



Sporting and Community Clubs Fees Policy

Reference Number:	4.28
Type:	Council Policy
Category:	Safety & Community
Relevant Community Plan Outcome:	<ul style="list-style-type: none">• Provide accessible social infrastructure and services that engage our diverse community.• Educate and regulate to enable a safe and healthy environment.
Responsible Officer(s):	Manager Open Space, Recreation and Property
First Issued/Approved:	August 1994
Minutes Reference:	CoS 7/05/2018, Item 3.19
Last Reviewed:	May 2018
Next Review Due:	May 2020
Applicable Legislation:	Local Government Act 1999 Retail and Commercial Leases Act 1995 Associations Incorporations Act 1985
Related Policies:	
Related Procedures:	Sporting and Community Clubs Fees Procedure

1. Purpose

The City of Charles Sturt provides a range of organised sport and recreation facilities and services to the community including sportsgrounds, clubrooms, an indoor recreation centre and community centres. In addition, Council has an extensive network of open space that provides for the unstructured recreational activities of the community.

As the owner of community land Council recognises that it has a key role to play in the provision of a diverse range of recreation and sport facilities in collaboration with local clubs and associations to meet the needs of our changing community. This is one of many services that Council provides which contributes towards the creation of healthy and active communities. We seek to further provide accessible infrastructure and services which engage our diverse community.

2. Scope

The following principles have been developed, in conjunction with the Sporting and Community Club Fees Procedure Document (**Appendix A**), to guide future directions for organised recreation and sport provision within the City and to provide a framework for setting future user fees and charges.

3. **Policy Statement**

- **One of Many Services**

Council's role in the provision of sports facilities like all other Council services must be balanced against the many needs of the community and the vast range of services that it provides. Consequently the extent of Council's involvement in delivering any service will take into account Council's legal obligations and an analysis of the social and economic benefits, community need and relevant trends.

- **Viability of Organised Sport and Recreation**

A number of factors impact on the viability of organised sport and recreation; participation rates for junior organised sport is strong however senior participation numbers have been in decline in recent years as the population ages; there has been a shift to participation in unstructured recreation; people are spending more leisure time focussed around technology and volunteer numbers are in decline.

With projected increases in population along with increased residential densities, sporting clubs will play an increasing role in the health of the community as they promote, encourage and deliver physical activity opportunities to the community.

Council will continue to assist Clubs in seeking recreation and sport grants; in identifying opportunities for new and emerging Clubs or struggling Clubs to share facilities and costs and in coordinating development and training opportunities for club administrators through the Office for Recreation and Sport.

- **Accessibility**

Council plays an important role in providing quality sporting facilities for the community; along with the opportunity for the community to participate in sport in a safe environment and to contribute to the health and well-being of the community through sport.

Sports facilities on community land will be accessible to all residents of the City recognising that some sports surfaces (tennis courts, bowling rinks and the like) need to be protected by locked fencing. However, these facilities should be available to the community by way of hire or social membership.

Where facilities are not available to the community as of right or by way of hire or open membership, a commercial lease will apply and the club will be responsible for 100% of the cost of maintaining the playing surface and surrounds and commercial tenancy principles will apply in regard to the building and all other improvements.

- **Social Inclusion**

In recognition of the diverse community living in the City and of the fact that the City's recreation and sports facilities provide predominantly for traditional male-base sports, social inclusion incentives will be offered to Clubs who provide a diverse range of recreation and sports opportunities, encourage participation by local residents and meet social inclusion targets or other services to people.

- **Social Inclusion (continued)**

Incentives may be offered to Clubs demonstrating the following membership characteristics:

- Resident of the City
- With limited capacity to pay (Resident of low socio-economic areas based on the SEIFA Index)
- Over 60s years of age
- Culturally and Linguistically Diverse (CALD)
- Children under 17 years of age
- Physically and intellectually disabled
- Female

Incentives may come in the form of:

- Rental discounts or
- Prioritising facility upgrade

- **Maximising Facility Usage**

Many of Council's sporting facilities lay idle through the day and are used predominantly on weekends and of an evening. In addition, many are sole-purpose facilities. Considering the collective value of sports assets across the City, their condition and the capacity of Council / Clubs to upgrade them, and the current and future trends in recreation and sport participation; Council aims to strategically locate and provide sport and recreation facilities to maximise community usage.

Incentives and priority will be given to assisting clubs in upgrading facilities which provide for multiple sporting and recreation activity codes, shared social facilities and increasing membership.

No new sports facilities (clubrooms) will be constructed unless as a result of the consolidation of the existing facilities on site.

- **Assets for the Future**

Where a building facility upgrade is requested by a Club, Clubs may jointly fund upgrades or Council may consider fully funding building upgrades that result in:

- Consolidation of assets
- Current legislation compliance
- Higher usage levels of fewer assets
- Multiple-use of facilities
- Increased range of activities, services and programs being offered
- Increased participation particularly by target groups (children and teenagers, aged, disabled, women, people from culturally diverse backgrounds)

Where a substantial upgrade or new facility is to be developed, Clubs must demonstrate social and financial sustainability. Submissions for building upgrades must include:

- A statement of community benefit
- Analysis of relevant trends in population, recreation and sport
- An assessment, by the peak bodies of the relevant sporting codes, of the future building and sport facility requirements (for the codes involved) within the City over the next 20 years
- Assessment of the financial capacity of the Clubs involved (including audited financial statements for the preceding three years of operation)
- A five year forward Business Plan, including financial projections.

In programming building upgrade works and considering requests for building upgrades, Council will work with Clubs to ensure that upgrades are financially, environmentally and socially sustainable.

Where Council is involved in building upgrades and new additions to the buildings the costs to complete the projects will be passed on to the Club as an annual rental increase in accordance with this Policy.

All capital works undertaken on Council buildings will be approved and project managed by Council.

Renewals (Council Programmed)

Property Management will develop a 4 year schedule of works for renewal and replacement of building components. This will be reviewed annually and is subject to change in accordance with Councils Owned Building Asset Management Plan.

All works will be completed by Council following consultation with the Club. In these instances the Annual Licence Fee will increase in accordance with this Policy.

Renewals (Change rooms)

Change rooms including wet area renewals will be replaced to provide unisex facilities in accordance with Council program of works based on a building condition assessment and Councils responsibilities as a building owner ensuring facilities are fit for purpose and support the diversification and ongoing growth of our Clubs.

All works will be completed by Council following consultation with the Club.

There will be no increase in Annual Licence Fee for the changing room component of any programmed renewal works.

- **Land Rent**

Council is the custodian of community land for the use and enjoyment of the residents/ratepayers and visitors to the City. Where a Club provides a service that is open and accessible to the community, no rent will be charged for use of the land. However, where a Club chooses to enclose the facilities, a commercial rent will be applied to the land.

Clubs such as; tennis, bowling, croquet and hockey have 'fine turf' or 'artificial' surfaces. These Clubs who are responsible for providing and maintaining their playing surfaces will receive the land rent free of charge, providing their membership is open to all ages, genders and cultures. It is also a requirement that these Clubs promote their facilities as being available to the community at a reasonable hire fee. This is in recognition of the nature of the infrastructure where an 'open door' policy may result in damage to the playing surface and considerable cost to the Club from both a financial and operational point of view.

- **Building Rent and Maintenance**

Building rental will be based on the equity that Council and/or the Club has in the facility. Where a Club is deemed to have 100% equity in a building maintains the building in line with relevant legislation and successfully complies with building audits, no building rent will apply. Clubs that have no equity in the building will take tenant responsibilities in accordance with their current lease or licence.

Council recognises that component renewal work in accordance with Asset Management Plans is the responsibility of Council as the owner of the property where it will not increase Council equity in the building. This is identified within Attachment B (Guidelines for Maintenance, Repair and Building Upgrades for Council Owned Sporting Clubs). In the case of major renewal/upgrade works the rental will be recalculated based on the equity in the building in accordance with the policy.

Leased/licensed premises shall be inspected by Council staff annually or at such other times as considered appropriate. Any works identified in these inspections that is deemed to be the responsibility of the Club must be completed within 21 days by a licensed tradesperson. If the work is not completed within this timeframe Council will undertake the work and recoup all costs from the Club.

- **Ground Maintenance Service Levels**

Ground maintenance service levels will be defined and agreed with Clubs recognising that service levels may vary between sites depending on the level of use of the ground, the soil profiles, the sporting code and the grade of sport being played. Where additional services are required by the Club, full cost recovery will be applied for the additional services provided.

Ground rent will be based on the costs differential between maintaining a recreational surface and a sports surface. The ground maintenance fee will be fixed for each sporting code at a standard relevant to each Club.

In the case of fine turf (cricket wickets, lawn tennis, lawn bowls and croquet) and hard court surfaces, these will be maintained and upgraded at the Clubs expense.

Current inequities in relation to turf wicket maintenance, lawn tennis court and croquet maintenance will be remedied by either handing over maintenance responsibilities to the Clubs or achieving full cost recovery for an agreed service level.

- **Ancillary Facility Maintenance**

Ancillary facilities (such as sports lighting, sight screens, scoreboards, sports fencing and so on) will be the responsibility of the Clubs to provide and maintain. The facilities will be audited by Council and Clubs will be instructed of any actions required as a result of the audit.

Where Clubs fail to undertake work specified in the audit, Council will undertake the work and charge the Club accordingly.

- **Poker Machines**

The City of Charles Sturt does not support the introduction of gaming machines into a club premises on Council owned land. Clubs that are associated with an organisation that holds a Gaming Machine Licence and derives a financial benefit from that association will be deemed commercial in nature and therefore pay a commercial rent for the property occupied. Additionally, Council will not underwrite any loans for the purpose of construction of infrastructure to accommodate gaming machines or for the purchase of gaming machines.

In the likelihood that a Club does apply for a gaming machine licence (s) on privately owned land, each application is to be considered in the light of the following:

1. The physical infrastructure, both within and around the club premises.
2. The total financial profile of the club.
3. The possible financial implications on other clubs on Council owned premises within its geographic locality or where it can be clearly demonstrated that the introduction of gaming machines will have serious financial ramifications for other clubs on Council premises in that vicinity, no approval will be granted.
4. The Statement of Intent provided by the club outlining the manner in which it will operate its licence.
5. Written undertaking that it will continue its licence in accordance with Statement of Intent.

- **Professional/Commercial Clubs**

Recreation and sporting clubs are finding it increasingly difficult to attract volunteers to help with coaching, administration and maintenance. Council acknowledges that some amateur clubs now offer players and volunteers some type of remuneration to cover expenses related to their services. If the profits gained from a commercial activity are not reinvested into the Club facilities or sport then the Club may be deemed as being commercial in nature and a negotiated rent for the property occupied may apply.

- **Naming Rights**

It is acknowledged that Council holds the naming rights to all sporting facilities on Council-owned land.

- **Expectations of Clubs Occupying Community Land**

Clubs occupying Community land will be expected to promote their activities in a safe and supportive environment. Council Administration will endeavour to put in place educational programs and opportunities that encourage and assist Clubs.

In the event of a Club being found guilty of committing an action or offence considered 'significant' that results in a penalty being enforced by either a State or National Association or the SAPOL, the Club will be given a formal warning from Council. If a total of three formal warnings are received within any 'five' year period the Club may be required to relinquish their licence subject to Council consideration.'

- **Subletting**
The Licensee shall not sublet or sublicense the club or any part of the Premises without Council's written consent and any sublease or sublicense must be on terms and conditions satisfactory to Council.

4. **Definitions**

N/A



Appendix A

Sporting & Community Clubs Fees Procedure

Reference Number:	
Classification	Internal Procedure
First Issued/Approved:	August 1994
Review Frequency:	Annually
Last Reviewed:	May 2018
Next Review Due:	May 2020
Responsible Officer(s):	Manager Open Space and Recreation
Council File Reference:	
Applicable Legislation:	Local Government Act 1999 Retail and Commercial Leases Act 1995 Associations Incorporations Act 1985
Relevant Policies:	Sporting & Community Clubs Fees Policy Sporting & Community Club Loan Guarantee Policy
Related Procedures:	
Compliance Standard:	

1. Purpose

The City of Charles Sturt recognises the community value of the dynamic network of sporting and community clubs within the City and its role in facilitating some of these clubs by the provision of recreational infrastructure.

To establish a balance between access to and a reasonable contribution towards the development and maintenance costs of these facilities Council has adopted a fee structure which applies to all new and renewed licences and leases issued to sport and community clubs occupying Council owned land.

2. Procedure

The Lease/Licence Fee payable will have three components:

2.1. Land Rental

To be calculated using the following formula:

(size playing surface x average value/square metre) x 2%

Where a facility is 'non-exclusive' the land rent will be discounted 100%. This would include all turf sports grounds that remain open and freely available to the community when not being used by the Club. It also includes tennis, bowling and croquet clubs which can demonstrate to Council that membership is open to the community at large and that playing surfaces are available for hire to the community.

2.2. Ground Maintenance

To be calculated using the following formula:

Average size of playing surface per sporting code x Square metre 'differential costs'.

Note: The differential cost is the difference between the cost of maintaining a recreation surface and a sportsground surface of varying standards (AAA, AA).

2. 2.1 Average Size of Playing Surface per (Australian Government Sports Commission 1998)

Football (Australian Rules)	20,800sqm
Football (Soccer)	7,300sqm
Cricket	14,000sqm
Rugby Union	7,000sqm
Lacrosse	5,500sqm
Baseball	10,300sqm
Croquet	1,500sqm
Hockey	4,800sqm

2.2.2 Defined service levels for each of the sporting facilities maintained by Council will be established using the following classifications (i.e. AAA, AA) for grass based sports. The ground service levels for each facility will be defined by the current utilisation and the level of sport being played. A defined per square metre maintenance cost for an average recreational reserve will also be used as a base for the differential cost.

The dollar figure value for square metre maintenance costs for each classification is as follows:

Ground Service Levels (**Attachment A**)

Sportsground AAA	\$1.04m ²
Sportsground AA	\$0.73m ²
Recreational Reserve	\$0.28m ²

Calculate the average square metre cost for maintaining a sportsground ground compared to a recreational reserve.

Eg. \$0.73 (Sportsground AA) – \$0.28 (Open space) = \$0.45

The ground rent is to be based on the differential cost per square metre multiplied by the average area of land occupied by a particular code.

eg Football (Australian Rules) @ Service Level AA
= 20,800sqm x \$0.45 = \$9,360 per annum

Where the Club shares the facility with a summer sport the total cost for 6 months would be \$4,680.

Clubs having more than one sportsground on the same site will pay maintenance costs on a sliding scale
2nd Ground 50% of maintenance costs
3rd Ground 75% of maintenance costs.

Clubs will be charged 100% for any additional services undertaken on the sportsground in accordance with the Fees and Charges register.

Ground maintenance charges will be adjusted annually by movements in the Consumer Price Index, with a major differential cost review being conducted every 3 years.

2.3. Building Rental

Building Rent is based on 2.5% of Council's equity in the building as per its current book value. No rent will be charged on the equity apportioned to the club.

For example the building's current book value is \$100,000

1. Council has 0% equity. Rent = \$100,000 x 0% x 2.5% = \$0
2. Council has 100% equity. Rent = \$100,000 x 100% x 2.5% = \$2,500
3. Council has 50% equity. Rent = \$100,000 x 50% x 2.5% = \$1,250

Any capital works in excess of \$5,000 undertaken on the building by Council will change the equity percentage that Council holds.

For example if Council were to spend \$50,000 on a building where the Club originally had 100% equity, therefore raising the total current book value to \$150,000, the three scenarios change as follows:

1. The club now has 67% equity in the building and Council has 33%. Therefore, rent = \$150,000 x 33% x 2.5% = \$1,238
2. Council has 100% equity. Rent = \$150,000 x 100% x 2.5% = \$3,750
3. Council now has 67% equity in the building. Rent = \$150,000 x 67% x 2.5% = \$2,512.

For the purpose of calculating rent, any State or Federal funding received by Clubs for capital improvements will be shown as equity for the Club not Council. Any expenditure incurred to Council by imposing building sustainability concepts within the scope of any building capital works will not impact on the Clubs equity within the building.

Clubs will be responsible for the day to day maintenance of their building in accordance with their current lease or licence conditions (**Attachment B**) and will be charged 100% for any additional maintenance undertaken by Council.

Building Rental charges will be adjusted annually by movements in the Consumer Price Index with a review of the equity adjusted book value occurring every year.

2.4. Capital Projects - Clubrooms

Council's Open Space, Recreation and Property Department will annually assess each clubroom to determine which buildings should be considered for capital works for the following year.

Criteria used to assess the condition of the building include:

Property Criteria:

- WHS, Building Code of Australia, Health Act - Does the building provide a safe environment?
- Disability Discrimination Act - Does the building provide accessible services?
- Asset Management Plan for Sporting & Recreation Buildings – Is an upgrade consistent with work identified in Council's Asset Management Plan?
- Sustainability- Does the building provide services or infrastructure that assist in sustainability?

Open Space & Recreation Criteria:

- Target groups / Female participation - Does the Club have programs or participation numbers for juniors/females/new Australians/seniors?
- Membership - Does the Club(s) have an open and accessible membership?
- City of Charles Sturt residents - What percentage of members reside within the City of Charles Sturt?
- Size of Club – is the Club growing, stagnant or stable
- Multi-use of facilities – Is there more than one sport being played from the facility? Is there community use of the facility?
- Level of sport being played
- Financial Capacity of the Club – Does the Club have the financial capacity to sustain an increase in building rent resulting from the capital upgrade? (this evaluation will be undertaken in collaboration with the Club)

An information report will then be tabled to Council's Asset Management Committee highlighting the top three (3) buildings due for capital improvements for the following financial year. This report will trigger discussion with the Club to discuss the proposed scope of the project and the Clubs capacity to pay any proposed rental increase.

If a Club initiates a facility upgrade, staff will conduct an initial appraisal in conjunction with the Club to evaluate the proposal against the principles outlined in the Policy and report the outcomes to Council for consideration in future budget submissions. If there is a demonstrated public benefit, minimal financial risk to Council, and if the conditions of the annual rental are acceptable to the Club then staff will prepare a budget submission for Council to consider in the following financial year.

2.5. Renewals – Change Rooms

Council's Open Space, Recreation and Property Department will annually assess the change room facilities to confirm the condition rating and prioritise which facilities should be considered for capital renewal works for the following year in accordance with the program of renewals endorsed by Council at its Corporate Services Committee meeting held 07/05/2018.

Design works will be commissioned and works undertaken the following year in consultation with the Club. Works will be prioritised in accordance with budgeted amounts outlined in Council's Asset Management Plan and Long Term Financial Plan.

2.6. Social Inclusion Discounts

The initial rent payable by the Club will be based on land rental and a combination of both ground maintenance and building rental costs. Additional discounting may be applicable to the Club through social inclusion incentives. Clubs will receive a further percentage discount on their annual rental if they can demonstrate that they are actively achieving the following:

- Socially Disadvantaged: The discount is dependant upon the Club providing evidence that 25% of their members receive a Federal Government Allowance, and that the Club offers such individuals a reasonable discount to the normal membership fee. Where Clubs can show that more than 50% of their members receive a Federal Government allowance, an additional Socially Disadvantaged Discount may be offered at the discretion of the Finance Committee (5%).
- Junior membership (17 years and under) positively outweighs senior membership (5%).
- Women/ Non-English speaking/ Disabled/ Over 60's: Clubs that have an active playing membership for anyone of these two categories (5%).
- More than 75% of members reside in the City of Charles Sturt (5%)
- Club Development Initiatives: The discount is dependant upon Clubs participating in Federal Government Initiatives (eg. Good Sports) and/or State Government Initiatives (e.g. Office for Recreation & Sport Grants and Club Development Programs) in order to encourage the growth of their Club and the development of their sport within the City of Charles Sturt. (5%)

Clubs will be required to apply for these discounts annually with applications being assessed in conjunction with their rental review. This application will need to be returned two months prior to the review date.

2.7. Hardship

Where a Lessee or Licensee is able to produce evidence that the fee will cause undue hardship (after Social Inclusion discounts are offered) then the Lessee or Licensee can make an application to Council's Committee. This Committee is authorised to negotiate with individual clubs on application, to determine a recommended additional Social Inclusion Discount.

2.8. Implementation

It is recognised that the rental arrangements of some clubs may increase when placed on the new policy or following a significant building upgrade. In such situations the new rental structure will be phased in equally over a period of five years with the first rental being no greater than the current rental plus CPI.

3. References

4. Attachments

Sportsgrounds Maintenance - AA						
ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	COST	FREQUENCY PER ANNUM
1.1	Mow ing (April - August)	m ²	20000	\$0.09	\$1,762	21
1.2	Mow ing (September - March)	m ²	20000	\$0.13	\$2,601	31
2	Topdressing (10 tonne washed sand / 10 tonne sandy loam)	m ²	20000	\$0.13	\$2,609	52
3	Irrigation maintenance	item	31	\$48.96	\$1,518	31
4	Water table detailing	lm	520	\$5.16	\$2,686	12
5.1	Coring - spring	m ²	20000	\$0.02	\$358	1
5.2	Coring - pre winter	m ²	20000	\$0.02	\$358	1
6.1	Fertilising - pre summer (100% application rate)	m ²	20000	\$0.06	\$1,228	1
6.2	Fertilising - pre winter (100% application rate)	m ²	20000	\$0.06	\$1,228	1
7	Scarifying	m ²	20000			nil
8	Broadleaf weed control (burr medic) - September	m ²	20000	\$0.01	\$226	1
9.1	Pesticide treatment (black beetle & bill bug) - Nov / Dec	m ²	20000	\$0.08	\$1,593	1
9.2	Pesticide treatment (bill bug) - Jan / Feb	m ²	20000			nil
10	General weed control - herbicide	lm	520	\$0.44	\$229	5
11	Litter collection	item	52	\$14.16	\$736	52
12	Soil test	item	1	\$119.35	\$119	1
				Total	\$17,253	
				m2	20000	
				rate per m2	0.86	
				Minus Water table	\$14,567	
				m2	20000	
				rate per m2	0.73	

Sportsgrounds Maintenance - VARIANCES

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	COST
1.1	Linemarking - Football - initial	item	1	\$606.77	\$607
1.2	Linemarking - Football - follow up A's & B's	item	1	\$100.49	\$100
1.3	Linemarking - Football - follow up U/17 & U/19	item	1	\$83.08	\$83
1.4	Linemarking - Soccer - initial	item	1	\$486.62	\$487
1.5	Linemarking - Soccer - follow up	item	1	\$95.49	\$95
1.6	Linemarking - Soccer Modified - initial	item	1	\$363.46	\$363
1.7	Linemarking - Soccer Modified - follow up	item	1	\$66.37	\$66
1.8	Linemarking - Cricket - initial	item	1	\$200.75	\$201
1.9	Linemarking - Cricket - follow up	item	1	\$88.60	\$89
2.0	Football goals - removal	set	1	\$261.35	\$261
2.1	Football goals - installation	set	1	\$454.62	\$455
2.2	Soccer goals - removal	set	1	\$174.23	\$174
2.3	Soccer goals - installation	set	1	\$340.96	\$341
3.0	Cricket Wicket - Hard - uncover	item	1	\$269.88	\$270
3.1	Cricket Wicket - Hard - cover	item	1	\$568.54	\$569
4.0	Cricket Wicket - turf - super sopping	item	1	\$111.15	\$111
5.0	Football - verti drain (Woodville Oval only as all irrigation located)	item	1	\$1,652.65	\$1,653
6.0	Linemarking - Irrigation - Events	hour	1	\$67.08	\$67
7.0	Soccer goal sleeves - installation	set	1	\$865.29	\$865
7.1	Soccer goal sleeves - removal of old	set	1	\$235.31	\$235
8.0	Rugby goals - relocation of	set	1	\$1,144.92	\$1,145
9.0	Football goals - new sleeves	set	1	\$1,341.47	\$1,341
10.0	Resodding ie: goal mouths / coaches boxes	m ²	40	\$28.47	\$1,139
11.0	Baseball mound - remove	item	1	\$256.70	\$257
12.0	Black soil - supply & deliver	kg	600	\$0.23	\$137
13.0	Cricket Wicket - turf - pre season preparation (average of 4 strips per square)	square	1	\$1,380.91	\$1,381
14.0	Cricket Centre Wicket - weekly preparation (6 month period)	strip	1	\$12,415.01	\$12,415
15.0	Cricket Practice Wicket - weekly prep (6 month period) (inc 2 x renovation)	banks	2	\$4,970.40	\$9,941
16.0	Croquet Green - maintenance	green	2	\$3,858.62	\$7,717
Notes:	1 square = 4 strips	Wicket prep - \$335			
	1 strip is 73.2m ²				
	1 square = 292.8 m ²				
	\$3.45 per m ²				
13.0	Cricket Wicket - turf - pre season preparation (average of 4 strips per square)	m ²	292.8	\$4.72	\$1,381

Attachment B - Guidelines for Maintenance, Repair & Building Upgrades For Council Owned Sporting Clubs

In order to clearly identify who is responsible for building maintenance of Council's Sporting Club Buildings; Property Management have developed this list of maintenance items. The list specifies if maintaining and repairing the items is the responsibility of Council, or the Club.

Please note: This list may be reviewed at Council's discretion as per the Memorandum of Lease / Licence, maintenance and repair clause.

Description	Council	Club
Air Conditioning		X
Bar facilities – Pipes / Tap		X
Bar fridges/Cool Rooms		X
Blinds/Curtains Install / Replace / Maintain		X
Building Doorways		X
Ceilings		X
Loose Furniture		X
Dishwasher / Glass washer		X
Doors & Doorways		X
Downpipes Replacement due to rust	X	
Downpipes Leaks / Damaged / Blocked		X
Electrical Supply Metre Board / Switch Boards	X	
Electrical Switches & Power Points Replace / Maintain		X
Emergency / Exit Light(s) Maintain / Replace / Record Keeping		X
Exhaust Fan(s) Repair / Maintain		X

Description	Council	Club
Fencing & Gates – around compounds Repair/ Maintain		X
Fire Blanket(s) Install/Replace/Maintain/Record Keeping		X
Fire Detection & Alarms (where required by legislation) Install	X	
Fire Detection & Alarms Replacement / Maintain / Record Keeping		X
Fire Extinguisher(s) (where required by legislation) Install	X	
Fire Extinguisher(s) Replacement / Maintain / Refill / Record Keeping		X
Fire Hose Reel(s) (where required by legislation) Install / Replacement due to test failure	X	
Fire Hose Reel(s) Replacement due to stolen / vandalism / Maintain / Record Keeping		X
Fire Hydrant(s) (where required by legislation) Install / Replacement due to test failure	X	
Fire Hydrant(s) Maintain / Replacement due to damage / Record Keeping		X
Fixed RCD's (Residual Current Device or common name Earth Leakage Switches) Maintain / Replace / Record Keeping		X
Floor Coverings - Carpet / Vinyl Replace / Maintain		X
Gas Supply / Pipes Repair / Damaged		X
Glass – Breakage 50% Council / 50% Club		X

Description	Council	Club
Grab Rails in Access Toilets Maintain / Replace		X
Grease Arrestor Install Maintain as per SA Water requirements		X X
Gutters Replacement due to rust	X	
Gutters Repairs/Leaks / Damaged / Blocked		X
Hand Drying Facilities (Electric or Paper Towels) Install / Replace Maintain / Replacement due to damage		X X
Hot Water Service Maintain / Repair		X
Kitchen Benches Cupboards Stoves Dishwasher Range hood Extraction Fan(s) Repair / Maintain / Complies with the Statutory Requirements		X
Lighting (Exterior Security Attached to Building) Maintain		X
Lighting (Internal) - Existing Maintain / Replacement		X
Locks & Keys and Door Furniture/Hardware Council Code System - Install / Replace / Maintain	X	
Locks & Keys and Door Furniture/Hardware Non Council Code System - Install / Replace / Maintain		X
Mirror(s) (Bar) Replace / Maintain		X

Description	Council	Club
Mirror(s) (Bathrooms) Replace / Maintain		X
Paintwork External – Refer to Item 11 of Licence Internal – Refer to Item 11 of Licence		X X
Partitions		X
Pest Control White Ant Treatment All other pests: i.e. Vermin / Bees / Black Ants, etc.		X
Record Keeping Provide & maintain records of tests and maintenance as per Statutory Requirements. For example: Fire Extinguishers / Emergency & Exit Lighting / Air Conditioners / RCD's. Essential Services Log Book for above record keeping as per Aust. Standards 1851		X
Roof Leaks, Loose Iron or Broken Tiles		X
Security Alarm System Install Replace / Repair / Maintain / Monitor		X X
Sewer Pipes Replace	X	
Sewer Pipes Blockages		X
Soap Dispensers Install / Replace / Maintain		X
Space/Gas Heating Repair / Maintain		X
Staircase Repair/Maintain		X
Tapware Replace/Leaking / Dripping		X

Description	Council	Club
Tiles – Ceramic Floor or Wall Grouting and/or Tiles coming off Damaged		X
Toilet Cistern – Leaking / Damaged		X
Toilet Pan Damaged/Loose on Floor/Replace		X
Toilet Roll Holders Install / Replace / Maintain		X
Verandah(s) (Existing) Repair/ Maintain		X
Walls – External/Internal Repairs / Damaged		X
Water Supply / Pipes Repair / Damaged		X
Windows Repair/Maintain		X

Please Note:

1. Any vandalism needs to be reported to the Police (obtain Report Number) and Council. Council will secure the premise, if required, and assess repairs.
2. Assessment by Council is subject to capital funding being allocated as part of Council's budgetary process.