



FACILITY MAINTENANCE POLICY

PART 1: SCOPE

1.1 INTRODUCTION

This Policy provides a basis for the equitable support and maintenance of all facilities within the Rural City of Wangaratta.

This policy is divided in 5 parts

Part 1 - Scope

Part 2 - Insurance

Part 3 - Playing Surface Maintenance

Part 4 - Building Maintenance

Part 5 - Acquittal

Facilities may fall into one or multiple parts of this policy

1.2 PRINCIPLES

1.2.1 Fair and equitable - All facilities with a 'similar level of use' will be treated fairly and equitably.

1.2.2 Ownership – this policy covers facilities on council and state owned land. Except where stated, council will not discriminate between community facilities based on such ownership. Facilities on private property are not covered in this policy.

1.2.3 Council will maintain one public hall – where there are two similar buildings in close proximity, council will work with the local community and user groups to determine the facility that will continue to receive ongoing council support.

1.3 DEFINITIONS

1.3.1 Multi use community facilities - are buildings or grounds that are open to the public and that can be utilised by the general community. They should be managed by a committee of management.

1.3.2 Reasonable level of community use – though not actually measured, a reasonable level of community use can be defined as usage commensurate to location and the surrounding population. Consideration may also be given to the number of similar facilities in close proximity.

1.4 SUPPORT FOR NEW FACILITIES

Committees or groups seeking support under this policy should make an application to the council detailing their circumstances and the level of support they are seeking.

1.5 LIMITATIONS

No guarantee can be given that works, as outlined in this policy, can be funded by Council in a given year.

On-going support as outlined in this policy is subject to review based on use and need.

An occupier may choose to proceed with works on its own accord, subject to all works being approved by Council

1.6 IDENTIFYING CATEGORY OF COMMUNITY FACILITY

Facility Category 1 Facilities owned or managed exclusively by the council. Examples include: playgrounds, council offices, car parks, child care centre, performing arts centre

Facility Category 2 Non exclusive facilities which have a reasonable level of community use. Ownership not relevant e.g. Public Halls, Recreation Reserves

Facility Category 3 – Facilities where an agreement with council for part or full use of the facility exists. This can include leases, licences, occupancy or user agreements e.g. Wangaratta Indoor Sports and Aquatic Centre, WJ Findlay Oval Council owned houses. Each individual agreement will detail the responsibilities of parties in relation to building/ground maintenance and insurance requirements.

Facility Category 4 - Buildings owned by a 3rd party which are used exclusively by their club e.g. Club storage sheds, club houses

1.7 SCHEDULE FOR GRANT ALLOCATIONS

Please refer to Schedule for Facility Grant Allocations document.

1.6 SUMMARY

Category of community facility	Type of facility	Example	Insurance	Grounds Maintenance	Building Maintenance
Category 1 Facilities owned or managed by the council and occupied exclusively by council.	Child care centre Performing Arts Centre Public playgrounds/parks etc Public Library Council offices, car parks bus shelters depots etc Public toilets/amenities and shelters Council Waste management facilities	Merriwa Park Car park No.3 Apex park public toilets Wangaratta Library Wangaratta Lawn Cemetery Wareena Hall	RCOW	RCOW	RCOW
Category 2 Non exclusive facilities which have a reasonable level of community use. Ownership not relevant.	Public halls Public shelters/grandstands Community sports and recreational facilities, etc	Whorouly Recreation Reserve Pavilion Glenrowan Recreation Reserve Oxley Hall	RCOW &/or owner/occupier	RCOW and community group. Refer to part 3 of this policy	RCOW and community group. Refer to Part 4 of this policy
Category 3 – Facilities where an agreement with council for part or full use of the facility exists. This can include leases, licences, occupancy or user agreements.	Service facilities Visitor centres Council owned houses Roy St Independent living units	Yarrunga Scouts Wangaratta Indoor Sports and Aquatic centre Wangaratta Aerodrome Wangaratta Pony Club Christopher Robin Kindergarten	As per agreement (all current agreements to be reviewed for a consistent approach)	As per agreement (all current agreements to be reviewed for a consistent approach)	As per agreement (all current agreements to be reviewed for a consistent approach)
Category 4 - Buildings owned by a 3rd party which are used exclusively by their club.	Club storage sheds Club meeting rooms	Apex traffic centre Showgrounds animal nursery Wangaratta Cycling Club shed Wangaratta Hard court Tennis	Occupier	N/A	Occupier

In circumstances that do not fall clearly into any of the categories, or where Council considers it unreasonable, Council may nominate an appropriate category as deemed necessary for a particular facility.

PART 2: INSURANCE

2.1 OBJECTIVES

To provide a basis for the equitable allocation of insurance for community facilities within the Rural City of Wangaratta located on either Crown land or Council owned land.

2.2 CRITERIA FOR COUNCIL SUPPORT

2.2.1 BUILDING INSURANCE

- Facility category 1 –** Insurance will be provided by RCoW.
- Facility category 2 -** Insurance will be provided for those facilities which have a 'reasonable level of community use' and for where there would be a reasonable expectation for council to rebuild/replace should damage occur.
- Facility category 3 -** Insurance will be required or provided as outlined in the agreement (occupancy, lease, license or user agreement).
- Facility category 4** Insurance is the responsibility of the owner occupier.

2.2.2 PUBLIC LIABILITY INSURANCE

- Facility category 1 –** Insurance will be provided by RCoW.
- Facility category 2 -** Public Liability insurance will only be provided where a Section 86 committee exists. Where no Section 86 committee exists insurance should be provided by land owner e.g. DSE and/or the club/association using the facility.
- Facility category 3 -** Insurance will be required or provided as outlined in the agreement (occupancy, lease, license or user agreement).
- Facility category 4** Insurance is the responsibility of the owner occupier

2.2.3 CONTENTS INSURANCE

- Facility category 1 –** Insurance will be provided by RCoW.
- Facility category 2 -** Insurance will be provided for Council owned contents
- Facility category 3 -** Insurance will be required or provided as outlined in the agreement (occupancy, lease, license or user agreement)
- Facility category 4** Insurance is the responsibility of the owner occupier.

PART 3: PLAYING SURFACE MAINTENANCE

3.1 OBJECTIVES

To provide a basis for the equitable maintenance of sports and recreation playing surfaces within the Rural City of Wangaratta located on either Crown land or Council owned land. It is intended that this proactive maintenance will help avoid premature major capital works.

This policy only covers facilities which are:

- Multi use playing surfaces.
- Open to the public e.g. sporting ovals, tennis courts.
- Have a reasonable level of community use.

Specific playing surfaces such as turf wickets or bowling greens are not covered.

The playing surface and a perimeter of approximately 5 meters will be maintained as below. Common ground areas are not covered in this policy and are the responsibility of the committee of management.

3.2 CRITERIA FOR COUNCIL SUPPORT

Facility category 1	Maintenance will be provided by RCoW.
Facility category 2	Maintenance will be provided in accordance with level of maintenance/use. Please see section 3.4 Level of maintenance below.
Facility category 3	Maintenance will/will not be provided as outlined in the agreement (user, occupancy, license, or lease).
Facility category 4	Not applicable (these types of community facilities are exclusive use buildings not grounds).

3.3 TYPE OF MAINTENANCE

The ground maintenance allocation should be for annual maintenance of the ground surface and drainage/irrigation systems and may include the following:

Mowing, watering, turf management, weed control, fertilizing, line marking, oversewing, scarifying.

3.4 LEVEL OF MAINTENANCE

Grounds will be allocated a level of support determined by level of use, type of facilities, public access and community use.

Council will determine the most appropriate level for facilities.

Grounds may change levels from year to year according to changes in use, infrastructure etc.

Level 1 Highest maintenance/use – full seasonal use

High level of use, extensive maintenance regime, open to public use.

Examples: Bill O’Callaghan Oval, WJ Findlay Oval, Wareena Park, Norm Minns Oval, South Wangaratta Recreation Reserve

Minimum expectations: 18 cuts per year, playing surfaces maintained to a safe playing standard.

Level 2 Medium maintenance/use – full seasonal use

Medium level of use, few user groups, medium maintenance regime, wide variety of community use

Examples: Whorouly Recreation Reserve, Greta Recreation Reserve

Minimum expectations: 12 cuts per year, playing surfaces maintained to a safe playing standard

Level 3 Low maintenance/use – limited seasonal use

Grounds where there are a limited number of user groups,

Examples: Glenrowan Recreation Reserve,

Minimum expectations: 6 cuts per year, playing surfaces maintained to a safe playing standard

Level 4 No maintenance - no formal seasonal use

Reserves where a managed playing surface is not required.

Examples: Peechelba Bushland Reserve, Oxley Recreation Reserve.

Minimum expectations: Nil.

Additional multi use surfaces

Where other multi-use facilities such as tennis/basketball/netball courts have an existing reasonable level of community use a fixed maintenance allowance per court to a maximum of 5 courts will be provided. This allowance will enable preventative maintenance such as weed spraying and crack filling.

3.5 PROVISION OF RESOURCES

Resources will be allocated in two ways:

- Urban areas - council supply staff and resources to maintain the facility to the appropriate level of maintenance required.
- Rural areas – facilities may receive a funding allocation for the maintenance of multi use playing surfaces as per the level of maintenance required in section 3.4. Where deemed appropriate, council can authorise the allocation of financial support according to the allocated level. To do this the groups must:
 - Demonstrate that they can maintain the grounds to the appropriate level.
 - Maintain an annual maintenance register detailing how allocations have and will be spent.

- Develop a forward ground development plan/strategy to facilitate ongoing improvements.
- Provide an annual acquittal to council.

If approved, an amount will be forwarded annually following council's budget adoption:

- Any savings of a Council allocation due to volunteer contribution may be reallocated at the discretion of the committee.
- Committees of Management with genuine needs and achieving best value may seek extra funding from the contingency allocation.

3.6 REQUESTS FOR GROUND MAINTENANCE WORKS (Where council is the supplier of maintenance)

- All requests for minor and major maintenance work should go through the customer action request system
- Council operates a register of contractors for miscellaneous maintenance works and will select the appropriate contractor for the works
- No directions should be given by a Committee directly to any contractors to undertake works
- Council will not accept requests for payment for works if prior approval is not obtained

In assessing requests for major maintenance works Council must consider:

- Reason for request – e.g. safety issue, damage, deterioration etc.
- Estimated cost for works.
- Funds available and estimated additional annual works.
- Type of works and whether Council is responsible.
- Purpose of the grounds, existing and future use, and need.

PART 4: BUILDING MAINTENANCE

4.1 OBJECTIVES

Council has a responsibility to adequately maintain buildings it owns and/or operates. Council will also *assist* to maintain buildings that are deemed to have a reasonable level of community use through the provision of maintenance allocation. The key objective is to ensure equity for similar type uses across the Rural City of Wangaratta, regardless of whether the facility is on crown or council managed land.

Where there are two similar buildings in close proximity, council will work with the local community to determine the facility that will receive ongoing council support.

4.2 CRITERIA FOR COUNCIL SUPPORT

Facilities will receive maintenance support according to their category.

Facility Category 1 –	Building maintenance will be provided
Facility Category 2 –	Section 86 committees and DSE committees will receive an annual building maintenance allocation to assist with maintenance. Where major maintenance or upgrades are required it is the responsibility of the committees to seek funds through fundraising and/or grant applications.
Facility Category 3 –	Maintenance as per lease agreement (occupancy, licence, lease or user agreement)
Facility Category 4 –	All maintenance is the responsibility of owner/occupier

Minor facilities such as sheds or similar structures which have limited long term value or those that have minimum use will not be included/covered.

4.3 LEVEL OF MAINTENANCE

This section is only relevant for Category 2 Facility buildings, (the other categories are either total responsibility of council, outlined in an agreement or exclusive use facilities where council has no requirement to maintain).

Category 2 buildings will be categorised by council officers into 4 levels based on size. This will determine a base allocation.

In addition to this base allocation, buildings may receive extra allocations based on:

- Condition of building (poor = needs immediate work), fair (can operate but needs work), good (needs no immediate work).
- Essential services requirements linked to building size.
- Whether they are heritage listed or classified by the National Trust.

Level 1 Large

Large in physical size, high level of use, extensive maintenance regime.

Examples: Glenrowan Recreation Reserve multi use building, Whorouly Recreation Reserve multi use building.

Minimum Expectation: Essential Services Maintained.

Level 2 Medium

Medium level of use, medium maintenance regime, wide variety of community use.

Examples: Boorhaman recreation reserve, Springhurst Hall.

Minimum Expectation: Essential Services Maintained

Level 3 Small

Limited use and low maintenance regimes.

Examples: Greta Hall, Everton Upper Hall.

Minimum Expectation: Essential Services Maintained.

Level 4 No maintenance -

No formal committee or use.

Examples: no current example.

Minimum Expectation: Nil.

4.4 ALLOCATION OF RESOURCES

Facility Category 1 – Building maintenance will be provided by council staff.

Facility Category 2 – Section 86 committees and DSE committees can use their annual allocation to engage tradespeople as necessary. Any savings of a Council allocation due to volunteer contribution may be reallocated at the discretion of the committee.


Facility Category 3 – Maintenance as per agreement (occupancy, licence, lease or user agreement).

Facility Category 4 – No maintenance.

4.5 REQUESTS FOR BUILDING MAINTENANCE WORKS (Where council is the supplier of maintenance)

- All requests for minor and major maintenance work should go through the customer action request system.
- Council operates a register of contractors for miscellaneous maintenance works and will select the appropriate contractor for the works.
- No directions should be given by a Committee directly to any contractors to undertake works.
- Council will not accept requests for payment for works if prior approval is not obtained.
- Committees should submit a projected maintenance and capital works program and identify future works to aid budget planning on an annual basis by December each year.

In assessing requests for major maintenance works Council must consider:

- Reason for request – e.g. safety issue, damage, deterioration etc.
 - Estimated cost for works.
 - Funds available and estimated additional annual works.
 - Type of works and whether Council is responsible for issue.
 - Purpose of the building, existing and future use, and need.
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PART 5: ACQUITTAL

Funds provided to community groups through this policy are required to acquit these funds annually using the form in attachment 1.

Committees are to maintain playing surfaces and/or buildings to the standard expected relating to their allocation. Any savings of a Council allocation due to volunteer contribution may be reallocated at the discretion of the committee.

Committees who fail to return satisfactory acquittals will be cease to receive facility funding.

