





**SCHEDULE 4: TOWONG SHIRE COUNCIL TOWN MAINTENANCE SUGGESTED FREQUENCIES**

Mitta

**ANNUAL SUM**

	Note	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	
<b>SERVICE LEVELS</b>														
<b>MOWING</b>														
Mowing(low cut) / whipper snip	*A	1	1	1	1	1	1	1	1	1	1	1	1	18
Mowing (high cut)	*B		1	1	1	1	1	1	1	1	1	1	1	14
<b>TREE PRUNING</b>														
Dedicated inspection and prune	*C								1					1
Sucker prune/tidy	*D											1		1
<b>GARDEN MAINTENANCE</b>														
Weeding and maintenance	*E				1		1			1			1	4
<b>STREET CLEANING</b>														
Obstruction clearance & cleaning	*F	1	1	1	1	1	1	1	1	1	1	1	1	52
Public places	*F	1	1	1	1	1	1	1	1	1	1	1	1	52
Mechanical leaf collection	*G					1	1	1	1	1				7
<b>LITTER BINS</b>														
collect litter around bins and clean up	*H	2	2	2	2	2	2	2	2	2	2	2	2	81
Clean & disinfect	*I				1			1		1			1	4
<b>PUBLIC TOILETS</b>														
Clean & restock as necessary	*J	3	3	3	3	2	2	2	2	2	2	2	2	86
<b>PUBLIC BUILDINGS/STRUCTURES</b>														
Inspect, clean and maintain	*K	1	1	1	1	1	1	1	1	1	1	1	1	52
<b>PUBLIC BBQs</b>														
Clean BBQ and ensure operation	*L	3	3	3	3	2	2	2	2	2	2	2	2	86
<b>WEED CONTROL &amp; SPRAYING</b>														
Restricted areas	*M			1				1			1		1	6
Fertilise/weed/bindi control	*N									1				1
<b>STREET SIGNS</b>														
Inspect and clean	*O				1			1			1		1	4
<b>PLAYGROUNDS</b>														
Inspect for hazards, clean as required	*P	1	1	1	1	1	1	1	1	1	1	1	1	52
Maintain equipment	*Q	1	1	1	1	1	1	1	1	1	1	1	1	23
Rake softfall	*R	1	1	1	1	1	1	1	1	1	1	1	1	30
<b>STREET AND PARK FURNITURE</b>														
Inspect for hazards, clean as required	*T	1	1	1	1	1	1	1	1	1	1	1	1	52
Clean	*U	1	1	1	1	1	1	1	1	1	1	1	1	15
Repaint annually	*V				1									1

**NOTES:** Notes are to be read in conjunction with the Specific Service Standards

\*\*\* Where frequency is twice weekly this is preferred on a Friday and Tuesday. Where it is once per week this is preferred on a Friday.

\*A - Refer to town maintenance maps which indicate the areas requiring mowing.

\*B - Hi-Cut Mow/Slashing

\*C - Pruning of trees relates to all streets identified on the town maintenance street map. Maintenance of 2.1m clearance in parks, footpaths, and roadways. A dedicated activity undertaken on an annual basis.

\*D - Sucker prune/tidy relates to new growth below 2.1 metres or from the ground

\*E - Maintenance of garden beds and traffic islands which includes spraying and weed/dead plant removal. Pest/Fungus spray plants if required

\*F - Cleaning of kerb and channel and public areas of all leaf litter and other materials

\*G - The successful tenderer shall arrange for a private contractor to undertake leaf suction or alternatively have their own equipment or system of completing this task.

\*H - empty litter bins, includes picking up any strewn rubbish within 5metre vacinty - Street/Park bins must have a bin liner

\*I - litter bins clean and disinfect

\*J - public toilets clean and restock

\*K - In most cases, this item will require no action. However, an inspection role is necessary once per week to check for cobweb build-up/removal, graffiti removal and other small cleaning issues.

\*L - Cleaning frequency is set at once per week unless stated otherwise. Twice weekly cleaning is suggested during school holiday periods.

\*M - Spraying with "Round Up" or equivalent of all kerbs, gutters and drains. NO spraying of drains is to be carried out where there is a risk of vegetation loss resulting in erosion. If uncertain, contact the Council's Town Maintenance Officer.

\*N - Application of ferteliser, weed/bindi control - generally an annual task on grassed areas in public places

\*O - Town signs are to be inspected and cleaned quarterly. Maintenance includes sign post paint touch up. Where signs require maintenance, Council's Town Maintenance Officer must be notified.

\*P - Playground equipment must be inspected on a weekly basis and Council immediately notified of any damaged equipment or dangerous situation. (Council will complete a full safety audit annually)

\*Q - Playground maintenance specification applies to equipment cleanliness.

\*R - Playground maintenance specification applies to "fluffing" & maintaining safe softfall levels, ensuring level under equipment. Council will provide softfall as necessary, generally on an annual basis.

\*S - Town maintenance contractor should undertake a designated inspection of all park furniture each month. Touch up of painting is necessary and any additional maintenance or replacement required should be reported to Council. Annually inspection by council.

\*T - Street/Park furniture maintenance specification applies to furniture cleanliness / safety.

\*U - Street/Park Furniture clean as per schedule or as required if soiled/dirty

\*V - Maintenance specification applies to repaint/varnish of furniture including seats/tables - products to be used must be confirmed with Council's Town Maintenance Officer

**ASSET LIST**  
**MOWING**

Refer to map details for roads  
Info center  
Paddy's Reserve  
Snowy Creek Park (swimming pool)  
Lafontane St Traffic Island  
Town Entrance  
Cemetery 2 x per year

**TREE PRUNING**

All streets shown on town map

**GARDEN/ISLAND MAINTENANCE**

Toilet block garden bed

**STREET CLEANING**

Refer to map details for roads

**LITTER BINS**

Paddy's Reserve 3  
Snowy Creek Reserve 1  
Outside Hall 1  
Outside shop 2

**PUBLIC TOILETS**

Paddy's Reserve 1

**PUBLIC BUILDINGS**

Info center  
Town Hall 1  
Snowy Creek Reserve  
Paddy's Reserve

**PUBLIC BBQs**

Snowy Creek Reserve 2

**WEED CONTROL & SPRAYING**

Info Center - access track

**STREET SIGNS**

Paddy's Reserve 1  
Info Center  
Snowy Creek Reserve

**PLAYGROUNDS**

Snowy Creek Park/Paddy's Reserve 1

**STREET AND PARK FURNITURE**

Paddy's Reserve 3  
Paddy's Reserve 2  
Info center

Info center dredge equipment display

Info center 2  
Snowy Creek Reserve 4  
Snowy Creek Reserve  
Lafontane St Traffic Island 1