

Maintenance and servicing guidelines

for Yarriambiack Shire Council
managed recreation facilities





This document provides guidelines to your Community Asset Committee for the maintenance of Yarriambiack Shire Council owned / managed facilities.

Yarriambiack Shire Council
Community Asset Committee (Club)

RESPONSIBILITY SIGNAGE

Advertising and sponsorship signage



The erection and maintenance of all advertising signage must be approved by Council and must meet all regulations and planning requirements.

Any repair to infrastructure and fences that is required due to the installation of signage is the responsibility of the Community Asset Committee.

Entrance Signage



Entrance signage will be installed and maintained by Council

Internal signage, shelving and equipment



If the Community Asset Committee are planning on fixing shelving or equipment to the walls, they need to provide adequate information to inform Council. Council will then assess and advise/approve like any standard tenant arrangement.

INSURANCE

Building insurance



Council will insure buildings owned as they are Council assets.

Contents insurance



Contents not owned by Council must be insured by the Community Asset Committee / Club.

Public Liability Insurance



The Community Asset Committee shall, at all times during the Lease Term, be the holder of a current Public Liability Policy of Insurance in respect of the activities undertaken at the Premises.

FOOD AND BEVERAGE

Liquor licenses



A liquor licence and Responsible servicing of alcohol certificate must be obtained by the Community Asset Committee / Club when selling and serving alcohol.

Food Business Registration



A food business registration must be obtained by the Community Asset Committee / Club prior to food preparation or sales.

Kitchen Equipment



Testing and tagging of kitchen and all other equipment must be arranged by the Community Asset Committee through a licenced electrician.

Council will be responsible for the servicing of fixed kitchen equipment.



Yarriambiack Shire Council	Community Asset Committee (Club)
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RESPONSIBILITY

FOOD AND BEVERAGE

BBQ Maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<p>Club BBQ facilities are the responsibility of the Club and must be cleaned and stored appropriately.</p> <p>Public BBQ facilities installed by Council will be maintained by Council.</p>
Gas bottles		<input checked="" type="checkbox"/>	<p>Indoor storage of gas cylinders should be avoided wherever possible. Cylinders should be stored in a well-ventilated area, secured and upright. Store in a suitable signed area (refer to Code of Practice for the Storage and Handling of Dangerous Goods (Work Safe Victoria), AS 1596-2014.</p>

CLEANING AND TOILETS

Facility Cleaning		<input checked="" type="checkbox"/>	<p>Day to day cleaning of the facility will be completed by the Community Asset Committee / Club.</p> <p>A thorough clean including carpet steam cleans, and a deep kitchen clean should be completed by the Club for change of season handover.</p>
Event use toilets		<input checked="" type="checkbox"/>	<p>Day to day cleaning and supply of all consumables such as toilet paper and hand towels will be managed by the Club / Community Asset Committee for use on event and game days.</p>
Public Toilets		<input checked="" type="checkbox"/>	<p>Public toilets are managed and cleaned by the Recreation Reserve Community Asset Committee.</p> <p>The fixing of a defibrillator to a wall is subject to approval from Council.</p> <p>Ongoing maintenance of the Defibrillator is the responsibility of the Club / Community Asset Committee.</p>
Sanitary Bins		<input checked="" type="checkbox"/>	<p>Community Asset Committee will arrange sanitary bins for all toilets.</p>
Grandstand Cleaning		<input checked="" type="checkbox"/>	<p>Day to day cleaning for game days is to be undertaken by the Community Asset Committee / Club.</p>

RESPONSIBILITY**INTERNAL BUILDING**

General repairs and maintenance		<input checked="" type="checkbox"/>	Day to day maintenance and repairs such as light globes and cobweb removal etc is the responsibility of the Community Asset Committee and must be undertaken by a qualified person.
Ceiling and Internal Walls		<input checked="" type="checkbox"/>	Damage sustained to the ceiling and internal walls as a result of Club activity is the responsibility of the Community Asset Committee / Club.
Floor surfaces and coverings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning of floor surfaces and coverings is Club / Community Asset Committee responsibility. Repair / Replacement of floor surfaces and coverings at the end of economical life is Council responsibility.
Glass and Glazing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning of windows is Club / Community Asset Committee responsibility. Repair and replacement due to Club activity is Club responsibility. Replacement due to breakage as a result of other action or event (ie break-in) is Council responsibility.
Internal Maintenance	<input checked="" type="checkbox"/>		Repairs and faults such as plumbing leaks and electrical faults must be reported to Council by the Club / Community Asset Committee for repair (Repairs \$ 2,000 or more).
Pest Control	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Insect and rodent infestations must be treated by the Community Asset Committee. Pests causing structural damage to a building must be reported to Council for assessment and action.
Memorabilia		<input checked="" type="checkbox"/>	Clubs / Community Asset Committee must obtain Council approval before fixing any memorabilia to the building.
Asbestos removal	<input checked="" type="checkbox"/>		Must be undertaken by qualified, certified contractors arranged by Council.
Defibrillator		<input checked="" type="checkbox"/>	The fixing of a defibrillator to a wall is subject to approval from Council. Ongoing maintenance of the Defibrillator is the responsibility of the Club / Community Asset Committee.
Structural repairs or major maintenance	<input checked="" type="checkbox"/>		Must be reported to Council for assessment and prioritised action.
Keys and Locks	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Council is responsible for all locks and keys to all buildings and structures. Community Asset Committee / Clubs must keep a key register and inform any changes or new keys to Council.
Curtains drapes and blinds		<input checked="" type="checkbox"/>	Community Asset Committee / Clubs are responsible for maintenance and repair to any facility curtains, drapes and blinds.
Cool rooms		<input checked="" type="checkbox"/>	Cool rooms are generally related to the bar and canteen facilities. Fit out is the responsibility of the Community Asset Committee / Club, and to provide consistency and equity to all facilities, cool rooms and fridge maintenance is considered a Community Asset Committee / Club responsibility. The Community Asset Committee must obtain approval from Council for initial fit out of a Cool Room if one is not already installed.
Fridges / Freezers		<input checked="" type="checkbox"/>	Responsibility of the Community Asset Committee / Club to repair, maintain and replace.
Bar Tapware		<input checked="" type="checkbox"/>	Responsibility of the Community Asset Committee / Club to repair, maintain and replace.



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Community Asset
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RESPONSIBILITY

INTERNAL BUILDING

Furniture



Any furniture not fixed to the building is the responsibility of the Community Asset Committee / Club to repair, maintain and replace.

Security Systems



Security Systems must be approved and installed by Council.

Any existing CCTV must have a Privacy Impact Assessment completed and be managed by Council

UTILITIES AND SERVICES

Electricity Consumption



Payments for all operating costs are to be organised and paid by the Community Asset Committee / Club.

Water Consumption



Payments for all operating costs are to be organised and paid by the Community Asset Committee / Club.

Gas Consumption



Payments for all operating costs are to be organised and paid by the Community Asset Committee / Club.

NBN Internet



It is the responsibility of the Community Asset Committee / Club to pay for this service if required.

Heating and Cooling servicing



Six monthly or annual servicing of air conditioning, split system units, electric and gas heaters are required and will be the responsibility of the Council.

Plumbing



Cleaning of blocked toilets and blocked sewerage pipes as a result of Club use / misuse is Community Asset Committee / Club responsibility.

Replacement of tap washers is Community Asset Committee/ Club responsibility.

Replacement of plumbing pipes, fittings, broken toilet bowls, cisterns, taps and sinks subject to Council assessment is Community Asset Committee / Club responsibility.

Drainage repairs / works including broken sewerage pipes, drains and pits is Council responsibility if the damage is not a result of misuse

Essential Safety Measures (ESM)



Council will ensure that all ESM (fire extinguishers, exit lights, paths of travel) complies will regulation standards.



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RESPONSIBILITY

BUILDING SURROUNDS

External painting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Council will undertake painting of buildings if deemed necessary for major maintenance activities, eg to maintain a building with asbestos. Any additional painting requests should be submitted to Council for consideration.
Roof, guttering and spouting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Repairs and replacement requests are to be submitted to Council by the Club. Day to day maintenance of cleaning out guttering and spouting should be arranged by the Community Asset Committee / Club and completed by a qualified tradesperson.
Vandalism and graffiti	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Reports of vandalism and graffiti must be reported to Council and the Police if required.


SPORTS FIELDS

Irrigation maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day to day maintenance of irrigation systems are to be maintained and replaced by the Community Asset Committee / Club.
Irrigation water consumption		<input checked="" type="checkbox"/>	Irrigation water will be managed by the Community Asset Committee / Club.
Wicket preparation and repairs		<input checked="" type="checkbox"/>	Cricket wicket preparation is to be completed by the Club curator. Day to day maintenance and repairs of wickets are also the responsibility of the Club.
Covering of Synthetic wickets		<input checked="" type="checkbox"/>	Sand covering and uncovering will be the responsibility of the Club. Synthetic covering and uncovering are the Club responsibility.
Responsibility of the Club		<input checked="" type="checkbox"/>	Responsibility of the Club.
AFL goal post padding		<input checked="" type="checkbox"/>	AFL goal post padding is the responsibility of the Club.
Line Marking		<input checked="" type="checkbox"/>	Line marking must be completed and maintained throughout the year by the Club.





RESPONSIBILITY	Yarriambiack Shire Council	Community Asset Committee (Club)	
SPORTS FIELD SURROUNDS			
Scoreboard and timekeeper buildings	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day to day maintenance such as software upgrades and hardware repairs, along with structural repair to the scoreboard should be undertaken by the club, in consultation with Council. (Structural repairs may need approval from Council).
Player Shelter maintenance		<input checked="" type="checkbox"/>	Maintain and upkeep of the player shelters is the responsibility of the Club.
Sports Field Fencing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Repairs of sports field fencing is to be undertaken by the Community Asset Committee / Club. Any replacement requests should be submitted to Council for consideration.
Grandstand maintenance	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day to day maintenance and repairs is to be undertaken by the Community Asset Committee / Club. Major structural repair requests should be reported to Council.
Sports Field Lighting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day to day maintenance such as a light globe repair should be arranged by the Community Asset Committee / Club and undertaken by a qualified tradesperson. Major tower faults are to be reported to Council
Spectator seating		<input checked="" type="checkbox"/>	Day to day maintenance of spectator seating with in the Reserve is to be completed by the Community Asset Committee / Club.
Entrance / Ticket boxes	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Day to day maintenance is to be undertaken by the Community Asset Committee / Club. Any significant structural repair requests should be reported to Council.
Footpaths	<input checked="" type="checkbox"/>		Maintained at Council's discretion, in accordance with Council's Footpath Hierarchy and Sport and Recreation Strategy requirements and is subject to budget prioritisation. Request can be made by the Club to Council for consideration.
Car parks	<input checked="" type="checkbox"/>		Maintained at Council's discretion and subject to budget prioritisation. Request can be made by the Club to Council for consideration.
Sports field surrounds mowing		<input checked="" type="checkbox"/>	Maintenance and mowing of sports field and surrounds is to be undertaken by the Community Asset Committee / Club.
Playground auditing	<input checked="" type="checkbox"/>		Playgrounds are Council responsibility and annual auditing will be completed by Council.
Weed removal		<input checked="" type="checkbox"/>	Responsibility of the Community Asset Committee / Club to maintain surrounds.
BOWLING GREENS			
Greens Surface repairs	<input checked="" type="checkbox"/>		Repairs and replacement requests are to be submitted to Council.
Greens surface cleaning		<input checked="" type="checkbox"/>	Operational cleaning is the responsibility of the Community Asset Committee / Club.

RESPONSIBILITY

TENNIS / NETBALL COURTS

Court Surface repairs		Repairs and replacement requests are to be submitted to Council. Council will provide approval if the Community Asset Committee / Club can project manage the works. Works will need to be assessed to ensure they meet legislative requirements and do not expose Council to unnecessary risk.	
Court surface cleaning		Operational cleaning is the responsibility of the Club.	
Netball ring/net/goal padding replacement and repairs		Netball ring/net/goal padding repairs and replacement is the responsibility of the Club.	
Tennis court nets replacement and repairs		Tennis Court net repairs and replacement is the responsibility of the Club.	
Tennis / Netball Lighting			Day to day maintenance such as a light globe repair should be arranged by the Club and undertaken by a qualified tradesperson. Major tower faults are to be reported to Council.
Tennis / Netball Court Fencing		Repairs of court surrounding fences is the responsibility of the Club. Any replacement requests should be submitted to Council for consideration.	

WASTE MANAGEMENT

Rubbish / recycling bins		Rubbish / recycling generated from Club activities must be disposed of in allocated bins located around the facilities. The Community Asset Committee will be provided five recycling, five general waste and five glass bins, any further bins will be at the cost of the Community Asset Committee / Club.	
Waste collection fees		Rubbish / recycling generated from Club activities must be disposed of in allocated bins located around the facilities. The Community Asset Committee will not be required to pay waste collection fees.	
Litter bins			Public bins at reserves are for casual users of the reserve and will be collected by Council's service contractor.
Event Rubbish		Clubs must clean the facility and surrounds following an event and dispose of rubbish in a suitable manner, ensuring compliance with occupational health and safety legislation.	

All building maintenance works are to be reported in a timely manner (within 48 hours) utilising Council's Customer Request Management System (CRM). The CRM system can be accessed by:

- Reporting the matter directly, calling Council's Customer Service number on 03 5398 0100; or
- Lodging the request online via Council's Website – Report an Issue; (Index - Yarriambiack Shire Council (councilwise.com.au) or
- Via Snap Send Solve Application.





Yarriambiack
SHIRE COUNCIL