers Farm Primary School, to the value of \$106,282 on the condition that the variation to grant funding be approved under the Local Road and Community Infrastructure (LRCI), Phase 4 Grant Funding Program.

3. Approves a Third Quarter Non-discretionary Budget Review Bid for \$64,000, to complement the Local Roads and Community Infrastructure (LRCI) Grant Funding of \$106,282, providing the required \$170,282 budget to deliver the settler Farm Primary School traffic improvement project.

CARRIED

AMSC6 Asset Management Improvement Plan - Footpaths Policy and Upgrade Program 2023/2024

Moved Cr A Graham
 Seconded Cr B Brug

That Council:

1. Adopts the Draft Footpath Policy as presented in Attachment 1: Draft Footpath Policy February 2024 of the report (Item AMSC6 – Asset Management Improvement Plan – Footpaths Policy and Upgrade Program 2023/24, Asset Management Sub Committee, 12 March 2024).
2. Adopts the Footpath Works Program as presented in Attachment 2: Forward Years Footpath Works Program of the report (Item AMSC6 – Asset Management Improvement Plan – Footpaths Policy and Upgrade Program 2023/24, Asset Management Sub Committee, 12 March 2024).
3. Approves the following budget for the following footpath program to be incorporated into Council’s Strategic Asset Management Plan:

Type	Program Name	2024/25	2025/26	2026/27	2027/28
Upgrade/New	Bicycle Network Improvements	\$200 k	\$200 k	\$200 k	\$200 k
Upgrade/New	City Wide Trails	\$880 k	\$880 k	\$800 k	\$500 k
Maintenance	Footpath Maintenance	\$1.75M	\$1.75M	\$1.75M	\$1.75M
Renewal	Bituminous Footpath Renewal	\$200 k	\$200 k	\$200 k	\$200 k
Renewal	Footpath Renewal	\$0	\$0	\$0	\$0
New Footpath	FRET Program	\$400 k	\$500 k	\$300 k	\$300 k

-
4. Approves the improvement in footpath trip step service level from 25mm to 20mm to be updated in the Footpath Asset Management Plan, finalised by June 2024.

CARRIED

4.0.3 Future Reports for the Urban Services Committee

Moved Cr B Brug
Seconded Cr A Graham

That Council:

1. Notes the report.

CARRIED

For Decision

4.1.1 Mawson Lakes Yacht Club - Terrace Area Access

Moved Cr C Buchanan
Seconded Cr B Brug

That Council:

1. Approves not to proceed with the establishment of a set of stairs on the existing grassed area due to the sloping nature of the site and the conflict with the underground services.
2. Requests Administration to:
 - a. investigate a viable location (within the vicinity of the Mawson Lakes Model Yacht Club), costing and design options for the installation of a viewing area and public toilet facility on Sir Douglas Mawson Lake for use of the Mawson Lakes Model Yacht Club and other users of the facility and the general public.
 - b. liaise with the State Member for Florey to determine potential grant funding opportunities for the delivery of the works;and report back to the Urban Services Committee by June 2024.

CARRIED

4.1.2 Capital Works - February 2024

Moved Cr C Buchanan
Seconded Cr S Ouk

That Council:

1. Approves the deferral of Carisbrooke Carpark within PR21413 Carpark Renewal / Upgrade Service Continuity Program from 2023/24 to 2024/25 to allow consideration of the new Carisbrooke Park Changing Places facility, and bringing forward Parafield Gardens Oval Carpark and Brahma Lodge Oval Carpark into 2023/24.
2. Approves a Non-discretionary 2023/24 Third Quarter Budget Review Bid to retime \$200,000 of funding associated with the deferral of Carisbrooke Park within the PR21413 Carpark Renewal / Upgrade Service Continuity Program from 2023/24 to 2024/25. Noting a further information report to be provided to the March 2024 Council meeting.
3. Approves a non-discretionary 2023/2024 third quarter budget review bid to the value of \$1,071,000 to retime project budget funding for PR30248 Hausler reserve change facility from 2023/2024 to 2024/2025 due to external circumstances, and requests a further report to be provided with costings of temporary portable toilet amenities to be installed until completion of the change facility.
4. Approves the transfer of \$9,000 of available capital funding from PR30249 Baltimore Reserve Upgrade, Parafield Gardens, to PR27049 Deuter Road Fencing, Paralowie, to provide the required funding for the expenditure incurred, and administered as a Non-discretionary 2023/24 Third Quarter Budget transfer.
5. Approves the program inclusion of compliance works at Salisbury Bowling Clubrooms within PR18097 Building Service Continuity Program, where there is sufficient funding available to complete the estimated \$250,000 of compliance works.
6. 2023/2024 PR222852 Bus Shelter Renewal and Stop Improvement Service Community Program (Item 4.1.4, Capital Works – February 2024, Urban Services Committee, 18 March 2024) be deferred pending a further information item at the March 2024 Council meeting advising the required works and budget for the complete upgrade of Stop 45D, Burton Road, Salisbury Downs, the stop at Parafield Gardens High School on Shepherdson Road, and Zone A, Main Street, Mawson Lakes (west side).

CARRIED

4.2.1 Office for Recreation, Sport and Racing - Community Recreation and Sports Facilities Program - Application Update

Pursuant to section 75(1)(c) of the Local Government Act 1999, Cr A Graham declared a material conflict of interest on the basis of being a Board member of the Salisbury United Football Club. Cr A Graham managed the conflict by leaving the meeting. Cr A Graham left the meeting at 8:49 pm.

Moved Cr C Buchanan
Seconded Cr M Mazzeo

That Council:

1. Notes that Council was notified in February 2024 that the two sports lighting grant funding applications submitted (Burton Park and Lindblom Park) by the City of Salisbury as part of the Community Recreation and Sport Facilities Program, were unsuccessful.
2. Notes that the upgrade to sportsfield lighting at Lindblom Park, Pooraka, will continue to progress, and subject to tender
3. Approves the retention of the existing \$300,000 Council budget funding approved for the Burton Soccer Precinct within PR17754 Sports Lighting Service Continuity Program.
4. Approves an additional 2023/24 third quarter non-discretionary budget review bid of \$250,000 for the Burton Soccer Precinct Lighting Upgrade PR17754 Sports Lighting Service Continuity Program to enable the complete lighting upgrade to pitches 1, 2 and 3 at Burton Park as well as the lighting upgrade of the community pitch (pitch 4) to 100 lux.
5. Requests that Administration progress the Burton Park lighting upgrade works as a matter of priority and liaise with Salisbury United Football Club on the preferred delivery timeframes by the end of March 2024, and provide a further report on proposed timeline to complete lighting upgrade commencing no later than September 2024.

CARRIED

Cr A Graham returned to the meeting at 8:56 pm.

4.2.2 Food Organics Green Organics Bin Program Update

Moved Cr C Buchanan
Seconded Cr S Ouk

That Council:

1. Notes the report, acknowledging that with the completion of the FOGO and caddy roll out, six monthly reporting is no longer required.

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice.

MOTIONS ON NOTICE

US-MON1 Motion on Notice: Cr Buchanan: Free Organic Waste Drop Off Scheme

Moved Cr C Buchanan
Seconded Cr B Brug

That Council:

1. Requests the Administration to present a report to the Urban Services Committee by August 2024, on a proposed free residential organic green waste drop off scheme for members of the Community, with this report to include estimated establishment and ongoing operating cost, resources and information about similar schemes by other councils including City of Tea Tree Gully and Adelaide Hills Council.

CARRIED

US-MON2 Motion on Notice: Cr Ouk: Reserve Upgrade Paralowie and Salisbury Downs

Cr M Mazzeo left the meeting at 9:06 pm.

Cr M Mazzeo returned to the meeting at 9:10 pm.

Moved Cr S Ouk

Seconded Cr C Buchanan

That Council:

1. Requests the Administration to present a report to the Urban Services Committee with options on the upgrade of the Woodfield Drive Reserve and Playground at Salisbury Downs and the Dignam Drive Reserve at Paralowie, including design options and costings, with the intention to give consideration to its funding in the 2024/25 First Quarter Budget Review.

CARRIED

OTHER BUSINESS

(Questions Without Notice, Motions Without Notice, CEO Update)

There were no Other Business items.

ORDERS TO EXCLUDE THE PUBLIC

4.4.1 Ground Lease

Moved Cr A Graham
Seconded Cr S Reardon

Pursuant to section 90(2) and (3)(d)(i) and (d)(ii) of the *Local Government Act 1999* the Urban Services Committee orders that the public be excluded from attendance at the part of this meeting relating to Agenda Item 4.4.1 Ground Lease, except the following persons:

- *Chief Executive Officer*
- *Deputy Chief Executive Officer*
- *General Manager City Infrastructure*
- *General Manager Community Development*
- *Manager Governance*
- *Governance Support Officer*
- *Manager Engineering Assets and Systems*
- *Manager Infrastructure Delivery*
- *Manager Urban, Recreation and Natural Assets*

On the basis that:

- *it relates to 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 this report at this time will protect Council's commercial position as public disclosure may provide third parties with a commercial advantage.*

*On that basis the public's interest is best served by not disclosing Agenda Item 4.4.1 **Ground Lease** item and discussion at this point in time.*

CARRIED

4.4.2 New Lease Agreement - Pooraka

Moved Cr A Graham
Seconded Cr S Reardon

Pursuant to section 90(2) and (3)(d)(i) and (d)(ii) of the *Local Government Act 1999* the Urban Services Committee orders that the public be excluded from attendance at the part of this meeting relating to Agenda Item 4.4.1 Ground Lease, except the following persons:

- *Chief Executive Officer*
- *Deputy Chief Executive Officer*
- *General Manager City Infrastructure*
- *General Manager Community Development*
- *Manager Governance*
- *Governance Support Officer*
- *Manager Engineering Assets and Systems*
- *Manager Infrastructure Delivery*
- *Manager Urban, Recreation and Natural Assets*

On the basis that:

- *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.*

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 matter and discussion of this item in confidence would protect confidential information relating to proposed commercial negotiations and Council's commercial position.*

*On that basis the public's interest is best served by not disclosing Agenda Item 4.4.2 **New Lease Agreement - Pooraka** item and discussion at this point in time.*

CARRIED

The meeting moved into confidence at 9.10 pm.

The meeting moved out of confidence and closed at 9.14 pm.

CHAIRMAN.....

DATE.....

ITEM	4.0.1
	URBAN SERVICES COMMITTEE
HEADING	Recommendations of the Environmental Sustainability and Trees Sub Committee meeting held on Monday 8 April 2024
AUTHOR	Corina Allen, City Infrastructure Administration Coordinator, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	The minutes and recommendations of the Environmental Sustainability and Trees Sub Committee meeting held on Monday 8 April 2024 are presented for Urban Services Committee's consideration.

RECOMMENDATION

That Council:

1. Receives and notes the information contained in the Environmental Sustainability and Trees Sub Committee Minutes of the meeting held on 08 April 2024 and that the following recommendations contained therein be adopted by Council:

ESATS1 Future Reports for the Environmental Sustainability and Trees Sub Committee

That Council:

1. Notes the report.

ESATS2 Tree Removal Requests - February 2024

That Council:

1. Notes the report.
2. Approves a 2023/24 third Quarter non-discretionary budget review bid of \$150,000 for the additional budget allocation required for reactive tree removals for the remainder of 2023/24.

ESATS3 Tree Planting - Reactive Planting Timeframes

That Council:

1. Notes and continues the existing process for tree replacement planting as per the report (Item ESATS3, Environmental Sustainability and Trees Sub Committee, 8 April 2024).
2. Approves to plant juvenile trees throughout the approved planting season, where a resident has requested one ahead of existing process and has agreed to care for the tree.

ESATS4 Internal review of the tree management removal framework

Recommendation

That Council:

1. Adopts the revised and updated Tree Management Policy (Attachment 1, Item ESATS4, Environmental Sustainability and Trees Sub Committee 8 April 2024) as amended at Environmental Sustainability and Trees Sub Committee, noting that a further draft with track changes applied will be presented at the Urban Services Committee Meeting in April 2024.
2. Adopts the revised and updated Tree Removal Procedure. (Attachment 3, Item ESATS4, Environmental Sustainability and Trees Sub Committee, 8 April 2024) as amended at Environmental Sustainability and Trees Sub Committee noting that a further draft with track changes applied will be presented at the Urban Services Committee Meeting in April 2024.
3. Adopts the revised and updated Environmental Sustainability and Trees Sub Committee Terms of Reference (Attachment 5, Item ESATS4, Environmental Sustainability and Trees Sub Committee, 8 April 2024) with the following amendment to clause 11.3 to read ‘The Sub Committee shall consider appeals with regard to the appeal section of the Tree Removal Procedure and consideration to the Tree Removal Criteria’.

ATTACHMENTS

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

1. Minutes Environmental Sustainability and Trees Sub Committee - 8 April 2024



**MINUTES OF ENVIRONMENTAL SUSTAINABILITY AND TREES SUB COMMITTEE
MEETING HELD IN WITTBER & DR RUBY DAVY ROOMS, SALISBURY
COMMUNITY HUB, 34 CHURCH STREET, SALISBURY ON**

8 APRIL 2024

MEMBERS PRESENT Cr L Brug (Chairman)
Mayor G Aldridge (ex officio)
Deputy Mayor, Cr C Buchanan
Cr J Chewparsad
Cr P Jensen
Cr S McKell (Deputy Chairman)
Cr S Ouk

OBSERVERS Cr B Brug
Cr S Reardon (*from 7.55pm*)

STAFF
Chief Executive Officer, Mr J Harry
General Manager City Infrastructure, Mr J Devine
Deputy Chief Executive Officer, Mr C Mansueto
A/General Manager Community Development, Ms V Haracic
General Manager City Development, Ms M English
Manager Governance, Mr R Deco

The meeting commenced at 7.29pm.

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

APOLOGIES

An apology was received from Cr S Ouk.

LEAVE OF ABSENCE

Nil

PRESENTATION OF MINUTES

Moved Cr S McKell
Seconded Cr J Chewparsad

The Minutes of the Environmental Sustainability and Trees Sub Committee Meeting held on 12 March 2024, be taken as read and confirmed.

CARRIED

REPORTS

ESATS1 Future Reports for the Environmental Sustainability and Trees Sub Committee

Moved Cr S McKell
Seconded Mayor G Aldridge

That Council:

1. Notes the report.

CARRIED

ESATS2 Tree Removal Requests - February 2024

Moved Cr S McKell
Seconded Mayor G Aldridge

That Council:

1. Notes the report.
2. Approves a 2023/24 third Quarter non-discretionary budget review bid of \$150,000 for the additional budget allocation required for reactive tree removals for the remainder of 2023/24.

CARRIED

ESATS3 Tree Planting - Reactive Planting Timeframes

Moved Cr P Jensen
Seconded Cr S McKell

That Council:

1. Notes and continues the existing process for tree replacement planting as per the report (Item ESATS3, Environmental Sustainability and Trees Sub Committee, 8 April 2024).
2. Approves to plant juvenile trees throughout the approved planting season, where a resident has requested one ahead of existing process and has agreed to care for the tree.

CARRIED

ESATS4 Internal review of the tree management removal framework

Moved Cr C Buchanan
Seconded Cr P Jensen

That Council:

1. Adopts the revised and updated Tree Management Policy (Attachment 1, Item ESATS4, Environmental Sustainability and Trees Sub Committee 8 April 2024) as amended at Environmental Sustainability and Trees Sub Committee, noting that a further draft with track changes applied will be presented at the Urban Services Committee Meeting in April 2024.
2. Adopts the revised and updated Tree Removal Procedure. (Attachment 3, Item ESATS4, Environmental Sustainability and Trees Sub Committee, 8 April 2024) as amended at Environmental Sustainability and Trees Sub Committee noting that a further draft with track changes applied will be presented at the Urban Services Committee Meeting in April 2024.
3. Adopts the revised and updated Environmental Sustainability and Trees Sub Committee Terms of Reference (Attachment 5, Item ESATS4, Environmental Sustainability and Trees Sub Committee, 8 April 2024) with the following amendment to clause 11.3 to read ‘The Sub Committee shall consider appeals with regard to the appeal section of the Tree Removal Procedure and consideration to the Tree Removal Criteria’.

CARRIED

QUESTIONS ON NOTICE

There were no Questions on Notice

MOTIONS ON NOTICE

There were no Motions on Notice

OTHER BUSINESS

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

There were no Other Business items.

CLOSE

The meeting closed at 8.31pm.

CHAIRMAN.....

DATE.....

ITEM	4.0.2
	URBAN SERVICES COMMITTEE
DATE	15 April 2024
HEADING	Future Reports for the Urban Services Committee
AUTHOR	Corina Allen, City Infrastructure Administration Coordinator, City Infrastructure
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This item details reports to be presented to the Urban 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.

RECOMMENDATIONThat Council:

- Notes the report.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- Historically, a list of resolutions requiring a future report to Council has been presented to each committee for noting.

2. EXTERNAL CONSULTATION / COMMUNICATION

- Nil.

3. DISCUSSION

The table below outlines the reports to be presented to the Urban Services Committee as a result of a Council resolution:

Meeting - Item	Heading and Resolution	Officer
25/05/2020 6.0.3-IBDSC2	Update on the Proposed Dry Creek Project 2. A Dry Creek project business case be presented to Council, following successful completion of the Dry Creek Stormwater Management Plan (SMP) and a community/ stakeholder engagement process.	Bruce Naumann
Due:	June 2024	

24/05/2021 4.1.2	Clayson Road and Frost Road Speed Limit Increase 3. Council consider speed limits across the road network, particularly with respect to arterial and sub-arterial roads as part of a review of the Integrated Transport Plan to be undertaken by the end of 2023.	John Devine
Due:	June 2025	
22/11/2021 MON1	Motion on Notice: Traffic Management Study (Mawson Lakes) 2. Prepare a report to investigate similar parking solutions for other streets in Mawson Lakes (limited to proximity of the train station car park) including painted and indented car parking bays. 4. That the report be presented to the Urban Services Committee by May 2022.	John Devine
Due:	June 2024	
20/12/2021 4.1.7	Salisbury Heights Traffic Management Concept Plans 4. Notes that a further report, outlining local area traffic issues highlighted in this report, will be presented for consideration by the Urban Services Committee and Council for future budget considerations and actions.	John Devine
Due:	September 2024	
22/08/2022 C2	Transfer of Land and Buildings Council previously resolved that this matter be kept in confidence.	Jon Foong
Due:	April 2024	
Deferred:	May 2024	
Reason:	Council previously resolved that this matter be kept in confidence.	
22/08/2022 4.4.1	Verge Maintenance Update 5. Requests Administration bring back a further report with costings of increasing the caltrop spraying service to a minimum of twice a year, city wide.	Simon Bartosak
Due:	April 2024	
Deferred:	May 2024	
Reason:	Administration are continuing to collate data and will present a report to the USC in May.	
27/02/2023 MWON2	Motion Without Notice: Ingle Farm Soccer Club 2. That staff provide a report to the Urban Services Committee no later than April 2023.	Jon Foong
Due:	April 2024	
Deferred:	May 2024	
Reason:	Administration are continuing to collate information and conduct further investigations with the club, and will report back in May 2024	

24/04/2023 MON2	Motion on Notice: Lighting Quality for Pedestrians, Mawson Lakes	Michael Pavlovich
	1. Requests the Administration provide detailed costings for the scope of work detailed in the report from item 3.1.1 to 3.1.11 and the report be submitted to the May 2023 Urban Services Committee.	
Due:	May 2024	
26/6/23 US-MWON3	Motion Without Notice: Lighting up the Salisbury Community Hub	Michael Pavlovich
	1. Requests the Administration to bring back a report to the Urban Services Committee by August 2023 on the current lighting capabilities of the City of Salisbury Community Hub.	
	2. Requests that this report also includes options and cost estimates on improved lighting capability to light up the entire Community Hub building in specific colours for special occasions and events.	
Due:	April 2024	
Deferred:	June 2024	
Reason:	Administration are reviewing findings and will report back to USC when complete	
28/08/2023 4.1.7	Street Tree Inspections and Pruning Program 2023/24	Mark Purdie
	2. Requests the Administration to undertake a review of the service level and service methodology of tree services and pruning services and provide a further report by March 2024; this report to include costs and options of an annual, bi-annual and five yearly program.	
Due:	April 2024	
Deferred:	May 2024	
Reason:	Administration continue to engage with industry and will report back in May 2024	
25/09/2023 4.1.4	Proposed Road Closure - Portion of Glenarborn Court, Para Hills	Emma Robinson
	3. Notes that a further report be presented to Council after the statutory notice period has elapsed for consideration of any objections received and whether to proceed with a Road Process Order under Section 15 of the Roads (Opening and Closing) Act 1991.	
Due:	April 2024	
Deferred:	May 2024	
Reason:	Administration are collating information following the statutory notice period and will report back in May 2024.	
27/11/2023 MON2	Returning Cockburn Green to Irrigated Greenspace	Jon Foong
	2. Requests the Administration to provide a report to the February 2024 Urban Services Committee on the findings and associated budget requirements for consideration as part of the 2024/2025 budget bid process.	

Due:	March 2024	
Deferred:	May 2024	
Reason:	Administration are collating findings and will report back in May 2024	
18/12/23	Motion on Notice: Cr B Brug: Re-use and Recycle Hubs in our Community Centres	Craig Johansen
MON2	3. Requests that Administration prepare a report in next six months for Urban Services Committee's consideration in relation to replicating this program or similar at City of Salisbury.	
Due:	June 24	
26/2/24	Capital Works - January 2024	Christy Martin
4.1.1	6. Approves the completion of urgent works at Montague Road, Ingle Farm / Para Vista, following Council owned drainage infrastructure failures, working in consultation with the Dept for Infrastructure and Transport, with a further report to be provided advising rectification works completed and the request for the required funding to cover the expenditure incurred to rectify the issue, estimated at \$250,000, noting scope will not be clearly understood until the road is opened.	
Due:	June 2024	
26/2/24	Department for Energy and Mining Request for Information - Community Battery Sites	Lara Daddow
4.4.1	Council previously resolved that this matter be kept in confidence.	
Due:	July 2024	
26/2/24	Motion on Notice: Facility Upgrade Cockburn Green Soccer Facility	Peter Young
MON1	1. Requests Administration to engage with the following Clubs: Cockburn Green Soccer Facility Brahma Lodge; and Licensed Club Darts, 36 Goddard Dr, Salisbury Park; and relevant Ward Councillors to understand their respective infrastructure requirements; and 2. Requests that Administration presents a report to the June 2024 Urban Services Committee on the cost estimates to deliver the desired improvements, as well as information relating to the current condition, maintenance schedule, recently completed works and any planned future upgrades to the facilities.	
Due:	June 2024	
25/3/24	Mawson Lakes Yacht Club – Terrace Area Access	Craig Johansen
4.1.1	2. Requests Administration to: a. investigate a viable location (within the vicinity of the Mawson Lakes Model Yacht Club), costing and design options for the installation of a viewing area and public toilet facility on Sir Douglas Mawson Lake for use of the Mawson Lakes Model Yacht Club and other users of the facility and the general public.	

	b. liaise with the State Member for Florey to determine potential grant funding opportunities for the delivery of the works; and report back to the Urban Services Committee by June 2024.	
Due:	June 2024	
25/3/24	Office for Recreation, Sport and Racing - Community Recreation and Sports Facilities Program - Application Update	Jamie Shaw
4.2.1	5. Requests that Administration progress the Burton Park lighting upgrade works as a matter of priority and liaise with Salisbury United Football Club on the preferred delivery timeframes by the end of March 2024, andParalowee provide a further report on proposed timeline to complete lighting upgrade commencing no later than September 2024.	
Due:	May 2024	
25/3/24	Motion without Notice – Harry Bowey Reserve	Amy Pokoney-Cramey
USMWON1	3. Requests a report be presented to the Urban Services Committee in June 2024, including detailed concepts and cost estimates regarding upgrades to Carisbrooke Park with specific consideration: a) to additional access into the eastern end of Carisbrooke Park to aid access to the overall Reserve including Harry Bowey b) the establishment of an all weather surface carpark at the existing locations and any others identified as necessary for servicing the reserve c) the provision of any other infrastructure necessary to increase utility for the Reserve.	
Due:	June 2024	
25/3/24	Motion on Notice: Free Organic Waste Drop Off Scheme	Elizabeth MacGillivray
AMSC4	1. Requests the Administration to present a report to the Urban Services Committee by August 2024, on a proposed free residential organic green waste drop off scheme for members of the Community, with this report to include estimated establishment and ongoing operating cost, resources and information about similar schemes by other councils including City of Tea Tree Gully and Adelaide Hills Council	
Due:	August 2024	
25/3/24	Motion on Notice: Reserve Upgrade Paralowie and Salisbury Downs	Peter Young
AMSC4	1. Requests the Administration to present a report to the Urban Services Committee with options on the upgrade of the Woodfield Drive Reserve and Playground at Salisbury Downs and the Dignam Drive Reserve at Paralowie, including design options and costings, with the intention to give consideration to its funding in the 2024/25 First Quarter Budget Review.	
Due:	June 2024	

25/3/24	Motion on Notice: Traffic Management Prescott Primary Northern	Mark Purdie
MON1	<ol style="list-style-type: none"> 1. Requests the Administration to: <ol style="list-style-type: none"> a. Organise a consultative discussion with relevant Ward Councillors and school representatives on traffic management experiences near Prescott Primary Northern, 354 Wright Road, Para Vista; b. Undertake a traffic management study for Prescott Primary Northern; and c. Present a report with traffic management options and associated costings to the Urban Services Committee for further consideration. 	
Due:	July 2024	
25/3/24	Motion on Notice: BMX Upgrade Parafield Gardens	Peter Young
MON2	<ol style="list-style-type: none"> 1. Requests the Administration to present a report to the Urban Services Committee in August 2024 with options and associated costs on the upgrade of the BMX track at Parafield Gardens. 	
Due:	August 2024	

4. CONCLUSION

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

ITEM	4.1.1
	URBAN SERVICES COMMITTEE
DATE	15 April 2024
HEADING	Capital Works - March 2024
AUTHORS	Jarred Collins, Manager Infrastructure Delivery, City Infrastructure Michelle Glover, Financial Project Administrator, City Infrastructure Jamie Shaw, Financial Project Administrator, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community 3.3 Our infrastructure supports investment and business activity
SUMMARY	The following monthly status report and requests for amendments are presented to effectively manage the City Infrastructure Capital Works Program.

RECOMMENDATIONThat Council:

1. Approves a transfer of \$100k available capital funding from PR27117 Community Bus New Bus Stops Program 2023/24, to PR22852 Bus Shelter Renewal and Stop Improvement Service Continuity Program 2023/24 to provide the required funding for expenditure incurred for variations, and will be administered as a Non-discretionary 2023/24 Third Quarter Budget transfer.
2. Approves the inclusion of a 2023/24 Third Quarter Non-discretionary Budget Review bid to the value of \$800,000, which is in addition to the current budget of \$450,000, to deliver the \$1,250,000 entrance upgrade and traffic flow improvement project for the entrance to Happy Homes Drive, Salisbury North, within PR13725 Major Traffic Improvement Program.
3. Approves a Non-discretionary 2023/24 Third Quarter Budget Review Bid of \$ 35,710 for unforeseen pump replacement which occurred at Globe Derby pump station, Globe Derby.

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 project management, design specification development, construction and recurrent maintenance. Service provision is undertaken by both internal resources and external consultants/contractors. City Infrastructure provides periodic progress reports for these projects.

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 As part of the management of the City Infrastructure Capital Works Program, updates on the program occur on a monthly basis via the Urban Services Committee, with highlights included on the City of Salisbury internet site, social media and in the periodic publication Salisbury Aware.

3. DISCUSSION

3.1 The Salisbury Aquatic Centre is continuing to progress well with the installation of the waterplay elements at 90% completion. The wall tiling within the change rooms and indoor pool hall is complete and the internal fit out works to the main aquatic building are continuing. Installation of the solar panels on the roof of the main pool hall has commenced, and landscaping works such as clearing of old vegetation, garden bed soil preparation, irrigation, retaining walls and concrete pavement remain in progress.

3.2 The Road Reseal Service Continuity Program continued throughout March 2024 with the following scope of works being successfully completed:

- Kensington Way, Burton
- Kesters Road, Para Hills
- South Terrace, Pooraka

3.3 Signage has been installed at two Roads to Recovery Sites: Kesters Road, Para Hills & Milne Road, Para Hills. These sites are partially funded by the Federal Government.

3.4 The following locations are scheduled for renewal in the month of April 2024:

- Sleep Road, Para Hills
- Milne Road, Para Hills
- Research Road, Pooraka



Road Reseal – Roads to Recovery Signage

- 3.5 Hausler Reserve Change Facility and Carpark commenced on March 27th with Construction works expected to be completed by the end of November 2024. This project aims to improve the usage of the reserve by developing a new uni-sex change room and toilet facility to support the recent irrigation and turf upgrades, changing the use of the reserve to a new local sporting oval. To further compliment the development, the carpark will be upgraded to be a fully sealed carpark with public lighting to improve passive safety.

The existing carpark will remain open to the public during the early stages of the project as we commence the building works. The reserve oval will remain open to the public at all times.

Hausler Reserve Change Facility and Carpark



- 3.5 Irrigation works will be undertaken at Springbank Waters as part of the Irrigation Continuity 2023/24 Program for the next few months. This will entail major works to the extensive grassy areas, walking trails and road crossings. New valves will be installed along with the upgrading of the wiring system for the controllers.
- 3.6 In November 2023 it was reported that the 2023/24 Bus Shelter and Bus Stop Improvement Program may incur a lengthy lead time in excess of 6 months for the supply of replacement shelters. As reported above, the shelters are now ready for installation, and pad replacement works recommenced on the 20th of March with works on schedule to be completed by the end of this financial year.



Installation of the Bus Pad at Stop 51 Main North Road, Stop 47 Baldock Road

- 3.7 The contactor has been appointed to replace the roof and verandah on the old section of the Cricket & Football clubrooms building at Salisbury Oval. Works are scheduled to commence at the end of April 2024 with completion by the end of this financial year. The scope of works includes: Supply & installation of a new roof & verandah, installation of 3 new evaporative units, new vandal proof LED lights, removal of external roller doors which will be replaced with vandal proof mesh and painting of the old section of the building to match in with adjacent extension.

Salisbury Oval Roof & Veranda Replacement – Before Construction



- 3.8 There are a series of program amendments and / or changes being sought this reporting period, as outlined below.

Program Amendments

Amendment to Budget

PR22852 Bus Shelter Renewal and Stop Improvement Service Continuity Program

PR27117 Community Bus New Bus Stops Program 2023/24

With the recommencement of the Bus Shelter Renewal and Stop Improvement Service Continuity Program for 2023/24 there were several path variations identified as the pads were being installed.

As the Community Bus New Bus Stops Program for 2023/24 was rescoped from 3 stops to 2, we have available capital funding which enables us to request a transfer \$100k from this project to the Bus Shelter Renewal project to cover the additional expenditure incurred as a result of the variations. This will be administered as a Non-discretionary 2023/24 Third Quarter Budget transfer.

Recommendation: Approves a transfer of \$100k available capital funding from PR27117 Community Bus New Bus Stops Program 2023/24, to PR22852 Bus Shelter Renewal and Stop Improvement Service Continuity Program 2023/24 to provide the required funding for expenditure incurred for variations, and will be administered as a Non-discretionary 2023/24 Third Quarter Budget transfer.

Impact: Transfer of available funding between programs to address a project overspend.

Amendment to Budget**PR13725 Major Traffic Improvements Program**

With program funding availability of \$450k and program reprioritisation, in November 2023, Council approved the intersection upgrade of the entry to Happy Homes Drive, Salisbury North within the 2023/24 Major Traffic Improvement Program. This location was identified as a priority site due to the impending successful opening of the Salisbury Aquatic Centre and new tourist attracting playground. Following this decision, detailed investigation and design commenced. As part of this, consultation with the Department for Infrastructure and Transport (DIT) as owners of Waterloo Corner Road, together with SA Power Networks (SAPN) regarding Waterloo Corner Road lighting has occurred. This consultation determined additional scope requirements to meet the needs of DIT and SAPN due to a light pole relocation and traffic median works on Waterloo Corner Road. The design solution also had to give consideration of protection to significant trees and retaining for inclined banks. In order to achieve the optimum outcome for the community, whilst meeting the requirements of DIT, SAPN, protection of significant trees, traffic control and site constraints, an additional \$800k is required to provide the \$1.25million project funding. A non-discretionary request for funding is being sought this period to ensure the project can be delivered prior to the summer opening of the Salisbury Aquatic Centre.

Recommendation: Approves the inclusion of a 2023/24 Third Quarter Non-discretionary Budget Review bid to the value of \$800,000, which is in addition to the current budget of \$450,000, to deliver the \$1,250,000 entrance upgrade and traffic flow improvement project for the entrance to Happy Homes Drive, Salisbury North, within PR13725 Major Traffic Improvement Program.

Impact: Additional program funding due to increased scope requirements resulting from consultation with DIT and SAPN in an environment where protection of significant trees and the terrain was imperative.

PR27672 Globe Derby Pump Replacement

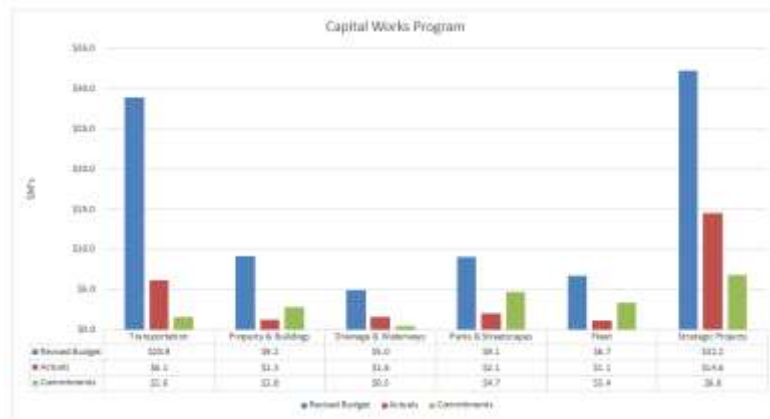
Pump 4 at Globe Derby pump station, Globe Derby recently failed beyond repair and required replacement. This replacement cost of \$35,710 is requested is to provide capital funding to align with the nature of this expenditure which is no longer operational.

Recommendation: Approves a Non-discretionary 2023/24 Third Quarter Budget Review Bid of \$35,710 for unforeseen pump replacement which occurred at Globe Derby Pump station, Globe Derby.

Impact: New capital funding due to failure

4. FINANCIAL OVERVIEW

- 4.1 As at the end of March 2024, the City Infrastructure Capital Works Program is \$26.8M or, 29.4%, expended together with \$19.7M of commitment. Collectively, the spend and commitments are \$46.5M or, 51% of the \$91.1M Revised Budget. These figures exclude Salisbury Water, Information Technology and Strategic Property capital works.
- 4.2 The following table displays the financial status by asset category which are covered within this report:



- 4.3 An additional \$18.3M that will be committed in the coming weeks revising the Capital Works Program to \$26.8M or, 29.4%, expended together with \$38M of commitment. Collectively, the current spend and commitments will be \$64.7M or, 71.1% of the \$91.1M Revised Budget. Delivery of the Capital Program will be further progressed over the coming months.

5. CONCLUSION

- 5.1 The Capital Works Program highlights this reporting period include the ongoing works at Salisbury Aquatic Centre, an update on the Road Reseal program, the commencement of the Hausler Reserve Uni-sex change facilities, Parafield Gardens and Irrigation Renewal at Springbank Waters, Burton, the recommencement of the Bus Shelter renewal program, and the appointment of the contactor to replace the roof and verandah at the Cricket & Football clubrooms building at Salisbury Oval.
- 5.2 The following request has been included this reporting period to address funding changes:
- 5.2.1 A transfer of \$100k of available funding is requested from the Community Bus stop project to the Bus Shelter Renewal project to cover additional expenditure incurred due to variations that were identified during the installation of the Pads at various sites.
- 5.2.2 An additional \$800k is required for the entry to Happy Homes Drive, Salisbury North to provide \$1.25k project funding in order to achieve the optimum outcome for the community, whilst meeting the requirements of DIT, SAPN, protection of significant trees, traffic control and site constraints and to allow for the project to be delivered prior to the summer opening of the Salisbury Aquatic Centre.

- 5.2.3 Due to failure beyond maintenance repair, \$35,710 of capital funding is requested to cover the cost associated with the replacement of pump 4 at Globe Derby pump station.

ITEM	4.1.2
	URBAN SERVICES COMMITTEE
DATE	15 April 2024
HEADING	Internal Review of the Tree Management Removal Framework Adoption
AUTHOR	Mark Purdie, Manager Field Services, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	This further information report presents an internal review of the Council’s framework for managing trees, specifically focusing on the decision-making process regarding resident requests for tree removal and considers the changes requested by the Environmental Sustainability and Tree Sub committee that was held on 8 April 2024.

RECOMMENDATION

That Council:

1. Adopts the revised and updated Tree Management Policy as included in Attachment 1 of the report (Item 4.1.2, Internal Review of the Tree Management Removal Framework, Urban Services Committee, 15 April 2024).
2. Adopts the revised and updated Tree Removal Procedure as included in Attachment 3 of the report (Item 4.1.2, Internal Review of the Tree Management Removal Framework, Urban Services Committee, 15 April 2024).
3. Adopts the revised and updated Environmental Sustainability and Trees Sub Committee Terms of Reference as included in Attachment 5 of the report (Item 4.1.2, Internal Review of the Tree Management Removal Framework, Urban Services Committee, 15 April 2024).

ATTACHMENTS

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

1. Tree Management Policy - Revised 2 (Clean)
2. Tree Management Policy - Revised 2 (Track Changes)
3. Tree Removal Procedure - Revised 2 (Clean)
4. Tree Removal Procedure - Revised 2 (Track Changes)
5. Environmental Sustainability and Trees Sub Committee Terms of Reference - Revised 2 (Clean)
6. Environmental Sustainability and Trees Sub Committee Terms of Reference - Revised 2 (Track Changes)

1. BACKGROUND

1.1 At its meeting held on Monday, 8 April 2024 the Environmental Sustainability and Trees Sub Committee recommended that Council:

- “1. Adopts the revised and updated Tree Management Policy (Attachment 1, Item ESATS4, Environmental Sustainability and Trees Sub Committee 8 April 2024) as amended at Environmental Sustainability and Trees Sub Committee, noting that a further draft with track changes applied will be presented at the Urban Services Committee Meeting in April 2024.*
- 2. Adopts the revised and updated Tree Removal Procedure. (Attachment 3, Item ESATS4, Environmental Sustainability and Trees Sub Committee, 8 April 2024) as amended at Environmental Sustainability and Trees Sub Committee noting that a further draft with track changes applied will be presented at the Urban Services Committee Meeting in April 2024.*
- 3. Adopts the revised and updated Environmental Sustainability and Trees Sub Committee Terms of Reference (Attachment 5, Item ESATS4, Environmental Sustainability and Trees Sub Committee, 8 April 2024) with the following amendment to clause 11.3 to read ‘The Sub Committee shall consider appeals with regard to the appeal section of the Tree Removal Procedure and consideration to the Tree Removal Criteria’.*”

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 Nil.

3. DISCUSSION

3.1 Administration have now updated the following documents to include the changes recommended for adoption by the Environmental Sustainability and Trees Sub Committee:

- 3.1.1 Tree Management Policy (Attachment 1 and Attachment 2)
- 3.1.2 Tree Removal Procedure (Attachment 3 and Attachment 4)
- 3.1.3 Environmental Sustainability and Trees Sub Committee (Attachment 5 and Attachment 6).

4. CONCLUSION

4.1 The Tree Removal Framework has been reviewed with a number of considerations and recommendations provided to further strengthen Council’s decision-making processes.

4.2 The key documents that make up the Framework, namely the Tree Management Policy, Tree Removal Procedure, and Environmental Sustainability and Trees Sub Committee Terms of Reference, have been reviewed and updated taking into account the changes recommended for adoption by the Environmental Sustainability and Trees Sub Committee held on Monday, 8 April 2024 and are provided for Council to consider and adopt.



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Tree Management Policy

Adopted by:	Council
Responsible Division:	Urban, Recreation & Natural Assets
First Issued/Adopted:	26 April 2018
Last Reviewed:	22 April 2024
Next Review Date:	April 2027

1. Purpose

Context

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.

Purpose & Aims

1.5. The Tree Management Policy seeks to:

- 1.5.1. 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.
- 1.5.2. Maintain the tree canopy cover within the City.
- 1.5.3. To ensure community needs and expectations are understood and considered.
- 1.5.4. Broaden the emphasis of urban tree management to include urban forestry principles whereby trees are viewed and managed as a collective asset across the City and lands managed by Council.
- 1.5.5. 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 alignment with resources that are made available and/or to agreed service levels.
- 1.5.6. Ensure alignment of tree management strategies and practices with Council's strategic directions and other related policies, plans and strategies.
- 1.5.7. Reinforce the City of Salisbury's commitment to the sustainable management of the urban forest, recognising 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.
- 1.5.8. Strike an appropriate balance between the benefits and positive values of trees and the potential risks and nuisances they can create.
- 1.5.9. Increase awareness and educate the community, developers and other stakeholders on the value of trees in the urban environment.
- 1.5.10. Ensure trees are managed to meet Council's legislative requirements.

2. Scope

- 2.1. This policy provides strategic direction and guidance in relation to the management of trees under the care, control and management of Council.
- 2.2. The Tree Management Policy is one of a suite of documents used to manage trees within the City of Salisbury and should be read in conjunction with the related plans, policies and procedures.

Refer to Section 6 for a list of associated documents that form part of the City of Salisbury's Tree Management Framework.

3. Legislative Requirements and Corporate Policy Context

Local Government Act 1999

Planning, Development and Infrastructure Act 2016

Commonwealth Environmental Protection and Biodiversity Conservation Act 1999

Natural Resource Management Act 2004

Environment Protection Act 1993

Electricity Act 1996

Heritage Places Act 1993

Road Traffic Act 1961

Native Vegetation Act 1991

Aboriginal Heritage Act 1988

Water Industry Act 2012

Telecommunications Act 1997

4. Interpretation/Definitions

- 4.1. **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.
- 4.2. **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).
- 4.3. 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 urban cooling and the community.
- 4.4. **Landmark Tree Register** – a list of established trees key to the City of Salisbury due to their environmental, cultural, historical or social attributes.
- 4.5. **Arborist** – a person with formalised training to a minimum AQF Level 3 in Arboriculture.

4.6. **Regulated/Significant Trees** – as defined in the *Planning, Development and Infrastructure Act 2016*.

5. **Policy Statements**

Tree Planting

- 5.1. 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 this procedure.
- 5.2. A variety of tree species will be used to maintain an urban forest to;
 - 5.2.1. reinforce/strengthen precinct identity,
 - 5.2.2. attract a diverse array of wildlife,
 - 5.2.3. create visual interest and
 - 5.2.4. improve the amenity of the public realm,
 - 5.2.5. provide a tree canopy that is diverse, robust and resilient.
- 5.3. An approved planting list will be maintained as part of Council’s Tree Management Framework; comprising species suitable for reserve and street tree plantings. The following criteria shall be used in selecting species for inclusion to the planting list:
 - 5.3.1. Site suitability (including potential impacts to infrastructure and the environment)
 - 5.3.2. Aesthetic, functional and biological attributes
 - 5.3.3. Supports biodiversity and community wellbeing
 - 5.3.4. Performance within the various geological areas of the City
 - 5.3.5. Maintenance requirements (water and maintenance resources)
 - 5.3.6. Longevity
 - 5.3.7. Stock availability
 - 5.3.8. Tolerance to low water environments
 - 5.3.9. Adaptive to future changes in climate

Tree Protection

- 5.4. Trees that contribute to the cultural and social character of the City are to be placed on the Landmark Tree Register. The protection and retention of these trees will be given high priority for retention where considered worthy of retention.
- 5.5. The protection of Council trees will be given high priority in all aspects of the City's operations and maintenance activities.
- 5.6. Proposed developments (private and public) should consider the impacts on trees. Proponents of developments should explore options for the retention of established trees as part of development considerations.
- 5.7. 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.
- 5.8. Trees that are to be retained are to be protected from construction works and other activities/events that threaten tree health and stability. The Australian Standard (AS4970 - 2009 Protection of trees on development sites) will be used to achieve consistency in tree protection requirements across the City.
- 5.9. 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

- 5.10. 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.
- 5.11. The Tree Removal Procedure will detail the criteria and process by which tree removal requests are to be considered.

Tree Asset Management

- 5.12. 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.
- 5.13. The City of Salisbury is committed to maintaining a functional and sustainable urban forest that enhances the character and amenity of the City now, and for future generations.

- 5.14. 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:
- 5.14.1. Minimising risks and nuisances to the community
 - 5.14.2. Maximising the benefits of trees and their life expectancy
 - 5.14.3. Have a diverse variety of tree species throughout the City (target maximum 40% of any family, 30% of any genus, 15% of any species) for resilience and robustness
 - 5.14.4. Improved spread of age classes to minimise large number of trees senescing (reaching the end of Useful Life) within close timeframes
 - 5.14.5. Maintain and enhance the existing levels of tree canopy cover
 - 5.14.6. Tolerance to low water environments
 - 5.14.7. Improved colour, form and habit of streetscape plantings
 - 5.14.8. Protection and enhancement of biodiversity outcomes
- 5.15. The City of Salisbury is committed to renewing its street tree population and will develop and maintain an Asset Management Plan that will include:
- 5.15.1. Clear vision and objectives particular to streetscapes that are aligned with the City's strategic directions and objectives.
 - 5.15.2. Renewal strategies and actions incorporating funding levels and asset 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.
- 5.16. 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 or community works projects.
- 5.17. 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.
- 5.18. 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.

- 5.19. *The Planning, Development and Infrastructure Act 2016 (as amended)* defines parameters under which trees may qualify as Regulated or Significant Trees and describes certain activities which require Development Approval, due to the impact or potential impact upon the noted tree. Significant/Regulated trees will be managed in accordance with relevant legislation.

Community Consultation and Engagement

- 5.20. 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.
- 5.21. The City of Salisbury will take action to 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.
- 5.22. The City of Salisbury will encourage community involvement in tree planting activities.
- 5.23. Consideration of any previous requests by community members for tree removals will be included in relevant street tree projects, and a summary of those requests will be provided to the appropriate Ward Councillors.

Risk Management

- 5.24. 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.
- 5.25. Tree Management Procedures will be utilised to guide the analysis of tree risks and the development and implementation of proactive tree inspection and maintenance plans.

6. Related Policies and Procedures

Landscape Design Policy

City Landscape Plan

Street Tree Asset Management Plan

Tree Management Procedures

Tree Removal Procedure

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

7. Approval and Change History

Version	Approval Date	Approval By	Change
2	22 April 2024	Council	New Policy Template Format Review of Tree Removal Framework

8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
34 Church Street, Salisbury SA 5108
Telephone: 84068222
Email: city@salisbury.sa.gov.au

9. Review

This Policy will be reviewed:

- If a new Policy - within 12 months of a Council election and thereafter as necessary; or
- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related Policies and Procedures; or
- If deemed necessary by Council.

Further Information

For further information on this Policy please contact:

Responsible Officer: Manager Urban, Recreation & Natural Assets

Address: 34 Church Street, Salisbury SA 5108

Telephone: 8406 8222

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City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Tree Management Policy

Adopted by:	Council
Responsible Division:	Field Services Streetscape and Open Space Assets Urban, Recreation & Natural Assets
First Issued/Adopted:	26 April 2018
Last Reviewed:	27-22 April November 2024
Next Review Date:	November April 2025

1. Purpose

Context

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.

- 1.4. 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.

Purpose & Aims

1.5. The Tree Management Policy seeks to:

~~1.4.1.1.5.1.~~ ~~To p~~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.

~~1.5.2.~~ ~~Maintain the tree canopy cover within the City.~~

~~1.4.2.~~ To ensure community needs and expectations are understood and considered.

~~1.4.3.~~ ~~Where the community do not agree with the decision, that the Tree Management Appeal Process is followed, concluding with the Environmental Sustainability and Tree Management Appeals Sub-committee.~~

~~1.4.4.1.5.3.~~ ~~Maintain and enhance the tree canopy cover within the City~~

~~1.4.5.1.5.4.~~ ~~To b~~Broaden the emphasis of urban tree management to include urban forestry principles whereby trees are viewed and managed as a collecti~~y~~**e**d asset **across the City and lands managed by Council.**

~~1.4.6.1.5.5.~~ ~~To e~~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 alignment~~ with resources that are made available **and/or to agreed service levels.**

~~1.4.7.1.5.6.~~ ~~To e~~Ensure alignment of tree management strategies and practices with Council's strategic directions and other related policies, plans and strategies.

~~1.4.8.1.5.7.~~ ~~To r~~Reinforce the City of Salisbury's commitment to the sustainable management of the urban forest, ~~recongising, t~~**hrough 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.

~~1.4.9.1.5.8.~~ ~~To s~~Strike an appropriate balance between the benefits and positive values of trees and the potential risks and nuisances they can create.

~~1.4.10:1.5.9. To~~ increase awareness and educate the community, developers and ~~Council staff~~ other stakeholders on the value of trees in the urban environment.

~~1.4.11:1.5.10. To~~ ensure trees are managed to meet Council's legislative requirements.

2. Scope

2.1. This policy provides strategic direction and guidance in relation to the management of trees under the care, control and management of Council.

~~2.2. This~~ Tree Management Policy is one of a suite of documents used to manage trees within the City of Salisbury and should be read in conjunction with the related plans, policies and procedures. Refer to Section ~~H-6~~ for a list of associated documents that form part of the City of Salisbury's Tree Management Framework.

3. Legislative Requirements and Corporate Policy Context

Local Government Act 1999

~~Development Act 1993~~ *Planning, Development and Infrastructure Act 2016*

Commonwealth Environmental Protection and Biodiversity Conservation Act 1999

Natural Resource Management Act 2004

Environment Protection Act 1993

Electricity Act 1996

Heritage Places Act 1993

Road Traffic Act 1961

Native Vegetation Act 1991

Aboriginal Heritage Act 1988

Water Industry Act 2012

Telecommunications Act 1997

4. Interpretation/Definitions

- 4.1. **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.
- 4.2. **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).
- 4.3. 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 urban cooling and the community.
- 4.4. **Landmark Tree Register** – a list of established trees significant-key to the City of Salisbury due to their environmental, cultural, historical or social attributes.
- 4.5. **Arborist** – a person with formalised training to a minimum AQF Level 3 in Arboriculture.
- 4.6. **Regulated/Significant Trees** – as defined in the *Development Act 1993 Planning, Development and Infrastructure Act 2016.*

5. Policy Statements

Tree Planting

- 5.1. The endorsed 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.
- 5.2. A variety of tree species will be used to maintain an urban forest to;
 - 5.2.1. reinforce/strengthen precinct identity,
 - 5.2.2. attract a diverse array of wildlife,
 - 5.2.3. create visual interest and
 - 5.2.4. improve the amenity of the public realm,
 - 5.1+5.2.5. provide a tree canopy that is diverse, robust and resilient.
- 5.2.5.3. An approved planting list will be maintained as part of Council's Tree Management Framework; comprising species suitable for reserve and street tree

planting ~~lists~~. The following criteria shall be used in selecting species for inclusion to the planting list:

~~5.2.1-5.3.1.~~ Site suitability (including potential impacts to infrastructure and the environment)

~~5.2.2-5.3.2.~~ Aesthetic, functional and biological attributes

~~5.2.3-5.3.3.~~ Supports biodiversity and community wellbeing

~~5.2.4-5.3.4.~~ Performance within the various geological areas of the City

~~5.2.5-5.3.5.~~ Maintenance requirements (water and maintenance resources)

~~5.2.6-5.3.6.~~ Longevity

~~5.2.7-5.3.7.~~ Stock availability

~~5.2.8-5.3.8.~~ Tolerance to low water environments

~~5.2.9-5.3.9.~~ Adaptive to future changes in climate

Tree Protection

- ~~5-3-5.4.~~ Trees that contribute to the cultural and social character of the City are to be placed on ~~a~~the Landmark Tree Register. The protection and retention of these trees will be given high priority for retention where ~~their retention is~~ considered worthy of retention.
- ~~5-4-5.5.~~ The protection of Council trees will be given high priority in all aspects of the City's operations and maintenance activities.
- ~~5-5-5.6.~~ Proposed developments (private and public) should consider the impacts on trees. Proponents of developments should explore options for the retention of established trees as part of development considerations.
- ~~5-6-5.7.~~ 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 in accordance with the PDI Act 2016.
- ~~5-7-5.8.~~ Trees that are to be retained ~~will are to~~ be protected from construction works and other activities/events that threaten tree health and stability. The Australian Standard (AS4970 - 2009 Protection of trees on development sites) will be used to achieve consistency in tree protection requirements across the City.
- ~~5-8-5.9.~~ 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

- ~~5-9-5.10.~~ 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.
- ~~5-10-5.11.~~ ~~A~~The Tree Removal Procedure will detail the criteria and process by which tree removal requests are to be considered and approved.

Tree Asset Management

- ~~5-11-5.12.~~ 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.
- ~~5-12-5.13.~~ The City of Salisbury is committed to maintaining a functional and sustainable urban forest that enhances the character and amenity of the City now, and for future generations.

~~5-13-5.14.~~ 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:

~~5-13-1-5.14.1.~~ Minimising risks and nuisances to the community

~~5-13-2-5.14.2.~~ Maximising the benefits of trees and their life expectancy

~~5-13-3-5.14.3.~~ Have a diverse variety of tree species throughout the City
~~improved the degree of tree diversity planting stock~~ (target maximum 40% of any family, 30% of any genus, 15% of any species) for resilience and robustness

~~5-13-4-5.14.4.~~ Improved spread of age classes to minimise large number of trees senescing (reaching the end of Useful Life) within close timeframes

~~5-13-5-5.14.5.~~ Maintain and enhance the existing levels of tree canopy cover

~~5-13-6-5.14.6.~~ Tolerance to low water environments

~~5-13-7-5.14.7.~~ Improved colour, form and habit of streetscape plantings

~~5-13-8-5.14.8.~~ Protection and enhancement of biodiversity outcomes

~~5-14-5.15.~~ The City of Salisbury is committed to renewing its street tree population and will develop and maintain ~~a Street Tree~~an Asset Management Plan that will include:

~~5-14-1-5.15.1.~~ Clear vision and objectives particular to streetscapes that are aligned with the City's strategic directions and objectives.

~~5-14-2-5.15.2.~~ Renewal strategies and actions incorporating funding levels and asset 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.

~~5-15-5.16.~~ 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 or community works projects.

~~5-16-5.17.~~ 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.

~~5.17-5.18.~~ 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.

~~5.18-5.19.~~ *The Development Act 1993* *Planning, Development and Infrastructure Act 2016 (as amended)* defines parameters under which trees may qualify as Regulated or Significant Trees and ~~stipulates-describes~~ certain activities ~~affecting such trees which a-~~ require Development Approval, ~~due to the impact or potential impact upon the noted tree.~~ 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

~~5.19-5.20.~~ 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.

~~5.20.1.1.~~ ~~Consideration of any previous requests by community members for tree removals will be included in relevant street tree projects, and a summary of those requests will be provided to the appropriate Ward Councillors.~~

5.21. The City of Salisbury will take action to 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.

5.22. The City of Salisbury will encourage community involvement in tree planting activities, where it is able to be facilitated with the Elected Members informed of such events in advance.

~~5.23.~~ ~~The City of Salisbury will meet statutory community consultation and engagement requirements relating to works involving Regulated and Significant Trees. Consideration of any previous requests by community members for tree removals will be included in relevant street tree projects, and a summary of those requests will be provided to the appropriate Ward Councillors.~~

Risk Management

~~5.23-5.24.~~ 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.

~~5.24.5.25.~~ 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.

6. Related Policies and Procedures

- Landscape Design Policy
- City Landscape Plan
- Street Tree Asset Management Plan
- Tree Management Procedures
- Tree Removal Procedure

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

7. Approval and Change History

Version	Approval Date	Approval By	Change
2	27 November 2023 27 November 2023 27 April 2024	Council	New Policy Template Format Review of Tree Removal Framework

8. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

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9. Review

This Policy will be reviewed:

- If a new Policy - within 12 months of a Council election and thereafter as necessary; or
- The frequency dictated in legislation; or
- Earlier in the event of changes to legislation or related Policies and Procedures; or
- If deemed necessary by Council.

Further Information

For further information on this Policy please contact:

Responsible Officer: ~~Manager Field Services~~[Manager Urban, Recreation & Natural Assets](#)
Address: 34 Church Street, Salisbury SA 5108
Telephone: 8406 8222
Email: city@salisbury.sa.gov.au

Field



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Tree Removal Procedure

Adopted by:	Council
Responsible Division:	Field Services
First Issued/Adopted:	28 September 2020 (0678/2020)
Last Reviewed:	22 April 2024
Next Review Date:	April 2027

1. Purpose

- 1.1. 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.
- 1.2. 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 and built environments.
- 1.3. Tree management in the urban environment seeks to achieve a balance of minimising risks and nuisances, whilst maximising benefits for the broader community.
- 1.4. 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 and built environment.

1.5. This Procedure seeks to:

- 1.5.1. Outline the principles and define the criteria that are considered in determining the removal of trees under the care, control and management of the City of Salisbury.
- 1.5.2. Provide a clear process and a consistent, robust decision-making framework for assessing and processing tree removals.
- 1.5.3. Strike an appropriate balance between the benefits of trees, the risk they may present, and the potential nuisance they can create.
- 1.5.4. Ensure trees are removed in accordance with legislative requirements.

2. Scope

- 2.1. 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.
- 2.2. This Procedure details the assessment criteria and process for considering and dealing with tree removal requests.
- 2.3. This Procedure focuses on reactive responses to tree removal requests. Council's Street Tree Assets Management Plan and associated Renewal Programs are designed for programmed removal and replacement of street trees and specific tree removal criteria applies to this program.
- 2.4. Planning law, governed by the *Planning, Development and Infrastructure Act 2016* (the Act), *Planning Development and Infrastructure (General) Regulations 2017* (the Regulations), and *Planning and Design Code* (the Code), sets the legal framework for managing Regulated and Significant trees.

3. Legislative Requirements and Corporate Policy Context

Local Government Act 1999
Planning, Development and Infrastructure Act 2016
Commonwealth Environmental Protection and Biodiversity Conservation Act 1999
Landscape South Australia Act 2019
Environment Protection Act 1993
Electricity Act 1996
Heritage Places Act 1997
Road Traffic Act 1961
Native Vegetation Act 1991
Aboriginal Heritage Act 1988
Water Industry Act 2012
Telecommunications Act 1997

4. Interpretation/Definitions

- 4.1. 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.
- 4.2. Regulated/Significant Tree - As Defined in the *Planning, Development and Infrastructure Act 2016*.
- 4.3. Arborist – a person with formalised training to a minimum AQF Level 3 in Arboriculture.
- 4.4. Project Arborist – a person with formalised training to a minimum AQF Level 5 in Arboriculture.
- 4.5. Qualified Planner - Assessment Manager or delegate - accredited relevant authority under the *Planning, Development and Infrastructure Act 2016*.

5. Procedure

5.1. Tree Removal Process

- 5.1.1. All requests to remove a living, Council controlled tree must be in writing describing the reasons why the tree is requested to be removed.
- 5.1.2. All tree removal requests are to be assessed by an appropriate staff member to determine the health, structure and location of the tree.
- 5.1.3. Each tree removal request will be assessed individually on its merits.
- 5.1.4. Each removal request will be assessed with a decision outcome categorised as either:
 - 5.1.4.1. approved for removal, or
 - 5.1.4.2. feasible to remove (Regulated/Significant Trees), or
 - 5.1.4.3. removal refused, or
 - 5.1.4.4. decision deferred to enable further information to be gathered to complete the assessment.
- 5.1.5. Tree removal may be approved (or supported in the case of Regulated/Significant Trees) if:
 - 5.1.5.1. 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
 - 5.1.5.2. The tree clearly meets one or more of the Tree Removal Criteria as listed in Section 6, or
 - 5.1.5.3. The tree needs to be removed urgently to protect public safety i.e. underground utility failures in close proximity to a tree
- 5.1.6. Where a request for removal is approved or supported, the applicable tree removal criteria will be recorded, along with any other basis for the decision.

- 5.1.7. Tree removal may be refused where it clearly does not meet any of the Tree Removal Criteria as listed in Section 6 and/or other remedial actions are likely to abate the nuisance being caused by the tree.
- 5.1.8. A written response will be sent to the applicant of the request detailing the decision of a tree removal request and as appropriate; any cost to be paid, list of removal criteria and the option for a review of the decision through an appeal process. A copy of the written response will be provided to Ward Councillors at the same times it is provided to the applicant.
- 5.1.9. Where a tree removal request has been refused, no further removal requests will be considered within a 6 month period unless there has been a significant change in circumstances.
- 5.1.10. Where a tree removal request is lodged by a tenant, consultation will occur with the property owner prior to a decision being determined, except in the case of high risk or emergency situations. A tree removal request will be refused where the owner is not supportive of removal.
- 5.1.11. Consultation will occur with the owner of a property adjacent to the relevant tree/s where the request for removal is by a nearby resident. A tree removal request will be refused where the owner is not supportive of removal.
- 5.2. Supporting Information**
- 5.2.1. 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.
- 5.3. Regulated/Significant Trees**
- 5.3.1. The *Planning, Development and Infrastructure Act 2016* defines parameters under which trees may qualify as Regulated or Significant Trees under this legislation.
- 5.3.2. The *Planning, Development and Infrastructure Act 2016* defines certain activity, such as tree removal, that affects a Regulated or Significant Tree as development, and such activity requires Development Approval.
- 5.3.3. Where a Regulated or Significant Tree removal request is received, and one or more of the Tree Removal Criteria as listed in Section 6 are met and removal is assessed as feasible, a qualified Planner will be consulted to give preliminary Planning advice against the criteria for Regulated/Significant Trees in accordance with the *Planning, Development and Infrastructure Act 2016*.

- 5.3.4. Should the preliminary Planning advice conclude that Development Approval is likely; a Development Application will be lodged. The Development Application will then be assessed against the provisions of the *Planning, Development and Infrastructure Act 2016*.
- 5.3.5. Where the preliminary Planning advice concludes that Development Approval is not likely, the removal request will be refused.

5.4. Tree Removal Decision Appeal Process

- 5.4.1. Where a request for a tree to be removed has not been approved or supported and the applicant is particularly aggrieved by the decision, the applicant may request a review of that decision through an Appeal process.
- 5.4.2. All requests for an Appeal must be in writing, within 2 months of original decision notification date, detailing why they believe the decision was incorrect.
- 5.4.3. Applications for an Appeal of a tree removal decision will be presented to the Environmental Sustainability and Trees Sub Committee for consideration and decision.
- 5.4.4. The Appeal process shall include:
- Examination of the original 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
- 5.4.5. A written response will be sent to the applicant detailing the decision of the Appeal and where appropriate, any cost to be paid.
- 5.4.6. Where an Appeal process has refused the removal of a tree, no further removal requests will be considered within a 12 month period, unless there has been a significant change in circumstances.
- 5.4.7. 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 the Appeal process.

Regulated/Significant Trees

- 5.4.8. 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 through an Appeal process.
- 5.4.9. As part of the Appeal, administration will provide the Environmental Sustainability and Trees Sub Committee the preliminary Planning advice against the criteria for Regulated/Significant Trees in

accordance with the *Planning, Development and Infrastructure Act 2016*.

- 5.4.10. Where a Development Application is lodged for the removal of a Regulated/Significant tree as part of an Appeal, an Independent Project Arborist will be engaged to provide a report on the tree as part of the Application.

6. Tree Removal Criteria

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

- 6.1.1. The tree is in an unsuitable location and is unreasonably obstructing approved infrastructure or traffic sight lines.
- 6.1.2. 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.
- 6.1.3. The spacing of trees planted on a standard width verge is inconsistent with the "Street Tree Planting Guide" for that species of tree.
- 6.1.4. The tree is diseased and/or has a short life expectancy or is dead and has no significant landscape or habitat value.
- 6.1.5. 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.
- 6.1.6. The trees roots are shown to be causing or threatening to cause damage exceeding two thousand dollars to adjacent infrastructure.
- 6.1.7. 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.
- 6.1.8. The tree is in the location of a first single driveway of a property (sub-division excluded).
- 6.1.9. The tree is in the location of an approved Council development.
- 6.1.10. The tree has been assessed for removal as part of a "Street Tree and/or Landscape Renewal Programme".
- 6.1.11. 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.
- 6.1.12. Other criteria may be applied where there are unique circumstances. These will be assessed on a case by case basis and may require the applicant to pay a set fee (as per Section 7) for the removal of the tree.
- 6.1.13. Genuine Hardship
- 6.1.13.1. The person/resident is receiving assistance through the National Disability Insurance Scheme (NDIS) or a community care service and;
- 6.1.13.2. The person/resident does not have the functional ability to relieve the nuisance caused by the tree or;

- 6.1.13.3. 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
- 6.1.13.4. The person/resident is a carer of a person that meets the above criteria.

7. Cost Recovery for Tree Removals – including Development Purposes

- 7.1. 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.
- 7.2. The set fee payable will be calculated in accordance with the following:
 - 7.2.1. Physical cost of the tree and stump removal at Council contract rates.And in the case of Regulated or Significant Trees additional costs related to;
 - 7.2.2. Cost to lodge a Development Application with the appropriate planning authority.
 - 7.2.3. Cost for an independent Project Arborist report (if required).
- 7.3. Where it is not possible, or not appropriate, to replant a tree at the same site, the fee will assist in planting a tree elsewhere within the city.

8. Petitions

- 8.1. Where the residents of a street petition Council to have the entire street of trees replaced, (outside of the existing 'Street Tree Renewal Programme') Council may consider the petition if;
 - 8.1.1. The petition is in writing in the correct petition format and
 - 8.1.2. All residents of the street have signed the petition and
 - 8.1.3. All residents of the street will meet all costs for the administration, removal, planting and establishment of new trees.
 - 8.1.4. Replanting must be in accordance with the City Landscape Plan, Street Tree Assets Management Plan and Street Tree Renewal Program.

- 8.2. 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.

9. Unauthorised Removal or Damage to Council Trees

- 9.1. 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.
- 9.2. 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.
- 9.3. 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.

10. Delegation and Responsibility

- 10.1. The Tree Removal Procedure will be administered by the General Manager City Infrastructure or delegate.
- 10.2. General Manager City Infrastructure or delegate, will have the delegated authority to make decisions on outcomes of tree removal requests as outlined in sections 5.1-5.3 of this Procedure.
- 10.3. Decisions on Appeals will be referred to the Environmental Sustainability and Trees Sub Committee.

11. Related Policies and Procedures

- 11.1. Environmental Sustainability and Trees Sub Committee Terms of Reference
- 11.2. Tree Management Policy
- 11.3. Landscape Design Policy
- 11.4. City Landscape Plan
- 11.5. Street Tree Assets Management Plan
- 11.6. Tree Management Procedures

12. Approval and Change History

Version	Approval Date	Approval By	Change
1	22 April 2024	Council	New Procedure Template. Review of Tree Removal Framework

13. Availability

- 8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au
- 8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
34 Church Street, Salisbury SA 5108
Telephone: 84068222
Email: city@salisbury.sa.gov.au

14. Review

- 14.1. This procedure will be reviewed every 3 years; or
- 14.1.1. Earlier in the event of changes to legislation or related Policies and Procedures; or
- 14.1.2. If deemed necessary by Council.

15. Further Information

For further information on this Policy please contact:

Responsible Officer: Manager Field Services
Address: 34 Church Street, Salisbury SA 5108
Telephone: 8406 8222
Email: city@salisbury.sa.gov.au



City of Salisbury Values: Respectful, Accountable, Collaborative, Helpful

Tree Removal Procedure

Adopted by: Council
 Responsible Division: Field Services
 First Issued/Adopted: ~~26-28 April-September 2018~~
 (0678/2020)
 Last Reviewed: ~~27-27 April 2024~~ **November 2023**
 Next Review Date: ~~November 2025~~ **April 2027**

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1. Purpose

- 1.1. 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.
- 1.2. 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 ~~and built~~ environments.
- 1.3. 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 for the broader community.~~
- 1.4. 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 ~~and built~~ environment.

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Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

1.5. This Procedure seeks to:

1.5.1. 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.

1.5.2. Provide a clear process and a consistent, robust ~~decision making~~~~decision-making~~ framework for assessing and processing tree removals.

1.5.3. Strike an appropriate balance between the benefits of trees, the risk they may present, and the potential nuisance they can create.

1.5.4. ~~To ensure trees are removed in accordance with legislative requirements.~~

1.7.

1.8. ~~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.~~

1.9.1. ~~To ensure trees are removed in accordance with legislative requirements.~~

2. Scope

2.1. 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.

2.2. This Procedure details the assessment criteria and process for considering and dealing with tree removal requests.

2.3. ~~This Procedure focuses on reactive responses to tree removal requests. Council's Street Tree Assets Management Plan and associated Renewal Programs are designed for programmed removal and replacement of street trees and specific tree removal criteria applies to this program.~~

2.4. ~~Planning law, governed by the *Planning, Development and Infrastructure Act 2016* (the Act), *Planning, Development and Infrastructure (General) Regulations 2017* (the Regulations), and *Planning and Design Code* (the Code), sets the legal framework for managing Regulated and Significant trees.~~

3. Legislative Requirements and Corporate Policy Context

Local Government Act 1999

Development Act 1993~~*Planning, Development and Infrastructure Act 2016*~~

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Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

Commonwealth Environmental Protection and Biodiversity Conservation Act 1999
~~*Natural Resource Management Act 2004*~~ *Landscape South Australia Act 2019*
Environment Protection Act 1993
~~*Electricity Act 1996*~~
Heritage Places Act 1997
Road Traffic Act 1961
Native Vegetation Act 1991
Aboriginal Heritage Act 1988
Water Industry Act 2012
~~*Telecommunications Act 1997*~~

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Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

4. Interpretation/Definitions

4.

4.1. 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.

4.2. Regulated/Significant Tree - As Defined in the *Planning, Development and Infrastructure Act 2016* ~~Development Act 1993~~.

4.3. Arborist - a person with formalised training to a minimum AQF Level 3 in Arboriculture.

4.4. Project Arborist - a person with formalised training to a minimum AQF Level 5 in Arboriculture.

~~4.3-4.5.~~ 4.5. Qualified Planner - / Assessment Manager or delegate - accredited relevant authority under the *Planning, Development and Infrastructure Act 2016*.

5. Procedure

5.

5.1. Tree Removal Process

5.1.1. All requests to remove a living, Council controlled tree must be in writing describing the reasons why the tree is requested to be removed.

5.1.2. All ~~written~~ tree removal requests are to be assessed by ~~an appropriate staff member Parks and Open Space Assets Team to to~~ determine the health, structure and location of the tree.

5.1.3. Each tree removal request will be assessed individually on its merits.

5.1.4. Each removal request will be assessed with a decision outcome categorised as either:

5.1.4.1. approved for removal, or

5.1.4.2. feasible to remove (Regulated/Significant Trees), or

5.1.4.3. removal refused, or

~~5.1.4.3-5.1.4.4.~~ 5.1.4.4. decision deferred to enable further information to be gathered to complete the assessment.

~~5.1.3-5.1.5.~~ 5.1.5. Tree removal may be ~~a Parks and Open Space Assets Team may~~ approved ~~for supported~~ (in the case of Regulated/Significant Trees) the removal of a tree if:

~~5.1.3-5.1.5.1.~~ 5.1.5.1. 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

~~5.1.3-5.1.5.2.~~ 5.1.5.2. The tree clearly meets **one or more** of the Tree Removal Criteria as listed in ~~Section E3~~Section 6, or

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Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

~~5.1.3.3-5.1.5.3.~~ The tree needs to be removed urgently to protect public safety i.e. underground utility failures in close proximity to a tree

~~5.1.4. 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 E3 and other remedial actions are likely to abate the nuisance being caused by the tree.~~

~~5.1.5. 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.~~

~~5.1.6. 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 E3 can be satisfied.~~

~~5.1.6. 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. Where a request for removal is approved or supported, the applicable tree removal criteria will be recorded, along with any other basis for the decision.~~

~~5.1.7. Tree removal may be refused where it clearly does not meet any of the Tree Removal Criteria as listed in Section 6 and/or other remedial actions are likely to abate the nuisance being caused by the tree.~~

~~5.1.8. A written response will be sent to the applicant of the request detailing the decision of a tree removal request 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 through an appeal process. A copy of the written response will be provided to Ward Councillors at the same times it is provided to the applicant.~~

~~5.1.9. The outcomes of each Parks and Open Space Assets Team assessment will be circulated to Elected Members. 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 126 month period unless there has been a significant change in circumstances. Action from here will be the review by the Manager Infrastructure Management.~~

~~5.1.10. Where a tree removal request is lodged by a tenant, consultation will occur with the property owner prior to a decision being determined, except in the case of high risk or emergency situations. A tree removal request will be refused where the owner is not supportive of removal.~~

~~5.1.11. Consultation will occur with the owner of a property adjacent to the relevant tree/s where the request for removal is by a nearby resident.~~

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~~A tree removal request will be refused where the owner is not supportive of removal.~~

~~5.1.9. 5.1.10.1.1.1. 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. Action from here will be the review by the Manager Infrastructure Management.~~

5.2. Supporting Information

~~5.2.1. 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.~~

~~5.2.7.~~

5.3. Regulated/Significant Trees

~~5.3.1. The *Planning, Development and Infrastructure Act 2016* Development Act 1993 (as amended) defines parameters under which trees may qualify as Regulated or Significant Trees under this legislation.~~

~~5.3.2. The *Planning, Development and Infrastructure Act 2016* 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.~~

~~5.3.3. Where a Regulated or Significant Tree removal request is received, and one or more of the Tree Removal Criteria as listed in Section 6 are met and removal is assessed as feasible, a a-qualified Planner will be consulted to give preliminary provide advicePlanning advice against the criteria for Regulated/Significant Trees in accordance with the City of Salisbury Development Plan and the *Planning, Development and Infrastructure Act 2016*. To the Parks and Open Space Assets Team. The tree removal request will be assessed under the Tree Removal Criteria as listed in Section E3. If one or more of these criteria are met and the Parks and Open Space Assots 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.~~

~~5.3.3.~~

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Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

<p>5.3.4. Should the preliminary Planning advice Assessment conclude that Development Approval is likely; the Parks and Open Space Assets Team may support the removal and arrange for a Development Application will be to be lodged. The Development Application will then be assessed against the provisions of the City of Salisbury Development Plan, Planning, Development and Infrastructure Act 2016.</p>	<p>Commented [MO14]: spacing</p> <p>Commented [MO15]: spacing</p> <p>Formatted: Not Highlight</p> <p>Formatted: Font: Italic, Not Highlight</p> <p>Formatted: Font: Italic, Not Highlight</p> <p>Formatted: Font: Italic</p> <p>Formatted: Font: Italic</p> <p>Formatted: Font: Bold</p> <p>Formatted: Indent: Left: 3.75 cm, No bullets or numb</p>
<p>5.3.5. Where the preliminary Planning Assessment advice concludes that Development Approval is not likely, the Parks and Open Space Assets Team the removal request will be refused. may refuse the tree removal request.</p>	<p>Formatted: Font: Bold</p>
<p>5.4. Tree Removal Decision Review Appeal Process</p>	
<p>5.4.1. Where a request for a tree to be removed has not been approved or supported and 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 through an Appeal process.</p>	
<p>5.4.2. All requests for an Appeal. Tree Removal Review must be in writing, within 2 months of original decision notification date, of the Parks and Open Space Assets Team decision, detailing why they believe the decision was incorrect.</p>	<p>Commented [MO16]: Capital needed?</p>
<p>5.4.3. Applications for an Appeal of a tree removal decision will be presented to the Environmental Sustainability and Trees Sub Committee for consideration and decision.</p>	<p>Commented [MO17]: Capital needed?</p> <p>Formatted: Not Highlight</p> <p>Formatted: Not Highlight</p> <p>Formatted: Not Highlight</p> <p>Formatted: Font: Bold</p>
<p>5.4.3.5.4. A Tree Removal Review will be undertaken by the Manager Infrastructure Management and/or the General Manager City Infrastructure. The Review Appeal process shall include:</p> <ul style="list-style-type: none"> • 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 	
<p>5.4.4. 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 E4) for the removal of the tree.</p>	<p>Commented [MO18]: Capital needed?</p>
<p>5.4.5. A written response will be sent to the applicant detailing the decision of the Tree Removal Review Appeal and where appropriate, any cost to be paid.</p>	<p>Commented [MO19]: Capital needed?</p>
<p>5.4.6. All Tree Removal Review decisions will be circulated to Elected Members.</p>	

Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

<p>5.4.7.5.4.6. Where an Appeal process - Tree Removal Review has refused the removal of a tree, no further removal requests will be considered considered by the Parks and Open Space Assets Team within a 12 month period, unless there has been a significant change in circumstances.</p>	<p>Commented [MO20]: Capital needed?</p>
<p>5.4.8.5.4.7. 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 the review Appeal process by the Manager Infrastructure management and/ or the General Manager City Infrastructure as outlined in clause 2.3</p>	<p>Commented [MO21]: If a</p>
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<p>5.5. Regulated/Significant Trees</p>	<p>Formatted: Underline</p>
<p>2.9. Where an applicant is particularly aggrieved with the decision not to remove a Regulated or</p>	<p>Formatted: Normal, Indent: Left: 1.27 cm, No bullets numbering</p>
<p>5.4.8. Significant tree, the applicant may request a review of that decision through an Appeal process.</p>	<p>Formatted: List Paragraph, Indent: Left: 2.11 cm, Hang 1.64 cm, Outline numbered + Level: 3 + Numbering Style 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 6 cm Indent at: 6.89 cm</p>
<p>As part of the Appeal Review</p>	
<p>5.4.9. a administration will provide the Environmental Sustainability and Trees Sub Committee the preliminary Planning advice -qualified Planner will against the criteria for Regulated/Significant Trees in accordance with the Planning, Development and Infrastructure Act 2016.</p>	<p>Formatted: List Paragraph, Indent: Left: 2.11 cm, Hang 1.64 cm, Outline numbered + Level: 3 + Numbering Style 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 6 cm Indent at: 6.89 cm</p>
<p>undertake a more detailed assessment of the tree and it is concluded the removal request meets the tree removal criteria (E3) and there is a reasonable</p>	<p>Formatted: Not Highlight</p>
<p>5.4.10. 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 under the Planning, Development and Infrastructure Act 2016. Where a Development Application is lodged for the removal of a Regulated/Significant tree as part of an Appeal, an Independent Project Arborist will be engaged to provide a report on the tree as part of the Application.</p>	<p>Commented [MO23]: to get to an appeal this assessme already been done, do we just advise on the advice given a</p>
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<p>6. 3. Tree Removal Criteria</p>	<p>Formatted: List Paragraph, Indent: Left: 3.75 cm</p>
<p>6.1. Removal of a tree could be warranted if one or more of the following criteria are met:</p>	<p>Formatted: Font: Bold</p>
<p>3.1 The tree is in an unsuitable location and is unreasonably obstructing approved</p>	<p>Formatted: List Paragraph, Outline numbered + Level: Numbering Style: 1, 2, 3, ... + Start at: 1 + Alignment: Left + Aligned at: 0 cm + Indent at: 0.63 cm</p>
<p>6.1.1. infrastructure or traffic sight lines.</p>	
<p>3.2 The tree is inconsistent with the landscape style or character of the local area and/or does</p>	<p>Formatted: List Paragraph, Indent: Left: 1 cm, Hanging cm, Outline numbered + Level: 2 + Numbering Style: 1, ... + Start at: 1 + Alignment: Left + Aligned at: 0.63 cm Indent at: 1.4 cm</p>
<p>6.1.2. not contribute substantially to the landscape or streetscape.</p>	

Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

- ~~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~~ 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 Street Tree and/or Landscape 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~~ Other criteria may be applied where there are unique circumstances. These will be assessed on a case by case basis and may require the applicant to pay a set fee (as per Section 7) for the removal of the tree.
- ~~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
- ~~3.13~~ which prevent them from relieving the nuisance caused by the tree;
or

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6.1.3.4. 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.~~
Page 6 of 7

7. 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 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

7.1. approved on payment of a set fee.

7.2. ~~4.2~~ The set fee payable will be calculated in accordance with the following:

7.2.1. 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:

7.2.2. Cost to lodge a Development Application with the appropriate planning authority.
7.2.3. Cost for an independent Project 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

7.3. within the city.

8. 5. Petitions

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Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

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

8.1. petition if;

8.1.1. -The petition is in writing in the correct petition format and

8.1.2. -All residents of the street have signed the petition and

-All residents of the street will meet all costs for the administration, removal, planting

8.1.3. and establishment of new trees.

-Replanting must be in accordance with the City Landscape Plan, Street Tree Assets

8.1.4. Management Plan and Streetscape Renewal-Program Street Tree 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

8.2. standard tree removal process.

9. 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,

Page 7 of 7

-replanting, establishment and administration costs and the amenity value of the tree using

9.1. the Burnley 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 thefts

-disfigurement and/or death, the tree will be retained and managed appropriately until the

9.2. person(s) removed within 2 months of being assessed and a new tree will be planted in or close to the same location.

-responsible are prosecuted, the fee has been paid or a replacement tree is

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Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

~~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 Burnley system for attributing a monetary value to

9.3. an amenity tree.

10. Delegation and Responsibility

10.1. ~~The Tree Removal Procedure will be administered by the General Manager City Infrastructure or delegate.~~

10.2. ~~General Manager City Infrastructure or delegate, will have the delegated authority to make decisions on outcomes of tree removal requests as outlined in sections 5.1-5.3 of this Procedure.~~

10.3. ~~Decisions on Appeals will be referred to the Environmental Sustainability and Trees Sub Committee.~~

11. 6.—Related Policies and Procedures

11.1. ~~Environmental Sustainability and Trees Sub Committee Terms of Reference~~
~~If applicable – or may be part of a separate document~~

11.2. ~~6.1—Tree Management Policy~~

11.3. ~~Landscape Design Policy~~

11.4. ~~City Landscape Plan~~

11.5. ~~Street Tree Assets Management Plan~~

11.6. ~~Tree Management Procedures~~

12. 7.—Approval and Change History

Version	Approval Date	Approval By	Change
1	22 April 2024	Council	New Procedure Template. Review of Tree Removal Framework

13. 8.—Availability

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Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)

8.1 The Policy is available to be downloaded, free of charge, from Council's website www.salisbury.sa.gov.au

8.2 The Policy will be available for inspection without charge at the Civic Centre during ordinary business hours and a copy may be purchased at a fee as set annually by Council.

City of Salisbury Community Hub
 34 Church Street, Salisbury SA 5108
 Telephone: 84068222
 Email: city@salisbury.sa.gov.au

14.9. Review
Outlines the period in which a policy will be reviewed.

14.1. This procedure will be reviewed every 3 years; or
 — E.g. This Policy will be reviewed:

- ~~If a new Policy within 12 months of a Council election and thereafter as necessary; or~~
- ~~The frequency dictated in legislation; or~~
- **14.1.1. Earlier in the event of changes to legislation or related Policies and Procedures; or**
- **14.1.2. If deemed necessary by Council.**

15. Further Information

For further information on this Policy please contact:

Responsible Officer: ~~Position Title~~**Manager Field Services**
 Address: 34 Church Street, Salisbury SA 5108
 Telephone: 8406 8222
 Email: city@salisbury.sa.gov.au

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Item 4.1.2 - Attachment 4 - Tree Removal Procedure - Revised 2 (Track Changes)



Environmental Sustainability and Trees Sub Committee

Terms of Reference

Adopted by Council:

Review Date: November 2027

1. Establishment

- 1.1 The **Environmental Sustainability and Trees Sub Committee** is established under section 41 of the *Local Government Act 1999* as a sub committee reporting to the **Urban Services Committee** for the purpose of making decision under delegated authority and providing advice to Council.
- 1.2 The Sub Committee will exist for the term of the Council or unless resolved otherwise by the Council.
- 1.3 The Sub Committee is established as a Committee within the Council's governance framework.

2. Functions and Responsibilities

- 2.1 The Environmental Sustainability and Trees Sub Committee has been formed to:
 - a. support the City of Salisbury in continuing its vision as a Sustainable City and oversee the implementation of Council's Environmental Sustainability Strategy particularly in regard to energy, water, biodiversity, vegetation and waste for current and future generations, and
 - b. ensure issues related to the maintenance and removal of street trees and trees that are in a reserve, immediately adjacent to private properties, are dealt with consistently across the City.
- 2.2 The purpose of the Sub Committee in relation to trees is to:
 - provide an avenue of appeal for persons who's request in relation to tree management and in particular specific tree removal has been refused by Council administration,
 - give consideration to the Tree Management Policy and the Tree Removal Procedure of Council,
 - exercise delegated authority to make decisions in relation to tree management appeals, with the exception of an appeal involving a tree classified as a 'Regulated or Significant Tree' in accordance with the *Planning, Development and Infrastructure Act 2016*, and
 - make recommendations to Council for the lodgement, if appropriate, of a Development Application, in cases where an appeal involves a tree classified as a 'Regulated or Significant Tree', in accordance with the *Planning, Development and Infrastructure Act 2016*.
 - provide advice on replacement tree types where a tree is approved for removal.
- 2.3 The Sub Committee will take into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.



Environmental Sustainability and Trees Sub Committee

Terms of Reference

Adopted by Council:

Review Date: November 2027

3 Authority

- 3.1 The Sub Committee reports to the Urban Services Committee (USC).
- 3.2 The Sub Committee shall make whatever recommendations to the USC it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 3.3 Recommendations made by the Sub Committee will be referred to the next scheduled meeting of the USC, and through presentation of recommendations to Council for final resolution.
- 3.4 The Sub Committee may provide advice and make a recommendation to Council via USC to lodge a Development Application for the removal of a Regulated or Significant Tree in alignment with the *Planning, Development and Infrastructure Act 2016*.

4 Membership

- 4.1 Membership of the Sub Committee comprises of six (6) Elected Members as determined by Council plus the Mayor ex officio.
- 4.2 Membership continues for the term of the Committee unless a member resigns from the Committee or is removed earlier by resolution of Council.
- 4.3 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
- 4.4 Proxy membership is not permitted.
- 4.5 The appointment of the Presiding Member and Deputy Presiding Member will be made by the Council for a term determined by the Council.
- 4.6 Ward Councillors are invited to attend for matters to be considered that are in their ward and may request to address the Sub Committee on the matter, but are not voting members.
- 4.7 Members of the administration, including but not limited to the General Manager City Development and General Manager City Infrastructure, who are required to attend meetings of the Sub Committee will do so in an advisory capacity only.

5 Meetings

- 5.1 Meetings of the Sub Committee will be held in the Council Offices at 34 Church Street, Salisbury, in the Council/Committee Rooms. Meetings will occur monthly or as required.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 In accordance with section 87 of the *Local Government Act 1999* (the Act), a minimum of three clear days' notice of an ordinary meeting of the Committee will be provided to members of the Committee.
- 5.4 Public notice of meetings will be given through publication of the meeting schedule on the City of Salisbury website. A copy of the Notice of the Meeting will be displayed publicly at the Council's Community Hub.



Environmental Sustainability and Trees Sub Committee

Terms of Reference

Adopted by Council:

Review Date: November 2027

5.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

6. Quorum

6.1 A quorum shall be determined by dividing the total number of Members of the Committee (excluding the Mayor if ex officio) by two (ignoring any fractions) and adding one. For example, a Committee comprising of seven (7) members (excluding the Mayor in the count if ex officio), the quorum is four (4).
 6.2 When the Mayor, as an ex officio member, is in attendance at the meeting, the Mayor will be included in the count towards achieving the required quorum number.
 6.3 Elected Members who are granted leave of absence under Section 55A of the *Local Government Act 1999* and Elected Members who are suspended or removed from office, are not to be counted in the total number of Members of the Committee when calculating the number of Members that constitutes a quorum.

7. Meeting Procedures

7.1 All meetings will be held in accordance with the Act and the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) and the *City of Salisbury Code of Practice for Meeting Procedures*.

7.2 Where the Act, the Regulations or these Terms of Reference do not prescribe the procedure to be observed in relation to the Sub Committee, the Sub Committee may determine its own procedure.

8. Voting

8.1 All members of the Sub Committee have equal voting rights and each member of the Sub Committee present at a meeting will have one vote.

8.2 Each member must vote on a question arising for decision, except when a conflict of interest is declared.

8.3 The Presiding Member has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.

8.4 In the event of an equality of votes, the Sub Committee has not made a decision on that item, which will then be referred to the Council for decision.

8.5 An appeal will only be upheld where there is a majority vote to do so by the Sub Committee. Where the vote is tied, the appeal is dismissed and the original recommendation of Council Administration will stand.



Environmental Sustainability and Trees Sub Committee

Terms of Reference

Adopted by Council:

Review Date: November 2027

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- 9.1 Minutes and documents will be managed in accordance with the Regulation 25 – *Local Government (Procedures at Meetings) Regulations 2013* and the *City of Salisbury Code of Practice for Access to Meetings and Documents*.
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- 9.3 The minutes of the proceedings at a meeting must be submitted for confirmation at the next meeting.
- 9.4 Members of the public are entitled to access all documents received at a meeting of the Committee unless it is resolved to be confidential under the *Local Government Act 1999*.

10. Reporting

- 10.3 Recommendations made by the Sub Committee will be referred to the next scheduled meeting of the USC, and through presentation of recommendations to Council for final resolution.

11. Procedure for matters to be heard by the Environmental Sustainability and Trees Sub Committee

- 11.1 Where a request for appeal is to be submitted to the Sub Committee, the relevant Ward Councillors will be provided an opportunity to make representations to the Sub Committee when the matter is considered.
- 11.2 Where a request for appeal is to be submitted to the Sub Committee, the resident or property owner may nominate a representative for them to attend and advocate on their behalf at a meeting of the Sub Committee; this may be, subject to their agreement, a Ward Councillor, the Deputy Mayor or the Mayor.
- 11.3 The Sub Committee shall consider Appeals with regard to the Appeal and Tree Removal Criteria sections of the Tree Removal Procedure.
- 11.4 The Sub Committee has the ability to waive the removal fee for verge trees to concession card holders.



Environmental Sustainability and Trees Sub Committee Terms of Reference

Adopted by Council: 28 November 2022 (0004/2022)

Review Date: November 2026/2027

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1. Establishment

- 1.1 The **Environmental Sustainability and Trees Sub Committee** is established under section 41 of the *Local Government Act 1999* as a sub committee reporting to the **Urban Services Committee** for the purpose of making decision under delegated authority and providing advice to Council.
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 - a. support the City of Salisbury in continuing its vision as a Sustainable City and oversee the implementation of Council's Environmental Sustainability Strategy particularly in regard to energy, water, biodiversity, vegetation and waste for current and future generations, and
 - b. ensure issues related to the maintenance and removal of street trees and trees that are in a reserve, immediately adjacent to private properties, are dealt with consistently across the City.
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 - give consideration to the Tree Management Policy and the Tree Removal Procedure of Council,
 - ~~provide advice on replacement tree types where a tree is approved for removal by it or the Council Assessment Panel (CAP),~~
 - exercise delegated authority to make decisions in relation to tree management appeals, with the exception of an appeal involving a tree classified as a 'Regulated or Significant Tree' in accordance with the *Planning, Development and Infrastructure Act 2016*, and
 - make recommendations to Council for the lodgement, if appropriate, of a Development Application ~~to the Development Control Unit and subsequently CAP,~~ in cases where an appeal involves a tree classified as a 'Regulated or Significant Tree', in accordance with the *Planning, Development and Infrastructure Act 2016*.
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Environmental Sustainability and Trees Sub Committee Terms of Reference

Adopted by Council: ~~28 November 2022 (0004/2022)~~

Review Date: November ~~2026~~2027

- 2.3 The Sub Committee will take into consideration both the risk and the opportunities of matters considered, so as to enable Council to act as an informed and responsible decision maker representing the interests of the community.



Environmental Sustainability and Trees Sub Committee Terms of Reference

Adopted by Council: ~~28 November 2022 (0004/2022)~~

Review Date: November ~~2026~~2027

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- 3.1 The Sub Committee reports to the Urban Services Committee (USC).
- 3.2 The Sub Committee shall make whatever recommendations to the USC it deems appropriate on any area within its Terms of Reference where in its view action or improvement is needed.
- 3.3 Recommendations made by the Sub Committee will be referred to the next scheduled meeting of the USC, and through presentation of recommendations to Council for final resolution.
- 3.4 The Sub Committee may provide advice and make a recommendation to Council via USC to lodge a Development Application for the removal of a Regulated or Significant Tree in alignment with the *Planning, Development and Infrastructure Act 2016*.

4 Membership

- 4.1 Membership of the Sub Committee comprises of six (6) Elected Members as determined by Council plus the Mayor ex officio.
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- 4.3 All members must attend meetings of the Committee and, where unable to do so, must provide an apology prior to the meeting.
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- 4.7 Members of the administration, including but not limited to the General Manager City Development and General Manager City Infrastructure, who are required to attend meetings of the Sub Committee will do so in an advisory capacity only.

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- 5.1 Meetings of the Sub Committee will be held in the Council Offices at 34 Church Street, Salisbury, in the Council/Committee Rooms. Meetings will occur monthly or as required.
- 5.2 In the event that a meeting falls on a public holiday, the meeting will convene on the next business day in that same week.
- 5.3 In accordance with section 87 of the *Local Government Act 1999* (the Act), a minimum of three clear days' notice of an ordinary meeting of the Committee will be provided to members of the Committee.
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Environmental Sustainability and Trees Sub Committee Terms of Reference

Adopted by Council: ~~28 November 2022 (0004/2022)~~

Review Date: November ~~2026~~2027

5.5 Members of the public are able to attend all meetings of the Sub Committee, unless prohibited by resolution of the Committee under the confidentiality provisions of section 90 of the *Local Government Act*.

6. Quorum

6.1 A quorum shall be determined by dividing the total number of ~~Elected Members of the Committee~~ (excluding the Mayor ~~as-if~~ ex officio) ~~of the Committee~~ by two (ignoring any fractions) and adding one. ~~For example, a Committee comprising of seven (7) members (excluding the Mayor in the count if ex officio), the quorum is four (4). For example a committee comprising of six (6) members, the quorum is four (4).~~

6.2 When the Mayor, as an ex officio member, is in attendance at the meeting, ~~the Mayor will be included in the count towards achieving the required quorum number. the quorum requirements is four (4).~~

6.3 Elected Members who ~~are~~ ~~are suspended from office and those granted a leave of absence under Section 55A of the Local Government Act 1999 and Elected Members who are suspended or removed from office.~~, are not to be counted in the total number of Members of the ~~Council Committee~~ when calculating the ~~prescribed~~ number of ~~Elected~~ Members that constitutes a quorum.

7. Meeting Procedures

7.1 All meetings will be held in accordance with the Act and the *Local Government (Procedures at Meetings) Regulations 2013* (the Regulations) and the *City of Salisbury Code of Practice for Meeting Procedures*.

7.2 Where the Act, the Regulations or these Terms of Reference do not prescribe the procedure to be observed in relation to the Sub Committee, the Sub Committee may determine its own procedure.

8. Voting

8.1 All members of the Sub Committee have equal voting rights and each member of the Sub Committee present at a meeting will have one vote.

8.2 Each member must vote on a question arising for decision, except when a conflict of interest is declared.

8.3 The Presiding Member has a deliberative vote only and does not, in the event of an equality of votes, have a casting or second vote.

8.4 In the event of an equality of votes, the Sub Committee has not made a decision on that item, which will then be referred to the Council for decision.

8.5 An appeal will only be upheld where there is a majority vote to do so by the Sub Committee. Where the vote is tied, the appeal is dismissed and the original recommendation of Council Administration will stand.



Environmental Sustainability and Trees Sub Committee Terms of Reference

Adopted by Council: ~~28 November 2022 (0004/2022)~~

Review Date: November ~~2026~~2027

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- 9.4 Members of the public are entitled to access all documents received at a meeting of the Committee unless it is resolved to be confidential under the *Local Government Act 1999*.

10. Reporting

- 10.3 Recommendations made by the Sub Committee will be referred to the next scheduled meeting of the USC, and through presentation of recommendations to Council for final resolution.

11. Procedure for matters to be heard by the Environmental Sustainability and Trees Sub Committee

~~11.1 Before an appeal is heard by the Sub Committee the following process must be followed:~~

~~an on-site meeting is convened with relevant staff, the person requesting to appeal the administration decision and affected stakeholders (such as but not limited to the property resident/tenant/owner), and relevant Ward Councillors to establish an understanding of the site and relevant issues;~~

~~where relevant, consultation will occur with the tenant/owner of the property adjacent to the tree, when the request for removal has been submitted by a nearby resident;~~

~~where the request for removal of a tree is from a tenant, it will be determined that the owner of the property agrees with removal of the tree and supports the appeal of the decision;~~

~~where a tree removal request has been refused and the applicant, aggrieved by the decision, requests a review of the decision by the Sub Committee, Administration will prepare a report to Environmental Sustainability and Trees Sub Committee~~

~~where a request for appeal is to be submitted to the Sub Committee, the relevant Ward Councillors will be provided an opportunity to make representations to the Sub Committee when the matter is considered, and~~

~~11.2~~

~~where a request for appeal is to be submitted to the Sub Committee, the resident or property owner may nominate a representative for them to attend and advocate on~~



Environmental Sustainability and Trees Sub Committee Terms of Reference

Adopted by Council: ~~28 November 2022 (0004/2022)~~

Review Date: November ~~2026~~2027

their behalf at a meeting of the Sub Committee; this may be, subject to their agreement, a Ward Councillor, the Deputy Mayor or the Mayor.

~~11.3 The Sub Committee shall consider Appeals with regard to the Appeal and Tree Removal Criteria sections of the Tree Removal Procedure.~~

~~11.4 The Environmental Sustainability and Trees~~ Sub Committee has the ability to waive the removal fee for verge trees to concession card holders.

ITEM	4.1.3
	URBAN SERVICES COMMITTEE
DATE	15 April 2024
HEADING	Coogee Avenue Reserve, Paralowie - Basketball/Netball Half Court
AUTHORS	Peter Young, Senior Landscape Architect, City Infrastructure Craig Johansen, Team Leader Natural Assets, City Infrastructure
CITY PLAN LINKS	1.1 Our City is attractive and well maintained 1.2 The health and wellbeing of our community is a priority 4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	In response to Councils decision 0598/2024, the administration has considered the development of a basketball/ netball halfcourt at Coogee Avenue Reserve, Paralowie. Based upon recent development of identical halfcourts, the estimated costs to develop halfcourt basketball/ netball at Coogee Ave Reserve is \$98k capital.

RECOMMENDATION

That Council:

1. Notes Administration do not recommend the construction of new community use basketball/netball half court at Coogee Avenue Reserve, Paralowie because there is an existing basketball half court located at Willowbrook Place Reserve, Paralowie within 300 meters of this location.
2. Notes that the estimated cost of a new basketball/netball half court is \$98,000 with an estimated annual operating cost of \$500 per year.
3. Notes that the cost of construction of new basketball/netball half court is unfunded within the Strategic Asset Management Plan.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

1.1 At its meeting held on Monday, 26 February 2024, it was resolved that Council:

- “1. Approves Option 4 as a non-discretionary bid for the 24/25 budget, the recommended option, being the development of an irrigated green space within the reserve at a Capital cost of \$128,000, and ongoing annual maintenance cost of \$6,000.
2. Requests administration presents a further report with costings and consideration of a hard surface half and basketball/netball court.”

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 Nil

3. DISCUSSION

3.1 The area surrounding Coogee Avenue Reserve, Paralowie is well serviced with Community Use hardcourts, the closest being at Willowbrook Place Reserve, Paralowie, which is approximately 300m away from Coogee Avenue Reserve, Paralowie. The basketball court in Willowbrook Reserve was constructed in 2018 and is in good condition.

Table 1. Summary of basketball hard courts located within 1 km of Coogee Avenue Reserve.

Reserve Name	Facilities	Distance from Coogee Ave Reserve
Willowbrook Place Reserve Willowbrook Blvd Paralowie	Basketball Half court	300 meters
Fairbanks Drive Reserve Fairbanks Dr / Byron Bay Dr Paralowie	Tennis Full court Basketball Half court Rage Cage incl. 2x basketball courts, 2x netball rings, 1x Fussball court etc	620 meters
Bolivia Crescent Reserve Bolivia Crescent Paralowie	Basketball Half court,	900 meters
Andrew Smith Dr Oval Andrew Smith Drive Parafield Gardens	Basketball Full court & Half court	960 meters



Figure 1. Location of Coogee Ave, Reserve, Paralowie and Willowbrook Reserve, Paralowie where the nearest basketball hard court is located.

- 3.2 A halfcourt basketball/netball will occupy approximately 350sqm which is about 30% of the active space at Coogee Avenue Reserve. At present, the remaining open space has reserve trees for greening and is unirrigated.

At the Council meeting held 26 Feb 2024, Council resolved to include a *non-discretionary bid for the 24/25 budget* to irrigate the reserve, which will provide greening and cooling benefits. As the homes located in this area have very little green open space, the proposed installation of irrigation will provide a space that could be used by the community for a variety of activities; such as walking, kick'n'catch, flying of kites, sitting, quiet contemplation and simple enjoyment of an outdoor environment. As passive (low activity) outdoor environments contribute towards the community's wellbeing through stress relief, improved air quality (higher oxygen levels from vegetation), and providing a relaxing environment; however, the construction of the basketball half court will reduce the passive reserve area and impact the usability of the space, which should be considered.

- 3.3 Locating the basketball/netball half court in the middle of Coogee Reserve would reduce the impact of noise to the surrounding homes and also minimise the risk of players and balls interacting with traffic or parked vehicles.
- 3.4 Staff have not engaged the local community regarding the potential of a basketball half court located at Coogee Avenue Reserve, Paralowie. As such, the administration do not know the community acceptance of the proposed basketball half court. It is recommended that community consultation occur to consider the views of the local community due to the potential impacts and to gauge community acceptance.

4. FINANCIAL OVERVIEW

- 4.1 There is no existing budget to develop a new community use court at Coogee Avenue Reserve, Paralowie. New funding arrangements will have to be made to cover the cost of development.
- 4.2 Based upon recent development of identical halfcourts, the estimated costs to develop halfcourt basketball/ netball at Coogee Ave Reserve is \$98k capital.
- 4.3 Operational expenditure will increase by \$500 p.a.
- 4.4 There are currently no external funding opportunities for the development of this type of asset.
- 4.5 The asset life expectancy for such a development would be;
- Concrete court 100 years
 - Goals/ Rings 20 years

5. CONCLUSION

- 5.1 In response to motion 0598/2024 administration has considered the development of a basketball/ netball halfcourt at Coogee Avenue Reserve Paralowie.
- 5.2 Based upon recent development of identical halfcourts, the estimated costs to develop halfcourt basketball/ netball at Coogee Ave Reserve is \$98k capital.
- 5.3 Administration does not recommend the construction of a basketball halfcourt because a community court can be found within 300 meters of this location, at Willowbrook Reserve, Paralowie.

ITEM	4.1.4
	URBAN SERVICES COMMITTEE
DATE	15 April 2024
HEADING	Drink Container Deposit Refund Scheme
AUTHORS	Elizabeth MacGillivray, Senior Civil Environmental Engineer, City Infrastructure Craig Johansen, Team Leader Natural Assets, City Infrastructure
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community
SUMMARY	South Australia's Container Deposit Scheme, for 10c refund drink containers, is very successful at reducing the disposal of beverage containers to landfill. A number of City of Salisbury Council facilities have existing, established processes for collection, storage and recycling of 10c refund drink containers. There is an opportunity to establish, through an existing commercial provider, a program for community groups or charities to obtain funds from 10c refund drink containers collected at selected Council facilities.

RECOMMENDATIONThat Council:

1. Approves a 6-month trial of Direct Collect at Bagster Community Centre, with available funds from the collected container deposits going to Puddle Jumpers, as a partnered charity/community group with an existing connection to the site. A report on the trial is to be provided to the Urban Services Committee at the end of the six months trial.

ATTACHMENTS

There are no attachments to this report.

1. BACKGROUND

- 1.1 At its meeting held on Monday, 24 July 2023 it was resolved that Council:
 1. *Requests the Administration to present a report to the Urban Services Committee on the container deposit refund scheme and the process for the collection, storage and recycling of eligible 10c recyclable beverage containers collected from City of Salisbury Council facilities such as, but not limited to, the Salisbury Community Hub, and the opportunity to form partnerships with community groups and charities.*

2. EXTERNAL CONSULTATION / COMMUNICATION

- 2.1 NAWMA Chief Operations Officer.

3. DISCUSSION

Container Deposit Refund Scheme

- 3.1 South Australia's Container Deposit Scheme (CDS) was introduced in 1977 and has been very successful at reducing disposal of beverage containers to landfill.
- 3.2 Eligible drink containers can be returned to collection depots to obtain a 10c refund per container. Approximately 77% of beverage containers in South Australia are returned through this scheme per year, totaling approximately 660 million items or 40,000 tonnes.
- 3.3 Obtaining the 10c/item refund from collection depots through the return of recyclable beverage containers is open to all members of the community including individuals, clubs and/or organisations.
- 3.4 Beverage containers collected at depots are sorted into streams based on the material and then provided to process facilities to be recycled.

Process for Collection, Storage and Recycling from Council Facilities

- 3.5 The current process for collection, storage and recycling of eligible 10c recyclable containers from Council facilities varies depending on the site. Examples of current practice at locations:
 - 3.5.1 At the Salisbury Community Hub and the Operations Centre, separate bins are provided for the collection of CDS items (in employee only areas). These are collected and managed by members of the Social Club. The Social Club retains the refunds obtained for its activities.
 - 3.5.2 The Jack Young Centre also collects container deposit items in a separate bin. Money obtained when they are taken to a collection depot is returned to the centre.
 - 3.5.3 Twelve25 has a bin specifically for collection of 10c deposit drink containers. Visitors to the centre utilise the bin and it is also used when occasions/events within the centre include CDS items. Any items collected are managed by the centre, with funds obtained returned to Twelve25.
 - 3.5.4 At the Para Hills Seniors Centre, most people take their drinks/drink containers away with them.
- 3.6 The bins within the other sites of the City (general waste, recycling and food/green organics) are managed under Council's cleaning contract and are collected as part of the weekly service provided by NAWMA.
- 3.7 Any CDS 10c beverage containers that have been put in red-lid general waste bins will go to landfill. This waste is not sorted - it is made into bales and taken to landfill.
- 3.8 Any CDS 10c beverage containers in the yellow-lid bins are taken to NAWMA's Material Recovery Facility (MRF) where materials collected from these bins are sorted and separated into recyclable streams. CDS items that can be separated out of the materials stream are handled as part of NAWMA's business.

- 3.9 At Council owned facilities that are leased (i.e. sporting clubs), anecdotal information indicates that 10c CDS items are collected by the sports clubs. The clubs arrange for the items to be taken to a collection depot and they retain any refund money for the club.
- 3.10 As an indication of the funds that could be provided to community groups/charities, a full 240L bin of 10c refundable items can hold approximately 320 units, which equates to \$32. The total available per year depends on how often bins fill up and are emptied.

Opportunities to Partner with Community Groups and/or Charities

- 3.11 The number of CDS items going to either landfill via the red-lid or the NAWMA MRF via the yellow-lid bins from Council facilities (i.e. unrecovered items) is not currently known.
- 3.12 There may be opportunities at selected Council facilities to establish a system to collect CDS items and partner with community groups so they can benefit from the refunds obtained.
- 3.13 Council facilities that would be suitable for collection of CDS items are those locations that are hired out for functions. These sites include the Burton Community Hub, Bagster Community Centre, Para Hills Community Centre and Salisbury East Neighbourhood Centre.
- 3.14 Current Council staff resources are not available to monitor, manage and maintain a CDS collection system on behalf of community groups and/or charities. However there is an existing commercial service provider, Direct Collect, that could be engaged to undertake this.
- 3.15 Direct Collect will provide a blue 240L bin that can then be filled with 10c refundable containers, once sites have registered with the business. When the bin is full, a mobile phone app is used by staff at the centre to request collection. The full bin is then swapped for a clean, empty one by Direct Collect. The full bin is scanned and the number of items counted. The refund is transferred directly to a nominated participating charity or group, with a percentage (30%) retained by Direct Collect as a fee for their service.
- 3.16 It is proposed that a trial of this arrangement be established at one of our Council facilities that has an existing link to a charity. Puddle Jumpers are registered with Direct Collect to receive funds via container refunds and they also currently utilise Bagster Community Centre, therefore this location and charity are recommended for the initial trial. Through this trial, all CDS containers generated through events and functions that occur at the Bagster Community Centre will be collected by Direct Collect, which will increase the quantity of CDS containers collected. This trial will likely increase the amount of funds received by Puddle Jumpers through the CDS. The amount of funds generated for the Puddle Jumpers through the trial will be reported to Council at the end of the trial.
- 3.17 A review of the trial will be undertaken after six months. If the trial was considered to be a success, additional Council facilities could make arrangements to be provided with Direct Collect bins and provide opportunity for other community groups and/or charities to also benefit.

- 3.18 Community groups and/or charities that would like to receive funds from the CDS items collected at Council facilities would need to register with Direct Collect which is a simple online form process. Determination of how CDS funds could be distributed to community groups/charities would be determined following review of the trial.
- 3.19 Facilitating ways for these items to be collected and recycled, therefore diverting them from landfill, is in line with Council's Sustainability Strategy, which outlines objectives to avoid waste and improve resource recovery in Council operations as well as support the community to improve resource recovery through community education and service delivery.

4. FINANCIAL OVERVIEW

- 4.1 Council staff do not currently have the resources required to coordinate and manage standalone systems for collection of CDS items at Council facilities for community groups/charities.
- 4.2 Utilising a commercial provider such as Direct Collect will not require Council funding as the cost of the service is covered through their retention of a portion of the container deposits and requires little management by Council staff.
- 4.3 The financial risk to Council is minor.

5. CONCLUSION

- 5.1 The South Australian Container Deposit Scheme is very effective at ensuring a high percentage of drink containers are recycled and therefore diverting these items from landfill.
- 5.2 A number of Council facilities have existing arrangements for 10c refundable items to be collected and returned to obtain the refund. Funds obtained through the CDS scheme at the various locations contribute to sports clubs, community services and staff wellbeing and morale.
- 5.3 It is proposed that a six month trial be undertaken at Bagster Community Centre, through the Direct Collect service, with 70% of the funds collected from CDS directed to Puddle Jumpers.
- 5.4 The trial will be reviewed to determine the merits of expanding the program to other sites.

ITEM	4.1.5
	URBAN SERVICES COMMITTEE
DATE	15 April 2024
HEADING	NAWMA Draft Annual Business Plan 2024/2025
AUTHOR	Elizabeth MacGillivray, Senior Civil Environmental Engineer, City Infrastructure
CITY PLAN LINKS	<ul style="list-style-type: none">2.1 Capture economic opportunities arising from sustainable management of natural environmental resources, changing climate, emerging policy direction and consumer demands.4.3 Have robust processes that support consistent service delivery and informed decision making.4.4 Embed long term thinking, planning and innovation across the organisation.
SUMMARY	This report summarises and highlights key aspects of the Draft NAWMA Annual Business Plan 2024/2025. The draft plan is included as an attachment.

RECOMMENDATION

That Council:

1. Notes the information provided regarding NAWMA's Draft Annual Business Plan 2024/2025 as included in this report (Item 4.1.5, NAWMA Draft Annual Business Plan 2024/2025, Urban Services Committee, 15 April 2024).
2. Endorses the Northern Adelaide Waste Management Authority (NAWMA) Draft Annual Business Plan 2024/2025, as provided in Attachment 1 of the report (Item 4.1.5, NAWMA Draft Annual Business Plan 2024/2025, Urban Services Committee, 15 April 2024).

ATTACHMENTS

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

1. NAWMA Draft Annual Business Plan 2024/2025
2. NAWMA letter to John Harry Chief Executive Officer City of Salisbury

1. BACKGROUND

- 1.1 NAWMA prepares an annual budget and an annual business plan each year. The business plan outlines objectives, proposed activities and measurement tools for the assessment of performance over the forthcoming financial year. Approval by constituent Councils is required for both the budget and the business plan, as requested in writing by the NAWMA CEO (Attachment 2).

- 1.2 The NAWMA Draft Budget will be presented as part of Council's Budgetary process through the appropriate meeting. (Finance and Corporate Services Committee on 15 April 2024, NAWMA Draft 2024/2025 Budget).
- 1.3 This report addresses the draft Annual Business Plan 2024/2025 prepared by NAWMA and attached to this report.
- 1.4 The draft Annual Business Plan 2024/2025 forms part of NAWMA's broader strategic planning framework and outlines actions specific to the year ahead.

2. CONSULTATION / COMMUNICATION

- 2.1 External
 - 2.1.1 NAWMA Staff

3. REPORT

- 3.1 As part of the City Plan 2035, Council has Critical Actions, of A Sustainable City, relating to Resource Management, as outlined below:
 - 3.1.1 *Advocacy Priorities*
 - Investment in programs that reduce waste to landfill such as incentives to increase recycling and 'circular economy' initiatives
 - 3.1.2 *Operational Focus*
 - Use recycled or re-used materials where possible in construction and maintenance programs
 - Maintain weekly rubbish collection for residents and promote initiatives that reduce waste to landfill
 - Work with and educate our community on ways to improve the environmental performance of households and our City
 - 3.1.3 *Strategic Projects*
 - Develop markets for recyclable materials through the Northern Adelaide Waste Management Authority
 - 3.1.4 *Future Planning*
 - Review Council's sustainability strategy to include waste and energy management, cooler suburbs, biodiversity and water
- 3.2 In addition, Council's Sustainable City Corporate Indicators that relate to resource management include:
 - 3.2.1 Percentage of total spend on recycled materials used in Council's capital projects
 - 3.2.2 Proportion of waste diverted from landfill
- 3.3 Council's Sustainability Strategy 2035 also contains objectives relating to Resource Management, specified under the theme of Resourceful Salisbury:
 - 3.3.1 To reduce consumption, avoid waste and improve resource recovery in Council operations.

- 3.3.2 To support the community to improve resource recovery through community education and service delivery.
- 3.3.3 To support the development of a circular economy through Council initiatives and partnerships.
- 3.4 The NAWMA draft Annual Business Plan 2024/2025 includes activities in the areas of: corporate governance and people; operational efficiencies; workplace health, safety, risk and quality; community education and engagement and financial sustainability.
- 3.5 Proposed actions to be implemented by NAWMA in these areas are as follows. These activities will continue to assist Council with delivery of the above-mentioned critical actions and indicators such as increasing waste diversion from landfill, allowing continued recycling of paper and cardboard, and educating the community.
- 3.5.1 Operational Efficiencies

The following are taken from NAWMA's draft annual business plan:

- 3.5.1.1 **Upgrade of Pooraka Resource Recovery Centre:** In conjunction with site owner City of Salisbury, NAWMA committed to the commencement and significant completion of an upgrade of the site in the 2022/2023 financial year. Pandemic related cost pressures, safety requirements and availability of required contractors saw delays to the project in the 2021/2022 financial year. A new budget process was undertaken with a tender for the works to be awarded in the 2023/2024 financial year, with project completion works estimated to be in the 2024 calendar year.
- 3.5.1.2 **Recycled Paper Polishing Plant:** NAWMA's Material Recovery Facility (MRF) reduces contamination (impurities) in the recovered paper from yellow lidded bins to around 6 – 8%, which is acceptable under current trading conditions. However, to comply with the impending Commonwealth Export Ban Legislation (recovered paper scheduled for 2024), further processing of NAWMA's fibre will be needed to reduce contamination levels to below 2%. NAWMA was successful in receiving funding of approximately \$8M (being 1:1 contribution from Commonwealth and State Governments). To activate the \$8M, NAWMA is investing another \$7M into the new Recycled Paper Polishing Plant that will be built adjacent to the NAWMA MRF. Planning approvals have been received site works have commenced with the new facility to be commissioned in September 2024.
- 3.5.1.3 **Landfill Northern Toe Rock Batter Works:** NAWMA have engaged an external consultancy firm to design and engineer a rock batter for the northern toe of the landfill. Scope of works include context of floor earthworks, airspace capacity and landform/cap geometry. Capital costs and material demand to meet all Environment Protection Authority's (EPA) requirements in finalising the northern end of the landfill cell. A tender process for the works is to be completed in the 2024/2025 financial year, with works estimated to start in the 2025 calendar year.

3.5.1.4 **Landfill Alternative Project:** A large body of work continues as NAWMA seeks to find the best sustainable, environmental and economic solution to the closure of Uleybury in 2027. The long-term continued use of landfill for residual waste post Uleybury closure will not meet NAWMA's objective or satisfy the Environment Protection Authority's (EPA) waste management hierarchy. Fully planned and scoped solutions for landfill alternatives will also need to service the rapid future growth earmarked for the Northern Region. As a resource recovery specialist, NAWMA is well placed to carry forward with this work into the next financial year, in close consultation with the regulator, expert technical consultants and industry stakeholders. NAWMA staff and Council staff in the City of Salisbury Infrastructure Management team work closely to provide quality waste management services for the community

3.5.2 Community Education and Engagement

3.5.2.1 **Review of Multi-unit Dwelling sites:** Multi-unit dwelling sites across the NAWMA region require a review to ensure the correct level of service is being provided. Preliminary inspections show many sites do not have adequate waste management facilities leading to the misuse of bins on-site as well as localized illegal dumping. Phase 1 (2024/2025) will consist of 10 sites.

3.5.2.2 **Installation of a community recycling hub at a council facility:** Community recycling hubs are becoming increasingly common at sites across Australia and will be a way of facilitating resident access to resource recovery services offered by NAWMA.

3.5.2.3 **NAWMA representation/support at community-focused events:** At a minimum, NAWMA will have a presence at six community focused events across the NAWMA region each calendar year. This will consist of an attended educational display and where possible, trial of new event bins.

3.5.3 Financial Sustainability

Activities in this area encompass a review of IT operations to develop a strategic plan to minimize risk and appropriate infrastructure is in place to operate effectively and a review of procurement processes to ensure best value for money for goods and services.

NAWMA will also review its long term financial strategic objectives and determine appropriate financial ratios for measurement of financial performance. Financial sustainability and minimizing costs for Constituent Councils remain key objectives for NAWMA.

Implementation of a robust internal control audit regime will commence in FY25, with the program scheduled to run for three years.

3.5.4 Corporate Governance and Workplace Health Safety Risk and Quality:

Actions in this area will cover development of the next strategic plan for the organisation, as well as continued investment into training, staff development and the human resources department.

Ongoing work in improvements in the area of WHS and risk management matters, including consideration of risk tolerance and appetite, will continue to improve NAWMA.

4. FINANCIAL OVERVIEW

Nil

5. CONCLUSION / PROPOSAL

- 5.1 The proposed NAWMA Draft Annual Business Plan 2024/2025 outlines clear objectives, actions, metrics and initiatives to undertake the collection and management of waste, organics, and recycling in a sustainable, efficient and competitive manner.
- 5.2 Upgrades to the Pooraka Resource Recovery Centre have been proposed for some time, with additional funds provided by City of Salisbury to assist with the project. To see this completed in 2024 will be positive.
- 5.3 NAWMA's Draft Annual Business Plan 2024/2025 also includes actions to improve systems and services to support and strengthen the organisation, such as the work on WHS and risk management.
- 5.4 Council staff continue to partner with NAWMA to ensure accountability of delivery of the business plan and support of Council's critical actions and indicators.



Item 4.1.5 - Attachment 1 - NAWMA Draft Annual Business Plan 2024/2025



1. Introduction:

The Business Plan, as prescribed in Clause 12 of the Charter, is to include an outline of NAWMA’s objectives, activities intended to be pursued, and the measurement tools defined to assess performance. It must also assess and summarise the financial requirements of NAWMA and set out the proposals to recover overheads and costs from the Constituent Councils.

The 2024/2025 Business Plan documents the objectives, activities, financial requirements and metrics for NAWMA to undertake the collection and management of waste, organics, and recycling for Constituent Councils in a sustainable, efficient, and competitive manner. The Business Plan is to be read in conjunction with the broader strategic planning framework including the *Strategic Plan 2018-2025*, Charter, Long Term Financial Plan, and any associated Board endorsed Policies (i.e. Treasury Management Policy).

2. Objectives

- 2.1. To provide a **governance framework** that allows a consultative approach to management of the Subsidiary by Constituent Councils, the Board and NAWMA Management Team
- 2.2. To actively seek **operational efficiencies** that improves NAWMA’s competitive advantage in the areas of recycling, food organics and garden organics, waste management, kerbside collections and customer service
- 2.3. To consolidate the incorporation of **Workplace Health, Safety and Risk** into decision making processes
- 2.4. To **educate and promote** within the community, recycling, waste diversion, and contamination minimisation, in collaboration with Constituent Councils, staff and the Board
- 2.5. To provide a high-quality, low-cost service and infrastructure to Constituent Councils where **financial performance** is underpinned by timely and accurate monitoring and reporting
- 2.6. To **enhance and refine** our human resource frameworks to **recognise and prioritise people** as our most valuable asset

Table 2.1: Current Service Levels by Constituent Council

Constituent Council	Kerbside Collection Contract	Hard Waste Collection	Hard Waste Drop Off Codes	MSW Bin	Recycling Bin	FOGO Bin	Customer Service	Education and Promotion	MRF Processing	FOGO Processing	Landfill Disposal	Bin Repairs and Replacements	Betchambers Road RRC/WPF	Research Road RRC	Bin Administration
City of Salisbury	x	x	x	x	x	Opt-in	x	x	x	x	x	x	x	x	x
City of Playford	x	x	x	x	x	Opt-in	x	x	x	x	x	x	x	x	x
Town of Gawler	x	x	x	x	x	Opt-in	x	x	x	x	x	x	x	x	x



3. Activities

3.1. Corporate Governance and People

- 3.1.1. **Development of new NAWMA Strategic Plan:** NAWMA are approaching the final year of their current Strategic Plan 2018-2025 and will work, under the guidance of the new Chairperson, to develop a new Plan. The new Plan will take into account NAWMA's transition into the next phase of the Authority, focusing on the sustainability agenda of the Constituent Councils and continuing to provide best in class waste management services to all those both inside and outside of the northern region, where possible.
- 3.1.2. **Continued development of Human Resources department:** FY24 saw NAWMA employ their first dedicated Human Resources Coordinator. A review of NAWMA's existing structures, policies and procedures has been undertaken since the role's commencement, with a rollout Plan in place to develop the baseline requirements for the department. The requirements of NAWMA's workforce currently, in addition to considerations of NAWMA's workforce into the future, will be crucial in fostering organisational growth. This Plan includes budgeted funds for the review and revision of all Position Descriptions, review and revision of all Performance Review guidelines and practices, and continued implementation of actions from the 2023 Staff Satisfaction Survey.
- 3.1.3. **Continued investment in training and development of key staff:** The FY24 Annual Business Plan outlined an action to use the small budget allocated to rollout identified necessary and appropriate training programs within a number of NAWMA's departments. As a result of this, a number of staff took part in training and development opportunities identified by team members and their respective Manager. Further budget has been included in the FY25 Budget that will see NAWMA engage with an external consultant to work with the Human Resources Coordinator on developing an organisation wide skills gap analysis, subsequently developing training and development plans for each individual NAWMA role.

Table 3.1: Summary of activities to deliver on the Corporate Governance and People objectives

Activity number	Activity	2018-2025 Strategic Plan Linkage	Metric
3.1.1	Development of new NAWMA Strategic Plan	All	Completion and endorsement of 2025 (and onwards) Plan
3.1.2	Continued development of Human Resources department	All	Completion of actions outlined in FY25 Budget (including review of Position Descriptions, Performance Review Guidelines and 2023 Staff Satisfaction Survey actions)
3.1.3	Continued investment in training and development of key staff	All	Procurement of external consultant; completion of organisation wide skills gap analysis and development of training and development plans



3.2. Operational Efficiencies

- 3.2.1. **Upgrade of Pooraka Resource Recovery Centre:** In conjunction with site owner City of Salisbury, NAWMA committed to the commencement and significant completion of an upgrade of the site in the 2022/2023 financial year. Pandemic related cost pressures, safety requirements and availability of required contractors saw delays to the project in the 2021/2022 financial year. A new budget process was undertaken with a tender for the works to be awarded in the 2023/2024 financial year, with project completion works estimated to be in the 2024 calendar year.
- 3.2.2. **Recycled Paper Polishing Plant:** NAWMA's Materials Recovery Facility (MRF) reduces contamination (impurities) in the recovered paper from yellow lidded bins to around 6-8%, which is acceptable under current trading conditions. However, to comply with the impending Commonwealth Export Ban Legislation (recovered paper scheduled for 2024), further processing of NAWMA's fibre will be needed to reduce contamination levels to below 2%. NAWMA was successful in receiving funding of approximately \$8M (being 1:1 contribution from Commonwealth and State Governments). To activate the \$8M, NAWMA is investing another \$7M into the new Recycled Paper Polishing Plant that will be built adjacent to the NAWMA MRF. Planning approvals have been received and site works have commenced with the new facility to be commissioned in September 2024.
- 3.2.3. **Landfill Northern Toe Rock Batter Works:** NAWMA have engaged an external consultancy firm to design and engineer a rock batter for the northern toe of the landfill. Scope of works include context of floor earthworks, airspace capacity and landform/cap geometry. Capital costs and material demand to meet all EPA requirements in finalising the northern end of the landfill cell. A tender process for the works is to be completed in the 2024/2025 financial year, with works estimated to start in the 2025 calendar year.
- 3.2.4. **Landfill Alternative Project:** A large body of work continues as NAWMA seeks to find the best sustainable, environmental, and economic solution to the closure of Uleybury in 2027. The long-term continued use of landfill for residual waste post Uleybury closure will not meet NAWMA's objectives or satisfy the Environment Protection Authority's waste management hierarchy. Fully planned and scoped solutions for landfill alternatives will also need to service the rapid future growth earmarked for the Northern Region. As a resource recovery specialist, NAWMA is well placed to carry forward with this work into the next financial year, in close consultation with the regulator, expert technical consultants and industry stakeholders.

Table 3.2: Summary of activities to deliver on the Operational Efficiency objectives

Activity number	Activity	2018-2025 Strategic Plan Linkage	Metric
3.2.1	Upgrade of Pooraka Resource Recovery Centre	Objectives 1, 2 & 3	Upgrade Complete
3.2.2	Recycled Paper Polishing Plant	Objectives 1, 2 & 3 Strategies 4 & 10	Project Complete



3.2.3	Landfill Northern Toe Rock Batter Works	Objective 3 Strategy 11	Design and budget estimates to be finalised and complete with EPA acceptance and tender process underway.
3.2.4	Landfill Alternative Project	Objectives 1, 2 & 3	Project Ongoing – financial feasibility work continuing.

DRAFT

Item 4.1.5 - Attachment 1 - NAWMA Draft Annual Business Plan 2024/2025



3.3. Workplace Health, Safety, Risk and Quality

- 3.3.1. **LGAWCS and LGAMLS Risk Evaluation Action Plan:** Resulting from the Local Government Association Workers Compensation Scheme (LGAWCS) and Local Government Asset Mutual Liability Scheme (LGAMLS) 2022 Risk Evaluation, NAWMA developed an Action Plan to review, monitor and inform actions required within a two (2) year period. These actions will continuously improve NAWMA's WHS and Risk Management Systems (WHSMS). With NAWMA still in the development stages of its WHS and Risk management system, NAWMA's Administration and Management will continue to work closely with the Scheme towards conformance and progress on the Action plan. NAWMA has already undergone a Procedure Validation Audit with LGAWCS and LGAMLS, conducted late 2023.
- 3.3.2. **NAWMA Work Health and Safety Plan 2024-2029:** A Planning and Programs Review (PPR) was undertaken by the LGAWCS Risk and Safety Advisory (RSA) team in 2023, with recommendations received to focus on key areas. The draft WHS Plan for 2024-2029 has been presented and briefed with key stakeholders and senior management staff present. Facilitated by the LGAWCS RSA's and during consultation with the WHS Workgroup, they will develop and agree on objectives, targets and performance indicators, and subsequent actions, to achieve these. The WHS Workgroup must also determine how the plan will be measured, monitored, reported, and reviewed. The final WHS Plan will then be endorsed by the CEO and WHS Steering Group Chairperson for implementation.
- 3.3.3. **NAWMA Draft Waste Management Property Risk Evaluation Report – LGAAMF (Local Government Association Asset Mutual Fund):** A Property Risk Evaluation was undertaken with NAWMA in August 2023. A senior management review of the Draft Report will identify the Key Risks and Opportunities for Improvement (OFI). This review will develop an implementation strategy for the key risk controls and OFI's. Implementing the Key Risk controls and OFI's will aid NAWMA in continuing to mitigate Key Risks, ensuring lower operational risk and world class operations.
- 3.3.4. **Development of NAWMA's risk tolerance and appetite levels:** In recent years NAWMA has made a commitment to developing its risk space and has undertaken several sessions in conjunction with the LGRS, to solidify its Risk Management Framework and related registers. The next steps in the maturity of NAWMA's risk space is the development of the organisation's risk tolerance and appetite levels, alongside the NAWMA Audit Committee and Board. This package of work will be undertaken with the LGRS (fully funded) as part of an agreed Scope of Works.

Table 3.3: Summary of activities to deliver on the Workplace Health & Safety, Risk objectives.

Activity number	Activity	2018-2025 Strategic Plan Linkage	Metric
3.3.1	LGAWCS and LGAMLS Risk Evaluation Action Plans	All	>80% completion of both Plans
3.3.2	NAWMA Work Health and Safety Plan 2024-2029	All	Endorsement and implementation of Plan
3.3.3	NAWMA Draft Waste Management Property Risk Evaluation Report – LGAAMF	All	Implementation strategy and key risk controls developed



3.3.4	Development of NAWMA's Risk Tolerance and Appetite Levels	All	Agreed Scope of Works complete
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DRAFT



3.4. Community Education and Engagement

- 3.4.1. **Review of Multi-unit Dwelling (MUD) sites:** Multi-unit dwelling sites across the NAWMA region require a review to ensure the correct level of service is being provided. Preliminary inspections show many sites do not have adequate waste management facilities leading to the misuse of bins on-site as well as localised illegal dumping. Phase 1 (2024/25) will consist of 10 sites.
- 3.4.2. **Installation of a community recycling hub at a council facility:** Community recycling hubs are becoming increasingly common at sites across Australia and will be a way of facilitating resident access to resource recovery services offered by NAWMA.
- 3.4.3. **NAWMA representation/support at community-focussed events:** At a minimum, NAWMA will have a presence at six community focussed events across the NAWMA region each calendar year. This will consist of an attended educational display and where possible, trial of new event bins.

Table 3.4: Summary of activities to deliver on the Community Education and Engagement objectives

Activity number	Activity	2018-2025 Strategic Plan Linkage	Metric
3.4.1	Review of Multi-unit Dwelling (MUD) Sites	Objective 1	All 10 sites to be provided with appropriate number of bins relative to number of dwellings
3.4.2	Installation of a Community Recycling Hub at a Council Facility	Objectives 1 & 2	Installation of recycling hub
3.4.3	NAWMA Representation/Support at Community-Focussed Events	Objectives 1 & 2 Strategies 1 & 2	Presence at minimum six (6) relevant community focussed events across region annually



3.5 Financial Sustainability

- 3.5.1 IT Strategy:** NAWMA will review all its IT operations to develop an overall Strategic Plan to ensure risk is minimised and appropriate infrastructure and services are in place to operate efficiently and effectively. The plan will be an overarching strategic document that will address all IT related risks, current and future. The Plan will address hardware, software, cyber security, infrastructure (including server upgrade), existing contracts, service levels, service delivery, future business requirements, project delivery, cost estimates etc. As part of this review NAWMA's IT Disaster Recovery Plan, which is a critical part of NAWMA's Business Continuity Plan, will also be reviewed and updated. This is likely to be a two-year project with commencement in FY24 and completion in FY25.
- 3.5.2 Review of Procurement Processes:** NAWMA will review all recurrent costs and contracts to ensure we are getting best value for money for goods and services. A significant amount of work has been undertaken in FY24 to go out to market for NAWMA's major contracts for waste collection, transport, processing and disposal. Smaller contracts and costs will also be reviewed and markets tested where appropriate. A key part of this work will also involve reviewing service levels. NAWMA will work with its Constituent Councils, Local Government Association Procurement (LGAP), and other organisations to explore best value for money in goods and services it procures.
- 3.5.3 Long Term Financial Strategy:** In accordance with the requirement to annually update its Long Term Financial Plan (LTFP), NAWMA will also review its long term financial strategic objectives. We will determine appropriate financial ratios to measure our financial performance and position and set appropriate targets to define satisfactory performance. Financial sustainability and minimising costs for Constituent Councils are key objectives for NAWMA and measuring performance against key financial ratios will assist in achieving both. The development of NAWMA's Asset Management Plan (AMP) which was scheduled for FY23 will commence in FY24 and be finalised in FY25. It will have major input into NAWMA's LTFP. Business systems will continue to be improved to provide stakeholders with relevant and meaningful data to inform decision making.
- 3.5.4 Internal Control and Audit:** NAWMA will implement a robust Internal Control Audit regime in accordance with the Internal Controls Policy, Internal Audit Charter and Plan. This will involve the appointment of an external auditor following a compliant procurement process, to undertake Internal Audits at NAWMA. The Internal Audit Program will be a three (3) year program commencing in FY25 and concluding in FY27.

Table 3.5: Summary of activities to deliver on the Financial Sustainability objectives

Activity number	Activity	2018-2025 Strategic Plan Linkage	Metric
3.5.1	IT Strategy	Objective 3	IT Strategic Plan complete; scheduled projects completed on time & within budget.



3.5.2	Review of Procurement Processes	Objective 3	Value for money achieved across activities; contracts reviewed on time & in accordance with policy; cost savings; levels of service reviewed; general policy compliance.
3.5.3	Long Term Financial Strategy	Objective 3	LTFP Annual review completed; financial ratios & targets endorsed; AMP complete; business systems/processes reviewed & implemented.
3.5.4	Internal Control and Audit	Objective 3	External consultant appointed; Internal Audits completed per Internal Audit Plan; timely and adequate reporting to Audit Committee & Board.

DRAFT

Item 4.1.5 - Attachment 1 - NAWMA Draft Annual Business Plan 2024/2025



Action Number	2024/2025 Annual Business Plan Identified Priority Activities	Primary Responsible Officer(s)
3.1.1	Development of new NAWMA Strategic Plan	Chief Executive Officer
3.1.2	Continued development of Human Resources department	Corporate Services Manager
3.1.3	Continued investment in training and development of key staff	Corporate Services Manager
3.2.1	Upgrade of Pooraka Resource Recovery Centre	Chief Operations Officer
3.2.2	Recycled Paper Polishing Plant	Chief Operations Officer
3.2.3	Landfill Northern Toe Rock Batter Works	Chief Operations Officer
3.2.4	Landfill Alternative Project	Chief Executive Officer and Project Manager
3.3.1	LGAWCS and LGAMLS Risk Evaluation Action Plans	Corporate Services Manager and WHS & Environmental Officer
3.3.2	NAWMA Work Health and Safety Plan 2024-2029	Chief Operations Officer and WHS & Environmental Officer
3.3.3	NAWMA Draft Waste Management Property Risk Evaluation Report – LGAAMF	Chief Operations Officer and WHS & Environmental Officer
3.3.4	Development of NAWMA's Risk Tolerance and Appetite Levels	Corporate Services Manager
3.4.1	Review of Multi-unit Dwelling (MUD) Sites	Education and Community Projects Manager
3.4.2	Installation of a Community Recycling Hub at a Council Facility	Education and Community Projects Manager
3.4.3	NAWMA Representation/Support at Community-Focussed Events	Education and Community Projects Manager
3.5.1	IT Strategy	Chief Financial Officer
3.5.2	Review of Procurement Processes	Chief Financial Officer
3.5.3	Long Term Financial Strategy	Chief Financial Officer
3.5.4	Internal Control and Audit	Chief Financial Officer



18/03/2024

Mr John Harry
Chief Executive Officer
City of Salisbury
PO Box 8
Salisbury SA 5108

Dear Mr Harry,

RE: Draft 2024/2025 NAWMA Budget and Draft 2024/2025 Annual Business Plan

NAWMA is pleased to forward the appended Draft 2024/2025 Budget and Draft 2024/2025 Annual Business Plan for your Council's consideration.

The Draft Budget and Annual Business Plan were both considered by the NAWMA Board on Thursday 7 March 2024, and the following resolutions were carried:

8.1 FY25 Draft Budget

Moved Mr Green that the NAWMA Board:

1. Endorse the draft FY25 Budget including the Financial Statements,
2. Receive and note the draft FY25 Budget assumptions, key drivers, fees & charges and other reports as presented and attached,
3. Recommend that NAWMA Management present a further report to the May 2024 Board Meeting, surrounding priority and timing of returning to an operating surplus with consideration of the LTFF, and;
4. Endorse the draft FY25 Budget for consultation with Constituent Councils having separated out the once off items, Landfill Alternative Project, and extraordinary projects.

Seconded Cr Marsh Carried

8.5 FY25 Draft Annual Business Plan

Moved Mr Green that the Report is received and noted with the Board endorsing the Annual Business Plan to Constituent Councils for consideration.

Seconded Cr Halls Carried

Appended to this letter are the following documents:

1. Draft 2024/2025 NAWMA Budget, including:
 - a. Draft 2024/2025 Budgeted Financial Statements
 - b. Draft 2024/2025 Proposed Fees and Charges
 - c. Draft 2024/2025 New Budget Items and Capital Expenditure
 - d. City of Salisbury Draft 2024/2025 Budget Breakdown
2. Draft 2024/2025 Annual Business Plan

Thank you for the opportunity to present to Council on Wednesday 27 March at 6.30pm. This opportunity will allow NAWMA's Chairperson Mr Graham Dooley, Chief Financial Officer Mr Sid Jain and myself to provide further context on the impact to City of Salisbury, NAWMA's broader strategic

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operating environment, cost and income pressures and updates on major projects currently being undertaken by the Authority.

In line with the NAWMA Charter, we would appreciate Council considering and endorsing both the Draft 2024/2025 Budget and Draft 2024/2025 Annual Business Plan prior to Friday 31 May 2024.

Should you need to discuss these matters further please contact me on 0436 453 640 or t.terlet@nawma.sa.gov.au.

Yours sincerely



Toby Terlet
Chief Executive Officer

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ITEM	4.1.6
	URBAN SERVICES COMMITTEE
DATE	15 April 2024
PREV REFS	Urban Services Committee 4.1.5 19/04/2022 Governance and Compliance Committee 3.1.9 17/04/2023
HEADING	Review of Council Decision Construction of Car park at Treetop Court, Paralowie
AUTHORS	Sharee Klein, Manager Strategic Development Projects, City Development Mark Purdie, Manager Field Services, City Infrastructure
CITY PLAN LINKS	4.2 We deliver quality outcomes that meet the needs of our community 4.5 We engage meaningfully and our community is aware of Council initiatives
SUMMARY	This report outlines the outcome of the community consultation undertaken with four (4) properties most impacted by the proposed installation of a 12-bay rubble car park at Treetop Court, Paralowie.

RECOMMENDATIONThat Council:

1. Notes the outcome of the community consultation undertaken on the installation of a 12-bay rubble car park on Treetop Court, Paralowie and the negative impacts this will have on the immediate residents (Attachment 2 – Item 4.1.6, Treetop Court Consultation Feedback, Urban Services Committee, 15 April 2024).
2. Notes that 46 formalised car parks at Hausler Reserve are currently being constructed.
3. Rescinds Parts 3 and 4 of Council’s Resolution Number 1316/2022 (Item 4.1.5, Boardwalk Carparking Investigation Urban Service Committee, 19 April 2022),

“3. Approves the construction of a twelve-bay car park in Treetop Court as per Attachment 5 – Option 3 Boardwalk Additional Parking (12) (Urban Services, 19th April 2022, Item No: 4.1.5.)

4. Notes that expenditure of approximately \$50,000 will be required to undertake the construction of the twelve-car park off Treetop Court, subject to detailed design and costing, and that this expenditure will be included as a budget bid for the financial year 2022/23.”

- in consideration of the feedback received as part of the community consultation undertaken and the formalised car parks being constructed at Hausler Reserve.

ATTACHMENTS

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

1. Attachment 1 - Treetop Court Car Park Plan
2. Attachment 2 - Treetop Court Consultation Feedback

1. BACKGROUND

- 1.1 In April 2022, the Strategic Development Projects undertook a study of car parking within the Boardwalk development.
- 1.2 Investigations indicated that there is ample parking throughout the Boardwalk at the Greentree master planned development although it is not located immediately adjacent to those dwellings with one car parking space.
- 1.3 To reinforce appropriate parking locations, it was recommended that parking signage be reinstated in Chesser Row, adjacent the Jewel development.
- 1.4 It was also proposed that an educational pamphlet be distributed to residents within the Boardwalk development regarding available parking areas and that the parking situation be monitored following installation of signage and distribution of the pamphlet.
- 1.5 Investigation also took place on installing a 12 bay car park on Treetop Court to improve car parking opportunities to access the walking trail that adjoins the Little Para. The car park would improve accessibility for residents outside of the development to enjoy the amenity of the trail that connects to the Dry Creek Linear Trail and the Northern Connector Shared Use Path.
- 1.6 At its meeting held on 26 April 2022; it was resolved that Council:
 1. Approves the Administration organising for the reinstatement of parking signage within Chesser Row at a cost of \$1500.
 2. Approves the Administration sending out an educational pamphlet to residents within the Boardwalk development that outlines the availability of car parking and a reminder on parking rules.
 3. Approves the construction of a twelve-bay car park in Treetop Court as per Attachment 5 – Option 3 Boardwalk Additional Parking (12) (Urban Services, 19th April 2022, Item No: 4.1.5.)
 4. Notes that expenditure of approximately \$50,000 will be required to undertake the construction of the twelve-car park off Treetop Court, subject to detailed design and costing, and that this expenditure will be included as a budget bid for the financial year 2022/23.
 5. That staff give further consideration to additional car parking opportunities in the Boardwalk Estate including along Greentree Boulevard.
- 1.7 On 19 October 2022, Council received an application to review certain decisions of the City of Salisbury (Council) in relation to the construction of a car park at Treetop Court (Car park proposal) in accordance with section 270 of the Local Government Act 1999. Administration engaged Kelledy Jones Lawyers to undertake the review and the findings were presented to the April 2023 Council meeting.

1.8 At its meeting held on Monday, 24 April 2023, it was resolved that Council:

“2. Approves putting the Treetop Court carpark project on hold and undertaking public consultation, on a discretionary basis and in accordance with its Public Consultation Policy, with the applicants, as well as any other impacted resident(s), prior to its re-consideration of the Carpark proposal.”

2. EXTERNAL CONSULTATION / COMMUNICATION

2.1 Consultation was undertaken with residents at numbers 1, 2, 3, and 4 Treetop Court, Paralowie.

3. DISCUSSION

3.1 Community consultation was undertaken with residents of the four properties on Treetop Court, Paralowie. Consultation included a meeting on site on 19 December 2023.

3.2 The site meeting provided an opportunity to explain the objectives of the car park proposal, discuss the site map and to clearly articulate the location of the proposed car park, and provide an opportunity for the residents to respond to the proposal. A copy of a site map showing the proposed location of the car park is provided in Attachment 1- Treetop Court Car Park Plan.

3.3 Residents from two (2) of the four (4) properties attended the site meeting and expressed concerns over the development. The concerns expressed at the site meeting are summarised below:

3.3.1 Increased traffic movements.

3.3.2 Dust nuisance generated from rubble surface.

3.3.3 Potential for antisocial and unsafe behaviours in the car park/precinct.

3.3.4 Noise impacts.

3.3.5 Impacts to property values.

3.3.6 Reduced amenity of the reserve and views from their properties.

3.4 Letters were also sent to the abovementioned properties inviting written submissions to the proposed car park.

3.5 Written submissions were received from two (2) of the four (4) properties, both opposing the car park development. The issues raised in the written submissions are similar to the above summary of the site meeting, and are provided in Attachment 2 – Treetop Court Consultation Feedback.

3.6 One of the residents sent a further email identifying an alternative location for a carpark next to the playground.

3.7 In April 2022 investigation was undertaken to identify any areas that could be used to expand parking availability within the Boardwalk development. A number of locations were identified on site as not being acceptable with the main factor being the location of existing services and were not pursued. The only option identified as having some merit was at the end of Treetop Court.

- 3.8 Additional measures recommended such as signage and education pamphlets have been implemented to improve non-compliant parking practices within the precinct following the initial Council report in April 2022.
- 3.9 Plans are currently underway to formalise the car park at Hausler Reserve as part of an upgrade project. This will provide increased opportunities for parking and access to the Little Para trails in this precinct.

4. FINANCIAL OVERVIEW

- 4.1 The costs to construct the 12-bay rubble car park are estimated to be in the order of \$60,000, subject to detailed design and costing.

5. CONCLUSION

- 5.1 Consultation on the proposed 12-bay rubble car park has been undertaken with four (4) properties directly across from the proposed location of the Treetop Court Car Park.
- 5.2 Representatives from two (2) properties have provided written submissions objecting to the proposal. with concerns raised including obstruction of views, decrease in property value and public nuisance at all times of the day and night.
- 5.3 It is noted that the car park at Hausler Reserve is current being constructed. This car park nearby will provide 46 formalised car spaces. This will offer improved opportunities for parking and accessibility to the Little Para Reserve in this area for both local residents and the wider community.
- 5.4 Given the above information it is recommended that the previous decision of Council to construct a car park at Treetop Court be rescinded.



Item 4.1.6 - Attachment 1 - Treetop Court Car Park Plan

Treetop Court Consultation – Proposed Car Park

SUGGEST REDACT THE HIGHLIGHTED AREA

Submission 1 – email received 14th January 2024

To Mr Tony Calandro .

Regarding proposal of car park on Treetop court Paralowie ..

I [REDACTED] Paralowie Dissapprove with the establishment of the car park adjacent my house.

In this statement i will address with dot point the reasoning on why i decided to purchase my land on Treetop court and build my home . I will then dot point the affect of the infrustructure on my home life.

Boardwalk Developer insured these reasonings below.

- * A nature gifted reserve directly in front of my home which would never have any kind of infrastructure built there.
- *Street tucked away with Privacy and safety
- *Plans visually state Reserve.
- *Plans stated Enviromental conservation area.
- *Plans state 5 testing wells for chemical testing are established with concrete lid access directly in front of 3 and 2 Treetop crt .
- *Developers Encumbrances strictly put into place for home owners to have the best unrestricted view of River and Nature , There fore our homes are not to have any fence on frontage or between each home . no carport or other structure that cld impose on a unrestricted view .
- *Roads Infrastructure have restricted parking on adjacent road for no parking marked with yellow lines in front of 4,3,2.
- *The above references from the development of the Boardwalk are very appealing for a peaceful unobstructed view of living with . With this in mind I paid a Premium higher price for my land to have the view , peacefulness, safety of a short street , extremely low traffic ,low noise and knowing my mental health diagnosis will not be interrupted by negative infrastructure.

IMPACT OF CAR PARK

- *Obstructed view of river and nature
- *Ugly Distraction of nature reserve and river .
- *Ugly view from home frontage
- *24 hour vehicle traffic noise
- *24 hour disturbances
- *24 hour people talking and walking in front of my house
- *Safety concerns with people engaging in front of my home.
- *car emissions will be prevalent and impact vegetation and health of residences.
- *Logistics will cause congestion of cars . The street is only 4 houses long , residents will find frustration with reversing out of their homes with a 12 car parking placement.

*Car park rubble foundation will encompass a lot of air born debris including sands and stone , this will cover residents homes vehicle's and front gardens , also making noise of vehicle's driving over it.
*Car park can be an attraction for wrong doings as it is in a secluded position away from police attention and main traffic.
*The impact of my health will deteriate immensely if a carpark was to be placed in front of my home .
*I would not of purchased land here to build my home knowing a car park was to be built in front of my house .
* FINALLY My house will depreciate in value by many many thousands of dollars if a car park was to be built

CAR PARK PROPOSAL WALEPOLE ROAD

I will attached a picture of the Boardwalk vicinity of proposed car park in my next email
please take in my consideration on this car park .

Regards from - [REDACTED]

Submission 1 – further email received 14th January 2024

To Mr Tony Calandro.

[REDACTED] propose a suitable car park location for Boardwalk residents.

Where : Walepole rd end near playground .

Why :

- *Non envassive to vegetation or residents in the boardwalk development .
- *Access point for families or visitors .
- *Access to playground .
- *Access path to Oval picnic area with shelter and seating .
- *path to Jetty platform with seating & duck feeding.
- *Adjacent Town House parking .

Attached is a copy of my drawn diagram of suggestion.

Thank you .

Regards [REDACTED]

Submission 1 – further email received 23rd January 2024

To Mr Tony Calandro .

Following on from my 2 previous emails i would like to information .

I had my house appraised by of professional realeste agent today .
This was for the purposed on how much the car park will devale my home .

Results on this pending on market could range from \$50,000 to \$70,000 .

The realestate agent is writing up a formal statement and will be forwarding this to me asap .
I will forward to you as soon as i recieve .

Given the cut of date for home owners to send you their opinions on the car being installed ends tomorrow i wanted to give you the above information today and let you know the formake statemen is to come .

[REDACTED]

Submission 2 – email received 3rd February 2024.

Hi Mr Tony,

[REDACTED]

I am opposing carpark on treetop court, paralowie. I don't want to have any external traffic front of my property and would like to have privacy.

I bought this land just because there are only four houses and no future extension to the streets.

I am strongly opposing this carpark and going to take legal action if council takes decision to build carpark.

I am still overseas so I missed email respond date. Today my friend visited my house so he send me picture notice.

Please see attached flight ticket for the proof. I am still overseas so please provide me further update or your decision via email on [REDACTED]