

Service Level Manual - Roads 2025

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	Author	Date	Approved
1	T Horton	30/10/2025	

ASSET CLASSIFICATION - ROADS

The Glenorchy Road Hierarchy consists of the following categories and functions:

- **Arterial Road** – A sealed road that predominantly carries high volumes of through traffic from one region to another. A major link for traffic flow within urban and rural areas, between towns, major tourist destinations and industrial areas.
- **CBD/Collector Road** – High volume traffic. Link local arterial roads and local roads within CBD and urban areas.
- **Link Road** – Medium volume traffic. These roads carry traffic between arterial, collector and local access roads. Utilised by all traffic but limited access to heavier vehicles.
- **Local Access Road** - Provide access to residences and commercial/industrial properties. Medium volume traffic. Minimal use by heavy vehicles and public transport.
- **Minor Access Road** – Low volume traffic. No through roads and lanes that provide access to residences. Includes tracks and fire trails that may need to be accessible for emergency vehicles. Minimal use but heavy vehicles will utilise in some instances.
- **Unformed/Reserved Road** - Unformed tracks and unformed roads. Very minimal use.

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 (AGTTM)
- Roads and Jetties Act 1935
- Local Government (Highways) Act 1982
- GCC Vegetation Control Specifications V1.4

SERVICE ACTIVITY - Intersection Patching Treatments



Project No.	Activity Code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times*
Location based number from annual budget	2197	Road seal repairs, including: Patching treatment	Intersection area cracked (level 4, 5, refer TCARM), or deformed (level 3, refer TCARM)	Activity Guidelines	Arterial/CBD Collector Link Local Minor	14 days
	2198	Spot patching	Potholes >300mm wide and/or >50mm deep			14 days
	2199	Pothole/surface repair				20 days 20 Days 25 days

ACTIVITY GUIDELINES - Intersection Patching Treatments

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.

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- 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. Ensure site is made safe on the interim whilst work activities are being planned.
 - 11. Mark area to be excavated, recommend extending a minimum of 150mm into sound pavement.
 - 12. Saw cut or otherwise spade cut to create a clean break in the wearing surface. Cut should be diamond shape with point of diamond in direction of travel. Sides must be cut vertically.
 - 13. Excavate area to the nominated depth removing all contaminated, excessively wet or substandard material to a uniform depth.
 - 14. Replace pavement with approved crushed rock material in layers not deeper than 100mm. Compact.
 - 15. Continue backfill until either:
 - Surface is flush with surround if sealing/surface is not to be undertaken immediately or if a sprayed seal is to be applied.
 - Surface matches the underside of existing Asphalt or a min of 40mm below the surface if Hot mix sealing is to take place immediately.
 - 16. If site is to be left unsealed, ensure the material surface is tight and resistant to raveling (may require slurry surface or temp emulsion/7mm grit seal)

SERVICE ACTIVITY – Maintenance of Gravel Roads



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2208	Maintain using new material:	Quarterly inspections for Deformities and Potholes > 500mm wide, >100mm deep and overall	Activity Guidelines	Rural Unsealed	30 days from inspection date
	2209	Repair gravel shoulder Pothole repair				
	2226	Grading	Annual program: Scoped by GCC - undertaken via contract.	Activity Guidelines	Rural Unsealed	12 months

ACTIVITY GUIDELINES - Maintenance of Gravel Roads

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.
5. All documentation for the worksite will be onsite and available on request, inclusive of:
 - 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.
 - 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. 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Materials available and meet requirements of GCCs specification
 12. Top up repair as required ensuring repair is flush with the surrounding surface and the surface is even. The final layer will be raised above finish surface to allow for compaction of top and bottom layers.
 13. Dispose of waste material in accordance with Project Environmental Management Plan

SERVICE ACTIVITY - Replace Kerb



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Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times*
Location based number from annual budget	2200	Replace Kerb	Between 1-20m of kerb in a street or asset segment is defective >60mm disjoint or displacement. (level 3, TCARM)	Activity Guidelines	Arterial/CBD Collector Link Local Minor Right of way	30 days 90 days 150 days 200 days 200 days 200 days

WORK PRACTICE GUIDELINES - Replace Kerb

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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Proposed use of non-conforming materials must have GCC approval prior to commencing activity.
 12. Saw Cut beyond the edges of degraded area and remove deteriorated materials, either by hand or mechanical equipment.
 13. Remove all loose materials and compact sub-base and base materials as per LGAT Municipal Standard Drawings TSD-R15-V2. Compact base materials and place edge restraints in accordance with LGAT Municipal Standard Drawings TSD-R15-V2
 14. Place kerb by either Kerb Machine or Pre-boxed and poured by hand to the profiles as per LGAT Municipal Standard Drawings TSD-R14-V2.
 15. Finish kerb by steel trowel finish.

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	Pothole / 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 Potholes >500mm wide and/or >50mm deep	Dig-out pavement Patch existing surface with hot-mix. Activity Guidelines	Arterial/CB D Collector Link Local Minor	7 days 10 days 20 days 30 days 45 days
	2197	Patching treatment	Potholes >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](#))

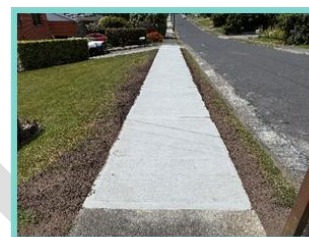
ACTIVITY GUIDELINES - Pothole/Surface Repair

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.
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.

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- 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 the completion of 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Saw Cut area around defect – generally extending an additional perimeter of 150mm each side. Clean all loose material from the 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 vertically.
 12. Remove all loose material. Apply a light tack coat to vertical sides and bottom of hole
 13. 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.
 14. 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.
 15. 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 - 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	Arterial/CBD	30 days
				Guidelines	Collector	90 days
				Remove defect, replace, make safe	Link/Local Minor	150 days 150 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.		High priority areas*	<1 day for high priority areas to make safe**
	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.			
	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*.
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. Ensure site is made safe on the interim whilst work activities are being planned.
11. Saw cut beyond the edges of the degraded area and remove defective section, either by hand or mechanical equipment.

12. Compact base materials and place edge restraints in accordance with LGAT Municipal Standard Drawings TSD-R11-V1

13. If asphalt surface, place asphalt, screed off above the retaining edges, to allow for compacted material to be level with edges.

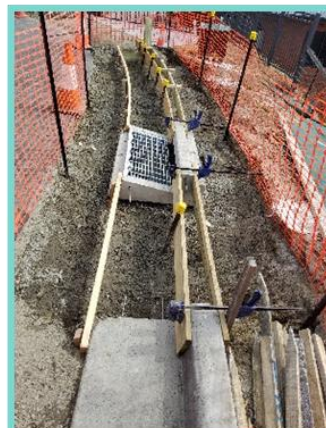
Note: asphalt should not be placed in ground temperatures less than 10 deg.

14. If concrete surface, then place steel in accordance with LGAT Municipal Standard Drawings TSD-R11-V1. Pour concrete and screed off level with retaining edges. Finish with approved method i.e. broom, trowel, float.

15. If paved surface, then prepare and place in accordance with manufacture specification or LGAT standards.



SERVICE ACTIVITY - Replace Kerb and Footpath



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times *
Location based number from annual budget	2201	Replace kerb and footpath	<p>1-20m of kerb and associated footpath in a street or asset segment is defective:</p> <p>Footpath Bay is cracked and deformed – over 50% bay is defective and/ or</p> <p>Footpath Bay has trip hazard >25mm step and</p> <p>Kerb has a displacement >60mm.</p>	Activity Guidelines	<p>Arterial/CBD Collector</p> <p>Link</p> <p>Local/Minor</p>	<p>30 days</p> <p>90 days</p> <p>150 days</p>

ACTIVITY GUIDELINES - Replace Kerb and Footpath

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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Sawcut beyond the edges of the degraded footpath and kerb area and remove deteriorated materials.
 12. Compact base materials and place edge restraints in accordance with LGAT Municipal Standard Drawings TSD-R15-V2.
 13. If footpath is asphalt surface, then place to allow for compacted material to be level with edges.
 14. If footpath is concrete surface, then place steel in accordance with LGAT Municipal Standard Drawings TSD-R11-V2 Pour concrete and screed off level with retaining edges. Finish with approved method i.e. broom, trowel, float.
 15. If footpath is paved surface, then prepare and place in accordance with manufacturer specification.
 16. Finish kerb with a steel trowel finish.

SERVICE ACTIVITY - Crack Sealing



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2202	Crack Sealing	<p>Greater than 25% of segment length has cracks >5mm wide.</p> <p>Routine twice per year – September & April or as required.</p> <p>Areas with defects identified during zone inspections and prioritised.</p>	<p>Activity Guidelines</p> <p>Assess on inspections</p>	<p>Arterial/CBD</p> <p>Collector</p> <p>Link</p> <p>Local</p> <p>Minor</p> <p>Right of way</p>	150 days

ACTIVITY GUIDELINES - Crack Sealing

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.
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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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Ensure Crack sealing unit is operated as per the makers specifications.
 12. Traffic movement should be restricted. Until the suitable curing time for the crack sealing material has been reached.

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 Local 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 Local Minor Right of Ways	1 Day 3 Days 5 Days 5 Days 2 Days
	2228 2117 2146	Storm damage, Vandalism Graffiti	Inspect and assess- amount and type	Activity Guidelines Make safe, assess for repairs/removal	Rural Arterial/CBD Local 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.
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 - 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Cover area of oil spill area thoroughly with metal dust. If the metal dust is to stay in place ensure appropriate signage and warning devices are in place for pedestrians or road users.
 12. Remove litter, carcass and dispose of appropriately.
 13. Remove vegetation affected by storm,
 14. Make safe if required area of vandalism, and report for long term repair.
 15. Clean off graffiti with approved products.

SERVICE ACTIVITY Roadside Vegetation Control



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2239	Brush Cutting	Refer to GCC Vegetation Control Specifications Inspect and assess	Activity Guidelines Maintain roadside vegetation	All Areas	Schedule in work program to meet prescribed heights in specifications
	2206	Roadside Slashing				Annual program for rural roads Tender Schedule
	2241	Weed Control				30 Days
	2241	Weed Control Programmed				Bi-annually Tender Scheduled
	2141	Cut Back Overhanging Trees				Bi-annually Tender Schedule
	2267	Nature strip and tree hazard reduction				Bi-annually Tender Schedule

ACTIVITY GUIDELINES - Roadside Vegetation Control

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 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Environmental aspects/site hazards identified and to be managed as applicable.
 12. Contractor engaged as per contract documents specification.

SERVICE ACTIVITY Road Edges (No Kerb)



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2207	Edge break repairs	Loss of pavement 200mm in width up to 20m of road	Activity Guidelines	Arterial/CBD Collector Local Link Minor Right of way	7 days
	2208	Repair Gravel Shoulders	<=50mm drop off up to 20mm road length			10 days
						20 days
						30 days
						45 days

ACTIVITY GUIDELINES - Road edges (no kerb)

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.

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- 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 damage 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. Ensure site is made safe on the interim whilst work activities are being planned.
 - 11. Saw cut area around the defect – generally an additional perimeter of 150mm each side. Clean all loose material from the area to be repaired and remove from the pavement.
 - 12. Sweep clean all loose material. Apply a light tack coat to the vertical sides and bottom of hole
 - 13. 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.
 - 14. Top up the 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.
 - 15. 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 Repair /Replace Vehicle Barriers and Bollards



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

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:

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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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Remove damaged vehicle barriers and bollards
 12. 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.
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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Replace and repair as needed.
 12. Install new litter bin as required by Waste Management.

SERVICE ACTIVITY – Repair/Replace/Install Wheel Stops



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Response Times
Location based number from annual budget	2213	Repair/Replace/Install Wheel stops	Missing or Damaged New installation	Activity Guidelines	30 Days

ACTIVITY GUIDELINES – Repair/Replace/Install Wheel Stops

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.

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- 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Remove damaged Wheel stops, utilizing either mechanical assistance or recommended manual handling techniques.
 12. Install new wheel stops ensuring that they are secured.
 13. Remove traffic management / control devices.

SERVICE ACTIVITY – Repair/Replace/Install Guideposts



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2214	Repair/Replace/Inst all Guideposts	<10 within a segment are missing or damaged	Activity Guidelines	Rural Sealed	10 days
					Rural Unsealed	20 days

ACTIVITY GUIDELINES – Repair/Replace/Install Guideposts

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 Austroads 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 requested.
 - 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Remove damaged guideposts
 12. Install new guideposts to correct alignment and plumb.
 13. Replacement guideposts should be consistent in type with those already in use.
 14. Red delineation on guidepost should be facing the approach (left hand side) direction.

SERVICE ACTIVITY – Repair/Replace/Install Guard Rails



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2215	Repair/Replace/Install Guard Rails	<25m within a segment missing or damaged	Activity guidelines	Rural Sealed/Unsealed	30 days
					Urban	20 days

ACTIVITY GUIDELINES – Repair/Replace/Install Guard Rails

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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Remove damaged or unserviceable railing and components
 12. Realign existing posts
 13. Excavate holes by hand or post-hole digger and place posts loosely in hole. Loosely bolt first and second rails to posts. Plumb the posts, back-fill and tighten nuts on the first post.
 14. The top of the posts must be 720mm above ground level nominal.
 15. Ensure that overlaps face away from the adjacent traffic lane
 16. Install delineation on top of posts, red facing direction (left hand side) of the approach

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	Arterial/CBD	2 weeks
	2153	Repair/Replace signage			Collector	3 weeks
					Local/Link/Minor	5 weeks

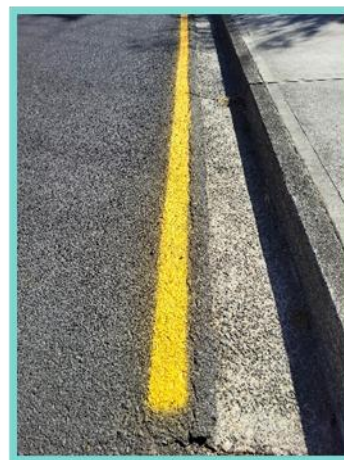
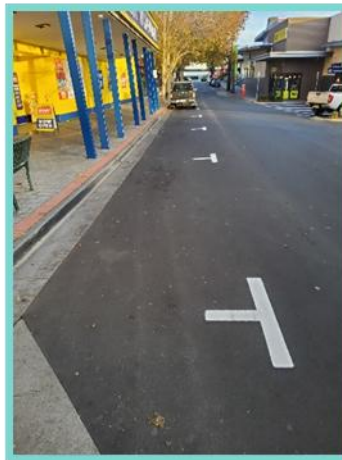
*Dependent on equipment availability

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.

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- 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Replace signs that are too badly damaged to be legible or are not compliant due to lack of delineation.
 12. Excavate the holes manually for the new signposts and install. Allow curing time for concrete prior to installation of the sign onto the new post.
 13. Install new signposts to correct height and alignment (Municipal Standards).
 14. Damaged signposts to be removed from sleeve and replaced with new post. Wedge pin to be replaced with post.

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	Paint line marking or Thermoplastic in accordance with standards.	Line-marking visibility level 3 rating Noted on inspections.	Undertaken by external contractors	Arterial/CBD	4 weeks
					Collector	7 weeks
					Local	9 weeks
					Right of Way	9 weeks
					Minor	9 weeks

ACTIVITY GUIDELINES – Renew 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 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Unless predetermined, ensure the same linemarking material is used for renewal e.g. paint or thermoplastic.

SERVICE ACTIVITY Repair Fencing/Gates



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Time
Location based number from annual budget	2218	Repair Fence/Gates	<\$1,500 within a segment	Activity guidelines	Arterial	20 days
					Collector	30 days
					Local/Link /Minor	50 days

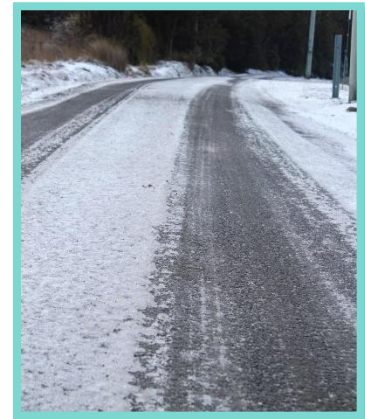
ACTIVITY GUIDELINES - Repair Fencing/Gates

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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Remove damaged or unserviceable gates, posts and parts.
 12. Realign existing serviceable posts, gates.
 13. Excavate holes and install new posts and gates as required to the correct or designed alignment.



SERVICE ACTIVITY – De-ice Road



Project No.	Activity cod	Sub-Activities	Intervention Level	Repair Activities	Response Time
Location based number from annual budget	2219	De-ice Roads: Kalang Avenue, Berriedale Road, Glenlusk Road and Hestercombe Road Marked sections of Collinsvale	2 degrees Celsius or below with a prediction of frost	Undertaken by Contractor	Day before a forecast frost as programmed Reactive – 1 hour

WORK PRACTICES GUIDELINES – De-ice Road

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. Ensure site is made safe on the interim whilst work activities are being planned.



SERVICE ACTIVITY Dead Animal Pick Up (Native Animals & Livestock)



Project No.	Activity code	Sub-Activities	Intervention Level	Repair Activities	Hierarchy	Response Times
Location based number from annual budget	2220	Pick up of dead native animals and livestock. Any dead cats and dogs must be referred to the GCC Compliance area.	Inspect roads and action accordingly, (checks conducted at a minimum of every two days) and customer request	Activity Guidelines	All areas	Reactive 1 Day Proactive collection 2 Days

ACTIVITY GUIDELINES - Dead Animal Pick Up

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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- Any relevant procedural guidelines.
 - Temporary Traffic Management (TTM) and its associated diary, as required.
 - 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Dead animals are removed from public places only, Not from Private properties.
 12. Records will be maintained of carcasses collected including numbers, type and location.

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 – Inspect and assess Program on work schedule	5 days Minimum 4 times per annum.

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.
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.

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- 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. Ensure site is made safe on the interim whilst work activities are being planned.
 11. Remove litter, trim & maintain desirable vegetation, remove weeds, and replace mulch.

GLOSSARY

Condition Score	A criteria given to assist in assessing condition of an asset to assist prioritising a renewal program.
Footpath bay	One section of concrete footpath, between two joints.
Intervention Level	The point at which work is to be undertaken on a defect or fault.
Service Activities	Activities required to operate or maintain an asset.
Response Time	Scheduled time in which an activity should be undertaken.
Risk rating	A system used to determine priority by scoring defects on severity and location.
Project No. (number)	Location or hierarchy based budget number for operational and maintenance activities.
Activity code	The number used to attribute specific activities to a budget, used in conjunction with project numbers.
Roads hierarchy:	Classification of roads based upon location, purpose and traffic volume.
Arterial Roads	These provide principal links between urban centres.
CBD/Collector Roads	These connect arterial roads and local areas.
Link	These provide a link between arterial, collector and local access roads.
Local Access	These provide access to residential and commercial property.
Minor Access	These provide access to residential properties and community facilities.
Unformed	Roads that are non constructed road reserves or roads that have very low levels of traffic.
Segment	An asset segment is a set distance/area for each asset, can vary dependent upon asset.
Sub-Activities	General activities undertaken within this service activity
Vegetation Control Technical Specifications	A guide to work practices and intervention levels regarding GCC open space and road reserves.

HIERARCHIES

PARKS AND RESERVES

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 or 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.

Playground maintenance & Cycle way maintenance	
High	Item causing a dangerous situation to the public e.g. broken glass, broken swing
Medium	No danger to public but may escalate or cause other problems, vehicle barriers, worn bolts in swings. Area can be isolated from the public.
Low	Nuisance problems, general aesthetics, long grass, graffiti. Can be placed into a regular maintenance program.

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

Roundabout Traffic Island maintenance	
High	Roundabouts in high profile high use area areas, such as the CBD areas of Glenorchy, Moonah and Claremont
Medium	Those roundabouts that have low maintenance planting and are in more urban areas.
Low	Regional areas with low maintenance aspects

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.

Playing Surface Areas	
High	Damage that may result in games being unable to be played on that ground

Medium/Low	Damage that could increase and make area become dangerous, or can be placed into a regular maintenance program.
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Building Assets Hierarchy	
High	Failure of structure or asset causing immediate danger to person. Extreme potential to injury persons or person or producing an unsafe working environment
Medium	An asset that could cause a dangerous situation if not dealt with, failure of asset could reduce the ability to provide a safe work environment.
Low	There is a minor or no risk to persons operating in that area

DRAFT

INTERVENTION LEVELS

Roads

Cracking (Non-Structural or Environmental)

Extent		
Area Affected	Considered to be	Rating
No cracking	Nil	1
Cracking affecting < 5% of roadway area	Negligible	2
Cracking affecting 5% - 10% of roadway area	Minor	3
Cracking affecting > 10% - 20% of roadway area	Moderate	4
Cracking affecting > 20% of roadway area	Extensive	5

Severity
Low – Cracks displaying a predominant width between 1mm and less than 3 mm.
Medium – Cracks displaying a predominant width between 3mm and 5 mm.
Extensive – Cracks displaying a predominant width greater than 5 mm.

Example

Total length of cracking for segment; $2 + 6 + 3 + 0.5 + 0.5 + 1 + 3 + 1.5 + 1.5 + 1 + 3.5 + 2.5 + 4 + 3 + 4 = 37\text{m}$
 Multiply total cracking length by 0.25m;
 $37 \times 0.25 = 9.25\text{m}^2$ of roadway segment area affected + add any areas of cracking such as above (2x2) Total = 13.25m^2
 Roadway segment area = $100 \times 6 = 600 \text{m}^2$
 Extent of segment area affected = $(13.25 / 600) \times 100 = 2.2\%$
 Looking at the extent table on the left, 2.2% falls into rating 2 for this segment.
 Now apply the most predominant severity level identified in rated segment

Surface Texture

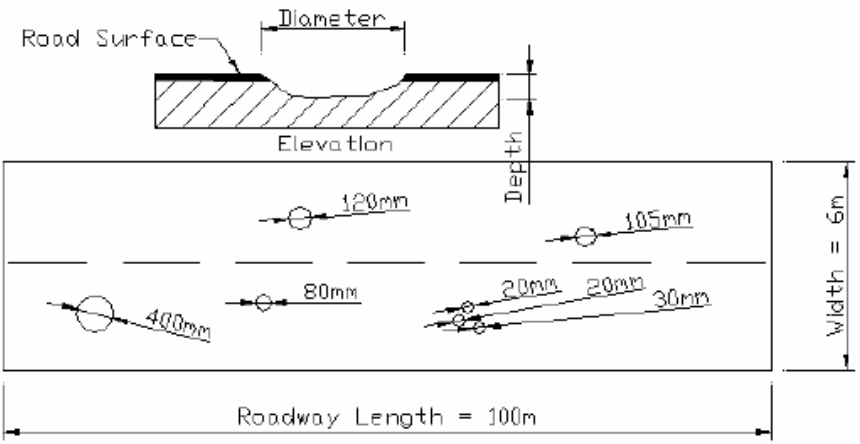
Extent		
Area Affected	Considered to be	Rating
No surface Texture defects	Nil	1
Surface Texture defects affecting < 5% of roadway area	Negligible	2
Surface Texture defects affecting 5% - 10% of roadway area	Minor	3
Surface Texture defects affecting > 10% - 15% of roadway area	Moderate	4
Surface Texture defects affecting > 15% of roadway area	Extensive	5

Severity
 Not Required for this defect observation

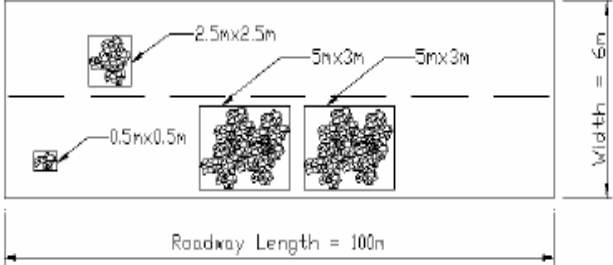
Example

Total the area of delamination, polishing, ravelling, flushing and/or stripping defects for the road segment = $1.5 \times 3 + 0.5 \times 1 + 1.5 \times 3 + 3 \times 3 + 1.5 \times 2 = 21.5 \text{m}^2$
 Roadway segment area = $100 \times 6 = 600 \text{m}^2$
 Extent of segment area affected = $(21.5 / 600) \times 100 = 3.6\%$
 Looking at the extent table on the left, 3.6% falls into rating 2 for this segment.

Crocodile Cracking (Structural or Fatigue)

<p>Extent</p> <p>The unit of measure used is the number of potholes observed per road section.</p> <p>Severity</p> <p>Low – Pothole is less than 100mm in diameter and/or less than 10mm in depth.</p> <p>Medium – Pothole is between 100mm and 300mm in diameter and/or greater than 10mm in depth and less than 25mm in depth.</p> <p>Extensive – Pothole is greater than 300mm in diameter and/or greater than 25mm in depth.</p>	<p>Example</p>  <p>Total and group the number of potholes for the road segment Roadway segment area = $100 \times 6 = 600 \text{ m}^2$ Number and severity of potholes for road segment is 1 (Extensive), 2 (Medium) and 4 (Low)</p>
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Potholes

<p>Extent</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Area Affected</th> <th style="text-align: left;">Considered to be</th> <th style="text-align: left;">Rating</th> </tr> </thead> <tbody> <tr> <td>No cracking</td> <td>Nil</td> <td>1</td> </tr> <tr> <td>Cracking affecting < 5% of roadway area</td> <td>Negligible</td> <td>2</td> </tr> <tr> <td>Cracking affecting 5% - 10% of roadway area</td> <td>Minor</td> <td>3</td> </tr> <tr> <td>Cracking affecting > 10% - 20% of roadway area</td> <td>Moderate</td> <td>4</td> </tr> <tr> <td>Cracking affecting > 20% of roadway area</td> <td>Extensive</td> <td>5</td> </tr> </tbody> </table> <p>Severity</p> <p>Low – Cracks displaying a predominant width between 1mm and less than 3 mm.</p> <p>Medium – Cracks displaying a predominant width between 3mm and 5 mm.</p> <p>Extensive – Cracks displaying a predominant width greater than 5 mm.</p>	Area Affected	Considered to be	Rating	No cracking	Nil	1	Cracking affecting < 5% of roadway area	Negligible	2	Cracking affecting 5% - 10% of roadway area	Minor	3	Cracking affecting > 10% - 20% of roadway area	Moderate	4	Cracking affecting > 20% of roadway area	Extensive	5	<p>Example</p>  <p>Total area affected of crocodile cracking for segment = $2.5\text{m} \times 2.5\text{m} + 0.5\text{m} \times 0.5\text{m} + 5\text{m} \times 3\text{m} + 5\text{m} \times 3\text{m} = 36.5 \text{ m}^2$ Roadway segment area = $100 \times 6 = 600 \text{ m}^2$ Extent of segment area affected = $(36.5 / 600) \times 100 = 6.1\%$ Looking at the extent table on the left, 6.1% falls into rating 3 for this segment. Now apply the most predominant severity level identified.</p>
Area Affected	Considered to be	Rating																	
No cracking	Nil	1																	
Cracking affecting < 5% of roadway area	Negligible	2																	
Cracking affecting 5% - 10% of roadway area	Minor	3																	
Cracking affecting > 10% - 20% of roadway area	Moderate	4																	
Cracking affecting > 20% of roadway area	Extensive	5																	

Patches

Extent		
Area Affected	Considered to be	Rating
No Patches	Nil	1
Patches < 5% of roadway area	Negligible	2
Patches between 5% - 10% of roadway area	Minor	3
Patches > 10% - 20% of roadway area	Moderate	4
Patches > 20% of roadway area	Extensive	5

NB: Patches that have failed, should not be recorded under this observation but should be recorded as per defected reason of failure, ie. potholes, depressions, cracking etc has been observed within the patched area

Severity
Not Required for this defect observation

Example

Total the area of sound patches for the road segment = $3 \times 12 + 0.5 \times 0.5 + 3 \times 9 + 3 \times 2 + 6 \times 0.5 = 72.25 \text{ m}^2$
 Roadway segment area = $100 \times 6 = 600 \text{ m}^2$
 Extent of segment area affected = $(72.25 / 600) \times 100 = 12\%$
 Looking at the extent table on the left, 12% falls into rating 4 for this segment.

Footpaths

Area Affected	Considered	Rating
No visible defects	As new construction, with perfect alignment and a sound surface condition displaying no obvious indications of distress.	1
Defects affecting <10% of footpath segment area	Footpath segment displays negligible areas of surface and/or pavement distress, such as cracking, surface material breakage, trip hazards and/or depressions. AND/OR Trip hazard and undulation distresses under this condition rating must not predominantly exceed 7mm vertical movement.	2
Defects affecting 10%- 35% of footpath segment area	Footpath segment displays minor areas of surface and/or pavement distress, such as cracking, surface material breakage, trip hazards and/or depressions. AND/OR Trip hazard and undulation distresses under this condition rating are predominantly estimated to be greater than 7mm but less than 15mm vertical movement.	3

<p>Defects affecting >35% - 50% of footpath segment area</p>	<p>Footpath segment displays moderate areas of surface and/or pavement distress, such as cracking, surface material breakage, trip hazards and/or depressions.</p> <p>AND/OR</p> <p>Trip hazard distresses under this condition rating are predominantly estimated to be greater than 15mm but less than 25mm vertical movement and/or intense undulations are predominantly estimated to be greater than 15mm and less than 50mm and obtrusive to pedestrian traffic.</p>	<p>4</p>
<p>Defects affecting >50% of footpath segment area</p>	<p>Footpath segment displays extensive areas of surface and/or pavement distress, such as cracking, surface material breakage, trip hazards and/or depressions.</p> <p>AND/OR</p> <p>Trip hazard distresses under this condition rating are predominantly estimated to be greater than 25mm vertical movement and/or intense undulations are predominantly estimated to exceed 50mm and obtrusive to pedestrian traffic.</p>	<p>5</p>



Kerb and Channel

Area Affected	Considered	Rating
No visible defects	As new construction, with perfect alignment and a sound surface condition displaying no obvious indications of distress.	1
Defects affecting <15% of kerb and channel segment length	Kerb and channel segment displays negligible lengths of distress, such as cracking, breaks, vertical displacement, tilting and/or ponding.	2
Defects affecting 15% - 40% of kerb and channel segment length	Kerb and channel displays minor lengths of distress, such as cracking, breaks, vertical displacement, tilting and/or ponding.	3
Defects affecting >40%- 70% of kerb and channel segment length	Kerb and channel displays moderate lengths of distress, such as cracking, breaks, vertical displacement, tilting and/or ponding.	4
Defects affecting >70% of kerb and channel segment length	Kerb and channel displays extensive lengths of distress, such as cracking, breaks, vertical displacement, tilting and/or ponding.	5



Stormwater

Storm Water Pipe Condition Assessment

Extent	Condition Score
As new condition with no defects. Pipe is fully serviceable.	1
Superficial deterioration. Minor issue with reliability. Minor maintenance is only required. Minor blockage in pipe line.	2
Significant deterioration. Stormwater pipe length is operational but displays efficiency deficiencies. Routine maintenance and/or minor refurbishment is required.	3
Major or serious deterioration is evident. Stormwater pipe is not operating and major problems are imminent. Major maintenance or rehabilitation is required.	4
Stormwater pipe length has failed, is about to fail or has stopped working. The asset is unserviceable. Rehabilitation or renewal is required immediately or within 12 months.	5

Manhole Condition Assessment

Extent	Condition Score
As new condition with no defects. Manhole is fully serviceable.	1
Superficial deterioration. Minor issue with reliability. Minor maintenance is only required.	2
Significant deterioration. Manhole element is operational but displays deficiencies. Routine maintenance and/or minor refurbishment is required.	3
Major or serious deterioration is evident. Manhole element requires major maintenance or rehabilitation.	4
Manhole element has failed, is about to fail or has stopped working. The manhole is unserviceable. Rehabilitation or renewal is required immediately or within 12 months.	5

Storm Water Pit Condition Assessment

Extent	Condition Score
As new condition with no defects. Pit is fully serviceable.	1
Superficial deterioration. Minor issue with reliability. Minor maintenance is only required.	2
Significant deterioration. Pit element is operational but displays deficiencies. Routine maintenance and/or minor refurbishment is required.	3
Major or serious deterioration is evident. Pit element requires major maintenance or rehabilitation.	4
Pit element has failed, is about to fail or has stopped working. The pit is unserviceable. Rehabilitation or renewal is required immediately or within 12 months.	5

