

RIVIERA KEYS (CATER) ISLAND & RESERVE – SUSSEX INLET PARKCARE ACTION PLAN

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CONTACT INFORMATION

Group Name:	Riviera Keys (Cater) Island Parkcare Group
Contact:	Parks Programmes Officer
Reserve Name:	Riviera Keys Island & Reserve (AKA Cater Island)
Location:	71 Cater Crescent, Sussex Inlet
Reserve No:	BSU700 & BSU754
Land Tenure	Freehold & Crown CCM
Comm Land Type	Park

1. PARKCARE GROUP GOALS

To repair, replace and maintain infrastructure and vegetation as necessary to supplement Council maintenance schedules.

2. SHOALHAVEN PARKCARE GROUP ACTIVITIES TABLE

GROUP ACTION	PRIORITY	METHOD	TIMING
Landscape Area Maintenance (not including foreshore)	H	By hand	Ongoing
Mowing & Whipper snipping in between Council schedule	H	Hand held equipment & ride on mower	Ongoing
Park Furnishing Maintenance	H	By hand	Ongoing
Bridge Maintenance (Painting)	H	By hand	Ongoing
Litter Collection	H	By hand	Ongoing

Laying of hardy, salt water resistant grass (Sir Walter) on island	H	By hand	12 months
Clearing of pathways on island	H	By hand & spray	Ongoing
Graffiti removal	M	By hand	As required

3. PARKCARE GROUP ACTION PLAN MAP



4. PARKCARE GROUP WHS DOCUMENTS

Type of Activity	WHS Document Name	Document No.
Bridge & Jetty Maintenance	Operational Risk Assessment	FM22/16
Landscape Construction & Maintenance	Operational Risk Assessment	FM22/16
Whipper snipper	Line Trimmer	SWI41(v2)
Painting seats, tables	Park Furnishings & Play Equipment Maintenance	SWMS1201

Roadside & Park Litter Collection	Roadside Waste, Biological Waste & Park Litter Collection	SWMS1417 (v9)
Walking track maintenance	Operational Risk Assessment	FM22/16
Ride on mower	Operate & Maintain Ride on Mower / Tractor	SWI50(v2)
Pruning shrubs, trees	Tree Removal & Pruning	SWMS1453
Weeding on path	Operational Risk Assessment	FM22/16
Weed spraying on path	Herbicide Spraying	SWI29 (v2)

WHS Document Name	Document No.
Workplace Inspection Checklist	D13/177520
Incident Reporting, Investigation and Corrective Action	PRD22/123
Bushcare/Parkcare Policy	POL18/43
Bushcare/Parkcare Procedure	PRD20/28
Contractor & Volunteer Management	PRD22/122
Personal Protective Equipment (PPE)	PRD21/68
Work Health & Safety Policy	POL20/12
Risk Management	PRD22/22

5. COUNCIL SUPPORT

Provision of building materials and paints as necessary and as budget allows
Provision of landscape materials including plants and mulch as necessary and as budget allows
Disposal of waste costs as budget allows

6. HAS A SITE HAZARD AND RISK ASSESSMENT BEEN COMPLETED FOR THE PARKCARE SITE?

Risk assessments are completed daily as part of the Site Recording Group Sheet & Site Specific Risk Assessment Form.

7. LIST THE PERSONAL PROTECTION EQUIPMENT REQUIRED FOR VOLUNTEERS WHILST WORKING ON THE SITE

PPE Equipment Required	Date issued
First Aid Kit	As Required

Gloves	As Required
Sunscreen	As Required
Insect repellent	As Required

8. POSSIBLE FUTURE FUNDING

Project	Funding source
Nil	

9. PLAN WILL BE REVIEWED EVERY SIX YEARS

10. LOCAL OR REGIONAL MANAGEMENT PLANS OR STRATEGIES THAT THIS PLAN RELATES TO

Name of document	Year it was produced	Produced by
Generic Plan of Management - Parks	2001	Shoalhaven City Council
Foreshore Reserve Policy	2017	Shoalhaven City Council
Canal Estates Management Plan	2014	Shoalhaven City Council

11. RECOMMENDED PLANTING SPECIES LIST (NO VIEWS TO BE IMPACTED)

Name or type of plant	Maximum Height	Structural Role in the park vegetation	Number
Various	2m	Shade, aesthetic value, attract native birds	As required & approved

All works undertaken pursuant to this action plan are to be to the satisfaction of the Open Spaces Assets Coordinator

Parkcare Group Name Riviera Keys Island & Reserve

Coordinator Name Jan Natt

Signature

Date