



# Community Sports User Guide

*A place for all*

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## INTRODUCTION

The City of Whittlesea has a strong commitment to increasing participation in sport and recreation activities throughout the municipality. We aim to provide recreational facilities and programs that are both relevant and accessible to all community members.

The purpose of the Community Sports User Guide is to provide sport and recreation clubs with clear guidelines and responsibilities for the effective management and maintenance of Council owned and allocated sporting facilities. It is recommended that clubs read this guide in conjunction with their occupancy agreement (seasonal licence or lease) to ensure that they fully understand the role and responsibilities of both the club and Council in the management and use of sport and recreation facilities in City of Whittlesea.

Council own and/or manage a range of sporting reserves and pavilions within the municipality. These are often allocated to community sporting clubs on an annual or seasonal basis with many of the reserves also utilised by school and community groups on a casual basis. Generally, sporting clubs conducting activities primarily in summer or winter will be provided with a seasonal licence e.g. AFL, soccer, cricket. Clubs with playing seasons over the entire year will typically be provided with a lease, typically extending over a multi-year period e.g. tennis, lawn bowls.

Council may introduce temporary and/or new usage conditions to manage sports facilities during specific times such as extreme weather conditions or other emergency situations. Clubs must always comply with any conditions of use set by Council.

It is important for community sporting clubs to read and ensure they understand all sections of the User Guide. Any breach of these conditions may result in the use of the facility being withdrawn. For ease of reading Council have identified a reserve as the combination of a pavilion and sports ground/s.

## SPORTS GROUNDS & PAVILION ALLOCATIONS

### 2.1 Allocations

Council's sporting reserves can be allocated on a seasonal or annual basis. To apply for an allocation, clubs will need to complete an application on Council's online management portal, IMS and supply all required documentation for the application to be assessed.

Once all applications are received and finalised clubs will receive notification of the outcome of their application. Clubs that are allocated a reserve and/or pavilion will have agreed to the all terms and conditions outlined in this user guide and contained in their occupancy agreement.

If a Club would like use of any Council sporting ground or pavilion outside of the club's allocation time, it can be requested as a casual booking through IMS and will be assessed by Council's Sports Coordination team.

It should be noted that allocations of Council facilities will only be made to clubs that are debt free with Council. Clubs in debt will need to have an agreed payment plan in place prior to any allocations being approved.

If clubs breach any of their obligations outlined in this user guide, their allocation may be terminated, and future allocations may not be available.

***Note: Where a club has an implemented lease, licence or user agreement with Council, the lease, licence or user agreement overrides the conditions outlined in this manual unless otherwise specified within the lease, licence or user agreement.***

#### Allocation Process – Assessment Criteria

In allocating sports grounds and/or pavilions, Council will consider:

- any previous history of the club with the facility;
- compliance with relevant governance requirements, including incorporation
- affiliation and good standing with state and/or national sporting association
- compliance with all Community Sport User Guide requirements
- a club's previous record with:
  - timely payment of fees and utility charges
  - cleanliness of pavilion
  - support of Council's policies and objectives
  - care of the sports ground
  - club membership made of majority City of Whittlesea residents
  - keeping clubs at one venue (or nearby) to retain club unity.

In determining if an allocation will be made to a newly formed club or with no history, Council will consider:

- availability of a suitable facility
- compliance with relevant governance requirements, including incorporation

- ability to comply with general Community Sport User Guide requirements
- affiliation and good standing with state and/or national sporting association
- demonstration of club planning, via a business plan or similar
- financial viability
- participation objectives
- support of Council's policies and objectives
- club membership should consist of a majority City of Whittlesea residents

## **2.2 When does the Seasonal Allocation Start?**

### **Summer**

October - March (or the end of the season fixture if earlier)

### **Winter**

April - September (or the end of the season fixture if earlier)

### **Annual**

January – December

## **2.3 Times of Use**

Clubs can apply for occupancy of reserves during the times mentioned below. The times below are subject to individual planning permit conditions and/or occupancy agreements, which override this guide.

### ***Sporting Reserves***

Clubs can apply to occupy sporting pavilions at the following times:

Monday – Friday	4pm – 11pm
Saturday	8am – 12 midnight
Sunday	8am – 10pm

Clubs can apply to occupy sporting grounds at the following times:

Monday – Friday	4pm – 9pm
Saturday – Sunday	8am – 9pm

### ***Tennis Facilities***

Clubs can occupy tennis facilities at the following times:

Monday – Friday	8am – 11.00pm
Saturday	7.30am – 11.00pm
Sunday	9am – 9pm

Any club, who requires use of sporting facilities outside of the hours allocated to them, must apply via the IMS portal for a casual booking.

The above usage times for sporting grounds and tennis facilities are inclusive of the time sports lighting systems can be operated unless otherwise advised for an allocated reserve.

## **2.4 Ground Closures**

Council reserve the right to close any reserve due to capital improvement programs, maintenance and/or in cases of extreme weather to protect the asset or if Council deem it to be a safety concern.

If a reserve is closed, Council will make every effort to help find an alternative facility during the anticipated closure period. If the clubs allocated reserve is temporarily closed, clubs won't be charged fees for the closure period however, if an alternative venue is allocated, the club may be charged for use.

If Council cannot find an alternative reserve owned and/or managed by Council suitable for the club, it is the responsibility the club to cover the costs associated with the hire of a non-council owned/managed facility.

## **2.5 Subletting/Alternate Use/Multi-Purpose Use**

Council does not permit clubs to sublet any part of its allocated facility. All club use is for the purpose allocated by Council only. This includes clubs hiring facilities and/or operating academies out of Council allocated community sports facilities.

Council's multi-purpose facilities, and the right of use, are not exclusive to the allocated sporting clubs. Council has the right to authorise any other persons, organisation and/or community group to use the facility at any time that falls outside of the clubs' allocation period as per the conditions outlined in this user guide.

## **2.6 Can Clubs get Access to Facilities Outside of the Allocation Period?**

If clubs are seeking the use of sporting facilities outside of their allocated period for club activities, an online casual use application must be submitted via IMS for assessment by Council's Sports Coordination team. Once assessed, clubs will receive notification of the outcome of their application.

## **2.7 Using the Reserve for Finals**

Clubs and/or peak sporting bodies who wish to use Council's sports facilities for finals matches must obtain approval from the Sports Coordination team at least two weeks before the finals commence. This will go through the Events Permit and approval process.

Please note it is also the responsibility of the peak sporting bodies to formally request the use of grounds for finals matches.

No peak sporting body should be charging sporting clubs for the use of Council facilities.



## **2.8 Use of School Facilities (Joint Use Agreements)**

Council have several Joint Use Agreements with schools within the municipality. Clubs using school facilities will be allocated via Council's seasonal allocation process and assessed on needs basis (see Clause 2.3). The same conditions of use outlined in this user guide apply to use of school facilities unless otherwise stated.

In accordance with Victorian Government Legislation, no alcohol and/or no smoking rules apply when using school facilities.

## **2.9 Seasonal Changeover and Keys/Swipes**

At the conclusion of an allocation period, Council officers will conduct a final inspection of the sports ground and pavilion to assess the condition of the reserve/s. If any damage and/or cleaning costs are incurred, this will be charged to the club.

If your club is taking over a pavilion at the commencement of a new season, you are required to complete a Key Audit and Issue Form before taking possession of pavilion keys/swipes.

If at any time a tenant club is unable to return keys/swipes the club has signed for, Council will recover the cost from the tenant club. If a club requires a replacement key/swipe, an additional fee will be charged.

Clubs are permitted to have a certain amount keys/swipes per reserve/pavilion issued at any one time. If the club requires additional keys/swipes, requests will be assessed on a case by case needs basis with fees applicable.

Additional costs will be incurred if any re-keying of the pavilion is required due to the loss of key/swipe(s) causing a compromise to the overall security of the reserve which will be covered by the club.

## **2.10 Ground and Pavilion Inspections**

Council officers will inspect the condition of the sporting grounds and pavilions on a regular basis. If at any time it is determined that damage to facilities has occurred due to the Club's misuse or negligence, any costs associated with repairs will be charged to the tenant club.

## **2.11 Club Contact for Council**

Clubs must nominate one contact person who must be a member of the club's committee to be the liaison for all club interaction and correspondence with Council. Council will only authorise any club communication if it is received from the nominated club contact.

## FEES AND CHARGES

### 3.1 What does our Club pay for?

Clubs allocated a Council facility to conduct their sporting activity are charged fees outlined in Council's adopted Budget. The fees charged to clubs contribute to a small percentage of the cost of maintaining the allocated community sporting facility. Clubs will be invoiced fees and charges based on a Club's approved allocation application. Seasonal fees are processed as follows:

Season	Invoices Issued	Payment Due
Summer	November	30 days upon receipt of invoice
Winter	May	
Annual	July	

Additional fees charged to clubs may include:

- Practice matches
- Preseason bookings
- Casual bookings of non-allocated facilities
- Casual bookings of facilities outside of club's allocation period

### 3.2 What happens if Clubs pay the fees late or miss a payment?

Clubs unable to meet financial obligations of invoices received from Council must contact the Sports Coordination team to discuss payment options.

A club that develops a history of late or missed payments may not be entitled to a ground/pavilion allocation. Any costs incurred by Council in the recovery of a debt will be passed on to the relevant club. Council reserves the right to withdraw a club's tenancy at any time if it continues to breach the guidelines.

### 3.3 Utility Costs and Multi use Facilities

Clubs are responsible for the following utility charges related to their allocated use:

- electricity, water and gas
- telephone and internet charges.

For clubs who are allocated a multi-purpose pavilion, a percentage of the utility charges will be covered by Council to cover charges incurred outside of club usage. The percentage covered by Council will be based on the average hours of use by community groups accessing the combined spaces throughout the billing period.

Council are responsible for:

- water charges that relate to the irrigation of sporting grounds and public toilet usage
- electricity usage charges that relate to car park lighting, external pavilion security lighting and external public toilet lighting

## **SPORTS GROUNDS MAINTENANCE**

### **4.1 Maintenance Responsibilities**

Council are responsible for maintaining sports grounds and associated facilities within the municipality. These responsibilities are outlined in Appendix 2 - Reserve Maintenance Responsibilities.

Clubs must report potential and actual maintenance issues regarding the pavilion through the IMS portal for assessment by Council.

If a club has a lease with Council, items specifically mentioned in the lease override Appendix 2, otherwise they stand.

### **4.2 Facility Standards**

Council are not always able to match the competition grading/level required by peak sporting bodies with the standard of sports facilities, due to regular changes to provision standards, resourcing, overuse and casual usage. Council will work closely with clubs and peak sporting bodies to maintain an agreed level of standard where possible.

Council aims to continue to improve facilities at reserves, taking into account available funding and Council priorities as well as the status of the allocated clubs (participation numbers, female teams etc.).

Sports grounds are graded by Council and are maintained according to their classification. Refer to Sports Grounds and Pavilion Classifications outlined in Appendix 1.

### **4.3 Damage to Sportsgrounds**

Club activity that causes damage to sporting grounds or that are left in an unsatisfactory state (fair wear and tear excepted) will receive written notice of the issues. Council may invoice the club for the costs incurred to repair.

### **4.4 Automatic Irrigation (Watering) Systems**

Sports grounds with an automatic irrigation system are programmed to operate in accordance with maintenance program at each site.

Clubs are prohibited from tampering with the irrigation system controller boxes and attempting to change the program. If a club is found to have tampered with or damaged any part of the automatic irrigation system, the club will be charged with the costs of repairing, resetting and programming the system.

Electricity must always be connected to the reserve so that the system can operate.

#### **4.5 Covering and Uncovering Cricket Wickets**

Where applicable, Council will organise to cover and uncover cricket wickets between seasons. If your clubs attempt to cover or uncover cricket wickets, a cost will apply. Whilst the wicket is uncovered (summer season), clubs are required to keep off the cricket wicket with any footwear (studs/spikes) that would cause damage to the surface.

#### **4.6 Grounds Conversions for Change of Season**

Council will coordinate the conversion of the sportsgrounds between each season to ensure the grounds are ready for use for the incoming sport.

#### **4.7 Line Marking**

Council will line mark sports grounds once at the beginning of each new season. Council follow sports ground line marking standards and the relevant SSA regulations, which include correct run off distance between boundary line and fence.

Subsequent sports ground line marking is the responsibility of the tenant club. Clubs are responsible to upkeep these line marking standards and must be carried out using an approved turf marking paint. ***Lime, herbicides or other substances that kills grass must not be used.*** If prohibited line marking materials are used, the club will be responsible for paying the costs to repair any damage to the ground.

Requests from clubs for additional line markings to be completed by Council will be subject to contractor availability and require at least one week's notice. Fees will be applicable.

#### **4.8 Vehicles on Grounds**

All vehicles must use entrance roads and car parks only.

Vehicles are prohibited to be driven on any other part of the reserve without obtaining written approval from Council. Any damage to reserves or infrastructure caused by vehicles used by club members will be repaired at the club's expense.

#### **4.9 Litter Control**

Clubs are responsible for leaving grounds and pavilions in a clean and tidy condition immediately after every use.

#### **4.10 Waste Removal**

Council provide rubbish and recycling collection services with the same provisions as the residential waste collection services. Bins will only be emptied on the scheduled collection day.

Clubs are responsible for:

- The correct disposal of waste and ensuring recyclable materials to be placed in a recycling bin
- Placing bins around the sports ground and when doing so putting one garbage bin and one recycling bin beside each other to encourage the correct disposal of waste
- Putting bins out for collection on the day prior
- Putting bins away in the allocated bin enclosure by the evening of the collection day and storing bins neatly in the allocated bin enclosure
- Collecting all litter and disposing of it correctly
- Paying for the cost to repair damages, vandalism or for replacement bins in cases where they have been put out too early or not put away after collection.

Other items should not be stored in the bin enclosures. If items of rubbish are not placed in the bin and left in the bin enclosure, Council will clean and charge the club for its collection.

Council are unable to supply additional bins or special collections for large sporting events.

Sporting clubs are not eligible for hard waste collection – this is a residential service only.

#### **4.11 Syringes**

If a syringe is found at the reserve, you should contact Council's Community Environmental Team on 9217 2170 to arrange safe collection and disposal.

#### **4:12 Protection of Playing Surface**

Council regularly monitor the state of sports grounds within the municipality. In some cases, clubs will be required to vary their usage to protect the playing surface. Council reserves the right to suspend/cancel ground bookings if usage or extreme weather conditions negatively impact the playing surface.

## PAVILION MAINTENANCE

### 5.1 Maintenance Responsibilities

Both tenant clubs and Council have responsibilities in maintaining pavilions to ensure facilities remain in the best possible condition. These responsibilities are outlined in Appendix 3 - Pavilion - Maintenance Responsibilities.

Clubs must report potential and actual maintenance issues regarding the pavilion through the IMS portal for assessment by Council.

If a club has a lease with Council, items specifically mentioned in the lease override Appendix 3, otherwise they stand.

### 5.2 Cleaning

Tenant clubs are responsible for keeping the pavilion clean and tidy both internally and externally.

Council pavilions and grounds must be cleaned and maintained in a state suitable for use by clubs and any community groups that use the facilities. It is the responsibility of clubs and other users to leave the pavilions and grounds in a clean and tidy condition immediately after use.

### 5.3 Storage

Clubs must only store items in designated storage areas within pavilions. Clubs must not use bin enclosures, water tank/services areas and toilet wet areas as storage.

### 5.4 Damage to Pavilion

Club activity that causes damage to pavilions or that are left in an unsatisfactory state (fair wear and tear excepted) will receive written notice of the faults. Council may invoice the club for the costs incurred to repair and/or clean the pavilion.

### 5.5 Fire Extinguishers / Hoses and Exit Signs

Council supply and inspect fire extinguishers/hoses in Council pavilions. Inspections are undertaken on a regular basis by Council.

If a fire extinguisher/hose is misused by a club, Council will arrange for the repair at the club's expense.

### 5.6 Heating and Air Conditioning

Council provide and maintain all permanent heating appliances within pavilions. Due to safety reasons, outdoor heating appliances are prohibited inside pavilions.

Where not provided, Clubs will be responsible for the cost of supply and installation of new air conditioning units in pavilions. Air conditioning installations are completed under the guidance of Council contractors. Following the installation, Council will maintain all air conditioning units.

If clubs wish to install an air conditioner, the club must apply via the Club Contribution Policy process.

No gas bottles are to be installed inside pavilion.

### **5.7 Car Parks and Access Roads**

Council are responsible for the maintenance of car parks and access roads. Any required upgrades will be undertaken in accordance with Council's new work program and budget.

All vehicles must use entrance roads and car parks only.

### **5.8 Club Contribution Policy**

Council has an adopted a 'Sports Club Contribution Policy' which supports sporting clubs to propose minor infrastructure works projects and contribute towards Council funded upgrade of sporting infrastructure and facility upgrades.

The policy outlines a process through which clubs may propose upgrades or improvements to community sporting infrastructure. As outlined in the policy, there will be the opportunity to propose projects twice yearly.

For information and application forms, please email [sportsgrounds@whittlesea.vic.gov.au](mailto:sportsgrounds@whittlesea.vic.gov.au).

### **5.9 Toilets**

Toilets located on a reserve that are attached to a pavilion are club responsibility to open, close, clean, provide toilet paper, soap, paper towels and installing/servicing sanitary bins for game days and training sessions unless otherwise stated.

Toilets located on a reserve which are not attached to the pavilion are considered public toilets and the responsibility of the above tasks are Councils.

Allocated external facing pavilion toilets may be accessed by Council contractors and road crews. Council will arrange a weekly clean of these toilet areas.

### **5.10 Unauthorised works to Council Property**

Clubs are not permitted to complete any works to Council facilities without prior written approval from Council.

Any works undertaken by Clubs without permission, may be converted back to original condition at the cost of the club who undertook the unauthorised works.

All project proposals must go through the Club Contribution process – refer to 5.7 above.

## RESERVE AND PAVILION INFRASTRUCTURE

### 6.1 Council's Capital Works Program

Council manage an annual capital works program for major works being undertaken on Council owned and/or managed sporting facilities.

If a club is interested in proposing an upgrade in facilities that falls outside of Council's capital works program, they can do so via the Club Contribution Policy process.

Applications are subject to Council's Capital Works budgetary process and priority matrix outlined in the Club Contribution Policy.

### 6.2 Centre Concrete / Synthetic Wickets

Council provides and maintains the centre synthetic wickets for club and community use.

If a club damages a wicket, Council will arrange for the repairs at the club's expense.

Council will be responsible for repairs if the damage has been sustained through vandalism and/or general wear and tear.

### 6.3 Goal Posts and Fixtures

Council provides and maintains goal posts for club and community use.

Council will use discretion on whether they remain or are removed between seasons.

If a club damages the goal posts, Council will arrange for the repair or replacement of the goal posts at the club's expense.

Provision, installation, removal and maintenance of tennis nets and soccer goal nets are the responsibility of the tenant club.

Clubs are responsible for providing and fixing padding to goal posts (and where applicable, lighting/fencing poles), prior to the facility being utilised.

Soccer nets installed by clubs must use Velcro to attach nets rather than tape. If a club uses tape to attach the nets, the club will be charged for the costs of repainting the goals. Soccer nets are to be installed for match purposes only and removed at all other times.

### 6.4 Portable Soccer Goal Posts

Clubs are responsible for portable soccer goal posts. Council requires all clubs who utilise portable goals to comply with the requirements of Australian Standard playing field equipment and all safety aspects.



Clubs are responsible for removing portable soccer post/s from the ground after each training session. Removing the goal posts reduces use of the high wear areas of ground which then assists with the ground's rest and recovery.

Clubs are responsible for removing, storing and securing portable goals outside of their allocated season.

### **6.5 Sports Ground Lights - Installation and Capital Costs**

Provision of compliant sports field lighting contributes to continued health, wellbeing and safety of the Whittlesea community through increased physical activity levels. Council supports the provision of sports field lighting which enables increased usage of sports grounds within the city, leading to increased participation rates in sport and physical activity.

Council manages the installation of sports ground lighting on Council reserves to ensure a consistent approach to the type and quality of sports lights provided.

Council has a Sports Lighting Policy which relates to the installation and management of sports lighting on outdoor sports grounds, fields and courts.

For further information on this policy, please email [sportsgrounds@whittlesea.vic.gov.au](mailto:sportsgrounds@whittlesea.vic.gov.au).

### **6.6 Power Costs**

Clubs are solely responsible for the utility costs associated with usage of sports lighting systems. For further information, refer to Section **3.5 Utility Costs**.

### **6.7 Times of Use for Training Lights**

Training lights must only be used during allocated hours of use. Clubs are responsible for the operation of the lighting system and ensure they are switched on and off as required for each session.

Failure to adhere to the agreed times of use is deemed a breach of the conditions of hire.

### **6.8 Scoreboards**

The cost of installing a scoreboard and any on-going maintenance is the responsibility of the person/s that installed the scoreboard unless otherwise agreed.

Clubs wanting to upgrade a scoreboard at a facility, clubs can apply through the Club Contribution Policy process. There may be planning and building control permits required as part of this process.

### **6.9 Coaches Boxes**

Council is responsible for the construction and maintenance of coaches' boxes. Council will provide standard provision of seating capacity of up to 4 adults/5 children. If clubs wish to upgrade above this standard, an application can be made through the Club Contribution Policy process.

### **6.10 Gate Keepers Box**

Council prohibit any gatekeeper boxes on reserves.

### **6.11 Cricket Nets**

Council are responsible for the construction and maintenance of cricket practice nets and wickets.

### **6.12 Fencing**

Council are responsible for providing and maintaining fixed fencing at reserves.

Fencing or bollards around sports grounds will be provided by Council to restrict vehicles accessing designated areas within a reserve. Bollards and gates must not be removed for access purposes unless prior consent has been obtained.

### **6.13 Temporary fencing, seating or scaffolding**

Temporary fencing, seating or scaffolding at reserves for finals matches and special events is the responsibility of the club and requires formal approval from Council. Depending on the type, size and cost of the installation, a planning and or building permit application may also be required. Any event requiring this type of activity needs to go through Council's formal event approval process.

### **6.14 Shipping Containers**

Under exceptional circumstances, Council may allow shipping containers to be installed on a reserve for Clubs for storage of equipment.

Clubs will be responsible for the cost associated with the:

- purchase, installation and removal of the shipping container
- ongoing maintenance of the container, including (but not limited to) prompt attention to vandalism such as graffiti within a seven-day timeframe
- regular annual maintenance – such as refresh painting and the removal of long grass/weeds from around the container base
- security of the container.

Clubs are required to put their proposal in writing and supply a site plan of the suggested location.

Clubs must receive written confirmation prior to installing any container.

## SECURITY

### 7.1 Break-Ins and Security

To discourage break-ins at pavilions, Council recommend keeping the amount of liquor, food and equipment on site to a minimum. Cash should never be left in a pavilion and fridges containing liquor should always be locked.

All break-ins and thefts should be reported to the Police as soon as possible. In the event of a break-in contact Council's Sports Club Coordinator during office hours on 9404 8842 or Council's afterhours number 9217 2170.

### 7.2 Alarms

Where an existing alarm is not present, Clubs may install a security alarm in a pavilion at their own cost; however, written consent must be first be obtained from Council.

Clubs will be required to provide Council with three separate alarm codes:

- one code to be used by Council
- two codes to be provided for Council's contractors.

The alarm codes **must** be supplied to Council to allow inspections and maintenance works to continue.

The cost of monitoring the alarm system is at the club's expense.

Multi-purpose pavilions will be dealt with on a case by case basis regarding alarm systems, cost and/or other related items.

### 7.3 Contents Insurance

It is highly recommended clubs have adequate contents insurance to cover fittings and equipment belonging to the club. This may include items such as televisions, sporting equipment, bar refrigerators and food warmers.

Fittings and equipment belonging to the club are not covered under Council's insurance policy and Council will not reimburse clubs for any costs associated with any losses.

## LICENCES

### 8.1 Liquor Licences

If your club wishes to consume or sell liquor, you are required to obtain a liquor licence permit. To apply for a liquor licence or to find out further information please visit the [Department of Justice website](#).

Where liquor licences are obtained and liquor is sold on Council property, locks may be used to secure refrigerators.

The club's Liquor Licence certificate must always be displayed in the club's pavilion and a copy of the license supplied to Council via the IMS portal.

### 8.2 Gaming Machines

Gaming machines are not to be installed at any of Council's sporting pavilions, unless otherwise governed through a facility lease, licence or user agreement.

### 8.3 Food Registration

Any club that intends to sell food must obtain registration through Council's Community Services & Health Department on 9217 2277.

It is a mandatory requirement under the *Food Act 1984* the premise in which any person or organisation **sells** food is registered as a Food Premise with Council.

Council regularly registers and inspects the kitchen facilities of all sporting clubs that sell food to their members, supporters or the public. Clubs that sell food must have a Food Safety Program.

[Food Act Registration](#) is to be renewed each year and are subject to the approval of an application form submitted to [Council](#).

A concessional registration fee applies to each sporting club using a pavilion type facility as a Food Premise on a seasonal basis.

The club's Certificate of Renewal of Registered Food Premise must always be displayed in the club's pavilion and a copy of the license supplied to Council via the IMS portal.

## **RISK MANAGEMENT**

### **9.1 Public Liability Insurance**

All clubs must hold Public Liability Insurance with a minimum level of cover of \$20,000,000 for each loss. Evidence of the club's current insurance policy must be provided to Council via the IMS portal prior to any club activity being undertaken. No allocation or bookings will be confirmed without this document being supplied.

Council has insurance for the buildings and fixtures Council has fitted at each reserve. Fixtures may include bench seating, hot water services, sinks, kitchen benches and toilets.

Clubs must ensure they have appropriate insurance cover for its own assets. Council will not accept any liability for loss or damage to any assets owned by the club.

### **9.2 Risk Management Plan**

Council require that each club has a risk management plan and appropriate risk management practices in place including but not limited to exit plans in case of emergency and match day specific hazard inspection checklists.

### **9.3 No Liability of Council**

Clubs are granted use of a reserve on the basis it does so at its own risk and it agrees that Council will not be liable for incidents arising out of the club's use of the facility/reserve e.g. injuries caused arising out of sporting, spectator or social activities.

It is the club's responsibility to ensure it meets all the requirements of the relevant peak sporting body under which it operates.

### **9.4 Incorporation**

All clubs must be incorporated to ensure they are separate legal entities, separate from the club's individual members. Incorporation provides protection against personal responsibility for any debts or liabilities incurred by the club and limiting the personal liability to outstanding fees.

We strongly recommend all clubs are incorporated. For further information on incorporation or to become incorporated please visit [Consumer Affairs Victoria](#) website.

A copy of the club's incorporation certificate must be supplied to Council via the IMS portal.

### **9.5 Heat Policy**

To protect players, spectators and officials from the effects of extreme heat situations Clubs must have a Heat Policy in place in line with your peak sporting body requirements.

## COMPLIANCE

### 10.1 Local Laws

Clubs need to ensure they comply with all relevant [Council's Local Laws](#).

### 10.2 No Smoking in Council Buildings

Smoking is banned outdoors within 10m of the perimeter of any outdoor sporting venues during under 18s events and training sessions. This includes 10 metres from the entrance and/or boundary and pavilion fences. Our Local Laws Officers are authorised to issue warnings and on-the-spot fines of \$144, under the Tobacco Act 1987. For more information, visit the Victorian Department of Health website.

Further information on tobacco reforms can be obtained via the [Department of Health Website](#) or the [Quit Website](#).

Clubs are to ensure cigarette butts do not litter the pavilion surrounds.

### 10.3 Fireworks

No fireworks are to be set off at Council reserves.

### 10.4 Advertising and Signage

Temporary and permanent advertising signs on pavilions, sports grounds and reserves are subject to the written approval Council's Sport & Recreation team. Signs without the proper approval will be removed at the club's expense.

Clubs wishing to erect a sign must provide the following information:

- Site plan outlining the exact location of the sign
- Sign location
- Size of sign
- How the sign will be erected
- Material that will be used for the sign
- Duration that the sign will be erected for
- Name of sponsor, and the type of business activity.

Signage on sporting ground fencing including ball catching fences must only be at the level of 1.2m or below due to wind and load bearing.

Clubs are responsible for the cost to erect and maintain advertising signs once erected.

## CLUB SUPPORT

### 11.1 Leisure Inclusion Officer

The Leisure Inclusion Officers sits within the Sport and Recreation team and is available to support clubs to increase opportunities to underrepresented groups.

If your club is looking to increase participation and/or engaging new groups to your club, the Leisure Inclusion Officer is a great first step.

### 11.2 Sports Club Development Workshops

Council offer four Sports Club Development Workshops per year for club committees, coaches and volunteers. The aim of the workshop series is to build the capacity of volunteers to build inclusive clubs or ensure they are sustainable and providing opportunities for the community to participate.

The workshop topics are developed upon the needs of the sports clubs and/or needs of the community they service. This can cover but is not limited to:

- Increasing participation and creating safe and welcoming environments for underrepresented groups in sport and recreation such as:
  - Women and girls
  - Older adults
  - Culturally and linguistically diverse/newly arrived communities
  - Aboriginal and Torres Strait Islander community
  - People with a disability
  - LGBTIQ\*
- Mental Health
- Recruitment and retention of volunteers
- Grant Writing
- Governance
- Strategic Planning
- Liquor Licencing, gambling and responsible serving of alcohol

Clubs are expected to attend club development workshops.

### 11.3 Active Whittlesea Facebook Page

Strategically aligned with City of Whittlesea's 'Active Whittlesea' Strategy, this Facebook page aims to support the community to increase their rates of participation. The platform is designed to engage and encourage residents to get involved in local opportunities available to get active.

If you have an opportunity you would like to share with the community, please contact the City of Whittlesea Communications team through the message function on the Active Whittlesea page.

### 11.4 City of Whittlesea Grants Program

Council provides grant programs which community sporting clubs are eligible to apply for. Further information can be found on the City of Whittlesea's website.

<https://www.whittlesea.vic.gov.au/> > Community Support > Grants, Awards and competitions

### 11.5 External Support and Grants

Other useful grant/club development website links are below:

Organisation	Website
Victorian Department of Health Services	<a href="http://www.dhs.vic.gov.au/home">www.dhs.vic.gov.au/home</a>
Victorian Health Promotion Foundation	<a href="http://www.vichealth.vic.gov.au">www.vichealth.vic.gov.au</a>
Vicsport	<a href="http://vicsport.com.au">vicsport.com.au</a>
Sport and Recreation Victoria	<a href="http://www.dtpli.vic.gov.au/sport-and-recreation">www.dtpli.vic.gov.au/sport-and-recreation</a>
Australian Sports Commission	<a href="http://www.ausport.gov.au">www.ausport.gov.au</a>
Australian Womensport & Recreation Association	<a href="http://www.australianwomensport.com.au/">www.australianwomensport.com.au/</a>
Our Community	<a href="http://www.ourcommunity.com.au">www.ourcommunity.com.au</a>
Victoria Women's Trust	<a href="https://vwt.org.au/vwbt/applying-for-a-grant/">https://vwt.org.au/vwbt/applying-for-a-grant/</a>
Grants for Young People	<a href="http://www.whittlesea.vic.gov.au/your-council/grants-and-major-programs/arts-cultural-and-sporting-grants-for-young-people">www.whittlesea.vic.gov.au/your-council/grants-and-major-programs/arts-cultural-and-sporting-grants-for-young-people</a>
Indigenous Sport and Recreation Programs (ISRP) – grants and programs	<a href="http://sport.vic.gov.au/grants-andprograms">http://sport.vic.gov.au/grants-andprograms</a>

### 11.6 Good Sports Program

Council encourages all local sports club to actively participate in [The Australian Drug Foundation's Good Sports program](#).

The three-level accreditation helps clubs set standards around key health issues such as alcohol, smoking, obesity and mental health. Club volunteers are provided with the resources, training and guidance they need to face these challenges head on.



## SAFE AND INCLUSIVE ENVIRONMENTS

For sports clubs to thrive it is imperative that people feel safe and welcome within them. It is the expectation of Council, that the safe and welcoming environments of clubs extend to reflect and represent all members of our community.

All Sports clubs also have a responsibility to ensure participation in any community sport event is free of any anti-social behaviour both on and off the field which prevents others from taking part and getting active.

### 12.1 Victorian Code of Conduct for Community Sport

The Victorian Code of Conduct for Community Sport outlines behaviours which are expected to be followed by every person involved in community sport, as well as identifying the behaviours which must not be tolerated.

Code of Conduct Every person: spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport, should work to ensure:

- inclusion of every person regardless of their age, gender or sexual orientation
- inclusion of every person regardless of their race, culture or religion
- opportunities for people of all abilities to participate in the sport and develop to their full potential
- respect is shown towards others, the club and the broader community
- a safe and inclusive environment for all
- elimination of violent and abusive behaviour
- protection from sexual harassment or intimidation.

This Code applies to community sport, training and club sanctioned activities.

### 12.2 Acceptable Behavior

- Clubs are not to conduct (or allow to be conducted) any obnoxious or offensive activity or use of the facilities for illegal or immoral purposes.
- The display of any sexually explicit or offensive material in any form is prohibited.
- Clubs are not to conduct (or allow to be conducted) any behaviour or 'social events' that is of a sexual nature either for 'entertainment', 'fundraising' or 'personal' purposes.
- Keeping noise levels to a minimum, particularly in the evening.
- Advising residents of special events and ensuring that any extra traffic and parking do not cause problems.
- Requesting permission from the householder before retrieving a lost ball (never climb over a back fence).
- If damage is caused to a resident's property from a stray ball, the club is required to approach the resident regarding the damage at the time of the incident. The club will be responsible for the cost of the repairs to the resident's property.

### 12.3 Discrimination

Discrimination happens when a person, or a group of people, is treated less favorably than another person or group because of their background or certain personal characteristics.

It is also discrimination when an unreasonable rule or policy applies to everyone but has the effect of disadvantaging some people because of a personal characteristic they share.

Discrimination can be against the law if it is based on a person's:

- age
- disability, or
- race, including colour, national or ethnic origin or immigrant status
- sex, pregnancy, marital or relationship status, family responsibilities or breastfeeding
- sexual orientation, gender identity or intersex status.

Support is available if you feel you are being discriminated against or wish to apply for an exemption from [Australian Human Rights Commission](#).

### 12.4 Barriers to Participation

Many people experience barriers to participation in sport and physical activity. These barriers are varied and at times complex and lead to many groups underrepresented in sport and physical activity.

The good news is, research and evidence of barriers and how to overcome them are readily available and there is support available to you to help remove common barriers. Below is a snapshot of barriers sourced from AusSport:

- **Time**

Participation trends show us that Australian families are increasingly busy and convenience is king. People are less willing (or able) to commit time for training and set fixtures in team sports.

- **Cost**

Participation in sport often involves significant investment which can be a major barrier for Australians, particularly families where all members may wish to participate in several sports. Costs include fees, uniform, travel and equipment.

- **Access**

Access can be a barrier that effects participation in many ways. It may include location (particularly in rural and remote locations), building accessibility, availability of infrastructure or a lack of transportation.

- **Enjoyment**

Participation trends show that people are often looking for more fun and fitness with less competition, leading them to favour less structured forms of physical activity. Similarly, unwelcoming cultures, poorly designed sessions, and deliverers who are unfriendly all lead to a decline in participation.

- **Self-esteem and fear of judgement**

Research shows, particularly for young females, that the way that people feel about themselves while participating can restrict ongoing participation. This includes lacking confidence in their ability, feeling responsible for a team or individual result or having poor body image which can be exacerbated by uniforms or activewear.

- **Risk**

Fear of injury as people age or for young children can stop people from participating. Other risks which may impact participation include child safety concerns and the safety of facilities and equipment.

- **Awareness**

Even for well-designed activities, people may not know how or where to access participation opportunities. They may also have a narrow view of a sports offerings or poor association with a brand.

- **Environment**

Infrastructure that is inaccessible, unwelcoming environments, poor venue quality, location and venue safety can all have a negative effect on a participants experience.

- **Delivery**

The way a product is delivered to the market is very important. This includes poor quality coaches, badly designed products, poorly organised sessions or out of date methodology.

#### **Available Support**

Leisure Inclusion Officer  
Your State Sports Association  
[VicHealth](#)  
[SportAus](#)

#### **12.5 Aboriginal and Torres Strait Islander Charter**

The City of Whittlesea recognises The Wurundjeri Willum Clan as traditional owners with a spiritual, social, cultural and economic relationship with their traditional lands and waters within the City of Whittlesea.

The City of Whittlesea Aboriginal Inclusion Charter stipulates our commitment to the process of reconciliation between Council and Aboriginal people living, working or visiting the City of Whittlesea.

Councils Aboriginal Inclusion Charter states the following:

- The right of Aboriginal people and their families to live, work, play, prosper and belong – with equity of opportunity to all residents – within the City of Whittlesea,
  - The right of Aboriginal children and young people to learn, grow and play in safe environments that respect and promote their cultural identity, free from discrimination, and
  - The right of Aboriginal people to be free from any form of discrimination; especially on the base of identity, religion, race, gender, age and or dis/ability.

[Full charter](#) can be found on this link.

#### **12.6 LGBTIQ\***

The LGBTIQ+ (Lesbian, Gay, Bisexual, Transgender/Transsexual, Intersex and Queer/Questioning) community make up an estimated [11% of Australia's population](#) but research shows LGBTIQ+ people have some of the lowest rates of participation in sport, recreation and physical activity out of any community in society. Avoidance of participation is often linked to poor experiences in sport due to discrimination or harassment. Australian research shows that:

- Over 80% of people have either witnessed or experienced homophobia in sport
- 87% of gay males and 75% of lesbians are completely or partially in the closet while playing youth sports
- Sport is considered hostile and unwelcoming to young people with diverse sexualities and genders

As a result of poor inclusion efforts, many LGBTIQ+ people miss out on the physical, mental and social benefits that participating in sport and physical activity can bring. Sport has an amazing opportunity to not only increase membership opportunities, but also improve these people's lives.

### **Available Support**

Leisure Inclusion Officer

[Vicsport](#)

[Proud2Play](#)

[Rainbow Roadmap](#)

[LGBTI+ Inclusion Checklist for Community Sports Clubs](#) – Proud2Play

[Tips for Community Engagement](#) – Proud2Play

[Creating an LGBTI+ Inclusive Club](#) – Free online Course

### **12.7 Preventing Violence Against Women**

Violence against women is serious and widespread across Australia. The statistics are alarming. On average, at least one woman a week is killed by a partner or former partner, and one in three Australian women has experienced physical violence since the age of 15.

In Australia, violence against women is called many different things, including domestic violence, family violence, intimate partner violence, sexual harassment and sexual assault.

Violence against women is any act of gender-based violence that causes or could cause physical, sexual or psychological harm or suffering, including threats of harm or coercion, in public or in private life.

Your sporting club can help create an Australia where women are safe, equal and valued.

Everyone involved in sport – whether you're a Board member, CEO, manager, coach, player, umpire, staff, volunteer or fan – can play an important role in preventing violence against women by:

- showing leadership by setting the standard of zero tolerance towards sexist attitudes, language and discriminatory behaviour in your sport
- providing opportunities and pathways for girls and women to participate at all levels of your sport
- promoting women's voices and perspectives equally with men's in your sporting organisation and/or club
- using communications, marketing and events to demonstrate your organisations and/or club's commitment to gender equality – both internally and publicly
- reviewing how safe, welcoming, equal and inclusive your workplace, organisation or club is for women (for example surveying staff or members about their experiences, reviewing your policies and facilities) and developing an action plan to identify opportunities for improvement
- being a positive role model to children and young people by showing that both women and men play an active role at all levels of your workplace, organisation or club

- providing training and information to your staff and volunteers so everyone understands their role in preventing violence against women

Source: Our Watch.

For more information and references for all the above data visit <https://sport.ourwatch.org.au/>  
[Violence against women: Sport can help change the story](#) – video. 3 minutes  
[Preventing violence against women through sport](#) – Report

### **Support services**

- If you or someone you know is in immediate danger, call the police on triple zero (000)
- For 24-hour emergency help contact Safe Steps Family Violence Response Service on 1800 015 188.
- For advice and assistance with family violence contact 1800 RESPECT on 1800 737 732.

## **12.8 Mental Health and Wellbeing**

Sports clubs are environments where we pride ourselves on team, mateship, belonging and looking after one another. These environments can be a place where people can feel safe to reach out to their mates, coaches and others regarding their mental health.

Talking about mental health and making information available to members is a great way to reduce the stigma around mental health problems, encourage people to seek help and support those members with an existing mental health issue.

If your club would like assistance in the area of mental health, we encourage you to reach out to our Sport and Recreation team.

Other websites and resources to support Mental Health and Wellbeing:

- [BeyondBlue](#)
- [Black Dog Institute](#)
- [Headspace](#)
- [R U OK Day](#)
- [Lifeline](#)

## **12.9 Gambling**

City of Whittlesea is home to some of the largest gambling loss figures in Victoria.

As a result of this, we are working hard to reduce the harm that gambling causes particularly poker machines.

Evidence shows that there is a growing culture of gambling in sports, it is Councils expectation that your club will:

- Maintain a distinct separation between gambling and sporting activities.
- Refrain from displaying sports betting or gambling promotional material in or around the club, including ground signage.
- Refrain from partnering with betting operators or promoting gambling activities in any way.

- Where young people under 18 years of age are present, club social and fundraising activities will not include any forms of gambling.
- Adhere to all Victorian Commission for Gambling and Liquor Regulations.

There is support available to clubs from VCGLR to ensure you are meeting your requirements. You can contact direct or contact Sport and Recreation team who can connect you.

### **12.10 Helping to protect the environment**

It's important that your club does its part to protect the local environment, this includes:

- Maximising resource efficiency
- Minimising waste (including food waste)
- Minimising discharges of wastewater and carbon emissions
- Consistent recycling program
- Composting of food waste.

## APPENDIX 1

### SPORTS GROUNDS & PAVILION CLASSIFICATIONS

#### Sports Ground Classifications

Each sports ground has been classified to determine the standard of the ground. These classifications are Elite, AA, A, B, and C.

A rating of Elite applies to elite standard facilities e.g. Epping Soccer Stadium. The fee arrangement for such AA facilities will be established on an individual basis.

#### Elite

- exceptionally high quality of playing surface
- high level of facility provision
- high level competition sport
- possibly a variety of activities on whole reserve
- high potential to generate income.

#### Sports Ground AA

- excellent standard of playing surface
- more than one playing ground (turf and / or synthetic)
- high level of facility provision
- high level competition sport
- possibly a variety of activities on whole reserve
- high potential to generate income.

#### Sports Ground A

- high standard of playing surface
- more than one playing ground
- high level of facility provision
- high level competition sport
- possibly a variety of activities on whole reserve
- high potential to generate income.

#### Sports Ground B

- good standard of playing surface
- one or more adjacent playing grounds
- possibly a variety of activities
- training and competition venue
- some complementary facilities.

### Sports Ground C

- basic standard playing surface
- training and/or low-level competition
- informal playing grounds
- small in size
- limited activities
- often used as an overflow ground with no pavilion attached
- limited irrigation.

### **Pavilion Classifications**

There are three standard classifications for pavilions. These classifications are 1, 2 and 3, with 1 being of highest quality.

The classification for pavilions is based on the condition of a building and the capacity for accommodating the allocated sport.

#### Class 1 - Pavilion

- contains suitable change and ancillary rooms of appropriate size
- excellent condition with attractive presentation and good fittings
- adequately suits the use by the club.

#### Class 2 - Pavilion

- a building which is appropriate in what it can offer for the running of a club
- fair condition with reasonable presentation and good fittings
- rated according to the sport for which it is presently allocated.

#### Class 3 - Pavilion

- a building not so well suited for the allocated sports
- basic condition facility with low standard of presentation and fittings
- a building which requires repair to bring it to a satisfactory standard.



## APPENDIX 2

### RESERVE - MAINTENANCE RESPONSIBILITIES

Clubs must report potential and actual maintenance problems to Council as soon as possible.

Clubs will be responsible for the cost of repair to the facilities if damaged by the Club's misuse.

ITEM	CLUB	COUNCIL
Car Park and Footpath Maintenance/ Grading		✓
Fence Maintenance		✓
Sports Ground Lighting Maintenance		✓
Sports Ground replacement of globes		✓
CTS Lighting Systems - maintenance and programming		✓
Sports Ground Lighting Charges	✓	
Waste and Recycling Bins – storage and placement for emptying	✓	
Waste and Recycling Bins - emptying		✓
Waste on Sports Grounds and Pavilion Surrounds relating to club use	✓	
Hard waste and Green Waste removal	✓	
Electricity, Gas and Phone charges	✓	
Pavilion water charges	✓	
Sports Ground Irrigation water charges		✓
Installation and Removal of Soccer / Football Goal Posts		✓
Portable Soccer Goals	✓	
Soccer Goal Nets	✓	
Goal Posts Padding	✓	
Line Marking – before season commences		✓
Line Marking – all other times (refer to Section 6.5)	✓	
Sportsgrounds – maintenance and renovations		✓
Irrigation Systems – installation and maintenance		✓
Scoreboard	✓	✓
Coaches Boxes		✓
Cricket Nets		✓
Synthetic, Concrete, All Season Wickets		✓
Cricket Pitches - Cover & Uncover (seasonal)		✓
Mowing Grass – playing surface and surrounds		✓
Synthetic Sports Fields – maintain infield levels		✓
Change of Season Maintenance to Playing Surface		✓
Softball entoutcas		✓
Baseball Mounds - installation and removal	✓	
Garden Bed Maintenance		✓

ITEM	CLUB	COUNCIL
Tennis Court – maintenance / grooming – 2 x per year		✓
Tennis Club - entoutcas 20 bags per 12 months		✓
Tennis Club – classic clay 20 bags per 12 months		✓
Tennis Court – synthetic/mod grass sand refill		✓
Tennis Facility - gates/fences		✓
Tennis Facility - grassed area inside fenced area	✓	
Tennis Court – operation of irrigation system	✓	
Tennis Court – irrigation plumbing		✓

## APPENDIX 3

### PAVILION – MAINTENANCE RESPONSIBILITIES

Clubs must report all maintenance issues to Council via the IMS portal.

Clubs must exercise due care with all property. Council will hold clubs responsible for the repair of items damaged through misuse and will recover associated costs from the club.

Clubs are required to obtain prior consent from Council to undertake new works, repairs or alterations to their pavilion.

ITEM	COUNCIL RESPONSIBILITY	CLUB RESPONSIBILITY
<b>Alarms</b>	Nil	Cost of alarm purchases. All monitoring fees, maintenance, statutory functionality testing and guard attendance.
<b>Appliances and power accessories</b>	Built-in appliances such as oven/stove and gas heater.  Electrical Safety Testing (EST) of built-in appliances as required by legislation.	Free-standing appliances e.g. portable fridge/freezer, microwaves, bain marie.  Electrical Safety Testing (EST) of portable appliances as required by legislation.
<b>Building Condition Audit</b>	Annual audit	Ongoing regular maintenance checks and reporting.
<b>Building structure</b> e.g. footings, stumps, roof, walls, timber frame including verandas	All major repair or replacement due to structural fault/age.	Cost of repairs due to major or continual misuse.
<b>Cleaning</b>	Annual external cleaning of eaves and pavilions.  Public toilets not connected to pavilions.	Ongoing cleaning of all internal and external areas of the pavilion and reserve following all club activity.
<b>Defib Machines</b>	Nil	Purchase and ongoing maintenance and upkeep.
<b>Doors</b>	Replacement due to age structural fault or vandalism.	Keep clean

ITEM	COUNCIL RESPONSIBILITY	CLUB RESPONSIBILITY
<b>Electrical</b>	Supply and replacement of fixtures, fittings and wires (including ceiling and exhaust fans).	Nil
<b>Essential Services</b>  All items that fall under Essential Safety Measures (ESM)	Supply/replacement of all items that fall under ESM.  Routine Maintenance of all items that fall under ESM.  Battery replacement of smoke detectors (if hardwired in)  Maintain emergency exit lights.	If fire extinguishers are discharged or stolen due to misuse, Council will organise replacement with tenant to pay for it.  Battery replacement of smoke detectors (if not hardwired in).
<b>Evaporative, air conditioning, heating, and ventilation</b>	Where existing maintain, repair and replace	Nil
<b>Fixtures and Fittings</b>	Hard wired and plumbing appliances.	Other electrical appliances that do not require plumbing or hard wiring.
<b>Floors and/or floor coverings</b>	Renew or replace fixed floor coverings where needed.	Cleaning and maintaining of fixed floor coverings.
<b>Guttering and downpipes</b>	All, including regular cleaning.	Nil
<b>Locks, keys and swipe cards</b> (internal and external)	Supply and maintenance of door locks, keys and swipe cards.	Cost of all replacement keys, swipe cards and padlocks as required (including replacing due to lose or misuse)
<b>Painting, including graffiti removal</b>	Major internal and external painting.  External graffiti removal.	Internal graffiti removal.

ITEM	COUNCIL RESPONSIBILITY	CLUB RESPONSIBILITY
<b>Pest control</b>	Pest Control relating to structural items e.g. wood borer and termites.  Responsible for exterior spray to control spiders and insects.	Keep all areas in a hygienic state.  Inspection, maintenance and replenishment of rodent bait stations where applicable.  Responsible for internal pest control.
<b>Plumbing – hot water system, sewerage &amp; storm pipes</b>	Replacement of damaged or corroded plumbing fittings, toilet bowls, cisterns, taps and internal fittings.  Repair or works required for drainage purposes, including sewerage, drains water pipes and pits.  Repair of gas pipes.	Cost of internal repair due to major or continual misuse.
<b>Sanitary Bins</b>	Nil unless specified	Supply, refill and disposal.
<b>Security screens, security lights</b>	Maintain, repair and replace security screens and security lighting.	Nil
<b>Utilities</b>	Charges relating to external security lighting, car park lighting	Payment of all utility accounts relating to club activity.
<b>Window</b>	Replace due to breakage arising from structural fault, age or vandalism.	Keep clean inside and out.  Replacement due to misuse or damage.