

COBURG CITY OVAL Management Plan

July 2021



The Coburg City Oval Management Plan has been prepared by Moreland City Council to ensure that the use, operation and management of the new reserve pavilion is underpinned by a clearly defined management framework.

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Version Control

Version	Date	Author	Comments
1	21/05/2021	Recreation Services	Initial Draft for distribution to stakeholders
2			Updated with feedback from clubs
14	15/6/21	BMU, ESM	Added ESM and Fire Services comments
15	22/6/21	BMU	Added Maintenance comments
17	22/7/21	Recreation Services	Club feedback/amendments. Sections added/updated: <ul style="list-style-type: none">- Ground usage and allocations- Gates and fencing- Finals- Summer allocation- Community Room/Kitchen

1. INTRODUCTION

Coburg City Oval

The Coburg City Oval Facility Management Plan complements the following Council documents:

1. Sport and Active Recreation Strategy (2020)
2. Victorian Common Funding Agreement: Coburg City Oval Pavilion Redevelopment
3. Australian Cricket Infrastructure Fund – Project Grant Contract
4. AFL Letter of Agreement – Coburg City Oval Pavilion Redevelopment
5. Sporting Facilities, Grounds and Pavilions User Guide (2020-21)
6. Allocation of Sporting Grounds and Pavilions Policy (2016-2026)
7. Lease of Office Space – Lease Principles Policy and Property leasing Policy
8. Schedule of Use MOU
9. Council resolution DSD19/11 West Coburg Sports Precinct Needs Analysis (D11/104498) for occupancy arrangements.

1.1. Coburg City Oval Facilities and Infrastructure

Bridges Reserve at 21 Harding Street, Coburg encompasses Coburg City Oval. The facilities surrounding the oval are:

- The playing surface (oval and including sports field infrastructure)
- External canteen and Coach/Analysis Box
- Scoreboards
- Terrace seating
- Cricket nets
- Storage sheds
- Public Toilets
- Water Sensitive Urban Design project



The pavilion includes the following spaces:

- Community Room, kitchen and amenities
- Multipurpose Room – including storeroom, kitchenette and amenities
- Change rooms (x 4)
- Umpire rooms (x 2)
- Offices, board room and meeting room
- Grandstand
- Lift
- Medical room
- Laundry
- Massage rooms

1.2. City Oval User Groups

City Oval has regular user groups that are seasonally allocated usage of the sports fields and other facilities by Council:

- Coburg Football Club
- Coburg Cricket Club
- West Coburg Football Club
- Senior Community Groups conducted by Council

2. MANAGEMENT PLAN FRAMEWORK

2.1. Aim of the Management Plan

The aim of the City Oval Management Plan is to provide a clear and practical framework for the management and use of the pavilion.

2.2. Management Plan Priorities

The Sport and Active Recreation Strategy (2020) sets the foundations and priorities across three key strategic directions along with detailed actions for Council and partners to provide a range of sport and recreational participation opportunities over the next ten years and beyond:

- Increasing participation by Moreland residents in sport and active recreation and fostering strong relationships with local recreation clubs, associations, peak bodies and government agencies.
- Ensuring an adequate supply and distribution of good quality sporting infrastructure used in the most effective and efficient manner possible.
- Ensuring Moreland City Council's approach to sport and active recreation provision is underpinned and well informed by robust policies, strategies and plans.

2.3. Management Plan Objectives

The objectives of the Coburg City Oval Management Plan are:

- To maximise the usage of the sports fields and pavilion;
- To provide guidance for the allocation and use of the facilities;
- To implement efficient and effective management and maintenance practices to ensure high standard facilities that are well utilised and meet the needs of the community;
- To ensure the facility and grounds must be cleaned and maintained in a state suitable for use by clubs, schools, community groups and residents that use the facilities;

2.4. Governance Arrangements

Moreland City Council will be responsible for the overall management, maintenance, planning, and development of Coburg City Oval, inclusive of all assets and infrastructure.

2.4.1 Moreland City Council Roles and Responsibilities

Council's responsibilities include (but are not limited to) the following management items:

1. Allocation of the lease, licence and seasonal/annual use of facilities, and preparation of agreements
2. Sports field maintenance
3. Building maintenance that is routine/ preventative maintenance, but excluding items that are the responsibility of user groups under the terms of their respective agreements
4. Capital improvements to buildings, plant and equipment, and building services
5. Capital improvements to the reserve
6. Ongoing support to and liaison with reserve user groups and casual hirers
7. Ensuring there is adequate and appropriate insurance coverage for Council-owned assets and infrastructure at Coburg City Oval. Any assets will be managed by Council for the warranty period

2.5. Allocation of Facilities by Council

Council's Allocation and Use of Sporting facilities, Grounds and Pavilions Policy provides a framework for the allocation and use of sporting facilities, grounds, and pavilions to clubs through seasonal and annual tenancy agreements or lease agreements.

The allocation and use of sporting facilities, grounds and pavilions policy seeks to:

- Maximise participation in sport and recreation on sporting facilities, grounds and pavilions;
- Prioritise the allocation and use of sporting grounds and pavilions to clubs which are inclusive of females, actively support juniors, people with disabilities and people from culturally and linguistically diverse backgrounds (CALD) to participate in sport and recreation;
- Ensure sporting facilities, 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; and
- Increase the number of participants, members, coaches, officials, spectators and volunteers by reaching new audiences.

This Policy covers both the lease and allocation of Council Sporting Facilities, Grounds and Pavilions.

3. OPERATIONAL PROCEDURES

This section outlines the operational procedures for Coburg City Oval Pavilion. Moreland City Council is responsible for allocating the use of all facilities at Coburg City Oval. However, this Management Plan supports variances to seasonal and annual allocations of some facilities, as approved by Council. The allocation of facilities by Council to the regular user groups is in accordance with the timeframes and process outlined in Council's policies.

The access and use of facilities for training and competition will generally be in accordance with the Victorian Government's *Division of Seasons and Occupation of Crown Lands used as grounds for Australia Rules Football competition and Cricket competition Determination (2019-2021)*, which states that:

- The football season can be to the period beginning on the 1st April and ending on the 30th September in each year (Winter).
- The cricket season shall be confined to the period beginning on the 1st October and ending on the 28th March in each year (Summer).

Notwithstanding the above, Council reserves its right to allocate facilities to user groups and casual hirers outside of the period determined for winter and summer sports.

As per Council's Allocation of Sports Facility and Pavilion User Guide, all bookings and allocations are processed through IMS Reserves Manager for Moreland facilities.

Allocations will be made through the following types of agreements:

- Annual: 1 April to 31 March
- Seasonal:
 - Summer – From 1 October to 29 February
 - Winter – From 1 April to 31 August
- Casual – as requested
- School bookings – Term bookings during school hours

- 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.

Approved training days remain in place for the entire season and will not be transferable except where clubs negotiate agreed variations, subject to Council approval. Moreland City Council will be notified in writing immediately of any proposed changes. Seasonal sporting user groups will always be required to adhere to the requirements of their Seasonal Tenancy Agreement.

Lease/licence agreements

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

Casual/school permits

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.

3.1 Facility occupancy during allocation period

The Coburg City Oval Management Plan supports the following pavilion occupancy arrangements for the reserve user groups.

Club			
Coburg Cricket Club	Coburg Football Club	West Coburg Football Club	Senior Community Groups
Agreement Type/ Period			
Seasonal allocation: Mon-Sun (Summer)	Seasonal allocation: Mon-Sun (Winter)	Seasonal availabilities (Winter)	Annual bookings
Facility			
GROUND FLOOR Change rooms x 4 Coaches Box x 2 Massage Room x 2 Medical Room Umpires Rooms X 2 Cleaners room Amenities LEVEL 1 Community Room Community Kitchen/Bar Toilets Office space Meeting Room Board Room LEVEL 2 Amenities Multipurpose room (via a booking process) Grandstand	GROUND FLOOR Change rooms x 4 Coaches Box x 2 Massage Room x 2 Medical Room Gym Umpires Rooms X 2 Laundry/Cleaners Amenities LEVEL 1 Community Room Community Kitchen/Bar Toilets Office space - Lease Meeting Room Board Room LEVEL 2 Amenities Multipurpose room (via a booking process) Grandstand	GROUND FLOOR (training and match days) Change rooms x 4 Coaches Box x 2 Massage Room x 2 Medical Room Umpires Rooms X 2 Cleaners room Amenities LEVEL 1 (on match days only) Community Room Community Kitchen/Bar Toilets LEVEL 2 (match days only) Amenities Multipurpose room (via a booking process) Grandstand	LEVEL 1 Community Room Community Kitchen Amenities

The shared spaces that remain unallocated to a specific club or group include:

- Corridors
- Foyers
- Lift
- Players race
- Stairwells
- Amenities

These spaces will be available as ancillary use areas for clubs during the periods when other areas of the pavilion or the sports fields have been allocated to them.

3.1.1. Storage

There is ample storage on site at Coburg City Oval, both inside and outside the building. The following outlines the storage spaces for each club:

- Coburg Cricket Club - 1 x store room cage 12 months of the year, access to the shed behind pavilion 12 months of the year (shared with CFC), cage next to the cricket nets (12 months of the year), two cupboards in the Level 1 foyer 12 months of the year.
- Coburg Football Club - 2 x storeroom cages 12 months of the year, access to the shed behind pavilion 12 months of the year (shared with CCC), two cupboards in the Level 1 Foyer 12 months of the year.
- West Coburg Football Club – 1 x storeroom cage for six months of the year in season.

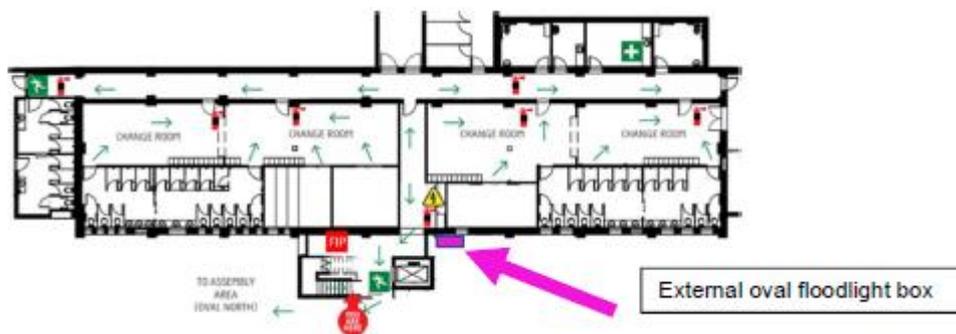
Storage in other areas of the pavilion are fit for purpose and shall remain shared as appropriate.

If clubs cannot come to an agreement the incumbent tenant will have priority use of storage within the facility.

3.1.2. Oval Lights

Access to turn oval lights on and off is as per the below:

- External oval floodlight control box - the control has an on, auto and off function.
- If put on 'on' it will stay on until manually turned off. Auto function will turn on the lights then automatically turn these off after 4 hours duration.
- The external oval floodlight control box is on the rear of the lift shaft at the lower level.
- The box is secured with a padlock.



Utilities

Sporting Clubs will pay 100 per cent of utilities (includes electricity, gas, water, telephone and internet) incurred during their usage of the facilities.

Council will manage the electricity, gas and water bills and allocate costs to clubs in accordance with each club's allocation dates. All bills will remain in Council's name.

Council will be responsible for water charges associated with irrigating City Oval.

Ground usage during allocation period

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. Sports grounds have been classified into three broad categories with each type having an estimated usage capacity.

City Oval has been classified as Moderate use capacity which can have up to 15 hours of use per week. Please refer to the [Sporting Facilities, Grounds and Pavilions User Guide](#) for details on sports field classifications and ground usage capacities.

As per Council Resolution, the West Coburg Sports Club (WCSC) to play senior home games at City Oval. The Coburg City Oval Management Plan supports the following ground usage arrangements for the reserve user groups for match days and training nights – see table below.

The schedule of use is subject to Council ensuring the ground is of a fit state, safe, suitable for use. Taken into consideration will be fixtures, weather conditions, ground conditions.

Club		
Coburg Cricket Club	Coburg Football Club	West Coburg Football Club
Seasonal allocation: Summer	Seasonal allocation: Winter	Seasonal availabilities: Winter
MATCH DAY Turf – Senior men 1 st XI and 2 nd XI Turf – 1 st XI Senior women	MATCH DAY Senior Men Senior Women Juniors FIDA Auskick	MATCH DAY Senior Men Mens Reserves Mens U18s
TRAINING NIGHT All teams	TRAINING NIGHTS All teams	TRAINING NIGHT (1 night prior to match day) Senior Men Mens Reserves Mens U18s

Gates and fencing

The Coburg City Oval and surrounds shall remain accessible to the public at all times, with the exception of ticketed VFL games and any fixtured ticketed finals matches.

Gates must be opened immediately after the completion of the last game each day.

Finals Hosted at Coburg City Oval

Associations and leagues will be required to book facilities for finals in March and September through Council's IMS and will be required to pay a fee plus additional costs that may be associated with an event such as cleaning and any additional ground/facility preparation requirements.

Facilities that can be allocated to the booking will be:

- Community Room
- Community Room Kitchen
- Community Room Bar
- Change Rooms x 4
- Umpires Rooms x 2
- Ground
- Canteen

Canteen

Should the association/league desire to operate a canteen during the finals, the association/league will determine a tenanted club to operate the canteen.

Community Room Kitchen

Should the association/league desire to use the Community Room and Kitchen during the finals, the association/league will determine a tenanted club to operate kitchen.

Community Room Bar

If the Coburg Cricket Club is hosting finals, the bar shall be managed by the Coburg Cricket Club.

If West Coburg Football Club is hosting finals, the bar shall be managed by the West Coburg Football Club.

If the Coburg Football Club is hosting finals, the bar shall be managed by the Coburg Football Club.

Note: The multipurpose room is under the management of the Coburg Football Club 12 months of the year. For access and use of this room, all bookings are made through the club.

3.1.3. Defibrillation Machines

Council will supply defib machines in three locations, accessible to all users and the public:

1. Ground Floor – in the medical room
2. Level 1 – attached to the wall in the foyer
3. Level 2 – attached to the wall in the foyer

As the Coburg City Oval is used by multiple stakeholders, Council is responsible for the signage associated with each machine, the upkeep and maintenance of the defib machines 12 months of the year. Any additional defib machines required is the responsibility of each stakeholder.

3.1.4. Priority of use

The Coburg Football Club (winter season only), West Coburg Football Club (winter season only and the Coburg Cricket Club (summer season only) will be provided priority access to the oval and facility amenities through these arrangements.

Where ground conditions require less hours of use, priority use will be given to users in the following order:

Winter Season

1. Coburg FC - senior women, senior men
2. West Coburg FC – senior men and reserves
3. Coburg FC – Juniors
4. Coburg FC – FIDA team
5. Coburg FC – Auskick

Summer Season

1. Coburg CC – 1st XI mens and womens teams
2. Coburg CC – 2nd XI mens and womens teams
3. Coburg CC – Craig Shield junior team

In addition to the above:

- Coburg City Oval shall be available at each finals period pending the necessary works required by Council's Open Space department. This may vary from season to season depending on the required works needed to prepare for the following season.
- Association junior competitions and finals take priority over preseason training or preseason matches.

3.2. Mixed Gender Use of Change Rooms

Accessible change rooms

The four changerooms at City Oval designed to be 'female friendly' and accessible, meaning available for all members and opposing teams to use.

The changerooms are identified by their numbers, 1, 2, 3 and 4. There is no specific home/away, men's/women's change rooms and nor shall they be allocated as such.

While tenants may prefer to use changerooms 3 and 4 for home games (those closed to the gym), the rooms must be shared equally between the men's and women's teams (as in, not to have permanent 'men's changerooms' and 'women's change rooms').

Cupboards have been provided in each change room, designed for use on training nights and game days, not for players to 'own' or store items in over the season.

Clubs must ensure there is always enough toilet paper and sanitary bins in each toilet cubicle and hand soap in the dispensers. Consider the use of air freshers in each area.

Accessible toilets

There are two accessible toilets opposite change rooms 3 and 4. These should be accessible for teams who require the use of these amenities in addition to the amenities provided with each change room.

Umpires Rooms

Clubs should note the gender of each umpire on game day and arrange the umpire's rooms appropriately. This including closing the door in between the two rooms if there is not one single gender umpiring, ensuring there is enough toilet paper and sanitary bins in each toilet cubicle and hand soap in the dispensers and consider the use of air freshers in each toilet. Both rooms must be presentable, clean and tidy, free from rubbish.

Please note:

Some women and girls may feel uncomfortable accessing the change rooms alone as they are below ground, with limited exit points compared to other areas of the facility.

For example:

- Movements are predictable to exit the building, as players need to leave via the circulation exit or the car park exit at the end of the corridor. (the gym exit may be used but not seen as a first option especially in an emergency or if you are unfamiliar with the site.)
- The massage room and coaches' room are quite secluded where people may not be seen or heard by others.
- There could be where people who don't want to be seen could hide from view, creating a vulnerable feeling if left alone there (players race, gym, circulation exit, storeroom etc)

To assist, coaches and staff should check with players before closing doors, especially when in 1:1 situation. Sensor lights should be kept on long enough after training to ensure all players and staff can safely exit the building.

3.3. Community Room

The Community Room (former Clubrooms) includes kitchen and amenities is managed by each tenant during their allocation. It is expected that the Coburg Cricket Club and Coburg Football Club will continue to operate the Community Room like a clubroom on training and match days, including holding post-game BBQs/drinks, post training/selection night dinners etc.

The Community Room will be utilised by local community groups at a time where Council can made suitable booking arrangements. This will include a needs assessment on current demands for community venues, considerations for amenities including financial implications for cleaning, restocking and utilities.

3.3.1. Community Room Kitchen

Where the Multipurpose Room is booked and required catering from the Community Room Kitchen and the Community Room is also booked at the same time, the Community Room user will have priority use of the Kitchen. The Multipurpose Room kitchenette should be used to its full potential.

Community Room kitchen equipment must be made available to all users of the facility. Council will maintain the oven and rangehood. Users of the facility are responsible for the cleaning of the equipment.

3.3.2. Regular users of the Community Room: Seniors Group

The Senior Citizen Groups will be required to adhere to the same requirements as they would for the use of Community Venues. Please refer to the [Community Venue hire agreement](#).

KITCHEN FACILITIES & APPLIANCES

The hirer, or caterer, must not bring to the facility any gas or electrical appliances not supplied by Council. The hirer must ensure that when leaving the facility all appliances are turned off, the kitchen is clean, and all utensils are in good condition. If the kitchen is not left in good order, the hirer agrees to pay Council for any associated damage or cleaning costs.

KITCHEN

A hirer using the kitchen must comply with all legal requirements, including without limitation the Health Act 1958 and the Food Act 1982. The hirer must submit a completed Food Premises Checklist (Attachment 1) in accordance with Council requirements prior to the function

NB. Professional Caterers are not permitted to use the facility under the section below;

Section 35 of the Food Act 1984, Part VI –Registration of a Food Premises

Food business premises to be registered with Council

- (1) The proprietor of a food business must not allow the business to operate from any food premises -
 - a. That is not registered in accordance with this Part of the Council of the municipal district in which the premises are located; or
 - b. During any time that the registration of the premises under this Part is suspended
- (2) This section does not apply –
 - a. To the Crown; or
 - b. In respect to any food business being operated on behalf of the crown; or
 - c. To any premises that is on land that is not part of a municipal district.

POST FUNCTION/USE CLEANING

Council will arrange cleaning following use by the Seniors.

3.4. Food Registration and Permits

Any user group or caterer (permanent or temporary) using the kitchen/kitchenette or selling food will need to ensure they have the necessary Food Registration/Permits to do so.

To register, please visit the [Moreland City Council website](#).

Temporary food premises are stalls, tents, or any other structure that are not in place permanently. Examples of temporary food premises include:

- stalls at markets or festivals
- sausage sizzles
- private drinking water carts
- food vending machines.

Mobile food premises are vehicles such as vans, trailers, or carts from which food is sold. Examples of mobile food premises include:

- food trucks
- ice-cream vans.

Both temporary and mobile food businesses are subject to regulations and must meet food safety standards. If your food business operates from a fixed location for more than 3 consecutive days and nights before moving locations, you will need to have permanent water and wastewater connections.

If you are running a fundraising event that involves selling food (for example, stalls at fetes or fairs), you must meet the same regulations and food safety standards as temporary or mobile food premises.

We are currently developing Footpath Trading Guidelines and Mobile Food Vendor guidelines. In Victoria, you can register your temporary or mobile food business online through the [Stretrader](#) website.

3.5. Licencing and management of the Multipurpose Room

As per the funding agreement for the upgrade of City Oval, the Multipurpose Room including kitchenette, amenities and multipurpose store room is managed by the Coburg Football Club.

This will support their ongoing viability through the development of a management plan to ensure the use, operation and management of the facility are underpinned by a clearly defined management framework in consultation with AFL Victoria.

The Coburg Football Club can hire out the multipurpose room in accordance with the license agreement. All bookings will be managed through a single centralised booking system.

Coburg Football Club will not charge more than the Moreland City Council Fees and Charges and follow Council's conditions of use agreements and processes.

The Coburg Football Club is responsible for:

- Upkeep and maintenance room furniture and audio/visual equipment
- Cleaning as per the cleaning requirements in the [Sports Facilities, Ground and Pavilions User Guide](#).
- All equipment contained in the kitchenette, cutlery, crockery, bar equipment etc.

3.3.1 Hiring of the Multipurpose Room

Hours of Use

The Multipurpose Room can be hired out at the following times:

- Monday to Friday 7am to 11pm
- Saturdays and public holidays 8am to 11pm
- Sundays 8am to 10pm

Summer Season

- The Coburg Cricket Club has first priority to book the Multipurpose Room (and all equipment, kitchenette etc) for events held during their Summer Allocation.
- The Coburg Football Club will prioritise the Coburg Cricket Club bookings during the Summer Season, provided at least four weeks' notice is given to secure the booking.

Winter Season

- The Coburg Football Club has first priority to book the Multipurpose Room (and all equipment, kitchenette etc) for events held during their Winter Allocation.
- West Coburg Football Club will be provided access to secure bookings for fixtured games at City Oval, providing at least four weeks' notice is given once the competition fixture is released. The West Coburg Football Club will not pay hire fees associated with the room and adhere to the cleaning requirements as per the hire agreement for their fixtured games.

March and September

For bookings in March or September, the Coburg Cricket Club will provide a list of dates at least six weeks prior to the season commencing to the Coburg Football Club to secure a booking to ensure planning and access can be accommodated.

Moreland City Council bookings

The Coburg Football Club will accommodate Moreland City Council bookings on available dates provided two weeks' notice is provided to secure a booking. Moreland City Council will not pay any hire fees associated with the room booking and adhere to the cleaning requirements.

Catering

Coburg Cricket Club and West Coburg Football Club Clubs will not be restricted to using one caterer to service their functions in the multipurpose room. Clubs are responsible to ensure caterers have the necessary food handling permits valid and practices in place.

Clubs are encouraged to support the [Healthy Choices Policy directive \(2021\)](#).

Liquor Licence

Clubs must apply to hold an appropriate liquor licence in line with their Allocation. Each Liquor Licence must be displayed where liquor is sold.

Clubs wishing to supply liquor to club members, guests or patrons must obtain a liquor licence from Victoria Commission for Gambling and Liquor Regulation.

User groups will be responsible for the behaviour of club members, guests and patrons and any amenity related issues.

The sale or supply of alcohol at Coburg City Oval will only be permitted at the following times and should be made conditions of any allocated Liquor Licence:

- Monday to Friday a starting time of 6 pm is the earliest with an 11 pm closing
- Saturday and public holidays a starting time of 12 noon with a closing of 11 pm
- Sunday a starting time of 12 noon is the earliest with a 10 pm closing

The sale or supply of alcohol at Coburg City Oval will NOT be permitted during junior training and match-times.

Service of Liquor

As per the Victorian Commission for Gambling and Liquor Regulation rules, Council may allow liquor to be served from the Community Room Bar and the Multipurpose Room Kitchenette. Should a tenanted club wish to serve liquor outside these areas, clubs will need to apply for a temporary limited licence (maximum six allowed per year).

Operation of the Community Room Bar

The seasonal sporting user group must comply with the liquor licence at all times and is required to participate in the [Good Sports Program](#).

The preparation and service of any beverage or food must be in accordance with applicable regulations, licences and standards. The Licensee will be responsible for purchasing and stocking of the bar in accordance with the liquor licence and all legislative requirements. Seasonally Allocated users are entitled to access all facilities which have been declared in their agreement with Council.

The user is NOT allowed to sell the following products from the canteen:

- Tobacco products.
- Cigarette lighters.
- Any chewing gum.
- Any other item which is considered by Council to be inappropriate from time to time.

Summer Season Allocation

- The Coburg Cricket Club have the licence to manage the service of liquor during the Summer Season.

Winter Season Allocation

- The Coburg Football Club have the licence to manage the service of liquor during the Winter Season with the exception of West Coburg Football Club's fixtured games.
- To serve liquor, the West Coburg Football Club can apply to for a temporary limited licence to manage the Community Room Bar (or other areas) for their fixtured games at Coburg City Oval during the Winter season. (maximum six licences per year).

Operation of the Multipurpose Room Bar

For functions booked by external groups, the Coburg Football Club have the licence to serve liquor. For functions run by Coburg Cricket Club and West Coburg Football Club, the clubs can apply for a temporary limited licence to serve liquor or come to an arrangement with Coburg Football Club.

3.4 Meeting Rooms

The pavilion contains four meeting spaces:

- Board room – within leased area
- Meeting room – within leased area
- Community Room – allocation
- Multipurpose Room – license

The Coburg Football Club and Coburg Cricket Club will work together to ensure suitable rooms are available for meetings to conduct club operations during the off season with neither club being disadvantaged by unavailability of rooms.

Clubs allocated to Coburg City Oval should refer to [the Sporting Facilities, Grounds and Pavilions User Guide](#) for additional requirements and responsibilities:

4.1 Risk Management

5.1 EPA Noise Guidelines

5.9 Raffles and Gaming

5.10 Smoking

5.11 & 6.4 Insurances

4. CONDITIONS OF USE

4.1.1. Lift Maintenance and Obligations

The building has a passenger lift which has a maintenance contract paid by Council.

The Lift Maintenance Contractor is FUJI who can be contacted 24/7 on 9646 8397

In the event of **entrapment**, the occupants are to use the CALL BUTTON inside the lift which connects automatically to the lift maintenance company and then occupants should advise they need assistance. If the tenants are unable to do this, then the Lift Contractor should be called by the Tenant Duty Manager and advised there is entrapment and details of the Lift provided. An Entrapment will be given a priority response typically within 30 minutes to 1 hr.

Under no circumstances should any action be undertaken to release occupants including prising the lift doors open, rebooting power etc. This is dangerous and could cause injury to persons and/or damage to the lift.

83114310 and if noted answered 0402 972 861

In the event of a **breakdown** the duty tenant is to call Lift Maintenance Contractor and advise that Lift No One at Coburg City Oval 19 Harding Street Coburg is broken down, explain the issue and be available to meet the contractor when they arrive to provide access.

The contract includes breakdown and entrapment at no fee.

The contract does not include all other incidences, including but not limited to:

- items lost/dropped into the lift shaft;
- vandalism;
- misuse and abuse by occupants (including minors);
- prising of doors;
- holding of doors open for extended period by persons or items placed between the doors;
- overloading or overbalancing (including equipment delivery during set up and pack down for events).

The costs of attending to any items not within the contract will be passed by Council to the user group responsible for the events. The costs for call out averages \$500 per visit but may be greater subject the timing of the event if after hours and any damage caused by the event. Significant damage can be in the order of \$10,000s of dollars to rectify.

4.1.2. Fire Systems Maintenance and Obligations

The building has an automated fire system that is responded to by Fire Rescue Victoria (FRV - previously known as Metropolitan Fire Brigade MFB).

The system protects the building with two systems as follows:

Active System

1. Sprinklers located throughout the building, this is automated system and needs no action from tenants. The sprinkler bulbs burst and shower water when heat and/or flame is sensed to a significant level.
2. Fire Call Point located at the Fire Indicator Panel at the Ground Floor this is manual system to enable tenants to advise of fire in its early stages.

In the event for either system being activated the FRV will attend and the responsible user group must have their Fire Warden on site to respond appropriately, and to assist FRV in their response as per the Evacuation Emergency Response Manual (ERM). The Fire Warden is to evacuate the entire building as

per the nominated Evacuation Diagrams and Protocols. Re-entry into for the building is not allowed until the “all clear” is given by FRV. Failure to comply with FRV directions or the above procedures may result in criminal charges to individuals or fines to the Duty Tenants involved. There is no cost to Tenant in the event of legitimate use of the fire system.

Passive System

1. Fire Extinguishers are located throughout the building and are to be used by the user groups to respond to a minor fire to suppress its spread and/or extinguish it. Users are to make themselves familiar with Evacuation Diagram located throughout the building to identify the nearest Fire Extinguisher and Fire Wardens are to be trained in their use. In the event the fire is not suppressed the Duty Tenant is to alert the FRV via the Fire Call Point at the Fire Indicator Panel on the Ground Floor.
2. Fire Blankets are located adjacent to the kitchen for use in covering fire events such as stove tops. Tenants are to make themselves familiar with Evacuation Diagram located throughout the building to identify the nearest Fire Blankets and Fire Wardens are to be trained in their use.

In the event of either passive system being used, the Duty Tenant is to advise Council of the event and seek replacement of the extinguisher or blanket. There is no cost to Tenants for replacement.

False Alarms and/or Damage to the Fire Systems and/or Interference with the Fire Indicator Panel

There is no cost to Tenants in the event of legitimate use of the fire systems however:

1. The penalty for a false alarm call out by the FRV is significant in the order of \$3,000 per visit. Tenants are to ensure the Fire Call Point is not activated by occupants unless a genuine fire risk exists. Duty Tenants are responsible for enforcing this requirement. The costs of FRV attending to false alarms will be passed by Council to the Duty Tenant responsible during the event.
2. Fire Extinguishers activated illegally will be billed to the Duty Tenants and the cost of cleaning foam or retardant from the premises will also be billed the Duty Tenant.
3. The Fire Sprinklers are always loaded under pressure with water. Thus, any damage to a sprinkler head will cause water to enter the room and result in water damage to the fitout and any equipment within. Damage to sprinkler will also activate the Fire Alarm system calling the FRV, which will apply costs as outlined in point 1 above. The cost of Council rectifying sprinkler damage will also be passed by Council to the Duty Tenant responsible during the event.

Therefore, Duty Tenants are to ensure sprinklers are not damaged by users and, in the event, they are damaged by impact, intentional or otherwise but not activated, to immediately call Council on **83114310 and if noted answered 0402 972 861** to advise of the issue so it can be rectified. Advising Council prior to bursting could save \$1000s of dollars in water damage.

4. It is illegal to interfere with the Fire Indicator Panel, especially to isolate the system or to reset the system in the event of an activation. Significant Fines apply from the FRV to the individual involved. Should a tenant need to undertake work that requires the Fire System to be isolated, they are to seek prior formal and written approval from Council, who will organise the isolation. Council needs a minimum of 3 working days' notice to organise an isolation and may pass on isolation costs as they apply at its discretion.

Duty Tenants - Fire Warden Requirements

All Duty Tenants are to have trained Fire Wardens, familiar with the premises Evacuation Procedures and Fire Systems, in attendance at all times of operation, to meet the above requirements.

4.2. Key Allocations

Ancillary keys (for windows, paper towel/soap dispensers etc) are to be accessible for all users as appropriate.

4.3. Cleaning and Waste Removal

All clubs are responsible on every occasion of use, for leaving pavilion internal spaces and surrounding areas in a clean and tidy condition, suitable for use by the next user(s). This includes sweeping change rooms, cleaning and washing wet areas, and vacuuming carpets.

Any damage caused by the clubs, will be responsible for all loss and damage caused to Council's property, or loss and damage resulting from any breach by the club of its conditions of use, eg. failure to securely lock the premises that leads to vandalism or theft. In the event of any dispute between clubs and other users as to the timing or cause of damage, Council will investigate the matter and make a final and binding decision.

If the pavilion and sports fields are not kept in a clean and tidy state, additional cleaning will be arranged by Council at its discretion. An invoice will be forwarded to the club(s) to recover the full cost of the cleaning.

Council will also manage the cleaning following use by the Seniors groups.

4.3.1. Cleaning of shared spaces

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.

4.3.2. Sanitary Services

The clubs are responsible for providing and servicing female sanitary bins to change rooms and toilets.

4.3.3. Dumped Rubbish

Illegally rubbish dumped on Council land should be reported to Councils Waste Management Unit. It is an offence to dump household or commercial rubbish into a litterbin.

4.3.4. Rubbish Bin collection

Clubs are responsible for ensuring that all waste generated from the use of the reserve is cleaned at the end of match day or 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.

Instances where excess rubbish is expected, arrangements must be made by the club to remove additional rubbish. Under no circumstance are clubs to arrange for Skip bins to be delivered on site without prior consent by Council.

Summer Season Match Day

The Coburg Cricket Club is responsible for putting out the rubbish bins for collection and returning them to the bin cage following collection.

Winter Season Match Day

The Coburg Football Club is responsible for putting the rubbish bins out for collection and returning them to the bin cage following collection, regardless of who is playing at Coburg City Oval.

Multipurpose Room event

The Coburg Football Club is responsible for rubbish collection following an event in the Multipurpose room and is responsible for putting the rubbish bins out for collection and returning them to the bin cage following collection.

4.4. Pavilion Maintenance

Tenants must not undertake maintenance of or adjust any building systems, unless they have Council written approval to do so.

In the event of damage (wilful or accidental), vandalism, damage by hirers, illegal works, unauthorised maintenance or adjustments to systems, etc. the cost of undertaking maintenance and or remediation to rectify the issue/s may be billed to the club, as defined in the Allocation Agreement and at the sole discretion of Council.

Council's Building Maintenance Unit inspects pavilions identifying maintenance issues and assessing cleanliness. Please refer to the Pavilion Maintenance Schedule in the [Sports Facilities, Grounds and Pavilions User Guide](#).

Any damage to the facility or maintenance issues must be reported immediately to Building Maintenance by [E-Service](#). This can be done on any mobile device or laptop/computer, where possible photos are encouraged.

The person reporting will receive a service request reference number.

After Hours Issues

Clubs should contact Council if there are any issues (plumbing, electrical, security, etc) outside business hours by calling the After-Hours Duty Officer 9240 1111.

Noncompliance

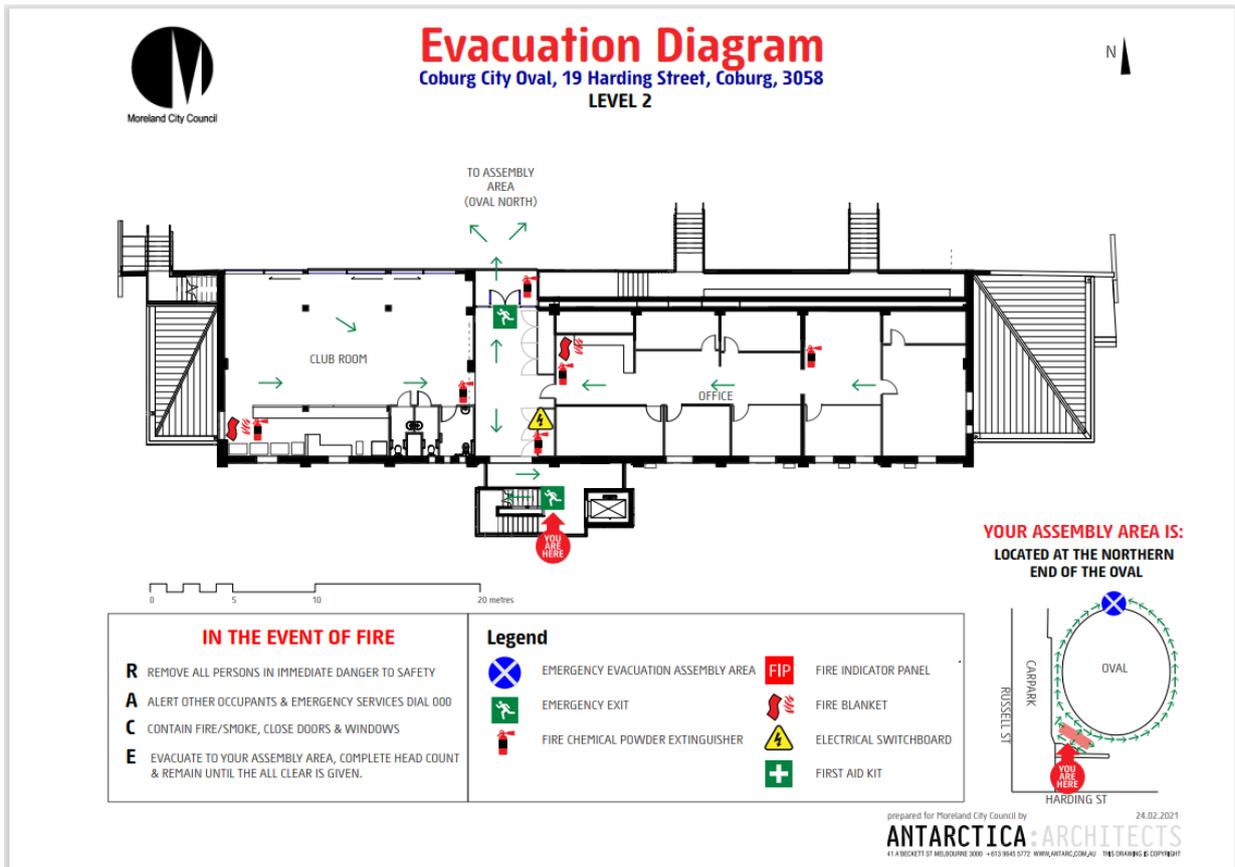
Should it be found that clubs are not meeting their obligations, Council will request they be rectified. If issues are not rectified and/or clubs continue to breach their tenancy, Council will rectify the issue at the clubs' expense and/or may withdraw the allocation.

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. A full Maintenance Schedule can be found in Appendix 4.

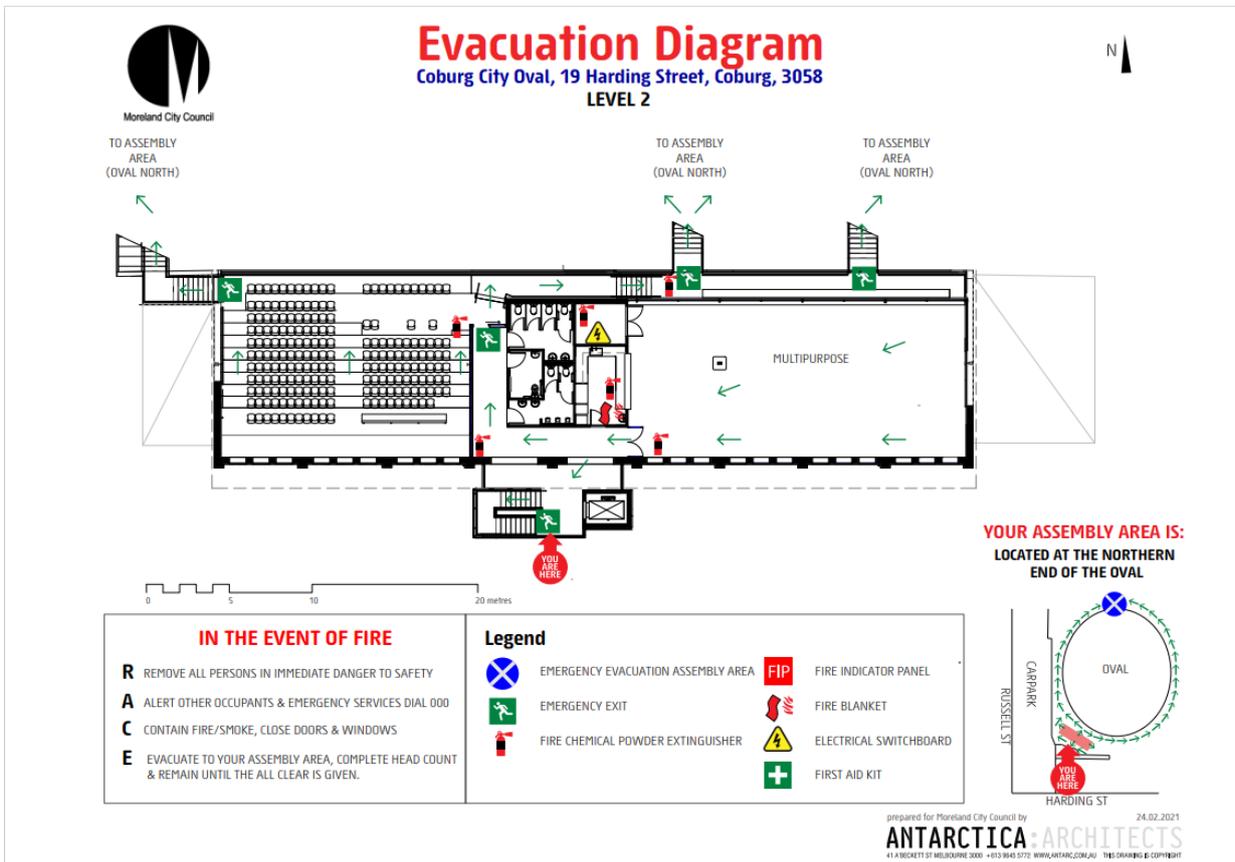
4.5. Dispute Resolution

All grievances or complaints must be made in writing, addressed to the Manager Community Wellbeing. If a dispute cannot be resolved, then a determination in writing by the Director of Community Development shall apply.

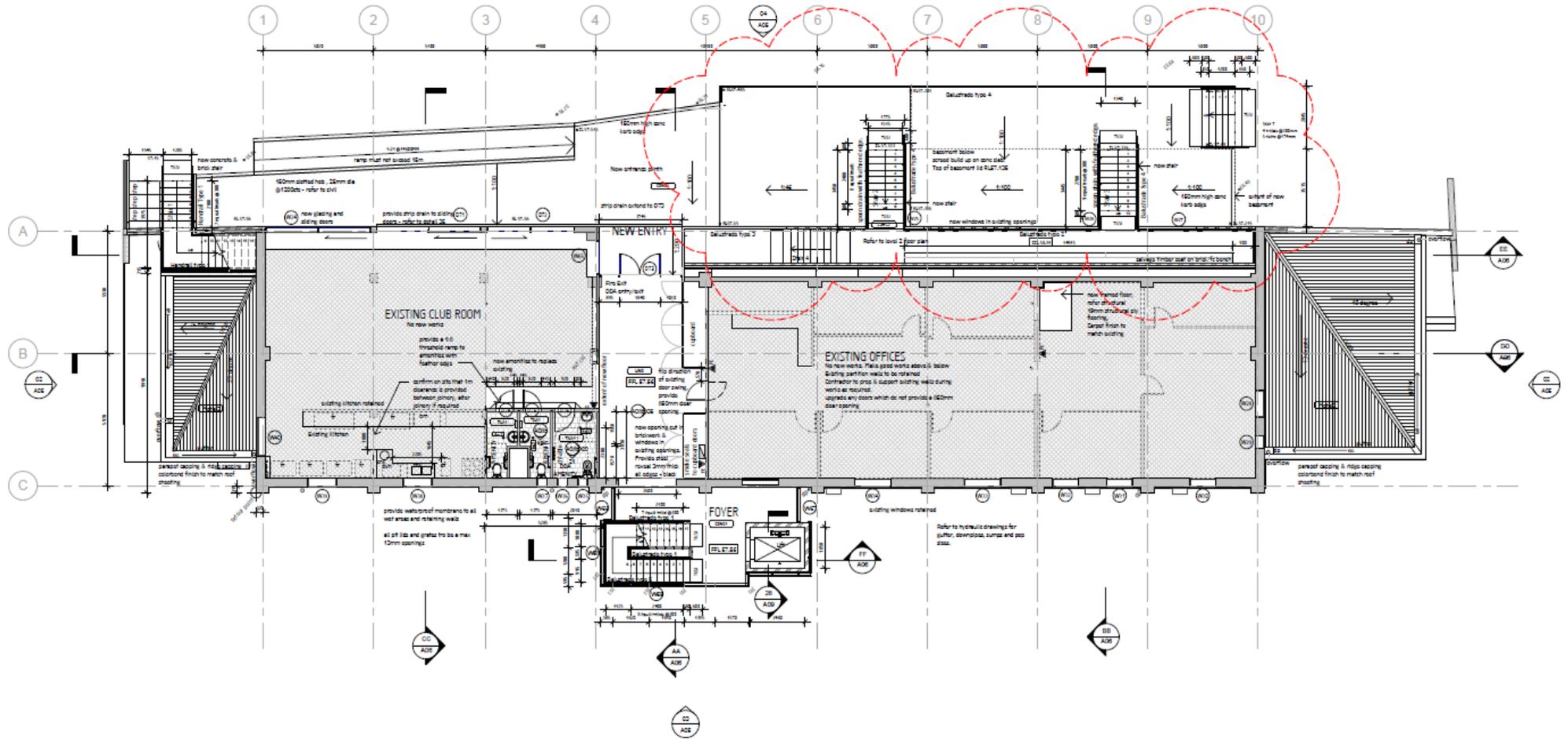
First Floor



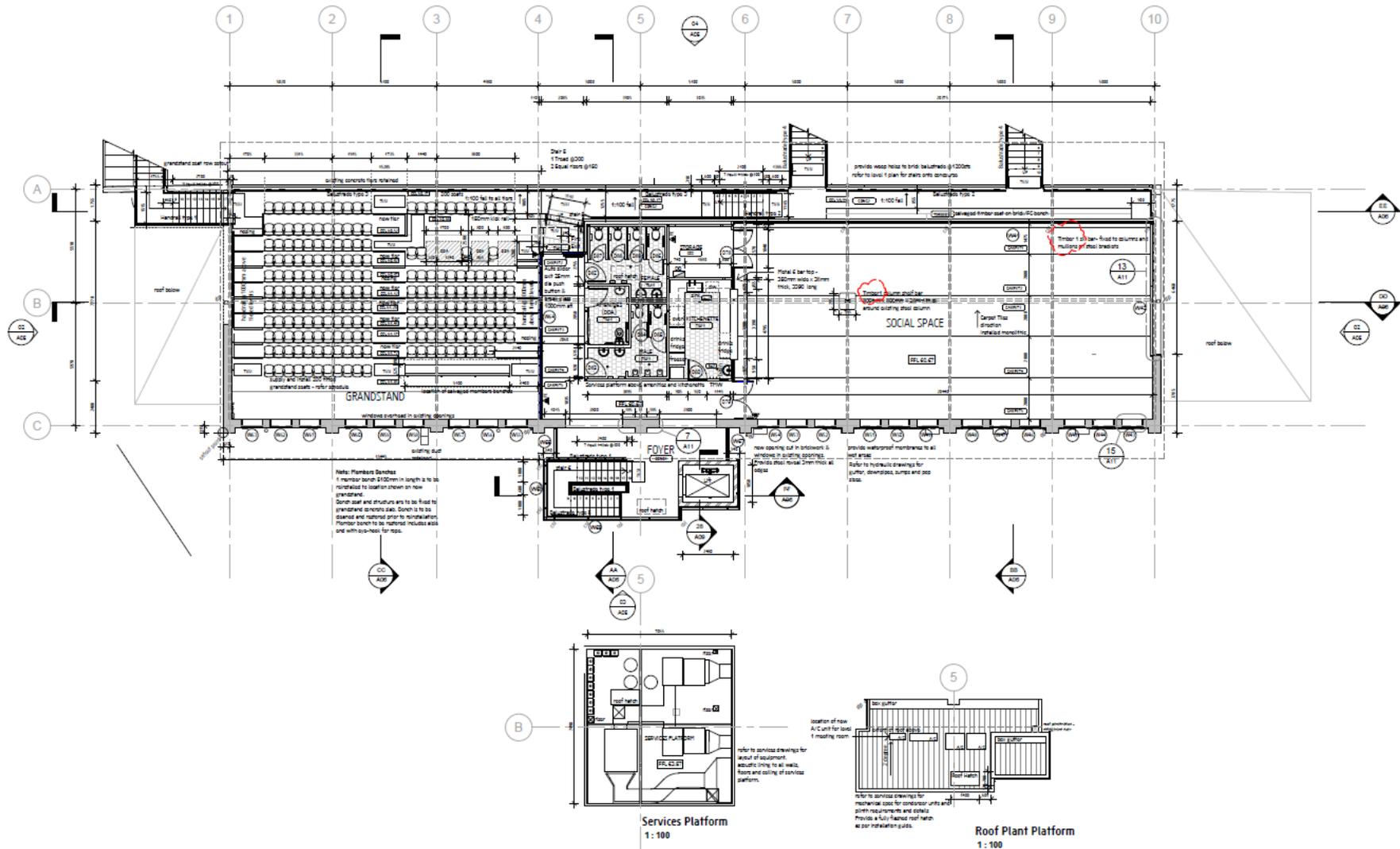
Second Floor



Level 1



Level 2 and Services Mezzanine



7. APPENDIX 3 PAVILION MAINTENANCE SCHEDULE

Clubs should refer to the following schedule at least once per allocation to ensure maintenance is carried out appropriately.

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Fire Extinguisher	Cost of refilling or replacement of equipment damage due to club misuse.	Ensure compliance with Essential Services Regulations.
Keys, Locks	Control of keys issued to the club. Report lost, stolen or damaged keys	Installation and maintenance of locks and keys.
Electrical items	Cost of repairs due to club misuse.	Maintenance and replacement due to age.
Light Fittings	Cost of repairs due to club misuse.	All other maintenance.
Internal Lights	Cost to replace lights and installation by a qualified electrician.	
Doors (incl. cupboard doors and fittings)	Regular cleaning and cost of repairs due to club misuse.	Replacement due to age or structural fault or vandalism.
Floor surfaces and coverings	Regular cleaning, maintenance and replacement.	Ensuring safe base flooring. No responsibility for coverings.
Glass	Keep clean and cost of repair to internal breakages.	Replace all breakages.
Security grills		Maintenance and replacement due to age.
Ceilings	Cost of repairs due to misuse.	Maintenance and replacement due to structural faults or age.
Curtains and blinds	Regular cleaning, repair and replacement.	
Security lighting		Replacement and maintenance as required.
Plumbing and fixtures	Cost of repairs due to misuse.	Repair and renewal of all plumbing fixtures due to age or structural fault.
Waste pipes and sewer drains	Keep clear of foreign objects. Cost of repairs and unblocking due to misuse.	Repair and replace as needed.
Kitchen Level 1	Purchase, maintenance and repair to Food Act standard. Electrical testing in compliance with statutory requirements.	Repairs for oven and rangehood and approval of new installations.
Kitchenette Level 2	Purchase, maintenance and repair to Food Act standard. Electrical testing in compliance with statutory requirements.	Approval of any new installations.
Painting	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.

Skylights	Cost of repairs due to club misuse.	Maintenance, cleaning and repair as required.
Roofs, fascia, boards, guttering		Maintenance, repair and replacement as required.
Internal and external walls	Regular cleaning and cost of repair if damaged through club misuse.	Structural maintenance and repair.
Food handling areas	Keep areas in clean and hygienic state in accordance with Food Act. Regular inspection of oven canopy filters.	Maintenance, repair and replacement due to age or structural fault. Inspections in accordance with Food Act.
Security System	Approved Security Systems may be installed. All costs and installation. Supply codes to Council.	
Telephone/NBN	Installation, cost and maintenance. New installations to be approved by Council.	
Heating/cooling fixtures	Keep control pads/remote controls clean and free from damage	Cost of installation, services and maintenance.
Building alterations	Submit requests for consideration. Approved works under Council supervision.	Managing any club works.
Personal Hygiene Services	All responsibility.	
Utilities	All costs during tenancy period, managed by Council.	Division of costs to tenant clubs.
Insurance	Contents insurance and PLI Insurance.	Building Insurance
Waste storage areas	Keep clean, tidy and locked. Ensure area is used for bins only.	Maintenance of enclosure.
Pest Control	All responsibility.	
Graffiti	Report to Council.	Removal of all graffiti.
Storage	Keep passageways clean including the ground floor corridor. No equipment stored in plant rooms or service cupboards. Cost of removal or disposal of inappropriately stored equipment. Shed to be kept clean, accessible and safe.	
Grandstand	Cleaning and maintenance, cost of repairs due to misuse.	Repairs/replacements
Defibrillation machines		Full maintenance and signage
Other	Gas cylinders may not be stored within the pavilion.	Regular inspection of the pavilion for structural problems and cleanliness.