



Sporting Facilities Guide

- Seasonal and Casual Users

A guide for seasonal, casual and school users of
City of Whitehorse sports fields and support facilities.

City of Whitehorse
December 2006

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1.0 Introduction

1.1 Purpose

The purpose of the Sporting Facilities Guide – Seasonal and Casual Users (“the Guide”) is to allow User Group/s of Council Facilities to;

1. better understand the principles guiding the seasonal and casual allocation of Council Facilities;
2. clearly identify Council’s requirements and responsibilities;
3. clearly identify the responsibilities of User Groups;
4. outline the process for facility development and;
5. to provide a framework that is both equitable and easily administered.

1.2 Background

Council adopted the Whitehorse Sports Field Strategy in July 1996. This is the third significant review and the strategy has been amended to reflect the expectations of Council and local community sporting clubs. The strategy has changed names over this time and more recently has been referred to as the Sports Field User Guide.

The name change to *Sporting Facilities Guide – Seasonal and Casual Users* better reflects the scope and management of Facilities, which include both Sport Fields and Pavilions. The Guide will also be useful for both sporting clubs and other recreation groups, that use Council’s Sports Fields and Pavilions.

The document was developed to assist clubs, associations and other User Groups of Council Sports Fields and Pavilions to better understand Council’s requirements in regard to the operation and development of sporting Facilities in the City of Whitehorse.

The *Sporting Facilities Guide – Seasonal and Casual Users* is the result of a comprehensive review and fits within Council’s broader corporate policies including the *Our Vision for Whitehorse 2016, Council Plan* (2006 – 2010), and the *Recreation Strategy Plan* (2004 – 2009).

1.3 Scope

This policy applies to the allocation, fee structure and facility development of Sporting Facilities in the City of Whitehorse that are exclusively managed by Council or are managed in partnership with Council.

To ensure that the Guide is easy to use the document comprises of two main sections.

Section One - Policy Statement

The purpose of this section is to provide information to current and potential User Group/s of Council Facilities with the broader guiding principles Council considers when allocating Sports Facilities within the City of Whitehorse.

This section recognises the City of Whitehorse Council Plan (2006 – 2010) as the basis for planning and also considers Corporate Policies that directly relate to the allocation or use of Council Facilities.

Section Two - User Guidelines

The purpose of this section is to provide current User Group/s of Council Facilities with a better understanding of Council's position in regard to the operation and development of Sports Facilities within the City of Whitehorse.

It is important to recognise that the Guide is an evolving document and has been designed so sections can be added to or amended easily.

The Guide will be reviewed annually with a view to making minor changes where necessary and a comprehensive review will be conducted every five years.

1.4 Definitions

Sport – means an organised and competitive activity that aims to promote physical activity and well being.

Sports Field – means an area of open space provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity.

Reserve – means the area of land, which will contain not only a sports field but other community infrastructure and open space.

Pavilion – means the Council building utilised by User Groups to support the provision of their activity.

Multi Purpose Room – means a room within the Pavilion that is multi functional in nature which is available for sports clubs for social activities or other compatible community groups for their activities.

Facility/ies – means both the Sports Field and Pavilion.

Support Facility/ies – means provisions that are made specifically to assist in the conduct of formal sporting training or competition.

Seasonal Use- means the licence granted to any Sports Club, Organisation or School to use a Sports Field and/or Pavilion over the duration of either a Summer Sports Season or Winter Sports Season as per the dates, times and use listed in the Seasonal Licence Agreement.

Casual Use- means the use outside of Seasonal Use or use by any informal group, which has been granted access for a 'one off' use of a Sports Field and/or Pavilion.

User Group/s - means any sporting club, group, association or school using any reserve, Sports Field or sporting / recreational facility on either a seasonal or casual basis.

Tenant Club/s- means any Club, Organisation or School who has been allocated the Seasonal Use of a facility or Sports Field.

Council – means the Whitehorse City Council constituted on 15 December 1994.

Club Event – Any activity undertaken as part of club operations other than training or competition as outlined on a seasonal licence.

Association Representative Match or Training – A match or training session conducted by an Association made up of Whitehorse affiliated clubs.

Junior – Any team entered into an under 17's or lower section of competition.

Any reference to a Council Officer by title (e.g. Recreation Services Officer) in the Guide means and includes both anyone acting in that position or other Council Officers nominated by Council to act for Council in place of the Officer so named.

1.5 Framework

The Guide forms the terms and conditions on which Council Facilities are used on a seasonal and casual basis. **It is important for User Group/s to fully read and ensure they understand all sections.**

Submitting an Application Form for Seasonal or Casual Use (Appendices One and Two attached) means that, if the application is approved by Council, the User Group and its members, or anyone they allow on or in the relevant Council Facility, are bound by all of the terms and conditions in the Guide.

The Agreement for Use between Council and the User Group is formed by the group's application form, Council's licence agreement, the Guide (and any related documents referred to in it).

Occasionally, Council may impose some special (extra) conditions on a User Group's use of a Facility. For example, these conditions may involve additional requirements being placed on a User Group given its history (or lack of history) of use of Council Facilities. The special conditions may also reflect specific requirements or issues that arise from a particular type of Facility or purpose of use. If Council is going to add any special conditions of use then they will be covered within Council's letter of acceptance of the User Group's application. The User Group understands and agrees to be bound by the special conditions. If there is any inconsistency between the special conditions and the Guide, then the special conditions prevail to the extent of the inconsistency.

If you have any questions about the Guide or application process (Section 1.6) please do not hesitate to contact Council's Parks Planning and Recreation staff.

By providing this framework Council wishes to continue the strong relationship that has been forged between Council and all User Groups within Whitehorse. Council hopes, through the Guide, to optimise the use of Council Facilities and hence the community benefits they provide.

1.6 Application Process

An application process applies for the allocation of Council Facilities. The process will vary slightly for the seasonal and casual application process and has been outlined below.

Seasonal Application Process

Step One: The User Group requesting Seasonal Use of a Council Facility should fully read this document and ensure they understand all of the obligations it imposes on them should their application for use be successful.

Step Two: Complete the Application Form (a sample copy of a Seasonal Application Form is attached as Appendix One) and submit to Council. The timing of an application is critical. If the User Group wishes to use a Facility for winter or summer the application will need to be submitted to Council's Parks Planning and Recreation Unit on the date indicated on the cover letter sent from Council regarding winter or summer allocations.

Step Three: Council will consider and process the application. Council may request further information from the User Group, which will affect the time taken to process the application. Applications for Seasonal Use are usually processed within 6 - 8 weeks. If there are delays, as a result for example to a large number of seasonal application forms received than expected, Council will contact affected applicants to let them know of the delay and when a decision on their application will be made.

Step Four: Council will confirm in writing the outcome of the User Group's application. As noted in the previous section, 1.5 Framework, if an application is successful then the agreement for use is bound by the User Group's application form, Council's licence agreement and the Guide (and any related documents referred to in it). User Groups are to forward fixture dates to confirm any tentative allocation dates. Clubs also need to note Council can add special conditions to the approved use. If the User Group is dissatisfied with the final allocation received then they may appeal in writing to the Team Leader Parks Planning and Recreation.

Casual Application Process

Step One: The User Group requesting Casual Use of a Council Facility should fully read this document and ensure they understand all of the obligations it imposes on them should their application for use be successful.

Step Two: Complete the Application Form (a sample copy of a Casual Application Form is attached as Appendix Two) and submit it to Council. The application form along with all of the information required by Council in relation to joint named insurance, bond money etc needs to be received by the Administration Officer Parks Planning and Recreation no later than ten (10) working days before the date of use.

Step Three: Council will consider and process the application. Council may request further information from the User Group, which will affect

the time taken to process the application. Applications for Casual Use are usually processed within five (5) working days.

Step Four: Council will confirm in writing notification of the outcome of the User Group's application. As noted in the previous section, 1.5 Framework, if an application is successful then the Agreement for Use is bound by the application, Council's letter of acceptance and this Guide.

Section One

2.0 Policy Statement

The City of Whitehorse has several key corporate and strategic documents that support and guide the provision of sport and recreation opportunities within the municipality. These corporate documents support the Sporting Facilities Guide and include:

Our Vision for Whitehorse 2016

This *Vision* represents the City's goals and aspirations for the future of this community. It commits Whitehorse City Council to a set of priorities for future action. One of the goals of the *Vision* is:

"The community will have access to a comprehensive, high quality and affordable range of services and facilities that cater for their current and future needs."

Council Plan (2006-2010)

The Council Plan sets the strategic objectives and outlines the broad strategies to achieve these objectives. Council's strategic objectives include:

1. Provide responsible leadership and governance;
2. Foster our local economy;
3. Support our community;
4. Care for our natural environment and;
5. Create sustainable urban environments.

Recreation Strategy Plan (2004-2009)

The Recreation Strategy Plan (2004 – 2009) will guide the delivery of sport and recreation in the municipality. The Recreation Strategy Plan recognises the benefits from well managed and utilised Facilities.

2.1 Objectives

The following objectives provide the framework for the establishment of an equitable and administratively efficient pricing and Sporting Facilities management system:

Efficient and effective use of Council resources.

Establish a fair and equitable way of charging for Sports Fields and Pavilions.

Encourage increased participation in Sports.

Minimise potential overuse of Sports Fields by efficiently distributing Facilities and eliminating inappropriate usages as deemed by Council.

- Enhance positive User Group/s attitudes and responsibility towards Facilities.
- Ensure the fees & charges reflect the standard of the Facility and the Tenant Club's financial capacity to pay the fees and charges.
- Ensure the provision of a range of quality, accessible recreation and Sporting Facilities.
- To recover approximately 25% of Council's Facility maintenance expenditure from User Groups and Tenant Clubs.
- To provide a comprehensive and easy to understand seasonal and casual Sporting Facilities Guide which clearly details the responsibilities of Council and User Groups.

2.2 Principles

The following principles have been developed to guide this policy.

- a) Access to Sports Facilities
Council can encourage greater utilisation by effectively managing and implementing seasonal agreements for sports Facilities and by clearly defining the relationship and obligations between itself, as the owner or manager, the Tenant Clubs and the neighbouring community through the conditions specified in the seasonal licence agreement.
- b) Efficiency and Cost
The administration of the seasonal charging and allocation system must be simple, as well as time and cost efficient.
- c) Managing Price Adjustments
Council will make price adjustments that recognise and encourage the sporting participation by a wide variety of User Groups such as juniors, older adults, women, people from Culturally and Linguistically Diverse (CALD) backgrounds and people with disabilities, whilst recognising existing agreements with User Groups / Tenant Clubs.
- d) Categories of Sports Facilities
Sport in Australia operates on a tiered system of competition from the elite level through to a mass participation level. A diversity of standards in Sport Fields and associated infrastructure will be available which best meet the different needs of User Groups / Tenant Clubs.
- e) Licence Agreements
All User Groups of Council's Facilities are required to complete the relevant "Application to use Council Facilities" and must abide by the conditions of the agreements. (Refer - Appendix One and Appendix Two).
- f) Charging for Facilities
Maintenance costs will form the basis of fees and charges for both Casual and Seasonal Use. User Groups are to pay the appropriate fees and charges for use of the Facilities.
- g) Use of Sports Fields
Council reserves the right to withdraw any Sports Field from availability to be booked or cancel existing bookings at any time if it is seeking to protect the playing surface, due to risk, or if it is planning capital or maintenance works. This may also be the case in poor weather conditions (either wet or

dry conditions) where use may be detrimental to the condition of the playing surface or pose a risk to users for organised sporting activities.

These potential ground closures are based on three elements: protecting Council's assets, safety of all sports field users and management of sports fields to ensure the sustainability of sports clubs.

3.0 Facility Classifications

3.1 Sports Field Classifications

Variations exist in the standard of Sports Fields and amenities, and in the requirements of Tenant Clubs throughout the municipality. These variations have been classified so that a lower standard of Sports Field is charged at a lower rate than a Sports Field of a higher standard.

Each Sports Field has been evaluated to ascertain within which of five standard classifications it falls. These classifications are A, B, C and D with A being of highest quality and D being of lowest quality. A further classification, being AA, is for those Sports Fields meeting the A criteria with additional components that require additional maintenance. These Sports Fields often have the infrastructure in place to allow Tenant Clubs a greater capacity to make additional revenue.

The classification of each Sports Field will form the basis on which the fees will be determined. The criteria under which Sports Fields are classified includes:

- Sports Field profile and on field infrastructure eg sand profile, irrigation, drainage.
- Surface quality (evenness and coverage).
- Associated infrastructure eg training lights, perimeter fencing, car parking, viewing areas, concrete spoon drain.
- Capacity to charge.

The current classifications will be re-assessed over the life of the Policy as Sports Fields are upgraded. Sports Fields with significant improvements will be upgraded in consultation with Tenant Clubs.

3.2 Sports Fields - List of Classifications

LOCATION	AA	A	B	C	D
Ballyshannassy Park Sth					
Ballyshannassy Park Nth					
Bennettswood Reserve Sth					
Billabong Park Sth (main)					
Billabong Park Nth					
Box Hill Gardens					
Box Hill Oval					
Davey Lane					
East Burwood Reserve Sth					
East Burwood Reserve Nth					
Eley Park					
Elgar Park Sth East					
Elgar Park Sth West					
Elgar Park Nth West					
Elgar Park Nth East					
Forest Hill Reserve					
Heatherdale Reserve East					
Heatherdale Reserve West					
Heatherdale Reserve (Retarding basin)					
Highbury Park					
Kalang Park					
Koonung Reserve East					
Koonung Reserve West					
Mahoneys Reserve Nth					
Mahoneys Reserve Sth East (Soccer)					
Mahoneys Reserve Sth Mid.					
Mahoneys Reserve Sth West					
Mirrabooka Mid					
Mirrabooka West					
Mirrabooka South					
Mirrabooka North					
Mont Albert Reserve					
Morton Park East					
Morton Park West					
Simpson Park					
Sparks Reserve Sth					
Sparks Reserve Nth					
Sparks Reserve Archery					
Sparks Reserve West (Soccer)					
Springfield Park West					
Springfield Park East					
Surrey Park Sth West					
Surrey Park Nth West					
Surrey Park Nth East					
Surrey Park Sth East					
Terrara Park West					
Terrara Park Mid.					
Terrara Park East					
Vermont Reserve					
Walker Park					
Wembley Park					
Whitehorse Reserve					

3.3 Pavilion Classifications

Pavilions have been evaluated and given a classification according to the components provided in the Pavilion as well as Support Facilities. The criteria under which Pavilions are classified includes the provision of:

- Change rooms / amenities.
- Kitchen facilities eg kitchenette, kiosk or full kitchen.
- Covered viewing areas.
- Toilets (inside or outside).
- Umpires change facilities.
- Storage.
- First Aid / Medical Room.
- Timekeepers / Scorer box.
- Multi Purpose Room.

The current classifications will be re-assessed over the life of the Policy as Pavilions are upgraded. Pavilions with significant improvement will be upgraded in consultation with Tenant Clubs.

Each Pavilion has been evaluated to ascertain within which of four standard classifications it falls. These classifications are AA, A, B and C with AA offering more Pavilion components and C offering basic components.

3.4 Pavilions - List of Classifications

LOCATION	AA	A	B	C
Ballyshannassy Park				
Bennettswood Reserve Sth				
Bennettswood Reserve Nth				
Billabong Park				
Box Hill City Oval North				
Box Hill City Oval South				
East Burwood Reserve Sth				
Elgar Park South				
Elgar Park North				
Forest Hill Reserve				
Heatherdale Reserve				
Kalang Park				
Koonung Reserve				
Mahoneys Reserve North				
Mahoneys Reserve South				
Mirrabooka				
Mont Albert Reserve				
Morton Park				
Sparks Reserve Sth				
Sparks Reserve Nth				
Springfield Park West				
Springfield Park East (incl. Cottage)				
Surrey Park South West				
Surrey Park North Central				
Terrara Park 1 West				
Terrara Park 2				
Terrara Park 3				
Terrara Park 4 East				
Vermont Reserve				
Walker Park				
Wembley Park				
Whitehorse Reserve				

4.0 Allocation Agreements

4.1 Sports Field Allocations

Allocations will be made through two types of agreements:

Seasonal Licence Agreement

Casual Booking

4.1.1 Seasonal Sports Field Allocation

This section outlines the allocation process for all Sports. Applications will be called for in December/January and June/July of each year with a date for return specified on the application forms. Confirmation of allocation will be forwarded to clubs in March and September allowing the use of Sports Fields from the following dates.

Summer Sports ~ 1 October-28 February (or end of fixtured season)

Winter Sports ~ 1 April- 31 August (or end of fixtured season)

For those sports that do not have seasons aligned to the dates as identified above, Council may consider allocations for both seasons.

Allocations will be made on the basis that Tenant Clubs will use Sports Fields for both competition and training. No classifications will exist for Tenant Clubs that only train or only play at a venue. This practice is applied because of the limited number of Sports Fields for the number of clubs seeking to use them.

Whilst the value of having Tenant Clubs train and play at separate venues is evident in Sports Field maintenance, it is more important to ensure each Tenant Club has access to a Sports Field and a potential 'home' base.

In allocating Sports Fields Council will give consideration to a number of variables including:

History of club within municipality.

City of Whitehorse based teams.

Current and proposed planning and effective management of the club.

Clubs that historically use Council owned Facilities.

Sports Field/Pavilion suitability assessment to ensure the Sport is suitable from a risk perspective for the size of the Sports Field and Support Facilities.

User Group/s previous record eg: fees paid on time, support of Council objectives, cleanliness and care of the Facilities.

All information required to complete the seasonal booking is received by the due dates.

Council is aware that the trends and demand for sporting and recreational activities changes 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 City of Whitehorse.

Due to the cyclical nature of success in Sports competitions, no attempt will be made to match the grading level of clubs within a competition with the grading level of Sports Fields. In most cases it may be possible however to match the standard of the competition with the standard of Facilities required by the association or parent body.

Council will endeavour to provide and allocate Sports Fields and Pavilions on a seasonal 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.

Tenant Clubs will be required to sign an application form outlining their agreement of Council's conditions of use associated with the booking. (*For further information see Section 1.6 Application Process*).

4.1.2 Schools Use of Sports Fields

Use of Sports Fields by school User Groups is subject to the conditions contained in the City of Whitehorse Corporate Policy *Use of and Access Over Council Parks and Reserves*. In summary the policy requires that:

- Term use shall be classified as more than four bookings within a school term.

- For term use, schools must make application to Council no later than ten working days prior to the end of the preceding school term.

- For Casual Use, schools must make application to Council no later than ten working days prior to the day of intended use to enable maintenance works to be co-ordinated.

- Schools wishing to conduct round-robin events must contact Council's Parks Planning and Recreation Unit prior to application.

- Council reserves the right to reject or withdraw any application or withdraw any allocation for the use of Sports Fields during a term if Sports Field conditions deteriorate.

- Schools may use Sports Fields for general Sports in March and mid August to end of September (Term 1 and 3), but cannot specifically book a field for football and cricket in those months. Sports Fields may not be available during these periods due to maintenance of the Sports Field.

- The school will be responsible for the removal of all rubbish generated by participants and spectators as a result of the activity.

- A security deposit of \$300 GST exempt must be lodged with Council against the need to remedy any damage or rubbish removal generated on site as a result of the activity.

- Schools must also submit evidence of a current public liability insurance cover with indemnity of not less than \$10,000,000 per any single claim.

- Sports Fields will only be available for bookings on weekdays between the hours of 9am and 4pm on dates consistent with those established as term dates by the Department of Education and Training.

Council will notify applicants of availability of Sports Fields within 5 working days of receipt of written application.

4.1.3 Casual Permits

Casual permits provide for temporary use of Council Facilities for an agreed period of time during weekdays as well as on the weekends outside of the times nominated on the licence agreement of any Tenant Club in seasonal occupation. Permits will only be issued if application is made in writing using an Application for a Casual Sports Permit (Refer Appendix Two) and is made no later than ten working days prior to actual usage and if the surface of the Sports Field is in suitable condition. Casual User Group/s will be charged according to the fees outlined in Section 5.4. All litter must be removed prior to completion of the use of the Facilities and any damage (vandalism) beyond normal wear and tear will be repaired at the cost of the occupant. A bond of \$300 GST exempt must be lodged with Council against the need to remedy any damage or rubbish removal generated on site as a result of the activity. User Groups must also submit evidence of a current public liability insurance cover with indemnity of not less than \$10,000,000 per any single claim. The designated Officer will administer the casual permit process. For further information about Schools use of Sports Fields please refer to Section 5.3 and 4.1.2.

4.1.4 Hire and Subletting

For Sports Fields with seasonal licence agreements, the Council will undertake the casual booking of the Sports Field. No subletting of Sports Fields by Tenant Clubs is permitted.

For information of hiring and subletting the Sports Pavilion please refer to Section 4.2.2 in this Guide.

4.1.5 Community Access

Council Reserves and parks are open space and can be used by the general community for non structured recreation and leisure activities. Please note that when User Groups have allocation to the Sports Field, general park users wishing to use the Reserve are to be given pedestrian and vehicle access free of charge. All pedestrian access points are to remain open during match days.

4.2 Pavilion Allocations

Access to Pavilions will predominantly be in the form of a seasonal licence agreement. In isolated circumstances a lease agreement for part of the Pavilion (Multi Purpose Room) may be in place with a sports club.

4.2.1 Seasonal Pavilion Allocations

Seasonal Pavilion allocations will be made on a seasonal basis. Application forms will be sent out in December/January and June/July of each year. The date for return will be specified on the application forms. Confirmation of

allocation will be forwarded to clubs in March and September allowing the use of Pavilions from the following dates:

Summer Sports ~ 1 October-28 February (or end of fixtured season).

Winter Sports ~ 1 April- 31 August (or end of fixtured season).

In allocating Pavilions, the Council will give consideration to a number of variables including:

The investment of the club and Council within the Pavilion.

Clubs that historically use Council owned Facilities.

Current and proposed planning and effective management of the club.

City of Whitehorse based teams.

History of the club within the municipality.

User Group/s previous record eg: fees paid on time, support of Council objectives, cleanliness and care of the Facilities.

All information required to complete the seasonal booking is received by the due dates.

Clubs will be required to sign an application form outlining their agreement of Council's conditions of use associated with the booking. *(For further information see Section 1.6 Application Process).*

4.2.2 Casual Permits

Casual permits and school use of Sports Fields do not include Pavilion usage. Pavilions will only be available for Casual Use through negotiation with the seasonal Tenant Club/s and the Parks Planning and Recreation Unit. In these instances fees for use will be payable to the Tenant Club/s. Refer to section 5.9 for fees for casual use of Pavilions.

4.3 Finals

Tenant Clubs/associations must apply to Council's Parks Planning and Recreation Unit to use Sports Fields for training and matches during finals. Training for finals will be made available to Tenant Clubs without additional fees being applied. It is the Tenant Club's responsibility to notify Council in writing if a Sports Field is required for finals use. The responsible association will then be invoiced for this use. Application for finals use must be made 7 working days prior to the intended use, or as soon as confirmation of finals dates are known.

Fees in association with Finals matches

All fees include GST.

These fees will increase each year as determined by Council in the annual budget process.

Cost	Category
\$167 per day per Sports Field	If both competing teams are external to the city of whitehorse municipality.
\$0 per day per Sports Field	If one or both of the competing teams is a city of whitehorse based club.

Casual Use rate applies per Sports Field	If council is not notified 7 working days prior to the intended use.
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(Fees applicable as of 1st April 2012).

If the Tenant Clubs/associations do not notify Council 7 working days prior to the intended finals use and maintenance work has commenced, in preparation for the following season, then Tenant Clubs/associations will pay all maintenance reinstatement costs. Council cannot guarantee the availability of Sports Fields for finals use if notification is at short notice.

Community Consultation and Access

An entry fee is charged at some Sports Fields where finals are played in support of the development of the Sport and the seasonal Tenant Club. It is the Tenant Club / associations responsibility, hosting the final/s, to inform surrounding residents and other User Groups located within the Reserve in writing as to when the finals will be occurring. A copy of this letter is to be forwarded to Council's Recreation Services Officer. This letter will assist the general public in being informed of the upcoming finals, which generally attract larger crowds. It is important to notify residents and other User Groups in maintaining effective relationships and being a responsible neighbour in order to minimise the impact of a busy finals period on residents. Please note that general park users wishing to use the Reserve on final days are to be given pedestrian access at no charge.

4.4 Pre-season Training and Practice Matches

Tenant Clubs seeking the use of Sports Fields for pre-season training or practice matches must follow the process outlined below:

1. The club requesting pre season training must consult and seek written agreement of the Tenant Club.
2. Request Council approval by notifying Council's Recreation Services Officer of the dates and times of the preferred use (include copy of written approval of Tenant Club);
3. Provide Council with a copy of current Certificate of Currency (see section 11.0)
4. Council's Recreation Services Officer will then seek approval from Council's Sportsfield and Capital Team Leader to ensure the field is available and has not been scheduled for any maintenance. The club will be advised of Council approval.

Access to Pavilions will not be available until after the completion of the Tenant Club's allocation and pavilion inspections.

If Tenant Clubs request pre season training or practice matches on a Sports Field / s other than their seasonally allocated Sports Field, casual fees under the "Community Group" category will apply.

If Tenant Clubs request pre season training or practice matches on their seasonally allocated Sports Field, casual fees will not apply.

No practice matches will be permitted on Sports Fields which are being used to host finals or have not been prepared for the current season.

5.0 Fees for Sports Facilities

Non payment of outstanding debt for Sports Facilities by the commencement of the following season will result in no Sports Field/Pavilion allocation.

5.1 Fees for Seasonal Allocations – Sports Fields

Fees are calculated to recover a proportion of the expense of maintaining the Sports Fields throughout the City of Whitehorse. Council will subsidise the use of Sports Fields for competition and/or training to 75% of the cost of Sports Field maintenance. The 25% of maintenance costs that is targeted for recovery will be divided according to Sports Field classification. This provides an equitable balance between the fees and the quality of Facilities being allocated to clubs. The following principles will apply:

No differentiation will be applied between summer and winter seasons.

No differentiation will be applied in fees for the use of fields for training or competition.

No differentiation will be applied to Tenant Clubs that play home and away fixtures.

Where Tenant Clubs share the use of a Sports Field, each Tenant Club will be charged 50% of the seasonal fee or an alternative percentage split as agreed.

Council will recoup the full fee (as outlined in the following Sports Field Summer and Winter Fee Table) regardless of the amount of use, therefore the fee schedule encourages as much use as possible, by as many Clubs as possible to keep seasonal fees to a minimum.

For junior use of Sports Fields, Council will subsidise Tenant Clubs 50% of the full seasonal fees for a Sports Field. Therefore, for junior use, the fees will be half of those for senior use. Tenant Clubs with senior women's teams with sole use of a Sports Field will also be subsidised to 50%.

Any Tenant Club with a Masters team will not be charged for Sports Field use, provided that the team is representing the club which has seasonal allocation of the Sports Field and a fixture demonstrating times of use is provided to Council's Parks Planning and Recreation Unit. If the masters' competition is a separate club or uses a separate Sports Field the fee will be 50% of the senior seasonal fee.

The seasonal fee schedule is devised to encourage as many teams as possible to utilise the Facilities at minimal cost. It is therefore extremely important that Tenant Clubs accurately state the number of teams they are fielding on the Seasonal Application Form.

Seasonal allocation fees will be finalised by 1 November for summer and 1 May for winter. If teams are withdrawn after this time, 25% of the team seasonal fee cost will be retained by Council to cover administrative costs. If teams are added after this time, 25% of the team seasonal fee will be charged in addition to the normal full season fees. Council must be notified in writing of

any changes to the number of teams within the period of the given season. If written notification of team changes is not received within the given season then refunds will not be provided.

If Tenant Clubs team/s with a seasonal booking request an extra Sports Field, other than the seasonally allocated Sports Field/s, for additional or rescheduled matches or training, then casual charges will apply.

All requests must be in writing seeking Council approval from Tenant Club/s who wish to move teams from one Sports Field to another. If a Tenant Club/s team is allocated a non Council owned Sports Field (i.e. Department of Education owned Sports Field) and the Tenant Club wishes to use a City of Whitehorse owned/managed Sports Field then casual fees will be charged.

Any dates, times and purposes not confirmed by Council on their season licence agreement (excluding junior representative games as outlined below) then the club must make written application direct to Council via the Casual application process outlined in Section 4.1.3. Casual fees will apply.

If Tenant Clubs wish to use their seasonally allocated Sports Field for Casual Use, which is totally managed by the club, then 10 working days written notice is required. If 10 working days written notice is received then no fees will be charged. However if written notice is not received with 10 working days notice, casual fees will apply.

If Tenant Clubs request additional training or home and away matches on their seasonally allocated Sports Field/s outside of the days and times nominated on their seasonal licence agreement, a written request is required. Additional fees may apply depending upon the combination of teams wishing to use the nominated Sports Field.

If a third party (i.e. any group, team or club not listed on the seasonal licence agreement) wishes to use a seasonally allocated Sports Field for Casual Use (excluding junior representative games as outlined below) then the third party must make written application direct to Council via the Casual application process outlined in Section 4.1.3. Casual fees will apply.

Where Tenant Clubs intend to host Association Representative Matches or Training, the Parks Planning and Recreation Unit must be notified in writing no later than ten working days prior to the match. For junior use if 10 working days written notice is received then no casual booking fees will be charged. However, if written notice is not received within 10 working days, casual booking fees will apply. All other Association Representative Matches or Training will be applicable to the casual application process and casual fees will apply.

Fees will apply, if turf wicket preparation is required. Council's Parks Wide Department will directly invoice User Group/s if turf wicket preparation is required.

Sports Field Fee Table (Summer and Winter)

Fees are per field only.
All prices include GST.

These fees will increase each year as determined by Council in the annual budget process.

Category	2 Senior & 2 Junior Teams	Senior only 2 Teams	Junior / Women / Veterans 2 Teams Or Recreation Groups
AA	\$ 5,082	\$ 3,387	\$ 1,696
A	\$ 4,064	\$ 2,708	\$ 1,355
B	\$ 3,048	\$ 2,033	\$ 1,016
C	\$ 2,287	\$ 1,523	\$ 761
D	\$ 1,524	\$ 1,017	\$ 508

(Fees applicable as of 1st April 2012).

Recreation groups refer to those sports and recreation groups that are not traditional or mainstream yet are important in providing a diverse range of recreational opportunities for the broader community. Recreation groups can also include sport and recreation activities that provide for mixed gender teams.

5.2 Additional Fee - Turf wickets

Presently, Council fully maintains three turf Sports Fields within the municipality during the summer season. The Sports Fields are Box Hill City Oval, Mont Albert Reserve and Surrey Park South West.

Council will subsidise 75% the cost of preparation of one turf wicket table and one practice table for each Tenant Club in competitions requiring such standard Facilities. Within the practice wicket table, two practice wickets will be prepared for each Tenant Club. 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 Tenant Club.

It is more expensive maintaining turf ovals and practice wickets than maintaining concrete and synthetic pitches in summer, and for all winter activities.

For this reason an additional fee of \$7,409 (includes GST) will be charged to Tenant Clubs that are allocated a turf cricket pitch during summer (fees to commence in 2007/08 summer plus an additional increase based on the 2007/08 Council Budget appropriations). This fee will increase each year as determined by Council in the annual budget process. One half of this fee will be invoiced in November and the balance of the turf wicket fee will be invoiced in February.

Over the next five years, in line with the next comprehensive review of this Guide, Council will continue to review the cost of turf preparations based on preparing a high quality and safe Sports Fields for Tenant Clubs.

Council will prepare match and practice wickets for the semi finals of home and away competition at no charge to the Tenant Clubs if they involve Whitehorse based clubs. For Grand Finals, final match fees will be applicable

as indicated in section 4.3 and turf wicket preparation fees will also apply. Fees will be charged to the cricket association. The following allocation conditions will also apply:

Country Week will be considered a fixtured event; therefore no additional fee will be required.

For visiting internationals, state teams or exhibition matches a fee of \$171 including GST will apply for centre wicket preparation. The cost will be \$342 including GST if practice wickets are also required.

These fees will increase each year as determined by Council in the annual budget process.

5.3 Schools Use of Sports Fields

Schools wishing to use Council's Sports Fields must apply in writing via the process outlined in Section 4.1.2.

Schools located within the municipality will not be charged fees for use of Sports Fields.

Schools located outside the municipality will be charged fees to use Sports Fields.

Schools use will be charged according to the following rates per term.

- All prices include GST.
- These fees will increase each year as determined by Council in the annual budget process.

Category	AA and A	B	C and D
Whitehorse School (per term)	\$0	\$0	\$0
External school (per term)	\$ 135	\$ 118	\$ 101

(Fees applicable as of 1st April 2012).

Please note educational institutions such as TAFE or tertiary institutions and school associations such as the Victorian Secondary School Sports Association and the Victorian Primary School Sports Association will be considered a community group and charged accordingly as outlined in section 5.4 *Casual Use of Sports Field*.

5.4 Casual Use of Sports Fields

Casual User Group/s wishing to utilise Council's Sports Fields must apply in writing via the process outlined in Section 4.1.3.

Casual User Group/s will be charged according to the following rates per day. All prices include GST. These fees will increase each year as determined by Council in the annual budget process.

Category	AA and A	B	C and D
Commercial groups	\$ 340	\$254	\$168
Community groups	\$ 135	\$118	\$101
School User Groups (outside of Municipality)	\$ 135	\$118	\$101

(Fees applicable as of 1st April 2012).

5.5 Commercial use of Sports Fields

Council, from time to time, receive requests from commercial/private operators to utilise Sports Fields to conduct recreation and fitness activities and classes. Council supports programs that provides diverse recreation opportunities and encourage a healthier lifestyle for the community. Sports Fields for commercial/private operators will be allocated provided that the allocation does not displace an incorporated community group. Commercial/private operators will be deemed to be any group or individual who are not incorporated under the Associations Incorporation Act (1981). Fees for commercial groups are outlined under section 5.4 Casual Use of Sports Fields.

5.6 Fees for Pavilions

As with Sports Fields, Council will subsidise the major maintenance of Pavilions to 75%. Fees for seasonal Pavilion use will be set according to classification providing a balance between fees and the components within the Pavilions. The total Pavilion fee will be charged where seniors and juniors use the same Pavilion. Where seniors are in sole use of a Pavilion the fee will be 75% of that for both senior and junior. Where juniors are in sole use the fee will be 25% of that for both senior and junior.

Pavilion Fee Table (Summer and Winter)

All prices include GST.

These fees will increase each year as determined by Council in the annual budget process.

Category	2 Senior & 2 Junior / Women's Teams	Senior only 2 Teams	Junior / Women 2 Teams
AA	\$ 1,188	\$ 889	\$ 298
A	\$ 1,017	\$ 761	\$ 254
B	\$ 848	\$ 636	\$ 212
C	\$ 676	\$ 508	\$ 170

(Fees applicable as of 1st April 2012).

5.7 Facility Bond

5.7.1 Seasonal Users

A bond of \$300 (GST exclusive) is to be paid to Council's Parks Planning and Recreation Unit at the time of application for Sports Fields or Pavilions. The bond is made payable to cover any damage caused to Council's Facilities or loss of keys (which may require the change of locks to the Facility). At the end of the season the bond will be returned to the hirers if the Facilities are left in a satisfactory condition.

Council officers will conduct an inspection of Facilities during business hours (over a period of 2 –3 days) on specified dates between the end of one season and the commencement of the next. Tenant Clubs will be sent a letter, one month prior, requesting their attendance during the Pavilion inspection with Council's Recreation Services Officer and Facilities Maintenance Coordinator.

Any Tenant Club which leaves a Pavilion or a Sports Field in an unsatisfactory state will receive a written notice of the faults and will be given a reasonable time to remedy them. If the faults remain at the end of this period Council will use the bond to restore the Pavilion and/or Sports Field back to appropriate building regulations/acceptable standard. Any money remaining from the bond after completing rectification works will be returned to the Tenant Club. If the cost of rectification works exceeds the bond then Council shall invoice the Tenant Club for the additional amount. The cost of keys not returned or lost/stolen will be recovered from the bond.

Incoming Tenant Club/s will be required to sign a building condition report prior to collecting the keys and gaining access to the Pavilion.

All seasonally allocated Pavilions will be placed on a master key system that allows Council to gain access to complete any scheduled maintenance works.

Two locks have been fitted to the vehicle gate accessing the Sports Field. One of these locks provides parks maintenance access. The other lock has been fitted to allow emergency access only. The Metropolitan Ambulance Service has the relevant keys to access the Sports Field in case of an emergency.

5.7.2 Casual Users

A bond of \$300 (GST exclusive) will apply for casual and school User Group/s of Sports Fields.

5.7.3 Dates for Key Return and Allocation

The return of keys will occur on a specified date between the seasons. Tenant Clubs will be informed of this date in writing and will occur around the same time as Pavilion inspections.

If Tenant Clubs are late in returning keys then \$50 will be withheld from their facility bond.

A minimum of six sets of Pavilion keys will be issued per Tenant Club, to the nominated Office Bearers appearing on the seasonal application form. Tenant Clubs may apply for additional sets of keys. Requests for additional sets, over and above the minimum, must be received in writing from a nominated Office Bearer, stating the name of the Tenant Club person wishing to receive additional keys. Tenant Clubs requiring more than six sets of keys will meet the costs.

5.8 Utilities

Tenant Clubs will be responsible for meeting the utility charges of Pavilions allocated for their Seasonal Use. This includes all telephone, electricity and gas charges. In the future water meters may be installed within Pavilions. Water consumption, similar to other utilities, will be based on a user pays system, therefore Tenant Clubs will be charged costs associated with Pavilion water usage. Where Tenant Clubs share Facilities, each club will be responsible for a percentage of the utility charges. The clubs and Council's Parks Planning and Recreation Unit will negotiate this percentage, however, as a guide the ratio is likely to be 50% of seasonal share. Council will endeavour to request meter readings to coincide with occupancy changes.

Where connection of services is made for the exclusive use of a Tenant Club the cost of such connection will be borne by the club. These connections are considered to be activity based. Where service based connections are provided for community use this will be the responsibility of Council.

Non payment of outstanding debt for utilities by the commencement of the following season will result in no Sports Field/Pavilion allocation.

5.9 Casual Use of Pavilions

Casual User Group/s seeking use of Pavilions that are not allocated to seasonal User Group/s will be charged according to the following rates. These fees apply for all Pavilions regardless of category.

All prices include GST.

These fees will increase each year as determined by Council in the annual budget process.

Commercial groups	\$ 254.00 per day
Community groups	\$ 85.00 per day
Bond Amount	\$300 per booking (GST Exempt)

(Fees applicable as of 1st April 2012).

Where Tenant Clubs have been seasonally allocated the use of Pavilions, Casual User Group/s must negotiate use with that Tenant Club and the Tenant Club can charge, up to the casual user amounts and bond based on the above table. However, if the Facilities are not in an appropriate standard of cleanliness for alternative users, the Tenant Club must return any fees received to the Casual User Group/s.

It is the Tenant Clubs responsibility to ensure Casual User Group/s have appropriate insurance (minimum \$10M public liability insurance) to cover for any damage caused as a result of the Casual Use of Council's Facilities. It will be the responsibility of the Tenant Club to rectify any damage caused by the Casual User Group/s.

5.10 Payments to Council

The fees for use of Facilities will be stated on the seasonal licence agreement confirming allocation. An invoice for fees will also be sent to Tenant Clubs in two instalments for each season according to the following dates.

Summer season

1. 50% of total fees in November.
2. Balance of fees in February.

Winter season

1. 50% of total fees in May.
2. Balance of fees in August.

Tenant Clubs will be charged fees based on allocations made as a result of applications received. Therefore, care must be taken to only apply for those Facilities required for the upcoming season. Where Tenant Clubs make application for Facilities and do not use them because of failure to field teams, 25% of the seasonal fee will be retained by Council to cover administrative costs (as per section 5.1 Fees for Seasonal Allocations).

Non-payment of outstanding debt by the commencement of the following season will result in no allocation being made.

The club will pay the full cost of debt collection required by Council to resolve accounts prior to further application for Facility use.

5.11 Refunds for Casual User Group/s

NO refunds will be issued for the cancellation of a casual booking. Council may postpone a casual booking provided the casual User Group notifies Council in writing no later than 5 working days before their booking. If less than 5 working days written notice has been provided then the booking cannot be postponed and no refund will be issued.

5.12 Incorporation

Seasonal User Group/s must be incorporated. Applications for seasonal bookings will not be considered until proof of incorporation is provided.

Incorporation creates a legal identity for the Seasonal User Group/s, separate from that of its members. For more information on how to become incorporated, Seasonal User Group/s should contact Consumer Affairs Victoria on 1300 55 81 81 or visit www.consumer.vic.gov.au.

Section Two

6.0 Maintenance

6.1 *Turf Wickets*

Refer to Section 5.2.

6.2 *Covering and Uncovering of Concrete Wickets*

Council will be responsible for covering and uncovering concrete cricket wickets on Sports Fields. This will be undertaken during the period between the end of one fixtured season and before the commencement of the next fixtured season. The covering of wickets in preparation for the winter season generally occurs sometime during March / April and the uncovering of wickets in preparation for the summer season generally occurs sometime during August / September. The covering / uncovering of wickets is dependent upon the ParksWide Department's schedule and the weather conditions at the time.

If cricket clubs, football clubs and / or associations wish to use Sports Fields for finals matches or training they must notify Council's Recreation Services Officer two weeks before the finals commence. Even if finals positions are not clear until the last week of fixtured matches, it is still the responsibility of Tenant Clubs and / or Associations that will potentially be hosting the finals, to contact Council's Recreation Services Officer. If this contact is not made and Council covers or uncovers pitches the cost to do these works a second time and reinstate the 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.

6.3 *Installation of New Synthetic Cricket Cover*

If a Tenant Club requests a new (does not currently exist) synthetic Cricket Cover then the Tenant Club will be responsible for 100% of the costs.

If under Council's strategic planning process a need is determined to install a new (does not currently exist) synthetic cricket cover then Council will share the costs with the Tenant Club and both parties will pay 50% of the costs for the supply and installation of new synthetic covers. This is subject to funding as part of Council's annual capital works budget process.

6.4 *Maintenance and Replacement of Existing Concrete Wickets and/or Synthetic Cricket Covers*

Council will contribute 50% for replacement of concrete wickets. Council will also contribute 50% for replacement of synthetic cricket covers. The clubs will contribute the balance of the costs. Council will fund 100% of the replacement of vandalised synthetic covers/all season covers. Council funding is subject to Council's annual capital works budget process. Maintenance of synthetic covers is the full responsibility of the Tenant Club/s.

6.5 Pavilion Maintenance

In addition to being discussed throughout this Guide, a comprehensive table outlining the maintenance responsibilities of Tenant Clubs and Council is summarised in Appendix Three.

All maintenance requests need to be forwarded to Council Infrastructure Unit on telephone 9262 6222.

Where Tenant Clubs have non-standard arrangements for the maintenance of Pavilions a separate agreement must be signed by both Council and the Tenant Club.

6.6 Protection of the Sports Field Surface

Council's ParksWide Department will monitor the state of Sports Field surfaces and may require Tenant Clubs to vary their usage of Sports Fields if it is deemed that damage to Sports Fields may occur due to continued use in poor conditions or the risk of personal injury to individuals. In this instance Council's Recreation Services Officer will notify the Tenant Club within 24 hours of the decision. Casual bookings will be cancelled or relocated as a first option to maintaining the Sports Field in a suitable condition.

The ParksWide Department may suspend a Sports Field booking at any time if it is deemed that the competition and training loads or environmental conditions are having a detrimental effect on the Sports Field. The Council may consider a reduction of seasonal fees if it cannot play competition on its allocated Sports Field and is not able to re-fixture competition to another date at the same venue, or the same date at another Council venue.

6.7 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 programmed into Council capital works budgets. Where access roads require grading Council will complete the works on a continuous maintenance cycle.

7.0 Sports Infrastructure

Council and Tenant Clubs have joint responsibility to ensure that equipment and infrastructure used in support of Sport and recreational activities is safe for all park users including people not directly associated with the sporting activity. It is essential that Tenant Clubs keep a record of any incident that results in injury. An 'injury incident report' form has been provided (Appendix 8) for club use. Any serious incident should be reported to Council. If unsure contact Council's Recreation Services Officer for further advice. Tenant Clubs are responsible for checking and upgrading/replacing protective Sports equipment regularly and to standard. Council requests that Tenant Clubs report to Council any Sports Field infrastructure that becomes unsafe.

Any Sports Field infrastructure partly or fully developed by funds generated by the Tenant Club will remain the property of Council and cannot be removed. If Tenant Clubs that have financially contributed to the development of Sports Field infrastructure are relocated to alternative Sports Fields as a result of the allocation process, then Council will assess the possibility of financially assisting the Tenant Club in re-establishing itself at a different location.

7.1 Sports Field Infrastructure Guide

It is proposed that a Sports Field Infrastructure Guide will be developed in the future. The purpose of the Sports Field Infrastructure Guide will be to provide resident sporting clubs within Whitehorse a "Best Practice" approach to developing Sport support infrastructure on Council owned land. The Sports Field Infrastructure Guide will contain design specifications and a step by step approach to developing Sport support infrastructure such as scoreboards, ticket boxes and coach's boxes.

7.2 Goals & Goal Padding

The maintenance of goals used in the conduct of Sports competition will be the responsibility of Council. Goals are to remain in place throughout the year unless the ParksWide Department deems otherwise.

Council will pay for the initial cost of providing goals at Sports Fields for use by the whole community. Where goals are vandalised the Council will fund the repair or replacement, however, where goals are damaged through Tenant Club misuse, the Tenant Club will be responsible for funding the replacement goals.

Tenant Clubs are to supply and maintain soft safety padding and nets for goals. Some peak sporting associations / governing bodies provide recommendations in respect to goal padding for example rule 3.5.2 of the Rules of Australian Football states that:

a Controlling Body must ensure that padding is attached around each goal and behind post as follows:-

A minimum of 35mm thick foam padding, covered in canvas or painted;

A minimum height of 2.5m from the bottom of each goal and behind post.

Clubs are advised to seek advice from their governing sport body for any safety specifications for goal padding for their respective sports.

7.3 Portable Goal Posts

Portable goals, in particular soccer goals, have been the cause of a number of serious injuries and deaths in Australia and overseas. Portable soccer goals pose an unnecessary risk of tipping over onto children who climb on goals or hang from the crossbar. From 2 December 2005 all new portable soccer goals in Victoria must comply with the Victoria Government permanent ban order.

All User Groups using portable soccer goal posts must comply with the Victorian Government permanent ban order.

A product safety fact sheet containing important information about the ban order can be downloaded from the Consumer Affairs Victoria website: www.consumer.vic.gov.au The documents can be located under *Banned and Regulated Products – Banned Products – Listing of Banned Products*. For more information contact Consumer Affairs Victoria Hotline on 1300 55 81 81. Further information is available from Standards Australia document HB 227-2003: Portable soccer goalposts - Manufacture, use and storage available from their website www.standards.org.au

7.4 Scoreboards

Council will allow the construction of scoreboards at Sports Fields subject to the conditions outlined below and the written approval of Council's Parks Planning and Recreation Unit and the Planning and Building Units.

The Tenant Club will be responsible for providing a written proposal to Council for consideration and approval. The proposal should consider but not be limited to:

- Appropriateness to the use and size of the Reserve;
- Aesthetically consistent with existing environment;
- Consistent with the Reserve's Master Plan (if applicable);
- Risk management;
- Security and;
- Maintenance of the scoreboard.

The initial construction and any maintenance or upgrade required thereafter will be the responsibility of the Tenant Clubs. Council will remove all scoreboards that have deteriorated to a condition deemed to be a danger to the community and will not be obliged to replace the scoreboard.

7.5 Sports Field Floodlighting

7.5.1 Installation and Capital Costs

Council primarily provides floodlighting for training purposes only. Floodlighting for competition purposes will only be considered by Council on a case by case basis in locations, which are further than 75 metres from any particular light tower and the closest resident, that have minimal impact on amenity, residents and the natural environment. The level of lighting (training

or competition) provided will be in accordance with Australian Standards and meet relevant risk requirements.

Council will manage the installation of Sports Field floodlights on Council Reserves to ensure a standardised approach to the type and quality of floodlights provided. Council will also manage any major maintenance or upgrading of floodlights for training purposes only that are not to adequate standards.

The Tenant Club requesting the flood lighting upgrade to competition standard will be responsible for all costs associated with the upgrade.

Council has generated a long-term schedule for the installation of floodlights on Sports Fields within the municipality. The determinants as to where a project appears on the schedule include:

- the contribution made by the club towards the project
- the relevance of the lights to the development plans for the particular Sports they will serve and for that particular Sports Field
- if the Sports Field has no lights
- the number of poles and fittings required
- if installation will assist with Sports Field maintenance
- where safety and/or risk necessitates the provision or maintenance of floodlighting
- if the existing lights are insufficient (i.e. do not meet Australian Lighting Standards) and require upgrading.

The planning process to install floodlighting may include community consultation and will be determined by Council on an as needs basis for each floodlighting project.

Floodlights installed on Council land remain the property of Council and therefore cannot be removed.

7.5.2 Maintenance Costs

Council will be financially responsible to maintain floodlight towers and fittings. Tenant Clubs must meet the cost for the replacement of new light globes. The ParksWide Department will manage the process of floodlight maintenance and globe replacement and invoice the clubs accordingly.

7.5.3 Power Costs

Tenant Clubs will pay all power costs. Tenant Clubs that request access to flood lighting will be issued with a key to the control board.

For floodlights that are metered separately to Pavilions, the responsible Authority will send accounts directly to the Tenant Club. For floodlights without separate meters the existing ratios, as determined by Council, between User Group/s will be retained. Council will endeavour to have all floodlights metered separately as part of its capital works program.

7.5.4 Times of Use

Floodlighting must only be used during the hours when clubs are allocated use of Facilities and can only be used for training purposes. Floodlights must be turned off when training finishes and must not be used for social functions either on the Sports Field or in the Pavilion unless consent is obtained from Council's Parks Planning and Recreation Unit.

For sites where floodlights have been installed within 75 metres of residential housing the floodlights must be turned off by 8.30pm (Monday – Friday). For weekend times please refer to section 8.10 Times of Sports Field Use.

For sites with residential housing outside this area floodlight times will be determined by Council's Parks Planning and Recreation Unit.

Individual sites may be covered by formal agreements between Council and the Tenant Clubs with input from residents to set the days and times for the use of floodlighting, where this is warranted. Tenant Clubs that breach the schedules may have the usage times reduced.

7.6 Concrete Wickets

Council is responsible for the provision of concrete wickets on the centre of Sports Fields. Replacement of concrete wickets that are damaged will be undertaken through an ongoing capital works program. The cost of replacing concrete wickets is covered under section 6.4 of this Guide. Modifications to concrete wickets will be the responsibility of Tenant Clubs. Any modifications will be subject to the approval of Council's Parks Planning and Recreation Unit.

7.7 Cricket practice facilities / Baseball Batting Cages

Tenant Clubs relocating, reconstructing or enlarging existing or proposed cricket practice facilities / baseball batting cages should:

- gain approval from the Parks Planning and Recreation Unit
- investigate if a planning permit is required
- ensure the enclosure does not include any barbed wire in any part of the structure
- ensure that the enclosure is constructed using black coated PVC mesh
- ensure the enclosure has black powder coated top and bottom railings
- ensure cricket enclosures are two thirds roofed with mesh
- ensure the enclosure has rubber mats installed at the batsman's end to prevent wire stretch
- ensure public access to at least one practice wicket / batting cage
- ensure that the enclosure complies with relevant guidelines regarding size as outlined in the 'Sports Fields Dimensions For Playing Areas' publication.

Where practice nets / batting cages must be relocated as part of an overall development or master/management plan for a Reserve, Council will meet the

costs involved in the relocation. Where nets are being reconstructed due to damage or extended use, Council will make a contribution towards the project. The level of Council contribution depends upon the contribution proposed by the Tenant Club, the cost of reconstruction, the success of alternative funding applications and the availability of funds in the capital works budget.

Where nets have gates that are locked for exclusive use, the Tenant Club must maintain the interior of the facility at their own cost.

7.8 Reserve and Sports Field Fencing

Authorisation to install a Reserve/Sports Field fence will be subject to assessment having regard to the:

- Masterplans and / or Management plans currently in operation for each Reserve;
- Aesthetic function of the Reserve;
- Community access available in a Reserve;
- Lineal link function of a Reserve;
- Facilities contained within a Reserve;
- Standard of competition taking place on the Sports Field;
- Community use of facilities within the Reserve and;
- Outcomes of community consultation.

A Council planning permit may be required to erect a fence. If permission is granted, the fencing must be of a height, design and color that is conducive to creating a community perception that the facilities are accessible to all. The only circumstances where high fencing may be allowed is for safety or security requirements.

Council will provide internal post and rail or bollard fencing to a minimum standard suitable to restrict vehicle movement to designated areas of a Reserve. Bollards and gates must not be removed for access purposes. Where Tenant Clubs seek internal fencing of higher quality, the Tenant Club will be responsible for the cost of the upgrade.

Temporary fencing of Reserves for the conduct of finals and special events will be the responsibility of the Tenant Clubs. Tenant Clubs must make application to Council seeking permission to erect temporary fencing, outlining the proposed event, the fence type, the location and the manner in which it is to be constructed.

7.9 Coach's Boxes/Dugouts

A maximum of three Coach's boxes may be erected on each Sports Field. The cost for construction and any reinstatement of the area surrounding the coach's boxes is the responsibility of Tenant Clubs. Requests for new coach's boxes / dugouts must be sent to Council's Parks Planning and Recreation Unit complete with detailed plans for the proposed Coach's boxes. The size of a coaches box will be subject to whether boundary fencing exists on the oval. If a boundary fence exists then the size of the coaches box will be the length between two adjacent vertical poles, 900mm wide and 2000mm

high. If no boundary fencing exists then the coaches box can be maximum of 3000mm length, 900mm wide and 2000mm high. Two dugouts may be erected on each Sports Field and the size for the dugouts will be determined in consultation between the Tenant Club and Council Officers.

The following conditions must be met in order for approval to proceed.

- The erection of coach's boxes/dugouts may require a Council planning/building permit.
- Any old coach's boxes must be removed and the area reinstated.
- The exact location of coach's boxes/dugouts must be determined at an on site meeting.
- Any soil or damage created through the construction of the coach's boxes/dugouts must be removed or reinstated.
- Underground services must be located prior to commencement of works.
- Coach's boxes must be on a concrete slab which must not protrude onto the Sports Field and must have a minimum clearance of 3 metres from the boundary line.
- The construction must contain no sharp edges or protruding objects.
- The coach's boxes must be located on the extreme outside of the Sports Field surface, providing for adequate run off from the playing area.
- The coach's boxes must be fixed into the concrete base rather than bolted to the concrete slab.
- The covering should be colourbond mist green or black and needs to be approved by Council.
- No advertising will be allowed on the coaches boxes/dugouts.

Council will assess the risk of existing coaches boxes/dugouts and will determine a financial contribution if deemed to be a safety/risk issue.

7.10 Gatekeepers Boxes

The provision of gatekeepers boxes at Council's Reserves will be considered on an as needs basis. The Tenant Club will provide a written proposal to Council for consideration and include details such as, but not limited to, position, maintenance plan, design, construction material and colours.

Council approval to construct a gatekeepers box will be subject to assessment having regard to the:

- Masterplans and / or Management plans currently in operation for each Reserve.
- Aesthetic function of the Reserve.
- Community access available in a Reserve.
- Lineal link function of a Reserve.
- Facilities contained within a Reserve.
- Standard of competition taking place on the Sports Field.
- Community use of facilities within the Reserve.

Maximum external size for these structures is 2400mm high x 1300mm wide x 1800mm in length.

Tenant Clubs are responsible to pay all costs associated with the gatekeepers box including design, any statutory fees, fabrication, installation, maintenance and removal if instructed by Council.

7.11 Sightscreens

Permanent sightscreens cannot be erected on Council Reserves. Provision may be made for temporary sightscreens after receiving Council approval. The Tenant Club will need to provide a written proposal to Council for consideration.

Sockets, sleeves or poles may be installed and removable screens fitted throughout the season, however these fittings must not be installed on, or interfere with, the playing surface. Any temporary sightscreen installed needs to be in good condition and aesthetically complimenting to the surrounding Reserve/environment.

Tenant Clubs are responsible to pay all costs associated with the sightscreens including design, any statutory fees, fabrication, installation, maintenance and removal if instructed by Council.

7.12 Shelters/Spectator Areas/Shade Sails

The provision of shelters/spectator areas/shade sails or the like at Council's Reserves will be considered on an as needs basis. The Tenant Club will provide a written proposal to Council for consideration and include details such as, but not limited to, position, maintenance plan, design, construction material and colours.

Council approval to construct shelters, spectator areas or shade sails will be subject to assessment having regard to the:

- Masterplans and / or Management plans currently in operation for each Reserve;
- Aesthetic function of the Reserve;
- Community access available in a Reserve;
- Facilities contained within a Reserve;
- Standard of competition taking place on the Sports Field;
- Community use of facilities within the Reserve and;

7.13 Temporary Shade Structures

The provision of temporary shade structures has the potential to cause personal injury to the general public as a result of unpredictable weather, in particular, during strong winds. User Groups who wish to provide temporary shade structures, or the like, must ensure the temporary structures are securely anchored to the ground at all times.

8.0 Terms of Use

8.1 Liquor Licences and Gaming

Tenant Clubs shall not permit the sale or consumption of liquor within Council Facilities without obtaining the appropriate licences required by statutory law. **(For further information contact Consumer Affairs Ph: 1300 650 367).**

Applications to Consumer Affairs must include the written consent of Council's Parks Planning and Recreation Unit.

Tenant Clubs that have a **seasonal allocation** of a Council owned property such as a Pavilion may make application for 'authority' under the local law for dispensing, consumption, storage and sale of liquor (as may be appropriate) for a period of up to one year commencing on 1st January, for operation within the following spread of hours:

Monday to Friday	11.30 am – 11.30 pm
Saturday	11.30 am – 12 midnight
Sunday	12.00 noon – 10.00 pm

(Christmas Day and Good Friday excluded)

The Tenant Club must make an application in writing no later than six weeks prior to the commencement of the season.

It is Council Policy that gaming machines may not be installed on Council property.

Clubs are responsible to ensure that responsible consumption of alcohol takes place when using Council's Facilities. This use should be in accordance with the Liquor Licence requirements and Council's *Consumption of Liquor on Council Property* corporate policy. Council facilitates opportunities for club training including responsible serving of alcohol courses in partnership with other service providers such as Australian Drug Foundation – Good Sports Program.

8.2 Line Marking

The marking of lines for Sports competition is the responsibility of Tenant Clubs. Line marking must be carried out using a suitable marking paint. Lime, Roundup or other substances that kill grass or in Council's opinion may present public health or environmental safety issues cannot be used. Where the use of prohibited substances has occurred, the cost to reinstate the Sports Field will be charged to the Tenant Club.

As part of good risk management practices Tenant Clubs must give consideration to appropriate buffer zones (currently 3 metres) between infrastructure such as boundary fencing, spoon drains etc when marking the boundary line. If unsure of appropriate buffer zones Tenant Clubs can contact Council for further advice.

8.3 Rubbish Removal and Recycling

Tenant Clubs are responsible for the hire of receptacles and the removal of all rubbish generated or associated with Tenant Club activities/events. The Tenant

Club is required to clean up and remove all litter from around the Facilities at the end of each game, training session and social/club function.

To assist Tenant Clubs Council provides a fortnightly recycling collection using 240 litre wheelie bins that Tenant Clubs can use without charge. Each Tenant Club is entitled to two 240 litre recycling wheelie bins. Recycling items allowed in the bins include bottles, cans, paper, cardboard and plastic containers. Clubs can apply to Council to participate in the fortnightly recycling collection and must comply with the service requirements. For more information contact the Ecovision Team at Council on 9262 6333.

Tenant Club garbage receptacles should not be accessible to the public to avoid rubbish dumping by the general public. Public receptacles / rubbish bins that are provided by Council in Reserves are for specific use of visitors to the Reserve. These public receptacles / rubbish bins will be serviced by Council and are **not** to be used for Tenant Club generated rubbish.

Council is currently reviewing rubbish management practices and clubs will be consulted regarding any changes.

Please report any damaged public receptacles/rubbish bins to Council on 9262 6222.

8.4 Cleaning

Council Pavilions must be cleaned and maintained in a state suitable for use by Tenant Clubs and any community groups that use the Facilities. It is the responsibility of Tenant Clubs to leave Pavilions in a clean and tidy condition immediately after use and to ensure that Facilities are securely locked to prevent damage or abuse of the Facilities.

8.5 Public Toilets

Council maintains (cleans, opens and closes) public toilets located within Council Reserves that are open to the public 7 days a week at specific times, and those that are open to the public on weekends only. This includes public toilets attached to Pavilions and free standing toilet blocks.

The Tenant Club will be responsible for opening, closing and cleaning of the toilets outside of these public opening/closing times, which are located at a Sports Reserve and are only open on match days for members and spectators of the Tenant Club.

8.6 Smoking in Council Buildings

Smoking in all Council buildings is prohibited under Local Law provisions.

8.7 Advertising / Signage

Advertising on Pavilions, around Sports Fields and on Council Reserves is subject to the *Signs on Council Properties (excluding Roads)* Corporate Policy. (Refer Appendix Six).

8.8 Sponsorship Logos on Sports Fields

The painting of sponsorship logos on Sports Fields will be allowed subject to approval by the Council's Parkside Department. All costs associated with painting sponsorship logos will be the responsibility of the User Group. The type of paints used must comply with Council's requirements (such as the chemical data sheet) and will be outlined when seeking approval by the Parkside Department. While in principle the City of Whitehorse would consider the painting of sponsorship logos on Sports Fields there are guidelines for several aspects that would need further consideration including, but not limited to:

- Size of logo
- Type of paint
- Purpose for logo
- Logo message (Would not permit gambling, alcohol or smoking logos etc)
- Number of permitted logos
- Approval from the Sports Association
- Reinstatement of Sports Field at the end of the season
- Colors
- Cost and responsibilities
- Impact on maintenance of Sports Field

8.9 Times of Pavilion Use

Other than conditions prescribed in any planning permits, Tenant Clubs that occupy Council Pavilions must comply with the following times of use.

Monday - Friday	8am - 11.30pm
Saturday	8am - 12 midnight
Sunday	8am - 11.30pm

Noise such as any electrical amplified sound including noise / music arising from a stereogram, radio, television and public address system must not be audible in a habitable room of another residential premises during prohibited times.

Prohibited times for amplified sounds are:

Mon – Thurs	before 7am and after 10.00pm
Fri	before 7am and after 11.00pm
Sat & public holidays	before 9am and after 11.00pm
Sun	before 9am and after 10.00pm

Tenant Clubs and Casual User Groups must adhere to the above when using a seasonally allocated Pavilion for social or similar functions.

For further information please refer to the Noise Schedule in Appendix Seven.

8.10 Times of Sports Field Use

Tenant Clubs that occupy Council Sports Fields must comply with following times of use.

Monday - Friday	8am - 8.30pm
Saturday	8am - 8pm
Sunday	9am - 7pm

Pending the conditions as outlined in section 7.5.4 *Times of Use* in this Guide and any other statutory / planning permit conditions use beyond the times indicated above will be considered by Council on an as needs basis.

8.11 Food Registration

Any club, which intends to sell food, must obtain registration.

- It is a mandatory requirement under the *Food Act 1984* that the premise, in which any person or organisation sells food, is registered as a Food Premise with the local Council.
- Council's Environmental Health Unit registers and inspects the kitchen facilities of all Tenant Clubs that sell food to their members, supporters or the public at large.
- All Tenant Clubs using Council owned buildings with kitchens / canteens must submit a Food Safety Program template to Council when they register / re register after 02/01/02.
- Each Tenant Club must have a nominated Food Safety Supervisor who has the relevant competencies to perform that role.
- Seasonal Sports Food Premise Registration is renewed each year and is subject to the approval of an application form submitted to Council.
- A Food Premises Registration renewal form will be issued from the City of Whitehorse Environmental Health Unit at the applicable time for each clubs food premises registration renewal.
- Renewal fee of \$310.00 applies to each sporting organisation using a Pavilion type facility as a Food Premise. (50% discount for 'not for profit' organisations applies. For most clubs the renewal fee is \$155).
- GST is not applicable to the fees in association with food registration.
- Fees associated with Food registration may increase on an annual basis in association with CPI.
- For more information contact Council's Environmental Health Unit on 9262 6197.

8.12 Facility Audit

Tenant Clubs will be required to fill in a facility maintenance audit form and return it to Council's Infrastructure Unit once during their seasonal allocation (summer submitted end of January and winter end of July).

The purpose of the Facilities Maintenance Audit is to encourage Tenant Clubs to regularly check facilities and report any maintenance requirements to Council. The Facilities Audit is designed to provide Tenant Clubs with a formal feedback mechanism to Council to ensure the needs of the Tenant Clubs are being met.

Refer to Appendix Four to see an example of a Facility Maintenance Audit Form.

8.13 Security and Locks

Tenant Clubs must ensure the facility is fully secured after each and every use. Tenant Clubs are permitted to arrange a monitored (non audible) security system subject to Council approval. An emergency access code must be supplied to Council's Infrastructure Unit.

8.14 Graffiti Removal

Please report graffiti on Council buildings and other infrastructure to Council as soon as possible, on 9262 6222.

8.15 In Case of Emergency

The following list of numbers is provided for clubs to use in case of an emergency situation.

Name	Telephone
Police, Fire and Ambulance	000
Electricity Alinta (Faults & Emergencies)	132 099
Gas Emergency Only, Gas Escapes, etc.	FREECALL 1800 676 300
Hospitals Box Hill Nelson Road, Box Hill (Melway Ref 47 C8)	9895 3333
Knox Private 262 Mountain Hwy, Wantirna (Melway Ref 63 H5)	9210 7400
Poisons Information Centre	13 11 26
Traffic Hazards Vic Roads, Traffic Signal & Faults, Freeway Management, Emergency Road Conditions State-wide All Hours	13 11 71
Water and Sewerage Faults & Emergencies Yarra Valley Water	13 27 62
City of Whitehorse After Hours	9262 6333

9.0 Capital Developments

9.1 Capital Developments

Council will provide and maintain quality infrastructure to meet the needs of sporting and recreation clubs and sporting associations. Council's role in encouraging Sports participation is in the provision of Facilities to a basic level suitable for Sports training and competition.

Clubs wishing to develop Facilities beyond a basic level (social rooms, gymnasiums, etc) must make a significant contribution towards the capital development of the facility. The level of contribution will be determined on a case-by-case basis and will consider issues such as community access. If Council does contribute capital to the development of facilities, the facilities must be available and accessible to the public. Clubs wishing to use facility exclusively must meet 100% of the capital development cost.

For Facilities that are provided for the benefit of all users of a Reserve, including the clubs (i.e. toilets), the Council will provide funding subject to planning and budgetary controls.

Community groups may make application to Council for special projects to be funded under the following programs:

9.2 Community Grants

Council's Community Grants program is advertised annually in late February/early March with submissions closing mid-April. Grants are made to non-profit community organisations that undertake programs and activities within the City of Whitehorse and that meet other eligibility criteria as identified in the grant guidelines.

Grants are mainly for program activities or services, however, minor grants may be provided to help with operational expenses or equipment purchases. Grants are not for capital expenditure items (buildings, furniture, land, earthworks, computers, playgrounds, refurbishments or redevelopments etc) and any equipment grant request over \$1,000 is deemed a capital expenditure and not eligible for funding. Organisations requesting cash grants must be currently incorporated or under the auspices of an incorporated body and must provide proof of current public liability insurance.

Not For Profit Community Groups can apply to Council for a discount off hall hire rates of Council owned and operated properties for an event or meetings (both regular and casual). Groups can apply for Discount Support by asking for a Discount Support form from the hall hire manager at the time of booking a venue. Discounts vary and all applicants must meet the criteria listed in the grant form and provide the required documentation (i.e. proof of current public liability insurance for example) in order to receive a discount of the hall hire rates for venues such as the Box Hill Town Hall, Whitehorse Centre, Box Hill Community Arts Centre or a number of other halls and meeting rooms across the municipality operated by Council.

For further information and application forms, clubs should contact the Council's Social Planning Officer on 9262 6434.

9.3 Public Capital Works Program

Capital works projects are major works on Council owned properties. Works include the construction of car parks, Sports Fields, Pavilions and other infrastructure for use by the community. Capital works projects are based on a financial year and assessed during the pre-budget period and may be placed on the upcoming budget or subsequently placed on the capital works forward plan. Capital works budgets may include an identified sum for the planning phase of a project. In some instances any User Group/s contribution may affect the positioning of capital works projects.

9.4 Community Loans and Guarantees

Community and Tenant Clubs may apply for a bank guarantee to be provided by Council to assist in the construction or improvement of a capital asset situated on Council property. The guidelines are included in Council's 'Community Organisations Loans Guarantee Policy'. Community loans have traditionally been for Pavilion extensions and redevelopments.

Important aspects of the policy include that:

- The organisation seeking the loan guarantee must have raised one third of the project cost from internal sources (not by way of grant or external funding);
- Council will provide a loan guarantee for up to two thirds of the total funding;
- The loan will need to be from a bank, building society or credit union, for a maximum of up to twenty years.
- Community and Sporting Groups will be encouraged to take out loans for a term, which they are capable of servicing, which may not necessarily be to the maximum term (20 years);
- Other aspects of the loan such as the purpose of the expenditure, benefit of the wider community, the Tenant Club's previous repayment performance and other loans will also be considered.

9.5 Pavilion Alterations

All Pavilion alterations (i.e. bars, food outlets) are subject to Council approval. **Any alterations exclusively funded by the Tenant Club must gain approval from Council's Parks Planning and Recreation Unit.** Applications must include detailed plans, timing of the proposed works, schedule of materials and letters of support from all other Tenant Clubs who may use the facility. Major alterations will be subject to planning and building approval.

10.0 Risk Management

Risk Management is a key process and an important part of best practice for the private and public sector including community based organisations. The City of Whitehorse and User Groups have a responsibility in managing the risk associated with the provision of sporting and recreational activities for the broader community.

While Council has a risk management process it is also prudent for User Groups to have a Risk Management Plan and a broad understanding of the risks associated with their organisations operations.

Learning how to manage risk effectively enables Office Bearers, officials and other volunteers to improve outcomes for the sporting club by identifying and analysing the wider range of issues and providing a systematic way to make informed decisions.

The main elements of Risk Management include:

- Communicate and Consult
- Establish the context
- Identify Risks
- Analyse Risks
- Evaluate Risks
- Treat/Action Risks
- Monitor and Review

Council has provided a couple of helpful tools in particular *Appendix 4 Facility Audit Form* and *Appendix 9 Sports Field Audit – Sporting Clubs* to assist with identifying risks. However, it is strongly recommended when developing a Risk Management Plan or simply managing risk to seek more information from the Australian Standard Risk Management AS/NZS 4360:2004 and from the Handbook 436:2004 Risk Management Guidelines Companion to AS/NZS 4360:2004 or by visiting <http://risk.vicsport.asn.au>

11.0 Insurance

11.1 Tenant Clubs

- Tenant Clubs must submit evidence of a current public liability insurance cover with indemnity of not less than \$10,000,000 per any single claim.
- Tenant Clubs must submit to Council a copy of the policy and provide a Certificate of Currency before the club commences to use the area and must provide updated copies of the Policy and/or Certificate of Currency whenever requested to do so by Council.
- Tenant Clubs must ensure appropriate insurance coverage on club property and the property of its members, officers, agents, invitees and licensees if applicable.

11.2 Property Insurance

- Buildings owned by Council are fully insured by Council unless otherwise stated in the individual Lease or Licence agreement.
- Contents owned by Council are fully insured by Council.
- Contents purchased or supplied by User Groups or Tenant Clubs and not considered fixtures of the facility, remain the property of the occupiers and are NOT insured by Council.
- Insurance cover for any contents owned by the Tenant Club is the responsibility of the club.
- Council DOES NOT insure property that is owned by others.
- Council DOES NOT insure cash and consumable goods kept on premises by occupiers.

11.3 Public Liability Insurance

- Council holds its own Public Liability Insurance to cover its liability.
- The activities of independent bodies, publicly elected committees and sporting bodies etc that occupy Council owned buildings are NOT protected by Council's Public Liability Insurance.
- Each Tenant Club must carry its OWN Public Liability Insurance to cover its liability to the public, members and invitees in accordance with clause 11.1 above.
- Each Casual User Group/s, including schools, must carry its OWN Public Liability Insurance to cover its liability to the public, members and invitees in accordance with clause 10.1 above.

12.0 Indemnify and Hold Harmless (Release)

All User Groups of Council Facilities, whether on a seasonal or casual basis, expressly agree to indemnify and to keep indemnified and to also release and hold harmless the City of Whitehorse, its Councillors, staff, servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to the seasonal or Casual User Group/s use of a Council facility and/or in any other manner related to this Guide.

13.0 Council Contact Numbers



COUNCIL CONTACTS FOR SPORTING CLUBS

ISSUE	RESPONSIBILITY	TELEPHONE
Maintenance of Sports Fields	ParksWide	9262 6222
Maintenance of Pavilions	Infrastructure Unit	9262 6222
Floodlight maintenance	ParksWide	9262 6222
Sports Field Signage	ParksWide	9262 6222
Key Allocation	Recreation Services Officer	9262 6499
Seasonal Sports Field Allocation	Recreation Services Officer	9262 6499
Seasonal Pavilion Allocation	Recreation Services Officer	9262 6499
Capital Works Projects	Strategic Recreation Projects Officer	9262 6371
Sports Development Issues	Recreation Services Officer	9262 6499
Casual and School Bookings	Administration Officer Parks Planning and Recreation	9262 6371
Graffiti Removal	City Works	9262 6222

Council Phone No	9262 6333 24 Hour Line
Facsimile	9262 6490
Email	firstname.surname@whitehorse.vic.gov.au
Postal Address	City of Whitehorse Locked Bag 2 Nunawading Delivery Centre VIC 3110
Street Address	City of Whitehorse 379 – 397 Whitehorse Road Nunawading VIC 3131

APPENDIX 1

Application to Use Council Facilities – Seasonal

**Recreation Services**

City of Whitehorse

Locked bag 2

NUNAWADING DELIVERY CENTRE VIC 3110

Ph: (03) 9262 6499; Fax: (03) 9262 6490

APPLICATION FOR A SEASONAL SPORTS PERMIT**Arts and Recreation Development**

This booking form is to apply for a booking for **one** sports ground and pavilion. If you require bookings for a number of sporting fields, please complete a separate booking form for each. All enquiries should be directed to the Recreation Services Officer, Arts and Recreation Development on the telephone number listed above.

SECTION A.1 CLUB CERTIFICATION & CONTACT DETAILS

Name of Club: _____

Club Postal address: _____

_____ Postcode: _____

Club Primary Contact Name: _____

Pos. held on Committee: _____

Telephone: (business): _____ (after hours): _____

(mobile): _____ (Email): _____

Facsimile: _____

Name of affiliated Competition: _____ (phone): _____

Type of Sport being played: _____

Club web address: _____

Membership Details***Playing members***

No. senior male players: _____ No. senior female players: _____

No. junior male players:(16yrs&Under) _____ No. junior female players: _____

Total number of players: _____

Social members

No. senior male soc. members: _____ No. senior female soc. members: _____

No. jun. male soc. members:(16yrs&Under) _____ No. jun. female soc. members: _____

Total number of social members: _____

SECTION A.2 CLUB DETAILS

Incorporation

Is the Tenant Club Incorporated?

YES **NO**

Incorporation Number: _____

Public Liability Insurance

All clubs using Council's reserves and facilities require Public Liability Insurance for a minimum of \$10 million dollars.

Does the Club have current Public Liability Insurance?

YES **NO**

(Please attach current certificate of currency for this application to be processed)

Liquor Licence

All clubs serving or allowing the consumption of alcohol on their premises are required by law to have a Liquor Licence.

Does the Tenant Club serve or allow the consumption of alcohol?

YES **NO**

If yes, what category of Liquor Licence Does the Tenant Club hold?

(Please attach a copy of your current Liquor Licence for this application to be processed. If the club is currently applying for a Liquor Licence, please advise the category and the status of your application).

Team Details

Category	Number of Teams	Number of Members
Senior		
Women		
Junior		
Veteran		
Social		
General		

TEAM/PROGRAM DETAILS:

Team (i.e. 3 rd Division, A Grade, U/12 B)	Category (Senior, Reserve, Junior, Women, Vets, General)	Comp. Location & Time (Fri PM, Sat AM/PM, Sun AM)	Venue (Name of Reserve/ Oval)	Team (i.e. 3 rd Division, A Grade, U/12 B)	Category (Senior, Reserve, Junior, Women, Vets, General)	Comp. Location & Time (Fri PM, Sat AM/PM, Sun AM)	Venue (Name of Reserve/ Oval)

Which of the above are new teams this season?

TEAM	CATEGORY	TEAM	CATEGORY	TEAM	CATEGORY

Which teams from last season are not being fielded this season?

TEAM	CATEGORY	TEAM	CATEGORY	TEAM	CATEGORY

What other sports fields (not administered by the City of Whitehorse) does the club use?

SECTION A.3 CLUB EXECUTIVE DETAILS & DECLARATION

President

Name: _____ Email: _____

Address: _____

Phone: (BH) _____ (AH) _____ (Mob) _____

Secretary

Name: _____ Email: _____

Address: _____

Phone: (BH) _____ (AH) _____ (Mob) _____

Treasurer

Name: _____ Email: _____

Address: _____

Phone: (BH) _____ (AH) _____ (Mob) _____

In making application for the use of Council facilities the Club accepts that it is liable for the payment of hire fees for the sports field(s) and pavilion(s) that are allocated to the Club and for the utility costs (gas, electricity, telephone, etc.) incurred by using the facilities. It is agreed and understood that the payment of charges will be made in accordance with the conditions as described in the "Whitehorse Sporting Facilities Guide – Seasonal and Casual Users".

The Club indemnifies Council from and against all actions, costs, claims, expenses and damages whatsoever which may be brought or made or claimed against Council arising out of or in relation to the use/hire of the facility/sports field(s) in question.

The Club declares that it has Public Liability insurance cover of a minimum of \$10 million. The Club agrees to provide Council with a Certificate of Currency for this insurance prior to commencing use of the allocated facility/sport field(s).

The personal information requested on the Application for a Seasonal Sports Permit form is being collected for the purpose of management of park facilities and the allocation of sports fields and pavilions. The personal information will be used solely by Council for that primary purpose or directly related purpose & will not be disclosed to any other party except as required by law. If you fail to provide this information we may not be able to process your application, therefore allocate your club with a sports field and/or pavilion for seasonal use. The applicant understands that the personal information provided is for Parks Planning and Recreation and that they may access the information held by contacting the Recreation Services Officer on 9262 6499.

Please indicate which person/s contact details the Club wish the City of Whitehorse to use for community enquiries.

Please tick: President Secretary Treasurer

I/We have read and understood the City of Whitehorse Sporting Facilities Guide – Seasonal and Casual Users and agree to abide by all terms and conditions as detailed in the Guide.

Signed President _____ Date _____
 Secretary _____ Date _____
 Treasurer _____ Date _____

SECTION B.1 - SPORTS FIELD APPLICATION

This booking form is to apply for a booking for one sports ground. If you require bookings for a number of sporting fields, please complete a separate booking form for each. Please photocopy this form as necessary or contact the Recreation Services Officer, Parks Planning and Recreation on 9262 6499 to request extra copies.

MATCH REQUIREMENTS

Name of Park: _____ Name of Ground: _____

Did your club use this Sports Field last season?

YES	NO
------------	-----------

Days and times required

Please complete the table below indicating **MATCH/COMPETITION** days and times.

DAY	TIMES	CATEGORY SENIOR, JUNIOR, WOMEN VETERAN	LEVEL OF COMPETITION GRADE OR AGE GROUP
MONDAY	to		
TUESDAY	to		
WEDNESDAY	to		
THURSDAY	to		
FRIDAY	to		
SATURDAY AM	to		
SATURDAY PM	to		
SUNDAY AM	to		
SUNDAY PM	to		

TRAINING REQUIREMENTS

Name of Park: _____ Name of Ground: _____

Did your club use this Sports Field last season?

YES	NO
------------	-----------

Days and times required

Please complete the table below indicating **TRAINING** days and times.

DAY	TIMES	CATEGORY SENIOR, JUNIOR, WOMEN VETERAN	LEVEL OF COMPETITION GRADE OR AGE GROUP
MONDAY	to		
TUESDAY	to		
WEDNESDAY	to		
THURSDAY	to		
FRIDAY	to		
SATURDAY AM	to		
SATURDAY PM	to		
SUNDAY AM	to		
SUNDAY PM	to		

SECTION B.2 - PAVILION APPLICATION

PAVILION REQUIREMENTS

Pavilion applied for: _____

Did your club use this Pavilion last season?

YES	NO
-----	----

Please complete the table below indicating **PAVILION** usage.

DAY	TIMES	REASON FOR USE (i.e. change room, social activity)	TEAMS USING PAVILION (i.e. senior, women, junior, veteran, combined)
MONDAY	to		
TUESDAY	to		
WEDNESDAY	to		
THURSDAY	to		
FRIDAY	to		
SATURDAY AM	to		
SATURDAY PM	to		
SUNDAY AM	to		
SUNDAY PM	to		

SECTION B.3 – FIXTURE REQUIREMENTS

Dates of Club's first & last 'home and away' fixtured matches (**finals not included**):

First	/ /	Last	/ /
--------------	-----	-------------	-----

Dates of occupancy requested for Sports Field:

Start	/ /	Finish	/ /
--------------	-----	---------------	-----

Dates of occupancy requested for Pavilion:

Start	/ /	Finish	/ /
--------------	-----	---------------	-----

APPENDIX 2

Application to Use Council Facilities – Casual



APPLICATION FOR USE OF SPORTS FIELD / OVAL

City Of Whitehorse
Locked Bag 2
NUNAWADING DELIVERY CENTRE VIC 3110
Ph: (03) 9262 6333 - Fax: (03) 9262 6490

Organisation Name: _____

Street address: _____ Suburb: _____ PC _____

Postal address: _____ Suburb: _____ PC _____

E-mail address: _____ ABN: _____

Contact: Title: _____ 1st Name: _____ Surname: _____ Job Title: _____

Phone (BH) _____ (AH) _____

Fax number : _____ (M) _____

Name of reserve: _____ Sports field (Oval): _____

Address / Location: _____

Name of Event / Activity: _____

Date(s) of use: _____

Times required: Start _____ End _____ (Including set up & clean up)

Public Toilets: Y / N Access point's required: _____

Expected number of people: _____ Noise, P/A sources: _____

Fees charged to participants \$ _____ Junior / Senior teams: _____

USER DECLARATION

In making this application _____ (name of group or organisation) indemnifies Council and holds Council harmless from and against all actions, costs, claims, expenses and damages whatsoever which may be brought or made or claimed against Council arising out of or in relation to the use/hire/lease of the park/reserve/facility/sports field(s) in question.

Signed on behalf of _____ (name of group or organisation)

by _____ (name) _____ (position)

_____ (Signature) _____ (date)

<p>This booking form is to apply for a booking for one sports field. If you require bookings for a number of sports fields, please complete a separate booking form for each. You will be advised of the fee after your application is assessed. All enquiries should be directed to Administration Officer, Parks Planning & Recreation on 9262 6371.</p>	<p>Applications will only be processed with proof of Public Liability Insurance Cover and the payment of a \$300 Security Deposit.</p>	<p style="text-align: center;">OFFICE USE ONLY</p> <p>EP _____</p> <p>AT _____</p> <p>Bond _____</p> <p>PL _____</p> <p>Inv _____</p> <p>Conf _____</p>
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The personal information requested on the Application for Use of Sports field / Oval form is being collected for the purpose of management of park facilities. The personal information will be used solely by Council for that primary purpose or directly related purpose & will not be disclosed to any other party except as required by law. The applicant understands that the personal information provided is for Parks Planning and Recreation and that they may access the information held by contacting the Administration Officer on 9262 6371.

APPENDIX 3

Pavilion Maintenance Responsibilities

Pavilion Maintenance Responsibilities

General Requirements for Council owned buildings on Council land:

Report all maintenance problems to Council Ph 9262 6222.

Tenant Clubs responsible for and pay for repair of all damages through club misuse / abuse.

Tenant Clubs must obtain prior approval from Council before making any alterations and installing any new fixed plant and equipment.

ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Interior		
Air Cooling and Heating (Plant and Fixtures)	<p>Payment of all gas and electricity bills.</p> <p>If the Tenant Club installs a new unit during the term of their seasonal licence, then the Tenant Club pays for the unit, installation, connection, replacement and ongoing servicing and maintenance.</p>	<p>If there is an existing air cooling or heating plant / fixture at the beginning of a new or renewal of a seasonal licence then Council will replace fixed plant and equipment when end of life reached or when repair is not cost-effective subject to budget constraints.</p>
Alarm System	<p>Pay costs of non audible monitoring system.</p> <p>Pay installation and repair costs. Replace if desired at the end of economic life.</p> <p>Tenant Club to supply Council with the alarm code so Council can access the building for maintenance purposes as required.</p> <p>Alarm system must be able to facilitate a 4 digit maintenance code</p>	
Built in cupboards, benches, drawers and door furniture	All willful damages	<p>Replacement / repair due to minor building movements or fair wear and tear</p> <p>Repair and replacement at end of life.</p>

ITEM	TENANT CLUB'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Ceiling	All willful damages and misuse.	Major repair and /or replacement due to structural faults, age, etc. Repairs due to misuse (Club will be invoiced the costs if Club causes damage).
Cleaning	Full responsibility	
Curtains and Blinds	All installation, cleaning, repair and replacement at end of life	
Doors (including cupboard doors & door furniture)	All willful damages.	Replacement due to age or structural fault. Minor adjustment due to normal building movement, shrinkage etc.
Electrical fixtures i.e. Stove, rangehoods, exhaust fans.	Repair all damages due to Tenant Club use / misuse. Cleaning of fixtures.	Replacement due to fair wear and tear.
Electrical Wiring and Fittings in Building including light fittings and globes.	<p>Repair and replacement of all light globes and florescent tubes less than 2m from sole of feet to ground</p> <p>Regular cleaning of all light fixtures.</p> <p>If installation of Tenant Club equipment requires upgrade of wiring of main supply/switchboard then the club will meet all associated costs.</p>	<p>All new and additional electrical work must be by Councils contractors or a compliance certificate provided to Council if work done by the Tenant Club.</p> <p>Replacement of not readily accessible light globes (those that are higher than 2m from sole of feet to ground), tubes and covers/cages.</p> <p>Repair, replace and maintain surface electrical fittings such as electrical points, diffusers as well as other exposed elements.</p> <p>Repair and replacement of external wiring if damage is due to major or continual misuse by club. Council will charge clubs if damage caused by Tenant Club misuse.</p> <p>Repair and replacement of all building wiring including the main supply to and including the switchboard based on standard fittings and fixtures.</p>
Emergency Exit Lights	Report to Council.	Responsible for maintenance, repair and replacement of emergency exit lights.
Access / egress doors and paths.	Keep clear all entry/exit doors and paths.	

ITEM	TENANT CLUB'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Fire Hydrant Hoses and other Fire Fighting Equipment	Replace if stolen. Pay costs associated with Tenant Club misuse. Report any genuine use of equipment to Council.	Refill extinguishers due to genuine use. Preventative maintenance agreements. Ensure compliance to regulations. Replacement due to age or malfunction.
Floor Coverings, floorings and floor tiles	Regular cleaning and repair of all floor coverings. Steam clean carpet at the end of each season. Any additional flooring to be installed by Tenant Club (Council approval is required before any additional floor coverings are installed)	Council will provide epoxy finish to change room floors and amenities as part of new developments or Pavilions refurbishments subject to budget constraints.
Furniture, equipment and shelving installed by the club after Council approval.	Full responsibility.	
Shelving provided by Council in storage areas.	Pay costs associated with Tenant Club misuse.	Repair and replacement but if willful damage by Tenant Club, Tenant Clubs will be charged replacement costs.
Hardware i.e. locks, rails, etc.	Regular cleaning.	Repair and replacement but if willful damage by Tenant Club, Tenant Clubs will be charged replacement costs.
Hot water service (including kitchens/kiosks).	Report any issues to Council.	Replacement / repair due to malfunction or fair wear and tear. Any willful damage by Tenant Clubs will be charged to Tenant Clubs.
Key and Locks	Responsibility for the security of the building at all times. Responsible for keys issued to Tenant Club. No locks are to be changed or installed.	Installation and maintenance of locks. Supply of replacement keys. Maintenance of a key register.
Bench style seating and hooks in change rooms.	Pay costs associated with Club misuse.	Repair and replacement but if willful damage by Tenant Club, Tenant Clubs will be charged replacement costs.
Roller screen doors and change room concertina/roller doors.	Pay costs associated with Tenant Club misuse.	Repair and replacement but if willful damage by Tenant Club, Tenant Clubs will be charged replacement costs.
Other Permanent Fixtures	Regular cleaning of all fixtures	Repair and replace when required i.e. hot water service, cooking equipment, all inbuilt cupboards, bench tops, sinks, toilets, fans, etc if fixed. Any willful damage by Tenant Clubs will be charged to Tenant Clubs.

ITEM	TENANT CLUB'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Non permanent fixtures such as furniture, tables, chairs, kitchen crockery, cutlery, refrigeration, dishwasher, drink fridges and any other items as required by the clubs.	Full responsibility.	Nil.
Multi Purpose Room (irrespective of size).	<p>Pay for all damages through club misuse. Any maintenance of the multi purpose room will be shared by the Council 75% and the Tenant Club 25%.</p> <p>Tenant Club will pay 25% of the total costs with any maintenance associated with the multi purpose room.</p>	<p>Any maintenance of the multi purpose room will be shared by the Council 75% and the Tenant Club 25%.</p> <p>Council will pay 75% of the total costs with any maintenance associated with the multi purpose room. Council will arrange the maintenance work and charge the tenant club accordingly.</p>
Bar Facilities	Full responsibility.	Nil.
Pest Control	<p>Maintenance of the buildings and surrounds in a clean and hygienic condition.</p> <p>Eradication and removal of all rats, mice, ants and insects.</p>	Eradication and removal of possums, termites and birds.
Plumbing (internal)	<p>Keeping the buildings internal plumbing in a clean and hygienic state.</p> <p>Cost of internal repair due to misuse.</p> <p>Any new installation and upgrade requires Council approval and is to be paid for by the Tenant Club. If the Tenant Club carries out works then the Tenant Club must supply a certificate of compliance to Council.</p>	<p>Replacement of tap washers and other minor plumbing requirements due to fair wear and tear.</p> <p>Installation, repair or renewal if due to fair wear and tear, of all plumbing related fixtures.</p> <p>Blockages in waste pipes</p>
Flue & Gas Plumbing	Pay for all damages through Tenant Club misuse	Replacement / repair due to malfunction or fair wear and tear.
Sewerage (Septic Tank)	Pay for all damages / blockages due to misuse up to boundary trap.	<p>Replacement / repair due to malfunction or fair wear and tear.</p> <p>Arrange emptying.</p> <p>Replacement of pump and servicing.</p>
Storm water drains	Pay for all damages / blockages due to misuse.	<p>Replacement / repairs or cleaning due to fair wear and tear.</p> <p>Blockages.</p>

Telephone	Full responsibility	
ITEM	TENANT CLUB'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Towel rails, coat hooks / hangers, toilet roll holder, paper towel dispenser, partition walls, mirror, wall tiles and soap holders.	Pay for all damages due to misuse.	Replacement / repairs due to fair wear and tear.
Walls	Pay for repairs due to misuse. Tenant Club to rectify any damage caused by the application of drawing pins, bluetak or similar. Council will do the repair and invoice Tenant Club. Council to notify Tenant Club of repairs required.	Major repair and/or replacement due to structural faults, age, etc.
Windows (Includes Window Frames)	Keep clean and pay for replacement when damaged by Tenant Club. (Council will do the repair and invoice the Tenant Club for works). Report any damage.	Replace if breakage occurs from external source. All damages to frames Minor adjustment due to normal building movement, shrinkage etc.
Graffiti (internal)	Pay for removal of graffiti from all internal areas on the building. (If Tenant Club is not able to remove graffiti from internal areas 14 days after receiving notice, Council will remove and charge the Tenant Club)	
Exterior		
Building additions and alterations	Determine and document requests for renovations, extension, etc and make submission to Council.	Assess all requests submitted and if approved by Council ensure quality control, satisfactory completion of work, etc. by Capital Works Manager.
Cleaning – Building surrounds	Full responsibility	
Decking handrail, step paving, fencing, gates and locks.	Pay for all damages due to Tenant Club misuse.	Replacement due to fair wear and tear. External fencing – ParksWide.
Doors	Pay for all damage to frames due to Tenant Club misuse. (Council will complete repairs and invoice the Tenant Club). No hardware to be installed by Tenant Club.	Minor adjustment due to normal building movement, shrinkage etc.
External building damage due to vandalism	Report any external damage to Council.	Full cost of reinstatement of council property.

Fly screens	Pay for misuse.	Replace when required.
ITEM	TENANT CLUB'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Graffiti (external)	Report any graffiti on the exterior to Council.	Removal of graffiti from the external exposed face of the building.
Guttering incl. Roof guttering, down pipes etc.	Pay for all damages due to Tenant Club misuse. Tenant Club to report any other damages to Council.	Replacement / repairs or cleaning due to fair wear and tear Cleaning of roof gutter as required.
Light / s on building (Excludes Sports Field flood lights)	Pay for all damages due to Tenant Club misuse. Regular cleaning of light fixtures Replacement of readily accessible light globes.	Replacement due to fair wear and tear. Replacement of not readily accessible light globes / tubes. (Not readily accessible light globes are those that are higher than 2m from sole of feet to ground. - Excludes Sports Field flood lights)
Painting interior and exterior	No painting to be undertaken by Tenant Clubs without prior Council approval.	Painting of existing painted surface under Councils cyclic painting schedule.
Plumbing (external)	Pay for all damages due to Tenant Club misuse.	Replacement / repairs due to fair wear and tear.
Roof (Includes skylight if fitted)	Reporting of potential major maintenance problems.	All maintenance and repairs as required. Regular cleaning of skylight.
Rubbish and Waste	Collection, storage and removal of Tenant Club generated refuse and waste from the property.	Collection of dumped rubbish by ParksWide.
Service Pipes (Gas, water, electrical, sewerage, drainage utilities, etc)	Report maintenance problems.	Replace and/or repair of pipes/ infrastructure and/or coordinate with relevant service provider.
Signage	Installation and maintenance of facility identification signage with prior Council approval.	Review and approval of all signage requests.
Surrounds	Keep all surrounds, paths, grass and garden areas free from Tenant Club generated rubbish.	
Walls	Pay for repairs due to misuse. (Council will repair and invoice	Major repair and/or replacement due to structural

ITEM	TENANT CLUB'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Windows (Includes Window Frames)	Keep clean and pay for replacement when damaged by Tenant Club. (Council will do the repair and invoice the Tenant Club for works).	Replace if breakage occurs from external source. All damages to frames Minor adjustment due to normal building movement, shrinkage etc
Other Maintenance		
Sports Field Flood Lighting	Pay for the costs to replace globes.	Coordinate the replacement of globes (Council to invoice Tenant Club cost associated with replacing globes).

APPENDIX 4

Facility Audit Form



Facility Maintenance Audit

The City of Whitehorse is committed to providing a broad range of quality Sport and Recreation opportunities for our community. One of the City's goals is to provide quality sporting Facilities for our community. To ensure the Facilities are maintained to a standard acceptable to the Tenant Clubs and to Council, the Tenant Club is required to fill this facility audit in once during their seasonal allocation or twice during their annual allocation. If you require further information please call Parks Planning and Recreation on 9262 6499.

Name of Reserve: _____ Date of Audit _____

Name of person conducting audit: _____ Ph: _____

On behalf of (resident club): _____

Pavilion

Please indicate the condition of the following areas within the Pavilion (1 - requires repair - being the lowest and 5 being the highest).

	1	2	3	4	5
General condition of Pavilion					
Internal paint					
Floor Coverings					
Electrical wiring and fittings					
General fitting (doors)					
Light globes including exit and emergency lights					
Plumbing					
Permanent fixtures					
Pest control					
Roofs					
Service Pipes					
Walls and Ceilings					
Window glass					
General cleanliness of kitchen					
General cleanliness of shower / toilets / tiles					
Fire hydrant and hose					

General comments:

Tenant Clubs are reminded they must report all maintenance issues to the Works Officer (Maintenance) - Infrastructure on 9262 6222.

Sports Field Condition:

Please indicate the condition of the following areas within the Sports Fields' playing surface (1 - requires repair -being the lowest and 5 being the highest).

	N/A	1	2	3	4	5
Condition of playing surface						
Condition of drainage system (if no drainage exists mark N/A)						
Condition of irrigation system (if no irrigation exists mark N/A)						
Sports Field fence						
Goals						

General comments:

Resident clubs are reminded they must report all maintenance issues to the Manager – Parks Maintenance Business Unit on 9262 6222.

General Reserve Condition:

Please indicate the condition of the following areas within the general Reserve (1 - requires repair -being the lowest and 5 being the highest).

	1	2	3	4	5
Access road					
Car parking					
Car park lighting					
Pavilion security lighting					
Garden maintenance					
Rubbish					
Graffiti vandalism					

General comments:

Resident clubs are reminded they must report all maintenance issues to the Administrative Services Officer, ParksWide on 9262 6222.

APPENDIX 5

List of Sport Fields and Pavilions on City of Whitehorse managed land.

Sports Fields

LOCATION	ADDRESS	MELWAYS REF.
Ballyshannassy Park South	Highbury Road, Burwood East	61 F8
Ballyshannassy Park North	Highbury Road, Burwood East	61 F8
Bennettswood Reserve South	199 Burwood Hwy, Burwood	61 A5
Billabong Park	Weeden Drive, Vermont South	62 E8
Box Hill Gardens	Irving Avenue, Box Hill	47 C9
Box Hill Oval (City Oval)	Middleborough Road, Box Hill	47 G9
Davey Lane	Davy Lane, Forest Hill	62 F4
East Burwood Reserve South	Burwood Hwy, Burwood East	62 C7
East Burwood Reserve North	Burwood Hwy, Burwood East	62 C7
East Burwood Reserve (Centre of athletics track)	Burwood Hwy, Burwood East	62 C7
Eley Park	Sylvia Street, Blackburn South	61 H5
Elgar Park South East	Elgar Road, Mont Albert North	47 B4
Elgar Park South West	Elgar Road, Mont Albert North	47 B4
Elgar Park Hockey	Elgar Road, Mont Albert North	47 B4
Elgar Park North West	Elgar Road, Mont Albert North	47 B4
Elgar Park North East	Elgar Road, Mont Albert North	47 B4
Forest Hill Reserve	410 Canterbury Road, Forest Hill	62 E2
Heatherdale Reserve East	Purches Street, Mitcham	49 D12
Heatherdale Reserve West	Purches Street, Mitcham	49 D12
Heatherdale Reserve (Retarding Basin)	Purches Street, Mitcham	49 D12
Highbury Park	Highbury Road, Burwood East	61 K8
Kalang Park	Kalang Street, Blackburn	47 H12
Koonung Reserve East	Heppner Street, Blackburn North	47 K6
Koonung Reserve West	Heppner Street, Blackburn North	47 K6
Mahoneys Reserve North	Mahoneys Road, Forest Hill	62 C4
Mahoneys Reserve South East (Soccer)	Mahoneys Road, Forest Hill	62 C4
Mahoneys Reserve South Mid	Mahoneys Road, Forest Hill	62 C4
Mahoneys Reserve South West	Mahoneys Road, Forest Hill	62 C4
Mirrabooka Oval (incl. South, North, West, Mid)	Holland Road, Blackburn South	61 J4
Mont Albert Reserve	Braemar Street, Mont Albert	47 A7
Morton Park East	Central Road, Blackburn	48 A10
Morton Park West	Central Road, Blackburn	48 A10
Simpson Park	Simpson Street, Mitcham	49 A10
Sparks Reserve South	Middleborough Road, Box Hill North	47 F12
Sparks Reserve North	Middleborough Road, Box Hill North	47 F12
Sparks Reserve Archery	Middleborough Road, Box Hill North	47 F12
Sparks Reserve West (Soccer)	Middleborough Road, Box Hill North	47 F12
Springfield Park West	Springfield Road, Box Hill North	47 F7
Springfield Park East	Springfield Road, Box Hill North	47 F7
Surrey Park South West	Canterbury Road, Box Hill	47 B11
Surrey Park North West	Canterbury Road, Box Hill	47 B11
Surrey Park North East	Canterbury Road, Box Hill	47 B11
Surrey Park South East	Canterbury Road, Box Hill	47 B11
Terrara Park West	Terrara Road, Vermont South	62 K7
Terrara Park Mid	Terrara Road, Vermont South	62 K7
Terrara Park East	Terrara Road, Vermont South	62 K7
Vermont Reserve	Canterbury Road, Vermont	62 J2
Walker Park	Whitehorse Road, Nunawading	48 H9
Wembley Park	Canterbury Road, Box Hill South	47 F12
Whitehorse Reserve	Whitehorse Road, Box Hill	47 G10

Pavilions

LOCATION	ADDRESS	MELWAYS REF.
Ballyshannassy Park	Highbury Road, Burwood East	61 F8
Bennettswood Reserve South	199 Burwood Hwy, Burwood	61 A5
Bennettswood Reserve North	199 Burwood Hwy, Burwood	61 A5
Billabong Park	Weeden Drive, Vermont South	62 E8
Box Hill Oval (City Oval)	Middleborough Road, Box Hill	47 G9
East Burwood Reserve South	Burwood Hwy, Burwood East	62 C7
East Burwood Reserve North	Burwood Hwy, Burwood East	62 C7
East Burwood Reserve (athletics track)	Burwood Hwy, Burwood East	62 C7
Eley Park	Sylvia Street, Blackburn South	61 H5
Elgar Park South East	Elgar Road, Mont Albert North	47 B4
Elgar Park South West	Elgar Road, Mont Albert North	47 B4
Elgar Park North (Hockey)	Elgar Road, Mont Albert North	47 B4
Forest Hill Reserve	410 Canterbury Road, Forest Hill	62 E2
Heatherdale Reserve	Purches Street, Mitcham	49 D12
Kalang Park	Kalang Street, Blackburn	47 H12
Koonung Reserve	Heppner Street, Blackburn North	47 K6
Livingstone Reserve	Livingstone Road, Vermont South	62 G7
Livingstone Reserve (Cricket)	Livingstone Road, Vermont South	62 G7
Mahoneys Reserve	Mahoneys Road, Forest Hill	62 C4
Mahoneys Reserve (Soccer)	Mahoneys Road, Forest Hill	62 C4
Mirraboooka Oval	Holland Road, Blackburn South	61 J4
Mont Albert Reserve	Braemar Street, Mont Albert	47 A7
Morton Park	Central Road, Blackburn	48 A10
Sparks Reserve South	Middleborough Road, Box Hill North	47 F12
Sparks Reserve North	Middleborough Road, Box Hill North	47 F12
Springfield Park West	Springfield Road, Box Hill North	47 F7
Springfield Park East	Springfield Road, Box Hill North	47 F7
Surrey Park South West	Canterbury Road, Box Hill	47 B11
Surrey Park South Central	Canterbury Road, Box Hill	47 B11
Surrey Park North Central	Canterbury Road, Box Hill	47 B11
Terrara Park 1 West	Terrara Road, Vermont South	62 K7
Terrara Park 2	Terrara Road, Vermont South	62 K7
Terrara Park 3	Terrara Road, Vermont South	62 K7
Terrara Park 4 East	Terrara Road, Vermont South	62 K7
Vermont Reserve	Canterbury Road, Vermont	62 J2
Walker Park	Whitehorse Road, Nunawading	48 H9
Wembley Park	Canterbury Road, Box Hill South	47 F12
Whitehorse Reserve	Whitehorse Road, Box Hill	47 G10

APPENDIX 6
Corporate Policy -
Signs On Council Properties (Excluding
Roads)

SIGNS ON COUNCIL PROPERTIES (Excluding Roads)

PURPOSE

- 1 To ensure that signs located on Council properties (other than roads), do not have adverse impacts in relation to amenity and public safety and the protection of Council and other property.

OBJECTIVES

- 2 To provide for equitable and consistent administration of the local law provisions and the Whitehorse Planning Scheme relating to advertising on Council property.
- 3 To support local community, not for profit, organisations in promoting their activities and fund raising efforts.
- 4 To be sensitive to the need to preserve and enhance the local environment and amenity.
- 5 To define the various types of signs on Council properties.

DEFINITIONS

- 6 **Signage** includes all permanent and temporary signage
- 7 **Council properties** includes all Council owned or managed properties
- 8 **Permanent signs** are signs securely fixed to a building or permanent securely fixed freestanding signs.
- 9 **Temporary signs** are signs fixed to a structure, fence or free standing for a specified and limited period of time.
- 10 **Temporary banners** are signs fixed to fences, structures or free standing on the day of the event only.
- 11 **Sponsorship** relates to the monetary support or in kind support of a sporting or recreational group by a commercial, charitable or other organisations.
- 12 **Next Game Sign** is a sign that indicates the resident sporting club and their opponents for the coming game.
- 13 **Boundary Fence** is a fence enclosing a boundary of a marked playing area.

POLICY

Permanent Signage

14. Authority to erect, affix or place a banner or sign at any Council Property (excluding roads) must:
 - 14.1 Require that the sign must be securely fixed to fences and/or buildings or so displayed that the possibility of injury to any person or damage to any facility is avoided;
 - 14.2 Be limited in time to the period of the lease/hire/seasonal use of the property or facility;
 - 14.3 Require that any such sign be removed within seven days of the end of the lease/hire/seasonal use, unless agreement is reached between tenants;
 - 14.4 Require that advertisements/sponsorship signs around the sports ground be placed so that they face inward to the reserve or Council Property;

- 14.5 Not contain advertising of alcohol, cigarettes, or tobacco products.
- 14.6 Require the size of any sign fixed to boundary fences to be limited to 3 sqm, and to not extend above or below the fence;
- 14.7 Require any other sign within the Reserve to be limited to 3 sqm;
- 14.8 Prohibit signs or banners being secured to trees or safety rails or bollards, or in such a manner that Council assets are damaged or public safety is compromised;
- 14.9 Require that a next game sign facing outward from the sporting area or facility, or which is visible within the surrounding park, must be limited to three colours (including the background colour), be no more than 3 sqm in size and is to have a maximum commercial sponsorship (including logos) of 20% of the total sign size;
- 14.10 Prohibit any other permanent sign which faces outward from the sporting reserve and / or facility;
- 14.11 Prohibit any banner or signs which are worded or contain illustrations that are likely to cause offence to any person or organisation; and
- 14.12 Require, prior to the erection of any banner or sign and annually thereafter, that the applicant produce a Certificate of Currency as evidence of public liability insurance cover of \$10 million, and arranges for the Council's interest to be noted on the Insurance Policy.

Temporary Signs

- 15 The following sites are available for the erection of signs or banners to promote local, not for profit organisations, or community events that are being conducted by such organisations.
 - 15.1 North West corner of Middleborough Road and Canterbury Roads;
 - 15.2 South East corner of Canterbury Road and Springvale Roads;
 - 15.3 North East corner of Canterbury Road and Elgar Road;
 - 15.4 South East corner of Mitcham Road and East Doncaster Road;
 - 15.5 North West corner of the Whitehorse Road and Dunlavin Road intersection; and
 - 15.6 Whitehorse Civic Centre frontage at the eastern end only and for events taking place on the Whitehorse Civic Centre site only.

Council will give consideration to public safety and the amenity of local areas as well as the need to avoid damage to Council assets.
- 16 Advertising on all other Council properties to be limited to promoting community activities on the site and within 500 metres of the sign.
- 17 Authority to erect signs, on sites nominated in section 15 will:
 - 17.1 Allow a maximum of two signs on each site at any one time;
 - 17.2 Require the size of the sign to be limited to 1800mm x 1200mm;
 - 17.3 Be considered on a 'first come, first served' basis;
 - 17.4 Require that Council has the right to cancel bookings should Council works need to be carried out on that site at the time allocated (should this occur Council will endeavour to allocate an alternative site);

- 17.5 Require at sites 15.1, 15.2 and 15.4 siting of signs a minimum of 6m from the back of the kerb to comply with VicRoad requirements;
 - 17.6 Allow the sign to be installed a maximum of 21 days prior to the event and require removal within 48 hours of the conclusion of the event;
 - 17.7 Require that any sponsorship of the sign be acknowledged within a space that is no greater than 20% of the total surface area of the sign;
 - 17.8 Prohibit signs which are worded or contain illustrations that are likely to cause offence to any person or organisation;
 - 17.9 Require, prior to the erection of any banner or sign, that the applicant produce a Certificate of Currency as evidence of public liability insurance cover of \$10 million, and arranges for the Council's interest to be noted on the Insurance Policy;
 - 17.10 Require that the sign must be securely fixed and so displayed that the possibility of injury to any person or damage to any facility is avoided.
- 18 Sporting and Recreational Clubs may apply for one temporary sign at a time for display outside their sporting ground/facility for a special one off event and/or to encourage new participants. Points 17.2 through to 17.10 from above will apply.

Temporary Banner

- 19 The size of the banner be limited to 3000mm x 900mm
- 20 The banner can only be installed and displayed for the duration of the event. The banner is to be removed within 24 hours of the completion of the event.
- 21 Clause 17.9 and 17.10 will also apply to a temporary banner/s.
- 22 The General Manager Human Services may alter the above requirements if the circumstances are appropriate.

PROCEDURE

- 23 Applications for permanent signage on Council Property (excluding roads) shall be made to the Recreation Services Co-ordinator.
- 24 Applications for temporary signage or banners on Council Property (excluding roads) shall be made to Council's ParksWide Department.
- 25 Signage erected by all other Parties with the agreement of Council is to be maintained by that Party.
- 26 Should signage or banners be erected which is offensive, deemed to be dangerous to users or members of the public, or without Council approval on any Council property, then the party or individual will be requested to remove the sign/s immediately. In the event this direction is not complied with within the stipulated time period, then the Manager responsible for the Council property will arrange for the sign/s or banner/s to be removed and any cost incurred by Council shall be recovered from the person/s or organisation responsible for erecting the sign/s or banner/s.
- 27 A Sign/s or banner/s deemed by Council to be dangerous to users or members of the public may be removed immediately by Council without prior notice.
- 28 Council cannot and will not be held liable for any claim made by an aggrieved sponsor where a sign considered by Council to be inappropriate has been removed.

GUIDELINES FOR SIGNS

29 The attached appendices detail the required specifications for each different type of sign.

RESPONSIBILITY

30 General Manager Corporate Services and General Manager Human Services.

RELATED LEGISLATION

31 Local Laws 7 & 8

Placement of Signs, Goods and Furniture on Roads, Footpaths and Reservations

Whitehorse Planning Scheme

REVIEW

32 This policy is to be reviewed no later than 31 December 2008.

APPENDIX 7

Noise Schedule

Noise Schedule

Prohibited Hours for Prescribed Items of Domestic Equipment

The table below lists the prohibited hours for the prescribed items of equipment as contained in the Environment Protection (Residential Noise) Regulations 1997 and the EPA Noise Control Guidelines. It must be understood that noise from these items of equipment outside the prohibited hours could also be unreasonable depending on the circumstances.

Prescribed items and prescribed prohibited times

The following items and prohibited times are prescribed for the purposes of section 48A(5) of the Environment Protection Act 1970.

Group	Prescribed Items	Prohibited Times
1	A motor vehicle (except a vehicle moving in or out of premises), lawn mower or other grass cutting device and any equipment or appliance not falling within Group 2 having an internal combustion engine.	Monday to Friday: before 7am and after 8pm. Weekends and public holidays: before 9am and after 8pm.
2	An electric power tool, chain or circular saw, gas or air compressor, pneumatic power tool, hammer and any other impacting tool, grinding equipment.	Monday to Friday: before 7am and after 8pm. Weekends and public holidays: before 9am and after 8pm.
3	A domestic air conditioner, swimming pool pump, spa pump, domestic heating equipment (including central heating and hot water systems) and domestic vacuum cleaners.	Monday to Friday: before 7am and after 10pm. Weekends and public holidays: before 9am and after 10pm.
4	A musical instrument and any electrical amplified sound reproducing equipment including a stereogram, radio, television and public address system.	Monday to Thursday: before 7am and after 10pm. Friday: before 7am and after 11pm. Saturday and public holidays: before 9am and after 11pm. Sunday: before 9am and after 10pm.
5	Any electric equipment or appliance not falling within Group 2, Group 3, or Group 4, including electric gardening equipment.	Monday to Friday: before 7am and after 8pm. Weekends and public holidays: before 9am and after 8pm.

Noise Schedule – Public Address (PA) Systems

The EPA has also developed noise control guidelines for the use of Public Address Systems. Clubs must comply with these guidelines.

Public address systems are commonly used in conjunction with outdoor entertainment and sporting activities and can cause annoyance if used inappropriately. For the purpose of this Guide public address systems may be divided into two categories: (i) low power units needed for control of persons engaged in the activities or events, and (ii) high power units used for making public commentaries and announcements.

Objectives

In all cases, the environmental objective should be noise intrusion of not more than 5dB(A) above background at any affected residencies or other noise-sensitive locations. Corrections for tonal or impulsive noise usually are not necessary, and further tolerance of up to 5dB(A) may be allowed for unique or very infrequent activities with recognised social merit. Amplifier level settings must be minimised while ensuring conveyance of information to audience or participants is adequate.

Restrictions on the times of use of public address systems should be considered. Noise from PA Systems must not be audible inside a residential dwelling during normal sleeping hours.

Low Power Systems for Event Control

These are usually small systems such as used for controlling competitors in events such as BMX bike races and go-kart races. Where such systems may cause noise annoyance, the following criteria should be applied:

1. The public address system must only be used to control the event, not for giving commentaries, advertising or playing music.
2. Speakers may only be installed in the essential control areas, such as marshalling sites.
3. Speakers should be small, low power horn units no more than 20cm across the horn opening and operated by an amplifier of no more than 30 watts.
4. Horn units are to incline downwards at an angle of approximately 45 degrees, point in the appropriate direction and be mounted on poles approximately 3m high, in such a way that the speaker is held firmly and cannot be rotated.
5. A sound level limiting circuit should be incorporated in the amplifier to control the signal amplitude to a fixed level regardless of the loudness of the operator's voice.
6. Once the control knobs have been set to the correct positions, they should be removed and the potentiometer spindles covered with a fixed metal channel attached to the front panel of the amplifier.
7. The spare microphone inputs should be covered with metal plates securely fitted to the rear or front panel of the amplifier, as the case may be.

High Power Systems for Commentaries and Announcements

These are usually much larger systems used, for example, to give a running commentary during a sporting event or race meeting, to keep spectators entertained or for carnival type advertising.

1. Most of the criteria for lower power systems are applicable.

2. Rather than use high powered speakers placed in a few locations, it is preferable to place more low powered speakers to cover the entire perimeter of the grounds, each pointing downward and inward towards the ground where the event is taking place.

Note:

1. Consideration should be given to substitution of sound systems by visual displays such as electronic scoreboards and video screens for large operations.
2. PA Systems used for paging staff and patrons in business and catering operations may also be replaced where they adversely affect residencies. In business, two way radios or pocket beepers may be used. In hotels, meal ticket numbers may be presented on digital display boards instead of being announced.

APPENDIX 8

Incident Report Form



Injury, Incident and Hazard Report & Investigation Form

1. Incident/Hazard Type: (Please Tick) <input type="checkbox"/> Injury/Illness <input type="checkbox"/> Near miss incident/accident <input type="checkbox"/> Public Liability <input type="checkbox"/> Property Damage <input type="checkbox"/> Hazardous condition or practice (see notes attached)	Person involved: (Please Tick) <input type="checkbox"/> Club Member <input type="checkbox"/> Player <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Official
--	---

2. Person Involved/injured:

Name: _____ Date of Birth (optional): _____ Male/Female: _____

Home Address: _____ Phone Number: _____

Occupation/Job Title/Department: _____ Company name (if contractor): _____

3. Date of incident/injury/damage: _____

Time of incident/injury: Specify am or pm (if injury developed over a period, please give from and to, dates) _____

4. Location of incident or Hazard: _____

(Exactly where the incident occurred)

Address if not Council Property (e.g roadway, clients home) _____

5. Activity

What were you doing when the injury or incident /near miss happened?

Exactly how did the incident occur/ (nearly occur)?

Describe the hazard
(Attach photographs/diagrams/ statements if necessary)

6. Actual Damage

Body Area (e.g lower back, right arm)	Type of Injury (e.g sprain, fracture)
Did you receive an injury? No <input type="checkbox"/> Yes <input type="checkbox"/>	
Was there property Damage? No <input type="checkbox"/> Yes <input type="checkbox"/>	

Specify property damage (description): _____

7. Potential Severity of Injury or Hazard (see attached notes)

Low Medium High

8. Treatment

Ambulance Hospital

None First Aid Doctor

If an ambulance was called or hospitalisation required, Risk Management Department must be notified Immediately!! (See attached notes)

9. Witnesses

Did any person directly witness the incident? No Yes

↓

If NO – was anyone in the vicinity when it occurred? No Yes

Name: _____
Address/Contact no: _____
Relationship to you. (eg. Co-worker, supervisor, public)

10. Date of Report: (Today)

Please note: It is Council policy that all incidents/accidents and hazards are reported as soon as possible.

If the person involved is unable to complete this form due to injury, please write your name, position and contact phone number:

.....

Signature of person completing report:

.....

11. Contributing Factors to the incident or hazard: (to be completed by person involved and supervisor/manager):

(Remember: The purpose of investigating the incident is to identify preventative measures and not to apportion blame!)

Equipment:

- | | | | |
|-------------------------------|--------------------------|--------|--------------------------|
| Defective | <input type="checkbox"/> | Design | <input type="checkbox"/> |
| Guarding | <input type="checkbox"/> | Other | <input type="checkbox"/> |
| Personal Protective Equipment | <input type="checkbox"/> | | |

Explanation of any ticked factors:

.....

Environment:

- | | | | |
|-------------|--------------------------|---------------|--------------------------|
| Weather | <input type="checkbox"/> | Layout/Design | <input type="checkbox"/> |
| Noise | <input type="checkbox"/> | Housekeeping | <input type="checkbox"/> |
| Air Quality | <input type="checkbox"/> | Other | <input type="checkbox"/> |

.....

People:

- | | | | |
|-------------|--------------------------|----------|--------------------------|
| Supervision | <input type="checkbox"/> | Health | <input type="checkbox"/> |
| Procedures | <input type="checkbox"/> | Planning | <input type="checkbox"/> |
| Other | <input type="checkbox"/> | | |

.....

Training: (Formal & On the job)

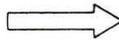
- | | | | |
|------------------|--------------------------|----------------|--------------------------|
| None prior | <input type="checkbox"/> | Inadequate | <input type="checkbox"/> |
| Needs Refreshing | <input type="checkbox"/> | Not reinforced | <input type="checkbox"/> |

.....

12. Prevention and Hierarchy of Controls:

Action to be taken to prevent recurrence:

(To be considered in order):



- 1 Elimination *eg. Does the task have to be done?*
- 2 Substitution *eg. Can a non toxic product be substituted?*
- 3 Engineering *eg. Can a mechanical aid be used to lift?*
- 4 Administration *eg. Can we limit a persons exposure by rotating their tasks?*
- 5 Personal Protective Equipment *eg. Hearing protection, sunscreen etc*

Person(s) responsible: _____

Date to be completed by: _____

13. Circulation: Print name:

Signature:

Date:

Supervisor/Manager: _____

WorkCover Co-ordinator: _____

Safety & Insurance Coordinator: _____
 (Public liability matters only)

APPENDIX 9

Sports Field Audit – Sporting Clubs

Sportsfield Audit - Sporting Clubs

Boundary Area

YES	NO	NO - But

Is the boundary line at least three (3) metres from any fence?
 Are all drains properly covered by grates?
 Is there any wire or other material protruding from fence and signage?
 Has appropriate material been used for all ground markings?

Comments Regarding "But"

Sprinklers

YES	NO	NO - But

Are any sprinkler heads protruding?
 Are rubber protective covers in place on all sprinkler heads?
 Have any potholes surrounding sprinkler heads been adequately filled?

Comments Regarding "But"

General Playing Surface

YES	NO	NO - But

Have all potholes been adequately filled?
 Are all drainage trenches adequately filled?
 Is the surface adequately even?
 Is the surface clear of debris/garbage ie. cans, rocks, bottles?
 Is there sufficient grass coverage / height of grass / adequate filling to minimise hardness?
 Has the ground been correctly marked for play?

Comments Regarding "But"

Synthetic Wicket

YES	NO	NO - But

Is the surface area level between the actual pitch and the surrounds?
 In travelling from grassed to non-grassed areas, is it likely to cause stability problems for players?
 Is the wicket suitable for play - flat & even, minimal cracks ?
 Has the wicket been correctly marked for play?

Comments Regarding "But"

Turf Wicket

YES	NO	NO - But

Is the surface area level between the actual pitch and the surrounds?
 In travelling from grassed to non-grassed areas, is it likely to cause stability problems for players?
 Is the wicket suitable for play - flat & even, minimal cracks and/or grass clippings used?
 Has the wicket been correctly marked for play?

Comments Regarding "But"

Goal Posts

YES	NO	NO - But

Are a safe distance from playing area, or are padded in an acceptable fashion (Minimum 5cm thick)?
 Adequate controls to prevent children from climbing structures

Light Towers

YES	NO	NO - But

Are a safe distance from playing area, or are padded in an acceptable fashion (Minimum 5cm thick)?
 Adequate controls to prevent children from climbing structures

Venue:

--

Are there any questions marked NO
 If NO, Please sign the Audit Sheet
 If YES, please fill in the box below

This Audit Completed by Captains / Umpires

--

YES	NO

Do you believe the ground is still fit for play?

(Signed):

--

Dated:

--

Official Position:

--

* If YES, you may wish to alert the players and officials to a potential risk

* If YES, you may wish to cordon off an area, provided it does not pose a risk to play

*** If NO, the game must be cancelled**