

THE CITY OF
GREATER GEELONG

SPORTS CLUB USER GUIDE

VERSION: JANUARY 2024

Contents

INTRODUCTION	3	29. PLAYGROUNDS
PURPOSE	3	30. PORTABLE SOCCER GOALS
FAST FACTS	4	31. PRE-SEASON AND FINALS TRAINING
KEY CONTACTS	5	32. PUBLIC TOILETS
A-Z GUIDE	6	33. RISK MANAGEMENT
1. ADVERTISING SIGNAGE		34. REQUEST FOR SERVICE
2. AFTER HOURS		35. SCOREBOARDS
3. BINS		36. SEASONAL ALLOCATIONS
4. CAR PARKS AND ACCESS ROADS		37. SEASONAL HANDOVER
5. COLLABORATIONS/ FACILITY DEVELOPMENTS		38. SECURITY, LOCKS AND EQUIPMENT
6. CRICKET PRACTICE NETS		39. SHARED USE
7. CRICKET WICKETS		40. SIGHT SCREENS
8. DOGS ON SPORTING RESERVES		41. SMOKING
9. EVENTS		42. SPORTS GROUND LIGHTING
10. EXIT DOORS		43. STORAGE
11. FEES AND CHARGES		44. SUB LETTING OF FACILITIES
12. FOOD REGISTRATION		45. TEMPORARY CLOSURE OF GROUNDS
13. FIRE EXTINGUISHERS		46. TEMPORARY RENAMING OF GROUNDS
14. GAMING		47. TENNIS
15. GRAFFITI AND VANDALISM		48. UTILITIES
16. GRANTS		49. VEHICLES ON RESERVES
17. GRIEVANCE PROCEDURE		50. WATER RESTRICTIONS
18. GROUND INSPECTIONS		
19. INSURANCE		
20. IRRIGATION		
21. KEY ALLOCATION		
22. LICENCE AGREEMENTS		
23. LINE MARKING		
24. LIQUOR LICENCING		
25. MY GEELONG		
26. OPEN FIRES		
27. PAVILION		
28. PAYMENT OF FEES		

Introduction

PURPOSE

The Sports Club User Guide is intended to be the first point of reference for clubs that have a tenancy agreement that applies to a City-owned sporting facility. The purpose of the guide is to:

- clearly outline the roles and responsibilities of both sporting clubs and the City.
- provide education, resources, and contacts regarding the operational process for utilisation of City owned or managed facilities.

SPORTS CLUB HUB

Information for sporting clubs that use City operated reserves and facilities including Club development resources, facility maintenance, grants, and allocations.

[Sports Club Hub - City of Greater Geelong \(geelongaustralia.com.au\)](http://geelongaustralia.com.au)

SPORT AND RECREATION CENSUS

The City of Greater Geelong Sport and Recreation Census aims to gather annual utilisation and participation data on sporting clubs to: Understand the constraints on pavilions and reserves, identify gaps, opportunities and address challenges, understand sport and recreation trends, understand who, when and how our people are using council facilities and reserves, and obtain data to support our strategic planning for our clever and creative future.

[Sports Club Census](#)

CITY OF GREATER GEELONG APP

You can report more than 100 different issues, under 13 categories, via the **Geelong City** app. The free app is available for iPhones from the [Apple App](#) store and for Android phones from the [Google Play](#) store, just search for Geelong City. It's the only app that integrates with our request for service system, so the request goes directly to the relevant officer. It's quick and easy to use, allows you to upload a photo and can use your GPS location, plus you have the option of requesting feedback.

SPORTING CLUB NOTICEBOARD

We distribute the Club Noticeboard Newsletter electronically to keep clubs up to date with the latest information about grounds, seminars, club development and other important dates.

[Subscribe here](#)

Fast Facts – Greater Geelong



137

SPORTS PAVILIONS + BUILDINGS



171

TENNIS COURTS



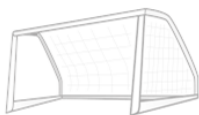
97

IRRIGATED SURFACES



210

CRICKET WICKETS



22

SOCCER PITCHES



76

NETBALL COURTS



11

BASEBALL/SOFTBALL FIELDS



91

CRICKET/FOOTBALL FIELDS



62

BASKETBALL PLAY SPACES



2

ATHLETICS TRACKS



12

EQUESTRIAN RESERVES



8

CYCLING / BMX / MOUNTAIN BIKE TRACKS



1

TARGET RIFLE RESERVE



14

SKATE PARKS



3

RUGBY FIELDS



300+

SPORTING CLUBS & COMMUNITY GROUPS



KEY CONTACTS

For any enquiries, please contact the relevant team using the list below as a guide, or via our [app](#)

For all after-hours emergency issues, please contact us on 5272 5272.

ISSUE	CONTACT	PHONE	EMAIL
Ground allocations	Community and Recreation Liaison Officer	(03) 5272 5272	comrec@geelongcity.vic.gov.au
Keys	Community and Recreation Liaison Officer		
Casual bookings	Community and Recreation Liaison Officer		
Building maintenance	Facilities Maintenance		fmaintenance@geelongcity.vic.gov.au
Events	Events Officer		events@geelongcity.vic.gov.au
Waste management	Waste Services		waste@geelongcity.vic.gov.au

A-Z GUIDE

A

ADVERTISING/SIGNAGE

Clubs must seek our permission before advertising or installing sponsorship signage – including real estate billboards. Our Recreation Reserve Advertising Signage Policy states that advertising signs must be oriented to display inwards, so that they are not viewed by passing traffic or people beyond the reserve.

For more information on the policy, or to apply for signage, please click [here](#).

AFTER HOURS SERVICES

Our after-hours service number is 03 5272 5272. It is available 24 hours a day, 7 days a week and should be contacted only for urgent issues that require immediate action. Issues can also be reported through our Geelong City app. For more information click [here](#).

B

BINS AND WASTE MANAGEMENT

Clubs are responsible for ensuring that all waste generated from the use of the reserve is cleaned by the end of the match day, or training session.

Any clubroom facility waste generated by clubs is viewed as commercial waste and therefore must be disposed of in commercial bins. Should clubs require additional bins for commercial waste disposal, please contact a private service provider to assist with this service.

Under no circumstances are clubs to utilise the public waste bins to dispose of any commercial waste. Illegal use of a public waste bin to dispose of commercial waste is an offence and can incur fines by Local Laws.

Rubbish dumped on City owned land should be reported to us immediately. To report litter or dumped rubbish issues, please click [here](#).

C

CAR PARKS AND ACCESS ROADS

As the facility owner, the City is responsible for the car park and access road maintenance. However, clubs must notify us of any issues likely to require intervention. Please be aware that significant car park issues may require detailed design, planning and Council budget bids to be delivered.

COLLABORATIONS/ FACILITY DEVELOPMENT

Should clubs have project proposal ideas, we recommend discussing it with us first. Following initial discussions, we may request a written proposal with preliminary design plans, costings, and confirmation of your club's expected contribution.

Council-funded

To minimise costs, some funded projects can be managed by the club, provided the committee has the appropriate skill set. However, we will still advise the club on delivering the project.

Club-funded

In cases where the club will fund a project, they can engage the City to deliver it on their behalf. This allows the club to draw on our expertise in delivering capital projects, as well as risk management.

For more information regarding club projects/collaborations click [here](#).

CRICKET NETS & WICKETS

All clubs are required to have a minimum of 2 synthetic lanes open to the public at all times.

The tenant club will be responsible for all maintenance and replacement costs for any cricket net that is locked up for exclusive use by the club.

TURF WICKETS AND TURF PRACTICE NETS	
Geelong Cricket Association	The club is responsible for the preparation of turf centre wickets, as well as the preparation and maintenance of all turf training wickets, including fencing, with support from the City/Geelong Cricket Association Agreement.
SYNTHETIC CENTRE WICKETS	
Bellarine Peninsula Cricket Association	Clubs are to contact the City for any centre wicket carpet replacement and/or vandalism.
Geelong Cricket Association	Clubs are to contact the Geelong Cricket Association for any centre wicket maintenance or replacement, with support from the City/Geelong Cricket Association Agreement. Clubs are to contact the City for any issues due to vandalism of a centre wicket carpet.
SYNTHETIC TRAINING NETS	
Bellarine Peninsula Cricket Association	Clubs are to contact the City to raise any maintenance concerns around fencing and pitch carpet.
Geelong Cricket Association	Clubs are to contact the City to raise any maintenance concerns around fencing and pitch carpet, with support from the City/Geelong Cricket Association Agreement.

D

DOGS ON SPORTING RESERVES

A range of sporting grounds and ovals are also available as 'off leash – supervised' areas, but only outside times when they are being used for organised sports, including training.

During times of organised sport, dogs must be kept on a leash.

You can report any animal issue [here](#).

E

EVENTS

Events on City land require an Events Permit. This includes all club events outside of normal use.

Please contact the Community & Recreation Liaison Officers if you are unsure if you need an event permit. To apply for an event, please click [here](#).

EXIT DOORS

Clubs must make sure all exit door and paths are maintained, readily accessible and kept clear of any obstructions.

F

FEES AND CHARGES

We give clubs use of facilities at a significantly subsidised rate. The fees charged are used to cover the actual cost of maintaining sports grounds and pavilions, in line with our [Fair Play Strategy](#)

Clubs will be invoiced once all seasonal allocation applications have been received. Payment is required within 30 days. If you are unable to make payment by the due date or are experiencing hardship, please contact us at comrec@geelongcity.vic.gov.au

FIRE EXTINGUISHERS

We provide several fire extinguishers and fire blankets within each pavilion to comply with Essential Services Regulation. We also service this equipment regularly to ensure its readiness in the event of an emergency.

FOOD REGISTRATION

Clubs using City-owned facilities must comply with the Victorian Food Act 1984 by registering any premises where food is sold.

Food preparation and sales may only take place in the registered premises in line with directions from our environment health team.

For further information, please click [here](#)

G H

GAMING

No gambling or gaming equipment is permitted on City-owned or managed land without our prior approval. Fundraising in Victoria is overseen by the [Victorian Commission of Gambling and Liquor Regulation \(VCGLR\)](#). No game of chance that involves money being passed on as a prize – either directly or indirectly – should take place in a City owned facility without obtaining both our consent and a permit from the VCGLR.

GRAFFITI AND VANDALISM

The tenant is responsible for reporting all external graffiti and vandalism that impacts the pavilion and surrounds to our building maintenance team. To request graffiti removal, please [click here](#)

GRANTS

For all grants opportunities visit the [Sports Club Hub Community Grants](#) page.

GRIEVANCE PROCEDURE

All grievances or complaints must be made in writing, addressed to the Community and Recreation team. If a dispute cannot be resolved, then we will make a determination in writing.

In the first instance, Council recommends clubs contact the [Dispute Settlement Centre of Victoria](#)

On 1300 372 888. This is a free, neutral mediation service provided by the Victorian Government.

GROUND INSPECTIONS

If there is a safety issue, please report it to us immediately. Grounds must not be used until they have been deemed safe. All clubs are required to undertake pre-match and training inspections of sporting grounds before each use.

INSURANCE

INSURANCE TYPE	OUR REQUIRMENTS
Property Insurance	Buildings owned by the City are fully insured, unless otherwise stated. All contents owned, operated, or controlled by the City are also insured.
Public Liability Insurance	The City has public liability insurance, but this does not cover the activities of independent bodies, publicly elected committees, and sporting bodies in City-owned buildings. As such, it is a condition of a club's tenancy that they have their own public liability insurance. For further information, please contact your representative State Sporting Organization.
Tenants Property	Contents purchased or supplied by occupiers are not considered fixtures of the facility. They are therefore not covered by the City's insurance policy. The tenant must insure their own property for loss or damage caused by significant events such as fire, water damage and theft. Note that cash, consumable goods, and sporting equipment kept on premises by occupiers are also not covered by our policy.

IRRIGATION

We are responsible for the maintenance and operation of all automatic irrigation systems. Clubs are not to access or alter control unit settings under any circumstances.

Clubs must notify us immediately if there is any interruption to mains power as this can affect the irrigation system.

To report a leaking or faulty irrigation system, please contact us on 5272 7272 or comrec@geelongcity.vic.gov.au

J K

KEY ALLOCATION

The tenant is responsible for maintaining a register of the keys as they're distributed throughout the season. Requests for additional sets of keys can be made through the [Sports Club Hub](#).

The security of City owned and maintained buildings is compromised by external key lock boxes on site. For this reason, they are not permitted.

L

LICENCE AGREEMENT

A Licence Agreement is a legal document giving a sporting club non-exclusive use of the sporting pavilion. Under the Fair Play Strategy, the City offer Licence Agreements so that we can promote shared use of City owned assets. Licences will be issued for a maximum of three years and are generally applicable where there is more than one club/user group using a facility.

LINE MARKING

All line markings are the responsibility of the club. Field dimensions must comply with relevant guidelines, considering size and orientation, and allowing for a minimum run-off around the playing area. Only water-based turf-specific spray, which will not endanger ground users or damage turf grasses, may be used for line marking.

LIQUOR LICENCE

User groups in City-owned facilities are not permitted to sell or consume liquor without first obtaining the licences required by the Liquor Control Reform Act 1998. The type of liquor licence required is largely dependent on the circumstances under which you operate. There are no liquor sales allowed during Junior sports events.

For further information regarding liquor licences, please click [here](#).

M

MYGEELONG

This is the one-stop shop for all things club-related. In [myGeelong](#), you can update your club details, contacts, memberships, and book the ground times needed for your club activities.

N

NORMAL USE

Use sporting grounds and pavilions within allocated time for designated sporting activities.

NOISE

Clubs are responsible for ensuring all members and guests of the clubs adhere to the [EPA Noise Guidelines](#). For further information, please click [here](#).

O

OPEN FIRES

Clubs are not permitted to have open fires of any description inside or outside of the pavilion.

P

PAVILIONS

Alterations

No work of any kind is to be undertaken on City-owned buildings without our written consent. This includes any building modifications or additions, as well as installation of equipment or other items.

If any unauthorised works take place, clubs may be required to remove them. These reinstatements may also happen at the club's expense.

Damages

Any damage requiring repair that is beyond 'normal wear and tear' must be paid for in full by the tenant.

Maintenance

A table outlining maintenance responsibilities of the City and tenant are outlined in the [Maintenance Schedule](#) of the licence for your allocated pavilion.

We will inspect pavilions on a regular basis. If we believe tenants are not meeting their obligations, we will request they be rectified.

If issues are not rectified, and/or clubs continue to breach their tenancy, we will rectify the issue at the club's expense and may withdraw the club's allocation.

Gas bottles used for club BBQs are not to be stored inside City owned pavilions.

PAYMENT OF FEES

All clubs will be issued an invoice for their seasonal booking fees during the allocation period.

Non-payment of any outstanding fees may result in the withdrawal of a club's allocation at a City-owned facility.

Any club that believes it has a genuine reason for not being able to meet its financial obligations should [contact us](#). If we are required to pursue debt collection to resolve accounts, the club will incur the full cost. Further information on our Debt Management Policy can be found [here](#).

PLAYGROUNDS

You can report an issue with a playground at your clubs sporting reserve [here](#).

PORTABLE SOCCER GOALS

The City do not provide, maintain, or replace portable soccer goals.

Tenant soccer clubs are responsible for ensuring that all portable soccer goals comply with the relevant [Australian Standard](#) as it applies to manufacture, installation, use, storage, and maintenance.

We reserve the right to secure or remove any portable soccer goals that we believe are not compliant with the relevant standard.

For any questions or queries regarding correct anchoring or securing techniques please contact [us](#).

PRE-SEASON AND FINALS TRAINING

Clubs requiring use of facilities outside of their allocation dates – for example, for pre-season or finals training – must complete a [casual booking](#) to request the use of these facilities.

Due to finals commitments and other factors affecting playing surface conditions, pre-season training and practice match opportunities may be limited, particularly prior to the commencement of the winter season.

Finals matches for current user groups will take priority over practice matches and pre-season training for off-season user groups.

PUBLIC TOILETS

We maintain and pay the utility costs associated with toilets located on City owned reserves that are open to the public seven days a week. Where sporting reserve toilets are only open on match days for member and spectator use, the club is responsible for opening, closing, and cleaning the facilities, as well as paying all the necessary utility costs. To report public toilet issues please contact us.

R

RISK ASSESSMENT

A risk assessment should be carried out by each club on their allocated sports ground and pavilion prior to the start of each season and each booking.

The use of scaffold, marquees and inflatable land-based devices also require risk assessment.

Marquees - The risk assessment should include details of how the structure will be erected, secured, and monitored. Structures must be fit for purpose and manufactured to Australian Standards.

Scaffold – The risk assessment should include details about the height/brand/model and statements like:

- ‘erected by competent person as per manufacturer’s instructions OR erected by appropriately licenced scaffolder in compliance with AS/NZS 4576 Guidelines for scaffolding,’
- ‘scaffold left unattended will be secured by xyz to prevent unauthorised use,’

- 'scaffold left unattended will be inspected prior to next use,
- 'wind speeds will be monitored, and scaffold not used under X conditions.' Etc.
- PLI must cover the scaffolding.
- A copy of the manufacturer's instructions must be provided when applying for the permit.

Inflatable land-based devices – when setting up a jumping castle or inflatable device on open public space the following conditions must be met.

- The jumping castle provider must have their own \$20 million Public Liability insurance, that is separate to the club's public liability insurance.
- The jumping castle or inflatable device must be always monitored by a suitably qualified individual who has the knowledge and ability to dismantle the device if required.
- Devices cannot be secured with the use of pegs or star pickets on council land. It is therefore the responsibility of the provider to ensure that they can secure the device according to the manufacture's guidelines without the use of pegs or star pickets.
- The jumping castle or inflatable device must meet Australian Standards.
- The Risk Assessment must outline the supervision of the jumping castle or inflatable device, demonstrates that it meets Australian Standards, the setup of the inflatable item and advice to wind management in accordance with the manufacturer's guidelines and/or engineers' certificate requirements
- You must understand your occupational health and safety duties when operating land-borne inflatable devices. For further information please visit WorkSafe.

REQUESTS FOR SERVICE

The request for service system allows for sporting clubs to lodge issues or problems electronically. This can be completed either online or via our App.

S

SCOREBOARDS

We will allow clubs to construct a scoreboard at their sports ground, subject to approval of the design. We will remove scoreboards that we believe are dangerous to the community and are not obliged to replace them if this happens.

Scoreboard advertising must comply with our [Advertising Signage Policy](#) and must only be displayed during the club's allocated season.

Clubs have full responsibility for maintaining scoreboards.

SEASONAL ALLOCATIONS

We run our seasons in accordance with the [Determination of Seasons Act](#).

Seasonal allocations will be made through:

- Summer – 1 October to 31 March
- Winter – 1 April to 30 September.

Winter allocations will be called for in January of each year, with confirmation of allocation to be sent to clubs in March.

Seasonal summer allocations will be called for in July of each year, with confirmation of allocation to be sent to clubs in September.

For further information regarding seasonal allocations, please [click here](#)

SEASONAL HANDOVER

All clubs must leave facilities in a neat and tidy condition for the incoming club.

Clubs should organise a changeover meeting with all user groups at the end of each season – generally late September/early October or late March/early April. This gives the new user group the chance to review the cleanliness and condition of the facilities before occupying the space.

SECURITY, LOCKS AND EQUIPMENT

Clubs must fully secure the facility after each use. All gates, chain gates and padlocks, and other City owned security equipment must be kept in the locked position after each use to minimise the chance of theft or vandalism. Clubs may be liable for the replacement costs of missing padlocks. Further information on this can be found under key allocation.

Clubs wishing to install security systems must first obtain our approval and notify us of the relevant codes. Clubs are fully responsible for all costs associated with installed alarm systems, including maintenance, repairs, and general costs. As such, payment must be arranged directly with the security provider.

The security of City owned and maintained buildings is compromised by external key lock boxes on site. For this reason, they are not permitted.

SHARED USE

Clubs sharing a facility are to liaise with other users to prevent clashes of training schedules, pavilion usage and equipment storage.

We expect shared users to operate harmoniously. Further information on this can be found under [grievance procedure](#).

SIGHT SCREENS

Sight screens are the sole responsibility of the club, who must cover the cost of renewals and maintenance.

Only portable sight screens are permitted.

We recommend that sight screens are designed to be wind resistant to minimise potential damage in inclement weather.

SMOKING AT JUNIOR SPORTING EVENTS

Under the Tobacco Act 1987, smoking is now prohibited within ten metres of outdoor public children's playground equipment, skate parks and sporting venues during junior organised sport.

SMOKING IN COUNCIL BUILDINGS

Club are advised that smoking is prohibited in all City owned buildings including sport pavilions. Additionally, no person is allowed to smoke within five meters of doorways or open windows. It is the responsibility of all clubs to uphold this policy in the interests of community health. Any evidence of smoking within a city owned pavilion will result in a review of the user groups allocation and may also jeopardise any future allocations.

SPORTSGROUND LIGHTING

Sportsground floodlighting must only be operated within the nominated facility hours of use.

General maintenance of sportsground lighting, including replacement of globes, is the responsibility of the club.

STORAGE

All clubs who have been granted use of a pavilion have access to storage space, where available. Licensed clubs sharing a pavilion should work together to allocate storage space at the start of the season. All items must be stored in designated storage spaces. Items must not be stored in other areas that are not designated for storage – for example, toilets, shower facilities, or first aid rooms.

SUB-LETTING OF FACILITIES

The City encourages sub-letting of facilities to maximise the use of city owned assets for the whole greater Geelong community.

T

TEMPORARY CLOSURE OF GROUNDS

We reserve the right to close any sports ground in poor weather conditions, or to protect the playing surface, complete capital, or maintenance works, or allow rehabilitation of the ground after damage.

We will endeavour to notify any club affected by a ground closure as early as possible to allow for alternative arrangements.

TEMPORARY RENAMING OF GROUNDS

Sporting clubs may apply for conditional approval to temporarily rename sports grounds on Council owned or managed reserves in connection with sponsorship naming rights.

This applies to ovals, playing fields, courts, and other outdoor facilities within recreation reserves. Indoor facilities and buildings are not included in the definition of a sports ground. For more information click [here](#).

TENNIS

Tennis clubs are required to ensure that a minimum of two courts are available and open to the public at all times outside the clubs seasonal allocation(training and match days).

Tennis clubs may request replacement nets due to wear and tear and vandalism by emailing the Community and Recreation team via comrec@geelongcity.vic.gov.au.

U

UTILITIES

Clubs are responsible for paying the utility charges related to their seasonal use. This includes all telephone, electricity, gas, and water/sewerage charges. Where clubs share facilities, each club will be responsible for a percentage of the utility charge, which must be negotiated between clubs.

V

VEHICLES ON RESERVES

No motor vehicle, bicycles, scooters, carts, or other vehicles – whether propelled by mechanical, human, or animal power – may be driven through any sports ground without our prior permission.

Emergency vehicles are exempt.

W

WATER RESTRICTIONS

Clubs must comply with all water restrictions and accept that, in some cases, these restrictions may affect their use of City-owned sports grounds.

Clubs will be regularly updated about changes to water restrictions and the impact on seasonal booking.

MAINTENANCE SCHEDULE

DISCLAIMER

The purpose of this document is to identify the responsibilities of the Tenant Licensee and the City in regards to maintenance. It should be read in conjunction with the conditions in the Lease/Licence.

DEFINITION

For the purposes of this Maintenance Schedule, **misuse** means damage caused to the Leased/Licensed area, including but not limited to, the interior or exterior of the building, by the Tenant/Licensee and/or their employees, agents, invitees, contractors and any other entity the Tenant/Licensee, Sub-lessee/Sub-licensee/Hires the building to.

ITEM	TENANT / LICENSEE	COUNCIL
AUDITS	Program related audits as related to program guidelines.	Council to organise building/site related audits as required according to Council policy.
BUILDING ALTERATIONS	Submitting written requests to Council for approval prior to commencement of all works.	All alterations need to be approved by Council
BUILDING MAINTENANCE INTERNAL	Maintenance issues to be identified and reported to Council. Responsible for repair/replacement costs as a result of damage due to misuse.	Council will respond to maintenance requests as they arise.
BUILDING MAINTENANCE EXTERNAL	Maintenance issues to be identified and reported to Council. Responsible for repair/replacement costs as a result of damage due to misuse.	Council will respond to maintenance requests as they arise.
CAFÉ/ BISTRO BLINDS AND SCREENS	Regular cleaning, maintenance, and repair as a result of damage due to misuse. Full responsibility for Tenant/Licensee installation Submitting written requests to Council for approval prior to commencement of all works.	Structural maintenance Replacement at end of useful life.
COACHES BOX	Full responsibility	No responsibility
CURTAINS & BLINDS	Regular cleaning and repair and replacement	No responsibility
CLEANING	Full responsibility	No responsibility
DISHWASHERS	Responsible for repair/replacement costs as a result of damage due to misuse. Full responsibility for Tenant/Licensee installation	Full responsibility for council installations
ELECTRICAL WIRING AND FITTINGS	Report all faults to Council. Responsible for repair/replacement costs as a result of damage due to misuse.	Responsible for all issues from main supply to and including the switchboard, power points, switches and light fittings, if damage is due to fair wear and tear, or if

ITEM	TENANT / LICENSEE	COUNCIL
		the wiring/fitting is determined to be beyond its economic life.
ELECTRONIC SCOREBOARDS	Full responsibility	No responsibility
EMERGENCY EVACUATION PROCEDURE	Responsible for developing and ensuring users understand the procedure.	Council will provide an Evacuation Plan and ensure this plan is installed in a suitable location and checked on annual inspection.
EXIT LIGHTS	Report all faults to Council. Responsible for repair/replacement costs as a result of damage due to misuse.	Council is responsible for annual servicing, replacing/repairing if damage is due to fair wear and tear.
EXTERNAL PATHS	Responsible for notifying Council of any trip hazards on the pathways. Upgrades or redesigning of pathways/landscaping subject to approval from Council.	Council will address path issues if deemed trip hazards outside of egress and ingress (Paths of Travel) Council will consider any request for upgrades of pathways.
FENCES/GATES	Responsible for repair/replacement costs as a result of damage due to misuse. Report all faults to Council.	Council will coordinate the replacement and repair due to fair wear and tear and will address any regulatory changes as required.
FIRE EXTINGUISHERS	Replacement of stolen or expelled extinguishers as a result of misuse.	Council is responsible for servicing and replacement due to theft or fair wear and tear. Council will arrange annual maintenance and recharging if expelled for fire prevention.
FLAG POLES	Fully Responsibility if tenant installation. Responsible for replacing flags. Responsible for notifying Council of damaged, broken, or vandalised flag poles.	Council responsible for replacement and repair due to fair wear and tear or vandalism of previously authorised or approved poles.
FLOOR SURFACES AND COVERINGS	Responsible for all necessary cleaning, repair, and replacement costs as a result of damage due to misuse. Gain approval from Council prior to any change. Keep all floors and insert mats in good and safe condition.	Council will repair/replace or resurface/reseal flooring due to fair wear and tear and replace recessed mats when existing become worn or unsafe.
FOOD HANDLING	Responsible for ensuring that services within kitchen offered comply with Food Handling and Health and Local Laws	No responsibility.
GARBAGE COLLECTION	Provision of bins and bags. Collection costs associated with registration and collection.	No responsibility.
GLASS/MIRRORS - INTERNAL	Report all damage to the Councils. Responsible for repair/replacement costs as a result of damage due to misuse.	Council responsible for repair or replacement due to fair wear and tear.
GRAFFITI & VANDALISM	Responsible for the cost of removal of all internal graffiti as well as costs for repair due to internal vandalism Responsible for notifying the Council Facilities Maintenance Unit of external building graffiti.	Council responsible for removal of external building graffiti and repairs due to external vandalism.

ITEM	TENANT / LICENSEE	COUNCIL
GREASE TRAPS	All ongoing fees and regular cleaning including Trade Waste Permit and on goings.	Initial registration with Barwon Water when installed, but no ongoing maintenance.
GREY WATER/ SEWAGE	No responsibility.	Council have full responsibility.
HEATING AND COOLING	Report all faults to Council. Responsible for repair/replacement costs as a result of damage due to misuse. Cost of installation of additional heating and cooling subject to approval from Council. Full responsibility for Tenant/Licensee installation	Full responsibility for council installations, replacement of equipment at end of economic life, servicing and maintenance of fixed heating/cooling systems. Council will give consideration to requests for additional heating and cooling.
HOT WATER	No responsibility	Full responsibility
INSURANCE – CONTENTS, BUILDING AND PUBLIC LIABILITY	Responsible for contents insurance and public liability associated with the programs and the premises with City of Greater Geelong as joint named insured.	Responsible for the building insurance and City of Greater Geelong owned equipment/fixtures.
KEYS AND LOCKS (ALSO SEE SECURITY)	Costs associated with replacement/repair due to misuse. No locks are to be changed without Council approval. Maintain a register of those people who have access to the building (key holders, those with access codes, swipes, fobs, etc) and notify Council of loss of keys, swipes, etc. Request additional key cutting through Council and pay associated costs. Keys must be returned from discontinued users and if they are not returned the Tenant/Licensee will be responsible for costs associated with re-keying that area if deemed necessary by the Council.	Council will repair or replace due to faults or fair wear and tear. This includes replacement of door closers and locks at the end of their economic life, maintenance of all doors and fittings including closers and realignment of internal doors.
LANDSCAPING, GARDENING, LAWNS AND OUTSIDE MAINTENANCE INCLUDING REDESIGN (EXC. TREES)	Full responsibility for outdoor garden maintenance and any costs associated with redesign of outdoor area, subject to Council approval including nature strips on adjoining property.	Council will consider any requests for change.
LIGHT GLOBES/FITTINGS – EXTERNAL	Report faults of lighting attached to the building to Council. Responsible for the costs to repair/replace as a result of damage due to misuse.	Council responsible for coordinating repair or replacement of, including security lighting
LIGHT GLOBES/FITTINGS – INTERNAL	Report all faults to Council. Responsible for the costs to repair/replace as a result of damage due to misuse. Replacement of globes at economical life.	Council will coordinate repair of faulty fittings or those at the end of their economic life.
MURALS	Must request permission from Council. Removal and maintenance of any murals during and prior to end of Licence or as alternatively agreed with City of Greater Geelong.	Council will consider requests case by case.
NATURE STRIPS	Responsibility of Tenant/Licensee to maintain, in accordance with necessary standards/regulations including weeding, mowing, and edging turf.	No responsibility, unless nature strip falls within a City of Greater Geelong Recreation reserve or bus stop.

ITEM	TENANT / LICENSEE	COUNCIL
NON-FIXED EQUIPMENT PURCHASE AND REPLACEMENT (BUILDING CHATTELS)	<p>Responsibility of Tenant/Licensee, in accordance with necessary standards/regulations.</p> <p>All electrical equipment must be tested and tagged by a registered electrician.</p> <p>Inventory to be completed annually at the commencement of each calendar year.</p> <p>Responsible for costs associated with the purchase of new equipment.</p>	No responsibility.
OVENS	<p>Responsible for cleaning and maintenance.</p> <p>Responsible for replacement at the end of usable life if installed by the Tenant/Licensee.</p> <p>Approval to upgrade any existing oven to be approved by Council.</p>	Council responsible for repairs, maintenance and replacement at the end of usable life if council installation.
PAINTING – INTERNAL AND EXTERNAL	No responsibility.	As needed and determined by Council.
PEST CONTROL	Responsible for keeping all areas clean and free of all rodents, ants and pests etc.	Council is responsible for internal and external Pest Control as requested or deemed necessary.
PLAYGROUNDS	<p>Responsible for the maintenance of portable playground equipment and the surrounding environment ensuring National Quality Framework requirements are met.</p> <p>Replenishing soft fall and sand as required to Australian Standards.</p> <p>Ensure daily checks of the playground are undertaken.</p> <p>Inform Council of any fixed equipment issues, concerns or safety issues.</p> <p>Report all incidents, near misses that have occurred as a result of any fixed equipment to Council.</p> <p>All playground upgrades must be approved by Council.</p>	<p>Responsible for fixed playground equipment. Council will coordinate monthly monitoring of playgrounds and formal annual external audits of playgrounds.</p> <p>Council will consider requests and provide guidance on appropriate playground development if approved.</p>
PLUMBING	<p>Report all issues to Council</p> <p>Responsible for the costs associated with clearing blockages to sewerage system and repair/replace fittings due to misuse.</p> <p>Responsible for the costs to repair/replace the taps, cisterns, toilet pans and seals due to damage caused by misuse.</p> <p>Responsible for the costs to repair/replace the fixtures such as garden hoses and sprinklers due to damaged caused by misuse</p> <p>Necessary cleaning costs associated with cleaning of grease traps as determined by Barwon Water.</p>	<p>Council responsible for the repair/replacement of all plumbing fixtures including washers and taps due to fair wear and tear.</p> <p>Consideration of requests for upgrades.</p>
ROOFING	No responsibility. Report all faults to Council.	Full responsibility.
SANITARY DISPOSAL UNITS	Responsible for costs associated with the servicing of sanitary disposal units.	Responsible for arranging the servicing of the sanitary disposal units.

ITEM	TENANT / LICENSEE	COUNCIL
SECURITY/ALARM SYSTEM (SEE ALSO KEYS AND LOCKS)	Full responsibility if installed by the Tenant/Licensee. Tenant/Licensee responsible for all call out costs incurred due to misuse, error, or negligence.	Responsible for servicing and maintenance if installed by Council.
SEPTIC TANKS	Responsible for the costs of any maintenance and repair due to misuse.	Responsible for maintenance of the septic system.
SHADE STRUCTURES	No responsibility. Report all faults to Council.	Full responsibility.
SHEDS	No responsibility. Report all faults to Council.	Full responsibility.
SERVICES – POWER, WATER, GAS, TELEPHONE ETC	Responsible for all costs associated with the usage of the services to the building, including but not limited to payment of all usage accounts. In the case of shared facilities, committees must abide by their responsibilities and proportional costs as stated in formal agreement.	Responsible for approving upgrades or new connections.
SIGNAGE	Maintain all internal and external signage, (i.e. toilet signs, directional signs, and program signs).	Council will maintain City of Greater Geelong specific signs, e.g. Plinth/Hoop signs. Council will consider requests for signage upgrade if National Construction Code or Australian Standard compliance issues arise.
SOCIAL SPACE	Full responsibility.	No responsibility.
SOLAR PANELS	Full responsibility if tenant installation	Full responsibility if council installation
SPORTS LIGHTS	Full responsibility	No responsibility
STORM WATER	No responsibility	Full responsibility
TREES	Report issues relating to existing trees, i.e. tree damage, request tree removal, pruning. Planting of new trees must first be approved by Council.	Regular tree inspections and maintenance. Provide advice on appropriate tree species and ensure that tree issues are responded to.
WALL FINISHES AND CEILING LININGS	Report all faults to Council. Responsible for repair/replacement costs as a result of damage due to misuse.	Maintain, repair or replace as required due to structural damage or storm damage.
WINDOWS	Report all faults to Council. Responsible for repair/replacement costs as a result of damage due to misuse. If keys are lost to lockable windows the Tenant/Licensee required to fund replacement keys or total replacement of locks if deemed necessary by Council.	Maintain all operation and locking mechanisms of windows. Responsible for repairing damaged windows to the building as a result of fair wear and tear.
WATER TANKS	Full responsibility if water tank is not connected to building (education tank).	Full responsibility if water tank is connected to the building, including ongoing maintenance, cleaning of the tank and associated fixtures and fittings for water tanks connected to buildings or used to water outdoor areas.

COUNCIL CONTACTS

Building Maintenance 5272 4320

Graffiti Hotline 5272 4319

Greater Geelong City Council, including emergency after hours contact 5272 5272

Email: FMaintenance@geelongcity.vic.gov.au

Maintenance Schedule: Version 25 July 2018

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8:00am – 5:00pm

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