

Landscape Establishment and Maintenance Performance Requirements

- Once Practical Completion has been awarded the Establishment and Maintenance Period will commence. The Establishment and Maintenance Period will be for a duration of two (2) summers, plus three (3) months following the last summer.
- It is Council's expectation that the site is proactively managed and maintained, responding to items as required, beyond the frequency identified in this document if necessary, by an appropriately experienced and qualified landscape contractor.
- Maintenance of the site is inclusive of any nature strips adjacent to the open space or facility.
- It is the landscape contractor's responsibility to undertake their own regular (being no more than 10 working days between site visitations) site inspections, record maintenance tasks and report vandalism, structural or plants failures and/or hazards. They are to promptly address site issues, as required, in order to maintain a safe and thriving environment for the community.
- Council undertakes regular inspections, quarterly independent playground audits and will receive actionable requests from the community for rectification, repairs and/or replacement. Any reports of defects or hazards that arise from the aforementioned will require prompt resolution within 3 working days unless otherwise directed.
- Hazards must be responded to and rectified within 24 hours of notification. If this is not feasible the area must be temporarily made safe, with minimal inconvenience to community members.
- Graffiti must be removed within 24 hours of identification.
- Defects in the workmanship and/or in the materials or systems used resulting in failure or damage must be repaired within 20 working days to Council's satisfaction.
- Council reserves the right to extend the Establishment and Maintenance Period where:
 - The works have not been completed to Council's satisfaction.
 - Super advanced tree stock (greater than 45Lt) has been installed.
 - Extensive plant failure has occurred requiring replacement planting.
- Replacement planting must not occur during summer, or on days with, or forecasted extreme weather.
- All re-instated planting must be installed a minimum three (3) months prior to the Final Handover inspection and summer period to support successful soft landscaping establishment.
- More than 10% failure of tree planting will result in extending the Establishment and Maintenance Period, to capture one (1) summer, plus three (3) months.
- Refer to the Melton City Council Final Handover Checklist for further information on the requirements and timings associated with The Certificate of Final Handover. The Certificate of Final Handover for completed landscape Establishment and Maintenance will only be awarded on the 1 June, 1 September and 1 December annually and not during the summer months or the three (3) months following summer.
- Melton City Council reserve the right to change, modify, add, or remove any items of the Establishment and Maintenance Performance Requirements to accurately reflect any unique attributes of the site.
- There is a small percentage of open space sites that require a differing level of maintenance to what is stated in this document. This will be determined by Councils City Design Team and/or Parks Team prior to the Establishment and Maintenance Period commencing.

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Task	Aim	Performance Requirements	Minimum Frequency
Bollards, Fencing and Gates	Barrier elements are maintained plumb, straight and structurally sound, successfully preventing unauthorised vehicle access.	Broken, damaged and failed barriers are to be replaced and/or reinstated to match original specification.	Inspected at each scheduled service.
		Timber elements to be free from splinters and cracks. Splinters and cracks are to be neatly filled sanded and stained to match.	
		Timber is to be coated with a penetrating oil in accordance with the specification and/or manufactures instructions.	Apply oil coating annually.
Disease and Pest Control	Plants are maintained free of pests and diseases displaying healthy growth.	<p>Inspection for, and control of soil and foliar insect pests, diseases and other such infestations. Control of pest and disease infestations shall be in strict compliance with all regulations and manufacturers' recommendations.</p> <p>Replacement of plants that's presentation, health and vigour have been jeopardised so much that it is incapable of being restored to an acceptable standard within 1 (one) month of identification.</p> <p>Pruning and repair of all branches and foliage, removal of debris from soil surface and addition of soil and/or mulch to soil surface.</p> <p>Preventative measures to stop the spread of known outbreaks of pest infestation and/or diseases.</p>	<p>Inspected monthly, with more frequent visits during growth seasons and/or known outbreaks of pest infestation and/or diseases.</p> <p>As required, responding within 24 hours of encounter and/or Council's notification of hazardous insect nests.</p>
Drainage	All drainage infrastructure operates efficiently.	<p>All drainage is functioning.</p> <p>All pit lids are undamaged, secure and level with surrounding surfaces.</p>	Inspected monthly, and before and after high storm events.
Edging	All edging is smooth, uniform, securely fixed and defined, meeting flush to its adjoining surface.	<p>Broken, damaged, lifted, failed edging replaced and/or reinstated to match original specification.</p> <p>Edge is maintained flush with adjacent surface.</p> <p>All trip hazards removed.</p>	Inspected at each scheduled service.

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Fertilising	To support healthy growth of trees, plants and grass.	<p>Maintenance of appropriate growing medium nutrient levels to ensure maximum vegetation health.</p> <p>Trees, plants and grass display healthy foliage with no symptoms of nutrient deficiencies.</p>	Apply fertiliser 4 (four) times per annum with each change of season.
Fixtures, Furniture and Shelters	Infrastructure is safe, comfortable and fit for purpose.	<p>Furniture elements are:</p> <ul style="list-style-type: none"> • Secure • Clean • In usable, working order. 	Inspected at each scheduled service.
		<p>Timber elements to be free from splinters and cracks. Splinters and cracks are to be neatly filled sanded and stained to match.</p>	
		<p>Timber is to be coated with a penetrating oil in accordance with the specification and/or manufactures instructions.</p>	Apply oil coating/stain annually.
		<p>Gutters are clean, clear and connected to stormwater.</p>	Inspected bi-annually and before and after high storm events.

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Garden Beds	To have garden beds that are full, established and thriving.	<p>Plants show signs of active growth, appropriate to the season.</p> <p>No significant gaps or groupings of failed plants.</p> <p>Planting and mulch do not encroach path.</p> <p>Garden beds are mulched throughout to a minimum 75mm depth.</p> <p>Jute and associated material removed where plants are established and is hampering plant growth or unsightly.</p> <p>Install and maintain protective fencing so support plant growth that is also safe for the community.</p> <p>Replacement stock shall be the same species that is currently installed unless deemed inappropriate by the Superintendent.</p>	Inspected fortnightly.
Graffiti	To maintain a site that is free from graffiti.	<p>Prompt (within 24hrs) removal of graffiti, when encountered during site servicing. Removal must be with products appropriate to the materials used and be in strict compliance with all regulations and manufacturers' recommendations.</p> <p>Any repainting required is to match existing colours, must be sectioned off for the drying period and appropriately signed.</p>	As required, responding within 24 hours of encounter and/or Council's notification.

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Grassing	<p>Grassing that is level, free of weeds, displaying even, and healthy vigorous growth with 95% coverage.</p> <p>Reserve grassing maintenance extends to the naturestrip and/or areas of reinstatement.</p>	<p>No bare areas exist >1m²</p> <p>No areas of sparse or thin coverage in seeded lawns. Top-dress and oversow with seasonally appropriate grass seed.</p> <p>Weeds are not in excess of 5%, and/or higher than 30mm. Regularly treated with a selective herbicide.</p> <p>Depressions or settling are removed. Areas of ponding are rectified to freely drain.</p>	Inspected fortnightly.
		<p>Grass is kept no longer than 75mm and no shorter than 25mm.</p> <p>Grass is neatly cut around all edges including footpaths and garden beds.</p>	Mowing to occur more frequently during growth periods and less during dormant periods.
Gravel Maintenance	Gravel areas are to be smooth, level, compacted and free draining.	<p>Maintain to installation levels. Repair scouring, depressions and settling with the same ground cover material.</p> <p>Rectify areas that pool water are muddy/slipper or prevent adjacent areas from freely draining.</p> <p>Remove trip hazards that develop in the edging or between adjacent surfaces.</p>	Inspected at each scheduled service.
Irrigation	Irrigation infrastructure to be operating efficiently.	<p>All components of system are functional.</p> <p>Automatic controller stations have been set to seasonal settings.</p> <p>Sprayers and drippers are targeting the appropriate areas and providing consistent coverage.</p>	Inspected quarterly.
Lighting	To provide efficient lighting during low levels of natural light.	All lighting is operational, with structurally sound poles and fittings.	Inspected annually.

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Litter and Dumped Rubbish Removal	To maintain all areas of the site in a neat and tidy condition, free from hazardous and/or erroneous material.	General common litter and foreign material removed from within the boundary of works and appropriately disposed of.	Undertaken as part of regular maintenance servicing.
		Any hazardous and/or erroneous material that has travelled beyond the site is required to be collected and disposed of by the contractor.	As required, responding within 24 hours of encounter and/or Council's notification.
Paths, Concrete, hardstands and Paved Areas	To have a smooth, comfortable and continuous surface finish.	<p>All hard surface treatments are:</p> <ul style="list-style-type: none"> • To be safe, clean and tidy. • TGSIs securely fixed at all times. • To be level and freely draining • Have clearly defined edges, free from weeds, grass, overhanging plants, mulch and litter. • Be flush and abutting adjacent surfaces. • Have no trip hazards. 	Inspected at each scheduled service.

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Planting	All plants are thriving, display good health, and are free of disease and pests.	<p>At all times, all plants (including trees) shall meet the following presentation criteria:</p> <ul style="list-style-type: none"> • Dead material absent, including dead or damaged flowers or foliage. • Visibly free of pests and disease which could, by their presence, induce (or contribute to) the decline of the plant. • New growth evident in the form of bud and leaf formation, except where failure to exhibit such evidence is solely attributable to insufficient soil moisture levels. • Reasonably free of any chlorosis, yellowing or poor chlorophyll formation, turgid and substantially erect, as well as substantially free of blemishes resulting from mechanical, chemical, pathological or pest-induced damage. • Cleaned of all water-borne pesticide and fertiliser residue. 	Inspected fortnightly.

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Task	Aim	Performance Requirements	Minimum Frequency
Play Space	Maintain the play space in a clean and safe condition that is fit for purpose, in addition to the quarterly independent play space audits.	Softfall mulch is to be: <ul style="list-style-type: none"> • Not compacted or compromised by fines. • Maintained at minimum depth of 300mm using the same softfall material to Australian Standards. • Spread evenly. • Flush with surrounding surface levels <p>Areas of rubber soft fall are maintained as per supplier specification.</p> <p>Clean play equipment as required.</p> <p>Maintain loose play space materials to the level installed and free from erroneous or hazardous material.</p> <p>Address gaps that may develop throughout the maintenance period due to soil movement.</p> <p>Address to Council's satisfaction any defects that have been identified in Council's quarterly audits.</p>	Inspections weekly, preferably Mondays and Fridays. As required, responding within 24 hours of encounter and/or Council's notification of hazardous scenarios. If the site cannot be rectified it must be made safe to Council's satisfaction and rectified as early as possible.
		Stain timber elements annually in accordance to the specifications and/or manufacturer's instructions.	Apply oil coating/stain annually.

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Play Equipment	Maintain the individual components of play equipment to be in continuous safe working order, in addition to the quarterly independent play space audits.	<p>Play equipment is to include, but not be limited to having:</p> <ul style="list-style-type: none"> • No loose or missing fasteners. • Equipment securely fixed to footings/bases. • Bearings and hinges operating freely and are in sound condition. • No rust or sharp edges present. • All timber free from cracks, splintering, rotting or other damage. • All guards, caps and covers to swivels, hinges and bolts are in place. • Ropes and chains are in sound condition with: <ul style="list-style-type: none"> ○ Ropes to be without frays, cuts, damaged strands or exposed wire. ○ Chains and shackles showing 30% wear, replaced. <p>All equipment is in good operational order and with not parts missing.</p> <p>Address to Council's satisfaction any defects that have been identified in Council's quarterly audits.</p>	<p>Inspections weekly, preferably Mondays and Fridays.</p> <p>As required, responding within 24 hours of encounter and/or Council's notification of hazardous scenarios. If the site cannot be rectified it must be made safe to Council's satisfaction and rectified as early as possible.</p>
Timber Elements	Maintain timber so it is comfortable, fit for purpose and to preserve its longevity.	<p>All applicable timber elements are sanded, cleaned and coated with a penetrating oil.</p> <p>All fastenings are present and tight with no sharp edges or cracks.</p>	<p>Inspected quarterly.</p> <p>Apply oil coating/stain annually.</p>
		<p>Rotting elements are repaired or replaced.</p>	<p>Inspected annually.</p>

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Trees	All trees display good health, are free of disease and pests and are of sound structure and free from irregular formations.	Stakes are securely in place and upright. Ties are fixed in a figure 8, located 2/3 up the trunk, not impeding growth or branches and allowing trunk movement of 100mm. Taped bamboo stakes are substituted with rubber ties. Unless otherwise directed:	Inspected fortnightly.
		Bamboo stakes are removed:	After 13 weeks.
		Timber stakes are removed:	For Pre-Final Handover inspection or once the tree is self-supporting.
		Trees are to: <ul style="list-style-type: none"> • Be formative pruned by an arborist at appropriate times throughout the maintenance period. • Have developed a straight, singular trunk that is a minimum 1m clear from ground level. • Have a mulch ring at least 1m in diameter and 200mm in depth, clear of the trunk. • Have no branches that obstruct pathways, paths of travel, amenities or sight-lines. • Have all suckering material removed. • Have their root ball (of trees installed for 12 months or more) not move. 	Inspected monthly, with increased visitations during extreme weather periods and after extreme weather events.

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		<p>Existing trees:</p> <ul style="list-style-type: none"> • Amenity pruning to AS4373 by a Level 5 arborist, to remove broken, damaged and dead material and to address weak structure for pedestrian and motorist safety. • Not compromise habitat for native fauna through pruning works. • Undertake structural assessment of stag trees every 18 months. • Ensure mulch beds are weed free to facilitate regeneration of new trees. 	<p>Inspected monthly, with increased visitations during extreme weather periods and after extreme weather events.</p> <p>Council permission may be required to undertake pruning, the extent and guidance on the removal of felled limbs.</p>
Watering	To support active healthy growth of plants including grass and trees.	<p>No visible signs of wilting of leaves or stems. All plants should have high turgor pressure at all times.</p> <p>No dried out sections of grass, plants, foliage or soil.</p> <p>No signs of over watering such as constantly wet soil, brown leaf margins, stem rot or brown spots on foliage.</p>	<p>Typically twice weekly during the establishment period, subject to current weather conditions and plant performance.</p> <p>Typically twice weekly during the establishment period for replacement plants and/or grass, subject to current weather conditions and plant performance.</p> <p>Supplementary weekly watering over both summer periods, subject to current weather conditions and plant performance.</p> <p>Additional watering as required based upon current weather conditions outside the aforementioned periods.</p>

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Weed Control	To maintain all areas within the boundary of works free from weeds and to prevent the spread of weeds into neighbouring spaces.	<p>No weeds are to be in the following but not limited to be:</p> <ul style="list-style-type: none"> • Within grass, garden or mulch beds. • Within individual tree plantings or within tree guards. • Within gravel areas. • Between joints or abutting surfaces. <p>Installed plants will not be affected by herbicide overspray. Plants damaged or eradicated due to overspray will be removed, replaced, followed with an establishment period.</p> <p>No mature remnant trees are to be effected by herbicide. Appropriate herbicide must be selected within the drip-line of existing trees.</p> <p>Weeds that spread into areas adjacent to the site will be addressed and any damage rectified.</p> <p>'Remove' shall mean that any weed over 300mm height will be removed manually. Smaller weeds can be poisoned with an approved herbicide.</p>	Inspected fortnightly.

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WSUD/Passive Irrigation	WSUD and Passive Irrigation assets are in effective operating order.	<p>All drainage elements are functional, intact, clean, free from blockages and are supporting healthy plant growth.</p> <p>Inlets and weirs are adequately rocked, preventing erosion around pipes and infrastructure.</p> <p>Sediment protection measures remain in place and intact until 90% of the residential stage is built out.</p> <p>There are no hazardous drop-offs from level changes.</p> <p>Topsoil is even, maintained to correct depths.</p> <p>Garden beds are mulched throughout to a minimum 75mm depth.</p> <p>No mulch is within the waterway.</p> <p>Jute matting is securely fixed, tidy with no loose pins or ties.</p> <p>Jute and associated material removed where plants are established and is hampering plant growth or unsightly.</p> <p>Planting and mulch does not encroach paths.</p> <p>All plants display good health and are free of pest and diseases.</p>	Inspected fortnightly.

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The following assets must refer to their relative endorsed maintenance agreements for direction on maintenance requirements:

Asset	Agreement
Public Art	Refer to the Maintenance Manual supplied with Public Art
Waterways and Wetlands	Refer to the signed Melbourne Water Maintenance Agreement
Conservation Reserves/Environmentally Sensitive Sites	Refer to the Construction Environmental Management Plans (CEMP)

The following are tasks that fall outside this Landscape Maintenance Performance Schedule:

Task	Undertaken By
BBQ Cleaning	Undertaken by Council from issue of Practical Completion
Toilet Cleaning	Undertaken by Council from issue of Practical Completion
Bin Collection and Disposal	Undertaken by Council from issue of Practical Completion
Removal of Offensive Customer Reported Graffiti	Council's Anti-Graffiti Team may enter a site to remove reported offensive graffiti, as needed, from issue of Practical Completion
Hazard Removal and Disposal	Council's Operation's Teams may enter a site to remove reported hazards, as needed, from issue of Practical Completion