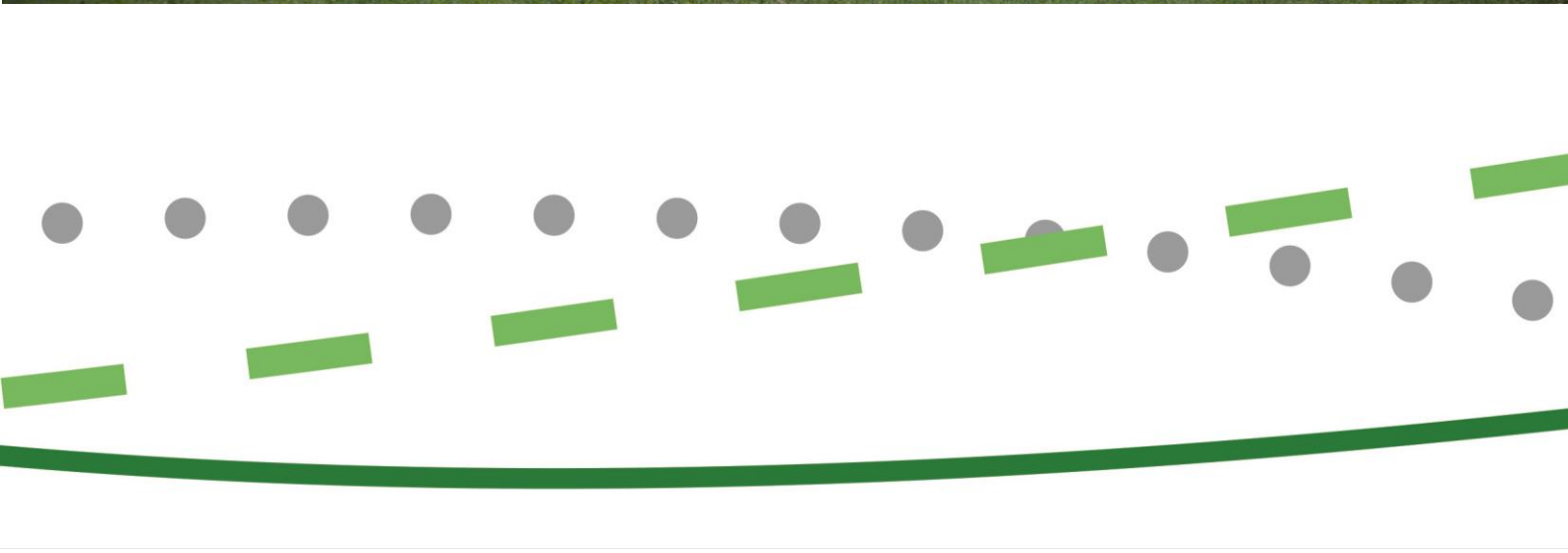


Technical Levels of Service/Operations Plan Parks & Gardens



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1.0 INTRODUCTION

Parks and open space provide for the health and wellbeing of the residents within its community. They also provide important contact points, which helps to develop and strengthen the social cohesiveness. Council assets, infrastructure and services enable both community members and visitors to enjoy an organised and safe environment whilst following the “Live, Work, Play and Invest” vision of the 2011-2021 Whitsunday Regional Council Community Plan. These assets deliver a high standard of living to the community, with a wide variety of lifestyle options.

This document addresses the technical levels of service for relevant Whitsunday Regional Council (WRC) Parks & Gardens (P&G) asset classes, and the operations required to meet these levels of service (LOS). It defines the existing service quality and how it shall be measured, with further research being completed for the 2020/21 revision of the Technical LOS document.

The Parks & Gardens Branch works closely with all other Council Branches to ensure the levels of service provided to an asset matches the community’s expectations, Council’s financial resources and certifies that technical levels of service are adhered to.

Criteria definitions for each of the hierarchy levels will be addressed by this document.

2.0 SYNOPSIS

There are four components required to create an efficient and effective operation, which assists with meeting the WRC Operational Plan and Strategic Asset Management Plan (SAMP) and provides a productive level of service. These include (in no order of importance):

- The Parks & Gardens Assets – what assets you have and manage, to provide your service to the community.
- The Employees – who you have, to get the job done and create Council’s vision for the community.
- Fleet & Plant – the tools to get the job done, to create the vision.
- Levels of Service – an agreement and an understanding of what the community and Council expectations are and how this will be achieved by the Parks & Gardens Branch.

2.1 PARKS & GARDENS ASSETS

The Whitsunday Regional Council manages a total land area of approximately 23,862 square kilometres (Corporate Plan 2014-19, page 8) with a population of 33,778 (ABS, 2016 Census QuickStats). There are 120 parks listed as part of Council’s operational open space areas, covering an area of 537 hectares. This does not include open space contained within Council’s road reserves, easements and entry statements.

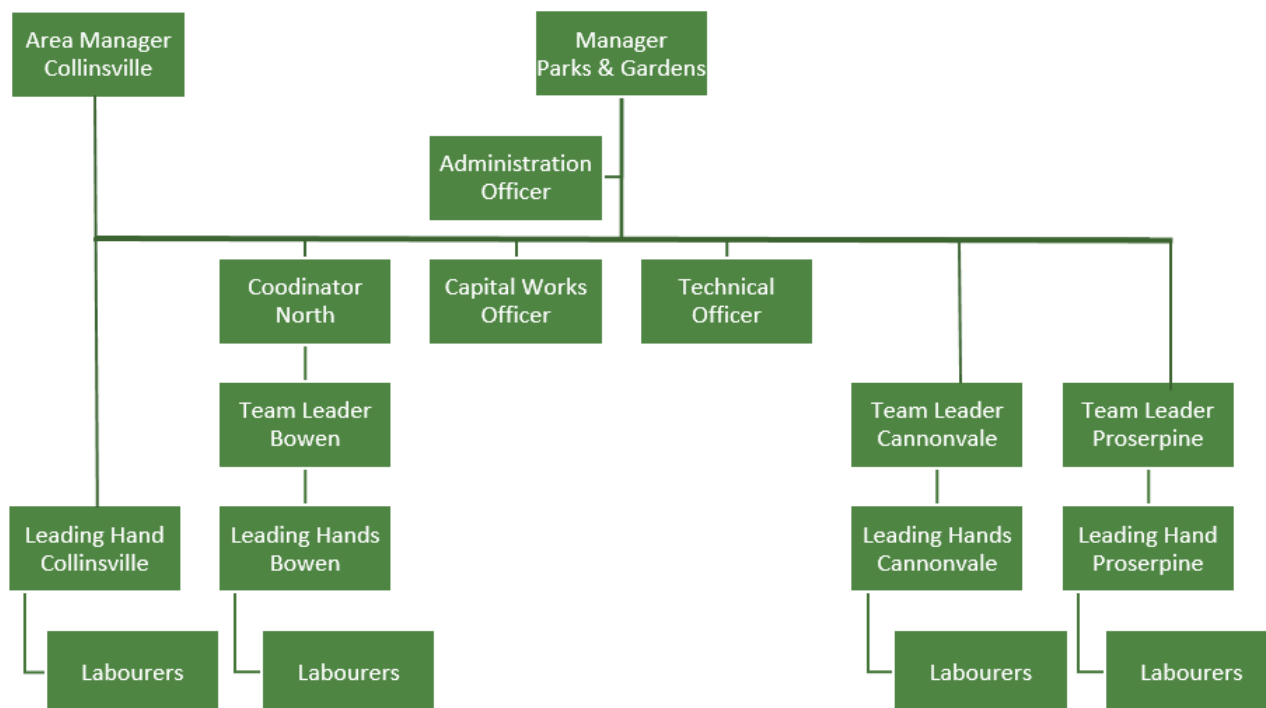
The table below identifies the area and assets managed by Parks & Gardens Branch:

Parks & Gardens Statistics	
Population	33,778
Region (sq.km.)	23,862
Parks/Open Space Area (ha)	537
Parks/Open Space (number)	120
Parks containing playgrounds	42
Playgrounds (number)	93
Playground Equipment (pieces)	156
Exercise Equipment (pieces)	35
Park Furniture (pieces)	3712
Cemeteries	3
Sport & Recreation Facilities	7
Sporting Equipment (pieces)	100

N.B This table is based on information contained within the Asset Register as at March 2020.

2.2 EMPLOYEES

The Parks & Gardens Branch consists of 35 Council employees. The Parks & Garden's operational hierarchy is displayed below:



Position Title	Position Description
Manager – Parks & Gardens	Manages the overall operations of the P&G Branch to ensure effective, safe and efficient delivery of the Levels of Service. Assists with the development of Council's Corporate Plan, policies and procedures. Implements the Parks and Gardens Asset Management Plan and the annual P&G operational expenditure budget. Oversees all capital works and major projects within the P&G Branch.
Administration Officer	Provides administrative support to the P&G Branch, including dealing with correspondence and administrative matters, prepares financial documentation, agendas, minutes, develops and implements procedures and workflows and assists in preparation and compilation of Operational Plan and Levels of Service documentation.
Capital Works/WHS Officer	Coordinates capital works project delivery associated with construction of P&G assets, including procurement and tender processes, contract management (both operational and capital), financial management and risk management, also coordinates Work Place Health and Safety for the P&G branch.
Technical Officer	Manages and develops the P&G asset register including the correlation of statistics and maintenance information for those assets, ensuring that the data is current and correct. Provides this information to the Manager for budgetary & planning purposes. Co-ordinates parks and playground repairs.

Position Title (cont.)	Position Description (cont.)
Coordinator - North	Provides coordination and management of the Northern Region of P&G to achieve performance objectives and ensure the direction of Management and Council are met. Assists with the implementation of relevant policies and delivery of maintenance programming.
Team Leader	Administers leadership and coordination of the P&G field crews and correlates statistical information to assist with measuring the unit's LOS quality. Assists with the implementation of the P&G Asset Management Plan and maintenance programs. Oversees the efficient maintenance and servicing of the cemeteries.
Leading Hand	Supervises the P&G crew in day-to-day operations. Ensures that the grounds, parks and gardens are presented to residents and visitors in the best possible health and quality for the long term. Ensures that infrastructure within the parks and gardens are maintained to ensure ongoing operation and safety. Proposes new landscaping and development to enhance established parks and garden areas.
Labourer	Provides labouring duties associated with construction, establishment and maintenance of Parks and Gardens infrastructure, also provides feedback to Leading Hand of any asset related issues identified within Council areas. Other tasks include mowing, slashing, weed spraying, irrigation maintenance, general litter pickup and graffiti removal.

2.3 FLEET & PLANT

The fleet and plant identified in the table below are essential to the operations of the Parks & Gardens Branch.

	Bowen	Cannonvale	Collinsville	Proserpine
Trucks	5	4	1	1
Utes	3	1	1	3
Cab Mowers	1	2	-	2
Ride-on Mowers	5	3	3	2
Spray Rigs	1	1	-	1
Trailers	5	2	1	1
Loader	1	-	-	-
Small Plant	30	33	15	24

Daily logbook inspections are to be completed and sent to the Team Leader, who will then forward them on to the Workshop Supervisor. Duty-of-care towards Plant is the responsibility of the operator. Plant should be checked daily after use and any defects reported immediately to the Team Leader.

2.4 LEVELS OF SERVICE – AN OVERVIEW

As part of Council's Parks & Gardens Asset Management Plan (AMP), each park within the region has been allocated a Hierarchy Classification which will influence the park's overall LOS and the infrastructure provided within it. This helps to deliver consistency across the region with a LOS reflective of the community and Council expectations for that classification of park. The Council LOS also correlates with the State Government's classifications for District and Regional Recreation Parks, and District and Regional Sports Parks. According to the hierarchy classification given to the park an inspection schedule is carried out to maintain this classification.

This LOS document contains the branch's minimum commitment to asset inspections, however if an officer notices a defect in a park, it should be noted and raised with the relevant supervisor as soon as is practicable.



3.0 LEVELS OF SERVICE – IN DETAIL

This document has been created as part of the process to streamline and improve the management of P&G assets and is to be used in the undertaking of operational duties by staff. The LOS will be used to train new and existing staff, and to set clear expectations of duties to be performed. The definitions below are currently based on combining criteria from several different levels of these classifications into one.

Hierarchy Classification		Definition
1	High Profile Regional Park	<ul style="list-style-type: none"> • This level of park is a drawcard to the community for local, state & international tourism, whether it is inland or coastal. • Park is used for regional community events. • They are intangible assets – they are not businesses but create income for community and region. • Guidelines for embellishment: <ul style="list-style-type: none"> ○ Playground/s ○ BBQ/s ○ Shelters ○ Amenities ○ Structures ○ Irrigation ○ Mulched garden beds ○ Manicured lawns ○ Dog park areas ○ Exercise equipment ○ Shade trees ○ Park furniture
2	High Profile District Park/Cemetery	<ul style="list-style-type: none"> • This level of park is a drawcard for local and surrounding communities. • Includes cemeteries. • Park is used for local neighbourhood events. • Guidelines for embellishment: <ul style="list-style-type: none"> ○ Playground/s ○ BBQ/s ○ Shelters ○ Amenities ○ Structures ○ Irrigation ○ Mulched garden beds ○ Manicured lawns ○ Dog park areas ○ Exercise equipment ○ Shade trees ○ Park furniture

Hierarchy Classification (cont.)		Definition (cont.)
3	Medium Profile Open Space/Local Park	<ul style="list-style-type: none"> • This level of park provides the immediate surrounding residents with an open space, green area for them to relax, exercise, and sometimes simply find a bit of solitude. • Medium Profile Open Space/Local Park also includes road reserves adjacent to State highways or major thoroughfares through townships, which do not contain park embellishments. • Guidelines for embellishment prior July 2018: <ul style="list-style-type: none"> ○ Playground ○ Amenities ○ Mulched garden beds ○ Grassed areas ○ Shade trees ○ Park furniture • Guidelines for embellishment after July 2018: <ul style="list-style-type: none"> ○ Mulched garden beds ○ Grassed areas ○ Shade trees ○ Park furniture
4	Low Profile Open Space	<ul style="list-style-type: none"> • Walking tracks & conservation parks provide scenic natural environments for members of the community to inspire and motivate their fitness. • Guidelines for embellishment prior July 2018: <ul style="list-style-type: none"> ○ Grassed areas ○ Shade trees ○ Park furniture • Guidelines for embellishment after July 2018: <ul style="list-style-type: none"> ○ Grassed areas ○ Shade trees • Easements & Firebreaks
5	Sport & Recreation Facility	<ul style="list-style-type: none"> • Sport & recreation is essential to maintaining a healthy, active lifestyle. These facilities improve fitness, well-being and social cohesiveness. • These resources are a combination of both district and regional facilities. • Guidelines for embellishment: <ul style="list-style-type: none"> ○ Playground ○ Shelters ○ Amenities ○ Structures ○ Sporting equipment ○ Irrigation ○ Grassed areas ○ Shade trees ○ Park furniture

3.1 PARK ASSETS

P&G assets are to be presented in a safe, functional and aesthetically pleasing manner. It is the intention that each P&G asset will be identified with an identification plate or sticker, specifying the Asset ID and Council contact number for reporting of any damage or malfunctions. All P&G assets will be mapped and identified in the WRC mapping system. P&G asset condition ratings are carried out in conjunction with the Assets valuation process. A four-year cycle which began in November 2018, where an external contractor Condition Rated and valued ALL P&G assets. Annually, for the next three years, P&G officers will condition rate the assets for budgetary purposes. P&G assets are divided into the following Categories and Sub-categories:

Parks & Gardens Asset Categories

Parks & Open Space	
CATEGORY	SUB-CATEGORY
Park Furniture	Seat
	Table
	Waste
	BBQ
	Furniture General (e.g. flagpoles, stinger stations, bike racks)
	Signs
	Park Lighting
Structures	Shelter (Hard - skillions, BBQ shelters, picnic setting shelters, gazebo, rotundas)
	Soft Shade (Soft - shade sails & pole shade shelters)
	Park Structures (grandstands, platform, water features etc.)
	Memorials & Artwork
	Wall - Concrete/Stone/Brick (Inc. columbariums, town entry signs & retaining walls)
	Barrier
Playgrounds	Playground Equipment
	Playground Area (e.g. softfall, fence & edging)
Services/Utilities	Electrical (switchboard, solar & power outlets)
	Water Tank (Reservoirs for grey water irrigation)
	Water (e.g. water fountains, showers & taps)
	Park Irrigation (e.g. main controllers & underlying infrastructure)
Sports	Exercise Area
	Fitness Equipment
	Sport Equipment (e.g. goal posts, cricket nets, shot put circles)
	Hardstand (e.g. asphalt & surfaced courts, skate bowls, skate rinks)
Trees	Statement Green Assets

This information is as of March 2020

3.2 SCHEDULED PARK INSPECTIONS PER YEAR

Park inspections will be completed visually on a schedule as per the table below, depending on park use and hierarchy status. The inspections are to be carried out by Team Leaders and are used to determine scheduling of upcoming works and to identify any defects with park assets.

	High Profile Regional Park/ Facility	High Profile District Park/ Cemetery	Medium Profile Open Space/ Local Park	Low Profile Open Space	Sport & Recreation Facility
Number of Visual Inspections per Year	Weekly (52 visits)	Weekly (52 visits)	Fortnightly (2 weeks – 26 visits)	Monthly (3 weeks – 12 to 17 visits)	Weekly where Council is responsible for maintenance

Formal quarterly inspections will be completed in writing or digitally, using the required documentation for the procedure (a copy of the Monthly Park Inspection form can be found in Appendix E) and using the IPWEAQ condition rating system for the description of damage and asset condition reporting, Australian Standards or a comparison of current functionality to when the asset was first installed. Any deviation from the expected functionality can be recorded as a defect and programmed for rectification. Target timeframes for initial rectification action, based on the severity of the problem and risk to the community, are detailed in the table below. All defects are to be made-safe immediately:

Problem Severity &/or Risk	High Profile Regional Park/ Facility	High Profile District Park/ Cemetery	Medium Profile Open Space/ Local Park	Low Profile Open Space	Sport & Recreation Facility
High	Same day	Same day	Same day	Same day	Same day
Medium	1-3 days	1-3 days	1-7 days	1-7 days	1-3 days
Low	1-7 days	1-7 days	1-14 days	1-14 days	1-7 days

Definitions for problem or defect severity and/or risk are as follows:

Severity Code	Definition
High	Safety issue/ Completely damaged and in need of fast replacement or maintenance
Medium	Cannot function but no immediate need to replace
Low	Cosmetic damage – low cost to repair

3.3 PLAYGROUND INSPECTIONS & MAINTENANCE

A WRC playground is categorised as an area surrounded by soft fall containing several pieces or an individual piece. Softfall can be either sand or rubber, as per relevant Australian Standard. In some cases, due to the size of the playground piece and its close proximity to the ground, the Australian Standard may not require any soft fall at all, e.g. a spring toy. Rubber soft fall is repaired as per playground inspection. Sand soft fall shall be raked and rotary hoed quarterly and shall be assessed during each playground inspection. Sand shall be added on an as-needs basis, as per the relevant Australian Standard.

WRC's playground equipment is managed and maintained using techniques specified in the IPWEA "*Parks Management: Inventories, Condition & Performance Grading*", Practice Note 10.1 Parks. A copy of the Condition Ratings criteria is listed below:

Condition Rating	Definition
1 = Very Good	Near new or new. No work required.
2 = Good	As for Rating 1 but not designed to current standards, showing minor wear & tear and deterioration.
3 = Fair	Asset is functionally sound, but appearance is affected by minor defects. Rating 3 assets start to be included in budgetary planning for future replacement in 3-5 years. Assets are given an extra weighting factor if they are rated at this level for more than 2 years.
4 = Poor	Asset is functioning but with problems due to significant defects. Rating 4 assets are recognised as being due for renewal within 1-3 years. Assets are given an extra weighting if they are rated at this level for more than 2 years.
5 = Very Poor	Asset has serious problems and has failed or is about to fail in the near future. It is preferred that none of Whitsunday Regional Council's Parks assets remain in service when it is recognised that they are at Rating 5. The replacement of these assets will be deemed as urgent.

The performance and safety of all of Council's playground equipment is monitored with a formal monthly defect inspection carried out on ALL of Council's playground equipment, by a Level 2 qualified Council Playground Inspector. All inspection reports are signed and dated by the inspector, as at the date of inspection. They are then forwarded to P&G's Administration Officer for registration into Council's formal Records system. These documents are then available as submissible documents for any Court or insurance claims made either by Council in the event of a natural disaster, or for external injury claims.



Lions Playland, Collinsville

3.4 MOWING & SLASHING FREQUENCIES

The table below illustrates the number of scheduled visual inspections, in relation to the weather factors and growing season for the local environment.

	High Profile Regional Park	High Profile District Park/ Cemetery	Medium Profile Open Space/ Local Park	Low Profile Open Space	Sport & Recreation Facility	Slashing Council Road Reserves *
Service Standard	50-100mm	50-100mm	50-100mm	75-200mm	50-100mm	< 400mm
Wet Season (Usually October to March)	Weekly (52 visits)	Weekly (52 visits)	2 Weeks (26 visits)	3 Weeks (12 to 17 visits)	Frequency may vary due to events	1 to 2 months
Dry Season (Usually April to September)	Weekly (52 visits)	Weekly (52 visits)	3 to 4 Weeks (17 to 26 visits)	4 to 6 Weeks (12 visits)	Frequency may vary due to events	3 to 4 months

*Road reserves that are maintained by P&G Branch.

The area of mowing should be inspected for any loose litter, debris or any potential projectiles that may put the operator, public or machinery at risk.

The following tasks are to occur in each park, as per the designated frequency schedule:

- Inspect site and remove litter
- Brush-cutting
- Back-pack spraying of weeds
- Blowing down footpaths
- Raking and removal of excess grass

3.5 LANDSCAPING

Council maintains several ornamental garden areas, entry statements and specimen trees throughout the region. Landscaped areas exist in both defined parks and road reserves. They are used as entry statements to the townships, shade trees, respite areas and for streetscaping. Council's objective is to present a pleasant vista for each town area, for the community's enjoyment, to attract visitors and to enhance business activity in the beach and town economic localities

The maintenance of these areas is carried out by Council staff and contractors, following a programmed maintenance schedule, which is adjusted for seasonal climate conditions. Replacements and periodic adjustments to the planting palette are made during these maintenance visits.

Gardens are to be well maintained, mulched and weed free, with functioning irrigation systems. Mulching will be scheduled for the "dry" season, from April to September. Mulch depth should not exceed 75mm and is not to be placed up against the trunks of trees or shrubs. Statement green assets, structural trees and tropical plants should be maintained within the garden areas. Any unhealthy/aged plants or trees should be replaced with the same species or similar unless otherwise determined. Council has its own small-scale nurseries positioned at various locations throughout the region and utilises the Bowen Work Camp to propagate many local and native species.

3.6 CEMETERY SERVICES

WRC has the management of three cemeteries within its Local Government Area, namely the Bowen, Collinsville and Proserpine cemeteries. The cemeteries shall be maintained in such a way as to ensure that the grass appears neat, tidy and healthy. Garden beds and grassed areas are to be maintained as per the above landscaping levels of service for High Profile District hierarchy. Cemetery maintenance will be governed by the Cemetery Policy (Policy Number 066.01). Flemington Road Cemetery is closed for burials but is maintained as a historical site.

Parks and Gardens branch assist with the excavation of plots for funerals, Placement of ashes in the niches of the Columbarium Walls and assist with the placement of ashes in the Memorial Gardens that are located in each of the cemeteries.



Proserpine Cemetery

3.7 CUSTOMER SERVICE

Parks & Gardens Branch will monitor and evaluate its service to ensure the standards set out in the 2017 WRC “Customer Service Charter” are adhered to. The Customer Service Charter states:

Criteria	Standard
Return customer calls	Same day, if possible, or no later than the next working day
Keep customers informed on the progress of their enquiry	Acknowledge customer’s correspondence and advise the customer of any service delays
Respond to written correspondence	Respond to written correspondence within seven days of receipt. This also includes CRMs lodged in Council’s customer service management system

3.8 COMMUNITY EVENTS

The P&G field crews assist with any major events organised by either Council or external community committees when a park is used as the location for the event. Applications from community committees are received and processed by the Community & Environment Department with the Parks & Gardens Branch being advised of any services required as part of the procedure. Below is a calendar listing of community events usually held annually, within WRC parks. The list is not extensive, as other events come up from time to time.

Event	Months											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sept	Oct	Nov	Dec
Bowen												
Super boats												
Bowen Lighthouse Walk												
Bowen Fishing Classic												
Gem of the Coast Festival												
Airlie/Cannonvale												
Clipper Yacht Race												
Great Australian Bites												
Whitfunday (Dingo Beach)												
Airlie Running Festival												
Reef Festival												
Race Week												
Airlie Triathlon												
Airlie Music Festival												
Schoolies												
Collinsville												
May Day Festival												
Pit Pony Festival												
Bacon Busters												
Melbourne Cup Festival												
ALL												
Christmas Banners & Decorations												
Australia Day BBQs												
Anzac Day (Apr 25)												
Remembrance Day (Nov 11)												
Christmas Carols												

In preparation for community events in parks, the P&G field crews perform the following duties in addition to their normal park maintenance routines:

- Unlocking electrical cabinets
- Delivery of additional refuse bins
- Site demarcation
- Banners installation
- Irrigation intervention

3.9 CENOTAPHS

In the lead up to any Anzac memorial occasions, cenotaph areas will be pressure cleaned, lights checked, plaques polished, gardens and landscaping will be given extra attention to ensure that all the Anzac memorials listed below will be ready for public services:

- Airlie Beach - PKA05 AB Fairy Tree Park
- Bowen – PKB45 Bowen Main Street
- Cannonvale - PKA07 Bicentennial Park
- Collinsville - PKC06 Collinsville Anzac Park
- Proserpine - PKP06 Ken McPherson Memorial Gardens

Anzac wreaths are removed a week after the memorial ceremony.

3.10 BEACHES

Beaches are sand raked quarterly, with sand replenishment scheduled yearly, if required.

3.11 HEALTH & ENVIRONMENT

Removal of dead animals located either on the road or within the road reserve will be collected as soon as is practicable.

3.12 SIGNAGE

Signs contained within the parks are to be purposeful, descriptive and follow the Whitsunday Regional Council's Style Guide. Any defects are to be reported to a Council Officer as soon as is practicable for attention and action.

3.13 TIMBER STAINING

All timber and timber structures are to be kept in good condition, with re-staining to be carried out as required.

3.14 BBQ & PARK FURNITURE CLEANING

Bowen and Airlie/Cannonvale BBQs are cleaned 5 days a week (everyday with the exception of Tuesday and Thursday). Proserpine and Collinsville BBQs are cleaned on week days only. This will be completed each morning between 6:30am and 12:00pm. BBQs will be temperature tested twice each year, in May and November.

3.15 WASTE COLLECTION

WRC main streets & class one parks have waste collection daily, this is managed by the WRC Waste Branch. General litter pick-up is completed whilst carrying out daily BBQ and playground inspections. P&G Branch manages the bin enclosure assets whilst, the Waste Branch manages the waste collection.

3.16 STREET TREES & COCONUTS

Street trees are pruned yearly for stem clearance and assessed for replacement on an as-needs basis. Coconuts will be de-nutted in select Council areas throughout the region twice a year. When inspecting trees as part of a Customer Request or upon noticing a defect during a park inspection, a “Tree Inspection Report” form should be completed and registered against the property or street for future reference, prior to actioning the work. A sample of the Tree Inspection Report form can be found in Appendix E. If a complaint arises as the result of the tree removal or a Council officer determines the tree is of good health, the registered tree inspection form will serve as record of the assessment.

3.17 IRRIGATION

High Profile Regional & District Parks within our four major townships, all have pop-up irrigation in the grassed areas, with drip irrigation/pop-up systems in the garden beds. At present, some Medium Profile Open Space areas have pop-up irrigation. The intention is, that all irrigation systems will be managed by a centralised computer system, to reduce water costs and water usage. Low profile open spaces have no irrigation networks. Sport & Recreation facilities currently have pop-up irrigation networks in the grassed sporting fields, and they will also be connected to the centralised computer system. From July 2018, any new parks which are classified as Medium Profile Open Space/Local Park will be left to the discretion of the P&G and Water and Sewer (W&S) Branches, whether irrigation is required.

Irrigation systems are checked and audited on a regular basis, all repairs are carried out as soon as identified.

3.18 WALKING TRACKS

Walking tracks throughout the region are an important amenity. They offer both visitors and locals panoramic views of the surrounding landscape, picturesque islands, historical sites and provide opportunities for healthy, recreational activities.

3.19 GRAFFITI & VANDALISM

It is intended that graffiti be removed and vandalism be reported for repair within the following timeframes:

	High Profile Regional Park/ Facility	High Profile District Park/ Cemetery	Medium Profile Open Space/ Local Park	Low Profile Open Space	Sport & Recreation Facility
Removal/ Repair	Same day	Same day	1-3 days	1-7 days	1-3 days

3.20 CONTRACTORS

Contractors are employed by Council in numerous specialty areas including the following:

- Electricians
- Builders
- Security
- Park maintenance
- Landscapers

It is regularly assessed and evaluated whether it is more financially efficient and effective to expand the Council workforce or use contractors to maintain an agreed LOS.

3.21 WEED SPRAYING

Small scale garden weed spraying with a back-pack sprayer is completed during scheduled park visits (as per section 3.4) and the larger areas are done using a spray rig following the schedule below.

	High Profile Regional Park/ Facility	High Profile District Park/ Cemetery	Medium Profile Open Space/ Local Park	Low Profile Open Space	Sport & Recreation Facility	Council Road Reserves & Easements *
Wet Season (October to March)	Monthly	Monthly	1-2 months	3-4 months	1-2 months	3-4 months
Dry Season (April to September)	1-2 months	1-2 months	3-4 months	6 months	3-4 months	6 months

*Road reserves & easements that are maintained by P&G Branch.

Council only utilises herbicides approved by the APVMA and only in a manner consistent with the product label. Following is a list of herbicides Council uses and their application rate:

Product	Weeds	Areas	Ratio Chemical : Water
Associate	Sensitive weed Calthrop	Garden Beds	5-10 grams : 100 Litres
Esplanade	Annual Perennial Weeds Grasses	Roadsides Guide Posts Where weed suppression is required	30 Millilitres : 100 Litres
Kamba M	Broadleaf	Sports Fields Parks Lawn	900 Millilitres : 200 Litres
Kleen Lawn	Clover Broad Leaf	Lawn	45 Millilitres : 12 Litres
Mako	Annual Perennial Weeds Grasses	Roadsides Guide Posts Where weed suppression is required	30 Grams : 100 Litres
Round Up Biactive	Guinea Grass Couch Grass Para Grass Thistle Climbing Centro	Garden Beds Traffic Islands Drains Fence Lines Signs Around Trees	1.3 Litres : 100 Litres
Starane	Milkweed Snakeweed Portulaca Fleabane	Gardens Roadside Verges	1 Litre : 300 Litres
Sacoq Enhance	Wetting Agent	ALL	500 Millilitres : 100 Litres
Sempre	Nutgrass	ALL	1.3 grams : 10 Litres
SP700	Wetting Agent	ALL	120 Millilitres : 100 Litres
Verdict 520	Rhodes Feathertop Grass	Road Verges	100 Millilitres : 100 Litres

		Roadside Gardens and Drains	
Weedmaster Duo	Guinea Grass Couch Grass Paragrass Thistle Climbing Centro	Garden Beds Traffic Islands Drains Fence lines Signs Around Trees	1 Litre : 100 Litres
Wipe Out	Guinea Grass Couch Grass Para Grass Thistle Climbing Centro	Garden Beds Traffic Islands Drains Fence Lines Signs Around Trees	1 Litre : 100 Litres

Where possible, other methods of mitigation are used to minimise the amount of chemical weed spraying required throughout the region to honour Council’s commitment to reduce herbicide use.

Currently, all drains within road reserves and parklands to the north of Shute Harbour Road, Cannonvale and Airlie Beach, are not to be sprayed. These areas are to be maintained by using remote controlled slope mowers, to retain vegetation, reduce salinity out to sea and to prevent erosion.

3.22 STAFF TRAINING

An important part of Accountability is ensuring that all officers are trained in the required competencies or specialties that they are practicing. Annual training is also an essential element in Continuous Improvement. Officers need to be kept current with industry standards and methodologies. Twice a year it is discussed and assessed during each officer’s Performance Review to ensure that professional development is encouraged and committed to for the following year, where necessary. Where possible, most of the training is scheduled for the “dry” season, from April to September. Mandatory training is completed as per the organised training schedule, which equates to approximately 10 hours per month per officer.

3.23 WORKPLACE HEALTH & SAFETY

Parks and Gardens has several safety documents and forms to be completed when conducting tasks within a P&G area of responsibility, including the following:

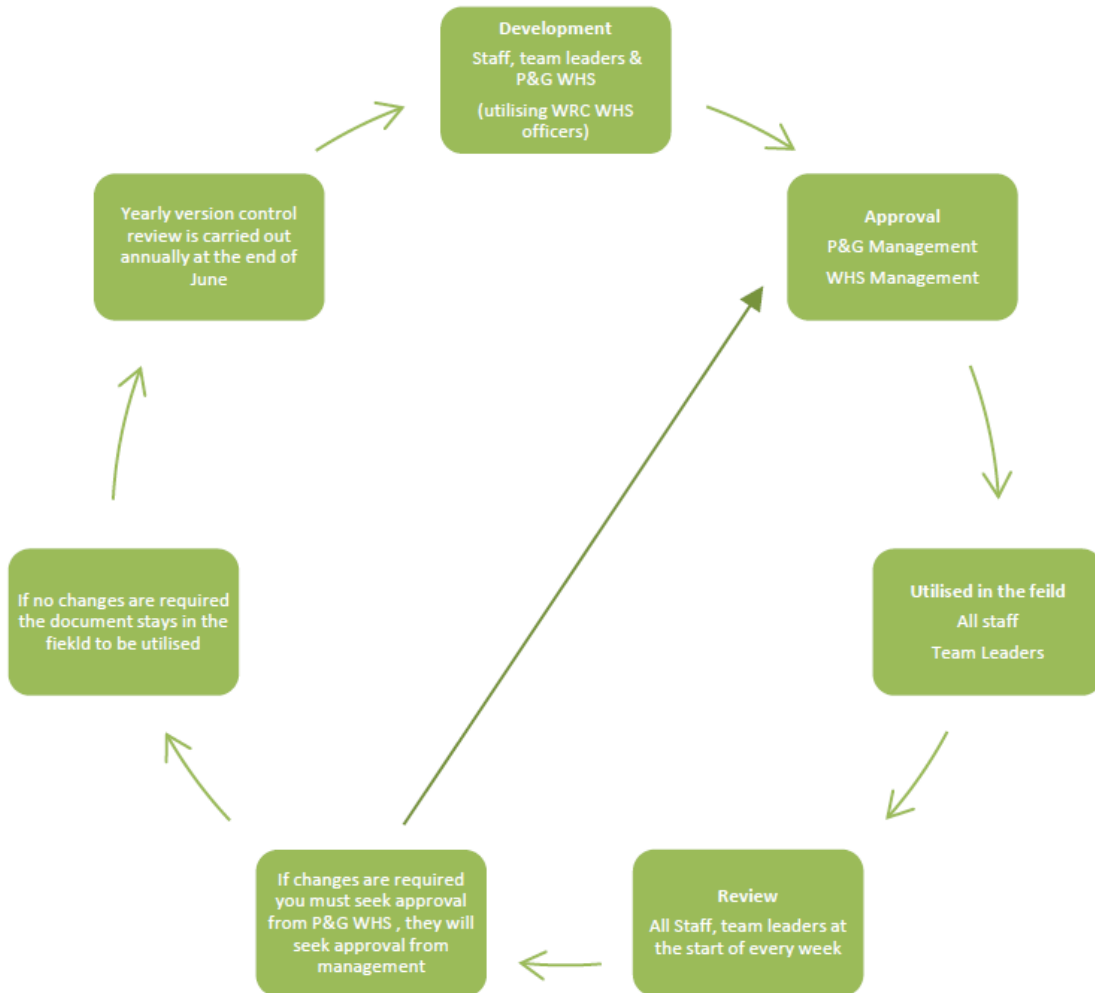
- Safe Operating Procedures (SOP)
- Job Safety Analysis (JSA)
- Work Method Statements (WMS)
- Chemical information Safety Data Sheets (SDS)
- Traffic Management Plan (TMP)
- Risk assessments
- “WRC THINK” personal risk assessment tools

The level of service identified in the LOS document determines which tasks are to me completed and therefore which related WHS documentation (listed above) is required. SOPs and JSAs are all developed from consultation between the P&G team members, team leaders, management and WHS staff. When a final version SOP or JSA is agreed upon, management is asked for authorisation and when granted, the SOP or JSA is utilised by the P&G teams immediately to carry out all mandatory tasks specified in the LOS Document. For P&G tasks with multiple high-risk factors, the WHS documentation triggers a JSA which would include a WMS and a TMP (as well as any other

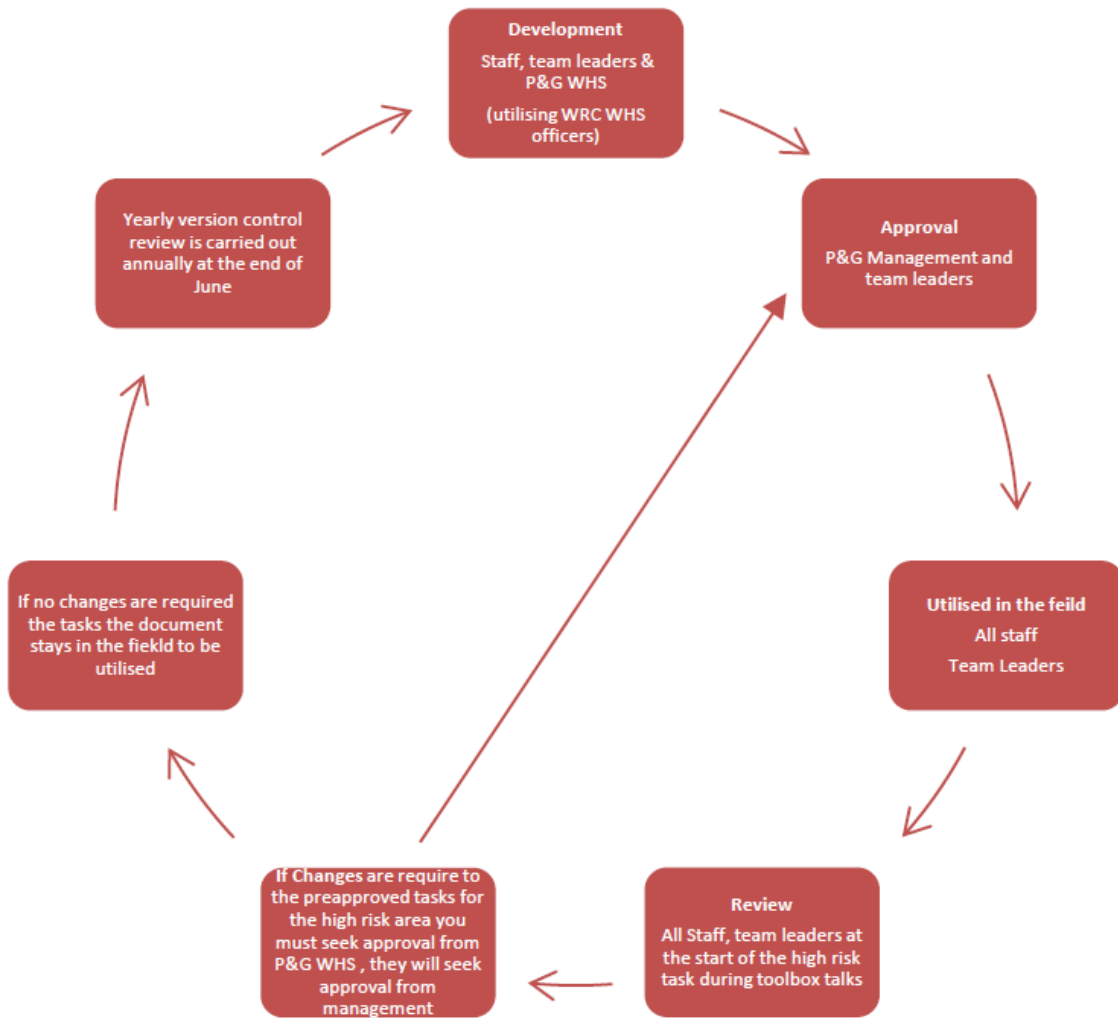
risk assessments - personal or chemical). For example, town entrances or any median strip maintenance would be considered high-risk tasks, requiring both a WMS and a TMP.

The P&G safety documentation system is constantly under review with strict protocols for modifying or updating any safety procedures. Flow charts for these protocols are shown below:

Safe Operating Procedure – SOP Procedure



Job Safety Analysis – JSA Procedure

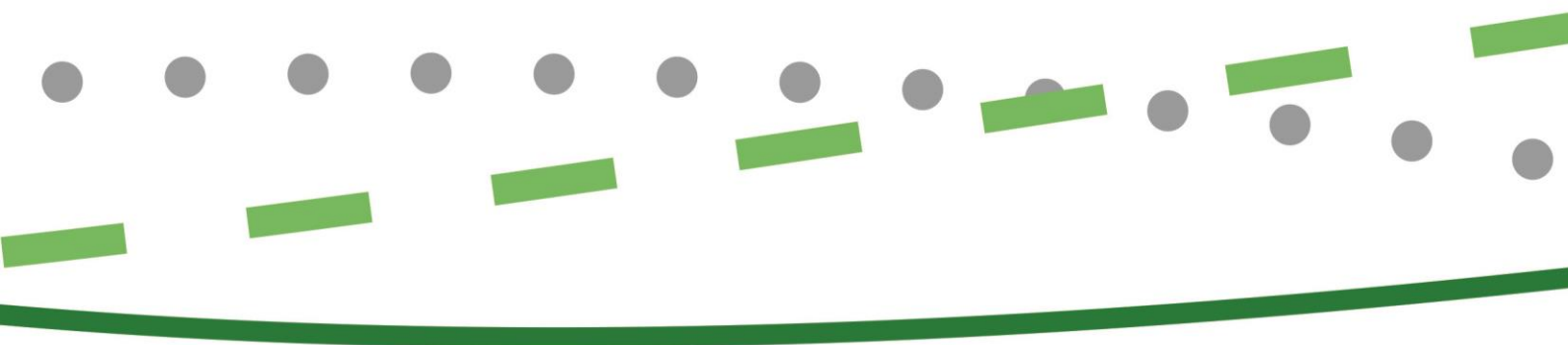


4.0 REVIEW

Formal review and evaluation of the Parks & Garden's Level of Service document will be undertaken annually in line with Council's Operational Plan.



Dingo Beach Foreshore



APPENDIX A – BOWEN PARK ASSETS

Bowen Parks & Facilities Hierarchy Classifications

High Profile Regional Parks/Facilities	High Profile District Park/ Cemetery
PKB43 – Barker Park	PKB01 – Ada Place Park
PKB05 – BF Bowen Foreshore Memorial Park	PKB04 – Bowen Cemetery
PKB06 – BF Bowen Foreshore Skate Bowl	PKB25 – Greys Bay Foreshore
PKB07 – BF Bowen Front Beach	PKB29 – Herb Murray Memorial Park
PKB08 – BF Bowen Soundshell	
PKB10 – Bowen Lions Park	
PKB11 – Case Park Walking Track	
PKB14 – Bowen Skate Rink	
PKB17 – Case Park	
PKB23 – Flagstaff Hill Park	
PKB26 – Hansen Park	
PKB28 – Henry Darwen Park	
PKB30 – Horseshoe Bay Foreshore	
PKB32 – ML Brisbane Street Foreshore	
PKB33 – ML Reynolds Street Foreshore	
PKB34 – ML Hillview Road Foreshore	
PKB35 – ML George Davidson Park	
PKB38 – QB Gideon Pott Park	
PKB39 – QB Queens Beach Park	
PKB40 – QB Rotaract Park	
PKB41 – Rose Bay Foreshore	

Medium Profile Open Space/ Local Park	Low Profile Open Space
PKB03 – Bowen Botanical Gardens	PKB02 – Bells Gully Park
PKB16 – Bowen Town Square	PKB12 – Bowen Revegetation 1
PKB19 – Collie Stewart Park	PKB13 – Bowen Revegetation 2
PKB21 – Eddie McCane Place	PKB22 – Edgumbe Heights Recreation Reserve
PKB24 – Francis Clarke Park	PKB31 – Kings Beach Recreation Reserve
PKB27 – Hec DeLuca Park	PKB36 – Murray Bay Foreshore
PKB44 – Leichhardt Street Hall	Easements
PKB37 – QB Don River Mouth	
PKB42 – West Lane Park	
Road Reserves	

Sport & Recreation Facilities
PKB18 – Col Leather Sporting Complex
PKB20 – Denison Park

Bowen Park Numbers & Land Areas

Park Number/ Asset ID	Park Name	Sub-Park Names	Area (ha)
PKB01	Ada Place Park		0.230
PKB43	Barker Park		1.128
PKB02	Bells Gully Park		0.615
PKB03	Bowen Botanical Gardens		2.104
PKB04	Bowen Cemetery		7.811
MPB01	Bowen Foreshore Park		
PKB05		BF Bowen Foreshore Memorial Park	0.405
PKB06		BF Bowen Foreshore Skate Bowl	0.239
PKB07		BF Bowen Front Beach	0.532
PKB08		BF Bowen Soundshell	1.687
PKB10	Bowen Lions Park		1.378
PKB11	Case Park Walking Track		2.308
PKB12	Bowen Revegetation 1		0.616
PKB13	Bowen Revegetation 2		0.767
PKB14	Bowen Skate Rink		0.466
PKB16	Bowen Town Square		0.033
PKB17	Case Park		1.624
PKB18	Col Leather Sporting Complex		24.512
PKB19	Collie Stewart Park		0.288
PKB20	Denison Park		13.797
PKB21	Eddie McCane Place		0.204
PKB22	Edgecumbe Heights Recreation Reserve		103.073
PKB23	Flagstaff Hill Park		0.461
PKB24	Francis Clarke Park		1.135
PKB25	Greys Bay Foreshore		0.259
PKB26	Hansen Park		3.189
PKB27	Hec DeLuca		0.333
PKB28	Henry Darwen Park		1.187
PKB29	Herb Murray Memorial Park		0.298
PKB30	Horseshoe Bay Foreshore		0.703
PKB31	Kings Beach Park		72.513
PKB44	Leichhardt Street Hall		1.386
MPB02	Mullers Lagoon		
PKB32		ML Brisbane Street Foreshore	3.582
PKB33		ML Reynolds Street Foreshore	6.450
PKB34		ML Hillview Road Foreshore	4.611
PKB35		ML George Davidson Park	4.595
PKB36	Murray Bay Foreshore		3.217
MPB03	Queens Beach Foreshore		
PKB37		QB Don River Mouth	1.814
PKB38		QB Gideon Pott park	2.608
PBK39		QB Queens Beach Park	4.182
PKB40		QB Rotaract Park	0.778
PKB41	Rose Bay Foreshore		2.070
PKB42	West Lane Park		1.028
		Total Area (ha)	280.217

APPENDIX B – CANNONVALE PARK ASSETS

Cannonvale Parks & Facilities Hierarchy Classifications

High Profile Regional Parks/Facilities	High Profile District Park/ Cemetery
PKA03 – AB Airlie Beach Sailing Club Park	PKA02 – AR Whitsunday Lake Park
PKA04 – AB Coconut Grove Park	PKA19 – Galbraith Park - North
PKA05 – AB Fairy Tree Park	PKA21 – Hydeaway Bay Foreshore
PKA06 – Airlie Beach Lagoon	PKA35 – Wildlife Park
PKA07 – Bicentennial Park	
PKA08 – Boathaven Park	
PKA09 – CF Beach Road Park	
PKA10 – CF Cannonvale Botanical Gardens	
PKA11 – CF Cannonvale Skate Bowl	
PKA12 – CF Coral Esplanade Park	
PKA13 – CF VMR Park	
PKA14 – CF Whisper Bay Park	
PKA15 – CF Whitsunday Lions Community Park	
PKA17 – Dingo Beach	
PKA24 – Logans Adventure Playground	
PKA28 – Port of Airlie	
PKA29 – Shingley Beach	

Medium Profile Open Space/ Local Park	Low Profile Open Space
PKA01 – AR Waite Creek Park	PKA16 – Catherine Crescent Park
PKA18 – Endeavour Circuit Park	PKA23 – Linscot Close Park
PKA20 – Galbraith Park - South	PKA26 – Mandalay Park
PKA22 – Island Drive Park	PKA27 – Nelly Bay Conservation Park
PKA25 – Macarthur Drive Park	PK036 – Wills Court Park
PKA30 – Snows Beach	Easements
PKA31 – Stormvogel Drive Park	
PKA32 – Tropic Road Park	
PKA33 – Whitsunday Lions Lookout	
PK037 – AR Trader Crescent Park	
Road Reserves	

Sport & Recreation Facilities

PKA34 - Whitsunday Sports Park

Cannonvale Park Numbers & Land Areas

Park Number/ Asset ID	Park Name	Sub-Park Names	Area (ha)
MPA04	Abell Road Precinct		
PKA01		AR Waite Creek Park	8.354
PKA02		AR Whitsunday Lake Park	4.478
PKA37		AR Trader Crescent Park	5.815
MPA05	Airlie Beach Foreshore		
PKA03		AB Airlie Beach Sailing Club Park	1.661
PKA04		AB Coconut Grove Park	0.604
PKA05		AB Fairy Tree Park	1.222
PKA06	Airlie Beach Lagoon		1.670
PKA07	Bicentennial Park		3.305
PKA08	Boathaven Park		1.231
MPA06	Cannonvale Foreshore		
PKA09		CF Beach Road Park	0.226
PKA10		CF Cannonvale Botanical Gardens	1.588
PKA11		CF Cannonvale Skate Bowl	0.871
PKA12		CF Coral Esplanade Park	0.666
PKA13		CF VMR Park	0.275
PKA14		CF Whisper Bay Park	0.402
PKA15		CF Whitsunday Lions Community Park	1.837
PKA16	Catherine Crescent Park		3.366
PKA17	Dingo Beach		6.132
PKA18	Endeavour Circuit Park		0.255
MPA07	Galbraith Park		
PKA19		Galbraith Park – North	2.653
PKA20		Galbraith Park – South	7.901
PKA21	Hydeaway Bay Foreshore		8.301
PKA22	Island Drive Park		0.530
PKA23	Linscot Close Park		0.146
PKA24	Logans Adventure Playground		0.287
PKA25	Macarthur Drive Park		5.709
PKA26	Mandalay Park		1.295
PKA27	Nelly Bay Conservation Park		12.701
PKA28	Port of Airlie		0.810
PKA29	Shingley Beach		0.834
PKA30	Snows Beach		0.367
PKA31	Stormvogel Drive Park		0.608
PKA32	Tropic Road Park		1.543
PKA33	Whitsunday Lions Lookout		0.175
PKA34	Whitsunday Sports Park		6.567
PKA35	Wildlife Park		0.813
PKA36	Wills Court Park		0.190
		Total Area (ha)	95.388

APPENDIX C – COLLINSVILLE PARK ASSETS

Collinsville Parks & Facilities Hierarchy Classifications

High Profile Regional Parks/Facilities	High Profile District Park/ Cemetery
PKC09 – Collinsville Lions Playland Park	PKC03 – CP Pelican Street Section
PKC14 – CS Collinsville RV Park	PKC06 – Collinsville Anzac Park
PKC20 – Scottville Lions Park	PKC07 – Collinsville Cemetery
PKC22 – Sonoma Street Park	PKC08 – Collinsville Independent Living
	PKC11 – CS Collinsville Community Centre
	PKC16 – Darcy Munro Park

Medium Profile Open Space/ Local Park	Low Profile Open Space
PKC24 – Belmore Street Park	PKC17 – Mount Coolon Community Centre
PKC01 – CP Hamilton Street Section	PK018 – Mount Coolon Historical Precinct
PKC02 – CP Massey Street Section	PKC19 – Red Hill Park
PKC04 – CP Speirs Street Section	Easements
PKC05 – CP Toussaint Street Section	
PKC23 – Walker Street Park	
Road Reserves	

Sport & Recreation Facilities
PKC12 – CS Collinsville Cricket Ground
PKC13 – CS Collinsville Skate Bowl
PKC15 – CS Collinsville Tennis/Basketball
PKC21 – Scottville Oval
PKC28 – Collinsville Junior Rugby League Fields

Collinsville Park Numbers & Land Areas

Park Number/ Asset ID	Park Name	Sub-Park Names	Area (ha)
PKC24	Belmore Street Park		0.042
MPC08	Carpet Snake Creek Precinct		
PKC01		CP Hamilton Street Section	1.168
PKC02		CP Massey Street Section	4.271
PKC03		CP Pelican Street Section	6.190
PKC04		CP Speirs Street Section	1.730
PKC05		CP Toussaint Street Section	0.981
PKC06	Collinsville Anzac Park		0.215
PKC07	Collinsville Cemetery		2.972
PKC08	Collinsville Independent Living		1.605
PKC28	Collinsville Junior Rugby League Fields		2.778
PKC09	Collinsville Lions Playland Park		0.381
MPC09	Collinsville Showgrounds		
PKC11		CS Collinsville Community Centre	0.137
PKC12		CS Collinsville Cricket Ground	1.352
PKC13		CS Collinsville Skate Bowl	0.597
PKC14		CS Collinsville RV Park	1.271
PKC15		CS Collinsville Tennis/Basketball Courts	1.755
PKC16	Darcy Munro Park		1.972
PKC17	Mount Coolon Community Centre		2.525
PKC18	Mount Coolon Historical Precinct		4.199
PKC19	Red Hill Park		1.557
PKC20	Scottville Lions Park		0.341
PKC21	Scottville Oval		4.914
PKC22	Sonoma Street Park		0.129
PKC23	Walker Street Park		0.541
		Total Area (ha)	43.624

APPENDIX D – PROSERPINE PARK ASSETS

Proserpine Parks & Facilities Hierarchy Classifications

High Profile Regional Parks/Facilities	High Profile District Park/ Cemetery
PKP02 – Conway Beach	PKP04 – Halpannel Park
PKP06 – Ken McPherson Memorial Gardens	PKP05 – Keith Johns Estate Park
PKP10 – Pioneer Park	PKP08 – Mill Street Park
PKP12 – Lake Proserpine	PKP11 – Proserpine Cemetery
	PKP15 – Proserpine Rotary Park
	PKP16 – Whitsunday Gardens Entry Park
	PKP17 – Whitsunday Gardens Park
	PKP18 – Wilson Beach

Medium Profile Open Space/ Local Park	Low Profile Open Space
PKP03 – Debney Fuller Park	PKP01 – Cedar Creek Falls
Road Reserves	PKP09 – Pat Botto Park
	Easements

Sport & Recreation Facilities
PKP07 – LS Les Stagg Oval
PKP19 – LS Proserpine Skate Bowl
PKP13 – Proserpine Junior Sports Park

Proserpine Park Numbers & Land Areas

Park Number/ Asset ID	Park Name	Sub-Park Names	Area (ha)
PKP01	Cedar Creek Falls		57.901
PKP02	Conway Beach		0.939
PKP03	Debney Fuller Park		0.198
PKP04	Halpannel Park		2.086
PKP05	Keith Johns Estate Park		1.996
PKP06	Ken McPherson Memorial Gardens		0.373
MPP10	Les Stagg Park		
PKP07		LS Les Stagg Oval	2.982
PKP19		LS Proserpine Skate Bowl	0.178
PKP08	Mill Street Park		0.128
PKP09	Pat Botto Park		2.743
PKP10	Pioneer Park		0.453
PKP11	Proserpine Cemetery		5.914
PKP12	Peter Faust Dam		27.144
PKP13	Proserpine Junior Sporting Complex		12.722
PKP15	Proserpine Rotary Park		0.126
PKP16	Whitsunday Gardens Entry Park		0.835
PKP17	Whitsunday Gardens Park		0.343
PKP18	Wilson Beach		1.404
		Total Area (ha)	118.465

APPENDIX E – FORMS & DOCUMENT SAMPLES

- Playground Inspection Form
- Park Inspection Form
- Visual Tree Inspection Form
- Irrigation Repairs & Maintenance Form
- Fleet Logbook

Playground Inspection Form



SAFETY MAINTENANCE REPORTS

Playground:	Airlie Lagoon Park		
Park Address:	Broadwater Avenue, AIRLIE BEACH	Park Number:	PK002
Inspector:			
Site Conditions:			
Date of Inspection:			
Arrival Time:		Departure Time:	

Asset ID	Segment/Group Name	Brand/Model	Const. Date
Segment/Group Name: Airlie Lagoon PG040			
PE099	Airlie Lagoon Liberty Swing	Liberty Swing Pty Ltd	2007
Segment/Group Name: Airlie Lagoon PG041			
PE100	Airlie Lagoon Combination Unit - Long Climber	Megatoy	2001
PE101	Airlie Lagoon Spinner	*	*
Segment/Group Name: Airlie Lagoon PG042			
PE157	Airlie Lagoon Combination Unit - Ship	Megatoy	2001
PE185	Airlie Lagoon Type 1 Quad Swing	Megatoy	2001

This check sheet is to ensure the play equipment is in usable condition & meets with current Australian Standards

A = Checked OK

D = Defect

NA = Not Applicable

No	Checks to be undertaken	A	D	NA	Comments
1	Check all welds for cracks				
2	Any signs of severe corrosion, especially at weld joints				
3	Check all connections are tight				
4	Check for any bent, distorted equipment				
5	Check for sharp edges				
6	Apply load to equipment to check for loose parts, posts, etc.				
7	Check for child entrapment points				
8	Check all joints are tight				
9	Check for any missing parts				
10	Check platform connections are secure				
11	Check the borders are smooth				
12	Check for worn parts, e.g. Swing bearings, seats, hardware, etc.				
13	Check slide for wear & tear				
14	Check for head, leg, arm & finger entrapments				
15					

Faults	✓	Date Actioned	Initials

Inspector's Signature:	
------------------------	--

Park Inspection Form

Assessor (s):	Date:	Time:
Park Location:		

Categories						
Furniture/Fixtures						
Asset Item	Rating					Comments/Notes
	1	2	3	4	5	
Seats/benches						
Picnic Tables						
Rubbish bins & stands						
BBQ's						
Signs						
Lights						
Other:						
Structures						
Shelters/Rotundas						
Shade structures						
Basketball Hoops						
Steps & other structures						
Memorials						
Wall structures						
Bridges/ Raised platforms						
Walkways/paths						
Garden edging						
Fences						
Gates						
Bollards						
Other:						
Services						
Electrical meter boxes						
Water taps/meters						
Other:						



Park Inspection Form – Page 2/2

Risk Assessment											
Asset Item	Condition (s) of concern	Likelihood									
		Failure					Impact				
		Rare	Unlikely	Possible	Likely	Alm Cer	Rare	Unlikely	Possible	Likely	Alm Cer
E.G. Shade Sail	Connection loose				X					X	
E.G. Bin	Green bin has large split				X					X	

Mitigation Options
E.G. Tighten connection and check others
E.G. Arrange for new bin
1.
2.
3.

Outcome
Action by Parks & Gardens:
Action by Contractor:

Signature:

Condition Rating	Definition
1 = Very Good	Near new or new. No work required.
2 = Good	As for Rating 1 but not designed to current standards, showing minor wear & tear and deterioration.
3 = Fair	Asset is functionally sound, but appearance is affected by minor defects. Rating 3 assets start to be included in budgetary planning for future replacement in 3-5 years. Assets are given an extra weighting factor if they are rated at this level for more than 2 years.
4 = Poor	Asset is functioning but with problems due to significant defects. Rating 4 assets are recognised as being due for renewal within 1-3 years. Assets are given an extra weighting if they are rated at this level for more than 2 years.
5 = Very Poor	Asset has serious problems and has failed or is about to fail in the near future. It is preferred that none of Whitsunday Regional Council's Parks assets remain in service when it is recognised that they are at Rating 5. The replacement of these assets will be deemed as urgent.



Parks & Gardens Visual Tree Inspection Form

Assessor (s):	Date:	Time:
Tree Location:		
Tree Species:	Height:	Canopy Width:
CRM / ECM Reference / Park Inspection		

Site Factors	
History of failures:	Topography: Flat <input type="checkbox"/> Slope <input type="checkbox"/>
Site changes:	None <input type="checkbox"/> Site clearing <input type="checkbox"/> Root cuts <input type="checkbox"/> Grade change <input type="checkbox"/> Changed soil hydrology <input type="checkbox"/>
Other:	
Soil condition:	Limited Vol. <input type="checkbox"/> Compacted <input type="checkbox"/> Saturated <input type="checkbox"/> Shallow <input type="checkbox"/>
Other:	
Prevailing wind direction:	
Common weather:	Strong wind <input type="checkbox"/> Heavy rain <input type="checkbox"/>
Other:	

Tree Health and Species Profile	
Does the tree appear to be in good health?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Foliage density in crown:	Dense <input type="checkbox"/> Normal <input type="checkbox"/> Sparse <input type="checkbox"/> None (dead) <input type="checkbox"/> None (seasonal) <input type="checkbox"/>
Other:	
Condition of crown:	Dead branches present <input type="checkbox"/> % Broken/Hangers <input type="checkbox"/> %
Likelihood of crown failure:	Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain <input type="checkbox"/>
Condition of branches:	Cracks <input type="checkbox"/> Dead/missing bark <input type="checkbox"/> Cankers/Galls/Burls <input type="checkbox"/> Weak attachments <input type="checkbox"/> Heartwood decay <input type="checkbox"/> Sapwood damage/decay <input type="checkbox"/>
Other:	
Likelihood of branch failure:	Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain <input type="checkbox"/>
Condition of trunk:	Cracks <input type="checkbox"/> Dead/missing bark <input type="checkbox"/> Cankers/Galls/Burls <input type="checkbox"/> Heartwood decay <input type="checkbox"/> Abnormal bark texture/colour <input type="checkbox"/> Sapwood damage/decay <input type="checkbox"/>
Other:	
Likelihood of trunk failure:	Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain <input type="checkbox"/>
Condition of root:	Dead <input type="checkbox"/> Cracks <input type="checkbox"/> Cut/damaged <input type="checkbox"/> Root plate lifting <input type="checkbox"/>
Other:	
Likelihood of root failure:	Rare <input type="checkbox"/> Unlikely <input type="checkbox"/> Possible <input type="checkbox"/> Likely <input type="checkbox"/> Almost Certain <input type="checkbox"/>
Overall growth habit, tree health & aesthetics:	Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Poor <input type="checkbox"/>



Visual Tree Inspection Form – Page 2/2

Damage/Potential Damage to Infrastructure	
Is there any damage/potential damage to Council Infrastructure?	
Is there any damage/potential damage to Private Infrastructure?	

Proximity to Vehicle/Pedestrian Traffic	
Is there any impact to vehicle/pedestrian traffic?	

Risk Assessment		Likelihood												
Tree Part	Condition (s) of concern	Failure					Impact							
		Rare	Unlikely	Possible	Likely	Alm Cer	Rare	Unlikely	Possible	Likely	Alm Cer			
E.G. Trunk	Rotten fork & starting to crack					X								X
E.G. Branches	Dead branch overhanging shelter				X									X

Mitigation Options	
E.G. Removal of tree due to high chance of trunk failure. High safety concern to visitors of park.	
E.G. Dead branch to be removed. Also reduce canopy.	
1.	
2.	
3.	

Outcome	
Action by Parks & Gardens:	
Action by Contractor:	

Signature:





127500

FLEET MANAGEMENT DEFECT REPORT

PLANT NUMBER: _____ CURRENT HRS/KMS: _____

REPORTED DEFECTS: _____

OPERATOR'S NAME & SIGNATURE _____ DATE: _____

SUPERVISORS SIGNATURE _____ DATE: _____

NOTE:

Operators are **RESPONSIBLE** for the condition of the plant that they are operating and so should report all problems immediately.
All defects are to be reported through the Foreman not directly to the workshop.
NO repairs are to be commenced without a completed defect report.

WORKSHOP FOREMAN: _____ NAME & SIGNATURE _____

REPAIR URGENCY: _____

WORKSHOP/FIELD REPAIRS

WORK DONE/COMMENT:

WORKSHOP FOREMAN: _____ DATE: _____

