

Specification

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1 BACKGROUND TO SERVICE REQUIREMENTS

1.1 INTRODUCTION

The City of Port Phillip has a number of Child Care Centres and Community Centres featuring landscaped and open space play areas.

Council's expectation for the delivery of this service is for an experienced, high quality and responsive Contractor that is able to meet the high standard placed on the quality and appearance of the Child Care and Community Centres and their open space and play areas.

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

The Contractor is responsible for the management and regular maintenance and upkeep of all Child Care and Community Centres grounds located in **Appendix 1**.

Appendix 2 sets out the detailed requirements for each of the service areas within the Child Care and Community Centres.

1.2 OBJECTIVE

The Contractor must provide horticultural maintenance services in a responsive, effective and efficient manner to meet Council's responsibilities in the care and management of its Child Care and Community Centres' horticultural and associated Assets.

The Contractor must therefore:

- (a) ensure Council receives a timely and effective service;
- (b) ensure maintenance takes place in accordance with an agreed timetable;
- (c) ensure minimum disruption to Child Care and Community Centre users and staff;
- (d) maintain the health and appearance of all horticultural Assets;
- (e) ensure that service areas are left in a safe, functional, clean and tidy condition;
- (f) provide and maintain a safe working environment and system of operation so as to protect its employees, agents and the centre staff and users against accidents and conditions injurious to health;
- (g) carry out works in an environmentally responsible manner; and
- (h) 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.

2 DEFINITIONS

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

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

Asset means a physical feature or item that is required to be maintained by the Contractor, under this Specification;

Centre Manager (Representative) means the person(s) in charge at the Child Care and Community Centre who is able to advise the Contractor in respect of activities required to be carried out;

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

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

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

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;

Detail Sheet means the sheets included as part of this specification that provides details of the activities required to be carried out as part of this Contract on the individual service areas;

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

Initial Condition Survey means the initial survey conducted by the Contractor within the time specified in **Clause 5.2.1** 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);

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 subcontractors engaged by the Contractor;

Program of Works means a program, prepared by the Contractor, of activities planned for the forthcoming 12 month period or other nominated period, and each forthcoming month during the Contract Term sorted in a particular order, eg: priority, activity type or area;

Service Areas means the grassed, planted and other areas located within a Child Care and Community Centre which is the responsibility of the Contractor;

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; and

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

3 SCOPE OF SERVICE REQUIREMENTS

3.1 OUTLINE OF REQUIRED SERVICES

The Contractor must provide horticultural maintenance services on and within designated **Service Areas** listed and described in **Appendix 2**.

The scope of service involves undertaking a range of standard horticultural, and handyman tasks and specialist tasks associated with the routine maintenance of the service areas that includes:

- (a) grass areas including synthetic turf;
- (b) garden beds;
- (c) playgrounds including sand pits and shade sails;
- (d) irrigation systems;
- (e) Litter collection; and
- (f) monitoring and reporting on Trees and infrastructure.

The Contractor must report on any Defects or maintenance issues concerning Trees and fixed infrastructure.

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.

3.1.1 Detail Sheet

Details of particular requirements at an individual service area are provided in detail sheets prepared for each service area. (**Appendix 2**)

3.1.2 Section 5 Specific Provisions and Requirements

Section 5 - Specific Provisions and Requirements provides specific issues in relation to the delivery of a particular Activity.

3.1.3 Site Record Sheet

The Contractor must complete a Site Record Sheet at the completion of the required maintenance activities at each service area. The sheet must be signed by and left with the Centre Manager or Representative.

3.2 METHODOLOGY

3.2.1 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

4.1 CUSTOMER SERVICE

Council has established a clear focus for servicing the needs of its customers.

The Contractor will not be required to directly address customer requests or complaints. Where possible however, the Contractor will be required to direct any inquiry to the Council customer service centre.

The Contractor must ensure that all enquires/requests from Centre Managers or their staff and centre users are dealt with in a courteous manner and make every endeavour to resolve any local matters 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.

4.2 QUALITY PLAN

The Contractor must within four (4) weeks of the Commencement Date, prepare and submit a draft contract-specific Quality Plan for the approval of the Contract Manager.

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

- (a) details of the Contractor's organisation including identification of individuals within the organisation responsible for planning, implementing, controlling, monitoring/reviewing;
- (b) experience and level of responsibility of staff, evidence of their police and working with children checks and details of plant and equipment to be used in carrying out the Contract;
- (c) document control and quality records including details of reports, records and work forms applicable to this Contract and how they are to be kept;
- (d) details of all quality checks, procedures and audits to be used or undertaken by the Contractor to ensure the Service is provided in accordance with this Contract;
- (e) an explanation as to how all time frames will be met by the Contractor and the Contractor's staff;
- (f) details of all materials, equipment and vehicles to be used in providing the service; and
- (g) an Environmental Management Plan.

The Contractor must implement the Quality Plan within six (6) weeks of the Commencement Date.

The content of the Quality Plan must be available to and understood by all persons employed.

The Quality Plan must be updated and resubmitted to the Contract Manager annually on the anniversary of the Commencement Date.

4.3 RISK MANAGEMENT PLAN

The Contractor must within four (4) weeks of the Commencement Date prepare a draft Risk Management Plan (“RMP”) for the approval of the Contract Manager. The RMP must cover all Contract related activities and be developed in conjunction with the Contract Manager.

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

The RMP 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; and
- (c) the timely reporting of losses and occurrences, inclusive of costs and corrective actions.

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

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

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

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

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

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 during 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, 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 manufacturers' 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 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.

All of the Contractor's plant must 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 must 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; and
- (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.

4.8 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 the suitability of all employees and subcontractors delivering services at Child Care facilities having undergone and passed a police check and a working with children check under the requirements of the *Working with Children Act 2005*.

The Contractor must ensure that all employees and subcontractors have the necessary qualifications, experiences, and resources to deliver the specified services at the applicable standards and have quality systems compatible with those of the Contractor. The Contractor, Contractor's staff and subcontractors must at all times represent the Council in a proper manner. All contact with the public and Child Care and Community Centre staff and users must be courteous and co-operative.

All staff must sign in and sign out of each children's services centre and at all times be identifiable by a name tag.

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

4.9 PLANT AND EQUIPMENT

4.9.1 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 sub Contractors must be maintained in a proper manner in accordance with the manufacturers' specifications, and other legal requirements guidelines etc. The Contractor must keep and make available for inspection purposes

detailed records of all machinery, plant and equipment used and their maintenance history.

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

4.9.2 Vehicle Parking

Car parking of private vehicles in Child Care and Community Centre areas is permissible only within areas designated for public parking.

The Contractor must not allow the parking of privately owned vehicles elsewhere within Child Care and Community Centres.

The Contractor may make arrangements with the Centre Manager for the parking of vehicles in areas where parking is restricted in some way.

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

4.10 HOURS OF OPERATION

The programs of works submitted by the Contractor and approved by the Contract Manager must have regard to any time constraints imposed by the Centre Managers. The Contract works must be scheduled and conducted at times where the inconvenience and loss of amenity to Centre staff and users is minimised.

4.11 QUALIFICATIONS AND SKILLS

The Contractor must provide adequate numbers of sufficiently trained and experienced professional, administrative and operational staff persons employed to perform the service in accordance with the Contract. All operators must be competent and possess the required statutory authorisation for the plant and equipment they are operating.

Persons employed must have current and valid trade certificates/licences and be able to prove a high degree of skills and experience in carrying out all the specified works. The Contractor must ensure the suitability of all employees and subcontractors delivering services at Child Care facilities having undergone and passed a police check and a working with children check under the requirements of the *Working with Children Act 2005*.

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

Without limiting the Contractor's obligations under this Clause the Contractor must ensure that all of the Contractor's staff are well trained and capable of providing a high quality and courteous service to Council staff and the community.

All Contractor staff engaged in operations using pesticides or herbicides must be qualified in Chemcert II as a minimum.

4.12 STANDARDS

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

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

4.13 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 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 and committed to Council's Sustainable Environment Strategy and Climate Change Towards Zero Policy (refer Appendix 7) and be aware that it must 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 shall at the request of the Contract Manager, measure and report on its carbon emissions relevant to the Contract Works.

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

The Contractor must ensure that they have Environmental Authorisation for safe handling, storage and use of Australian veterinary 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 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 City of Port Phillip is committed to ensuring the sustainability of Council purchasing for its operations and services, to achieve and maintain a 70% reduction in the use of unsustainable products by 2020 (based on 2007 levels). The Contractor must be fully conversant 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 TRANSITION

The Contractor must ensure that there is no disruption to service users at the time of commencement of the contract and must provide a transitional plan which outlines the steps which will be taken to achieve a smooth transition. The plan will address tasks between contract award and the Commencement Date, 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.

5 SPECIFIC PROVISIONS AND REQUIREMENTS

5.1 GENERAL

5.1.1 Scope of Service

The Contractor must provide horticultural maintenance and Asset infrastructure services to the service areas of the Child Care and Community Centres listed and described in **Appendix 2**.

5.1.2 Frequency

Horticultural maintenance services must be carried out on a two (2) weekly cycle unless otherwise determined or directed by the Contract Manager. Playground checks must be carried out weekly.

5.1.3 Activities

Horticultural maintenance and Asset infrastructure activities to be undertaken at each site are detailed on the detail sheets included in **Appendix 2**.

All specified tasks at each site are to be undertaken as part of one continuous operation with all tasks being completed before leaving the site.

The Contractor must not leave any plant equipment or waste on site. All such items are to be removed prior to leaving the site.

5.1.4 Service Standards

All goods used and works performed in the Contract, not otherwise specified, must be in accordance with good horticultural and environmentally sound management practices and Australian Standards where such exist.

The Contractor must ensure that maintenance tasks described in this specification are carried out to comply with the specified service standard detailed in **Table 1**.

5.2 MANAGEMENT

5.2.1 Initial Condition Inspection

Within one week of the Commencement Date, a survey of the Child Care and Community Centres 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 clearly identify the limits of all service areas;
- (b) to record through written records and photographic and video evidence the “as found” state of the service areas at the Commencement Date;
- (c) to identify any initial maintenance works required be carried out to meet the required standard; 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 conditions 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 must undertake the restoration within three (3) months from 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**.

5.2.2 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 below or otherwise specified.

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

RESPONSE	DESCRIPTION	RESPONSE TIME
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RESPONSE	DESCRIPTION	RESPONSE TIME
EMERGENCY	The condition has caused or the potential to immediately cause injury to person or property	1 hour
URGENT	If the condition is not attended to within the specified period it will have the potential to cause injury to persons or property (Generally works that have been made safe after an Emergency request)	24 hours
GENERAL REQUEST	Works where condition is not urgent and can generally be carried out as part of next scheduled visit.	Next visit (or as determined by Contract Manager)

5.2.3 Scheduling and Planning Of Works

5.2.3.1 Annual

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

- (a) the program (maintenance dates for each service area) to be performed over the first year of the Contract;
- (b) the names, experience and qualifications of the personnel that will be employed; and
- (c) details of plant and equipment to be used.

The Contractor must advise the Contract Manager of any significant changes to the program schedule proposed or any changes to the allocation of resources.

The Contractor must program works to minimise the disruption of Daily activities at each of the Centres. All works programs are to be approved by the Centre Manager.

5.2.3.2 Monthly

As part of the monthly report the Contractor must present to the Contract Manager the detailed program of works showing the maintenance dates for each service areas for the following month and any proposed activities (eg: mulching).

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.

5.2.4 Maintenance Management System

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

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

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.

5.2.5 Reporting / Review

5.2.5.1 Child Care Centre Record Sheet

The Contractor must complete and sign a child care centre record sheet prior to commencing maintenance activities or at the completion of a maintenance visit to each site if the centre is unattended at the time of commencement. The record sheet must be counter signed by the Centre Manager. An initial book of record sheets which are in triplicate will be supplied by Council. Subsequent printing of books will be the responsibility of the Contractor.

One copy must be left with the Centre Manager. The Contractor shall take two copies, submitting one copy as part of the monthly report.

5.2.5.2 Progress Reports

Each month the Contract Manager will request from the Contractor written reports on the progress and state of the Contract. Reports will be requested covering:

- (a) program of works;
- (b) works progress report;
- (c) Quality and Environmental Plan;
- (d) occupational, health & safety;
- (e) plant maintenance records;
- (f) changes to personnel, plant and equipment; and
- (g) general performance.

5.2.5.3 Accidents

The Contractor must notify the Contract Manager, as soon as possible, of

any accidents which, caused injury, death, or property damage during the performance of the services.

5.2.5.4 Defects

The Contractor must immediately report to the Contract Manager any damage or Defects to the Assets which the Contractor is not required to rectify but which are observed during the course of carrying out the services. A consolidated report must be submitted as part of the monthly report.

5.2.6 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 transfer station or landfill.

The Contractor must pay all costs including tipping fees associated with depositing waste materials collected by the Contractor in providing the Services and must keep records of the mass of waste materials collected as part of this Contract and provide this information as part of 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 must be included within the **Lump Sum**.

5.3 GRASS AREAS

5.3.1 Scope of Service

The Contractor must maintain all grass areas within the service area.

Grass maintenance must include the following tasks:

- (a) machine mowing to grass areas to maintain tidy appearance and use by centre users;
- (b) edge trimming of overhanging grass to kerbing, edging, garden beds and around furniture and other structures;
- (c) soil conditioning, topdressing, filling etc to maintain an even and safe surface;
- (d) the maintenance (and re establishment where necessary) of a healthy and physical appearance of turf including fertilising, top dressing, oversewing etc;
- (e) control of vegetation noxious weed growth;
- (f) pest and disease control; and

- (g) maintenance of artificial turf.

Grass areas shall include the nature strips fronting the Child Care and Community Centre.

5.3.2 Preparation

Prior to the commencement of any mowing and prior to leaving the service area:

- (a) remove all Litter and other foreign debris from the grass surface;
- (b) inspect the surface for depressions, undulations etc and repair;
- (c) ensure all sprinkler heads are set below mowing height;
- (d) remove weeds from pathways; and
- (e) remove and dispose of all grass, sand, softfall material and other debris from pathways and other paved areas.

5.3.3 Mowing

The frequency of mowing and the minimum height of grass is detailed in **Table 1** or the **Centre Detail Sheet (Appendix 2)**

Mowing must include controlling the height of **all** vegetative material (including weeds) growing within the grass areas.

The Contractor must not damage Trees, shrubs, fences, sprinkler systems, furniture, playground equipment, toys etc, drainage structures or any other structures or fixtures within or adjacent to the areas where grass cutting activities take place. The Contractor must, at its expense, repair, replace or reinstate any damage it has caused or compensate the Council for the damage.

Work within 100 mm of the base of the trunk of a Tree or shrub must be undertaken by hand weeding and applying a 75mm thick layer of mulch. 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.

5.3.4 Grass Cutting Equipment

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.

The operator must be adequately trained in the operation of the equipment and must be well acquainted with relevant risk assessments and standard operating procedures.

5.3.5 Renovation

Renovation of grass areas must be carried out **annually** in accordance with a the site detail sheet and a renovation program prepared by the Contractor and approved by the Contract Manager

Renovation must include:

- (a) top dressing of bare patches with NATA (National Association of Testing Authorities) test certification;
- (b) fertilising; and
- (c) oversewing.

To maintain the healthy, vigorous and uniform colour according to accepted colouring of the particular turf species, bare grass areas must be returfed with drought tolerant grasses such as Kikuyu or as directed by the Contract Manager.

Renovation works must be programmed to be carried out during holiday periods when the Centre is not occupied.

5.3.5.1 Horticultural Chemicals and Fertilisers

The use of herbicides or any chemical is strictly forbidden in child care centres without the written permission of the Contract Manager.

In other sites the Contractor must supply and use agricultural chemicals strictly in accordance with Councils approved lists and in accordance with the manufacturer's recommendations and when not in use must be stored in an approved storage facility off site, which conforms to all current Australian Standards.

- (a) only those chemicals approved in writing by the Contract Manager shall be applied;
- (b) the Contract Manager may at any time direct that chemicals not be applied in certain locations; and
- (c) manufacturer's recommendations must be followed.

The Contractor must obtain permission from the Centre Manager prior to applying or spraying any chemicals.

Appendix 5 provides details on the use of herbicides in the City of Port Phillip.

5.3.5.2 Soil

All soil imported to site must conform with the EPA Fill Criteria (Table 2 EPA Publication 448 - September 1995 "Classification of Wastes") and the supplier must provide NATA test certificates to confirm that the soil supplied conforms. The Council reserves the right to independently sample and test soil prior to delivery.

It is recommended that the Contractor supply the soil required for topping up garden beds and grass areas from bags carrying the necessary certification.

The Contractor must record details of the soil used and the supplier of the material and provide this information after each use in the monthly report.

5.4 GARDEN BEDS

5.4.1 Scope of Service

The Contractor must maintain all garden beds incorporating shrubs, ground covers and other horticultural plantings within service areas.

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

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

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

The Contractor must maintain the garden beds by:

- (a) mulching;
- (b) keeping the plants free from pests infestations;
- (c) pruning, clipping and trimming as determined by seasonal requirements and good gardening and horticultural practices;
- (d) pruning to maintain adequate clearances from playgrounds, furniture, roads, paths and walkways and maintain visibility of signs, markers etc;
- (e) supplying and applying suitable plant fertiliser in accordance with the manufacturer's recommendations;
- (f) removing spent or dying plants before they become unsightly and replace dead, vandalised or stolen plants with stock of the same species;
- (g) removing weeds by mechanical treatment;
- (h) infill planting to maintain garden beds in accordance with approved planting plans and schedules; and
- (i) maintenance of planting plans and planting schedules (record and advise on changes).

5.4.2 Maintenance Standards

All plants must be planted and maintained:

- (a) in accordance with acceptable horticultural techniques for the particular plant genus or species;
- (b) ensure good form and vigour is sustainable throughout the life expectancy of the plant; and

- (c) to maintain plant coverage so as not to compromise the integrity of the garden bed design.

5.4.3 Maintenance Requirements

5.4.3.1 Infill Planting

The Contractor must carry out infill planting that provides all garden beds with the level of plant coverage that accord with the approved garden bed design.

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

Replacement of plants shall take place between May and August and the Contractor must ensure their establishment through watering and maintenance.

5.4.3.2 Planting Plans

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

The Contractor must:

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

5.4.3.3 Clearances

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

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

All planting shall generally be pruned to allow the following clearances:

Footpaths:	Vertically: 2.1 m Horizontally: edge of pathway, roadway or pedestrian area.
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Playgrounds	As per Playground standards
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5.4.3.4 Plant Materials

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

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

5.4.3.5 Mulch

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

The Contractor shall source mulch from Council stockpiles located within the depot. The Contract Manager will advise the Contractor of where mulch can be sourced at any particular time.

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

Fine branch and bark mulch shall be used of no greater than 75mm in length and 20mm in diameter. Organic or composted mulch material may be used (peastraw, straw, straw/manure, mushroom compost etc.) to maintain a depth between 80-100mm.

5.4.3.6 Soil

Refer to Clause 5.3.5.2 Soil.

5.4.3.7 Trees

The Contractor must monitor the condition of Trees and report any concerns in regard to Tree health or public safety to the Contract Manager. Pruning and/or removal of Trees is the responsibility of the Tree Maintenance Contractor and is not included in this contract.

All Trees must be mulched annually to a depth of 75mm and to the drip line of the Tree or as specified by the Contract Manager.

5.5 PLAYGROUNDS

5.5.1 Scope of Service

'Playground' areas are precise areas in which climbing, swinging, sliding, balancing and passive role playing occurs on constructed playground equipment within a soft fall area. All portable play equipment is the responsibility of the Centre Management.

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

The maintenance of playgrounds and play equipment must include the following tasks (to be carried out at each weekly visit):

- (a) weekly inspection to check the general condition and operation of the playground equipment. A monthly condition assessment is also to be carried out. All inspections are to be carried out by a certified playground operator having undergone a nationally accredited playground inspection course;
- (b) undertake Handyman Repairs;
- (c) reporting any major Defects immediately to the Contract Manager;
- (d) immediately take out of service any unsafe equipment;
- (e) check, top up and maintain the soft landing area around the equipment;
- (f) check and maintain sand pits;
- (g) check and maintain the landing area edging;
- (h) remove all Litter and rubbish from within the playground and surrounds; and
- (i) report all issues that should come to the attention of the Contract Manager.

5.5.2 Maintenance Requirements

5.5.2.1 Playground Equipment

As part of each weekly visit, the Contractor must inspect and check that all playground equipment is in a safe condition for normal usage. This must include the inspection of all moving parts. The Contractor must immediately carry out Handyman Repairs and report any major Defects or unsafe conditions.

If necessary, the Contractor must close the Defective equipment using witches hats and orange web fencing and immediately inform the Centre Manager.

The Contractor must inspect and carry out repairs as necessary to the soft fall edging. This must include checking the condition of the edging material and refixing as necessary.

5.5.2.2 Response to Risk Management Audit

A detailed structural and risk management audit is carried out independently by a **specialist consultant** on an **annual** basis for all playgrounds across the City of Port Phillip including all child care centres. These annual reports will be provided to the Contractor.

The Contractor must rectify any Defects, considered to be Handyman Repairs identified in the report at the next scheduled site visit.

5.5.2.3 Soft Fall Material

Soft fall material must be an approved material supplied from an approved source which is free of large and sharp objects and complies with **AS/NZS 4422:1996** Playground Surfacing Specifications. Sufficient soft fall material must be provided around all equipment to provide a cushioned landing area for the users of the playground equipment. The soft fall material must be a minimum of 250 mm thick and must be mulch complying with **AS/NZS 4486.1 1997**, except in locations where sand is used as a soft fall material. Sand used as soft fall material must be a minimum of 250 mm thick and comply with **AS/NZS 4486.1 1997**. The soft fall must not be changed without the approval of the Contract Manager.

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

Softfall levels must not exceed the surrounding pathways or playground surrounds within the play area and must not be permitted to exceed the level of wooden logs or sleepers that retain the soft fall.

5.5.2.4 Sand Pits

Sand pits must be kept clean and free of sharp objects. The sand must be totally removed and replaced once yearly. The Contractor must ensure that the sand pits are maintained to a minimum depth of 250 mm and level with the top of the surround edging with double washed sand. (The Contractor must arrange for this to take place during the mid-term break or Christmas holiday period.) The Contractor is responsible for any repairs and maintenance to the sandpit structures including edging.

All new sandpits must be constructed to appropriate standards and in accordance with industry codes.

5.5.2.5 Shade Sails

The Contractor must repair and maintain shade sails under the Lump Sum. The Contract Manager shall arrange replacement under the Provisional Sum if the shade sail needs to be replaced due to fair wear and tear.

5.6 IRRIGATION

5.6.1 Scope of Service

The Parks and Open Space Contractor is responsible for the inspection, maintenance and repair of all fixed and manual irrigation equipment, above or below ground, required to water lawn, 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 various grass areas and garden beds. Irrigation systems also include all manual hoses, sprinkler fittings and taps connected to a metered mains system or irrigation pump to water areas not covered by an automatic system.

The 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.

The Contractor must report any faults or advise on any repairs required to be carried out on the systems to the Contract Manager.

5.7 INFRASTRUCTURE

5.7.1 SCOPE OF SERVICE

The Contractor must monitor the condition of infrastructure located within the service areas that form part of this contract. Infrastructure includes: fixed seats, tables, bins, signs, fencing, kerbs and edging, paving.

The Contractor must report any damage to infrastructure to the Centre Manager and record details on site record sheet.

Repairs and maintenance of infrastructure is carried out by Council's infrastructure maintenance team.

6 PERFORMANCE LEVELS AND MONITORING

6.1 METHODS OF MONITORING

During the Contract Term the Contract Manager will conduct regular condition audits and performance monitoring checks:

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

Performance monitoring will be undertaken via a process of visual inspection of the 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 satisfaction; 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 random measurement and documentation of the maintenance 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 including the Environmental Management Plan;
- (d) monitoring of the results of the requests for service and complaints system;
- (e) monitoring community satisfaction;
- (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 service areas at, or better than, the specified standards set out in this Specification.

The performance of the Contractor shall be measured on a monthly basis against the performance standards and key performance indicators shown in *Table 1*.

Activity	How Assessed	Frequency	Performance Standard/ Key Performance Indicators (KPIs)
SERVICE ACTIVITIES / PROGRAMS General Activities	Measurement against standards: Random audits by Contract Manager Monitor Defect Works	Monthly	Service areas 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
SERVICE QUALITY Quality Plan OH&S Quality Plan / OH& S Plan/ Environmental Plan	Random inspection of works in progress against specification requirements. OH&S safety record System Audit	Monthly Annually	All sites comply with OH&S and Quality Plan Police and working with children check are current Maintained in accordance with Quality System, OH&S and Environmental requirements
CUSTOMER SATISFACTION	Resolution of Child Care and Community Centre requests.	Monthly	Child Care and Community Centre complaints successfully resolved to the satisfaction of the Contract Manager
ADMINISTRATION Programming, reporting, financial etc	Review by Contract Manager of adherence to Specification requirements: <ul style="list-style-type: none"> • timeliness; • accuracy; and • adherence. 	Monthly	Administration meets specification requirements.

Table 1

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.

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. The performance monitoring handbook for Child Care and Community Centres is provided as an **Appendix 5**.

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 schedule of rates 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 Weekly and Fortnightly Works

The condition audit will be carried out monthly to coincide with the completion of the weekly and fortnightly routine maintenance works.

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

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

6.5.2 Schedule of Rates Payments

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

- (a) undertake and complete works in accordance with the specified standards; or
- (b) fails to 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.

Where a reduction in payment is determined, the Contractor shall be given a reasonable opportunity to show cause why a reduction should not be made.

6.5.3 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 Contractor's 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 – Default by Contractor** should not be exercised.

7 PAYMENTS TO THE CONTRACTOR

7.1 PAYMENTS TO THE CONTRACTOR

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

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

The Council will pay the Contractor, within 30 days of the issuing of **Payment Certificate** by Contract Manager 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 the Contractor considers itself entitled under the Schedule of Rates;
- (b) summary of the service areas maintained;
- (c) summary of the quantity of work carried out against each of the service areas;
- (d) summary of the quantity of work carried out against the Schedule of Rates; and
- (e) 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 do not form part of the works included in the lump sum or schedule of rates. These works will be carried out under provisional sums. Provisional sums may be carried out under any of the following payment arrangements:

- (a) Schedule of Rates; or
- (b) quotation/contract.

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

7.3 CHANGES, ADDITIONS AND DEDUCTIONS

7.3.1 Variations

Refer to clause 5 of the Services General Conditions.

8 LIST OF CONTRACT DELIVERABLES

The key contract deliverables are shown in *Table 2*.

Deliverable	Timelines
Two copies of the formal instrument of agreement together with the Contract Documents	Within 28 days of the award of the contract
Program of Works for all work components	Within 4 weeks of the Commencement Date
Quality Plan	Within 12 weeks of the Commencement Date
Draft Risk Management Plan	Within 4 weeks of the Commencement Date
Draft OH & S Plan & Environmental Plan	Within 4 weeks of the Commencement Date
Address and telephone number of Contractor's Representative	Prior to the Commencement Date
Certification of payments	Monthly
Increase in public liability insurance cover	Annually
Increase in professional indemnity insurance cover	Annually
Provide evidence of insurance	Not less than 30 days prior to the Commencement Date or as agreed with the Contract Manager
Provide Certificate of Currency of insurance	Annually.
Bank guarantee	Upon contract execution

Table 2

9 ACTIVITY SCHEDULE

Details of the Activity Schedule are set out in *Table 3*.

	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARDS / WORK LOAD INDICATOR
1.0	PRELIMINARIES	
1.1	CUSTOMER SERVICE Liaise with Centre Manager (Representative) whilst carrying out horticultural and Asset infrastructure maintenance services.	Respond to Centre Manager (representative) enquires concerning delivery of the service.
1.2	INSPECTIONS Inspect Service Areas.	Inspection of playground Assets on a weekly basis. Inspection of all other Assets as part of 2 weekly visit .
1.3	PROGRAMMING / SCHEDULING / QUALITY PLAN The preparation and maintenance of annual Program of Works, work schedules and Quality Plan requirements.	Programs/schedules to be prepared and submitted by the specified time in accordance with programming / scheduling requirements.
1.4	REPORTS Preparation of Monthly and other Reports. Preparation of Site Works Sheets. Payments.	Reports to be prepared and submitted by the specified time. Complete Site Record Sheet and sign off prior to leaving site.
2	GRASS AREAS	
2.1	MOWING Mechanical mowing of grass areas so as to control grass growth and weeds, keep a tidy appearance. Mowing Program: Spring – Summer- Autumn: every 2 weeks Winter: Once monthly	Mow to maintain a uniform grass height below 80 mm cutting to not less than 50 mm : Spring – Summer- Autumn: every 2 weeks Winter: Once monthly (mow to ensure grass not less than 80 mm prior to next visit.) <ul style="list-style-type: none"> • Remove all Litter, debris, leaf build up and rubbish from Service Area (grass, garden beds paths etc) prior to mowing. • No scalping or excess grass clippings permitted. • Grass clippings must be evenly dispersed after mowing has taken place. No windrows to be visible. • Areas outside grass areas (ie paths, garden beds) shall be free from grass clippings and other debris. • Carry out repairs and maintenance to artificial turf as required. WLI:Cuts / annum 18

	ACTIVITY DESCRIPTION OF WORK	SERVICE STANDARDS / WORK LOAD INDICATOR
2.2	<p>EDGING The control of grass growth adjacent to Centre Assets.</p>	<p>Edge to defined boundaries at time when mowing is carried out:</p> <ul style="list-style-type: none"> • Clean and even cut with no overhanging grass to defined boundaries i.e. paths, gutters, hard edging, garden beds) by mechanical means. • Trim around all furniture, posts etc, and adjacent to boundary fences to match specified grass height by mechanical means only. • Trim to edge of garden beds by mechanical means. Herbicide spray (< 50 mm width may be used against mulched bed) <p>Control grass within 100 mm of the base of the trunk of a Tree or shrub by hand weeding. (Mechanical trimming not permitted)</p>
2.3	<p>SURFACE REPAIR The maintenance of the grass surface in a safe and functional condition by the removal all depressions, machine indentations etc.</p>	<p>At the time of mowing:</p> <ul style="list-style-type: none"> • Repair all ruts, depressions, etc. and other damage to the surface caused through usage or vandalism. • All wheel ruts left during mowing must be immediately repaired.
2.4	<p>WEEDING (PAVED AREAS) Removal of weeds from internal roads, paths and paved areas and fronting public pathways</p>	<p>Remove all weeds from paths at the time of mowing</p>
2.5	<p>WEED CONTROL Turf must be controlled for the occurrence of Paspalum, Onion weed, Capeweed, Plantain, Bindii, clover and rosette type weeds.</p>	<p>Grass must be 95 % free from weeds.</p>
2.6	<p>TURF MANAGEMENT The on going maintenance required in terms of fertiliser, top dressing, seeding, etc (Carry out during School Holidays)</p>	<p>Maintain lawn in a healthy and vigorous condition with uniform colour to match accepted colouring of the particular turf species by annual fertilisation, top dressing of bare spots and over sewing with warm season grass seed mix.</p> <p>Treat pests and diseases after consultation with Contract Manager</p> <p>Maintain soil to appropriate pH levels.</p> <p>Carry out repairs and maintenance to artificial turf areas as and when required.</p>

3.0 GARDEN BEDS		
3.1	<p>HORTICULTURAL MAINTENANCE The ongoing maintenance required in terms of fertiliser, cultivating, pruning, trimming, staking, and protection to ensure vigorous plant growth</p> <p>The replacement of all removed, dead, dying, diseased, vandalised or stolen plants with approved plant species to maintain Planting Plan</p> <p>Monitor condition of Trees</p>	<p>Carry out horticultural activities to ensure the immediate health of plants and before garden beds become overgrown or unsightly, to maintain the visual integrity of the garden beds and to ensure the plants attain their expected life.</p> <p>Shrubs must be pruned to achieve desirable ornamental features of the particular specimens (flowering, autumn colour, natural form. etc.) and remove damaged or diseased parts of plant</p> <p>Plants must be pruned to prevent over growing of footpaths, blocked gutters or prevent pedestrian/ vehicular access</p> <p>Dead flower stalks must be cut back at the end of the plants flowering period. Live flower stalks which are untidy, obstruct the vision of vehicular and/or pedestrian traffic must be removed.</p> <p>Monitor invasive ground covers, such as Ivy, to ensure they do not prevent the growth or threaten the establishment of neighbouring plants.</p> <p>Replace all removed, dead, dying, vandalised or stolen plants in Winter period.</p> <p>Replacement and infill plantings must be carried out to retain the integrity of the garden bed Planting Plan.</p> <p>WLI: Replacement Plants Native Plants (150mm pots): 200 No per annum.</p> <p>Report any works required to be carried out on Trees to maintain health and clearances to the Contract Manager.</p>
3.2	<p>WEEDING The systematic control, removal and disposal of all weeds, using mechanical or physical methods appropriate to the site.</p>	<p>Weed areas when weed growth exceeds 200mm in height, when coverage exceeds 5% of total area of garden bed or when detracts from the appearance of the bed by:</p> <ul style="list-style-type: none"> • Mechanical means • Hand weeding <p>Trees must have 1m diameter circle free of any vegetation with the area mulched to 80-100 mm depth.</p> <p>Mulching around Trees must be free of vegetation</p>
3.3	<p>MULCHING The supply, placement, and containment of approved woodchips, mulch or other surface material and the maintenance of a minimum and maximum specified depth of cover at all times free of weed species</p>	<p>Mulch garden beds annually in accordance with approved program. Between annual mulching replace and/or redistribute mulch when depth < 80 mm and > 100 mm or to maintain neat and tidy appearance</p> <p>Mulch must be kept away from base of shrubs and no closer than 200 mm from grass areas.</p>

3.0 GARDEN BEDS		
3.4	EDGING The maintenance of a defined edge to garden beds.	Maintenance of a spade edge when > 10% of soft edge is broken, overgrown or ill defined.
3.5	LITTER The picking up of all Litter from within garden beds to remove unsightly objects	Remove all Litter at time of mowing or garden maintenance
4 DRAINAGE		
4.1	OPEN PAVED DRAINS Removal of silt/debris to maintain free flowing of the stormwater	Remove and disposal at the time of mowing all debris when debris prevents the flow of water or if deemed a health hazard or visually intrusive.
4.2	PIT CLEANING The removal of dirt and debris from pits and openings to maintain adequate drainage	Regularly inspect and clean all side entry and grating pits. Remove all Litter and debris from pit entry at time of mowing. All pits are to be cleaned ever 2 months to an approved program.
5 PLAYGROUNDS		
5.1	CLEANING The cleaning of playground equipment.	Playgrounds must be cleaned when stains, grease, graffiti or excess build up of dirt or cobwebs appear. Clean as required at 2 weekly visit. Report if graffiti cannot be removed by cleaning.
5.2	HANDYMAN REPAIRS Inspect weekly to check condition to ensure all equipment is safe functions as designed. Maintenance of safe edging to soft fall area	Make safe and take out of service any unsafe equipment and carry out immediate Handyman Repairs. Beyond Handyman Repairs, report on playground equipment or equipment components when damaged, showing signs of excessive wear, fatigue or distress or not being up to specified standard or manufacturers specifications Repaint all painted surfaces every 3 years to an agreed plan. Replace or refix edging when dislodged, unsafe or in poor condition. WLI: 6 No.
5.3	SOFTFALL AREA Maintenance of softfall material and areas to ensure safety of children.	Rake over surface at time of inspection to: <ul style="list-style-type: none"> redistribute to uniform, non compacted specified depth (in particular high wear areas) replace with approved material when levels fall below specified level . expose and remove all Litter and foreign objects WLI: Wood chips 350 m3 Washed Sand 240 m3

5 PLAYGROUNDS		
5.4	<p>SAND PITS Maintenance of sand pit material and areas to ensure safety of children.</p> <p>Carry out repairs and maintenance to sand pit structure.</p>	<p>Rake over surface at time of inspection to:</p> <ul style="list-style-type: none"> • redistribute to uniform, non compacted specified depth • replace with approved material when levels fall below specified level . • expose and remove all Litter and foreign objects <p>Totally remove and replace with approved double washed sand annually to a minimum depth of 250 mm and level with the top of the surround edging to an agreed program.</p>
6 IRRIGATION		
6.1	<p>CONTROLLERS On going operation of system controllers in accordance with manufacturers specification</p>	<p>Adjust settings as required to meet Centre watering requirements. Notification of programs to the Plumber of the Parks and Open Space Maintenance Contract.</p> <p>Maintenance, audits and repairs of irrigation systems are covered by the Plumber of the Parks and Open Space Maintenance Contract.</p>
7 INFRASTRUCTURE		
7.1	<p>INSPECTIONS Inspect and carry out all required maintenance and repairs to shade sails.</p> <p>Report where repairs are required to any other infrastructure.</p>	<p>Inspect at time of mowing.</p> <p>Make safe (by erecting barricades etc), if required, and report when a potential hazard to Centre users or noticeably degraded and likely to affect the structural integrity of the Assets</p>

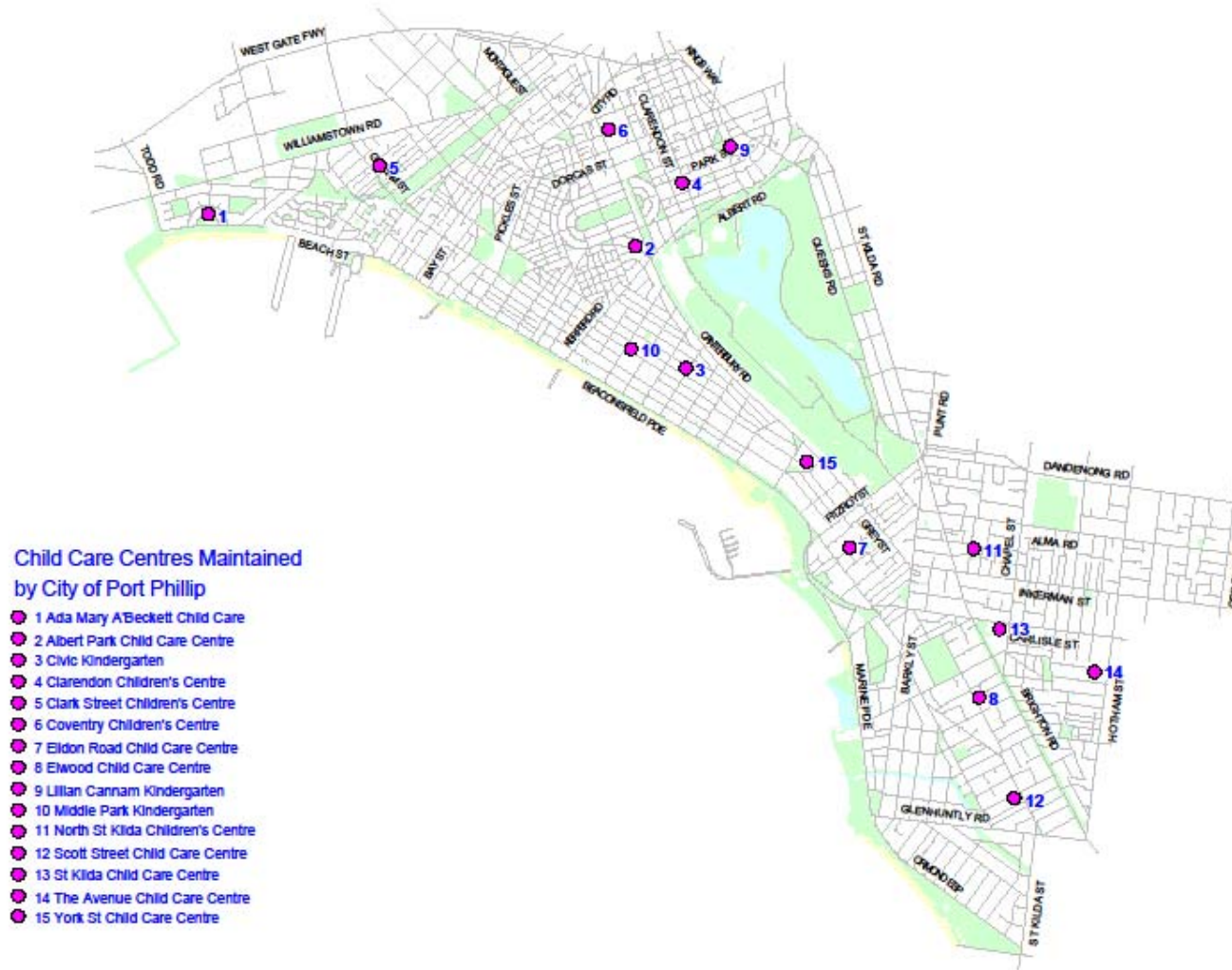
Table 3

10 APPENDICES

APPENDIX 1	CHILD CARE & COMMUNITY CENTRES – LOCATION PLAN
APPENDIX 2	SERVICE AREAS – ASSET MAINTENANCE DETAILS
APPENDIX 3	IRRIGATION
APPENDIX 4	HERBICIDES
APPENDIX 5	PERFORMANCE MONITORING HANDBOOK
APPENDIX 6	MANAGING ASBESTOS
APPENDIX 7	HERITAGE LISTED TREES
APPENDIX 8	MANAGING CONTAMINATED SITES

APPENDIX 1 – CHILDCARE & COMMUNITY CENTRES - LOCATION PLAN

10.1 APPENDIX 1 – CHILD CARE & COMMUNITY CENTRES – LOCATION PLAN



APPENDIX 1 – CHILDCARE & COMMUNITY CENTRES - LOCATION PLAN



APPENDIX 2 – COMMUNITY CENTRES – MAINTENANCE DETAILS

10.2 APPENDIX 2 – COMMUNITY CENTRES – MAINTENANCE DETAILS

COMMUNITY CENTRES				
Asset No	Centre	Address	Suburb	Mel Ref
130	Betty Day Centre	67 Argyle St	St Kilda	58 C9
159	Burnett Gray Centre	51 The Broadway	Elwood	67 B2
137	Cora Graves Senior Citizen's Centre	38 Blessington St	St Kilda	58 A12
157	Elwood /St Kilda Neighbourhood Learning Centre	87 Tennyson St	Elwood	67 D4
144	Liardet St Community Centre	81-85 Liardet St	Port Melbourne	57 C3
148	Mary Kehoe Snr Citizen's Centre	224 Danks St	Middle Park	57 F6
151	Sol Green Community Centre	151 Nelson Rd	Port Melb	57 E1

APPENDIX 2 – COMMUNITY CENTRES – MAINTENANCE DETAILS

Betty Day Care Centre

Community Centre Maintenance Site Sheet

Name:	Betty Day Care Centre
Location:	67 Argyle Street St Kilda
Description	Senior Citizens Centre
Site Number:	130
Melways Ref:	58 C9
Inspection/Site Visit:	Once fortnightly
<hr/>	
Weed Management:	Maintain 95% weed free
Plantings:	When necessary to replace dead or damaged plants.
Mulching:	Mulch coverage to be maintained at 75mm.
Pruning :	Pruning required to maintain unobstructed access to pathways.
Trees:	20 Trees to be pruned to ensure pedestrian safety only. All Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Irrigation:	Check system is operational (sprays in garden beds). Liaise with Parks and Open Space Contractor for repairs and maintenance.
Comments:	Side walkway leads to Jim Duggan reserve - ensure it is weed free and mulched at all times. Reserve is not maintained under this contract.



APPENDIX 2 – COMMUNITY CENTRES – MAINTENANCE DETAILS

Burnett Grey Health Centre

Community Centre Maintenance Site Sheet

Name:	Burnett Grey Health Centre
Location:	51 The Broadway Elwood
Description	Maternal and Child Health and community centre
Site Number:	159
Melways Ref:	67 B2
Inspection/Site Visit:	Once fortnightly
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Mowing:	Mow fortnightly in Spring/Summer. Autumn/Winter mow to maintain grass height between 60 - 80mm, including naturestrips.
Weed Management:	Maintain 95% weed free.
Plantings:	When necessary to replace dead or damaged plants.
Mulching:	Mulch coverage to be maintained at 75mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Playground Equipment:	All fixed equipment is to be checked for safety and correct functionality at each visit.
Trees:	6 Trees to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Comments:	



Cora Graves Centre

Community Centre Maintenance Site Sheet

Name:	Cora Graves Centre
Location:	38 Blessington Street St Kilda
Description	Senior Citizens Centre
Site number:	137
Melways Ref:	58 A12
Inspection/Site Visit:	Once fortnightly

Weed Management:	Maintain 95% weed free.
Plantings:	When necessary to replace dead or damaged plants.
Mulching:	Mulch coverage to be maintained at 75mm.
Pruning :	Small pruning required to maintain access to pathways.
Trees:	7 Trees to be pruned to ensure pedestrian safety only. All Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Comments:	



Elwood & St Kilda Neighborhood Learning Centre

Community Centre Maintenance Site Sheet

Name:	Elwood & St Kilda Neighborhood Learning Centre
Location:	
Description	87 Tennyson Street St Kilda
Site Number:	Community Learning Centre
	157
Melways Ref:	67 D4
Inspection/Site Visit:	Once fortnightly
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Mowing:	Mow fortnightly in Spring/Summer. Autumn/Winter mow to maintain grass height between 60 - 80mm, including naturestrips.
Weed Management:	Maintain 95% weed free.
Plantings:	When necessary to replace dead or damaged plants.
Mulching:	Mulch coverage to be maintained at 75mm.
Pruning :	Small pruning required to maintain access to pathways.
Trees:	25 Trees to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other contractor.
Paths:	Repairs to pathways are not within this contract.
Playground Equipment:	All fixed equipment is to be checked for safety and correct functionality at each visit.
Irrigation:	Check system is operational (sprays in garden beds). Liaise with Parks and Open Space Contractor for repairs and maintenance
Comments:	



APPENDIX 2 – COMMUNITY CENTRES – MAINTENANCE DETAILS

Liardet Street Community Centre

Community Centre Maintenance Site Sheet

Name:	Liardet Street Community Centre
Location:	81-85 Liardet Street Port Melbourne
Description	Maternal and Child Health and community centre
Site Number:	144
Melways Ref:	57 C3
Inspection/Site Visit:	Once Fortnightly
<hr/>	
Mowing:	Spring/Summer fortnightly Autumn/Summer maintain 60 - 80mm (includes naturestrips).
Weed Management:	Maintain 95% weed free.
Plantings:	When necessary to replace dead or damaged plants.
Mulching:	Mulch coverage to be maintained at 75mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	10 Trees to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Comments:	



APPENDIX 2 – COMMUNITY CENTRES – MAINTENANCE DETAILS

Mary Kehoe Centre

Community Centre Maintenance Site Sheet

Name:	Mary Kehoe Centre
Location:	224 Danks Street Middle Park
Description	Senior Citizens Centre
Site Number:	148
Melways Ref:	57 F6
Inspection/Site Visit:	Once fortnightly

Mowing:	Mow fortnightly in Spring/Summer. Autumn/Winter mow to maintain grass height between 60 - 80mm, including naturestrips.
Weed Management:	Maintain 95% weed free.
Plantings:	When necessary to replace dead or damaged plants.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways.
Trees:	6 Trees to be pruned to ensure pedestrian safety only. All Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Irrigation:	Check system is operational (garden bed sprays). Liaise with Parks and Open Space Contractor for repairs and maintenance.



Sol Green Recreation Centre

Community Centre Maintenance Site Sheet

Name:	Sol Green Recreation Centre
Location:	Nelson Street South Melbourne
Description	Community Recreation Centre
Site Number:	151
Melways Ref:	57 E1
Inspection/Site Visit:	Once Fortnightly

Mowing:	Mow fortnightly in Spring/Summer. Autumn/Winter mow to maintain grass height between 60 - 80mm, including naturestrips.
Weed Management:	Maintain 95% weed free,
Plantings:	When necessary to replace dead or damaged plants,
Mulching:	Mulch coverage to be maintained at 75-100mm
Pruning :	Small pruning required to maintain free access to pathways and play equipment,
Trees:	15 Trees to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to the contract manager.
Sandpit:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Comments:	Vegetation outside the perimeter fence of Sol Green is not included in this contract (eg: next to front door).



APPENDIX 2A – CHILDCARE CENTRES – MAINTENANCE DETAILS

10.3 APPENDIX 2A – CHILDCARE CENTRES – MAINTENANCE DETAILS

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

Ada Mary A' Beckett CCC

Child Care Maintenance Site Sheet

Name:	Ada Mary A' Beckett Child Care Centre
Location:	7 Cumberland Road Port Melbourne
Description	Play areas only no lawns
Site Number:	787
Melways Ref	57 F3
Map:	
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly
<hr/>	
Mowing:	N/A
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	Tree to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9 - Activity Schedule.
Irrigation:	Check system is operational (garden bed sprays). Liaise with Parks and Open Space Contractor for repairs and maintenance.
Comments:	

Albert Park Child Care Centre

Child Care Maintenance Site Sheet

Name:	Albert Park Child Care Centre
Location:	18 Dundas Place Albert Park
Description	Play areas only no lawns
Site Number:	138
Melways Ref Map:	57 H2
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing:	N/A
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	Tree to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9- Activity Schedule.
Irrigation:	Check system is operational (garden bed sprays). Liaise with Parks and Open Space Contractor for repairs and maintenance.
Comments:	Phone: Street access to rear via Madden Street laneway wheelbarrow access only.



Civic Kindergarten

Child Care Maintenance Site Sheet

Name:	Civic Kindergarten
Location:	256 Richardson Street Middle Park
Description	Play areas only
Site Number:	133
Melways Ref Map:	57 H6
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing:	N/A
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	4 Trees to be pruned to ensure pedestrian safety only. All other pruning Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous crack or potholes to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9 - Activity Schedule
Comments:	



Clarendon Street Child Care Centre**Child Care Maintenance Site Sheet**

Name:	Clarendon Street Child Care Centre
Location:	410 Clarendon Street South Melbourne
Description	Passive lawn areas and play areas
Site Number:	134
Melways Ref Map:	57 G2
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing:	Spring/Summer fortnightly Autumn/Summer maintain 60 - 80mm.
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	8 Trees to be pruned to ensure pedestrian safety only. All other pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9- Activity Schedule.
Shade Sail	Carry out all repairs and maintenance.
Irrigation:	Check system is operational (garden bed sprays). Liaise with Parks and Open Space Contractor for repairs and maintenance.
Comments:	Rear access via Napier Street through staff car park.

Clark Street Child Care Centre

Child Care Maintenance Site Sheet

Name:	Clark Street Child Care Centre
Location:	106 Clarke Street Port Melbourne
Description	Play areas only
Site Number:	135
Melways Ref Map:	2J B3
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly
Mowing:	N/A
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	7 Trees to be pruned to ensure pedestrian safety. All other Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9- Activity Schedule.
Comments:	Car access via double gate off Clark Street.



Coventry Street Child Care centre

Child Care Maintenance Site Sheet

Name:	Coventry Street Child Care centre
Location:	328-332 Coventry Street South Melbourne
Description:	Passive lawn areas and play areas
Site Number:	136
Melways Ref Map:	57 F1
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing:	Spring/Summer fortnightly - Autumn/Summer maintain to 60-80mm (grass in toddler area only no naturestrip).
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	8 Trees to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or potholes to Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9- Activity Schedule.
Comments:	Rear access via laneway off Coventry Street to double gates at rear of centre.



Eildon Road Child Care Centre

Child Care Maintenance Site
Sheet

Name:	Eildon Road Child Care Centre
Location:	17 Eildon Road St Kilda
Description	Surfaced play areas
Site Number:	156
Melways Ref Map:	58 B11
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing: N/A

Weed Management: Maintain 95% weed free.

Plantings: Dead or missing plants are to be reported to the Contract Manager.

Mulching: Mulch coverage to be maintained at 75-100mm.

Pruning : Small pruning required to maintain free access to pathways and play equipment.

Trees: 5 Trees to be pruned to ensure pedestrian safety only. All other pruning to be undertaken by other contractor.

Paths: Report dangerous cracks or potholes to the Contract Manager.

Drainage: Inspect regularly, keep any drainage pits clear and free flowing.

Play Equipment: All fixed equipment is to be checked for safety and correct functionality.

Sandpits: Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.

Shade Sail Carry out all repairs and maintenance.

Soft fall: Refer to Clause 9- Activity schedule.

Comments:



Elwood Child Care Centre

Child Care Maintenance Site Sheet

Name: **Elwood Child Care Centre**
Location: 46 Tennyson Street Elwood

Description: Passive lawn areas and play areas
Site Number: 156
Melways Ref Map: 58 B11
Inspection/Site Visit: Weekly playground inspections.
Maintenance of all other Assets fortnightly

Mowing: Spring/Summer fortnightly Autumn/Summer maintain 60-80mm (includes naturestrips).

Weed Management: Maintain 95% weed free.

Plantings: Dead or missing plants are to be reported to the Contract Manager.

Mulching: Mulch coverage to be maintained at 75-100mm.

Pruning : Small pruning required to maintain free access to pathways and play equipment.

Trees: 5 Trees to be pruned to ensure pedestrian safety only. All other pruning to be undertaken by other contractor.

Paths: Report dangerous cracks or potholes to the Contract Manager.

Drainage: Inspect regularly, keep any drainage pits clear and free flowing.

Play Equipment: All fixed equipment is to be checked for safety and correct functionality

Sandpits: Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.

Soft fall: Refer to Clause 9 - Activity Schedule.

Irrigation: Check system is operational (garden bed sprays). Liaise with Parks and Open Space Contractor for repairs and maintenance.

Comments:



APPENDIX 2A – CHILD CARE CENTRES – MAINTENANCE DETAILS

Lillian Cannam Child Care Centre

Child Care Maintenance Site
Sheet

Name:	Lillian Cannam Child Care Centre
Location:	97 Eastern Road South Melbourne
Description	Passive lawn areas and play areas
Site Number:	146
Melways Ref Map:	57 H2
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing:	Spring /Summer fortnightly Autumn/Summer maintain 60/80mm (includes naturestrips).
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	5 Trees to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other contractor.
Paths:	Report dangerous cracks or pothole to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9 - Activity Schedule.
Shade Sail	Carry out all repairs and maintenance.
Irrigation:	Check system is operational (garden bed sprays). Liaise with Parks and Open Space Contractor for repairs and maintenance.
Comments:	Access via double gate off Eastern Road.



Middle Park Kindergarten

Child Care Maintenance Site Sheet

Name:	Middle Park Kindergarten
Location:	131 Mills Street Middle Park
Description	Play areas only
Site Number:	189
Melways Ref Map:	57 F5
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing:	Spring / Summer fortnightly Autumn / Summer maintain 60-80mm - naturestrip only.
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	5 Trees to be pruned to ensure pedestrian safety only. All other pruning to be undertaken by other Contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9 - Activity Schedule.
Comments:	



North St Kilda Child Care Centre

Child Care Maintenance Site Sheet

Name:	North St Kilda Child Care Centre
Location:	71 Argyle Street St Kilda
Description	Passive lawn areas and play areas
Site Number:	127
Melways Ref Map:	58 C9
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing:	Spring/Summer fortnightly - Autumn/Summer maintain 60-80mm (includes naturestrips).
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	8 Trees to be pruned to ensure pedestrian safety only. All other pruning to be undertaken by other Contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9- Activity Schedule.
Irrigation:	Check system is operational (garden bed sprays). Liaise with Parks and Open Space Contractor for repairs and maintenance.
Comments:	



APPENDIX 2A – CHILD CARE CENTRES – MAINTENANCE DETAILS

Scott Street Child Care Centre

Child Care Maintenance Site Sheet

Name:	Scott Street Child Care Centre
Location:	31B Scott Street Elwood
Description	Passive lawn and play areas
Site Number:	149
Melways Ref Map:	67 C2
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly
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Mowing:	Spring/Summer fortnightly Autumn/Summer maintain at 60/80mm (includes naturestrips).
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	8 Trees to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other Contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9 - Activity Schedule.
Irrigation:	Check system is operational (garden bed sprays). Liaise with Parks and Open Space Contractor for repairs and maintenance.
Comments:	

APPENDIX 2A – CHILD CARE CENTRES – MAINTENANCE DETAILS

St Kilda Child Care Centre

Child Care Maintenance Site
Sheet

Name:	St Kilda Child Care Centre
Location:	171 Chapel Street St Kilda
Description:	Passive lawn & Play areas
Site Number:	132
Melways Ref Map:	58 D11
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing:	Spring/Summer fortnightly Autumn/Summer maintain 60-80mm (includes naturestrips).
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	6 Trees to be pruned to ensure pedestrian safety only. All other pruning to be undertaken by other Contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Shade Sail	Carry out all repairs and maintenance.
Soft fall:	Refer to Clause 9 - Activity Schedule.
Comments:	



APPENDIX 2A – CHILD CARE CENTRES – MAINTENANCE DETAILS

The Avenue

Child Care Maintenance Site
Sheet

Name:	The Avenue
Location:	39 The Avenue Balaclava
Description	Passive lawn areas and play areas
Site Number:	158
Melways Ref Map:	57 H2
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Mowing:	Spring/Summer fortnightly Autumn/Summer maintain 60/80mm.
Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	11 Trees to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other Contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Shade Sail	Carry out all repairs and maintenance.
Soft fall:	Refer to Clause 9- Activity Schedule.
Irrigation:	Check system is operational (garden bed sprays). Liaise with Parks and Open Space Contractor for repairs and maintenance.
Comments:	Rear access via ROW.



APPENDIX 2A – CHILDCARE CENTRES – MAINTENANCE DETAILS

York Street Childcare Centre

Child Care Maintenance Site Sheet

Name:	York Street Childcare Centre
Location:	8 York Street West St Kilda
Description	Play areas only
Site Number:	161
Melways Ref Map:	57 J7
Inspection/Site Visit:	Weekly playground inspections. Maintenance of all other Assets fortnightly

Weed Management:	Maintain 95% weed free.
Plantings:	Dead or missing plants are to be reported to the Contract Manager.
Mulching:	Mulch coverage to be maintained at 75-100mm.
Pruning :	Small pruning required to maintain free access to pathways and play equipment.
Trees:	1 Tree to be pruned to ensure pedestrian safety only. All other Tree pruning to be undertaken by other Tree Contractor.
Paths:	Report dangerous cracks or potholes to the Contract Manager.
Drainage:	Inspect regularly, keep any drainage pits clear and free flowing.
Play Equipment:	All fixed equipment is to be checked for safety and correct functionality.
Sandpits:	Sand pit to be kept level with surrounds at all times. Carry out repairs and maintenance to sandpit infrastructure as required.
Soft fall:	Refer to Clause 9 - Activity Schedule.
Comments:	

APPENDIX 3 – IRRIGATION

10.4 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
2	127	Argyle St IWC			R/Bird 1800	Richdel	4	Richdel 205	4	mc31826	G	N		N	
5	131	Carter St. Day Care	Y		Drip	R/bird	2			2A71234		N			
14	134	Clarendon St.Day Care	Y		R/bird 1800	Oasis	8	Richdel 205	6		F	N			
15	135	Clarke St. Child Care	Y		R/bird 1804 & Drippers	Calcon	3			ZC2115	P	N			
16	136	Coventry St. Child Care	Y		R/bird 1800	R/bird hp6	6	Richdel 205	5		F	Y			
45	148	Mary Kehoe	Y		R/bird 1800 Maxi Paw PGP	Richdel 6	6	Richdel 205	5		G	N		N	
57	149	Scott St Maternal and Child Health Centre			R/bird 1800	Oasis	6			a301005		N		N	
65	157	Tennyson St. (No.87)	Y		Hunter, 1802, Shrub sprays	Nelson	14			b9838	F	N		N	

10.5 APPENDIX 4 – HERBICIDES

1 HERBICIDES

1.1 Selection of herbicides and application method

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

Chemical products registered for aquatic use 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.

1.2 Herbicide operations

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

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

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

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

1.3 Key risks

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

- personal injury to the person/s applying the herbicide/ pesticide;
- injury to a member of the public;
- damage to herbicide sensitive plants or turf or other Assets on adjacent open space through spray drift; 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.

1.4 Responsibility for management of herbicide use

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

APPENDIX 4 – HERBICIDES

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

1.5 Non-Chemical applications

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

1.6 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*;
- *Occupational Health and Safety Act 2004*;
- *Occupational Health and Safety Regulations 2007*;
- *Environment Protection Act 1970*;
- *Dangerous Goods (Storage and Handling) Regulations 2000* and associated Code of Practice;
- *Flora and Fauna Guarantee Act 1988*;
- *Planning and Environment Act 1987*;
- *Catchment and Land Protection Act 1994*;
- *Water Act 1989*;
- *Heritage Act 1995*;
- *Local Government Act 1989*;
- State Environmental Planning Policies (Waters of Victoria/Groundwater of Victoria);
- *Wildlife Act 1975*;
- *Wildlife Regulations 2002*;
- Code of Practice for Hazardous Substances;
- 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 – PERFORMANCE MONITORING

1.7 APPENDIX 5 –PERFORMANCE MONITORING SYSTEM

1 INTRODUCTION

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

The Child Care and Community Centres require the Contractor to clean and maintain specified urban open space Assets in a defined Region. The Contract details the minimum performance levels required.

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

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

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

The Contract Manager 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. community satisfaction surveys.

1.1 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 two (2) Asset categories. Each category is inspected against specified criteria. The percentage compliance for each criteria, Asset category and all Asset categories can be calculated.

It is realised that there can be imperfections in the delivery of services Child Care and Community Centres 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;

APPENDIX 5 – PERFORMANCE MONITORING

- c. the assessment criteria are clearly defined; and
- d. results are systematically recorded, so a permanent and reliable record is produced.

1.1.1 SAMPLE SIZE

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

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

1.1.2 SAMPLING PROCEDURES

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

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

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

1.1.3 ASSET CATEGORIES

The Asset categories and the number of sites within each Asset category that will be assessed as part of the Random Inspection are outlined below:

Asset Category	Number of Sites Assessed during Random Inspection
Horticultural and Cleaning Maintenance	15
Playgrounds	15

APPENDIX 5 – PERFORMANCE MONITORING

1.1.4 ASSET CRITERIA

The criteria to be assessed at each Horticulture and Cleaning Maintenance site is as follows:

Asset Criteria
General pruning and shrub bed maintenance
Pest and weed Control
Cleaning and maintenance of gravel or granite paths
Turf maintenance
Litter

Not all criteria are present at all Asset categories.

1.1.5 THE INSPECTIONS

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

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

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

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

1.1.5.1 The Random Performance Monitoring Inspection

Each month 15 Child Care and Community Centres 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 Child Care and Community Centres contain all Asset categories.

1.1.6 DATA ENTRY

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

APPENDIX 5 – PERFORMANCE MONITORING

1.1.7 REPORTS AND GRAPHS

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

1.1.7.1 The Report by Asset Category

The database will calculate the score for each Asset category. For example: Scores can be calculated for categories such as shrub beds, 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 shrub beds are unsatisfactory, and specifically weeds in shrub beds 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 weed control in shrub beds.

1.1.7.2 How the Performance is Calculated

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

The performance is dependant 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 the Contract Manager, 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.

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

If the results are not challenged or the Contract Manager 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

Asset Categories and Criteria	Inspection Frequency	Threshold
Horticultural and cleaning maintenance	Monthly	95%
Playgrounds	Monthly	95%

1.1.7.3 How Annual Price for each Category is calculated

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

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

APPENDIX 5 – PERFORMANCE MONITORING

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

Asset Categories, Criteria	Annual Price Calculation
Horticultural and Cleaning Maintenance	S1+S2+S3+S4+S5+S6+S7+S8+S9+S10+S11+S12+S13
Playgrounds	P1+P2+P3+P4

TABLE 1 – Horticultural and Turf Maintenance Services

Item number	Service description
S1	Pruning (general pruning, hedge pruning, pruning for line of sight and access, etc), dead plant removal
S2	Floral Displays
S3	Fertilising
S4	Mulching
S5	Pest and Weed control
S6	Mowing
S7	Edging
S8	Correcting levels and topdressing of turf areas
S9	Aeration of turf areas
S10	Weed control in shrub and garden beds
S11	Irrigation management
S12	Granite and gravel surfaces including paths, cleaning and maintenance
S13	Litter removal

APPENDIX 5 – PERFORMANCE MONITORING

TABLE 2 – Playground Cleaning and Maintenance Services

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

APPENDIX 6 – MANAGING ASBESTOS

1.2 APPENDIX 6 –MANAGING ASBESTOS

Managing Asbestos: Advisory Form Occupational Health & Safety Regulations 2007

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

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

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

Property Name:

Street Address:

Unit:

Section:

Block:

Suburb:

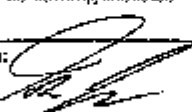
Construction Date:

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

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

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

Signed (owner/occupier):



Date:

21/9/10

Please also see Background Information (attached).

Managing Asbestos: Background Information

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

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

APPENDIX 7 – HERITAGE LISTED TREES

1.3 APPENDIX 7 –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	Farrell St, cnr Clark St		C1960s	Mature Agonis flexuosa in pavement; local landmark Tree
Port Melbourne	Farrell St. Ross St to reserve		C1900 or older	Five mature Schinus molle var. areira along Street off railway reserve
Port Melbourne	Farrell St, Liardet & Stoke Sts			Triangular reserve/neighbourhood park with some play equipment, seats and bluestone base to drinking fountain. Mature Trees include Schinus molle var. areira, elms and mature butrecent plantings of eucalypts.
Port Melbourne	Reserve bounded by 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 nicholii) 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		1940's	Mature poplars (Populus deltoids & P alba) in centre median reserve and side footpaths
Port Melbourne	Edwards Avenue	Edwards Reserve	C1910-20	Unnamed public reserve – avenues of distinctive tall Phoenix canariensis and beds of roses. Some new play equipment and two public shelters – one timber c1920s and other rubble stone base and timbre c1940s. Mature Trees on Street side of Liardet St. are Populus alba and a group of planes.
Port Melbourne	Gladstone St, Ingles to Boundary Rd	Page Reserve	C1920	Mature Trees include rows of elms (Ulmus sp.), no Schinus molle var. areira on Street but on rail line. Some newly planted Schinus molle var. areira and Lagunaria patersonii on Street side of reserve, also mature plane (Platanus sp.) and poplars including Populus nigra 'Italica'. Random rubble stone wall and indented seating on Ingles St.

APPENDIX 7 – HERITAGE LISTED TREES

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

APPENDIX 7 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
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.
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 <i>canariensis</i> , elms, and 2 x <i>Pinus radiata</i>
South Melbourne	Ward St, Dorcas St to Bank St		C1920	Mature elm Trees forming avenue
South Melbourne	Albert Rd		C1920s	Mature Phoenix <i>canariensis</i> in centre median alternating with younger <i>Lophostemon confertus</i> . Service Street planting of ash not significant.
South Melbourne	Canterbury Rd, corner Cowderoy St,	HR Johnson Reserve	C1920s	Public park with open grass, play equipment, native Trees and shrubs. Some <i>Populus deltoides</i> , <i>Populus canescens</i> , <i>Populus</i> sp, very large <i>Pinus pinea</i> .
South Melbourne	Cowderoy St corner Deakin St	Jacoby Reserve	C1920s or earlier	Older plantings include <i>Ficus rubiginosa</i> x 4, <i>Eucalyptus calophylla</i> , <i>Araucaria heterophylla</i> x 1, gravel paths, play equipment, seats, SEC substation red brick building used as works shed, new planting of Australian natives mainly shrubs and Trees on park perimeter. <i>Metrosideros tomentosa</i> on Cowderoy St., plane Trees on Deakin St.

APPENDIX 7 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
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, <i>Melaleuca</i> sp., etc. which limit views into and out of the park. Elms may indicate former carriage drive through park Extensive range of exotic plantings in beds and grassed surrounds have been replaced in many instances with inappropriate natives. Mature Trees include <i>Phoenix canariensis</i> , <i>Platanus</i> sp. (dieback?), <i>Grevillea robusta</i> , <i>Cedrus deodara</i> , rows of <i>Pinus radiata</i> , <i>Populus deltoides</i> , mixed <i>Eucalyptus</i> sp., Garden beds include <i>Tecoma stans</i> , <i>Pittosporum undulatum</i> (overgrown), <i>Photinia serrulata</i> , <i>Cotoneaster serotinus</i> , <i>Nerium oleander</i> , <i>Garrya elliptica</i> , hollies, <i>Raphiolepis</i> sp., <i>Viburnum tinus</i> , <i>Arbutus unedo</i> , cannas and at the southern end a section of succulents. The most distinctive feature of the park is a small garden pavilion in the garden beds near an avenue of olive Trees, (another former carriage drive?) and golden privet hedging, 2 x <i>Pinus pinea</i> , and underneath a large <i>Cedrus deodara</i> . The pavilion has no plaque but a bitumen base, silver metal onion-top dome roof with timber seating and cross bracing. At the southern end of the park is an open lawn area with mixed specimen Trees including <i>Brachychiton populneus</i> , <i>Phoenix canariensis</i> x 3, a very large <i>Ficus macrophylla</i> near the rail line, and a bitumen bike path between the rail line and a row of mature <i>Schinus molle</i> var <i>areira</i> .
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 <i>Quercus suber</i> , large <i>Ficus macrophylla</i> (adventure play equipment connected into Tree), <i>Araucaria columellaris</i> , <i>Eucalyptus cladocalyx</i> , <i>Salix</i> sp., <i>Ulmus parvifolia</i> , <i>Quercus robur</i> . 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 <i>Pinus radiata</i> . Mature row of <i>Pinus radiata</i> on west side of park near rail cutting c1920s. Seedling <i>Quercus suber</i> on rail embankment. Northern part of park near Dandenong Rd., entrance contains two old <i>Quercus suber</i> , <i>Grevillea robusta</i> , <i>Lagunaria patersonii</i> , <i>Eucalyptus camaldulensis</i> , <i>Pinus radiata</i> and elms. Newer planting of native Trees, shrubs and grasses. Memorial plaque dated 14.5.1975 at base of large gum to Dr Harry Ireland, councillor of St Kilda 1966-73, died 28.2.1974. Poor screening from flats & buildings on eastern side of park. Main bitumen path in poor repair for many elderly users of park. Use of recreational facilities in southern part of park too intensive and considerable compaction and wear evident.
St Kilda East	Raglan Street		C1920 - 40	Mature plane Trees both sides of Street (incomplete avenue)
St Kilda East	Godfrey Ave		C1920 - 40	Mature Plane Trees both sides of Street
St Kilda East	Westbury Gve		C1920s	Mature plane Trees both sides of Street
St Kilda East	Boondarra Gve		C1920s	Mature plane Trees both sides of Street
St Kilda East	Montague Ave		C1920s, c1940s	Mature 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.

APPENDIX 7 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
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 <i>Cupressus sempervirens</i> 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	Cheste 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
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, <i>Eucalyptus maculata</i> , mature <i>Schinus molle</i> var. <i>areira</i> x 2 next to the National Theatre also two large <i>Eucalyptus cladocalyx</i> , <i>Cupressus macrocarpa</i> , <i>Populus nigra</i> 'Italica'. <i>Phoenix canariensis</i> , elm, <i>Cupressus torulosa</i> . 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 <i>Cupressus torulosa</i> at northern boundary
St Kilda	Irymple Ave		C1900-20	Mature plane Trees both sides of Street
St Kilda	Foster Ave		C1940s	Mature liquidamber (<i>Liquidamber styraciflua</i>) 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

APPENDIX 7 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
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	C1900,1920s	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. africana 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
St Kilda	Marine Pde, Jacka Blvd to Shakespeare Gve			Phoenix canariensis and Washington filifera. Areas underplanted with natives (not significant)

APPENDIX 7 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
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	C1900, 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	E C Mitty Reserve	C1920	Small triangular neighbourhood reserve; open grass area with Area 18 mature plantings of Phoenix canariensis and Platanus sp. x 4. A bed of annuals surrounds the central palm Tree
Elwood	Broadway St. and Mitford St,	F L Dawkins Reserve	C1920	Road reserve with large mature plantings of Platanus sp. (also is Street) Phoenix canariensis x 6, park of 100 yrs + Brachychiton populneus (one sick or dead, one with possum guard), 100yrs + Melia azederach.
Elwood	Meredith St, between Broadway & Barkly St		1920s	Mature plane Trees both sides of Street
Elwood	Addison St, between Dickens St & Canal		1920s	Mature plane Trees both sides of Street
Elwood	Milton St, between Broadway & Barkly St		C1940s	Mature liquidamber Trees both sides of Street
Elwood	Baker St, between Dickens St & Wordsworth St		C1920- 30s	Mature plane Trees both sides of Street

APPENDIX 7 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
Elwood	Dickens St, between Mitford St & Tennyson St		C1920	Mature plane Trees both sides of Street
Elwood	Dickens St between Brighton Rd & Tennyson St		1920s	Mature plane Trees both sides of Street
Elwood	Mitford St, corner Clarke St	Clark Reserve	1920s	Larger reserve mainly grass and mature exotic and native Trees, bluestone edged gravel paths, flat metal bench seats, some new play equipment. Some old gums (Eucalyptus cladocalyx) date from c1920s. Note that a large 100 yrs + Brachychiton populneus is on park boundary.
Elwood	Tennyson St, Dickens to Byron St		1920s	Inconsistent Trees include mature plane Trees and others such as ash and Queensland brush box (Lophostemon confertus)
Elwood	Lindsay St		C1900s	Mature plane Trees both sides of Street
Elwood	Dickens St		C1900-20	Mature plane Trees both sides of Street
Elwood	Goldsmith St, between canal & Glenhuntly Rd		1920s+	Mature plane Trees both sides of Street
Elwood	Shelley St, between canal & Glenhuntly Rd		1920s+	Mature plane Trees both sides of Street
Elwood	Broadway St, between canal & Glenhuntly Rd		1920s+	Mature plane Trees both sides of Street
Elwood	Shelley St, between Barkly St & Broadway St		1920s+	Mature Metrosideros excelsa Trees both sides of Street
Elwood	Addison St		1920s+	Mature plane Trees both sides of Street; some gaps, two mature Trees Eucalyptus filicifolia
Elwood	Ruskin St, between Glenhuntly Rd & canal		1920s+	Mature plane Trees both sides of Street
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	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.

APPENDIX 7 – HERITAGE LISTED TREES

Suburb	Street	Site Name	Circa	Description
Elwood	Addison St to Goldsmith St	Elwood Canal	C1920s	Tree species vary in each section of canal reserve. Broadway St to Goldsmith St has Phoenix canariensis and Araucaria heterophylla. Other sections poplars, Cupressus macrocarpa and tamarisk.
Balaclava	Albion St		C1920-30	Metrosideros excelsa (NZ Christmas Tree) alternating with Area 20 Trees Acmena smithii (lilypilly) both sides of Street
Balaclava	Somers St		C1920-30	Mature Celtis occidentalis (nettle Tree) on both sides of Street
Balaclava	Bothwell St		C1940s	Mature ash (Fraxinus sp.) in grassed centre median reserve
Balaclava	33 Rosmund St, cnr Woodstock St			Small neighbourhood park with mature gum Trees such as Eucalyptus citriodora
Balaclava	Westbury Close		1920+	Mature plane Trees both sides of Street
Balaclava	Carlisle Ave		1920+	Mature plane Trees both sides of Street
Ripponlea	Glen Eira Rd.	Burnett Grey Gardens	C1900-20s	Public railway gardens adjacent to the Ripponlea Station. Lawn Area 23 Grey garden Ripponlea areas bisected by bitumen paths and plantings of Phoenix Gardens canariensis, Butia capitata and shrubberies of yuccas and grasses. Golden privet hedges line the paths with a number of clipped golden privet shrubs in the lawn. An intrusive element is the modern aluminium shed, advertised for lease, on the station which impacts on a mature palm and is a visual intrusion on the park.
Ripponlea	Glen Eira Rd, between Brighton Rd & Lyndon St		C1930+	Mature plane Trees north side of road; mature liquidambers Trees between Brighton south side of road Rd & Lyndon St
Ripponlea	Morres St		C1970s	Mature but recent plantings of Alnus sp (alder) on west side of Trees Street
Ripponlea	Monkstadt Ave		C1930s	Mature liquidambers both sides of road
Ripponlea	Victoria Ave		C1920-30	Row of Quercus palustris (pin oaks) north side of road; mature Trees plane Trees south side of road
Ripponlea	Fuller Rd		C1940	Plane Trees both sides of road; Trees not very large & some gaps
Ripponlea	Erindale Ave		C1930-40s	Mature plane Trees both sides of road
Ripponlea	Lyndon St		C1930-40s	Mature plane Trees west side of road; younger ash Trees east side of road

APPENDIX 8 – MANAGING CONTAMINATED SITES

1.4 APPENDIX 8 –MANAGING CONTAMINATED SITES

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

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

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

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

Property Name:

Street Address:

Unit:

Section:

Block:

Suburb:

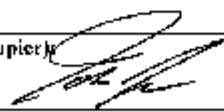
Construction Date:

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

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

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

Signed (owner/occupier):



Date:

21/9/10

Please also see Background Information (attached).

Managing Contaminated Soil: Background Information

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