

Appendix 2: Sporting Grounds and Pavilion Inspection Process

Last Updated:	September 2023
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Related Policies/ Strategies:	Sporting Ground and Pavilion Allocations Policy

1. SPORTING GROUND AND PAVILION INSPECTIONS

Council conducts detailed inspections of sporting grounds and pavilions:

- During and at the end of each season to ensure they are maintained and handed over to the next tenant in a clean and safe condition.
- On a regular basis throughout the season to ensure they remain in a safe and acceptable condition.

1.1 SEASON HANDOVER INSPECTIONS

A transition period of up to four (4) weeks occurs at the end of each season (depending on competition fixtures and finals games), during which time club representatives will be asked to attend an end of season changeover inspection and to confirm the inspection report for the pavilion. A pavilion inspection report will be prepared by Council and will be signed by the outgoing tenants.

The signed report noting any cleaning, maintenance or repairs required will be processed by Council officers for record and follow up action. Council is responsible for arranging remedial work or repairs to facilities where necessary, however all other cleaning works will be the responsibility of the outgoing sports club/s. Club maintenance responsibilities are outlined in the Sports Hire Agreement.

1.2 IN-SEASON INSPECTIONS

Council may inspect the sports facilities at any stage during the tenancy. There will be an initial inspection and at least two other inspections conducted by Council officers during the season. As part of the Building and Facilities Asset Management Plan for all Council facilities, the Building Maintenance department will also carry out regular asset condition inspections and reports.

2. WASTE AND RECYCLING

Clubs are responsible for maintaining and appropriately using any waste and recycling infrastructure supplied to them. Clubs are to ensure that the bins are not contaminated with the incorrect waste (relevant to the bin type) and that the area in and around the bin cage is not misused. Failure to comply with the waste management requirements may result in Council ceasing the emptying of the bins and the club taking responsibility to put a waste management plan in place.

This infrastructure includes:

- Internal pavilion waste and recycling bins.
- 240 litre waste and recycling bins, used for regular waste and recycling collections.
- Educational signage associated with waste and recycling.

The cost of repair or replacement of waste and recycling infrastructure identified during the changeover inspection will be charged to the clubs.

3. NOTICE TO CARRY OUT MAINTENANCE AND CLEANING

Following an inspection of the sports pavilion by Council, the sports club/ user group will be advised of any maintenance or cleaning required to be carried out either by the club or by Council (as per the maintenance responsibilities outlined in the hire agreement). Normal fair wear and tear is excluded. If any cleaning is required by the club and it is not completed within the timeframe required, or to the satisfaction of Council, Council will organise the cleaning to be carried out to a satisfactory level and the costs will be charged to the club.

Clubs must cover the full costs to repair any damage to sporting grounds and pavilions that has been caused during club usage, that is outside regular wear and tear. A club's bond may be accessed by Council to cover these costs. Should the costs of repair/cleaning exceed the amount of the bond, the club will be charged the additional costs incurred by Council.

In instances where damage has occurred a penalty bond of \$1,000 will be levied against the club for the next season's allocation. Fifty per cent of the penalty bond (\$500) will be refunded at the end of the following season should no damage be found at the season handover. The remaining \$500 will be held by Council as the club's ongoing bond.