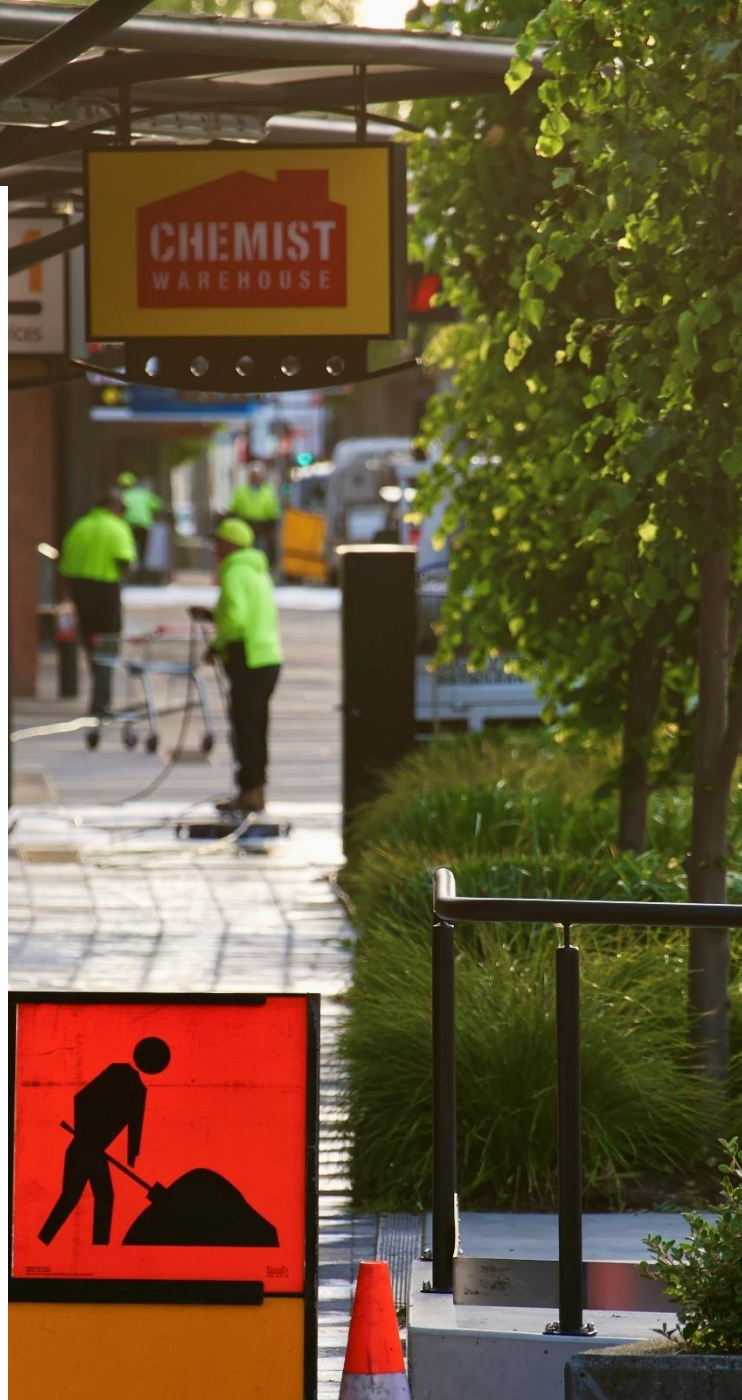


Service Level and Program – CBD Maintenance



Glenorchy City Council



**Glenorchy
City Council**

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INTRODUCTION

Glenorchy City Council (GCC) is responsible for the operation and management of the local road network and related assets which include the road pavement, kerb and channeling, footpaths, street furniture, road signage and the like.

The Glenorchy community expects GCC's infrastructure to be maintained to an acceptable and affordable level and intervention levels have been developed to provide guidance in relation to this.

Glenorchy City Council must also comply with relevant industry standards and guidelines to ensure its Statutory and Risk Management obligations are met.

This document sets out the manner in which GCC will meet its various obligations and identifies a benchmark level of service to be provided.

The Local Government Road Hierarchy (produced by the Tasmanian Government) assists in informing road design criteria and determining appropriate traffic management infrastructure. In addition it provides a means for prioritising capital works and both proactive and reactive maintenance requests.

DOCUMENT CONTROL

Version control

Version	Author	Date	Approved
1	T Horton	25/2/2026	

REFERENCE DOCUMENTS

- Glenorchy City Council, Transportation Condition Assessment Rating Manual (TCARM)
- Workplace Health Safety Act 2012
- Local Government Association Tasmania (LGAT) Municipal Standards
- Manual of Uniform Traffic Control Devices, Part 3 Traffic Control for Works on Roads AS1742.3 2019
- Austroads Guides to Temporary Traffic Management
- Roads and Jetties Act 1935
- Local Government (Highways) Act 1982
- GCC Vegetation Control specifications V1.4

SERVICE ACTIVITY - Footpath and Paver Cleansing



Project No.	Activity code	Sub-Activities	Intervention Level*	Work Activities	Hierarchy	Response Times
Allocated number from annual budget	2225	Reactive pressure cleaning	Reported to Council or noted by staff inspection. - High profile areas - Other areas	Assess and prioritise upon receiving customer request.	High Medium	< 1 day <3 days
		Programmed high pressure cleaning	CBD areas as stipulated by GCC are pressure cleaned no less than four times a year at quarterly intervals i.e. every three months	Footpaths are cleansed with high pressure and brush equipment utilizing cleaning agents.	Medium	As per GCC contract 1017 specifications.

N.B. This activity will be predominately conducted by contractors. This may affect response times due to their availability.

ACTIVITY GUIDELINES – Footpath and Paver Cleansing

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.

-
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans and complied with any other GCC instructions.
 10. Appropriate cleaning agents, or other materials and their related SDS are available.
 11. Environmental spill kit is available.

SERVICE ACTIVITY - Graffiti Removal



Subtitle Text Here

Project No.	Activity code	Sub-Activities	Intervention Level*	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2146	Remove Graffiti	Graffiti reported to Council:	Assess and prioritize on receiving customer request.	High	<1 day
			Offensive graffiti	Remove or paint out graffiti.	High	<2 day
			High profile areas		Medium	<4 days
			Other areas		Low	<7 days
			High profile areas, check daily e.g. CBD and GASP		Medium	Daily as per program
			Graffiti "hotspots" i.e. areas that are frequently graffitied and identified through Council's reporting systems		Medium	Daily as per program

N.B. There will be occasions where contractors will need to be engaged to paint out or remove graffiti. This may affect response times due to their availability.

ACTIVITY GUIDELINES – Graffiti Removal

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.

-
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
 4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
 5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Create a record of the graffiti using current GCC software/app
 11. Use cleaning agent in accordance with the manufacturers' directions (use gloves, area well ventilated)
 12. Apply small proportion of the cleaning agent to a small inconspicuous spot as test, to determine any detrimental effects to the surface, before proceeding with graffiti removal.
 13. Use appropriate implements for activity that are fit for purpose.

SERVICE ACTIVITY - Litter Collection



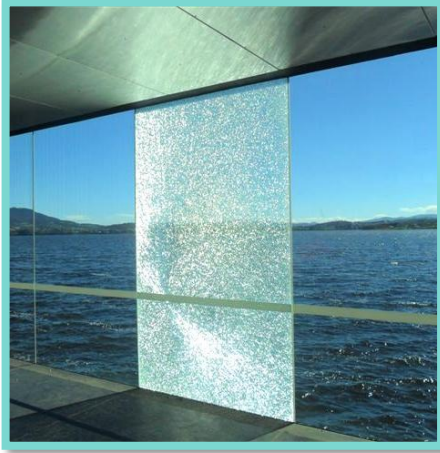
Project No.	Activity Code.	Sub-Activities	Intervention Level*	Repair Activities	Hierarchy	Response Times
Location based number from annual budget.	2171	Remove litter and Debris	Programmed collection Reported and actioned.	Activity Guidelines	High	1 day
					Medium	3 days

ACTIVITY GUIDELINES – Litter Collection

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.

-
- Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Use hand tools to handle litter when possible, e.g. pick up sticks
 11. Ensure a sharps container is on site (only to be undertaken by trained staff).

SERVICE ACTIVITY - Vandalism Repairs



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy *	Response Times*
Location based number from annual budget.	2117	Vandalism Repairs - Damaged fencing - Broken glass - Equipment damaged - Turf damage*	Reported or noted on inspection.	Activity Guidelines.	Open space	Within 4hrs 1 day 5 days 10 days
				Assess and make safe.	Make safe	
				Initiate repairs.	High	
					Medium	
					Low	

* Dependent upon location some turf damage may not be repaired.

** All assessments made within 1 day

ACTIVITY GUIDELINES - Vandalism Repairs

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTMM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:

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- Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions

SERVICE ACTIVITY – Open Space Mowing



Project no.	Activity Code	Sub-Activities	Intervention Level *	Repair Activities	Hierarchy	Response Time
Location based number from annual budget.	2164	Mow wicket	As prescribed in the GCC vegetation control specifications.	Activity guidelines and GCC vegetation control specifications.	Open space grading, maintain acceptable levels	Program to comply with specifications
	2169	Mow playing surface				
	2170	Mow perimeter				
	2172	Mow lawns				
	2206	Slashing				
	2154	Vegetation control				

ACTIVITY GUIDELINES – Open Space Mowing

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.

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- Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Mowing activities will be undertaken in compliance with the GCC vegetation control specifications V1.3

SERVICE ACTIVITY - Brush Cutting



Project No.	Activity code	Sub-Activities	Intervention Level *	Repair Activities	Hierarchy	Response Times
Location based number from annual budget.	2239	Brush cutting fence lines, steep slopes, areas mowers can't get to	As prescribed in specifications	Activity Guidelines and GCC vegetation control specifications	High Medium Low	2 days 10 days 20 days

*Activities part of Maintenance Schedule

ACTIVITY GUIDELINES - Brush Cutting

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist

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- Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Brushcutting activities will be undertaken in compliance with the GCC vegetation control specifications V1.3
 11. Conservation, native flora and declared weed sites have been identified and appropriate planning undertaken.

SERVICE ACTIVITY - Hedge Trimming



Project No.	Activity code	Sub-Activities	Intervention Level*	Repair Activities	Hierarchy	Response Times
Location based number from annual budget.	2119	Hedge Trimming	Reactive Maintenance Program based on requests Trimming will be included in work schedules on established sites as required.	Activity Guidelines	High, Medium	10 days
					Low	40 days

ACTIVITY GUIDELINES - Hedge trimming

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:

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- Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Trim hedge to the appropriate clearance distances e.g. footpaths 1.2m
 11. All plant material should be removed from site.

SERVICE ACTIVITY - Garden Bed Maintenance



Project No.	Activity code	Sub-Activities	Intervention Level *	Repair Activities	Hierarchy	Response Times
Location based number from annual budget.	2125	Weeding Plant replacement Pest and Disease control	Reported or requirements noted on inspection and programmed.	Activity Guidelines.	High	10 days
	2126	Pruning, Mulching replacement, herbicide spraying		Garden beds to be maintained at a minimum of monthly.	Medium Low	20 days 30 days

ACTIVITY GUIDELINES - Garden Bed Maintenance

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.

-
- Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Remove weeds and debris from landscaped beds, spray if required.
 11. Spread mulch to specified depths
 12. Replace dead or missing plants
 13. Dispose of waste material in accordance with Council Policy
 14. Attempt to remove all foreign objects prior to using trimmers. Prune as per Horticultural practice, remove dead, diseased and damaged wood first and then prune to desired form.

SERVICE ACTIVITY - ROAD SWEEPING



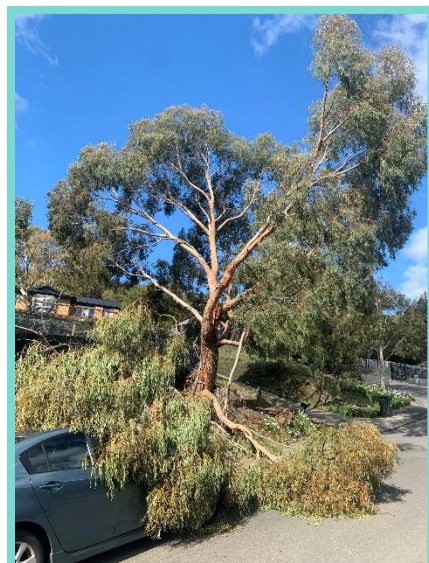
Project No.	Activity code	Sub-Activities	Sweeping Cycle	Activities	Hierarchy	Response Times
Location based number from annual budget	2264	Road Sweeping	CBD areas swept 3 times per week. Reactive to hazard report.	Activity guidelines.	Scheduled road sweeping as prescribed in programs. Reactive to reported potential hazard on road.	Work through sweeping schedule. Reactive to reported issue – Inspected within 4 hours. Actioned <1 day

ACTIVITY GUIDELINES - Road Sweeping

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.

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5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions

SERVICE ACTIVITY - Tree Maintenance



Project No.	Activity code	Sub-Activities	Intervention Level *	Repair Activities	Hierarchy	Response Time
Location based number from annual budget.	2122	Street tree maintenance	Reported hazard	Activity Guidelines	Inspection	< 1 day
	2121	Reserves tree Maintenance	Reported or noted on inspection	Inspect, ensure site is safe and plan works	High/Medium	3 days
	2267	Nature strip and tree hazard reduction.			Low	6 days
	2259	Tree removal				

*Activities part of Maintenance Schedule*Subject to Australian Standards "Pruning of amenity trees"

ACTIVITY GUIDELINES - Tree Maintenance

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.

-
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
 5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's, traffic management plans, and complied with any other GCC instructions
 10. Permits for tree work have been obtained, if required.
 11. Tree work is to be undertaken by suitably qualified staff.
 12. All plant material should be removed from site.

SERVICE ACTIVITY - Fence Maintenance and Repairs



Project No.	Activity code	Sub-Activities	Intervention Level *	Repair Activities	Hierarchy	Response Times
Location based number from annual budget.	2218	Repair Fence/Gates	Reported or noted during Inspections	Activity Guidelines	Assess and make safe	Within 4 hours
					High	3 days
					Medium	10 days
					Low	20 days

ACTIVITY GUIDELINES - Fence Maintenance and Repairs

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.

-
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Remove damaged or unserviceable posts and fencing material.
 11. Realign existing serviceable posts
 12. Excavate holes and install new posts as required to the correct or designed alignment



SERVICE ACTIVITY - Herbicide/Insecticide Application

Project No.	Activity code	Sub-Activities	Intervention Level *	Repair Activities	Hierarchy	Response Times
Location based number from annual budget.	2123	Herbicide spraying	Reported or All areas done at least twice yearly	Activity Guidelines	High	5 days
	2136	Insecticide spraying	Reported or All areas done at least twice yearly	Spray, fence lines	Medium	20 days
	2156	Elm Leaf spraying	Reported or All areas done at least twice yearly	Broad leaf turf areas	Low	60 days
			Reported or All areas done at least twice yearly		All	twice per year
			Reported or All areas done at least twice yearly			Twice per year
			Reported or All areas done at least twice yearly			Twice per year

ACTIVITY GUIDELINES – Herbicide/Insecticide Application

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.

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3. Worksites will be assessed for traffic management requirements using Guide to Temporary Traffic Management Part 10 – *Supporting Guidance*.
 4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
 5. All documentation for the worksite will be onsite and available on request, inclusive of:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Any relevant procedural guidelines.
 - Material Safety Data Sheets (MSDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a familiarisation session for specific plant items as required.
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksite shall be reinstated and tidied upon completion of work activity.
 9. Worksite shall be reinstated and tidied upon completion of work activity.
 10. Subcontractors/internal employees hold current and relevant qualifications/certificates
 11. Approved water source is available
 12. Approved flush-out location is available
 13. Ensure chemicals are used according to the manufacturer's guidelines, spray designated areas
 14. Flush tank and pump out at approved locations

SERVICE ACTIVITY - Irrigation Systems



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget.	2132	Irrigation system check.	Reported or noted during regular inspections	Activity Guidelines	High	< 2 hours
	2129	Repair irrigation system	Reported or noted during inspection		Medium	6 months
	2130	Irrigation repair and maintenance			Low	Run system once a month.
	2131	Irrigation of sports field				

ACTIVITY GUIDELINES - Irrigation Systems

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist

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- Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Check and flush out system including sprinkler heads as per requirements
 11. Repair any faults as per regulations set out.

SERVICE ACTIVITY – Clean and Maintain Outdoor Furniture



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Response Times
Location based number from annual budget.	2173	Clean and Maintain Park Furniture	As Reported or noted upon inspection.	Activity Guidelines. Inspections of Furniture. Assess and prioritize. Clean outdoor furniture. Repair outdoor furniture. Painting. Remove or paint out graffiti.	Weekly Minimum once a month. Make safe <4hrs Undertake repairs asap. <2 days As per Graffiti Removal Service Levels.

ACTIVITY GUIDELINES – Clean and Maintain Outdoor Furniture

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.

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4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
 5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Environmental aspects/site hazards identified and to be managed as applicable
 11. Determine appropriate cleaning agent and paint if appropriate
 12. Clean to ensure items are presentable, Repair and repaint

SERVICE ACTIVITY – Feral Shopping Trolley Collection



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Response Time
Location based number from annual budget.	2184	Feral Shopping Trolley Collection	Abandoned trolley numbers monitored and collection scheduled.	Activity Guidelines. Collect trolleys and take to landfill.	Scheduled when deemed warranted.

ACTIVITY GUIDELINES – Feral Shopping Trolley Collection

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Ensure site is made safe on the interim whilst work activities are being planned.
3. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
4. Worksites will be assessed for traffic management requirements using Guide to Temporary Traffic Management Part 10 – *Supporting Guidance*.

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5. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
 6. All documentation for the worksite will be onsite and available on request, inclusive of:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Any relevant procedural guidelines.
 - Material Safety Data Sheets (MSDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 7. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a familiarisation session for specific plant items as required.
 8. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 9. Worksite shall be reinstated and tidied upon completion of work activity.
 10. Environmental aspects/site hazards identified and to be managed as applicable

SERVICE ACTIVITY: Pothole/Surface Repair



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times*
Location based number from annual budget	2199	Pot hole/Surface repair	Failed area exhibiting major deformation (level 3-4, *TCARM) and extreme severity crocodile cracking (level 4-5 TCARM). Area <100Sq M in an asset segment Pot-holes >500mm wide and/or >50mm deep	Dig-out pavement Patch existing surface with hot-mix. Activity Guidelines	Arterial/CBD Collector Link Local Minor	7 days 10 days 20 days 30 days 45 days 45 days 45 days 45 days 7 days
	2197	Patching treatment	Pot-holes >500mm wide and/or >50mm deep	Activity Guidelines	Carparks	14 days

* Transport Condition Assessment and Reporting Manual ([Practice Note 9: Road Pavements \(Visual Assessment Code\) Suite - Institute of Public Works Engineering Australasia](#))

ACTIVITY GUIDELINES - Pothole/Surface Repair

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.

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5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Saw Cut area around defect – generally an additional perimeter of 150mm each side. Clean all loose material from area to be repaired and remove from pavement. Saw Cut should be diamond shape with point of diamond in direction of travel. Sides must be cut vertical.
 11. Remove all loose material. Apply a light tack coat to vertical sides and bottom of hole
 12. Fill pothole with repair material (in layers for deeper holes) ensuring material is fully compacted. If patch is more than 100mm deep then asphalt must be laid in separate layers of 50mm each. The compaction must be applied to separate layers. Compaction may be Hand Tamper, Vibrator Plate or small Roller, depending on job size.
 13. Top up repair as required ensuring repair is flush with the surrounding surface and the surface is even. Generally, the final layer will be raised above finish surface to allow for compaction of top and bottom layers.
 14. If required apply dust to surface to prevent picking up under traffic.

Note: asphalt must **not** be placed/laid when ground temperature is below 10 deg.

SERVICE ACTIVITY Clean up Oil Spills/Debris/Litter/Storm Damage/Vandalism



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2203	Clean up Oil Spills and Debris	Inspect and assess risk and Hazard.	Activity Guidelines Apply metal dust initially	Arterial/CBD Collector Link Minor	1 hour 1 hour 1 hour 1 hour
	2171	Remove Litter & Debris	Inspect and assess- amount and type	Activity Guidelines Collect and dispose of appropriately	Arterial/CBD Collector Link Minor Right of Ways	3 Days 3 Days 5 Days 5 Days 2 Days
	2228 2117	Storm damage, Vandalism	Inspect and assess- amount and type	Activity Guidelines Make safe, assess for repairs/removal	Arterial/CBD Collector Link Minor Right of Ways	2 Days

ACTIVITY GUIDELINES - Clean up oil Spills/Debris/Litter

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
8. Worksites shall be reinstated and tidied upon completion of the work activity.
9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's, traffic management plans, and complied with any other GCC instructions
10. Cover area of oil spill area thoroughly with metal dust.
11. Remove litter, carcass and dispose of appropriately.
12. Remove vegetation affected by storm.

13. Make safe if required area of vandalism, and report for long term repair.

14. Clean off graffiti with approved products.

SERVICE ACTIVITY Repair /Replace Vehicle Barriers and Bollards



Project No..	Activity code	Sub-Activities	Intervention Level	Repair Activities	Response Times dependent on stock availability
Location based number from annual budget	2147	Repair/Replace Vehicle Barriers	Missing or Damaged	Activity Guidelines	10 days
	2210	Repair/Replace Bollards	Inspect and assess		

*After obtaining DBYD information if required

ACTIVITY GUIDELINES – Repair/Replace Vehicle Barriers and Bollards

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist

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- Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Remove damaged vehicle barriers and bollards
 11. Install new vehicle barriers and bollards to correct alignment.

SERVICE ACTIVITY Litter Bin – Install or Repair/Replace



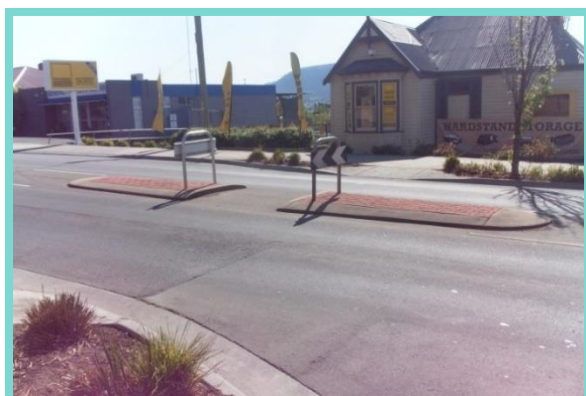
Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Response Times
Location based number from annual budget	2211	Repair/Replace Litter Bin	Inspect and assess, if bin is damaged and unable to be used but can be repaired.	Activity Guidelines	10 Days
	2212	Install New Litter Bin	Inspect and assess, If bin cannot be repaired install a new bin in liaison with Waste Management.	Activity Guidelines	10 Days

ACTIVITY GUIDELINES - Litter Bin – Install or Repair/Replace

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.

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5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Replace and repair as needed
 11. Install new litter bin as required by Waste Management

SERVICE ACTIVITY Roundabout / Traffic Island Maintenance



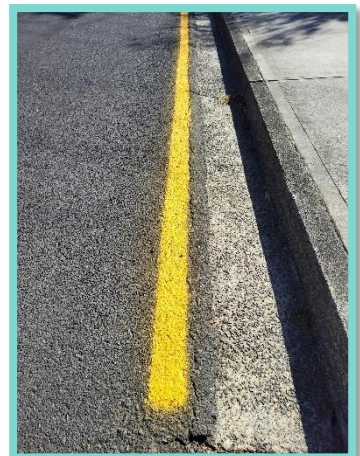
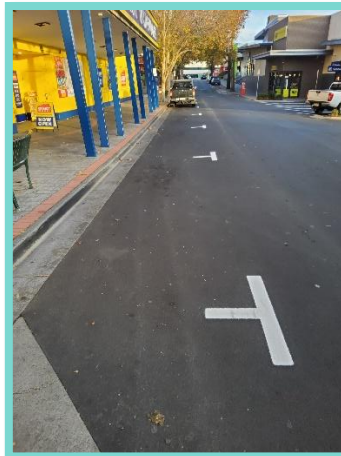
Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2224	Roundabout/Traffic Island Maintenance	Reported issue or scheduled program undertaken a minimum of four times annually.	Activity Guidelines Picking up rubbish, Weeding, Mulching	High Medium Low	5 days 15 days 60 days

ACTIVITY GUIDELINES - Roundabout/Traffic Island Maintenance

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.

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5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Remove litter, replace mulch, remove weeds.

SERVICE ACTIVITY Renew Line marking



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2217	Renew Line Marking	Line-marking visibility level 3 rating Noted on inspections.	Undertaken by external contractors Paint line marking or Thermoplastic in accordance with standards.	Arterial/CBD	4 weeks
					Collector	7 weeks
					Local	9 weeks
					Right of Way	9 weeks
					Minor	9 weeks

ACTIVITY GUIDELINES – Renew/Install Line marking

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Guide to Temporary Traffic Management Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.

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5. All documentation for the worksite will be onsite and available on request, inclusive of:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Any relevant procedural guidelines.
 - Material Safety Data Sheets (MSDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a familiarisation session for specific plant items as required.
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksite shall be reinstated and tidied upon completion of work activity.
 9. Unless predetermined, ensure the same linemarking material is used for renewal e.g. paint or thermoplastic.

SERVICE ACTIVITY Repair/Replace and Install Signage



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times*
Location based number from annual budget	2216	Install New Signage	<\$1,500 within a segment	Activity Guidelines Check site and make safe prior to works.	Arterial/CBD	1 week
	2153	Repair/Replace signage			Collector	2 weeks
					Link/local	4 weeks
			Minor			

*Dependent on equipment availability

ACTIVITY GUIDELINES – Repair/Replace and Install Signage

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.
4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.

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- Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Replace signs that are too badly damaged to be legible or are not compliant due to lack of delineation.
 11. Excavate holes for new sign posts and install. Allow curing time for concrete prior to installation of the sign onto the new post.
 12. Install new signpost to correct height and alignment (Municipal Standards).
 13. Damaged signposts to be removed from sleeve and replaced with new post. Wedge pin to be replaced with post.

SERVICE ACTIVITY - Replace/Repair Footpath



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times*
Location based number from annual budget	2221	Temporary Asphalt Overlay to make safe	Overlay isolated trip hazards in foot paths on displacements >15mm in CBD areas and >25mm in all other.	Activity Guidelines	Arterial/CBD Collector	30 days
	2223	Footpath Bay replacement (Concrete)	Bay is cracked and deformed – over 50% bay is defective and/ or Bay has trip hazard >15mm in CBD areas and >25mm in all other.	Remove defect, replace, make safe	Link/Local Minor	60 days 90 days
	2231	Footpath Bay replacement (Asphalt)	Bay is cracked and deformed – over 50% bay is defective and/ or Bay has trip hazard >15mm in CBD areas and >25mm in all other.		High priority areas*	<1 day for high priority areas to make safe**
	2225	Footpath Cleaning	As per Program Schedule every 3 Months			

* high priority areas are those outside shopping centres, retirement villages, schools etc. (high potential of an incident)

ACTIVITY GUIDELINES - Replace/Repair Footpaths

1. A scope of works shall be completed for the activity for programming purposes. Level of resource requirements and documentation shall be pre-determined e.g. service locations, plant requirements.
2. Work undertaken will be compliant with Local Government Association Tasmania (LGAT) – Municipal Standards as a minimum.
3. Worksites will be assessed for traffic management requirements using Austroads Guide to Temporary Traffic Management (AGTTM) Part 10 – *Supporting Guidance*.

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4. A pre-start check list will be completed before activities and will be completed daily for the duration of works.
 5. All documentation for the worksite will be onsite and available on request, inclusive of, but not exclusive to:
 - Pre-start checklist
 - Safe Work Method Statements (SWMS), as required due to high-risk work.
 - Safe Operating Procedures (SOPS) for plant operational guidance.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - Any relevant procedural guidelines.
 - Safety Data Sheets (SDS), for any hazardous materials on site.
 - Before You Dig Australia (BYDA), service location documents.
 - Records are to be kept of any herbicide/pesticide application.
 6. Machinery will be maintained and kept in a safe working condition. Staff operating plant will have completed a documented familiarisation session for specific plant items as required. Any damaged or faulty equipment must be isolated immediately, tagged out, and reported to the Workshop for assessment and repair
 7. Work teams shall use high visibility clothing and appropriate PPE, as outlined within relevant standard operating procedures for plant and work sites.
 8. Worksites shall be reinstated and tidied upon completion of the work activity.
 9. Contractor (when applicable) has completed GCC induction, safety checklist, relevant site induction, provided all SWMS, SOP's. traffic management plans, and complied with any other GCC instructions
 10. Saw cut beyond the edges of degraded area and remove defective section, either by hand or mechanical equipment.
 11. Compact base materials and place edge restraints in accordance with TSD-R11-V1
 12. If asphalt surface, place asphalt, screed off above the retaining edges, to allow for compacted material to be level with edges.
Note: asphalt should not be placed in ground temperatures less than 10 deg.
 13. If concrete surface, then place steel in accordance with TSD-R11-V1. Pour concrete and screed off level with retaining edges. Finish with approved method i.e. broom, trowel, float.
 14. If paved surface, then prepare and place in accordance with manufacture specification or LGAT standards.

GLOSSARY

Condition Score	A criteria given to assess when work should be undertaken on each project	
Footpath bay	One section of concrete footpath, between two joints.	
Intervention Level	The point at which work is to be undertaken on the problem	
Repair Activities	Steps taken to alleviate or reduce problem	
Response Time	Scheduled time in which the task should be undertaken	
Risk Level	See Condition Score	
Target zone (trees)	An area around a tree that the tree could cause damage	
Day	Refers to one business or working day.	
Grade 1	Cricket Wickets- Mowing height shall be determined by the curator. Length shall be determined standards preferred by Cricket Australia	
Grade 2	Cricket grounds that have adequate irrigation may be cut to 20mm. For national and international use 15mm. Other sports fields 25-30mm.	
Grade 3	Walk behind mowers height 35-60mm	Example (Municipal Park front of council chambers)
Grade 4	Maintained between 40-90mm	Example (Cooinda Reserve Springfield)
Grade 5	Maintained between 50-100mm	Example (Montrose Foreshore)
Grade 6	Maintained between 50-150mm	Example (Kalang Ave)

HIERARCHIES

Fence Maintenance	
High	Major access areas, high profile Parks and Reserves
Medium	Regional areas, lower access, small suburban parks
Low	Rural, Bush land reserves

Brush cutting, Herbicide spraying	
High	Large potential Fire hazard; urban areas, high visible areas
Medium	Regional areas, low use areas, walkways etc
Low	Rural areas, or can be placed into regular programmed maintenance

Vandalism	
High	those items that pose an immediate threat to the public in high use area e.g. broken glass, needles
Medium	acts of vandalism that do not pose an immediate risk to the public, and that can be made safe or isolated from the public e.g. broken toilet, broken door
Low	acts of vandalism that pose little or no risk to the public and can be placed into a regular maintenance program, e.g. dug up turf

Litter Collection	
High	reported large amounts of rubbish in prominent areas, e.g. CBD, major parks and reserves
Medium	programmed maintenance

Tree Maintenance	
High	high target zones, major streets, high volume of traffic areas. Immediate danger to surrounding areas, cars, pedestrians, houses, shops. Large tree failure, fallen of major limb failure, roads and footpaths blocked.
Medium	trees in parks and reserves that can be isolated. Those have low target zones around them.
Low	any tree that poses no immediate threat and can be placed into a programmed maintenance schedule and monitored.

Outdoor furniture maintenance	
High	High- Broken and damaged equipment that can no longer be used by the public safely
Low	Low- Minor damage that can be repaired fully or temporary and does not effect furniture safety

Hedge trimming	
High/Medium	High/Medium- hedges in high volume traffic areas that impact on the safety of pedestrians and other traffic.
Low	Low- Hedges in low traffic areas with less influence on the safety of pedestrians and other traffic

Garden Bed Maintenances	
High	Class 1 garden beds that are highly visible and, have planting arrangements that require constant maintenance e.g. rose gardens..
Medium	Class 2 garden beds in prominent areas that have a mixture of high and low maintenance plants e.g. natives and roses
Low	Class 3 garden beds in all areas that have low maintenance plants e.g. natives and agapanthus.

CBD AREAS

Glenorchy



Claremont

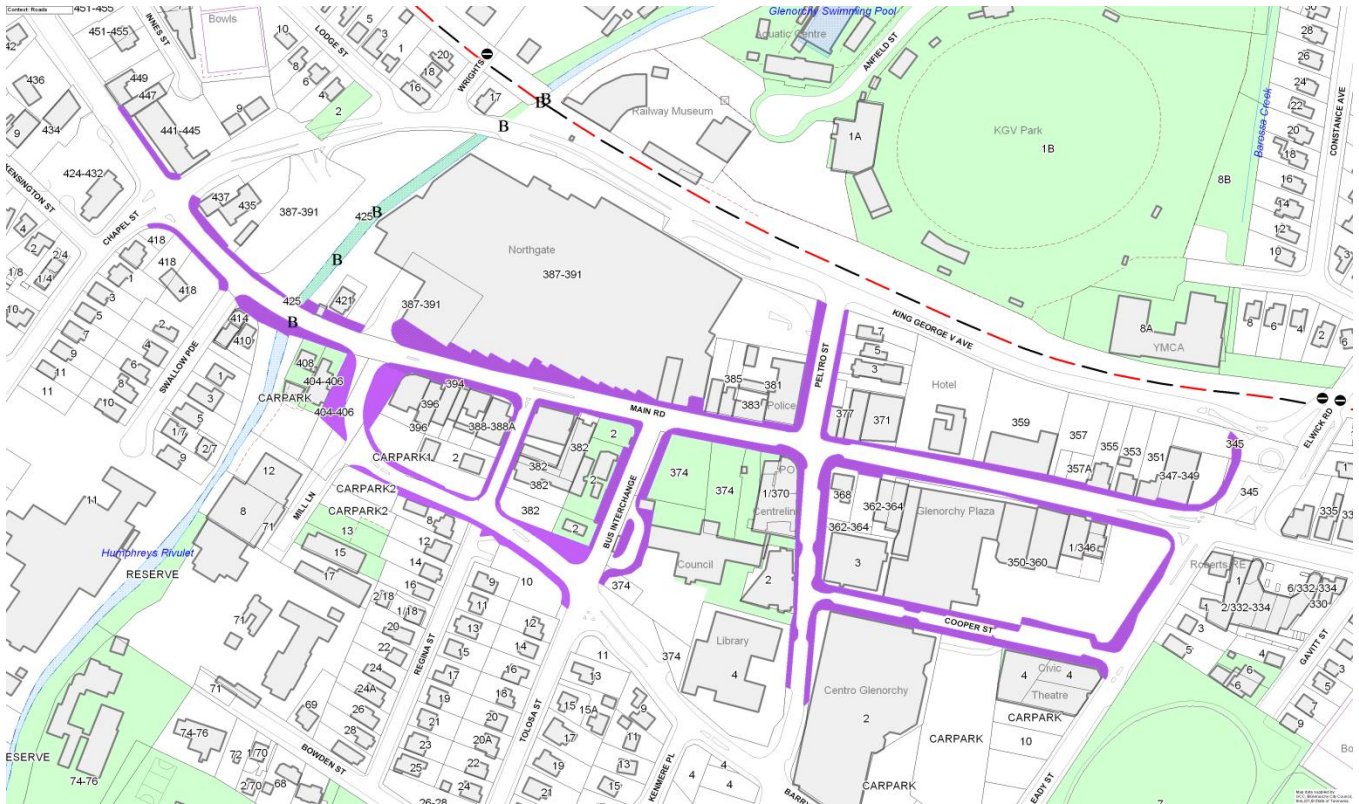


Moonah



FOOTPATH SWEEPING

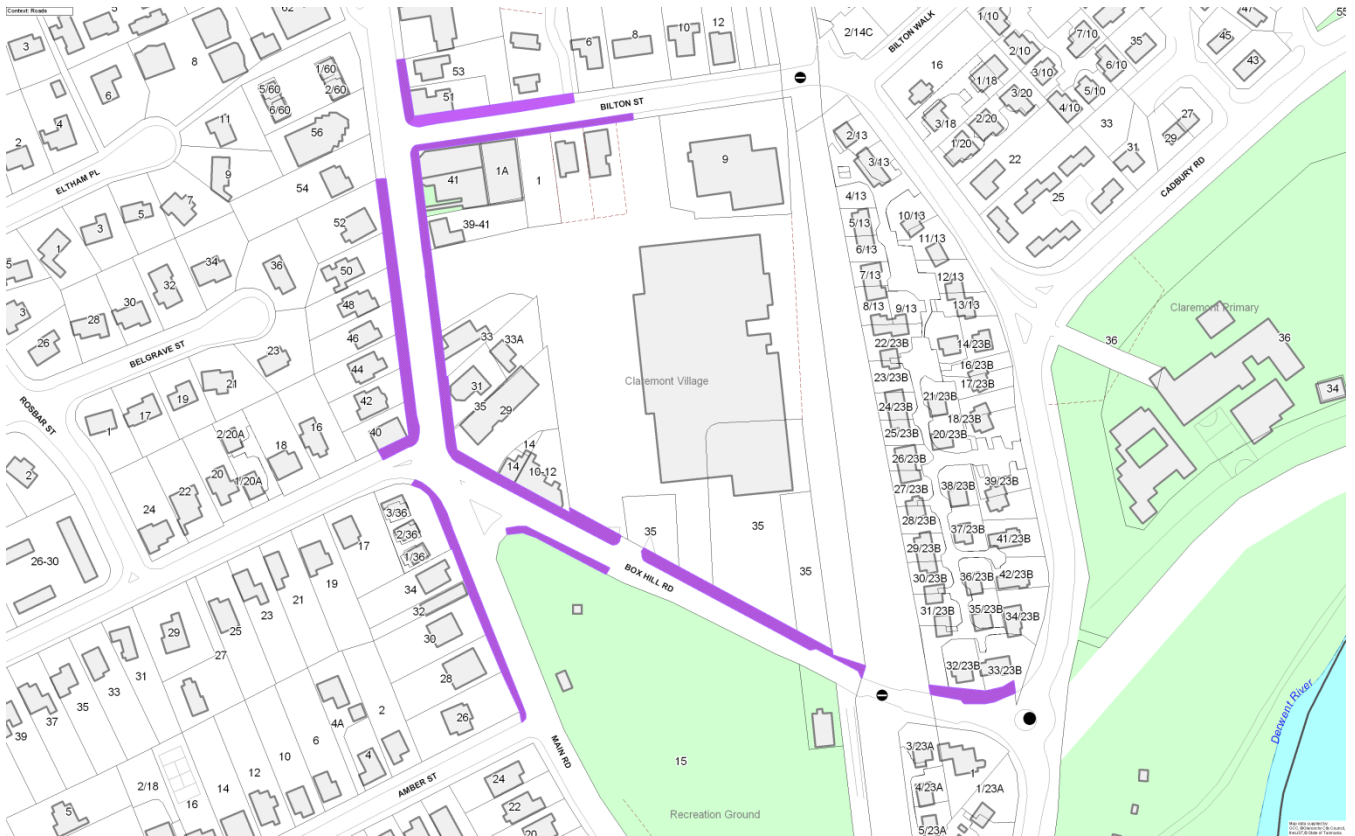
Footpath Sweeping Glenorchy



Footpath Sweeping Schedule:

Street	Side	Description	Programmed Schedule
Barry St	Both	Main Rd to Tolosa St	Daily
Cooper St	North	Eady St to Terry St	Daily
Cooper St	South	Glenorchy Central Shopping Centre	Daily
Eady St	West	Main Rd to Cooper St	Daily
Elwick Rd	West	King George V Ave to Main Rd	Daily
Main Rd	North	Elwick Rd to No 447	Daily
Main Rd	South	Elwick Rd to Chapel St	Daily
Peltro St	Both	Main Rd to KGV Ave	Daily
Regina St	Both	Main Rd to Barry St	Daily
Terry St	East	Main Rd to Glenorchy Central	Daily
Terry St	West	Main Rd to Library entrance	Daily
Tolosa St	Both	Main Rd to Barry St including Bus Interchange (Hosing out of bus shelters may be required)	Daily

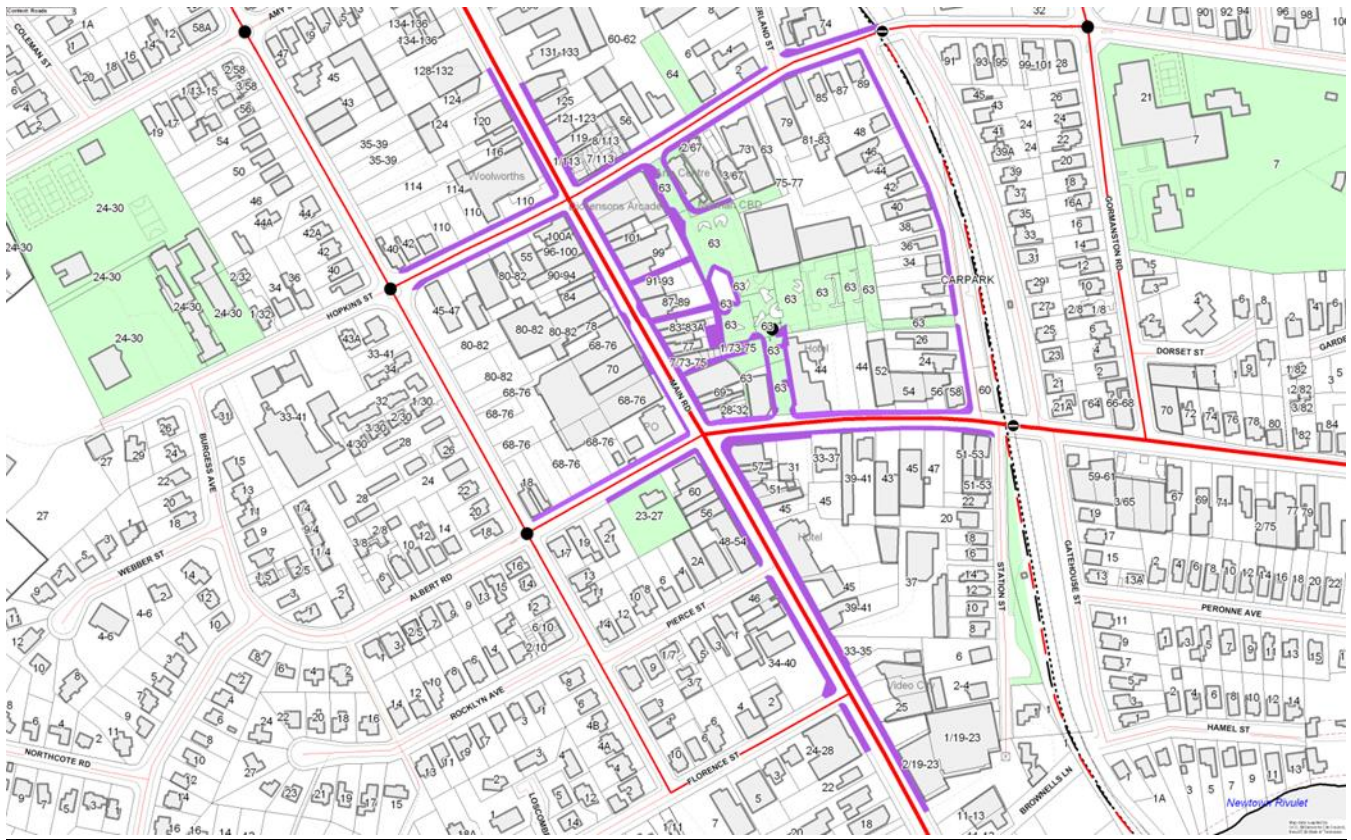
Footpath Sweeping Claremont



Footpath Sweeping Schedule:

Street	Side	Description	Programmed Schedule
Bilton St	North	Main Rd to No 2	Weekly x 1
Bilton St	South	Main Rd to No 5	Weekly x 1
Box Hill Rd	North	No 40 Main Rd to roundabout in Cadbury's Rd	Weekly x 1
Box Hill Rd	South	Main Rd to opposite Claremont Village Entrance	Weekly x 1
Main Rd	East	Box Hill Rd to No 53	Weekly x 1
Main Rd	West	Amber Pl to No 52	Weekly x 1

Footpath Sweeping Moonah



Footpath Sweeping Schedule

Street	Side	Description	Programmed Schedule
Albert Rd	North	Charles St to Station St	Daily
Albert Rd	South	GCC car park (Cosmos) to Station St	Daily
Hopkins St	North	Charles St to Railway lines.	Daily
Hopkins St	South	Charles St to Station St	Daily
Lane	East	85 Main Road to Moonah Car park	Daily
Lane	East	73-75 Main Road to Moonah Car park	Daily
Lane	East	91-93 Main Road to Moonah Car park	Daily
Main Rd	East	No 2/19-23 to No 127	Daily
Main Rd	West	No 24 to No 124	Daily
Moonah Car Park	Access	Three (3) access laneways from GCC Car park.	Daily
Moonah Car Park	West	Western side of GCC Car park and access between Albert Rd and Hopkins St including around Public toilets.	Daily
Station St	West	Albert Rd to Hopkins St	Daily

PROGRAM - CBD Maintenance

Budget No.	Activity code	Sub-Activities	Frequency
401241	2171	Remove Litter and Debris	Daily
	2172	Mow lawns	As per vegetation control specifications
	2241	Weed Control	Footpaths bi-annually/as required on assessment.
	2173	Clean and Maintain Park Furniture	Inspect weekly, clean minimum of monthly
	2143	Maintain Artworks	Check weekly and clean as required.
	2125	Weeding/Plant replacement/Pest control/Disease control (Garden Beds)	Monthly.
	2144	Paint Fences/Rails/Bollards	Assess and paint as required.
	2145	Remove Bill Posters	Remove on detection.
	2146	Remove Graffiti	As per graffiti removal service levels.
	2186	Footpath and Carpark Sweeping	Annually
	2195	Turf Renovations	
	2130	Irrigation Repair and Maintenance	
	2264	Road Sweeping	CBD areas swept daily.
	2184	Feral Shopping Trolley Collection	As deemed necessary.