

District Council of Yankalilla



Maintenance and Level of Service Standards for Open Space, Parks and Gardens

The District Council of Yankalilla is

1. Introduction

This document defines the District Council of Yankalilla's Maintenance Levels of Service for its open spaces, more specifically its parks and reserves within the urban environment. Council makes a significant investment into the development and maintenance of streetscapes, sporting reserves, playgrounds, and other parks infrastructure. While the result of Council's investment into capital projects is obvious, the value Council receives for its maintenance expenditure is not so clear. The setting of a standard, commensurate with budget provisions, provides a clear statement of the application of Council's parks maintenance investment. In addition, with increasing higher level government pressure to adopt service levels for assets, along with pressure to adopt asset management plans, adopting a standard of maintenance will ensure Council is able to comply with future statutory and grant condition requirements. The level of service can therefore be utilised when looking at the impacts of projects or when new reserves come on line and the costs associated with maintaining the reserve.

The below service levels are applied to Council reserves within the township areas and serviced by the Urban services team. It is recommended each reserve has a specific management plan which outlines the activities to be performed at each site based on appropriate the service levels. Reserves outside the township areas and those not identified in [DC Yankalilla Open Space Listing \(Appendix A\)](#) are assumed unclassified and default to the service level of a class 5 open space until the area has been formally classed.

The Maintenance and service level document breaks Councils reserves in to different service levels, these levels are set out in the Service Level Hierarchies and Class Definitions. Council has approximately 143 reserves covering an approximate area of 2 480 295 square meters throughout the district under its care and control. These are broken down as per the below.

Class	Number of Parks	Approximate area m2
1	10	42000
2	9	42000
3	37	290000
4	33	438000
5	37	1600295
TV	14	4000
USG	3	64000
Total	143	2480295

The Maintenance Levels of Service and the classification for it open spaces allow Council to better manage its open spaces and direct its resources to areas which the community receives the greatest value. More importantly the Maintenance Levels of Service document provides a guide to what Council does do and more importantly what is outside Councils scope of service. The Service level hierarchies and class definitions is set out as below.

Service Level Hierarchies and Class Definitions

Parks Hierarchy	Function	Importance
Class 1	Regionally significant open spaces that generally contain playground facilities, which as a general rule require an intensive maintenance regimes (e.g. Normanville Foreshore)	High
Class 2	Major open spaces that generally contain playground facilities, sporting field, reticulated irrigation, infrastructure, play equipment, tree/shrub plantings, mulched gardens and manicured areas (e.g. Youth Park, Bungala Park).	High
Class 3	Community open space that generally cater for passing travellers and community, give a more natural appearance. Contain tree/shrub plantings, seasonal lawn which may die off in summer, mulched gardens and may include bushland or areas left in their natural state.	Low
Class 4	Passive open space used by the public for recreational purposes which may include bushland or reserves left in their natural state.	Very Low
Sensitive Sites	Non-active areas of open space that are infrequently used by the community, which may include bushland or reserves left in their natural state.	Minor
Sports Ground	An area of open space that is used for organised or casual sports. Several sites are maintained by the Club, with surrounds maintained by Council. (e.g. Rapid Bay Oval)	Low
Traffic Devices	A physical device, such as a roundabout, kerb protrudence, median strips etc which aids or directs traffic movements.	Minor
Utilities and Service Grounds	Designated sites that are used by Council to provide services, operational purposes and utilities to the community such as CWMS, areas should be kept in good working order with a neat appearance.	Minor
Township Entrance Signs	Township Entrance Signs are an area defined as 10 meters in either direction of the Entrance signage. Entrance Sign are large structures (excludes fingerboards signs) displaying a message to welcome travellers to that township.	Low
Township Road Verges	The Council controlled Non-active areas of open space and or grassed areas between property boundaries and Council controlled Roads and State Roads within a Township boundary where the verge is under the care and control of Council.	Low
Class 5 Non - Reserves	Council owned or controlled land that is not maintained as a reserve. Areas include buffer, water, stone and large areas of land which is generally left in its native state and may not require maintenance on a regular basis.	Very Low

Class 1 Reserves

Definition: Reserves in this class are to be given priority in all aspects of appearance and usability including any improvement either living or constructed. These reserves are to be considered as a representation of Council and how the community may view our facilities.

These reserves are to be inspected at least once per week by the Parks Area Team Leader

Lawns	To have total coverage of the designated area, be lush green all year round. Areas are to be 95% broad leaf weed free, unless strawberry clover is the predominant species. The surface is to be level and have an appearance of fresh even cut 80% of the time. Lawn cuttings are to be picked up and disposed of at an approved location.
Garden Beds	Are to be 90% weed, free weeds should not be allowed to flower, mulch is to be kept in a fresh state and should not encroach out of the area. Plants should be healthy and free of dead flowers. Diseased or dead plants are to be treated or replaced when appropriate. Plants are to be pruned to avoid overhanging their defined space. Other plants should be pruned so they do not encroach this defined space
Trees	Should be in a healthy condition showing no signs of decay or disease, correctly pruned in accordance with AS4373-1996, area surrounding each lawn tree should have a 300mm square or circular area completely free of other growth. Other plants should be pruned to avoid overhanging this space
Paths/Paving/Carpark	Clean, with no trip points or weeds. Neat sharply cut edges if lawns are adjacent. Footpaths should be a hard surface such as paved or concrete.
Furniture	No graffiti or should be removed within 24 hours, clean and functional at all times with no broken or damaged parts.
Signs	Should be clean and rust free, readable with no graffiti or should be removed within 24 hours.
Lights	Working at 100% efficiency, not on during daylight, no graffiti or should be removed within 24 hours.
Playgrounds	Kept in accordance with AS2155-1980. Softfall material to be maintained in accordance with AS/NZS 4422-1996. No graffiti or should be removed within 24 hours. Playground area to be Fenced, Detailed playground inspections carried out on a monthly basis
Fences	Structurally sound condition, should not have missing or damaged panels, no graffiti or should be removed within 24 hours. Chains and posts to be in good condition, new posts to be recycled plastic where appropriate.
Irrigation	100% effective, no sprinklers protruding, valve boxes level with surface or below turf/mulch. Taps/drinking fountains working with supports upright. Trenches to be level with lawn surface. Repairs to be carried out and site clean within one week of damage reported. System is to be checked weekly during season to ensure efficient operation

Sports equipment	Usable at all times, safe condition, clean appearance.
Entrance statements	Features such as letters and logos to be clean and all in place, no graffiti or should removed within 24 hours, painted areas to have fresh appearance all year.
General	<p>All maintenance actions are to conform to District Council of Yankalilla's operational procedures and SOP's. Reserves to be free of rubbish. Litter bins in good order and washed if strong odours are present.</p> <p>Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.</p>

Class 2 Reserves

Definition: Reserves in this class are to be maintained in a manner that provides a high quality appearance with all improvements fully functional. These reserves are to be considered as a representation of Council and how the community may view our facilities. These reserves provide various facilities and may be used by residents and visitors on a regular basis.

These reserves are to be inspected at least once per week by the Parks Area Team Leader.

Lawns	<p>Irrigated Lawns Should be green all year round with 95% coverage of designated areas. 90% broad leaf weed free. The surface is to be level with limited patches of different height grass.</p> <p>Non-Irrigated lawns should have a 80% coverage of the designated area, green during winter/spring with a drier appearance acceptable throughout summer. Broad leaf weeds should not be allowed flower, grasses should be cut prior to setting seed.</p> <p>Lawn cuttings are to be picked up or evenly distributed over the surface with no wind rows.</p>
Garden Beds	<p>Areas should be 80% weed free, weeds should not be allowed to flower. Mulch is to appear even and clean and should not encroach out of the area. Dead plants are to be removed immediately and replaced when season appropriate. Plants should be pruned to avoid overhanging their defined space.</p>
Trees	<p>Should be in good condition, properly pruned in accordance with AS4373-1996. Areas surrounding each lawn tree may be free of grass by spraying an area of up to 300mm.</p>
Paths/Paving/Carpark	<p>Should be Weed free, with no trip points. Lawns should not to encroach path</p>
Furniture	<p>No graffiti or should be removed within 24 hours, clean and functional at all times.</p>
Signs	<p>Should be clean, readable with no graffiti or should be removed within 24 hours</p>
Lights	<p>Working at 100% efficiency, should not be on during daylight, no graffiti or should removed within 24 hours.</p>
Playgrounds	<p>In accordance with AS2155-1980. Softfall material to be maintained in accordance with AS/NZS 4422-1996. No graffiti or should be removed within 24 hours. Playground area to be Fenced. Detailed playground inspections carried out on a monthly basis</p>
Fences	<p>Sound structural condition, should not have missing or damaged panels, no graffiti or should be removed within 24 hours. Chains and posts to being good condition.</p>
Irrigation	<p>100% effective, no sprinklers protruding, valve boxes level with surface or below turf/mulch. Taps/drinking fountains working with supports upright. Trenches to be level with lawn surface.</p>

	Repairs to be carried out and site clean within one week of damage reported. System is to be checked weekly during season to ensure efficient operation
Sports equipment	Usable at all times, safe condition, clean appearance.
Entrance statements	Features such as letters and logos to be clean and all in place, no graffiti, painted areas to have fresh appearance all year.
General	All maintenance actions are to conform with District Council of Yankalilla's operational procedures and SOP's. Reserves to be free of rubbish. Litter bins in good order and washed if strong odours are present. Bin Shrouds should be clean and rust free, readable with no graffiti Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.

Class 3 Reserves

Definition: Reserves in this class have limited facilities and would be used as a passive area or as a link to public amenities. These reserves require a general level of maintenance that may not be part of a regular programme, more of an as needs basis.

These reserves are to be inspected once per fortnight by the Parks Area Team Leader.

Lawns/Grass	<p>To have a 60% coverage of the designated area, green during winter/spring with a drier appearance acceptable throughout summer. Broad leaf weeds should not be allowed to flower, grasses should be cut prior to setting seed.</p> <p>Grass cuttings are to be spread over surface with limited wind rowing</p> <p>Non designated lawn/open space areas may be cut as required, left in their natural state or a buffer zone slashed if required by operational management.</p>
Garden Beds	<p>Areas to be 70% weed free, should not be allowed to flower. Mulch should be clean with minimal areas not covered. Shrubs should be in healthy condition with dead plants removed at each visit and replaced in the correct season where appropriate.</p>
Trees	<p>To be healthy, pruned correctly in accordance with AS4373-1996, areas surrounding each lawn tree may be free of grass by spraying an area of no more than 800mm.</p>
Paths/Paving	<p>Should be even surface to be free of erosion ruts, holes or raised sections. Weeds and other vegetation should be kept clear.</p>
Furniture	<p>No graffiti or should be removed within 24 hours, clean and functional at all times.</p>
Signs	<p>Should be clean, readable with no graffiti should be removed within 24 hours.</p>
Lights	<p>Working at 100% efficiency, not on during daylight, no graffiti should be removed within 24 hours.</p>
Playgrounds	<p>No Playgrounds in this class of reserve</p>
Fences	<p>Structurally sound condition, all panels in place or replaced within 15 days, post and chains to be good condition in appearance (replacements are subject to review of reserve).</p>
Irrigation	<p>No Irrigation in this class of reserve</p>
Sports equipment	<p>Usable at all times, safe condition, clean appearance.</p>
Entrance statements	<p>Features to be readable and not covered with vegetation or graffiti should be removed within 24 hours</p>
General	<p>All maintenance actions are to conform with District Council of Yankalilla's operational procedures and SOP's. Reserves should be free of rubbish. Litter bins in good order.</p> <p>Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.</p>

Class 4 Reserves

Definition: Reserves in this class have limited facilities with no irrigation and would be used as a passive area or as a link to public amenities. May contain undeveloped areas with no irrigation, facilities or improvements Many include steep embankments or areas that are strewn with rocks These reserves require a low level of maintenance that may not be part of a regular programme, more of an as needs basis.

These reserves are to be inspected once a month by the Parks Area Team Leader

<p>Grass/Open space area</p>	<p>To be cut as required but should not to exceed 450mm in height over the majority of area.</p> <p>Areas inaccessible with mowing equipment may require brush cutting, if required by parks team leader, each site is to be assessed for chemical treatment. Cuttings are to be dispersed over area with wind rows not to exceed 150mm in height</p> <p>Native grasses do not require mowing.</p> <p>Non designated lawn/open space areas may be cut as required, left in their natural state or a buffer zone slashed if required by operational management.</p>
<p>Trees</p>	<p>Pruning is only to be undertaken to allow mowing machinery access or to promote healthy tree activity and growth or prevent undesirable activities. Trees are to be pruned correctly in accordance with AS4373-1996</p>
<p>Garden Beds</p>	<p>Areas to be 50% weed free, should not be allowed to flower. Mulch should be clean with minimal areas not covered. Shrubs should be in healthy condition with dead plants removed and replaced in the correct season where appropriate.</p>
<p>Signs</p>	<p>Should be clean, readable with no graffiti.</p>
<p>Pathways/Access</p>	<p>To be free of erosion ruts, holes or raised sections. Weeds and other vegetation should be kept clear.</p>
<p>Furniture</p>	<p>Clean and functional at all times.</p>
<p>General</p>	<p>All maintenance actions are to conform with District Council of Yankalilla's operational procedures and SOP's.</p> <p>Rubbish is to be collected each site visit or more frequently if hazardous.</p> <p>Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.</p>

Sensitive Sites

Definition: These reserves incorporate natural and artificial water courses which eventually terminate in the ocean. Therefore it is essential that materials which add to the nutrient level should not enter the water. In addition many of these sites contain indigenous vegetation which is susceptible to herbicides and close mowing. Weeds and garden escape plants can also reduce the ability of natural growth. Sensitive Sites are to be determined by Operations Management and may make up parts of reserves of a higher class, where this happens the designated sensitive site is maintained as per below.

These areas are to be inspected on a monthly basis, especially after storm events and at the beginning of each season where annual weeds may commence growth.

Lawns/Grass	Designated Lawn areas should have at least 70% coverage of designated areas, grass embankments etc are to have 70% coverage, green during winter/spring with a drier appearance acceptable throughout summer. All areas should be 70% broad leaf free should not be allowed to flower, grasses should be cut prior to setting seed. Lawn cuttings are to be dispersed over the area with wind rows not to exceed 150mm in height. Native grasses do not require mowing. Non designated areas may be left in their natural state or a buffer zone slashed if required by operational management
Garden Beds	Free of weeds, hand pulling and chemical treatment to be used. Areas should be 50% weed free, should not be allowed to flower. Mulch should be clean with minimal areas not covered. Shrubs should be in healthy condition with dead plants removed and replaced in the correct season where appropriate.
Trees	Healthy condition, retain large dead trees as they can provide habitat therefore removal must be approved by operational management. Indigenous species should be left to grow in natural site. Pruning is only to be undertaken to allow mowing machinery access or to promote healthy tree activity and growth or prevent undesirable activities. Trees are to be pruned correctly in accordance with AS4373-1996
Paths/Paving	To be free of erosion ruts, holes or raised sections. Weeds and other vegetation should be kept clear.
Furniture	No graffiti or should be removed within 24 hours, clean and functional at all times.
Signs	Should be clean, readable with no graffiti or should be removed within 24 hours,
Lights	Working at 100% efficiency, not on during daylight, no graffiti or should be removed within 24 hours.
Fences	Structurally sound condition, panels should be in place, post and chains should be kept in good condition (replacements are subject to review of reserve).
General	All maintenance actions are to conform to District Council of Yankalilla's operational procedures and SOP's. Reserves should be free of rubbish. Litter bins in good order. Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.

Sports Grounds

Definition: An area of open space that is used for organised or casual sports. Several sites are maintained by the Club, with surrounds maintained by Council. Sports grounds are usually referred to as ovals. The immediate surrounds are to be treated as Class 2 Reserves eg. Spectator viewing mounds

<p>Lawns/ Playing Surface</p>	<p>Should have total coverage of designated area (some areas around cricket wickets not covered with grass is acceptable).</p> <p>Football Season (Autumn/Winter). Grass is to be lush green and some patches are to be expected Depressions are to be filled or levelled prior to next game. Bare patch in goals is expected.</p> <p>Cricket Season (Spring/Summer) Grass is to be lush green, no patches or unlevel sections. Cricket pitch run ups should be free of depressions or raised areas. Grass is to be cut at lower height than during football season.</p>
<p>Trees</p>	<p>Should be in good condition, properly pruned in accordance with AS4373-1996. Areas surrounding each lawn tree may be free of grass by spraying an area of no more than 500mm if required.</p>
<p>Weeds</p>	<p>Broadleaf species should be controlled by slashing or chemical treatment prior to flowering.</p>
<p>Pathways/Access</p>	<p>Should be even surface to be free of erosion ruts, holes or raised sections. Weeds and other vegetation should be kept clear.</p>
<p>General</p>	<p>All maintenance actions are to conform with District Council of Yankalilla's operational procedures and SOP's.</p> <p>Reserves to be free of rubbish. Litter bins in good order.</p> <p>Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.</p>

Traffic Devices

Definition: A physical device, such as a roundabout, kerb protrudence, median etc which aids or directs traffic movements.

Hard Surface	Should be free of broken or raised paving bricks / concrete.
Signs	Hazard boards are to be in good condition, no graffiti or should be removed within 24 hours or rust and to be retained as installed.
Plants	Areas are to be 70% weed free, weeds should not be allowed to flower. Mulch is to appear even and clean and not encroach out of the area. Dead plants should be removed and replaced when appropriate. Plants should be pruned to avoid overhanging their defined space.
Irrigation	Where present 80% effective, no sprinklers should be protruding, valve boxes level. Trenches level with surface.
General	<p>All maintenance actions are to conform with District Council of Yankalilla's operational procedures and SOP's.</p> <p>Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.</p>

Utilities and Service Grounds

Definition: These reserves and area are designated for use in delivering Councils Services and Utilities such as Community Waste Water Management Scheme and other Operational purposes. These reserves are to be considered as a representation of Council and how the community may view our facilities. These areas maintained in a manner that provides a high quality appearance with all improvements fully functional. It is essential that materials which add to the nutrient level do not enter watercourses or surrounding natural environment.

Lawns/Grass	<p>Should have a 75% coverage of the designated area, green during winter/spring with a drier appearance acceptable throughout summer. Broad leaf weeds should not be allowed to flower, grasses should be cut prior to setting seed. Grass cuttings are to be spread over surface with limited wind rowing</p> <p>Non designated areas may be left in their natural state or a buffer zone slashed if required by operational management.</p>
Garden Beds	<p>Areas to be 70% weed free, should not be allowed to flower. Mulch should be clean with minimal areas not covered. Shrubs are to be in healthy condition with dead plants removed at each visit and replaced in the correct season.</p>
Trees	<p>Should be healthy, pruned correctly in accordance with AS4373-1996, areas surrounding each lawn tree may be free of grass by spraying an area of no more than 500mm.</p>
Paths/Paving	<p>Should be even surface to be free of erosion ruts, holes or raised sections. Weeds and other vegetation should be kept clear.</p>
Signs	<p>Should be clean, readable with no graffiti or should be removed within 24 hours.</p>
Lights	<p>Working at 100% efficiency, not on during daylight, no graffiti or should be removed within 24 hours.</p>
Cabinet	<p>Should be weed free areas surrounding each cabinet by spraying an area of no more than 300mm Usable at all times, safe condition, clean appearance.</p>
Fences	<p>Structurally sound, all panels should be in place or replaced, post and chains to be in good condition in appearance (replacements are subject to review of reserve).</p>
Tanks	<p>Should be even surface to be free of erosion ruts, holes or raised sections. Weeds and other vegetation should be kept clear. Lawns not to encroach. Usable at all times, safe condition, clean appearance.</p>
Irrigation	<p>100% effective, valve boxes level with surface or below turf/mulch. Trenches to be level with natural surface. Sprinkler should be free from blockage and in good working order. Repairs to be carried out and site clean within one week of damage reported. System is to be checked monthly to ensure efficient operation</p>
General	<p>All maintenance actions are to conform with District Council of Yankalilla's operational procedures and SOP's.</p> <p>Reserves to be free of rubbish. Litter bins in good order.</p> <p>Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.</p>

Township Entrance Signs

Definition: Township Entrance Signs are an area defined as 5 meters in either direction of the Entrance signage. Entrance Sign are large structures (excludes fingerboards signs) displaying a message to welcome travelers to that township.

Grass/Open space area	<p>To be cut as required but should not to exceed 600mm in height over the majority of area. Area to be defined as 10 meters in either direction of the entrance sign.</p> <p>Areas inaccessible with mowing equipment may require brush cutting, if required by the parks team leader, each site is to be assessed for chemical treatment. Cuttings are to be dispersed over area.</p> <p>Native grasses do not require mowing.</p>
Trees	<p>Should be in good condition, properly pruned in accordance with AS4373-1996. Areas surrounding each lawn tree may be free of grass by spraying an area of no more than 500mm if required.</p>
Weeds	<p>Broadleaf species should be controlled by slashing or chemical treatment prior to flowering.</p>
General	<p>All maintenance actions are to conform with District Council of Yankalilla's operational procedures and SOP's.</p> <p>Area to be free of rubbish.</p> <p>Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.</p>

Verges Township Roads.

Definition: The Council controlled Non-active areas of open space and grassed areas between property boundaries and Council controlled Roads and State Roads within a Township boundary where the verge is under the care and control of Council.

<p>Road Side Slashing Grass Grass/Open space area</p>	<p>Council does not mow grassed footpaths and nature strips in front of private, commercial or industrial property on the basis that owners/residents with civic pride undertake this activity as a contribution to the amenity of the city which allows Council to direct its resources to other services. Council relies on chemical treatment to maintain grass growth within township verges. Chemical treatment may be undertaken if required by Urban Supervisor. Each site is to be assessed for chemical treatment which may be undertaken when normal maintenance activities are carried out in the area</p> <p>Council may mow township verges on a regular basis under the following conditions:</p> <ul style="list-style-type: none"> • the location is an integral part of an adjacent park or reserve • the location is the frontage for Council owned land for which Council provides mowing (e.g. Council’s Administrative Centre) • on an ‘as’ needs basis if road and pedestrian safety and/or negotiation is an issue, or where a sight restriction has been created at an urban intersection by vegetation growth • Nature strips are proportionally larger than is reasonably expected (i.e. the location is larger than the private property it abuts), deeming it impractical for owners/occupiers to mow.
<p>Garden Beds</p>	<p>Areas to be 50% weed free, should not be allowed to flower. Mulch should be clean with minimal areas not covered. Shrubs should be in healthy condition with dead plants removed and replaced in the correct season where appropriate.</p>
<p>Road Side chemical treatment.</p>	<p>Road side chemical treatment may be carried out on the township verges as required and identified by the Urban Supervisor. Chemical treatment may occur in the area, but not limited to, 1 meter from the edge of bitumen. Where the area is accessible with chemical treatment equipment. Chemical treatment may also occur in and around drains and culverts to keep the assets in an effective working order. Native grasses and vegetation may not require chemical treatment.</p>
<p>Trees (non - Street trees)</p>	<p>Pruning is only to be undertaken to allow machinery access or to promote healthy tree activity, growth or prevent undesirable activities. Pruning is to occur correctly in accordance with AS4373-1996. Residents may trim overhanging branches back to their fence line if required under the trees. Trees in this class of verge are to be maintain to the same standard as the Sensitive Sites service levels.</p>
<p>Street Trees</p>	<p>Street trees are defined street trees of significant value from both an environmental and an aesthetic perspective and provide enormous benefits to the community. Residents are not permitted to prune street trees as it is Council's responsibility to ensure that pruning works are undertaken by trained personnel and in accordance with Australian Standards for tree pruning and occupational health and safety. Generally, trees will be allowed to develop their natural canopy and will not be pruned. Where pruning is essential, it will be carried out in accordance with Australian Standards, for the express purposes of:</p> <ul style="list-style-type: none"> • Providing clearance for pedestrian movement

	<ul style="list-style-type: none"> • Improving the safety, structure and health of the tree • Maintaining clearances for utility services, eg powerlines • Improving vehicle driver's line of sight along vehicle carriageways • Preventing branches encroaching into neighbouring property from public property <p>Pruning is to occur correctly in accordance with AS4373-1996</p>
Signs	Should be clean, readable with no graffiti.
Pathways/Access	Should be even surface to be free of erosion ruts, holes or raised sections. Weeds and other vegetation should be kept clear.
Furniture	Clean and functional at all times.
General	<p>All maintenance actions are to conform with District Council of Yankalilla's operational procedures and SOP's.</p> <p>In the case of clearing/slashing of the road reserve in front of a property for cosmetic purposes, the land owner may apply for a Section 221 Authorisation in order to gain approval to clear vegetation on the Road Reserve. The application will be assessed and any plant species of interest may be ordered to be protected and/or re-established in an approved location.</p> <p>Rubbish is to be collected or on a request basis as required at each site</p> <p>Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.</p>

Class 5 Non - Reserves

Definition: Council owned or controlled land that is not maintained as a reserve. Areas include buffer, water, stone and large areas of land which is generally left in its native state and may not require maintenance on a regular basis. This class of reserve is often found in rural areas and may be leased.

These reserves are to be inspected on an as need maintenance

Grass Open space area	<p>To be maintained as required by Operations management, large open spaces are not slashed and may only require buffer zone slashed to protect assets.</p> <p>Area is generally left in native or natural state and not maintained.</p> <p>Native grasses do not require mowing.</p>
Trees	<p>Healthy condition, retain large dead trees as they can provide habitat therefore removal must be approved by operational management. Indigenous species should be left to grow in natural site. Pruning is only to be undertaken to allow mowing machinery access or to promote healthy tree activity and growth. Trees are to be pruned correctly in accordance with AS4373-1996.</p>
Signs	<p>Should be clean, readable with no graffiti.</p>
Pathways/Access/ Fences	<p>To be free of erosion ruts, holes or raised sections. Weeds and other vegetation should be kept clear.</p>
Furniture	<p>N/A</p>
General	<p>All maintenance actions are to conform with District Council of Yankalilla's operational procedures and SOP's.</p> <p>Some areas may be under a lease, where the area is under a lease the leasee will be responsible for the maintenance of the site or by another agreement.</p> <p>Some buffer reserves may be classed at verges and would be maintained as such.</p>

Grass Cutting			
Task	What we want to achieve	Desired Intervention Level	
		Hierarchy	Cut Grass in accordance with
Grass Cutting	To have well maintained grassed areas that support the functions contained within open space	Class 1	Cut grass within 5 days of the grass reaching 50 mm in height
		Class 2	Cut grass within 10 days of the grass reaching 100 mm in height
		Class 3	Cut grass within 10 days of the grass reaching 300 mm in height
		Class 4	Cut grass within 25 days of the grass reaching 450 mm in height.
		Sensitive Sites	Cut grass upon request and the grass reaching 600 mm in height or as agreed in a Customer Service Agreement between departments
		Sports Ground	Cut grass within 10 days of the grass reaching 100 mm in height as agreed in a Customer Service Agreement between departments
		Traffic Devices	Cut grass within 25 days of the grass reaching 250 mm in height.
		Utilities and Service Grounds	Cut grass upon request and the grass reaching 200 mm in height or as agreed in a Customer Service Agreement between departments
		Township Entrance Signs	Cut grass within 125 days of the grass reaching 600 mm in height
		Roadside Verges	N/A – On Request by Operational Management and the grass reaching 1000 mm in height

Edging and Hedging

Task	Intervention Level	Response Time		
		Hierarchy	Intervention	Edge and Hedge within
Edging & Hedging	This activity is undertaken concurrent with the mowing of an open space.	Class 1	Concurrent with mowing	Concurrent with mowing
		Class 2	Concurrent with mowing	Concurrent with mowing
		Class 3	Concurrent with mowing	Concurrent with mowing
		Class 4	Concurrent with mowing	Concurrent with mowing
		Sensitive Sites	N/A	N/A
		Sports Ground	Concurrent with mowing	Concurrent with mowing
		Traffic Devices	Concurrent with mowing	Concurrent with mowing
		Utilities and Service Grounds	Concurrent with mowing	Concurrent with mowing
		Township Entrance Signs	N/A	N/A
		Roadside Verges	N/A	N/A
		Class 5 Non - Reserves	N/A	N/A

Edging and Hedging

Task	Intervention Level	Response Time			
		Hierarchy	Intervention	Edge and Hedge within	Cut within encroachment reaches more than
Edging & Hedging	Grasses and hedging encroaches pathways and guttering by more than 150mm	Class 1	>25% of Area	10 days	150mm
		Class 2	>25% of Area	15 days	150mm
		Class 3	>40% of Area	20 days (Edge N/A)	300mm
		Class 4	>50% of Area	25 days (Edge N/A)	300mm
		Sensitive Sites	N/A	N/A	N/A
		Sports Ground	>25% of Area	10 days (Hedge N/A)	300mm
		Traffic Devices	>40% of Area	15 days	500mm
		Utilities and Service Grounds	>40% of Area	15 days	500mm
		Township Entrance Signs	N/A	N/A	500mm
		Roadside Verges	>50% of Area	25 days (Edge N/A)	500mm
		Class 5 Non - Reserves	N/A	N/A	500mm

Tree Pruning

Task	Intervention Level	Response Time		
		Hierarchy	When	Prune within
Light Pruning	Tree branches are less than 2400mm above the pathway or encroach road kerbing by more than 300mm.	Class 1	As Required	5 days
		Class 2	As Required	10 days
		Class 3	As Required	15 days
		Class 4	As Required	25 days
		Sensitive Sites	As Required	30 days
		Sports Ground	As Required	10 days
		Traffic Devices	As Required	10 days
		Utilities and Service Grounds	As Required	10 days
		Township Entrance Signs	As Required	25 days
		Roadside Verges	As Required	20 days
		Class 5 Non - Reserves	As Required	30 days

Tree Pruning

Task	Intervention Level	Response Time		
		Hierarchy	Inspection & Make Safe	Remove or prune within
Heavy Pruning or removal	Tree is assessed as either being:	Class 1	24 hours	10 days
		Class 2	24 hours	15 days
	Dead or close to death or is infected with an epidemic, insect or disease.	Class 3	24 hours	20 days
		Class 4	48 hours	30 days
		Sensitive Sites	48 hours	40 days
	Tree poses an extreme public nuisance because of its species, size, location or condition. The nuisance could be caused by fruit or seed drop, harbouring of insects or excessive twig or limb breakage.	Sports Ground	As Required	15 days
		Traffic Devices	As Required	15 days
		Utilities and Service Grounds	As Required	20 days
	Tree poses a severe safety hazard that cannot be corrected by pruning, transplanting or other treatments.	Street Trees	24 hours	15 days
		Township Entrance Signs	As Required	30 days
	Tree severely interferes with the growth and development of a more desirable tree.	Roadside Verges (Township)	As Required	30 days
		Class 5 Non - Reserves	As Required	40 days
Tree or limb displays signs of becoming a safety concern				

Irrigation Maintenance				
Task	Intervention Level	Response Time		
		Hierarchy	Inspection & Adjustments	Repair within
Repair and fine tune irrigation system.	Irrigation system poses a hazard to open space users. In ground sprinkler protruding more than 50mm. Irrigation system pop-ups not working, pipe found to be broken and leaking water. Vandalised assets	Class 1	24 hours	5 days
		Class 2	24 hours	5 days
		Class 3	N/A	N/A
		Class 4	N/A	N/A
		Sensitive Sites	N/A	N/A
		Sports Ground	2 days	10 days
		Traffic Devices	N/A	N/A
		Utilities and Service Grounds	5 days	15 days
		Township Entrance Signs	N/A	N/A
		Roadside Verges	N/A	N/A
	Class 5 Non - Reserves	N/A	N/A	

Litter, Debris and Rubbish

Task	Intervention Level	Response Time		
		Hierarchy	Sharps	General Litter
Litter and debris picked up / removed. (excludes illegal dumping)	Presence of litter and debris within open space area. Make Safe – When sharps present	Class 1	24 hours	5 days
		Class 2	24 hours	10 days
		Class 3	24 hours	15 days
		Class 4	24 hours	90 days
		Sensitive Sites	24 hours	90 days
		Sports Ground	24 hours	10 days
		Traffic Devices	24 hours	90 days
		Utilities and Service Grounds	24 hours	90 days
		Township Entrance Signs	24 hours	90 days
		Roadside Verges	24 hours	90 days
		Class 5 Non - Reserves	24 hours	90 days

Chemical Weed Control

Task	Intervention Level	Response Time		
		Hierarchy	Make Safe	Spray within
Herbicide and pesticide spraying.	<p>As required for broad leaf weeds where seasonally pesticides will be applied</p> <p>Excludes noxious and woody weeds and declared weeds</p> <p>Verges in Rural areas are undertaken once per year</p> <p>Township Verges are on demand</p>	Class 1	On Demand	5 days
		Class 2	On Demand	10 days
		Class 3	On Demand	20 days
		Class 4	On Demand	30 days
		Sensitive Sites	On Demand	30 days
		Sports Ground	On Demand	10 days
		Traffic Devices	On Demand	20 days
		Utilities and Service Grounds	On Demand	15 days
		Township Entrance Signs	On Demand	30 days
		Roadside Verges (Township)	On Demand	30 days
		Class 5 Non - Reserves	On Demand	30 days
Herbicide and pesticide spraying.	<p>Grasses and hedging encroaches pathways, guttering, trees or other hard assets by more than 200mm where alternate methods have not been applied.</p> <p>Verges in Rural areas are undertaken once per year</p> <p>Township Verges are on demand</p>	Class 1	>25% of Area	5 days
		Class 2	>30% of Area	10 days
		Class 3	>40% of Area	15 days
		Class 4	>50% of Area	20 days
		Sensitive Sites	On Demand	20 days
		Sports Ground	On Demand	10 days
		Traffic Devices	On Demand	15 days
		Utilities and Service Grounds	On Demand	10 days
		Township Entrance Signs	On Demand	30 days
		Roadside Verges	On Demand	20 days
		Class 5 Non - Reserves	On Demand	30 days

Note: Make safe normally applies to the use of pesticide to deal with spider and other insect infestations

Fencing

Task	Intervention Level	Response Time		
		Hierarchy	Inspection & Make Safe	Repair fence within
Fence repair	Fence knocked down	Class 1	24 hours	10 days
		Class 2	24 hours	15 days
		Class 3	24 hours	180 days
		Class 4	48 hours	180 days
	Missing parts	Sensitive Sites	48 hours	180 days
	Hole in mesh	Sports Ground	48 hours	60 days
	Make Safe – Sharp edges present causing safety concern	Traffic Devices	48 hours	60 days
		Utilities and Service Grounds	24 hours	10 days
		Township Entrance Signs	72 hours	180 days
		Roadside Verges	N/A	N/A
	Excludes Boundary Fences	Class 5 Non - Reserves	72 hours	180 days

Furniture Repair / Replace / Dispose

Task	Intervention Level	Response Time		
		Hierarchy	Inspection & Make Safe	Repair, replace or remove within
Repair or replace broken furniture	<p>When furniture such as benches, picnic settings, litter bins and BBQs are damaged or graffiti is present to a point that is not suitable for its intended purpose e.g. Missing or broken parts, offensive graffiti.</p> <p>Make Safe – Sharp edges present or defect poses safety concern</p>	Class 1	24 hours	15 days
		Class 2	24 hours	30 days
		Class 3	5 days	45 days
		Class 4	10 days	90 days
		Sensitive Sites	10 days	90 days
		Sports Ground	2 days	30 days
		Traffic Devices	10 days	90 days
		Utilities and Service Grounds	2 days	30 days
		Township Entrance Signs	10 days	90 days
		Roadside Verges	10 days	90 days
		Class 5 Non - Reserves	10 days	90 days

BBQ Cleaning

Task	Intervention Level	Response Time		
		Hierarchy	Inspect & Make Safe on Complaint	Cyclic Inspection and Cleaning
Inspect and clean public BBQ	The inspection and cleaning of BBQs is undertaken as a routine cyclic activity based on the service level being afforded to the BBQ.	Class 1	24 hours	Weekly
		Class 2	24 hours	Weekly
		Class 3	N/A	N/A
		Class 4	N/A	N/A
		Sensitive Sites	N/A	N/A
		Sports Ground	24 hours	Weekly
		Traffic Devices	N/A	N/A
		Utilities and Service Grounds	24 hours	Weekly
		Township Entrance Signs	N/A	N/A
		Roadside Verges	N/A	N/A
		Class 5 Non - Reserves	N/A	N/A

Signs

Task	Intervention Level	Response Time		
		Hierarchy	Inspect & Make Safe	Repair or replace within
Repair or replace park signage	Sign show significant fading or is beyond repair	Class 1	24 hours	30 days
		Class 2	24 hours	30 days
	Supporting structure is beyond repair	Class 3	5 Days	90 days
		Class 4	10 Days	180 days
		Sensitive Sites	10 days	180 days
		Sports Ground	2 days	90 days
		Traffic Devices	10 days	90 days
		Utilities and Service Grounds	2 days	30 days
		Township Entrance Signs	10 days	180 days
		Roadside Verges	10 days	180 days
		Class 5 Non - Reserves	10 days	180 days

Playground and Play Equipment				
Task	Intervention Level	Response Time		
		Hierarchy	Inspect & Make Safe	Respond within
<p>Playground equipment cleaned.</p> <p>Top up soft-fall area to a minimum of 300mm in depth</p> <p>Permanently repair playground equipment to ensure compliance with AS/NZS 4486.1</p>	Graffiti / Bill Posters on playground equipment	Class 1	24 hours	20 days
		Class 2	24 hours	20 days
	Depth of soft-fall material is less than current AS/ANZ Standard	Class 3	N/A	N/A
		Class 4	N/A	N/A
	Dangerous material present in soft-fall	Sensitive Sites	N/A	N/A
		Sports Ground	N/A	N/A
	Make Safe – When foundation exposed and poses risk	Traffic Devices	N/A	N/A
		Utilities and Service Grounds	N/A	N/A
	When equipment is damaged to a point that it is not suitable for its intended purpose	Township Entrance Signs	N/A	N/A
		Roadside Verges	N/A	N/A
	Defects found not to comply with current AS/NZS Standard	Class 5 Non - Reserves	N/A	N/A

NB: As parts are often not immediately available, permanent repairs may take up to 3 months.

Only Class 1 and 2 reserves are permitted to have playgrounds