

Specification

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1 BACKGROUND TO SERVICE REQUIREMENTS

1.1 INTRODUCTION

The municipality has an area of approximately 21 square kilometres and an estimated population of **96,110**. This includes a multiculturally diverse community with approximately 30% of residents coming from non English speaking backgrounds.

Incorporated in the City are a range of land uses, including residential, commercial, light industrial, office and retail. Generally, the industry is located in the north and west sectors of South and Port Melbourne. The office and commercial areas include St. Kilda Road and Queen's Road and the northern portion of South Melbourne. Residential uses are interspersed throughout the City and include the primary residential areas such as Elwood, Garden City, Middle Park and Albert Park as well as in the City's "mixed use" areas in Fitzroy Street, Queen's Road and St. Kilda Road.

The City has a range of popular parks and open spaces including St. Vincent's Gardens, Gasworks Artist Park, St. Kilda Botanical Gardens and Alma Park. The City also contains one of the most popular foreshore areas in Melbourne stretching from Elwood in the south to Port Melbourne in the north-west. This section of Port Phillip Bay is one of the most intensely used sections of the Bay and in summer is a major attraction to residents and visitors.

Major tourist attractions include St. Kilda and Albert Park foreshore areas, Luna Park, the Palais Theatre, the Sunday Esplanade Market, the St. Kilda Pier, Acland and Fitzroy Streets.

The City has some of the most significant and recognisable landscapes in Victoria. Council's emphasis for the landscapes under this Specification is for an experienced, high quality and responsive service that meets the high expectations placed on the landscapes and the corresponding service delivery.

The Port Phillip community is proud of its City and its features and wishes these to be shown in the best possible light, for its own benefit and that of the many tourists and other visitors.

The maintenance regimes and disciplines necessary to maintain these landscapes are deemed to be intensive and proactive. The correct maintenance will not only ensure that the expected standards are met, but that through correct maintenance that the condition of these cherished Assets is protected and improved. Responsive maintenance will also ensure the safe and adequate provision of park and open space facilities for the pursuit of recreational activities for all residents and visitors to the City.

During extended periods of dry weather, the Contractor in collaboration with Council, having consideration of Melbourne metropolitan water restriction regulations will be expected to review affected service delivery requirements and where required adjust works programs accordingly, through reallocation of existing Contractor resources.

Clause 8 - Activity Schedule summaries the major activities and provides workload indicators, intervention levels and payment basis.

1.2 OBJECTIVE

The Contractor is responsible for managing, coordinating and undertaking services and implementing an appropriate strategy, incorporating inspections, programming, work activities and reporting to:

- a) ensure the health and appearance of all horticultural Assets;
- b) ensure that all reserves, playgrounds, Road Reserves and streetscape areas are kept in a safe, functional, clean and tidy condition;
- c) provides effective and efficient management that maximises the useful life of the parks Assets; and
- d) promote the enjoyment and use of Council's Parks and Open Space reserves.

The Contractor must:

- a) provide the services in a responsive, effective and efficient manner to meet Council's responsibilities in the care and management of these Assets;
- b) achieve maximum value for expenditure on services;
- c) provide the services in a high quality and responsive manner which meets community needs;
- d) provide and maintain a safe working environment and system of operation so as to protect its employees, agents and the community against accidents and conditions injurious to health;
- e) retain the Municipality's established qualities, character and identity;
- f) work in partnership with Council and the community to develop, manage, operate and enhance community facilities and services;
- g) maintain an aesthetically pleasing and healthy environment;
- h) carry out works in an environmentally responsible manner; and
- i) respond to all customer requests within 48 hours, and implement and operate a fast efficient and effective communication system between customers, Council officers and the Contractor.

The Council is committed to ensuring that the services are provided in an integrated manner. The Contractor must work closely with Council, its staff, other contractors and external authorities to ensure customers receive a timely, integrated and effective service and that the necessary co-ordination takes place to ensure minimum disruption to customers and park and Asset users.

1.3 DEFINITIONS

In this Specification, unless inconsistent with the context, the following terms have the meanings indicated:

Activity means action necessary to maintain, restore or repair a particular Asset to

a specified condition;

Assets mean physical features or items that are required to be maintained by the Contractor, under this Specification;

Asset Management System means an Asset recording data base, the data of which reverts to the property of Council at the expiry of the Contract;

Contract Area means the Municipal District excluding the Albert Park Reserve;

Contract Works means each and every obligation to the Contractor under this Contract specification;

Council Assets means any item owned, leased or in the control of the Council;

Customer Service refers to the provision of polite, positive and professional services to all customers;

Schedule of Rates means work undertaken outside of the works specified under routine maintenance and only when directed by the Contract Manager;

Daily means seven (7) days per week including public holidays;

Defect means identified group of like features, together with their location, the condition of which is outside the intervention level;

Emergency means any incident or circumstance involving personal injury or significant property damage or which has the potential to cause personal injury or significant property damage, associated or connected with any Asset;

Emergency Call-Out means any request or need to perform urgent work, outside of Normal Working Hours, to rectify a situation which has caused injury, damage, nuisance or affected public health or if not attended to has the potential to cause injury, damage, nuisance or affect public health;

Handyman Repairs means those repairs limited to securing loose components and fittings, replacing and/or securing fixings, repairing/adjusting irrigation components, etc and includes supply of fixing materials;

Initial Condition Survey means the initial survey conducted by the Contractor within the time specified in **Clause 4.1.1** from the Commencement Date to determine the condition standard of Assets;

Intervention Level indicates when work on an Asset is required to be undertaken (usually expressed in terms of a threshold condition of the Asset, frequency for performing work or response time);

Incidental Works means works undertaken to ensure the services are performed in a holistic manner and result in a consistent, aesthetically pleasing, complete, quality, professional service. Incidental works may include such activities as the maintenance of Assets not listed but essential or important to the functioning and appearance of other Assets or undertaking extra maintenance to compensate for unexpected or occasional use levels or impact by users.

Lump Sum means the amount stated in to be paid to the Contractor to carry out all the specified routine maintenance activities;

Litter shall include all debris, loose materials, bottles, paper, drink cans and cartons, ice cream sticks, cigarette butts, animal fouling, grit, gravel, oil, leaves, grass clippings, branches, sticks and other materials fouling the surface;

Normal Working Hours means the hours between 7.00 am and 6.00 pm Monday to Friday excluding Public Holidays unless otherwise agreed with the Contract Manager;

Performance Standard is a measure (as percentage of the specified standard) that the condition of the Asset or the performance of the Contractor must not fall below;

Provisional Sum means the yearly sums of money allocated by the Council for services outside of routine maintenance, payment for which shall be made by schedule of rates, schedule of rates or quotation.

Quality Plan has the meaning ascribed to it by **Clause 3.2** of this Specification;

Persons Employed means full time, part time, casual or temporary employees of the Contractor or subcontractors engaged by the Contractor;

Program of Works means a program, prepared by the Contractor, of activities planned for the forthcoming 12 month period or other nominated period, and each forthcoming month during the Contract term sorted in a particular order, e.g. priority, Activity type or area;

Road Reserve means the area of any public highway between the abutting property boundaries, and includes footpaths, nature strips, kerbs and channels, road pavement including junctions where two or more streets intersect or join, traffic islands, roundabouts, medians, road closures, tree reserves and surrounds, traffic treatments and landscaped treatments;

Routine Maintenance means the activities and tasks, including Incidental Works, required to maintain an Asset in a safe and serviceable condition and which meets the specified performance standard and includes the provision of all management, labour, plant and materials, oncost, profit, etc for which the Contractor is paid the **Lump Sum**;

Service Areas means the parks, gardens, squares, reserves, verges, medians, roundabouts and other grassed, planted areas, and semi-natural urban lands which is the responsibility of the Contractor;

Shopping Centre means the public areas of strip or other shopping centres normally used by vehicles and pedestrians to access the shops and includes all Road Reserves, road pavement, kerb and channel, footpaths, nature strips and landscaped areas abutting tenements within the shopping centres;

Services Representative means the person who will be available at all times during Normal Working Hours to receive instructions from the Contract Manager or who will be available to be contacted by the Contract Manager or the Council on urgent matters, for after hours contact and for Emergency responses on a seven day/ 24 hour basis;

Tree means any woody vegetation, which is at or is capable of growing to a height of over 3 metres; and

Workload Indicator means the estimated frequency of Activity or quantity of plant, labour and/or materials expected to be used as a guide to the amount of work required to be undertaken to meet the required performance standard on an annual basis unless otherwise specified.

2 SCOPE OF SERVICE REQUIREMENTS

2.1 OUTLINE OF REQUIRED SERVICES

The Contractor must provide Parks and Open Space Maintenance Services on and within designated **Service Areas**. The service areas on, or within which the Contractor must provide the services are listed and described in **Appendix 2**.

The Contractor is responsible for the care and preservation of these service areas to ensure that they are always functional, safe for the public and their condition remains at that specified throughout the contract period. The work includes incidental works and may include minor improvements as directed by the Contract Manager.

In carrying out maintenance works the Contractor must ensure:

- a) the coordination of all works with other Council services;
- b) the maintenance of a Customer Service focus;
- c) the implementation of relevant Council management plans, priorities and programs; and
- d) the protection and maintenance of the Council's environmental and heritage Assets and unique natural quality.

The scope of service involves undertaking a wide range of standard horticultural, arboricultural and handyman tasks and specialist tasks associated with the Routine Maintenance of the service areas. Tasks that are included in the Lump Sum provision include the maintenance of:

- a) grass areas;
- b) garden beds;
- c) playgrounds;
- d) water features;
- e) park furniture and signs (monitor, make safe and report);

- f) paths, access ways and drainage (monitor, make safe and report);
- g) irrigation systems;
- h) Litter control; and
- i) water sensitive urban design.

The Contractor must also undertake works at the scheduled schedule of rates rates or approved quotation which are included as part of the Provisional Sum in accordance with instructions of the Contract Manager and may include:

- a) grass renovations;
- b) garden bed redesign and replanting;
- c) irrigation and playground works;
- d) other horticultural activities as required.

This Contract does not include:

- a) the cleaning and maintenance of barbecue facilities and public toilets;
- b) the clearance of park Litter bins;
- c) the maintenance of park furniture, signs and other park structures;
- d) garden beds within natural heritage areas;
- e) sports fields; and
- f) Trees.

The Contractor must establish cooperative working relationships with organisations using park reserves and members of the public and be able to attend appropriate meetings with customers when required to do so.

The Contractor must undertake inspections and pro-active tasking of the works as well as responding to requests and complaints and provide planning, programming and scheduling for the Parks and Open Space Maintenance Services as detailed in **Clause 4.1.4 Scheduling & Planning of Works**

The Contractor must provide for all the necessary labour, plant and equipment, materials, management/administration, servicing costs, including overheads and profit for carrying out all the services to be provided and to ensure that Assets are maintained at their present or improved state.

The Contractor must be available to respond to general enquires relating to the provision of the services and become actively involved in the preservation and enhancement of Council's Assets.

The Contractor is not required to operate from the Council depot at Graham Street

Port Melbourne, however the Depot *may* be available for use by the Contractor under a lease and/or licence agreement should they wish to include the depot as part of their tender. (Refer Clause 3.12 - Use of Council Depot.).

2.2 METHODOLOGY

2.2.1 General

Provided that the performance requirements of the Specification have been achieved to the satisfaction of the Contract Manager, the methodology adopted in maintaining park Assets shall be largely left to the discretion of the Contractor subject to a program of works approved by the Contract Manager. It would be expected that the program of works reflect the Contractor's understanding of the required Asset maintenance activities, where resources should best be directed and what changes could be implemented to improve maintenance standards and conform to the overall service delivery objectives.

The Contractor will be encouraged to be innovative and to develop smarter work practices for the mutual benefit of the Contractor, the Council and the community.

2.2.2 Supervision

Where reference is made in the specification to the Contractor obtaining the consent or approval of the Contract Manager this shall, where practicable, be obtained through prior agreement on interpretation of standards, development of guidelines, procedures and hold points. Decisions made in accordance with this Clause must be listed in monthly reports under **Clause 4.1.6 Reporting / Review**. The standards, guidelines, procedures and hold points will be reviewed by the Contract Manager on a regular basis and revised as necessary.

2.2.3 Expenditure

The Contractor must achieve maximum value for Council from expenditure on the Contract services. Where work load indicators or provisional sums are provided against a particular Activity the Contractor must endeavour to complete the work and expend these funds in a manner that:

- a) assures that the relevant park Asset is maintained at the specified performance standard;
- b) targets the areas of most need (minimise risk) and/or highest priority as directed by the Contract Manager;
- c) ensures the most effective use of the funds available;
- d) spreads the available funds equitably over each year; and
- e) seeks to minimise the sums expended.

The Contractor must develop an understanding of the Activity workloads associated with delivering the Contract services.

Provisional sum work must only be undertaken at the discretion and approval

of the Contract Manager. The Contractor must submit a works proposal accompanied by a draft works plan to the Contract Manager on how the provisional sum could be expended with focus on best value for money. Identification of provisional sum works will be a coordinated effort between Council and the Contractor.

2.2.4 Opportunity for Innovation

The Council wishes to encourage the Contractor to develop and propose innovative arrangements for the provision and continuous improvement of the services.

The determination and allocation of costs or savings that may result from the application of revised work methods or new technology will be negotiated between the Council and the Contractor. Where cost savings are identified and the approved standards of service to the community are maintained, Council will consider an arrangement wherein the cost savings are shared between the Contractor and Council. The Council will always retain the right for the final decision on the acceptability of proposals for innovation within the performance of the services.

3 GENERAL PROVISIONS AND REQUIREMENTS

3.1 CUSTOMER SERVICE

3.1.1 General

Council has established a policy of “Same Day Service” to meet the needs of its customers. It is critical therefore that Council’s contractors also embrace this approach when undertaking works on behalf of Council customers.

Enquires, requests or complaints are made to the Council through the **ASSIST** Centre. Council has also established a **Customer Request Tracking System (CRTS)** for receiving, forwarding to the responsible person, Department or Contractor, tracking, recording and “signing off” all requests, complaints etc., received by Council.

The Contractor must be familiar with the operation of the ASSIST Centre, Councils Customer Charter and be linked to the CRTS.

Whilst Council is the initial contact point for customers concerning public requests the Contractor will be required to accept requests direct from the public.

The Contractor must respond to all written, verbal, phone and electronic enquires, complaints, requests etc. either directly from the public, government authorities, public and private utility companies, police and Emergency services, or when referred by the Council.

Payments for receiving, processing and responding to all maintenance requests which fall within the scope of works shall be included in the **Lump Sum** payment.

3.1.2 Same Day Service

The implementation of ‘**Same Day Service**’ is one facet of this commitment and extends to all Council staff, service providers and contractors.

Same Day Service means different things to different Council Departments. Ideally every request would be attended to and taken care of on the same day. However in reality, most works within Parks & Open Space cannot usually be implemented immediately; therefore **Same Day Service** is considered to be a response directly to the customer within **48 hours** of receiving a request or complaint.

When a request/complaint is received via the CRTS, **a response is required directly to the customer within 48 hours** to provide information regarding timing or inspection of works. In the event of weekends or public holidays, this should occur on the next working day. This contact should be recorded within the notes section of the CRTS as the system is regularly audited by Council to ensure that it delivers on its commitment.

Following completion of works, the customer must again be contacted to provide any further relevant information and to notify them that the work has been completed. This contact must also be recorded in the notes section of the CRTS.

3.1.3 Office Arrangements

The Contractor must maintain staffed office facilities for the purpose of communicating with the Council and the Contract Manager on matters relating to the Contract. The Contractor's office facilities need not be located within the City of Port Phillip. The Contractor's office must be equipped with fixed telephone and facsimile telecommunications services, e-mail and a computer capable of being linked to the Council's electronic communication system.

3.1.4 Response to Council

The Contractor must be contactable by Council twenty - four (24) hours per day, seven (7) days per week.

A contact number must also be made available to relevant Council Officers and other Council contractors as directed by the Contract Manager. Details must also be provided of an alternative contact when the nominated person is unavailable.

3.1.5 Contact with the Community

The Contractor must make available to all public reception points at each office of the Council, information on the service, the telephone number, facsimile number or other contact information of the Contractor.

Details of its contact address and telephone numbers are to be displayed at the Contractor's work sites, on its facilities, vehicles, plant and equipment, at the office counter and other Council publications as directed by the Contract Manager and in compliance with Council's communication plan. Council's Communication Plan can be viewed at http://www.portphillip.vic.gov.au/communications_roadmap.htm.

3.1.6 Customer Request System

From the Commencement Date the Contractor must provide suitable facilities to accommodate a work station and software for accessing Council's CRTS. Council will provide the necessary software.

The Contractor must provide the necessary communications access line to

accommodate the CRTS. Council will provide the software associated with the CRTS and will be responsible for installation and maintenance. The Contractor must provide adequate security both for the equipment, and for hard and electronic copies of any data relating to Council's business or residents/ratepayers' personal details, as required in the *Information Privacy Act 2000*.

Council's CRTS will electronically transmit "Customer Requests" for action by the Contractor and the Contractor will be responsible for electronically receiving, monitoring and "closing" the request, contacting the customer both at the time of receiving the request and when the action has been completed.

The Contractor must log all customer requests received by them directly onto the CRTS.

The system is able to produce both detailed and summary reports on all data in the system. Summary reports must be generated by the Contractor on a monthly basis. The data from the system will be reviewed on a monthly basis by the Contractor and the Contract Manager, as a means of service diagnosis and improvement. The Contractor will be encouraged to use the data constructively for the continuous improvement of the service. Reports are also regularly generated and analysed by the Contract Manager.

The Contractor is responsible for all costs associated with downloading request data from the Council's system should the Contractor require the information for their own management system.

Council maintains the right to change or modify the CRTS at any time. The Contractor will be responsible for any costs associated with maintaining the links necessary to download request data to their own management system.

3.1.7 Response Service

The Contractor must provide customer services to accept general public enquires and complaints associated with the performance all of the services under this contract and initiate the required works to resolve the complaints and to measure and use customer satisfaction levels as a diagnostic tool for the performance.

The required services encompass:

- a) receiving and recording of the enquires and complaints received from the general public, the Contract Manager, other contractors and other Council officers onto the CRTS;
- b) same day service through a response to the customer within 48 hours of receiving a request;
- c) ensuring appropriate and timely action is taken to resolve the enquires and complaints or passed on to appropriate area;
- d) recording and reporting to the Contract Manager of the details of all actions related to enquires and complaints (including a copy of the response together with the original correspondence forwarded to the Contract Manager on the day of mailing); and
- e) achieving continuously improving community satisfaction levels.

All issues raised in respect to Council policy development and interpretation or funding levels are to be referred to the Contract Manager for response.

The response by the Contractor shall require:

- a) an assessment of the problem and advice to customer of any action proposed to be undertaken and timing to address the request/complaint. The Contractor must provide further advice to the customer should the original timing not be able to be met or there is any change to the advice given;
- b) making contact with the customer to obtain further details or clarification of the request. The Contractor shall have clearly established that the request cannot be resolved or addressed as part of this Contract before reporting back to the Contract Manager;
- c) making arrangement for an on-site inspection or meeting if necessary;
- d) where requested or appropriate advise the customer through a letter, letter box drop or phone call that the request is being assessed; and
- e) carry out remedial work in accordance with advice given. Response times must be in accordance with **Clause 4.1.2 - Response Time**.

The Contractor and the Contract Manager shall agree on a range of written correspondence types related to contacts and the Contract works that will be prepared and sent by the Contractor. All correspondence must be prepared in accordance with relevant Council policy and guidelines, and shall be made on a letterhead provided by the Contractor and approved by the Contract Manager, which acknowledges both the Contractor and the Council.

On completion of the request the Contractor must:

- a) where requested or appropriate advise the customer through a letter, letter box drop or phone call that the request has been completed;
- b) close Customer Request on the CRTS with details of action taken; and
- c) provide report to the Contract Manager on further works required.

The Contractor must ensure that all enquires/requests are dealt with in a courteous manner and make every endeavour to resolve all matters to the satisfaction of the enquirer. Any dispute which cannot be resolved by the Contractor must be documented and immediately reported to the Contract Manager for a decision.

3.1.8 Monitoring of Complaints

Evaluation of complaints will include the seriousness of the issue in relation to the quality of the service and the ability to deliver in accordance with the agreed service levels. Evaluation shall also take into account the impact on the Council in terms of potential liability and reputation, the speed of response and the action taken to resolve the complaint.

3.2 QUALITY PLAN

From the Commencement Date, the Contractor must have certification to AS/NZS ISO 9002:1994 "Quality Systems - Model for Quality Assurance in Production, Installation and Servicing" with respect to all of its operations involved in the performance of the services.

The Contractor must within twelve (12) weeks of the Commencement Date, prepare and submit a draft contract-specific Quality Plan for the approval of the Contract Manager. The Quality Plan is intended to provide the Contractor with flexibility in proposing service procedures and operations. The Quality Plan must detail processes for measuring and achieving quality in performance and continuous improvement, and monthly reporting to the Contract Manager.

The approved Quality Plan ("the Quality Plan") must cover all contract related activities and must include but not be limited to the following:

- a) a statement on the quality plan objectives;
- b) reference to and details of the procedures and systems that guarantee or assure the attainment of the "Performance Standards" described in this specification;
- c) a statement of the management and staffing arrangements of the Contractor and its subcontractors with specific responsibilities for quality assurance matters;
- d) a statement of the minimum frequencies and Performance Standards for all activities and materials;
- e) a manual that includes a set of procedures for the implementation of all Contract activities and related administrative functions;
- f) a detailed program that refers to all Contract activities and all work components, sites and areas, and clearly demonstrates that the requirements of the Contract will be implemented by the application of resources at frequencies that will achieve the standards specified;
- g) a statement of all resource types and levels both Contract and subcontract and their deployment in meeting (f) above;
- h) an Environmental Management Plan;
- i) a statement on the appointment of persons employed and subcontractors with respect to the levels of qualifications and experience that will be required, and with respect to the intended training programs that will be undertaken to guarantee the suitability of all staff for the activities undertaken by them, and to meet the requirements of this Specification;
- j) a procedure to ensure that all Assets, plant, vehicles and equipment required to perform the Contract works are provided, meet the requirements of applicable Australian Standards with regard to specifications and Codes of Practice, have proper maintenance schedules, cleaning and safety standards, and are appropriately registered and licensed;

- k) a statement of intention to determine and utilise industry best practice in the provision of the Contract works;
- l) a component that demonstrates planning for risk management which shall utilise standards such as ISO 31000:2009 Risk Management and Guidelines. (or a similar standard acceptable to the Contract Manager) and must include risk identification, monitoring and control processes and be fully developed in conjunction with the Contract Manager;
- m) a procedure for internal inspection, testing, verification and certification that all Contract and subcontract programs of work and activities described in (f) above, and ancillary service provision continuously meet the minimum frequencies and Performance Standards required in the Specification;
- n) the development and maintenance of a comprehensive system of record keeping that contains internal inspection checklists, test result forms, verification of service frequencies and Performance Standards, and certification as to conformance or non conformance by appropriate Persons Employed;
- o) the design, preparation and provision to the Contract Manager of reports on the content and requirements of the quality plan. The reports must be in a format and have a content approved by the Contract Manager, and be submitted monthly. The reports may incorporate or supplement any other reports or provision of data required or requested under the Specification; and
- p) the Contractor's quality plan must be updated and resubmitted to the Contract Manager annually basis on the anniversary of the Commencement Date.

The Contract Manager and the Contractor shall finalise and agree on the content of the quality plan so that an approved quality plan is in place within sixteen (16) weeks of the Commencement Date.

The Contractor must implement the approved Quality Plan.

The content of the Quality Plan must be available to and understood by all Persons Employed.

All documentation produced by the Contractor in compliance with the Quality Plan must be made available for inspection by the Contract Manager and copies must be provided to the Contract Manager upon request at any time during normal business hours.

3.3 RISK MANAGEMENT PLAN

The Contractor must within twelve (12) weeks of the Commencement Date prepare a Risk Management Plan ("RMP") for the approval of the Contract Manager. The RMP must cover all Contract related activities and be developed in conjunction with the Contract Manager.

The RMP must address the risk management process as specified in ISO 31000:2009 Risk Management and Guidelines.

The RMP should include:

Policy: A documented policy for risk management; including the Contractor's objectives for, and its commitment to, risk management.

Management Representative: Provision for the nomination of a person who shall have defined authority and responsibility for ensuring:

- a) a risk management system is established, implemented and maintained in accordance with the Australian Risk Management Standard ISO 31000:2009 Risk Management and Guidelines;
- b) the performance of the risk management system is reported to the Contract Manager;
- c) the timely reporting of losses and occurrences, inclusive of costs and corrective actions.

Responsibility and Authority: Details of any delegated risk associated responsibilities and authorities.

Resources: Details of any resources to be committed to risk management activities.

Management Review: Details of proposed mechanisms to enable the ongoing review and update of risk management policy and procedures.

The RMP must be in fully operational within four (4) weeks of approval by the Contract Manager.

Failure to implement the RMP within the required time frame or submission of subsequent reports will be considered a breach of contract.

3.4 OCCUPATIONAL HEALTH AND SAFETY

The Contractor must four (4) weeks prior to the Commencement Date submit to the Contract Manager a draft Occupational Health and Safety Plan specific to the Contract for the approval of the Contract Manager.

The draft occupational health and safety plan must have the format and content required by the Contract Manager. An occupational health and safety plan incorporating any alterations or modifications required by the Contract Manager is to be finalised and approved by the Contract Manager within two (2) months of the Commencement Date. The occupational health and safety plan must be implemented by the Contractor on an on-going basis for the duration of the Contract Term. The Contractor's performance of its obligations under the occupational health and safety plan must be reviewed by the Contractor and the Contract Manager on a monthly basis, or more often as necessary.

The Contractor must maintain and update risk assessments and safe work method statements for all items of plant and equipment. The Contractor must ensure that employees have been adequately trained in the use of plant and equipment. The Contractor's staff must ensure a site specific risk assessment is carried out prior to works proceeding at each site.

3.5 ACTS AND REGULATIONS

The Contractor must carry out the services to the complete satisfaction of Council and in accordance with all Acts, Regulations, Awards, Licenses and Local Laws Standards and Codes of Practice applicable to these services and as amended and/or updated from time to time.

3.6 NOISE OF OPERATION

The Contractor is to conduct all Contract Works in residential areas, or in areas adjacent to and adversely affecting residential areas, between 7.00am and 6.00pm Monday to Saturday, and 9.00 am to 6.00 pm Sunday and Public Holidays, unless otherwise specifically required. This does not apply to works necessitated by an Emergency, or when the Contractor is specifically directed otherwise by the Contract Manager.

The Contractor must ensure that all noise emissions from the Contractor's vehicles, plant and equipment during operations are within the legislative and regulatory requirements. Noise suppression devices must be fitted and maintained according to the manufacturer's specifications. Internal combustion engines must be fitted with a suitable muffler in good repair. Manual operations must not be conducted at any times so as to cause a nuisance through excessive noise to the local community.

The noise from the Contractor's operations must comply with the intent of the document issued by the Environment Protection Authority - "Noise Control Guidelines TG302/92" and any subsequent amendments to the document.

The Contractor must, as far as practicable, limit the use of mechanical leaf blowers as a noise and pollution reduction strategy.

3.7 COUNCIL RECORDS AND ACTIVITY REPORTS

Refer to the Service General Conditions relating to Maintenance and Access to Council Information.

3.8 CUSTOMER SATISFACTION SURVEYS

The Council measures community satisfaction through a variety of techniques, including but not limited to surveys and other forms of data collection, for use as methods of measurement of service effectiveness and Contractor performance. Service specific research will be conducted at yearly intervals in November and the survey results will be an important indicator to Council of Contract performance.

The survey results will also enable the relevancy of service standards to be tested and may provide a basis for refinement of these standards as the contract proceeds. Community satisfaction covers all aspects of service delivery and will be measured against community expectations and perception of the services provided.

The Contractor's familiarity with and involvement in the nature of the surveys will be encouraged. The Contractor must address the areas of Contract performance that are shown to be unsatisfactory in view of the research results, and in discussion with the Contract Manager to set targets in future research results that will achieve continuous improvement in service delivery.

3.9 SERVICE IMAGE

The Contractor must ensure that all persons employed behave in a manner that is

always courteous and helpful to all persons encountered in the Contract area.

All persons employed that are seen by or may have personal contact with members of the community must wear a uniform that is neat and tidy, and that clearly identifies the person as being associated with the Contract works. Where practical, this uniform is to be common throughout all service components, and is to make due allowance for the requirement of safety apparel. All persons employed that deal directly in person with members of the community must wear a clearly visible form of personal identification.

Where persons engaged in the Contract works generate complaints about their manner, behaviour or appearance, the Contract Manager may after a reasonable consideration of the facts, direct the Contractor to relocate the person within or remove the person from the Contract Works, and the Contractor must comply.

The Contractor must conduct the Contract works in a manner, approved in advance by the Contract Manager that generates a high profile for the service in the community. The Contractor is encouraged to devise and implement ways to make the community aware of the service and the results of the Contract works.

All of the Contractor's plant is to be clean, in good order and condition, and fit for the purpose for which it is used. The Contractor's plant which is fully dedicated to the service is to be painted and marked in a manner approved by the Contract Manager that shows the corporate colours and insignia of the Council together with the name of the Contractor.

All of the Contractor's plant must clearly display and invite use of the telephone number of the point of contact for the service.

The Contractor and all persons employed shall not provide any information or comment to the media in relation to any aspect of the Contract works.

If the Contractor damages a person's property while carrying out the services, the Contractor must:

- a) report the damage immediately to the Contract Manager;
- b) advise the owner of the property; and
- c) repair the damage at the Contractor's expense to the owner's satisfaction within 24 hours, or by such later time as may be agreed to by the owner whose property has been damaged.

When access to any property is required, the Contractor must always attempt to obtain approval from the occupier for access. Entry must not be demanded or assumed.

If the occupier is in residence, the Contractor's employees must clearly identify themselves by:

- a) name;
- b) Contractor's name; and
- c) purpose for access and the expected duration of the access.

If access is refused, the Contractor must not dispute with the occupier of the

property but must refer the matter to the Contract Manager for resolution.

3.10 CONTRACTOR'S STAFF AND SUBCONTRACTORS

The Contractor remains fully responsible for the Contract and the Contract Manager will only deal with the Contractor in relation to this Contract.

The Contractor must ensure that all proposed staff and subcontractors have the necessary qualifications, experiences, and resources to deliver the specified services at the applicable standards and have Quality Systems compatible with those of the Contractor. The Contractor, Contractor's staff and subcontractors must at all times represent the Council in a proper manner. All contact with the public must be courteous and co-operative. Tenderers who can demonstrate that their staff possess knowledge and/or qualifications in both flora and fauna understanding and skills will be viewed favourably.

The Contractor shall allow in the tender for the attendance and involvement of all Contract staff and key subcontractors in a staff induction program to be conducted for all persons involved in Contract activities prior to their commencement on site (half day).

The Contract Manager prior to the commencement of works must approve of all subcontractors.

3.11 PLANT AND EQUIPMENT

3.11.1 Operational Plant

The Contractor is responsible for the supply, operation, maintenance and storage of all plant and equipment required for the performance of the services.

All plant and equipment operated by the Contractor and/or subcontractors must be maintained in a proper manner in accordance with the manufacturers' specifications, and other legal requirements guidelines etc. The Contractor must keep and make available for inspection purposes detailed records of all machinery, plant and equipment used and their maintenance history.

All plant, equipment and other items required to be stored at a work site must be located so as to minimise impact on the location and not be a hazard to the public. Stockpiled material must be stored in an environmentally sound and responsible manner and prevented from entering the stormwater drainage system.

The Contractor must avoid the spread of undesirable weed species by washing down the mowing plant equipment prior to leaving the park.

3.11.2 Vehicle Parking

Car parking of private vehicles in open space areas is permissible only within areas designated for public parking.

The Contractor must not allow the parking of privately owned vehicles within open space or depots. Only Council vehicles, vehicles issued with a permit by the Council and those vehicles owned or leased by the Contractor or subcontractors to the Contractor and directly engaged in the provision of the services may be parked in open space areas and

within depots.

The Contractor must make arrangements with the Contract Manager for the parking of vehicles in areas where parking is restricted in some way. Council is not obliged to agree to any arrangements proposed.

The Contractor must avoid if at all possible, driving on irrigated turf areas unless using a mower fitted with turf tyres. If driving on the irrigated turf is unavoidable then access routes must be rotated so as to minimise turf wear. Driving on or mowing grass during frost conditions must be avoided. The Contractor must make good all turf areas damaged by inappropriate mowing operations. Where possible the Contractor must avoid driving or parking under trees as this would cause compaction to the tree root system and place the tree under stress.

3.12 USE OF COUNCIL DEPOT

The Contractor is not required to operate from the Council Depot. However, accommodation at the City of Port Phillip Council Works Depot at Graham Street, Port Melbourne *may* be available for use by the Contractor should it wish to include the depot as part of its tender bid. Such usage would be made available under a lease and/or licence arrangement should the successful tenderer wish to utilise the facility. Council's tree maintenance contractor may also occupy part of the area under a lease and/or licence arrangement. The site is on Crown Land and Council is the Committee of Management under the *Crown Lands (Reserves) Act 1978*.

In relation to the subject area:

- a) Appendix 15 is a sample Department of Sustainability and Environment ("DSE") lease;
- b) Appendix 16 is a sample DSE licence;
- c) Appendix 17 is a plan of the area; and
- d) Appendix 18 is an aerial photograph of the area.

Accordingly, the Tender Conditions (ie: Pricing Schedule) enable tenderers to submit a price based on the assumption that if successful, Contractor would occupy the subject area.

Tenderers should note that:

- a) the estimated market rental value for the first three years of the Contract Term is included in the Pricing Schedule attached to the Tender Conditions. These prices are indicative and tenderers may submit their own rental offer;
- b) the Council depot is located on Crown Land;
- c) any lease would be subject to compliance with the *Crown Land (Reserves) Act 1978*, with the lease ultimately requiring Ministerial approval;
- d) the Lease would need to provide for the Council to have reasonable access to the leased area;
- e) any buildings to be erected by the Contractor would require the Contractor to obtain a planning permit; and
- f) any buildings to be erected by the Contractor would require the Contractor to obtain a building permit.

The Contractor shall have the shared use of an amenities area. A hard-standing vehicle storage area, also suitable for location of a temporary office facility is available. Details of the premises and the conditions under which they are to be made available are set out in **Appendix 17**. The areas indicated in **Appendix 17** are the maximum areas that are available at the site. Any additional area required by the Contractor in order to fulfil the requirements of the Specification shall be arranged elsewhere at the Contractor's expense.

3.13 TRANSITIONAL ARRANGEMENTS

The Contractor must ensure that there is no disruption to service users at the Commencement date and must provide a transitional plan which outlines the steps which will be taken to achieve a smooth transition. The plan will address tasks between contract award and commencement, time required after award to complete preparations required, milestone schedule for tasks planned in the initial operating phase, transition management/supervisory personnel and liaison details including staffing arrangements. A transitional plan shall be submitted as part of the tender.

3.14 MUNICIPAL RECOVERY PLAN

Where required, the Contractor must provide additional services to assist in the recovery phase of a municipal Emergency (refer Clause 4.1.13 Emergency Response). Council will be responsible for providing any necessary training for municipal Emergency purposes.

3.15 ENVIRONMENTAL MANAGEMENT

The Contractor must include in its quality system a system element covering environmental management. The Contractor must incorporate into its Quality Plan

an element to manage the environmental effects of the work. This element shall consist of an environmental management plan that considers, but is not necessarily confined to, air pollution, water pollution, noise, waste, soil contamination, sediment control and the preservation of habitat and identified historic and archaeological sites.

The Contractor must be fully conversant with and committed to the latest techniques that are available aimed at minimising the impact of all activities (i.e. chemical usage in the control of weeds and control of pests and diseases) on the environment.

The costs of compliance with these requirements shall be deemed to be included in the **Lump Sum**.

The Contractor must also be fully conversant with and committed to Council's Sustainable Environment Strategy and Climate Change Towards Zero Policy and be aware that it is to comply with the principles and certain requirements of these documents as directed by the Contract Manager, including any amendments to such documents during the course of the contract.

The Contractor must measure and report on its carbon emissions relevant to the Contract Works.

The Contractor must maintain and keep updated a dangerous goods register and licence compliant to the Dangerous Goods Storage & Handling Code of Practice 2000.

The Contractor must have environmental authorisation for safe handling, storage and use of avget chemicals under the *Environment Protection Act 1970*.

The Contractor must maintain and keep updated a current Material Safety Data Sheet (MSDS) register.

The Contractor must be fully conversant with and committed to Council's 'Greening Port Phillip' Strategy and be aware that it is to comply with the principles and certain requirements of this strategy as directed by the Contract Manager.

The City of Port Phillip is committed to ensuring the sustainability of Council purchasing for its operations and services, to achieve and maintain a 70% reduction in the use of unsustainable products by 2020 (based on 2007 levels). The Contractor must be fully conversant with and committed to Council's commitment to 'Green Purchasing' and provide requested relevant information to the Contract Manager as part of the monthly reporting requirements.

3.16 HOURS OF OPERATION

The programs of works submitted by the Contractor and approved by the Contract Manager shall have regard to the various time constraints listed in this Specification. The Contract Works must be scheduled and conducted at times where the inconvenience and loss of amenity to residents and the public is minimised. All reasonable requests by residents, traders or the public to minimise adverse service impacts are to be considered and accommodated by the Contractor where this is possible without adversely affecting the delivery of the services.

3.17 QUALIFICATIONS AND SKILLS

The Contractor must provide adequate numbers of sufficiently trained and experienced professional, administrative and operational staff "Persons Employed" to perform the service in accordance with the Contract. All operators must be

competent and possess the required statutory authorisation for the plant and equipment they are operating.

“Persons Employed” must have current and valid trade certificates/licences and be able to prove a high degree of skills and experience in carrying out all the specified works.

The “Contractors Representative” must have appropriate qualifications with preference given to a **tertiary qualification in horticulture and a minimum of 5 years experience** in managing park maintenance services of a similar size and be capable of responding to all day to day issues that arise.

Without limiting the Contractor's obligations under this Clause the Contractor must:

- a) engage throughout the Contract term, unless the Contract Manager approves otherwise, at least the number of employed staff listed in the approved staff schedule;
- b) maintain a staff schedule of the Contractor's employed staff, including qualifications, where applicable, to be made available to the Contract Manager on request;
- c) ensure that, notwithstanding any changes in the Contractor's employed staff, it engages throughout the Contract term, employed staff with at least levels of qualifications and experience listed in the staff schedule;
- d) update and amend the Contractor's staff schedule in the event that the Contractor employs any additional staff or any staff are no longer employed by the Contractor;
- e) ensure that all of the Contractor's employed staff are well trained and capable of providing a high quality, courteous, informed and accurate service to Council staff and the community;
- f) ensure that all of the Contractors employed staff who are engaged in operations using pesticides or herbicides are required to be qualified in Chemcert II as a minimum; and
- g) all horticultural crews are to have a minimum of one (1) suitably qualified horticulturist.

3.18 STANDARDS

All materials, processes and services not otherwise specified herein must be in accordance with the current relevant specification or codes of the standards Association of Australia. Where there is no relevant Australian Standard the British Standard specification shall apply.

Any apparent silence of this Specification regarding any detail or any apparent omission of any detailed description or any material or process shall be inferred to mean that only the best generally accepted practice is intended and that only materials and workmanship of the best quality procurable must be employed in the works.

4 SPECIFIC PROVISIONS AND REQUIREMENTS

4.1 MANAGEMENT

4.1.1 Initial Condition Inspection

To be able to fully undertake this Contract, the Contractor will need to develop a full appreciation of:

- a) the condition of the Assets included in this Contract;
- b) the works necessary to maintain the Assets;
- c) the works necessary to ensure their ongoing health and function;
- d) Council policies, standards and objectives in relation to the Assets; and
- e) public expectation and utilisation of the Assets.

The Contractor must inspect all sites and Assets within four (4) weeks of the Commencement Date. The Contractor must record details of these sites and Assets (written and/or video/photographic evidence) which do not meet the service specifications and provide reasons for their non-compliance in a report to the Contract Manager.

If the site or Asset is not at the required standard at the Commencement Date the Contractor must, at the Contractor's expense, undertake the restoration to meet the service standard within three (3) months of the Commencement Date. Leniency will be given when performance monitoring these sites during the initial three (3) months of the contract.

The purpose of the condition inspection is:

- a) to obtain an understanding of the "as found" state of Assets at the commencement of the Contract;
- b) to identify any Assets that are outside the service standards;
- c) to identify the extent of work that cannot be carried out as part of the normal Lump Sum maintenance services;
- d) to develop the initial work priorities for the service;
- e) to establish clear definitions as to the acceptable or non-acceptable performance as part of the Contract monitoring process;
- f) to enable the Contractor to become fully conversant with work standards and contractual arrangements prior to the implementation of the monthly performance audit procedure.

It is expected that a total of **one week** will be required to carry out the survey.

All necessary works associated with undertaking the initial condition

inspection and subsequent conditions surveys will be treated as part of the works to be performed under the **Lump Sum**.

4.1.2 Response Time

The Contractor must respond to any requirement to make safe, repair or rectify any condition it is required to attend to in accordance with the response times shown in *Table 1* or otherwise specified.

The Contractor may be advised of a requirement, by advice or complaint from a member of the public, by notice from the Contract Manager or by its own inspections or observations.

REQUEST	DESCRIPTION	RESPONSE TIME
EMERGENCY	The condition has caused or the potential to immediately cause serious injury to person or property (Council, MERO request for Emergency assistance)	1 hour
URGENT	If the condition is not attended to within the specified period it will have the potential to cause injury to persons or property	24 hours
COMPLAINTS	Issues relating to staff conduct, or poor performance or safety standards	48 hours
PLAYGROUND MAINTENANCE	Routine Maintenance not considered 'Emergency' or 'Urgent'	5 Days
PARKS MAINTENANCE	Routine Maintenance not considered 'Emergency' or 'Urgent'	10 Days
IRRIGATION MAINTENANCE	Routine Maintenance not considered 'Emergency' or 'Urgent'	3 Days
PENSIONER NATURESTRIP MOWING SERVICE	Request to mow naturestrip of existing service recipient	5 Days
NATURESTRIP RENOVATION REQUEST	Request to renovate residential naturestrip	20 Days or 1 September for requests received in Winter.

Table 1

In conjunction with the above, the Contractor must provide 'Same Day Service' in the form of a response to the requestor within 48 hours to advise of scheduled works. **(See Clause 4.1.2)**

4.1.3 Inspections

The Contractor must regularly inspect parks and open space service areas to ensure the provision of an attractive and safe environment and carry out essential works required to maintain and enhance the recreational capacity of

the parks and open space.

This will involve conducting systematic and regular inspection of the different features of the service areas and to rectify immediately, or to identify, record and program those features outside the specified intervention levels (Defects) that need correction to keep the areas maintained in accordance with the appropriate designated condition standard.

The Contractor must submit a program of inspections and report outcomes as part of the monthly reporting requirements.

Different Assets can be inspected at different frequencies depending on the special safety needs, usage and location. However, the minimum guidelines set out in *Table 2* should be met:

ASSET	LOCATION	INSPECTION CYCLE
All	St Vincent Gardens St Kilda Botanical Catani Gardens Alma Park O'Donnell Gardens Garden City Reserve	Daily
Grass & Garden Beds	Other Significant Gardens	Weekly
Grass	Other than above	Fortnightly-Spring, Summer Monthly – Winter, Autumn
Garden Beds	Other than above	Monthly
Water Features		Monthly
Paths/Drainage / Park Furniture		Monthly
Playgrounds		Weekly
Water Sensitive Urban Design		Fortnightly

Table 2

Payment for the inspection of all park Assets including routine inspections, condition inspections as specified shall be paid for at the tendered **Lump Sum**.

4.1.4 Scheduling and Planning of Works

4.1.4.1 Annual

The Contractor must within four (4) weeks of the Commencement Date, in consultation with the Contract Manager, submit a proposed program of works showing:

- a) the general program of activities to be performed over the first year of the Contract;
- b) detailed program of works for the first three months from the Commencement Date;
- c) the names, experience and qualifications of the personnel that will be employed;

- d) details of plant and equipment to be used;
- e) arrangements for providing Customer Services;
- f) arrangements for inspections;
- g) the program of works for all work components must clearly demonstrate that the scheduled workloads will ensure that performance meets the standards and frequencies specified. The program of works may be in the form of plans or other graphical data and must show the intended work for each working day; and
- h) any changes to the annual program shall form part of the monthly report.

The Contractor's obligation to implement the program of works does not relieve the Contractor from any other obligation under this Contract.

The program of works will also form the basis of regular notifications to the community.

The Contractor will be provided with a schedule of events (**Appendix 10**) that are held over the year at various locations throughout the municipality. The Contractor must take into consideration these events when programming work activities.

4.1.4.2 Monthly

As part of the monthly report the Contractor must present to the Contract Manager the program of works showing what will be achieved during the following month and must include:

- a) nature of works;
- b) inspections to be carried out;
- c) areas where the services are to be undertaken;
- d) the dates during which the works are to be undertaken or completed;
- e) general allocation of resources;
- f) usage of chemicals and staff involved in pest and weed control activities; and
- g) monthly playground inspections.

The Contractor must advise the Contract Manager of any significant changes to the program of works proposed.

Should work be significantly delayed because of unforeseen circumstances, such as bad weather, the Contractor must submit an amended program of works showing how the outstanding work can be undertaken, e.g. increasing hours worked in the next month.

4.1.5 Maintenance Management System

The Contractor must operate a computerised record management system for the recording of the services performed. These records are to be up to date, accurate, readily accessible and available to the Contract Manager upon request. The Contractor must record, but not be limited to, the following information:

- a) dates inspections carried out and details of inspections;
- b) dates work performed and precise location of works;
- c) commencement and finishing times for each work unit;
- d) nature of work performed;
- e) names of staff utilised to complete each work unit;
- f) details and costs of materials used; and
- g) details of vehicles, plant and equipment used.

The data collected shall be used by the Contractor in providing the Contract Manager with the following:

- a) developing work priorities and program of works;
- b) generating work progress reports, works completed comparisons and other monthly reports;
- c) providing monthly work quantities and unit costs;
- d) invoicing and payments;
- e) providing information relating to insurance matters and third party damage reports;
- f) updating Council Asset registers and Asset Management Systems;
- g) reporting on annual workloads, costs and trends;
- h) establishing future workloads; and
- i) managing complaints and inquires effectively.

These records will form the basis of a **monthly report** by the Contractor, which will be reviewed by the Contract Manager in an exchange of information on issues, progress and the performance of the services at the end of each month or as determined by the Contract Manager.

The Contractor must at any time be able to provide the Contract Manager with details of the services it has provided or is currently providing on that day.

4.1.6 Reporting / Review

The Contractor shall be required to report as a minimum:

4.1.6.1 *Monthly Reports*

The **monthly reports** must include:

- a) Inspections:
 - location of Assets inspected / to be inspected, dates for inspection.
- b) Program of Works:
 - nature of works, location of works, proposed commencement and finishing dates, resources allocated to the works.
- c) Works Progress Report:
 - a comparison between the actual work completed / not completed against the program of work; (% completed on time);
 - the nature of any uncompleted works and proposed resolution;
 - any amendments to the timing of programmed works.
- d) Works Completed Report (WLI):
 - actual quantities of work for each Activity carried out under Lump Sum;
 - actual quantities of any other work.
- e) Asset Report:
 - changes to park Assets quantities. i.e. new / deleted / changed Assets.
- f) Occupational, Health and Safety Report:
 - details of incidents and accidents involving staff, subcontractors, members of public, damage to property, personal injury; action taken to prevent occurrence;
 - staff training / changes to practices etc.
- g) Industrial Relations Report:
 - industrial relations issues including work bans, strikes, etc.
- h) Environmental Management Report:
- i) carbon emissions;
- j) green purchasing.

- k) Customer Service Report:
- detailed summary of all both internal and external enquiries, requests and complaints received for the month prior and year to date:
 - date and nature;
 - actions taken;
 - number of requests resolved and resolution times;
 - number of days requests outstanding;
 - number and nature of requests actioned or not actioned to date with brief explanation;
 - dates of correspondence (facsimile or letter) received and responses.

4.1.6.2 Monthly Meeting

The Contractor must attend a regular monthly meeting with the Contract Manager to review all monthly reports and programs. The meeting will be held no later than 7 days from the beginning of each month.

The meeting agenda shall include the following reports:

- a) monthly performance audit;
- b) occupational, health and safety report;
- c) monthly statement;
- d) program of works;
- e) works progress report;
- f) customer service report;
- g) any other items raised by the Contract Manager or Contractor;
- h) Quality and Environmental Plan;
- i) changes to personnel, plant and equipment;
- j) changes to site or weather conditions affecting performance of the service;
- k) proposed changes to subcontractors; and
- l) general performance.

The Contractor should allow an average of 2 hours per monthly meeting plus preparation time.

4.1.6.3 Contractor Representation Requirements

The Contractor must arrange for appropriate representatives of the Contractor to attend and contribute to any special meetings convened by the Contract

Manager and of relevance to the Contract.

The Contractor must establish co-operative working relationships with relevant organisations and members of the public and attend appropriate meetings with users when requested to do so.

4.1.6.4 Annual Report/Review

On an annual basis the Contract Manager in conjunction with the Contractor shall review the overall performance of the Contractor and expected outcomes for the following year.

The annual review shall cover:

- a) review of annual Contract performance audit report;
- b) report on Contract costs against budget;
- c) report on any major deficiencies (i.e. change in customer expectations) or changes in the Contract or service delivery;
- d) review of priorities;
- e) changes to organisational structure;
- f) new initiatives or innovations;
- g) identified capital improvement proposals;
- h) changes in Assets quantities and workload indicators;
- i) Quality and Environmental Plan; and
- j) any other matter raised by the Contractor or Contract Manager.

The Contractor should allow up to one (1) working day for the annual review plus preparation time. The annual review will be a critical key performance indicator prior to Council offering extensions under the terms and conditions of the Contract.

4.1.7 Notifications to the Community

The Contractor must keep the City of Port Phillip community well informed about the maintenance operations under this Contract.

At the Commencement Date the Contractor must provide the community with details of the Company and details of the services to be provided.

The notifications (refer *Table 3*) must be developed in consultation with the Contract Manager.

COMMUNITY NOTIFICATION REQUIREMENTS		
Notification Type	Timing	Method - Detail
A high quality brochure	Within twelve (12)	To be continually available

covering details of the nature and timing of the services. Up to two A4 pages.	weeks of the Commencement Date.	and current for handout from Town Halls, Libraries etc (Contractor responsible for initial 2,000 copies).
A press release and advertisement in local media	Within four (4) weeks of the Commencement Date.	

Table 3

4.1.8 Asset Management

The Council is currently operating and developing a comprehensive computer P.C. based Asset Management System (**Hansen**) to assist in managing all of Council's park Assets and activities.

In addition Council also operates and records park information on a **Geographic Information System** ("GIS") currently ("**Dehko**").

The Contractor must submit details on quantities and other relevant Asset information as part of its reporting procedures to maintain these databases.

Information must be capable of being input directly into these databases or provided in an agreed format.

It will be critical therefore to ensure that any software used by the Contractor is based on industry standard Relational Base Management systems. Any software used must be compatible with Council's existing hardware and network infrastructure.

A work-station will be provided to access the Council's management system and GIS software. The Contractor is responsible for all other hardware it may require. (ie: plotters).

The Contractor must provide the necessary communications access line to connect to Council's Management System and GIS. Council will provide the software to access GIS and other relevant Council applications.

All data collected and recorded and programs and reports generated that are related to the park Asset shall become the property of Council. The Contractor must forward all data requested by the Contract Manager in an approved format prior to the Contract Completion date.

The Contractor must not use data that is the property of Council for any purpose other than the delivery of the service without the written consent of the Contract Manager

In providing the Asset Management Services, the Contractor must achieve the following objectives:

- a) ensuring up to date and accurate information on all the Assets are provided to the Contract Manager;
- b) providing information that is comprehensive in a user friendly format; and
- c) carrying out an annual assessment of all park Assets and uploading findings into the database.

4.1.9 Open Space Usage for Activities & Events

Council has established a bookings agency which shall handle events bookings in open space (including weddings, social functions).

The Contractor shall be provided with a list of all booked and scheduled major events and sports ground allocations, and shall be notified in advance of other incidental bookings as they arise.

The Contractor must establish (where necessary) and maintain effective liaison with events managers, tourism authorities, the media and other relevant parties as a means of promoting open space, special events, activities and services within the Municipal District. Such marketing must be in line with existing and future Council Policies and Plans (Open Space Strategy, Tourism Strategy, Leisure Strategy, Pricing and Allocation Policy).

The Contractor must liaise with and provide information to Council, community groups and events organisers regarding operations, events, facility tolerance and capacity, inventory location and other information as requested.

The Contractor may be required to attend Events Team (ET) meetings to discuss issues related to setting up coming events.

The Contractor must ensure the availability of, and access to, areas and services booked for sporting and other activities and events that have been booked through Council.

The Contractor must be available to mark out irrigation lines and make provision to protect any other Council Assets when required prior to events in parks.

All booked and other scheduled major public events shall take place with the full co-operation of the Contractor.

4.1.10 Promotional Activities

The Contractor is encouraged to assist and support Council in the promotion of its parks, gardens and open spaces by informing and/or advising the general public, community groups and other organisations during and outside Normal Working Hours.

The Contractor is also encouraged to set up and staff stalls at various Cultural Festivals and Special Events to promote the Council's open spaces and services.

The Contractor must delay or reschedule Routine Maintenance works to avoid interference with events.

4.1.11 Capital Works

As part of Parks and Open Space development Council implements an annual program of Capital Works. Many of these works will involve development or redevelopment of areas and facilities that are under maintenance by the Contractor or that may impact on the performance of the services.

Capital works may include:

- a) park redevelopment;

- b) new playgrounds; and
- c) streetscape works.

The Contractor will have the opportunity and is encouraged to submit a quotation/tender as part of a competitive quotation/tender process.

Before being considered for tendered works the Contractor will need to:

- a) show satisfactory performance and resourcing of the maintenance Contract; and
- b) demonstrate that the maintenance contract will not be effected by the carrying out of additional works.

At the completion of capital works in the open space areas, and following expiration of any maintenance or Defects liability period that may apply to the conduct of the capital works, the Contractor shall resume responsibility for the maintenance of the areas as required. The Contract Manager must ensure that the site of completed capital works is brought to an acceptable standard for hand over to the Contractor, and that the site is kept in an acceptable condition by the persons responsible for the works, whilst the works are in progress.

Whilst capital works are being carried out the Contractor must continue to carry out necessary maintenance works including Litter collection, inspections, irrigation maintenance etc.

The Contractor may be required to attend a handover meeting at the conclusion of a capital works project.

4.1.12 Capital Works Submission

The Council allocates funds each year within a capital works program towards upgrading and replacement of deteriorated physical Assets.

The Contractor will be well placed to observe the nature of the Council's Assets in public areas. The Contractor must provide a written submission by August each year which lists and justifies projects for funding that will facilitate a better standard of maintenance and enhance the function, safety and appearance of Council's parks and open spaces. All such proposed projects will be considered in competition with other requests for funds and no guarantee is given of the success of any component of the submission. The Contractor may also be required from time to time to provide informed comment on projects proposed by others that may impact on parks services operations.

4.1.13 Emergency Response

The Contractor must have available a **plumber/irrigation specialist** able to respond to any call by day or night, 7 days per week to shut down irrigation systems or otherwise attend to emergencies or situations requiring a qualified plumber.

In addition to the irrigation systems associated with this Contract the Contractor must respond to Call-Outs associated with irrigation systems operated by the Sports Field Maintenance Contractor, the Childcare and Community Centres

Contractor and the Natural Heritage Area Contractor. The Contractor will be provided with details of all Sports field Childcare and Community Centres and Natural Heritage Areas irrigation systems and any necessary contact persons.

The Contractor must be available 24 hours – 7 days a week to respond to the Emergency response officer or other Emergency services

Where the Contractor is requested to respond to an after hours call out to assist Council, Police or other statutory bodies having the control of any life threatening or Emergency situations, the Contractor must commit the requested resources including plant, vehicles and equipment, as soon as practicable.

All work resulting from an Emergency callout that requires the Contractor to engage additional resources, to work outside of normal hours, or to undertake works outside routine maintenance activities shall be undertaken as part of the Lump Sum.

4.1.14 Traffic Control and Road Safety

The Contractor must, during the carrying out of the services on, or impacting on roadways, control traffic on such roadways in the vicinity of work sites for the purpose of road safety, and be cognisant of its obligations under the *Road Safety Act 1986* and the *Road Management Act 2004*.

The works are carried out on a range of road types (highway, main road, local road), in a number of precincts (residential, commercial, etc), locations (medians, naturestrips,) or effecting various community groups (elderly, disabled, school children etc.). The Contractor must include in the Quality Plan a system element that sets out the signing and work practices necessary to operate in any of the site situations likely to be encountered.

The Contractor must provide road signs, safety cones and lighting at work sites in accordance with Vic Roads Roadworks Signing Code of Practice, AS1742 - Manual of Uniform Traffic Control and AS1743 - Road Signs.

The Contractor's equipment and motor vehicles must be fitted with visible amber flashing beacons which must be lit and flashing at all times the equipment or motor vehicles are operating on public roadways.

The Contractor must carry out work so as to cause minimum disruption and inconvenience to the normal operations of local businesses, the flow of traffic and pedestrians in the vicinity. Work must be carried out in accordance with environmental standards applying in the City of Port Phillip.

Work on or adjacent to roadways must be arranged so that traffic lanes adjacent to work areas are not restricted during peak traffic conditions.

4.1.15 Waste Disposal

All rubbish, debris and other waste materials obtained by the Contractor, either as a requirement of the Contract or as incidental to any Activity of the Contractor in carrying out the services shall, be transported to and deposited at an approved site.

The Contractor is responsible for paying all costs including tipping fees associated with depositing waste materials collected by the Contractor in providing the services and must keep records of the mass of waste materials

collected.

The Council's Transfer Station is available for the disposal of waste. The Contractor will be required to negotiate disposal costs and quantities that will be accepted with the Transfer Station Manager.

The Contractor may dispose of waste materials which are capable of being recycled, at the premises of collectors of recyclable materials, and retain the benefit of any associated financial transactions.

All costs associated with disposal of waste shall be included within the **Lump Sum**.

4.2 GRASS AREAS

4.2.1 Scope of Service

The Contractor is responsible for the maintenance of all lawn and grassed areas within the service areas (grass areas) detailed in **Appendix 3**.

Grass maintenance shall include mowing and associated works that includes:

- a) adequate watering where available;
- b) machine mowing to lawn/grass areas to maintain grass between specified heights and to keep a tidy appearance for use by the public, maintain grass growth and control weeds;
- c) edge trimming of overhanging grass to kerbing, around fixtures and paving;
- d) filling, seeding etc to maintain an even and safe surface;
- e) fertiliser applications to maintain optimum nutrient levels in the soil;
- f) Litter control;
- g) pest and disease control; and
- h) control of vegetation noxious weed growth.

Payment for the mowing and associated works on Grass Areas shall be paid for at the tendered **Lump Sum**.

Grass maintenance (and re-establishment where necessary) of a healthy and physical appearance of turf through renovation works that includes:

- a) aeration (sliced and cored);
- b) dethatching as required; and
- c) soil conditioning, topdressing, oversewing etc as part of renovation works.

Payment for the maintenance of Grass Areas as part of an approved renovation program shall be paid for as part of the **Lump Sum**.

4.2.2 Maintenance Standards

The Contractor must ensure that the maintenance tasks described in this section are carried out and that grass areas are maintained to the relevant minimum service standard detailed in Clause 8 – Activity Schedule

Lawns must be healthy, vigorous and uniformly green in appearance where irrigated.

4.2.3 Grass Categories

‘Category 1 Grass Areas’ generally include areas of lawn located in Significant Parks and high profile public locations. The lawns are maintained to reflect the high standard required of civic buildings, community areas and other highly visible areas.

‘Category 2 Grass Areas’ generally include both large and small grass areas associated with structured parks and reserves, medians and verges and playgrounds.

4.2.4 Mowing

4.2.4.1 Programming

Mowing must be carried out in accordance with the program of works developed by the Contractor to meet the mowing standards detailed in Clause 8 – Activity Schedule.

All mowing activities (mowing, edging etc) at any service area are to be undertaken as part of one continuous operation. This includes where two types of mowers are required at the one site, they should mow on the same day).

Prior to the beginning of each cycle, the Contractor must present to the Contract Manager the program of works showing the mowing schedule for that cycle and must include:

- a) the dates on which each service area is to be mown;
- b) any changes to the allocation of resources. and

Should work be significantly delayed because of unforeseen circumstances, such as bad weather, the Contractor must submit an amended program of works showing how the outstanding mowing can be undertaken.

4.2.4.2 Preparation

Prior to the commencement of any mowing the Contractor must:

- a) remove all Litter, dropped branches and other foreign debris from the surface; and

- b) ensure all sprinkler heads are set below mowing height.

Following the mowing of grass areas the Contractor must check to ensure that surfaces are free of unsafe or unsightly depressions and Litter or other objects. Topdressing, filling etc must be carried out to maintain an even and safe surface using approved topsoil.

4.2.4.3 Renovation

Renovation of **Category 1 Grass Areas** must generally be carried out annually in accordance with a renovation program prepared by the Contractor and approved by the Contract Manager. The Contractor must submit a proposed renovation program to the Contract Manager in March and August.

Renovation must be carried out to maintain the healthy, vigorous and uniform colour according to accepted colouring of the particular turf species.

It is expected that **Category 2 Grass Areas** will require renovation on average every two years.

Category 2 Grass Areas in poor condition through thatch build up, wear, damage or compaction must be renovated in accordance with a program of works prepared and maintained by the Contractor.

Renovation works must be carried out in accordance with a program of works prepared by the Contractor and approved by the Contract Manager and shall form part of the tendered Lump Sum.

4.2.4.4 Pensioner Mowing Service

The City of Port Phillip provides a naturestrip mowing service to aged pensioners. To receive this service, residents must provide documentary evidence that they are eligible. A register is maintained by Council's Parks & Open Space Administration Officer, who will provide regular updates to the Contractor in regards to new additions or deletions. The Contractor must develop and maintain a program to provide a monthly mowing service to these residents. The number of residents receiving the service is currently averaging 250.

4.2.5 Maintenance Requirements

4.2.5.1 Mowing

The Contractor must not damage trees, shrubs, fences, sprinkler systems, road signs, concrete pits, drainage structures or any other structures or fixtures within or adjacent to the areas where grass cutting activities take place. The Contractor must, at its expense, repair replace or reinstate any damage it has caused or compensate the Council for the damage.

Work within 100 mm of the base of the trunk of a tree or shrub must be undertaken by application of a glyphosate herbicide (Brush cutters or other mechanical trimming must not be used). If any tree or shrub is damaged by the Contractor then the tree or shrub must be replaced with a similar tree or shrub entirely at the Contractor's expense with reference to Council's Greening Port Phillip's amenity tree cost calculations.

The Contractor must not cut any grass when there is the likelihood of the grass

cover or the ground surface or irrigation installations or underground services being damaged by the Contractor's grass cutting equipment, except that alternative equipment must be used in these circumstances when ever practicable. The Contractor must notify the Contract Manager whenever required grass cutting cannot be carried out.

The Contractor may, at the Contractor's own cost, carefully remove any branch less than 20 mm diameter of any tree which substantially impedes the Contractor's grass cutting operations. The Contractor must contact the Council's Tree Maintenance Contractor to arrange the removal of branches greater than 20 mm diameter.

The Contractor must maintain mulch levels around trees to a depth of 75-100mm. Mulching to the drip line must be carried out where appropriate or as directed by the Contract Manager.

4.2.5.2 Grass Cuttings

It is not a requirement of this Contract that the Contractor remove grass cuttings from the cut areas except where expressly provided for in this Specification. Grass cuttings must be spread evenly over the cut areas without the formation of heaps or windrows. Any excess grass cuttings must be removed by the Contractor from the cut area or distributed evenly over the total grass area. Grass must be spread so as not to damage the existing grass surface.

The Contractor must clean up and remove all grass cuttings, edge trimmings and debris deposited on areas adjacent to grass cutting operations including roads, pathways and other paved areas, on the day they are deposited. Grass cuttings must not be allowed to enter stormwater drainage pits or the stormwater drainage system.

4.2.5.3 Grass Control

The Contractor must maintain grassed areas through the use of mechanical means only. The use of chemicals, hormone treatments and growth retardants is not permitted except where expressly permitted in writing by the Contract Manager or stated in this Specification.

4.2.5.4 Indigenous Vegetation and Native Grasses

Indigenous vegetation including native grasses must not be cut without the approval of the Contract Manager. Native grasses must be reduced in height annually by one third following a program approved by the Contract Manager.

4.2.5.5 Grass Cutting Equipment

The Contractor must provide all the necessary grass cutting equipment to enable the Contractor to satisfactorily cut all types of grassed areas required.

All machinery must be kept in a good state of repair and be fitted with properly maintained safety guards to minimise the danger from flying objects being thrown out by the cutting blades.

All operators of grass cutting equipment must wear approved safety apparel in accordance with the *Occupational Health and Safety Act 2004* appropriate to the particular grass cutting Activity.

All operators must be adequately trained in the operation of the equipment and

must be well acquainted with relevant risk assessments and safe work method statements.

All grass cutting equipment to be used by the Contractor must be suitable for each particular task, having regard, but without limitation, the following:

- a) blade configuration and condition;
- b) finished cut produced;
- c) mass and wheel loads of the equipment;
- d) dimensions;
- e) tyre type; and
- f) gang mower reels must be power driven.

4.2.5.6 Streetscape Areas and Road Reserves

The Contractor must, when cutting grass adjacent to arterial road carriageways, ensure that traffic control measures complying with **Clause 4.1.14 Traffic Control and Road Safety** are implemented.

Where dust caused by cutting grassed areas causes a traffic hazard, the Contractor must cease cutting in that area and return at a time when no traffic hazard will be caused or adjust its operations at the time so that no traffic hazard is caused.

Grassed areas must be cut up to the formed edges of roadways and pathways and up to all upstands such as poles, posts and other like structures located within grassed areas. Herbicides must not be used for this purpose.

4.2.5.7 Horticultural Chemicals and Fertilisers

The Contractor must supply and use agricultural chemicals strictly in accordance with Council's approved lists and in accordance with the manufacturer's recommendations and when not in use must be stored in an approved storage facility which conforms to all current Australian Standards.

- a) only those chemicals approved in writing by the Contract Manager shall be applied;
- b) the Contract Manager may at any time direct that chemicals not be applied in certain locations;
- c) manufacturer's recommendations must be followed; and
- d) only staff with Chemcert II qualifications are permitted to carry out spraying operations.

Appendix 8 provides details on the use of Herbicides in the City of Port Phillip.

4.3 GARDEN BEDS

4.3.1 Scope of Service

The Contractor must provide all necessary maintenance services for maintaining gardens beds incorporating shrubs beds, rose beds, annuals and herbaceous borders, hedges and other horticultural plantings within service areas in **Appendix 2** highlights scope of works particular to significant gardens.

All garden beds must be kept in good order and condition by the Contractor to present a tidy, healthy and neat appearance.

The Contractor must maintain the garden beds by regular watering, fertilising, cultivation, pruning, clipping and trimming, pest and weed control and planting.

The Contractor must ensure garden beds are maintained in accordance with the current Council planting plans or schedules.

The Contractor must maintain the garden beds by:

- a) adequate watering;
- b) mulching;
- c) keeping the plants free from pests infestations;
- d) pruning, clipping and trimming as determined by seasonal requirements and good gardening and horticultural practices;
- e) pruning to maintain adequate clearances from roads, paths and walkways and maintain visibility of signs, markers etc;
- f) supplying and applying suitable plant fertiliser in accordance with the manufacturer's recommendations;
- g) removing spent or dying plants before they become unsightly and replace dead, vandalised or stolen plants with stock of the same species;
- h) removing weeds by mechanical and /or herbicidal treatment;
- i) supplying and planting new 'annuals' (twice yearly), alternatively, replace, supply and plant xeriscape gardens every two (2) years;
- j) infill planting to maintain garden beds in accordance with approved plating plans and schedules;
- k) enhancing all existing botanical collections, historical specimens and horticultural displays in significant garden beds; and
- l) maintenance of planting plans and planting schedules (record and advise on changes).

The Contractor must remove and dispose of all prunings, clippings and trimmings, provide plants, trees and shrubs as required and carry out planting

and associated landscaping.

All prunings, clippings and trimmings must be disposed of at the Contractor's expense at an approved disposal site.

Under water restrictions, Council may prefer to plant out xeriscape gardens as an alternative to annual floral displays. Xeriscape beds must be maintained to appropriate horticultural standards and replaced with new plantings every two (2) years with a design approved by the Contract Manager.

Payment for the maintenance of garden beds as specified shall be paid for at the tendered **Lump Sum**.

4.3.2 Maintenance Standards

All plants must be planted and maintained:

- a) in accordance with acceptable horticultural techniques for the particular plant genus or species as described in recommended horticultural texts;
- b) ensure good form and vigour is sustainable throughout the life expectancy of the plant; and
- c) to maintain plant coverage so as not to compromise the integrity of the garden bed design.

The Contractor must ensure that the maintenance tasks described in this section are carried out and that the garden beds are maintained to the relevant minimum service standard detailed in Clause 8 – Activity Schedule.

4.3.2.1 *Planting Plans*

The Contract Manager will provide the Contractor with planting plans and/or planting schedules for all garden beds. The planting plans/schedules will define planting themes, plant types, layout etc.

The Contractor must:

- a) advise the Contract Manager of any changes that can be made to the bed designs that will assist in carrying out maintenance works or enhance the appearance of the beds; and
- b) assist the Contract Manager in updating and development of planting plans and schedules.

4.3.2.2 *Mulched Shrub Beds*

'**Mulched Shrub Beds**' are found in a range of landscaped areas and contain a variety of shrub and ground cover planting's located within park reserves, streetscapes and traffic treatments.

4.3.2.3 *Mulching Shrub Beds and Tree Bases*

The Contractor must place mulch at least once per year on all mulched shrub beds. The placing of mulch by the Contractor must achieve a neat and tidy appearance and provide adequate mulch cover to minimise weed growth. The depth of mulch must be maintained by the Contractor between 75 mm and 100mm.

Mulch must be kept away from the base of shrubs and no closer than 200mm from grass and pathways.

The Contractor must place mulch at least once per year around tree bases to the drip line where applicable. The depth of mulch must be maintained by the Contractor between 75 mm and 100mm.

(Mulch material must be sourced as per Clause 5.3.3.3)

4.3.2.4 Infill Planting

The Contractor is responsible for carrying out infill planting that provides all garden beds with the level of plant coverage that accords with the approved garden bed design.

Infill planting will include the replacement of dead, dying, missing or vandalised plants together with removals and planting with appropriate plants to maintain the ongoing plant coverage of the garden beds

Replacement of plants shall take place within one month from removal in irrigated areas and between April and September in other areas. No plants shall be removed from Garden areas listed as significant without the written approval from the Contract Manager. Where appropriate, plants may be separated and dispersed where infill is required.

4.3.2.5 Additional Planting

The Contract Manager may from time to time direct additional or replacement planting to be carried out to significantly change or enhance the appearance or style of the garden beds. These works would be carried out as directed by the Contract Manager as part of the provisional sums allowance.

4.3.2.6 Herbaceous Borders

'Herbaceous Borders' are typically found in high profile public areas and ornamental parks.

Herbaceous borders differ from other plantings within mulched garden beds in that they are generally perennial plants that die down each year and require to be pruned to the base. An herbaceous border is a planting composed entirely of such plants.

4.3.2.7 Annuals

'Annual Garden Beds' are high profile regularly maintained landscaped or ornamental areas containing shrubs, bulbs, annual and perennial plants. Annuals planted in garden beds by the Contractor must be cultivated to standards for planting density, design and variety, health and vigour.

The number of annual beds have been reduced over recent years as a result of watering restrictions, design standards etc.

Twice Yearly Planting

The Contractor must provide highly attractive and innovative flowering displays in at least two seasons of the year by planting out and cultivating annuals biennials, bulbs and other flowering plants.

New annual bedding displays must be planted in April and October unless otherwise agreed with the Contract Manager.

Where xeriscape gardens are planted in place of annual displays, they must be maintained as per clause 4.3.1 Scope of Service.

4.3.2.7.1 New Plantings

The Contractor must submit to the Contract Manager for approval, a sketch of its proposed designs of annuals planting's in all garden beds, before commencing any plantings. Alternatively, the Council may from time to time have specific design requirements at certain sites.

Displays must be maintained to a high standard showing strong form, vigour and evenness of plant growth. Display designs must be approved by the Contract Manager prior to planting and the Contract Manager may nominate designs and plants to be used.

Annual bed soils must be prepared prior to planting. All surface Litter and annual weeds shall be removed to reduce the spread of disease or seed heads. The Contractor must:

- a) dig over the bed to a depth of at least 250mm;
- b) cultivate so as not to deplete soil structure or quality;
- c) leave the soil levelled and rake to a fine tilth suitable for planting; and
- d) bevel edge to raise beds for improved drainage and appearance.

Organic fertiliser must be applied immediately after digging. This may be supplemented or replaced by farmyard manure.

New beds must be planted within two (2) weeks of preparation.

4.3.2.7.2 Horticultural Maintenance

Annual bedding displays or xeriscape beds must be healthy, vigorous, even in cover and weed free.

Displays must be removed when vigour and form is lost or upon request from the Contract Manager. Dead, damaged or missing plants in annual beds must be replaced within one week, with similar sized plant, as per display design.

4.3.2.8 *Rose Beds*

'**Rose Beds**' are found in high profile public areas and ornamental parks.

The Contractor must maintain roses and rose plants to a high horticultural standard where plants must be free flowering, healthy, and free of summer pests and diseases, fungal disease and aphids.

Control of pests and disease must be carried out by staff with Chemcert II qualifications as a minimum and to a schedule approved by the Contract Manager. (Past practices and programs shall be supplied upon request).

4.3.2.8.1 Rose Pruning

Prune all roses in each bed to a standard/uniform height as specified in

recommended text for specific methods and further information on Alister Clark varieties.

Border plantings must be maintained to form a neat, even hedge by cutting plants and flowers with mechanical or hand shears in February/March, or as requested by the Contract Manager.

4.3.2.8.2 Rose Planting

Soil must be prepared at the end of Summer prior to planting. Organic composted humus or manure must be incorporated into the soil.

Planting must be carried out in Autumn.

Rose plants must be trained onto growing structures (gazebos, pillars, arches). Soft tie material shall only be used. Remove any growth that may block paths or that may be harmful to passing public.

4.3.2.9 Botanical Gardens

Details of the activities and standards of the works to be carried out at the Botanical Gardens are included in **Appendix 2A**

The Botanical Gardens are of historical and cultural significance and a number of trees in the gardens are registered by the National Trust

It is expected that at least **three (3)** persons including **two (2)** suitably qualified gardeners with Certificate III in horticulture as a minimum and **one (1)** apprentice will be located at the gardens full time to carry out the required activities. The head gardener must maintain records of plant genus and species as well as removals and new plantings.

A desk space, lunch room and toilet facilities are available for use by the Contractor on a shared basis. An 8m x 5m storage shed is available for the sole use of the Contractor.

4.3.2.10 St Vincents Gardens

Details of the activities and standards of the works to be carried out at St Vincents Gardens are included in **Appendix 2A**

It is expected that at least **one (1)** suitably qualified gardener with Certificate III in horticulture as a minimum will be located at the gardens full time to carry out the required activities.

A lunch room with toilet facilities and a storage shed is available for the use by the Contractor.

4.3.2.11 Alma Park

Details of the activities and standards of the works to be carried out at Alma Park are included in **Appendix 2A**

It is expected that at least **one (1)** suitably qualified gardener with Certificate III in horticulture as a minimum will be located at Alma Park and Garden City

Reserve full time to carry out the required activities.

4.3.3 Maintenance Requirements

4.3.3.1 Clearances

The pruning clearances from pathways and signs must be carried out to allow for a safe passage of pedestrians and maintaining sign visibility without compromising the integrity of the garden bed design.

The pruning clearances on roads must be carried out to allow an unobstructed passage of vehicles and to provide good visibility at road junctions without compromising the integrity of the garden bed design.

All planting shall generally be pruned to allow the clearances shown in *Table 4*.

Footpaths:	Vertically: 2.1 m Horizontally: edge of pathway, roadway, pedestrian area.
Roadways:	Vertically: 4.0 m Horizontally: back of kerb
Road Signs:	VicRoads/Council sight distance standards

Table 4

4.3.3.2 Plant Materials

The Contractor must furnish all seeds, seedlings, annuals and perennial plants, shrubs and other plant materials required for provision of the services in accordance with the following requirements:

- a) plants must be true to species;
- b) plants must be free from pests and diseases;
- c) plants must be healthy, vigorous, and have well developed root systems, and must not be pot bound, i.e. no coiling of the structural roots and less than 10% coiling of the fibrous roots, and the root system must not be matted to the extent that plant vigour is retarded;
- d) plants must be suited to the site; and
- e) the species and variety of plants must conform with any Council planting plan provided to, or if not available, prepared by the Contractor.

4.3.3.3 Mulch Material

Mulch, compost and manure must be well composted, free from phytotoxins, pathogens and plant material that can regenerate, and comply with horticultural industry standards.

The Contractor shall source mulch from Council stockpiles located within the City. The Contract Manager will advise the Contractor of where mulch can be

sourced at any particular time.

It is envisaged that an adequate supply of mulch will be available at all times. Should however, Council not be able to provide suitable mulch at any time the Contractor must liaise with the Contract Manager to source an alternative supply of mulch. The Contractor shall be paid under the provisional sum allowance for supplying any material **where the cost and source has been approved by the Contract Manager.**

Fine branch and bark mulch must be approximately 75mm in length and 20mm in diameter. Organic or composted mulch material may be used (peastraw, straw, straw/manure, mushroom compost etc.) to maintain a depth between 75-100mm.

4.4 WATER FEATURES

4.4.1 Scope of Service

The Contractor is responsible for the regular management, maintenance and upkeep of all water features within the City shown in **Appendix 5.**

‘Water Features’ are generally natural or lined structures created for their visual attraction and maintained to support aquatic life and may include fountains, water falls or other elements requiring hydraulic plant.

Water features and surrounds must be:

- a) kept free of all weeds;
- b) kept free of all Litter from the surface and within the structure;
- c) kept in a condition that will support any existing fish or plant population;
and
- d) filled to optimum levels and pumps operating as intended.

Payment for Water Feature Maintenance as specified shall be paid for at the tendered **Lump Sum.**

4.4.2 Maintenance Standards

The Contractor must, **each week**, inspect all water features including any appurtenant water supply pumps and other hydraulic equipment to ensure that the maintenance tasks described in this section are carried and that the water features are maintained to the relevant minimum service standard detailed in Clause 6 – Activity Schedule.

The Contractor must maintain water features in accordance with the following requirements:

- a) aquatic plants must be healthy, vigorous and free of pests and diseases;
- b) water features must be free of waterweeds;
- c) pests and diseases must be treated within 24 hours of detection;
- d) islands in water features must be maintained in a clean and weed free

condition, be attractive and provide a suitable habitat for bird life;

- e) the water must be maintained in a condition suitable to support healthy fish life; and
- f) appurtenant water supply pumps and other hydraulic equipment including fountains must be maintained in a serviceable condition in accordance with maintenance requirements and manufacturers instructions.
- g) Water features must be drained and cleaned every two years.

4.5 PATHWAYS, ACCESS ROADS, CAR PARKS AND DRAINAGE

4.5.1 Scope of Service

The Contractor is responsible for the regular inspection, general maintenance and monitoring the condition of all pedestrian pathways, bicycle paths, access roads and car parks associated within service areas.

The Contractor is also responsible for keeping clean and free flowing all stormwater entries and open drains within the service areas.

“Paths, Access Roads & Car Parks” provide all-weather access and are defined by their surface material and usage which must be fully trafficable at all times, effectively drained of all surface water and maintained in a sound condition that ensures the safe passage of pedestrians bicycles and vehicles.

‘Drainage’ systems include all pits, pipes, culverts, agricultural drains, spoons drains and channels constructed within parks to control water entering, leaving or accumulating on the park. The parks drainage system will extend to where it connects with or enters the general storm water system usually located within the adjacent Road Reserve.

The maintenance of paths, access roads, car parks and drainage shall include but not be limited to the following tasks that should be performed on a regular basis:

- a) maintaining gravel and other unsealed pavements;
- b) immediately make safe and report dangerous potholes, depressions, cracks, steps and damage to sealed pavements;
- c) sweeping aggregate, dirt, debris from paving surface;
- d) repairs to timber / brick / bluestone edging;
- e) clear openings to pits;
- f) inspection and cleaning entry pits and pipes; and
- g) monitoring and reporting on the condition of all paths, access roads, car parks and drainage.

The maintenance of sealed car parks within service areas are the responsibility of Council’s Roads Maintenance Contractor. These car parks are regularly mechanically swept by Council’s Mechanical Sweeping Contractor. The Contractor is responsible for the picking up of Litter from the sealed car parks

within service areas that accumulates between mechanical sweeps.

Payment for Paths, Access Roads, Car parks and Drainage Maintenance as specified shall be paid for at the tendered **Lump Sum**.

4.5.2 Maintenance Standards

The Contractor must ensure that the maintenance tasks described in this section are carried out and that the paths, access roads, car parks and drainage are maintained to the relevant minimum service standard detailed in **Table 8**.

4.5.3 Maintenance Requirements

4.5.3.1 Paths, Access Roads and Car Parks

Pathways must be swept clean of all grass clippings after each cutting operation of grass adjoining pathways ensuring in the process that grass clippings are not swept into drains.

Replacement paving and edgings must be constructed to match adjacent sections using similar materials and profile unless otherwise directed by the Contract Manager.

Potholes or depressions in paths must be filled with material similar to that in the existing pavement or shoulder.

Major Defects in paved areas must be reported to the Contract Manager.

4.5.3.2 Drainage

The Contractor is responsible for:

- a) ensuring the accumulated siltation, dirt, debris, Litter and other loose material is removed from stormwater pit entries; and
- b) the maintenance and condition of all open drains within the service areas. All open drains must be kept in a tidy condition free of weeds, silt and rubbish.

The Contractor must advise the Contract Manager of any parts of the parks internal drainage system where the flow is being restricted as a result of tree roots, pipe collapses, pipe or pit damage or other obstructions.

4.6 PARK FURNITURE / STRUCTURES

4.6.1 Scope of Service

Maintenance of park furniture and infrastructure apart from shade sails is **not** included in this Contract. However the Contractor is responsible for the regular inspection, monitoring and reporting of Defects of all park furniture/structures and similar facilities within service areas of the Contract.

All park furniture/structures must be regularly inspected to ensure that they remain clean and maintained in good repair at all times.

Where park furniture /structures have been damaged, vandalised or in need of

repair, the Contractor must immediately make safe / put out of service and report to the Contract Manager.

Where park furniture / structures are found to be showing signs of excessive wear or damage or require painting they must be reported to the Contract Manager.

Council's Road Maintenance Contractor is responsible for carrying out repairs and replacements of park furniture/ structures apart from shade sails.

'Park Furniture' includes:

- a) regulatory, directional and other signs and information displays (signs do not include building identification / information signs or car park regulatory signs associated with buildings / car parks located within or adjacent to the service area);
- b) seats and tables, Litter bins (excluding inserts);
- c) drinking fountains;
- d) internal fencing, fencing to street frontages including gates, bollards;
- e) chain mesh fencing, cricket nets and baseball backnetting; and
- f) ornamental lights.

'Park Structures' includes:

- a) retaining walls, foreshore sea walls, rock walls, garden walls, planter boxes;
- b) shelters, pergolas, arbors, picnic and information shelters;
- c) boardwalks, stairways, bridges, etc; and
- d) basketball backboards and rings.

The Contractor is responsible for the repairs and maintenance of shade sails under the Lump Sum. Replacement of shade sails due to fair wear and tear shall be part of the Provisional Sum.

Payment for Park Furniture/Structures as specified shall be paid for as part of the tendered **Lump Sum**.

A Schedule of Park Furniture/Structures is included in **Appendix 5**.

4.7 PLAYGROUNDS

4.7.1 Scope of Service

The Contractor is responsible for the regular inspection, maintenance and upkeep of all playgrounds.

'Playground' areas are precise areas in which climbing, swinging, sliding, balancing and passive role playing occurs on constructed playground equipment within a soft fall area. Playgrounds shall include designated skateboard ramps and basketball rings.

Playgrounds must be maintained to the highest quality to ensure the safety of the children both using and watching the Activity. Playground standards are established and defined by **AS/NZS 4486.1 1997 Playgrounds and Playground Equipment** (this will be the overriding quality standard). The playground includes all play equipment, under surfacing safety areas, fencing and edges. Typically specialised playground equipment suppliers manufacture playgrounds with under surfacing that has been tested and approved for its soft fall qualities

The maintenance of playgrounds and play equipment shall include but not limited to:

- a) weekly inspection to check condition, Defects reporting and carry out maintenance as necessary;
- b) responsible for arranging the repair of playgrounds outside handy man repairs;
- c) immediately take out of service any unsafe equipment;
- d) check all moving components for the correct movement;
- e) check and maintain the soft landing area around the equipment;
- f) check and maintain the landing area edging;
- g) remove all Litter and rubbish from within the playground and surrounds;
- h) immediate reporting of graffiti;
- i) removal of all bill posters;
- j) report all issues that should come to the attention of the Contract Manager; and
- k) prepare a monthly condition report.

Payment for playgrounds maintenance including making safe and Handyman Repairs of minor fittings and fixtures shall be paid for as part of the **Lump Sum**.

4.7.2 Maintenance Standards

The Contractor shall ensure that the maintenance tasks described in this section are carried out and that playgrounds are maintained to the relevant minimum service standard detailed in Clause 8 – Activity Schedule.

4.7.3 Maintenance Requirements

4.7.3.1 *Playground Equipment*

The Contractor must regularly inspect playground equipment in designated service areas, **(these exclude playground equipment located within pre-schools and child minding centres)**, and immediately repair or take out of service any unsafe equipment.

The Contractor must ensure that all playground equipment is maintained in a safe condition for normal usage.

Where playground equipment has been damaged, vandalised or in need of repair, the Contractor must immediately:

- a) carry out Handyman Repairs to restore to operational condition; and
- b) make safe / put out of service and report to the Contract Manager.

Where any components are found to be showing signs of excessive wear, fatigue, distress or suspected of being not up to the required standard they must be reported to the Contract Manager.

The operation of equipment must be checked to ensure that no condition exist for any person's fingers, limbs, eyes, ears, hair or other parts of the anatomy can sustain any injury or be entrapped as a result of using the equipment.

Where damage to a playground is resultant of a single incident caused by vandalism, theft, fire, storm, flood etc, and the cost of restoration, repairs or replacement is greater than \$3,000 the Contract Manager must be notified.

The Contractor must prepare a quotation for the works and will be responsible for payment of the first \$3,000 Inc GST). Council will pay any sum over \$3,000 and reserves the right to engage the services of any other Contractor to perform the works over \$3,000.

4.7.3.2 *Soft Fall Material*

Soft fall material must be an approved material supplied from an approved source and which is free of large and sharp objects. Sufficient soft fall material must be provided around all equipment to provide a cushioned landing area for the users of the playground equipment. The soft fall material must be a minimum of 250 mm thick and must be mulch complying with **AS/NZS 4486.1 1997**, except in locations where sand is used as a soft fall material. Sand used as soft fall material must be a minimum of 250 mm thick and comply with **AS/NZS 4486.1 1997**. The soft fall must not be changed without the approval of the Contract Manager.

All soft fall material must be raked over regularly to redistribute it in areas where

it has been removed from by use of the equipment. Raking must be carried out to such an extent that any rubbish, debris, and unwanted objects are exposed and then removed by the Contractor. The Contractor must remove and dispose of all animal excreta found in the soft landing material or on the play equipment itself. Where excreta is removed from the surface of play equipment, the Contractor must scrub and disinfect the surface of the equipment.

4.7.3.3 Assessment of Playgrounds (Inspections)

The Contractor must carry out regular inspections of all playgrounds to check the structural integrity of all playground equipment and its conformance with all current regulations and standards. Inspections and reporting on the condition of playground equipment must be carried out in accordance with **A AS/NZS 4486.1 1997**.

The minimum frequency with which inspections are to be carried out shall be weekly.

The Contractor must provide monthly reports on all playgrounds.

Records of inspections carried out shall include as a minimum:

- a) inspection date;
- b) condition assessment;
- c) repairs/replacements carried out;
- d) repairs/replacements recommended;
- e) other recommendations; and
- f) conformity with Australian Standards.

4.7.3.4 Response to Risk Management Audit

A detailed structural and risk management audit is carried out independently by a **specialist consultant** on an **annual** basis. These annual reports will be provided to the Contractor.

Other than items that are considered outside normal maintenance, the Contractor must rectify any Defects identified in the report according to the timelines outlined in *Table 5*.

PRIORITY	RESPONSE TIME
1	5 Days
2	10 Days
3	15 Days
4	To be programmed
5	To be programmed

Table 5

4.8 IRRIGATION

4.8.1 Scope of Service

The Contractor is responsible for the inspection, maintenance, repair and operation of all fixed and manual irrigation equipment, above or below ground, required to water lawn, grass, garden and treed areas throughout the City of Port Phillip including:

- a) Parks and Open Space areas;
- b) Natural Heritage Areas;
- c) Sportsfields; and
- d) Childcare and Community Centres.

'Irrigation Systems' includes all the pipes, fittings, sprinkler heads, control valves, pumps, control panels installed to service designated areas necessary to allow the irrigation of the various grass areas and garden beds. Irrigation systems also includes all manual hoses, sprinkler fittings and taps connected to a metered mains system or irrigation pump to water areas not covered by an automatic system.

The following specific tasks must be performed regularly:

- a) check general condition and operation of irrigation systems and adjust and repair as necessary;
- b) check sprinkler heads, solenoid valves, quick coupling valves etc to ensure efficient operation. All sprinklers shall operate effectively, be adjusted correctly, be level with the soil surface except for microspray above ground sprinklers and installed on articulated risers. Irrigation systems must be cleaned and checked on a monthly basis during Spring and Summer and every three (3) months through Autumn and Winter to ensure their efficient operation;

- c) ensure all sprinkler heads are maintained free of grass and level with the surrounding turf;
- d) inspect and clean all water supply fittings including valves, pipes etc and check operation;
- e) ensure sprinkler control systems are correctly set and fully operational and replace spent batteries;
- f) ensure control boxes are secure, locked and free of damage;
- g) maintain sprinkler plans and irrigation details;
- h) capping off irrigation lines no longer in use including removal of water meters; and
- i) check and maintain backflow prevention devices.

Details of the irrigation systems are included in **Appendix 4**.

The Contractor is responsible for attending to any after hours callouts associated with the Sports Fields, Childcare and Community Centres and Natural Heritage Area irrigation systems. (Refer **4.1.13 Emergency Response**)

The Contractor must prepare a preventative maintenance program that ensures the above tasks are carried out.

The Contractor must immediately make safe and arrange for the repair of any damage, leaks, Defects or any situation that may render the facility inoperable.

All irrigation systems must be fully operable at all times. The maximum "Down time" for repair works shall be forty-eight (48) hours.

The Council will make no charge for the cost of water used by the Contractor for the purposes of the Contract.

Payment for the maintenance of Irrigation Systems including repairs shall be paid for as part of the **Lump Sum**.

Repairs include:

- a) all adjustments to sprinklers positions, supports, settings etc;
- b) repair, replacement of connectors, attachments, supports etc;
- c) supply and replacement of matching standard sprinkler heads (Hunter PGP / Rainbird 1800 or similar);
- d) replacement of batteries in controllers; and
- e) repairs to leaks, bursts, including vandalism.

Damage to systems which is beyond normal repairs and the installation of new irrigation systems as directed by the Contract Manager shall be paid for as part of the **Provisional Sum**.

4.8.2 Maintenance Standards

The Contractor must ensure that all automatic irrigation systems are operating at peak efficiency and effectiveness.

All plumbing works associated with irrigation systems must be carried out by an irrigation specialist approved by the Contract Manager using approved parts and materials in accordance with the appropriate plumbing regulations.

Replacement parts and materials must, unless otherwise approved by the Contract Manager be the same as those being replaced, or if not available be of equal quality and function.

4.8.3 Maintenance Requirements

4.8.3.1 Inspection & Programming

Each September the Contractor must:

- a) carry out a pre-Summer season start-up check, service and overhaul all systems and report;
- b) prepare a program detailing the times and frequencies that automatic sprinkler systems will be set and the times and the general frequencies that manual watering and tanker watering shall take place;
- c) carry out a regular audit of the sprinkler systems including updating and populating the Asset register;
- d) monthly auditing Spring and Summer;
- e) once during Winter and once during Autumn.

The audit must include a full visual inspection of the systems operating to ensure all stations are functioning correctly.

4.8.3.2 Irrigation Repairs

Damaged sprinkler heads and solenoid valves should be replaced and operating within 48 hours. Where a sprinkler head or system cannot be repaired within 48 hours then the Contractor shall have access to manual sprinkler equipment. The Contractor must provide sufficient spares in order to comply with this requirement.

The Contractor is responsible for the repair and replacement of underground pipes that are damaged or broken as a result of conducting Parks and Open space maintenance services.

The Contractor is not responsible for the replacement of any irrigation equipment including master valves, control equipment and connections to the water reticulation system that has reached the end of its operating life. All repairs and/or replacements (other than handyman repairs) are to be referred to the Contract Manager for further action.

4.8.3.3 Control Boxes

Control boxes must be vermin and pest free. Control box keys must be made

available to relevant authorities and the Contract Manager.

4.8.3.4 Valve Boxes

All valve and tap boxes must be fully supported to withstand vehicular loads, level with soil surface and be properly drained. Replacement of broken or missing lids is the responsibility of the Contractor.

4.8.3.5 Supply of Replacement Parts, Materials and Equipment

If the Contractor cannot replace damaged or failed equipment with components as specified in the irrigation plan or the same as the original, they must be replaced with equipment of equal quality and function upon authorisation by the Contract Manager.

If a component cannot be replaced with equipment of equal value and function, the Contract Manager must be advised and approved alternative arrangements shall be carried out by the Contractor.

All components must be serviceable at all times.

4.8.3.6 New Works

The Contractor must co-operate with Council and other contractors working on installation and modifications of irrigation systems, or where systems are adapted to radio or telephone systems to ensure changes are carried out with as little disruption and inconvenience as possible.

Through the course of the contract other contractors may undertake capital works projects within the Contract Area. The Contractor must liaise with Capital works contractors to make them aware of what systems exist within the area and cooperate to minimise damage to irrigation systems, pipes etc. The Contractor is responsible for the existing system and must carry out all ongoing works necessary to maintain the system.

Where the Contractor believes damage has been caused to the existing system as a result of the new works it should be reported immediately to the Contract Manager.

4.8.3.7 Irrigation Pumps

Where pumps are installed to serve the irrigation system, the pumps must be inspected, maintained and cleaned regularly to ensure the operation of mechanical and electrical equipment in accordance with the specified standards.

The Contractor must ensure that the irrigation pumps operate efficiently in a manner and to a capacity for which it is designed. Auxiliary pumping must be carried out when necessary for the watering of recreational reserves.

4.8.3.8 Watering

The Contractor is responsible for responding to the seasonal needs of plants, grasses etc with the sprinkler or hand application of water to ensure maintenance of optimum soil moisture levels to ensure continued growth of plants without drought effects or soil saturation.

The Contractor must carry out all watering and irrigation in a responsible manner taking into account the horticultural demand for water, prevailing climatic conditions and any water restrictions currently in force and in conjunction with Council's Open Space Water Management Plan.

The Contractor must make every effort to minimise the wastage of water due to, but not limited to inappropriate watering, defective control equipment, broken sprinkler or hose fittings, dripping taps, malfunctioning of pumps and the like.

Where practical, the Contractor must ensure that water is not allowed to run off the area being watered or to form a nuisance or hazard in any way.

If the Contractor is found to be over watering or not using the water in a responsible manner on those properties they shall be charged for the estimated cost of all water wasted.

Automatic sprinkler systems must only be operated by staff with the relevant experience and understanding of the systems. All plumbing works on the sprinkler systems shall only be undertaken by an irrigation specialist approved by the Contract Manager

The Contractor must notify the Contract Manager immediately of any difficulties with the supply of water.

During extended periods of dry weather, the Contractor in collaboration with Council, having consideration of Melbourne metropolitan water restrictions must review affected service delivery requirements and where required adjust work programs accordingly, through reallocation of existing Contractor resources.

4.8.3.9 Irrigation Plans

The Contractor shall be provided with all available existing irrigation and plumbing plans by the Contract Manager. The plans shall be for guidance only and may not be fully accurate. Plans of irrigation systems must be kept, maintained and updated by the Contractor or notified by the Contract Manager. These plans shall remain the property of Council and must be returned in good condition at no cost to the Council at the completion or earlier termination of the Contract.

4.8.3.10 Asset Register

The Contractor must **maintain an Asset register** for all irrigation system infrastructure to the format and standard approved by the Contract Manager.

The **Irrigation Inventory** must be updated regularly to include all/any variations or changed systems undertaken by the Contractor, or other Emergency works undertaken by others, (i.e. South East Water and building maintenance contractors) and carried out with the written permission of the Contract Manager.

4.8.3.11 Provisions during Drought

4.8.3.11.1 Drought Management Plan

In the event of drought the Contractor should refer to the Council's Parks and **Open Space Water Management Plan (Available for viewing at Council Offices)**. Where water restrictions are imposed by the state government, the Contractor's must be familiar with the restrictions and adhere to them at all times.

The Contractor must manage the irrigation systems and resources to maximise water usage in accordance with the Council's Drought Management Plan and within water restrictions in order to offset any adverse effects to the condition of horticultural Assets. Managing drought may include carrying out necessary changes to staff resource and working hours to address revised watering patterns.

To ensure conservation of water, Council has adopted the conditions associated with Stage 1 water restrictions as its standard procedure.

Should it be necessary to provide additional water from outside the City, the Contractor shall source non-potable water from nominated sites for use on turf, trees and shrub beds.

4.9 LITTER COLLECTION

4.9.1 Scope of Service

The Contractor is responsible for the regular inspection and manual collection and disposal of all Litter which has been deposited on the surface of the ground within the service areas.

Litter includes leaves falling on paths and road ways.

The Contractor must pick up Litter:

- a) when notified or by observation;
- b) when the Litter is a hazard to health (including Litter such as hypodermic syringes, human and animal faeces, medical dressings and sharp objects) or unsafe (excessive leaves on paths);
- c) at designated sites to meet the frequencies specified in **Appendix 6; and**
- d) at the time maintenance activities are carried out.

The collection and disposal of all rubbish from Litter bins situated on park reserves will be carried out under a separate Contract.

The Contractor must take into account the increased frequency and level of work associated with the control of foreign matter during the holiday periods and/or festivals and recreational activities.

Payment for Litter Collection as specified shall be paid for at the tendered **Lump Sum**.

4.9.2 Maintenance Standard

The Contractor must ensure that the maintenance tasks described in this section are carried out and that Litter collection is maintained to the relevant minimum service standard detailed in Clause 8 – Activity Schedule

4.9.3 Litter Collection Requirements

4.9.3.1 *Dumped Rubbish*

The dumping of rubbish in any service area is prohibited. The Contractor must immediately record any instances of rubbish dumping within the service areas, and must endeavour to obtain the name of any person witnessed placing or dumping rubbish in any service area.

The Contractor must arrange for and be responsible for the removal and disposal of the dumped rubbish within 24 hours.

The Contractor must report to **Council's Local Laws Department** any occurrence of dumped rubbish or Litter where any names, addresses or car registration numbers has been obtained. The Contractor must supply details of time, date and location of such dumping.

Dangerous items such as discarded hypodermic syringes must be collected and deposited in approved containers. Employees of the Contractor who are required to handle dangerous Litter items must be provided with appropriate safety clothing and equipment, and must be properly instructed in the safe handling of syringes and other dangerous Litter items.

Dead animals must be checked for identification prior to disposal. Where the animal is able to be identified through registration etc, the Contractor must contact the Council's **Animal Management Department** who may direct the Contractor to deposit the animal at a designated holding site.

All Litter must be deposited at an approved tipping site in accordance with **Clause 4.1.15 Waste Disposal** of this specification.

4.10 WATER SENSITIVE URBAN DESIGN (WSUD)

The WSUD sites are primarily intended to:

- a) use stormwater runoff to maintain new site vegetation;
- b) minimise runoff from the site; and
- c) improve stormwater quality to the extent that is consistent with the objective of landscape maintenance.

The City of Port Phillip is encouraged under the Parks and Open Space Water Management Plan to use Water Sensitive Urban Design ("WSUD") when carrying out future development works throughout Council. There have already been several rain garden sites constructed. Details on locations and management requirements are provided at **Appendix 14**.

Tenderers should note that the number of WSUD sites will increase over the term of the Contract. Payment for the maintenance of new sites will be in accordance with the Schedule of Rates.

5 PERFORMANCE LEVELS AND MONITORING

5.1 METHODS OF MONITORING

The Contract Manager will conduct regular condition audits and performance monitoring checks:

- a) to monitor the performance of the Contractor in achieving the Specification performance targets and in adherence to the specified standards and schedules;
- b) to determine if current service delivery processes are adequate; and
- c) for payment validation purposes.

Performance monitoring will be undertaken via a process of visual inspection of the Contractors work practices and outputs and measurement against the Specification requirements in the following areas:

- a) service – activities/programs;
- b) service – quality;
- c) customer service; and
- d) administration.

The general methods to be employed by Council in monitoring the Contract will include:

- a) inspection by the Contract Manager of work sites, procedures and activities, and measurement and documentation of the standards achieved;
- b) monthly review of the requirements of the Contractor's occupational health and safety plan;
- c) regular audits of components of the quality plan;
- d) monitoring of the results of the requests for service and complaints system;
- e) review of the results of the community satisfaction surveys;
- f) monitoring of the Contractor's adherence to contract administration requirements;
- g) monthly review meetings between the Contract Manager and Contractor in order to provide mutual feedback on Contract performance relative to standards including review of monthly inspection and auditing system results.

5.2 PERFORMANCE STANDARD - KEY PERFORMANCE INDICATORS

The Contractor must maintain the Assets at, or better than, the specified standards set out in this Specification.

The performance of the Contractor shall be measured on a monthly basis against the performance standards and key performance indicators shown in *Table 6*.

Activity	How Assessed	Frequency	Performance Standard/ Key Performance Indicators (KPIs)
SERVICE ACTIVITIES / PROGRAMS General Activities	Measurement against standards: Random audits by Contract Manager &/or independent auditor. Monitor Defect Works	Monthly	Assets maintained at the specified service standards as per the Specification to the satisfaction of Contract Manager with an overall monthly Performance Measure (benchmark) > 95%. Defect Works completed to agreed time table
	Measurement against programs: Assessment of monthly reports programmed works. (scheduled v actual)	Monthly	All programmed works completed within the specified or approved timetable to the satisfaction of the Contract Manager
SERVICE QUALITY Quality Plan OH&S Quality Plan / OH& S Plan	Random inspection of works in progress against Specification requirements. OH&S safety record System Audit	Monthly Annually or as requested by the Contract Manager	All sites comply with OH&S plan Maintained in accordance with Quality System and OH&S requirements
CUSTOMER SERVICE Requests / Complaints	Response time from CRTS records.	Monthly	Community complaints successfully resolved within specified response time to the satisfaction of the Contract Manager
ADMINISTRATION Programming, reporting, financial etc	Review by the Contract Manager of adherence to Specification requirements: <ul style="list-style-type: none"> • timeliness; • accuracy; and • adherence. 	Monthly	Administration meets Specification requirements.

Table 6

The performance of the Contract and the Contractor with respect to key performance indicators shall be considered along with other on going service delivery issues as part of the annual review (**see Clause 4.1.6.4 Annual Report /Review**).

5.3 AUDIT PROCESS

The Council operates an inspection and auditing system in which a statistically relevant number of randomly selected service areas are visited across each month and scored in respect to the number of work component Defects evident in that service area. The performance monitoring handbook for Parks and Open Spaces is provided at Appendix 13.

5.4 DEFECT WORKS FORM

As part of the audit process the Contract Manager must record on a Defects works form those items of works that are required to be carried out as part of the specified lump sum or specified schedule of rates items but have not been carried out or not been carried out satisfactorily.

The Contractor must attend to these items immediately or advise the Contract Manager why they cannot be done or when the Contractor proposes to carry out the works.

The listing of items on the Defects works form will be taken into consideration in assessing the audit score for that Asset / Activity and in determining any non-performance deduction.

5.5 FAILURE TO PERFORM

5.5.1 Monthly Audit

The monthly Condition audit provides the Contract Manager with a measure of whether the Contractor is maintaining the overall Asset in accordance with the specified standard.

The Contractor must therefore maintain an audit score at or above the specified performance standard (benchmark) as measured by the audit process (Clause 5.3) at all times. For this Contract a rating of **95%** represents the specified standard (benchmark).

After the completion of the initial start-up period (three months from the Commencement Date), should the Contractor fail within a subsequent monthly audit period to reach the specified acceptable monthly audit benchmark for any one Asset type the Contract Manager may issue a non- performance notice detailing:

- a) the Activity/Asset that is the subject of non-performance; and
- b) the measured performance of the Activity/Asset.

The Contractor shall be given a reasonable opportunity to show cause why the non-performance amount should not be deducted. Within seven (7) days the Contractor must respond in writing setting out the reasons why the benchmark score(s) could not be achieved. The Contract Manager shall respond within seven (7) days to the Contractor's response.

Should the Contractor fail to reach the specified monthly overall contract performance benchmark for an individual Asset type on **two consecutive months** shall be considered a serious breach of the Contract under Clause 6 of the Services General - Default By Contractor and the Council reserves the right to terminate the Contract.

5.5.2 Alternative Contractor

In addition to the provisions of Clause 6 of the Services General Conditions - Default by Contractor where the Contract Manager considers there has been a serious breach of the Contract the Contract, the Contract Manager may issue a notice under Clause 5.1 giving the Contractor **24 hours** to respond.

As determined by the Contract Manager a notice under this clause may be issued where the Contractor has neglected to carry out obligations under this Contract that:

- a) threaten public safety; and
- b) adversely impacts on the setting up or operation of a Festival or Special Events.

Should the Contractor not respond within 24 hours or fails to satisfy the Contract Manager that breach will be rectified the Contract Manager may engage an alternative Contractor to carry out the works.

The Contractor will not be entitled to any payment for works carried out by an alternative service Contractor under this Clause.

The cost of engaging an alternative Contractor for works that are required to be carried out under this clause shall be deducted from the Lump Sum.

5.5.3 Schedule of rates Payments

Where the Contractor in carrying out schedule of rates fails to:

- a) undertake and complete works in accordance with the specified standards;
- b) fails to undertake and complete works directed by the Contract Manager;
- c) Then the Contractor must:
- d) rectify all Defective works or works below standard or
- e) if determined by the Contract Manager accept an equivalent percentage reduction in the payment for work claimed that is below standard to reflect the value of the works carried out.

The Contractor shall be given a reasonable opportunity to show cause why a deduction should not be made.

5.5.4 Environment, Health and Safety

If during the performance of works, the Contractor is advised by the Contract Manager that:

- a) the work is being conducted in such a way as to endanger the health and

safety of its and all other employees, plant, equipment or materials;

- b) the work is being conducted in such a way as to endanger the health and safety of the public and others;
- c) the work is not being conducted in compliance with the Contractor's occupational health and safety plan, health and safety management procedures, relevant legislation or health and safety procedures provided by Council from time to time;
- d) the work is not being carried out in compliance with the Contractors environmental management plan and other requirements provided by Council from time to time; and
- e) waste material is not being satisfactorily disposed.

The Contractor must immediately remedy that breach of health and safety or environmental requirements.

The Contract Manager may direct the Contractor to suspend the work until such time as the Contractor satisfies the Contract Manager the breach has been satisfactorily remedied and that the work will be resumed in conformity with applicable health and safety and environmental provisions.

Should the Contractor not satisfactorily address the breach of health and safety or environmental requirements for which the work has been suspended, or if the Contractor's performance has involved recurring breaches of health and safety or environmental requirements, the Contract Manager shall give notice to the Contractor to show cause why the powers under **Clause 6 of the Services General Conditions – Default by Contractor** should not be exercised.

6 PAYMENTS TO THE CONTRACTOR

6.1 PAYMENTS TO THE CONTRACTOR

Payments will be made monthly in arrears of work performed, and will be based on the receipt from the Contractor and approval by the Contract Manager, of a monthly invoice for payment for the Contract services performed.

The monthly invoice must be accompanied by the monthly statement and any other documents directed by the Contract Manager.

The Council shall pay the Contractor monthly that portion of the “Lump Sum” specified in the price schedule and any amount carried out and approved under the provisional sums and schedule of rates.

The Council will pay the Contractor within 30 days of issuing of **Payment Certificate** by Contract Manager (refer **Monthly Payment Process** below):

- a) in accordance with the nominated portion of the maintenance lump sum (Schedule 1) specified in the price schedule;
- b) any amount approved for works carried out under the schedule of rates (Schedule 2B) or schedule of rates schedule (Schedule 3); and
- c) less any amount due under Clause 5.5 – Failure to Perform.

Subject to:

- a) the services being completed in accordance with the Specification requirements and in accordance with the relevant price schedule items; and
- b) the Contract Manager being satisfied with the information provided in the monthly statement..
- c) The **monthly statement** shall include:
- d) the amount to which the Contractor considers itself entitled under the Lump Sum.
- e) summary of the quantity of work carried out against the Lump Sum activities.
- f) summary of the quantity of work carried out against the schedule of rates activities.
- g) summary of the quantity of work carried out against the schedule of rates rates.
- h) validation of the cost of all materials associated with the expenditure of provisional quantities; and
- i) the amounts to which the Contractor considers itself entitled in connection with any variations or instructions for additional services or work authorised by the Contract Manager.

6.2 PROVISIONAL SUMS

6.2.1 General

The Council may require services to be carried out from time to time for which no items are included in the Lump Sum or schedule of rates. These works will be carried out under provisional sums. Provisional sums may be carried out under any of the following payment arrangements:

- a) schedule of rates; and
- b) quotation/contract.

The Contract Manager will decide the basis upon which payment will be made for provisional sum services in each case.

Should the Contract Manager decide that provisional sum work will be carried out on a quotation basis and agreement cannot be reached on the amount of the quotation, the Contract Manager may decide not to proceed with the work or have the work carried out by an alternative contractor.

6.2.2 Schedule of rates

The Contract Manager may direct that provisional sum services be carried out as Schedule of Rates. In determining the value of Schedule of Rates, regard will be had to:

- a) the amount of wages and allowances paid or payable by the Contractor at the time as established by the Contractor to the satisfaction of the Contract Manager or at such other rates as may be approved by the Contract Manager, except that if hourly rates have been tendered for the types of labour engaged on the work, these rates shall be used to the extent it is possible to do so in determining the value of labour for Schedule of Rates;
- b) the amount of hire charges in respect of plant and equipment approved by the Contract Manager for use on the work in accordance with such hiring rates and conditions as may be agreed between the Contract Manager and the Contractor, or in the absence of agreement, in accordance with such rates and conditions as may be determined by the Contract Manager, except that if hourly rates have been tendered for the types of plant and equipment engaged on the work, these rates shall be used to the extent it is possible to do so in determining the value of plant and equipment for Schedule of Rates;
- c) the amounts paid for services, subcontracts and professional fees
- d) the actual cost to the Contractor of all materials supplied and required for the work.

6.2.3 Quotations

The Contract Manager will invite the Contractor to submit prices for provisional sum services which the Contract Manager determines are to be carried out on a quotation basis.

The Contract Manager is not bound to accept a quotation or any related conditions submitted by the Contractor.

The Contract Manager will issue an instruction order for any quotation accepted by the Contract Manager describing the services, the subject of the quotation, to be provided by the Contractor and the agreed price.

Payment for provisional sum services carried out on a quotation basis will be made at the price accepted by the Council.

6.3 CHANGES, ADDITIONS AND DEDUCTIONS

6.3.1 Variations

Refer clause 5 of the Services General Conditions.

6.3.2 Work Loads

It is likely there may be variations between the nominated workload indicators and the actual work carried out by the Contractor. The Contractor, in conjunction with the Contract Manager, must adjust the actual work undertaken to accommodate the overall workload tendered and to meet the performance standard specified as part of their total responsibility in delivering the service.

Where it appears that the workload to be carried out, measured in terms of the total service, is likely to vary from the overall workload indicator then the Contract Manager may determine a change to the specified standards or a change to the Lump Sum to reflect the projected higher or lower overall workload.

On an annual basis the amount payable to the Contractor as part of the Lump Sum may be reviewed and the Contract Manager determine a revised Lump Sum payment. Such review will assess the measured work loads, Performance Standards, allocation of resources across all activities and the overall Lump Sum.

7 CONTRACT DELIVERABLES

Deliverable	Timelines
Two copies of the formal instrument of agreement together with the Contract Documents	Within 28 days of tender acceptance
Program of Works for all work components	Within 4 weeks of the Commencement Date
Quality Plan (draft) and Environmental Plan	Within 12 weeks of the Commencement Date
Risk Management Plan	Within 12 weeks of the Commencement Date
Draft OH & S Plan	Within 4 weeks prior to the Commencement Date
Verify compatibility of the Contractor's electronic management system for Complaints Handling with the Council's CRTS	Prior to the Commencement Date
Verify compatibility of contractor's electronic management system with the Council's GIS and Assesst Management system	Prior to the Commencement Date
Emergency work arrangements - reports	Monthly
Address and telephone number of Contractor's Representative	Prior to the Commencement Date
Certification of payments	Monthly
Increase Public Liability Insurance cover	Annually
Increase Professional Indemnity Insurance cover	Annually
Provide evidence of insurance	Not less than 30 days prior to the Commencement Date or as agreed with the Contract Manager
Provide Certificate of Currency of insurance	Annually
Bank Guarantee	Upon contract execution

Table 7

8 ACTIVITY SCHEDULE

Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
1.0	PRELIMINARIES		
1.1	CUSTOMER SERVICE Accept and respond to Customer requests and enquires. Preparation of bochure and press release.	Respond to Customer requests WLI: General Park Enquires 140 No. Mowing 150 No. Vandalism 50 No. Playgrounds 100 No. As per Clause 5.1.6.	LUMP SUM
1.2	INSPECTIONS Initial Present State Condition inspection, ongoing inspection of Assets to ensure specified standards are maintained and to prepare Program of Works.	Inspect to ensure Assets are maintained in accordance with specified standards. WLI: Refer Inspection Schedules.	LUMP SUM
1.3	PROGRAMMING / SCHEDULING / QUALITY PLAN The preparation and maintenance of annual and monthly Program of Works, work schedules and Quality Plan requirements.	Programs/schedules to be prepared and submitted by the specified time. WLI: Refer Programming / scheduling requirements.	LUMP SUM
1.4	REPORTS / MEETINGS Preparation of monthly and other Reports. Attendance at monthly progress and other related meetings.	Programs/schedules to be prepared and submitted by the specified time. WLI: Refer Reporting requirements.	LUMP SUM
1.5	PLANTING PLANS / SCHEDULES Maintenance of Planting Plans / Schedules.	Recording and reporting on updating / changes to planting plans/ schedules.	LUMP SUM
1.6	EMERGENCY RESPONSE Be available 24 hours a day 7 days a week to respond to After hours Call-Outs plumbing requests.	Respond to Emergency Call-Out and attend within 2 hours of call to attend to an irrigation or Emergency requiring a plumber. WLI: 20 Call-Outs p.a	LUMP SUM
2.1	GRASS AREAS (Cat 1) Significant Gardens / High Profile Public Areas) 60 Sites - 19 Ha		
2.1.1	MOWING Mechanical mowing of grass areas so as to control grass growth and weeds, keep a tidy appearance and maintain in a condition that reflects its location and significance. Indicative Mowing Program: Sept – April 14 days May – August 21 days A program of annual mowing schedules will be approved by the contract manager.	Mow in accordance with approved program to maintain a uniform grass height below 60 mm cutting to not less than 40 mm: <ul style="list-style-type: none"> • remove all Litter, debris, leaf build up and rubbish prior to mowing • no scalping or excess grass clippings permitted • grass clippings must be evenly dispersed and not visible after mowing has taken place • no wheel ruts to be left after mowing • areas outside grass areas (ie paths, garden beds) shall be free from grass clippings and other debris. 	LUMP SUM

		Cuts / annum 27	
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Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
2.1.2	EDGING The control of grass growth adjacent to park Assets.	At time when mowing is carried out: <ul style="list-style-type: none"> • clean and even cut with no overhanging grass to defined boundaries i.e. paths, gutters, hard edging, garden beds) by mechanical means; • trim to edge of garden beds by mechanical means. Herbicide spray (< 50 mm width may be used against mulched beds unless otherwise specified); • trim around all furniture, posts etc, and adjacent to boundary fences to match specified grass height by mechanical means only; and • control grass within 100 mm of the base of the trunk of a tree or shrub by application of a glyphosate herbicide. (Mechanical trimming not permitted) 	LUMP SUM
2.1.3	SURFACE REPAIR The maintenance of the grass surface in a safe and functional condition by the removal of all depressions, machine indentations etc.	At the time of mowing: <ul style="list-style-type: none"> • repair all ruts, holes, depressions, etc. and other damage to the surface caused through usage or vandalism likely to create an unsafe condition; • all wheel ruts left during mowing shall be immediately repaired; and • sprinkler heads shall be reset to operational level as required. 	LUMP SUM
2.1.4	WEEDING (PAVED AREAS) Removal of weeds from internal roads, paths and paved areas and fronting public pathways.	Remove all weeds from paths at the time of mowing.	LUMP SUM
2.1.5	LITTER The picking up and disposal of debris, Litter, dropped branches, leaf build up etc from within grass areas.	Collection and disposal of all debris, Litter, dropped branches, dumped rubbish etc immediately before mowing. Removal of leaves to prevent leaf build up and untidy appearance. Remove all clippings from adjacent paved areas after mowing and edging. Dispose off site of all Litter collected.	LUMP SUM
2.1.6	WEED CONTROL Control of Paspalum, Onion weed, Capeweed, Plantain, Bindii, clover and rosette type weeds.	Monitor and spray in accordance with approved program. Grass shall be 95% free from weeds. WLI: 2 / annum	LUMP SUM

Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
2.1.7	<p>TURF MANAGEMENT The on going maintenance required in terms of watering, fertilising, pest and disease control.</p>	<p>Maintain lawn in a healthy and vigorous condition with uniform colour to match accepted colouring of the particular turf species by:</p> <ul style="list-style-type: none"> • watering; • on going turf management; • annual fertilising; • pest and disease control; and • maintain to appropriate pH levels. 	LUMP SUM
2.1.8	Programmed renovation works.	<p>Annual program of aeration, dethatching, top dressing and oversewing as required in accordance with approved program.</p> <p>Oversewn seed shall be of a warm season grass mix matching the most dominant warm season grass present on site.</p>	LUMP SUM
2.2	GRASS AREAS (Category 2) General Parks & Reserves, Streetscapes and Traffic Treatments 328 Sites / 81 Ha		
2.2.1	<p>MOWING Mechanical mowing of grass areas so as to control grass growth and weeds, keep a tidy appearance and maintain in a condition that reflects its location.</p> <p>Indicative Mowing Program:</p> <p style="padding-left: 40px;">Sept – March 14 days April – Aug 21 days</p>	<p>Mow in accordance with approved program to maintain a uniform grass height below 80 mm cutting not less than 50 mm:</p> <ul style="list-style-type: none"> • remove all Litter, debris, leaf build up and rubbish prior to mowing; • no scalping or excess grass clippings permitted • grass clippings must be evenly dispersed after mowing has taken place. No windrows to be visible; • no wheel ruts to be left after mowing; and • areas outside grass areas (ie paths, garden beds) shall be free from grass clippings and other debris. <p>Cuts / annum 20</p>	LUMP SUM
2.2.2	<p>EDGING The control of grass growth adjacent to park Assets.</p>	<p>Edge to defined boundaries as a minimum monthly at time of mowing (or at lesser frequency to match mowing frequency):</p> <ul style="list-style-type: none"> • clean and even cut with no overhanging grass to defined boundaries i.e. paths, gutters, hard edging, garden beds) by mechanical means. • trim to edge of garden beds by mechanical means. Herbicide spray (< 50 mm width may be used against mulched bed.) • trim around all furniture, posts etc, and adjacent to boundary fences to match specified grass height by mechanical means only • control grass within 100 mm of the base of the trunk of a tree or shrub by application of a glyphosate herbicide. 	LUMP SUM

Item	ACTIVITY DESCRIPTION OF WORK	(Mechanical trimming not permitted). SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
2.2.3	SURFACE REPAIR The maintenance of the grass surface in a safe and functional condition by the removal all depressions, machine indentations etc.	At the time of mowing: <ul style="list-style-type: none"> • repair all ruts, depressions, etc. and other damage to the surface caused through usage or vandalism likely to create an unsafe condition; • all wheel ruts left during mowing shall be immediately repaired; and • sprinkler heads shall be reset to operational level as required. 	LUMP SUM
2.2.4	WEEDING (PAVED AREAS) Removal of weeds from internal roads, paths and paved areas and fronting public pathways.	Remove all weeds from paths when > 5% cover.	LUMP SUM
2.2.5	LITTER The picking up and disposal of debris, Litter, dropped branches, leaf build up etc from within grass areas.	Collection and disposal of all debris, Litter, dropped branches, dumped rubbish etc immediately before mowing. Report all dumped rubbish. Removal of leaves to prevent leaf build up and untidy appearance. Remove all clippings from adjacent paved areas after mowing and edging. Dispose off site of all Litter collected.	LUMP SUM
2.2.6	WEED CONTROL Control of Paspalum, Onion weed, Capeweed, Plantain, Bindii, clover and rosette type weeds.	Monitor and spray in accordance with approved program. Grass shall be 85% free from weeds. WLI: 2 / annum.	LUMP SUM
2.2.7	TURF MANAGEMENT The on going maintenance required in terms of watering.	Maintain lawn in a healthy and vigorous condition with uniform colour to match accepted colouring of the particular turf species by: <ul style="list-style-type: none"> • watering; and • on going turf management. 	LUMP SUM
2.2.8	Programmed renovation works.	Program of fertilising, aeration, dethatching, top dressing and over sewing as required in accordance with approved program. Treat pests and diseases within 24 hours of detection. WLI: Program to cover all sites over 5 years.	LUMP SUM

Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
2.3	NATURESTRIPS		
2.3.1	MOWING Naturestrip mowing service to aged pensioners.	Mow in accordance with agreed program by cutting to not less than 50 mm and to maintain appearance. WLI; 300 No.(monthly) Monthly: Sept- March, May, July 9 cuts / annum	LUMP SUM
2.3.2	RENOVATION Renovation of residential nature strips including rotary hoe, topdressing and seeding.	Renovate as directed to restore naturestrip to original level and condition. WLI: 1200 sq meters per annum.	LUMP SUM
3.0	MULCHED TREE BASES AND SHRUB BEDS	467 Sites / 10.5 ha	
3.1	HORTICULTURAL MAINTENANCE The ongoing maintenance required in terms of watering, fertiliser, cultivating, pruning, trimming, staking, and protection to ensure vigorous plant growth.	Carry out horticultural activities to ensure the immediate health of plants and before garden beds become overgrown or unsightly, to maintain the visual integrity of the garden beds and to ensure the plants attain their expected life. Shrubs shall be pruned to achieve desirable ornamental features of the particular specimens (flowering, autumn colour, natural form. etc.) and remove damaged or diseased parts of plant. Plants shall be pruned to prevent over growing of footpaths, blocked gutters or prevent pedestrian/ vehicular access An annual dressing of organic fertiliser shall be applied as required for specific shrub species. At the end of the planting period, annual pruning shall be carried out to remove dead flowers and dead wood to improve vigour and form. Monitor invasive ground covers, such as Ivy, to ensure they do not prevent the growth or threaten the establishment of neighbouring plants.	LUMP SUM
3.1.1	The replacement of all removed, dead, dying, diseased, vandalised or stolen plants with approved plant species to maintain Planting Plan.	Replace all removed, dead, dying, vandalised or stolen plants within 4 weeks in irrigated areas. Between April – September for other areas. Replacement and infill plantings shall be carried out to retain the integrity of the garden bed Planting Plan. WLI: Replacement Plants	LUMP SUM

		Native Plants (tubes) - 4000 No. Pots: (size 150 mm) - 4000 No.	
3.1.2	Monitor and protect trees planted within Garden Beds.	Adjust stakes and ties to new trees. Report missing or damaged staking.	LUMP SUM
Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
3.2	WEEDING The systematic control, removal and disposal of all weeds, using chemical, mechanical or physical methods appropriate to the site.	Weed when weed growth: <ul style="list-style-type: none"> for Traffic Treatments: exceeds 200mm in height, when coverage exceeds 10% of total area of garden bed for Other Garden Beds: exceeds 100mm in height, when coverage exceeds 5% of total area of garden bed or when detracts from the appearance of the bed by: <ul style="list-style-type: none"> spot treating with Glyphosate and/or approved broadleaf herbicide; or mechanical means. Trees shall have 1 m diameter circle free of any vegetation. Mulching around trees shall be free of vegetation	LUMP SUM
3.3	MULCHING OF GARDEN BEDS AND TREES The supply, placement, and containment of approved woodchips, mulch or other surface material and the maintenance of a minimum and maximum specified depth of cover at all times free of weed species.	Mulch garden beds in accordance with approved program. Maintain to a depth of 75 mm - 100 mm. Mulch shall be kept away from base of shrubs and no closer than 200 mm from grass areas. Mulching around the base of trees to drip line (75-100mm depth).	LUMP SUM
3.4	EDGING The maintenance of a defined edge to garden beds.	Maintenance of a spade edge when > 10% of soft edge is broken, overgrown or ill defined.	LUMP SUM
3.5	LITTER The picking up of all Litter from within garden beds to remove unsightly objects.	Remove all Litter in accordance with specified frequency and/or at time of mowing or when unsightly or intrusive.	LUMP SUM
4.0	ANNUAL BEDS	2 Sites / .06 ha	
4.1	PLANTING The design, preparation of Xeriscape display planting beds every 2 years has succeeded planting annual beds. The Xeriscape beds are to provide highly attractive and innovative flowering displays for two years including infill planting over this time. The Contract Manager may during the contract revert to Annual planting beds.	Xeriscape beds shall be prepared in accordance within an approved plan. New Xeriscape beds shall be planted every 2 years or as otherwise directed. Xeriscape or annual beds shall be fertilized dependant on plant varieties with Maxicrop, Aquasol, Finhome solution or equivalent at manufacturer' recommended rates. A fortnightly solution of fertilizer is to be used	LUMP SUM

	The costs to plant and maintain Xeriscape beds should cover annual planting if notified at no cost to Council.	if annual bed displays are installed in future.	
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Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
4.2	<p>HORTICULTURAL MAINTENANCE The ongoing maintenance required in terms of watering, fertiliser, cultivating, pinching, pruning, trimming, and protection to ensure vigorous plant growth The replacement of all removed, dead, vandalised or stolen plants with specified plant species.</p>	<p>Carry out horticultural activities before they compromise the visual integrity of the garden bed and to ensure the plants maintain strong form, vigour and even growth.</p> <p>Beds shall be regularly hand hoed to break the surface crusts and remove any weeds. Pick off and remove any dead or diseased leaves on the plants. At no time should surface crust develop as a result of inadequate cultivation.</p> <p>Plants shall be de-budded once within the first two weeks of first flowering.</p> <p>Remove all spent or dying plants within one week.</p> <p>Dead, damaged or missing plants in annual beds shall be replaced within one week, with similar sized plant, as per approved design.</p> <p>Pests and diseases shall be controlled within 24 hours of detection.</p> <p>The Contractor shall set up a preventative spray program approved by the Contract Manager for sites of known (frequent) pest and disease problems.</p> <p>WLI: Annual Plants (Plant plus replacements) Botanical Gardens: 8000 No. St Vincent Gardens 3060 No.</p>	LUMP SUM
4.3	<p>WEEDING The systematic control, removal, and disposal of all weeds, using mechanical, or physical methods appropriate to the site.</p>	Annual Beds shall be maintained weed free.	LUMP SUM
4.4	<p>EDGING The maintenance of a defined edge to garden beds.</p>	Maintenance of a spade edge when > 10% of edge is broken, overgrown or ill defined. Refer to Item Infrastructure for the maintenance and repair to hard edging.	LUMP SUM
4.5	<p>LITTER The picking up of all Litter from within garden beds to remove unsightly objects.</p>	Remove all Litter in accordance with specified frequency and/or at time of mowing or when unsightly or intrusive.	LUMP SUM

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Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYM ENT BASIS
5.0	ROSE BEDS 11 Sites / .31 ha		
5.1	<p>HORTICULTURAL MAINTENANCE The ongoing maintenance required in terms of watering, fertiliser, cultivating, pruning, trimming, staking, and protection to ensure health and vigorous plant growth The replacement of all removed, dead, dying, diseased, vandalised or stolen plants with approved plant species to maintain Planting Plan.</p>	<p>As for Garden Beds as appropriate.</p> <p>In addition:</p> <ul style="list-style-type: none"> • carry out horticultural activities to ensure roses are free flowering, healthy and free of summer pests and diseases; • roses shall be pruned annually in June / July and tips pruned in February. Border plantings cut to form neat, even hedge in Feb/ March; • remove all sucker growth at least twice per season or to maintain < 5% of plants with sucker growth > 200 mm high; • All prunings shall be removed from the site on the day of pruning. No prunings shall be left on site; • remove all dead flower heads at least 3 times per season; and • Replace all removed, dead, dying, vandalised or stolen rose plants prior to April each year. <p>WLI: 75 replacements.</p> <p>Organic fertiliser shall be applied annually in September/October and as required. Soil pH shall be between 6.5 – 7.</p>	LUMP SUM
5.2	<p>MULCHING The supply, placement, and containment of approved mulch and the maintenance of a minimum and maximum specified depth of cover at all times free of weed species.</p>	<p>Mulch rose beds annually in accordance with approved program.</p> <p>Between annual mulching replace and/or redistribute mulch when depth < 75 mm and > 100 mm or to maintain neat and tidy appearance.</p> <p>Organic or composted mulch material to be used (peas straw, straw, straw/manure, mushroom compost, etc.) to be no greater than 100mm in depth.</p> <p>Rose garden surrounds: Organic mulch or fine branch and bark mulch to be used no greater than 75mm in length and 20mm in diameter.</p> <p>WLI: 100 m3 mulch (Botanical Gardens) Other 50 m3</p>	LUMP SUM
5.3	<p>WEEDING The systematic control, removal and disposal of all weeds, using chemical, mechanical or physical methods</p>	<p>Weed when weed growth exceeds 50 mm in height, when coverage exceeds 5% of total area of garden bed or when detracts from the appearance of the bed</p>	LUMP SUM

	appropriate to the site.	by: <ul style="list-style-type: none"> spot treating with Glyphosate and/or approved broadleaf herbicide; or mechanical means. 	
Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
6.0	HERBACEOUS BORDERS & PLANTS 3 Sites / .05 ha		
6.1	<p>HORTICULTURAL MAINTENANCE The ongoing maintenance required in terms of watering, fertiliser, cultivating, pruning, trimming, staking, and protection to ensure health and vigorous plant growth.</p> <p>The replacement of all removed, dead, dying, diseased, vandalised or stolen plants with approved plant species to maintain Planting Plan.</p>	<p>As for Garden Beds as appropriate. In addition:</p> <ul style="list-style-type: none"> all dead flower stalks shall be cut down and removed as soon as possible after flowering; unsightly dead flower heads shall be removed immediately after petal fall; plants shall be divided and replanted every 2-3 years or in accordance with good horticultural practice to maintain a full cover of plants throughout the border; organic fertiliser shall be applied in late spring. Fertilising may be supplemented or replaced by a winter mulch of composted manure or similar; and plants shall be regularly staked and tied to support the growing plant, and to stabilise in wind and rain. 	LUMP SUM
6.2	<p>MULCHING The supply, placement, and containment of approved mulch and the maintenance of a minimum and maximum specified depth of cover at all times free of weed species.</p>	<p>Mulch to maintain the mulch cover throughout the year to a depth of 75mm.</p> <p>Plants shall be mulched with pea straw, finely composted bark or approved equivalent</p>	LUMP SUM
6.3	<p>WEEDING The systematic control, removal and disposal of all weeds, using chemical, mechanical or physical methods appropriate to the site.</p>	<p>As for Rose Beds.</p> <p>Borders and Plants to be free of weeds during growing season.</p>	LUMP SUM
7.0	HEDGES	10 Sites	
7.1	<p>HORTICULTURAL MAINTENANCE The ongoing maintenance required in terms watering, fertiliser, cultivating, pruning, trimming, staking, and protection to ensure vigorous, uniform and even growth.</p>	<p>Carry out horticultural activities before hedges become a hazard, unsightly or compromise the visual integrity of the hedge and to ensure the hedge attains expected life.</p>	LUMP SUM
7.1.1	<p>Prune to maintain uniform shape in accordance with specified dimensions</p>	<p>Hedges shall be pruned to present a neat appearance and to prevent over growing of footpaths or prevent</p>	LUMP SUM

		pedestrian/ vehicular access. WLI: Prune 4 times annually	
7.2	WEEDING The systematic control, removal, and disposal of all weeds, using mechanical or physical methods appropriate to the site.	Weed, to remove all weeds, when weed growth exceeds 100mm in height, when coverage exceeds 10% of total area of hedge or when detracts from the appearance of hedge.	LUMP SUM
Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
8.0	WATER FEATURES – 11 sites		
8.1	WATER LEVEL Maintain specified water level.	Add water when level drops below optimum level via water tanker from reclaimed water site.	LUMP SUM
8.2	CLEANING The removal of Litter and other foreign matter to maintain a tidy appearance and healthy condition with water capable of supporting aquatic life.	Clean weekly to remove all floating debris, leaves, twigs etc., branches, dead birds, Litter or other foreign matter. Maintain in accordance with Maintenance Schedule including draining and refilling where required. Empty/Refill every 2 years to remove mud, rubbish and other deposits. Refill with reclaimed water tankered to site.	LUMP SUM
8.3	HORTICULTURAL MAINTENANCE The ongoing maintenance and protection of aquatic plant growth. The replacement of all removed, dead, vandalised or stolen plants with specified plant species.	Carry out horticultural activities before they become overgrown or unsightly or compromise the visual integrity of the water feature to ensure the plants attain their expected life. Remove all spent or dying plants before they become unsightly. Detergent, undesirable chemicals, dye and similar products shall be cleared from waterways within 48 hours.	LUMP SUM
8.4	HYDRAULICS Ensure the on going operation and servicing of pumps and fountains. Replace and repair as necessary.	Replace when parts are non operative, Defective and worn. Pumps and fountains shall be fully maintained and operational to agreed program including: <ul style="list-style-type: none"> • annual major overhaul; and • weekly check. 	LUMP SUM

Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
9.0	IRRIGATION		
9.1	MAINTENANCE On going maintenance of irrigation systems to ensure operation in accordance with design pattern.	Inspect, check and clean as necessary all parts of automatic systems on a monthly basis Carry out annual pre-summer season start-up check, overhaul and report in September. Lift any sprinklers that are below surface level at time of annual check up. Check and clean filters monthly. WLI: Man hours - 2500 per annum.	LUMP SUM
9.2	BACK FLOW DEVICES On going operation and maintenance of backflow devices including annual inspection and report.	Back flow devices shall be fully maintained and operational to agreed programs. Arrange and carry out using licensed plumber an annual inspection and report. WLI: No 80	LUMP SUM
9.3	REPAIRS Repairing or replacing parts, components, valves etc., pipes that are non-operative or Defective to maintain in correct operational condition.	Repair/replace when not operating correctly. Replace when parts are non-operative, Defective or worn. Repairs to be carried out within 48 hrs. (September – March). Preventative maintenance procedures as per the Contractor's program. WLI Sprinkler Heads 170 No.	LUMP SUM
9.4	CONTROLLERS On going operation and maintenance of system controllers in accordance with manufacturer's specification.	Controllers shall be fully secured, maintained and operational to agreed programs. Adjust settings as required to meet watering requirements. WLI: Battery Replacement - 35 No.	LUMP SUM
9.5	PUMPS On going monitoring of pumps.	Regular monitoring of pumps and report when: <ul style="list-style-type: none"> • parts are non-operative, Defective or worn; or • not operation to agreed programs Report to Contract Manager within 24	LUMP SUM

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Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
10.0	PLAYGROUNDS 56 No.		
10.1	CLEANING The cleaning of playground equipment and the immediate reporting of graffiti.	Playground shall be cleaned when stains, grease or excess build up of dirt or cobwebs appear.	LUMP SUM
10.2	REPAIRS Inspect in accordance with specified frequency to check condition and carry out repairs to ensure all equipment is safe functions as designed. Maintenance of safe edging to mulch area.	Carry out Handyman Repairs at time of inspection to refix components or fixings that are damaged or unsecured. Make safe and take out of service any unsafe equipment and arrange for immediate repair. Replace or refix edging when dislodged, unsafe or in poor condition. Program painting of all painted surfaces every 3 years to an approved program.	LUMP SUM
10.2.1	Repair/replace Defective or worn parts in accordance with relevant Australian Standard to ensure all equipment functions as designed. Record details of works carried out.	The repair/replacement of playground equipment or equipment components when damaged, showing signs of excessive wear, fatigue or distress or not being up to specified standard or manufacturers specifications. WLI: 1500 hours p.a	LUMP SUM
10.3	SOFTFALL AREA Maintenance of softfall material and areas to ensure safety of children using equipment.	Rake over surface at time of inspection to: <ul style="list-style-type: none">• redistribute to uniform, non compacted specified depth (in particular high wear areas);• replace with approved softfall material when levels fall below specified level; and• expose and remove all Litter and foreign objects. WLI: Chips 1,000 m3 Sand: 200 m3	LUMP SUM
10.4	INSPECTIONS Inspections in accordance with specified frequency and record details of inspections and activities carried out.	Inspect in accordance with specified frequency and record details of inspections. Report as specified. Weekly: make safe, Handyman Repairs, clean, maintain softfall, Monthly: Report to Contract Manager Quarterly: Structural And Risk	LUMP SUM

Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
11.0	INFRASTRUCTURE		
11.1	PATHS / ACCESSWAYS		
11.1.1	UNSEALED SURFACE Surface patching of path surface using crushed rock, granitic sand or other toppings (to match existing) to restore pavement depth and the surface to a uniform, safe condition.	Provide uninterrupted surface free of pot holes, rutting and scouring and free shedding of storm water from surface. WLI: Toppings 300 m3 Sand 80 m3	LUMP SUM
11.1.2	SEALED / UNSEALED REPAIRS Monitoring and reporting of dangerous potholes, depressions, cracks etc.. to restore pavement depth and surface to a uniform, safe condition.	Make safe (by erecting barricades etc), and report when a potential hazard to pedestrians exists adversely affect riding, walking or blading quality or; pavement is noticeably degraded and likely to affect the structural integrity of the pavement.	LUMP SUM
11.2	EDGING / WALLS / OTHER STRUCTURES		
11.2.1	TIMBER PLINTH / BRICK / BLUESTONE EDGING Carry out repairs to path and garden bed edging to maintain a safe condition and the integrity of the edging.	Maintain edging when it becomes a potential hazard to pedestrians, is damaged, degraded or likely to affect the structural integrity of the edging. <ul style="list-style-type: none"> • refixing / replacing misaligned and missing timber plinths, • repairing / resetting dislodged and missing brick/bluestone edging WLI: Timber Plinths 400 lm Brick Edging 50 lm	LUMP SUM
11.2.2	EDGING / WALLS/ STRUCTURES Report where repairs required. Repairs include the structural or operational failure. Report where major repairs/reconstruction required to brick/bluestone edging.	Make safe (by erecting barricades etc), if required, and report when a potential hazard to park users or noticeably degraded and likely to affect the structural integrity of the Asset.	LUMP SUM
11.3	DRAINAGE		
11.3.1	OPEN PAVED DRAINS Removal of silt/debris to maintain free flowing of the stormwater.	Remove and disposal at the time of mowing all debris when debris prevents the flow of water or if deemed a health hazard or visually intrusive.	LUMP SUM

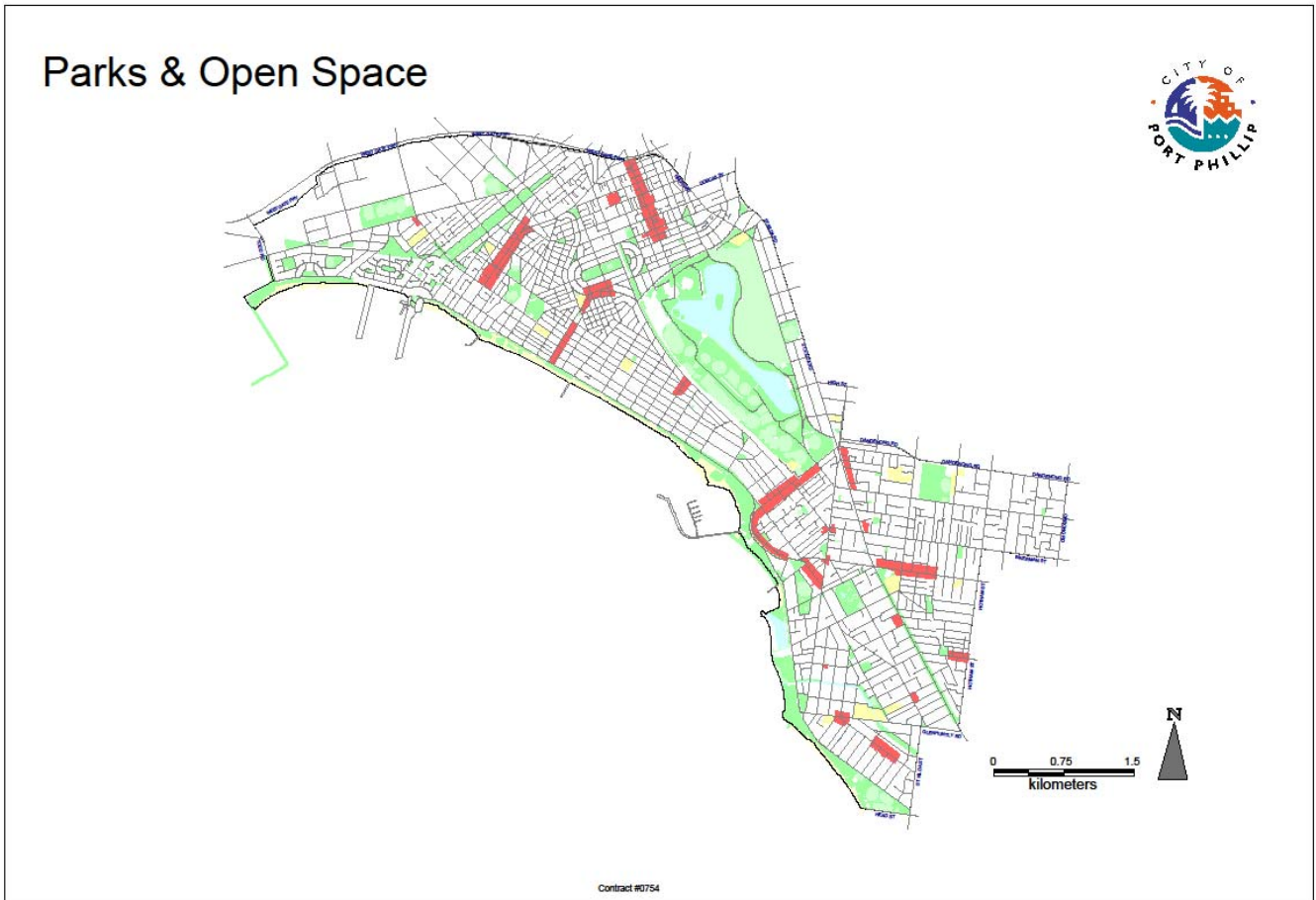
Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
11.3.2	CULVERTS Removal of silt/debris to maintain free flowing of the stormwater.	Regularly inspect and clean all culverts. Remove all Litter and debris from culvert entry at time of mowing. Clean when siltation/debris on bottom of culvert is greater than 100mm.	LUMP SUM
11.3.3	PIT CLEANING The removal of dirt and debris from park pits and openings to maintain adequate drainage.	Regularly inspect and clean all PARK side entry and grating pits. Remove all Litter and debris from pit entry at time of mowing. Pits shall be cleaned every 2 months.	LUMP SUM
11.3.4	PIT LID REPLACEMENT Monitor the condition of pit lintels and pit entries.	Report missing or damaged pit lids, which are a danger or affect the function of the pit.	LUMP SUM
12.0	RAIN GARDENS – 30 sites @35 sq metres average garden		
12.1	LITTER Removal of Litter from rain gardens to ensure optimum water flow.	Clear Litter weekly.	LUMP SUM
12.2	INSPECTIONS Inspections in accordance with specified frequency and record details of inspections and activities carried out.	Inspect for Defects on a weekly basis and report hard standing issues to Contract Manager.	LUMP SUM
12.3	HORTICULTURAL MAINTENANCE The ongoing maintenance and protection of plant growth. The replacement of all removed, dead, vandalised or stolen plants with specified plant species.	Carry out horticultural activities before they become overgrown or unsightly or compromise the visual integrity of the feature to ensure the plants attain their expected life. Remove all spent or dying plants before they become unsightly.	LUMP SUM
12.4	WEEDING The systematic control, removal, and disposal of all weeds, using mechanical or physical methods appropriate to the site.	Rain gardens shall be maintained weed free.	LUMP SUM

Item	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
13.0	FURNITURE		
13.1 1	CLEANING Report where cleaning of park furniture and signs is required.	Furniture/Signs shall be reported when excessive stains, grease, graffiti or build up of dirt or cobwebs appear (other contractor).	LUMP SUM
13.2	REPAIR / REPLACEMENT The reporting of Defective and vandalised park furniture/signs.	Furniture shall be made safe, if necessary, and reported when: <ul style="list-style-type: none"> any component or fixing is damaged or becomes unsecured; or the paint is badly faded or showing signs of lifting or cracking, Sign posts shall be reported when: <ul style="list-style-type: none"> when cleaning fails to remove graffiti; when the wording and graphics of the sign is illegible; it is visibly noticeable they are not plumb; and missing. 	LUMP SUM
13.3	SHADE SAILS The Contractor shall be responsible for the repairs and maintenance of shade sails.	The Contractor shall be responsible for the repairs and maintenance of shade sails under the Lump Sum. Replacement of shade sails due to fair wear and tear shall be part of the Provisional Sum.	LUMP SUM
14.0	LITTER CONTROL		
14.1	LITTER The picking up and disposal of debris, Litter, dropped branches etc from within Service Areas.	Monitoring, collection and disposal of all debris, Litter, dropped branches etc: <ul style="list-style-type: none"> as detailed in Litter collection schedule (Appendix 6); and prior to providing any service in a Service Area. 	LUMP SUM
14.2	DUMPED RUBBISH Reporting and removal of dumped rubbish/Litter not part of normal Litter collection.	Removal, disposal and reporting of dumped rubbish when become aware. WLI: 200 m3	LUMP SUM

Table 8

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9.1 APPENDIX 1 – CITY OF PORT PHILLIP – PLAN



9.2 APPENDIX 2 – SERVICE AREAS – ASSET DETAILS

9.3 APPENDIX 2A – SIGNIFICANT GARDENS DETAIL SHEETS

ALMA PARK

Name: Alma Park
Location: Alma Road
Melways 58 E9
Reference:
Description: Alma Park and Surrounds
Site Area: 83,479m2
Site Number: 100



Weed Management:	As per Specification.
Plantings:	Plantings along the central pathway are of an Edwardian style theme and plant replacements should reflect this style in consultation with the Contract Manager.
Mulching:	Mulching all beds to a depth of 70-100mm as per Specification in consultation with the Contract Manager.
Pruning:	Pruning annually or as required. Hardy deciduous plants to be pruned in Winter. Spring flowering plants to be pruned soon after flowering.
Annual Plantings:	Nil
Roses:	Nil
Herbaceous Borders:	Maintain as per best horticultural practices.
Grass:	Grass Category 1: Height to be maintained between 40-60mm.
Trees:	Tree pruning not part of this Contract. Tree issues to be reported to the Contract Manager.
Paths:	Paths to be cleaned weekly and be kept clean of debris and trip hazards at all times.
Pond:	Pond to be kept free of algae, pests and diseases and water levels retained to ensure correct recirculation.
Drainage:	All drain pits to be kept free of leaves and debris build up. Pit lids must be flush and fitted correctly.
Furniture/ Infrastructure:	Timber border edges to be exposed at all times and free from mulch or turf coverage. All damage to furniture or infrastructure to be reported to the Contract Manager within 48 hours. Rotunda to be kept clean of Litter at all times.
Playground:	To meet Australian Standards as per Specification.
Protective Fencing:	Maintain protective fencing (star pickets and wire). Pickets to be covered with protective capping.
Memorials:	Memorials to be kept clean at all times. Report damage to Contract Manager.
Fauna Habitats:	Protect existing habitats and maintain a close working relationship with the Natural Heritage Areas Contractor.
Dog Well:	Cleaned twice weekly to remove algae. Drained and refill with fresh water.
Comments:	All plaques to be monitored and any damage reported to the Contract Manager. This Contract does not include maintenance of the Alma Park East oval or its' perimeter fence. The Contractor is to provide one suitably qualified and experienced gardener on site at all times shared between Alma Park and Garden City Reserve.

APPENDIX 2 – SERVICE AREAS ASSET DETAILS

St KILDA BOTANICAL GARDENS

Name St Kilda Botanical Gardens
Location Blessington Street
Melways 57 B11
Reference
Description Garden with heritage significance
Site Area 70,230m2
Site Number 113



Weed Management:	As per Specification.
Plantings:	Plant stock to be assessed each year and if needed, replaced with appropriate species in consultation with the Contract Manager.
Roses:	Monitor pests and diseases and control as needed by up to date industry methods. Beds to be tidy with mulch removed from pathways. Sub-surface irrigation to be audited regularly. Leaks or faults to be repaired as required. Rose replacements to be made in consultation with the Contract Manager. Roses are to be hard pruned in Winter and dead headed in flowering months to keep plants free of dead flower heads. Roses are to be fed annually with suitable fertiliser and beds to be mulched appropriately at all times. The rose garden gazebo is to be kept clean at all times and graffiti reported to the Contract Manager within 24 hours.
Hedges:	Cypress hedge bordering the rose garden is to be pruned once annually in June as a minimum to maintain height of 6 metres and neat appearance. Lonicera hedge to be pruned in Japanese formative style. See specification for further details.
Annual Planting:	Displays twice yearly in consultation with the Contract Manager. Xeriscape beds may be used as an alternative during drought conditions.
Herbaceous Beds:	Maintain to best horticultural practices. Clean spade cut edges.
Mulching:	Mulching required to be kept at a depth of 75-100mm. Young tree bases to be mulched also.
Pruning:	Pruning annually or as required. Hardy deciduous plants to be pruned in Winter. Spring flowering plants to be pruned soon after flowering.
Grass:	Grass Category 1: Height to be maintained between 40-60mm.
Trees:	Tree pruning not part of this Contract. Tree issues to be reported to the Contract Manager.
Paths:	Paths to be topped up annually, cleaned weekly and kept clean of debris and trip hazards at all times. Historic brick edges to be maintained throughout the gardens and repaired where necessary.
Large Pond:	Pond level to be monitored and topped up periodically. Pond Litter to be cleaned out monthly to ensure recirculation stream is running adequately. Recirculation stream wetland plants to be pruned annually. Monitor for blue green algae.
Native Pond	This is an epimeral wetland pond where water levels naturally fluctuate. Pond is to be cleaned out annually.
Conservatory Pond:	Pond levels to be monitored and topped up periodically. Filters to be cleaned fortnightly.
Conservatory Planting:	Plants to be kept free from pests and diseases at all times. Pruning to be attended to on a regular basis to ensure plant material is kept free from

APPENDIX 2 – SERVICE AREAS ASSET DETAILS

	shade blind and windows. Atrium to be kept clean at all times. Windows to be cleaned on a regular basis to 3 metres (minimum 3 times per year).
Conservatory Walkway:	Walkway to be kept free of debris, leaves, moss etc at all times to ensure public safety. The walkway shall be pressure cleaned every four months and treated with a non-chemical treatment to control moss.
Drainage:	All drain pits to be kept free of leaves and debris build up. Pit lids must be flush and fitted correctly.
Furniture/ Infrastructure:	All damage to furniture or infrastructure to be reported to the Contract Manager within 48 hours. Rotunda to be kept clean of Litter at all times.
Playground:	To meet Australian Standards as per specification.
Protective Fencing:	Maintain protective fencing (star pickets and wire). Pickets to be covered with protective capping.
Plant Labels:	Plant labels to be monitored and any damage or recommended replacements reported to the Contract Manager.
Fauna Habitats:	Protect existing habitats.
Natural Heritage Area	Natural heritage area is to be maintained using best horticultural practices. Areas to be maintained in accordance with shrub and garden bed specifications.
Comments:	Gardens are of Historical and Cultural significance with a number of trees listed on the National Trust's register. Events including weddings are held regularly and often require pre-event mark outs and site meetings. The Contractor is to provide three staff members on site at all times. Two of which should be a suitably qualified and experienced gardener. The other may be an apprentice.

APPENDIX 2 – SERVICE AREAS ASSET DETAILS

St VINCENT GARDENS

Name St Vincent Gardens
Location Montague Street
 Albert Park
Melways Reference 57 F3
Description St Vincent Gardens and Surrounds
Site Area 39,694m2
Site Number 115



Weed Management:	As per specification.
Plantings:	Plant stock to be assessed each year and if needed replaced with appropriate stock suitable to St Vincent Gardens and in accordance with the conservation management plan.
Mulching:	Mulching required to be kept at a depth of 75-100mm. Young tree bases to be mulched also.
Pruning:	Pruning annually or as required. Hardy deciduous plants to be pruned in Winter. Spring flowering plants to be pruned soon after flowering.
Annual Plantings:	Displays twice yearly in consultation with the Contract Manager. Xeriscape beds may be used as an alternative during drought conditions.
Roses:	Monitor pests and diseases and control as needed by up to date industry methods. Beds to be tidy with mulch removed from pathways. Sub-surface irrigation to be audited regularly. Leaks or faults to be repaired as required. Rose replacements to be made in consultation with the Contract Manager. Roses are to be hard pruned in Winter and dead headed in flowering months to keep plants free of dead flower heads. Roses are to be fed annually with suitable fertiliser and beds to be mulched appropriately at all times.
Herbaceous Borders:	Maintain as per best horticultural practices as a significant heritage style border. Clean cut spade edge to be maintained on all herbaceous border beds.
Grass:	Grass Category 1: Height to be maintained between 40-60mm.
Trees:	Tree pruning not part of this Contract. Tree issues to be reported to the Contract Manager.
Paths:	Paths to be cleaned weekly and be kept clean of debris and trip hazards at all times. Path surfaces to be topped up annually with correct material.
Drainage:	All drain pits to be kept free of leaves and debris build up. Pit lids must be flush and fitted correctly.
Furniture/ Infrastructure:	Timber border edges to be exposed at all times, free from mulch or turf coverage. All damage to furniture or infrastructure to be reported to the Contract Manager within 48 hours. Gentleman’s Pavilion to be kept free of Litter at all times. Tesselated tiles to be pressure cleaned monthly.
Playground:	To meet Australian Standards as per specification.
Protective Fencing:	Maintain protective fencing (star pickets and wire). Pickets to be covered with protective capping.
Plant Labels:	Plant labels on trees to be monitored and any damage or recommended replacements reported to the Contract Manager.
Memorials:	Memorials to be kept clean at all times. Report damage to Contract Manager.
Magnolia Beds:	Mulch required to be kept at a depth of 75-100mm.
Comments:	Gardens are of Historical and Cultural significance with a number of trees listed on the National Trust’s register. Events including weddings are held regularly and often require pre-event mark outs and site meetings. The Contractor is to provide one suitably qualified and experienced gardener on

APPENDIX 2 – SERVICE AREAS ASSET DETAILS

	site at all times.
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APPENDIX 3- SUMMARY OF ASSET DETAILS

9.4 APPENDIX 3 – SUMMARY OF ASSET DETAILS

Asset Type	Quantity	Comments
Irrigated Grass	52.58Ha	
Dryland Grass	28.40Ha	
Garden Beds	19.89Ha	
Significant Sites	15	<ul style="list-style-type: none"> • Gas Works • St Vincent Gardens • Alma Park • Burnett Gray • Glen Eira Road Reserve • Edwards Park • Anzac Gardens • South Melbourne Town Hall and surrounds • Alfred Square • Linden Gallery • O'Donnell Gardens • St Kilda Botanical Gardens • St Kilda Town Hall • Catani Gardens • Garden City Reserve
Shade Sails	20	
Granite, Sand or Gravel Paths	65,441m ²	
Playgrounds	56	
Water Features	9	<ul style="list-style-type: none"> • St Kilda Library Gardens • Loch / Mary round-a-bout • Alma Park • Gas Works Park • O'Donnell Gardens • St Kilda Botanical Gardens (3) • White Street Depot
Rose Beds	11	<ul style="list-style-type: none"> • St Kilda Library Gardens • Bat St / Crockford St Medians • Cecil St Medians • Levy Reserve • Park Square • Rats of Tobruk • Beacon Vista • Edwards Park • Sth Melbourne Town Hall • St Kilda Botanical Gardens • St Vincent Gardens
Herbaceous Borders	3	<ul style="list-style-type: none"> • Alma Park • St Kilda Botanical Gardens • St Vincents Gardens
Rain Gardens		<ul style="list-style-type: none"> • Howe Parade • Fitzroy Street • Coventry Street • Elwood Park Carpark

APPENDIX 3- SUMMARY OF ASSET DETAILS

		<ul style="list-style-type: none">• Carlisle Street
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APPENDIX 3- SUMMARY OF ASSET DETAILS

Hedges	10	<ul style="list-style-type: none">• St Kilda Foreshore• Talbot Reserve• Burnett Gray• Glen Eira Rd Reserve• Head St Reserve• Linden Gallery• O'Donnell Gardens• Port Melbourne Town Hall• St Kilda Botanical Gardens• St Vincent Gardens
Annual Beds (Xeriscape)	2	<ul style="list-style-type: none">• St Kilda Botanical Gardens• St Vincent Gardens

APPENDIX 4 – IRRIGATION SYSTEMS

9.5 APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
4	245	Buckingham Res.	Y		Hunter I-31	Solatrol	12	Richdel 216	10	C4751 ZC1662	G	Y	Y	
5	131	Carter St. Day Care	Y		Drip	R/bird	2			2A71234		N		
6	346	Cecil / Bridport R/bout		Y	R/Bird 1812	Unik	2	R/bird DV	2		G	Y		
7	247	Cecil / Bridport Res.	Y		Hunter G series and tree drippers	Unik (x4)		R/bird DV	5		F	Y	Y	
8	405	Cecil / Coventry	Y		R/Bird 1812	Solatrol	1	Richdel 205	1		G	Y	Y	
9	382	Cecil / Dorcas	Y		R/Bird 1812	Solatrol	1	Richdel 205	1		G	Y		
10	384	Cecil / Market	Y		R/Bird 1812	Unik	1	R/B DV valves	1		G	Y		
11	248	Cecil / Park St Res.	Y		Hunter G series	Unik (x2)		R/B DV valves	4		G	Y		
12	386	Cecil / York R'bout	Y		R/Bird 1812	Unik	1	R/B DV valves	1		G			
13	165	Cecil St. median	Y		R/Bird 1804	Solatrol	15	Richdel 205	15		G	Y		
17	252	Crichton Res.			R/bird No 3					MB68933	G	Y	Y	
18	563	Cruickshank/Pickle lawn area		Y	R/bird 15103 sam & no.3 QCV					MP10695	P	Y	Y	
19	166	Danks Street b't Mills & Victoria	Y		R/Bird R50 Hunter PGP	R/Bird PAR 16		Richdel 205	16					
20	258	Dawkins Reserve	Y		Hunter PGP, R/Bird 1806	Unik (x2)	7	R/Bird DV	7		G			
21	167	Dorcas St.		Y	R/bird 1802			Gate Valves	14		F	Y		
22	274	Duggan Res.			R/Spray 7	Rainbird	9			mb53069		N		N
24	168	Espanade East (median near Bridge St. Cnr.)		Y	R/spray no.8					ZC1671	G	Y		

APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
25	260	Fennel Res. (Evans St.)			R/bird no. 3					ZB139	G	Y	Y	
26	262	Foundary Site	Y		R/Bird 1802	Unik	2	R/Bird DV	2		F			
27	263	Frank & Mary Crean	Y		Hunter PGP	R/Bird ESP	6	Richdel 205	3		VG	N		
28	264	Fred Jackson Res.	Y		10 R/Bird 41-51AP & 2 x 141 Hunters	Hardi 4 stat. Rainjet RJC 44	3	Richdel 204 MT	3	ZC2277	G	Y		
29	265	Garden City Res.			R/bird No.3 x 51 and tree drippers					ZC15306 Zc782	G	Y	Y	
30	266	Gill Res. (Evans St.)			R/bird no. 3					MB63031	G	Y	Y	
31		Newton Court Reserve	Y		PGP Hunter R/Spray 221	R/Bird ESP	6	Richdel 205		2d2207	G	N		N
32	110	Head St Reserve	Y		PGP R/spray 221f,221p srub sprays	R/Bird ESP12		R/Spray 25mm	17	B19196	G	N		N
33	269	Hester Res. (Stat.St)			R/bird no. 3 and tree drippers	Richdel				ZC14975 MB52838 MB79641	G	Y	Y	
34	270	Hewinson Reserve			Hunter	Sequomatic				b19652		N		Y
36	169	Howe Cr.N/S & Rd Nar.		Y	R/Bird 1802 R/bird QCV			Stop Valves Bar and Spindle			F		Y	
37	271	Howe Res. (Stat. St)			R/bird no. 3 and tree drippers					ZD5041	G	Y	Y	
38	273	Jacoby Reserve			Hunter, R/spray 221f,221p srub sprays	Rainbird ESP	12			mb56914	F	N		N
39	293	Julier Reserve	Y		Hunter PGP x 94	Irritrol Dial 14 AB	13	Richdel R216 40 mm	13	C1304 ZC11712	G	Y		
40	187	Lagoon Reserve	Y		R/bird 41-51 x 43	Irritrol		R/bird EP150F x 10	10	ZC700 ZD7477	G	Y		
41	254	Letts Reserve			R/bird No 3					ZC3464 ZC6049	F	Y	Y	
42		Light Rail Reserves	Y		Falcon/ R/bird x 90 and tree drippers	Solatrol, Leit 8000	15	15 Richdel 50 mm 217 AMT Richdel	15	MB55917 MB79832	G	Y		PEB x 2

APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
43	277	Little Page St.		Y						2A228901	F		Y	
44	278	Lyell / Iffla St Res		Y										
46	255	Mitty Reserve	Y		Hunter PGP R/Birb 1806	Unik (x2)	5	R/Bird DV	5		G	N		
47	560	Montague/Park		Y	R/Bird 1812	Volumetric	1	Bermadon	1		G	Y		
48	171	Moray St.			R/Bird 1802	Solatrol 8000X & DKIT16	11	R/Bird PCA 25mm	11		G	N		
49	284	Page Res. (Station St.)			R/bird no. 3 and tree drippers					MB69358	G	Y	Y	
50	285	Pakington St. Reserve			R/Spray 221p, R/bird 1800, Hunter	Oasis	5			a266343		N		N
51	286	Park / Eastern North	Y		R/Bird Maxi paw 2045 Hunter and tree drippers	Unik (x3)		R/Bird DV valves	6		G	Y		
52	52	Park / Eastern Roundabout	Y		R/Bird 1812	Unik	1	Richdel 205	1		G	N		
53	287	Park / Eastern South	Y		R/Bird Maxi paw 2045 Hunter and tree drippers	1 Unik & 4 battery Galcon controllers		R/Bird DV valves	7		G	Y		
55	292	Renfrey Reserve	Y		R/Spray 7,9 Hunter PGP	R/Bird 1260	12	Rainspray 40mm Brass	16	b26022	F	Y		N
56	294	Sangster Reserve			R/bird no. 3 x10					MB77167	G	Y	Y	
58	295	Smith Res.(Stat. St)			R/bird no. 3					MB73746 MB69358	G	Y		Y
59	296	Sol Green	Y		Hunter G R/bird 1800	R/bird CRC	6	Richdel 205 MT		2B16413	F			
60	635	Spring St. R/bout		Y	Maxipaws						G	Y	Y	
61	152	St. Kilda Library			R/Spray brass	Rainbird	5					N		N
63	227	Sth. Melb. Market Car Park	Y		R/bird 1806 1804	HP 8		Richdel 205 MT			F	Y		
64	297	Talbot Reserve	Y		Hunter, shrub sprays	Rainbird RC 1260	11	R/Bird 25 mm	11	b41	G	Y		N

APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
66	301	Walter Res. (Evans St.)			R/bird no. 3					MB51303 MB79648	G	Y	Y	
67	302	Waterloo Crs.	Y		Hunter PGP, R/spay 221, R/bird 1800	Richdel	4	Richdel 205	3	ma322682		N		N
68	160	White St. Depot		Y	Hunter G series R/Bird1804 R/Bird 1800 Shrub Sprays & Drip	2 isolating Gate Valve		Brass Globe Valves			G	Y		
69	662	William/Bothwell	Y		R/spray221, Hunter, R/bird 1804	Richdel 412, 12 stat.	12	Richdel	12	c14368	G	N		
70	173	Williamstown Road Median	Y		R/Bird 1804	Solatrol (x4)		Richdel 205			G	Y		Y
71	1	Albert Rd (Ferrars/Cecil)	Y		R/Bird 1804	Solatrol	4	Richdel25mm 40mm	4		F	Y		
72	2	Albert Rd (Cecil/Cl/don)	Y		Hunter G series R/Bird 1804	Solatrol	6	Richdel25mm 40mm	6	MD12861	G	Y		
73	3	Albert Rd (C/don/Moray)	Y		Hunter G series R/Bird 1804	Solatrol	12	Richdel25mm 40mm	11	MC 31207	G	Y		
74	4	Albert Rd (Moray/E/tern)	Y		Hunter G series R/Bird 1806	Solatrol	12	Richdel25mm 40mm	9	MD 3241	G	Y		
75	5	Albert Rd (E/tern/Stead)	Y		R/Bird 1804	Solatrol		Richdel25mm 40mm	8	MD 3241	G	Y		
76	6	Albert Rd (Stead/K/Way)	Y		R/Bird 1804	Solatrol	4	Richdel25mm 40mm	4	MD 3241	G	Y		
78	100	Alma Park West	Y		R/Spray PGP and central bed and tree drippers	R/Bird ESP 24 R/Bird ESP 40	64	Richdel, R/spray	40	d290, d6850	F/G	N		N
79	102	Anzac Gardens	Y(E)		R/bird 1800 R/bird R50 and tree drippers	R/bird HP12	12	Richdel 205 MT		MB64647	G	Y		
80	34	Armstrong St		Y	R/Bird 1802			Gate Valve 25 mm	1		F			
81	44	Bank St. Sth Melb. Town Hall	Y		R/Bird Maxipaws, R/Bird 1812 PGP	R/Bird HP 12		Richdel 205 (12)	12		G	Y		
82	99	Alfred Square	Y		Hunter PGP R/Bird 1804	R/Bird ESP 112	12	Richdel 205	10		VG	Y		Y
83	13	Bay St Median	Y		R/bird 1804	Solatrol Veit 8000	8	Richdel 25 mm	7	MB71844 ma589638 MB5742	G	Y		

APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
84	26	Bay St. median and Crockford		Y	R/bird 1804					001785 C5474 MB71844 ma589638 MB57427 C5158 ZA481971 ZB1711	P	N		
85	334	Bay St. cnr. Bridge		Y	R/bird 1804 &1812					MP004796 MP004797	G	N		
86		Bay St Rose Beds (opp. post office)		Y	R/bird shrub sprays	Part of Solatrol System				MA589638 MB57427	G	Y		
87	5	Beaconsfield Pde n/s (Alexander Pav.)	Y		R/Bird 1804-PRS	R/Bird ESP 24	17	Richdel 216 PR	17		G	Y		R/Bird P.E.B.
88	5	Beaconsfield Pde.N/s (Crawford Pav.) b't Kerferd & Pickles	Y		R/Bird 1804 Hunter SRS 04	R/Bird PAR 24 R/Bird PAR 16 (CCU)		Richdel 216 PR R/Bird 100 PEB PRS	26		VG	Y		R/Bird Brass 125 EFA-CP PRS
89	104	Bowen Cr.	Y(E)		tree and garden bed drippers		6			MB5265	G	N		R/Bird PEB-100
90	244	Broadway Res.	Y		Hunter PGP	Unik	3	R/Bird DV & Richdel 205	3		G	N		R/Bird DVF
91	21	Bridport Street Shopping Centre Roundabouts			Hunter PGP	Unik			4		G	N		
92	22	Canterbury Rd.(Harold/Wright)	y		R/Bird 1812 SAM-PRS	Unik (x2)	4	Richdel 205 MT						
93	275	Carlisle St & Acland (McDonalds)	Y		R/Bird 1804 & 06, PGP's	Unik (x3)		Richdel 205	6		G	N		
94	6	Catani Gardens	Y		Cont No.1- Hunter ICC Cont No.2 Rainbird Par Cont No 3 Rainbird Par Irritrol Rain Dial	R/Bird PAR (2x 16 & 1x24) & CCU	68	R/Bird PEB Richdel 217	52		VG	Y	3	Y & 3
95	36	Olives Corner	Y		R/bird 1804 & Richdel Bubblers	Solatrol	1	Part of Bay St. system		ZB14846	G	N		
96	106	Edward Park			R/bird QCV No.3 R/bird Shrub & 1812					ZC9103 ZC1671	G	Y	Y	
97	8	Elwood F/shore 1	Y		R/Spray 212p, 215f Hunter	Nelson R/Spray	12	Richdel			G	N		N
98	8	Elwood F/shore 2	Y		Hunter	R/Bird ESP 12	12	Richdel			G	N		N
99	29	Ferrars St. Alb. Pk. Light Rail		Y	R/bird 1802			Gate Valves						

APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
100	115	Ferrars St. St.Vin. Gar.and Sth. Melb. Light Rail		Y	R/Bird 1812	Unik	3	R/Bird DV	3			Y		
101	31	Fitzroy Street Garden Beds	Y		R/Bird 1806	Solatrol (x4)		Richdel			VG	Y		
102	107	Gas W/ks P/k (Main)	Y(E)		Toro 600 Toro 700 R/bird 1806 PGP	Richdel 205MT (25) 216PR (40)	20	Toro 252 50mm i) 40 mm ii)	18	MF1239F & MF	G	Y		
103	108	Gas W/ks P/k (SE)	Y(E)		R/bird R50 R/bird 1804 PGP	R/Bird ESP 40	10	Richdel i)205MT(25) ii)216PR(40)	10		G	Y		R/Bird PEB-150
104	41	Joss House	Y		Rainbird	Solatrol	6	Richdel		MB57298	F		Y6	
105	30	Kerferd Rd (Beaconsfield/Rich)	Y		Rich/son-Page -Toro Super 700 Page to Beac. R/Blrd Maxi-Paws & PGP	R/Bird PAR 16	16	Richdel 205	14		G	Y		
106	30	Kerferd & Richardson Roundabout	Y		PGP 1812		3	Richdel 205	3		G	N		
107	30	Kerferd Rd. (C/bury/Richardson)	Y		Toro Super 700 & PGP	R/Blrd PAR24		Richdel 205 MT	15		G	Patial		
108	111	Linden Gallery			Hunter shrub sp.	Irritrol Rain Dial	12	Richdel 205		c2578		N		N
109	514	Montague/Bridport	Y		R/Bird 1812 and 1806	R/Bird UNIK	2	R/Bird DVF	2		G	Y		
115	31	Normanby Rd.(To W/Gate Bridge)	Y		Hunter I-41 R series Richdel pop-up	4 x Irritrol Dial AB 14 st. 4xWatermatic Soil Moist Sensor		R/del 205 MT 25 R/del 216 PR 40				Y	Y	Dorat Gal 2"
116	20	Pier Rd.			Hunter, R/Bird 1800		16		13	md25378f	G	Y		Y
119		Pt. Ormond 1			Hunter	Nelson	11	Richdel 216	10		G	N		N
120		Pt. Ormond 2			Hunter	Richdel	12	Richdel 205	5		G	N		N
121	1	Pt. Melb. Town Hall		Y	R/spray metal shrub sprays, Richdel Bubblers, R/bird shrub sprays & R/bird 1804					Town Hall	P	N		

APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
122	39	Rats of Tobruk Res.	Y		R/Bird 1812 & Hunter 'G'	R/Bird UNIK	2	R/Bird DVF	2					
123	42	Slopes (St Kilda)			R/Spray 221p Hunter	Richdel	12	Richdel 216	10	mc32127		N		Y
124	17	Southport Lifesaving Pt. 1	Y		Richdel 25 mm	R/Bird ESP 24	6	R/bird 1804, T-birds & Richdel bubblers	6	ZC1947	G	Y		
125	17	Southport Lifesaving Pt. 2	Y		R/bird 1804, 1501 & bubblers			5 x Richdel PR 205 25mm	26	ZC1947	G	Y		Richdel 217 AMT 40mm
126	19	Sth. Beach Stage 1	Y		Hunter	R/Bird ESP	11	Richdel 217	17	d593	G	Y		N
127	19	Sth. Beach Stage 2 (Rotary P'ground)	Y		Hunter		6	Richdel		c1213		Y		N
128	19	Sth. Beach Stage 3 (Donovans)	Y		Hunter, R/spray 221p	Irritrol Dial AB 18	16	Richdel		md259096	G	Y		N
129	114	St. Kilda Town Hall	Y		Hunter P series, R/bird 1800	R/Bird ESP 24	18	R/Spray Richdel		d168f	G	Y		Y
130	113	St. Kilda Botanical Gar.	Y		R/S R/Bird Hunter PGP	Maxicom ESP 24 ESP 40	64	R/Spary R/Bird Plastic Richdel Plastic		Herbert St		Y		N
131	32	St.Kilda Rd.(1)	Y(S)		R/bird 1804	Solatrol	8	Richdel 205 MT	6	2C8161	G	Y		R/Bird PEB-100
132	32	St.Kilda Rd.(2)	Y(S)		R/bird 1804	Solatrol	10	Richdel 205 MT	15	2C5870	G	Y		R/Bird PEB-100
133	32	St.Kilda Rd.(3)	Y(S)		R/bird 1804	Solatrol	24	Richdel 205 MT	24	2C669	G	Y		R/Bird PEB-100
134	32	St.Kilda Rd.(4)	Y(S)		R/bird 1804	Solatrol	16	Richdel 205 MT	11	2C6803	G	Y		R/Bird PEB-100
135	32	St.Kilda Rd.(5)	Y(S)		R/bird 1804 1812	Solatrol		Richdel 205 MT		2C6613	G	Y		R/Bird PEB-100
136	32	St.Kilda Rd.(6)	Y(S)		R/bird 1804	Solatrol	16	Richdel 205 MT	14	2C6628	G	Y		R/Bird PEB-100
137	43	Sth. African Mem.	Y(E)		R50 ToroSR300 R/bird 1812 R/bird 1804 Hunter PGP	Irritrol	24			2C4122				R/Bird PEB-150
138	115	St Vincent Gar. East	Y(E)	Y	Toro SR300 R/bird 1800 Hunter PGP and garden bed drippers	Irritrol	24	Toro i)(40) ii)(25) Richdel i)216PR(40) ii)205MT(25)		MF1228	F	Y	Y	

APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
139	115	St Vincent Gar. West	Y(E)		R/bird R50 Toro sr300 R/bird 1800	Irritrol	36	Richdel i)216PR(40) ii)205MT(25)		2D548F	G	Y	Y	R/Bird PEB -I50
140	18	The Boulevard Res.(bet. Beacon Rd. and Westport Lifesaving))			R/bird No 3					ZB5314	P	Y	Y	
141	18	Westport Lifesaving Club	Y		12/PGP Hunters R/Bird 1804	Richdel 446 PR 6 st.	5	R/bird 40 mm	5	MC33310	F	Y	Y	
142	18	Westport median	Y		30 x R/Bird 1804 & 22 x Toro 570	Toro Vision 12 Station	7	Toro 25 mm	8	MC33310 ZB2730 ZB5314	F	N		
143	96	Ormond Road & Glenhantly Rd R'bout	Y		Hunter PGP Micro sprays	Unik	2	Richdel	2		G	N		
144	166	Danks Street Pickles to Victoria	Y			Solatrol	16							
145	5	Beaconsfield Pde Cowdero/Landridge	Y			3 Unik	3							
146	27	Canterbury Rd (Cowderoy/Fitzroy)	Y			2xLeit 4000 Solatrols 12 station	10							
147	113	St Kilda Bot Gardens n/w corner	Y											
148	32	St Kilda Rd Median	Y			Solatrol	16							
150	5	Beaconsfield Parade Kerferd Kiosk	Y			Rainbird EPP 12 MC	9							
151	298	Te Arai Park	Y			Hunter ICC 8, Hunter ICC 24	6							
152	105	Burnett Gray	Y			Hunter ICC 24	18							
153	35	Cleve Garden	Y			Rainbird ESP 6 and tree drippers	5							
154	783	Beach House Café	Y			Rainbird ESP 6	4							
155	20	St Kilda Pier Reserve	Y		Hunter PGP &1800	Hunter PGP & ICC Hunter 16	16							
156	14	Marina Triangle	Y		Rainbird	Rainbird	16							
157	172	St Vincent Medians	Y	Y		Solatrol	8							
158	146	Lillian Cannam		Y										

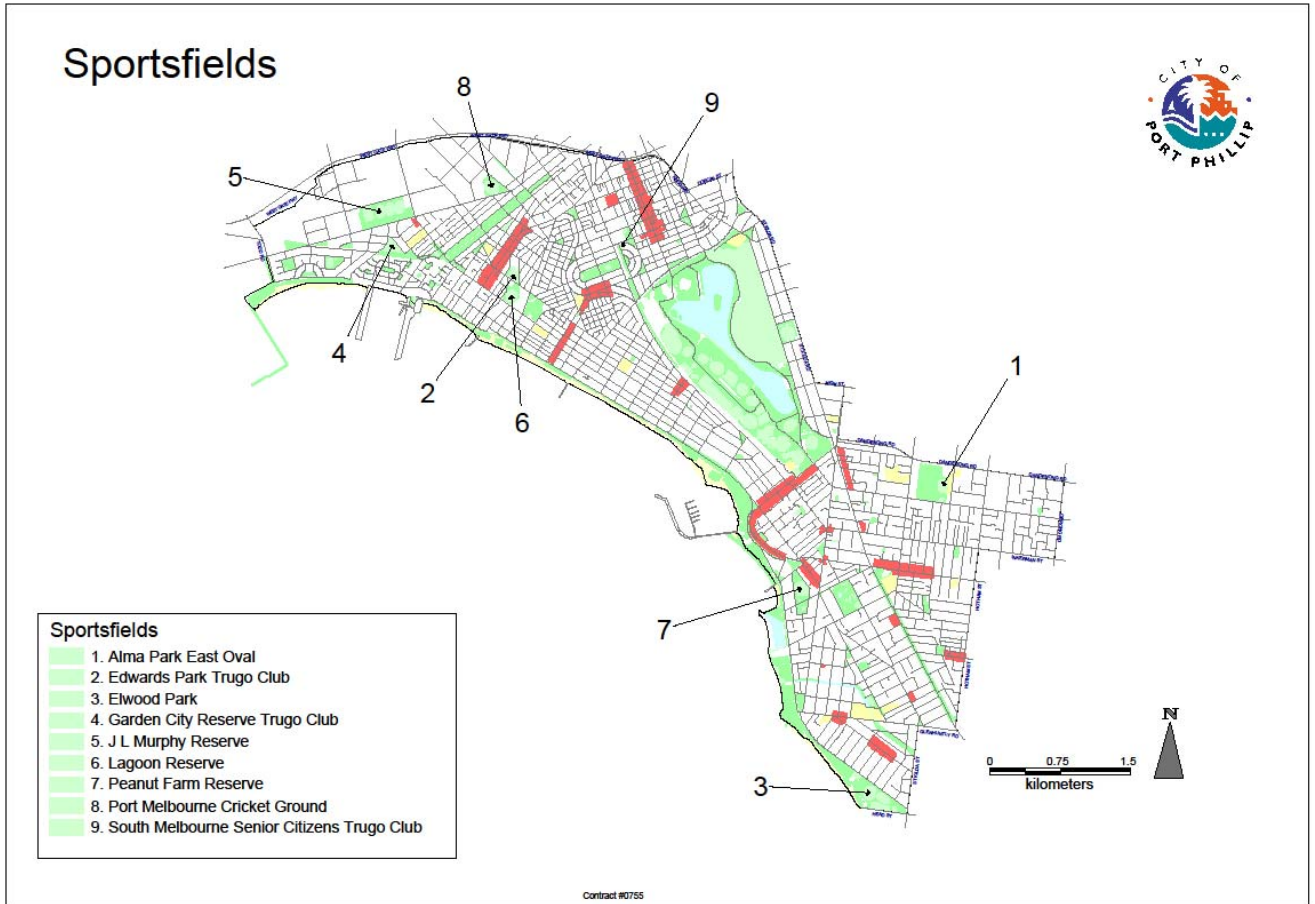
APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
159	788	McGregor/Richardson r/about	Y			Galcon battery controller								
160	2	Beach St foreshore	Y											
161	3	Beach St medians	Y			Solatrol	8							
162	790	Rouse St Reserve	Y			Irritrol	14							
163	710	Park Square	Y			Rain Bird PAR 16	14							
164	729	Australis Circuit	Y			Rain Bird PAR 16	11							
165	727	Orion Mews	Y			Rain Bird PAR 16	16							
166	728	Edina Close	Y			Rain Bird PAR 16	8							
167	729	Coogee Place	Y			Rain Bird ESP 32 SAT	23							
168	750	Beacon Light House	Y			Rain Bird ESP 24 SAT	21							
169	723	Beacon Vista Res C1	Y			Rain Bird PAR 24	24							
170	723	Beacon Vista Res C2	Y			Rain Bird PAR 16	16							
171	265	Howe Pde Res	Y			Rain Bird PAR 16	16							
172	732	Light Rail C1	Y			Rain Bird PAR 16	15							
173	762	Station Pier	Y			Rain Bird ESP 32MC	25							
174	739	Princes&Beach St C1	Y			Rain Bird PAR 24	18							
175	737	Princes&Beach St C2	Y			Rain Bird PAR 24	23							
176	752	Orcades Mews	Y			Rain Bird ESP 12 LX	6							
177	731	Strathaird Mews	Y			Rain Bird ESP 8 MC	4							
177	743/744	Canberra & Beach St	Y			Rain Bird PAR 24	24							

APPENDIX 4 – IRRIGATION SYSTEMS

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve
178	736	Princes Pier	Y			Rain Bird ESP 8 MC	7							
179	754	Swallow&Beach St C1	Y			Rain Bird PAR 24	19							
180	755	Swallow&Beach St C2	Y			Rain Bird PAR 16	12							
181	726	Taroona Place C1	Y			Rain Bird PAR 16	15							
182	726	Taroona Place C2	Y			Rain Bird PAR 24	21							
183	726	Taroona Place C3	Y			Rain Bird PAR 16	9							
184	760	Beacon Vista Waterfront	Y			Rain Bird PAR 24	24							

9.6 APPENDIX 4A – SPORTS FIELDS



APPENDIX 4B – CHILD CARE AND COMMUNITY CENTRES

9.7 APPENDIX 4B – CHILD CARE & COMMUNITY CENTRES

Asset No	Centre	Address	Suburb	Melway Ref
	CHILDCARE CENTRES			
787	Ada Mary A'Beckett	7 Cumberland Rd	Port Melbourne	56 H3
138	Albert Park Childcare Centre	18 Dundas Place	Albert Park	57 F3
133	Civic Kindergarten	256 Richardson St	Middle Park	57 H6
134	Clarendon St Day Care	410 Clarendon St	South Melb	57 G2
135	Clark St Child Minding	106 Clark St	Port Melbourne	2J B3
136	Conventry St Day Centre	328-332 Conventry St	South Melbourne	57 F1
139	Eildon Road Kindergarten	17 Eildon Rd	St Kilda	58 A9
156	Elwood Child Care Centre	46 Tenyson st	Elwood	58 B11
146	Lillian Cannam	97 Eastern Road	South Melbourne	57 H2
189	Middle Park Primary & Kindergarten	131 Mills St	Middle Park	57 F5
127	North St Kilda Childcare Centre	71 Argyle St	Balaclava	58 C9
149	Scott St Kindergarten	31B Scott St	Elwood	67 C2
132	St Kilda Child Care Centre	171 Chapel St	St Kilda	58 D11
158	The Avenue (child care)	39 The Avenue	Balaclava	57 H2
161	York St Kindergarten	8 York St	West St Kilda	57 J7

9.8 APPENDIX 5 – INFRASTRUCTURE

The following is the estimated numbers of Park Furniture / Structures within Parks & Open Spaces:

ASSET	NO.
Seats / Benches	979
Signs	524
Bicycle Racks	103
Drinking Fountains	48
Bollards	781
Picnic Tables	79
BBQs	32
Beach Showers	20
Pergolas	6
Gates	75
Lights	593

9.9 APPENDIX 6 – LITTER COLLECTION

The following sites shall be inspected and all Litter collected and removed as follows:

Weekly on Mondays (or Tuesdays where Monday is a holiday. If Monday is not the Public Holiday then in general the day after a Public Holiday)

From 1 October to 31 March additional Litter collection days - Wednesday and Friday:

- O'Donnell Gardens;
- Palais and Luna Park Lawns St Kilda;
- The Peanut Farm Lawns St Kilda;
- Slopes lawns St Kilda;
- Alfred Square St Kilda;
- The Boulevard Port Melbourne;
- Station Pier to Bay St Port Melbourne;
- Catani Gardens St Kilda;
- M O Moran Reserve St Kilda;
- Jacka Boulevard St Kilda;
- Point Ormond Promenade Elwood;
- Point Ormond Reserve Elwood;
- Elwood Beach Lawns;
- Elwood Park;
- South Beach;
- St Kilda foreshore; and
- Rotary Park.

The following site shall be inspected and all Litter collected and removed as follows:

Weekly Mondays (or Tuesdays where Monday is a holiday)

- Alma Park

The following sites shall be inspected and all Litter collected and removed **Daily**:

- St Vincents Gardens
- Botanical Gardens
- Catani Gardens

The following site shall be inspected and all leaf Litter swept and removed **fortnightly**:

- Bowen Cres Reserve

APPENDIX 7 – MAJOR EVENTS

9.10 APPENDIX 7 – MAJOR EVENTS

Month	Event	Time	Location	Site Conditions
Nov	Sussan Women's Fun Run	7.30am - 11.00am	Catani Gardens, St Kilda	Beach Road closed - St Kilda St to Kerferd Rd
Nov	Café Racer Cycle Criterium	7.00am - 11.00am	Jacka Blvd	Jacka Blvd & Marine Pde closed (northbound only) Fitzroy St - Barkly St
Nov	IMG Triathlon Series - Race 1	7.00am - 12.00pm	Elwood Park/Elwood Beach	Beach Road closed - St Kilda Street to Kerferd Road
Nov	The Jackson Local Produce Country Festival	12.00pm - 8.00pm	Jackson Street, St Kilda	Jackson Street
Nov	World Aids Day - Positive Steps	11.00am - 1.00pm	South Beach Reserve	No road closures
Nov	Gatorade Triathlon Series (Race 1)	7.00am - 12.00pm	Elwood Park/Elwood Beach	Beach Road closed - St Kilda St to Kerferd Rd
Dec	National Beach Volleyball Event	8.00am - 6.30pm	South Beach Reserve & St Kilda Beach	No road closures
Dec	National Beach Volleyball Event	8.00am - 6.30pm	South Beach Reserve & St Kilda Beach	No road closures
Dec	National Beach Volleyball Event	8.00am - 6.30pm	South Beach Reserve & St Kilda Beach	No road closures
Dec	Gatorade Triathlon Series (Race 2)	7.00am - 12.00pm	Catani Gardens, St Kilda	Beach Road closed - St Kilda St to Kerferd Rd
Jan	Volley Ball Victoria - Beach Volleyball Summer Series	8.00am - 6.30pm	South Beach Reserve & St Kilda Beach	No road closures
Jan	Formula Windsurfing Championship	12.00pm - 8.00pm	Elwood Beach (Beach area in front of Sailing Club)	No road closures
Jan	Accenture Triathlon	7.00am - 2.00pm	St Kilda	Ormond Esp, Marine Pde, Jacka Blv, Beaconsfield Pde
Jan	Pride March	4.30pm - 11.00pm	Albert Park to St Kilda Beach & Catani Gardens	Fitzroy Street & Upper Esplanade closed
Feb	St Kilda Festival	10.00am - Late	Fitzroy Street, Acland Street and foreshore area	Fitzroy Street, Upper Esplanade and Acland Street closed
Feb	Weet-bix Kids TRYathlon	9.00am - 11.30am	Catani Gardens	Beaconsfield Pde, Jacka Blv, Marine Pde
Feb	Gatorade Triathlon Series (Race 5)	7.00am - 12.00pm	Elwood Park/ Elwood Beach	Beach Road closed - St Kilda St to Kerferd Rd
Feb	Tri Vic - Olympic Distance Championships	7.00am - 11.00am	Elwood Park/Elwood Beach	Beach Road closed - St Kilda St to Kerferd Rd
March	St George/BRW Corporate Triathlon – 2003 National Series	7.00am - 12.00pm	Head Street Reserve/Elwood Beach	Beach Road closed - St Kilda St to Kerferd Rd
March	Gatorade Triathlon Series (Race 6)	7.00am - 12.00pm	Catani Gardens	Beach Road closed – St Kilda St to Kerferd Rd

9.11 APPENDIX 8 – HERBICIDES

9.11.1 USE OF HERBICIDES

9.11.1.1 Selection of herbicides and application method

Only herbicide which is registered for the intended use of weed control and applied at the recommended rate may be used within City of Port Phillip.

Chemical products registered for aquatic use shall be used where there is any risk of these products entering waterways.

Where use of "knockdown" herbicides is proposed, Glyphosate suitable for aquatic and bio-sensitive areas is preferred as it has a low soil residual and a lower risk to operators and the environment.

Spot spraying is preferred to broad scale application where there is a risk of damage to non-target species or waterways.

9.11.1.2 Herbicide operations

Herbicide is to be applied strictly in accordance with the agreed works plan only by operators with the appropriate competency and training. An employee engaging in operations using pesticides or herbicides are required to be qualified in 'Chemcert II' as a minimum.

Contractors are to transport, store, use and handle herbicides according to the manufacturer's instructions and the Code of Practice for Farm Chemical Spray Application (DNRE, 1999).

Personal protective equipment (PVC boots, protective waterproof clothing and face shields or goggles and as specified in the manufacturer's instructions) is to be provided to, and worn by operators applying herbicide or pesticides.

Herbicide application must be supervised by a person with an understanding of the requirements of the works plan and be approved by the council.

9.11.1.3 Key risks

Herbicide use by contractors poses a number of potential risks including:

- Personal injury to the person/s applying the herbicide/ pesticide
- Injury to a member of the public
- Damage to herbicide sensitive plants or turf or other Assets on adjacent open space through spray drift
- Damage to the environment, including damage to non-target species such as native vegetation, pollution of water systems including Port Phillip Bay.

The use of herbicide is regulated by a significant amount of legislation, which is aimed at minimising the associated risks. In many cases, failure to comply with legislative requirements not only may result in a breach of a duty of care, but can also result in penalties being imposed. Relevant federal and state legislation, regulations, Codes of Practice, policy and industry programs are listed below.

9.11.1.4 Responsibility for management of herbicide use

Council contractors involved in herbicide use clearly have a responsibility to ensure, as far as practicable, that their employees and others are not exposed to risks to health and safety while undertaking herbicide application.

Use of herbicide has environmental impacts, which are regulated by a range of controls. Relevant controls are listed in Appendix A. Recent Victorian Government policy also emphasises the need for accountability and environmental sustainability of all public-benefit programs.

9.11.1.5 Non-Chemical applications

Where possible, Council requests that all Contractors use non-chemical weed control methods.

9.11.1.6 Legislation, regulations and Codes of Practice

The following list identifies relevant Federal and State legislation, regulations, Code of Practice and industry programs relevant to the use of herbicides. Some of the legislation permits prosecutions for failure to comply with its terms.

- *Agricultural and Veterinary Chemical (Control of Use) Regulations 2007;*
- *Environment Protection Biodiversity Conservation Act 1999;*
- *Occupational Health and Safety Act 2004;*
- *Environment Protection Act 1970;*
- *Dangerous Goods (Storage and Handling) Regulations 2000 and associated Code of Practice;*
- *Flora and Fauna Guarantee Act 1988;*
- *Planning and Environment Act 1987;*
- *Catchment and Land Protection Act 1994;*
- *Water Act 1989;*
- *Heritage Act 1995;*
- *Local Government Act 1989;*
- State Environmental Planning Policies (Waters of Victoria/Groundwater of Victoria)
- *Wildlife Act 1975;*
- *Wildlife Regulations 2002;*
- Code of Practice for Hazardous Substances;
- *Occupational Health and Safety Regulations 2007;*
- Department of Natural Resources and Environment (1999) Code of Practice for Farm Chemical Spray Application;
- Risk assessment report for spraying pesticides by Work Cover Safety;
- Farm chemical user's course by TAFE and
- Agricultural Chemical User's Permit.

9.12 APPENDIX 9 – DEPOT LEASE

DEPOT FACILITIES - GRAHAM STREET TRANSFER STATION

Location: Transfer Station, Graham Street, Port Melbourne.

The Contractor *may* have the sole use of a hard-standing vehicle storage area, which is also suitable for placement of temporary or portable office accommodation.

The Council premises are offered in the condition current at the time of inspection. Where a Contractor wishes to carry out improvements to the areas available or needs to arrange for additional service connections, these will be at the cost of the Contractor and subject to approval in advance by the Council. Any such improvement shall immediately become the Asset of Council.

The areas currently used and available to the new Contractor, together with proposed rental figures are as shown in the *Table 1*.

Description of Area	Unit Rate per Sq. metre \$	Approx. Area avail in Sq. metres	Indicative Total Annual Rental figure \$
Hardstanding Area	\$30.00	700	\$21,000 GST exclusive. Price increased in line with CPI yearly
TOTAL:			\$21,000

Table 1

These facilities may be leased subject to the following conditions:

- maintaining in a clear and functional condition and appearance, and to a no lesser standard than existed at the time of the lease;
- not to change or modify the land or building, or the nature of their use in any way **without the prior approval of Council**;
- paying all public utility charges;
- recognising that Council retains right of access at all reasonable times;
- to respect the rights of other parties with a shared use of the facilities;
- responsibility for ensuring that all necessary insurances are in place and paid, i.e.
 - public liability;
 - contents; and
 - building insurance.

The Contractor assumes full responsibility for security of the **leased area**.

9.13 APPENDIX 10 PERFORMANCE MONITORING PERFORMANCE MONITORING SYSTEM

9.13.1 INTRODUCTION

The aim of this Handbook is to explain how the Council's Contract Performance Monitoring System works.

The parks and open-space (the Contracts) require the Contractor to clean and maintain specified urban open space Assets in a defined Region. The Contracts detail the minimum performance levels required.

It is vital that the Council monitors the performance of the Contractor and the condition of the Assets being maintained by the Contractor.

The Random Performance Monitoring Inspection - is an inspection of a sample of Assets within each Asset category, across the Region as listed in the table below, for example: shrub beds, mowing and Litter.

The inspections are undertaken monthly. The results of these inspections will determine the monthly performance of the Contractor.

Council will also monitor the performance of the Contractor in other ways that are not linked to the performance system:

- a) the number of Work Requests sent to the Contractor each month via Pathways;
- b) the timeliness of completing Work Requests;
- c) completion of the Monthly Report;
- d) inspections and audits of the Contractor's procedures;
- e) inspections and audits of the Contractor's chemical storage and application equipment;
- f) inspections of the Contractor's Temporary Traffic Management Plans and field checks of their implementation; and
- g) Parks and Open Space Community Surveys

9.13.2 OVERVIEW OF THE PERFORMANCE MONITORING SYSTEM

The cost and resources required to monitor such a large number of Assets precludes inspecting every Asset every month. Therefore the Performance Monitoring System is based on the concept of regularly assessing a small sample of Assets/areas and using the results to draw conclusions about the entire population. A picture of the performance of service delivery over time can then be built up.

The major Assets to be maintained have been grouped into seven (7) Asset categories. Each category is inspected against specified criteria. The percentage compliance for each criteria, Asset category and all Asset categories can be calculated.

It is realised that there can be imperfections in the delivery of services in open-space areas which have a high public usage. The Contract specifications do allow for minor Defects. The Performance Monitoring System also allows for these minor Defects, so if all services are

provided in accordance with the Contract specifications the percentage compliance will be 100%.

The key benefits of the Performance Monitoring System are:

- a) sites to be inspected are selected randomly from a database so that every site has an equal chance of being inspected;
- b) sites are inspected in accordance with clearly defined check-sheets so results are objective;
- c) the assessment criteria are clearly defined; and
- d) results are systematically recorded, so a permanent and reliable record is produced.

9.13.2.1 SAMPLE SIZE

The number of sites to obtain an acceptable level of accuracy for each category is determined by statistical theory. Sample sizes are calculated so as to strike a balance between the cost of data collection and the need to have a reasonable level of confidence in individual monthly performance figures.

The confidence with which the results can be interpreted is calculated from the natural variation in the population from which the sample has been drawn and the size of the sample. It is basically independent from the population size. The sample is never less than 5 sites, unless there are less than 5 sites in the population to be assessed. In these cases all sites are inspected at every measurement. Current sampling is based on a confidence factor of 95%.

9.13.2.2 SAMPLING PROCEDURES

The validity of the reports is very dependent on correct sampling procedures. To this end, sampling is undertaken by a random selection computer program. All Assets are recorded on a database known as Hansen.

Each month the Performance Monitoring Officer will generate an inspection program. The Performance Monitoring database randomly selects the Assets/areas to be inspected and prints out the inspection sheets.

The only valid reason for rejecting a sampled location is if it is known that works are currently underway which would preclude the required maintenance work from being undertaken.

9.13.2.3 ASSET CATEGORIES

The Asset categories and the number of sites within each Asset category that will be assessed as part of the Random Inspection are outlined in *Table A*.

Asset Category	Number of Sites Assessed during Random Inspection
Significant Sites	5
Turf Areas	15
Pest and Weed Control	10
Shrub beds	10
Litter & Cleaning	10
Playground Cleaning & Maintenance	10
Rain Gardens	5

Table A

9.13.2.4 ASSET CRITERIA

The criteria to be assessed at each significant site are as shown in *Table B*.

Asset Criteria
General pruning and shrub bed maintenance
Pest and Weed Control
Turf Maintenance
Irrigation
Cleaning and maintenance of Gravel or granite paths
Litter

Table B

Not all criteria are present at all Asset categories.

9.13.2.5 THE INSPECTIONS

An inspection sheet has been developed for each Asset category. The assessment criteria on each inspection sheet are based on the Contract specifications.

The Performance Monitoring Officer takes the sheets out on site and assesses the condition of the Assets/areas according to the defined assessment criteria and scoring system. If an item is within Contract specification it will score 0 points. Minor Defects will score 1 point. Significant Defects will score 2 points. Where items score 2 points, the Performance Monitoring Officer will photograph the unsatisfactory performance. Photographs will be stored for a minimum of two (2) months.

Sometimes the selected Asset/area will be markedly better or worse than an immediately adjacent Asset/area. This does not influence the assessment of the area sampled. The statistical nature of the measurement system will uncover and report this variation over time.

If the Monitoring Officer observes any maintenance issues that warrant the attention of the Contractor, the Officer may generate a Work Request.

9.13.2.5.1 The Significant Site Inspection

Each month five Significant Sites will be selected for inspection. This inspection covers all the Assets within the selected park. The database generates inspection sheets that are applicable to the Assets within the selected park, as not all Significant Sites contain all Asset categories.

9.13.2.5.2 The Random Performance Monitoring Inspection

Each month the Performance Monitoring Officer will generate a Random Inspection. The Performance Monitoring database randomly selects the Assets/areas to be inspected within each category and prints out the inspection sheets.

9.13.2.6 DATA ENTRY

Upon completion of the inspection, the Performance Monitoring Officer enters the scores into the database. Only the total score for each assessment criteria on each inspection sheet is entered and used for analysis and reporting. Information about individual sites is not available from the reports.

9.13.2.7 REPORTS AND GRAPHS

The database can generate a range of reports on the data. Reports and graphs can be produced by Asset category and criteria.

9.13.2.7.1 The Report by Asset Category

The database will calculate the score for each Asset category. For example: Scores can be calculated for categories such as shrub beds, mowing and Litter.

The report by Asset category will display the Contractor's performance for each Asset category as well as showing the performance of each criteria within each Asset category.

The report can indicate, for example, that irrigated grass is unsatisfactory, and specifically weeds in turf are an issue, but the report cannot direct the Contractor to a specific turf area. It is up to the Contractor to improve their system of weed control in irrigated turf.

9.13.2.7.2 How the Performance is calculated

The Asset categories and criteria that will be inspected are detailed in Table A.

The performance is dependent on the performance of the Contractor as measured by the performance monitoring score, and is subject to minimum threshold scores.

If the results of the inspections show that the Contractor's performance is less than the thresholds, the Contractor can submit a challenge to Council, detailing the reasons why performance is below the thresholds. The challenge must be submitted within two (2) business days of the results being made available to the Contractor.

Council may reconsider the results and modify them if it agrees with the Contractor's submission.

If the results are not challenged or Council does not uphold the challenge, the results will be final.

Each line item in *Table C* and *Table D* is calculated individually.

Table C: Asset Categories and Criteria – Inspection Frequencies and Thresholds

Asset Categories and Criteria	Inspection Frequency	Threshold
Significant Sites	monthly	95%
Turf Areas	monthly	95%
Pest and Weed Control	monthly	95%
Shrub beds	monthly	95%
Litter & Cleaning	monthly	95%
Playground Cleaning & Maintenance	monthly	95%
Rain Gardens	Monthly	95%

9.13.2.7.3 How Annual Price for each Category is calculated

The annual price for each Asset category or criteria shall be the prices included at **the Pricing Schedule** for each Asset category or criteria as calculated in accordance with Table D.

The calculations in Table D, show the proportion of each item that is allocated to different performance monitoring Asset categories,

Table D: Asset Categories and Criteria –How Annual Price is Calculated

Asset Categories, Criteria	Annual Price Calculation
Significant Sites	S1+S2+S3+S4+S5+S6+S7+S8+S9+S10+S11+S12
Turf Areas	G1+G2+G3+G4+G5+G6
Pest and Weed Control	W1+W2+W3
Shrub beds	H1+H2+H3
Litter & Cleaning	L1+L2+L3
Playground Cleaning & Maintenance	P1+P2+P3+P4
Rain Gardens	R1+R2+ R3

TABLE E – Horticultural and Turf Maintenance Services at Significant Sites

Item number	Service description
S1	Pruning (general pruning, hedge pruning, pruning for line of sight and access, etc), dead plant removal
S2	Floral Displays
S3	Fertilising
S4	Mulching
S5	Pest and Weed control
S6	Mowing
S7	Edging
S8	Correcting levels and topdressing of turf areas
S9	Aeration of turf areas
S10	Irrigation Management
S11	Granite and Gravel Paths
S12	Litter removal

TABLE F – Turf Maintenance Services (all other sites)

Item number	Service description
G1	Mowing
G2	Edging
G3	Fertilising
G4	Correcting levels and topdressing
G5	Aeration of Turf areas
G6	Irrigation management

TABLE G – Pest and Weed Control Services (all other sites)

Item number	Service description
W1	Weed control along major, arterial and collector roads
W2	Weed control in shrub and garden beds
W3	General weed control all other areas (eg, tree and obstacle surrounds, obstructions to mowing, shopping precincts, laneways, carparks, granite and gravel surfaces in parks, fence lines, barriers, bollards footpaths and cycle paths).

TABLE H – Shrub Bed Maintenance (all other sites)

Item number	Service description
H1	Pruning (general pruning, hedge pruning, pruning for line of sight and access, etc), dead plant removal
H2	Fertilising
H3	Mulching

TABLE I – Litter and Cleaning Services (all other Sites)

Item number	Service description
L1	Litter and rubbish removal, including illegal dumping, along roads, road verges and medians
L2	Litter and rubbish removal, including illegal dumping, in all other areas excluding: along roads, road verges and medians, shopping centres, toilet blocks, playgrounds, bus shelters and bus stops, underpasses
L3	Granite and gravel surfaces including paths, cleaning and maintenance

TABLE J – Playground Cleaning and Maintenance Services

Item number	Service description
P1	Playgrounds - Cleaning requirements and Litter removal.
P2	Playgrounds repairs and maintenance, weekly and monthly safety inspections and reporting
P3	Maintenance of Playground Softfall
P4	Repairs and Maintenance of perimeter edging

TABLE K – RAINGARDEN MAINTENANCE

Item number	Service description
R1	Horticultural Maintenance
R2	Cleaning and Litter Removal
R3	Weed Control

9.14 APPENDIX 11 –MANAGING ASBESTOS

Managing Asbestos: Advisory Form
Occupational Health & Safety Regulations 2007

Owners and/or occupiers of premises need to give written information on what they know about material containing asbestos at their premises to likely or actual *purchasers, tenants*, and persons doing relevant work at the premises such as *tradespeople* entering to perform construction, renovation, maintenance or repair work.

Essentially, the arrangements are aimed at raising the capacity and awareness of the community to manage asbestos related issues. Any information you give must be in writing. This form has been prepared to assist you. **Note: There is no requirement to obtain a professional asbestos survey for this purpose.**

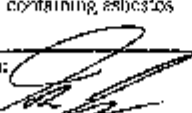
I John Hicks, delegate of the Chief Executive Officer, City of Port Phillip Council, am the owner/occupier of the premises, being

Property Name: _____
 Street Address: _____
 Unit: _____
 Section: _____ Block: _____
 Suburb: _____
 Construction Date: _____

and I am obliged to tell you what I know about materials containing asbestos at the premises, as follows:

Even though I do not know for certain if there are materials that contain asbestos on the property, as the property was constructed prior to 1988 it is likely to have materials that contain asbestos. Some examples of materials containing asbestos in commercial buildings and/or their likely locations are:

- Flat, patterned or corrugated asbestos cement sheeting (also known as fibro) used for walling, caves and roofing;
- Sheeting behind/under ceramic tiles in wet areas;
- Vinyl floor tiles and backing for sheet vinyl flooring;
- Asbestos cement piping (eg. Heater flues);
- Lagging on water pipes;
- Asbestos rope/fabric in expansion joints (eg. Heater and other exhaust flues);
- Bituminous waterproof membranes (used on flat roofs)
- Filling in fire doors;
- Electrical switchboards;
- Electrical duct heater units (millhead); and
- Lift motor rooms;
- Building waste in soil containing asbestos

Signed (owner/occupier): 	Date: 21/9/10
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Please also see Background Information (attached).

Managing Asbestos: Background Information

- Based on research to date, buildings constructed prior to 1988 are likely to have some materials that contain asbestos. Exposure to asbestos fibres can cause asbestos-related diseases.
- Materials containing asbestos are often found in eaves and wet areas of buildings, as lagging/insulation on water and heating pipes, inside fire doors, and in electrical switchboards and plant rooms.
- These materials are not likely to pose a risk to your health if they are in good condition and left undisturbed. However, they do have the potential to become a health hazard if fibres are released into the air. This can occur through removal, drilling, sanding, cutting or other destructive activities.
- It is important that people carrying out construction, renovation or repair work are aware of any information available about material containing asbestos at the premises.
- It can be difficult to visually confirm whether a material contains asbestos. If in doubt, you should treat the material as if it contains asbestos.
- It is suggested that the owner (and the tenant where they are likely to engage trades people, technicians, etc) keep a copy or record of all advisory forms in a suitable safe place, eg: a personal file of property records. You should provide this form to each tradesperson who attends the premises.

If you have any further questions please look up the Victorian Occupational Health and Safety Regulations 2007.

APPENDIX 12 – HERITAGE LISTED TREES

9.15 APPENDIX 12 –HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
Port Melbourne	Station Street	Turner Hester Reserve	1900-1920	Well planted park predominantly exotics. Cedrus deodara, Schinus molle var areira, Ficus macrocarpa, Cupressus sempervirens, Populus deltoides, Populus nigra 'Italica', Platanus sp and Eucalyptus filicifolia.
Port Melbourne	Evans Street	Walter Reserve	1900-1920	Mainly exotic planting, street edge lined with row of mature Schinus molle var. areira. Avenue of elms c1920s in centre of reserve (incomplete), with bitumen bike path. Railway planting includes mature Arbutus unedo, golden privet, cotoneaster, elms and gums. There is some modern play equipment. A very large single specimen of Ficus macrophylla is planted in a fenced-off reserve in the centre of Raglan St; another smaller specimen nearby.
Port Melbourne	Raglan to InglesSt.	Gill Reserve	Planting 1920s	Mature Schinus molle var. areira on street side, mixed Cupressus sempervirens, Lagunaria patersonii, old Arbutus unedo, row of Platanus orientalis.
Port Melbourne	Raglan to Ingles St.	Howe Reserve	1920s	Mature Schinus molle var. areira & Ficus macrophylla on street side, avenue of elms in centre, some golden privet & cotoneaster on rail line side.
Port Melbourne		Smith Reserve	1920s	Mature Schinus molle var. areira & Ficus macrophylla on street side, avenue of planes in centre, Populus deltoides on rail line side. Some newer inappropriate plantings Robinia sp. Group and 2 x Eucalyptus citriodora. Plantings of Cupressus torulosa, Lagunaria patersonii, Cedrus deodara, Grevillea robusta, palm (Washingtonia sp.?).
Port Melbourne	Evans Street West	Cook Reserve	1900-1920	Mature Schinus molle var. areira & native grasses
Port Melbourne	Eans Ave, Farrell St.	Turner Reserve	C1900-1920s reserve, 1940s planting	Railway reserve with mature exotic and native plantings. Populus nigra 'Italica', Populus deltoides, Populus canescens, Cotoneaster serotinus, Salix sp., Lagunaria patersonii, Cupressus glabra, Araucaria heterophylla
Port Melbourne	Clark St, Graham St to Bridge St		C1920-30	Mature street trees – planes (Platanus sp.) on both sides of street, some gaps in planting
Port Melbourne	Farrel St, cnr Clark St		C1960s	Mature Agonis flexuosa in pavement; local landmark tree
Port Melbourne	Farrell St. Ross St to reserve		C1900 or older	Five mature Schinus molle var. areira along street off railway reserve
Port Melbourne	Farrell St, Liardet & Stoke Sts			Triangular reserve/neighbourhood park with some play equipment, seats and bluestone base to drinking fountain. Mature trees include Schinus molle var. areira, elms and mature butrecent plantings of eucalypts.
Port Melbourne	Reserve bounded by Princess St., Raglan & Nott Sts.		C1920s	Mature street trees – four planes (Platanus sp.) in triangular reserve/neighbourhood park with some play equipment and SEC substation.
Port Melbourne	Esplanade East, between Raglan St & Spring St		C1920s- 40s	Some mature poplars (Populus deltoids) x 4 & mature but more recent plantings of native trees (eg Eucalyptus nicholli) in centre median reserve and footpaths
Port Melbourne	Esplanade East, Spring St to Bridge St		C1920s- 40s	Mature poplar (Populus deltoids) x 1 & mature but more recent plantings of native trees (eg Eucalyptus sp.) in centre median reserve and footpaths
Port Melbourne	Esplanade East, Bridge St to Richardson St		1940s	Mature poplars (Populus deltoids & P alba) in centre median reserve and side footpaths
Port Melbourne	Edwards Avenue	Edwards Reserve	C1910-20	Unnamed public reserve – avenues of distinctive tall Phoenix canariensis and beds of roses. Some new play equipment and two public shelters – one timber c1920s and other rubble stone base and timbre c1940s. Mature trees on street side of Liardet St. are Populus alba and a group of planes.
Port Melbourne	Gladstone St, Ingles to Boundary Rd	Page Reserve	C1920	Mature trees include rows of elms (Ulmus sp.), no Schinus molle var. areira on street but on rail line. Some newly planted Schinus molle var. areira and Lagunaria patersonii on street side of reserve, also mature plane (Platanus sp.) and poplars including Populus nigra 'Italica'. Random rubble stone wall and indented seating on Ingles St.

APPENDIX 12 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
Albert Park	Pickles St	Gasworks Park	19C; redesigned c1980s	Arts and theatre park set in former industrial site with sculptures, open lawn areas & planted garden beds of native trees & shrubs. Site very altered from former gas works plant with new lawn areas, groups of trees (mainly gums) and native shrubs. Metal mesh furnishings (tables, seats, lamps) & new play equipment, gravel paths. Washingtonia filifera x 2 at west/Graham St entrance either relocated or original.
Albert Park	Bridport St West, Moubray St to Richardson St		C1870s	Mixed age trees mostly old Ulmus sp.
Albert Park	Victoria Ave, Moubray St to Richardson St		C1870s	Mature elm trees (golden elms in other sections of Victoria trees Moubray St to Avenue are more recent inappropriate plantings)
Albert Park	Richardson St, Phillipson St to Kerferd Rd		C1880s	Mature avenue of plane trees
Albert Park	Kerferd Rd		C1900	Mixed age plane trees
Albert Park	Danks St, Kerferd Rd to Victoria Ave		C1900	Planting in central median of Mahogany gum (Eucalyptus botryoides)
Albert Park	Beaconsfield Pde, Victoria Ave to Pickles St			Recently planted mature Phoenix canariensis
Albert Park	St Vincent Place	St Vincent Gardens		Extensive historic public gardens with collection of rare and unusual trees and planting, various buildings and recreational facilities (see separate studies & NTA classification report)
Albert Park	Kerferd Rd, Clarendon St to Neville St		C1920s	Plane trees in central median, younger Lagunaria patersonii at kerb
Albert Park	Kerferd Rd, near Page St		C1920s	No plane trees but two mature Eucalyptus ficifolia in centre median, some Lagunaria sp at kerb
Albert Park	Kerferd Rd, near Beaconsfield Pde		C1920s	Group of mixed age Araucaria heterophylla in central median
Albert Park	Page St, Kerferd Rd to McGregor St		C1920s	Mature plane trees, gaps in some sections of street
Albert Park	Richardson St, Kent St to Fraser St		C1920s	Mature plane trees in consistent avenue along street
Albert Park	Park Rd, Langridge St to Fraser St		C1920s	Short section of street planted with mature plane trees
Albert Park	Park St, Fitzroy St to Mary St		C1920s	Plane tree avenue, some elms near Fitzroy St end
South Melbourne	Boundary Rd, Normanby St to Woodgate St		C1930s	Mature street trees are elms (Ulmus sp.)
South Melbourne	Adjacent to Woodgate St		C1920s	Some mature Schinus molle var. areira; newer planting of eucalypts, banksias & native shrubs
South Melbourne	Gladstone La.		C1920s	Row of mature Schinus molle var. areira along railway reserve
South Melbourne	Montague St		C1920s	Mature lilypilly (Acmena smithii) at various locations both sides of street
South Melbourne	Normanby St, Montague to Boundary St		C1920s or later	Mature street trees - elms (Ulmus sp.) both sides of street
South Melbourne	Normanby St, Boundary to Ingles St		C1940s	Mature street trees - planes (Platanus sp.) both sides of street
South Melbourne	Montague St, between Normanby St & Woodgate St		C1920s	Mature elms (Ulmus sp.) on west side of street
South Melbourne	Montague St between Munro St & Normanby St.		C1920s	Mature elms (Ulmus sp.) on west side of street

APPENDIX 12 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
South Melbourne	Glover St, St Vincent Place to Iffla St		C1870s	Large mature pollarded planes
South Melbourne	Glover St, cnr Pickles St		C1870s	Two mature planes
South Melbourne	Henderson St, Pickles St to St Vincent Place		C1920s	Mature plane trees
South Melbourne	Henderson St		C1920s	Single mature peppercorn tree (<i>Schinus molle</i> var. <i>areira</i>) in tree street reserve
South Melbourne	City Rd	Sol Green Reserve	C1947	Triangular reserve bounded by City Rd, Nelson St & Montague St. Mature planes (<i>Platanus</i> sp.) along west street; mature street trees - elms (<i>Ulmus</i> sp.) east side of reserve; most other trees are recent natives. Plaque on damaged scoria stone wall and iron railing on City Rd in appreciation of gift by Sol Green of £2,000 in 1947 to establish a playground. Some new playground equipment, netball area with bitumen, bbq & Sol Green mudbrick building.
South Melbourne	Eastern Rd, north corner Heather St. & Park St	Eastern Road Reserve	C1900	Triangular Road Reserve; open lawn area with perimeter planting of mature elm trees. Memorial basalt drinking fountain dated 1906 & presented to the citizens of South Melbourne by former Mayor Donald McArthur.
South Melbourne	Eastern Rd, north corner Heather St. & Park St	Eastern Road Reserve	C1900	Triangular Road Reserve; open lawn area with perimeter planting of mature elm trees. Children's play area fenced off (opposite kindergarten). Play equipment, brick toilets & timber pavilion.
South Melbourne	Howe Cres, cnr Cecil St & Park St		C1880s	Mature elms
South Melbourne	Howe Cres, cnr Cecil St & Bridport St		C1920	Mature group of mixed species: row of <i>Phoenix canariensis</i> , elms, and 2 x <i>Pinus radiata</i>
South Melbourne	Ward St, Dorcas St to Bank St		C1920	Mature elm trees forming avenue
South Melbourne	Albert Rd		C1920s	Mature <i>Phoenix canariensis</i> in centre median alternating with younger <i>Lophostemon confertus</i> . Service street planting of ash not significant.
South Melbourne	Canterbury Rd, corner Cowderoy St,	HR Johnson Reserve	C1920s	Public park with open grass, play equipment, native trees and shrubs. Some <i>Populus deltoides</i> , <i>Populus canescens</i> , <i>Populus</i> sp, very large <i>Pinus pinea</i> .
South Melbourne	Cowderoy St corner Deakin St	Jacoby Reserve	C1920s or earlier	Older plantings include <i>Ficus rubiginosa</i> x 4, <i>Eucalyptus calophylla</i> , <i>Araucaria heterophylla</i> x 1, gravel paths, play equipment, seats, SEC substation red brick building used as works shed, new planting of Australian natives mainly shrubs and trees on park perimeter. <i>Metrosideros tomentosa</i> on Cowderoy St., plane trees on Deakin St.
St Kilda East	Bounded by Alma Rd., Dandenong Rd and railway line.	Alma park West	19c	The western part of Alma Park comprises more exotic garden elements and is more of a garden than the eastern park, although recent planting particularly at the northern section is altering the historic character. Much of the garden beds along the centre of the park are edged with volcanic rock typical of 19c-c1920s. At either side of the central garden beds are rows of mature elms and other trees. A small slate-roofed house 1880s is adjacent to the Dandenong Rd. entrance but intrusively fenced from the park. Nearby are inappropriate CCA-treated posts next to the path to the house. In this area are many inappropriate modern plantings of natives such as wattles, <i>Melaleuca</i> sp., etc. which limit views into and out of the park. Elms may indicate former carriage drive through park Extensive range of exotic plantings in beds and grassed surrounds have been replaced in many instances with inappropriate natives. Mature trees include <i>Phoenix canariensis</i> , <i>Platanus</i> sp. (dieback?), <i>Grevillea robusta</i> , <i>Cedrus deodara</i> , rows of <i>Pinus radiata</i> , <i>Populus deltoides</i> , mixed <i>Eucalyptus</i> sp., Garden beds include <i>Tecoma stans</i> , <i>Pittosporum undulatum</i> (overgrown), <i>Photinia serrulata</i> , <i>Cotoneaster serotinus</i> , <i>Nerium oleander</i> , <i>Garrya elliptica</i> , hollies, <i>Raphiolepis</i> sp., <i>Viburnum tinus</i> , <i>Arbutus unedo</i> , cannas and at the southern end a section of succulents. The most distinctive feature of the park is a small garden pavilion in the garden beds near an avenue of olive trees, (another former carriage drive?) and golden privet hedging, 2 x <i>Pinus pinea</i> , and underneath a large <i>Cedrus deodara</i> . The pavilion has no plaque but a bitumen base, silver metal onion-top dome roof with timber seating and cross bracing. At the southern end of the park is an open lawn area with mixed specimen trees including <i>Brachychiton populneus</i> , <i>Phoenix canariensis</i> x 3, a very large <i>Ficus macrophylla</i> near the rail line, and a bitumen bike path between the rail line and a row of mature <i>Schinus molle</i> var <i>areira</i> .

APPENDIX 12 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
St Kilda East	Bounded by Alma Rd, Westbury St., Dandenong Rd and railway line	Alma Park	19c	Northern part of park has oval and southern section mainly passive recreation with mature trees throughout the park including numerous Quercus suber, large Ficus macrophylla (adventure play equipment connected into tree), Araucaria columellaris, Eucalyptus cladocalyx, Salix sp., Ulmus parvifolia, Quercus robur. Gravel paths, major path bitumen, small play equipment pieces within large area devoted to adventure play, oversized tyre structure, sculpture, bbq, grasses, pond with creek running through it, modern lights (?inappropriate modern teardrop shape). Main path/road avenue of elms alternating with mature Pinus radiata. Mature row of Pinus radiata on west side of park near rail cutting c1920s. Seedling Quercus suber on rail embankment. Northern part of park near Dandenong Rd., entrance contains two old Quercus suber, Grevillea robusta, Lagunaria patersonii, Eucalyptus camaldulensis, Pinus radiata and elms. Newer planting of native trees, shrubs and grasses. Memorial plaque dated 14.5.1975 at base of large gum to Dr Harry Ireland, councillor of St Kilda 1966-73, died 28.2.1974. Poor screening from flats & buildings on eastern side of park. Main bitumen path in poor repair for many elderly users of park. Use of recreational facilities in southern part of park too intensive and considerable compaction and wear evident.
St Kilda East	Raglan Street		C1920- 40	Mature plane trees both sides of street (incomplete avenue)
St Kilda East	Godfrey Ave		C1920- 40	Mature Plane trees both sides of street
St Kilda East	Westbury Gve		C1920s	Mature plane trees both sides of street
St Kilda East	Boondarra Gve		C1920s	Mature plane trees both sides of street
St Kilda East	Montague Ave		C1920s, c1940s	Mature lilypilly alternating with younger golden ash both sides Area 17 trees c1940s of street
St Kilda East	Holroyd Ave (a)		C1920s	Mature pin oak (Quercus palustris) alternating with lilypilly Area 17 trees both sides of street
St Kilda East	Holroyd Ave (b) south of Alma Rd		C1920s	Mature liquidamber, pin oak & lilypilly alternating both sides Area 17 trees south of Alma Rd of street
St Kilda East	Holroyd Crt		C1920s	Mature camphor laurel (Cinnamomum camphora) x 4
St Kilda East	Nottage St		C1920s	Mature pin oak (Quercus palustris) alternating with lilypilly Area 17 trees both sides of street
St Kilda East	Dean Ave		C1920s	Mature liquidamber trees both sides of street
St Kilda East	Alma Rd, Lansdown Rd to Orrong Rd		C1900- 1920	Mature plane trees & other species such as Lagunaria sp. North side of street only.
St Kilda East	Orrong Rd, between Alma Rd & Dean Ave		C1900-1920	Mature plane trees
St Kilda East	Orrong Rd, between Hughenden Rd & Alma Rd		C1940	Sparse planting of ash trees
St Kilda East	Lansdowne Rd, between Alma Rd & Kurrajong Ave		C1900-1920	Mature holm oak (Quercus ilex) x2
St Kilda East	45 Lansdowne Rd,		C1920	Mature Cupressus sempervirens x 3 and row of Populus nigra Area 17 Rd Italica on street
St Kilda East	45 Lansdowne Rd, south of Kurrajong Ave		C1920	Mature lilypilly alternating with mixed Quercus sp. also newer Area 17 trees south of Lophostemon confertus at south end of street
St Kilda East	Marne St		C1940	Mature ash trees (incomplete) both sides of street
St Kilda East	Wenden Gve		C1920	Lilypilly trees both sides of street
St Kilda East	Dandenong Rd, Hotham St to Shirley Gve		C1920+	Mature plane trees, some elms between Shirley Gve & Alexandra St.; gap with no trees for eastern section outside cemetery. Also plane trees in central median.
St Kilda East	Dandenong Rd, Hotham St to Westbury St		C1920+	Mature plane trees. Also plane trees in central median.
St Kilda East	Orrong Rd, between Hughenden Rd & Dandenong Rd		C1940	Mature ash trees, incomplete plantings

APPENDIX 12 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
St Kilda East	Orrong Rd, between Hughenden Rd & Dandenong Rd		C1900-20	Mature plane trees
St Kilda East	Hughenden Rd		C1930-40	Mature liquidamber trees both sides of street
St Kilda East	Celeste Ct		C1940	Lagunaria patersonii & liquidamber tree plantings
St Kilda East	Te-Arai Ave		C1920	West side liquidamber; east side 2 x mature Eucalyptus filicifolia
St Kilda East	Alexandra St		C1900	Mixed age plane trees, north end oldest; newer planes to south but west side only; east side young Lophostemon confertus
St Kilda East	Murchison St		C1900-20	Mature plane trees both sides. Note plaque in street to Albert Jacka, first Australian VC medal, former Mayor of St Kilda 1930-31, former resident of Murchison St 1925- 1932 buried in St Kilda Cemetery 1932.
St Kilda East	Mooltan Ave		C1950s	Spanish Mission houses with Betula pendula street trees & Area 17 trees Alnus jorullensis x 2
St Kilda	Crimea St, between Alma Rd & Wellington St		C1900	Mature plane trees both sides of street
St Kilda	Redan St, between Crimea & Chapel St		C1900	Mature plane trees both sides of street
St Kilda	Charnwood St, between St Kilda Rd & Crimea St		?c1920s	Mature plane trees both sides of street
St Kilda	Barkly St, near Carlisle St	J Talbot Reserve	?c1920s	Probably developed in association with the National Theatre, Park contains mixed native and exotic trees including ash, Eucalyptus maculata, mature Schinus molle var. areira x 2 next to the National Theatre also two large Eucalyptus cladocalyx, Cupressus macrocarpa, Populus nigra 'Italica'. Phoenix canariensis, elm, Cupressus torulosa. Golden privet hedges define paths and in centre of park, newer planting of tree rows in the centre of the park is inappropriate. Some play equipment, gravel paths. Row of Cupressus torulosa at northern boundary
St Kilda	Irymple Ave		C1900-20	Mature plane trees both sides of street
St Kilda	Foster Ave		C1940s	Mature liquidamber (Liquidamber styraciflua) trees both sides of street
St Kilda	Barkly St, South of Blessington St		C1900-20s	Mature & mixed age plane trees both sides of street with some Area 18 trees of Blessington St gaps. Extends from south of Blessington St to Ormond
St Kilda	Blessington St, between Chaucer St & Barkly St		C1920s	Mature plane trees both sides of street, some gaps
St Kilda	Blessington St,	Peanut Farm Reserve	C1900-1920s	Public parkland with recreational facilities such as bitumen basketball area, cricket enclosure, wall for ball hitting, brick sports pavilion and a large grassed oval, and an open grassed area. There are excellent views across the park to Luna Park. Mature planting of Araucaria columellaris (stunted), perimeter of park planted with Phoenix canariensis, and groups of gums (Eucalyptus cladocalyx).
St Kilda	Blessington St,	Renfrey Gardens	19c,1920s	A large neighbourhood park with new play equipment and mature trees dating from c1920s period. Phoenix canariensis, Phoenix sylvestris, large Ficus macrophylla at entrance on northern side, Cupressus macrocarpa, Syncarpia glomulifera; newer plantings of natives such as Eucalyptus botryoides
St Kilda	Blessington St, Herbert St, Dickens St & Tennyson St	St Kilda Botanical Gardens	Est. 1859	Plaque at Blessington St. entrance states gardens established 28.9.1859, later called the Blessington St. Gardens and renamed 21.10.1984 by Cr. John Callanan, Chairman of Friends of the St Kilda Botanical Gardens. The main Blessington St. gates are decorative cast iron with masonry pillars. The Gardens contain many mature exotic and some native trees and shrubs including golden privet hedges, Ficus macrophylla, planted c1916, two Quercus suber, Podocarpus falcatus, Phillyrea latifolia (mock privet) and Olea europea ssp. africanus are NTA listed Significant Trees. The Gardens also have a collection of buildings include red brick & timber lattice pavilion, a gift to citizens from Mr & Mrs Alfred Levi, February 1929, and the more recent St Kilda Conservatory built in recent years. There is a large rose garden, ponds and paths are rolled gravel with red brick spoon drains. See separate conservation study.

APPENDIX 12 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
St Kilda	The Esplanade	Alfred Square Gardens	C1920s or earlier	Central war memorial (by Arthur Peck arch, nd). Reserve planted with mature Phoenix canariensis, some older shrubs & trees – olives x 2, Metrosideros tomentosa, Pittosporum crassifolium, Lagunaria patersonii, and scoria rock edging to beds. Also rock pillar and plaque noting site of first building in St Kilda – a stockman’s hut erected c1840 by Capt. Benjamin Baxter
St Kilda	Lower Esplanade		C1920	Carlo Catani Memorial clock tower (d. 20.7.1918) in linear terraced reserve of scoria rock edged beds and paths, rock columns and seating areas. Reserve planted with mixed trees and shrubs including Metrosideros tomentosa, Pittosporum crassifolium, Lagunaria patersonii, coprosma, golden privet, tamarisk and agapanthus
St Kilda	18 Duke St	Alma Court	C1920s	Phoenix canariensis x 3 in a row
St Kilda	Glenmark St		C1920s+	Avenue of plane trees
St Kilda	Cintra Ave		C1920s	Excellent plane tree avenue
St Kilda	Charlotte Pl		C1920+	Avenue of plane trees
St Kilda	Acland St	O'Donnell Gardens	C1930s	Garden with mixed planting predominantly palms, Phoenix canariensis, Washingtonia filifera, Phoenix sylvestris, Trachycarpus fortuneii, Livistona sp. Also golden privet and coprosma hedging, scoria edging to lawn areas, concrete winding paths, sections of rock walling. Major feature is O'Donnell Memorial, central concrete art deco-style monument to Councillor Edward O'Donnell, six times mayor of St Kilda, councillor for West Ward for 44 years & foundation member of St Kilda Foreshore Committee, died 7.7.1933
St Kilda	Marine Pde, cnr Shakespeare Gve		C1920s?	Group of Phoenix canariensis in Road Reserve
St Kilda	Marine Pde, cnr Cavell St		C1920s?	Group of Phoenix canariensis (some dwarf form) along Road Reserve. More recent planting of native species not significant
St Kilda	Marine Pde, Jacka Blvd to Shakespeare Gve			Phoenix canariensis and Washingtonia filifera. Areas underplanted with natives (not significant)
St Kilda	Carlisle St	St Kilda Town Hall	Pre 1900	Garden associated with St Kilda Town Hall. Triangular shaped land off Brighton St and Carlisle St. containing many mature exotic trees. At the southern boundary with the St Kilda Primary School are two excellent specimens of Araucaria bidwillii and Pinus canariensis. 2 x Cupressus torulosa are planted adjacent to the driveway entrance off Brighton Rd and another pair on Carlisle St. Other old plantings include Melia azederach, Cercis siliquastrum, Populus nigra 'Italica', Magnolia grandiflora, and Fraxinus ornus. A Ficus rubiginosa on Brighton Rd next to another bunya is probably one of the largest specimens in Melbourne and should be nominated to the NTA Significant Tree Register. Either side of the Town Hall frontage are a pair of Araucaria heterophylla. Most planting of any age and significance is on the north and west sides of the building with little to none on the south or east.
St Kilda West	York St, Cowderoy St to Deakin St		C1920s	Mature plane trees one side of street, mixed species on other
St Kilda West	Loch St, Deakin St to Mary St		C1920s	Mature ash avenue, other species also
St Kilda West	Mary St, Beaconsfield Pde to Canterbury Rd		C1920s	Excellent avenue of mature plane trees
St Kilda West	Fitzroy St, cnr Beaconsfield Pde		19c,	Triangular Road Reserve planted with mature Ficus macrophylla x 4 and Lagunaria patersonii x 1 trees. One fig tree very large and visually significant. Basalt memorial (Knox c1906). Possible Aboriginal social significance.
St Kilda West	Beaconsfield Pde, Fitzroy St to Fraser St		C1920	Mostly Phoenix canariensis along beach front. Central median (Cummins Reserve) groups of Lagunaria sp., Metrosideros tomentosa and tea tree. A few Washingtonia filifera
St Kilda West	Beaconsfield Pde,	Catani Gardens	19c, 1920s	Public park with sea frontage with mature trees, band rotunda, gravel paths, concrete park benches and flat metal circular seats around trees, volcanic rock walling on sea front. Building of band rotunda an Australian Bicentennial project, 1988. Mature planting includes Cupressus macrocarpa, Washingtonia filifera on Beaconsfield Pde, avenues of Phoenix canariensis, very large Ficus macrophylla, group of golden privet, small Jubaea chilensis, sandstone war memorial. Introduction of new materials and elements includes new Lister -style timber benches, visually prominent public toilet block.

APPENDIX 12 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
St Kilda West	Canterbury Rd, cnr Fitzroy St		1920s	Row of Phoenix canariensis associated with rail line
St Kilda West	Fitzroy St, Grey St to Princes St		1920s	North side row of mature elm trees, south side mature plane trees
Elwood	Mitford St, between Dickens St & Byron St		C1900-20	Mature plane trees both sides of street
Elwood	Goldsmith St		C1900-20s	Mature plane trees both sides of street
Elwood	Ruskin St, between Dickens St & Canal		C1920s	Mature plane trees both sides of street
Elwood	Broadway St. and Mitford St, & Gordon Ave	E C Mitty Reserve	C1920	Small triangular neighbourhood reserve; open grass area with Area 18 mature plantings of Phoenix canariensis and Platanus sp. x 4. A bed of annuals surrounds the central palm tree
Elwood	Broadway St. and Mitford St,	F L Dawkins Reserve	C1920	Road Reserve with large mature plantings of Platanus sp. (also is street) Phoenix canariensis x 6, park of 100 yrs + Brachychiton populneus (one sick or dead, one with possum guard), 100yrs + Melia azederach.
Elwood	Meredith St, between Broadway & Barkly St		1920s	Mature plane trees both sides of street
Elwood	Addison St, between Dickens St & Canal		1920s	Mature plane trees both sides of street
Elwood	Milton St, between Broadway & Barkly St		C1940s	Mature liquidamber trees both sides of street
Elwood	Baker St, between Dickens St & Wordsworth St		C1920- 30s	Mature plane trees both sides of street
Elwood	Dickens St, between Mitford St & Tennyson St		C1920	Mature plane trees both sides of street
Elwood	Dickens St between Brighton Rd & Tennyson St		1920s	Mature plane trees both sides of street
Elwood	Mitford St, corner Clarke St	Clark Reserve	1920s	Larger reserve mainly grass and mature exotic and native trees, bluestone edged gravel paths, flat metal bench seats, some new play equipment. Some old gums (Eucalyptus cladocalyx) date from c1920s. Note that a large 100 yrs + Brachychiton populneus is on park boundary.
Elwood	Tennyson St, Dickens to Byron St		1920s	Inconsistent trees include mature plane trees and others such as ash and Queensland brush box (Lophostemon confertus)
Elwood	Lindsay St		C1900s	Mature plane trees both sides of street
Elwood	Dickens St		C1900-20	Mature plane trees both sides of street
Elwood	Goldsmith St, between canal & Glenhuntly Rd		1920s+	Mature plane trees both sides of street
Elwood	Shelley St, between canal & Glenhuntly Rd		1920s+	Mature plane trees both sides of street
Elwood	Broadway St, between canal & Glenhuntly Rd		1920s+	Mature plane trees both sides of street
Elwood	Shelley St, between Barkly St & Broadway St		1920s+	Mature Metrosideros excelsa trees both sides of street
Elwood	Ruskin St, between Glenhuntly Rd & canal		1920s+	Mature plane trees both sides of street
Elwood	Addison St		1920s+	Mature plane trees both sides of street; some gaps, two mature trees Eucalyptus filicifolia
Elwood	Bluff Ave		1920s+	Both sides of street at south end Lagunaria patersonii then trees street becomes plane trees near Glenhuntly Rd

APPENDIX 12 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
Elwood	Spray St and Wave St,	W E Dickeson Reserve	1910	Small triangular Road Reserve with mature Phoenix canariensis
Elwood	Shelley St, Barkly St & Ormond Esp	Robinson Reserve	C1920s	Mature Phoenix canariensis & Tamarisk
Elwood	Austin Ave between Mitford St & Tennyson St		C1920s+	Mixed immature & mature plane trees both side of street
Elwood	Poets Gve		C1920s+	Mixed tree species both sides of street; immature & mature plane trees & mature Eucalyptus sp.
Elwood	Daley Ave		C1930s	Mixed immature and mature plane trees & some gaps
Elwood	Mitford St		C1920s	Mature plane trees both sides of street
Elwood	Byron St, between Mitford St & canal		C1920s	Mature plane trees both sides of street
Elwood	Rothesay Ave, between Mitford & Tennyson St		C1920s	Mature plane trees both sides of street
Elwood	Tennyson St, between Byron St & Glenhuntly Rd		C1920s	Mostly mature plane trees both sides of street, some gaps and some younger Lophostemon confertus especially at Glenhuntly Rd end
Elwood	Kendall St		C1930s	Mixed age plane trees with some gaps
Elwood	Burns St		C1930s	Mixed age plane trees with some gaps
Elwood	Heaton St		C1930s	Mature plane trees with some liquidamber at the Tennyson St end
Elwood	Tennyson St, Glenhuntly Rd	J T Berkley Reserve	C1920s	Triangular Road Reserve mainly grass, old Phoenix canariensis x 6, Melia azederach. Newer planting of Melaleuca armillaris inappropriate
Elwood	Brighton Rd		C1920s	Mature Eucalyptus filicifolia in central median, some on service roads. Most service road trees are plane trees.
Elwood	Addison St to Goldsmith St	Elwood Canal	C1920s	Tree species vary in each section of canal reserve. Broadway St to Goldsmith St has Phoenix canariensis and Araucaria heterophylla. Other sections poplars, Cupressus macrocarpa and tamarisk.
Balaclava	Albion St		C1920-30	Metrosideros excelsa (NZ Christmas tree) alternating with Area 20 trees Acmena smithii (lilypilly) both sides of street
Balaclava	Somers St		C1920-30	Mature Celtis occidentalis (nettle tree) on both sides of street
Balaclava	Bothwell St		C1940s	Mature ash (Fraxinus sp.) in grassed centre median reserve
Balaclava	33 Rosmund St, cnr Woodstock St			Small neighbourhood park with mature gum trees such as Eucalyptus citriodora
Balaclava	Westbury Close		1920+	Mature plane trees both sides of street
Balaclava	Carlisle Ave		1920+	Mature plane trees both sides of street
Ripponlea	Glen Eira Rd.	Burnett Grey Gardens	C1900-20s	Public railway gardens adjacent to the Ripponlea Station. Lawn Area 23 Grey garden Ripponlea areas bisected by bitumen paths and plantings of Phoenix Gardens canariensis, Butia capitata and shrubberies of yuccas and grasses. Golden privet hedges line the paths with a number of clipped golden privet shrubs in the lawn. An intrusive element is the modern aluminium shed, advertised for lease, on the station which impacts on a mature palm and is a visual intrusion on the park.
Ripponlea	Glen Eira Rd, between Brighton Rd & Lyndon St		C1930+	Mature plane trees north side of road; mature liquidambers trees between Brighton south side of road Rd & Lyndon St
Ripponlea	Morres St		C1970s	Mature but recent plantings of Alnus sp (alder) on west side of trees street
Ripponlea	Monkstadt Ave		C1930s	Mature liquidambers both sides of road
Ripponlea	Victoria Ave		C1920-30	Row of Quercus palustris (pin oaks) north side of road; mature trees plane trees south side of road
Ripponlea	Fuller Rd		C1940	Plane trees both sides of road; trees not very large & some gaps
Ripponlea	Erindale Ave		C1930-40s	Mature plane trees both sides of road
Ripponlea	Lyndon St		C1930-40s	Mature plane trees west side of road; younger ash trees east side of road

9.16 APPENDIX 13 –MANAGING CONTAMINATED SITES

Managing Contaminated Soil: Advisory Form
Occupational Health & Safety Regulations 2007

It is advised that owners and/or occupiers of premises should give written information on what they know about potentially contaminated soil at their premises to likely or actual tenants, and persons doing relevant work at the premises such as *tradespeople* entering to perform construction, renovation, maintenance or repair work.

Essentially, the arrangements are aimed at raising the capacity and awareness of the community to manage asbestos related issues. Any information you give must be in writing. This form has been prepared to assist you. **Note: There is no requirement to obtain a professional soil contamination assessment for this purpose.**

I John Hicks, delegate of the Chief Executive Officer, City of Port Phillip Council, am the owner/occupier of the premises, being

Property Name:

Street Address:

Unit:

Section:

Block:

Suburb:


Construction Date:

and I am obliged to tell you what I know about potential contaminated soil at the premises.

Even though I do not know for certain if there are contaminated soils on the property, potentially contaminated soil may be present on the property given areas of the City of Port Phillip have been built up with fill material possibly originating from former industrial sites. At the time of placement soils were considered to be suitable but now may be categorised as contaminated by today's guidelines.

Contaminated soils may appear as silty sand, contain burnt fragments such as charcoal and slag, possibly contain building rubble and may or may not have an odour.

Signed (owner/occupier):



Date:

21/9/10

Please also see Background Information (attached).

Managing Contaminated Soil: Background Information

- In the late 1800's much of the City of Port Phillip which was swampy areas was "reclaimed" by filling with soil. This soil originated from a variety of sources. Some of this soil would be classed as contaminated by today's guidelines.
- Areas of the City of Port Phillip have also historically been used for industrial purpose. Many of these industrial activities may have impacted on the soil beneath Council sites.
- Without chemically testing all of the soil and groundwater of the Council it cannot be certain if contamination is present.
- Soil beneath council sites is not likely to pose a risk to human health if left undisturbed. However, potentially contaminated soil may become a health hazard if exposure via inhalation, ingestion and/or dermal contact during intrusive soil works.
- If intrusive earthworks are required on a Council site appropriate health and safety measures should be implemented which include but not limited to:
 - Wearing of gloves;
 - Long pants and long sleeve shirts; and
 - Steel capped bootsDust suppression measures should also be implemented to minimise the potential exposure.
- Good personal hygiene practices are paramount to ensure the potential exposure to contaminated soil is kept to a minimum. Anyone undertaking intrusive soil works should wash their hands before eating or drinking.
- It is impossible to visually confirm whether soil is contaminated. If in doubt, you should treat the soil as contaminated.
- It is suggested that the owner (and the tenant where they are likely to engage trades people, technicians, etc) keep a copy or record of all advisory forms in a suitable safe place, eg: a personal file of property records. You should provide this form to each tradesperson who attends the premises.

9.17 APPENDIX 14 –WATER SENSITIVE URBAN DESIGN

Maintenance Checklist Howe Parade			
Asset I.D.:			
Inspection frequency <ul style="list-style-type: none"> • Routine Inspection • Routine Maintenance • Predictive Maintenance 	Set up	Date of visit:	
Location:	Howe Parade, between Williamstown Rd and Beacon Rd		
Physical Description of site (area, number of plants)	19 Bioretention systems, surrounded by trees (half deciduous half non-deciduous)		
Changes to Aesthetics (look and feel of site)			
Supporting Information: (attachment) Diagram and explanation of system Plant Schedule Media specification History of Performance testing Location of nearby structural measures (GPTs)	Refer file – specific documents		
How long did this inspection take (outline what it includes weed, Litter control, functionality)? Did it exceed standard duration of x hours/visit?	Will need to break up for landscape and functional maintenance		
Current Phase (Establishment, Ongoing)	Ongoing Maintenance		
Performance targets for site	Inlet structures clear and undamaged, under drains free flowing, erosion absent, sediment absent, no compaction evident, no weeds present, health vegetation, no Litter visible including organic matter, no visible oil		
Responsible Parties			
INSPECTION ITEMS	Y/N (DETAILS)	MAINTENANCE PERFORMED & ACTION REQUIRED (DETAILS & TIMEFRAME)	
Sediment accumulation at inflow points and forebay?		Immediate action required if coarse sediment or large volumes of sediment	
Are inlet structures clear and undamaged?		Immediate action required if mostly blocked with severe damage	
Litter within basin? Note location and type		Immediate action if Litter is blocking structures, covers filter media surface or detracts from amenity	
Erosion at inlet or other key structures?		Immediate action if erosion is severe and impairing functionality	

Traffic damage present?		Immediate action if impairing functionality of system
Evidence of dumping (e.g. building waste)?		Immediate action if dumping is blocking structures, covers surface or detracts from amenity
Vegetation condition satisfactory? Note density and weeds, etc		Immediate action if plants dead or visibly stressed, and if weeds cover more than 25% of area
Watering of vegetation required?		Immediate action if plants visibly stressed
Replanting required? Note location and species requiring replacement, size to be planted		Immediate action if plants dead or visibly stressed.
Mowing/slashing required?		Immediate action if impairs system
Clogging of drainage points (sediment or debris)?		Immediate action if very blocked
Damage/vandalism to structures present?		Immediate action if detracts from functionality of system
Surface clogging visible?		Immediate action if sediment accumulated reducing depth, and if apparent on media surface
Drainage system inspected?		Immediate action if overflow pits and under drains blocked and damaged
Is there compaction of the surface media? Note location and if localized compaction. Evidence of ponding?		Immediate action if water remains ponding longer than 24 hours after a storm event
Are supporting structural measures (GPTs) clear of Litter?		Immediate action if greater than 5% full
Resetting of system required?		Refer to Council for discussion if system exhibits all symptoms above
Comments		

Appendix 15

Appendix 16

Appendix 17

Appendix 18