



# **ANNUAL SERVICE REVIEW 2024–25**

## **SPECIFIED AREA RATES**

**BETWEEN**

**CITY OF JOONDALUP (The City)**

**AND**

**HARBOUR RISE ASSOCIATION (Inc), (HRA)**

**1 July 2024 – 30 June 2025**

**FOR THE PROVISION OF  
ENHANCED LANDSCAPING SERVICES  
TO HARBOUR RISE ESTATE, HILLARYS**

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## **ATTACHMENTS**

- A - MAP OF ENHANCED MAINTENANCE AREAS
- B – SERVICES AND COSTS PER ANNUM 2024–25

## 1.0 SERVICE REQUIREMENTS

- 1.1 The City is required to maintain all landscaped areas listed to a standard which enhances their presentation and environmental value. These outcomes will be achieved by implementing the following services:
  - 1.1.1 Regular mowing of turf areas and mechanical trimming of turf edges, as per service schedule (Attachment B) to a height of 15-25mm.
  - 1.1.2 Maintenance to landscaped areas as per service schedule (Attachment B) including:
    - Weeds managed to an acceptable level with required signage and reporting when chemicals are applied
    - Free of excessive debris
    - Healthy plants
    - Shrubs pruned according to species and clearance requirements.
  - 1.1.3 Litter removed on a weekly basis from all areas.
  - 1.1.4 Trees pruned to achieve clearance for pedestrians over footpaths and turf areas.
  - 1.1.5 Mulch is to be maintained to an acceptable level.
  - 1.1.6 All debris resulting from turf and landscape maintenance is to be removed from site on the same service day.
  - 1.1.7 Soil, leaf and moisture analysis of turf areas.
  - 1.1.8 Fertilising and application of wetting agent to designated turf areas.
  - 1.1.9 Landscape upgrade projects (Scope of works to be agreed between the City and HRA).
  - 1.1.10 Turf renovation projects (Scope of works to be agreed between the City and HRA).
- 1.2 All works as specified shall be undertaken between the hours of 7.00am to 5.00pm Monday to Friday excluding public holidays to ensure minimal disruption to residents.
- 1.3 The level of service can only be modified upon agreement of both parties and will need to be attached to the document as proof of variation.

## 2.0 LIST OF AREAS TO BE SERVICED

2.1 The landscaped areas listed below are detailed with specific boundaries shown on (ATTACHMENT A – MAP OF ENHANCED MAINTENANCE AREAS).

Description	Turf (m <sup>2</sup> )	Landscape Areas (m <sup>2</sup> )	Total (m <sup>2</sup> )
Harbour View Park	6,433	1,285	7,718
Leeward Park	3,913	10,321	14,234
Marbella Park, verges and PAW	3,039	6,242	9,281
Curacao Lane	2,105	2,231	4,336
Oahu Park	5,098	2,125	7,223
Tenerife Boulevard Entry Statement	483	101	584
Amalfi Drive/Hepburn Avenue entry statement	466	446	912
Tobago Rise median		134	134
Eze Terrace verge		524	524
Midi Terrace verge		359	359
Var Terrace & Abaco Close verge		301	301
Whitfords Avenue verge (Tahiti Lane to Tenerife Boulevard entry)		929	929
Hepburn Avenue Verge (Whitfords Avenue to Amalfi Drive entry statement)		830	830
1 Curacao Lane (100% SAR Cost)	158		158
46 Angove Drive (100% SAR Cost)	266	132	398
<b>Total (m<sup>2</sup>)</b>	<b>21,961</b>	<b>25,960</b>	<b>47,921</b>

### **3.0 SERVICE LEVELS AND ASSOCIATED COSTS – ANNUAL SERVICE 2024–25**

3.1 See Attachment B for breakdown and associated costs for 2024–25.

### **4.0 ANNUAL REVIEW OF COSTS AND SERVICES**

- 4.1 SAR draft annual service review undertaken by the City is to be provided to the HRA by 7 November each year. Should delays occur these are to be communicated to the HRA in writing.
- 4.2 SAR service delivery and cost is to be confirmed and accepted by the HRA in writing by the end of November each year. Where delays occur due to ongoing negotiations the City will include the draft figures in the annual budget proposals.
- 4.3 Budgets will be modified as required once the review is approved by the City's CEO. This will apply to services and associated costs for the following financial year, commencing on 1 July.
- 4.4 Review of the SAR services and costs can only be undertaken on an annual basis to ensure sufficient funds can be budgeted by the City and contributions collected via Specified Area Rates in line with the Specified Area Rates policy.

### **5.0 CAPITAL INFRASTRUCTURE**

- 5.1 The HRA are fully liable for all associated costs to remove or renew any assets installed via SAR funding at the end of its expected useful life.
- 5.2 All infrastructure items installed become the property of the City with ongoing maintenance costs recovered through Annual Service Review documents.
- 5.3 Items listed in the review may be included in the City's draft Five Year Capital Works Program and progressed through the annual budgeting process for approval by Council.
- 5.4 Should any capital infrastructure assets not be approved by Council a revised costing schedule will be issued by the City and attached to the approved Annual Service Review document.

**6.0 SIGNATORIES - AGREEMENT EXECUTION**

**6.1 ACCEPTANCE STATEMENT**

I, the undersigned, agree to the terms and conditions of this agreement including the costs and services detailed in Attachment B of this Annual Service Review 2024–25.

  
DAVID HUDSON  
Chairman  
Harbour Reef Association Ltd.

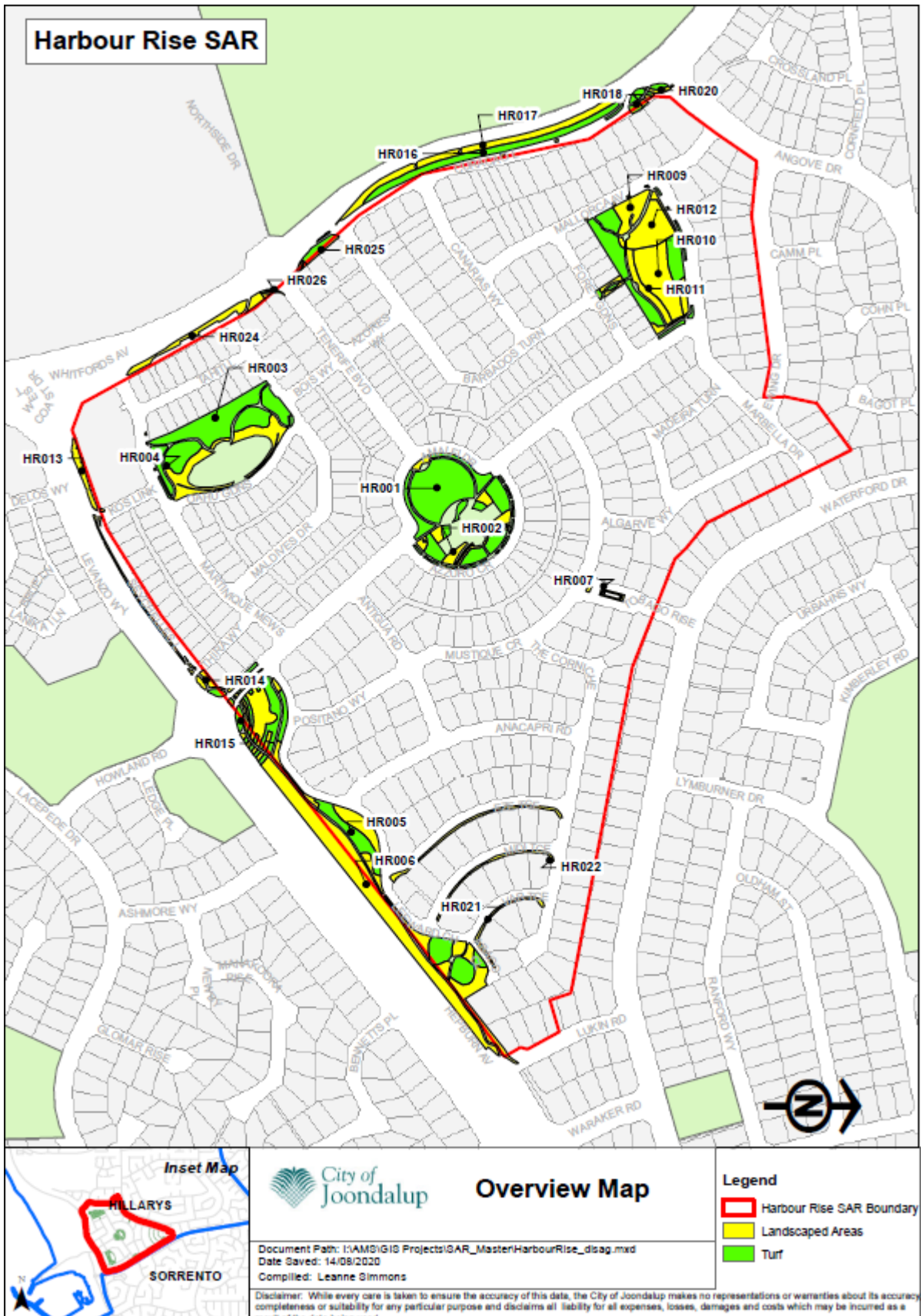
29-11-2023  
Date

APPROVE the service levels of the attached contract and amendments  
and attachments

  
JAMES PEARSON  
Chief Executive Officer  
City of Inverclyde

25.1.2024  
Date

# ATTACHMENT A - MAP OF ENHANCED MAINTENANCE AREAS



**ATTACHMENT B - SERVICES AND COSTS PER ANNUM 2024-25**

<b>Services</b>	<b>Standard COJ Service Level</b>	<b>SAR Additional Service Enhancement</b>	<b>SAR Enhancement Standard</b>	<b>SAR Costs per Visit \$</b>	<b>SAR COST 2024-2025 \$</b>
Mowing (including finishing)	11	26	37		
Collection and disposal of grass clippings	N/A	37	37		
Garden bed scheduled maintenance	12	40	52		
Pathogen free mulch	22m <sup>3</sup>	268m <sup>3</sup>	290m <sup>3</sup>		
Pathogen free mulch Installation	22m <sup>3</sup>	268m <sup>3</sup>	290m <sup>3</sup>		
Infill planting and landscape upgrades	0	1	1		
Turf soil, leaf tissues, parasite, moisture analysis and reporting	N/A (passive parks)	1	1		
Application of wetting agent	1	1	2		
Application of fertiliser	1	5	6		
Turf Renovations (as per February 2024 turf report)	N/A (passive parks)	1	1		
Turf Maintenance 1 Curacao Lane (158m <sup>2</sup> ) (100% SAR)	N/A residential verge	37	37		
Turf Maintenance 46 Angove Drive (266m <sup>2</sup> ) (100% SAR)	N/A residential/ commercial verge	37	37		
Garden Bed Maintenance 46 Angove Drive (132 m <sup>2</sup> ) (100% SAR)	N/A residential/ commercial verge	52	52		
<b>Total Cost</b>					