

Section 5



Council Responsibilities

There are many Council owned community buildings, sports fields and open space reserves within the Shire of Melton. Each year, Council invests many millions of dollars in maintaining these important community assets. Examples of these buildings are sports fields, clubhouses, kindergartens, libraries, community centres, roads, bridges, footpaths and drains.

Council is responsible for the internal and external maintenance of buildings within sport and recreation facilities. These may include clubrooms and public toilets. Maintenance services include things like lawn mowing, general landscaping maintenance, painting, plastering, plumbing etc.

5.1 Inspections

Council undertakes inspections of all Council assets to ensure that each building is safe and accessible for user groups. Inspections help inform Council of major and minor improvements, programmed maintenance requirements and projects for inclusion in Council's capital works program. Inspections are carried out on buildings' interior and exterior at any time throughout the year. Turf ovals and pitches are inspected on a monthly basis in line with Council's Water Restrictions Strategy. Grounds will be irrigated in accordance with the water restrictions of the time.

In addition to inspecting buildings, Council also inspects sports surfaces to monitor surface condition. Whilst clubs have the responsibility of assessing risks prior to play and should not play if conditions are doubtful, Council provides a guide to assist in keeping these facilities safe. Tenant clubs should notify Council immediately of any significant risk to users (i.e. cracked playing surface, damaged netball rings or tennis nets, etc).



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More Information

For more information on these inspections see Section 5.2.1 **Playing Surfaces**, and Section 5.2.2 **Watering**.

5.1.1 Building Inspections

Building inspections are conducted by Council. Council conducts annual audits of community buildings to ensure compliance with the Building Code, Australian Standards and Occupational Health and Safety requirements and emergency evacuation processes (e.g. fire, etc).

Council conduct annual inspections to assess for general wear and tear issues associated with Council sport and recreation facilities to ensure that they are functional from one season to the next.



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More Information

For more information about Building Inspections contact Councils Leisure Services Department on 9747 7200

5.1.2 Surface Inspections

Council undertakes maintenance on all Council owned sports surfaces. Inspections are conducted regularly to ensure the quality of the surfaces is safe for play. Council conducts cleaning of most sports surfaces (i.e. tennis courts, netball courts, etc) annually and regular watering and mowing of turf ovals through the Parks Department within Council.

Turf ovals are managed in accordance with Council's Water Restrictions Strategy and are inspected on a monthly basis.



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More Information

More information on this process is provided in [section 5.2.1 Playing Surfaces](#)

5.2 Sports Surfaces

With such a large variety of sports across the Shire, there are many different sports surfaces to be maintained, replaced, repaired and developed.

This section of the Club User Guide will provide your club with some more information about how Council makes sure that all clubs have access to safe playing surfaces which are maintained to an acceptable standard. Your club's assistance in working with Council to keep the playing areas for your sport safe and appealing to new players and members is important in maintaining the strength of your club, as well as the health of our growing community!



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5.2.1 Playing Surfaces

Oval and Pitch Inspections

An independent company is contracted to conduct monthly surface inspections of all natural turf playing fields managed by Council. Forming a key part of Council's the Water Restrictions Strategy, these audit results provide a percentage score to assist Council, clubs and associated leagues to make informed decisions with regard to the suitability of grounds for training and competition. The following table provides an indication of what the percentage thresholds for use of sports ovals and pitches are:

Description	Score	Action
No training or competition recommended so remedial works can commence.	Less than 68%	No training allocated and a meeting will be held between club and Council to discuss competition options.
Restricted to competition	68% - 73%	No training, competition only.
Acceptable ground condition	74% and above	Competition and restricted training
Pre-season training is considered	80% and above	Restricted Use

The results of the monthly surface assessments are published on Council's website on a monthly basis www.melton.vic.gov.au/leisure

Non Turf Surface Inspections

Playing surfaces that are not ovals, pitches or wickets (i.e. tennis courts, netball courts, bowling greens, etc) are inspected on an annual basis to evaluate wear and tear and the suitability for continued safe competition.

The Council does not warrant that the facilities are suitable for any of the uses of the tenant. As the tenant your club is required to implement a checklist to ensure facilities are deemed suitable for your purposes.

Further information can be found at section 12.10 of your Council Tenancy Agreement.

NB: *Some State Sporting Associations have their own Risk Management Policies and hazard assessment tools in regards to playing surfaces. Your club should contact your peak body for more information regarding their particular requirements for playing surfaces.*

NB: *Clubs can (and should!) contact Council at any time to report hazards within clubrooms, surrounds or to do with playing surfaces.*

5.2.2 Watering

The Shire of Melton's geographical location places the Council under the influence of two water authorities, being City West Water and Western Water. Council is working closely with both water authorities to ensure it complies with all restriction requirements.

The issue of water conservation and its sustainable use is expected to be an ongoing concern for Council. The use of grey water systems, conversion of ovals to warm season grasses, stormwater harvesting, drought tolerant plantings, non-potable irrigation systems and the ongoing maintenance cost will all need to be considered and implemented whenever possible.

While some exemptions have been granted to specific turf ovals and others are using recycled water in line with Environmental Protection Authority guidelines, all grounds and surrounds within Council owned sport and recreation facilities will be watered in line with the current stage of water restrictions.

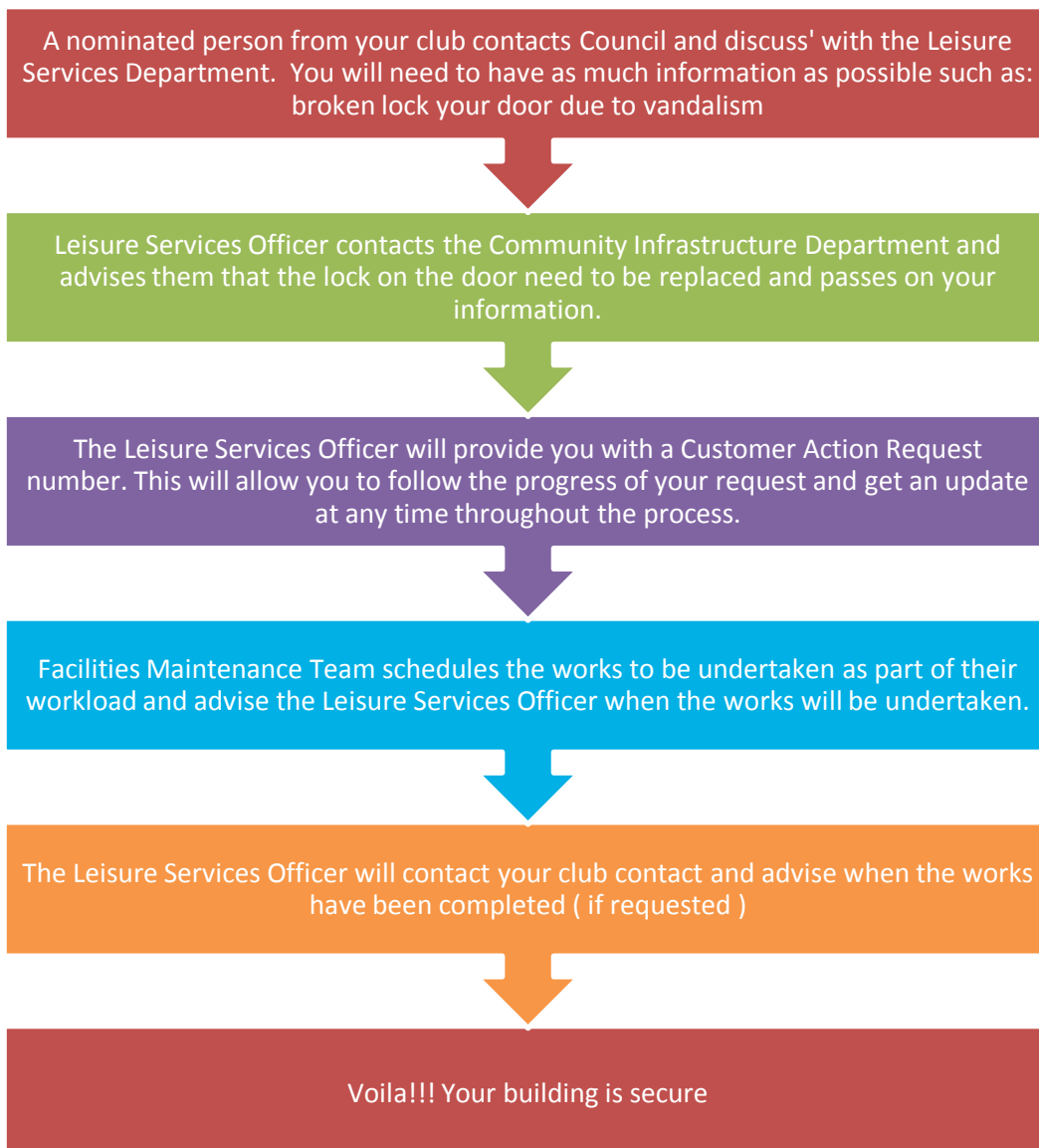


5.2.3 Facility Maintenance Responsibilities

Generally it is the club's responsibility to ensure that leased or licensed facilities are kept clean and tidy for the enjoyment and safety of all users. Council will provide all maintenance and replacement services at little or no cost to clubs, however when damage has been caused by activities of the club or its members, the club will be responsible for paying any repair and replacement costs.

An important responsibility of sports club's is to ensure that where facility damage has occurred that your Club reports this to council for rectification. **This is outlined in Section 8 of your club's license agreement.**

The following diagram gives you an idea of the process of having repairs made at your club's facility.



5.2.4 Security

The installation of alarm systems within Council pavilions and venues must be negotiated with Council. Once installed, Council will cover the cost associated with monitoring the alarm system and any call out charges for break-ins.

If the Club accidentally activates the alarm, the Club will be responsible for any charges that may result.



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5.2.5 Vandalism and Graffiti

Unfortunately vandalism and graffiti are somewhat unavoidable in some Council parks and community recreation reserves and venues.

It is very important that Clubs report any vandalism as early as possible. Council will cover the cost of repairing any vandalism and graffiti to assets managed by Council such as the outside of buildings.

Your club is responsible for removing graffiti from signs and any other equipment belonging to the club.

It should be noted that if Council reasonably suspects that wilful damage has been caused by the club especially if it has not been reported your club may be held responsible and the cost for repairing any damage (for example holes in plaster due to rough play in the venues, etc).



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5.2.6 Cleaning and Waste Removal

As part of the seasonal licence agreement, clubs are required to provide a clean and tidy environment within their facilities for the enjoyment of all users.

Council provides a number of fixed rubbish bins at each reserve that are emptied on a twice weekly basis.

Council has a cleaning contract to empty and maintain bins at CSLC and the MIRC.

Clubs should notify Council on 9747 7200 of any danger to health or wellbeing by reporting hazards and rubbish that have been left outside of the bins or in and around the facility.



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More Information

Further Information regarding your club's responsibilities with regard to rubbish disposal can be found in section 11 of your Council Tenancy Agreement.