



Ordinary Council Meeting 23/02/21

Item 12.7 refers

Attachment 10

**Policy Updates
(with Tracked Changes)**

Creating opportunities



BB2.2 STREETScape POLICY

Policy Objective

To provide streetscapes that support multiple modes of transport and community interaction by creating a streetscape environment that is safe, attractive, functional and vibrant.

Policy Statement

All streetscape works shall be developed in consideration of Policy NB2.1 Environment and Sustainability Policy, NB1.1 Environmental Purchasing Policy, NB3.2 Urban Forest Policy and BB1.1 Asset Management.

Policy Detail

The City of Belmont streetscape enhancement and maintenance shall be in accordance with consistent themes for asset categories.

Themes and standards shall be developed for:

1. Structures - footpaths, drainage systems, overhead power lines and utilities.
2. Surface Materials – concrete, asphalt, permeable material (including mulch) and block paving.
3. Plantings – street trees, medians, roundabout plantings, and entry statements.
4. Amenities - street infrastructure components (bins, bollards and bus shelters etc), lighting, signage and banners, and public art.

Different categories shall be considered for an overall city wide approach, for key distributor routes and key destinations, as well as for individual precinct areas (such as residential, industrial, the Ascot stables area and shopping centres).

Streetscape Operation

1. Street Tree Management
Street trees are regarded as community assets, and have a significant role in the provision of attractive and welcoming streetscapes. It is the City's position that the protection and enhancement of existing street trees and tree canopy cover contributes to the ongoing development of sustainable and highly liveable urban environments. Please refer to NB3.2 Urban Forest Policy.
2. Infrastructure Components
Standards shall be set to guide the provision of streetscape infrastructure throughout the City, having regard for function, durability, comfort and visual appeal.

Infrastructure components shall be consistent with the City's corporate colours.

3. Lighting

Street lighting ~~is typically a Western Power owned asset shall be~~ provided for the safety of all road users, according to set standards. This is to be undertaken in conjunction with Policy BB2.1 Street and Civic Lighting.

Western Power Standards shall be ~~powered-adhered~~ to for the provision of theme lighting in various locations throughout the City; such as new developments, at entry statements and central medians.

4. Underground Power

The systematic replacement of overhead power lines by underground cables or, where this is not feasible, by Aerial Bundled Cables (ABC) is supported and should be progressed wherever possible.

~~At each opportunity~~ Where an opportunity to replace overhead powerlines has been identified, the City of Belmont will survey residents to ascertain their interest in contributing to the cost of undertaking such work. ~~Where there is an interest greater than 50% from residents in the selected area, the City will make~~ consider the financial implications of making an application for funds from the State Government (if available).

~~The City will lobby the State Government to seek support for increased levels of funding in comparison to higher socioeconomic areas in the Perth metropolitan area, on the basis of the City of Belmont consisting of extensive areas of lower socioeconomic demographics and public housing, and, based on successful funding applications, will develop a program for the undergrounding of power throughout the City.~~

5. Public Art

Public art shall be incorporated into the streetscape environment, including roundabouts and median islands, where possible, taking into consideration:

- i. Artistic elements, which recognise the unique value of elements of Aboriginal, heritage and significant features of the City of Belmont.
- ii. Precinct specific public art pieces.
- iii. Public safety for all road users.

Banners are considered a form of public art, and shall be developed for both functionality and for aesthetics.

6. Signage on Road Reserves

The erecting of directional signage on road reserves to facilitate access to community facilities is supported. Control is to be exercised over the functionality and aesthetics of these signs; with a standard to be set regarding the size and lettering style on the signs. Standards shall be developed for all other signage displayed within the streetscape; aside from traffic or regulatory signage determined by Main Roads Western Australia.

The progressive replacement of "No Parking" signs throughout the City by "yellow lines" to indicate no parking-standing areas (as outlined in the WA Road Traffic Code 2000) shall be progressed where deemed to be appropriate. When new parking restrictions are installed, consideration shall be given to the appropriateness of them being marked by a yellow line, rather than the installation of a "No ParkingStanding" sign. The use of yellow lines will improve the City's streetscapes by reducing the number of signs in the road reserve and

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overall visual 'clutter', whilst clearly marking out areas where parking is not permitted.

7. Verge Maintenance

The City is of the view that householders should take responsibility for the presentation of their properties, which includes maintenance of verges.

- i. *Levelling*: Other than in association with programmed City works, material shall only be provided to level/fill verges where there is an identifiable hazard to traffic or pedestrians, or where a drainage problem exists.
- ii. *Verge Treatments*: Householders are encouraged to beautify the verge adjacent to their property, and take responsibility for the maintenance of the verge, as an extension of their property. All works undertaken on the verge are to be in accordance with the City's [Consolidated Local Laws on Verge Treatments](#) (extract from the City's ~~Local Law on Activities on Thoroughfares and Trading in Thoroughfares and Public Places~~).
- iii. *Mowing*: Mowing of verges is generally to be undertaken by the householder. City employees will carry out verge mowing in some circumstances, taking into consideration safety and where a hazard exists. A hazard is identified as being a fire hazard under the *Bush Fire Act 1954* or where the height of the verge covering may be a sight obstruction by exceeding ~~500mm~~ **750mm** (height as nominated in the City's [Consolidated Local Laws on Verge Treatments](#)).

Focus will be given by Council to the following key routes into the City:

- a. Primary Distributor Roads (Great Eastern Highway, Orrong Road and Brearley Avenue).
- b. District Distributor Roads A (Belgravia Street/Fairbrother Street/Abernethy Road, Kewdale Road, Stoneham Street, Grandstand Road and Resolution Drive).
- c. District Distributor B (Hardey Road, Alexander Road, and Belmont Avenue).
- d. Selected Local Distributor Roads (Francisco Street, Kooyong Road, Epsom Avenue, and Oats Street/Gabriel Street).

Consideration will also be given to other Local Distributor Roads, particularly those leading to the Airport, the City Centre and Local Shopping Areas.

8. Crossovers

The City supports a uniform approach to the construction of crossovers as per the City of Belmont Crossover Specifications. The colouring of concrete crossovers is encouraged as a method of enhancing the streetscape. To achieve this, for concrete crossovers, the City will only provide a subsidy on crossovers that are coloured in earthy tones.

Any redundant crossover is to be removed at the time of redevelopment of any lot and at the time of installation of a new crossover.

9. Streetscape Maintenance

Appropriately planned maintenance regimes will be initiated in the most cost effective manner whilst achieving an aesthetic streetscape taking Council and community expectations into consideration. Ongoing maintenance requirements (labour and financial cost) will be calculated and considered through a rigorous assessment prior to the instigation of any enhancement works.

The City of Belmont is committed to preserving the appearance of the streetscapes by removing graffiti from public and private property within 48 hours of the initial report and removal of offensive graffiti on the same day it is reported.

10. Risk Assessment and Management

A risk assessment process will assist in determining priorities when developing capital expenditure and maintenance programs.

Risk analysis at project initiation stages will be undertaken to mitigate future City liability.

All employees responsible for and involved in activities associated with the management of the City's streetscape assets will be trained to an appropriate level to ensure that appropriate asset and risk management practices are applied.

Reference/Associated Documents

[Local Government Act 1995.](#)

[Activities on Thoroughfares and Trading In Thoroughfares and Public Places Local Law 2004](#)

[Consolidated Local Laws](#)

NB1.1 Environmental Purchasing Policy
NB2.1 Environment and Sustainability Policy
NB3.2 Urban Forest Policy
BB1.1 Asset Management
City of Belmont Street Tree Plan

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Reference to Internal Procedure

N/A

Definitions

N/A

Policies relating to Business Belmont
BB2.2

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

~~There are limited environmental and operational risks associated with this policy. It predominantly deals with the look and feel of land vested in the Council but maintained by adjacent owners.~~

The policy will be reviewed every two years.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	DIRECTOR INFRASTRUCTURE SERVICES

AMENDMENT STATUS

<u>DATE OF AMENDMENT</u>	<u>STATUS OF AMENDMENT</u>	<u>MINUTE ITEM REFERENCE</u>
07/11/06		11.1.4
28/04/09		12.10
22/11/11		12.9
28/10/14	REVIEW - MINOR	12.4
27/09/16	MINOR	12.9
22/08/17	REVIEW - MAJOR	12.2
25/09/18	MINOR	12.5
10/12/19	REVIEW – MAJOR	12.8

NEXT REVIEW DATE	2021
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BEXB5.2 ELECTED MEMBER TRAINING, PROFESSIONAL DEVELOPMENT AND AUTHORISED TRAVEL**Policy Objective**

To provide guidelines for Elected Members training, professional development and travel ~~with an appropriate level of skills and knowledge to ensure Elected Members that they are provided with appropriate skills and knowledgeable~~ to effectively fulfill their role ~~as an Elected Member~~.

Policy Statement

~~This policy is developed in accordance with the Local Government Act 1995 and the Local Government (Administration) Regulations 1996 and sets out requirements for Elected Member mandatory training, professional development and travel. The policy sets out outlines~~ Elected Member entitlements to receive an appropriate level of professional development as well as establish what constitutes authorised travel on behalf of the City of Belmont.

Policy Detail**1. TRAINING AND PROFESSIONAL DEVELOPMENT****1.1. Elected Member Mandatory Training**

- a) An Elected Member must complete the 'Council Member Essentials' course, in accordance with section 5.126(1) of the Local Government Act 1995 (the Act) and the Local Government (Administration) Regulations 1996, within a period of twelve months of being elected.
- b) In accordance with section 5.127 of the Act, the City must prepare a report for each financial year on the mandatory training completed by Elected Members during the financial year. The report must be published on the City's website within one month of after the end of the financial year to which the report relates.

1.2. Continuous Professional Development

- a) In accordance with section 5.128 of the Act, Elected Members are encouraged to identify their individual continuing professional development needs to enhance their effectiveness and address skill gaps as required.
- b) As the needs of individual Elected Members may vary, each Elected Member is encouraged to seek the assistance of the CEO and Mayor in analysing their particular requirements and in identifying appropriate courses, seminars and training to meet those needs.
- c) In determining the professional development activities for individuals, Elected Members should consider the current or future strategic direction and activities of the City and its priorities and the skills that will be needed to give effect to the direction.

Reimbursement of Other Expenses

~~a) Reimbursement of Other Expenses~~

~~Section 5.98 of the Local Government Act 1995 (the Act) and Regulation 32 of the Local Government (Administration) Regulations 1996~~

~~An Elected Member is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:~~

- ~~a) in performing a function under the express authority of the City;~~
- ~~b) by reason of being accompanied by no more than one other person while performing an official function where the City considers it to be appropriate; or~~
- ~~c) in performing a function in the Elected Member's official capacity; and the expense is verified by sufficient information.~~

TYPE OF EXPENSE	PROFESSIONAL DEVELOPMENT
<p>PROFESSIONAL DEVELOPMENT EXPENSES</p>	<ul style="list-style-type: none"> • For Professional Development opportunities outside of the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel, accommodation and sundry expenses. • For Professional Development opportunities within the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel and sundry expenses. Accommodation expenses are excluded, not claimable, under this policy. <p><i>Note: See Policy item 2 for budget limit</i></p>

SUNDRY EXPENSES	
Breakfast expenses	The actual expense incurred to a maximum value of \$40 a day
Lunch expenses	The actual expense incurred to a maximum value of \$60 a day
Dinner expenses	The actual expense incurred to a maximum value of \$80 a day
Other expenses	Drinks Mini-bar Non-business telephone calls Dry cleaning Personal grooming The actual expense incurred to a maximum value of \$50 a day

4.1.1.3. Budget for Professional Development

This policy establishes a limit for travel, accommodation and registration expenses for professional development. Each Elected Member is to be allocated \$5,000 for each year of their term for travel, accommodation and registration expenses for professional development. In the first three years of the term an Elected Member may draw on amounts exceeding the \$5,000 per year, but any amount greater than the \$5,000 reduces the allocation available in subsequent years. In the final year of an Elected Member's term the lesser of the remaining balance or \$5,000 may not be exceeded.

An Elected Member may agree to personally fund any short fall in Professional Development expenses in the event that costs would exceed the set budget amount.

The costs associated with the mandatory training 'Council Member Essentials' for newly elected Members will be funded outside of the Elected Members Professional Development budget allocation outlined above. This includes any actual costs (including registration, accommodation, meals and travel) which have been incurred.

4.2.1.4. Council Nominated Professional Development and Authorised Travel Events

The costs of attendance at Council nominated Professional Development and Authorised Travel listed in this policy, or to which Council resolves to send an Elected Member as a delegate, are not to be deducted from the Professional Development budget limit for that Elected Member. These events include Australian Local Government Association events, Australian Mayoral Aviation Council events and the receipt of awards or approved lobbying on behalf of the City of Belmont.

Unless otherwise resolved by Council;

- i. the Mayor, or the Deputy Mayor; and

- ii. the CEO or the CEO's nominee will be the Council delegate for attendance at these events.

The costs of attendance at the Western Australian Local Government Week event and any legislated/mandatory training are not to be included as a cost to an Elected Member's Professional Development Allowance.

1.5. Reimbursement of Other Expenses

In accordance with section 5.98 of the Act and Regulation 32 of the Local Government (Administration) Regulations 1996 an Elected Member is to be reimbursed for the following types of expenses to the extent set for each type of expense where the expense is incurred:

- a) in performing a function under the express authority of the City;
- b) by reason of being accompanied by no more than one other person while performing an official function where the City considers it to be appropriate; or
- c) in performing a function in the Elected Member's official capacity; and the expense is verified by sufficient information.

<u>TYPE OF EXPENSE</u>	<u>PROFESSIONAL DEVELOPMENT</u>
<u>PROFESSIONAL DEVELOPMENT EXPENSES</u>	<ul style="list-style-type: none"> <u>• For Professional Development opportunities outside of the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel, accommodation and sundry expenses.</u> <u>• For Professional Development opportunities within the Perth metropolitan area, an Elected Member is entitled to be reimbursed for registration, travel and sundry expenses. Accommodation expenses are excluded, not claimable, under this policy.</u> <p><u><i>Note: See Policy item 1.3 for budget limit</i></u></p>

<u>SUNDRY EXPENSES</u>	
<u>Breakfast expenses</u>	<u>The actual expense incurred to a maximum value of \$40 a day</u>
<u>Lunch expenses</u>	<u>The actual expense incurred to a maximum value of \$60 a day</u>
<u>Dinner expenses</u>	<u>The actual expense incurred to a maximum value of \$80 a day</u>
<u>Other expenses</u>	<u>Drinks</u> <u>Mini-bar</u> <u>Non business telephone calls</u> <u>Dry cleaning</u> <u>Personal grooming</u> <u>The actual expense incurred to a maximum value of \$50 a day</u>

1.6. Accompaniment by Spouse

If an Elected Member wishes to be accompanied by their spouse or partner then the Elected Member must cover the cost of all expenses of being accompanied by their spouse or partner other than:

- i. the cost of attending an official dinner or equivalent function; and
- ii. accommodation costs where the spouse or partner stays in the same room as the Elected Member.

In some circumstances it will be more efficient and effective for the City to make arrangements for a spouse or partner and pay for travel, accommodation and registration costs. In this instance, the Elected Member must reimburse the City for any of these costs.

1.7. Approval Process

The Mayor will consider all Elected Member requests to attend professional development opportunities, and, the Mayor's requests will be determined by the Chief Executive Officer.

Any request by an Elected Member for professional development or reimbursement of expenses that is additional to or outside of the requirements of this policy will be referred to Council for further consideration.

1.8. Cash Advance

Section 5.102 of the Act

An Elected Member is entitled to a cash advance of up to \$100 a day when attending a Professional Development event outside the Perth metropolitan area. An application for a cash advance must be made to the Chief Executive Officer at least seven days prior to departing for the event.

An Elected Member:

- i. is entitled to be reimbursed in accordance with this policy for any expenses incurred in excess of the cash advance;

- ii. must use the cash advance for expenses that are reimbursable under this policy only;
- iii. must verify with sufficient information that the cash advance has been spent on Professional Development expenses; and
- iv. must refund the City if the amount of reimbursement claims is less than the cash advance.

1.9. Report

An Elected Member or Members will provide a brief presentation to the next available Information Forum upon returning from any Professional Development attended.

A summary of expenses for Professional Development of each Elected Member will be reported in the City of Belmont Annual Report each year.

2. TRAVEL

1.12.1 Travel, Accommodation and Registration

The City will pay the cost of Elected Member travel, accommodation and registration at professional development events under this policy ~~on behalf of an Elected Member~~ up to the limit determined in this policy. If an Elected Member pays for travel, accommodation and registration at a professional development event then the Elected Member is entitled to reimbursement up to the limits determined in this policy.

2.2 Standard of Travel and Accommodation

All Elected Member travel is to be economy class.

Hotel accommodation may be provided at the professional development event venue or if not available at the event venue then accommodation is to be at a mid-range hotel as close as practicable to the venue.

2.3 Frequent Flyer Points

Where possible, any frequent flyer points earned from flights undertaken whilst on Council business shall be applied:

- i. in relation to Council business; or
- ii. to enable Elected Members to be accompanied by their partner or spouse whilst on Council business.

2.4 Interstate and Overseas Professional Development Events

Overseas travel will be subject to Council approval.

Unless otherwise resolved by Council, ~~a~~^A maximum of two Elected Members shall attend an interstate Professional Development event, unless otherwise resolved by Council. Should there be more than two nominees; the Mayor ~~has~~^{will have} complete discretion on the selection of approved attendees.

2.5 Carbon Offsets

The City will offset the carbon emissions caused by all interstate or overseas air travel by purchasing carbon offsets at the time of flight booking.

a) Report

~~An Elected Member or Members will provide a brief presentation to the next available Information Forum upon returning from any Professional Development attended.~~

~~A summary of expenses for Professional Development of each Elected Member will be reported in the City of Belmont Annual Report each year.~~

~~b)a) Cash Advance~~

~~Section 5.102 of the Act~~

~~An Elected Member is entitled to a cash advance of up to \$100 a day when attending a Professional Development event outside the Perth metropolitan area. An application for a cash advance must be made to the Chief Executive Officer at least 7 days prior to departing for the event.~~

~~An Elected Member:~~

- ~~i. is entitled to be reimbursed in accordance with this policy for any expenses incurred in excess of the cash advance;~~
- ~~ii. must use the cash advance for expenses that are reimbursable under this policy only;~~
- ~~iii. must verify with sufficient information that the cash advance has been spent on Professional Development expenses; and~~
- ~~iv. must refund the City if the amount of reimbursement claims is less than the cash advance.~~

2.6 Travelling whilst Interstate and Overseas (other than air travel)

Elected Members shall endeavour to use the most cost effective and environmentally friendly method of travelling when interstate and overseas. When travelling within a region, an Elected Member will endeavour to travel by public transport or, if this is not practicable, then by taxi. An Elected Member may request cab charge vouchers in advance of travelling interstate.

The use of a hire car must be approved in advance by the Chief Executive Officer.

~~c)a) Accompaniment by Spouse~~

~~If an Elected Member wishes to be accompanied by their spouse or partner then the Elected Member must cover the cost of all expenses of being accompanied by their spouse or partner other than:~~

- ~~i. the cost of attending an official dinner or equivalent function; and~~
- ~~ii. accommodation costs where the spouse or partner stays in the same room as the Elected Member.~~

~~In some circumstances it will be more efficient and effective for the City to make arrangements for a spouse or partner and pay for travel, accommodation and registration costs. In this instance, the Elected Member must reimburse the City for any of these costs.~~

~~d)a) Approval Process~~

~~The Mayor will consider all Elected Member requests to attend professional development opportunities, and, the Mayor's requests will be determined by the Chief Executive Officer.~~

~~Any request by an Elected Member for professional development or reimbursement of expenses that is additional to or outside of the requirements of this policy will be referred to Council for further consideration.~~

Reference/Associated Documents

[Local Government Act 1995](#)

[Local Government \(Administration\) Regulations 1996](#)

Reference to Internal Procedure

N/A

Definitions

1. Professional Development

Includes: conferences, congresses, study tours, seminars, training courses, lectures, workshops or similar events.

Note:

- i. Professional Development events held **outside** of the Perth Metropolitan area, including intrastate, interstate and New Zealand are to be deducted from the Elected Member allocation, as detailed in the expense table under items 1 and 2.
- ii. Professional Development events **within** the Perth Metropolitan area (which are within 100kms of CBD) are also deducted from the Elected Member allocation, but exclude accommodation, as this is not a claimable expense under this policy.

2. Interstate Professional Development

Reference to an interstate professional development event includes those held in New Zealand.

- i. Authorised Travel includes:
 - a) Receiving of a National Award; and
 - b) Approved Lobbying on behalf of the City of Belmont.

Monitoring, Evaluation and Review

This policy has been risk assessed as Moderate.

NOTE: This policy is to be reviewed annually under Section 7B of the *Salaries and Allowances Act 1975*.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	FINANCE
POLICY OWNER:	MANAGER FINANCE

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
08/02/05		11.3.4
03/04/07		12.5.7
28/04/09		12.10
24/08/11		12.9
24/07/12		12.6
25/06/13		12.8
28/10/14	REVIEW – MAJOR	12.4
22/09/15	REVIEW – NONE	10.7
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – MINOR	12.2
25/09/18	REVIEW – NONE	12.5
10/12/19	REVIEW – MINOR	12.8

NEXT REVIEW DATE	ANNUALLY
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NB 2.1 ENVIRONMENT AND SUSTAINABILITY POLICY**Policy Objective**

The City of Belmont will maintain an effective Environmental Management System that incorporates a continuous improvement philosophy in order to protect and enhance the natural environment.

While focusing on City operations, the City will also engage with the wider Belmont residential and business community to promote and encourage involvement in environmental programmes, sustainable behaviour change and minimise risk of pollution incidence.

The Environmental Management System shall continue to be integrated into the culture of our organisation and commitment will be demonstrated through effective leadership and communication to staff and those working under the City's control.

Policy Statement

The City of Belmont is committed to:

1. Undertake continual improvement of the Environmental Management System in order to enhance environmental performance of City operations.
2. Protection and enhancement of the natural environment and biodiversity values within the built environment, including remnant bushland, wetlands, river foreshore and waterways.
3. Prevention of pollution to air, land or water, or damage to flora or fauna, minimising harm and degradation to the natural environment.
4. Efficient use of energy, water, paper and other resources, reducing waste generated and implementing renewable energy technologies to minimise the City's corporate carbon footprint.
5. Considering life cycle impacts and minimising single use disposable plastics.
6. Planning for and implementing measures to 'future proof' City operations against the predicted impacts of climate change.
7. Compliance with relevant environmental legislation and other obligations.

Policy Detail**The City of Belmont will**

1. Develop, implement and regularly review an organisation-wide Environment and Sustainability Strategy.
2. Set objectives, targets and indicators to monitor environmental performance and review and report on outcomes.

3. Identify strategic actions to achieve objectives, assigning responsibilities, timeframes and budget requirements, monitoring progress of implementation.
4. Consider environmental implications in project and event management, procurement, decision-making and development of strategies and plans.
5. Ensure the impact of future development on the environment is considered through land use planning and development control.
6. Maintain awareness of current and emerging environmental issues relevant to the City of Belmont.
7. Manage potential environmental impacts associated with City operations (“environmental” risks) and predicted impacts of climate change (“climate change” risks) as specified under City of Belmont Policy BEXB 9.2 Risk Management.
8. Ensure awareness of and communication of environmental legislative requirements relevant to Department activities to employees.

Responsibilities

The development of the Environmental Management System and this policy is the responsibility of the Executive Leadership Team. Its implementation is the responsibility of the Chief Executive Officer. The application of this policy is the responsibility of all City employees and those working under the City's control.

Reference/Associated Documents

AS/ NZS ISO 14001- Environmental Management Systems standards
BEXB 10.2 Occupational Safety and Health
BEXB 9.2 Risk Management
BEB 10.3 Quality Policy
NB 1.1 Environmental Purchasing Policy

Reference to Internal Procedure

BelNet Related Process Maps and Work Instructions

Definitions

N/A

Monitoring, Evaluation and Review

This policy has been risk assessed as Low.

Note: The policy will be reviewed annually as per ISO 14001 accreditation.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A	
SERVICE AREA:	PARKS, <u>LEISURE</u> AND ENVIRONMENT	
POLICY OWNER:	COORDINATOR ENVIRONMENT	
AMENDMENT STATUS		
DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
27/09/16	REVIEW – MINOR	12.9
22/08/17	REVIEW – NONE	12.2
24/04/18	REVIEW – MAJOR (IMPLEMENTED 01/07/18)	12.4
10/12/19	REVIEW – NONE	12.8
NEXT REVIEW DATE	ANNUALLY	

Policies Relating to Natural Belmont
NB3.2

NB3.2 URBAN FOREST POLICY

Policy Objective

To detail the City of Belmont's commitment to preserving and enhancing the growth of the urban forest.

Policy Statement

The City of Belmont recognises the importance of the urban forest as a community asset that when applied equitably and consistently:

1. Provides multiple social, environmental, ecological and economic benefits.
2. Reduces and mitigates the Urban Heat Island Effect.
3. Supports urban liveability and healthy communities.
4. Helps build the City's identity and improves the aesthetics and amenity of streetscapes and public spaces.
5. Contributes to the objectives of the Strategic Community Plan.

Therefore, the City is committed to:

1. Engaging and working collaboratively with the community and key stakeholders to implement its urban forest vision.
2. Managing trees as a collective (rather than as individuals) to achieve the retention and enhancement of a diverse, healthy, fit for purpose, low risk and sustainable urban forest.
3. Adopting a design philosophy for City projects that places priority on pedestrian amenity, landscaping and shade trees.
4. Increasing canopy cover within streetscapes, public open space and City managed land.
5. Ensuring that, through the implementation of current industry best practices and standards, all trees are able to grow to their full arboricultural potential.
6. No net loss of canopy cover on City managed land.

Policy Detail

1. Tree Planting

- i. The City shall implement the key objectives of the Urban Forest Strategy and the actions of the Canopy Plan.
- ii. The City shall develop and implement an annual tree planting programme with the view to increase tree numbers and canopy cover within streetscapes and City managed lands.
 - a) Tree selection will be location dependent and appropriate for the environmental context and in accordance with the City's Street Tree Plan.
 - b) The City shall ~~M~~maintain an inventory of City ~~street t~~rees as per a recognised arboricultural methodology or standard, including but not limited to information pertaining to:

Policies Relating to Natural Belmont
NB3.2

(i) individual amenity value (in Australian Dollars) as calculated by a qualified Arborist using the Helliwell System or other recognised form of amenity value calculation; ~~and~~

~~(ii) arboricultural and physical attributes such as lifecycle, tree structure, tree health, useful life expectancy and canopy cover; and~~

~~(iii) the number, location and species of street trees removed and planted annually.~~
~~4.~~

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2. Tree Retention and Protection

- i. All trees within City managed lands and areas under the City's control will be protected and managed as per this Policy.
- ii. In regard to City trees, the City's preference, in order of priority, is:
 - a) avoid impact - through appropriate design or construction methodologies; or
 - b) minimise impact - the City will require that the risk to the tree is minimised as per subclause 2 iii of this Policy
- iii. Where works, including development, are likely to have a significant impact on a City Tree, the applicant shall:
 - a) have tree protection methods in place as recommended within AS 4970-2009 Protection of Trees on Development Sites and to the satisfaction of the ~~Manager Parks and Environment~~City, and
 - b) where works are undertaken within a Tree Protection Zone, an Arborist Method Statement will be required, and
 - c) demonstrate that tree protection methods have been put in place prior to commencement and for the duration of works
- iv. Where design options or construction methodologies result in unavoidable tree loss, the City shall require tree removal and replacement as per Clause 5 of this Policy.

3. Tree Pruning

- i. Pruning of City trees will be undertaken in compliance with AS 4373-2007 - Pruning of Amenity Trees and will only be considered to:~~Each tree shall be supported to reach its Arboricultural Potential and therefore the City will only prune City Trees:~~
 - a) ~~To~~promote and increase ~~healthy~~canopy cover;~~;~~
 - b) ~~To~~support or extend the tree's useful life expectancy;~~;~~
 - c) ~~Where the tree, or part thereof, is identified as presenting~~mitigate an unacceptable risk of harm or damage to infrastructure, property or ~~to~~safety;
or
 - d) alleviate a significant negative impact to adjacent properties.
 - e) ~~Where the maintenance is to comply with legislation.~~

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~~d) Where the pruning is approved by the City's Arborist and is performed as per AS 4373-2007 Pruning of Amenity Trees.~~

~~1. Where vegetation overhanging a property boundary is causing a negative impact on the amenity of the property (at the sole discretion of the Chief Executive Officer).~~

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ii. The City will not prune City Trees:

~~ii.~~

a) ~~f~~For aesthetic purposes.

b) ~~t~~To maintain or create viewscales.

c) ~~T~~o reduce shading of solar panels ~~(the Chief Executive Officer will have discretion to authorise pruning only in exceptional circumstances).~~

d) ~~r~~To reduce shading of outdoor areas, pools, gardens, lawns or any other surface.

e) ~~r~~To reduce leaf litter, nut drop or for any other nuisance factors.

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~~iii. The Chief Executive Officer may authorise pruning of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.~~

~~4.~~

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4. Tree Removal and Replacement

i. Removal of a City Tree will only be considered where the tree:

a) ~~i~~s dead, dying, diseased or is structurally unsound.

b) ~~W~~as planted without authorisation from the City or is self-sown and is deemed an inappropriate tree.

c) ~~p~~resents an unacceptable risk of harm:

(i) to human life; or

(ii) to nearby infrastructure (and is supported by a Quantified Tree Risk Assessment methodology by a qualified Arborist)

~~d) Is required to be removed by legislation.~~

~~e) d) _____ i) is required to be removed through the approval of a crossover or development application.~~

~~f) e) _____ p) presents an unacceptable liability or legal risk to the City if retained.~~

~~g) f) _____ i) is strategically removed and replaced to achieve a net increase in canopy cover.~~

~~h) g) _____ D) irectly contributes to or results in ongoing detrimental health impacts that are confirmed by a medical specialist as being attributed solely to~~

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that particular tree and alternative options for managing the issue are not feasible; ~~or-~~

~~h)~~ is strategically removed and replaced to facilitate a City Project that provides a broader community benefit.

~~ii.~~ The Chief Executive Officer may authorise removal of a City Tree for additional reasons under exceptional circumstances, following consideration of a request received in writing.

~~4.iii.~~ Replacement tree planting shall occur at the site of removal and/ or at the closest suitable location. Tree planting is to be undertaken in accordance with this Policy and whereby the City shall determine the species of replacement trees dependent on the locality.

5. City Trees and Developments - Offset and Cost Recovery

i. If a City Tree has been approved for removal as part of a City project or crossover or development application, the City shall require pre-payment for:

- a) works to be undertaken by the City (i.e. tree removal and stump grinding); and
- b) the provision of replacement trees to be planted by the City

ii. Where a City Tree is removed, replacement planting shall be undertaken at a ~~minimum~~ ratio of 1:3 (removed: replaced).:-

~~6.~~ Where a City Tree is removed, pruned or is damaged without authorisation on City managed land, the City, at its discretion may:

~~4.~~

- a) ~~T~~take action under Regulation 5(1) of the *Local Government (Uniform Local Provisions) Regulations 1996* or other applicable legislation (including the issue of infringement notices).:-
- b) ~~R~~recover costs associated with the removal (if applicable) and replacement tree/s as per the City's Schedule of Fees and Charges.:-
- c) ~~R~~recover costs equivalent to the Amenity Value of the tree.:-
- d) ~~U~~undertake replacement planting as per this Policy.

Reference/Associated Documents

Internal Documents

Urban Forest Strategy
Street Tree Plan
Environment and Sustainability Strategy
Belmont on the Move
Streetscape Strategy
Canopy Plan

City of Belmont Policies

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NB2.1 Environment and Sustainability Policy
BB2.2 Streetscape Policy
NB3.1 Dangerous Trees

Legislation

Environmental Protection Act 1986
Local Government Act 1995
Local Government (Uniform Local Provisions) Regulations 1996
Planning and Development (Local Planning Schemes) Regulations 2015

Planning and Development Controls

City of Belmont Local Planning Scheme No. 15

Australian Standards

AS 4373-2007 Pruning of Amenity Trees
AS 4970-2009 Protection of Trees on Development Sites

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Definitions

For the purpose of this Policy, the following definitions apply:

‘Arboricultural Potential’ -	Optimal health, size and maturity of a tree as expressed by its individual arboricultural characteristics and its local conditions i.e. soil volume, water, nutrients, management requirements.
‘Amenity Value’ –	monetary value representing the visual amenity provided by individual trees as calculated by a qualified Arborist using an internationally accepted arboricultural method.
‘Canopy cover’ –	broad crown of a tree/s providing shade and cover.
‘City Tree’ –	tree with the entirety or majority of its trunk located within lands owned, vested or managed by the City.
<u>‘Significant Negative Impact’ -</u>	<u>as a result of a City tree the occupant’s use, access, comfort or enjoyment of private property is detrimentally impeded or impaired.</u>
‘Street Tree’ –	tree located within a road reserve.
‘Streetscapes’ –	The appearance or view of a street/ road reserve.
‘Tree’ –	a woody plant inclusive of its roots, canopy, stems and trunk(s) that is capable of growing taller than 4m in height at maturity.
‘Urban forest’ –	the sum of all trees and vegetation within the urban environment.
‘Urban Heat Island Effect’ –	the exacerbated thermal radiation (heat) retention within the urban environment due to a higher proportion of hard/ constructed materials.
‘Useful Life Expectancy’ -	the number of years the tree is expected to continue to mature and provide canopy prior to going into decline.

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Monitoring, Evaluation and Review

This policy has been risk assessed as High.

The policy will be reviewed annually.

THIS POLICY IS SUPPORTED BY:

REGISTER OF DELEGATIONS	N/A
SERVICE AREA:	INFRASTRUCTURE SERVICES
POLICY OWNER:	MANAGER PARKS, LEISURE AND ENVIRONMENT

AMENDMENT STATUS

DATE OF AMENDMENT	STATUS OF AMENDMENT	MINUTE ITEM REFERENCE
16/04/19	NEW POLICY	12.5
10/12/19	REVIEW - MINOR	12.8

NEXT REVIEW DATE	ANNUALLY
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