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Guide to parks and open space maintenance system and documentation

This guide sets out the procedures for the compilation of documentation for the maintenance of parks and open space, including recreation areas. It addresses the philosophy behind the creation and development of the AUS-SPEC maintenance system based on quality, competitive principles and programmed maintenance. It reflects the execution by competitive maintenance contracts, either by the Principal's own business units or private contractors.

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GUIDE TO PARKS AND OPEN SPACE MAINTENANCE SYSTEM AND DOCUMENTATION

1 INTRODUCTION

This TECHguide describes the philosophy and components of the AUS-SPEC maintenance system and sets out the contract documentation procedure for parks and open space maintenance contracts. Parks and open space include all parks, gardens, reserves and other parcels of land owned and or managed by Council, which are accessible to the public and are designated for open space purposes. These include spaces provided for passive, active, formal and informal recreation as well as for conservation purposes and associated vegetation, pathways, pavements, enclosures, equipment, structures and services. Buildings, including public toilets, are covered by AUS-SPEC Buildings and facilities maintenance system and road reserves are covered by the AUS-SPEC road reserve maintenance system.

The AUS-SPEC maintenance system is based on quality management, competitive principles and programmed maintenance. It reflects the move from predominantly direct control, reactive maintenance and operations to the proactive approach outlined in the National Sustainability Frameworks for Asset Management for Local Government and developed in the Asset Management Basics (AMB), *International Infrastructure Management Manual* (IIMM) and the *International Infrastructure Financial Management Manual* (IIFMM). Operations studies previously carried out by State and Local Government form the foundation of AUS-SPEC documents. The AUS-SPEC resources complement the strategic and tactical resources provided by IPWEA, as mentioned in the brochure available at www.aus-spec.com.au and as shown in the diagram below:



This diagram shows the relationship between the asset management functions, and hierarchy of documents in the Asset Management System and the IPWEA eBook Library, NAMS+ and AUS-SPEC resources.

See NATSPEC TECHnote GEN 017 for guidance on using AUS-SPEC for asset management. IPWEA Practice Note 10.1 provides more information on asset inventories, condition and performance assessment of park assets and IPWEA Practice Note 10.2 provides more information on preparing asset management plans.

The system allows asset owners to balance the level of service provided with their maintenance and operations budget, and prepare documentation for in-house and/or private maintenance contracts. It includes records of asset inspections, defects, programmed and prioritised works and monthly works completed

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reports. These records and reports improve the maintenance history and the asset inventory. They also provide a defence against possible litigation.

AUS-SPEC provides a professional and best practice approach to responsibly maintaining the community's assets within the budgetary constraints of the owner of the asset.

1.1 Referenced documents

The following documents are incorporated into this TECHguide by reference:

TECHguides

AUS-SPEC TG 102 Guidelines for Principals – Standard contracts

AUS-SPEC TG 103 Guidelines for Principals – Period supply and service contracts

AUS-SPEC TG 402 Guide to adapting asset delivery documentation to parks and open space maintenance

Worksections

0122 Information for tenderers

0123 Conditions of tendering

0124 Tender submission documents

0147 Conditions of contract

1401 General requirements – parks and open space (Maintenance)

1402 Maintenance schedules – parks and open space

1403 Parks and open space maintenance plan (PMP)

1404 Annexures to parks and open space maintenance plan (PMP)

Standards

AS 2124-1992 General conditions of contract

AS 4000-1997 General conditions of contract

AS/NZS ISO 9001:2016 Quality management systems – Requirements

NCW4-2019 General conditions of contract for construction

NPWC3-1981 National Public Works Contract - General conditions of contract

Other publications

Australian Accounting Standards Boards

AASB 116 2021 Property, plant and equipment

IPWEA

AMB-2018 Asset Management Basics – Applying Infrastructure Asset Management Principles

IIFMM-2020 Infrastructure Financial Management Manual

IIMM-2020 International Infrastructure Management Manual. 6th edition.

Practice Note 10.1-2014 Parks management: Inventories, Condition and Performance Grading

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NATSPEC TECHnote GEN 017 Using AUS-SPEC for asset management

NATSPEC TECHnote GEN 018 Using AUS-SPEC for asset maintenance

2 AUS-SPEC MAINTENANCE SYSTEM

2.1 A proactive approach

Maintenance and operations

The main objective of a maintenance strategy is the maintenance of assets at an appropriate level of service and structural integrity at the lowest possible cost to the asset owner and users. Maintenance aims to preserve an asset, not upgrade it, and includes regular checking, repairs and minor improvements to remove the cause of any defects and avoid excessive repetition of maintenance effort. Regular maintenance is less costly than reconstruction, which becomes necessary if maintenance is neglected.

The AUS-SPEC parks and open space maintenance system conforms to a quality management model with the following characteristics:

- A systematic approach: Each project is broken into a number of defined activities.

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- Inspection and test plans: Provided for each activity to allow systematic and progressive verification of conformance with requirements.
- Simple clear checklists: For in-the-field recording, as evidence of conformance with requirements.
- Hold Points: Assigned to critical aspects of the work.
- Conformance: Designed to encourage the service provider to identify and correct process faults and thereby assure the purchaser of good quality and productivity.

The AUS-SPEC maintenance system includes parks and open space, buildings and facilities, and road reserves. See NATSPEC TECHnote GEN 018.

Capital renewals and replacement

Renewal is major work which does not increase the asset's design capacity but restores, rehabilitates, replaces or renews an existing asset to its original capacity. For asset renewal and rehabilitation for parks, use the NATSPEC *Landscape* package and a combination of AUS-SPEC Construction and Maintenance worksections.

2.2 Roles and responsibilities

Principal's roles and responsibilities

Under the AUS-SPEC parks and open space maintenance system, the Principal/Asset owner/Council:

- Classifies each park and open space area to define the level of service aligned to the Asset Management Plan and strategy.
- Determines the likely maintenance activities and documents the performance requirements and standards.
- Assesses the quality capability of the Contractor/Service provider.

Contractor's roles and responsibilities

Under the AUS-SPEC parks and open space maintenance system, the Contractor/Service provider:

- Controls the processes and methods, verifies conformance and provides only quality products and services.
- Inspects the maintenance sites regularly, records and reports on performance parameters such as distress to be rectified (e.g. footpath trip), or the need for remedial action (e.g. impeded open drain or long grass on footpath).
- Prepares and implements the maintenance work program.
- Repairs defects which have reached the documented recording level within a defined period.
- Verifies conformance to the documented performance standard.
- Provides the Principal with data on the condition of the parks and open space under contract to facilitate the currency of condition records. This data is the basis of the Contractor's claim for payment.

Superintendent's roles and responsibilities

Under the AUS-SPEC maintenance system, the Superintendent:

- Audits the maintenance system, methods and end product during the course of the Contract.
- Releases Hold points.

2.3 Procurement

Maintenance may be procured in the following ways:

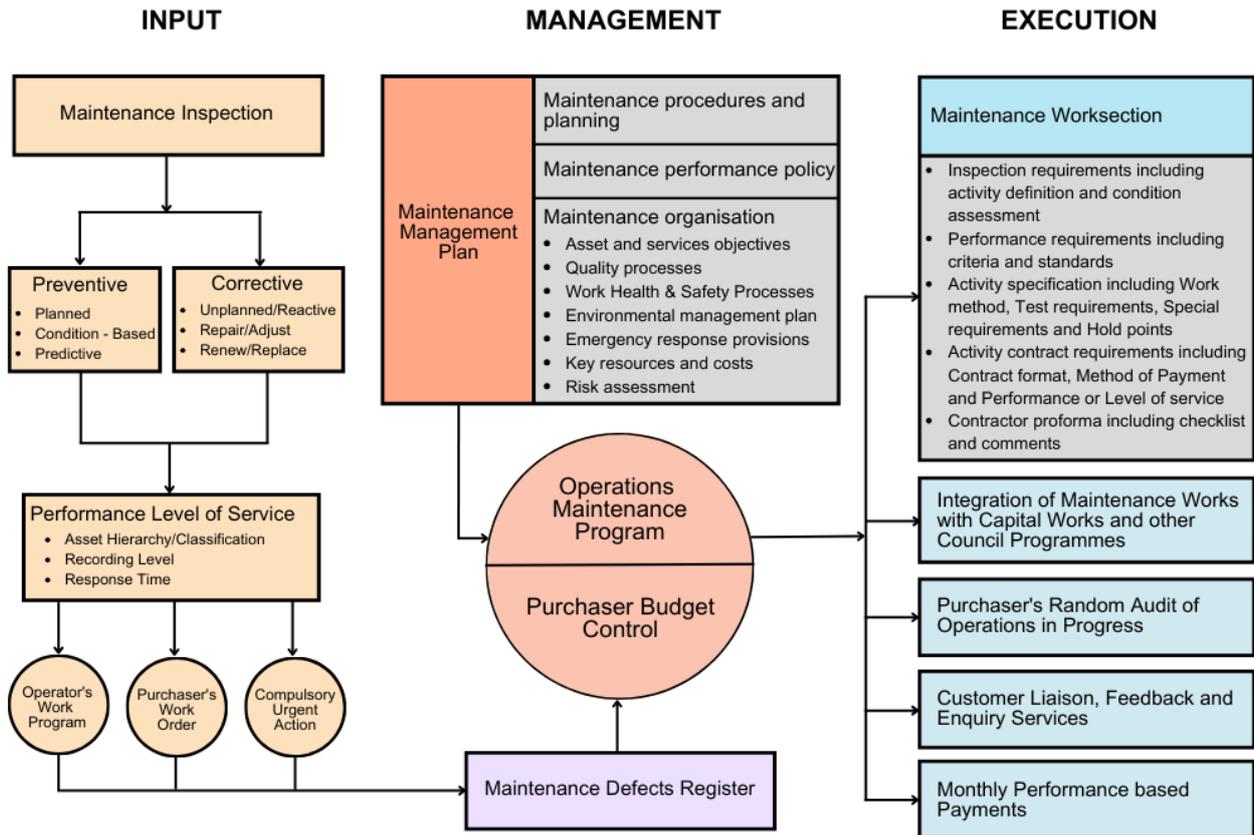
- Outsourced to private contractors by competitive tender.
- In-house service agreements, e.g. Council's own business units.
- A combination of in-house service agreements and external contracts.

The AUS-SPEC system is adaptable for use with any of these procurement methods. AUS-SPEC parks and open space maintenance worksections cover routine, periodic and urgent maintenance for parks and open space. AUS-SPEC design and construction worksections can be incorporated into the documentation for projects requiring rehabilitation.

A **Flow diagram of typical AUS-SPEC Maintenance worksection** is shown with the main headings of Input which includes preventive and corrective maintenance, Management includes the Maintenance management plan and Execution includes the maintenance performance and contract requirements.

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Flow Diagram for Typical AUS-SPEC Maintenance Worksection



3 COMPONENTS OF THE PARKS AND OPEN SPACE MAINTENANCE SYSTEM

Parks and open space maintenance system

The main components of the AUS-SPEC maintenance system are a series of *Templates* which can be edited to suit a particular project and reflect the asset maintenance management policy of the asset owner as mentioned in the TECHnote GEN 018. These *Templates* include:

- General requirements.
- Contract schedules.
- Quality requirements/Maintenance plan.
- Maintenance worksections.

3.2 General requirements

Parks and open space (maintenance)

The *1401 General requirements – parks and open space (maintenance)* worksection is applicable to the general requirements of the Principal/Council for parks and open space maintenance contracts. It includes plan requirements, contract period, work by others, environmental plan requirements, safety statement, emergency response, accidents and damage and measurement and payment. Edit this *Template* to create a master document for use on all Council parks and open space maintenance contracts. Include project specification information in the Parks and open space Maintenance Plan (PMP), Activity specifications and the contract schedules, as appropriate.

Contract schedules

1402 Maintenance schedules – parks and open space spreadsheet includes worksheets as follows:

- Instructions of using maintenance worksheets.

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- Maintenance schedule - rehabilitation work.
- Maintenance schedule - Major work.
- Maintenance schedule - Minor work.
- Parks and open spaces data sheets.
- Activity frequency schedule.
- Schedule of lump sum components.
- Bill of quantities.
- Daywork rates schedule for plant and equipment.
- Daywork rates schedule for labour.

AUS-SPEC requires the various maintenance activities for each open space to be performed to documented frequencies. The frequency of horticultural activities will be based on seasonal frequencies considering the rate of growth of various features, whereas the built items require cyclic frequencies of inspection and/or maintenance. Cleaning activities are performed on regular frequencies.

3.3 Quality requirements and maintenance plan

Parks and open space Maintenance Plan (PMP)

The Parks and open space Maintenance Plan (PMP), required under the *1401 General requirements – parks and open space (Maintenance)* worksection, is necessary, whether the Works will be performed by in-house employees or private contractors. The PMP outlines the procedures in place to make sure that the materials and processes conform or will lead to performance conforming to the documented requirements. It provides the Principal with information regarding day to day execution of the maintenance works and the ways in which the Contractor/Service provider will record and report information to the Superintendent.

The *1403 Parks and open space maintenance plan (PMP)* worksection is based on the structure of a Quality manual and Quality plan, however the simplified format does not require third party verification or extensive documentation by the Contractor/Service provider. The PMP is prepared by the Principal and completed with input from the Contractor/Service provider.

The asset owner should review the PMP regularly, following changes to the organisational objectives, asset requirements, regulation/ legislation, community views, etc.

PMP Structure

The PMP is divided into two parts to allow a Tenderer, in the case of an external contract, to submit a conforming PMP with minimum documentation at the time of tender. Additional information is added to the PMP by the successful Tenderer during the course of the project. The parts are as follows:

- **PMP Part 1** is a description of the broad scope of the contract management requirements and includes the Activity Specifications. The Principal edits the AUS-SPEC PMP *Template* to suit the particular contract and includes it as a proforma document in the Request for Tender (if a Request for Tender is being sought). Each Tenderer is required to supply details in the proforma document. Before letting the contract, the Principal may negotiate adjustments to the proposals or details provided by the Tenderer.
- **PMP Part 2** comprises additional information for completion by the Contractor and submission to the Superintendent during the contract establishment period. PMP Part 2 is supplied to inform the Tenderer of the method and extent of the reporting procedures required under the terms of the contract and is not for submission with the tender documents. PMP Part 2 is developed within the establishment period as part of executing the contract and requires the Superintendent's approval. PMP Part 2 includes information on:
 - Maintenance procedures: Includes maintenance records, safety statement, environmental management plan, emergency response, training and non-conformance management.
 - Maintenance planning: Includes monitoring performance/service level, inspections, Superintendent's surveillance, work plan, recording of defects (Lump Sum or Daywork), work program and reporting.

Maintenance management forms

The *1404 Annexures to parks and open space maintenance plan (PMP)* worksection provides a series of worksheets and forms to control the process of management and payment of work including:

- Contractor's safety statement.
- Defect Notice.

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- Contractor’s Work Order/Work Variation sheet.
- Work completed report.
- Contractor’s annual program of inspection and activities. This is based on the **Activity frequency schedule** in *1402 Maintenance schedules – parks and open space*.
- Damage report and repair forms.

3.4 Maintenance worksections

Activity specifications

Routine maintenance comprises many small activities, often preventative in nature, that cannot be planned, and quality tested in the same way as construction activities. By necessity, maintenance requirements need to be specified in the form of performance standards and work methods.

Activity specification *Templates* are available for each of the various activities involved in the maintenance and operations of parks and open space. Each activity has a unique classification number within the national worksection classification system as well as a unique 3 letter code, suitable for timesheets and checklists. Council may use both or either code. Activities are grouped according to the asset type and activity type.

List of Activity specifications for maintenance and operations of parks and open space

ACTIVITY SPECIFICATION	ACTIVITY CODE	METHOD OF PAYMENT LS - Lump Sum DW - Daywork
Horticultural		
1415 Weed control	HWC	LS
1416 Planting of annuals and trees	HAT	LS
1417 Care of trees and shrubs	HCT	LS
1418 Gardens	HGM	LS
1419 Care of grass and turf	HGT	LS
1420 Grass mowing	HMO	LS
1421 Native bushland	HNB	LS
1422 Dunal areas	HSD	LS
1423 Pest control	HPC	LS
Pathways		
1431 Footpath paving repairs	PFP	LS
1432 Gravel footpath repairs	PGF	LS
1433 Footpath and kerb ramp repairs	PFR	LS
1434 Fire access and fire trail repairs	FFT	LS
Pavements		
1441 Bituminous surfacing repairs	PBS	LS
1442 Boat ramps	PRP	LS
Enclosures		
1461 Swimming enclosures	ESW	LS
1462 Boundary fence repair	EBF	LS
Equipment		
1471 Barbecues	EBC	LS
1472 Drinking fountains	EDF	LS
1473 Barriers	EFH	LS
1474 Lighting	ELI	LS
1475 Playground equipment	EPE	LS
1476 Park furniture	EPF	LS
1477 Sportsground facilities	ESG	LS
1478 Public art	EPA	LS
Operation - open spaces		
1481 Accident repairs (Recoverable)	OAC	LS
1482 Accident repairs (Non-recoverable)	OAN	LS
1483 Emergency call out	OEO	LS

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ACTIVITY SPECIFICATION	ACTIVITY CODE	METHOD OF PAYMENT LS - Lump Sum DW - Daywork
1484 Storm damage response	OSR	LS
Operation – cleaning and waste management		
1491 Open space litter collection	OSC	LS
1492 Open space graffiti removal	OSG	DW
1493 Beach cleaning	OBC	LS
Structure		
1701 Wharves and decks maintenance	BWD	LS
Water supply		
1841 Water supply - irrigation systems	BIS	LS
Water cycle management		
1851 Clear open space drains	COD	LS
1852 Clear open space drainage culverts	CDC	LS

The Activity specification worksections follow a consistent format and can be edited to suit particular project and Principal requirements. For an external contract, the Activity specifications are provided to Tenderers by the Principal and form part of the PMP. They provide basic information on the maintenance activities which are anticipated to make up the Works. The National Classification list can be used as a checklist for deciding which, if any, activities will be tendered.

Principals may advise Tenderers that variations to Activity specifications (excepting performance criteria and standards) will be considered at the tender stage and, under certain circumstances, during the contract to allow for improvements and innovation.

Each maintenance worksection includes the following information:

- **GENERAL**
 - **Referenced documents:** A list of referenced documents and standards applicable to the activity. As AUS-SPEC provides an update service, these documents are up-to-date with current standards and regulations at the time of each annual update.
- **INSPECTION REQUIREMENTS**
 - **Activity definition:** Describes the work which reflects the maintenance activity.
 - **Condition assessment:** Describes the nature of distress and defects based on the condition of the park assets as per the IPWEA Practice Note10 series.
- **PERFORMANCE REQUIREMENTS**
 - **Performance criteria:** Describes the criteria to maintain the asset in an appropriate condition.
 - **Performance standards:** Describes the performance standard required for the maintenance activity.
- **ACTIVITY SPECIFICATION**
 - **Work Method requirements:** A statement of the Contractor’s, undertaking to provide quality. This is provided to the Tenderer and may be amended by the successful Tenderer following negotiation with the Principal.
 - **Test requirements:** Default test requirements for Principal (if applicable).
 - **Special requirements:** Principal requirements additional to the Work method statement (if applicable, e.g. material source).
 - **Nominated hold points:** Nominated by the Principal (if applicable).
- **ACTIVITY CONTRACT REQUIREMENTS (ACR)**
 - **Contract format:** Includes Method of payment, e.g. Lump Sum, Schedule of rates or Daywork item.
 - **Reporting unit:** Maintenance management system reporting unit for data collection based on the contract format.
 - **Unit of measurement:** This will be required for Schedule of rates contract.
 - **Performance or Level of Service levels:** In the event of the activities not being performed to the required frequencies, the performance requirements for each open space classification, including:

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- * Recording level: A state of distress or need for remedial action (e.g. long grass) exceeding a defined threshold to prompt action.
- * Response time: The time that determines the speed of response to the recording level appropriate to the location.
- * Compulsory intervention level: The level that specifies at what threshold immediate action is required.

• CONTRACTOR PROFORMA

- . **Checklist:** For programmed work items for completion by Contractor in the field.
- . **Comments:** This includes any additional maintenance activity found to be carried out around the area.
- . **Work locations:** This will provide the location where the maintenance activity has been carried out and will include digital data to support this information.

3.5 Classification of service levels for parks and open space

General

Not all parks and open spaces require the same frequency of maintenance or performance requirements for the same activities. Classifying each open space, park and recreation area into categories allows Council the flexibility to manage their assets by assigning different levels of service to different categories.

AUS-SPEC classification categories

In the absence of a uniform national classification for open spaces, AUS-SPEC activity specifications refer to default maintenance classification categories, but Councils may edit the documents using other criteria and/or terminology, e.g. 1, 2, 3, 4 etc. or A, B, C, D.

AUS-SPEC adopts the following user catchment hierarchy of classification categories in order of increasing significance:

- **Playlots/pocket parks:** Small open space areas which provide unrestricted space to service the immediate neighbourhood. They have a target user age group of 0 to 9 years and are generally positioned within a 300 to 500 metre radius of every home. They generally provide items of play equipment and park furniture.
- **Local parks:** Areas of local significance which provide space for informal, non-competitive, recreation and relaxation for local residents. These respond strongly to local resident needs and are suited to specific purpose trips, e.g. Playground usage. They are approximately 1 hectare in size.
- **District parks:** Areas for informal recreation which may also include formal playing fields for competitive sport. They attract and support longer duration visits than local parks. They cater for family or group outings and are generally equipped with barbecue and picnic facilities and children's play equipment which is more sophisticated than that provided in pocket or local parks. They also sometimes include other facilities such as fitness tracks and carparking. They are approximately 3 hectares in size and within 2 kilometres of most households.
- **Linear parks/linkages:** Linkages between other parks and public access facilities and which often link nodes or smaller open space areas or provide extensive linkages along areas such as foreshore or creeks. These open space areas often contain off-road walking and cycle tracks and create excellent habitat corridors for the wildlife of the area.
- **Regional parks/recreation areas:** Large expansive open space areas, with a mix of natural heritage areas and developed landscaped settings. These parks have the scope to attract visitors from all parts of the town or metropolitan area and the visitor will often spend more than several hours enjoying the experiences of the park.
- **Outdoor sporting areas/sports grounds:** Open space areas which cater for structured competitive sport within the set dimensions required by the respective sporting code. They can be a component of other parkland areas and are often contained within district parks. Carparking and associated amenity facilities are generally provided

Excluded activities

Maintenance of the following specialist activity components of parks and recreation areas have been excluded from AUS-SPEC as the execution of these activities varies according to each Council's approach and method of operation:

- Turf cricket wickets.
- Bowling greens.

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- Golf courses.
- Olympic swimming pools/aquatic centres.

4 APPLICATION OF THE AUS-SPEC MAINTENANCE SYSTEM

4.1 Trial contracts

It is recommended that Principals embarking on the development of the competitive provision of parks open space maintenance, appoint a project manager to first apply the AUS-SPEC maintenance system to trial maintenance contracts using in-house staff for the following reasons:

- To determine the correct level of effort and investment required to meet the requirements built into the PMP.
- To allow staff to learn the maintenance process and become familiar with a competitive contract environment.
- To progressively collate key open space asset information necessary to quantify typical maintenance resource requirements.
- To test the quality of the ongoing asset management data produced by the PMP.
- To quantify realistic budget allocations to the components of maintenance activity in the network so that budgetary control will persist with the advent of a contractual rather than resource driven programme.

4.2 Implementation phase

Present AUS-SPEC maintenance system to the Principal's works group or business unit

Explain the process and documentation and form committees to review the Activity specifications and the *1401 General requirements – parks and open space (Maintenance)* worksection, for local application.

The Principal needs to review the AUS-SPEC documentation and adjust definitions, performance criteria and method of payment to suit circumstances. For example, during implementation, the Principal may adopt a greater number of activities for Daywork rates payment rather than Lump Sum payment due to a lack of historical data on both inventory and previous expenditure patterns.

List the implementation tasks

Define the tasks and timescale for implementation and the required resources including:

- Review of Activity definitions and performance criteria.
- PMP documentation.
- Reporting system establishment.
- Resources for initial inventory surveys and inspections.
- Development of the trial parks and open space facility data sheets.
- Definition of the trial open space maintenance sites using schedules and base maps. Utilise the work done during the AASB116 asset management data capture.

Establish a test group for a virtual trial of the process

Amend the *Templates* to suit the Principal's requirements, making sure the documented process is efficient and effective. Inspections shall be made by the Provider and the maintenance diary will be created by the Project Manager. When a defect is detected it is entered into the maintenance diary and a response organised in conformance with the appropriate Activity specification. In order to allow the Project Manager to monitor effort and costs assigned to the AUS-SPEC activities and maintenance sites, a costing code system will need to be developed for the implementation trial. This localised open space information will be invaluable at completion of the trial when the business unit or tenderers quantify lump sums and unit rates.

Allow the test crew/work gang to identify areas for improvement

Allow the test crew/work gang to identify Activity specifications and management processes that need improvement and allocate resources to implement these improvements. Also involve all administrative staff, (in particular financial staff) to make sure the appropriate independent reporting and financial systems will be available and these systems will be resourced to allow them to be carried out efficiently and with probity.

Instigate a full-scale implementation trial of six months

When most processes, systems and resources are in place, allow a realistic implementation phase to proceed. This may cover a geographic zone within a Council area or the entire Council area. During the trial period it is recommended that existing cost and production reporting systems are maintained in parallel with

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the trial. Timesheet and employee payment systems are not affected by the implementation of the AUS-SPEC maintenance system.

Recommend adjustments to performance requirements/service levels defined in the Activity specifications

This will be possible as the level of the parks and open space maintenance budget is monitored relative to the effectiveness of work done and the condition of the parks and open spaces.

The end of the implementation phase

The Principal should aim to have documentation which is clear in its requirements and consistent in its format. The Principal can then choose to either test its maintenance delivery proficiency in the open marketplace or operate an internal contract awarded to an in-house business unit.

At conclusion of the implementation phase, it is anticipated that sufficient asset inventory and historical expenditure data will be available so that the payment methods will more closely reflect the Lump Sum listings in the AUS--SPEC *Templates*. The implementation period will vary from organisation to organisation.

4.3 Example of implementation phase

Case study

IIMM Case study 2.4.7c *Monitoring technical levels of service for footpaths to drive performance improvement* provides an example of the proactive approach to footpath maintenance by Penrith City Council implementing the AUS-SPEC maintenance system.

More AUS-SPEC Case studies are also available at www.aus-spec.com.au.

4.4 Data collection

Inventory of assets

Maintenance requires an inventory of all assets. The form and type of data required by the AUS-SPEC maintenance system is consistent with Maintenance Management Systems (MMS) for parks and open space maintenance and can be used to assist with the generation of reports for the development of future works programs and assist with asset management.

The data received facilitates increasing accuracy for costing as well as assisting with the efficient and effective management of the network. The maintenance diary also provides records which may be required as a defence against litigation. IIMM Section 4.2.4 provides more information on the range of data that will be captured in a maintenance system. IIMM Section 4.2.6 provides more information on data collection processes and Figure 4.2.6.1 illustrates the information strategy to collect, store, analyse, report and maintain the asset data. Collected asset data can be maintained and improved in accordance with IIMM Section 4.2.7.

Specialised technology for data collection

Consider the use of specialised systems and technology, e.g. GIS, digital photography, GPS equipment and satellite navigation, mobile communications and electronic data acquisition equipment. These systems provide several benefits for efficient and improved means of data collection for maintenance purposes. IIMM Section 4.3 provides more detail on information systems and tools for recording and maintaining asset data.

4.5 Benchmarking

Benchmarking is possible with other organisations using the AUS-SPEC maintenance system, as the work process and the outcome are effectively the same.

Following implementation, the system progressively improves and provides the asset owner with the control and historical data that allows the organisation to competently improve the management of their assets.

5 COMPILATION OF CONTRACT DOCUMENTATION

5.1 General

Documentation for maintenance contracts generally follows the production and procedures outlined in AUS-SPEC TECHguides TG 102 and TG 103 with appropriate amendments.

Standard contract documentation is in two sections:

- **Section A Tender documents:** If the maintenance contract will be with an external Contractor, assemble the *0122 Information for tenderers* and *0123 Conditions of tendering* worksections separately.
- **Section B Contract documents:** Assemble contract documents, free from discrepancies and omissions, in 4 volumes as described in the **Contract documentation volumes table**.

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Contract documentation volumes table

Contract volumes	Include the following AUS-SPEC worksections and related documents	Notes
Volume 1 CONDITIONS OF CONTRACT (General workgroup)	0147 General conditions of contract	This worksection outlines the general conditions of contract AS 2124-1992, the annexures to the contract and the special conditions of contract. The General conditions of contract (e.g. AS 2124) is included in the contract documents by reference in <i>0147 Conditions of contract</i> .
	Annexure to General conditions of contract	These are pre-printed forms of Annexure Part A and B for standard contracts are available from SAI Global.
	Special conditions of contract	Refer to TG 402 for guidance on adapting general conditions of contract to parks and open space maintenance.
Volume 2 TECHNICAL SPECIFICATIONS	Technical specification: 1401 General requirements – parks and open space (Maintenance).	This worksection is applicable to the general requirements of the Principal/Council for parks and open space maintenance contracts.
	1402 Maintenance schedules – parks and open space includes schedules of activities in a spreadsheet and routine general maintenance.	Project specific information provided by the Principal.
	Quality: 1403 Parks and open space maintenance plan (PMP).	The PMP outlines the procedures to make sure that the materials and processes conform or will lead to performance conforming to the documented requirements. The PMP is prepared by the Principal and is completed with input from the successful tenderer.
	Parks and open space maintenance Activity specifications.	WORKGROUP 14 For maintenance activities, use worksections: 1411-1488. For operation activities, use worksections: 1481-1493.
	1404 Annexures to parks and open space maintenance plan (PMP).	This is a spreadsheet which provides Non-conformance management forms, Contractor’s records and damage report forms. It also includes completed sample forms for guidance. Provided for information only.
Volume 3 PARKS AND OPEN SPACE DEFINITION INFORMATION (Separate compilation – referenced in this Guide) Maintenance sites within the scope of the contract	Map(s) of open spaces maintenance sites	
	Schedules of maintenance sites: 1402 Maintenance schedules – parks and open space.	Parks and open space facility data sheets
	Other schedules and details of assets.	
	Standard drawings.	
Volume 4 TENDER SUBMISSION DOCUMENTS (GENERAL workgroup)	0124 Tender submission documents.	This worksection outlines the tender submission documents required for the contract such as: <ul style="list-style-type: none"> • Tender forms. • Tenderer’s particulars – current commitments.

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Contract volumes	Include the following AUS-SPEC worksections and related documents	Notes
		<ul style="list-style-type: none"> • Declarations.
	1402 Maintenance schedules – parks and open space.	This worksection includes Lump Sum summary sheet, schedule of Daywork rates and Bill of quantities.
	1403 Parks and open space maintenance plan (PMP).	PMP – Part 1 is completed by the Contractor for tender submission
	1404 Annexures to open space maintenance plan (PMP).	This worksection includes a proforma for the Contractor’s annual program of inspection and activities.
ASSOCIATED DOCUMENTS	Council’s Work Health and Safety Regulation (WHS&R) policy and induction package.	
	Maintenance history.	

Binding

Volumes: Bind volumes separately.

Exhibit copies: Spiral bind to fix editions for legal and contractual reasons.

Working copies: Assemble in ring binders.

Associated documents: Bind separately without volume status to indicate their exclusion from the formal contract documents.

Alternatively use the electronic records management system.

Responsibility: Assign the responsibility of supervising consistency across all Council contracts, to one Council officer or manager, in conformance with an appropriate Contracts policy.

5.2 Volume 1 – Conditions of contract

Select the General conditions of contract

The AUS-SPEC maintenance system can be used as a fully outsourced contract maintenance regime or as a service agreement governing services provided by an in-house business unit. Some business units may act as a head contractor and subcontract selected operations as minor contracts.

Commonly used General conditions of contract include NCW4, NPWC3 (NSW), AS 2124 and AS 4000. Other specific documents particular to each state or generated by individual consultants may also be used.

Complete the Annexures to the General conditions of contract

Preprinted forms of Annexure Part A and Part B for standard contracts are available from www.standards.org.au.

Prepare any special conditions of contract

Refer to AUS-SPEC TECHguide TG 402 for guidance on issues which impact on normal contract requirements and need to be provided as supplementary clauses for contract documentation. This is provided in a checklist format.

5.3 Volume 2 – Technical specifications

Define the extent of work and frequency of activities

For each park and open space, select the maintenance activities to be provided in the maintenance contract from the list of Activity specifications for maintenance and operations of parks and open space. For each park and open space, determine the required frequency of the selected activities. Document both selection and frequency in the parks and open space facility data sheet.

Compile the schedule of work by others

Schedule routine general maintenance work, to be performed by others, under Council’s rolling works program during the Contract period, in 1402 Maintenance schedules – parks and open space.

Review Principal supplied items

Review the materials and services to be supplied by the Principal, edit the 1401 General requirements – parks and open space (Maintenance) worksection, as appropriate.

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Review mandatory resources and key staff

Review the minimum mandatory resources required to be provided by the Contractor and document these in the *1403 Parks and open space maintenance plan (PMP)* worksection.

Edit Templates where necessary

Edit AUS-SPEC *Template* clauses by deletion or addition of text to suit specific local requirements.

Complete Principal supplied information

Complete the details identified with a **(P)** in *1402 Maintenance schedules – parks and open space* and *1403 Parks and open space maintenance plan (PMP)*. The Principal defines the content of the PMP, which includes a complete set of Activity specifications for the contract.

Review the performance requirements

Review the default Activity specification *Template* response times, compulsory intervention levels and method of payment in line with the Principal's asset management strategy.

Environmental Management training

In addition to the compilation of Volume 2, the Principal should prepare, or arrange for, a training course in environmental practice appropriate to the requirements of the Environmental Management Plan documented in the *1401 General requirements – parks and open space (Maintenance)* worksection.

5.4 Volume 3 – Parks and open space definition information

Define parks and open space maintenance sites

The parks and open space definition is equivalent to the drawings in a construction contract. It defines the area of responsibility in which the Contractor will perform the defined maintenance activities of the contract and may comprise:

- Map(s) including location referencing by Geographical Information System (GIS), location and identification of assets by sector.
- Drawings of each park and open space

Determine the activity frequencies

For each open space classification/service level category determine the required activity frequencies in with the Principal's asset management strategy.

Schedule key information on assets within each Park and open space

Sample parks and open space facility data sheets are provided in the *1402 Maintenance schedules – parks and open space*. This information is required for completion of the Contractor's annual program of inspection and activities. For example, include schedules of:

- Programmed sports activities.
- Special events.
- Major inclusions.
- Unwanted vegetation.
- Special security measures – checklists.

The definition information should also contain information from the Council's parks and open space asset management system which provides the framework to refer to the location of condition and reporting data. The parks and open space asset management system allows the ordered collection, storage and retrieval of park related maintenance data which is then able to be coordinated with other Council asset systems and the relevant Australian Accounting Standards Board pronouncements, e.g. AASB 116 available from www.aasb.gov.au. International Infrastructure Financial Management Manual (IIFMM) provides further information to link technical and financial aspects of managing infrastructure assets.

5.5 Volume 4 – Tender submission documents

Select appropriate forms and declarations for Tender submission

The tender forms and declarations required for parks and open space maintenance contract are essentially the same as for a Lump Sum a construction contract (by selecting the appropriate worksection from the *GENERAL* workgroup), with the addition of a schedule of Daywork rates.

Draft schedules for Method of payment

Schedules for Lump Sum components, and schedule of Daywork rates, based on the schedule provided in *1402 Maintenance schedules – parks and open space*.

GUIDE TO PARKS AND OPEN SPACE MAINTENANCE SYSTEM AND DOCUMENTATION**Prepare PMP – Part 1**

The Contractor is required to complete PMP – Part 1 as part of the Tender submission. This will include a list indicating which, if any, Activity specifications have amendments proposed by the Contractor. A full copy of the Activity specifications containing the Tenderer's proposed changes will be included in the tender submission. (PMP – Part 2 is developed by the Contractor as part of executing the Contract.)

5.6 Associated documents**Council's WHS&R policy**

The Contractor's safety statement must include a declaration that the Contractor has read and accepted the requirements of this policy.

Compile parks and open space maintenance history

Wherever possible, provide historical information of the asset group, to the Tenderer. This information should indicate the amount spent and/or quantity of materials used on each maintenance activity, for each park and open space network, for as long a period as possible, preferably over the past 3 years as a minimum.

The information provided does not form part of the Contract, is not guaranteed and any tenders submitted must be based on the Tenderer's own investigations and determinations.