

Sporting Facilities User Guide and Allocation Policy 2022-2026

2022-2026



Banyule City Council is proud to acknowledge the Wurundjeri Woi-wurrung people as Traditional Custodians of the land and we pay respect to all Aboriginal and Torres Strait Islander Elders, past, present and emerging, who have resided in the area and have been an integral part of the region's history.

Our community is made up of diverse cultures, beliefs, abilities, bodies, sexualities, ages and genders. Council is committed to access, equity, participation and rights for everyone; principles which empower, foster harmony and increase the wellbeing of an inclusive community.

Pre-amble and thankyou

Community sport provides the opportunity for as many people as possible to participate in sport and physical activity.

Community sport, with its focus on participation, benefits us by improving our:

- physical health by reducing the risk of chronic conditions
- mental health particularly by reducing isolation
- potential through new challenges and personal goals.

Volunteers at the heart of our Community Sporting Clubs

Volunteers contribute significantly to the social and economic value of community sport. Many sports and sporting organisations would not be able to operate without the volunteers who fill many critical roles, including coach, official, manager, administrator, board and committee member.

Volunteering provides substantial benefits to society and to the volunteers themselves. The act of volunteering has been linked to positive mental, social, and physical health benefits. Research also shows that older volunteers experience less depression and greater life satisfaction than those who do not volunteer.

Banyule City Council appreciates the work volunteers provide to our community sports clubs and we thank you for your hard work and dedication to make your club welcoming for our community and providing the incredible participation and connection opportunities.

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DEFINITION

- (1) "Appendix A" Seasonal Sporting Club Facility Maintenance and Cleaning Guidelines;
- (2) "Appendix B" Seasonal Sporting Club Grounds Maintenance;
- (3) "Application" means the form on which seasonal sporting clubs must apply for the right to use a sporting pavilion and ground;
- (4) "Casual user" means a school, community group or individuals granted use of a sporting pavilion and/or ground by Council;
- (5) "Co-tenant" means another seasonal sporting club allocated the use of a sporting pavilion and/ or ground conjunctionally with the seasonal sporting club;
- (6) "Council" means Banyule City Council;
- (7) "Council's Officer" means the Chief Executive Officer or any other officer of the Council to whom authority is delegated in writing from time to time by the Chief Executive Officer;
- (8) "CPI" means the Consumer Price Index (All Groups) for Melbourne published by the Australian Bureau of Statistics. If that index no longer exists, "CPI" means an index that the president of the Australian Property Institute Victorian Division (or its successor or other organisation replacing it) decides best reflects changes in the cost of living in Melbourne;
- (9) "Sports Ground/Ground" means the sports ground(s) allocated to the club for a specified season;
- (10) "GST" means Goods and Services Tax as defined in A New Tax System (Goods and Services Tax) Act 1999 (as amended);
- (11) "Policy" means the Sporting Facilities Allocation Policy;
- (12) "Reserve" means the area of land on which a sporting pavilion and/or ground is located;
- (13) "Season" means the period of time the seasonal sporting club has been allocated use of a sporting pavilion and/ or ground. Unless otherwise stated the winter season will normally commence on 1 April and finish on 30 September of the same year. The summer season will normally commence on 1 October and finish on 31 March of the following year;
- (14) "Seasonal sporting club" means the incorporated sporting organisation allocated use of a sporting pavilion and/or ground owned or managed by Council for a fee;
- (15) "Seasonal sporting club's property" includes any articles in the sporting pavilion and/or on the ground belonging to the seasonal sporting club
- (16) "Sporting pavilion" means the pavilion allocated to the seasonal sporting club for a specified season;
- (17) "Terms and Conditions of Use" means the terms and condition of use specified in the Sporting Reserves Conditions of Use from time to time.

1. POLICY INTRODUCTION

1.1 Background

Sport participation is a very important aspect of community life as it contributes to people's health and wellbeing and creates community connections.

Council's commitment to our sports community is largely evidenced through provision of community sports infrastructure and facilities as well as programs that support participation and build capacity of clubs.

Investing in sport supports delivery of our Community Vision 2041, in particular:

- Ensure our facilities and services are affordable, sustainable, equitably distributed, accessible, and usable for all ages and abilities and are designed to provide meaningful experiences and connections.
- Council works to ensure that our community assets are fit for purpose, well maintained and serve the needs of our communities.
- We strive to provide multipurpose facilities for people to connect, work and build friendships.

1.2 Objective of Policy and User Guide

This document is presented in two sections:

1. Policy Objective - Provide principles, process, and framework for the allocation of sporting pavilions and grounds on a seasonal basis. This is about how Council makes decisions about seasonal allocations.
2. User Guide - Provide guidance and clarity for sporting clubs in relation to the management and use of allocated sports facilities including roles, responsibilities and expectations for both Council and clubs. This is about what we expect from clubs when they are granted the right to use sports grounds and pavilions.

1.3 Policy Statement

Banyule City Council is committed to providing fair and equitable allocation of sporting pavilions and grounds and defining responsibilities regarding their use by sporting and community groups considering the following:

- Inclusive Participation: supporting and encouraging a diverse cross section of the community to access and participate in sport such as women, veterans, juniors, people with disabilities, LGBTIQA+ and Culturally and Linguistically Diverse (CALD) communities.
- Shared Responsibility: providing clarity around sporting clubs and Council's role in the management, use and maintenance of sporting pavilions and grounds; and clearly documenting the responsibilities and obligations of Council, seasonal sporting clubs and other third parties that may be subject to or affected by this policy.
- Fairness and Equity: ensuring consistency and transparency in the allocation of sporting pavilions and grounds with an equitable fees and charges system that is representative of the different standards of sporting pavilions infrastructure and grounds and the maintenance requirements of sporting codes and levels of competition.

2. SECTION 1 - SPORTING PAVILION AND GROUND ALLOCATIONS POLICY

2.1 Application Process

Clubs must apply for the right to use a sports pavilion and/or ground. This application is completed online through Council's online booking system, Integrated Monitoring System (IMS). IMS provides clubs with an individual login and password that enables clubs to:

- Complete their seasonal ground and pavilion hire
- Complete their pre-season and practice match applications
- Update committee member details
- Upload relevant forms and log maintenance issues
- View Council pavilion inspection details
- Provide annual reports

2.2 Allocations – Home and Away Seasons

Allocations are made for the period of the club's home and away season, which will correspond with the seasonal dates:

Winter: 1 April - 30 September

Summer: 1 October - 31 March

Day of the Week	Operating Hours
Monday to Thursday	4.00pm - 10.00pm
Friday	4.00pm - 12.00am
Saturday	8.00am - 12.00am
Sunday	8.00am - 10.00pm

Seasonal sporting clubs are not permitted to use the allocated sporting pavilion outside the times specified above, unless approved in writing by Council. All requests for a variation to the operating hours must be submitted at least one month prior via email to Council's Sports and Recreation Team.

Failure to comply with these guidelines, can potentially impact the club's future allocation of facility, capital investment projects, assessment in future Banyule Council grants and discounts to seasonal fees.

2.3 Eligibility

To be eligible for a seasonal allocation, clubs are required to:

- Be an incorporated body under the Association Incorporation Act with an appropriate level of all relevant insurances.
- Demonstrate previous compliance to Council's Sporting User Guide Allocation Policy in regard to any previous allocation of facilities.
- Submit a certificate of current public liability insurance for an amount of at least \$20M, or proof that the seasonal sporting club is affiliated with a league or association that Council is satisfied holds a suitable public liability policy of insurance.
- Have no outstanding user charges. This includes utilities, ground fees and overdue capital co-contributions (unless an approved payment program is in place).

- Submit all required documentation online at time of application including:
 - Insurance documents - (club content)
 - Liquor license and requirements, including red line - ensure that license is in line with Council hours
 - COVID-19 Plans, as required by the State of Government
 - Incorporation certificate
 - Copy of minutes of AGM and financial statement.

If the application is not completed in full, with all documents attached, the season allocation may not be granted or it could be delayed.

Applications by junior development or foundation programs (e.g., Auskick, Woolworths Cricket Blast, Aldi MiniRoos) may be submitted and processed under the umbrella of an affiliate tenant club.

2.4 Pre-Season Use

Our grounds are heavily used during the winter months and require time to rejuvenate in spring and summer. This time allows for renovation works to be undertaken, heavily worn areas to recover and turf to regrow, strengthen and be in its best possible condition for the following winter.

To facilitate this there will be no pre-season training allocated on any Council sportsground prior to mid-January each year (date will vary slightly each year and be communicated by September each year).

Key dates and notifications

- Pre-season training will commence from mid-January (date will be advised by the Sport and Recreation team by September each year).
- Applications for pre-season training will be sent out via the Council online system on 1 December, and need to be returned by 15 December.
- Clubs will be advised by email prior to commencement of training in mid-January.
- Winter clubs must seek the prior approval of the summer tenant for pre-season training before applying to Council.

2.5 Pre-Season

- Training is only permitted on the allocated training days and times.
- All players are to wear rubber soled shoes (runners/sneakers) until 1 March, unless otherwise advised by Sport & Recreation Department.
- Rotation of training drills to maintain an even spread of use across the entire sportsground (not just in front of the pavilion, goal squares or centre circles).
- No repetitive running drills that tear up the surface.
- Council can at any time cancel approval either due to surface damage or adverse weather conditions.
- All practice matches requests need to be approved by the Council Sport and Recreation department. These approvals will depend on cricket usage.
- Clubs cannot sub-let or give permission for other clubs outside the Banyule Municipality to use their grounds for practice matches.

3. ASSESSMENT OF APPLICATIONS

3.1 Criteria

All applications will be assessed by Council's Sport and Recreation team having regard to the following criteria:

Assessment Criteria	Weighting
Track record and previous history in complying with the user guide and policy	15%
Historical length of tenure in the requested Sporting Pavillion and/or Ground	15%
Percentage of active members residing in Banyule	15%
Financial history (i.e., that all required payments by the due date to Council and remains debt free)	15%
Demonstration of commitment to gender equity initiatives, disability empowerment and inclusive participation approaches and activities	20%
Participation in programs that support and promote community health and well-being (e.g., Good Sports Program)	20%
Demonstration of good organisation management and governance practices (e.g., strategic business plan club policies)	

- Where more than one seasonal sporting club is allocated a sporting pavilion and/or ground in the one season as co-tenants, then as co-tenants, the seasonal sporting clubs must share the rights and responsibilities in the manner specified in Attachment 1 - Seasonal Sporting Clubs Facility Maintenance Guidelines and Attachment 2 - Seasonal Sporting Clubs Ground Maintenance Schedule.
- Council may facilitate or initiate new shared seasonal use between 2 clubs to help manage demand for facilities and align club needs with the best fit facilities.
- If required a joint user agreement between the two tenant clubs will be implemented by Council in collaboration with the co-tenants to further document shared responsibilities.
- If, during the season, the condition of the sporting pavilion and/or ground deteriorates, Council may, in its discretion, reduce the hours or cancel the right of a seasonal sporting club to use a sporting pavilion and/or ground for protection of assets.
- Council may decline an application by a seasonal sporting club if there are no available sporting pavilions and/or grounds.
- Council will notify each seasonal sporting club by email, the outcome of their application. Successful applicants are considered to have agreed to the Terms and Conditions of Use on receipt of Council's confirmation of allocation email through IMS.

4. CLASSIFICATION OF SPORTING PAVILIONS AND GROUNDS

4.1 Rationale for classification

- There are a variety of standards of sporting pavilions and grounds in the municipality. Where possible these are matched to the different demands for varying standards of competition.
- Seasonal sporting clubs are required to pay a fee for the use of sporting pavilions and grounds. A fee system, confirmed by industry comparison, has been developed. The rationale for this system is to ensure that the fee is based on the standard of the ground used, level of usage of the ground, the nature of the sport (i.e., its impact on the ground) and the age of players (Refer to Section 6).

- To reflect this rationale, a four-tiered hierarchy of all sporting pavilions and grounds has been developed. The hierarchy differentiates between the standards required by different sports during different seasons and levels of competition and the maintenance undertaken for each level of ground (i.e., the fee for a higher standard ground is greater than the ground fee for a lower standard ground).

4.2 Sports Ground Rating Criteria

In determining the grading of a sporting pavilion and ground within the hierarchy, each is ranked by a set of weighted criteria.

The following table lists the criteria used for grading grounds. Each criterion is weighted from 0 - 4. Criteria weightings for grounds vary for each season, as indicated below.

TABLE 1: CRITERIA AND WEIGHTING USED FOR GRADING SPORTS GROUNDS

Criteria Category	Element	Seasonal Weighting	
		Summer	Winter
Quality of Playing Surface	Irrigation	2	2
	Drainage	1	1
	Small ground	0.5	0.5
	Large ground	1	1
	Baseball diamond	0	0
Sports Code Assets	Training lights	0	1
	Match lights	0	3
	Turf wicket	4	0
	Synthetic wicket	3	0
	Training nets	1	0
	Fixed scoreboard	2	2
	Coaches' boxes	0	1
Infrastructure	Sealed parking	1	1
	Unsealed parking	0.5	0.5
	Fenced playing surface	1	1
	Fenced reserve	2	2
	Grandstand	2	2
	Public toilets	1	1

The weightings for each criteria above are totalled to determine the grade for that Ground as per the grading table below.

Grading	Ground Points
A grade ground	8.5 + points
B grade ground	6.5 to < 8.5 points
C grade ground	4 to < 6.5 points
D grade ground	0 to < 4 points

4.3 Sporting Pavilion Rating Criteria

Each Sporting Pavilion is graded by a set of criteria that are weighted from 0 - 3. The following table outlines the weighting for each criteria.

TABLE 2: CRITERIA AND WEIGHTING USED FOR GRADING SPORTING PAVILIONS

Criteria Category	Criteria	Weighting Points
Condition of pavillion	Good	3
No change or amenity facilities, no canteen or social amenity	Average	2
Additional rooms (beyond the minimum rooms provided; change rooms, toilets and kitchen)	Umpires	1
	Social club facilities	2
	Kiosk/canteen	2
	Internal club toilets	1

The weightings for each criteria above are totalled to determine the grade for that sporting pavilion as per the grading table below.

The following table lists the range of points for each grade of sporting pavilion.

Grade of Facility	Pavilion Points
A grade	8 + points
B grade	5.5 to 7.5 points
C grade	3.5 to 5 points
D grade	1 to 3 points

In determining the grading of sporting pavilions, each one is assessed against the above criteria. The criteria weightings for each ground are totalled. A sporting pavilion grading is determined by the total points assigned for each sporting pavilion against the hierarchy shown above.

4.4 Sporting Pavilion and Ground Grades

The following table lists each sporting pavilion and/or ground by its grading, after having been assessed against the criteria outlined in Section 5.2. and 5.3. The grading of each sporting pavilion and ground forms the basis for the fee payable by the seasonal sporting club.

Reserve	Summer	Winter	Pavilion
A K Lines Reserve	A	A	A
Anthony Beale Reserve East	A	A	A
Anthony Beale Reserve West	B	B	
Banyule Flats Reserve North	B	C	A
Banyule Flats Reserve South	B	C	
Beverly Road Reserve	A	A	A
Burkitt Oval	C	C	
Binnak Park	A	A	A
Cartledge Reserve	B	A	A
Central Park	B	C	D
De Winton Park	A	A	A
Elder Street - soccer	A	A	A
Elder Street - baseball	B	B	A
Ford Park North	A	A	A
Ford Park South	A	A	A
Gabonia Reserve	B	B	A
Glenauburn Park	C	C	A
Greensborough College	A	A	A
Greensborough College soccer	A	A	A
Greensborough Park	A	B	D
Greensborough War Memorial Park	A	A	A
Heidelberg Park	A	A	A
Ivanhoe Park	A	A	A
James Street Reserve	C	C	C
Lower Plenty Park	A	A	A
Loyola Reserve	B	B	A
Macleod Park	A	A	A
Malcolm Blair Reserve	A	A	A
Montmorency Park	A	A	A
NJ Telfer Reserve	A	A	A
Olympic Park North	B	B	B
Olympic Park South	B	B	B
Olympic Park Soccer	-	A	A
Partington's Flat Reserve	A	A	A
Petrie Park	D	D	B

Reserve	Summer	Winter	Pavilion
Seddon Reserve	A	B	B
Shelley Park	A	A	A
Simms Road Reserve	B	B	A
Viewbank Reserve	D	D	D
Warrawee Park	D	D	-
Warringal Park	A	A	A
Whatmough Park	A	A	A
Winsor Park	B	B	B
Yallambie Park	B	B	B
Yulong Reserve	A	A	A
Yulong RFserve Baseball	A	A	B

5. FEE STRUCTURE

5.1 Fees

Fees and Charges are approved through the yearly budget process. The fee structure is based on recouping 15% of Council's expenditure on Sporting Pavilions and/or Grounds excluding one-off capital works. This percentage has remained constant since the first user guide was developed in 1996. Since that time fees and charges have been reviewed having regard to increases in CPI and current maintenance costs. Any fees and charges payable are subject to GST and all fees referred to in this Policy.

For a copy of current fees and charges refer to Attachment 3.

5.2 Calculation of Fees – Ground and Sporting Pavilion

Fees and charges will be indexed annually. Fees are calculated based on the following components:

- Sporting pavilion fee
- Ground fee
- Utility Fee.

Utilities

Commencing April 2023, clubs that receive an on costed invoice from Council for their utilities will receive an average seasonal cost based on the previous year's usage. These costs will be included with seasonal pavilion and ground allocation fees as an itemised utility fee on the club's invoice.

Ground Fee

Fees for grounds are based on the number of teams allocated the type of sport played and the standard of ground. Seasonal sporting clubs must pay the fee for each allocated sporting pavilion and ground. Please refer to Attachment 3 for fees and charges schedule per team per season for each grade of ground.

Sporting Pavilion

Fees for sporting pavilions are based on the standard of sporting pavilion.

Seasonal sporting clubs allocated an additional sporting pavilion for match use only will be charged at shared use rate i.e., at 50% of the full use rate.

Turf Wickets

Cricket clubs that are allocated a ground with turf wickets will be required to pay a fee in addition to the sporting pavilion and ground fee. This amount represents approximately 15% of the cost of maintaining a turf wicket.

Commercial Fees

Seasonal sporting clubs that are granted the right to use bar facilities within a sporting pavilion for both seasons (i.e., for 12 months of the year) will be required to pay an additional fee per annum.

5.3 Seasonal Sporting Club Discount Reward Points

Clubs can receive reward points to receive a discount in their seasonal fees for ground and pavilion (does not apply to utilities etc). Any discounts received by the club will be applied to the following season. The clubs will be required to supply and upload evidence via Council's IMS system and Council's Sport and Recreation team will assess if the seasonal sporting club has achieved the discount levels. Any discounts will be applied to the following seasons fees.

Points cannot be carried forward and points are not transferable to another Club.

5.4 Default in Payment

If the seasonal sporting club commits any breach or default in payment of the fees and charges payable to Council in accordance with these Terms and

Conditions of Use and the Policy or any other payment owing under these Terms and Conditions of Use and the Policy, the seasonal sporting club may not be eligible for:

- Hosting finals matches.
- Council-funded capital improvements to the ground and/or sporting pavilion.
- Grants provided by Council.
- Council support for grant applications to other agencies.
- Ground or sporting pavilion use in the following season.
- Discounts provided in 5.3.

Unless a mutually agreed payment plan is reached, the following process will be applied if the seasonal sporting club fails to pay any fees and charges owed to Council:

Club requirement to achieve a point	Points (total of 6 points in a year can be achieved per year)
Attend 2 Council sports development/networking training and information sessions within a year	1 Point
Provide evidence of club recycling and provide an invoice of contract or agreement	1 Point
Seasonal application and supporting documents received on time to Council (see section 2.3 as the reference)	1 Point
Good sports accredited	1 Point
Seasonal fees are paid to Council by the due date (i.e., within 30 days).	1 Point
Gender equity access and disability inclusion initiatives	1 Point

Points achieved by the Seasonal Sporting Club	% Discount club receives on user seasonal fees for the following season
6 Points	5% discount
3-5 Points	2.5% discount
0-2 Points	No discount

Period Overdue	Action
30 days	A reminder is issued requiring payment of the outstanding amount within 14 days. This may be a letter, email, or phone call to the contact officer of the seasonal sporting club.
60 days	A letter of demand. Advising that failure to pay in full or make a payment plan will jeopardise future seasonal allocations and legal action may be taken.
90 days	A further letter of demand will be issued for outstanding debt from Council's collection agency. Ward Councillor will be briefed of seasonal sporting club's failure to comply with terms.
120 days	If payment is not received or mutually agreed payment plan not reached action will proceed. Should legal action be necessary, the seasonal sporting club will be liable for all costs incurred for the recovery of the debt. All prior correspondence will be used as evidence of prior pursuit of the debt.

5.5 Payment Plan Requests

At any point in the default in payment process the seasonal sporting club may negotiate a payment plan with the exception of a Wind up/Bankruptcy order being issued. In the event of either of these orders being issued, payment is required in full. Payment plans must be achievable (i.e., the seasonal sporting club must be able to demonstrate that it will meet the repayments) and ensure that the fee for the season and all associated charges can be paid in full. Once the account has reached the legal action stage the only payment plan available is via direct debit. Legal action will be placed on hold until all monies owed are paid in full. Action will not be closed until the debt is paid in full.

Payment plans will only be considered in special extenuating circumstances. The process for Council's consideration is as follows:

1. Formal request to Council's Sport and Recreation team requesting consideration with all details included – arrears amount, reason for request and proposed payment plan. A current financial statement must also be included with request.
2. Request reviewed by Sport and Recreation and Finance teams.
3. Payment plan meeting – between club and Council to formally discuss and consider request if required.
4. Council staff to make recommendation and delegated for approval.

5. Club advised of decision.

6. Payment plan approved and formalised in an agreement with an annual review date.

If the seasonal sporting club has an outstanding debt or a defaulted payment plan at the commencement of the following season, the seasonal sporting club will not be considered for allocation of a ground and/or sporting pavilion and Council may by notice in writing terminate the permission to use the sporting pavilion and/or ground and any money held by Council will be forfeited to Council.

5.6 GST Liability and Reimbursement

If GST is imposed on any supply made under or in accordance with these Terms and Conditions of Use or the Policy, the amount payable for that supply

is increased by the amount of that GST. The party seeking payment must provide a tax invoice (or any other thing required under any legislation) in the form required, and in the time provided for, by the relevant legislation.

5.7 Registration of Seasonal Sporting Club

Particulars of the registration of the seasonal sporting club under the GST Act and the ABN Act must be given by the seasonal sporting club to Council prior to the start of the season and written notice of any changes must be given by the seasonal sporting club to Council within 14 days after the occurrence of any such change.

6. SECTION 2 - SPORT FACILITIES USER GUIDE

6.1 General Responsibilities – Seasonal Sporting Clubs

Vandalism and graffiti - The seasonal sporting club must maintain the sporting pavilion in accordance with Attachment 1 and any damage including vandalism, graffiti or burglaries or potential risk to the sporting pavilion and/or ground must be reported firstly to Sport and Recreation during business hours. After hours emergency call Council general number 9490 4222.

Clubs must also ensure that members, visitors, and supporters' activities do not degrade any vegetation or trees on reserves. Any damage or degradation to vegetation should be reported to Council immediately.

Graffiti and dumped rubbish can be reported via email enquiries@banyule.vic.gov.au. Include a photo, club name, venue and contact details. Any repair or maintenance that is commissioned by the sporting clubs will not be reimbursed by Council, unless prior approval has been given in writing by Council.

Cleanliness at vacate - At the end of the season the club must remove any club property items and

ensure that the sporting pavilion is left clean and tidy according to Council's standards as in Attachment 1. Council will take no responsibility for loss or damage to the seasonal sporting club's property. Council will inspect the sporting pavilion at the completion of the season to ensure no damage has been caused to the sporting pavilion requiring rectification by the seasonal sporting club, at its own cost.

If required, Council's Sport and Recreation team will conduct an onsite inspection with both seasonal clubs to facilitate changeover of keys and other relevant requirements

Other general responsibilities – Relevant Acts Comply with any official requirement, including but not limited to the provisions of the Liquor Control Reform Act 1998 (Vic); Equal Opportunity Act 1995 and 2010 (Vic); Occupational Health and Safety Act

2004 (Vic); Accident Compensation Act 1985 (Vic); Tobacco Act 1987 (Vic); Workers Compensation Act 1958 (Vic); Food Act 1984 (Vic); Environment Protection Act 1970 (Vic); Building Act 1993 (Vic) and Associations Incorporation Act 1981 (Vic).

6.2 Club Development

A committee representative and/or coach is required to attend at least two Council club development networking sessions per year, as advised by Council. Reward points will be provided for clubs attending two sessions per year. Clubs are welcome to attend additional sessions (Refer to Section 5.3).

6.3 Keys

Keys provided by Council to a sporting club are capped at a maximum of five sets per club. For any additional keys, a request must be made in writing to Council's Sport and Recreation team, and a fee of \$35 per key will be charged.

Clubs are required to maintain their own register of the keys provided by Council; a copy of this register is to be provided to Sport and Recreation via IMS system at the beginning of each season with details of key holder. If clubs do not provide a key register, clubs will be required to return keys to Council at the end of the season for collection the following season (documents required for auditing purposes).

Clubs are responsible for the security of pavilions and will be liable for the cost of missing internal padlocks and keys. Under no circumstances are keys to be loaned to any other club, association, organisation, school, or person. Non-compliance may result in withdrawal of ground and pavilion usage.

Clubs are not permitted to add or change locks, nor should any keys be copied. Contractors and Council officers always require access to all areas of the pavilion. Clubs found to have installed their own locks will be charged for the locks to be changed back to the Council lock system.

Lost or stolen keys must be reported to Council Sport and Recreation team by the responsible club immediately after becoming aware of the loss. Council may replace all locks in the event of keys being lost or stolen. The cost of replacing the locks will be charged to the club.

6.4 Alarms

Where the sporting pavilion has a security alarm, the seasonal sporting club must provide the alarm code or key to Council for the purposes of accessing the sporting pavilion for maintenance work and inspections.

Council will pay half the cost of installing an approved security alarm system where the sporting pavilion does not currently have one installed. If the seasonal sporting club wishes to install a security system at the sporting pavilion it must lodge a written request with Council. All alarm maintenance, monitoring and call out costs are the responsibility of the seasonal sporting club.

As part of insurance, a condition is that seasonal sporting clubs must set the alarm (if available) after each session or use.

Where Council accesses the sporting pavilion and activates the alarm due to not having an alarm key or code, or Council is given an incorrect or old code, all costs associated with the alarm activation (e.g., callouts) will be the responsibility of the seasonal sporting club. All other alarm call outs (e.g., false alarms) will be at the sole cost of the seasonal sporting club.

Due to privacy regulations clubs must seek advice and permission from Council before installing any CCTV in the sporting pavilion.

6.5 Storage

All club property must be stored in designated storage spaces. Items must not be stored in other areas that are not designated for storage, e.g., toilets and shower facilities.

Where the sporting pavilion is shared with the co-tenant, storage spaces must be shared between the seasonal sporting club and the co-tenant or in allocated storage spaces.

Clubs required to:

- Ensure that all indoor furniture or other items that may be used outside are returned indoors or removed at the end of each use, including match day or training sessions.
- Remove their equipment at the end of the season, to allow for the incoming seasonal club.
- Ensure accessible change and toilets are not to be used for storage of equipment at any time.

6.6 Smoking

Smoking is prohibited in the sporting pavilion. It is the seasonal sporting club's responsibility to enforce this requirement. No smoking signs can be provided by Council upon request.

Underage sporting events smoke free

- Smoking is banned within 10 metres of any outdoor sports venue during an under-age sporting event.
- The ban complements and provides legislative support to existing smoke-free policies at sports venues.

By law, smoking is banned within 10 metres of any public outdoor sporting venue during an organised under 18s event. The ban includes training or practice sessions to prepare for an organised underage sporting event and breaks or intervals during the event, training or practice session.

Diagram examples of non-smoking areas at netball courts, football, soccer and cricket grounds can be found at

www.health.vic.gov.au/tobacco-reform/under-age-sporting-events-smoke-free

www.quit.org.au/resources/sporting-groups/-clubs-become-smoke-free

6.7 Signage at Sporting Pavilions and Grounds

Sponsorship and associated advertising at sporting venues is a common and necessary component of the financial sustainability of many sporting clubs. Advertising can include signs attached to buildings, match days signs, and freestanding reserve entrance signs as well as temporary community notices. While Council understands the role of sponsorship and commercial advertising in supporting recreational groups and sporting clubs, it also recognises the community's expectation in relation to limiting advertising in open spaces. Accordingly, signage requirements must be met, and a planning permit and land manager consent may also be required. Advertising of alcohol and gambling through sponsorship is not permitted on Council land.

Clubs are advised to liaise with Sport and Recreation initially regarding any signage queries, noting that a planning permit and land manager consent may also be required.

- Development Planning (03) 9457 9808 or via email on enquiries@banyule.vic.gov.au www.banyule.vic.gov.au/Planning-building/Do-I-need-a-permit
- If the Club has a set of dimensions plans, to scale demonstrating the sign(s) and a description of the signage, application for approval of signage can be made at www.banyule.vic.gov.au/Planning-building/Apply-for-a-new-planning-permit

The following outlines a summary of some of the typical signs at sporting reserves.

Signs attached to buildings – Land Manager Consent required

- No more than six signs are permitted, and each sign must not exceed 2m². Signs must not advertise alcohol or gambling.
- The sign(s) should be located so that they integrate with a building's architectural features and are proportionate with any signs used with the facade's design.
- Signs should not be located above the roofline or extend from the building, whether attached to the building or on a supporting structure at an angle to walls or other parts of the building.
- Signs will only be permitted on buildings directly related to the lease, license or seasonal tenancy of the applicant for the sign. This includes pavilions, scoreboards and coaches' boxes.
- Signs can be located on a building facade facing a main road. However, if the main road is in a Road Zone Category 1, the consent of VicRoads may be required.

Freestanding reserve entrance signs – Public Land Manager consent required

A freestanding sign should be located at the reserve entrance to identify the clubs or groups occupying the facilities and, where relevant, provide recognition of major sponsors.

If there is more than one occupier of the facilities at the reserve, Council must be provided with written acknowledgement, signed by all parties, that there is an amicable agreement on apportioning signage

rights. Where this is not obtained, the sign will need to be removed at the end of each seasonal allocation by the group that has obtained the sign. The sign must not be illuminated or floodlit.

Match day only signs

Council permits sporting clubs to display temporary advertising signs on buildings, fences, goal posts and similar structures when teams are playing at their grounds, either on match days or nights when they are competing against other clubs. Temporary

signs cannot be displayed during training sessions or registration days.

Match day signs must comply with the following requirements:

- Only one major sign, measuring no more than 12m².
- Additional signs must not be larger than 4m².
- All temporary signs must be securely fixed to fencing or structures, particularly to perimeter fencing on an oval to prevent injuries to players.
- Match only signs may be displayed no more than three hours before the start of matches on a day and must be removed by the club or its associates within two hours of the match finishing.
- Where a match only sign is displayed after 4pm on a match day and it is to be displayed the following day because of additional matches, the match sign may remain in place overnight but only with written approval from Council's Sport and Recreation team.

Signs which do not comply with these requirements may be removed and may lead to a fine and payment of any associated costs.

Council reserves

Approval is required to display advertising signs at Council reserves and in many cases requires a permit. Contact Council to discuss.

Community notice boards

Sporting clubs often want to promote events, such as registration days, with a temporary sign. These signs can be displayed but only with written approval from Council.

Additional temporary signs can also be displayed at other locations. For more information visit:

www.banyule.vic.gov.au/local-lawpermits

www.banyule.vic.gov.au/Events-activities/Planning-an-event-in-Banyule/Street-stall-and-temporary-advertising-permits

6.8 Food permit

If the seasonal sporting club sells food, including alcohol, it must hold a current Food Act Registration Certificate. The seasonal sporting club must not sell unpackaged food without the prior written consent of Council. Consent will not be granted if the sporting pavilion does not comply with the requirements of the Guidelines for Food Premises Design and Equipment based on the ANZFA Food Safety Standard 3.2. 3.

A copy of the Food Act Registration Certificate must always be displayed in the sporting pavilion.

6.9 Liquor Permit

Council provides reward points for clubs that are enrolled in the Good Sports Program and have a Good Sports policy. Run by the Alcohol and Drug Foundation (ADF), an independent and not for profit organisation, funded by state and federal governments.

The ADF is committed to building strong communities and limiting the harm caused by alcohol and other drugs. goodsports.com.au/about-good-sports/

The seasonal sporting club must:

- Seek the prior written consent of Council before applying for any licence or permit under the Liquor Control Reform Act 1998 (Vic) (licence or permit), or applying for any variation, removal, transfer, surrender or release of the licence or permit or nominating any person to be a licensee or permittee.
- Produce the licence or permit to Council for inspection upon demand.
- Display on club facility premises the liquor licence or permit and documents, as required by the Liquor Licencing Commission.
- Comply with any conditions of the licence or permit imposed by Council.
- Provide Sport and Recreation with a copy of the red line plan.
- Comply with all conditions of the licence or permit and all laws relating to the licence or permit.
- Not allow the licence or permit to be cancelled or suspended.

- Renew the licence or permit and notify Council in writing within 14 days of the renewal.
- Promptly notify Council in writing, if the licence or permit is cancelled or suspended or if the seasonal sporting club receives any notice, summons or fine in relation to the licence or permit.
- Indemnify the Council for any damages or costs incurred in relation to the licence or permit or a breach of this clause by the seasonal sporting club.
- Surrender the licence or permit within 21 days of receiving a written notice from Council, which Council may give to the seasonal sporting club if the seasonal sporting club's use of the ground and/or sporting pavilion is causing or likely to cause a nuisance to local residents.
- Council can request a club amend their liquor licence that does not comply with pavilion use/times, as specified in section 9. The club will be responsible for any costs incurred.
- Council must be informed prior to clubs requesting a temporary liquor licence for any event including lunches, wakes, or any other community event outside of club hours.
- Amending a liquor licence needs the consent of Council prior to sending application to Victorian Commission for Gambling and Liquor Regulation (VOGLR) or relevant body.

6.10 Litter

Clubs are responsible for all litter generated by their activities (including pavilion and ground use) and are required to always ensure the removal of litter, noting the following:

- Clubs receive a quota of bins, which are emptied twice weekly, and clubs are required to place their bins in the designated area for collection the night prior to bin collection and return to bin cage.
- The club must dispose of any litter generated beyond the capacity of these bins by club patrons.
- The bins should not be accessible to the public to avoid the dumping of rubbish, theft and burning of bins.
- A charge will apply when bins are missing from the set quota.

- Should Council be required to clean the reserve of any additional rubbish generated by the club, this service will be charged to the responsible club.
- The seasonal sporting club is responsible for reporting any dumping of litter at the ground to Council.
- Council encourages and supports recycling initiatives. Reward points are also given to clubs that recycle.

6.11 Public Toilets

Council will maintain public toilets located on the reserve, this includes free standing public toilet blocks and public toilets attached to sporting pavilions that are open to the public daily. Clubs responsible for opening, closing, and cleaning of toilets, which are located within a sporting pavilion and are only open on match days and training days for members of and spectators of the seasonal sporting club.

6.12 Public Land Manager Consent (PLMC)

Council has a responsibility to ensure that all works undertaken on community assets and land are carried out in a safe manner. The PLMC process ensures that users of Council owned, managed, or controlled public land comply with policy, legislation, and regulatory standards.

Examples of projects can include scoreboards, shade structures, alterations to Council facility.

Clubs are advised to contact Council's Sport and Recreation team in the first instance to discuss the project or works that the club is considering or planning. This contact should be made at least six months in advance of seeking approval.

When Council is funding and undertaking a project PLMC is not required. Property Services will liaise with the Capital Projects Department and check the approved Capital Works Program, to identify any potential building encroachment issues or anomalies.

PLMC request and further information is available and managed from the Property Services Team. See also www.banyule.vic.gov.au/About-us/More-in-about-us/Public-land-manager-consent-request

7. GROUNDS AND ENVIRONMENT INFORMATION

7.1 Sports Field Lighting

Sports field lighting on the ground must only be used for training and competition match purposes or approved night games. Sports field lighting use for special events will be restricted to the hours of use as nominated by either a planning permit (if the seasonal sporting club has one) or as otherwise prescribed by these Terms and Conditions of Use and the policy.

Sports field lighting must only be used during the times of use allocated to the seasonal sporting club and must not be operated beyond 9.00pm Monday – Friday and beyond 6.00pm on Saturday and Sunday, unless prior written approval is granted by Council.

7.2 Night Games Requests and Use

The seasonal sporting club must obtain written consent to conduct night games. Not all grounds are suitable for night games, particularly reserves situated near residential areas.

Seasonal sporting clubs are required to make a written request for night games, prior to the commencement of the season.

Conditions for night games include:

- A lighting audit report may be required to confirm the sports field lighting and light levels comply with the Australian standards. All costs associated with a lighting audit will be met by the seasonal sporting club.
- Submitting a night game management plan that sets out in detail the date, time and location of the night game including schedule for letterbox drop to inform residents within a 500m radius of the ground the details of the night game.

7.3 Cricket Wicket Cover & Uncover

Cricket pitches will be covered and uncovered by Council contractors during the changeover period between the seasons. This will be done with a protective synthetic cover, granulated rubber particles or soil depending on the pitch.

The seasonal sporting club must advise Council when the season has finished. Council will then arrange for the works described in Clause 5.6.1 to take place.

General Requirements:

- The Summer seasonal sporting club must clean the synthetic wicket with a high-pressure cleaner at least once during the season.
- Where minor repairs are required to a synthetic pitch, training pitch or the total synthetic pitch requires replacement, the cost will be shared equally between Council and the seasonal sporting club. Council's contribution to the repairs and replacement costs are subject to Council's budget availability.
- Where damage or deterioration of the concrete component(s) of a pitch is discovered by the seasonal sporting club this should be reported to Council.

7.4 Portable Soccer Goalposts (PSG)

Portable Soccer Goalposts (PSG) are required to be stored away after each training or competition session. Clubs need to ensure when using the PSG for training and/or competition that the PSG comply with the AS EN 16579 2020 Playing Field Equipment – Portable and Permanent Socketed Goals/Functional Safety Requirements and Test Methods.

Council reserves the right to remove at the cost of the seasonal sporting club any PSG that Council believes is not compliant with the appropriate standards and requirements contained in these Terms and Conditions of Use.

7.5 Environmental Matters

Clubs must ensure they comply with Council's Actions for zero net emissions plan, to progress Council's goal to be a carbon neutral organisation by 2028 and a carbon neutral community by 2040, and must actively participate with Council's strategies to:

- reduce energy consumption and greenhouse gas production.
- reduce water consumption.
- reduce waste production.
- reduce use of chemicals and fertilizers.
- recycle.
- control litter.
- protect and enhance vegetation, natural habitat and waterways on the ground.

Clubs must discuss any fixture/fitting items for the facility with a Sport and Recreation officer before purchasing

7.6 Ground Maintenance

Council's Parks & Natural Environment team are responsible for the maintenance and management of 46 sports fields across the municipality. This includes the mowing of fields weekly - weather permitting - and seasonal programs including weed and pest control, fertilising, aerating and general turf maintenance.

7.7 Finals Use

Council will not permit the use of the ground and/or sporting pavilion for finals matches without a written application from the Sporting League/Association.

8. OPERATING HOURS FOR SPORTING PAVILIONS

Times of use of a sporting pavilion is bound by the following operating hours:

Day of the Week	Operating Hours
Monday to Thursday	4.00pm - 10.00pm
Friday	4.00pm - 12.00am
Saturday	8.00am - 12.00am
Sunday	8.00am - 10.00pm

- Seasonal sporting clubs are not permitted to use the allocated sporting pavilion outside the times specified above unless approved in writing by Council. All requests for a variation to the operating hours must be submitted in writing for approval by Council, in its sole discretion.
- Where seasonal sporting clubs have hours of operation specified by a Planning Permit issued by Council in its capacity as Responsible Authority under the Banyule Planning Scheme and the operating hours in the Planning Permit differ from those specified in Section 6.1, the lesser of such operating hours will apply.

Casual Use

In addition to seasonal sporting club use, grounds are frequently used by casual users for purposes of social gatherings, casual sport, festivals etc.

Council supports the use of grounds by casual users and can allocate grounds on request, providing the granting of such consent does not constitute overuse of the ground or is considered detrimental to the use of the seasonal sporting club.

- Clubs are not to provide permission to any groups or schools for casual use. These requests must be directed to Sport and Recreation to discuss.
- A casual user will not be permitted to use sporting pavilions or sports field without Council's prior written approval. Council will inform the seasonal sporting club of any proposed use of sporting pavilions/sports field by a casual user during the season. For example, Community Groups, market stall, car shows.
- A casual user may request the use of floodlights. In this case, the seasonal sporting club will be advised and may charge the casual user a fee appropriate to the agreed use.

- If a seasonal sporting club requests to use a sporting pavilion outside its allocated season for a one-off function, e.g. a Christmas function, wake or luncheon, must obtain Council's prior written approval. Approval and the setting of a fee will be at the sole discretion of Council.

Casual School Use

- Casual school use is generally confined to school hours (i.e., 9.00am to 3.30pm Monday to Friday, excluding public holidays and school holidays).
- When the school requests to use a ground outside of school hours, the seasonal sporting club will be consulted to determine whether there is any potential conflict of use.
- A casual user being a school will be permitted to use toilet facilities at a sporting pavilion on the ground, provided that the toilet facilities are externally accessible, or agreed upon with Club.

9. SUB-LETTING OF FACILITIES

A sporting club granted permission to use a sporting pavilion and/or ground for the season must not assign or transfer the right of use to any other organisation or body or allow any other organisation or body to exercise the right of use granted to the sporting club.

Sporting Clubs must not hire out the facility to other parties/groups and must not have signage advertising the facility is for hire.

ATTACHMENT 1 – SEASONAL SPORTING CLUBS FACILITY MAINTENANCE GUIDELINES

Appendix A: Facility Maintenance Guidelines

Pavilion Maintenance Schedule - Football, Cricket, Soccer and Baseball

The table below outlines in detail the Standard Maintenance Responsibilities, it includes standards or frequencies required.

Item	Council Responsibility	Sporting Club Responsibility	Comments
Air conditioning, evaporative coolers and fixed ventilation fans. (Internal)		X	Cleaning of filters and checking of system. Regular maintenance, servicing, repairs and replacement
Alarms		X	All fees, maintenance, repairs of alarms and call out costs. Supply of codes/keys to Council for maintenance access. Refer to User Guide 6.4
Cleaning		X	Refer to Cleaning General Guidelines.
Clocks		X	
Doors, roller doors, roller shutters, grills, door furniture, door closers and locks. (excluding lock cylinders).	X	X	Council Maintenance and repairs of external doors. Club Maintenance and repairs of internal doors.
Earth leakage circuit breaker	X		
Electricity supply mains, sub-mains and switchboards.	X		All repairs and maintenance
Electrical wiring, power points, and light fittings.	X	X	Council Repair and maintenance of faulty fixtures, fitting and wiring. Club Replacement of light globes and fluorescent tubes.
Exit signs and emergency lighting	X		Twice yearly.

Item	Council Responsibility	Sporting Club Responsibility	Comments
Fire prevention and detection equipment (portable) e.g. Fire extinguishers, hoses, and cabinets.	X	X	All maintenance and regular servicing. Recharges after fire related discharges. Club will be charged for costs incurred for recharging after non-fire discharges, and replacement costs for items missing or stolen.
Fixtures, fittings and equipment.		X	As per clause 7.5, clubs must comply with Council's Actions for zero net emissions plan and consult with an Sport and Recreation prior to purchasing any items for the facility - Includes free standing and permanent built-in equipment and appliances including but not limited to microwave ovens, fridge/ freezers, heaters, washing machines, shelving, telephones, photocopiers, ovens, stoves, dishwashers and ceiling fans.
Floors and floor coverings - cleaning		X	To cleaning guidelines.
Floor coverings - repair		X	
Floor coverings - replacement		X	
Floor coverings (timber) - maintenance		X	
Furniture and equipment		X	
Grease taps		X	
Gutters and downpipes	X		Twice yearly.
Heaters (Internal)		X	
Keys, locks cylinders and padlocks	X	X	Council Vandal damage to external locks/doors. Club All internal.
Lift	X		

Item	Council Responsibility	Sporting Club Responsibility	Comments
Painting - external	X		Based on maintenance cycle.
Painting - internal		X	Based on maintenance cycle.
Pest, vermin control and eradication.	White Ant (termite)	All other	By qualified tradespersons as and when required to Australian Standards and the requirements of Council's Health Department.
Plumbing maintenance, including hot water service, roof plumbing, storm water, water and gas pipes	X	X	Council Council will investigate connections and replacement of faulty fixtures, fittings, and piping. Club Club are responsible for minor fixes i.e. tap washers, cleaning the grate covers.
Public toilets	X	X	Council All maintenance if open to public daily. Club All cleaning if only open to public on match and training days.
Sanitary bins		X	Club to provide a sanitary bin in the accessible toilet and in the women's/unisex toilets. Club to provide stickers on doors on toilet doors that have a sanitary bin. Club responsibility for providing sanitary bins and emptying.
Security alarms	X	X	Council 50% installation costs of security alarm. Club 50% installation cost of security alarm. All monitoring fees, maintenance, repairs and call out costs. Refer to User Guide
Security grills and screens	X		6.4.
Security lighting	X		Council carries out annual inspections for all external security lighting.
Septic tank pump outs	X		
Sewer blockages	X		
Sewer pumps	X		

Item	Council Responsibility	Sporting Club Responsibility	Comments
Smoke detectors		X	
Structural maintenance Including footings, foundations, stumps, timber frame, roof, walls, ceilings, doors, window frames (except glazing), floors, verandas, balustrades and handrails.	X		
Rainwater tanks and associated drainage, plumbing and pumps		X	
Telephone, data wiring, television antennas and Wi-Fi		X	
Test and tag		X	Clubs need to test and tag seasonally.
Tiles - internal wall and floor	X	X	Council Responsibility for ageing tiles. Club Responsible for replacing tiles due to damage or misuse.
Trees - removal and pruning.	X		
Vandalism, including break-ins	X	X	Council Repairs to the structure of the Sporting Pavilion, external doors and windows. Club If deemed poor supervision by the club, the club will be responsible for all costs
Walls (internal), partitions and ceilings		X	
Water leakage	X	X	Council From street connection to pavilion. Club Within pavilion.
Windows - glazing replacement	X	X	Council All external. Provided not required to neglect or poor supervision by the club, ie an external window broken from inside the club rooms Club All internal.

Cleaning General Guidelines

Sub Area	Task	Cleaning Method	Daily	Weekly	Fortnightly	Other	Comments
REGULAR CLEANING (Where applicable)							
Entrances/External							
External and under cover pavement, entrance mats	Clean	Vacuum mats, sweep pavement	*				Remove mats clean and replace, remove litter, leaves, cigarette butts etc.
Entrance doors, entrance glass	Clean	Spot clean with glass cleaner	*				Must be smear free finish (method & water).
Doors, walls	Clean	Spot clean				*	Using all-purpose cleaner, as required.
Ledges, and sills	Clean	Damp wipe down	*				Using clean damp cloth.
High dusting areas	Clean	Cobweb broom (damp cloth)				Monthly OaR	Includes ledges, cobwebs etc.
Main areas: Offices, Meeting Rooms and Reception Areas							
Parquetry/timber	Clean	Fringe mop then mop with neutral disinfectant/ detergent	*	Or as Req			Remove all spills and soil (i.e. Gym clean or equivalent) / Buff weekly.
Hard floors (tiles)	Clean	Wash with a solvent base detergent	*				Must be smear free.
Vinyl floors	Clean	Fringe mop. Mop with disinfectant/ neutral detergent (Daily)	*	*			Machine polish floors weekly/i.e. non-slip retarded mop shine.
Carpet & corners	Clean	Vacuum, spot clean stains	*				Under furniture, edges etc / Using solvent based spotter.
Glass doors, partition glass	Clean	Spot clean with glass cleaner	*				Must be smear free.
Doors, walls	Clean	Spot clean		*			Using all-purpose cleaner.
Skirtings, ledges	Clean	Damp wipe down		*			Using a clean damp cloth.
Desks/tables/ bench tops	Clean	Wipe down	*				Wipe around objects using an impregnated cloth, smear free.
Furniture	Clean	Damp wipe down		*			Using a clean damp cloth.
Waste bins	Empty	Empty & replace bin liner	Or as Req				Empty, replace, rubbish to central collection point.
Waste bins	Clean	Wash and wipe		Or as Req.			With mild detergent/ disinfectant.
Recycling paper boxes	Empty	Empty and replace		Or as Req.			Empty, replace, paper to central collection point.
High dusting areas	Clean	Damp wipe down, remove cobwebs				Monthly OaR	Remove all dust, cobwebs (broom) etc.

Sub Area	Task	Cleaning Method	Daily	Weekly	Fortnightly	Other	Comments
Passageways and Storerooms							
Parquetry/timber	Clean	Fringe mop then mop with neutral disinfectant/ detergent	*	Or as Req			Remove all spills and soil (i.e. Gym clean or equiv) / Buff weekly.
Carpet corners	Clean	Vacuum, spot clean stains	*				Using solvent based spotter.
Doors and walls	Clean	Spot clean		*			Using all-purpose cleaner.
Fittings, skirtings and ledges	Clean	Damp wipe down	*				Using a damp cloth.
High dusting areas	Clean	Damp wipe down, remove cobwebs				Monthly OaR	Remove all dust and cobwebs (broom).
Kitchen Areas/Tea Point Areas							
Vinyl Floors	Clean	Fringe mop. Mop with disinfectant/ neutral detergent (Daily)	*	*			Machine polish floors weekly/i.e. non-slip retarded mop shine.
Sink, bench tops and appliances	Clean	Wipe down and clean with an all purpose cleaner	*				Abrasive powder such as Ajax or equivalent.
Doors, walls	Clean	Spot clean	*				Using all-purpose cleaner
Fittings, skirting and ledges	Clean	Damp wipe down	*				Using a damp cloth.
High dusting areas	Clean	With cobweb broom (damp cloth)				Monthly OaR	Includes ledges, fans, vents, cobwebs, etc.
Waste bins	Empty	Empty & replace bin liner	Or as Req.				Remove, rubbish to central collection point, replace.
Waste bins	Clean	Wash and wipe		Or as Req.			Using detergent - disinfectant
Toilet Areas/Changerooms							
Consumables	Replace	Replace as required	*				Wipe dispensers free of finger marks.
Sinks, basins, bench tops, & fittings	Clean	Wash & clean	*				Abrasive powder such as Ajax or equivalent.
Mirror & glass	Clean	Spot clean with glass cleaner	*				Must be a smear free finish.
Toilet & seat furniture	Clean	Scrub & flush	*				Using a disinfectant (liquid bleach).
Walls (tiles)	Clean	Spot clean, Remove stains		Or as Req.			Must be streak free finish.
Walls (other)	Clean	Spot clean		*			Using all-purpose cleaner.
Floors (tiles)	Clean	Damp mop	*				Using a detergent - disinfectant. Non-slip

Sub Area	Task	Cleaning Method	Daily	Weekly	Fortnightly	Other	Comments
Floors (vinyl)	Clean	Fringe mop. Mop with disinfectant/ neutral detergent	*	*			Machine polish floors weekly/i.e, non-slip retarded mop shine.
Sanitary units	Clean	Damp wipe down		*			Using a clean damp cloth
Doors & partitions	Clean	Damp wipe down	*				Must be streak free finish.
Waste bins	Empty	Empty & replace bin liner	Or as Req.				Remove, replace, rubbish to central collection point.
Wasta bins	Wash	Wash & wipe		Or as Req.			Using a clean damp cloth with mild detergent
Urinals	Clean	Scrub and Flush	*				Using a powder abrasive & disinfectant, smear free finish.
Skirtings & ledges	Clean	Damp wipe down	*				Using a clean damp cloth.
High dusting areas	Clean	With cobweb broom (Damp cloth)				Monthly OaR	Includes ledges, vents and cobwebs.
PERIODIC CLEANING (Where applicable)							
Shell glass	Clean	Wash with streak free detergent and squeegee dry				Mar, Sep	Internal and external shell glass to be cleaned.
Partition glass	Clean	Wash with streak free detergent and squeegee dry				Mar, Sep	Internal and external partition glass to be cleaned.
Carpet	Clean	Steam clean and remove all stains				Mar, Sep	All carpet areas, using water base cleaner.
Vinyl floors - sheet vinyl/tiles	Reseal	Strip and reseal with a quality vinyl seal				Apr/Aug & Dec	All vinyl sheet and tile areas - 3 coats with buff after each coat. Additional 2 coats & buffs after one week.
Vinyl floors - low maintenance types	Clean	Scrub wash and buff clean with white pad				Apr/Aug & Dec	All tarkett / tapiflex / Sommer 2000 vinyl areas.
Floors (ceramic tiles)	Clean	Wash				Apr/Aug & Dec	Acid wash, final wash with non-slip detergent.
Floors (other)	Clean	Wash and clean				Mar, Sep	Non-slip.
Walls	Clean	Scrub-wash				Yearly	Using a solvent-based grease cutter.
Refrigerators	Clean	Defrost, clean thoroughly with neutral detergent				Mar, Jun, Sept & Dec.	Quarterly. Defrost all non-defrost units, restack & leave on.
Ovens/stoves/ microwaves	Clean	Clean thoroughly with neutral detergent				Mar, Jun, Sept & Dec.	Quarterly. Leave smear free.
Light fittings	Clean	Wash and Wipe				Jun, Dec.	Half yearly. Leave smear free.

ATTACHMENT 2 – SEASONAL SPORTING CLUBS GROUNDS MAINTENANCE SCHEDULE

Football, Cricket, Soccer and Baseball

The table below outlines in detail the Standard Maintenance Responsibilities maintained by the Council (Building & Civil Works, Planning, Parks and Gardens) and includes standards or frequencies required.

Maintenance Item	Council Responsibility	Seasonal sporting club's Responsibility	Standard or frequency.
Coaches' boxes	Nil.	All.	Prior approval required from Building and Civil Works, and Parks and Gardens. In accordance with Council's standards from time to time.
Cricket pitches - cover and uncover	All.	Nil.	In accordance with the Terms and Conditions of Use.
Cricket pitch – concrete base	All.	Nil.	Replacement as required and subject to budget availability.
Cricket pitch – synthetic surfaces	Total cost of repairs. Half cost replacement	Nil. Half cost of replacement.	In accordance with the Terms and Conditions of Use
Cricket pitch – turf	All.	Nil.	
Cricket pitch – turf covers	Nil. Council staff will not be responsible for placing or removing covers.	All, including placing or removing covers.	
Fencing and Gates - maintenance	All.	Nil.	
Football Goalposts	All.	Protective equipment i.e., matting. Removal after use and store.	To competition/association standard.
Hard Rubbish	Nil	All.	

Maintenance Item	Council Responsibility	Seasonal sporting club's Responsibility	Standard or frequency.
Line marking	Nil.	All.	In accordance with the Terms and Conditions of Use.
Litter / Rubbish	Green bin rubbish collection of waste situated inside Council bin(s)	Removal of all rubbish from the Sporting Pavilion, Ground and surrounding areas of the Reserve immediately following each use.	
Scoreboard – installation and maintenance	Nil.	All.	Prior approval required from Council (Building and Civil Works, and Parks and Gardens). In accordance with Council's standards from time to time.
Spoon drains	All.	Nil.	
Sports field lighting –	<p>Council will be responsible for all maintenance works on sports field lighting.</p> <p>The changing of globes and aiming of lights will be on costed to clubs.</p> <p>If a cherry picker is required, the cost of this may be passed onto clubs if the issue is globe or aiming of lights.</p> <p>An arrangement may be made between Council and seasonal sporting clubs regarding the use of club member's cherry picker.</p>	<p>Maintain, repair or replace existing light poles, foundations, underground/ above ground cabling and switchboard(s) installed by the seasonal sporting club.</p> <p>If a cherry picker is required, the cost of this will be passed onto the club if the issue relates to a globe replacement or aiming of lights. Clubs may be responsible for costs to investigate electrical repairs and damage to the sports field lighting.</p>	<p>In accordance with the Terms and Conditions of Use.</p> <p>Prior Council approval and Council supervision required and works to be undertaken by qualified tradespersons.</p> <p>Upgrades must meet legislative requirements and standards determined by Council from time to time.</p> <p>As required.</p>

Maintenance Item	Council Responsibility	Seasonal sporting club's Responsibility	Standard or frequency.
Soccer Goalposts – fixed	All.	Netting to be attached with velcro, cable ties or similar. Removal after each use and at end of each season.	To competition/association standard.
Soccer Goalposts – portable (Portable soccer goalposts – PSG)	Nil.	All.	In accordance with the Terms and Conditions of Use.
Sports ground surfaces	Mowing. Top dressing, fertilising, over sowing and weed control.	Nil. Nil.	Once per week, weather permitting. Once per week (Spring), if required.
Sports ground watering, irrigation and sprinkler controls	All.	Nil.	As and when required in accordance with water restrictions and approved water allocations.
Trees – removal and pruning.	All.	Nil.	By qualified tradespersons as and when required in accordance with Council policy and legislative requirements.

ATTACHMENT 3 – SEASONAL SPORTING CLUB FEES AND CHARGES SCHEDULE 2022-2023

Note - The fee structure is reviewed and approved through the yearly budget process having regard to increases in CPI and current maintenance costs. Refer to clause 5.1 in User Guide.

At time of User Guide development, the below fees and charges had been adopted.

Fees and Charges	GST Status	Fee type Council (C) or Statutory (S)	Budget 2022/23 Freq	Budget 2022/23 Fees & Charges
A Grade Summer (per team)	Taxable	C	per term	618.00
A Grade Winter (per team)	Taxable	C	per term	1,215.00
B Grade Summer (per team)	Taxable	C	per term	518.00
B Grade Winter (per team)	Taxable	C	per term	1,095.00
C Grade Summer (per team)	Taxable	C	per term	425.00
C Grade Winter (per team)	Taxable	C	per term	1,020.00
D Grade Summer (per team)	Taxable	C	per term	335.00
D Grade Winter (per team)	Taxable	C	per term	925.00
A Grade Summer (per team) - Women and Veteran	Taxable	C	per term	309.00
A Grade Winter (per team) - Women and Veteran	Taxable	C	per term	607.50
B Grade Summer (per team) - Women and Veteran	Taxable	C	per term	259.00
B Grade Winter (per team) - Women and Veteran	Taxable	C	per term	547.50
C Grade Summer (per team) - Women and Veteran	Taxable	C	per term	212.50
C Grade Winter (per team) - Women and Veteran	Taxable	C	per term	167.50
D Grade Summer (per team) - Women and Veteran	Taxable	C	per term	462.50

Fees and Charges	GST Status	Fee type Council (C) or Statutory (S)	Budget 2022/23 Freq	Budget 2022/23 Fees & Charges
A Grade Summer (per team) - Junior	Taxable	C	per term	61.80
A Grade Winter (per team) - Junior	Taxable	C	per term	121.50
B Grade Summer (per team) - Junior	Taxable	C	per term	51.80
B Grade Winter (per team) - Junior	Taxable	C	per term	109.50
C Grade Summer (per team) - Junior	Taxable	C	per term	42.50
C Grade Winter (per team) - Junior	Taxable	C	per pavilion	102.00
D Grade Summer (per team) - Junior	Taxable	C	per pavilion	33.50
D Grade Winter (per team) - Junior	Taxable	C	per pavilion	92.50
A Grade Winter Full Use	Taxable	C	per pavilion	1,310.00
B Grade Winter Full Use	Taxable	C	per pavilion	1,015.00
C Grade Winter Full Use	Taxable	C	per pavilion	730.00
D Grade Winter Full Use	Taxable	C	per pavilion	467.00
A Grade Summer Full Use	Taxable	C	per pavilion	1,310.00
B Grade Summer Full Use	Taxable	C	per pavilion	1,015.00
C Grade Summer Full Use	Taxable	C	per pavilion	730.00
D Grade Summer Full Use	Taxable	C	per pavilion	465.00
A Grade Winter Shared Use	Taxable	C	per pavilion	658.00
B Grade Winter Shared Use	Taxable	C	per pavilion	507.00
C Grade Winter Shared Use	Taxable	C	per pavilion	367.00
D Grade Winter Shared Use	Taxable	C	per pavilion	237.00
A Grade Summer Shared Use	Taxable	C	per pavilion	657.00
B Grade Summer Shared Use	Taxable	C	per pavilion	507.00
C Grade Summer Shared Use	Taxable	C	per pavilion	368.00
D Grade Summer Shared Use	Taxable	C	per pavilion	237.00
Turf wicket	Taxable	C	per ground	3,345.00
Commercial - 12 Month Fee	Taxable	C	per ground	4,040.00
Casual hire charges – ovals	Taxable	C	per booking	245.00

