

Sporting Facilities User Guide

February 2020

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Key contacts

Purpose	Organisation	Contact phone
Emergency	Victoria Police	000
Fire	Metropolitan Fire Brigade	000
Accident / injury	Ambulance Victoria	000
Water supply	Yarra Valley Water	132 762
After hours' emergency assistance	Maroondah City Council	1300 88 22 33

For assistance, Council's Sport & Recreation's Technical Administration Officers are the primary contact from the Maroondah City Council. The Officer's contact details are:

Phone: 9294 5717

Email. leisuremaintenance@maroondah.vic.gov.au

1. COMMUNITY USE OF SPORT AND RECREATION FACILITIES

1.1 Introduction

1.1.1 Purpose

The purpose of the *Sporting Facilities User Guide* “*The Guide*” is to:

- Outline the processes undertaken by Maroondah City Council when allocating sports grounds and pavilions; and to,
- Clearly nominate the roles and responsibilities required of users of these facilities to manage and maintain sports facilities in a manner which ensures a safe environment for sporting club participants and the general community.

1.1.2 Background

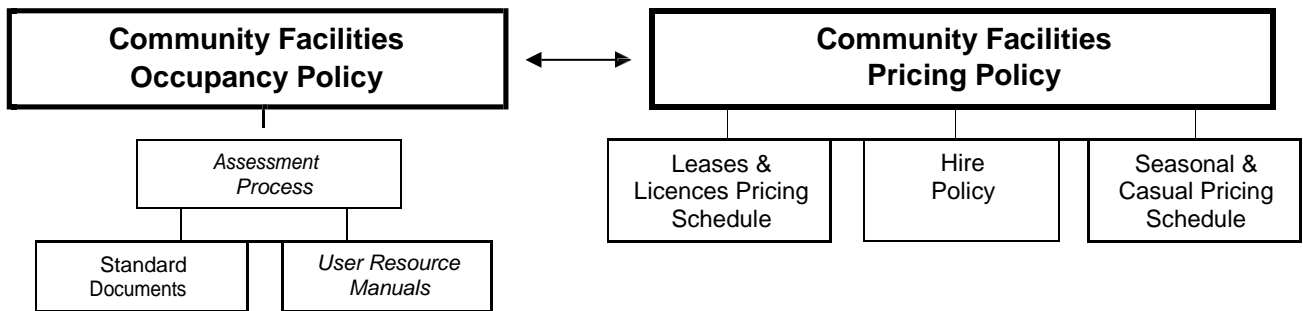
Maroondah City Council (Council) first adopted the *Charging Policy for Seasonal and Other User Bodies* in December 1995.

The document was subsequently updated in February 2001 to the Fees and Charges Policy for Seasonal and Casual Use of Council Facilities, with the aim of providing further information to seasonal and casual users on procedures for the hire of Council’s sporting grounds and pavilions.

The *Sporting Facilities User Guide* has been developed following a comprehensive review of the use of sporting facilities within Maroondah, to better assist and guide the management of Council’s 48 sporting ovals and 30 sporting pavilions.

The Guide takes into account the recommendations of a review of sports ground usage, which incorporates strategies to assist in preventing overuse of grounds, particularly during the winter season.

In 2010 a Community Facilities Pricing Policy and Community Facilities Occupancy Policy were endorsed by Council. They provide overarching frameworks that contain principles that guide the pricing and occupancy agreements for the use of Council owned community facilities, ensuring that a consistent and transparent approach is undertaken at all times.



1.1.3 Using this Document

The Guide is to be used as a reference document – clubs and other users of Council’s seasonal sports facilities should refer to this document for information relating to what is expected of them and their responsibilities, as well as the role of Council and what users can expect from Council.

The Guide should be the first place users look to for information relating to all matters relevant to use of the facilities. It should give users a starting point to answer, ‘What do I do when?’, ‘Who do I ask for?’, ‘Can I ...?’ and the like. Consulting this Guide first will give users a basic starting point to help them more efficiently deal with any matters that need to be addressed.

The Guide aims to be as practical as possible, providing forms, checklists and other information (included as Appendices). All forms referred to in this Guide are also available from Council’s website; www.maroondah.vic.gov.au

The information in the Guide will be updated as Council Policies and Procedures change over time, so as to remain as up-to-date as possible.

1.1.4 Legal Framework

The Guide forms the terms and conditions upon which Council facilities are used and which users are bound to comply with.

It is important for users to fully read and understand all sections of The Guide, in particular their responsibilities under the use agreements.

Upon being formally granted use of a facility (for seasonal or casual use), the user group and all members, representatives, visitors and other users associated with the user group are bound to the terms and conditions of The Guide. The Usage Agreement between Council and

the user group is formed by the group's application, Council's letter of acceptance in response to the group's application and The Guide.

On occasion, Council may impose special conditions associated with an application for use of a facility. These extra conditions may reflect specific requirements or issues impacting the facility (such as ground hardness, or use for events). Any such conditions will be outlined in the letter of acceptance in response to the group's application – which the group will be required to sign. If there is any inconsistency between the special conditions and The Guide, then the special conditions as outlined in the letter of acceptance will prevail.

User groups are encouraged to seek their own advice regarding any concerns with the terms and conditions outlined in this Guide or Council's letter of acceptance. Council's Sports & Recreation Liaison Officer can also be contacted to discuss any specific queries or concerns.

It is hoped that, by clearly outlining Council's expectations of user groups, and the roles and responsibilities of Council, a strong working relationship will continue between Council and user groups. Our aim is to achieve optimal use of sports facilities in an efficient manner, and provide a range of opportunities for residents to participate in sport and recreation.

1.1.5 Currency of Document

To ensure *The Guide* continues to be relevant for all users it is suggested that a comprehensive review be conducted of The Guide every three years. Amendments may also be made as required and posted on Council's website to ensure adherence is maintained to relevant legal, legislative and regulatory compliance standards, and in accordance with advice from Council's insurer. Any updated information will be provided to all relevant user groups.

1.1.6 Definitions

The following definitions apply throughout this document:

User groups; any sporting club, organisation, association, school or any other user of any sporting or recreational reserve, playing field or other sporting facility on either an annual, seasonal allocation, lease/license or casual basis;

Seasonal Use; any sporting club or organisation which has been granted a permit to use a sports field and/or pavilion over the duration of either a Summer or Winter sporting season;

Casual Use; any club, organisation, individual or school which has been granted a permit for 'one off' usage of a sports field.

Any reference to a Council Officer by title (eg. Manager Parks and Works, Sports and Recreation Liaison Officer etc) in The Guide means and includes both anyone acting in that position or other Council Officers nominated by Council to act for Council in the place of the Officer so named.

1.2 Objectives

The following objectives provide the framework for the establishment of an equitable and administratively efficient facility allocation system:

- Efficient and effective use of Council resources;
- Establishment of fair and equitable means for allocation of grounds and pavilions;
- Encouraging increased participation in sport;
- Ensuring the provision of match quality playing surfaces for community sporting competition;
- Promoting and encouraging positive user attitudes and a sense of responsibility towards facilities, including the safe and effective management of associated risk issues;
- Provision of a range of quality, accessible recreational and sporting facilities;
- Provision of a comprehensive and easy to understand seasonal and casual allocation process, which incorporates and details the various responsibilities and processes of Council, casual user groups and user groups.

1.3 Guidelines for the use and management of Council sports facilities

The following guiding principles for the allocation of sporting and recreational facilities have been adopted to assist Council in meeting the objectives of *The Guide*.

- *Council's Role in Sport*;
Council is committed towards ensuring the provision of a range of sporting opportunities for the general community. The benefit arising from these opportunities include an enhanced quality of life for the community, health and well-being aspects, social connectedness and community enjoyment.

- *Access to Sports Facilities;*
Council will encourage greater involvement of user groups by effectively managing and implementing seasonal agreements for sports facilities and by clearly defining the relationship and obligations between itself as the owner or manager of a facility, and user groups through the conditions specified in the seasonal permit.
- *Efficiency and Cost;*
The administration of seasonal charging and allocation system must be simple, as well as timely and cost efficient.
- *Encouraging Diverse Usage Within Facilities;*
Council wishes to actively encourage the involvement of people from emerging culturally and linguistically diverse populations, people of all abilities and women participating in non-traditional female sports, whilst recognising the provision of existing agreements with user groups. Council will continue to prioritise its capital works program to improve the capacity of our sports fields through the upgrading of lighting and turf maintenance regimes, to improve the accessibility of infrastructure and to provide female friendly amenities. Council is also committed to supporting clubs and associations to increase opportunities for women and girls to participate as a player, official or committee member and to offer a welcoming environment for all.
- *Categories of Sports Facilities;*
A diverse range of sport playing fields and associated facilities should be available which best meet the different needs of user groups.
It is important to grade playing fields and associated facilities so that playing surfaces and facilities match appropriate levels of organised competition. A hierarchy of three grades has been developed to categorise grounds.
- *Ground Allocation Agreements;*
All user groups and casual users of Council's sports fields and facilities are required to complete a Seasonal or Casual Application Form, and must abide by the conditions within these agreements.
- *Charging for Sports Facilities;*
Maintenance costs will form the basis of fees and charges for both casual and seasonal use. User groups will pay the appropriate costs for use of allocated facilities over the season.

1.4 Application for the use of sports facilities

All users of Council sporting facilities are required to complete a *Seasonal or Casual Application Form* when applying for allocations. These forms are provided in Appendix 1 and 2 or can be downloaded from Council's website; www.maroondah.vic.gov.au.

Application forms for seasonal use will be forwarded to existing user groups in February and August of each year.

Council approval will only be issued for the use of a sports facility if an application is made to Council within the required timeframes and meets all of Council's requirements.

Council reserves the right to withdraw the availability of a sports ground or public open space if it is seeking to protect the playing surface or if the area is deemed unfit for use (for example, due to maintenance works or due to poor weather conditions). Only facilities deemed suitable for use (ie. safe and appropriate surface condition) will be made available via the application process. Applicants will be notified if the facility they seek use of is not available for use.

Council allocates sporting grounds to meet the needs of individual clubs, schools and other users with consideration given to the standard of sport played, and the size, dimension and standard of the sporting grounds. It seeks to minimise potential overuse of sporting grounds by efficiently distributing facilities and eliminating inappropriate usages.

The following stages are involved in allocating the use of sports facilities (grounds and pavilions) to users:

Step One; Council will consider all applications for use of facilities. Council Officers may request further information from applicants. Applications for seasonal use are usually considered and responded to within four weeks whilst casual use applications are usually considered and responded to within two weeks.

Step Two; - Written notification will be provided regarding the outcome of the user group's application. These will be provided in March (for Winter season) and September (for Summer season) for seasonal use. Successful applicants will be required to enter into an Agreement of Use for the period of use. This is made up of the group's application, Council's letter of acceptance and The Guide. Council may

apply specific conditions to the approved use – these will be outlined in the letter of acceptance (which the group will be required to sign).

Step Three; Should an application for seasonal and/or casual use of a Council facility be successful, the user group is required to read The Guide (this document) and ensure they fully understand all obligations associated with usage. Clarification should be sought from Council regarding any element that is not fully understood.

Any requirements for the use of facilities other than standard sports match usage (ie. fireworks, community events) will require special consideration to determine the impact of the proposed use on the condition of the facilities. Contact Sports and Recreation Liaison Officer to determine if the event on Council Land process is required. All exceptional uses will be considered by Council's Sportsfield and Leisure Facilities Coordinator. Events that could potentially have a detrimental impact on a grounds playing surface may not be approved.

1.4.1 Seasonal use applications

Allocation of Council Facilities to user groups will be conducted on a seasonal basis (ie. Winter and Summer) each year, operating within the following dates:

Summer Season: 1st October – 7th March
(or end of fixtured season*)

Winter Season: 1st April – 7th September
(or end of fixtured season*)

*fixtured season does not include training for finals or finals matches

Use of facilities outside of the above dates will be considered on a case-by-case basis for those sports that do not align to these seasonal dates.

Applicants for seasonal use of facilities will only be considered from groups that are Incorporated under the Associations Incorporations Act, or under the auspices of an Incorporated group (refer Section 2.1) and provide proof of said Incorporation.

Any club or group making an application to Council for use of facilities may also be required to submit a copy of its previous seasons financial statements and information concerning the membership of the club, including number of teams fielded. Any organisation with outstanding

debt to Council will not be granted a Seasonal Allocation for Council facilities. This information provides Council with a broad understanding of the general operations and viability of the club and will be requested of new groups seeking the use of sports facilities.

1.4.2 Casual use applications

Casual or temporary usage of Council Facilities can be granted to individuals and groups for an agreed period of time between 9am and 4pm weekdays or on weekends outside the times allocated to user groups. This applies to schools, non-commercial, commercial and private users as well as other casual applicants (a non-commercial user is considered to be a person or organisation that puts the majority of the revenue back into the services it offers).

Approval will only be issued if an application is made in writing (via the standard form, 'Casual Application Form' (refer Appendix 2) at least ten working days prior to the proposed usage date (excluding Special Events).

Pavilions will not be made available to groups seeking casual use.

Contact Council's Leisure Administration team should you require contact details for user groups.

A bond may be requested from new user groups or groups hosting large events. This will be advised by Council's Sports & Recreation Liaison Officer at the time of booking confirmation.

1.4.3 Schools use of sports grounds

The application process and use of sports grounds by schools is subject to the conditions outlined in The Guide. Schools will be regarded as casual users and should follow the same application process (outlined in Section 1.4.2), and will be subject to the same conditions, times of use, responsibilities etc.

1.4.4 Use of reserves under committee of management

Council has delegated management of two sporting facilities to committees of management. In these instances the committees are responsible for allocating bookings of the facilities for casual use only. Casual booking requests are to be made to the committees directly, per the following contact details:

Reserve	Contact Person	Contact phone
A.C. Robertson Field – Athletics Track	Sport & Recreation	9294 5717
Cheong Park – Basketball Stadium	Bookings Officer	0420 331 885

Requests for seasonal use of these facilities should be made to Council's Sports & Recreation Liaison Officer.

Permission must be gained from the relevant committee of management for usage of a facility. Council's Sports and Recreation Liaison Officer **must also be contacted** to discuss any additional requirements (ie. waste management, additional permits required, temporary food permits etc).

1.4.5 Use of other public open space

In some cases Public Open Space may be utilised to host special events. This may include parkland and bushland reserves and specific infrastructure including the Ringwood Lake Sound Stage or a Skate or BMX facility.

Any event hosted in public open space requires the user to complete an Event on Council Application (which can be found on Council's website), this application will be assessed by Council's Community Events Officer for the use of any public open space, and where appropriate written approval will be provided.

Additionally, Council's Community Events Officer is to be contacted to discuss any requirements associated with the staging of the event (ie. waste management, additional permits required, temporary food permits etc).

This should occur 28 days prior to the proposed event date, however for larger events (fun runs, festivals / community celebrations, events requiring road closures, skate park events etc) a minimum of 3 months' notice is required.

1.4.6 Non-sporting use of sports facilities

Groups wishing to utilise fireworks at an event must apply to conduct a fireworks' display in accordance with Maroondah City Council's Fireworks Policy. Contact Council's Sports & Recreation Liaison Officer should you wish to conduct a fireworks' display.

Groups should also be aware of all relevant State and Federal Legislation relating to electrical safety, Occupational Health and Safety, Risk Management and Work Cover when hosting large events.

1.4.7 Use of pavilions by clubs in their off-season

Clubs wishing to use pavilions during their off-season / times that are not allocated to the group as a tenant need to enquire with the current user group for hire fees for the facility. In the case of facilities that have a gym, Council requires user groups to undertake the following requirements before Council will allocate use by a club during it's off-season:

- All gym equipment is inaccessible to other users of the pavilion (ie. locked in a separate room);
- Ensure a qualified fitness coach / trainer (with minimum Cert III in Fitness) within user group has provided guidance to all users in the use of the gym equipment;
- Ensure that all equipment is inspected weekly to ensure that it is operating properly. It is suggested that a maintenance checklist be developed with categories that look whether the upholstery is intact, cables are not damaged, no sharp edges, no missing screws, no cracking, and all equipment works as designed (remove any damaged equipment);
- Ensure that all gym equipment is serviced at least yearly by qualified personnel as recommended by the manufacturer – Council can provide details of preferred suppliers;
- Ensure an adequate first aid kit (and if applicable – defibrillator) are in the gym and are maintained on a regular basis;
- Implement regular testing and tagging of any electrical gym equipment, ensure there are no trip hazards, secure any electrical cabling and ensure adequate clearance around equipment and walkways;
- The user group must place a limit on the number of people within the gym (approx. 2 sq. metre per person) and ensure that the number of users do not exceed applicable standards and fire restrictions for the facility
- The club managing the gym must ensure there is adequate ventilation in the gym and provide appropriate procedures to ensure there is risk of infection from unhygienic conditions;

- Members of a club in its off-season are permitted use of the gym by the current tenant and Council; Members of the club are not permitted to exercise solely, they are required to always use a buddy system and train with another person or as a group;
- The gym can be accessed separately to the rest of the pavilion – so users do not require access to other areas of the facility allocated to the user group/s;
- The club wanting access to the gym in its off-season has a public liability insurance policy that covers such activity, including off-season use; and,
- The club managing the gym has an Occupational Health and Safety policy in place and displayed in the gym which provides details on the safe use and storage of equipment including supervision to minimize the risk of injury;
- The club managing the gym has an Emergency Management Plan and procedure in place for possible scenarios and has evacuation diagrams on the wall of the gym that indicate the emergency evacuation route/s.

1.4.8 Application for pre-season training and practice matches

Off-season user groups seeking the use of sports fields for pre-season training and matches prior to the date of allocation must firstly consult and negotiate use with all current user groups. Only once all clubs are agreeable, the club seeking pre-season use shall complete the appropriate Application Form provided by Council.

Use will only be permitted once the applicant receives written confirmation from Council's Sports & Recreations Liaison Officer.

Note: Due to user group finals commitments and other factors affecting playing surface conditions, pre-season training and practice match opportunities may be limited, particularly prior to the commencement of the Winter season. Council's Sports & Recreation Liaison Officer will endeavour to offer clubs other opportunities and alternatives if the requested facility is not available for use, where feasible, but access to sports grounds prior to season commencement cannot be guaranteed.

Access to pavilions will not be available until after the completion of the current user group's allocation or by agreement between clubs.

Finals matches for the current user groups will take priority over practice matches and pre-season training for off-season user groups.

1.4.9 Application for use for finals matches

User groups and/or associations must apply to Council's Sport and Community Liaison Officer to use sports grounds and / or pavilions for finals matches. An application for match use must be made 10 business days prior to the intended use by submitting a Seasonal Application Form.

User groups hosting large finals events (ie. football league finals) will also be required to submit a Season Application Form, and contact the Sports & Community Liaison Officer for assistance in completing an event management plan.

Pavilions will not be made available to external clubs and/or associations through Council. If the applicant clubs and/or associations require the use of the pavilion during finals, arrangements are to be made through the user groups.

1.4.10 Prioritising conflicting applications for use

Council Officers allocate Council sporting grounds and pavilions to local community groups to undertake a diverse range of sporting pursuits on a fair and equitable basis. Whilst Council Officers will endeavour to offer opportunities to all applicants for seasonal usage, there are times when the demand for facilities is greater than those available. When this occurs allocations are made in accordance with the following priorities (in order of priority):

1. Clubs based in Maroondah;
2. An applicant's previous history in using Council facilities;
3. An applicant's previous dealings with Council (ie. fees paid on time, cleanliness of pavilion, care of the sports ground and support of Council objectives);
4. An applicant's previous compliance with the terms of hire; and,
5. The suitability of the applicant's activity in relation to the requested facility.

2. FACILITY MANAGEMENT

2.1 Incorporation

All user groups must be Incorporated under the Associations Incorporations Act, or come under the auspices of an incorporated organisation.

Incorporation creates a legal identity for user groups separate from that of their members (ie. protects individuals from legal liability). For more information on how to become incorporated, groups should contact Consumer Affairs Victoria on 1300 55 81 81 or visit www.consumer.vic.gov.au

Use of facilities will not be granted to applicants that are not Incorporated.

2.2 Insurance

2.2.1 Property Insurance

Buildings owned by Council are fully insured by Council unless otherwise stated. Contents owned by Council are insured by Council.

Contents purchased or supplied by occupiers and not considered fixtures of the facility remain the property of the occupiers and are **NOT** insured by Council. Council **DOES NOT** insure property which is owned by others. Cash, consumable goods, electronic scoreboards and sporting equipment kept on premises by occupiers are also **NOT** insured by Council.

Each user group is advised to obtain contents insurance to ensure protection of their investment in the event of loss, damage, theft etc.

2.2.2 Public Liability Insurance

Council holds its own Public Liability Insurance to cover its liability. The activities of independent bodies, publicly elected committees and sporting bodies etc. that occupy Council owned buildings are **NOT** protected by Council's Public Liability Insurance.

Each user group must hold its **OWN** Public Liability Insurance and must ensure that it remains current for the duration of the nominated term of use.

The insurance policy must be listed in the name of the user group and to a value of \$20 million (minimum) in respect of any one single event (or such greater sum as the Council may reasonably require). A certificate of currency of insurance which evidences payment of the premium must be provided to Council not later than 14 days after the premium becomes due.

All hirers and sub-lessees are required to hold a Hall Hirers Public Liability Certificate for each and every hire.

Any user groups having the use of Council facilities with the right to hire out the facility to a third party (including functions held by members of a club that are not specific club functions ie. birthday celebrations) must comply with the Hall Hire Public Liability Insurance for Council owned facilities.

2.2.3 Indemnity and Hold Harmless (Release)

All users of Council facilities, whether on a seasonal or casual basis, expressly agree to indemnify and to keep indemnified and to also release and hold harmless Maroondah City Council, 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 use of a Council facilities and/or in any other manner related to this User Guide.

2.3 Seasonal change over

To ensure a smooth change over from one season to another, Councils Sport & Community Liaison Officer will arrange a meeting between all user groups at the end of each season (late September / early October and late March / early April). The purpose of the meeting is to:

- Review the cleanliness and condition of the facilities before being occupied by the new user groups;
- Identify maintenance requirements caused, and requiring rectification by the incumbent user groups. Maintenance Requests will be submitted after inspection;
- Ensure that all keys are accounted for and signed over to the incoming seasonal user group; and to,
- Provide an opportunity to discuss any outstanding matters between user groups (eg. sorting out utilities charges).

A changeover report detailing these items must be completed and signed by all user groups and Council's Sport and Community Liaison Officer within the change-over period. The change over report will include items to be addressed by the current usergroups.

2.4 Sub-letting of facilities

Whilst Council encourages multi-use of its facilities, no allocated user group shall sub-let or permit any other group, person or persons to occupy or use the allocated sports ground on a Casual or ongoing basis without prior permission from Council.

2.4.1 Hiring of Sports Pavilion

Currently many of Council's facilities are hired to the community on an adhoc basis. As a result Council has developed The Community Facilities Hire Policy (Appendix 3) to ensure all use of Council facilities will have a written agreement in place.

Clubs are required to undertake Community Facilities Hire certification, which is to be undertaken bi-annually and through Council's Sport & Recreation Planning & Policy Officer. Until clubs have undertaken this training and achieved their certification they are not permitted to hire out their allocated sporting pavilion, as the club will be liable for any damage to the premises caused by the hirer. A club's public liability insurance will not activity not related to the club.

2.5 Communication between Council Officers and clubs

To ensure that efficient communication is maintained with Council during a clubs tenancy, Council requests that two key representatives are nominated as the Council Liaison contacts for the club (it is suggested these be committee office bearers such as the President and Secretary). These representatives will be the key contacts with Council Officers for all matters pertaining to the use of facilities. Council's Sports & Recreation Liaison Officer should be notified immediately of any change to the representative or contact details. It is suggested that the two contacts not be from the same household.

Council's Sports & Recreation Liaison Officer is responsible for overseeing the use of Council's sports facilities, and managing all user groups of these facilities. The Sports & Recreation Liaison Officer is the key Council contact for user groups. Most correspondence from Council

(including updates on ground conditions, maintenance issues, tenancy issues throughout the season, grants opportunities) will be sent via email so it is vital that both contacts have readily accessible internet access, in the case that some information is sent at short notice. It is expected that the club representatives will pass on all information to relevant club personnel. Please contact the Leisure Maintenance Team for all other enquiries relating to facility maintenance issues.

It may be appropriate at times for user groups to liaise with other Council Officers as referenced throughout this document.

In raising issues of concern with Council, it is suggested that any matters be firstly raised with the club committee for consideration prior to being broached with Council. This will help to ensure efficiency is maintained in communication and that the requests / concerns reflect the views of the club as a whole. Please ensure that change of contact details are reported to Council at the start of the season for these to be updated.

2.6 Environmental considerations

User groups should attempt to minimise the impact of their operations on the environment at all opportunities. There are many areas in which user groups can reduce their impact on the environment. These include (but are not limited to) recycling, correct disposal of waste, and use of non-harmful line marking substances.

2.7 Water restrictions

Metropolitan Melbourne may be subject to water restrictions of varying limitations at times. For more information on the current status of water restrictions refer to Yarra Valley Water website at www.yvw.com.au or South East Water on www.southeastwater.com.au. Council and user groups must comply with all relevant restrictions and are encouraged to adopt the water conservation practices as outlined following.

2.7.1 Water conservation

There are various ways in which water can be conserved, from simple measures such as turning taps off properly, to shortening the duration of showers. Maroondah Council encourages all community and sporting user groups to conserve water within Council pavilions

and facilities and encourages clubs to discuss their water saving initiatives with Council Officers.

Council should be advised as soon as possible with regards to: leaking taps, toilet cisterns and urinals so as they can be fixed by a licenced plumber to avoid wastage. Installing efficient showerheads and other water appliances with 'AAA' water ratings will dramatically reduce water usage amounts and should be considered, along with fitting flow restricting devices on showers. 'AAA dual-flush' toilet systems are also recommended.

2.7.2 Eco-friendly products

The use of detergents, other cleaning agents, paints and chemicals should be appropriate to the task involved and must be disposed of correctly (ie. harmful substances should not be poured into drains or allowed to run-off into garden areas). Ideally non-toxic substitutes should be used.

2.7.3 Energy efficient appliances

Many appliances can be installed to reduce greenhouse gas emissions. When replacing old appliances, consider using more efficient models; for example, fit fluorescent or lower-wattage light globes as these not only reduce emissions but also energy costs.

Additionally, use appliances that have a high-energy rating and install them into efficient positions (e.g. keep fridges and freezers out of direct sunlight and away from sources of heat such as ovens). Only use appliances as required, fit timers and dimmers on lights and make a habit to switch off appliances after use.

Consider efficient ways of heating and cooling (ie. open / close windows before turning on appliances) and seek to avoid using the appliances where possible. Try to position such appliances to achieve the maximum effect possible and avoid obstructing appliances.

3. FINANCIAL MATTERS

3.1 Payment of fees

All fees charged to community groups are determined based on a substantial subsidy from Council (ie. calculated to recover a proportion of Council's recurrent maintenance expenditure). The determination of fees is outlined in the Seasonal and Casual Pricing Schedule (refer to Appendix 4 for a full copy of the Policy and Schedule). Casual use fees and those charged for events are calculated in the same way and also detailed in the Schedule.

Council issues a tax invoice to user groups in April and October of each year for Seasonal Use and within 30 days after any Casual Use. Payment of these fees is required by the due date on the tax invoice issued, to avoid formal collection processes.

Grounds will not be issued to user groups if there are outstanding fees owed to Council, without an existing repayment schedule and written agreement in place. The user group will also need to pay the full cost of debt collection required by Council and resolve accounts prior to any further applications for facility use being considered.

If a user group consistently has an outstanding debt to Council, a formal meeting with Council Officers will be scheduled. At this meeting the user group will be required to disclose full details of their current financial situation (including a full list of all debts owed, previous annual reports and an audited statement of accounts) for assessment. A written agreement for the repayment of the debt will then be drafted, to which the user group must strictly adhere to. Should the group fail to meet the stipulated repayment schedule, the matter will formally be referred to a Debt Collection agency.

Groups with outstanding debts will not be eligible to apply for Council's Capital Funding for Community Groups (refer Section 7.1.2), or gain support for any external funding opportunities (ie. Sport and Recreation Victoria funding programs).

3.1.1 Utilities

User groups are required to pay for their use of utilities (telephone, electricity, water and gas) for the seasonal allocation period. These charges include the costs associated with floodlighting.

Where tenants share facilities, each user group will be responsible for their portion of the utility charges.

4. OPERATING / USING FACILITIES

This Section outlines the expectations and guidelines for the use of facilities according to various elements of operation.

4.1 Pavilion usage hours

User groups that occupy Council pavilions must comply with the following times of use:

Monday - Thursday	4.00 pm - 10.00 pm
Fridays	4.00 pm - 12.00 Midnight
Saturdays	8.00 am - 12.00 Midnight
Sundays	9.00 am - 11.30 pm

With the exclusion of only Metropolitan Melbourne Public Holidays, which include New Years Day, Australia Day, ANZAC Day, Good Friday, Easter Sunday, Easter Monday, Labour Day, Queen's Birthday, AFL Grand Final Public Holiday, Melbourne Cup Day, Christmas Day and Boxing Day, where the following hours will apply;

Day Prior to Public Holiday	Normal Day Commencement Time until 12.00 Midnight
Day of Public Holiday	9.00am – 11.30pm

4.2 Responsible use of facilities

Users of Council facilities are required to comply with the requirements of Maroondah City Council's relevant Local Laws.

4.2.1 Noise and offensive behaviour

User groups must ensure that the level of sound coming from a sports ground or pavilion does not reach a level where it would interfere with the residents of surrounding properties. Where a function is being held, amplified music is not permitted (by Council's Local Law) within the following times:

- Mondays – Thursdays before 7am or after 10pm
- Fridays - before 7am or after 11pm
- Saturdays and Public Holidays - before 9am or after 11pm
- Sundays - before 9am or after 10pm

All user groups are requested to monitor the volume level of sirens, public address systems, starting guns etc for impact on surrounding users and residents. It is requested that user groups do not make prolonged use of such equipment so as to cause a nuisance to others. Noise levels must not exceed EPA guidelines.

User groups must also ensure that all individuals associated with them and their use of the facilities (players, spectators etc) behave in a way that would not be considered as causing offence to nearby residents or other members of the community (ie. slamming car doors, revving engines etc.). User groups are responsible for ensuring that their members, guests, and members from visiting sides, do not create or are involved in any activity causing a disturbance (such as public urination, nudity, foul language etc.).

4.2.2 Resident privacy

User groups must respect local residents' right to privacy. This means that residents' property must not be damaged, altered or trespassed upon. This includes buildings, vehicles, gardens and fences. If damage should occur during the course of usage, user groups must immediately try to contact the resident concerned and arrange for the items replacement or repair. Should a resident be uncontactable, please contact Council's Sports & Recreation Liaison Officer for further assistance.

4.2.3 Sport ground floodlighting

Floodlighting must not be operated after 9pm, unless with prior approval from Council. Floodlights must be turned off when training has finished which is to be no later than 9pm, unless prior written approval has been granted by Council (eg. for competition use). Approval for extended use will only be granted under special circumstances and where Council is confident there will be minimal impact to nearby residences.

The use of floodlights for night competition matches will be considered on a case-by-case basis, and should meet Australian standards. The conduct of night matches shall comply with the set times of use of the facility as allocated to the user group/s.

The use of sports ground floodlighting for social functions is not permitted.

4.2.4 Vehicles

User groups must ensure that no vehicles (including those of visiting sporting groups) are driven onto the playing fields or grassed surrounds of Council's sporting grounds (unless formally demarcated). Vehicles are only permitted to park in the designated car parking areas of a venue according to parking restrictions. Cars must not block residents' driveways or be parked on private property without the consent of the owner.

4.2.5 Access to reserves

It is recognised that some clubs charge a 'gate' fee for entry to competition matches. An entry fee for match days is a voluntary payment and user groups cannot refuse entrance to patrons if the fee is not paid. In addition, user groups are not permitted to request an entrance fee or restrict access to local residents who are not accessing the reserve to watch the feature activity.

User groups that wish to restrict access fully or partly to a Council Reserve or access road through the installation of temporary barriers or fencing for the purpose of charging an entrance fee must submit to Council in writing for consideration, and provide the following information a minimum of 4 weeks in advance:

- A site map detailing the proposed location of the restrictions;
- Dates and times the restrictions will be in place;
- Details of the type of structures that will be used (ie. para webbing with star pickets and height of structures);
- Details on how the structures will be erected and secured ie. will they be free standing or tied to existing structures in the park;
- Details on who will be erecting and manning the structures. ie. club members or contractor; and,
- A copy of the applicant's Public Liability Insurance.

Additional to this user groups must prepare a Gate Management Plan for review and endorsement by Council. Which includes details of how the user group will ensure that residents will have free and unvetted access to the reserve at all times, how the Club volunteers that operate the gates will be selected and trained, the times that the gates will be operational and how the user group will respond to residents who have complaints or concerns in relation to access to the reserve.

Once Council receives an application a site meeting will be coordinated. A risk and access assessment will be undertaken by Council to ensure that the use of temporary structures is safe and does not unduly restrict public access to the reserve.

4.2.6 Damage

Any damage (vandalism) beyond normal wear and tear will be identified by Council and repaired at the full cost of the user group. Should a user group not leave a facility or area of Public Open Space in the same condition as they found it, this may jeopardise return of any bond monies and any future facility bookings.

Council Officers will conduct pre and post inspections of all facilities utilised for large events.

4.3 Smoking in Council Facilities

No person may smoke any tobacco products in a Council owned or managed building.

The 2015 changes to tobacco legislation included smoking banned within 10 metres (about two car lengths) of:

- children's playgrounds (including one piece of play equipment as well as a cluster of equipment)
- skate parks (areas designed for rollerblading, rollerskating, skateboarding, BMX bikes and non-motorised scooters)
- outdoor sporting venues during organised under 18s sporting events (includes pre-arranged matches, training or practice sessions and breaks during the event or training session where most of the people participating are under 18 years old)
- BBQ, picnic areas and car parks that are within the 10 metre radius of the above facilities from 1st August 2017

- Smoking is banned within the outdoor areas of all public swimming pool complexes; this includes outdoor dining areas.

4.4 Selling Food

Groups using Council facilities must comply with the Victorian Food Act (1984). For further information regarding permits contact Councils Environmental Health Officers on 9294 5603.

4.4.1 Permanent canteens

User groups wishing to establish permanent canteens (ie. for seasonal use) must register with Maroondah Council's Community Health Unit. Registration fees are charged on an annual basis. If your sporting club shares a canteen for half the year with another sporting club, both clubs still need to register.

Environmental Health Officers can be contacted directly on 9294 5603 for details about premise requirements, Food Safety Programs, and Food Safety Supervisor's training requirements.

4.4.2 Temporary registrations

User groups wishing to use the facility on a temporary basis can apply for a temporary food permit on an online system called Streatrader. The Streatrader site can be found at:

<https://streatrader.health.vic.gov.au>

For further information, please contact Councils Community Health team on 9294-5603.

4.4.3 External food traders on Council premises

Any catering groups brought in to provide food for a special event or function (i.e. coffee vans) must have a Certificate of Registration for the catering company – issued by the local council the company is based in. User groups should view proof of registration of this certification prior to the event to ensure their registration is up to date.

4.5 Liquor Licence and/or Permits

User groups using Council facilities are not permitted to sell or consume liquor without first obtaining the appropriate licences required by statutory law (Liquor Control Reform Act 1998). This includes 'bring your own' (BYO) liquor.

4.5.1 Application / amendments process

The type of liquor Licence or Permit your group requires will depend on the circumstances under which you operate, and the commercial objective you are pursuing. To determine the type of Licence or Permit and the relevant application process required under the Liquor Control Reform Act 1998, further information can be found at:

Victorian Commission for Gambling and Liquor Regulation

www.vcglr.vic.gov.au

Phone: 1300 182 457

contact@vcglr.vic.gov.au

User groups must contact Council seeking permission to sell and / or consume liquor at a sporting facility prior to making any application.

After your group determines the Licence or Permit you require, all groups using Council facilities that decide to apply, vary or amend a Licence or Permit must seek written consent of both the Council and the Committee of Management for the Reserve (if applicable) prior to applying through Liquor Licensing.

User groups are required to request consent from Council in writing through Council's;

Enforcement Officer

Maroondah City Council

PO Box 156

Ringwood 3134

Phone: 9298 4328

All requests from user groups must detail:

- Their proposed location;
- The proposed licence or permit type;
- The proposed consumption hours (see Section 4.5.2) for maximum consumption hours);
- The proposed licensee; and,

- If applicable, provide a copy of a letter of support from the reserve committee of management (refer Section 1.4.4 for a list of the committees of management and contact details).

4.5.2 Consumption hours

Even if a Liquor Licence / Permit is held, alcohol can only be consumed on Council facilities during the following days and times:

Monday to Thursday	5.00pm to 10.00pm
Friday	5.00pm to 12 Midnight
Saturday	12 noon to 12 Midnight
Sunday	11.00am to 8.00pm

The following special consumption hours apply to Metropolitan Melbourne Public Holidays, which include New Years Day, Australia Day, ANZAC Day, Good Friday, Easter Sunday, Easter Monday, Labour Day, Queen's Birthday, AFL Grand Final Public Holiday, Melbourne Cup Day, Christmas Day and Boxing Day:

Day Prior to Public Holiday	Normal Day Commencement Time until 12.00 Midnight
Day of Public Holiday	11.00am – 8.00pm

If Council's hours of consumption over a public holiday exceed those of Liquor Licensing then the requirements of Liquor Licensing provisions apply.

4.5.2 Maroondah Liquor Accord

All Maroondah sporting clubs should become members of the Maroondah Liquor Accord, participate in Accord meetings where relevant and display Accord member certificates at their club.

The Maroondah Liquor Accord 2015-2018 was launched in November 2015. It encourages and promotes best practice and high standards of behaviour in and around licensed premises within Maroondah that contribute to patron, staff and community safety. Any licensed venue in Maroondah can participate in the Maroondah Liquor Accord.

Maroondah has high levels of under-age drinking (higher than the EMR and Victorian average) [Reference [Adolescent Community Profile, 2011](#) Department of Education & Early Childhood

Development]. Under-age and binge drinking are harmful to adolescent brain development and can contribute to longer term and more risky levels of alcohol consumption. Council recognises that the sporting club environment is a good place to actively model and promote a culture of safe and responsible consumption of alcohol.

For further information about becoming a member of the Maroondah Liquor Accord, please contact Council's Community Safety Officer on 9294 5745 or email maroondah@maroondah.vic.gov.au.

4.5.3 Council requirements of liquor licence / permit holders

Council requires the following of those holding a liquor license:

- Compliance with all conditions of Liquor Licensing in obtaining, applying for, varying, transferring, renewing or surrendering a Liquor Licence or Permit;
- Acceptance of responsibility for, and maintenance of good order and behaviour of persons attending the premises during the permit use;
- Ensure the premises and surrounding areas are left in a clean and tidy condition; and,
- Ensure that no alcohol is served or consumed while junior sport / activities are conducted on or within the facility. This includes training and matchdays

4.5.4 Good Sports Accreditation Program

The Australian Drug Foundation's *Good Sports Accreditation Program* (GSAP) is an initiative that aims to help sporting clubs implement alcohol management activities and policies to reduce practices such as binge and underage drinking that often have a negative impact on clubs and their communities. In particular, the program aims to:

- Reduce alcohol and other drug problems;
- Increase the viability of sporting clubs; and,
- Improve the range and quality of sports options available within the community.

It is often the case that sports clubs rely on their bar sales for much needed revenue. The GSAP is not about trying to 'dry up' clubs and cause them to lose revenue, it is about asking clubs to accept their legal and social responsibilities in ensuring for their members well-being.

There is growing evidence to show that clubs participating in the GSAP have actually increased their club membership, sponsorship and bar revenue.

The key strategy of the program is to strongly recommend clubs to commence the accreditation process. The accreditation sets minimum standards for the management of alcohol that a club needs to achieve and maintain to be recognised as being accredited. The critical and unique aspect of the GSAP is the Community Partners network that is responsible for implementing and promoting the program in designated local government areas.

Good Sports accredited clubs have the advantage of displaying the Good Sports logo upon gaining accreditation. The logo is recognised amongst the community and by Council as a club environment that demonstrates to its members and the community that it promotes a responsible attitude towards alcohol and provides a safe environment for players, families and supporters.

For further information visit www.goodsports.com.au or contact Council's Sports & Recreations Liaison Officer.

4.6 Gambling

No gambling or the installation of gaming equipment on Council owned or managed land is permitted unless prior permission has been obtained from Council. Any user group seeking to install gaming equipment must seek the consent of Council before applying for any licence under the Gaming Machine Control Act 1991 or any amendment thereof. Council may withhold its consent or give consent subject to terms and conditions.

4.7 Advertising / Signage

4.7.1 Signage at Council reserves

Sponsorship signage may be displayed at the following Council recreation reserves (in accordance with Maroondah Planning Scheme Amendment C65) that provide a 'home ground' for organised team sports, including football, cricket, soccer, lawn bowls and tennis. No sponsorship signs to be visible from outside the demised premises, and cannot include sponsorship for alcohol, smoking, gambling or offensive organisations.

Any proposed signage to the following reserves must comply with the Maroondah Planning Scheme Amendment C65:

Ainslie Park	Dorset Park	Hughes Park	Quambee Reserve
Barngoon Reserve	Eastfield Park	Jubilee Park	Silcock Reserve
Belmont Park	East Ringwood Reserve	Lipscombe Park	Town Park
Cheong Park	Griff Hunt Reserve	North Ringwood Reserve	
Croydon Bowls Club	HE Parker Reserve	Peter Vergers Reserve	
Croydon Park	Heathmont Reserve	Proclamation Park	

For further details and to make an application to erect a sign on a Council Reserve (including any signage fastened to oval fencing) contact Council’s Planning Department on 9298 4441.

4.7.2 Frontage/driveway signage

User groups are required to seek Council approval prior to placing signs on the frontage or driveway of a reserve. Signs can only be placed once approved for a maximum of 28 days per calendar year, with a maximum of 14 days for any one event. If signs are approved, the following requirements are to be adhered to;

- Nothing on or obscuring Council signs;
- No signs are to block sightlines in and out of the reserve;
- No illuminated signage;
- Signs are not to be placed on or blocking structures (i.e. pits/drains/gates)

4.7.3 Temporary advertising signage

An opportunity exists for user groups to advertise a one off function at available sites located around the municipality. Signs are to be supplied by the user group with a maximum of two sites permitted per organisation/event in any calendar year. User groups are required to complete a Community Billboard Application Permit (refer to appendix 6). For more information, please contact Local Laws Department on 9294 5653.

4.7.4 Other signage

Contact Council’s Planning Department on 9298 4441 for further information on what signage is permitted within the municipality.

4.8 SunSmart

All users of Maroondah sports grounds should have Sun Smart practices and be implementing the following strategies:

- Develop sun protective uniforms or encourage the use of appropriate personal clothing and hats whilst taking part in activity;
- Encourage the use of sunscreen by players, officials and spectators at all times;
- Provision of shade (if erecting portable shade structures refer to Section 6.1.9);
- Scheduling events where possible to avoid the peak ultraviolet radiation or 'UV' periods of the day.

4.9 Health and Safety

User groups utilising Council facilities need to ensure that the safety of users and their guests is maintained at all times. This includes ensuring that activities undertaken are not dangerous or likely to cause harm. The following is provided as a guide to addressing the most common health and safety considerations.

4.9.1 Emergency firefighting equipment

Council provides and maintains emergency equipment such as fire hoses and fire extinguishers at its facilities. This equipment is checked and serviced twice yearly by Council contractors to ensure it is fit for use. User groups should not interfere with this equipment, and must ensure that fire extinguishers remain in their designated locations or on their stand at all times. The cost for repair or replacement of such equipment caused by inappropriate use by the user group/s shall be borne by the user group/s.

If a fire occurs within a Council facility, the Fire Brigade must be notified immediately and before anyone attempts to fight the fire. User groups should only attempt to fight a fire with the equipment provided, and if it is safe to do so. As a general guide, if a fire cannot be extinguished with a single extinguisher within 30 seconds, then evacuation is necessary.

User groups must notify Council as soon as possible if an emergency occurs. Council should also be notified if fire-fighting equipment is used, particularly if an extinguisher requires refilling.

4.9.2 Fire preparation

Victoria has adopted the nationally agreed Fire Danger Rating scale to help communities understand information about fire danger. This scale recognises the significant increase in severe bushfire conditions over the past decade and the subsequent greater level of danger to the community.

Fire Danger Ratings will be a feature of weather forecasts and alerts the community to actions that should be taken in preparation for, and on days of high fire danger. Warnings will be notified in newspapers, broadcast on radio, television and on websites.

All user groups of Council owned facilities should consider what plans they need to make to deal with these days when they occur.

It is the responsibility of the user groups to ensure that a Fire Plan is in place for the groups and their members / participants and all associated visitors etc.

Some of the issues to consider when making a Fire Plan include:

- Contact and co-ordination of users on the day;
- How to manage planned events / activities on the day;
- Managing leasing arrangements to third parties; and,
- Maintenance of building and grounds during the summer period.

Please be aware that no Council owned building within Maroondah has been designated to be a Neighbourhood Safer Place. Council has identified two Neighbourhood Safer Places against the CFA's Fire Rating Criteria:

- Croydon Oval, Hewish Road Croydon (Mel Ref 50 K3)
- Dorset Recreation Reserve, off Dorset Road Croydon (Mel Ref 51 A6)

4.9.3 Emergency evacuation of a facility

All user groups should have an emergency evacuation plan in place including designated wardens to guide evacuation in an emergency and a nominated safe evacuation point.

User groups are responsible for the safe and orderly evacuation of all people from a facility if an emergency situation occurs. This includes:

- Being aware of all exits and exit paths within the building and ensuring that these are kept clear and fully accessible;
- Determining the exact nature and location of the emergency (eg. fire, gas leak, bomb threat);
- Guiding evacuation of users and their guests in a calm and orderly manner;
- Searching all areas of the building (if safe to do so) to ensure all persons are evacuated; and,
- Reporting the incident to emergency authorities.

User groups should only re-enter a building once they are authorised by emergency authorities that it is safe to do so.

The list of 'Key Contacts' at the front of this Guide provides the main emergency contacts. An up-to-date list of emergency contacts should be prominently displayed by clubs at the facility.

4.9.4 Standard incident report forms

User groups should maintain a supply of Incident Report Forms, should they be required to note the details of either a major, minor or medical incident (refer Appendix 7) or download from www.maroondah.vic.gov.au). A copy of this form should be forwarded to Council's Sports & Recreation Liaison Officer should any incident occur for Council's records and to action any follow up maintenance.

4.9.5 Extreme heat days

Maroondah City Council's Heatwave Plan identifies and outlines procedures to raise awareness of the risks relating to severe hot weather and what preparations can reasonably be undertaken to reduce the impacts of those risks.

The Plan outlines strategies for communicating heatwave messages to the Maroondah community and implementing strategies aimed at reducing the risk of heat exposure to its staff and vulnerable clients.

Each user group should have a plan for the management of patrons' safety in the event of extremely hot weather. Most sports associations and peak bodies have policies for these events and should be consulted. In the absence of such a policy, Council's Heatwave Plan can be used. Contact Sports & Recreation Liaison Officer for assistance.

4.9.6 Electrical Safety

User groups are responsible for the following;

- Ensuring that all electrical equipment purchased meets Australian Standards;
- Ensuring that all electrical appliances in their facility are maintained as per Manufacturers recommendations and Australian Standards;
- Ensuring that all contractors engaged by user groups and external users of electrical equipment on Council property only use equipment that meets Australian Standard and that has been tested and maintained according to standard;
- Ensuring that all electrical appliances are tested and tagged by a qualified tester;
- Ensuring that electrical appliances are set up correctly and used safely;
- Visually inspecting electrical equipment/ appliances prior to use;

Checklist templates can be provided by Council upon request;

4.9.7 Hazardous Substances and Dangerous Goods

User groups are responsible for the following;

- Ensuring that all Dangerous Goods and/or Hazardous Substances stored in the facility are recorded in a central register
- Undertaking a hazard identification, risk assessment and risk control of hazardous substances and dangerous goods under their control
- Ensuring those who purchase, use, handle, or store hazardous substances and/or dangerous goods are provided with appropriate training, instruction and supervision as specified under the respective regulations
- Maintaining a current MSDS file which is readily available to all persons upon request and which will be kept in the area where the substances are utilised
- Establishing an inspection program for storage areas and implementing appropriate emergency response plans as required by the respective regulations
- Advising the appropriate firefighting authority of any potentially hazardous substances in the event of a fire
- Ensuring that all Contractors engaged by the organisation:

- Provide the organisation with a MSDS for any hazardous substance and/or dangerous good they are required to bring on to Maroondah City Council sites
- Properly label any dangerous goods and/or hazardous substances they bring on site
- Adhere to safety instructions contained in MSDSs regarding the use, storage and handling of hazardous substances and dangerous goods
- Remove all dangerous goods and/or hazardous substances from the site once their work is complete

Checklist templates can be provided by Council upon request

4.10 Risk management

Risk Management is the systematic application of management practices, policies and processes to effectively deal with risk. Maroondah City Council and user groups have a responsibility to manage the risks associated with the provision of sporting activities for the broader community. Whilst Council has risk management processes, and regularly audits grounds and facilities to identify hazards, it is also prudent for user groups to have a Risk Management Plan and a broad understanding of the risks associated with their groups / sports activities. Learning to manage these risks effectively enables a Group's Officials, Officer Bearers and Volunteers to improve their operations, and make informed decisions on issues that affect the safety of their players, coaches, volunteers and other reserve users.

The key elements of Risk Management include:

- Establishing the context
- Identifying Risk
- Analysing Risk
- Evaluating Risk
- Treating / Actioning Risk
- Monitoring / Reviewing
- Communicate and consult

In most cases the peak representative body of the sport has resources and templates, and can provide support to clubs with risk planning and management.

4.10.1 Auditing of sporting surfaces and surrounds

Each year Council undertakes an independent assessment audit of all Maroondah sporting ovals. These include:

- An annual audit of ground hardness – during this audit information (such as ground hardness / softness) is gathered to determine the general conditions of the playing surface.
- In addition, an audit of playing field surrounds and infrastructure (ie. fencing, coaches boxes, batting cages, sportsfield lighting etc) is undertaken for hazard identification.

Results of these audits will be reported to the responsible party (Council's or the user groups), with a timeframe for rectification of nominated works.

Relevant sporting clubs and associations that play in high impact sports are informed of playing fields that rate high in surface hardness / slipperiness for their player safety management. Where a playing surface is deemed to be potentially risky to player safety (ie. above the recommended hardness standard, or too wet / slippery) the user groups may continue to use the facility on the condition of signing a waiver nominating their decision to use the hard / soft ground. Council will endeavour to work with affected clubs and associations that choose to temporarily cease using grounds that have an excessive hardness / softness rating by seeking a suitable alternative. There are however, no guarantees of reallocation of grounds due to demand and limited options.

In the extreme case that a ground is deemed unfit for use and a potential safety risk to users, Council may decide to close the ground for use. This decision will be made by Thursday to allow sufficient time to find an alternative. Council will work with the affected user group/s to find the best possible alternative so as competition is not compromised.

4.10.2 Club ground inspection checklists

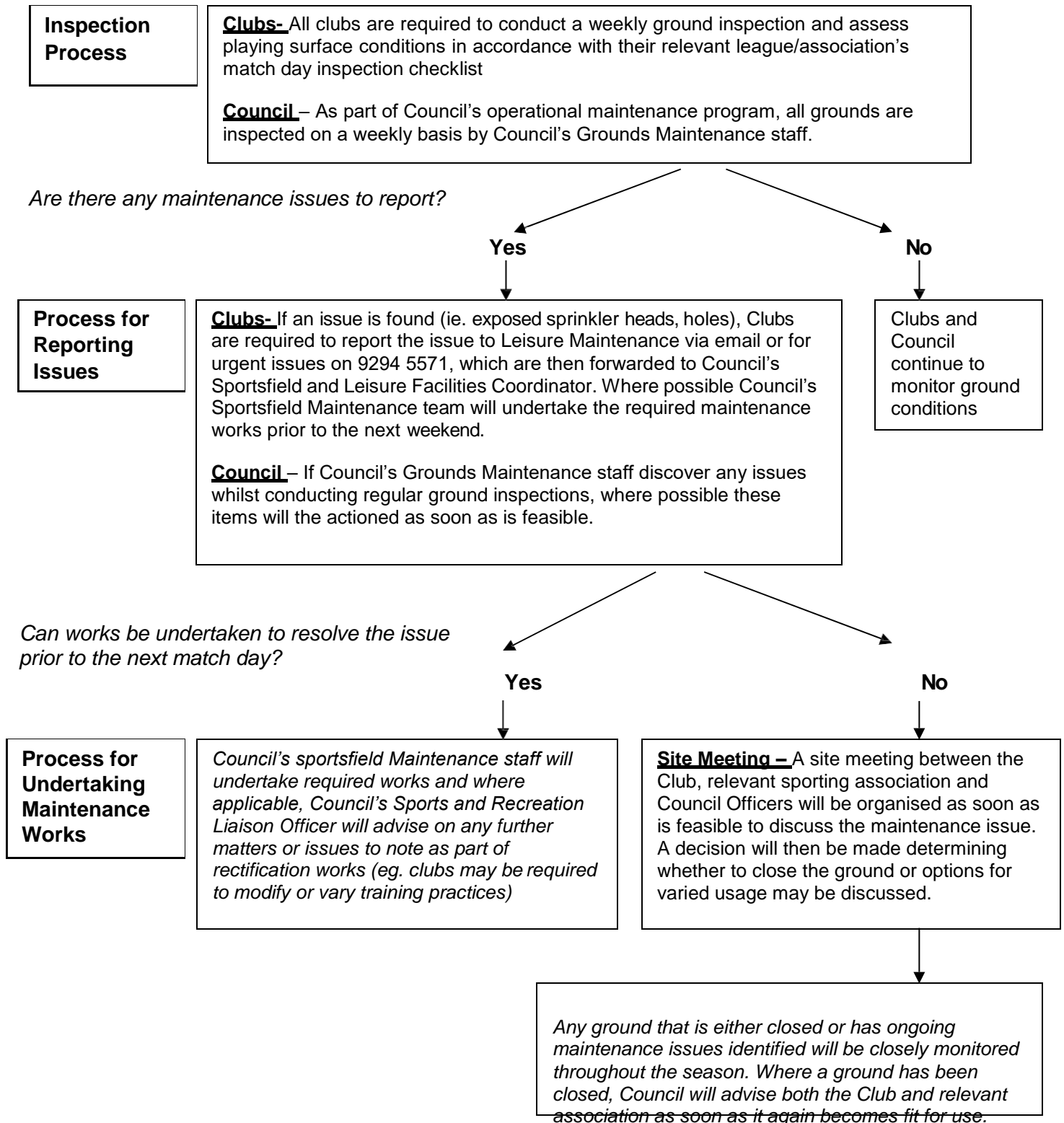
All grounds are inspected for playing condition and safety on a weekly basis as part of Council's operational maintenance program. Any issues noted during these inspections are reported and actioned accordingly.

Clubs are required to conduct a weekly ground inspection to assess playing surface conditions in accordance with their relevant league / association's ground inspection checklists prior to matches commencing.

Any ground maintenance issues identified through the club's inspection (ie. pothole in playing surface, exposed sprinkler head etc) are to be reported via the Leisure Maintenance team via email or for urgent items via phone on 9294 5571. Items seeking immediate repair after Council's standard business hours should be referred to Council's After Hours Emergency Assistance on 1300 88 22 33.

The process for addressing matters is outlined following:

Sports Ground Maintenance Request Process



4.10.3 Special events

Special events include any purpose for use outside of the club's normal activities and/or times of use as allocated under the club's tenancy. Special events include (but are not limited to) family fun days, car boot sales and charity matches played outside allocated tenancy times.

Refer to Section 1.4.5 for conditions around hosting special events and contact Council's Sports & Recreation Liaison Officer for further information.

4.10.4 Storage

All equipment must be kept in designated storage areas. Storage of equipment in toilets and showers or across doorways and access passages is not permitted and can present a health and safety risk.

Any hazardous items (ie. cleaning products, gas bottles etc) must be stored correctly and in a safe and secure place, away from general public access and out of reach of children. All cleaning chemicals should be locked in a secure cupboard.

Food items and alcohol must also be stored appropriately and in accordance with a Club's Food Safety Plan (separately from food).

Where there is more than one club using a pavilion, storage space is to be shared, and negotiated and agreed upon by the clubs.

Clubs are responsible for the removal of all club-owned equipment from the pavilion at the conclusion of each season, except where an agreed arrangement is in place between co-user groups.

The installation, or arrangement of additional storage space at facilities (whether it be temporary or permanent) **must not** be undertaken without prior approval from Council in writing.

4.11 Security and locks

User groups are responsible for the security of pavilions during their tenancy and will be liable for the cost of missing padlocks and keys.

User groups must use the Council locks provided and allow access to the premises by authorised Council Officers at all times. Please refer to (Appendix 8) Council's Key Policy and form for further information.

Clubs must not change any lock or security device.

4.11.1 Key allocation

User groups are issued with (and required to sign-off for) an allocation of keys/swipe cards at the beginning of each season for which they are responsible throughout the period of the groups tenancy. The user group/s will be responsible for maintaining a register of keys/swipe cards distributed to members throughout their tenancy season.

Should user groups request additional or replacement keys/swipe cards, the request will be forwarded to Council's Sport & Community Liaison Officer for consideration. The cost of additional and replacement keys/swipe cards will be charged to the user group/s requesting them.

Under no circumstances are keys/swipe cards to be loaned to any other club, organisation, school or person without Council's prior permission.

Any loss of keys/swipe cards should be reported to Council's Sports & Recreation Liaison Officer immediately. The responsible user group/s will be charged the full costs associated with re-keying the whole facility in the event of any keys/swipe cards being stolen, or other events that will compromise the security of the pavilion.

Council advises that no keys/swipe cards be left on public display within pavilions (other than 'L' padlock keys that are required for emergency access to grounds), and keys given to club coaches, committee members and officials are not to be tagged identifying them with the facility.

4.12 Cleaning

Council pavilions and surrounds must be cleaned-up after each use and maintenance issues must be kept up-to-date.

It is the responsibility of all clubs using Council facilities to leave pavilions, toilets and grounds in a clean and tidy condition immediately after EACH use, and to ensure that the facilities are securely locked before leaving to prevent damage or abuse to the facilities.

Pavilion cleanliness will be monitored by Council Officers, who conduct inspections of facilities throughout each season.

Clubs are required to enforce the following conditions with regards to cleanliness:

- Floors and walls must be kept clean and sanitised, particularly in food preparation areas; as specified in your Cleaning Standard Procedure (CSP).
- Refrigerators, benches, drawers and shelving must be kept clean (ie. all cups / glasses washed and stored after use);
- All utensils and equipment must be stored in cupboards / drawers / or sealed containers when not in use;
- Rubbish bins must be isolated from food, emptied on a regular basis and kept in a way so as not to attract flies and vermin;
- All food remains must be removed from the pavilion to minimise the likelihood of pests and rodents;
- Toilets, showers and change rooms must be hosed or swept as appropriate after use and all litter is to be removed from these areas (including paper litter, drink bottles, medical tape etc). Toilets should be kept in a clean state for use and boots MUST NOT be washed in showers, sinks etc. Shower drains and plugholes should be cleared regularly.
- Common / function areas should be kept clean and presentable;
- Areas immediately surrounding the pavilion and sports grounds must be cleaned after use (ie. litter free - no bottles, medical tape, food wrappers);
- Litter must be sealed in bags and placed INTO bins provided for collection;

- Where applicable, carpeted areas should be steam cleaned by user groups at the end of their fixtured season, prior to handover / inspection.

Clubs found to not be adhering to the above cleanliness standards will be given 48 hours notice to rectify any matters. If action is not taken accordingly, Council will employ a private contractor to rectify any noted matters, with full costs charged to the responsible user group/s.

4.12.2 Rubbish

User groups are required to leave the facilities used (ground and pavilion) in a clean and tidy condition after each use. All rubbish must be picked-up prior to completion of use of the facilities (including the sports ground and its surrounds, such as parkland and car parks). This includes rubbish generated by spectators at the venue.

Each reserve within Maroondah is allocated a set number of waste bins to cater for the removal of general public waste. If additional waste is generated by the user group/s, it is the responsibility of clubs to ensure its removal.

Clubs, in consultation with Council, may apply to have a lockable dump-master bin installed during their tenancy season (costs associated are the full responsibility of the user group/s). These bins should be locked, so as to avoid the occurrence of public dumping of household rubbish or vandalism. Any dumping of waste that occurs will be the responsibility of the user group/s to remove.

It should be noted that all bins (waste and recycling) remain the property of Council, and may not be relocated, altered or tampered with in any way without the prior permission of Council.

User groups requiring additional bins for special events and finals matches should contact Waste Management at least 10 days prior to their event (ph: 9294 5600). Note that fees for additional bin collection do apply.

4.12.3 Recycling

User group/s are encouraged to recycle materials that are generated by the clubs' activities, eg. glass, plastic bottles and aluminum cans.

Recycling bins for cans and bottles will be made available by Council at no cost. User groups are expected to recycle responsibly by not contaminating recycling with general rubbish. It is recommended that external freestanding bins (ie. additional recycling bins that are not bolted onto stands) be locked away when not in use to prevent vandalism and misuse. The club/s will be responsible for replacement of bins vandalised as a result of incorrect storage as well as any damages caused as a result of incorrect storage (ie. picking up scatteredwaste).

Full recycling bins must be placed at the entrance to the reserve in designated areas and will be emptied by Council's contractors. Cardboard collection should be arranged directly with Visy Recycling on 1300 368 479.

Contaminated bins will be emptied at Council's discretion. If they are not emptied by Council, disposal of the material will become the responsibility of the club. Council reserves the right to remove recycling bins at any time if it is suspected that gross contamination of the recycling matter is occurring on a regular basis.

For more information on scheduled rubbish collection days or rubbish bin requirements contact Council's Waste Management Unit on 9294 5600 during officehours.

5. FACILITY STANDARDS AND MAINTENANCE

This Section discusses the various elements pertaining to the maintenance and upkeep of facilities as they relate to user groups and Council.

5.1 Sports facility standards and classification

5.1.1 Sports grounds categories and ratings

Sports grounds are classified into one of three categories (A, B and C) for the purposes of differentiating the standard of development and quality of facilities, for the purposes of charging fees equitably and matching levels of use with standards of facilities. Each category responds to a set charge for use (as outlined in the Seasonal and Casual Pricing Schedule).

Class 'A' grounds are rated the highest quality and therefore have a more intensive maintenance schedule (and are consequently charged at the highest rate). By contrast, Class 'C' grounds are the lowest standard and has a less intensive maintenance regime (and are therefore charged at a lower rate).

The criteria under which sports grounds are rated include:

- The cost involved in maintaining a sporting surface to the standard required for the sport;
- The presence of irrigation and/or underground drainage system;
- The standard of support structures (eg. fencing, training lights, coaches' boxes, etc);
- The schedule of maintenance intervention.

The level of infrastructure associated with each of the sports ground categories is as follows:

Sports ground facilities and infrastructure	Category A (Max 20 to 25 hours p/week)	Category B (Max 15 to 20 hours p/week)	Category C (Max 10 to 15 hours p/week)
Floodlighting	Training lights / competition lights	Training lights	Minimal or no training lights
Drainage	Extensive underground drainage system	Limited drainage system	Minimal or no drainage system

Sports ground facilities and infrastructure	Category A (Max 20 to 25 hours p/week)	Category B (Max 15 to 20 hours p/week)	Category C (Max 10 to 15 hours p/week)
Irrigation	Automatic irrigation system	Irrigation system	Minimal or no irrigation system
Cricket wicket	Synthetic or turf wicket	Synthetic wicket	Concrete or synthetic wicket
Playing surface quality	Highly maintained playing surface	Good quality playing surface	Reasonable quality playing surface
Support structures (eg. coaches boxes, scoreboards, dugouts)	High quality support structures	Good support structures	Reasonable or no support structures
Maintenance regime	Refer Section 5.5	Refer Section 5.5	Refer Section 5.5

Note: Grounds that meet the majority of the listed criteria will be placed within that category. A Turf Maintenance Levy will also be applicable to sporting clubs who utilise turf cricket wicket facilities maintained by Council.

The nominated usage levels are the maximum hours of use for all users of the sporting grounds and include weekend matches and organised school use. The usage hours have been determined based on:

- Current and prevailing weather conditions
- Levels calculated over a two week period
- Type and level of sport played
- Time of year (ie warmer in summer months)
- Surface condition (cover, grass-type, compaction etc)
- Current ground infrastructure
- Current maintenance program
- History of ground's wear and tear
- Information provided by clubs or associations

The recommended maximum usage for each ground is annexed to these guidelines and will be reviewed annually in accordance with the above criteria.

Appendix 9 provides the classification of each seasonal use facility according to the assessment criteria. Classifications are reviewed annually to upgrade ratings for grounds that have undergone extensive renovations (ie. installation or significant upgrade of irrigation and drainage).

5.1.2 Pavilion categories and ratings

Pavilions are classified according to their quality and facilities that are incorporated within them, as one of three categories (A, B and C). Class 'A' pavilions represent the highest quality with the most amenities (and are charged at the highest rate), whereas those rated as Class 'C' are a lower quality with fewer amenities (and are charged at a lower rate). Each category corresponds to a set fee for use (as outlined in the Seasonal and Casual Pricing Schedule).

The criteria under which pavilions are rated include:

- The cost involved in maintaining the pavilion to an appropriate standard;
- The number and standard of amenities (eg. change rooms, kiosk, office space, etc);
- The capacity to raise income (eg. social rooms, kiosk, bar facilities, etc).

The level of infrastructure associated with each of the sports ground categories is as follows:

Pavilion infrastructure	Category A	Category B	Category C
Multipurpose area	Large multipurpose area	Small / medium multipurpose area	Small hall / room
Change facilities	Change facilities included	Change facilities included	Limited change facilities
Kitchen / kiosk facilities	Kitchen / kiosk facilities included	Kitchen / kiosk facilities included	Limited kitchen / kiosk facilities
Bar facilities	Bar facilities included	Limited bar facilities	No bar facilities
Toilets	Toilets included	Toilets included	Toilets included
Additional support facilities / infrastructure (ie. first aid room, office space, gymnasium)	Additional support facilities / infrastructure included	Limited additional support facilities / infrastructure	Limited or no additional support facilities / infrastructure

Note: Facilities that meet the majority of the listed criteria will be placed within that category.

Appendix 10 provides the classification of each pavilion according to the assessment criteria. Classifications are reviewed annually to upgrade ratings for pavilions that have undergone extensive renovations.

5.2 Protection of playing surfaces

Council's Sportsfield and Leisure Facilities Department monitors the state of playing surfaces on an ongoing basis.

In the event that a sports field is in poor condition (ie. surface is deemed too hard or insufficient turf coverage), use of the facility will be restricted according to the following priorities:

- Casual bookings will be cancelled or relocated first;
- Then special events will be cancelled or relocated;
- School bookings (inter-school matches, round-robins, school carnivals – school use for physical education classes of one hour or less may be permitted) be reallocated;
- User groups may be required to vary their usage patterns of the playing surfaces - this may include restricting or cancelling training sessions; and,
- As a last resort, competition matches will be relocated.

In these instances, Council's Sport and Recreation Liaison Officer will notify the user group/s within 24 hours of the decision. Council will work with the affected user group/s and user group/s to find the best possible alternative so as competition is not compromised.

User groups are encouraged as often as possible to consider alternative methods of training so that sporting grounds are not overused and have the ability to rest and regenerate. Council expects that sporting clubs self-regulate the use of their allocated grounds. Where a user group can see their allocated sports ground is starting to deteriorate, minimising use will assist in the sporting ground recovery.

5.3 Withdrawal of grounds

With the objective of ensuring as many sporting grounds as possible are acceptable for match play, Council may place limitations on the level of use of sporting grounds for training where the conditions of the playing surface is deteriorating.

This may involve Council specifying the number of training hours per team, per week or may involve Council restricting use of the ground.

The Sportsfield and Leisure Facilities Coordinator, on behalf of Council has the authority to withdraw the use of any ground for the following reasons:

- If it is necessary to protect and enhance the longer term viability of the facility;
- If the ground is unplayable due to inclement weather;
- If the ground is unsafe
- If the ground requires surface repairs and/or redevelopment works; and,
- If the ground is required for a Council endorsed community event (e.g. Carols by Candlelight).

In the extreme case that a ground is deemed unfit for use, Council may decide to close the ground. This decision will be made as early as possible to allow sufficient time to find an alternative. Every effort will be made by Council to work with the affected user groups to find the best possible alternative so as competition is not compromised. Although, this may not always be feasible.

Due to the provision of irrigation at 17 sporting grounds, these are the facilities that are most likely to maintain an acceptable standard of hardness/softness and a suitable turf cover. For this reason, other clubs may be given permission by Council to train at these sporting grounds when sporting grounds are closed for training. This may result in Council also reducing the training levels of the home club at an irrigated sporting ground in an effort not to overuse a ground. Every effort will be made to work in with the user group/s wherever possible.

5.4 Shared maintenance roles and responsibilities

5.4.1 Maintenance and renewal schedule

The various maintenance responsibilities of Council and user groups are outlined in the following table: Note the term 'all damages' means any damages caused by the user group/s or any invitees using a Council facility.

REFER ATTACHED UPDATED MAINTENANCE SHCHEDULE

Maintenance Schedule July 2020

Clause 11.1.1 of Part Two of this Lease provides –
The Tenant must maintain and repair the Premises in accordance with Maintenance Schedule.

This is the Maintenance Schedule referred to in clauses 1 and 11. Clauses 11.2, 11.6 and 11.7 also impose maintenance and repair obligations on the Tenant, whilst clause 11.3 and Annexure E set out the process the Tenant must follow if any maintenance or repairs will alter the Premises.

Note the term 'all damages' means any damages caused by the Tenant or any invitees using the Premises.

ITEM NO.	ITEM	OCCUPIER	COUNCIL
STRUCTURE			
1	Main building frame, foundations, stumps, bearers, joists, brickwork etc.	All damages by users	Replacement/repair due to structural failure, storm damage, decay, insect attack or fair wear & tear
SERVICES – External			
2	Water (to meter)	Service authorities	
3	Water (meter to building)	All damages by users	Replacement/repairs due to fair wear and tear and tree root damage
4	Sewerage (including septic tanks)	Service authorities / contractor. Blockages caused by user group activities	Replacement/repairs due to fair wear and tear and blockages caused by tree roots
5	Gas (to meter)	Service authorities	
6	Gas (meter to building)	All damages by users	Replacement/repairs due to fair wear and tear and tree root damage
7	Gas cylinders & bottles (& all associated fittings)	Full responsibility – must be maintained to relevant standards	
8	Electricity (to meter)	Service authorities	Council responsible for ensuring lines are clear of trees & hazards
9	Security to building Integriti systems (Alarm with swipe cards/upgrade with access control that)	Call out costs unless a police report is produced	Replacement / repairs due to fair wear and tear & equipment service (including battery replacement for alarm system) Monitoring costs
10	Non-Integriti systems (Still monitored and incur callouts to Gaurdian)	Call out costs unless a police report is produced	Monitoring costs
11	Telephone	Service authorities / full responsibility – ensure lines are maintained if a security system is installed as Council will not take responsibility for damage caused if the building is not alarmed due to the	

ITEM NO.	ITEM	OCCUPIER	COUNCIL
		non-payment of bills.	
DRAINAGE & PLUMBING			
12	Storm water & general drainage	All damages and blockages in waste pipes caused by user activities	Blockages due to tree roots and subsidence. Replacement/repair due to fair wear & tear
13	Guttering including down pipes	All damages caused by users	Programmed cleaning and replacement/repair due to fair wear & tear
14	Internal blockages - sinks, toilets etc.	Full responsibility- must be kept clear of foreign objects, mud, and debris by users	
15	Roof plumbing (including skylights)	All damages by users	Replacement/repair due to structural failure, storm damage or fair wear & tear
16	Plumbing fixtures	All damages by users and blockages in waste pipes caused by user activities	Replacement & Repairs due to malfunction or fair wear & tear e.g. washers and leaking cisterns
17	Gas heating incl. screen, flue, gas plumbing & hot water service	All damages by user Cyclical maintenance (incl. ensuring pilot lights remain lit) ¹	Replacement/repair due to malfunction or fair wear & tear

ITEM NO.	ITEM	OCCUPIER	COUNCIL
ELECTRICAL			
18	Fixtures (i.e. stove, exhaust / fan, quick boil urns etc)	All damages by users	Replacement/repair due to malfunction or fair wear & tear
19	Wiring & fittings (ie. power points, switches, ceiling fans)	All damages by users	All building wiring from main supply to and including the switchboard, light fittings, and emergency lighting
20	Portable appliances (i.e. kettle, toaster, fridge etc.)	Full responsibility Cyclic testing & tagging as per regulations/legislation	
21	Lights (i.e. globes, bulbs, starters, tubes, diffusers & coverings)	All damages by users. Replacement of globes, starters, and diffusers	Replacement/repair of fittings due to malfunction or fair wear & tear
22	Electrical equipment	Tenant must ensure electrical equipment and appliances are inspected, tested, and tagged in accordance with, and as often as required, by standards contained in the Standard Inspection and Testing AS/NZ 3760	
INTERNAL – Maintenance			
23	Painting throughout (ceilings, walls, doors and internal frames)	All damages by users or when requested by users outside of Council's Facility Improvement Program.	

24	Insulation i.e. walls, ceiling		Full responsibility
25	Ceiling	All damages by users	Replacement/repair due to malfunction, structural faults or fair wear & tear.
26	Walls	All damages by users (including holes in plasterwork)	Replacement/repair due to malfunction or fair wear & tear
27	Floor coverings (i.e. tiles, carpet, etc.)	All damages by users	Replacement/repair due to fair wear & tear including & if coverings become a trip hazard
28	Exposed wooden and parquetry floor coverings	All damages by users Recoating/polishing as required	Replacement of floor at the end of its useful life Re-coating/polishing as required
29	Windows, frames, internal doors & door furniture	All damages by users (including glazing, repairing holes etc.)	Minor adjustments due to normal movement & replacement/repair due to fair wear & tear
30	Wall tiles	All damages by users	Replacement/repair due to fair wear & tear
31	Cleaning	Full responsibility – refer to section 4.12	
32	Smoke Detectors	Replacement of batteries (6 monthly)	Replacement of hard wired smoke alarms due to malfunction or fair wear & tear
33	Emergency lighting		Where applicable – full responsibility
34	Glass	Keep clean & replacement of damages by users	Replacement of external breakages due to vandalism only
35	Air conditioning and evaporative cooling	All damages by users Batteries in remote control	Replacement/ repair due to malfunction or fair wear & tear (only applicable to units installed by Council) Cyclic maintenance (6 monthly)
FITTINGS			
36	Furniture, equipment, and shelving	Full responsibility	
37	Curtains and blinds	Full responsibility	
38	Built in cupboards, benches, drawers & doors	All damages by users	Replacement/repair due to fair wear & tear (through Council's cyclical renewal program)
39	Coat pegs, towel rails, soap & paper towel dispensers, toilet roll holders, partition walls, mirrors & toilet seats	Full responsibility	
40	Defibrillators	Full responsibility	
EXTERNAL – Maintenance			
41	Exterior lights on buildings (security lights, floodlights (excluding sports ground training lights)	General domestic globe replacement	Replacement/ repair due to fair wear & tear & malfunction (including replacement of external security globes)
42	Windows, frames & door framework (including glass, fly screens, blinds & security screens)	All damages by users	Minor adjustment due to normal building movement, shrinkage etc. Replacement/repair due to fair wear & tear Painting/staining of external

			wooden framework
43	Doors & frames (including locks & glass)	All damages by users (including full cost of re-keying a facility if keys are lost by user) Cost of replacing swipe cards	Replacement/ repair due to fair wear & tear & vandalism
44	Automatic Doors	Servicing All damages	Replacement/ repair due to malfunction or fair wear & tear Maintenance and repairs to auto doors.
45	Painting	All damages by users or when requested by users outside of Council's Facility Improvement Program.	
46	Handrail, steps, ramps & decking if attached to a Council Building	All damages by users	Replacement/repair due to fair wear & tear
47	Fencing and gates Property boundary fence NB: Ringwood Multipurpose and Dorset Recreation Reserve fence is Council responsibility		Full responsibility Repair and replacement
48	Fencing and gates Internal fencing/Oval boundary NB: This includes Tennis Clubs and Eastfield Menage	Full responsibility Repair and replacement	Damage caused by trees
49	Sheds (self-assembly)	Full responsibility	
50	Building damage due to vandalism & graffiti		Full responsibility
51	Infestation by pests, birds, animals, insects	Report pest to Council	Remove pests Replacement of damage caused
52	Fixed sprinkler systems & water services attached to the building e.g. taps (excluding meter to building)	Full responsibility	
53	Water Tanks Connected to facility		Full responsibility
54	Water Tanks Not connected to facility	Cleaning, weekly monitoring and testing	
55	Shade sails/shelters	Damage Cleaning	Repair or replacement through wear and tear.
56	Pathways (sealed)	Full responsibility (within the demised area) Liable for cost	Replacement or repair due to fair wear and tear – on cost to occupier

ITEM NO.	ITEM	OCCUPIER	COUNCIL
PLAYGROUNDS – (within demised premise)			
57	Soft fall, play equipment, garden beds, localised drainage & surrounds	Full responsibility	
SURROUNDS – (within demised premise)			
58	Trees		Full responsibility – report dangerous trees (i.e. fallen/overhanging branches to Council)
59	Grass cutting	Full responsibility	
60	Cleaning/upkeep of surrounding area (including litter removal)	Full responsibility	
61	Drainage pits	Localised drainage pits	Main drainage pits and car park
62	Dump master bins	Full responsibility	
SURROUNDS – (outside the demised premises)			
63	Trees		Full responsibility – report dangerous trees (i.e. fallen/overhanging branches to Council)
64	Grass cutting		Full responsibility as per regular maintenance cycles
65	Car parks – sealed & unsealed		Full responsibility (including car park lighting)
66	Sports training lights, coaches boxes, interchange boxes, batting cages, synthetic wickets	Sports ground training lights, batting cages, synthetic wickets	Coaches boxes, interchange boxes and scoreboards
67	Cleaning/upkeep of surrounding area (including litter removal)	Full responsibility from activities	Normal maintenance program
68	Drainage pits (car park & surrounds)		Full responsibility
69	Dump master bins	Full responsibility – including the removal of illegally dumped waste within or around the bin	

1. Cyclic maintenance – this includes 6 monthly services on all units. Council may request a copy of the certificate of compliance, and therefore recommend clubs keep a copy on file.

NB: Council may choose to back charge the user if misuse of the premises or equipment contained can be proven.

It is a requirement by Maroondah City Council that an inspection be carried out at seasonal change over relating to the condition of all items above (refer to Section 2.3).

5.4.2 Process of reporting maintenance items

The nominated contacts of a user group should notify Council immediately of any maintenance issues as they arise at their allocated facility. Matters relating to security and safety (ie. break-ins) will be reported immediately to Council's Sport & Recreation Department for attention. Council's after hours number should be used if an issue arises outside of business hours. For less urgent items (ie. graffiti on external walls), a Maintenance Request should be reported to Council's Sport & Recreation Admin team via email to: leisuremaintenance@maroondah.vic.gov.au

5.4.3 Notice of defects

A notice of defect and rectification will be issued to user group/s where damage has been made to any facilities. This notice will detail the nature of the damage and the timeframe under which repairs must be made. The timeframes will be allocated according to one of three (3) categories, reflecting the level of urgency of the noted issue.

- URGENT – 48 Hours from notification;
(eg. Electrical issue – exposed wiring on an appliance)
- NORMAL – 28 Days from notification;
(eg. Minor health issue – cleaning of carpets)
- LOW – end of facility use allocation period;
(eg. Minor defect - neither health, security or issue applicable to urgent or normal categories (painting over scuff marks on pavilion wall))

5.4.4 Emergency assistance

Council's after hours emergency service should be contacted for any building rectification matters requiring immediate attention outside normal business hours. Those deemed to be the responsibility of the user group per the responsibilities outlined in Section 5.4.1 will be charged to the group.

5.4.5 Graffiti and vandalism

Council is responsible for the removal of graffiti or repair of vandalised items on the exterior of pavilions and associated structures. Please contact Leisure Maintenance to report any matters.

5.5 Ground maintenance

5.5.1 Recurrent maintenance

Council implements an ongoing annual maintenance program across all sports fields to achieve the ongoing performance of sports grounds. In particular, the program aims to keep surfaces flat, firm, even grass cover and free of any foreign objects or holes. Water, soil pH and soil nutrient levels are maintained to achieve optimum grass growth. Sprinkler systems and subsurface drainage systems are maintained and renewed to provide a high standard, well grassed, playing surface. Intervention levels may change from season to season and varies for each category of ground (discussed in Section 5.1) as per the following table:

Grounds maintenance works	Category A	Category B	Category C
Soil management	<ul style="list-style-type: none"> – Maintain a high free draining soil composition to a depth of 150mm – Programmed replacement of top 150mm soil every 15 years 	<ul style="list-style-type: none"> – Maintain a good draining soil composition to a depth of 150mm – Programmed replacement of top 100mm soil every 24 years 	<ul style="list-style-type: none"> – Local topsoil placed on playing field sub-base, which has been shaped to allow natural drainage of surface water – Reconstruction of playing surface every 50 years
Grass management	<ul style="list-style-type: none"> – Healthy grass year-round exhibiting vigour and capable of withstanding sporting activities – Maintain 95% coverage – De-thatching of grass every 2 years 	<ul style="list-style-type: none"> – Healthy grass year-round exhibiting vigour and capable of withstanding sporting activities – Maintain 85% coverage – De-thatching of grass every 3 years 	<ul style="list-style-type: none"> – Healthy grass year-round capable of withstanding sporting activities – Maintain 75% coverage
Mowing	Grass height for cricket; <ul style="list-style-type: none"> – Match days; 12-20mm 	Grass height; <ul style="list-style-type: none"> – Summer season; 15-25mm 	Grass height; <ul style="list-style-type: none"> – Summer season; 15-25mm

Grounds maintenance works	Category A	Category B	Category C
	Grass height for football / other; – Winter match days 20-40mm	– Winter season; 20-40mm	– Winter season; 20-40mm
Weeding	Retain even quality grass sward free from weed infestation that would be greater than 5% of grass coverage	Avoid weed spreading over areas greater than 10% of grass coverage	Avoid spreading over large area
Litter control	Remove all visible litter at time of mowing	Remove all visible litter at time of mowing	Remove all visible litter at time of mowing
Surface finish	Repair all visible ruts, depressions etc >40mm in depth	Repair all visible ruts, depressions etc >50mm in depth	Repair all visible ruts, depressions etc >50mm in depth
Automatic sprinkler system	– All sprinkler heads working as programmed and with a repair time of 48 hours from notification of outages – Programmed replacement of system every 15 years	– All sprinkler heads working as programmed and with a repair time of 5 days from notification of outages – Programmed replacement of system every 24 years	Nil
Sub-surface drainage system	– Sub-surface drainage to provide a playing surface free of surface water ponds for periods longer than 5 minutes after heavy rain – Programmed replacement of system every 15 years	– Sub-surface drainage to provide with free draining sand based soil over the immediate drainage trenches only to produce a playing surface free of surface water ponds over extended periods – Programmed replacement of system every 12 years	Nil

5.5.2 Turf wickets

On the match wicket area, wickets will be prepared for fixtured games only. Any further wicket areas required by clubs are to be prepared at the expense of the user group. Council will

prepare match and practice wickets for the semi-finals and finals of yearly competition. Within the practice wicket table, two practice wickets will be prepared for each user group. Council may also prepare wicket areas for casual use, providing it does not damage wickets being utilised for the conduct of two day matches.

Council undertakes the pre-season soil conditioning and levelling works required for the preparation of an even and flat turf wicket table, of consistent soil density and of a soil type to match the existing turf area.

- Grassing is by means of seeding, sprigging or sodding of approved grass species.
- Fertilising, watering, topdressing, weeding and other maintenance is undertaken, as required, to provide optimum grass growth of consistently green colour and free from weeds, pests or disease.
- Seasonal conditions may affect intervention levels.

The following maintenance standards for turf wickets are undertaken by Council:

Activity	Intervention level
Wicket preparation	<ul style="list-style-type: none"> – Prepare program in accordance with Cricket Victoria standards – Maintain 90% grass cover – Healthy grass exhibiting vigour and capable of withstanding match play
Mowing	<ul style="list-style-type: none"> – Pitch grass on match days to be between 4-6mm – Surrounding wicket table 20-30mm
Grass management	<ul style="list-style-type: none"> – To Council's program
Litter control	<ul style="list-style-type: none"> – Remove all visible litter at time of mowing
Surface finish	<ul style="list-style-type: none"> – Repair all visible ruts, depressions >5mm on prepared pitches – Repair all visible ruts, depressions >20mm on wicket tables

This maintenance schedule does not apply to turf wickets where maintained by the user groups.

5.5.3 Covering and uncovering of turf wickets

The clubs are responsible for the covering, uncovering, folding and removal (off the ground) of the large turf wicket covers and hessian throughout the cricket season.

If the turf wicket has been covered by the club, the council will pull back the covers, engage in work practices and then upon completion, will reinstate the covers as they were found.

When covering, the hessian cover must be placed first always, unless directed by the council. The council will when applicable, cover with hessian and single wicket covers as per maintenance requirements.

Throughout the football season, the council may cover turf wickets as per maintenance requirements, but it will be the responsibility of the clubs to uncover, fold and remove the covers off the ground unless otherwise directed by council.

5.5.4 Covering and uncovering of concrete and synthetic wickets

Council is responsible for the covering of concrete and synthetic cricket wickets on sports grounds. This will be undertaken during the period between the end of the Summer fixtured season and the commencement of the Winter season (approximately March).

User groups are responsible for uncovering concrete and synthetic wickets. User groups must contact Councils Sport and Community Liaison Officer prior to uncovering any wickets to ensure there is no further winter use booked on the sports field. When uncovering wickets, plastic tarps are to be rolled up and left at the fence line for collection by Council.

In some instances some user groups may have site specific agreements with Council for uncovering cricket wicket covers. This is particularly the case for synthetic turf mats.

Even if finals positions are not clear until the last week of fixtured matches, it is still the responsibility of clubs that will potentially be in the finals to contact Council regarding wicket requirements. User groups requiring the use of grounds for cricket finals must firstly apply to Council (refer Section 1.4.9). If such application is not made, there is a risk that Council will arrange covering of the wicket, should this occur the full cost to perform these works a second time will be charged to the club with no guarantee that the pitch will be ready for intended play.

5.5.5 Line marking

The Council will line mark at turf wicket venues where it is responsible for the maintenance of the turf wicket. These markings include normal wicket markings, practice wicket markings, 27m

restriction markings and the boundary. Where the turf wicket is maintained by a contractor, the club must engage in an agreement with the contractor over the responsibility of line marking.

In all other cases, including during football season, the marking of lines for sports competition is the responsibility of user groups. Line marking must be carried out using a suitable marking paint.

All Sports Field marking will be in accordance with regulations as set out by the User Groups' Sporting Association.

Lime, Roundup or any other substances that kills grass or may present public health or environmental safety issues **MUST NOT BE USED.**

Should a club use a prohibited substance for line marking, it will be responsible for the full cost of restoration works to the affected area. Such action may also jeopardise the club's use of the facility, and no alternative ground will be made available to the group if its actions have made the ground unfit for use.

The painting of logos on sports grounds is not permitted unless prior approval has been obtained by Council.

5.6 Goals

The maintenance, installation and removal of goals used in the conduct of competition for all seasonal sports will be the responsibility of Council.

Council will pay for the initial cost of providing goals at sports fields for the use of the whole community. Where goals are vandalised Council will fund the repair or replacement, however, where posts are damaged through misuse, the user group/s will be responsible for funding the replacement posts.

User groups are to supply and maintain soft safety padding / nets for goals. Some peak sporting associations / governing bodies provide recommendations in respect to goal padding and clubs are advised to seek advice from their governing sport body for any safety specifications for goal padding for their respective sports.

5.7 Car parks, access roads and drainage

The maintenance of car parks and access roads and associated drainage is the responsibility of Council. Where access roads require grading Council will complete the works on a regular maintenance cycle.

5.8 Public toilets

Toilets located on Council reserves that are open to the public will be maintained by Council. This includes public toilets attached to pavilions and free standing public toilet blocks.

Where toilets are located at a sports reserve and are only open on match days for members and spectators of the user group, the club will be responsible for opening, closing and cleaning the toilets.

5.9 Fencing

Council is responsible for the maintenance of playing field fencing at all reserves. Perimeter fencing is inspected regularly by Council's Parks Officers.

Council will provide internal post and rail or bollard fencing to a minimum standard suitable to restrict vehicle movement to designated areas of a reserve.

Bollards and gates must not be removed for any purposes (ie. access).

6. FACILITY IMPROVEMENTS

6.1 Facility infrastructure – user groups

Council understands the importance of supporting infrastructure for sporting clubs, the following items are not provided by Council, but clubs are to work with Council to gain approval for the following should they wish to install these at their facilities:

- Sightscreens
- Gatekeepers box
- Synthetic cricket wickets

Council will work with the tenant sporting clubs for the installation and renewal of the following infrastructure:

- Sportsfield floodlighting
- Cricket Nets
- Synthetic/specialised surfaces
- Coaches Boxes
- Dugouts
- Scoreboards – infrastructure component only – electronic scoreboards are the full responsibility of the clubs to purchase, maintain and renew.

Please note – this is for the Capital improvements only of these items – all maintenance sits with the tenant club/s

Where there is more than one user group using club-provided infrastructure, the maintenance cost should be split equally between each club.

In seeking to provide such infrastructure, the user groups must gain Council approval, by following the nominated process noted in Section 6.2.1.

Capital grants are available for user groups to assist in the provision of additional infrastructure via Council's Capital Funding for Community Groups Grant Scheme. (Refer to Section 7.1.2)

The following provides a guide to Council's expectations for the provision of club provided infrastructure. It is the responsibility of the user group/s occupying the facility at the time to upkeep the structures, including maintenance and rectification of any damage caused by vandalism. Any such damage is to be repaired immediately.

6.1.1 Sightscreens

Permanent or temporary sightscreens may be erected on Council reserves once approval is granted by Council's Sportsfield and Leisure Facilities Coordinator. Any sockets, sleeves or poles may be installed and removable screens fitted throughout the season, however these fittings must not be installed on, or interfere with, the playing surface and must be safely secured so as not to create a public hazard.

This infrastructure is to be funded by the club

6.1.2 Gatekeeper's box

User groups wishing to construct a gatekeepers' box must liaise with Council regarding construction requirements etc via a RWICF application.

A minimum requirement of Council for any gatekeepers' box will be to ensure that public access or access by other user groups of the reserve is not restricted in any way.

This infrastructure is to be funded by the club

6.1.3 Coaches boxes and dugouts

A maximum of two (2) coaches boxes or two (2) dugouts may be erected on each sports ground. These structures will be funded through Council's Capital Renewal Program via the renewal schedule and be installed as per Council's standard design.

6.1.4 Scoreboards

Council will allow the construction of one scoreboard at a sports ground. A scoreboard is determined to be the structure that houses a scoreboard that is either electronic or manually operated. Council does not fund the electronic board (TV) component of the scoreboard or equipment needed to run this, this is to be funded by the tenant club/s.

Council will pay for the renewal of scoreboards as per Council's standard designs, there are two standard designs:

- Structure 1A – scoreboard with storage and/ or a time keepers area to score from

- Structure 1B – scoreboard with storage
- Structure 2 – stand-alone minimalist structure

These structures will be placed into the renewal schedule.

6.1.5 Sport ground floodlighting

Clubs seeking to install or upgrade training lights should liaise with Council's Sports & Recreation Liaison Officer prior to submitting a Request Works In Council Facility (RWICF). The applications will be assessed to ensure that items such as light pole height and electrical considerations have been met, and where appropriate placed on Council's Capital Renewal Schedule.

Sports ground lighting will be constructed in accordance with Australian Standard 2560.2.3-2007 and relevant sports associations requirements, and meet relevant risk requirements.

Floodlights installed on Council land remain the property of Council and cannot be removed. User groups are responsible for all costs associated to the maintenance of floodlights including their fittings and globe replacements during their period of use of the facility.

6.1.6 Cricket practice nets and baseball batting cages

Clubs seeking to install or renew existing cricket nets should liaise with Council's Sport & Recreation Liaison Officer, these projects will be funded through Council's Capital Renewal Program. User groups are responsible for the ongoing maintenance of cricket nets and baseball batting cages within Council reserves.

It is a Council requirement that at least one cricket net is made available for public use at all times. Any vandalism to these structures must be reported to Council immediately. These structures must be maintained so as not to cause a public hazard and be kept in a tidy condition (ie. ensure there is no loose wiring, weeds maintained).

Cricket enclosures must include a roofed section and rubber mats should be installed at the batsman's end to prevent wire stretching. Structures should not encroach onto playing areas, inhibit access or cause hazard to other user groups or general public that utilise a sports ground.

6.1.7 Synthetic or specialised sports surfaces

User groups and/or associations are responsible for upgrading, resurfacing and maintaining any synthetic or specialised sports surface (ie. en-tout-cas for baseball diamonds, synthetic cricket pitches).

6.1.8 Portable soccer goalposts

Tenant soccer clubs are responsible for ensuring that all portable soccer goalposts at a Council facility comply with the Standards Australia Handbook (AS 4866.1 - 2007) with regards to the manufacture, installation, use, storage and maintenance. A copy of these Standards is available from Council's Sports & Recreation Liaison Officer.

The use of portable goalposts is strictly limited to the user group and are not to be made available to any casual or private hire groups.

When in use, portable soccer goalposts must be anchored correctly and regular checks should be conducted throughout the user group's season to ensure ongoing safety.

Multi-piece goalposts should be disassembled and stored undercover where possible. One-piece goalposts stored outside should be chained and locked together face-to-face and/or secured to an immovable object on flat ground. Netting should be removed and all portable soccer goalposts should be stored in an area where children cannot gain access and use or climb on them.

6.1.9 Temporary shade structures

The provision of temporary shade structures has the potential to cause personal injury to the general public as a result of unpredictable weather, in particular during strong winds. User groups that wish to provide temporary shade structures must ensure the structures are securely anchored to the ground at all times and not attached to buildings.

6.2 Minor and major facility improvements

User groups wishing to undertake works or alterations to facilities must firstly seek Council's written approval through submitting a RWICF (Request Works in Council Facility) Application (Appendix 11) for the proposed works; this includes maintenance and new works.

No works however small are to occur at facilities without prior approval.

This applies to both internal pavilion works or external works (including works to develop external structures and for the installation of new infrastructure such as heating / cooling devices etc). Should Council learn of any alterations or additions to facilities, the responsible user group/s may be asked to reinstate the works at their cost.

6.2.1 Club application process to undertake works

In reviewing proposals from user groups to undertake minor or major facility improvements, Council will ensure compliance with relevant legislative and regulatory requirements such as the Building Code, disability compliance, as well as fit with current purpose of use, justification of need, size and scale – these items should all be addressed in the proposal of the planned works, as appropriate.

The following process has been developed as a guide to assist user groups in applying to undertake works at Council facilities.

- 1. Initial Contact with Council** – Contact Council's Sports & Recreation Liaison Officer for advice and provide initial information on the proposed project.
- 2. Contact with relevant Council Departments** – The user groups may be referred to other key Council Departments (ie. Building, Planning, Public Health, Engineering etc) to ensure compliance with relevant statutory codes and regulations. Clubs also need to ensure when building a structure that there will not be interference with any services (ie. sewer lines etc) or that access to a reserve by Council will be compromised.
- 3. Submission of Request for Works (RFW)** – The user group is required to submit a RWICF which can be found on Council's website www.maroondah.vic.gov.au along with a copy of all concept plans (including relevant structural plans, site maps and technical drawings where required) and the proposed scope of works for their project for Council consideration. This

Application is to be submitted to Council's Sports & Recreation Liaison Officer who will pass it onto the relevant Council Department.

4. Site meeting – For more complex projects a site meeting with relevant Council Officers may be required to provide further detail and input into the project and to ensure it will not adversely impact on a building, reserve or surrounds, and residences or other reserve infrastructure.

5. Approval Process - Council, as the owner / manager of the land, will consider and formally approve or reject each project submission. This process may also include gaining statutory approvals, as some projects may require Building or Planning permits to be issued before they can commence. Written approval must be gained from Council prior to any project commencing.

Note: this is a basic guide to assist clubs and organisations in the thorough planning and implementation of facility improvement projects. As the owner / manager of the land, Council is responsible for ensuring the integrity and appropriateness of all infrastructure works. Council's buildings are regularly audited and inspected and it is important that Council has current records on all improvements that are undertaken, so these can be noted on relevant site and building plans.

6.2.2 Council's Community Facilities Improvement Program

Council has an annual building renewal program, which forms part of the building asset enhancement component of Council's capital works program. The building renewal program is developed based on cyclical visual assessments undertaken by experienced external contractors, and aims to provide enhanced longevity, functionality, safety, and amenity for Council's building assets.

7. CLUB DEVELOPMENT

Maroondah City Council is committed to working in partnership with community organisations to develop and sustain a wide range of quality sporting, recreational, cultural, social and community support programs that service the needs of the Maroondah community. To support this, a number of resources and opportunities exist to help clubs with their operations. These are outlined in this Section.

7.1 Funding assistance for community groups

7.1.1 Capital Funding for Committee of Councils

The Capital Funding for Committee of Councils provides a resource program to assist and support Council's Special Committees of Management established under Section 86 of the Local Government Act.

Funding is provided for capital improvements or facility planning for the specific reserves or facilities. Council's contribution to projects will not exceed \$8,800, and must meet the eligibility criteria as well as having a clearly identifiable target and need.

Projects must:

- Meet a demonstrated need within the facility
- Complement or improve existing facilities
- Provide long term benefit for the facility or its environment
- Meet the cost of reserve master plans

Grant opportunities for this funding scheme are advertised late January with applications closing in mid April. Committees of Management are notified in July.

For further information please contact Council's Sports & Recreations Liaison Officer.

7.1.2 Capital Funding for Community Groups

Capital Funding for Community Groups provides funding to Maroondah organisations to improve existing Council facilities or to develop new facilities on Council owned or managed land. 50 per cent of the cost of the project is provided by way of a Council grant, and 50 per cent is an Organisational contribution (50 per cent upfront contribution and a 50 per

cent deferred contribution) from the user group to be repaid to Council over a maximum 5 year period.

The eligibility criteria for the program are:

- The land on which the facility development is proposed must be either Council owned or managed;
- The development must broaden community access and increase opportunities for participation by Maroondah residents;
- The application must provide evidence of community support and identified needs.

Grant opportunities for this funding scheme are advertised in late January each year with applications closing at the end of February. Successful applicants are announced in July and Council will enter into a funding agreement with the successful organisation to undertake the project.

For further information please contact Council's Sports & Recreation Liaison Officer or visit www.maroondah.vic.gov.au.

7.1.3 Community Grant Scheme

The Community Grants Scheme offers financial assistance to incorporated, not for profit community groups to assist in enhancing lifestyle choices for Maroondah residents / ratepayers. Funding is offered on an annual basis and must be fully expended during the existing financial year.

The objectives of the program are to:

- Support access, equity and choice in the provision of leisure experiences and social opportunities for all sectors of the community;
- Increase community participation in social and leisure activities by identifying the community's needs and diverse interests, and assisting the community to address these;
- Foster an integrated approach to the development of community based services and activities.

The following items are eligible under the grant scheme:

- Promotional costs
- Temporary staff fees
- Public Liability insurance
- Equipment and material costs
- Venue hire
- Transport costs

The following requests are ineligible for funding under the program:

- Programs that receive significant funding from other sources
- Capital works projects
- Recurrent requests
- Organisations whose membership or client base comprises of less than 80% Maroondah residents

Grant opportunities for this funding scheme are advertised in local papers in March with applications closing in May. Successful projects are announced in mid July.

For further information please contact Council's Community Development Officer on 9294 5747.

7.1.4 Arts and Cultural Grants Scheme

The Arts and Cultural Grants Scheme provides not for profit organisations within the City of Maroondah an opportunity to access support funding to assist in the implementation of; community art projects, festivals and events, development of heritage practices, art exhibitions, literary, visual and performing arts.

The following objectives underpin the Arts and Cultural Grants Scheme:

- To generate community participation in arts and cultural activities;

- Work in conjunction with artists, arts and cultural facilities and the community to deliver diverse projects that enhance and celebrate local identity;
- To build and strengthen local networks within the Maroondah community and to encourage partnerships with Council; and,
- To assist community groups within Maroondah to implement community art projects, festivals and events, development of heritage practices, art exhibitions, the literary, visual and performing arts.

Grant opportunities for this funding scheme are advertised in local papers at the beginning of April with applications closing in early June. Successful projects are announced in mid July.

For further information please contact Council's Arts Liaison Officer on 9298 4553.

7.1.5 Other funding sources

A range of other funding opportunities are available through grant programs and philanthropic trusts. Details of the main providers are the following:

- Sport and Recreation Victoria – www.sport.vic.gov.au (Grants and Fundingtab)
- VicHealth – www.vichealth.vic.gov.au (Funding opportunities tab)
- The website ourcommunity.com.au is an extensive resource of information for the purpose of benefitting community run organisations. This site provides information of government and non-government agency grants as well as philanthropic funding opportunities.

In some cases grant programs require the support of Council. In this case the Sports & Recreation Liaison Officer should be contacted regarding a partnership with the Maroondah City Council and where required letters of support can be provided.

7.2 Communication of information to user groups

Council's Sport & Recreation will aim to provide ongoing and up-to-date information for user groups that will assist them in their day to day running of their clubs. This will be done via email, post and Facebook. Additionally information sessions and workshops will be offered on a range of topics to meet club needs as required.

7.3 Behaviour Code of Conduct

It is the responsibility of user groups to ensure the respectful behaviour of all participants, members and visitors to ensure the enjoyment of all people at club activities. Sport and Recreation Victoria has released a Code of Conduct for Community Sport. Which outlines behaviours that are expected of every person involved in community sport and active recreation, as well as identifying the types of behaviours that will not be tolerated.

The Code states that every person (spectator, player, club member, official, participant, administrator, coach, parent) or member of the community involved with the sport, should work to ensure:

- Inclusion of every person regardless of their age, gender or sexual orientation;
- Inclusion of every person regardless of their race, culture or religion;
- Opportunities for people of all abilities to participate in the sport and develop to their full potential;
- Respect is shown towards others, the club and the broader community;
- A safe and inclusive environment for all;
- Elimination of violent and abusive behaviour;
- Protection from sexual harassment or intimidation.

This Code applies to community sport, training and club sanctioned activities.

Sports associations will also have / endorse behaviour Codes of Conduct and should be contacted regarding this.

APPENDICES

APPENDIX 1. – Seasonal Application

SEASONAL APPLICATION 2020

Please Select Type Of Application

SEASONAL APPLICATION

Please Select one

ORGANISATION DETAILS

Organisation Name	
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Organisation Website:	
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Is the Organisation incorporated?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Inc. Number:
Does the Organisation have an ABN Number?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	ABN Number:
Is the Organisation registered for GST?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Does the organisation hold Public Liability Insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiry Date:
Does the organization hold a Liquor Licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiry Date:
Does the organization hold a Food Handling Licence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiry Date:

Copies of all Organisations Liquor and Food Handling Licences and Certificate of Currency for Public Liability Insurance are required to be forward to Council with this application.

OFFICE BEARERS DETAILS

Organisation Contact No. 1				
Contact Name:				
Position / Title:				
Telephone:	BH:		Mobile:	
Email:				

Organisation Contact No. 2				
Contact Name:				
Position / Title:				
Telephone:	BH:		Mobile:	
Email:				

Organisation Postal Address (please note all correspondence & invoices will be sent to this address)			
Postal Address			
		P/C:	

GROUND USEAGE

Please ensure that you complete this form for each ground you are applying for.

Ground Requested:	
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Proposed activity for requested ground:

Athletics
 Baseball
 Football
 Gridiron
 Rugby
 Soccer
 Other:

Number of Teams Using This Ground:

Team Numbers (e.g. 2 teams U12's – 24 players)	
No. of Junior Teams (including Auskick)	
No. of Senior Teams	
No. of Veterans Teams	
No. of Women's Teams	

Days/Times Ground Is Required:

Day	Junior Teams – Hours Required	Senior Teams – Hours Required
<input type="checkbox"/> Monday		
<input type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

* Oval hours are limited and sporting clubs must comply with these hours, these are outlined in the Sporting Facilities User Guide – a copy can be found at: <http://www.maroondah.vic.gov.au/SportingOvals.aspx>

PAVILION USEAGE

Pavilion Requested:	
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Day	Time: (e.g 4pm – 7pm)
<input type="checkbox"/> Monday	
<input type="checkbox"/> Tuesday	
<input type="checkbox"/> Wednesday	
<input type="checkbox"/> Thursday	
<input type="checkbox"/> Friday	
<input type="checkbox"/> Saturday	
<input type="checkbox"/> Sunday	

* Pavilion hours are limited and sporting clubs must comply with these hours, these are outlined in the Sporting Facilities User Guide – a copy can be found at: <http://www.maroondah.vic.gov.au/SportingOvals.aspx>

In making this Application the organisation expressly acknowledges and agrees that:

1. Its office bearers have fully read and understand Council's Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
2. The organisation, its office bearers, members and anyone associated with it including anyone it invites or allows to be on or use the Council facility will fully comply with all of the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
3. The organisation's office bearers will properly communicate the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide to all persons mentioned in point 2 above and will generally ensure Council's requirements are fully observed and complied with.
4. If Council accepts this Application it does so in good faith relying upon the information contained in this Application and any additional information provided by the organisation.
5. If Council accepts this Application the Agreement for Use is formed, in order of precedence, by any special conditions of use Council may impose in writing, the Seasonal and Casual Pricing Schedule (and any documents referred to therein) and this Application.
6. The organisation has been provided with adequate opportunity to seek its own legal or other advice in relation to the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide and this Application.
7. If Council accepts this Application the organisation will, in accordance with the Sporting Facilities User Guide without derogating from any other obligations of the organisation under the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide -
 - a indemnify Council against and hold Council harmless from any and all claims in relation to the seasonal or casual use in accordance with section 2.2.3 of the Sporting Facilities User Guide.
 - b put in place and maintain the insurance arrangements required by Council for the whole period of use in accordance with section 2.2 of the Sporting Facilities User Guide and Council's letter of acceptance; and
 - c promptly pay all Fees and Charges and bond monies in accordance with section 3 of the Sporting Facilities User Guide and to otherwise pay on demand and any additional money properly claimed by Council under the Seasonal and Casual Pricing Schedule.
8. **Privacy Collection Statement:** Council is collecting the information on this form for the purpose of registering and administering your application. The information may also be used to send you Council newsletters, details of Council activities, to ascertain your satisfaction with Council services and to release information to the public for enquiries about your club e.g. new membership etc. Your information will automatically be used in the manner described above unless you specifically indicated NO (by checking the box).
 - a Council activities - receipt of information No
 - b Release of information to public No

The information will not otherwise be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to provide this information (*i.e. information on the application form*) your application may not be processed.

In making this Application I certify that I hold the office of

--

within the organisation and am properly authorised by the organisation and in accordance with its constitution to make this application for and on behalf of the organisation:

Signed:	
Print Name:	

Date:	
-------	--

Witness Signed:	
Print Name:	

Date:	
-------	--

Form to be returned to:
 Sport & Community
 Liaison Officer
 Maroondah City Council
 PO BOX 156
 RINGWOOD 3134

APPENDIX 2. – Casual Application

CASUAL APPLICATION 2020

ORGANISATION DETAILS

Organisation Name	
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Phone Number:	
Organisation Website:	

Does the organisation hold Public Liability Insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Expiry Date:
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Copies of all Organisations Certificate of Currency for Public Liability Insurance are required to be forward to Council with this application.

CONTACT DETAILS

Organisation Contact No. 1				
Contact Name:				
Position / Title:				
Telephone:	BH:		Mobile:	
Email:				

Organisation Contact No. 2				
Contact Name:				
Position / Title:				
Telephone:	BH:		Mobile:	
Email:				

Organisation Postal Address			
Postal Address			
		P/C:	

*Please note all correspondence & invoices will be sent to this address

GROUND / RESERVE USAGE

Please ensure that you complete this form for each ground/reserve you are applying for.

Ground/Reserve Requested:	
Purpose (Amt of teams etc):	

Proposed activity for requested ground:

Sport Requested:	Infrastructure Required (please tick relevant options):		
<input type="checkbox"/> Athletics	<input type="checkbox"/> Public Toilets	<input type="checkbox"/> Athletic Equipment (ie hurdles etc)	
<input type="checkbox"/> Baseball	<input type="checkbox"/> Public Toilets		Number of diamonds required: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> AFL Football	<input type="checkbox"/> Public Toilets	<input type="checkbox"/> Goal posts	Number of oval/s required : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Gridiron	<input type="checkbox"/> Public Toilets	<input type="checkbox"/> Goal posts	
<input type="checkbox"/> Rugby	<input type="checkbox"/> Public Toilets	<input type="checkbox"/> Goal posts	Number of pitchesrequired: <input type="checkbox"/> 1 <input type="checkbox"/> 2
<input type="checkbox"/> Soccer	<input type="checkbox"/> Public Toilets	<input type="checkbox"/> Goal posts	Number of pitches required : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Cricket	<input type="checkbox"/> Public Toilets		Number of ovals required : <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3
<input type="checkbox"/> Cross Country	<input type="checkbox"/> Public Toilets		Is oval access required: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Walk	<input type="checkbox"/> Public Toilets		
<input type="checkbox"/> Sound Shell	<input type="checkbox"/> Public Toilets	Is power accessrequired: <input type="checkbox"/> Yes <input type="checkbox"/> No	
<input type="checkbox"/> Other	<input type="checkbox"/> Public Toilets		

* Please note all line marking is the responsibility of the casual user, Council is unable to line mark oval/pitches.

Dates/Days and times Ground/Reserve is required:

Day	Dates:	Time: (e.g 10am – 12pm)
<input type="checkbox"/> Monday		
<input checked="" type="checkbox"/> Tuesday		
<input type="checkbox"/> Wednesday		
<input type="checkbox"/> Thursday		
<input type="checkbox"/> Friday		
<input type="checkbox"/> Saturday		
<input type="checkbox"/> Sunday		

Additional Infrastructure:

Is your organisation looking to undertake or bring in any of the following during the causal booking:

- Marquees
- BBQ or the sale of food
- Entertainment / contractor

*Please note – if you ticked yes to any of the following you may be required to submit an Event of Council Land application for approval.

Application Checklist

Your application for use of a Council Facilities should be accompanied by the following documentation:

- Copy of the Organisation's Certificate of Currency for Public Liability Insurance

In making this Application the organisation expressly acknowledges and agrees that:

1. Its office bearers have fully read and understand Council's Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
2. The organisation, its office bearers, members and anyone associated with it including anyone it invites or allows to be on or use the Council facility will fully comply with all of the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide.
3. The organisation's office bearers will properly communicate the requirements of the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide to all persons mentioned in point 2 above and will generally ensure Council's requirements are fully observed and complied with.
4. If Council accepts this Application it does so in good faith relying upon the information contained in this Application and any additional information provided by the organisation.
5. If Council accepts this Application the Agreement for Use is formed, in order of precedence, by any special conditions of use Council may impose in writing, the Seasonal and Casual Pricing Schedule (and any documents referred to therein) and this Application.
6. The organisation has been provided with adequate opportunity to seek its own legal or other advice in relation to the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide and this Application.
7. If Council accepts this Application the organisation will, in accordance with the Sporting Facilities User Guide without derogating from any other obligations of the organisation under the Seasonal and Casual Pricing Schedule and Sporting Facilities User Guide -
 - a indemnify Council against and hold Council harmless from any and all claims in relation to the seasonal or casual use in accordance with section 2.2.3 of the Sporting Facilities User Guide.
 - b put in place and maintain the insurance arrangements required by Council for the whole period of use in accordance with section 2.2 of the Sporting Facilities User Guide and Council's letter of acceptance; and
 - c promptly pay all Fees and Charges and bond monies in accordance with section 3 of the Sporting Facilities User Guide and to otherwise pay on demand and any additional money properly claimed by Council under the Seasonal and Casual Pricing Schedule.
8. **Privacy Collection Statement:** Council is collecting the information on this form for the purpose of registering and administering your application. The information may also be used to send you Council newsletters, details of Council activities, to ascertain your satisfaction with Council services and to release information to the public for enquiries about your club e.g. new membership etc. Your information will automatically be used in the manner described above unless you specifically indicated NO (by checking the box).
 - a Council activities - receipt of information No
 - b Release of information to public No

The information will not otherwise be disclosed except as required by law. In particular, the information will not be disclosed to others for marketing purposes. If you fail to provide this information (*i.e. information on the application form*) your application may not be processed.

In making this Application I certify that I hold the office of

--

within the organisation and am properly authorised by the organisation and in accordance with its constitution to make this application for and on behalf of the organisation:

Signed:	
Print Name:	

Date:	
-------	--

Witness Signed:	
Print Name:	

Date:	
-------	--

Form to be returned to:
 Sport & Community Liaison Officer
 Email: sportandrec@maroondah.vic.gov.au

APPENDIX 3. – Community Facilities Hire Policy

Introduction

Maroondah City Council ('Council') owns an extensive network of sports pavilions, halls, meeting rooms and various facilities for use by the local community.

These facilities play a key role in the delivery of a wide range of leisure, social, cultural and educational activities which encourage active community participation, and make a valuable contribution to the general health and wellbeing of the local community.

Effective structures for the management of these facilities is integral to their long term sustainability and as a result, Council has developed policies and procedures to ensure that Council owned facilities are managed and used in a safe, accessible and equitable manner.

Council's Community Facilities Occupancy Policy was endorsed by Council in November 2010. The Community Facilities Occupancy Policy contains the rational, principles and occupancy assessment process, for the determination of appropriate occupancy arrangements for use of Council facilities. This policy is supported by various standard agreements and operational guidelines i.e. standard licence and lease agreements, seasonal allocation agreements, the Sporting Facilities User Guide and Special Committees of Council Handbook.

Council's seasonal and Community Facility Lease occupancy agreements enable the occupier to hire the facility, on behalf of Council to local community organisations, groups and individuals on a regular or casual basis. The majority of Facility Managers/Bookings Officers are volunteers, with the exception of Community House employees and the Karralyka Centre, Maroondah Federation Estate, EV's Youth Centre, Wyreena Community Arts Centre, Maroondah Leisure Facilities and some Council Meeting Rooms, where bookings and hire agreements are managed directly by Councilstaff.

The current processes and procedures for hiring Council facilities for use by the community vary greatly, due to the diverse range of facilities available and management structures in place. As a result, Council has developed the Community Facilities Hire Policy ("Policy"), which contains the rational and principles to enable consistent processes to be undertaken when hiring Council owned community facilities.

The Policy is supported by the Community Facilities Hire Handbook, which details the minimum processes and procedures for hiring Council owned facilities, and includes a standard Hire Agreement Form and General Conditions of Hire. In addition, Facility Managers/Bookings Officers will be required to provide Hirers with specific Facility Conditions of Hire which need to be adhered to prior to confirming the Hire Agreement.

Purpose

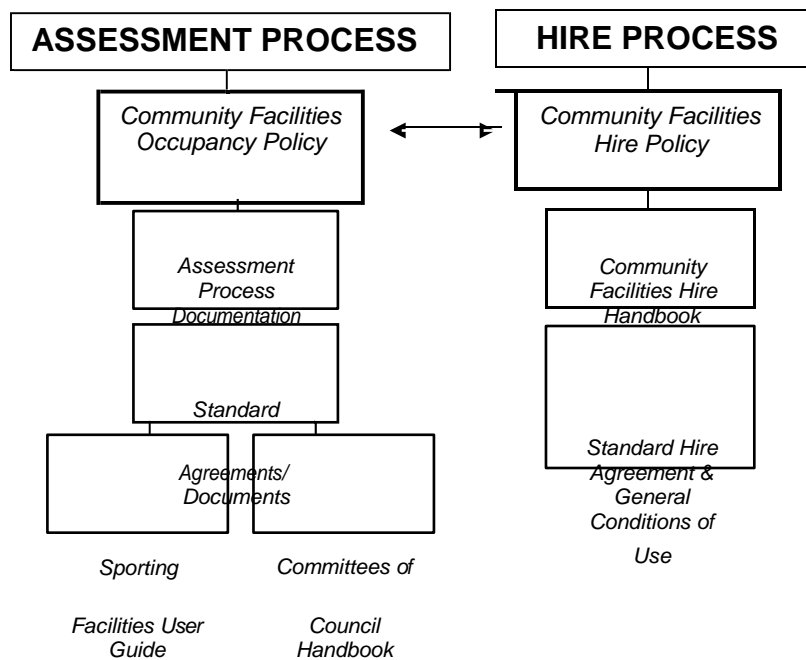
The Policy provides an overarching framework containing the rationale and principles that underpin the minimum standard processes for hiring Council owned facilities, for use by the local community.

The Policy states Council's commitment to ensuring a consistent and transparent approach is undertaken when hiring Council facilities to the community, and considers the needs of the intended hirer, other facility users and the wider Maroondah community.

The development and implementation of the Policy and associated Community Facilities Hire Handbook will also ensure that the facilities are managed in an efficient and appropriate manner to ensure the safety of all users and the local community.

Framework

The Policy directly aligns with Council's Community Facilities Occupancy Policy which outlines the types of occupancy arrangements available for community use of Council owned or managed community facilities and the process for assessing applications for hire



Objectives

The objectives of the Policy are:

- To communicate the minimum processes required for hiring Council owned facilities, for use by the local community.

- To communicate Council's commitment to providing facilities for use by the local community and supporting and promoting the participation of under represented populations.

Scope

The Policy extends to the Council owned facilities that are available for hire to the community as detailed below:

- Council owned Community Meeting Rooms
- Council owned /managed Community Halls
- Community Centres/Houses
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Scout and Guide Halls
- Maroondah Federation Estate
- Council's Major Leisure Facilities i.e. Croydon Leisure & Aquatic Centre, Maroondah Indoor Sports Centre, Croydon Memorial Pool, Dorset and Ringwood Public Golf Courses
- The Karralyka Centre
- EV's Youth Centre
- Wyreena Community Arts Centre

Exclusions

This Policy excludes commercial property.

Principles

The principles set out below are used by Council to underpin the minimum standards for hiring Council owned facilities for use by the community, within the scope of this policy.

Appropriate

Hire arrangements will reflect the best fit for the facility, the needs of the intended Hirer and those of the wider Maroondah community.

Clear documentation

The use of a facility and associated responsibilities will be documented in a clear and concise manner that Hirers understand (i.e. a Hire Agreement).

Consistent

Minimum standards for hiring facilities to the local community will ensure that a consistent approach is undertaken by all facility managers / bookings officers and that appropriate information and documentation is given to all users and also obtained for Council records.

Promote Participation

Hire arrangements will reflect Council's commitment to providing facilities for use by the community and supporting and promoting the participation of population groups that are often under-represented in civic and community life.

Maximise Usage

Hire arrangements, where appropriate, will promote shared use of facilities and increased levels of usage.

Local Priority

Priority will be given to Maroondah based community organisations and groups, individuals and/or organisations that demonstrate a direct benefit to Maroondah residents.

Minimum Standard Hire Processes

The following represents the minimum processes for hiring Council owned facilities to the community:

Step 1 Determine Appropriate Use in accordance with the Community Facilities Occupancy Policy.

The Community Facilities Occupancy Policy outlines the process for assessing applications for use of Council own facilities and determining the appropriate occupancy arrangement.

Step 2 → Booking requirements

Once it is determined that the facility is available and appropriate for use by the potential Hirer the following is to be undertaken by the Facility Manager/Booking Officer:

1. *Obtain signed copy of Hire Agreement from the applicant*
2. *Obtain proof of Public Liability Insurance or where applicable, arrange Council coverage and forward to Council's Risk Management Team*
3. *Obtain copy of required permits/registrations/arrangements, where applicable (Food Handling Permit, Party Safe Registration, Supervision and Security arrangements).*
4. *Obtain appropriate Hire Fees and Charges including a 20% Booking Deposit and Bond.*
5. *Conduct facility induction with the Hirer and complete and sign Induction Checklist*
6. *Administer keys and complete and sign key allocation form*

Step 3 → Post Use Requirements

Once the facility has been used by the Hirer the following should be undertaken by the Facility Manager:

1. *Conduct a post hire inspection.*
2. *Address and report any issues, if applicable (damage, cleanliness).*
3. *Obtain keys and complete and sign key allocation form.*
4. *Return bond less any deductions.*

Specific, Council approved, booking processes may be adopted to suit the unique requirements of individual facilities.

Council Approval to commence hire of Council owned Community Facilities

Prior to entering into any hire arrangements, each facility must gain Council certification. The Booking Officer must attend a bi-annual Community Facility Bookings Training Session provided by the Council or one on one training and have all documentation and emergency management procedures approved.

Strategic Context

This Policy is aligned with, and is supported by the following Council documents within the context of Council's planning, resource allocation & review framework.

Community Facilities Occupancy Policy

The Community Facilities Hire Policy directly aligns with the Community Facilities Occupancy Policy which is used to assess requests for occupancy of Council owned facilities.

Council Plan 2013 - 2017

The Council Plan sets out strategies for the next four years and takes into account what Council needs to undertake in these four years to achieve the long-term vision described in *Maroondah 2025 - A Community Planning Together*. The Council Plan is reviewed every year to ensure it reflects changing times and needs.

Leisure Services Strategic Plan 2009 - 2013

The Leisure Services Strategic Plan identifies key issues and considerations that have influenced or have the potential to influence the planning and provision of leisure within Maroondah.

Definitions

Terms within the Policy requiring definition or explanation are:

Regular Hire

Any community organisation, group or individual that hires a Council owned facility on an ongoing basis for a specified minimum number of bookings.

Casual Hire

Any community organisation, group or individual that hires a Council owned facility for a once off occasion or limited specified dates.

Facility Managers/Bookings Officers

The appointed person with the responsibility of hiring the facility on behalf of Council. This person must have attended a bi-annual training session or other form of Council provided training.

Hirer

The community organisation or individual specified in the Hire Agreement Form and where it is consistent with the context, includes the Hirer's employees, agents, invitees and persons the Hirer allows in the facility.

Commercial

An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.

Community

A not for profit-organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.

Community Service Not for profit

An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.

Council facility

Council owned and/or managed property.

Policy Review

The Policy will be reviewed every four years and will be monitored in relation to priorities identified in the Council Plan.

Policy Authorised:

Endorsement March 2014

Expiry Date (if any):

APPENDIX 4. - Community Facilities Pricing Policy & Seasonal and Casual Pricing Schedule



Community Facilities Pricing Policy

Leisure

Policy Number: L15 03 15/25749

1. Introduction

Maroondah City Council (Council) owns or manages an extensive network of sports fields, pavilions, open space, halls, meeting rooms and other facilities on behalf of the community. Council views the sustainable use of these facilities as integral to the Maroondah community having equitable access to a wide range of leisure, cultural and educational opportunities and to enhancing the sense of community within Maroondah. Council encourages the use of these facilities by supporting and subsidising the many groups that use them.

It is Council's intention that when it charges a user for the use of a community facility the charge will be reasonable, transparent and equitable. This Policy framework contains the rationale and principles that will underpin Council's pricing of community facilities.

2. Purpose

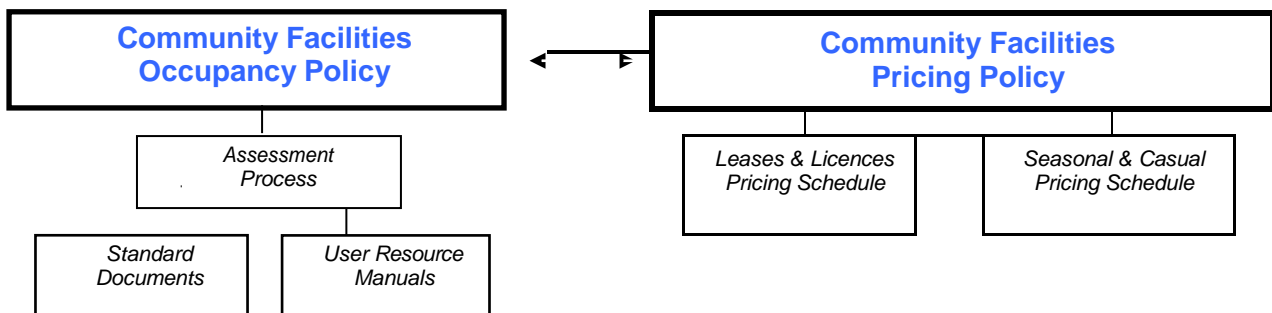
The Community Facilities Pricing Policy ('the Policy') provides an overarching framework containing principles that guide the pricing of Council owned or managed community facilities and ensures a consistent and transparent approach to the pricing of such facilities. It is the aim of the Policy that users of community facilities will understand what they are paying for, why they are paying and are confident that other user groups in similar situations are also contributing in a consistent manner.

The Policy provides the basis and principles from which more detailed schedules have been developed:

- Seasonal and Casual Pricing Schedule
- Leases and Licences Pricing Schedule

The specific detail about how fees for user groups will be determined is contained within these more detailed documents.

The Pricing Policy directly aligns with Council's Community Facilities Occupancy Policy. All applications for use of a Council owned or managed facility are initially assessed against the Community Facilities Occupancy Policy for suitability, type of arrangement and length of tenure, then applications are referred to the Community Facilities Pricing Policy to determine the rate of rental.



3. Objectives

The objectives of the Policy are:

1. To establish principles for the determination of fees and charges.
2. To determine subsidy levels for Leased, Licensed and seasonal use of Council owned Community facilities.
3. To ensure accountability to the community through an equitable and transparent pricing structure.

4. Strategic Context

This Policy is aligned with, and is supported by, the following Council documents within the context of Council's Planning, Resource Allocation & Review Framework:

Community Facilities Occupancy Policy

The Occupancy Policy directly aligns with the Community Facilities Pricing Policy and are utilised concurrently to assess requests for occupancy of Council Land. The Occupancy Policy component determines whether the request is approved, the type of agreement and length of tenure.

Council Plan

The Council Plan sets out long term community outcomes, medium term key directions and short term priority actions that Council will work towards to ensure the achievement of the Maroondah 2040 Community Vision. The Council Plan is reviewed every year to ensure it reflects changing times and needs.

Disability Policy and Action Plan 2014-2018

The aim of the Disability Policy and Action Plan is to facilitate the inclusion, empowerment and independence of people with disabilities in Maroondah and has informed Council's decision regarding fees subsidies for specific populations.

Community Engagement Policy 2008

The Community Engagement Policy recognises Council's commitment to engaging the Maroondah community in decision making processes and establishes a consistent framework for participatory practices.

Community Wellbeing Plan 2013-2017

The Plan has been developed with the purpose of providing direction and guidelines for working towards an optimal state of health, safety and wellbeing for the Maroondah community.

5. Definitions

Terms within the Policy requiring definition or explanation are:

Casual Use

Casual use permits allow persons or organisations to use parkland, buildings, meeting rooms and sporting facilities within the Municipality for casual use, one-off or specific occasions.

Regular Hire

Any group, individual or organisation that hires a community meeting space on an ongoing basis for a specified minimum number of bookings.

Deed of Delegation

Council's delegation of power and authority to a Committee of Management under the provisions of Section 86 of the Local Government Act 1989. These Special Committees of Management manage Council owned facilities on behalf of Council

Lease

A lease is a contract under which a tenant (or lessee) is granted exclusive possession of property for an agreed period, usually in return for rent.

Licence

A licence is a form of permission to enter and use land or land/facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the land allowing Council to allocate other user groups or allow general public to use the facility at othertimes.

Season Allocation

Allocation of Council facilities to sporting clubs for either the Summer or Winter playing season each year.

Commercial

An organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purposes of deriving a financial return to the proprietors or shareholders.

Community

A not for profit-organisation that exists exclusively for charitable purposes or as an amateur sporting group, arts, craft or other special interest group established for the benefit of the community of the Maroondah City Council. Primarily voluntary staff and/or committee.

Community Service Not for profit

An organisation which provides services to the Maroondah Community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes.

6. Scope

The Policy extends to all Council-owned or managed facilities and grounds as detailed below:

- Council Owned and managed Community Halls and Meeting Spaces
- Community Centres
- Kindergartens
- Senior Citizens Centres
- Sporting Pavilions
- Sports Grounds and sporting activity surfaces
- Scout and Guide Halls
- Facilities managed by Council Special Committees of Management
- Maroondah Federation Estate
- Other Community Facilities

Leases and Licences may relate to land or land and facilities owned by Council, managed by Council on behalf of another government department where Council has been appointed the Committee of Management e.g., VicRoads or Crown Land.

Leases that have a component of commercial activity are also covered by the Policy where the group holding the lease is a registered not for profit community organisation.

Exclusions

This Policy does not include the Karralyka Centre or facilities managed by Maroondah Leisure (e.g., Aquahub, The Rings Croydon Memorial Pool, Aquanation, Dorset Golf and Ringwood Golf). The Policy also excludes commercial property.

7. Principles

The principles set out below will be used by Council to determine the fees to be charged for the use of the Council facilities to which this Policy applies.

1. Reasonable Contribution / Commensurable

Fees will be set at levels that reflect a reasonable contribution toward the cost to Council of maintaining a facility and set at a level that properly managed user groups can afford.

2. Transparent

Fees will be documented in a manner that users and the community can understand e.g. how the fees have been calculated and why the level of fee imposed has been charged.

3. Fair and Equitable

Users of Council facilities will be charged usage fees that are consistent with the usage fees charged to other users of the same or similar facilities where those users are in similar circumstances

4. Different Rates & Charges for Different Users & Standards of Facility

A scale of different charges will apply to commercial, government, community service not for profit, community and private users.

5. Promoting Participation

Fees charged will reflect Council's commitment to supporting and promoting the participation of population groups that are usually under-represented in civic and community life.

6. Annual Increase

All pricing within this Policy will increase annually to ensure that users continue to make a reasonable contribution to the maintenance and renewal of Council Community Facilities.

8. Policy Review

The Policy will be reviewed every four years and will be monitored in relation to priorities identified in the Council Plan.

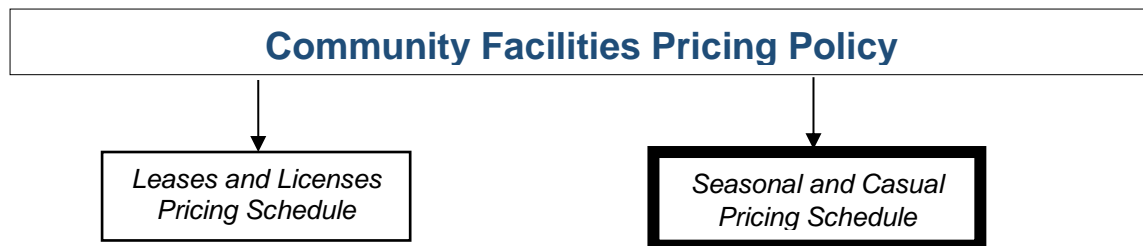
Policy Endorsed: Council Meeting 23 March 2015

Expiry Date: 23 March 2019

1. PURPOSE

This document is for the pricing of Council sporting facilities and pavilions and aligned with the Maroondah City Council **Community Facilities Pricing Policy** and the **Sporting Facilities User Guide**.

The **Community Facilities Pricing Policy** provides an overarching framework containing principles that guide the pricing for the use of Council-owned community facilities and ensures a consistent and transparent approach to the pricing of such facilities.



It is recommended that this Schedule be read in conjunction with the following Council documents:

- Community Facilities Pricing Policy
- Sporting Facilities User Guide

These documents can be downloaded from Council's website www.maroondah.vic.gov.au

2. SCOPE

This Schedule applies to the following facilities owned by Maroondah City Council:

- Sports Grounds/Fields
- Pavilions
- Turf Wickets
- Athletics Tracks
- Open Space

These facilities are itemised in Appendix 3.

3. UNDERSTANDING SEASONAL AND CASUAL CHARGES

Council subsidises the use of facilities to support community organisations and to encourage their use. All charges (seasonal, casual, school and commercial) are calculated to recover a proportion of Maroondah City Council's annual maintenance expenditure.

There is a seasonal charge for sports grounds and a seasonal charge for pavilions. Both charges are related to the quality of the facility and the intensity of the maintenance schedule applied to that facility. Council has set the seasonal charges for the next five years commencing from the 2020 Winter season. A Tenant Club will be charged the set fee for the allocated ground and pavilion as detailed in this schedule.

All charges within the schedule include Goods and Services Tax (GST).

4. MAINTENANCE DEFINITION / SCOPE

Detailed below are the activities undertaken by Council in maintaining Council owned and managed community facilities:

Sports Ground Maintenance

Sports ground maintenance is defined as those re-current maintenance costs which are required to ensure that the standard of the sports ground is maintained.

These costs relate to:

- Grass cutting
- Mowing
- Weeding
- Drainage and sprinkler management
- Fertilising and over sowing
- Levelling of surface
- Soil management – verti draining and slicing
- Materials and labour
- Water

Pavilion Maintenance

Pavilion maintenance is defined as those maintenance costs which are required for the day to day management / maintenance of Council Pavilions. These costs relate to all building maintenance, which includes:

- Structural (building movement, building frame etc.)
- External (i.e. painting, plumbing, doors etc.)
- Cyclic inspection – emergency lights, exit signs and fire extinguishers
- Vandalism and graffiti removal
- Sewerage and storm water drains
- Services (hot water and gas)

5. SPORTS GROUNDS

5.1 Sports Ground Classifications

Sports grounds are classified into one of four categories (AA, A, B and C) with 'AA' being the highest quality ground with the more intensive maintenance schedule (charged at the highest rate) and 'C' being the lowest standard ground with a less intensive maintenance schedule (charged at a lower rate). Each category will correspond to a set charge for use. The criteria under which sports grounds are rated are detailed in section 5.2 (below) and include:

- The cost involved in maintaining a sporting surface to the standard required for the sport.
- The presence of irrigation and/or underground drainage system.
- The standard of support structures (e.g., fencing, training lights, coaches boxes, etc).
- The schedule of maintenance intervention.

5.2 Sports Ground Categories

Category AA

- Training lights
- Extensive underground drainage system
- Automatic irrigation system
- Synthetic or turf wicket
- Management maintenance - Preventative, proactive & very high intervention (due to high standard surface)
- High quality support structures (eg coaches boxes, scoreboards, dugouts)

Category A

- Training lights
- Extensive underground drainage system
- Automatic irrigation system
- Synthetic or turf wicket
- Management maintenance - Preventative, proactive & high intervention
- High quality support structures (eg coaches boxes, scoreboards, dugouts)

Category B

- Training lights
- Limited drainage system
- Irrigation system
- Synthetic wicket
- Management maintenance - Preventative, proactive & medium intervention
- Good support structure (eg coaches boxes, scoreboards, dugouts)

Category C

- Minimal training lights
- Minimal or no drainage/irrigation system
- Synthetic wicket
- Management maintenance - reactive & low intervention
- Reasonable support structures (eg coaches boxes, scoreboards, dugouts)

Note: *Facilities that meet the majority of the listed criteria will be placed within that category.*

5.3 Seasonal Sports Ground Charges

A Tenant Club will be charged the set fee for the allocated ground as detailed below. Charges indicated below reflect the charge **per season** (summer or winter) including GST.

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Full Seasonal Charge (Full use fee)	\$4,620	\$4,736	\$4,854	\$4,975	\$5,099	\$3,960	\$4,059	\$4,160	\$4,264	\$4,371	\$3,410	\$3,495	\$3,582	\$3,672	\$3,764	\$1,980	\$2,029	\$2,078	\$2,130	\$2,183
Juniors - <i>Different ground to seniors (50% Fee reduction)</i>	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092
Veterans/Older Adults <i>(50% Fee reduction)</i>	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092
Disability Programs <i>(50% Fee reduction)</i>	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092
Match or Training Only <i>(50% Fee reduction)</i>	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092
CALD Newly Arrived Community Organisations <i>(50% Fee reduction)</i>	\$2,310	\$2,368	\$2,427	\$2,488	\$2,550	\$1,980	\$2,029	\$2,080	\$2,132	\$2,185	\$1,705	\$1,747	\$1,791	\$1,836	\$1,882	\$990	\$1015	\$1,039	\$1,065	\$1,092

Training Only Seasonal Charge

This charge is for grounds or facilities used solely for training, for a maximum of 2 training sessions (up to 3 hours per session) per week during a season.

Match Only Seasonal Charge

This charge is for grounds used solely for games either on a Saturday only or a Sunday only (i.e. one use per week).

NOTE: In the event that Council reallocates a ground e.g. due to ground renovation being carried out, the lower charge will apply. For example, if a Tenant Club is usually allocated an A ground but is re-allocated a C ground, a charge for the C ground will apply. Alternatively, if a Tenant Club is usually allocated a C ground and is reallocated to an A ground – the C ground charge will apply.

5.4 School Use of Sports Grounds

The application process and use of sports grounds by schools is subject to the conditions outlined in the *Sporting Facilities User Guide*. Schools will be charged the subsidised rates in the table below, based on recovery of a percentage of annual maintenance costs. The same charges apply to both government and non-government schools.

Schools wishing to apply for use of a sports ground will need to complete a *Casual Application Form*. This form can be downloaded from Council’s website www.maroondah.vic.gov.au

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
PRIMARY SCHOOLS																				
Maroondah Prim. Schools <i>Casual use</i>	No Charge					No Charge					No Charge					No Charge				
SECONDARY SCHOOLS																				
Maroondah Sec. Schools <i>Casual use and limited use</i>	\$231	\$237	\$243	\$249	\$255	\$198	\$203	\$208	\$213	\$219	\$171	\$175	\$179	\$184	\$188	\$99	\$101	\$104	\$107	\$109
Maroondah Sec. Schools <i>Weekly term bookings</i>	\$1,155	\$1,185	\$1,215	\$1,245	\$1,275	\$990	\$1,015	\$1,040	\$1,065	\$1,095	\$855	\$875	\$895	\$920	\$940	\$495	\$505	\$520	\$535	\$545
Maroondah Interschool Tournaments <i>All day use—multiple schools</i>	\$462	\$474	\$486	\$498	\$510	\$396	\$406	\$416	\$426	\$438	\$342	\$350	\$358	\$368	\$376	\$198	\$202	\$208	\$214	\$218
SECONDARY SCHOOLS																				
External Schools outside of the municipality - per day*	\$462	\$474	\$486	\$498	\$510	\$396	\$406	\$416	\$426	\$438	\$342	\$350	\$358	\$368	\$376	\$198	\$202	\$208	\$214	\$218

*No round robins/ tournaments permitted for schools outside the municipality

5.5 Private Use of Sports Grounds

The private use of sports grounds is subject to the application process and conditions outlined in the Sporting Facilities User Guide.

Private users wishing to use a sports ground for sporting purposes will need to complete a Casual Application form. This form can be downloaded from Council's website www.maroondah.vic.gov.au.

For the purpose of hiring community facilities in Maroondah, a private user is considered to be an organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purpose of deriving a financial return to the proprietors or shareholders.

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Private Use (5% of full seasonal fee) charged per hour	\$231	\$237	\$243	\$249	\$255	\$198	\$203	\$208	\$213	\$219	\$171	\$175	\$179	\$184	\$188	\$99	\$101	\$104	\$107	\$109
Personal Training Seasonal booking (Full seasonal fee)	\$4,620	\$4,736	\$4,854	\$4,975	\$5,099	\$3,960	\$4,059	\$4,160	\$4,264	\$4,371	\$3,410	\$3,495	\$3,582	\$3,672	\$3,764	\$1,980	\$2,029	\$2,078	\$2,130	\$2,183

5.6 Community Service Not For Profit Use of Sports Grounds

For the purpose of hiring sports facilities in Maroondah, an organisation which provides services to the Maroondah community, consisting of primarily paid staff and returns all profits into the operation of the organisation to carry out its purposes

Community Service Not For Profit users wishing to apply for use of a sports ground will need to complete an *Application to Use Council Facilities Casual Use*. This form can be downloaded from Council's website www.maroondah.vic.gov.au

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
One off/casual use Single session (10% of full fee)	\$462	\$474	\$486	\$498	\$510	\$396	\$406	\$416	\$426	\$438	\$342	\$350	\$358	\$368	\$376	\$198	\$202	\$208	\$214	\$218
Full Seasonal Charge Summer or winter season	\$4,620	\$4,736	\$4,854	\$4,975	\$5,099	\$3,960	\$4,059	\$4,160	\$4,264	\$4,371	\$3,410	\$3,495	\$3,582	\$3,672	\$3,764	\$1,980	\$2,029	\$2,078	\$2,130	\$2,183

5.7 Commercial, Private and Community Events

The commercial, Private and Community use of open space is subject to the application process and conditions outlined in the Sporting Facilities User Guide.

Applicants for use of Open Space for events must first complete an Events Application Form also found on Councils website.

For the purpose of hiring community facilities in Maroondah, a commercial or private user is considered to be an organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purpose of deriving a financial return to the proprietors or shareholders. Private bookings will be charged the commercial rate as outlined below.

The category utilised for an open space booking will depend on the size of the location and its associated amenities.

Type of use	Category AA Ground					Category A Ground					Category B Ground					Category C Ground				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Community Use (20% of full season fee) - per day	\$924	\$947	\$971	\$995	\$1,020	\$792	\$812	\$832	\$853	\$874	\$682	\$699	\$716	\$734	\$752	\$396	\$406	\$416	\$426	\$437
Community Use (20% of full season fee) - per hr	\$115	\$118	\$121	\$124	\$127	\$99	\$101	\$104	\$106	\$109	\$85	\$87	\$89	\$91	\$94	\$94	\$50	\$52	\$53	\$54
Commercial Use (5% of full seasonal fee) - charged per hour	\$231	\$237	\$243	\$249	\$255	\$198	\$203	\$208	\$213	\$219	\$171	\$175	\$179	\$184	\$188	\$99	\$101	\$104	\$107	\$109

6. TURF WICKETS

Council subsidises up to 75% of the cost of preparation of turf wickets for each Tenant Club requiring such facilities. A seasonal ground fee is also charged in additional to the turf wicket fee.

Ground	Turf Wicket	Practice Wicket	Seasonal Charge				
			2020	2021	2022	2023	2024
Croydon Park	√	√	\$7,274	\$8,001	\$8,801	\$9,681	\$10,649
Jubilee Park # 1 Oval	√	√	\$11,146	\$12,260	\$13,486	\$14,834	\$16,318
Jubilee Park # 2 Oval	√		N/A	\$8,001	\$8,801	\$9,681	\$10,649
Fred Geale Oval	√		\$4,032	\$4,435	\$4,878	\$5,366	\$5,902
H E Parker # 1 Oval	√		N/A	\$8,001	\$8,801	\$9,681	\$10,649
Proc Park Oval	√		N/A	\$4,435	\$4,878	\$5,366	\$5,902

Any additional use of turf wickets, outside the normal allocation, may incur an additional fee. Council will prepare match and practice wickets for the semi-finals and finals of yearly competition at no charge to the Tenant Club if they involve Maroondah clubs. The following allocation conditions will also apply:

- Any additional matches outside of allocated tenancy agreement, including visiting internationals, state teams or exhibition matches a fee of \$200.00 (including GST) per day will apply for centre wicket preparation.

7. ATHLETICS TRACKS

Council owns and maintains 2 athletics tracks that are equipped to meet the needs of users by providing an all weather surface, marked tracks, spectator seating and pavilions. AC Robertson Athletics Field is currently managed on behalf of Council by the Ringwood Athletic Track Special Committee of Management. Council will be taking over the management and booking of the AC Robertson Field Athletic Track in July 2020. A full review of the pricing structure and management of Council’s Athletic Tracks will be undertaken prior to this change in management.

Town Park Athletics Track

Town Park Athletics Track is managed directly by Council. The following fees apply for the use of the Track:

Type of use	Casual Charge				
	2020	2021	2022	2023	2024
Casual Use - Maroondah based organisations	\$55	\$56	\$57	\$58	\$59
Casual Use – Non MCC Organisations	\$77	\$79	\$81	\$83	\$85
Full Day Casual Use – MCC based organisations	\$198	\$203	\$208	\$213	\$219
Full Day Casual Use – Non MMC Organisation	\$381	\$391	\$401	\$411	\$421
Casual Use - Back up Date		\$77	\$77	\$77	\$77

For seasonal usage of the Town Park Athletics Track please refer to the seasonal charge for category C ground - Section 5.3

A C Robertson Athletics Track

A C Robertson Athletics Track is managed directly by Council. The following fees apply for the use of the Track:

Type of use	Casual Charge				
	2020	2021	2022	2023	2024
Casual Use - School Carnival Full Day	\$645	\$645	\$661	\$678	\$695
Casual Use – School Carnival Half Day	\$325	\$325	\$333	\$341	\$350
Casual Use – Night Carnival	\$770	\$770	\$789	\$809	\$830
Casual Use - Per Hour	\$77	\$77	\$79	\$81	\$83
Casual Use - Back up Date	\$77	\$77	\$77	\$79	\$81

For seasonal usage of the A C Robertson Athletics Track please refer to the seasonal charge for category A ground - Section 5.3

8. EASTFIELD PARK TROTTING FACILITY

The Eastfield Park trotting facility is managed directly by Council. The following fees apply for the use of the facility:

Type of use	2020	2021	2022	2023	2024
Full Seasonal Charge (Full use fee)	\$3,702	\$3,795	\$3,890	\$3,987	\$4,087

9. RINGWOOD & CROYDON SYNTHETIC SOCCER PITCHES

The Ringwood and Croydon Synthetic Soccer Pitches are managed directly by Council. The following fees apply for the use of the Pitch and are charged at a per/hr rate:

Type of use	2020	2021	2022	2023	2024
Commercial and Private Use: Academy's/Business					
Pitch & Change Rooms	\$150	\$154	\$158	\$162	\$166
Pitch, Lights, Change Rooms	\$187	\$192	\$197	\$202	\$207
Maroondah Soccer Clubs					
Pitch & Change Rooms	\$58	\$59	\$60	\$61	\$62
Pitch, Lights, Change Rooms	\$79	\$81	\$83	\$85	\$87

School Hire (Single Use)

	2020		2021		2022		2023		2024	
	Maroondah	External	Maroondah	External	Maroondah	External	Maroondah	External	Maroondah	External
Pitch & Toilets	\$58	\$84	\$59	\$86	\$60	\$88	\$61	\$90	\$62	\$92

For seasonal usage of the Ringwood Soccer Pitch please refer to the seasonal charge for category A ground - Section 5.3

10. OPEN SPACE COMMERCIAL FITNESS

For the purpose of hiring sporting facilities and open space in Maroondah, a commercial user or private user is considered to be an organisation, including incorporated body, co-operative society, partnership or sole trader conducting activities for the purpose of deriving a financial return to the proprietors or shareholders.

The Open Space Commercial Fitness Provider Guidelines set out the permit application process and obligations of Commercial Fitness Providers when using Council's parks and reserves. A permit is required for any individual or business running group fitness training or physical activity instruction on public land for

groups larger than 3 participants and is receiving a commercial benefit. For personal 1:1 training and groups of less than 4 participants policy conditions apply, however a permit and fee will not be required. This process excludes dog trainers.

Eligibility

In order to be considered for a permit for the operation of commercial fitness activities, the following must be provided at the time of application: -

- Current level 2 first aid certificate.
- Current public liability insurance which indemnifies Maroondah City Council to a minimum of \$10 million.
- Professional indemnity insurance \$20 million.
- Registration with Fitness Australia or the relevant peak body.

Permissible activities

Permits will allow trainers to conduct approved fitness activities such as, but not limited to:

- Boxing pad training;
- Organised group exercise programs;
- Parkour on approved equipment
- Yoga, tai chi or similar classes;
- Circuit training including use of carried equipment including Swiss balls, skipping ropes, foam mats, medicine balls
- Running drills; or/and a combination of any of these activities

Excluded activities

Restricted activities include but are limited to those that:

- Involve amplified music or microphone
- Are organised sports activities (suitable at designated sports grounds)
- Use spiked or studded sports boots;
- Involve dragging weighted objects such as tyres, vehicles and/or weight training equipment
- Cause damage or stress to grassed areas, park fixtures or trees;
- Are aggressive or intimidating activities and behaviour including combat fighting or training
- Cause a nuisance to members of the public and neighbouring residents;
- Unreasonably exclude or cause to obstruct the public from the use of parks fixtures such as playground or park exercise equipment, benches or pathway
- Offer the sale of clothing, merchandise, equipment, refreshments, goods or products

- Include groups larger than 20 people.

Locations

Use of the reserve for group training is restricted to the identified and approved open space areas. Instructors are to adhere to the approved area and instructors are to rotate areas of use on a regular basis to ensure minimal wear and tear. Permits under this policy will not be issued for use of sports grounds however limited availability for category C sportsground usage is available via the seasonal and casual allocation of sportsground process. Groups are permitted to utilise but not cause obstruction to or monopolise shared use pathways and trails.

RESERVE	Parking	Public Toilets	Max # Participants	Dogs On Lead	Other facilities available for permitted use
Barneong Reserve Bambra Street Croydon	✓	✓	20	✘	Trail Access
Cheong Park Eastfield Road, Croydon	✓	✓	12	✓	Fitness Equipment
Croydon Park Hewish Road, Croydon	✓	✓	20	✓	
Glen Park Glen Park Rd, Bayswater Nth	✓	✓	20	✘	Trail Access Muti-purpose court Fitness Equipment
Yarrunga Reserve 42 Settlers Hill Crescent Croydon Hills	✓	✘	20	✓	Trail Access Muti-purpose court Fitness Equipment

Fees

Personal training and groups less than 4 participants are exempt from the usage fees.

Fees for groups of 4 or more participants

3 Months	Up to 4 sessions / week	\$170	Up to 8 sessions / week	\$215
6 Months	Up to 4 Sessions / week	\$340	Up to 8 sessions / week	\$430

11. PAVILIONS

Pavilion Classifications

Pavilions are classified according to their quality and facilities, with 'AA' being the highest quality pavilion with the most amenities (charged at the highest rate) and 'C' being the lowest quality pavilion with minimal amenities. Each category will correspond to a set fee for use.

The criteria under which pavilions are classified are detailed below and include:

- The cost involved in maintaining the pavilion to an appropriate standard
- The number and standard of amenities (eg change rooms, kiosk, office space, etc)
- The capacity to raise income (eg social rooms, kiosk, bar facilities, etc)

Pavilion Categories

Category AA

- Over 180 m2 Multi-purpose area
- Board/meeting room
- Multiple change facilities
- Kitchen/Kiosk facilities
- Full bar Facilities
- Toilets
- Support infrastructure - gymnasium, medical room etc

Category A

- 100 m2-180 m2 multi-purpose area
- Change facilities
- Kitchen / kiosk facilities
- Full bar facilities
- Toilets
- Additional support facilities/infrastructure (ie first aid room, gymnasium)

Category B

- 50 m2 - 100 m2 multi purpose area
- Change facilities
- Kitchen / kiosk facilities
- Limited/restricted bar facilities

- Toilets
- Limited additional support facilities/infrastructure (ie first aid room, office space, etc)

Category C

- Small hall / room
- Limited change facilities
- Limited kitchen / kiosk facilities

Note: Facilities that meet the majority of the listed criteria will be placed within that category.

Seasonal Pavilion Charges

A Tenant Club will either be charged the set fee for the allocated pavilion as detailed below or the previous fee charged for the same pavilion, whichever is the greater. Charges indicated below are the seasonal charges (summer or winter).

Type of use	Category AA Pavilion					Category A Pavilion					Category B Pavilion					Category C Pavilion				
	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024	2020	2021	2022	2023	2024
Full Seasonal Charge (Full use fee)	\$2,475	\$2,518	\$2,581	\$2,646	\$2,712	\$1,870	\$1,917	\$1,965	\$2,014	\$2,064	\$1,161	\$1,190	\$1,220	\$1,251	\$1,282	\$924	\$947	\$971	\$995	\$1,020
Juniors, Veterans/Older Adults, Disability Programs, Match/Training Only (50% Fee reduction)	\$1238	\$1,269	\$1,301	\$1,334	\$1,367	\$935	\$958	\$982	\$1,007	\$1,032	\$581	\$595	\$610	\$625	\$641	\$462	\$474	\$486	\$498	\$510

12. REVIEW

Facilities and sports ground categories are re-assessed on an annual basis as the standard of a facility may be improved through Council’s Capital Works Program. Facilities that receive significant improvement works may be upgraded to a higher category. Regular tenant groups of these facilities will be given advanced warning of an upgrade to allow time to incorporate any fee increases into their seasonal budget and business planning.

Council also reserves the right to increase fees if required.

The overarching Community Facilities Pricing Policy and the Seasonal and Casual Pricing Schedule will be reviewed every five years and will be monitored in relation to priorities identified in the Council Plan.

Attachment 1 - Oval Categories

Category AA	Category A	Category B	Category C
Jubilee Oval #1	A C Robertson Aths Track	Jubilee #2 Oval	Arrabri Oval
Croydon Oval	Ainslie Park Oval	Manson #1 Oval	Barnggeong #2 Oval
Dorset Soccer Pitch - Grass	Barnggeong #1 Oval	North Ringwood Reserve	Barnggeong #3 Oval
Dorset Soccer Pitch - Synthetic	Belmont Park Oval	Quambee #2 Oval	Barnggeong Baseball #1
HE Parker Oval #1	Benson Oval	Melba Croydon Oval	Barnggeong Baseball #2
Silcock Soccer Pitch N#1	Cheong Park Oval	Griff Hunt Cricket Oval	Dorset East Oval
Silcock Soccer Pitch N#2	East Ringwood #1 Oval	Griff Hunt 1 Rugby Pitch	Dorset West Oval
Silcock Soccer Pitch S#3	Fred Geale Oval	Griff Hunt Rugby 2 Pitch	Dorset Back East Pitch
Silcock Soccer Pitch S#4	Heathmont Reserve		Dorset Back West Pitch
Silcock Northern Cricket Oval	Hughes Park Oval		East Ringwood #2 Oval
Silcock Southern Cricket Oval	Mullum #1 Oval		Glen Park Oval
Quambee Oval #1	Mullum #2 Oval		Gracedale Oval
	Ringwood Soccer Pitch		Greenwood Ave Oval
	Springfield Pitch		H E Parker #2 Oval
	Town Park Aths Interior Oval		Horse & Pony - Ménage
			Lipscombe Park Oval
			Manson #2 Oval
			Manson #3 Oval
			Parkwood Oval
			Peter Verges Oval
			Proc Park Baseball #1
			Proc Park Baseball #2
			Proc Park Cricket #1
			Proc Park Cricket #2
			Quambee #3 Oval
			Town Park Aths Track

Attachment 2 - Pavilion Categories

Category AA	Category A	Category B	Category C
Cheong Park Pavilion	Ainslie Park Pavilion	Barneong Baseball Pavilion	Barneong Football Pavilion
Croydon Pavilion	Heathmont Pavilion	Griff Hunt Pavilion	Belmont Park Pavilion
Dorset Pavilion	Hughes Park Pavilion	Tony Lethbridge Pavilion	Benson Pavilion
East Ringwood Pavilion	Proclamation Park Baseball Pavilion		Eastfield Park - Trotting Pavilion
H E Parker Pavilion	Quambee Pavilion		Jubilee #2 Pavilion
Manson Pavilion	Ringwood Multi-Purpose Pavilion		Lipscombe Park Pavilion
Mullum Pavilion	Silcock - Dog Pavilion		Quambee Horse & Pony Pavilion
Springfield Pavilion	Silcock Soccer / Cricket Pavilion		Town Park Athletics Pavilion
			Town Park Pavilion - Fred Geale

MAROONDAH CITY COUNCIL SPORTING FACILITIES

SPORTS FIELDS

Ainslie Park
 Arrabri Reserve
 Barneong Reserve # 1 Oval
 Barneong Reserve # 2 Oval
 Barneong Reserve # 3 Oval
 Barneong Reserve Baseball # 1 Field
 Barneong Reserve Baseball # 2 Field
 Belmont Park
 Cheong Park
 Croydon Park
 Dorset Reserve (east & west ovals)
 Dorset Reserve (southern pitches)
 Dorset Soccer Pitch
 East Ringwood Reserve # 1 Oval
 East Ringwood Reserve # 2 Oval
 Eastfield Park (*Bensons Oval*)
 Fred Geale Oval
 Glen Park
 Gracedale Park
 Greenwood Park
 Griff Hunt Reserve # 1 Oval/Rugby Pitch
 Griff Hunt Reserve # 2 Oval/Rugby Pitch
 HE Parker Reserve # 1 Oval
 HE Parker Reserve # 2 Oval
 Heathmont Reserve
 Hughes Park
 Jubilee Park # 1 Oval
 Jubilee Park # 2 Oval
 Lipscombe Park
 Manson Reserve # 1 Oval (fenced)
 Manson Reserve # 2 Oval (dog club side)
 Manson Reserve # 3 (soccer pitches)
 Melba College Oval - Croydon
 Mullum Mullum Reserve # 1 Oval
 Mullum Mullum Reserve # 2 Oval
 Nth Ringwood Reserve
 Peter Verges Reserve
 Proclamation Park (Baseball # 1 Field)
 Proclamation Park (Baseball # 2 Field)
 Proclamation Park (Cricket # 1 Field)
 Proclamation Park (Cricket # 2 Field)
 Quambee Reserve # 1 Oval
 Quambee Reserve # 2 Oval
 Quambee Reserve # 3 Oval
 Richard Silcock Reserve (northern)
 Richard Silcock Reserve (southern)
 Springfield Park Gridiron / Soccer Pitch
 Town Park - Interior of Athletics Track
 Ringwood Soccer Pitch (Jubilee Park)

SPORTING PAVILIONS

Ainslie Park
 Barneong Reserve – Baseball Club Facility
 Barneong Reserve – Football Club Facility
 Belmont Park
 Cheong Park
 Croydon Park
 Dorset Soccer
 East Ringwood Reserve
 Eastfield Park (Bensons Pavilion)
 Eastfield Park – Pony Club Facility
 Glen Park
 Griff Hunt
 HE Parker – Pavilion
 HE Parker - Netball Facility
 Heathmont Reserve (AJ Lavis)
 Hughes Park - Pavilion
 Jubilee Park (RO Spencer)
 Jubilee Park # 2
 Lipscombe Park
 Manson Reserve – Pavillion
 Mullum Mullum Reserve (WO Pratt)
 Nth Ringwood Reserve
 Proclamation Park – Athletics Rooms
 Proclamation Park – Baseball Rooms
 Quambee Reserve
 Silcock Reserve – Soccer/Cricket
 Silcock Reserve – Dog Club
 Springfield Park
 Town Park (Fred Geale Oval Pavilion)
 Town Park (Athletics Clubrooms)
 Ringwood Soccer Pavilion (Jubilee Park)

TURF WICKETS *(maintained by Council)*

Croydon Park
 Jubilee Park # 1
 Jubilee Park # 2
 Fred Geale Oval
 H E Parker # 1
 Proclamation Park Cricket Oval

ATHLETICS TRACKS

Town Park Athletics Track
 AC Robertson Sports Field

**APPENDIX 5. - Temporary signage on Council reserves policy – Maroondah
Planning Scheme Amendment C65**

22.15 SIGNAGE ON COUNCIL RESERVES

11/12/2008
C65

This policy applies to the construction and display of signage on Council Reserves identified as Category 3 in the Schedule to Clause 36.02 in the Maroondah Planning Scheme.

22.15-1 Policy basis

11/12/2008
C65

The Municipal Strategic Statement (MSS) recognises that a high quality urban environment has enormous intrinsic value and attracts residents, businesses, industry and investment to the municipality. The MSS states that to ensure the ongoing development of a quality and attractive built environment, signage that is located in and visible from public areas must present a coordinated and high quality image.

Maroondah’s open space reserves are vital for providing the community with access to a range of facilities to meet the recreational needs of the community. It is important that any signage on these reserves complements the role of the reserve and does not detract from the quality urban environment of Maroondah.

22.15-2 Objectives

11/12/2008
C65

The objectives of this policy are:

- To provide for sponsorship signage for community based sporting clubs in locations and a manner that complements the role of the reserve.
- To ensure that signage complements and enhances the appearance and amenity of the natural and built environment of the reserve and surrounding area.
- To ensure that signage is well designed and well maintained to make a positive contribution to the appearance of buildings, streetscapes and the environment.
- To coordinate the placement of signage on reserves and associated facilities to minimise clutter, avoid unnecessary duplication and improve the reserves attractiveness and function.
- To encourage well-designed temporary and match-day signage in a wider range of potential locations than seasonal or permanent signage.
- To provide for equity in the placement and display of signage that is directly linked to the seasonal allocations of the ground.

22.15-3 Policy

11/12/2008
C65

It is policy that:

- All signs are maintained to the satisfaction of the responsible authority.
- All signs are securely fastened and kept free from graffiti.
- The months in which sporting clubs sponsorship signage is displayed is related to the seasonal allocation of the ground.

Signage design and type

- The size, height, and design of signage are compatible with the natural and built environment of the reserve and surrounding area.
- Subdued tones are encouraged.
- Appropriate colours are encouraged.
- Illuminated and/or animated signs should not be used.

- Pole signs should not be used.
- Reflective construction materials should not be used.
- High wall signs should not be used.

Signage location

- Signage should be located so as to be visible only to persons attending the organised sports activities on the reserve.
- Permanent or seasonal signage should not be visible from the surrounding roads, streets or residential areas, but match-day signage may be visible if it meets signage design and type requirements.
- Signage is displayed in a coordinated manner and should not detract from the reserve.
- The protection of views into and within public areas should be maintained and enhanced.
- Desirable locations for signage that meets other location requirements are shown in Plan 1 that forms part of this policy.

22.15-4

Application requirements

11/12/2008
C65

The following information is to accompany an application for signage:

- A description of the sign(s) and its purpose.
- A statement of the impact that the proposed sign will have on the streetscape and amenity of the area.
- One (1) A4 size plan showing the location of the signage, generally in accordance with the requirements of Plan 1.
- Details of the proposed sign(s) including the dimensions, colour, content and lettering style of the proposed sign(s).
- A statement on whether the sign is match-day, seasonal or permanent.
- Photographs showing the existing conditions at the site and the extent of signage within the immediate area.
- Where relevant, the location and size of any existing signage on the site, including details of the signs proposed to be removed or retained as part of the proposal.
- Where relevant, the structure of the sign and the method of support.
- Dates that signage will be affixed and removed, in conjunction with the sporting season and ground allocation.

22.15-5

Policy Reference

11/12/2008
C65

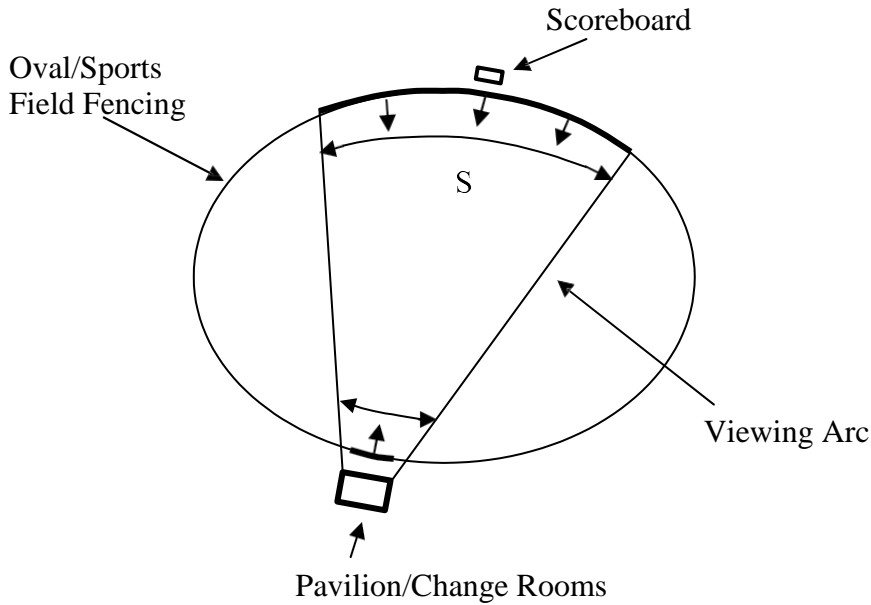
Maroondah Neighbourhood Character Study, Planisphere, 2004

Maroondah Habitat Corridors Strategy, Context Pty Ltd, 2004

Maroondah Open Space Strategy, @leisure, 2005

Maroondah Urban Design Framework, Michael Smith and Associates, 2006

PLAN 1: SPONSORSHIP ON COUNCIL RESERVES – INDICATIVE PREFERRED LOCATIONS

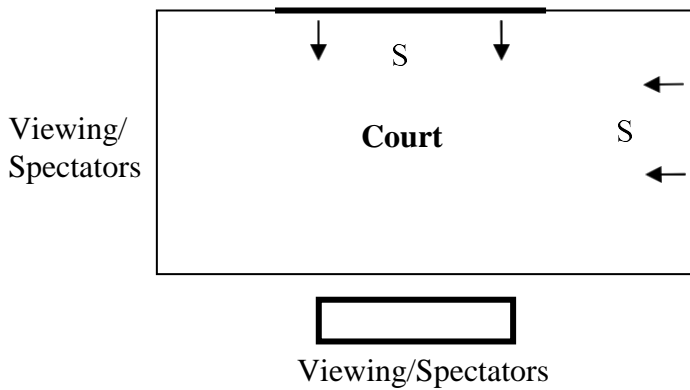


KEY

S - Section of fence most suitable for signage. Signs to face inside of playing area. Permanent or seasonal signage must not be visible from outside the reserve

NOTE

The locational criteria apply to tennis courts, lawn bowls and other relevant recreation facilities within the Council Reserve system



11/12/2008
C65**SCHEDULE TO THE PUBLIC PARK AND RECREATION ZONE**

Public land	Use or development	Conditions
None specified		

Land	Advertising Sign Category
Ainslie Park, Ainslie Park Road, Croydon	Category 3
Bargeong Reserve, Bambra Street, Croydon	Category 3
Belmont Park, Belmont Road East, Croydon South	Category 3
Cheong Park, Eastfield Road, Croydon	Category 3
Croydon Bowls Club, Civic Square, Croydon	Category 3
Croydon Park, Mt. Dandenong Road, Croydon	Category 3
Dorset Park, Dorset Road, Croydon	Category 3
East Ringwood Reserve, Mt. Dandenong Road, Ringwood East	Category 3
Griff Hunt Reserve, Lyons Road, Croydon North	Category 3
H. E. Parker Reserve, Heathmont Road, Heathmont	Category 3
Heathmont Reserve, Canterbury Road, Heathmont	Category 3
Hughes Park, Maroondah Highway, Croydon North	Category 3
Jubilee Park, Greenwood Avenue, Ringwood	Category 3
Lipscombe Park, Plymouth Road, Croydon	Category 3
North Ringwood Reserve, Oban Road, Ringwood	Category 3
Peter Vergers Reserve, Oban Road, Ringwood	Category 3
Proclamation Park, Sylvia Street, Ringwood	Category 3
Quambee Reserve, Wonga Road, Ringwood North	Category 3
Silcock Reserve, Surrey Road, Croydon	Category 3
Town Park, Norton Road, Croydon	Category 3

APPENDIX 6. – COMMUNITY BILLBOARD APPLICATION FORM

PERMIT APPLICATION COMMUNITY ADVERTISING BILLBOARDS



THE MAROONDAH BASED COMMUNITY ORGANISATION APPLYING MUST BE PROMOTING A COMMUNITY EVENT IN MAROONDAH OR A ONE OFF CHARITY FUNCTION AND BE NOT-FOR-PROFIT – FUNDRAISING IS NOT PERMITTED.

Name of organisation: _____
Address of organisation: _____
Contact person name: _____ Telephone No.: _____
Contact address: _____

Possible available sites for temporary advertising signs are listed below. Please tick a maximum of 4 sites to indicate your preference. A maximum of two sites are permitted per organisation in any calendar year. Sites will be allocated subject to availability. (Maximum size of sign - 2.4m x 1.8m)

- Cheong Park - Bayswater Rd/Eastfield Rd, Sth Croydon
- Croydon Rd/Lincoln Rd, Croydon - S.E. Corner
- Dorset Rd/Canterbury Rd, Nth Bayswater - S.W. Corner
- Dorset Rd/Lincoln Rd, Croydon - Council Reserve
- Heathmont Park - Canterbury Rd - opp. Great Ryrie St, Heathmont
- Maroondah Hwy/Croydon Rd, Croydon - S.E. Corner
- Maroondah Hwy/Dublin Rd, Ringwood - Council Reserve
- Maroondah Hwy, Croydon - opp. Kent Ave
- Tortice Drive /Warrandyte Road, Ringwood Nth - S.E. Corner

Type of Event
e.g. Fete/Open Day/Trivia Night etc. _____ Date of Event: _____

Venue – name & location
*(if applicable) _____

Preferred date/s for permit:
(max. of 3 weeks) _____

Real Estate Agents Name
(if sign being supplied by an agent) _____ Phone No: _____

Signature: _____ Dated: _____

HOW TO APPLY – Please forward completed application to:

MAIL
Maroondah City Council (Local Laws)
PO Box 156
Ringwood VIC 3134
EMAIL - maroondah@maroondah.vic.gov.au

IN PERSON
Civic Centre, Braeside Avenue, Ringwood
Realm, 179 Maroondah Hwy, Ringwood
Croydon Service Centre, Civic Square, Croydon

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email - privacy@maroondah.vic.gov.au

APPENDIX 7. - Incident report form

Maroondah Incident Report Form Member of the Public and Council Property

INJURY NEAR MISS PROPERTY OTHER

SECTION 1: LOCATION OF INCIDENT

Facility / Event _____

Location at site _____

Date ____ / ____ / ____ Time ____ AM / PM

SECTION 2: DETAILS OF PERSON INVOLVED / INJURED IN THE INCIDENT

Name _____

Address _____ Postcode _____

DOB ____ / ____ / ____ Male Female

Contact number _____

SECTION 3: DETAILS OF GUARDIAN OR WITNESS

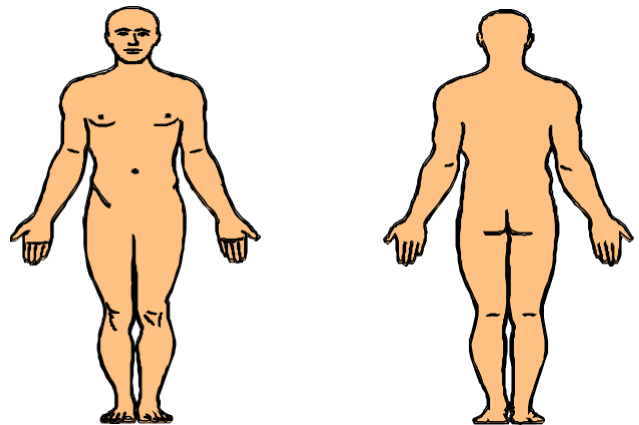
Name _____

Address _____ Postcode _____

Male Female Relationship to above person _____

Contact number _____

SECTION 4: INCIDENT DETAILS (What happened; include sequence of events leading to incident and nature of injury/disease)



Location of injury (circle or mark with an 'X')

SECTION 5: DETAILED ACTION TAKEN AND OUTCOME (Attach additional details if insufficient space)

Ambulance Fire Police Time called Time arrived

First Aid ⇨ Was permission given to perform first aid? Yes / No Other

Staff member(s) responding to incident _____

Action taken _____

SECTION 6: FURTHER RECOMMENDED ACTION

Seek medical advice Report incident to Police Other (specify)

SECTION 7: SIGN OFF / FOLLOW UP

Incident report completed by

Name _____ Signature _____ Date ____ / ____ / ____

Supervisor / Shift Supervisor / Duty Manager

Name _____ Signature _____ Date ____ / ____ / ____

Service Area Manager / Facility Manager

Name _____ Signature _____ Date ____ / ____ / ____

Additional notes Maintenance request Hazard inspection

APPENDIX 8. – Key Policy & Form

Background

From time to time Maroondah City Council (**Council**) issues keys to Council buildings so those buildings can be used by sporting, cultural and other groups with the lawful authority of Council (**User Groups**). Where keys are lost, misplaced or simply not returned to Council then the security of the building is compromised for all future users of the building – unless Council rekeys the building. To rekey a building Council has to incur the cost of replacing all locks and reissuing keys to all current users. Rekeying a building will usually cost at least in the hundreds of dollars, but in some cases can cost in the thousands of dollars, depending on the number of locks and number of users.

If Council fails to maintain a robust and effective locking and security system for its buildings then it cannot guarantee the safety of those buildings and the valuable assets within them. In addition, such failure could void the insurance policies put in place by Council (covering the buildings and Council's contents) and tenants (covering the tenant's contents).

Intended effect of this policy

The intent of this Key Policy is to maintain the ongoing security of Council buildings by ensuring that any member of the public who accepts a Council key – whether on behalf of a User Group that has the authority of Council to use a Council building or otherwise – understands there is personal responsibility for:

1. the use of that key in accordance with this Key Policy;
2. the return of the key to Council at the end of their use of the Council building; and
3. the cost Council incurs if Council has to rekey a building and/or reissue a key or keys to the Use Group and other current users because a key is not returned to Council or is returned in a broken or unserviceable condition.

Legal terms and conditions Council keys are issued under

Any person taking possession of a Council key (**the key holder**) does so on the terms and conditions set out in this Key Policy. Where a key holder receives additional keys for use by others then the key holder remains responsible for all keys issued to them, unless and until they get the recipients of those other key holders to sign and return a completed 'Key Issue Responsibility Acceptance Form' that accompanies this Key Policy.

If a key holder holds a Council key on behalf of a User Group then this Key Policy makes the User Group responsible for the cost and any other consequences of any breach of this Key Policy by that key holder. If a key holder holds a Council key in a personal capacity and not on behalf of a User Group, then this Key Policy makes the key holder personally responsible for the cost and any other consequences of any breach of this Key Policy by that keyholder.

Where the context permits or requires in this Policy the singular also means the plural. Any reference to a Council officer means that officer or equivalent and anyone acting in that role.

General terms

By taking possession of a Council key the relevant User Group and key holder acknowledge and agree:

1. All Council keys are and remain the property of Council at alltimes.
2. The User Group and key holder are granted a bare licence to hold and use the key for the purpose stated on the Key Issue Responsibility Acceptance Form completed by the User Group and key holder.

3. If no purpose for the use of a key is stated on the relevant Key Issue Responsibility Acceptance Form then the key may only be used at the times and for the purposes and uses (if any) authorised by Council. Such authorisation is contained in the Council lease, licence, hire agreement, seasonal allocation licence or similar that allows the User Group and key holder to use the Council building.
4. If the User Group ceases to operate or exist or the key holder ceases to be a member of the relevant User Group then all Council keys held by the User Group or key holder must immediately be returned to Council. Keys are not to be given to another member of the User Group as they may then, if not promptly returned to Council, be deemed to be lost. It is the responsibility of the User Group to return Council keys to Council.
5. The User Group and any key holder must present all Council keys to Council upon request by any Council employee who properly identifies themselves as such by producing their Council issued identity card. Any Council key must be immediately surrendered to Council's Facilities Management Coordinator upon request.
6. Council reserves the right to audit the Council keys issued to a User Group or any key holder at any point in time. The User Group must arrange and ensure each of its key holders and any individual key holder must produce all Council keys they hold at the time and place Council reasonably designates in writing¹, at no expense or cost to Council, to allow the keys to be audited. This will enable Council to physically verify that an individual key holder or all key holders from a User Group still have the Council key or keys issued to them.

Lost, stolen, misplaced, destroyed, broken or unserviceable Council keys

7. If a Council key is lost or stolen, misplaced, broken or unserviceable or otherwise no longer in the possession of the key holder, then the key holder must immediately contact Council's Facilities Management Coordinator or Facilities Management administration officer and inform them of this.
8. If a Council key is no longer required by the key holder for the purposes or uses authorised by Council or those authorised purposes and uses have expired, then the key holder must promptly return the key to Council's Facilities Management Coordinator or Facilities Management administration officer.

Consequences of failing to return a serviceable key to Council

In the following 4 clauses "produce" and "return to Council" mean produce to and return to Council's Facilities Management Coordinator or Council's Building Maintenance administration officer.

9. Any failure to produce a Council key for audit entitles Council to deem that the key or keys not produced have been lost with the consequence that the User Group or individual key holder who failed to produce the Council key accepts responsibility for the cost of Council rekeying the relevant building and reissuing Council keys to all users of that building.
10. If a key is lost, misplaced, stolen, destroyed or otherwise not returned to Council in accordance with this policy then the User Group or individual key holder accepts responsibility for the cost of Council rekeying the relevant building and reissuing Council keys to all users of that building.

¹ For User Groups, where practical, Council will try to schedule Council key audits to coincide with the next committee or other meeting of the User Group.

11. If a Council key is destroyed or returned to Council in a broken, damaged or unusable condition then the User Group or individual key holder accepts responsibility for the cost of Council replacing the Council key.
12. If a Council key is not promptly returned to Council at the end of the authorised use of the relevant Council building or that Council key then Council can deem the key lost and the User Group or individual key holder accepts responsibility for the cost of Council rekeying the relevant building and reissuing Council keys to all users of that building.
13. Where Council incurs cost due to a User Group or key holder failing to comply with this Key Policy then that cost becomes a debt due and payable by the User Group or the individual key holder to Council on written demand provided Council provides the User Group or individual key holder with reasonable evidence of the breach and the costs incurred by Council prior to or at the time of demand for payment. Reasonable evidence of breach for this purpose is evidence based on the balance of probabilities (not beyond reasonable doubt). This means Council is not required to obtain a court or tribunal order that the User Group or individual key holder has breached this Key Policy to be entitled to reimbursement of Council's costs.

Protection of Council and tenant assets

14. If a key holder, while in, near or using a Council building, is witness to any unauthorised person entering or damaging a Council building or Council or tenant assets or equipment on the site, the key holder must immediately report the event to Victoria Police and then to Council's Facilities Management Coordinator.

Discretion in the application of this Key Policy

15. Council and its Facilities Management Co-ordinator, who administers this policy on behalf of Council, both have discretion as to how this Key Policy will be applied. Where a strict application of this policy would result in an unfair or unjust outcome then the application of this policy may be varied or the policy may be only partially applied. For example, if a key or keys were lost due to a key holder being affected by a natural disaster or their house burned down or similar then Council may choose not to rekey a building and may also choose not to seek to recover the cost of reissuing a key or keys to the key holder. Similarly, if a key holder died but the Council key or keys could not be found, then Council may choose to rekey a building and reissue keys but not recover the cost of having to do so from the relevant User Group.

Key Issue Responsibility Acceptance Form

This is a one page form that records which Council key has been issued to whom for what authorised uses and, where relevant, on behalf of which User Group. It is attached to this policy. It is the policy of Council not to issue any Council key to anyone who is not an employee of Council unless and until a Key Issue Responsibility Acceptance Form has been fully completed for that Council key or keys. Exceptions can be made to this policy in times of emergency, disaster or at the discretion of Council's Facilities Management Co-ordinator.

End of policy.



KEY ISSUE RESPONSIBILITY ACCEPTANCE FORM

Key System: (Please circle the following) YV2500Q YV2260Q YV300Q M77 P911 RM1 Other: _____	
Key: (Eg. MMK3.16 OR 7.2R)	Issue Number: (Small number printed above key number)
First Name:	Surname:
Phone Number:	Mobile Number:
Email address:	
Company/Club Name (i.e. User Group):	Department:
Purpose Key may be used for: (to be completed by Council)	
Building associated with Key:	
Date Key Taken:	Date Key Returned:

Declaration/Acknowledgement:

I have read and understand the Maroondah City Council Key Policy. By signing this form and taking possession of a Maroondah City Council key or keys I and the User Group I am taking possession of the key(s) for both expressly agree to be bound by the Terms and Conditions of Council's Key Policy in relation to each and every Council key I received:

Signature and name of key holder: _____ **Date:** _____

PRINT Name of the key holder: _____

Signature of User Group President: _____ **Date:** _____

PRINT Name of President and User Group: _____

Please return this form to Maroondah Council's Facilities Manager, Co-ordinator or Building Maintenance Administration Officer at Council's Lincoln Rd Depot

Address: 24-28 Lincoln Road Croydon 3136
Postal Address: P.O Box 156 Ringwood 3134
Email: building.maintenance@maroondah.vic.gov.au
Ph: 9294 5684 Fax: 9723 7039

Appendix 9. - Sports Grounds and Categories in Maroondah

Facility	Cat A	Cat B	Cat C	Turf Wickets
Ainslie Park	✓			
Arrabri Reserve			✓	
Barnggeong Reserve # 1 Oval	✓			
Barnggeong Reserve # 2 Oval			✓	
Barnggeong Reserve # 3 Oval			✓	
Barnggeong Reserve Baseball # 1 Field			✓	
Barnggeong Reserve Baseball # 2 Field			✓	
Belmont Park	✓			
Cheong Park	✓			
Croydon Park	✓			✓
Dorset Reserve (east & west ovals)			✓	
Dorset Reserve (southern pitches)			✓	
Dorset Soccer Ground	✓			
East Ringwood Reserve #1 Oval	✓			
East Ringwood Reserve #2 Oval			✓	
Eastfield Park (Bensons Oval)	✓			
Fred Geale Oval	✓			✓
Glen Park			✓	
Gracedale Park			✓	
Greenwood Park			✓	
Griff Hunt Reserve # 1 Oval / Rugby Pitch	✓			
Griff Hunt Reserve # 2 Oval / Rugby Pitch	✓			
HE Parker Reserve # 1 Oval	✓			✓ *
HE Parker Reserve # 2 Oval			✓	
Heathmont Reserve	✓			
Hughes Park	✓			
Jubilee Park # 1 Oval	✓			✓
Jubilee Park # 2 Oval		✓		✓ *
Lipscombe Park			✓	
Manson Reserve # 1 Oval (fenced)		✓		
Manson Reserve #2 Oval (dog club side)			✓	
Manson Reserve # 3 (soccer pitches)			✓	
Mullum Mullum Reserve # 1 Oval	✓			
Mullum Mullum Reserve # 2 Oval			✓	
North Ringwood Reserve		✓		
Peter Verges Reserve			✓	
Proclamation Park (Baseball # 1 Field)		✓		
Proclamation Park (Baseball # 2 Field)			✓	
Proclamation Park (Cricket # 1 Field)			✓	
Proclamation Park (Cricket # 2 Field)			✓	
Quambee Reserve # 1 Oval		✓		
Quambee Reserve # 2 Oval		✓		

Quambee Reserve # 3 Oval			✓	
Richard Silcock Reserve (northern)	✓			
Richard Silcock Reserve (southern)		✓		
Springfield Park Gridiron / Soccer Pitch	✓			
Town Park Interior of Athletics Track			✓	
Ringwood Soccer Pitch (Jubilee Park)	✓			

*NB Turf wickets marked with an asterisk * are maintained by the club/s allocated this ground*

APPENDIX 10. - Pavilions and Categories in Maroondah

Location	Cat A	Cat B	Cat C
Ainslie Park		✓	
Barngoon Reserve – Baseball Club Facility		✓	
Barngoon Reserve – Football Club Facility			✓
Belmont Park		✓	
Cheong Park	✓		
Croydon Park	✓		
Croydon Swim Clubroom			✓
Dorset Soccer	✓		
East Ringwood Reserve		✓	
Eastfield Park (Bensons Pavilion)		✓	
Eastfield Park – Pony Club Facility			✓
Glen Park		✓	
Griff Hunt		✓	
HE Parker – Pavilion		✓	
HE Parker - Netball Facility		✓	
Heathmont Reserve (AJ Lavis)	✓		
Hughes Park - Pavilion	✓		
Jubilee Park (RO Spencer)	✓		
Jubilee Park # 2		✓	
Lipscombe Park			✓
Manson Reserve – Pavilion		✓	
Mullum Mullum Reserve (WO Pratt)	✓		
Nth Ringwood Reserve	✓		
Proclamation Park – Athletics Rooms		✓	
Proclamation Park – Baseball Rooms			✓
Quambee Reserve	✓		
Silcock Reserve – Soccer/Cricket		✓	
Silcock Reserve – Dog Club	✓		
Springfield Park	✓		
Town Park (Fred Geale Oval Pavilion)			✓
Town Park (Athletics Clubrooms)		✓	

APPENDIX 11. – Request for Works In Council Facility Application (RWICF)



REQUEST WORKS IN A COUNCIL COMMUNITY FACILITY APPLICATION FOR CONSENT

Application Form: RWICF01

Purpose

This application form is to request in principle approval for any works that impacts on a Council owned facility or Council owned land (i.e. associated with a facility). The requirement for Council's consent to undertake works is in accordance with Section 248 of the Building Act 1993.

Applicant Detail

Name of Council:

Address:

User Group/Club:

Contact Name:

Contact's Position (i.e. president):

Phone Number:

Mobile:

Email:

Date: [Click here to enter a date.](#)

Work Details

Description and reason for works:

Indicative Costs:

How will this be funded (please tick):

Self Funded

Request for Council to fund

Grant Application – Please specify details:

Applicant Checklist : Please ensure that the following is attached to this application, where applicable:

Plan of works – Must be clear, illustrating the extent and scope of the works with measurements/specifications. Must have sufficient detail for Council to determine the exact location and the impact of the proposal

Sketch drawings – Where the proposed works requires drawings, these must be submitted for consideration.

Quotes – That show how indicative costs have been determined and include contractor/company details.

PLEASE SUBMIT FORM TO YOUR COUNCIL LIAISON OFFICER OR EMAIL: maroondah@maroondah.vic.gov.au

This application form will be submitted to Council's Assets service area for consideration. Council's Assets service area will respond formally in writing within 10 business working days from the date the application is received by Council with any relevant conditions or request for further information.