
NUMBER: STRAT0047 / INFRASTRUCTURE SERVICES

ACT: LOCAL GOVERNMENT ACT 2009

POLICY TITLE: OPEN SPACE

1. PURPOSE AND SCOPE

This open space policy has been developed to ensure that Charters Towers Regional Council's open spaces are preserved and enhanced utilising a sustainable, holistic management approach to provide facilities that are enjoyed for both passive and active recreation by residents and visitors now and into the future.

2. COMMENCEMENT OF POLICY

2.1 This Policy will commence from 25 May 2022. It replaces all other policies relating to open spaces.

3. APPLICATION OF POLICY

3.1 This policy applies to all open spaces for which Charters Towers Regional Council is responsible for and is in place to:

- (a) Allow staff, Councillors, contractors and the community to understand, articulate and implement consistent maintenance standards and levels of service for all Charters Towers Regional Council open spaces and associated assets;
- (b) Ensure maintenance and construction fits within an economic framework balanced with meeting reasonable operation targets, based on social and safety expectations of the community;
- (c) Consider the affordability, available resources and management of risks to determine levels of service;
- (d) Provide supporting documents and systems that have been developed to establish a management system for open spaces that are the responsibility of Council; and
- (e) Be a dynamic document, subject to continuous improvement, changing legislative requirements, economic, social, environmental and climatic impacts.

4. DEFINITIONS

Nil

5. POLICY PROVISIONS

5.1 Introduction

The provisions which are required to be met to satisfy the objectives of this policy are detailed in Attachment A - Open Space Maintenance Service Standards. The directive has been developed to facilitate the implementation of this policy and is the primary document to be referred to with respect to the provision of and improvements to public open space.

Open Space assets are generally recognised as Council planted trees and plantings in road reserves, public parklands and landscaped areas, Council maintained sports fields, cemetery reserves and bushland reserves within the Charters Towers Regional Council area.

Council Centres are generally recognised as Council Operational Facilities, Community Centres / Public Halls and Swimming Pools.

Total of areas maintained under this Open Space Policy are:

Area of Open Space Maintained by Council	Approx. 209 Hectares
Number of Council Maintained Sports Fields	23
Area of Council Maintained Sports Fields	Approx. 49 Hectares
Number of Parks	7 Regional
	9 District
	9 Local
Number of Playgrounds	11
Area of Parkland	Approx. 26 Hectares
Number of Cemeteries	9
Area of Cemeteries	Approx. 44 Hectares

Parks Hierarchy

Hierarchy	Function	Design	Presentation
Regional	To provide a regional park for the enjoyment of the ratepayers, residents and visitors to the Regional Council Area.	Regional Parks may include, but are not limited to, some or all of the following assets: <ul style="list-style-type: none"> • Toilets • Barbeques • Shelters • Seating • Landscaping • Playground • Water Features • Car Parking 	Regional Parks will provide image and character representative of the region and will be free from graffiti and litter. They will also be free from nuisance of maintenance and operational activities.
District	To provide a recreational area within the residential estates of the communities across the Regional Council Area.	District Parks may include, but are not limited to, some or all of the following assets: <ul style="list-style-type: none"> • Shelters • Seating • Barbeques (where practicable) • Toilets (within reasonable walking distance) 	Well maintained and free from graffiti and litter.
Local	To provide an area that is well grassed and provided with natural shade in places.	Local Parks will contain no built facilities. They are simply a grassed area to allow enjoyment of open space. Local Parks will contain some natural trees to provide shaded areas if required.	Clean and tidy and well mowed.

Street Landscaping

Function	Design	Presentation
To provide aesthetically pleasing greenspaces within various locations of the Charters Towers City road network.	Locations will contain suitable landscaping that doesn't impede or create unnecessary risk to pedestrians or other road users.	Well-presented and free from litter.

Walking Tracks

Function	Design	Presentation
To provide various classes of walking tracks so as to encourage participation and promote healthy lifestyle choices for the local community. Provide safe access to sites of historic interest.	Provide varying levels of difficulty to accommodate a broad cross section of end users. Provide safe well-defined tracks to able bodied individuals visiting sites of historic interest.	Well maintained and free from unnecessary risks.

Cemetery Reserves

Function	Design	Presentation
To provide appropriate locations for internment of the deceased	Individually numbered plots located within sections, which are easily accessed and recorded within the cemetery register.	Well maintained and free from unnecessary risks.

6. POLICY REVIEW

The policy is to be reviewed whenever legislation changes, OR every two years if no changes have been required to be enacted, at the direction of the Chief Executive Officer.

Variations

The Council reserves the right to vary, replace or terminate this policy from time to time.

Appendices

- Appendix A – Open Space Maintenance Standards
- Appendix B - Frequency of Open Space Service Levels

Associated Documents

- STRAT0034 Asset Management Plan Doc. No. 1041190
- LGM Queensland Recreation Areas Guide 2014
- STRAT0049 Flying Fox Roost Management and Maintenance Policy

DOCUMENT REVIEW:

The document is to be reviewed upon changes to relevant legislation, or every two years if no changes have been required to be enacted.

Document Adopted: Council Meeting 25 May 2022
Resolution Number 3933

Document Contact: Open Space Coordinator

Document Authorised: Martin Drydale
Interim Chief Executive Officer

Document ECM No: 1192528

CEO Signature

(NB: This page is optional – use only if required)

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

receiving the CTRC Open Space policy;

that I should comply with the policy; and

that there may be disciplinary consequences if I fail to comply, which may result in me being dismissed from my employment.

Your name:

Signed:

Date:

APPENDIX A – OPEN SPACE MAINTENANCE STANDARDS

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1. DEFINITIONS

Activity	Action necessary to restore/repair/maintain a particular feature of the asset to a specified condition.
Asset	Turf, gardens, trees, bushland, sports fields, park furniture, park structures, street trees, access roads and paths, car parks, lighting, drainage systems and other physical elements on which maintenance works are carried out in accordance with this Policy.
Capital Works	Works that Council approve and fund annually for renewal or to provide new assets.
Daily	Monday to Friday excluding Public Holidays but including RDO's.
Defect	Identified group of like features, together with their location, where the condition is outside the nominated maintenance standard and activity is required to restore those features to the acceptable condition.
Maintenance Standard	Defines the condition of a feature or frequency at which activity is needed to restore the feature to the acceptable state.
Routine Maintenance	Day to day minor repairs, replacements, corrections, cleaning and servicing.
Site/Property	A defined area located within Charters Towers Regional Council area and identified in Appendix 1 and included within the scope of works for these Standards.
Supervisor	Shall be the Council officer or other designated representative nominated to act as the Standards administrator.
Unit of Work	Base unit of measurement for an activity.
Visually affected	Usually means adjacent and opposite to properties.
Works Program	A program of activities planned for the forthcoming 12-month period sorted in a particular order, e.g. priority, activity type or site/property.

2. DIRECTION

2.1 Introduction

Open Space assets are generally recognised as Council planted trees and plantings in road reserves, public parklands and landscaped areas, Council maintained sports fields, cemetery reserves and bushland reserves within the Charters Towers Regional Council area.

Council Centres are generally recognised as Council Operational Facilities, Community Centres / Public Halls and Swimming Pools.

Properties are made up of a number of assets.

A typical park may include, but are not limited to, some or all of the following assets:

- Garden Beds
- Turf
- Trees
- Sports fields
- Irrigation systems
- Park Furniture
- Shelters
- Toilets
- Barbecues
- Water Features
- Paths, Access Roads, and Car Parks
- Playgrounds
- Synthetic Surfaces
- Drinking Fountains

- Signage
- Art Works
- Lights (Not attached to Buildings)

A typical centre may include, but are not limited to, some or all of the following assets:

- Garden Beds
- Turf
- Trees
- Irrigation systems
- Playground
- Synthetic Surfaces
- Drinking Fountains
- Paths, Access Roads, and Car Parks
- Lights (Not attached to Buildings)

Open Space will be responsible for the care and preservation of these assets to ensure that they are always functional, safe for the public, and their condition remains at the level specified.

Assets are maintained by performing a range of defined activities upon assets and typically may include, but are not limited to, some or all of the following:

- Weeding
- Cleaning
- Plant Maintenance
- Mowing
- Irrigation Repairs
- Reporting

These activities will be performed to differing standards according to the type, location, condition or usage of the asset.

2.2 Inspection Frequency

Staff shall inspect all properties to ensure the provision of a pleasant and safe recreational environment and carry out works required to maintain and enhance the recreational potential of the various properties.

Different activities can be inspected at different frequencies depending on the special safety needs and the status of the location. However, the following minimum frequencies should be met.

Asset	Asset Breakdown	Inspection Cycle
Turf Areas	Lawns Grassland Fire Cuts	Fortnightly Monthly Biannually
Garden Beds	Feature Garden Beds Parkland Garden Beds Revegetation Garden Beds	Fortnightly Monthly
Bushland	Native vegetation - indigenous flora Conservation Values	Annually
Playground Equipment	Playground Equipment	Formally three times a year Informally each week

Paths, Access Roads & Car Parks	Paths Access Roads Car Parks	Formally three times a year Informally each fortnight
Park Furniture	Seats Tables Bollards Bin enclosures Shelters Drinking fountains	Formally three times a year Informally each fortnight
Landscape Features & Structures	B.M.X mounds Planter Boxes Retaining Walls Sculptures	Formally three times a year Informally each fortnight
Water Features	Formal Water Features	Formally three times a year Informally each fortnight
Trees	Street Trees Park Trees	Formally three times a year Informally each fortnight
Sports fields	Council Maintained Sports Fields	Formally three times a year Informally each fortnight
Drainage		Six Monthly
Irrigation		Fortnightly
Bridges/Culverts		Six Monthly
Boardwalks		Six Monthly

NOTE: All these inspections would only note minor items that crews would attend to as a matter of course, but log major items for work scheduling. The inspections should be as thorough as possible and should be carried out systematically. Each maintenance crew can inspect and record specific work activities in their own areas.

2.3 Performance Criteria

The performance of the crews shall be measured against the following performance criteria:

Works	How Assessed	Performance Measure
Routine maintenance	Random inspection by Supervisor.	Assets maintained as per Standards.
Reliability and Quality of service	Operating records.	Response time and quality to the overall satisfaction of the Supervisor.
Customer Service	Complaints/requests system.	Service provided to a respondent satisfaction level in accordance with corporate policy.

2.4 Response Times

Staff shall respond to any requirement to make safe, repair or rectify any condition it is required to attend to under the guidelines in accordance with the response times below or otherwise specified.

Staff may be advised of a requirement, by advice from Supervisor / Management, internal work request or by its own inspections or observations.

Request	Description	Response Time
EMERGENCY	The condition has caused or the potential to immediately cause serious injury to person or property.	Immediately
URGENT	If the condition is not attended to within the specified period it will have the potential to cause injury to persons or property.	<ul style="list-style-type: none"> Inspect as soon as possible Apply short term measures Rectify within 2 business days
COMPLAINTS	Issues relating to staff conduct, or poor performance or safety standards.	Within 10 business days
CUSTOMER REQUESTS	Issues raised by the public regarding open space maintenance service standards	Within 10 business days
PLAYGROUND MAINTENANCE	Routine maintenance not considered 'Emergency' or 'Urgent'.	10 Business days
PARKS MAINTENANCE	Routine maintenance not considered 'Emergency' or 'Urgent'.	10 Business days
IRRIGATION MAINTENANCE	Routine maintenance not considered 'Emergency' or 'Urgent'.	5 Business days

2.5 Open Space Usage for Activities and Events

Council has an established bookings procedure which processes events bookings in Open Spaces (including weddings, social functions) through the Corporate and Community Services Directorate.

Team Leaders and Coordinators are able to access the 'Charters Towers Parks' Outlook Calendar to view all bookings in order to schedule maintenance or inspections.

Corporate and Community Services shall establish (where necessary) and maintain effective liaison with events managers, tourism authorities, the media and other relevant parties as a means of promoting Open Space, special events, activities and services within the region. Such marketing must be in line with existing and future Council Policies and Permit requirements, including STRAT0026 Events Management Policy and F0125 Application for prescribed activity undertaking activities on local government-controlled areas.

Corporate and Community Services shall liaise with and provide information to Council, community groups and event's organisers regarding operations, events, facility tolerance and capacity and other information as requested.

Open Space Coordinator shall ensure the availability of, and access to, areas and services for activities and events that have been booked through Council.

Open Space Coordinator will ensure staff availability to mark out irrigation lines and make provision to protect any other Council assets when required prior to events in parks.

3. STANDARDS OF THE WORKS FOR EACH ASSET

Maintenance standards answer the question of when maintenance work needs to be carried out on different Assets and define the overall desired standard for each Asset.

The written and tabular components of these standards combine to set the standards for the maintenance of the Open Space assets.

The maintenance standards are specified in a variety of ways including the following:

- A terminal or threshold condition which will activate a maintenance response (mow when height exceeds 60 mm);
- A frequency for performing work (inspect weekly);
- A response time (remove offensive graffiti within 24 hours)

While maintenance standards should be followed, any defect that may affect the safe operation and usage of any asset shall be attended to even if it is inside the maintenance standard specified. Similarly, where it is efficient to attend to other defects inside the maintenance standard where the crew is working if they are able to do so whilst there.

The crew is responsible for the regular inspection, maintenance and upkeep of all the turf areas, garden beds, trees, park furniture, landscape features and park structures, plantings in road reserves, paths and playgrounds, lighting, drainage systems and other elements on which maintenance works are carried out in accordance with these standards.

The crew shall ensure that all assets are kept in good and safe condition for the duration of the Standards. This requires the crew to carry out specified activities on the assets at frequencies that ensure they meet defined maintenance standards.

Inspection and maintenance frequencies are of a minimum nature and any intermediate defects are to be remedied by the crew.

In addition to carrying out specified activities the crew shall carry out systematic and regular surveys of all the nominated assets recording their location, defects and general condition on standard forms in order to maintain these assets to an acceptable standard and to assist in the development of the Capital Works Program.

All activities associated with the maintenance of the assets should reflect the standards defined for each asset and be carried out with an understanding of the definition and maintenance standard set for adjacent and other assets within the property.

3.1 Turf Areas

'Turf areas' are areas of turf within properties and road reserves of varying standards and sizes that range from intensive formal lawns through to extensive open space areas. Areas typically may be found at all tiers of parks and reserves, Civic buildings, open parkland, Centres, etc.

Staff shall be responsible for the mowing of turf areas, weeding, edging, litter control, surface finish, turf management, irrigation, drainage, and all other assets adjacent to or that form part of turf areas, including nature strips and integrating maintenance with logical boundaries to adjoining properties.

Turf works include preparing areas for sowing or re-sowing and the establishment of turf on sown or re-sown areas, maintaining the health and physical appearance of turf, irrigating to maintain optimum soil moisture levels, fertiliser applications to maintain optimum nutrient levels in the soil, soil conditioning, aeration of soils, topdressing to maintain level and safe surfaces and controlling turf pests, weeds and diseases.

(i) Mowing

Staff are to ensure that any mowing or turf trimming operation is carried out in a manner which does not damage or cause damage to any turf area, horticultural display, shrub, tree, amenity or facility within or adjacent to the work site.

Staff are responsible for carrying out works in a safe manner with due regard to maintaining public safety at all times.

(ii) Surface Finish

The surface of all turf areas shall be even and free of holes where practical and any protruding objects or other items which may cause injury to any person or equipment. Particular attention is to be paid to items such as in-ground watering systems, wheel ruts, sunken graves etc. Staff are responsible for filling or lowering any area of turf and altering the level of any in-ground watering system to comply with the above requirement.

3.2 Lawns

'Lawns' generally include small to medium areas of turf located at high profile civic locations. The lawns are maintained to reflect a high standard and precise attention to detail. Typically, the sites include lawns at locations such as:

- Edmeades Park
- Administration Centre

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum cleaning standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Fortnightly.
Mowing	Mow when height (when 5% of total area) exceeds 100 mm by cutting to minimum 45 mm height to achieve a regular cut finish. Minimal windrowing.
Weeding	Control of undesirable weeds as determined by the Supervisor.

Edging	Edge when turf has grown greater than 50mm over greater than 50% of the turf edge. No single/isolated clump intrusion greater than 100 mm. Mechanical edging only, Chemical edging permitted to maximum width 50mm only with Supervisors prior approval. Where no formal edge exists a smooth even continuous edge is to be maintained.
Litter Control	Remove all visible litter.
Surface Finish	Repair all visible ruts.
Reporting	Report all defects to the Supervisor which cannot be rectified during the work cycle.
Turf Management	Healthy turf and capable of withstanding normal pedestrian traffic. Maintain greater than 90% cover excluding significantly shade affected areas.

3.3 General Grass Areas

'General Grass Areas' areas range in size from small to large turfed areas located predominantly within parks and road reserves. These assets make up the majority of the total turfed sites within Charters Towers Regional Council area. General Grass areas are to be maintained to provide a quality recreational experience for all users, with a consistently turfed surface for general activities. General Grass areas constitute the entire area of small and medium sized parks and the high use, high profile, visible areas of larger parks. Typically, the sites include Regional and Local parks, open space areas around linear parks, play grounds, medians, etc.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Fortnightly.
Mowing	Mow when height (when 5% of total area) exceeds 120 mm by cutting to minimum 45 mm height to achieve a regular cut finish. Minimal windrowing.
Weeding	Control of undesirable weeds as determined by the Supervisor.
Edging	Edge when turf has grown greater than 50mm over greater than 50% of the turf edge. No single/isolated clump intrusion greater than 100 mm. Mechanical edging only, Chemical edging permitted to maximum width 50mm only with Supervisors prior approval. Where no formal edge exists a smooth even continuous edge is to be maintained.

Litter Control	Remove all visible litter.
Surface Finish	Repair all visible ruts.
Reporting	Report all visible defects to the Supervisor.
Turf Management	Healthy turf and capable of withstanding normal pedestrian traffic. Maintain greater than 90% cover excluding significantly shade affected areas.

3.4 Fire Cut

'Fire Cut' areas are larger areas of open space and road reserve not used for recreational activities. The fire cut sites are to be maintained to a standard which adds to the visual experience of these larger open spaces with fire prevention in mind.

Staff are required to integrate mowing in Open General Grass Areas with that in adjacent Open Grassland to ensure a transitional blend between the different assets.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Bi annually or as seasonal requirements dictate.
Mowing	Mow when height (when 80% of total area) exceeds 900 mm by cutting to minimum 150 - 200 mm length to achieve a regular cut finish.
Weeding	Control of undesirable weeds as determined by the Supervisor.
Edging	N/A No single/isolated clump intrusion greater than 500 mm. Chemical edging permitted to maximum width 150 mm only with Supervisors prior approval. Where no formal edge exists a smooth even continuous edge is to be maintained.
Litter Control	Remove all visible litter.
Surface Finish	Repair all visible ruts.
Reporting	Report all visible defects to the Supervisor.
Turf Management	Not required.

3.5 Garden Beds

“Garden Beds” are a range of both small and extensive landscaped areas within properties and road reserves and are the result of deliberate planting and construction within defined boundaries. They contain a range of sites from high profile intensively managed and maintained landscapes through to screen planting or a massed planting bed not located in a prominent or high activity area. Garden Beds may include a range of features that are designed to enhance the aesthetic appeal such as rock outcrops or for functional purposes such as barriers to pedestrian traffic.

Staff shall be responsible for the garden bed maintenance including, but not limited to, plant maintenance, weeding, edging, irrigation, litter control, mulching, drainage and all other assets adjacent to or that form part of the garden beds. All maintenance works shall be carried out so as not to compromise the integrity of the intent of the design for the garden bed or site.

No weeds in garden beds shall complete their life cycle by producing seed.

All shrubs and trees adjacent to paths, car parks, roadways, etc. shall be maintained to ensure clear sight lines and give consideration to safety.

All work is to be carried out in accordance with accepted horticultural industry standards and practices.

3.6 Feature Garden Beds

‘Feature Garden Beds’ include a range of high profile, landscaped areas within parks and Centres throughout Charters Towers Regional Council area, generally associated with prominent infrastructure. They tend to have a high aesthetic profile and always result from deliberate construction within defined boundaries. Feature Garden Beds may consist of annuals, perennials, herbaceous perennials or native and exotic shrubs or ground covers grown and arranged specifically for horticultural display purpose. Typically, the sites include garden beds adjacent to Civic buildings and facilities.

In all floral displays, plants, including any replacements, must be of height, habit, and maturity, consistent with the design intent.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Fortnightly.
Weeding	Weed when coverage of any one bed exceeds 20% or height exceeds 100 mm or a single weed occupies a spread area greater than 100 cm ²
Mulching	Replenish when depth excluding humus less than 20mm or reduce when depth excluding humus exceeds 150mm after 2 weeks settlement, or when coverage less than 100% with approved mulch.
Litter Control	Remove all visible litter.
Plant Maintenance	Remove when plant condition less than 50%. Annuals are required to be planted biannually. Perennials divided as required for plant health and appearance. Removal of significant spent flowers. Or by order of supervisor.

Edging	Edge when turf has grown greater than 50 mm over greater than 25% of the garden edge or intrudes into bed and disrupts continuity of edge (where not formally edged). Chemical edging only with prior approval to a maximum width of 50mm.
Reporting	Report all visible defects to the Supervisor.
Planting	Replace when plant number less than 90% or plant coverage less than 90% of design intent. Replace per program approved by the Supervisor.

3.7 General Garden Beds

'General Garden Beds' include a range of both small and extensive landscaped areas within various Reserves including Road Reserves. They are the result of deliberate planting and construction within defined boundaries. Garden Beds are generally irrigated and consist of appropriate trees and or shrubs for the location.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly.
Weeding	Weed when coverage of any one bed exceeds 25% or height exceeds 150mm or a single weed occupies a spread area greater than 150 cm ²
Mulching	As directed by Supervisor
Litter Control	Remove all visible litter.
Plant Maintenance	Remove when plant is dead.
Edging	Edge when turf has grown greater than 50 mm over greater than 50% of the garden edge or intrudes into bed and disrupts continuity of edge (where not clearly defined). Chemical edging permitted to maximum. width 50mm.
Reporting	Report all visible defects to the Supervisor.
Infill Planting	Replace when plant number less than 50% or plant coverage less than 70% of design intent. Replace within 6 months or as per program approved by the Supervisor.

3.8 Bushland

'Bushland' areas are areas ranging from small areas through to larger reserves, which constitute part or all of a property of remnant vegetation. Bushland areas are managed and maintained for their "natural" experience and conservation values.

(i) Maintenance Standards

Staff are responsible for the regular inspection and general maintenance and upkeep of the bushland areas included in the Standards.

Staff shall not carry out any activities other than litter control, fire protection, surface finishing, and plant maintenance within areas defined as bushland areas unless directed by the Supervisor.

Staff shall, at all times when working in areas defined as bushland, pay due regard to the protection of fauna and related habitat areas.

Works on adjacent or overlapping assets such as park furniture, landscape features and structures, paths access roads and car parks, firebreaks etc. will be carried out to satisfy the required maintenance standards.

The Supervisor shall identify works, in conjunction with Staff, and advise of those areas and the type of works required to be carried out within the Bushland areas.

Plant Maintenance shall be carried out to promote the natural habitat in a consistent and sympathetic manner, removing unsafe limbs and trees from high risk areas such as paths, seats, turfed areas etc.
Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly
Weeding	As directed by the Supervisor.
Mulching	As directed by the Supervisor.
Litter Control	Remove all visible litter.
Plant Maintenance	As directed by the Supervisor.
Reporting	Report all visible defects to the Supervisor.
Planting	As directed by the Supervisor.

3.9 Playground & Skate Facilities

'Playground' areas are precise areas in which climbing, swinging, sliding, balancing and passive role playing occurs on constructed playground equipment within a soft fall area. Playgrounds are to be maintained to the highest quality to ensure the safety of children both using and watching the activity.

Playground Standards are established and defined by the Australian Standards Association (AS 4422, and AS 4486 and 4685) these will be the overriding quality standards. In the event of the Australian Standard being upgraded or otherwise changed, the new Australian Standard will become the over-riding quality standard. Queensland Health Water Quality Guidelines for Public Aquatic Facilities will dictate the requirements for testing and treatment processes in relation to water play facilities.

The playground includes all play equipment, under surfacing safety areas and edges. Typically, playgrounds are manufactured by a specialised playground equipment supplier, with under surfacing that has been tested and approved for its soft fall qualities.

Staff are responsible for the regular inspection, maintenance and upkeep of all playgrounds. Water play facilities will require further scrutiny regarding water quality testing and treatment from suitably qualified staff or contractors to ensure highest possible standards are provided.

All playgrounds are to be maintained to the manufacturers' recommendations and current best practice in reducing all foreseeable risk.

'Skate Facilities' areas are designed and constructed specifically for skateboarders, in-line skaters and freestyle BMX riders.

(i) Cleaning and Maintenance

Cleaning and Maintenance shall include, but not be limited to, the following tasks:

- Check general condition and water quality where applicable
- Remove all litter and rubbish including glass and other hazards from within the playground and Skate Facility and its surrounds
- Clean all structures including blowing down of skate facilities
- Check all moving components for the correct movement
- Check and maintain the soft fall area around the equipment
- Check and maintain the soft fall area edging
- Check signage
- Remove graffiti and bill posters
- Report all issues that should come to the attention of the Supervisor

(ii) Playground Equipment

Staff are to ensure that all playground equipment is in a safe condition for normal usage in accordance with the manufacturers' recommendations and current best practice in reducing foreseeable risk. Any components found to be showing signs of excessive wear, fatigue, distress or suspected of being not up to the required standard are to be reported to the Supervisor, immediately made safe and replaced with approved parts.

This includes checking the operation of equipment to ensure that no condition exists for any entrapment of penetration resulting in injury as a result of using the equipment. Also included are repairs to any barriers, restrictive fencing etc. around or that form part of such sites as skateboard ramps and all maintenance to basketball rings, backboards and associated hard surfacing.

Replacement equipment arising from wear and tear and normal vandalism shall be Staff's responsibility. Complete destruction of equipment shall be referred to the Capital Works Program.

(iii) Soft Fall Material

Soft fall material is to consist of either rubber soft fall surfacing or certified playground sand supplied from an approved source and is free of large and sharp objects. Samples must be submitted for the approval of the Supervisor and are to be accompanied with documentation demonstrating satisfactory results from an approved test for playground soft fall material.

Sufficient soft fall material shall be provided around all equipment to provide a cushioned landing area in accordance with the Australian Standards for the users of the playground equipment. Soft fall material depth is to be a minimum of the Australian Standard and uniformly spread around the equipment. The soft fall material shall be of a consistent type across the Council and shall not be changed without the approval of the Supervisor.

The depth of soft fall material shall not inhibit the effective use of playground equipment and appropriate clearances shall be maintained at all times. All soft fall material is to be raked over on a regular basis to redistribute it in areas where it has been removed from by use of the equipment. Raking shall be carried out to such an extent that any rubbish, debris, and unwanted objects are exposed and then removed. Staff shall remove and dispose of all foreign material found in the soft-landing material or on the play equipment itself. Where excrement is removed from the surface of play equipment, Staff shall scrub and disinfect the surface of the equipment.

The soft fall material shall be enclosed within any existing edging where present. Where the soft fall is below the soil surface the top of the edging is to be level with the surrounding ground levels.

(iv) Edging

All edging on defined edges shall be treated using mechanical means.

(v) Assessment of the Playgrounds & Skate Facilities (Inspections)

Staff shall be responsible for carrying out an annual inspection to check the structural integrity of all playground equipment and Skate Facilities to ensure that its conformance with all current regulations and standards by a qualified auditor.

Regional and District playground asset distinctions generally exist to highlight intensity of use and development and in no way suggest a compromised safety standard is to exist.

Staff shall carry out regular inspections of all equipment throughout the year to an agreed program.

Staff shall ensure that only suitably qualified and experienced staff shall undertake playground & skate facility inspections.

3.10 Playground Regional

'Playground Regional' are generally regional playgrounds and draw people from the broader area and offer a greater range of play activities on one site. The playgrounds are often located in conjunction with other park structures and developments in larger parks linking various areas. These playgrounds are generally intensively used and are more complex in nature: included in this category are skateboard parks and ramps. Playgrounds shall include designated skateboard ramps and basketball rings.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Weekly.
Weeding	Weed when coverage of any one soft fall area exceeds 2% or height exceeds 50mm or single weed occupies a spread area greater than 100 cm ²
Soft Fall	Maintain soft fall to relevant Australian Standards.
Litter Control	Remove all visible litter, debris and unwanted objects and hazardous materials.
Plant Maintenance	Prune all overhanging dead or live wood to make safe.

Cleaning	Clean when stains, grease, graffiti or buildup of dirt appear and generally to provide hygienic appealing opportunities for play.
Repairs	To a standard that reduces all foreseeable risks and where the structure permits to conform with current, and any future, Australian Standards.
Painting	Paint when the painted surface is worn, cracked or lifting or when cleaning fails to remove graffiti. As per approved program.
Edging	Edge when turf has grown greater than 50mm over greater than 50 % of the turf edge. No single/isolated clump intrusion greater than 70 mm. Where no formal edge exists a smooth even continuous edge is to be maintained.
Surface Finish	Maintain even and regular surface that is free draining around playground equipment with appropriate clearances.
Reporting	Report all visible defects to the Supervisor. Report responses to external inspections, including, equipment which cannot be repaired and needs replacing through the Capital Works Program.
Professional Services - Internal	3 inspections per year to an approved program using approved inspectors.
Professional Services - External	An inspection/report annually to an approved program using approved inspectors to ensure specified outcomes with current best practice in accordance with current, and any future, Australian Standards.

3.11 Playground District

'Playground District' are playgrounds that generally draw their patronage from the immediate area. The playgrounds offer a variety of activities in a confined and intense area and typically occur in smaller parks in isolation from other park structures. These playgrounds are generally less intensively used and are often of a simpler nature.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Weekly.
Weeding	Weed when coverage of any one soft fall area exceeds 2% or height exceeds 50mm or single weed occupies a spread area greater than 100 cm ²
Soft Fall	Maintain soft fall to relevant Australian Standard.
Litter Control	Remove all visible litter, debris and unwanted objects.
Plant Maintenance	Prune all overhanging dead or live wood to make safe.

Cleaning	Clean when stains, grease, graffiti or build up of dirt appear and generally to provide hygienic appealing opportunities for play.
Repairs	To a standard that reduces all foreseeable risks and where the structure permits to conform with current, and any future, Australian Standards.
Painting	Paint when the painted surface is worn, cracked or lifting or when cleaning fails to remove graffiti. As per approved program.
Edging	Edge when turf has grown greater than 80 mm over greater than 50 % of the turf edge. No single clump intrusion greater than 100 mm. Where no formal edge exists a smooth even continuous edge is to be maintained.
Surface Finish	Maintain even and regular surface that is free draining around playground equipment with appropriate clearances.
Reporting	Report all visible defects to the Supervisor. Report responses to external inspections, including, equipment which cannot be repaired and needs replacing through the Capital Works Program.
Professional Services - Internal	3 inspections per year to an approved program by approved inspectors.
Professional Services - External	An inspection/report annually to an approved program using approved inspectors to ensure specified outcomes with current best practice in accordance with current, and any future, Australian Standards.

3.12 Paths, Access Roads, and Car Parks

'Paths, Access Roads, and Car Parks' are generally located within larger properties and include all paths, walkways, standing areas, steps, courtyards, board walks and walking tracks. These assets may be constructed from various materials including timber or timber composites, crushed rock, decomposed granite, concrete, brick, bitumen or asphalt. Typically, these assets provide safe trafficable access and are defined by their surface material and usage and are a result of deliberate construction.

Staff are responsible for the regular inspection, maintenance and upkeep of these assets.

The maintenance of these assets shall include, but not be limited to, the following tasks that should be performed on a regular basis:

- regular attention to potholes, depressions, cracks, steps, erosion and surface finish
- attention to drainage
- attention to edging
- attention to safety and hazard
- attention to maintenance of clear sight lines
- attention to weeding

Replacement paving and edgings shall be constructed to match adjacent sections using similar materials and profile unless otherwise directed by the Supervisor.

Potholes or depressions in an unsealed gravel or fine crushed rock pavement or shoulder shall be filled with the same material as that in the existing pavement or shoulder.

Staff shall maintain all paths and pedestrian areas in a moss/mould free, non-slippery, stable surface condition.

All works are to be carried out in accordance with accepted trade and industry standards and practices.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly
Surface Finish	Hard surfaces shall be safe and accessible for all users and maintained to as designed parameters for all surface types.
Weeding	Weed when coverage exceeds 15% or height exceeds 50mm or a single weed occupies a spread area greater than 100 cm ²
Litter control	As for adjacent Turf/Garden Bed Asset.
Reporting	Report all visible defects to the Supervisor.
Edging	As for adjacent Turf/Garden Bed Asset. Where no formal edge exists a smooth even continuous edge is to be maintained to a vegetation clearance.

3.13 Park Furniture

'Park Furniture' is generally located throughout Charters Towers Regional Council's parks and includes seats, tables, bins, lights, drinking fountains, bollards, fences, gates, hand rails, outdoor exercise equipment, etc. Also included are all associated infrastructure such as wiring, pipes, etc. The constructed components of the park are to be maintained to a high standard and safety reflecting the quality of the environment they are located within. Typically, park furniture is located throughout all parks and reserves in various forms and constitutes all manufactured and constructed items, excluding natural items and land forms.

Staff are responsible for the regular inspection, maintenance and upkeep, including the safety, of all park furniture and similar facilities with the Standards.

All park furniture shall be regularly inspected to ensure that it remains clean, safe and maintained in good repair at all times.

All works are to be carried out in accordance with accepted trade and industry standards and practices.

Shared boundary fencing with abutting properties is not included in these Standards.

(i) Cleaning

All furniture shall be kept clean at all times from the accumulation of dirt, grease, cobwebs, graffiti, bill posters etc. and the surrounds shall be cleared of vegetation (weeds and long turf).

If graffiti cannot be removed from non-painted furniture by cleaning and/or sanding, the furniture or components shall be replaced with the prior approval of the Supervisor.

All vegetation including overhanging vegetation shall be removed from around furniture to maintain good visibility and to ensure that it fulfils its purpose for park users.

All drinking fountains shall be regularly inspected and maintained in a clean, hygienic condition and operational with adequate pressure and drainage at all times.

All light fittings shall be regularly inspected and maintained with all lamps (globes) operational at all times.

Staff shall ensure that the park furniture is adequately drained, and that storm water drains away from the base and immediate surrounds.

Where excrement is removed from the surface of park furniture Staff shall scrub and disinfect the surface of the equipment.

(ii) Painting

Staff shall paint furniture as follows:

- Spot paint to cover graffiti where the graffiti cannot be cleaned
- Paint furniture in accordance with an approved program

Staff shall repaint furniture with paint of equivalent brand and colour(s).

(iii) Repairs

Staff shall inspect all park lights that are the responsibility of Council. Lights specifically for the purpose of illuminating buildings for security, ambient effect or illuminating signs on buildings (i.e. non-parks-based signs) are not the responsibility of Parks & Environment.

Lights requiring attention that are the responsibility of a service authority are to be reported to the Supervisor for notification.

All work on lights and other electrical fittings shall be carried out by a registered electrical contractor where required by legislation and industry requirements and shall be approved by the Supervisor.

All plumbing works on drinking fountains and other installations shall be carried out by a registered plumber approved by the Supervisor using approved materials only all in accordance with the appropriate plumbing regulations.

Timers shall be set and adjusted to allow for power interruptions, seasonal requirements and other specific occasions etc.

All painting and repairs on park furniture are only to be performed by licenced trades persons where such licencing is required and elsewhere by appropriately experienced and trained staff.

(iv) Maintenance Standards:

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly
Cleaning	Clean when stains, grease, graffiti or build-up of dirt cobwebs or other contaminants etc. appear.
Painting	Paint when the painted surface is worn, cracked or lifting or when cleaning fails to remove graffiti. As per approved program.
Repairs	Adjust, repair, test, replace when parts are non-operative, defective or worn. Ensure all park furniture is fully operational and in good repair.
Litter Control	Remove all visible litter, debris and unwanted objects.
Surface Finish	Provide a safe, non-slip, even surface with no pot holes, trip edges, loose paving etc.
Weeding	As for adjacent Turf/Garden Bed Asset.
Litter control	As for adjacent Turf/Garden Bed Asset.
Reporting	Report all visible defects to the Supervisor.
Edging	As for adjacent Turf/Garden Bed Asset.
	Where no formal edge exists a smooth even continuous edge is to be maintained. Max 50mm Chemical edging where permitted as defined by turf edging.

3.14 Landscape Features and Structures

'Landscape Features and Structures' are generally located throughout Charters Towers Regional Council's parks and include all structural or definitive elements, including retaining walls, garden edges, planter boxes, shelters, arbours, information shelters, culverts, water bubblers etc. Also included in this asset category are such sites as B.M.X mounds, rebound walls, etc.

These constructed elements are to be maintained to a high standard and safety reflecting the designed intent, and the quality environment they are located within. All elements are to conform to the relevant Australian Standards and building codes.

Typically, the structural elements are located throughout the Council and include all-purpose built structures at various sites. This asset does not include buildings such as pavilions, toilets, information centres, Civic buildings, storage facilities, etc.

Staff are responsible for the inspection, maintenance, cleaning and upkeep of all landscape features and structures within the properties covered by these Standards.

All park landscape features and structures shall be regularly inspected to ensure that they remain clean and maintained in good repair at all times.

All works are to be carried out in accordance with accepted trade and industry standards and practices.

(i) Cleaning

All landscape features and structures shall be kept clean at all times from the accumulation of dirt, grease, graffiti, bill posters etc. and the surrounds shall be cleared of vegetation (weeds and long turf).

If graffiti cannot be removed from non-painted furniture by cleaning and/or sanding, the furniture or components shall be replaced with the prior approval of the Supervisor.

All vegetation and overhanging vegetation shall be removed from any structures etc. to ensure that they fill their intended purpose.

Staff shall ensure that the landscape features and structures are adequately drained, and that storm water drains away from the base and immediate surrounds.

(ii) Painting

Staff shall paint the structures as follows:

- Spot paint to cover graffiti where the graffiti cannot be cleaned
- Paint the feature/structure as directed by Supervisor.

Where the structure has been damaged, Staff shall advise the Supervisor within 24 hours.

(iii) Repairs

All damage shall be made safe and shall be reported to the Supervisor.

All painting and repairs on landscape features are only to be performed by licensed trades persons where such licensing is required and elsewhere by appropriately experienced and trained staff.

B.M.X mounds and skate parks are to be maintained free of any hazards and with a minimum weed presence.

(iv) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly
Cleaning	Clean when grease, graffiti or build-up of dirt, etc. appear.
Painting	Paint when the painted surface is worn, cracked or lifting or when cleaning fails to remove graffiti. As directed by Supervisor.
Repairs	Adjust, repair, test, replace when parts are non-operative, defective or worn. Checking/testing of residual current devices in accordance with manufacturers recommendations.
Litter Control	Remove all visible litter, debris and unwanted objects. As for adjacent Turf/Garden Bed Asset.

Surface Finishing	Provide a safe, non-slip, even surface with no pot holes, trip edges, loose paving etc.
Weeding	As for adjacent Turf/Garden Bed Asset.
Reporting	Report all visible defects to the Supervisor.
Edging	Mechanical where formal edges exist. As for adjacent Turf/Garden Bed Asset for turf/garden intrusion. Where no formal edge exists, a smooth continuous edge is to be maintained. Max 50 mm Chemical edging where permitted as defined by turf edging.

3.15 Water Features

'Water Features' are intended for aesthetic impact and are a focal point with either still or moving water: may include fountains, waterspouts, formal or informal ponds.

Staff are responsible for the regular inspection, maintenance and upkeep of all water features within the sites/properties listed in Appendix A.

(i) Water Quality

Staff shall carry out regular visual checks of all water bodies for signs of water contamination or deterioration in health quality advising the Supervisor of any such change.

(ii) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Weekly
Weed Control	When infestation of weeds exceeds 50% of surface area.
Litter Control	Remove all visible litter, debris, branches and unwanted objects.
Reporting	Report all visible defects to the Supervisor.
Surface Finish	Provide a safe, non-slip, even, stable surface reflecting design intent including all access points.

3.16 Trees

'Trees' are located within parks, Council properties and Council maintained tree lines within road reserves, and range in age, species, form, vigour, etc. generally providing an over storey canopy to the parks and road settings thus becoming highly prominent and significant to Charters Towers Regional Council's amenity.

Staff are responsible for the regular inspection, maintenance and upkeep of all public trees, within the properties included in the Standards.

Staff should as far as practicable deal with all tree related problems but limiting their involvement to one of fact and professional technical opinion, recognising that making decisions requiring political or arbitrary judgement is a role for the Supervisor.

The minimum benchmark for pruning shall be:

- ***Australian Standard AS 4373-2007 Pruning of Amenity Trees.***

Tree works include such things as pruning, removals, planting, pest and disease control, expert assessments, debris removal etc.

Trees that have not been planted by Council, located within road reserves or are on private property are not included in these Standards.

Requests for urgent tree inspections are to be actioned immediately. Non-urgent tree inspections are to be actioned within one week of notification. Fallen or damaged limbs are required to be inspected within 24 hours of notification and works will be programmed based on priority.

Where practicable, trees within the listed properties and streets of Charters Towers Regional Council are to be maintained in a healthy, safe and structurally sound condition ensuring a well-balanced tree of aesthetically pleasing appearance.

(i) Pruning

Arboriculture Staff are responsible for all tree pruning works. All tree work shall be completed having due regard to the tree's age, heritage value, local significance, shape, size, character, condition and situation. All work shall be performed so as to maintain a well-balanced tree and pruned in a manner that is as aesthetically pleasing as practicable to maintain the shape and character of the tree and the streetscape or landscape in general.

(ii) Tree Planting:

Staff are responsible for the maintenance, upkeep and replacement of all street trees within Charters Towers Regional Council area, excluding Capital Works & Streetscape Projects with a specified maintenance contract. Staff are responsible for the replacement of all street trees which have died, are diseased or badly damaged.

(iii) Tree Removal

All tree stumps in road reserves, parks and reserves are to be removed within 8 weeks unless otherwise indicated by the Supervisor.

Tree stumps to be left, where possible, at a height not greater than 500mm and painted to allow high visibility to identify it as a hazard.

Each stump is to be ground to a minimum depth of 10 cm below the natural ground level. The soil surrounding the stump, elevated by the growth of tree root system shall be ground to natural ground level. All surface roots radiating from the stump shall be grubbed out completely.

Staff are responsible for the removal and disposal of all stump grindings from the site. The hole is to be emptied, backfilled and compacted with sieved topsoil and sown with an appropriate seed mix approved by Supervisor.

(iv) Private trees

Private residential trees are not included within these Standards.

(v) Disposal of debris

Debris includes all stubs, limbs, branches, twigs, leaves, chips and sawdust created as a result of any tree pruning works.

All debris shall be removed from the work site within 48 hours and disposed of at a Council approved waste facility.

The site shall have all leaf litter, twigs and sawdust swept/raked from the footpath, road and kerb, leaving the area in a clean, safe manner for pedestrians and road users. Vehicles must be blown clean of all sawdust.

(vi) Public Safety

Staff are responsible for carrying out works with due regard to maintaining public safety at all times. Training will be provided to ensure staff possess the relevant qualifications to perform work tasks safely in the public realm.

(vii) Tree Purchasing

Trees will be purchased in accordance with Council's Procurement Policy.

3.17 Street Trees

'Street Trees' are located within road reserves throughout Charters Towers Regional Council area, generally within the nature strips and medians. The trees vary in age, species, form, health and vigour. The street trees are assets to Council and are to be maintained as such.

Staff are responsible for:

- maintaining the required clearances for pedestrian and vehicular access;
- provide for formative pruning to improve and enhance the asset;
- maintaining and keeping accurate records of work performed in a format acceptable to the Supervisor; and
- maintaining weed control within the defined area.

(i) Maintenance

Proactive maintenance works include height and width clearing of roads and paths, checking irrigation system functionality and checking for pests and disease.

(ii) Tree Removal

Tree removals are only to be executed if prior approval is given by Supervisor.

(iii) Planting

Tree stakes, if installed, shall be removed from the tree once the tree has become established and able to support itself, i.e. 6-24 months after planting.

(iv) Watering

Staff shall ensure irrigation systems are adequate and operating for sufficient periods and supply enough water to ensure tree health and vigour.

(v) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Reactive
Pruning - Street Trees	In accordance with an approved program. Respond to Supervisor requests from resident concerns.
Weeding	Maintain a weed free environment around base when coverage exceeds 5% or weed height exceeds 100 mm within defined area (for newly planted trees, or trees with mulch rings) No weeding of nature strips adjacent to private property. Methods compatible with tree health only.
Planting	As directed by supervisor.
Plant Maintenance	Healthy & Structurally Sound. Removal of fallen & dangerous limbs. Maintain access, sight lines and clearances from, buildings, etc. In accordance with an approved program.
Litter Control	Remove all visible litter in tree and around base.
Mulching	As directed by supervisor.
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non-Council. Report Missing and Dead trees.
Stump Grinding	To be completed within 8 weeks of removal.
Edging	Chemical edging as approved less than 50mm wide.

3.18 Park Trees

'Park Trees' includes all trees located in Council managed Reserves. Park trees are an asset to Council and are to be maintained as such.

(i) Pruning

Pruning will be carried out with the prior approval of the Supervisor. The minimum benchmark for pruning shall be:

- **Australian Standard AS 4373-2007 Pruning of Amenity Trees**

(ii) Tree removals

Tree removals are only to be executed if prior approval is given by Supervisor.

(iii) Inspections

Regular inspection is required of trees within Parks throughout Charters Towers Regional Council area. Areas to be included are picnic areas, playgrounds, carparks, major walking tracks and other areas as required by the Supervisor.

(iv) Planting

Supervisor approval will be given prior to plantings, ensuring location and species are appropriate for the park or reserve.

(v) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	High public usage areas – As per park inspection schedule All other areas – Reactive
Planting	As directed by Supervisor.
Weeding	Maintain a weed free environment around base when coverage exceeds 5% or weed height exceeds 100 mm within defined area (for newly planted trees, or trees with mulch rings)
Plant Maintenance	Healthy & Structurally Sound. Removal of fallen and dangerous limbs. Maintain access and sight lines and clearances from buildings, etc. All park trees along road frontages shall be under pruned to 3 metres above the footpath and nature strip. In accordance with an approved program.
Litter Control	Remove all visible litter or foreign objects in tree and around base.
Mulching	As directed by supervisor.
Stump Grinding	To be completed within 8 weeks of removal.
Reporting	Report any other defects with assets/services that are not part of these Standards, both Council and non-Council.
Edging	Chemical edging when approved less than 150mm wide ring. Approval may be given by the Supervisor to increase spray radius where canopies are low, access confined or plantings contiguous. As for adjacent Turf/Garden Bed Asset.

3.19 Sports Fields

‘Sports fields’ are areas of Charters Towers Regional Council’s open space assets that are developed specifically for active sport and recreation activities. Most of these sporting fields are maintained by various sporting organisations and some have formal lease agreements in place. Council does assist with maintenance of these fields; however, this is limited to mowing of playing field surface only and the remaining maintenance activities are the responsibility of the incumbent Clubs. Remaining sporting fields are not regularly used and are maintained as per Standards for Council maintained sporting fields.

(i) Maintenance Standards for Assistance to Sporting Organisations / Sports Fields

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Responsibility of sporting organisations.
Mowing	Mow when seasonal requirements dictate or as requested by sporting organisations.
Weeding	Responsibility of sporting organisations.
Edging	Responsibility of sporting organisations.
Litter Control	Responsibility of sporting organisations.
Surface Finish	Responsibility of sporting organisations.
Turf Management	Responsibility of sporting organisations.

(ii) Maintenance Standards for Council Maintained Sports Fields

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Fortnightly.
Mowing	Mow when height (when 25% of total area) exceeds 300 mm or prior to scheduled activity or event by cutting to minimum 45 mm height to achieve a regular cut finish. Minimal windrowing.
Weeding	Control of undesirable weeds as determined by the Supervisor.
Edging	Edge when turf has grown greater than 100mm over greater than 50% of the turf edge. No single/isolated clump intrusion greater than 100 mm. Mechanical edging only, Chemical edging permitted to maximum width 50mm only with Supervisors prior approval. Where no formal edge exists a smooth even continuous edge is to be maintained.

Litter Control	Remove all visible litter.
Surface Finish	Repair all visible ruts.
Reporting	Report all visible defects to the Supervisor.
Turf Management	Healthy turf and capable of withstanding normal pedestrian traffic. Maintain greater than 90% cover excluding significantly shade affected areas.

3.20 Drainage

'Drainage' systems include all pits, pipes, agricultural drains, diverters, spoon drains, swale drains, retarding basins, and channels constructed within properties to control water entering, leaving or accumulating on the park or open space. The parks or open space drainage system will extend to where it connects with or enters the general storm water system.

The drainage system includes constructed features and natural drainage patterns above ground and all pipes etc. below ground.

Staff are responsible for the management of all underground, subsoil and open drains within the park or open space properties.

Staff shall inspect and keep clean and operating all pits, grates, underground storm water pipes, subsoil drains and open drains that service each location and carry out works necessary to ensure the ongoing functioning of the system free of litter, siltation, etc.

Stormwater drains shall be visually inspected between pits and condition reported to the Supervisor. Staff shall ensure that all accumulated siltation, dirt, debris, litter and other loose material is removed.

Staff shall be responsible for the maintenance and condition of all open drains within the properties. All open drains shall be kept in a tidy condition free of weeds, silt, and rubbish and mown where the surface is designed for such.

Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Annually.
Cleaning	Clean when siltation on bottom of pit is greater than 50mm and/ or obstructions greater than 50mm dimension. Pit outlet area reduced by more than 10%.
Repairs	Replace and repair all damaged and dangerous pit covers. Adjust, repair, test, replace when parts are non-operative, defective or worn.
Weeding	As per adjacent Turf/Garden Bed Asset.
Litter control	As per adjacent Turf/Garden Bed Asset.

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Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non-Council.
Mowing	As per adjacent Turf/Garden Bed Asset. Turf clippings not to block or inhibit water flow.

3.21 Irrigation

'Irrigation' includes all the pipes, fittings, sprinkler heads, pumps, control valves, control panels, Computerised Control System, etc. installed within properties necessary to allow the automatic and specific manual irrigation of various turf areas and garden beds.

Irrigation also includes maintenance to all manual fittings and fixtures such as taps, quick coupling valves, fixed manually operated systems, etc. Manual sprinkler systems included are those that operate fixed sprinklers off a permanently plumbed gate valve type system and do not involve hoses, mobile or portable sprinklers.

Staff are responsible for the safe and effective operation of irrigation systems to ensure that the maintenance standards are achieved on the various assets.

Staff are responsible for the inspection, maintenance and operation of all fixed and unfixed irrigation equipment required to water turf, garden, and treed areas.

(i) Maintenance Tasks

Staff are responsible for the maintenance, replacement associated with sprinkler heads, pop-up sprinklers, drippers, solenoid valves and other items subject to wear and tear. Where required, the work includes adjusting the level of sprinklers to match existing ground levels to ensure that no hazard is presented to the public.

Damaged sprinkler heads should be replaced and operating within 24 hours. The following specific tasks shall be performed at regular intervals:

- Check general condition and operation of sprinkler system
- Maintain battery back up in an operational condition
- Check sprinkler heads/drippers to ensure efficient operation
- Ensure all sprinkler heads are maintained free of turf and level with the surrounding turf
- Ensure local sprinkler control systems are correctly set and fully operational
- Program and reprogram all controllers
- Identify locations of all sprinklers, controls and solenoids
- Report within one (1) hour any damage, defects or any situation that may render the facility inoperable.

Automatic controllers shall be set and adjusted to allow for seasonal condition requirements.

All plumbing works associated with mains supply (power and water) of irrigation systems shall be carried out by an appropriately qualified tradesperson approved by the Supervisor using approved materials and only in accordance with the appropriate standards. A licenced electrician shall carry out any required electrical works.

(ii) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Fortnightly
Surface Finish	As per adjacent Turf/Garden Bed Asset.

Weeding	To ensure effective operation of the irrigation system and visibility of sprinkler heads and valve boxes.
Repairs	Adjust, repair, test, replace when parts are non-operative, defective or worn. Ensure all irrigation systems are fully operational and in good repair. Test safety switches as per manufacturers recommendations.
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non-Council.
Litter Control	Remove all visible litter, debris and unwanted objects.

3.22 Art Works

'Art Works' are located throughout Charters Towers Regional Council area and add to the experience of park and open space users. The art works are a combination of sculptures, murals, poles, signs and plaques. The art work is important and as such needs to be maintained to a high standard.

Staff are responsible for the cleaning, checking and routine maintenance of all art work, where damage to the art work has occurred Staff shall make the area safe and advise the Supervisor immediately.

Graffiti on art works is to be immediately reported to the Supervisor and removal will be at the direction of the Supervisor.

Signs are to be maintained so they are clear & legible, graffiti free, upright and in a safe condition. All signs within park facilities, such as corporate, local laws, informative, interpretive, regulatory and statutory are included. All vegetation including overhanging vegetation shall be removed from around signs to maintain good visibility and to ensure that it fulfils its purpose for park users.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the artworks are maintained in accordance with the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Fortnightly
Cleaning	Dust, dirt, etc. only and only mild clean as required. No damage to artwork or signage surface through cleaning.
Repairs	Make area safe and advise Supervisor immediately of damage. When signs are faded or damaged and compromise sign function and aesthetics.
Edging	As per adjacent Turf/Garden Bed Asset.
Litter control	As per adjacent Turf/Garden Bed Asset.
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non-Council.
Weeding	As per adjacent Turf/Garden Bed Asset.

4. ACTIVITIES

The Activities definitions outline the nature of the activity and the minimum standard and level of the activity to be undertaken, according to the priorities identified for each asset. Recognising the dynamic environment in which parks and open space maintenance is undertaken and the inter relationship of activities, the definitions are meant to be used as a guide to establish the extent and limit of works required under the Standards.

a. Inspection Cycle

Staff are responsible for the regular inspection of all assets throughout the year at the frequency required under these Standards.

b. Weeding

Staff are responsible for the systematic control, removal, and disposal of all weeds, using chemical, mechanical, or physical methods appropriate to the site to ensure weed control to a specified level of control or period of work. Weeding by chemical means is restricted to the use of Chemicals approved by the Supervisor and used in accordance with the manufacturer's instructions.

Remnant vegetation forming a collar around the base of trees is to be protected by the precise use of mechanical methods or precise application of herbicides to the perimeter of the collar.

Staff must obtain the following competencies before applying chemicals:

- AHCCHM303 Prepare and Apply Chemicals
- AHCCHM304 Transport and Store Chemicals
- AHCPMG301 Control Weeds

4.1 Mulching

Staff are responsible for the transport, placement, and containment of approved woodchips, mulch or other surface material and the maintenance of a minimum and maximum specified depth of cover at all times, free of weed species. This includes material placed for aesthetic, water conservation, and weed control measures in garden beds and planting situations.

4.2 Mowing

Staff are responsible for the mechanical reduction in height by cutting of all grasses and associated broad-leaf plants to a specified standard by use of appropriate equipment, either manually operated, self-propelled or tractor mounted machinery.

Turf areas are to be cut cleanly and brought to an even condition and height. There shall be no areas of turf where the top growth has been scalped by the mowing operation back to bare earth or shorter than the specified minimum length. Exceptions to grass cutting heights may be agreed to by the Supervisor for risk management purposes during exceptional wet weather events.

Assets identified as being maintained all year, will require regular maintenance throughout the year with appropriate equipment and timing to ensure maintenance standards are met. Assets or parts of assets, where impossible to maintain without causing significant risk, shall be referred to the Supervisor for a maintenance standard variation for an identified period.

Entrances, frontages, high use or high-profile areas will require an intensive maintenance regime all year.

Staff are to replace any plantings damaged as a result of mowing. If the plantings are a maintenance issue Staff are to advise the Supervisor.

4.3 Edging

Staff are responsible for the mechanical reduction in length and spread of grass and associated broad leaf plants from turf areas within defined boundaries where intrusion onto adjacent assets or infrastructure occurs. Chemical edging with approved chemicals may only occur on assets as specified and is subject to the prior approval of the Supervisor.

Edging includes the control of vegetation around poles, seats, fences, boundaries structures, etc. and the removal of all remnant material from paths etc. Mechanical edging shall be vertical and chemical edging to the specified width.

4.4 Planting

Staff are responsible for the preparation of planting areas, the planting of a specified quantity, size and approved quality plant species, and the ongoing maintenance required in terms of watering, fertiliser, staking, formative pruning and protection to ensure plantings survival and health.

All trees, shrubs, etc. to be supplied shall be first approved by the Supervisor.

4.5 All trees

Crown growth shall be vigorous and well formed. Variation of crown bulk on opposite sides of any stem axis shall not exceed 10%.

Trees shall have straight trunks. Trees with co-dominant stems shall not be used.

Tree stems shall have a good even taper. An advanced tree in a container of greater than 25 litres will possess a stem at 300 mm height that exceeds the stem diameter at 1 metre by a minimum of 25%.

No more than 5% of the soil volume shall fall away on lifting or gently shaking the unsupported rootball or root system.

Trees shall have healthy, vigorous, well developed root systems and shall not be pot-bound, i.e. no coiling of the main structural roots, less than 10% coiling of the fibrous roots and the root system not being matted to the extent that it is retarding tree vigour.

Trees shall be free of pests and disease.

4.6 All Street trees

Unless otherwise specified by the Supervisor, all street trees shall be a minimum one (1) metre high (excluding root ball).

4.7 Excavation

Staff shall excavate the tree planting hole either manually or mechanically ensuring no underground services are damaged. The hole shall be round and 'wok-shaped', and of a diameter/width no less than 2 times the diameter of the root-ball width and a depth of equal to the tree root ball. In poorly drained clay soils, the planting hole shall be 25 mm shallower, so that the root ball is slightly above grade.

Sides of the hole should be thoroughly scarified before the tree is planted to avoid glazing of the planting hole.

4.8 Planting

If the root ball is contained, it shall be removed from the pot, spring ring or hessian wrap ensuring all ties, strings and bindings are removed from the root ball. Any girdling roots are to be teased out or cut to interrupt the pattern, upon placement into the planting hole.

The tree, when in the hole should be level with the natural ground level or in poorly drained sites up to 25 mm above the natural ground level.

The tree shall be able to stand in a straight, vertical position without support. Any soil that has been placed under the root ball of the tree to position the tree at the right height shall be firmed to ensure that no sinkage occurs after the planting process has been completed.

4.9 Backfilling

The planting hole shall be backfilled with local soil removed from the tree planting hole. If backfill other than local soil is required, the soil shall be organically rich screened soil free of weeds and pests.

4.10 Staking and Tying

Staff shall supply and install where necessary two (2) hardwood tree stakes. These stakes shall be positioned either side of the tree so that they are parallel with the side of the road - street trees only. The stakes shall be driven into the soil at the side of the root ball and not driven into the root ball mass. A hessian tie, no less than 50mm width will be tied to the stake and wrapped around the trunk to allow sufficient freedom of movement (100 mm) after staking.

NB. It may not be necessary to stake all trees depending on the planting site, tree/canopy size, trunk diameter/taper, etc.

4.11 Mulching

Mulch approved by the Supervisor shall be spread by Staff around the entire area of the planting hole to a minimum compacted depth of 75 mm and a maximum compacted depth of 100 mm. Mulch shall not come in contact with the stem of the young tree. Mulch may not be required in some planting situations.

4.12 Watering

Staff shall water all newly planted trees within one (1) hour of planting taking place.

4.13 Formative pruning

Staff shall prune the tree immediately after planting in order to remove any broken or damaged branches or unwanted lateral growth or co dominance within the crown.

4.14 Site clean-up

The site shall be left in a clean, tidy manner, safe for pedestrians and road users. All debris, soil, rubble, etc. is to be removed from the site and all paved areas, kerbs, footpath and road swept clean of clay and soil.

4.15 Plant Maintenance

Staff are responsible for maintaining the appearance and health of established vegetation, maintaining soil conditions and the physical appearance of the vegetation and its drip space, managing pests and diseases, repairing damaged trees and shrubs, removing broken, dead or unsafe limbs or unsafe trees.

Garden beds that have exceeded their aesthetic value, lifespan as determined by the Supervisor will be renovated and a proposal from Staff considered.

(i) Plant Culture

Staff are responsible for providing appropriate growing conditions in respect to fertiliser, soil condition, organic material, etc. to ensure healthy plant growth.

(ii) Pest and Disease Control

Staff are responsible to maintain the appearance and health of vegetation. Control of pests and diseases by chemical means is restricted to the use of Chemicals approved by the Supervisor.

(iii) Watering

Staff shall be responsible for responding to the seasonal needs of plants with the sprinkler or hand application of water to ensure maintenance of adequate soil moisture levels enabling continued growth of plants without drought effects or soil saturation.

Staff shall carry out all watering and irrigation in a responsible manner taking into account the horticultural demand for water, prevailing climatic conditions and any water restrictions currently in force. Staff shall ensure that water is not allowed to run off the area being watered or to form a nuisance or hazard in any way.

Automatic sprinkler systems shall only be operated by staff with the relevant experience and understanding of the systems. All plumbing works on the sprinkler systems shall only be undertaken by competent staff and, where required, by a licensed plumber.

(iv) Pruning

Staff are responsible for ensuring that plants are aesthetically pleasing, well-shaped, and causing no physical or visual impediment to pedestrians or vehicles. The pruning of any dangerous or unsafe limbs is also to be undertaken as part of the Standards.

Nuisance or overhanging limbs over private property are to be removed upon request by the Supervisor.

(v) Plant Removal

Staff are responsible for the removal of fallen and hanging limbs or tree debris, and immediately reporting to the Supervisor any potentially unsafe conditions of trees or shrubs. Removal of any trees or shrubs must be approved by the Supervisor prior to removal. Removal of live trees and shrubs, other than for hazard reduction, is only to occur when remedial action to restore good health is not successful. Plant removal in turfed areas includes elimination and reinstatement to turf of all stumps and any protruding roots or mounding. Plant removal in garden beds may, with the Supervisor's permission, involve cutting of stumps to ground level.

4.16 Pruning – Street Trees

Staff are responsible for ensuring that all pruning is carried out by trained and qualified staff or contractors using current arboriculture practices. All tree work shall be done having due regard to the tree's age, shape, size, character, condition and situation. All work shall be performed so as to maintain a well-balanced tree. Trees shall be pruned in a manner that is as aesthetically pleasing as practicable to maintain the shape and character of the tree and the streetscape in general.

4.17 Methods

The following pruning techniques shall be used at all times;

- Bark tearing is to be avoided by using the undercut, top cut and final cut method when removing or pruning branches.
- All final cuts to be "natural target" pruning cuts.
- All pruning sites shall refer to the branch bark ridge and branch/trunk collar.
- All pruning shall be made as close as possible to branch collars ensuring not to cut into trunk tissue.
- Prune co-dominant stems with reference to the stem bark ridge.
- Stubs are not to be left on tree.
- Flush cuts shall not be made.
- No more than 30% of a trees live foliage is to be removed at any one time.
- When crown reducing trees, always prune to a branch that is at least one-half the diameter of the final pruning cut being made.
- Use directional pruning techniques to ensure tree growth will grow away from overhead powerlines.

- No live limbs greater than 150mm in diameter are to be removed without the prior approval of the Supervisor.
- Do not paint pruning cuts.
- Climbing irons shall not be used in trees being pruned.

Staff are responsible for maintaining the health and appearance of all trees throughout the period of the Standards and for the maintenance of safe sight distances to driveways and road intersections.

(i) Formative pruning

The training of young trees for the development of:

- Strong scaffold branch structure free of dead, diseased, damaged, poorly placed and crossing branches. These should be removed to improve structure as well as undesirable root stock growth and water shoots.
- Do not remove more than 30% of canopy.

Do not remove main Apical Meristems (Leader/s) except some laterals. This depends on the overall tree form:

Excurrent;

- Tree with natural strong single leader growth shall be pruned to encourage lateral and main leader growth.

Decurrent;

- Trees which are naturally multi-trunked shall be pruned to enable balanced lateral and main leader growth.
- Treat co-dominant stems (V-Crotches) during formative pruning thus allowing growth to continue as a single leader (excurrent) or multiple leaders (decurrent).

(ii) Shaping

The training of trees to produce a desired shape.

Shaping is performed for two (2) reasons:

- For height clearances over roads, paths, driveways, etc.
- To encourage good healthy branch structure within the tree canopy, as per criteria defined for formative pruning in these Standards.

(iii) Footpath and road clearance

The following clearances are required to be maintained for trees growing in certain situations;

Over Footpaths	3.0 metres
Over Front Gardens	3.0 metres
Over Driveways	3.0 metres
Over Roadway	4.3 metres
Over Nature Strips	3.0 metres

(iv) Branches over property boundaries

All branches overhanging private property boundaries shall be pruned to a height of three (3) metres above private boundaries. Staff shall notify the Supervisor where the property owner requests pruning beyond the three (3) metres prior to any further pruning works.

(v) Crown clearing

Pruning of all trees to remove the following:

- Deadwood and/or dying branches 25mm diameter or larger.
- All suckering growth back to the main trunk. Remove epicormic growth to comply with clearances.
- Branch stubs from past pruning, where 25 mm diameter or larger.
- Crossing and/or cracked limbs.
- Any mistletoe in trees.
- Clearance of branches from single trunk to a height of 1500 mm above ground level where possible.
- Any structurally weak branches or poorly formed co-dominant stems.

Note: In some situations, e.g. garden or revegetation beds, trees may not require crown clearing. This work should be performed as directed by the Supervisor.

4.18 Responsive Arboriculture

Staff are responsible for carrying out all works that cannot readily be predicted and generally arise from resident requests, queries and complaints. Items generally involved include alleged damage, stumps, fallen branches, hazards, property and building clearances, etc.

Staff must ensure the expectations of the resident is met by responding to the request within an acceptable time frame and actioning as listed below while having due regard for the urgency of the request.

Resident requests shall be acknowledged as being received by Staff via Council's Customer Request System.

All trees reported as being unsafe by the public or identified as being of concern by are to be inspected within 24 hours of request.

Resident requests shall be actioned within the following time frames:

- Imminent danger - immediate action.
- Identified as hazardous - 2 business days.
- Branch pick-up - 2 business days.
- General pruning – 6 weeks.
- Stump removal – within 8 weeks of removal.
- Tree replacements – as directed by Supervisor.

4.19 Litter Control

Staff are responsible for the collection, removal and disposal of all unwanted material i.e. rubbish, litter, debris, foreign vegetative material, etc. that has been deposited on properties covered by these Standards. All areas of the asset shall be kept clear of litter and rubbish at all times. Litter and rubbish shall be collected and disposed of at the time it is found by Staff.

Staff shall take into account the increased frequency and level of work associated with the control of litter during the holiday periods and/or festive, sporting and recreational events. All litter following concentrated activities or as identified by the Supervisor shall be removed in accordance with the significance and profile of the site with a maximum clean up time of 48 hours.

Staff must utilise safety equipment and apparel required to handle any items found or likely to be found on any site included in the Standards. Particular attention is to be paid to the hazards associated with the collection and disposal of 'sharps' and other similar material. Staff will retain proper containers for the disposal of 'sharps' and ensure their disposal by authorised means. The disposal of all hazardous materials is to be in accordance with approved procedures for such materials.

If Staff find any item or object on any property, which is outside of general park rubbish (either dumped or park user generated) and is greater than 1 cubic metre, Staff shall immediately notify the Supervisor.

Objects and items which fall into this category include:

- Large domestic appliances and household goods (washing machines, refrigerators, furniture, etc).
- Industrial debris.

Under no circumstances is any material collected from the site of the works to be disposed of on the site. All material collected is to be disposed of in a proper manner at recognised disposal sites and facilities.

4.20 Cleaning

Staff are responsible for the physical or mechanical wiping, scrubbing, washing, sanding or spraying of surfaces using approved chemicals and equipment to achieve a clean, sanitary and hygienic area for visitor use. Cleaning includes the removal of all debris or rubbish not dealt with by Litter Control.

(i) Asset Cleaning

Signs shall generally be cleaned using a mild detergent. The sign shall be washed down with clean water on completion. Staff shall refrain from using abrasive chemicals or cleaning signs with anything that will scratch or reduce the reflectivity or finish to the sign face.

Park furniture landscape structures, bins, etc. shall generally be cleaned using a detergent/disinfectant agent and where required, using brushes and/or high-pressure water cleaning. The items shall be washed down with clean water on completion.

Glass or transparent surfaces shall be cleaned using a diluted cleaning agent and a suitable light brush. The surfaces shall then be washed with clean water. All water is to be removed using a rubber squeegee. Staff shall refrain from using abrasive chemicals or tools that will scratch the surface of poly carbonate and Perspex.

(ii) Graffiti

Staff are responsible for the removal of all graffiti, posters and associated markings from the amenities covered by the Standards. Staff shall remove the material using whatever equipment, labour and chemicals are required provided that the works do not result in the deterioration or degradation of the facility. Where it is not practicable to remove the graffiti without causing damage to the facility, the graffiti or marks are to be painted over with a suitable paint system which blends with the surface finish of the facility.

Prior to painting over any graffiti, Staff shall first obtain the permission of the Supervisor to paint over the offending material with approved paint system and colour.

If graffiti cannot be removed from non-painted furniture by cleaning and/or sanding, the furniture or components shall be replaced with the prior approval of the Supervisor.

Obscene graffiti as determined by the Supervisor is to be removed within 24 hours.

The frequency of cleaning shall take into account the location and usage of the particular facility.

4.21 Painting

Staff are responsible for the preparation of surfaces and application of paint which shall be carried out strictly in accordance with the paint manufacturer's specification or written instructions.

Painting shall be carried out by an experienced painter approved by the Supervisor and applied at the proper consistency and brushed evenly free of brush marks, sags, runs, with no evidence of poor trade competence. All colours shall be approved by the Supervisor prior to the commencement of application of finishing coats. All work shall match the approved samples. Staff shall spot paint using paint matching the same type, brand and colour as the existing.

No colour shall be changed without the approval of the Supervisor.

The Supervisor shall be advised of any surfaces requiring repair or replacement.

4.22 Repairs

Repairs will include specialist plumbing, electrical, painting, bricklaying, welding, carpentry, stone masonry, concreting or other trade qualified areas and includes the provision of materials and all actions required to preserve the integrity of assets, prevent deterioration of assets, temporarily make assets operational, and to maintain an asset in a safe aesthetic and functional condition. Repairs will meet all relevant statutory requirements and comply with all relevant standards.

All repairs requiring licensed or suitably qualified or experienced staff are to be carried out by such in accordance with relevant acts, standards, etc. to the satisfaction of the Supervisor.

All repairs shall be carried out in conformity to manufacturer's recommendations.

All work, where required by the statutory authority is to be inspected in accordance with current regulations. Staff shall ensure that all repairs and making good to assets are not hazardous to the public.

All materials, unless otherwise specified, are to be of the highest quality and installed in accordance with the manufacturer's specifications.

4.23 Surface Finish

Staff are responsible for the provision, transport, placement and containment of approved soils, sand, decomposed granite, crushed rock, asphalt, concrete or other surface materials to ensure an area is safe, trafficable, and has a tidy even surface. Surface Finish involves maintenance or repair only and may include attention to a range of sporting areas, turf areas, car parks, garden beds, playgrounds, pedestrian or vehicular traffic ways, hard surfaces, surface drains; and repairing of any worn, disturbed or eroded areas.

4.24 Turf Management

Staff are responsible for developing and implementing a variety of programs for the management of turf areas that reflect the dynamic and complex issues of the various turf situations to the satisfaction of the Supervisor.

These programs will address variables such as use, profile, construction, drainage, irrigation, seasons, etc. and will use a range of equipment, skills and other inputs to achieve the appropriate and desired outcome.

4.25 Reporting

Staff are responsible for reporting completed works for the asset types indicated in clauses 6.1 to 6.15 and Council's Customer Request System.

Staff are responsible for reporting any damage or problems to Council assets/services. As well as assets/services belonging to other authorities. E.g. missing/damaged pit lids, pot holes in roads/car parks and lights, etc.

Appendix B - Listing of frequency of service for all open space assets

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service
Charters Towers Open Space Assets																								
Alabama Hill Tree Lines															●					●				Monthly
Airport Reserve (Cricket Fields Area)			●			●																		As Required
Anderson Street Tree Lines															●									Monthly
Apex Park		●						●		●							●			●	●			Weekly
Arthur Jones Ave Plots					●															●				Fortnightly
Baker Street Plots					●															●				Fortnightly
Berryman Park		●			●					●								●		●	●			Fortnightly
Bevan Street Tree Lines															●					●				Monthly
Boundary Street Tree Lines															●					●				Fortnightly
BP Garden Plot		●			●															●				Weekly
Brisk Street & Armstrong Road Plot					●															●				Fortnightly
Brisk Street Tree Lines															●					●				Monthly

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service
Brownson Park		●						●	●	●	●					●					●	●		Weekly
Burdekin Street Plot		●																			●			Weekly
Centenary Park		●		●			●		●	●	●	●				●			●	●	●			Daily
Charters Towers Cemetery	●	●	●		●				●	●	●								●	●	●			Daily
Corinda Avenue Tree Lines															●						●			Monthly
Dalrymple Road Lawns		●			●																●	●		Daily
Dan Lane Vacant Reserve			●																					As Required
Darin Park		●								●								●		●	●			Fortnightly
Dave Chapman Park			●			●				●			●			●					●			Fortnightly
Day dawn Road Plot					●																●			Fortnightly
Deane's Road Tree Lines															●									Monthly
Defiance Mill Park		●					●		●	●	●					●			●	●	●	●		Daily
Drive in Park Reserve Tree Lines			●												●						●	●		Monthly
Edmeades Park	●			●					●	●								●		●				Weekly
Elizabeth Park		●			●					●								●		●	●			Fortnightly

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service
Felix Street Plot					●															●				Fortnightly
Fire Breaks Around Vacant Reserve 8 Stubble Street			●																					As Required
Fred Bagnall Park		●								●	●		●				●			●				Fortnightly
Gill Street Centre Plots					●															●				Weekly
Gregory Development Road Plot & Tree Lines					●										●									Fortnightly
Hackett Terrace & Dalrymple Road Plots					●															●				Fortnightly
Hawksbury Bridge Plots					●															●				Fortnightly
Heavy Vehicle By-Pass Tree Lines															●					●				Monthly
Hewett Street Tree Lines Manners to Stubble St															●									Monthly
Hughenden Highway Tree Line															●					●				Monthly
Industrial Estate Plot					●															●				Fortnightly
Kerswell Oval		●	●											●										As Required
Laneyrie Park		●								●							●		●	●	●			Weekly
Lissner Park		●					●	●	●	●	●					●			●	●	●			Daily
Marion Street & Stubble Street pots															●					●				Monthly

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service
Marsland Road & Devereux Street Vacant Reserve			●																					As Required
Marsland Road Plot & Tree Lines					●										●					●				Monthly
Mary, Oxford & Elizabeth Street Tree Lines															●					●				Monthly
McCormack Park		●																●						Monthly
Millchester Road Tree Lines															●					●				Monthly
Mosman Creek Drain & Recreation Reserve			●																					As Required
Mt Leyshon Road Vacant Reserve			●																					As Required
Mt Leyshon Road Plots		●																		●				Weekly
Natal Downs Road & Lister Street Tree Line															●									Monthly
Oysher Park		●			●													●		●	●			Fortnightly
Pan Aus Park		●						●		●							●		●	●	●			Weekly
Paradise Street Tree Line															●					●				Fortnightly
Phil West Court Vacant Reserve			●																					As Required
Phillipson Road Tree Line															●					●				Monthly
Pioneer Cemetery			●																					As Required

STRATEGIC POLICY

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Plumber Street Plot		●																●		●				Fortnightly
Poppet Head Rest Area		●			●				●	●	●					●			●	●	●			Weekly
Prior & McPherson Street Tree Lines															●					●				Monthly
Refuse Tip & King Street Tree Lines															●									Monthly
Rotary Lookout		●			●				●	●	●						●		●	●	●			Weekly
Stubley & Rutherford Street Plot		●																		●				Fortnightly
Stubley Street Median Strip Hedges & Palms					●															●				Fortnightly
Towers Hill Top Walking Track & Lookout					●	●			●	●										●	●			Twice Weekly
Townsville H-Way Tree Lines															●					●				Monthly
Upper Mosman St Walking Track					●				●	●	●				●					●	●			Twice Weekly
Urquhart Park		●																●	●	●	●			Fortnightly
Vacant Reserve At The End Of Princes Close			●																					As Required
Weir Park		●			●			●	●	●	●					●				●	●			Weekly
York Street and Victory Street Plot		●																		●				Fortnightly
York Street Tree Line & Vacant Reserve			●												●					●				As Required

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service
Charters Towers Centres																								
Administration Centre	●			●					●										●	●	●			Weekly
Airport Depot		●	●							●										●	●			Fortnightly
Airport Depot Residence		●																						As Required
Airport Terminal		●			●															●	●			Weekly
Arthur Titley Centre									●															Fortnightly
Blackjack Road House		●																						As Required
Bow Street car park									●															As Required
City Hall & Information Centre				●					●										●	●	●			Weekly
Excelsior Library					●				●															Fortnightly
Highway Depot		●			●					●										●				Weekly
Hodgkinson Street Carpark									●															As Required
Hodgkinson Street House		●																						As Required
Men's Toilets Gill Street		●																		●				Weekly
Old Brewery			●																					As Required

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service
Old Pump Station			●			●																		As Required
Richmond Hill House (as required)		●			●															●				As Required
SES Grounds		●																						Fortnightly
Show Grounds		●			●														●	●				As Required
Swimming Pool		●			●														●	●				Weekly
Venus Battery		●			●				●											●				Weekly
Water Park		●			●	●		●	●	●						●			●	●	●			Daily
Wheelers House	●				●				●											●				Fortnightly
Weir Residence			●																					As Required
Wherry House									●															Weekly
World Theatre & CWA									●															Twice Weekly

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service	
Charters Towers Sporting Organisation / Sports Fields																									
Jockey Club (All Lawns & Around Stalls)																							●	Fortnightly	
Rugby League (Playing Field Only)																								●	Weekly
Rugby Union (Playing Field Only)																								●	Weekly
Netball Courts (Grass Court & Edges Of Others)																								●	Weekly
York street Cricket (Playing Fields Only)																								●	Weekly
Junior Cricket (Playing Fields Only)																								●	Weekly
Tennis Courts (Around External Fence)																								●	Fortnightly
P.C.Y.C (Playing Field Only)																								●	Weekly
Athletics Club (Playing Field Only)																								●	Fortnightly
Charters Towers Gun Club (Target Fields & Driveway)																								●	Monthly
Guides Hut (All Grassed Areas & Footpath)																								●	Fortnightly

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service
Greenvale Open Space Assets																								
Greenvale Park		●						●		●	●						●							Weekly
Greenvale Sports Oval		●	●											●										Weekly
Greenvale Redbank Drive Garden Beds					●										●					●				Weekly
Greenvale Tennis Courts		●							●															Weekly
Greenvale Cemetery		●	●																					Monthly
Greenvale Centres																								
Greenvale Community Hall		●			●																			Weekly
Greenvale Pool		●							●	●														Weekly
Greenvale Church		●																						Fortnightly
Greenvale SES & Ambulance Centre		●																						Fortnightly
Greenvale Airstrip		●	●																					As Required
Greenvale Depot		●							●												●			Weekly

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service	
Pentland Open Space Assets																									
Pentland Pioneer Park		●						●		●	●						●			●	●			Weekly	
Pentland Sports Oval & Tennis Courts		●	●																						Weekly
Pentland Cemetery		●	●							●															As Required
Pentland Centres																									
Pentland Pool		●							●											●					Weekly
Pentland Hall & Public Toilets		●							●	●										●					Weekly
Pentland Depot		●																							Weekly
Pentland Airstrip		●	●																						As Required
Pentland Campdraft Grounds			●																						As Required

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service
Ravenswood Open Space Assets																								
Ravenswood Recreation Reserve / Showgrounds		●							●	●														Weekly
Ravenswood Tennis Courts & Playground		●						●									●			●				Weekly
Ravenswood Cemetery		●	●																		●			Fortnightly
Ravenswood Deighton Street Park		●																●			●			Weekly
Ravenswood Macrossan Street Park		●															●				●			Weekly
Ravenswood Walking Tracks		●	●																					As Required
Ravenswood Centres																								
Ravenswood Pool		●								●										●				Weekly
Ravenswood depot		●																			●			Weekly
Ravenswood Ambulance Building		●																		●				Weekly
Ravenswood Community Hall / School Of Arts		●																		●				Weekly
Ravenswood Church			●																					Fortnightly
Ravenswood Airstrip		●	●																					As Required

STRATEGIC POLICY

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	General Garden Beds	Bushland	Playground Regional	Playground District	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal Water Features	Rivers/Creeks-Banks, Beds & Waterbody's	Council Maintained Sports Field	Council Maintained Tree lines	Regional Park	District Park	Local Park	Drainage	Irrigation	Art Works	Skate Facilities	Assistance To Sporting Organisations / Sporting Fields	Frequency of service
Balfes Creek																								
Balfes Creek Community Hall		●						●																As Required
Kirk River Cemetery																								
Kirk River Cemetery			●																					As Required
Mingela Cemetery																								
Mingela Cemetery			●																					As Required
Sellheim Cemetery																								
Sellheim Cemetery			●							●												●		As Required
Macrossan Cemetery																								
Macrossan Cemetery			●																					As Required