

WSDCC ANNUAL MAINTENANCE PLAN**POLICY****WSDCC-POL-22:2023****INTRODUCTION**

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

“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 tenants first occupation of the premises or some other agreed maintenance.”

WSDCC COMMITMENT TO MAINTENANCE MANAGEMENT

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.

WSDCC will establish processes and systems to maintain the facility known as Graceville Memorial Park Ovals (GMP) by establishing the Graceville Memorial Park Maintenance Plan. This includes Grounds, Facilities and Infrastructure as outlined in its lease with Council. To compliment the Annual Maintenance Plan.

WSDCC will

- establish a panel of providers to attend such maintenance, The priority will be upon safety. In this regard an Electrician, Plumber and Carpenter are to be placed on retainer to assist the clubs achieve any such requirements.
- liaise with the Lessor to establish an appropriate audit program.
- acknowledge the ground and facilities identified with deficits upon handover to the clubs. Accordingly, there will be a need for ongoing negotiation with Council to address those matters beyond the control or ability of a Community Club

WSDCC ACCOUNTABILITIES

- WSDCC will establish Club's Facilities Manager to report to the President for the upkeep of grounds, buildings and other assets, and for approval of the agreed annual maintenance budget.
- The Club's Facility Manager is responsible for the development of the Graceville Memorial Ovals Annual Maintenance Plan in conjunction with the Club's Treasurers, as well as the Site Assets Register to record the purchase or disposal of plant and equipment.
- Recommendations for major upgrade expenditure are to be included in the formulation of the Annual Maintenance budget for each Club's Executive approval



WSDCC ANNUAL MAINTENANCE PLAN

POLICY

WSDCC-POL-22:2023

- The President will delegate responsibility for all maintenance activities to the Facilities/Maintenance Coordinator.
- This Annual Maintenance Plan is to be read in conjunction with other relevant Club policy documents including the Health and Safety Policy and Asbestos Management.



WSDCC ANNUAL MAINTENANCE PLAN

POLICY

WSDCC-POL-22:2023

THE GRACEVILLE MEMORIAL OVALS ANNUAL MAINTENANCE PLAN 2023/4

1. RESPONSIVE MAINTENANCE

There will always be maintenance emergencies that need to be attended to. WSDCC AND KBAFC will establish for their respective seasons a management system to deal with maintenance emergencies or breakdowns. In summary the following will apply: -

- A maintenance request can be raised by club committee member or sub tenant member through subtenant President or similar level member.
- In this regard, the club committee member etc must contact the relevant Club Facility Manager
 - WSDCC Facility Manager is Mick Varidel
- Any request made is to be recorded by Facilities Manager with the repairs and costs documented
- A panel of trades will be made available and posted within the building with contact numbers. These trades will require Facilities Manager approval to proceed.
- In this regard the current panel of trades is as follows:
 - Electrical - Electrician Near Me
 - Plumbing – O'Brien's Plumbing and Gasfitting
 - Carpentry – Andrew Henderson's Carpentry

2. PLANNED/PREVENTATIVE MAINTENANCE

- **Routine Maintenance**

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

Ground staff are employed/contracted to manage and maintain the ovals, wickets blocks and surrounds excluding the removal of general rubbish.

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

- **General Maintenance includes but not limited to**

Repairs such as,

- locks, excluding work that must be carried out by a professional locksmith.
- Supply and fitting of light tubes and globes.
- General minor repairs
- Replacing tap washers
- Replacing signs

Regular inspections

- Checks of fences, gutters and down pipes, steps and outside features as required.
- Cleaning of minor graffiti immediately it appears.
- Minor landscape maintenance



WSDCC ANNUAL MAINTENANCE PLAN

POLICY

WSDCC-POL-22:2023

- **Preventative Maintenance includes but not limited to**

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, locks
- **Every five years:**
 - Opportunities to improve general amenity where necessary
 - Internal painting.
 - Technology upgrades where practicable eg WIFI, Security etc
- **Every ten years where appropriate**
 - External painting
 - Replacement of floor coverings
 - Replacement of notice boards
 - Replacement of guttering
 - Replacement of electrical wiring
- **Every twenty- five year's**
 - Roof refurbishment/replacement

It is understood that as a Community Club, WSDCC has limited resources and budget to address all issues that are planned and arise. WSDCC will continue to liaise with the Council to assist with major maintenance requirements should they arise as well as some routine management that may required specialist support. In this regard WSDCC will continue to work with Council and annual audit processes to outline key issues as they arise.

The Key Features of the WSDCC Maintenance Program is outlined hereunder.



WSDCC ANNUAL MAINTENANCE PLAN

POLICY

WSDCC-POL-22:2023

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 At all times
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	



WSDCC ANNUAL MAINTENANCE PLAN

POLICY

WSDCC-POL-22:2023

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



WSDCC ANNUAL MAINTENANCE PLAN

POLICY

WSDCC-POL-22:2023

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



WSDCC ANNUAL MAINTENANCE PLAN

POLICY

WSDCC-POL-22:2023

