

## MOUNT ALEXANDER SHIRE COUNCIL

### Instrument of Delegation

#### by the Chief Executive Officer

#### to the Metcalfe Hall Community Asset Committee

In exercise of the power conferred by s 47(1)(b) of the *Local Government Act 2020 (Act)*, I, as Chief Executive Officer of Mount Alexander Shire Council, by this Instrument of Delegation:

1. delegate to each person who is from time to time appointed as a member of the Community Asset Committee, established by resolution of Council passed on 1 September 2020 and known as "Metcalfe Hall Community Asset Committee" (**Community Asset Committee**), each power and/or function and/or duty set out in the Schedule;
2. declare that a delegate can only exercise the delegations contained in this Instrument of Delegation while acting as a member of the Community Asset Committee at a meeting of the Community Asset Committee;
3. declare that this Instrument of Delegation:
  - 3.1 comes into force immediately upon its execution;
  - 3.2 remains into force until varied or revoked; and
  - 3.3 is subject to the conditions and limitations set out in paragraph 4 and 5, and in the Schedule;
4. declare that the delegate must comply with specified governance requirements to ensure appropriate standards of probity are met and monitor and report on the activities and performance of the Community Asset Committee;
5. declare that the delegate must not determine the issue, take action or do the act or thing if the determining of the issue, the taking of the action or the doing of the act or thing cannot be the subject of a lawful delegation, whether on account of Section 47 of the Act or otherwise.

**This Instrument of Delegation** is dated **2 September 2020** and is made by the Chief Executive Officer.

Signed by the Chief Executive Officer of )  
Council in the presence of: )



.....  
Witness

#### SCHEDULE

## **Powers and functions**

To manage the following community asset: **METCALFE HALL.**

Mount Alexander Shire Council has established the Community Asset Committee to manage the day-to-day operations and to assist Council in the planning, promotion and care of the facilities and to support the development of the local community through the use of the facility.

The function of the Metcalfe Hall Community Asset Committee of Council is to exercise Council's functions and powers and to perform Council's duties in relation to the management of Metcalfe Hall with the objectives of:

1. Effectively managing the facility and providing effective financial control of the facility to meet Council's objectives;
2. Providing advice to Council in matters of concern to the local community and users as they relate to the facility; and
3. Encouraging public interest and maximising the equitable involvement and participation of the community in the development and operation of the facility.

And for that purpose the Committee has the power to:

1. Make policies and procedures to effectively manage the facility in accordance with the Policy, Procedures and Rules of this Instrument;
2. Determine user fees and charges for the use of the facility, subject to approval from Council;
3. Enter into agreements on behalf of Council with users and hirers of the facility;
4. Raise funds including soliciting and receiving donations;
5. Secure grants and sponsorships subject to Council approval;
6. Retain all monies received from hire fees and charges, fundraising, donations and sponsorships associated with the management of the facility;
7. Expend funds held by the Committee to achieve the above objectives of the Committee, subject to the limitations in this Schedule;
8. Resolve conflicts and other operational matters between users of the facility, in the best interests of all users; and
9. Request individuals or groups act in accordance with Council and the Committee's policies and procedures and take whatever immediate lawful action necessary where these requests are not met.

## Requirements

The members of the Community Asset Committee must, when exercising the powers, functions and duties delegated to them:

### 1. **Comply with the following governance requirements:**

#### Policy, Procedures and Rules

The Committee shall:

- Make policies, procedures, and conditions of use necessary to fulfil the functions of the Committee as stated in this Instrument of Delegation;
- Ensure policies, procedures, and conditions of use, are consistent with the current Local Government Act and any local laws, policies and procedures of Council to the extent the Committee has been made aware of these by Council;
- Require all users of the facility to abide by any local laws, policies or procedures of Council and the Committee and conditions of use set by the Committee to the extent the Committee has been made aware of these by Council; and
- Report to Council any breaches of local laws, policies or procedures of Council and the Committee and conditions of use set by the Committee which cannot appropriately be dealt with by the Committee.

The Committee must comply with any Master Plans, Conservations Plans, Local Laws, Policies, Procedures and directions of Council and the relevant provisions of the current Local Government Act.

If the Committee has delegated functions, powers and duties which relate to the management of a Crown Reserve for which the Council is the Committee of Management under the Crown Land (Reserves) Act 1978, the Committee must meet the requirements of any Crown regulations applicable to the reserve under that Act and to any associated guidelines.

#### Appointment and Membership of the Committee

- The membership of the Committee is up to twelve and no less than five members and is to include representatives of regular user groups of the facility, key community groups and the broader community.
- The membership of the Committee is to aim for diverse representation, to enable diverse views and perspectives to be heard.
- Council may appoint the members of the Committee upon nomination by the Committee from a publicly advertised Annual General Meeting.
- The Chief Executive Officer of Mount Alexander Shire Council, or his/her nominee, and a Ward Councillor may attend any meetings of the Committee as ex-officio members of the Committee.
- Ex-officio members are not entitled to vote at Committee meetings.

- Members of the Committee are appointed for two years. The term of membership for all members will have common start and end dates. Any member appointed to fill a casual vacancy will leave office at the original expiry date of the member they are replacing.
- Members are eligible for re-appointment.
- On the resignation of a member, or in the case of a member being incapable of acting as a member of the Committee, the Committee may nominate a person for membership for the approval by Council. The nominee will be a person drawn from the same membership category or community sector defined in Clause 3.1 as the vacating member and will be appointed by Council.
- Council may declare a Committee member's office vacant if the member fails to attend three consecutive meetings without leave of the Committee.
- All nominations to the Committee must be appointed by Council and any person appointed as a member may be removed from that position at any time by resolution of Council. Any such removal will cause an extraordinary vacancy which must be filled in accordance with this Schedule.
- Pursuant to Section 133 and 134 of the Local Government Act 2020 only a 'specified person' is required to lodge personal interest returns. A specified person means a Councillor or member of a delegated committee who is not a Councillor or a CEO or a nominated officer. A member of a community asset committee is not included in the list (section 132). As such, they are not required to lodge a personal interest return. These provisions come into effect on 24 October 2020.

#### Asset Management

- The responsibility for repairs, maintenance and improvements are divided between the Committee and Council as described in Appendix 1.
- The Committee may make emergency repairs as defined in Clause 1 of this Schedule outside the financial delegations without prior approval of Council. The Committee must notify their Key Contact Officer as soon as possible that these repairs have been carried out.
- Major maintenance or improvement works will be the responsibility of Council. Such works will be scheduled within the constraints of the Council's budget capability in consultation with the Committee and will be consistent with any relevant Policies and Procedures adopted by Council.
- It is not intended to prevent the Committee from suggesting or requesting the undertaking of major works, which it may do at its own cost subject to Council approval.
- Any additions, modifications or improvements made to the property remain the property of Council.
- If the Committee considers that any Council supplied equipment (fixed or portable) is no longer suitable for use due to age or condition, the

Committee should advise Council of the condition of the equipment and the Committee's recommendation for the future of the equipment.

- The Committee shall not permit the erection of any fixed outdoor sign without the prior approval of Council.

#### Insurance

- Council will be responsible for the insurance cover of buildings, other identifiable physical structures and Council owned contents. Contents cover does not however include sporting equipment and other items owned by hirers or user groups. The Committee shall ensure that user groups obtain and maintain insurance on such equipment. The Committee is encouraged to maintain a Register of its assets and contents to assist with this.
- Providing the Committee and its members act in good faith, lawfully and within this Instrument of Delegation and its Schedules, Council's Public Liability and Personal Accident insurance shall protect individual members from liability.
- Any other volunteers engaged to assist the Committee to discharge its obligations will be covered by Council's Public Liability and Personal Accident insurance where the volunteers have been registered with the Committee and where they have acted good faith, lawfully and within this Instrument of Delegation and its Schedules.

All users and hirers must have public liability insurance cover of at least \$10 million when using the facility. If the hirer is conducting activities that are not for commercial gain, they may purchase coverage through Council or the committee.

#### Use of Facility

- The Committee should prepare terms and conditions for use of the facility, including rules which the Committee determines are necessary to ensure the safety, good conduct and well-being of users and including the setting of hire fees and security deposits.
- The Committee must formulate a written Hire Agreement inclusive of an indemnity to be entered into with users of the facility.
- The Committee must ensure that all users of the facility execute the Hire Agreement and indemnity prior to any use of the facility.
- The Committee will make hirers aware of Council's Event Kit where relevant. Where the Committee runs an event requiring permits or Council support, they will make use of the Events Kit and processes.

#### Security

- The Committee shall ensure that the facility is kept secure at all times.
- Where the facility is on Council's Master Key system, Council must be advised of the names of all current key holders, and notified when keys

change hands. The number of keys issued to the Committee will be at the discretion of Council.

- If the key system is managed by the Committee, the Committee must keep a register of all key holders and ensure that keys are returned to the Committee when no longer needed by the individual. One copy of the keys to access all buildings in the facility must be provided to the Committee's Key Contact Officer.
- The Committee must display an Evacuation Plan for the facility and will include a copy with all hire agreements.

#### Financial Management

- The Committee may operate such bank accounts and books of accounts as the Committee thinks necessary.
- All monies received by the Committee must be paid promptly into a bank account in the name of the Committee. Money must be only able to be drawn from the account on the signatures of any two of the following office bearers: Chairperson, Secretary or Treasurer or any other office bearer. This can be via cheque or electronic payment.
- The Committee may pay from cash funds the cost of minor maintenance, petty cash and administrative expenses as the Committee determines up to \$1,000 per transaction.

#### Fraud Control

To ensure transparency and to reduce the risk of fraud:

- The two office bearers authorising financial or banking matters must not be related to one another; and
- Office bearers cannot reimburse or pay themselves, or a family member, for expenses.

Committee members will be dismissed from the committee if they are found to have committed fraud. Council may also pursue prosecution in the Civil or Criminal Courts, including action to recover losses.

It is the responsibility of all committee members to prevent, detect and report fraud in their area of operation.

## **2. Monitor and report on its activities and performance at least in accordance with the following:**

#### Financial and Activity Reporting

The following reports shall be provided to Council outlining the activities of the Committee in order to meet the requirements of the Local Government Act 2020 or to assist Council with insurance premium assessment and planning for future financial years:

- A completed Annual Return for the previous financial year, using the format provided by Council, by 31 October which includes the following:
  - (a) A statement of income and expenditure for the previous financial year.
  - (b) A list of monies held as at 30 June of that year.
  - (c) A summary of non - Council works completed at the facility in the previous year.
  - (d) Proposed fees and charges for next year.
  - (e) Committee contact details.
  - (f) Meeting dates for the next year.
  - (g) A copy of a bank statement showing account balances as at 30 June for all accounts and term deposits.
  - (h) A copy of the unconfirmed Committee meeting minutes (including scheduled meetings, unscheduled meetings and annual General Meetings), within a month of the meeting being held.

#### Committee Membership reporting

In order to ensure ongoing insurance protection, within one month of the change, the Committee shall inform Council of:

- Any nominated change of membership for appointment by Council;
- Any alterations to addresses for correspondence to members.

#### Ecologically Sustainable Development Information

The Committee will provide utility and service providers with permission to give Council access to service and utility usage information to assist with monitoring the facility's ecological sustainability performance as requested.

#### Meetings of the Committee

The provisions of Section 47 (5) of the Local Government Act and the provisions of Mount Alexander Shire Council Governance Rules as amended from time to time shall apply to this Committee (A copy is available on Council's website).

The Committee must appoint the Chairperson from its approved membership. The Chairperson will hold office until the end of the term of their appointment to the Committee.

The Committee will meet at least four times per year, or more frequently if so determined by the Committee. Written notice specifying the date, time and business of the meeting and minutes of the previous meeting must be given to all members at least five days before any meeting of the Committee.

The Committee must conduct an Annual General Meeting before the end of October each year for the purposes of:

- Approving the financial statements.
- Approving the Annual Return.
- Confirming the meeting schedule for the next twelve months.
- Recommending membership of the Committee for appointment by Council for the next term, as required.
- Appointing a Chairperson and any other office bearers determined appropriate by the Committee.

The Committee must give public notice of its meetings at least seven days prior to the meeting. This may be done by publishing an annual schedule of meetings, by public advertisement in a local paper or by posting a notice outside the facility or in another prominent position in the locality. The Committee may contact the Governance Team at Council to provide their schedule of meetings on Council's website.

No meeting of the Committee may be held and no business can be transacted without a quorum of half the current membership plus one. If a quorum is not present within half an hour of the time appointed for a meeting, then the meeting will stand adjourned. The Chairperson must recall the Committee within 14 days and give written notice to this effect to all members.

The Chairperson shall call an unscheduled meeting of the Committee on the written request of any three members, such request specifying the purpose of the unscheduled meeting. This meeting must be held within 14 days of the request.

A record of the minutes and proceedings of all meetings together with those present shall be kept.

Minutes are to be confirmed at the next meeting with or without corrections. Such minutes to be signed by the Chairperson of the meeting confirming the minutes.

#### Termination of Delegations

This delegation shall be terminated:

- upon the resignation of all members of the Committee at the same time or within a period of 30 days from the date of the first resignation; or
- upon Council passing a resolution that the delegation be terminated; or
- upon Council passing a resolution that the Committee be abolished.

On dissolution of the Committee, any funds or assets held by the Committee will be retained by Council.



## Duties

The Committee should:

1. Determine policies, procedures and conditions of use necessary for the proper management of the facility.
2. Have processes in place so that users agree to abide by such policies, procedures and conditions of use.
3. Apply all funds received firstly to the maintenance and operation of the facility and any other expenses which may be incurred by the Committee in its management of the facility.
4. Provide the necessary advice to Council to ensure that the facility's capital assets are adequately maintained in accordance with Appendix 1 of this Instrument.
5. Have processes in place so that the safety requirements, acts and regulations appropriate to the day-today operations of the facilities are followed.
6. Ensure the facility is kept in a clean condition at all times and is used in a reasonable and lawful manner by organisations or individuals.
7. Appropriately register all volunteers.
8. Report promptly to Council any breakage, damage or mechanical hazard which appears likely to give rise to risk management issues or any abnormal damage to the facility.
9. Seek advice, assistance and expertise as necessary for the proper and efficient management of the facility.
10. Submit to Council by 31 October each year an annual report in the format provided by Council.

## **Exceptions, conditions and limitations**

The Community Asset Committee is not authorised by this Instrument to:

1. Make amendments to the Instrument of Delegation including its Schedules. The Committee may propose amendments to Council;
2. Delegate its functions;
3. Declare a rate or charge (except the fixing and collection of user charges, entrance fees to functions or events and registration fees);
4. Borrow money or obtain other advances;
5. Bestow a grant or sponsorship to any individual or group;

6. Enter into a written contract, without prior approval of Council, with an annual value over \$2,000 per annum per supplier with the exception of user hire agreements;
7. Enter into a lease or license;
8. Enter into an employment contract;
9. Make a statement on behalf of Council without the approval of Council;
10. Exercise any prescribed power of Council;
11. Spend, without the written approval of Council;
  - 11.1. more than \$1,000 on minor works; (other than emergency repairs to ensure the continuity of the immediate operations of the facility); or
  - 11.2. more than \$2,000 on any other single item (other than utilities' expenses for the operation of the facility); or
12. Undertake, without the written approval of Council, any works requiring a statutory certification of completion.

The Committee shall not carry out or authorise any capital works, extensions, additions or materially alter the buildings or surrounds without prior approval from Council.

The Committee shall not commit, or permit to be carried out, any act which will render the operation of Council's Insurance Policies invalid.

Where a Community Asset Committee of Council enters into a contract, provided it is within its delegated authority, it should do so using the following execution clause:

*Signed on behalf of **MOUNT ALEXANDER SHIRE COUNCIL** by its delegate the Metcalfe Hall Community Asset Committee in the exercise of the Committee's authority to act on Council's behalf conferred by the Instrument of Delegation from Chief Executive Officer to the Community Asset Committee of Council dated 2 September 2020.*

### **Council Support**

Council will support the Community Asset Committee through:

1. The allocation of a Key Contact Officer.
2. The provision of resource materials, guidelines and specific training on effective committee management.
3. The coordination and management of capital works projects as part of the annual Council budget process and Long Term Financial Plan and capital works planning.
4. The planning and delivery of programmed maintenance as identified in Appendix 1.
5. The provision of advice in relation to the Committee's obligations under the Local Government Act or any other Act administered by Council and Council policy and procedures.

6. Where applicable, claiming GST on behalf of the Committee and refund to the Committee.
7. Support and advice to the Committee in resolving disputes which cannot be resolved by the Committee alone.
8. Support in managing major events through Council's Venues and Events Coordinator.
9. Payment of the Fire Services Property Levy where applicable.

Council will indemnify members of the Community Asset Committee against any action, liability, claim or demand on account of any matter or thing done by them on behalf of Council when they acted legally, in good faith and in accordance with this Instrument of Delegation.

A Councillor will be nominated to support and provide advice to the Committee as an ex-officio member.

## **APPENDIX 1: MAINTENANCE RESPONSIBILITY**

It is in Council's and the community's interest that facilities managed by the Committee are well kept and maintained. Council understands that only through a partnership with the Committee can Council's assets be maintained both for everyday use and in the longer term.

The table below describes responsibilities for maintenance in detail, guided by the following principles:

- Council is responsible for replacement or major repairs.
- The Committee is responsible for day-to-day cleaning, maintenance and replacement of consumable items.
- The Committee is responsible for regular inspection of items and ensuring that any defects are reported to the Committee's Key Contact Officer.

Council will assess the needs of all Council buildings, and then prioritise and program works for which it is responsible. With limited funds available for maintenance, repair and replacement programs, priorities must be set across Council's entire building portfolio. If the Committee is in a position to contribute to the funding of specific maintenance works, it may be possible for Council to bring forward the programming of works.

Council also recognises that from time to time the Committee may not be able to fulfil its responsibilities due to a shortage of funds or limited expertise or capability. In these instances Council will consider additional support in order to preserve the condition and integrity of Council's asset.

### **Maintenance and minor works**

The table below relates to normal wear and tear related to the use of the building. Damage caused by hirers is the responsibility of the Committee and should be funded from the security bond charged to hirers. All works over \$1,000 or requiring a statutory certification of completion must be approved by Council prior to works commencing, except in case of an emergency as described in the definitions.

Council will not arrange or pay for repair, servicing, inspection, maintenance or replacement of fittings, fixtures, equipment or appliances installed by the Committee or for any unauthorised works.

Where-ever possible the Committee should ensure works and maintenance carried out at the facility positively contribute to improving the facility's environmental sustainability e.g. using low energy globes, water saving shower heads.

### **Working at heights**

Wherever completion of Committee responsibilities in this Appendix may have a risk of a person falling more than two metres, a risk assessment must be undertaken by law. If as a result of the risk assessment the Committee determine it is unable to put in place adequate controls to manage the risk, the Committee should refer the request to Council for completion.

## Definitions

In this Schedule, unless inconsistent with the context or subject matter:

- “Council” means Mount Alexander Shire Council;
- “Financial Year” means the period from 1 July to the following 30 June;
- “the facility” means the property as described in Schedule 2;
- “Community Asset Committee” mean the persons who are appointed to the Committee by Council under Section 65 of the Local Government Act 2020.
- “Community representatives” means members of the local community who use the facility. In the case of recreation facilities, community representatives are passive users of the facility or casual users and who are not affiliated with any group nominated in this Instrument.
- “Emergency repairs” means any work necessary to make good, repair or remedy:
  - (a) A burst water service; or
  - (b) A blocked or broken lavatory system; or
  - (c) A serious roof leak; or
  - (d) A gas leak; or
  - (e) A dangerous electrical fault; or
  - (f) Flooding or serious flood damage; or
  - (g) Serious storm or fire damage; or
  - (h) A failure or breakdown of any critical service (i.e. any service which may impact upon the capacity of the Committee to meet its immediate obligations) or supply provided for hot water, water, cooking, or heating; or
  - (i) A failure of any appliance, fixture or fitting that uses or supplies water and that is malfunctioning in a way that results in or will result in a substantial amount of water being wasted.

ITEM	COMMITTEE	COUNCIL
<b>EXTERNAL</b>		
Walls – structure and cladding	Inspection and reporting of defects	Repair and replacement
Walls - finishing	Cleaning, removal of graffiti	Painting and resurfacing
Water supply and fittings – taps and valves	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Water supply and fittings – pipe works	Inspection and reporting of defects Securing off in emergency	Repair and replacement
Water supply and fittings - bore	Inspection and reporting of defects	Maintenance, repair and replacement
Water supply and fittings – water tanks	Routine maintenance, inspection and reporting of defects	Major repairs and replacement
Plumbing – sewerage lines and septic	Emptying of septic every three years as per regulations or as required, inspection and reporting of defects. Emergency unblocking or make safe repairs.	Repair and replacement
Waste pipes and drains	Inspection and reporting of defects Clear foreign objects, blockages mud, etc.	Repair and replacement
Guttering and down pipes – main buildings	Reporting of defects	Cleaning, repair and replacement.
Guttering and down pipes – small axillary buildings	All responsibility	No responsibility
External Roofs, guttering and flashing	No responsibility	Repair and replacement
Skylights	No responsibility	All maintenance and repair as required
Solar panels	Monitoring of inverter and reporting faults	Inspection, repairs, maintenance and installation.
Light Globes and Fittings	Replacement of globes no higher than two metres above head height	Replacement of any street lighting or light fittings Replacement of globes two metres above head height
Doors, including door hardware	Immediate securing where damaged	Repair and replacement
Windows – flywire screening	All regular cleaning, maintenance and repair	Replacement

Windows – frames and locks	Inspection and reporting of defects Lubrication of hardware	Repair and replacement
Windows - Glazing	All regular cleaning and maintenance Immediate securing if broken	Repair and replacement
Locks and security systems	Maintain key register Replace keys and locks not on Council Master Key system Immediate securing of building if damaged Minor lubrication of locks Engage security service if required	Purchase, installation, service and maintenance where compatible with Council's Master Key System

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### INTERNAL

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Internal walls and ceilings - fabric	Inspection and reporting of defects	Repair and replacement
Internal walls - painting	Cleaning and painting	Major refurbishment and resurfacing
Ceilings - structure	Inspection and reporting of defects	Repair and replacement
Ceilings - surfacing	Inspection and reporting of defects	Repair and replacement
Floor structure	Inspection and reporting of defects	Repair and replacement
Floor surfaces and coverings	All regular cleaning and maintenance	Repair and replacement
Doors (including cupboards, doors and door fittings)	Regular cleaning Lubrication of hardware.	Repair and replacement
Windows - Curtains and Blinds	Regular cleaning and minor repair	Replacement
Internal electrical wiring and fittings	Make safe immediately	Repair and replacement
Light Globes	Replacement of globes	Replacement of globes where Committee risk assessment unable to manage risk
Light fittings	Inspection and reporting of defects	Repair and replacement
Water supply and fittings	Maintenance and lubrication Inspection and reporting of defects Replacement of washers	Repair and replacement
Internal plumbing – pipes, cisterns, toilet bowls, hand basins, sinks	Minimise any leakage and further damage	Repair and replacement
Heating, air-conditioning fixtures, hot water systems, appliances	Inspection and reporting of defects and servicing	Repair and replacement

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Utilities	Payment of all gas, water and electricity bills	Provide option to change to Council's supplier.
Consumables to kitchens, toilets and bathrooms	Supply and replenish	No responsibility
Sanitary disposal	Supply and maintain	No responsibility
Keys	Maintain key register. Additional keys to be requested and approved by Council and paid by the Committee.	Council to supply an agreed number of keys. Replace if on Council key register but committee to pay for replacement and additional keys.
Telephone, internet and Wi-Fi services (where provided)	Payment of all connection, service and use accounts, ensure line remain operational	No responsibility
<b>ESSENTIAL SERVICES</b>		
Testing and tagging of electrical cords	Regular visual inspection. Remove damaged items from service. Ensure all new appliances are tagged before use.	Arrange and pay for testing and tagging every two years or as required. Audit of currency of tags as part of regular ESM inspection
emergency lighting/exit signs	Inspection and reporting of defects	Repair and replacement
Evacuation plan	Prepare and display prominently, and educate users	Provide advice
Fire Prevention Works	Remove all flammable materials and items from around buildings, decks and verandas.	Audit according to regulations
Paths of travel	Inspect and maintain clear paths of travel at all times Check all door handles on paths of travel	Audit according to regulations
Fire extinguishers	Inspect and report tampering and use	Maintain and replace
All other Essential Safety Measures	No responsibility	All responsibility
<b>SURROUNDS</b>		
Paths and paved areas	Inspection and reporting of defects	Repair and replacement
Fencing and gates	Minor repairs, inspection and reporting of defects Lubrication of hardware	Repair and replacement
Nature strips and grassed areas	Mowing and regular re-seeding	Reinstatement
Irrigation systems	Operation, maintenance and minor repairs	Major repairs and replacement
Garden beds and shrubs	Watering, fertilising, maintenance, replanting and keeping tidy	Construction and refurbishment



Trees	Inspection and reporting of defects Minor pruning and watering	Planting, scheduled inspection and major pruning
Outdoor furniture	Inspection and reporting of defects Cleaning and repair including painting	Replacement
Internal roadways and car parks	Inspection and reporting of defects Maintain free of obstructions	Construction, repair and resurfacing, signage
Facility perimeter signage	Inspection and reporting of defects	Installation, repair and replacement
Litter and rubbish removal	Keep facility and surrounds clean and tidy. Remove and dispose of litter and rubbish from regular and casual hirers	Collection of public waste wheelie bins
Playgrounds	Reporting of damage	Auditing, repair and replacement. Replacement and topping up of soft fall mulch.
Signage – on buildings	Seek permission from Council to install. Cleaning, removal of graffiti	Consider requests
Signage – building name	No responsibility	All responsibility
Signage – free standing	No responsibility	All responsibility
Signage – temporary	All responsibility	No responsibility
Signage on reserves and reserve infrastructure	Seek permission from Council to install. Cleaning, removal of graffiti	Consider requests
Hazardous substances and dangerous goods storage	Responsible for storing to relevant OH&S standards	Audit according to regulations

#### **SPORT SURFACES AND PLAYING FIELDS**

Australian Rules football goal posts	Inspection and reporting of defects. Storage of removable goal posts	Repairs and replacement Removal and installation of removable goal posts
Safety netting behind goals	Inspection and reporting of defects. Undertake minor repairs	Repairs where Committee risk assessment identifies unacceptable risk
All other goals and nets including netball, tennis, basketball and football (soccer)	Total responsibility	No responsibility
Sports field line marking (excluding hard surface courts)	Complete as required in accordance with relevant sports guidelines	No responsibility

Irrigation systems	Operation, monitoring, routine maintenance and minor repairs	Major repairs and replacement
Light towers	Responsible for utility costs	Purchase, installation, repairs and maintenance
Sports fields and playing surfaces	Minor maintenance, inspection and reporting of defects	Construction, repair and replacement, annual seasonal renovation
Sports fields and playing surfaces – watering	Water to maintain playable standard throughout the year, pay water costs	Provide advice
Cricket nets	Inspection and reporting of defects	Construction, repair and replacement,
Hard surfaces	Maintenance, cleaning, inspection and reporting defects	Major repairs, construction, replacement and line marking
Cricket wickets	Minor repairs, turf wicket preparation, maintenance and line marking	Covering and uncovering for seasonal changeover, major repair, replacement and advice

## **APPENDIX 2 – SPECIAL MAINTENANCE ARRANGEMENTS**

1. The Committee is responsible for mowing the lawns adjacent to the Hall.

## **APPENDIX 3 – Governance Rules**

Refer to Council's website for the Governance Rules.