Nov 2024

**Wyndham City Council Maintenance Inspection Checklist**

**Developer maintenance obligations**

The nominated site representative is responsible for all maintenance on site.

The Maintenance Inspection Checklist is to be completed and submitted to Council every three (3) months during the maintenance period for every stage on maintenance. Failure to provide this information or the provision of incorrect information may result in an extension of the maintenance period.

**Maintenance inspection number**, every estate stage requires seven (7) maintenance inspections during the two-year (24 months) maintenance period. Your PC Letter states the expected handover date which is two years from the date the maintenance period commences.

* Inspection one is three months after maintenance commences and every three months thereafter until three months prior to successful HO date.
* Inspection seven is twenty-one months after maintenance commences, or three months before the proposed HO date.

The maintenance inspection number is particularly relevant as it relates to when works are to be started or completed within the 24 months maintenance period.

The Maintenance Inspection Checklist is to be completed and submitted to Council by contacting Landscaping Subdivisions subdivlud@wyndham.vic.gov.au This checklist must be provided only in the month it is due. Council will not accept checklists before the due time or for multiple estate stages.

In addition to the Maintenance Inspections completed by site representatives, Council representatives will regularly inspect the site during the maintenance period and any recorded defects will be communicated to the site representative in writing. Any rectification works must then be completed within four (4) weeks or as specified by the Council representative. Failure to complete the works in the specified timeframe may lead to an extension of the maintenance period.

For all enquiries, please contact Landscaping Subdivisions [subdivlud@wyndham.vic.gov.au](mailto:subdivlud@wyndham.vic.gov.au)

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| **Developer**: Click or tap here to enter text.  **Name of Estate Development**: Click or tap here to enter text.  **Estate Stage**: Click or tap here to enter text.  **Due Handover Date:** Click or tap here to enter text.  **Proposed Handover Date:** Click or tap here to enter text.  **LS number**: Click or tap here to enter text. | |
| **Inspection Date**: Click or tap here to enter text.  **Inspection number:** Click or tap here to enter text. | **Nominated Site Representative:** Click or tap here to enter text.  **Contact No / Mobile:** Click or tap here to enter text. |

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| **Grassed Areas - Parks and Nature Strips and (Road) Reserves** | | | | |
|  | **Acceptable** | **Unacceptable** | **Proposed defect rectification date** | **N/A** |
| Lawns and Naturestrips are free of rock, rubbish, and litter |  |  | Click or tap here to enter text. |  |
| Lawns and Naturestrips are levelled, and there is an even transition between grassed area and adjoining hard surfaces and footpaths, this to minimise tripping hazards and mowing obstacles |  |  | Click or tap here to enter text. |  |
| Lawns and Naturestrips are mown and edged.  Grass height is between 40 - 100mm and all edges have been appropriately trimmed where required |  |  | Click or tap here to enter text. |  |
| Lawns and Naturestrip, areas are displaying even, healthy vigorous growth, are free of pests, diseases and no greater than 5% of total area has a presence of broad-leafed weeds |  |  | Click or tap here to enter text. |  |
| Grassed areas must not contain   * Pasture Grasses * Environmental weeds such as Cane Needle grass, Chilean Needle grass and Serrated Tussock |  |  | Click or tap here to enter text. |  |

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| **Garden Beds** | | | | |
|  | **Acceptable** | **Unacceptable** | **Proposed defect rectification date** | **N/A** |
| Garden beds are in neat order and free of litter |  |  | Click or tap here to enter text. |  |
| Garden beds are free of weeds, or any small weeds have been sprayed |  |  | Click or tap here to enter text. |  |
| Garden bed edges are clearly defined |  |  | Click or tap here to enter text. |  |
| Any edging material between garden bed and path does not encroach onto paths or lawns |  |  | Click or tap here to enter text. |  |
| Hedges are uniform and clearly defined (Where applicable) |  |  | Click or tap here to enter text. |  |
| Any dead, diseased, poor performing, or missing plants have been replaced. (please be informed that Council requires a minimum of three months prior to handover for vegetation to be replaced. Proof of planting date requires to be provided if requested). |  |  | Click or tap here to enter text. |  |
| All vegetation is displaying healthy and vigorous growth |  |  | Click or tap here to enter text. |  |
| Mulch is to a minimum 75mm deep and covers 100% of the garden bed |  |  | Click or tap here to enter text. |  |

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| **Trees** | | | | |
|  | **Acceptable** | **Unacceptable** | **Proposed defect rectification date** | **N/A** |
| All trees have a mulched ring at least 1.2m in diameter and 150mm in depth. The mulch is clear of the trunk of the tree. Watering bowl is appropriately maintained |  |  | Click or tap here to enter text. |  |
| All dead, diseased, poor performing, or severely vandalised trees have been replaced, not less than eight weeks prior to proposed handover date. |  |  | Click or tap here to enter text. |  |
| All weeds and any suckering material have been removed |  |  | Click or tap here to enter text. |  |
| Trees are of sound structure and display good health and are free of disease and pests |  |  | Click or tap here to enter text. |  |
| All trees are appropriately staked and tied; stakes are not damaging trees. Refer to comments below |  |  | Click or tap here to enter text. |  |
| Trees requiring formative pruning have received formative pruning. Refer to comments below |  |  | Click or tap here to enter text. |  |

* Trees will be assessed by Council staff using the Australian Standard, Tree stock for landscape use, AS 2303: 2015
* Trees will be assessed by Council for proper establishment using:

Arboriculture & Urban Forestry 2018. 44(1): 12-22.

ISA, International Society of Arborculture.

Assessment of Six Indicators of Street Tree Establishment in Melbourne, Australia.

M.Leers, G.M.Moore, and P.B.May

* Stakes are required to be removed from trees at least 3 months prior to handover indicating trees are firmly rooted and established. If trees require tree stakes to remain Council needs to be informed.
* Stake ties must be assessed and adjusted not less than 6 months after the maintenance period commences. This equates to the second maintenance inspection. Ties must be regularly inspected thereafter.
* All pruning must be conducted according to the Australian Standards, AS4373:2007 Pruning of Amenity Trees, and conducted by a qualified arborist.
* Deciduous tree species must be pruned at the appropriate time for that species, failure to do so may result in an extension of the maintenance period.
* The root ball of all trees planted twelve months previously or more does not move. Any tree where movement occurs should be replaced at least 3 months prior to handover, see 2nd point above.

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| **Hard Landscape Features** | | | | |
|  | **Acceptable** | **Unacceptable** | **Proposed defect rectification date** | **N/A** |
| All seats, tables and decking are free from damage, installed and treated as specified |  |  | Click or tap here to enter text. |  |
| Drinking fountain(s) are functioning, clean and free from damage |  |  | Click or tap here to enter text. |  |
| Playgrounds and Fitness Equipment, all play and fitness space soft fall areas are topped up to Council’s specifications and are free of hazardous material. |  |  | Click or tap here to enter text. |  |
| All paths and pavements are of sound construction, free from cracks, damage and trip hazards |  |  | Click or tap here to enter text. |  |
| Irrigation systems, all components of system are functional. |  |  | Click or tap here to enter text. |  |

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| **Wetland Systems and Revegetation/Conservation areas** | | | | |
|  | **Acceptable** | **Unacceptable** | **Proposed defect rectification date** | **N/A** |
| All wetland systems and surrounds are free of weeds and litter |  |  | Click or tap here to enter text. |  |
| No Typha sp (Combungi) or *Cyperus involucratus* (Umbrella Sedge) is present in wetland. Adjacent landscape or revegetation/conservation area does not contain environmental weeds such as Cane Needlegrass, Chilean Needlegrass, Serrated Tussock, African Boxthorn or thistle species. |  |  | Click or tap here to enter text. |  |
| Drainage, all drains are clear of silt, debris. No evidence of pooling or stagnant water is present and all silt traps have been removed when required. |  |  | Click or tap here to enter text. |  |

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| **Existing Attributes** | | | | |
|  | **Acceptable** | **Unacceptable** | **Proposed defect rectification date** | **N/A** |
| Indigenous vegetation and natural rock/landscape features are adequately protected. |  |  | Click or tap here to enter text. |  |
| Existing trees to be retained (remnant or otherwise) must have appropriate tree protection measures in place in accordance with AS 4970-2009 Protection of trees on development sites |  |  | Click or tap here to enter text. |  |
| Heritage listed structures or sites such as rock fencing and cultural heritage sites are appropriately protected |  |  | Click or tap here to enter text. |  |

**Site Representative**

Name: Click or tap here to enter text.

Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

**Comments:** Click or tap here to enter text.