



## **Recreation Services**

# **Sporting facilities, grounds and pavilions user guide**

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27	25	Feb 2022	Recreation Services	4.8 Temporary Structures
28	26	June 2022	Recreation Services	2.3 Classification of pavilions and sports fields Appendixes 1 - 5

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# 1 INTRODUCTION

## 1.1 Introduction

The Sporting Facilities, Grounds and Pavilions User Guide, “User Guide”, forms the terms and conditions on which Merri-bek City Council’s sporting facilities are used. By providing this guide Council aims to continue to develop the relationships formed with all sports clubs within Merri-bek. The guide aims to optimise the use of facilities and the community benefits which they provide.

## 1.2 Purpose

The purpose of the User Guide is to allow the users of Council’s sporting facilities to better understand the process guiding the allocation of facilities by clearly identifying:

- Council’s requirements
- Responsibilities of the user groups
- Responsibilities of Council
- Process for facility development
- Provide a framework that is equitable and easily administered

## 1.3 Background

The User Guide has been developed to allow user groups to understand Council’s position regarding the use and development of sporting facilities in Merri-bek.

The User Guide document is reviewed regularly and should be read in conjunction with relevant Council policies including:

- [Allocation and Use of Sporting Facilities, Grounds and Pavilions Policy 2016](#)
- [Merri-bek Disability Access and Inclusion Plan](#)
- [Human Rights Policy 2016-2026](#)
- [Merri-bek Active Women and Girls Strategy](#)
- [Merri-bek Sport and Active Recreation Strategy](#)
- [Maintenance and Management of Council Sporting Grounds Policy](#)
- [Plastic Wise Policy](#)
- [Lease Principles Policy](#)
- [Merri-bek Health and Wellbeing Plan 2017-21](#)
- [CCTV Policy](#)
- [Pavilion and Outdoor Sporting Infrastructure Contributions Policy](#)
- [Advertising and club signage in open spaces reserves](#)
- [CB Smith Sport & Education Facility Management Plan](#)
- [Coburg City Oval Facility Management Plan](#)

## 1.4 Objectives

The following objectives provide the framework for the establishment of an equitable and administratively operational User Guide.

- Maximise participation in sport and recreation on Council’s sporting grounds and facilities.
- Prioritise the allocation of sporting grounds and pavilions to clubs which are inclusive of people with disabilities, and actively support juniors, females and people from culturally and linguistically diverse backgrounds (CALD) to participate in recreation.
- Establish a fair and equitable way of charging for grounds and pavilions.
- Ensure sporting grounds and pavilions are allocated to clubs with sound governance structures, open membership, elected committees and a demonstrated commitment to social responsibility.

- Enable Council to address the needs of growth sports.
- Minimise potential overuse of ovals with efficient facility allocation and eliminate inappropriate use.
- To match quality of playing surfaces to level of competition to be played at the ground.
- To ensure the fees and charges reflect the standard of the facilities.
- To provide a comprehensive and easy to understand User Guide that clearly details the responsibilities of both Council, sporting clubs and other users.

## 1.5 Scope

This user guide applies to:

- Allocation of facilities made through application for annual or seasonal tenancy, leases and casual or school bookings of sports grounds and pavilions.
- Fee structure
- Maintenance
- Conditions of use
- The development of sporting facilities within Merri-bek.

This User Guide is reviewed prior to the commencement of each season and updated as required. Amendments to the document may occur throughout the season if:

- Legislative requirements change
- Legal Issues highlight a need for change
- Insurance and Risk Management issues arise
- A change of any policy by Merri-bek policies that may impact on the use of sports grounds or its users

## 1.6 Terms and conditions

The User Guide forms the basis for the terms and conditions of the Agreement governing the use of Council facilities. It is important for users to fully read and ensure they understand all sections of the User Guide. Any breach of one or more of these conditions may, at the discretion of Council, result in the use of the facility being withdrawn and no refund in fees and charges or security bond.

## 1.7 Definitions

**Access** – the degree to which the public can use a sports venue at a time of their own choosing.

**Agreement** – The ‘Agreement’ consists of the combination of the signed completed tenancy application.

**Annual allocations** – from 01 April to 31 March

**Bond** – All clubs are required to pay a security bond when applying.

**Casual user** – A school, community group, sporting club or organisation, commercial business or individual that are not applicable for a seasonal or annual tenancy allocation for informal use of a facility on a ‘one off’ or irregular basis

**Changeover (hand over)** – A period when seasonal clubs move in or out of their allocated facility. This is done on site with all clubs and Council present. During this time, facilities are inspected, and keys are handed over.

**Club** – The incorporated body of people, herein applying for tenancy of a sports ground.

**Competition** – A regular fixture of games where one winner is eventually determined.

**Council** - The Merri-bek City Council, including its staff and contractors.

**Dedicated purpose** – The dedicated purpose of a sports ground is for a match or training to take place.

**Festival/event** – An activity, public or private, whereby a mass gathering of people is organised and which uses a public thoroughfare or public amenity for activity other than its dedicated purpose.

**Home ground** – The primary sports ground that a club uses to conduct the majority of competition matches. Tenancy typically includes the ground and associated pavilion.

**Juniors** – In line with relevant sporting associations:

- Football Victoria – players aged 18 years and under
- Baseball Victoria – players aged 16 years and under (winter season) and players aged 18 years and under (summer season)
- Lacrosse Victoria - players aged 18 years and under
- Netball Victoria - participants aged 5–17 years.
- Cricket Victoria –
  - NWMCA - players aged 16 years and under
  - VSDCA – players aged 15 years and under
  - VTCA – players aged 17 years and under
- AFL Victoria
  - YJFL – players aged 18 years and under
  - EDFL – players aged 18.5 and under
  - VAFA - players aged 18 years and under
  
- Ultimate Frisbee – players aged 18 years and under
- Bowls Victoria – players aged 18 years and under
- Touch Football Victoria – players aged 17 years and under
- Tennis Victoria – players aged 18 years and under
- Athletics Victoria – athletes aged 18 years and under
- Cycling – players aged 17 years and under
- Basketball – players aged 18 years and under
- Bocce – players aged 18 years and under
- Mallet Sports – players aged 18 years and under

**Non-seasonal use** – Use of a sports ground outside of the defined allocation agreement for activity such as pre-season training, finals training, pre-season matches and/or final matches. Such usage needs to be applied for separately and may incur an additional charge.

**Pavilion** - A building connected with a sports ground, which may be used in conjunction with the use of the sports ground for its dedicated purpose.

**Practice nets/batting cages** – Caged areas for cricket/baseball batting practice.

**Preseason** – The use of a sports ground one month prior to the season beginning

- Annual and winter preseason – March 1 – March 31
- Summer preseason – September 1 – September 30

Charges will apply to any request to use grounds for preseason training outside of the dates listed above. Charges are calculated on a pro rata basis in accordance with sports ground fees and charges.

**Public use** – Use of a facility by the general public without needing to be associated with a club.

**School use** – Any school granted permission to use a sports ground during school hours.

**Seasonal summer allocations**– from 01 October to 29 February

**Seasonal winter allocations**– from 01 April to 31 August

**Seniors** – An age category of players aged 18 years and over unless otherwise specified by your sporting association.

**Sports ground** – An area of open space provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity. Sport spaces provide a setting for formal structured sporting activities. Sport spaces provide a venue for formal structured sporting activities such as team competitions, physical skill development and training. Sport spaces are designed to accommodate playing surface, buffer zones and infrastructure requirements of specific or general sporting activity. Players and spectators attend with the express purpose of engaging in organised sporting activity, training or competition or watching the game.

**Sub-letting** – Refers to the rental of Council owned properties by a tenant to another person or organisation. Sub-letting of Sports Grounds and/or Pavilions is not permitted under any circumstances.

**Synthetic surface** – Hard wearing surface (not turf), such as rubber or carpet.

**Temporary allocation** – A sports ground allocated to a club when the club's normal 'home ground' has been closed due to unsuitability. Temporary allocations may incur a charge at a reduced rate.

**Training** – Non-competitive activities undertaken to prepare participants for competition.

**Turf wicket** – A prepared grass wicket generally used for high-grade cricket competition.

**User Group** - A body of people who have been granted a Seasonal or Annual Allocation. This includes sports clubs, community organisations, schools, sport associations or other groups.

## 1.8 Legal framework

The User Guide provides the terms and conditions by which Council's facilities are used. It is a requirement of the agreement that users read and understand all conditions and obligations.

The 'Agreement' for Tenancy consists of the following key documents:

- 1) [Sporting facilities, grounds and pavilions user guide](#)
- 2) [Allocation and use of sporting facilities, grounds and pavilions policy](#)
- 3) **Sports ground tenancy application** - The signed undertaking by the club that the terms and conditions in the Sporting Facilities, Grounds and Pavilions User Guide have been read and the club agrees to abide by them. Clubs, who have had an application confirmed by Council, are bound to these terms and conditions.
- 4) **Further documentation** – Includes but is not limited to Contact Details, Key Holders, Hours of Use, Certificate of Incorporation and proof of Public Liability Insurance.

## **1.9 Sports ground management**

The Recreation Services and Open Space unit are responsible for the management of all sports grounds and pavilions within the municipality. The Maintenance and Management of Council Sporting Grounds policy enables Council to provide the best level of maintenance and management of reserves. It provides a clear proactive and planned maintenance regime for grounds, using a hierarchical approach, considering the asset type and condition and levels of use to inform the level of maintenance. The policy can be viewed at:

<https://www.activemerri-bek.com.au/>

Recreation Services will contact users throughout the tenancy with information relevant to their seasonal booking. Annual and seasonal users will be regularly updated with information regarding water restrictions, sports ground updates, sports forums and other information that may affect their seasonal allocation.

Council will communicate to a single contact from each user group via email and through IMS Reserves Manager for most correspondence. All users must have a contact email address that is checked regularly.

## **1.10 Sports ground usage levels**

Sports field usage capacity is defined as the number of hours of use that a surface can sustain before it deteriorates to a point where short-term recovery is not achievable. Please refer to Section 2.2 for recommended hours of usage.

## **1.11 Excessive demand on available resources**

As sport and recreation participation trends change, Council may review the practice of allocating facilities to provide efficient use of facilities. The desire is not to impact on existing users unless clear benefit can be provided through potential relocation/reallocation. Where possible all efforts would be made for clubs to retain the same primary 'home ground'.

While all efforts are made to accommodate requests, where demand exceeds resources, Council may be unable to accommodate all requests. Unsuccessful clubs will be responsible for making alternate arrangements.

## **1.12 Non-compliance**

Council reserves the right to suspend or revoke a club's Tenancy Agreement at any time if the Terms and Conditions of the agreement are breached. Where a club fails to comply with the Allocation and Use of Sporting Facilities, Grounds and Pavilions Policy or the terms of the Agreement that has been signed by the club, the following course of action may be applied.

- Club/s will be advised that until the issue/s are rectified and depending on the severity of the complaint may be locked out of their facility. Such complaints could include deliberate damage to sports ground surfaces and/or pavilions, or clubs found in breach of their Liquor Licence.

Should a club fail to rectify an issue in the timeframe specified by Council, the club may be:

- Ineligible for an allocation
- Unable to access their facilities
- Liable for casual fees to access the facilities
- Ineligible for future allocations

## 2 FACILITY CLASSIFICATION

### 2.1 Sports grounds

Variations exist in the standard of grounds and in the requirements of clubs throughout the municipality. These variations have been classified so that a lower standard of ground is assessed at a lower rate than the ground of a higher standard. The classifications will be reassessed over the life of the policy as sports fields are upgraded. Each sports ground has been evaluated to four standard classifications.

The classification of each sports ground will form the basis on which the fees will be determined and reflect the ground classifications as per Council's Management and maintenance sports ground policy.

The classifications will be reassessed over the life of the policy as sports grounds are upgraded. Sports grounds with significant improvements will be upgraded in consultation with clubs.

The criteria on which the sports grounds are classified include:

CLASSIFICATION	DEFINITIONS
<b>PREMIER</b>	<ul style="list-style-type: none"> <li>• Grounds capable/suitable of housing highest levels of competition sport</li> <li>• High standard playing surface including both irrigation and drainage</li> <li>• Larger ovals</li> <li>• Intensively maintained with quality grass surface</li> <li>• Turf wickets</li> <li>• Perimeter fencing</li> <li>• Training lights</li> <li>• Car parking</li> <li>• Grandstand seating</li> </ul> Category A - Management and maintenance sports ground policy
<b>CLASS A</b>	<ul style="list-style-type: none"> <li>• Higher levels of competition sport</li> <li>• Larger ovals</li> <li>• Good quality grass surface with irrigation, limited or no drainage</li> <li>• Turf wickets</li> <li>• Fenced ovals</li> <li>• Training lights</li> </ul> Category A - Management and maintenance sports ground policy
<b>CLASS B</b>	<ul style="list-style-type: none"> <li>• Domestic levels of competition sport</li> <li>• Reasonable quality grass surface with irrigation, limited or no drainage</li> <li>• Turf or synthetic wickets</li> <li>• Fenced or partially fenced ovals</li> <li>• Basic training lights</li> </ul> Category B - Management and maintenance sports ground policy
<b>CLASS C</b>	<ul style="list-style-type: none"> <li>• Lower level domestic or junior levels of competition sport</li> <li>• Smaller ovals</li> <li>• Reasonable playing surface with limited or no irrigation</li> <li>• Concrete wickets</li> <li>• Partial or unfenced ovals</li> <li>• Basic or no training lights</li> </ul> Category C - Management and maintenance sports ground policy

## 2.2 Pavilions

Sport pavilions have been evaluated and given a classification according to standard and the ability of the venue to raise funds and accommodate competition. The criteria include the following:

### Usage suitability and requirements

- Change room facilities including players, umpires, first aid facilities and toilets
- Social rooms – size, standard, ability to generate income
- Kitchen facilities
- Accessibility
- Storage
- Risk – security lighting etc.

## 2.3 Classification list and recommended hours of use per ground

The classifications will be reassessed over the life of the policy as pavilions and sports fields are upgraded. Facilities with significant improvements will have their classification upgraded.

Facility	Pavilion	Ground	Hrs of use
Allard Park	A	B	11 - 15
ATC Cook Reserve	B	B	16 - 20
Balfe Park	B	C	16 - 20
Brearley Reserve	B	B	16 - 20
Campbell Reserve North	A	A	11 - 15
Campbell Reserve South			11 - 15
CB Smith Reserve Premier	A	Premier	15
CB Smith Reserve Community	C	B	16 - 20
Charles Mutton Reserve East	B	B	11 - 15
Charles Mutton Reserve West		B	11 - 15
Charles Mutton Reserve Netball	B	NA	NA
City Oval	A	Premier	11 - 15
Clifton Park West	C	C	16 - 20
Clifton Park East	B	B	11 - 15
Cole Reserve North	A	B	11 - 15
Cole Reserve West		C	11 - 15
Cole Reserve South	C	C	11 - 15
De Chene Reserve	A	A	11 - 15
Dunstan Reserve North	A	A	11 - 15
Dunstan Reserve South		B	11 - 15
Fleming Park	A	B	16 - 20
Gillon Oval	A	Premier	16 - 20
Hallam Reserve	B	B	16 - 20
Holbrook Reserve	C	A	11 - 15
Hosken Reserve East	A	C	16 - 20
Hosken Reserve North		B	11 - 15
Hosken Reserve South		A	11 - 15
Jackson Reserve	B	C	16 - 20
JP Fawkner Reserve East	B	B	11 - 15

JP Fawkner Reserve West	B	B	11 - 15
Martin Reserve	A	B	11 - 15
McDonald Reserve	NA	C	16 - 20
Moomba Park	B	B	11 - 15
Morris Reserve	A	B	11 - 15
Oak Park East	A	C	11 - 15
Oak Park West		C	11 - 15
Parker Reserve Baseball	B	C	11 - 15
Parker Reserve East	C	C	11 - 15
Parker Reserve West		C	11 - 15
Raeburn Reserve (Pascoe Vale)	A	A	11 - 15
Rayner Reserve	B	B	11 - 15
Reddish Reserve North	A	A	16 - 20
Reddish Reserve South		A	16 - 20
Richards Reserve	B	B	11 - 15
Sewell Reserve	A	A	11 - 15
Shore Reserve	B	B	16 - 20
Sumner Park	B	B	16 - 20
Wallace Reserve East & West (Cricket)	B	C	11 - 15
Wallace Reserve North and South	B	B	11 - 15
Wylie Reserve (Hockey)	B	C	11 - 15

### Synthetic Soccer Pitches

Merri-bek Council has two synthetic soccer pitches in Brunswick and Fawkner. The pitches feature fencing and floodlighting, providing benefits for teams to train or play day and night regardless of pitch conditions.

Both pitches are available on a casual basis only – no seasonal or annual tenancy allocation is available. The two pitches are:

- Clifton Park Synthetic Soccer Pitch – Victoria Street, Brunswick. Also has a pavilion available to be booked
- Fawkner Synthetic Soccer Pitch – Jukes Road, Fawkner

To check availability and make a booking, please see [IMS Reserves Manager](#).

### 3 FACILITY ALLOCATION

#### 3.1 Sports grounds

All bookings and allocations are processed through [IMS Reserves Manager](#) for Merri-bek facilities.

Bookings will be made through six types of agreements:

- Annual – From 1 April to 31 March
- Seasonal
  - Summer – From 1 October to 29 February
  - Winter – From 1 April to 31 August

Refer to the [Division of seasons and Occupation of Crown Lands used as grounds for Australian Rules Football competition and Cricket competition](#)

- Pre-season
  - Winter – From 1 March to 31 March
  - Summer – From 1 September to 30 September
- Casual – as requested
- School bookings – Term bookings during school hours
- Lease agreements

The right granted to the sporting club is permission to occupy only. Nothing contained in these terms and conditions of use grants to the club the right to exclusive possession.

By signing any application form, users agree to the terms and conditions outlined in this document.

#### 3.2 Annual and seasonal tenancy allocation

Annual and seasonal winter allocations will be called for in January of each year. Confirmation of allocation will be sent to clubs in March after being approved by Council.

Seasonal summer allocations will be called for in July of each year. Confirmation of allocation will be sent to clubs in September after being approved by Council.

#### 3.3 Lease agreement

A Lease is an agreement that provides exclusive or long-term occupation of a Council sporting ground, facility or pavilion. Council places a greater expectation on clubs in terms of maintenance and management where use is under the terms of a lease.

#### 3.4 Casual permit

Casual usage provides for temporary use of Council facilities for an agreed period during weekdays as well as on the weekends outside of the times nominated on the agreement of any tenant club in seasonal occupation. Council may, at its discretion, consent to casual users use of the sporting pavilion and/or ground provided that the granting of such consent does not detrimentally affect the club's use of the pavilion and/or ground.

Permission of use will only be issued if an application is submitted in writing using a Casual Permit Application Form and is made no later than ten working days prior to the date/s requested. Casual user group/s will be charged according to the fees outlined in [Appendix 5](#). Notification of cancellations of casual bookings must be received 14 days prior to the hire date(s), in writing, and a full refund will apply, less than 14 days' notice and the full usage fee charge will apply.

### 3.5 School permit

Schools must submit their application to Council no later than ten working days prior to the end of the preceding school term. Schools will only be allocated use of Council grounds on a term-to-term basis.

Council reserves the right to reject or withdraw any application or withdraw any allocation for the use of sports grounds during a term if sports ground conditions deteriorate.

The school will be responsible for any damage and the removal of all rubbish generated by participants and spectators as a result of the activity. Charges may apply where Council has been required to arrange cleaning of a sports ground after a school's use.

Sports grounds will only be available for bookings on weekdays between the hours of 9am and 3:30pm on dates consistent with those established as term dates by the Department of Education and Early Childhood Development.

### 3.6 Pavilions

Pavilions are provided to support sports ground activities. Allocations will be made on an annual or seasonal allocation basis. By completing the online application method as determined by Council (IMS) clubs are agreeing to the conditions of use as outlined in this document.

The allocation of pavilions will be based on allocated days and times as specified below. Council reserves the right to place other user groups within the pavilion during any non-allocated times.

- Monday to Friday 4pm to 11pm
- Saturdays and public holidays 8am to 11pm
- Sundays 8am to 10pm

Bowls clubs are permitted to operate in the following hours:

- Monday to Thursday 11 am to 11.30pm
- Friday, Saturday and public holidays 11am to 1am
- Sunday 11am to 10.30pm

Clubs should refer to [Section 5.1 EPA Guidelines](#) and [Section 6.2 Liquor Licences](#) for details on the necessary requirements.

### 3.7 Security bonds

A security bond for Seasonal, Annual and Casual bookings is to be lodged at the time that applications are submitted to Council. The purpose of this bond is to serve as a guarantee of the user's fulfilment of the terms outlined in the User Guide and be used to cover costs incurred by Council through the breach of these terms and conditions, e.g. facility damage not associated with normal wear and tear or unreturned keys including casual bookings at Council's Synthetic Soccer Pitches.

The seasonal user shall be liable to pay any additional amount in excess of the deposit to meet the full cost of repairs or reinstatement.

If a club's application is unsuccessful, the security bond will be refunded immediately.

Seasonal security bonds will be refunded back to the club once the handover process has been completed. Clubs found responsible for damage to a sports facility may have all or part of their bond withheld.

Clubs who do not arrange and/or complete the handover within one month of their allocation expiring, will forfeit their bond and be required to pay the bond amount at the time of their next application.

A key bond of \$50 for casual bookings is to be submitted with Recreation Services upon pick up of the facility key. Bonds will be returned when the key is returned. Keys must be returned within 1 business day of the allocated period.

### **3.8 Application process**

#### **Step 1:**

Council will send notification to clubs that applications for sports ground tenancy are open via email. The notification will include instructions and information on how to complete the online application. Included with the application will be the Sporting Facilities, Grounds and Pavilions User Guide, Allocation and use of sporting facilities grounds and pavilions policy, and the Management and maintenance of Council sporting grounds policy. Clubs need to ensure they fully read and understand this guide and policies and the obligations imposed on the club if their application is successful and indicate on the application if they agree to these terms and conditions.

#### **Step 2:**

The club completes the online application and submits to Council. All requested documentation must be uploaded with the application or it will not be accepted. A security bond may be requested by the due date as well.

#### **Step 3:**

Applications are assessed by Recreation Services. Clubs with outstanding debts with Council and utility service providers will not have their applications considered until debts are paid in full or an approved payment plan is made. Furthermore, sporting organisations that have failed to complete any previous projects within the agreed timeframes of the grant program (e.g. Capital Works Partnerships and Project Grants) funded by Council and / or have not submitted acquittal documentation in full will not have their application assessed until required documentation is provided or project completed to Council's satisfaction.

#### **Step 4:**

Council Officers submit a sports ground allocation recommendation report to Council for adoption.

#### **Step 5:**

Once the sports ground allocation report is adopted, all clubs will receive written notification of their allocation within 14 days.

If a club is dissatisfied with their allocation, they may appeal in writing within 10 working days of the allocation being made. Letters should be addressed to the Manager Youth and Leisure Services.

In allocating sports facilities, Council will consider several variables including:

- Council's Sporting Facilities, Grounds and Pavilions Policy
- Club's history of governance compliance
- User group's previous record e.g. fees paid on time, cleanliness and care of the facilities, timely return of facility keys
- User group has no outstanding debts (including outstanding utility and State Sporting Association fees)
- Level of junior, female and member participation
- Number of teams registered in competitions with recognised associations
- Current and proposed planning and effective management of the club
- User group's contribution to facility upgrade/s
- Facility suitability assessment to ensure the activity is suitable from a risk perspective
- Sport growth and user trends
- All information required to complete the allocation process is received by the due date.

For further information please refer to Council's [Allocation and use of Sporting Grounds and Pavilions Policy](#).

Council is aware that the trends and demand for sporting and recreational activities change over time. Council reserves the right to allocate based on the demands at any given time and will endeavour to maximise the use of all sport and recreational assets located in the Merri-bek City Council.

Council will endeavour to provide and allocate sports grounds and pavilions on a seasonal and annual basis to meet demand. However, if demand exceeds supply, the club will be notified, and it will be the club's responsibility to find alternative facilities.

### **3.10 Contact details**

Annual and seasonal users must ensure that the tenancy application form includes the most appropriate and up to date contact details for the club. It is important that suitable daytime contact numbers are provided along with an email address that is checked regularly.

It is preferable for Council officers to deal with one designated contact to eliminate inefficiencies and repetition.

If any changes to contact details should occur during the season, including the email address, Recreation officers must be notified immediately in writing.

### **3.11 Council's right to enter**

Council officers and contractors shall have access to all pavilions at any time. Council may enter the pavilion for the purpose of either viewing the state of the pavilion or to conduct any repairs, alterations or improvements to the condition of the pavilion, its fixtures and fittings or any part thereof.

### **3.12 Key allocation**

Keys are issued during handover. During this time, all clubs are required to meet with Council Officer/s on site during business hours to handover keys and to complete pavilion inspections.

#### **Clubs are not to exchange keys with their co-tenants between seasons.**

The conditions of key allocation are:

- Four sets of keys are issued to every club at a cost to Council and must be handed over at the conclusion of each allocation period.
- Requests for additional sets of keys are made to Council and will attract an additional charge of \$48.10 (incl. GST) per key. A maximum of 2 additional keys may be requested at the cost to the club.
- Under no circumstances are keys to be loaned to any other club, association, organisation, school or person. Responsibility rests with the person/s nominated on the Key Holders list.
- Non-compliance will result in the suspension and/or withdrawal of ground and pavilion usage.
- Details of changes in possession of any key(s) are to be forwarded to Council.
- Clubs are not permitted to add or change locks, nor should any keys be copied.
- Padlocks are not to be removed or changed from designated doors/chains. Any replacement of padlocks will attract an additional charge of \$104.35 (incl. GST) per padlock.
- Clubs are required to return all facility keys to a Recreation Services Officer during the end of season handover. Failure to do so will result in the rekeying of the facility locks at the expense of the vacating tenant.

Council always require access to all areas of the pavilion and will remove any foreign locks. Clubs will be responsible for the cost associated with the removal of any non-approved lock.

Lost, damaged or stolen keys must be reported to Council immediately. Council may replace all locks in the event of keys being lost or stolen with the cost charged to the club. Replacement of a lost key will also incur a charge of \$48.10 (incl. GST). Broken keys are to be returned to Council before a replacement key will be issued, with the cost charged to the club.

Keys/codes issued to clubs for casual access of Councils Synthetic Soccer Pitches will be also bound by the conditions of this clause.

### **3.13 Shared use**

Whilst Council allocates facilities accordingly, clubs sharing a facility are to liaise with shared users to agree on how the pavilion/facility will be managed, including cleaning, utilities and equipment storage.

Council will make a final determination should clubs be unable to resolve any issue.

### **3.14 Allocation not required/reallocation**

Council must be notified of any allocation that is no longer required. If Council is not notified the club will be required to pay the charge of that facility for the whole allocation period. Any facility that is not allocated to its full potential may be considered for reallocation to another user group.

Council provides allocations to facilities based on expected team numbers and training requirements and may update hours of use.

### **3.15 Pre-season training and finals training**

Clubs requiring use of facilities outside the dates of their allocation for pre-season or finals training must seek approval by completing the Pre-Season & Finals Training Application. Clubs should not plan any activities until they have received written approval.

A club that uses a facility outside its allocation without Council's consent will be liable for any accident that may occur. Damage to the ground will also be the club's responsibility and they will be charged for re-instatement works. Unauthorised usage may also conflict with scheduled use of a ground by another club, school or casual booking. Conflicts may also arise with important ground maintenance work.

Throughout the allocation period, a club requesting the use of a ground additional to their allocated facility, for training or matches will be charged casual use fees. Pre-season training requests outside of March and September will incur charges.

Clubs are not permitted to use facilities for finals training until approved. No training matches will be permitted on sports grounds that are being used to host finals or have not been prepared for the following season.

### **3.16 Finals matches**

Finals matches are not included in the annual or seasonal allocation, however, the sports ground and pavilion used by the seasonal user for training requirements will be provisionally reserved in the name of the seasonal user for the finals.

Recreation Services must receive confirmation of the finals booking from the relevant association by 10am on the Tuesday following the last home and away game. If this confirmation is not given, sports ground renovation works for the following season will commence. Each final match will be charged to the relevant Sporting Association with the fees listed in the [Appendix 5](#) of this document.

### **3.17 Extended ground usage – practice matches and club organised games**

Clubs wishing to extend the usage of allocated facilities beyond the allocated period (e.g. practice or social matches, club organised games or tournaments and or like events), need to complete a Casual Booking Request via IMS Reserves Manager. This must be submitted at least 14 days prior to the first date of use. Additional fees and charges will apply.

Council will not permit the use of facilities for finals matches without a Booking Request submitted by the organising association. Applications from clubs to host finals matches will not be accepted. A fee will be charged to associations for hosting finals' matches.

Use of grounds for finals matches and training will take precedence over requests for pre-season use. Council will make the final decision on priority of training or finals.

Casual bookings can be submitted via [IMS Reserves Manager](#).

### **3.18 Monitoring hours of use**

Usage of sports facilities will fluctuate based on seasonal requirements, such as pre-season, fixtures, and finals. The level of sport played will also impact when sports facilities are required, as higher grades of sport will have longer periods of training and fixtures.

There are recommended hours of use per week for sports fields, which will vary depending on the level of competition, age group, and supporting infrastructure such as soil profile, type of grass, drainage, and irrigation. Council's Sportsground Maintenance team work closely with Recreation Services and Merri-bek clubs/associations to prepare and maintain the sports fields to accommodate level of competition played.

### **3.19 Late applications**

Late applications may result in no allocation.

### **3.19 Sub-letting of facilities**

No club shall sub-let any part of a sports ground and/or any part of the pavilion allocated to it during the allocated period.

Council will not provide ground or facility tenancy to private sporting academies or clubs engaging a private academy to deliver training to a tenant club's team or teams or conduct private activities.

Non-compliance may result in Council withdrawing allocation.

### **3.20 Seasonal handover**

Seasonal clubs must vacate the sporting pavilion at the end of the season and ensure facilities are left in a neat and tidy condition for the incoming club. Club property left on the premises at the conclusion of the allocation may be removed and disposed of by Council. The club will be held responsible for any associated costs and/or the club's security bond will be withheld. A Council officer must be present at all seasonal handovers.

### **3.21 Fees and charges**

Council subsidise the cost related to maintenance of sports grounds and pavilions according to their grading level. Fees are calculated to recover a proportion of these expenses. Council considers this fee to be a Maintenance Recovery Level. [Appendix 3](#).

### **3.22 Fees and charges guidelines**

A schedule of fees and charges has been prepared based on the following principles:

- Each reserve and pavilion are graded according to the level of maintenance with higher grades reflecting higher maintenance costs.

- Council only recoups approximately 10% to 20% of total expenditure related to maintenance of sporting reserves and pavilions according to grading level.
- Where more than one club shares the use of a sport ground and/or pavilion, each club will be charged a proportion of the fee amount.
- Fees and charges will be indexed yearly in accordance with a percentage increase in CPI or any other factors that Council deems appropriate in relating the fee to the cost.
- Fee Tables can be found at the end of this document. All prices listed are GST exclusive.

### 3.23 Concession

Incentives are offered to clubs who provide a diverse range of sporting opportunities, encourage participation by residents and meet social inclusion targets or other services to people.

Concessions will be offered to clubs demonstrating the following membership characteristics:

DESIGNATED GROUPS	DISCOUNT
An active community program or a recognised State Sporting Association development program that include: <ul style="list-style-type: none"> <li>• Auskick</li> <li>• Cricket Blast</li> <li>• Ready Net Go</li> <li>• Registered Active After School program</li> <li>• Small-sided Games</li> <li>• Aussie T-Ball</li> <li>• Hookin2Hockey</li> <li>• Hot Shots</li> <li>• Quick Stix</li> <li>• Junior Lawn Bowls</li> <li>• MiniRoos Kick Off</li> </ul>	5%
Club Development Initiatives: - 100% club participation in the following: <ul style="list-style-type: none"> <li>• Council's Club Development Initiative (CDI) workshops and Council's club forums</li> </ul>	5%
Active registered competition team/s in any one of the following: <ul style="list-style-type: none"> <li>• All ability team</li> </ul>	15%
40% female representation on the Committee of Management	20%

Where necessary, Council may ask for further evidence of eligibility or make further inquiries to relevant bodies and providers, for any of the above-mentioned categories. Any club found supplying misleading or false information, will have their full concession application disregarded.

Clubs can claim eligibility to a maximum of 25%

Concessions do not apply to Security Bonds.

### 3.24 Payment of fees

An invoice for allocation fees will be forwarded to clubs through the allocation period along with a due date when payment is required. Any club that does not pay by the due date and does not make arrangement for payments will be considered as non-paying.

### 3.25 Non-payment of fees

Any club that has a genuine reason for not being able to meet the financial obligations should contact Council in writing without delay to set up a payment plan or risk non-allocation. If a payment is missed the payment plan will become void and the balance of the account will need to be paid in full immediately.

Where non-payment occurs Council will engage debt collection to resolve accounts. Club's will incur the full cost of debt collection upon further application for sports ground use. Clubs will be ineligible to apply for access to Council facilities.

**Non-payment** of any outstanding sports ground, pavilion, Council grants, utility fees and/or State Sporting Associations' fees and charges will result in the non-allocation of Council facilities.

### 3.26 Termination

The Council may terminate this tenure agreement if:

- Allocation fees are not paid within two (2) months of the due date for payment;
- The club breaches terms and conditions of the agreement and after having been given notice in writing of the breach, the Club fails to remedy the breach within one (1) month; or
- An order is made, or a resolution is passed for the winding up of the club.

### 3.27 Utilities

Clubs are responsible for paying the utility charges related to their seasonal use. This includes all telephone, electricity, internet, gas and water/sewerage charges. Any outstanding utility bills may jeopardise future allocations. Any disputes or discrepancies with utility bills must be taken up with the utility service provider. As the non-account holder, Council officers are not in a position to discuss or resolve any potential discrepancies.

**Clubs are to contact the utility companies at the start of each season to make the necessary arrangements for initial reading and connection.**

Where **clubs share facilities**, each club will be responsible for a percentage of the utility charge and this should be negotiated between clubs. If clubs cannot come to an agreement regarding the shared costs, Council will negotiate this percentage. In such cases Council's decision will be final.

### 3.28 Pavilion and Sports Ground Issues

#### 3.28.1 Service Requests

Clubs can use the [Snap Send Solve app](#) anytime to report non-urgent issues. Council has a helpful E-Service system set up on the [Merri-bek website](#) which will send a service request directly to the responsible department in Council. This should save time from when service requests are reported and responded to.

**Use this direct [link](#) to lodge a service request.**

If the service request type you need is not listed, simply choose the "Other request of enquiry" and it will be directed to the relevant department.

### Merri-bek Council e-service requests types:

- Abandoned vehicles
- Bins and collections
- Dumped rubbish
- Graffiti
- Illegal parking
- Noise
- Other request or enquiry (if not listed here)
- Tree new / no tree
- Tree pruning / maintenance
- Tree removal – no property damage
- Unsightly Property

You'll receive a confirmation email with a CRS reference number, as well as email updates on the progress of the job. If you do not receive updates, please call 9240 1111 and provide the CRS number so they can check for you. If this issue is not resolved, you can escalate the issue to a complaint.

If you require additional advice or support on the issue, please give the Recreation Service team a call 9240 1111

#### **3.28.2 Urgent maintenance issues (business hours)**

- During business hours, please call Recreation Services 9240 2397 to report any urgent issues.
- Photos are still very helpful to send through via email after reporting the issue.

#### **3.28.3 After Hours – issues, faults and emergencies**

If clubs experience an issue, fault or emergency outside of normal business hours, please contact Council on 9240 1111. Council have 'on call' staff and depending on the nature of the issue, may be able to provide same day assistance. For example, if a pavilion is broken in to, staff will be able to attend and make secure; if irrigation comes on unexpectedly, they will be able to turn it off.

## **4. SPORTSGROUND FACILITY INFRASTRUCTURE**

### **4.1 Risk management**

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

Prior to each use of an allocated sports ground, clubs are required to conduct a ground inspection to determine its suitability for use, specifically in terms of dimension of playing area and line marking of field and minimum boundary run off – taking into account the skill level or standard of competition. The club should contact their local association or governing body to obtain a copy of the recommended inspection forms and guidelines relevant to their sport. Where an Association does not have guidelines, Council will provide guidance in regard to dimensions of playing area.

Prior to the commencement of the season, clubs are expected to submit details of their risk management plan and policies which addresses the risks associated with the club's use of Council's reserve and how such risk will be addressed.

Clubs should notify Council of any issues arising out of inspections immediately.

## 4.2 Turf wickets

Council maintains all sports grounds including turf wickets within the municipality.

Council will subsidise up to 85% of the cost of preparation and maintenance of:

- Turf wicket tables and practice tables for clubs in competitions requiring such standard facilities.
- On the match wicket area, wickets will be prepared for fixtured games only.
- Any further wicket areas will be prepared at the expense of the club.
- Council will have final say before a turf wicket is used for a game or practice session.

Turf wicket maintenance will begin between the 1st and 2nd week of September and will require pre-season and finals training to be conducted away from the turf wicket unless otherwise indicated by Council.

## 4.3 Synthetic cricket wickets

Council provides and maintains synthetic wickets for the use of the whole community.

If an individual or a club damages a synthetic wicket through misuse, then Council will seek the costs of repairing or replacing the synthetic wicket from that person or club.

All requests for the installation of new synthetic wickets are to be submitted in writing to Council. New wickets must be installed using synthetic grass technology.

Council will pay for and install any new synthetic wicket covering (All Seasons Pitch) that is deemed to be required at a ground. The decision of which pitches require new synthetic covering will be made by Council and consider available funds, risk management issues and the amount and standard of use the wicket will facilitate.

## 4.4 Preparation of turf and synthetic cricket wickets

Council will be responsible for the preparation of turf and synthetic cricket wickets on sports grounds. This will be undertaken during the period between the end of one season and the commencement of the next season, depending upon the Open Space Unit scheduling and the weather conditions at the time. Refer to the [Cricket Wicket Cover Guidelines](#) for specific details.

Early covering/uncovering of synthetic pitches may be arranged between the summer and winter users. This requires written confirmation to Council from summer and winter clubs.

If contact is not made and Council covers or uncovers synthetic pitches the cost to do these works a second time and/or reinstate a cricket pitch will be charged to the Tenant Club and/or Association. There will also be no guarantee that the pitch will be ready for play.

## 4.5 Cricket nets

Club requests to have cricket nets relocated, constructed or upgraded should contact Council prior to any works being undertaken. In some instances, planning permits may be required. Council will manage the installation of cricket nets to ensure they comply with the guidelines in the [Merri-bek cricket practice net specification](#).

The allocated club is required to fund at least 50% of the cost of upgrading or the construction of new cricket nets. Council's contribution will be dependent on funding available within the capital works budget. Council must receive a club's financial contribution before any work can commence.

Cricket nets on Council land remains the property of Council and cannot be removed in part or full. Appropriate compensation may be applicable if the club is required to re-locate as a result of a Council request.

Cricket nets should always have a minimum of two practice nets available to the public at all times. Where clubs have nets locked for exclusive use, it is the club's responsibility to maintain and replace the practice nets. Council will not fund the construction of practice nets solely for exclusive club use.

#### **4.6 Permanent/semi-permanent soccer goals**

Council provides and maintains goal posts, at Council's cost, for the use of the whole community.

If goal posts are vandalised, Council will fund the repair or replacement, however, where posts are deemed damaged or altered by the club then the Club will be responsible for funding the replacement or repair of those goals.

Permanent and semi-permanent goals must conform to Australian Standard AS 4866.1-2007 - Playing field equipment - Soccer goals Part 1: Safety aspects and be properly installed and secured. Goals must not have sharp edges protruding that may cause injury.

Goal nets and padding are the responsibility of the club and must be erected, stored and maintained in a safe condition.

#### **4.7 Movable soccer goals**

All moveable soccer goals must be compliant with the Australian Competition and Consumer Commission's Consumer Protection Notice No.28 of 2010. For more information, contact Standards Australia on 1300 654-646. Goals must not have sharp edges protruding that may cause injury.

Portable Soccer Goals are the responsibility of the Club. Council does not provide, maintain or replace portable soccer goals. All clubs must ensure:

- Portable goals are securely anchored to the ground at all times.
- All equipment and safety padding is checked and adjusted before every use.
- No person is allowed to climb on netting or goal framework.
- Safety warnings are prominently positioned and clearly visible on the goal posts.
- Goal posts are safely stored to prevent unauthorised use and potential injuries.

Goal posts which are not stored correctly will be removed and disposed of by Council at the club's cost.

#### **4.8 Temporary Structures**

From a Council perspective temporary structures (scaffolding) mean any constructed or erected structure for the purpose of a viewing platform or filming of sport. Temporary structures do not include any fixed structures. A structure is deemed to be fixed when the structure is fixed to the ground, whether by bolts, concrete or other fixed methods, and remains in place.

Clubs will be required to assess their current usage of temporary structures and ensure that either of the two options listed below is applied, otherwise temporary structures will not be able to be used.

1. The below conditions are met in relation to the temporary structure:
  - The temporary structure is provided by a third party and;
  - The temporary structure is installed by a third party and;
  - The Club obtains and provides to Council a copy of the certificate of currency from the provider/installer of the temporary structure. We recommend that this certificate

- of currency provide a minimum of \$20 million of Public and Products Liability coverage.
  - The Club obtains and provides to Council a copy of the certificate of plant design registration from the provider/installer of the temporary structure.
2. The temporary structure is converted into a fixed structure:
- This can be achieved where the structure is fixed to the ground, whether by bolts, concrete or other fixed methods and remains in place.

Clubs must ensure that they adhere to all [WorkSafe Victoria](#) laws and regulations when using structures and equipment.

The following is required to be adhered to:

- A clearance zone around any temporary structure, to ensure that in the event of collapse, no other spectators or personnel are within the vicinity.
- Structures to be assessed and tagged at regular intervals to ensure high levels of maintenance and safety.
- Temporary structures are assembled and disassembled frequently and not allowed to stand whilst not in use/required.
- Structures used are designed specifically for use as filming and/or viewing platform.
- Access provided via staircase and not ladders where possible.
- Access should take into consideration the need to move potentially large equipment up and down for filming purposes.
- Number of persons accessing and using the equipment is kept to a minimum.
- Where feasible, a permanent structure should be considered.

#### **4.9 Scoreboards and coaches' boxes**

Permission must be obtained from Council for the construction of scoreboards and coaches' boxes. The construction of scoreboards and coaches' boxes is at the cost of the club and only based on approved plans. Council will manage the installation of scoreboards and coaches' boxes to ensure they comply with the guidelines in the Merri-bek City Council Scoreboard and Coaches Boxes Specifications.

If scoreboards and coaches' boxes deteriorate to a condition that is dangerous or is deemed inappropriate for a structure in a Council reserve, it will be removed by Council.

Clubs should contact Council's Recreation Services Unit on 9240 1111 in the first instance, for permission and guidance for any structure to be built on/at a sports ground.

#### **4.10 Sport ground lighting - installation and capital costs**

Permission must be obtained from Council for the construction of sports ground lighting. Council will manage the installation of sports ground lights to ensure a standardised approach. Council will only approve the installation of lights to the Australian Standard for training.

The allocated club is required to fund at least 50% of the cost of upgrading or the installation of new sports ground lights. Council's contribution will be dependent on funding available within the capital works budget. Council must receive a club's financial contribution before any work can commence.

Sports ground lighting on Council land remains the property of Council and cannot be removed in part or full. Appropriate compensation may be requested if the club is required to re-locate as a result of a Council request.

Council will maintain floodlight towers and fittings and undertake globe replacements. Globes may not necessarily be replaced as soon as the fault is reported due to costs associated with completing such repairs. Clubs will be responsible for the costs of all replaced globes.

#### **4.11 Times of use for sports field lights**

Sports field lights can be used for training at night on weekdays during the allocated hours of use and approved games and/or activity per club per venue until 9pm. It is expected by Council there is a grace period of 10-15 minutes to allow for players, trainers and coaches to pack up and leave under the safety of adequate lighting. Clubs will be expected to ensure that all care and consideration is taken not to extend beyond their approved times.

If Council is called out after hours to turn off sports ground lights, all costs for the call out will be charged to the club.

#### **Times of use for fixtured competition night matches**

In accordance with State Sporting Association competitions and fixtures, the hours of use may be extended subject to Council approval. Night matches under floodlighting will only be permitted at venues where lighting standards can be achieved, and the Council approval has been granted. Approval to host night competition will be subject to a facility audit. Use of the floodlights outside of these specified times and without Council consent will be considered a breach of the usage agreement.

#### **Light standards**

Australian Standards for competition night matches require a higher illumination than for training and night matches will only be permitted where the lux level meets the required competition standard. If required, lux level testing should be undertaken by the tenant club.

#### **Obtaining Council approval**

Requests must be in writing to [recreation@merri-bek.vic.gov.au](mailto:recreation@merri-bek.vic.gov.au)

Night competition matches will only be permitted to be played with a finish time beyond 9pm if the match is sanctioned by the State Sporting Association and prior approval is sought from Council.

Fixtured matches may be rescheduled at the last minute due to unforeseen weather, forfeits etc and Council will attempt to accommodate these changes where possible.

#### **4.12 Fencing**

Council will be responsible for maintaining fences around grounds and the perimeter of reserves.

Council will provide internal fencing or bollards to restrict vehicular movement to designated areas of a reserve. Bollards and gates must not be removed by clubs except for emergency vehicle access.

Temporary fencing of reserves for the conduct of finals and special events will be the responsibility of Clubs. Clubs must apply to Council seeking approval, outlining the proposed event, fence type, location and the way it is to be constructed.

#### **4.13 Temporary closure of grounds**

Council reserves the right to close any sports ground to protect the playing surface, complete capital or maintenance works, in poor weather conditions or to allow rehabilitation of the ground after damage. All attempts will be made to relocate clubs in this situation, but no guarantee can be

given. Where grounds are closed for matches, Council will make all attempts to advise clubs with at least two days' notice.

#### **4.14 Irrigation**

Council is responsible for the maintenance and operation of all automatic irrigation systems. Clubs are not to access or alter control unit settings under any circumstances. Clubs must notify Council immediately if there is any interruption to mains power as this can affect the irrigation settings.

#### **4.15 Water restrictions**

Clubs must comply with any water restrictions and should understand that water restrictions may affect their use of Council's sports grounds. Clubs will be regularly updated with the changes to water restrictions and the impact that these restrictions will have on their seasonal booking.

#### **4.16 Pavilion maintenance**

A table outlining maintenance responsibilities of clubs and Council is summarised under the Pavilion Maintenance Schedule [Appendix 2](#).

Any damage to the facility or maintenance issues must be reported immediately to Recreation Services.

Council's Building Maintenance Unit inspects pavilions identifying maintenance issues and assessing cleanliness. Should it be found that clubs are not meeting their obligations, Council will request they be rectified. If issues are not rectified and/or clubs continue to breach their tenancy, Council will rectify the issue at the clubs' expense and/or may withdraw the allocation. Clubs will be charged for repairs deemed to be through misuse, including damage by visiting clubs. Council shall invoice clubs for any additional amount and/or may retain the security bond.

#### **4.17 Cleaning – pavilions and grounds**

Council pavilions and grounds must be cleaned and maintained in a state suitable for use by clubs, schools, community groups and residents that use the facilities. Tenanted clubs must leave pavilions and grounds in a clean and tidy condition immediately after use including removal of all club generated waste on match days.

If the reserve, pavilion or associated amenities are left in an unacceptable condition and Council is required to undertake cleaning services, the user will be charged for this cost.

A Cleaning Specification Sheet is provided in the [Appendix 1](#) of this document, which outlines the requirements to be followed throughout the allocation period.

#### **4.18 Waste and litter management**

Clubs are responsible for ensuring that all waste generated from the use of the reserve is cleaned at the end of match day and training session. Failure to comply with this condition may result in Council organising for the littered area to be cleaned at the club's expense and may also jeopardise future allocation. Clubs must supply sanitary bins in each toilet.

Each club can report the following information detailing bin management issues to Waste Services through [Council's e-service](#):

- The number of garbage bins required by the club.
- The number of recycling bins required by the club.
- Details of the proposed secure storage location for all bins.
- Contact details of the person responsible for the management of garbage and recycling bins put out for collection and returning them to safe storage within 24 hours after emptying.

## How to arrange additional bins

Instances where excess rubbish is expected, arrangements must be made by the club to remove additional rubbish via [Council's e-service](#).

Under no circumstance are clubs to arrange for Skip bins to be delivered on site without prior consent by Council.

Mention events/function/finals hosting/large crowds expected

### 4.19 Dumped/illegal rubbish

Any illegal rubbish dumped on Council land, should be reported to Councils Waste Management Unit via [Snap Send Solve](#) or [Council's e-service](#). It is an offence to dump household or commercial rubbish into a litterbin.

### 4.20 Storage

The storage of equipment is the responsibility of the club. At the conclusion of a club's seasonal tenancy the storage of equipment is the responsibility of the club. Outgoing clubs must not store equipment at facilities without the approval of the incoming club. Clubs that share facilities may liaise with one another to an agreement regarding storage. If clubs cannot come to an agreement the incumbent tenant will have priority use of storage within the facility.

Accessible toilets, female toilets and umpire's rooms are not to be used for storage under any circumstances.

[The use of shipping containers is not permitted](#). Council will request the removal of all existing containers. All costs associated with the removal of shipping containers will be at the club's cost.

### 4.21 Car parks and access roads

The maintenance of car parks and access roads will be the responsibility of Council. Where car parks and access roads require sealing, they will be planned into future budgets as capital works. Where access roads require grading Council will complete the works as required. Clubs should ensure members and visitors park only in allocated spaces and obey all road signs.

Car parks that are left open at night attract undesirable behaviour, which is a disturbance and safety risk for residents. Council's Security will usually lock car parks between 9pm-10pm. Clubs should ensure the gates remain locked after training at night, regardless of whether there are unknown cars present.

Clubs should call the Police if there is any concern for personal safety (either your own or players/families). Clubs should also report to Council any incidents or concerns for safety at night.

### 4.22 Vehicles on Reserves

No motor vehicle, bicycle, scooter, cart or other vehicle may be driven on any footpath or through or across any sports ground or court. Also, cars are not to be parked around perimeter of ground.

### 4.23 Community Grants

The [Merri-bek Community Grants program](#) provides financial support and incentive to sporting clubs to implement building initiatives. There are three grant categories available.

#### Applications open annually

- Project Grant
- Capital Works Partnership Grant
- Membership Activity Grant

**More grants open all year**

- Quick Response grant
- Female Participation grant
- Individual Development grant
- Youth Initiative grant

**Please note groups can only receive one grant per financial year.**

- Applications accepted [online](#).
- [Contact us](#) to discuss your project idea.
- Read the Grants Guidelines and find more information on the grant program on [Councils website](#).
- Information sessions are held in February each year with submissions due by the end of March.

## 5 CONDITIONS OF USE

### 5.1 Pavilion Usage - [EPA Noise Guidelines](#)

Clubs are responsible for ensuring all members and guests of the club adhere to the EPA Guidelines for noise. Section 48A (5) prohibits noise from amplified sound (i.e. that can be heard outside the building) to the following times:

- Monday to Thursday before 7am and after 10pm
- Friday before 7am and after 11pm
- Saturdays and public holidays before 9am and after 11pm
- Sunday before 9 am and after 10pm

In addition, Council has a requirement that the premises are **vacated by 11pm** so that local residents are not disturbed into the early hours of the morning.

### 5.2 Accepted behaviour

Clubs are not to conduct any obnoxious or offensive activity or use facilities for illegal or immoral purposes. The display of any sexually explicit or offensive material in any form is prohibited. Pavilions, including those with social rooms are not party venues and should not be used as such.

Clubs need to be mindful that many facilities are located in residential areas and used by local residents for passive recreation. Clubs must ensure that all members are aware of appropriate conduct, respectful and courteous, towards members of the public. State Sporting Association codes of behaviour should be displayed at the club and available to download from the club's website, along with the member protection policy. Unacceptable behaviour should not be tolerated by the club and penalties applied where applicable.

Respect must be given to residents and their property, including houses, vehicles, fences or yards. They must not be damaged, altered or trespassed upon, including entering a property for the collection of balls, without gaining permission, or for any other reason.

### 5.3 Facility audits/inspections

Council staff reserves the right to access facilities at any time to undertake inspections or repairs. Pavilions will be audited and inspected on a regular basis and clubs will be notified should there be any issues that require attention.

When pavilions are inspected, an electronic report can be provided to the club.

### 5.4 Cleaning equipment

Supply of cleaning equipment is the responsibility of the tenant clubs.

### 5.5 Grievance procedure

All grievances or complaints must be made in writing, addressed to the Manager Recreation Services. If a dispute cannot be resolved, then a determination in writing by Council shall apply. Council's complaints process can be found [online](#).

### 5.6 Line marking and boundary run offs

All line marking requirements are the responsibility of clubs. Field/court dimensions must comply with the relevant State Sporting Association guidelines, taking into account size and orientation of reserve, and allow for a minimum run off around the playing area. Clubs are to refer to their relevant sporting association for this minimum boundary run off. Where the association does not specify this length, Council advises a minimum of three metres from boundary line to fence or any other infrastructure surrounding reserve.

Clubs must maintain the minimum run off area for the duration of the season and inspect and assess this distance for compliance prior to all fixtured competitions and training in line with [Section 4.1 Risk Management of the User Guide](#).

Only water-based spray paint or other similar material, which will not endanger ground users or damage turf grasses, may be used for line marking. Clubs should assess paint suitability by checking with Council's Open Space Reserves coordinator prior to application.

Limil, Herbicides and other products such as 'Round Up' that are harmful to a person's health and/or can cause damage to the playing surface are not to be used under any circumstances. Costs to repair playing surface caused by these products may be passed on to club.

### **5.7 Sponsor / Club Name / Temporary Activity Signage**

Seasonal clubs are required to get Council approval for the erection of all new signage in open space through Council's Annual and seasonal winter allocations process, which will be called for in January of each year. Confirmation of allocation will be sent to clubs in March after being approved by Council.

This section of the User Guide only applies to new signage to be installed/displayed after July 2018. As part of the sporting ground tenancy application, all existing sponsorship signage must be identified by the club including the size of their signs. Any new signs will need to be assessed by the conditions set out in this section.

Seasonal summer allocations will be called for in July of each year. Confirmation of allocation will be sent to clubs in September after being approved by Council.

Lease Clubs are required to get Council approval for the erection of all new signage in open space through an annual application process, which will be called for in January of each year.

A [Planning Fact Sheet](#) is available for clubs to determine what permits may be required. To further assist clubs, a meeting with the Planning Department can assist you with this process.

Clubs requiring approval for the erection of all new signage must seek approval by completing and submitting the Permit application – advertising signage at Sports reserves with the clubs annual and seasonal tenancy application.

A planning permit from Council's City Development Department may also be required for signage that exceeds preferred size requirements, or if the sign is proposed to be located in a reserve that is covered by a Heritage Overlay.

#### **Process:**

1. Clubs must apply for signage as part of their annual or seasonal allocation process.
2. Once approval has been received from Council's Recreation Services, clubs must also apply for a planning permit where applicable. Council will assist Clubs in determining whether a planning permit is required.
3. Once a planning permit has been approved clubs may erect their approved signage in accordance with any conditions imposed either by Recreation Services or an approved planning permit. Failure to receive appropriate planning permit approval may result in the signs being removed. The responsible club will be charged for this cost.

#### **Application requirements:**

The following information must be provided as part of an application for signage:

1. The proposed location of the signage

2. The total number of all signs proposed
3. The proposed size of all signage
4. The proposed material the sign will be constructed from and how it will be affixed or erected
5. The proposed content of the sign (e.g. what is the sign advertising?)

**Council considerations:**

Council will determine whether to grant approval for signage based on the following conditions:

For Business identification signs (Club name signs)

- The sign must have a maximum display area of 3 square metres
- A maximum of one business identification sign (club name sign) is allowed, with an additional sign permitted for each entry to the sporting reserve or ground. The additional entry signs are permitted to the satisfaction of Merri-bek City Council.
- The sign may be fixed to pavilions and club houses or on the boundaries of reserves in a location to the satisfaction of Merri-bek City Council.

For Promotion signs (Sponsor signs)

- Each sign must have a maximum display area of 3 square metres
- The sign must face inwards towards the sporting area or playing field
- The total signage must not cover more than 50% of the internal circumference of the fence.
- Where signage is part of an electronic scoreboard, all advertising must have a maximum display area of 3 square metres. Advertising must only be displayed on match day and is restricted to periods immediately before or after matches, or during breaks in play.
- Where signs are fixed to a perimeter fence (E.g. Tennis courts or bowls clubs) at a height exceeding 1.2 metres the signs must be made of perforated cloth type material.
- The signs must not be fixed to any other structures, including pavilions and scoreboards.
- Electronic signage/scoreboards must only operate during competition and match day activities, or with written permission from Merri-bek City Council.

For Temporary signs (Temporary activity signs)

- Only one temporary activity sign per current tenant may be erected per reserve at any one time.
- The sign must not exceed 3 square metres
- The sign must be removed within 3 weeks of being erected. Clubs may request an extension in writing to Merri-bek City Council.
- Additional or extension requests for temporary signs are solely at the discretion of Merri-bek City Council and must be requested in writing.

All signs:

- The signs must not be animated, contain any flashing light or be internally or externally illuminated except for electronic scoreboards.
- The signs must not advertise tobacco or alcohol products, gaming activities or adult entertainment venues, or contain any offensive words, pictures or messages to the satisfaction of Merri-bek City Council.
- The signs must not obstruct pedestrian or vehicle entry points, including gates at entry points, to sport grounds and playing fields to the satisfaction of Merri-bek City Council.
- Clubs are responsible for the production and installation of signs and must ensure that signs are of good quality, fixed securely and safe, this includes satisfactory removal of vandalism and graffiti from signs.
- All signs must be constructed to the satisfaction of Merri-bek City Council and maintained to the satisfaction of the Merri-bek City Council.
- All signs must be removed at the end of the occupancy by the tenant club.
- Clubs are responsible for the removal of signs, within four weeks of the end of their occupancy agreement.

Existing signs can be replaced if damaged or vandalised without requiring a new permit if the sign is like for like.

### **5.8 Plastic Wise Policy**

Merri-bek City Council has a [Plastic Wise policy](#) in place to combat single use plastics, which refers specifically to sporting clubs and events in Merri-bek. The purpose of this policy is to set out Council's commitment to reducing and eliminating single-use plastic within events run by Council and/or events held on Council land or managed sites that require a permit, and within Council facilities and services. It will address Council's concern about plastic litter on land, in waterways and the marine environment, and the associated long-term environmental damage.

### **5.9 Raffles, Gaming and Fundraising**

#### **Raffles**

Fundraising in Victoria is overseen by the Victorian Gambling and Casino Control Commission (VGCCC). The VGCCC provides information and assistance for running a Raffle in Victoria by community organisations and charities.

<https://www.vgccc.vic.gov.au/gambling/raffle/licensee-resources/faqs>

An organisation hosting a raffle, fundraising event or bingo game must be registered as a community or charitable organisation.

No game of chance or gambling at which either directly or indirectly money is passed as a prize should take place in a Council facility without first obtaining the consent of the Council and a permit from the VGCCC.

- Council will not provide Council owned or managed land and facilities to any sport club, community group, organisation or association who directly operate or own Electronic Gaming Machines (EGMs) in Merri-bek or elsewhere.
- Council will not permit gambling promotion or advertising on Council owned or managed land and facilities, including for sports betting, online gambling and EGMs.
- Any sporting club, community group, organisation or association that operate or own EGMs will be ineligible for community grants, financial assistance or any other kind of support from Council.

## Gaming

Merri-bek City Council has a [Gambling Policy](#) in place, that all sporting clubs must adhere to.

Read more about the Policy here:

### **Relationship with gambling venues and their partners:**

- Any sporting club, community group, organisation or association that receives sponsorship or grants (in-kind or cash) from gambling venues will have Council grants, in-kind support and funding reduced by the amount and level of funding and/ or in-kind support received
- Council will not permit community groups or sporting clubs using Council facilities to advertise or promote gambling-related activity at Council's venues, consistent with Amendment C169, or online. **Gaming machines are not permitted in the sporting pavilion and / or on the ground.**

## Fundraising

[Consumer Affairs Victoria](#) offer helpful advice for organisations on fundraising. A fundraiser is any person or organisation, including a business, that collects money for a beneficiary, cause or thing, rather than solely for their own profit or commercial benefit. This includes collecting food, clothes and other items on behalf of a person or organisation.

Examples of fundraising activities include:

- doorknock appeals
- telephone appeals
- traffic intersection and highway collections
- golf days, movie nights and trivia nights
- dinner dances and balls
- public auctions
- clothing bins
- sale of goods at opportunity shops
- appeals run by commercial fundraisers
- public appeals to support clubs, associations, causes or people
- sale of goods where part of the sale price is donated to a charitable organisation or cause.

Any person or organisation that undertakes fundraising must register as a fundraiser unless they are [exempt from registration](#).

If you are unsure whether you should be registered as a fundraiser, please seek independent, professional legal advice.

The Consumer Affairs Victoria website also provide clear [advice on the responsibilities](#) organisations have when conducting a fundraiser.

## Social media promotion of events

Clubs should consider carefully the use of social media when promoting events, including limiting the use of promoting events on pages accessible by the public. Clubs should also refer to their State Sporting Association's Social Media policy.

## 5.10 Smoking in and around Council buildings

Clubs are advised that as per [Merri-bek's No Smoking Policy](#), smoking is prohibited in all Council owned buildings including sports pavilions and no person is able to smoke within five metres of doorways or open windows. It is the responsibility of clubs/user groups to uphold this policy in the interests of community health.

Clubs are to ensure that cigarette butts do not litter the pavilion surrounds including areas immediately outside the facility grounds, pavilion and perimeter.

Any evidence of smoking within a Council pavilion will result in a review of the user group's allocation of that pavilion which may also jeopardise any future allocations.

[Smoking is prohibited within 10m of Council sporting facilities.](#)

## 5.11 Contents insurance

Council does not provide contents insurance on any pavilion. If the club stores valuables, equipment or memorabilia in a pavilion, the club is solely responsible for insurance of all its contents.

## 5.12 Public toilets

Council maintains and pays the utility costs associated with toilets located on Council reserves that are open to the public seven days per week. This includes public toilets attached to pavilions.

Where toilets are located at a sports reserve and are only open on match days for members and spectators, the Club will be responsible for opening, closing, cleaning and payment of utility costs.

## 5.13 Security, locks & equipment

Clubs must ensure the facility is fully secured after each and every use. All gates, chain gates and padlocks and other Council provided equipment shall be kept in the locked position after each and every use to minimise theft. Clubs may be liable for the replacement cost of missing padlocks.

Clubs that have been allocated a pavilion with an alarm system must advise council of any changes to security codes.

Clubs wishing to install security systems/CCTV must first obtain Council approval.

CCTV usage is subject to Council's CCTV [policy](#).

- For existing CCTV, the Tenant must agree in writing to abide by the conditions in Council's CCTV Policy.
- For new CCTV installation the tenant must requests and receive consent from Council before installing CCTV on Council premises. All requests will be reviewed by Council's CCTV Review Committee in line with Council's CCTV policy. The Tenant must agree in writing to abide by the conditions in the Policy

Security Systems CCTV systems will remain the full responsibility of Clubs and any maintenance/repairs are the responsibility of the club. Clubs must also provide council with a relevant security access code.

## 5.14 Fire extinguishers

Council provides several fire extinguishers and fire blankets within each pavilion to comply with Essential Services Regulations. Equipment is serviced regularly to ensure correct operation in the event of an emergency. Equipment found missing, misused or damaged will be replaced at the club's expense.

## 5.15 Open fires

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

### 5.16 Syringe disposal

To enhance safe syringe disposal, Safe Syringe Disposal kits are available.

The following items are included in the kit:

- Victorian Government brochure about safe syringe handling
- Merri-bek City Council 2004 Drug and Alcohol Poster
- Two pairs of gloves
- Two plastic sharps containers.

The Merri-bek Safe Syringe Disposal kit aims to minimise transmission rate of HIV/AIDS and the personal and social impacts of infection for people in Merri-bek and beyond.

### 5.17 Capital development

Clubs may submit a written proposal to Council including preliminary design plans, costing and confirmation of club contribution that may be considered for Council's future capital works program.

It should be noted that this information will assist officers in development of capital works program, however there is no guarantee that any or all projects will be undertaken or funded. In addition, Council has Community Grants Capital Works Partnership Grant. This is a program of undertaking works jointly with community and sporting organisations where those works are identified as in line with Council's Strategies.

Copies of guidelines and how to apply are available on the [Community Grants page of the Council website](#).

Note: The club will be ineligible for consideration of capital works and funding grants if it has defaulted in its payment of debts to Council.

To discuss possibilities, Council's Sport and Recreation Project Manager on telephone 9240 2266 or email [ssir@merri-bek.vic.gov.au](mailto:ssir@merri-bek.vic.gov.au).

### 5.18 Pavilion alterations

Pavilion alterations are subject to the prior approval of Council and may be subject to Town Planning and/or a Building Permit.

Clubs wishing to have their pavilions upgraded must apply to Council in writing. All applications should include a proposal outlining:

- Confirmation of club contribution/ability to fund
- Detailed plans
- Timing of the proposed works
- Schedule of materials
- Letters of support from all other clubs who are allocated the facility
- A minimum of three quotes must be supplied.

Clubs will also need to complete a [Council Building Alteration Form](#).

**Council will not be responsible for any unauthorised and/or illegal building works. Clubs will be responsible for all costs associated with any remedial works required.**

All building and facility improvements will remain the property of Council and cannot be removed in part or in full. Appropriate compensation may be negotiated if clubs re-locate as a result of a Council request.

### **5.19 Exit Doors**

In accordance with the Building Code of Australia (class 2 to 9 Buildings, Sections C & D), a building is to be provided with means of evacuation which allow occupants time to evacuate safely without being overcome by the effects of an emergency.

All nominated pavilion Exit Doors have a green 'exit sign' above the door and must not be obstructed in any way or form.

### **5.20 Public Announcements (PA) Systems**

External PA systems are not to be utilised by clubs for entertainment purposes across Council's sports grounds. E.g. amplified music or radio, MCing, commentating.

Short brief announcements are acceptable.

### **5.21 Temporary renaming of sports grounds for sponsorship purposes**

Council has endorsed a [Sports Ground Sponsorship Naming Policy](#) to provide a framework to ensure a consistent decision-making approach to requests from clubs to rename their sports ground for sponsorship purposes.

Clubs can now apply to Council to request temporary naming rights for sports grounds within Council owned/managed reserves as a sponsorship benefit for club sponsors. A sponsorship arrangement between a sporting club and a commercial entity must be for \$10,000 or greater per year to be significant enough for temporary renaming to be considered. Pro rata amounts per season will not be considered.

Funds raised through the sponsorship arrangement must be allocated to Capital development of the tenanted facility or facilities.

Clubs must complete an application form and submit to Recreation Services for assessment before entering into a sponsorship agreement where temporary renaming of the sports ground is an option. Sporting clubs will be required to acquit for sponsorship income generated by the temporary renaming of a sports ground to show that the conditions listed above are being met.

### **5.22 Testing and tagging – sports club electrical equipment**

Council strongly encourages clubs to have all club-owned electrical appliances tested and tagged by a licensed electrician. This includes all kitchen and canteen appliances. An electronic record of the testing and tagging should be retained by the club.

## 6 LEGISLATIVE REQUIREMENTS

### 6.1 Good Sports Program

All clubs are required to join the Good Sports Program.

Please contact Good Sports:

Web: [www.goodsports.com.au](http://www.goodsports.com.au)

Phone: 1300 883 817

Email: [goodsports@adf.org.au](mailto:goodsports@adf.org.au)

Good Sports operate several programs including:

- Responsible Serving of Alcohol (RSA) courses
- Looking after your mates programs that can be run at your local club.

Council will only endorse liquor licence applications from clubs who have registered with Good Sports and have members who have undertaken RSA training.

### 6.2 Liquor licences

The sale of liquor without a licence is prohibited. Clubs need to contact [Liquor Control Victoria](#) to apply for a licence and are required to provide a copy of their liquor licence with application.

Council will only support applications that observe the following times and conditions:

- Monday to Friday a starting time of 6pm is the earliest with a 11pm closing
- Saturday and public holidays a starting time of 12noon with a closing of 11pm
- Sunday a starting time of 12noon is the earliest with a 10pm closing
- A club recognised as a junior club will not receive support from Council for a liquor licence.

Bowls Clubs are permitted to operate a Liquor Licence for the following hours:

- Monday to Thursday 11am to 11pm
- Friday, Saturday and public holidays 11am to 12.30am
- Sunday 11am to 10pm

Council along with the Victoria Police will monitor the observance of liquor licences. The responsible serving of alcohol is to be managed by the club.

Clubs are required to ensure their liquor license operating times are in line with the above times. Clubs who have licenses with times outside the above will need apply for change of license hours through Liquor Control Victoria. If a club wishes to hold a function and serve alcohol outside these times, permission must be sought from Recreation Services and a temporary Liquor Licence applied for at least seven days prior to the event.

Clubs will be advised as soon as tenancy applications are received if a change in hours is required.

### 6.3 Incorporations

Council will only allocate facilities to clubs that can provide documentation to show they are incorporated under the Association Incorporation Reform Act 2012 or clubs who are companies limited by a guarantee.

For further information about incorporated associations, contact [Consumer Affairs Victoria](#) on 1300 361 673.

### 6.4 Public Liability Insurance

All clubs must have Public Liability Insurance cover with Council noted as an interested party. Clubs must be covered for a minimum of \$20 million against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Club arising out of or in relation to allocation of a facility. A copy of the Certificate of Currency must be attached to the allocation application.

Clubs can organise Public Liability directly through an insurance company or through a broker. State or local sporting associations will be able to give you guidelines on costs involved and further information.

#### **6.4. Adherence to COVID restrictions**

Clubs are required to regularly check for any changes to [Government and Health Officials](#) for changes to COVID restrictions. Recreation Services will send clubs updated advice via email, clubs must adhere to the necessary compliance. Failure to act and respond to the necessary changes may result in fines, impact allocations and access to Council facilities.

##### **Protocol:**

- Government and Health Officials publicly announce changes to restrictions.
- Recreation Services will confirm these changes via email and how they apply to [community sport](#).
- Clubs will need to wait until their State Sporting Association has updated and communicated the relevant changes to guidelines specific to each code.
- Clubs must update their [COVID Safe Plan](#), communicate changes to their members, and upload the document to [IMS Reserves Manager](#).

##### **Resources**

- [Department of Human and Health Services](#)
- [Sport and Recreation Victoria](#)

#### **6.6 Food Registration**

Clubs that intend to sell food must obtain registration. It is a mandatory requirement under the **Food Act 1984** that the premise, in which food is sold, is registered as a Food Premise with the local Council.

Council's Health Department registers and inspects kitchen facilities at all facilities that sell food. Such Clubs must have a Food Safety Program.

Seasonal Sports Food Premise Registration is to be renewed each year and is subject to the approval of an application form submitted to Council. A Seasonal Sports Food Premises Registration form will be included with the sports facilities application forms.

A flat registration fee applies to each club using a pavilion as a Food Premise on a seasonal basis. A sporting Club that operates a Food Premise year round should contact the Environmental Health Department to arrange registration. The annual registration fee for Food Premise applies.

#### **6.6 Disability Discrimination Act and Equal Opportunities Act**

Under Council's commitment to provide disability access in all Council owned premises, clubs are required to adopt inclusive practices in line with the obligations under the Disability Discrimination Act and Equal Opportunity Act. Clubs must comply with any reasonable request from Council in this regard.

## 6.7 The Charter of Human Rights

Council supports the introduction of the [Charter of Human Rights and Responsibilities in Victoria](#). The Charter came into force on 1st January 2007. From 1st January 2008 all public authorities (including local government) are bound by the Charter - which obliges authorities to take human rights into consideration when making laws; developing policies and procedures; and providing services.

## 6.8 Working with Children Check

In 2006, the Victorian Government introduced a checking system to help protect children under 18 years of age from physical or sexual harm. Anyone performing a role at a sporting club must hold a current [Working With Children Check](#) (WWCC).

The check creates a mandatory minimum checking standard across Victoria. The WWCC helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

If you work or volunteer with children, you may need to apply for a WWCC. Employers, volunteer organisations and agencies must ensure that any of their staff or volunteers who need a WWCC has applied by the due date.

For further information, contact [Department of Justice](#) on 1300 365 111.

## 6.9 Victorian Child Safety Standards

All Victorian organisations that provide services or facilities to children are required to comply with the Child Safe Standards.

Under the [Child Wellbeing and Safety Act 2005](#), the Department of Families, Fairness and Housing is a sector regulator whose role is to promote, oversee and enforce the compliance of the Child Safe Standards for the organisations it regulates.

The [Human Services Regulator](#) is responsible for operationalising the Department of Families, Fairness and Housing's role as a sector regulator in relation to the Child Safe Standards. The Human Services Regulator uses a risk-based regulatory approach and plays an important role in regulating human services to minimise harm and to protect the safety and rights of children, young people and adults.

### What are the Child Safe Standards?

There are 11 Child Safe Standards. These Standards commenced on 1 July 2022 and replace the Child Safe Standards that were established in 2016. The Child Safe Standards aim to protect children and young people, by requiring organisations to put policies, procedures and processes in place to prevent and respond to abuse. They aim to make keeping children and young people safe a key focus of organisations in Victoria.

The Child Safe Standards help organisations to:

- Promote the safety of children
- Prevent child abuse
- Ensure effective processes are in place to respond to and report allegations of child abuse

- Encourage children to 'have a say', especially on issues that are important to them or about decisions that affect their lives.

## **The Child Safe Standards**

**Child Safe Standard 1** - Relevant entities establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued.

**Child Safe Standard 2** - Child safety and wellbeing is embedded in organisational leadership, governance and culture.

**Child Safe Standard 3** - Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously.

**Child Safe Standard 4** - Families and communities are informed, and involved in promoting child safety and wellbeing.

**Child Safe Standard 5** - Equity is upheld and diverse needs respected in policy and practice.

**Child Safe Standard 6** - People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice.

**Child Safe Standard 7** - Processes for complaints and concerns are child focused.

**Child Safe Standard 8** - Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training.

**Child Safe Standard 9** - Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed.

**Child Safe Standard 10** - Implementation of the Child Safe Standards is regularly reviewed and improved.

**Child Safe Standard 11** - Policies and procedures document how the relevant entity is safe for children and young people.

## Resources

To help organisations to understand the requirements of the Child Safe Standards, we have developed resources for DFFH funded and/or regulated organisations, see [Resources for Child Safe Standards](#).

The Commission for Children and Young People provides key guidance for organisations on the Child Safe Standards and has range of resources available on the [Commission for Children and Young People's website](#)

## **Fair Play Code**

### **Fair Play Code form for clubs and tenants**

If your club or local council is applying for funding to Sport and Recreation Victoria for a facility which your club utilises:

1. An authorised representative of your club must complete all fields in the [Fair Play Code form for tenants \(Word\)](#) and provide as part of your application.
2. Your club must be adhering to and enforcing the Fair Play Code to be eligible for this funding.

### **Are you a Fair Play club?**

To find out

[Fair Play Code Club Self-Assessment Tool-word version](#)

[Fair Play Code Club Self-Assessment Tool-pdf version](#)

### **Fair Play Code form for clubs**

To show your club's support for Fair Play

[Fair Play Code of Conduct Club Support Template \(Word, 634.9 KB\)](#)

[Fair Play Code of Conduct Club Support Template \(PDF, 118.7 KB\)](#)

## **6.10 Smoking at junior sporting trainings and games**

Under the updated Tobacco Act 1987, smoking is prohibited within 10 metres of outdoor public children's playground equipment, skate parks and sporting venues during organised sporting events. This includes training or practice sessions to prepare for an organised sporting event and breaks or intervals during the course of the event, training or practice session.

## **6.11 Strategies, policies, forms and user guides**

Council has several strategies, policies, forms and user guides that are relevant to all sporting clubs in Merri-bek. These documents can be found on the [Active Merri-bek website](#).

## **6.12 Emergency management and relief**

Consistent with the Emergency Management Manual Victoria (EMMV), municipal councils have responsibility for coordinating emergency relief at the local level.

Municipal councils must have internal arrangements in place to commit council resources to support local emergency relief activities. It is expected that this commitment may include availability of municipal council buildings and grounds for emergency relief and recovery activities that may be necessary to support the community. As such, in the event of an emergency or crisis with Municipality, your sporting pavilion may be used as an Emergency Relief Centre.

## **6.13 Incident and accident reporting**

Any incident, accident or emergency that has resulted in calling 000 or the attendance of Police, Ambulance or Fire Brigade must be reported to Recreation Services immediately via phone or email to [recreation@merri-bek.vic.gov.au](mailto:recreation@merri-bek.vic.gov.au) and 9240 1111.

In the event of an accident or incident, clubs are required to complete an incident report and provide it to Recreation Services within 24 hours.

## 7 FESTIVALS / EVENTS/ TOURNAMENTS / NON FIXTURED MATCHES

Any event held out of regular game-day activity clubs may be required to apply for an Event Permit, check the [Merri-bek website](#) for more information on whether you require a permit

Council Officers from the Arts and Culture Unit are available to guide your club or organisation through the Council event permitting process.

One or more of the following aspects will trigger the need to obtain an event permit:

- Patron attendance of over 100 people
- Ticketing the event
- On-site vehicle access
- On-site infrastructure, for example, marquees, temporary stages
- Amusement rides or animal farms
- Access to on-site power or water
- Amplified music or sound
- Priority access to an area of a park or reserve
- Closure of a street or road
- Inflatable infrastructure such as jumping castles
- Sale of alcohol beyond normal liquor licence provisions

A minimum of 8 weeks is required to process an event permit application.

Clubs wishing to conduct any of the below activities at their event are required to obtain separate permit or complete action plans for each planned activity.

- Temporary Liquor License
- Temporary Food Permit
- Road Closure
- Parking/ Traffic Management
- Advertising Permit
- Insurance
- First Aid
- Security
- Waste Management
- Extra Toilets
- Risk Management Plan for event

## Contacts for various Merri-bek Council services:

Please contact the relevant section of Council using the below list as a guide.

Unit and Contact Person	Responsibilities
Unit Manager Recreation Joe Luppino 9240 1111 <a href="mailto:jluppino@merri-bek.vic.gov.au">jluppino@merri-bek.vic.gov.au</a>	To coordinate the planning and delivery of Council's Recreation Services Unit including: <ul style="list-style-type: none"> <li>• Recreation Services and Planning,</li> <li>• Recreation infrastructure projects and,</li> <li>• Community Grants Program.</li> </ul>
Sport and Recreation Project Manager Sedat Sir 9240 2266 <a href="mailto:ssir@merri-bek.vic.gov.au">ssir@merri-bek.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Training Lights</li> <li>• Proposed pavilion works</li> <li>• Coaches Boxes</li> <li>• Capital Works</li> </ul>
Sport and Recreation Development Officer Thomas Rekaris 9240 xxxx <a href="mailto:trekaris@merri-bek.vic.gov.au">trekaris@merri-bek.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Sportsground allocations</li> <li>• Sportsground maintenance</li> <li>• Building maintenance</li> <li>• Pavilion inspections</li> <li>• Sports club development</li> <li>• Fees and charges</li> </ul>
Female Sport Participation Officer Dani Schwabe 9240 2397 <a href="mailto:dschwabe@merri-bek.vic.gov.au">dschwabe@merri-bek.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Resources to create a female friendly environment</li> <li>• How to retain female players</li> <li>• Resources to identify and approach suitable females into decision making positions</li> <li>• Strategies to ensure female sport becomes business as usual</li> </ul>
Community Grants Officer Holly Duckworth 9240 2301 <a href="mailto:hduckworth@merri-bek.vic.gov.au">hduckworth@merri-bek.vic.gov.au</a> or Community Grants Officer Chrystal Tallent 9240 1156 <a href="mailto:ctallent@merri-bek.vic.gov.au">ctallent@merri-bek.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• Community grants program <a href="mailto:grants@merri-bek.vic.gov.au">grants@merri-bek.vic.gov.au</a></li> <li>• Synthetic soccer pitch bookings and enquiries <a href="mailto:recreation@merri-bek.vic.gov.au">recreation@merri-bek.vic.gov.au</a></li> </ul>
Recreation Administration Officer Mazib Rahman 9240 2372 <a href="mailto:mrahman@merri-bek.vic.gov.au">mrahman@merri-bek.vic.gov.au</a> OR <a href="mailto:recreation@merri-bek.vic.gov.au">recreation@merri-bek.vic.gov.au</a>	<ul style="list-style-type: none"> <li>• General administration and enquires</li> <li>• Casual sports ground and pavilion bookings and approvals</li> <li>• School bookings</li> <li>• Community mini bus hire</li> </ul>
Manager Waste Services Unit 8311 4300	<ul style="list-style-type: none"> <li>• Pavilion rubbish collection</li> <li>• Recycling collection</li> <li>• Additional garbage bins</li> <li>• Repairs to damaged bins</li> <li>• Emptying of litter bins</li> </ul>

<p>Arts and Culture 9240 1111 <a href="mailto:communityevents@merri-bek.vic.gov.au">communityevents@merri-bek.vic.gov.au</a></p>	<ul style="list-style-type: none"> <li>• Festivals</li> <li>• Open days</li> <li>• Special events</li> </ul>
<p>Environmental Health 9240 1111 <a href="mailto:info@merri-bek.vic.gov.au">info@merri-bek.vic.gov.au</a></p>	<ul style="list-style-type: none"> <li>• Food Act Registration</li> <li>• To register and inspect food premises and ensure premises compliance with their food safety program</li> </ul>
<p>Operations Centre Administration Officer Cynthia Dutton 8311 4300 <a href="mailto:cdutton@merri-bek.vic.gov.au">cdutton@merri-bek.vic.gov.au</a></p>	<ul style="list-style-type: none"> <li>• Temporary event signage – 2-3 weeks duration</li> </ul>
<p>Planning Enquiries 9240 1128 <a href="mailto:planning_enquiries@merri-bek.voc.gov.au">planning_enquiries@merri-bek.voc.gov.au</a></p>	<ul style="list-style-type: none"> <li>• Permanent signage</li> <li>• Planning Permit Application</li> <li>• Advertising Signage on Council Land</li> </ul>
<p>After Hours Council Assistance Hotline 9240-1111 – listen for instructions.</p>	<ul style="list-style-type: none"> <li>• Emergency after hours issues</li> </ul>

## Appendix index

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## Appendix 1 – Pavilion cleaning schedule

ASPECT	REQUIRED OUTCOME	FREQUENCY
<b>Toilets and Bathrooms</b>	Clean and disinfect toilet bowls, basins and floors. Mirrors, tap fittings, walls and doors free of marks and grime. Adequate supply of toilet paper, towels and soap, free of bad odour	After use Ongoing
<b>First Aid Rooms</b>	Tap fittings, mirrors and basins clear of marks and grime. Tiled floors cleaned and disinfected.	Ongoing
<b>Internal Doors</b>	Free of marks and dust, including vents and handles.	Ongoing
<b>External Doors</b>	Free of marks, dust, dirt and cobwebs. Free of paper signs or notices unless otherwise notified.	Ongoing
<b>Internal Walls</b>	Free of any marks and spot cleaned.	Ongoing
<b>External Walls</b>	Free of dirt and grime. Players should not use external wall to clean their boots by banging their boots against them. If this occurs the walls must be cleaned that day.	Ongoing
<b>External Signage</b>	Free of dust or cobwebs.	Ongoing
<b>Wall Hangings</b>	Dust free.	Ongoing
<b>Internal Windows</b>	Free of marks, dust, cobwebs, notices and posters.	As required
<b>External Windows</b>	Free of marks, dust and cobwebs.	As required
<b>Blinds, Light Fittings and Fans</b>	Dust free.	Ongoing
<b>Light Switches</b>	Free of marks and dust.	After use
<b>Kitchen Areas</b>	Sinks and taps wiped clean and free of watermarks. Bins included recyclable bins disinfected. Oven, benches and cupboards cleaned and free of dust.	After use
<b>Office Areas</b>	Dust free.	As required
<b>Carpets</b>	Vacuumed and spot cleaned with carpet cleaner. Steam Clean.	Ongoing End of season
<b>Tiles</b>	Free of water, dirt, marks, dust or chewing gum. Polish boards.	Ongoing End of season
<b>Stairwells</b>	Clear of rubbish, boxes, bags, dirt and dust.	As required
<b>Ceiling Vents</b>	Free of cobwebs and dust	As required
<b>Skirting Boards</b>	Free of scuffmarks and dust.	As required
<b>Tables and Chairs</b>	Free of marks, chewing gum, sticky tape dampness and dust.	Ongoing
<b>Entrance Doors</b>	Clear of any debris, rubbish or leaves. Cigarette butts removed from butt bins and wiped clean.	Ongoing
<b>Curtains</b>	Cleaned with vacuum	As required

Clubs must adhere to the COVID safe cleaning requirements as per the most up to date guidelines provided by the Department of Health and Human Services and the State Sporting Association.

COVID requirements may go above and beyond the requirements listed above and should be adhered to.

[Sport and exercise | Coronavirus Victoria](#)

## Appendix 2 – Pavilion maintenance schedule

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
<b>Fire Extinguisher</b>	Cost of refilling or replacement of equipment damage due to club misuse.	Ensure compliance with Essential Services Regulations.
<b>Keys, Locks</b>	Control of keys issued to the club. Report lost, stolen or damaged keys	Installation and maintenance of locks and keys.
<b>Electrical items</b>	Cost of repairs due to club misuse.	Maintenance and replacement due to age.
<b>Light Fittings</b>	Cost of repairs due to club misuse.	All other maintenance.
<b>Internal Lights</b>	Cost to replace fluoro lights and installation by a qualified electrician.	
<b>Doors (incl. cupboard doors and fittings)</b>	Regular cleaning and cost of repairs due to club misuse.	Replacement due to age or structural fault or vandalism.
<b>Floor surfaces and coverings</b>	Regular cleaning, maintenance and replacement.	Ensuring safe base flooring. No responsibility for coverings.
<b>Glass</b>	Keep clean and cost of repair to internal breakages.	Replace all breakages.
<b>Security grills</b>		Maintenance and replacement due to age.
<b>Ceilings</b>	Cost of repairs due to misuse.	Maintenance and replacement due to structural faults or age.
<b>Curtains and blinds</b>	Regular cleaning, repair and replacement.	
<b>Security lighting</b>		Replacement and maintenance as required.
<b>Plumbing and fixtures</b>	Cost of repairs due to misuse.	Repair and renewal of all plumbing fixtures due to age or structural fault.
<b>Waste pipes and sewer drains</b>	Keep clear of foreign objects. Cost of repairs and unblocking due to misuse.	Repair and replace as needed.
<b>Cooking and refrigeration equipment</b>	Purchase, maintenance and repair to Food Act standard. Electrical testing in compliance with statutory requirements.	Provision of basic oven in new pavilions. Approval of any new installations.
<b>Painting</b>	Cost of painting due to club misuse. Application for permission to undertake internal painting.	Cyclic internal and external painting as determined by Council. Approval of club application.
<b>Skylights</b>	Cost of repairs due to club misuse.	Maintenance, cleaning and repair as required.
<b>Roofs, fascia, boards, guttering</b>		Maintenance, repair and replacement as required.
<b>Internal and external walls</b>	Regular cleaning and cost of repair if damaged through club misuse.	Structural maintenance and repair.
<b>Food handling areas</b>	Keep areas in clean and hygienic state in accordance with Food Act.	Maintenance, repair and replacement due to age or

	Regular inspection of oven canopy filters.	structural fault. Inspections in accordance with Food Act.
<b>Security System</b>	Approved Security Systems may be installed. All costs and installation. Supply codes to Council.	
<b>Telephone</b>	Installation, cost and maintenance. New installations to be approved by Council.	
<b>ITEM</b>	<b>CLUB RESPONSIBILITY</b>	<b>COUNCIL RESPONSIBILITY</b>
<b>Heating/cooling fixtures</b>	Cost of installation, services and maintenance.	
<b>Building alterations</b>	Submit requests for consideration. Approved works under Council supervision.	Managing any club works.
<b>Personal Hygiene Services</b>	All responsibility.	
<b>Utilities</b>	All costs during tenancy period.	
<b>Insurance</b>	Contents insurance and PLI Insurance.	Building Insurance
<b>Waste storage areas</b>	Keep clean, tidy and locked. Ensure area is used for bins only.	Maintenance of enclosure.
<b>Pest Control</b>	All responsibility.	
<b>Graffiti</b>	Report to Council.	Removal of all graffiti.
<b>Storage</b>	Keep passageways clean. No equipment stored in plant, parks rooms or service ducts. Cost of removal or disposal of inappropriately stored equipment.	
<b>Other</b>	Gas cylinders may not be stored within the pavilion.	Regular inspection of the pavilion for structural problems and cleanliness.

### Appendix 3 – [Sports field fees and charges table](#)

Class	Fee type	Sports field	Wicket
Premier	Seasonal	\$5,932.85	\$5,992.30 (turf)
Premier	Annual	\$11,865.70	NA
A Grade	Seasonal	\$3,165.60	\$2,621.75 (turf)
A Grade	Annual	\$6,331.20	NA
B Grade	Seasonal	\$2,205.00	\$352.80 (synthetic)
B Grade	Annual	\$4,410.00	NA
C Grade	Seasonal	\$1,443.80	\$352.80 (synthetic)
C Grade	Annual	\$2,887.60	NA

All prices listed are GST inclusive.

### Appendix 4 – [Pavilion fees and charges table](#)

Class	Fee type	Pavilion
A Grade	Seasonal	\$1,763.50
A Grade	Annual	\$3,527.00
B Grade	Seasonal	\$1,443.80
B Grade	Annual	\$2,887.60
C Grade	Seasonal	\$360.85
C Grade	Annual	\$721.70

All prices listed are GST inclusive.

### Appendix 5 – [Casual use fees and charges table](#)

Use	Fee Per day
Pavilion hire	\$88.20
Sports ground hire – Non-Turf Wicket (all seasons)	\$176.50
Sports ground hire – Turf Wicket (summer only)	\$264.85
Netball court hire – per court per hour	\$25.30
Netball court hire for Commercial/Private – per court per hour	\$38.05
Sports club festivals and events – ground hire (includes pavilion use)	\$264.85
Sports ground preparation for non-fixtured games/competition (on request)	\$264.85
Additional Turf Wicket preparation –per wicket, per day (on request)	\$359.95
Commercial – Sports Ground hire (includes pavilion hire)	\$354.38

#### Premier Facilities - casual use fees and charges

Use	Fee Per day
Commercial Hire – CB Smith Premier Facility – Changerooms & Pavilion	\$823.55
Commercial Hire – CB Smith Premier Facility – Kitchen & Bar	\$549.00

Commercial Hire – City Oval: Multipurpose Room incl. kitchen and bar access	\$895.50
Commercial Hire – CB Smith Premier Facility – Education Facilities	\$549.00
Commercial Hire – CB Smith Premier Facility – Premier Pitch w Flood Lights	\$1,098.05
Community Hire – CB Smith Premier Facility – Changerooms & Pavilion	\$549.00
Community Hire – CB Smith Premier Facility – Premier Pitch	\$549.00
Community Hire – CB Smith Premier Facility – Flood Lights	\$82.85
Community Hire – City Oval: Multipurpose Room incl. kitchen and bar access	\$549.00
Merri-bek Based Clubs Hire – CB Smith Premier Facility – Premier Pitch	\$162.30
Merri-bek Based Clubs Hire – CB Smith Premier Facility – Flood Lights	\$62.20
Merri-bek Based Clubs Hire – CB Smith Premier Facility – Changerooms & Pavilion	\$81.15
Merri-bek Clubs Hire – City Oval: Multipurpose Room incl. kitchen and bar access	\$81.15

*All prices are GST inclusive*

#### **Finals and Preseason fees and charges**

Use	Fee Per day
Finals turf cricket wicket preparation	\$359.95
Finals sports field hire for an all-season non-turf wicket – per day	\$176.50
Finals sports field hire of summer turf wicket – per day	\$264.85
Finals sports pavilion hire – per day	\$88.20
Preseason sports field hire – per session	\$67.60
Preseason sports pavilion hire – per session	\$22.00

*All prices are GST inclusive*

#### **Miscellaneous fees and charges**

Charge	Fee
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Additional and/or lost replacement keys	\$48.10
Replacement padlock	\$104.35

*All prices are GST inclusive*

**Personal Training fees and charges**

<b>Use (3 months)</b>	<b>Fee</b>
Personal training - Max 2 sessions per week	\$287.90
Personal training - 3 or more sessions per week	\$503.95