GPG LANDSCAPE MANAGEMENT

COMMERCIAL LANDSCAPE SITE AUDIT

Example Grove Residences

(Sample Report)

FIELD	DETAIL
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Prepared By:	Oliver Zehrung
Position:	Managing Director

NON-CONFIDENTIAL SAMPLE

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About This Sample

This is a sample report, prepared for an example site to show the format and level of detail of a GPG commercial landscape site audit. Example Grove Residences is not a real property, and the owners corporation, findings, photographs and costs are invented for illustration.

All prices are examples only and exclude GST. They are based on GPG's published rates: $85 per hour per person for operational work, $110 per hour per person for specialised work, and materials at cost plus a margin. Your site's fixed price is confirmed after a free site consultation.

Prepared for: Owners Corporation PS 000000X, 1–24 Sample Street, Mulgrave VIC 3170.

Prepared By

This report was prepared by Oliver Zehrung, Managing Director of GPG Landscape Management, who carried out the site assessment.

Oliver has more than eight years of hands-on experience in landscape maintenance and management. A background in aerospace engineering shapes how GPG works: documented systems, measured site data, and maintenance that is planned rather than reactive.

GPG holds $20M public liability cover and a Commercial Operator Licence for chemical application, and works under a documented Safety Management System.

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1. Executive Summary

The common property landscape at Example Grove Residences is in **fair condition overall (rating 3 of 5)**. The entry frontage presents well. Maintenance has fallen behind in the less visible parts of the site: the irrigation, the stormwater pits, the eastern boundary hedge and two of the larger trees.

The audit recorded eight risks. Three are rated High and should be addressed within one month of this report. No item met the Urgent threshold on the day.

1.1 The Site at a Glance

ELEMENT	MEASURED QUANTITY
Lawn	610 m² in two areas
Garden beds	395 m²
Hedges	65 lineal metres
Paths and paving	240 m²
Visitor car park edge	48 lineal metres of kerb
Established trees	6, of which 2 are taller than 5 metres
Stormwater surface pits	4
Irrigation	Drip system with 4 zones and one controller

1.2 Top Risks

ID	DESCRIPTION	RISK RATING	TIMEFRAME
R01	Dead branches in the lemon-scented gum over visitor bays 3–5	**High**	Within 1 month
R02	Pavers lifted by tree roots, leaving a 25 mm lip on the main path to units 9–12	**High**	Within 1 month
R03	Weak branch union in the Manchurian pear over the same path	**High**	Within 1 month
R04	Water pooling at the entry path to units 9–12 after rain	**Medium**	Within 3 months
R05	Moss and algae on the shaded eastern path	**Medium**	Within 3 months

1.3 Recommended Priorities

1. **Within 1 month:** engage a qualified arborist to remove the deadwood over the visitor bays and assess the pear. Reset the lifted pavers once the arborist has advised on the roots.
2. **Within 3 months:** repair the zone 3 irrigation leak, clear the stormwater pits and investigate the line from pit SW3 if pooling persists, renovate the boundary hedge, and clean the shaded path.
3. **Within 12 months:** renovate the central lawn and replace failed plants in autumn, improve the soil in the car park bed, and stabilise the sloped bed at the entry.

1.4 12-Month Cost Forecast (Example Figures, Ex GST)

COST	ANNUAL AMOUNT
Routine maintenance under a fixed monthly fee ($1,250 per month)	$15,000
Expected additional works, including a $1,000 contingency	$7,385
Total 12-month forecast	**$22,385**

If the owners corporation engages GPG for ongoing maintenance, the audit fee is credited in full against the first contract year. Section 8 sets out the forecast in full.

2. Site, Scope and Method

2.1 The Site

Example Grove Residences is a complex of 24 townhouses, built in the mid-2000s. The common property landscape covers about 1,250 m² of lawn, garden beds and paving, plus a visitor car park edge. For this report the site is divided into five zones, shown on the site plan in section 5.

ZONE	AREA	MAIN FEATURES
A	Entry frontage	• Front lawn (180 m²) and entry garden beds • Murraya hedge • Sloped bed beside the entry path
B	Visitor car park	• Kerbed planting strip • Lemon-scented gum (T1) • Stormwater pits SW1 and SW2
C	Central lawn and paths	• Central lawn (430 m²) • Main path to units 1–24 • Manchurian pear (T2) • Stormwater pit SW3
D	Eastern boundary	• Lilly pilly screening hedge (40 lineal metres) • Shaded concrete path
E	Rear courtyard beds	• Mixed shrub and groundcover beds • Two crepe myrtles (T3, T4) • Stormwater pit SW4 • Irrigation controller

Two smaller ornamental trees in zone A (T5, T6) complete the six established trees.

The owners corporation manager provided the current maintenance scope and a list of owner complaints from the past 12 months. Both were reviewed before the visit.

2.2 What Was Assessed

The audit covered the landscaped common property:

- lawns, garden beds, hedges and shrubs
- trees, assessed visually from ground level
- paths, paving and the car park edge, where they affect or are affected by the landscape
- the irrigation system, from the controller to the visible drip-line
- stormwater surface pits and grates, and surface drainage across the landscape.

Outside the scope: buildings, fences, lighting, private courtyards, underground pipes and services, and the stormwater system beyond the pits.

2.3 Method

- **Desktop review:** aerial imagery was reviewed before the visit to plan the inspection and check the site boundaries.
- **Visual inspection:** each zone was walked and every element assessed against the condition scale in section 3.
- **Measurement:** lawn, garden bed and paved areas were measured on site. Hedges and kerbs were measured in lineal metres. Areas are rounded to the nearest 5 m².
- **Irrigation test:** each zone was run from the controller and checked for coverage, blocked drippers and leaks. The controller program was recorded.
- **Photographs:** every issue was photographed and its location marked on the site plan (section 5).
- **Risk assessment:** each hazard was rated for likelihood and consequence using the matrix in section 3.

2.4 Time on Site and Conditions

ITEM	DETAIL
Audit date	Tuesday 13 October 2026
Time on site	2.5 hours (8:30 am to 11:00 am)
Weather on the day	Fine and about 17°C with light wind
Recent rainfall	14 mm in the 48 hours before the visit
Report issued	Friday 23 October 2026

The rain before the visit was useful for assessing drainage, as pooling and slow-draining pits were still visible.

2.5 Limitations

This is a visual assessment of the landscape as it stood on the audit date. It does not certify that the site is safe, and tree observations are visual only. Section 10 sets out the full basis and limitations of this report.

3. How to Read This Report

The scales below are used throughout the report. Each is defined once here.

3.1 Condition Rating

Each landscape element is rated on a five-point scale. The overall site rating is a judgement of the site as a whole, not an average of the element ratings.

RATING	MEANING
5 Very good	Performing as intended. Routine maintenance only.
4 Good	Minor defects that routine maintenance will resolve.
3 Fair	Visible decline. Targeted work within 12 months will prevent further deterioration.
2 Poor	Significant decline or partial failure. Remedial work is needed.
1 Very poor	Failed or failing. Renewal or replacement is needed.
Not assessed	Outside the scope of the audit, or not accessible on the day.

3.2 Risk Rating

Each risk is rated by combining how likely it is to cause harm or damage with how serious the result would be.

LIKELIHOOD	MEANING
Unlikely	Could happen, but not expected in the next 12 months
Possible	Might happen in the next 12 months
Likely	Expected to happen in the next 12 months if nothing changes

CONSEQUENCE	MEANING
Minor	First aid injury, or minor damage that is easily repaired
Moderate	Injury needing medical treatment, or damage needing repair by a trade

CONSEQUENCE	MEANING
Serious	Serious injury or significant damage to vehicles, buildings or services

LIKELIHOOD / CONSEQUENCE	MINOR	MODERATE	SERIOUS
Likely	**Medium**	**High**	**High**
Possible	**Low**	**Medium**	**High**
Unlikely	**Low**	**Low**	**Medium**

An **Urgent** rating overrides the matrix where a hazard presents an immediate danger. Urgent items are reported to the client by phone on the day they are found.

3.3 Timeframes

Timeframes run from the date this report is issued.

RISK RATING	RECOMMENDED TIMEFRAME
Urgent	Make safe on the day
High	Within 1 month
Medium	Within 3 months
Low	Within 12 months, or monitor

3.4 Who Delivers the Work

CATEGORY	MEANING
Fixed fee	Routine work built into the scope of a GPG maintenance contract
GPG additional works	Work outside the routine scope, quoted and approved before it starts
Specialist subcontractor	Specialist work such as an arborist or drainage contractor, engaged and overseen by GPG and quoted before it starts
Client's contractor	Work outside the landscape scope, arranged by the owners corporation

3.5 Cost Figures

- **Estimate:** GPG work, priced from the hours needed at GPG's published rates, plus materials at cost plus a margin.
- **Allowance:** a budget figure for specialist work, subject to the subcontractor's quote.

All costs in this report are examples and exclude GST.

4. Condition Assessment

The site rates **Fair (3)** overall. No element is in very poor condition, but irrigation and drainage rate Poor. Both cause damage elsewhere on the site if left: dry and failing plants, soft ground, and water on paths.

ELEMENT	RATING	MAIN FINDINGS	PHOTOS
Lawns	3 Fair	Front lawn in good condition. Central lawn thinning in shade, with broadleaf weeds and a compacted track.	P01–P03
Garden beds	3 Fair	Thin mulch and weeds invading from lawn edges. Failed plants and compacted soil in the car park bed.	P04, P05 and P15
Hedges and shrubs	3 Fair	Entry hedge in good condition. Boundary hedge overgrown and encroaching on the path.	P06
Trees	3 Fair	Deadwood over the visitor car park (T1). Weak branch union and surface roots in the pear over the main path (T2).	P07, P08
Hard surfaces	3 Fair	Lifted pavers on the main path. Moss on the shaded path and weeds in paving joints.	P09, P10
Irrigation	2 Poor	Leak in zone 3 and blocked drippers in zone 2. Controller still on last season's program.	P11, P12
Drainage and stormwater	2 Poor	Two of four pits partly blocked. Water pooling on the path to units 9–12.	P13–P15

4.1 Lawns: 3 Fair

- The front lawn (zone A, 180 m²) is dense and evenly mown, with defined edges (P01). Rating 4.
- The central lawn (zone C, 430 m²) has thinned to about 60% cover under the canopy of the lemon-scented gum, where it is shaded for most of the day (P02).
- Broadleaf weeds, mainly clover, flatweed and bindii, cover about 20% of the central lawn.
- A compacted track runs diagonally across the central lawn between the car park and units 13–18, where residents cut the corner (P03).

Recommendation: include the central lawn in a turf program. Treat broadleaf weeds with a selective herbicide in spring. Aerate, top-dress and overseed the shaded section in autumn with a shade-tolerant turf variety. The committee may also wish to consider a stepping-stone path along the track, which would stop the lawn wearing away there.

4.2 Garden Beds: 3 Fair

- Mulch has broken down to less than 20 mm across most beds, against the 50–75 mm needed to suppress weeds and hold moisture.
- In the car park planting strip (zone B), 12 of 30 Westringia have died or are in decline (P04). The soil there is compacted and water-repellent: water from the drip-line runs off the surface rather than soaking in.
- In the rear courtyard beds (zone E), couch and kikuyu runners have spread up to 600 mm into the beds from the lawn edges (P05).
- The sloped bed beside the entry path (zone A) has no edge restraint, and mulch and soil have washed onto the path after rain (P15).
- Entry beds in zone A are weeded and presentable.

Recommendation: top up mulch to 75 mm across all beds in late spring, after weeding. Loosen the car park bed soil and apply compost and a soil wetter before replanting the failed Westringia in autumn. Remove grass runners from the rear beds and re-cut the bed edges. Install an edge restraint along the sloped entry bed.

4.3 Hedges and Shrubs: 3 Fair

- The Murraya hedge at the entry (zone A, 25 lineal metres) is dense, healthy and trimmed to a consistent face. Rating 4.
- The lilly pilly screening hedge on the eastern boundary (zone D, 40 lineal metres) has grown to about 3.2 metres high. It now extends up to 600 mm over the path, reducing its clear width to about 900 mm and shading it for most of the day (P06). Rating 2.
- Minor lilly pilly psyllid damage (raised pimples on new leaves) is visible on the boundary hedge. It is cosmetic at this level.

Recommendation: renovate the boundary hedge in late spring to early summer: reduce it to about 2.2 metres high and cut the face back to the path edge. Then trim it on a regular schedule, typically three times a year. Monitor the psyllid on routine visits; treatment is not needed at the current level.

4.4 Trees: 3 Fair

All trees were assessed visually from ground level. Trees taller than 5 metres, and any tree needing formal assessment, are referred to a qualified arborist.

TREE	SPECIES	HEIGHT	LOCATION	OBSERVATIONS	RATING
T1	Lemon-scented gum	16 m	Zone B, over visitor bays 3–5	Several dead branches of 50–100 mm diameter over the parking bays (P07).	2

TREE	SPECIES	HEIGHT	LOCATION	OBSERVATIONS	RATING
T2	Manchurian pear	9 m	Zone C, beside the main path	Two main stems joined at about 3 m with bark included in the union, a form of union prone to splitting. Surface roots are lifting the paving (P08).	2
T3	Crepe myrtle	4 m	Zone E	Healthy with minor deadwood	4
T4	Crepe myrtle	4 m	Zone E	Healthy	4
T5	Ornamental plum	3 m	Zone A	Healthy	4
T6	Ornamental plum	3 m	Zone A	Healthy, with lower branches low over the path edge	4

Heights are approximate. **Recommendation:** engage a qualified arborist to remove the deadwood from T1 and to assess the union and roots of T2, including whether roots can be pruned to allow the paving to be reset. Remove deadwood from T3 and lift the lower branches of T6 as routine work.

4.5 Hard Surfaces: 3 Fair

- On the main path to units 9–12 (zone C), pavers over about 6 m² have been lifted by the roots of T2, leaving a lip of up to 25 mm (P09).
- The concrete path along the eastern boundary (zone D) carries moss and algae over about 45 m², where the hedge shades it (P10).
- Weeds are growing in paving joints across zones A and C and along the car park kerb line.
- The car park kerb is sound.

Recommendation: reset the lifted pavers once the arborist has advised on the roots of T2. Pressure clean the eastern path once the hedge has been renovated. Treat joint and kerb weeds as part of the weed control program.

4.6 Irrigation: 2 Poor

ZONE	AREA SERVED	FINDING
1	Entry beds (zone A)	Operating correctly
2	Car park strip (zone B)	About a third of drippers blocked, leaving dry sections of bed

ZONE	AREA SERVED	FINDING
3	Rear courtyard beds (zone E)	Broken joiner, with water pooling at the bed edge whenever the zone runs (P11)
4	Eastern boundary hedge (zone D)	Operating correctly

The controller is still set to last summer's program, running every zone three times a week for 30 minutes (P12). The program does not suit the season, and it ran during the rain before the visit.

Recommendation: repair the zone 3 joiner and flush or replace the blocked drippers in zone 2. Set the controller to a spring program now, and adjust it with each season.

4.7 Drainage and Stormwater: 2 Poor

PIT	LOCATION	FINDING
SW1	Zone B, car park entry	Clear and draining
SW2	Zone B, visitor bays	Grate about 60% covered with leaves, and sump full of silt (P13)
SW3	Zone C, main path low point	Grate partly covered by mulch washed from the entry bed
SW4	Zone E	Clear and draining

- Water was pooling over an area of about 3 m by 1.5 m on the path to units 9–12, beside pit SW3, about 18 hours after rain (P14).
- Mulch and soil from the sloped entry bed are washing towards the path and pit SW3 (P15).

Recommendation: clear all grates and pits now, and more often during autumn leaf fall. Stabilise the sloped entry bed so it stops feeding material into SW3. Recheck the path after the next significant rain. If water still pools, a drainage contractor should clear and inspect the line from SW3.

5. Photo Log

Each photo is numbered and located on the site plan. The Related column links it to the condition assessment (section 4) and the risk register (section 6).

5.1 Site Plan



The plan is schematic and not to scale. Each P marker is the location of the matching photo in 5.2.

5.2 Photographs

NO.	ZONE AND LOCATION	CAPTION	RELATED
P01	A, front lawn	Front lawn: dense and evenly mown, with defined edges along the path and beds	4.1
P02	C, central lawn under the T1 canopy	Thinning lawn and broadleaf weeds in the shaded section of the central lawn	4.1
P03	C, central lawn	Compacted track worn diagonally across the lawn towards units 13–18	4.1
P04	B, car park planting strip	Failed Westringia and mulch less than 20 mm deep over compacted, water-repellent soil	4.2

NO.	ZONE AND LOCATION	CAPTION	RELATED
P05	E, rear courtyard beds	Couch and kikuyu runners spreading up to 600 mm into the bed from the lawn edge	4.2
P06	D, eastern boundary path	Lilly pilly hedge about 3.2 m high, extending up to 600 mm over the path	4.3 and R07
P07	B, over visitor bays 3–5	Dead branches in the lemon-scented gum (T1) over the parking bays	4.4 and R01
P08	C, beside the main path	Manchurian pear (T2): two main stems with bark included in the union at about 3 m	4.4 and R03
P09	C, path to units 9–12	Pavers lifted by T2 roots, with a lip of up to 25 mm	4.5 and R02
P10	D, eastern boundary path	Moss and algae on the shaded concrete path	4.5 and R05
P11	E, rear courtyard bed edge	Broken drip-line joiner in irrigation zone 3, with water pooling at the bed edge	4.6 and R06
P12	E, controller	Irrigation controller still set to last summer's program	4.6
P13	B, pit SW2 at the visitor bays	Grate about 60% covered with leaves, with the sump full of silt	4.7 and R04
P14	C, path to units 9–12 beside pit SW3	Water pooling about 18 hours after rain	4.7 and R04
P15	A, sloped bed beside the entry path	Mulch and soil washed onto the path, with no edge restraint	4.2, 4.7 and R08

6. Risk Register

The audit recorded eight risks: three High, three Medium and two Low. None met the Urgent threshold on the day. Ratings use the matrix in section 3.2 (likelihood × consequence), and timeframes run from the issue date of this report.

ID	ITEM AND LOCATION	OBSERVATION	RISK RATING	RECOMMENDED ACTION	TIMEFRAME
R01	Tree deadwood (T1) over visitor bays 3–5, zone B	Dead branches of 50–100 mm diameter in the lemon-scented gum over parked cars and the path to the	**High**	Arborist to remove the deadwood. Until then, the committee may	Within 1 month

ID	ITEM AND LOCATION	OBSERVATION	RISK RATING	RECOMMENDED ACTION	TIMEFRAME
		bays (P07). Rated possible × serious.		wish to close bays 3–5 to parking.	
R02	Trip hazard from lifted pavers on the path to units 9–12, zone C	Pavers over about 6 m² lifted by tree roots, with a lip of up to 25 mm on a main resident path (P09). Rated likely × moderate.	**High**	Mark the lip as an interim measure. Arborist to advise on the roots of T2, then reset the pavers.	Within 1 month
R03	Weak branch union in T2 beside the main path, zone C	Two main stems of the Manchurian pear joined at about 3 m with included bark, over the main path (P08). Rated possible × serious.	**High**	Arborist to assess the union and recommend action, at the same visit as R01.	Within 1 month
R04	Pooling water at pit SW3 (zone C) and a silted pit SW2 (zone B)	Water pooling over about 3 m by 1.5 m on the path 18 hours after rain. The SW2 sump is full of silt (P13, P14). Rated possible × moderate.	**Medium**	Clear all pits and grates. Recheck after the next significant rain, and if pooling persists, a drainage contractor clears and inspects the line from SW3.	Within 3 months
R05	Moss on the eastern boundary path, zone D	Moss and algae over about 45 m² of shaded concrete path (P10). Rated possible × moderate.	**Medium**	Pressure clean the path after the hedge is renovated, which will also reduce the shade.	Within 3 months
R06	Irrigation leak at the rear courtyard bed edge, zone E	Broken joiner in zone 3, with water pooling and soft ground at the bed edge whenever the zone runs (P11). Rated likely × minor.	**Medium**	Repair the joiner. Recommended at the first visit.	Within 3 months
R07	Overgrown hedge narrowing the	Hedge extending up to 600 mm over the path, reducing its	**Low**	Renovate the hedge, then trim on a regular	Within 12 months

ID	ITEM AND LOCATION	OBSERVATION	RISK RATING	RECOMMENDED ACTION	TIMEFRAME
	eastern boundary path, zone D	clear width to about 900 mm (P06). Rated possible × minor.		schedule. Scheduled for late spring with R05.	
R08	Washed-out mulch on the entry path, zone A	Mulch and soil washing from the sloped bed onto the path and towards pit SW3 (P15). Rated possible × minor.	**Low**	Install an edge restraint along the bed, and clear the path on each visit until then.	Within 12 months

Not recorded as risks: the thinning central lawn, failed plants and minor psyllid damage affect condition and appearance but present no safety hazard. They are covered in section 4 and the works program.

7. Prioritised Works Program

The program below addresses every finding in this report, in order of priority. Nine of the 16 items are routine work within the fixed fee of a maintenance contract. The other seven are additional works, totalling an example $6,385, each quoted and approved before it starts.

Timing assumes a maintenance contract starting on 1 November 2026. Seasonal work is timed to suit the plants: hedge renovation in late spring, planting and lawn renovation in autumn.

ID	WORKS	RELATED	DELIVERED BY	TIMING	COST (EX GST)
	Within 1 month				
W01	Remove deadwood from T1. Assess the union and roots of T2.	R01, R03	Specialist subcontractor (arborist)	November	Allowance $1,800
W02	Reset lifted pavers (about 6 m²) after the arborist's advice on T2 roots	R02	Client's contractor or a specialist subcontractor engaged by GPG	November to December	Allowance $900
W03	Clear all stormwater grates and pits	R04	Fixed fee	First visit, then every visit	Included
W04	Repair the zone 3 joiner. Flush or replace blocked zone 2 drippers.	R06	Fixed fee (minor repairs and	First visit	Included

ID	WORKS	RELATED	DELIVERED BY	TIMING	COST (EX GST)
			treatments allowance)		
W05	Set the irrigation controller to a spring program, then adjust each season	4.6	Fixed fee	First visit	Included
	Within 3 months				
W06	Renovate the boundary hedge: reduce to about 2.2 m and cut back to the path edge (40 lineal metres)	R05, R07	GPG additional works	November to December	Estimate $1,820
W07	Pressure clean the eastern path (about 45 m²) after the hedge renovation	R05	GPG additional works	December	Estimate $255
W08	Clear and inspect the stormwater line from SW3 if pooling persists after W03	R04	Specialist subcontractor (drainage)	January, if needed	Allowance $650
W09	Weed all beds and top up mulch to 75 mm	4.2	Fixed fee, including mulch	November	Included
W10	Remove grass runners from the rear beds and re-cut the bed edges	4.2	Fixed fee	November to December	Included
W11	Treat broadleaf weeds in the central lawn with a selective herbicide	4.1	Fixed fee (turf program)	November	Included
W12	Remove deadwood from T3 and lift the lower branches of T6	4.4	Fixed fee	December	Included
	Within 12 months				
W13	Loosen the car park bed soil and apply compost and a soil wetter	4.2	Fixed fee (soil health program)	March	Included
W14	Aerate, top-dress and overseed the shaded section of the central lawn	4.1	Fixed fee (turf program)	March to April	Included

ID	WORKS	RELATED	DELIVERED BY	TIMING	COST (EX GST)
W15	Replace 12 failed Westringia in the car park bed after W13	4.2	GPG additional works	April	Estimate $465
W16	Install an edge restraint along the sloped entry bed (about 8 lineal metres)	R08	GPG additional works	May	Estimate $495

For the committee to consider: a stepping-stone path along the worn track across the central lawn (4.1). It is not included in the program or the budget. GPG can quote it on request.

After these works, the routine scope keeps the site at standard: scheduled visits, regular hedge trims, seasonal irrigation programming and the turf and weed programs. The annual condition review at the end of the contract year updates this program for the year ahead.

8. 12-Month Budget Forecast

The forecast for the first contract year is **$22,385 ex GST**: $15,000 in fixed fees for routine maintenance and $7,385 in expected additional works. All figures are examples. Additional works are quoted and approved before they start, and only approved work is charged.

8.1 Routine Maintenance: Fixed Monthly Fee

Example fee: $1,250 per month ex GST ($15,000 per year). The fee is the same each month, whatever the season. It is estimated from the measured areas in section 2 and the hours the scope needs. It sits within GPG's published indicative range for a mid-size owners corporation site.

The fee would cover:

- 26 scheduled visits a year, fortnightly
- mowing and edging, with the mowing regime set by the turf program
- weed control across beds, lawns, paving joints and the kerb line, including scheduled herbicide applications
- routine pruning and trimming, and scheduled cuts of both hedges, typically three a year once the boundary hedge is renovated
- garden bed detailing, paved area clearing, and organic debris and litter removal on every visit, including green waste disposal
- clearing stormwater grates and pits, more often during autumn leaf fall
- an annual mulch top-up to 75 mm, including the mulch
- a turf program for the central lawn: spring weed control, nutrition, and autumn aeration, top-dressing and overseeding
- a soil health program for the car park bed
- irrigation testing and seasonal controller programming
- minor irrigation repairs and spot pest treatments within an allowance of $300 a year

- a short report after each visit, a quarterly review of the risk register, and an annual condition review with a works program and budget forecast for the following year.

8.2 Expected Additional Works

QUARTER	WORKS	COST (EX GST)
Q1: Nov to Jan	• W01 arborist works (allowance $1,800) • W02 paver reset (allowance $900) • W06 hedge renovation (estimate $1,820) • W07 path pressure cleaning (estimate $255) • W08 stormwater line if needed (allowance $650)	$5,425
Q2: Feb to Apr	W15 replacement planting (estimate $465)	$465
Q3: May to Jul	W16 edge restraint (estimate $495)	$495
Q4: Aug to Oct	No planned works	$0
Contingency	Storm and emergency clean-ups, not allocated to a quarter	$1,000
Total		**$7,385**

How the GPG estimates are built:

- **W06 hedge renovation:** 14 person-hours of specialised work at $110 per hour ($1,540), plus green waste disposal at cost plus a margin ($280).
- **W07 path pressure cleaning:** 3 hours of operational work at $85 per hour.
- **W15 replacement planting:** 12 plants at cost plus a margin ($210), plus 3 hours of operational work at $85 per hour ($255).
- **W16 edge restraint:** steel edging and fixings at cost plus a margin ($240), plus 3 hours of operational work at $85 per hour ($255).

8.3 Summary by Quarter

QUARTER	FIXED FEE	ADDITIONAL WORKS	TOTAL
Q1: Nov to Jan	$3,750	$5,425	$9,175
Q2: Feb to Apr	$3,750	$465	$4,215
Q3: May to Jul	$3,750	$495	$4,245
Q4: Aug to Oct	$3,750	$0	$3,750
Contingency	—	$1,000	$1,000

QUARTER	FIXED FEE	ADDITIONAL WORKS	TOTAL
12-month total	**$15,000**	**$7,385**	**$22,385**

8.4 Assumptions

- The contract starts on 1 November 2026, with fortnightly visits.
- Allowances for specialist work are budget figures; the final cost depends on the subcontractor's quote.
- If the owners corporation's own building contractor resets the pavers (W02), that cost moves to the building maintenance budget.
- The contingency is drawn on only for work the owners corporation approves.
- The audit fee is credited in full against the first contract year (section 9). The forecast does not deduct it.
- Prices are current at the issue date of this report, are valid for 60 days from that date, and exclude GST. Scope and price are reviewed with the owners corporation before each contract year.

9. Next Steps

This report gives the owners corporation a documented baseline and a costed 12-month plan. Whichever contractor carries out the work, the three High risks (R01, R02 and R03) should be addressed within one month.

9.1 How the Audit Feeds a Maintenance Contract

If the owners corporation engages GPG for ongoing maintenance, this report becomes the starting point for the contract:

- **The audit sets the baseline.** The works program in section 7 becomes the contract's annual works program, with larger items timed to the owners corporation's budget and approved in advance.
- **Visits keep the record current.** Hazards observed on each visit are reported with a photo, a priority and a recommended action, and urgent items are reported by phone the same day. The risk register in section 6 is reviewed quarterly.
- **The program is reviewed each year.** Before each contract year, GPG carries out a short condition review and reviews the scope and price with the owners corporation. The result is a works program and budget forecast for the year ahead, separating routine maintenance under the fixed fee from expected additional works. Any change is agreed in advance.

For tier 1 and tier 2 owners corporations, the same review keeps the landscape items in the maintenance plan current.

9.2 Audit Fee Credit

The audit fee is credited in full against the first year of a GPG maintenance contract. For this example site, an audit fee of $1,400 ex GST would reduce the first-year forecast from $22,385 to $20,985 ex GST.

9.3 Using This Report

This report belongs to the owners corporation. It can be tabled at a committee meeting, used in the maintenance plan, or given to other contractors as a scope to price against.

9.4 To Proceed

1. Review the findings and priorities with the committee.
2. Contact GPG to discuss the report or request a proposal. The proposal sets out the scope, the visit schedule and a fixed monthly price, using the measurements already taken for this audit.
3. Approve any additional works you would like to go ahead, starting with the High risks.

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10. Limitations and Basis of This Report

This report records what GPG observed on the audit date. It is a landscape assessment, not a safety certification.

- **Hazards:** GPG observes, records and reports visible landscape hazards. The owners corporation decides on and funds what is done about them.
- **Trees:** tree observations are visual only, made from ground level. No climbing, decay testing or root investigation was carried out. Where a tree needs a formal assessment, this report says so and recommends a qualified arborist.
- **No certification:** this report does not certify that the site is safe. GPG's assessment sits alongside the obligations of whoever manages or controls the site, rather than replacing them.
- **Point in time:** conditions change, particularly after storms, heat or heavy rain. Findings reflect the site on 13 October 2026.
- **Not inspected:** underground pipes and services, the stormwater system beyond the surface pits, the irrigation mainline, and buildings, fences, lighting and private courtyards, except where they affect the landscape.
- **Measurements:** areas were measured on site and rounded to the nearest 5 m². Tree heights are estimates.
- **Costs:** estimates use GPG's rates at the issue date, with materials at cost plus a margin. Allowances for specialist work are subject to the subcontractor's quote. All figures exclude GST, and no work proceeds until it is quoted and approved.