

# Specification

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## 1 1 BACKGROUND TO SERVICE REQUIREMENTS

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### 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 Queens 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, Queens Road and St. Kilda Road.

The City has a range of popular parks and open spaces including St. Vincent 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 summertime is a major attraction to residents and visitors alike.

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.

Council has a strategy for developing sports and recreation programs and opportunities. The City also maintains one of the state's premier sporting grounds (Port Melbourne Cricket Ground). Council intends to continue to manage and maintain its Sports Fields in a manner which appreciates their value for users and the Community in general.

The maintenance regimes and disciplines necessary to maintain these sports fields are seen to be intensive and pro active, requiring specialised turf management knowledge, practice, techniques and experience. The correct maintenance will not only ensure that the expected standards are met, but that through correct maintenance that the condition of these assets is protected and improved. Responsive maintenance will also ensure the safe and adequate provision of sports field facilities for the pursuit of recreational activities for all users and spectators.

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

The Contractor is responsible for the management and regular maintenance and upkeep of all sports fields located in **Appendix 1**.

**Appendix 2** includes the detail sheets that sets out the activities required to be carried out on each service area.

## 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 sports fields;
- (b) ensures that all sports fields and equipment are kept in a safe, functional, clean and tidy condition;
- (c) provides effective and efficient management that maximises the useful life of the sports field assets; and
- (d) promotes the enjoyment and use of Council's Sports Fields and Parks & 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.

## 2 DEFINITIONS

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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** means 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 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** means the provision of polite, positive and professional services to all customers;

**Day Work** 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;

**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 Present State Condition Survey** means the initial survey conducted by the Contractor within the time specified in **Clause 5.1.1** 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);

**Lump Sum** means the amount stated in **Schedule 2** of the Tender Conditions and is to be paid to the Contractor to carry out all the specified routine maintenance activities;

**Litter** means 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 shall not fall below at any point in time;

**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 or quotation;

**Quality Plan** has the meaning ascribed to it by **Clause 4.2** of this Specification;

**Persons Employed** means full time, part time, casual or temporary employees of the Contractor or sub-contractors 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, eg: priority, activity type or area.;

**Service Areas** means the sports field(s) and designated adjacent parks and reserve which is the responsibility of the Contractor under this Contract;

**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 frequency of activity and/or quantity of plant, labour and/or materials expected to be carried out in order to maintain the relevant performance standard on an annual basis unless otherwise specified.

### 3 SCOPE OF SERVICE REQUIREMENTS

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#### 3.1 OUTLINE OF REQUIRED SERVICES

The Contractor is responsible for the management and regular maintenance and upkeep of all sports fields located in **Appendix 1**.

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 sports field users and the public and their condition remains at that specified.

In carrying out maintenance works that form part of this Contract the Contractor must ensure:

- (a) the coordination of all works with other Council services;
- (b) the liaison and co-ordination with the Culture and Leisure Department and all sports field users;
- (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 turf maintenance and handyman tasks and specialist tasks associated with the routine maintenance of the service areas that includes:

- (a) sports fields;
- (b) designated sports fields surrounds;
- (c) sport equipment (i.e. wickets etc);
- (d) monitoring park furniture, paths, access ways and drainage;
- (e) litter collection;
- (f) liaison with the Culture and Leisure Department and sports field users; and
- (g) turf cricket wicket tables and practice wickets.

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 under this Contract and to ensure that sports fields are maintained at their present or improved state.

## **3.2 METHODOLOGY**

### **3.2.1 General**

Provided that the performance requirements of the specification have been achieved to the satisfaction of the Contract Manager, the methodology adopted in maintaining sports fields assets shall be largely left to the discretion of the Contractor subject to a program of works approved by the Contract Manager. The program of works must reflect the Contractor's understanding of the required sports field maintenance activities, where resources should best be directed and what changes could be implemented to improve maintenance standards and 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.

### **3.2.2 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 5.1.5 Reporting / Review**. The standards, guidelines, procedures and hold points will be reviewed by the Contract Manager on a regular basis and revised as necessary.

### **3.2.3 Expenditure**

The Contractor must achieve maximum value for Council from expenditure on the Contract services. Where Workload Indicators or provisional sums are provided against a particular activity the Contractor must endeavour to expend these funds during the Contract Term in a manner that ensures the most effective use of the funds available.

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 sums will be a coordinated effort between Council and the Contractor.

### **3.2.4 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.

## 4 GENERAL PROVISIONS AND REQUIREMENTS

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### 4.1 CUSTOMER SERVICE

#### 4.1.1 Response Requirements

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.

The Contractor will sometimes be required to directly address customer requests or complaints and is not required to be connected to the Customer Request Tracking System (CRTS).

Where possible however the Contractor must direct any inquiry received that is not related to the service to the Council Customer Service Centre.

Each **Sporting Group** is required to operate through a nominated liaison officer from the Culture and Leisure Department. Enquires and complaints will therefore generally be forwarded by an officer of the Culture and Leisure Department or the Contract Manager.

The Contractor must respond to all written, verbal, phone and electronic enquires, complaints, requests etc. when referred by the Contract Manager in accordance with Council’s “Same Day Service” commitment. (**Refer Clause 4.1.2 Same Day Service below**)

The Contractor must ensure that all enquires/requests forwarded for their attention are dealt with in a courteous manner and make every endeavour to resolve any matter that are the responsibility of the Contractor 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.

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.

#### 4.1.2 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 sports fields 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.

Where the Contractor is connected to the CRTS, **a response to a request/complaint 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.

#### **4.1.3 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 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.

#### **4.1.4 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.

#### **4.1.5 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](http://www.portphillip.vic.gov.au/communications_roadmap.htm).

#### **4.1.6 Monitoring of Complaints**

Evaluation of complaints will include the seriousness of the issue in relation to the quality of the service, 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.

### **4.2 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 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 administration 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) 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 the Contract specification;
- (i) 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;
- (j) a statement of intention to determine and utilise industry best practice in the provision of the Contract works;
- (k) a component that demonstrates planning for risk management which shall utilise standards such as ISO 31000:2009 (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;
- (l) 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 Contract specification;

- (m) 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;
- (n) 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 must be submitted on a monthly basis. The reports may incorporate or supplement any other reports or provision of data required or requested under the Contract specification; and
- (o) the Quality Plan must be updated and resubmitted to Council annually 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 Quality Plan. The content of the Quality Plan is to 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.

### 4.3 RISK MANAGEMENT PLAN

The Contractor must within twelve (12) weeks of the commencement date of the contract prepare a Risk Management Plan (“RMP”) for the approval of Council. 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 must 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) 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; and

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

The RMP must be fully operational within four (4) weeks of approval by Council.

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

#### **4.4 OCCUPATIONAL HEALTH AND SAFETY**

The Contractor must within four (4) weeks of the Commencement Date submit to the Council a draft health and safety plan specific to the Contract for the approval of the Contract Manager.

The draft health and safety plan must have the format and content required by the Contract Manager. A 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 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 health and safety plan must be reviewed by the Contractor and the Contract Manager on a monthly basis, or more often as necessary.

#### **4.5 ACTS AND REGULATIONS**

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

#### **4.6 NOISE OF OPERATION**

The Contractor must 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 are not to 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 is to 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.

#### **4.7 COUNCIL RECORDS AND ACTIVITY REPORTS**

Refer to Clause 2.13 of the Service General Conditions relating Maintenance of and Access to Council Information.

#### **4.8 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 aspects of 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.

#### **4.9 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 are to 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 are to 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 must 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;
- (c) repair the damage at the Contractor's expense and 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; and
- (d) complete any documentation required by Council's risk manager or insurer.

#### **4.10 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 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.

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

#### **4.11 PLANT AND EQUIPMENT**

##### **4.11.1 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 and 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.

#### **4.11.2 Vehicle Parking**

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

Only authorised vehicles actually engaged in works may enter Council reserves. The Contractor must not allow the parking of privately owned vehicles at any time within open space, sports field or depots. Only Council vehicles, vehicles issued with a permit by Council and those vehicles owned or leased by the Contractor or subcontractors to the Contract 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 is to 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 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 is to avoid driving or parking under trees as this would cause compaction to the tree root system and place the tree under stress.

#### **4.12 TRANSITIONAL ARRANGEMENTS**

The Contractor must ensure that there is no disruption to service users at the Commencement Date and must provide a transition 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.

#### **4.13 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) on the environment.

The Contractor must also be fully conversant with and committed to Council's Sustainable Environment Strategy and Climate Change Towards Zero Policy (refer Appendix 7) 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 Contract Term.

The Contractor must also be aware that it 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 with the Dangerous Goods Storage & Handling Code of Practice 2000.

The Contractor must ensure that it has 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 (refer Appendix 7) and be aware that it is to comply with the principles and certain requirements of this strategy as directed by the Contract Manager.

The Council 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 aware of 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.

#### **4.14 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, sports field users 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. There will be a requirement for staff to carry out various tasks on weekends from time to time. These works include but is not limited to, line marking, rolling of turf wicket tables and mowing operations during periods where conditions are suited to prolific grass growth.

#### **4.15 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 working under this Contract 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 under this Contract.

The Contractor's Representative must have appropriate qualifications with preference given to a **tertiary qualification in horticulture / turf management or a minimum of 5 years experience** in managing park or sports field 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 as part of the monthly report;
- (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; and
- (f) ensure that all of the Contractor's employed staff who are engaged in operations using pesticides or herbicides are required to be qualified in Chemcert II as a minimum.

#### **4.16 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 shall be employed in the works.

## 5 SPECIFIC PROVISIONS AND REQUIREMENTS

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### 5.1 MANAGEMENT

#### 5.1.1 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 sports field assets; and
- (e) public expectation and utilisation of sports fields.

Within one week of the Commencement Date, an inspection of the sports fields must be carried out by the Contractor and a report of all assets and sites not within service standards provided to the Contract Manager.

The purpose of the inspection is:

- (a) to obtain an understanding of the “as found” state of assets at the Commencement Date;
- (b) to identify any assets that are outside the service standards and the quantity of work required to bring assets within the required standard in the first three (3) months of the Contract;
- (c) to develop the initial work priorities for the service; and
- (d) enable the Contractor to become fully conversant with work standards and contractual arrangements prior to the implementation of the monthly performance audit procedure.

All necessary works associated with undertaking the initial condition inspection and subsequent condition surveys will be treated as part of the works to be performed under the **Lump Sum**.

Where the site or asset is not up to the required standard at the commencement date, the Contractor will be required to undertake the restoration within three (3) months of the Commencement Date. Leniency will be granted for these identified sites when carrying out performance monitoring for this initial period. All necessary works associated with restoration activities shall be performed under the **Lump Sum**.

### 5.1.2 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 in *Table 1* or as 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.

RESPONSE	DESCRIPTION	RESPONSE TIME
<b>EMERGENCY</b>	The condition has caused or the potential to immediately cause injury to person or property.	1 hour
<b>URGENT</b>	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
<b>COMPLAINT</b>	A complaint regarding works already undertaken or not carried out in time for a sporting event or relating to staff conduct.	2 Days
<b>GENERAL REQUEST</b>	Works where condition is not urgent and can generally be carried out as part of next scheduled works period	Within 5 days, or prior to the next scheduled sporting event.

*Table 1*

### 5.1.3 Scheduling and Planning of Works

#### 5.1.3.1 Annual

The Contractor must prior to the Commencement Date, in consultation with the Contract Manager, submit a proposed program of works showing:

- (a) the mowing program (refer **Clause 5.2.4.1 Program**) and the general program of activities to be performed over the first year of the Contract Term;
- (b) the names, experience and qualifications of the personnel that will be employed;
- (c) details of plant and equipment to be used; and
- (d) arrangements for providing customer services.

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.

Any changes to the annual program must form part of the monthly report.

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

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

#### **5.1.3.2 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) mowing program;
- (b) other activities / nature of works;
- (c) areas where the services are to be undertaken;
- (d) the dates during which the works required to be undertaken or completed; and
- (e) general / any changes to allocation of resources.

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.

#### **5.1.4 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 system must record, but not be limited to, the following information:

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

The data collected shall be used by the Contractor for the following:

- (a) developing asset condition ratings;
- (b) developing work priorities and program of works;

- (c) generating work progress reports, works completed comparisons and other monthly reports;
- (d) providing monthly work quantities and unit costs;
- (e) invoicing and payments;
- (f) providing information relating to insurance matters and third party damage reports;
- (g) updating Council asset registers and asset management systems;
- (h) reporting on annual workloads, costs and trends;
- (i) establishing future workloads; and
- (j) managing complaints and enquires 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.

### 5.1.5 Reporting / Review

The Contractor must report as a minimum:

#### 5.1.5.1 Monthly Reports

- (a) **Program of Works**
  - nature of works, location of works, proposed commencement and finishing dates, resources allocated to the works;
- (b) **Works Progress Report**
  - report on usage of chemicals and Contractor staff involved in pest and weed control activities;
  - 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;
  - works completed (including quantities);
  - the estimated consumption of potable water used for irrigation purposes for each sports field;
  - percentage estimates of 'Green Purchasing' as required by the Contract Manager;

- records of the mass of waste materials collected;
- (c) **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;
- (d) **Industrial Relations Report**
- industrial relation issues including work bans, strikes, etc;
- (e) **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; and
  - dates of correspondence (e mail, facsimile or letter) received and responses.

#### ***5.1.5.2 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 (by site);
- (e) works progress report;
- (f) customer service report;
- (g) any other items raised by the Contract Manager or Contractor, including:

- Quality Plan;
- changes to personnel, plant and equipment;
- changes to site or weather conditions affecting performance of the service;
- proposed changes to subcontractors; and
- general performance.

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

#### **5.1.5.3 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 organisations using sports fields and members of the public and attend appropriate meetings with users when requested to do so.

#### **5.1.5.4 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 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 offering extensions under the terms and conditions of the Contract.

### 5.1.6 Notifications to the Community

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

The details must be developed in consultation with the Contract Manager.

COMMUNITY NOTIFICATION REQUIREMENTS		
Notification Type	Timing	Method - Detail
A press release and advertisement in local media	Within four (4) weeks of the Commencement Date.	

### 5.1.7 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 asset quality, 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.

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

All data collected and recorded and programs and reports generated that are related to the sports field asset shall become the property of Council. The Contractor must forward all data requested by Council 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, namely,

- (a) ensuring up to date and accurate information on all the assets within

this contract are provided to Council; and

(b) provide information that is comprehensive in a user friendly format.

### **5.1.8 Open Space Usage for Activities and Events**

The Culture and Leisure Department has established a booking system for events in sports fields and parks and open space including 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 delay or reschedule routine maintenance activities to avoid interference with events.

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 mark out irrigation lines.

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 direct customers and potential customers wishing to make enquiries regarding the suitability of facilities for events and activities to the Contract Manager.

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

### **5.1.9 Capital Works**

At the completion of capital works in the sports field areas, and following expiration of any maintenance or defects liability period that may apply to the conduct of the capital works, the Contractor must resume responsibility for the maintenance of the areas as required. The Contract Manager shall 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 etc.

### **5.1.10 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 sports fields. 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.

#### **5.1.11 Emergency Response**

The Contractor must be available 24 hours – 7 days a week to respond to the Emergency Response Officer or other Emergency Services

Any after hours call outs that require a plumber to shut down irrigation systems or otherwise attend to emergencies or situations on sports fields irrigation systems will be made to the Parks Maintenance Services contractor.

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 day works under the schedule of rates.

#### **5.1.12 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 must, be transported to and deposited at an approved site.

The Contractor must pay all costs including tipping fees associated with depositing waste materials collected by the Contractor in providing the services and provide records of the mass of waste materials collected as part of this Contract in the monthly report.

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**.

## **5.2 SPORTS FIELDS**

### **5.2.1 Scope of Service**

The Contractor is responsible for the management and regular maintenance and upkeep of all sports fields located in **Appendix 1** and detailed on the **Detail Sheets** in **Appendix 2**.

**'Sports Fields'** are denoted by the playing of programmed summer and/or winter sports by clubs that require an even playing surface free from ridges and patches of long or short grass and provide uniform cover to reflect the type of sport being played and the requirements of the competition.

Sports played on sports fields include:

**Summer:** Cricket, Trugo, Baseball, Touch Football, Soccer; and

**Winter:** Soccer, Australian Rules, Rugby, Touch Football, Baseball

On a number of sites, in addition to the maintenance of the playing area, the Contractor will be responsible for oval surrounds and park assets. The maintenance required on each service area is detailed in **Appendix 2**.

Sports field maintenance shall include but not limited to the following tasks:

- (a) mowing playing surfaces to control grass growth, weeds and to maintain an even high quality playing surface;
- (b) remove all litter and rubbish from within the fields and surrounds (as specified);
- (c) preparation for competition; check program and requirements for changes to line marking etc;
- (d) the preparation and implementation of a turf management plan that maintains the health and physical appearance of turf, watering to maintain optimum soil moisture levels, fertiliser applications to maintain optimum nutrient levels in the soil, spot and annual top dressing, dethatching etc;
- (e) pest and disease control;
- (f) the preparation of condition reports and implementation of end of season ground renovation program;
- (g) monitoring of park assets including all fences, paving and all other infrastructure as specified;
- (h) liaise with the Department of Culture and Leisure, sports field users and sporting organisations leasing/using the grounds in preparing the program of works for these sites; and
- (i) report all issues that should come to the attention of the Contract Manager.

The following tasks must be carried out as required at the time of mowing:

- (a) collection of litter prior to mowing;
- (b) machine mowing to specified height (all mowing required to be mown at the one site (i.e. broad acre and detailed) must occur at the same time, (within 24 hours)
- (c) edge trimming of overhanging grass to paths, spoon drains and other

- hard edging to defined boundaries by mechanical means;
- (d) trimming around boundary fencing, posts, furniture and other structures to match specified grass height by mechanical means;
  - (e) removal of weeds from designated paved areas;
  - (f) paving must be swept free of all grass, trimmings and other debris;
  - (g) filling etc to maintain an even and safe playing surface. Repair all ruts, depressions, etc. and other damage to the surface caused through usage or vandalism;
  - (h) all wheel ruts left during mowing must be immediately repaired; and
  - (i) sprinkler heads must be inspected and reset to operational level as necessary.

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

**Payment** for items not included in the Lump Sum shall be paid for as part of the **Provisional Sum** allowance.

## 5.2.2 Maintenance Standards

The Contractor must ensure that the maintenance tasks described in this section and **Appendix 2** are carried out and that the sports fields are maintained to the relevant minimum service standard.

The Contractor must maintain all sports fields to the specified standards throughout the year in accordance with the management plans prepared by the Contractor for their maintenance.

## 5.2.3 Management

### 5.2.3.1 Management Plan

On an annual basis the Contractor must review the management plan that covers the management of all service areas. The management plan must be submitted to the Contract Manager for approval during August of each year or as otherwise agreed with the Contract Manager.

The management plan will require a condition report to be carried out by a suitably qualified person on the condition of the sports fields and assets. The Contractor is responsible for carrying out the necessary inspections and testing as part of the condition report.

The management plan must include:

- a) the condition report, which must include soil and nutrient analysis and will form the basis of the renovation programs for the coming year;
- b) program for the grassing of each site with the preferred species;
- c) 5 year plan for developing and upgrading of each site; and

- d) pests and diseases management program.

The Contractor must advise the Contract Manager of any works required that cannot be carried out under this Contract.

### **5.2.3.2 Liaison with User Groups**

The Contractor must liaise with the Contract Manager to assist Council in managing the usage of sports fields, especially in relation to training and the playing of games, by sporting clubs and other user groups.

## **5.2.4 Mowing**

### **5.2.4.1 Program**

Mowing must be carried out in accordance with the program of works. The program of works must be developed in accordance with the mowing requirements detailed in **Appendix 2** or as otherwise approved by the Contract Manager.

All mowing activities (mowing, edging etc) at any service area must be undertaken as part of one continuous operation.

The Contractor must advise the Contract Manager as a matter of urgency where for any reason there is to be a deviation from the agreed mowing schedule. The Contract Manager requires adequate time to advise the sports field users that mowing is not being carried out as programmed.

### **5.2.4.2 Preparation**

Prior to the commencement of any mowing and prior to leaving the site:

- (a) remove all litter and other foreign debris from the surface;
- (b) inspect the surface for depressions, undulations etc and repair;
- (c) ensure all sprinkler heads are set below mowing height and
- (d) ensure the mowed area is free of windrows.

### **5.2.4.3 Mowing – General**

The height of grass must be cut no lower than specified in **Appendix 2**.

Following the mowing of sports fields, the Contractor must check to ensure that surfaces are free of windrows and free of unsafe or unsightly depressions and litter or other objects.

Grass clippings and debris must be evenly dispersed without the formation of heaps or windrows after mowing has taken place. Any excess grass cuttings must be removed.

Windrowing of grass is not acceptable.

#### **5.2.4.4 Mowing – Oval Surrounds**

Oval surrounds include the fronting perimeter street nature strips.

The Contractor must not damage trees, shrubs, fences, sprinkler systems, 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 shall be undertaken by application of a glyphosate herbicide (refer Appendix 4). 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 and in conjunction with the amenity costs listed in Council's Greening Port Phillip document.

#### **5.2.4.5 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 standard operating procedures.

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;
- (f) gang mower reels must be power driven; and
- (g) exhaust emissions must be in line with EPA guidelines.

### **5.2.5 Grass Turf / Maintenance**

#### **5.2.5.1 Sports Fields Renovations**

The Contractor is responsible for the ongoing maintenance required in terms of

watering, fertiliser, top dressing, surface finish, aeration and protection to ensure a surface to a specified standard.

The desired turf species must be healthy, vigorous and uniformly green in appearance and capable of withstanding the specified sporting activities.

The Contractor must carry out renovation work on the surfaces of all sports fields in accordance with the renovation details provided in **Appendix 2** and the management plan prepared by the Contractor for each service area (**refer Clause 5.2.3.1 Management Plan**) .

The renovation program must include, as required:

- (a) Slicing;
- (b) Dethatching;
- (c) top dressing;
- (d) oversewing;
- (e) fertilising;
- (f) verti drains;
- (g) eradication of non-preferred invasive turf species;
- (h) eradication of weeds;
- (i) goal squares to be levelled and seeded and relocated if required;
- (j) pH rectification works. (pH to be between 6.0 and 7.0);
- (k) treatment of pests and diseases; and
- (l) any other necessary renovation works.

The Contractor must liaise with the Contract Manager to establish the time when renovation work may be undertaken to minimise disruption to sporting activities.

#### **5.2.5.2 Weed Control**

Turf must be controlled for the occurrence of Paspalum, Onion weed, Capeweed, Plantain, Bindii, Clover and rosette type weeds.

The Contractor must spray in accordance with approved program to keep grass areas 95% free from weeds.

Spraying must be programmed to maximise the effect of herbicide and avoid inclement weather including winds.

#### **5.2.5.3 Concrete/Synthetic Wickets**

##### **Winter:**

At the end of each cricket season the Contractor must cover concrete/synthetic

cricket wickets with an approved cover material as specified on detail sheet:

- top soil supplied by the Contractor, to a depth of not less than **80mm**. The topsoil must be graded to a smooth level surface and sown with an appropriate grass seed or;
- a synthetic grass cover must be supplied and laid in accordance with the manufacturer's instructions (currently supplied by Maddocks Sports P/L) where provided.

The surface of the synthetic wickets must be protected during the covering and uncovering operation and must be protected using a suitable protective liner during the winter season.

The additional soil must be provided when necessary and the surface rolled to ensure a smooth playing surface.

#### **Summer:**

At the end of each winter sport season the Contractor must remove topsoil which has been placed over cricket wickets and clean up the surfaces of the wickets to a standard which is suitable for play. After removal of the topsoil, there must be no accumulation of topsoil around the wickets and the surface of sports fields in the immediate vicinity of cricket wickets must be graded level with the surface of the cricket wickets. An even grass cover must be established on this area prior to the season commencement. Should an even grass cover not be able to be achieved through seeding then instant turf shall be used.

Where a synthetic cover has been used, the cover must be lifted and stored in accordance with the manufacturer's instructions and as directed by the Contract Manager.

The Contractor must inspect and report on the structural condition of the concrete and synthetic wickets at the beginning of each season.

Wickets must be clean with no grass encroaching on their surface.

Surface is to be free of moss, algae or any organic matter that would reduce its suitability or proposed use. **(See Appendix 2 Detail Sheets)**

#### **5.2.5.4 Turf Wicket Tables**

The turf wicket tables must be maintained in accordance with Victorian Cricket Association ("VCA") guidelines, industry best practice and the management plan prepared for each table.

During the off-season, the Contractor must regularly inspect the table, fill and level any low spots and roll the table when practicable.

Prior to the commencement of the cricket season the turf wicket table must be:

- (a) scarified and imported approved turf wicket soil spread and levelled to establish correct levels; and
- (b) overseeded and fertilised.

Throughout the season the surface must be flat, firm and have an even and appropriate grass cover and be free of holes, protruding objects, broken glass or other dangerous objects.

#### **5.2.5.5 Turf Wickets**

Turf wickets (including match and practice wickets) must be prepared and marked as specified on time and to meet the agreed program.

The surface must be flat, hard and have an even and appropriate turf cover and uniform appearance.

The preparation of the wickets must comply with all relevant VCA standards.

Wickets must be measured and marked only with water based paint and to VCA standards.

#### **5.2.5.6 Line Marking**

##### **(a) Initial Marking**

At the commencement of each season the Contractor is responsible for carrying out the initial line marking to meet sporting schedules in accordance with **Appendix 2**.

The playing area must be clearly marked with an approved line marker to the satisfaction of the Contract Manager.

##### **(b) Subsequent Line Marking**

With the exception of Port Melbourne Cricket Ground and Port Melbourne Soccer Grounds (Anderson Ovals 1 & 2), sporting clubs leasing the playing area are responsible for subsequent line marking. Sporting clubs shall provide their own line marking equipment and arrange for the line marking to be carried out.

All line marking contractors, equipment and materials must be approved by the Contract Manager.

The Contractor must monitor the line marking that is carried out by sporting clubs and must report to the Contract Manager any sub-standard materials or line marking that could damage the playing surface or develop dangerous playing conditions, details of which must be provided in the monthly report.

#### **Materials**

Only flat water based paint shall be used in marking sporting ovals.

### **5.2.6 Sports Equipment**

The Contractor must monitor and report defects to the Contract Manager of all sports equipment within service areas of the Contract.

All sports equipment will be regularly inspected by Council's Infrastructure Management team to ensure that they remain clean and safe and maintained in good repair at all times. Council's Infrastructure Management team is responsible for all repairs and maintenance of goal posts, frames and netting. Removal and

installation of goal posts at the change of sporting seasons will be the responsibility of the Council's Infrastructure Management team.

**'Sports Equipment'** includes:

- (a) goal posts, goal frames and netting (rugby, soccer, Australian rules);
- (b) chain mesh fencing, cricket nets, baseball backnetting and home-run fence; and
- (c) basketball rings and backboards.

The Contractor is responsible for the maintenance of the baseball diamond at JL Murphy Reserve and must ensure that the mound and plate areas remain topped up with 'en tout cas' during the baseball season.

#### **5.2.6.1 Repairs**

Council's Infrastructure Maintenance team shall undertake handyman repairs to all sports equipment necessary to maintain the sports equipment in a safe, functional and tidy condition.

Where sports equipment is found to be showing signs of excessive wear or damage, it must be reported by the Contractor to the Contract Manager.

#### **5.2.7 Park Assets**

All park assets within or adjacent to sports fields must be inspected at the time sports fields maintenance activities are carried out to ensure that they remain clean and maintained in good repair at all times. All park assets shall be maintained by Council's Infrastructure Maintenance team. Park assets may include park furniture, paths and drains.

**'Park Furniture'** includes:

- (a) regulatory, directional and other signs and information displays;
- (b) seats and tables, litter bins (excluding inserts);
- (c) drinking fountains;
- (d) internal fencing, fencing to street frontages including gates, bollards; and
- (e) shelters, arbors, picnic and information shelters.

The Contractor is not responsible for the maintenance of playgrounds (e.g. playground located in JL Murphy Reserve). The Contractor must immediately report any graffiti, damage or any unsafe condition to the Contract Manager.

Furniture must be made safe, if necessary, and reported when:

- (a) any component or fixing is damaged or becomes unsecured; or
- (b) the paint is badly faded or showing signs of lifting or cracking.

Signs must be reported when:

- (a) when there is graffiti present;
- (b) when the wording and graphics of the sign is illegible;
- (c) it is visibly noticeable they are not plumb; and
- (d) missing.

#### **5.2.7.1 Paths and Access Roads**

Unsealed paths and access roads 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.

**Unsealed Surface:** Carry out surface patching of path surface using crushed rock, granitic sand or other toppings (to match existing) to provide uninterrupted surface free of pot holes, rutting and scouring and free shedding of stormwater from surface.

**Sealed / Unsealed Repairs:** Make safe (by erecting barricades etc), if required, and immediately report when a potential hazard to pedestrians, adversely affect riding or waking quality or pavement is noticeably degraded and likely to affect the structural integrity of the pavement

The Contractor must monitor and report on the condition of all unsealed paths and access roads.

#### **5.2.7.2 Drainage**

The Contractor must ensure that:

- (a) all accumulated siltation, dirt, debris, litter and other material is removed from pit entries and pits to maintain adequate drainage; and
- (b) all pit lids are secure and in place at all times to avoid trip hazards.

The Contractor must advise the Contract Manager of any parts of the drainage system within sports fields which are damaged or where pipe flow is being restricted.

### **5.2.8 Garden Beds**

Maintenance of all garden beds within the service areas will be the responsibility of the Parks and Open Space Contractor under the Parks and Open Space Contract.

The Contractor must report any defects to the Contract Manager.

### **5.2.9 Litter Collection**

#### **5.2.9.1 Collection of Litter**

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.

The Contractor must pick up litter:

- (a) when it becomes aware of the litter, either by notification 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);
- (c) weekly – on a Monday (or Tuesday if Monday is a Public Holiday); 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 litter collection during the holiday periods and/or recreational activities. (i.e. during final series or special events)

#### **5.2.9.2 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 the removal of all dumped rubbish.

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** which 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 5.1.12 Waste Disposal** of this specification.

**Payment** for litter collection as specified shall be paid for as part of the tendered **Lump Sum**.

## **5.3 IRRIGATION**

### **5.3.1 Scope of Service**

The Parks and Open Space Contractor is responsible for the inspection, maintenance, repair and operation of all fixed and manual irrigation equipment, above or below ground, required to water sports fields and designated grass and garden areas.

'**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 specified areas.

Manual hoses and sprinkler fittings used to water areas not covered by an automatic system on sportsgrounds (ie turf wicket tables) are the responsibility of the Contractor

The Contractor must liaise closely with the Parks and Open Space Contractor to ensure any defects are reported and a suitable program for irrigation activities is developed in order to avoid clashing with mowing activities or events.

#### **5.3.1.1 New Works**

The Contractor must co-operate with Council and other contractors working on the potential installation, upgrades 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.

#### **5.3.1.2 Watering**

The Contractor must respond to the seasonal needs of grasses (including the establishment of grass after renovation periods) 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. Programming of the automatic irrigation systems must be done in consultation with the Parks and Open Space Contractor.

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.

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.

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

#### **5.3.1.3 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 Parks and Open Space 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.

#### **5.3.1.4 Water Provision during Droughts**

In the event of a drought the Contractor should refer to the Council's **Open Space Water Management Plan**. Where water restrictions are imposed by the state government, the Contractor 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 Open Space Water Management Plan and within state government 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 resources 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.

Where drought conditions impact on the playability of grounds, the Contractor must liaise with the Contract Manager to establish the availability of grounds each week prior to weekend fixtures. This may take the form of weekly on-site meetings (approximately 2 hours) during times of drought.

## **5.4 MATERIALS**

### **5.4.1 Horticultural Chemicals and Fertilisers**

The Contractor must furnish and use horticultural chemicals and fertiliser required for provision of the services in accordance with the requirements of this Clause. Herbicides shall be used in accordance with the additional requirements set out in **Appendix 4**.

The following requirements shall apply to horticultural chemicals:

- (a) chemicals must be used strictly in accordance with the manufacturer's recommendations and when not in use must be stored in conformity with applicable Australian Standards;
- (b) only those chemicals which have been approved by the Contract Manager in writing shall be used; and
- (c) the Contractor must comply with any direction of the Contract Manager relating to locations where chemicals must not be used.

The following requirements shall apply to organic and inorganic fertilisers:

- (a) fertilisers must be suitable for their purpose;
- (b) the NPK ratio of fertilisers must be suitable for their intended application; and
- (c) fertilisers must be used in accordance with their manufacturer's recommendations.

### **5.4.2 Top Soil**

Top soil must:

- (a) be sandy loam, free from unwanted material such as stones, clay lumps, weeds, tree roots, sticks, rubbish and material which may affect plant growth similar to AFL brown turf;
- (b) contain organic matter suitable to the support of plant life; and
- (c) have a pH in the range between 6.0 and 7.0.

### **5.4.3 Sub-soil**

Sub-soil must:

- (a) be free of unwanted materials such as rocks, rock like material, clay lumps, tree roots, rubbish and material which may affect plant growth;

- (b) contain organic material suitable to the support of plant life and be suitable for its purpose; and
- (c) have a pH in the range between 6.0 and 7.0.

#### **5.4.4 Turf Wicket Soil**

Wicket soil must:

- (a) be Merri Creek soil or equivalent, approved by the Contract Manager;
- (b) be suitable as a medium for the construction of turf wickets;
- (c) have a salt content less than 400 parts per million; and
- (d) have a pH in the range between 6.0 and 7.0.

## **6 PERFORMANCE LEVELS AND MONITORING**

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### **6.1 METHODS OF MONITORING**

The Contract Manager must 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 Contractor's 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) regular review of the requirements of the Contractor's 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 community and user satisfaction surveys;
- (f) monitoring of the Contractor's adherence to contract administration requirements; and
- (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.

## 6.2 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 in *Table 2*:

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

*Table 2*

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 5.1.5.4 Annual Report /Review**).

### **6.3 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 sportsgrounds is provided as Appendix 6.

### **6.4 DEFECT WORKS FORM**

As part of the audit process the Contract Manager shall 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.

### **6.5 FAILURE TO PERFORM**

#### **6.5.1 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 will therefore be required to maintain an audit score at or above the specified performance standard (benchmark) as measured by the audit process. At all times, 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 individual 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 has occurred. Within seven (7) working days the Contractor

must respond in writing setting out the reasons why the benchmark score(s) could not be achieved. The Contract Manager must respond within seven (7) working days to the Contractor's response.

Failure by the Contractor to reach the specified monthly overall contract performance benchmark for any individual asset type on **two consecutive months** shall be considered a serious breach of the Contract under Clause 6 of the Services General Conditions and the Council reserves the right to terminate the Contract.

### **6.5.2 Alternative Contractor**

In addition to the provisions of Clause 6 of the Services General Conditions, where the Contract Manager considers there has been a serious breach of the Contract the Contract Manager may issue a notice under Clause 6 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; or
- (b) adversely impact on the playing of programmed activities.

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.

### **6.5.3 Schedule of Rates Payments**

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

- (a) undertake and complete works in accordance with the specified standards; or
- (b) undertake and complete works directed by the Contract Manager;

then the Contractor must:

- (a) rectify all defective works or works below standard; or
- (b) 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.

#### 6.5.4 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 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; or
- (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 Service General Conditions** should not be exercised.

## 7 PAYMENTS TO THE CONTRACTOR

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### 7.1 PAYMENTS TO THE CONTRACTOR

Payments will be made on a monthly basis 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 submitted to Council must be accompanied by the monthly statement and any other documents directed by the Contract Manager.

The Council shall pay the Contractor the portion of the "Lump Sum" specified in the monthly 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 specified in the price schedule;
- (b) any amount approved for works carried out under the schedule of rates;
- (c) less any amount due under **Clause 6.5 – 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.

The **monthly statement** must include:

- (a) the amount to which the Contractor considers itself entitled under the lump sum;
- (b) summary of the quantity of work carried out against the lump sum activities
- (c) summary of the quantity of work carried out against the schedule of rates activities;
- (d) summary of the quantity of work carried out against the day works rates;
- (e) validation of the cost of all materials associated with the expenditure of provisional quantities; and
- (f) 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.

## **7.2 PROVISIONAL SUMS**

### **7.2.1 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) day works 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.

### **7.2.2 Schedule of Rates**

The Contract Manager may direct that provisional sum services be carried out as schedule of rates work. In determining the value of day work, 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 the works;
- (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 the works;
- (c) the amounts paid for services, subcontracts and professional fees; and
- (d) the actual cost to the Contractor of all materials supplied and required for the work.

### **7.2.3 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.

### **7.3 CHANGES, ADDITIONS AND DEDUCTIONS**

#### **7.3.1 Variations**

Refer to clause 5 of the Services General Conditions

#### **7.3.2 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 will be reviewed and the Contract Manager determine a revised lump sum payment. Such review will assess the measured work loads, performance standards, the allocation of resources across all activities and the overall lump sum.

## 8 LIST OF CONTRACT DELIVERABLES

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<b>Deliverable</b>	<b>Timelines</b>
Three copies of 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)	Within 12 weeks of the Commencement Date
Risk Management Plan	Within 12 weeks of the Commencement Date
Draft OH & S Plan & Environmental Plan	Within 4 weeks of the Commencement Date
Verify compatibility of the Contractor's electronic management system for Complaints Handling with the Council's CRTS system	Prior to the Commencement Date
Address and telephone number of the 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 Contract Manager
Provide Certificate of Currency of insurance	Annually
Bank Guarantee	Upon contract execution

## 9 ACTIVITY SCHEDULES

	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARD / WORK LOAD INDICATOR	PAYMENT BASIS
<b>1.0</b>	<b>PRELIMINARIES</b>		
1.1	<p><b>CUSTOMER SERVICE</b> Accept and respond to customer requests and enquires</p> <p>Preparation of brochure and press release</p>	<p>Respond to customer requests</p> <p><b>WLI:</b> Sports fields enquires - 20 per annum.</p> <p>As per Clause 5.1.6</p>	LUMP SUM
1.2	<p><b>INSPECTIONS</b> Initial present state condition inspection, ongoing inspection of assets to ensure specified standards are maintained and to prepare program of works.</p>	<p>Inspect to ensure assets are maintained in accordance with specified standards</p> <p><b>WLI:</b> Refer Inspection Schedules</p>	LUMP SUM
1.3	<p><b>PROGRAMMING / SCHEDULING / QUALITY PLAN</b> The preparation and maintenance of annual and monthly program of works, work schedules and quality plan requirements</p>	<p>Programs/schedules to be prepared and submitted by the specified time</p> <p><b>WLI:</b> Refer Programming / scheduling requirements</p>	LUMP SUM
1.4	<p><b>REPORTS / MEETINGS</b> Preparation of monthly and other reports. Attendance at monthly progress and other related meetings.</p>	<p>Programs/schedules to be prepared and submitted by the specified time</p> <p><b>WLI:</b> Refer Reporting requirements</p>	LUMP SUM
1.5	<p><b>PLANS / SCHEDULES</b> Maintenance of Plans / Schedules</p>	<p>Recording and reporting on updating / changes to planting plans/ schedules</p>	LUMP SUM
<b>2</b>	<b>TURF</b>		
2.1	<b>SPORTS TURF</b>	18 Sites 173,014 m <sup>2</sup>	
2.1.1	<p><b>MOWING</b> 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, function and usage</p>	<p>Mow weekly in accordance with approved program and the frequencies set out in Appendix 2 to maintain a uniform grass height as per site specific requirements.</p> <ul style="list-style-type: none"> <li>• remove all litter, debris, leaf build up and rubbish prior to mowing;</li> <li>• inspect and repair surface for depressions, undulations;</li> <li>• ensure all sprinkler heads are set below mowing height;</li> <li>• no scalping or excess grass clippings permitted;</li> <li>• grass clippings must be evenly dispersed and not visible after mowing has taken place;</li> <li>• no windrows;</li> <li>• no wheel ruts to be left after mowing;</li> <li>• areas outside grass areas (ie garden beds) must be free from grass clippings and other debris; and</li> <li>• ensure no damage to trees, shrubs, fences, sprinkler systems, signs, concrete pits, drainage</li> </ul>	LUMP SUM

	<b>ACTIVITY DESCRIPTION OF WORK</b>	<b>SERVICE STANDARD / WORK LOAD INDICATOR</b>	<b>PAYMENT BASIS</b>
		structure or fixtures. Any damage to be repaired at the Contractor's expense. <b>WLI</b> Cuts / annum 52	
2.1.2	<b>EDGING</b> The control of grass growth adjacent to park assets.	At the time when mowing is carried out: <ul style="list-style-type: none"> <li>• clean and even cut with no overhanging grass to defined boundaries i.e. paths, gutters, hard edging, garden beds) by mechanical means;</li> <li>• trim around all furniture, posts etc, and adjacent to boundary fences to match specified grass height by mechanical means only; and</li> <li>• 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).</li> </ul> <b>WLI</b> edging/annum 52	LUMP SUM
2.1.3	<b>SURFACE REPAIR</b> 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"> <li>• repair all ruts, holes, depressions, etc. and other damage to the surface caused through usage or vandalism likely to create an unsafe condition; and</li> <li>• all wheel ruts left during mowing must be immediately repaired..</li> </ul>	LUMP SUM
2.1.4	<b>WEEDING (PAVED AREAS)</b> 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	<b>LITTER</b> 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	<b>WEED CONTROL</b> Control of Paspalum, Onion weed, Capeweed, Plantain, Bindii, clover and rosette type weeds.	Monitor and spray in accordance with approved program.  Grass must be 95% free from weeds.  <b>WLI:</b> 4 / annum	LUMP SUM
2.1.7	<b>TURF MANAGEMENT</b> The on going maintenance required in terms of watering, fertilising, pest and disease control.	Maintain lawn in a healthy and vigorous condition with uniform green colour which is capable of withstanding the specified sporting activity. : <ul style="list-style-type: none"> <li>• watering;</li> </ul>	LUMP SUM

	<b>ACTIVITY DESCRIPTION OF WORK</b>	<b>SERVICE STANDARD / WORK LOAD INDICATOR</b>	<b>PAYMENT BASIS</b>
		<ul style="list-style-type: none"> <li>• ongoing turf management;</li> <li>• top dressing;</li> <li>• surface finish;</li> <li>• aeration;</li> <li>• fertilising;</li> <li>• pest and disease control; and</li> <li>• maintain soil to appropriate pH levels.</li> </ul>	
2.1.8	<b>SPORTS FIELD RENOVATIONS</b>	<p>The renovation program must include as required:</p> <ul style="list-style-type: none"> <li>• slicing;</li> <li>• dethatching;</li> <li>• top dressing;</li> <li>• oversewing;</li> <li>• fertilising;</li> <li>• verti drains;</li> <li>• eradication of non- preferred invasive turf species;</li> <li>• eradication of weeds;</li> <li>• goal square to be levelled and seeded and relocated if required;</li> <li>• pH rectification works (pH to be between 6-7);</li> <li>• treatment of pests and disease; and</li> <li>• any other necessary renovation works.</li> </ul> <p>Top soil: to be sandy loam, free from unwanted material such as stone, clay lumps, weeds, tree roots, sticks, rubbish and material which may affect plant growth similar to AFL brown turf sand. To contain organic matter suitable to support plant life and pH range between 6-7.</p> <p>Sub soil: to be free from unwanted material such as stone, clay lumps, weeds, tree roots, sticks, rubbish and material which may affect plant growth. To contain organic matter suitable to support plant life and pH range between 6-7.</p> <p>Turf wicket soil: must be Merri Creek soil or equivalent, be suitable as a medium for the construction of turf wickets, have salt content less than 400 parts per million and have a pH in the range 6 -7.</p>	LUMP SUM
2.1.9	<b>WICKET TREATMENT</b>	<p>At the end of each season cover concrete/synthetic cricket wickets with an approved material. Top soil to be supplied to a depth of not less than 80mm, Top soil to be a smooth level surface and sown with appropriate grass seed.</p> <p>Synthetic grass cover must be supplied and laid in accordance with the manufacturer's instructions.</p> <p>At the end of winter season, top soil to be removed and wicket surface to be cleaned'</p>	LUMP SUM

	<b>ACTIVITY DESCRIPTION OF WORK</b>	<b>SERVICE STANDARD / WORK LOAD INDICATOR</b>	<b>PAYMENT BASIS</b>
		<p>Wicket tables: to be prepared to VCA guidelines, scarified and imported approved turf wicket soil spread and levelled, oversewn and fertilised.</p> <p>Line marking: At the commencement of each season the contractor shall be responsible for initial line marking. With the exception of Port Melbourne Soccer and Port Melbourne Cricket Ground, sporting clubs shall provide their own subsequent line marking.</p> <p>Only flat water based paint shall be used in marking sporting ovals. WLI: 100L of water based paint.</p>	
2.1.1 0	<b>SPORTS EQUIPMENT</b>	The Contractor is responsible for inspecting and monitoring asset condition. The Contractor must report all defects to the Contract Manager.	LUMP SUM
<b>4.0</b>	<b>INFRASTRUCTURE</b>		
<b>4.1</b>	<b>PATHS / ACCESSWAYS</b>		
4.1.1	<b>UNSEALED SURFACE</b> 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 stormwater from surface.  <b>WLI:</b> Toppings 10 m3	LUMP SUM
4.1.2	<b>SEALED / UNSEALED REPAIRS</b> 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 and notify the Contract Manager.	LUMP SUM
<b>4.2</b>	<b>EDGING / WALLS / OTHER STRUCTURES</b>		
4.2.1	<b>TIMBER PLINTH / BRICK / BLUESTONE EDGING</b> 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 effect the structural integrity of the edging. <ul style="list-style-type: none"> <li>• refixing / replacing misaligned and missing timber plinths;</li> <li>• repairing / resetting dislodged and missing brick/bluestone edging; and</li> </ul> <b>WLI:</b> Timber Plinths - 10 lm Brick Edging - 10 lm	LUMP SUM
4.2.2	<b>EDGING / WALLS/ STRUCTURES</b> 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 and notify the Contract Manager.	LUMP SUM
<b>4.3</b>	<b>DRAINAGE</b>		
4.3.1	<b>OPEN PAVED DRAINS</b> 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

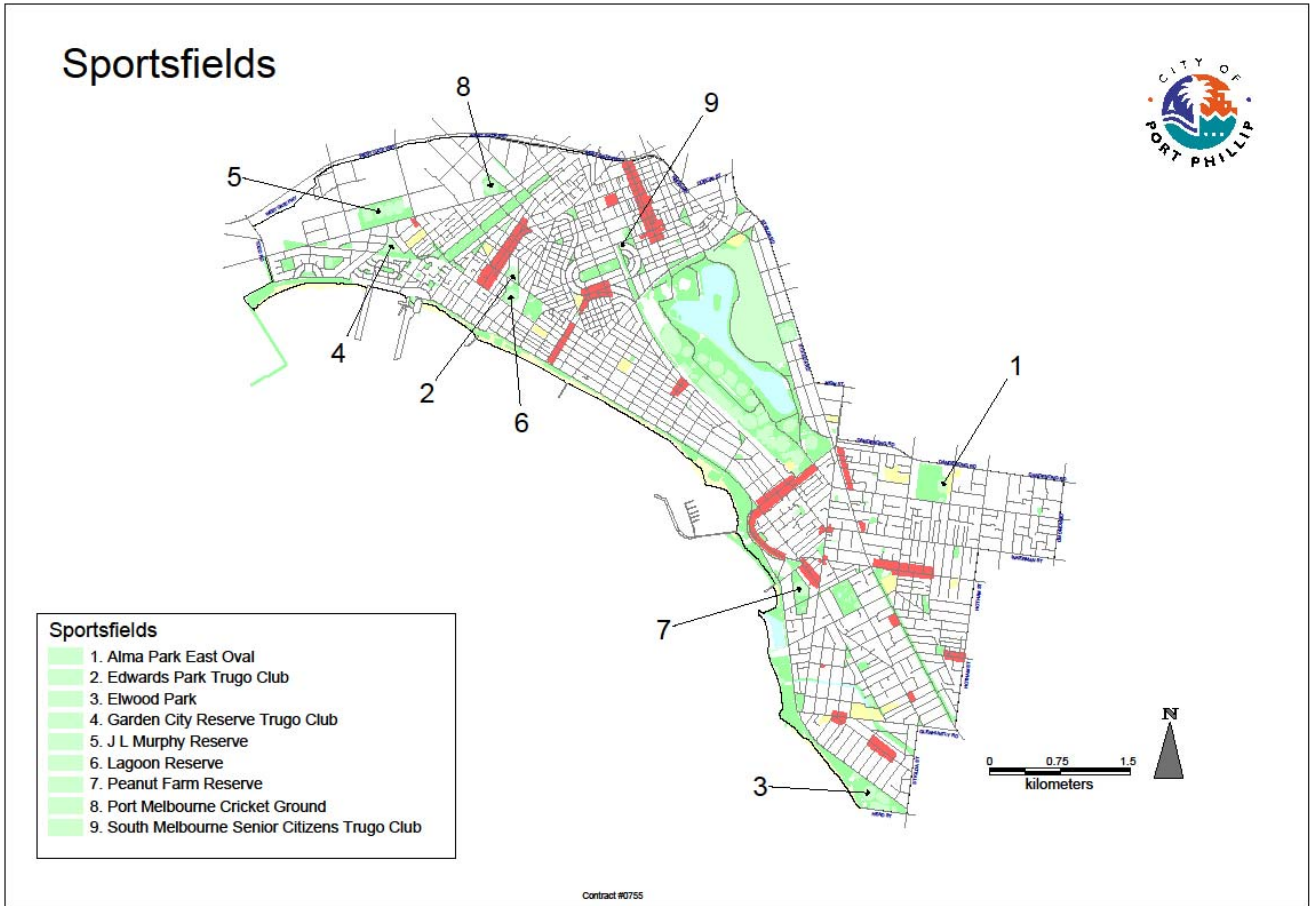
	<b>ACTIVITY DESCRIPTION OF WORK</b>	<b>SERVICE STANDARD / WORK LOAD INDICATOR</b>	<b>PAYMENT BASIS</b>
4.3.2	<b>CULVERTS</b> Removal of silt/debris to maintain free flowing of the stormwater.	Regularly inspect and clean all culverts. Remove all litter and debris from culvert entry at time of mowing.  Clean when siltation/debris on bottom of culvert is greater than 100mm.	LUMP SUM
4.3.3	<b>PIT CLEANING</b> 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 are to be cleaned every 2 months.	LUMP SUM
4.3.4	<b>PIT LID REPLACEMENT</b> 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
4.4	<b>FURNITURE</b>		
4.4.1	<b>CLEANING</b> Report where cleaning of park furniture and signs is required.	Furniture/signs must be reported when excessive stains, grease, graffiti or build up of dirt or cobwebs appear (other contractor).	LUMP SUM
4.4.2	<b>REPAIR / REPLACEMENT</b> The reporting of defective and vandalised park furniture/signs.	Furniture must be made safe, if necessary, and reported when: <ul style="list-style-type: none"> <li>any component or fixing is damaged or becomes unsecured; and</li> <li>the paint is badly faded or showing signs of lifting or cracking,</li> </ul> Sign posts must be reported when: <ul style="list-style-type: none"> <li>when cleaning fails to remove graffiti;</li> <li>when the wording and graphics of the sign is illegible;</li> <li>it is visibly noticeable they are not plumb; or</li> <li>missing.</li> </ul>	LUMP SUM
5	<b>LITTER CONTROL</b>		
5.1	<b>LITTER</b> 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"> <li>as detailed in litter collection schedule (App 9); and</li> <li>prior to providing any service in a service area.</li> </ul>	LUMP SUM
5.2	<b>DUMPED RUBBISH</b> Reporting and removal of dumped rubbish/litter not part of normal litter collection.	Removal, disposal and reporting of dumped rubbish when become aware.  <b>WLI:</b> 100 m <sup>3</sup> per annum	LUMP SUM

## **10 APPENDICES**

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<b>APPENDIX 1</b>	<b>SPORTS FIELD – LOCATION PLAN</b>
<b>APPENDIX 2</b>	<b>SERVICE AREAS – ASSET MAINTENANCE DETAILS</b>
<b>APPENDIX 3</b>	<b>IRRIGATION</b>
<b>APPENDIX 4</b>	<b>HERBICIDES</b>
<b>APPENDIX 5</b>	<b>EVENTS</b>
<b>APPENDIX 6</b>	<b>PERFORMANCE MONITORING HANDBOOK</b>
<b>APPENDIX 7</b>	<b>MANAGING ASBESTOS</b>
<b>APPENDIX 8</b>	<b>HERITAGE LISTED TREES</b>
<b>APPENDIX 9</b>	<b>MANAGING CONTAMINATED SITES</b>

10.1 APPENDIX 1 – SPORTS FIELD – LOCATION PLAN



**10.2 APPENDIX 2 – SERVICE AREAS – ASSET MAINTENANCE DETAILS**

Site No.	DESCRIPTION	Approx Area (m <sup>2</sup> )
101	Alma Park East Oval	10,652
116	Edwards Park Trugo Club	600
117	Elwood Park – A C "Wattie" Watson Oval	15,000
117	Elwood Park - Rugby Pitch	13,000
117	Elwood Park - Soccer Oval	10,500
694	Garden City Reserve Trugo Club	1,011
119	J L Murphy Reserve – A T Aanensen Oval (No 2)	11,450
125	J L Murphy Reserve - Port Melbourne Soccer Ground	9,676
118	J L Murphy Surrounds	11,450
120	J L Murphy Reserve - Williams Oval (No. 1) incl. Baseball Diamond	8,600
121	J L Murphy Reserve - JW Woodruff Oval (No.3)	12,900
695	Lagoon Reserve Oval	10,108
695	Lagoon Reserve Surrounds	2,416
696	Peanut Farm Surrounds	15,721
696	Peanut Farm Oval	15,330
122	Port Melbourne Cricket Ground	16,286
123	Port Melbourne Cricket Ground surrounds	7,893
154	South Melbourne Senior Citizens Trugo Club	421
	<b>TOTAL</b>	<b>173,014</b>

## Alma Park East Oval

**Alma Park East  
Oval**  
Alma Rd Balaclava  
3183

**Map Ref** Map 58E9

**Site No.** 101

**Site Area:** 10,652m<sup>2</sup>



Asset	Quantity	Unit	Details
<b>Sports Turf</b>	10652	m <sup>2</sup>	Cricket: Mow weekly. Cut to 40 mm. Football: Mow weekly. Cut to 40 mm No windrows. Trim around goal posts, fencing, etc.
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Cricket Pitches</b>	1	No.	Upon conclusion of football season remove and store synthetic grass pitch cover and remove any excess soil to prevent build up around pitch. Upon conclusion of cricket season install synthetic grass pitch cover and apply shredded rubber cushioning compound to surface. Reinstate soil and grass around perimeter of wicket area to ensure level transition areas. Maintain pitch and concrete approaches free of grass, moss and debris.
<b>Practice Nets</b>	2		Concrete pitches with synthetic cover. Undertake any minor repairs and report major damage to fence or gates.
<b>Goal Posts</b>	1	set	Australian Rules. Inspect and monitor condition. Report all defects to Contract Manager. Maintenance and removal and replacement of goal posts at this site is the responsibility of Council's Infrastructure Maintenance team.
<b>Line Marking</b>			Initial line marking at commencement of football season to establish correct alignments. Subsequent line marking to be undertaken by sports clubs. Linemarking paint to be provided by the Contractor to clubs throughout season.
<b>Drainage</b>	370	lm	Concrete perimeter invert. At time of mowing: - edge - sweep clean of litter, grass clippings
<b>Fencing</b>	370	lm	Metal post and rail. Inspect and report if damaged or unsafe. Perimeter fence can be vulnerable to vandalism.
<b>Litter</b>			Remove all litter, debris etc prior to mowing
<b>Irrigation</b>			Oval sprinklers. Audit system monthly during summer and arrange repairs as required. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate.

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APPENDIX 2 – SERVICE AREAS – ASSET MAINTENANCE DETAILS

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<b>Usage</b>	Summer: cricket, Winter: Casual football use.
<b>Contact</b>	Contact via Contract Manager or Council's Sportsclub Liaison Officer.
<b>General Comments</b>	Site includes only the playing surface bounded by the pipe fence. It is generally used by the adjacent school, Christian Brothers College. Ensure cricket pitch perimeter is level with surrounding turf at all times.

## Edwards Park Trugo Club

### Edwards Park Trugo Club

Esplanade East Port Melbourne 3207

**Map Ref** Map 57D3

**Site No.** 116

**Site Area:** 883m<sup>2</sup>



Asset	Quantity	Unit	Details
<b>Sports Turf</b>	600	m <sup>2</sup>	Mowing: Weekly during season. Cut to 40 mm. Off Season: For practice cut to 50mm
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Edging</b>	110	lm	Bluestone perimeter edge. Edge at time of mowing by mechanical edger. No chemical edging permitted.
<b>Fencing</b>	137	lm	Monitor and report and damage.
<b>Paths</b>	23	m <sup>2</sup>	Asphalt, monitor and report any trip hazards to Contract Manager.
<b>Irrigation</b>			Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate.
<b>Usage</b>			Trugo
<b>Contact</b>			Contact with Port Melbourne Trugo Club should be via the Contract Manager.
<b>General Comments</b>			Naturestrips around perimeter of site must be maintained as above.

## Elwood Park

**Elwood Park**  
Ormond Esplanade,  
Elwood

**Map Ref** Melways 67  
C5

**Site No.** 117

**Site Area:** 38,500m<sup>2</sup>



Asset	Qty	Unit	Details
<b>Sports Turf - Wattie Watson Oval</b>	15,000	m <sup>2</sup>	Cricket: Mow weekly on Thursdays. Cut to 40 mm. Football: Mow weekly. Cut to 40 mm No windrows. Trim around posts, furniture etc
<b>Sports Turf - Rugby (Head Street A &amp; B)</b>	13,000	m <sup>2</sup>	Touch: Mow weekly on Thursdays. Cut to 40 mm. Rugby: Mow weekly. Cut to 40 mm No windrows. Trim around posts, furniture etc
<b>Sports Turf - Soccer</b>	10,500	m <sup>2</sup>	Touch: Mow weekly on Thursdays. Cut to 40 mm. Soccer: Mow weekly. Cut to 40 mm No windrows. Trim around posts, furniture etc
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Concrete/ Synthetic Cricket Pitch</b>	1		Upon conclusion of football season remove and store synthetic grass pitch cover and remove any excess soil to prevent build up around pitch. Upon conclusion of cricket season install synthetic grass pitch cover and apply shredded rubber cushioning compound to surface. Reinstate soil and grass around perimeter of wicket area to ensure level transition areas. Maintain pitch and concrete approaches free of grass, moss and debris.
<b>Practice Nets</b>	2		Concrete pitches with synthetic cover. Undertake any minor repairs and report major damage to fence or gates. Ensure that bowling pads are flush with oval playing surface at all times.
<b>Goal Posts</b>			Australian Football/Soccer/Rugby. Inspect and monitor condition. Report all defects to Contract Manager. Maintenance and removal and replacement of goal posts at this site is the responsibility of Council's Infrastructure Maintenance team..
<b>Line Marking</b>			Initial line mark as per AFL/Rugby/VSF guidelines at commencement of playing seasons. Subsequent linemarking to be undertaken by clubs. Provision of line marking paint to clubs throughout season.
<b>Fencing</b>			Oval perimeter fencing. Undertake any minor repairs and report major damage to fence or gates to the Contract Manager.
<b>Irrigation</b>			Hunter ACC auto system. Audit system monthly during summer and arrange repairs as required through the Parks

<b>Litter</b>	and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate
<b>Usage</b>	Remove all litter, debris etc prior to mowing Summer: Cricket/Touch Football - Winter: Soccer/Rugby/Touch Football.
<b>Contact</b>	All contact with Sporting Clubs should be via Contract Manager or Sportsclubs Liaison Officer unless agreed otherwise
<b>Comments</b>	This area is bound by the carpark and driveway to the north-west, Ormond Esplanade to the east and Head Street to the south. The site does not include Head Street Reserve or the Elwood Croquet Club. However perimeter naturestrips must be maintained as above. Midweek games may be scheduled occasionally and contractors will be provided with sufficient notice to undertake any extra works. Fixtures will be provided prior to commencement of each season as early as possible to enable works scheduling. A major triathlon occurs each March requiring renovations immediately afterwards to ensure surface is ready for soccer season.

**Garden City Reserve Trugo Club**

Garden City Reserve Trugo Club

Tucker Avenue Port Melbourne

**Map Ref** Map 56 K2

**Site No.** 694

**Site Area:** 1152 m<sup>2</sup>



Asset	Quantity	Unit	Details
<b>Sports Turf</b>	1011	m <sup>2</sup>	Mowing: Weekly during season. Cut to 40 mm. Off Season: For practice cut to 50 mm
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Edging:</b>	126	lm	Bluestone perimeter edge. Edging to occur at time of mowing by mechanical edger. No chemical edging permitted.
<b>Fencing</b>	153	lm	Wire mesh, report any damage.
<b>Paths</b>	105	m <sup>2</sup>	Concrete, report an trip hazards.
<b>Irrigation:</b>			Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate
<b>Usage</b>			Trugo
<b>Contact</b>			Contact with Garden City Trugo Club should be via the Contract Manager.
<b>General Comments:</b>			Naturestrips around perimeter of site must be maintained as above.

## JL Murphy Reserve Aanensen Oval

J L Murphy Reserve  
(AT Aanensen Oval  
(No.2))  
Williamstown Road

Map Ref Melways 56 K 1

Site No. 119

Site Area: 11,450m<sup>2</sup>



Asset	Quantity	Unit	Details
<b>Sports Turf</b>	11,450	m <sup>2</sup>	Cricket: Mow weekly on Thursdays. Cut to 40 mm. Football: Mow weekly. Cut to 40 mm No windrows. Trim around posts, furniture etc
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Cricket Pitches</b>	1	No.	Upon conclusion of football season remove and store synthetic grass pitch cover and remove any excess soil to prevent build up around pitch. Upon conclusion of cricket season install synthetic grass pitch cover and apply shredded rubber cushioning compound to surface. Reinststate soil and grass around perimeter of wicket area to ensure level transition areas. Maintain pitch and concrete approaches free of grass, moss and debris.
<b>Goal Posts</b>	1	set	Australian Rules Football. Inspect and monitor condition. Report all defects to Contract Manager. Maintenance and removal and replacement of goal posts at this site is the responsibility of Council's Infrastructure Maintenance team.
<b>Line Marking</b>			Initial Line Marking at commencement of football season to establish correct alignments. Subsequent line marking to be undertaken by sports clubs. Linemarking paint to be provided by contractor to clubs throughout season.
<b>Fencing</b>	370	lm	Metal post. Inspect and report if damaged or unsafe.
<b>Irrigation</b>			Oval sprinklers. Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate. JL Murphy Reserve is also connected to a water recycling unit located in the Graham Street compound. Recycled water should be used where possible and supplemented by mains water only when there is a shortfall.
<b>Litter</b>			Monday: Remove all litter and dispose off site. Remove all litter, debris etc prior to mowing
<b>Usage</b>			Summer use: Cricket - Winter use: Football..

APPENDIX 2 – SERVICE AREAS – ASSET MAINTENANCE DETAILS

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**Contact**

All contact with Sporting Clubs should be via Contract Manager or Sportsclub Liaison Officer unless agreed otherwise

**General Comments**

Soccer pitch is highly utilised and prone to excessive wear and tear if not monitored. Please advise Contract Manager if this becomes a concern.

## J L Murphy Reserve S S Anderson Oval

J L Murphy  
Reserve S S  
Anderson Oval  
(Port  
Melbourne  
Soccer  
Ground)  
Williamstown  
Road

Map Ref Melways 56 K  
1

Site No. 125

Site Area: 17,046m<sup>2</sup>



Asset	Qty	Unit	Details
<b>Sports Turf</b>	17,046	m <sup>2</sup>	All soccer pitches to mown weekly to a length of 30mm and maintained for matches at a maximum height of 40mm. In winter cut at 40 mm.
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Line Marking</b>			Line Marking of both pitches as per VSF guidelines prior to all scheduled matches. Program to be provided to contractor prior to commencement of season.
<b>Fencing</b>			Perimeter fencing of main ground. Report any damage to Contract Manager.
<b>Seats, Bins, Signs etc</b>			Monitor regularly and report any damage to Contract Manager.
<b>Irrigation</b>			Oval sprinklers. Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate. JL Murphy Reserve is also connected to a water recycling unit located in the Graham Street compound. Recycled water should be used where possible and supplemented by mains water only when there is a shortfall.
<b>Litter</b>			Remove all litter, debris etc prior to mowing. All on-site litter and bins to be emptied each Monday and disposed off site.
<b>Rubbish Bins</b>	12	No.	Bins to be stored adjacent to front gate and placed around site on Fridays prior to weekend matches. Bins to be collected on Monday morning and returned to gate for collection.
<b>Usage</b>			Winter use Port Melbourne Soccer Club
<b>Contact</b>			Contact via Contract Manager or Sports Club Liaison Officer unless otherwise agreed.

**General  
Comments**

Site includes both soccer pitches.

## JL Murphy Reserve (Surrounds)

### J L Murphy Reserve (Surrounds)

Williamstown Road

**Map Ref** Melways 56 K 1

**Site No.** 118

**Site Area:** 55419 m<sup>2</sup>



Asset	Quantity	Unit	Details
<b>Surrounds Turf</b>	54,419	m <sup>2</sup>	Summer: Mow weekly. Cut to 45 mm. Winter: Mow fortnightly. Cut to 45 mm No windrows. Trim around posts, furniture etc includes perimeter naturestrips in Graham Street, Plummer Street and Williamstown Road.
<b>Turf Renovations</b>			Non-playing surfaces must be fertilised annually and kept free of broadleaf weeds at all times.
<b>Fencing</b>	370	lm	Metal post perimeter. Inspect and report when damaged or unsafe.
<b>Irrigation</b>			Quick Coupler Valves. Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate. Site is connected to water recycle plant from adjacent compound.
<b>Litter</b>			Monday: Remove all litter and dispose off site. Remove all litter, debris etc prior to mowing
<b>Rubbish Bins</b>	12	No.	Bins to be stored adjacent to pavilion. Bins to be collected on Monday morning and returned to gate for collection.
<b>Gravel Paths</b>			Maintain as per clause <b>5.2.7.1 Paths and Access Roads</b>
<b>Usage</b>			Summer use: Cricket - Winter use: Football.
<b>Contact</b>			All contact with Sporting Clubs should be via Contract Manager unless agreed otherwise.
<b>General Comments</b>			J L Murphy Reserve hosts the Port Melbourne Community festival annually in February. This is mostly located in the area between the Baseball field and the Pavilion. The contractor will be required to attend a site meeting and mark out irrigation lines prior to this event each year. All perimeter naturestrips must be maintained as above.

## ***J L Murphy Reserve (GS Williams Oval Baseball Diamond)***

**J L Murphy Reserve  
(GS Williams Oval  
Baseball Diamond)**

Williamstown Road

**Map Ref** Melways 56 K 1

**Site No.** 120

**Site Area:** 8,600M<sup>2</sup>



<b>Asset</b>	<b>Qty</b>	<b>Unit</b>	<b>Details</b>
<b>Sports Turf</b>	8600	m <sup>2</sup>	Mowing: day prior to scheduled games during season. Cut inner diamond to 35 mm and outer to 40 mm. No windrows. Off season – mow fortnightly. Edging: Trim clear of en-tous-cas surface and sand pits. Trim around posts, furniture etc
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Line marking</b>			Initial Line Marking at commencement of season to establish correct alignments. Subsequent line marking to be undertaken by sports clubs. Linemarking paint to be provided by the Contractor to clubs throughout season.
<b>En-tous-cas Surface</b>			Surfaces of en-tout-cas bases, pitching mound and perimeter to be topped annually and maintained level at all times.
<b>Fencing</b>			Protective Mesh Fencing / Storage Area and portable home-run perimeter fence. Inspect weekly and repair when wrapping strands are loose or broken, mesh severely dented, pipes loose or footings exposed. Report when replacement works required.
<b>Irrigation</b>			Sub-surface irrigation, Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate.
<b>Litter</b>			Monday: Remove all litter and dispose off site. Remove all litter, debris etc prior to mowing
<b>Usage</b>			Baseball
<b>Contact</b>			Port Melbourne Baseball club contact via Contract manager or Sportsclub Liaison Officer unless otherwise agreed.

**General Comments**

At the time of tender, the baseball field is the only one at J L Murphy Reserve which does not have automatic irrigation therefore it has a higher resource requirement for watering during summer.

## J L Murphy Reserve (JW Woodruff Oval (No.3))

### J L Murphy Reserve (JW Woodruff Oval (No.3))

Williamstown Road

**Map Ref** Melways 56 K 1

**Site No.** 121

**Site Area:** 12,900m<sup>2</sup>



Asset	Qty	Unit	Details
<b>Sports Turf</b>	12,900	m <sup>2</sup>	Cricket: Mow weekly on Thursdays. Cut to 40 mm. Football: Mow weekly. Cut to 40 mm No windrows. Trim around posts, furniture etc
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Turf Wicket Area</b>	1	table	4 wickets. Maintain to VCA standards and undertake post-season repairs to maintain standards
<b>Practice Wicket Area</b>	1	table	2 No. turf wickets
<b>Goal Posts</b>	1	set	Prepare wickets to meet training and match day schedule. Australian Rules Football. Inspect and monitor condition. Report all defects to Contract Manager. Maintenance and removal and replacement of goal posts at this site is the responsibility of Council's Infrastructure Maintenance team..
<b>Line Marking</b>			Initial Line Marking at commencement of football season to establish correct alignments. Subsequent line marking to be undertaken by sports clubs. Linemarking paint to be provided by the Contractor to clubs throughout season.
<b>Fencing</b>			Perimeter fencing. Report any damage
<b>Irrigation</b>			Oval sprinklers. Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate. JL Murphy Reserve is also connected to a water recycling unit located in the Graham Street compound. Recycled water should be used where possible and supplemented by mains water only when there is a shortfall.
<b>Litter</b>			Monday: Remove all litter and dispose off site. Remove all liter, debris etc prior to mowing
<b>Usage</b>			Summer use: Cricket - Winter use: Football.

**Contact**

All contact with Sporting Clubs should be via Contract Manager unless agreed otherwise

**General Comments:**

## Lagoon Reserve

Lagoon Reserve  
Liardet Street, Port  
Melbourne

**Map Ref** Melways 57  
C3

**Site No.** 695

**Site Area:** 12,524 m<sup>2</sup>



Asset	Qty	Unit	Details
<b>Sports Turf</b>	10,108	m <sup>2</sup>	Cricket: Mow weekly. Cut to 40 mm. Soccer: Mow weekly. Cut to 40 mm
<b>Turf Renovations</b>			No windrows. Trim around posts, furniture etc All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Surrounds</b>	2,416	m <sup>2</sup>	Surrounds includes all non-playing surface grass mowing and perimeter naturestrips. Mow weekly in summer and fortnightly in winter to 45mm - No windrows, trim around posts, furniture etc
<b>Concrete Cricket Pitch</b>	1		Upon conclusion of football season remove and store synthetic grass pitch cover and remove any excess soil to prevent build up around pitch. Upon conclusion of cricket season install synthetic grass pitch cover and apply shredded rubber cushioning compound to surface. Reinststate soil and grass around perimeter of wicket area to ensure level transition areas. Maintain pitch and concrete approaches free of grass, moss and debris.
<b>Practice Nets</b>	3		Concrete pitches with synthetic cover (2) Undertake any minor repairs and report major damage to fence or gates or pitch surface.
<b>Goal Posts</b>			Soccer. Inspect and monitor condition. Report all defects to Contract Manager. Maintenance and removal and replacement of goal posts at this site is the responsibility of Council's Infrastructure Maintenance team..
<b>Line Marking</b>			Initial Line Marking at commencement of season as per VSF guidelines to establish correct alignments. Subsequent line marking to be undertaken by sports clubs. Linemarking paint to be provided by the Contractor to clubs throughout season.
<b>Fencing</b>			Oval perimeter fencing. Undertake any minor repairs and report major damage to fence or gates.

<b>Irrigation</b>	Oval sprinklers. Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate.
<b>Litter</b>	Remove all litter, debris etc from oval and surrounds prior to mowing
<b>Usage</b>	Summer: Cricket Winter: Soccer
<b>Contact</b>	All contact with Sporting Clubs should be via Contract Manager unless agreed otherwise.
<b>Comments</b>	Site is bounded on the east by back of the pathway between Liardet Street and Graham Street. Trees shrubs and other vegetation are not included in the contract. Midweek games are played occasionally and contractors will be provided with sufficient notice to undertake any extra works. Fixtures will be provided prior to commencement of each season as early as possible to enable works scheduling.

## Peanut Farm Oval Surrounds

### Peanut Farm Oval Surrounds

Blessington Street, St Kilda.

<b>Map Ref</b>	Melways 57 C1
<b>Site No.</b>	696
<b>Site Area:</b>	15,721 m <sup>2</sup>



Asset	Qty	Unit	Details
<b>Surrounds Turf</b>	15,721	m <sup>2</sup>	Mow weekly in summer and fortnightly in winter. Cut to 50 mm. Maintain between 50mm and 80mm. No windrows. Trim around posts, furniture, signs, buildings etc
<b>Turf Renovations</b>			Non-playing surfaces must be fertilised annually and kept free of broadleaf weeds at all times.
<b>Fencing</b>	44	lm	Metal post perimeter. Inspect and report when damaged or unsafe.
<b>Irrigation</b>			Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate. Site is connected to oval auto irrigation system.
<b>Litter</b>			Monday: Remove all litter and dispose off site. Remove all litter, debris etc prior to mowing.
<b>Basketball/Netball Courts &amp; Hit-up Wall</b>	2000	m <sup>2</sup>	Asphalt surface, maintain free of grass, moss and debris. Inspect Rings to ensure public safety, report any defects.
<b>Cricket Practice Nets</b>	2		Concrete pitches with synthetic cover. Undertake any minor repairs and report major damage to fence or gates. Ensure that bowling pads are flush with oval playing surface at all times.
<b>Pathway:</b>	472	m <sup>2</sup>	Lilydale toppings. Keep free of potholes or depressions, make repairs when required.
<b>Rubbish Bins</b>			Report when damaged, missing or unsafe.

APPENDIX 2 – SERVICE AREAS – ASSET MAINTENANCE DETAILS

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**Usage**

Summer – Cricket  
Winter – Australian Rules Football

**Contact**

**Comments**

Tree maintenance falls under a different contract. External fence maintenance falls under a different contract. Inspect only and report when damaged or unsafe.

## Peanut Farm

### Peanut Farm

Blessington Street, St Kilda.

**Map Ref** Melways 58 A 11

**Site No.** 696

**Site Area:** 15,330 m<sup>2</sup>



Asset	Qty	Unit	Details
<b>Sports Turf</b>	15,330	m <sup>2</sup>	Cricket: Mow weekly. Cut to 40 mm. Football: Mow weekly. Cut to 40 mm No windrows. Trim around posts, furniture etc
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Concrete/ Synthetic Cricket Pitch</b>	1		Upon conclusion of football season remove and store synthetic grass pitch cover and remove any excess soil to prevent build up around pitch. Upon conclusion of cricket season install synthetic grass pitch cover and apply shredded rubber cushioning compound to surface. Reinststate soil and grass around perimeter of wicket area to ensure level transition areas. Maintain pitch and concrete approaches free of grass, moss and debris.
<b>Practice Nets</b>	2		Concrete pitches with synthetic cover (2) Undertake any minor repairs and report major damage to fence or gates.
<b>Goal Posts</b>	2		Australian Rules Football. Inspect and monitor condition. Report all defects to Contract Manager. Maintenance, removal and replacement of goal posts at this site is the responsibility of Council's Infrastructure Maintenance team.
<b>Line Marking</b>			Initial Line Marking at commencement of football season to establish correct alignments. Subsequent line marking to be undertaken by sports clubs. Linemarking paint to be provided by contractor to clubs throughout season.
<b>Fencing</b>			Oval perimeter fencing. Undertake any minor repairs and report major damage to fence or gates.
<b>Irrigation</b>			Oval sprinklers. Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate.
<b>Litter</b>			Monday: Remove all litter and dispose off site.
<b>Usage</b>			Remove all litter, debris etc prior to mowing Summer use: Cricket - Winter use: Football.
<b>Contact</b>			All contact with Sporting Clubs should be via Contract Manager unless agreed otherwise.

**Comments**

Midweek games may be scheduled occasionally and contractors will be provided with sufficient notice to undertake any extra works. Fixtures will be provided prior to commencement of each season as early as possible to enable works scheduling.

## Port Melbourne Cricket Ground

### Port Melbourne Cricket Ground

Williamstown Road

**Map Ref** Melways 57  
C1

**Site No.** 122

**Site Area:** 16,286 m<sup>2</sup>



Asset	Qty	Unit	Details
<b>Sports Turf</b>	16286	m <sup>2</sup>	Cricket: Mow twice weekly. Cut to 22 mm. Football: Mow twice weekly. Cut to 22 mm
<b>Turf Wicket Area</b>	1	table	No windrows. Trim around posts, furniture etc 8 wickets. Maintain to VCA standards between October and March and rotate match wickets fortnightly, in line with fixture. Approximately 14 match wickets required per cricket season. Match day pitches may require covering. This should be done only by agreement with Contract Manager or Sportsclub Liaison Officer.
<b>Turf (Practice) Wicket Area</b>	1	table	4 wickets Maintain to VCA standards Prepare wickets to meet training and match day schedule Up to three (3) practice wickets per week must be available to meet wicket usage requirements.
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. The Contractor must monitor and treat pests and diseases as they occur. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Practice Nets</b>			Erect nets at commencement of cricket season, remove at end of season and store on site. During season maintain nets around practice wickets to meet training and match day schedule.
<b>Goal Posts</b>			Australian Rules. Council's Infrastructure Management team will erect at beginning of Football Season and remove at end of season. Inspect carry out repairs, paint as necessary and store on site in consultation with the Contractor and Contract Manager.
<b>Line Marking</b>			Football season - Mark ground to VFL specifications prior to home games and other matches as scheduled, including coloured 50m arcs. (Marking of logos is undertaken by VFL prior to televised matches) Cricket season - mark wickets to VCA specifications
<b>Drainage Fencing</b>	3	No.	500x500 grates. Clean out all pits monthly. Oval perimeter fencing. Undertake any minor repairs and report major damage to fence or gates.
<b>Irrigation</b>			Rainbird ESP 24 irrigation system. Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks

<b>Litter</b>	and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate. Irrigation program must be monitored to accommodate match/training schedules.
<b>Usage</b>	Remove all litter, debris etc prior to mowing
<b>Contact</b>	Summer – Cricket Winter – Australian Rules Football Summer: Port Melbourne Cricket Club - Contact Rowan Groves Winter: Port Melbourne Football Club - Contact Barry Kidd
<b>Comments</b>	All contact should be via Contract Manager or Sportsclub Liaison Officer unless otherwise agreed. Midweek and extra weekend games in both football and cricket seasons are expected to be scheduled. These will require additional preparation (line marking, mowing etc..) Contractors will be provided with sufficient notice to undertake works. Fixtures will be provided prior to season commencement.

## Port Melbourne Cricket Ground Surrounds

Port Melbourne Cricket Ground  
Surrounds

Williamstown Road

**Map Ref** Melways 57  
C1

**Site No.** 123

**Site Area:** 7893 m<sup>2</sup>



Asset	Qty	Unit	Details
<b>Oval Surround Area</b>	7893	m <sup>2</sup>	Mow weekly in summer and fortnightly in winter. Cut to 40 mm. Maintain between 40mm and 60mm. No windrows. Trim around posts, furniture, signs, buildings etc
<b>Turf Renovations</b>			Non-playing surfaces must be kept free of broadleaf weeds at all times. As the surrounds of Port Melbourne Cricket Ground are considered contaminated, a consistent coverage of grass needs to be maintained at all times.
<b>Naturestrips</b>	720	m <sup>2</sup>	Ingles Street and Williamstown Road frontages up to adjacent depot gate - general height 80mm. Cut weekly in summer and as required in winter to 40mm in height.
<b>Drainage</b>	3	No.	500x 500 grates. Clean out pits monthly and ensure perimeter fence gutters are clear.
<b>Infrastructure</b>			Seats, fencing, bins etc report any damage.
<b>Trees</b>			Treat base with 300 mm glyphosate ring. Report any dangerous or urgent tree works required to Contract Manager.
<b>Irrigation</b>			N/A
<b>Litter</b>			Remove all litter, debris etc prior to mowing. Mondays after fixtured matches: Remove all litter and place rubbish bins at gate collection point. In the event of Saturday/Sunday back-to-back fixturing during VFL season all litter to be collected Saturday evening.
<b>Rubbish Bins</b>	12	No.	Bins to be stored adjacent to front gate and placed around site on Fridays prior to VFL matches. Bins to be collected on Monday morning and returned to gate for collection. In the event of Saturday/Sunday fixtures during VFL finals, bins to be collected and stored at gate area for collection on Saturday evening. Bins to be redistributed Sunday am prior to Sunday match.
<b>Irrigation</b>			No irrigation.
<b>Litter</b>			Remove all litter, debris etc prior to mowing.
<b>Usage</b>			Summer – Cricket. Winter – Australian Rules Football.
<b>Contact</b>			Summer: Port Melbourne Cricket Club - Contact Rowan Groves Winter: Port Melbourne Football Club - Contact Barry Kidd All contact should be via Contract Manager or Sportsclub Liaison Officer unless otherwise agreed.
<b>Comments</b>			Tree maintenance falls under a different contract. External fence maintenance falls under a different contract..

## South Melbourne Senior Citizens Trugo Club

South Melbourne Senior Citizens Trugo Club

Ferras Pl South Melbourne

**Map Ref** Map 57 F2

**Site No.** 154

**Site Area:** 502 m<sup>2</sup>



Asset	Quantity	Unit	Details
<b>Sports Turf</b>	421	m <sup>2</sup>	Mowing: Weekly during season. Cut to 40 mm. Off Season: For practice cut to 50 mm
<b>Turf Renovations</b>			All playing surfaces must be sliced and fertilised twice annually or as required. Turf must be top-dressed and de-thatched where required. A turf renovation program reflecting these items must be developed in consultation with the Contract Manager twice annually prior to winter and summer sports seasons.
<b>Mulched Shrub Beds</b>	81	m <sup>2</sup>	Report shrub bed defects to Contract Manager and remove litter free as required.
<b>Edging</b>	82	lm	Edge with mechanical edging, no chemical edging permitted
<b>Fencing</b>		lm	Report any damage to Contract manager
<b>Paths</b>		m <sup>2</sup>	Report any damage to Contract manager
<b>Irrigation</b>			Audit system monthly during summer and arrange repairs as required through the Parks and Open Space Contractor. Liaise with Parks and Open Space Contractor to ensure system is used to optimum efficiency and soil moisture level is appropriate
<b>Usage</b>			Trugo
<b>Contact</b>			Contact with South Melbourne Trugo Club should be via the Contract Manager.
<b>General Comments</b>			Naturestrips and hedges around perimeter of site must be maintained as above.

**APPENDIX 3 – IRRIGATION**

**10.3 APPENDIX 3 – IRRIGATION**

ID	Park ID	Site	Aut	Man	Head Type	Controller type	No St	Field Valves	No of valves	Met No	Condition	Plans	QCV	Master Valve	Press Reg
23	117	Elwood Park Sportsfield	Y		Hunter 1-35 sierra	Hunter ACC	30	Irritrol 216 B-M series	30	md11653		Y		Tank & Pump System	
54	290	Peanut Farm	Y		Hunter 1-35 sierra	Hunter ACC	24	Irritrol 216 B-M series	19	md11939	G	Y		Bermad 400 series	
77	101	Alma Park East	Y		Hunter 1-35 sierra	Hunter ACC	18	Irritrol 216 B-M series	16	c764, c2012	F/G	Y		Bermad 400 series	
110	120	Murphy's Oval No.1 Williams Oval & Baseball Diamond	Y			Sub surface irrigation				ZF66FP MF2710FP	G	Y	Y		
111	119	Murphy's Oval No.2 Aanensen Oval	Y		Rainbird	Rainbird ESP	10			"	G	Y	Y		
112	121	Murphy's Oval No.3 J W Woodruff Oval			R/bird no.4					"	G	Y	Y		
113	118	Murphy's surrounds	Y		Rainbird	Rainbird ESP	2			"	P	Y	Y		
114	118	Murphy's surrounds	Y		Rainbird	Rainbird ESP	2			"	G	Y			
117	122	Pt. Melbourne Football	Y		R/bird No.4 x 34	R/Bird ESP 24	24	R/Bird	23	mf1102f	G	Y	Y		R/Bird PEB 200 + PRV
118	125	Pt. Melbourne Soccer S S Anderson	Y		R/bird R-70 x 56 Hunter I31	Richdel 412 12 stat.	11	Richdel R216/217	11	ZF66FP MF2710FP	G	Y			
149	154	South Melbourne Trugo	Y			Rainbird HP 6 station	6								

## 10.4 APPENDIX 4 – HERBICIDES

### USE OF HERBICIDES

#### 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 the City of Port Phillip.

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

Where use of "knockdown" herbicides is proposed, Glyphosate 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.

#### 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.

#### 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; and
- 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.

### **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. Recent Victorian Government policy also emphasises the need for accountability and environmental sustainability of all public-benefit programs.

### **Non-Chemical applications**

Where possible, Council requests all contractors to utilise non-chemical weed control methods.

### **Legislation, regulations and Codes of Practice**

The following list identifies relevant federal and state legislation, regulations, codes 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 Act 1970;*
- *Occupational Health and Safety Act 2004;*
- *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 users course by TAFE; and
- Agricultural Chemical User's Permit.

**APPENDIX 5 – EVENTS**

**10.5 APPENDIX 5 – EVENTS**

<b>Month</b>	<b>Event</b>	<b>Time</b>	<b>Location</b>	<b>Site Conditions</b>
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	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 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

## 10.6 APPENDIX 6 – PERFORMANCE MONITORING SYSTEM

### INTRODUCTION

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

The Sportsfields (the Contract) require the Contractor to clean and maintain specified urban open space turf assets in a defined region. The Contract details 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: mowing, weeds 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.

### 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 one (1) asset category. The 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 Sportsfield surfaces which have a high public usage. The Contract specifications 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.

### **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%.

### **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.

### **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 below:

<b>Asset Category</b>	<b>Number of Sites Assessed during Random Inspection</b>
Turf maintenance	5

### ASSET CRITERIA

The criteria to be assessed at each Sportsground are as follows:

	<b>Asset Criteria</b>
S1	Fertilising
S2	Pest and weed control
S3	Mowing
S4	Edging
S5	Correcting of levels and topdressing
S6	Aeration of turf areas
S7	Irrigation management
S8	Cricket wicket preparation
S9	Covering and uncovering concrete and artificial turf cricket wickets
S10	Litter
S11	Baseball diamond maintenance
S12	Line marking

Not all criteria are present at all asset categories.

### 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.

***The Random Performance Monitoring Inspection***

Each month five (5) Sportsfields will be selected for inspection. This inspection covers all the assets within the selected area. The database generates inspection sheets that are applicable to the assets within the selected area, as not all Sportfields contain all asset categories.

**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.

**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.

***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 mowing, weeds and litter.

The report by asset category will display the Contractors 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 weeds are unsatisfactory, and specifically broad leaf weeds in turf is an issue, but the report cannot direct the Contractor to a specific area. It is up to the Contractor to improve their system of broad leaf weed control in turf.

***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 A and Table B is calculated individually.

**Table A: Asset Categories and Criteria – Inspection Frequencies and Thresholds**

<b>Asset Categories and Criteria</b>	<b>Inspection Frequency</b>	<b>Threshold</b>
Sportsfield Maintenance	monthly	95%

***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 B.

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

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

Asset Categories, Criteria	Annual Price Calculation
Sportsfield Maintenance	S1+S2+S3+S4+S5+S6+S7+S8+S9+S10+S11+S12



## 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.*

10.8 APPENDIX 8 –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 Ingles St.	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 but recent plantings of eucalypts.
Port Melbourne	Reserve bounded by Princes 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.
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.
Suburb	Street	Site Name	Circa	Description



## APPENDIX 8 – HERITAGE LISTED TREES

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 ( <i>Eucalyptus botryoides</i> )
Albert Park	Beaconsfield Pde, Victoria Ave to Pickles St			Recently planted mature Phoenix <i>canariensis</i>
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 <i>Lagunaria patersonii</i> at kerb
Albert Park	Kerferd Rd, near Page St		C1920s	No plane trees but two mature <i>Eucalyptus ficifolia</i> in centre median, some <i>Lagunaria</i> sp at kerb
Albert Park	Kerferd Rd, near Beaconsfield Pde		C1920s	Group of mixed age <i>Araucaria heterophylla</i> 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 ( <i>Ulmus</i> sp.)
South Melbourne	Adjacent to Woodgate St		C1920s	Some mature <i>Schinus molle</i> var. <i>areira</i> ; newer planting of eucalypts, banksias & native shrubs
South Melbourne	Gladstone La.		C1920s	Row of mature <i>Schinus molle</i> var. <i>areira</i> along railway reserve
South Melbourne	Montague St		C1920s	Mature lilypilly ( <i>Acmena smithii</i> ) at various locations both sides of street
South Melbourne	Normanby St, Montague to Boundary St		C1920s or later	Mature street trees - elms ( <i>Ulmus</i> sp.) both sides of street
South Melbourne	Normanby St, Boundary to Ingles St		C1940s	Mature street trees - planes ( <i>Platanus</i> sp.) both sides of street
South Melbourne	Montague St, between Normanby St & Woodgate St		C1920s	Mature elms ( <i>Ulmus</i> sp.) on west side of street
South Melbourne	Montague St between Munro St & Normanby St.		C1920s	Mature elms ( <i>Ulmus</i> sp.) on west side of street
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.
<b>Suburb</b>	<b>Street</b>	<b>Site Name</b>	<b>Circa</b>	<b>Description</b>



## APPENDIX 8 – HERITAGE LISTED TREES

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 Phoenix canariensis, elms, and 2 x Pinus radiata
South Melbourne	Ward St, Dorcas St to Bank St		C1920	Mature elm trees forming avenue
South Melbourne	Albert Rd		C1920s	Mature Phoenix canariensis in centre median alternating with younger Lophostemon confertus. Service street planting of ash not significant.
South Melbourne	Canterbury Rd, corner Cowderoy St,	H R Johnson Reserve	C1920s	Public park with open grass, play equipment, native trees and shrubs. Some Populus deltoides, Populus canescens, Populus sp, very large Pinus pinea.
South Melbourne	Cowderoy St corner Deakin St	Jacoby Reserve	C1920s or earlier	Older plantings include Ficus rubiginosa x 4, Eucalyptus calophylla, Araucaria heterophylla 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. Metrosideros tomentosa on Cowderoy St., plane trees on Deakin St.
St Kilda East	Bounded by Alma Rd., Dandenong Rd and railway line.	Alma Park West	C1900	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, Melaleuca 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 Phoenix canariensis, Platanus sp. (dieback?), Grevillea robusta, Cedrus deodara, rows of Pinus radiata, Populus deltoides, mixed Eucalyptus sp., Garden beds include Tecoma stans, Pittosporum undulatum (overgrown), Photinia serrulata, Cotoneaster serotinus, Nerium oleander, Garrya elliptica, hollies, Raphiolepis sp., Viburnum tinus, Arbutus unedo, 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 Pinus pinea, and underneath a large Cedrus deodara. 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 Brachychiton populneus, Phoenix canariensis x 3, a very large Ficus macrophylla near the rail line, and a bitumen bike path between the rail line and a row of mature Schinus molle var areira.
St Kilda East	Bounded by Alma Rd, Westbury St., Dandenong Rd and railway line	Alma Park	C1900	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)



## APPENDIX 8 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
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 lilyilly alternating with younger golden ash both sides Area 17 trees c1940s of street
St Kilda East	Holroyd Ave (a)		C1920s	Mature pin oak ( <i>Quercus palustris</i> ) alternating with lilyilly Area 17 trees both sides of street
St Kilda East	Holroyd Ave (b) south of Alma Rd		C1920s	Mature liquidamber, pin oak & lilyilly alternating both sides Area 17 trees south of Alma Rd of street
St Kilda East	Holroyd Crt		C1920s	Mature camphor laurel ( <i>Cinnamomum camphora</i> ) x 4
St Kilda East	Nottage St		C1920s	Mature pin oak ( <i>Quercus palustris</i> ) alternating with lilyilly 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 <i>Lagunaria</i> 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 ( <i>Quercus ilex</i> ) x2
St Kilda East	45 Lansdowne Rd,		C1920	Mature Cupressus sempervirens x 3 and row of <i>Populus nigra</i> Area 17 Rd Italica on street
St Kilda East	45 Lansdowne Rd, south of Kurrajong Ave		C1920	Mature lilyilly alternating with mixed <i>Quercus</i> sp. also newer Area 17 trees south of <i>Lophostemon confertus</i> 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	Lilyilly 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
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	<i>Lagunaria patersonii</i> & liquidamber tree plantings
St Kilda East	Te-Arai Ave		C1920	West side liquidamber; east side 2 x mature <i>Eucalyptus filicifolia</i>
St Kilda East	Alexandra St		C1900	Mixed age plane trees, north end oldest; newer planes to south but west side only; east side young <i>Lophostemon confertus</i>
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 <i>Betula pendula</i> street trees & Area 17 trees <i>Alnus jorullensis</i> 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



## APPENDIX 8 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
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.
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



## APPENDIX 8 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
St Kilda	Marine Pde, Jacka Blvd to Shakespeare Gve			Phoenix canariensis and Washington 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.
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	EC 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,	FL 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



## APPENDIX 8 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
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
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



## APPENDIX 8 – HERITAGE LISTED TREES


Suburb	Street	Site Name	Circa	Description
Balaclava	Bothwell St		C1940s	Mature ash ( <i>Fraxinus</i> sp.) in grassed centre median reserve
Balaclava	33 Rosmund St, cnr Woodstock St			Small neighbourhood park with mature gum trees such as <i>Eucalyptus citriodora</i>
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 <i>Phoenix Gardens canariensis</i> , <i>Butia capitata</i> 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 <i>Alnus</i> 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 <i>Quercus palustris</i> (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

10.9 APPENDIX 9 –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 owners, 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.**

<p>I John Hicks, delegate of the Chief Executive Officer, City of Port Phillip Council, am the owner/occupier of the premises, being</p>	
<p>Property Name:</p>	
<p>Street Address:</p>	
<p>Unit:</p>	
<p>Section:</p>	<p>Block:</p>
<p>Suburb:</p>	
<p>Construction Date:</p>	
<p>and I am obliged to tell you what I know about potential contaminated soil at the premises.</p>	
<p>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.</p>	
<p>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.</p>	
<p>Signed (owner/occupier):</p> 	<p>Date:</p> <p>21/9/10</p>

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.