

PARKS AND ENVIRONMENT

SERVICE STANDARDS

FOR

Mitchell Shire Council

2013

SERVICE STANDARDS

**MITCHELL SHIRE COUNCIL
PARKS AND OPEN SPACES**

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EXECUTIVE SUMMARY

Mitchell Shire Council operates internal crews to support the routine maintenance tasks associated with open space, streetscapes and reserves maintenance from 3 depots across the Shire. These depots are located at Seymour, Broadford and Wallan. These crews also respond to customer requests, reactive works and storm

and emergency issues across the shire. Specialist tasks are supported by contractors including fencing, dumped rubbish collection, signage, furniture installation and landscaping.

These Standards have been developed for staff, Councillors, contractors, community and management to understand, articulate and implement for consistency of routine maintenance of Mitchell Shire's Open Space and associated assets that includes the individual street trees, plantings in road reserves, parks, civic areas, sports fields, bushland reserves and associated assets included in these Standards.

These Standards are for the provision of routine and specialist park, horticultural and other trade services that effectively provide for the maintenance and minor improvement of Mitchell Shire's Open Space assets, Council Centres and Council Car Parks. These assets are contained within defined sites/properties listed in Appendix 1.

Tasks that are included within this Specification include, but are not limited to, some or all of the following:

- Routine Surveys and ongoing inspections
- Maintenance of turf
- Maintenance of garden beds including annuals
- Maintenance and cleaning of all park furniture, structures and landscape features
- Maintenance of internal paths, roads and car parks
- Maintenance of park drainage, irrigation and council lighting systems
- Removal of graffiti
- Litter control
- Management, power line and service clearance and pruning of street trees
- Management of park trees
- Management of plantings in road reserves.
- Management of weeds
- Inspection, maintenance and repairs to playgrounds
- Maintenance of sports fields, including turf management
- Turf wicket maintenance
- Carrying out defined works within bushlands
- Management of water features
- Reporting of activities, programs and works
- Reporting of inquiries, requests, complaints, etc.
- Reporting of problems with assets/services that not part of this Specification, both Council and non Council.
- On-site meetings
- Regular review, consultative and planning meetings

Technical advice, use of Open Space equipment, materials and staff in assisting other Council Units, Centres and community groups, will be required from time to time, including the preparation of sites for key events.

1 INTRODUCTION

These Standards are for the provision of routine and specialist park, horticultural and other trade services that effectively provide for the maintenance and minor improvement of Mitchell Shire's Open Space assets, Council Centres and Council car parks. These assets are contained within defined sites/properties listed in Appendix 1.

Technical advice, use of Open Space equipment, materials and staff in assisting other Council Units, Centres and community groups, will be required from time to time. Tasks that are included within these Standards include, but are not limited to, some or all of the following:

- Festival setups
- Activities and Events
- Provision of mulch
- Letter drops
- Nature strip repairs
- Community plantings
- Gate openings
- Technical reports and advice

Open Space assets are generally recognised as the public parklands and landscaped areas, sports fields, bushland reserves and plantings and trees in road reserves within Mitchell Shire.

Council Centres are generally recognised as Kindergartens, Child Care Centres, Maternal & Child Health Centres, Community Centres and Public Halls.

Properties are made up of a number of assets.

A typical park may include, but are not limited to, some or all of the following assets:

- Garden Beds
- Turf
- Trees
- Sports fields
- Irrigation systems
- Park Furniture
- Shelters
- Toilets
- Barbecues
- Water Features
- Paths, Access Roads, and Car Parks
- Playgrounds
- Synthetic Surfaces
- Drinking Fountains
- Lights (Not attached to Buildings)

A typical centre may include, but are not limited to, some or all of the following assets:

- Garden Beds
- Turf
- Trees
- Irrigation systems
- Sand Pit
- Playground
- Synthetic Surfaces
- Drinking Fountains
- Paths, Access Roads, and Car Parks
- Lights (Not attached to Buildings)

The Service Provider will be responsible for the care and preservation of these assets to ensure that they are always functional, safe for the public, and their condition remains at that specified.

Assets are maintained by performing a range of defined activities upon assets and typically may include, but are not limited to, some or all of the following:

- Weeding
- Cleaning
- Plant Maintenance

- Mowing
- Repairs
- Painting
- Reporting

These activities will be performed to differing standards according to the type, location, condition or usage of the asset.

As a guide the following asset details have been collated.

General:

Area of Municipality	Approx 2864 sq km
Area of Open Space Maintained by Council	Approx 447 ha
Number of Sports fields	11
Area of Sports fields	Approx 17 ha
Number of Turf Wicket Sites	6 (2 maintained by Council excluding turf wicket) Committee of Management (CoM) are responsible for the maintenance of all turf wickets including its watering programs.
Number of Synthetic Wicket Sites	5 (3 maintained by Council and 2 by CoM.
Number of Parks	52
Number of Playgrounds	37
Area of Parkland	Approx 180 ha
Number of Bushland Parks	8
Area of Bushland	Approx 250 ha
Number of Street & Park Trees	Approx 17000
Street Tree Planting per annum	Approx 360

2 DEFINITIONS

Activity: Action necessary to restore/repair/maintain a particular feature of the asset to a specified condition.

Asset: Turf, gardens, trees, bushland, sports fields, park furniture, park structures, street trees, access roads and paths, car parks, lighting, drainage systems and other physical elements on which maintenance works are carried out in accordance with these Standards.

Capital Works: Works that Council approve and fund annually for renewal or to provide new assets.

Daily: Monday to Friday excluding Public Holidays but including RDO's

Defect: Identified group of like features, together with their location, where the condition is outside the nominated maintenance standard and activity is required to restore those features to the acceptable condition.

Incidental Works: Works undertaken to ensure that all works within a site/property are undertaken in a holistic manner and result in a consistent, aesthetic, complete, quality, professional service. Incidental Works may include such activities as the maintenance of assets not listed but essential or important to the functioning and appearance of the property or undertaking extra maintenance to compensate for unexpected or occasional use levels or impact by users.

Maintenance Standard: Defines the condition of a feature or frequency at which activity is needed to restore the feature to the acceptable state.

Routine Maintenance: Day to day minor repairs, replacements, corrections, cleaning and servicing.

Site/Property: A defined area located within Mitchell Shire and identified in Appendix 1 and included within the scope of works for these Standards.

Supervisor: Shall be the Council officer or other designated representative nominated to act as the Standards administrator and Supervisor.

Unit of Work: Base unit of measurement for an activity.

Visually affected: Usually means adjacent and opposite to properties.

Works Program: A program of activities planned for the forthcoming 12 month period sorted in a particular order, e.g. priority, activity type or site/property.

3 INSPECTION FREQUENCY

Staff shall inspect all properties to ensure the provision of a pleasant and safe recreational environment and carry out works required to maintain and enhance the recreational potential of the various properties.

Different activities can be inspected at different frequencies depending on the special safety needs and the status of the location. However, the following minimum frequencies are being met.

ASSET	Asset Breakdown	INSPECTION CYCLE
Turf Areas	Lawns Grassland Fire Cuts	Fortnightly Monthly Biannually
Garden Beds	Feature Garden Beds Parkland Garden Beds Revegetation Garden Beds	Fortnightly Monthly Monthly
Bushland	Native vegetation - indigenous flora Conservation Values	Annually
Playground Equipment	Playground Regional Playground Local Centres	Monthly Monthly Daily (Centre Staff) Annually (External)
Paths, Access Roads & Car Parks	Paths, Access Roads & Car Parks Type – Unmade Designated shared pathways	Monthly Monthly
Park Furniture	Seats, bollards, bin enclosures, shelters, drinking fountains, and bicycle stands	Monthly
Landscape Features & Structures	B.M.X mounds; Planter Boxes, Retaining Walls; and Sculptures	Monthly
Water Features	Informal Water Features / Water Sensitive Urban Design	Monthly
Trees	Street Trees Park Trees Car park Trees	Reactive Monthly Reactive
Sports fields	Irrigated & Drained Constructed Sports field Variable Profile Irrigated and / or Drained Sports field Variable Profile Non Irrigated or Drained Sports field	Weekly Weekly Weekly
Turf Wickets		Daily (in season)
Synthetic Wickets		Weekly (in season)
Drainage		Six Monthly
Irrigation		Weekly (in season)
Bridges/Culverts		Monthly

ASSET	Asset Breakdown	INSPECTION CYCLE
Boardwalks		Monthly

NOTE: All these inspections would only note minor items that crews would attend to as a matter of course, but log major items for work scheduling.

The inspections should be as thorough as possible and should be carried out systematically. Each maintenance crew can inspect and record specific work activities in their own areas.

4 PERFORMANCE CRITERIA

The performance of the Crew shall be measured against the following performance criteria:

Works	How Assessed	Performance Measure
Routine maintenance	Random inspection by Supervisor.	Assets maintained as per Standards.
Reliability and Quality of service	Operating records.	Response time and quality to the overall satisfaction of the Supervisor.
Community response to the service	Customer Survey by Council and Customer Requests.	Service provided to a respondent satisfaction level in accordance with corporate policy.
Customer Service	Complaints/requests system.	Service provided to a respondent satisfaction level in accordance with corporate policy.

4.1 RESPONSE TIMES

Staff shall respond to any requirement to make safe, repair or rectify any condition it is required to attend to under the guidelines in accordance with the response times below or otherwise specified.

Staff may be advised of a requirement, by advice or complaint from a member of the public, by notice from a Councillor or by its own inspections or observations.

REQUEST	DESCRIPTION	RESPONSE TIME
EMERGENCY	The condition has caused or the potential to immediately cause serious injury to person or property. (Council, MERO request for emergency assistance)	1 hour
URGENT	If the condition is not attended to within the specified period it will have the potential to cause injury to persons or property.	24 hours

REQUEST	DESCRIPTION	RESPONSE TIME
COMPLAINTS	Issues relating to staff conduct, or poor performance or safety standards.	48 hours
PLAYGROUND MAINTENANCE	Routine maintenance not considered 'Emergency' or 'Urgent'.	5 Days
PARKS MAINTENANCE	Routine maintenance not considered 'Emergency' or 'Urgent'.	10 Days
IRRIGATION MAINTENANCE	Routine maintenance not considered 'Emergency' or 'Urgent'.	3 Days

4.2 OPEN SPACE USAGE FOR ACTIVITIES AND EVENTS

Council has established a bookings system which shall handle events bookings in Open Space (including weddings, social functions) through Community and Recreation.

Team Leaders and Coordinators will be provided with a list of all booked and scheduled major events and sports ground allocations, and shall be notified in advance of other incidental bookings as they arise. Community and Recreation shall establish (where necessary) and maintain effective liaison with events managers, tourism authorities, the media and other relevant parties as a means of promoting Open Space, special events, activities and services within the Municipal District. Such marketing must be in line with existing and future Council Policies and Plans including:

- Mitchell Open Space Strategy;
- Mitchell Street Tree Policy,
- Mitchell Environment Strategy; and
- Mitchell Shire Access and Inclusion disABILITY Action Plan

Community and Recreation shall liaise with and provide information to Council, community groups and event's organisers regarding operations, events, facility tolerance and capacity, inventory location and other information as requested.

The Coordinator of Parks and Gardens shall ensure the availability of, and access to, areas and services booked for sporting and other activities and events that have been booked through Council.

The Coordinator of Parks and Gardens must be available to mark out irrigation lines and make provision to protect any other Council assets when required prior to events in parks.

5 STANDARDS OF THE WORKS FOR EACH ASSET

Maintenance Standards answer the question of when maintenance work needs to be carried out on different Assets and define the overall desired standard for each Asset.

The written and tabular components of these Standards combine to set the standards for the maintenance of the Open Space assets as outlined.

The Maintenance Standards are specified in a variety of ways including the following:

- (a) A terminal or threshold condition which will activate a maintenance response (mow when height exceeds 60 mm);
- (b) A frequency for performing work (inspect daily before 9 am);
- (c) A response time (remove offensive graffiti within 24 hours).

While maintenance standards should be followed, any defect that may affect the safe operation and usage of any asset shall be attended to even if it is inside the maintenance standard specified. Similarly where it is efficient to attend to other defects inside the maintenance standard where the crew is working if they are able to do so whilst there.

The Crew is responsible for the regular inspection, maintenance and upkeep of all the turf areas, garden beds, trees, park furniture, landscape features and park structures, plantings in road reserves, paths and playgrounds, lighting, drainage systems and other elements on which maintenance works are carried out in accordance with these standards.

The Crew shall ensure that all assets are kept in good and safe condition for the duration of the Standards. This requires the Crew to carry out specified activities on the assets at frequencies that ensure they meet defined maintenance standards.

Inspection and maintenance frequencies are of a minimum nature and any intermediate defects are to be remedied by the Crew.

In addition to carrying out specified activities the Crew shall carry out systematic and regular surveys of all the nominated assets recording their location, defects and general condition on standard forms in order to maintain these assets to an acceptable standard and to assist in the development of the Capital Works Program.

All assets are identified for the purpose of emphasising the different components of the parks environment in which the activities are to be undertaken and to identify the general standards of work required for each different type of asset. The assets in many cases are not well defined in the field nor are they totally separate physical entities and there may be significant overlap, in many cases taking the maintenance requirements from multiple assets.

All activities associated with the maintenance of the assets should reflect the standards defined for each asset and be carried out with an understanding of the definition and maintenance standard set for adjacent and other assets within the property.

5.1 TURF AREAS

'Turf areas' are areas of turf within properties and road reserves of varying standards and sizes that range from intensive formal lawns through to extensive open space areas. Areas typically may be found at neighbourhood parks, Civic buildings, open parkland, Centres, etc.

Staff shall be responsible for the mowing of turf areas, weeding, edging, litter control, surface finish, turf management, irrigation, drainage, and all other assets adjacent to or that form part of turf areas, including nature strips and integrating maintenance with logical boundaries to adjoining properties.

Turf works include preparing areas for sowing or re-sowing and the establishment of turf on sown or re-sown areas, maintaining the health and physical appearance of turf, irrigating to maintain optimum soil moisture levels, fertiliser applications to maintain optimum nutrient levels in the soil, soil conditioning, aeration of soils, topdressing to maintain level and safe playing surfaces and controlling turf pests, weeds and diseases.

(i) Mowing

Staff are to ensure that any mowing or turf trimming operation is carried out in a manner which does not damage or cause damage to any turf area, horticultural display, shrub, tree, amenity or facility within or adjacent to the work site.

Staff are responsible for carrying out works with due regard to maintaining public safety at all times.

(ii) Surface Finish

The surface of all turf areas shall be even and free of holes where practical and any protruding objects or other items which may cause injury to any person or equipment. Particular attention is to be paid to items such as in-ground watering systems, all sprinkler heads, attachments and hose connection points shall finish flush with the ground surface. Staff are responsible for filling or lowering any area of turf and altering the level of any in-ground watering system to comply with the above requirement.

(iii) Turf Management

Turf management involves a range of specialist operations to varying degrees, such as aeration, fertilising, over seeding, etc. on a diversity of Council assets. Staff are to develop a program that reflects the needs, complexities and all other aspects of turf management, consideration is to be given to use, profile, irrigation presence, turf species, seasonal factors etc. with regard to turf areas.

All works are to be carried out in accordance with accepted turf management industry standards and practices.

5.1.1 LAWNS

'Lawns' generally include small to medium areas of turf located at high profile civic locations. The lawns are maintained to reflect a high standard and precise attention to detail. Typically the sites include lawns at locations such as:

- Kings Park Seymour
- Goulburn Park Seymour
- Lions Park Seymour (including Goulburn River Walking Trail)
- Memorial Park Broadford
- Hudson Park Kilmore
- Hadfield Park Wallan
- Memorial Park Wandong

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum cleaning standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Fortnightly.
Mowing	Mow when height (when 5% of total area) exceeds 100 mm by cutting to minimum 45 mm height to achieve a regular cut finish. Minimal windrowing.
Weeding	Control of undesirable weeds as determined by the Supervisor.
Edging	Edge when turf has grown greater than 50mm over greater than 50% of the turf edge. No single/isolated clump intrusion greater than 100 mm. Mechanical edging only, Chemical edging permitted to maximum width 50mm only with Supervisors prior approval. Where no formal edge exists a smooth even continuous edge is to be maintained.
Litter Control	Remove all visible litter.
Surface Finish	Repair all visible ruts.
Reporting	Report all visible defects to the Supervisor.
Turf Management	Healthy turf and capable of withstanding normal pedestrian traffic. Maintain greater than 90% cover excluding significantly shade affected areas.

5.1.2 GENERAL GRASS AREAS

'General Grass Areas' areas range in size from small to large turfed areas located predominantly within parks and road reserves. These assets make up the majority of the total turfed sites within Mitchell Shire. General Grass areas are to be maintained to provide a quality recreational experience for all users, with a consistently turfed surface for general activities. General Grass areas constitute the entire area of small and medium sized parks and the high use, high profile, visible areas of larger parks. Typically the sites include local parks, neighbourhood parks, the open space areas around sporting facilities, linear parks, play grounds, medians, etc.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly.
Mowing	Mow when height (when 5% of total area) exceeds 120 mm by cutting to minimum 45 mm height to achieve a regular cut finish. Minimal windrowing.
Weeding	Control of undesirable weeds as determined by the Supervisor.
Edging	Edge when turf has grown greater than 50mm over greater than 50% of the turf edge. No single/isolated clump intrusion greater than 100 mm. Mechanical edging only, Chemical edging permitted to maximum width 50mm only with Supervisors prior approval. Where no formal edge exists a smooth even continuous edge is to be maintained.
Litter Control	Remove all visible litter.
Surface Finish	Repair all visible ruts.
Reporting	Report all visible defects to the Supervisor.
Turf Management	Healthy turf and capable of withstanding normal pedestrian traffic. Maintain greater than 90% cover excluding significantly shade affected areas.

5.1.3 FIRE CUT

'Fire Cut' areas are larger areas of open space and road reserve not used for recreational activities. The fire cut sites are to be maintained to a standard which adds to the visual experience of these larger open spaces with fire prevention in mind.

Staff are required to integrate mowing in Open General Grass Areas with that in adjacent Open Grassland to ensure a transitional blend between the different assets.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Annually.
Mowing	Mow when height (when 10% of total area) exceeds 500 mm by cutting to minimum 100 mm length to achieve a regular cut finish.
Weeding	Control of undesirable weeds as determined by the Supervisor.
Edging	N/A No single/isolated clump intrusion greater than 300 mm. Chemical edging permitted to maximum width 150 mm only with Supervisors prior approval. Where no formal edge exists a smooth even continuous edge is to be maintained.
Litter Control	Remove all visible litter.
Surface Finish	Repair all visible ruts.
Reporting	Report all visible defects to the Supervisor.
Turf Management	Not required.

5.2 GARDEN BEDS

“**Garden Beds**” are a range of both small and extensive landscaped areas within properties and road reserves and are the result of deliberate planting and construction within defined boundaries. They contain a range of sites from high profile intensively managed and maintained landscapes through to screen planting or a massed planting bed not located in a prominent or high activity area. Garden Beds may include a range of features that are designed to enhance the aesthetic appeal such as rock outcrops or for functional purposes such as barriers to pedestrian traffic.

Staff shall be responsible for the garden bed maintenance including, but not limited to, plant maintenance, weeding, edging, irrigation, litter control, mulching, drainage and all other assets adjacent to or that form part of the garden beds. All maintenance works shall be carried out so as not to compromise the integrity of the intent of the design for the garden bed or site.

No weeds in garden beds shall complete their life cycle by producing seed.
All shrubs and trees adjacent to paths, car parks, roadways, etc. shall be maintained to ensure clear sight lines and give consideration to safety.

All work is to be carried out in accordance with accepted horticultural industry standards and practices.

5.2.1 FEATURE GARDEN BEDS

'Feature Garden Beds' include a range of high profile, landscaped areas within parks, road reserves and Centres throughout Mitchell Shire, generally associated with prominent infrastructure. They tend to have a high aesthetic profile and always result from deliberate construction within defined boundaries. Feature Garden Beds usually consist of annuals, perennials, herbaceous perennials or native and exotic shrubs or ground covers grown and arranged specifically for horticultural display purpose. Typically the sites include garden beds adjacent to car parks, picnic/barbecue areas, Civic buildings and facilities. In all floral displays, plants, including any replacements, must be of height, habit, and maturity, consistent with the design intent.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Fortnightly.
Weeding	Weed when coverage of any one bed exceeds 20% or height exceeds 100 mm or a single weed occupies a spread area greater than 100 cm ²
Mulching	Replenish when depth excluding humus less than 20mm or reduce when depth excluding humus exceeds 150mm after 2 weeks settlement, or when coverage less than 100% with approved mulch.
Litter Control	Remove all visible litter.
Plant Maintenance	Remove when plant condition less than 50%. Annuals are required to be planted biannually. Perennials divided as required for plant health and appearance. Removal of significant spent flowers. Or by order of supervisor.
Edging	Edge when turf has grown greater than 50 mm over greater than 25% of the garden edge or intrudes into bed and disrupts continuity of edge (where not formally edged). Chemical edging only with prior approval to a maximum width of 50mm.
Reporting	Report all visible defects to the Supervisor.
Planting	Replace when plant number less than 90% or plant coverage less than 90% of design intent. Replace per program approved by the Supervisor.

5.2.3 REVEGETATION GARDEN BEDS

'Revegetation Garden Beds' include a range of both small and extensive landscaped areas within Reserves. They are the result of deliberate planting and construction within defined boundaries. Revegetation Garden Beds generally consist of native trees and shrubs grown in a self sufficient manner, usually as screen plantings and are also located in Road Reserves.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Quarterly
Weeding	Weed when coverage of any one bed exceeds 25% or height exceeds 150mm or a single weed occupies a spread area greater than 150 cm ² No chemical control on bed and bank of waterways
Mulching	Replenish when depth excluding humus less than 20mm or reduce when depth excluding humus exceeds 150mm after 2 weeks settlement, or when coverage less than 100% with approved mulch.
Litter Control	Remove all visible litter.
Plant Maintenance	Remove when plant is dead.
Edging	Edge when turf has grown greater than 50 mm over greater than 50% of the garden edge or intrudes into bed and disrupts continuity of edge (where not clearly defined). Chemical edging permitted to maximum. width 50mm. No chemical control on bed and bank of waterways.
Reporting	Report all visible defects to the Supervisor.
Infill Planting	Replace when plant number less than 50% or plant coverage less than 70% of design intent. Replace within 6 months or as per program approved by the Supervisor.

5.3 BUSHLAND

'Bushland' areas are areas ranging from small areas through to larger reserves, which may constitute part or all of a property of remnant vegetation, natural revegetation, or revegetation projects. Bushland areas are managed and maintained for their "natural" experience and conservation values and often involve significant Community input. Bushland areas are to be maintained with specialised work practices, by people with practical knowledge of the indigenous vegetation including its preservation, regeneration and revegetation. The quality of bushland areas ranges from degraded sites with some remnant or revegetated material to good quality natural remnant areas. Typically these sites include areas along water courses, wetlands, reserves set aside for the specific purpose of bushland preservation, and revegetation exercises within larger parks and smaller sites and remnants.

(i) Maintenance

Bushland maintenance means the management of a dynamic resource and includes revegetating and restoring areas, enabling natural regeneration, planting, weeding, mulching, etc.

Staff shall be responsible for the general maintenance of the bushland areas in conjunction with the **Community** where required or agreed to.

Staff are responsible for the regular inspection and general maintenance and upkeep of the bushland areas included in the Standards.

Staff shall not carry out any activities other than litter control, fire protection, surface finishing, and plant maintenance within areas defined as bushland areas unless directed by the Supervisor.

Staff shall, at all times when working in areas defined as bushland, pay due regard to the protection of fauna and related habitat areas.

Works on adjacent or overlapping assets such as park furniture, landscape features and structures, paths access roads and car parks, firebreaks etc. will be carried out to satisfy the required maintenance standards.

The Supervisor shall identify works, in conjunction with Community groups, and Staff, and advise Staff of those areas and the type of works required to be carried out within the Bushland areas.

Staff are to exhibit a pro-active approach to community involvement, planning, nominating works and review of works in Bushland areas.

The works carried out will be directed towards protecting and reinforcing the existing indigenous species, controlling and eradicating invasive weeds, and revegetating nominated sites.

Staff will assist the Community Groups and Council in the preparation of an Environmental Strategy and Management plans for bushland areas when/as required.

Plant Maintenance shall be carried out to promote the natural habitat in a consistent and sympathetic manner, removing unsafe limbs and trees from high risk areas such as paths, seats, turfed areas etc. Plant maintenance also addresses management practices to minimise potential spread of *Phytophthora*.

Only staff who have demonstrated relevant experience and qualifications (Cert II Conservation and Land Management) shall work or supervise the works carried out in bushland areas and be available as a direct point of contact/reference and for regular on site review and planning.

(ii) Community Consultation/Support

Staff shall be available to meet with the Community and Council representatives to determine the maintenance programs and extent of works at a range of specific locations at regular intervals.

Staff are responsible for providing support to Community Works in activities such as mulch delivery and spreading, rubbish removal, spraying, etc. These works will be nominated by the Supervisor.

(iii) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Annually
Weeding	As directed by the Supervisor.
Mulching	As directed by the Supervisor.
Litter Control	Remove all visible litter.
Plant Maintenance	Habitat and environmentally sensitive.
Reporting	Report all visible defects to the Supervisor.
Planting	As directed by the Supervisor using local provenance plant material.

5.4 PLAYGROUNDS & SKATE FACILITIES

'Playground' areas are precise areas in which climbing, swinging, sliding, balancing and passive role playing occurs on constructed playground equipment within a soft fall area. Playgrounds are to be maintained to the **highest quality** to ensure the **safety** of children both using and watching the activity.

Playground Standards are established and defined by the Australian Standards Association (AS 4422, and AS 4486 and 4685) these will be the overriding quality standards. In the event of the Australian Standard being upgraded or otherwise changed, the new Australian Standard will become the overriding quality standard.

The playground includes all play equipment, under surfacing safety areas and edges. Typically playgrounds are manufactured by a specialised playground equipment supplier, with under surfacing that has been tested and approved for its soft fall qualities.

Staff are responsible for the regular inspection, maintenance and upkeep of all playgrounds.

All playgrounds are to be maintained to the manufacturers' recommendations and current best practice in reducing all foreseeable risk.

'Skate Facilities' areas are designed and constructed specifically for skateboarders, in-line skaters and freestyle BMX riders.

(i) Cleaning and Maintenance

Cleaning and Maintenance shall include, but not be limited to, the following tasks:

- Check general condition
- Remove all litter and rubbish including glass and other hazards from within the playground and Skate Facility and its surrounds
- Clean all structures including sweeping of skate facilities
- Check all moving components for the correct movement
- Check and maintain the soft fall area around the equipment
- Check and maintain the soft fall area edging
- Check signage
- Remove graffiti and bill posters
- Report all issues that should come to the attention of the Supervisor

(ii) Playground Equipment

Staff are to ensure that all playground equipment is in a safe condition for normal usage in accordance with the manufacturers' recommendations and current best practice in reducing foreseeable risk. Any components found to be showing signs of excessive wear, fatigue, distress or suspected of being not up to the required standard are to be reported to the Supervisor, immediately made safe and replaced with approved parts.

This includes checking the operation of equipment to ensure that no condition exists for any entrapment or penetration resulting in injury as a result of using the equipment. Also included are repairs to any barriers, restrictive fencing etc. around or that form part of such sites as skateboard ramps and all maintenance to basketball rings, backboards and associated hard surfacing.

Replacement equipment arising from wear and tear and normal vandalism shall be Staffs responsibility. Complete destruction of equipment shall be referred to the Capital Works Program.

(iii) Soft Fall Material

Soft fall material is to consist of either approved wood chips or bark chips supplied from an approved source and which is free of large and sharp objects. Samples must be submitted for the approval of the Supervisor and are to be accompanied with documentation demonstrating satisfactory results from an approved test for playground soft fall material.

Sufficient soft fall material shall be provided around all equipment to provide a cushioned landing area in accordance with the Australian Standards for the users of the playground equipment. Soft fall material depth is to be a minimum of the Australian Standard for the approved mulch type and uniformly spread around the equipment. The soft fall material shall be of a consistent type across the Council and shall not be changed without the approval of the Supervisor.

The depth of soft fall material shall not inhibit the effective use of playground equipment and appropriate clearances shall be maintained at all times. All soft fall material is to be raked over on a regular basis to redistribute it in areas where it has been removed from by use of the equipment. Raking shall be carried out to such an extent that any rubbish, debris, and unwanted objects are exposed and then removed. Staff shall remove and dispose of all foreign material found in the soft landing material or on the play equipment itself. Where excrement is removed from the surface of play equipment, Staff shall scrub and disinfect the surface of the equipment.

The soft fall material shall be enclosed within any existing edging where present. Where the soft fall is below the soil surface the top of the edging is to be level with the surrounding ground levels.

(iv) Edging

All edging on defined edges shall be treated using mechanical means.

(v) Assessment of the Playgrounds & Skate Facilities (Inspections)

Staff shall be responsible for carrying out an annual inspection to check the structural integrity of all playground equipment and Skate Facilities to ensure that its conformance with all current regulations and standards by a qualified auditor.

Playground Regional, Township and Local asset distinctions generally exist to highlight intensity of use and development and in no way suggest a compromised safety standard is to exist.

Staff shall carry out regular inspections of all equipment throughout the year to an agreed program.

Staff shall ensure that only suitably qualified and experienced staff shall undertake playground & skate facility inspections.

5.4.1 PLAYGROUND REGIONAL

'Playground Regional' are generally regional playgrounds and draw people from the broader area, and offer a greater range of play activities on one site. The playgrounds are often located in conjunction with other park structures and developments in larger parks linking various areas. These playgrounds are generally intensively used and are more complex in nature: included in this category are skateboard parks and ramps. Playgrounds shall include designated skateboard ramps and basketball rings.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly.
Weeding	Weed when coverage of any one soft fall area exceeds 2% or height exceeds 50mm or single weed occupies a spread area greater than 100 cm ²
Mulching	Maintain soft fall to relevant Australian Standards for approved mulch type.
Litter Control	Remove all visible litter, debris and unwanted objects and hazardous materials.
Plant Maintenance	Prune all overhanging dead or live wood to make safe.
Cleaning	Clean when stains, grease, graffiti or build up of dirt appear and generally to provide hygienic appealing opportunities for play.
Repairs	To a standard that reduces all foreseeable risks and where the structure permits to conform with current, and any future, Australian Standards.
Painting	Paint when the painted surface is worn, cracked or lifting or when cleaning fails to remove graffiti. As per approved program.
Edging	Edge when turf has grown greater than 50mm over greater than 50 % of the turf edge. No single/isolated clump intrusion greater than 70 mm. Where no formal edge exists a smooth even continuous edge is to be maintained.
Surface Finish	Maintain even and regular surface that is free draining around playground equipment with appropriate clearances.
Reporting	Report all visible defects to the Supervisor. Report monthly activity. Report responses to external inspections, including, equipment which cannot be repaired and needs replacing through the Capital Works Program.
Professional Services Internal	- 12 inspections per year to an approved program using approved inspectors.
Professional Services External	- An inspection/report annually to an approved program using approved inspectors to ensure specified outcomes with current best practice in accordance with current, and any future, Australian Standards.

5.4.3 PLAYGROUND LOCAL

'Playground Local' are playgrounds that generally draw their patronage from the immediate area. The playgrounds offer a variety of activities in a confined and intense area and typically occur in smaller parks in isolation from other park structures. These playgrounds are generally less intensively used and are often of a more simple nature.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly.
Weeding	Weed when coverage of any one soft fall area exceeds 2% or height exceeds 50mm or single weed occupies a spread area greater than 100 cm ²
Mulching	Maintain soft fall to relevant Australian Standard for approved mulch type.
Litter Control	Remove all visible litter, debris and unwanted objects.
Plant Maintenance	Prune all overhanging dead or live wood to make safe.
Cleaning	Clean when stains, grease, graffiti or build up of dirt appear and generally to provide hygienic appealing opportunities for play.
Repairs	To a standard that reduces all foreseeable risks and where the structure permits to conform with current, and any future, Australian Standards.
Painting	Paint when the painted surface is worn, cracked or lifting or when cleaning fails to remove graffiti. As per approved program.
Edging	Edge when turf has grown greater than 80 mm over greater than 50 % of the turf edge. No single clump intrusion greater than 100 mm. Where no formal edge exists a smooth even continuous edge is to be maintained.
Surface Finish	Maintain even and regular surface that is free draining around playground equipment with appropriate clearances.
Reporting	Report all visible defects to the Supervisor. Report monthly activity. Report responses to external inspections, including, equipment which cannot be repaired and needs replacing through the Capital Works Program.
Professional Services - Internal	12 inspections/reports per year to an approved program by approved inspectors.
Professional Services - External	An inspection/report annually to an approved program using approved inspectors to ensure specified outcomes with current best practice in accordance with current, and any future, Australian Standards.

5.5 PEDESTRIAN PATHS

Pedestrian Paths are generally located within larger properties and include all designated shared pathways including equestrian, paths, walkways, standing areas, steps, courtyards, and board walks and consist of various materials including timber, crushed rock, Lilydale toppings, granitic sand, concrete, brick, etc. and without a formal kerb. Typically paths, provide all-weather access and are defined by their surface material and usage, and are a result of deliberate construction. Ensure that all ability access is considered when a new path is being constructed.

Refer to the **Mitchell Open Space Strategy (MOSS)** for guidelines for tracks and trails.

Staff are responsible for the regular inspection, maintenance and upkeep of all pedestrian pathways, bicycle paths.

Pedestrian pathways, bicycle paths, shall be fully operational at all times, effectively drained of all surface water and maintained in a sound condition that ensures the safe passage of pedestrians and bicycles.

The maintenance of Paths, shall include but not be limited to the following tasks that should be performed on a regular basis:

- regular attention to potholes, depressions, cracks, steps, erosion and surface finish
- grading and replacement of gravel/sand materials to maintain correct pavement shape
- attention to drainage
- attention to edging
- attention to safety and hazard
- attention to maintenance of clear sight lines
- attention to weeding

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

Potholes or depressions in an unsealed gravel or fine crushed rock pavement or shoulder shall be filled with the same material as that in the existing pavement or shoulder.

Staff shall maintain all paths and pedestrian areas in a moss/mould free, non slippery, stable surface condition.

All works are to be carried out in accordance with accepted trade and industry standards and practices.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly.
Surface Finish	Grade gravel surfaces when rutting, potholing and corrugations exceeds 75 mm over 20% of pavement surface. Hard surfaces shall be as for Council's Road Management Plan.
Weeding	Weed when coverage exceeds 15% or height exceeds 50mm or a single weed occupies a spread area greater than 100 cm ²
Litter control	As for adjacent Turf/Garden Bed Asset.

ACTIVITY	MAINTENANCE STANDARD
Reporting	Report all visible defects to the Supervisor.
Edging	As for adjacent Turf/Garden Bed Asset. Where no formal edge exists a smooth even continuous edge is to be maintained to a vegetation clearance.

5.6 PARK FURNITURE

'Park Furniture' is generally located throughout Mitchell Shire's parks and includes signs, seats, tables, bins, lights, drinking fountains, bollards, fences, gates, plaques, hand rails, outdoor exercise equipment, etc. Also included are all associated infrastructure such as wiring, pipes, etc. The constructed components of the park are to be maintained to a high standard and safety reflecting the quality of the environment they are located within. Typically park furniture is located throughout all parks and reserves in various forms and constitutes all manufactured and constructed items, excluding natural items and land forms.

Staff are responsible for the regular inspection, maintenance and upkeep, including the safety, of all park furniture and similar facilities with the Standards.

All park furniture shall be regularly inspected to ensure that it remains clean, safe and maintained in good repair at all times.

Signs are to be maintained so they are clear & legible, graffiti free, upright and in a safe condition. All signs within park facilities, such as corporate, local laws, informative, interpretive, regulatory and statutory are included. Signs denominating activities on properties such as Child Care Centres, Libraries, Community Houses, Recreation Centres etc. are the responsibility of the parks maintenance Staff.

All works are to be carried out in accordance with accepted trade and industry standards and practices.

Shared boundary fencing with abutting properties is **not** included in these Standards. Refer to the **Half Cost Fencing** policy

(i) Cleaning

All furniture shall be kept clean at all times from the accumulation of dirt, grease, cobwebs, graffiti, bill posters etc. and the surrounds shall be cleared of vegetation (weeds and long turf).

If graffiti cannot be removed from non-painted furniture by cleaning and/or sanding, the furniture or components shall be replaced with the prior approval of the Supervisor.

All vegetation including overhanging vegetation shall be removed from around signs and other furniture to maintain good visibility and to ensure that it fulfils its purpose for park users.

All drinking fountains shall be regularly inspected and maintained in a clean, hygienic condition and operational with adequate pressure and drainage at all times.

All light fittings shall be regularly inspected and maintained with all lamps (globes) operational at all times.

Staff shall ensure that the park furniture is adequately drained and that stormwater drains away from the base and immediate surrounds.

Where excrement is removed from the surface of park furniture Staff shall scrub and disinfect the surface of the equipment.

(ii) Painting

Staff shall paint furniture as follows:

- Spot paint to cover graffiti where the graffiti cannot be cleaned
- Paint furniture in accordance with an approved program

Staff shall repaint furniture with paint of equivalent brand and colour(s) and shall record all brands and colours used by the Council at the commencement of the Standards.

(iii) Repairs

Staff shall undertake minor repairs to all park furniture. Such repairs shall include replacing and securing worn or loose components and fixings and sanding of splintered surfaces on seats, tables hand rails etc.

Staff shall inspect, and when required, replace lamps (globes) to all park lights that are the responsibility of Council. Lights specifically for the purpose of illuminating buildings for ambient effect or illuminating signs on buildings (i.e. non parks based signs) are not the responsibility of Parks & Environment.

Lights requiring attention that are the responsibility of a service authority are to be reported to the Supervisor for notification.

All work on lights and other electrical fittings shall be carried out by a registered electrical contractor where required by legislation and industry requirements and shall be approved by the Supervisor.

All plumbing works on drinking fountains and other installations shall be carried out by a registered plumber approved by the Supervisor using approved materials only all in accordance with the appropriate plumbing regulations.

Timers shall be set and adjusted to allow for power interruptions, daylight savings and other specific occasions etc.

Staff are responsible for the maintenance or replacement of any in-ground pipe work. All repairs on park furniture are only to be performed by licensed trades persons where such licensing is required and elsewhere by appropriately experienced and trained staff.

(iv) Maintenance Standards:

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly.
Cleaning	Clean when stains, grease, graffiti or build up of dirt cobwebs or other contaminants etc. appear.
Painting	Paint when the painted surface is worn, cracked or lifting or when cleaning fails to remove graffiti. When signs are faded or damaged and compromise sign function and aesthetics. As per approved program.
Repairs	Adjust, repair, test, replace when parts are non-operative, defective or worn. Ensure all park furniture is fully operational and in good repair.
Litter Control	Remove all visible litter, debris and unwanted objects.
Surface Finish	Provide a safe, non slip, even surface with no pot holes, trip edges, loose paving etc.
Weeding	As for adjacent Turf/Garden Bed Asset.
Litter control	As for adjacent Turf/Garden Bed Asset.
Reporting	Report all visible defects to the Supervisor.
Edging	As for adjacent Turf/Garden Bed Asset.

ACTIVITY	MAINTENANCE STANDARD
	Where no formal edge exists a smooth even continuous edge is to be maintained. Max 150mm Chemical edging where permitted as defined by turf edging.

5.7 LANDSCAPE FEATURES AND STRUCTURES

‘Landscape Features and Structures’ are generally located throughout Mitchell Shire’s parks and include all structural or definitive elements, including retaining walls, garden edges, planter boxes, shelters, arbors, information shelters, sculptures, culverts, water bubblers etc. Also included in this asset category are such sites as B.M.X mounds, rebound walls, etc.

These constructed elements are to be maintained to a high standard and safety reflecting the designed intent, and the quality environment they are located within. All elements are to conform to the relevant Australian Standards and building codes.

Typically the structural elements are located throughout the Council and include all purpose built structures at various sites. This asset does not include buildings such as pavilions, toilets, information centres, Civic buildings, storage facilities, etc.

Staff are responsible for the inspection, maintenance, cleaning and upkeep of all landscape features and structures within the properties covered by these Standards.

All park landscape features and structures shall be regularly inspected to ensure that they remain clean and maintained in good repair at all times.

All works are to be carried out in accordance with accepted trade and industry standards and practices.

(i) Cleaning

All landscape features and structures shall be kept clean at all times from the accumulation of dirt, grease, graffiti, bill posters etc. and the surrounds shall be cleared of vegetation (weeds and long turf).

If graffiti cannot be removed from non-painted furniture by cleaning and/or sanding, the furniture or components shall be replaced with the prior approval of the Supervisor.

All vegetation and overhanging vegetation shall be removed from around signs to maintain good visibility for the park users and from any structures etc. to ensure that they fill their intended purpose.

Staff shall ensure that the landscape features and structures are adequately drained and that stormwater drains away from the base and immediate surrounds.

(ii) Painting

Staff shall paint the structures as follows:

- Spot paint to cover graffiti where the graffiti cannot be cleaned
- Paint the feature/structure once every five years or as required.

Where the structure has been damaged, Staff shall advise the Supervisor within 24 hours.

(iii) Repairs

Staff shall undertake minor repairs to all Landscape Features and Structures. Such repairs shall be limited to securing loose roofing, cladding, seating, bricks, timbers, fixings, etc. and associated assets identified within these Standards.

All other damages shall be made safe and shall be reported to the Supervisor.

All repairs on landscape features and structures are only to be performed by licensed trades persons where such licensing is required and elsewhere by appropriately experienced and trained staff.

B.M.X mounds and skate parks are to be maintained free of any hazards and with a minimum weed presence.

Rebound walls are to be maintained in a structurally safe condition and with all graffiti regularly removed and fulfilling their constructed intent.

(iv) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly.
Cleaning	Clean when grease, graffiti or build up of dirt, etc. appear.
Painting	Paint when the painted surface is worn, cracked or lifting or when cleaning fails to remove graffiti. When signs are badly faded or damaged. Every five years, As per approved program.
Repairs	Adjust, repair, test, replace when parts are non-operative, defective or worn. Checking/testing of residual current devices in accordance with manufacturers recommendations.
Litter Control	Remove all visible litter, debris and unwanted objects. As for adjacent Turf/Garden Bed Asset.
Surface Finishing	Provide a safe, non slip, even surface with no pot holes, trip edges, loose paving etc.
Weeding	As for adjacent Turf/Garden Bed Asset.
Reporting	Report all visible defects to the Supervisor.
Edging	Mechanical where formal edges exist. As for adjacent Turf/Garden Bed Asset for turf/garden intrusion. Where no formal edge exists a smooth continuous edge is to be maintained. Max 50 mm Chemical edging where permitted as defined by turf edging.

5.8 INFORMAL WATER FEATURES / WATER SENSITIVE URBAN DESIGN

‘Informal Water Features / Water Sensitive Urban Design’ are water bodies intended for aesthetic, habitat and drainage purposes and also associated infrastructure located within various properties. Typically they tend to be free-form water courses, ponds, lakes and dams, with associated water courses, wetlands and aquatic infrastructure.

Staff are responsible for the regular inspection, maintenance and upkeep of all water features within the sites/properties listed in Appendix 1.

(i) Water Quality

Staff shall carry out regular visual checks of all water bodies for signs of water contamination or deterioration in health quality advising the Supervisor of any such change.

(ii) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Annually.
Weed Control	When infestation of weeds exceeds 50% of surface area.
Litter Control	Remove all visible litter, debris, branches and unwanted objects.
Planting	Plant as directed by Supervisor.
Plant Maintenance	Maintain aquatic vegetation to ensure the informal water feature / water sensitive urban design meets its purpose.
Reporting	Report all visible defects to the Supervisor.
Surface Finish	Provide a safe, non slip, even, stable surface reflecting design intent including all access points.

5.9 RIVERS/CREEKS – BED & BANKS

‘Rivers/Creeks – Bed & Banks’. Council has many waterways traversing public open space, some of which are naturally occurring although may be significantly modified. Any modification to the creek flow requires approval from the relevant water authority.

The over riding responsibility for Rivers/Creeks - Beds and Banks in Mitchell Shire are

- Port Phillip Catchment Melbourne Water,
- Goulburn Broken Catchment Goulburn Broken Catchment Management Authorities
- North Central Catchment North Central Catchment Management Authorities,

however Staff are responsible for a range of maintenance issues as set out in these Standards.

Relevant water authorities may access these assets at any time for works construction, modification or inspection.

Any reports by the public or observations by Staff’s staff of suspected water pollution are to be reported to the Supervisor immediately.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	As required
Cleaning	When loose litter, debris, rubbish or graffiti appear.
Weed Control	When identified, in conjunction with bushland works.
Litter Control	Report all visible litter and unwanted objects to the relevant water authority. Fallen trees and large limbs are to be reported to the Supervisor for action by the responsible water authority.
Planting	As Directed by Supervisor.
Reporting	Report all visible defects to the Supervisor.

5.10 TREES

'Trees' are located within road reservations, parks, and other Council properties and range in age, species, form, vigour, etc. generally providing an over storey canopy to the parks and road settings thus becoming highly prominent and significant to Mitchell Shire's amenity.

Staff are responsible for the regular inspection, maintenance and upkeep of all public trees, within the properties included in the Standards.

Staff should as far as practicable deal with all tree related problems, but limiting their involvement to one of fact and professional technical opinion, recognising that making decisions requiring political or arbitrary judgement is a role for the Supervisor.

The minimum benchmark for pruning shall be:

- **Australian Standard AS 4373-2007 Pruning of Amenity Trees.**

Tree works include such things as pruning, line clearances, removals, planting, pest and disease control, expert assessments, debris removal etc.

It is recognised that street trees particularly have a high public profile and Staff are to deal sensitively with issues related to trees. Staff shall respond to, and action all, requests and complaints that are received by Council within the allocated target completion time.

Trees located on private property are not included in these Standards.

Requests for urgent tree inspections are to be actioned immediately. Non urgent tree inspections are to be actioned within one week of notification. Fallen or damaged limbs are required to be inspected within 24 hours of notification and works will be programmed based on priority.

Staff are to record all works on trees in a form which can be readily used.

Where practicable, trees within the listed properties and streets of Mitchell Shire are to be maintained in a healthy, safe and structurally sound condition ensuring a well-balanced tree of aesthetically pleasing appearance.

(i) Pruning

Arboricultural Staff are responsible for all tree pruning works. All tree work shall be completed having due regard to the tree's age, heritage value, local significance, shape, size, character, condition and situation. All work shall be performed so as to maintain a well balanced tree and pruned in a manner that is as aesthetically pleasing as practicable to maintain the shape and character of the tree and the streetscape or landscape in general.

(ii) Tree Planting:

Staff are responsible for the maintenance, upkeep and replacement of all street trees within Mitchell Shire, excluding Capital Works & Streetscape Projects with a specified maintenance contract. Staff are responsible for the replacement of all street trees which have died, are diseased or badly damaged.

(iii) Tree Removal

Tree removals are only to be made in accordance with Mitchell Shire's Street Tree Policy.

All tree stumps in road reserves, parks and reserves are to be removed within 8 weeks unless otherwise indicated by the Supervisor.

Tree stumps to be left, where possible, at a height not greater than 500mm and painted to allow high visibility to identify it as a hazard.

Each stump is to be ground to a minimum depth of 30 cm below the natural ground level. The soil surrounding the stump, elevated by the growth of tree root system shall be ground to natural ground level. All surface roots radiating from the stump shall be grubbed out completely.

Staff are responsible for the removal and disposal of all stump grinding's from the site. The hole is to be emptied, backfilled and compacted with sieved topsoil of pH 5.5 to 6.5 and sown with an appropriate seed mix approved by Supervisor.

(iv) Cabling and Bracing

The installation of any form of hardware shall not occur without the prior approval of the Supervisor. All hardware installations shall be according to the most recently available literature on cable and bracing techniques.

A record of all cabled or braced trees shall be maintained by Staff. An annual inspection of all cabled trees is required and recorded in the asset management system.

(v) Root Barrier Installation

Staff shall install root barriers as required or, as requested by the Supervisor. Root Barrier trenches shall be dug using industry best practices. Any root cutting will be performed by Arboriculture staff or contractors approved by the Supervisor.

A record of all trees with root barrier installations shall be maintained by Staff in the asset management system.

(vi) Private trees

Private residential trees are not included within these Standards.

(vi) Disposal of debris

Debris includes all stubs, limbs, branches, twigs, leaves, chips and sawdust created as a result of any tree pruning works.

All debris shall be removed from the work site within 48 hours.

The site shall have all leaf litter, twigs and sawdust swept/raked from the footpath, road and kerb, leaving the area in a clean, safe manner for pedestrians and road users. Vehicles must be blown clean of all sawdust.

All tree prunings shall be chipped and the mulch is to be stored for Council's use, tipped at approved sites.

Sawn Timber/Log Wood unsuitable to be chipped shall be cut/stacked safely and neatly on site to be removed within 48 hours.

No debris is to be left hanging or wedged in any tree.

Undesirable refuse such as logs, branches, rubbish, prickles, creepers, grass, or known prolific seeders (e.g. *Fraxinus* sp) or noxious weeds are not to be included within any mulch used within these Standards. This material is to be processed and stored in a manner approved of by the Supervisor.

(viii) Public Safety

Staff are responsible for carrying out works with due regard to maintaining public safety at all times. Training will be provided to ensure staff possess the relevant qualifications to perform work tasks safely in the public realm.

(ix) Tree Purchasing

Trees will be purchased in accordance with Council's Procurement Policy.

5.10.1 STREET TREES

'Street Trees' are located within road reservations throughout Mitchell Shire, generally within the nature strips and medians. The trees vary in age, species, form, health and vigour. The street trees are assets to Council and are to be maintained as such.

Staff are responsible for:

- preparing a maintenance program that reflects the significance of the street trees to the Council;
- maintaining the statutory clearances from service authority assets in Mitchell Shires 'Declared Areas';
- maintaining the required clearances for pedestrian and vehicular access;
- provide for formative pruning to improve and enhance the asset;
- maintaining and keeping accurate records of work performed in a format acceptable to the Supervisor; and
- maintaining tree grates where installed including level adjustments enlargements and weed control within the defined area.

(i) Program

Proactive programming of works is limited to height and width clearing of roads and paths. There is no proactive inspector to provide the data required to program proactive works to individual tree assets.

The majority of street tree works is reactive based. Programming these works is through a risk based approach. Reactive works impacts the delivery of the proactive program as risk can require urgent actions which will take precedence over the proactive works.

The Electric Line Clearance Program is delivered as per the Mitchell Shire Electric Line Clearance Management Plan.

(ii) Wire Clearing

Mitchell Shire Council must maintain vegetation clearances from overhead electric lines within the 'declared areas' of Seymour and Tallarook townships. This is to be maintained by following Councils Electric Line Clearance Management Plan (ELCMP).

Regulation 9(3) (Management Plans) of the Electricity Safety (Electric Line Clearance) Regulations 2010 S.R. No. 47/2010, guides 'responsible persons' (people responsible for Electric Line Clearance) as to what is required to be included in the ELCMP.

Councils Arborist is responsible for preparing the ELCMP before 31 March each year. Councils Arborist and Manager of Parks and Environment are responsible for ensuring the ELCMP is carried out each year.

(iii) Tree Removal

Tree removals are only to be made in accordance with the Mitchell Shire Street Tree Policy. All trees removed will be recorded by Staff including details on location, date, recommended replacement and any other relevant comments. Such details are to be used to develop a program for street tree replacement.

(iv) Planting

Trees are to be planted as per tree planting detail in the Mitchell Shire Street Tree Policy. Tree stakes, if installed, shall be removed from the tree once the tree has become established and able to support itself, i.e. 6-24 months after planting.

(v) Watering

Staff shall ensure trees retain a healthy appearance and do not become stressed due to lack of, or too much, water. Watering will occur as necessary especially during prolonged dry periods. If required, watering shall be undertaken during weekends and public holidays to maintain tree health. Regular frequency of deep watering is preferred rather than long periods without water during establishment.

All newly planted trees shall be watered for a period of two (2) years unless otherwise directed by the Supervisor.

Missing/dead trees are to be noted and replaced as soon as practicable.

(vi) Record Keeping

For accurate maintenance of the tree database, Staff shall maintain and keep an accurate daily record of all works including:

- Address/location of works performed
- Dates of days worked and the name of staff present
- Tree Species
- The nature of work carried out on each tree
- Time taken to complete each job

(vii) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Reactive
Pruning - Street Trees	In accordance with an approved program. Respond to Supervisor requests from resident concerns.
Wire Clearing	In accordance with an approved program. Respond to Supervisor requests from resident, Council and Distribution Company concerns.
Weeding	Maintain a weed free environment around base when coverage exceeds 5% or weed height exceeds 100 mm within defined area (for newly planted trees, or trees with mulch rings) No weeding of nature strips adjacent to private property. Methods compatible with tree health only.
Planting	As per tree planting detail in the Mitchell Shire Street Tree Policy.
Plant Maintenance	Healthy & Structurally Sound. Removal of fallen & dangerous limbs. Maintain access, sight lines and clearances from services, buildings, etc. In accordance with an approved program.
Litter Control	Remove all visible litter in tree and around base.
Mulching	Approved, consistent, safe material around tree/watering ring 700mm.

ACTIVITY	MAINTENANCE STANDARD
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non Council. Report Missing and Dead trees.
Stump Grinding	To be completed within 8 weeks of removal.
Edging	Chemical edging as approved less than 50mm wide.

5.10.2 PARK TREES

‘Park Trees’ includes all trees located in Council managed Reserves. Park trees are an asset to Council and are to be maintained as such.

(i) Pruning

Pruning will be carried out with the prior approval of the Supervisor.

The minimum benchmark for pruning shall be:

- **Australian Standard AS 4373-2007 Pruning of Amenity Trees**

(ii) Tree removals

Tree removals are only to be made in accordance with Mitchell Shire’s Street Tree Policy.

(iii) Inspections

An annual inspection is required of trees in the Regional Parks throughout Mitchell Shire. Areas to be included are picnic areas, playgrounds, carparks, major walking tracks and other areas as required by the Supervisor.

(iv) Planting

All trees removed will be recorded by Staff including details on location, species, date, recommended replacement and any other relevant comments. Such details are to be forwarded to the Supervisor who shall develop in conjunction with Staff and the Community a program for replacement.

(v) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	High public usage areas – Monthly by Playground Inspector All other areas – Reactive
Planting	As per planting detail in the Mitchell Shire Street Tree Policy.
Weeding	Maintain a weed free environment around base when coverage exceeds 5% or weed height exceeds 100 mm within defined area (for newly planted trees, or trees with mulch rings)
Plant Maintenance	Healthy & Structurally Sound. Removal of fallen and dangerous limbs. Maintain access and sight lines and clearances from services, buildings, etc. Respond to Supervisor requests arising from resident concerns. All park trees along road frontages shall be under pruned to 3 metres above the footpath and nature strip. In accordance with an approved program.

ACTIVITY	MAINTENANCE STANDARD
Litter Control	Remove all visible litter or foreign objects in tree and around base.
Mulching	Approved, consistent, safe material around tree/watering ring.
Stump Grinding	To be completed within 8 weeks of removal.
Reporting	Report any other defects with assets/services that are not part of these Standards, both Council and non Council.
Edging	<p>Chemical edging when approved less than 150mm wide ring. Approval may be given by the Supervisor to increase spray radius where canopies are low, access confined or plantings contiguous.</p> <p>As for adjacent Turf/Garden Bed Asset.</p>

5.11 SPORTS FIELDS

'Sports fields' are areas of Mitchell Shire's parks that are developed specifically for active sport (cricket, football, baseball, softball, athletics, soccer, etc.) and recreation activities. These are often of a high intensity use and profile and need to be maintained as such. Specific sports and associations will require precise management regimes that provide an equitable playing surface on varying weeks and games. These activities are played at differing levels, on varying standard grounds, some fenced, others being multi-use open areas.

Staff shall liaise with Recreation, sports associations and sporting clubs leasing the grounds in preparing the works program for these sites.

Recreation is responsible for the seasonal allocation and casual bookings of sports fields.

Staff are responsible for the regular management, maintenance and upkeep of all sports fields. This includes mowing, weeding, edging, litter control, surface finish, turf management, irrigation, drainage, and all other assets adjacent to or that form part of sports fields.

Works may include preparing areas for sowing or re-sowing and the establishment of turf on sown or re-sown areas, maintaining the health and physical appearance of turf, irrigating to maintain optimum soil moisture levels, fertiliser applications to maintain optimum nutrient levels in the soil, soil conditioning, aeration, topdressing to maintain level and safe playing surfaces, controlling turf pests, weeds and diseases.

Staff are responsible for seasonal change over issues such as concrete wicket covering, goal post removal (where required), line marking, etc. and any repairs and establishment that may be required.

(i) Maintenance

Staff are responsible for all maintenance works including those associated with the altering of playing surfaces to suit the change in users and sports being played on the surface, the final preparation of any playing surface and structures required to suit the sport being played.

Following the initial line marking at the start of the season, line marking through the season will be carried out by clubs.

Sports field Maintenance shall include, but not be limited to, the following tasks:

- check condition of turf and playing surface
- review turf management program
- check operation of sprinkler systems
- check drainage systems
- remove all litter and rubbish from within the fields and surrounds (Clubs responsible for game day rubbish)
- check all fences and structures and clean or repair as necessary
- check program and requirements for changes to wickets, goalposts, etc
- report all issues that should come to the attention of the Supervisor
- be available for daily contact from sporting clubs and on site meetings as required
- prepare and manage a detailed program
- report water usage

Staff are responsible to cover and uncover the concrete/synthetic wickets including rubber infill in all season pitches at seasons change over.

(ii) Mowing

Staff are to ensure that any mowing or turf trimming operation is carried out in a manner which does not damage or cause damage to any turf area. Staff shall ensure a consistent playing surface on match days, giving consideration to turf length, moisture levels, etc.

Staff needs to advise what height to mow the new summer grass surfaces that are being installed and if specialised machinery is required.

The programming of the turf cutting to be on a consistent cycle to ensure equity in playing conditions for sports that occur over a series of weeks.

When inclement weather (winter) prevents access by machinery, Staff shall make alternative arrangements for mowing in order to meet the specified maintenance standard or as otherwise determined by the Supervisor.

(iii) Surface Finish

The surface of all turf areas shall be even and free of holes and any protruding objects or other items which may cause injury to any person or equipment. Particular attention is to be paid to items such as in-ground watering systems. All sprinkler, heads attachments, and hose connection points shall finish flush with the ground surface. Staff are responsible for filling or lowering any area of turf and altering the level of any ground watering system to comply with the above equipment.

(iv) Turf Management

Turf management involves a range of specialist operations such as aeration, fertilising, over seeding, etc. on a diversity of Council assets to varying degrees. Staff are responsible to develop a program that reflects the needs and factors including use, profile, irrigation presence, type of activity, seasonal variations, etc. on turf areas. All works are to be carried out in accordance with accepted turf management industry standards and practices.

It is recognised that prolonged wet periods or unseasonable weather will affect turf coverage; subject to the Supervisors approval additional seeding or sprigging maybe required to repair the surface.

5.11.1 IRRIGATED AND DRAINED CONSTRUCTED SPORTS FIELD

'Irrigated and Drained Constructed Sports fields' are located throughout Mitchell Shire at specific sites to provide quality playing surfaces. These sports fields have automatic irrigation systems, are drained and constructed on a clay or local soil mix and require a specific and precise management cycle to ensure their healthy vigour and to sustain the playing surface. These sports fields contain automatic irrigation systems to provide for healthy plant growth throughout the year.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Weekly (In season)
Turf Management	Healthy turf all year round exhibiting vigour and capable of withstanding sporting activities. As per approved program. Maintain 90% coverage.
Mowing	Summer use match day Couch: less than 30mm greater than 20 mm turf height all summer use period. Summer use match day Non Couch: less than 40mm greater than 25 mm turf height all summer use period. Winter use match day less than 50 mm greater than 35 mm turf height all winter use period. Period of non use less than 50 mm greater than 35 mm turf height. No windrowing or visible build up of cuttings. No flower spikes or seed heads to remain outside mowing program.
Weeding	less than 5% broadleaf and other undesirable weeds as deemed by the Supervisor.
Edging	When turf has grown greater than 50mm over greater than 50% of turf edge. No single clump intrusion to exceed 50mm. Mechanical edging only. Chemical edging only with prior approval to maximum 50mm width.
Litter Control	Remove all visible litter.
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non Council.
Surface Finish	Repair all visible ruts. Safe playing surface.

5.11.2 VARIABLE PROFILE IRRIGATED AND / OR DRAINED SPORTS FIELD

'Variable Profile Irrigated and / or Drained Sports fields' are located throughout Mitchell Shire at specific sites to provide playing surfaces for organised sport. These sports fields are constructed on a local soil base, have no or limited drainage and irrigation, but have reasonable fall. They require a routine and responsive management cycle to ensure their healthy vigour and to sustain the playing surface. The standard of the playing surface is dependent upon the season and the weather conditions. Some activities will be seasonally dictated and a routine management program is an integral part of maintenance.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Weekly.
Turf Management	Healthy turf all year round exhibiting vigour and capable of withstanding sporting activities. As per approved program. Maintain 90% coverage.
Mowing	Summer use match day: less than 40 mm greater than 35 mm turf height all summer use period. Winter use match day less than 70 mm greater than 35 mm turf height all winter use period. Period of non use less than 70 mm greater than 35 mm turf height. No windrowing or visible build up of cuttings. No flower spikes or seed heads to remain outside mowing program.
Weeding	less than 5% broadleaf and other undesirable weeds as deemed by the Supervisor.
Edging	When turf has grown greater than 50mm over greater than 50% of turf edge. No single clump intrusion to exceed 50mm. Mechanical edging only. Chemical edging only with prior approval to maximum 50mm width.
Litter Control	Remove all visible litter.
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non Council.
Surface Finish	Repair all visible ruts. Safe playing surface.

5.11.3 VARIABLE PROFILE NON IRRIGATED OR DRAINED SPORTS FIELD

'Variable Profile Non Irrigated or Drained Sports fields' are located throughout Mitchell Shire at specific sites to provide playing surfaces for organised sport. These sports fields are constructed on a local soil base, have no or limited drainage and require a routine and responsive management cycle to ensure their healthy vigour and to sustain the playing surface. The standard of the playing surface is dependent upon the season and the weather conditions. Some activities will be seasonally dictated and a routine management program is an integral part of maintenance.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Weekly.
Turf Management	Healthy turf all year round exhibiting vigour and capable of withstanding sporting activities. As per approved program. Maintain 80% coverage.
Mowing	Summer use match day: less than 40 mm greater than 35 mm turf height all summer use period. Winter use match day less than 70 mm greater than 35 mm turf height all winter use period. Period of non use less than 70 mm greater than 35 mm turf height. No windrowing or visible build up of cuttings. No flower spikes or seed heads to remain outside mowing program.
Weeding	less than 5% broadleaf and other undesirable weeds as deemed by the Supervisor.
Edging	When turf has grown greater than 50mm over greater than 50% of turf edge. No single clump intrusion to exceed 50mm. Mechanical edging only. Chemical edging only with prior approval to maximum 50mm width.
Litter Control	Remove all visible litter.
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non Council.
Surface Finish	Repair all visible ruts. Safe playing surface.

5.12 TURF WICKETS

‘Turf Wickets’ are located within sports fields at

- Seymour Chittick Park – Seymour CC & Royals CC
- Seymour Kings Park – Eastern Hill CC
- Broadford Harley Hammond Reserve – Broadford CC and
- Kilmore Hunts Road – Kilmore CC.

All 5 are currently maintained by user clubs. The turf wicket is the raised table prepared and maintained in the centre of the playing surface over the cricket season. The raised turf table needs to be of sufficient width to allow the rotation of wickets over the season.

The Clubs are responsible for the establishment preparation, maintenance and care of turf cricket wicket facilities including preparation of turf wickets and practice wickets in accordance with a program mutually agreed to by Council and the Lessee club.

The Clubs are responsible for the pre-season soil conditioning and levelling works required for the preparation of an even and flat turf wicket table, of consistent soil density and of a soil type approved by the Supervisor. Turfing is to be by means of seeding, sprigging or sodding of approved turf species. Fertilising, watering, topdressing, weeding and other maintenance is to be undertaken as required to provide optimum turf growth of consistently green colour and free from weeds, pests or disease.

All turf wicket works are to be undertaken, or controlled on a regular and programmed on-site basis by a suitably qualified or experienced Turf Wicket Curator.

Wicket preparation must be to a standard expected and accepted by the relevant association, Clubs, and the Supervisor and all works undertaken in accordance with an approved program to the satisfaction of the Supervisor (unless affected by inclement weather). Turf on the Wicket table to not exceed 35 mm and be maintained at not less than 15 mm in height. Turf on prepared wickets not to exceed 5mm in length. Prepared wickets and surrounds are to be prepared to sustain at least two consecutive day’s play. All measurements to be to the appropriate standard and lines painted with water based material.

The Clubs are responsible for all pre-season works including levelling and table preparation and all match day wicket preparation throughout the season.

(i) Program

The Clubs shall prepare and maintain a program for all works on turf wickets, outlining the full range of operations and activities programmed to be undertaken. The program shall not limit the works required at any time or prevent unscheduled works from happening.

The program shall highlight pre season preparation, turf practice wicket tables, turf centre wickets, and include the full details on their management.

(ii) Maintenance standards

The Clubs shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Daily (in season).
Turf Management	In accordance with the approved program.

ACTIVITY	MAINTENANCE STANDARD
	To achieve listing in the top half of table from umpires reports.
Mowing	Maintain table less than 35 mm greater than 15 mm. Maintain wicket less than 5mm on last day of preparation.
Weeding	Absence of prescribed weeds.
Litter Control	Remove all visible litter.
Reporting	Report problems with assets/services that are and also not part of this Specification, both Council and non Council. Report monthly activity.
Surface Finish	Repair all visible ruts, depressions, etc.
Professional Services	In accordance with approved Turf Management Program. All work to be carried out in accordance with accepted turf management industry standards and practices.

5.13 DRAINAGE

‘**Drainage**’ systems include all pits, pipes, agricultural drains, diverters, spoon drains, swale drains, retarding basins, and channels constructed within properties to control water entering, leaving or accumulating on the park or open space. The parks or open space drainage system will extend to where it connects with or enters the general storm water system.

The drainage system includes constructed features and natural drainage patterns above ground and all pipes etc. below ground.

There will be areas of involvement with Water Authorities or other authorities who have an over-riding involvement in flood mitigation devices.

Staff are responsible for the management of all underground, subsoil and open drains within the park or open space properties.

Staff shall inspect and keep clean and operating all pits, grates, underground stormwater pipes, subsoil drains and open drains that service each location and carry out works necessary to ensure the ongoing functioning of the system free of litter, siltation, etc.

Stormwater drains shall be visually inspected between pits and condition reported to the Supervisor. Staff shall ensure that all accumulated siltation, dirt, debris, litter and other loose material is removed.

Subsoil drains shall be inspected and their condition reported to the Supervisor at least once per year. The Council will be responsible for the replacement or extension of any subsoil drainage system.

Staff shall be responsible for the maintenance and condition of all open drains within the properties. All open drains shall be kept in a tidy condition free of weeds, silt, and rubbish and mown where the surface is designed for such.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Six Monthly.
Cleaning	Clean when siltation on bottom of pit is greater than 50mm and/or obstructions greater than 50mm dimension. Pit outlet area reduced by more than 10%.
Repairs	Replace and repair all damaged and dangerous pit covers. Adjust, repair, test, replace when parts are non-operative, defective or worn.
Weeding	As per adjacent Turf/Garden Bed Asset.
Litter control	As per adjacent Turf/Garden Bed Asset.
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non Council.
Mowing	As per adjacent Turf/Garden Bed Asset. Turf clippings not to block or inhibit water flow.

5.14 IRRIGATION

'Irrigation' includes all the pipes, fittings, sprinkler heads, tanks, pumps, control valves, control panels, Computerised Control System, etc. installed within properties necessary to allow the automatic and specific manual irrigation of various turf areas and garden beds.

Irrigation also includes maintenance to all manual fittings and fixtures such as taps, quick coupling valves, fixed manually operated systems, etc. Manual sprinkler systems included are those that operate fixed sprinklers off a permanently plumbed gate valve type system and do not involve hoses, mobile or portable sprinklers.

Staff are responsible for the safe and effective operation of irrigation systems to ensure that the maintenance standards are achieved on the various assets.

Staff are responsible for the inspection, maintenance and operation of all fixed and unfixed irrigation equipment required to water turf, garden, and treed areas.

Staff shall prepare and maintain a plan of the automatic and manual irrigation systems of each location.

The information required to be recorded on the plans by Staff includes:

- location of controllers
- sprinkler and solenoid locations
- water meter and isolation valve locations
- location & connections to tanks & pumps

(i) Maintenance Tasks

Staff are responsible for the maintenance, replacement associated with sprinkler heads, pop-up sprinklers, solenoid valves and other items subject to wear and tear. Where required, the work includes adjusting the level of sprinklers to match existing ground levels to ensure that no hazard is presented to the public.

Damaged sprinkler heads should be replaced and operating within 24 hours.

The following specific tasks shall be performed at regular intervals:

- Check general condition and operation of sprinkler system
- Maintain battery back up in an operational condition
- Check sprinkler heads to ensure efficient operation
- Ensure all sprinkler heads are maintained free of turf and level with the surrounding turf
- Inspect and clean all water supply fittings including valves, pipes, etc. and check operation
- Ensure local sprinkler control systems are correctly set and fully operational
- Program and reprogram all controllers
- Identify locations of all sprinklers, controls and solenoids
- Report within one (1) hour any damage, defects or any situation that may render the facility inoperable.

Automatic controllers shall be set and adjusted to allow for daylight savings other specific occasions etc

All plumbing works associated with irrigation systems shall be carried out by an appropriately qualified plumber approved by the Supervisor using approved materials and only in accordance with the appropriate plumbing regulations. A licensed electrician shall carry out any required electrical works.

(ii) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the assets are maintained at the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Weekly (in season).
Surface Finish	As per adjacent Turf/Garden Bed Asset.
Weeding	To ensure effective operation of the irrigation system and visibility of sprinkler heads and valve boxes.
Repairs	Adjust, repair, test, replace when parts are non-operative, defective or worn. Ensure all irrigation systems are fully operational and in good repair. Test safety switches as per manufacturers recommendations.
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non Council.
Litter Control	Remove all visible litter, debris and unwanted objects.

5.15 ART WORKS

'Art Works' are located throughout Mitchell Shire and add to the experience of park and open space users. The art works are a combination of traditional statues and sculptures through to murals, poles, children's pavers, components of playgrounds, etc. The art work is significant and as such needs to be maintained to a high standard.

Staff are responsible for the cleaning, checking and routine maintenance of all art work, where damage to the art work has occurred Staff shall make the area safe and advise the Supervisor immediately. Graffiti on art works is to be immediately reported to the Supervisor and removal will be at the direction of the Supervisor.

Many items of artwork are under on-going maintenance agreements with the originally commissioned artists.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the artworks are maintained in accordance with the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	Monthly.
Cleaning	Dust, dirt, etc. only and only mild clean at the direction of the Supervisor. No damage to artwork surface through cleaning.
Repairs	Make area safe and advise Supervisor immediately of damage.
Edging	As per adjacent Turf/Garden Bed Asset.
Litter control	As per adjacent Turf/Garden Bed Asset.
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non Council.
Weeding	As per adjacent Turf/Garden Bed Asset.

5.16 CULTURAL HERITAGE SITES

A heritage place could include a site, area, building, group of buildings, structure, archaeological site, tree, garden, geological formation, fossil site, or other place of natural or cultural significance and its associated land. Heritage places in Victoria are considered to be either of 1) State (or national significance) or 2) Local significance.

Cultural Heritage Sites are to be maintained in a manner which retains heritage significance, with the objective of preventing deterioration.

(i) Maintenance Standards

Staff shall ensure that the maintenance tasks described in this Clause are carried out and that the artworks are maintained in accordance with the following minimum standards:

ACTIVITY	MAINTENANCE STANDARD
Inspection Cycle	As required
Mowing	As per appropriate CULTURAL HERITAGE Guidelines
Weeding	As per appropriate CULTURAL HERITAGE Guidelines
Mulching	As per appropriate CULTURAL HERITAGE Guidelines
Edging	As per appropriate CULTURAL HERITAGE Guidelines
Litter Control	Remove all visible litter, debris and branches.
Repairs	As per appropriate CULTURAL HERITAGE Guidelines
Reporting	Report problems with assets/services that are and also not part of these Standards, both Council and non Council.

6 ACTIVITIES

The Activities definitions outline the **nature** of the activity and the **minimum standard and level** of the activity to be undertaken, according to the priorities identified for each asset. Recognising the dynamic environment in which parks and open space maintenance is undertaken and the inter relationship of activities, the definitions are meant to be used as a guide to establishing the extent and limit of works required under the Standards.

6.1 INSPECTION CYCLE

Staff are responsible for the regular inspection of all assets throughout the year at the frequency required under these Standards.

6.2 WEEDING

Staff are responsible for the systematic control, removal, and disposal of all weeds, using chemical, mechanical, or physical methods appropriate to the site to ensure weed control to a specified level of control or period of work. Weeding by chemical means is restricted to the use of Chemicals approved by the Supervisor and used in accordance with the manufacturer's instructions.

Remnant vegetation forming a collar around the base of trees is to be protected by the precise use of mechanical methods or precise application of herbicides to the perimeter of the collar.

An approved weed management plan shall be submitted on an annual basis, covering sports fields, road reserves, open space, Council car parks and centres. The Supervisor is to be advised of the herbicide program prior to application, dyes with chemicals and appropriate signage shall be subject to the approval/direction of the Supervisor.

All Chemicals, where required by legislation, are only to be applied by persons who have an Agricultural Chemical User Permit. Where this is not required a Farm Chemical Users Course needs to be completed.

6.3 MULCHING

Staff are responsible for the transport, placement, and containment of approved woodchips, mulch or other surface material and the maintenance of a minimum and maximum specified depth of cover at all times, free of weed species. This includes material placed for aesthetic, water conservation, and weed control measures in garden beds and planting situations as well as soft fall under playgrounds.

Staff are to utilise recycled mulch produced by the Arboriculture Unit in all garden mulching projects.

Where all mulch produced by the Arboriculture Unit has been exhausted, the purchase of mulch is then permitted.

6.4 MOWING

Staff are responsible for the mechanical reduction in height by cutting of all grasses and associated broad-leaf plants to a specified standard by use of appropriate rotary or flail, either manually operated or attached to self propelled or tractor mounted machinery.

The sward is to be cut cleanly and brought to an even condition and height. There shall be no areas of turf where the top growth has been scalped by the mowing operation back to bare earth or shorter than the specified minimum length. Exceptions to grass cutting heights may be agreed to by the Supervisor for the management of particular species. Where the height of turf is in question an appropriate instrument such as the "Rising Disk Apparatus" will be used to determine the turf height.

Flower spikes and seed heads shall be considered as part of the turf height as specified in the maintenance standard, as determined by the Supervisor. De-stalking of flower spikes and seed heads will be required outside of the specified mowing standards to maintain aesthetic quality of parks throughout the entire year, as determined by the Supervisor. Destalking is also required to ensure minimal seed dispersal into sensitive bushland areas that may be adjacent to mown turf areas.

Assets identified as being maintained all year, will require regular maintenance throughout the year with appropriate equipment and timing to ensure maintenance standards are met. Assets or parts of assets, where impossible to maintain without causing significant damage, shall be referred to the Supervisor for a maintenance standard variation for an identified period.

Entrances, frontages, high use or high profile areas will require an intensive maintenance regime all year. Integrated or similar assets on a property are to be maintained within a 48 hour period of commencement.

Staff are to replace any plantings damaged as a result of mowing, including plantings by community, individuals, Council, etc. If the plantings are a maintenance issue Staff are to advise the Supervisor.

6.5 EDGING

Staff are responsible for the mechanical reduction in length and spread of grass and associated broad leaf plants from turf areas within defined boundaries where intrusion onto adjacent assets or infrastructure occurs. Chemical edging with approved chemicals may only occur on assets as specified and is subject to the prior approval of the Supervisor.

Edging includes the control of vegetation around poles, seats, fences, boundaries structures, etc. and the removal of all remnant material from paths etc. Mechanical edging shall be vertical and chemical edging to the specified width.

6.6 PLANTING

Staff are responsible for the preparation of planting areas, the planting of a specified quantity, size and approved quality plant species, and the ongoing maintenance required in terms of watering, fertiliser, staking, formative pruning and protection to ensure plantings survival and health for a period of two years from time of planting.

Staff are to provide upon request detailed planting proposals for consideration for sites which may include plant numbers, species, sizes, sources and any other information requested.

All trees, shrubs, etc. to be supplied shall be first approved by the Supervisor.

All trees

Crown growth shall be vigorous and well formed. Variation of crown bulk on opposite sides of any stem axis shall not exceed 10%.

Trees shall have straight trunks. Trees with co-dominant stems shall not be used.

Tree stems shall have a good even taper. An advanced tree in a container of greater than 25 litres will possess a stem at 300 mm height that exceeds the stem diameter at 1 metre by a minimum of 25%.

No more than 5% of the soil volume shall fall away on lifting or gently shaking the unsupported rootball or root system.

Trees shall have healthy, vigorous, well developed root systems and shall not be pot-bound, i.e. no coiling of the main structural roots, less than 10% coiling of the fibrous roots and the root system not being matted to the extent that it is retarding tree vigour.

Trees shall be free of pests and disease.

All Street trees

Unless otherwise specified by the Supervisor, all street trees shall be a minimum one (1) metre high (excluding root ball).

Excavation

Staff shall excavate the tree planting hole either manually or mechanically ensuring no underground services are damaged. The hole shall be round and 'wok-shaped', and of a diameter/width no less than 2 times the diameter of the root-ball width and a depth of equal to the tree root ball. In poorly drained clay soils, the planting hole shall be 25 mm shallower, so that the root ball is slightly above grade.

Sides of the hole should be thoroughly scarified before the tree is planted to avoid glazing of the planting hole.

Planting

If the root ball is contained, it shall be removed from the pot, spring ring or hessian wrap ensuring all ties, strings and bindings are removed from the root ball. Any girdling roots are to be teased out or cut to interrupt the pattern, upon placement into the planting hole.

The tree, when in the hole should be level with the natural ground level or in poorly drained sites up to 25 mm above the natural ground level.

The tree shall be able to stand in a straight, vertical position without support. Any soil that has been placed under the root ball of the tree to position the tree at the right height shall be firmed to ensure that no sinkage occurs after the planting process has been completed.

Backfilling

The planting hole shall be backfilled with local soil removed from the tree planting hole. Backfill is not to be incorporated with any other materials such as sawdust, bark, potting mix or similar. If backfill other than local soil is required, the soil texture shall be consistent with that of the local soil.

Where excavated soil is heavily compacted, clods shall be broken up to approximately a 25 mm maximum diameter prior to backfilling. The backfill shall be lightly firmed to eliminate any voids or air pockets and to ensure close contact with the tree's root mass and soil.

Staking and Tying

Staff shall supply and install where necessary two (2) hardwood tree stakes. These stakes shall be positioned either side of the tree so that they are parallel with the side of the road - street trees only. The stakes shall be driven into the soil at the side of the root ball and not driven into the root ball mass. A hessian tie, no less than 50mm width will be stapled to the stake and wrapped around the trunk to allow sufficient freedom of movement (± 100 mm) after staking.

Guy wires are not acceptable.

NB. It may not be necessary to stake all trees depending on the planting site, tree/canopy size, trunk diameter/taper, etc.

Mulching

Mulch, approved by the Supervisor shall be spread by Staff around the entire area of the planting hole to a minimum compacted depth of 75 mm and a maximum compacted depth of 100 mm. Mulch shall not come in contact with the stem of the young tree. Mulch may not be required in some planting situations.

Watering

Staff shall water all newly planted trees within one (1) hour of planting taking place.

Formative pruning

Staff shall prune the tree immediately after planting in order to remove any broken or damaged branches or unwanted lateral growth or co dominance within the crown.

Site clean-up

The site shall be left in a clean, tidy manner, safe for pedestrians and road users. All debris, soil, rubble, etc. is to be removed from the site and all paved areas, kerbs, footpath and road swept clean of clay and soil.

6.7 PLANT MAINTENANCE

Staff are responsible for maintaining the appearance and health of established vegetation (post two year), maintaining soil conditions and the physical appearance of the vegetation and its drip space, managing pests and diseases, repairing damaged trees and shrubs, removing broken, dead or unsafe limbs or unsafe trees.

Garden beds that have exceeded their aesthetic value, lifespan as determined by the Supervisor will be renovated and a proposal from Staff considered.

(i) Plant Culture

Staff are responsible for providing appropriate growing conditions in respect to fertiliser, soil condition, organic material, etc. to ensure healthy plant growth.

(ii) Pest and Disease Control

Staff are responsible to maintain the appearance and health of vegetation. Control of pests and diseases by chemical means is restricted to the use of Chemicals approved by the Supervisor.

Staff are responsible for treating Elm trees for Elm Leaf Beetle on a reactive basis.

All Chemicals, where required by legislation, are only to be applied by persons with an Agricultural Chemical Users Permit.

(iii) Watering

Staff shall be responsible for responding to the seasonal needs of plants with the sprinkler or hand application of water to ensure maintenance of adequate soil moisture levels enabling continued growth of plants without drought effects or soil saturation.

Staff shall carry out all watering and irrigation in a responsible manner taking into account the horticultural demand for water, prevailing climatic conditions and any water restrictions currently in force. Staff shall ensure that water is not allowed to run off the area being watered or to form a nuisance or hazard in any way.

Automatic sprinkler systems shall only be operated by staff with the relevant experience and understanding of the systems. All plumbing works on the sprinkler systems shall only be undertaken by an irrigation specialist approved by the Supervisor and, where required, by a licensed plumber.

(iv) Pruning

Staff are responsible for ensuring that plants are aesthetically pleasing, well shaped, and causing no physical or visual impediment to pedestrians or vehicles. The pruning of any dangerous or unsafe limbs is also to be undertaken as part of the Standards.

Nuisance or overhanging limbs over private property are to be removed upon request by the Supervisor.

(v) Plant Removal

Staff are responsible for the removal of fallen and hanging limbs or tree debris, and immediately reporting to the Supervisor any potentially unsafe conditions of trees or shrubs. Removal of any trees or shrubs must be reported to the Supervisor within two (2) working days of action. Removal of live trees and shrubs, other than for hazard reduction, is only to occur when remedial action to restore good health is not successful and only after approval by the Supervisor. All tree and shrub removals are to be recorded and forwarded to the Supervisor along with recommendations on replacements to enable preparation of a planting plan. Plant removal in turfed areas includes elimination and reinstatement to

turf of all stumps and any protruding roots or mounding. Plant removal in garden beds may, with the Supervisors permission, involve cutting of stumps to ground level.

Removal of hazardous trees as defined in the Mitchell Shire Street Tree Policy does not require the permission of the Supervisor provided that:

- a) The inspector is qualified in the course AHCARB501A-Assess Trees; or
- b) The inspector has relevant industry experience and authorised by the Supervisor to make such decision

6.8 PRUNING - STREET TREES

Staff are responsible for ensuring that all pruning is carried out by trained and qualified staff or contractors using current arboricultural practices. All tree work shall be done having due regard to the tree's age, shape, size, character, condition and situation. All work shall be performed so as to maintain a well balanced tree. Trees shall be pruned in a manner that is as aesthetically pleasing as practicable to maintain the shape and character of the tree and the streetscape in general.

Staff will be required to assess each Council street tree before work has started and make any recommendations to the Supervisor as necessary to alleviate problems encountered (e.g. possible removals, cabling, decay, structural unsoundness, etc).

METHODS

The following pruning techniques shall be used at all times;

- Bark tearing is to be avoided by using the under cut, top cut and final cut method when removing or pruning branches.
- All final cuts to be "natural target" pruning cuts.
- All pruning sites shall refer to the branch bark ridge and branch/trunk collar.
- All pruning shall be made as close as possible to branch collars ensuring not to cut into trunk tissue.
- Prune co-dominant stems with reference to the stem bark ridge.
- Stubs are not to be left on tree.
- Flush cuts shall not be made.
- No more than 30% of a trees live foliage is to be removed at any one time.
- When crown reducing trees, always prune to a branch that is at least one-half the diameter of the final pruning cut being made.
- Use directional pruning techniques to ensure tree growth will grow away from overhead powerlines.
- No live limbs greater than 150mm in diameter are to be removed without the prior approval of the Supervisor.
- Do not paint pruning cuts.
- Climbing irons shall not be used in trees being pruned.

Staff are responsible for maintaining the health and appearance of all trees throughout the period of the Standards and for the maintenance of safe sight distances to driveways and road intersections.

(i) Pruning for wire clearance

Pruning of all trees in proximity of overhead electrical conductors within the declared areas to achieve the minimum clearances to comply with the Electrical Safety (Electric Line Clearance) Regulations 2010 and the included Code of Practice for Electric Line Clearance.

Where trees have already been pruned around power lines to achieve a "tunnel" effect Staff shall not remove any large sound limbs or branches growing within the clearance space. The following pruning guidelines shall be followed:

- Remove smaller branches which are growing into the clearance space.
- Retain structurally sound healthy branches growing above the clearance space. These branches shade the interior tree crown ensuring the outer bark surface is not affected by sun-scald and assists in the suppression of epicormic growth within the clearance space.
- Directionally prune all retained shoot growth away from overhead powerlines and the centre of the tree.

Clearance Around Poles

Clearance around poles shall be maintained for access purposes as in Code of Practice for Electric Line Clearance 2010.

Street Lights

Street lights to be cleared for a reasonable light spill at night.

(ii) Formative pruning

The training of young trees for the development of:

- Strong scaffold branch structure free of dead, diseased, damaged, poorly placed and crossing branches. These should be removed to improve structure as well as undesirable root stock growth and water shoots.
- Do not remove more than 30% of canopy.

Do not remove main Apical Meristems (Leader/s) except some laterals. This depends on the overall tree form:

Excurrent;

- Tree with natural strong single leader growth shall be pruned to encourage lateral and main leader growth.

Decurrent;

- Trees which are naturally multi-trunked shall be pruned to enable balanced lateral and main leader growth.
- Treat co-dominant stems (V-Crotches) during formative pruning thus allowing growth to continue as a single leader (excurrent) or multiple leaders (decurrent).

(iii) Shaping

The training of trees to produce a desired shape.

Shaping is performed for three (3) reasons:

- For clearances around power lines (Code of Practice for Electric Line Clearance 2010).
- For height clearances over roads, paths, driveways, etc.
- To encourage good healthy branch structure within the tree canopy, as per criteria defined for formative pruning in these Standards.

For those young trees beneath electricity supply lines, pruning shall be undertaken to laterals using directional pruning techniques, at a point/s 2 metres beneath all lines, to allow for the tree to grow around the supply at the specific distances required by the Code of Practice for Electric Line Clearance 2010.

(iv) Footpath and road clearance

The following clearances are required to be maintained for trees growing in certain situations;

Over Footpaths	3.0 metres
Over Front Gardens	3.0 metres
Over Driveways	3.0 metres
Over Roadway	4.3 metres
Over Nature Strips	3.0 metres
Traffic Lights and Signage	Clear visibility

(v) Branches over property boundaries

All branches overhanging private property boundaries shall be pruned to a height of three (3) metres above private boundaries. Staff shall notify the Supervisor where the property owner requests pruning beyond the three (3) metres prior to any further pruning works.

(vi) Crown clearing

Pruning of all trees to remove the following:

- Deadwood and/or dying branches 25mm diameter or larger.
- All suckering growth back to the main trunk. Remove epicormic growth to comply with clearances.
- Branch stubs from past pruning, where 25 mm diameter or larger.
- Crossing and/or cracked limbs.
- Branches less than 75 mm diameter cleared up to 600 mm around service wires.
- Any mistletoe in trees.
- Clearance of branches from single trunk to a height of 1500 mm above ground level where possible.
- Any structurally weak branches or poorly formed co-dominant stems.

Note: In some situations e.g. garden or revegetation beds, trees may not require crown clearing. This work should be performed as directed by the Supervisor.

6.9 RESPONSIVE ARBORICULTURE

Staff are responsible for carrying out all works that cannot readily be predicted and generally arise from resident requests, queries and complaints. Items generally involved include alleged damage, stumps, fallen branches, hazards, service lines, property and building clearances, etc.

Staff must ensure the expectations of the resident is met by responding to the request within an acceptable time frame and actioning as listed below while having due regard for the urgency of the request.

Resident requests shall be acknowledged as being received by Staff via Council's Customer Request System.

All trees reported as being unsafe by the public or identified as being of concern by the Supervisor are to be inspected by qualified personnel and an assessment report (written or verbal) provided within 24 hours of request.

Staff are to be available for the assessment of Council owned trees allegedly causing damage to private property and an assessment report provided as requested.

In the event of a privately owned tree obstructing the road/footpath during a storm or freak accident, Staff has an obligation to make the site safe and access available to vehicular and pedestrian traffic.

Resident requests shall be actioned within the following time frames:

- Imminent danger - immediate action.
- Identified as hazardous - 2 days.
- Branch pick-up - 2 days.
- General pruning – 6 weeks.
- Stump removal – within 8 weeks of removal.
- Tree replacements - the following planting season.
- Potential insurance claims against the Mitchell Shire Council – 4 weeks.

6.10 LITTER CONTROL

Staff are responsible for the collection, removal and disposal of all unwanted material i.e. rubbish, litter, debris, foreign vegetative material, etc. that has been deposited on properties covered by these Standards. All areas of the asset shall be kept clear of litter and rubbish at all times. Litter and rubbish shall be collected and disposed of at the time it is found by Staff.

Staff shall take into account the increased frequency and level of work associated with the control of litter during the holiday periods and/or festive, sporting and recreational events. All litter following concentrated activities or as identified by the Supervisor shall be removed in accordance with the significance and profile of the site with a maximum clean up time of 48 hours.

Staff shall issue to all employees such safety equipment and apparel required to handle any items found or likely to be found on any site included in the Standards. Particular attention is to be paid to the hazards associated with the collection and disposal of 'sharps' and other similar material. Staff are responsible for the provision of proper containers for the disposal of 'sharps' and for their disposal by authorised means. The disposal of all hazardous materials is to be in accordance with approved procedures for such materials.

If Staff finds any item or object on any property, which is outside of general park rubbish (either dumped or park user generated) and is greater than 1 cubic metre, Staff shall immediately notify the Supervisor.

Objects and items which fall into this category include:

- Large domestic appliances and household goods (washing machines, refrigerators, furniture, etc).
- Industrial debris.

Under no circumstances is any material collected from the site of the works to be disposed of on the site. All material collected is to be disposed of in a proper manner at recognised disposal sites and facilities.

6.11 CLEANING

Staff are responsible for the physical or mechanical wiping, scrubbing, washing, sanding or spraying of surfaces using approved chemicals and equipment to achieve a clean, sanitary and hygienic area for visitor use. Cleaning includes the removal of all debris or rubbish not dealt with by Litter Control.

(i) Asset Cleaning

Signs shall generally be cleaned using a mild detergent. The sign shall be washed down with clean water on completion. Staff shall refrain from using abrasive chemicals or cleaning signs with anything that will scratch or reduce the reflectivity or finish to the sign face.

Park furniture landscape structures, bins, etc. shall generally be cleaned using a detergent/disinfectant agent and where required, using brushes and/or high pressure water cleaning. The items shall be washed down with clean water on completion.

Glass or transparent surfaces shall be cleaned using a diluted cleaning agent and a suitable light brush. The surfaces shall then be washed with clean water. All water is to be removed using a rubber squeegee. Staff shall refrain from using abrasive chemicals or tools that will scratch the surface of poly carbonate and perspex.

Under no circumstances is any material collected from the site of the works to be disposed of on the site. All material collected is to be disposed of in a proper manner at recognised disposal sites and facilities

(ii) Graffiti

Staff are responsible for the removal of all graffiti, posters and associated markings from the amenities covered by the Standards. Staff shall remove the material using whatever equipment, labour and chemicals are required provided that the works do not result in the deterioration or degradation of the facility. Where it is not practicable to remove the graffiti without causing damage to the facility, the graffiti or marks are to be painted over with a suitable paint system which blends with the surface finish of the facility.

Prior to painting over any graffiti, Staff shall first obtain the permission of the Supervisor to paint over the offending material and approval to the paint system and colour proposed.

If graffiti cannot be removed from non-painted furniture by cleaning and/or sanding, the furniture or components shall be replaced with the prior approval of the Supervisor.

Obscene graffiti as determined by the Supervisor is to be removed within 24 hours.

The frequency of cleaning shall take into account the location and usage of the particular facility.

6.12 PAINTING

Staff are responsible for the preparation of surfaces and application of paint which shall be carried out strictly in accordance with the paint manufacturer's specification or written instructions.

Painting of all assets shall be carried out in accordance with an approved program, to protect and enhance the asset.

Painting shall be carried out by an experienced painter approved by the Supervisor and applied at the proper consistency and brushed evenly free of brush marks, sags, runs, with no evidence of poor trade competence. All colours shall be approved by the Supervisor prior to the commencement of application of finishing coats. All work shall match the approved samples. Staff shall spot paint using paint matching the same type, brand and colour as the existing.

No colour shall be changed without the approval of the Supervisor.

The Supervisor shall be advised of any surfaces requiring repair or replacement.

6.13 REPAIRS

Repairs will include specialist plumbing, electrical, painting, bricklaying, welding, carpentry, stone masonry, concreting or other trade qualified areas and includes the provision of materials and all actions required to preserve the integrity of assets, prevent deterioration of assets, temporarily make assets operational, and to maintain an asset in a safe aesthetic and functional condition. Repairs will meet all relevant statutory requirements and comply with all relevant standards.

All repairs requiring licensed or suitably qualified or experienced staff are to be carried out by such in accordance with relevant acts, standards, etc. to the satisfaction of the Supervisor.

All repairs shall be carried out in conformity to manufacturer's recommendations.

All work, where required by the statutory authority is to be inspected in accordance with current regulations. Staff shall ensure that all repairs and making good to assets are not hazardous to the public.

All materials, unless otherwise specified, are to be of the highest quality and installed in accordance with the manufacturer's specifications.

6.14 SURFACE FINISH

Staff are responsible for the provision, transport, placement and containment of approved granitic sands, soils, instant turf, Lilydale toppings, crushed rock, asphalt, concrete or other surface materials to ensure an area is safe, trafficable, and has a tidy even surface. Surface Finish involves maintenance or repair only and may include attention to a range of sporting areas, turf areas, car parks, garden beds, playgrounds, pedestrian or vehicular traffic ways, hard surfaces, surface drains; and repairing of any worn, disturbed or eroded areas.

6.15 TURF WICKET WORKS

The Clubs are responsible for the establishment preparation, maintenance and care of turf cricket wicket facilities including preparation of turf wickets and practice wickets in accordance with an agreed program.

Turf Wicket Works includes the pre-season soil conditioning and levelling works required for the preparation of an even and flat turf wicket table, of consistent soil density and of a soil type approved by the Supervisor.

6.16 SYNTHETIC AND CONCRETE WICKET WORKS

During winter, synthetic and concrete wickets will be covered with a suitable plastic membrane before being covered with soil and grass to ensure their suitability for other sports. Alternatively, a synthetic grass membrane can be used as an additional covering. Synthetic wickets will be uncovered directly after the football season and covered directly after the cricket season.

6.17 TURF MANAGEMENT

Staff are responsible for developing and implementing a variety of programs for the management of turf areas that reflect the dynamic and complex issues of the various turf situations to the satisfaction of the Supervisor.

These programs will address variables such as use, profile, construction, drainage, irrigation, seasons, etc. and will use a range of equipment, skills and other inputs to achieve the appropriate and desired outcome.

6.18 REPORTING

Staff are responsible for reporting completed works for the asset types indicated in clauses 6.1 to 6.17 and Council's Customer Request System.

Staff are responsible for reporting any damage or problems to Council assets/services. As well as assets/services belonging to other authorities. E.g. missing/damaged pit lids, pot holes in roads/car parks and lights, etc.

APPENDIX 1

LIST OF COUNCIL MAINTAINED PROPERTIES/SITES AND THE ASSOCIATED OPEN SPACE ASSETS

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	Parkland Garden Beds	Revegetation Beds	Bushland	Playground Regional	Playground Local	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal water Features/W.S.U.D.	Rivers/Creeks-Banks,Beds & Waterbody's	Irrigated & Drained Constructed Sports Field	Regional Parks	Synthetic Wickets	Turf Wickets	Drainage	Irrigation	Art Works	Known Cultural Heritage Site	Skate Facilities
Kilmore																							
Link Reserve Kilmore		●							●		●												
Sam De Gabrielle Reserve Kilmore		●				●				●	●		●									●	
The Elms Kilmore									●	●	●												
Apex Park Kilmore		●				●				●	●												
Hudson Park Kilmore		●		●				●		●	●	●	●			●						●	●
Taylors Creek Kilmore		●				●				●	●		●									●	
Natures Run Kilmore		●				●				●			●										
J.J Clancy Reserve Kilmore											●	●											
Oval	●														●		●						
Surrounds		●								●													
Beveridge																							
Beveridge Recreation Reserve		●				●			●	●	●	●									●		

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	Parkland Garden Beds	Revegetation Beds	Bushland	Playground Regional	Playground Local	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal water Features/W.S.U.D.	Rivers/Creeks-Banks,Beds & Waterbody's	Irrigated & Drained Constructed Sports Field	Regional Parks	Synthetic Wickets	Turf Wickets	Drainage	Irrigation	Art Works	Known Cultural Heritage Site	Skate Facilities
Wandong																							
L.B Davern Reserve Wandong						●				●		●		●									
Oval	●														●		●						
Surrounds		●							●	●	●												
Lions Park Wandong						●				●	●	●											
Say G'day Trail Wandong		●				●		●		●				●									
Bushfire Memorial Park Wandong	●			●		●		●		●	●	●		●		●							●
																					●		
Broadford																							
Donaldson Reserve Broadford		●	●						●	●	●			●									
Rupert St Broadford		●							●		●			●									
Southerland St Playground Broadford		●							●														
Govett St Playground Broadford		●							●		●												
Hamilton St Playground Broadford		●							●		●												
Memorial Park Broadford		●		●			●			●	●	●				●							
Island Park Broadford		●				●					●	●		●									

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	Parkland Garden Beds	Revegetation Beds	Bushland	Playground Regional	Playground Local	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal water Features/W.S.U.D.	Rivers/Creeks-Banks,Beds & Waterbody's	Irrigated & Drained Constructed Sports Field	Regional Parks	Synthetic Wickets	Turf Wickets	Drainage	Irrigation	Art Works	Known Cultural Heritage Site	Skate Facilities
Broadford																							
Lions Park Broadford		●								●	●	●		●									
Historical Park Broadford		●		●							●	●									●		
Broadford BMX Track			●							●	●	●		●								●	
The Common Walking Trail B/ford		●	●			●				●	●	●		●									
Harley Hammond Reserve Broadford												●											
Oval	●														●			●					
Surrounds		●								●								●	●				
Greenhill Rise Broadford			●																				
Whitemans Reserve Broadford			●			●								●									
Waterford Park																							
Robert Court Playground		●	●			●				●	●	●		●									

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	Parkland Garden Beds	Revegetation Beds	Bushland	Playground Regional	Playground Local	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal water Features/W.S.U.D.	Rivers/Creeks-Banks,Beds & Waterbody's	Irrigated & Drained Constructed Sports Field	Regional Parks	Synthetic Wickets	Turf Wickets	Drainage	Irrigation	Art Works	Known Cultural Heritage Site	Skate Facilities
Seymour																							
New Crossing Place Seymour		●				●	●			●	●	●		●		●					●	●	
Rotary Park Seymour		●			●				●	●	●	●		●						●	●	●	
Apex Park Seymour		●		●					●	●	●	●								●	●	●	
Kings Park Seymour		●		●				●		●	●			●		●					●	●	
Oval 1 Main	●														●			●					
Oval 2 Rear	●														●		●	●					
Alpha St Seymour		●		●							●									●			
Goulburn Park Seymour		●						●		●	●			●						●	●		
J.W Elliot Reserve / Black Train		●		●				●		●	●					●				●		●	
Chittick Park Seymour														●		●							●
Chittick Oval	●														●			●					
Surrounds		●		●				●		●	●					●							
Bennett Oval	●														●			●					
Graham Street Park Seymour		●		●					●		●												
M. O'Sullivan Reserve Seymour		●							●		●												

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	Parkland Garden Beds	Revegetation Beds	Bushland	Playground Regional	Playground Local	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal water Features/W.S.U.D.	Rivers/Creeks-Banks,Beds & Waterbody's	Irrigated & Drained Constructed Sports Field	Regional Parks	Synthetic Wickets	Turf Wickets	Drainage	Irrigation	Art Works	Known Cultural Heritage Site	Skate Facilities
Seymour																							
O'Shea Reserve Seymour		●							●	●	●					●							
Morrison Park / Generation Park		●							●		●					●							
Howard Place Reserve Seymour		●							●		●					●							
Redbank Reserve Seymour		●														●							
Seymour Walking Track		●								●	●		●			●					●	●	
Lighthorse Park Seymour			●							●	●	●	●								●	●	
Tallarook																							
Arboretum Tallarook		●								●	●	●	●								●	●	
Tallarook Reserve		●									●												
Oval	●														●			●		●			
Country Women's Ass Reserve		●			●				●	●	●					●							
Rail Trail Tallarook			●							●	●		●										

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	Parkland Garden Beds	Revegetation Beds	Bushland	Playground Regional	Playground Local	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal water Features/W.S.U.D.	Rivers/Creeks-Banks,Beds & Waterbody's	Irrigated & Drained Constructed Sports Field	Regional Parks	Synthetic Wickets	Turf Wickets	Drainage	Irrigation	Art Works	Known Cultural Heritage Site	Skate Facilities
Pyalong																							
Pyalong Recreation Reserve		●			●			●		●	●	●											
Oval	●														●		●	●		●			
Surrounds		●								●													
Pyalong Memorial Gardens		●		●						●	●	●									●	●	
Pyalong BMX Track										●	●	●											
Tooborac																							
Tooborac Recreation Reserve		●						●		●	●	●		●									
Oval	●														●								
Open Space to be Handed Over																							
Mandalay Estate Beveridge																							

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	Parkland Garden Beds	Revegetation Beds	Bushland	Playground Regional	Playground Local	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal water Features/W.S.U.D.	Rivers/Creeks-Banks,Beds & Waterbody's	Irrigated & Drained Constructed Sports Field	Regional Parks	Synthetic Wickets	Turf Wickets	Drainage	Irrigation	Art Works	Known Cultural Heritage Site	Skate Facilities
Environmental Reserves																							
Seymour																							
Seymour Bushland Park		●					●			●		●											
Lighthorse Park		●					●			●		●											
South Creek Seymour		●	●							●				●									
Goulburn River Walking Trail (habitat area)						●	●			●													
Tallarook																							
Boulton Flora Reserve							●					●											
Tallarook arboretum		●	●			●						●	●	●									
Pyalong																							
Highcamp Flora Reserve							●					●											

Name & Location	Lawns	General Grass Areas	Fire Cut	Feature Garden Beds	Parkland Garden Beds	Revegetation Beds	Bushland	Playground Regional	Playground Local	Paths, Access Roads & Car Parks	Park Furniture	Landscape Features & Structures	Informal water Features/W.S.U.D.	Rivers/Creeks-Banks,Beds & Waterbody's	Irrigated & Drained Constructed Sports Field	Regional Parks	Synthetic Wickets	Turf Wickets	Drainage	Irrigation	Art Works	Known Cultural Heritage Site	Skate Facilities
Broadford																							
Colin Officer Flora Reserve		●				●	●			●		●											
Catherine Court Reserve		●	●				●					●		●									
Dry Creek and Sunday Creek, Broadford (Inc the Island and the Common)		●	●							●	●	●		●									
Fleming Drive Flora Reserve		●	●																				
Horwood Road Reserve			●																				
Whiteman Reserve		●	●			●	●				●			●									
High Street Reserve																							●
Chloe Drive Broadford			●			●	●							●									
Kilmore																							
Greens Pinch Hamilton Creek		●	●			●	●					●		●									
Monument Hill Reserve		●	●			●	●			●	●	●		●									
Kilmore Creek		●	●		●	●				●	●	●		●									
Kilmore Hospital Reservoir							●							●									
Tyaak																							
Tyaak Flora Reserve		●	●			●	●			●	●												

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Wallan																							
Hidden Valley Bushland Reserve, Wallan		●	●			●	●			●		●											
Old Sydney Road Reserve (proposed)		●					●			●													
Taylor's Creek Linear Reserve		●	●			●				●		●		●									
Wallan Community Park		●	●		●	●				●		●		●									
Beveridge																							
Beveridge Springs Rec Reserve		●	●		●	●				●		●		●									
Wandong Heathcote Junction																							
Dry Creek environs		●	●			●				●		●		●									
Say G'Day Trail		●	●			●				●													

