

Laura Bowman

From: official information
Sent: Thursday, 24 February 2022 1:44 pm
To: [REDACTED]
Cc: official information
Subject: Final Response: LGOIMA 22024 [REDACTED] - Copy of SLA re Gardening and Maintenance
Attachments: Appendix 1 - Weed Control.pdf; Appendix 2 - Street Landscape Maintenance.pdf

Kia Ora [REDACTED],

RE: Request for copy of service agreement for Council gardens - LGOIMA 22024

Further to your email received on Thursday 27 January 2022 requesting the garden maintenance service agreement between Infrastructure Alliance and Hamilton City Council, please find our response below.

Response:

Infrastructure Alliance is a Collaborative Working Agreement (CWA) between Downer and Hamilton City Council for the maintenance of Hamilton's transport network. The original specification of the CWA for Weed Control and Landscape Works is supplied in Appendices 1 and 2 attached.

The scope of physical work and response times as outlined in the CWA continues to change to cater to the customer needs and other conditions at the time, including available levels of budget. The agreement is for 10 years, and we are currently at year 9; therefore many of the specifications may no longer be current practice. The contract specifications are currently being reviewed in preparation for the new contract to be tendered.

Infrastructure Alliance manage all gardens that are not planted in annuals on the transport network for Hamilton City Council. The below table outlines the guidelines for maintenance for the 2021/22 financial year.

Locations	Guidelines for maintenance
Central business district	Half day – Monday to Friday each week
State highways	Rotating eight-weekly, except for Dinsdale roundabout which is six-weekly <i>NB:</i> To gain access on the state highways, Hamilton City Council requires approval from Waka Kotahi NZ Transport Agency (Waka Kotahi) for a temporary management plan (TMP) for any works completed on or near a state highway. Changes in late 2020 to Waka Kotahi's TMP process has resulted in delays to when Infrastructure Alliance is able to complete works.
Arterial and collector roads	Rotating eight-weekly
Mowing	Areas to be mown 20 times per year – this varies dependant on the season.
Rural mowing	Areas to be mown four times per year – this varies dependant on the season.
Weed control (all other roads)	Hamilton City is broken up into 12 zones and one area is targeted each month.
River Road car park	Mow, weed control, garden and remove litter – one day per month.
Walkways	Areas to be mown 20 times per year – this varies dependant on the season. Weeding – rotating eight-weekly

Railway station

1 hour per week

Over the last two years, the ability to follow the maintenance guidelines have proven challenging due to the COVID-19 pandemic, staffing and additional safety requirements while working on the network.

If you have any concerns with the decision referred to in this response, you have the right to request an investigation and review by the Ombudsman under section 27(3) of the Local Government Official Information and Meetings Act 1987.

For your information, the Ombudsman's contact details are:

Email: info@ombudsman.parliament.nz

Post: PO Box 10152, Wellington 6143

Telephone: 0800 802 602

Yours sincerely

Official Information Team

Legal Services & Risk | People and Organisational Performance

Email: officialinformation@hcc.govt.nz



From: [REDACTED]

Sent: Thursday, 27 January 2022 6:18 am

To: Tony Duke <Tony.Duke@hcc.govt.nz>

Cc: Paula Southgate <paula.southgate@council.hcc.govt.nz>; Angela O'Leary <Angela.OLeary@council.hcc.govt.nz>

Subject: RE: CSR126668 Forsyth/Vardon gardens

Hi Tony,

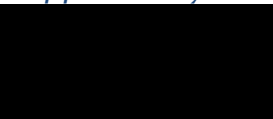
Thanks for attending to the weeding of the Cotton Street / Forsythe Street council gardens. I've taken photos of the work effort and also of other council gardens to compare the difference and will submit them to Neighbourly and council.

Not sure why you deem weedeating an acceptable weeding method but I can only suggest you are not a landscaper.

I'm also requesting the Service Agreement under the Official Information Act to understand what The Alliance obligations are under the agreement.

Thanks for motivating me to get off my backside for the benefit of the community.

I appreciate your motivation technique.



5.0 Weed Control

5.1 Nature

The intent of the contract is ensure that the city is maintained to a good standard so that the image of the city is portrayed as the best service provider in NZ, integrating the strategic objectives below into the task of providing monitored & managed weed control eliminating unsightly and invasive weeds before they become a nuisance.

The Contractor is encouraged to show knowledge of Hamilton City Councils strategic goals by encompassing them into a methodology and management philosophy which adds value to the city through the delivery of an effective & efficient City wide weed control solution.

Contractors are encouraged to demonstrate sensitivity to strategies and goals by understanding the role they play in enhancing the quality of life in Hamilton by

- Protecting and enhancing our natural environment (Environmental Sustainability Strategy)
- Enjoying good health (Social Wellbeing Strategy)
- Aspiring to excellence and increasing sustainability (Active Communities Strategy)
- Innovation in products and processes (Economic Development Strategy)
- Enhancing the urban experience (Urban Growth Strategy)

Alternative methods of control are encouraged combining traditional glyphosate based chemical spray and/or other methods where practical. Other methods may include, for example low toxicity natural chemicals as well as mechanical methods such as heat, steam or physical removal. These methods may be considered where they can be shown to be safe and effective.

In practical terms contractors can have regard to the ideals expressed in the above strategies through efficient use of chemicals and retain a natural look to grassy areas by minimising unnecessary dead strips/brown grass next to mown areas, avoiding overspray, while ensuring maintenance objectives are being met.

Contractors need to be familiar with the Hamilton City Council use of Herbicides policy and its objective. The Contractor is to inspect the assets and programme work so that the standards specified are achieved.

5.2 Extent and Location

This Contract is for the control of unwanted vegetation (weeds) in or abutting footpaths or roadways (including kerb and channel) and around street furniture and trees. It does not cover any mowing, control of overhanging trees, or weed control within planted gardens in road reserves.

The location of the work is all roads within Hamilton City plus Council-owned car parks and service lanes scheduled in Appendices 2 – Schedule of HCC owned Car parks & service Lanes. “No Control” areas that are specifically excluded from the contract are listed in Appendix 4 – No Control Areas (Road Frontage).

This Contract does not include any privately owned accessways or lanes.

5.3 Definitions

- **Weed**
Unwanted vegetation generally of a grassy nature, but also including woody and resistant weeds.
- **City Wide Treatment**
To treat every formed legal road or street bounded by the two adjoining boundaries within Hamilton City. Kerbs, seal edges, islands, around street furniture plus specified car parks, footpaths, service lanes, walkways and vehicular accessways within adjoining boundaries are all included. This includes Urban State Highways.
- **Weed Control**
Treatment of weed growth to kill and maintain, to the required standard avoiding unsightly weed growth and stop the spread of weeds.
- **Random Weed Control**
Control of weeds not included in City Wide treatment as requested by the Engineer.
- **Urban State Highway Weed Control**
A road designated as State Highways with a posted speed less than or equal to 70km/hr is to be treated from back of kerb to boundary, both sides of the road. Over 70km/hr do not treat.

5.4 Public Consultation

The Engineer will arrange for newspaper advertisements advising the public when city wide treatments are programmed. The Contractor shall contact those persons listed in Appendix 5 – Telephone Notification (Nominated Residents) at least 48 hours prior to treatment taking place outside their properties and advise them of the actual day of treatment. These nominated residents may have adverse health affects due to Herbicide use in their immediate vicinity.

- *The Contractor shall advise all people in Appendix 4 – No Control Areas (Road Frontage) by way of a calling card (supplied by HCC) that treatment has been carried out in the immediate area, excluding their road frontage.*

5.5 Complaint Processing & Actions Register

Complaints arising from damage or loss, due to the Contractor's activities, public concerns and associated Contractors response to these complaints.

The Contractor shall investigate and provide a satisfactory resolution stating action taken to remedy any loss or damage, action taken to prevent recurrence, amendments to the Contractor's Quality Plan arising from the incident. All Complaint Monitoring and Actions shall be included in the weekly report.

Annual Reporting HCC Policy – Use of Herbicides

If Herbicide is used the Contractor will need to monitor and report annually. The report will identify total Herbicide used in the past year by active ingredient, function (i.e. reason for vegetation management) and category of location.

5.6 Timing of Works and Events

No work shall be carried out on or around special events so no inconvenience is experienced by the event. The Contractor shall programme weed control to be carried out 'just' prior to a special event. Such events may be:

- Christmas parade
- Fun run/Marathon
- Balloon festival
- Field days week

5.7 Plant and Equipment

All plant and equipment used in the Contract Works shall be selected to minimise damage to the Site or adjoining area. The Engineer may instruct the Contractor to remove from Site any excessively weighted or sized plant which adversely affects the condition of the Asset. All plant and equipment shall be:

- registered for normal use on the highway unless otherwise approved by the Engineer
- operated on surfaced pavements such that the turning or traction of tyres on the surfacing does not cause displacement of the surfacing materials.
- of a weight not exceeding 1500kg if used on berms and footpaths
- operated at a speed not exceeding walking pace if used on berms and footpaths.

Leaking oil/fuel or chemical shall be cleaned up immediately and the plant not used again until all leakage(s) are repaired.

5.8 Weed Control Standards - Hierarchy

The standards defined below shall be applied at various intensities depending on the priority status of the road or location.

5.8.1 High intensity

Almost a zero weed tolerance to provide the appearance of no weed growth and therefore no dying or dead residue. In general, weeds in the areas listed below shall not be taller than 20mm or greater than 20mm in diameter. All cobble areas will have as close to a zero tolerance as possible. The areas are stated as:

- a. CBD A & B
- b. Retail area with 4 or more outlets

5.8.2 Intermediate intensity

Permitting some weed growth before intervention but of a minor significance, the areas are stated as:

- a. Arterials, Collector Roads & Urban State Highways
- b. Car parks
- c. Retail areas with 1-3 outlets

5.8.3 Low intensity

Permitting some weed growth, but due to the residential nature of the areas and the tendency for the population to manage their frontage to a generally higher standard than these areas can accept a longer period between intervention. These areas typically are classified as Local Roads.

5.9 Control Standards

The Control Standard is dependant on the nature of the surface which is adjacent to a grassed area, i.e. weeds are less invasive at a grass/concrete interface than they are at a grass/bituminous interface, therefore, the standard of control will be modified accordingly. The control standard Grass/Concrete and Grass/Bituminous Interface below applies to *High Intensity*, *Intermediate* and *Low Intensity* areas.

All weed control will be in accordance with the following specification:

- i) ***Grass Area/Concrete Surface Interface***
Where a grass area/concrete interface exists such as between a grass berm area to a concrete footpath, traffic island, or kerb and channel, weed growth shall be controlled so that weeds do not encroach more than 60mm over the concrete surface.
- ii) ***Grass Area/Bituminous AC surface Interface***
Where a grass area/bituminous surface interface exists such as between a grass berm area to a AC footpath, traffic island or carriageway, weed growth shall be controlled so that weeds do not encroach more than 30mm over the AC surface.

5.10 Footpaths

Weed growth shall be controlled at the edges of footpaths to the standard specified above and will include all weed growth within the footpath. Weeds growing through the footpath (typically AC) will need to be treated in such a way, as to kill the root system.

5.11 Carriageways

Weed growth shall be controlled from the back of the concrete kerb and will include the control of any weed growth within the channel, carriageway and all vehicle crossings.

- *Medium Intensity* areas shall not have weeds taller than 50mm or greater than 50mm in diameter.

- *Low Intensity* areas shall not have weeds taller than 100mm or greater than 50mm in diameter.

Where there is no kerb and channel and no metal shoulder, weed growth shall be controlled within a strip not wider than 300mm or not less than 150mm extending from the seal edge of the carriageway surface.

5.12 Traffic Islands and Plantings

Where there is a planted area, either in a berm or traffic island, kerbed perimeters shall be controlled and unkerbed perimeters shall not be controlled.

- *Medium Intensity* areas shall not have weeds taller than 50mm or greater than 50mm in diameter.
- *Low Intensity* areas shall not have weeds taller than 100mm or greater than 50mm in diameter.

Any cobble/paved areas within islands (Intermediate and Low Intensities) shall be controlled so no weeds are taller than 20mm or greater than 20mm in diameter.

5.13 Boundaries

Weed growth shall be controlled where a street boundary fence/grass berm interface exists within a strip not wider than 50mm and not less than 25mm along the edge of the boundary, and where a street boundary fence/footpath interface exists.

5.14 Street Features

Weed growth shall be controlled within a strip not wider than 50mm and not less than 25mm around all street name poles, street traffic signs, street trees, hydrant posts, manholes, chambers, bus shelters, rubbish bins, transformers, parking meters, fences or other street furniture located within the grass berm or footpath.

- *Medium Intensity* areas shall not have weeds taller than 50mm or greater than 50mm in diameter.
- *Low Intensity* areas shall not have weeds taller than 100mm or greater than 50mm in diameter.

Street trees shall not have weeds taller than:

- 150mm in *Medium Intensity* areas and
- no taller than 300mm in *Low Intensity* areas.

Control of all weeds situated around reflective delineator posts will be controlled to the specification illustrated in Appendix 8 - Figure 1.

All the area below guardrails shall be treated, not just around the posts.

5.15 Urban State Highways

Control of weed growth on Urban State Highways as defined in section 8.1 to 8.7 but excluding:

- a) The carriageway to the top and back of surface channels or concrete kerb & channel
- b) Areas on the berm around roadside marker posts, sight rails and guard rails

These areas are the responsibility of the New Zealand Transport Agency.

5.16 City-wide Control

City-Wide control shall include control of all weed growth within the areas as defined, including all exceptionally resistant weeds within these areas.

5.17 Rural Water tables

On roads with no kerb and channel the weeds in the water tables are to be controlled as follows and as shown in Appendix 9 - Figure 2.

- Where there is a grassed shoulder which is mown a 600mm strip in the invert of the water table is to be controlled.
- Where there is a metal shoulder which is not mown the entire shoulder is to be treated to either the water table invert or for a width of 2.0m or to a natural boundary.
- Caution when within a residential area with no formed kerb & channel there may be urban watertables to manage stormwater, these areas are not to be treated as rural watertable but residential areas.

5.18 Treatment Types

Alternative methods of control are encouraged combining glyphosphate based chemical spray and non chemical treatment/removal.

a. Chemical Weed Control

If the accepted weed control methodology includes the application of agrichemicals the following will apply:

- Appropriate signing well fixed to the front and rear of the Contractors vehicle displaying the type of agrichemical being used and its relative toxicity level.
- The Contractor shall abide by the Agrichemical Users Code of Practice, NZS 8409, 2004 including all published updates.
- The Contractor will provide evidence of qualifications and experience in modern weed control techniques of all personnel in charge of the control. The Certificate in Agricultural Pesticides will be accepted as a suitable qualification. Only chemical applicators registered in terms of the

Hazardous Substances and New Organisms Act 1996 (Registration of Applicators) shall be employed as charge hands.

- Evidence of employee qualifications are to be stated in the Tender Submission. Further, should the Contractor wish to replace any of the named personnel within the Contract Period the Contractor shall submit to the Engineer at least one month prior to departure of the named person (except in circumstances of death or dismissal) the name and qualifications of the person who will assume the role. The Engineer reserves the right to reject the Contractor's nominated person on reasonable grounds.
- Where chemical control is proposed, the Contractor shall state the type of chemicals proposed for use, the proportions of each component, including water, the time taken to obtain an effective kill and what weed-growth, if any, is expected to remain partly or wholly unaffected after treatment.
- Where more than one mixture is tendered for use under any of the classifications in the tender schedules, the tenderer shall clearly state in the tender the estimated percentage use of each mixture that will be necessary to carry out the work in accordance with these conditions of contract.
- The Engineer reserves the right to review application and type of chemical used annually.
- All chemicals used must be registered in terms of the Hazardous Substances and New Organisms Act 1996 and have the approval of the Environmental Risk Management Authority for the purpose for which they are to be used in terms of this contract. Arsenical, hormone and residual type chemicals will not be permitted unless specific written authorisation is given by the Engineer. The chemical mix and application rates selected by the Contractor will only be suitable if an effective kill has been made within two weeks of application.
- Where resistant weeds, noxious weeds or woody species are evident within Hamilton City the Contractor shall nominate in the tender the type and rate of application of suitable chemicals, in the non-hormone low toxicity range, for the control of these weeds, if chemical control is the prepared method for controlling this type of vegetation. Resistant weeds such as Prostrate Amaranthus, annual Celery Leaved Buttercup, Nutgrass, Twitch and Swamp Grass are found in some suburbs. No additional payment will be made for control of resistant weeds which will be included as part of the "city-wide" control.
 - b. Non-Chemical Control**
 - Non-chemical control shall be carried out as per the information supplied with the tender and any subsequent information supplied by the Contractor.
 - Non chemical control methods will be reviewed as defined in the general Specification 8.0 Annual Contract Meeting.

5.19 No Control Areas

It is Council policy to encourage property owners to maintain the grass berm outside their property including the footpath and berm areas adjacent to the addresses. It is therefore important that no vegetation control is carried out in a manner that would discourage this private participation.

Areas which are obviously maintained to a high standard by the property owners, by mowing and trimming edges, ARE NOT to be treated and are termed “No Control” areas.

A list of “No Control” areas is available.

5.20 Order of Work

5.20.1 Inspection and Maintenance

The Contractor shall carry out sufficient inspection to monitor weed growth in any particular area to ensure that the appropriate standards of weed control are met. Contractor intervention to maintain the standard may take place during the inspection process or result in the activation of a more comprehensive treatment process.

The programme of works shall be followed and notification to the Engineer when the work has been completed and a report of what work is planned for the next period.

The Engineer will carry out random audits of streets in the three levels of intensities (High, Medium and Low) to evaluate the Contractors level of compliance.

Areas found to be non compliant shall be retreated by the Contractor within 1 week of notification, at the Contractor’s expense.

5.20.2 City-Wide Control

City-Wide control shall be carried out in an orderly fashion with the Contractor completing whole areas in compliance with the monthly programme before commencing the next area.

5.21 Complaints and Non-Conformance

The Contractor must be familiar and comply with all the performance requirements contained in the contract documents and the specific categories stated below. Failure to comply will result in a deduction as stated in the basis of payment for each complaint/non conformance.

- Quality records

The late or non-submission of the specified quality and supporting documentation and/or for the submission of documentation, not in accordance with the Contract Quality Plan.

- Traffic control and pedestrian safety

Every observed occurrence when traffic control and public safety is not in accordance with the specification during the period.

- Consideration of the public

Inappropriate treatment in public/sensitive places

Notify persons listed in Appendix 5.

Every observed or complaint of occurrence when an address listed as 'No Control' in Appendix 4 is treated. The Contractor must replace plants/grass killed as a result of treatment where required.

Every observed or complaint of occurrence, of vegetation/plant damage on road reserve or adjacent private property. The Contractor must replace plants killed /grass as a result of treatment where required.

- Weed Control Standards

Not meeting the standard in each of the 3 defined 'Intensity' classifications or general standards

11.0 Street Landscape Maintenance

11.1 Nature, Extent and Location of works

This activity covers the maintenance of roadside gardens, plantings and grassed areas within defined areas of Hamilton City.

11.2 Objectives

It is expected that the contractor will produce a high standard of presentation of the landscaped areas within the streets of Hamilton. The objectives of this contract are to maintain the streetscape so that:

- All gardens present a visually attractive appearance at all times
- All permanent planted areas are maintained in an attractive state with plants in good health at all times.
- Grassed areas are maintained to a standard suitable to their location.

11.3 Scope of works

The work to be performed under this activity includes the maintenance of all gardens, landscaped or mown grass areas within the road reserve or other areas specifically scheduled, subject to the following exclusions:

- All gardens, plantings and grassed areas within the Central Business District
- All gardens and plantings within Frankton Precinct
- All street tree maintenance
- All gardens plantings and grass areas that are maintained by private persons or other organisations.
- Maintenance of pedestrian walkways
- Repairs to fixed irrigation systems
- Mowing of grassed areas on State Highways that are the responsibility of NZ Transport Agency.

11.4 Work Types

The work to be done under this contract is of two types:

11.4.1 Routine Maintenance

The contract includes a schedule of sites divided into classes, a schedule of frequencies at which each site must be visited and a schedule of work operations to

be undertaken at each visit. The contractor is required to programme the works so that each site is visited as required and to report daily on the work completed.

The contractor is to complete all the scheduled tasks at each site once in each cycle and on completion of the site it must be fully compliant in all respects. No further work will be required at that site until the next cycle.

The Engineer may audit sites within 3 days of reported completion.

11.4.2 Reactive Works

The contractor is to provide dedicated full time crews to attend to other works as requested by the Engineer. Such works will typically include:

- Maintenance of areas not included in the contract schedules
- New and/or replacement planting
- Works required on scheduled sites outside the routine visits
- Minor improvement works

11.5 Definitions

CBD

That area bounded by and including Tristram St, Liverpool, Bridge St, and the Waikato River including all plantings associated with intersections on the periphery of this area.

Frankton Precinct

That area of Commerce Street between Norton Road and High Street, and Kent Street from Rawhiti Street to King Street.

11.6 Reporting

Accurate and timely reporting is vital to the success of this contract.

The contractor shall develop and implement a system for supplying the required reports electronically to the Engineer within the timeframes required. The Per Se system supplied by Contract Management Solutions Ltd PO Box 418 Pukekohe is able to provide the required functionality, however the contractor may use this or any other system that provides the required reports and programmes. The Contractor shall provide any software or licences required for the Engineer to access the reports and programmes electronically. Hamilton City has available all Microsoft Office 2003 software applications.

11.7 Site History Report

On request the Contractor shall supply a listing of all visits made to a particular site and the work done at each visit.

11.8 Programming

The schedules of sites show the classification of each site and the table below gives the frequency of visits required for each class of site.

The contractor shall programme the works so that each site is visited in accordance with the frequency required, and each site is visited at approximately the same point in each cycle. Except for maintenance of bedding plants the Contractor shall base the programme on there being 48 working weeks in the year and shall space the 'spare' weeks around public holiday periods and periods of slower growth. The 'spare' weeks shall be reasonably evenly spaced throughout the year with at least 8 weeks between them. Each weekly programme shall allow for uncompleted works from the previous week so that the Engineer can see how these works will be managed. All tasks at all sites must be completed within the overall cycle time, regardless of additions to the schedules or work deferred from earlier in the cycle.

The only tasks that may be deleted from a cycle are at sites that are unavailable for an extended period due to other works and cancellation of all or some tasks has been approved by the Engineer.

The programme will require adjustment to allow for sites to be added to or deleted from the schedules as advised by the Engineer.

11.9 Frequency Schedule

11.9.1 Mowing

Mowing sites shall be visited and maintained to the following schedule. Some variation to the timing of mowing in response to climatic or seasonal factors may be required, however the number of treatments per year will not be varied.

	No of treatments per month												Totals
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Mowing													
Type A areas	3	4	4	4	4	2	2	2	3	4	4	4	40
Type B areas	2	1	2	2	2	1	1	1	2	3	2	1	20
Type C areas	1		1	1	1		1		1	1	1	1	9
Type D areas	1			1		1			1		1		5
Type E areas	1			1		1			1		1		5
Edging around Paths Furniture poles signs Type A&B areas	1	1	1	1	1	1	1	1	1	1	1	1	12
Perimeter / boundary edging and tree surrounds Type A, B and E areas		1		1		1		1		1		1	6

11.9.2 Permanent Plantings

Permanent Planting sites shall be visited and maintained as follows:

<p>General maintenance (Part D4 Cl 4.3)</p>	<p>High Profile Areas Class 1 Every site to be visited every 2 weeks and all tasks to be completed except items below. Every item must be checked even though no work may be required.</p> <p>Low Profile Areas Class 2 Every site to be visited every 4 weeks and all tasks to be completed except items below. Every item must be checked even though no work may be required.</p> <p>State Highway Areas Class 3 Every site to be visited every 6 weeks and all tasks to be completed except items below. Every item must be checked even though no work may be required.</p> <p>Low Maintenance Areas Class 4 Every site to be visited every 12 weeks and all tasks to be completed except items below. Every item must be checked even though no work may be required.</p>
<p>Pruning and Trimming (4.3.1)</p>	<p>Hedera(Ivy) to be trimmed in March, July and November. Agapanthus and Phormium deadheading – after flowering, generally late Feb/early March</p>
<p>Mulch Replenishment (4.3.3)</p>	<p>To sites nominated by Engineer in March and September</p>
<p>Fertiliser (4.3.4)</p>	<p>To sites nominated by Engineer in March and September</p>

11.9.3 Bedding Plants

Annual bedding sites shall be visited and maintained as follows

<p>Clearance, cultivation, planting (Clause 5.2)</p>	<p>Twice per year in March and September</p>
<p>Maintenance (Part D4 Cl 5.3)</p>	<ul style="list-style-type: none"> • Weekly • Except while planting is in progress • One week's visits may be spread over period 23 December – 5 Jan in each Christmas holiday period.

11.10 Schedules of Sites

The appended schedules show the location, description area and classification of each site to be maintained under the routine maintenance work type.

The schedules may be amended by adding or deleting sites during the course of the contract and the Contractor shall thereafter incorporate those changes into the programmes and reports.

Other sites will be added or deleted as a result of new subdivision works, minor works, or new plantings throughout the City. The Engineer will advise these alterations 3 monthly. If necessary unscheduled works will be undertaken to ensure these sites are in suitable condition to add to the routine maintenance schedules.

11.11 Reactive Work Team(s)

The Contractor shall provide a dedicated full time team to carry out unscheduled works as directed by the Engineer. A second team shall be provided for the period 1 May to 31 August in each year.

Each team shall include:

- 2 persons – one of whom must be an industry qualified gardener
- A utility vehicle or light truck
- All normal gardening hand tools and equipment
- Light mechanical equipment including chainsaw, line trimmer, lawn mower, chipper/shredder, hedge trimmer, rotary hoe

The Engineer will supply a prioritised list of jobs for completion by these teams. The list will typically include items identified from:

- Contractor reports of items identified during routine maintenance
- Requests from public
- Other works identified by the Engineer
- The annual winter replanting programme
- Maintenance of sites not included in the schedules

The contractor shall manage these teams to ensure that they are fully staffed and resourced, that they work productively and efficiently at the tasks allocated and shall manage the list of tasks provided by the Engineer collaboratively so that tasks are completed within the time requested or that the Engineer is informed of delays. The normal hours of work shall average 8 hours per day, but this may be varied to suit workload, efficiency in completing tasks, weather and other factors.

All work shall be carried out in accordance with this specification or recognised good trade practice.

11.12 Staff Qualifications

All individual work gangs (except mower operators) shall have at least one person who has completed an horticultural apprenticeship or a technically comparable qualification and is in direct charge of daily operations on site.

All work gangs (including mower operators working alone) shall have at least one person qualified as a Traffic Controller or STMS (Level 1) in accordance with the Transit NZ Code of Practice for Temporary Traffic Management (CoPTTM). This person shall be responsible for ensuring that Temporary Traffic management is implemented at each site in accordance with an approved Traffic Management Plan.

11.13 Auditing

The Engineer may audit any site reported as being complete within 3 days of completion.

The audit will mark each task at the audited site as either:

- Complete as required to specification
- Work done but not complete to specification
- Task not completed

Tasks that have been reported as done but are not to the required specification will be notified to the contractor for rework if that is a viable option. Some tasks will not be able to be reworked to meet specification – for example, scalping of turf by a mower – and those tasks will be notified to the Contractor and a deduction made from the payment for that category of work.