

VALLEY DRIVE RESERVE – CONJOLA PARK - PARKCARE ACTION PLAN

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CONTACT INFORMATION

Group Name:	Valley Drive Reserve Parkcare Group
Reserve Name:	Valley Drive Reserve/Hoylake Reserve
Location:	Conjola Park
Reserve No:	SLC784
Land Tenure	Freehold
Comm Land Type	Park

1. PARKCARE GROUP GOALS

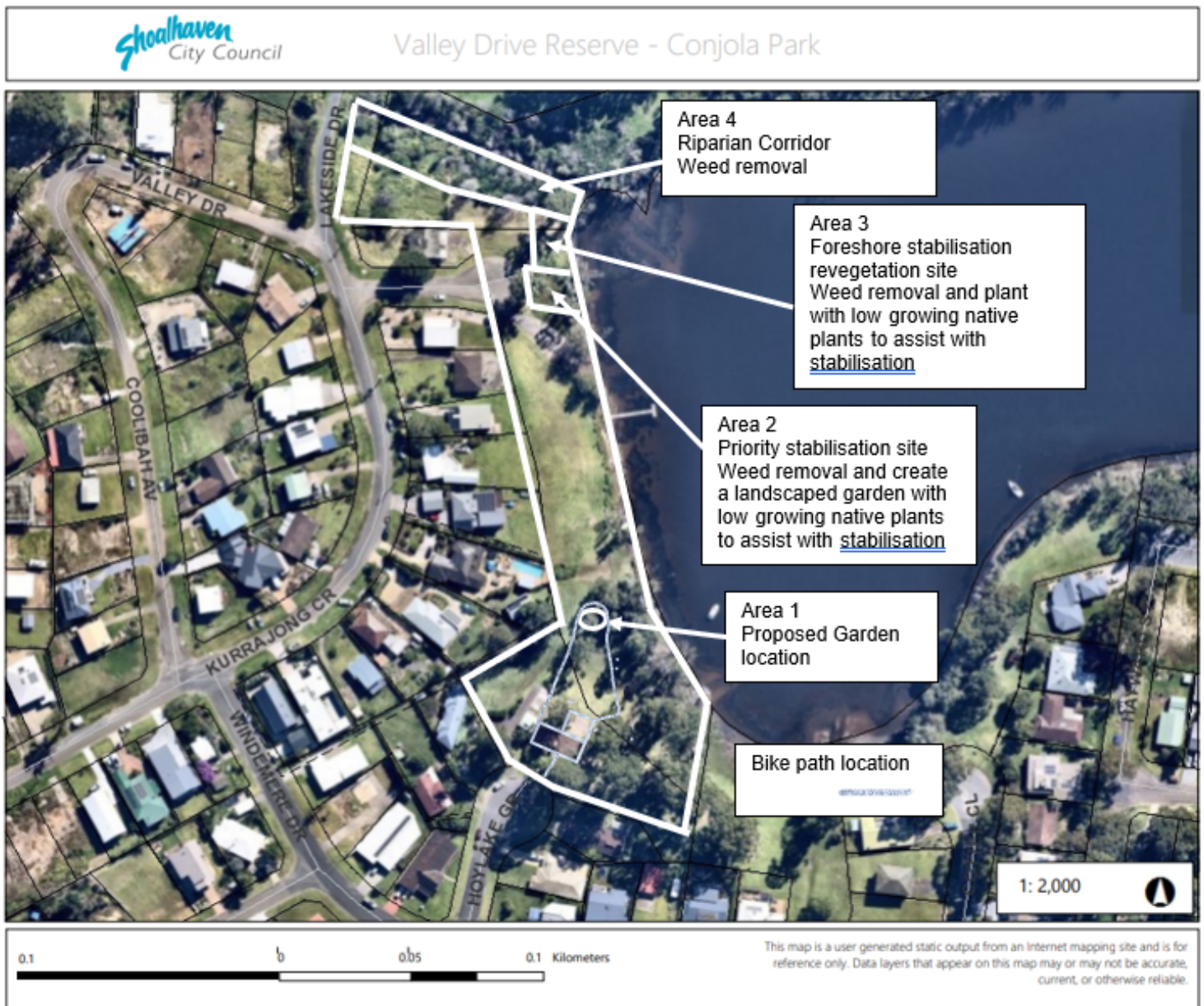
To maintain park to subside Council’s maintenance schedule
To assist in the construction of a garden at Hoylake Park
Weed the top end of the reserve and plant out with natives

2. SHOALHAVEN PARKCARE GROUP ACTIVITIES TABLE

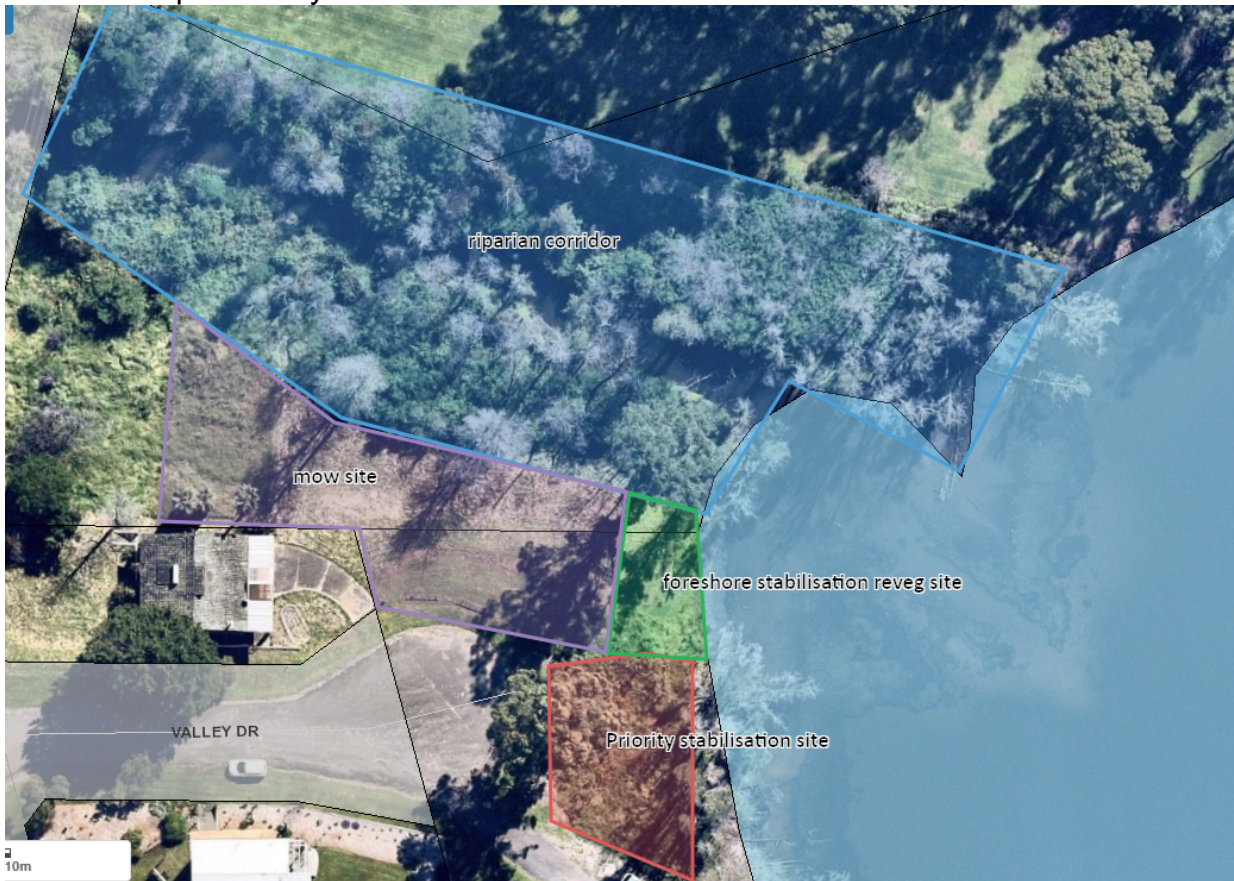
GROUP ACTION	PRIORITY	METHOD	TIMING
Area 1 To assist in the construction of a new garden at Hoylake Park	H	Hand tools	March 2024
Area 1 Maintenance of the above garden	M	Hand tools	Ongoing
Area 1 General weeding	M	By hand	Ongoing
Area 2 Weed removal and create a landscaped garden with low growing native plants to assist	H	By hand	Ongoing

with stabilisation			
Area 3 Weed removal and plant natives as per the Coastal Management Program to assist with stabilisation	H	By hand	Ongoing
Area 4 Weed removal only of cassia/senna	H	By Hand	Ongoing
General litter pick up over all areas	H	By hand/tools	Ongoing
Extra mowing when required (not in riparian and stabilisation areas)	L	Ride on/push mower	As required

3. PARKCARE GROUP ACTION PLAN MAP



Detailed map of Valley Drive end of reserve



4. PARKCARE GROUP WHS DOCUMENTS

Type of Activity	WHS Document Name	Document No.
Mowing	Mower – Ride On	SWI50 (V3)
Mowing	Mower Walk Behind	SWI51 (V2)
Weeding	Operational Risk Assessment	P10.F03 (FM22/16)
Litter pick up	Roadside Waste, Biological Waste & Park Litter Collection	SWMS1417 (V9)
Maintenance and construction activity (includes landscaping and planting)	Operational Risk Assessment	P10.F03 (FM22/16)

WHS Document Name	Document No.
Site Safety Plan	As per each group
Workplace Inspection Checklist	D13/177520
Incident Reporting, Investigation and Corrective Action	PRD22/123

Bushcare/Parkcare Policy	POL22/29
Bushcare/Parkcare Procedure	PRD22/208
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 budget permits
Provision of landscape materials including plants and mulch as budget permits

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
Garden at Hoylake Park	Grant & Shoalhaven City Council?

9. REVIEW

This plan will be reviewed six years from its approval but can be reviewed sooner if agreed.

The group should review a summary of the Parkcare Policy & Procedures at the time of each annual review.

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	2005	Shoalhaven City Council
Foreshore Reserves Policy POL19/76	Adopted 2004 Reaffirmed 2022	Shoalhaven City Council
Lake Conjola – Coastal Management Program	In production at time of Parkcare Action Plan	Shoalhaven City Council

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

Name or type of plant	Maximum Height	Structural Role in the park vegetation	Number
Various plants	Up to 3m	Aesthetic value and to attract birds.	As required & approved

12. SITE WEED LIST

Common Name	Extent	Control method used by group
Black Wattle saplings	L	By hand
Cassia/Senna	H	By hand
Stinking Roger	H	By hand
Fleabane	H	By hand
Farmers friend	H	By hand

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

Parkcare Group Name Village Drive Reserve Parkcare Group

Coordinator Name Kris Brennan

Signature

Date / ...