

MAINTENANCE, REPAIRS AND ALTERATIONS PROCEDURE

Re-issued May 2019

BACKGROUND

The McLaren Flat Recreation Ground (MFRG) and facilities are owned and maintained under the terms of an agreement with the City of Onkaparinga council.

POLICY

Requests for maintenance work are coordinated by the MFRG's appointed Council Liaison and then referred to City of Onkaparinga.

Alterations or structural work must be approved by the MFRG Management Committee and City of Onkaparinga before any work is undertaken.

MAINTENANCE AND REPAIRS

For day-to-day maintenance and repair work please contact:

Roger Westland, Council Liaison Volunteer

Telephone 0428 820 923

Email maintenance@mclarenflatrecreationground.com.au or

operations@mclarenflatrecreationground.com.au

For issues requiring an immediate response, please contact:

Council 24-Hour Emergency Contact

Telephone 8384 0622

Please note: Details of the emergency request and the council-issued reference number must be promptly forwarded to the MFRG Council Liaison.

ALTERATIONS AND STRUCTURAL WORK

Proposals and applications for alterations or structural work are to be referred to MFRG Operations subcommittee. The subcommittee meets the last Tuesday of each month in the Trophy Room at 7:15pm. Contact details are published on the MFRG website.

To assist with assessing submissions, applicants are encouraged to provide relevant information such as:

- Site and/or floor plans
- Resources required and/or available (including project cost estimates and/or quotes)
- Details of benefits the MFRG and community
- Timeframe for achieving the works
- Letters of support
- Identification and assessment of any risks

ENDORSEMENT

Approved by MFRG Management Committee 16/1/2019

Updated 1/5/2019