Activity Specifications for Generic Open Space Management Plan

City Development
Economy, Planning & Environment Directorate

May 2016
Activity specifications for generic open space management plan

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1. ACTIVITY SPECIFICATIONS

The technical specifications also include the activity specifications which form the core of the Council of the City of Gold Coast’s (Council) maintenance contract. The forms on the following pages describe the activities to be performed within the landscape areas nominated under the contract.

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<td>BDF</td>
</tr>
<tr>
<td>Fence and handrail maintenance</td>
<td>BFH</td>
</tr>
<tr>
<td>Footpath paving repairs</td>
<td>BFP</td>
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<td>Gravel footpath repairs</td>
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<td>BIS</td>
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<td>BPF</td>
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</tr>
<tr>
<td>Wharf and deck maintenance</td>
<td>BWD</td>
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2. CLEANING OPERATIONS

2.1 Clear drainage culverts – Code: CDC

2.1.1 Activity definition — *(What work is included?)*
This activity refers to the clearing of all stormwater drainage structures located in parks and recreation areas and road reserves. These include gully pits, culverts and energy dissipaters.

Clear all drainage structures of silt, vegetation rubbish, debris that will affect inlet, outlet capacity for drainage and dispose of the collected matter.

2.1.2 Performance distress and defects — *(What do we look for?)*
Check drainage structures for any silt, vegetation rubbish and debris which may be present. Also check local flood, local scour and erosion from downstream siltation.

2.1.3 Work criteria — *(Why do we do it?)*
Stormwater drainage structures are cleared to ensure surface flows are accepted by the piped system to avoid blockages, pit surcharges and damage to pipe joints. This will provide protection from flooding within parks and recreation areas and road reserves or on private property.

2.1.4 Performance standards — *(What is required?)*
All pits and culverts shall be maintained to ensure no single pit or culvert shall record a reduction in waterway height of greater than 25 per cent in any outlet system. All kerb inlets, side entries, grates and pipe inlets shall be cleared to prevent blockage, or bypass to downstream inlets and subsequent surcharge and/or flooding.

2.1.5 Work method requirements — *(Contractors are to provide quality.)*
- Inspect drainage after rainfall and during high intensity storms, and as a minimum, verify capacity at least every three months. It is envisaged that approximately 15 inspections will be required per year.
- Suitable material collected will be delivered to recycling depots. It is envisaged that approximately 20 deliveries will be required per year. It is assumed that the volume of collected material does not exceed one cubic metre of reasonably compacted material with branches suitably shredded.
- All other collected debris and silt will be removed and disposed of at a legal tipping facility.
- Where high pressure water is used to clear a structure, due care shall be provided to avoid damage to the structure or transference of debris to a downstream drainage construction.

Table 2 – Clear drainage culverts – Performance requirements

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Waterway height is restricted by more than 25 per cent</td>
<td>20 days</td>
<td>Within 24 hours and made safe in the interim: waterway height is restricted by more than 50 per cent</td>
</tr>
</tbody>
</table>
2.2 Graffiti removal – Code: CGR

2.2.1 Activity definition – *(What work is included?)*
This activity refers to the identification and removal of any graffiti on Council's property that is visible to the public.

2.2.2 Performance distress and defects – *(What do we look for?)*
Check surfaces for any unwanted defacement by drawing, writing, scoring or placement of posters.

2.2.3 Work criteria – *(Why do we do it?)*
This activity ensures that people using parks or recreation areas are not offended or distracted by graffiti. The aesthetics of the park environment is maintained.

2.2.4 Performance standards – *(What is required?)*
In response to complaints and inspections, graffiti is to be removed effectively and safely in a prompt manner.

2.2.5 Work method requirements – *(Contractors are to provide quality.)*
- Undertake the identification of graffiti that is part of the formal fortnightly inspection process.
- Identify and note the substrate composition and texture as well as the material composition of the graffiti during the inspection.
- Do not use high pressure cleaning techniques for the removal of graffiti from porous surfaces or those which may be damaged by frequent use of this method. Porous surfaces include rendered concrete, brick or rough textured precast panels.
- Where hazardous wastes cannot be confined to a 20 litre drum for responsible disposal, the Department of Environment and Heritage shall be contacted regarding the issue of licences.
- Avoid any activity that results in hazardous conditions for the public adjacent to the worksite.
- Dispose of waste material resulting from the removal process in accordance with Council’s Environmental *Code of Practice*.

### Table 3 – Graffiti removal – Checklist

<table>
<thead>
<tr>
<th>Substrate type</th>
<th>Graffiti type</th>
<th>Graffiti removal product</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approvals sort from the Department of Environment and Heritage when required?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Where was the waste material disposed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park/area name (N°)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature | Date
### Table 4 – Graffiti removal – Performance requirements

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Graffiti visible by the public</td>
<td>Urgent</td>
<td>Within 24 hours</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• offensive</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• toilet and amenity blocks</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• bus shelters on Gold Coast Highway</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• playgrounds</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• abusive against public figures</td>
</tr>
<tr>
<td>High</td>
<td></td>
<td>Up to three days</td>
<td>• extensive amounts of graffiti (building hits)</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• bus shelters</td>
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<td>High</td>
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<td>Up to five days</td>
<td>• Energex assets</td>
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<td></td>
<td>• Council’s structures</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• tags</td>
</tr>
</tbody>
</table>

### 2.3 Litter collection – Code: CLC

#### 2.3.1 Activity definition – *(What work is included?)*

This activity refers to the collection of litter and the emptying of litter bins within parks and recreation areas and road reserves.

#### 2.3.2 Performance distress and defects – *(What do we look for?)*

Check for any litter and debris in parks or recreation areas. Check that litter bins are not overflowing and are effective and sufficient.

#### 2.3.3 Work criteria – *(Why do we do it?)*

This activity provides a litter free and healthy environment which is visually pleasing and safe for users of the parks and recreation areas.

#### 2.3.4 Performance standards – *(What is required?)*

For parks and recreation areas, litter shall be collected by mechanical devices, suction equipment or foot patrol using handheld pick-up devices, bags and trolleys, etc.

#### 2.3.5 Work method requirements – *(Contractors are to provide quality.)*

- Collect litter, including deciduous leaf accumulation in season, where it is considered necessary, from parks and recreation areas and road reserves. It is envisaged that this shall be carried out on a fortnightly basis at least.
- Particular care and attention needs to be taken when picking up and disposing of used syringes. Council’s cleaning staff have had specialised training in this activity and are to be contacted to perform this task.
Table 5 – Litter collection – Performance requirements

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Any inspection report of bins which are overflowing or contain offensive rubbish</td>
<td>Two days</td>
<td>Within 24 hours and made safe in the interim • safety hazard</td>
</tr>
<tr>
<td>All</td>
<td>Significant or visible litter</td>
<td>Two days</td>
<td>Within 24 hours and made safe in the interim • litter constituting a health hazard • litter constituting an environmental hazard</td>
</tr>
</tbody>
</table>

2.4 Clear open drains – Code: COD

2.4.1 Activity definition – *(What work is included?)*

This activity refers to all underlined open drains, catch drains, spoon drains, table drains and waterways in parks and recreation areas and road reserves. Low flow channels, table drains and catch drains, if grassed, are to be mowed in accordance with the mowing program. Table drains are to be graded as required to remove obstructions. Watercourses may require maintenance to remove or control silt or scour.

2.4.2 Performance distress and defects – *(What do we look for?)*

Check for signs of scouring, erosion, siltation and blockage due to vegetation.

2.4.3 Work criteria – *(Why do we do it?)*

Open drains are cleaned to provide the free flow of drainage from parks and recreation areas and road reserves for safety purposes for park/area users. Watercourses below bridges are cleaned to provide free flow which will not cause structural damage.

2.4.4 Performance standards – *(What is required?)*

The capacity of open drains is maintained so that the width or depth of flow will not be a nuisance, causing overflow or flooding. The direction and grade of drainage in open drains is to be maintained as designed.

2.4.5 Work method requirements – *(Contractors are to provide quality.)*

2.4.5.1 Open drains

- Create a program of biannual inspections.
- Provide regular turn-outs when grading un-grassed drains.
- Ensure turn-out drains have direct drainage along a contour to assist in the flow dispersal.
- Avoid damage to grassed drains and re-seed as required in order to maintain an appropriate grass cover.

2.4.5.2 Natural watercourses

- Maintain free flow by avoiding obstruction by trees and vegetation.
- Maintain free flow by controlling proclaimed pest plants and environmental pest plants.
Table 6 – Clear open drains – Checklist

<table>
<thead>
<tr>
<th>Checklist – COD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed work item – at least on a daily basis</td>
<td></td>
</tr>
<tr>
<td>1. If work is to be undertaken in natural watercourses, is a permit required?</td>
<td>Yes</td>
</tr>
<tr>
<td>2. Council has been advised of the uncovering of any bones or artefacts?</td>
<td>Yes</td>
</tr>
<tr>
<td>3. Green waste material was delivered to which location?</td>
<td></td>
</tr>
<tr>
<td>4. Other material was delivered for recycling to which location?</td>
<td></td>
</tr>
<tr>
<td>5. Debris was satisfactorily disposed of at which location?</td>
<td></td>
</tr>
</tbody>
</table>

Comments

<table>
<thead>
<tr>
<th>Work locations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Park/area name (N°)</td>
<td>Sector (N°)</td>
</tr>
<tr>
<td>Signature</td>
<td>Date</td>
</tr>
</tbody>
</table>

Table 7 – Clear open drains – Performance requirements

<table>
<thead>
<tr>
<th>Performance requirements – COD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Park classification</td>
<td>Distress/need recording level</td>
</tr>
<tr>
<td>All</td>
<td>Drain cross sectional area is reduced by more than 30 per cent or drainage is diverted out of the drain path</td>
</tr>
<tr>
<td></td>
<td>• drain is fully blocked</td>
</tr>
<tr>
<td></td>
<td>• flow width or depth is a public nuisance</td>
</tr>
</tbody>
</table>

3. HORTICULTURAL ENVIRONMENT

3.1 Planting of shrubs and trees – Code: HAT

3.1.1 Activity definition – (What work is included?)
This activity refers to the planting, replacement and removal of annual and perennial plants, shrubs and trees. It also includes the preparation of garden beds located within parks and recreation areas and road reserves.

3.1.2 Performance distress and defects – (What do we look for?)
Check for dead or dying plant material, disease or pest affected areas, bare areas in gardens and/or landscaped areas.
3.1.3 Work criteria – *(Why do we do it?)*

The planting of annual and perennial plants, shrubs and trees is required to keep the garden areas visually attractive in accordance with the intended landscape character.

3.1.4 Performance standards – *(What is required?)*

Gardens/landscaping are to have spent plants removed. New beds are to be prepared and planted with new plants as supplied.

3.1.5 Work method requirements – *(Contractors are to provide quality.)*

3.1.5.1 Annual/perennial plants

- Remove spent annual and perennial plants by hand and mulch and utilise on-site.
- Prepare garden beds as directed and leave fallow for two to three days or otherwise condition the soil prior to proceeding the replant with perennial plants, all in accordance with good horticultural practice.
- Provide new plants and locate plant species within the garden layout required. A location for planting perennial plants is an area where there are no more than 20-metres between any two points.
- Tidy the planting area and sweep adjacent paved areas upon completion.

3.1.5.2 Trees and shrubs

- Where applicable, fully remove dead tree stock and dispose of at a recycling centre.
- Prepare holes and plant out trees/shrubs for sizes in accordance with the best standard landscape practice.
- Provide trees and shrubs, tease out tree roots and plant at locations as required.
- Mulch around trees to provide a mulched area, extending 450-millimetres beyond the tree trunk but not in contact with the tree trunk, to a depth of 50 to 100-millimetres averaging 75-millimetres.
- Provide stakes where required, cut from durable hardwood, straight, free from knots or twists and pointed at one end. Drive stakes in the ground at a minimum of one-third their length, avoiding damage to the root system.
- Where staking is specified as being required, stake sizes are to be as follows:
  - plants greater than 2.5-metres high: three 50 x 50 x 2400-millimetre stakes per plant
  - plants 1 to 2.5-millimetres high: two 50 x 50 x 1800-millimetre stakes per plant
  - plants in 300-millimetre to 100-litre pot size: two 25 x 25 x 1800-millimetre stakes per plant
  - plants in 140-millimetre to 300-millimetre pot size: two 12-millimetre hardwood stakes secured 600-millimetre above the ground
- Provide ties fixed securely to stakes, one tie at half the height of the main stem and others as necessary to stabilise the plant. Provide and install tie types as follows:
  - plants greater than 2.5-metres high, provide two strands of 2.5-millimetre galvanised wire neatly twisted together, passed through reinforced rubber or plastic hose, installed around the stand and stem in a figure eight pattern
  - plants smaller than 2.5-metres high, provide two x 50-millimetre hessian webbing stapled to the stake fitted to the stem in opposite directions
  - plants in 140 to 300-millimetre pot size, secure the stem of tree firmly with two hessian ties fitted to the stem separately in opposite directions
Activity specifications for generic open space management plan

- Provide 25 x 25 x 1200-millimetre timber offcuts with the top 200-millimetres painted white where marker stakes are specified. Drive marker stakes at least 300-millimetres into the ground. Do not tie to the plant. Install marker stakes as follows:
  - mark the position of each tree location where it is to be planted in the grass
- Tree guards should be installed where appropriate.

3.1.5.3 Watering

As part of the establishment period for planting/landscaping, all efforts should be made to utilise recycled water.

3.1.5.4 Perennial plants, trees and shrubs

- Install plants that:
  - have large healthy root systems with no evidence of root curl, restriction or damage
  - are vigorous, well established, free from disease and pests, of good form consistent with the species or variety
  - are hardened off, not soft or forced and suitable for planting in the natural climatic conditions prevailing at the site, for example, harsh, coastal or windy

- Label at least one plant of each species or variety in a batch with a durable, readable tag identifying the species or variety. Labels shall have a minimum service life with respect to legibility and integrity of six months. Provide both the common name and botanical name on the label.

- Maintain sufficient replacement plant quantities allowing for failures. Replace plants that have been rejected, die or are damaged during transport or during the work or maintenance period with plants of the same type, quality and size.

- Plant material needs to be ordered on a day-to-day basis and immediately planted after delivery. If immediate planting is not feasible, keep plants in a good condition on-site, adequately protected from frost, wind, sun and vermin by appropriate storage methods, including an on-site nursery of sufficient size with provision for watering the stock.

- Install understorey plants and trees in accordance with the planting schedule. Install plants in container sizes as specified in accordance with the following Table. Container sizes are to be expressed in a diameter for rigid polyethylene pots and as a litre capacity for stock in polyethylene bags.

Special requirements

Refer to Activity HWS where spraying to control weeds is approved.

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Plants are either dead, dying, diseased, pest affected or missing</td>
<td>10 days</td>
<td>Within 24 hours and made safe in the interim • a safety threat to the public</td>
</tr>
<tr>
<td>All</td>
<td>Removal of weeds, add more mulch or replace missing stakes</td>
<td>10 days</td>
<td>Not applicable</td>
</tr>
</tbody>
</table>
3.2 Care of hedges – Code: HCH

3.2.1 Activity definition – *(What work is included?)*
This activity refers to the care of hedges which includes the trimming of growth and massed planting of hedges in rows within parks and recreation areas and road reserves.

3.2.2 Performance distress and defects – *(What do we look for?)*
Growth of hedges is not to an orderly shape and is creating an unsightly appearance. Fungal infection or disease is putting the health of the hedges at risk.

3.2.3 Work criteria – *(Why do we do it?)*
Hedges are trimmed to create an orderly geometrical shape and a horticultural feature to landscaping.

3.2.4 Performance standards – *(What is required?)*
Hedges are to be maintained to the existing shape at the start of the contract. Hedges are to be maintained using good horticultural practice. Hedges are not to be cut back too severely and shall be trimmed back into shape when the growth exceeds 100-millimetre.

3.2.5 Work method requirements – *(Contractors are to provide quality.)*
- Undertake pruning operations to minimise any disruption to the public.
- Plan work to be done within normal working hours.
- Inspect and assess health, growth habit, structure and stability of hedge plants to determine appropriate pruning requirements. In particular, check for any evidence of fungal infection or disease in hedge plants. It is envisaged that checks will be required approximately 10 times per year. This will be mainly confined to major growth periods.
- Hedge pruning procedures, crown maintenance and crown modification shall conform to AS4373 and good horticultural practice. (Refer to the following photographs.)
- Avoid over pruning and trimming.
- Achieve pleasant geometrical orderly shapes similar to the existing shapes, or as directed.
- Where required, undertake a program of fungal control and eradication.

Table 9 – Care of hedges – Performance requirements

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
</table>
| All                 | Over grown hedges require pruning         | Compliance with performance standard requirements    | Within 24 hours and made safe in the interim
  • Excessive growth causing a safety hazard to the public |
| All                 | Observed fungal infection, disease or damage | 10 days       | Not applicable                                                                                |

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
</table>
| All                 | Over grown hedges require pruning         | Compliance with performance standard requirements    | Within 24 hours and made safe in the interim
  • Excessive growth causing a safety hazard to the public |
| All                 | Observed fungal infection, disease or damage | 10 days       | Not applicable                                                                                |
3.3 Care of trees and shrubs – Code: HCT

3.3.1 Activity definition – (What work is included?)
This activity refers to the trimming of growth and the care for trees and shrubs within parks and recreation areas and road reserves. It also includes the provision of minimum clearances for both roadways and footways.

3.3.2 Performance distress and defects – (What do we look for?)
Ensure the growth of trees and shrubs do not obstruct paving or open areas creating a safety hazard to users. Overgrown trees and shrubs may restrict the use of parks and recreation areas and road reserves.

Check for any fungal infection or disease which will put the health of the trees at risk.

3.3.3 Work criteria – (Why do we do it?)
Trees and shrubs are cared for and pruned to provide safe pedestrian usage of footpaths, internal roadways and parking areas, parks and recreation areas and road reserves. This activity improves the safety, structure and the health and beauty of the trees and shrubs.

Wind damage may leave trees in a dangerous condition requiring action. Whenever a tree presents an immediate danger, it shall be reduced to a safe level.

Trees are removed only if they are beyond repair.

3.3.4 Performance standards – (What is required?)
Trees and shrubs are to be pruned to provide the following minimum vertical clearances for the full width of the path or roadway unless otherwise directed.

- internal park roadways and parking areas: 4.6-metres
- pedestrian footpaths: 2.4-metres
- cycleways: 2.5-metres

3.3.5 Work method requirements – (Contractors are to provide quality.)
- Minimise disruption to the public whilst undertaking vegetative pruning operations.
- Plan for work to be undertaken during normal working hours.
- Inspect and assess health, growth habit, structure and stability of trees and shrubs to determine appropriate pruning requirements. In particular, check for any evidence of fungal infection or disease in trees and shrubs.
• Tree and shrub pruning procedures, crown maintenance and crown modification shall conform to AS4373 and accepted horticultural practice. This does not include major crown reductions or tree removal. Quantity of material required to be removed will vary according to the season and the number and sizes of trees in the schedule.
• If required, undertake a program of fungal control and eradication.
• Achieve pleasant vistas, arcadia effect and retain natural habit and form of trees and shrubs.
• Do not disturb native groundcover where possible.
• Avoid damage to roots, trunk and limbs of trees caused by plant whilst working within the tree canopy.
• Record and monitor vegetation registered as environmentally significant.

Table 10 – Care of trees and shrubs – Performance requirements

<table>
<thead>
<tr>
<th>Performance requirements – HCT</th>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All</td>
<td>Over grown trees and shrubs require pruning</td>
<td>10 days</td>
<td>Within 24 hours • any limb or bough presenting an immediate danger to the public</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>Observed fungal infection or disease</td>
<td>10 days</td>
<td>Trees which are in distress due to fungal infection or disease</td>
</tr>
<tr>
<td></td>
<td>All</td>
<td>Removal of weeds, add more mulch or replace missing stakes</td>
<td>10 days</td>
<td>Weed growth covering five per cent of garden areas</td>
</tr>
</tbody>
</table>

3.4 Garden maintenance – Code: HGM

3.4.1 Activity definition – *(What work is included?)*

This activity refers to the inspection and maintenance in areas provided within parks and recreation areas and road reserves.

• Grass mowing is referenced under Activity HMO.
• Care of trees and shrubs is referenced under Activity HCT.
• Litter collection is referenced under Activity CLC.

3.4.2 Performance distress and defects – *(What do we look for?)*

Check for the presence of damaged and dead plants, weeds, pests, disease and litter.

3.4.3 Work criteria – *(Why do we do it?)*

Garden maintenance is required to keep the areas visually attractive in accordance with the intended landscape character as well as promote an optimal growth condition of the garden.

3.4.4 Performance standards – *(What is required?)*

Gardens are to have weeds, litter and damaged or dead plants removed.

Pests and disease control measures are to be applied when necessary.
3.4.5 Work method requirements – (Contractors are to provide quality.)

- Inspect and assess the health and growth of plants in garden areas regularly to determine appropriate maintenance requirements. It is envisaged that this will be required approximately 20 times per year and will be mainly confined to major growth periods.
- Weeds, damaged or dead plants are to be removed.
- Replacement plants must be provided and shall be planted to replace dead plants. Preparation, planting and maintenance shall comply with the activity specification for planting trees and shrubs. (Refer to Activity HAT.)
- Mulched areas are to be kept free of weeds.
- Maintain mulch to a depth of 100-millimetres. Add mulch as required.
- Spray shrubs, trees and plants to control insect pests and/or fungus.

Special requirements

Refer to Activities HWS or HPC, whichever is applicable, where spraying is required to control weeds and insect pests.

Table 11 – Garden maintenance – Performance requirements

<table>
<thead>
<tr>
<th>Performance requirements – HGM</th>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Parks and recreation areas and road reserves</td>
<td>Deteriorating condition of gardens and significant visible rubbish deposits</td>
<td>10 days</td>
<td>Within 24 hours and made safe in the interim: 10 per cent of pest or weed invasion of garden bed, intrusion of garden beds, constituting a health hazard, constituting an environmental hazard</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Removal of weeds, add more mulch or replace missing stakes</td>
<td>10 days</td>
<td>Weed growth covering five per cent of garden areas</td>
</tr>
</tbody>
</table>

3.5 Care of grass and turf – Code: HGT

3.5.1 Activity definition – (What work is included?)

This activity refers to the watering and fertilising of parks and recreation areas and road reserves.

Prior to the application of fertilisers, it is mandatory to determine all details of the intended fertiliser, application rates and any safety requirements in order to comply with the necessary environmental site conditions.

- Grass mowing is referred to in Activity HMO.
- Weed spraying/treatment is referred to in Activity HWS.
- Litter collection is referred to in Activity CLC.

3.5.2 Performance distress and defects – (What do we look for?)

Check for uneven grass surfaces, the presence of weed or disease infestation and/or the depletion of grass cover.
3.5.3 Work criteria – *(Why do we do it?)*

Parks and recreation areas and road reserves must be suitable for the appropriate activities performed by the public. Grass and turf are cared for in order to maintain good condition and appearance.

3.5.4 Performance standards – *(What is required?)*

The grass and turf surfaces are to be inspected and appropriate remedial treatment is to be provided.

Reasons for treatment may include:
- bare patches: turf replacement or seed and fertilise
- uneven surfaces: top-dressing with soil-mix conforming to AS4419 Soils for landscaping and garden use

3.5.5 Work method requirements – *(Contractors are to provide quality.)*

- Apply soil amendment materials as required.
- Inspect and assess the health and growth of the grass and turf. In particular, check for soil compaction, thatching, uneven lawn surface and weed/disease infestation which will require remedial treatment. It is envisaged that this will be required a minimum of three times per year.
- Spray for weed control as seasonally appropriate in accordance with Activity HWS. Remove weeds only and do not damage the grass or turf.
- Where remedial treatment is required for bare patches, soil mix, turf/seed and fertiliser are to be provided by the Contractor.

### Table 12 – Care of grass and turf – Performance requirements

<table>
<thead>
<tr>
<th>Performance requirements – HGT</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks and recreation areas and road reserves</td>
<td>Localised distressed or bare area greater than 20-metres squared or generally greater than 10 per cent of the area</td>
<td>20 days</td>
<td>Within 24 hours and made safe in the interim • distressed area in key location causing a safety hazard</td>
</tr>
<tr>
<td></td>
<td>Localised weed invasion greater than 40-metres squared or generally greater than 20 per cent of the area</td>
<td>20 days</td>
<td>Not applicable</td>
</tr>
<tr>
<td>Sportsgrounds</td>
<td>Localised weed invasion greater than 5-metres squared or generally greater than five per cent of the area</td>
<td>10 days</td>
<td>Within 24 hours and made safe in the interim • distressed area in key location causing a safety hazard</td>
</tr>
</tbody>
</table>

Grasses must be maintained in a healthy, full swathe that is even or consistent in colour, thatch coverage and root depth. Seasonal conditions may determine or influence the change in the colour and/or density of the grass leaf. The following are typical of acceptable standards for summer conditions (high growth periods) and winter conditions (low growth periods).
3.6 Grass mowing – Code: HMO

3.6.1 Activity definition – *(What work is included?)*
This activity refers mowing of all classifications of parks, recreation areas, road reserves and those areas classified by Council as “grassed areas”. This includes edge trimming along with footpath edges, around trees, shrubs, access chambers, hydrants, posts, poles, under and around seats and tables.

3.6.2 Performance distress and defects – *(What do we look for?)*
Ensure grass growth impeding safe and intended usage of park, recreation areas and road reserves and creating an unsightly appearance to parks and area users.

3.6.3 Work criteria – *(Why do we do it?)*
Grass mowing creates a neat appearance to the parks and recreation areas and allows for safe usage.

3.6.4 Performance standards – *(What is required?)*
Grass areas are to be maintained at the following target growth limits.

- park and road reserve areas in urban environment: 25-millimetres to 75-millimetres
- regional parks/natural areas and road reserves in rural environment: 25-millimetres to 100-millimetres
- sportsgrounds: 20-millimetres to 40-millimetres (October – March), 30-millimetres to 50-millimetres (April – September)

The height of grass after cutting is to be no less than minimum detailed above. The number of cuts required will vary according to seasonal and weather conditions.

3.6.5 Work method requirements – *(Contractors are to provide quality.)*
- Particular care shall be taken during mowing operations to ensure that trees, shrubs, hedges and garden beds and any fixed infrastructure, (for example value pits, markers, etc.) are not damaged.
- Hand mowing and/or trimming shall be undertaken along footpath edges, around trees, shrubs, access chambers, hydrants, posts, poles and around seats and tables.
- Mowing shall cease during periods of total fire ban where areas are open to dry grass or bushland with high fuel load. Council’s approval is required for mowing during fire bans in all areas which are not regularly watered and protected by perimeter walkways or gardens that act as firebreaks.
- ‘Windrowing’ or large clumps of grass are to be dispersed.
- Grass cuttings, when collected, are to be composted and utilised on-site.
Table 13 – Grass mowing – Performance requirements

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks and recreation areas and road reserves in urban environment</td>
<td>Length of growth is greater than 40-millimetres</td>
<td>Compliance with performance standard requirements</td>
<td>Length of grass growth greater than 75-millimetres</td>
</tr>
<tr>
<td>Regional parks/natural areas and road reserves in rural environments</td>
<td>Length of growth is greater than 60-millimetres</td>
<td>Compliance with performance standard requirements</td>
<td>Length of growth greater than 100-millimetres</td>
</tr>
<tr>
<td>Sportsgrounds</td>
<td>Length of growth • greater than 30-millimetres (October – March) • greater than 30-millimetres (April – September)</td>
<td>Compliance with performance standard requirements</td>
<td>Length of growth • greater than 40-millimetres (October – March) • greater than 40-millimetres (April – September)</td>
</tr>
</tbody>
</table>

3.7 Native bushland maintenance – Code: HNB

3.7.1 Activity definition – *(What work is included?)*

This activity refers to the inspection and maintenance of native bushland within parks and recreation areas and road reserves in accordance with the native bushland maintenance plan. The major work will be consolidation and long-term weeding following the primary weeding carried out in the Bush Regeneration Program.

Planting of native and indigenous species and the provision of protective fencing of sensitive areas and activities are external to the maintenance activity.

- Weed treatment is referred to in Activity HWS.
- Pest control is referred to in Activity HPC.
- Pruning of trees and shrubs is referred to in Activity HPT.

3.7.2 Performance distress and defects – *(What do we look for?)*

Remove all unwanted vegetation such as invasive weeds nominated in the Parks and Recreation Area Definition Information.

Check for the presence of insect pests, plant disease, rubbish, soil compaction, altered or inappropriate drainage and feral animals.

3.7.3 Work criteria – *(Why do we do it?)*

Bushland maintenance is required to promote a healthy native bushland which provides conditions for the re-establishment of native plants.
3.7.4 Performance standards – *(What is required?)*

Bushland areas are to have weeds and rubbish removed, erosion control installed where necessary and mulch and other weed suppressants are to be applied as required.

Insect pest and plant disease control measures are to be applied only with the approval of the area supervisor.

3.7.5 Contract format – *(Is it lump sum or day works rate item?)*

It is lump sum.

3.7.6 Reporting unit

It is metres squared, per worker hour, per park.

3.7.7 Work method requirements – *(Contractors are to provide quality.)*

- A native bushland management plan is to be provided by Council prior to the commencement of maintenance activities.
- All work is to be supervised by a suitably trained bush regenerator approved by the area supervisor.
- Remove unwanted vegetation intact with root system and dispose of by a method and at a site approved by the superintendent. If approved by the superintendent, such plants may be destroyed in-situ.
- If approved, treatment of unwanted vegetation may be by selective spraying or direct chemical application. (Refer to Activity HWS.)
- Install erosion control measures as necessary, in accordance with the native bushland management plan.
- Water native plants if required, in accordance with the native bushland management plan.
- Apply mulch and/or other weed suppressants in accordance with the native bushland management plan.
- Spray shrubs, trees and plants to control pests and/or fungus, if approved by the superintendent.
- Deliver all recyclable litter to recycling centres.
- Deliver all vegetable matter removed from bushland areas to Green Waste Processing Centre or other approved centre. Noxious weeds are to be separated from other green wastes.
- Remove all other collected debris for responsible disposal at a legal tipping facility.
- Report the presence of any feral animals to Council for appropriate action by others.

**Special requirements**

Refer to Activity HWS where spraying is approved by the area supervisor to control weeds.
Table 14 – Native bushland maintenance – Checklist

Checklist – HNB

Programmed work item – at least on a daily basis

<table>
<thead>
<tr>
<th>Where is the location for disposal of vegetation?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are the bushland areas fully services?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has the debris been removed?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

Can you provide any information regarding disease, feral animal damage, infestation or damage which may result in degradation or interruption to the bush regeneration program and/or recommend any additional works?

If “Yes”, please explain.

Comments

Work locations

<table>
<thead>
<tr>
<th>Park/area name (N°)</th>
<th>Sector (N°)</th>
<th>Output – Reporting units</th>
<th>Job identification number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Date</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 15 – Native bushland maintenance – Performance requirements

Performance requirements – HNB

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Observed presence of unwanted vegetation and/or degraded condition of the area</td>
<td>20 days</td>
<td>Degraded condition of area interfering with park and recreation area users or adjacent paved areas</td>
</tr>
</tbody>
</table>

3.8 Pest control – Code: HPC

3.8.1 Activity definition – (What work is included?)

This activity refers to the spraying of pesticides or related treatment such as direct chemical application to provide insect/pest free surface areas to parks, recreation areas and road reserves, gardens, around park or area furniture and along boundary fences for which Council is responsible.

24 hours prior notice of spraying must be given to affected citizens on the Register of Chemical Sensitive Objectors (maintained by Water and Resources Management).
3.8.2 Performance distress and defects – *(What do we look for?)*

Check for insect and pest infestation.

3.8.3 Work criteria – *(Why do we do it?)*

Pest control is undertaken to minimise or remove insect and pest infestation within grassed and other areas.

3.8.4 Performance standards – *(What is required?)*

Garden and lawn areas are controlled to have minimal to nil pest infestation. Chemical spraying and direct chemical application must comply with the *Workplace Health and Safety Act 1995 Amendments* and *Regulations*. Any relevant advisory standards must be undertaken as per the manufacturer’s instructions.

3.8.5 Work method requirements – *(Contractors are to provide quality.)*

- The amount of pest control required will be highly variable and will be heavily dependent on seasonal and weather conditions. The type of product used will depend on the species to be controlled.
- Consider alternative pest control measures before proceeding with chemical treatment.
- Minimise spray drift and any runoff that may affect watercourses.
- Terminate spraying in wet or windy conditions. No spraying shall be carried out when the wind speed exceeds five knots.
- Spraying must not occur within six metres of people.
- Display appropriate warning signs where pest control spraying activities are being undertaken.
- Display HAZCHEM code on equipment and storage containers.
- Maintain records of which chemical was applied, the location and the date spraying occurred.

**Table 16 – Pest control – Performance requirements**

<table>
<thead>
<tr>
<th>Performance requirements – HPC</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Park classification</strong></td>
<td><strong>Distress/need recording level</strong></td>
<td><strong>Response time</strong></td>
<td><strong>Compulsory intervention level</strong></td>
</tr>
<tr>
<td>All</td>
<td>Inspection by horticulturalist reveals a pest infestation to an extent detrimental to plants, grassed areas and/or infrastructure</td>
<td>Compliance with performance standard requirements</td>
<td>Inspection reveals that the presence of noxious insects is causing a hazard and is clearly interfering with the usage of the park or infrastructure</td>
</tr>
<tr>
<td></td>
<td>Inspection reveals that a pest infestation has limited public access to the area</td>
<td>Compliance with performance standard requirements</td>
<td>Inspection reveals that the presence of noxious insects is causing a hazard and is clearly interfering with the usage of the park or infrastructure</td>
</tr>
</tbody>
</table>
3.9 Dunal area maintenance – Code: HSD

3.9.1 Activity definition – *(What work is included?)*

This activity refers to the special maintenance activity related to the stabilisation and preservation of areas predominated by sand dune terrain. This includes the inspection and maintenance of board and chain walkways, fencing and plantings.

- Weed treatment is referred to in Activity HWS.
- Pest control is referred to in Activity HPC.
- Pruning of trees and shrubs is referred to in Activity HPT.

3.9.2 Performance distress and defects – *(What do we look for?)*

Remove unwanted vegetation such as invasive weeds which are nominated in the *Parks and Recreation Area Definition Information.*

Check for the presence of insect pests, plant disease, rubbish, soil compaction, altered or inappropriate drainage, wind erosion blow-outs, invasion by feral animals, damaged or removed vegetation, or damaged walkway or fencing.

3.9.3 Work criteria – *(Why do we do it?)*

Inspection and maintenance is required to preserve the stable habitat and ecology of the dunal area.

3.9.4 Performance standards – *(What is required?)*

Control and remove unwanted vegetation, rubbish, feral animals and plant and insect infestation. Walkways and fencing is maintained to provide a safe access for users.

3.9.5 Work method requirements – *(Contractors are to provide quality.)*

- A *Dunal Area Management Plan* must be provided to Council prior to commencement of maintenance activities.
- All work is to be supervised by a suitably trained bush regenerator who possesses explicit knowledge of dunal ecosystems.
- Replace preferred grasses by replanting stock provided by Council after the removal of dead stock.
- All walkways accessing ocean beaches and subject to erosion are to be inspected after periods of heavy seas to ensure walkways are safe or suitably barricaded to prevent hazardous conditions for uninformed pedestrians.
- Repair board and chain walkways with equivalent materials and design.
- Lift and relay board and chain walkways when sand has covered more than 20 per cent of the length of the walkway.
- Repair walkway and perimeter fencing utilising equivalent materials and design.
- Control vegetation encroaching on walkways to provide an appropriate right-of-way for pedestrians.
- Approved treatment of unwanted vegetation may be by selective spraying or direct chemical application. (Refer to Activity HWS.)
- Maintain erosion control measures as necessary in accordance with the Dunal Area Management Plan.
- Erect wind fences comprising of geotextile and timber stakes to reduce the effect of blow-outs and/or redistribute wind-blown sand onto bare areas. Wind fences are to be erected as specified in the Dunal Area Management Plan.
- Spray shrubs, trees and plant to control pests and/or fungus only as recommended by a qualified horticulturalist and subsequently approved by the superintendent.
- Remove unwanted vegetation intact with root system and dispose of by a method and at a site approved by the superintendent. If approved by the superintendent, such plants may be destroyed in-situ.
- Deliver all litter to recycling centres or approved disposal sites as applicable.
- Deliver all vegetable matter removed from bushland areas to Council’s Green Waste Processing Centre or other approved centre. Noxious weeds are to be separated from other green wastes.
- Remove all other collected debris for responsible disposal at a legal tipping facility.
### Table 17 – Dunal area maintenance – Checklist

<table>
<thead>
<tr>
<th>Checklist – HSD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed work item – at least on a daily basis</td>
<td></td>
</tr>
<tr>
<td>Are all walkways in a safe condition for users and are they suitably barricaded?</td>
<td>Yes</td>
</tr>
<tr>
<td>What is the percentage of the perimeter fence of sector inspected on this day?</td>
<td>Per cent</td>
</tr>
<tr>
<td>What is the length of the perimeter fence unserviceable at the end of the day?</td>
<td>Metres</td>
</tr>
<tr>
<td>How many walkways were inspected?</td>
<td>Number</td>
</tr>
<tr>
<td>What is the length of the board and chain walkway unserviceable at the end of the day?</td>
<td>Metres</td>
</tr>
<tr>
<td>Is any specific additional remedial work required?</td>
<td>Yes</td>
</tr>
</tbody>
</table>

If “Yes”, please explain.

Comments

**Work locations**

<table>
<thead>
<tr>
<th>Park/area name (N°)</th>
<th>Sector (N°)</th>
<th>Output – Reporting units</th>
<th>Job identification number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

### Table 18 – Dunal area maintenance – Performance requirements

<table>
<thead>
<tr>
<th>Performance requirements – HSD</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Park classification</td>
<td>Distress/need recording level</td>
</tr>
<tr>
<td>--------------------------</td>
<td>--------------------------------</td>
</tr>
<tr>
<td>All</td>
<td>Erosion of walkway leaving vertical fall-off exceeding 600-millimetres</td>
</tr>
<tr>
<td>All</td>
<td>More than 30 per cent of the perimeter fencing is ineffective</td>
</tr>
<tr>
<td>All</td>
<td>Damage by insect, fungus, feral animals or weed infestation to more than 25 per cent of the dunal area</td>
</tr>
</tbody>
</table>
3.10 Weed treatment – Code: HWS

3.10.1 Activity definition – *(What work is included?)*
This activity refers to the spraying of herbicide or related treatment such as hand weeding and hot water or direct chemical application to provide a weed free surface area to parks, recreation areas and road reserves. Areas to be included are gardens, around park or area furniture and along the boundary fences for which Council is responsible.

24 hours prior notice of spraying must be given to affected citizens on the *Register of Chemical Sensitive Objectors* (maintained by Water and Resource Management).

3.10.2 Performance distress and defects – *(What do we look for?)*
Check areas for weed infestation.

3.10.3 Work criteria – *(Why do we do it?)*
Treatment and removal of weed infestation within parks, recreation areas and road reserves is conducted to prevent vegetative encroachment, improve appearance and assist with the provision of high quality landscaping.

3.10.4 Performance standards – *(What is required?)*
Garden and lawn areas are controlled to have minimal weed infestation. Chemical spraying and direct chemical application must comply with the *Workplace Health and Safety Act 1995 Amendments* and Regulations. Any relevant advisory standards must be undertaken as per the manufacturer’s instructions as well as comply with the *Environmental Protection Act* and the *Biodiversity Act*.

3.10.5 Work method requirements – *(Contractors are to provide quality.)*
- Where possible, remove weeds and unwanted plants by hand intact with root system and dispose.
- The amount of weed treatment will vary according to seasonal and weather conditions. Selective weed treatment may be required in grassed areas within parks, medians, roadsides and recreational areas. Non-selective weed treatment may be required in landscape areas.
- Consider alternative weed control measures before proceeding with chemical treatment.
- Identify regeneration areas and avoid inadvertent treatment.
- Avoid disturbance to desirable native vegetation and the application of chemicals on native vegetation.
- Minimise spray drift and any runoff that may affect watercourses.
- Terminate spraying in wet or windy conditions. No spraying is to be undertaken during wind speeds greater than five knots.
- Spraying must not occur within six metres of people.
- Display appropriate warning signs where weed control activities are being undertaken.
- Display *HAZCHEM code* on equipment and storage containers.
- Maintain records of which chemical was applied, the location, the date and time and the weather conditions whilst the spraying occurred.

**Nominated hold points**
The work plan for weed treatment activities must include all details of chemical types, application rates, method of treatment and the location of work. The plan must indicate any recommended period for which the area must be quarantined from use (withholding period).
- Weed treatment is referred to in Activity HGT.
Table 19 – Weed treatment – Performance requirements

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All – landscaping</td>
<td>Observed weed growth is covering five per cent of the garden area</td>
<td>Compliance with performance standard requirements</td>
<td></td>
</tr>
<tr>
<td>All</td>
<td>Observed infestation of noxious plants</td>
<td>Immediate</td>
<td>Within 24 hours and made safe in the interim</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• a safety hazard</td>
</tr>
</tbody>
</table>

4. BUILDING ENVIRONMENT

4.1 Barbeque maintenance – Code: BBC

4.1.1 Activity definition – *(What work is included?)*
This activity refers to the maintenance of outdoor electrical and wood fire barbecues located within parks and recreation areas and road reserves.
- Litter collection is referred to in Activity CLC.

4.1.2 Performance distress and defects – *(What do we look for?)*
Ensure hotplates, drip trays and barbecue surrounds are not covered in food residues, fat or other deleterious material which creates a potentially unhygienic facility.

4.1.3 Work criteria – *(Why do we do it?)*
Barbecues must be maintained ensuring a clean and hygienic facility is available in order to cook food for human consumption.

4.1.4 Performance standards – *(What is required?)*
Hot plates, drip trays and barbecue surrounds are to be cleaned.
The operating mechanism, electrical connection and timer is to be inspected and maintained in good working condition.

4.1.5 Contract format – *(Is it lump sum or day works rate item?)*
It is lump sum.

4.1.6 Reporting unit
It is the number of barbecues, per worker hour, per park.
4.1.7 Work method requirements – (Contractors are to provide quality.)

- Hotplates and barbecue surrounds are to be scraped to remove food residues and accumulated grease and fat.
- Hotplates, barbecue surrounds and structure are to be cleaned with steam or high pressure water ensuring it is completely hygienic for use. Care must be taken to limit the amount of splatter onto surrounding surfaces during the cleaning process.
- Clean drip trays, drain pipes and surrounding mechanisms.
- Inspect and maintain operating mechanisms and electrical connections.
- Inspect and test heating timer switches.
- Upon completion of the cleaning process, leave the barbecue area in a neat and tidy condition.
- Remove all collected waste matter including food residues and spent cleaning agent and dispose of responsibly at a legal tipping facility.
- Safety requirements for electrical connections are to be in accordance with AS/NZS3350.2.78, Outdoor barbecues.

Table 20 – Barbeque maintenance – Checklist

<table>
<thead>
<tr>
<th>Checklist – BBC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed work item – at least on a daily basis</td>
</tr>
<tr>
<td>Have the hotplates, surrounds and structure been cleaned and are completely</td>
</tr>
<tr>
<td>hygienic?</td>
</tr>
<tr>
<td>Have the drip trays and drain pipes been cleaned?</td>
</tr>
<tr>
<td>Have the operating mechanism and electrical connections been inspected?</td>
</tr>
<tr>
<td>Have the timer switches been inspected and tested?</td>
</tr>
<tr>
<td>Is the site area in a neat and tidy condition?</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park/area name (N°)</td>
</tr>
<tr>
<td>-------------------</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Signature</td>
</tr>
</tbody>
</table>


Table 21 – Barbeque maintenance – Performance requirements

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
</table>
| All                 | Inspection reveals cleaning and repairs are required | Five days     | Within 24 hours and made safe in the interim  
  - barbecue is not in good working order  
  - barbecue is in a condition of a potential health hazard |

4.2 Boundary fence repair – Code: BBF

4.2.1 Activity definition – *(What work is included?)*
This activity refers to the inspection of all boundary fences, gates and access points located within parks and recreation areas and road reserves. It includes the monitoring of possible future problems, that is, intrusion by extended tree or shrub growth, poor foundations, etc.

4.2.2 Performance distress and defects – *(What do we look for?)*
Check for loose or cut wire-mesh, damaged gates, openings under fences, missing panels or palings, or timber components which have been affected by rot or white-ants. Also check for rusty or corroded metal posts or other fencing components.

4.2.3 Work criteria – *(Why do we do it?)*
Ensure all fencing on parks and recreation areas and road reserves are maintained for their original intent, including aesthetic purposes.

4.2.4 Performance standards – *(What is required?)*
The boundary fence and gates are to be maintained in a safe and functional condition to provide security and protection from illegal entry during times of park closure as well as orderly access/egress during open times.

4.2.5 Contract format – *(Is it lump sum or day works rate item?)*
It is lump sum.

4.2.6 Reporting unit
It is the number of lineal metres, per worker hour, per park.

4.2.7 Work method requirements – *(Contractors are to provide quality.)*
- Inspect the boundary fences and gates during each inspection of the parks and recreation areas and road reserves.
- Repair the boundary fences and gates with materials that are the same strength, similar in colour and appearance as the original materials.
- Repair work is to extend beyond normal working hours, if the fence performs an important safety role.
- Where public safety is at risk, the area is to immediately be made safe by placing barriers, high visibility flexible mesh fencing or similar.
Table 22 – Boundary fence repair – Checklist

Checklist – BBF

Programmed work item – at least on a daily basis

<table>
<thead>
<tr>
<th>Is there defective fencing or access points that require a work order?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If “Yes”, a work order is to be raised.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is it appropriate to claim costs from a third party?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If “Yes”, quote the accidental damage claim number.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Is it possible for preventative work to be undertaken to reduce future maintenance?</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>If “Yes”, please explain.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Comments

<table>
<thead>
<tr>
<th>Work locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park/area name (N°)</td>
</tr>
</tbody>
</table>

Signature | Date

Table 23 – Boundary fence repair – Performance requirements

Performance requirements – BBF

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Repairs required to fencing or gate access</td>
<td>10 days</td>
<td>Within 24 hours and made safe in the interim • damage to fencing that creates a safety threat to the public or property</td>
</tr>
</tbody>
</table>

4.3 Drinking fountain maintenance – Code: BDF

4.3.1 Activity definition – *(What work is included?)*

This activity refers to the maintenance of drinking fountains, “bubblers”, located in parks and recreation areas and road reserves.

4.3.2 Performance distress and defects – *(What do we look for?)*

Check for drinking fountains which are either leaking, inoperative or are in an unhealthy condition.
4.3.3 Work criteria – *(Why do we do it?)*

Ensure the drinking fountains are maintained in a clean operational condition to deliver drinkable water for human consumption.

4.3.4 Performance standards – *(What is required?)*

Fountain heads and bowls are to be cleaned and sanitised. Valves and washers are to be inspected and serviced ensuring they are fully operational.

4.3.5 Work method requirements – *(Contractors are to provide quality.)*

- Clean and sanitise fountain heads and bowls.
- Check the water pressure in the fountain. Adjust if required.
- Inspect for leaking valves and defective washers. Service if required.
- Ensure the drainage of water is efficient.

**Table 24 – Drinking fountain maintenance – Checklist**

<table>
<thead>
<tr>
<th>Checklist – BDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed work item – at least on a daily basis</td>
</tr>
<tr>
<td>Have the fountain heads and bowls been cleaned and sanitised?</td>
</tr>
<tr>
<td>Has the water pressure been checked?</td>
</tr>
<tr>
<td>Have the valves and washers been inspected and serviced?</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

**Work locations**

<table>
<thead>
<tr>
<th>Park/area name (N°)</th>
<th>Sector (N°)</th>
<th>Output – Reporting units</th>
<th>Job identification number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature | Date

**Table 25 – Drinking fountain maintenance – Performance requirements**

<table>
<thead>
<tr>
<th>Performance requirements – BDF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park classification</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>
4.4 Fence and handrail maintenance – Code: BFH

4.4.1 Activity definition – *(What work is included?)*
This activity refers to the inspection, maintenance and painting of fences, handrails, bicycle racks, vehicle barriers, tree and garden guards, containment fences at lookouts and playgrounds as well as catch fences at sportsgrounds, ensuring that they each continue to provide the function for which they were installed.

4.4.2 Performance distress and defects – *(What do we look for?)*
Check for bent or broken fences, handrail sections and components. Ensure particular attention is provided to potential head entrapment situations.

4.4.3 Work criteria – *(Why do we do it?)*
Fences and handrails are provided to ensure the safety of pedestrians by controlling access to playgrounds and sportsgrounds. Also they either protect a significant feature within or preclude uncontrolled vehicle passage located within parks and recreational areas. The work is required to repair the fences and handrails for both safety and maintain the asset in a serviceable condition.

4.4.4 Performance standards – *(What is required?)*
Fences and handrails are to be inspected, maintained and painted to ensure they provide the function for which they were installed and do not become a hazard to parks and recreational area users. All work is to be carried out in accordance with the manufacturer’s instructions and the best practice.

4.4.5 Contract format – *(Is it lump sum or day works rate item?)*
It is lump sum.

4.4.6 Reporting unit
It is the number of lineal metres, per worker hour, per park.

4.4.7 Work method requirements – *(Contractors are to provide quality.)*
- Inspect the boundary fences and gates during each formal inspection of the parks and recreation areas and road reserves.
- Repair boundary fences and gates with materials which are the same strength and similar in colour and appearance to the original materials.
- Repair work is to extend beyond normal working hours, if the fence performs an important safety role.
- Where public safety is at risk, the area is to immediately be made safe by placing barriers, high visibility flexible mesh fencing or similar.
Table 26 – Fence and handrail maintenance – Checklist

Checklist – BFH

Programmed work item – at least on a daily basis

<table>
<thead>
<tr>
<th>Has the damage report been completed? Please provide additional comments below.</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upon completion, was the site left in a neat and tidy condition and all left over materials removed?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Was the fence or handrail able to be repaired or painted with materials of the same strength and similar in colour and appearance to the original materials?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If “No”, please describe the alternative material used.

Comments

Work locations

<table>
<thead>
<tr>
<th>Park/area name (N°)</th>
<th>Sector (N°)</th>
<th>Output – Reporting units</th>
<th>Job identification number</th>
<th>Date</th>
</tr>
</thead>
</table>

Signature

Date

Table 27 – Fence and handrail maintenance – Performance requirements

Performance requirements – BFH

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Inspection reveals that repair or maintenance is required</td>
<td>20 days</td>
<td>Within 24 hours and made safe in the interim • fence or handrail defect is constituting a safety hazard to the public and/or property</td>
</tr>
</tbody>
</table>

4.5 Footpath paving repairs – Code: BFP

4.5.1 Activity Definition – *(What work is included?)*

This activity refers to the inspection and maintenance of concrete and segmental paver footpaths located within parks and recreation areas and road reserves. This includes paths for shared purposes and sole-use by cyclists. Also included is the removal of any footpath defect which could constitute a safety hazard to parks and recreation area users.

4.5.2 Performance distress and defects – *(What do we look for?)*

Check for potential tripping hazards such as damaged or cracked paving slabs and lifted joints. Uneven paver settlement or edge restraint failure may occur with segmental paving.
4.5.3 Work criteria – *(Why do we do it?)*

Footpath paving repairs ensure a safe passage for pedestrians and cyclists.

4.5.4 Performance standards – *(What is required?)*

Paved areas are to be uniform and free from irregularities. Depressions and mounds are not to exceed 20-millimetres and are to be shaped in order to remove water away from the footpath. Segmental pavers are to be evenly embedded and tightly constrained.

4.5.5 Work method requirements – *(Contractors are to provide quality.)*

- Establish and maintain pedestrian control and job safety.
- Segmental paved footpaths are to be repaired in order to match adjacent paving, type, colour, sub-base, bedding and laying pattern.
- Tree roots causing paving slab displacement shall be removed if necessary. The removal processes includes the roots being cut cleanly, clear of the paving edge and removed from under the repair area.

Table 28 – Footpath paving repairs – Checklist

<table>
<thead>
<tr>
<th>Checklist – BFP</th>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed work item – at least on a daily basis</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the footpath safe for pedestrian and bicycle traffic?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>What is the area of the footpath requiring repair?</td>
<td>Metres squared</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Where is the disposal of surplus material located?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work locations</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Park/area name (N°)</td>
<td>Sector (N°)</td>
<td>Output – Reporting units</td>
<td>Job identification number</td>
</tr>
<tr>
<td>------------------------------------------</td>
<td>----------------------</td>
<td>-----</td>
<td>----</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Signature | Date |
Table 29 – Footpath paving repairs – Performance requirements

<table>
<thead>
<tr>
<th>Performance requirements – BFP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park classification</td>
</tr>
<tr>
<td>All</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### 4.6 Gravel footpath repairs – Code: BGF

#### 4.6.1 Activity definition – *(What work is included?)*

This activity refers to the inspection and maintenance of gravel footpaths located in parks and recreation areas. Gravel paths include footpaths and shared and sole-use bicycle pathways that are created from crushed rock, pebbles and sand or compacted gravel surfacing. The restoration of the surface quality and associated minor works ensures the ongoing functionality of the surface.

- Litter collection is referred to in Activity CLC.
- Weed treatment is referred to in Activity HWS.
- Fence and handrail maintenance is referred to in Activity BFH.
- Clear Drainage Culverts is referred to in Activity CDC.

#### 4.6.2 Performance distress and defects – *(What do we look for?)*

Check for uneven surfaces, corrugations, washouts and excessive situation build-up or potholes.

#### 4.6.3 Work criteria – *(Why do we do it?)*

This activity ensures a safe passage for public use of gravel footpaths.

#### 4.6.4 Performance standards – *(What is required?)*

The gravel path is to be of a reasonable width allowing users to travel on a surface that is uniform and free from irregularities. Depressions or mounds are not to exceed 50-millimetres and are to be shaped in order to remove water away from the path. Safe travel is to be ensured during all normal weather conditions.

#### 4.6.5 Contract format – *(Is it lump sum or day works rate item?)*

It is lump sum.

#### 4.6.6 Reporting unit

It is number of man-hours, *(manual labour hours)* per worker hour, per park.
4.6.7 Work method requirements – (Contractors are to provide quality.)

- Establish and maintain pedestrian control and job safety.
- Check for washouts, silt build-up and potholes adjacent to edging, steps and structures.
- Inspect and organise any repairs necessary to the edging with materials that match adjacent sections of the footpath, ensuring effective confinement of the gravel and effective drainage of water away from the footpath.
- Inspect and maintain any footpath signage. Report if any replacements are required.
- Inspect for unsafe vegetation encroaching on right-of-way. If clearing is required, refer to Activities HCT or HWS.
- Replace gravel with materials to match the existing surfacing in order to eliminate any irregularities. Inspect handrails, barriers and bollards. Refer to Activity BFH for maintenance information.

Table 30 – Gravel footpath repairs – Checklist

<table>
<thead>
<tr>
<th>Checklist – BGF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed work item – at least on a daily basis</td>
</tr>
<tr>
<td>Are the signs in good condition and appropriate to usage?</td>
</tr>
<tr>
<td>If “No”, please explain.</td>
</tr>
<tr>
<td>Is the surface of the gravel satisfactory for continual use?</td>
</tr>
<tr>
<td>Has temporary delineation or isolation been provided?</td>
</tr>
<tr>
<td>Comments</td>
</tr>
</tbody>
</table>

Work locations

<table>
<thead>
<tr>
<th>Park/area name (N°)</th>
<th>Sector (N°)</th>
<th>Output – Reporting units</th>
<th>Job identification number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature | Date

Table 31 – Gravel footpath repairs – Performance requirements

<table>
<thead>
<tr>
<th>Performance requirements – BGF</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park classification</td>
</tr>
<tr>
<td>-----------------------</td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>
4.7 Irrigation system repairs – Code: BIS

4.7.1 Activity definitions – (What work is included?)
This activity refers to the maintenance of irrigation system equipment located within sportsgounds, gardens, parks and recreation areas and road reserves.

4.7.2 Performance distress and defects – (What do we look for?)
Check for faulty sprinklers, timers and computer controllers as well as leaking valves and fittings.

4.7.3 Work criteria – (Why do we do it?)
Irrigation system equipment is maintained to ensure the timely delivery of a full coverage of water to the subject areas, keeping the vegetation in good health.

4.7.4 Performance standards – (What is required?)
Refer to the park facility data sheet which will nominate the frequency of inspections to be undertaken for each item of the irrigation system equipment. Maintenance must be performed in accordance with the manufacturer’s instruction requirements.

4.7.5 Work method requirements – (Contractors are to provide quality.)
- Undertake inspection of the irrigation system equipment which includes sprinklers, valves, controllers, timers, pumps and pipes. Ensure maintenance is performed in accordance with the manufacturer’s instruction requirements.
- Heads for pop-up, fixed spray and dripper sprinkler systems must remain unobstructed ensuring full water distribution is provided.
- Inspections by suitably trained personnel must be performed in accordance with the manufacturer’s instruction requirements.

Table 32 – Irrigation system repairs – Checklist

<table>
<thead>
<tr>
<th>Checklist – BIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed work item – at least on a daily basis</td>
</tr>
<tr>
<td>Have the inspection and maintenance been completed?</td>
</tr>
<tr>
<td>Do the timers, pumps and controllers perform in accordance with the manufacturer’s instruction requirements?</td>
</tr>
<tr>
<td>Do any items require a work order for further major maintenance or repair?</td>
</tr>
<tr>
<td>If “Yes”, please explain.</td>
</tr>
</tbody>
</table>

Comments

Work locations

<table>
<thead>
<tr>
<th>Park/area name (N°)</th>
<th>Sector (N°)</th>
<th>Output – Reporting units</th>
<th>Job identification number</th>
<th>Date</th>
</tr>
</thead>
</table>

Signature

Date
4.8 Lighting maintenance – Code: BLI

4.8.1 Activity definition – *(What work is included?)*
This activity refers to the inspection and maintenance of electrical and solar power lighting systems installed within parks and recreation areas and road reserves. This includes lighting for sportsgrounds, car parks and pedestrian areas.

4.8.2 Performance distress and defects – *(What do we look for?)*
Check for defective lamps, wiring and batteries as well as damage to luminaries, poles or columns and solar panels.

4.8.3 Work criteria – *(Why do we do it?)*
Lighting maintenance is required to provide a continual high level of lighting for the staging of organised sporting events held at sportsgrounds. It also provides a safe and secure environment for public use of parks and recreation areas, open areas, pathways and car parks.

4.8.4 Performance standards – *(What is required?)*
Lighting systems are to be inspected and maintained to comply with the lighting standard *Category C of AS1158, SAA Public Lighting Code* for outdoor public areas, as well as *SAA HB 49.1 Sports Lighting* for sportsgrounds.

4.8.5 Contract format – *(Is it lump sum or day works rate item?)*
It is lump sum.

4.8.6 Reporting unit
It is the number of worker hour per park.

4.8.7 Work method requirements – *(Contractors are to provide quality.)*
- Replace defective lamps with lamps of the same wattage.
- Inspect luminaries, repair or replace damaged components as required.
- Inspect lighting poles or columns.
- Inspect solar panels, batteries and timers. Repair or replace damaged components as required.
- Check electrical wiring for condition and conformity with *SAA Wiring Rules, AS3000.*
### Table 34 – Lighting maintenance – Checklist

#### Checklist – BLI

<table>
<thead>
<tr>
<th>Programmed work item – at least on a daily basis</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Were any defective lamps replaced?</td>
<td>Yes</td>
</tr>
<tr>
<td>If “Yes”, how many lamps were replaced?</td>
<td>Number</td>
</tr>
<tr>
<td>Were luminaries and poles or columns inspected and tested?</td>
<td>Yes</td>
</tr>
<tr>
<td>If “Yes”, how many luminaries were replaced?</td>
<td>Number</td>
</tr>
<tr>
<td>Were solar panels and/or batteries inspected and tested?</td>
<td>Yes</td>
</tr>
<tr>
<td>If “Yes”, how many solar panels were replaced?</td>
<td>Number</td>
</tr>
<tr>
<td>If “Yes”, how many batteries were replaced?</td>
<td>Number</td>
</tr>
<tr>
<td>Has the wiring been checked and is it safe?</td>
<td>Yes</td>
</tr>
<tr>
<td>Are any items requiring a work order or further repair or replacement?</td>
<td>Yes</td>
</tr>
<tr>
<td>If “Yes”, please explain.</td>
<td></td>
</tr>
</tbody>
</table>

**Comments**

**Work locations**

<table>
<thead>
<tr>
<th>Park/area name (N°)</th>
<th>Sector (N°)</th>
<th>Output – Reporting units</th>
<th>Job identification number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Signature**

**Date**

### Table 35 – Lighting maintenance – Performance requirements

#### Performance requirements – BLI

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Defective lamps or wiring</td>
<td>Five days</td>
<td>Low level of lighting affecting usage, safety and passage for park users and evidence of short circuit, bare wires, arcing and other unsafe situations</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Low level of lighting preventing sports activities and evidence of short circuit, bare wires, arcing and other unsafe situations</td>
</tr>
</tbody>
</table>
4.9 Park furniture maintenance – Code: BPF

4.9.1 Activity definition – *(What work is included?)*
This activity refers to the inspection and maintenance of park furniture such as seating, tables, shelters, gazebos, bollards, signs and plaques within parks and recreation areas and road reserves. This maintenance ensures that these facilities continue to provide the function for which they were installed.

- Barbecues are referred to in Activity BBC.
- Drinking fountains are referred to in Activity BDF.

4.9.2 Performance distress and defects – *(What do we look for?)*
Check for bent, broken or defaced components of the park furniture or anything which may be considered dangerous.

4.9.3 Work criteria – *(Why do we do it?)*
Seating, tables, shelters, gazebos and bollards are provided to the public for their comfort, protection and safety.

Signs and plaques are provided to inform the public of the regulations as well as guide them to attractions, points of interest and facilities available.

Repairs to the park furniture located within the parks and recreation areas are necessary to ensure safe usage and reduce the risk of injury to the public.

4.9.4 Performance standards – *(What is required?)*
Park furniture is to be inspected, maintained and painted to ensure they provide the function for which they were installed and do not become a hazard to the public. All works are to be carried out in accordance with the manufacturer's instructions as well as in accordance with the appropriate trade good practice.

A work order is required for any maintenance or replacement of signs and plaques which have become faded and difficult to read.

4.9.5 Contract format – *(Is it lump sum or day works rate item?)*
It is lump sum.

4.9.6 Reporting unit
It is the park furniture, per worker hour, per park.

4.9.7 Work method requirements – *(Contractors are to provide quality.)*
- Inspect the park furniture during the formal inspection of the park and recreation area.
- Repair the park furniture with materials of the same strength, quality and are similar in colour and appearance to the original materials.
- Remove all graffiti and any advertising posters.
- Prepare and repaint the park furniture, using paint and colour to match.
- Clean seats, tables, shelters and gazebos in order to remove any debris or offensive waste and deodorise.
### Table 36 – Park furniture maintenance – Checklist

<table>
<thead>
<tr>
<th>Checklist – BPF</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed work item – at least on a daily basis</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the park furniture able to be repaired and/or repainted with materials of the same strength, quality and are similar in colour and appearance to the original materials?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If “No”, describe the materials used.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the site left in a neat and tidy condition and all leftover materials removed?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are any items requiring a work order or further repair or replacement?</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>If “Yes”, please explain.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park/area name (N°)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Table 37 – Park furniture maintenance – Performance requirements

<table>
<thead>
<tr>
<th>Performance requirements – BPF</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Park classification</td>
<td>Distress/need recording level</td>
<td>Response time</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-------------------------------</td>
<td>--------------</td>
</tr>
</tbody>
</table>
| All                      | Inspection reveals that repairs are required | Five days | Within 24 hours and made safe in the interim: park furniture is defective and constitutes a safety hazard to the public or property.
4.10 Boat ramp maintenance – Code: BRP

4.10.1 Activity definition – *(What work is included?)*
This activity refers to the inspection and maintenance of recreational boat ramps which are located within bays, rivers or lakes, both tidal and non-tidal.

- Bituminous surfacing repair is referred to in Activity BBS.
- Signage is referred to in Activity BPF.

4.10.2 Performance distress and defects – *(What do we look for?)*
Check for slippery or broken concrete ramps pavement, silt build-up or erosion of adjacent bank material. Check if the ramp access pavement has deteriorated and is creating a hazard for ramp users.

4.10.3 Work criteria – *(Why do we do it?)*
Boat ramps must be maintained to provide for the safe accessibility of watercraft to and from their towing vehicle.

Pedestrian safety must be of the highest priority.

The marine environment surrounding the boat ramp must also be protected.

4.10.4 Performance standards – *(What is required?)*
Boat ramps are to be algae-free to the low water mark. Concrete is to be repaired and any silt build-up is to be removed. Eroded adjacent banks are to be filled with sand.

Ramp access is to be maintained in a serviceable and safe condition.

4.10.5 Contract format – *(Is it lump sum or day works rate item?)*
It is lump sum.

4.10.6 Reporting unit
It is per worker hour, per ramp.

4.10.7 Work method requirements – *(Contractors are to provide quality.)*
- Remove algae from the ramp pavement using only approved treatment in order to restore a non-slip surface.
- Undertake minor repairs, up to 2-metres squared, to spalled concrete pavement using concrete of minimum strength 25-megapascals incorporating ‘marine’ cement in accordance with AS3972.
- Remove silt or sand build-up from the ramp or add sand to the eroded areas adjacent to the ramp, if necessary.
Table 38 – Boat ramp maintenance – Checklist

Checklist – BRP

<table>
<thead>
<tr>
<th>Programmed work item – at least on a daily basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>Was algae removed from the boat ramp?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Was any sand or silt removed or added?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Was it necessary to complete any minor pavement repairs?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>Is a work order required for additional repairs to major defects in the ramp pavement?</td>
</tr>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

If “Yes”, please explain.

Comments

Work locations

<table>
<thead>
<tr>
<th>Park/area name (N°)</th>
<th>Sector (N°)</th>
<th>Output – Reporting units</th>
<th>Job identification number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature | Date

Table 39 – Boat ramp maintenance – Performance requirements

Performance requirements – BRP

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Inspection reveals maintenance is required.</td>
<td>10 days</td>
<td>Within 24 hours and made safe in the interim</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• boat ramp defect constitutes a safety hazard to the public or property</td>
</tr>
</tbody>
</table>

4.11 Retaining and feature rock walls – Code: BRW

4.11.1 Activity definition – *(What work is included?)*

This activity refers to the inspection and maintenance of retaining and feature rock walls located within parks and recreation areas and road reserves.

- Pest control is referred to in Activity HPC.
- Weed treatments is referred to in Activity HWS.
- Litter collection is referred to in Activity CLC.
4.11.2 Performance distress and defects – *(What do we look for?)*
Check for signs of deterioration or defects. For example, cracking, rotting, subsidence, erosion, movement, tree root damage, etc. Check for the presence of damaged or dead plants, weeds, pests, disease and litter.

4.11.3 Work criteria – *(Why do we do it?)*
Rock wall maintenance is required to keep the device functioning for its intended purpose and the area visually attractive in accordance with the intended landscape character. Maintenance also promotes optimal growth conditions of the garden.

4.11.4 Performance standards – *(What is required?)*
Remove all weeds, rubbish and damaged or dead plants from the rock walls. Maintenance of the structural integrity of the device is to be provided. Apply pest and disease control measures, as required.

4.11.5 Work method requirements – *(Contractors are to provide quality.)*
- Rectify any defects or structural issues.
- Remove weeds, damaged or dead plants.
- Plants which have been removed are to be replaced. The preparation, planting and maintenance must comply with the specification for planting trees and shrubs as referred to in Activity HAT.
- Spray shrubs, trees and plants in order to control insect pests and/or fungus, as required in accordance with the specification for pest control as referred to in Activity HPC.

Special requirements
- Pest control is referred to in Activity HPC.
- Weed treatments is referred to in Activity HWS.

**Table 40 – Retaining and feature rock walls – Performance requirements**

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Structural integrity of the device compromised or affected by defects or other agents</td>
<td>Two days</td>
<td>Within 24 hours and made safe in the interim • structure is a threat to the public or property</td>
</tr>
<tr>
<td></td>
<td>Significant and visual rubbish deposits</td>
<td>Two days</td>
<td>Intrusion of rubbish on the rock wall is constituting a health and/or environmental hazard</td>
</tr>
<tr>
<td></td>
<td>Observed fungal infection or disease</td>
<td>10 days</td>
<td>Any plant which is distressed due to a fungal infection or disease</td>
</tr>
</tbody>
</table>
4.12 Sportsground facility maintenance – Code: BSG

4.12.1 Activity definition – *(What work is included?)*
This activity refers to the maintenance, installation and removal of equipment and apparatus required for the conduct of sports activities for each individual sportsground. For example, goal posts, goal and catch nets, track and field athletics equipment and apparatus, cricket sight screens, pitches and mats, sports line-marking and the maintenance of synthetic grass surfaces.

- Grass mowing, excluding turf cricket wickets, is referred to in Activity HMO.
- Care of grass and turf is referred to in Activity HGT.
- Fence and handrail maintenance is referred to in Activity BFH.
- Footpath paving repairs is referred to in Activity BFP.
- Park furniture maintenance is referred to in Activity BPF.
- Irrigation system maintenance is referred to in Activity BIS.
- Lighting maintenance is referred to in Activity BLI.
- Bituminous surfacing repair is referred to in BBS.

The maintenance of sub-surface drainage systems shall be undertaken in accordance with the management plan for each individual sportsground.

4.12.2 Performance distress and defects – *(What do we look for?)*
Prior to public use, the equipment or apparatus must not be defective or damaged and in need of repair or re-painting.

4.12.3 Work criteria – *(Why do we do it?)*
All sports activities performed must ensure adequate protection and safety for both participants and spectators. The equipment and apparatus must be maintained in good working order and condition in order to maximise the service life of each item.

4.12.4 Performance standards – *(What is required?)*
Undertake line-marking and prepare the sportsground facilities for use according to the program of activities scheduled throughout the year.

4.12.5 Contract format – *(Is it lump sum or day works rate item?)*
It is lump sum.

4.12.6 Reporting unit
It is equipment and apparatus, per worker hour, per park.

4.12.7 Work method requirements – *(Contractors are to provide quality.)*
- Inspect all hard sportsground surfaces and repair any small defects to ensure surfaces are safe for public use.
- Inspect, clean and maintain synthetic grass surfaces in accordance with the manufacturer’s instructions.
- Mow all grass surfaces in accordance with the specification referred to in Activity HMO, excluding turf cricket wickets.
- Cover concrete or synthetic cricket pitches with sand, turf or other material in accordance with the cricket requirements as scheduled in the program of sports activities.
- Remove sand, turf and other material from concrete or synthetic cricket pitches and dispose of in accordance with the cricket requirements as scheduled in the program of sports activities.
- Line-mark the sportsground in accordance with the Regulations applicable to the sporting activity.
### Table 41 – Sportsground maintenance – Checklist

**Checklist – BSG**

<table>
<thead>
<tr>
<th>Programmed work item – at least on a daily basis</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has a routine visual inspection been undertaken of all surfaces, equipment and apparatus?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has an operational inspection been completed of all surfaces, equipment and apparatus?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Has maintenance and cleaning of all surfaces, equipment and apparatus been completed?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Were any defects found during the safety inspection requiring a work order for rectification?</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

If “Yes”, please explain.

Comments

**Work locations**

<table>
<thead>
<tr>
<th>Park/area name (N°)</th>
<th>Sector (N°)</th>
<th>Output – Reporting units</th>
<th>Job identification number</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Signature | Date

### Table 42 – Sportsground maintenance – Performance requirements

**Performance requirements – BSG**

<table>
<thead>
<tr>
<th>Park classification</th>
<th>Distress/need recording level</th>
<th>Response time</th>
<th>Compulsory intervention level</th>
</tr>
</thead>
<tbody>
<tr>
<td>All</td>
<td>Inspection reveals repair is required</td>
<td>Five days</td>
<td>Within 24 hours and made safe in the interim • surfaces, equipment or apparatus is defective and constitutes a health hazard to the public</td>
</tr>
</tbody>
</table>
4.13 Wharf and deck maintenance – Code: BWD

4.13.1 Activity definition – *(What work is included?)*

This activity refers to the inspection and maintenance, including the painting and oiling of wharves and decks. Jetties, fishing and viewing decks, boardwalks, mangrove walkways, lookouts and similar structures both on water and land are also included in this activity. The maintenance activities are to ensure that the structures continue to provide the function for which they were installed.

- Fence and handrail maintenance is referred to in Activity BFH.

4.13.2 Performance distress and defects – *(What do we look for?)*

Check for loose, decayed or rotten components and sections in need of replacing, painting or oiling. Ensure that bolt heads, ends, nails and sharp materials are not exposed.

4.13.3 Work criteria – *(Why do we do it?)*

Wharves, walkways and decks are maintained in order to ensure the protection and safety of all park and recreation users. Maintenance to the significant feature ensures the asset remains protected and in a serviceable condition.

4.13.4 Performance standards – *(What is required?)*

Wharves, walkways and decks are to be inspected, repaired and maintained, including painted and oiled as required, ensuring that they provide the function for which they were installed and do not become a hazard to the public. All work is to be undertaken in accordance with the manufacturer’s instructions or *as-built* plans and in accordance with the best industry practice.

4.13.5 Work method requirements – *(Contractors are to provide quality.)*

- Inspect the wharves, walkways and decks during the formal inspection of the parks and recreation areas.
- Repair wharves, walkways and decks with materials which are the same strength, similar in colour and appearance to the original materials.
- Repair work must extend outside normal working hours, if the structure performs an important safety role.
- Orange flexible mesh fencing, barricades or similar is to be provided prior to the repair work being undertaken, if the area is considered to be unsafe.
Activity specifications for generic open space management plan

Table 43 – Wharf and deck maintenance – Checklist

<table>
<thead>
<tr>
<th>Checklist – BWD</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Programmed work item – at least on a daily basis</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has orange flexible mesh fencing, barricades been provided for safety?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If “Yes”, please insert the date it was provided.</td>
<td>Date</td>
<td>/</td>
</tr>
<tr>
<td>Was the wharf or deck able to be repaired or painted using materials of the same strength, similar in colour and appearance to the original materials?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If “No”, describe the materials used.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Was the site left in a neat and tidy condition and all left over materials removed?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Were any defects found that require a work order for further treatment or repair?</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>If “Yes”, please explain.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work locations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park/area name (N°)</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Signature | Date

Table 44 – Wharf and deck maintenance – Performance requirements

<table>
<thead>
<tr>
<th>Performance requirements – BWD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park classification</td>
</tr>
<tr>
<td>----------------------</td>
</tr>
<tr>
<td>All</td>
</tr>
</tbody>
</table>