

Annexure 4

Activity Specifications

Annexure 4 - Activity Specifications

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A4-1 Introduction

A4-1.1 Overview

This document specifies:

- (a) the nature, timing, standards and other requirements for each Activity that comprise the Maintenance Services (the Activity Specifications) to be undertaken by the Contractor.
- (b) the requirements and frequencies for planned and unplanned inspections of the Assets.
- (c) the process for initiation of work following the identification of a Maintenance Requirement through a planned or unplanned inspection; and
- (d) other general requirements to which the Contractor is required to attend to.

A4-1.2 Exclusions

This document does not specify:

- (a) the requirements for developing and delivering the Road Rehabilitation and Resurfacing Program, which is specified in Annexure 5; or
- (b) the frequency, format, adequacy of information and the Shire's other requirements for data collection, which are specified in Annexure 6.

A4-2 Activity Specifications

The Maintenance Services shall be carried out with the Activity Specifications set out in Schedule A4.2. This clause explains the operation of this Schedule.

A4-2.1 Intervention Levels and Response Times

Where an Activity Specification sets an Intervention Level and a Response Time:

- (a) the Intervention Level defines when a Maintenance Requirement arises;
- (b) the Response Time defines the time within which the Contractor must Rectify the Maintenance Requirement;
- (c) the Activity Definition, the Activity Standards and the Work Method Requirements define what the Contractor is required to do to Rectify the Maintenance Requirement and satisfy the other requirements of the Activity Specification.

- (d) The Response Time for any Maintenance Requirement commences when the Contractor becomes aware of the Maintenance Requirement, either as a result of inspection or notification.
- (e) Where an inspection is required to determine whether an Intervention Level has been triggered it must undertake the inspection so that it satisfies the response time for the relevant Maintenance Requirement.

A4-2.2 Approved Annual Program of Works

Where an Activity Specification sets an Intervention Level and a Response Time and also specifies that the Contractor is required to develop an annual approved program of works:

- (a) the Contractor must develop and deliver an approved program of works as required by the Activity Specification so as to minimise the occurrence across the Assets of the Conditions identified in that Activity Specification under the heading 'Performance Distress and Defects' and to limit the likelihood of Maintenance Requirements arising.

A4-3 Inspections

A4-3.1 Planned Inspections

The Contractor must plan and implement a program of inspections of the Network in accordance with the minimum inspection frequencies set out in Schedule A4.1, any inspection requirements set out within the Activity Specifications and as necessary to identify Maintenance Requirements in a timely manner.

The inspections program shall:

- a) prioritise issues requiring immediate and urgent attention because they are likely to create a danger or serious inconvenience to users. Be responsive to reports or complaints from users, the police or other relevant organisations,
- b) take account of major accidents or other adverse incidents affecting the Network,
- c) collate data to monitor performance of the Network and to establish priorities for future works and maintenance operations,
- d) incorporate all requirements for inspections described in the Contract.

A4-3.2 Review of Program of Inspections

Irrespective of the extent of planned inspections proposed in any year, the program of planned inspections must be reviewed and revised if necessary, taking a risk management approach to take account of events which could lead to sudden deterioration of parts of the Network, such as a prolonged or wet winter, or to take

account of events which might suggest a reduced risk of deterioration, such as sustained periods of dry weather.

A4-3.3 Unplanned Inspections

- (a) The Contractor must undertake unplanned inspections outside the inspections program:
 - (i) in response to reports, complaints, notifications or other representations made to the Contractor (either directly or via the Shire's nominated customer enquiry system) or in response to inspections by work crews; and
 - (ii) in response to particular events that are likely to have caused Maintenance Requirements to arise in the Asset.
- (b) The Contractor must undertake unplanned inspections within the timeframes necessary to satisfy the Responses Time for the relevant Maintenance Requirement, or in accordance with the following response times, whichever is the shorter timeframe.

Asset	Intervention Level	Inspection Response Time
All	An immediate risk to the safety of asset users and the general public, or the integrity of the asset or interruption to traffic flow.	4 hours
All	Direction by the Contract Manager or Customer Service Request	10 days

A4-3.4 Make Safe

The Contractor's obligations during any Inspections include undertaking any Make-safe Work required to prevent or mitigate the risk of loss or damage to property or injury or death to persons.

A4-3.5 Standard of inspections

All inspections shall:

- a) Be carried out by trained personnel.
- b) Safety Inspections must include inspection of both carriageways and paths.
- c) All inspections must be arranged so as to minimise disruption and delays to users of the Assets.

A4-3.6 Inspection records

The results of all inspections (including “nil returns”) taken in carrying out the Services must be immediately recorded into the Asset Management Information System.

A4-4 Initiation of Work

A4-4.1 Lump Sum & Provisional Quantity Items

Where an Inspection identifies a Maintenance Requirement that is included in the Lump Sum or a Provisional Quantity Item within the limits of the relevant Provisional Quantity Allowance:

- a) the Contractor must rectify the Maintenance Requirement within the required Response Time;
- b) where no immediate response is required under the Contract, the Contractor must ensure that the Maintenance Requirement is prioritised and programmed for Rectification within the appropriate Response Time and continue to record and monitor the defect.
- c) No notification to, or approval of, the Contract Manager is required in order to perform the rectification works (other than as required under reporting or data collection requirements of the Contract.)

A4-4.2 Provisional Sum Items

Where an inspections identifies a Maintenance Requirement that is included in a Provisional Sum, and is within the limits of the relevant Provisional Sum Allowance, clause 9.4 of the General Conditions of Contract shall apply and the Contractor must submit a Quotation for Provisional Sum Work under that clause;

A4-4.3 Ordered Works

Where an inspections identifies a Maintenance Requirement that is not included in a Lump Sum Item or is outside the limits of a Provisional Sum Allowance or Provisional Quantity Allowance, clause 9.5 of the General Conditions of Contract shall apply and the Contractor must submit a Notice of Ordered Work under that clause.

A4-4.4 Minor Works

Notwithstanding the foregoing, where an Inspection identifies a Maintenance Requirement that requires Minor Works only, the Contractor may perform those Minor Works under clause 11 of the General Conditions of Contract.

A4-5 Contractor's Responsibility

Where the Contractor has failed to maintain an asset in accordance with the requirements of the Contract and the asset has as a result deteriorated such that the resulting Maintenance Requirement would, but for this Clause, be excluded from the Lump Sum price and paid as Ordered Work or a Variation to the Contract, the Contractor shall be responsible for rectifying the Maintenance Requirement at its own cost.

The Contractor is required to rectify at its own cost, any Maintenance Requirement that it has identified, but not rectified (whether in compliance or not in compliance with the relevant Response Time) and which has reached such size or severity that, but for this Clause, its rectification would otherwise be excluded from the Lump Sum price and paid as Ordered Work or a Variation to the Contract.

A4-6 Records of actions taken

- (a) All actions taken by the Contractor in relation to the Maintenance Services must be recorded in accordance with the data collection requirements specified in Annexure 6.
- (b) Where those actions involve modifications, changes or additions to, or deletions from, the Assets, they must be recorded in accordance with the data collection requirements specified in Annexure 6. Refer also Clause 52 Asset Inventory Changes of the General Conditions of Contract.

A4-7 Asset Requirements

A4-7.1 Road Drainage

The Contractor must ensure that where flooding occurs and causes hazardous conditions on the Network, warning measures shall be placed in position as quickly as possible and prompt action shall be taken to protect the safety of users and to put the Network in a fully operational condition.

A4-7.2 Carriageways

- (a) The Contractor must not allow a stabilised and/or crushed rock repair to remain without a sealed wearing course for a period of greater than 48 hours from completion where reasonably practicable.
- (b) The Contractor must supply and install temporary lane delineation until such time as permanent markings are applied. Permanent markings must be applied not more than 14 days after placement of any surfacing.

A4-7.3 Carriageway shoulders

The Contractor shall maintain all shoulders to a level where they can sustain occasional traffic use and also act as a drainage path for runoff drainage from the carriageway.

A4-7.4 Sealed pavements generally

Any road segment or carpark that commences the Contract with a sealed surface, or obtains a sealed surface during the Contract Term, shall not be allowed to revert to an unsealed surface at any time during the Contract Term, without the prior written approval of the Service Management Team.

Multiple pothole repairs in a localised area impact on the road pavement, affect ride ability, skid resistance, amenity, public confidence in road maintenance and potentially safety. During inspections, the Contractor shall identify localised areas where multiple pothole repairs have/are occurring immediately adjacent to previous repairs. Potholes within such areas shall continue to be repaired within the response times specified in Activity Specification AS-1. Additionally, the Contractor shall record such areas as a pavement defect requiring repair. The Contractor shall consider the underlying cause of the occurrence of multiple potholes and shall treat the area accordingly by way of dig out or other appropriate method. These works shall be completed in accordance with the response times specified in Activity Specification AS-2 and form part of the monthly lump sum.

A4-7.5 Pavement reinstatement

On reinstatement following any Service (including an Activity, where applicable) paved areas must be of uniform appearance, consist of conforming or compatible material and be durable in nature.

The Contractor must select and provide all treatments and repairs for the road pavement in accordance with the relevant Road Hierarchy to support all legal loads, including B-Doubles and higher mass limits trucks, during the Contract Term.

A4-7.6 Rail crossings

- (a) At railway crossings, the Contractor is responsible for providing the Services in the area beyond 2.1 metres of the outer rail. All other pavement areas in the vicinity of rail tracks are the responsibility of the Rail Authority.
- (b) The maintenance of the boundary fence and the railway signals and/or boom gates and associated signage are the responsibility of the rail authority (including outside the 2.1 metre rail zone). All other approach signs and pavement markings outside the 2.1 metre rail zone are the responsibility of the Contractor.
- (c) Prior to undertaking any work at or adjacent to a rail crossing, the Contractor shall liaise with the responsible rail authority to ascertain whether rail authority

personnel must be present during the works. The Contractor shall audit the area within the outer rails, report any deficiencies to the Rail Authority and follow up to ensure that the relevant rail authority is undertaking any work required to ensure the surface complies with the intervention standards specified in this Contract.

- (d) All costs for the liaison with the Rail Authority including any costs for the necessary attendance of Rail Authority inspectors or Rail Authority traffic controllers when working up to within 2.1 metres of the outer rail line, are deemed to be included in the relevant Lump Sum item for that work.

Schedule A4.1 Planned Inspection Frequencies

Inspection Status	
Activity or Assets	Frequency
Roads Pavement Roadways, kerb & channel, road shoulder, roundabout, median, traffic island and open drains, pedestrian refuges - and associated assets in the roads corridor.	
Class A roads	Weekly
Class B roads	Fortnightly
Class C roads	6 Months
Class D roads	6 Months
On road parking	In conjunction with associated road.
Off road CP 1 – High Profile An off-road car park adjacent to a High-Profile Pathway	1 Month
Off road CP 2 – Medium Profile An off-road car park adjacent to a Medium Profile Pathway	3 Months
Off road CP3 – Low Profile All other off-road car parks	6 Months
Paths	
Path P 1 – High Profile A pathway immediately adjacent to: •Shopping Precincts (3 or more shops in a strip or group) •Primary Schools •Secondary Schools •High use Parks •High use Foreshore areas (Refer to Appendix 3 of the Shires RMP)	1 Month
Path P 2 – Medium Profile A pathway immediately adjacent to: •Shops (less than 3) •Hospitals and Medical Centres •Nursing Homes •Retirement Villages •Pre-Schools – (Kindergartens, Day Care Centres & Crèches) •Tertiary Institutions •Premier Sporting Reserves •Community Centres (Refer to Appendix 3 of the Shires RMP)	3 Months
Path P3 – Low Profile All other pathways.	6 Months
Equestrian Trails	6 Months
Gross Pollutant Trap Defect Inspection	
All	3 Months
Clear Culvert, Pipes and Pits Defect Inspection	
Very High Risk	6 Months
High Risk	18 Months
Medium, Low and Very Low Risk	3 Years

Pit in easements on private property	Reactive Only
Soak Pits Defect Inspection	
Very High Risk	6 Months
High Risk	18 Months
Medium, Low and Very Low Risk	2 Years
Soak pit in easements on private property	Reactive Only
Pump Inspection Defect Inspection	
Stormwater and Drainage Pumps	3 Months
Bridges and major culverts Defect Inspection	
All – Level 1 inspection	6 Months
Retaining Wall Defect Inspection	
All	1 Year
A&B Road Defect Inspection	
Signs, Guide Post, Electrical Hardware, Street Lighting, Bollards, Guard Rails, Linemarking and Delineators.	6 Months Day
Signs, Guide Post, Electrical Hardware, Street Lighting, Bollards, Guard Rails, Linemarking and Delineators.	2 Years Night
VicRoads Defect Inspection	
Signs, Electrical Hardware, Bollards, Linemarking and Delineators.	6 Months Day
C&D Road Defect Inspection	
Signs, Guide Post, Electrical Hardware, Street Lighting, Bollards, Guard Rails, Linemarking and Delineators.	2 Years Day
Signs, Guide Post, Electrical Hardware, Street Lighting, Bollards, Guard Rails, Linemarking and Delineators.	4 Years Night
Non-Standard Lighting	
Visual Inspection	1 Year Night
Off Road Carparks Defect Inspection	
Signs, Guide Post, Electrical Hardware, Street Lighting, Bollards, Guard Rails, Linemarking and Delineators.	6 Months Day
Railway Crossing Inspection	
Warning and Crossings Signs	3 Months Day
School Crossing Posts and Signs Inspection	
Signs and Crossing Posts	1 Year Day

Schedule A4.2 - Activity Specifications

AS-1 Pothole Repair (PPR)

NATURE OF SERVICES

This Activity covers the rectification of pothole defects or similar sealed surface faults using either bituminous materials and/or base course granular materials. Surface faults requiring intervention will require infill materials to reinstate the sealed or asphalt surface rather than just a surface dressing.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including all costs defined in Clause A2-2.2 to A2-2.3, associated with the rectification of all pothole defects or similar sealed surface faults to reinstate a safe and sealed running surface as described.

Provisional Items:

Nil.

Ordered Works:

Nil.

REPORTING UNIT

The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:

- Number of potholes identified / Number of potholes repaired / Number of potholes not rectified in accordance with the specified Performance Requirements.
- Number of potholes not rectified in accordance with the Shires Road Management Plan

EXCLUSIONS

Nil.

PERFORMANCE DISTRESS & DEFECTS

Potholes, small delaminations, localised failures.

PERFORMANCE STANDARDS AND SPECIFICATIONS

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

1. The use of traditional coldmix shall only be used as a temporary repair. The Contractor shall record temporary repairs and replace these with permanent treatments when conditions are suitable. Rework of this nature is included within the Lump Sum amount.
2. Other "proven" repair products may be used, with the approval of Contract Manager, to perform longer-term temporary repairs, however, should the repair fail, it is expected that a permanent repair will be conducted, and this rework is included within the Lump Sum amount.
3. The sealed or asphalt surface shall be restored to smooth, free draining, watertight, well compacted, stable and safe conditions. The relevant performance criteria are ride quality, permeability (water resistance) and integrity.
4. All completed works must comply with the following:
 - ☐ Ride Quality: The patch shall comply with a 1.2m straight edge test result of $\pm 10\text{mm}$ in any direction.
 - ☐ Permeability: All repairs shall be provided with watertight surfaces.
 - ☐ Integrity: All repairs shall comprise materials that are generally compatible with the existing pavement and compacted to a high standard to minimise further compaction under traffic. Better quality materials may be used.

WORK METHOD REQUIREMENTS

For permanent repairs:

1. The sides of the pothole shall be squared to provide a generally even depth of the backfill material.
2. A tack coat shall be used on base and sides of pothole.
3. For asphalt on a FCR pavement a light and uniform tack coat shall be provided.
4. For granular material patches, two coats of emulsion seal with 7mm aggregate to extend at least 100mm onto the existing surface shall be provided.
5. For Class A and Class B roads, the Contractor shall also record the number of potholes greater than 100 mm in diam and/or 30 mm deep that are less than the intervention levels below and that are not repaired at the time of the inspection. i.e. Record the number of potholes that are less than the reportable size and are not rectified at the inspection.

For temporary repairs:

6. For "traditional coldmix" patches a light "blinding" with sand shall be provided.
7. For other products approved for use, the methodology must also be approved by Contract Manager

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
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All Roads	Pothole depth $\geq 150\text{mm}$ or hazardous to traffic and/or diameter $\geq 0.5\text{m}$ or equivalent lateral dimension. (On bicycle lanes depth $\geq 30\text{mm}$)	24 hrs
A and B Roads	Any pothole with depth $\geq 35\text{mm}$ and/or diameter $\geq 150\text{mm}$ or equivalent lateral dimension. (Where located on bicycle lanes, depth $\geq 20\text{mm}$)	3 days
C and D Roads and off-road car parks	Any pothole with depth $\geq 50\text{mm}$ and/or diameter $\geq 200\text{mm}$ or equivalent lateral dimension. (Where located on bicycle lanes, depth $\geq 20\text{mm}$)	15 days

AS-2 Local Shape Correction (PSC)

NATURE OF SERVICES

This Activity covers the local correction of ruts, shoving, depressions, or abnormal crossfall by application of asphalt or emulsion and fine aggregate seals. This Activity also includes local shape correction to pavement implants including bluestone pitchers, brick pavers, segmental paving and other similar surfaces associated with the road or street surface.

Shape correction is to be performed to provide an improvement in surface drainage and ride quality and to provide a safer driving surface

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including all costs defined in Clause A2-2.2 to A2-2.3, associated with the inspection and rectification of areas of deformed or distressed pavement under 25 m², as described below. All works completed through the Road Rehabilitation and Resurfacing Program, within the response times for this activity, shall be covered under Lump Sum of this activity.

Provisional Items:

Nil.

Ordered Works:

Correction of areas of stressed pavement greater than 25m² that is not included as part of the Road Rehabilitation & Resurfacing Program works, shall be notified to the Contract Manager as Notice of Ordered Works. The Contract Manager shall consider these in conjunction with the Road Rehabilitation & Resurfacing Program.

REPORTING UNIT

The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:

- Number of areas of distressed pavement under 25 m² identified / Number of areas of distressed pavement under 25 m² rectified / Number of areas of distressed pavement not rectified in accordance with the Performance Requirements.
- Number of Local Shape Corrections not rectified in accordance with the Shires Road Management Plan
- Ordered works completed / expenditure

EXCLUSIONS

This activity is limited to individual treatment of areas $\leq 25\text{m}^2$. More extensive works are to be rectified as part of the Road Rehabilitation & Resurfacing Program where applicable or notified to the Contract Manager as Notice of Ordered Works

PERFORMANCE DISTRESS & DEFECTS

Shoving, depressions, corrugations, deformation.

PERFORMANCE STANDARDS AND SPECIFICATIONS

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

The Contractor must also comply with the following:

- ☐ Ride Quality: The resultant surfacing shall have a test result under a 3m straight edge of <15mm in any direction.
- ☐ Rutting: Immediately after treatment rutting under a 1.2m straight edge shall be <10mm.

WORK METHOD REQUIREMENTS

1. The Activity is limited to individual treatment areas $\leq 25\text{m}^2$.
2. The nominated and accepted treatment is to be applied such that at completion of works the surface of the treated area provides a smooth and safe interface with the driving surface of the adjacent roadway. The treated area is to drain surface water without ponding.
3. The type of surfacing and quality of surface finish is to match the existing surfacing or provide improved performance in terms of water resistance and skid resistance. Cold planing the existing surface may be required.
4. The flushing of bitumen spraying equipment must be contained such that waste can be returned to the depot for responsible disposal.
5. Where applicable, line marking shall be reinstated within 14 days.
6. Work adjacent to traffic signals shall require specific attention to traffic detector loops in the pavement to avoid damage to these loops.
7. Materials are to be sourced from suppliers with established quality management systems who are prepared to certify compliance and allow access for random audit testing by either the Contractor or the Shire.
8. For Class A and Class B roads, the Contractor shall also record the number of deformations < 25 mm but between 25mm and 40 mm deformation that are less than the intervention levels below and that are not repaired at the time of the inspection. i.e. Record the number of deformations that are less than the record size and are not rectified at the inspection.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All Roads	Any distressed pavement >25m ² in area per segment and deformation >75mm: requirement to erect warning sign.	24 hours

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
A Roads	Any distressed pavement up to 25m ² in area per segment and deformation >40mm.	30 days
B Roads	Any distressed pavement up to 25m ² in area per segment and deformation >40mm.	90 days
C Roads and off-road carparks	Any distressed pavement up to 25m ² in area per segment and deformation >40mm.	90 days
D Roads	Any distressed pavement up to 25m ² in area per segment and deformation >40mm.	90 days

Nb: On road carparks will be deemed to have the same response time as the adjacent road hierarchy.

AS-3 Edge Break Repair (SEB)

NATURE OF SERVICES

This Activity covers the repair of broken edges of seal or asphalt surfaced pavements. The repair aims to restore the line and level of the original surfacing. Edge repair may involve restoration utilising gravel and asphalt or bituminous seal with fine aggregate. Edge break repair refers to activities on both sealed roads with unsealed shoulders and sealed roads with sealed shoulders and carparks.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including all costs defined in Clause A2-2.2 to A2-2.3, associated with the inspection and reinstatement of broken edges of seal or surface pavements as described below.

Provisional Items:

Nil.

Ordered Works:

Nil.

REPORTING UNIT

The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:

- Number of edge breaks identified / Number of edge breaks repaired / Number of edge breaks not rectified in accordance with the specified Performance Requirements.
- Number of Edge breaks not rectified in accordance with the Shires Road Management Plan

EXCLUSIONS

Nil.

PERFORMANCE DISTRESS & DEFECTS

Cracking, edge break, edge drop off, shoving.

The edge of seal or asphalt must be free of excessive fretting (including the drop off associated with this fretting) of the surfaced width and erosion that will encourage water ingress into the pavement and result in unsafe ride quality for vehicles, cyclists and pedestrians forced to use this part of the carriageway.

PERFORMANCE STANDARDS AND SPECIFICATIONS

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

1. Permeability: The surfacing within 200mm of the edge should exhibit at least equivalent water resistance to the rest of the surfaced pavement.
2. Ride Quality: Longitudinally the edge should comply with a 3m straight edge test result less than $\pm 20\text{mm}$. Transversely the straight edge test result at the edge of seal should be less than $\pm 20\text{mm}$ under a 1.2m straight edge.

WORK METHOD REQUIREMENTS

1. Where applicable, line marking shall be reinstated within 14 days

NOMINATED HOLD POINTS

NA

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
A and B Roads	Reduction in original sealed width $\geq 200\text{mm}$ and/or $\geq 50\text{mm}$ drop off at edge of seal	7 days
C and off road carparks	Reduction in original sealed width $\geq 200\text{mm}$ and/or $\geq 50\text{mm}$ drop off at edge of seal	7 days
D Roads	Reduction in original sealed width $\geq 200\text{mm}$ and/or $\geq 50\text{mm}$ drop off at edge of seal	45 days

NB: Where movement of traffic deteriorates the road pavement to subsequently form a pothole, the intervention levels for Potholes Repair (PPR) shall apply.

AS-4 Crack Sealing (PCS)

NATURE OF SERVICES

This Activity covers the cleaning and filling of cracks in road and car park pavements to provide a water-resistant surface. This type of work covers asphalt and bituminous sealed surfaces of uniform shape. Works to surfaces of nonuniform shape is covered within the Local Shape Correction Activity.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including all costs defined in Clause A2-2.2 to A2-2.3, associated with the inspection and rectification of cracks in bituminous road and car park surfaces as described below.

Provisional Items:

Nil.

Ordered Works:

All other works, including specialist cracking treatment to bridges and major culverts or excessive cracking requiring bandage or fabric treatment, shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:

- Number of cracks outside intervention level identified / Number of cracks repaired / Number of cracks outside intervention levels not rectified in accordance with the specified Performance Requirements.
- Ordered works completed / expenditure

EXCLUSIONS

The following activities or services are not included in this Activity Specification:

- ☐ Cracking of paths.
- ☐ Specialist cracking treatment to bridges and major culverts or excessive cracking requiring bandage or fabric treatment.
- ☐ Crocodile cracking with deformation or pumping of fines on sealed surfaces (note: crocodile cracking where the distress is very localised and readily treated is included in this Activity Specification and under the Lump Sum).

PERFORMANCE DISTRESS & DEFECTS

Cracking of the road pavement incorporating the following types; block, crescent shaped, crocodile, diagonal, longitudinal, meandering and transverse cracking.

PERFORMANCE STANDARDS AND SPECIFICATIONS

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

1. Surface finish must be uniform and level with the road surface and shall be "blinded" to prevent pick up by vehicle tyres or pedestrians. The crack sealing must provide a water resistant infill to protect the pavement layers from surface infiltration of water.
2. Permeability: The resultant treatment shall provide a uniform water resistant infill between the cracks to prevent water ingress

WORK METHOD REQUIREMENTS

1. Clean cracks where practicable to remove detritus and ensure crack is dry.
2. Apply crack sealant ensuring it penetrates into the crack and bonds with the wall of the crack.
3. Do not open to traffic until the sealant has cured and will not pick up under vehicles or pedestrian traffic. When necessary "blind" the sealant surface with fine sand, grit or dust to assist resistance to pick up.
4. Crack sealing can be applied with polymer modified bitumen or rubber bitumen compounds.
5. Bitumen emulsion may be used as a treatment in conjunction with grit or fine aggregate.
6. Crack sealant products are to be approved by the Contract Manager prior to use.
7. Crack sealant products and treatment to be reviewed annually by the operations team and to be approved by the Contract Manager.
8. Where applicable, line marking shall be reinstated within 14 days

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
A Roads	Any crack >2.0m in length with average crack width ≥ 5 mm or with crack spacing ≤ 100 mm	60 days

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
B Roads & Carparks	Any crack >2.0m in length with average crack width \geq 5mm or with crack spacing \leq 100mm	90 days
C and D Roads	Any crack >2.0m in length with average crack width \geq 5mm or with crack spacing \leq 100mm	120 days

AS-5 Repairs to Bituminous Surfacing (PBS)

NATURE OF SERVICES	
<p>This Activity covers the repair of bituminous surfacing texture deficiencies in roads and car parks. The work may utilise asphalt but shall more typically comprise bituminous emulsion sealing with fine aggregate. Work may also include the spreading of grit on surfaces exhibiting excess amounts of bitumen.</p> <p>The work shall include provision of replacement line marking and raised pavement markers and other objects where necessary.</p>	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including all costs defined in Clause A2-2.2 to A2-2.3, associated with the inspection and rectification of defects in bituminous surfaces of roads and car parks in individual areas up to 50 m2 as described below. All works completed through the Road Rehabilitation & Resurfacing Program, within the response times for this activity, shall be covered under Lump Sum of this activity.</p> <p>Provisional Items:</p> <p>Nil.</p> <p>Ordered Works:</p> <p>All other works, including repairs greater than 50m2 that is not included as part of the Road Rehabilitation & Resurfacing Program, shall be notified to the Contract Manager as Notice of Ordered Works. The Contract Manager shall consider these in conjunction with the Road Rehabilitation & Resurfacing Program.</p>	

REPORTING UNIT	
<p>The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:</p> <ul style="list-style-type: none"> - Number of areas of bituminous surfacing identified outside Intervention Levels / Number of areas of bituminous surfacing repaired / Number of areas of bituminous surfacing outside intervention levels not rectified in accordance with the specified Performance Requirements. - Ordered works completed / expenditure 	

EXCLUSIONS	
Nil.	

PERFORMANCE DISTRESS & DEFECTS	

Polishing, ravelling, stripping, flushing, bleeding, crocodile cracking and delamination (visual assessment only)

PERFORMANCE STANDARDS AND SPECIFICATIONS

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

The road surface should provide a skid resistant surface:

1. Permeability: The resultant surfacing shall provide a uniform waterresistant layer to protect the pavement layers from surface infiltration of moisture.
2. Surface texture: Surface texture of the repaired surface to match or improve the adjoining area to provide comparable or improved skid resistance.

WORK METHOD REQUIREMENTS

1. The surface shall be clean and clear of loose material and debris prior to treatment.
2. For polishing, flushing or bleeding:
 - a. For flushed or bleeding areas on fresh and lively binders in warm conditions, apply a 5mm or 7mm aggregate. Very fine materials should be avoided.
 - b. High pressure water retexturing should only be applied where there is sufficient binder to hold the existing aggregate in place.
 - c. Use of chemical solvents to reactivate and soften the binder may be undertaken with the Contract Manager's prior approval.
 - d. Cold milling or grooving for polished surfaces shall only be undertaken with the Contract Manager's prior approval.
3. For ravelling, stripping, crocodile cracking or delamination.
 - a. An emulsion tack coat shall be applied to the relevant area prior to appropriate surfacing.
 - b. The nominated treatment is to be applied such that at completion of works the surface of the treated area provides a smooth and safe interface with the driving surface of the adjacent roadway.
 - c. The treated area is to drain surface water without ponding.
 - d. The type of surfacing and quality of surface finish is to match the existing surfacing or provide improved performance in terms of water resistance and skid resistance.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
A Roads	Any 20m lane length with >50% of area distressed having deficient surface texture.	30 days
B Roads & Carparks	Any 20m lane length with >50% of area distressed having deficient surface texture.	60 days
C Roads	Any 20m lane length with >50% of area distressed having deficient surface texture.	90 days
D Roads	Any 20m lane length with >50% of area distressed having deficient surface texture.	120 days

AS-6 Maintenance of Paths (RFK)

NATURE OF SERVICES	
<p>This Activity covers the inspection, maintenance and repair of all concrete, bituminous, granular and segmental paving footpath, shared paths, equestrian trails and associated crossings and the inspection of tactile ground surface indicators associated with paths. Also included are paths and hard standing areas associated with bus stops and shared trails located adjacent to the carriageway and within other specified public open space, as nominated in Annexure 9.</p>	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with inspection, temporary mitigation works and the completion of Minor Repairs, as described in Work Method Requirement Point 2, where appropriate.</p> <p>Provisional Quantity:</p> <p>A provisional item shall be utilised for payment of costs, per contract year, where the Contractor is required to replace damaged/irregular sections of paths throughout the network. The quantity listed is applicable to the contract year, unless varied by the Contract Manager:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Item 6.1 for repairs of up to 50 square metres of plain concrete pathway, to a total of 2,500 sqm. <input type="checkbox"/> Item 6.2 for repairs of up to 50 square metres of exposed aggregate concrete pathway, to a total of 1,000 sqm. <p>Provisional Sum</p> <p>Nil</p> <p>Ordered Works:</p> <p>All other works required to replace damaged/irregular sections of reinforced paths, or paths of coloured concrete, asphalt, granular or paving, including damaged or missing tactiles, shall be notified to the Contract Manager as Notice of Ordered Works.</p>	

REPORTING UNIT	
<p>The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:</p> <ul style="list-style-type: none"> - Number of path maintenance defects identified outside Intervention Levels / Number of path maintenance defects repaired / Number of path maintenance defects not rectified in accordance with the specified Performance Requirements. - Number of path maintenance defects not rectified in accordance with the Shires Road Management Plan. - Provisional quantities completed/ provisional expenditure 	

- Ordered works requested / completed / expenditure
- Crushed Rock Tonnes /Material Supply & Delivery cost per tonne km / haulage per tonne km

EXCLUSIONS

Nil.

PERFORMANCE DISTRESS & DEFECTS

Damage and tripping hazards on paths.

PERFORMANCE STANDARDS AND SPECIFICATIONS

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Paved areas are to provide a safe passage for pedestrians and be uniform free of trip hazards, and maintained in accordance with the performance requirements

Repairs to paths to be undertaken in accordance with the Mornington Peninsula Standard Drawings where applicable.

WORK METHOD REQUIREMENTS

1. Upon identification of a Defect in paths, the Contractor shall make safe and program the repair within the Response Time in accordance with the provisional quantity arrangements.
2. The Contractor must undertake Minor Repairs (including asphalt wedging, asphalt patching, grinding of trip hazards or crack sealing) to rectify defects within the applicable Response Time. Note: Grinding must never exceed more than 50% of the paths original thickness or expose reinforcement materials within the path.
3. Where Minor Repairs are not viable or optimal, the defect must be immediately made safe, and repairs prioritised within the path replacement and/or grinding program as necessary to achieve the applicable Response Time.
4. Repairs to concrete paths to be undertaken in accordance with the Standard Drawings for concrete footpaths.
5. Repairs to segmental paved paths are to be made to match adjacent paving, type, colour, subbase, bedding and laying pattern where practicable. Where large areas of segmental paving repair work are required, it is to be undertaken in accordance with the Standard Drawings for segmented pavement footpaths.
6. Repairs to bituminous and granular surfaced paths and shared trails are to be made to match adjacent surface texture and size where practicable.

7. All debris, dust and dirt adjacent to the footpath is to be removed at the completion of works and disposed of responsibly.
8. All grass infiltration that forms a trip hazard exceeding performance requirements shall be removed. Grass infiltration that does not exceed performance requirement shall be programmed under AS-32 Weed Treatment.
9. Footpath lip grinding, where required, shall be undertaken using a footpath grinding machine approved by the Contract Manager.
10. Damaged or missing tactiles and build-up of sand, debris or other matter that prevents the safe passage for pedestrians shall be reported to the Contract Manager, who may require the rectification to be undertaken as Ordered Work.
11. The Activity allows for replacement of plain and exposed aggregate concrete pathway based on individual replacement of up to 50 square metres in any single occurrence for each location under provisional quantities. Once this volume of work has been undertaken in any Contract Year, all further identified Defects must be reported to the Contract Manager, who may extend the Provisional Quantity amount or may require them to be undertaken as Ordered Work.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS

Asset	Asset location	Intervention Level	Intervention Action	Response Time
Sealed Paths (Asphalt, concrete and pavers)	High Profile	Deformation under a 1.2 m straight edge > 120 mm depth; or Tripping hazard > 15mm; or Cracks > 15 mm wide over a continuous length > 1.0 m.	Undertake Minor Repairs (asphalt wedging, grinding, patching or crack sealing) or where not viable risk mitigate with Stake & Tape and/or signage.	7 days
		Unless on a shared path, longitudinal crack (crack that follows the same direction as the path) > 20 mm wide over a continuous length > 1.0 m.	Where Minor Repairs are not viable, defect to be repaired under Path Replacement and/or Grinding Program.	60 days
	Medium Profile	Deformation under a 1.2 m straight edge > 120 mm depth; or Tripping hazard > 15mm; or Cracks > 20 mm wide over a continuous length > 1.0 m.	Undertake Minor Repairs (asphalt wedging, grinding, patching or crack sealing) or where not viable risk mitigate with Stake & Tape and/or signage.	30 days
		Unless on a shared path, longitudinal crack (crack that follows the same direction as the path) > 20 mm wide over a continuous length > 1.0 m.	Where Minor Repairs are not viable, defect to be repaired under Path Replacement and/or Grinding Program.	30 days

Asset	Asset location	Intervention Level	Intervention Action	Response Time
	Low Profile	Deformation under a 1.2 m straight edge > 120 mm depth; or Tripping hazard > 15mm; or Cracks > 30 mm wide over a continuous length > 1.0 m. Unless on a shared path, longitudinal crack (crack that follows the same direction as the path) > 20 mm wide over a continuous length > 1.0 m.	Undertake Minor Repairs (asphalt wedging, grinding, patching or crack sealing) or where not viable risk mitigate with Stake & Tape and/or signage.	90 days
Unsealed Paths (gravel and sand)	High Profile	Defect constitutes a hazard to pedestrians; with tripping point > 60 mm	Install risk mitigation measures and monitor until repair conducted	24 hours
			Conduct repair works and remove hazard	90 days
		Where > 25% of path area in road block in need of repair	Install risk mitigation measures and monitor until repair conducted	24 hours
			Conduct repair works and remove hazard	90 days
	Medium Profile	Defect constitutes a hazard to pedestrians; with tripping point > 60 mm	Install risk mitigation measures and monitor until repair conducted	24 hours
			Conduct repair works and remove hazard	180 days
		Where > 25% of path area in road block in need of repair	Install risk mitigation measures and monitor until repair conducted	7 days
			Conduct repair works and remove hazard	90 days
	Low Profile	Defect constitutes a hazard to pedestrians; with tripping point > 60 mm.	Install risk mitigation measures and monitor until repair conducted	7 days
			Conduct repair works and remove hazard	180 days
		Where > 25% of path area in road block in need of repair	Install risk mitigation measures and monitor until repair conducted	7 days

Asset	Asset location	Intervention Level	Intervention Action	Response Time
			Conduct repair works and remove hazard	180 days
	Equestrian Trails	Path surface not traversable by horse	Report defect as Notice or Ordered Works.	15 days

AS-7 Linemarking Services (LPM)

NATURE OF SERVICES	
This Activity covers the inspection and maintenance of all types of linemarking, pavement markings, raised pavement markers (RRPMs) and city studs on Shire roads, car parks and reserve roadways.	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs defined in Clause A2-2.2 to A2-2.3. to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Conduct annual luminosity/reflectivity testing for "A" Roads <input type="checkbox"/> Conduct bi-annual luminosity/reflectivity testing for "B & C" Roads and carparks <input type="checkbox"/> Develop an annual program based on results of testing for input and approval by Contract Manager. <p>Provisional Quantity</p> <p>Where the Contractor identifies missing or defective RRPMs or City Studs, payment shall be as follows: -</p> <ul style="list-style-type: none"> <input type="checkbox"/> Item 7.1 shall be paid per contract year for the supply and install of RRPMs <input type="checkbox"/> Item 7.2 shall be paid per contract year for the supply and install of City Studs (Dia 100mmx20mm) <p>Provisional Sum:</p> <p>A Provisional Sum amount of \$800,000 per contract year has been included against which payment can be made for works identified as a result of luminosity/reflectivity testing and/or additional works as directed using pre agreed rate Items. Priority will be given to roads rated as high risk.</p> <p>Ordered Works:</p> <p>All other works, including the application of thermoplastic linemarking, shall be notified to the Contract Manager as Notice of Ordered Works:</p>	

REPORTING UNIT	
<p>The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:</p> <ul style="list-style-type: none"> - Number of defects outside intervention level identified / repaired / not repaired within required Response Times - Progress on luminosity/reflectivity testing program/program compliance - Provisional works requested / completed /expenditure - Ordered works requested / completed / expenditure 	

EXCLUSIONS	

The following activities or services are not included this Activity Specification:

- ☐ Replacement of linemarking, pavement markings and RRPMs after resurfacing and repairs to Bituminous surfacing. Payment of the cost to replace the pre-existing linemarking & RRPMs required after resurfacing is included in the payment for the application of reseals.

PERFORMANCE DISTRESS & DEFECTS

Delineation which is not effective at night.

Delineation of linemarking is not effective during wet periods and at night.

Worn or faded linemarking and pavement marking.

Missing RRPM's.

PERFORMANCE STANDARDS AND SPECIFICATIONS

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

The Contractor shall maintain all existing linemarking, pavement markings and RRPMs to provide appropriate a delineation of carriageway and pavement edge lines/traffic lanes for the safe passage and direction of road users both during the day and at night.

Raised pavement markers and city studs are considered defective if they exceed 30% loss for any non-reflective poly dots or 20% for retroreflective types.

All products must be submitted to the Contract Manager for approval prior to use.

RRPM's shall be manufactured in accordance with and installed in accordance with the relevant Australian Standard.

The linemarking and RRPM replacement programs must be carried out in accordance with frequencies in the Work Method Requirements.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. Perform luminosity/reflectivity testing as per specified frequencies:
 - ☐ Class A Roads: Annually
 - ☐ Class B & C Roads: Bi-Annually
 - ☐ School & Pedestrian Crossings: Annually [prior to new school year commencement]
 - ☐ Carparks & Boat Ramps: Bi-Annually [prior to Peak Tourist Season]
 - ☐ Foreshores, Parks & reserves: Bi-Annually [prior to Peak Tourist Season]
 - ☐ Shared Paths: Bi-Annually

2. All raised pavement markers must be replaced if lost or defective and laid with bituminous hotmelt to the manufacturer's specification at correct application rate to suit the marker and pavement. Approved epoxy adhesive may be used on low trafficked sections or when fixing is required on a small scale or under urgent circumstances.
3. The Contractor must keep records of linemarking and pavement markings replacement/upgrades to assist with reporting and annual reviews.

NOMINATED HOLD POINTS

- ☐ HP at commencement of contract when delineator products and adhesives are nominated for approval by Contract Manager.
- ☐ HP for approval of traffic management plan prior to commencing works or replacing RRPMs.

PERFORMANCE REQUIREMENTS

Road Classification	Intervention Level	Response Time
A and B Roads	>15% of RRPM's/City Studs installations per block missing or defective relative to original installation and design standards or (Refer AS1742.2)	15 days
C Roads and off Road carparks	>15% of RRPM's/City Studs installations per block missing or defective relative to original installation and design standards or (Refer AS1742.2)	30 days
D Roads	>15% of RRPM's/City Studs installations per block missing or defective relative to original installation and design standards or (Refer AS1742.2)	90 days

NB: Performance standards are measured per Shire PMS block. Original installation refers to the standard at the commencement of the contract or as a result of enhancement works during the term of the contract.

AS-8 Kerb & Channel and Traffic Island Repairs (NKR)

NATURE OF SERVICES

This Activity covers the inspection, maintenance and repair of all kerb & channel and all kerbed islands, and roundabouts, pedestrian refuges including all traffic calming devices located in or adjacent to the carriageway and within other specified public open space and carpark, including those with hard paved or grassed infilled areas.

The Activity includes the removal of any defect which could constitute a hazard to any pedestrians and roads users.

Kerb and Channel includes all kerbs, open inverts, channel only, edge strips, semi mountable and non-mountable kerbs, spike down kerbs, wheel stops, asphalt kerbs and spike down traffic calming treatments.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with inspection, temporary mitigation works, maintenance of spike down treatments and completion of minor repairs to defective or out of tolerance kerbs and kerb and channel.

Provisional Quantity:

This Activity includes a Provisional Quantity for the supply and replacement of kerb & channel or infill each contract year for management of defects/performance requirements identified through programmed & unplanned inspections.

- ☐ Item 8.1 for repairs of up to 10 metres in length in any single occurrence of asphalt kerb and channel per annum to a total of 100 lineal metres
- ☐ Item 8.2 for repairs of up to 10 metres in length in any single occurrence of concrete kerb and channel per annum to a total of 300 lineal metres
- ☐ Item 8.3 for repairs of up to 2 sqm metres in area in any single occurrence of plain concrete infill per annum to a total of 50 sqm;

Ordered Works:

All other works, including repair of bluestone pitted kerb & channel and repairs to traffic island/roundabout infills constructed of materials other than plain concrete shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:

- Number of defects outside intervention level identified / repaired / not repaired within required Response Times
- Provisional quantities completed/ provisional expenditure

- Ordered works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

Sweeping of these medians including pedestrian refuges is carried out under the Street and pavement sweeping Activity under this Contract. Weed treatment is undertaken under the weed treatment Activity under this Contract.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Damaged kerb & channel or median noses, interrupted longitudinal drainage flow, tripping hazards in hard paved areas.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Kerb & channel is to be continuous with no loose or broken sections and formed such that longitudinal drainage flow is not impeded by any irregularity $\geq \pm 50\text{mm}$.

Infill or paved area to be compact and free of depressions or mounds.

To ensure that water in channels can flow uninterrupted to the drainage structures.

To provide a safe refuge for pedestrians crossing the road.

To ensure that the traffic islands continue to regulate and guide traffic movements without constituting a safety hazard to road users.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Upon identification of a Defect in asphalt or concrete kerb and channel or plain concrete traffic island infill, the Contractor shall make safe and program the repair within the Response Time. Where the Defect cannot be repaired as minor repairs, (e.g. Asphalt wedging or concrete patching) the Contractor shall reconstruct the section of kerb or kerb and channel, or concrete infill under the relevant Provisional Quantity item.
2. Repairs to kerb & channel shall be undertaken in accordance with the Specification for Road and Drainage Works as applicable to concrete and asphalt kerb & channel repairs.
3. Repairs to bluestone pitcher kerb & channel shall be undertaken as ordered works.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

4. Where kerb and channel is repaired by cast-in-place methods, sufficient space should be allowed adjacent to the existing kerb for expansion joints which should not be less than 6mm. Existing kerb and channel shall be saw cut prior to removal.
5. Where kerb and channel repairs are undertaken in an area where the kerb or road edge has been previously painted with white/yellow paint for the safety of traffic, the repaired areas are also to be painted to match adjacent sections.
6. All debris, dust and dirt adjacent to kerb and channel is to be removed at the completion of works and disposed of responsibly.
7. Repairs to asphalt and sprayed sealed surfaces disturbed as a result of removal of existing kerb and channel shall be reinstated so as to match the adjacent surface texture and size.
8. Median infill to be compacted to ensure a hard surface.
9. Traffic Island infills shall be replaced with matching surface median including colour and texture e.g. Concrete to concrete, segmental paving to segmental paving unless other hard standing material is approved by the Contract Manager.

NOMINATED HOLD POINTS

NA

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
A and B roads	Misalignment > 50mm – kerb & channel or traffic island infill.	60 days
C and D and off road carparks	Misalignment > 50mm – kerb & channel or traffic island infill.	90 days

AS-9 Pit, Pipe and Drainage Structure Repair (DPR)

NATURE OF SERVICES

This Activity covers works required to repair side entry pits, damaged end walls, head walls, pits, and replace surrounds, grates, lids or lintels. It includes undertaking unplanned inspections.

This Activity also covers the repair and maintenance and unplanned inspections of lined drains and outfalls. These include concrete, stone pitched drains, UPVC, plastic, profiled high density polyethylene pipe, drains permanently protected by geotextile or similar material and drains lined with galvanised corrugated iron units.

The Contractor must perform the Services so as to maintain uninterrupted drainage flow with optimum performance of pit without hazard to the public.

Lined drains must be maintained to retain, and direct drainage flows to their point of discharge without overflow/ flooding, significant leakage or siltation for the safety of the public and the protection of the road assets and adjacent areas including the Shire reserves, parks, roadsides and foreshores.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with temporary mitigation works, resetting, repairs of broken pit lids, surrounds and lintels and concrete patching where appropriate.

Provisional Quantity

This Activity includes a Provisional Quantity for the supply and replacement of the following items each contract year for management of defects/performance requirements identified through programmed & unplanned inspections.

- ☐ Item 9.1 - for supply and install of up to 500 Concrete Pit Lids – Standard (750 X 500)
- ☐ Item 9.2 - for supply and install of up to 25 Concrete Pit Surrounds – Standard (1050 X 750)
- ☐ Item 9.3 - for supply and install of up to 150 Concrete Pit Surrounds – Standard (1200 X 750)
- ☐ Item 9.4 - for supply and install of up to 100 Concrete Pit Surrounds – Standard (1200 X 900)
- ☐ Item 9.5 - for supply and install of up to 30 Composite Pit Lids - Standard (No Surround)
- ☐ Item 9.6 - for supply and install of up to 30 Composite Pit Lids with 1200X900 Surround
- ☐ Item 9.7 - 9.10 supply and install of lined drains up to 10m in length for each location.

Ordered Works:

Repair/replacement of non-standard pit lids, pit lid surrounds, lintels, drainage structures and lined drains greater than 10m in length shall be undertaken under Ordered Works. All other works shall be notified to the Contract Manager as Notice of Ordered Works:

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Provisional quantities completed/ provisional expenditure
- Ordered Works planned/completed & expenditure
- Method(s) and location(s) of waste disposal

EXCLUSIONS *(what is not included)*

The following activities or services are not included this Activity Specification:

- ☐ scheduled inspections
- ☐ cleaning of drainage assets, including all culverts, entry & exit pits and headwalls to ensure efficient stormwater flow, is paid under AS-15 Clear, Culverts, Pipes and Pits

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Damaged pit or pipe, pit cover, lintels, pit frame, interrupted drainage flow, hazard to vehicles, cyclists or pedestrian traffic.

Scour (erosion), stepping, major cracking, siltation, vegetation and flooding.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

Repairs maintain flow characteristics of pit and drainage.

Repairs maintain safety for the public.

Open lined drains must provide unobstructed free flow of water along their length, without ponding or overflow.

Joints in open lined drains must be maintained to prevent significant leaking/subsidence/weed growth.

Repairs to drainage structures to be undertaken in accordance with the Mornington Peninsula Standard Drawings where applicable.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Where required, landowners to be notified.

2. Repairs to pits and structures to be done in accordance with the Shires Standard Drawings where applicable.
3. All debris to be removed from vicinity of work and disposed of in an approved manner.
4. All areas of damaged concrete, stone pitching, UPVC, plastic, profiled high density polyethylene pipe, geotextile or galvanised iron shall be removed to provide neat, straight, regular jointing for the new work.
5. The work shall match the materials and geometry of the surrounding drain construction and surfaces shall align to a tolerance of $\pm 15\text{mm}$.
6. Any voids or scours under or adjacent to the lined drain shall be filled and made good with sound materials. Stone or concrete may be used only after the subgrade area is compacted.
7. When concrete is utilised, it shall provide for a nominal compressive strength of 25 MPa.
8. Formwork, props and falsework are not to be left in a situation where they may block the watercourse or pipe inlet and cause property or roadway flooding.
9. Upon identification of a Defect in any lined drain, the Contractor shall make the lined drain safe within the Response Time by undertaking temporary repairs. Where temporary repairs are not appropriate, the area shall be made safe and reported immediately to the Contract Manager.

NOMINATED HOLD POINTS	
NA	

PERFORMANCE REQUIREMENTS			
Asset	Intervention Level	Intervention Action	Response Time
All	Damage to stormwater drainage structure is sufficient to severely impair the structural or functional integrity of the asset.	Undertake a temporary mitigation measure	3 days
		Repair	30 days
All	Structural integrity of pit lintel, surround or lid is severely compromised.	Undertake a temporary mitigation measure	3 days
		Repair	30 days
All	Pit Lid missing	Undertake a temporary mitigation measure	24 hours
		Repair	30 days

AS-10 Footpath Sweeping and Cleaning (NFS)

NATURE OF SERVICES

This Activity covers the programmed sweeping, high pressure washing and deep-cleaning of nominated locations to provide a visually pleasing, healthy and safe footpath network for all users. It includes the cleaning of pedestrian paths in medians and pedestrian refuges. The sweeping element of this Activity complements AS-11 Street & Pavement Sweeping, including aligned frequencies in High Profile Precincts to allow for efficient resourcing of this activity. Additionally, this service complements AS-34 Litter Collection & Rapid Response and where frequencies align, the intention is to alternate days for each service.

Deep cleaning is high pressure hot water cleaning with the aim to restore and rejuvenate the pavement [without the use of chemicals] traditionally in High Profile Precincts.

The Shire has adopted a hierarchy for "High Profile Precincts". High-Profile Precinct frequencies, categories and maps showing the geographical area of these precincts are set out in Annexure 9.

The Contractor must undertake services within these precincts in strict compliance with the requirements of this Activity Specification.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3 for the inspection and routine sweeping and cleaning of footpaths and pavements in High-Profile precinct areas as nominated in Annexure 9. Lump Sum includes all costs for the collection and the lawful disposal of the waste.

Provisional Quantity

Where the Contractor is required to undertake high pressure cleaning of footpaths and pathways as directed by the Contract Manager:

- ☐ Item 10.1 for high pressure cleaning of up to 3,000 sqm of footpaths and pathways per contract year including the collection and lawful disposal of the waste, as directed by the Contract Manager.
- ☐ Item 10.2 for deep-cleaning of up to 50,000 sqm footpaths and pathways [minimum size per location of 2000m²] per contract year including the collection and lawful disposal of the waste, as directed by the Contract Manager..

Ordered Works:

Item 10.3 for additional footpath sweeping, as per pre-agreed rate in Annexure 2. This may be requested during Autumn [March to May] to complement the Lump Sum service, as directed by the Contract Manager

All other works shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program/Program Compliance
- Square metres of High Pressure Cleaning / provisional quantity expenditure
- Square metres of Deep Cleaning / provisional quantity expenditure
- Volumes of waste/recycling material (tonnes) collected
- Method(s) and location(s) of disposal

EXCLUSIONS *(what is not included)*

Nil.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Staining of the footpath surface.

Leaves, litter, silt, sediment, bird droppings, loose stones and debris on footpaths.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Footpath sweeping shall be carried out on a programmed basis as detailed in the schedules in Annexure 9.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. The sweeping frequencies specified in Annexure 9 shall be complied with.
2. The exact methodology of Footpath Sweeping is to be determined by the Contractor and may involve the use of leaf blowers or brooms to move debris onto the road surface for coordinated collection by Street Sweeping plant. Only electric or battery powered leaf blowers may be used to deliver this service. The use of machinery may be permitted where damage will not be caused and as approved by Contract Manager.
3. The Contractor is to review the footpath sweeping schedule on an annual basis and submit any recommended program adjustments for the subsequent year to the Contract Manager for approval. The recommended program shall consider opportunities for efficiencies or service enhancement and account for seasonal factors. The program shall be based on calendar days and shall continue through public holidays.
4. Sweeping, High Pressure Cleaning and Deep Cleaning of shopping precincts shall be carried out outside commercial trading hours to avoid disturbance of vehicular and pedestrian traffic.
5. Works shall be conducted in compliance with EPA requirements for noise. Residential noise complaints shall be investigated, and consideration given to reasonable adjustment to program or methodology to balance program outcomes with community amenity. This may include restrictions or adjustment to the hours or the use of quiet equipment (such as electric leaf blowers) may be directed by the Contract Manager in response to noise sensitive areas e.g. with

nearby dwellings) at any period throughout the Contract Term. Impact on sweeping methodology should be determined by the Contractor and implemented in agreement with the Contract Manager.

6. The Contractor shall identify areas requiring High-Pressure Cleaning or Deep-Cleaning as part of footpath inspections or sweeping program. From these inspections and service requests, prepare a quarterly program of deep cleaning and high-pressure cleaning for submission to the Contract Manager for consideration and approval.
7. The Contractor must use plant and equipment that is appropriate for the task and site, including noise emissions. The Contractor shall not cause any damage to the footpath or infrastructure, including private infrastructure. Suction sweeping is not allowed for cleaning footpaths constructed with pavers.
8. The Contractor must ensure that litter or debris is not swept into pits during the course of footpath sweeping. If this does occur, the Contractor must immediately remove the litter from the pit.
9. The Contractor must exercise due care and skill in the performance of the works and must not cause a disturbance to traders, residents, pedestrians or interfere with, delay or impede motorists and other road users to the extent that is reasonably practicable.
10. Vehicles or plant used to undertake this activity shall always be operated in a safe manner and shall meet all requirements for Occupational Health and Safety. All operators to be trained in the safe operation of vehicle and equipment.
11. Non-recyclable litter from sweeping operations shall be collected and disposed of at the nearest registered landfill or other approved site.
12. Establish a reporting system to record at the end of each day's operations, or immediately if the issue is of a hazardous or dangerous nature, any areas that the Contractor was prevented from completing programmed works or any incidents that occurred.
13. Care shall be taken to preserve the trees and other infrastructure within the streetscape from damage from sweeping operations. The Shire may from time to time trim such trees, however it should not be assumed that this will always be the case. The Contractor shall provide alternative equipment where standard equipment cannot access an area.
14. Any damage caused by the Contractor, including but not limited to damage to roadside signs, poles, street furniture, trees and shrubs, and other Shire and Service Authority assets shall be the sole responsibility of the Contractor who must report such damage immediately to the Contract Manager. Repair work may be performed at the sole discretion of the Contract Manager, who may engage third parties to perform any repairs and deduct the cost of such repair from any sums due to the Contractor.
15. The Contractor must ensure the local traders are advised of the deep cleaning programs at least 2 weeks prior to the works commencing and any other service that may impact on their ability to trade.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All High-Profile Precincts	Impact on the visual amenity at a particular site due to litter, debris or other offensive/hazardous matter.	4 hours

AS-11 Street and Pavement Sweeping (PSW)

NATURE OF SERVICES	
<p>This Activity covers the sweeping of all roads, road pavements, streets, car parks, on-road bike lanes/hard shoulders, public areas, industrial areas and other hard specified standing areas including medians and pedestrian refuges as set out in Annexure 9. Lump Sum includes all costs for the collection and the lawful disposal of the waste.</p> <p>This Activity is to</p> <ul style="list-style-type: none"> <input type="checkbox"/> ensure that litter and debris from the road surface does not enter drainage structures; <input type="checkbox"/> provide a visually pleasing, healthy network for all users and <input type="checkbox"/> ensuring that there is no visible litter, leaves, weed growth and debris within kerb and channel trays, pavements adjacent to kerbs or buildup at side entry pits and pit throats/outlets; <p>It includes</p> <ul style="list-style-type: none"> <input type="checkbox"/> mechanical and hand sweeping of pit or side entry pit throats/entries to pits and kerb outlets; <input type="checkbox"/> programmed removal by suction of leaves and debris from grates and structure associated with raised traffic platforms; <input type="checkbox"/> removal of loose material from the road surface and sealed road shoulders by hand brooming, mechanical rotary brooming, suction brooming, or drag brooming of surfaces, behind wheel stops, kerb & channel, carparks, asphalt kerbs, traffic islands, roundabouts and nominated on-road bike lanes/hard shoulders, including sweeping at intersections, median openings, pedestrian refuges, entrances into carparks and <input type="checkbox"/> removal of loose stones arising from resurfacing activities <p>This Activity also covers a hierarchy for "High-Profile Precincts". High-Profile Precinct frequencies, categories and maps showing the geographical area of these precincts are set out in Annexure 9. Where there is a requirement for multiple Public Holiday coverage, such as Christmas/New Year and Easter periods, the working arrangement must be nominated no less than 30 days prior and approved by the Contract Manager.</p> <p>The Contractor must undertake services within these precincts in strict compliance with the requirements of this Activity Specification.</p>	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3. for the inspection and routine sweeping of all roads, road pavements, streets, car parks, on-road bike lanes/hard shoulders, public areas, industrial areas and other hard specified standing areas as nominated in Annexure 9. Lump Sum includes all costs for the collection and the lawful disposal of the waste.</p> <p>Provisional Quantity</p> <p>Provision of a Truck Mounted Attenuator to support sweeping of state-managed (VicRoads) roads will be paid under Provisional Quantity Item 11.1.</p>	

Ordered Works:

Where the Contractor is requested by the Contract Manager to undertake any additional street sweeping outside the approved program/frequency or during Autumn [March to May] to complement the Lump Sum service, payment shall be as per pre-agreed rate in Annexure 2.:

All other works shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program/program compliance
- Volumes of silt/waste/recycling material (tonnes/m³) collected
- Provisional Square metres swept / provisional expenditure
- Method(s) and location(s) of disposal

EXCLUSIONS *(what is not included)*

Nil.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Debris, leaves, litter, silt and sediment left in kerb and channel trays within car park areas and other hard standing areas as described.

Loose stones and debris on road pavements, bikepaths/hard shoulders and footpaths.

Areas of accumulation of aggregate, sand, dirt and other detritus occurring on pavement, medians, shared pathways or shoulders.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Loose unwanted material should be removed from the roadway surface so as to enhance skid resistance and the effectiveness of linemarking and RRPMS, and to provide for pedestrian and cyclist safety on the road.

Street sweeping shall be carried out on a programmed basis as detailed in Annexure 9. Pavement sweeping shall also be carried out following report or inspection that there is a risk to the community or a detraction from high-level amenity.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. The sweeping and pavement sweeping frequencies specified in Annexure 9 shall be complied with.
2. The Contractor is to review the street sweeping schedule on an annual basis and submit any recommended program adjustments for the subsequent year to the Contract Manager for approval in accordance with Annexure 9. The recommended program shall provide for service enhancement or efficiencies and take account of seasonal factors. The program shall be based on calendar working days and excludes the need for any weekend or public holiday service.
3. The Contractor is required to sweep clean all kerb and channel trays and the adjoining road pavement where it is sealed for a minimum distance of 1.6 metres from the face of the kerb and a 1.6 metre strip of road pavement adjacent to the channel, around roundabouts, intersections, speed humps, splitter islands and other traffic control devices within the Shire. Litter and debris on the balance of any sealed street must also be picked up on any programmed sweeping run.
4. The Contractor must ensure that litter or debris is not swept into pits or pit throats during the course of street sweeping. If this does occur, the Contractor must immediately remove the litter or debris from the pit.
5. The Contractor must exercise due care and skill in the performance of the works and must not cause any disturbance to residents or pedestrians or interfere with, delay or impede motorists, cyclists and other road users, to the extent that is reasonably practicable.
6. Vehicles or plant used to undertake this Activity shall always be operated in a safe manner and shall meet all requirements for Occupational Health and Safety. All operators to be trained in the safe operation of vehicle and equipment.
7. The Contractor must comply with all relevant requirements of the Heavy Vehicle National Law Act as amended from time to time.
8. Litter from sweeping operations shall be disposed of at the nearest registered landfill or other approved site.
9. Establish a reporting system to ensure that at the end of each day's operations, or immediately if the issue is of a hazardous or dangerous nature, any areas that the Contractor was prevented from completing programmed works are recorded.
10. Care shall be taken to preserve the trees within the streetscape from damage from sweeping operations. The Shire may from time to time trim such trees, however it should not be assumed that this will always be the case. The Contractor shall provide alternative equipment where standard equipment cannot access an area.
11. Care shall be taken to minimise disruption within residential areas with hours of operation to be approved by the Contract Manager. Sweeping of car parks within High Profile Precincts shall be carried out outside of commercial business trading hours. Restrictions to these hours may be directed by the Contract Manager in response to noise sensitive areas at any period throughout the Contract Term. Impact on sweeping methodology should be determined by the Contractor and implemented in agreement with the Contract Manager.
12. Any damage caused by the Contractor, including but not limited to damage to roadside signs, poles, street furniture, trees, shrubs and other Shire and Service Authority assets shall be the sole responsibility of the Contractor who must report such damage immediately to the Contract Manager. Repair work may be performed at the sole discretion of the Contract Manager, who may engage third parties to perform any repairs and deduct the cost of such repair from any sums due to the Contractor.
13. Where sweeping is made difficult due to parked cars or other obstacles, the Contractor shall keep such areas cleansed to the specified standard by hand sweeping or other approved method. No additional payment will be made for any additional resources that may be required to undertake this work. This requirement also applies to car parks, traffic islands, kerb stops, pedestrian refuse, courts or pits that are inaccessible by a mechanical sweeper.

14. Build-up at side entry pits, grated pits, pithroats and kerb outlets shall be cleared by hand sweeping or other approved method where mechanical sweeping is insufficient to clear obstacles. Kerb outlets shall be cleared to a distance of at least 1 metre from the back of kerb. No additional payment will be made for any additional resources that may be required to undertake this work.
15. The Contractor must ensure the community is advised of the street sweeping program through the Shires website.
16. The Contractor must report any damaged Shire Assets to the Contract Manager.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS

Street Sweeping

Asset	Intervention Level	Response Time
All	Litter or debris is causing a health or traffic hazard.	24 hours
High-Profile Precincts	Report or inspection identifies a build-up of litter or debris that detracts from the high level of amenity.	24 hours

Pavement Sweeping

Asset	Intervention Level	Response Time
A Roads	Any area $\geq 5m^2$ where debris is visible within the common travelled path and/or is potentially hazardous to vehicles or pedestrians.	15 days
B and C roads and off road carparks	Any area $\geq 5m^2$ where debris is visible within the common travelled path and/or is potentially hazardous to vehicles or pedestrians.	30 days
D Roads	Any area $\geq 5m^2$ where debris is visible within the common travelled path and/or is potentially hazardous to vehicles or pedestrians.	90 days
All Roads and Carparks	Debris accumulation so as to be hazardous due to skid resistance reduction or surface drainage deflection.	24 hours

AS-12 Dust Suppression (NDS)

NATURE OF SERVICES

This Activity covers the application of dust suppression additives to nominated road surfaces in Annexure 9.

This Activity aims to reduce the generation of dust from the unsealed road such that the graded surface following dust suppression only generates acceptable levels of dust.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with the delivery of the annual program. Lumpsum also includes any inspections and preparation of quoting for additional works outside program as requested by the Shire and/or its residents and the associated administration & coordination of delivery of same.

Provisional Items:

Nil.

Ordered Works:

Application of dust suppression additives to nominated road surfaces outside the annual program as requested by the Shire and/or its residents shall be undertaken as Ordered Work.

Ordered works requested by residents shall be quoted at the same equivalent rate as provided to the Shire under Lump Sum.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program/program compliance
- Ordered works – Requested roads/meters /completed / expenditure

EXCLUSIONS *(what is not included)*

Nil.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Reduced road & community amenity due to dust generation as a result of loss of fines.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Gravel surface to remain safe and non-slippery when wet.
Uniform application of treatment over specified area.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. A dust suppressant program, dust suppressant material and application rate for Contract Year 1 shall be developed by the Contractor and submitted to the Contract Manager for approval within 2 months of the Contract commencing. In September of Contract Year 1, and in October for all subsequent years the Contract Manager will review and amend the dust suppression program as necessary.
2. Delivery of the dust treatment shall be programmed for early December.
3. Remove surface defects and add gravel as required, to provide the correct shape, superelevation and crown and compact surface. Rip, grade, loosen to approximately 75mm nominal depth, apply dust suppression, mix and roll to provide a smooth trafficable surface to the correct shape and crossfall.
4. The Contractor must ensure the community is advised of the dust suppressant program and provide process for requesting/ordering additional work through the Shires website.
5. Prior to commencing works the contractor must provide written notice to all adjoining landowners.
6. Regardless of program or additional ordered works – dust suppression involves only one application per contract year.

NOMINATED HOLD POINTS

Hold Point (Contract Manager) for determination of the annual dust suppression program.

AS-13 Grading Unsealed Roads and Carparks (PGU)

NATURE OF SERVICES	
<p>This Activity covers the grading and reshaping of unsealed road formations including carparkstrails and tracks as nominated in Annexure 9.</p> <p>Unsealed roads, carparks, trails and tracksare graded to re-establish crossfall and superelevation, improve the ride quality and re-establish drainage cut-offs into the open drains.</p> <p>This Activity includes rolling after grading and the inclusion of water to achieve compactionand includes spot gravelling to correct potholes, scouring or general roughnessto maintain the network within intervention levels. It includesthe removal of grass build up on pavements.</p> <p>The Contractor must perform the Services in this Activity to enhance the safety performance of the road, carparks, trails and tracks.</p>	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3 necessary to inspect and grade all unsealed roads, carparks, trails and tracks nominated in Annexure 9 to maintain the surfaces in a condition that is acceptable and above levels that require intervention. It includes all costs to shape, condition and compact the existing crushed rock, new crushed rock (the supply, transport and spreading of which is undertaken under Provisional Sum Item 13.1) or other approved materials (e.g. RAP) necessary to maintain the surface. It includes the cost for the removal and lawful disposal of debris and spoil arising from operations.</p> <p>Provisional Sum</p> <p>Where the Contractor identifies that additional crushed rock is required for maintenance, gravel patching or re-sheeting of unsealed roads and carparks for this Activity, the Contractor may order the supply of additional FCR provided that the total order in any month does not exceed the agreed monthly expenditure as per WMR 18 without approval from the Contract Manager. Where greater quantities than stated above are required, the Contractor shall seek and obtain approval from the Contract Manager.</p> <p>The Contractor shall purchase the agreed quantity and the payment for supply, spreading and transport to the site of crushed rock at market rates plus pre-agreed margin shall be drawn from the Provisional Sum Item 13.1.</p> <p>Reclaimed rock may be utilised “where approved” by the Contract Manager.</p> <p>Ordered Works:</p> <p>Additional grading over and above the schedule/program may be directed by the Contract Manager as Ordered Works.</p>	

REPORTING UNIT	
<p>The following details shall be reported in the monthly progress report in relation to this Activity:</p> <ul style="list-style-type: none"> - Progress on programs (lane km)/program compliance - Roads/lane km reported as “No Grading Required” (NGR) 	

- Crushed Rock Tonnes / Utilisation / Provisional Expenditure
- Material Supply & Delivery cost per tonne km / haulage per tonne km

EXCLUSIONS *(what is not included)*

The following activities or services are not included this Activity Specification:

- ☐ grading of unsealed roads over and above grading program Services which the Shire may direct to be undertaken as Ordered Work.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Potholes, depressions, corrugations, channels, scouring, rutting, shoving, coarse materials, loose materials, , blocked drainage cut offs.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Grading must be carried out in accordance with a grading program approved by the Contract Manager. Annexure 9 details the scope of annual unsealed roads grading program the Contractor is expected to provide within the Lump Sum. The annual program must address seasonal and environmental issues and does not affect the Contractor's obligations with respect to any Defects that have reached Intervention Level.
2. Annexure 9 details the scope of unsealed carparks. Carparks shall be inspected in accordance with the hierarchy of inspection and grading of carpark shall be undertaken as required to ensure the carpark is maintained within performance standards.
3. Annexure 9 details the nominated foreshore trails and tracks. Grading of foreshore trails and tracks shall be performed twice per year, once prior to the start of foreshore camping season and once at the conclusion of foreshore camping season. Foreshore Camping trails and tracks managed by The Shire are located at Sorrento, Rye, Rosebud & McCrae. Foreshore Camping Season commences in October and concludes in April each year.
4. Annexure 9 details the nominated Fire Access Tracks which are to be inspected and graded. An inspection and grading program is to be undertaken no earlier than 1 October but no later than 31 October or commencement of declared fire danger period (whichever is earlier). The Contractor shall undertake applicable maintenance and inspections including triggered inspections following extreme weather events as detailed in the Shires' Fire Access Tracks Operations and Maintenance Plan 2021. (This does not include inspections triggered by 'Day of Total Fire Ban').
5. Additional grading of Road over and above the program shall be directed as Ordered Works. This does not apply to rework within 7 days of grading resulting from poor workmanship, damage due to storms, floods and the like.
6. The Contractor must take active steps to keep informed of the condition of any unsealed road and carparks and must notify the Contract Manager as soon as it becomes aware of any section of unsealed road that has reached Intervention Level or hazardous to road users.
7. Table drains must be "turned out" to cross country drainage as often as practical to re-establish the natural "water shed" (maximum spacing of turnouts to be 100m longitudinally

desirable). Turnouts must not deliver drainage directly downhill to avoid scouring and shall minimise damage to the natural vegetation.

8. Any large particles, or other debris likely to pose a danger to traffic must be removed from the formation to the outside of the table drains.
9. Grading operations must avoid unnecessary widening of the road formation or alteration of the established drainage pattern.
10. Grading operations must not windrow excessive amounts of material into vegetated areas and particularly around trees.
11. The cutting of drains must wherever possible avoid areas under tree canopies or adjacent to trees where damage could be inflicted on roots, trunks and limbs.
12. Rolling must be by rubber tyred pneumatic roller capable of maintaining a contact pressure exceeding 450 kpa or equipment specifically approved by the Contract Manager. Watering must be undertaken to achieve compaction.
13. After grading no windrows must remain to interrupt drainage. Damaged guideposts, signs and street furniture resulting from the grading must be replaced. This shall be at the contractors cost and not drawn from any allowances under any Activity.
14. Culvert inlets and outlets must be cleared of any windrow material.
15. Grading operations must avoid cutting across driveways and intersections to prevent water pooling & scouring.
16. The road must be left safe for traffic overnight with any hazards clearly signposted.
17. Operations shall be undertaken to avoid dust nuisance and associated safety hazards.
18. The Contractor shall submit to the Contract Manager the proposed monthly allowance of provisional sum expenditure required for gravelling patching / spot patching of roads during the course of the annual grading program and any additional works to meet intervention levels. The Contractor shall monitor provisional expenditure and shall develop a proposed annual resheeting program for the balance of the provisional sum, to be submitted for approval of the Contract Manager at the commencement of the second half of each financial year. Delivery of the program will be subject to operational expenditure of the provisional sum at the Contract Managers discretion.
19. The width of resheeting shall be substantially the same as the existing formation width of the Asset. The formation width shall not be excessively widened, and adjacent vegetation shall not be subject to excessive damage.
20. Existing surface shall be boxed out to allow at the edge of seal a minimum depth of 100mm of new material, where applicable. The existing surface shall be tyned to provide a key and the lateral mean depth of new material after compaction will be at least 60mm. Material used for resheeting shall have a maximum size of 20mm and be from an approved source.
21. Compaction shall be undertaken at a moisture content that is uniform and in the range 80-100% of optimum moisture content and shall ensure a smooth tight surface without loose material and without excessive movement under the roller.
22. Granular material for resheet is to comply with Contract Manager's requirements. Materials are to be sourced from suppliers with established quality management systems who are prepared to certify compliance by an appropriately registered NATA laboratory and allow access for random audit testing by either the Contractor or the Shire. Reclaimed rock may be utilised where approved by the Contract Manager.
23. Guideposts are to be removed prior to grading and are to be replaced after resheeting. Any signs needed to be removed to allow the works shall also be reinstated.
24. Debris or spoil shall be removed and disposed of to an approved location.

25. These works shall be undertaken in such a manner to avoid damage to the existing seal. Any seal damage must be immediately repaired by the Contractor at the Contractors expense.

26. At the completion of works, grading and resheeting data shall be entered into the Shire's Asset Management System.

Grading Frequency Optimisation

27. In consultation with councils Contract Manager, a base line of road roughness will be gathered across the road network within the first annual grading program.

28. Data will be gathered for each road segment immediately post grade, and at uniform intervals including just prior to the next grade for each segment (a minimum of 3 assessments).

29. These roughness measures will be graphed and mapped spatially to compare all similar road segments with the same maintenance cycle.

30. Road segments that appear outside the agreed tolerance will be added or subtracted from the program as necessary.

31. Where reductions are made these saving will be passed back to Council at the end of the second year and throughout subsequent annual reviews. Any increase in grading needs (either via roughness assessment or council directive) will be offset prior to savings being returned.

32. If seasonal variations are detected through, weather, increased traffic, building activity etc allowance will need to be made to accommodate these changes.

33. The roughness data will be presented monthly along with the program report.

NOMINATED HOLD POINTS	
Not Applicable	

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All	Any section hazardous to traffic	24 hours
A and B Roads	Corrugations, scouring, depressions and potholes on unsealed roads must not exceed 50 mm in depth for > 30% of area of roadway in road block. or Any scour occurrence length > 5 m and mean scour depth > 150 mm.	15 days

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
C Roads and Off road carparks	Corrugations, scouring, depressions and potholes on unsealed roads must not exceed 50 mm in depth for > 30% of area of roadway in road block. or Any scour occurrence length > 5 m and mean scour depth > 150 mm.	30 days
D Roads	Corrugations, scouring, depressions and potholes on unsealed roads must not exceed 50 mm in depth for > 30% of area of roadway in road block. or Any scour occurrence length > 5 m and mean scour depth > 150 mm.	90 days
Fire Access Tracks	Exceeding 200 mm in depth for >30% of area of formation for any 100 m length or Any scour occurrence >5 m length with mean depth >200 mm or Soft spots Exceeding 150 mm in depth for >30% of area of formation for any 100 m length	14 days during fire danger period
	Obstruction on track	7 days during fire danger period and 28 days all other times

AS-14 Grading Unsealed Shoulders (SGU)

NATURE OF SERVICES

This Activity covers the grading of unsealed shoulders. The Activity includes rolling after grading and the inclusion of water if this is deemed necessary. This Activity also includes spot filling, grading and reshaping to correct drop off and excessive cross fall from edge of seal, roughness, scouring or potholing and holding of water, to maintain the network within intervention levels.

The Contractor must perform the Services within this Activity so as to improve the facility provided by the shoulder for occasional traffic use and its function as a drainage path for runoff drainage from the carriageway.

The Contractor must ensure the elimination of "drop off" at the edge of seal or asphalt.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3 necessary to inspect and grade all unsealed shoulders where required, as per shoulder grading program nominated in Annexure 9, to maintain the surfaces in a condition that is acceptable and above levels that require intervention, and includes all costs to shape, condition and compact the existing FCR, crushed rock supplied as a provisional item or other approved materials necessary to maintain the surface. It includes the cost for the removal and lawful disposal of debris and spoil arising from operations.

Provisional Sum

Where the Contractor identifies that additional crushed rock is required for maintenance, gravel patching or re-sheeting of unsealed shoulders for this Activity, the Contractor may order the supply of additional FCR provided that the total order in any month does not exceed the agreed monthly expenditure as per WMR 16 without approval from the Contract Manager.

Where greater quantities than stated above are required, the Contractor shall seek and obtain approval from the Contract Manager.

The Contractor shall purchase the agreed quantity and the payment for supply and transport to the site of crushed rock at market rates plus margin shall be drawn from the Provisional Sum Item 13.1

Reclaimed rock may be utilised "where approved" by the Contract Manager.

Ordered Works:

Additional grading over and above the schedule/program may be directed by the Contract Manager as Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program (Shoulder km)/program compliance
- Crushed Rock Tonnes / Utilisation /Provisional Expenditure
- Material Supply & Delivery cost per tonne km / haulage per tonne km

EXCLUSIONS *(what is not included)*

The following activities or services are not included this Activity Specification:

- ☐ grading of existing grass shoulders which the Shire may direct to be undertaken as Ordered Works.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Edge break, edge drop off excessive shoulder cross fall and shoulder rutting or scouring.

PERFORMANCE STANDARDS & SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Lateral Drainage:	Crossfall on straights is to be between 4% and 6% directly after grading and the increase of crossfall from the standard 4% is to be minimised, where applicable.
Surface Defects:	The surface is to be tight and compact and free of defects, soft spots, weeds and other vegetation.
Drainage:	Drainage shall be effective and typically the invert level in table drains is to be $\geq 300\text{mm}$ below the surface at the edge of formation directly after grading unless prohibited by the topography.
Shape:	Throughout the length the shape of the shoulder will be continuous and free of hollows (start of runs) and humps (end of runs), and reflect the superelevation or crossfall of the sealed pavement such that grass or silt build up will not hold up water.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Windrowing excessive material into vegetation prohibited.
2. Avoid where possible grading within the drip line of trees to prevent root, trunk and limb damage.
3. Windrows/drains shall be "turned out" to cross country drainage as often as practical to re-establish the natural "water shed" (maximum spacing of turnouts to be 100m longitudinally desirable). Turnouts are not to deliver drainage directly downhill.
4. Care must be taken to not progressively shift material in one direction only.
5. Operations must be undertaken to avoid dust nuisance and associated safety hazards being co-ordinated in relation to wet weather or supported by water cart operations.

6. Traffic is not to be required to "straddle" windrowed material.
7. Culvert inlets and outlets must be cleared of any windrow material.
8. Grading operations must avoid cutting across driveways and intersections to prevent water pooling & scouring.
9. A maximum length of windrow allowed on the traffic lane at any one time will be 1 kilometre.
10. Grading must be followed within 24 hours by at least one pass of a pneumatic tyred roller with tyre pressure of at least 450 kpa.
11. Any permanent windrows on the outside of work must be eliminated where they affect cross drainage and at accesses or intersections.
12. At the end of each day's work the road and road shoulder must be clear, safe and trafficable unless appropriately signposted.
13. Where it is required, grading of existing grass shoulders shall only be undertaken as ordered works at the direction of the Contract Manager. Any remaining scallops, ruts or holes along the join between the shoulder and the seal shall be hand patched with 20mm fine crushed rock material.
14. Shoulder grading shall be carried out in accordance with a shoulder grading program approved by the Contract Manager. Annexure 9 details the scope of annual unsealed shoulder grading program the Contractor is expected to provide within the Lump Sum.
15. Operations shall be undertaken to avoid dust nuisance and associated safety hazards.
16. The Contractor shall submit to the Contract Manager the proposed monthly allowance of provisional sum expenditure required for gravelling patching / spot patching of shoulders during the course of the annual grading program and any additional works to meet intervention levels. The Contractor shall monitor provisional expenditure and shall develop a proposed annual resheeting program for the balance of the provisional sum, to be submitted for approval of the Contract Manager at the commencement of the second half of each financial year. Delivery of the program will be subject to operational expenditure of the provisional sum at the Contract Managers discretion.
17. The width of resheeting shall be substantially the same as the existing formation width of the Asset. The formation width shall not be excessively widened, and adjacent vegetation shall not be subject to excessive damage.
18. The existing surface shall be boxed out to allow at the edge of seal a minimum depth of 100mm of new material, where applicable. The existing surface shall be tyned to provide a key and the lateral mean depth of new material after compaction will be at least 60mm. Material used for resheeting shall have a maximum size of 20mm and be from an approved source.
19. Compaction shall be undertaken at a moisture content that is uniform and in the range 80-100% of optimum moisture content and shall ensure a smooth tight surface without loose material and without excessive movement under the roller.
20. Granular material for resheet is to comply with Contract Manager's requirements. Materials are to be sourced from suppliers with established quality management systems who are prepared to certify compliance by an appropriately registered NATA laboratory and allow access for random audit testing by either the Contractor or the Shire.
21. Guideposts are to be removed prior to grading and are to be replaced after resheeting. Any signs needed to be removed to allow the works shall also be reinstated.
22. Debris or spoil shall be removed and disposed of to an approved location.
23. These works shall be undertaken in such a manner to avoid damage to the existing seal. Any seal damage must be immediately repaired by the Contractor at the Contractors expense.

24. As the completion of works, grading and resheeting data shall be entered into the Shire's Asset Management System
25. Resheeting data shall be entered into the Shire's Asset Management System

NOMINATED HOLD POINTS

NA

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
A and B Roads	Corrugations, scouring, depressions and potholes on unsealed shoulders must not exceed 50mm in depth or Edge of seal drop off >50mm for a length of 20m	15 days
C Roads and off roads carparks		90 days
D Roads		1 Year

AS-15 Clear Culverts, Pipes and Pits (DCP)

NATURE OF SERVICES

This Activity covers the scheduled and reactive inspection, defect reporting and clearing of all constructed stormwater drainage structures, whether located in the road network, in public car parking areas, drainage reserves and easements, foreshores reserves or parks. These include all types, such as extended kerb inlets with or without grate, side entry pits and junction pits, connections from inlets to the main drain, culverts, pipes and energy dissipators.

This Activity also covers all Soak Pits within the Shire as detailed in Annexure 9.

The Contractor is required to clear all drainage structures of silt, vegetation, rubbish and debris, which will affect inlet and outlet capacity for drainage, to reduce the risk of flooding.

The Contractor is required to identify, record and program works for completion under AS9 Pit, Pipe and Drainage Structure Repair (DPR)

The Contractor must clear stormwater drainage structures to ensure surface flows are accepted by the piped system to avoid blockages, pit surcharges and damage to pipe joints and to minimise the impact of flooding.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all programmed and unplanned inspections, defect reporting & programming and clearing of all Shire constructed stormwater drainage pipes and structures located in the road network or in open spaces, parks, foreshores and reserves as nominated in Annexure 9. It also includes all costs associated with unplanned inspections, defect reporting and clearing of stormwater structures located in private easements as nominated in Annexure 9. Lump Sum includes all costs for the collection and lawful disposal of the waste.

Provisional Quantity:

Payment for the internal inspection of up to 5,000 lineal metres per contract year of the underground drainage network, using Pipeline camera, CCTV or equivalent will be made under Provisional Quantity Item No 15.1

Payment for cleaning of up to an additional 3,000 lineal metres of drainage pipes per contract year as directed by the Contract Manager will be made under Provisional Quantity Item No 15.2.

Payment for cleaning of up to an additional 200 soak pits per contract year as directed by the Contract Manager will be made under Provisional Quantity Item No 15.3.

Payment for cleaning of up to an additional 300 pits per contract year as directed by the Contract Manager will be made under Provisional Quantity Item No 15.4.

Ordered Works:

All other works shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program/program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Volumes of silt/waste/recycling material (tonnes/m³) collected (programmed, reactive & provisional)
- Method(s) and location(s) of disposal
- Provisional works requested / completed /expenditure

EXCLUSIONS *(what is not included)*

The following activities or services are not included this Activity Specification:

- ☐ repairs of Road Culverts which is undertaken under AS-9 Pit, Pipes and Drainage Structure Repair Activity.
- ☐ cleaning of the downstream outfall from the pipe is undertaken under the Clear Open Drains Activity

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Silt, vegetation, rubbish and debris present in drainage structures.

Local flooding, local scour and erosion, downstream siltation and pavement failures.

Damage to asset.

Damaged pit, pit cover, lintels, pit frame, interrupted drainage flow, hazard to vehicles, cyclists or pedestrian traffic.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

All pits shall be inspected at frequencies as set out in Annexure 9.

All kerb inlets, side entries, grates and pipe inlets shall be cleared to prevent blockage or bypass to downstream inlets and subsequent surcharge and/or flooding.

Zero reduction in waterway area for pits and pipes upon completion of cleaning the Asset, in accordance with the routine cleaning program.

The recording of internal asset information must comply with the Conduit Inspection Reporting Code of Australia.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. A schedule must be prepared by the Contractor setting out a program for pit and stormwater pipe inspection and cleaning in accordance with the details set out in Annexure 9. This schedule (program) will be prepared within 3 months of the Commencement Date, be approved by the Contract Manager and be reviewed at least annually.
2. All necessary attempts must be made to expose the pits on inspection.
3. Before commencing any clearing operation within the road reserve, appropriate signs must be erected in compliance with the approved Traffic Management Plan (TMP).
4. Cleaning & maintenance shall include but not be limited to:
 - Maintenance on locking mechanisms, greasing of gatic lids.
 - Mechanical cleaning and flushing of pipes and pits, including soak pits.
 - Removing tree roots and other intrusions into the drain
 - Identification, recording and programming of works for completion under AS9 Pit, Pipe and Drainage Structure Repair (DPR).
 - Hand cleaning of pits.
 - Inspection for any matters that present a risk to public safety.
5. Upon completion of cleaning, all collected debris and silt must be immediately removed to an appropriate location for responsible and legal disposal.
6. Where high-pressure water is used to clear a structure due care must be provided to avoid damage to the structure or transference of debris to downstream drainage
7. The Contractor must ensure that all works undertaken within private property are carried out with a minimum of disruption to the occupier
8. Defect, damage and public safety reports must be made upon discovery and programmed for repair in accordance with AS9.
9. The Contractor must comply with all requirements of OH&S, including Falls Prevention and Confined Spaces.
10. A provisional quantity has been provided for internal inspection of up to 5,000 lineal metres per annum of the underground drainage network, including both on road and through easements, using equipment appropriate for the type and length of asset, such as a pipeline camera, CCTV or equivalent.
11. A provisional quantity has been provided for cleaning of an up to an additional 3,000 drainage pipes, up to an additional 300 pits and up to an additional 200 Soak Pits per annum.
12. The recording of internal asset information must comply with the Conduit Inspection Reporting Code of Australia. Photographs are to be taken at all significant defects and all photographs are to be in colour.

NOMINATED HOLD POINTS	
Not Applicable	

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
Pits and/or Pipes	Waterway area restricted by more than 50%	30 days
Pits and/or Pipes	Low point completely blocked, and flooding of private property could result or defect presents a risk to public safety	24 hours
Soak Pit	Soak Pit is failing to operate with grate covered or silt up to the bottom row of outlet holes.	30 days
Soak Pit	Soak Pit has failed to operate, and all water is unable to enter the pit	3 days
Soak Pit	Soak Pit has failed to operate, and flooding of private property could result / is occurring.	24 hours

AS-16 Clear Open Drains and Outfalls (DOD)

NATURE OF SERVICES	
<p>This Activity covers all ocean outfalls, unlined open drains, catch drains, spoon drains, table drains and waterways. These contribute to the structural integrity of the roadway, carparks, parks, foreshores, reserves and easements. Table drains must be cleaned, graded or reshaped as required to remove obstructions. Watercourses may require maintenance to remove or control silt or scour in the immediate vicinity of and affecting drainage in the road reserve or other areas.</p> <p>Open drains must be cleaned and high verges scraped down to promote the free flow of drainage off road pavements for the safety of road and carpark users and the integrity of the pavement. Water courses below bridges must be cleared to promote flow which will not cause damage to the structure.</p> <p>The Contractor must perform the Services so as to ensure open type drains in parks, foreshore, reserves and easement are fully functional and to keep ocean outfalls operational.</p> <p>Chemical spraying in open drains may be undertaken in dry conditions following Contract Manager approval.</p>	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3 associated with all inspections, asset data collection, defect reporting of open drains and defect reporting and clearing of outfalls located in the road network, open spaces, reserves and foreshores. It includes completion of a yearly testing regime on the open drain network to be cleared in accordance with EPA Guidelines to classify material. It includes cost of waste disposal of material deemed "EPA Clean Fill".</p> <p>Provisional Sum:</p> <p>A Provisional Sum (16.1) has been included against which payment can be made for rehabilitation and clearing of 120 kilometres of open drains and high verges per annum as directed or approved by the Contract Manager, using the relevant Pre Agreed Rate.</p> <p>Ordered Works:</p> <p>Cost associated with additional testing and disposal of contaminated material to an approved site is not included in the Lump Sum and must be reported to the Contract Manager who may require the works to be undertaken as Ordered Works.</p>	

REPORTING UNIT	
<p>The following details shall be reported in the monthly progress report in relation to this Activity:</p> <ul style="list-style-type: none"> - Progress on inspection program/program compliance 	

- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Volumes of silt/waste/recycling material (tonnes) collected
- Method(s) and location(s) of disposal
- Provisional works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

Nil.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Scour, erosion, siltation, blockage due to vegetation or debris, and flooding.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

The capacity of open drains must be maintained so that the width and depth of flow will not be a nuisance, cause overflow or flooding under design flow conditions. The direction and grade of drainage in open drains must be maintained as designed or constructed.

Complete testing regime on the open drain network to be cleared which complies with the EPA Guidelines to classify the material.

Erosion and damage to surrounding vegetation must be minimised.

Out fall drains must be fully operational to full capacity with direct discharge to the Bay.

WORK METHOD REQUIREMENTS <i>(Contractor's undertaking to provide quality)</i>
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BAY OUTFALL

1. All Port Phillip Bay outfalls shall be inspected on a 2-weekly basis in summer and monthly all other times of the year to determine the work required to maintain the outlet in an operational condition.
2. Western Port Bay outfalls shall be inspected monthly throughout the year to determine the work required to maintain the outfall in an operational condition.

OPEN DRAINS

1. Set up a regular program of inspection of at least 6 monthly intervals co-ordinated where possible with inspection programs for other Assets. From these inspections and service requests, prepare a program for submission to the Contract Manager for the rehabilitation of 120 kilometres of open drains and high verges per annum.
2. Complete a yearly testing regime on the open drain network to be cleared which complies with the EPA Guidelines to classify the material.
3. If material is deemed to be "EPA Clean Fill" then this material will be taken to an approved disposal site
4. If an area is deemed to be contaminated, additional testing will be undertaken to localise the area in question.
5. Cost associated with additional testing and disposal of contaminated material to an approved site is not included in the Lump Sum and must be reported to the Contract Manager who may require the works to be undertaken as Ordered Works.
6. The Contractor shall maintain grades in drains as designed or constructed, and must not work so as to deteriorate the function of adjacent shoulders or other areas.
7. Avoid damage to appropriately grassed drains.

NATURAL WATERCOURSES

1. Clear when flow is obstructed by trees or other vegetation after submission and approval of a site-specific work plan developed by the Contractor.
2. Control proclaimed pest plants and environmental pest plants after submission and approval of a site-specific work plan, where these plants are obstructing the flow.
3. Ensure surface and ground waters are not polluted by complying with clause A3-9 (Protection of the Environment and heritage).

NOMINATED HOLD POINTS

1. Hold Point (SMT) for approval for chemical spraying in open drains.

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All Roads and Carparks	Drain cross sectional area reduced by >60% or drainage diverted out of drain path.	30 days
	Drain fully blocked or flow width or depth is a public nuisance or road safety hazard.	24 hours
Parks and Reserves	Drain cross sectional area reduced by >60% or drainage diverted out of drain path.	30 days
	Drain fully blocked or flow width or depth is a public nuisance or road safety hazard.	24 hours
Foreshores	Drain cross sectional area reduced by >60% or drainage diverted out of drain path.	15 days
	Drain fully blocked or flow width or depth is a public nuisance or road safety hazard.	24 hours
Drains in easements	Drain cross sectional area reduced by >60% or drainage diverted out of drain path.	30 days
	Drain fully blocked or flow width or depth is a public nuisance or road safety hazard.	24 hours
Ocean outfalls	Outfall cross sectional area reduced by up to 50%.	15 days
	Outfall cross sectional area reduced by up to 75%	2 days
	Ocean outfall is inoperative	24 hours

AS-17 Gross Pollutant Traps (NPT)

NATURE OF SERVICES	
This Activity covers inspection, cleaning, maintenance and reporting of defects for all Gross Pollutant Traps (GPTs) within the municipal district as nominated in Annexure 9.	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting and maintenance of all Gross Pollutant Traps (GPT's) as nominated in Annexure 9.</p> <p>Provisional Quantity:</p> <p>The following provisional item shall be utilised for payment of costs per contract year, where inspection reveals cleaning of gross pollutant traps is required in accordance with the performance requirements. It includes all costs associated with the collection and lawful disposal of waste.</p> <p>Item 17.1 for the cleaning of 120 pits per contract year.</p> <p>Ordered Works:</p> <p>Repairs to drainage structures including the chamber, baskets and lids shall be notified to the Contract Manager as Notice of Ordered Works.</p>	

REPORTING UNIT	
<p>The following details shall be reported in the monthly progress report in relation to this Activity:</p> <ul style="list-style-type: none"> - Progress on inspections/program compliance - No of GPT's identified requiring cleaning/number rectified/number not rectified in accordance with performance requirements. - No of structure defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements. - Volumes of silt/waste/recycling material (tonnes/m³) collected - Method(s) and location(s) of disposal 	

EXCLUSIONS <i>(what is not included)</i>	
Nil.	

PERFORMANCE DISTRESS & DEFECTS <i>(What do we look for?)</i>	
Silt, vegetation, rubbish, organic matter, debris and other contaminants present in GPT's.	

Damage to the GPT structure including chamber, baskets and lids.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

No litter or silt to bypass the GPT except during an extreme storm event.

GPTs are cleared to ensure that silt and litter within the stormwater system is intercepted prior to discharge to the outfall, to minimise pollution of the bay.

GPT's are thoroughly cleaned to ensure good functionality in standard and extreme weather events and to reduce the likelihood of overflow.

To maintain aerobic conditions in the chamber and to ensure that discharge is not contaminated.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. A program shall be prepared within three (3) months of the commencement of the contract, setting out a 3-monthly inspection program.
2. Undertake defect inspections, for any damage to the GPT structure, including the chamber, basket and lid. Defect/and or damage reports are to be made upon discovery. Repairs to drainage structures including the chamber, baskets and lids may be completed as Ordered Works.
3. Before commencement of any clearing operation, appropriate signs and barricading will be erected in compliance with an approved Traffic Management Plan (TMP) for the site.
4. The contractor shall comply with all requirements of OH&S, including Falls Prevention and Confined Spaces.
5. All collected debris and silt will be removed to an appropriate location for responsible and legal disposal.
6. A litter analysis shall be undertaken at each GPT in conjunction with cleaning and reported to the Contract Manager. The litter analysis shall include, but is not limited to, the percentage of the GPT occupied by litter, classification of the litter as general, vegetation or silt, the volume of each classification; and photographic evidence and any other information as required by the Contract Manager.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
GPT	Basket Liner/Pit/Silt Trap 50% to 80% full	15 days
GPT	Basket Liner/Pit/Silt Trap >80% full	3 days

AS-18 Retarding Basin Maintenance (NRB)

NATURE OF SERVICES

This Activity covers the routine inspections and maintenance of all retarding basins including silt traps within the municipal district as nominated in Annexure 9.

The Contractor must perform the Services so as to ensure that retarding basins are fully operational at all times.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting, cleaning and maintenance of all Retarding Basins within the municipal district. It includes cost of waste disposal.

Provisional Items

Nil.

Ordered Works:

All other works shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program/program compliance(including silt trap cleaning)
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Volumes of silt/waste/recycling material (tonnes) collected (programmed, reactive & provisional)
- Method(s) and location(s) of disposal

EXCLUSIONS *(what is not included)*

The following activities or services are not included this Activity Specification:

- ☐ Structural repairs to drainage structures, including damaged pits, lids, grates and endwalls identified during retarding basin inspections shall be completed under AS-9 Pit, Pipes and Drainage Structure Repair Activity

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Inlets, outlets and silt traps blocked with weed growth and/or litter. Damaged lids, grates and structural damage to pits and endwalls identified during retarding basin inspections shall be documented and reported.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

The capacity of the retarding basins shall be maintained to ensure that they operate in accordance with the basin design and that no overflows occur that cause a nuisance or damage to adjoining properties.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Inspect retarding basins and associated structures on a 3 monthly cycle and prepare a program for cyclic maintenance and report to the Contract Manager within 3 months of the Commencement Date and annually thereafter.
2. Attend at each retarding basin in accordance with the approved inspection schedule and record any action required.
3. Clear inlets and outlets of weed growth, litter, debris and any other foreign matter.
4. Inspect and clean any silt traps.
5. Undertake mechanical removal of silt from 2 nominated silt traps within retarding basins each year and dispose of silt to an approved site.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All retarding basins	Capacity of inlets and outlets reduced to 30% design capacity	15 days
All retarding basins	Capacity reduced below 30% and flooding of adjoining properties could result	24 hours

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All silt traps	Capacity of trap reduced to 30% design capacity.	15 days
All silt traps	Capacity of trap reduced to 0 and non-functional.	3 Days

AS-19 WSUD Maintenance Roads (NWS)

NATURE OF SERVICES

This Activity covers the routine inspections and maintenance of all Water Sensitive Urban Design (WSUD) treatments that the Shire is responsible for within the municipal district as nominated in Annexure 9.

The WSUD treatments include streetscape raingardens, tree pits, swales and bio-swales, permeable pavements as well as precinct scale WSUD assets such as constructed wetlands and medium to large biofiltration basins.

To ensure that WSUD assets including raingardens and wetlands are maintained to function for the purposes for which they were constructed (to minimise impacts of urban stormwater runoff on receiving surface waters).

The objective of these WSUD assets is to protect the water quality of downstream environment including waterways and bays.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting, cleaning, and maintenance of all WSUDS nominated in Annexure 9. Lump Sum includes all costs for the collection and the lawful disposal of the waste.

Provisional Items:

Nil.

Ordered Works:

All other works shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program/program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Volumes of silt/waste/recycling material (tonnes) collected (programmed, reactive & provisional)
- Method(s) and location(s) of disposal

EXCLUSIONS *(what is not included)*

The following activities or services are not included this Activity Specification:

- Structural repairs to drainage structures, including damaged pits, lids, grates and endwalls identified during retarding basin inspections shall be completed under AS-9 Pit, Pipes and Drainage Structure Repair Activity

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Inlets, outlets and silt traps blocked with weed growth, silt and/or litter.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must also ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

The capacity of the WSUDs shall be maintained to ensure that they operate in accordance with the design and that no overflows occur that cause a nuisance or damage to adjoining properties.

The Contractor must comply at a minimum with Melbourne Water WSUD Inspection and maintenance program guidelines. Programs should refer and draw guidance from the Melbourne Water WSUD maintenance guidelines.

The Roads Contractor shall work closely with the Open Spaces Contractor to ensure an integrated approach, including coordination of works programs for best practice WSUD maintenance.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)***Water Sensitive Urban Design Installations**

1. Inspect wetlands and associated structures on a 3 monthly cycle and prepare a program for cyclic maintenance and report to the Service Management Team within 6 months of commencing the Contract and at 6 monthly intervals thereafter.
2. Attend at each wetland in accordance with the approved inspection schedule and record any action required.
3. Inspect civil infrastructure and identify, record and program works for completion under AS-9 Pit, Pipe and Drainage Structure Repair
4. Clear inlets and outlets of weed growth, litter, sediment, debris and any other foreign matter.
5. Check for and repair erosion/scouring of banks and batters and around inlets/outlets
6. Inspect and clean any silt traps
7. Undertake mechanical removal of silt each year and dispose of silt to an approved site.
8. On an annual basis, inspect underdrain openings and flush system if required.

Bioretention Basins and Swales

9. Inspect and maintain, inlets and outlets to prevent scour and build-up of litter, including the surcharge pits where occasional litter removal is also required.
10. Check for and repair erosion/scouring of banks and batters and around inlets/outlets
11. Overflow pits also require routine inspections to ensure structural integrity and that they are free of blockages with debris.
12. Maintenance is primarily concerned with:
 13. flow to and through the system
 14. removal of accumulated sediments
 15. litter and debris removal
16. Monitor sediment accumulation at the inlet points needs to prevent smothering of plants and pond capacity reduction.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All WSUD installations	Capacity reduced below 30% and flooding of adjoining properties could result	24 hours
All WSUD installations	Capacity of inlets and outlets reduced to 30% design capacity	15 days
All silt traps	Capacity of trap reduced to 0% and non-functional.	3 Days
All silt traps	Capacity of trap reduced to 30% design capacity.	15 days

AS-20 Stormwater and Drainage Pumps (NDP)

NATURE OF SERVICES

This Activity covers routine inspections and maintenance of stormwater pumps and drainage pumps.

Pumps shall be operational and free of silt.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting, maintenance and repairs of enclosures, locking mechanisms, switchboard parts, cleaning and maintenance of all Stormwater and Drainage Pumps (NDP) and pump pits to maintain the pump in an operational condition as nominated in Annexure 9 but excludes major repairs or replacement. It includes cost of any waste disposal.

Provisional Items:

Nil.

Ordered Works:

Repairs due to flooding due to power or mechanical failure shall be notified to the Contract Manager as Notice of Ordered Works.

Replacement of stormwater, drainage and auxiliary pumps shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program /program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Ordered works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

This activity excludes costs associated with major repairs or replacement of pumps. These shall be notified to the Contract Manager as Notice of Ordered Works.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Pumps non-operational.

Sumps silted up and require cleaning

Electrical malfunction

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Pump capacity to operate at design levels

Pumps to respond to start ups at inspection.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Attend at each pump and conduct inspections and tests on a 3 monthly cycle and report on Condition.
2. Check pits for silting and blockages and remove any debris.
3. Maintain all mechanical parts necessary to keep all pumps operational.
4. Maintain and repair contactors, control gear and switchboard in good working order including strobe lights, and enclosure locking hardware.
5. Maintain inside of switchboard to retain an insect free environment.
6. Remove stickers/posters from enclosure using an approved cleanser or product designed specifically for the purpose. Prior to using a new product, the Contractor must test a small inconspicuous area of ensure that the product does not damage the surface.
7. Graffiti on switchboard enclosure and associated equipment must be reported to the appropriate CAMS contractor for removal.
8. Attend all callouts within the applicable Response Times.
9. Auxiliary pumping when necessary to prevent damage to surrounding Assets shall be directed as Ordered Works.
10. Prepare an emergency management plan for power or mechanical failure. Repairs due to flooding due to power or mechanical failure shall be covered under Ordered Works.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All	Repairs or parts required or there is a blocked basket, as evident from a scheduled inspection	7 days
All	Pump failure, callout required	24 hrs

AS-21 Guard Rail Maintenance (FGF)

NATURE OF SERVICES

This Activity covers the inspection and maintenance of guard rails as nominated in Annexure 9. The work will include the inspection, reporting, scheduling and supervising all guard rail repairs. Inspections include checking alignment, and anchorage and stability of posts and that all bolts, nuts, shackles and cables are in place and functional. Work shall include the removal and replacement of sections.

The Contractor must carry out the Services within this Activity to provide for the safety of vehicles and occupants.

The Contractor must maintain guard rail at locations along the roadway where safety is reduced due to horizontal and vertical alignment, or at vehicle merging points or intersections.

The Contractor must maintain guard rail for the protection of assets from vehicle damage.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting and maintenance of all of guard rails to a functioning condition by the assessment and replacement of washers, screws, bolts, nuts, shackles, cables, timber blocks, posts, delineators and other similar items. It includes cost of any waste disposal.

Provisional Quantity:

Where the Contractor is required to replace damaged sections of guard rail that has been impacted by traffic or where the Contract Manager directs that substandard guard rail be replaced at any point throughout the network. The Contractor shall be paid as follows, the quantities listed are applicable to the contract year, unless varied by the Contract Manager:

- ☐ Item 21.1 for supply and installation of up to and including 21m in length of guard rail on each occasion to a total of 100m.
- ☐ Item 21.2 for supply and installation of 6 VIC Roads Standard Type ET2000 End terminals.
- ☐ Item 21.3 for supply and installation of 12 VIC Roads Standard Type ETSS TL3 End terminals.
- ☐ Item 21.4 for supply and installation of 50 VicRoads standard 'Bullnose' trailing terminals.
- ☐ Item 21.5 for supply and installation of an additional 100m of guard rail.

Ordered Works:

Purchase & supply of new or replacement guard fence beyond provisional quantities shall be notified to the Contract Manager as Notice of Ordered Works. Maintenance of existing painted surfaces shall be carried out as ordered works as required or requested by the Contract Manager.

REPORTING UNIT

The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:

- Progress on programs /program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Provisional quantities supplied / provisional expenditure
- Ordered works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

NIL.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

A section of guard railwith:

- Deformed Three-beam
- Loose fittings
- Misaligned/damaged posts
- Damaged end units
- Overgrown with vegetation
- Defective delineation, including night vision
- Rust impairing structural or functional integrity.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

All materials and guard rail used shall be of correct type, profile and matches the existing materials and specifications in accordance withcurrent Australian Standard and the Shires engineering standards and specifications.

Guard rail is to be maintained so that allsections and components will function as designed at all times.

Inspection programs to promptly detect the existence of defective guard railand the effective delineation of guard rail

ACTIVITY SPECIFICATION	GUARD RAIL MAINTENANCE	FGF
WORK METHOD REQUIREMENTS <i>(Contractors undertaking to provide quality)</i>		
<ol style="list-style-type: none"> 1. Perform day and night inspections as per Annexure 4 Schedule A4.1 'Planned Inspection Frequencies' 2. Obtain all relevant service diagrams/road plans and verify the true position of utility cables/pipes. If excavation for posts is within 1m of utility cables/pipes according to plans, the excavation should be by hand or nondestructive excavation. 3. Inspection is required to check alignment, and anchorage and stability/rotting of posts & blocks and that all delineators, bolts, nuts, shackles and cables are in place, secure and functional. Works to rectify identified defects shall be programmed within performance requirements. 4. Guard rail is to be realigned to comply with the as-constructed alignment of the fence both vertically and horizontally. 5. Guard rail shall be immediately made safe and replaced when defective or damaged and poses a threat to the safety of the road users. If damaged in a highly vulnerable area, fencing shall be replaced within 24 hours and within response times as set out in the performance requirements at all other locations. 6. A Work Plan is required when a section of guard rail will be left missing for a period exceeding 24 hours. 7. All ground vegetation in the vicinity of guard rails is to be removed as part of guardrail maintenance and/or replacement to maintain the good visibility of guard rails for approaching drivers. Minor trimming of overhanging vegetation and removal of tree seedlings likely to impact the function of guardrail shall also be undertaken. Major pruning shall be referred to the appropriate CAMS contractor. 8. When guard rail is being replaced, the Contractor shall at the same time upgrade all damaged sub-standard ends to a standard complying with current standards. 9. Delineators will also need to be replaced with diamond grade delineators or sheeting to provide a standard above the distress recording level. 10. Clean/straighten/replace guard rail reflectors to provide a standard above the distress recording level. 11. All guard rail components are to be certified by the Supplier to comply with the relevant Australian Standard. 		

ACTIVITY SPECIFICATION**GUARD RAIL MAINTENANCE****FGF****NOMINATED HOLD POINTS**

- ☐ HP applies at commencement of contract to obtain Contract Manager's approval to Suppliers of all guard rail components.
- ☐ HP applies at the commencement of contract for Contract Managers approval of the methods for vegetation control including chemical types, application rates, method of treatment and location of work. Any modification from this plan during the course of the contract shall require the further approval of the Superintendent.
- ☐ After extensive guard rail damage lane closure may be required and the Contract Manager shall be notified.
- ☐ HP applies if the alignment of the reerected or modified guard rail differs from the as constructed alignment.
- ☐ HP for the submission of a Work Plan if any section of guard rail is to be removed for a period exceeding 24 hours.

PERFORMANCE REQUIREMENTS

Road Traffic Classification	Intervention Level	Response Time
All	Guardrail damaged constituting traffic hazard	24 Hours
Class A and B Roads	Damage/defect is sufficient to impair the structural or functional integrity of the asset. Guardrail not clear of ground/overhanging vegetation	15 days
Class C Road and off-road locations	Damage/defect is sufficient to impair the structural or functional integrity of the asset. Guardrail not clear of ground/overhanging vegetation	30 days
Class D Road	Damage/defect is sufficient to impair the structural or functional integrity of the asset. Guardrail not clear of ground/overhanging vegetation	90 days

AS-22 Guideposts, Bollards and Delineators (FDE)

NATURE OF SERVICES

This Activity covers the inspection and maintenance of all types of guideposts, bollards and delineators in road reserves, open spaces, reserves and parks as detailed in Annexure 9. These include guideposts, guidepost delineators, bollards and width markers on bridges and culverts.

This also includes the replacement of damaged and missing posts, bollards and delineators, and the cleaning and painting of assets where necessary

The Contractor must provide for the adequate delineation of carriageway and pavement edge lines/traffic lanes for the safe passage and direction of road users both during the day and at the night.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting, reinstatement of leaning guide posts and maintenance of all guide posts, replacing missing, faded or broken delineators and width markers. It includes cost of any waste disposal.

Provisional Quantity:

Where the Contractor is required to replace missing/damaged/broken guideposts or bollards identified through inspection or reporting or where the Contract Manager directs that additional guideposts or bollard be installed at any point throughout the network, the Contractor shall be paid as follows:

Item 22.1 for the supply and installation of up to 5000 new guideposts with delineators per contract years.

Item 22.2 for the supply and installation of up to 80 new 150 Square Cypress Bollards MP804 with delineators per contract year.

Ordered Works:

All other works, including supply and installation of bollards described in MP805 (Standard for Mornington Main Street bollards), shall be notified to the Contract Manager as Notice of Ordered Works..

REPORTING UNIT

The following details shall be reported, by road class, in the monthly progress report in relation to this Activity:

- Progress on programs /program compliance

- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Provisional quantities supplied/ provisional expenditure

EXCLUSIONS *(what is not included)*

The following activities or services are not included in this the Activity Specification:

- ☐ Guideposts, bollards and delineators, at intersections or junctions with roads not maintained by Shire.
- ☐ Provision and maintenance of RRPM's and City Studs which are managed through AS7 Linemarking Services (LPM) activity specification.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Guideposts that are not readily visible in daylight.

Guideposts that are not straight. (Plumb)

Delineation that is missing or wrongly positioned.

Damaged delineators that are not retroreflective.

Weed growth covering delineators.

Delineation which is not effective at night.

Bollards with paint that is cracked, peeling, flaking or faded.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Guidepost standards MP809, Bollards 150 Square Cypress MP804 & Mornington Main Street bollards MP805 shall be as approved by the Contract Manager from time to time.

Guideposts & bollards shall provide good daytime delineation.

Delineators on guideposts and bollards shall be maintained so as to provide excellent night delineation. Good night time delineation provides 3 consecutive delineators on the outside of any curve or crest of hill visible under low beam vehicle lighting at typical traffic speed.

Notwithstanding the above requirements, critical locations (isolated curves, traffic facilities and intersections etc) shall be maintained to primary road standards.

All products shall be submitted to the Contract Manager for approval prior to use.

Replace like with like unless otherwise approved by the Contract Manager.

ACTIVITY SPECIFICATION	MAINTENANCE OF GUIDEPOSTS, BOLLARDS, AND DELINEATORS	FDE
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WORK METHOD REQUIREMENTS <i>(Contractors undertaking to provide quality)</i>	
<ol style="list-style-type: none"> 1. Perform day and night inspections as per Annexure 4 Schedule A4.1 'Planned Inspection Frequencies' 2. The contractor shall replace, install and maintain Guideposts in accordance with Australian Standards/MP809 and shall be fit for purpose unless required or agreed otherwise by the Contract Manager. 3. Bollards to be replaced, installed and maintained in accordance with Australian Standards. They shall be replaced with same type unless required or agreed otherwise by the Contract Manager. Existing timber/replacement posts shall be repainted as required. 4. Delineators will also need to be replaced with diamond grade delineators or sheeting to provide a standard above the distress recording level. 5. Clean/straighten/replace bridge width markers to provide a standard above the distress recording level. 6. Guidepost & bollard standards shall be as approved by the Contract Manager from time to time. Each brand or type of guidepost shall be submitted to the Contract Manager with a standard drawing when seeking approval. 7. The Contractor shall keep records of delineation replacement/upgrades to assist with monthly reporting and annual reviews. 	

ACTIVITY SPECIFICATION	MAINTENANCE OF GUIDEPOSTS, BOLLARDS, AND DELINEATORS	FDE
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NOMINATED HOLD POINTS
Not Applicable

PERFORMANCE REQUIREMENTS		
Road Classification	Intervention Levels	Response Time
Class A and B Roads	<p>>30% of delineator installations per PMS block missing or defective, relative to original installation and design standards and a risk to public safety. (Refer AS1742.2)</p> <p>Inspection reveals repair/replacement or painting is required</p>	30 days

Class C Road	>30% of delineator installations perPMS block missing or defective, relative to original installation and design standards and a risk to public safety. (Refer AS1742.2) Inspection reveals repair/replacement or painting is required	60 days
Class D Road	>30% of delineator installations perPMS block missing or defective, relative to original installation and design standards and a risk to public safety. (Refer AS1742.2) Inspection reveals repair/replacement or painting is required	90 days
Parks, Reserves, Foreshores, Open Spaces	Inspection reveals repair/replacement or painting is required	60 days

NB: Original installation refers to the standard at the commencement of the contract or as a result of enhancement works during the term of the contract.

AS-23 Regulatory, Warning and Guide Signs (FWG)

NATURE OF SERVICES	
<p>This Activity covers the inspection and maintenance including minor repair, reerection and cleaning including graffiti, of signs and supports of regulatory, warning, parking restrictions signs and standard signs as defined in AS1742 such as speed limit, advisory speed signs, alignment, and directional hazard indicators etc.as nominated in Annexure 9.</p> <p>This Activity covers the inspection and maintenance of street name, advanced direction and directional signs as well as reassurance signs, and other specialised and tourist /business signs located on roads and car parks as nominated in Annexure 9.</p> <p>Maintenance of sign supports, and post caps is included.</p> <p>It should be noted that school crossing signs and markings are included.</p> <p>This Activity includes the replacement of worn, faded, damaged or missing signs and structures when required to meet performance standards.</p> <p>Vegetation clearing is carried out by the Open Spaces Contractor, although very minor trimming of branches for enhanced visibility is expected to be performed under this Activity.</p> <p>The Contract must carry out these Services so as to ensure the adequate communication to road users of regulations, provision of warnings directions and to promote safety.</p>	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting, replacement of posts, caps, street blades, warning, regulatory and guide signs, cleaning, including graffiti, and maintenance of all assets. It includes cost of any waste disposal. This program is inclusive of damaged, missing and vandalised signs, street blades and poles.</p> <p>Provisional Items:</p> <p>Nil.</p> <p>Ordered Works:</p> <p>Requests for the supply and installation of new/additional signage assets shall be undertaken as Notice of Ordered Works.</p>	

REPORTING UNIT	
<p>The following details shall be reported in the monthly progress report in relation to this Activity:</p> <ul style="list-style-type: none"> - Progress on programs /program compliance - No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements. 	

- Ordered works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

The following activities or services are not included in this Activity Specification:

- ☐ This Activity does not include signs of other asset owners which are positioned on roads or highways not maintained by the Shire
- ☐ Vegetation clearing (except minor trimming of branches required for enhanced visibility of signs).
- ☐ Brown advisory tourist/business signs are excluded from the contract and are replaced at the owner's cost.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Signs may be affected by loss of reflectivity, bullet damage, vandalism, accident damage or inadequate support posts, obscured by vegetation, graffiti etc.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

All signs shall be supplied and erected in accordance with the relevant Australian Standard including AS 1742 standard (all parts), AS1743 and AS 1744 standards

Street Signs / Name blades shall be supplied and installed in accordance with Mornington Peninsula Shire standard drawing MP812 as amended from time to time.

To provide for the adequate communication to road users of regulations, provision of warnings and to promote safety.

To provide for the adequate communication to road users of directional and other information under both day and night driving condition.

Signs are to remain conspicuous to drivers and legible under normal day and night driving conditions. Signs & posts shall be straight, securely fixed and clear of all vegetation.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. Perform day and night inspections as per Annexure 4 Schedule A4.1 'Planned Inspection Frequencies'
2. Replace, clean, or repair all signs not clearly legible at night.

3. If required minor trimming of branches for enhanced visibility is expected to be performed under this Activity. Report vegetation that obstructs any signs in accordance with the following table responsible Authority or responsible CAMS Contractor.

Speed Limit	Sight Distance
i. 60	75 metres
ii. 61-80	100 metres
iii. >80	150 metres

4. Signs must be washed with environmentally friendly detergents- not chemical solvents or abrasives, unless to removal graffiti.
5. Missing signs or signs unable to be repaired to function adequately must be replaced with new signs.
6. Signs assessed and determined by the Contract Manager as not requiring replacement shall be removed from the asset register and managed by way of contract variation.
7. Maintenance of sign supports, and post caps is included.
8. Signs must be repaired only with identical grade materials or current standard to those used in sign manufacture unless specified otherwise. Damaged signs must be repaired as an interim measure until replacement signs are available.
9. Support structures must be replaced by identical structures unless otherwise approved by the Contract Manager.
10. No sign shall be removed until its replacement is available (unless unsafe to do so).
11. Signs must be supplied and erected in accordance with the requirements of Australian Standards and/or the Shires Standard Drawings.
12. The Contractor must not use a "rocket launcher" method for installation of posts in sand areas.
13. Signs must be supplied and erected in accordance with the requirements of the Shires Standard Drawings.
14. Prior to the new school year all school crossings are to be inspected to ensure school crossing signs and posts are fully functional. The school crossing posts are to be repainted every two (2) years (at least) and cleaned (washed) every alternate year.
15. The Contractor must install foreshore camping notice boards (26No.) at Rye, Sorrento and Rosebud foreshore camping grounds prior to the commencement of the Peak Tourist Season and remove and store at seasons end.
16. Annexure 9 details the nominated Fire Access Tracks which are to be inspected. The Contractor shall undertake applicable maintenance and inspections including triggered inspections following extreme weather events as detailed in the Shires' Fire Access Tracks Operations and Maintenance Plan 2021. (This does not include inspections triggered by 'Day of Total Fire Ban').

ACTIVITY SPECIFICATION	REGULATORY, WARNING AND GUIDE SIGNS	FWG
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NOMINATED HOLD POINTS	
Not Applicable	

PERFORMANCE REQUIREMENTS – REGULATORY, WARNING AND GUIDESIGNS			
Asset Class	Road Classification	Intervention Level	Response Time
All Signs	All Locations	Post on lean and requires straightening Or Minor vegetation obstructing view	30 days
Warning and Regulatory	Class A and B Roads	Sign missing or > 80% of sign illegible. Sign post missing / unserviceable / hazardous.	3 days
	Class C and D Roads	Sign missing or > 80% of sign illegible. Sign post missing / unserviceable / hazardous.	15 days
	Class A and B Roads	>20% sign legend illegible at 150m under low beam or in daylight Sign post bent/damaged/requires replacement.	15 days
	Class C and D Roads	>20% sign legend illegible at 150m under low beam or in daylight Sign post bent/damaged/requires replacement.	30 days
	Fire Access Tracks	Sign missing or > 50% sign legend illegible at 150 m under low beam or in daylight	28 days during fire danger period and 12 weeks all other times
Guide Signs	Class A and B Roads	Sign missing or > 80% of sign illegible. Sign post missing / unserviceable / hazardous.	15 days
	Class A and B Roads	>20% sign legend illegible at 150m under low beam or in daylight Sign post bent/damaged/requires replacement	15 days
	Class C and D Roads	Sign missing or > 80% of sign illegible. Sign post missing / unserviceable / hazardous.	30 days
	Class C and D Roads	>20% sign legend illegible at 150m under low beam or in daylight Sign post bent/damaged/requires replacement.	30 days

	Fire Access Tracks	Sign missing or > 50% sign legend illegible at 150 m under low beam or in daylight	28 days during fire danger period and 12 weeks all other times
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AS-24 Electrical Hardware (MEH)

NATURE OF SERVICES

This Activity involves the reporting of damage to and maintenance of traffic signals, pedestrian signals associated hardware, overhead lighting and motorised Horse gates/fence, including the magnetic loops for activation by cars, as nominated in Annexure 9.

This Activity also includes the maintenance and cleaning of electrical clock/electrical retractable bollards and power supply points provided at Mobile Library Stops as nominated in Annexure 9.

The Contractor must perform the Services so as to maintain traffic control, public safety, asset and service availability.

The Contractor must perform the Services so as to ensure clocks are operating to the correct time.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting, cleaning and maintenance of all assets. It includes cost of any waste disposal.

Provisional Items:

Nil.

Ordered Works:

Refurbishment or upgrade of an asset or requests for installation of new/additional assets shall be undertaken as Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on programs /program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Ordered works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

The following activities or services are not included in this Activity Specification:

- ☐ non-standard street lighting which is covered under Activity Specification BLI.
- ☐ initial attendance at site where damage is due to others is covered under Activity Specification After Hours Callout.

PERFORMANCE DISTRESS & DEFECTS (*What do we look for?*)

Clocks, retractable bollards or motorised horse gates not operating.
 Damaged or non-functional traffic signals, pedestrian signals, overhead lighting and power supply points.

PERFORMANCE STANDARDS AND SPECIFICATIONS (*What is required?*)

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

Reporting of damage or non-functionality and maintenance including cleaning.

Compliance with Vic Roads and United Energy standards and requirements as well as reporting to various authorities may be required

WORK METHOD REQUIREMENTS (*Contractors undertaking to provide quality*)

1. Perform day and night inspections as per Annexure 4 Schedule A4.1 'Planned Inspection Frequencies'
2. Inspect traffic signals, pedestrian signals, associated hardware and overhead lighting, retractable bollards, clocks, motorised horse/gates under a regular program to check for operation and action repair as appropriate.
3. Maintenance will include, but not be limited to the following activities:
 - ☐ Temporary repairs;
 - ☐ Replacement globes;
 - ☐ Replacement glass / covers;
 - ☐ Cleaning, including the removal of stickers & posters;
 - ☐ Maintenance of signal loops;
 - ☐ Where the asset is painted, the repainting on a regular basis to maintain good appearance;
 - ☐ Replacement poles; and
 - ☐ Replacement hardware.
4. The Contractor shall develop and submit for approval by the Contract Manager a program to address timing of work on the above assets and components.
5. Any faults which are the responsibility of others, including VicRoads or United Energy, are to be reported the relevant authority for actioning.
6. Should the maintenance activity involve the refurbishment or upgrade of an asset, the Contractor shall prepare a report, including cost, for approval by the Contract Manager as Ordered Works.

7. The Contractor must undertake any changes to assets required for changes due to Daylight Savings.
8. Initial attendance at site where damage is due to others is covered under Activity Specification AS-33 Call Out.
9. Graffiti on assets and associated hardware must be reported to the appropriate CAMS contractor for removal.
10. Motorised Horse Gates and fencing shall be maintained in accordance with the Mornington Peninsula Shire / Mornington Racing Club

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All Traffic & Ped. Lights	When damage/malfunction is detected or made known. Inspection reveals globe/glass/covers require replacement.	Immediate
Retractable bollards	When non operation is detected or made known.	4 hours
Clocks	When non operation of clock is detected or made known.	15 days
Power Supply points – mobile library	When non operation is detected or made known.	1 day
Motorised Horse Gates	When non operation is detected or made known.	1 day
All assets	Inspection reveals cleaning, sticker /poster removal required.	30 days

AS-25 Lighting Maintenance Roads (BLI)

NATURE OF SERVICES

This Activity covers the inspection and maintenance of lighting systems (electrical or solar power) in road corridors and carparks as nominated in Annexure 9.

It includes bollard light, in-pavement lights, in-ground lights, flagpole lights, spotlight on other street furniture.

It includes non-standard street lighting and lighting on Shire managed boat ramps and jetties.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting, cleaning and maintenance of all lighting assets under Council's control, including the replacement of non-functioning luminaires, solar panels and repair of electrical defects. It includes cost of any waste disposal.

Provisional Quantity:

Nil.

Ordered Works:

Nil.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on programs /program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.

EXCLUSIONS *(what is not included)*

The following activities or services are not included this Activity Specification:

- ☐ Repairs of lighting poles (columns) which the Shire may direct to be undertaken as Ordered Work.
- ☐ Maintenance and repair of lighting maintained by the electricity supply company.
- ☐ Maintenance and repair of lights attached to a building or located in parks, reserves and open spaces.

PERFORMANCE DISTRESS & DEFECTS (*What do we look for?*)

Defective or inoperative lamps, damaged luminaires, or poles (columns) and defective wiring, damaged solar panels, or defective batteries.

PERFORMANCE STANDARDS AND SPECIFICATIONS (*What is required?*)

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

- ☐ Lighting systems are to be inspected and maintained so that the standard of lighting conforms with the relevant and current Australian Standard.
- ☐ Lighting maintenance is required to provide a safe and secure environment for users of road corridors, pathways and carparks.
- ☐ The Contractor must ensure that any materials and spare parts are free from defects and fit for purpose, and maintenance complies with manufacturer's specifications and standards.

WORK METHOD REQUIREMENTS

1. Perform day and night inspections as per Annexure 4 Schedule A4.1 'Planned Inspection Frequencies'
2. The Contractor shall record the location, type, manufacturer and may need to maintain stock for all non-standard lighting fittings applicable to this contract in operation throughout the municipal district.
3. Replace defective lamps with lamps of same wattage and clean.
4. Inspect luminaires, repair or replace damaged components as appropriate and clean.
5. Inspect lighting poles (columns), remove any posters, advertising, adhesive signs and the like and clean if required. Report any damage requiring a work order for repair or replacement.
6. Inspect solar panels, batteries, timers, photo electric cells and repair or replace damaged components in accordance with the manufacturer's specification.
7. The Contractor shall maintain access to a stock of non-standard street light poles and a stock of fittings to service all nominated high profile sites as follows: Sorrento CBD, McCrae CBD, Rosebud CBD, Dromana CBD, Mornington CBD, & Hastings CBD.
8. Refer Annexure 9 for High Profile Precinct, nonstandard lighting design. Globes are HID, 35W, Cool White, ES Lamp, 4800 Lumens. Non-LED globes are no longer installed.
9. For any non-operational or damaged lighting which is maintained by the electricity supply company, the Contractor shall report the defect to the Utility Company for repair.

Note:

- A. Where metered supply exists, the Contractor shall also inspect and maintain the meters and associated equipment. Ensure suitable qualified person.
- B. Non-Standard street lamps within the road reserve as detailed in Annexure 9 will be maintained by Electrical supply company. The Contractor is responsible to supply replacement hardware components including poles, brackets, lamps and associated fixtures to Electrical supply company for installation.

PERFORMANCE REQUIREMENTS

Park / Road Classification	Intervention Level	Response Time
All lighting assets in roads corridor and carparks.	Evidence of short circuit, bare wires, arcing and other unsafe situation.	4 hours
All lighting assets in road corridor and carparks.	Defective pole or missing luminaire affecting usage, and safe passage of road users or pedestrians	15 days
All assets	Inspection reveals cleaning, sticker / poster removal required.	30 days

AS-26 Bridge and Major Culvert Maintenance (NBM)

NATURE OF SERVICES	
<p>This Activity covers the inspection and routine maintenance of concrete, steel and timber bridges and major culverts on roads and pathways (excluding structural maintenance). Works include temporary repairs to make safe, removal of dirt, vegetation and gravel from kerbs and expansion joints, clear scuppers, grease bearings and moving surfaces, keep the waterway area clear and free of weeds and debris, tighten loose bolts and spikes and maintenance painting.</p> <p>Inspections shall cover any item that affects safety including signs, delineation, damage due to accidents, drainage systems, condition of handrails, road approaches, settlement, cracks or signs of water percolating through concrete, erosion or scours at abutments and culverts wingwalls, recording the height of any recent flooding, any obstructions to the waterway area, damaged or worn planks, white ant or borer infestations on timber bridges.</p> <p>Where this Activity requires something to be made “safe”, the Contractor is to take such action as is appropriate within the scope of the Contract to safeguard the safety of road users and others and to maintain traffic flow as far as possible. This may include temporary mitigation measures such as signage, alerting appropriate Authorities, traffic control, temporary road closures, establishing detours and temporary repairs.</p>	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all Level 1 inspections, defect reporting and maintenance of all bridges and major culverts in Annexure 9. Maintenance to include temporary repairs to make safe, removal of dirt, vegetation and gravel from kerbs and expansion joints, clear scuppers, grease bearings and moving surfaces, keep the waterway area clear and free of weeds and debris, tighten loose bolts and spikes and maintenance painting. It includes cost of any waste disposal.</p> <p>Provisional Items:</p> <p>Nil.</p> <p>Ordered Works:</p> <p>Where a Level 2 inspection is triggered by findings of a Level 1 inspection it shall be notified to the Contract Manager as Notice of Ordered Works.</p> <p>Works required to rehabilitate or upgrade a bridge or major culvert shall be notified to the Contract Manager</p>	

REPORTING UNIT	
<p>The following details shall be reported in the monthly progress report in relation to this Activity:</p> <ul style="list-style-type: none"> - Progress on programs /program compliance 	

- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Ordered works requested/completed.

EXCLUSIONS *(what is not included)*

Nil.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Blocked drains, loose planks, erosion and scour, gravel build up on decks, blockages or restrictions to the waterway areas, cracks or signs of water percolating through the concrete damaged handrails, deck planks, missing signs etc, vegetation and anything else as per VicRoads' Road Structures Inspection Manual.

Poor delineation and safety matters.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

The bridge or culvert must be maintained to ensure that it is:

- ☐ Safe at all times for use by vehicular, including bicycles, and pedestrian traffic.
- ☐ Waterway clear within the road reserve to allow structure to function as designed.
- ☐ Maintained in accordance with approved standards and works programs,
- ☐ Safety issues attended to within 2 hours.
- ☐ Inspections to comply with specified requirements, VicRoads' Road Structures Inspection Manual. Are undertaken by a suitably qualified and experienced person.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Undertake Level 1 inspection of all bridges and major culverts including timber, steel and concrete structures on a 6-monthly basis. Assess and report on any signs of deterioration, damage, distress or unusual behaviour due to vehicle impact, flood or fire damage and any other requirements as per VicRoads' Road Structures Inspection Manual. The Inspector shall be Department of Transport qualified Level 1 Bridge Inspector.
2. Report any item, which affects the safety of traffic or of the bridge or culvert, including the waterway area, clear of undergrowth, rubbish, flood debris and the like.
3. Undertake temporary repairs to bridges damaged by traffic or flooding and report to Contract Manager.
4. All bridge approaches, including the junction of the deck, to be kept free of holes, depressions or sudden change of grade.
5. Remove dirt and gravel from kerbs, timber decks and expansion joints, and clear scuppers.
6. Grease bearings and all other moving parts.
7. Clear large culverts of all blockages and report any cracking, opening of joints, scour or water passing through the fill outside of the pipe.
8. Keep the area in the vicinity (within the road reserve) of the bridge, including the waterway area, clear of undergrowth, rubbish, flood debris and the like.
9. Obstructions to the waterway outside of the road reserve up and down stream must be reported to Melbourne Water.
10. Inspect after flooding and check for scours, blocked waterway areas or damage to the structure. Record any flood heights that are visible.
11. Replace any broken or worn planks and tighten loose bolts on timber bridges.
12. When required by the Contract Manager, Level 2 inspections may be requested as Ordered Works. Reports on condition assessment of the structure and its components will be as per VicRoads' Road Structures Inspection Manual. The Inspector shall be Department of Transport qualified Level 2 Bridge Inspector.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS			
Asset Class	Intervention Level	Intervention Action	Response Time
All Road and Pedestrian Bridges	Structure unsafe for traffic or pedestrians.	Undertake temporary mitigation measures where viable	24 hours
		Removal of dirt, vegetation and gravel from kerbs and expansion joints, clear scuppers, grease bearings and moving surfaces, keep the waterway area clear and free of weeds and debris, tighten loose bolts and spikes and maintenance painting	15 days
		Repair	2+ years

AS-27 Timber Structures and Boardwalks (TBW)

NATURE OF SERVICES

This Activity covers the inspection, temporary repair or make safe, and maintenance of timber and composite boardwalks, footbridges, stairs, ramps and lookouts (excluding structural maintenance).

Inspections shall cover any item that affects safety including, evidence of tilting, rotting bearers, joists, footings, broken treads, protruding nails and screws, damaged handrails and graffiti.

Where this Activity requires something to be made safe, the Contractor is to take such action as is appropriate within the scope of the Contract to safeguard the safety of pedestrians. This may include signage, temporary closures, and temporary repairs.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting and maintenance of all timber structures and boardwalks in Annexure 9. It includes:

- Repair/replacement of broken boards, treads or handrail sections/supports
- Repair of wire 'anti-slip' treatments
- Protruding nails
- Loose / missing bolts
- Removal of debris/dirt/fungal material likely to cause slip/trip/fall
- Cost of any waste disposal
- Make Safe

Provisional Items:

Nil.

Ordered Works:

Works required to rehabilitate or upgrade a timber structure or board walk where general maintenance cannot provide the walkway or boardwalk to the acceptable standard shall be notified to the Contract Manager as Notice of Ordered Works.

Where a Level 2 inspection is triggered by findings of a Level 1 inspection it shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on programs /program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Ordered works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

The following activities or services are not included in this Activity Specification:

- ☐ Structural repairs which the Shire may direct to be undertaken as Ordered Works.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Evidence of evidence of tilting, rotting bearers, joists, footings, broken treads, protruding nails and screws, damaged handrails, graffiti, rotting timbers and deteriorating composite decking and anything else as per VicRoads' Road Structures Inspection Manual.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

The timber structures and boardwalks must be maintained to ensure they are:

- ☐ Safe at all times for vehicular traffic, including bicycles, and pedestrian traffic
- ☐ Safety issues attended to within 4 hours.
- ☐ Inspections to comply with specified requirements and are undertaken by a suitably qualified and experienced person.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Undertake defect inspections of timber structures and boardwalks that form part of the path network in accordance with Schedule A4.1 Planned Inspection Frequencies.
2. Undertake a Level 1 inspection of all timber structures and boardwalk structures on a 6-monthly basis. Assess and report on any significant signs of deterioration, damage, distress or unusual behaviour due to vandalism, flood or fire damage and any other requirements as per VicRoads' Road Structures Inspection Manual.
3. The Contractor shall submit for the approval of the Contract Manager the qualifications of the personnel undertaking such inspections. The Inspector shall be Department of Transport qualified Level 1 Bridge Inspector.
4. Report any item, which affects the safety of traffic or pedestrians, and make safe any situation requiring an immediate response.
5. The Contractor shall report all defects requiring structural repair and submit a proposed program of works to the Contract Manager for their consideration and approval under Ordered Works.
6. Replace any broken or worn planks and tighten loose bolts. Check and replace screws and nails where required. Address protruding nails.
7. Repair wire 'anti-slip' treatments.
8. Remove dirt and gravel from timber decks and expansion joints.
9. When algae is identified, a program for removal must be submitted to the Contract Manager before approval as Ordered Works.
10. Graffiti and any trees or vegetation identified as obstructing the asset should be referred to the appropriate CAMS Contractor.
11. When required by the Contract Manager, Level 2 inspections may be requested as Ordered Works. Reports on condition assessment of the structure and its components will be as per VicRoads' Road Structures Inspection Manual. The Inspector shall be Department of Transport qualified Level 2 Bridge Inspector.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS

Asset	Asset Location	Intervention Level	Response Time
Timber structures	All	Inspection reveals defect constituting hazard to road uses or pedestrians.	4 Hours

		PERFORMANCE REQUIREMENTS	
Asset	Asset Location	Intervention Level	Response Time
and boardwalks	High Profile	<input type="checkbox"/> Repair/replacement of broken boards, treads or handrail sections/supports <input type="checkbox"/> Repair of wire 'anti-slip' treatments <input type="checkbox"/> Protruding nails <input type="checkbox"/> Loose / missing bolts/screws <input type="checkbox"/> Removal of debris/dirt/fungal material likely to cause slip/trip/fall	15 days
	Medium Profile		60 days
	Low Profile		180 days

AS-28 Retaining Walls (NRW)

NATURE OF SERVICES

This Activity covers the inspection and make safe to retaining walls on roads and pathways (excluding structural repair or maintenance) as nominated in Annexure 9. Retaining wall facing components include masonry blocks or bricks, precast concrete panels, timber sleepers and similar.

Inspections shall cover any item that affects safety including evidence of tilting or bulging of wall, evidence of failed or blocked back-of-wall drainage, extended cracks through mortar and masonry components or precast concrete panels.

Where this Activity requires something to be made "safe", the Contractor is to take such action as is appropriate within the scope of the Contract to safeguard the safety of road users and others and to maintain traffic flow as far as possible. This may include signage, alerting appropriate Authorities, traffic control, temporary road closures, establishing detours and temporary repairs

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect and condition reporting, make safe and temporary repairs. It includes clearing of subsurface drainage to ensure it is not impeded.

Provisional Items:

Nil.

Ordered Works:

Rehabilitation or upgrade of a retaining wall where the retaining wall fails or shows continuing movement to indicate possible failure, shall be notified to the Contract Manager as Notice of Ordered Works.

Where a Level 2 inspection is triggered by findings of a Level 1 inspection it shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on programs /program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Ordered Works reported/completed.

EXCLUSIONS *(what is not included)*

The following activities or services are not included in this Activity Specification:

- ☐ Structural repairs which the Shire may direct to be undertaken as Ordered Works

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Evidence of tilting or bulging of wall, vertical retaining posts or their foundations, evidence of movement of retaining walls that has caused permanent closure of expansion joints, spalling of concrete superstructure or substructure components, substantial settlement, or rotation, evidence of failed or blocked back-of-wall drainage, extended cracks through mortar and masonry components or precast concrete panels, disintegration of crib wall blocks, rotting timbers and anything else as per VicRoads' Road Structures Inspection Manual.

Graffiti on asset components.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

The retaining walls must be maintained to ensure they are:

- ☐ Safe for vehicular traffic, including bicycles, and pedestrian traffic
- ☐ Safety issues attended to within 4 hours.
- ☐ Inspections to comply with specified requirements and are undertaken by a suitably qualified and experienced person.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Undertake Level 1 inspection of all retaining wall structures on a 12 Monthly basis. Assess and report on any significant signs of deterioration, damage, distress or unusual behaviour due to vehicle impact, flood or fire damage and any other requirements as per VicRoads' Road Structures Inspection Manual.
2. The Contractor shall submit for the approval of the Contract Manager the qualifications of the personnel undertaking such inspections. The Inspector shall be Department of Transport qualified Level 1 Inspector.
3. A program shall be prepared within three (3) months of the commencement of the contract and reviewed annually. The Contractor shall submit for the approval of the Contract Manager the level of inspection proposed and the qualifications of the personnel undertaking such inspections.
4. Report any item, which affects the safety of traffic or pedestrians, and make safe any situation requiring an immediate response.
5. Graffiti identified on the assets shall be reported to the appropriate CAMS contractor for removal.
6. The Contractor shall report all defects requiring structural repair and submit a proposed program of works to the Contract Manager for their consideration and approval under Ordered Works.
7. When required by the Contract Manager, Level 2 inspections may be requested as Ordered Works. Reports on condition assessment of the structure and its components will be as per VicRoads' Road Structures Inspection Manual. The Inspector shall be Department of Transport qualified Level 2 Inspector.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
Retaining Wall Structures	Unsafe for traffic or pedestrians	4 Hours

AS-29 Marine Structures Maintenance (BRM)

NATURE OF SERVICES

This Activity covers the inspection, cleaning, maintenance and defect reporting of recreational boat ramps, jetties and associated seawalls located around the bays as nominated in Annexure 9.

Boat ramps must be maintained to provide for the safe launching and retrieval of watercraft to and from their towing vehicle and the marine environment. The safety of pedestrians must also be considered.

Where this Activity requires something to be made safe, the Contractor is to take such action as is appropriate to safeguard the safety of boat ramp and jetty users and others, and to maintain access as far as possible. This may include signage, alerting appropriate authorities, traffic control, temporary lane closures, temporary ramp / jetty closures and temporary repairs.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting, make safe, cleaning and maintenance of boat ramps in Annexure 9, including the clearing of excessive sand build-up within the vicinity of the toe of boat ramps at least once per year. It includes:

- Concrete repairs
- Repair/replacement of broken boards on timber ramps,
- Repair/replacement of wheel stops & lane dividers
- Loose / missing bolts
- Sand/silt & algal removal
- Cost of any waste disposal
- Make Safe

It also includes all inspections, defect reporting and make safe and provision of Notice of Ordered Works for jetties and seawalls.

Provisional Items:

Nil.

Ordered Works:

Works required to rehabilitate or upgrade jetties, including pylons, fenders, loose rubber fenders, damaged walers, damaged/missing deck planks and damaged ladders / steps where general maintenance cannot provide the jetty to the acceptable standard shall be notified to the Contract Manager as Notice of Ordered Works.

Repairs to concrete pavements exceeding 2 square metres shall be notified to the Contract Manager to be undertaken as Ordered Work where required.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on programs /program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Ordered Works reported/completed.

EXCLUSIONS *(what is not included)*

The following activities or services are not included in this Activity Specification:

- ☐ Signage for boat ramps and jetties, which shall be managed under AS-23 Regulatory, Warning & Guide Signs (FWG).
- ☐ Emptying and cleaning of fish cleaning facilities on or in vicinity to boat ramps and jetties.
- ☐ Repairs to concrete pavements in excess of 2m², which the Shire may direct to be undertaken as Ordered Works.
- ☐ Repairs to jetties and seawalls, which the Shire may direct to be undertaken as Ordered Works.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Ramps - Slippery or broken concrete ramp pavement, damaged / loose timbers on timber ramps, silt / sand build-up, or erosion of adjacent bank material,

Ramps - The ramp access pavement deteriorating creating a hazard for ramp users.

Ramps - Damaged wheelstops and lane dividing kerbs.

Jetties - Integrity of fenders, loose rubber fenders, damaged / loose deck planks, damaged whalers, and damaged ladders / steps.

Seawalls - Erosion or damage affecting structural integrity, mortar / facestones loose.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Boat ramps are to have algal growth removed to the low water mark.

Concrete/ timbers repaired. Silt / sand build-up removed, Adjacent bank erosion filled with sand.

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

Wheel stops to be firm and durable where fitted, Lane dividers to be bolted down and secure, where fitted.

Jetties – fenders sound, rubber fenders secure, deck planks sound and securely fitted, whalers sound, ladders / steps sound.

Seawalls - mortar sound, facestones sound with no cavities behind. No erosion or damage affecting structural integrity.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Inspect all boat ramps and their associated jetties, and seawalls (above water line) in accordance with the Performance Requirements.
2. Remove algal growth from the ramp pavement and restore the non-slip surface, using approved treatment.
3. Carry out minor repairs (up to 2m²) to spalling of concrete pavement using concrete of minimum strength 25MPa incorporating "marine" cement (AS 3972) or other approved treatment as approved by the Contract Manager.
4. Remove silt/sand build-up from ramp or add sand to eroded areas adjacent to the ramp as appropriate.
5. Removed silt/sand shall be deposited at a location approved by the Contract Manager.
6. The Contractor shall undertake regular inspections to ensure that ramps and jetties remain operational by effecting repairs within the applicable response time.
7. Shire maintained Boat ramps must have excessive sand build-up removed from within the vicinity of the toe of the ramp, annually prior to Tourist Season, utilising land-based long-reach excavation equipment. This activity must be approved by the Contract Manager and a Notice to Mariners issued prior to commencement of works under the permit held by Council. Shire Maintained Boat Ramps are located at Sorrento, Rye, Safety Beach, Fishermans Beach, Mornington and Schnapper Point, Mornington.
8. Annual underwater inspections of jetties must be undertaken (between May and July) to enable repairs to be programmed prior to the boating season.

PERFORMANCE REQUIREMENTS			
Asset	Safety & Asset Inspection	Intervention Level	Response Time
Safety Beach & Rye Boat Ramps – Daylight Savings	Inspected Monday to Saturday, Sunday's and Public Holidays as required	Sand and/or silt on the boat ramp posing a hazard to boat ramp users or to the general public. Other boat ramp defects constituting a safety hazard to users.	4 hours
		Boat ramp defects requiring maintenance attention.	10 Days
Safety Beach & Rye Boat Ramps – Non Daylight Savings	Inspected Tuesdays and Friday's – Saturday's and Public Holidays as required	Sand and/or silt on the boat ramp posing a hazard to boat ramp users or to the general public. Other boat ramp defects constituting a safety hazard to users.	1 Day
		Boat ramp defects requiring maintenance attention.	15 Days
All Other Boat Ramps – Daylight Savings	Inspected Fortnightly	Sand and/or silt on the boat ramp posing a hazard to boat ramp users or to the general public. Other boat ramp defects constituting a safety hazard to users.	1 Day

PERFORMANCE REQUIREMENTS			
Asset	Safety & Asset Inspection	Intervention Level	Response Time
		Boat ramp defects requiring maintenance attention.	15 Days
All Other Boat Ramps – Non Daylight Savings	Inspected Monthly	Sand and/or silt on the boat ramp posing a hazard to boat ramp users or to the general public. Other boat ramp defects constituting a safety hazard to users.	1 Day
		Boat ramp defects requiring maintenance attention.	30 Days
Jetties & Seawalls – Daylight Savings	Inspected Fortnightly (above waterline)	Jetty and Seawall defects constituting a safety hazard to users are to be made safe and reported to the Contract Manager.	1 Day
		Jetty and Seawall defects requiring maintenance attention are to be reported to the Contract Manager.	Notice of Ordered Works with 14 days.
Jetties & Seawalls – Non Daylight Savings	Inspected Monthly (above waterline)	Jetty and Seawall defects constituting a safety hazard to users are to be made safe and reported to the Contract Manager.	1 Day
		Jetty and Seawall defects requiring maintenance attention are to be reported to the Contract Manager.	Notice of Ordered Works with 30 days.

AS-30 Bus Shelters (NBS)

NATURE OF SERVICES

This Activity includes the inspection, cleaning, removal of weeds and vegetation, and maintenance of bus shelters owned by the Shire as nominated in Annexure 9.

The Contractor must perform these services to ensure that the bus shelters are hygienic, clean, functional and safe for use.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all inspections, defect reporting, cleaning, litter collection, make safe and maintenance of all bus shelters listed in Annexure 9. Maintenance includes, but is not limited to, replacement of screws, bolts, and other similar small items to the structure and furniture. It includes cost of any waste disposal.

Provisional Items:

Nil.

Ordered Works:

All other works, including damaged or missing tactile, shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on programs /program compliance
- No of defects identified/number of defects rectified/number defects not rectified in accordance with performance requirements.
- Ordered works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

The following activities or services are not included this Activity Specification:

- ☐ Replacement of bus shelters and furniture associated with shelter.
- ☐ Bus shelters owned and erected by others that are subject to separate contracts.
- ☐ Bus stops without a shelter.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Graffiti that affects amenity or is offensive.

Damaged components that may place the community at risk.

Vandalism or graffiti that requires repair or removal respectively.

Rubbish and unhygienic conditions affecting public amenity.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

1. Maintenance of the Shires Bus Shelter Register.
2. Regular inspection as set out in the most current Shire Road Management Plan.
3. Maintain in condition fit for purpose.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. For the purposes of this Activity Specification, bus shelter is deemed to include:
 - the structure, including seats;
 - concrete base (slab) including the link to the nearest adjoining footpath;
 - associated signage
2. The Contractor must inspect and thoroughly clean each bus shelter, associated furniture and signage and area surrounding the shelter monthly.
3. A schedule shall be prepared by the Contractor setting out a monthly program. This schedule (program) will be prepared within 3 months of the Contract Commencement Date, be approved by the Contract Manager and be reviewed at least annually.
4. Lump Sum maintenance to Shire owned shelters and associated assets must include replacement of screws, bolts, seat timbers and other small items.
5. Damage or defective components or assets as maintained by others associated with bus shelter must be recorded and reported by the Contractor immediately to the relevant authority for rectification (e.g. Department of Transport).
6. Graffiti on bus shelter and associated furniture must be reported to the appropriate CAMS Contractor for removal.
7. Manual treatment and removal of all grass/weeds adjacent to the bus shelter and around associated furniture must be completed at time of inspection and clean.

NOMINATED HOLD POINTS
Not Applicable

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
Bus Shelter	Offending litter, vomit or faeces, damage that is a matter of public health and safety.	24 hours

AS-31 Roadside Mowing & Slashing (HWO)

NATURE OF SERVICES

This Activity covers mowing and slashing of roadside areas as set out in Annexure 9.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with the development, implementation and performance of the approved schedule/program including defect reporting of areas identified in Annexure 9. It includes any necessary lawful disposal of waste.

The Annual Program will include mowing and slashing, to be undertaken at the same frequency of six (6) times per year at all specified locations, at approximately even intervals and an additional seventh cycle cut between 1 October and 31 December. The proposed program aligning with these frequencies will be submitted for Contract Manager for approval annually by 31 May.

Provisional Items:

Nil

Ordered Works:

Any additional mowing/slashing outside of the Annual Program schedule, as requested by the Contract Manager, with payment as per pre-agreed rate in Annexure 2.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program/program compliance
- Square metre area mowed / Square metre area required to have been mowed
- No. of areas identified out of intervention (defects)/number of defects rectified/number defects not rectified in accordance with performance requirements.

EXCLUSIONS *(what is not included)*

Nil.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Grass growth impeding the safe and intended use of roads and all roadside areas and creating an unsightly appearance.

Excessive fire fuel loads.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

The Contractor must provide safe access and egress for all road users in accordance with Shires Road Management Plan, the Road Safety Act 1986 (Vic), the Mornington Peninsula Municipal Fire Management Plan and Department of Transport Municipal Maintenance Agreement any relevant legislation.

The Contractor must ensure that the specified roadside areas grassed areas are cut at the specified frequencies.

The Contractor must prepare an Annual Program for the approval of the Contract Manager, which will:

- (a) ensure compliance with this Activity Specification and the requirements of the Contract;
- (b) include the dates that the Contractor will be mowing specific areas;
- (c) include a process for monitoring grass heights and program completion.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. The Contractor must strictly adhere to the annual grass mowing schedule as described in the Performance Standards and Specifications.
2. The Contractor must mow those areas of Department of Transport roads as detailed in Annexure 9 as per the Agreement with Department of Transport. The contractor shall ensure a current MOU for traffic management for these works is maintained for the duration of the contract.
3. Do not scalp grass.
4. Grass mowing must not be carried out in a manner that is not detrimental to the grass or the soil.
5. Where practicable, the Contractor shall move foreign matter and obstructions so that the grass underneath is mowed. Heavy litter impeding mowing shall be removed.
6. Do not damage trees (such as by ring barking) when mowing, edging or brush cutting.
7. Maintain and operate equipment so as to minimise the risk of dangerously projecting stones or debris.

8. Ensure that grass and other debris is not projected into open surface drains, grates or culverts. If this occurs, any grass or debris must be removed while onsite.
9. When slashing or mowing on Roadsides, (refer Annexure 9 for Nominated Roadsides):
 - a. Grass mowing on Roadsides, where the width allows, shall be a minimum distance of between two (2) and three (3) metres from the edge of shoulder and / or back of kerb and channel and shall include the adjacent drains and batters.
 - b. The Contractor must report fallen trees or tree branches to the appropriate CAMS Contractor for removal or assessment of environmental significance and biodiversity values. Where safe to do so, the Contractor is to move fallen trees or branches to a safe location and continue with required mowing.
 - c. Kerb and channel and paths must be free from mown grass and thatch/swathe following mowing or slashing.
10. The Contractor shall not perform work that is not permitted on Total Fire Ban Days. Work that is scheduled for a Total Fire Ban Day but unable to occur due to the ban must be rescheduled and performed as soon as practicable.
11. The Contractor may submit proposals for alternatives to mowing including growth inhibitors. Any alternative must receive written approval from the Contract Manager including prior to the use of any chemicals.
12. Any equipment required by the Contractor to use permitted chemicals including performing chemical weed treatment is included in the Lump Sum.
13. The Contractor must ensure that the operators are fully trained to carry out the works specified and briefed on requirements necessary to avoid damage to natural regeneration of indigenous vegetation or landscaped areas as indicated at the commencement of the contract and from time to time during the contract period;
14. A direction from the Municipal Fire Prevention Officer will override any program instruction.

AS-32 Weed Treatment (HWS)

NATURE OF SERVICES	
<p>This Activity covers the control of weeds using herbicides or by related treatments such as hand weeding, hot water or direct chemical application to provide a weed free surface area of footpaths, footbridges, bridges, pathways, medians, pedestrian refuges, roundabouts, kerb & channel, sealed shoulders, signs, guideposts, guardrail and earth drains as set out in Annexure 9</p> <p>The contractor shall prepare a program for the management of weed treatment. The proposed program and herbicide shall be approved by the Contract Manager. The approved program shall be undertaken and completed within the program period.</p> <p>The use of herbicides must only be undertaken with the prior approval of the Contract Manager.</p>	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including all costs defined in Clause A2-2.2 to A2-2.3, associated with the inspection and control of weeds to all areas described in Annexure 9 as described in the Activity definition including annual weed control programs and isolated treatments necessary to control weeds.</p> <p>Provisional Items:</p> <p>Nil.</p> <p>Ordered Works:</p> <p>Nil.</p>	

REPORTING UNIT	
<p>The following details shall be reported in the monthly progress report in relation to this Activity:</p> <ul style="list-style-type: none"> - Progress on weed control program/program compliance 	

EXCLUSIONS <i>(what is not included)</i>	
<p>This activity excludes development and delivery of an annual Noxious Weeds Program. Noxious weeds shall be referred to the Shires Natural Systems Team.</p>	

PERFORMANCE DISTRESS & DEFECTS <i>(What do we look for?)</i>	
<p>Areas of weed infestation, including Noxious Weeds.</p>	

Grass & weed encroaching from the sides of footpaths and pavements. Grass & weeds growing through footpaths and pavements.

Grass overhanging the back of kerb & channel. Grass growing in the lip of kerb & channel (between the channel and the road seal).

Grass growing through bituminous surfaces.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

Chemical spraying and direct chemical application shall meet with requirements of the Environment Protection Authority and shall be undertaken to manufacturer's instructions. All spray operators undertaking chemical spraying shall hold licences as required by the appropriate Statutory Authorities.

Weed treatment is undertaken to minimise asset damage, improve amenity and provide safe passage for pedestrians.

Bituminous surfaces are treated to reduce deterioration.

Pathways and other concrete jointing are treated to minimise spalling and improve appearance.

Weed Treatment is undertaken around signs, guideposts, post and rail fences to maintain a tidy appearance.

Weed treatment is undertaken along the back of kerb and the lip of channel to improve amenity and prevent damage to sealed surfaces.

ACTIVITY SPECIFICATION

WEED TREATMENT

HWS

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. Approval of a submitted Work Plan is required prior to commencement of any weed spraying or direct chemical application activities. The weed treatment program shall be prepared within three (3) months of the commencement of the contract for the approval of the Contract Manager and reviewed annually.
2. Provide evidence of compliance to Occupational Health and Safety and WorkCover requirements. Train all personnel in the correct procedures and safety requirements including safety clothing and safety apparatus training.
3. Identify indigenous species regeneration areas and avoid inadvertent treatment. Avoid disturbance to desirable indigenous vegetation and the application of chemicals on indigenous vegetation. Avoid spraying that may have a detrimental impact on susceptible crops
4. Hold records of chemical applied, location and date of spraying to comply with Regulations.
5. Check that alternative weed control measures have been fully considered before proceeding

with chemical treatments.

6. Manual removal may be required where chemical spraying is insufficient or ineffective.
7. Mechanical weed removal around physical structures is encouraged. With the changing perspective on chemicals, alternative options are preferred.
8. Ensure appropriate licences or permits are obtained to cover herbicide utilisation as required by law.
9. Ensure Material Safety Data Sheets, which detail the active chemical when spraying or applying chemicals, are available for operator. They shall include manufacturer's safe recommended spray / application rates.
10. Minimise spray drift and any runoff that may affect watercourses, natural systems and non target species.
11. Terminate spraying in wet or windy conditions. Spraying shall not occur within vicinity of people (e.g. 10 Metres).
12. Ensure that biodegradable marking compounds (or similar) in the form of coloured dyes are added to any herbicides in use.
13. Maintain all equipment in good working condition. Ensure that herbicide containers are safely secured and inaccessible to the public when not in use. Display appropriate HAZCHEM code on equipment and storage containers.
14. Check with the Shire database for Resident allergies and areas where chemical spraying is not permitted. Registered residents are currently recorded in the Allergy Risks Layer in the High Risk Properties Module of Intramaps (the Shire's internal GIS user interface). Follow the directions provided in the register for each Registered resident which may include notifying the resident or not spraying in a particular location or modifying methods. Erect the appropriate warning signs prior to commencing works. Update the Shires Allergy Customer Database as/when required.

NOMINATED HOLD POINTS

- ☐ The Work Plan will include all details of weed control including chemical types, application rates, method of treatment and location of work. The plan shall indicate any recommended period for which the area should be quarantined from use (withholding period). This plan may be approved by the Contract manager at the commencement of the contract. Any modification from this plan during the course of the contract shall require the further approval of the Contract Manager.
- ☐ HP applies at the commencement of contract for Contract Managers approval of the methods for vegetation control including chemical types, application rates, method of treatment and location of work. Any modification from this plan during the course of the contract shall require the further approval of the Contract Manager.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
Pathways, Hard Stand Areas & kerb and Channel	Weed growth encroaching > 25mm, the drain, kerb & channel, the asset is obscured, a tripping hazard exists, the pathway is untidy or a fire hazard exists.	15 days

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
	Weed growth covering > 10% of surface area, the kerb and channel or drain is blocked	24 hours
Roundabouts & Medians	Occurrence of weed growth covering >5% of pavement areas and/or > than 100 mm in height.	7 days
Earth Drains and Boundary Fences	Occurrence of weed growth causing interference with the flow of water or greater than 200 mm in height.	21 days
	Weed growth > 200mm in height, the drain is blocked or a fire hazard exists.	24 hours
Bituminous Surfaces	Evidence of Weed growth impacting on surface integrity.	15 days

AS-33 Call Out (MEC)

NATURE OF SERVICES

This Activity covers the provision of an effective call out service which is readily contactable 24 hours a day, year-round and which the public or others may call for assistance. This Activity relates to the initial response only, including ensuring the safety of the public and protection of the Assets, including during emergency incidents e.g. landslip, flood, fires, storms, chemical spills and traffic accidents that affect the safety of the public and protection of the Assets. This includes after-hour call out service where assets related to CAMS Open Spaces and Tree Management Contracts are impacted.

The Contractor shall provide for the immediate public safety of all asset users and so act to minimise costs associated with accidents or damage to the Asset.

The Contractor is required to make a record, or diary of calls, and details and to liaise and direct urgent action, by way of inspection and appraisal.

This activity shall also include stability assessment of potential landslide and initial technical advice following landslip or similar incident or hazard.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with initial response and works required in the first 24 hours after attending on site, including all work to make the site safe, assisting emergency services with and assuming responsibility of traffic control, supply and erection of traffic management signs, repair to damage, erection of appropriate signs and reporting to the Contract Manager or other authorities.

Provisional Items:

Nil.

Ordered Works:

Any work beyond that required in the first 24 hours after the initial response, that cannot be performed under any of the other Activity Specifications, shall be notified to the Contract Manager as Notice of Ordered Works.

Provision of Geotechnical Engineering advice in relation to land stability, landslip or similar incident shall be undertaken as Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- No. of calls / time required, including where follow up work is required by other CAMS Contractors

- Report of action/incidents at least monthly
- Report of Accident Damage / Cost recoverable items (including photos, cost estimates) as this may be required for Victoria Police investigation or insurance claims (refer to Victorian DRFA Guidelines).
- Ordered works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

- ☐ The following activities or services are not included in this Activity Specification:
- ☐ Any work beyond that required in the first 24 hours after the initial response, which is to be performed under any of the other Activity Specifications, or which the Shire may otherwise direct to be undertaken as Ordered Work
- ☐ Response to incidents within Buildings.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Not Applicable

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

The Contractor shall provide designated staff to act as duty officer/controller and others nominated as 'on call' on a 24-hour basis.

'On call' personnel shall mobilise to investigate reported events within one hour of notification.

'Call out equipment' as listed below shall be available.

All call out staff shall have had appropriate training in such procedures, including Traffic Management Control, the Shire Municipal Emergency Management Plan, and the Shire Natural Hazard Operations Plan.

Where Accident Damage requires repair, costs may be recoverable, information should be gathered and passed to the Contract Manager and Victoria Police for investigation.

Maintain all records, costs, photos etc, in accordance with Victorian DRFA Guidelines for natural / terrorist events that would normally be subject to a potential claim under the Disaster Relief Funding Arrangements (DRFA) including accidental damage.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Provide a Duty Controller who shall attend to and record all calls to ensure Reporting Unit is met.
2. Provide communication equipment appropriate to the service (e.g. mobile phones, portable radios).
3. Provide alternative back up to 'on call staff'.
4. Provide appropriate vehicle to meet requirements, with approved badging and hazard warning lights.
5. Provide 'on call' staff with suitable identification.
6. Provide initial response in accordance with the provisions below

Objectives

The Contractor's initial response must be directed at the following objectives:

- (1) **Immediate public safety:** provision for the immediate public safety of all asset users.
- (2) **Minimise loss:** minimisation of costs associated with accidents or damage to the Assets; and
- (3) **Minimise disruption:** minimisation of disruption to asset users.

Specific requirements

In carrying out initial response, the Contractor must comply with the following specific requirements:

- (1) **Signage:** Take immediate action by way of sign posting and traffic control to make the site as safe as feasible for traffic and pedestrians
- (2) **Notify & co-ordinate response by others:** Co-ordinate notification and advice to ensure appropriate repair activities. This includes notifying relevant Authorities, Geotechnical/Structural Engineers and other CAMS Contractors, as appropriate, where the required repair or other Activity falls within the scope of their responsibility
- (3) **Damage to heritage & sensitive Assets:** Notify the Contract Manager if damage has affected environmentally sensitive or heritage Assets
- (4) **Specialist or additional equipment required:** Where additional or specialist equipment is required, notify the CAMS Contractor (or representative).
- (5) **Co-operation with Emergency Authorities:** Co-operate with Emergency Authorities and their personnel.
- (6) **Notify responsible persons:** Where the fault is not an item for which the Contractor is responsible under the Contract, notify the responsible person and in

the meantime provide such reasonably available measures as are appropriate to protect persons and property.

Traffic obstructions

If an Asset is obstructed by broken down vehicles or any other cause, the Contractor must take the following steps to safeguard traffic:

- (1) **Provide traffic control:** provide signs, traffic controllers and other items necessary for appropriate traffic control to safeguard members of the public.
- (2) **Contact responsible person:** if the person responsible for the obstruction can be located, instruct them to remove the obstruction immediately.
- (3) **Inform the Contract Manager (serious cases):** in cases of serious obstruction or obstructions which may remain overnight, inform the Contract Manager who may direct action to be taken by the Contractor or arrange for Victoria Police or other parties to attend:

If an obstruction is likely to remain overnight and the person responsible for it does not provide lighting for it (if required), the Contractor must provide adequate signing and lighting to protect the public. The Contractor must advise the Contract Manager of the cost, together with the name and address of the person responsible for the obstruction (or, if these are not known, with sufficient information to enable the Victoria Police or the Shire to investigate and discover the responsible person).

Management of landslip

Where an incident involves a landslip or potential for landslip, the Contractor must:

- (1) Immediately arrange for the attendance of an appropriately qualified Geotechnical Engineer to evaluate hillsides for stability and landslide potential.
- (2) The engineer shall undertake a risk assessment and provide advice on initial response actions required including extents of exclusion zone/s and provide recommendation for monitoring of site.
- (3) Maintain open and frequent communication with Shire representatives.
- (4) Provide an appropriate report including photos detailing initial assessment, actions taken and recommendations to the Shire as soon as reasonably practicable.

Management of spills

Where an Emergency involves a fuel or chemical spill, the Contractor must:

- (1) **Notify fire service:** notify the relevant firefighting Authority;
- (2) **Record spill:** record the spill including its extent and the measures used to contain the spill (NOTE: Contractor personnel must not attempt to contain any chemical spills unless they have specific training);

- (3) **Prevent spillage (as directed):** take action as directed by the Fire Authority, Victoria Police or the Environmental Protection Authority to prevent spillage from entering watercourses; and
- (4) **Safeguard personnel:** identify the materials spilled by the HAZCHEM symbols and ensure that all personnel are suitably protected from any ill-effects.

Programming of Rectification work

Where traffic can be accommodated safely by use of signs, lane closures and/or detours, rectification work required must be programmed for execution during normal working hours.

1. The "Call Out" Response Staff shall respond with an "Initial Emergency Response Unit" containing:
 - ☐ signage,
 - ☐ temporary pedestrian barrier webbing
 - ☐ small chainsaw
 - ☐ cold mix asphalt
 - ☐ initial spill response materials
 - ☐ other equipment as necessary to make the site safe, or manage the site until specialised equipment is available
2. Provide an adequate and maintained store of goods and equipment capable of providing a safe environment while other specialised resource travel to and respond to the issue.
3. Maintain a comprehensive list of after-hours contact numbers for public utilities, CAMS Contractors and the Shire to assist with the response that may require additional resources / action outside the scope of this Activity.
4. Where rectification works are required by public utilities or other CAMS Contractor(s) the Contractor shall notify the relevant party at the commencement of the next business day.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All	When any call is received which reports public safety in jeopardy.	Inspect within 1hr or as soon as practical

AS-34 Litter Collection and Rapid Response] (RLC)

NATURE OF SERVICES	
<p>This Activity covers litter collection in all roads & roadsides, table drains and foreshore areas. It includes the proper disposal of the litter clear of the road reserve. Areas requiring litter collection will be those areas between the road reserve boundaries on roads, parks and recreation areas, and at other areas as scheduled in Annexure 9.</p> <p>The Shire has adopted a hierarchy for High Profile precincts. High-Profile Precinct frequencies, categories and maps showing the geographical area of these precincts are set out in Annexure 9. The Contractor must undertake services within these precincts in strict compliance with the requirements of this Activity Specification.</p> <p>The Contractor must perform the Services so as to maintain an attractive appearance and avoid the build-up or dispersal of litter at any location within the road reserve.</p> <p>This Activity must also include 2 Rapid Response trucks. These trucks must be appropriately badged as approved by the Contract Manager. The purpose for Rapid Response is to have a support process to address hazards, provide miscellaneous customer assistance as requested by Shire Officers/Customer Service Team, within a 2 hour response window to urgent matters. These crews may be engaged in other activities under this Contract that allow the response times to be met.</p>	

CONTRACT PRICING FORMAT	
<p>Lump Sum:</p> <p>The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all programmed and reactive litter collection activities, including spot cleaning, removal of small branches and the removal of dumped rubbish up to 4 cubic metres at a single location to maintain streets to a clean environment and to ensure unrestricted flow in drains. It includes cost of waste disposal.</p> <p>Provisional Items:</p> <p>Nil.</p> <p>Ordered Works:</p> <p>Removal of dumped rubbish over the first 4 cubic metres in any single occurrence, shall be notified to the Contract Manager as Notice of Ordered Works.</p> <p>Removal of spilt or dumped hazardous materials shall be notified to the Contract Manager as Notice of Ordered Works.</p> <p>Collection and disposal of any waste generated from 'Clean Up Australia Day' activities shall be notified to the Contract Manager as Notice of Ordered Works.</p> <p>All other works shall be notified to the Contract Manager as Notice of Ordered Works.</p>	

REPORTING UNIT	
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The following details shall be reported in the monthly progress report in relation to this Activity:

- Progress on program/program compliance
- No of Litter Reports Received/number of Reports attended & rectified/number incidents not rectified in accordance with performance requirements.
- Volumes of waste/recycling material (cubic metres/tonnes) collected (programmed, reactive and Ordered Works)
- Method(s) and location(s) of disposal

EXCLUSIONS *(what is not included)*

The following activities or services are not included this Activity Specification:

- ☐ Removal of dumped rubbish over the first 4 cubic metres in any single occurrence which the Shire may direct to be undertaken as Ordered Works. For the avoidance of doubt, the Lump Sum includes the cost of collection and disposal of the first 4 cubic metres.
- ☐ Removal of hazardous materials found dumped or spilt, which the Shire may direct to be undertaken as Ordered Works. For the avoidance of doubt, the Lump Sum includes the cost of collection and disposal of the first 4 cubic metres.
- ☐ After-hours callouts are to be managed under AS-33 Call Out.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Litter on road reserve including shared paths, footpath streetscape areas, shoulders and table drains.

Litter and debris in park, recreation areas and foreshores.

Debris, including tree branches, left on shoulder.

Litter and debris within a High Profile precinct.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Loose litter to be removed from road reserves from A and B roads on a monthly programmed basis.

Litter to be collected from road reserves C roads, D roads and Shire maintained facilities and reserves on a reactive basis

Bagged litter may be left on the road shoulder/verge provided this is collected on the same day.

Vehicles and equipment abandoned in the road reserve or in rest areas shall be reported to the Shire.

Any litter constituting a safety or health hazard or any offensive material will be removed within 24 hours.

Litter may be collected by mechanical/suction equipment or by foot patrol using hand-held pick-up devices and bags, trolleys etc.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. A schedule shall be prepared by the Contractor setting out a monthly program for loose litter collection in A and B roads, in accordance with the details set out in Annexure 9. This schedule (program) will be prepared within 3 months of the Commencement Date, be approved by the Contract Manager and be reviewed at least annually.
2. Loose litter collection shall be carried out in A and B roads monthly.
3. Litter collection in C roads and D roads and Shire maintained facilities, reserves and beaches shall be in response to service requests or as directed by the Contract Manager.
4. The frequencies of litter collection shall be reviewed by the Contractor at least annually and proposed adjustments submitted to the Contract Manager for consideration and approval.
5. Dumped rubbish on Shire owned/controlled land must be picked up and disposed of by the Contractor. The Contractor must record a photograph before and after collection, plot the location on a map and specify the type of material collected using a program approved by the Contract Manager. Any single occurrence of dumped rubbish up to 4 cubic metres in size is included in the Lump Sum. Larger single occurrences must be referred to the Contract Manager for approval as Ordered Works. The Contractor is responsible for the cost of collection and disposal of the first 4 cubic metres associated with a single dumping occurrence. The Shire must be provided access to the Contractor's system to enable any sharing of relevant data.
6. Any evidence that identifies the source of the dumped rubbish, for example, a photograph of documentation that includes a name and/or address, shall immediately be reported to the Shire Rangers or to this Council's Litter Prevention Officers. The Contractor is to stake and tape the perimeter of the dumped rubbish and erect a dumped rubbish sign approved by the Contract Manager.
7. Where hazardous materials are found dumped or spilt the Contractor shall immediately notify the Contract Manager and make arrangements for its removal, undertaken as Ordered Works.
8. The Contractor shall provide appropriate equipment and clothing to ensure the occupational health and safety of workers is provided for. Safety footwear must be worn at all times.
9. Particular care and attention shall be paid to pick up and disposal of used syringes. Personnel are to be trained in pick up and disposal methods. A safe disposal method and location for disposal shall be provided by the Contractor.
10. The Contractor shall be responsible for disposing of all litter collected from these operations at an approved location consistent with current legal requirements and shall be responsible for the

payment of all fees and charges. Waste must be sorted in such a manner as to enable recycling of material wherever possible.

11. The Contractor shall remove and dispose of any private or commercial signage, placards or posters, including any residual adhesives, which advertise events, such as festivals and garage sales, that are out-of-date or considered an eyesore or potential hazard to the public.
12. The Contractor will collect any waste generated from the Clean Up Australia Day from various sites around the Shire. This waste includes recycling and general waste. This shall be undertaken as Ordered Works.
13. Rapid response duties may include, but not be limited to, litter collection, spot cleaning or removal of materials/substances hazardous to health, small branch removal/retrieval of keys from drains/bins.
14. Each Rapid Response Truck shall have two staff and be equipped with:
 - ☐ Signage
 - ☐ Temporary pedestrian barrier webbing
 - ☐ Cold mix asphalt
 - ☐ Initial spill response materials
 - ☐ Small Crane / pit lid lifting capabilities
 - ☐ Other equipment as necessary to make the site safe, or manage the site until specialised equipment is available

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
All	Any report of unidentifiable litter or debris.	3 days
All	Any report of identifiable litter or debris.	7 days
All	Litter or dumped rubbish is causing a health hazard or traffic hazard.	24 hours
All	Rapid Response	Within 2 hours

AS-35 Dead Animal Collection (NDA)

NATURE OF SERVICES

This Activity covers the response to reports of dead animals located either on the road or within the road reserve or other public areas within the municipality, including park, foreshores, reserves and open spaces.

The Contractor must perform the Services under this Activity to ensure the safety of motorists and pedestrians and preserve community wellbeing.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with dead animal collection requirements. It includes cost of waste disposal.

Provisional Quantity

Nil.

Ordered Works:

Removal of large mammals (e.g. Seals, large livestock) shall be notified to the Contract Manager as Notice of Ordered Works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- No of Reports Received/number of Reports attended & rectified/number incidents not rectified in accordance with performance requirements.
- Type of animal (domestic, agricultural, wildlife)
- Method(s) and location(s) of disposal
- Ordered works requested / completed / expenditure

EXCLUSIONS *(what is not included)*

Nil.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Dead animals located either on the road or within the road reserve or other public areas within the municipality.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Checking animals for electronic tags / collars / ear tags.

WORK METHOD REQUIREMENTS *(Contractors undertaking to provide quality)*

1. The Services required to be performed include, but are not limited to the following:
 - ☐ Collection of dead animals located within the road reserve or public open space.
 - ☐ Disposal of dead animals at the appropriate knackery or legal disposal site.
 - ☐ Disposal by burial for small, non-domestic animals adjacent to the collection site.
 - ☐ Scanning microchips in dead animals and notifying owners where identifiable.
2. The Services shall be provided in a courteous, well-informed and customer focused manner.
3. Adequate records of all services provided including the type of animal shall be kept by the Contractor for the purposes of possible prosecution, other legal actions or claims and/or the implementation of animal control/monitoring.
4. Any information relating to this contract made available to or generated by the Contractor remains under the ownership of the Shire and must not be disclosed to any third party. The requirements of the Privacy Act must be complied with.
5. All staff employed by the Contractor are to be fully aware of their responsibilities and sufficiently trained in all emergency procedures and in the use of appropriate equipment.
6. The Contractor must ensure that all staff are suitably attired in a uniform provided by the Contractor and approved by the Contract Manager including the carrying of photo identification.
7. The Contractor must provide and maintain all necessary vehicles and equipment, including all insurances, ancillary equipment and supplies to enable the Contractor to fulfil the obligations of this Contract.
8. Vehicles and equipment must comply with the Road Safety Act 1986 and regulations along with the relevant codes of practice and any guiding policies provided by the Shire.

NOMINATED HOLD POINTS

Not Applicable

PERFORMANCE REQUIREMENTS		
Asset	Intervention Level	Response Time
All	Collection of animal in response to any report of a dead animal	12 hours
All	Collection of animal in response to any report of a dead animal causing a danger to members of the public	1 hour

AS-36 Graffiti Removal Roads (CGR)

NATURE OF SERVICES

This Activity includes the identification and removal of any posters, graffiti from road pavements, kerb & channel, pit & drainage structures, footpaths, and signage included in this Contract.

The Contractor must perform the Services to ensure that no user of the Assets is offended or distracted by graffiti. The aesthetics and amenity of the public space environment is maintained.

CONTRACT PRICING FORMAT

Lump Sum:

The Lump Sum cost is deemed to include all costs, including those costs defined in Clause A2-2.2 to A2-2.3, associated with all graffiti removal activities, including the removal of graffiti using pressure spray and chemical removal and resurfacing, or where approved, using paint. It includes cost of waste disposal.

Provisional Items:

Nil.

Ordered Works:

Nil.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- No of Reports Received/number of Reports attended & rectified/number incidents not rectified in accordance with performance requirements.
- Volumes of waste material (cubic metres) collected
- Removal method(s) and location(s) of disposal

EXCLUSIONS

Nil.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

The unwanted defacement of the road pavement by drawing, writing, scoring, or placement of posters.

PERFORMANCE STANDARDS AND SPECIFICATIONS *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice.

Posters, graffiti is removed effectively and safely in a prompt manner in response to complaints and inspections.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Undertake the identification of posters, graffiti on the road pavements, kerb & channel, pit & drainage structures, footpaths, and signage that is visible/and or offensive to the public in conjunction with performance of the Services generally.
2. Note the substrate composition and texture, and the material composition of the graffiti wherever this is identifiable by inspection.
3. Prepare a generic work plan outlining for typical types of graffiti, the proposed method of removal from different surfaces, the chemicals to be utilised, and the disposal method for waste. The Contract Manager's approval to the work plan is required at or promptly following the Commencement Date and whenever the plan is updated.
4. The Contractor must not use high pressure cleaning techniques for the removal of graffiti from porous surfaces or those which may be damaged by frequent use of this method. The Shire shall advise of methods of removal for these surfaces on a site-specific basis.
5. Where hazardous wastes cannot be confined to a 20-litre drum for responsible disposal, the Environment Protection Authority must be contacted regarding the issue of licences.
6. The Contractor shall assess each site prior to commencement of works to identify and control any hazardous conditions to the public adjacent to the worksite.
7. A data base of all graffiti incidents must be maintained by the Contractor and be able to be implemented, operational and accessible within the Shire's Asset Management System.

NOMINATED HOLD POINTS

Hold Point (Contract Manager) Submission of standard work plan for removal of typical graffiti types and typical surfaces.

PERFORMANCE REQUIREMENTS

Asset	Intervention Level	Response Time
Road Network	Posters, graffiti visible to public.	5 days
	Offensive posters, graffiti.	3 days

AS-37 Asset & Amenity Inspections (AAI)

NATURE OF SERVICES

This Activity covers all pre & post asset inspections, triggered by application or lodgement of relevant building records for private works within the Mornington Peninsula Shires urban growth boundary or as amended by Councils Local Law. It includes inspections of building demolition & relocations and swimming pool construction regardless of value.

This Activity includes the inspection and documenting of existing condition of community assets prior to commencement of private works, as well as post works inspections to re-assess and document asset condition on conclusion of the works.

The Activity includes reporting of identified damage to the Shires Asset Protection Team and assisting with the pursuit of rectification of damage. The Activity includes reporting potential breaches of the planning scheme, dumped rubbish and other environmental impacts.

Assets inspected and assessed include all community assets, including but not limited to sealed & unsealed road pavements, kerb & channel, drainage structures, signage, footpaths, street furniture, utility services, trees & vegetation, road reserves and other grassed areas.

CONTRACT PRICING FORMAT

Lump Sum:

Nil

Provisional Quantity

This Activity includes a Provisional Quantity where the Contractor is directed to carry out an inspection Item 37.1 of 3500 inspections per contract year.

The cost is deemed to include all costs for the inspection of the Asset(s) pre or post works and provide a written report and photographs of the Asset's condition within 5 business days. Additionally, if the Contractor identifies any damage to Assets reasonably attributable to the private building works during post works inspections the cost includes provision of a written quotation within 10 business days of inspection.

Ordered Works:

Additional works resulting from the inspection directed by the Contract Manager shall be performed as ordered works.

Additional inspections beyond the annual provisional quantity shall be performed as ordered works.

REPORTING UNIT

The following details shall be reported in the monthly progress report in relation to this Activity:

- Number & type of inspections requested/number & type of inspections completed/number of inspections/quotations not completed within performance requirements.
- Additional Inspections (Ordered Works) completed

EXCLUSIONS

The following activities or services are not included in this Activity Specification:

- ☐ This Activity does not include costs associated with the repair of damaged assets.

PERFORMANCE DISTRESS & DEFECTS *(What do we look for?)*

Pre inspections assess & document existing condition of community assets prior to commencement of construction works. The inspections also capture any existing defects including cracking or damage that cannot reasonably be attributable to the private building works.

Post inspections assess & document the condition of community assets following private building works, recording and reporting damage reasonably attributable to the private building works

PERFORMANCE STANDARDS & SPECIFICATION *(What is required?)*

The Contractor must ensure that the Services meet all Laws and applicable codes of practice and Standards, including those specified below (if any) and comply generally with industry best practice

Asset & Amenity Inspections are carried out to ensure accountability for damage or adverse impact on community assets as a result of private development works. Inspections reports are to provide the necessary evidence for the pursuit of rectification of damage and/or the recovery of costs associated with their repair.

Inspection and reporting of asset condition pre & post private works, including the provision of detailed evidence and photographs. This includes where no damage is identified.

Reporting of identified damage to the Shires Asset Protection Team and assistance with the pursuit of damage rectification or cost recovery.

Reporting potential breaches of the planning scheme, dumped rubbish and other environmental impacts.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

1. Inspections are limited to those associated with application or issuing of a relevant building permit within the Mornington Peninsula Shires urban growth boundary, or as amended by Councils Local Law. It includes inspections of building demolitions & relocations and swimming pool construction regardless of value.
2. Inspection lists for pre & post inspections will be provided by the Asset Protection Team on a weekly basis.

WORK METHOD REQUIREMENTS *(Contractor's undertaking to provide quality)*

3. Inspections, including the criteria and capturing of photographs, shall be completed in an electronic format approved by the Contract Manager.
4. Inspections shall be completed and reports entered into the Shires corporate system within the response times specified in the performance requirements. All records shall be date & time stamped.
5. Identified damage reasonably attributable to private building works shall be reported to the Asset Protection Team and a quotation for repair prepared where appropriate. Damage that is not reasonably attributable to private building works shall be reported to the appropriate service provider or utility service for programming of repair.
6. Potential breaches of the planning scheme, identification of dumped rubbish and other environmental impacts shall also be reported.
7. Where damage presents a risk to the safety of the public, the responsible person/site supervisor is to be immediately notified to make safe. Where this is not possible the Contractor shall make the site safe in the first instance and the Asset Protection Team immediately notified to pursue the relevant party.

PERFORMANCE REQUIREMENTS

Item	Intervention Level	Response Time
Undertake Pre – Inspection	All building works	5 business days
Undertake Post – Inspection	All building works	5 business days
Damage Identified	Site made safe (responsible person / site supervisor unable to make safe)	4 hours
	Reporting of any damage that is not reasonably attributable to private building works to relevant CAMS Service Provider, Utility Service etc.	5 business days
	Provision of quotation for damage reasonably attributable to private building works.	10 business days