

Section Three: Facility Maintenance

Building Maintenance

The Community Leasing Policy and Terms and Conditions of Tenure Guidelines delineates the maintenance responsibilities between the lessee and Council for organisations with tenure under this policy. Council is largely responsible for the maintenance and replacement of structural items on enclosed buildings, and items associated with selected legislative fire and electrical items except for specialist facilities. Lessees are responsible for all other cleaning, maintenance and replacement costs. Organisations with other tenure agreements should refer to their agreement for specific responsibilities.

Council officers undertake an annual inspection of enclosed buildings to identify items that require rectification for the ongoing safety of patrons.

Works that involve the replacement of damaged items can be undertaken without gaining prior Council permission. Any new installations, facility improvements or upgrades must have prior Council permission via an Improvement Works Application. Refer to *Section 4 - Facility Development Projects* for further information.

If applicable, the tradesperson undertaking the works must be provided any site documentation such as an Asbestos Management Plan prior to their commencement.

Facility Damage and Vandalism

Facilities may be subject to accidental damage, vandalism and graffiti. Organisations are required to maintain insurance over club facilities, activity related infrastructure, equipment, specialised surfaces and other contents. Council holds insurance over enclosed buildings and clubhouses. Organisations are responsible for all internal and external damage to a facility, caused by the activities of the organisation and all damage to activity related infrastructure and equipment. Precautions should be taken to ensure the care and security of all items. Damage, such as external damage to a building caused by vandals including graffiti, will be rectified by Council. In all instances, lodge a customer request, together with photos of the damage and a police number (if vandalism), as per details in *Section 6 - Lodging Customer Requests*.



Hard Courts and Specialised Surfaces

Specialised surfaces refer to playing areas that are different to, or require a higher level of service than, a standard natural turf sports field. This includes but is not limited to surfaces such as cricket wicket blocks, lawn bowls greens, croquet lawns, tennis courts, netball courts, basketball courts, radio control and BMX tracks, equestrian arenas, baseball/softball in-fields and synthetic surfaces. All specialist surfaces are to be maintained by the user group at the organisation's sole expense. Organisations are encouraged to calculate the replacement and maintenance costs over the life of the specialised surface and regularly contribute to a dedicated sinking fund to meet these costs.



Sports Field Maintenance

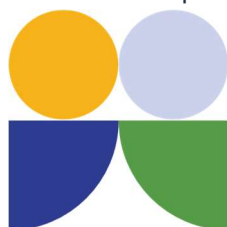
Council maintains all standard natural grass fields that are subject to the Community Leasing Policy and Terms and Conditions of Tenure Guidelines. Officers regularly inspect fields and develop tailored turf maintenance programs based on soil test results and the use of the fields. Maintenance activities, including the control of irrigation, are undertaken at times throughout the year to minimise impact on user groups and casual hirers.

Due to the heavy usage of most fields, Council requires a dedicated maintenance period each year to undertake an intensive maintenance regime in addition to regular services. User groups are unable to access the fields during this period.

Organisations may request Council officers inspect areas of concern by lodging a customer request (refer to Section 6 -Lodging Customer Requests for further information). Organisations remain responsible for checking all playing surfaces prior to each use to ensure participant safety. This includes inspecting for items such as broken glass, holes and embedded objects.

All grassed areas surrounding sports fields are mowed by Council separately and at a different frequency to the sports fields, as they require less maintenance and are not subject to the same growing conditions as the fields.

Any surfaces that require specific maintenance beyond standard sports field maintenance, for example lawn bowls greens, are classified as specialised surfaces and are the sole responsibility of the lessee.





Activity Related Infrastructure and Operations

Most sport organisations require or install infrastructure that is specific to its activity, such as goal posts, netting, player shelters, field fencing, field lighting and spectator seating. These items are referred to as activity related infrastructure. All activity related infrastructure is the responsibility of the organisation to supply, maintain and replace.

During routine inspections, Council officers may identify safety concerns or deterioration of such infrastructure. When this occurs, Council will advise the responsible organisation. High priority items may result in the area being cordoned off, with the club being contacted to rectify immediately and prior to further use. If issues remain unresolved, Council may rectify them and charge the costs to the organisation. Organisations are encouraged to undertake regular inspections of all activity related infrastructure and schedule replacements in accordance with its Asset Management Plan and sinking fund.

Other operational items required for the activity, such as line marking and the supply of equipment, are the sole responsibility of the organisation. Line marking products must not include herbicides or oil. Council officers can provide further recommendations on enhancing the longevity of marked lines.

