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## Terms of Reference

Explain the terms used throughout the document and the procedures that are relevant and need to be followed.

In this manual-

“**Council**” means the Frankston City Council;

“**Club**” means any group of people who meet on a regular basis to participate in organised physical activity. Note. fitness centres/groups are treated the same as sports clubs.

“**notification in writing**” - a letter, email and fax are all acceptable.

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## **Introduction**

This manual is to provide information to local user groups of Frankston City Council managed reserves and pavilions. It has been written to clarify issues for local sporting clubs and associations. This manual provides the framework for such user groups and details Council's position on reserve allocation, fees, usage issues, maintenance and capital improvements.

- This manual is an annexure to Council's Licence for Permissive Occupancy for local sporting clubs and associations which operates in conjunction with a number of other Council policies regarding reserves and pavilions. These policies, some of which are referred to in the manual, include Individual Financial Assistance in Sport Policy (2003), Licence and Lease Agreement for Council Owned Facilities (2002), Replacement of Synthetic Wickets Program, Best Practice Manual, Signage for Reserves (1999), Frankston City Council Naming Policy (2006) Local Law No 11 Municipal Reserves (1996), Fees and Charges (October 1995), Advertising Signs on Council Owned and Managed Reserves" (1994), and Outstanding Sporting Fees and Charges Policy (2005).

## Reserve and Pavilion Allocation

This manual is specifically for seasonal tenants and stipulates the conditions of seasonal tenancy. The right of use is not exclusive. Council may authorise any other person to use the facility or any part of it at any time outside the periods authorised for the Club by these conditions.

### Seasonal Tenants

Occupancy arrangements for seasonal tenants are in accordance with the Licence for Permissive Occupancy between Council and the respective tenants, except in instances where a variation has been made by Council. Certain information is to be provided annually by such tenants on Seasonal Information Forms (i.e. insurance, liquor licence, financial, rubbish collection, key register and local government liaison information). Summer tenants are required to submit this seasonal information to Council no later than the first week of September. Winter tenants are required to submit this information to Council no later than the first week of March.

Winter sports take precedence over summer sports between 1 April and 30 September. Summer sports take precedence over winter sports between 1 October and 31 March.

Grounds are allocated up until the last home-and-away game.

**Please note:** Renovation works on playing fields are usually undertaken following the completion of the home-and-away fixtures. Council will continue to upgrade and make sporting reserves safe by undertaking ground upgrades and regular and seasonal maintenance, depending upon water restrictions.

For example clubs still must seek Council approval for the following types of activities:

- Training throughout the season, if the ground/s for proposed use is/are different to that of the club's home ground
- Finals training
- Special events: i.e. Lightning Premierships
- Presentation days
- Pre-season training (not permitted under Stage 2 Water Restrictions)
- Pre-season matches (not permitted under Stage 2 Water Restrictions)

Clubs that compete in competitions conducted partly through the summer season and partly through the winter season may make an application to use the facility during this time. (Should Council be unable to include a co-tenant during one of the seasons, full rental fees for the whole year will be applicable.)

Should a club be elevated to a higher level of competition, Council does not guarantee preferential treatment with respect to ground allocation. A change in the standard of competition should be brought to Council's attention via the club's Seasonal Information form. Allocation of grounds within the municipality will be assessed in accordance with the availability of grounds and requirements of each user group.

In most cases, pavilion allocation is made on the same proviso as ground allocation.

Please note, Frankston City Council reserves the right to remove clubs and associations from ovals should the reserve deteriorate to a condition deemed unsafe, or should a club breach any licence conditions.



### **Fees and Charges**

The Fees and Charges policy for seasonal tenants was successfully implemented in 1995.

Frankston City Council is committed to the provision of high quality, safe playing fields and pavilions. In order to maintain the current standard and improve facilities, fees and charges must be applied to user groups.

The 1995 Fees and Charges policy was developed to recoup 25% of reserve maintenance costs. The flow chart on page 5 simplifies the manner in which the fees and charges are established.

Fees and charges within this manual are subject to annual Council review.

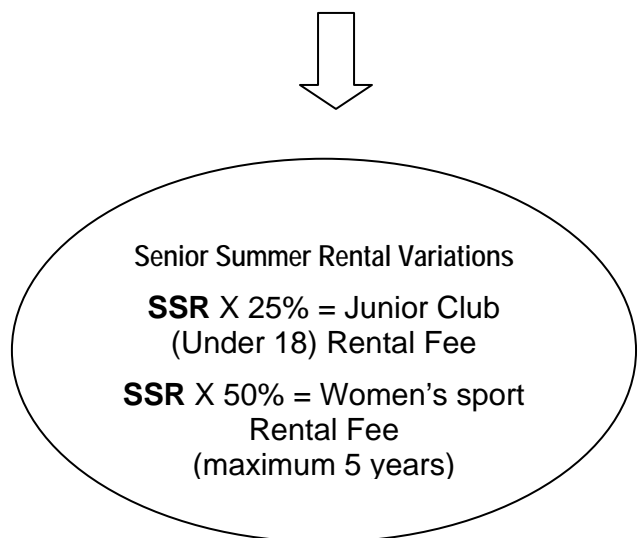
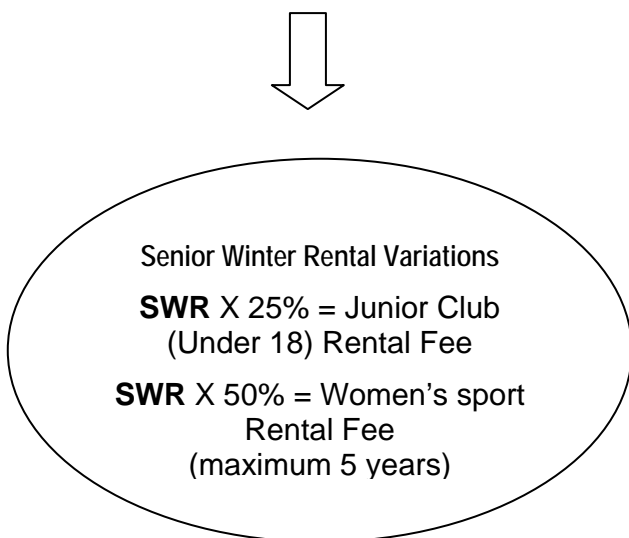
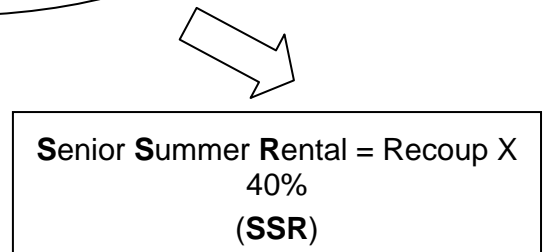
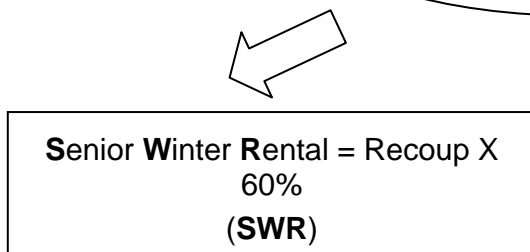
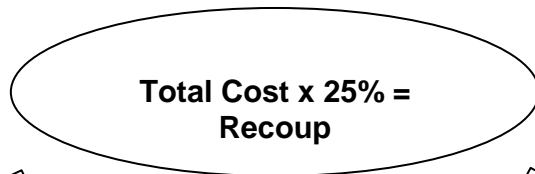
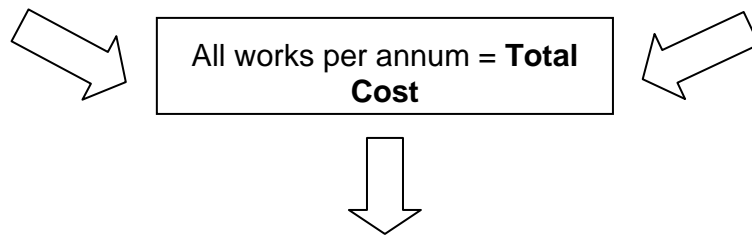
### **Goods and Services Tax**

With the introduction of the GST (effective as of 1 July 2000), invoices pertaining to reserve and pavilion rental will be affected by a 10% increase. For your benefit, seasonal tenant statements will reflect a breakdown of the GST charge. Please note, this charge is levied by the Federal Government, not Frankston City Council. When a seasonal tenancy account is paid to Council, the GST levy is then forwarded to the Federal Government.

**The cost to maintain playing fields**

- Regular Maintenance**
- ❑ Mowing of the ground and the immediate surrounds
  - ❑ Irrigation maintenance (if applicable)
  - ❑ Water usage on grounds
  - ❑ Fence repairs
  - ❑ Grading of the road/car park
  - ❑ Herbicide spraying
  - ❑ Miscellaneous costs, e.g. vandalism.
  - ❑ Oval Maintenance i.e. rolling

- Seasonal Maintenance**
- Renovation works:
- ❑ Top dressing
  - ❑ Fertilisation
  - ❑ Over sowing
  - ❑ Aerating



## Additional Charges

- A set fee of \$800 (plus GST) per ground will be charged to senior clubs using grounds other than their main oval. Junior clubs will be charged up to \$400 (plus GST) for the use of grounds in addition to the first allocated.
- Pavilion cost for senior clubs is a set fee of \$300 (plus GST), junior clubs up to \$150 (plus GST). This fee covers part of the internal structural maintenance and external maintenance of the building.

## Deductions

- A **Disability Subsidy** in the form of a 10% ground rental reduction is available in the instance that a club has developed a specific program/s for people with disabilities, and/or actively encourages people with disabilities, through membership drives and promotional material, to participate in club activities and competition. To obtain a disability subsidy, a request must be made in writing to Council prior to the commencement of the season, outlining how the club has satisfied the aforementioned condition.
- A **rubbish collection fee** of \$400 (plus GST) will be charged to summer and \$800 (plus GST) to senior winter tenants. Junior winter clubs will be charged \$400 (plus GST). Concessions may be granted should the club guarantee to collect its own rubbish.
- A **Capital Improvement Subsidy** is available where a club provides in excess of \$3,000 worth of Council-approved capital improvements to a facility in a financial year. Council may grant a subsidy on ground rental fees equivalent to 10% of Council approved works over \$3,000. This is subject to the following conditions which must be adhered to prior to consideration of a subsidy:
  - A written application from the club requesting permission to undertake works is made to Council **prior** to commencement of any works.
  - Should Council provide in-principle agreement to the works, the following conditions apply:
    - All Town Planning and Building permits and conditions are satisfied, where required.
    - All works are undertaken by a registered commercial builder. (Should a building permit not be required, this condition is still applicable.)
    - Original receipts for the works undertaken are attached to the application. (Council will not consider the club's request if original receipts are not supplied.)

- Please note:
  - Approved works must be completed within the current financial year for which the subsidy is applied. Retrospective subsidies will not be granted.
  - Should a capital improvement subsidy be granted, the amount will be credited to the club's account.
- Should the club be unable to access the ground due to pavilion renovation, the club shall be granted a concession.

Concessions will not be granted should the club use the reserve for training only and not competition.

### **Outstanding Fees and Charges**

As part of Councils Outstanding Sporting Fees and Charges Policy (2005) tenancy applications will not be considered for clubs who have an outstanding debt with Council.

### **Payment of fees**

Commencing in winter 2006, seasonal tenancy fees are required to be paid by clubs within the following timeframe:

- 50% of the fee due within one month of the commencement of the season
- the remaining 50% of the fee is due by the end of the season.

## **Playing Field Maintenance**

### **Line Marking and Run Offs**

All line marking shall be the responsibility of the tenant club. Line marking is to be completed using water-based paint, agricultural limestone or other approved line marking products. The use of lime, salt, round up or hot water is prohibited.

A club found to be responsible for using prohibited substances will be responsible for reinstatement costs associated with the damage caused.

Clubs must ensure that an appropriate run-off area is allowed between the boundary line and any perimeter fencing, coaches boxes or any other immovable object in accordance with the laws of their sports State or National Body and Council requirements. Specific requirements can be obtained from State Sporting Associations. Should there be no specifications, the conditions of the highest standard of that sport shall be met; for example Australian Rules football clubs must follow the standards set by the AFL.

### **Water Restrictions**

In the event of Stage 2 and 3 Water Restrictions being introduced Council is **only** permitted to water exempt playing surfaces ie. Turf Wicket Table. Council may also be able to apply for exemptions for specific playing surfaces in accordance with a water conservation plan however, in the event of Stage 4 Water Restrictions all exemptions cease.

In response to this direction, Council is in the process of reviewing its Drought Response Plan to manage these new restrictions.

Under no circumstances are clubs to alter watering times, rates or to interfere with the irrigation of sporting fields.

Should you have any queries regarding water restrictions, please contact Council's Parkland Services Manager.

### **Slip Rails and Gates**

If access onto playing fields or access to part of a reserve used for parking is required via an access gate or slip rail, it is the responsibility of the tenant club to lock the access gate at the completion of the activity. Should an access gate or slip rail be left open, the club will be accountable for any damage to the playing field or the surrounding area.

If your club requires a key to a slip rail or gate, please contact the Council's Recreation Development Officer. A charge will be levied for the cost of reinstatement and/or replacement of locks, rails or pins.

### **Vehicles**

Clubs shall ensure that no vehicles are driven on the reserve or on areas of the reserve that are not designated for parking. Emergency vehicle access to the reserve is permitted on match days.

Clubs may allow access to parking areas around reserves. Should discretion not be exercised by the club and an area has the potential to be damaged due to adverse weather conditions, clubs will be responsible for the damage and charged the cost of

reinstatement. In the instance that an area has the potential to be damaged, car parking is to be directed to an alternative location.

### **Rubbish Removal and Recycling**

Clubs are responsible for the removal of all rubbish generated by their own activities. This includes rubbish generated by spectators. Clubs will be required to hire a receptacle from a private operator for the removal of this rubbish. Rubbish generated by club activities, for example, the club canteen, must be removed by the completion of the day's activities.

Council can provide additional recycling bins to clubs wishing to become more sustainable. Council subsidises the **recycling bin collection fee** by 50%.

All bins at Council reserves must be securely housed at all times. Lost or Stolen bins will be charged to the club.

Club garbage receptacles must be kept locked, emptied when full and should be kept from public access if possible.

All clubs will be charged a **rubbish collection fee**. This fee covers the emptying of reserve rubbish bins. A rebate is available to those clubs removing their own rubbish at the completion of the day's activities. Clubs may choose to have Council collect rubbish at their reserve, however the club will not be granted a rebate.

Council will supply rubbish bins at reserves for the specific use of public visitors to the reserve. These bins are not to be used for the purpose of club rubbish disposal.

Any rubbish left around the reserve or pavilion as a result of club activities will be removed by Council at the expense of the club.

Should you have any queries regarding rubbish collection or the recycling program, please contact the Council's Recreation Development Officer.

### **Covering and Uncovering Concrete Wickets**

Council is responsible for the covering and uncovering of concrete wickets. To ensure optimal grass growth, covering of wickets begins at the end of the summer home-and-away fixture and is completed before the start of the winter home-and-away season.

**Should the ground be required for finals or a special event**, Council must be notified in writing to ensure the wicket is not uncovered/covered. Council will not be held responsible for uncovering/covering a wicket required for finals, training or social purposes if it has not been notified.

### **Maintenance and Replacement of Synthetic Cricket Wickets**

In April 2001, Council resolved to undertake an ongoing synthetic wicket cover replacement program to ensure high quality pitches for user groups. As a result, the replacement program has been incorporated into Council's Draft Capital Works Program. It is anticipated that approximately five synthetic wickets will be replaced each year after 2001/2002. Requests for replacement of synthetic cricket wickets due to unusual circumstances prior to the **Draft Capital works** replacement schedule, must be placed in writing to the Council's Recreation Development Officer.

Council will contribute two-thirds of the cost of the replacement with clubs contributing the remaining third. Based on this apportionment, it is expected that the cost to each cricket club will be approximately \$1,100 including GST, per wicket. Costs pertaining to uncovering of wickets, or the laying of a new synthetic wicket, will be factored into the club's ensuing ground rental fees. Please note any addition such as concrete aprons or any other modification requires written Council approval prior to the commencement of works and will be at the club's cost. Written applications for replacement of/or modifications to concrete wickets are to be directed to the Council's Recreation Development Officer.

Council will arrange to replace covers at the end of the winter home-and-away season.

### **Concrete Wickets**

Council will contribute 50% of the cost toward the installation of a new concrete wicket, if deemed necessary. Any addition such as concrete aprons or any other modification requires written Council approval prior to commencement of works and will be at the club's cost.

Written applications for replacement of/or modifications to concrete wickets are to be directed to the Council's Recreation Development Officer.

### **Turf Wickets**

Council will be responsible for the maintenance of the turf wickets at Jubilee Park. Match wickets will be prepared each week, including practice wickets. Any additional wicket preparation (such as Country Week) must be made by application to Council's Recreation Development Officer.

### **Finals**

In order to host finals at any sporting reserve the respective league or club is required to apply in writing to Council's Recreation Development Officer at least one month prior to the completion of the regular season.

Clubs competing in finals will need to apply in writing in order to continue tenancy throughout this period. Tenancy of clubs not participating in finals matches will conclude at the end of the home and away season.

### **Pre-season Training and Practice Matches**

One of the ways in which Council manages water restrictions is by limiting/prohibiting clubs from undertaking pre-season training and practice matches on reserves within the municipality. In these instances clubs may not be permitted to train on reserves, including centre wicket areas, before or during the season. All clubs wishing to train or have practice matches out of season must apply in writing to Council's Recreation Development Officer.

### **Training throughout the Season**

Council is relying on your club to use discretion in terms of training throughout the season. It is expected that club presidents ensure that all coaches are made aware of the fragility of surfaces due to serious drought conditions. All training periods should be spread across the entire ground and concentrated drills avoided in any one area. If signs of ground over-use develop, training sessions will be curtailed in frequency and/or duration. This will enhance the ability of the ground to sustain the home-and-away season and your club completing the season.

Council may be further required to restrict use of reserves. Additional conditions may be instigated following ongoing collaboration regarding water restrictions and ground surfaces with Council's Corporate Management Team, relevant sporting associations, South East Water and the Drought Response Working Party consisting of members from neighbouring local councils.

### **Playing Surfaces**

Council will monitor the condition of all reserves and may require clubs to cease playing or training on a reserve should the standard of the ground deteriorate significantly. This restriction may also apply to sections within a reserve, such as in front of the pavilion or goal squares. Council will endeavour to notify the club within 24 hours of any such instance or decision.

Should the club be required to cease training or playing on the reserve, Council will endeavour to arrange another venue in Frankston City.

All casual and school bookings for the venue shall be cancelled and every attempt shall be made to return the reserve back to an acceptable playing standard. School bookings are managed by Council's Parkland Services staff. For enquiries please contact 9768 1555.

### **Risk Management**

It is a condition of use that clubs undertake pre-match and training inspections prior to each use. Clubs must utilise the standard checklist of the State or National sporting body in accordance with the laws of that sport. Records must be retained by the Club of all inspections and who completed the inspection. If your State or National sporting body can not provide your club with a standard checklist please contact Council to obtain a checklist appropriate to your sport.

Council will inspect the grounds and provide its own risk assessment periodically and will look at ways to minimise the risk to the users.

## Pavilion Maintenance

The responsibility of maintenance of a pavilion will vary according to the lease, licence or occupancy agreement held by the tenant.

Seasonal tenants are responsible for the interior maintenance (non-structural) of the pavilion. Council is responsible for the interior structural maintenance and the external maintenance of the building. The table below has been established to assist seasonal tenants.

FCC - Frankston City Council

Club - Seasonal Tenant

TBN - To Be Negotiated between Club and Council

Maintenance Type	Seasonal Permit
Carpet	Club
Cleaning	Club
Curtains, drapes and blinds	Club
Doors	FCC is responsible for exterior doors and Club is responsible for interior doors.
Electrical wiring (major)	FCC
Electrical wiring (minor)	Club – Electrical certification required to be forwarded to Council.
Electricity costs, including security lighting	Club
Essential Service Compliance	FCC
External locks and keys – supply	FCC will supply all locks and initial keys and Club to pay for any replacement keys
Exhaust, cooling and air conditioning,	Club
Exhaust fans	Club
Flag poles	Club
Floor surfaces and coverings	Club
Garden beds, lawns, paths adjacent to pavilions	FCC
Gas bottles and all connections	Club
Gas cost	Club
Graffiti	FCC - External Club - Internal
Glass (external window)	FCC - for external windows
Heating fixtures including air-conditioning	Club
Interior maintenance (structural)	FCC
Light globes (Internal)	Club
Light globes (External - Security)	FCC will replace and repair external security lighting
Lifts (where installed) – service	FCC
Breakdowns caused by users	Club
Oven	Club
Painting	FCC - External Club - Internal
Pest Control	Club

Maintenance Type	Seasonal Permit
Plumbing waste pipes and drains to first pit	Club is responsible for the drain to the first pit, thereafter it is the responsibility of FCC
Plumbing and fixtures (Internal - taps, cisterns, shower fittings)	Club
Replacement maintenance, i.e. tiling, hot water service	FCC for unit cost, Club for labour
Roof and guttering	FCC
Security system including intercom	Club
Security screens	FCC - maintenance on existing screens
Signage (advertising)	Club
Skylights	FCC
Stumps, footings, etc.	FCC
Telephone costs	Club
Toilets inside the pavilion	Club
Trade waste traps	FCC - responsible for cost of installation and annual fee, and Club responsible for cost of cleaning as defined by South East Water
Water rates (including sewerage charges)	FCC

Any queries regarding maintenance not included in the above list should be directed to the Council's Recreation Development Officer.

### Capital Improvements

Council's policy on Capital Works is aimed at providing facilities to a basic level and includes the involvement and input of clubs to increase the standard of those facilities. Where possible, Council will provide change rooms and toilets in a pavilion. In higher standard facilities pavilions also include showers, storage, disabled and umpires facilities.

Applications for alterations to pavilions or facilities must be made in writing to Council's Recreation Development Co-ordinator. On receipt, the application will be discussed with Council's Property and Buildings Co-ordinator. Depending on the size and scope of the project, building or town planning approval may be required.

Any additional facilities required exclusively by the club or association shall be funded 100% by the club. These include but are not limited to social facilities, training lights and coaches' boxes. Due to the wide array of capital works possibilities, each project will be assessed individually. For example, capital improvements to playing fields will require input from the club.

Capital works projects are assessed by Council and may be included in the **Draft** Capital Works Budget. At this time the projects are ranked and those of a higher priority take precedence. Projects in which clubs are prepared to offer financial assistance and to a lesser degree in-kind support, are more likely to be successful. The prioritisation of projects is also influenced by Council's *Sports Development Strategy* (2003), Council's *Sporting Pavilion and Grandstand Building Audits* (2002), *Sports Oval Audit* (1999), *Recreation Strategy* (1999) and an annual assessment of ground status.

Should a club make capital improvements to their facilities after receipt of written Council consent, the club may be entitled to a reduction on ground rental fees. For example, if a veranda addition is provided to a pavilion at a cost of \$30,000, a 10% ground rental reduction equivalent to \$3,000, may apply. In order for Council to consider a capital improvement rebate a written request, including original receipts for the work completed is to be forwarded to Council in the financial year for which the works were undertaken. **Please note: written Council approval must be granted before any works may commence.**

Further information in relation to Capital Works can be obtained from Council's Recreation Development Co-ordinator.

Should clubs require assistance relating to building issues and/or potential improvement, please contact the Council's Property & Buildings Co-ordinator.

### **Building Alterations/Work**

As Council is the owner of the property, all maintenance or capital improvements undertaken to the pavilion require written consent from Council before commencement.

A written submission is to be forwarded to the Council's Recreation Development Officer and must clearly identify the proposed works and cost estimates. The request will be forwarded to Council's Property and Buildings Co-ordinator for further consideration.

If a club requires technical advice pertaining to alterations please contact Council's Property and Buildings Co-ordinator.

### **Trade Waste Traps**

A change in legislation to the South-East Water Trade Waste Act has resulted in Council installing trade waste traps at pavilions with kitchen facilities. Installation was funded by Council. Trade waste traps require cleaning and/or emptying by South East Water or a recognised contractor. This is to be organised by and paid for by clubs.

Should you have any queries regarding trade waste traps, please contact Council's Property & Buildings Co-ordinator.

### **Keys and Security**

All Council sporting pavilions are on a restricted master key system, allowing Council to retain access to all pavilions for random inspections and emergencies. A minimum of five keys per pavilion are provided to clubs. Should clubs require additional keys, up to five extra keys per pavilion may be issued at cost to Club. To obtain additional keys, a letter to Council's Recreation Development Officer is required. Additional keys will not be allocated unless a Statutory Declaration is received from the relevant club outlining the whereabouts of previously held keys. The system is registered with the Security Centre and all additional keys can only be obtained with Frankston City Council authority.

If a key to a pavilion is lost, damaged or broken, or cylinders need to be changed the club will be responsible for the cost of the replacement of the cylinder/s and keys. Clubs are **not permitted** to change locks, even if a break-in occurs. Clubs will be responsible for all costs associated with replacement keys.

### **Breaches of Security**

Any breaches to the security of the pavilion should be reported to Council's Property & Buildings Co-ordinator on 9784 1995 during business hours 7.30am to 4.30pm, Monday to Friday. Breaches of security outside of these hours should be reported to the Council after hours service on 1300 322 322. Under no circumstance should clubs engage private contractors.

Council will endeavour to supply secure buildings. Clubs shall be encouraged to place security grilles over the windows and doors of the pavilion. Council will not supply or monitor alarm systems on pavilions. Clubs are encouraged to ensure alarm systems are operational at change-over between seasons to avoid confusion. Council reserves the right to enter pavilions to perform annual inspections or maintenance work. If your pavilion has an alarm system and Council has not been supplied with access requirements, the club will be held responsible for security firm call out fees.

### **Change over of Keys**

The change over of keys from season to season is the responsibility of co-tenants. Council encourages the change over of keys one week prior to the change over of seasons. If tenant clubs reach a mutually acceptable agreement the out of season tenant may hold on to one key. If the total number of keys is not handed over to the co-tenant, Council will change the locks and forward an account to the responsible club for payment within 14 days. Council however will not change the locks if there is a written agreement between co-tenants to suggest otherwise.

The change over of keys requires co-operation and at times, flexibility. Temporary key sharing is required in instances such as registration days and special events that your co-tenant wishes to hold but are not within their period of tenancy.

### **Key Register**

At the changeover of seasons clubs must keep a key register. This must state the names of key holders, their respective titles and phone numbers. A copy of this signed register must be sent to Council's Recreation Development Officer with the Seasonal Information forms at the start of the season. Please retain a copy for your club's records.

### **Pavilion Storage**

Clubs are discouraged from storing large quantities of consumer goods within the building (such as alcohol, cigarettes, sweets) which are likely to attract forced entry to the building. Should it become evident to Council that a lack of security by the club in relation to the storage of consumer goods contributes to an unreasonable incidence of damage to the building, Council may direct the Club to bear the cost of re-instatement of any damage and/or improve the security of the building. The club shall bear all costs related to damaged fixtures or fittings within the pavilion.

Clubs are not permitted to use emergency exits, toilets or shower areas for storage.

### **Emergency Exits**

Clubs are responsible for maintaining emergency exits and ensuring that the pathway and emergency exits are not blocked by any means. Emergency exits doors are never to be locked from the inside of the pavilion.

### **Cleaning**

Clubs must ensure that the pavilions are kept in a clean and tidy state. Council will undertake random inspection of pavilions and if a pavilion is found to be in an

unsatisfactory state, the club will be given notice and will be required to clean the pavilion. If cleaning is not undertaken, Council will perform the cleaning and invoice the club.

### **Utilities**

Clubs will be responsible for the payment of gas, telephone and electricity bills. Payment is to be paid directly to the responsible authority. Clubs are encouraged to keep relevant water meter readings at the change-over of seasons to avoid any confusion in relation to billing. Council will only be responsible for the payment of water bills.

### **Bond**

Council may impose a bond on a club that does not have a history of using Council's sporting facilities. In addition, if a club fails to pay a utility account they will be required to submit a bond to Council. Unpaid accounts will be deducted from bond monies and reoccurring non-payment may jeopardise tenancy.

It is recommended that clubs organise billing periods to coincide with the change over of seasons.

In the event that a pavilion is occupied by more than one club (i.e. summer/winter tenant or two summer tenants) and there is an agreement between parties to share the payment of accounts, each club must agree to the conditions of payment. Please ensure that this agreement is placed in writing. Clubs are requested to forward documentation of the agreement to Council. It will be placed on respective club files.

Please be advised however, that Council will not take responsibility for disagreements between clubs regarding payment of shared bills. Clubs are responsible for liaising with one another to settle shared accounts.

### **Food Safety**

Any sporting or community group selling food to the public on a regular basis through a kiosk, bar, bistro, or market stall should be registered as a food business with Council's Environmental Health Office. These groups must be registered annually, follow a Food Safety Program, keep simple records for each day food is sold, and nominate one person to coordinate the sale of food and training of volunteers who will handle food.

Those groups who only:

- Conduct a barbecue where the only foods being sold are cooked sausages or hamburgers in bread with tomato sauce and onions. No salad, chicken or veggie burgers are being sold; or
- Share food among their own members;

Do not need registration.

Where groups are preparing food for the consumption of other members a few basic principles are suggested:

- Fresh foods should be prepared at the venue prior to serving rather than being prepared in domestic kitchens and being transported to the venue. It is important to keep catering simple; cooked foods are safer than raw foods. All food preparation surfaces and utensils should be washed in hot, soapy water just prior to use.

- All fresh foods should be stored in a refrigerator or coolers containing several frozen ice blocks. It is difficult to keep hot foods warm, so cook or reheat close to serving. Special care should be taken to thoroughly cook all meats, poultry, and frozen foods.
- Hand washing is very important. Food handlers should use soap and warm water for at least 10 seconds followed by drying hands using disposable paper towelling. Clean disposable gloves should be used if foods will not be cooked after handling. Never use gloves when cooking due to the risk of burns.

Council's Environmental Health Office has prepared brochures on sausage sizzles and cake stalls providing detailed information. If your club would like to hold a market stall at a local market or festival, please contact Council's Environmental Health Office on 9784 1931 for further advice.

## **Reserve Infrastructure**

### **Fencing**

Council will supply post and rail or bollard fencing to a minimum standard suitable to restrict vehicle movement inside the reserve. Where clubs seek internal fencing to a higher standard, the club will be responsible for the cost of the upgrade. Clubs are permitted to charge entry fees to the immediate area of their ground providing they are spectators.

### **Coaches Boxes/Dugouts**

The installation and maintenance of coaches' boxes is the responsibility of clubs. The cost of construction and any re-instatement of the area surrounding the boxes to the satisfaction of Council will, be the responsibility of the clubs. Should clubs wish to install or replace coaches' boxes at Council reserves; an application must be made in writing to the Council's Recreation Development Officer. For any modifications beyond the existing structure a Planning Permit will be required.

### **Flag Poles**

Installation and maintenance of flag poles is the responsibility of clubs. The cost of construction and any reinstatement of the area surrounding the flag poles to the satisfaction of Council will be the responsibility of the clubs. Should clubs wish to install or replace a flag pole at Council reserves an application must be made in writing to the Council's Recreation Development Officer.

### **Goal Posts**

Council is responsible for the maintenance of fixed goal posts on playing fields. Should goal posts be vandalised, Council will repair any damage, clubs however will be responsible for any damage caused through misuse.

If a club wishes to move goal posts they must contact Council's Parkland Services Manager for approval. The work will be conducted by Council at the club's expense. At the completion of the season, Council will remove the goal posts if it is practical to do so and only if requested. Council will not install goal posts at a reserve that previously has not had goal posts unless there is a clearly identified need.

### **Portable Soccer Goals**

Clubs are responsible for the installation and maintenance of portable soccer goal posts on sports playing fields. Clubs will be responsible for the removal of any graffiti and any damage caused through misuse.

Clubs must ensure that any portable goal posts in use on Council owned sporting fields must adhere to Standards Australia Handbook (HB 227-2003). This includes the manufacture, use and storage of these goalposts.

### **Scoreboards and Ticket Boxes**

Clubs will be responsible for the installation and maintenance of scoreboards and ticket boxes on reserves. Should a club wish to install a scoreboard or ticket box, a written application, including sketch plans with dimensions and a list of materials to be used must be made to Council's Recreation Development Officer and must meet all Council Building and Town Planning requirements. New scoreboards and ticket boxes can only be installed if clubs remove the existing equivalent structure. If a club allows a scoreboard or ticket box to deteriorate, or become a public danger, the club will be instructed to make necessary repairs within seven (7) days or it will be removed by Council at the club's expense.

### **Lighting**

Council must approve any proposal for sports field lighting. The installation, upgrade and maintenance of sports field lighting must be at no cost to the Council. Applications should be made in writing to the Parkland Services Manager and contain all relevant information, including plans (i.e. positioning of lights) and structural requirements.

Installation of new lights and upgrading of current lights may require Town Planning approval. Should the light towers be over eight (8) metres high, Building approval will be required. Council's Recreation Department must also give consent to these applications.

Installation must include reinstatement of ground surfaces and all repairs to underground services damaged during trenching. This must be to the satisfaction of Council and relevant authorities.

The design and installation of sports field lighting shall conform to the Australian Standard AS2560 "Guide to Sports Lighting" (Contact Standards Australia on 9693 3500).

All designs should be for a minimum of four poles, with one on each flank of the oval, or in the corners for hockey, rugby or soccer. The process may be staged over a period provided the two poles are installed on the same side of the ground at either end of the ground to avoid goal mouth wear.

Steel poles are preferred as they provide concealed housing for control gear. The number of lamps and illumination levels shall meet the recommendations of AS2560. All cabling must be underground and electricity supply to lights metered separately.

Sports field lighting can only be used during the hours clubs are allocated use of the facilities and may only be used for the purpose of training and playing. Floodlights should not be used for social functions unless prior permission is

obtained. Written applications must be sent to Council's Recreation Development Officer.

### **Public Address System**

Clubs will be responsible for the installation, maintenance and relocation of public address systems on reserves. Should a club wish to install a public address system written applications must be made to Council's Recreation Development Officer, including full detailed plans showing the location of speakers, direction of their aim, hours of use, acoustic levels and an assessment by a qualified acoustic consultant indicating compliance with Environmental Protection Authority (EPA) regulations.

A building permit may be required if new poles are to be erected for the public address system.

The public address system must not cause nuisance to neighbouring properties. If the noise levels produced by the public address system are found to be outside EPA guidelines Council will direct the club to lower the volume accordingly.

### **Practice Facilities / Players Race**

Installation, relocation and maintenance of cricket practice facilities, back nets (softball and baseball) and player's races are the responsibility of clubs. For new installations or variations to current design, an application must be made to Council's Recreation Development Officer. The application must include a schematic design of the project, positioning of the practice facility and construction material to be used. Details of the engaged contractor are also required. Such facilities must not be installed without prior written approval from Council.

### **Telecommunication Towers**

There may be circumstances where sporting clubs as tenants are approached by telecommunication carriers for the purposes of installing mobile phone tower base stations. Please note that under no circumstances are clubs to negotiate with these carriers or to enter into any formal lease agreement with them.

Any application should be referred immediately to Council's Corporate Governance and Services Department.

Council receives many applications and draft proposals for the establishment of these facilities. If any of these facilities has a direct impact on clubs Council will write to the clubs advising them of the situation and request feedback on the club's position. Council reserves the right to restrict usage hours and noise level if the operation is found to be causing nuisance.

## Facility Usage Issues

### Playing Fields

Playing field/s should only be used during the times indicated in Schedule 1 of the club's Licence of Permissive Occupancy. All requests to use playing field/s outside of the times indicated in Schedule 1 of the club's Licence of Permissive Occupancy must be placed in writing to the Council's Recreation Development Officer.

For example, clubs must seek approval from Council for the following types of activities:

- ❑ Training throughout the season, if the ground/s for proposed use is/are different to that of the club's home ground
- ❑ Finals training
- ❑ Special events: i.e. Lightning Premierships
- ❑ Presentation Days
- ❑ Jumping Castles
- ❑ Stages
- ❑ Pre-season training (not permitted under Stage 2 Water Restrictions)
- ❑ Pre-season matches (not permitted under Stage 2 Water Restrictions).

### Subletting of Playing Field/s

Clubs are not permitted to sublet playing field/s to any other group. Should a club sublet a playing field/s they may jeopardise the future tenancy of their club.

The club shall not be permitted to use the playing field/s for any illegal or objectionable purpose or for any dangerous, offensive or noxious behaviour.

### Use of Pavilion

A pavilion should only be used during the following hours, unless otherwise specified in writing by Council;

Monday – Thursday	8 am – 10 pm
Friday	8 am – 1 am
Saturday	8 am – 1 am
Sunday	8 am – 10 pm

Please note, the abovementioned hours do not reflect liquor licence conditions. A request for a liquor licence for the maximum pavilion operating hours may not gain Council support. Council will consider club history and likely impact on the amenity of the surrounding area and will advise Liquor Licence Victoria accordingly.

A planning permit is required to operate outside the abovementioned hours. For further information, please contact Council's Town Planning Department on 1300 322 322. Please note in principal approval must be obtained from the Recreation Department prior to the lodgement of a planning permit. All requests must be placed in writing to the Council's Recreation Development Officer.

### **Subletting of a Pavilion**

Clubs are not permitted to sublet a pavilion to any other group. Should a club sublet a pavilion they may jeopardise the future tenancy of their club. Council does permit hiring of the venue, however the tenant club is responsible for any damage caused and the behaviour of patrons. For this reason, Council does not recommend hiring pavilions for the purpose of 18<sup>th</sup> or 21<sup>st</sup> birthday parties.

The club shall not be permitted to use the pavilion in a commercial operation.

The club shall not be permitted to use the pavilion for any illegal or objectionable purpose or for any dangerous, offensive or noxious behaviour. The pavilion may not be used for occupation, or to cause any nuisance to abutting properties or reserve users. Inappropriate use of the pavilion may jeopardise club tenancy.

### **Liquor Licence**

Consumption of liquor on Council premises will not be permitted without the appropriate licence under the *Liquor Control Act 1987 (Vic)* and must be applied for through Consumer Affairs Liquor Licensing on 1300650 367. Applications for liquor licences will require approval and agreement through Council. A planning permit may also be required to allow consumption of liquor on the premises to vary the type of existing licence or extend the hours of the licence. For further information on this matter, please contact Council's Town Planning Department on 1300 322 322. Should Council give consent, the Club must comply with all conditions of the licence and the conditions imposed by Council. In addition, the club must comply with any relevant planning permit conditions. Any variation to the licence must be communicated and approved by Council. A copy of the liquor licence must be included with the application for ground tenancy.

Failure to adhere to these conditions will result in immediate suspension or expulsion of tenancy from Council facilities. Sale to, or consumption of liquor, by minors shall also result in immediate suspension or expulsion of tenancy from Council facilities.

### **Smoking in Pavilions**

Smoking is prohibited by legislative requirement in any Council building. Should clubs fail to adhere to this policy they may jeopardise their future tenancy.

### **Insurance**

All tenants and user groups must supply documentation of public liability insurance noting Frankston City Council as an interested party to the value of \$AUD10 million prior to taking possession of a pavilion or reserve. This information is to be provided in the Seasonal Information forms. A specimen certificate of insurance is included (addendum 1). In the event a current public liability policy is not supplied, or the policy is out of date, use of the playing field/s and pavilion will be refused.

The club is required to indemnify Frankston City Council against all claims, actions and demands arising directly or indirectly out of the activities undertaken by the club forming part of this agreement.

Although it is not compulsory, Council recommends that clubs take out player injury insurance and to also include income protection insurance.

Clubs will be responsible for obtaining their own contents insurance for any fixtures, fittings or assets not owned by Council. These may include bar and canteen stock, televisions and videos, gym, sports equipment or furniture.

### **Gaming Licence**

The club must seek and obtain written consent from Council before applying for any licence under the *Gaming Machine Control Act 1991 (Vic)*. Should Council agree and the club is successful in obtaining a gaming licence, the rental paid by the club will be adjusted accordingly. Clubs will be required to comply with all conditions of the licence and any laws relating to the licence.

### **Advertising and Signage**

Advertising and signage on Council reserves is managed in accordance with the Council policy "Advertising Signs on Council Owned and Managed Reserves" (1994). This policy details guidelines for the erection of signage on pavilions and at reserves. Please become familiar with the contents of this document.

Should a club request to erect signage, a written application, including sketch plans with dimensions and a list of materials to be used must be made to Council's Recreation Development Officer and must meet all Council Building and Town Planning requirements

At the commencement of tenancy, the club must undertake a formal assessment of all risks specifically associated with the description of the club's activities.

Appropriate erection of warning signs is mandatory. The club must ensure that these signs are consistent with the current Australian Standards for Public Information Symbols. This document is available from Council. Please contact Council's Risk Management Officer for a copy of this document.

### **Public Toilets**

Public toilets erected on Council reserves are maintained by Council. This includes public toilets attached to pavilions and those that are free standing. Toilets located inside a pavilion and available for public use remain the responsibility of the clubs and must be kept in a hygienic state and in working condition at all times.

Where chronic vandalism or misuse of these toilets occurs they may be closed upon consideration by Council. Please contact Council's Recreation Development Officer if your club is affected.

### **Public Health**

Council is aware that inappropriate disposal of syringes in toilet blocks and playing areas of public reserves may pose a potential health hazard to the public using such facilities.

### **Discarded Syringe Collection**

In order to minimise the health risks and emotional trauma associated with a needle stick injury, Council encourages sporting clubs to check facilities such as toilet blocks, ovals and playing areas before use.

Council's Environmental Health Office provides sharps containers to all clubs wishing to participate. Full containers can be returned and new containers collected from Customer Service at the Frankston Civic Centre. Relevant advice on the safe

handling of needles and syringes can be obtained from Council's Environmental Health Office on 9784 1931.

The Needle Syringe Program provides a syringe collection service for the public. Phone 9781 1622 during business hours (9.30am to 5.00pm) weekdays, or the Freeway Outreach Service on 1800 642 287 from 6.30pm to 9.45pm daily.

### **Car Parks, Access Roads and Car Park Lighting**

Car parks and access roads are the responsibility of Council. Car parks will be graded on a continuous maintenance schedule. Roads that require sealing will be placed in Council's **Draft** Capital Works program and prioritised accordingly. Car park lighting is the responsibility of Council. Car parks will be lit for safety where possible.

### **Animals**

Animals are prohibited in any Council building. Should clubs fail to adhere to this policy they may jeopardise their future tenancy.

## **Grants**

### **Local Government**

#### Individual Financial Assistance

National Sporting Championships (representing Victoria):

Frankston residents may apply in writing for financial assistance when representing Victoria in a particular sport at national championships.

International Sporting Championships (representing Australia):

Frankston residents may apply in writing for financial assistance when representing Australia in a particular sport, at World Championships, Commonwealth Games or Olympic Games.

For further information regarding this assistance, please contact Council's Recreation Development Officer.

#### Emerging Athletes

Frankston City Council's Emerging Athletes Program is a source of funding for talented junior sportspeople up to 18 years of age, residing within the municipality. This program offers the athlete and their families an opportunity to access funding of up to \$1000 each year and significant local media exposure.

#### Community Grants

Frankston City Council offers community grants to organisations to provide services, programs and projects that benefit Frankston City residents. Application forms are available at the end of October each year and close in mid-January. Successful grants are issued in June the following year. The maximum funding offered to community groups is \$2,500.00. For a copy of the guidelines and application form, contact Council's Recreation Development Officer.

### **State Government**

#### VicHealth Recreation Grants

VicHealth offers assistance to organisations that develop innovative programs, addressing issues such as access and increased participation in recreation. For

further information, please contact VicHealth on 9667 1333 or visit their web site, [www.vichealth.vic.gov.au](http://www.vichealth.vic.gov.au).

**Sport & Recreation Victoria Minor Facilities Funding**

The purpose of Minor Facilities Funding is to improve sport and recreation opportunities at a local community level. Some project ideas include facility modification to improve usage and access, community facility and pavilion development, and open space and sports surface development. For further information, please contact the Department of Sport & Recreation on 9666 4362, or Council's Recreation Development Co-ordinator.

**Sport & Recreation Victoria Emergency Facility and Equipment Replacement Fund**

A state wide funding program to assist local sport and recreation clubs and organisations to replace essential sporting and first aid equipment lost or destroyed due to fire, theft or flood. Up to half the value to a maximum of \$2000, may be compensated through this program.

Written applications can be made at any time, and the following information must be given:

- ❑ A full description of the nature and circumstances of loss
- ❑ Status of insurance cover
- ❑ A police report, if appropriate
- ❑ Endorsement of state sporting association, affiliated association or regional sport assembly
- ❑ A list of stolen or damaged equipment and the cost of replacement from a supplier.

Successful recipients must provide a statement of receipts and payments within 30 days of expenditure of funds.

For further information, please contact the Department of Sport & Recreation Victoria on 9208 3333.

**Good Sports Accrediation Program**

The Good Sports Accreditation Program is a national initiative of the Australian Drug Foundation (ADF) that has been developed to help sporting clubs enhance their important role in the community. The ADF is working both communiity-based and elite sports to promote the responsible management of alcohol in order to:

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

Council recommends that all clubs be involved in the Good Sports Program. Please contact the Good Sports Program on 9667 9200, [goodsports@adf.org.au](mailto:goodsports@adf.org.au) or [www.goodsports.com.au](http://www.goodsports.com.au) for more information.

## Key Council Contacts

### Recreation Development Officer

**Ella Angarane**

**9768 1506**

Responsibility: Reserves and Pavilions

### Recreation Planner

**Simone Bonella**

**9768 1505**

Responsibility: Recreation planning and strategies

### Recreation Development Co-ordinator

**Jacque Anderton**

**9768 1510**

Responsibility: Capital improvement projects on Frankston City's reserves

### Parkland Services Manager

**Garry Woolard**

**9768 1550**

Responsibility: Maintenance standards of playing surfaces and irrigation/drainage, fencing and gates within Frankston City's reserves

### Active Reserves Co-ordinator

**Gavin Bock**

**9768 1565**

Responsibility: Maintenance standards of playing surfaces and irrigation/drainage, fencing and gates within Frankston City's reserves

### Open Space Co-ordinator

**David Gray**

**9768 1551**

Responsibility: Capital improvements

### Property & Buildings Co-ordinator

**Garry Slack**

**9784 1995**

Responsibility: Building maintenance issues

### Governance Services Co-ordinator

**Michael Craighead**

**9784 1814**

Responsibility: Contact regarding insurance issues.

**Should any problem occur out of hours the emergency Council contact number is 1300 322 322. For Police, Fire or Ambulance, phone 000.**

## **Further Reading**

This manual should be read in conjunction with a number of Council policies, including:

- ❑ Sports Development Strategy (2003)
- ❑ Individual Financial Assistance in Sport Policy (2003)
- ❑ Licence and Lease Agreement for Council Owned Facilities (2002)
- ❑ Sporting Pavilion and Grandstand Building Audits (2002)
- ❑ Replacement of Synthetic Wickets Program (2001)
- ❑ Recreation Strategy (1999)
- ❑ Best Practice Manual, Signage for Reserves (1999)
- ❑ Frankston City Council Naming Policy (2006)
- ❑ Local Law No 11 Municipal Reserves (1996)
- ❑ Fees and Charges (1995)
- ❑ Advertising Signs on Council Owned and Managed Reserves (1994)
- ❑ Outstanding Sporting Fees and Charges Policy (2005)

### Addendum 1 - Specimen Certificate of Insurance

Class of Insurance	Public & Products Liability Insurance
Insured	..... and Frankston City Council as Owner FTRR&I
Covering	Insured's Legal Liability to pay compensation in respect of bodily injury and / or property damage, caused by an occurrence and / or accident during the period of insurance and /or its products sold
Limit of Indemnity	\$10,000,000 any one occurrence / unlimited
Geographical Limit	Anywhere in the Commonwealth of Australia
Extension:	Waiver of Subrogation Cross Liability Tenants Liability Goods Sold
Period of Insurance	.....200_ to .....200_ at 4pm  (Please note, the policy must be current, covering the period for which training and match days are undertaken at Council-owned facilities.)
Insurer	
Policy Number	