

Introduction

A requirement of our Council Lease Agreement is to have in place and action an Western suburbs district Cricket Club (WSDCC) Annual Maintenance Plan.

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In entering into a community lease agreement with Council, the tenant accepts responsibility for all maintenance of the leased facility. Council may under certain circumstances assume responsibility for works associated with structural defects that were in existence prior to the tenant's first occupation of the premises or some other agreed maintenance. Any maintenance obligations of Council will be specified within the lease document.

These Guidelines are not unique to any particular facility but instead provide an overview of the types of maintenance activities, including frequency, that should be undertaken for buildings and non-specialised sporting fields. These Guidelines should be read in conjunction with your organisation's lease agreement with Council and the latest Building Condition Audit.

1. Priority maintenance (planned and unplanned)

Council completes and provides regular Building Condition Audit Reports to tenants. These audits outline priority planned and unplanned maintenance requirements and should be used to prioritise maintenance activities.

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WSDCC undertakes to address and maintain the facility known as Graceville Memorial Park, Grounds and Infrastructure as outlined in its lease with council. To do so WSDCC we be required to ensure there are professional representatives within the Club to be sourced to assist with this requirement. In particular, Electrician, Plumber and Carpenter are to be place on retainer to assist the club achieve any such requirements.

INTENT

The maintenance of facilities is about:

- Resource management
- Providing a safe environment for member, patrons and the public.
- Creating a physical environment that is conducive management and performance of Club Sport.



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ACCOUNTABILITIES

1. The Club Administrator Reports to the President for the upkeep of grounds, buildings and other assets; and for approval of the maintenance budget.
2. The Club Administrator is responsible for the development of the Annual Maintenance Plan and with the Treasurer, the Assets Register to record the purchase or disposal of plant and equipment.
3. Recommendations for major upgrade expenditure are to be included in the formulation of the annual budget for Club Executive approval.
4. The Club Administrator delegates responsibility for all maintenance activities to the Facilities/Maintenance Coordinator.
5. This Plan is to be read in conjunction with relevant policy documents including the Health and Safety Policy.

RESPONSIVE MAINTENANCE

There will always be maintenance emergencies that need to be attended to. However, a maintenance request must be recorded by the Club Administrator

PLANNED/PREVENTATIVE MAINTENANCE

- **Routine Maintenance**

The cleaners are responsible for the day-to-day cleaning of buildings.

Ground staff are employed to manage and maintain the ovals, wickets blocks and surrounds excluding the removal of general rubbish, trimming trees, tending gardens and landscaping.

Volunteers are engaged to assist in the general tidiness and safety of the facility

- **General Maintenance**

- Locks, excluding work that must be carried out by a professional locksmith
- Supply and fitting of light tubes and globes
- Replacement of castors on chairs
- Regular inspections of gutters and down pipes
- Checks of fences and minor repairs as required
- Minor repairs to furniture and equipment
- Minor wall, ceiling and door repairs
- Cleaning of minor graffiti immediately it appears
- Re-screwing of internal door hinges
- Replacement of clock batteries
- Minor landscape maintenance
- Replacing tap washers
- Replacing signs



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- **Preventative Maintenance**

Protection of WSDCC assets and safety of members, patrons and general public requires a regular cycle of upkeep of buildings, grounds, plant and equipment. The Facilities/Maintenance Coordinator is responsible for arranging the following:

Monthly/Annually

- Annual checking of electrical equipment by professional tradespeople
- Annual pest control treatment
- Monthly tests of alarm systems and smoke detectors
- Annual checking of air-conditioning via maintenance contract with professional tradespeople
- Annual inspection of ceilings, floors, paving, plumbing, internal painting, door hinges, hooks, locks

Every five years:

- Replacement of glass where necessary
- Powder coated finishes applied where necessary
- Furniture replacement where necessary

Every five years:

- Internal painting

Every ten years

- External painting
- Replacement of floor coverings
- Replacement of notice boards
- Replacement of guttering
- Replacement of electrical wiring

Every twenty five years

- Roof refurbishment/replacement



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Mandatory maintenance

Mandatory maintenance refers to compulsory maintenance activities to meet mandatory requirements of various regulations as well as Council's expectations. These maintenance activities are necessary to ensure the wellbeing and safety of members and visitors to Council owned community facilities. Where applicable, all actions should be undertaken in accordance with the recommended frequency.

Action	Frequency
FIRE AND SAFETY (ENGAGE LICENCED TRADESPERSON AS REQUIRED)	
Ensure evacuation plan is in place, communicated and clearly visible	Inspect
Ensure evacuation routes and doors are kept clear from obstructions	At all times
Ensure exit doors are unlocked when building is occupied	At all times
Test and tag fire extinguishers, blankets and fire hose reels	Every 6 months
Test smoke detectors and replace batteries as required	Every 6 months
Test fire alarm system	Every 6 months
Conduct emergency evacuation exercise	Every 12 months
Replace fire equipment if used to control a fire or is faulty	As required
ELECTRICAL (ALL REPAIRS MUST BE UNDERTAKEN BY A LICENCED TRADESPERSON)	
Test emergency lighting and exit lights and repair as required	Every 6 months
Qualified electrician to test Residual Current Devices (RCDs)/ safety switches and repair as required	Every 12 months
"Push button" test of RCD/ safety switch and repair as required	Every 12 months (6 months after electrician test)
Test and tag portable electrical appliances (e.g. kettle, toaster)	Annually
Clean and service kitchen extraction canopies	Every 12 months
ASBESTOS	
Ensure Asbestos Management Plan (developed by Council) is readily available	At all times
Ensure organisation is familiar with the Asbestos Management Plan	At all times
Ensure all building occupants, staff and external contractors are aware of and have access to a copy of the Asbestos Management Plan	At all times
REFRIGERATION – COLD ROOMS AND FREEZER ROOMS	
Test duress alarm system	Every 12 months
TERMITES	



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Action	Frequency
Obtain pest and termite inspection	Every 12 months
Rectification of issues identified through audit	As required
BACKFLOW PREVENTION DEVICES	
Inspection of device/s and submission of report to Council by a plumber endorsed for backflow testing	Every 12 months
HAZARDOUS MATERIALS (E.G. HERBICIDES, INSECTICIDES, FUELS)	
Ensure all hazardous materials are stored in accordance with manufacturer's recommendation	At all times

General maintenance – built infrastructure

Action	Frequency
ELECTRICAL (ALL REPAIRS MUST BE UNDERTAKEN BY A LICENCED TRADESPERSON)	
Inspect all light fitting, ceiling fans, switches and power outlets (internal and external) and repair any damage	Every 12 months
Inspect any exposed electrical cabling and repair any damage	Every 12 months
Replace blown light bulbs	As necessary
Security lighting – check operation and repair any faults	Every 12 months
Field lighting – inspect for damage to electrical cabling and corrosion on steel light poles of damage to timber poles and repair as necessary	Every 12 months
Irrigation systems – inspect electrical components and repair as required	Every 12 months
AIR CONDITIONING AND MECHANICAL VENTILATION SYSTEMS (ALL WORK MUST BE UNDERTAKEN BY A LICENCED TRADESPERSON)	
Service and clean filters	At least every 12 months or as per manufacturer's recommendation
Inspect ducted system	At least every 12 months or as per manufacturer's recommendation
REFRIGERATION SYSTEMS (ALL WORK MUST BE UNDERTAKEN BY A LICENSED TRADESPERSON)	
Service cold rooms and freezer rooms	Every 12 months
SECURITY SYSTEMS INCL CCTV MONITORING (ALL WORK MUST BE DONE BY A LICENCE TRADESPERSON)	
Service	Every 12 months
PLUMBING (ALL REPAIR WORK MUST BE UNDERTAKEN BY A LICENCED TRADESPERSON)	
Inspect visible pipework for damage or leaks and if necessary arrange repairs	Every 12 months
Inspect taps, toilet cisterns for leaks and replace washers as necessary	As necessary
Inspect hot water system for leaks and repair if necessary	Every 12 months
Irrigation systems – check operation for fault or damage and repair as necessary	Every 12 months
GAS APPLIANCES (ALL WORK MUST BE UNDERTAKEN BY A LICENCED TRADESPERSON)	
Inspect for leaks and correct operation and repair as necessary	Every 12 months
BUILDING EXTERIOR (INCLUDING AWNINGS AND SHADE STRUCTURES) – REFER TO ASBESTOS MANAGEMENT PLAN IF APPLICABLE	
Inspect roof for damage including leaks and repair as necessary	Every 12 months
Inspect and clean gutters and repair as necessary	Every 12 months
Inspect downpipes for damage and repair as necessary	Every 12 months
Inspect walls for damage and repair as necessary	Every 12 months
Inspect stairs, ramps and balustrades for damage and repair as necessary	Every 12 months
Inspect any steelwork for corrosion and repair as necessary	Every 12 months
Inspect timber decking and replace any rotten timber and repair any damage	Every 12 months
Inspect security screens and repair any damage	Every 12 months
Inspect glazing and replace any broken glass	Every 12 months
Check operation of all windows and doors including locks and repair defects	Every 12 months



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Action	Frequency
Paintwork – check for damage, blistering or peeling and touch up as necessary (NOTE – buildings should be fully repainted every 10 years)	Every 12 months
Steel colourbond type structure – inspect steelwork and cladding for corrosion or damage and repair as required	Every 12 months
Graffiti – removal of internal and external graffiti (NOTE – lessees can borrow a graffiti removal kit from their local Ward office)	As soon as possible
BUILDING INTERIOR – REFER TO ASBESTOS MANAGEMENT PLAN IF APPLICABLE	
Inspect walls, ceiling, doors, timber floors, windows and built in cupboard including kitchen for damage and repair as necessary (NOTE – leaks in roof must be repair prior to repairing damaged ceilings)	Every 12 months
Inspect fixtures and fittings (e.g. toilet roll holders, towel rails) and replace any broken items	Every 12 months
Inspect floor coverings for damage and repair or replace as necessary	Every 12 months
Inspect all painted surfaces for damage and touch up as necessary (NOTE – buildings should be fully repainted every 10 years)	Every 12 months

General maintenance – grounds and playing surfaces

Action	Frequency
GRASS PLAYING SURFACES (SEE RECOMMENDED ANNUAL FIELD MAINTENANCE SCHEDULES ON FOLLOWING PAGES – BASIC AND ADVANCED)	
Field watering – as per recommended maintenance schedule	Weekly
Mowing – as per recommended maintenance schedule	Weekly
Aeration – as per recommended maintenance schedule	2-4 times every 12 months
Topdressing – as per recommended maintenance schedule	2-3 times every 12 months
Scarification – as per recommended maintenance schedule	At least every 12 months
Fertilisation – as per recommended maintenance schedule	4-5 times every 12 months
Insect control – as per recommended maintenance schedule	3 times every 12 months
Pre-emergent weed control – as per recommended maintenance schedule	2 times every 12 months
Weed control – as per recommended maintenance schedule	3 times every 12 months
Check for holes and fill as required	Weekly
SPECIALISED PLAYING SURFACES (E.G. TENNIS, BOWLS, SYNTHETIC)	
In accordance with specialist surface guidelines	
GENERAL	
Fencing and seating – check for damage and repair as required	Every 12 months
Retaining walls – check for damage and repair as required	Every 12 months
Noxious weeds – monitor and implement control mechanisms as required	Ongoing
Dugouts – check for damage and repair as required	Every 12 months



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