

NOTICE TO THE MAYOR AND COUNCILLORS.

An ordinary meeting of the Council of the City of Prospect will be held in the Tirkanthi Kuu Room, Level 1 at Payinthe, 128 Prospect Road Prospect on **Tuesday 25 August 2020 at 7.00pm.**

AGENDA

Members of the public are advised that meetings of Council are live streamed on Council's YouTube Channel and video recorded.

1. Opening

- 1.1 Acknowledgment of the Kaurna people as the traditional custodians of the land
- 1.2 Council Pledge

2. On Leave

3. Apologies – Cr A Harris

4. Declaration by Members of Conflict of Interest

5. Confirmation of Minutes of the Ordinary Meeting of Council held on Tuesday 28 July 2020

6. Public Question Time

- 6.1 Public Question on Notice
(Page 1)

7. Petitions - Nil

8. Deputations

- 8.1 Mark Standen – Prospect Gardens / Narnu Wirra Upgrade

9. Questions without Notice

10. Reports for Decision

- 10.1 [Local Heritage Transition Development Plan Amendment Update and Submission of Statement of Intent- From SPDPC](#)
(Pages 2-8, Recommendation on Page 3)
- 10.2 [Housing Diversity and Desirable Neighbourhoods Study – Study Update and Draft Report – From SPDPC](#)
(Pages 9-21, Recommendation on Page 11)
- 10.3 [Section 221 Application – 60 Belford Avenue, Prospect](#)
(Pages 22-35, Recommendation on Page 22)

- 10.4 [Section 221 Application – 69-73 Prospect Road, Prospect](#)
(Pages 36-74, Recommendation on Page 37)
- 10.5 [Green Adelaide Water Sustainability Grants 2020/2021 – Grant for Resilient East WSUD Implementation](#)
(Pages 75-85, Recommendation on Pages 75-76)
- 10.6 [School Consultation Results – Traffic Management Around Schools](#)
(Pages 86-94, Recommendation on Pages 87-88)
- 10.7 [40km/hr Speed Limit – City of Port Adelaide Enfield Impact](#)
(Pages 95-103, Recommendation on Pages 96)
- 10.8 [Driveway Crossover Policy](#)
(Pages 104-119, Recommendation on Pages 104-105)
- 10.9 [Policy Review and Update of Existing Policy](#)
(Pages 120-133, Recommendation on Page 120)
- 10.10 [Unreasonable Complainant’s Policy](#)
(Pages 134-148, Recommendation on Pages 134-135)
- 10.11 [SA Waste & Food Strategy - Response to Consultation](#)
(Pages 149-159, Recommendation on Page 149)

11. General Business – Urgent Business

Council has resolved that an Agenda Item “General Business – Urgent Matters” be included on the agenda to enable members to raise matters of a genuinely urgent nature, is not a change to Council Policy and cannot wait until the next Council meeting recognising that the leave of meeting will be required for each item on each occasion.

12. Reports for Information

The Council has adopted the protocol that only those items on the Council Agenda provided for information (to receive and note) may be adopted without further discussion.

- 12.1 [Mayoral Monthly Activity Report](#)
(Pages 160-161)
- 12.2 [Strategic Planning & Development Policies Committee Meeting Minutes 30/07/2020](#)
(Pages 162-164, Recommendation on Page 162)
- 12.3 [Planning Reform Update August 2020 – Final Phases](#)
(Pages 165-167, Recommendation on Page 165)
- 12.4 [Value of LGA Membership](#)
(Pages 168-175, Recommendation on Page 168)

13. Council Member Reports and Briefings

14. Motions on Notice - Nil

15. Questions with Notice - Nil

16. Confidential Items - Nil

17. Meeting Closure

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Nigel McBride
Chief Executive Officer

20 August 2020

AGENDA ITEM NO.: 6.1

TO: Council on 25 August 2020

FROM: Chief Executive Officer

SUBJECT: Public Question on Notice

The following public question on notice was received from Marilyn Kingston via the online form on Council's website.

'When the Vine Street Plaza redevelopment was designed, why did it not incorporate a play area for young children (pre-school children in particular)?

It is an ideal site for families (library, shopping, cafes) commonly frequented by parents, grandparents after school drop off and pick up, and would complete a family friendly area that would definitely be utilised. It would be better than little ones playing on light features, steps and seats or sitting in cafe playing on parents mobile phones. It would add value to the area as being family inclusive. The west ward and Central business area is sadly lacking in areas where young children can be accommodated and have opportunities to play and develop gross motor skills, while parents/careers/grandparents can conveniently meet, have a coffee and watch over the children. Maybe then, the children will be better able to manage their exuberance in the library, relax and enjoy the books and a story.

The business area has an abundance of parent friendly locations, but not many places suitable for people with young children, especially since Komodo removed the parent/children area at the back.'

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|-------------------------|--|
| AGENDA ITEM NO.: | 10.1 |
| TO: | Council on 25 August 2020 |
| DIRECTOR: | Nathan Cunningham, Director Community & Planning |
| REPORT AUTHOR: | Scott McLuskey, Manager Development Services |
| SUBJECT: | Local Heritage Transition Development Plan Amendment Update and Submission of Statement of Intent – From SPDPC |

1. EXECUTIVE SUMMARY

The July 2020 meeting of the Strategic Planning and Development Policies Committee (SPDPC) considered the detail and recommended support for a Statement of Intent (the first step) for a Local Heritage Transition Development Plan Amendment. This report to Council reflects the detail of report and the discussions arising through the SPDPC.

As part of the development of the Planning and Design Code (the Code), heritage and character will transition from Development Plans into the Code predominately through a series of overlays. These overlays aim to address different sorts of heritage and character types with each overlay having a different level of protection and development controls. Within the Code:

- Existing State Heritage Places, State Heritage Areas and Local Heritage Places will transition directly via inclusion under three specific new overlays (State Heritage Places Overlay, State Heritage Areas Overlay and Local Heritage Places Overlay).
- Existing Historic Conservation Zones and Policy Areas will transition via a new 'Local Heritage Area Overlay'.
- As has been well publicised, 'Contributory Items' will not form part of the Code. The system intends to use the Local Heritage Area Overlay to address these places and neighbourhoods. The protection afforded to these items currently comes from their location in particular zones or policy areas, and will now come from being located within an overlay, meaning the loss of the terminology has minimal impact on the development assessment process.

The State Planning Commission and Department of Planning, Transport and Infrastructure (DPTI) earlier in 2020 indicated that Councils can undertake a Development Plan Amendment (DPA) to 'upgrade' Contributory Items to Local Heritage Places if they are able to be assessed as meeting the Local Heritage Criteria.

The 'Heritage in Transition' document prepared by the State Planning Commission confirms that if Councils wish to investigate listing new Local Heritage Items that aren't existing contributory items in the Development Plan, or establishing a new Local Heritage Area, those investigations can only commence after the Planning and Design Code has been introduced, not under the transition DPA arrangements.

Council allocated funds in 2019/2020 budget to commence a Local Heritage DPA to investigate whether any of the existing 169 Contributory Items in the Prospect (City) Development Plan are suitable for inclusion in the Planning and Design Code as Local Heritage Places.

A staged review of existing contributory items has been concluded, with detailed consideration being undertaken by Council staff together with Hosking Willis Architects against the legislated assessment criteria.

That detailed review has led to a draft Statement of Intent (SoI) being prepared to undertake a 'Heritage in Transition DPA'. The SoI provided **under separate cover** proposes an elevation of 59 places to a Local Heritage listing and this document was supported by the SPDPC. In discussions, the SPDPC requested that some improved photos of the places could be added, this has now been undertaken and inserted.

2. RECOMMENDATION

- (1) Council having considered Item 10.1 Local Heritage Transition Development Plan Amendment Update and Submission of Statement of Intent, receive and note the report.**
- (2) Council endorse the Local Heritage Transition Development Plan Amendment Statement of Intent (provided under separate cover), including providing supporting text to criteria (a) as detailed in this report, for submission to the Minister for Planning (with the inclusion of updated photographs for some items and as subject to minor administrative amendments).**

3. DISCUSSION

The State Planning Commission and DPTI have indicated that Councils can undertake a DPA to review and potentially 'upgrade' Contributory Items to Local Heritage Places where they meet the Local Heritage Place Criteria. The review of items against the criteria must be undertaken by an appropriately qualified heritage consultant or heritage architect.

The outline below confirms the required steps for a 'Transition Local Heritage DPA', which is slightly different to the longstanding DPA process which has been in place under the Development Act since 1993. A key difference is that Council has been required to investigate each item for potential elevation to a Local Heritage Place, via the preparation of Local Heritage Sheets, prior to the Statement of Intent to undertake the DPA being agreed to by the Minister for Planning. The process that Council will need to follow in undertaking our Local Heritage Transition DPA is outlined in the table below.

| STEPS FOR A TRANSITION LOCAL HERITAGE DPA | |
|--|---|
| Step 1 | Assess the Contributory Item for potential Local Heritage Place listing. |
| Step 2 | Prepare Statement of Intent (SOI) with Local Heritage Data Sheets for recommended places. |
| Step 3 | Lodge SOI with DPTI for consideration by the Minister for Planning. |
| Step 4 | Following approval by the Minister prepare the DPA lodge the Local Heritage Data Sheet with DPTI to prepare the DPA mapping and include into the Heritage database. |
| Step 5 | Community Consultation- 8 weeks consultation including letters to affected landowners and occupiers. It is noted that the Department has confirmed there will be NO Interim Operation of Transition Local Heritage DPA's. |
| Step 6 | Council considers the submissions and provides the Local Heritage DPA (and information package). |
| Step 7 | The State Planning Commission conducts hearing for objectors to Local Heritage listings and prepares its recommendations. If amendments are proposed, the State Planning Commission will need to consult with Council and provide advice to the Minister for Planning for approval. |
| Step 8 | The Minister considers the Commission's advice and decides whether to approval all listings as proposed by Council or amend the list as provided by Council. |
| Step 9 | If Amendments are proposed the Minister will consult Council on the proposed amendments. |
| Step 10 | Following Council's response, the Minister finalises the decision on the DPA, the DPA is gazetted and the listings entered into the Planning and Design Code (the Prospect Development Plan will no longer exist at this point) |
| Step 11 | The DPA will be referred the Environment Resources and Development Committee of Parliament for Review. |

Council will also be undertaking additional communication and consultation with key stakeholders in accordance with its Communication Strategy for the DPA (**Attachment 1**). Background information will be provided to owners of the proposed local heritage places that outline the full implications of the listing and resources available to support the listing. Additional City of Prospect website summary of DPA and feedback opportunities will be available for all stakeholders and the community.

The State bodies have acknowledged this DPA is unlikely be able to be undertaken ahead of the implementation of the Planning and Design Code (albeit as of last week, that implementation has been delayed). The State is allowing for the final revised DPA (Step 6) to be submitted to the Department by June 2021. City of Prospect is on track to meet this timeframe.

As part of the DPA investigations a review of demolition applications within the Historic Conservation Policy Areas was undertaken. This review confirmed that no contributory items have been subject to 'stand-alone' demolition applications. A review of development applications for new dwellings within the Historic Conservation Policy Areas

was also undertaken. This review confirmed that no contributory items have been subject to a replacement dwelling/demolition application.

Council engaged an independent heritage consultant (Hosking Willis Architects) to undertake a review of the existing 169 Contributory Items contained in the Prospect (City) Development Plan as to suitability for upgrade to Local Heritage Items. This work was also supplemented and supported by a review from Council staff.

The heritage consultant undertook a two stage assessment process of the contributory items within City of Prospect. This involved the consultant undertaking an initial review and street inspection with Council staff to identify the most likely dwellings to meet the local heritage criteria and a second more detailed assessment of each of the nominated items. Based on the visual (street) inspections by members of the Development Services Team and Hosking Willis Architects, it was revealed that many existing contributory items could be readily identified as extremely unlikely to meet the built form criteria for listing as local heritage items. This was based on the items having undergone significant modifications and/or the condition of the items were not considered to be worthy of listing.

The initial result of these investigations indicated that sixty two (62) items (out of 169 Contributory Items within the Prospect (City) Development Plan) should undergo a more detailed assessment of heritage character against the legislated Local Heritage Place criteria pursuant to Section 23 (4)(a) of the Development Act in order for them to be considered appropriately for a change in status.

The result of this more detailed analysis was that fifty nine (59) items were considered by the heritage consultant as meeting the local heritage place criteria and therefore suggested for elevation. These items are all outlined in the SoI with the assessment detailed in their heritage assessment sheets.

These 59 items are included in the Local Heritage Transition Development Plan Amendment SoI, proposing they be upgraded from Contributory Items to Local Heritage Places. Around a dozen photos were provided where views of the front of the buildings were substantially obscured by front fences or vegetation screening, and they have been updated to improve the images (wherever possible) as part of the SoI package that Council will send to the Minister.

The 59 specific properties are detailed in the SoI to be submitted to the Minister for Planning to reach an agreement to undertake a Local Heritage Transition Development Plan Amendment (DPA) affecting those properties. SPDPC at its last meeting in July, indicated that the relevant criteria should be strengthened to reinforce the heritage merits of places. For this purpose, it is proposed to provide additional text to support and strengthen criteria (a) by using extracts from the existing expert design advice within the 'Statement of Heritage Value' (and underlined). For example,

(a) it displays historical, economic or social themes that are of importance to the local area as it is indicative of the consolidation of residential development in Prospect during the 1890s, through speculative building projects that are important local examples of a significant style of domestic architecture that characterised the period.

Once the agreement has been reached with the Minister for Planning to undertake the DPA, Council staff will prepare the DPA document and undertake community consultation on the DPA. This will include writing to the owners of each existing Contributory Item to

provide them with the opportunity to comment on the proposed elevation of their property to a Local Heritage Place.

While specific properties to be included in a Heritage DPA would generally be considered in confidence until such time as the Minister grants interim operation to the DPA e.g. the heritage protection comes into immediate affect while the merits of listing are explored, in this instance the Minister for Planning has indicated that Heritage in Transition DPA's will not be granted Interim Operation as the properties proposed to be listed as Local Heritage Places are already Contributory Items within Historic Conservation Policy Areas; affording them reasonable protection.

Funding

Funding for the DPA has been allocated from the current 2020/21 financial year annual business plan.

Community Involvement

Community engagement is in accordance with legislative requirements as detailed in the table above (Steps 5 & 7) - 'Steps for a transition Local Heritage Places DPA' and the Communication Strategy (**Attachment 1**).

Concluding Statements

The Heritage in Transition DPA process to date has involved an assessment of existing Contributory Items by Council staff and qualified heritage consultants.

The list of Contributory Items recommended for upgrade to Local Heritage Places is contained within the Statement of Intent (SoI) for submission to the Minister for Planning seeking agreement to undertake the DPA.

Following Council endorsement of the Statement of Intent and submission to the Minister for Planning, Council staff will prepare the DPA (given the investigations into the items has already been undertaken will mean this can be undertaken fairly quickly) and undertake community consultation activities on the DPA, including direct consultation with each affected property owner.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 1 – People “know, empower, celebrate, educate and activate our community”

Strategy 1.1 Know our community

- *DPA involves extensive legislated stakeholder and community consultation.*

Strategic Plan to 2020 Theme 2 – Place “loved heritage, leafy streets, fabulous places”

Strategy 2.1 Respect the past, create our future

- *Protecting valued heritage items and streetscapes.*

Strategic Plan to 2020 Theme 3 – Prosperity “more jobs, more investment, more activity, more vibrancy”

Strategy 3.1 A stronger local economy

- *Improved living areas encouraging higher property values, local employment and business.*

Strategic Plan to 2020 Theme 4 – Services “leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.4 Accountable and people-focused services

- *The DPA responds to community expectations.*

This DPA is considered to be consistent with the themes, strategies and outcomes of Council’s Strategic Plan 2020.

ATTACHMENTS

Under Separate Cover: **Local Heritage Transition Development Plan
Amendment Statement of Intent**

Attachment 1: **Communication Strategy**

Communication Strategy

The Local Heritage Transition DPA is subject to legislative requirements under Section 25(1) of the Development Act 1993 and steps within the DPA Timetable as contained within the Statement of Intent and subject to agreement with the Planning Minister. The following consultation initiatives, including both legislative requirements and matters that go beyond the legislation, are to be undertaken in relation to the Local Heritage Transition DPA:

Table: Communication Strategy Matrix

| Level of risk (high to low) | Stakeholders | Recommended communication initiatives |
|-----------------------------|---|---|
| 1. | Owner of Contributory Item | <ul style="list-style-type: none"> Letter of notification about proposed Local Heritage Place, information about full implications of listing and resources to support a listing to all owners and opportunity to make a submission Provide Prospect website link with summary of DPA and feedback opportunity Legislative requirements in accordance with the Statement of Intent |
| 2. | Other stakeholder (DPTI, DEW, Federal and State Members, Adjacent Councils, Local Groups) | <ul style="list-style-type: none"> Letter of notification about proposed Local Heritage Place and opportunity to provide a submission Provide Prospect website link with summary of DPA and feedback opportunity Legislative requirements in accordance with the Statement of Intent |
| 3. | Within the locality | <ul style="list-style-type: none"> Legislative requirements in accordance with the Statement of Intent Prospect website link with summary of DPA and feedback opportunity |
| 4. | Beyond the locality | <ul style="list-style-type: none"> Legislative requirements in accordance with the Statement of Intent Prospect website link with summary of DPA and feedback opportunity |

To provide clarity to stakeholders about the reasons for undertaking this process, background information will be provided in the letters sent to owners of relevant contributory items that are proposed to become Local Heritage Places, as follows:

- Full implications of what a local heritage place listing means to a property (planning policy, economic considerations & community expectations)
- Resources available to support a listing (local heritage grant funding).

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| AGENDA ITEM NO.: | 10.2 |
| TO: | Council on 25 August 2020 |
| DIRECTOR: | Nathan Cunningham, Director Community & Planning |
| REPORT AUTHOR: | Rick Chenoweth, Senior Policy Planner |
| SUBJECT: | Housing Diversity and Desirable Neighbourhoods Study – Study Update and Draft Report – From SPDPC |

1. EXECUTIVE SUMMARY

This report, as recently presented to and supported by the Strategic Planning and Development Policies Committee (SPDPC), provides a final draft Housing Diversity and Desirable Neighbourhoods Study for Council endorsement (as recommended by the SPDPC).

The report outlines a number of tasks that have been recently undertaken as part of finalising the Study, as well as a description of the findings.

For clarity, the intent of the Housing Diversity and Desirable Neighbourhoods Study has been to work in collaboration with the community and our stakeholders to:

- *Explore and define Prospect's residential character within its Residential Zone*
- *Acknowledge and review emerging trends, influences and community expectations on local housing styles and forms and plan for these changes accordingly*
- *Draft a desired residential and character position for residential zoning in City of Prospect that could influence the new State-wide Planning and Design Code.*

Since the SPDPC meeting earlier in 2020 on this topic, the following tasks relating to the development of the Housing Diversity and Desirable Neighbourhoods Study were undertaken:

- Planning and Design Code progress – series of discussion/meetings with DPTI staff, review, report to Council and preparing a submission to State Planning Commission (SPC) as part of the consultation process (Oct 2019 to February 2020). On-going follow-up discussions with DPTI staff as part of the consultation review (post February 2020)
- Testing and modelling of Local Housing Responses – to respond to emerging trends infill housing responses have been reviewed to determine their suitability within local character areas
- Community Sessions 3 and 4 – on-line drop-in and recorded afternoon session on 27 May 2020 and an evening presentation session at Council with on-line participation on 2 July 2020

- Preparation of a draft Report on the Study – consolidate the findings from the suite of investigations and engagement feedback from stakeholders and community
- Co-housing for Ageing Well Project – Prospect’s involvement on a project team involving other local councils, SPC, DPTI, Office for Ageing Well and University of SA including the development of a new housing model for established urban residential areas and preparing a submission for the Planning and Design Code (Aligned Study)
- Vegetation Analysis for City of Prospect - The City of Prospect as part of a wider Adelaide Project has had 3D digital modelling (LiDAR data) undertaken (2019) that has provided a clearer picture of the amount and distribution of vegetation within the council area and subsequently the assessment of its relationship with infill housing. (Aligned Study)

The Housing Diversity and Desirable Neighbourhood Study involved a suite of investigations and consultation designed to determine the existing housing trends and issues, along with detailed analysis of the residential character within City of Prospect.

The Study also sought to understand, document and define the current residential character present within City of Prospect to enable the mapping of character areas and to provide details on Prospect’s specific character attributes that can be used to deliver desired design responses.

The study included a number of engagement sessions and activities with community and stakeholders around housing preferences, choice and gaps in the local housing market. It went on to review current planning policy approach within residential zones of the City of Prospect Development Plan and considered the future approach under the Planning and Design Code.

The study (even in its earlier Draft form) informed City of Prospect’s feedback to the State and this has assisted to achieve a good future policy framework under the Draft Planning and Design Code. It is testament to the quality of the process and the findings of the Study as it was able to positively influence the City of Prospect’s policy content in the Planning & Design Code. The findings can also be positively used to progress and align other Council projects (eg. green canopy, cross-over and road verge schemes, open space strategy, heritage initiatives, walkable communities).

Refer to **document under separate cover** – Draft Final Report on Housing Diversity and Desirable Neighbourhoods Study which is recommended for adoption by Council staff, as well as the SPDPC who considered this matter in detail at its recent meeting.

The work for this study is relatively unique across South Australia and the way it has assisted City of Prospect in influencing the Planning & Design Code is a positive for our community. Currently the team are looking at options to put forward the study, its research approach and its consultation processes for award nominations through the Planning Institute of Australia, and potentially others.

2. RECOMMENDATION

- (1) Council having considered Item 10.2 Housing Diversity and Desirable Neighbourhoods Study – Study Update and Draft Report – From SPDPC receive and note the report.**
 - (2) Council endorse the Housing Diversity and Desirable Neighbourhoods Study - Draft Final Report (provided under separate cover) and as recommended by the Strategic Planning and Development Policies Committee at its July 2020 Meeting.**
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3. DISCUSSION

To achieve the project objectives the following investigations and engagement were undertaken:

- Recognise and incorporate stakeholder and community expectations through a series of workshops, community sessions, on-line surveys/ networking/ information resources, school presentations and magazine articles
- Acknowledge emerging trends and issues for Prospect with the preparation of an Issues Paper on 'Trend Analysis and Challenges for City of Prospect' and incorporating new initiatives (e.g. 3D digital modelling of Vegetation Analysis for City of Prospect)
- Outline and review current planning policy as contained within the City of Prospect Development Plan to identify and acknowledge desired character and development opportunities
- Undertake comprehensive Streetscape Analysis of residential streets to identify character areas and the key character attributes for Prospect
- Utilise the project investigations and engagement feedback to develop new housing responses for Prospect
- Review new policy as part of the State Planning Review and introduction of the Planning and Development Code and utilise the findings of this Study to provide feedback to State Government as part of their consultation process and future Code Amendments
- Collate the findings and summarise desired actions as contained in this report to provide a considered local response that can be supported by Council.

Recent tasks that have been undertaken in the lead-up to the July SPDPC Meeting, include:

(a) Community Sessions

The final round of Community Sessions was to be undertaken on 30 March 2020, but these sessions were postponed due to COVID-19 restrictions at the time.

Community session 3 was re-scheduled and re-purposed to operate as an on-line drop-in session on 27 May 2020. Community Session 4 was held on 2 July 2020 from 6 to 8pm and at this point in time we were able to undertake the session in person at Payinthe as well as through a live stream. These sessions hosted 9 online and 12 participants respectively.

Participants provided feedback or questions on the progress of the study around use of the residential code, potential for laneway housing, new forms of housing in Prospect, dwelling design, private certification and potential for smaller allotments and dwellings, housing affordability, protection of Mixed Character Areas, importance of dwelling design and importance of suitable materials and built form.

Participants generally felt that the key elements of character seems to be captured by the Study's work on Prospect's Character Attributes e.g. setbacks, fencing, landscaping, materials etc.

Feedback was also received that the project has had a positive impact in terms of changes to the draft Planning and Design Code e.g. removal of General Neighbourhood (replacement with Suburban Neighbourhood Zone) and introduction of Character Area Overlay. Community feedback (along with previous feedback) has been used to inform our Study response.

(b) Testing and modelling of Local Housing Responses

In order to respond to emerging trends and reflect the Prospect context, sensitive infill development is needed in existing residential areas to increase the diversity of the housing stock, replace dwelling that have reached the end of their useful life and at the same time to reflect desired neighbourhood character.

This Study considers how infill development can be locally delivered and explores other desired local housing responses where existing older homes can be retained to maintain streetscape character or modified or added to in order to create one or more additional dwellings on an existing site.

(c) Planning and Design Code Input

The State-led consultation period for the draft Planning and Design Code – Phase 3 was undertaken between October 2019 and February 2020 with Council providing a submission to the State Planning Commission (Council Meeting on 25 February 2020).

Since then, Council staff had remained involved with on-going negotiation with DPTI staff about reviewing the draft Planning and Design Code – For Consultation and various issues were raised, including amending residential zones and further refining a Character Area Overlay over residential areas in City of Prospect.

Character Area Statements were prepared by council staff to be included in the Code and intended to cover Prospect's Character Attributes. These were adopted by Council in November 2019 and provided to DPTI for inclusion in the Planning and Design Code. DPTI released a Planning and Design Code (Updated Report) in December 2019 that identified these Character areas are to be included in the Planning and Design Code and will apply to the residential areas of City of Prospect. While the inclusion of the Character Areas for Prospect was considered a positive

addition to the draft Code, not all of the recommended content provided by Council was included in the Character Areas and Council staff are continuing to advocate for a refinement of the Character Statements in line with those provided by Council and the findings of the Housing Diversity and Desirable Neighbourhood.

(d) Review and alignment of allied projects

Two separate projects (Co-housing Project and 3D Vegetation Analysis) that have a direct relationship with the Study have been reviewed and their implications assessed and incorporated into the study findings.

The Co-housing Project provides a sensitive infill housing initiative within character areas and the Vegetation Analysis Project provides meaningful data on vegetation canopy statistics within Prospect and the ramifications for further built form infill development within residential sites and the public realm.

Study Findings

(a) City of Prospect's Character

One of the key tasks for the Study was to explore and define City of Prospect's residential character with a view to including these features within updated planning policy contained in the Planning and Design Code. Given the diversity of housing stock, streetscapes and eras of establishment across the City, this was a challenging and multilayered task.

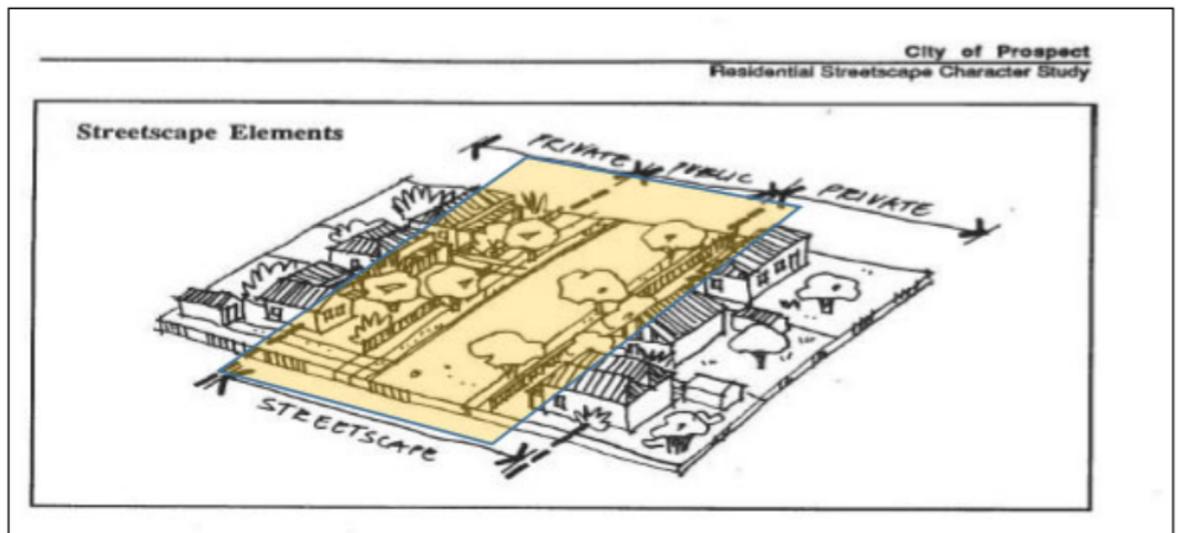
Eleven streetscape character attributes were identified as being readily identifiable for the local area and these were tested for character patterns within the selected streets. The eleven character attributes were:

1. lot size/dwelling size
2. frontages
3. front setback
4. side setback
5. height & dwelling type
6. garages & carports
7. crossovers
8. landscaping
9. dwelling styles
10. front façade wall materials
11. traditional features.

Streetscape analysis was undertaken in 62 streets comprising around 1500 properties across the City which provided a framework for the development of the character attributes that are important to Prospect.

Streetscape analysis is an analytical tool that describes the physical characteristics or patterns of a streetscape. The streetscape character of a locality is defined by the spatial arrangement and visual appearance of built and landscape features when viewed from the street. The streetscape area is shown in Figure 2 (highlighted area) and incorporates features viewed from the street within both the public and private realms.

Figure 2: The area comprising the streetscape



The streetscape analysis showed the existence of three types of character traits within the residential areas being:

- Residential Streetscape Landscape Character (where landscape is a dominant feature and built form attributes are varied)
- Residential Streetscape Built Form Character (where built form attributes are coherent or dominant);
- Residential Streetscape Mixed Character (where built form and landscape attributes are varied).

The analysis, showed the existence of consistent character traits occurring within the R560 policy area (Landscape and Built Form Character). The R450 policy area is primarily of consistent Built Form Character with some Mixed Character precincts and the existing R350 policy area is primarily of Mixed Character with some consistent Built Form Character precincts. The R200 policy area is comprised entirely of Mixed Character. Refer to Section 4.8.1 – Character Area Mapping in attached Draft Final Report on Housing Diversity and Desirable Neighbourhoods Study.

The character attributes described above and outlined in detail in Section 4.8.2 in attached Draft Final Report on Housing Diversity and Desirable Neighbourhoods Study are summarised below:

Character Attribute No.1: Allotment Size & Frontages (land division pattern)

The existing Prospect character comprises residential properties that largely display the original land division pattern following grid type street patterns and regular rectilinear allotments. Allotment sizes show a direct relationship with policy areas that are based on minimum site areas. R560 policy area comprises the largest properties with primarily very large lots over 900sqm & R450 has large lots of between 600 to 900sqm. Minimum site area and frontages seem to be protecting the original land division pattern in these areas. R350 shows some variability between moderate lots of between 280 to 600sqm and large lots of 600 to 900sqm. This reflects the differential spatial take-up of recent infill housing within this policy area and the ability for land division of 1 into 2, particularly for semi-detached housing. Policy area R200 shows an evolving character throughout with recent infill development and the creation of small allotment sizes mixed with larger traditional sized allotments that have not been re-developed.

Allotments across the residential area have primarily moderate (10 to 15 metres) to wide frontages (16 to 21 metres) with most having around 15 to 18 metres in length and clustered according to the frontage requirements prescribed within each of the existing policy areas.

In Residential Streetscape Landscape Character Areas/ Residential Streetscape Built Character Areas, allotment size and frontages to transfer across the requirements of the existing policy areas (R560, R450). In R350 (part) that has a Residential Streetscape Built Character Area, amend parameters (minimum site area and frontages) to retain consistent allotment patterns.

In Residential Streetscape Mixed Character Areas, allotment size and frontages are to reflect parameters within existing policy areas (R350 (part) & R200).

Character Attribute No.2: Dwelling Type

Most of the residential zone is comprised of traditional pre-1950s detached dwellings, such as bungalows, cottages, villas, Art Deco and Tudor styles. This is reflective of the major period of dwelling construction in the local area and new development that has mainly comprised additions and alterations with limited knock down and replacements and therefore a consistent or highly consistent dwelling type character has occurred. Council's comments in relation to new planning policy has been focus primarily to retain traditional dwellings or secondarily provide replacement housing with dwelling type characteristics that reflect the character of Prospect as derived from its traditional pre1950s housing stock at low to very low density.

In Residential Streetscape Landscape Character Areas/ Residential Streetscape Built Form Character Areas, the main policy focus should be to retain traditional homes and secondarily to replace with dwellings designed in accordance with Prospect's character attributes. In Residential Streetscape Mixed Character Areas, new dwellings in accordance with Prospect's character attributes.

Character Attribute No.3: Dwelling Height

Prospect's residential character comprises predominantly single storey built form to the street with clusters of two storey dwellings in some streets. Recent infill housing

of two storey semi-detached dwellings is also more prevalent, particularly within the R350 policy area where one-into-two land divisions are possible.

In Residential Streetscape Landscape Character Areas/ Residential Streetscape Built Form Character Areas, the policy focus should be to retain the single storey frontage (walls primarily 3 metres and up to 3.5 metres high) to the primary street, where possible, with opportunities for two storey (walls up to 7 metres high) at the rear of the dwelling and obscured from street views.

Character Attribute No.4: Front Setbacks

Prospect is characterised by consistent front setbacks to residential streets from 5 to 8 metres, reflecting an established residential pattern. Front setbacks have a direct relationship with the size of the allotment, with very large setbacks associated with very large allotments and smaller setbacks on smaller allotments. Front setbacks are to provide opportunity for extensive landscaping, including deep root tree plantings.

In Residential Streetscape Landscape Character Areas, the policy focus should be to provide consistent and spacious setbacks to the frontage of dwellings to allow for extensive front gardens and landscape qualities. In other areas, setback are to be in accordance with adjoining homes and provide for adequate front gardens.

Character Attribute No.5: Side Setbacks

Prospects existing residential character comprises generous asymmetrical (large on carport side and small for pedestrian access on other side) side setbacks for single storey dwellings that provides physical separation between dwellings. Typically, two storey dwellings have consistent boundary setback to both sides.

In Residential Streetscape Landscape Character Areas/ Residential Streetscape Built Form Character Areas, the policy intent should be to encourage asymmetrical side setbacks of a minimum of 3 metres on one side and 1 metre on the other for single storey dwellings with the intention to provide physical separation between dwellings as viewed from the street.

Character Attribute No.6: Traditional Features (roof form & front facades)

Pitched roof styles and types (gable and hipped roofs) are typical within the Prospect area. The vertical proportion of each building storey and the roof are similar as viewed from the street. Dwelling facades are street facing and defined by moderate built form articulation and fenestration, comprising domestic features including doors, windows, eaves and verandahs. Traditional style homes have front facades with a solid to void ratio of greater than 1:1 and windows are generally more vertical than horizontal in appearance. Decoration is generally modest and emphasised around windows, façade edge, verandahs and fascias. Front verandahs are common to the street and are featured under a gable front in bungalow homes or as concave or bullnose structures to the front façade of the dwelling.

In Residential Streetscape Landscape Character Areas/ Residential Streetscape Built Form Character Areas, dwellings should be street facing with pitched roofs that promote a traditional profile with their vertical proportion similar to wall height of each storey, front verandahs below street facing gables, bull-nose or concave in

design attached to the front façade and moderate front façade detailing (around façade edges, fascias and windows) and articulation (wall off-sets, verandahs and deep eaves) with walls displaying a solid to void ratio of greater than 1:1 and fenestrations showing a vertical prominence.

Character Attribute No.7: Materiality and Colours

Existing character comprises the predominant use of durable materials (stone, bricks and render) and a limited colour palette (earthy tones with sandstone and grey tones with bluestone).

In Residential Streetscape Landscape Character Areas/ Residential Streetscape Built Form Character Areas, the policy approach should seek to retain and encourage the use of durable materials and a limited colour palette containing one durable material and colour for the majority of the façade and other materials and colours as highlights.

Character Attribute No.8: Garages and Carports

Existing residential character comprises garages and carports generally setback behind the main face of the dwelling with reduced visual prominence (scale, height and width) in relation to the main dwelling and to the streetscape.

In Residential Streetscape Landscape Character Areas/ Residential Streetscape Built Form Character Areas, single garages and carports are visually subordinate to the main dwelling (setback behind the main dwelling, below and not under the main roof and less than 40% of the dwelling frontage). In Residential Streetscape Mixed Character Areas, single or double garages and carports are setback behind or aligned with the main face of the dwelling and not a dominant feature to the streetscape (under the main roof and up to 50% of the dwelling frontage).

Character Attribute No.9: Front Gardens and Fencing

Existing character comprises established landscaped front gardens including lawns, garden beds and trees. Front fencing is typically low and open creating visually permeable boundary treatments and allowing front yard views to dwellings from the street.

In Residential Streetscape Landscape Character Areas the front yard is typically extensively landscaped and an expansion of a well treed public realm. Front gardens are to have limited hard surfaces and be predominantly vegetated and ensure provision of deep root zones for mature tree growth. Front fencing (to front and side boundaries forward of the dwelling) to be visually permeable, to be sympathetic to the dwelling style and to 1.2 metres in height.

Character Attribute No.10: Crossovers/Driveways

Existing character comprises mainly single driveway crossovers from properties to the street. This is significant in that it allows more space for street trees, on-street parking, front gardens and minimises the dominance of driveways within the public realm. Policy approach should maintain and/or encourage single driveway and crossovers (width and number) to the street.

Character Attribute No.11: Street Trees and Verges

Existing character comprises varied street tree patterns with extensive canopy cover down to little or no canopy cover with the widespread use of white cedar trees, but other exotic and native trees have also been randomly used. Verges are also varied with many grassed or with gravel surfaces and some with low level landscaping and WSUD protuberance treatments. Constraints for street trees and verge landscaping, include (but are not limited to) overhead wires, crossovers, footpaths, on-street parking, carriage way width and utility services.

In Residential Streetscape Landscape Character Areas, maintain extensive street tree canopy coverage and vegetated verges by minimising constraints to ensure 'soft and green' surfaces remain as the dominant streetscape element.

(b) Input into the Draft State-wide Planning and Design Code

The Prospect's Housing Diversity and Desirable Neighbourhoods Study has already achieved one of its major aims to incorporate suitable character areas and low density residential character zoning over most of the residential areas within council (this was not present when the draft Code was put out on consultation) as contained within the Planning and Design Code.

The Planning and Design Code's (Updated Report) designated Character Area Overlay are considered to be aligned with local community views of not only wanting to retain, but also to enhance local character areas that have been impacted by recent development. Recognising that further refinement of planning policy that will apply to Prospect is continuing to be progressed by Council staff with staff of the State Government.

Issues requiring amendment and further resolution with DPTI staff and the State Planning Commission, including a request from Council for a reduction on the greater use of Accepted Development and Deemed-to-Satisfy criteria within character areas for certain kinds of development (e.g. garages, carports & dwelling additions) that may have a negative impact on the streetscape and the further strengthening of Character Area Statements to provide better contextual considerations for development in character areas.

The findings of the Study are being used to progress these issues with the state. Additionally, the on-going use of the Study findings will provide a valuable resource for City of Prospect to justify future Code Amendments subsequent to the introduction of the Planning and Design Code in late 2020.

(c) Emerging trends, influences and community expectations on local housing styles and forms

The housing needs to the current and future community of City of Prospect, emerging housing needs catering for empty nesters, smaller households, affordable housing, long term rental, ageing in place, cultural diversity, millennial choices, intergenerational living, locational demands for schools, facilities and services and flexible living/working arrangements, can be provided in several ways, including:

- infill housing and housing choice as envisaged development for areas designated as R200 (existing Development Plan), Residential Streetscape

Mixed Character Areas (the Study) or Housing Diversity Neighbourhood Zone (Planning and Design Code)

- small scale, sensitive new housing and housing conversions can be undertaken within areas designated as R560, R450 & R350 (existing Development Plan), Residential Streetscape Landscape Areas/Residential Streetscape Built Form Areas (the Study) or proposed Established Neighbourhood Zone (Planning and Design Code), whilst still retaining Prospect's streetscape character qualities for these areas using Prospect's Character Attributes or Character Area Statements (Planning and Design Code).

Refer to Section 4.9 – Local Housing Responses in the attached Draft Final Report on Housing Diversity and Desirable Neighbourhoods Study for suitable housing aligned to Prospect's character attributes.

Funding

The adoption of the Study Findings are subject to the final make-up of the Planning and Design Code. Actions arising from the Study are detailed in Section 5 of the Final Study Report and include:

- Preparation of Information/ Guidelines/ Facts Sheets for stakeholders and the community
- Code Amendments within the next 5 years (strengthening the Character Area Statements and planning assessed development within Character Area Overlays, adding Character Area Overlay sub-layers to reflect local variations (Landscape and Built Form), amending Technical Numerical Variations relating to minimum site areas and frontages for R350 areas identified as having consistent Built Form Character (land division patterns), alignment with a Regional Area Plan (Eastern Adelaide Region)
- Code Amendments beyond 5 years (review residential zones to ascertain suitability and re-visit character and housing/land use issues)
- Possible spin-off Council Projects in the public realm.

A budget bid for priority Code Amendments (as described above, but still subject to finalisation of the Planning and Design Code) will be submitted for Council consideration for the 2021/2022 financial year.

Community Involvement

Extensive consultation has been undertaken in accordance with the Council endorsed Community Engagement Plan and expanded in accordance with SPDPC recommendations to invite participation from specific groups in the community that had been under-represented by the original methods employed.

Methods of engagement have also needed to be re-modelled based on COVID-19 restrictions during 2020 in recognition of the need to employ on-line participation and for it to be used in conjunction with face-to-face presentations. The outcomes of the recent Community Sessions 3 and 4 are detailed in the Discussion Section.

Concluding Statements

This considerable body of work on a review of our residential character and emerging trends, influences and community expectations influencing new housing outcomes will continue to be used to substantiate Prospect's position in relation to the introduction of the Planning and Design Code and future amendments of the Code.

Clear residential character elements have been developed, quantified, tested and refined for use in developing appropriate planning policy.

Where some of the issues identified in the Housing Diversity and Desirable Neighbourhoods Study fall outside the provisions of the land use planning system, e.g. street tree coverage and infrastructure issues for laneway housing, the results of the Study have been shared with other Council staff to provide context for community planning, infrastructure provision, open space planning, street tree planting and water sensitive urban design.

A series of implementation actions are proposed within the draft Housing Diversity and Desirable Neighbourhoods Study including the production of information documents that guide developer/owner development in accordance with Prospect's Character Attributes and Code Amendments.

The in-depth character analysis is viewed by administration as potentially sector-leading and an Award Submission has been prepared as part of nomination processes for the Planning Institute of Australia Awards for 2020.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 1 – People "know, empower, celebrate, educate and activate our community"

Strategy 1.1 Know our community

- *Study involves extensive stakeholder and community consultation.*
- *Demographic and trend analysis of the local community, stakeholder workshops, community sessions, presentations to targeted groups, has been undertaken as part of this Study.*

Strategic Plan to 2020 Theme 2 – Place "loved heritage, leafy streets, fabulous places"

Strategy 2.1 Respect the past, create our future

- *Strategic investigations and engagement to accommodate sensitive growth whilst protecting valued streetscapes.*

Strategic Plan to 2020 Theme 3 – Prosperity "more jobs, more investment, more activity, more vibrancy"

Strategy 3.1 A stronger local economy

- *Tailored housing growth and diversity investigated within living areas.*

Strategic Plan to 2020 Theme 4 – Services "leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.4 Accountable and people-focused services

- *The Study incorporates analysis of local demands and involves stakeholder and community consultation to meet community expectations.*

This Study is considered to be consistent with the themes, strategies and outcomes of Council's Strategic Plan 2020.

ATTACHMENTS

Under Separate Cover: Draft Final Report on Housing Diversity and Desirable Neighbourhoods Study

| | |
|-------------------------|--|
| AGENDA ITEM NO.: | 10.3 |
| TO: | Council on 25 August 2020 |
| DIRECTOR: | Simon Bradley, Director Infrastructure and Environment |
| REPORT AUTHOR: | Russell King, Acting Manager Infrastructure and Assets |
| SUBJECT: | Section 221 Application – 60 Belford Avenue, Prospect |

1. EXECUTIVE SUMMARY

Frankly Bagels occupy the ground floor of the mixed use apartment complex at 60 Belford Avenue, Prospect, and wish to construct a parklet for future use as outdoor dining within Council's road reserve under Section 221 of the Local Government Act, 1999.

The proposed parklet would encroach 2.1 metres into the road carriageway on the northern side of the road opposite Charles Cane Reserve/ Parndo Yerta, with the construction works including new paving, landscaping, bike racks, and park furniture.

The encroachment would mean the loss of two on-street car parking spaces at the front of the café.

Should Council determine that it is satisfied in principle with the Section 221 application for the modifications to the road reserve and public realm, detailed design drawings and landscaping plans would be prepared by the applicant for further consideration by Council Administration to ensure the construction is in accordance with design standards and consistent with the surrounding streetscape and reserve.

2. RECOMMENDATION

- (1) Council having considered Item 10.3 Section 221 Application 60 Belford Avenue, Prospect receive and note the report.**
 - (2) Council endorse in principle the construction of a parklet for outdoor dining as presented in Attachment 1, and authorise Administration to approve the application subject to detailed design.**
-

3. DISCUSSION

Construction by developers or private property owners in Council's road reserve require approval under Section 221 of the Local Government Act, 1999.

Frankly Bagels occupy the ground floor of the mixed use apartment complex at 60 Belford Avenue, Prospect, and wish to construct a parklet for future outdoor dining within Council's road reserve as per **Attachment 1**.

The proposed parklet would be located on the northern side of the road opposite Charles Cane Reserve / Parndo Yerta and the construction works would include:

- Constructing new kerb and water table to extend 2.1m into the road carriageway (the width of a parked car)
- Modification to the existing traffic control raised plateau to facilitate the kerb works
- Installation of seven energy absorbing bollards for future outdoor dining
- New paving and landscaping
- Provision of fixed seating and benches
- Installation of two permanent bike racks

Note the application for outdoor dining associated with the works do not from part of this report, and should the application for modifications to the road reserve be approved, Council Administration will then work with the applicant with respect to issuing a permit in line with our standard processes.

The existing streetscape and on street parking environment can be seen below:



Impacts of the Proposal on Parking

Although there is a raised plateau outside 60 Belford Avenue, on street parking is permitted over the device. The southern (opposite) side of Belford Avenue has a permanent no standing zone between Churchill Road and Devonport Terrace.

There are currently four residential properties with direct frontages and crossovers onto Belford Avenue, and one communal crossover access point for the apartment complex. There is currently room for approximately eight on street parking spaces (assuming all parking correctly).

The proposed parklet would result in the loss of two parking spaces on the northern side outside 60 Belford Avenue.

The applicant has not provided a parking survey to assess the impact of the loss of the two parking spaces due to the proposed parklet.

Consideration for the obstruction to views for vehicles has been considered in a supporting road safety traffic assessment, **Attachment 4-10**.

Impacts of the Proposal on the Public Realm

The parklet proposes changes to the streetscape in the form of new kerb, footpath, and park furniture as per the concept plans submitted as per **Attachment 1**. Currently the footpath is red adbr pavers consistent with the surrounding local streets, with no park furniture or vegetation.

Council Administration's assessment is for the applicant to provide:

1. Park furniture and seating consistent with the style and form of Charles Cane Reserve / Parndo Yerta to provide a consistent aesthetic to the area,
2. The parklet to maintain red paving consistent with the existing footpath either side of the proposal for a width a minimum of 1.2 metres (to match the current footpath width) adjacent the property to ensure the pedestrian walkway is clearly delineated,
3. Vegetation to be continuous on the kerblines/ southern border of the parklet to prevent pedestrians crossing at the raised plateau (to avoid confusion that it is a wombat crossing),
4. Detailed engineering design be undertaken for the modifications to the kerb line for how the area will maintain free and unrestricted drainage to ensure gutter flow widths and flood risk for stormwater is not compromised.

Implications, Related Questions and Further Information

Belford Avenue between Churchill Road and Devonport Terrace currently has room for approximately eight on street parking spaces on the northern side of the road, with the southern side a permanent no parking zone.

The proposed encroachment into the road reserve will mean the loss of two on street parking spaces immediately outside the café, which may have some effect on visitors to the residential allotments and apartment complex on the street.

While a parking assessment has not been undertaken by the applicant, in general a high demand driver for on street parking is the café itself.

There are however numerous parking spaces along Devonport Terrace including to the south (in dedicated angled parking bays adjacent the reserve) that typically would be available during the café's weekday trading times.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 2 – Place "Loved heritage, leafy streets, fabulous places"

Strategy 2.1 Respect the past, create our future

Strategic Plan to 2020 Theme 3 – Prosperity "More jobs, more investment, more activity, more vibrancy"

Strategy 3.1 A stronger local economy
Strategy 3.2 A more vibrant night-time

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

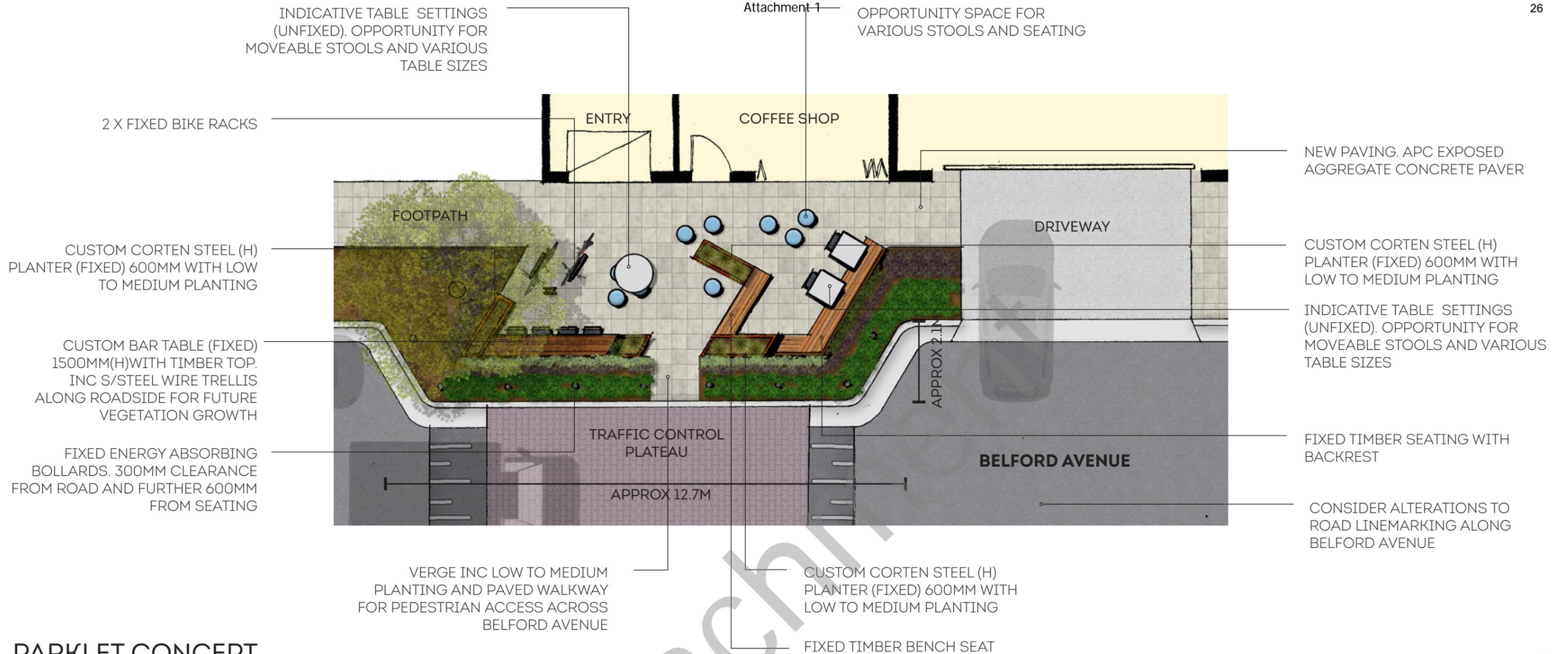
Strategy 4.1 Excellence in Infrastructure

ATTACHMENTS

Attachment 1: Section 221 Application 60 Belford Ave Parklet Plans

Attachments 2-3: Section 221 Application 60 Belford Ave Application Letter

Attachments 4-10: Section 221 Application 60 Belford Ave Traffic Assessment



PARKLET CONCEPT
SCALE 1:100 @ A3



EXPOSED AGGREGATE CONCRETE PAVER



BIKE RACKS



CORTEN PLANTER



TIMBER SEATING + CORTEN PLANTER



INDICATIVE PARKLET STYLE BAR TABLE



INDICATIVE PARKLET STYLE FIXED SEATING



VARIOUS STOOLS

ELEMENTS



REF: Parklet – S.221 and S.222

June 29, 2020

Ms Pam Andritsakis
 Manager, Infrastructure and Assets
 City of Prospect
 By email: pam.andritsakis@prospect.sa.gov.au



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Dear Pam,

RE: PROPOSED PARKLET – 60 BELFORD AVENUE, PROSPECT

We act for Frankly Bagels, the registered proprietor of the retail tenancy on the ground floor level of the mixed-use building at 60 Belford Avenue, Prospect.

Our client seeks approval from the City of Prospect ('the Council') to create a parklet for outdoor dining between the primary façade of the aforementioned tenancy and the adjacent carriageway to the south.

Accordingly, you will find two applications enclosed with this letter – one pursuant to Section 221 of the Local Government Act, 1999, the other pursuant to Section 222 of the Local Government Act, 1999.

These applications are accompanied by:

- two completed and signed application forms (one form per application);
- a copy of our client's public liability insurance;
- a copy of the site / landscaping plan which depicts the nature and extent of those works that are to occur on the Council's land; and
- a copy of Cirqa's road safety assessment.

We are of the view that these applications should be approved by the Council as soon as practicable.

In support of our view, we note that:

- outdoor dining is envisaged on the northern side of Belford Avenue (the Desired Character Statement for the Boulevard Policy Area attests to this);
- the proposed parklet will increase our client's trading capacity, particularly whilst restrictions remain in place to combat the fallout of the COVID – 19 Pandemic;
- the curtilage of the proposed parklet will be neatly landscaped, thereby enhancing the amenity and aesthetic qualities of the verge in question;
- several bollards will be installed around the perimeter of the proposed parklet in accordance with the Department of Planning, Transport and Infrastructure's Roadside Dining Protection Guidelines; and
- Cirqa has concluded from its road safety assessment that the proposed parklet "*will result in acceptable conditions for the roadside dining arrangement*".



If you have any queries or concerns regarding these applications, please do not hesitate to contact the writer.

Yours sincerely

A handwritten signature in black ink, appearing to read "Fabian Barone".

Fabian Barone
Director

Attachment



**ALFRESCO PARKLET
60 BELFORD AVENUE, PROSPECT**

TRAFFIC AND PARKING REPORT





DISCLAIMER

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DOCUMENT CONTROL

Report title: Alfresco Parklet, 60 Belford Avenue, Prospect – Traffic and Parking report

Project number: 19022

Client: Citify Pty Ltd

Client contact: Joel Wilkinson

| Version | Date | Details/status | Prepared by | Approved by |
|---------|-----------|----------------|-------------|-------------|
| Draft | 11 Nov 19 | For review | BC | BNW |

CIRQA Pty Ltd

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1. INTRODUCTION

CIRQA has been engaged by Citify Pty Ltd to provide design and assessment advice for an alfresco parklet at 60 Belford Avenue, Prospect. Specifically, CIRQA has been engaged to provide advice in respect to traffic and parking aspects of the proposed expansion of the external roadside dining area.

This report provides a review of the subject site, the proposed development (and its associated operation) and the associated traffic impact on the adjacent road network. The traffic and parking assessments have been based upon plans prepared by LCS Landscapes (drawing no. LS041.18, dated 01 February 2019, refer Appendix A).

2. BACKGROUND

2.1 PROPOSED DEVELOPMENT

The proposal comprises the development of an alfresco dining 'parklet' at 60 Belford Avenue, Prospect. The new 'parklet' is proposed to be constructed within Council-owned road verge (Belford Avenue, Prospect), extending the entire length of the existing speed hump. The parklet area is proposed to extend onto the roadway creating a 2.1 m parking lane. Pedestrian connectivity will be maintained on the existing footpath for all users.

2.2 ADJACENT ROAD NETWORK

Belford Avenue is a local Street under the care and control of the City of Prospect. The road comprises single traffic lanes in each direction with speed humps (plateaus) along the entire length of road.

A speed limit of 50 km/h applies on this section of Belford Avenue. However, because of the installation of speed humps it would be expected that 85th percentile speeds would be below 40 km/h. Traffic data collected at this location indicates that Belford Avenue has an Annual Average Daily Traffic (AADT) volume of 1,600 vehicles per day (vpd) adjacent the subject site.

3. ASSESSMENT

As part of the approval process for the parklet and the associated outdoor dining area, an assessment of traffic engineering considerations prior to the approval of the parklet and the issuance of an associated outdoor dining permit is required. Accordingly, CIRQA has reviewed the proposal and the associated traffic safety considerations. The review has included consideration of the requirements of the Department of Planning, Transport and Infrastructure's



(DPTI's) "*Roadside Dining Protection*" and the Local Government Association (LGA's) "*Model Guidelines for Outdoor Dining*".

3.1 LOCATION

The kerb will be extended out for the parklet creating a 2.1 m parking lane on both sides of the speed hump. Separation between the extended kerb line and the outdoor dining will be 600 mm from the proposed energy absorbing bollards as recommended in outdoor dining guidelines. All furniture contained within this area will be protected by the bollards.

With the parklet area being built out to create parking lanes, a new broken centre line would need to be installed between the existing line marking on the western approach to define the new centre of road at the speed hump. The same will be required on the eastern approach between the existing pavement bar scheme and the speed hump.

The existing footpath is approximately 1.2 m wide and is located against the property boundary. Its existing width will be retained and pedestrian accessibility will continue through the parklet dining area.

3.2 ROAD SAFETY

Road safety associated with outdoor dining areas is typically assessed on a risk management basis. No formal process is provided in either the LGA or DPTI guidelines. However, the City of Norwood, Payneham and St Peters (NPSP) has developed a risk assessment system for such uses (which is referenced in the LGA guidelines). It is considered that this methodology is appropriate for application to the subject proposal.

The NPSP's "*Outdoor Dining Policy*" (February 2015) assesses risk for roadside dining areas based on a variety of traffic engineering considerations. The risk assessment applies a points system to these various factors for determination of the requirement for bollard protection. Sites with a 'risk score' of 20 points or higher, are considered high risk and require installation of bollards (or barrier) to protect diners.

The risk assessment scoring system has been applied to the proposal, as follows:

- proximity of a travel lane to the dining area – five points (the proposed dining area is immediately adjacent the eastbound travel lane of Belford Avenue);
- crash history adjacent roadside dining area – zero points (no crashes have occurred in the immediate vicinity of the roadside dining area within the available five-year crash history);



- the 85th percentile speed in which vehicles are travelling – 10 points (for sites with an 85th percentile speed between, and inclusive of, 51 km/h and 60 km/h. In reality, it is anticipated that 85th percentile speeds would be lower. However, given speed data is not available, a conservatively high estimate has been adopted);
- daily traffic volumes adjacent the roadway – zero points (based on available traffic data recorded by Austraffic in 2018, there is a volume of 94 trips in the peak hour); and
- proximity to an intersection (and type of intersection) – zero points (the site is located mid-block).

Based upon the above assessment, a risk rating of 15 points is identified which, as per the NPSP system, would not be considered to be high risk. On this basis, the proposal is considered to be acceptable.

3.3 ACCESSIBILITY

As noted above, a pedestrian zone (existing footpath) will be maintained adjacent the proposed roadside dining area. The management of the parklet area should ensure that the pedestrian zone area is kept clear of tables, chairs and other dining furniture at all times to ensure (trip) hazards are not presented to pedestrians.

4. BOLLARDS

In regard to the placement of bollards in the case of errant vehicles, DPTI's "*Roadside Dining Protection: A Guideline for Local Government Authorities in South Australia*" specifies that bollards:

- should be spaced at centres no greater than 1,300 mm;
- must be located at least 300 mm from the face-of-kerb;
- must be at least 600 mm from the external dining area (to allow for deflection should a vehicle collide with a bollard); and
- should be 900 mm tall (above ground height).

The plans prepared by LCS indicate that the placement of bollards adjacent Belford Avenue will meet these requirements. The new bollards to be installed adjacent the dining area should be Energy Absorbing Bollards (EABs) to reduce the severity of injury (for occupants of an errant vehicle) should a crash with the bollards occur.

5. SIGHT DISTANCE

The Austroads' "Guide to Road Design Part 4A: Unsignalised and Signalised Intersections" identifies sight distance criteria for vehicles exiting from an access driveway onto a roadway. The Austroads' requirements have been adopted for assessment of the proposed bollards and dining furniture. As illustrated in Figure 1, a minor amendment to the proposed bollard and dining furniture arrangement has been proposed to ensure that the applicable sight distance requirements will be met at the access. The layout can be adjusted during detailed design to ensure such provisions are met.



Figure 1 – Sight distance assessment for proposed roadside dining

6. SUMMARY

In summary, an assessment of risk management considerations indicates that the proposal will result in acceptable conditions for the roadside dining arrangement. Bollard protection is proposed to be installed adjacent Belford Avenue in accordance with DPTI's "Roadside Dining Protection" guideline to protect diners in case of an errant vehicle. The proposed bollards will meet the requirements of the relevant Guidelines and Standards.



APPENDIX A
LCS LANDSCAPES PLANS DATED FEBRUARY
2019

Attachment

| | |
|-------------------------|---|
| AGENDA ITEM NO.: | 10.4 |
| TO: | Council on 25 August 2020 |
| DIRECTOR: | Simon Bradley, Director Infrastructure and Environment |
| REPORT AUTHOR: | Russell King, Acting Manager Infrastructure and Assets |
| SUBJECT: | Section 221 Application – 69-73 Prospect Road, Prospect |

1. EXECUTIVE SUMMARY

A Development Application for a five storey mixed use building was lodged with the State Commission Assessment Panel (SCAP) in October 2019 in relation to 69-73 Prospect Road, Prospect, on the corner of Pulsford Road. Council's Development Plan seeks that new developments in that zone reference the character and grain of existing buildings within the Village Heart, including that shelter should be provided over footpaths. To meet this requirement an awning is proposed on Prospect Road and Pulsford Road.

As an awning would encroach into Council's road reserve, approval is required under Section 221 of the Local Government Act, 1999 and a concurrent application was lodged in November 2019 for Section 221 approval while the Development Application was under assessment by SCAP.

The awning will require the removal of two (2) Queensland Box trees in Pulsford Road, which will be replaced with an alternate species *Acer Buengerianum* and include the planting of three (3) new Jacarandas in Prospect Road.

Should Council determine that it is satisfied in principle with the Section 221 application for the awning encroachment, detailed structural drawings of the awning would be prepared for further consideration by SCAP in relation to the Development Application, which would include options and consideration for ensuring tree growth and mature canopy development to achieve a green tunnel.

If Council determines that it is not satisfied with the Section 221 application, or is satisfied with the Section 221 application only in an alternate form, the applicant would then need to prepare amended plans for further consideration by SCAP in relation to the Development Application.

As part of the Section 221 application modifications to the streetscape are proposed by the developer to upgrade public realm with new paving, seating and landscaping to match the village heart precinct. Should Council determine that it is satisfied in principle with the Section 221 application for the streetscape changes, detailed design and landscaping plans would be prepared by the developer.

If Council determines that it is not satisfied with the Section 221 application for modifications to the public realm the streetscape would retain the existing paving.

2. RECOMMENDATION

- (1) Council having considered Item 10.4 Section 221 Application - 69-73 Prospect Road, Prospect receive and note the report.**
 - (2) Council endorses in principle the proposed changes to the streetscape paving, planter boxes, seating, and vegetation in accordance with the attached plans (Attachment 9-13) and authorise Administration to approve the application for streetscape changes subject to the detailed design being consistent with the Prospect Road Village Heart streetscape.**
 - (3) Council endorses in principle the awning encroachment within the road reserve and authorise Administration to approve the application for the encroachment subject to the detailed design for the awning ensuring that existing and proposed street trees can achieve healthy tree canopy development.**
 - (4) Council endorses the removal of two (2) Council street trees in Pulsford Road associated with the application noting the provision of the streetscape works are in lieu of any amenity value compensation payable.**
 - (5) Council endorses the planting of two (2) new street trees in Pulsford Road, and three (3) new street trees in Prospect Road and authorises Administration to approve the application for new tree plantings.**
-

3. DISCUSSION

A Development Application for a five storey mixed use building was lodged with the State Commission Assessment Panel (SCAP) in October 2019 in relation to 69-73 Prospect Road, Prospect, which is on the corner of Pulsford Road.

Proposed Awning Associated with the Development

Council's Development Plan (within the Desired Character Statement and related provisions for the High Street Policy Area of the Urban Corridor Zone) seeks that new developments reference the character and grain of existing buildings within the Village Heart, including that shelter should be provided over footpaths.

Shelter can be provided through the use of structures such as awnings, canopies and verandahs which complement the size, alignment and height of nearby traditional canopies (though the Desired Character Statement indicates that such structures need not replicate the appearance of traditional canopies within the Village Heart).

As an awning would encroach into Council's road reserve, approval is required under Section 221 of the Local Government Act, 1999 and a concurrent application was lodged

in November 2019 for Section 221 approval while the Development Application was under assessment by SCAP.

In this context both Council's Assessment Panel and the Government Architect indicated in-principle support for the canopy awning, and SCAP subsequently granted Development Plan Consent to the building, with the details of the canopy awning being reserved for further assessment pending approval (or otherwise) of the Section 221 application.

While the exact detail for the extent of the awning encroachment has not been finalised pending Section 221 approval, an awning in any form would severely impact the two mature Council Queensland Box street trees on Pulsford Road, and their removal to facilitate the construction of the awning has been identified.

The verge in Pulsford Road is only 2.75m wide and so the canopy of the trees currently encroaches into private property (see below) and the proposed development even without an awning would impact on the form and structure of the tree canopy.



Council street trees on Pulsford Road

A tree assessment and amenity value report for their removal was prepared (see **Attachment A**), recognising they are both in good health and of larger diameter and canopy spread, with the compensation value payable being \$20,408.76 (for both trees).

There are also two juvenile Jacaranda trees on Prospect Road that would not be affected by the development but may be affected by the proposed awning when fully mature however at this stage have not been identified for removal. The verge width in this location is the same as Pulsford Road (2.75m).



Two Jacaranda trees on Prospect Road

The developer has proposed new trees in both Pulsford Road and Prospect Road in accordance with the plans (see **Attachment B**).

Whilst the current streetscape in Pulsford Road is mature Queensland Box trees, the developer has identified the risk of falling gumnuts in a high foot traffic zone and onto the awning and has proposed an alternate variety:

Pulsford Road – Three (3) New *Acer buergerianum*

In addition to the existing two street trees on Prospect Road the developer has proposed to install 3 additional trees to complement the existing trees:

Prospect Road - three (3) additional *Jacaranda mimosifolia*

Retaining existing trees or planting new trees where awnings encroach into the road reserve presents difficulties as when fully mature they require pruning to avoid damage to the awning or damage to the tree.

Some recent examples of trees with inhibited growth and poor habit due to shade structures encroaching into the road reserve can be seen below:

'CC's '(formerly 'Viet L'Amour') at 93 Prospect Road (corner of Kintore Avenue) where the Council street tree has required heavy pruning and maintenance to shape and avoid the structure:



Council street tree on corner of Prospect Road and Kintore Avenue

Another example is at the new (incomplete) development on the corner of Prospect Road and Willcox Avenue where the encroachment extends into the juvenile tree canopy that shows signs of damage to branches and in future will require some structural pruning to shape grow around the shade structure:



Council street tree on corner of Prospect Road and Willcox Avenue

Other examples within the Village Heart where street trees have been integrated within the streetscape while still achieving an awning can be found at 'Cibo' cafeteria. Although the verge is a similar width the Pulsford Road and 69-73 Prospect Road a narrow awning encroaching approximately one metre into the verge has been achieved while maintaining one metre clearance from the tree. The tree has required some shaping and pruning to avoid clashing with the awning however still maintains a healthy habit and form and should eventually be higher than the awning and be able to grow unobstructed.



Council street tree outside 'Cibo' Cafeteria

A similar example but in a wider verge space can be seen on the western side of Prospect Road adjacent the signalised pedestrian crossing. The awning in this location achieves 1.5 metre clearance from the tree and it has been free to grow unobstructed and without pruning and the canopy should eventually be higher than the awning where it can grow unobstructed.



Council street tree outside Rosemont/Sunnys Cafeteria

For reference all awnings encroachments in The City of Adelaide developers are required to meet the requirements of 600mm offset to the front of the encroachment from the kerb line, and for the awning to be a minimum of 2.0 metres away from a Council street tree.

Options to have a non-continuous awning in multiple sections around the development frontages to provide clearances to the street trees have not been considered given the current spacing between the existing (and proposed) trees would mean the awning coverage would be negligible.

A preferred approach would be to achieve a continuous awning that still achieves the requirements for height above the footpath, but at the same time is low enough and offset from the kerb sufficiently for the canopy to develop above the awning once mature and grow unobstructed.

Should Council determine that it is satisfied in principle with the Section 221 application for the awning encroachment, detailed structural drawings of the awning would be prepared for further consideration by SCAP in relation to the development application, which would include options and consideration for ensuring tree growth and mature canopy development to achieve a green tunnel.

If Council determines that it is not satisfied with the Section 221 application, or is satisfied with the Section 221 application only in an alternate form, the applicant would then need to prepare amended plans for further consideration by SCAP in relation to the development application.

Proposed Alterations to the Streetscape in Prospect Road and Pulsford Road

The application by the developer also proposes intended changes to the public realm, subject to Council authorisation for those changes pursuant to Section 221 of the Local Government Act, 1999.

At this stage the plans are in principle for approval and indicative only, and are pending the detailed design and landscape plant species chosen based on Council's requirements.

The current streetscape in this location consists of good condition paving in the area in red 'Adbri' pavers in both Prospect Road and Pulsford Road. There are no other streetscape elements there presently.



Current streetscape environment on Prospect Road

The Section 221 application proposes to upgrade the streetscape with new pavers, bench seats, planter boxes, and vegetation consistent with the Village Heart precinct streetscape.

This indicatively includes:

- 'Urbanstone' pavers.
- Planter boxes should be in black oxide concrete colour with chamfered edges
- Wooden bench seats integrated in form to the planter boxes

The Village Heart precinct from a planning perspective now includes the area from Barker Gardens (northern extent) to St Cuthbert's Anglican Church (southern extent), of which the proposed development would sit within this zone.

Council Administration's assessment of the application from a streetscape perspective is acceptable with the requirement that:

- Seating should be in the same style and materials as the bench seating provided in the Village Heart

- Plant species should match the Village Heart planting styles
- Paving should be in 'Urbanstone' or similar with the edging and colour schemes as the Village Heart
- Planter boxes should be in the same style and form as the Village Heart, with all boxes and vegetation kept below 1.1m in height to ensure no blocking of visibility to vehicles or pedestrians using Pulsford Road, and with 300mm setback from the kerb.

The developer has proposed that all irrigation and maintenance including pruning would be undertaken by the development and at no cost to Council.

Any approval can be done with conditions that Council reserves the right to recoup the cost of re-planting or providing alternate irrigation should the strata group who eventually inherit the responsibility to not uphold appropriate maintenance or watering.



Proposed streetscape elements consistent with Village Heart

Should Council determine that it is satisfied in principle with the Section 221 application for the modifications to the public realm, detailed design drawings and landscaping plans would be developed, including detail of all irrigation systems.

If Council determines that it is not satisfied with the Section 221 application, then the existing streetscape elements would remain (existing red brick paving in good condition).

Implications, Related Questions and Further Information

No Council funding is required for the streetscape works or new street tree plantings, and all works would be fully funded by the developer.

There is the risk that the garden beds are not maintained to Council standard or community expectation in line with the remainder of the Village Heart precinct, however Council has the ability to recoup costs for maintenance and irrigation if the development strata no longer undertook maintenance.

Relevance to Core Strategies / Policy

- Local Government Act, 1999

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

- Strategy 2.1 Respect the past, create our future
- Strategy 2.2 Loved parks and places
- Strategy 2.4 A greener future

Strategic Plan to 2020 Theme 3 – Prosperity “More jobs, more investment, more activity, more vibrancy”

- Strategy 3.1 A stronger local economy
- Strategy 3.2 A more vibrant night-time

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

- Strategy 4.1 Excellence in Infrastructure

Intelligent Community Indicators

Nil.

ATTACHMENTS

Attachment 1-8: Section 221 Application 69-73 Prospect Rd Tree Amenity Report

Attachment 9-13: Section 221 Application 69-73 Prospect Rd Landscape Plans

Attachment 14-29: Section 221 Application 69-73 Prospect Rd Road Safety Audit

73 Prospect Road corner of Pulsford Road

An amenity value for two Queensland Box located adjacent to 73 Prospect Road, Pulsford Road frontage has been calculated. The trees were inspected on 18 June 2020.



Subject trees

Both trees are mature *Queensland Box*, both in good health with no notable defects. The trunk diameter for the eastern tree is 0.47 metres and western is 0.35 metres. The trees are part of a relatively consistent planting of mature, semi mature trees in the street.

Amenity Valuation

Tree One

Tree Condition

The tree condition value is determined by the corresponding total score of the assessment criteria.

| Assessment Criteria | Criteria Condition | Score |
|----------------------------|-----------------------------------|--------------|
| Trunk | solid and sound | 5 |
| | sections of bark damaged/missing | 3 |
| | extensive decay, hollow trunk | 1 |
| Growth | >15cm twig elongation this season | 3 |
| | 5-15cm twig elongation | 2 |
| | <5cm twig elongation | 1 |

| | | |
|--------------------|--|-------------|
| Structure | healthy, stable and sound some deadwood and dead limbs extensive dieback and deadwood | 5 3 1 |
| Pests and Diseases | no pest/disease infestation minor symptoms of infestation advanced symptoms of infestation | 3 2 1 |
| Canopy Development | full balance canopy full but unbalanced, lop-sided unbalanced and lacking full canopy | 5 3 1 |
| Life Expectancy | >50 years 10-50 years <10 years | 5 3 1 |
| Total Score | | 26 |

**Definition
Score**

Finding

Value

| | | |
|--------------------------|--|---------|
| Basic Value (\$) | DBH: 0.47 (rounded up to 0.50) | \$18290 |
| Species (S) | trees of medium life span (50 - 150 years) | 0.80 |
| Modifier | Important | 0.50 |
| Aesthetics (A) | street or pathway plantings, regular spacing both sides | 0.90 |
| Locality (L) | In inner city suburb | 1.75 |
| Total Tree Condition (C) | Good Score: 26 | 1.00 |

Amenity Value = \$11,522.70 (excluding GST)

Removal cost: \$720.00 and replacement tree \$900.00

Total: \$13,142.70 (Excluding GST)

Tree Two

Tree Condition

The tree condition value is determined by the corresponding total score of the assessment criteria.

| Assessment Criteria | Criteria Condition | Score |
|---------------------|--|-------------|
| Trunk | solid and sound sections of bark damaged/missing extensive decay, hollow trunk | 5 3 1 |
| Growth | >15cm twig elongation this season 5-15cm twig elongation <5cm twig elongation | 3 2 1 |
| Structure | healthy, stable and sound some deadwood and dead limbs extensive dieback and deadwood | 5 3 1 |
| Pests and Diseases | no pest/disease infestation minor symptoms of infestation advanced symptoms of infestation | 3 2 1 |

| | | |
|--------------------|------------------------------------|----|
| Canopy Development | full balance canopy | 5 |
| | full but unbalanced, lop-sided | 3 |
| | unbalanced and lacking full canopy | 1 |
| Life Expectancy | >50 years | 5 |
| | 10-50 years | 3 |
| | <10 years | 1 |
| Total Score | | 25 |

| Definition Score | Finding | Value |
|------------------|---------|-------|
|------------------|---------|-------|

| | | |
|--------------------------|---|--------|
| Basic Value (\$) | DBH: 0.35 | \$8962 |
| Species (S) | trees of medium life span (50 - 150 years) | 0.80 |
| Modifier | Important | 0.50 |
| Aesthetics (A) | street or pathway plantings, regular spacing both sides | 0.90 |
| Locality (L) | In inner city suburb | 1.75 |
| Total Tree Condition (C) | Good Score: 26 | 1.00 |

Amenity Value = \$5,646.06 (excluding GST)

Removal cost: \$720.00 and replacement tree \$900.00

Total: \$7,266.06 (Excluding GST)

Overall replacement and amenity valuation for both trees is **\$20,408.76**



Sam Cassar
Symatree Pty Ltd

Appendix A

Modified Amenity Valuation Method

Attachment

Calculating A Tree's Amenity Value

The following formula has been prepared to assist with calculating the monetary amenity value of a tree. In most cases this value will be charged to the developer by the Council when a tree is removed. A charge of tree and stump removal, tree replacement, planting, 24 months maintenance and, where applicable, paving over of tree plot costs will also occur in some cases.

When young trees with a 5cm trunk diameter or less will be replaced by another tree, there will be no amenity value charge. The removal of trees with a trunk diameter greater than 5cm however, if replaced with another tree, will be calculated and charged, the average amenity value of a young replacement tree.

Tree amenity value formula:

**Value (V) = Basic Value (\$) x Modifier (m) x Species (S) x Aesthetics (A) x
Locality (L) x Condition (C)**

Read through the following formula definitions to calculate the tree amenity value.

Basic Monetary Value (\$) 2006

The basic monetary value of a tree is determined by matching the trunk diameter at breast height (DBH) with its corresponding value.

| | | | | | |
|------------------|-----------|---------------|-----------|---------------|-----------|
| DBH cm | \$ | DBH cm | \$ | DBH cm | \$ |
| 6 | 263 | 45 | 14815 | 85 | 52860 |
| 10 | 732 | 50 | 18290 | 90 | 59261 |
| 15 | 1646 | 55 | 22132 | 95 | 66029 |
| 20 | 2926 | 60 | 26338 | 100 | 73162 |
| 25 | 4573 | 65 | 30911 | 105 | 80661 |
| 30 | 6585 | 70 | 35849 | 110 | 88526 |
| 35 | 8962 | 75 | 41154 | 115 | 96757 |
| 40 | 11706 | 80 | 46824 | 120 | 105353 |
| Basic Value (\$) | | | | | |

Modifier (m)

| | | |
|-------------------------|---|------|
| Little Importance | Species unsuitable and or causing major problems. Replacement costs to be incurred by Applicant. Costs to be determined by Staff. Quotes from external sources maybe required. | 0 |
| Some Importance | Tree causing minor problems, could be better located. Loss of amenity can be replaced within 5 years | 0.25 |
| Important | Tree causing no problems. Loss of amenity can be replaced within 5 to 10 years | 0.50 |
| Considerable Importance | Prominent tree, perfect suitability. Loss of amenity could be replaced within 10 – 15 years | 0.75 |
| Great Importance | Heritage/focal/ feature tree – Outstanding specimen. Loss of amenity could be replaced within 15 plus years | 1.00 |

Species Factor (S)

A tree is assessed according to its known natural life span and its rate of growth in a particular environment. For example, a long-lived tree will be scored higher than a short-lived tree. Significant features to the tree will also modify how the tree is scored. Judgement regarding species factor must be made by a qualified Arboriculturist.

| Species Group | Characteristics | Score |
|----------------------|--|--------------|
| 1 | trees of short life span (less than 50 years) fast growth rate <i>example: Prunus, Acacia, Virgillia, Laburnum</i> | 0.5 |
| 2 | trees of short life span (less than 50 years) slow growth rate <i>example: Malus, Crataegus, Eugenia, Waterhousia, Pyrus</i> | 0.6 |
| 3 | trees of medium life span (50 -150 years) fast growth rate <i>example: Populus, Liquidamber, Eucalyptus, Angophora, Grevillea, Melaleuca, Michelia, Salix, Casaurina, Hakea, Celtis, Acmena</i> | 0.7 |
| 4 | trees of medium life span (50 - 150 years) slow growth rate <i>example: Brachychiton, Fraxinus, Gleditsia, Lagunaria, Jacaranda, Shinus, Phoenix, Melia, Robinia, Lophostemon, Lirodendron, Agonis, Metrosideros, Syzygium</i> | 0.8 |
| 5 | trees of long life span (more than 150 years) fast growth rate <i>example: Cupressus, Platanus, Ficus, Pinus</i> | 0.9 |

| | | |
|--------------------|--|-------------|
| 6 | trees of long life span (more than 150 years) slow growth rate <i>example: Ulmus, Quercus, Sequoia, Ginko, Araucaria</i> | 1.0 |
| Modifiers | an ubiquitous species (grows like a weed) <i>example: Salix, Fraxinus rotundifolia, Pittosporum undulatum</i> dangerous (poor branch attachment) <i>example: Ulmus fastigiata, Eucalyptus nicholii</i> has undesirable characteristics (eg allergenic) <i>example: Lagunaria patersonii</i> | -0.1 |
| | a rare species in the locality a special precious cultivated variety a 'significant tree' registered by the National Trust has special historical or other significance | +0.1 |
| Species Factor (S) | | |

Trees named are only supplied as examples in Melbourne conditions

Aesthetics (A)

The aesthetic value of a tree is determined by the impact on the landscape if the tree were removed. This category is closely tied to the locality factor (L).

| | |
|---|-----|
| contributes little to the landscape | 0.5 |
| one of a group of close plantings | 0.6 |
| wide plantings | 0.7 |
| irregular spacing between trees; regular spacing one side | 0.8 |
| street or pathway plantings, regular spacing both sides | 0.9 |
| solitary feature specimen tree | 1.0 |
| Aesthetics (A) | |

Locality (L)

The locality factor is determined by the tree's geographical situation. Trees in a Capital City main street or boulevard score highest because of the stressful growing environment in which the tree has to survive. As the location becomes more rural, the significance of the tree diminishes.

| | |
|---|------|
| in undeveloped bushland or open forest | 0.5 |
| in country areas and country roads | 1.0 |
| in outer suburb areas and residential streets | 1.5 |
| in inner city suburbs | 1.75 |
| in City Park or Reserve; significant street near City Centre | 2.0 |
| in City Garden, City Square, Mall or City Centre secondary street | 2.25 |
| City Centre Main Street, Principal Boulevard | 2.5 |
| Locality (L) | |

Tree Condition (C)

The tree condition value is determined by the corresponding total score of the assessment criteria.

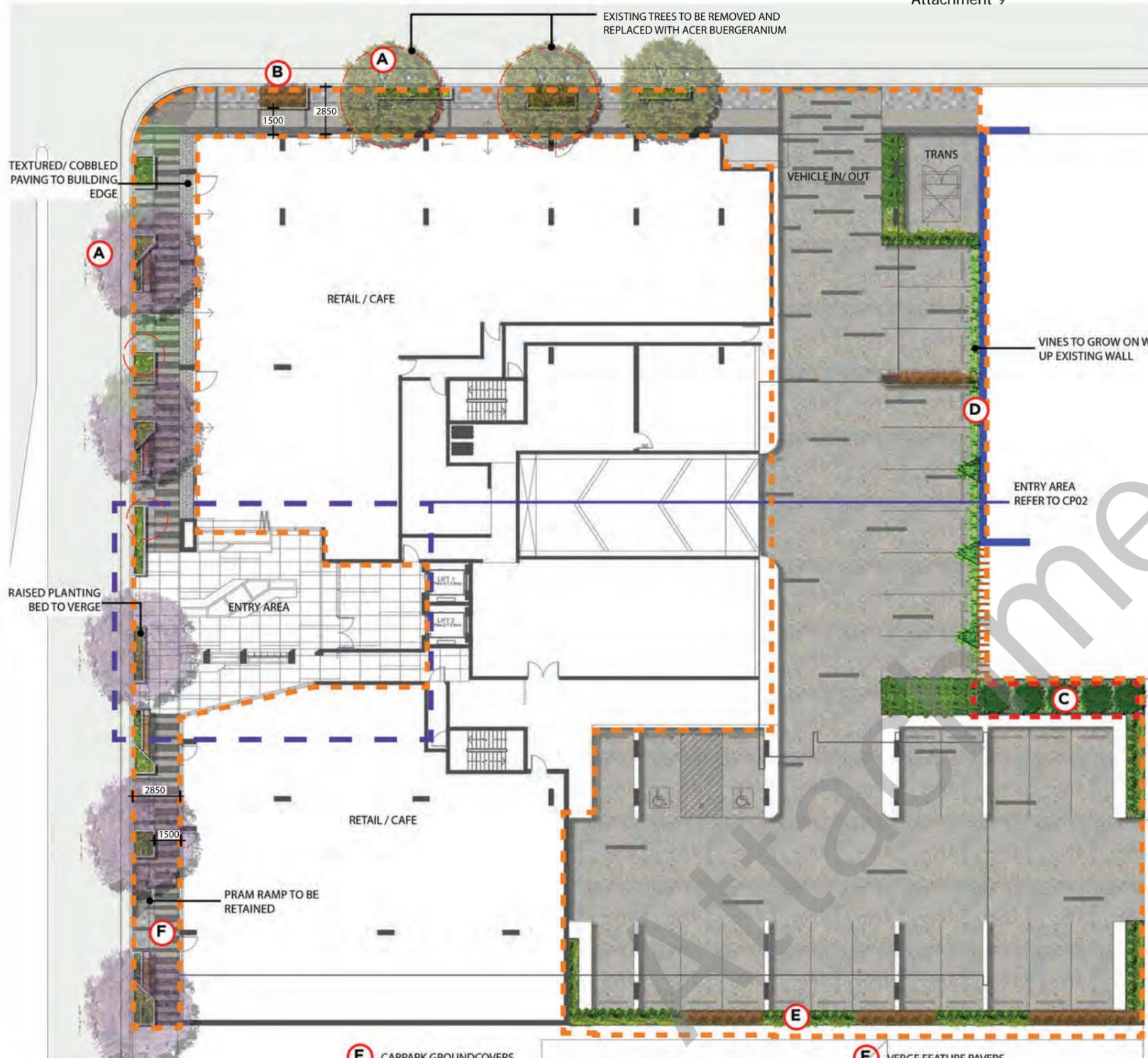
| Assessment Criteria | Criteria Condition | Score |
|---------------------|------------------------------------|-------|
| Trunk | solid and sound | 5 |
| | sections of bark damaged/missing | 3 |
| | extensive decay, hollow trunk | 1 |
| Growth | >15cm twig elongation this season | 3 |
| | 5-15cm twig elongation | 2 |
| | <5cm twig elongation | 1 |
| Structure | healthy, stable and sound | 5 |
| | some deadwood and dead limbs | 3 |
| | extensive dieback and deadwood | 1 |
| Pests and Diseases | no pest/disease infestation | 3 |
| | minor symptoms of infestation | 2 |
| | advanced symptoms of infestation | 1 |
| Canopy Development | full balance canopy | 5 |
| | full but unbalanced, lop-sided | 3 |
| | unbalanced and lacking full canopy | 1 |
| Life Expectancy | >50 years | 5 |
| | 10-50 years | 3 |
| | <10 years | 1 |
| Total Score | | |

| | | |
|-------|-----------|-----|
| 6-9 | very poor | 0.2 |
| 10-13 | poor | 0.4 |
| 14-18 | fair | 0.6 |
| 19-22 | good | 0.8 |
| 23-26 | excellent | 1.0 |

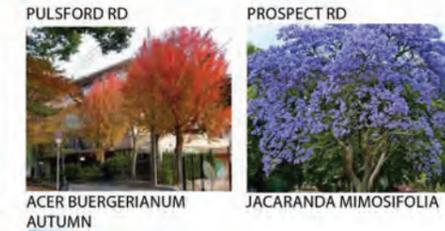
Tree Condition (C)

| | |
|---|--|
| Amenity value | |
| Less costs for replacement tree (if applicable) | |
| Amenity Value | |
| Total cost | |

*Note: The Amenity Value Formula used by the City of Melbourne was derived from the formula (made by Dr.Peter Yau 1990) of the Maurer-Hoffman Formula. The basic monetary value of the tree was taken from the internationally accepted table of values devised by the American Council of Tree and Landscape Appraisers and the International Society of Arboriculture, which in the base year 1988 was \$US 27 per square inch trunk basal area. When converted to a value corresponding to centimetres in trunk diameter at breast height (DBH) the Basic Monetary Value table, updated in 2006 to reflect more current monetary values, should be relevant.



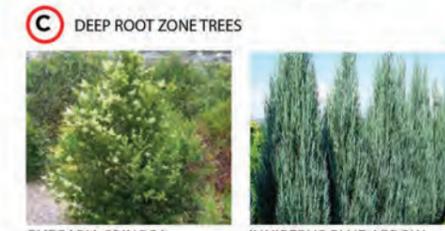
A TREE SPECIES SIMILAR TO PROSPECT & PULSFORD ROAD EXISTING STREETSCAPE CHARACTER



B GROUNDCOVER & TUSSOCKS VERGE PLANTING WITHIN RAISED PLANTING BED



C DEEP ROOT ZONE TREES



D VINES GROWING ON HORIZONTAL WIRES UP A FENCE OR WALL

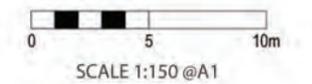


LEGEND:

- JACARANDA MIMOSIFOLIA STREET TREE ALONG PROSPECT ROAD
- ACER BUERGERIANUM STREET TREE ALONG PULSFORD ROAD
- IRRIGATED RAISED CONCRETE GARDEN BED
- MULCHED GARDEN BEDS
- VINES GROWING ON HORIZONTAL WIRES UP A FENCE OR WALL
- CONCRETE SEATS WITH TIMBER BATTENS
- FEATURE PAVERS
- EXPOSED AGGREGATE CONCRETE WITH PAVE BANDING
- COBBLE STONE PAVER TO EDGE OF BUILDING
- EXTENT OF WORKS
- DEEP ROOT ZONE
- EXISTING WALL
- FENCE WITH VINES
- EXISTING TREE TO BE REMOVED

PRELIMINARY NOT FOR CONSTRUCTION

Project: 69-73 PROSPECT ROAD MIXED USE DEVELOPMENT
 Client: PRUSZINSKI PACT ARCHITECTS
 Drawing: GROUND FLOOR CONCEPT LANDSCAPE PLAN



Date: 1/05/20
 Dwg No.: OS1912_CP01

Drawn By: BS
 Checked By: AL

DESIGN INTENT:

THE GENERAL AIM OF THE VERGE DESIGN IS TO EMULATE THE EXISTING LANDSCAPE CHARACTER OF PROSPECT AND PULSFORD ROAD BY CHOOSING TREE SPECIES SIMILAR TO THE STREET LANDSCAPE.

WELL THOUGHT-OUT USE OF PLANTS ENHANCE THE ARCHITECTURAL CHARACTER OF THE BUILDING WHILST CREATING IMPACT AND STYLE TO THE NEW DEVELOPMENT.

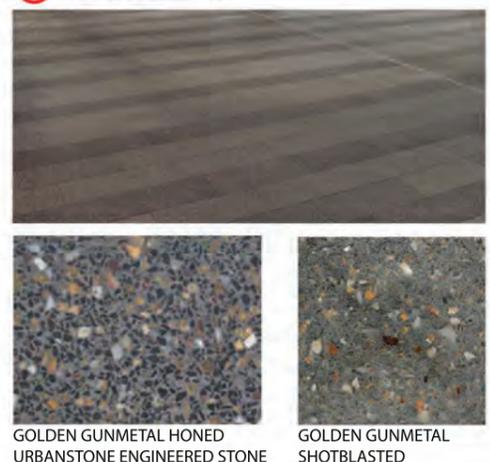
PLANT SELECTION FOR THE CARPARK AREA INCLUDE HARDY SHADE TOLERANT PLANTS AS WELL AS TALL SCREENING PLANTS WITHIN THE DEEP ROOT ZONE.

PAVING PATTERN ALONG THE VERGE ENCOURAGE LINEAR MOVEMENT ALONG THE PATH WHILE HORIZONTAL BANDS PARALLEL TO THE COMMERCIAL SPACES INVITE PEOPLE TOWARD BUILDING ENTRANCES.

E CARPARK GROUNDCOVERS



F VERGE FEATURE PAVERS

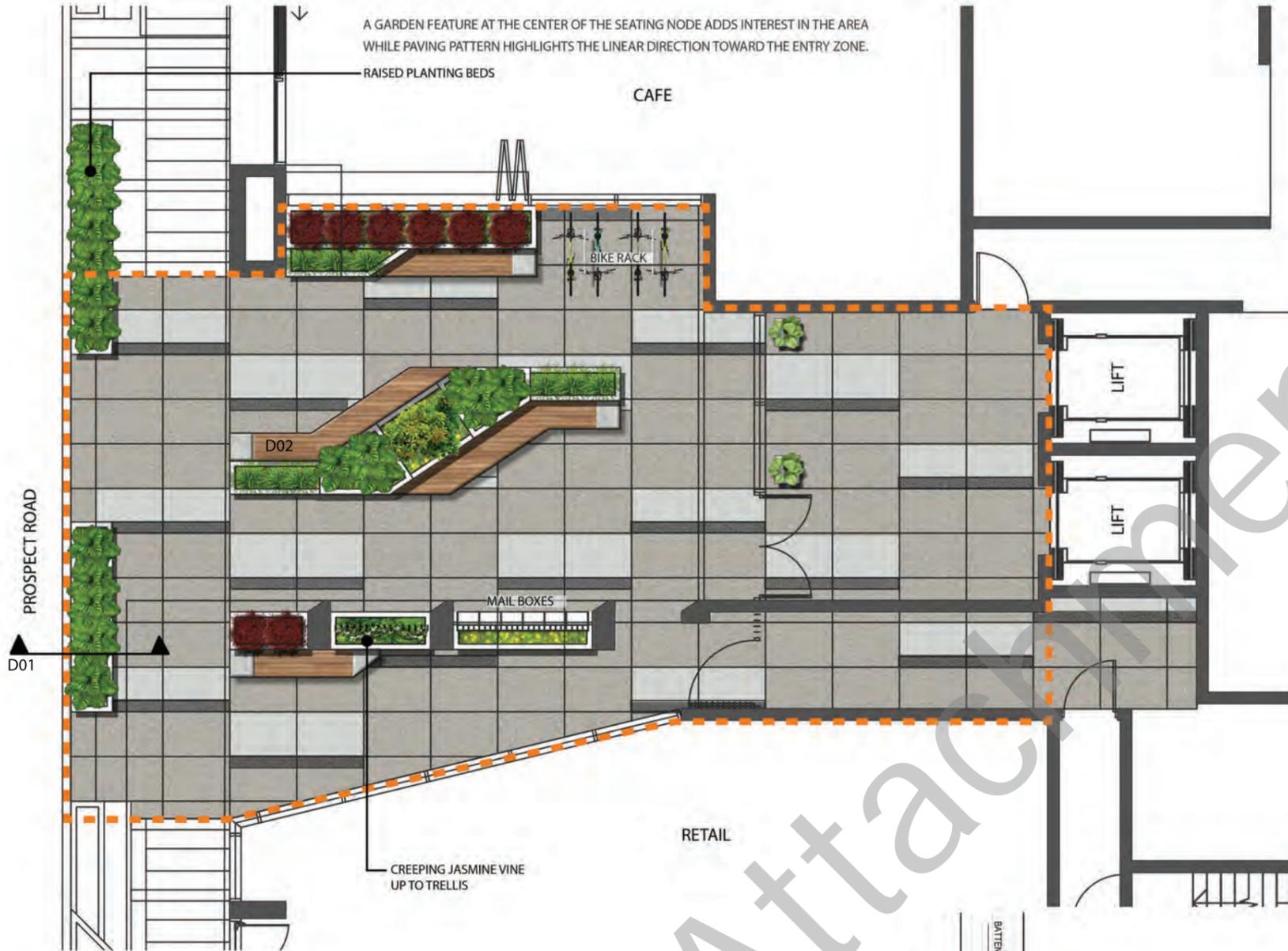


OUTER SPACE®

DESIGN INTENT:

ANGLED SEATING LAYOUT IMITATE THE NATURE OF THE ARCHITECTURAL COLUMNS WHILE DIRECT ACCESS FLOW TOWARD THE BUILDING AND ADDS AN INVITING FEEL.

A GARDEN FEATURE AT THE CENTER OF THE SEATING NODE ADDS INTEREST IN THE AREA WHILE PAVING PATTERN HIGHLIGHTS THE LINEAR DIRECTION TOWARD THE ENTRY ZONE.



A SHADE TOLERANT ENTRY PLANTING WITHIN RAISED GARDEN BED



PHILODENDRON AGAPANTHUS BABY PETE



CORDYLINE OPHIOPOGON JAPONICUS



JASMINE VINE MYOPORUM CREEPING BOOBIALLA

B ENTRY CEILING AND SEAT LIGHTING



C CONCRETE SEAT WITH TIMBER BATTENS



D RAISED PLANTER BEDS



E ENTRY FEATURE PAVER

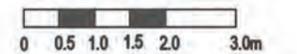


LEGEND:

- IRRIGATED RAISED CONCRETE GARDEN BED
- FEATURE PAVERS
- CONCRETE SEATS WITH TIMBER BATTENS
- POTTED PLANTS
- EXTENT OF WORKS

PRELIMINARY NOT FOR CONSTRUCTION

Project: 69-73 PROSPECT ROAD MIXED USE DEVELOPMENT
 Client: PRUSZINSKI PACT ARCHITECTS
 Drawing: ENTRY CONCEPT LANDSCAPE PLAN



SCALE 1:50 @A1

Date: 01/05/20

Dwg No.: OS1912_CP02

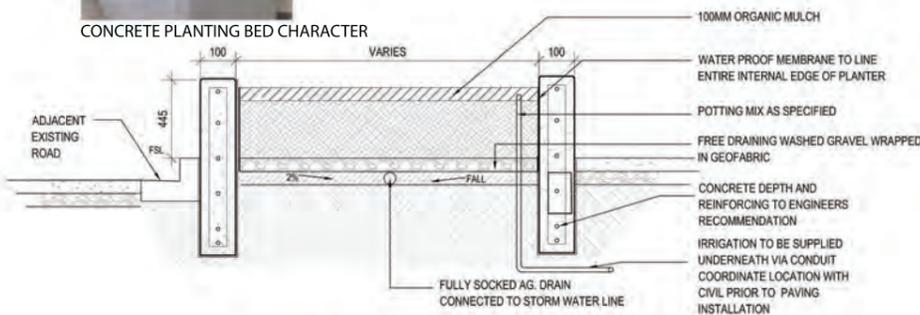
Drawn By: BS

Checked By: AL

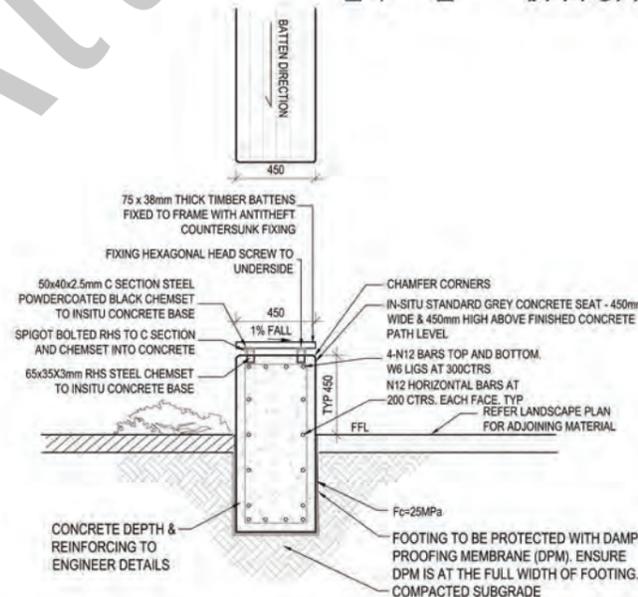
PLANTING BED IRRIGATION
 THE IRRIGATION IS INTENDED TO BE CONNECTED TO THE WATER SYSTEM WITHIN THE DEVELOPMENT, THE IRRIGATION CONTROLLER WILL BE PLACED IN THE BASEMENT CAR PARK AND MONITORED BY THE DEVELOPERS TENANTS.



CONCRETE PLANTING BED CHARACTER



D01 CONCRETE PLANTER BOX
SCALE 1:20



D02 LOW CONCRETE SEATING WALL WITH TIMBER TOP
SCALE 1:20

OUTER SPACE®



DESIGN INTENT:

PLANT SELECTION CRITERIA FOR THE BALCONY INCLUDE LOW MAINTENANCE PLANTS THAT PROVIDE AESTHETIC FEATURE FOR THE BUILDING.

AESTHETIC OUTCOMES PROVIDE INTEREST THROUGH VARIETY IN COLOUR, TEXTURE, SHAPE, ETC;

SEAT AND PLANTBOX DESIGN EMULATE THE BUILDINGS ARCHITECTURAL CHARACTER WHILE CREATE AN INVITING SPACE FOR LOUNGING AND RELAXATION.

A CONCRETE SEAT WITH TIMBER BATTENS



B SCREEN PLANTING



SYZYGIUM AUSTRALE 'BLAZE' CALLISTEMON 'ANZAC'

C BALCONY PLANTS



CASUARINA GLAUCA PROSTRATE

NEPETA X FAASSENII CATNIP



CHRYSOCEPHALUM EVERLASTING DAISY

AGAPANTHUS SNOWBALL



MYOPORUM CREEPING BOOBIALLA

WESTRINGIA LOW HORIZON

D SQUARE AND TROUGH PLANTERS



500M SQUARE POT

2000M TALL TROUGH



1500M TALL TROUGH

LEGEND:

-  RAISED BALCONY PLANTER BED
-  CONCRETE SEAT WITH TIMBER BATTENS
-  EXTENT OF WORKS

E BALCONY RAISED PLANTERS



PRELIMINARY NOT FOR CONSTRUCTION

Project: 69-73 PROSPECT ROAD MIXED USE DEVELOPMENT
 Client: PRUSZINSKI PACT ARCHITECTS
 Drawing: TYPICAL 1ST-2ND FLOOR CONCEPT LANDSCAPE PLAN



Date: 01/05/20

Dwg No.: OS1912_CP03

Drawn By: BS

Checked By: AL

OUTER SPACE[®]



A CONCRETE SEAT WITH TIMBER BATTENS



B BALCONY RAISED PLANTERS



C BALCONY PLANTS



CASUARINA GLAUCA PROSTRATE

NEPETA X FAASSENII CATNIP

CHRYSOCEPHALUM EVERLASTING DAISY

AGAPANTHUS SNOWBALL

MYOPORUM CREEPING BOOBIALLA

WESTRINGIA LOW HORIZON

D SQUARE AND TROUGH PLANTERS



500M SQUARE POT

2000M TALL TROUGH

1500M TALL TROUGH

LEGEND:

-  RAISED BALCONY PLANTER BED
-  CONCRETE SEAT WITH TIMBER BATTENS
-  EXTENT OF WORKS

PRELIMINARY NOT FOR CONSTRUCTION

Project: 69-73 PROSPECT ROAD MIXED USE DEVELOPMENT
 Client: PRUSZINSKI PACT ARCHITECTS
 Drawing: 3RD FLOOR CONCEPT LANDSCAPE PLAN



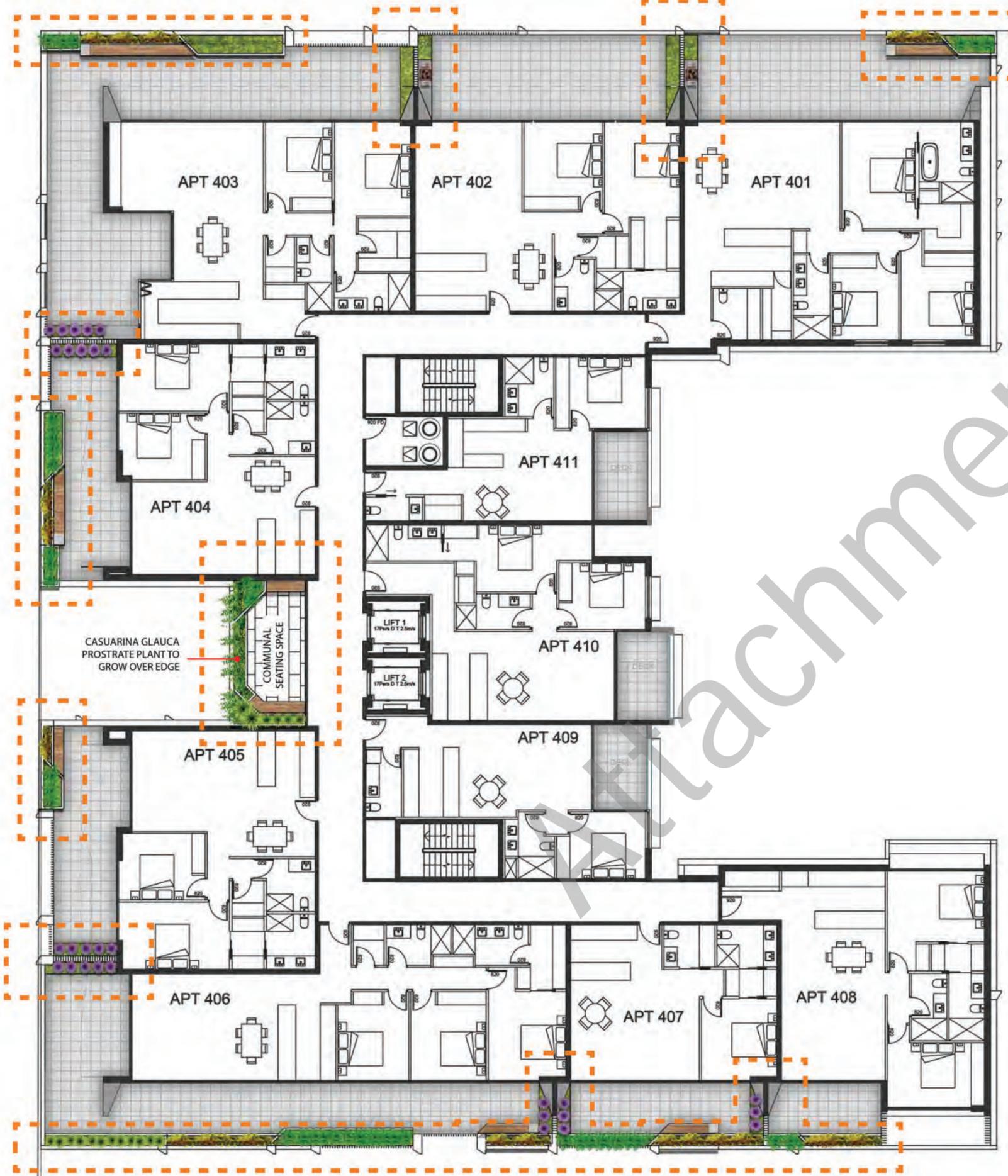
Date: 01/05/20

Dwg No.: OS1912_CP04

Drawn By: BS

Checked By: AL

OUTER SPACE[®]



A CONCRETE SEAT WITH TIMBER BATTENS

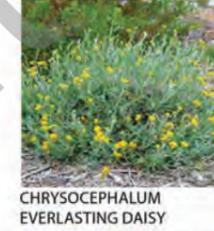


C BALCONY PLANTS



CASUARINA GLAUCA PROSTRATE

NEPETA X FAASSENII CATNIP



CHRYSOCEPHALUM EVERLASTING DAISY



AGAPANTHUS SNOWBALL



MYOPORUM CREEPING BOOBIALLA



WESTRINGIA LOW HORIZON

D SQUARE AND TROUGH PLANTERS



500M SQUARE POT



2000M TALL TROUGH



1500M TALL TROUGH

LEGEND:

-  RAISED BALCONY PLANTER BED
-  CONCRETE SEAT WITH TIMBER BATTENS
-  BARBEQUE
-  EXTENT OF WORKS

E BALCONY RAISED PLANTERS



PRELIMINARY NOT FOR CONSTRUCTION

Project: 69-73 PROSPECT ROAD MIXED USE DEVELOPMENT
 Client: PRUSZINSKI PACT ARCHITECTS
 Drawing: 4TH FLOOR CONCEPT LANDSCAPE PLAN

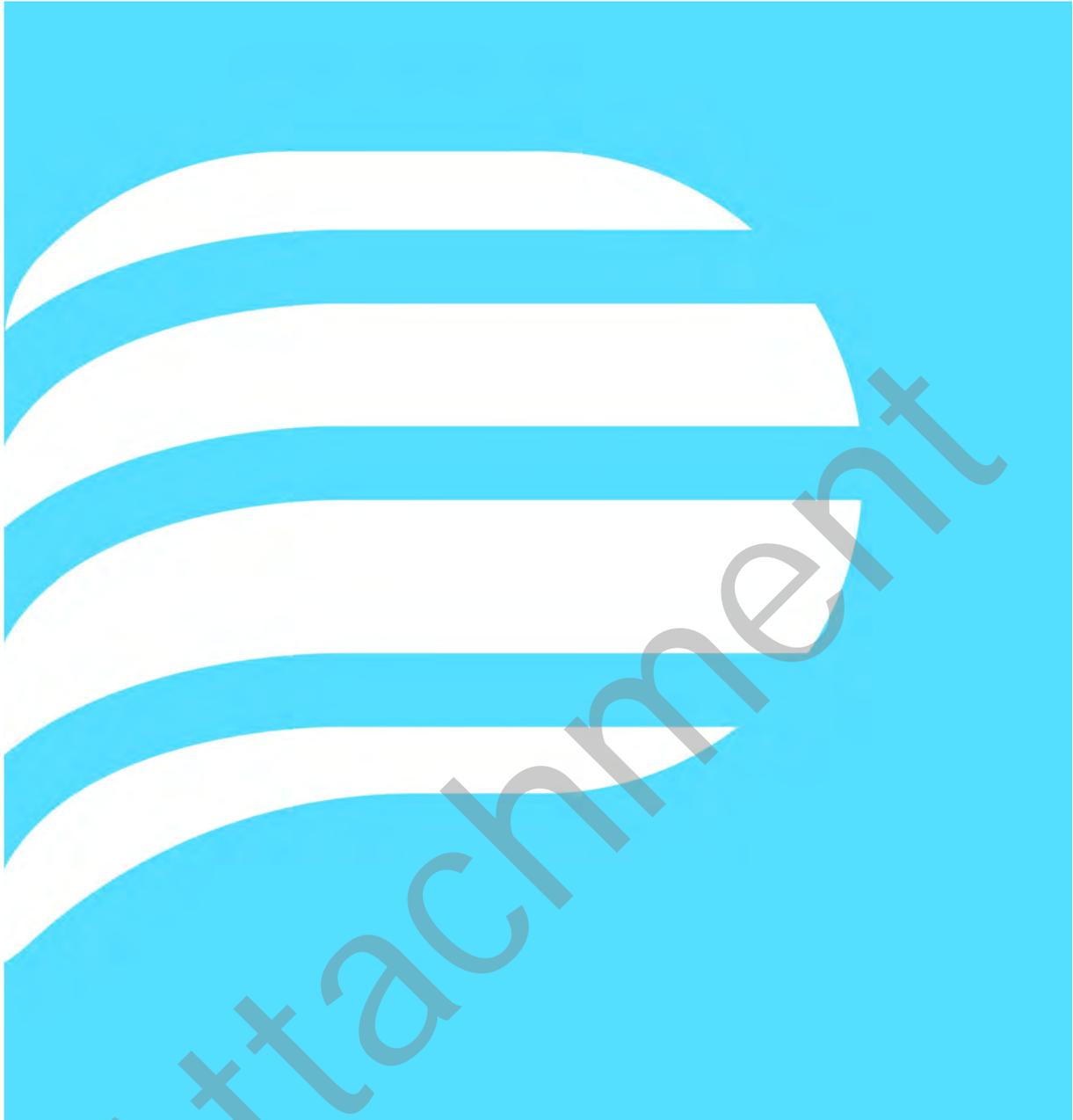


Date: 01/05/20

Dwg No.: OS1912_CP05

Drawn By: BS

Checked By: AL



**PROPOSED STREETScape UPGRADE
69-73 PROSPECT ROAD, PROSPECT**

ROAD SAFETY AUDIT





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DOCUMENT CONTROL

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Road Safety Audit

Project number: 20108

Client: Dellta Projects

Client contact: David Cargill

| Version | Date | Details/status | Prepared by | Approved by |
|---------|-----------|----------------|-------------|-------------|
| V1 | 29 May 20 | For submission | TAW | BNW |

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APPENDIX A: OUTERSCAPE STREETScape UPGRADE PLANS



1. INTRODUCTION

CIRQA has been engaged to undertake a design stage Road Safety Audit (RSA) of the proposed streetscape upgrade on the eastern verge of Prospect Road (adjacent an approved mixed-use development at 69-73 Prospect Road, Prospect). The drawings reviewed as part of this audit are attached to this report in Appendix A.

This audit has been undertaken in accordance with the Austroads' *"Guide to Road Safety – Part 6: Managing Road Safety Audits"* (AGRS06-19) and *"Guide to Road Safety – Part 6A: Implementing Road Safety Audits"* (AGRS06A-19). The audit has been undertaken by Thomas Wilson (Senior Traffic and Transport Engineer, CIRQA, Road Safety Auditor) and Ben Wilson (Director, CIRQA, Senior Road Safety Auditor).

The audit process has included the undertaking of the following tasks:

- inspection of the subject area and associated existing road network (during both day-time and night-time periods);
- a review of available (existing) traffic volume data and crash statistics;
- review of the detailed design drawings illustrating the proposed road alterations;
- identification of any road safety issues noted during the review of the drawings and consideration of associated implications; and
- preparation of this detailed road safety audit report and the associated recommendations.

2. BACKGROUND

2.1 SUBJECT SITE

The subject section of road comprises the Prospect Road and Pulsford Road frontages of 69-73 Prospect Road. Figure 1 illustrates the subject section of Prospect Road and Pulsford Road.



Figure 1 – Subject audit scope and surrounding area

A mixed-use development has recently been approved for 69-73 Prospect Road (including ground floor commercial/retail uses and upper floor residential apartments). In association with the development, it is proposed to undertake streetscape upgrades to the verge immediately in front of the site (i.e. between the closest kerb lines of Prospect Road/Pulsford Road and the development site's boundary).

The streetscape upgrades are identified on Drawings OS1912_CP01 and CP02 prepared by Outerspace Landscape Architects (dated 1 May 2020). The plans are included in Appendix A.

2.2 ADJACENT ROADS

Prospect Road is an arterial road under the care and control of the Department of Planning, Transport and Infrastructure (DPTI). Adjacent the site, Prospect Road contains a single traffic lane in each direction, separated by a raised concrete



median (approximately 3.2 m wide). A right-turn lane into Pulsford Road is provided adjacent the subject site on Prospect Road. Part-time bicycle lanes are provided on both sides of Prospect Road which apply during peak traffic flow periods (namely southbound movements from 7:30 am to 9:00 am, Monday to Friday and northbound movements from 4:30 pm to 6:00 pm, Monday to Friday). Outside of the aforementioned time periods, parking is permitted on Prospect Road (other than where restrictions apply in the vicinity of the intersection). Sealed footpaths are provided on both sides of Prospect Road, accommodating both pedestrian and cyclist movements. Traffic data obtained from DPTI indicates that Prospect Road has an Annual Average Daily Traffic (AADT) volume in the order of 17,800 vehicles per day (vpd), of which 4.2% are commercial vehicles. Adjacent the site, a 50 km/h speed limit applies on Prospect Road.

Pulsford Road is a local road under the care and control of the City of Ipswich. Adjacent the site, Pulsford Road contains a 9.2 m wide carriageway (approximate), accommodating two-way traffic movements. Other than 'No Stopping' restrictions associated with driveways and intersections, parking on Pulsford Road is unrestricted. Paved footpaths are provided on both sides of Pulsford Road, accommodating both pedestrian and cyclist movements. Bicycle movements are also accommodated on-street under a standard shared arrangement. Pulsford Road is subject to a default urban speed limit of 50 km/h.

The intersection of Prospect Road and Pulsford Road forms a priority (Stop) controlled T-intersection (Prospect Road forms the priority approaches). All turning movements are permitted at the intersection. Right-turn movements from Prospect Road (southern approach) are facilitated via a sheltered right-turn storage lane. Pedestrian crossing movements are formally facilitated across Pulsford Road (the eastern approach) via pedestrian ramps. Pedestrian refuges are located approximately 30 m north and 50 m south of the intersection. Further to the north, a Pedestrian Actuated Crossing (PAC) is located approximately 130 m from the intersection, permitting controlled pedestrian movements across Prospect Road.

2.3 CRASH STATISTICS

Crash data for the five-year period between (and inclusive of) 2013 to 2017 has been obtained from DPTI for the subject road. The crash data indicates the following crashes have been reported within the audit area:

- a single rear-end crash at the intersection of Prospect Road/Pulsford Road which resulting in an injury; and
- four crashes at the intersection of Prospect Road/Azalea Street (opposite the subject site) which included two right angle crashes, one rear end and one 'hit pedestrian' crash. Two of the crashes involved cyclists. Two crashes



resulted in property damage only, one resulted in an injury and one resulted in a casualty (but not a fatality).

Attachment



3. PROPOSED UPGRADES

The proposed streetscape upgrades comprise the installation of raised planter boxes (incorporating planting and as well as seating in select locations) along the site's two street frontages (within the verge). The treatments will retain footpaths between the planter boxes and the property boundary. The proposed streetscape upgrade is illustrated on the plans included in Appendix A.

Attachment



4. METHODOLOGY

This audit has been undertaken in accordance with the Austroads' *"Guide to Road Safety – Part 6: Managing Road Safety Audits"* (AGRS06-19) and *"Guide to Road Safety – Part 6A: Implementing Road Safety Audits"* (AGRS06A-19). The purpose of the audit is to provide an independent review of the proposed design to identify potential safety hazards for all road users. While consideration is given to the general requirements and principles of relevant Australian Standards and Austroads' design guidelines, it should be noted that a road safety audit is not a compliance check against these documents.

It should be noted the audit report relates specifically to the proposed streetscape upgrades and not broader road safety considerations at the intersections (unless impacted by the upgrades).

The audit process has included the undertaking of the following tasks:

- an inspection of the subject area and associated existing road network during daylight and at night;
- a review of available (existing) traffic volume data and crash statistics;
- detailed review of the design drawings identifying the proposed streetscape upgrades prepared by Outerspace;
- identification of any road safety issues noted during the review of the drawings and consideration of associated implications; and
- preparation of this road safety audit report and the associated recommendations.

Weather conditions during the site inspections were overcast but dry.

5. AUDIT FINDINGS

5.1 GENERAL

Based on on-site observations and audit of the design, the following findings in relation to road safety issues associated with the proposal have been identified. It is important to note that it is not the position of the road safety auditor to identify specific solutions to identified issues, however general recommendations have been made for further consideration (where appropriate). The findings are presented for further review and assessment by the applicant/designer, City of Prospect and DPTI.

5.2 GEOMETRIC ALIGNMENT

No changes will be undertaken to the vertical or horizontal alignment of the road as part of the upgrade. The footpath will be re-paved which will improve its current condition.

5.3 SIGHT DISTANCE

The proposed planter boxes and landscaping treatment will be on the departure side of the intersection of Prospect Road/Pulsford Road. The only direction potentially impacted by the treatment would be between drivers exiting Pulsford Road (undertaking a right-out) and northbound road users on Prospect Road. A review of sight distance requirements indicates that the treatment would not impact the Austroads' guide requirements for sight distance between these two driver/vehicle positions.

Nevertheless, the combined height of the planter boxes and landscaping should generally be kept below 1.1 m to maximise sight distance provisions. It is noted that the height of the planter boxes would result in the top of the boxes being approximately 600 mm above the kerb invert level. As such, the boxes would not impact sight distances, however, landscaping may (depending on species heights).

Recommendation 5.3.1: *Ensure that planter boxes and the bulk of landscaping is kept below 1.1 m in height.*

A tree is proposed in relatively close proximity to the existing pedestrian ramp (associated with the refuge in the central median). This will present a restriction to sight distance between a pedestrian and a driver, albeit, pedestrians would likely position themselves appropriately to view oncoming vehicles. The arrangement is similar to that provided in the central median (trees either side of the refuge).

Recommendation 5.3.2: Consider opportunity to increase spacing between pedestrian ramp and proposed street tree.

5.4 LINE MARKING AND SIGNAGE

The proposed streetscape upgrade will not impact any linemarking in the vicinity of the subject sections of road. Nor should it impact on existing signage provisions within the verge (which are currently limited). The only notable signage within the subject verges are the Stop sign on the Pulsford Road approach to Prospect Road and the hydrant marker on Pulsford Road.

Recommendation 5.4.1: Ensure that the Stop sign and hydrant marker within the Pulsford Road verge are maintained during and following construction.

5.5 VEHICLE TURN PATHS

The proposal will not impact turn paths on the adjacent roads.

5.6 OTHER ROAD USERS

The proposal will maintain a minimum footpath width of 1.5 m (albeit wider in many sections). Such provisions are considered adequate and in line with DDA requirements.

The planter boxes appear to be installed in close proximity (100 mm) to the edge of the road (bicycle lane). This reduces handle bar and pedal clearance for cyclists. The bicycle lane is, however, 1.5 m which is above the minimum bicycle lane width requirement of 1.2 m (and provides additional clearances).

Recommendation 5.6.1: Consider the opportunity to improve clearance from the planter boxes to the adjacent bicycle lane. Ensure that landscape species chosen will not overhang the bicycle lane and create a hazard for cyclists.

5.7 LIGHTING

Lighting provisions appear adequate for the road environment and it is not considered that the proposal would require additional provisions (other than additional lighting to be provided as part of the development itself).

It is noted, however, that there is an existing light pole located within the Prospect Road verge. This is not shown on the streetscape plans and it is possible it may reduce available footpath width. It appears to align with a widened area of footpath on the streetscape plans, however, this should be confirmed.

Recommendation 5.7.1: Identify the location of the existing light pole on the streetscape plans and ensure a minimum 1.5 m footpath is retained.



5.8 ROAD SIDE HAZARDS

As noted above, the planter boxes are proposed within close proximity to the edge of the road (albeit setback from the traffic lane as a result of the bicycle lane). Similar planter boxes are located elsewhere along Prospect Road without apparent issue.

The planter boxes would, however, impact upon door opening provisions for the passenger side of cars parked along the subject section of Prospect Road (outside of part-time bicycle lane operation) and Pulsford Road. This would present difficulty for passengers getting in and out of vehicles (requiring possible increased pedestrian movements on the other side of vehicles (i.e. in the traffic lane). Additionally, this could result in damage to either the planter boxes or car doors if passengers are not aware of the door opening restriction.

Recommendation 5.8.1: Consider provision of increased set-back of the planter boxes for door opening provisions and/or restrict parking at all times in front of the site.

The plans identify that the footpath will be repaved with a textured or cobbled treatment. The treatment utilised should provide adequate slip resistance to avoid creating a trip hazard to pedestrians.

Recommendation 5.8.2: Ensure adequate slip resistance for footpath treatment applied.

6. AUDIT STATEMENTS

The audit has been based on an inspection of the subject site as well as the design plans prepared by Outerspace. The audit has been undertaken in accordance with the Austroads' "Guide to Road Safety – Part 6: Managing Road Safety Audits" (AGRS06-19) and "Guide to Road Safety – Part 6A: Implementing Road Safety Audits" (AGRS06A-19).

A number of findings in relation to road safety and potential hazards for road users have been identified through the audit process. While this audit report includes general recommendations (summarised below) for treatment of the identified issues, it is the responsibility of the design team, the road owner and relevant stakeholders to review the issues raised and identify specific solutions (or responses), as required.

| Item | Recommendation |
|-------|--|
| 5.3.1 | Ensure that planter boxes and the bulk of landscaping is kept below 1.1 m in height |
| 5.3.2 | Consider opportunity to increase spacing between pedestrian ramp and proposed street tree. |
| 5.4.1 | Ensure that the Stop sign and hydrant marker within the Pulsford Road verge are maintained during and following construction. |
| 5.6.1 | Consider the opportunity to improve clearance from the planter boxes to the adjacent bicycle lane. Ensure that landscape species chosen will not overhang the bicycle lane and create a hazard for cyclists. |
| 5.7.1 | Identify the location of the existing light pole on the streetscape plans and ensure a minimum 1.5 m footpath is retained. |
| 5.8.1 | Consider provision of increased set-back of the planter boxes for door opening provisions and/or restrict parking at all times in front of the site. |
| 5.8.2 | Ensure adequate slip resistance for footpath treatment applied. |



BEN WILSON M.Eng (Trans Sys) B.Eng (Civ & Env)
Director
CIRQA Pty Ltd



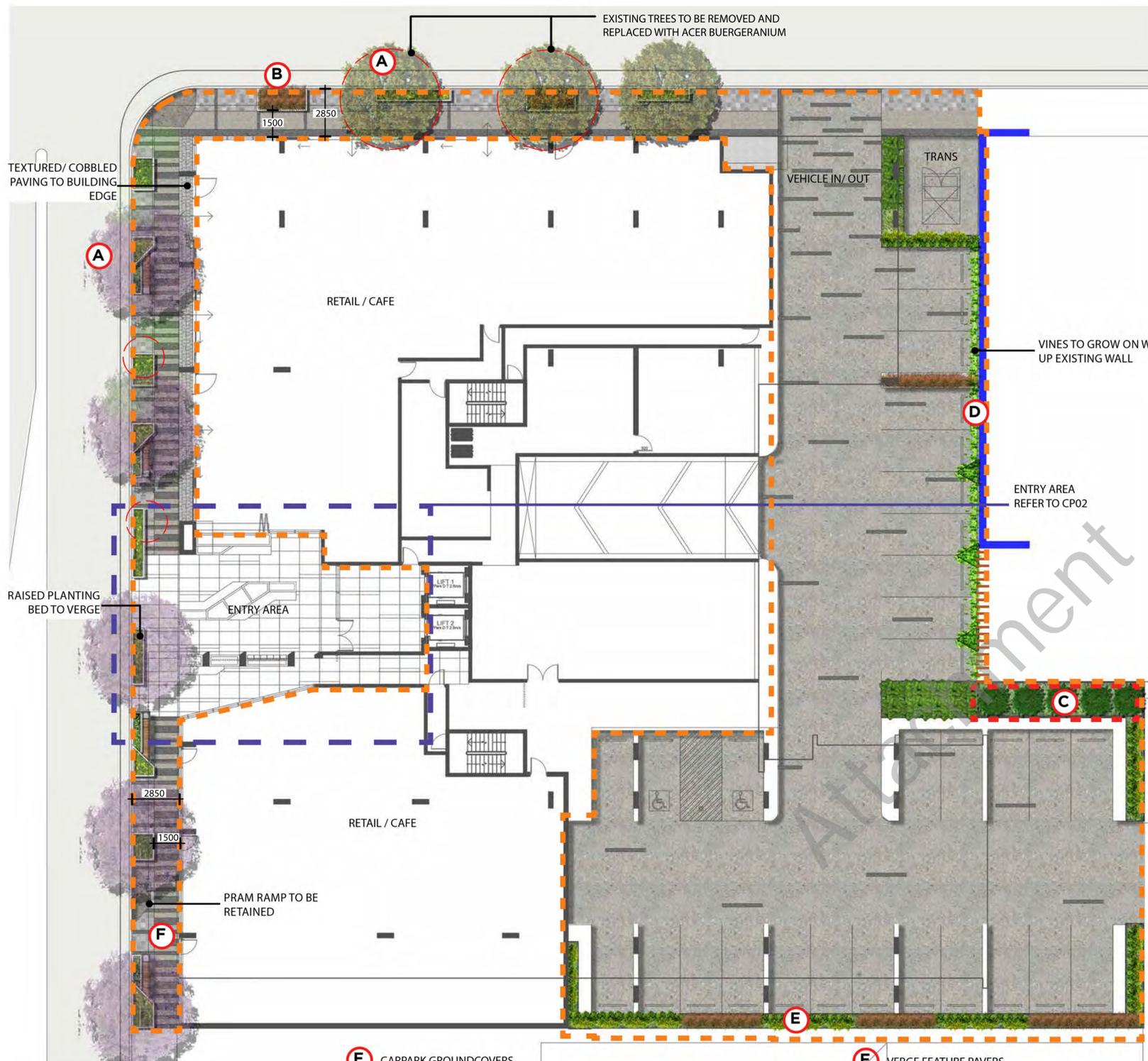
THOMAS WILSON B.Eng (Civ & Trans)
Senior Traffic & Transport Engineer
CIRQA Pty Ltd

Date: 29 May 2020



APPENDIX A OUTERSPACE STREETSCAPE UPGRADE PLANS

Attachment



DESIGN INTENT:

THE GENERAL AIM OF THE VERGE DESIGN IS TO EMULATE THE EXISTING LANDSCAPE CHARACTER OF PROSPECT AND PULSFORD ROAD BY CHOOSING TREE SPECIES SIMILAR TO THE STREET LANDSCAPE.

WELL THOUGHT-OUT USE OF PLANTS ENHANCE THE ARCHITECTURAL CHARACTER OF THE BUILDING WHILST CREATING IMPACT AND STYLE TO THE NEW DEVELOPMENT.

PLANT SELECTION FOR THE CARPARK AREA INCLUDE HARDY SHADE TOLERANT PLANTS AS WELL AS TALL SCREENING PLANTS WITHIN THE DEEP ROOT ZONE.

PAVING PATTERN ALONG THE VERGE ENCOURAGE LINEAR MOVEMENT ALONG THE PATH WHILE HORIZONTAL BANDS PARALLEL TO THE COMMERCIAL SPACES INVITE PEOPLE TOWARD BUILDING ENTRANCES.

E CARPARK GROUNDCOVERS



DIANELLA CAERULEA LUCIA



GREVILLEA LANIGERA MT. TAMBORITHA



WESTRINGIA GREY BOX



HARDENBERGIA VIOLACEA MEEMA

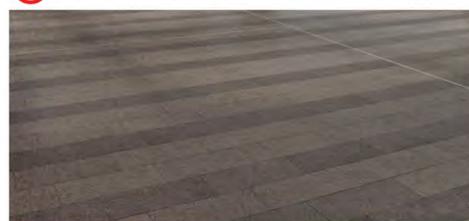


DIANELLA TAS RED



WESTRINGIA LOW HORIZON

F VERGE FEATURE PAVERS



GOLDEN GUNMETAL HONED URBANSTONE ENGINEERED STONE



GOLDEN GUNMETAL SHOTBLASTED

A TREE SPECIES SIMILAR TO PROSPECT & PULSFORD ROAD EXISTING STREETSCAPE CHARACTER

PULSFORD RD



ACER BUERGERIANUM AUTUMN

PROSPECT RD



JACARANDA MIMOSIFOLIA



ACER BUERGERIANUM

B GROUNDCOVER & TUSSOCKS VERGE PLANTING WITHIN RAISED PLANTING BED



LOMANDRA LITTLE MAT RUSH



WESTRINGIA LOW HORIZON



DIETES GRANDIFLORA



EREMOPHILA GLABRA PROSTRATE



CORREA DUSKY BELLS



CHRYSOCEPHALUM EVERLASTING DAISY

C DEEP ROOT ZONE TREES



BURSARIA SPINOSA



JUNIPERUS BLUE ARROW



CUPRESSUS 'STRICTA' ITALIAN CYPRESS PINE



SYZIGIUM LILLY PILLY

D VINES GROWING ON HORIZONTAL WIRES UP A FENCE OR WALL



TRACHELOSPERMUM JASMINOIDES

OUTER SPACE

LEGEND:

- JACARANDA MIMOSIFOLIA STREET TREE ALONG PROSPECT ROAD
- ACER BUERGERIANUM STREET TREE ALONG PULSFORD ROAD
- IRRIGATED RAISED CONCRETE GARDEN BED
- MULCHED GARDEN BEDS
- VINES GROWING ON HORIZONTAL WIRES UP A FENCE OR WALL
- CONCRETE SEATS WITH TIMBER BATTENS
- FEATURE PAVERS
- EXPOSED AGGREGATE CONCRETE WITH PAVE BANDING
- COBBLE STONE PAVER TO EDGE OF BUILDING
- EXTENT OF WORKS
- DEEP ROOT ZONE
- EXISTING WALL
- FENCE WITH VINES
- EXISTING TREE TO BE REMOVED

PRELIMINARY NOT FOR CONSTRUCTION

Project: 69-73 PROSPECT ROAD MIXED USE DEVELOPMENT
 Client: PRUSZINSKI PACT ARCHITECTS
 Drawing: GROUND FLOOR CONCEPT LANDSCAPE PLAN



0 5 10m
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Date: 1/05/20

Dwg No.: OS1912_CP01

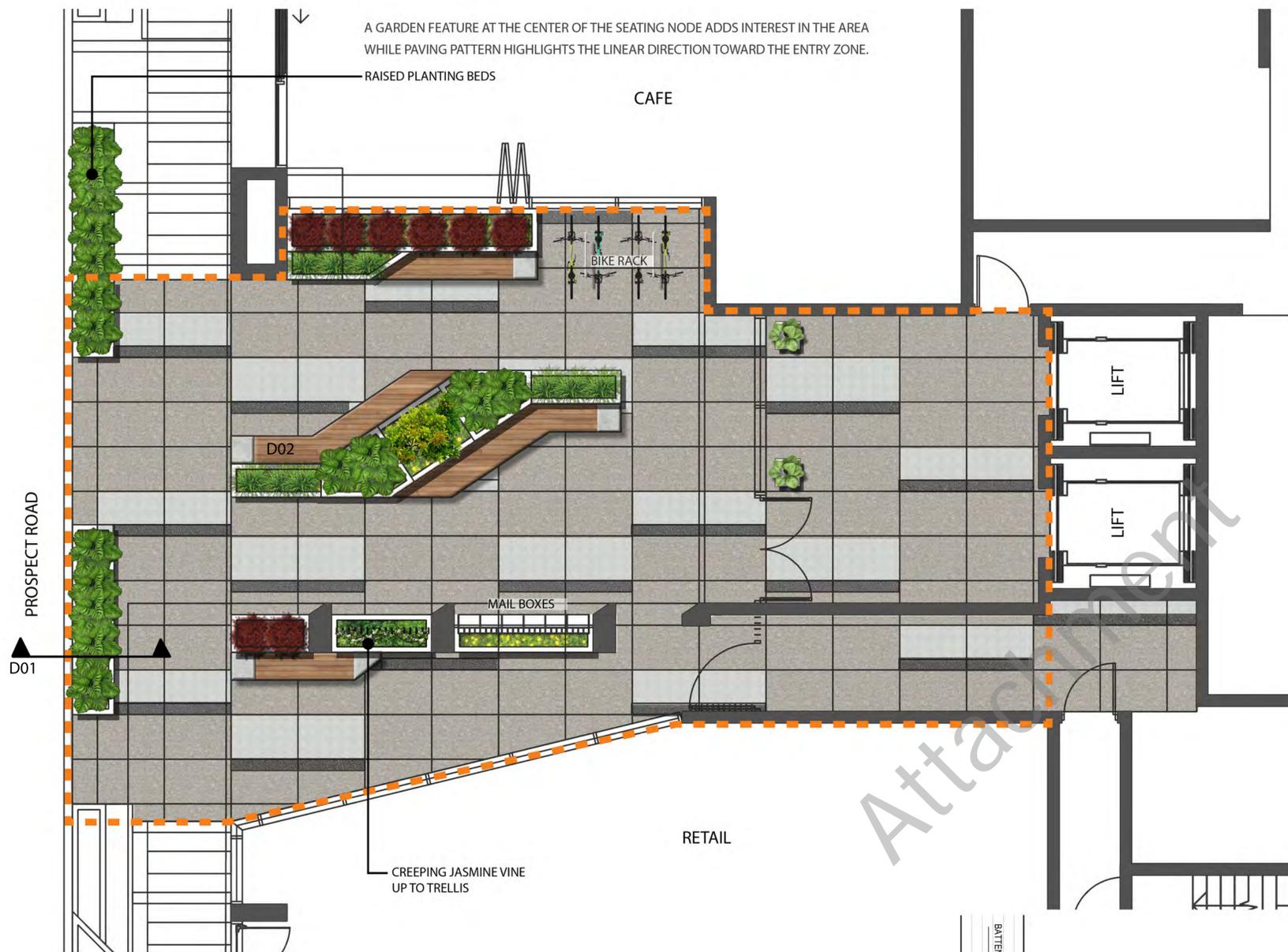
Drawn By: BS

Checked By: AL

DESIGN INTENT:

ANGLED SEATING LAYOUT IMITATE THE NATURE OF THE ARCHITECTURAL COLUMNS WHILE DIRECT ACCESS FLOW TOWARD THE BUILDING AND ADDS AN INVITING FEEL.

A GARDEN FEATURE AT THE CENTER OF THE SEATING NODE ADDS INTEREST IN THE AREA WHILE PAVING PATTERN HIGHLIGHTS THE LINEAR DIRECTION TOWARD THE ENTRY ZONE.

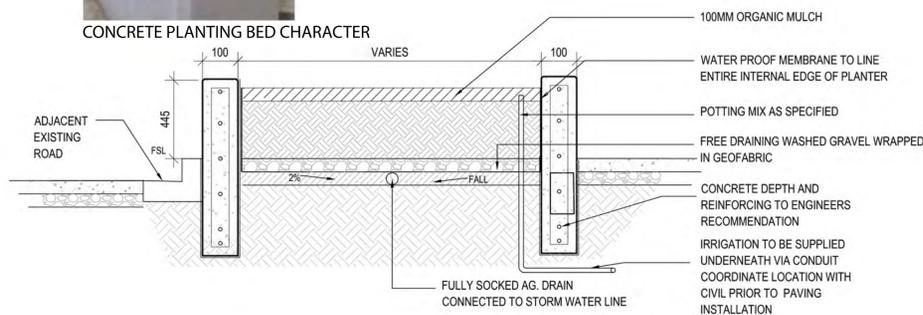


PROSPECT ROAD
D01

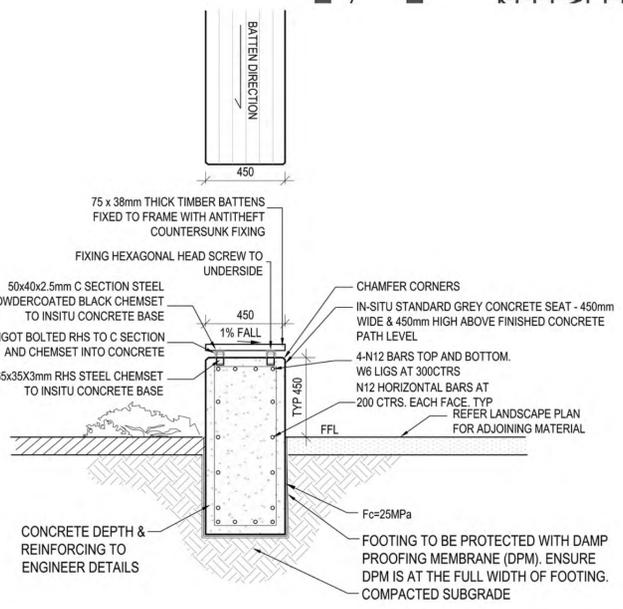
PLANTING BED IRRIGATION
THE IRRIGATION IS INTENDED TO BE CONNECTED TO THE WATER SYSTEM WITHIN THE DEVELOPMENT, THE IRRIGATION CONTROLLER WILL BE PLACED IN THE BASEMENT CAR PARK AND MONITORED BY THE DEVELOPERS TENANTS.



CONCRETE PLANTING BED CHARACTER



D01 CONCRETE PLANTER BOX
SCALE 1:20



D02 LOW CONCRETE SEATING WALL WITH TIMBER TOP
SCALE 1:20

A SHADE TOLERANT ENTRY PLANTING WITHIN RAISED GARDEN BED



PHILODENDRON AGAPANTHUS BABY PETE



CORDYLINE OPHIOPOGON JAPONICUS



JASMINE VINE MYOPORUM CREEPING BOOBIALLA

B ENTRY CEILING AND SEAT LIGHTING



C CONCRETE SEAT WITH TIMBER BATTENS



D RAISED PLANTER BEDS



E ENTRY FEATURE PAVER



OUTER SPACE

LEGEND:

- IRRIGATED RAISED CONCRETE GARDEN BED
- FEATURE PAVERS
- CONCRETE SEATS WITH TIMBER BATTENS
- POTTED PLANTS
- EXTENT OF WORKS

PRELIMINARY NOT FOR CONSTRUCTION

Project: 69-73 PROSPECT ROAD MIXED USE DEVELOPMENT
Client: PRUSZINSKI PACT ARCHITECTS
Drawing: ENTRY CONCEPT LANDSCAPE PLAN



SCALE 1:50 @A1

Date: 01/05/20

Dwg No.: OS1912_CP02

Drawn By: BS

Checked By: AL

| | |
|-------------------------|---|
| AGENDA ITEM NO.: | 10.5 |
| TO: | Council on 25 August 2020 |
| DIRECTOR: | Simon Bradley, Director Infrastructure and Environment |
| REPORT AUTHOR: | Russell King, Acting Manager Infrastructure and Assets |
| SUBJECT: | Green Adelaide Water Sustainability Grants 2020/2021 – Grant for Resilient East WSUD Implementation |

1. EXECUTIVE SUMMARY

Green Adelaide (formerly the Adelaide and Mt Lofty Natural Resources Management Board) has recently invited submissions for their Water Sustainability Grants, with the primary objective of the grants to achieve better management of water-related benefits and their impacts on land, watercourses and coastal and marine environments, including improving the resilience of communities.

Opportunities to include Water Sensitive Urban Design (WSUD) measures are considered on all City of Prospect infrastructure projects and the following measures have been identified for incorporation into the 2020/21 Capital Works Program that would be eligible for funding:

- Tree Inlet Watering Systems
- Permeable Paving and Permeable Recycled Rubber Asphalt

The installation of Tree Inlet Watering Systems and Permeable Paving/Asphalt have already been included within the scope and budget of the Capital Works Program for the kerbing and footpath renewal budgets respectively. Construction of these works are not subject to funding approval. However, any funding received would present savings in these categories and be in recognition and support of the proposed works.

In addition to the Tree Inlets and Permeable Footpaths, the following additional WSUD feature has been considered for inclusion within the Capital Works Program:

- Raingardens

The installation of raingardens have not currently been budgeted for in the Capital Works Program and would first be subject to winning funding and community support on the proposal.

The total amount of grant funding proposed is \$30,000.

2. RECOMMENDATION

(1) Council having considered Item 10.5 Green Adelaide Water Sustainability Grants 2020/2021 – Grant for Resilient East WSUD Implementation receive and note the report.

(2) Council authorises the Chief Executive Officer to submit a grant application for \$30,000 for the 'Green Adelaide Water Sustainability Grants 2020-2021'.

3. DISCUSSION

Green Adelaide (formerly the Adelaide and Mt Lofty Natural Resources Management Board) has recently invited submissions for their Water Sustainability Grants, with a grant funding pool of approximately \$1.5m on offer as per **Attachment 1-4**.

The primary objective of the Water Sustainability Grants is to achieve better management of water-related benefits and their impacts on land, watercourses and coastal and marine environments, including improving the resilience of communities. Applications for the Water Sustainability grants close the 31 August 2020.

As part of the Resilient East Project (a joint initiative between the cities of Adelaide, Burnside, Campbelltown, Norwood Payneham & St Peters, Prospect, Tea Tree Gully, Unley, and the Town of Walkerville) a number of priority actions have previously been identified in relation to water sustainability:

Action: *Assessing the potential for Water Sensitive Urban Design (WSUD) in Projects*

Action: *Determine future priorities for investment in Tree Inlet watering systems*

As part of Council's 2020/21 Capital Works Program for roads, kerbs, footpaths, and stormwater a number of projects have been identified for the inclusion of WSUD measures that would be eligible for grant funding under the Green Adelaide program. These include:

Tree Inlet Watering System

Council have already installed a number of tree inlet watering system in local streets in the past two years, with Rolfe St, Nailsworth being an excellent example of a high quality installation to supplement existing and new trees in the street.

Tree inlet systems capture the stormwater from the street and direct it to a leaky well system behind in the verge which can hold up to 200 litres of water. The water then infiltrates into the surrounding soils meaning passive irrigation deep to the root zone of our street trees. Recent studies by the City of Mitcham and University of South Australia have shown even in low rainfall years with partial blockage of the inlet, they can infiltrate over 5,000 litres of water per inlet to the subsoil. This means healthier trees and bigger canopies for our green tunnels.

As we aim to combat the effects of climate change and urban heat island effects, another benefit of tree inlet watering systems is the effect on evapotranspiration and urban cooling. Another recent research project between City of Mitcham and Flinders University monitoring sap flow in white cedar trees in Hawthorn have shown the addition of tree inlet systems can significantly increase water uptake and evapotranspiration to create the equivalent cooling effect to the street of running a ducted evaporative air conditioner for the entire day per tree.

Tree inlet watering systems are typically installed upstream of trees, as although they encourage root growth away from the kerb, in areas where the kerb has previously lifted and caused ponding issues, tree inlets ensure that even with minor kerb lift in future the water will soak away in hours rather than days.



Tree Inlet Watering Systems can provide up to 5,000L per annum to trees

As part of the Capital Works Program we intend to install tree inlet watering systems in the following streets, which have been included within the capital works kerbing renewal budget and program:

- Maud Street, Prospect
- Collingrove Avenue, Broadview
- Thorngate Street, Thorngate
- LeCornu Street and Craddock Street, Broadview
- Myponga Terrace, Broadview
- Newbon Street, Nailsworth

The amount being sought through the grant program towards the installation of tree inlet watering systems is \$10,000.

Permeable Paved Footpath

In normal compacted rubble base footpaths, street trees seek out the condensate moisture under pavers and the sandy bedding layer which encourages shallow root growth, creating trip hazards for our community and causing constant conflict between the tree and footpath.

This means that even for relatively new footpaths intervention well ahead of the forecast time is required to pick up and relay pavers and remove the hazards, putting pressure on Council's maintenance budgets and creating a risk issue for trips and falls.



Tree roots and footpaths are in constant conflict in urban areas with narrow verges

In permeable paved footpaths however, the air voids in the base that are used to infiltrate the stormwater to the soil prevent root growth and encourage deeper roots into the subsoil as they can't grow in air.

The other advantage to permeable paths from a water sustainability perspective is that the air voids in the base of a 1.2m wide footpath over a 20m frontage constructed in permeable paving can provide up to 1,000L of water soakage (a standard rainwater tank) that can infiltrate into the underlying soils meaning healthier greener verges and street trees every time it rains.

Permeable paved footpaths are proposed for the following footpath renewal projects that link with recent new tree plantings or to complement existing street trees, and have been included within the capital works footpath renewal budget program:

- Davies Terrace, Nailsworth
- Dora Street, Sefton Park
- East Terrace, Nailsworth

Two projects have been identified for being renewed in recycled rubber permeable asphalt. A recent trial between the City of Mitcham and Melbourne University demonstrated that as well as a reduction in surface heat due to the colour, the permeable surface could capture and infiltrate up to a 1 in 100 year storm event. Recycled rubber permeable asphalt also provides an avenue to reuse waste tyres where they have benefits for the strength and resilience of the footpaths, and between the two laneways we would expect to use close to 5 tonnes of recycled rubber tyres (approximately 500 tyres).



Recycled rubber permeable asphalt at St Marys carpark

Recycled rubber permeable asphalt footpaths are proposed for the following footpath renewal projects that link with unirrigated landscaping to sustain the plantings through water infiltration:

- Don Linder Walk, Prospect (recycled rubber permeable asphalt)
- Larwood Lane, Prospect (recycled rubber permeable asphalt)

By constructing the laneways in recycled rubber asphalt Council will achieve significant volumes of waste diverted from landfill as well as taking large steps towards achieving our goal of sourcing recycled materials in our procurement.

The amount being sought through the grant program towards the construction of permeable footpaths (paved and rubber asphalt) is \$10,000.

Raingardens

Davies Terrace has been identified for footpath renewal in the 2020/21 Capital Works Program and is unique in that the northern side of the street has no property frontages and only fences and garage doors. The residents of Davies Terrace have frequently raised the issue of the unsightly streetscape created by having no frontages, and a number of trees were planted however these are still juvenile and will do little to screen the visual impact of the fences once mature.

Given the low foot traffic on the northern side due to the lack of property frontages, it is proposed to renew the footpath on the southern side only, and on the northern side remove the footpath and construct a biodiversity corridor with native shrubs and grasses. The intent of the biodiversity corridor is to not only generate the associated environmental benefits for our native flora and fauna but to use the street as an example streetscape for residents of what they can achieve if they want to landscape their verge using low water natives as part of Council's verge replacement program.

If Council were successful in obtaining funding for the project, the intent is to also install raingardens along the length of the street to provide water quality improvements to the street, but also sustain further low to medium height plantings in the verge.

This will have the benefit of reducing the heat island effects in the street through the addition of year round greenery, as well as enhancing local biodiversity.

The amount being sought through the grant program towards the construction of the raingardens in Davies Terrace is \$10,000.

Implications, Related Questions and Further Information

The WSUD works linked with the kerbing (tree inlets) and footpath (permeable paving) renewal projects are currently included within the scope and budget of the 2020/21 Capital Works Program, and are not subject to funding to go ahead. Should Council receive funding for these projects it would be in recognition of the positive environmental outcomes Council is targeting, and the surplus created could be reallocated within the respective asset budget categories.

The footpath renewal works within Davies Terrace are currently included within the scope and budget of the footpath 2020/21 Capital Works Program, including landscaping associated with the potential removal of the footpath on the northern side, which will be funded through the savings of not replacing it.

The cost of the raingardens within Davies Terrace are not currently included within the scope and budget of the Program, and the Green Adelaide Water Sustainability funding being sought would cover this additional cost in full.

Note the removal of the footpath on the northern side of Davies Terrace and replacement with landscaping is subject to community consultation with the residents on the street, which will occur once Council notified of being successful in obtaining funding or otherwise and whether it will include raingardens.

The total amount of grant funding requested is \$30,000.

Relevance to Core Strategies / Policy

The projects and funding proposals link to the following strategies and action plans:

- Resilient East Water Sensitive Urban Design (WSUD) Action Plan
- LGA Circular Procurement Pilot Project
- City of Prospect Environmental Action Plan 2018-2022

Strategic Plan to 2020 Theme 1 – People “Know, empower, celebrate, educate and activate our community”

Strategy 1.2 Environmentally active, sustainably focused

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

Strategy 2.2 Loved parks and places

Strategy 2.4 A greener future

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1 Excellence in Infrastructure
Strategy 4.3 Responsible Waste Management

ATTACHMENTS

Attachments 1-4: Water Sustainability Grant Guidelines 2020/21

Application guide: Water Sustainability Grants 2020–2021

What are we working to achieve?

The primary objective of the Water Sustainability Grants is to achieve **better management of water-related benefits to and impacts on** land, watercourses and coastal and marine environments, including **improving the resilience of communities**. Better management water-related benefits and impacts in Green Adelaide will contribute to the achievement of our seven priorities:

- **Coastal management**, by addressing land-based impacts on coastal and marine habitats.
- **Water resources and wetlands**, by working for the continuous improvement of our creeks, rivers, groundwater and wetlands.
- **Green streets and flourishing parklands**, by recognising the synergies of fit-for-purpose water provision, at-source infiltration, and other sustainable water management opportunities for urban greening.
- **Biodiversity sensitive and water sensitive urban design (BSUD and WSUD)**, by supporting projects that integrate these contemporary design philosophies into their overall design processes.
- **Controlling pest plants and animals**, through projects which include the management of pest plants as part of broader management of our creeks, rivers and wetlands.
- **Nature education**, by supporting projects which involve communities and create assets for ongoing community engagement with nature.
- **Fauna, flora and ecosystem health in the urban environment**, with projects that create opportunities to protect existing ecosystems and create new habitat through better water management.

How are we doing this?

Water Sustainability Grants provide both **funding** and **technical support** to partner organisations delivering a range of **multiple-benefit on-ground and non-works projects** within Green Adelaide.

How big is the funding pool?

A total of up to nearly \$1.5 million including GST is on offer.

When do applications close?

Close-of-business **Monday 31 August 2020**.

Who is eligible for the grants?

The grants are open to any applicant capable of entering into a **grant agreement** with the Green Adelaide Board.

What projects are eligible?

- The grants are open to both **on-ground** projects and projects which do not have an on-ground construction/planting component ("**non-works**" projects).
- Projects may contribute to the achievement of the objectives by building **skills, understanding, assets**, and/or **organisational commitments** for better water management.

- The grants are targeted at projects that deliver **multiple benefits** within an integrated water management framework.
- Projects will be **within Green Adelaide**, or, for projects spanning more than one landscape region, will use the Water Sustainability Grants contribution within Green Adelaide. Landscape region boundaries can be explored at <https://statewide.landscape.sa.gov.au/>.
- Projects may contribute **directly** to the achievement of the objectives, and/or may contribute in the **medium- to long-term**.
- Although each project may continue beyond the end of the 2020–2021 financial year, the Water Sustainability Grants contribution must be completed **within the financial year**.

Are there any particular focus areas?

The Water Sustainability Grants recognise the synergies of better water management across the focus areas of **green infrastructure** (also known as **living infrastructure**) and **climate resilience**. For 2020–2021, applications are particularly encouraged for on-ground **green infrastructure** projects and **coordination activities** for the four **Regional Climate Partnerships** in Green Adelaide – Adapting Northern Adelaide, Resilient East, Resilient South, and AdaptWest.

Green infrastructure on-ground projects might include green roofs, green walls, green facades, productive or edible gardens, and greenways. Projects might include trials or pilots of innovative approaches to green infrastructure implementation, or trials or pilots of established approaches that are new to the applicant. At least \$140,000 including GST of the total funding pool has been earmarked for green infrastructure on-ground projects.

Regional Climate Partnership coordination activities might include dedicated RCP Coordinator roles or the support of RCP coordination through the dedication of partner staff time. At least \$220,000 including GST of the total funding pool has been earmarked for RCP coordination activities.

What else will we be looking for?

Additional objectives that are important in delivering the primary objective of the Water Sustainability Grants are:

- Recognise the value of the knowledge of **Aboriginal people**, and of their participation, in better water management.
- Consider projects across all four key areas of intervention that we have identified in our work in better water management: **research; policy/governance/strategic planning; on-ground projects; and capacity building**.
- Recognise the synergies of this grants program with the landscape levy co-funded **Water Sensitive SA** capacity-building program and **CRC for Water Sensitive Cities** research program.
- Leverage co-investment from our delivery partners and other project partners with the aim of achieving a **minimum of \$1 leveraged for every \$1 of landscape levy grant funding** – however, recognising the impact of the COVID-19 pandemic on local government and other potential delivery partner expenditure budgets, applications unable to offer 1:1 co-funding will not be unduly disadvantaged.
- Build on the success of the 2019–2020 and 2018–2019 Water Sustainability Grants, and the 2017–2018 Water Sensitive Urban Design Grants, building on well over a decade of investment of levy funds and staff time in better water management.

What is the application process?

Tuesday 28 July 2020

Funding round opens.

Application guide and application form available by email, and by download from the Water Sensitive SA website, <https://www.watersensitivesa.com>.

Potential applicants can direct queries to Sam Phillips, Team Leader Urban Water, 0408 721 871, sam.phillips@sa.gov.au.

Applicants complete application form electronically, and email Word document to Sam Phillips, along with any supporting documentation. The application form includes a survey to help us evaluate this grants process and improve future grants programs.

Monday 31 August 2020

Applications close at close of business.

Week starting

Monday 31 August 2020

Applications assessed and scored against the Water Sustainability Grants objectives by a panel of Green Adelaide staff. The panel will agree on the allocation of funding amongst the applications.

Week starting

Monday 14 September 2020

Applicants advised of the outcomes of the assessment.

Drafting of grant agreements commences.

Debriefs will be offered to unsuccessful applicants.

What projects were supported in the previous round?

The 2019–2020 round attracted 34 separate project applications, with 15 projects successful.

| 2019–2020 Water Sustainability Grants successful projects | | |
|---|---|------------------|
| Project | Grant recipient | Grant (inc. GST) |
| Crockery Creek Integrated Management Plan | Alexandrina Council | \$19,250 |
| Resilient Hills & Coasts Regional Coordination | Alexandrina Council on behalf of Resilient Hills & Coasts | \$71,500 |
| Victoria Park/Pakapakanthi/Park 16 Wetland | Brown Hill Keswick Creeks Stormwater Board | \$253,000 |
| Kensington Gardens Reserve Wetland | City of Burnside | \$237,494.40 |
| Resilient East Coordinator | City of Burnside on behalf of Resilient East Project | \$52,800 |
| Thistle Avenue Rain Garden Streetscape Upgrade | City of Charles Sturt | \$33,000 |
| Lucretia Way Reserve Basin Upgrade | City of Marion | \$165,000 |
| Sustainable Water Management Collaborative Research Project | City of Mitcham | \$63,519.50 |
| Patawalonga Creek “IR2” Project – Improve Water Quality and Biodiversity, Remove Weeds, and Reduce Flooding | Conservation Volunteers Australia | \$50,215 |

| 2019–2020 Water Sustainability Grants successful projects | | |
|--|--------------------------------------|-----------------------------|
| Project | Grant recipient | Grant (inc. GST) |
| Roseworthy Township Expansion & Kingsford Regional Industrial Estate Integrated Water Management | Light Regional Council | \$44,000 |
| Resilient Hills & Coasts water sensitive urban design (WSUD) training for regional practitioners | Mount Barker District Council | \$8,800 |
| Thirst for Sustainability – Water Sensitive Urban Design (WSUD) Options Study | St Joseph's School Ottoway | \$1,650 |
| Creek Restoration and Revegetation Project (Stage 1) | The Hills Christian Community School | \$45,100 |
| Coleman Parade Low Flow Channel | Town of Gawler | \$19,250 |
| Sustainable School Irrigation | Victor Harbor R–7 School | \$27,500 |
| Total for 15 projects | | \$1,092,078.90 |

| | |
|-------------------------|--|
| AGENDA ITEM NO.: | 10.6 |
| TO: | Council on 25 August 2020 |
| DIRECTOR: | Simon Bradley, Director Infrastructure & Environment |
| REPORT AUTHOR: | Jacob Avery, Traffic Officer |
| SUBJECT: | School Consultation Results – Traffic Management Around Schools |

1. EXECUTIVE SUMMARY

At the Council Meeting on 28 May 2019, a report was tabled in relation to traffic management issues around schools within the City of Prospect.

The report provided Council with a summary of the actions undertaken, or currently being undertaken, by Council Administration to help gain a better understanding of traffic management around schools within the municipality. It states that providing a safe road environment for adult and child pedestrians, cyclists and motorists is the responsibility of all people picking up and dropping off children at schools. At this meeting it was resolved:

- (1) Council having considered Item 13.13 Traffic Management around Schools, receive and note the report.*
- (2) That Council establishes annual meetings with the six schools located within the City of Prospect and representatives of DIT's 'Way2Go' Program to gain a greater understanding of traffic and parking issues around our schools.*
- (3) A further report is presented to Council following further consultation with schools, identifying the issues, options, priorities and funding opportunities associated with traffic and parking around the six schools located within the City of Prospect.*

Council's Traffic Officer has since organised and attended meetings with all six schools located within the City of Prospect, and representatives of the Department of Infrastructure and Transport's (DIT) Way2Go Program, to discuss traffic and parking around each school, and to help identify and resolve any issues or concerns.

Some of the parking issues raised during the school meetings included:

- Parents and caregivers parking or stopping in 'kiss and go' areas (No Parking) for extended periods. This area is intended for immediate drop off and pick up only and extended stays in these locations causes a flow-on impact across the locality
- Kiss and drop areas are insufficient in length and need to be extended or modified
- Parking signage is incorrect, inconsistent and is confusing to motorists and should be changed
- Vehicles are parking illegally, either within 10m of intersection, across driveways or double parked, while dropping off or waiting to pick up children.

Some of the traffic issues raised during the school meetings included:

- Parents and caregivers undertaking U-turns / 3-point turns in streets surrounding schools to either access the kiss and drop area or avoid busy arterial roads, creating an unsafe road environment
- Motorists speeding through 25km/h school zones
- Vehicles are banking up in streets either waiting to pick up children (using the kiss and go area) or to exit onto busy arterial roads, causing congestion.

In response to the issues raised during the school meetings, the follow changes were proposed and/or actioned:

- Invited all schools to contact DIT to become active in the Way2Go program, noting that Nailsworth and Prospect North Primary Schools are, or have become, active members and begun to utilise the program
- Relocated and/ or extended 'Kiss and Go' parking areas and times to help improve traffic flow in local streets and promote more turnover of these spaces for parents
- Updated parking restriction times in line with typical school peak periods, and replaced faded signs, to ensure greater consistency and reduced confusion for parents
- Installed or extended No Standing restrictions (or yellow lines) in local streets to highlight no parking areas to motorists, to reduce congestion, promote safer driving and reduce illegal parking practices
- Reviewed Inter Campus Bus parking arrangement along Prospect Road and provided alternative location to improve pedestrian safety and traffic flow
- Wrote to DIT to advocate on behalf of Prescott College for a formalised crossing point on Prospect Road, near St Helens Park
- Encouraged schools to educate parents on how parking areas should operate, promote active travel modes and reducing reliance on car travel to and from School.

In considering all of the above, Council Administration has worked, and will continue to work closely, with both public and private schools, DIT and SA Police to share the responsibility of educating motorists and children about road safety and, where necessary, will enforce parking and speeding breaches.

Council Administration will continue to meet with the six schools located within the City of Prospect, in order for Council to continue to help assist schools with traffic management, as required.

2. RECOMMENDATION

(1) Council having considered Item 10.6 School Consultation Results – Traffic Management Around Schools, receive and note the report.

- (2) That Council acknowledges providing a safe road environment for adult and child pedestrians, cyclists and motorists is the responsibility of all people picking up and dropping off children at schools.**

3. DISCUSSION

At Council Meeting on 26 March 2019, Council resolved:

- (1) *That Council Administration provide a report to the April 2019 Council Meeting in relation to traffic management issues around all schools within the City of Prospect.*
- (2) *This report will include:*
1. *Issues identified by schools and school neighbours to Council in relation to traffic and parking*
 2. *The role Council is currently playing to assist with traffic and parking*
 3. *The future role of Council in supporting school communities to manage traffic and parking issues, as well as the role of SAPOL.*

In response to the motion, a report was tabled at the Council Meeting on 28 May 2019, which provided Council with a summary of the actions undertaken, or currently being undertaken, by Council Administration to help gain a better understanding of traffic management around schools within the municipality.

Councils are continually faced with increased pressure to address traffic speeds, congestion and parking on arterial and local roads around schools. Methods employed by Councils to address traffic management around schools include:

- Education and regular enforcement by Community Safety Officers
- Meetings and on-site review of parking controls and traffic movements with school representatives

The State Government through DIT offers the 'Way2Go' road safety education program to all public schools and Council supports the program and encourages all applicable schools to participate in the program.

The Way2Go program is a state wide South Australian program promoting safer, greener and more active travel for primary school students and their communities. Councils partner with Way2Go and school communities to identify, plan and implement people focused, safe and innovative improvements in local streets near schools to support active travel.

At this meeting it was resolved:

- (1) *Council having considered Item 13.13 Traffic Management around Schools, receive and note the report.*
- (2) *That Council establishes annual meetings with the six schools located within the City of Prospect and representatives of DIT's 'Way2Go' Program to gain a greater understanding of traffic and parking issues around our schools.*

- (3) *A further report is presented to Council following further consultation with schools, identifying the issues, options, priorities and funding opportunities associated with traffic and parking around the six schools located within the City of Prospect.*

Council's Traffic Officer has since organised and attended meetings with all six schools located within the City of Prospect, and representatives of DIT's Way2Go Program, to discuss traffic and parking around each school, and to help identify and resolve any issues or concerns.

A summary of each meeting, including concerns and proposed actions, is listed below:

DIT – Way2Go Program

Council Administration met with representatives in January 2020, to discuss the Way2Go Program. Currently, two schools actively participate in the program:

- Nailsworth Primary School
- Prospect North Primary School

When meeting with schools Council Administration will continue to advocate for participation in the Way2Go program and provide information regarding the program to support it.

Prospect Primary School

Council Administration met with the Prospect Primary School in early February 2020 to discuss any concerns regarding parking and traffic around the school.

- At the meeting, the following concerns were raised:
 - Vehicles parking along the residential side of Burrage Place and blocking cars ability to turn around and exit in a forwards direction
 - Cars doing U-turns at the school crossover which is a heavily used entry point for pedestrians
 - Car banking up along Gladstone Road while trying to access the kiss and go spaces, reducing Gladstone Road to one traffic lane
 - Not enough kiss and go (No Parking) spaces along Gladstone Road
 - Cars are overstaying in the 15 minute parking spaces along Gladstone Road
 - Cars cutting the corner when turning left into Gladstone Road, from Braund Road, due to the footpath and road being at the same level
 - Vehicles parking on both sides of Braund Road, near W.T. Smith Reserve and reducing Braund Road to one lane, which causes congestion and blocks the nearby intersection.
- In response to the concerns raised, the following changes were proposed, with most being implemented:
 - Extended the Kiss and Go Zone along Gladstone Road to allow for more vehicles, as well as improve the flow of traffic approaching Braund Road

- Installed additional yellow “No Parking” line marking on Gladstone Road and Burrage Place. This will prevent vehicles from banking up along Gladstone Road, and allow enough room for vehicle to turn around in Burrage Place
- Implemented No Standing restrictions, that operate during school AM and PM peak periods, in Burrage Place (along residential frontages)^[1]. This will stop cars from using Burrage place to pick up and drop off children, will also help to stop vehicles parking across driveways
- Considered proposed No Standing restrictions, that operate during school AM and PM peak periods, along Braund Road (between Gladstone Road and Bosanquet Avenue)^[2]. This was proposed to help reduce congestion along Braund Road, in particular near Gladstone Road intersection
- Installed a temporary on-street accessible parking space on Gladstone Road, in response to concerns raised by a parent with a child with disabilities, being able to safely pick up and drop off their child.

[1] Community consultation was conducted, as parking controls directly impacted on parking for residents in Burrage Place. All impacted residents in Burrage Place supported the proposed changes.

[2] Community consultation was undertaken, as parking controls impacted on parking for residents in Braund Road. First consultation received minimal responses, with only 1 response received. Due to the lack of responses, an additional survey was conducted. The second consultation received a total of 4 responses, with 2 in support and 2 objecting to the proposed parking restrictions. As there was no clear majority in support of the proposed restrictions, they were not installed.

Nailsworth Primary School

Council Administration attended a meeting with the School and DIT Way2Go representatives in early March 2020 to discuss their concerns regarding parking and traffic around the school.

- At the meeting, the following concerns were raised:
 - Parents not utilising the Kiss and Go spaces in Thomas Street correctly, either overstaying parking in illegal areas
 - Parents blocking the eastern end of Thomas Street, near school crossing, causing significant traffic congestion and safety issues
 - Parents doing U-turns along Thomas Street to avoid Main North Road
 - Parents parking in No Standing area along southern side of Balfour Street to pick up and drop off children
 - Poor visibility of school children when crossing Emilie Street (due to excess foliage) and Balfour Street (due to parked cars).
- In response to the concerns raised, the following changes were implemented:
 - Extended and relocated Kiss and Go zone to the western end of Thomas Street, to allow for more vehicles and improve traffic flow by moving cars away from the school crossing and forcing motorists to utilise Main North Road, instead of doing U-turns, to exit Thomas Street.

- Updated the No Parking restriction times in Thomas Street from 8.15am-9.15am & 3pm-4pm to 8am-9am & 2.30pm-4pm. This would ensure consistency with times in Balfour Street and ensure parents were not parking in Thomas Street for extended periods of time prior to picking up their children.
- Reduced the height of foliage at the Balfour Street/ Emilie Street intersection, to less than 900mm in order to improve visibility of children crossing the street.
- Updated the No Standing restriction times in Balfour Street from 8.15am-9.15am & 3pm-4pm to 8am-9am & 2.30pm-4pm, this included replacing with new signs as existing were faded. This would ensure consistency with times in Thomas Street and highlight to parents that parking in Balfour Street to pick up or drop off their children is a bookable offence.
- Installed additional No Parking area in Balfour Street, adjacent the school pedestrian access point, in order to remove long-term parked vehicles and improve visibility of children entering/exiting the school from Balfour Street.

Prescott College

Council Administration met with the college in early June 2020, to discuss their concerns around safety and the process required to establish a formalised pedestrian crossing on Prospect Road, near St Helens Park.

- At the meeting, the following concerns were raised:
 - Safety of students having to cross Prospect Road during the busy morning and afternoon peak periods, due to lack of a formalised crossing point. This concern has increased due to the college's recent intake of Year 7 Students
 - The speed of vehicles travelling along Prospects Road, near St Helen's Park, during the AM and PM peak periods
 - Safety of children being picked up by the Inter Campus Bus in the afternoon, which occurs on Prospect Road adjacent St Helen's Park. The buses cause congestion and also reduce visibility of children attempting to cross Prospect Road.
- In response to the concerns raised, the following have been undertaken:
 - Advised representatives of the College to contact DIT to request a formalised pedestrian crossing near St Helens Park, as well as an extension of the current 40km/h speed limit along Prospect Road to include St Helen's Park. In addition, Council Administration wrote a letter to DIT, advocating on behalf of Prescott College, to have a formalised pedestrian crossing near St Helen's Park, as well as an extension of the current 40km/h speed limit along Prospect Road to include St Helen's Park.
 - Installed new pedestrian crossing advisory signs along Prospect Road, on each approach to St Helen's Park, to help improve the visibility of pedestrians in the area to motorists
 - Reviewed the current Inter Campus Bus Service during a busy afternoon peak period, and provided the college with alternative bus parking locations to help improve pedestrian safety and traffic flow along Prospect Road.

Prospect North Primary School

Council Administration met with the school in late June 2020, to discuss any concerns regarding parking and traffic around the school.

- At the meeting, the following concerns were raised:
 - Safety of children crossing Regency Road at the pedestrian operated signals. This is due to Regency Road being a multi-lane arterial road, and the large number of children who attend the school that live north of Regency Road. This is a contributing factor for increased vehicle travel to and from the school.
 - Poor visibility of the signalised pedestrian crossing due to glare, overgrown tree branches and proximity to nearby local streets
 - Limited kiss and go spaces in Stuart Road, leading to parents parking for extended periods of time and causing congestion and large delays
 - Traffic congestion in Stuart Road reduces traffic to one lane, resulting in driver frustration, safety issues and intersection with Regency Road becoming blocked
 - Underutilisation of Arthur Street as a pick up and drop off area, potentially due to lack of short-term parking restrictions and parents not being advised to utilise the school entry via Arthur Street.
- In response to the concerns raised, the following changes/actions have been proposed (Council administration is currently waiting on final approval from school):
 - Advised school that tree branches blocking traffic signals will need to be maintained by the school, as trees are located within school boundary
 - Install new temporary No Standing zone in Stuart Road, near Regency Road, that operates between 8am-9am and 3pm-4pm on School Days. This will help to reduce congestion near Regency Road and reduce the likelihood of conflict between cars entering and exiting Stuart Road
 - Extended Kiss and Go area along school frontage to Stuart Road, which includes new compliant signage and times. This will reduce the amount of cars parking for extended periods of time in Stuart Road and improve the flow of traffic
 - Installed new 15 minute parking area adjacent school pedestrian entry/ exit in Arthur Street. The parking restrictions will operate between 8am-9am and 3pm-4pm on school days. This will reduce the reliance on Stuart Road for pick up and drop offs, which will help improve traffic flow around the school and reduce congestion in Stuart Road
 - Forwarded concerns related to Regency Road and pedestrian crossing directly to DIT's Way2Go officer. Officer has since been in contact with school and is in the process of reviewing the signalised crossing, given Regency Road is a DIT controlled road
 - DIT have undertaken a full review of the pedestrian actuated crossing (PAC) on Regency Road, with the following suggested actions:
 - DIT to install advanced warning (crossing) signs on both approaches to PAC, to help improve the visibility of the crossing to motorists
 - DIT to respray red hoops with Way2Go signs on adjoining roads

- DIT and Council to investigate an improved road crossing on Arthur Street to reduce congestion at the PAC and reduce crossing at the intersection with Regency Road
- School to consider trimming two trees adjacent PAC
- School to create, design and install art on adjoining stobie poles
- Council to review trees in spring and trim as required.

Blackfriars Priory School

Council was contacted by a staff member of Blackfriars in February 2020 regarding the school car park exit onto Prospect Road. Concerns were raised that due to cars parking along Prospect Road during school pick up times, there was poor visibility for cars existing the school car park.

After undertaking an inspecting during a busy afternoon pick up period, it was identified that parents waiting to pick up their children were parking close to the car park exit, blocking the view of oncoming vehicles.

In response, a 'No Standing Zone' was installed immediately adjacent the car park exit to Prospect Road, that operates between 2.30pm and 4.00pm, Monday to Friday.

In addition to the above, met with the school in mid July 2020, to discuss any additional concerns regarding parking and traffic around the school. At this meeting, there were no additional traffic or parking concerns raised, noting that the school already has two (2) off-street pick-up and drop-off areas

Rosary School

Council Administration met with the school in early August 2020, to discuss any concerns regarding parking and traffic around the school.

- At the meeting, the following concerns were raised:
 - Vehicles parking to close to the school crossing in Gladstone Road (currently sign posted as 15 minute parking area), with some vehicles reversing across the school crossing
 - Bus Zone area signage adjacent school crossing in Gladstone Road is faded and non-compliant
- In response to the concerns raised, the following changes have been implemented:
 - Install temporary 'No Standing' area that operates during pick up and drop off times adjacent school crossing, and relocate existing 15 minute parking area away from the school crossing
 - Replace faded and non-compliant bus zone signage
 - The school was also provided with the contact details of DIT's Way2Go program officer to discuss potential education opportunities, for both the school and its community.

In summary, traffic management issues on arterial and local roads during peak school times is not isolated to the City of Prospect and, although the responsibility of parking correctly, not speeding and obeying all road rules could be shared between Council, SA

Police, School Committees and motorists, the greater responsibility is generally directed at Council.

Providing a safe road environment for adult and child pedestrians, cyclists and motorists is the responsibility of all people picking up and dropping off children at schools. Council has and will continue to, work closely with both public and private schools, DIT and SA Police to share the responsibility of educating motorists and children about road safety and where necessary, will enforce parking and speeding breaches.

Council Administration recommends that meetings are continued to be held with the six schools located within the City of Prospect, in order for Council to continue to help assist schools with traffic management as required.

Financial and Resource Implications

The signage and line marking changes following consultation with schools, was undertaken utilising existing maintenance budget.

Relevance to Core Strategies / Policy

- Local Government Act, 1999
- Australian Road Rules, 1999
- Road Traffic Act, 1961

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1 Excellence in Infrastructure

ATTACHMENTS

Nil.

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| AGENDA ITEM NO.: | 10.7 |
| TO: | Council on 25 August 2020 |
| DIRECTOR: | Simon Bradley, Director Infrastructure and Environment |
| REPORT AUTHOR: | Russell King, Acting Manager Infrastructure and Assets |
| SUBJECT: | 40km/hr Speed Limit – City of Port Adelaide Enfield Impact |

1. EXECUTIVE SUMMARY

At the Council meeting 28 January 2020 it was resolved that Council in principle supports a 40km/h speed limit on the local road network throughout the City.

There are two locations where the 40km/h speed limit borders local roads within the City of Port Adelaide Enfield, and at the City of Port Adelaide Enfield Council meeting 12 June 2020 it was resolved:

- 1. The Director City Assets report titled "40km/h considerations for Sefton Park/Broadview" be received and noted.*
- 2. The implementation of a 40km/h speed limit be further considered in the Sefton Park and Broadview area (south of Regency Road)*
- 3. The collection of speed and traffic volumes in the areas identified in (2) above and community consultation occur on such a proposal.*
- 4. The streets north of Regency Road (in between Main North Road and Churchill Road) not be supported for the implementation of a 40km/h speed limit including those within the City of Prospect Council area as starting a 40km/h speed limit 'mid area' is considered confusing for motorists and against DPTI guidelines for the installation of 40km/h area speed limits.*
- 5. The City of Prospect, DPTI and the Local State Member of Parliament be advised of (2), (3) and (4) above.*
- 6. A further report be brought back to Council once the above tasks have been undertaken.*

Area South of Regency Road (Suburbs of Sefton Park and Broadview)

The City of Port Adelaide Enfield supports the 40km/h implementation in this area and are currently undertaking data collection and then community consultation to consider expanding the speed limit into its local streets.

The proposal will be considered at the October 2020 meeting of Port Adelaide Enfield Council. If endorsed by Port Adelaide Enfield Council this area can be included within the wider 40km/h scheme.

Area North of Regency Road (Suburb of Prospect adjacent Kilburn)

The City of Port Adelaide Enfield does not support the proposal by the City of Prospect to create a 40km/h speed limit in the local streets within this area.

A majority of City of Prospect residents in this area however (60% 'YES' vote) have indicated support for the implementation of the 40km/h scheme. With appropriate signage to create a clear boundary to the start/end of the 40km/h zone within this area there is no reason they should not be entitled to enjoy the benefits of safer streets as residents of the City of Prospect.

2. RECOMMENDATION

- (1) Council having considered Item 10.7 40km/h Speed Limit – City of Port Adelaide Enfield Impact receive and note the report.**
- (2) That Council authorise the Chief Executive Officer to write to the City of Port Adelaide Enfield:**
 - a. Thanking the City for its interest in the proposed 40km/h speed limit in its area,**
 - b. Supporting the City of Port Adelaide Enfield's consideration for implementing a 40km/h speed limit in the Sefton Park and Broadview area (South of Regency Road).**
 - c. Advising City of Port Adelaide Enfield that, based on the community feedback from the area North of Regency Road, the City of Prospect is committed to the proposal to implement a 40km/h speed limit in this area.**

3. DISCUSSION

At the 12 June 2020 Council meeting the City of Port Adelaide Enfield considered the City of Prospect's proposal to install a city wide 40km/h local area speed limit throughout its area and the relative impact on adjoining suburbs in the City of Port Adelaide Enfield Council area. At that meeting the City of Port Adelaide Enfield resolved:

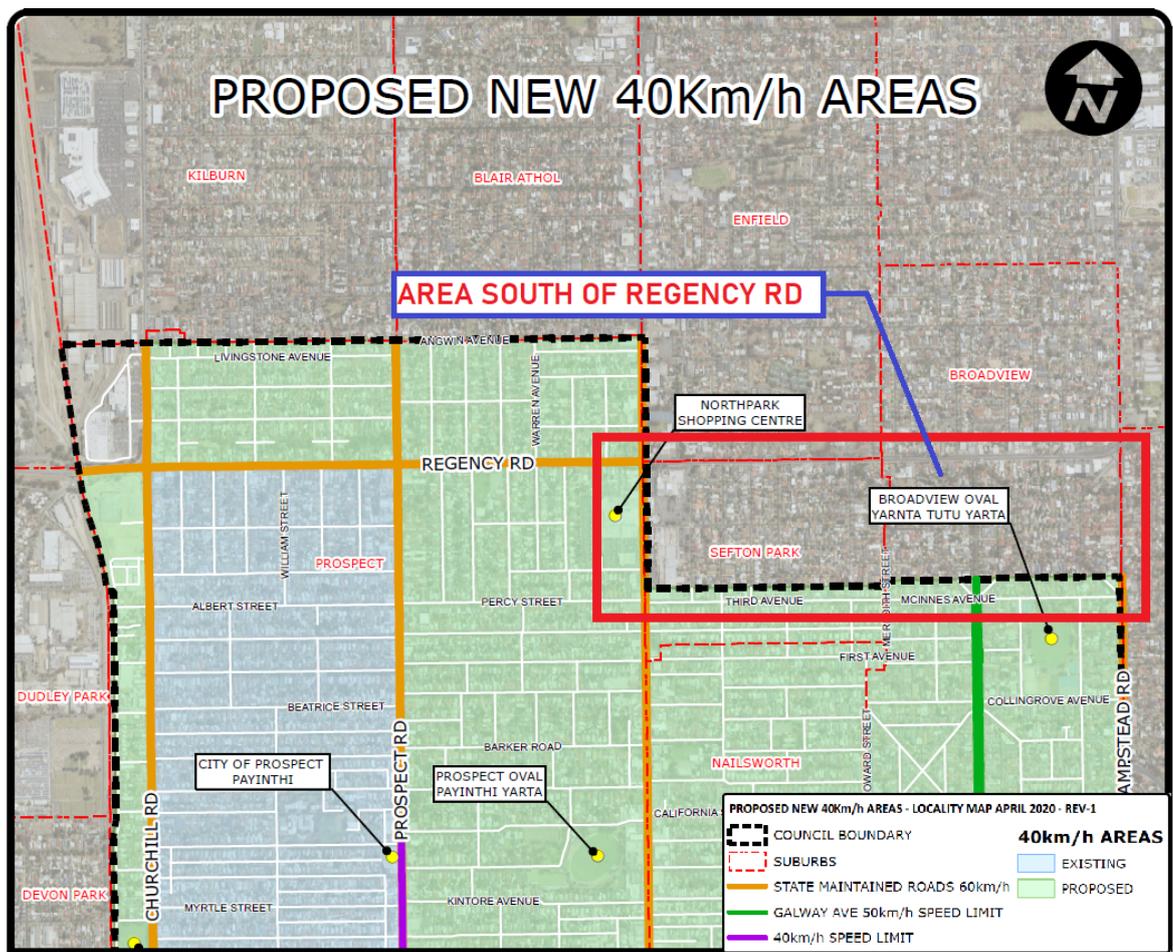
- 1. The Director City Assets report titled "40km/h considerations for Sefton Park/Broadview" be received and noted.*
- 2. The implementation of a 40km/h speed limit be further considered in the Sefton Park and Broadview area (south of Regency Road)*
- 3. The collection of speed and traffic volumes in the areas identified in (2) above and community consultation occur on such a proposal.*
- 4. The streets north of Regency Road (in between Main North Road and Churchill Road) not be supported for the implementation of a 40km/h speed limit including those within the City of Prospect Council area as starting a 40km/h speed limit 'mid area' is considered confusing for motorists and against DPTI guidelines for the installation of 40km/h area speed limits.*

5. The City of Prospect, DPTI and the Local State Member of Parliament be advised of (2), (3) and (4) above.
6. A further report be brought back to Council once the above tasks have been undertaken.

Items (2) and (3) from City of Port Adelaide Enfield Resolution:

Area South of Regency Road (Sefton Park and Broadview)

The area South of Regency Road is within the City of Port Adelaide Enfield and is bordered by Regency Road, Hampstead Road, Main North Road, and the Council boundary with City of Prospect on Third Avenue and McInnes Avenue:



The City of Port Adelaide Enfield has commenced collecting speed and traffic volumes in Sefton Park and Broadview in accordance with the resolution, and this preliminary data collection stage is expected to be completed by the end of August.

Following collection of the speed and traffic volumes the City of Port Adelaide Enfield will be undertaking community consultation throughout the month of September to get feedback from the area on their level of support for the proposed scheme.

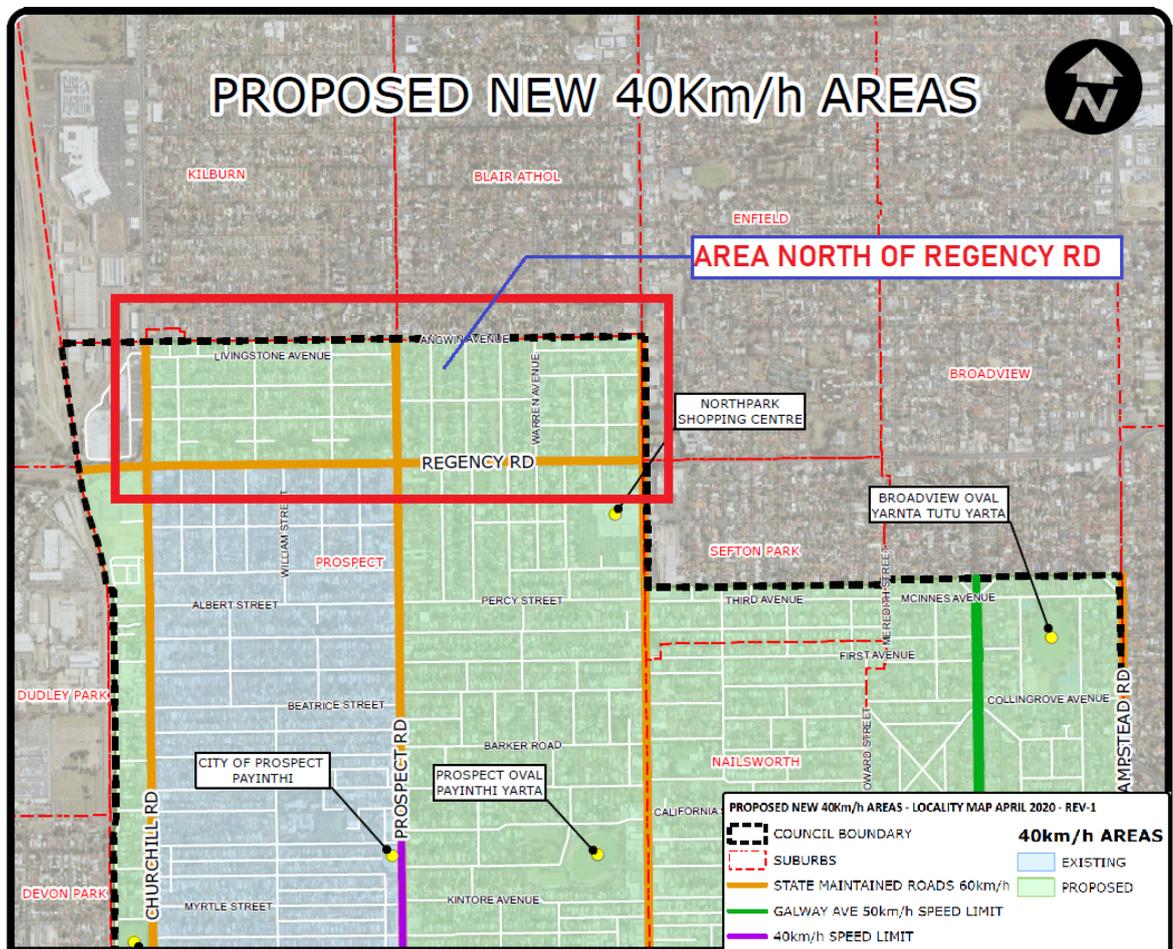
The City of Port Adelaide Enfield will then consider the proposal for the implementation of a 40km/h scheme in this area based on this data at the Council meeting in October 2020.

If endorsed by the City Port Adelaide Enfield, the City of Prospect will contact the Department of Planning, Transport, and Infrastructure (DPTI) to include this area within the proposed scheme implementation extents.

Item (4) from City of Port Adelaide Enfield Resolution:

Area North of Regency Road (Prospect)

The area north of Regency Road is within the City of Prospect and is bordered by Regency Road, Churchill Road, Prospect, and the Council boundary with the suburbs of Kilburn and Blair Athol on Livingstone Avenue that lie within the City of Port Adelaide Enfield:



Although the area identified in the resolution is within the City of Prospect, the City of Port Adelaide Enfield does not support the proposal to have a 40km/h zone implemented north of Regency Road between the borders of Churchill Road and Main North and the Council boundary on the basis that the different speed limits in the area will create confusion for their residents who use the streets and that the 40km/h and that the proposed scheme does not comply with DPTI’s guidelines.

The DPTI guidelines for implementing 40km/h speed zones detail:

"A speed-limited area should have a clear boundary. Such an area would generally be bounded by arterial roads, other major traffic routes retaining a higher speed limit, or physical or geographic features which restrict the movement of traffic, such as rail corridors, parks and waterways."

DPTI Speed Limit Guideline for South Australia v1 2017, Section 3.3.2

City of Prospect will provide 40km/hr signage in all streets adjacent the Council boundary with City of Port Adelaide Enfield, and given the low traffic streets in the area that are not subject to 'rat running' or cut through traffic this would provide a clear boundary for the zone. The proposed signage implementation can be seen in **Attachment 1-3**.

During the consultation by City of Prospect regarding the implementation of a 40kmh speed limit the area north of Regency Road provided the following responses:

130 responses (14% response rate)

78 voted 'YES'

52 voted 'NO'

This represents 60% of the respondents preference for the implementation of the 40km/h scheme, which is higher than the overall percentage that voted 'YES' when considering Council as a whole (52.9% supported the 40km/h proposal).

The DPTI crash stats of all (reported) crashes in the area north of Regency Road between 1st January 2015 and 31st December 2019 indicates that there have been a total of five (5) casualty crashes in the local roads within that area, resulting in six (6) minor injuries to the road users involved in the accidents.

Based on the localised community support for the 40km/h scheme and the evidence of casualty crashes in the area, the residents of the City of Prospect in the area north of Regency should not be disadvantaged or excluded from the implementation and the safety and amenity benefits it will provide.

Implications, Related Questions and Further Information

The implementation of the 40km/h zone and required funding for signage has been approved previously at Council meeting 28 January 2020:

That Council supports in principle a 40km/h speed limit on the local road network throughout City of Prospect excluding Galway Avenue, Prospect Road, and roads managed by the State Government

That Council considers the allocation of \$35,000 in the draft 2020/21 Annual Business Plan for the installation of 40km/h speed signs throughout the local road network and delivering an Implementation Plan

If the 40km/h speed limit was not implemented in the area north of Regency Road this would disadvantage residents in the area who had responded positively for the change, and given the evidence of crashes in that locality mean they miss out on the benefit of safer streets.

Relevance to Core Strategies / Policy

National Road Safety Strategy 2011-2020

Speed is highly implicated in a large proportion of serious casualty crashes. As well as having a direct causal role in many instances, speed contributes significantly to the severity of most crashes. Measures addressing vehicle speed can mitigate the severity of crashes regardless of the underlying reasons for the crash. The speed problem is partly a behavioural issue, with motorists frequently choosing to travel at illegal or inappropriate speeds. However, speed limits across the network should be aligned with Safe System principles.

Strategic Plan to 2020 Theme 1 – People “Know, empower, celebrate, educate and activate our community”

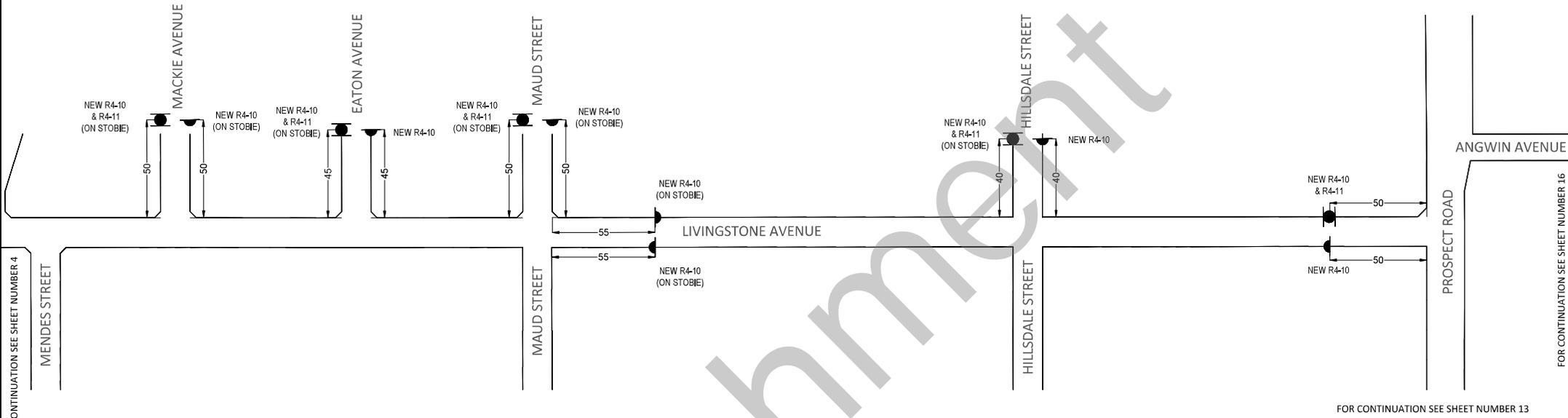
- Strategy 1.1 Know our community
- Strategy 1.2 Environmentally active, sustainably focused

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

- Strategy 4.1 Excellence in Infrastructure
-

ATTACHMENTS

Attachment 1-3: 40km/h Signage plan Area North of Regency Road

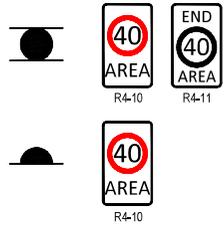


FOR CONTINUATION SEE SHEET NUMBER 4

FOR CONTINUATION SEE SHEET NUMBER 16

FOR CONTINUATION SEE SHEET NUMBER 13

LEGEND



NOTES

1. SPEED LIMIT ON PROSPECT ROAD SHOULD BE REFER TO DPTI SPEED ZONING PLAN.
2. R4 SIGNS ARE 'B' SIZE UNLESS SHOWN OTHERWISE.
3. ALL SIGNS SHALL BE MOUNTED ON POST UNLESS SHOWN OTHERWISE.
4. ALL DISTANCES ARE APPROXIMATE ONLY.
5. GENERAL COMMENTS REGARDING SPEED LIMIT SIGN INSTALLATION.
 - ONLY ONE SIGN SHALL BE INSTALLED ON EACH POST FACING A PARTICULAR DIRECTION, EXCEPT WHERE ONE SIGN SUPPLEMENT THE OTHER.
 - A SUPPLEMENTARY SIGN SHALL BE PLACED BELOW THE MAIN SIGN.
 - THERE SHALL BE NO OVERLAP BETWEEN ANY SIGN MOUNTED ON THE SAME POST.

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| 0 | FOR CONSTRUCTION | BR | SC | 26.06.2020 | |
| C | ISSUED FOR COMMENTS | BR | SC | 22.06.2020 | |
| B | FOR REVIEW | BR | SC | 14.06.2020 | |
| A | FOR INFORMATION | BR | SC | 10.05.2020 | |
| No. | AMENDMENT DESCRIPTION | BY | CHECK | ACCEPTANCE | DATE |

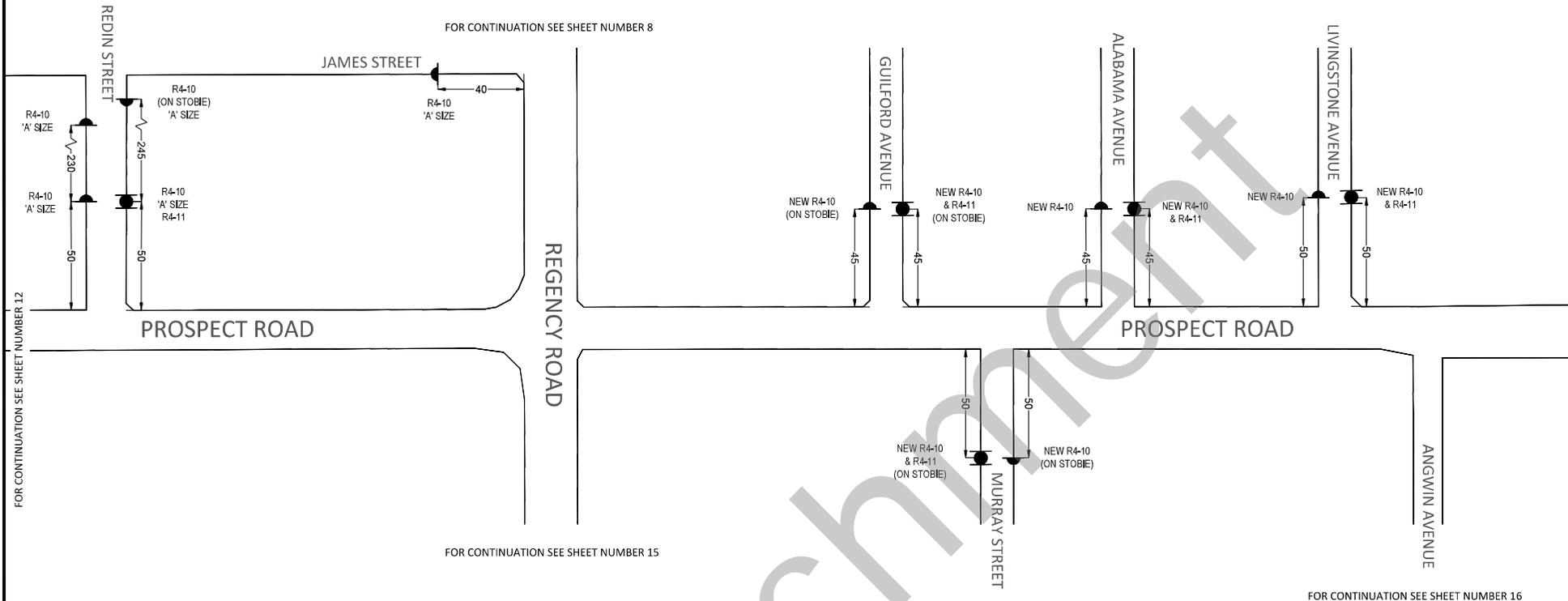


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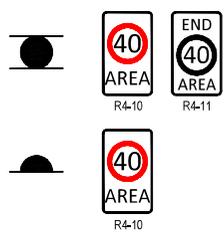
**40 Km/h CITY WIDE
AREA SPEED ZONING**
CITY OF PROSPECT
SHEET 9 OF 28



FOR CONTINUATION SEE SHEET NUMBER 9



LEGEND



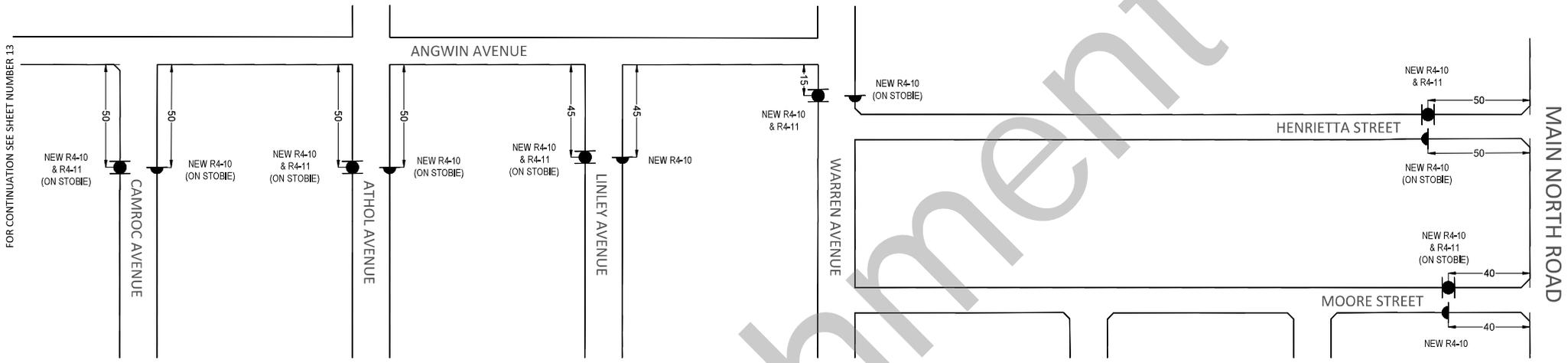
NOTES

1. SPEED LIMIT ON PROSPECT ROAD AND REGENCY ROAD SHOULD BE REFER TO DPTI SPEED ZONING PLAN.
2. R4 SIGNS ARE 'B' SIZE UNLESS SHOWN OTHERWISE.
3. ALL SIGNS SHALL BE MOUNTED ON POST UNLESS SHOWN OTHERWISE.
4. ALL DISTANCES ARE APPROXIMATE ONLY.
5. GENERAL COMMENTS REGARDING SPEED LIMIT SIGN INSTALLATION.
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 - A SUPPLEMENTARY SIGN SHALL BE PLACED BELOW THE MAIN SIGN.
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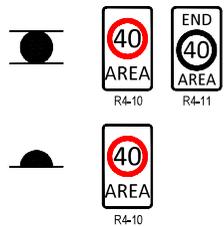
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| C | ISSUED FOR COMMENTS | BR | SC | 22.06.2020 | |
| B | FOR REVIEW | BR | SC | 14.06.2020 | |
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| No. | AMENDMENT DESCRIPTION | BY | CHECK | ACCEPTANCE | DATE |

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| PROJECT No. | 20026 |
| DATE: | JUNE 2020 |
| DRAWN BY: | BR |
| APPROVED BY: | SC |
| SCALES: | 20 0 10 20 30 40 |
| SCALE: | 1:1000 |

**40 Km/h CITY WIDE
 AREA SPEED ZONING**
 CITY OF PROSPECT
 SHEET 13 OF 28



LEGEND



NOTES

1. SPEED LIMIT ON MAIN NORTH ROAD SHOULD BE REFER TO DPTI SPEED ZONING PLAN.
2. R4 SIGNS ARE 'B' SIZE UNLESS SHOWN OTHERWISE.
3. ALL SIGNS SHALL BE MOUNTED ON POST UNLESS SHOWN OTHERWISE.
4. ALL DISTANCES ARE APPROXIMATE ONLY.
5. GENERAL COMMENTS REGARDING SPEED LIMIT SIGN INSTALLATION.
 - ONLY ONE SIGN SHALL BE INSTALLED ON EACH POST FACING A PARTICULAR DIRECTION, EXCEPT WHERE ONE SIGN SUPPLEMENT THE OTHER.
 - A SUPPLEMENTARY SIGN SHALL BE PLACED BELOW THE MAIN SIGN.
 - THERE SHALL BE NO OVERLAP BETWEEN ANY SIGN MOUNTED ON THE SAME POST.

| 0 | FOR CONSTRUCTION | BR | SC | 26.06.2020 | |
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| C | ISSUED FOR COMMENTS | BR | SC | 22.06.2020 | |
| B | FOR REVIEW | BR | SC | 14.06.2020 | |
| A | FOR INFORMATION | BR | SC | 10.05.2020 | |
| No. | AMENDMENT DESCRIPTION | BY | CHECK | ACCEPTANCE | DATE |



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| PROJECT No. | 20026 |
| DATE: | JUNE 2020 |
| DRAWN BY: | BR |
| APPROVED BY: | SC |
| SCALES: | 20 0 10 20 30 40 |
| SCALE 1: 1000 | |

**40 Km/h CITY WIDE
AREA SPEED ZONING**
CITY OF PROSPECT
SHEET 16 OF 28

| | |
|-------------------------|--|
| AGENDA ITEM NO.: | 10.8 |
| TO: | Council on 25 August 2020 |
| DIRECTOR: | Simon Bradley, Director Infrastructure and Environment |
| REPORT AUTHOR: | Russell King, Acting Manager Infrastructure and Assets |
| SUBJECT: | Driveway Crossover Policy |

1. EXECUTIVE SUMMARY

Driveway crossovers can have a significant impact on a street, with urban infill creating an increase in the number of crossovers which can create issues for on street parking, tree planting and existing tree health, as well as the visual aesthetics of the streetscape.

Applications by property owners for new crossovers or modifications to existing crossovers are done under Section 221 of the Local Government Act (1999), that if approved, grants authority to the property owner to make alterations to Council's road reserve. Relevant standards then apply to these civil works.

Currently there is no formal policy position or standards in place for property owners in the City of Prospect applying for authorisation under the act to construct or modify a crossover.

With regular sentiment from the Council Chamber promoting more street trees ('Green Tunnel' Strategy) and maximising on-street parking opportunities, there is a need for a Driveway Crossover Policy which will ensure applications for new crossovers and modifications to existing crossovers are assessed in a consistent manner. The Policy will also provide clear direction and guidance to applicants on the criteria to be met and the guiding principles behind each.

The Driveway Crossover Policy sets out the requirement for applicants to ensure crossovers are:

- Of Single Width only (Double width crossovers will not be permitted unless under extenuating circumstances)
- A Maximum Width of 4.5 metres
- Achieve a minimum clearance from Council street trees of 2.0 metres, and that the removal of street trees will not be permitted unless under extenuating circumstances

2. RECOMMENDATION

(1) Council having considered Item 10.8 Driveway Crossover Policy receive and note the report.

(2) Council adopts the Driveway Crossover Policy as presented in Attachments 1-6.

3. DISCUSSION

At the Council meeting on 25 June 2019 a report was represented to Council titled 'Council Vehicle Crossover Policy and Approval Process'. At this meeting Council resolved:

- (1) Council having considered Item 13.10 Council Vehicle Crossover Policy and Approval Process, receive and note the report.*
- (2) Council resolve to consider driveway widths and its desire to promote 'single width' crossovers in future development applications. Council requests a report as to how it can alter guidelines and assessment forms to achieve this outcome.*

Under the provisions of the Local Government Act 1999, Council is responsible for granting approval for the location and construction standards of crossovers from private land to public land, in particular over Council land. Within City of Prospect, assessment and approval for crossovers is undertaken by the Infrastructure & Environment Directorate.

Under the provisions of the Development Act 1993, Council is responsible for the approval of new or replacement dwellings. In most instances an indicative driveway location is provided to Council as part of a Development Application. The approval of a Development Application for a new dwelling does not constitute an approval for the vehicle crossover. Whilst the approval of a driveway location within the private land shows an intended crossover (in public/ Council land), that crossover approval is an additional process under a different piece of Legislation. It is noted that Planning and Infrastructure staff liaise when driveways or crossover are proposed, to ensure conflict is minimised between the two processes.

In accordance with Section 221 of the Local Government Act, 1999, construction of a new invert/crossover or alteration of existing invert/crossover requires a separate application if it is submitted as part of a Development Application:

221—Alteration of road (1) A person (other than the council or a person acting under some other statutory authority) must not make an alteration to a public road unless authorised to do so by the council. Maximum penalty: \$5 000.

- (2) A person makes an alteration to a public road if the person—*
 - (a) alters the construction or arrangement of the road to permit or facilitate access from an adjacent property; or***
 - (b) erects or installs a structure (including pipes, wires, cables, fixtures, fittings and other objects) in, on, across, under or over the road; or*
 - (c) changes or interferes with the construction, arrangement or materials of the road; or*
 - (d) changes, interferes with or removes a structure (including pipes, wires, cables, fixtures, fittings or other objects) associated with the road; or*
 - (e) plants a tree or other vegetation on the road, interferes with vegetation on the road, or removes vegetation from the road.*

- (3) An authorisation is not required under this section for an alteration to a road if—
- (a) the person who proposes to make the alteration has some other statutory authorisation to make the alteration; or
 - (b) the purpose of the alteration is to permit vehicular access to and from land adjoining the road and the alteration is approved as part of a development authorisation under the Development Act 1993; or**
 - (c) the alteration is of a kind classified under the regulations as a minor alteration.
- (4) Before the council authorises the erection or installation of a structure under subsection (2)(b), the council must give consideration to whether the structure will—
- (a) unduly obstruct the use of the road; or
 - (b) unduly interfere with the construction of the road; or**
 - (c) have an adverse effect on road safety.**
- (5) A council is not liable for injury, damage or loss resulting from anything done under the authority of an authorisation under subsection (2)(b).
- (6) An authorisation under this section—
- (a) may be granted for a particular act or occasion; or
 - (b) may be granted for a term and if so granted is, subject to revocation for breach of a condition, to remain in force for a term (not exceeding 42 years) stated in the authorisation and, at the expiration of a term, may be renewed by the council for a further term (not exceeding 42 years) fixed by the council at the time of the renewal.

Council Administration consider the criteria outlined in Section 221 when assessing applications for a new invert/ crossover or alteration to existing invert/ crossover. As the motion from 25 June 2019 sought to understand opportunities to promote 'single width' crossovers, the creation and adoption of a Vehicle Crossover Policy was considered the best approach, which would provide Council Administration with clear and consistent guidelines to assess and approve driveway crossovers.

A Policy will help to avoid confusion or ambiguity and provide clear direction to the community about our expectations for crossovers in respect to width, permissible locations, offsets from trees, and guidance in respect to double driveways.

The Policy outlines the following criteria driveway crossovers are required to meet:

- Single Width (Double width crossovers will not be permitted unless under extenuating circumstances)
- Maximum Width of 4.5 metres
- Achieve a minimum clearance from Council street trees of 2.0 metres, and that the removal of street trees will not be permitted unless under extenuating circumstances

The Policy does not cover material types and technical standards, as these are covered in the supporting information guide sheets and technical standard details that have been created to assist applicants in understanding our requirements with the aim on providing a consistent and uniform streetscape.

Importantly, the Policy also sets out responsibilities to residents and applicants to ensure crossovers are kept free of hazards, and their obligations for maintenance and future renewal. Where crossovers are not maintained and create a risk to the community Council have the power to require property owners to rectify and make safe.

Implications, Related Questions and Further Information

Consultation is not considered necessary for the Driveway Crossover Policy given it relates directly to Legislative requirements.

It is expected there may be some negative perception of Council from property owners who wish to install double width crossovers or multiple crossovers in future as there are numerous examples of previous crossovers constructed that would not meet this current Policy. The Policy will not apply retrospectively but in future when double width crossovers are renewed the property owners would be required to meet the new standards.

Financial and Resource Implications

The Driveway Crossover Policy ensures that in future Council are protected in future from the cost of renewing large or multiple crossovers. Presently, when footpaths or kerb are renewed, the crossovers will typically be renewed or modified to match in at the same time. By preventing the proliferation of crossovers and crossovers of excessive width this will ensure the cost at time of renewal is not borne by Council.

No budget is allocated to this project in the Annual Business Plan. If any further action or change in internal process is required, there will be an impact on staff resources.

Relevance to Core Strategies / Policy

- Local Government Act, 1999

Strategic Plan to 2020 Theme 2 – Place “Loved heritage, leafy streets, fabulous places”

Strategy 2.1 Respect the past, create our future
Strategy 2.4 A greener future

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.1 Excellence in Infrastructure
Strategy 4.4 Accountable and people-focused services

Intelligent Community Indicators

1. Knowledge Workforce: A labour force that creates economic value through its knowledge, skills and ability to use information effectively
5. Sustainability: Economic growth while reducing the environmental impact of that growth

ATTACHMENTS

Attachments 1-6: Draft Driveway Crossover Policy

Attachments 7-11: Resident Information Fact Sheet Driveway Crossovers

Driveway Crossover Policy

| | |
|---------------------------------|---|
| Reference Number: | Enter TRIM Reference Number - Word Doc |
| Type: | Council Policy |
| Responsibility: | Director Infrastructure and Environment |
| Responsible Officer (s): | Manager Infrastructure and Assets |
| Initial Adopted Date: | Council Date adopted |
| Last Review Date: | New Policy |
| Next Review Date: | May 2024 |
| Legislation: | Australian/New Zealand Standard AS/NZS 2890.1:2004 Local Government Act 1999, Section 221 Road Traffic Act 1961 |
| Related Documents: | |

1 Purpose

- 1.1 The Driveway Crossover Policy (the "Policy") provides the process required for the installation and construction of a crossover/driveway to allow allotment vehicle access.

2 Definitions

- 2.1 Applicant shall mean the owner of the property where the crossover/driveway is intended.
- 2.2 Crossover or Driveway shall mean the area of road reserve that acts as the point of vehicular access for a property between the road carriageway and the property boundary.
- 2.3 Council shall mean City of Prospect.
- 2.4 Property owner shall mean the owner of the property that utilises the crossover to access the road carriageway.
- 2.5 Public Road shall have the same definition as the Local Government Act 1999.
- 2.6 Vehicle shall have the same definition as the Road Traffic Act 1961.

3 Scope

- 3.1 The Policy applies to:
- 3.1.1 Properties where one (1) or more vehicle crossovers are to be constructed or modified to gain or increase access from a road carriageway to the property boundary of an allotment;

- 3.1.2 The process for obtaining Council approval to modify the construction of an existing approved access point or, to apply for a new crossover; and
- 3.1.3 The on going maintenance and responsibilities of property owners associated with existing crossovers.

4 Legislative and Corporate Requirements

4.1 The ~~Crossover~~/Driveway Crossover Policy is to be read and implemented in conjunction with Council's other relevant policies, strategies and documents, including:

4.1.1 Local Government Act 1999 – Section 221 Alteration of a Road

- (1) A person (other than the council or a person acting under some other statutory authority) must not make an alteration to a public road unless authorised to do so by the council. Maximum penalty: \$5000.
- (2) A person makes an alteration to a public road if the person –
 - (a) Alters the construction or arrangement of the road to permit or facilitate access from an adjacent property.
- (3) An authorisation is not required under this section an alteration to a road if –
 - (a) The person who proposes to make the alteration has some other statutory authorisation to make the alteration; or
 - (b) The purpose of the alterations to permit vehicular access to and from land adjoining the road and the alteration is approved as part of a development authorisation under the Development Act 1993.

4.1.2 Strategic Plan Targets

- (1) Place “Loved heritage, leafy streets, fabulous places”
 - (a) 2.1 Respect the past, create our future
 - (b) An accessible City
 - (c) A Greener future
- (2) Services “Leaders of the sector providing efficient, responsive, accessible services”
 - (a) 4.1 Excellence in infrastructure

4.1.3 AS/NZS 2890.1:2004 – Parking facilities – Off-street car parking

- 4.1.4 Where the crossover abuts a road under the care, control and maintenance of the Department of Planning Transport and Infrastructure (DPTI), written approval must be granted by the relevant DPTI representative or delegate.

5 Policy Statement

- 5.1 The aim of this Policy is to define City of Prospect principles and procedures for the approval of ~~Crossover/Driveways~~ Driveway Crossovers and associated infrastructure from a constructed road carriageway, across the road reserve (verge) to a property access point. The policy will ~~also~~ ensure governance and operations procedures and activities align with legislative requirements and best engineering practice and quality infrastructure outcomes.
- 5.2 This Policy is subject to all relevant legislation and defines the responsibilities for the construction, maintenance, removal and repair of crossovers, other than those works undertaken directly by Council.
- 5.3 This Policy does not deal with detailed design and construction specifications for crossovers as that is detailed within City of Prospect's Standard Details.

6 Application of Policy

- 6.1 All applications for the provision and approval of crossovers will be in writing and submitted by the property owner to Council, utilising the Section 221 Application Form.
- 6.2 All applications for the provision and approval of crossovers will be considered taking into account crossover width, road width, allotment width, proximity to existing street trees, proximity to other crossovers, and proximity to other services such as stobie poles and utility pits.
- 6.3 Crossovers contribute visually to the quality and character of streetscapes and should be consistent in materials which are complimentary to the footpath. Decorative driveway materials will not exceed beyond the property boundary. Consistency in materials contributes to the establishment of a more visually appealing and higher quality of character streetscape. Conversely, use of too many different materials is visually busy and detracts from the quality of a streetscape.
- 6.4 The size and number of crossovers should be minimised where practicable as they have the potential to have a negative impact on the streetscape by reducing space for street trees to be planted or compromising the health of existing street trees, interrupting an otherwise continuous footpath, increasing the urban heat island effect, and reducing the provision for on-street parking. On this basis:
- 6.4.1 Multiple crossovers to a property will not be permitted;
- 6.4.2 The width of a crossover should be kept to a minimum and not exceed 4.5 metres in width.

- 6.5 City of Prospect recognises the social, economic and environmental benefits that our urban forest provides. The effective management of trees and the impact crossovers can have includes the need to protect trees in line with this triple bottom line approach and will therefore be given high priority in all aspects of the City's activities. On this basis:
- 6.5.1 Crossovers must be a minimum of 2.0 metres away from any street trees;
 - 6.5.2 A street tree will not be removed or re-planted to facilitate a new crossover;
 - 6.5.3 A street tree will not be removed or re-planted to facilitate the widening of an existing crossover
- 6.6 Crossovers must be designed to provide the following minimum clearances:
- 6.6.1 1.0 metre from stobie poles;
 - 6.6.2 1.0 metre from side entry pits;
 - 6.6.3 2.0 metres from an existing street tree;
 - 6.6.4 10.0 metres from non signalised intersections;
 - 6.6.5 (Preferred) 5.4 metres minimum distance from any adjacent crossover.
- 6.7 Where Council undertakes footpath or kerb renewal works in a road reserve it may, at its discretion renew the crossovers in the same material to ensure a consistent streetscape and uniform levels. Where crossovers are in good condition Council may leave these unchanged.

7 Responsibilities

7.1 Property Owner Responsibilities:

- 7.1.1 The property owner is required to carry out approved crossover works in accordance with Council Specifications and Standard Details, and be to Council's satisfaction.
- (1) Failure to comply with Council specifications may result in Council exercising powers to request removal and/or reconstruction of the crossover, at the property owner's cost.
 - (2) Failure to comply with 7.1.1(1), may result in Council ~~Council~~ in accordance with Section 213 (2) of the Local Government Act 1999 carrying out the works to remove and/or reconstruct a crossover and, recover the cost, as a debt, from the property owner.
- 7.1.2 The property owner shall be responsible for all costs associated with construction of a crossover, and/or modification of an existing -crossover.

- 7.2 The property owner is required to ensure the crossover is constructed and maintained to achieve a maximum 2.5% crossfall through the width of the footpath, and to prevent vehicle scraping to the crossover or roadway when entering or exiting the property.
- 7.3 The property owner is required to maintain the crossover to ensure conformance with Council specifications and keep it free from defects and hazards.
- (1) Failure to maintain the crossover in good condition and free of hazards may result in Council exercising powers to request repair or reconstruction of the crossover, at the property owner's cost.
 - (2) Failure to comply with 7.3 (1), may result in Council in accordance with Section 213 (2) of the Local Government Act 1999 carrying out the works to remove and/or reconstruct a crossover and, recover the cost, as a debt, from the property owner.
- 7.4 A crossover application is subject to a fee, identified in Council's Schedule of Fees and Charges
- 7.5 Council responsibilities:
- 7.5.1 Where Council undertakes maintenance, removal or construction of a crossover and causes damage to private property, it will remediate at its own cost, any agreed damage.

8 Review

- 8.1 The Policy will be reviewed once per Council term or as required by legislation.

9 Access to the Policy

- 9.1 The Policy is available to the public:

www.prospect.sa.gov.au

Customer Services, 128 Prospect Road, Prospect SA 5082.

10 Further Information

- 10.1 For further information about this Policy please contact:

Director Infrastructure and Environment
City of Prospect
128 Prospect Road
Prospect SA 5082

8269 5355
admin@prospect.sa.gov.au

Payinthi

128 Prospect Road

PO Box 171

Prospect SA 5082

Telephone (08) 8269 5355

admin@prospect.sa.gov.au

www.prospect.sa.gov.au

Works on a Public Road Standard Requirements

Driveway Crossovers

Location and Placement

A driveway crossover must be constructed as near as practicable to 90 degrees to the kerb alignment, and should be situated wholly within the extents of the property frontage.

Guidelines for the permissible locations of a crossover can be found in the '**permissible crossover locations**' plan included within this document, and are not permitted:

- *within 10 metres of an intersection (6m from the tangent point)*
- *within 1 metre of a side entry pit or electrical stobie pole, or*
- *within 2 metres of a street tree.*
- *(preferred) within 5.4 metres of any adjacent crossover*

If you no longer have use for an existing driveway crossover, then redundant crossovers and kerb inverts must be closed and replaced with upright kerb and footpath to match the remainder of the street.

Where a property has an existing driveway crossover, a second driveway crossover will not be approved unless the applicant can demonstrate it is a necessity. In these instances the additional crossover shall meet the requirement of being a minimum 5.4 metres from any existing crossovers to ensure minimal loss of on street parking.

If a new driveway crossover is to be located on an arterial road, approval from the Department of Planning, Transport, and Infrastructure (DPTI) is also required. Additional driveway crossovers are not permitted on arterial roads, and where new crossovers are constructed, a turn around area within the property is required to ensure vehicles can enter and exit the property in a forward direction.

Materials

Driveway crossovers are to be constructed to match the adjoining footpath and crossovers in the street to provide a consistent streetscape appearance, and are to be constructed in accordance with Council Standard Detail SD05.

There are currently two types of pavers used in the City of Prospect, with both being in the colour 'Port Blend' or equivalent:



Adbri Villastone



Adbri Unipave (Stretcher Pattern)

Grade

Driveway crossovers must grade toward the road with the finished level at the property boundary above the top of kerb level in the street to ensure stormwater from the street does not enter private property.

The grade across the footpath shall be no more than 2.5%.

The driveway crossover should minimise the need for alteration to the adjoining footpath levels, however where this is unavoidable a smooth transition should be provided with the maximum longitudinal gradient of 5%.

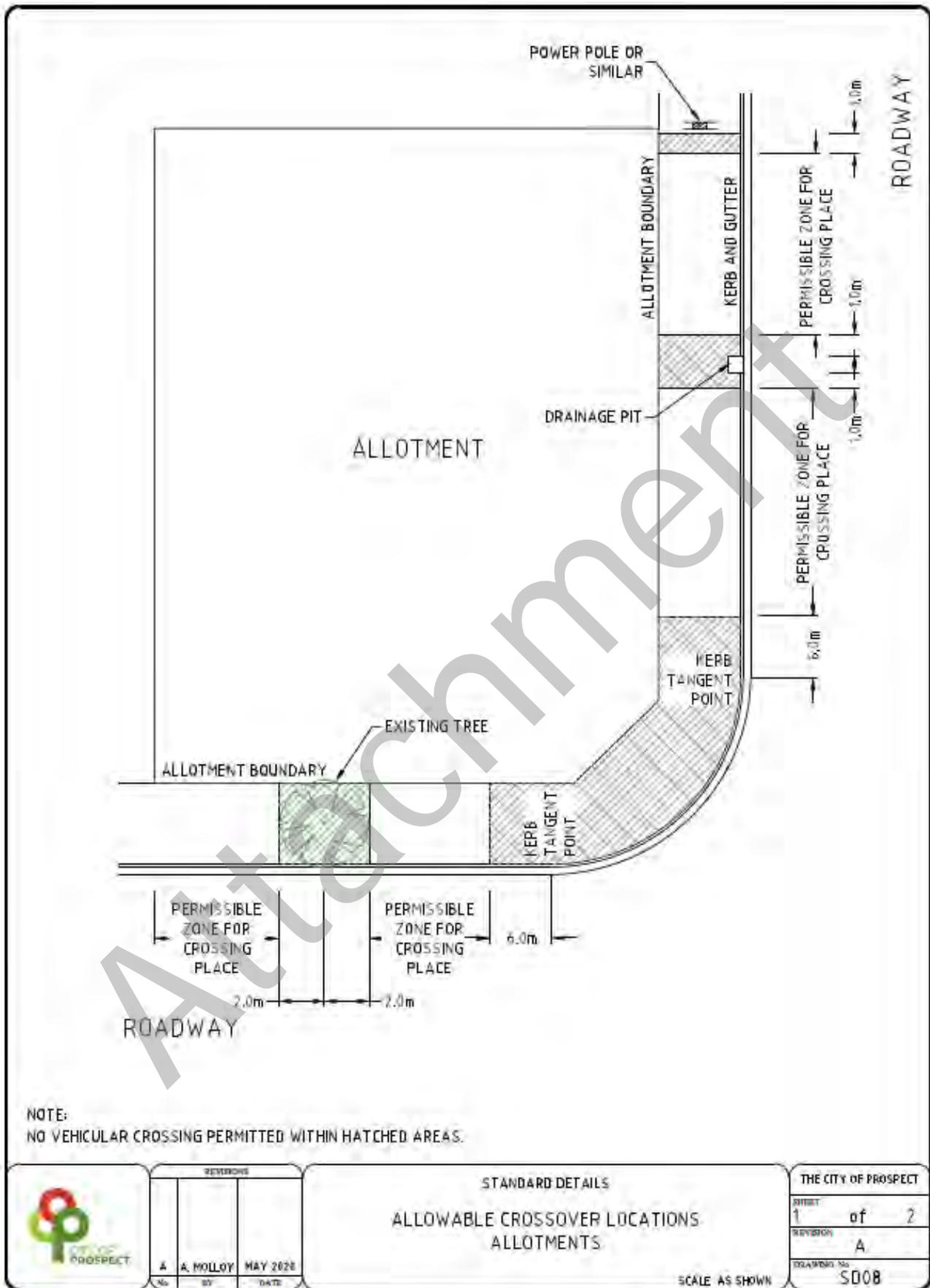
Width

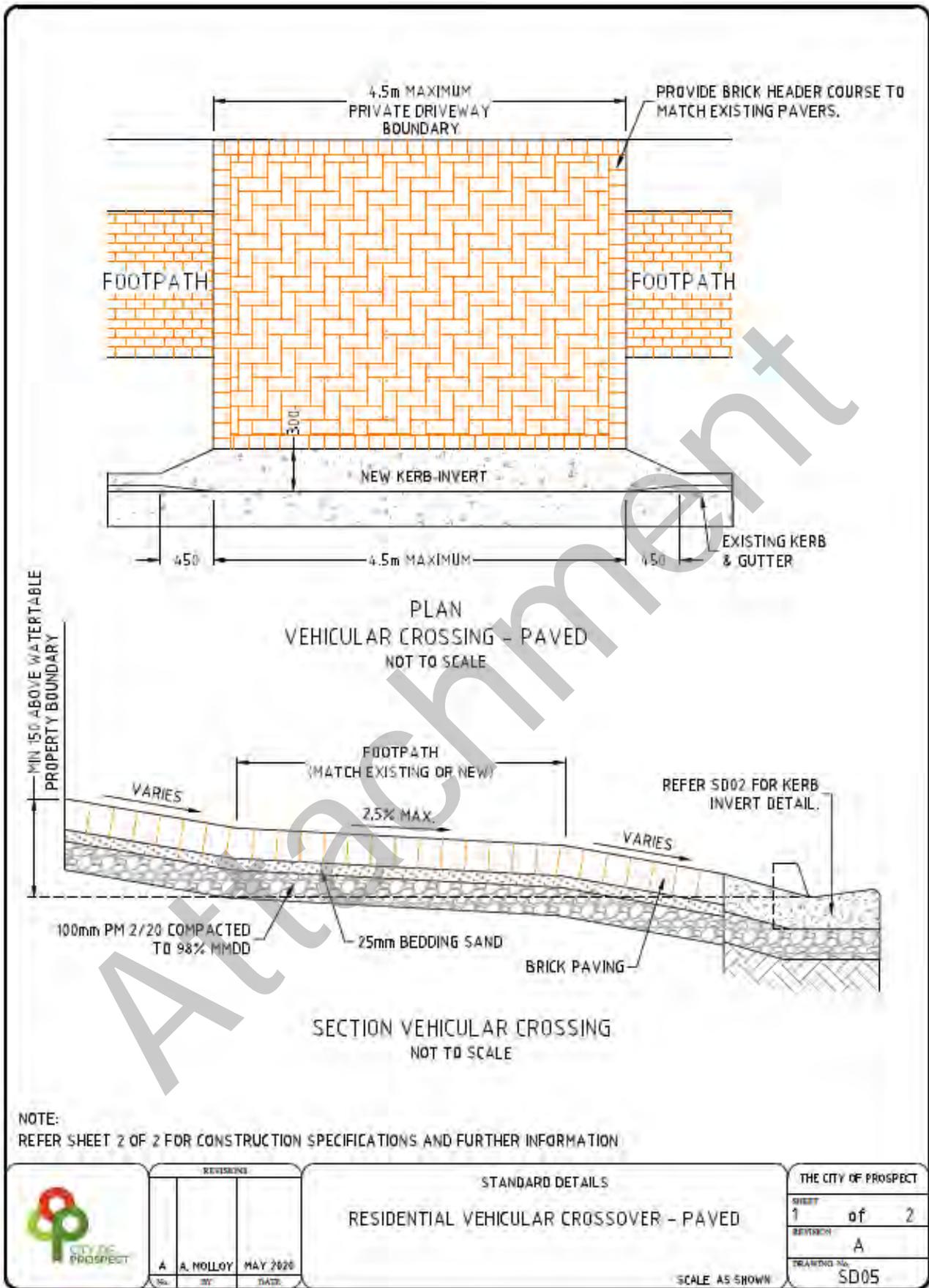
Residential driveways should be constructed with a maximum width at the street of 4.5 metres. This is to ensure there is minimal impact to on street parking and urban forest green space. Wider driveway crossovers for double garages will not be permitted.

Kerb Invert

Kerb inverts must be poured integrally with the watertable, and the entire kerb and watertable must be excavated in full prior to construction. Standard details for the driveway kerb invert are included within this document.

Reinstatement of the roadway at the front of kerb shall be in accordance with the standard detail included with this document.





ALL PAVING AND MATERIAL SHALL COMPLY WITH

- AS4455 - MASONRY UNITS AND SEGMENTAL PAVERS.
- AS3661.1 - SLIP RESISTANCE OF PEDESTRIAN SURFACES - REQUIREMENTS.
- AS4456 (PARTS 1 TO 13) - MASONRY UNITS AND SEGMENTAL PAVERS - METHODS OF TEST.

GENERAL

- CLAY FIRED AND CONCRETE PAVERS SHALL BE A MINIMUM OF 60MM THICK.
- CONCRETE PAVERS ARE TO HAVE A MINIMUM 28 DAY CHARACTERISTIC STRENGTH OF 45 MPa.
- SURFACE COATINGS SHALL NOT BE APPLIED UNLESS APPROVED IN WRITING BY COUNCIL.
- ALL PAVERS UNITS SHALL BE SOUND, FIRM, DENSE, DIMENSIONALLY STABLE AND CONSISTENT, WITH A SMOOTH UNBLEMISHED UPPER SURFACE.
- PAVING UNIT COLOURS SHALL BE UNIFORM AND MATCH THE SURROUND UNITS IN THE STREET OR AS SPECIFIED BY COUNCIL.

BEDDING SAND

- BEDDING MATERIAL SHALL BE CLEAN SAND COMPLYING WITH SA-C GRADE.

PREPARATION OF BEDDING SAND

- SAND SHALL BE PLACED AT OPTIMUM MOISTURE CONTENT. THE SAND BEDDING SHALL BE SPREAD LOOSE IN A UNIFORM LAYER. THE DEPTH SHALL BE DETERMINED BY ON SITE TRIALS PRIOR TO SPREADING AND SHALL BE SUCH THAT AFTER COMPACTION, A THICKNESS OF 25MM, ± 5MM IS ACHIEVED. UNDER NO CIRCUMSTANCE SHALL BEDDING BE USED FOR LEVELLING.

SCREEDING

- THE SPREAD SAND SHALL BE CAREFULLY MAINTAINED IN A LOOSE CONDITION AND PROTECTED AGAINST PRE-COMPACTION FROM ANY CAUSE, INCLUDING RAIN, BOTH PRIOR TO AND FOLLOWING SCREEDING. ANY PRE-COMPACTED SAND OR SCREEDED SAND LEFT OVERNIGHT SHALL BE REMOVED AND REPLACED.
- ANY DEPRESSIONS IN THE SCREEDING SAND EXCEEDING 5MM SHALL BE LOOSENEED, RAKED AND RESCREED BEFORE LAYING PAVERS.

JOINTING SAND

- MATERIAL FOR FILLING UNBOUND JOINTS SHALL BE SAND THAT MUST PASS A 1.18mm SIEVE WITH + 10% PASSING 75 MICRON SIEVE.
- JOINTING SAND SHALL BE FREE OF DELETERIOUS QUANTITIES SUCH AS SALTS AND OTHER CONTAMINANTS WHICH WOULD CAUSE SURFACE STAINING.
- JOINTING SAND SHALL BE DRY WHEN SPREAD. IT SHALL BE COVERED WHEN STORED ON SITE TO PROTECT IT FROM RAIN PENETRATION.
- SAND USED FOR BEDDING IS NOT SUITABLE FOR JOINT FILLING.

LAYING AND FINISHING

- INSTALL PAVERS ON THE SCREEDED SAND BED IN THE LOCATION, PATTERN AND DETAIL AS INDICATED ON DRAWINGS. NEATLY DIAMOND SAW CUT PAVERS AS NECESSARY ADJACENT TO EDGES, LIGHTS, MANHOLES ETC. MAINTAIN CONSTANT BOND WITH JOINT WIDTHS TYPICALLY 2MM UNLESS NOTED OTHERWISE. PAVING UNITS SHALL BE LAIN WITH 1MM TO 5MM GAPS BETWEEN ADJACENT UNITS SUCH THAT JOINTING SAND WILL READILY PENETRATE TO THE FULL DEPTH OF THE PAVING UNITS. ALL JOINTS SHALL BE CORRECTLY ALIGNED AND NO CONTACT SHALL EXIST BETWEEN ADJACENT PAVING UNITS.
- ALL UNITS ARE TO BE CUT USING A POWER DIAMOND SAW UNLESS PRIOR WRITTEN APPROVAL IS OBTAINED FROM THE SUPERINTENDENT FOR THE USE OF OTHER MEANS OF CUTTING.
- INFILL SPACES BETWEEN 25MM AND 50MM WIDE WITH 32MPa CONCRETE WITH A MAXIMUM AGGREGATE SIZE OF 10MM. DRY PACKED MORTAR MAY BE USED TO INFILL SMALL SPACES. IN ALL CASES, THE INFILL IS TO EXTENDED FOR THE FULL DEPTH OF THE ADJOINING PAVING UNITS. CONCRETE AND MORTAR SHALL BE COLOURED TO MATCH THE PAVING UNITS WITH DUE ALLOWANCE BEING MADE FOR THE EFFECTS OF WEATHERING.
- ACCESS CHAMBERS, DRAINAGE GULLES AND SIMILAR PENETRATIONS THROUGH THE PAVEMENT SHALL BE FINISHED AGAINST THE PAVING WITH A CONCRETE SURROUND OR APRON DESIGNED TO SUIT AND FIR THE LAYING PATTERN, OTHERWISE COMPLYING WITH THE REQUIREMENTS FOR EDGE RESTRAINTS.
- CONSTRUCTION TRAFFIC ON PAVING PRIOR TO MECHANICAL COMPACTION SHALL BE LIMITED TO FOOT OR BARROW TRAFFIC USING OVERLAY BOARDS TO PREVENT DISTURBANCE TO UNDERLYING UNITS.
- AFTER LAYING, MECHANICALLY COMPACT THE AREA USING A HIGH FREQUENCY, LOW AMPLITUDE FLAT PLATE COMPACTOR HAVING A MINIMUM PLATE AREA OF 0.25M² AND AN ENERGY OUTPUT SUFFICIENT TO COMPACT THE BEDDING SAND BENEATH THE PAVING UNITS. THE COMPACTOR SHALL BE FITTED WITH AN APPROVED ROLLER ATTACHMENT OR A SECTION OF CARPET SECURELY FITTED TO THE UNDERSIDE OF THE PLATE TO PREVENT DAMAGE TO THE SURFACE OF THE PAVING UNITS.

EDGE RESTRAINTS

- CONCRETE EDGE RESTRAINTS SHALL BE CONSTRUCTED IN ACCORDANCE WITH STANDARD DETAIL DRAWINGS.
- MORTARED BRICK OR PAVEMENT UNIT EDGING OR HEADER COURSES SHALL BE SET ON A 10MM MINIMUM THICKNESS BED OF CEMENT MORTAR. JOINTING AND BED MORTAR SHALL BE MADE FROM 4 PARTS SAND TO 1 PART CEMENT AND MIXED THOROUGHLY WITH THE CORRECT AMOUNT OF WATER. THOROUGHLY CLEAN ALL AREAS OF STAINS, MORTAR DROPPINGS AND THE LIKE.
- FAÇES OF EDGE RESTRAINTS ABUTTING PAVERS SHALL BE VERTICAL.
- AFTER THE CONCRETE HAS HARDENED AND NOT EARLIER THAN THREE DAYS AFTER PLACING UNLESS OTHERWISE DIRECTED BY THE SUPERINTENDENT THE SPACES AT THE BACK OF THE EDGE RESTRAINT SHALL BE BACKFILLED WITH EARTH, COMPACTED IN LAYERS NOT GREATER THAN 150MM THICK, THEN TOPSOILED TO MEET SURROUNDING DESIGN LEVELS.

| | | | | |
|---|---|--------|---|---|
|  | APPROVED _____ A. A. MOLLOY MAY 2024 | | STANDARD DETAILS RESIDENTIAL VEHICULAR CROSSOVER – PAVED SPECIFICATIONS | THE CITY OF PROSPECT SHEET 2 of 2 REVISION: A DRAWING NO: S005 |
| | No. | BY | DATE | SCALE AS SHOWN |
| | 1 | A.A.M. | 2024 | |
| | 1 | A.A.M. | 2024 | |

AGENDA ITEM NO.: 10.9
TO: Council on 25 August 2020
DIRECTOR: Ginny Moon, Corporate Services Director
REPORT AUTHOR: Meg Mackie, Governance Officer
SUBJECT: Policy Review and Update of Existing Policy

1. EXECUTIVE SUMMARY

In an effort to improve timely review of policies, Council Administration has standardised Council's approach to the review of existing policies, to include a number of policies per month.

The report for this Council meeting provides an update to the Kerbside Waste Management Policy.

An earlier draft of this Policy was presented to the 28 July 2020 meeting of Council, with Elected Members outlining a number of queries in relation to the operation of Section 5 of the draft policy.

Amendments have been made to the draft through liaison with the Development Services Team, particularly clarifying that the purpose of this section of the Policy is to assist in the assessment of requests for new waste services (rather than to review existing services), and to encourage maximum participation in Council's waste collection scheme (where practicable).

2. RECOMMENDATION

- (1) Council having considered Item 10.9 Policy Review and Update of Existing Policy, receive and note the report.**
 - (2) Council adopt the Draft Kerbside Waste and Recycling Policy (as presented in Attachments 1-11).**
-

3. DISCUSSION

This Policy sets out the entitlement of properties to a kerbside waste and recycling collection service in City of Prospect, and is used by Council staff and its contractor, East Waste, in the consideration of requests for new waste and recycling services.

An earlier version of the draft Policy was presented to the 28 July 2020 Council meeting, inclusive of a number of proposed changes.

Council Administration have since made amendments and additions to Section 5 of the draft Policy, in accordance with queries expressed by Council. Note that the draft Policy provided is inclusive of both the proposed earlier, and further changes. However, this report will only address those further changes relevant to the queries of Council. Please see [page 137 of the 28 July 2020 Agenda](#) for a table detailing all standing changes.

Further proposed changes to the Policy are as follows:

| Old Clause # | Draft Clause # | Type of Change | Changes |
|--------------|----------------|----------------|--|
| 5.1 | 5.1 | Amendment | Addition of word 'new' to better clarify the operation of this part of the policy. |
| 5.2 | 5.2 | Amendment | Revised wording of head clause such that purpose of this clause is clearer (i.e. alerting a community corporation or member thereof to the options available to them for waste collection). |
| - | 5.3 | Addition | Addition to capture the intent of previous draft Clause 5.2, which is to encourage alternative means by which a community corporation may continue to access Council waste collection services. |
| - | 5.4 | Addition | Addition of clause so as to clarify the operation of the policy (i.e. the purpose of the policy is to assist in determining whether to grant a request for a new waste service, rather than to review existing approved waste services). |

As described within the table above, the purpose of these changes is to more clearly express the intent and operation of the draft policy.

As part of the internal review of this policy by Council Administration, an inconsistency was identified between the Kerbside Waste and Recycling Policy and Council's Development Plan policy.

Council's Development Plan was amended in February 2018 to include the current provision due to concerns that new development proposals were able to achieve the previous Development Plan provision (i.e. were able to individually access Council kerbside collection services) in circumstances where there was insufficient kerbside area to practically allow for collection to occur. While there are also amenity considerations associated with a proposed increase of bins on Council's arterial roads, these considerations were secondary to the more fundamental concern that waste collection schemes approved in accordance with the previous policy were not able to be serviced by Council on the ground.

The current relevant provision of Council's Development Plan, which operates in relation to the assessment of new development proposals only (and not in relation to existing developments), is provided below:

184 Where the number of bins to be collected kerbside is 10 or more at any one time provision should be made for on-site collection.

Where a waste management plan is approved as part of a development application, the developer, owner, and any other person having the benefit of the approval (for example a tenant) is required by law (*Development Act 1993*) to manage their waste in accordance with that plan. The inconsistency between the Kerbside Waste and Recycling Policy and Council's Development Plan, resulted in the possibility that Council Administration might grant access to apartment or community titled townhouse owners to individual bins, in circumstances where it would be illegal for that person to individually access Council's waste collection service.

Council Administration note that alternative means of access to Council's waste collection service (such as multiple collection days, collection of alternate bin sizes, or other alternatives) could be considered by Council through variations to the current East Waste contract. If changes were to be made to the contract to accommodate alternative collection approaches, consequential changes would then be made to this Policy in response. It is strongly recommended that Council does not adopt a Kerbside Waste and Recycling Policy that is at odds with its current East Waste contract.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

Strategy 4.4 Accountable and people-focused services

Intelligent Community Indicators

6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.

ATTACHMENTS

Attachments 1-11: Draft Kerbside Waste Management Policy

Draft Kerbside Waste and
Recycling Management
Policy

| | |
|---------------------------------|--|
| Reference Number: | CR18/58985 |
| Type: | <u>Council Policy</u> |
| Responsibility: | Director Infrastructure and Environment |
| Responsible Officer (s): | Environment and Sustainability Officer |
| Initial Adopted Date: | 23 February 2010 |
| Last Review Date: | 19 April 2011 |
| Next Review Date: | July 2024 |
| Legislation: | <i>Nil.</i> |
| Related Documents: | City of Prospect By-Law 6 – Waste Management. City of Prospect Fees and Charges Register Waste and recycling information on Council's website: www.prospect.sa.gov.au |

1 Purpose

1.1 The Kerbside Waste ~~and~~ Recycling Management Policy (the “Policy”) sets out the entitlement of properties to a kerbside waste and recycling collection service in City of Prospect.

~~— This Policy provides guidance will assist in the provision of an environmentally and financially sustainable and efficient kerbside waste and recycling service for the community, and assists with the minimisation of waste material directed sent to landfill infrom the City of Prospect.~~

~~4.1.2~~

2 Scope

2.1 Applies to all properties within the designated kerbside waste and recycling collection area provided by Council.

2.2 Through the implementation of the Policy, Council will provide a kerbside waste and recycling collection service ~~consisting of~~ comprising:

(a) 140 litre Radio Frequency Identification Device System (RFID) enabled residual waste to landfill (red lid) Mobile Garbage Bin (MGB), collected weekly;

~~(a)(b)~~ 240 litre RFID enabled recycling (yellow lid) MGB, collected fortnightly;

~~(b)(c)~~ 240 litre RFID enabled food and garden organics (lime green lid) MGB, collected fortnightly;

(d) One x 8 litre kitchen organics basket with an annual supply of 150 compostable bags. This service is available for households only;

~~(e)(e)~~ -At call hard waste collection, limited to three free collections per financial year, for households only.

2.3 All separate assessments are entitled to access one set of the three bins as described in 2.2 above, except where provided separately in this policy (see clause 5.1 ~~and~~ 5.2 for multi-dwelling developments).

2.4 Services 2.2 (d) and (e) are available to households only. the bins as described in 2.2 above. Variations to this will be by written consent of Council only.

2.4.2.5 This service assists ratepayers and residents to reduce the amount of household waste going to landfill, by diverting recyclable and green organic matter (including food waste) from the waste system, through regular collection services.

3 Definitions

- 3.1 “MGB” is a Mobile Garbage Bin.
- 3.2 “Bin” is either a 140L or 240L Mobile Garbage Bin.
- 3.3 “The Act” means the *Local Government Act 1999, as amended*.
- 3.4 “Assessment” is rateable land as defined in The Act.
- 3.5 “Council” means City of Prospect including any of its authorised representatives or staff under delegated authority of Council.
- ~~3.5~~3.6 “Household” means a residential dwelling property, whether a house, townhouse, unit, or other living unit.
- ~~3.6~~3.7 “Residual waste to landfill” is that part of the waste stream remaining after the removal of Recyclables and Organics, and includes refuse and rubbish.
- 3.8 “Food and Garden Organics” means domestic organic matter as nominated by Council and ~~which are~~ published on Council’s website.
- ~~3.7~~3.9 “Recyclables” means containers, packages and products as nominated by Council and ~~which are~~ published on Council’s website.
- ~~3.8~~3.10 ~~–~~“Compostable bags” means compostable bags that meet Australian Standard AS 4736-2006, and are used to line the ~~k~~itchen ~~o~~rganics ~~C~~ontainers~~basket~~.
- ~~3.9~~3.11 “Waste” means any discarded object or material (whether or not it has any apparent value).
- ~~3.10~~3.12 “RFID system” means Radio Frequency Identification Device ~~s~~ystem.
- 3.13 “Granny Flat” means detached independent accommodation located on the same allotment as the main dwelling.
- 3.14 “Multi-dwelling Development” means dwellings in residential flat buildings, group dwellings, or any other any type of dwelling within a strata or community corporation.
- ~~3.14~~3.15 “Environmental Protection Act” means the *Environmental Protection Act 1993, as amended*.

4 Provision of Additional Bins

- 4.1 Additional bins are to be consistent with the following:
- Recycling – 240L, yellow lid;
 - Food and Garden Organics – 240L, lime green lid.
- 4.2 No additional residual waste to landfill bins will be provided, unless extenuating circumstances can be demonstrated, and a request is submitted in writing to Council (e.g. medical conditions, or large families with six or more adults). If an additional bin is approved, it is subject to compliance with the requirements described in 4.5.4.
- 4.3 The presence of a ‘granny flat’ is not sufficient grounds for the provision of an additional waste to landfill bin. Recycling and Food and Garden Organics bins may be leased for use by ~~an~~the occupant(s) of a ‘granny flat’.

- 4.4 Households will have access to additional recycling, and food and garden organics bins, subject to compliance with the following requirements:
- 4.4.1 Additional bins will be provided ~~by upon payment of way of~~ an Annual Lease Fee ~~at a cost of \$135151.00 (+inclu. GST) per bin as described in Council's Fees and Charges Register.~~
 - 4.4.2 Additional bins will be provided by way of annual lease agreement between Council and the Resident.
 - 4.4.3 Residents must advise Council in writing if they wish to cease the annual lease agreement.
 - 4.4.4 The annual lease fee is provided for a financial year from 1 July – 30 June ~~every~~ year.
 - 4.4.5 A half ~~year~~ lease will be available from 30 December at a reduced fee, and will provide access to a bin from 1 January- - 30 June ~~every~~ year.
 - 4.4.6 ~~These bins will be required to be returned to the Council, should the property cease to require and pay for the additional service.~~

5 Multi-dwelling developments

- 5.1 Owners of units in new multi-dwelling complexes/developments are entitled to access all three bins, provided the number of bins presented for kerbside collection is no more than 10 at any one time.
- 5.2 The sharing of bins is encouraged ~~Where the number of bins to be collected kerbside is 10 or more at any one time the sharing of bins is encouraged.~~ In cases where the number of bins to be collected kerbside would be 10 or more at any one time, ~~the~~ owners or strata management/community corporation may:
- Choose, with agreement of Council, to share a combination of bins, provided no more than 10 are presented kerbside at any one time. Any sharing arrangements will need to maintain waste collection standards to the satisfaction of Council, and must include all three waste streams: waste to landfill, recycling, and food and garden organics.
 - ~~May~~ Organise for an on-site shared waste collection arrangement with a private waste contractor. Collection provisions must be made for all three waste streams: waste to landfill, recycling, and food and garden organics.
- 5.3 To maximise access to Council's kerbside collection service in cases where the number of bins to be collected kerbside would be 10 or more at any one time, the community corporation will be encouraged to consider the sharing of bins before determining to enter in to a private waste collection arrangement.
- 5.4 Community corporations with existing kerbside collection arrangements are entitled to maintain those arrangements, but may apply to Council to vary those arrangements if they so desire.

6 Commercial Premises

- 6.1 All commercially rated properties are entitled to access the kerbside waste management system as described in 2.2 and 2.3 of this Policy, for the disposal and recycling of domestic levels of waste.
- 6.2 No additional bins over and above the single set of three bins will be provided to commercially rated properties. Any waste requirements over and above the three bin system are deemed to be commercial in scale, and as such, suitable waste management arrangements are the responsibility of the business.

7 Schools

- 7.1 Council will provide schools with the three bin system for use as an educative tool, not as a collection option for all waste needs. Request to access the three bin system, as an educational tool, must be submitted in writing to Council.
- 7.2 Educational material will accompany any bins to be used by schools as part of their waste education programs.

8 Kindergartens and Child Care Centres

- 8.1 Kindergartens and Child Care Centres are entitled to access the kerbside waste system.

- ~~5.1 Owners of units in multi dwelling complexes are entitled to access all three bins, however the owner may choose, with agreement of Council, to share a combination of bins. Any sharing arrangements will need to maintain waste collection standards to the satisfaction of Council. New multi dwelling developments Waste Management Plan must be submitted to Council by developers for approval. Council may decide that these development require shared waste collection arrangements and collection of waste by private contractors not Council.~~

~~6 Commercial Premises~~

~~6.1 All commercially rated properties are entitled to access the kerbside waste management system as described in 2.2 and 2.3 of this policy Policy for the disposal and recycling of domestic levels of waste.~~

~~6.2 No additional bins over and above the single set of three bins will be provided to commercially rated properties. Any waste requirements over and above the three bin system are deemed to be commercial in scale and as such suitable waste management arrangements are the responsibility of the business.~~

~~7 Schools~~

~~7.11.1 Council will provide schools with the three bin system for use as an educative tool not as a collection option for all waste needs. Request to access the three bin system, as an educational tool, must be submitted in writing to Council.~~

~~7.21.1 Educational material will accompany any bins to be used by schools as part of their waste education programs.~~

~~8 Kindergartens and Child Care Centres~~

~~8.1 Kindergartens and Child Care Centres are entitled to access the kerbside waste system.~~

8.2 Additional bins for Kindergartens and Child Care Centres will be subject to an assessment of user need, and must be consistent with the following:

- Residual waste to landfill – 140L, red lid
- Recycling – 240L, yellow lid
- Food and Garden Organics – 240L, lime green lid

8.3 Access to additional bins is subject to compliance with the following requirements:

8.3.1 Additional bins will be provided by way of an annual lease fee for each additional bin, as described in Council's Fees and Charges Register, at a cost of \$135.00 (+GST) per bin or may be provided free of charge to not for profit child care centres and kindergartens that can demonstrate a commitment to recycling and composting.

9 Community Groups and Not for Profit Organisations

9.1 Community groups and not for profit organisations are entitled to access the kerbside waste system.

9.2 Community groups and not for profit organisations can access additional bins subject to an assessment of user need, and must be consistent with the following:

- Residual waste to landfill – 140L, red lid
- Recycling – 240L, yellow lid
- Food and Garden Organics – 240L, lime green lid

9.2.1 Additional bins will be provided free of charge provided the community group or not for profit organisation can demonstrate a commitment to recycling and composting.

10 Vacant Allotments

10.1 Vacant allotments are not entitled to access the kerbside waste and recycling collection service.

11 Provision of kitchen baskets for the collection of food organics

11.1 Council has provided each household with a kitchen basket. New residents without a kitchen organics basket at their property, can contact Customer Service and be issued a kitchen organics basket.

11.2 Council will supply a roll of 150 compostable (corn starch) bags each financial year, to each household.

12 Ownership of Bins

12.1 Council will retain ownership of all bins (140L Residual waste to landfill, 240L Recycling, 240L Food and Garden Organics), including any additional bins.

12.2 Repairs/replacements of MGBs are the responsibility of Council.

~~1 Vacant Allotments~~

~~1.1 Vacant allotments are not entitled to access the kerbside waste and recycling collection service.~~

~~10 Provision of kitchen baskets for the collection of kitchen organics/food organics~~

~~Council has provided each household with a kitchen basket. New residents without a kitchen organics basket at their property can contact Customer Service and be issued to request a kitchen organics basket.~~

~~Council will supply a roll of 150 compostable (corn starch) bags each financial year to each household. . . .~~

~~Council will has provided each household with a kitchen basket. If you are a new resident and your house does not have a kitchen organics basket contact East Waste directly to complete a form to receive a kitchen organics basket.~~

~~10.1 Council will supply and 150 compostable (corn starch) bag roll annual to residents. Council will deliver an annual supply of 150 compostable bags to each household at the beginning of each financial year. Council will supply one tear off voucher within the My Prospect Magazine (SEASON) edition to each household for this. To collect the free roll, bring the tear off voucher in person to Prospect Community Hub, Library & Innovation Centre.~~

~~10.2 Council will provide one additional roll of 75 compostable bags per household free of charge subject to the following:~~

~~10.2.1 The household can demonstrate appropriate use of the kitchen organics basket.~~

~~10.2.2 That the request for additional bags has be received between February and June in any financial year.~~

~~10.2.3 The corresponding budget has not been fully expended.~~

~~10.3 Additional rolls of compostable bag requests above the free annual supply that do not meet the above criteria are will not be provided by Council. Residents can purchase compostable rolls at their own cost, use newspaper to line the basket or place their food and garden organics directly into the bin without wrapping, to rResidents can purchase rolls elsewhere at their own cost price ensuring they are marked compostable.~~

~~11 Ownership of Bbins~~

~~11.1 Council will retain ownership of all bins (140L Residual waste to landfill, 240L Recycling, 240L Food and Garden Organics), including any additional bins.~~

~~Repairs/replacements of MGBs are the responsibility of Council. Hazardous substances are prohibited from collection by the Council waste collection service. Prohibited waste means hazardous materials as nominated by Council and published on Council's website~~

~~General Use of Bins~~

~~Bins are to be placed on the kerb by 6:00am on the day of pick up or the night before should~~

~~There should be a maximum of two bins presented on the kerbside, per rated property on any given collection day.~~

~~Bins must be removed from kerbside within 24 hours of collection. Bin left out can become hazards for pedestrians, block vision of vehicles and can encourage illegal dumping of rubbish. Bin left out over 24 hours may be removed by Council.~~

~~Bins are required to be presented with wheels towards properties.~~

~~Bins to be placed 30cm apart and where possible one metre from surrounding objects (such as poles, trees, cars) with clearance from overhead objects. Bins should not be placed Do not place bins behind parked cars on the road or in bicycle lanes (fines may occur).~~

~~11.2 Ensure materials placed in bins are not packed too tightly, make sure the lid of bins are closed and do not overfill bins.~~

~~11.31.1 Hazardous substances are prohibited from collection by the Council waste collection service. Prohibited waste means hazardous materials as nominated by Council and published on Council's website~~

~~13 Refusal of Service~~

~~13.1 Service may be refused for:~~

- Failing to use an approved MGB;
- Placing prohibited waste out for collection;
- Placing an MGB that weighs more than 60kg out for collection;
- Failing to place the MGB in a location that can be reached by the collection vehicle; and
- Failing to use the MGBs correctly, leading to contamination of recyclables and organics.

13.2 Hazardous substances are prohibited from collection by the Council waste collection service. Prohibited waste means hazardous materials as nominated by Council and published on Council's website

13.3 Council may reserves the right to cease a collection service where there is repeated misuse of the MGB.

13.4 Council may reserves the right to refuse service where it is impractical to collect, store, or present MGBs or where as part of planning approval conditions, responsibility for waste management is passed to the owner/occupier.

13.5 Bins are not collected from other than a kerbside location, unless prior arrangements including a signed agreement that indemnifies Council and the collection contractor against any claims for damages from the property owner or occupier.

13.6 If the service is withdrawn and then subsequently reinstated, Council reserves the right to pass on the cost of the re-delivery of the bins.

4214 Review

~~42.14.1~~ The Policy will be reviewed in line with Council's Corporate Governance Framework.

~~42.2 The Director Infrastructure Assets & Environment & Planning has the discretion to vary the Policy upon written application.~~

4315 Access to the Manual

~~43.15.1~~ The Policy is available for public inspection on Council's website at www.prospect.sa.gov.au, and from Customer Service at Payinthe, 128 Prospect Road, Prospect SA 5082.

4416 Further Information

~~44.16.1~~ For further information about this ~~policy~~Policy please contact:

Director Infrastructure & Environment
 City of Prospect
 128 Prospect Road
 Prospect SA 5082

Ph 8269 5355
 Email: admin@prospect.sa.gov.au

AGENDA ITEM NO.: 10.10
TO: Council on 25 August 2020
DIRECTOR: Ginny Moon, Director Corporate Services
REPORT AUTHOR: Meg Mackie, Governance Officer
SUBJECT: Unreasonable Complainant's Policy

1. EXECUTIVE SUMMARY

Council may occasionally receive requests for service or information, or deal with complaints, that are considered unreasonable because of a range of reasons ranging from the complainant/requester being chronically frivolous or vexatious, to issues repeatedly lacking merit or substance, to being framed inappropriately or offensively, or clearly intended to cause annoyance, inconvenience and a negative impact on Council resources. It may not be about a specific complaint but a pattern of behaviour around a series of complaints. A common example would be a complainant who has exhausted all reasonable courses of action who simply will not accept the outcome of a decision or process of Council.

These complaints can have a significant impact on Council resources, as well as adverse effects on the wellbeing of Council Members and staff. As a result, many Councils across the state and country have introduced policies to deal with unreasonable or vexatious conduct, should it ever arise.

Council Administration has developed an Unreasonable Complainant Policy ('the Draft Policy') in line with the New South Wales Ombudsman's guidelines, and with reference to similar policies by City of Charles Sturt and Adelaide Hills Council.

In doing so, Council ensures it is meeting community expectations of service delivery, while also managing resources appropriately.

As can be seen from the policy, it is only likely to be applied in relatively rare circumstances, where it is in the public's best interest to consider the complaint or complainant 'unreasonable' within the terms of this policy.

The Draft Policy (provided at **Attachments 1-8**) was presented to Council at the July 2020 Meeting. Council resolved to defer consideration of the Policy to the following meeting, including a report 'to consider how Elected Members are engaged with and informed about the outcomes of the application of the policy'.

Administration have included the process of notifying Council Members in the Draft Policy. They are highlighted in red for ease of reference.

2. RECOMMENDATION

(1) Council having considered Item 10.10 Unreasonable Complainant's Policy, receive and note the report.

(2) Council determines that clauses 8.16.1 - 8.16.3 of the Customer Service Charter be revoked and be replaced with:

- a. **'Occasionally the conduct of a complainant may be unreasonable. This may take the form of unreasonable persistence, demands, lack of cooperation, arguments, or behaviour. Staff will handle unreasonable complaints and complainants under Council's Unreasonable Complainant Policy.'**

(3) Council adopt the Unreasonable Complainant's Policy (as presented in Attachments 1-8).

3. DISCUSSION

Purpose of this Policy

Last year, an individual member of the public lodged a number of Freedom of Information (FOI) requests with Charles Sturt Council, which costed the Council more than \$160k in resources. By developing an Unreasonable Complainant Policy, the Council had a robust process to refuse further requests. This approach was supported by an external review by the Ombudsman, who commented that the complainant displayed 'a clear pattern of conduct' amounting to an 'abuse of the FOI system.'

At its recent meeting in August 2020, City of Charles Sturt resolved to extend the ban for another 12 months.

In the wake of this finding, other councils have developed similar policies, based on the New South Wales Ombudsman's 'Guidelines to dealing with Unreasonable Complainants'.

City of Prospect is committed to continuous improvement of service delivery, which requires that resources be managed appropriately. This Policy (as **provided at Attachments 1-8**) supports Council Administration to respond to unreasonable requests for information and services, in a way that is transparent, fair, and equitable.

The Policy has been drafted in line with the New South Wales Ombudsman's guidelines, and with reference to similar policies by City of Charles Sturt and Adelaide Hills Council.

Council has previously managed unreasonable complainants. An example of such is those whom approach Council on numerous occasions, unsatisfied with the outcome provided or refusing to accept that a complaint has been closed. This Policy provides appropriate escalation of issues, with checks and balances throughout.

Application of the Policy

Operating as a separate document, Administration emphasises that use of the Unreasonable Complainant Policy is not a regular part of the complaint handling process.

Limiting or refusing access to services will only be considered as a last resort.

Specifically, the Policy guides staff responses to unreasonable requests and complainants by:

- Identifying and managing types of unreasonable conduct;
- Escalating complaints appropriately;
- Exhausting all other avenues of redress; and
- Providing complainants with the opportunity to make submissions and a right of review.

In the first instance, Staff will resolve a complaint in accordance with the usual procedure in the Customer Service Charter. Use of this Policy will only arise where Council has exhausted all appropriate avenues of resolution within the Charter. Further, the complainant must persist in bringing the same issue to Council or demonstrate a type of unreasonable conduct outlined in Appendix A of the Draft Policy.

Staff are then empowered to classify the matter or request as unreasonable and take no further action, with the complainant reserving a right to review that decision. If the right to review that decision is exercised and the outcome (refusing to take further action) is affirmed, then the complainant may be identified as an unreasonable complainant if the conduct persists. This is also a decision subject to review.

Research – Communication with Council Members

In considering this issue, Council Administration has consulted other Councils with similar policies.

City of Charles Sturt gives the ability to restrict and exclude a complainant's access to both the Council and the CEO. Only the Council body has ever exercised this discretion. As a result, Council Members are notified of the complainant and relevant details through the decision-making process.

A similar policy by City of Adelaide Hills, delegates the ability to a Director to restrict access to Council. As an operational decision, Council Members are not involved or notified of outcomes under that Policy.

Like City of Charles Sturt, Administration has considered engaging Council Members as a decision-maker earlier in the process, such as determining to limit a Complainant's access (clause 5.4). Consideration of a personal matter would in most circumstances require a confidential Council report. In light of the principles of good governance and transparency, it is good practice that the public should only be excluded from Council Meetings in exceptional circumstances, and not as a requirement of process. Administration also considers that a public decision concerning personal matters is not always in the public interest, and may exacerbate unreasonable complainant behaviour, of which this policy seeks to negate. The personal nature of the matters presented in such a report would also inhibit its eventual release to the public.

It is therefore considered appropriate that a report be presented to Council only as a last resort, in order to exclude a complainant's access.

However, it is clear that informing Council Members and relevant staff of certain decisions, is necessary in enforcing any restrictions to Council under this policy. To do so is also a part of considering the well-being of key contacts in the complaint-handling process. This will be done as necessary in the way described in the table below.

Proposed - Communication with Council Members

Council must manage the personal information it holds in accordance with its *Protection of Information Policy*. Under this Policy, Council Members are not part of a 'department' of Council, hence, the instances in which personal information can be provided are limited.

One exception would be, where the individual has been advised of Council's practice of disclosing personal information to a third party for a particular purpose, and the disclosure is consistent with that purpose.

In accordance with the Council resolution of the July 2020 Meeting, Administration is proposing an additional clause to be included in the Draft Policy (from the version that was presented to the July Council Meeting). This clause will notify the complainant of the implications of their behaviour:

5.2.2 The complainant will be advised: Should the CEO determine them to be an unreasonable Complainant for the purposes of this policy, Council Members may be (at the discretion of the CEO) notified for the purposes of limiting or excluding access to Council under this policy.

Administration is also committed to ensuring each resident is treated equitably, in accordance with the usual practice under the Complaint-handling Procedure within the Customer Service Charter. City of Prospect is also conscious of managing sensitive personal information, and any perceived bias as a result of providing community representatives with certain personal information prematurely.

How Council Members Are Informed

Administration recommends an approach to notification and engagement in line with the level of escalation proposed in the policy:

| Decision | Clause | Decision-Maker | Engagement/notification of Council Members |
|---|---------------|---------------------------------------|---|
| Determine a request as unreasonable, and take no further Action | 4 | Council Officer | Council Members are not notified at this stage. Council Members may be engaged as a result of a review of this decision under the Internal Review of Council Decisions Policy. |
| Limit access to Council (i.e. time, staff, and form of complaint) | 5.4 | CEO, or delegate appointed by the CEO | Council Members may be notified (at the CEO's discretion) for the purposes of enforcing limited access. Council Members may be engaged as a result of a review of this decision under the Internal Review of Council Decisions Policy. |

| Decision | Clause | Decision-Maker | Engagement/notification of Council Members |
|-----------------------------------|--------|----------------|--|
| Exclude a complainant from access | 5.5 | Council or CEO | Council Members may be engaged as the decision maker. |
| Review of restrictions | 5.6 | Council or CEO | Regardless, Council Members may be notified (at the CEO's discretion) for the purposes of enforcing or revoking restricted access. |

Revocation of Relevant Clauses in the Customer Service Charter

In order to ensure consistency and clarity, Council Administration recommends that the following clauses of the Customer Service Charter be revoked, as they are addressed under the Unreasonable Complainants Policy:

- 8.16.1 *Occasionally the conduct of a complainant may be unreasonable. This may take the form of unreasonable persistence, demands, lack of cooperation, arguments or behaviour. Determining something as "unreasonable" will vary depending on a number of factors. Staff should handle these situations in a fair and equitable manner.*
- 8.16.2 *Unreasonable complaints can consume an unwarranted amount of Council resources or impede the investigation of the complaint(s). Before making any decision to restrict contact, the complainant will be warned that if the specified behaviour or actions continue, restrictions may be applied.*
- 8.16.3 *Ultimately it may be necessary to take no further action on a complaint. Any decision to suspend action on a complaint will be made by the CEO, and communicated in writing to the complainant.*

It is recommended that the following replace the clauses above:

- 8.16.1 *'Occasionally the conduct of a complainant may be unreasonable. This may take the form of unreasonable persistence, demands, lack of cooperation, arguments or behaviour. Staff will handle this kind of conduct under Council's Unreasonable Complainant Policy. [Link provided]'*

This will ensure consistency across Council Policies, and direct complainants appropriately.

Relevance to Core Strategies / Policy

- Local Government Act s270
- Protection of Information Policy
- Council Member Communication Protocol
- Customer Service Charter

Strategic Plan to 2020 Theme 4 – Services "Leaders of the sector providing efficient, responsive, accessible services"

- Strategy 4.2 Sound Financial Management
- Strategy 4.4 Accountable and people-focused services

ATTACHMENTS

Attachments 1-8: Draft Unreasonable Complainant's Policy

Draft Unreasonable Complainant's Policy

| | |
|---------------------------------|--|
| Reference Number: | CR20/40960 |
| Type: | Council Policy |
| Responsibility: | Corporate Services |
| Responsible Officer (s): | Governance Advisor |
| Initial Adopted Date: | July 2020 |
| Last Review Date: | New Policy |
| Next Review Date: | July 2024 |
| Legislation: | Local Government Act 1999 Freedom Of Information Act 1991 |
| Related Documents: | Internal Review of a Council Decision Customer Service Charter Handling Aggression, Violence or Threats Procedure NSW Ombudsman' Managing Unreasonable Complainant Conduct Practice Manual |

1 Purpose

1.1 City of Prospect:

- 1.1.1 Is committed to a positive complaint-handling experience for its customers; and
- 1.1.2 Strives to ensure that resources are responsibly managed so that Council may continuously improve service delivery.

1.2 This policy establishes a framework for how the City of Prospect (“the Council”) will respond to customer requests for service and information, and specifically the approach to be adopted when managing unreasonable requests for service, information and complaints.

2 Definitions

2.1 A **Complaint** is made when a customer expresses or infers dissatisfaction with a product or service delivered by the organisation, which has or should have been received, that has failed to reach the standard stated, implied or expected. This may include decisions of Council, its policies, procedures, charges, employees, agents, or the quality of Council services.

2.2 **Request for Service** is an application to have Council take some form of action to provide a service for works.

2.3 **Request for information** means an application to have Council take some form of action to provide generally available information about Council services or works.

2.4 **Unreasonable complainant conduct** is any behaviour by a current or former customer, which by its nature or frequency, raises health, safety, resources, or equity issues for the Council, employees, other service users, and customers (including the customer himself/herself). Unreasonable complainant conduct can be divided into five categories, and examples are provided in Appendix A to this policy:

- 2.4.1 Unreasonable persistence
- 2.4.2 Unreasonable demands
- 2.4.3 Unreasonable lack of cooperation
- 2.4.4 Unreasonable arguments
- 2.4.5 Unreasonable behaviours

3 Scope

3.1 The policy establishes clear guidelines for handling unreasonable behaviour towards Council.

3.2 This policy will apply to Unreasonable Complainant Conduct in regards to complaints received by Council concerning:

- 3.2.1 Requests for service;
 - 3.2.2 Requests for information; and/or
 - 3.2.3 Freedom of Information Requests.
- 3.3 Members of public have a legitimate right to access Council information under the *Freedom of Information Act 1991*. Any limitations imposed on a complainant under this policy will not impede these statutory rights. However, unreasonable customer conduct may contribute to a request being denied under 18 (2a) of the Act.
- 3.4 This policy does not apply to complaints involving the following issues:
- 3.4.1 Complaints related to competitive neutrality;
 - 3.4.2 Allegations of a breach of conflict of interest obligations by a Council Member or employee;
 - 3.4.3 Internal staff complaints;
 - 3.4.4 Aggressive, violent, or threatening behaviour; and/or
 - 3.4.5 Any matters before a Court, Tribunal, South Australian Police, a Minister of the Crown, a South Australian or Federal Government Department, the Office for Public Integrity, or the South Australian Ombudsman.

4 Dealing with Unreasonable Requests

- 4.1 If Administration determines that a request is malicious, frivolous, or vexatious, this is grounds to dismiss the request and not take any further action in relation to it. A determination that a request is unreasonable on this basis, must take into account:
- 4.1.1 any similar requests previously made by the person (i.e. about the same or similar service, information, or documents);
 - 4.1.2 the response and outcome to previous requests made by the person (if any);
 - 4.1.3 the outcomes sought by the person;
 - 4.1.4 if it is a request for information, the resources required to provide the information (to ensure that it is not an unreasonable diversion of public resources); and/or
 - 4.1.5 If it is a request for service, whether the service is capable of being provided by or is required to be provided by Council.
- 4.2 A decision to take no further action in respect to a request that is unreasonable will be communicated in writing to the person making the request.
- 4.3 The person who made the request may seek to review a decision made under clause 4.1 (to take no further action) according to the procedure set out in the Internal Review of Council's Decisions Policy.

- 4.4 A person that persists in making the same or similar requests for service will be treated as a complainant under this policy, and may be managed and dealt with under the provisions for dealing with unreasonable complainant conduct.

5 Dealing with Unreasonable Complainant Conduct

- 5.1 Council will take a model approach to notification, decisions to restrict access, and upcoming reviews with reference to the [NSW Ombudsman's Model Procedure \(see Appendix D, E, and F\)](#).

- 5.2 If a complainant's unreasonable behaviour persists or becomes extreme, Administration may limit or withdraw a complainant's access to Council, using the following steps:

- 5.2.1 Issue the complainant with a final warning outlining expectations and repercussions

- (1) This is to be in writing and is to inform the complainant that their access to Council may be limited or withdrawn if their behaviour continues.
- (2) The complainant will be advised: Should the CEO determine them to be an unreasonable Complainant for the purposes of this policy, Council Members may be (at the discretion of the CEO) notified for the purposes of limiting or excluding access to Council under this policy.
- (3) Warning letters need to be signed off by the CEO or delegate appointed by the CEO.

- 5.2.2 Place Limitations on the complainant's access to Council

- (1) A decision to limit a complainant's access to Council must be approved by the CEO or delegate appointed by the CEO.
- (2) Any limitation imposed must:
 - (a) Be proportionate and appropriate to the behaviour it aims to negate (see Appendix A for examples and strategies); and
 - (b) Take into account that person's individual circumstances. For example, a person who is illiterate should not be required to communicate in writing.
- (3) The contact may be limited in terms of:
 - (a) The times a complainant may make contact;
 - (b) The staff the complainant may have contact with; and/or
 - (c) The form in which the contact may take place, i.e. the complainant may be directed that he/she can only make contact in writing and not via telephone or in person.

- (4) Where limitations are imposed on a complainant, notification will be made to the complainant in writing, specifying the limits, and the reasons for their imposition.

5.2.3 Exclude a complainant from access

- (1) This action will only be taken as a last resort by the Council or CEO, after all other avenues have been exhausted, and where the complainant is making unacceptable demands on the Council's complaint handling resources.
- (2) Before any action is taken to exclude a complainant from access, the Council or CEO will write to the complainant to notify him/her of the proposed action, and the reasons why. They will invite comments from the complainant within a specified period (that is not less than 21 days) as to why such action should not be taken. Submission by the complainant will be taken into account before determining whether to proceed with the proposed action.

If it is decided that the complainant be excluded from access, the Council or CEO will inform the complainant that any further complaints will not be acknowledged, unless they detail significant new information, or new issues which, in the opinion of the Council, warrant action.

- 5.3 The Council or CEO will review the appropriateness of any restrictions imposed on the complainant every 12 months. If it is considered that the restrictions imposed on the complainant are no longer necessary (taking into account the complainant's conduct in the 12 months prior), the Council will:

5.3.1 Revoke the restrictions;

5.3.2 Notify the complainant of its decision in writing accordingly; and

5.3.3 Notify Council Members (at the discretion of the CEO).

- 5.4 Complainants may request a review of the decision to limit (under clause 5.3) or terminate their access (under to clause 5.4), according to the procedure set out in the Internal Review of Council Decisions Policy. If a complainant continues to be dissatisfied after the internal review process, they may seek an external review from the South Australian Ombudsman.

6 Review

- 6.1 The Policy will be reviewed once per Council term or as required by legislation.

7 Access to the Policy

- 7.1 The Policy is available for public inspection on Council's website www.prospect.sa.gov.au, and from Customer Service at Payinthe, 128 Prospect Road, Prospect SA 5082.

8 Further Information

8.1 For further information about this policy please contact:

Director Corporate Services
City of Prospect
128 Prospect Road
Prospect SA 5082

Phone: 8269 5355

Email: admin@prospect.sa.gov.au

Attachment

Appendix A

| Type of Conduct | Examples of Complainant conduct | Strategies for dealing with conduct |
|----------------------------------|--|---|
| Unreasonable persistence | <ul style="list-style-type: none"> • Refusing to accept that a complaint is closed. • Continuing to phone or contact after a matter is closed. • Re-framing an old complaint. • Being unable to accept the final decision. • Persisting in interpreting the policy or the law in a way that is not in accordance with the accepted views on the subject. | <ul style="list-style-type: none"> • Be prepared to say 'no'. • It may be appropriate to advise the complainant that the issue will not be investigated further. • Communicate clearly if an unproductive telephone call is to be ended. • Provide one internal review only. • Adopt, when appropriate, a firm position of no further contact or correspondence. • Do not allow the complainant to reframe the complaint to keep the matter alive, unless there are significant new issues. • Make it clear that the decision of Ombudsman SA is final, or in the case of external reviews under the FOI act, advise the complainant of their appeal rights. |
| Unreasonable demands | <ul style="list-style-type: none"> • Insisting on outcomes that are unattainable or not possible. • Demanding assistance with issues that are out of the Council's jurisdiction. • Demanding a remedy that is impractical, disproportionate, or unavailable. • Insisting that more time be taken on the matter than is justifiable. • Wanting revenge. • Making unreasonable demands on the resources of the Council. • Wanting unreasonable regular and lengthy contact with the Council. • Showing reactions or demanding action that is out of proportion with the significance of the issue. | <ul style="list-style-type: none"> • Set limits on what will be done i.e. what issues will be investigated, by whom, how communication will happen etc. • Be clear with the complainant in advance as to what the council will do, and the limits. • End telephone calls that are unproductive, with a warning. • May need to limit contact to written communications only. |
| Unreasonable lack of cooperation | <ul style="list-style-type: none"> • Poor or confused definition of the complaint. • Providing a large quantity of unnecessary material/information. • Unhelpful behaviour. • Failing to provide requested information or documents within the given timeframe. • Dishonestly presenting the facts. • Constantly re-defining a complaint. • Focusing on principles rather than substantive issues. | <ul style="list-style-type: none"> • Staff need to set limits before proceeding with the matter. • Require complainants to clarify and summarise information they have provided before proceeding with the matter. • Require complainants to clearly define what their issues are before the complaint will be looked at. • Refuse to deal with the matter if it is found that the complainant has been wilfully misleading or untruthful in a significant way. |

| | | |
|------------------------|--|--|
| Unreasonable arguments | <ul style="list-style-type: none"> • Exaggerating issues. • Holding irrational beliefs. • Refusing to consider alternative views. • Being obsessed with irrelevant or trivial points. • Having a conspiracy theory that is not supported by any evidence. | <ul style="list-style-type: none"> • Decline or discontinue the matter. • If unreasonable issues are mixed with reasonable issues, ensure that they are clearly identified and separated, and only deal with the reasonable ones. |
| Unreasonable behaviour | <ul style="list-style-type: none"> • Displaying confronting behaviour. • Being rude. • Being aggressive. • Making threats of self-harm. • Making threats of harm/violence to others. | <ul style="list-style-type: none"> • Refer to Council's Handling Aggression, Violence or Threats Procedure. • Staff will not tolerate unreasonable behaviour • Complainant is to be told that threats are unacceptable, and may be reported to police. • Rude correspondence will not be responded to, and complainant is asked to reframe their complaint in more moderate terms. • If a complainant is behaving unreasonably in a telephone conversation, he or she should be warned that their conduct is unacceptable, and that if the behaviour persists the call will be terminated. • Telephone calls are to be ended if the complainant continues to behave unreasonably after being warned, the CEO or Mayor is to be advised of this action. • Meetings are to be ended if the complainant continues to behave unreasonably after being warned. The CEO or Mayor is to be advised of this action. |

AGENDA ITEM NO.: 10.11

TO: Council on 28 July 2020

DIRECTOR: Simon Bradley, Director Infrastructure and Environment

REPORT AUTHOR: Russell King, Acting Manager Infrastructure and Assets

SUBJECT: South Australia's Waste & Food Strategies - Response to Consultation

1. EXECUTIVE SUMMARY

The State Government has released two Strategies for consultation: *South Australia's Waste Strategy 2020-2025* and *South Australia's Food Waste Strategy – Valuing our Food Waste*. Both Strategies have a direct impact on the expectations placed the City of Prospect to improve waste collection outcomes and support the development of a state-wide circular economy in order to achieve targets set by the State Government.

City of Prospect supports the vision of two waste Strategies and is encouraged by the State Government being proactive and providing leadership in a time when real change is required. It is vital that the Strategies are supported by follow-up programs, with funding allocated on an ongoing basis to drive the creation of a true circular economy in South Australia. Additional actions supporting the greater investment into research into community attitudes and behaviour to inform waste education programs and improve kerbside diversion rates and 'front-end' packaging initiatives to reduce waste presented kerbside are required and these comments are reflected in the City of Prospect submission, in response to the consultation, see **Attachments 1-5**.

2. RECOMMENDATION

- (1) Council having considered Item 10.11 South Australia's Waste & Food Strategies - Response to Consultation receive and note the report.**
 - (2) That Council endorse the Submission to Green Industries SA – South Australia's Waste Strategy 2020-25 – August 2020 (as presented in **Attachments 1-5**).**
 - (3) That Council endorse the Submission to Green Industries SA – South Australia's Food Waste Strategy – Valuing our Food Waste – August 2020 (as presented in **Attachments 6-8**).**
-

3. DISCUSSION

'South Australia's Waste Strategy 2020-2025: A vision for a circular economy', proposes targets, objectives, actions and accountability to continue the state's efforts to achieve positive environmental outcomes while building the local industry and creating business opportunities locally and overseas. Its objective is to support South Australia's transition to a circular economy.

New directions are identified for food waste, single-use plastics, regulatory waste reforms, education and behaviour change and supporting market development through infrastructure investment and other measures.

Proposed targets of the strategy include:

- Zero avoidable waste to landfill by 2030
- Municipal Solid Waste - 75% diversion (increased from 70%) by 2025
- Commercial and Industrial Waste - 90% diversion (increased from 80%) by 2025
- Construction and Demolition Waste - 95% (increased from 90%) by 2025 per capita waste generation – 5% reduction on a 2020 baseline

'South Australia's Food Waste Strategy – Valuing our Food Waste' aims to reduce and divert food waste and has proposed actions across three areas: household generated food waste, commercial food waste and collection systems, and attracting and supporting investment and markets.

Household actions include: harmonising council food waste collection systems, targeting high-density housing collections, compostable bag supply, promoting home-based approaches, and education and awareness activities.

Commercial actions include: investigating precinct collection opportunities, prevention strategies, mandatory food waste collections for large generating sites, food rescue, and tackling waste at events and take-home-consumption items.

Attracting investment actions include: infrastructure funding and market support. The Food Waste Strategy provides a list of actions and expected outcomes, but no proposed targets for the City of Prospect to aim for.

City of Prospect's response has been developed using the results from the recent East Waste 2019 Household Bin Audit and in consultation with internal staff, East Waste Member Councils, East Waste Operations Staff and members of the Local Government Association's Circular Procurement Pilot Project Steering Group.

Attachments 1-5 and **Attachments 6-8** provide City of Prospect's response to the two consultations. Individuals are invited to make comments from a community and household perspective through the State Government's 'YourSay' website - <https://yoursay.sa.gov.au/>. The deadline for submission is Friday 28 August, 2020.

Relevance to Core Strategies / Policy

- Local Government Act, 1999
- South Australia's Waste Strategy 2015-2020
- Environmental Action Plan 2018-2022

Strategic Plan to 2020 Theme 1 – People “Know, empower, celebrate, educate and activate our community”

- Strategy 1.1 Know our community
 Strategy 1.2 Environmentally active, sustainably focused

Strategic Plan to 2020 Theme 3 – Prosperity “More jobs, more investment, more activity, more vibrancy”

- Strategy 3.1 A stronger local economy

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

- Strategy 4.3 Responsible Waste Management

Intelligent Community Indicators

3. Innovation: Intelligent Communities pursue innovation through a relationship between business, government and institutions (i.e. universities).
6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.

ATTACHMENTS

Attachments 1-5: Draft City of Prospect Submission to Green Industries SA – South Australia's Waste Strategy 2020-25 – August 2020

Attachments 6-8: Draft City of Prospect Submission to Green Industries SA – South Australia's Food Waste Strategy – Valuing our Food Waste – August 2020

Ref. CRXX/XXXX

17 August 2020

Green Industries SA
GPO Box 1047
Adelaide SA 5001

Dear XXX,

You are seeking community feedback on the *'Draft Waste Strategy 2020-25: A vision for a circular economy'* that will help inform the State Government's effort to maintain our national leadership in recycling and our transition to a circular economy. City of Prospect staff have provided our feedback that we hope assist the government in moving towards a circular economy.

Draft Waste Strategy 2020-25: A vision for a circular economy

General Questions

1. Are our priorities correct? Why or why not?

We are encouraged by the State Government being proactive and providing leadership in a time when real change is required. We appreciate the identification of Food Waste, Plastics and Packing and Market Development as the areas for priority action with the potential for greatest impact. These areas of action will support the City of Prospect to achieve increased landfill diversion and support Council in keeping its waste management fees as low as possible.

The recent East Waste 2019 Household Bin Audit (Rawtec, May 2020) highlighted that household food waste disposed of in the landfill bin was the biggest issue encountered in the City of Prospect, with 36.9% of the contents of the landfill bin (by weight) being food waste.

Actions supporting the reduction of plastics and packaging, or requirement that they be recyclable, compostable or reusable, will support communities to achieve the target of 5% decrease per capita target, and will ensure that these resources can be recovered for local market use. A review of the container deposit scheme to include wine bottles will reduce our kerbside contamination glass fines.

Market Development actions will support the local markets for the recyclable and compostable resources collected by Council's kerbside service. This will ensure that the materials we collect kerbside can continue to be recovered and reused by the local market, decreasing the amount of materials sent to landfill and supporting local employment and environmental benefits.

Dealing with the design of materials and packaging, and consumers attitudes towards food waste prevention are 'front end' initiatives that can remove the pressure on 'back end' programs such as Council's kerbside collection service to reduce contamination and improve diversion from landfill. We are supportive of all actions that focus on 'front end' solutions such

as the draft Food Waste Strategy and supporting the targets set by the Australian Packaging Covenant Organisation.

It is unclear how the actions identified by the strategy will be funded and it is vital the strategy is supported by follow-up programs with funding allocated on an ongoing basis to drive the creation of a true circular economy in South Australia.

2. What have we overlooked or needs clarifying or expanding upon?

Greater research and insights into the attitudes and behaviours relating to household waste is essential towards developing education campaigns and other community engagement initiatives and increasing kerbside diversion rates. In relation to food waste, to make food waste diversion as easy as possible for residents, the City of Prospect has rolled out an area-wide food waste collection system that includes a fortnightly green organics kerbside collection, provision of a free kitchen caddy (including replacements) and an annual supply of compostable biobags delivered to each household's door with instructions on how to use the food waste collection system. The system is backed up by an education program yet still only achieves an 18% diversion of food waste from landfill (East Waste 2019 Household Bin Audit, Rawtec, May 2020) suggesting that behaviour change within the home is the target area to improve diversion rates.

3. Are there any unintended consequences of anything proposed? If so, what are they?

None that we have identified.

4. Can you offer alternative suggestions or solutions to those offered?

Not applicable.

5. How can you support, participate or work with us in implementing the final strategy?

The City of Prospect in partnership with its waste management contractor East Waste will continue to best-practice kerbside collections, and seek innovative ways to work with our community increase diversion rates from landfill.

The City of Prospect will continue its voluntary participation in the LGA Circular Procurement Pilot Project, established through a GISA "Circular Economy Market Development Grant" to progress the project in 2019. During the first half of 2019 the pilot project Steering Committee worked hard to develop the details of councils' commitments and in September 2019, councils executed a Memorandum of Understanding (MoU) with the LGA to implement these commitments. In summary the MoU requires councils to:

1. Prioritise the purchase of recycled-content products and materials through the procurement process;
2. Track the recycled-content purchased by weight; and
3. At the end of the 2019/20 year and subsequent years, publicly report on the amount (number of tonnes) of recycled-content products and materials they have purchased under the MoU.

Additionally, most councils, including City of Prospect, adopted a circular procurement target in relation to plastic materials. Through a rolling target, relevant councils will seek to buy back 10% of the amount of recyclable plastics collected in their council area and increase this until they are seeking to buy back 50%.

Stakeholder Questions - For All Stakeholders regarding COVID-19

6. What actions or priorities should South Australia waste strategy and future waste strategies include to respond to state and national emergencies, and global disruptions such as we have experienced with the bushfires and global COVID-19 pandemic?

The global COVID-19 pandemic led to increased tonnage rates for City of Prospect's three bin kerbside collection service and an increase in the frequency of street litter bin collection rates. This can be attributed to more waste being generated within the households as there was an increase in residents working from home, as well as residents choosing to spring clean their households due to having more time at home while restrictions were in place. Street litter bins were collected more frequently as residents disposed of additional household waste in them, and litter bins closer to food businesses were full to overflowing with take-away food packaging. The draft waste strategy's target of a 5% reduction in waste generation per capita, and actions related to implement best-practice hard waste collections and have 100% of packing in South Australia to be recyclable, compostable or reusable by 2025 should alleviate the issues relating to increased municipal solid waste that City of Prospect experienced as a result of Covid-19.

In 2020 councils have also faced additional challenges flowing from the COVID-19 pandemic. These challenges include a loss of revenue resulting from the closure of facilities, waived rents for commercial tenants, more residents seeking to invoke hardship provisions and increased demands on resources. All of these implications only serve to highlight the need for councils to keep the cost of the facilities and services they provide as low as possible, a local circular economy with strong markets to purchase the recyclable and compostable materials collected kerbside will support Councils in keeping their waste management fees as low as possible.

Stakeholder Questions - For Local Government

17. What would you like local government to have achieved in waste management, resource recovery and the circular economy?

Standardised/harmonised collection service across metropolitan Adelaide - general waste, co-mingled recycling and food and garden organics (including provision kitchen caddy and biobag) services. Ideally, the landfill bins would have the same colour lids (either red or blue) so the same education program can be rolled out metropolitan-wide and as people move between locations for travel, work and home life the system remains the same.

The ability of all composting and material recovery facilities to handle all materials in the same manner. This will ensure that education about which resources can be recovered and how to correctly dispose of them can be standardised across metropolitan Adelaide, leading to less confusion for residents, and the ability for Councils to pool their resources to achieve better waste education outcomes (rather tackling waste education individually, or with Councils who have the same waste collection service provider).

For all Councils, with support from State Government, to put in place actions to meet the targets as outlined in the draft waste strategy.

18. What would you like your organisation to have achieved in waste management, recycling and the circular economy?

To maximise diversion rates from landfill, in order to redirect waste management costs to other areas within Council. The recent East Waste 2019 Household Bin Audit (Rawtec, May 2020) showed:

- An estimated landfill diversion rate of 61.3%, an improvement on last financial year's figure of 52.3%.
- 53.1% of the material found in the general waste bin was unrecovered resources that could have been recycled or composted. Unrecovered resources included food and compostable items (36.9%), comingled recycling materials (14.5%) and E-waste (1.7%).
- Over a third of unrecovered resources found in the general waste bin was food and compostable items that should have been placed in the organics recycling bin
- 8.1% contamination rate of the comingled recycling bin.

To continue to support the development of a local circular economy by embedding the prioritisation of recycled-content materials in procurement practices, to advocate for circular procurement practices and product development and communicate our intent (see response to question 5 for further detail).

19. What do you see as essential in the provision of waste and recycling services to households?

At a minimum, all households should be required to use general waste, co-mingled recycling and food and garden organics (including provision kitchen caddy) collection services. In the case of high-density developments, this may be through a private contractor. The provision of collection services must be partnered with a state-wide community engagement and education program to maximise diversion rates.

20. What do you see as potential barriers for encouraging further diversion of waste away from landfill?

Household attitudes and behaviours towards waste disposal is the biggest barrier to the further diversion of waste away from landfill. The key challenges Council continues to face with residents include:

- A low level of food waste diversion (18%) despite having a strong food waste diversion system in place (refer to comments in question 2).
- Residents placing materials into landfill bin only, or into any bin causing contamination, because they believe "everything goes to landfill anyway". This belief is in response to misinformation through the media (in relation to stories from the eastern states or overseas) or wrong information gleaned through social media.
- Resources placed in the wrong bin due to a lack of a standardised collection service across metropolitan Adelaide, or confusion about what goes into each bin.
- People who don't care or think about where their waste goes, "it's not my problem".

21. What do you expect from waste management contracts? What are the key criteria used by council in awarding these contracts?

Council considers the following items, but does not publicly disclose selection criteria for contracts:

- bin infrastructure, including food caddies;
- frequency of collections;
- hard waste collections;
- education to support behaviour change in councils;

- contracting requirements or specifications for waste management and recycling services;
- support in data collection and transparency in disclosing information;
- support for Infrastructure (including soft infrastructure) and for educating households;
- consistency across local government areas;
- encouraging local processing;
- end markets for materials collected;
- costs and environmental benefits.

Thank you for providing City of Prospect with the opportunity to provide input into the discussion on the draft waste strategy. We are encouraged by the State Government being proactive and providing leadership in a time when real change is required. Should you wish to discuss our submission further, please do not hesitate to contact our Environment & Sustainability Officer.

Yours sincerely,

Simon Bradley

Director Infrastructure & Environment, City of Prospect

Ref. CRXX/XXXX

17 August 2020

Green Industries SA
GPO Box 1047
Adelaide SA 5001

Dear XXX,

You are seeking community feedback on the *'South Australia's Food Waste Strategy - Valuing our Food Waste'* that will help inform the State Government's effort to reduce food waste and divert food waste from landfill as our state transitions to a circular economy. City of Prospect staff have provided our feedback that we hope assist the government in decreasing food waste and increasing uptake of food waste diversion systems by households.

South Australia's Food Waste Strategy - Valuing our Food Waste

Harmonising council food waste collection systems

We support the proposed actions outlined in this category but note that collection systems alone do not translate to improved food waste diversions in our experience. Any actions undertaken must be partnered with education and awareness campaigns underpinned by research into household attitudes and behaviours towards food waste and its disposal.

To make food waste diversion as easy as possible for residents, the City of Prospect has rolled out an area-wide food waste collection system that includes a fortnightly green organics kerbside collection, provision of a free kitchen caddy (including replacements) and an annual supply of compostable biobags delivered to each household's door with instructions on how to use the food waste collection system. The system is backed up by an education program yet still only achieves an 18% diversion of food waste from landfill (East Waste 2019 Household Bin Audit, Rawtec, May 2020), suggesting that behaviour change within the home is the target area to improve diversion rates. This situation is not likely to improve without a greater awareness of household behaviours and attitudes and an understanding on what incentives or mechanisms can be used to improve diversion outcomes.

High-density collections

The proposed actions 5 and 7 represent business as usual for the City of Prospect from a development assessment and kerbside collection perspective.

The suggestion within the strategy that the *Better Practice Guide for Waste Management in Residential and Mixed Use Developments* guidelines should be formally adopted as policy within the Planning and Development Code is an eminently sensible suggestion. While we reference the guideline frequently, it is not presently an assessment standard or criteria of itself and this enhanced status would be beneficial.

If the guidelines are to be updated, as suggested by proposed action 6, additional attention should be paid to collection methodologies in relation to narrow or sloping blocks along arterial

roads – as these are the circumstances that are most challenging in relation to the collection of larger MGBs. If Green Industries SA were to work with industry to develop agreed best practice methodologies for the collection of 660-1,110L bins along arterial roads on small sites, this would provide immediate benefits in reducing traffic/access/parking contests associated with collection, as well as provide a platform for Council to consider its own approach to the collection of these MGBs in future.

Compostable bag supply

Proposed action 8 represents a business as usual approach for City of Prospect and we support any initiative that improves householder's access to supplies through other avenues, specifically retail outlets e.g. supermarket and grocers produce barrier bags.

Proposed action 10 – banning non-compostable produce bags – should definitely be an inclusion, rather than a consideration, in the list of single-use plastics items to be phased-out in *Turning the Tide on Single-Use Plastics: Next steps*. Local compostable bag manufacturers should make accessing compostable options easier for everyone, and increased demand should lead to lower prices.

Home based approaches

All proposed actions – 11 to 13 – represent business as usual for the City of Prospect. We offer a Worm Farm and Home Composting incentive scheme, run regular community education programs that support home-based approaches and the Prospect Community Garden holds a monthly produce swap.

Education and awareness

We support the proposed actions – 14 – 17 - that emphasise specific food waste prevention programs, in addition to the state-wide continuation of the 'Which Bin?' program as it would be ideal to educate households on how to prevent food waste through better menu planning, purchasing, and cooking, rather than having a single focus on what to do with food once it becomes waste.

Events and away-from-home consumption

Proposed action 32 represents business as usual for City of Prospect and we note that provision of bins alone does not equate to improved diversion rates and reference should be made to having support systems in place – bin monitors and event waste educators – to ensure that all three bins do not become contaminated.

Infrastructure funding

For action 36, we would suggest providing support for local businesses to apply for/achieve accreditation for their items under Australian Standard requirements. There are many products from small businesses on the market that claim to be compostable but have not undertaken formal certification so cannot be accepted by our local composters, financial assistance in achieving the formal certification may increase the diversion of some resources.

Thank you for providing City of Prospect with the opportunity to provide input into the discussion on the draft food waste strategy. We are encouraged by the State Government being proactive and providing leadership in a time when real change is required. Should you wish to discuss our submission further, please do not hesitate to contact our Environment & Sustainability Officer.

Yours sincerely,

Simon Bradley
Director Infrastructure & Environment, City of Prospect

Attachment

AGENDA ITEM NO.: 12.1

TO: Council on 25 August 2020

FROM: Mayor David O'Loughlin

REPORT AUTHOR: Ciceia Holliday, Executive Assistant to Mayor

SUBJECT: Mayoral Monthly Activity Report

This report covers the period from 28 July 2020 – 24 August 2020.

In brief, the Mayoral activities have included the following:

1. Activities

- Interviewed by ABC Radio National (Weekend Evenings) regarding Prospect City.
- Spoke at the official opening of the Newmarch Gallery: 21st Prospect Community Art Show.
- Attended the ERA Mayors' Breakfast at Luigi's Restaurant.
- Attended the football, West v North, with Mayor Coxon of City of West Torrens.

2. Meetings: face to face, by teleconference or video conference

- Held regular meetings with CEO and Executive Assistant.
- Attended Vine Plaza project meetings with staff.
- Attended the Council Agenda Review Meeting and Council Meeting.
- Attended the Strategic Planning & Development Policies Committee Meeting.
- Hosted a quarterly meeting with Andrea Michaels MP and CEO of Prospect.
- Attended Councillor Information and Workshop Sessions.
- Met with Greg Winston and Michelle Davis of M&G Hotel Group regarding Business and Development Opportunities in Prospect.
- Hosted a meeting with the Reusably team about Single-Use Plastic Solutions.
- Participated in the LGASA COVID-19 Update Forum.
- Attended the Livingstone Avenue Plan Review meeting with staff and Ward Councillors.
- Attended the LGASA Zoom meeting with Premier and Ministers.
- Attended the LGA Board of Directors Meeting.

3. Other

- Media Enquiries.
- Participated in a photo shoot for new Council Strategic Community Plan.
- Various Phone Calls, Emails, Letters, Video promotions etc.
- Correspondence and Meetings with Constituents and Councillors.

4. President of ALGA Activities and Meetings

I have attended to a range of correspondence, emails, telephone enquiries, media interviews and face to face meetings. Below are other commitments during this period:

- Weekly President's column.
- Attended the Transport and Infrastructure Ministers Teleconferences
- Participated in the COVID-19 Virtual meeting with Mayors of Brazil and Australia.
- Attended the DPTI Road Safety Consultation for Councils.
- Participated in the COAG Councils and Ministerial Forums Review Discussion with Peter Conran AM
- Attended the Local Government Ministers teleconference meeting.
- Presented the "No Time to Waste" Webinar.
- Attended the Planning Ministers meeting.
- Attended the Planning Ministers Forum.
- Attended a Web Presentation: Re-energise Australia – A Clean Jobs Summit for Local Government.

I would be grateful if a Council Member would move this report.

David O'Loughlin
Mayor

AGENDA ITEM NO.: 12.2

TO: Council on 25 August 2020

DIRECTOR: Nathan Cunningham, Director Community & Planning

REPORT AUTHOR: Megan Gillett, Executive Assistant to Director Community & Planning

SUBJECT: Strategic Planning & Development Policies Committee Meeting Minutes 30/07/2020

Please note: the full Agenda of this Strategic Planning and Development Policies Committee meeting is available on Council's website via the link below.

[Strategic Planning & Development Policies Committee Meeting Agenda 30/07/2020](#)

1. RECOMMENDATION

- (1) The Minutes of the Strategic Planning and Development Policies Committee Meeting held on Thursday 30 July 2020 be received (as presented in Attachments 1-3).**

ATTACHMENTS

Attachments 1-3: Strategic Planning and Development Policies Committee Minutes 30/07/2020

MINUTES OF THE MEETING OF THE STRATEGIC PLANNING AND DEVELOPMENT POLICIES COMMITTEE HELD AT PAYINTHI, 128 PROSPECT ROAD, PROSPECT ON THURSDAY 30 JULY 2020 AT 5.30PM

SUBJECT TO CONFIRMATION

PRESENT:

Presiding Member: Mayor D O'Loughlin
Committee: Cr K Barnett, Cr A De Backer, Cr M Groote, Cr T Nguyen

IN ATTENDANCE:

Darren Starr Manager Development Services
Rick Chenoweth Senior Policy Planner
Nathan Cunningham Director Community & Planning
Scott McLuskey Senior Development Officer

Item 1. ON LEAVE

Nil

Item 2. APOLOGIES

Nil

Item 3. CONFIRMATION OF MINUTES

Cr K Barnett moved, Cr M Groote seconded

- (1) The Minutes of the Strategic Planning and Development Policies Committee Meeting held on 28 November 2020 be taken as read and taken as a true record.

Carried

Item 4. PRESIDING MEMBER'S REPORT

Nil.

Item 5. QUESTIONS WITH NOTICE

Nil.

Item 6. DECLARATION BY MEMBERS OF CONFLICT OF INTEREST

Nil.

Item 7. REPORTS OF THE DIRECTOR COMMUNITY & PLANNING

Item 7.1 Local Heritage Transition Development Plan Amendment Update

The Presiding Member sought leave of the meeting to suspend meeting proceedings to discuss Item 7.1 on the agenda until 6.30pm.

Leave granted.

Meeting proceedings were suspended at 5.38pm.

Meeting proceedings resumed at 6.10pm.

Cr K Barnett moved, Cr M Groote seconded

- (1) That the Strategic Planning and Development Policies Committee having considered Item 7.2 Local Heritage Transition Development Plan Amendment Update, receive and note the report.
- (2) That the Strategic Planning and Development Policies Committee recommend that Council endorse the Heritage in Transition DPA Statement of Intent for submission to the Minister for Planning, inclusive of the amendments recommended by the SPDPC.
- (3) That staff prepare a draft communications strategy to be presented to Council, concurrent with the above.

Carried Unanimously

Item 7.2 Housing Diversity and Desirable Neighbourhoods Study – Study Update and Draft Report

The Presiding Member sought leave of the meeting to suspend meeting proceedings to discuss Item 7.2 on the agenda until 6.45pm.

Leave granted.

Meeting proceedings were suspended at 6.15pm.

Meeting proceedings resumed at 6.52pm.

Cr A De Backer moved, Cr K Barnett seconded

- (1) That the Strategic Planning and Development Policy Committee having considered Item 7.2 Housing Diversity and Desirable Neighbourhoods Study – Study Update and Draft Report, receive and note the report.
- (2) That the Strategic Planning and Development Policy Committee recommend the Housing Diversity and Desirable Neighbourhoods Study – draft Final Report, subject to amendment and further refinement as suggested by the Committee, be presented for Council endorsement.
- (3) That staff prepare a possible timeframe for a code amendment(s) to implement the key findings of the study and a budget bid(s) for the 2021-2022 annual business plan process.

Carried Unanimously

Item 8. QUESTIONS WITHOUT NOTICE

Questions asked by Committee Members were answered by staff.

Item 9. CONFIDENTIAL ITEMS

Nil.

Item 10. CLOSURE

The meeting closed at 6.55pm.

.....
Mayor David O'Loughlin
 Presiding Member

| | |
|-------------------------|---|
| AGENDA ITEM NO.: | 12.3 |
| TO: | Council on 25 August 2020 |
| DIRECTOR: | Nathan Cunningham, Director Community & Planning |
| REPORT AUTHOR: | Scott McLuskey, Manager Development Services |
| SUBJECT: | Planning Reform Update August 2020 – Final Phases |

1. EXECUTIVE SUMMARY

The Planning, Development and Infrastructure (PDI) Act 2016 is progressively replacing the Development Act 1993, providing a new framework for the creation of planning policy, assessment of development applications (planning and building) and monitoring of development compliance.

The most recent implementation phase of the planning reforms involved the release of Phase 2 of the Planning and Design Code (the Code) for use in planning assessment in the regional areas of South Australia on 31 July 2020. To confirm, Phase 2 is not applicable to City of Prospect.

Phase 3 of the Code will apply to City of Prospect (and all of metropolitan Adelaide) with the Planning Minister recently advising that this will 'go live' at some time following 'Christmas 2020' (with the Planning Minister indicating that a more definite date is still to be provided).

Our organisation had previously been working towards an October 2020 timeframe. Council staff will monitor further information releases regarding the go live date and once confirmed, this will inform resourcing changes as necessary.

This report talks in more detail about the structure of the Code as it will apply to City of Prospect.

2. RECOMMENDATION

(1) Council having considered Item 12.3 Planning Reform Update August 2020 – Final Phases, receive and note the report.

3. DISCUSSION

Since 1993, the Development Act has provided the framework for the planning system in South Australia, including planning policy, the assessment of development applications and the monitoring of development compliance.

A process of reforming the South Australian planning system began in early 2013 with the formation of an Expert Panel on Planning Reform. Following a significant

consultation process, the Expert Panel prepared two reports highlighting concerns and recommending changes to the current planning system in late 2013 and 2014.

In response to these reports the State Government prepared the Planning, Development and Infrastructure Bill (the Bill), intended to replace the current Development Act 1993. The Bill was passed by Parliament into law in April 2016. It was not intended that the new Planning, Development and Infrastructure (PDI) Act would be operational from that time, but rather that it would be progressively turned on in multiple stages over the following 5 years through further transition bills and proclamations.

A key element of the Planning, Development and Infrastructure (PDI) Act 2016 is the establishment of a Planning and Design Code. The Planning and Design Code will replace the Prospect (City) Development Plan (and all other Development Plans in the state).

Phase 2 of the Planning and Design Code (not applying to City of Prospect) was released for use within regional South Australia on 31 July 2020. Shortly, the State is expected to confirm a 'go live' date for Phase 3 (expected to in the first half of 2021), subject to the decision of the new Minister for Planning and subsequent gazettal.

Planning & Design Code (the Code) Structure

The proposed Code contains a number of components including the 'Rules of Interpretation', Zones, Sub-Zones, Overlays, General Development Policies, Land Use Definitions & Administrative Definitions.

As has been reported previously, Zones are the primary organising layer, with all land throughout the state being located within a zone (much in the same way as what occurs now through Development Plans). Zones will set out policies and rules primarily relating to the land use, land use intensity and built form characteristics (such as building setbacks and height) that are anticipated for an area – in effect outlining 'what' can happen in an area. This is consistent with the structure of the current Development Plan. Zones also set out the level of assessment for various types of development. The assessment levels will be;

- accepted development - no planning consent is required
- code assessed development – development that is either:
 - 'deemed-to-satisfy'
 - 'performance assessed'
- impact assessed development – development that is:
 - restricted development
 - impact assessed development
 - declared by the Minister as being impact assessed development.

Subzones can be created for areas where there is a unique difference from the zone to warrant the need for additional policy.

Overlays within the Code will address defined issues applying to any zone or subzone, identifying areas where there is a particular sensitivity to development (e.g. a heritage place), a constraint on land or development outcomes (e.g. flood prone areas), or where a particular opportunity or outcome for development is sought.

General Development Policies relate to 'how' a development should occur across multiple zones.

The Code also contains land use definitions, covers referrals to relevant agencies and sets out how the Code should be interpreted and used for assessment.

Council made a detailed submission on the content of the Phase 3 Planning and Design Code and Council planning staff will continue to liaise with DPTI staff around Council's comments during the Phase 3 consultation and the final content of the Phase 3 Planning and Design Code which will be implemented within City of Prospect in 2021.

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 2 – Place "Loved heritage, leafy streets, fabulous places"

Strategy 2.1 Respect the past, create our future

Council's role in South Australia's planning system supports the Strategic Plan themes identified, which are closely related to achieving positive strategic and development assessment planning functions

Intelligent Community Indicators

6. Advocacy: Engaging leaders and citizens, businesses and institutions, in identifying opportunities to champion positive change.

Councils will continue to advocate on behalf of its community for a planning and development system in South Australia that is transparent, equitable and results in appropriate development

ATTACHMENTS

Nil.

AGENDA ITEM NO.: 12.4
TO: Council on 25 August 2020
REPORT AUTHOR: Nigel McBride, Chief Executive Officer
SUBJECT: Value of LGA Membership

1. EXECUTIVE SUMMARY

The Local Government Association of South Australia (LGA) is the peak body for local government in South Australia. It provides leadership, support, representation and advocacy for the sector and provide services that save money for member councils.

Membership of the Association is voluntary and is primarily funded by member subscriptions. Councils receive many direct and indirect benefits as a result of being a member of the Association.

The LGA's assistance in response to the COVID-19 pandemic is a great example of the value delivered by our peak body. The LGA played a pivotal leadership role for councils in providing member councils access to information, advice, guidelines, templates and training that enabled staff to move swiftly to maintain the delivery of essential services to support their communities. The LGA also gave member councils direct access to the key senior ministers and decision makers responsible for the state of emergency.

The value of services provided by the LGA to its members has been independently verified as being \$141 million per year.

2. RECOMMENDATION

(1) Council having considered Item 12.4 Value of LGA Membership receive and note the report.

3. DISCUSSION

The LGA has contracted an independent consultant, UHY Haynes Norton, to calculate the value of services to councils where possible, and also identify non-cash benefits. This report is reviewed every year to ensure that the LGA continues to deliver value to its members. A copy of the report that is tailored to City of Prospect is provided at **Attachments 1-6.**

Relevance to Core Strategies / Policy

Strategic Plan to 2020 Theme 4 – Services “Leaders of the sector providing efficient, responsive, accessible services”

Strategy 4.4 Accountable and people-focused services

ATTACHMENTS

Attachments 1-6: Value of LGA Membership – City of Prospect

Value of LGA membership – City of Prospect

June 2020

Attachment

Membership of your LGA

For over fifty years, the Local Government Association of South Australia (LGA) has been a strong and united voice for councils and has provided members with access to a broad range of services and benefits that assist and advance our sector.

By being a member of the LGA, the City of Prospect is receiving very significant financial benefits from savings and contributions – for councils and for ratepayers.

We are better together.

In the past 12 months, councils have supported each other through bushfires, drought and COVID-19, and the LGA has been there every step of the way.

A strong and united membership has been critical to local government's response to the COVID-19 pandemic. Our members were provided access to information, advice, guidelines, templates and training that enabled councils to move swiftly to maintain the delivery of essential services to support their communities.

As a membership organisation, it is important that we are meeting the needs of our member councils and providing value for money. For the past five years, the LGA has prepared an annual Value Proposition to calculate the value of the services and activities. The annual development of a Value Proposition has now been enshrined in the LGA's Constitution as one of the LGA's obligations to its members.

Our annual Value Proposition is prepared by respected accountancy firm UHY Haines Norton using an independently developed methodology.

Our 2019 value proposition identified value delivered by the LGA to the local government sector exceeding \$141 million, and notes that on average this represents more than \$2.4 million benefit to each council.

That report can be found on the LGA's website at <https://www.lga.sa.gov.au/lgamembership>.

Your Council's subscription to the LGA to access these financial and non-financial benefits for 2018-19 was \$31,011.00.

I am pleased to provide you with a tailored value proposition, based on the programs, activities and services relevant to your council.

We have recently started working with UHY Haines Norton on our 2020 LGA Value Proposition and look forward to providing you a copy of that report in the coming months.

Thank you for supporting the LGA. We look forward to working with you and your council to deliver even more positive outcomes that will benefit South Australian communities.



Mayor Sam Telfer

Highlights

The following key outcomes were delivered by the LGA for the City of Prospect in 2018-19.

| LGA Service | Value |
|---|---------------------|
|  <p>Savings* on fee-based and free LGA training days attended by City of Prospect staff and members.</p> | \$2,730.20 |
|  <p>Estimated savings* from access to opportunities through LGA Procurement primarily in: access to model documents, tools and advice; savings from using VendorPanel; savings on electricity tender; and savings on LGAP contracts.</p> | \$205,720.95 |
|  <p>Supplementary Local Road Funding contribution*: The LGA successfully advocated for \$40m over two years by securing ALGA support at Federal level. Formula (85%) plus applications (15%). The City of Prospect received this grant in 2018/19.</p> | \$100,702.00 |
|  <p>Website software and My Local Services App savings</p> | \$57,500.00 |
|  <p>LGA Workers Compensation Scheme savings* vs Return To Work SA, special distribution, risk incentive allocation, claims reductions, health checks, WHS training and advice, use of Skytrust software, and investment income.</p> | \$145,135.17 |
|  <p>LGA Mutual Liability Scheme special distributions, risk incentive allocation, risk program and specialist advice, claims reductions and investment income.</p> | \$103,314.00 |
|  <p>LGA Asset Mutual Fund performance bonus, special distribution, risk management services and investment income.</p> | \$44,426.00 |
| Total | \$659,528.32 |

In addition to the above, the following benefits are available to all LGA member councils. These programs provide benefits to all councils, or where asterisked, are at the discretion of each council to access.

| LGA Services | Value / savings |
|---|------------------------|
| Awareness campaign – savings | \$51,000 |
| Public health funding – contribution* | \$700 |
| State wage case – savings | \$1,500 |
| On-line services – election candidate's website | \$10,000 |
| Climate change support* | \$2,700 |
| Emergency management – savings* | \$51,000 |
| Council elections campaign | \$12,800 |
| Legal delegation templates – savings* | \$10,000 |
| Planning – implementation of legislation changes – savings* | \$11,000 |
| Policies and Guidelines – savings* | \$54,200 |
| LGFA banking - savings | \$126,500 |
| Total per council | \$331,400 |

*Note, UHY Haines Norton defines savings as a Council spending less due to LGA membership and contributions as funds received by Councils due to LGA work.

The full value report by UHY Haines Norton also identifies a long list of LGA services that are provided as a part of LGA subscriptions but are challenging to accurately ascribe a dollar value for councils. These include the LGA's ongoing relationships and advocacy to State and Federal Governments and Parliaments.

The LGA has an extensive suite of templates, manuals, codes and guidelines available to member councils. New documents included a model policy and procedure for public interest disclosures; employee code of conduct guidelines and a social media guide for elected members. Others include council specific guidance on a broad range of council functions, including:

- Governance
- Planning
- Child Protection
- Audit Committees
- Treasury Management
- Internal Financial Controls
- Community Engagement
- Emergency Management
- Climate Change
- Legislative Updates

Standard Operating Procedures are available for activities such as: evidence collection, barking and wandering dogs, fire hazards, removing vehicles, parking, expiating offences and unclaimed goods.

Other LGA services that may be accessed by councils include:

Additional LGA services

- Access to significant grant programs such as the Local Government Research and Development Scheme and State Local Government Infrastructure Partnership program. The LGA manages several government grant programs.
- From 2002, the LGA hosted 56 council websites using the LGA’s content management system, *Unity*, which was available to members at a discounted fee. The LGA has been working with Squiz over the past 12 months to provide members with a flexible, technically superior and sustainable platform at a price that delivers unrivalled value for money.
- Council and the community can use the LGA’s *My Local Services* App – allowing the community to log issues (i.e graffiti removal) and find out local information. *My Local Services* is provided to member councils at a highly competitive discounted fee.
- Access to 518 circulars issued by the LGA in 2018-19 – including policy updates, regulation and legislation changes, nominations to industry bodies and other general notifications
- Ability to post jobs on an LGA local careers website that received over 55,000 hits per month in 2018-19
- Access to many forums in 2018-19 covering topics such as: planning, waste and recycling, local government reform, regional public health planning, ageing well and elected member leadership.
- LGA Procurement has harnessed the buying power of South Australian councils to deliver pre-negotiated contracts, saving councils time and money in engaging with suppliers. With signed contracts already in place, this is the easiest and lowest-risk avenue to market for councils looking to secure the best value outcomes for their communities. Over 30 managed contracts are available for councils to use. Managed contracts available to councils include:
 - customer contact services
 - fuel services
 - debt collection
 - ICT services and hardware
 - Microsoft licencing
 - bitumen and minor civil works
 - motor vehicles
 - plant and machinery
 - trucks
 - salary packaging services
 - telecommunications
 - smart cities services
 - solar panels
 - office supplies

LGA services such as LGASA Legal Connect deliver significant savings and create efficiencies for the local government sector. They reduce spends and deliver a unique value proposition that provide significant benefit to councils, which in turn benefits ratepayers through the delivery of greater public value.

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