

Attachments

Ordinary Council Meeting

Monday 10 December 2018

9.1.1	47- 49 McIntyre Street, BURWOOD (Lot 1 TP 214992X & Lot 3 TP 186129R) Amendment to permit allowing 'Development of a five storey building comprising 50 apartments'	
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9.1.1 47- 49 McIntyre Street,
 BURWOOD (Lot 1 TP 214992X
 & Lot 3 TP 186129R)
 Amendment to permit allowing
 'Development of a five storey
 building comprising 50
 apartments'

Attachment 1 Amended Plans

Attachment 2 Originally Endorsed Plans

Attachment 3 Tree Site Plan

Attachment 4 Original Permit

9.1.1 – ATTACHMENT 1. Amended Plans

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WHITEHORSE PLANNING SCHEME
14/08/2018
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47-49 MCINTYRE ST, BURWOOD

PERMIT AMENDMENT RFI

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TP00	COVER SHEET
TP01	DEMOLITION PLAN
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TP04	BASEMENT 02
TP05	BASEMENT 01
TP06	GROUND FLOOR PLAN
TP07	FIRST FLOOR PLAN
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TP30	SHADOW DIAGRAMS 1
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TP40	MATERIAL SCHEDULE

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Project
McIntyre Street
47-49 McIntyre Street, Burwood

Client
SCOTT LIU

No.	Date	Notes
1	2018/08/14	Initial Design Response
2	2018/08/14	Initial Design Response
3	2018/08/14	Initial Design Response
4	2018/08/14	Initial Design Response
5	2018/08/14	Initial Design Response
6	2018/08/14	Initial Design Response
7	2018/08/14	Initial Design Response
8	2018/08/14	Initial Design Response
9	2018/08/14	Initial Design Response
10	2018/08/14	Initial Design Response

Title
COVER SHEET

Drawn
PRELIMINARY
PERMIT AMENDMENT

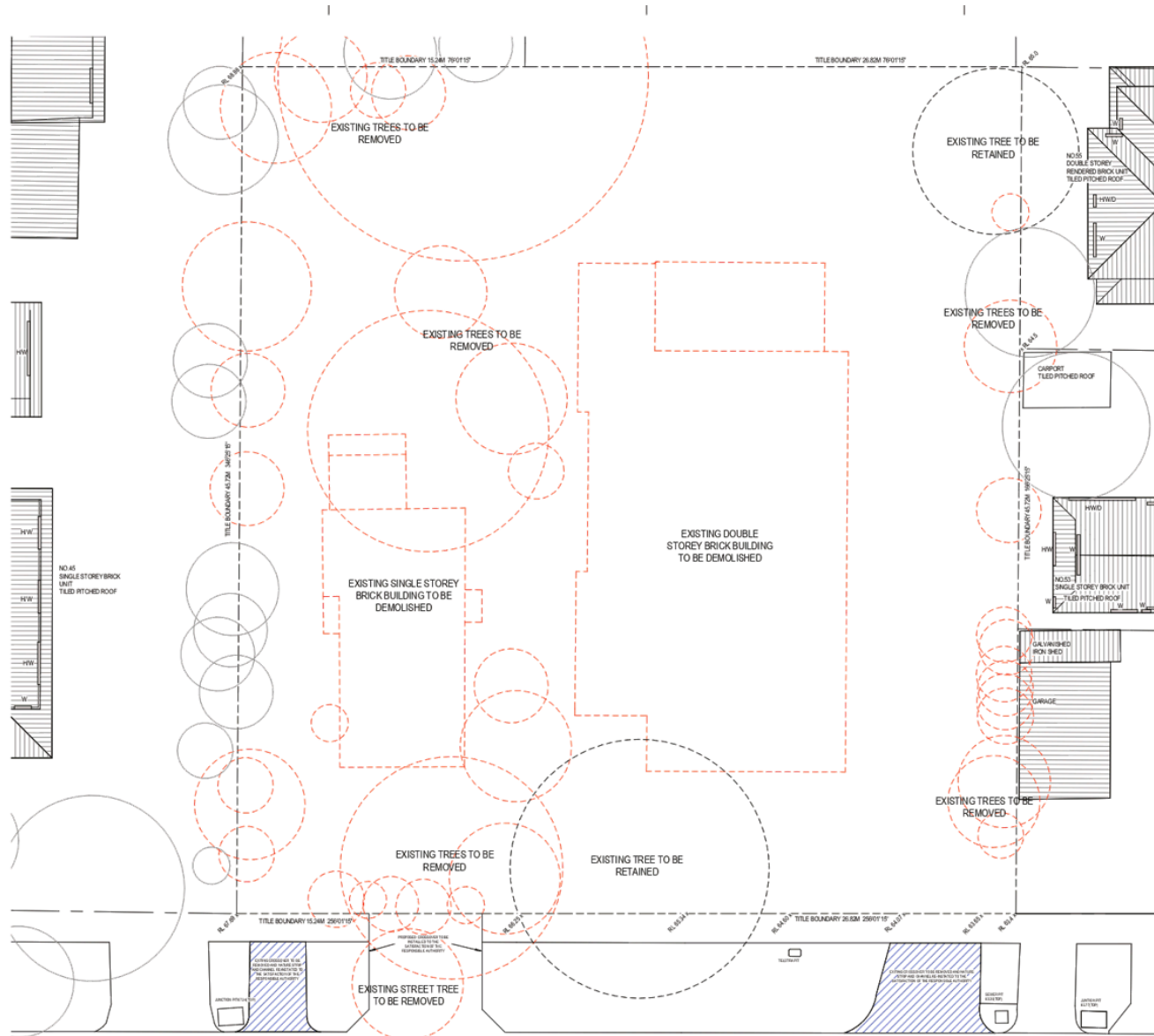
Drawn No.
TP00

Scale
GPI
Date
07/08/2018

Revision
B

17004

9.1.1 – ATTACHMENT 1. Amended Plans



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McIntyre Street
47-49 McIntyre Street, Bunwood

Client
SCOTT LIU

Rev.	Date	By	Check
1	14/08/2018	SCOTT LIU	SCOTT LIU
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Drawn By
TP01

Title
DEMOLITION PLAN

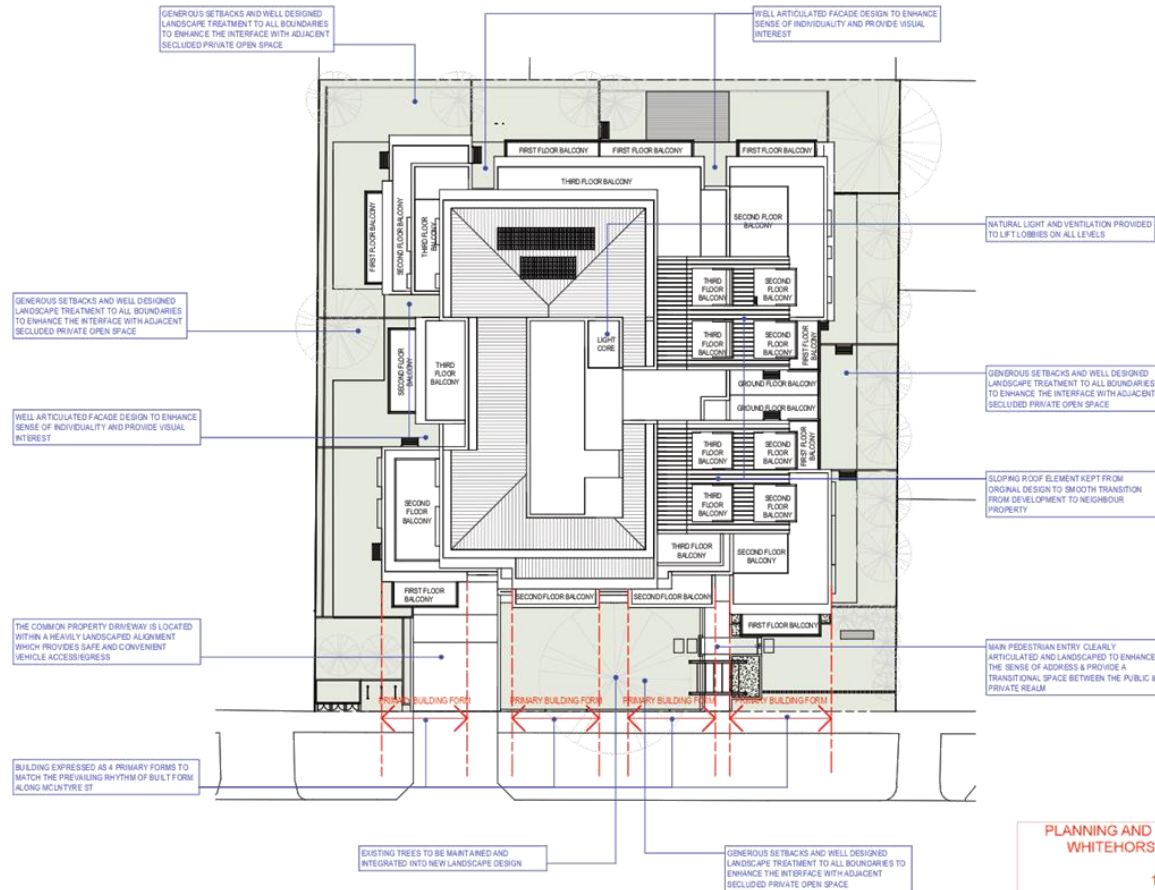
Client
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PERMIT AMENDMENT

Scale
1:1000
Date
11/05/2018



17004

9.1.1 – ATTACHMENT 1. Amended Plans



DEVELOPMENT SCHEDULE

Apartment	Type	Area	P:3.5
101	1 Bed	62.00	1.00
102	1 Bed	62.00	1.00
103	1 Bed	62.00	1.00
104	1 Bed	62.00	1.00
105	1 Bed	62.00	1.00
106	1 Bed	62.00	1.00
107	1 Bed	62.00	1.00
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130	1 Bed	62.00	1.00
131	1 Bed	62.00	1.00
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196	1 Bed	62.00	1.00
197	1 Bed	62.00	1.00
198	1 Bed	62.00	1.00
199	1 Bed	62.00	1.00
200	1 Bed	62.00	1.00

DEVELOPMENT SUMMARY

PROPOSED DEVELOPMENT		
	Area m ²	%
Total Site Area	1822.94	
Site Coverage (Ground)	1003.82	55.2
Site Coverage (Basement)	121.33	6.6
Permissible Area	616.33	33.8
PREVIOUS APPROVED DEVELOPMENT		
	Area m ²	%
Total Site Area	1822.94	
Site Coverage	1136.03	62.3
Permissible Area	425.62	23.3
Apartment Mix		
1 Bed	9	
2 Bed	24	
3 Bed	3	
Total	36	
Carpark		
Residential	40	
Total	40	
Bicycle Parking		
Residential	10	
Visitor	6	
Total	16	

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Project
McIntyre Street
47-49 McIntyre Street, Burwood

Client
SCOTT LUI

Rev	Date	Revised By	Revised Description
1	14/08/2018	SCOTT LUI	ADVERTISED MATERIAL

Drawn By
TP02

Revision
B

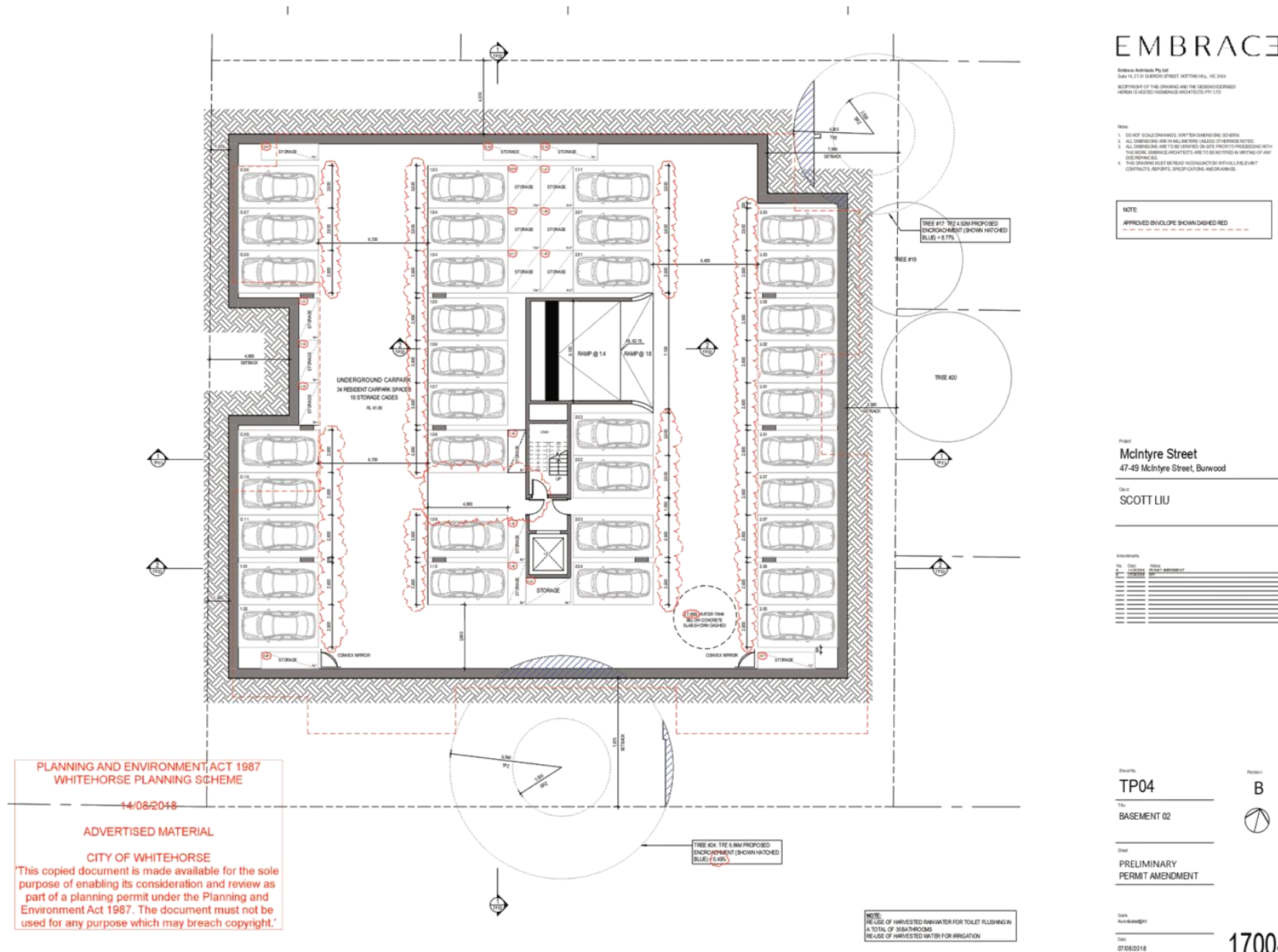
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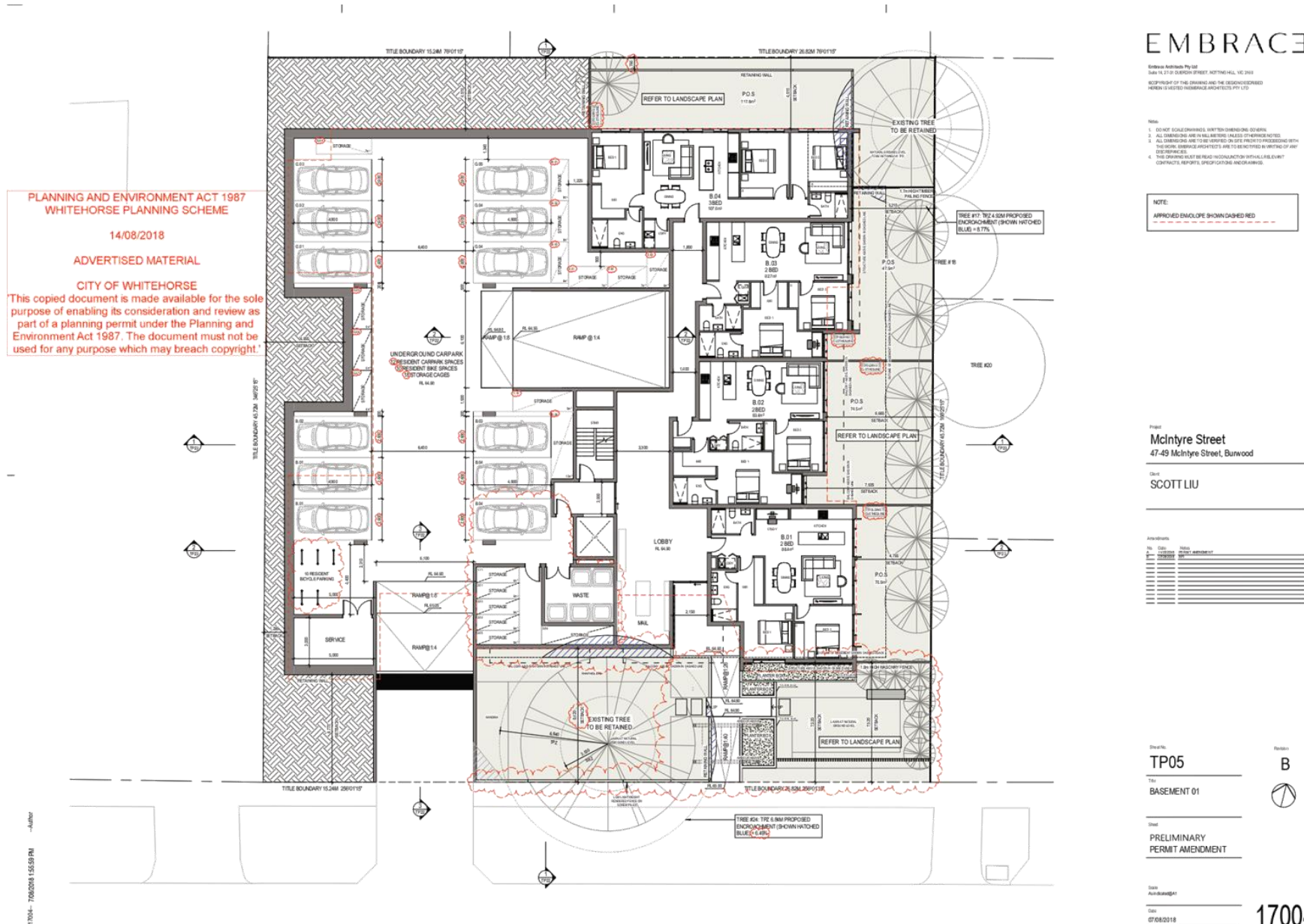
Date
17/08/2018

17004

9.1.1 – ATTACHMENT 1. Amended Plans



9.1.1 – ATTACHMENT 1. Amended Plans

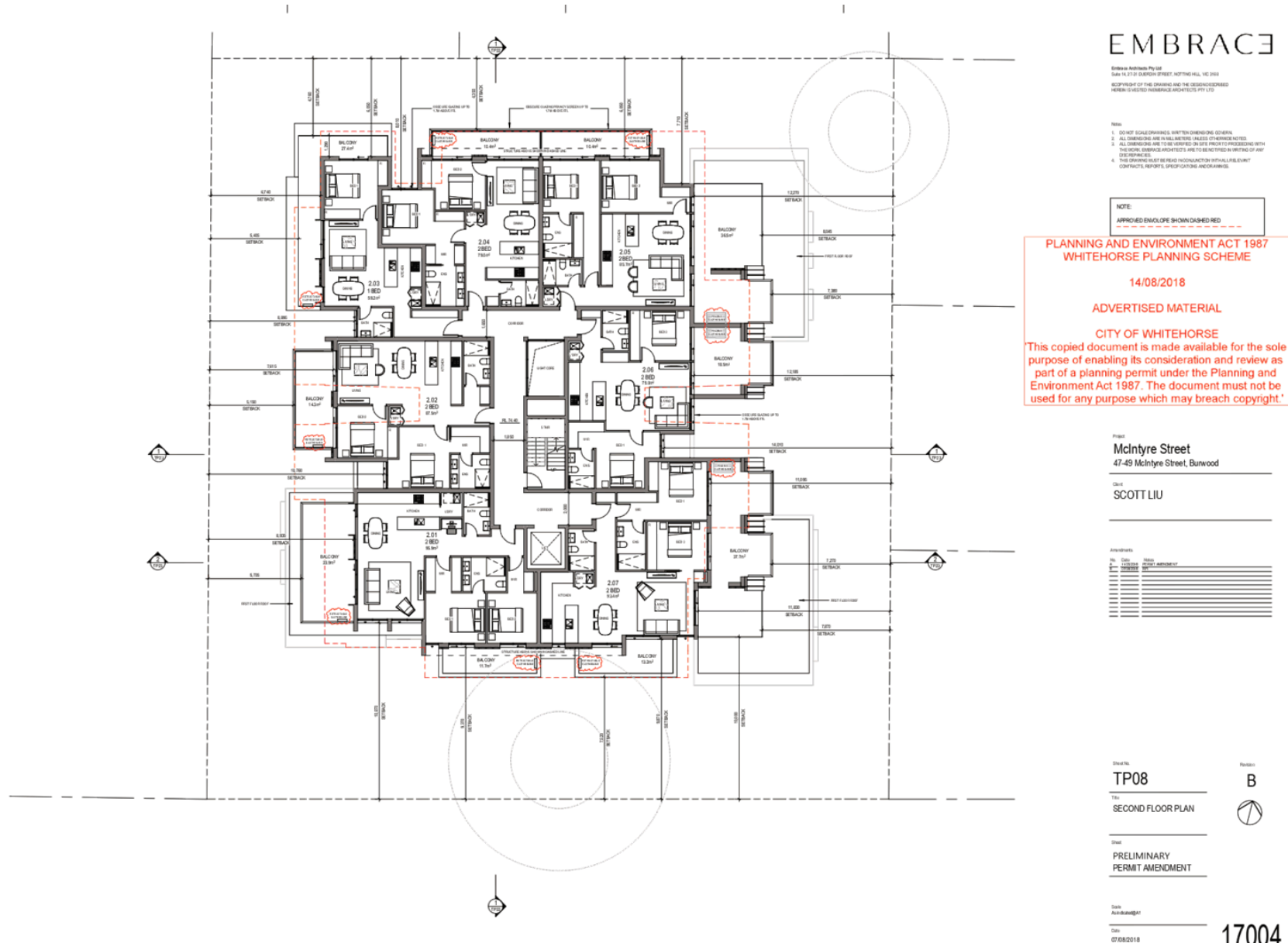


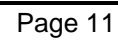




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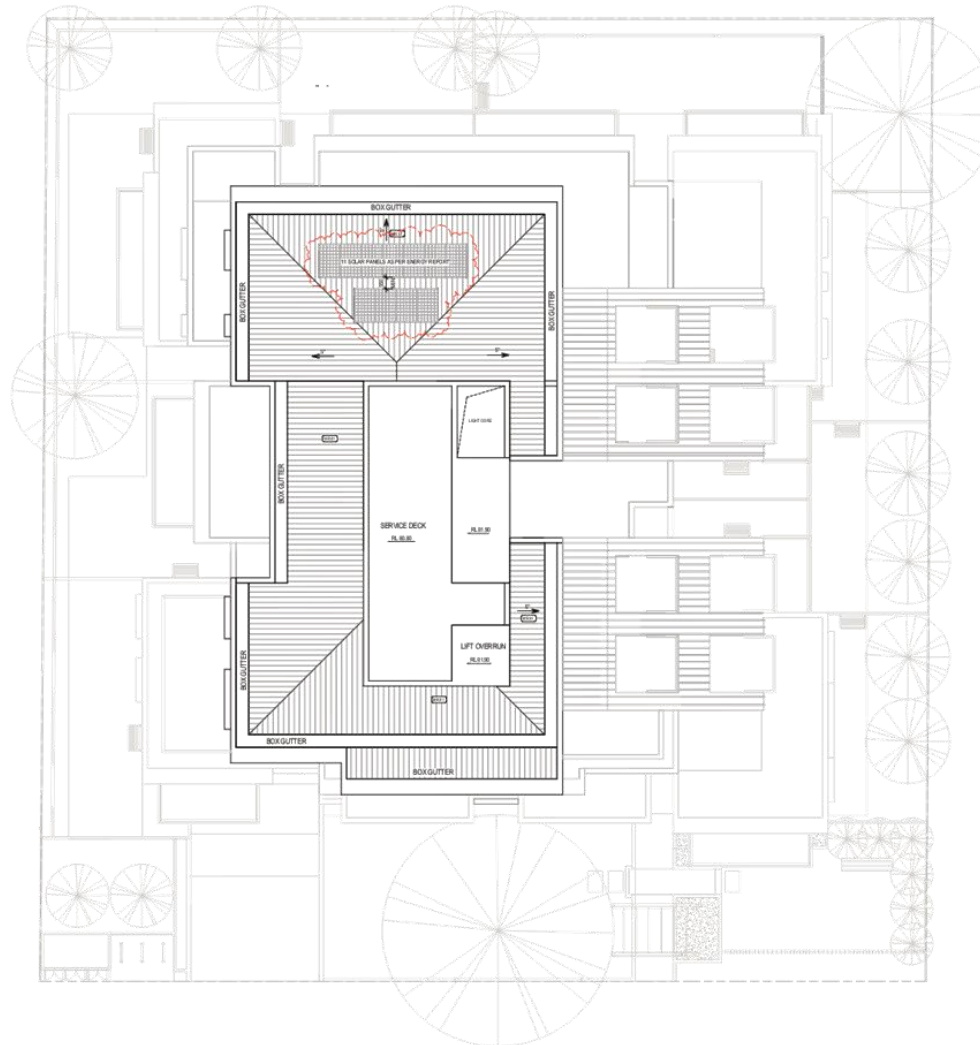
Amended Plans





9.1.1 – ATTACHMENT 1.

Amended Plans



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Project
McIntyre Street
47-49 McIntyre Street, Burwood

Client
SCOTT LIU

Drawings	No.	Date	Revision	Author	Checker	Approver
	1	14/08/2018		SCOTT LIU		
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Drawn by
TP10

Title
ROOF PLAN

Sheet
PRELIMINARY
PERMIT AMENDMENT

Date
14/08/2018

Date
07/08/2018

Revision
B



17004

9.1.1 – ATTACHMENT 1. Amended Plans



1 South Elevation
SCALE: 1:100



2 East Elevation
SCALE: 1:100

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Project: McIntyre Street
47-49 McIntyre Street, Burwood

Client: SCOTT LIU

Revised	By	Date	Notes
1	SCOTT LIU	14/08/2018	Initial design of
2	SCOTT LIU	14/08/2018	Revised design of
3	SCOTT LIU	14/08/2018	Revised design of
4	SCOTT LIU	14/08/2018	Revised design of
5	SCOTT LIU	14/08/2018	Revised design of
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7	SCOTT LIU	14/08/2018	Revised design of
8	SCOTT LIU	14/08/2018	Revised design of
9	SCOTT LIU	14/08/2018	Revised design of
10	SCOTT LIU	14/08/2018	Revised design of

Title: ELEVATIONS 1
Sheet: PRELIMINARY PERMIT AMENDMENT

Project: TP20
Date: 07/08/2018

Revision: B
17004

9.1.1 – ATTACHMENT 1. Amended Plans



1 North Elevation
SCALE 1:100



2 West Elevation
SCALE 1:100

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WHITEHORSE PLANNING SCHEME

14/08/2018

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Project
McIntyre Street
47-49 McIntyre Street, Burwood

Client
SCOTT LIU

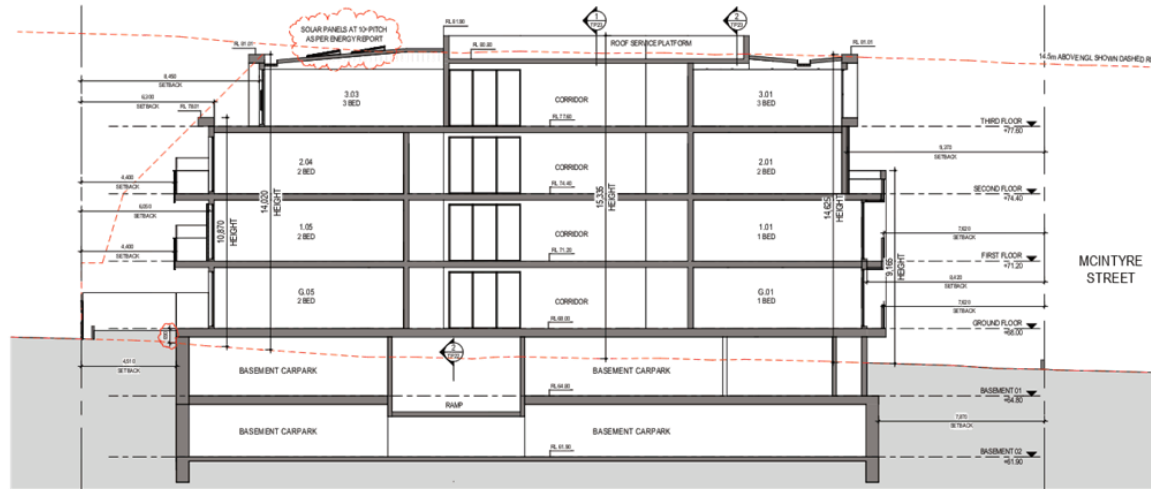
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ELEVATIONS 2
Date
PRELIMINARY
PERMIT AMENDMENT

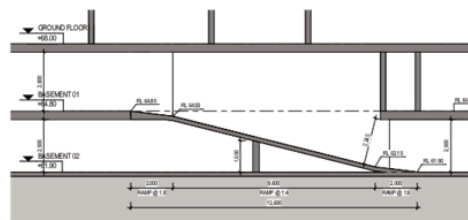
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As Indicated
Date
07/09/2018

Revision
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17004

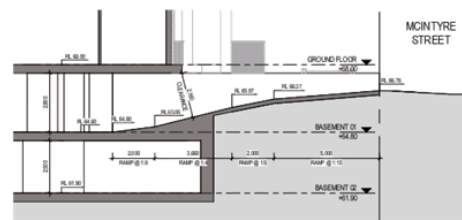
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SECTION 1
SCALE 1:100



RAMP SECTION B1-B2
SCALE 1:100



RAMP SECTION G-B1
SCALE 1:100

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McIntyre Street
47-49 McIntyre Street, Burwood
SCOTT LIU

No.	Date	Revised	By
1	14/08/2018	SCOTT LIU	SCOTT LIU
2	14/08/2018	SCOTT LIU	SCOTT LIU
3	14/08/2018	SCOTT LIU	SCOTT LIU
4	14/08/2018	SCOTT LIU	SCOTT LIU
5	14/08/2018	SCOTT LIU	SCOTT LIU
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8	14/08/2018	SCOTT LIU	SCOTT LIU
9	14/08/2018	SCOTT LIU	SCOTT LIU
10	14/08/2018	SCOTT LIU	SCOTT LIU

SECTIONS 1

TP22

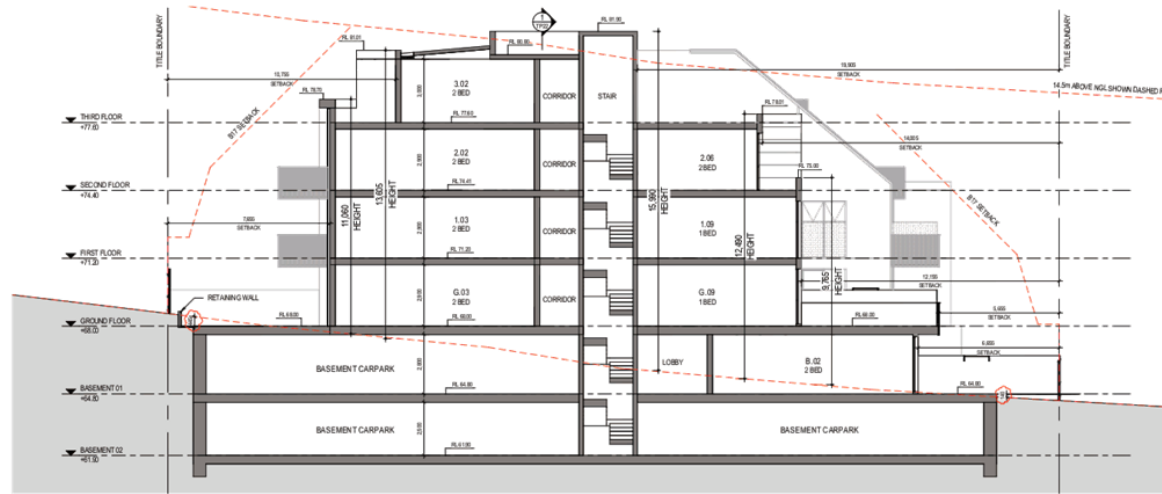
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PRELIMINARY
PERMIT AMENDMENT

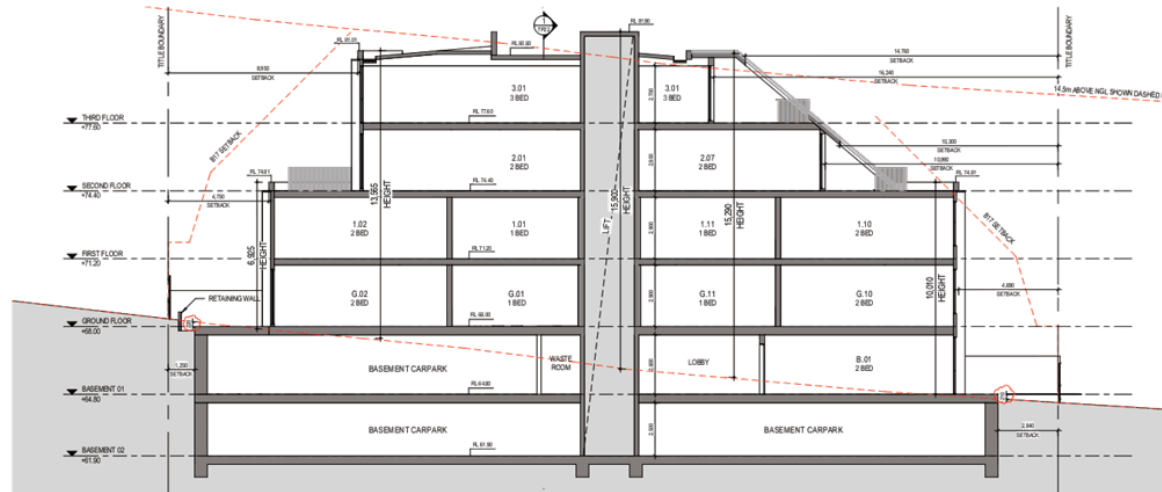
14/08/2018

17004

9.1.1 – ATTACHMENT 1. Amended Plans



SECTION 2
SCALE 1:100



SECTION 3
SCALE 1:100

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McIntyre Street
47-49 McIntyre Street, Burwood

SCOTT LIU

No.	Date	Revised	By
1	14/08/2018	SCOTT LIU	SCOTT LIU
2	14/08/2018	SCOTT LIU	SCOTT LIU
3	14/08/2018	SCOTT LIU	SCOTT LIU
4	14/08/2018	SCOTT LIU	SCOTT LIU
5	14/08/2018	SCOTT LIU	SCOTT LIU
6	14/08/2018	SCOTT LIU	SCOTT LIU
7	14/08/2018	SCOTT LIU	SCOTT LIU
8	14/08/2018	SCOTT LIU	SCOTT LIU
9	14/08/2018	SCOTT LIU	SCOTT LIU
10	14/08/2018	SCOTT LIU	SCOTT LIU

SECTIONS 2

PRELIMINARY
PERMIT AMENDMENT

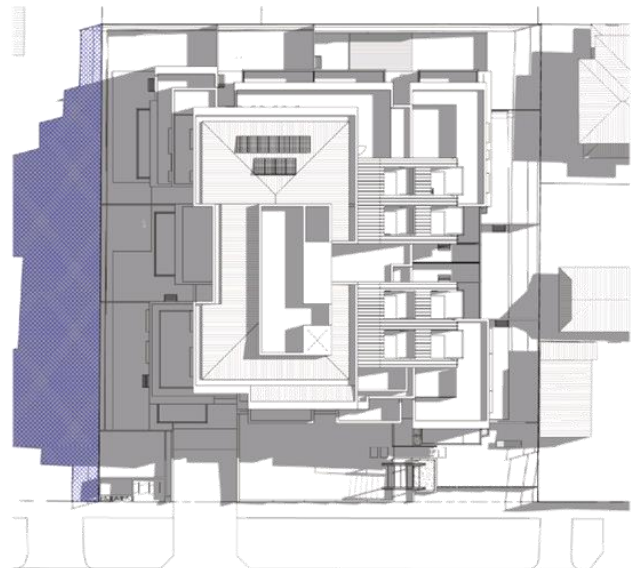
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Date
07/09/2018

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17004

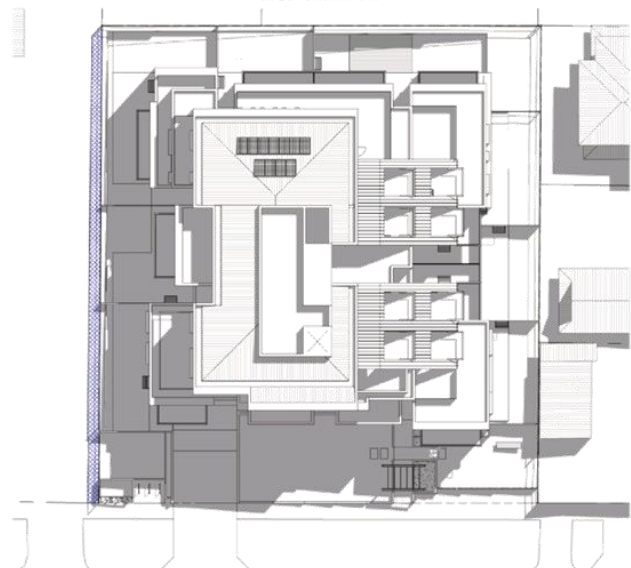
9.1.1 – ATTACHMENT 1. Amended Plans



SHADOW DIAGRAM - 9AM



SHADOW DIAGRAM - 10AM



SHADOW DIAGRAM - 11AM



SHADOW DIAGRAM - 12PM

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PLANNING AND ENVIRONMENT ACT 1987 WHITEHORSE PLANNING SCHEME

14/08/2018

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Project

McIntyre Street
47-49 McIntyre Street, Burwood

Client

SCOTT LIU

Interests

No.	Date	Notes
1.	14/08/2018	Initial submission
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Drawn By

TP30

Revision

A

EXTENT OF EXISTING SHADOWS
WITHIN NEIGHBOURING PROPERTIES
1. SHADOW DIAGRAMS 1

FENCES INDICATED
POSTS AND RAILS
ONLY TO CLEARLY
DIFFERENTIATE
BETWEEN FENCE
AND BUILDING
SHADOWS

Sheet

PRELIMINARY
PERMIT AMENDMENT

Date

11/05/2018

17004

17004 - 7002018 1:56:47 PM - Author

9.1.1 – ATTACHMENT 1. Amended Plans



SHADOW DIAGRAM - 1PM



SHADOW DIAGRAM - 2PM



SHADOW DIAGRAM - 3PM

EXTENT OF EXISTING SHADOW
WITHIN NEIGHBOURING
PROPERTIES

FENCES INDICATED
POSTS AND RAILS
ONLY TO CLEARLY
DIFFERENTIATE
BETWEEN FENCE
AND BUILDING
SHADOWS

PLANNING AND ENVIRONMENT ACT 1987
WHITEHORSE PLANNING SCHEME

14/08/2018

ADVERTISED MATERIAL

CITY OF WHITEHORSE

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 2. ALL DIMENSIONS ARE TO FACE UNLESS OTHERWISE NOTED.
 3. ALL DIMENSIONS ARE TO BE VERIFIED ON SITE PRIOR TO PROCEEDING WITH THE WORK. DIMENSIONS/LEVELS ARE TO BE NOTED IN WRITING OF ANY DISCREPANCIES.
 4. THE DRAWING MUST BE READ IN CONJUNCTION WITH ALL RELEVANT CONTRACTS, REPORTS, SPECIFICATIONS AND DRAWINGS.

Project
McIntyre Street
47-49 McIntyre Street, Burwood

Client
SCOTT LIU

Rev	Date	By	Check	Approved
1	14/08/2018	SCOTT LIU		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Drawn By
TP31

Revision
A

Title
SHADOW DIAGRAMS 2

Drawn
PRELIMINARY
PERMIT AMENDMENT

Date
17/08/2018
Date
11/05/2018

17004

9.1.1 – ATTACHMENT 1.

Amended Plans

EXTERNAL MATERIALS SCHEDULE

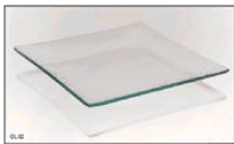
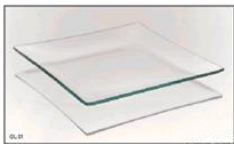

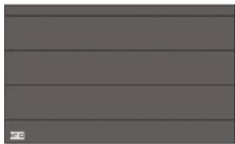



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WHITEHORSE PLANNING SCHEME

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RE01

RENDERED FINISH
COLOUR DULL NATURAL WHITE OR SIMILAR

RE02

RENDERED FINISH
COLOUR DULL COUNTRY OR SIMILAR

MT01

METAL CLADDING
COLOUR COLORBOND NIGHT SKY OR SIMILAR

MT02

METAL PANELS
POWDER VITRACORE OR SIMILAR
COLOUR GREY

TM01

TIMBER BATTENS
OR ARCHITECTURAL
ALWOOD CHESTNUT OR SIMILAR

GL01

GLASS
CLEAR GLASS

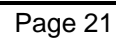
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GLASS
MANUFACTURED, FIXED OBSCURE GLASS

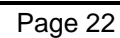
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9.1.1 – ATTACHMENT 2.

Originally Endorsed Plans

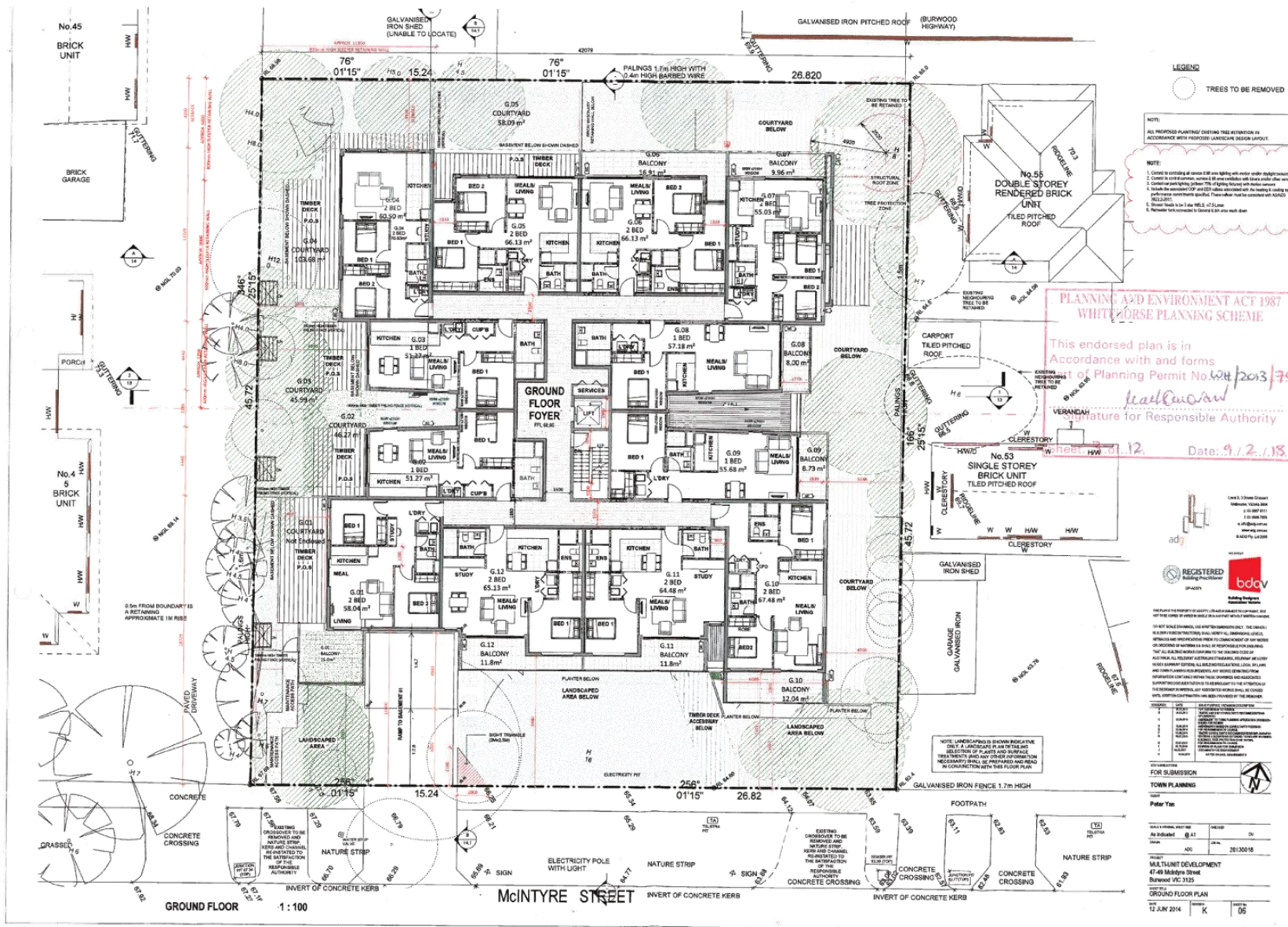


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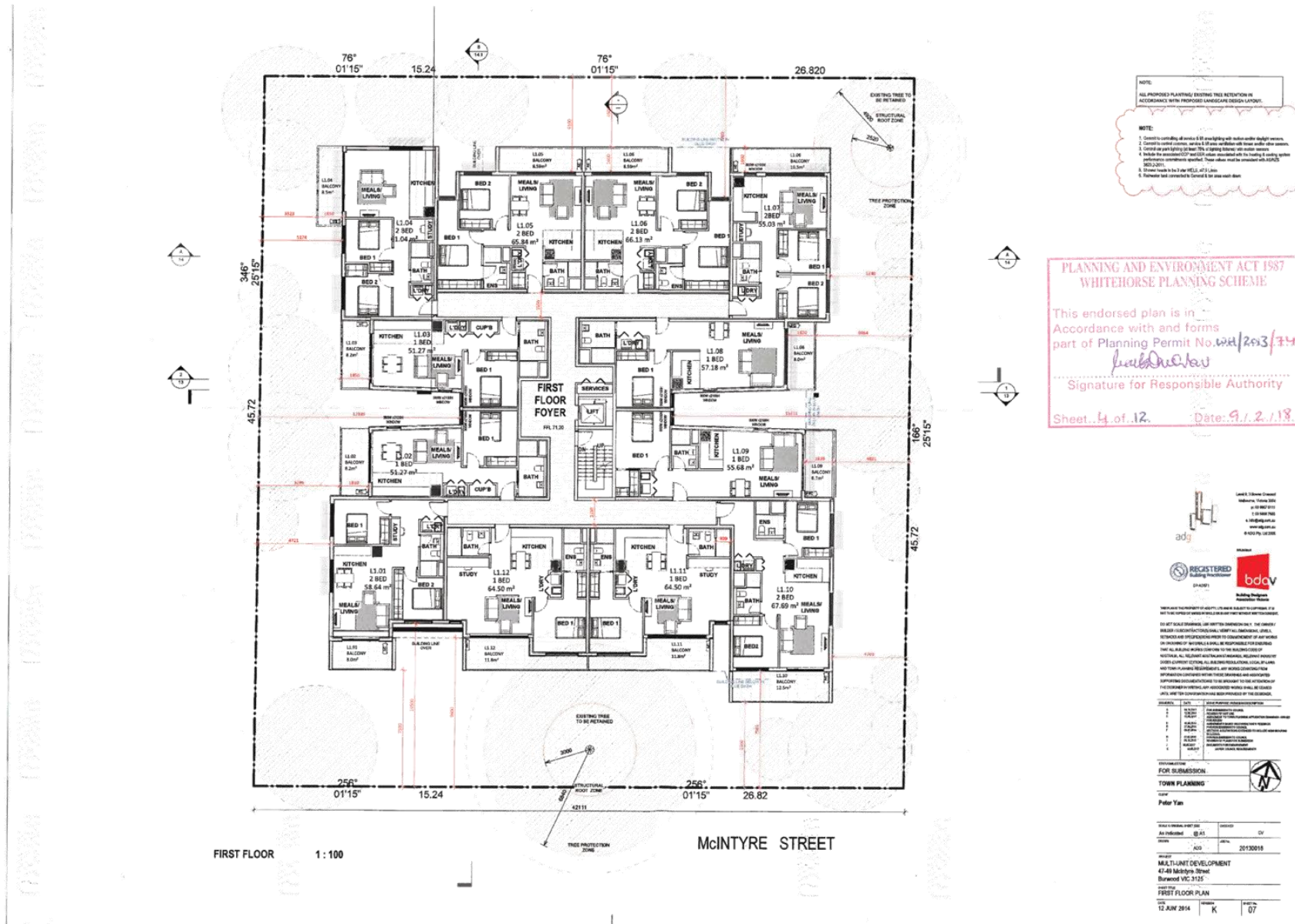
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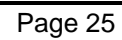
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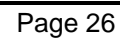
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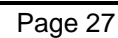


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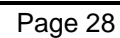
Originally Endorsed Plans







9.1.1 – ATTACHMENT 2. Originally Endorsed Plans

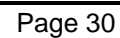


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Originally Endorsed Plans



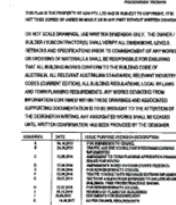
9.1.1 – ATTACHMENT 2.



9.1.1 – ATTACHMENT 2. Originally Endorsed Plans



Date: 9/2/18



PROJECT
MULTI-UNIT DEVELOPMENT
47-49 McIntyre Street
Burwood VIC 3125

SHED BILLS
SECTIONS 1

DATE 12 JUN 2014	ADDRESS K	SHEET NO. 14
---------------------	--------------	-----------------

9.1.1 – ATTACHMENT 2.

Originally Endorsed Plans



SECTION B 1:100

PLANNING AND ENVIRONMENT ACT 1987
WHITEHORSE PLANNING SCHEME

This endorsed plan is in
accordance with and forms
part of Planning Permit No. 404H/2018/234

Paul Brown
Signature for Responsible Authority

Sheet 2 of 12 Date: 9/12/18

advis

REGISTERED
Building Practitioner

Building Design
Consulting Services

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FOR SUBMISSION
TOWN PLANNING

NAME
Peter Yim

DATE & TIME: 12/12/18 @ 11:00 AM

PROJECT
MULTI-UNIT DEVELOPMENT
40-48 Montyne Street
Bunurade VIC 3125

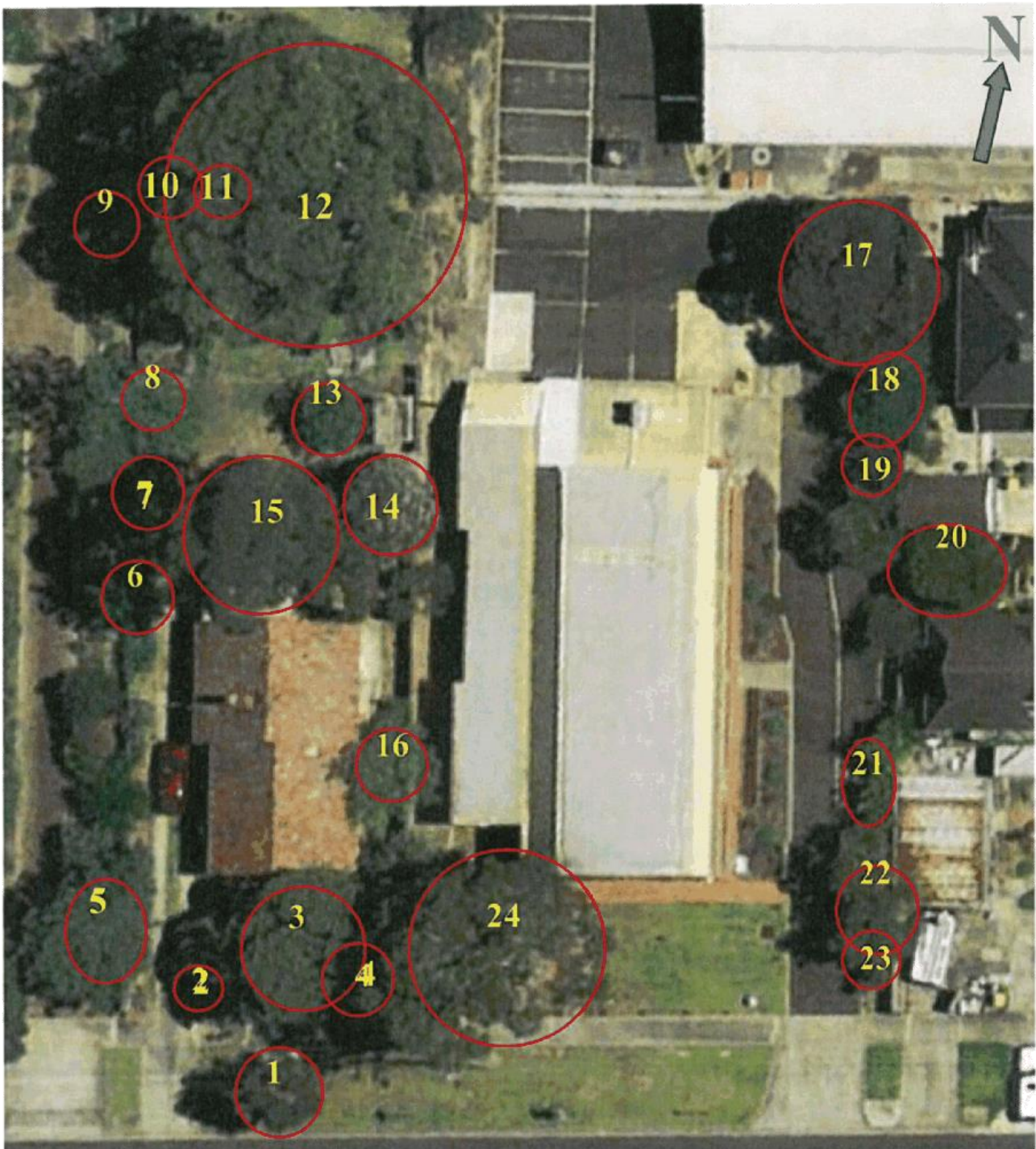
SECTION 2

DATE: 12 JUN 2018

REVISION: K

SCALE: 14.1

9.1.1 – ATTACHMENT 3. Tree Site Plan



9.1.1 – ATTACHMENT 4. Original Permit

City of Whitehorse

PLANNING PERMIT

Permit Number: WH/2013/749
Planning Scheme: Whitehorse
Responsible Authority: City of Whitehorse

ADDRESS OF THE LAND:

47 - 49 McIntyre Street, BURWOOD (LOT 1 TP 214992X & LOT 3 TP 186129R)

THE PERMIT ALLOWS:

Development of five storey building comprising 50 apartments, generally in accordance with the endorsed plans and subject to the following conditions.

THE FOLLOWING CONDITIONS APPLY TO THIS PERMIT:

1. Before the development starts, or any trees or vegetation removed, amended plans (three copies in A1 size and one copy reduced to A3 size) shall be submitted to and approved by the Responsible Authority. The plans must be drawn to 1:100 scale, with dimensions, and be generally in accordance with the plans dated 5 October 2016, revision I, sheets 01-01, 02, 02.1, 02-2, 02-3, 03-15, 15.1, 16 and 17 but modified to show:
 - a) Dwellings G.07 and L1.07 set back not less than 5.234m from the east boundary with consequential changes to the Dwellings G.04 to G.06 and L1.04 to L1.06.
 - b) Dwelling G.01 set back at least 4.647m from the west boundary and at least 10m from the southern boundary and its secluded private open space contained within the western setback.
 - c) Dwelling G.10 set back at least 4.694 from the southern boundary, and its balcony extended westwards to achieve a width of 6.5m and a maximum depth to the balcony of 2m, with the balcony encompassed within the framing element.
 - d) Dwelling L.01 set back at least 4.647m from the western boundary and setback (including the balcony) at least 7.5m from the southern boundary.
 - e) East facing balustrade to the balconies to Dwellings G.08, G.09, L1.08 and L1.09 to have an overall height of 1.7 metres above floor level comprising obscure glass above the solid rendered finish component of balustrade.
 - f) Modifications to the east, west and south facades to provide the framing elements and modified roof form generally as shown on the concept plan marked up as sheet 12 hand dated 18 October 2016 and the marked up versions of sheets 6-10 hand dated 18th October 2016.
 - g) Tree protection measures in accordance with Conditions 6 & 7.
 - h) Ramp grades to be in accordance with Clause 52.06 of the Whitehorse Planning Scheme.
 - i) Car park layout and column locations to be in accordance with Clause 52.06 of the Whitehorse Planning Scheme.
 - j) A detailed schedule of material and colour finishes for all elevations, including demonstration of how material and colour finishes will be used to articulate the eastern façade.

VCAT Order P2689/2015 dated 21 July 2016

18 October 2016

Date Issued

Planning and Environment Act 1987 Form 4

Signature for Responsible Authority

9.1.1 – ATTACHMENT 4. Original Permit

PAGE 2 OF 6 OF WH/2013/749
Condition 1 continued

- k) Notation on site plans indicating that all obscured glazing be manufactured obscured glass. Obscure film being applied to clear glazing will not be accepted.
- l) A Tree Management Plan in accordance with Condition 7.
- m) A Waste Management Plan in accordance with Condition 9.
- n) A Sustainable Management Plan in accordance with Condition 8.
- o) Notation of Tree Protection Fencing to the Street Trees during construction.
- p) An amended Landscape Plan in accordance with Condition 4, including the following:
 - i. Details of containerised planting where this is to occur above the basement.
 - ii. All new trees must be planted at a minimum height of 1.5 metres.

All of the above must be to the satisfaction of the Responsible Authority. Once approved these plans become the endorsed plans of this permit.

- 2. Except with the further consent of the Responsible Authority, the building must not contain more than must not contain more than 41 dwellings.
- 3. The layout of the site and the size, design and location of the buildings and works permitted must always accord with the endorsed plan and must not be altered or modified without the further written consent of the Responsible Authority.
- 4. No building or works must be commenced (and no trees or vegetation shall be removed) until an amended landscape plan prepared by a suitably qualified and experienced person or firm has been submitted to and endorsed by the Responsible Authority. This plan when endorsed shall form part of this permit. This plan must show:
 - a) A survey of all existing vegetation, abutting street trees, natural features and vegetation.
 - b) Buildings, outbuildings and trees in neighbouring lots that would affect the landscape design.
 - c) Planting within and around the perimeter of the site comprising trees and shrubs capable of:
 - i. providing a complete garden scheme,
 - ii. softening the building bulk,
 - iii. providing some upper canopy for landscape perspective,
 - iv. minimising the potential of any overlooking between habitable rooms of adjacent dwellings.
 - d) A schedule of the botanical name of all trees and shrubs proposed to be retained and those to be removed incorporating any relevant requirements of condition No. 1.
 - e) The proposed design features such as paths, paving, lawn and mulch.
 - f) A planting schedule of all proposed vegetation (trees, shrubs and ground covers) which includes, botanical names, common names, pot size, mature size and total quantities of each plant.

Landscaping in accordance with this approved plan and schedule shall be completed before the addition to the building is occupied.

Once approved these plans become the endorsed plans of this permit.

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18 October 2016

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9.1.1 – ATTACHMENT 4. Original Permit

PAGE 3 OF 6 OF WH/2013/749

5. The garden areas shown on the endorsed plan must only be used as gardens and must be maintained in a proper, tidy and healthy condition to the satisfaction of the Responsible Authority. Should any tree or shrub be removed or destroyed it may be required to be replaced by a tree or shrub of similar size and variety.
6. Prior to the commencement of any building and or demolition works on the land, a Tree Protection Zone (TPZ) must be established and maintained during and until completion of all buildings and works including landscaping, around the following trees in accordance with the distances and measures specified below, to the satisfaction of the Responsible Authority:
 - a) Tree protection zone distances:
 - i. Tree 17 - *Eucalyptus leucoxylon* TPZ- 4.9 radius from centre base of tree.
 - ii. Tree 18 - *Corymbia citriodora* TPZ- 2.6 radius from centre base of tree.
 - iii. Tree 20 - *Pittosporum undulatum* TPZ- 5.3 radius from centre base of tree.
 - iv. Tree 24 - *Melaleuca armillaris* TPZ- 6.8 radius from centre base of tree.
 - v. Tree protection zone measures are to be established in accordance to Australian Standard 4970-2009 and including the following:
 - vi. Erection of solid chain mesh or similar type fencing at a minimum height of 1.8 metres in height held in place with concrete feet.
 - vii. Signage placed around the outer edge of perimeter the fencing identifying the area as a TPZ. The signage should be visible from within the development, with the lettering complying with AS 1319.
 - viii. Mulch across the surface of the TPZ to a depth of 100mm and undertake supplementary watering in summer months as required.
 - ix. No excavation, constructions works or activities, grade changes, surface treatments or storage of materials of any kind are permitted within the TPZ unless otherwise approved within this permit or further approved in writing by the Responsible Authority.
 - x. All supports and bracing should be outside the TPZ and any excavation for supports or bracing should avoid damaging roots where possible.
 - xi. No trenching is allowed within the TPZ for the installation of utility services unless tree sensitive installation methods such as boring have been approved by the Responsible Authority.
 - xii. Where construction is approved within the TPZ, fencing and mulching should be placed at the outer point of the construction area.
 - xiii. Where there are approved works within the TPZ, it may only be reduced to the required amount by an authorised person only during approved construction within the TPZ, and must be restored in accordance with the above requirements at all other times.
7. During the construction of any buildings or works, the following tree protection requirements must be carried out to the satisfaction of the responsible Authority:
 - a) For Trees #17, #18, #20 and #24, no roots are to be cut or damaged (no roots greater than 40 mm) during any part of the construction process.
 - b) Buildings and works for the construction of five story building – North side adjacent to Trees #17, #18 and #20 as shown on the endorsed plans must not alter the existing ground level or the topography of the land within 1.2m of East boundary fence.

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9.1.1 – ATTACHMENT 4. Original Permit

PAGE 4 OF 6 OF WH/2013/749
Condition 7 continued

- c) Any Paved area where within the TPZ of Tree #24 must be constructed at the existing soil grade using porous materials, allows water to penetrate through the surface and into the soil profile. No roots are to be cut or damaged (no roots greater than 40 mm) during any part of the construction process. In addition a Geocell root barrier/membrane must be installed to prevent impact upon the root zone.
 - d) All tree pruning is to conform to AS4373-2007 *Pruning of Amenity Trees* and the work is to be performed by a suitably qualified Arborist (AQF Level 3, minimum).
8. Prior to the commencement of buildings and works, a Sustainability Management Plan (SMP) and Green Travel Management Plan prepared by a suitably qualified environmental engineer or equivalent to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. When approved, the plans will be endorsed and will then form part of the permit. The plans must detail proposed environmentally sustainable design initiatives and construction methods and must include the following;
- a) An energy rating report to demonstrate how the development will achieve a 6 star energy rating when measured against the Sustainable Energy Authority of Victoria 'FirstRate' system or equivalent;
 - b) An Energy Use and Management Plan;
 - c) Water Conservation and Re-use Plan;
 - d) Schedule for monitoring of the ESD Management Plan; and
 - e) Management of car parking, bicycle parking for residents and visitors.
- Before the development is occupied, the approved ESD Management Plan and Green Travel Management Plan must be implemented and adhered to during the construction of the development allowed by this permit, to the satisfaction of the Responsible Authority and any on-going obligations must be complied with at all times to the satisfaction of the Responsible Authority.
9. Prior to the commencement of buildings and works, a Waste Management Plan must be prepared to the satisfaction of the Responsible Authority. The Waste Management Plan must provide details in relation to:
- a) Private collection of all wastes generated on the site,
 - b) On-site waste storage capacity: including justification based on similar uses and developments operating elsewhere that the on-site waste storage capacity will be sufficient for the likely residents, and options to increase capacity if required,
 - c) Bin storage areas: their location, accessibility and number, size and capacity of bins that can be accommodated,
 - d) An on-going commitment to recycling,
 - e) The separation of garbage from recyclables and other wastes (such as green waste): including ease of separation by residents, and separate collections by waste contractors, to ensure that separation of recyclables is facilitated and not hindered by the site layout,
 - f) Delivery of bins to waste collection points and retrieval of bins to nominated storage areas: including management of potential conflicts between vehicles accessing the site and waste collection arrangements,

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Signature for Responsible Authority

9.1.1 – ATTACHMENT 4. Original Permit

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Condition 9 continued

- g) Waste collection arrangements: including collection frequency, collection location, collection vehicle access arrangements, including clearance and turning movements, appropriate collection standards including collection cleanliness and spill management, hours of access, noise impacts and other amenity related issues, and any signage required to facilitate these arrangements,
- h) Litter and green waste management,

The requirements of the Waste Management Plan must be demonstrated on the plans and elevations submitted for endorsement.

Once submitted to and approved by the Responsible Authority, the Waste Management Plan must form part of the documents endorsed as part of this planning permit.

The requirements of the Waste Management Plan must be implemented by the building manager, owners and occupiers of the site for the duration of the building's operation in accordance with this permit, to the satisfaction of the Responsible Authority.

- 10. Before the development starts, a Construction Management Plan (CMP) to the satisfaction of the Responsible Authority must be submitted to and approved by the Responsible Authority. The CMP must detail how the owner will manage the construction issues associated with the development.

The CMP must address: any demolition, bulk excavation, management of the construction site, land disturbance, hours of construction, noise, control of dust, public safety, traffic management, construction vehicle road routes, soiling and cleaning of roadways, discharge of any polluted water, security fencing, disposal of site waste and any potentially contaminated materials, location of site offices, redirection of any above or underground services, and site security lighting.

The CMP must also include suitable washing facilities are to be provided and utilised on site for the cleaning of all construction vehicles prior to them exiting the designated property so as to prevent any grease, oil, mud, clay or other substance to fall or run off a vehicle onto a road, into any drain or under the road.

The CMP must be implemented to the satisfaction of the Responsible Authority and a contact name and phone numbers for the site manager must be provided to the Responsible Authority.

- 11. All stormwater drains must be connected to a point of discharge to the satisfaction of the Responsible Authority.
- 12. Detailed civil plans and computations for connection to the point of discharge and construction of an on-site stormwater detention system and a stormwater outfall drain, to be located in the rear easement, that conveys stormwater from the site to the Council stormwater pit in Station Walk must be prepared by a suitably experienced and qualified professional, and submitted for approval by the Responsible Authority prior to the commencement of any works.
- 13. Stormwater connection to the nominated point of discharge and construction of an on-site stormwater detention system and a stormwater outfall drain must be completed and approved to the satisfaction of the Responsible Authority prior to the occupation of the building.
- 14. Stormwater that could adversely affect any adjacent land must not be discharged from the subject site onto the surface of the adjacent land.

VCAT Order P2689/2015 dated 21 July 2016

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9.1.1 – ATTACHMENT 4. Original Permit

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15. Prior to the occupation of the building, the proposed vehicle crossing is to be constructed to the satisfaction of the Responsible Authority.
16. Prior to the occupation of the building, the redundant vehicle crossings are to be removed and replaced with concrete kerb and channel and the affected nature strip areas are to be reinstated with topsoil and grass seed to the satisfaction of the Responsible Authority.
17. The Applicant/Owner shall be responsible to meet all costs associated with reinstatement and/or alterations to Council or other Public Authority assets deemed necessary by such Authorities as a result of the development. The Applicant/Owner shall be responsible to obtain an "Asset Protection Permit" from Council at least 7 days prior to the commencement of any works on the land and obtain prior specific written approval for any works involving the alteration of Council or other Public Authority assets.
18. All treatments to prevent overlooking must not include 'Translucent film' on windows and must be in accordance with Standard B22 of Clause 55.
19. This permit will expire if one of the following circumstances applies:
 - a) the development is not commenced within two (2) years from the date of issue of this permit;
 - b) the development is not completed within four (4) years from the date of this permit.

The Responsible Authority may extend the periods referred to if a request is made in writing pursuant to the provisions of Section 69 of the *Planning and Environment Act 1987*.

VCAT Order P2689/2015 dated 21 July 2016

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Signature for Responsible Authority

9.1.1 – ATTACHMENT 4. Original Permit

Form 4
IMPORTANT INFORMATION ABOUT THIS NOTICE
WHAT HAS BEEN DECIDED?
The Responsible Authority has issued a permit. (Note: This is not a permit granted under Division 5 or 6 of Part 4 of the Planning and Environment Act 1987 .)
CAN THE RESPONSIBLE AUTHORITY AMEND THIS PERMIT?
The Responsible Authority may amend this permit under Division 1A of Part 4 of the Planning and Environment Act 1987 .
WHEN DOES A PERMIT BEGIN?
A permit operates:
<ul style="list-style-type: none">• from the date specified in the permit, or• if no date is specified, from:<ul style="list-style-type: none">○ the date of the decision of the Victorian Civil and Administrative Tribunal, if the permit was issued at the direction of the Tribunal, or○ the date on which it was issued, in any other case.
WHEN DOES A PERMIT EXPIRE?
A permit for development of land expires if –
<ul style="list-style-type: none">• the development or any stage of it does not start within the time specified in the permit; or• the development requires the certification of a plan of subdivision or consolidation under the Subdivision Act 1988 and the plan is not certified within two years of the issue of the permit, unless the permit contains a different provision; or• the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit or in the case of a subdivision or consolidation within 5 years of the certification of the plan of subdivision or consolidation under the Subdivision Act 1988.
A permit for the use of the land expires if –
<ul style="list-style-type: none">• the use does not start within the time specified in the permit, or if no time is specified, within two years after the issue of the permit; or• the use is discontinued for a period of two years.
A permit for development and use of land expires if –
<ul style="list-style-type: none">• the development or any stage of it does not start within the time specified in the permit; or• the development or any stage is not completed within the time specified in the permit, or, if no time is specified, within two years after the issue of the permit; or• the use does not start within the time specified in the permit, or, if no time is specified, within two years after the completion of the development; or• the use is discontinued for a period of two years.
If a permit for the use of land or the development and use of land or relating to any of the circumstances mentioned in section 6A(2) of the Planning and Environment Act 1987 , or to any combination of use, development or any of those circumstances requires the certification of a plan under the Subdivision Act 1988 unless a permit contains a different provision –
<ul style="list-style-type: none">• the use or development of any stage is to be taken to have started when the plan is certified; or• the permit expires if the plan is not certified within two years of the issue of the permit.
The expiry of a permit does not affect the validity of anything done under that permit before the expiry.
WHAT ABOUT REVIEWS?
<ul style="list-style-type: none">• The person who applied for the permit may appeal against any condition in the permit unless it was granted at the direction of the Victorian Civil and Administrative Tribunal where, in which case no right of appeal exists.• An application for review must be lodged within 60 days after the permit was issued, unless a Notice of Decision to grant a permit has been issued previously, in which case the appeal must be lodged within 60 days after the giving of that notice.• An application for review is lodged with the Victorian Civil and Administrative Tribunal.• An application for review must be made on the relevant form which can be obtained from the Victorian Civil and Administrative Tribunal, and be accompanied by the applicable fee.• An application for review must state the grounds upon which it is based.• A copy of an application for review must also be served on the Responsible Authority.• Details about applications for review and the fees payable can be obtained from the Victorian Civil and Administrative Tribunal. The address of the Victorian Civil and Administrative Tribunal is 55 King Street, Melbourne. The telephone number is (03) 9628 9777.

9.1.3 Whitehorse Waste Management Strategy 2018-2028

Attachment 1 Strategy



CITY OF WHITEHORSE

Waste Management Strategy 2018-2028



9.1.3 – ATTACHMENT 1. Strategy

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	Definition
APCO	Australian Packaging Covert Organisation
AWRRT	Advanced Waste and Resource Recovery Technologies
CALD	Culturally and Linguistically Diverse
C & D	Construction and Demolition
C & I	Commercial and Industrial
CPI	Consumer Price Index
EPA	Environment Protection Authority
EP Act	Environment Protection Act
ESC	Essential Services Commission
FOGO	Food Organics Green Organics
Metro Plan	Metropolitan Implementation Plan
MUD	Multi-Unit Developments
MRF	Materials Recovery Facility
MWRRG	Metropolitan Waste Resource Recovery Group
WRWC	Whitehorse Recycling and Waste Centre
SV	Sustainability Victoria
SWRRIP	State-wide Waste and Resource Recovery Infrastructure Plan
WMS	Waste Management Strategy

9.1.3 – ATTACHMENT 1. Strategy

1 Executive summary

The Whitehorse Waste Management Strategy 2018-2028 identifies contemporary challenges and opportunities around waste and litter within Whitehorse which include:

- Increased urbanisation and multi-unit developments
- Changing community
- Minimising and disposing of garbage in the future
- The rise of technology
- Changing economic conditions
- Climate change and organic waste
- Continuous improvements to services

In order to address these, this Strategy has been developed with a future focus looking at policy, industry and data trends in order to take action for sustainable, effective while affordable services to our community in the future. Proposed actions which have been compiled considering expert advice, Council staff and community feedback include:

- Kerbside collection of green organics to include food scraps. This will reduce the quantity of waste going to landfill and emissions generated. This will involve a move to garden organics bins no longer being optional and may require changing the frequency of garbage collection. Waste bins will likely need to be collected fortnightly, so a new food and garden waste collection can occur weekly
- Investigating options for collecting better data and waste from developed areas including multi-unit developments to see better waste practices and improve recycling
- Improving our communication methods to culturally and linguistically diverse communities and those generating the most garbage. Encouraging more waste diversion from landfill and better use of recycling and waste services
- Planning for our future waste needs and looking at alternatives for waste disposal with the closure of landfill sites in the south east of Melbourne
- The need to review and consult the community sooner rather than later with sustainable future management of the rising costs of waste
- Seeking best practice hard waste collections and enforcement of current waste disposal practices
- Leading the way for the community and increasing environmentally sustainable waste management practices and purchasing in Council operations
- Best practice new kerbside waste and recycling contracts, including opportunities for multi-Council contracts to improve economics, service efficiencies and environmental outcomes
- Strategically aligning contracts for best value and where needed locking in certainty. Especially where recent commodity fluctuations of recycling have impacted cost
- Increasing Council's use of recycled materials as part of our role in developing a circular recycling economy.
- Maximising the recovery of potentially recyclable or reusable items from the waste stream
- More focus on waste avoidance and raising community awareness on recycling right

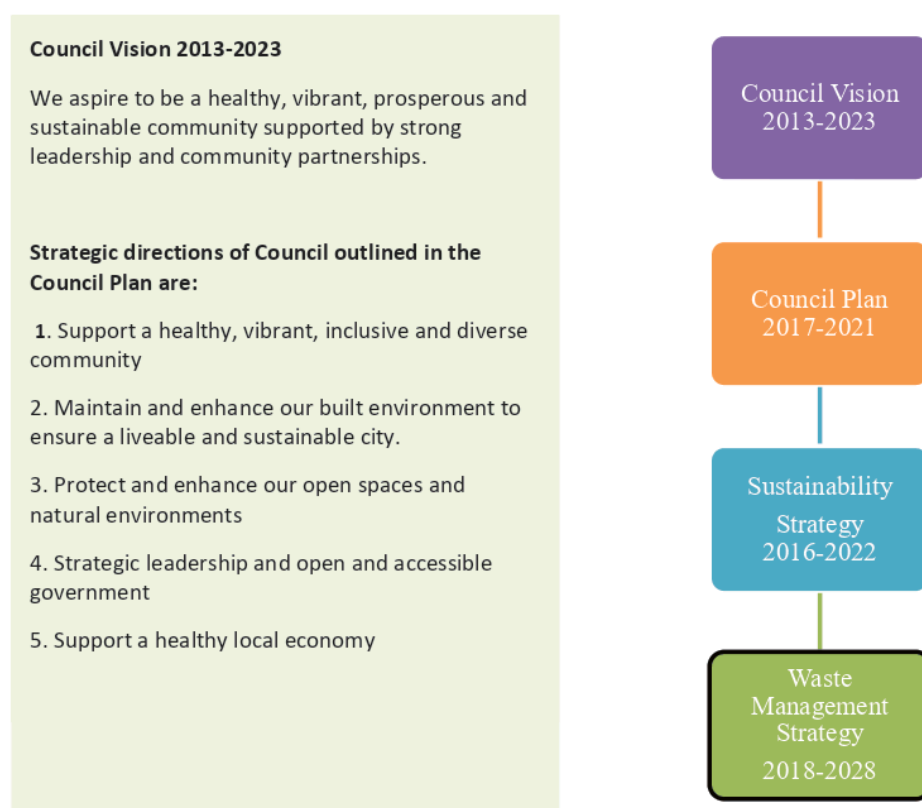
9.1.3 – ATTACHMENT 1. Strategy

2 Introduction

The Whitehorse Waste Management Strategy 2018 – 2028 replaces and expands on the seven year Waste Management Plan 2011. It is guided by Council's Vision and Plan and the Whitehorse City Council Sustainability Strategy 2016 - 2022.

This strategy identifies issues and challenges around waste and determines to expand on the platform developed by the previous Waste Management Plan. It has identified further actions for minimising waste to landfill, maximising resource recovery as well as tackling contemporary challenges related to waste services, education, litter and advocacy.

Figure 1 Council Vision



The Whitehorse Sustainability Strategy 2016-2022 details Council's six-year plan towards achieving priority sustainability outcomes. It sets a number of targets, including diversion of 65 percent of kerbside waste from landfill by 2022. To work towards this, it outlines a number of actions over three time periods.

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Table 1 Actions relating to waste from Sustainability Strategy 2016-2022

Continued actions from existing strategy	<ul style="list-style-type: none"> continue to promote sustainable gardening and composting/worm farms through the Council website, Whitehorse Leader, Whitehorse News, workshops, events and other relevant media platforms continue to implement Council projects in accordance with Council's engineering design and construction environmental guidelines which specifies use of recycling materials continue to offer a range of incentives to the community to encourage greater waste reduction to landfill and increase resource recovery progressively implement Council's Business Plan for the Whitehorse Recycling and Waste Centre to increase the recovery of waste (particularly construction and demolition waste and other priority streams) review Council's environmental data management system to ensure accurate data capture provide occupants of Council leased buildings with information on waste management continue to liaise with organisations such as MWRRG and advocate to Federal and State Government continue to support local schools' visits to recycling facilities and recycling/waste reduction projects
New actions	<ul style="list-style-type: none"> implement targeted litter campaigns identified in waste management plans expand Council's existing food waste avoidance/reduction program in line with best practice expand Council's recycling education materials and community engagement programs (particularly those with access to funding)
Actions to be considered as part of mid-term review (2019-2022)	<ul style="list-style-type: none"> consider offering businesses incentives to improve waste diversion practices develop and implement a recycling strategy for public spaces in Whitehorse (e.g. consideration of additional public place recycling bins and other measures to increase recycling within public spaces) consider possible composting or recycling options for the excess leaves collected during autumn heavy leaf period.

While thought possible at the time, 65 percent diversion of waste from landfill was a target set out in past State Waste policy *Towards Zero Waste*. Recent policy has recognised this target isn't achievable with current waste infrastructure and has moved away from this figure, instead with more focus on waste as a resource, building infrastructure and markets to capture and recover materials. Ahead of the mid-term review of the Sustainability Strategy 2016-2022 in 2019 this Waste Management Strategy 2018-2028 elaborates on and identifies new actions and targets.

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3 Council's past strategy performance

Outcomes of the *Whitehorse Waste Management Plan 2011* were reviewed in 2016. The review indicated the plan was well implemented with more than 87 percent of the recommended strategies and actions completed.

Key achievements over the life of the plan were:

- a 30 percent reduction in complaints since the introduction of the new kerbside collection contracts in 2012
- 82 percent of households downsizing kerbside garbage bins from 120 Litres to 80 Litres
- a 15 percent reduction in tonnes of garbage collected per household by 2016
- increased volumes of recycling collected from the introduction of 360 Litre recycling bins
- increased uptake of garden organics collection services by the Whitehorse community (around 62 percent serviced in 2016)
- participation in the development of the south-eastern regional contract for a regional composting facility which proposes to collect food waste
- switch to an 'at call' more flexible and accessible hard waste collection from the area-based collection service
- expansion of the material range accepted at the Whitehorse Recycling and Waste Centre (WRWC) in response to stewardship programs for fluoro-tubes, domestic batteries, x-rays and televisions
- developed and implemented annual waste and recycling education plans.

Council achieved a waste diversion rate at around 50 percent at the time of the review. Since then it has stayed close to this but fell short of the revised waste target set at 55 percent. This was mainly due to the State-wide trends where we are seeing recycling weights reducing. Packaging manufacturers are reducing material content needed in items and traditionally heavy recycling materials, including newspapers and glass are being taken up less by consumers. This in many respects is considered a positive environmental outcome, however it impacts the calculated rate of diversion of waste away from landfill.

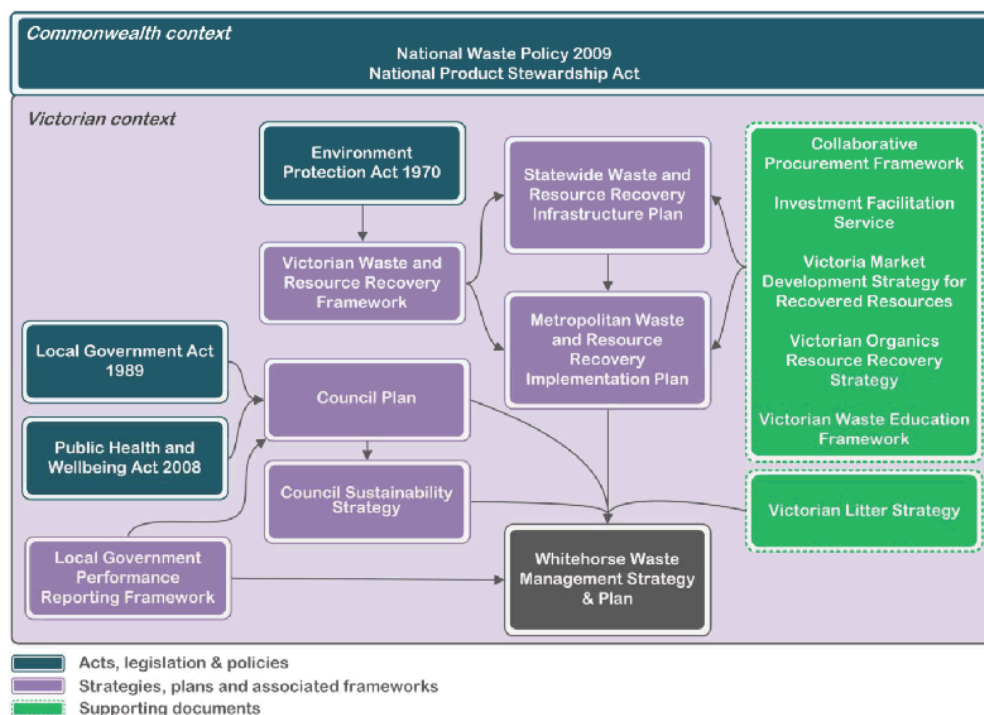
4 Context

4.1 Legislation and policy

With consumption rising, waste is an issue gaining much attention globally. Council's efforts to manage waste sit within a wider strategic framework at national, state, and more local government levels.

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Figure 2 Relationship of Whitehorse Waste Management Strategy and Plan with policies



4.1.1 National

Key policy documents include:

- *Less Waste, More Resources* (2009)
- *National Product Stewardship Act*

In response to China banning imports of mixed plastics and paper for recycling in 2018, *The National Waste Policy: Less Waste, More Resources* review has been brought forward 2 years. The Commonwealth Government have also announced a target of 100 per cent of Australian packaging to be recyclable, compostable or reusable by 2025 which is a positive step. The Australian Packaging Covenant Organisation (APCO) which is a co-regulatory collective of companies in the supply chain and government have gradually been working on packaging design to reduce the environmental impacts and are expected to deliver this. Council supports much needed advancements in this area and shared responsibility by industry that produces packaging or products.

There is a National Product Stewardship Act 2011 which manages the impact of different materials through a shared responsibility model, along with those who produce, sell, use and dispose of that product. Currently, schemes are in place for end-of-life tyres, mercury-containing lamps, mobile phones, paint, televisions and computers, and waste oil. Additional waste types may be introduced in the future, as the Act is reviewed every 5 years. The current Act is under review and Council does and will continue to play an important role in advocating on behalf of the community during consultation.

Container Deposit Schemes (CDS) which incentivise disposing of empty beverage containers for cash (or equivalent) are quickly becoming an approach on a national level. As of 2018 all states except Tasmania and

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Victoria are implementing or planning to implement the Container Deposit Scheme. Council in principle supports such a scheme for Victoria. If executed well, this will likely have positive outcomes for recycling and litter.

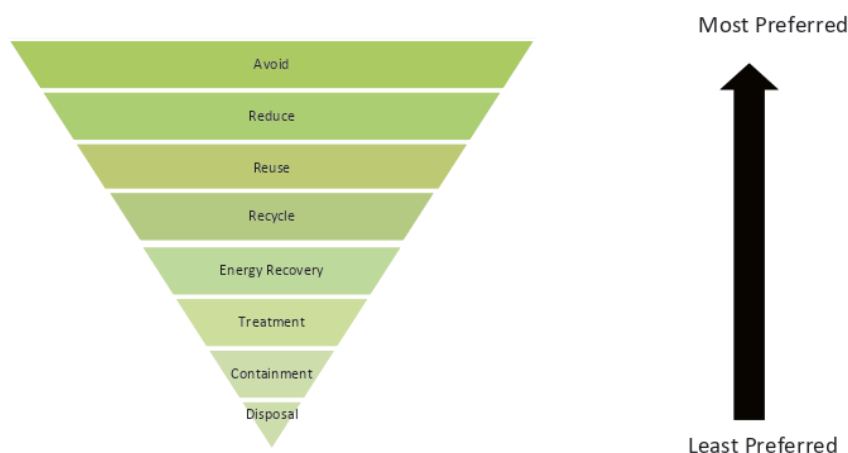
4.1.2 State-wide and Metro Melbourne

Key policy documents include:

- *Environment Protection Act 1970 (EP Act)*
- *State-wide Waste and Resource Recovery Infrastructure Plan (2015-44)*
- *Victorian Organics Resource Recovery Strategy (2015)*
- *Victorian Waste Education Strategy (2016)*
- *Victorian Market Development Strategy for Recovered Resources (2016)*
- *Victorian Litter Strategy 2012-14 (2014)*
- *Metropolitan Waste and Resource Recovery Implementation Plan*

The EP Act is the primary legislation for environmental protection in Victoria. It establishes all important guiding principles of environmental protection and statutory framework. It also outlines the Waste hierarchy which is the preferred approach to waste management.

Figure 3 Waste hierarchy



In recent years the Victorian Government has updated, revised or developed a number of strategy documents relating to waste (for details see Appendix). These documents set directions for the next 5-10 years and have shifted away from waste disposal and more towards rethinking waste as a resource. There is particular focus on reducing disposal of electronic waste (e-waste) which is the fastest growing waste stream, plastics, food waste and moving towards more Advanced Waste and Resource Recovery Technologies (AWRRT). Proposed bans by the State Government over this strategy period on single use plastic bags and e-waste to landfill will likely require additional resources, education and awareness from Council in order to support the success of these initiatives.

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Victorian Policy doesn't support the practice of Landfill into the future. Melbourne's expanding population, land availability and planning restrictions prohibit new landfills being established. The economics also aren't sustainable into the future. To discourage the practice and incentivise alternatives, each tonne of waste buried carries a Victorian Government imposed levy. This increased significantly in 2011 from \$9 to \$44 per tonne and continues to increase each year. The landfill levy is currently \$64.30 per tonne which represents more than 50 percent of the cost of disposal to landfill. This sets a real challenge for continuing to manage waste for our community into the future.

Table 2 Costs of landfill levy from 2010/11 – 2018/19 for municipal waste

Year	Cost (\$/ tonne)
2010 - 2011	\$9
2011 - 12	\$44
2012 - 13	\$48.40
2013 - 14	\$53.20
2014 - 15	\$58.50
2015 - 16	\$60.70
2016 - 17	\$62.03
2017 - 18	\$63.28
2018 - 19	\$64.30

4.1.3 Local Government

Key policy documents:

- the *Local Government Act 1989*
- *Public Health and Wellbeing Act 2008*
- *Council Plan*
- *Relevant Council Strategies*

There are seven resource recovery groups across Victoria, which provide strategic support to Councils. Whitehorse City Council is one of the 31 member Councils which are part of the Metropolitan Waste and Resource Recovery Group (MWRRG). Some of their work includes: coordinating and managing particular programs and contracts, commissioning research, facilitating information sharing and advising on better practice for waste management.

Council supplies waste services to the community under relevant acts and responsibilities to ensure local amenity and consideration of local issues. Along with the MWRRG and the other 30 Councils there is regular collaboration to get the best collective outcomes for our communities. This includes advocacy around policy and practices that are in the best interest for our community.

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4.2 **What's within Council's control and influence**

Managing waste has many challenges and it requires commitment from our communities, State Government, neighbouring Councils and private industry for success.

Some challenges are broader issues outside Council's direct control. We recognise that to achieve desired outcomes for the future we need to foster partnerships and support our community. We will continue to remain focused on what we can control and influence, keeping up with industry developments and challenges, taking up new opportunities and participating in consultation and advocacy where possible.

Outside of Council's control

- Technologies available .
- Market changes and industry capability.
- Consumption practices.
- Government legislation and policy that's adopted.

Advocacy opportunities

- Some State and federal policy.
- Regional waste infrastructure .
- Collaboration with industry on Council needs and requirements.

Within Council control

- Design , implementation and delivery of Council waste services.
- Influence community engagement and behaviour through education and awareness.
- Planning for future for waste and recovery .
- Council waste infrastructure including the use of smart technology, recovery opportunities and services and technologies used.
- Participating in joint opportunities to secure larger regional facilities.

4.3 **Overview of Whitehorse**

- We are located approximately 15 km east of Melbourne.
- Characterised by tree-lined residential streets, with bushland settings and higher density living around Box Hill.
- We have a mixture of small and busy shopping precincts and are home to a number of tertiary education institutions.
- We estimate to have more than 66,000 households.
- Our estimated residential population is around 172,800.
- We are culturally diverse, almost 40 percent of residents born overseas.
- Most common languages spoken other than English are Mandarin, Cantonese, Greek, Italian and Vietnamese.
- We are made up of 17 percent Seniors aged 65 and over and that is expected to increase to almost 19 percent of the total population by 2036.
- We are abundant with families. 35 percent of our households are couples with children.
- Around 75 percent of our households are detached separate dwellings.

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- Traditionally our homes are mostly owner occupier.

Figure 4 Map of Whitehorse Council area



4.3.1 We're changing

We're growing quickly. It's expected our population will increase by 13 percent by 2036. More people will mean more waste unless we make real changes to the way we consume, manage our waste in our households, business, and Council operations.

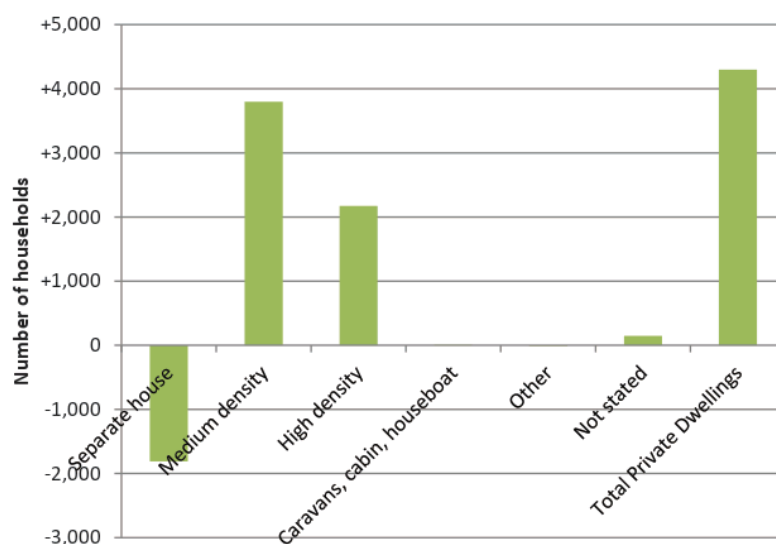
- We are seeing more medium and higher density living, which has increased by 7.4 percent since 2011.
- Separate detached homes which have traditionally made up our neighbourhood, over time are being replaced in favour of terrace, townhouses, flats, units and apartments.
- Reflective in the change in housing, more of our properties are being rented (3.4 percent increase since 2011).

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Figure 5 Estimated Whitehorse population over time. Source Australian Bureau of Statics, Census of Population and Housing.



Figure 6. Change in number of Whitehorse households from 2011 to 2016. Source Australian Bureau of Statics, Census of Population and Housing.



Our community is changing too. We have:

- An emerging young population including those in Tertiary education (18-24 years) and in the workforce (24-35 years)
- Growing number of young families
- Growing number of group households
- Growing number of lone person households

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4.4 Our waste and recycling services

Household kerbside services Council provides a weekly collection of waste and fortnightly collection of recycling and garden waste on alternate fortnights from each household. In 2017 this was to more than 65,000 households.

82 percent of households use the 80 litre standard garbage bin.

Cost of services including collection and disposal is included in Council's general rates. Larger garbage bins and garden organics bins are available for a fee.

All garbage collected from the kerbside is currently sent to Hallam landfill for disposal. Recycling is sent for sorting recovery at Visy's sorting facility in Springvale. Garden Waste is composted at a site in Dandenong South.

Table 3 Bin numbers and frequency for Council's kerbside residential services

Bin type	Bin size	Estimated bins serviced	Collection frequency
Garbage	80 L	49,875	Weekly
	120 L	12,750	
	240 L	805	
Recycling	240 L	73,800	Fortnightly
	360 L		
Garden organics	140 L	39,700	Fortnightly
	240 L		

Table 4 Contracts for Collection and disposal of Councils kerbside collections

Service	Contractor	Start	Length (yrs)	End	Extension options (yrs)
Garbage collection	JJ Richards	July 2012	7	June 2019	1+1
Recycling collection	Visy	July 2012	7	June 2019	1+1
Green waste collection	JJ Richards	July 2012	7	June 2019	1+1
At call hard waste collection	WM Waste Management	July 2012	7	June 2019	1+1
Garbage disposal, landfill	Suez	April 2011	6	April 2019	2+2
Recycling processing	Visy	July 2012	7	June 2019	1+1
East organics processing contract	Biogro & Enviromix	Sep 2018	15	June 2033	Up to 5 yrs

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Business kerbside service	The Kerbside garbage and recycling collections are also extended to small and medium sized local businesses and community organisations. Larger businesses and organisations who produce high volumes of waste, for which Council's service is not suited engage one of many private waste collections contractors who operate locally.
Hard and Green Waste Collection	Hard waste and garden prunings are collected on an 'at call' basis. Council offers two free collections per financial year. Additional collections are available for a fee. Hard waste is any larger general household waste that will not fit in a kerbside bin. This is usually furniture, mattresses, whitegoods etc .
Renew Once a year collection	Once a year collections of reusable household goods and clothing collected from kerbside recycling bins (Renew service). This once a year collection is complemented by a drop-off event for larger reusable goods such as furniture and white goods at a nominated facility within Council. The last few years this has operated from Council's Operations Centre in Box Hill South.
Whitehorse Recycling and Waste Centre (WRWC)	Council owns and operates the Recycling and Waste Centre, located opposite the corner of Burwood Highway and Morack Road, Vermont South. It's open daily from 6:30am to 4:00pm, 7 days per week, all year round except for Christmas Day and Easter Friday. The centre receives materials from commercial and industrial (C&I) sources (70 percent) and the rest from domestic and other Council services, including street sweepings, illegal dumping collections, public place collections, etc. Around 30 percent of all material deposited is recycled; the remaining is transported to landfills in various locations across Melbourne for disposal. A range of recyclable materials are supported by product stewardship programs and accepted free of charge. A fee applies for other materials.
Public bins	Public litter and recycling bins are located on shopping strips, in parks and recreation areas. In general, this litter consists of food waste, packaging, animal waste and cigarette butts. All litter from public bins is sent to landfill. Some public recycling bins are available in certain locations such as shopping strips and open spaces, but often these can be highly contaminated, which makes recycling material difficult.
Cleaning streets and public spaces	Council provides services to ensure our streets are swept regularly and public spaces are kept clean. Dumped waste has been a continual battle which is consistent with other Councils in Metropolitan Melbourne. Our dumped rubbish services are carried out through: <ul style="list-style-type: none"> • A reactive service which responds to customer requests to investigate and collect.

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	<ul style="list-style-type: none">• A pro-active service in known problem or hot-spot areas. Council community laws officers investigate instances, conduct letter drops and install education signage to help reduce the occurrence of illegally dumped waste. Street sweeping and clearing of gross pollutant traps and litter baskets also occurs regularly.
Drop off collections	Council accepts a number of recyclables such as household batteries and light globes at each Customer Service Centre in Nunawading, Box Hill and Forest Hill. This is only available to residents.

4.5 Our other waste responsibilities

Council jointly owns Clayton South Regional landfill which closed in November 2015. There are ongoing cost implications to Council from monitoring and management of the closed landfill.

Council offers a range of waste education programs and initiatives to encourage residents to minimise consumption and maximise recycling. Some most recent include:

- Waste and recycling education support programs. Including for culturally and linguistically diverse communities (CALD) school and community group sessions, materials recovery facility (MRF) tours, quarterly e-newsletters and other education resources through the Get it Right on Bin Night program.
- Gold star recycling program. This rewards the community for correct use of the kerbside recycling bins following a bin inspection for prizes.
- Home composting incentive program. Households can claim a \$30 rebate for purchasing home composting products worth up to \$100.
- Love Food Hate Waste. This campaign encourages residents to avoid food waste.
- Waste education videos and hard copy collateral that explain how to correctly use kerbside collection services including in different languages.
- Other waste avoidance campaigns and events including Smarter Living series, Garage Sale Trail, Plastic Free July, and various waste education and themed events as part of Council's annual Sustainable Living week.
- Community group and school waste education support, including: incursions and excursions, educational materials.

Council also supports State-wide Waste initiatives including promotion of mobile *Detox Your Home* collections at other Councils for hazardous chemicals. There are currently no permanent collection points in Whitehorse.

4.6 The waste picture now

- In 2017 our community generated around 130,000 tonnes of waste
- 50 percent was collected from kerbside services
- 50 percent from commercial and industrial (C&I) sources from the Whitehorse Waste and Recycling Centre (WRWC), gross pollutant traps, illegal dumping, public place collections and street sweepings.

Figure 7 Tonnes of Council kerbside collections and the Whitehorse Waste and Recycling Centre

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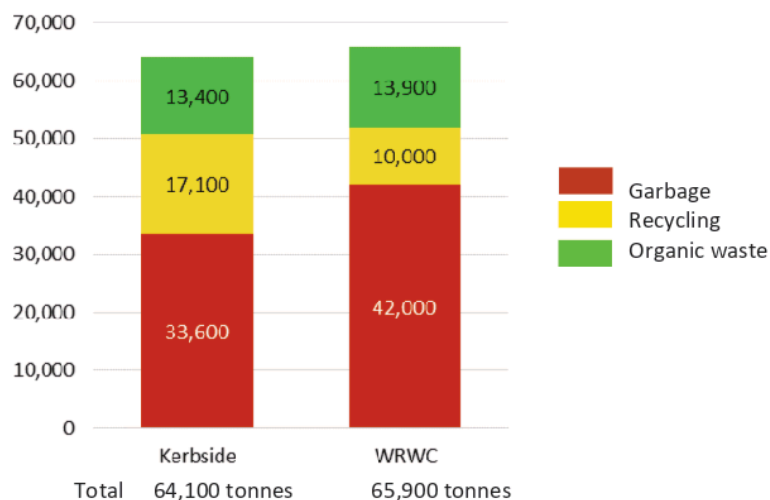
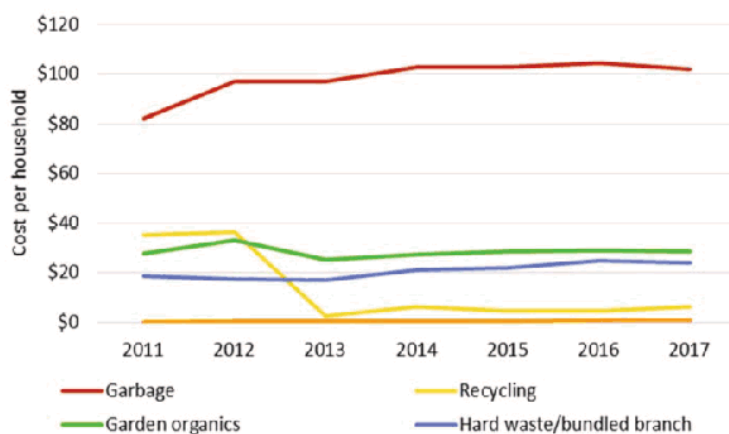


Figure 8 Costs of Councils kerbside waste services per household



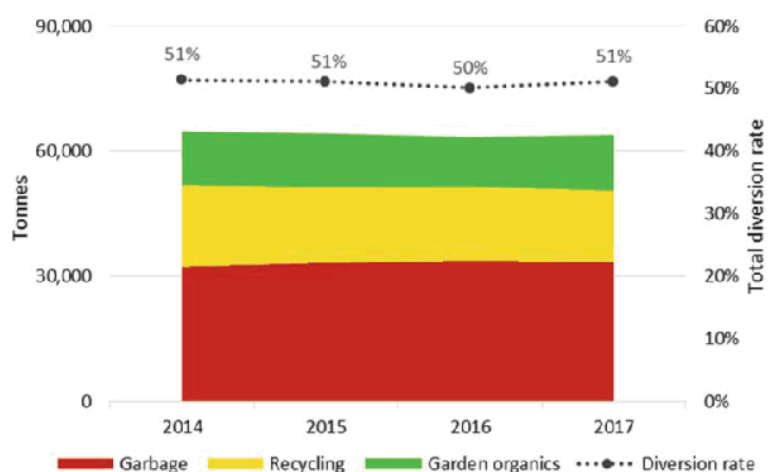
Kerbside garbage is the most costly service with collection and disposal accounting for approximately 56 percent of the total waste costs in 2017. Disposal of waste alone being the most costly component at around \$3.5 million out of a total \$11.8 million in 2017. Costly waste disposal has consistently been the trend for the last seven years, increasing over time along with the landfill levy. For recycling, the cost per household reduced in 2013 due to the income earned from recyclables. However, following market uncertainty arising from Chinese import bans in 2018 this situation will not continue into the future. Income received by Council from its contractor to process recyclable material will cease during 2018. All other services have remained fairly consistent.

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4.6.1 Telling the full story

Our community is doing well diverting approximately 51 percent of kerbside waste from landfill for a number of years, which is well above the state average of 45 percent. This is a great effort considering recycling by weight (tonnes) is decreasing due to trends towards lighter weight packaging. The introduction of the standard smaller 80L bin in 2013 has been a big contributor to this with a steady reduction in our garbage.

Figure 9 Total waste generated and diverted from kerbside bins 2014-17

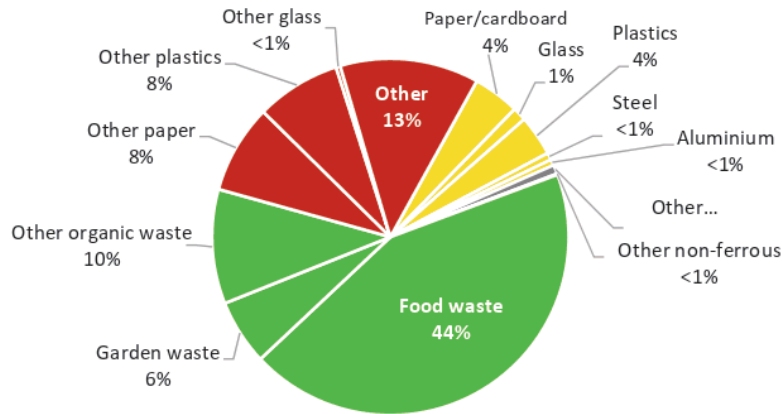


However, this may not be telling the full story. With growth we are seeing more traditional separate homes in our neighbourhoods being replaced with apartments which often, due to planning, space limitations, traffic and other restrictions, have communal or private waste collections. Amongst other issues, this means we don't necessarily have all the data on how much waste is generated by our community. A typical separate home which Council can easily service, loses on average 10 percent of recyclable material in garbage, however for apartments this goes up to 42 percent.

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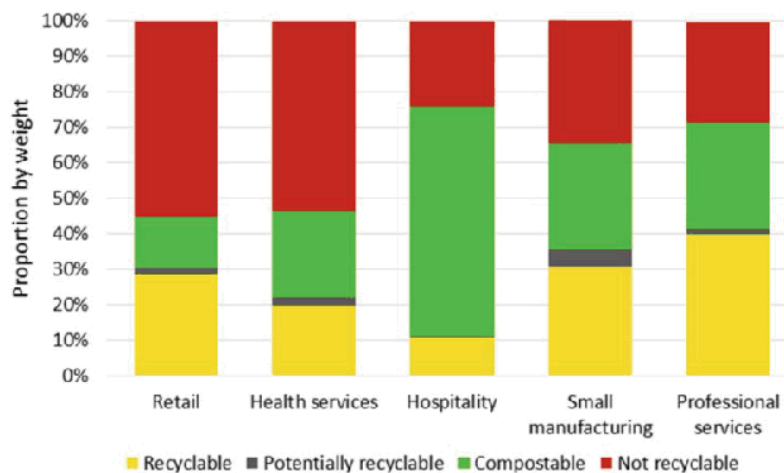
4.6.2 We throw away lots of organic waste

Figure 10 Residential kerbside garbage bin audit results, 2015



Our kerbside garbage bins contain 44 percent food waste, while all organic waste collectively adds up to 60 percent. This is higher than the Victorian average which is around 35-38 percent for food waste and around 50 percent for all organics. Although 60 percent of our community have the optional garden waste bin, there is a real opportunity to do better.

Figure 11 Commercial garbage bin audit results, 2013



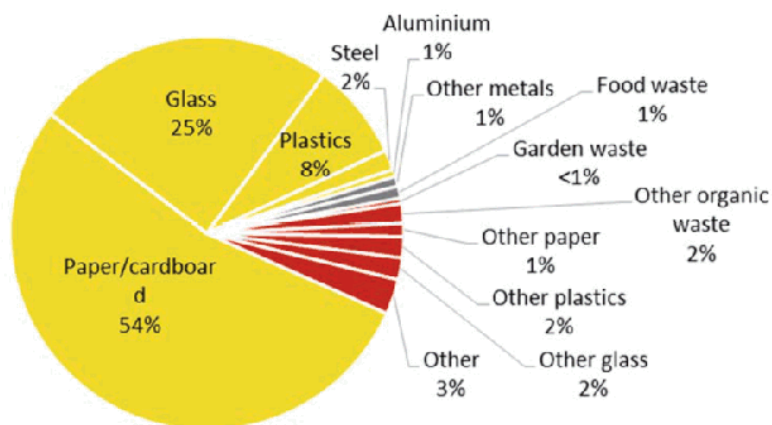
Businesses that Council services, also have varying proportions of food waste and recycling in their garbage bins, which highlights future opportunities.

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4.6.3 Our recycling bins contain the wrong things

Of what we put in the recycling bins, around 11 percent is wrong (contaminate) which is behind the rest of Victoria (2014-15 averaged 5.6 percent) and way above the preferred industry level of 3-5 percent. We need to do better. Mainly this is organic waste, non-recyclable paper, plastics, glass, wood/timber and textiles. Generally bin contamination rates are higher in apartments at about 25 percent, compared to separate households at 11 percent. We should be conscious of how our neighbourhoods are changing to more medium and high density development and how this will impact upon the future, and do what we can to mitigate it.

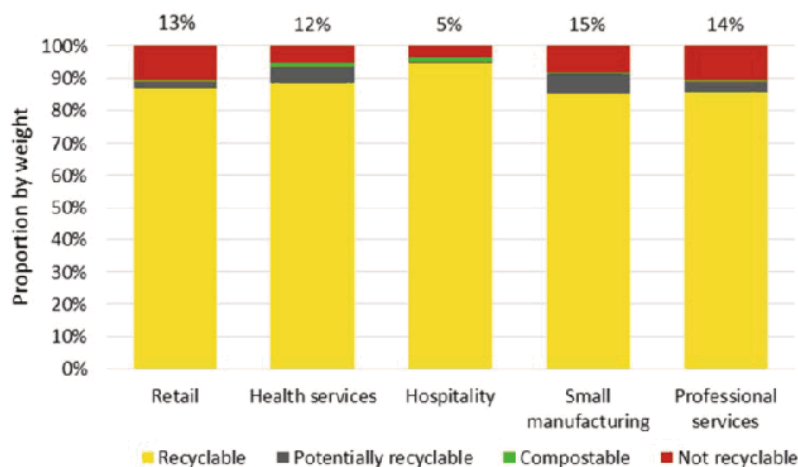
Figure 12 Residential kerbside recycling bin audit results, 2015



In our kerbside green waste bins, it's a very different story with only 2 percent contamination. Those who choose the service, who often are separate households, are using it well.

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Figure 13 Commercial kerbside recycling bin audit results, 2013



For businesses that use a Council service their recycling bins have varying levels of contamination, which in 2013 looked all relatively high except hospitality.

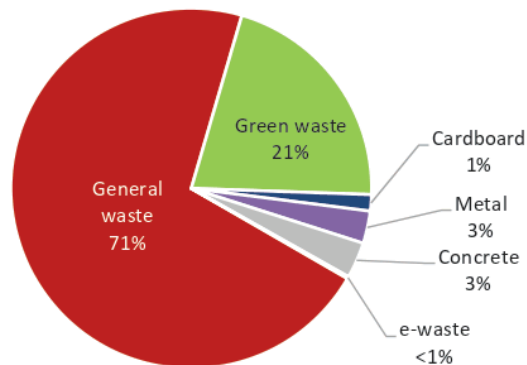
4.6.4 There are more opportunities

While our community are trying to do what they can, there are still opportunities for us to help them do better.

The Whitehorse Recycling and Waste Centre collects and recycles a lot of materials but by weight 71 percent of material is still general waste. Due to safety issues it is difficult to determine the composition of material that enters the disposal pit, which is where waste is deposited. However, we believe we can be doing more to reduce waste to landfill into the future with some development of the site. Increased infrastructure and space allowance, which is currently an issue, will open up opportunities. We will continue to improve the site where we can to increase recycling.

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Figure 14 2017 Waste generation by material at the Whitehorse Recycling and Waste Centre



We could be doing more to encourage and facilitate more recycling. In our hard waste services we can work towards diverting more away from landfill. Away from home in our open spaces, shopping areas and facilities we can be capturing more recycling and encourage our community to do the right thing by not littering or dumping. There could be more investigation and investment in community recycling points and innovative ideas to increase recycling and reuse opportunities. More guidance and standards on where and what type of bins should be located in our shopping strips, parks or playgrounds.

We have many Council facilities and events where we can be leading the charge and setting the standards of good waste minimisation and recycling practices.

4.7 What our community told us

In 2018 Council engaged community engagement specialists to assist with understanding our communities concerns around waste, to help develop this Strategy. A number of engagement activities were conducted from February-June 2018 to inform the development of the Strategy and again to comment on the draft from September – October 2018. Activities included: Listening posts, drop-ins, workshops, interviews, surveys (online and hard copy) and online ideas forums.

Our community are passionate about the environmental issues around waste and are looking to Council to take leadership in addressing these, but recognise that solutions require work from individuals and with others.

4.7.1 What we heard

First phase - Developing the Strategy

Our community:

- Report high levels of satisfaction with Council's Waste Management services
- Want households to take greater responsibility in reducing and managing waste
- Have growing concern about the impact of high density development on waste

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- Want better recycling outcomes
- Have concerns about the level of food waste

We also heard that our community understand there are complexities with the cost of waste. They are open to paying more for waste services that reduce waste to landfill rather than reducing services. However, residents believe that efforts should be made to reduce waste where possible first. The community also responded that those who produce more waste should pay more.

Second phase – Commenting on the draft

Our community:

- Have strong support for the overarching targets and priority outcomes
- Want Council and the community to focus on avoidance and prevention of waste first
- Believe education and communication are important for the success of this Strategy
- Are confident that the targets of this Strategy can be achieved if Council maintains its focus and the community plays its part
- Wanted more ambitious targets and timeframes or justification for targets
- Wanted clearer actions that spoke to them

5 Challenges and opportunities

5.1 Increased urbanisation and Multi-unit developments

Whitehorse is becoming more densely populated, especially in the Box Hill and Burwood area with a rapid increase in high rise unit developments and apartments. This puts pressure on waste infrastructure, and with a planning system in Victoria that doesn't always result in best practice waste management for multi-unit developments, this brings about a unique set of issues including:

- Traffic congestion and access issues for collection of waste services
- Limited available space for bins or hard waste
- Apartment buildings that have not been designed to make it easy for residents to recycle
- A high percentage of renters and people that move often
- Poor bin presentation practices that impact collection and neighbourhood amenity
- Poorly used bin areas that attract dumping
- Loss of recyclables in garbage

Although Council has been progressively trying to tackle the issues, more needs to happen. We will continue to advocate for better State planning systems and work closely with planners, developers and management bodies to proactively build capacity and capability around waste. We will do more to underpin local laws, investigate and enforce where people aren't doing the right thing.

5.2 Changing community

Our community is quickly changing and we need to keep up. We have more students, young families and young professionals choosing to call Whitehorse home. With busy lifestyles, and through establishing and upgrading their homes, they have the potential to generate a lot of waste. We need to find new and exciting ways to educate to reach out and engage with our community. At the same time we have an increasing population of seniors who have specific needs.

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Our community are culturally and linguistically diverse and over time are becoming more so, with overseas arrivals reaching all-time high numbers in the last 5 years. This presents a range of challenges in and around waste. New arrivals can be unfamiliar with Australian waste and litter practices and services. Effectively communicating and engaging around what can seem like complex issues surrounding waste even for native English speakers presents a challenge for Council. Our community reports slightly higher numbers of speaking language other than English and English not well or at all (7.5 percent) compared with Greater Melbourne (5.6 percent). Council will communicate and educate our community in ways that suit their needs and responds to new trends and changing demographics.

5.3 Minimising and disposing of garbage in the future

Minimising garbage in Whitehorse with our growth, change in community and way of living will be a challenge in the next 10 years.

We believe in leading the way for our community by continuing and expanding our commitment to reduce waste to landfill. We will:

- Empower our community to do the right thing
- Lead the way by setting an example to our community and seeking better ways to track and reduce waste in Council operations
- Support the local economy and recycling industry by purchasing green and recycled products
- Ensure that Council events and facilities look to reduce waste, especially single use plastics
- Use education and awareness approaches that engage those who are generating the most waste

Although we anticipate this will help, it's unlikely it will be enough. Capacity in what landfill there is left in Melbourne, is quickly diminishing. Over half of the remaining landfills are set to close in the next 0-15 years and those in the South-East are set to run out of space sooner rather than later. To mitigate having to transport waste longer distances in the short term, which has negative environmental impacts and will likely incur additional costs, we will need to seek alternatives.

5.4 The rise of technology

Electronic waste (e-waste) is the fastest growing waste stream in the country. In 2019 a proposed ban on these items to landfill will mean the way our community chooses to dispose of electronic items at the end of their useful life needs rethinking. Council's methods of collecting and storing e-waste will need to be increased and more support needs to come from State Government, manufacturers and the electronic recycling industry for our community during this change and into the future.

New and alternative technologies which dictate how well we can recover recyclable items and treat waste are quickly evolving. These will be key to us increasing recycling and reducing the reliance on landfill and mitigating the impacts of waste on the environment. We will embrace this moving forward, specifying innovation in Council contracts and working with others to ensure these technologies and facilities are available to us.

5.5 Changing economic conditions

The global recycling industry for many years has relied on China importing and manufacturing recycled materials into new products. In 2018 China placed tighter restrictions on waste imports particularly of mixed plastics and paper that significantly impacted the sector locally. This has negatively impacted the commodity price of recyclables and put pressure on recyclers and Councils. Councils have changed from

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receiving money (income) for recycled material to having to pay for processing services. This shift could see more opportunities towards more viable local processing and a circular economic approach. A circular economy approach is one with better flow of materials from raw material providers, manufacturers and recyclers in a closed loop. Council supports local industry and a circular economic approach and will continue to advocate for better and affordable provision of services locally.

Rate capping introduced by the State Government in 2016 means there is increased pressure on Council's financial resources to deliver services. The cap was matched to the consumer price index (at 2-2.5 percent per year) and unfortunately waste costs even before the recycling crisis, were calculated to be beyond the rate cap (on average 4.5 percent). Whitehorse is one of only a few Councils in Victoria who don't have a separate waste service charge. 72 out of 79 Victorian Councils already have a separate waste services charge, while reasons vary this does include:

- a more clear way of showing ratepayers all of the kerbside waste and recycling service costs
- allows for only those accessing Council waste services to pay for the services
- allows Councils to better manage the highly variable costs of collecting and disposing of waste

As the cost of providing waste services and infrastructure is increasing consistently above inflation, we will have to find new ways to pay.

Future labour, fuel and landfill costs and closures over the next 10 years as well as changes in the recycling and waste industry will likely continue to negatively impact costs. Council will explore a waste service charge to align our waste services and infrastructure needs with our community's expectations, so our neighbourhoods and environment are sustainably managed for the future. We will work with the Essential Services Commission (ESC) who are an independent regulator that administer the rate capping system to ensure such a proposed change is clear and considering our community.

5.6 Climate change and organic waste

Although waste in landfill eventually breaks down, the process of covering and compaction means any organic waste including garden or food breaks down slowly. This releases methane, which is a potent greenhouse gas 20 times stronger than carbon dioxide. These emissions contribute to the wider issues of climate change. Home composting is a great step in the right direction. It reduces emissions from organic waste in landfill, with the added benefit of reduced environmental impact of transporting waste to landfill or recycling facilities. However, we understand this isn't practical for all of our community with space and lifestyle restrictions. We will continue to provide support for our community to compost at home to get organics out of their garbage bin. We will also look to implement a food and organics waste collection service sooner rather than later in line with availability of those services through Council's contracts.

5.7 Continuous improvements to services

Although the rate of satisfaction with Council's waste services has remained high over the years we need to continue to ensure that Council's waste and recycling services reflect the changing needs of our community. Better technologies in capturing recyclables and data and monitoring contractor and resident waste performance is quickly advancing and we need to utilise these to see that we stay ahead. We will foster more continuous improvement in Council's waste services, systems, processes and pursue more innovative approaches to achieve our targets while keeping costs minimal. We will pursue partnerships and contracts with emphasis on technology and innovation.

Where it's feasible and with the highest impact we will increase the opportunities to expand items for recycling. In our hard waste we will look for best practice and options to divert more away from landfill.

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With illegal dumping in our neighbourhoods, which is often confused with hard waste, and has been a rising problem for almost all Councils in Victoria, we will look to better educate, collect and enforce.

We will do more to investigate how the impact of our changing housing stock impacts our waste and what the best way of managing this is and will continue to be in the future.

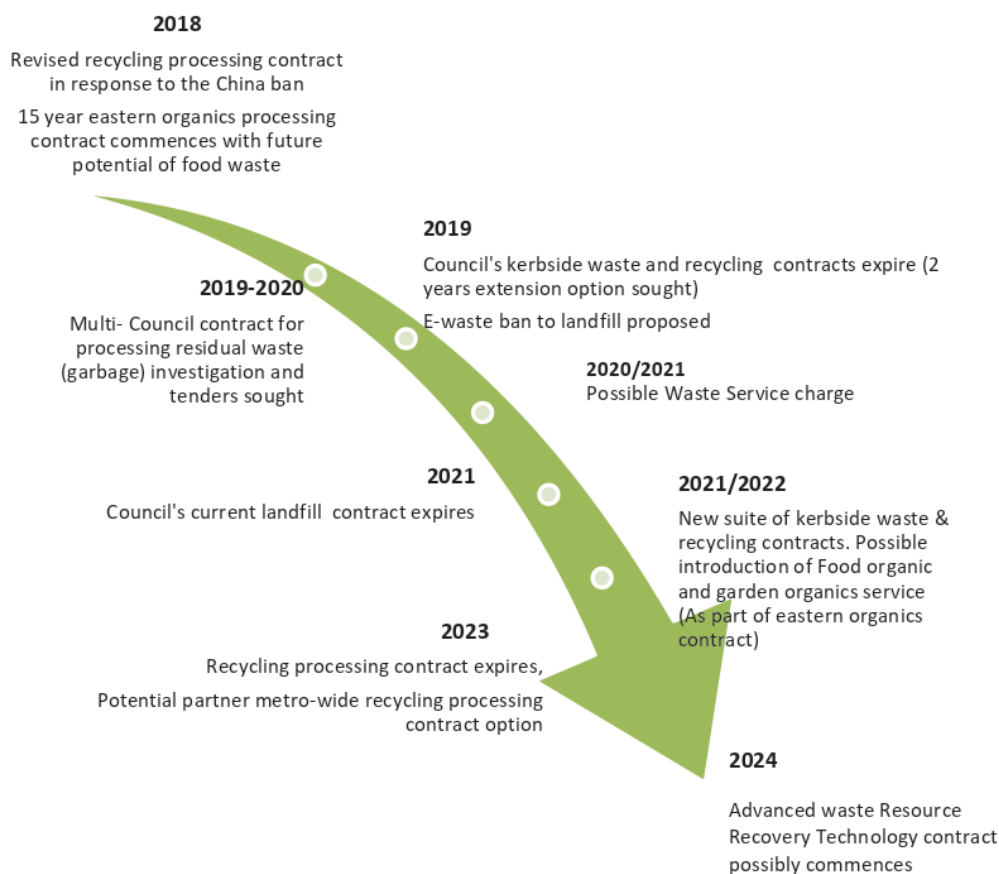
6 The journey to get there

To ensure that we are successful in managing waste and recycling services appropriately, we have to consider the long term. Some of the waste facilities that will need to be in place to reduce waste to landfill and increase the resources recovered for recycling are yet to be built. We will consider our current contracts and timing of new ones. There is flexibility in some contract arrangements with opportunities to extend or vary the processes, but for some contracts Council needs to lock into long-term processes simply to provide the facility operators certainty over time at an affordable processing cost. Typically, Council achieves this by partnering with other Councils in long-term contracts that deliver reliable services, treating large volumes of waste in an affordable manner. We must think now and work in a manner to get the best environmental and economic outcomes for our community.

We will align our waste collection contracts so that future opportunities for economies of scale can be sought and potential arrangements for collections of more materials can be worked through. We will look for alternatives to landfill and work with partners on Advanced Waste Resource and Recovery Technology (AWRRT) facilities to process what garbage we have left after maximising our recovery of resources.

We will continue to be a strong voice and advocate on behalf of our community on waste to all levels of government. We will continue our advocacy efforts to the State Government to provide more funding from the Sustainability Fund for investment back into waste and resource recovery initiatives.

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In order to tackle our challenges we will focus our efforts under the banner of five priorities outcomes.

Priority outcome 1: Minimising our Waste to landfill

Reducing the amount of waste that ends up in landfill which contributes harmful emissions, costs the community and is rapidly becoming scarce. While our efforts so far have seen our kerbside collections that end up in landfill better than the State average we want to continue in the right direction. Working collectively we can achieve a significant reduction in waste over the next 5 and 10 years. Prioritising avoidance of waste in the first instance and effectively educating and communicating will be key. Focusing our future efforts on reducing and diverting food waste which is a significant proportion of landfill waste generated.

Priority actions for the next 5 years:

- We will participate in relevant national, regional and State-wide waste management programs that benefit the local community
- We will advocate and work with our partners to expand the range of materials and opportunities where items can be easily reused or recycled
- We will increase our home composting rebate to \$50 and allow schools and community groups to participate to encourage more home and onsite composting

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- We will explore opportunities to increase uptake of Council's garden organics services and raise awareness of benefits of keeping organics out of landfill in preparation for introduction of a food waste collection
- We will expand promotion of the benefits of home and onsite composting to the community as the preferred option to deal with food waste
- We will investigate kerbside food waste collections and develop services that will allow for maximum food waste diversion from households

Priority outcome 2: Getting the maximum from our waste

Getting the most benefit out of the waste we generate by reusing where possible and recycling right. Ensuring what we are recycling is in the best possible state it can be to be used again. We want to reduce our contamination of recycling and encourage our community to do the right thing with their waste and litter. This will involve a shift in the thinking of recycling and waste as something to be dealt with and more as valuable resource which can be harnessed.

Priority actions for the next 5 years:

- We will continue to incentivise use of recycling bins over garbage bins to encourage getting the most from waste
- We will progressively change all our kerbside bin lids to the Australian Standard for consistency and best use
- We will review our network of public recycling and litter bins and develop material to support their best use
- We will review our current bin inspection and rewards program to further assist those contaminating recycling and generating the most garbage, primarily through improved waste education
- We will undertake internal review of waste and recycling at Council-run or supported facilities for better services and use
- We will recognise and reward our community to do the right thing, minimising waste and recycling right
- We will partner with and support community led litter and waste initiatives
- We will put more emphasis on educating and supporting residents and businesses to know how to recycle right

Priority outcome 3: Leading our community in supporting best waste management

Advocating for and demonstrating our commitment to waste minimisation and the best environmental outcomes. This includes in our Council operations and at our facilities and events which the community use day to day. We will set an example to our community and businesses. In the first two years of this Strategy we will seek to better understand the waste we generate and how to avoid, reduce, recycle. We need to use more recycled content products in Council operations. This supports a more closed loop circular economy supporting the recycling industry.

Priority actions for the next 5 years:

- We will expand our purchasing of recycled products in Council operations
- We will support Council staff to minimise waste and recycle right in staff induction and on-going work practices
- We will improve our capture of waste and littering data so we can continue to measure our successes

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- We will advocate to all levels of government for better waste outcomes
- We will reduce single use plastics at Council events and facilities

Priority outcome 4: Using new technology and innovation to improve the way we do things

Reviewing our waste services and making improvements to the way we do things with forward thinking vision will be key to our future success. The world is changing and through enhancing innovation, new technologies in our contracts and practices will be important to be a step above the game. This will enable us to achieve a better customer experience for our community and the best environmental outcomes overall.

Priority actions for the next 5 years:

- We will continue to capture methane gas for energy at our closed landfill in Clayton South and investigate forms of renewable energy as a future use of the site
- We will bundle waste contracts together to ensure more competition better services and value to the community
- We will work with partners to explore the different advanced waste technologies to inform decisions and secure alternatives for waste that goes to landfill
- We will trial the use of smart compacting bins in some of our busy public spaces to reduce overflow and littering
- We will review bins at properties and update and improve Council systems with a focus on improving customer experience

Priority outcome 5: Responding promptly to modern waste challenges

Understanding the waste related challenges we will be facing in the future and adapting to these quickly will be essential to achieving the best waste outcomes for our community. Some waste issues are timely and these will change over time and we need to be responsive as they arise.

Priority outcomes for the next 5 years:

- We will review and consult our community on separating out the charging of waste services from our general rates to be clear and open about the cost of waste
- We will annually review our waste education plan with a focus on dumping, waste avoidance, reduction and contamination
- We will review and build on our guidelines to encourage best practice waste management within multi-unit developments
- We will increase waste and recycling education programs and forums for our planners and stakeholders for better waste outcomes in multi-unit developments
- We will investigate options for improved services to medium to high-density developments and targeted commercial areas
- We will explore options to improve our diversion of hard waste and better respond to dumped rubbish
- We will regularly review and improve our waste and recycling communications materials and methods to ensure they suit the needs of our changing community
- We will review this action plan annually to ensure it covers timely issues and will do a major review at the mid-point of this strategy after 5 years

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6.2 What we will strive for

To measure our successes we will aim to achieve two overarching targets. These are set to be SMART in the context of waste in Whitehorse currently. SMART targets are specific, measurable, achievable, and realistic and time bound and work from baseline data that we know we have in order to see our progress.

Where we are now	Where we want to be by 2023	Where we want to be long term 2028	Justification
51 % waste from kerbside diverted from landfill	Increase to 60%	Increase to 80%	Increase diversion in the short term is anticipated from a food waste and garden organics (FOGO) collection. Studies show a FOGO service in addition to other services previously implemented by Council could potentially help to boost diversion from landfill to around 60% in the first few years after implementation. Community behaviour change to the new system is likely to occur over time. Further diversion in 2028 will only be possible by using alternate waste technologies for further process the remaining garbage waste stream.
11% recycling bin contamination rate	Reduce by 40% to achieve a recycling bin contamination rate below 7%	reduce by 60% to achieve a recycling bin contamination rate below 5%	Contamination rates in bins fluctuate depending on the time of year, including a peak in levels during summer months. On average kerbside contamination has reduced by 1.02% from 2017-2018. Public and events bins will have different levels.

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Strategy

Appendix

5 year Action plan

■ Planning ■ Implementation/monitoring ■ Advocacy

Priority outcome 1: Minimising our Waste to landfill		Timeframe					Further details
		Year					
		1	2	3	4	5	
Actions		1	2	3	4	5	
1	We will participate in relevant national, regional and State-side waste management programs that benefit the local community						Including product stewardship schemes, Detox Your Home, e-waste to landfill ban, Clean Up Australia Day, National Recycling Week and similar events and programs
2	We will advocate and work with our partners to expand the range of materials and opportunities where items can be easily reused or recycled						This may include: <ul style="list-style-type: none">extra options in the kerbside recycling for soft plastics and other materials in line with contracts, available technologies and end markets for productsinvestigate possible innovation opportunities for recycling collection points or events with charities/social enterprise/ or community organisationsrecycling difficult items in convenient locations including recycling banks or recycling vending machinesIncreasing business recycling
3	We will increase our home composting rebate to \$50 and allow schools and community groups to participate to encourage more home and onsite composting						Terms and conditions of the current compost rebate will be updated allowing for 3 composters per school and community group to encourage composting on-site
4	We will explore opportunities to increase uptake of Council's garden organics services and raise awareness of benefits of keeping organics out of landfill in preparation for introduction of a food waste collection						This will include running targeted campaigns

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5	We will expand promotion of the benefits of home and onsite composting to the community as the preferred option to deal with food waste						This will help increase our community understanding of the environmental benefits
6	We will investigate kerbside food waste collections and develop services that will allow for maximum food waste diversion from households						Costs, benefits of service and how the service should be delivered will be determined as part of the review and planning.

Priority outcome 2: Getting the maximum from our waste		Timeframe					Further details
		Year					
Actions		1	2	3	4	5	
7	We will continue to incentivise use of recycling bins over garbage bins to encourage getting the most from waste						This will help ensure that recycling is more viable option
8	We will progressively change all our kerbside bin lids to the Australian Standard for consistency and best use						Currently only some of our kerbside garbage bin lids are not the Australian Standard (red)
9	We will review our network of public recycling and litter bins and develop material to support their best use						Including signs on bins
10	We will review our current bin inspection and rewards program to further assist those contaminating recycling and generating the most garbage, primarily through improved waste education						Audits of what is collected in the recycling trucks form various areas will help with this work.
11							This may include:

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	We will undertake internal review of waste and recycling at Council-run or supported facilities for better services and use							<ul style="list-style-type: none"> Avoidance of waste in the first place Improving waste practices Signs and education
12	We will recognise and reward our community to do the right thing, minimising waste and recycling right							This may include: <ul style="list-style-type: none"> Showcasing and promoting those doing the right things Using apps and technology
13	We will partner with and support community led litter and waste initiatives							This may include: <ul style="list-style-type: none"> Community groups Businesses Not for profit organisations State Government or government agencies
14	We will put more emphasis on educating and supporting residents and businesses to know how to recycle right							This includes advocating to other levels of government on consistent and wide reaching campaigns

Priority outcome 3: Leading our community in supporting best waste management		Timeframe					
		Year					
Actions		1	2	3	4	5	Further details
15	We will expand our purchasing of recycled products in Council operations						Giving priority to those fit for purpose and competitively priced
16	We will support Council staff to minimise waste and recycle right in staff induction and on-going work practices						Includes raising staff awareness about waste avoidance and reduction and recycling right
17	We will improve our capture of waste and littering data so we can continue to measure our successes						This will help us strategically to manage and track waste
18	We will advocate to all levels of government for better waste outcomes						This may include: <ul style="list-style-type: none">Policy development

Strategy

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24	We will review bins at properties and update and improve Council systems with a focus on improving customer experience								Better Council systems and improved information should help Improve customer service to our community
Priority outcome 5: Responding promptly to modern waste challenges									
Actions		Timeframe							
		Year							
		1	2	3	4	5	Further details		
25	We will review and consult our community on separating out the charging of waste services from our general rates to be clear and open about the cost of waste						This will help ensure we manage		
26	We will annually review our waste education plan with a focus on dumping, waste avoidance, reduction and contamination						The plan will be updated to support emerging waste issues and support waste and recycling services		
27	We will review and build on our guidelines to encourage best practice waste management within multi-unit developments						This may include: <ul style="list-style-type: none">incorporating where possible into local planning schemesmaking guidance easy to access for developers and industry		
28	We will increase waste and recycling education programs and forums for our planners and stakeholders for better waste outcomes in multi-unit developments						This may include: <ul style="list-style-type: none">Working with planning and State Government authorities around planning systemsWorking with local body corporates and real estate		
29	We will investigate options for improved services to medium to high-density developments and targeted commercial areas						This may include: <ul style="list-style-type: none">Working with business and body corporatesSharing info with other CouncilsLooking at alternative technologies to divert more waste		

Strategy

30	We will explore options to improve our diversion of hard waste and better respond to dumped rubbish							<p>This may include:</p> <ul style="list-style-type: none"> • More educating on correct disposal of items • More education around dumping • More enforcement on dumping • More flexibility in hard waste services
31	We will regularly review and improve our waste and recycling communications materials and methods to ensure they suit the needs of our changing community							<p>This will include looking at who our emerging groups are in our community and the way they want us to communicate with them.</p>
32	We will review this action plan annually to ensure it covers timely issues and will do a major review at the mid-point of this strategy after 5 years							<p>This will ensure areas of focus and priority actions remain relevant and timely</p>

9.1.3 – ATTACHMENT 1. Strategy



ACKNOWLEDGEMENT OF COUNTRY

In the spirit of reconciliation, Whitehorse City Council acknowledges the Wurundjeri people as the traditional custodians of the land. We pay our respects to their Elders past and present.

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9.2.1 Whitehorse Sport and Recreation Network - Appointment of Members

Attachment 1 Terms Of Reference

9.2.1 – ATTACHMENT 1. Terms Of Reference



NOVEMBER 2018

**TERMS OF REFERENCE
WHITEHORSE SPORT AND RECREATION NETWORK**

STATEMENT OF PURPOSE

The purpose of the Whitehorse Sport and Recreation Network (WSRN) is to provide an opportunity for community members with a knowledge and background in sport and recreation to network information and to provide a forum through which Council can consult with and receive advice and guidance on the future of sport and recreation development within the City of Whitehorse.

TERMS OF REFERENCE

- To provide input into the development of policy and strategic direction for Council in the areas of sport and recreation.
- To provide advice and feedback on the implementation of the Recreation Strategy Plan and other major sport and recreation policies and projects.
- To act as a forum for considering new ideas, sharing broad experiences and contributing innovative solutions to issues facing local clubs.
- To inform Council of issues that affect local clubs at a code or general level. i.e. not specific club concerns.
- To assist Council in identifying trends and opportunities in sport and recreation so that the Whitehorse City Council can plan services in a cohesive and co-ordinated manner.
- To review and judge nominations for Whitehorse Sports Awards and Australia Day Trophy.
- To provide an opportunity for community members with a knowledge and background in sport and recreation to network and exchange information.
- To liaise with individuals and groups as required to obtain specific advice regarding sport and recreation for the benefit of the City of Whitehorse.

MEMBERSHIP

The WSRN will consist of two Councillors, a maximum of 10 community representatives and Council Officers from the Leisure and Recreation Services Department.

9.2.1 – ATTACHMENT 1. Terms Of Reference

As a group, there should be a representation of a range of sport and recreation groups, encouragement for membership from both genders and a representation to ensure that the needs of people who experience a disability are considered.

Councillors will be appointed to the Whitehorse Sport and Recreation Network for a period of two years via Council's Delegate Appointment Process, which is subject to annual review.

Given the national focus of gender equality for opportunity in sport, that where feasible there is the same gender balance for the Councillors as representatives of Council on the Whitehorse Sport and Recreation Network.

Membership is open to individuals participating in sporting and recreation clubs or associations operating within the Whitehorse municipality.

Community representation on the WSRN will be via a Registration of Interest process, assessed for suitability against key criteria and ultimately endorsed by Council. Community representatives will be appointed for a period of two years and may reapply.

Members must attend at least 6 of the 7 meetings per year in order to retain their position on the Network.

The WSRN have the delegated authority to co-opt members on to the Network should a vacancy arise.

Membership of the WSRN will be honorary.

CODE OF CONDUCT

As a member of the WSRN you are recognised as a Council volunteer. As a Council volunteer, it is a requirement that you complete Council's volunteer registration paperwork which includes a commitment to abide by Council's Volunteer Code of Conduct and Council policies that apply to registered volunteers. Community members who are accepted onto the WSRN will be required to participate in a Council volunteer induction session and any other relevant training as deemed necessary by Council.

Councillors sitting on the Whitehorse Sports and Recreation Network will be bound by the Councillor Code of Conduct.

REVIEW PROCESS

The role, functions and membership of the Whitehorse Sport and Recreation Network will be reviewed every two years.

FACILITATION

Council Officers within the Leisure and Recreation Services Department are responsible for the planning and administration of the group. Contact Person: Project Officer – Leisure and Recreation Services on telephone: 9262 6106.

FUNDING

Council's budget provides an amount of \$4,300 per annum for the operation of the network, subject to annual review.

9.2.1 – ATTACHMENT 1. Terms Of Reference

CHAIRPERSON

In the first year of the two year term of the WSRN, a Council Officer will chair the first meeting, with a chairperson to be elected at the second meeting. In the second year of the two year term a chairperson is to be elected at the first meeting. The chairperson's term will be for one year.

MEETING CYCLE

Commencing February, on the third Thursday in the month, 6.30pm – 8.00pm.
Extraordinary meetings will be called if required.

LOCATION

Civic Offices
Whitehorse Civic Centre
379 – 397 Whitehorse Road, NUNAWADING

9.2.2 Sporting Facilities Guide Review

Attachment 1 Draft Sporting Facilities Guide

Attachment 2 Amendments



CITY OF WHITEHORSE

SPORTING FACILITIES GUIDE

Seasonal and Casual Users

DRAFT - NOVEMBER 2018

9.2.2 – ATTACHMENT 1. Draft Sporting Facilities Guide

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INTRODUCTION

Council adopted the Whitehorse Sports Field Strategy in July 1996. This is the fourth significant review.

The *Sporting Facilities Guide - Seasonal and Casual Users (the Guide)* reflects the scope and management of Facilities, which include both Sport Fields and Pavilions. The Guide was developed to assist clubs, associations and other User Groups to better understand Council's requirements with the use and development of sporting Facilities in the City of Whitehorse.

This Guide follows a comprehensive review and fits within Council's broader corporate policies including the *Council Vision (2013-2023)*, *Council Plan (2017 – 2021)*, Whitehorse Health and Wellbeing Plan (2017-2021), Whitehorse Open Space Strategy (2007), the *Recreation Strategy (2015– 2024)* and other relevant corporate policies.

User Groups accessing Council's Facilities in particular Sports Fields can be categorised into two groups:

Seasonal

Tenant Clubs generally operate on a seasonal basis i.e. AFL and soccer are winter sports while cricket is a summer sport. These sports are played on ovals that contribute towards Council's open space network and accessed by the community when not allocated for sporting activities.

Access by these groups is typically managed by a Licence Agreement.

Casual

Other user groups, such as schools, access Council Facilities on a less regular basis. Access by casual groups is typically managed by a casual booking.

Exclusive year round access to Council's facilities such as tennis, lawn bowls and athletics are managed via a lease agreement.

Sporting Landscape

Consistent with national trends Whitehorse is experiencing a significant growth in female participation with junior participation continuing to place a high demand on Council's Facilities. Of note is the total participation spread of females has risen from 8% (2010) to 14% (2017). When further examined the growth of total female participation is significant as indicated by table 1. Table 2 highlights the substantial participation growth of girls.

Table 1: Participation growth by gender.

	2010	2017	GROWTH (%)
Total Male	9,258	10,268	11%
Total Female	844	1,714	103%
Total Participation	10,102	11,982	19%

Table 2: Participation growth by juniors.

	2010	2017	GROWTH (%)
Juniors (Male)	5,731	6,459	13%
Juniors (Female)	497	1,287	159%
Total	6,228	7,746	24%

Other broad sport trends in Whitehorse include, but not limited to:

- Continued growth in mainstream sport;
- Increased participation in passive recreation and casualised sport;
- Increased community expectations on Council's Facilities;
- Club administration managing complex social matters such as female participation, responsible drinking, inclusiveness etc., and;
- Managing the impact of growth on community amenity.

Sporting trends have reshaped the landscape! There are limited opportunities to develop new

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sporting facilities across Whitehorse requiring a collaborative approach with the sporting fraternity to manage the growth of sport participation including, but not limited to:

- upgrade sports fields to optimise their use;
- increase floodlit training venues;
- retrofit pavilions;
- consider temporary facilities as required;
- supporting shared use of facilities;
- review programming opportunities including night competition, and;
- identify opportunities to gain access to school facilities.

This Guide provides a framework to support the broad trends facing local sport Clubs in Whitehorse.

Club Leadership

Sporting clubs play an important role to build stronger, healthier, happier and safer communities.

Clubs have a leadership responsibility to provide an inclusive environment and require members to conduct themselves consistent with appropriate behaviour.

Inclusive Club

Council encourages the Tenant Club to be an 'Inclusive' Club. An Inclusive Club will create an environment that acknowledges the diverse skills and perspectives that people may bring to the Club because of their gender, age, language, ethnicity, cultural background, disability, religious belief, sexual orientation, working style, educational level, professional skills, work and life experiences, socio-economic background, job function, geographical location, marital status and family responsibilities.

An inclusive club will remove barriers to ensure all members and spectators enjoy full participation of Club activities. It involves recognising the value of individual differences and embrace the diversity each person brings to the Club. An Inclusive Club will create an environment of trust, mutual respect and appreciation which allows all

participants to collaborate effectively in the ongoing development and delivery of Club related functions.

Diversity and inclusiveness is embedded in Federal and State legislation such as Racial Discrimination Act (1992); Victorian Equal Opportunity Act (2010); Victorian Racial and Religious Tolerance Act (2001); Multicultural Victoria Act (2011) and the Victorian Charter of Human Rights and Responsibilities Act (2006).

However, rather than considering the legislative obligations it is worth noting the Club benefits from creating an inclusive environment. These benefits include but are not limited to:

- A welcome inclusive environment will attract new playing and social members (and sponsors) which increases revenue.
- Happy members and a well-functioning club can result in on and off field success.
- Diverse skills can assist, support and improve Club governance.
- Different perspectives can increase efficiency with Club operations.
- Potential to increase funding opportunities.

Code of Conduct

Every person in Whitehorse has the right to participate in community sport that is safe, welcoming and inclusive. The local neighbourhood has an expectation to enjoy the peace, comfort and privacy of their property without unreasonable interference from the Tenant Club. Tenant Clubs are expected to conduct themselves consistent with this conduct which means behaviour should not cause any nuisance eg. excessive noise, raucous drunken behaviour, violence, rubbish, criminal activity, harassing neighbours or other offensive behaviour. Please refer to the Code of Conduct of your respective sport for further information or the State Government's "Fair Play" Code.

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1.1 Purpose

The purpose of the Guide is to provide User Group/s with an understanding of:

1. the principles guiding the seasonal and casual allocation of Council Facilities;
2. Council's requirements and responsibilities;
3. User Groups responsibilities; and
4. the process for facility development.

The document comprises of two main sections.

Part One - Policy Framework

This section outlines the guiding principles Council considers when managing and allocating Sports Facilities within the City of Whitehorse including fees.

Part Two - Facility Infrastructure

This section provides the operational framework for the use and development of Council Facilities.

The Guide is an evolving document. A comprehensive review of this Guide will be conducted every ten years (unless significant changes are required). Minor changes will be amended when necessary with fees and charges being reviewed annually in accordance with Council's annual budget process.

1.2 Preamble

This Guide forms the terms and conditions on which Council Facilities are used on a seasonal and casual basis. The terms and conditions in the Guide apply to the User Group and its members, or anyone they allow on or in the relevant Council Facility.

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. The special conditions may reflect specific requirements that arise from a particular type of Facility or use. If Council requires special conditions for use then they will be covered within Council's licence agreement / approval letter to the User Group. 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.

The cost to provide Sports Fields and Pavilions is significant. Council will significantly subsidise the cost to maintain Council's Sports Fields and Pavilions.

If you have any questions about the Guide or the application process (Section 4.2) please contact Council's Recreation Services Officer on 9262 6499.

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1.3 Definitions

Term	Definition
Association Representative Match/Training	A match or training session conducted by an Association made up of Whitehorse affiliated clubs.
Casual Use	The use outside of Seasonal Use by any group, which has been granted access to a Facility.
Club Event	Any activity undertaken as part of club operations other than training or competition as outlined on a seasonal licence.
Commercial / Private Operators	An organisation or trading entity engaged in business, commercial, industrial or professional activities. A business (either an individual or a group) can be a for profit entity, such as a publicly traded corporation, or a non-profit organisation engaged in business activities (e.g. Personal Trainers).
Community Group	An organisation that is incorporated under the Associations Incorporation Act (1981). For the purposes of this document tertiary institutions (i.e. TAFE, university) and school sports association (eg. School Sports Victoria) will be considered a community group.
Council	The Whitehorse City Council constituted on 15 December 1994.
Facility/ies	Both the Sports Field and Pavilion.
Fencing	Reserve Fencing – Fencing that surrounds the part of or the entire park to assist the Tenant Club with the collection of a gate entry fee from spectators. Sports Field Fencing – Fencing that surrounds the sports field only.
Junior	Any team entered into an under 18's or lower section of competition.
Key	Method of access to Council's Pavilions which may include a traditional key system or a 'swipe card' system.
Multi-Purpose Room	A room within the Pavilion that is multi-functional in nature which is available for Tenant Club social activities or other compatible community groups for their activities.
Pavilion	The Council building utilised by User Groups to support the provision of their activity.
Regular Use	The use outside of Seasonal Use and Casual Use by any group.
Reserve	The area of land, which will contain not only a sports field but other community infrastructure (e.g. Playground, seating car park etc.) and open space.
Recreation	Activities that are generally less structured and have a lesser emphasis on

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	competition than does sport.
Recreation Groups	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 include sport and recreation activities that provide for mixed gender teams including junior modified teams (e.g. Auskick, mulo cricket, small sided football etc.).
School	An institution (either government, private or independent) where instruction is given in a particular skill or field and will typically include (preschool, primary school, secondary school). For the purposes of this document tertiary institutions (i.e. tafe, university) will be considered a community group.
Seasonal Licence Agreement	Written documentation that confirms seasonal use of a sports field, pavilion and / or support infrastructure including dates, times, Terms and Conditions etc.
Seasonal Use	The use by any Sports Club, Organisation or School of a Council Sports Field, Pavilion and / or Support Infrastructure 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.
Sport	An organised and competitive activity that aims to promote physical activity and wellbeing.
Sports Field	An area of open space provided primarily for the purpose of conducting formal sport or encouraging informal recreation activity.
Support Infrastructure	Provisions that are made specifically to assist in the conduct of formal sporting training or competition (e.g. Practice nets, coaches' boxes etc.).
Tenant Club/s	Any Club, Organisation or School that has been allocated the Seasonal Use including finals of a facility or Sports Field.
User Group/s	Any sporting club, group, association or school that has Council approval to use any Reserve, Sports Field or Pavilion on either a seasonal or casual basis.
Veterans / Masters	A competition established to cater for players normally of an older age who want to keep playing in a friendly and semi competitive environment. The age of competitors will depend on the respective sport.

Any reference to a Council Officer by title (e.g. Recreation Services Officer) in the Guide includes anyone acting in that position or other Council Officers acting on behalf of Whitehorse City Council.

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POLICY FRAMEWORK

2.1 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. The following corporate documents provide the policy framework for the Sporting Facilities Guide:

Council Vision (2013 – 2023)

The *Council Vision* is informed by community engagement, research and consultation and holds the community's aspirations, while outlining the guiding principles for future action by Council.

There are five key strategic directions:

1. Support a healthy, vibrant, inclusive and diverse community;
2. Maintain and enhance our built environment to ensure a liveable and sustainable city;
3. Protect and enhance our open spaces and natural environments;
4. Strategic leadership and open and accessible government; and
5. Support a healthy local economy.

The key Strategic Directions of most relevance to the Sporting Facilities Guide are one, two and three.

Whilst each Strategic Direction relates to the Sporting Facilities Guide in some form, Strategic Direction One 'Support a healthy, vibrant, inclusive and diverse community', Strategic Direction Two 'Maintain and enhance our built environment to ensure a liveable and sustainable city' and Strategic Direction Three 'Protect and enhance our open spaces and natural environments' are the three key Strategic Directions.

Council Plan (2017 – 2021)

The *Council Plan* details Council's contribution to the delivery of the Council Vision through an array of high level goals sitting beneath each Strategic Direction featured within the Council Vision. The Council Plan focuses on Council's approach to working with the community, key stakeholders, community organisations and other levels of government in order to achieve these goals over the next four years. These goals are as follows:

Strategic Direction One

Support a healthy, vibrant, inclusive and diverse community.

- Goal 1.1: A safe, inclusive, resilient and diverse community which benefits from good health and wellbeing through the delivery of services, facilities and initiatives.

Strategic Direction Two

Maintain and enhance our built environment to ensure a liveable and sustainable city.

- Goal 2.1: A well-connected City with a balanced approach to growth supported by infrastructure and development that respects our neighbourhood character.

Strategic Direction Three

Protect and enhance our open spaces and natural environments.

- Goal 3.1: A place where passive and active open space is highly valued, shared and enhanced.

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Strategic Direction Four

Strategic leadership and open and accessible government.

- Goal 4.1: Good governance and resource management.
- Goal 4.3: A Council that communicates effectively, engaging with our community to enable the delivery of services and facilities that meet the needs of our diverse community.

Strategic Direction Five

Support a healthy local economy.

- Goal 5.1: Work in partnership to support a strong, active local economic environment that attracts investment and provides economic opportunities for business and employment for people.

Whitehorse Health and Wellbeing Plan (2017 – 2021)

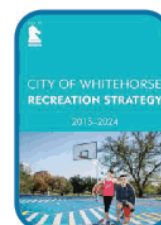
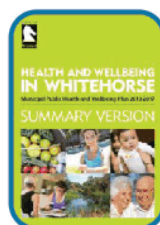
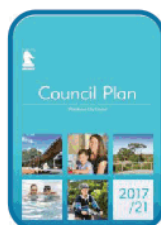
Strongly aligned with the Council Plan (2017-2021), this plan meets requirements under the Public Health and Wellbeing Act 2008 and describes the work Council undertakes in partnership with the community and with key State and local organisations to improve the health and wellbeing of people in the municipality. The plan recognises that population health, including participation in sport and recreation, is affected by many different factors across the built, social, economic and natural environments.

Whitehorse Open Space Strategy (2007)

Sets out the strategic direction for the future provision, planning, design and management of publicly owned land that is set aside for leisure, recreation and nature conservation purposes.

Recreation Strategy (2015 – 2024)

The Recreation Strategy guides the delivery of sport and recreation in the municipality. The Recreation Strategy recognises the benefits from well managed and utilised Facilities.



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2.2 Principles / Objectives

The following principles and objectives will direct the Sporting Facilities Guide.

Table 1: Principles / Objectives of the Sporting Facilities Guide

PRINCIPLE	OBJECTIVE
1. Participation Council recognises that participation in sport and physical activity provides a range of health, social and economic benefits for individuals and communities.	<ul style="list-style-type: none"> To encourage increased participation in Sports and Recreation.
2. Access Council recognises that all Whitehorse residents and visitors have equal rights to participate in and enjoy the benefits of sport and physical activity.	<ul style="list-style-type: none"> To provide a range of quality recreation and sporting Facilities that are accessible to seasonal groups and the general public. Facilities are available for public use when not allocated to a sports club.
3. Shared Facilities Council places importance on flexible and multipurpose Facilities that are used to capacity.	<ul style="list-style-type: none"> To maximise the use of Facilities through greater utilisation and sharing of Council's Sports Fields and Pavilions. (This will be achieved through Facilities that incorporate design features that facilitate flexible and multi-purpose use).
4. Facility Standards Council will provide Sports Fields and Pavilions that accommodate different uses including levels of competitions ranging from 'grass roots' through to elite level.	<ul style="list-style-type: none"> To develop a rating system (e.g. AA, A, B, C, D) that distinguishes between the different standards of Sports Fields and Pavilions. For instance some facilities are fully enclosed with tall perimeter fencing restricting public access compared to other facilities that are not enclosed.
5. Fees Council's fee structure will encourage participation from a variety of User Groups. Council will recover some of the maintenance costs from the fees charged to User Groups.	<ul style="list-style-type: none"> To develop a fee structure that encourages different groups including juniors, older adults and women. To develop a fee structure that recognises the different categories of Facilities. To adjust fees annually in line with Council's annual budget process.
6. Sustainable Use Council will manage the sustainable use of their Sports Fields and Pavilions to ensure facilities are safe for optimum use.	<ul style="list-style-type: none"> To ensure the use of Sports Fields is compatible to the ground condition.

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FACILITY CLASSIFICATIONS

3.1 Sports Field Classifications

Each Sports Field has been assessed and categorised into one of five standard classifications. These classifications are AA, A, B, C and D with AA being of the highest standard and D being of the lowest standard.

The criteria under which Sports Fields are classified includes:

- Sports Field profile and on field infrastructure e.g. sand profile, irrigation, drainage.
- Associated infrastructure e.g. training lights, perimeter fencing, car parking, viewing areas, concrete spoon drain.
- Capacity to charge (i.e. Reserve Fencing).
- The classification of each Sports Field will form the basis on which the fees will be determined (refer Section 5) irrespective of the type of use (i.e. competition or training). Accordingly lower standard Sports Fields will be charged at a lower rate than a Sports Field of a higher standard.
- The classification of Sports Fields may change particularly after significant improvements have been undertaken. Tenant Clubs will be advised accordingly if the Sports Field is reclassified.
- Appendix 4 provides a listing of Sports Field Classifications.

3.2 Pavilion Classifications

Each Pavilion has been assessed and categorised into one of four standard classifications. These classifications are AA, A, B, and C with AA offering higher quality pavilion components and C offering basic components.

The criteria under which Pavilions are classified includes:

- Change rooms / amenities.
- Kitchen facilities e.g. 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 classification of each Pavilion will form the basis on which the fees will be determined (refer Section 5). The classification of Pavilions which undergo significant improvements will be updated and Tenant Clubs advised accordingly. Appendix 5 provides a listing of Pavilion Classifications.

3.3 Facility Access Agreements

Council acknowledges the trends and demand for sporting and recreational activities change over time. Council will endeavour to allocate Sports Fields and Pavilions on a seasonal basis to meet demand. However, if demand exceeds supply, it will be the Club's responsibility to find alternative Facilities.

The administration of Sports competitions considers team performance (i.e. promotion and relegation). Due to the nature of promotion and relegation it will not be possible to match the grading level (i.e. Division 1, 2, 3 etc.) of clubs with the classification level of Sports Fields. In most cases it may be possible to match the standard of the competition (i.e. local, regional or state) with the standard of Facilities required by the association.

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FACILITY ALLOCATIONS

4.1 Overview

The allocation of Council's Sports Fields and Pavilions will be applicable to all User Groups.

4.1.1 Seasonal Allocations

Tenant Clubs will be invited to apply for Sports Fields and Pavilions in December/January and June/July of each year with a return date specified on the cover letter. Council managed Facilities are heavily utilised. Tenant Club's requests for Council's Facilities must reflect the actual days/times that they need and may be required to justify their request.

A licence agreement will be forwarded to clubs in March and September allowing the use of Sports Fields for the following dates.

Summer: 1 October - 28 February (or end of home and away fixtured season)

Winter: 1 April - 31 August (or end of home and away fixtured season)

Note: These do not include Finals.

Requests for use of Facilities outside of the Tenant Club's licence agreement must be approved by Council. Access to Pavilions will predominantly be in the form of a seasonal licence agreement however, in isolated circumstances a lease agreement for part of the Pavilion may be in place with a sports club. Council will consider the impact an extended season will have on maintenance requirements and other User Groups.

Council will consider a number of variables when allocating Facilities including:

- User Group/s must be incorporated.
- Whitehorse based Clubs will have a priority over non Whitehorse Clubs. Capacity for the Sports Field to accommodate the request.
- Suitability of Pavilion design to accommodate request.

- Demonstrated need for Council managed facilities based on:
 - Number of Whitehorse teams
 - Correlating fixtures
- Clubs that have historically been allocated Facilities will have priority over new Clubs or new requests from existing Tenant Clubs.
- Teams that have been displaced due to Council initiated works will be given priority on a season by season basis.
- Sports Field risk assessment to ensure the Sport is suitable for the size of the Sports Field and Support Infrastructure.
- User Group/s previous record: a) fees paid on time; b) support of Council objectives; c) cleanliness and care of the Facilities; and d) Tenant Club effective management / governance.
- The investment (financial and/or in kind) from the club towards the capital development of the Pavilion or Supporting Infrastructure.
- Number of Whitehorse residents participating in teams.
- All information regarding the seasonal booking is received by the due dates.

4.1.2 Non Seasonal Allocations

Council has a commitment *to ensure facility use is optimised*. Use of Council's Facilities may be in the form of Casual or Regular Use. Non seasonal allocations of Council Facilities will effectively be available from 9am – 3pm Monday to Friday. Access outside of these times will be considered provided it does not impact on the Tenant Club's seasonal occupation.

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4.1.3 Hire and Subletting

No sub-letting of Sports Fields or Pavilions by User Groups is permitted.

Council will manage the use of Council's sports pavilions directly with interested groups. This will:
Support clubs who already have a busy administration workload;

Allow Council to check insurances and administer terms and conditions of use;

Administer fees associated with the use, and;

Service the interested group to meet their requirements.

4.1.4 Community Access to Reserves

Council Reserves 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 of 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.

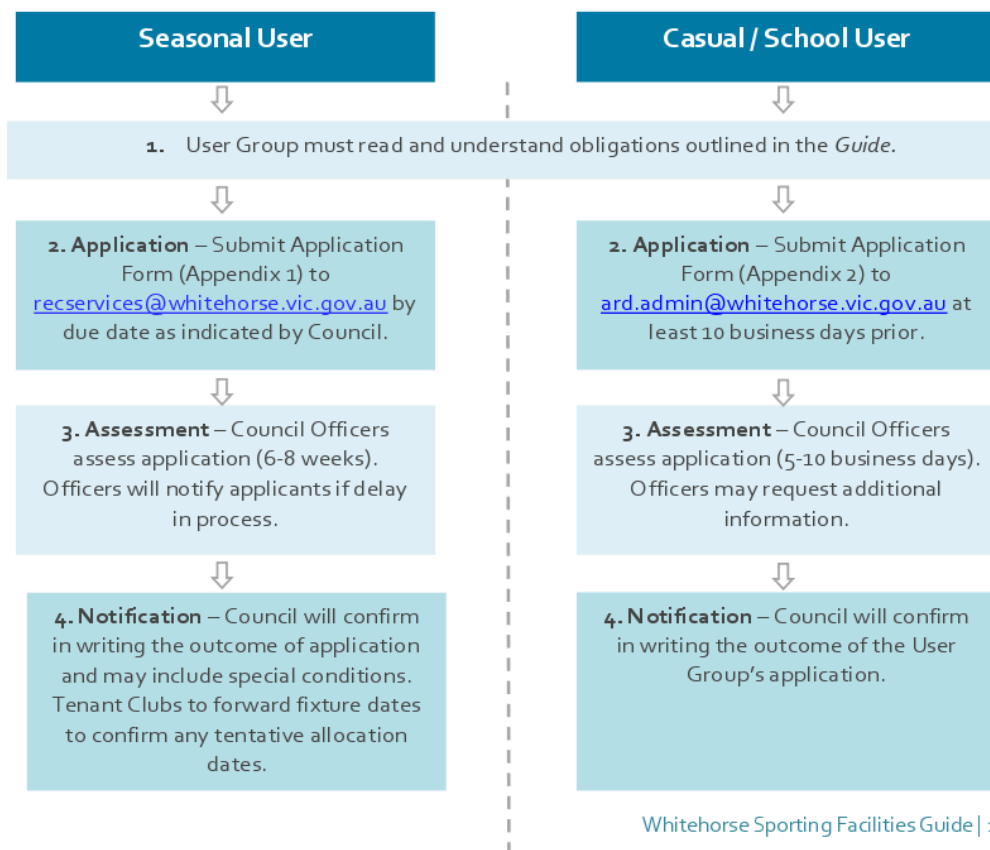
User Groups will be deemed to have exclusive use of the Sports Field/s and associated training facilities during the times outlined on their licence agreement. This is for the safety of park users and the general public.

4.2 Application Process

The application process to use Council's Facilities will vary slightly for seasonal and casual requests as outlined below. Authorised Office Bearers will be required to sign an application form accepting Council's conditions of use.

User Groups should note:

- Council has the right to refuse access to Council's Facilities.
- Casual bookings are not accepted for use in March and September due to maintenance or ground preparation.
- School use is restricted to weekdays between 9am – 3pm on dates consistent with those established as term dates by the Department of Education and Training.
- Outstanding debts/fees may result in no Sports Field/Pavilion allocation.



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4.3 Finals

Tenant Clubs must apply in writing to Council's Recreation Services Officer to use Sports Fields for training and matches during finals. This is to assist the preparation of Council's Sports Fields during seasonal change over in particular the covering and uncovering of the centre wicket. The Tenant Club will then be invoiced for this use as per the fees listed in Appendix 7. Training for finals will be made available to Tenant Clubs at no charge. Application for finals use must be made seven working days prior to the intended use, or as soon as confirmation of finals dates are known.

If the Tenant Club does not notify Council there will be no guarantee that the Sports Field will be available for use. Furthermore, if Council has already prepared (e.g. covered / uncovered cricket wicket) the Sports Field for the next season then the Tenant Club will be responsible for the costs to reinstate the Sports Field to accommodate the finals use.

4.3.1 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.

The Tenant Club hosting the final/s is responsible 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 for approval prior to distributing to residents. This letter will assist the general public in being informed of the upcoming finals, which generally attract larger crowds. Please note that general park users wishing to use the Reserve on final days are to be given pedestrian and vehicle access at no charge.

4.4 Pre-season Training and Practice Matches

Pre-season training and practice matches are not guaranteed for every season. The availability of Sports Fields is subject to maintenance and ground conditions.

Pre-season Training

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

1. Council's Recreation Services Officer will contact all clubs identifying which Sports Fields are available for pre-season training.
2. The club must complete a pre-season application form outlining the preferred dates and times.
3. Council's Recreation Services Officer will allocate Sports Fields with consideration to Council's scheduled maintenance.
4. The club will be advised of Council approval via a pre-season training licence.

Practice Matches

Council will only approve practice matches the week prior to the official season. Requests for practice matches must be received at least two weeks prior. Council will consider approval based on availability and condition of the Sports Field. No practice matches will be permitted on Sports Fields which are being used to host finals or have not been prepared for the upcoming season.

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FEES

5.1 Calculating Seasonal Fees

The cost to maintain Sports Fields and Pavilions is substantial. Council significantly subsidises the use of Sports Facilities for User Groups. Seasonal Fees have been calculated based on a partial cost recovery of maintenance costs only. Construction costs of Facilities have not been considered when developing Fees. Fees have been developed with consideration that:

- Higher classified facilities will require higher maintenance costs.
- Fee structure is weighted to acknowledge Council's commitment to encourage participation from groups such as juniors, women and veterans.
- There is no differentiation between summer and winter seasons.
- There is no differentiation for the use of fields for training or competition.
- There is no differentiation for Tenant Clubs that play home and away fixtures.

5.2 Non Payment of Fees

Clubs with outstanding debts that are not paid by the commencement of the following season may result in no Sports Field/Pavilion allocation.

5.3 Fees for Sports Fields

Tenant Clubs that share Sports Fields will evenly split the Fees i.e. two Tenant Clubs will split the fees 50%; three Tenant Clubs will split the fees 33%. This encourages shared use to minimise costs to Tenant Clubs.

The deadline for seasonal allocation fees is 1 November for summer and 1 May for winter. Council will retain 5% of the seasonal fee, to cover associated costs, should the Club notify Council that they no longer require the use of a Sports Field or Pavilion past the seasonal deadline.

Fee Discounts

Discount off the full seasonal fees will be available for Tenant Clubs to encourage participation by the following groups.

Table 3: Fee discounts

Group	Discount
Juniors	50%
Women	50%
Veterans / Masters	<ul style="list-style-type: none"> • 100% (i.e. no charge for home ground) if representing Tenant Club with a seasonal allocation. • 50% if separate club or uses a separate Sports Field.

5.3.1 Fees for Finals

Sports field seasonal fees are inclusive of all home and away games (including training) during the dates specified under Section 4.1. A sports field fee for finals will be charged to the hosting club if the finals matches do not involve a Whitehorse based club. The club will not be charged if the competing teams in the finals matches involve a Whitehorse based club.

5.3.2 Turf Cricket Wicket Fees

Council maintains turf centre cricket wickets and turf practice wickets during the summer season at three Sports Fields; Box Hill City Oval, Mont Albert Reserve and Surrey Park South West.

It is significantly more expensive to prepare turf cricket wickets and turf practice wickets compared to maintaining concrete and synthetic cricket pitches and practice wickets. In recognition of this an additional fee (refer Appendix 7 - Fees and Charges) per season will be charged to Tenant Clubs that are allocated use of a Council maintained turf cricket Sports Field.

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In consultation with the Tenant Clubs they have been notified that they are responsible for 100% of the maintenance costs for turf practice wickets from the 2018/19 summer season.

Half of the Turf Cricket Wicket fees will be invoiced in November with the balance invoiced in February.

Centre Wickets

Council will prepare one centre turf wicket table at each of the aforementioned sites. On the turf centre wicket table, Council will prepare one wicket per fixtured match.

Practice Wickets

Council is responsible for the preparation of one turf practice table at each of the aforementioned sites. Within the turf practice wicket table, two practice wickets will be prepared at each venue for training on Tuesday and Thursday evenings (per week / per training session).

Council will continue to prepare two turf practice wickets at Box Hill City Oval for women's premier division over and above the current level of service at no additional cost.

Council will not prepare additional wickets (centre or practice) other than outlined above unless for international, state, association representative or exhibition matches. Fees will apply (Appendix 7).

5.3.3 School Fees for Sports Fields

All school use of Council's Sports Fields must be booked and approved by Council prior to the use. Schools wishing to use Council's Sports Fields must apply in writing via the process outlined in Section 4.2. Schools 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. Council may determine to charge a school if no booking has been made.

Please note educational institutions such as TAFE or tertiary institutions and school associations (e.g. School Sports Victoria) will be considered a community group and charged accordingly as outlined in Appendix 7.

5.3.4 Casual Fees for Sports Fields

Casual User Group/s wishing to utilise Council's Sports Fields must apply in writing via the process outlined in Section 4.2. Fees are applicable as per Appendix 7.

Tenant Clubs – There may be circumstances where Tenant Clubs with a seasonal licence to use a Sports Field require additional use of Sports Field/s. Casual Fees may apply in these circumstances as indicated in the below table.

Table 4: Tenant Club additional use of Sports Fields and applicable fees.

Use	Terms and Conditions
<u>Allocated Sports Field.</u> Applies when a Tenant Club requests additional training or home and away matches on their seasonally allocated Sports Field/s outside of the days and times nominated on their licence agreement.	No fees if written request received 10 working days prior to use. All requests must be in writing seeking Council approval as per Section 4.2 Application Process.
<u>New Sports Field.</u> Applies when a Tenant Club with a seasonal licence requests an extra Sports Field (excluding junior representative use as outlined below). This may include a one off use or rescheduled training or matches.	Casual fees apply. All requests must be in writing seeking Council approval as per Section 4.2 Application Process.
<u>Representative Matches</u> This applies where a Tenant Club hosts an Association Representative match or training.	No fees for junior use provided 10 working days written notice is provided. Casual fees apply for other requests. Fees as per Section 5.0 apply if turf wicket preparation is required and will be directly invoiced to the User Group/s.

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5.3.5 Commercial Fees for Sports Fields

Sports Fields will be allocated to commercial/private operators provided the use does not displace an incorporated community group.

Separate guidelines have been developed for the use of Open Space by Health and Fitness Providers. Personal Trainers should contact Council's Leisure and Recreation Services Administration Team on 9262 6371 for more information.

5.4 Pavilion Fees

Seasonal fees will vary according to the Pavilion classification (i.e. AA, A, B and C) which is based on the facility components within the Pavilion. The total Pavilion fee will be charged where seniors and juniors use the same Pavilion (Full Fee). Where seniors are in sole use of a Pavilion the fee will be 75% of the 'Full Fee'. Where juniors / womens, veterans or recreation groups are in sole use the fee will be 25% of the 'Full Fee'.

5.5 Pavilion Inspections

Council officers will conduct an inspection of Facilities at a suitable time on specified dates between seasons. Council Officers will require Tenant Clubs to attend the Pavilion inspection.

5.6 Keys

All seasonally allocated Pavilions will be placed on a master key system that allows Council to gain access to complete any maintenance works. Tenant Clubs are not allowed to install their own locks to Council owned Pavilions.

5.6.1 Collection and Key Return

Pavilion keys will be issued to the Tenant Club for access to the Pavilion for their season. Tenant Clubs requiring additional keys must substantiate

and submit a request in writing including the reasons for additional keys. Tenant Clubs may be requested to produce a key register before new keys are ordered. Additional keys will be considered based on the number of keys previously issued. Tenant Clubs may be required to meet the costs for the additional keys. Tenant Clubs will be financially responsible for lost and/or replacement keys.

The return of keys for outgoing Tenant Clubs 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. Incoming tenants can make arrangements for the collection of keys with Council's Recreation Services Officer.

5.6.2 Replacement Keys

User Groups will be financially responsible for replacing keys or changing locks to the Pavilion.

5.6.3 Emergency Access

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.

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5.7 Utilities

Tenant Clubs will be financially responsible for Pavilion utility charges during their Seasonal Use. This includes all charges (e.g. service and supply) for gas, electricity and telephone. In the future water meters may be installed within Pavilions and clubs charged for water usage. Water consumption, similar to other utilities, will be based on a user pays system. Where Tenant Clubs share Facilities, each club will be responsible for a percentage of the utility charges based on the amount of use by each Tenant Club. Council will advise the Tenants Clubs of the percentage split.

Where the connection of services is required for the exclusive use of a Tenant Club (i.e. activity based) the cost will be borne by the club. Council will be responsible for service connections provided for community use.

5.8 Casual Use of Pavilions

Requests for casual use of Pavilions should be directed to Council's Leisure and Recreation Services Administration Team on 9262 6371 who will guide enquiries on the application process and fees.

5.9 Payments to Council

The Seasonal fees for the use of Facilities will be detailed on the seasonal licence. An invoice for fees will 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, Tenant Clubs should only apply for Facilities they actually require.

The Tenant Club will pay the full cost of debt collection, if required by Council, to resolve outstanding accounts.

5.10 Refunds for Casual User Group/s

NO refunds will be issued for the cancellation of a casual booking for either a Sports Field or Pavilion. Council may reschedule 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.

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SPORTS INFRASTRUCTURE

6.1 Pavilion Maintenance

A comprehensive table outlining the maintenance responsibilities of Tenant Clubs and Council is summarised in Appendix 3.

All maintenance requests should be sent to Council's Recreation Services Officer on recservices@whitehorse.vic.gov.au

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

6.2 Sports Field Infrastructure

Council will be responsible for the provision of some Sports Field infrastructure to participate in sport training and competition. Any additional infrastructure will be the responsibility of the Tenant Club.

6.2.1 Sports Field Floodlighting

6.2.1.1 Installation and Capital Costs

Council currently provides floodlighting for training purposes. Council will develop a policy for night competition that includes but not limited to:

- Demonstrated need for night competition;
- Proximity to residents;
- Existing conditions with the site;
- Event management procedures (e.g. car parking, disturbance, traffic control, security / crowd control etc.);
- Cost including capital and operational, and;
- Proposed time of games and frequency.

The level of lighting provided (i.e. training or competition) will need to meet all relevant Australian Standards including the 'Control of the Obtrusive Effects of Outdoor Lighting' Standard.

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 manage any maintenance or upgrade of floodlights. The Tenant Club requesting the floodlighting upgrade to competition standard will be responsible for all costs associated with the upgrade.

Council will prioritise the upgrade of floodlights for training, subject to funding, with consideration to:

- Where safety and/or risk necessitates the provision or maintenance of floodlighting.
- If the Sports Field has no lights.
- The number of poles and fittings required (eg. some grounds may have insufficient infrastructure which inadequately services the sports field).
- If installation will assist with Sports Field maintenance.
- If the existing lights are insufficient (i.e. do not meet Australian Lighting Standards) and require upgrading or have been recently decommissioned.

The planning process to upgrade/install floodlighting will include community consultation.

6.2.1.2 Maintenance Costs

Council's ParksWide Department will be 100% responsible for the ongoing maintenance of floodlight towers, fittings, cleaning of light covers and globe replacement.

6.2.1.3 Power Costs

Tenant Clubs are responsible for all power costs (i.e. service charge and supply). Clubs will receive electricity bills directly from the power company or from Council. Where Tenant Clubs share the use of floodlights, each club will be responsible for

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a percentage of the utility charges based on the amount of use by each Tenant Club. Council will advise the Tenant Clubs of the percentage split.

6.2.1.4 Times of Use

Floodlights used for training must be turned off by 8.30pm (Monday – Friday). Floodlights must be turned off when training finishes. For weekend times please refer to section 7.1.2 Times of Sports Field Use. Council approval is required for use beyond these times.

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.

6.2.2 Protection of the Sports Field

Council and Users have a vested interest in protecting the community's assets and providing facilities that are safe for the community to use. Council will monitor the condition of Sports Field surfaces and reserves the right to limit the use of Sports Fields at any time. This will generally be as a result of environmental conditions (either wet or dry conditions) where use may be detrimental to the condition of the playing surface or programmed maintenance or improvement works.

It may be necessary in order to protect and ensure the sustainable management of Council's asset to:

- Relocate, decline or cancel a booking (Casual bookings will be cancelled or relocated as a first option).
- Require Tenant Clubs to vary their usage. In this instance Council will endeavour to notify the Tenant Club within 24 hours of the decision.
- Suspend a booking.

The Council may consider a reduction of seasonal fees if the Tenant Club cannot play competition on its allocated Sports Field and is unable to re-fixture competition.

6.2.3 Covering and Uncovering Synthetic Cricket Wickets

Council will be responsible for covering and uncovering synthetic cricket wickets on Sports Fields. This will be undertaken during the period between the end of one fixtured season and before the start of the next fixtured season.

The covering of wickets for the winter season generally occurs during March / April. The uncovering of wickets in preparation for the summer season generally occurs during August / September. The exact timing and priority of covering / uncovering synthetic cricket wickets is dependent upon a number of factors including finals schedules, weather conditions and contractor availability.

Under no circumstances are User Groups to uncover a synthetic cricket wicket. Any costs to re-instate the cover and/or any costs associated with damage to the covers will be charged to the User Group.

It is the User Group's responsibility to advise Council of their finals requirements. If the User Group does not advise Council and the pitch is required to be reinstated then the User Group will be charged for these additional works.

6.2.4 Existing and New Synthetic Cricket Wickets

Council is responsible for the provision and maintenance of synthetic cricket wickets on Sports Fields subject to Council's annual capital works budget process. This includes renewal and maintenance of the concrete base and synthetic surface where required due to end of useful asset life, wear and tear or vandalism.

Any modifications requested by the Tenant Club will be subject to Council approval. Modifications to synthetic cricket wickets will be the responsibility of Council.

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6.2.5 Car Parks and Access Roads

The maintenance of car parks / access roads (and associated lighting) will be the responsibility of Council. Where Council determines car parks / access roads require sealing the work will be programmed into the capital works budget. Where access roads require grading Council will complete the works as part of a maintenance cycle.

6.2.6 Sports Infrastructure Ownership

Any 'fixed' Sports Field infrastructure (e.g. floodlighting, practice nets/cages, etc.) partly or fully funded 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 consider financially assisting the Tenant Club to re-establish itself at a different location.

6.2.7 Scoreboards

Council supports the use of scoreboards at Sports Fields to support the community's participation in organised sporting competition. Modern scoreboards have electronic displays and generally require to be affixed to a built structure i.e. directly to a building e.g. sporting pavilion or a freestanding, appropriately designed and constructed frame.

Tenant Clubs are financially responsible for the supply, installation / construction and maintenance of all scoreboards.

The construction and upgrade of scoreboards at Sports Fields is subject to written approval from Council. All requests for new or upgraded scoreboards must be forwarded in writing addressing the following considerations:

- Size, design, type and proposed location of scoreboard;
- Project costs including purchase, installation and all permit fees;

- the capacity to pay for the works;
- Proposed footings design (free-standing scoreboards) or fixing method (mounted to structure);
- Support from other Tenant Clubs based at the Sports Field;
- Proposed construction methodology and contractor details, and;
- Maintenance of the scoreboard.

Any scoreboard that has deteriorated to a condition deemed to be a danger to the community will be removed by Council without obligation to replace the scoreboard.

Should a Tenant Club wish to include a scoreboard into any Pavilion upgrade or re-development, they should advise Council at the earliest opportunity during the project design process. If approved by Council, funding for the scoreboard and the associated electrical connection would be a Tenant Club responsibility.

6.2.8 Cricket Practice Facilities / Baseball Batting Cages

Council will fund the construction, reorientation and enlargement of cricket practice facilities / baseball batting cages. This will be subject to Council approval of a business case, renewal priorities and available funding.

Tenant Clubs must ensure public access to at least one practice wicket / batting cage. The design and construction of cricket practice facilities / baseball batting cages will be consistent with Australian Standards with consideration to:

- the enclosure is constructed using black coated PVC mesh;
- the enclosure has top and bottom rails;
- the installation of rubber mats at the batsman's end to prevent wire stretch;
- the location of the facility preferably should be off the sports field and have minimal impact on other park users; and
- consideration on whether the facility is full or partially enclosed.

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Council will be responsible for the maintenance of both open and closed practice facilities.

Council / landowner approval is required for the connection of power to operate a 'ball machine'. The Club will be fully responsible for the costs associated with the installation, upgrade, maintenance, replacement and utility expenses.

6.2.9 Reserve and Sports Field Fencing

Approval to construct any type of fence on Council managed land will require the land owners approval and may require a planning / building permit. If landowners approval and relevant statutory permits are granted the fencing must be of a height, design and colour that is conducive to creating a community perception that the facilities are accessible to all. The only circumstance where high fencing may be allowed is for safety or security requirements.

6.2.9.1 Reserve Fencing

Council does not support the installation of new Reserve Fencing in order for the Tenant Club to take a 'gate' from spectators. Subsequently Council will not accept funding from external sources including other government grants for the installation of Reserve Fencing.

Council will be financially responsible for the ongoing maintenance and replacement (if approved and subject to capital funding) of any existing Reserve Fencing.

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 Reserve Fencing, outlining the proposed event, the fence type, the location and the manner in which it is to be constructed.

If determined necessary Council will provide post and rail or bollard fencing suitable to restrict vehicle movement to designated areas of a Reserve. Where Tenant Clubs seek fencing of

higher quality, the Tenant Club will be responsible for the cost of the upgrade.

6.2.9.2 Sports Field Fencing

Council will install Sports Field fencing at its discretion. In determining whether a Sports Field fence is installed, Council Officers will review site specific considerations including, but not limited, to:

- Reserve Master / Management Plans;
- Risk Management;
- Function of the Reserve, and;
- Sports Field Classification.

Council will be financially responsible for the installation, ongoing maintenance and replacement of Sports Field fences.

6.2.10 Coaches Boxes/Dugouts

The cost for the upgrade, retrofit or construction of a new coaches box / dugout will be the full responsibility of Council subject to Council's approval and capital works budget. Council will be responsible for the maintenance costs of coaches boxes / dugouts.

A maximum of three Coaches boxes may be erected on each Sports Field; two for the players bench and one for the interchange officials.

A maximum of two (baseball) dugouts may be erected on each Baseball Sports Field.

Requests for new coaches boxes / dugouts must be sent to Council's Active Communities Unit.

No advertising will be allowed on the coaches boxes / dugouts.

6.2.11 Ticket Boxes

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

Council approval will be subject to the consideration of:

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- Reserve Master / Management Plans;
- Function of the Reserve, and;
- Standard of competition taking place on the Sports Field.

Maximum size for ticket boxes is 2400mm high x 1300mm wide x 1800mm in length.

Council will be responsible for the ongoing maintenance of ticket boxes that are included on Council's Building Register. All other ticket boxes will be the responsibility of the Tenant Clubs to pay all costs associated with the ticket box including design, statutory fees, fabrication, installation, maintenance and removal if instructed by Council.

6.2.12 Spectator Shelters / Shade Sails

The provision of spectator shelters/shade sails at Council's Reserves will be considered on an as needs basis. It is important to distinguish between the different types of spectator shelters namely; incorporated into the Pavilion footprint or a freestanding structure. Shelters attached to Pavilions will be considered as part of the design and construction process of a pavilion redevelopment.

A freestanding structure will generally be in the form of a portable/temporary shade structure or could be a fixed structure generally in a different location to the pavilion.

The Tenant Club must submit a written proposal to Council for consideration and include details including, but not limited to, location, maintenance plan, design, construction material and colours.

Council approval will consider the following:

- Purpose of spectator shelter / shade sail;
- Reserve Masterplans / Management plans; and,
- Function of the Reserve.

The provision of temporary shade structures / marquees has the potential to cause personal injury to the general public during strong winds.

User Groups who wish to provide temporary shade structures / marquees must ensure the temporary structures are securely anchored to the ground at all times with a system of ballast weights consistent with the Temporary Structures Standard (Australian Building Codes Board 2015). Council will be responsible for the maintenance of fixed spectator shelters / verandas fixed to the Pavilion.

6.2.13 Player's Races

Tenant Clubs wanting 'player's races' must submit a proposal seeking Council approval.

The Tenant Club will be responsible for all costs associated with the design and construction. Council will be responsible for the ongoing maintenance. Council approval to construct a 'player's race' will be subject to:

- Council's Open Space Strategy and Masterplans / Management plans;
- Function of the Reserve; and
- Standard of competition taking place on the Sports Field.

6.2.14 Flag Poles

The installation of flag poles in Council's parks and reserves will be considered on an as needs basis. Temporary flag poles are encouraged in preference to permanent flag poles.

Tenant Clubs must submit a proposal seeking Council approval. The Tenant Club will be responsible for all costs including design, construction and maintenance.

Council approval to construct a flag pole will be subject to:

- Purpose and use of the flag pole;
- Council's Open Space Strategy and Masterplans / Management plans;
- Function of the Reserve; and,
- Standard of competition taking place on the Sports Field.

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TERMS OF USE

7.1 Times of Facility Use

Other than conditions prescribed in any statutory / planning permits or as outlined in Section 6.2.1.4 *Times of Use* (Floodlighting), use beyond the times indicated below will be considered at Council's discretion on an as needs basis. Schools, Casual and Commercial use is assessed on the merits of each application.

7.1.1 Pavilions

User Groups that occupy Council Pavilions must comply with the following times:

Table 5 - Pavilion hours of use.

Day	Hours of Use
Mon – Fri	8am – 11.30pm
Sat	8am – 12 midnight
Sun	8am – 11.30pm

Exceptions to the above times may be introduced as determined by Council with consideration to the proximity and effect on neighbours.

Noise such as any electrical amplified sound including noise / music arising from any appliance must not be audible in a habitable room of another residential premises during prohibited times. Prohibited times for amplified sounds are:

Table 6 - Prohibited hours of amplified sounds.

Day	Hours of Use
Mon – Thur	before 8am and after 10.00pm
Fri	before 8am and after 11.00pm
Sat	before 9am and after 11.00pm
Sun	before 9am and after 10.00pm

Public holidays are as per Saturday's hours. For further information please refer to the Noise Schedule (Appendix 8).

7.1.2 Sports Fields

User Groups that occupy Council Sports Fields must comply with the following times:

Table 7 - Sports field hours of use.

Day	Hours of Use
Mon – Fri	8am – 8.30pm
Sat	8am – 8pm
Sun	9am – 7pm

7.2 Legislation, Statutory and Policy

There are many different documents that govern the use of Council's Facilities. These documents include, but not limited to, Federal and State law, statutory requirements outlined under the Whitehorse Planning Scheme or policy including Council's Community Local Law.

Although every relevant document is not specifically mentioned in this Guide it is the Tenant Club's responsibility to comply with all relevant legislation, statutory obligations and Council policy. Of note are the following important responsibilities.

7.2.1 Occupational Health and Safety

The Tenant Club must:

- conduct their activities in a safe and orderly manner so as to ensure that there is minimal exposure to hazards;
- comply with the Occupational Health and Safety Act 2004 and all regulations and codes of practice made under the Act as well as any other relevant Australian standards in relation to the Tenant Club's operations of the Facilities; and
- remedy any hazards or risks identified as a result of a risk assessment conducted by the Tenant Club or as otherwise required by Council in writing.

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7.2.2 Liquor Licence

The Victorian Commission for Gambling and Liquor Regulation (VCGLR) is the responsible authority that regulates the supply of liquor.

Tenant Clubs shall not sell or consume liquor within Council Facilities or on Council land without obtaining the appropriate licences required by statutory law. (For further information contact the Victorian Commission for Gambling and Liquor Regulation (VCGLR) on 1300 182 457).

Clubs who want to vary their existing liquor licence will need to:

- please contact Council's Recreation Services Officer if you are considering amending your club's liquor licence hours prior to making an application to VCGLR.
- seek planning permit or land owner permission (To amend the hours of some liquor licences a planning permit is required and planning permit fees apply).
- refer to VCGLR website for the liquor licence application process.

The permitted hours of alcohol consumption inside the pavilion may vary depending on the pavilion location and proximity to neighbours. However, the consumption of alcohol should be limited to inside the Pavilion across the following hours:

Table 8 - Permitted hours of alcohol consumption.

Day	Hours of Use
Mon – Fri	11.30am – 11.30pm
Sat	11.30am – 12 midnight
Sun	12 noon – 10.00pm

(Christmas Day and Good Friday excluded)

Council will consider on an as needs basis, subject to a strong business case, requests for consumption outside the pavilion. Tenant Clubs need to be mindful of the perception from other park users and must not impact on neighbouring residents. If supported the consumption of alcohol outside the pavilion will not exceed 9pm.

Tenant Clubs are responsible to ensure that responsible consumption of alcohol takes place when using Council's Facilities.

7.2.3 Gaming / Gambling

Council's *Responsible Gambling Policy (2011)* does not allow gaming machines on Council property. Fundraising in Victoria is overseen by the Victorian Commission of Gambling and Liquor Regulation.

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

Raffles with a prize value over \$5,000 requires Council consent and a permit from the VCGLR. Reverse raffles are illegal in Victoria.

7.2.4 Smoking

The Tobacco Act (1987) prohibits smoking at Council facilities with further information below:

Pavilions – Smoking in all Council buildings.

Sports Fields – Smoking is now unlawful within 10 metres of certain outdoor facilities including outdoor sporting venues during organised underage (under 18) sporting events or training session. The ban also applies to outdoor drinking areas located within 10 metres of an outdoor sporting venue during an under age sporting event or training session. Sporting venue staff, operators and volunteers will not be expected to enforce the ban and are not liable if smoking occurs at an underage sporting event (Source: <http://www.health.vic.gov.au/tobaccoreforms/>)

7.2.5 Food Registration

Any Tenant Club which intends to sell food must obtain registration.

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

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- Council's Environmental Health Unit registers and inspects the food operations and facilities of all Tenant Clubs that sell food to their members, supporters or the general public.
- All Tenant Clubs using Council owned buildings with kitchens / canteens and are a 'Class 2 premises' must submit a Food Safety Program template to Council when they register.
- Each Tenant Club that is a Class 2 premises must have a nominated Food Safety Supervisor who has the relevant competencies to perform that role.
- A Food Premises Registration renewal form will be issued from the City of Whitehorse Environmental Health Unit at the end of the calendar year for each registered club and is subject to approval by Council.
- Fees are set at 50% of standard registration fees where the tenant clubs are a not for profit community / sports group.
- Seasonal Sports Food Premises registration is renewed each year at a reduced fee according to period of operation (e.g. 50% for 6 months operation).
- GST is not applicable to the fees in association with food registration.
- Fees associated with Food registration may increase annually consistent with CPI.

Contact Council's Environmental Health Unit on 9262 6197 for more information.

7.3 Facility Damage

User Groups that damage or leave Council's Facilities in an unsatisfactory state, beyond reasonable wear and tear, will be notified in writing and given reasonable time to remedy the faults. If the faults remain at the end of this period Council will charge the User Group the full costs of the rectification works.

7.4 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 or chalk. 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.

7.5 Buffer Zones

Tenant Clubs must give consideration to appropriate buffer zones as guided by their respective State Sporting Association line marking and safety guidelines. If no guidelines exist a minimum of 3 metres between infrastructure is required including, but not limited to, Sports Field fencing, spoon drains or other solid structures that may cause injuries etc.

If unsure of appropriate buffer zones Tenant Clubs should contact their Peak Sporting Association or Council for further advice.

7.6 Waste Management

7.6.1 Public (General) Waste

Council rubbish bins in reserves are for park visitors and are not to be used for waste generated by the Tenant Club. These bins will be serviced by Council.

7.6.2 Tenant Club Waste

Tenant Clubs are responsible for the removal of all waste (including landfill, recycling and hard rubbish) generated or associated with Tenant Club activities at Council's Facilities. This may require the Tenant Club to hire private waste management services (e.g. dump master bin).

The Tenant Club is required to clean up and remove all litter at the end of each use of Council's Facilities.

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7.6.3 Recycling

Tenant Clubs can apply to Council for assistance in the recycling of waste. Council support will be subject to general service requirements. Council reserves the right to support the Tenant Club's waste management requirements. Tenant Clubs who would like assistance to recycle their waste should contact Council's Sustainability Department on 9262 6333.

7.6.4 Trade Waste

Any water that is used when preparing or cooking food, cleaning dishes or washing the kitchen etc. is classified as trade waste. Trade waste needs to be treated before entering the sewer system. It is against the law (Section 178 of the Water Act 1989) to discharge into the sewer without a Trade Waste Agreement.

The Tenant Club will be responsible for the appropriate disposal of Trade Waste including, but not limited to, regular cleaning and maintenance of grease traps / interceptor as required by an EPA licensed waste transporter. Records of grease trap maintenance are to be kept onsite and must be available on request.

Council will consider covering the costs for the installation of a grease trap (if applicable) subject to budget allocation. The Tenant Club will be responsible for all costs associated with maintenance of the grease trap and fees applied by Yarra Valley Water e.g. application fee, annual contract fees etc.

7.7 Sharp Objects / Needles

Clubs wishing to use treatment needles on players (i.e. acupuncture, dry needling etc.) should ensure practitioners are appropriately trained, qualified and registered.

For the safety of club members and users of the Facilities needles and other sharp objects must be disposed of appropriately and in a safe manner.

Practitioner needles must be disposed of in appropriate sharps container.

Council can provide sharps containers to the club at a small cost. Sharps container units are available from Council's Customer Service Centres. Full containers can be returned at the Nunawading and Box Hill Customer Service Centres only.

7.8 Cleaning

Council's Facilities must be cleaned and maintained in a state suitable for use by other User Groups. It is the responsibility of User Groups to leave Pavilions and Sports Fields in a clean and tidy condition immediately after use.

7.9 Public Toilets

Tenant Clubs are responsible to open and close public toilets attached to the pavilion (or freestanding public toilets within a sports reserve) when the Facilities are being used by the Tenant Club. Tenant Clubs are responsible for cleaning the public toilets that are used midweek.

Council will check and provide a clean service on Saturday and Sunday only. Council can open the public toilets attached to the pavilion, on request, for casual user groups.

7.10 Advertising / Signage

Any form of advertising or signage at Council's sporting reserves requires Council approval which is governed by the Whitehorse Planning Scheme. The Planning Scheme ensures the proliferation of signage does not drastically reduce the visual amenity of the local area. The use of any signage on Pavilions and / or around sports fields must comply with the Whitehorse Planning Scheme which has restrictions on signage in sports reserves.

Council acknowledges that the use of advertising and signage helps clubs to promote their activities

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and provides a revenue source. As such, Council is looking to review the Planning Scheme provisions for signage at sporting reserves, acknowledging the need to balance the visual amenity of the local area with the needs of sporting clubs. Any change to the Planning Scheme to support Clubs would be subject to the statutory process including community consultation and Ministerial approval.

7.11 Sponsorship Logos on Sports Fields

The painting of sponsorship logos on Sports Fields will be allowed subject to approval by the Council's ParksWide Department. All costs associated with painting sponsorship logos will be the responsibility of the User Group. Council may request the chemical safety data sheet.

Tenant Clubs must submit a request to Council's Recreation Services Officer which includes:

- Size and number of logos
- Type of paint
- Purpose for logo
- Logo message (Gambling, alcohol or smoking logos etc not allowed)
- Approval from the Sports Association
- Reinstatement of the field at end of season
- Colours
- Cost and responsibilities

7.12 Facility / Sports Field Audit

Tenant Clubs are encouraged to regularly check facilities and report maintenance requests to Council during their seasonal allocation.

Tenant Clubs must undertake a Sports Field Audit (refer Appendix g) prior to training or match play. This audit will assist the Tenant Club to assess the risk and whether the sports field is safe for players to use the sports field. If the Tenant Club determines that the Sports Field is not safe then training or match play should not proceed until the risk is appropriately managed. If training or match play does not proceed due to safety concerns the Tenant Club must advise Council's Recreation Services Officer.

7.13 Security Systems

Tenant Clubs must ensure the facility is fully secured after each use for the protection of the Club's property and Council's asset.

Security Alarm

Tenant Clubs are permitted to arrange a monitored (non-audible) security alarm subject to Council approval. The Tenant Club is responsible for the cost of installation, monitoring and repair costs and any costs associated with replacement at the end of economic life. Tenant fitted systems must be capable of accepting a 4 digit user code to allow Council to access the building for maintenance purposes via Council's specific code as required.

Security Cameras

Council approval is required to install security cameras at Council's Facilities. Council will consider requests on a case by case basis. The Tenant Club must demonstrate how they will adhere to the Victorian Information Privacy Act (2000) when using security cameras.

Tenant Clubs are responsible for the costs associated with the installation and maintenance of all security systems.

7.14 Graffiti Removal

Please report graffiti on Council buildings and other infrastructure to Council as soon as possible on 9262 6333.

7.15 Club Sanctions

Council expects appropriate conduct by Tenant Clubs when using Council Facilities. Complaints of Tenant Clubs breaching their licence agreement or participating in unsatisfactory conduct will be investigated by Council. Tenant Clubs will be provided an opportunity to respond to any alleged breach. If after any investigation a Tenant Club is in default of their licence or participates in unacceptable behaviour (defined as a nuisance in

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Council's Community Local Law 2014), Council may implement the tiered procedure outlined below:

Ask (1st Warning)

If determined that the Tenant Club has breached their licence, Council will formally request the Tenant Club to correct their behaviour.

Tell (2nd Warning – Formal Direction)

If the Tenant Club further breaches the licence agreement within a two year period, whether related to the first breach or not, then Council will instruct the Tenant Club to correct their behaviour and may require the Tenant Club to comply with certain conditions.

Enforce

Subject to the severity and frequency of breaches Council will place strict sanctions on the Tenant Club that may include, but not limited to:

- Restriction of Council facilities for match and training requirements only. No social functions will be allowed.

- A reduction in licence hours for the use of Council's pavilion and/or sports field.
- Reported to the governing body including but not limited to the respective State Sporting Association, VicSport, Victorian Commission for Gambling and Liquor Regulation, Good Sports.
- Ineligible for funding opportunities for a period of two years through Council. Council will not support the Tenant Club applying for funding through other funding bodies.
- Enforcement action in accordance with Council's Community Local Law 2014 (prosecution and infringements).
- Loss of tenancy and loss of access to all Council facilities.

7.16 In Case of Emergency

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

Table 10 - Emergency Contacts.

Name	Telephone
Police, Fire and Ambulance (emergency)	000
Electricity Alinta – Faults & Emergencies	132 702
Gas Emergency Only, Gas Escapes, etc.	FREECALL 1800 676 300
Box Hill Hospital Nelson Road, Box Hill	9895 3333
Poisons Information Centre	13 11 26
Traffic Hazards Vic Roads	13 11 70
Water and Sewerage Yarra Valley Water	13 27 62
City of Whitehorse After Hours	9262 6333

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COUNCIL SUPPORT

Council will support a Community Group through the provision of Facilities, grant programs, advice and club development sessions.

8.1 Pavilion Redevelopments

The dimensions and layouts for individual pavilions will vary due to design and site constraints, statutory requirements, building and planning processes and matters around residential impact and amenity. However, a standard and equitable approach will be followed wherever possible. The development of new or refurbished sports pavilions will be guided by the key principle that Council is responsible to provide and maintain appropriate infrastructure which facilitates and increases opportunities to participate in organised sport. Council will discuss the pavilion components that it will fund as a standard and the non-standard components that the Club would be expected to fund.

Council is committed to ensure the use of sports pavilions are maximised which would include shared use with other organisations.

It is acknowledged that pavilions with multiple sports fields may have additional pavilion requirements.

Fees During Pavilion Redevelopment

Council will consider a reduction of the pavilion fees in the circumstances where a pavilion redevelopment impacts on the use of the existing pavilion. A reduction of the pavilion fees is at Council's discretion. Full fees for the use of the sports field will apply.

In the circumstances where Council has determined that the Pavilion will be completely demolished and replaced with a new pavilion Council will determine whether the Club will operate from portable

buildings. If the Club operates from portable buildings during the construction no pavilion fees will apply (full sports field fees still apply). If the Club is relocated to another venue then full pavilion fees will apply.

8.2 Capital Works Program

Capital projects are works on Council managed properties and may include the construction of car parks, Sports Fields, Pavilions and other infrastructure. Capital works projects are 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 User Group/s financial contribution may affect the positioning of the project in Council's Capital Works program.

Submissions from Tenant Clubs should be received no later than 31 July for consideration in the subsequent Capital Works Program.

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8.3 Club Request for Facility Alterations

All Facility alterations, improvements or developments (e.g. bars, food outlets, storage, terraces, painting etc.) are subject to Council approval including **any alterations exclusively funded by the Tenant Club require Council approval**. 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. The Tenant Club can organise for their own professionals (e.g. structural engineer, building surveyor etc.) to sign off on the proposed works provided all necessary permits are provided.

It is strongly recommended the Tenant Club discusses the Club's project with Council's Recreation Services Officer prior to submitting a proposal for Council approval.

8.4 Club Development Sessions

Council will facilitate Club Development Sessions on a range of Club related topics to support Tenant Clubs. Contact Council's Recreation Services Officer on 9262 6499 for more information.

8.5 Community Grants

Council's Community Grants program is advertised annually in February and March with submissions closing in mid-April. Grants are available to non-profit community organisations

and groups that are located and/or undertake programs, initiatives and activities within the City of Whitehorse and who meet eligibility criteria as identified in the grant guidelines. Organisations requesting cash grants must be incorporated or under the auspice of an incorporated body and must provide proof of current public liability insurance.

Grants are not for capital expenditure items (e.g. buildings or any related items i.e. sunshades or solar panels, building room refurbishments, furniture, land, earthworks, landscaping, computers, playgrounds, or garden redevelopments etc.).

Not for profit Community Groups can apply to Council for a discount off hall hire rates at some Council owned properties for an event or meetings (both regular and casual). User Groups can apply for Discount Support from the hall hire manager at the time of booking a venue. Discounts vary and all applicants must meet the criteria listed in the application form and provide the required documentation 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. Applications for Discount Support must be lodged prior to the event or meeting.

Contact Council's Social Planning Officer on 9262 6434 for further information.

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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. Council and User Groups have a responsibility in managing the risk associated with the provision of sporting and recreational activities for the broader community.

User Groups should 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 developed a Sports Field Audit form (Appendix 9) to assist Tenant Clubs to identify risks. However, it is strongly recommended when developing a Risk Management Plan or managing risk to seek more information from the Risk Management Standard ISO 31000-2018.

9.1 Incident Reporting

Council and Tenant Clubs have a responsibility to ensure that Council's Facilities, Club / Council equipment and infrastructure 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 (or a serious near miss). Tenant Clubs should use their own Incident Report documentation. If a serious incident were to occur there may be a requirement for the Tenant Club to notify Worksafe of the incident - refer to the Worksafe website www.worksafe.vic.gov.au

If an incident occurs the Tenant Club should:

- Complete an incident form at the earliest convenience.
- Contact Council's Recreation Services Officer on 9262 6499 and report the incident.
- Provide Council with a copy of the Tenant Club's incident report.

Tenant Clubs are responsible for checking and upgrading/replacing protective Sports equipment regularly and to standard. Tenant Clubs must report to Council any unsafe equipment, infrastructure or Facilities. If unsure contact Council's Recreation Services Officer for further advice.

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INSURANCE

10.1 Tenant Clubs

Tenant Clubs must submit to Council copies of Insurance Certificates of Currency before the club commences to use Council's Facilities and must provide updated copies of the Certificates 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.

10.2 Property Insurance

Buildings owned by Council are fully insured by Council unless otherwise stated in the individual Licence agreement.

Contents owned by Council are fully insured by Council. Contents purchased / supplied by User Groups 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.

10.3 Public Liability Insurance

Council holds its own Public Liability Insurance to cover its liability. User Groups must submit evidence of a current public liability insurance cover with indemnity of not less than \$20,000,000 per any single claim.

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 Casual User Group/s, including schools, must carry its OWN Public Liability Insurance to cover its liability to the public, members and invitees.

10.4 Indemnity (Release)

All User Groups of Council Facilities, whether on a seasonal or casual basis, expressly agree to indemnify and to keep indemnified and to release 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.

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COUNCIL CONTACTS

ISSUE	CONTACT	TELEPHONE
Sports Fields maintenance	ParksWide	9262 6222
Pavilions maintenance	Recreation Services Officer	9262 6499
Floodlight maintenance	ParksWide	9262 6222
Signage	Recreation Services Officer	9262 6499
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 6561
Sports Development	Recreation Services Officer	9262 6499
Casual and School Bookings	Leisure and Recreation Services Administration Officer	9262 6371
Graffiti Removal	Customer Service	9262 6333

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

APPENDIX 1

APPLICATION TO USE COUNCIL FACILITIES

– SEASONAL

9.2.2 – ATTACHMENT 1. Draft Sporting Facilities Guide



Active Communities Unit

City of Whitehorse

Locked Bag 2

NUNAWADING DELIVERY CENTRE VIC 3131

Ph: (03) 9262 6499 | Mob: 0448 384 216

Email: recservices@whitehorse.vic.gov.au

APPLICATION FOR A SEASONAL SPORTS PERMIT

This booking form is to apply for a booking for **one** sports field 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, Active Communities Unit on the telephone number listed above.

SECTION A.1

CLUB CERTIFICATION & CONTACT DETAILS

Club Details	
Club Name:	
Club Postal Address:	
Club Primary Contact:	
Club Contact Position:	
Club Contact Phone:	
Club Contact Email:	
Affiliated Competition:	

Membership Details	
No. senior male players:	
No. senior female players:	
No. junior male players:	
No. junior female players:	
TOTAL no. of players:	
No. senior male social members	
No. senior female social members:	
No. junior male social members	
No. junior female social members	
TOTAL no. of social members:	

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SECTION A.2

CLUB DETAILS

Incorporation

YES	NO
-----	----

Is the Club Incorporated?

Incorporation Number: _____

Public Liability Insurance

YES	NO
-----	----

All clubs using Council's reserves and facilities require Public Liability Insurance for a minimum value of \$20 million dollars. Does the Club have current Public Liability Insurance?

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

Liquor Licence

YES	NO
-----	----

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

If yes, what category of Liquor Licence Does the 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

Summary of Team Details:

Category	No. of Teams	Category	No. of Teams
Senior		Veteran	
Women		Social	
Junior		General	

Which of the above are new teams this season?

Team	Category

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

Team	Category

--	--

[illegible]

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SECTION A.3 CLUB EXECUTIVE DETAILS & DECLARATION

Contact	Details
President	
Name:	
Email:	
Address:	
Phone:	
Secretary	
Name:	
Email:	
Address:	
Phone:	
Treasurer	
Name:	
Email:	
Address:	
Phone:	

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. Acceptance of the seasonal allocation will form an agreement between Council and your Club; the agreement can be revoked, amended, changed or cancelled at any time, if required. The Club declares that it has Public Liability insurance cover of a minimum value of \$20 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 the Active Communities Unit 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 agree to abide by all terms and conditions as detailed in the City of Whitehorse Sporting Facilities Guide.

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

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SECTION B.1

SPORTS FIELD APPLICATION

MATCH REQUIREMENTS

This booking form is to apply for a booking for one sports field, please use a new table for each sports field. Please include both training and match requirements in each table.

Please be aware that as per Council's Sporting Facilities Guide, times of sports field use are :

Monday – Friday 8am – 8:30pm
Saturday 8am – 8pm
Sunday 9am – 7pm

GROUND 1:

Name of Park: _____ **Name of Ground:** _____

Did your club use this Sports Field last season?

YES	NO
-----	----

Day	Start time	Finish time	Category
MONDAY			
TUESDAY			
WEDNESDAY			
THURSDAY			
FRIDAY			
SATURDAY			
SUNDAY			

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TRAINING REQUIREMENTS

This booking form is to apply for a booking for one sports field, please use a new table for each sports field. Please include both training and match requirements in each table.

Please be aware that as per Council's Sporting Facilities Guide, times of sports field use are:

Monday – Friday 8am – 8:30pm
Saturday 8am – 8pm
Sunday 9am – 7pm

GROUND 1:

Name of Park: _____ Name of Ground: _____

Did your club use this Sports Field last season?

YES	NO
-----	----

Day	Start time	Finish time	Category	No. players
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

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SECTION B.2

PAVILION APPLICATION

PAVILION REQUIREMENTS

This booking form is to apply for a booking for one pavilion, please use a new form for each pavilion. Please include both training and match requirements in each table.

Please be aware that, in relation to the Sporting Facilities Guide – Seasonal and Casual Users (SFG), times of pavilion use are:

Monday – Friday 8am – 11:30pm
Saturday 8am – 12 midnight
Sunday 8am – 11:30pm

Pavilion applied for: _____

Did your club use this Pavilion last season?

YES	NO
-----	----

Day	Start time	Finish time	Use	# participants
MONDAY				
TUESDAY				
WEDNESDAY				
THURSDAY				
FRIDAY				
SATURDAY				
SUNDAY				

SECTION B.3

FIXTURE REQUIREMENTS

The finish date of the winter season will be in accordance with seasonal allocations and the Club's involvement in finals.

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

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

APPENDIX 2

APPLICATION TO USE COUNCIL FACILITIES

– CASUAL

9.2.2 – ATTACHMENT 1. Draft Sporting Facilities Guide



Active Communities Unit

City of Whitehorse
Locked Bag 2
NUNAWADING DELIVERY CENTRE VIC 3131
Ph: (03) 9262 6371
Email: ard.admin@whitehorse.vic.gov.au

APPLICATION FOR CASUAL USE OF SPORTS FIELDS FOR SPORT

1. Applicants should read the Conditions for Casual User of Sports Fields for Sport (see page 3) prior to completing this application form
2. Complete the Applicant and submit to:
Whitehorse City Council
Recreation and Leisure Services Administration Team
Locked Bag 2, Nunawading DC VIC 3131
ard.admin@whitehorse.vic.gov.au
3. If approved, you will be advised of the usage charges after your application has been assessed

For more information, please call 03 9262 6371 or email ard.admin@whitehorse.vic.gov.au

Applicant Details	
Group/Organisation/School Name:	
Name of Representative:	
Postal Address of Representative:	
Landline:	
Mobile:	
Email:	

Activity Details		
Name of activity:		
Sportsfield(s)	Date/s	Times

9.2.2 – ATTACHMENT 1. Draft Sporting Facilities Guide

EVENT SPECIFICS

Type of activity at Event (please tick):

- | | | |
|----------------------------------|--|--------------------------------------|
| <input type="checkbox"/> AFL | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Soccer | <input type="checkbox"/> Baseball | |
| <input type="checkbox"/> Cricket | <input type="checkbox"/> Rugby | |

Nature of activity (please tick):

- | | | |
|--|--------------------------------------|--------------------------------------|
| <input type="checkbox"/> Skills/drills | <input type="checkbox"/> Competition | <input type="checkbox"/> Other _____ |
|--|--------------------------------------|--------------------------------------|

Participants (please tick):

- | | | |
|---------------------------------|---------------------------------|--------------------------------|
| <input type="checkbox"/> Junior | <input type="checkbox"/> Senior | <input type="checkbox"/> Mixed |
|---------------------------------|---------------------------------|--------------------------------|

Are you charging a fee for people to participate in this activity? Y/N.

If yes please advise of the fee: \$ _____ Expected number of participants: _____

Please tick if you plan to include or undertake any of the following:

- ☐ Public Toilets Requires
- ☐ Noise, P/A (public address) sources _____
- ☐ Erect marquees, approx. number? _____ What is the size of the marquee(s)? _____m wide x _____m deep (secured with sand or water weights)
- ☐ Display signage
- ☐ Other _____

INSURANCE

It is a requirement of Council that all organisations that are incorporated have Public Liability Insurance (PLI) to a minimum of \$20m.

- | | | |
|---|--|--|
| <input type="checkbox"/> Copy of PLI attached | <input type="checkbox"/> Insurance Company _____ | <input type="checkbox"/> Expiry Date _____ |
|---|--|--|

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.

In the event of a declared day of total fire ban within the State of Victoria-Council have the right to cancel/reject any pre-approved event/activity to be held in a location deemed at risk of a bushfire.

I acknowledge that I have read and agree to abide by the Conditions for Casual Use of Sports fields for Sport (page 3), to undertake and comply with all conditions should this application be successful.

9.2.2 – ATTACHMENT 1. Draft Sporting Facilities Guide

Name of Group or Organisation:	
Signed by (name):	Position:
Signature:	Date:

PRIVACY STATEMENT: The personal information requested on this form is being collected so that your application may be processed. The information will be used solely by Council for the primary purpose or directly related purposes and will not be disclosed to any other party except as required by law. For more information about Council's Privacy Policy, visit www.whitehorse.vic.gov.au or telephone 9262 6333.

CONDITIONS FOR CASUAL USE OF SPORTSFIELD FOR SPORT

1. Approval will only be issued if application is made in writing using the Casual Use of Sportsfield for Sport Application form and is made no later than fifteen (15) working days prior to actual usage and if the surface of the Sports Field is in suitable condition.
2. Use of Sports Fields by School User Groups. School term use of Sports Fields must be submitted to Council no later than ten (10) working days prior to the end of the preceding school term. Council reserves the right to reject or withdraw any application for the use of Sports Fields during a term booking if Sports Field conditions deteriorate.
3. Written Approval from Council may take up to ten (10) working days from the date the application is received by Council.
4. Casual User Group/s will be charged a rate per day dependant on the type of group (Commercial or Community) and the classification of the chosen ground. Fees of use will be confirmed with the Casual User Group/s upon confirmation.
5. Primary Schools and Secondary Schools within Whitehorse will not be charged fees for the Casual Use of Sports Fields. Schools located outside the municipality will be charged fees to use Sports Fields as per the Community Casual User Group/s rate. Please note educational institutions such as TAFE or Tertiary Institutions and school associations such as Victorian School Sports Association will be considered as a Community Casual User Group and charged accordingly.
6. A bond of \$300 will apply for casual and school user groups on Sports Fields.
7. Casual Bookings are not taken in the months of March and September.
8. No refunds will be used 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 notices has been provided then the booking cannot be postponed and no refund will be issued.
9. No damage is to be caused to the sports field as part of the booking requirements. Any costs to repair damage to the sports field caused by the booking will be charged to the applicant.
10. Any signage request requires Council approval.
11. All rubbish or equipment generated by the booking must be removed from the site and surrounding areas at the completion of the booking by the Casual User Group.
12. Facilities in the reserve are for public use and must be shared. The booking is not to interfere with other park users (i.e. pedestrians) wishing to use the reserve.
13. Any structures (marquees, tables, chairs etc if required) bought onto the site in support of the booking need to be sited on firm ground using sandbags.
14. The use of sports field floodlights are not permitted for casual bookings of sports fields.
15. Vehicles are not permitted on the sports field. Car parking must only be in designated car parking areas, not on parkland (Emergency vehicle access excepted).
16. Whitehorse City Council reserves the right to cancel the event up to 24 hours before commencement.
17. Should your application be successful, the applicant must bring confirmation documentation from Council to the sports field and present it as proof of booking when requested by Council Officers.

APPENDIX 3

PAVILION MAINTENANCE RESPONSIBILITIES

9.2.2 – ATTACHMENT 1.

Draft Sporting Facilities Guide

Pavilion Maintenance Responsibilities

General requirements for Council owned buildings on Council land:

- Report all maintenance problems to Council's Recreation Services Officer on 9262 6499 or recservices@whitehorse.vic.gov.au
- Tenant Clubs pay for the repair / replacement of all damages through club misuse / abuse even if not explicitly listed in the table below .
- 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)	Payment of all gas and electricity bills. If the Tenant Club wants a new air cooling unit, then the Tenant Club pays for the installation and replacement at end of useful life.	Council will supply a heating system and cooling in the form of a ceiling fan to the multi-purpose room only. Council will replace heating and ceiling fan at end of useful life or when repair is not cost-effective subject to need analysis. Council will maintain all air cooling and heating systems. All works coordinated by Council.
Alarm System	Pay costs of non-audible monitoring system. Pay installation and repair costs. Replace if desired at the end of economic life. Tenant Club to supply Council with the alarm code so Council can access the building for maintenance purposes as required. Alarm system must be able to facilitate a 4 digit maintenance code. Report if concerns of asbestos.	Nil.
Asbestos		Council to Fund/ Coordinate 5 Yearly Asbestos audits, maintain a register of all asbestos on each site. Responsible for appropriate removal and treatments as per relevant regulations.

9.2.2 – ATTACHMENT 1.

Draft Sporting Facilities Guide

ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Bar Facilities	Full responsibility.	Nil.
Boiling water unit.	Nil.	Replace existing boiling water unit at end of life. New existing boiling water units are subject to Council's annual capital works process. Replacement / repair due to minor building movements or fair wear and tear.
Built in cupboards, benches, drawers and door furniture	All wilful damage and misuse.	Repair and replace at end of life. Major repair and /or replacement due to structural faults, age, etc.
Ceiling	All wilful damage and misuse.	Repairs due to misuse (Club will be invoiced the costs if Club causes damage).
Cleaning	Full responsibility.	Nil.
Curtains and Blinds	All installation, cleaning, repair and replacement at end of life	Nil.
Defibrillators	Full responsibility.	Nil.
Dish/glass washer	Full responsibility.	Nil.
Doors (including cupboard doors & door furniture)	All wilful damage and misuse.	Replacement due to age or structural fault.
Doors and paths - access / egress.	Keep all entry/exit doors clear and all paths of travel clear.	Minor adjustment due to normal building movement, shrinkage etc. Nil as per Occupation Certificate.
Electrical kitchen fixtures i.e. non-commercial oven, range hoods, exhaust fans.	All wilful damage and misuse. Cleaning of fixtures and cleaning of extraction filters. Maintenance and Cleaning of all Commercial Kitchen / Catering appliances and associated systems such as exhaust hoods and canopies, commercial ovens and dishwashers.	Replacement due to fair wear and tear.

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ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Electrical Wiring and Fittings in Building including light fittings and globes.	If the installation of Tenant Club equipment requires additional power points or an upgrade of wiring of main supply/switchboard then the club will meet all associated costs.	All electrical work will be coordinated by Council through Councils contractors. Replacement and cleaning of all light globes, tubes and covers/cages. Repair, replace and maintain surface electrical fittings such as General Purpose Outlets, switches as well as other exposed fittings.
Electrical Appliances (Testing and Tagging)	Full responsibility to ensure that only new or tested and tagged electrical appliances are used on the premises. To ensure that all flexible cord-connected electrical equipment/appliances used within the building are in safe working order at all times. Tenant to establish and maintain a register of items and provide Council's appointed tester with a copy every 12 months for the purposes of annual testing. A copy of the register should be located in an accessible location for Council's contractors and staff to review as required (e.g. Inside the main electrical switchboard). Report to Council.	Responsibility to test and tag electrical appliances as listed on the tenant provided electrical appliances register. To ensure compliance with Occupational Health and Safety Act and AS 3760.
Emergency Exit Lights	Report to Council.	Responsible for maintenance, repair and replacement of emergency exit lights.
Fire Hydrant Hoses and other Fire Fighting Equipment	Pay costs associated with Tenant Club misuse or theft. Report any genuine use of equipment to Council.	Refill extinguishers due to genuine use. Preventative maintenance agreements to ensure compliance to Building Regulations.

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ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Fittings i.e. towel rails, coat hooks / hangers, toilet roll holder, paper towel dispenser, partition walls, mirror, wall tiles and soap holders.	All wilful damage and misuse.	Replacement due to age or malfunction. Replacement / repairs due to fair wear and tear.
Fixtures and Appliances (non-permanent) i.e. furniture, tables, chairs, kitchen crockery, cutlery, refrigeration, dishwasher, microwaves, pie warmers, urns, drink fridges and any other items as required by the clubs (or supplied by Council for the community use).	Full responsibility.	Nil.
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) Full responsibility (even if Council has supplied as a goodwill gesture).	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.		Nil.
Goals • Goals, Padding and Nets.	• Tenant Clubs are responsible for the repair / replacement of goals when damaged through Tenant Club misuse.	• The maintenance of goals used in the conduct of Sports competition will be the responsibility of Council. Goals are

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ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
<ul style="list-style-type: none"> Portable Goals. 	<p>Tenant Clubs are to supply and maintain soft safety padding and nets for goals. Clubs are advised to seek advice from their governing sport body for any safety specifications for goal padding and goal nets for their respective sports.</p> <ul style="list-style-type: none"> Full responsibility for the provision and installation of portable goal posts. (Note: A Victoria Government permanent ban order (2 December 2005) requires all portable soccer goals in Victoria to comply with the Standards Australia document HB 227-2003: Portable soccer goalposts. Further information is available from Standards Australia website www.standards.org.au). 	<p>to remain in place throughout the year unless the Council deems otherwise.</p> <p>Council will pay for the initial cost of providing goals at Sports Fields for use by the whole community. Council will fund the repair / replacement when goals are vandalised.</p> <ul style="list-style-type: none"> Nil.
Graffiti (internal)	<p>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)</p> <p>Full responsibility.</p>	Nil.
Grease trap	<p>Grease traps to be cleaned / pumped out regularly as required by Yarra Valley Water. Records of service to be kept onsite.</p> <p>Regular cleaning.</p>	Nil.
Hardware i.e. locks, rails, etc.	Report any issues to Council.	Repair and replacement but if wilful damage by Tenant Club, Tenant Clubs will be charged replacement costs.
Hot water service (including kitchens/kiosks).		Replacement / repair due to malfunction or fair wear and tear.
Key/Swipe Cards and Locks	Responsibility for the security of the building at all times. Responsible for keys issued to Tenant Club. No locks are to be	Any wilful damage by Tenant Clubs will be charged to Tenant Clubs. Installation and maintenance of locks and card readers. Supply of replacement keys.

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ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
	<p>changed or installed.</p> <p>Maintain a key register and provide a copy to Council on request.</p> <p>Pay for the cost of replacement for any lost keys or swipe cards and new allocations over agreed quantities.</p> <p>Cost to replace lost keys, locks and process to re-key the building if the keys are lost.</p> <p>All wilful damage and misuse.</p>	<p>Maintenance of a key register.</p>
<p>Multi-Purpose Room (irrespective of size).</p> <p>Pest Control i.e. vermin, rodents, ants, spiders, bees and wasps, cockroaches, possums, termites, birds.</p>	<p>Maintenance of Council's Facilities and surrounds in a clean and hygienic condition to keep the Facilities and Tenant Club's property free of refuse which may attract pests.</p> <p>Regular inspections for infestations of pests as required.</p> <p>Immediately report to Council of suspected possum activity.</p> <p>Eradication and removal of all pest infestations.</p> <p>Keep the buildings internal plumbing in a clean and hygienic state.</p> <p>Cost of internal repair due to misuse.</p> <p>Tenant Club to pay for any new installation and upgrade.</p>	<p>Any maintenance of the multi-purpose room due to fair wear and tear.</p> <p>Inspection for and eradication of termites.</p>
Plumbing (internal)		<p>Installation, repair or renewal if due to fair wear and tear, of all plumbing related fixtures.</p> <p>Full responsibility to maintain, replace and repair as required including blockages in waste pipes.</p> <p>Council will coordinate all works including repairs regardless of responsibility. Council will recover costs from Tenant Club if damage caused through Tenant Club misuse.</p> <p>Replacement / repair due to malfunction or fair wear and tear.</p>
Plumbing (Flue & Gas)	All wilful damage and misuse.	

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ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Roller screen doors and change room concertina/roller doors.	All wilful damage and misuse.	Repair and replacement but if wilful damage by Tenant Club, Tenant Clubs will be charged replacement costs.
Seating (bench style) and hooks in change rooms.	All wilful damage and misuse.	Repair and replacement for normal wear and tear.
Sewerage	Pay for all damages / blockages due to misuse up to boundary trap.	Replacement / repair due to malfunction or fair wear and tear. Arrange emptying. Replacement of pump and servicing.
Shelving provided by Council in storage areas.	All wilful damage and misuse.	Repair and replacement but if wilful damage by Tenant Club, Tenant Clubs will be charged replacement costs.
Sightscreens	Tenant Clubs are responsible to pay all costs associated with temporary sightscreens including design, any statutory fees, fabrication, installation, maintenance and removal if instructed by Council. Council approval is required for temporary sightscreens. Sockets, sleeves or poles may be installed and removable screens fitted throughout the season. Full responsibility.	Consider requests from Tenant Clubs for the installation of temporary sight screens.
Speakers / Public Address System	Full responsibility.	Nil.
Storm water drains	Pay for all damages / blockages due to misuse.	Replacement / repairs or cleaning due to fair wear and tear. Blockages.
Telecommunication (includes telephone, internet, data cables etc).	Full responsibility.	Nil.
Television	Full responsibility.	Nil.
Walls	All wilful damage and misuse. 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.

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ITEM	TENANT CLUB'S / ASSOCIATION'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). Report any damage.	Replace if breakage occurs from external source. All damages to frames Minor adjustment due to normal building movement, shrinkage etc.
Exterior		
Bin Enclosure	Nil.	Full responsibility.
Building additions and alterations	Business case proposals for renovations, extension, etc. submitted to Council.	Assess all requests submitted and if approved by Council ensure quality control, satisfactory completion of work, etc. by Capital Works Manager.
Building Perimeter and Security Lighting	Tenant Club responsible to pay costs for any wilful damage and misuse.	Replacement due to fair wear and tear. Replacement and regular cleaning of all light globes / tubes and light fixtures.
Cleaning – Building surrounds	Full responsibility	Nil.
Coaches / Interchange Boxes	All wilful damage and misuse.	Maintenance and Renewal due to fair wear and tear.
Cricket Nets / Batting Cages		
• Exclusive club use and public use nets/cages.	• Nil.	• Full responsibility.
• Relocation (as identified in reserve master plan)	• Nil	• Full responsibility (subject to capital works budget)
• Reconstruction (damage or extended use)	• Club contribution (to be discussed as part of the planning phase)	• Council contribution (subject to capital works budget)
Decking handrail, step	All wilful damage and misuse.	Replacement due to fair wear and tear.

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ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
paving, gates and locks.		
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 to council property.
Fencing		
• Sports field	• Nil.	• All ongoing maintenance and replacement.
• Reserve	• Nil.	• All ongoing maintenance and replacement.
Flag pole	Full responsibility.	Nil.
Flood Lighting (Sports Field)	Nil.	Pay for the costs to replace globes. Cleaning of all lamp shields and covers.
Fly screens	All wilful damage and misuse.	Renewal and upgrade of flood lights subject to capital funding. Replace when required.
Garden Wall	Litter removal and reporting of issues i.e.: dying plants or failure in irrigation system etc.	Ongoing maintenance including plant renewal and pruning, unless otherwise agreed to with Tenant Club.
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.	All wilful damage and 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.
Painting interior and exterior	No painting to be undertaken by Tenant Clubs. Paint palette for the Pavilion (internal or external) will be neutral in accordance with Council requirements i.e. no dub colours are permitted.	Painting of existing painted surface under Councils cyclic painting schedule, based on condition rating and subject to available funding.

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ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
Plumbing (external including water tanks)	Pay for all damages due to Tenant Club misuse.	Replacement / repairs due to fair wear and tear.
Roof (Includes skylight/solar panels if fitted)	Reporting of potential major maintenance problems.	All maintenance and repairs as required.
Rubbish and Waste	Collection, storage and removal of Tenant Club generated refuse from the property.	Regular cleaning of skylight. Council may assist with the collection of recycling refuse.
Scoreboards	Maintenance of scoreboards that are <u>not</u> listed on Council's Building Register.	Collection of dumped rubbish. Maintenance of scoreboards that are listed on Council's Building Register including City Oval, East Burwood Reserve, Forest Hill Reserve, Morton Park, Vermont Reserve and Walker Park.
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 immediate surrounds, paths, grass and garden areas free from Tenant Club generated rubbish.	Nil.
Walls	All willful damage and misuse. (Council will repair and invoice Tenant Clubs).	Major repair and/or replacement due to structural faults, age, etc.
Windows (includes window frames and roller shutters)	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.

APPENDIX 4

SPORTS FIELD CLASSIFICATION

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Sports Field	AA	A	B	C	D
Ballyshannassy Park Nth					•
Ballyshannassy Park Sth				•	
Bennettswood Reserve Sth			•		
Billabong Park Sth (main)			•		
Billabong Park Nth					•
Box Hill City Oval	•				
Davy Lane					•
East Burwood Reserve Sth	•				
East Burwood Reserve Nth		•			
East Burwood Bill Sewart Athletics Infield	•				
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			•		
Livingstone Primary School (Upper)			•		
Livingstone Primary School (Lower)				•	
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		•			

APPENDIX 5

PAVILION CLASSIFICATION

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Pavilion	AA	A	B	C
Ballyshannassy Park			•	
Bennettswood Reserve	•			
Billabong Park	•			
Box Hill City Oval North		•		
East Burwood Reserve Sth	•			
Eley Park			•	
Elgar Park North	•			
Elgar Park South			•	
Forest Hill Reserve	•			
Heatherdale Reserve			•	
Kalang Park	•			
Koonung Reserve	•			
Livingstone Pavilion	•			
Mahoneys Reserve South (Soccer)			•	
Mirrabooka			•	
Mont Albert Reserve	•			
Morton Park	•			
Simpson Park (Community Facility)				•
Sparks Reserve Sth		•		
Sparks Reserve Nth				•
Springfield Park	•			
Surrey Park South West		•		
Terrara Park 1 West				•
Terrara Park 2				•
Terrara Park 3				•
Terrara Park 4 East				•
Vermont Reserve	•			
Walker Park	•			
Wembley Park	•			
Whitehorse Reserve			•	

APPENDIX 6

ADDRESSES SPORTS FIELDS AND PAVILIONS

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Pavilion	ID	Sportsfields	Address
Ballyshannassy Park	B169	South, North	465 Highbury Rd, Burwood East
Bennettswood Reserve	B139 / B140	South	175 Burwood Hwy, Burwood
Billabong Park	B291	South (Main) North	414A Burwood Hwy, Vermont South
Box Hill (City) Oval North	Bo87	City Oval	1153-1155 Whitehorse Rd, Box Hill
No Pavilion		Davy Lane	13 Davy Lane, Forest Hill
East Burwood (South / North)	B162 / B163	South / North	310-330 Burwood Hwy, Burwood East
East Burwood Athletics	B166	Athletics track infield	310-330 Burwood Hwy, Burwood East
Eley Park	Bo29	Eley Park	87 Eley Rd, Blackburn South
Elgar Park (North)	B246	South East, Hockey, North West.	659 Elgar Rd, Mont Albert North
Elgar Park (South)	B244	South West, North East.	
Forest Hill Reserve	B177	Forest Hill Reserve	4 Fraser Place, Forest Hill
Heatherdale Reserve	B223	East, West, Retarding Basin	116-124 Heatherdale Rd, Mitcham
No pavilion		Highbury Park	400 Blackburn Rd, Burwood East
Kalang Park	B550	Kalang Park	11 Kalang St, Blackburn
Koonung Reserve	Bo22	East, West	85-103 Springfield Rd, Blackburn North
Livingstone Pavilion	B357	Livingstone Pavilion	2 Hanover Rd, Vermont South
Mahoneys Reserve (North)	B193	North	144 Mahoneys Rd, Forest Hill
Mahoneys Reserve (South)	B194	South East (Soccer), South Mid, South West	144 Mahoneys Rd, Forest Hill
Mirraboooka	Bo30	Mirraboooka Oval (incl. south, north, west, mid)	111 Orchard Grove, Blackburn South
Mont Albert Reserve	Bo69	Mont Albert Reserve	49 Dunloe Ave, Mont Albert
Morton Park	Bo07	East, West	35 Central Rd, Blackburn
Simpson Park	B514	Simpson Park	22-60 Cochrane St, Mitcham
Sparks Reserve (South)	Bo63	South, North	999 Canterbury Rd, Box Hill
Sparks Archery (North)	Bo62	Archery, West (Soccer)	122 Albion Rd, Box Hill
Springfield Park	B538	West, East	2 Springfield Rd, Box Hill North
Surrey Park	Bo52	South West, North West, North East, South East	23-25 Surrey Drive, Box Hill
Terrara Park	B320	West	127A Terrara Rd, Vermont South
	B321, B322	Mid	
	B323	East	
Vermont Reserve	B527	Vermont Reserve	556-566 Canterbury Rd, Vermont
Walker Park	B277	Walker Park	407 Whitehorse Rd, Nunawading
Wembley Park	B426/B125	Wembley Park	1000 Canterbury Rd, Box Hill South
Whitehorse Reserve	Bo91	Whitehorse Reserve	1158 Whitehorse Rd, Box Hill

APPENDIX 7

FEES AND CHARGES

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The following Fees apply for the use of Council's Facilities:

- Fees are applicable from 1st April 2018.
- Fees will increase annually in line with Council's annual budget process.
- GST inclusive unless otherwise stated.

SPORTS FIELDS					
Seasonal (Refer Section 5.3)	Senior, Junior & Women Teams (Full Fees)		Senior only	Junior / Women / Veterans or Recreation Groups	
	AA	\$6,338	\$4,223	\$2,115	
	A	\$5,069	\$3,377	\$1,689	
	B	\$3,802	\$2,535	\$1,268	
	C	\$2,852	\$1,899	\$949	
	D	\$1,900	\$1,269	\$633	
Finals (Refer Section 5.3.1)	\$209 per day per Sports Field		If both competing teams are external to the City of Whitehorse municipality.		
	No charge.		If one competing team is a Whitehorse based club.		
Pre-Season / Practice Match (Refer Section 4.4)	No Charge.				
Turf Wickets (Refer Section 5.3.2)	<ul style="list-style-type: none">Seasonal preparation - \$13,950 (2018/19 Fees – consists of 100% turf practice wicket maintenance costs and 25% centre wicket maintenance costs).'Country week' – No charge (considered a fixture event).No charge – For finals if one competing team is a Whitehorse based club.Casual Use. May include international, state, association representative or exhibition matches fees for preparation of casual use of turf wicket will be confirmed upon application.				
Schools (Refer Section 5.3.3)	AA and A		B	C and D	
	Whitehorse School (per term)		No charge		
	External School (per term)		\$168	\$148	\$126
Casual (Refer Section 5.3.4)	AA and A		B	C and D	
	Commercial		\$424	\$317	\$210
	Community		\$168	\$148	\$126
Personal Trainers (Refer Section 5.3.5)	Refer <i>Guidelines For Use of Open Space by Health and Fitness Providers</i> .				
PAVILIONS					
Seasonal (Refer Section 5.4)	Senior, Junior & Women Teams (Full Fees)		Senior only	Junior / Women / Veterans or Recreation Group	
	AA	\$1,481	\$1,109	\$371	
	A	\$1,269	\$949	\$317	
	B	\$1,058	\$792	\$264	
	C	\$843	\$633	\$212	

APPENDIX 8

NOISE SCHEDULE

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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.

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.	<u>Monday to Friday:</u> before 7am and after 8pm. <u>Weekends and public holidays:</u> 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.	<u>Monday to Friday:</u> before 7am and after 8pm. <u>Weekends and public holidays:</u> 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.	<u>Monday to Friday:</u> before 7am and after 10pm. <u>Weekends and public holidays:</u> 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.	<u>Monday to Thursday:</u> before 7am and after 10pm. <u>Friday:</u> before 7am and after 11pm. <u>Saturday and public holidays:</u> before 9am and after 11pm. <u>Sunday:</u> 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.	<u>Monday to Friday:</u> before 7am and after 8pm. <u>Weekends and public holidays:</u> 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

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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 residences 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 residences. 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 9

SPORTSFIELD AUDIT

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Boundary Area	YES	NO	NO - But	Comments
Is the boundary line at least three (3) metres from any fixed object including but not limited to fencing, concrete perimeters (spoon drain), or other solid structures that may cause injuries?				
Are all drains properly covered by drains?				
Is there any wire or other material protruding from fence and signage?				
Has appropriate material been used for all ground markings?				
Sprinklers	YES	NO	NO - But	Comments
Are any sprinkler heads protruding?				
Are rubber protective covers in place on all sprinkler heads?				
Have any potholes surrounding sprinkler heads been adequately filled?				
General Playing Surface	YES	NO	NO - But	Comments
Have all potholes been adequately filled?				
Are all drainage trenches adequately filled?				
Is the surface adequately even?				
Is the surface clear of debris/garbage i.e. cans, rocks, bottles?				
Is there sufficient grass coverage/height of grass/adequate filling to minimise hardness?				
Has the ground been correctly marked for play?				
Turf and Synthetic Wicket	YES	NO	NO - But	Comments
Is the surface 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?				
Goal Posts	YES	NO	NO - But	Comments
Are padded to an acceptable standard (between 35mm - 50mm thick)?				
Adequate controls to prevent children from climbing structures				
Light Towers				
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	
Captains / Umpires	
Signature	
Date	
Official Position	

Are there any questions marked NO
If NO, please sign the audit sheet. If YES, please fill in the box below

Do you believe the ground is still fit for play?
☐ YES ☐ NO

*** If NO, the game must be cancelled**
 * If YES, you may wish to alert 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.

9.2.2 – ATTACHMENT 2.

Amendments

Attachment 2 - Sporting Facilities Guide Review Amendments

Section	Amendment
4.3 Finals (page 12).	Tenant Clubs (both senior and junior) to be invoiced for finals use rather than the Association (e.g. Eastern Football League).
5.3.2 Turf Cricket Wicket Fees (page 13).	Clubs have agreed to pay for preparation of practice turf wickets. Council would previously pay for the preparation of two practice wickets. This will be an additional cost to the Tenant Clubs that use turf practice wickets and has included previous consultation with the effected cricket clubs.
5.8 Casual Use of Pavilions (page 16).	Casual use of sports pavilions is directed to Council in the first instance rather than the Tenant Club (eg. Springfield Park model).
6.2.1 Sports Field Floodlighting (page 17).	Sports field floodlighting will be provided consistent with the relevant standard. Previously 50 lux now 100 lux for Australian Rules Football / Soccer for training purposes.
	Council will develop a policy for night competition that includes but not limited to demonstrated need, fit for purpose facilities (i.e. lights that meet Australian Standards), event management procedures, proximity to residents, costs etc.
6.2.4 Existing / New Synthetic Cricket Wickets (page 18).	Council is 100% responsible (previously 50% split) if there is a need for a new synthetic wicket including the concrete base.
6.2.8 Cricket Practice Facilities (page 19).	Tenant Clubs are responsible for costs associated with connecting power to operate ball machines.
6.2.9 Reserve and Sports Field Fencing (page 20).	Council does not support permanent 'Reserve Fencing' at any new sites for the purposes of the Tenant Club collecting a 'gate' from spectators, due to the ongoing maintenance costs and the perception of the public's access to the open space.
6.3.12 Coaches Boxes / Dugouts (page 20).	Council fully responsible for cost to upgrade, retrofit and the construction of coaches boxes. Council supports a full clad coaches box model (previously was a frame and canvas model) in response to Club feedback. Previously the Tenant Clubs were responsible for the development of coaches boxes.
7.2.2 Liquor Licence (page 23).	Updated to include guidelines for drinking outside the pavilion.
7.2.4. Smoking (page 23).	Amendment to Tobacco Act prevents smoking at sports fields during children's sport events (under 18).
7.6 Waste Management (page 24).	Updated in collaboration with the Sustainability Unit and the Water Act (1989).
7.7 Sharp Objects / Needles (page 25).	Amended to consider therapeutic practices such as acupuncture and dry needling.
7.9 Public Toilets (page 25).	Section simplified to reflect existing practices as per Council's cleaning contract.

9.2.2 – ATTACHMENT 2. Amendments

7.13 Security Systems (page 26).	Amended to reflect that Council will consider security cameras on a case by case basis. Tenant Clubs are responsible for the costs associated with the installation and maintenance of all security systems.
Community Loans and Guarantees	Section removed as current <i>Community Organisations Loan Guarantee</i> policy applies to Clubs with a current lease with Council. The SFG does not include leased facilities.
Appendix 3 Pavilion Maintenance (page 46).	<ul style="list-style-type: none"> Updated to reflect current practice including Council's responsibility for Essential Safety Measures. Tenant Clubs responsible to keep Facilities in a clean and hygienic state to discourage pests. Tenant Clubs are responsible for the eradication of most pests and required to notify Council of suspected possum activity. Council will be responsible for the inspection and eradication of termites. Reflects statutory obligations for Testing and Tagging of electrical appliances.
Appendix 4 and 5 (page 57 and 59) - Sports Fields and Pavilions Classifications	The sports fields and pavilion classifications were updated to reflect recent capital improvements.
Appendix 9 - Incident Report Form (page 67).	Removed as Council's incidents are recorded electronically. Clubs encouraged to use own form.
Various sections referring to cost recovery.	The reference for a 25% cost recovery from tenant clubs towards maintenance costs was removed as it is not possible to guarantee this statement. Inclusion of a general reference that Council significantly subsidises the ongoing maintenance costs of Council's pavilions and sports fields.
Various sections throughout the document.	Simplified the document with tables including a seasonal application flow diagram and the consolidation of all fees.
NEW SECTIONS	
Inclusive Club (Introduction, page 2).	Consistent with Federal and State legislation and Council's policies.
Code of Conduct (Introduction, page 2).	Consistent with community expectations and the State Government Code of Conduct for Community Sport.
Players Races (Section 6.2.13, page 21)	Player races will be considered at the full cost of the Tenant Club.
Flag Poles (Section 6.2.14, page 21)	Flag poles, particularly temporary, will be considered at the full cost of the Tenant Club.
Occupational Health and Safety (Section 7.2.1, page 22)	General clause outlining the tenant club's responsibility to comply with the OHS legislation.
Club Sanctions (Section 7.15, page 26)	Outlines Council's expectations for the use of Council's facilities and the ramifications of unacceptable conduct.
Incident Reporting (Section 9.1, page 30).	Clarifies the incident reporting process.