



THE SPORT, RECREATION AND COMMUNITY **TOOLBOX**

**A GUIDE TO STATUTORY
MAINTENANCE
AT COUNCIL LEASED
SPORT AND RECREATION
FACILITIES**



LOGAN
CITY COUNCIL

STATUTORY MAINTENANCE FOR LEASED SPORT AND RECREATION FACILITIES



THE SPORT, RECREATION AND COMMUNITY TOOLBOX

The intention of this *Guide to Statutory Maintenance at Council Leased Sport and Recreation Facilities* is to provide sport and recreation organisation's within Logan with an easy to navigate guide to undertaking Statutory Maintenance at leased facilities.

As part of Council's review of its leasing policy (*Licence or Lease of Council Owned or Controlled Land to Sporting, Recreational and Community Organisations*), Council resolved to take on the responsibility for statutory maintenance items at its leased sport and recreation facilities. This will apply to all new leases signed after February 2015. The intention of Council in undertaking statutory maintenance, is to ensure the wellbeing and safety of members and visitors when they are at Council owned sport and recreation facilities.

What does 'Statutory Maintenance' include?

Statutory maintenance refers to planned maintenance that is compulsory to meet legal requirements under Acts, regulations or other statutory instruments. This includes standards and codes referred to in an Act, regulation or statutory instrument.

The services that Council will now provide Statutory Maintenance for are described in more detail below and include:

1. Fire
2. Electrical - RCD
3. Asbestos
4. Grease Traps/Trade Waste
5. Reduced Pressure Zone Device (Backflow Device)
6. Home Sewerage Treatment Plant (HSTP)/Sewer Holding Tanks/Septic Tanks
7. Lifts

How will 'Statutory Maintenance' be rolled out?

In accordance with the terms of your lease (*signed after February 2015*), Council will progressively undertake the Statutory Maintenance responsibilities at the facility your club leases from Council.

A number of these items were previously the responsibility of the occupant (being your club) and you will need to continue to perform these services until Council has advised you that we are taking over the services. With over 100 sport and recreation facilities in Logan, this process may take some time.

Some of the services listed above will be relatively simple to add to Council's current service contracts, whilst other services may require significant corrective works in order to ensure compliance with legislation.

In implementing this regime of Statutory Maintenance, Council will ensure that your club is consulted, kept informed and involved in the process of bringing your leased facility up to standard.

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When will Council be accessing your leased facility?

The process of undertaking the Statutory Maintenance of your facility will involve access on several occasions throughout the year. To ensure Council can meet its legal obligations under the lease, we request that all lessees provide Council with a set of keys to facilitate access to your facility.

We appreciate that your committee are volunteers and by providing keys to Council this will reduce the burden on you and your volunteers to have to be at the facility for each inspection. The provision of keys to facilitate access is also a requirement under all new leases signed with Council.

Council officers will provide your club with a minimum of 48 hours' notice prior to accessing the facility and should you wish, a member of your management committee is welcome to attend on-site.

What are your clubs 'Statutory Maintenance' responsibilities?

In accordance with the terms of your lease (*Annexure C in leases signed after February 2015*), your club has responsibilities to comply with the applicable legislation and ensure the leased facility is maintained to an appropriate standard.

In regards to Statutory Maintenance, whilst Council will undertake the works, your club also has responsibilities as the occupant of the facility. These responsibilities are set out in more detail in this *Guide* and include:

- Ensuring the safety of members and visitors whilst at the facility - for example, by keeping fire exits clear;
- Notifying Council of any damage to, or maintenance required in regards to the Statutory Maintenance undertaken by Council - for example, when a fire extinguisher has been used for a fire emergency; and
- Ensuring your club, members and visitors do not wilfully cause damage to any Statutory Maintenance items - for example, the misuse of fire extinguishers. The cost of rectifying such situations will be the responsibility of your club.

Who should I contact if I have any enquiries?

Should you have any further queries in relation to the information provided in this Guide, please contact Council's Sport & Recreation Program within the Sport, Leisure & Facilities Branch.

Officer	Contact Details
Sport & Recreation Officer	E: council@logan.qld.gov.au P: (07) 3412 3412

STATUTORY MAINTENANCE FOR LEASED SPORT AND RECREATION FACILITIES

1. Fire Services

There are several pieces of legislation that relate to fire safety in buildings. The legislation places an obligation on the owner (Council) and/or occupier (Lessee) of the building to ensure the safety of persons in that building in the event of a fire or other emergency.

The Queensland Fire and Emergency Services website provides information and fact sheets that may be useful for your club (<https://www.fire.qld.gov.au/buildingsafety/owner-occupier.asp>).

Council Responsibilities

The table below identifies the typical fire safety equipment that may be located in the facility your club leases and details the required inspection frequency.

Equipment	Responsibility / Frequency
Fire hydrant	Every 6 months
Fire hose reel	Every 6 months
Fire extinguisher	Every 6 months
Fire blanket	Every 6 months
Emergency and Exit lights	Every 6 months
Fire Evacuation Plans	As required
All fire equipment	If fire equipment is used to control a fire in the premises, please notify Council so that these items can be replaced.

For larger facilities there may also be:

Equipment	Responsibility / Frequency
Fire detection systems/Indicator Panels	Monthly
Passive fire and smoke containment systems	Monthly
Manual Call Systems	Annually

Lessee responsibilities

As the occupier (Lessee) of the facility, your club also has responsibilities in regards to fire safety. We recommend that you visit the QFRS website noted above and familiarise your committee with these responsibilities.

Your clubs responsibility includes:

Equipment	Responsibility / Frequency
Evacuation routes and doors	Ensure these are kept clear from obstructions
Exit Doors	Must be unlocked when the building is occupied
Fire Evacuation Drills	Conduct annually & keep records.
All fire equipment	If fire equipment is used to control a fire or is faulty please notify Council

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2. Electrical Services

A Residual Current Device (RCD), also known as a “safety switch”, is a life-saving device which is designed to prevent you from getting a fatal electric shock if you touch something live, such as a bare wire.

Council responsibilities

Equipment	Responsibility / Frequency
Residual Current Device	Annually - testing by a competent person (electrician)

Lessee responsibilities

Equipment	Responsibility / Frequency
Residual Current Device	Perform a ‘push button’ test annually (6 months after electrician test)
Testing and Tagging Appliances	As per legislation and only if no RCD installed.
RCD	If RCD is faulty please notify Council
RCD	Resetting the RCD if the circuit trips.

General safety information

As part of the annual testing, the electrical contractor may come across the following circumstances which Council will work with the lessee to address:

Issue	Action
Circuits that are not protected by an RCD	RCD will need to be installed by Council
During the testing of the newly installed RCD it may be found that the circuit is faulty	The cause will need to be investigated and repaired. On occasion this may result in periods of time where circuits are isolated and you may have a loss of power to all or part of the facility.
Old electrical appliances may ‘leak’ current which will cause the switch to regularly trip	Appliances may need to be replaced by the club

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3. Asbestos

In accordance with the *Work Health & Safety Act*, a person with management or control of a workplace must ensure asbestos at the workplace is identified, the location of asbestos is clearly indicated and recorded in a register and have a written asbestos management plan if asbestos has been identified at the workplace.

The Safe Work Australia website has information and resources which may be of assistance to your club, including the "*Model Code of Practice - How to Manage and Control Asbestos in the Workplace*".

(<http://www.safeworkaustralia.gov.au/sites/swa/about/publications/pages/manage-control-asbestos-cop>)

Council responsibilities

Requirement	Responsibility / Frequency
Asbestos Audit*	Re-audit at a minimum of every 5 years
Asbestos Management Plan*	Prepared by Council and provided to occupier (lessee)

**Council has undertaken an Asbestos Audit and developed an Asbestos Management Plan and Register for each of its leased sport and recreation facilities (2014/15). A copy of the Plan has been provided to your club for display.*

Lessee responsibilities

Requirement	Responsibility / Frequency
Asbestos Management Plan	Ensure your organisation familiarises itself with the Asbestos Management Plan
Asbestos Management Plan	A copy of the Asbestos Management Plan is to be made available on the premises all times.
Asbestos Management Plan	Ensure all building occupants, staff, external contractors and site visitors are aware of and have access to a copy of the Asbestos Management Plan.
Building Works	Seek Landowners Consent from Council before undertaking any building works.

We recommend that you visit the Safe Work Australia website noted above and familiarise your committee with these responsibilities.

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4. Grease Traps/Trade Waste

Your grease trap catches solids, oils and grease (trade waste) from the sink in your canteen / kitchen, preventing those items from damaging the wastewater network assets. It is likely that any facility with a kitchen will have a Grease Trap.

Council Responsibilities

Equipment	Responsibility / Frequency
Inspection	Annually*
Pump out	As detailed in Trade Waste Agreement registered with Council.
Grease Trap / Trade Waste System	Servicing and repair as required

**Requirements will vary depending upon the particular system at your facility, relevant legislation and the terms outlined in your Trade Waste Licence Agreement.*

Lessee responsibilities

Equipment	Responsibility / Frequency
Grease Trap	Payment of annual licence fee as invoiced by Council.
Grease Trap / Trade Waste System	Any service or repair (i.e. blockages) required due to damage caused by improper usage of the Grease Trap / Trade Waste System

5. Backflow Prevention Device (BPD) / Reduced Pressure Zone Device (RPZ)

A reduced pressure zone device (RPZ) prevents contamination of the main water supply by preventing the backflow of water into the system. Irrigation systems and Fire Hose reels are typical locations where a backflow prevention device may be located in the facility you lease from Council.

Council Responsibilities

Equipment	Testing Frequency
Inspection	Annual service inspection and report *
RPZ	Servicing and Repair as required *

**Requirements will vary depending upon the particular BPD system at your facility, relevant legislation and the terms outlined in your BPD licence*

Lessee responsibilities

Equipment	Responsibility
RPZ	Payment of annual licence fee as invoiced by Council.

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6. On-Site Sewerage Facilities (e.g. Home Sewerage Treatment Plant (HSTP)/Septic Tank)

An on-site sewerage facility is installed for the treatment of sewerage generated on the premises. The on-site sewerage facility may also store sewerage generated on premises for disposal off the premises by a licensed contractor (i.e a Sewer Holding Tank).

Council Responsibilities

Equipment	Testing Frequency
On-site Sewerage Facility	Servicing *

**Requirements will vary depending upon the particular on-site sewerage system at your facility, relevant legislation and the terms outlined as per your model approval*

Lessee responsibilities

Equipment	Responsibility
On-site Sewerage Facility	Any service or repair (i.e. blockages) required due to damage caused by improper usage of the On-site Sewerage Facility

7. Lift Servicing

If the building you lease is serviced by a lift, the manufacturer will require the lift to be inspected and maintained to a set standard. Further, the *Work Health & Safety Act* requires the lift to be registered and issued with an annual plant licence.

Council Responsibilities

Equipment	Testing Frequency
Lift / elevator	Regular inspection and service (as required to enable annual plant licence to be obtained)
Lift / elevator	Mechanical breakdowns*

**Repair of mechanical breakdowns will be assessed by Council on a case by case basis*

Lessee responsibilities

Equipment	Responsibility
Lift / elevator	Any service or repair required due to damage caused by improper usage of the lift / elevator
Lift / elevator	If lift / elevator is faulty please notify Council