

**APPENDIX III**

**KEY TASK ANALYSIS**

The table below shows key tasks in tree management and where those tasks will be undertaken. Whilst it might be considered prudent that those tasks of checking the work undertaken by the contractor, and site visits with Members of the public and/or elected members are undertaken by a Council employee with Arboricultural qualifications, significant elements of these tasks can be undertaken either by office staff, or contracted staff under the right conditions. Within the right framework, traditional “client” officer tasks can be undertaken by contractors.

Tasks	Contractor		Parks and Open Spaces
	Operational Role	Client Role	Parks Tree Administration Support Officer
Inspections	✓	✓	NA
Operate and update database	✓	NA	✓
Surveys	✓	✓	NA
Interface with members of the public	NA	NA	✓
Site visits	✓	NA	NA
Cyclical work	Carry out Cyclical work	NA	Organise Cyclical work
Customer enquiries	NA	NA	✓
Provide professional reports	NA	✓	NA
Raise work	Identify work	NA	Issue work
Invoicing	Raise invoices	NA	Authorise invoices
Financial management	NA	NA	✓
H&S	✓	NA	✓
Use and development of Exygesis database	✓	✓	✓
Assist in Setting budgets	✓	NA	✓
Respond to Member enquiries	NA	NA	✓
Delivery of Tree Strategy	✓		✓