



Sporting and Community Clubs Fees Policy

Reference Number:	4.28
Type:	Council Policy
Category:	Safety & Community
Relevant Community Vision Outcome:	<u>Vibrant Places</u> • Our spaces are unique, creative, interesting and engaging. • Our City is recognised as a centre for sport, events and for bringing people together. <u>Local Neighbourhoods</u> • We create local connection within and between neighbourhoods. • Our families, friends and neighbours create memories together. <u>Connecting & Belonging</u> • Our community has access to spaces, services and support when needed. • Our City is a place where everyone can be healthy and safe. • We create opportunities for communities to collaborate, engage and connect. • Our communities have a voice and feel respected and valued. • We support and value diversity. <u>Valuing Nature</u> • Our beaches, open spaces and waterways invite reflection and wellbeing.
Responsible Officer(s):	Manager City Property and Open Space
First Issued/Approved:	August 1994
Minutes Reference:	CoS 7/09/26 Item 4.3
Last Reviewed:	September 2026
Next Review Due:	September 2028
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.

We are committed to the responsible management of community facilities by being consistent, equitable and transparent with Council's licence arrangements, in order to maximise community benefit.

2. Scope

The aim of the Policy is to ensure an equitable and consistent approach to licences which encourage high utilisation rates, diversity of use and supports organisations occupying Council facilities to be sustainable. Council will ensure facilities are fit for purpose and the terms and conditions of licences are equitable, consistent, support good governance, accountability and optimise the use of Council facilities.

The following principles have been developed, in conjunction with the Sporting and Community Club Fees Procedure Document (**Appendix A**) and guide the provision and management of Council owned facilities.

3. Policy Statements

3.1 Participation & Club Development

This category recognizes activities that strengthen the club and increases participation opportunities:

- Governance education and training
- Coach, official and volunteer development
- Participation and recruitment programs
- Actively pursuing grant and other external funding
- Strategic planning
- Facility and equipment improvements

3.2 Inclusion & Accessibility

This category recognizes clubs that actively remove barriers to participation:

- Gender-inclusive participation
- Participation across all ages
- Participation by people with a disability
- Participation by First Nations people
- Engagement with culturally and linguistically diverse (CALD) communities engagement
- Support for people experiencing financial hardship
- Child-safe policy and practices

3.3 Community Benefit & Alignment

This category recognizes the broader contribution clubs make to the community:

- Increasing participation in sport and recreation
- Supporting community connection and social wellbeing
- Promoting healthy and active lifestyles

- Providing safe and welcoming environments
- Strengthening club sustainability and leadership

3.4 Facility Utilisation

This category recognizes effective use of Council-owned facilities:

- Hours/days of use per week
- Sub-hiring and shared use
- Event hiring
- School or other community group use

3.5 Governance & Operations

Meeting key administrative functions including:

- Lodging audited financial statement
- AGM minutes provided with a current committee elected and operating
- Current strategic or business plan
- Proof of necessary insurances
- Building maintenance obligations being met
- Alignment with associated governing body

3.6 Environmental Sustainability

Actively participating in initiatives to improve environmental sustainability:

- CCS Community Renewables Program

3.7 Emergency Service Providers

The existing Sporting and Community Club Fee Policy recognises sporting clubs and their varying levels of contribution to different sectors of the community including demographic and gender diversity; accessible facilities and inclusion; and club members from varying socio-economic backgrounds. It is also considered relevant to recognise the unique nature of the SLSC's as Emergency Service Providers within our community

Incentives will be offered to our Surf Life Saving Clubs to make application on a case-by-case basis for an additional 10% discount to licence fees.

4. Renewal Works

4.1 Renewals (Council Programmed)

The 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.

4.2 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.

4.3 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 are responsible for providing and maintaining their playing surfaces, and 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.

When such surfaces are at the end of their useful life, clubs will be responsible for the renewal works. This is in recognition that clubs are not being charged land rent, and that this money otherwise payable should be placed into a sinking fund to ensure clubs may afford to undertake such works at the relevant time.

4.4 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.

Social Inclusion Discounts may be received based on meeting relevant criteria outlined in **Appendix C**.

Council recognises that component renewal work in accordance with Asset Management Plans is the responsibility of Council as the owner of the property, and as such 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 this 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.

4.5 Ground Maintenance Service Levels

Council will set and maintain base ground maintenance service levels across all sites, informed by factors including usage levels, soil profile, sporting code and level of competition. Any maintenance or service provision requested by a Club that exceeds Council's base service level will be delivered on a full cost recovery basis.

Where Council determines that ground wear, damage or deterioration has occurred as a result of club mismanagement, inappropriate use, or use beyond agreed parameters, all associated rectification and reinstatement costs will be fully recovered from the Club.

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. When such surfaces are at the end of their useful life, clubs will be responsible for the renewal works. This is in recognition that clubs are not being charged land rent, and that this money otherwise payable should be placed into a sinking fund to ensure clubs may afford to undertake such works at the relevant time.

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.

4.6 Ancillary and Associated Infrastructure

Ancillary facilities (such as minor sports lighting and fencing, sight screens, scoreboards, coaches boxes, practice nets, storage sheds and the like) will be the responsibility of the Clubs to provide, replace and maintain. The facilities will be placed on Councils Asset Register and audited by Council. To ensure the safety of the community, 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.

Council recognises the significant cost of such works and may, through an annual budget bid application process, contribute up to 50% of the cost of Ancillary and Associated Infrastructure works over \$10,000. Funding is for small to intermediate sporting infrastructure needs only – Not major club redevelopments or extensive capital works. Clubs are expected to contribute financially and/or seek additional funding from State or national sporting bodies, the Office for Recreation, Sport & Racing or other relevant grant programs to enable projects to proceed.

Applications will be considered on a case-by-case basis and must be received no later than 30 November each year for consideration as part of the annual budget process for potential project support in the following financial year.

4.7 Ecologically Sustainable Design

Council declared a Climate Emergency in late 2019 and is committed to reducing negative impacts of climate change on our community and assets.

Council's buildings and facilities provide opportunity to both reduce carbon emissions and improve their comfort and useability for the benefit of our community, including sporting and community clubs, over the longer term. Council also has a strong commitment to growing the Circular Economy through its operations.

Council has developed Ecologically Sustainable Design (ESD) Guidelines for new buildings and refurbishments and building maintenance activities to outline council's expectations for how council's building assets will be built and maintained.

Council will work with Licensees to meet these environmental standards and will require they are addressed when major renewal works or capital upgrades, and/or maintenance activities, are undertaken. Licensees are encouraged to contact Council representatives to discuss how these requirements will apply to any such project/work.

4.8 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.

4.9 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.

4.10 Naming Rights

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

4.11 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.'

4.12 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.

4.13 Signage

All signage requires the consent of Council unless where signs do not exceed 2m², are of a temporary nature and face inwards to the site.

5. 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:	September 2026
Next Review Due:	September 2028
Responsible Officer(s):	Manager City Property and Open Space
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	\$1.26m2
Sportsground AA	\$0.87m2
Recreational Reserve	\$0.32m2

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

E.g. $\$0.87$ (Sportsground AA) – $\$0.32$ (Open space) = $\$0.55$

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.

e.g. Football (Australian Rules) @ Service Level AA
 = $20,800\text{sqm} \times \$0.55 = \$11,440$ per annum

Where the Club shares the facility with a summer sport the total cost for 6 months would be $\$5,720$

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

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 = $\$150,000 \times 33\% \times 2.5\% = \$1,238$
2. Council has 100% equity. Rent = $\$150,000 \times 100\% \times 2.5\% = \$3,750$
3. Council now has 67% equity in the building. Rent = $\$150,000 \times 67\% \times 2.5\% = \$2,512$.

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.

Clubs may apply for additional discount to this policy in accordance with the Social Inclusion Discounts contained within **Appendix C**

2.4. Capital Projects - Clubrooms

Council Building Asset Management Plan guides the ongoing renewal of all Council buildings, including clubrooms.

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)

In addition, consideration should be given to the club's ability to comply with the Social Inclusion Criteria outlined in **Appendix C**:

- Participation & Club Development
- Inclusion & Accessibility Community Benefit & Alignment
- Facility Utilisation
- Governance & Operations Environmental Sustainability
- Emergency Service Provider

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 Building Asset Management Plan guides the ongoing renewal of all Council buildings, including change rooms.

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 Councils 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 discount incentives. Clubs will receive a further percentage discount on their annual rental if they can demonstrate that they are actively achieving the following and are able to demonstrate the following criteria are achieved in accordance with **Appendix C**:

Subsidy Criteria

- Participation & Club Development (10%)
- Inclusion & Accessibility (10%)
- Community Benefit & Alignment (10%)
- Facility Utilisation (10%)
- Governance & Operations (10%)
- Environmental Sustainability (20%)
- Emergency Service Provider (10%)

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.

Attachment A - Ground Service Levels

SPORTSGROUNDS MAINTENANCE - COST SUMMARY	AAA	AA
Mowing (April - August)	\$ 2,430	\$ 2,430
Mowing (September - March)	\$ 3,588	\$ 3,588
Topdressing (washed sports sand)	\$ 7,964	\$ 3,982
Irrigation maintenance	\$ 1,691	\$ 1,691
Water table detailing	\$ 3,933	\$ 3,933
Coring - spring	\$ 497	\$ 497
Coring - pre winter	\$ 497	\$ 497
Fertilising - pre summer (100% application rate)	\$ 1,184	\$ 1,184
Fertilising - pre winter (100% application rate)	\$ 1,184	\$ 1,184
Scarifying	\$ 3,786	NA
Broadleaf weed control (burr medic) - September	\$ 293	\$ 293
Pesticide treatment (black beetle & bill bug) - Nov / Dec	\$ 555	\$ 555
General weed control - herbicide	\$ 351	\$ 351
Litter collection	\$ 1,019	\$ 1,019
Soil test	\$ 163	\$ 163
Total Maintenance Cost	\$ 29,136	\$ 21,368
Total Maintenance Cost excluding Water Table Maintenance	\$ 25,203	\$ 17,435
SQM rate (2 ha)	\$ 1.26	\$ 0.87
Reserve Maintenance (mowing rate)	\$ 0.32	\$ 0.32
Sportsground Maintenance Rate	\$ 0.94	\$ 0.55

Sportsgrounds Maintenance - Variances (outside Fees & Charges)

ITEM	DESCRIPTION	UNIT	QUANTITY	RATE	COST
1.1	Topdressing (50 tonne)	tonne	50	\$78.90	\$3,945
1.2	Coring - spring	m ²	20000	\$0.04	\$844
1.3	Fertilising - (100% application rate)	m ²	20000	\$0.06	\$1,129
1.4	Fertilising - (50% application rate)	m ²	20000	\$0.03	\$565
1.5	Scarifying	m ²	20000	\$0.14	\$2,781
1.6	Broadleaf weed control (burr medic) - September	m ²	20000	\$0.02	\$353
1.7	Pesticide treatment (black beetle & bill bug) - Nov / Dec	m ²	20000	\$0.02	\$354
1.8	Cricket Wicket - Hard - uncover	item	1	\$628.45	\$628
1.9	Cricket Wicket - Hard - cover	item	1	\$865.92	\$866
2.0	Rugby goals - relocation of	item	1	\$2,809.10	\$2,809
2.1	Football goals - new sleeves	set	1	\$2,864.71	\$2,865
2.2	Resodding ie: goal mouths / coaches boxes	m ²	40	\$65.69	\$2,628
2.3	Black soil - supply & deliver	kg	600	\$0.53	\$318
3.0	Croquet Green - maintenance	green	2	\$9,574.25	\$19,149

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 – Evaporative Cooling/ Reverse Cycle Replace Repair / Maintain	X	X
Bar facilities – Pipes / Taps Replace / Repair/Maintain		X
Bar fridges/Cool Rooms Replace / Repair/Maintain		X
Blinds/Curtains Replace / Repair/Maintain		X
Building Doorways External - complying with DDA Requirements Internal - complying with DDA Requirements	X X	
Ceilings Replace Damaged	X	X
Loose Furniture – Tables & Chairs New / Replace / Maintain		X
Dishwasher / Glass washer Install / Replace / Maintain		X
Doors & Doorways External/Internal – Replace External/Internal – Damaged	X	X
Downpipes Replacement due to rust Leaks / Damaged / Blocked	X	X
Electrical Supply / Meter Board / Switch Boards Replacement	X	
Electrical Switches & Power Points Replace Damaged		X X

Description	Council	Club
Emergency Light(s) - Internal Maintain / Replacement / Record Keeping		X
ExhaustFan(s) Replace Repair / Maintain		X X
Fencing & Gates – around compounds Replace Repair/Maintain	X	X
Fire Blanket(s) Install / Replacement / Maintain / Record Keeping		X
Fire Detection & Alarms Install Replacement/ Maintain / Record Keeping	X	X
FireExtinguisher(s) Install Replacement / Maintain / Refill / Replacement / Record Keeping	X	X
Fire Hose Reel(s) Install / Replacement due to test failure. Replacement due to stolen / vandalism / Maintain / Record Keeping	X	X
Fire Hydrant(s) Install / Replacement due to test failure Maintain / Replacement due to damage / Record Keeping	X	X
Fixed RCD's (Residual Current Device or common name Earth Leakage Switches) Maintain / Replace / Record Keeping		X
Floor Coverings - Carpet / Vinyl Install / Replace / Maintain		X
Gas Supply / Pipes Replace Repair / Damaged	X	X
Glass – Breakage 50% Council / 50% Club		X
Grab Rails in Access Toilets Replace / Repair/Maintain		X
Grease Arrestor Maintain as per SA Water requirements		X

Description	Council	Club
Gutters Replacement due to rust Repairs/Leaks / Damaged / Blocked	X	X
Hand Drying Facilities (Electric or Paper Towels) Install / Replace Maintain / Replacement due to damage		X X
Hot Water Service Replace Maintain / Repair	X	X
Illuminated Exit Light(s) Install Maintain / Replacement / Record Keeping	X	X
Kitchen Benches Cupboards Stoves Dishwasher Rangehood Extraction Fan(s): Repair / Maintain / Complies with the Statutory Requirements	X X X X X	X
Lifts Maintain /Repairs		X
Lighting (Exterior Security Attached to Building) Install Maintain / Replacement	X	X
Lighting (Internal) – Existing Maintain / Replacement		X
Lights & Lighting Towers (Sports Ground) Install / Replace / Maintain		X
Locks & Keys Council Code System - Install / Replace / Maintain Non Council Code System - Install / Replace / Maintain		X X
Mirror(s) (Bar) Replace / Maintain		X
Mirror(s) (Bathrooms) Replace / Maintain		X

Paintwork		
External – Refer to Item 11 of Licence		X
Internal – Refer to Item 11 of Licence		X

Description	Council	Club
Partitions		
Replace		X
Damaged		X
Pest Control		
White Ant Treatment		X
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		
Replacement due to rust	X	
Leaks, Loose Iron or Broken Tiles		X
Security AlarmSystem		
Install		X
Replace / Repair / Maintain / Monitor		X
Solar System		
Install/Replace / Repair / Maintain / Monitor		X
Soap Dispensers		
Install / Replace / Maintain		X
Space Heating		
Replace	X	
Repair / Maintain		X
Staircase		
Replace	X	
Repair/Maintain		X
Tapware		
Replace/Leaking / Dripping		X
Tiles – Ceramic Floor or Wall		
Grouting and/or Tiles coming off / Damaged		X
Toilet Cistern –		
Replace	X	
Leaking / Continuously Running / Damaged		X

Toilet Pan		
Damaged / Loose on Floor		X
Replace		X

Description	Council	Club
Toilet Roll Holders		
Install / Replace / Maintain		X
Verandah(s) (Existing)		
Rusted Iron or Posts / Rotted Posts	X	
Repair/ Maintain		X
Walls – External/Internal		
Repairs / Damaged		X
Water Supply / Pipes		
Replace	X	
Repair / Damaged		X
Windows		
Replace Rusted Metal / Rotten Timber	X	
Repair/Maintain		X

Please Note:

1. Any major 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.

Appendix C

Social Inclusion Discount Criteria

Social Inclusion Discounts

In accordance with the Sporting and Community Clubs Fees Policy, Clubs will receive a further discount on their annual rental if they can satisfy the requirements for each of the **below** Social Inclusion principles, with the total maximum discount offered being 70% (or up to 80% for SLSC's).

Discounts will be dependent upon the Club or Association providing evidence that they are actively achieving one or all of the following:

Subsidy Criteria	%
Participation & Club Development	10%
Inclusion & Accessibility	10%
Community Benefit & Alignment	10%
Facility Utilisation	10%
Governance & Operations	10%
Environmental Sustainability	20%
Emergency Service Provider	10%

Clubs will complete an evaluation form to assess their level of subsidy across the above criteria, with the assessment focus and evidence requirements outlined in the next table.

Social Benefit Discount Assessment Criteria

Criteria	Assessment Focus	Evidence to Evaluate
1. Participation & Club Development	Club capability and participation: training, recruitment, grants, planning, facilities / equipment	Minimum 3 significant initiatives from the past 12 months; attach supporting information where available.
2. Inclusion & Accessibility	Barrier-free participation: across gender, juniors, people with a disability, First Nations people, culturally and linguistically diverse (CALD) communities, age, people experiencing hardship, and child-safe / member-protection policies & practice	Examples of initiatives undertaken in the past 12 months; attach supporting information where available
3. Community Benefit & Alignment	Community outcomes: participation, social wellbeing, healthy lifestyles, welcoming environments and leadership	Examples demonstrating contribution to these outcomes in the past 12 months; attach supporting information where available
4. Facility Utilisation	Effective Council facility use, weekly use, shared/sub-hiring, events and school/community access	Examples of facility use and community outcomes in the past 12 months Evidence of complying sub-licence agreements
5. Governance & Operations	Administrative health: financials, AGM/current committee, strategy, insurance, maintenance and peak-body alignment	Provision of associated documentation annually, plus Council annual building inspection report
6. Environmental Sustainability	Environmental action through CCS / Community Clubs Renewables Program participation.	Confirmation of participation in the Community Clubs Renewables Program
7. Emergency Service Provider	Additional discount for surf lifesaving clubs per previous Council resolution	Applicable where eligible