



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

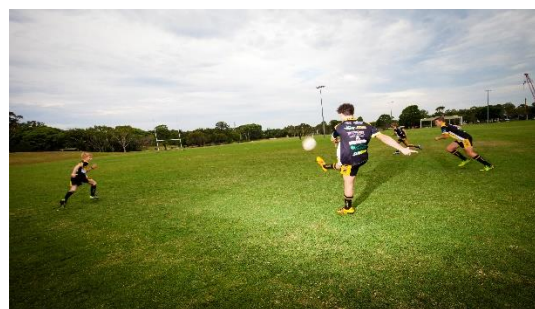
Council maintains all standard natural grass fields that are subject to the Community Leasing Policy and Terms and Conditions of Tenure Guidelines. Officers regularly inspect fields and develop tailored turf maintenance programs based on soil test results and the use of the fields. Maintenance activities, 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.





Section Four: Facility Development Projects

Facility Development Projects

Organisations are encouraged to develop infrastructure to meet the demands of their activity and membership base. Developments must be planned and approved to ensure site functionality and safety is maintained for future generations of users. Council understands that many volunteer committees feel overwhelmed by the various approvals and requirements. Organisations should liaise with Council's Sport and Recreation Unit in relation to any proposed development projects and to seek guidance in undertaking this process.

Please refer to Appendix B - Building Development Checklist.

Improvement Works Application

Clubs and community groups are advised to contact their Sport and Recreation Officer prior to submitting an Improvement Works Application to discuss their proposed project. Contact Sport and Recreation to discuss your proposal via sportrecreation@moretonbay.qld.gov.au.

Prior to commencing any permanent or temporary (including scaffolding structures erected for purposes such as filming platforms, scoreboards etc.) works on Council owned or controlled land, the organisation must submit an Improvement Works Application (IWA). The IWA must be accompanied by relevant plans, quotes and other documentation that will enable an assessment to be undertaken by Council. If there is any missing information, the application will be considered incomplete and will not progress until such time as all information has been provided. A fact sheet detailing what documents are required when submitting an application, as well as what type of works require approval, can be found by following the link below.

<https://www.moretonbay.qld.gov.au/files/content/public/services/community-support/community-leasing/community-leasing-improvement-works-application-fact-sheet.pdf>.

Should the information not be provided within 2 weeks, the application may be cancelled.

If after assessment the project is deemed suitable, Council will provide the organisation with a letter of consent stipulating conditions of approval. The permission letter does not grant automatic approval to commence works. The conditions will specify if other approvals such as planning, building and plumbing approvals are required.





The consent letter should be provided to any external contractors used by the club to ensure that the works are completed in accordance with the conditions. Upon completion of the project, all 'as constructed' and warranty information must be provided to Council for record keeping purposes.

To submit an Improvement Works Application, visit www.moretonbay.qld.gov.au/improvementworks.

Asbestos Management Plan

Asbestos has been banned from use in construction activities in Australia since 1989 and completely since 2003. However, buildings constructed prior to these dates may contain asbestos. There is no requirement to remove asbestos from buildings provided the materials remain in place in a bonded, undisturbed form. Council-owned buildings that may contain asbestos have been inspected and an Asbestos Management Plan (AMP) provided to the lessee.

Before any club member, tradesperson or other person undertakes work at a building, they must refer to the Asbestos Management Plan. The Asbestos Management Plan details the actions to be taken prior to conducting works and the actions required should asbestos be present. The Asbestos Management Plan must be kept secure but available for all persons that require access. If the organisation has misplaced its Asbestos Management Plan, please contact the Sport and Recreation Unit sportrecreation@moretonbay.qld.gov.au to obtain another copy. If a building was constructed after 2003, there will be no Asbestos Management Plan.