



South Gippsland
Shire Council

**C7 Instrument of Delegation
by CEO to Community Asset Committee**

**South Gippsland Shire Council Instrument
of Delegation
by the
Chief Executive Officer
to the 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 South Gippsland Shire Council, by this Instrument of Sub-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 18 February 2026 and known as "Meeniyan Community Hub Asset Committee" (Community Asset Committee), each the powers, functions and duties set out in the Schedule;
2. declare that a delegate can only exercise the delegations contained in this Instrument of Sub-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 Sub-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 s 47 of the Act or otherwise.

This Instrument of Delegation is dated:

and is made by the Chief Executive Officer.

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

DocuSigned by:
Allison Jones
60E1E8AC8EC2411...

Witness:

Signed by:
Desirae Hardy
9299C101C14046C...

Dated: 21/5/2026 | 09:15 AEST



*South Gippsland
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SCHEDULE

Powers, Functions and Duties

To manage the following community asset:

**Meeniyan Community Hub, Whitelaw Steet
Meeniyan, Victoria, 3956**

And for that purpose:

1. To enter contracts, and to incur expenditure, not exceeding the value of \$1,000 and for the specific purpose of operating, maintaining and managing the community asset;
2. To manage and maintain the community asset in accordance with the Community Asset Committee General Terms of Operation (Appendix 1) and accompanying Maintenance Schedule;
3. To facilitate public access to the community asset including operating a booking system and collecting booking fees;
4. To provide advice to Council on matters pertaining to the community asset; and
5. To do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.

Requirements

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

1. Comply with all applicable Acts, Regulations and Council Policies relevant to the community asset, its management and operations; and
2. Ensure maintenance tasks for which the Community Asset Committee is responsible are conducted safely and completed to an appropriate standard; and
3. Prioritise the safety of community asset users; and
4. Comply with the following governance requirements:
 - 4.1. Keep full and accurate records of meetings of the Community Asset Committee; and
 - 4.2. Keep full and accurate financial records for the Community Asset Committee as provided in the General Terms of Operation; and
 - 4.3. The conflicts of interest requirements established by the South Gippsland Shire Council Governance rules; and
5. Monitor and report on its activities and performance at least in accordance with the following:



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- 5.1. Report annually to Council's Chief Executive Officer on Community Asset Committee activities and performance as outlined in the General Terms of Operation; and
- 5.2. Provide Council with a copy of Community Asset Committee meeting minutes within 14 days of their adoption; and
- 5.3. Provide Council with a copy of the Community Asset Committee's financial reports and bank statements after each scheduled meeting; and
- 5.4. Maintain a register of maintenance tasks completed by the Community Asset Committee; and
- 5.5. Maintain a booking and usage register for the community asset; and
- 5.6. Otherwise act in accordance with the General Terms of Operation.

Exceptions, conditions and limitations

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

1. Enter into contracts, or incur expenditure for an amount which exceeds the approved budget; or
2. Employ people, engage contractors (other than for minor maintenance works permitted under this Instrument) or enter into leases/licences without prior written consent of Council; or
3. Undertake any alterations, additions or capital works to or at the community asset without first obtaining written approval from Council; or
4. Seek funding for alterations, additions or capital works to or at the community asset without first obtaining written approval from Council; or
5. Act in a manner incompatible with the Instrument of Delegation, Schedule or General Terms of Operation.

In the event of any inconsistency, the Instrument of Delegation prevails, followed by the Schedule, then the General Terms of Operation, and then the Guidelines.



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GENERAL TERMS OF OPERATION

1. Purpose, Powers and Functions

The purpose of the Meeniyán Community Hub Community Asset Committee (the Committee) is to exercise Council's functions and powers and to perform Council's duties in relation to the management of a community asset.

The function of the Committee is to manage the Meeniyán Community Hub, Whitelaw Steet, Meeniyán Vic 3956 more or less bordered in red on the plan attached to this delegation document. And for that purpose:

- To ensure fairness in access and use of the asset
- Support the development of the local community through activation of the asset

2. Reporting requirements

The Committee must report to Council according to Clauses 3.2, 3.3, 5.5, 5.6, 6.1, 6.4 and 7.2 in these General Terms of Operation and as set out in the Instrument of Delegation.

3. Administration

- 3.1. To do all things necessary or convenient to be done for or in connection with the performance of those functions, duties and powers.
- 3.2. To provide Council with financial reports and minutes of every scheduled meeting and a Treasurer's report immediately after each scheduled meeting.
- 3.3. To provide Council with an annual report, including an evaluation of the Committee's effectiveness. This annual report will be used by the Chief Executive Officer to provide an annual report to council on the activities and performance of the Community Asset Committee as required by section 11(1) of the Local Government Act 2020, to be submitted in October, and include:
 - Patronage;
 - User groups and usage of facility;
 - Injuries and Accidents;
 - Maintenance/Improvements undertaken and future requirements;
 - Evaluation of operations and management;
 - List of policies, guidelines and sub-committees made under clause 3.7 of this delegation;
 - Financial Report;
 - Budget;
 - Schedule of meetings for the forthcoming twelve (12) months;
 - Membership and contact details of Committee members;
 - Register of conflicts of interest and duty;
 - Victorian Child Safe Standards where applicable; and
 - Other matters considered relevant by the Council



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- 3.4. To be the point of contact for the public with respect to the operation of the facility. All matters shall be referred to the Committee for resolution in the first instance. All requests shall be dealt with promptly and Council shall be kept informed at all times.
- 3.5. To ensure that the decisions and policies (including those in respect of human rights, diversity and gender) of Council are implemented / adhered to without delay.
- 3.6. To elect no less than 3 office bearers, including a Chairperson, Vice Chairperson, Secretary and Treasurer, from the appointed members of the Community Asset Committee and notify council immediately after these appointments are made; and
- 3.7. To where considered relevant make operational policies, guidelines and sub-committees to assist in the proper functioning of the Community Asset Committee provided such policies, guidelines and sub-committees are not inconsistent with this Delegation or Council policy and procedures, and provide council with a copy of these immediately after these are made.
- 3.8. Administrative actions implementing decision of the Committee may be undertaken outside meetings.

4. Facility Use

- 4.1. The power to negotiate the use, including seasonal user agreements where applicable, of facilities with user groups and the power to approve programs operating from the facility.
- 4.2. The power to set dates and opening / closing times.
- 4.3. To ensure that the facility is used only for purposes appropriate to the facility.
- 4.4. To ensure that the facility is operated as a multi-purpose facility.

5. Finance

- 5.1. The power to set user fees in consultation with Council.
- 5.2. The power to enter into contracts and to incur expenditure up to \$1,000, with approval being required from Council for contracts above that amount.
- 5.3. The power to open and maintain a bank account at a bank and branch approved by Council, into which all monies received by the Committee shall be paid. All cheques and or transactions drawn on the account shall be signed and authorised by any two of the following:



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- Chairperson
- Vice Chairperson
- Secretary
- Treasurer;

- 5.4. To pay utilities and charges incurred with occupying the premises, excluding water and electricity.
- 5.5. To provide Council with adopted Financial Statements as part of the reporting required in clause 3.3, with support documentation being available upon request.
- 5.6. To provide Council with a proposed budget for the forthcoming year as part of the reporting requirement in clause 3.3.
- 5.7. The power to apply income received from facility users to the ongoing operation and management of the Community Hub.

6. Maintenance

- 6.1. To develop a schedule of anticipated maintenance and provide this to Council with the Annual Report.
- 6.2. The authority to undertake minor repairs up to \$1000, with Council consent required for any maintenance item over \$1000 that has not been anticipated in the Facility Maintenance Report. Any work must be carried out by qualified personnel, relative to the task being performed, and all certificates of compliance must be forwarded to Council immediately, upon completion.
- 6.3. To make no structural alterations or additions to the premises without the written consent of Council.
- 6.4. To maintain a register of keys and/or access codes issued by the Committee and to include these details in the annual Facility Maintenance Report. Council must be provided with a set of keys to all external and internal locks. Consent for any change in locking system must be sought from Council and should be paid for by the Committee.

7. Risk Management / Insurance

- 7.1. To include safety issues as a section of all Committee meetings and advise Council if there are any issues requiring attention.
- 7.2. To ensure that volunteers complete a registration form that is to be forwarded to Council.
- 7.3. Work to be undertaken by volunteer groups or individual volunteers must be authorised by the Committee at a Committee meeting.



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- 7.4. To maintain a volunteer register containing name, address, type of activity performed, times of work and volunteer signature.
- 7.5. To ensure that volunteers are capable of the tasks required and operate any equipment within the manufacturer guidelines.
- 7.6. To comply with the Appendix 1 – Guidelines for Community Asset Committee General Terms of Operation and as may be amended from time to time by the Chief Executive Officer.
- 7.7. The reporting requirements in the General Terms of Operation prevail in the event of any inconsistency.

8. Exceptions, conditions and limitations

The Committee is not authorised by this Delegation to:

- 8.1. Enter into contracts over \$1000, or incur expenditure for an amount which exceeds the approved budget.
- 8.2. Employ people, engage contractors (other than for minor maintenance works permitted under this Delegation), or enter into leases without the prior written consent of Council.
- 8.3. Exercise the powers which, by force of the Act, cannot be delegated.
- 8.4. Enter into a lease or licence for the use of the facility or parts thereof by other parties without the prior written consent of Council.
- 8.5. Borrow funds.



APPENDIX 1 – GUIDELINES FOR COMMUNITY ASSET COMMITTEE GENERAL TERMS OF OPERATION

These guidelines may be referred to as the *Meeniyan Community Hub Community Asset Committee Guidelines* for General Terms of Operation and are applicable to the Meeniyan Community Hub Community Asset Committee.

The purpose of a Community Asset Committee is to exercise Council's functions and powers and to perform Council's duties in relation to the management of a Community Asset. Activities that do not directly relate to the management of the asset do not form part of the Committees function or role and are outside of the Instrument.

These guidelines have been developed to support the concept of delegation as a means of ensuring that the functions of Council are conducted in an efficient, timely and transparent manner.

Exercise of Powers

The powers, duties and functions set out in the Instrument are delegated to the Committee. This means that the Committee can only act under delegation when sitting in a formally constituted meeting.

This requires that the meeting must be called and conducted in a manner that complies with the provisions of the Local Government Act 2020 (the Act) and in accordance with Council's meeting procedures. Guidance on meeting procedures and templates for Agendas and Minutes are provided in the Community Asset Committee Kit (CAC Kit).

The Committee cannot exercise its delegated powers when gathered outside a formal meeting structure as described above. For example, an informal coming together of members cannot resolve to act under delegation. Similarly, the delegation does not extend to individual members of the Committee. Individual members cannot by themselves exercise delegated powers, including office bearers.

All delegations must be read in conjunction with and exercised in accordance with these guidelines and any other policies and guidelines that may be adopted by Council from time to time.

Conflicts of Interest or Duty

Conflicts of interest or duty must be avoided wherever possible. If a conflict of interest or duty exists it must be declared and managed in the public interest.

Committee members must declare any conflicts of interest or duty before consideration of any matter related to that conflict or as soon as the conflict becomes known to the Committee member and be recorded in the minutes of the meeting and in a Register of Interests. The Committee member must exit the meeting when the Conflict of Interest item is discussed to avoid conflict of duty.

- The conflict is declared.
- The chair notes it in the minutes.



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- The Committee member leaves the room.
- The Committee discusses and decides the item.
- The Committee member returns once that agenda item is completed.

The Committee must maintain a Register of Conflict of Interests and maintained by the Committee that may give rise to a conflict of interest or duty are recorded. Guidance of Conflict of Interest or Duty, and templates for Agendas and Minutes and a Register of Conflict of Interests are included in the CAC Kit.

The Register of Conflict of Interests is maintained by the Committee and must be provided annually to Council.

Reporting Back

Reporting back of delegations exercised by the Committee may be necessary to ensure that adequate information regarding those actions is available to other staff, management and the Council.

Such reporting back would be by presentation of reports to Council within the time specified in the Instrument of Delegation and Terms of Reference; and through the production of minutes of meetings that will be circulated or made available for inspection at any time.

It should be noted that the reporting back requirements in these guidelines are a minimum standard only and more detailed or extensive reporting back of delegated actions may be requested if individual circumstances warrant.

Insurance

Council maintains Public Liability Insurance that covers the Committee in its role of managing the asset in accordance with the Delegation and while acting in that capacity within the scope of their duties. Insurance coverage is provided to Committee members in the event of an injury or damage to the property of a third party whilst using an asset.

Volunteers to the Committee, who are included in the Volunteer Register and have received an induction, are considered Volunteers to Council and are covered by Council's existing public liability policy when undertaking their specified duties. The Volunteer Register must be maintained by the Committee and submitted to Council.

Hazards, incidents and/or near misses must be recorded on the Injury Register (provided in the CAC Kit) and reported to Council within 24 hours. Council will work with the Committee to address through corrective action.

The Committee are responsible to establish hire forms and ensure hirers have appropriate approvals including but not limited to:

- Public Liability Insurance, and provide a Certificate of Currency
- Temporary food registration (if applicable)
- Liquor license – Permit required from Victorian Commission for Gambling and Liquor Regulation (VCGLR) (if applicable)
- Music – License required from APRA/AMCOS (if applicable)

9 Smith Street (Private Bag 4) Leongatha 3953 – DX 94026 Leongatha

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The Committee are to sight and record details of required permits and insurance for bookings. Hirers are not covered by and indemnified under Council's public liability insurance. Please note: if the facility is being used for an activity where a risk assessment has deemed the activity as passive and the hirer is a non-commercial entity, then public liability insurance may not be required. For all other uses, confirmation of public liability cover for the hirer is required.

Hirers that do not have Public Liability Insurance can apply to Council for single-event Public Liability Insurance Cover for uninsured persons or groups using Council owned or operated premises. There are exclusions under the policy. Hirers should be referred to Council on how to access single event insurance.

Buildings, fittings and fixtures owned by Council are insured by Council. Council's insurance policy covers the contents belonging to the asset. Committees must keep a register of all contents and provide an updated list annually to Council. Committees must notify Council immediately of any damage to buildings or property. Personal effects belonging to Committee members or third parties are not covered under the policy.

Any personal effects of hirers during the hire or stored at the asset are not covered by Council's insurance. Hirers will need to obtain their own contents insurance.

Improvements and capital works

The Committee cannot erect or construct or make any alteration or addition to any buildings or structures on the Premises or make application for funding to erect or construct or make any alteration to any buildings or structures on the Premises, without first obtaining written consent from Council.

The Committee is responsible for obtaining all and any necessary permits and/or approvals required at law to erect such improvements and shall, upon request by Council, produce copies of such permits and/or approvals.

The Committee is solely responsible for all costs of and incidental to, the erection of any improvements including costs of permits and/or approvals.

Ownership of improvements

All buildings, fixtures and fittings and structures on the Premises together with any additions and improvements made by the Committee are the property of Council.

Maintenance

The Committee is responsible to:

1. Repair, maintain and keep in good order and substantial repair and condition the premises and all improvements on the premises.
2. Keep the premises free from rubbish, keep waste in appropriate containers and have it removed regularly.
3. The Committee is not obliged to:
 - 3.1. Make structural improvements; or



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- 3.2. Undertake any plumbing works below ground level; or
- 3.3. Undertake any maintenance work which exceed \$1,000 (excluding GST) per occurrence.
4. The Committee must engage qualified tradespeople to undertake maintenance and provide Council with compliance certificates with respect to electrical and plumbing works where appropriate.
5. The Committee must notify Council of maintenance undertaken and shall seek the consent of Council for all other maintenance works over \$1,000 (excluding GST) and any renewal works.
6. The Committee must comply with the maintenance schedule attached hereto and reasonable modifications made in respect of the same by Council from time to time.
7. Any repairs or maintenance items not referred to in this clause or the attached Maintenance Schedule and not otherwise excluded under this Delegation are the responsibility of the Committee.

Advertising

1. The Committee cannot permit any sign, advertisement or other notice to be displayed or placed:
 - 1.1. On the Premises; or
 - 1.2. On or over any building or structure on the premises; or
 - 1.3. In any building or structure on the premises so as to be seen from outside the building or structure;
 - 1.4. Without first obtaining written consent from Council.
2. The Committee accepts that Council may at any time require the Committee to discontinue use of any piece or mode of advertising which in the opinion of Council has ceased to be suitable or has become unsightly or objectionable.

Committee Structure & Meetings

The Committee will comprise of no less than 3 members with a suggested limit of 9 members who are officially appointed by Council. All members of the Committee must be officially appointed by Council before acting as a member.

The Committee members will appoint office bearers each year at their Annual General Meeting for a one-year term. Office bearers will form the Committee structure being a President or Chairperson, Vice President, Secretary, Treasurer, booking officers (optional) and general members. Roles and responsibilities of roles are detailed in the Community Asset Committee Kit (CAC Kit).

Members of the Committee may be appointed or resign at any time during their term. There is no limitation on how many consecutive terms an individual may nominate or be a member. The



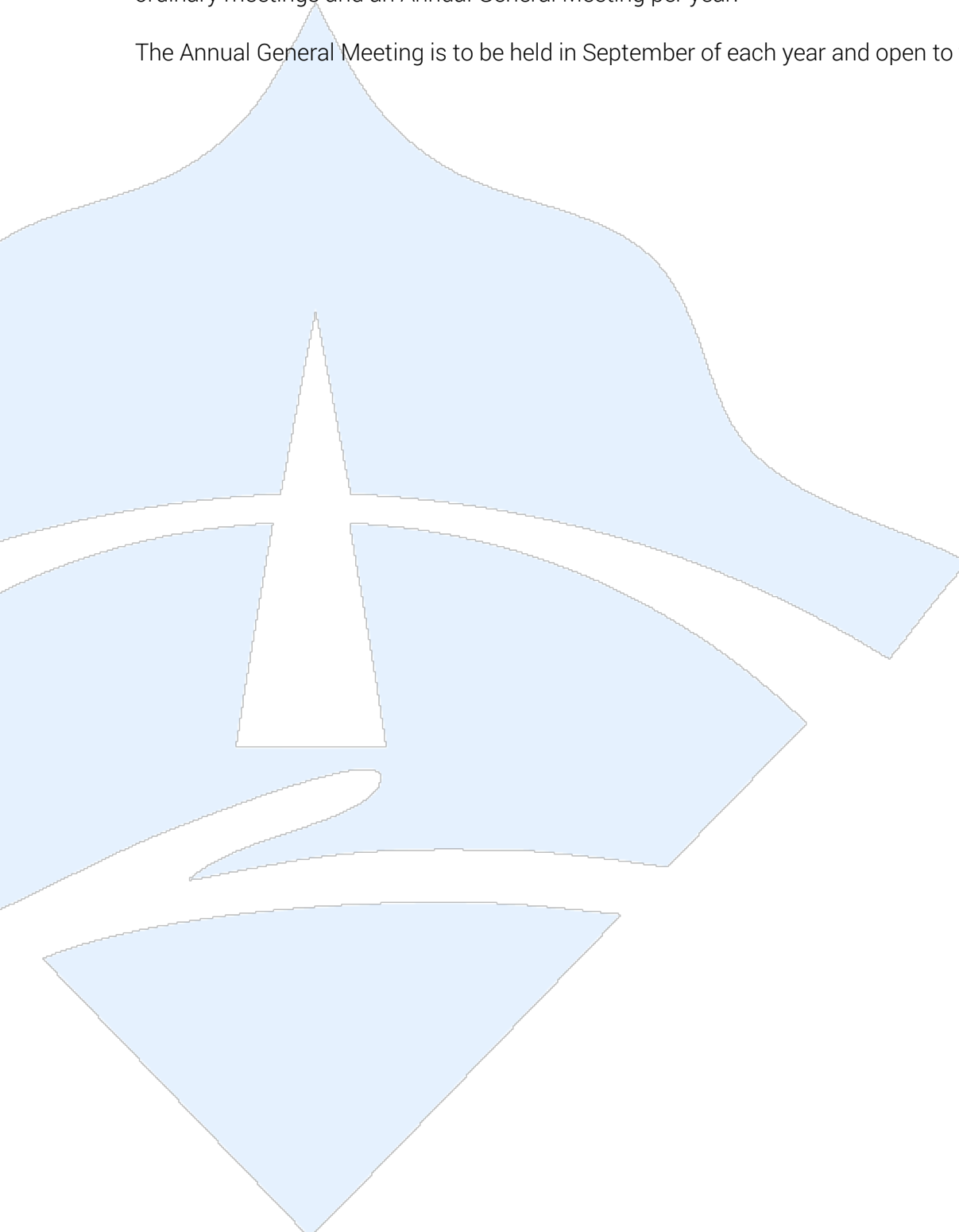
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Committee shall have the power to engage non-voting volunteers for a specific purpose and set period. Non-voting volunteers do not form part of the Committee.

Council may remove, reform or amend membership structure at its discretion.

For a meeting to be held, the Committee must meet a quorum of at least the majority of the number of members on the Committee. Committees to hold a minimum of 2 ordinary meetings and an Annual General Meeting per year.

The Annual General Meeting is to be held in September of each year and open to the public.





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MAINTENANCE SCHEDULE

This Maintenance Schedule forms part of, and must be read subject to, the Instrument of Delegation, the Schedule to that Instrument, the General Terms of Operation and the Guidelines.

Any maintenance, repair, renewal or other action identified as a Tenant responsibility under this Maintenance Schedule may only be undertaken by the Community Asset Committee to the extent permitted by, and in accordance with, the Instrument of Delegation, including any financial limits, exclusions, conditions or requirements for Council consent.

Table 1: Building Internal and External

Item	Landlord Responsibility	Tenant Responsibility
Air conditioning / cooling systems and heating fixtures	Full responsibility for renewal / replacement / cleaning of filters	Full responsibility for cleaning, servicing and repairs in accordance with manufacturer / installer recommended maintenance schedule and providing evidence on an annual basis of this maintenance occurring
Building alterations (including non-structural upgrades) and capital works/improvements	Full responsibility for renewal / replacement	<p>Consent from Landlord required for any building alterations the tenant wishes to complete and all relevant permits.</p> <p>Capital works/improvements are not necessarily approved as of right. Consent may be refused if the works/improvements create implications for Council that it cannot fund or does not see as essential to the service provided from the premise.</p> <p>The works/improvements are subject to Council's Social, Community and Economic Infrastructure Blueprint processes.</p> <p>Non-structural upgrades require the consent of Council before any commencement of the upgrades.</p>
Building – External	Programmed maintenance as determined by Council's Building Asset Management Plan	Cleaning, repairs and maintenance including washing down of walls
Building – Internal (includes painting of walls, ceilings, and	Programmed maintenance as determined by Council's Building Asset Management	Cleaning and repairs. Hempcrete must not be pierced when installing signage.

other
surfaces)

Plan





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Item	Landlord Responsibility	Tenant Responsibility
Cleaning, including purchase of cleaning materials	No responsibility	Full responsibility
Curtains and blinds	No responsibility	Full responsibility
Doors (including cupboard doors, door locks and fittings)	Programmed maintenance as determined by Council Building Asset Management Plan	Cleaning and repairs.
Electrical wiring and fittings in building	Full responsibility for wiring renewal Programmed maintenance as determined by Council Building Asset Management Plan	Renewal of light fittings / globes Cleaning and repairs Battery operated smoke alarms
Energy/Power/Electrical Upgrades		Requests for upgrades must be assessed by Council and are subject to any Council Energy Assessment process or like process, anticipated savings, and renewal obligations.
Essential Safety items - maintenance and inspections	Full responsibility	No responsibility
Exit and emergency lighting	Full responsibility	No responsibility
Fire extinguishers and fire hose reels	Full responsibility, including regular servicing and maintenance	No responsibility, but payment of repairs / replacement due to misuse
Floor surfaces and coverings	Full responsibility for renewals / replacement other than due to a result of misuse	Cleaning and repairs
Furniture and fittings including TVs, zip taps / instant hot water boiling unit taps, crockery, cutlery and Wi-Fi / internet service hardware	No responsibility	Full responsibility

Item	Landlord Responsibility	Tenant Responsibility
Glass	No responsibility	Cleaning, repairs and renewal
Grease traps	No responsibility	Full responsibility





Item	Landlord Responsibility	Tenant Responsibility
Plumbing and fixtures (drains, toilets, basins, taps and hot water service)	Programmed maintenance as determined by Council Building Asset Management Plan	Cleaning and repairs of kitchenette facilities.
Roof	Full responsibility for gutter cleaning	No responsibility (because of OHS risks)
Skylights	Full responsibility for renewal / replacement	No responsibility
Solar system installations	Full responsibility for renewal / replacement	Full responsibility for cleaning, servicing and repairs in accordance with manufacturer's/installers recommended maintenance schedule and providing evidence on an annual basis of this maintenance occurring
White goods (stoves, cooking equipment, fridges, dishwashers and urns etc). This includes commercial type equipment e.g. refrigerators/freezers, cooktops, and wiring and connections to power sources (electricity and gas) associated there with	No responsibility	Full responsibility
Wifi / Internet service	No responsibility	Full responsibility



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Table 2: Grounds Maintenance

Item	Landlord Responsibility	Tenant Responsibility
Boundary fences	Full responsibility for renewals	Full responsibility for maintenance
External furniture	No responsibility.	Full responsibility. Requests for upgrades require the consent of Council before any commencement of upgrades
External seating	No responsibility	Full responsibility. Requests for upgrades require the consent of Council before any commencement of upgrades.
Gardening and landscaping	Full responsibility	No responsibility
Gas bottles (if appropriate)	No responsibility.	Full responsibility
Grading of unmade car parks and entrance roadways	All maintenance.	No responsibility
Graffiti external building	Full responsibility	No responsibility
Paths, decks, entrances and car parks	Full responsibility for renewals (as determined by the Landlord)	Cleaning and repairs
Security lighting (Building perimeter only)	Full responsibility for renewals	Cleaning and repairs
Shade sails	Full responsibility for renewals	Cleaning and repairs in accordance with manufacturer's/installers' recommended maintenance schedule and providing evidence on an annual basis of this maintenance occurring
Signage	No responsibility	Full responsibility with Council consent. Hempcrete must not be pierced when installing signage.
Trees	Full responsibility	No responsibility
Waste and recycling management	No responsibility	If tenant opts to use Council service tenant pays relevant Council fees and charges



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Table 3: Playground Area

Item	Council Responsibility	Tenant Responsibility
Lawn mowing	Full responsibility	No responsibility
Leaf Litter	No responsibility	Sweep and rake up leaf litter, twigs and branches to paths connected to facility doors
Security systems	No responsibility	Full responsibility
Watering	Full responsibility	No responsibility
Irrigation systems	Full responsibility	No responsibility
Soft fall mulch	Full responsibility	To maintain in accordance with Regulations Sweep or rake back soft fall mulch back into contained areas to keep paths clear for access
Recycled rubber surfacing	Renewal/replacement	Cleaning and repairs
Storage sheds and water features	Council to assess and approve works before commencement	All costs, including: maintenance associated with extra outdoor storage sheds and water features
Timber edging/retaining walls	No responsibility	Full responsibility



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Table 4: Glossary

NOTE: Any damage to the items listed within the maintenance schedule caused by misuse by the Tenant will be repaired at the cost of the Tenant.

Landlord Responsibility	This reflects Councils existing Level of Service provided to our Facility user groups and is subject to alterations at the time of lease negation.
Tenant Responsibility	This reflects the current obligations imposed on Tenants of Council facilities and will be subject to change during negotiations.
Cleaning	The action required to preserve the condition of an asset in a safe and functional state.
Maintenance	The required action for retaining an asset as near as practicable to its original state.
Programmed Maintenance	The maintenance that is required to: Meet statutory regulations. Prevent potential asset component failure. Retain the asset in a state fit for its intended use.
Renewal	To return an asset to its original state.
Repair	Work undertaken to return a component or section of a component back to a functional condition.