



This document provides guidelines to the Tenant for the Maintenance of Yarriambiack Shire Council Tempy Memorial Park.

RESPONSIBILITY SIGNAGE



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

Advertising and Sponsorship Signage



Any repair to infrastructure and fences that is required due to the installation of signage is the responsibility of the Committee of Management/Club.

**Entrance Signage** 



Entrance signage will be installed and maintained by Council.

Internal Signage, Shelving and Equipment



If the Committee of Management/Club 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 Committee of Management/Club.

Public Liability Insurance



The Committee of Management 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** 

Kitchen/Electrical Equipment



Testing and tagging of kitchen and all other equipment must be arranged by the Committee of Management/Club through a licenced electrician.

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

Yarriambiack Shire Council Committee of Management (Club)

FOOD AND BEVERAGE continued	(Club)	
		A feed by signed as projection was at the above and by the
Food Business Registration		A food business registration must be obtained by the Committee of Management/Club prior to food preparation or sales
Liquor Licenses		A liquor licence and Responsible Servicing of alcohol certificate must be obtained by the Committee of Management/Club when selling and serving alcohol
		Club BBQ facilities are the responsibility of the Committee of Management/Club and must be cleaned and stored appropriate
BBQ Maintenance		Public BBQ facilities installed by Council will be maintained by Council
Gas Bottles		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 an Handling of Dangerous Goods (Work Safe Victoria), AS 1596-2014
CLEANING AND TOILETS		
		Day to day cleaning of the facility will be completed by the Committee of Management/Club
Facility Cleaning		A thorough clean including carpet steam cleans and/or and a deep kitchen clean should be completed by the Committee of Management/Club for change of season handover.
Event Use/Internal Toilets		Day to day cleaning and supply of all consumables such as toilet paper and hand towels will be managed by Committee of Management/Club for use on event and game days
Public Toilets		Public toilets are managed, cleaned and restocked by Council
Sanitary Bins		Committee of Management/Club will arrange sanitary bins for all toilets.
INTERNAL BUILDING		
General Repairs and Maintenance		Day to day maintenance and repairs such as light globes and cobweb removal etc is the responsibility of the Committee of Management/Club and must be undertaken by a qualified person.
Ceiling and Internal Walls		Damage sustained to the ceiling and internal walls as a result of Club activity is the responsibility of the Committee of Management/Club

INTERNAL BUILDING contin	nued		
Floor Surfaces and			Cleaning of floor surfaces and coverings is Committee of Management/Club responsibility.
Coverings			Repair / Replacement of floor surfaces and coverings at the end of economical live is Council responsibility.
			Cleaning of windows is Committee of Management/Club responsibility.
Glass and Glazing			Repair and replacement due to Club activity is Committee of Management/Club responsibility
			Replacement due to breakage as a result of other action or event (i.e. break-in) is Council responsibility.
Internal Maintenance			Repairs and faults such as plumbing leaks and electrical faults must be reported to Council by the Committee of Management/Club for repair.
			Insect, spider and rodent infestations must be treated by the Committee of Management/Club.
Pest Control			Pests causing structural damage to a building must be reported to Council for assessment and action.
Asbestos Removal	<b>\</b>		Must be undertaken by qualified, certified contractors arranged by Council.
			The fixing of a defibrillator to a wall is subject to approval from Council.
Defibrillator			Ongoing maintenance of the Defibrillator is the responsibility of the Committee of Management/Club.
Structural Repairs or Major Maintenance			Must be reported to Council for assessment and prioritised action.
Mana and Looks			Council is responsible for all locks and keys to all Council owned buildings and structures.
Keys and Locks	<u> </u>		Committee of Management must keep a key register and inform any changes or new keys to Council.
Memorabilia			Clubs / Committee of Management must obtain Council approval before fixing any memorabilia to the building
			Cool rooms are generally related to the bar and canteen facilities. Fit out is the responsibility of the Committee of Management / Club, and to provide consistency and
Cool Rooms			equity to all facilities, cool rooms and fridge maintenance is considered a Committee of Management / Club responsibility.
			The Committee of Management must obtain approval

Yarria	mbiack
Shire	Council

Committee of Management

		(Club)	
			from Council for initial fit out of a Cool Room if one is not already installed.
INTERNAL BUILDING (c	ontinued)		
Bar Tapware			Responsibility of the Committee of Management / Club to repair, maintain and replace.
Curtains, Drapes and Blinds			Committee of Management/Club is responsible for maintenance and repair to any facility curtains, drapes and blinds.
Fridges / Freezers			Responsibility of the Committee of Management/Club to repair, maintain and replace.
Furniture		<b>~</b>	Any furniture not fixed to the building is the responsibility of the Committee of Management/Club to repair, maintain and replace.
Security Systems			The responsibility for security systems depends on the ownership of the building and will be determined on a case-by-case basis after the application and PIA (Privacy Impact Assessment) are reviewed.  For Council-owned buildings, security systems, including CCTV, must be approved, and installed by the Council. Once approved and installed, the Council will be responsible for the monitoring and ongoing maintenance of the system. Committees of Management are not permitted to install their own CCTV or security systems on Council-owned buildings  Committee of Management / Clubs are responsible for the locking of facilities after each use.
UTILITIES AND SERVICE	ES		
Electricity Consumption			Payments for all operating costs are to be organised and paid by the Committee of Management/Club
Water Consumption			Payments for all operating costs are to be organised and paid by the Committee of Management/Club  Water account for the Public Toilets is the responsibility of Council
Gas Consumption			Payments for all operating costs are to be organised and paid by the Committee of Management/Club

**NBN Internet** 

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

Yarriambiack **Shire Council** 

Committee of Management (Club)

#### **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.

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#### **NBN Internet**



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# Plumbing (excluding



Cleaning of blocked toilets and blocked sewerage pipes is Tenant responsibility. Replacement of tap washers is Committee of Management/Club responsibility.

## **Public Toilets)**



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

Drainage repairs / works including broken sewerage pipes, drains and pits is Council responsibility.

#### Septic Tank **Maintenance**



Day to day maintenance must be completed and recorded by the Committee of Management / Club.

#### Septic Tank Repairs



Repairs and replacement requests are to be submitted to Council.

#### **Essential Safety** Measures (ESM)



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

### **BUILDING SURROUNDS**

#### **External Painting**



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.

Repairs and replacement requests are to be submitted to Council by the Tenant.

#### Roof, Guttering and Spouting



Day to day maintenance of cleaning out guttering and spouting should be arranged by the Committee of Management and completed by a qualified tradesperson.

#### Vandalism and graffiti



Reports of vandalism and graffiti must be reported to Council and the Police if required.

SPORTS FIELDS	
Irrigation maintenance	If applicable, irrigation systems are to be maintained and replaced by the Committee of Management / Club.
Irrigation water consumption	Irrigation water will be managed by the Committee of Management / Club.
Wicket preparation and repairs	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	Sand covering and uncovering will be the responsibility of the Club.  Synthetic covering and uncovering are the Club responsibility.
AFL goal post padding	AFL goal post padding is the responsibility of the Club.
Line Marking	Line marking must be completed and maintained throughout the year by the Club.
SPORT FIELD SURROUNDS	
Scoreboard and timekeeper buildings	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	Maintain and upkeep of the player shelters is the responsibility of the Club.
Sports Field Fencing	Repairs of sports field fencing is to be undertaken by the Committee of Management / Club.  Any replacement requests should be submitted to Council for consideration.
Sports Field Lighting	Day to day maintenance such as a light globe repair should be arranged by the Committee of Management / Club and undertaken by a qualified tradesperson.

Major tower faults are to be reported to Council

### Spectator seating



Day to day maintenance of spectator seating with in the Reserve is to be completed by the Committee of Management / Club.

SPORT FIELD SURROUNDS continued	
Entrance / Ticket boxes	Day to day maintenance is to be undertaken by the Committee of Management / Club.  Any structural repair requests should be reported to Council.
Footpaths	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	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	Maintenance and mowing of sports field and surrounds is to be undertaken by the Committee of Management / Club.
Playground auditing	Playgrounds are Council responsibility and annual auditing will be completed by Council.
Weed removal	Responsibility of the Committee of Management / Club to maintain surrounds.
TENNIS / NETBALL COURTS	
Court Surface repairs	Repairs and replacement requests are to be submitted to Council.  Council will provide approval if the Committee of Management / 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 Committee of Management/Club.
Netball ring/net/goal padding replacement and repairs	Netball ring/net/goal padding repairs and replacement is the responsibility of the Committee of Management/Club.

	Yarriambiack Shire Council	Committee of Management (Club)	
Tennis court nets replacement and repairs			Tennis Court net repairs and replacement is the responsibility of the Committee of Management/Club.
Tennis / Netball Lighting			Day to day maintenance such as a light globe repair should be arranged by the Committee of Management/Club and undertaken by a qualified tradesperson.  Major tower faults are to be reported to Council.
TENNIS / NETBALL CO	URTS continued		
Tennis / Netball Court Fencing			Repairs of court surrounding fences is the responsibility of the Committee of Management/Club.  Any replacement requests should be submitted to Council for consideration.
WASTE MANAGEMEN	Т		
Rubbish / recycling bins			Rubbish / recycling generated from Committee of Management/Club activities must be disposed of in allocated bins located around the facilities.  The Committee of Management/Club will be provided with recycling, general waste and glass bins, any further bins will be at the cost of the Committee of Management / Club.
Waste collection fees			Rubbish / recycling generated from Committee of Management/Club activities must be disposed of in allocated bins located around the facilities.  The Committee of Management/Club 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			Committee of Management/Club 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.

