

3 November 2021

Our Ref: X010148.006
File No: 2021/478490

Ryan Cliffe
Visual Inspirations Australia Pty Ltd
3/8 Belmont Avenue
Rivervale WA 6103

Dear Ryan

**SYDNEY CHRISTMAS MAJOR SERVICES CONTRACT
VARIATION ORDER UNDER CLAUSE 12.1**

I refer to the Major Services Contract between the Council of the City of Sydney ('the City') and Visual Inspirations Australia Pty Ltd for the provision of Manufacturing and Installation for the Sydney Christmas 2018-2022 (the 'Agreement').

Further to recent discussions, I can confirm the reduction of manufacturing costs for Sydney Christmas Infrastructure deliverables relating to the activation for the Woolworths building for Christmas 2021 only.

A summary of the changes is listed below:

- Removal of allowance to turn banner arms
- Removal of Woolworths lighting activation content creation and allowance to integrate with building façade works

Additionally, the City will vary the Contract in the following manner for the remaining terms of the Contract:

A. Definition of Laws

The word "orders" is inserted after the word "laws" and before the word "regulations"

B. The following new clauses are added to the Agreement:

Clause 23 Novation

The City may novate this Agreement to a third party. The Service Provider must do all things and execute all documents necessary to give effect to the novation, including executing and delivering to the City a deed of novation in the form required by the City.

Clause 24 COVID Safe Plan

Where appropriate the Service Provider is responsible for establishing and enforcing a legally compliant COVID Safe Plan for the delivery of the Services for the Event which must be updated from time to time in order to meet legislative and other compliance requirements.

Clause 25 Public Health Orders

- a) In this clause 25, "Public Health Order" means an order made by the Minister for Health and Medical Research under section 7 of the Public Health Act 2010 (NSW), as amended, updated, replaced or superseded.
- b) COVID-19 Pandemic means the pandemic caused by the disease known as Novel Coronavirus (COVID-19) classified as a pandemic by the World Health Organisation on 11 March 2020.
- c) To the extent of any inconsistency between this clause and any other clause of this Agreement, this clause prevails.
- d) The Service Provider must:
 - i. at all times, comply with any Public Health Order issued that is applicable to the provision of the Event; and
 - ii. immediately comply with and follow any of the City's directions in order for the City to comply with any Public Health Order.
- e) The City may end the Agreement by notice in writing to the Service Provider at any time if, as a result of the COVID-19 Pandemic, the City elects not to proceed with the Event
- f) As the result of a Public Health Order or the COVID-19 Pandemic, the City may:
 - i. postpone the delivery of the Services (and related Fee payments) to a later date agreed by the Parties; or
 - ii. request that the Service Provider otherwise alter the delivery of the Services, with both parties to act reasonably in any negotiations resulting from the City's request.
- g) To the fullest extent permitted by law, the Service Provider agrees that the City is not liable for and releases the City from all claims, actions, demands, liabilities, costs, claims for compensation, rights of action, losses, forfeitures, proceedings (whether actual or potential), expenses or demands incurred by the Service Provider as a result of:
 - i. the Service Provider's compliance with this clause 25; and
 - ii. the exercise of the City's rights under clause 25.

In accordance with clause 12.1(a) of the Contract, the City directs that the Contract to be varied to reflect the above.

Please find attached a copy of the relevant schedules marked up to reflect this Variation Notice. All changes to Schedule 2 - Schedule of Rates are highlighted in purple and changes to Schedule 3 – Specifications in blue.

Please sign and date one copy of this Variation Order and return to me. These schedules will replace the current schedules under the Contract.

If you require any further information, please contact me on 02 9246 7885 or tstevens@cityofsydney.nsw.gov.au

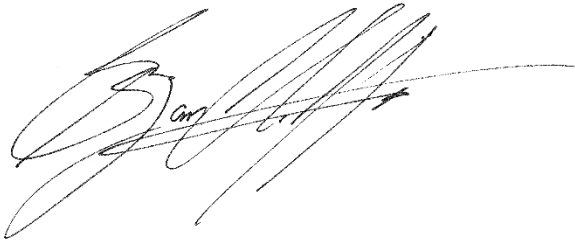
Your sincerely,



Troy Stevens
Project Manager, Major Events & Festivals

Acknowledgement and Acceptance

Visual Inspirations Australia Pty Ltd accepts the terms of this Variation Order under the Major Services Contract for Sydney Christmas as set out in this Notice of Variation dated 3 November 2021



Signed (Sole Director/Secretary)

[Ryan Cliffe](#)

Name

Date: [4 November 2021](#)

Schedule 3, Annexure A – Amendments to the Agreement

Replace Annexure A of Schedule 3 of the Agreement with the following:

SCHEDULE 3 – SPECIFICATIONS Annexure A – Work Schedule Services and Specifications

SERVICE ELEMENTS

The Service Provider is required to manufacture, install, dismantle and maintain the City's Christmas trees and decorative installations (infrastructure) at various locations in the City of Sydney local government area.

There are three (3) key elements that make up the Services over the life of the Contract, namely:

- a) manufacturing the new suite of Sydney Christmas infrastructure;
- b) installing and dismantling both the new and existing suites of Sydney Christmas infrastructure; and
- c) maintaining both the new and existing suites of Sydney Christmas infrastructure.

The City's suite of Christmas trees and decorative installations (infrastructure) consists of the following elements;

1. Martin Place Christmas Tree, incorporating lighting solution and protective fence;
2. Ten (10) Outdoor Christmas Trees around the local government area comprising: Green Square Town Centre, Surry Hills, Kings Cross, Pyrmont, Customs House, Sydney Town Hall, Taylor Square, St Mary's Cathedral, Glebe (from Christmas 2020) and Erskineville;
3. Three (3) sets of street pole decorations in the City's CBD and Villages: Green Square Town Centre, Redfern Street (Redfern) and Martin Place (CBD);
4. Fifteen (15) Indoor Christmas trees within the City's Library and Customer Service Centres;
5. Star decorative installation in Green Square Library Entry;
6. Two (2) light canopies in Pitt Street Mall and Martin Place (stage 2, between Pitt and Castlereagh Streets) and;
7. Lighting activations on selected buildings in George Street, CBD.

The above elements and Work Sites are subject to change, at the City's discretion.

Refer to *Table 1 - Installation Schedule of New Sydney Christmas Infrastructure Elements*, for a summary of when trees and decorative installations from the City's new suite of infrastructure will be manufactured and installed.

GENERAL PROGRAM OUTLINE

Table 1 –Installation Schedule of New Sydney Christmas Infrastructure Elements

Infrastructure Element	2018	2019	2020	2021	2022
TREES					
Martin Place Stage 1, Sydney CBD (24m tree)	NEW	NEW	NEW	NEW	NEW
Green Square Town Centre (12m tree)	NEW	NEW	NEW	NEW	NEW
Taylor Square, Darlinghurst (8m tree plus base)	NEW	NEW	NEW	NEW	NEW
Customs House Forecourt, Circular Quay (initially 8m tree, then replaced by new 9m tree)	Ex	NEW	NEW	NEW	NEW
St Mary's Cathedral Forecourt, Sydney CBD (initially 8m tree, then replaced by new 9m tree)	Ex	NEW	NEW	NEW	NEW
Town Hall Balcony, Sydney CBD (8m tree)	Ex	NEW	NEW	NEW	NEW
Hyde Park north, Sydney CBD (initially 8m tree, then replaced by new 9m tree). **Moves to Surry Hills (grass square adjacent to library) from 2019**	Ex	NEW	NEW	NEW	NEW
Union Square, Harris Street, Pyrmont (initially 8m tree, then replaced by new 9m tree)	Ex	NEW	NEW	NEW	NEW
Fitzroy Gardens, Kings Cross (initially 8m tree, then replaced by new 9m tree)	Ex	NEW	NEW	NEW	NEW
Glebe – exact location TBC (9m tree)	n/a	n/a	NEW	NEW	NEW
Ellen Lawman Rest Area, Erskineville (9m tree)	n/a	NEW	NEW	NEW	NEW
City Libraries and Customer Service Centres (CSC's) (15 x 1.8m-2.4m trees)	Ex	NEW	NEW	NEW	NEW
DECORATIVE INSTALLATIONS					
Martin Place Stage 2, Sydney CBD (Lighting Activation)	n/a	NEW	NEW	NEW	NEW
Martin Place Stage 1 and Stage 2, Sydney CBD (Smart Pole Fairylight Wraps)	NEW	n/a	n/a	n/a	n/a
Martin Place, Sydney CBD (20 single-sided Smart Pole decorations)	n/a	NEW	NEW	NEW	NEW
George Street, Sydney CBD (Building lighting)	n/a	n/a	NEW	NEW	NEW
Pitt Street Mall, Sydney CBD (light canopy with 10 stars suspended from existing catenary lights)	n/a	NEW	NEW	NEW	NEW
Green Square Town Centre (20 single-sided Smart Pole decorations)	n/a	NEW	NEW	NEW	NEW
Green Square Library Entry (1 hanging star)	NEW	NEW	NEW	NEW	NEW
Erskineville Road, Erskineville (7 Smart Pole decorations)	Ex	n/a			

			n/a	n/a	n/a
Crown Street, Surry Hills (7 Smart Pole decorations)	Ex	n/a	n/a	n/a	n/a
Redfern Street, Redfern (24 Smart Pole decorations)	Ex	NEW	NEW	NEW	NEW
Darlinghurst Road, Kings Cross (14 Smart Pole decorations)	Ex	n/a	n/a	n/a	n/a
Glebe Point Road, Glebe (15 Smart Pole decorations)	Ex	Ex	n/a	n/a	n/a

Table 1 Key:

Existing Sydney Christmas Infrastructure	Ex
New Sydney Christmas Infrastructure	NEW
Not applicable	n/a

1. MARTIN PLACE CHRISTMAS TREE

Martin Place tree – Sub-Frame and Foliage

- Frame Structure to be manufactured per the RFP engineering drawings with a minor alteration to accommodate a different branching system.
- The RFP branch system will leave gaps and undulations in the foliage. Manufacture should be in accordance with the Service Provider's branch variation, detailed in Attachment 3 - A. *RFP 2018-2022 Christmas Infrastructure - Manufacture Proposal MP and GSq tree.jpg*
- Hook foliage branch will be manufactured specific to the Martin Place tree sub-frame
- Deluxe foliage is a mixture of three tip types; Mold injected PT, Wired PET and an upgraded PVC
- Foliage is removable from sub-frame
- Transportation of foliage and tree top branch section via airfreight.

Martin Place tree – Decorations

150 x 850mm Stainless Steel Baubles

120 x 550mm Stainless Steel Baubles

50 x 300mm Stainless Steel Baubles

- 850mm balls to be in TOKO beach ball designs with 550mm and 300mm to be solid colour balls
- *850mm Baubles finished in 6 x beach ball patterns*
- *550mm & 300mm solid colour balls in the three colours from the beach ball patterns (Red, White & Green)*

1 x 2.4m Treetop Star

- Colour changing programmable lights. This will run on the same program as the digital lighting of the tree foliage.
- Final construction method and materials TBC

300 linear metres of Sinimay Ribbon

1,100 x Native Australian Floral Decorations

Martin Place Tree - Lighting

Martin Place - Full Digital RGB colour changing Lighting System

MPT lights to be full RGB digital lighting, to allow limitless future programming for the tree, without needing to change the lights or the cost to strip and re-light the foliage. The tree in season will be programmed per the RFP design (alternating red/green in slow fade with warm white base layer).

Then for the launch the tree will have a separate program, a digital, full RGB light show. Effects like alternating colours and patterns will be incorporated including twinkling, chasing, fading and pattern effects. Effects and final show will be approved in consultation with the event management and COS creative representatives.

Specifications

- 40,000 x Individually controlled Digital RGB Colour changing high intensity mini lights
- 2,000 x High Intensity Strobe Lights
- Digital RGB Colour changing Star
- Complete power distribution system and cabling with existing main 32amp distribution centre used in 2017

Martin Place Tree – Fence

The Martin Place tree fence will be the same structure as supplied in 2017, with the panel artwork re-designed to reflect the City's new Sydney Christmas Visual Identity.

Specifications

- 13m Diameter metal fence with powder coat finish
- Fabricated from 22 panels of 2000mm W x 1200mm H
- The fence is securely bolted together – panel to panel
- The fence sits close to the base of the new tree – the reach distance is close for the general public to the tree, however there is a 1200mm gap to allow visibility to the tree, while creating a physical barrier.
- Polycarbonate sheet panels are skinned in a solid one piece vinyl graphic with the City's branded design – sample imagery shown below but yet to be finalised – the City to provide artwork and the Service Provider to print and adhere to fence. Includes 1 x set of printing and application.

SPECIFIC REQUIREMENTS FOR THE MARTIN PLACE CHRISTMAS TREE

Specific to the delivery of the Martin Place Christmas tree, the Service Provider must:

- Implement and provide ongoing support for lighting solution. Scoping must occur at least three (3) months prior to the event in collaboration with the City, and documented via a scope of works. The City to approve Scope of Work document;
- Transport to Martin Place all structural, electrical and decorative elements of the Christmas Tree in close consultation with City staff with particular consideration of Work Site access restrictions, namely the current Light Rail works on George Street and the proposed Martin Place upgrade works;
- Check and make any necessary repairs to the tree structure and base;

- Ensure fencing structure around tree is safe and secure with suitable fixings on corners / edges;
- Provide a suitable and exciting lighting design which utilises the tree-top star and all lightable elements which enhances the tree and provides an adequate spectacle in daylight and at night time, including programming;
- Install the tree including installation of all flooring and installation of guys and bracing;
- Install decorations (including floral decorations), foliage, tree-top star, and lighting;
- Coordinate and ensure power supply connection to the Smart Pole;
- Check and rectify transformers, lights, distribution boards and Smart Poles by the City's nominated certified Electrical Contractor or Energy Australia Electrician;
- Provide sufficient security personnel on site during I&D phase;
- Commission and test the lighting of the tree as required by City staff;
- Provide engineering certification once tree is erected;
- Be clear of the Work Site and ensure a clean presentable Work Site by midnight the Monday prior to the Martin Place Tree Lighting Event;
- Insurance certification for installation and dismantling of the tree, allowing for the tree being covered by the City's own insurances (if certified by a qualified Engineer) during show period;
- Ensure the suitable and environmentally responsible disposal of waste on site generated during I&D phases;
- Print and install City designed fencing scrim on the fencing panels around the tree I&D Work Site. Printing cost to be included within response; and
- Provide a lighting operator/programmer to attend the Media reveal/showcase evening, the Martin Place Tree Lighting Event rehearsal and the Martin Place Tree Lighting Event;
- Respect the Martin Place Cenotaph and its' surrounds, ensuring the tree compound does not encroach upon the Returned Services League of New South Wales designated boundaries and by allowing provision to cease work during any activities at the Cenotaph, as scheduled by the Returned Services League of New South Wales.
- Installation of temporary bollards for the Martin Place tree installation and dismantle for the 2018 event only. Movable bollards for the Pitt Street entrance to Martin Place Stage 1 are required, to replace fixed City bollards and provide suitable vehicle mitigation during tree installation period, yet still allow the Service Provider to make vehicle movements in and out of the compound.

2. OUTDOOR CHRISTMAS TREES

For Christmas 2018, the City requires the re-display of six (6) existing City outdoor Christmas trees and the manufacture of two (2) new Christmas trees – for Green Square Town Centre and Taylor Square. Specifications relating to each tree and its location are detailed below.

Refer to *Table 1 - Installation Schedule of New Sydney Christmas Infrastructure Elements* on page 60 for a summary of when the City's remaining six (6) outdoor Christmas trees will be replaced with newly manufactured trees from the City's new suite of Sydney Christmas infrastructure.

2a. Green Square Town Centre

New 12m high tree with pre-installed decorations and lighting, in keeping with the theme for the City's new suite of Sydney Christmas infrastructure.

2a. Green Square Town Centre – Sub-Frame and Foliage

- Frame Structure to be manufactured to new engineering specification with an alteration to accommodate a different branching system.
- Service provider to supply new engineering drawings and certification.
- The RFP branch system will leave gaps and undulations in the foliage. Service providers branch variation to be the same branch style as the Martin Place tree detailed in Attachment 3 - A. *RFP 2018-2022 Christmas Infrastructure - Manufacture Proposal MP and GSq tree.jpg*
- Hook foliage branch will be manufactured specific to the Green Square tree sub-frame
- Deluxe foliage is a mixture of three tip types; Mold injected PT, Wired PET and an upgraded PVC
- Foliage is removable from sub-frame
- Transportation of foliage via airfreight.

2a. Green Square Town Centre – Decorations

90 x 200mm Stainless Steel Baubles

200 x 300mm Stainless Steel Baubles

- Stainless Steel balls to be in TOKO beach ball designs

1 x 1.2m Treetop Star

- Static Illuminated Star (Warm White LED)
- Final construction TBC - *Ref Scoundrel Sydney Christmas Infrastructure Design pg. 112*

150 linear metre of Sinimay Ribbon

400 x Native Australian Floral Decorations

2a. Green Square Town Centre - Lighting

The lighting will be Warm White LEDs with a 20% white flash only.

12m Green Square Tree Lighting Specification

- ~10,500 x Warm White Mini/fairy lights with 20% twinkle bulbs

Note: for full specifications on new outdoor trees 2b, 2c, 2d, 2e, 2f, 2i and 2j refer to *NEW OUTDOOR TREE SPECIFICATION (2b, 2c, 2d, 2e, 2f, 2i, 2j)* on page 66.

2b. Hyde Park North

Existing 8m high tree with pre-installed decorations and lighting

Power: available power box within the nearby garden bed. Access to power to be arranged by the City.

*To be replaced for Sydney Christmas 2019 with a new 9m high tree with pre-installed decorations and lighting, in keeping with the theme for the City's new suite of Sydney Christmas infrastructure. **Tree moved to the grass square adjacent to Surry Hills Library from 2019.***

2c. Fitzroy Gardens, Kings Cross

Existing 8m high tree with pre-installed decorations and lighting

Power: available from nearby light pole within the park.

To be replaced for Sydney Christmas 2019 with a new 9m high tree with pre-installed decorations and lighting, in keeping with the theme for the City's new suite of Sydney Christmas infrastructure.

2d. Union Square, Harris Street, Pyrmont

Existing 8m high tree with pre-installed decorations and lighting

Power: available from the adjacent Smart Pole in Harris Street

To be replaced for Sydney Christmas 2019 with a new 9m high tree with pre-installed decorations and lighting, in keeping with the theme for the City's new suite of Sydney Christmas infrastructure.

2e. Customs House Square, Circular Quay

Existing 8m high tree with pre-installed decorations and lighting

Power: available from nearby Smart Poles within the forecourt and access is to be arranged with the City. Power cables must be safely suspended overhead and clear truck/vehicle movements through the square.

To be replaced for Sydney Christmas 2019 with a new 9m high tree with pre-installed decorations and lighting, in keeping with the theme for the City's new suite of Sydney Christmas infrastructure.

2f. St Mary's Cathedral Forecourt

Existing 8m high tree with pre-installed decorations and lighting

Power: available from the forecourt. Access to power to be arranged with the City.

To be replaced for Sydney Christmas 2019 with a new 9m high tree with pre-installed decorations and lighting, in keeping with the theme for the City's new suite of Sydney Christmas infrastructure.

2i. Glebe (location TBC)

Commencing 2020, new 9m high tree with pre-installed decorations and lighting, in keeping with the theme for the City's new suite of Sydney Christmas infrastructure.

2j. Erskineville (Ellen Lawman Rest Area)

Commencing 2019, new 9m high tree with pre-installed decorations and lighting, in keeping with the theme for the City's new suite of Sydney Christmas infrastructure.

NEW OUTDOOR TREE SPECIFICATION

This following specification applies to new Christmas Trees 2b, 2c, 2d, 2e, 2f, 2i, 2j above

Outdoor Tree - Sub-Frame and Foliage

- Frame Structure to be manufactured to new engineering specification of a 'Panel' Style Tree (~8.1m High Frame and addition of treetop star takes it to ~9m overall). Service provider to supply new engineering drawings and certification.
- Tree frame and foliage detailed in Attachment 5 - A. *RFP 2018-2022 Christmas Infrastructure - Manufacture Proposal village trees.jpg*
- Deluxe foliage is a mixture of three tip types; Mold injected PT, Wired PET and an

upgraded PVC

Outdoor Tree - Decorations

80 x 200mm Plastic Baubles

90 x 300mm Plastic Baubles

- Plastic balls to be in TOKO beach ball designs

1 x 1.2m Treetop Star

- Static Illuminated Star (Warm White LED)
- Final construction TBC - *Ref Scoundrel Sydney Christmas Infrastructure Design pg. 112*

90 linear metres of Sinimay Ribbon

224 x Native Australian Floral Decorations

2b, 2c, 2d, 2e, 2f, 2i, 2j - Outdoor Tree – Lighting

The lighting will be Warm White LEDs with a 20% white flash only.

9m City Tree Lighting Specification

- ~3,200 x Warm White Mini/fairy lights with 20% twinkle bulbs

2g. Sydney Town Hall portico

Existing 8m high tree with pre-installed decorations and lighting

Power: available from within Sydney Town Hall. Liaise with Transport for NSW's chosen Sydney Light Rail works contractor to arrange crane access.

To be replaced with a new 8m high tree for Christmas 2020, in keeping with the theme for the City's new suite of Sydney Christmas infrastructure. Refer to Table 1 - Installation Schedule of New Sydney Christmas Infrastructure Elements on page 60, for a summary of when this will be manufactured and installed.

New Sydney Town Hall portico tree - Sub-Frame and Foliage

- Frame Structure to be manufactured to new engineering specification of a 'Panel' Style Tree (~8.1m High Frame and addition of treetop star takes it to ~9m overall). Service provider to supply new engineering drawings and certification.
- Deluxe foliage is a mixture of three tip types; Mold injected PT, Wired PET and an upgraded PVC

New Sydney Town Hall portico tree - Decorations

50 x 200mm Plastic Baubles

90 x 300mm Plastic Baubles

- Plastic balls to be in TOKO beach ball designs

1 x 1.2m Treetop Star

- Static Illuminated Star (Warm White LED)
- Final construction TBC - *Ref Scoundrel Sydney Christmas Infrastructure Design pg. 112*

70 linear metres of Sinimay Ribbon

128 x Native Australian Floral Decorations

New Sydney Town Hall portico tree – Lighting

The lighting will be Warm White LEDs with a 20% white flash only.

Town Hall Tree Lighting Specification

- ~3,200 x Warm White Mini/fairy lights with 20% twinkle bulbs

2h. Taylor Square North, Darlinghurst

New 9m high tree with purpose-built base to deter vandals.

Power: is located in a Smart Pole nearby. Power cables must be safely suspended overhead and clear truck/vehicle movements through the square.

Taylor Square - Sub-Frame and Foliage

- 'Panel' Style Tree Frame ~6m (H) plus Base ~2m (H) for ~8m Overall for tree frame on base. (Addition of treetop star takes it to ~9m overall)
- Tree frame and foliage detailed in Attachment 4 - A. RFP 2018-2022 Christmas Infrastructure - Manufacture Proposal TSq tree.jpg
- Deluxe foliage is a mixture of three tip types; Mold injected PT, Wired PET and an upgraded PVC
- Transportation of foliage via airfreight.
- Re-printing branded fence panel stickers each Christmas, from 2019 onwards.

Taylor Square - Decorations

50 x 200mm Plastic Baubles

90 x 300mm Plastic Baubles

- Plastic balls to be in TOKO beach ball designs

1 x 1.2m Treetop Star

- Static Illuminated Star (Warm White LED)
- Final construction TBC- *Ref Scoundrel Sydney Christmas Infrastructure Design pg. 112*

70 linear metres of Sinimay Ribbon

128 x Native Australian Floral Decorations

Taylor Square - Lighting

The lighting will be Warm White LEDs with a 20% white flash only.

Taylor Square Tree Lighting Specification

- ~2,400 x Warm White Mini/fairy lights with 20% twinkle bulbs

DELIVERY OF OUTDOOR CHRISTMAS TREES

For the delivery of the ten (10) outdoor Christmas Trees, the Service Provider will:

- Install the tree in the nominated location during the nominated dates as per Table 3 – Milestones and Critical Dates on page 81.
- Install the existing and any new tree decorations
- Provide ongoing maintenance and monitoring of the tree during the display period
- Dismantle the tree at the nominated date as per Table 3 – Milestones and Critical Dates on page 81.
- Connect the tree to mains power safely without risk to general public. All connections to be waterproofed.
- Limit the use of cable trays where possible in favour of overhead suspended cabling. Any cable trays used must be low profile DDA trays.
- Advise the City of energy consumption of the tree
- Liaise / provide a schedule for the City's Project Manager to coordinate with the City's Living Colour floral displays contractor, to ensure a considered and tight schedule is maintained for the install of floral displays around trees.
- For 2g. Sydney Town Hall portico Christmas tree, a larger 70t crane is required to undertake the installation owing to site restrictions due to the ongoing Light Rail construction.

3. STREET POLE DECORATIONS

The City's existing pole decorations are to be initially re-used in some locations, then replaced in subsequent years with new pole decorations. In other locations the City will only utilise new pole decorations.

Power is provided at the top of the Smart Poles or on Ausgrid poles. Service Provider to visually inspect poles 2 weeks prior to installation to ensure all are operational, advise of specific power requirements and energy consumption of each unit for sign off during design development stage.

Connection of the pole decorations on Ausgrid poles requires the attendance of a Level 2 Linesman (Erskineville Road and Crown Street). The Service Provider is required to liaise with the Ausgrid Linesman (engaged by the City) for the installation and dismantle of pole decorations. The City will provide the Service Provider with the necessary information to enable the Service Provider to comply with this requirement.

Manufacture bespoke storage racks for all pole decorations, timing in-line with roll-out of pole decorations, in line with ***General Program Outline - Table 1 –Installation Schedule of New Sydney Christmas Infrastructure Elements.***

Two variations of the new Pole Decorations are required to fit two different sized Smart Poles.

- Large: 2.5m Long (Frame shape per RFP Engineering Specification)
- Small: 2.0m Long (specifications to be finalised)

New Pole Motif Specification

- White illuminated moulded star, fixed on lower frame arm.
- Enhanced lighting module with multiple globes
- Centre armature with flat spiral ribbon, with white illuminated rope light edge.
- Large Pole motifs at Crown and Erskineville will have custom brackets to fit Ausgrid round poles.

3a. Green Square Town Centre (new infrastructure) (not applicable for 2018)

- Manufacture, then install & dismantle twenty **(20)** single-sided **SMALL** star and spiral tree ribbons to Green Square's new, bespoke Poles. The star will be internally lit and will hang from a spiral tree ribbon designed with the Sydney Christmas Visual Identity in mind. The ribbon will affix to the Smart Pole's banner arm and will spin in the wind.
Note the Poles located within the Green Square Town Plaza area (only) are unique to the City of Sydney LGA.

3b. Erskineville Road (existing asset)

- Install & dismantle seven **(7)** five star illuminated units on the Energy Australia poles along Erskineville Road between Railway Parade and Union Street.
- *Not applicable from Christmas 2019 onwards.*

3c. Crown Street (existing asset)

- Install & dismantle seven **(7)** five star illuminated units on the Energy Australia poles along Crown Street between Devonshire Street and Foveaux Street.
- *Not applicable from Christmas 2019 onwards.*

3d. Redfern Street (existing asset)

- Install & dismantle twenty four **(24)** five star illuminated units on the Smart Poles along Redfern Street between Regent Street and Chalmers Street. The pole decorations are coordinated with the street banner installation as required.
- *To be replaced for Sydney Christmas 2019 onwards with twenty four **(24)** single-sided **SMALL** star and spiral tree ribbons. The star will be internally lit and will hang from a spiral tree ribbon designed with the Sydney Christmas Visual Identity in mind. The ribbon will affix to the Smart Pole's banner arm and will spin in the wind. These will be in keeping with the theme for the City's new suite of Sydney Christmas infrastructure.*

3e. Darlinghurst Road (existing asset)

- Install & dismantle fourteen **(14)** five star illuminated units on the Smart Poles along Darlinghurst Road between Bayswater Road and Macleay Street. The pole decorations are coordinated with the banner installation as required.
- *Not applicable from Christmas 2019 onwards.*

3f. Glebe Point Road (existing asset)

- The Glebe Point Road decorations consist of fifteen **(15)** five star illuminated units on the Smart Poles along Glebe Point Road between Parramatta Road and Hereford Street. The

pole decorations are coordinated with the banner installation as required.

- *Not applicable from Christmas 2019 onwards.*

3h. Martin Place (new infrastructure)

- Manufacture, then install & dismantle to twenty **(20)** single-sided **LARGE** star and spiral tree ribbons Martin Place's Smart Poles. The star will be internally lit and will hang from a spiral tree ribbon designed with the Sydney Christmas Visual Identity in mind. The ribbon will affix to the Smart Pole's banner arm and will spin in the wind. (2019-2022 only).
- Install and dismantle twenty-two (22) Smart Pole Fairy light Wraps (to replace the Martin Place Pole Decorations which did not proceed in 2018). (2018 only).

For the installation, maintenance and dismantle of the Pole Decorations, the Service Provider must:

- Advise the City of any tree branches that may prevent the installation of the pole decorations twelve (12) weeks prior to the installation date for the City to arrange for pruning of street trees at the discretion of the City's Greening and Leisure Unit;
- Liaise / provide a schedule for the City's project manager to coordinate pole decoration installations with the installation/removal of the street banners, in all locations;
- Provide a detailed traffic management plan for each location detailing the safe installation/dismantle process. These plans must be provided to the City's Traffic Unit / Building Approvals Unit for approval before the commencement of any work;
- Follow the reasonable direction of the City with regard to relocating any installations if required.

For the installation of the Pole Decorations, the City will:

- Provide smart pole wedges to mount the Pole Decoration brackets designed in the RFP;
- Arrange for pruning of street trees wherever necessary prior to installation in all locations, at the discretion of the City's Greening and Leisure Unit. Should the City's Greening and Leisure Unit determine the trees will not be pruned, the Service Provider will attempt to relocate the pole decoration/s within that specific Work Site. If no suitable location can be determined, the pole decoration/s will not be installed.

4. LIBRARY & CUSTOMER SERVICE CENTRE (CSC) INDOOR CHRISTMAS TREES

There are fifteen (15) trees in total, to be installed within each of the City's Libraries and CSC's. These will initially be either 1.8m high or 2.4m high trees from the City's existing suite of infrastructure. The height of these trees is dependent upon limitations at each Work Site.

In 2020 the fifteen (15) trees will be replaced with new 1.8m trees, reflecting the same elegant design as the new suite of outdoor trees, in keeping with the Sydney Christmas Visual Identity.

Library & Customer Service Centre – 1.8m Indoor Tree Specifications

Sub-frame and foliage

- 1.8m Solid Foliage Tree

Decorations

- TOKO branded plastic ball decorations
- Sinimay Ribbon
- Native Australian Floral Decorations

Lighting Specification

- Warm White Mini/fairy lights with 20% twinkle bulbs (green cable)

Location details as follows:

Table 2 – Library & Community Service Centre Tree Summary

Venue	Address	Qty	Existing Suite Height	New Suite Height
Customs House Library	31 Alfred Street, Circular Quay	2	2.4m	1.8m
Glebe Library & CSC	186 Glebe Point Road, Glebe	1	2.4m	1.8m
*Haymarket Library	744 George Street, Sydney	1	2.4m	1.8m
Kings Cross Library	L1 50-52 Darlinghurst Road, Kings Cross	1	1.8m	1.8m
Kings Cross CSC	50-52 Darlinghurst Road, Kings Cross	1	2.4m	1.8m
Newtown Library	8-10 Brown Street, Newtown	1	1.8m	1.8m
Waterloo Library	770 Elizabeth Street, Waterloo	1	1.8m	1.8m
Ultimo Library	L1 Ultimo Community Centre, 40 William Henry St, Ultimo	1	2.4m	1.8m
Town Hall House Library Link	L1 THH, 456 Kent Street, Sydney	1	2.4m	1.8m
Town Hall House One-Stop-Shop	L2 THH, 456 Kent Street, Sydney	1	2.4m	1.8m
Green Square Library	355 Botany Road, Zetland	2	1.8m	1.8m
Redfern CSC	158 Redfern Street, Redfern	1	1.8m	1.8m
Surry Hills Library and Community Centre	405 Crown St, Surry Hills	1	2.4m	1.8m

Notes;

1. Quantity for each location will remain consistent
2. *In 2019 the Haymarket Library moved to Darling Square - Level 1, 1 Pier Street, Haymarket.

Refer to *Table 1 - Installation Schedule of New Sydney Christmas Infrastructure Elements* on page 60, for a summary of when new indoor trees will be manufactured and installed.

Standard 10amp power is available from each of the above locations.

In the delivery of the fifteen (15) Library & Customer Service Centre Trees, the Service Provider must:

- Install the trees in the nominated locations on the nominated date as per *Table 3 – Milestones and Critical Dates* on page 81.

- Install the existing and any new tree decorations
- Provide ongoing maintenance and monitoring of the tree during the display period
- Dismantle the tree on the nominated date as per *Table 3 – Milestones and Critical Dates* on page 81.
- Connect the tree to mains power safely without risk to general public (without the use of cable trays)
- Advise the City of energy consumption of the tree
- Liaise and coordinate the install and dismantle with each Library and Customer Service Centre, to ensure services are not disrupted

5. STAR DECORATIVE INSTALLATION – GREEN SQUARE LIBRARY ENTRY

One large star decorative installation hanging from the atrium of Green Square’s entry triangle. Suspended from existing fixing points, it will provide a stunning spectacle for those entering or passing the Green Square Town Plaza, and for those utilising the café space below.

HANGING STAR SPECIFICATION

- Colour changing programmable lights.
- Final construction method and materials to be agreed by the parties. Service Provider cannot commence construction of the Hanging Star without approval of the final specification from the City in writing.

To be installed from Sydney Christmas 2018. Refer to *Table 1 - Installation Schedule of New Sydney Christmas Infrastructure Elements* on page 60, for a summary of when the Green Square Library Entry Star will be displayed.

6. LIGHTING ACTIVATIONS – PITT STREET MALL AND MARTIN PLACE

There are three (3) lighting activations to be installed;

A) Pitt Street Mall

Note – the Pitt Street Mall Canopy of Light is excluded from the Contract for Christmas 2018. Refer to Table 1 - Installation Schedule of New Sydney Christmas Infrastructure Elements on page 60, for full details.

The twinkling Canopy of Light in Pitt Street Mall is a much-loved Sydney Christmas installation. It is suspended from the existing catenary lighting system, with the fairy lights stretching the length of the mall, transforming Pitt Street Mall into a festive walkway. The canopy will work in unison with the existing programmable catenary lighting system, from which 10 x 2 metre high Perspex frame stars will be suspended.

Through the use of a Canopy of Light, the aim is to showcase innovative content with an imaginative use of light in transformative and festive ways. The City is striving to build upon the success of previous years to create diverse, immersive and memorable sensory experiences this Christmas.

It is possible for the canopy to be attached to rigging points on the buildings facing the mall and to the overhead catenary lighting system.

In delivering the Canopy of Light – Pitt Street Mall, the City requires a turn-key solution for the supply, installation, dismantle and management. The Service Provider must:

- Provide, design, source and supply any other equipment to aesthetically and safely attach the canopy of light to perimeter buildings
- Provide an engineer inspection and test of the building anchor points
- Provide engineering certification for the use of any building anchor points
- Provide engineering sign off for any other additional installation solutions
- Liaise with the City's lighting contractor on the canopy and chandelier attachment to the overhead catenary system
- Liaise with the City's lighting contractor on the programming available for the overhead catenary lighting system
- Engage a licenced electrician to provide an electrical check of the canopy of light and chandeliers, providing a test and tag certification and undertake any necessary repairs required
- Document any necessary repairs to the canopy system with detailed documentation including photographs and a cost of repairs for the City's asset management system
- Supply all qualified staff, plant and equipment for the installation and dismantle of the canopy of light
- Supply all necessary permits and source approvals for all work required for the safe installation of the lighting system, including the use of any elevated work platforms, forklifts, etc
- Supply a traffic management and pedestrian management plan for review and approval by the City
- Liaise with the City's lighting contractor to program the current catenary lighting system with the canopy of light
- Obtain engineering approval and certification for the canopy of light

Pitt Street Mall Work Site Restrictions

Working hours are restricted and must occur outside of retail operating hours. All vehicular traffic to be kept to a minimum to reduce impact on pedestrian traffic and the Service Provider will be required to adhere to all vehicle restrictions that apply to Pitt Street Mall.

PITT STREET MALL SPECIFICATION

- Warm White LED mini bulb lights
- Cable rigging and layout per 3200 Lighting Catenary Specification supplied with RFP - *Fairy Lights ver4 (550mm spacing).pdf* and *Power and Water Distribution – Pitt St Mall [1] copy.pdf*.

To be installed from Sydney Christmas 2019. Refer to *Table 1 - Installation Schedule of New Sydney Christmas Infrastructure Elements* on page 60, for a summary of when the Pitt Street Mall Light Canopy will be displayed.

B) Martin Place

Note – the Martin Place Lighting Activation is excluded from the Contract for Christmas 2018.

Due to the popularity and impact of the Pitt Street Mall Canopy of Light, the City will extend the theme into Martin Place from 2019. A cross-mall lighting activation will be installed in Stage 2 of Martin Place (Castlereagh Street to Pitt Street). The activation consists of a strand of lights

hanging between each set of Smart Poles, each with 1 x 1.5 metre high Perspex frame star hanging in the centre.

In delivering the Canopy of Light – Martin Place, the City requires a turn-key solution for the supply, installation, management, and removal. In order to meet the requirements of the brief, the Service Provider must:

- Provide an engineering inspection and test of the anchor points
- Provide engineering certification for the use of any anchor points
- Provide engineering sign off for any other additional installation solutions
- Engage a licenced electrician to provide an electrical check of the canopy of light, providing a test and tag certification and undertake any necessary repairs required
- Document any necessary repairs to the canopy system with detailed documentation including photographs and a cost of repairs for the City's asset management system
- Supply all qualified staff, plant and equipment for the installation and dismantle of the canopy of light
- Supply all necessary permits and source approvals for all work required for the safe installation of the lighting system, including the use of any elevated work platforms, forklifts, etc
- Supply a traffic management and pedestrian management plan for review and approval by the City
- Obtain engineering approval and certification for the canopy of light

To be installed from Sydney Christmas 2018. Refer to *Table 1 - Installation Schedule of New Sydney Christmas Infrastructure Elements* on page 60, for a summary of when the Martin Place Light Canopy will be displayed.

C) George Street

Digital Lighting Mesh – ~~Woolworths Building~~ [QVB Building](#)

A total of 168 runs of pixel strings (20m in length) with 100 nodes on each, split into two sections to be rigged off temporary truss/hand rails. One section will be rigged to cover the George St side and the other section to cover the Park St side. Both sections to measure approximately 30(w)x 20m(h).

Lights are intended to be rigged on the building and not on a scaffold.

Lighting is controlled and programmed by a server to run custom content.

Fairy Lights - Myer Loading Dock

6,000 x warm white Fairy light bulbs hung on the building on top of the Myer loading dock on George St.

The lights can be programmed to chase (side-to-side only) and dim.

TECHNICAL DESIGN DRAWINGS

A gap existed between the Sydney Christmas 2018-2022 Design Request for Proposal (RFP) and the Sydney Christmas 2018-2022 Manufacturing and Installation Request for Tender (RFT), whereby technical drawings needed to be further developed and signed off by an engineer.

The City requires the Service Provider to complete technical drawings for the following in order to deliver the 2018 Sydney Christmas event:

- Martin Place tree; and
- Village trees and decorations

The Service Provider and Engineer will work together to develop the technical drawings prior to the manufacture of trees and decoration.

This additional scope is applicable to the 2018 event delivery only.

GENERAL REQUIREMENTS

The City Requires the Service Provider to provide the following in the delivery of Services:

- Prepare a detailed photographic inventory condition report of the City's owned Christmas trees, decorations, support structures/bases, fixings and guy wires, etc, after dismantle. The report must include a clear breakdown of what items are requiring repair, the work and costs required to repair the item and what new or replacement items are needed and their costs, over and above the maintenance cost in the Schedule of Prices. Costs are required for the City's asset management calculations;
- Provide a detailed program schedule, manufacturing schedule, and installation & dismantle (I&D) schedule which includes all key milestones including prototyping, manufacturing, shipping, permit applications, notifications, inspections, design development meetings, work-in-progress (WIP) meetings and the City's *Table 3 – Milestones and Critical Dates* on page 81.
- Supply a schedule of operational staff for the installation & dismantle and for the duration of the program including ongoing maintenance;
- Prepare Work Site dilapidation reports for each Work Site and submit to the City by 30 October each year;
- Attend regular fortnightly WIP meetings with key stakeholders and provision of minutes and a WIP action register;
- Provide schedule of energy consumption of each decoration unit at the detailed design development milestone;
- Provide all general maintenance ensuring all lighting, electrical, technical and digital issues are promptly responded to and make any necessary repairs as advised by the City during the period of display of all trees, decorative installations and other deliverables as part of the Service Providers scope of work at no additional cost to the City;
- Provide a specific Work Site safety management plan for each Work Site ensuring a safety culture is present in all works undertaken. All site contractors will be required to produce safe work method statements (SWMS) for their specific services with special attention to those activities deemed hazardous;
- Prepare and submit minimum four (4) weeks out from installation all WHS documentation, including but not limited to; pedestrian & traffic management plans, Safe Work Method Statements and Risk Assessments for the I&D of trees and decorative installations;
- Apply for and prepare Traffic Control Plans and all other documentation for the application for Road Occupancy Licenses (ROL), Council temporary works permits and police approvals for I&D dates / times. Dates must be day specific on all applications;

- Prepare and maintain document register outlining the submission dates of all documentation, permits, applications, SWMS submission, Risk Assessments, confirmed and receipts of approvals, I&D schedules dates and approvals, certifications, insurances, traffic management plans, ROL and other approvals/documents as required.
- Install and dismantle the Christmas trees and decorative installations in accordance with the current Australian Standards and Codes of Practice;
- Transport all City owned trees, decorative installations and associated elements to and from the City's designated storage location for installation; (City of Sydney's metropolitan area storage location only)
- For the 2018 Sydney Christmas event only, the Service Provider will transport the City's existing infrastructure to its new storage location owing to the decommissioning of Euston Road, Stone yard).
- Provide a suitable power generator (up to 100kVa) to provide power for concert audio speakers and backup power for the tree lighting event on the last Saturday in November;
- Maintain neat and tidy works Work Sites during I&D and clean any granite pavers as required;
- Minimise the disruption to the surrounding areas, City services and pedestrian traffic at all locations during install, maintenance and dismantle;
- Remove and dispose of all waste generated during I&D. Management of this waste is the responsibility of the Service Provider.
- Coordinate and liaise with other contractors and City staff at various locations during I&D;
- Provide detailed specifications and certification for technology/interactive features and ability to integrate with existing City platforms;
- Provide and install suitable secure and safe compound fencing around Work Sites during I&D phase to ensure public safety and security of the Work Site ;
- Provide sufficient personnel, sub-contractors and suppliers with adequate experience and qualifications to carry out the required activities on site during I&D and during the display period;
- Provide all electrical connections to power sources by securing and engaging a suitably experienced and qualified Electrical Contractor to connect all power sources. This Electrician must also be available for the Martin Place Tree Lighting Event on the last Saturday in November to check all connections and ensure a successful tree lighting moment at the Event;
- Dismantle, neatly pack, label and transport all City owned trees, decorations and materials post the display period to the City's designated storage location (City of Sydney's metropolitan area storage location only)
- Refrain from using cable trays at all locations;
- Electrical connection of trees and decorative installations including engagement of Electrician to carry out the connections and provide any require test and tag certification;
- Liaise and coordinate inspections with City staff at all times including the City's WHS officer;
- Ensure each aspect of structural work is to be checked and certified by a qualified Structural Engineer;
- Provide Engineering certification and any other relevant certification for the proposed decorative elements and installation of elements i.e. Martin Place tree, pole decorations;
- Provide an operations manual for all trees and decorative installations that will enable the City or its Contractors to install, dismantle and operate the trees and decorative installations in subsequent years;
- Respond to all reports of vandalism and or technical faults immediately and no later than;
 - Vandalism, lighting issues and general maintenance – within 24 hours
 - Technical faults and resets – within 6 hours

All call-out, maintenance and repair fees must be included within the Service Provider's fee.

- Maintenance pricing in the Schedule of Prices for all decorations at all locations does not include the costs associated to replace or repair decorations due to theft, vandalism or storm damage. When required, quotes to replace or repair City asset will be provided before works commence;

Where variations to Work Site locations, available infrastructure or unforeseen external works will impact the costs associated with the installation / dismantle process, the Service Provider should provide the City with a new quote outlining works required and estimated costs. The City must approve the additional quote in writing prior to the Service Provider commencing works.

SERVICE DELIVERY CITY REQUIREMENTS

For the delivery of the above services, the City will:

- Provide access to all Sydney Christmas infrastructure locations, including the City's designated storage location as required;
- Issue the Service provider Sydney Christmas print ready designs/artwork, as per the specifications provided by the Service Provider, for use on decals, fence scrim, bases, decorations, etc;
- Cover any crane and temporary work permit fees;
- Pay for replacement material and labour costs directly associated with stolen, vandalised or storm damaged items/decorations, based upon approval of quotation from the Service Provider;
- Communicate information regarding the works and obtain written consent from all building owners, organisations or City departments for which any of the works will impact;
- Dispose of all redundant Sydney Christmas assets.

Martin Place Tree

- Provide a 24 hour static security guard for the duration of the display period at Martin Place;
- Bollard removal before any works commence at the Pitt St entrance of Martin Place (both round bollards and lowering of side bollards);
- Energy Australia Electrician for electrical distribution cupboard and pit access with cable in Martin Place Stage 1;
- Arrange pruning of Martin Place Stage 1 London Plane trees, to prevent interface or damage during Installation/Dismantle of Martin Place Tree, at the discretion of the City's Greening and Leisure Unit;
- Liaise with and communicate relevant information regarding other installations, activations or works in Martin Place or surrounding streets that may impact the installation / dismantle of decorations at any of the Work Sites;
- Arrange / liaise with the City's Waste and Cleansing Unit to be on site when the Martin Place construction compound is removed.

Outdoor Trees

- Provide roving security guard to monitor Green Square Town Centre, George Street, Customs House, Kings Cross, Town Hall, Pitt Street Mall, Hyde Park, St Mary's Forecourt, Union Square and Taylor Square tree locations, nightly from 7pm – 7am;

- Liaise with and communicate relevant information regarding other installations, events, activations or works for each Work Site and its surrounding streets that may impact the installation / dismantle of decorations at any of the Work Sites;
- Confirm distribution boards, smart poles or any other required power points are operational prior to works commencing and provide service provider access to required power as needed;
- Liaise with and communicate relevant information including obtaining approvals for works from relevant property managers, City Business Units or other contractors.

Library & Customer Service Centres

- Liaise with and communicate relevant information regarding other installations, events, activations or works for each Work Site and its surrounding streets that may impact the installation / dismantle of decorations at any of the Work Sites;
- Communicate the installation dates to each of the centres and ensure all locations have been notified of the install and dismantle days. (On the day of installation / dismantle the service provider will contact each Work Site approximately an hour before arrival);
- Any furniture has been moved prior to install;
- Update prior to dismantle of any trees, which have been relocated, to a new location;
- Power at tree location is operational.

Pole Decoration Work Sites

- Engage and cover Ausgrid accredited linesman fees;
- Liaise with and communicate relevant information regarding other installations, events, activations or works for each Work Site and its surrounding streets that may impact the installation/dismantle of decorations at any of the Work Sites;
- Provide smart pole wedges to mount the Pole Decoration brackets designed in the RFP;
- Liaise with and coordinate installations with the City's Street Banner Contractor and coordinate the proposed date for the pole decorations installation in all locations;
- Arrange pruning of street trees, to prevent interface or damage during Installation/Dismantle of pole decorations, at the discretion of the City's Greening and Leisure Unit;
- Confirm smart poles or any other required power points are operational prior to works commencing and provide service provider access to required power as needed.

Martin Place Lighting Activation – Stage Two Martin Place

- Liaise with and communicate relevant information regarding other installations, events, activations or works for each Work Site and its surrounding streets that may impact the installation/dismantle of decorations at any of the Work Sites;
- Liaise with and coordinate installations with the City's Street Banner Contractor and coordinate the proposed date for the pole decorations installation in all locations;
- Confirm smart poles or any other required power points are operational prior to works commencing and provide service provider access to required power as needed.

Green Square Library – Entry Star

- Liaise with the Library to inform them of installation/dismantle dates as well as crew access to the library;
- Confirm required power points are operational prior to works commencing and provide service provider access to required power as needed.

Pitt Street Mall Light Canopy

- Bollards lowered at both Market St entrance and King St entrance/exit;
- Liaise with and communicate relevant information regarding other installations, events, activations or works for each Work Site and its surrounding streets that may impact the installation/dismantle of decorations at any of the Work Sites;
- Confirm required power points are operational prior to works commencing and provide service provider access to required power as needed;
- Liaise and obtain written consent / approval from all building owners to which the Canopy of Light is attached.

WORKSITE DILAPIDATION REPORT

The City requires a photographic and written report from the Service Provider prior to installation commencing on each Work Site. The Service Provider must also lodge the report with the Superintendent's Representative prior to commencement on site to establish the condition of the existing fabric and adjacent surfaces in all installation sites. The dilapidation report will be used amongst other things as a means of assessing the responsibility for damage and/or making good arising out of the performance of the work under the contract. The Service Provider must use protective barriers under and around all works and take reasonable care not to cause any damage to the Worksite during I&D.

The dilapidation report must report on the following:

- Materials of surrounding surfaces
- General condition of materials
- Location and description of any defects, especially structural defects
- Location, sizes, and description of any cracking or existing damage

Where entering Work Site/location with vehicles / machinery the following should be documented in the report:

- Walls, fences, trees, turf, paths, plantings, structures and adjacent road services and service pits
- All lighting and other equipment and plant installed adjacent to the Work Site for Christmas tree or decoration
- All existing street and park furniture and signage including seats, public telephones, post boxes, parking meters, and the like
- All existing lighting poles and traffic poles adjacent to the immediate Work Site.
- All existing kerbstones adjacent to the immediate Work Site
- All existing pit covers adjacent to the immediate Work Site

WORKING HOURS

In general, the installation, maintenance and dismantling of the Martin Place Christmas Tree is to be managed with minimal disruption to the Martin Place thoroughfare. The installation, maintenance and dismantling of all other trees and decorative installations are to be managed to ensure minimal disruption to the nominated display locations. All deliveries of equipment and material are to be completed during the hours from 9pm to 6am. The Service Provider must nominate their preferred hours with the provision that the Work Site is clearly fenced off from the public or alternative protection recommended in the Work Site Specific Safety Management Plan.

MILESTONES AND CRITICAL DATES

The Service Provider must meet the following Critical Dates in accordance with the delivery of the Services (dates shown below for Christmas 2018 only – an updated table will be provided for Christmas 2019-22 as dates are confirmed).

All dates are subject to change.

Table 3 – Milestones and Critical Dates

Milestone	Deadline / Critical Date
Schedule of energy consumption of each tree Work Site	Monday 15 October 2018
Delivery of Safe Work Method Statements & Work Site Safety Management Plan (including sub-contractors documentation)	Monday 15 October 2018
Provide finalised install/dismantle schedule to the City including Living Colour timings	Monday 15 October 2018
Submit Traffic Management Plans and copy of the Road Occupancy Licence submission to the City	Monday 15 October 2018
Work Site Dilapidation report for each location prior to install commencing	Tuesday 30 October 2018
Inspection of Smart Poles / Ausgrid Poles to check power for Pole Decorations	Monday 5 November 2018
Install 24 metre Martin Place Tree (Stage 1)	5am Monday 12 – Monday 19 November 2018.
Install Outdoor Tree: Taylor Square	Tuesday 13 November 2018
Install Outdoor Trees; Kings Cross, St. Mary's Cathedral, Hyde Park, Customs House & Union Square	Wednesday 14 – Thursday 15 November 2018
Install Outdoor Tree: Green Square Town Centre	Thursday 15 – Friday 16 November 2018
Install Green Square Library Entry Star	Saturday 17 November 2018
Install Pole Decorations: Green Square Town Centre	Saturday 17 November 2018
Install Pole Decorations: Erskineville	Monday 19 November 2018
Install Pole Decorations: Redfern	Saturday 17 November 2018
Install Pole Decorations: Kings Cross	Friday 23 November 2018
Install Pole Decorations: Martin Place	Tuesday 20 November 2018
Install Indoor Trees: Libraries & Customer Service Centres (CSC's)	Monday 19 – Tuesday 20 November 2018
Martin Place Tree install Work Site (Stage 1) - ALL compound equipment, materials and personnel must be cleared, along with rubbish and debris. City Cleansing team to conduct Work Site clean am Tuesday 20 November 2018.	Midnight Monday 19 November 2018
Install Martin Place Light Canopy (Stage 2)	Monday 19 – Wednesday 21 November 2018
Install Pole Decorations: Glebe	Sunday 18 November 2018
Sydney Christmas Media reveal/showcase and launch (at Martin Place Tree)	8pm (TBC) on either Tuesday 20 or Wednesday 21 November
Martin Place Tree Lighting testing (with City staff)	Tuesday 20 – Thursday 22 November
Install Pole Decorations: Surry Hills	Wednesday 21 November 2018
Sydney Christmas Media Launch (daytime)	Wednesday 21 November 2018 (TBC)

Martin Place Tree Lighting Event testing and countdown rehearsal	Friday 23 November 2018 at approx. 8pm
Install Outdoor Tree: Sydney Town Hall	Tuesday 13 November 2018
Completion of all other install locations / clear all equipment, compounds & waste, ready for public	By midnight, Sunday 24 November 2018
Engineering certification and any other relevant certification for all trees and decorations	On completion of installation
Martin Place Tree Lighting Event	Saturday 25 November 2018 (time TBC)
Dismantle Outdoor Trees; Green Square Town Centre, Kings Cross, St. Mary's Cathedral, Hyde Park, Customs House, Union Square & Taylor Square	Thursday 27 – Saturday 29 December 2018
Dismantle Outdoor Tree: Sydney Town Hall	Wednesday 2 January 2019
Dismantle Martin Place Light Canopy (Stage 2)	Wednesday 2 – Thursday 3 January 2019
Dismantle 24 metre Martin Place Tree (Stage 1)	Wednesday 2 – Sunday 6 January 2019
Dismantle Outdoor Tree: Green Square Town Centre	Thursday 3 – Friday 4 January 2019
Dismantle Indoor Trees: Libraries & Customer Service Centres (CSC's)	Friday 4 January 2019
Dismantle Pole Decorations: Glebe	Friday 4 January 2019
Dismantle Pole Decorations: Green Square Town Centre	Friday 4 January 2019
Dismantle Green Square Library Entry Star	Friday 4 January 2019
Dismantle Pole Decorations: Redfern & Kings Cross	Saturday 5 January 2019
Dismantle Pole Decorations: Erskineville & Surry Hills	Sunday 6 January 2019
Dismantle Pole Decorations: Martin Place	Sunday 6 January 2019
Clear of all Work Sites	Monday 7 January 2019
Work Site Dilapidation Report for each location on completion of dismantle	Friday 25 January 2019
Asset Dilapidation Report for all trees and decorative installations on completion of dismantle. Report to detail any maintenance undertaken during the program and expected lifetime of the item including costs to repair/replace.	Thursday 31 January 2019
Operational manual provided to enable the City to install, dismantle and operate the trees and decorations in subsequent years	Thursday 31 January 2019
Post Event Report outlining any issues experienced during the program season, including lessons learnt	Monday 4 February 2019
Performance Review Meeting	Monday 11 February 2019

Service Provider to ensure staff are available and fully briefed on the above dates and expectations of delivery.

