



CITY OF WHITEHORSE

SPORTING FACILITIES GUIDE

Seasonal and Casual Users

July 2019

CONTENTS

INTRODUCTION 1

POLICY FRAMEWORK 7

- 2.1 Policy Statement7
- 2.2 Principles / Objectives 9

FACILITY CLASSIFICATIONS 10

- 3.1 Sports Field Classifications.....10
- 3.2 Pavilion Classifications.....10
- 3.3 Facility Access Agreements10

FACILITY ALLOCATIONS 11

- 4.1 Overview 11
 - 4.1.1 *Seasonal Allocations*..... 11
 - 4.1.2 *Non Seasonal Allocations*..... 11
 - 4.1.3 *Hire and Subletting* 12
 - 4.1.4 *Community Access to Reserves* 12
- 4.2 Application Process 12
- 4.3 Finals 13
- 4.4 Pre-season Training and Practice
Matches..... 13

FEES 14

- 5.1 Calculating Seasonal Fees 14
- 5.2 Non Payment of Fees..... 14
- 5.3 Fees for Sports Fields 14
 - 5.3.1 *Fees for Finals* 14
 - 5.3.2 *Turf Cricket Wicket Fees* 14
 - 5.3.3 *School Fees for Sports Fields*..... 15
 - 5.3.4 *Casual Fees for Sports Fields*..... 15
 - 5.3.5 *Commercial Fees for Sports Fields* 16
- 5.4 Pavilion Fees..... 16
- 5.5 Pavilion Inspections 16

- 5.6 Keys 16
 - 5.6.1 *Collection and Key Return*.....16
 - 5.6.2 *Replacement Keys*.....16
 - 5.6.3 *Emergency Access*.....16
- 5.7 Utilities 17
- 5.8 Casual Use of Pavilions..... 17
- 5.9 Payments to Council 17
- 5.10 Refunds for Casual User Group/s 17

SPORTS INFRASTRUCTURE 18

- 6.1 Pavilion Maintenance.....18
- 6.2 Sports Field Infrastructure.....18
 - 6.2.1 *Sports Field Floodlighting* 18
 - 6.2.2 *Protection of the Sports Field*..... 19
 - 6.2.3 *Covering and Uncovering Synthetic
Cricket Wickets* 19
 - 6.2.4 *Existing and New Synthetic Cricket
Wickets* 19
 - 6.2.5 *Car Parks and Access Roads* 20
 - 6.2.6 *Sports Infrastructure Ownership* 20
 - 6.2.7 *Scoreboards* 20
 - 6.2.8 *Cricket Practice Facilities / Baseball
Batting Cages*..... 20
 - 6.2.9 *Reserve and Sports Field Fencing* 21
 - 6.2.10 *Coaches Boxes/Dugouts* 21
 - 6.2.11 *Ticket Boxes* 21
 - 6.2.12 *Spectator Shelters / Shade Sails*..... 22
 - 6.2.13 *Player's Races*..... 22
 - 6.2.14 *Flag Poles*..... 22
- 7.1 Times of Facility Use 24
 - 7.1.1 *Pavilions* 24
 - 7.1.2 *Sports Fields*..... 24
- 7.2 Legislation, Statutory and Policy 24
 - 7.2.1 *Occupational Health and Safety* 24
 - 7.2.2 *Liquor Licence*..... 25
 - 7.2.4 *Smoking*..... 25
 - 7.2.5 *Food Registration*..... 25

7.3	Facility Damage.....	26
7.4	Line Marking.....	26
7.5	Buffer Zones.....	26
7.6	Waste Management	26
7.6.1	Public (General) Waste.....	26
7.6.2	Tenant Club Waste	26
7.6.3	Recycling	27
7.6.4	Trade Waste.....	27
7.7	Sharp Objects / Needles.....	27
7.8	Cleaning	27
7.9	Public Toilets	27
7.10	Advertising / Signage	27
7.11	Sponsorship Logos on Sports Fields.....	28
7.12	Facility / Sports Field Audit.....	28
7.13	Security Systems	28
7.14	Graffiti Removal	28
7.15	Club Sanctions	28
7.16	In Case of Emergency	30

COUNCIL SUPPORT 31

8.1	Pavilion Redevelopments.....	31
8.2	Capital Works Program.....	31
8.3	Club Request for Facility Alterations.....	32
8.4	Club Development Sessions.....	32
8.5	Community Grants	32

RISK MANAGEMENT 33

9.1	Incident Reporting	33
-----	--------------------------	----

INSURANCE 34

10.1	Tenant Clubs	34
10.2	Property Insurance	34
10.3	Public Liability Insurance	34
10.4	Indemnity (Release).....	34

COUNCIL CONTACTS 35

APPENDIX 1 36

APPLICATION TO USE COUNCIL FACILITIES 36

– SEASONAL 36

APPENDIX 2 44

APPLICATION TO USE COUNCIL FACILITIES 44

– CASUAL 44

– CASUAL 44

APPENDIX 3 48

PAVILION MAINTENANCE RESPONSIBILITIES 48

APPENDIX 4 59

SPORTS FIELD CLASSIFICATION 59

APPENDIX 5 61

PAVILION CLASSIFICATION 61

APPENDIX 6 63

ADDRESSES SPORTS FIELDS AND PAVILIONS 63

APPENDIX 7 65

FEES AND CHARGES 65

APPENDIX 8 69

NOISE SCHEDULE 69

APPENDIX 9 72

SPORTSFIELD AUDIT 72

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 purpose of this document is to provide a framework for active booked use of Council's sports fields and pavilions by incorporated user groups where fees and charges apply. 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 junior females.

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 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.

Standards of Behaviour

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 expectation which means behaviour should not cause any nuisance e.g. excessive noise, intimidating behaviour, excessive intoxication, violence, rubbish, criminal activity, harassment of neighbours or other offensive

behaviour likely to bring the Council, Club or sport into disrepute. Please refer to the Code of Conduct of your respective sport for further information or the State Government's "*Fair Play*" Code.

The Standards of Behaviour applies to all members of Tenant Clubs, their teams and any supporters or associated people connected to Tenant Clubs. It applies without geographic restriction, can be applied whether activity is an official Tenant Club activity or not and also relates to behaviour whilst travelling to and from Tenant Club events.

Individual club representatives, including committee members, coaches, volunteers and players are expected to adhere to the Standards of Behaviour.

Individual acts of physical and/or verbal abuse, intimidation, harassment or otherwise offensive behaviour towards residents, members of the community and/or Council Officers, or any other behaviour or action deemed in breach of their licence agreement may result in Council applying penalties against the individual and/or club. See Section 7.15 Club Sanctions.

1.1 Purpose

The purpose of this document is to provide a framework for active booked use of Council's sports fields and pavilions by incorporated user groups where fees and charges apply. It is also 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.

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 (e.g. 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

	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) and schools located outside the municipality 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.

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.

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)

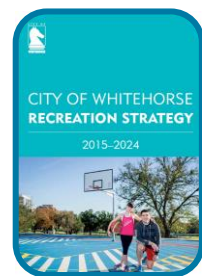
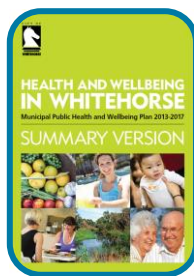
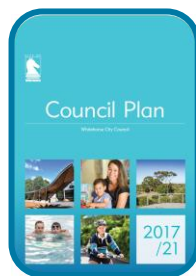
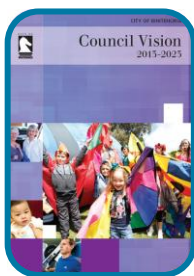
Strongly aligned with the Council Plan (2017-2021), this plan meets requirements under the Public Health and Wellbeing Act 2008 and describes the work Council undertakes in partnership with the community and with key State and local organisations to improve the health and wellbeing of people in the municipality. 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.



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
<p>1. Participation Council recognises that participation in sport and physical activity provides a range of health, social and economic benefits for individuals and communities.</p>	<ul style="list-style-type: none"> To encourage increased participation in Sports and Recreation.
<p>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.</p>	<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.
<p>3. Shared Facilities Council places importance on flexible and multipurpose Facilities that are used to capacity.</p>	<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).
<p>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.</p>	<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.
<p>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.</p>	<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.
<p>6. Sustainable Use Council will manage the sustainable use of their Sports Fields and Pavilions to ensure facilities are safe for optimum use.</p>	<ul style="list-style-type: none"> To ensure the use of Sports Fields is compatible to the ground condition.

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.

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.

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 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.

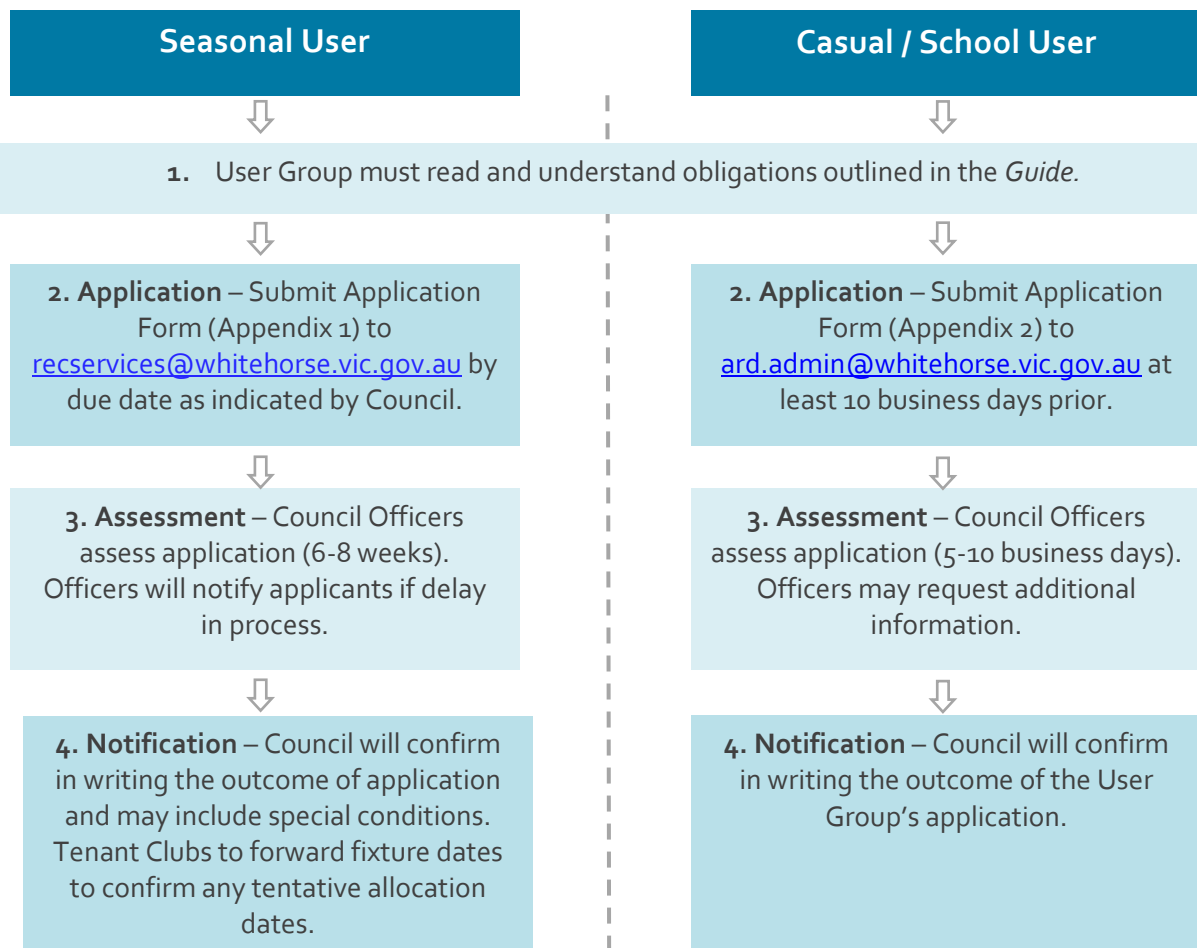
User Groups will be deemed to have exclusive use of the Sports Field/s and associated training facilities during the times outlined on their licence agreement. This is for the safety of park users and the general public.

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.



4.3 Finals

Tenant Clubs/Associations must apply in writing to Council's Recreation Services Officer to use Sports Fields for 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 entity (Tenant Club, Local Association, State Association or any other body) applying for use of Council's Sports Fields for finals matches 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 entity (Tenant Club, Local Association, State Association or any other body) requiring use of Council's Sports Fields 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.

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.

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 regarded as a community group and charged casual fees accordingly as outlined in Appendix 7. 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. Pro rata Seasonal Fees will apply in these circumstances as indicated in Appendix 7

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

Use	Terms and Conditions
<p><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.</p>	<p>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.</p>
<p><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.</p>	<p>Casual fees apply. All requests must be in writing seeking Council approval as per Section 4.2 Application Process.</p>
<p><u>Representative Matches</u> This applies where a Tenant Club hosts an Association Representative match or training.</p>	<p>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.</p>

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.

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.

Council are considering different models to explore opportunities to encourage and facilitate greater utilisation and diversity of uses of sporting pavilions into the future.

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.

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 Floodlighting – Outdoor Sport and Recreation policy that includes but is 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 (e.g. 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 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.

6.2.1.4 Times of Use

Floodlights used for training must be turned off by 9pm (Monday – Sunday). 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.

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.

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:

- 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 a 'player's race' 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.

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 – Sun	8am – 9pm

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.

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 within a pavilion.

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 requests for consumption outside the pavilion. Sporting Fields which already have consumption outside the pavilion will be supported. For Sporting Fields which do not have consumption outside the pavilion approved, Council will consider on a case by case basis. If

supported, consumption outside the pavilion will not exceed 10pm.

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.

- 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.

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. Should a Tenant Club use a public toilet midweek, the tenant club will be responsible for cleaning.

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

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 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 9) 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 standards of behaviour by Tenant Clubs when using Council Facilities.

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 expectation which means behaviour should not cause any nuisance e.g. excessive noise, intimidating behaviour, excessive intoxication, violence, rubbish, criminal activity, harassment of neighbours or other offensive behaviour likely to bring the Council, Club or sport into disrepute. Please refer to the Code of Conduct of your respective sport for further information or the State Government's "Fair Play" Code.

The Standards of Behaviour (see Introduction Section) applies to all members of Tenant Clubs, their teams and any supporters or associated people connected to Tenant Clubs. It applies without geographic restriction, can be applied whether activity is an official Tenant Club activity or not and also relates to behaviour whilst travelling to and from Tenant Club events.

Individual acts of physical and/or verbal abuse, intimidation, harassment or otherwise offensive behaviour towards residents, members of the community and/or Council Officers, or any other behaviour or action deemed in breach of their licence agreement and Standards of Behaviour may result in Council applying penalties against the individual and/or club.

Individual club representatives, including committee members, coaches, volunteers and players are expected to adhere to the Standards of Behaviour.

Any individual club representative is recognised as acting on behalf of the Club, so Club Sanctions will apply to breaches by either a Club or any individual representing that club.

Complaints of Tenant Clubs breaching their licence agreement, participating in unsatisfactory conduct or not meeting the required Standards of Behaviour will be investigated by Council. Tenant Clubs/Individuals will be provided an opportunity to respond to any alleged breach. If after any

investigation a Tenant Club/Individual is in default of their licence or has demonstrated unacceptable behaviour (defined as a nuisance in Council's Community Local Law 2014) or has not met the required Standards of Behaviour, Council will implement the tiered procedure outlined below:

Ask (1st Warning)

If determined that the Tenant Club/Individual has breached their licence, or has demonstrated unacceptable behaviour (defined as a nuisance in Council's Community Local Law 2014), or has not met the required Standards of Behaviour, Council will formally request the Tenant Club/Individual to correct their behaviour.

Tell (2nd Warning – Formal Direction)

If the Tenant Club further breaches the licence agreement or has demonstrated unacceptable behaviour (defined as a nuisance in Council's Community Local Law 2014), or has not met the required Standards of Behaviour, within a two year period, whether related to the first breach or not, then Council will instruct the Tenant Club/Individual to correct their behaviour and may require the Tenant Club/Individual to comply with certain conditions.

Enforce

Subject to the severity and frequency of breaches Council will place strict sanctions on the Tenant Club/Individual 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.
- Restrictions on an individual's contact with Council staff

If breaches are deemed serious enough by Council, Council will enforce sanctions immediately without warning/s.

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

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.

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.

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.

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.

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



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:	

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

Specific Team Details:

Please list all teams involved with your club including the times required by each team for competition and training as per the examples below.

All columns below must be completed for this application to be processed

Team (i.e. 3 rd Division, A Grade, U/12)	Category (Senior, Reserve, Junior, Women, Vets)	Purpose (Match or Training)	Day & Time (Fri 6-8pm, Sat 2-4pm, Sun 9-11am)	Venue (Name of Reserve/ Oval)	No. players (No. players in team)
<i>E.g. Div 2</i>	<i>Senior Men</i>	<i>Match</i>	<i>Sat 12-2pm</i>	<i>Wembley Park</i>	<i>16</i>
<i>E.g. Div 2</i>	<i>Senior Men</i>	<i>Training</i>	<i>Tues 7-9pm, Thurs 7-9pm</i>	<i>Wembley Park</i>	<i>16</i>

NB: If you require additional space this page can be used multiple times

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 _____

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			

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				

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



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

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.

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

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)	<p>Payment of all gas and electricity bills.</p> <p>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.</p>	<p>Council will supply a heating system and cooling in the form of a ceiling fan to the multi-purpose room only.</p> <p>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.</p>
Alarm System	<p>Pay costs of non-audible monitoring system. Pay installation and repair costs. Replace if desired at the end of economic life.</p> <p>Tenant Club to supply Council with the alarm code so Council can access the building for maintenance purposes as required.</p> <p>Alarm system must be able to facilitate a 4 digit maintenance code.</p>	Nil.
Asbestos	Report if concerns of asbestos.	<p>Council to Fund/ Coordinate 5 Yearly Asbestos audits, maintain a register of all asbestos on each site.</p> <p>Responsible for appropriate removal and treatments as per relevant regulations.</p>

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

ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
<p>Electrical Wiring and Fittings in Building including light fittings and globes.</p>	<p>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.</p>	<p>All electrical work will be coordinated by Council through Councils contractors.</p> <p>Replacement and cleaning of all light globes, tubes and covers/cages.</p> <p>Repair, replace and maintain surface electrical fittings such as General Purpose Outlets, switches as well as other exposed fittings.</p>
<p>Electrical Appliances (Testing and Tagging)</p>	<p>Full responsibility to ensure that only new or tested and tagged electrical appliances are used on the premises.</p> <p>To ensure that all flexible cord-connected electrical equipment/appliances used within the building are in safe working order at all times.</p> <p>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).</p>	<p>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.</p>
<p>Emergency Exit Lights</p>	<p>Report to Council.</p>	<p>Responsible for maintenance, repair and replacement of emergency exit lights.</p>
<p>Fire Hydrant Hoses and other Fire Fighting Equipment</p>	<p>Pay costs associated with Tenant Club misuse or theft.</p> <p>Report any genuine use of equipment to Council.</p>	<p>Refill extinguishers due to genuine use.</p> <p>Preventative maintenance agreements to ensure compliance to Building Regulations.</p>

ITEM	TENANT CLUB'S / ASSOCIATION'S RESPONSIBILITY	COUNCIL'S RESPONSIBILITY
		Replacement due to age or malfunction.
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 / 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)	Council will provide epoxy finish to change room floors and amenities as part of new developments or Pavilions refurbishments subject to budget constraints.
Furniture, equipment and shelving installed by the club after Council approval.	Full responsibility (even if Council has supplied as a goodwill gesture).	Nil.
Goals <ul style="list-style-type: none"> • Goals, Padding and Nets. 	<ul style="list-style-type: none"> • Tenant Clubs are responsible for the repair / replacement of goals when damaged through Tenant Club misuse. 	<ul style="list-style-type: none"> • The maintenance of goals used in the conduct of Sports competition will be the responsibility of Council. Goals are

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)	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)	Nil.
Grease trap	Full responsibility. Grease traps to be cleaned / pumped out regularly as required by Yarra Valley Water. Records of service to be kept onsite.	Nil.
Hardware i.e. locks, rails, etc.	Regular cleaning.	Repair and replacement but if wilful damage by Tenant Club, Tenant Clubs will be charged replacement costs.
Hot water service (including kitchens/kiosks).	Report any issues to Council.	Replacement / repair due to malfunction or fair wear and tear. Any wilful damage by Tenant Clubs will be charged to Tenant Clubs.
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	Installation and maintenance of locks and card readers. Supply of replacement keys.

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>Maintenance of a key register.</p>
<p>Multi-Purpose Room (irrespective of size).</p>	<p>All wilful damage and misuse.</p>	<p>Any maintenance of the multi-purpose room due to fair wear and tear.</p>
<p>Pest Control i.e. vermin, including but not limited to 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. Immediately report to Council of suspected possum activity.</p> <p>Eradication and removal of all pest infestations.</p>	<p>Inspection for and eradication of termites.</p>
<p>Plumbing (internal)</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>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>Plumbing (Flue & Gas)</p>	<p>All wilful damage and misuse.</p>	<p>Replacement / repair due to malfunction or fair wear and tear.</p>

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	<p>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.</p> <p>Council approval is required for temporary sightscreens. Sockets, sleeves or poles may be installed and removable screens fitted throughout the season.</p>	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	<p>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.</p> <p>Council to notify Tenant Club of repairs required.</p>	Major repair and/or replacement due to structural faults, age, etc.

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 <ul style="list-style-type: none"> • Exclusive club use and public use nets/cages. • Relocation (as identified in reserve master plan) • Reconstruction (damage or extended use) 	<ul style="list-style-type: none"> • Nil. • Nil • Club contribution (to be discussed as part of the planning phase) 	<ul style="list-style-type: none"> • Full responsibility. • Full responsibility (subject to capital works budget) • Council contribution (subject to capital works budget)
Decking handrail, step	All wilful damage and misuse.	Replacement due to fair wear and tear.

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 • Reserve	• Nil. • Nil.	• All ongoing maintenance and replacement. • 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. Renewal and upgrade of flood lights subject to capital funding.
Fly screens	All wilful damage and misuse.	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 club colours are permitted.	Painting of existing painted surface under Councils cyclic painting schedule, based on condition rating and subject to available funding.

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. Regular cleaning of skylight.
Rubbish and Waste	Collection, storage and removal of Tenant Club generated refuse from the property.	Council may assist with the collection of recycling refuse. Collection of dumped rubbish.
Scoreboards	Maintenance of scoreboards that are <u>not</u> listed on Council's Building Register.	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 wilful 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

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

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

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	B087	City Oval	1153-1155 Whitehorse Rd, Box Hill
<i>No Pavilion</i>		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	B029	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
<i>No pavilion</i>		Highbury Park	400 Blackburn Rd, Burwood East
Kalang Park	B550	Kalang Park	11 Kalang St, Blackburn
Koonung Reserve	B022	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
Mirrabooka	B030	Mirrabooka Oval (incl. south, north, west, mid)	111 Orchard Grove, Blackburn South
Mont Albert Reserve	B069	Mont Albert Reserve	49 Dunloe Ave, Mont Albert
Morton Park	B007	East, West	35 Central Rd, Blackburn
Simpson Park	B514	Simpson Park	22-60 Cochrane St, Mitcham
Sparks Reserve (South)	B063	South, North	999 Canterbury Rd, Box Hill
Sparks Archery (North)	B062	Archery, West (Soccer)	122 Albion Rd, Box Hill
Springfield Park	B538	West, East	2 Springfield Rd, Box Hill North
Surrey Park	B052	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	B091	Whitehorse Reserve	1158 Whitehorse Rd, Box Hill

APPENDIX 7

FEES AND CHARGES

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

- Fees are applicable from 1 April 2019
- Fees will be reviewed 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	\$6,496	\$4,329		\$2,168	
	A	\$5,196	\$3,461		\$1,731	
	B	\$3,897	\$2,598		\$1,300	
	C	\$2,923	\$1,946		\$973	
	D	\$1,948	\$1,301		\$649	
Finals (Refer Section 5.3.1)	\$215 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)	Whitehorse School (per ground per day)		AA and A	B	C and D	
	No charge					
Casual (Refer Section 5.3.4)	External School (per ground per day)		\$172	\$152	\$129	
	Commercial per ground per day		\$435	\$325	\$215	
Tenant Club Pro-Rata (Refer Section 5.3.4)	Community per ground per day		\$172	\$152	\$129	
	Senior, Junior & Women Teams (Full Fees) per day		Senior only per day		Junior / Women / Veterans Teams or Recreation Groups per day	
AA	\$42.00	\$28.00		\$14.00		
A	\$34.00	\$22.00		\$11.00		
B	\$25.00	\$17.00		\$8.00		
C	\$19.00	\$13.00		\$6.00		
D	\$13.00	\$8.00		\$4.00		
Personal Trainers	Refer <i>Guidelines For Use of Open Space by Health and Fitness Providers.</i>					

(Refer Section 5.3.5)

PAVILIONS

Seasonal (Refer Section 5.4)	Senior, Junior & Women Teams (Full Fees)	Senior only	Junior / Women / Veterans or Recreation Group
AA	\$1,518	\$1,137	\$380
A	\$1,301	\$973	\$325
B	\$1,084	\$812	\$271
C	\$864	\$649	\$217

APPENDIX 8

NOISE SCHEDULE

Noise Schedule

Prohibited Hours for Prescribed Items of Domestic Equipment

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

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

be divided into two categories: (i) low power units needed for control of persons engaged in the activities or events, and (ii) high power units used for making public commentaries and announcements.

Objectives

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

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

Low Power Systems for Event Control

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

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

High Power Systems for Commentaries and Announcements

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

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

Note:

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

APPENDIX 9

SPORTSFIELD AUDIT

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				

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?

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.

Venue	
Captains / Umpires	
Signature	
Date	
Official Position	