



**Yarriambiack**  
SHIRE COUNCIL

# Maintenance and servicing guidelines

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for Yarriambiack Shire Council  
owned and managed facilities

# This document provides guidelines to the Sub Committee for the Maintenance of Yarriambiack Shire Council owned – Hopetoun Memorial Hall

Yarriambiack Shire Council Sub Committee

## 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 Sub Committee.

### Entrance Signage



Entrance signage will be installed and maintained by Council.

### Internal Signage, Shelving and Equipment



If the Sub 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 Sub Committee 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 Sub Committee.

### Public Liability Insurance



The Sub 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

### Kitchen Equipment



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

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

**RESPONSIBILITY**  
**CLEANING AND TOILETS**

**Facility Cleaning**



Day to day cleaning of the facility will be completed by the Sub Committee.

**Public Toilets**



Day to day cleaning and supply of all consumables such as toilet paper and hand towels will be managed by Council.

**Sanitary Bins**



Council will arrange sanitary bins for all public 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 Sub Committee and must be undertaken by a qualified person.

**Ceiling and Internal Walls**



Damage sustained to the ceiling and internal walls as a result of daily activity is the responsibility of the Sub Committee.

**Floor Surfaces and Coverings**



Cleaning of floor surfaces and coverings is Sub Committee responsibility.

Repair / Replacement of floor surfaces and coverings at the end of economical live is Council responsibility.

**Glass and Glazing**



Cleaning of windows is Sub Committee responsibility.

**Internal Maintenance**



Repairs and faults such as plumbing leaks and electrical faults must be reported to Council by the Sub Committee for repair.

More listed on the following page.

**RESPONSIBILITY**

**INTERNAL BUILDING (continued)**

**Pest Control**



Insect, spider and rodent infestations must be treated by the Sub Committee. Pests causing structural damage to a building must be reported to Council for assessment and action.

Council will undertake termite inspections and action.

**Asbestos Removal**



Must be undertaken by qualified, certified contractors arranged by Council.

**Defibrillator**



The fixing of a defibrillator to a wall is subject to approval from Council.

Ongoing maintenance of the Defibrillator is the responsibility of the Sub Committee.

**Structural Repairs or Major Maintenance**



Must be reported to Council for assessment and prioritised action.

**Keys and Locks**



Council is responsible for all locks and keys to all Council owned buildings and structures.



Sub Committee must keep a key register and inform any changes or new keys to Council.

**Curtains, Drapes and Blinds**



Sub Committee is responsible for maintenance and repair to any facility curtains, drapes and blinds.

**Fridges / Freezers**



Responsibility of the Sub Committee to repair, maintain and replace.

**Furniture**



Any furniture not fixed to the building is the responsibility of the Sub Committee 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.

**RESPONSIBILITY**  
**UTILITIES AND SERVICES**

<b>Electricity Consumption</b>	<input checked="" type="checkbox"/>	Payments for all operating costs are to be organised and paid by the Sub Committee.
<b>Water Consumption</b>	<input checked="" type="checkbox"/>	Power to the Public Toilets will be paid by Council
<b>Gas Consumption</b>	<input checked="" type="checkbox"/>	Payments for all operating costs are to be organised and paid by the Sub Committee.
<b>Heating and Cooling Servicing</b>	<input checked="" type="checkbox"/>	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.
<b>Plumbing/Public Toilets</b>	<input checked="" type="checkbox"/>	Cleaning of blocked toilets and blocked sewerage pipes is Council responsibility.
	<input checked="" type="checkbox"/>	Replacement of tap washers inside the Hall is Sub Committee responsibility.
	<input checked="" type="checkbox"/>	Replacement of plumbing within the Hall e.g. pipes, fittings, taps and sinks subject to Council assessment is Sub Committee responsibility.
	<input checked="" type="checkbox"/>	Drainage repairs / works including broken sewerage pipes, drains and pits is Council responsibility.
<b>Essential Safety Measures (ESM)</b>	<input checked="" type="checkbox"/>	Council will ensure that all ESM (fire extinguishers, exit lights, paths of travel) complies with regulation standards.

**RESPONSIBILITY**  
**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.

**Roof, Guttering and Spouting**

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



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

**Vandalism and Graffiti**

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

**WASTE MANAGEMENT****Rubbish / Recycling Bins**

Rubbish / recycling generated from Sub Committee activities must be disposed of in allocated bins located at the facility.

The Landlord will provide recycling, general waste and glass bins.

**Waste Collection Fees**

Rubbish / recycling generated from Sub Committee activities must be disposed of in allocated bins located at the facility.

The Sub Committee is currently exempt from the waste collection fee.

**Litter Bins**

Public bins located outside the facility are for public use and will be collected by Council's outdoor works team.

Sub Committee to notify Council if bins are overflowing or offensive smelling in nature.

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 Services number on 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.