



GREATER SHEPPARTON CITY COUNCIL

SPORTING FACILITIES, GROUNDS AND PAVILIONS

USER GUIDE



GREATER
SHEPPARTON

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1 INTRODUCTION

1.1 Introduction

The Greater Shepparton Sporting Facilities, Grounds and Pavilions User Guide (“**User Guide**”) forms the terms and conditions on which Greater Shepparton sporting facilities are used. By providing this guide Council wishes to continue to develop the relationship that has formed with all sports clubs within Greater Shepparton. The guide aims to optimise the use of facilities and the community benefits which they provide.

1.2 Purpose

The purpose of the User Guide is to provide a strategic approach to the use, management and operation of sports facilities, grounds and pavilions.

1.3 Background

The User Guide has been developed to allow user groups to understand Council's position in regard to the use and development of sporting facilities in Greater Shepparton.

This document is reviewed regularly and should be read in conjunction with relevant Council policies in particular the Sports Facility Use Policy.

1.4 Objectives

The following objectives provide the framework for the establishment of an equitable and administratively operational User Guide:

- Maximise participation in sport and recreation on Council's sporting grounds and facilities.
- Prioritise the allocation of sporting grounds and pavilions to clubs which are inclusive of people with disabilities, and actively support juniors, females and people from culturally and linguistically diverse backgrounds (CALD) to participate in recreation.
- Prioritise the allocation of sporting grounds and pavilions to clubs in the highest level of competition
- Establish a fair and equitable way of charging for grounds and pavilions including field lighting.
- Ensure sporting grounds and pavilions are allocated to clubs with sound governance structures, open membership, elected committees and a demonstrated commitment to social responsibility.
- Enable Council to address the needs of growth sports.
- Minimise potential over use of ovals with efficient facility allocation and eliminate inappropriate use.
- To match quality of playing surfaces to level of competition to be played at the ground.
- To ensure the fees and charges reflect the standard of the facilities.
- To provide a comprehensive and easy to understand User Guide that clearly details the responsibilities of both Council, sporting clubs and other users.

1.5 Scope

This user guide applies to:

- Allocation of facilities made through application for seasonal tenancy, leases and casual or school bookings of sports grounds and pavilions, located on Council owned or managed land
- Fee structure
- Maintenance
- Conditions of use
- The Facility development of sporting facilities in Greater Shepparton

The User Guide is reviewed annually and updated as required. Amendments to the document may occur throughout the season if:

- Legislative requirements change
- Legal Issues highlight a need for change
- Insurance and Risk Management issues arise
- Council policy changes in other departments affect sports ground users

1.6 Terms & Conditions

The User Guide forms the basis for the terms and conditions of the Agreement governing the use of Council facilities. It is important for users to fully read and ensure they understand all sections of the User Guide. Any breach of one or more of these conditions may, at the discretion of Council, result in the use of the facility being withdrawn and no refund in fees and charges or security bond.

1.7 Definitions

Access – the degree to which the public can use a sports venue at a time of their own choosing.

Agreement – The ‘Agreement’ consists of the combination of the signed completed tenancy application.

Bond – All clubs are required to pay a security bond when submitting an application.

Casual use – Informal use of a facility by a person or group on a ‘one off’ or irregular basis

Change over (hand over) – A period of time when seasonal clubs move in or out of their allocated facility. This is done on site with all clubs and Council present. During this time, facilities are inspected and keys are returned.

Club – The incorporated body of people, herein applying for tenancy of a sports ground.

Competition – A regular fixture of games where one winner is eventually determined.

Council – Greater Shepparton City Council, including its staff and contractors.

Dedicated purpose – The dedicated purpose of a sports ground is for a match or training to take place.

Festival/event – An activity, public or private, whereby a mass gathering of people is organised and which uses a public thoroughfare or public amenity for activity other than its dedicated purpose.

Home ground – The primary sports ground that a club uses to conduct the majority of competition matches. Tenancy typically includes the ground and associated pavilion.

Juniors – In line with relevant sporting associations:

- FV – players aged 18 years and under
- AFL – players aged 18 years and under
- Netball Victoria - participants aged 5–17 years.
- Victorian Rugby Union – players aged 18 years and under
- Cricket Victoria – players aged 18 years and under
- LA VIC – players aged 18 years and under

Non-seasonal use – Use of a sports ground outside of the defined allocation agreement for activity such as pre-season training, finals training, pre-season matches and/or final matches. Such usage needs to be applied for separately and may incur an additional charge. Permission will need to be sought from the seasonal user

Pavilion - A building connected with a sports ground, which may be used in conjunction with the use of the sports ground for its dedicated purpose.

Practice nets/batting cages – Caged areas for cricket/baseball batting practice.

Pre-season – The use of a sports facilities prior to the season beginning

- Winter pre-season – November 1 – March 31
- Summer pre-season – September 1 – September 30

Charges may apply to any request to use grounds for pre-season training outside of the dates listed above. Charges are calculated on a pro rata basis in accordance with sports ground fees and charges.

Public use – Use of a facility by the general public without needing to be associated with a club.

School use – Any school granted permission to use a sports ground during school hours.

Seasonal summer allocations – from 1 October to 31 March

Seasonal winter allocations – from 1 April to 30 September

Seniors – An age category of players aged 18 years and over unless otherwise specified by your sporting association.

Sports ground – An area of open space provided specifically for the purpose of conducting formal sport or encouraging informal recreation activity.

Sub-letting – Sub-letting refers to the rental of Council owned properties by a tenant to another person or organisation. Sub-letting of Sports Grounds and/or Pavilions is not permitted under any circumstances, unless you have a current Lease with Council's Property Department and same is allowable under that Lease

Synthetic surface – Hard wearing surface (not turf), such as rubber or carpet.

Temporary allocation – A sports ground allocated to a club when the club's normal 'home ground' has been closed due to unsuitability. Temporary allocations may incur a charge at a reduced rate.

Training – Non-competitive activities undertaken to prepare participants for competition.

Turf wicket – A prepared grass wicket generally used for high-grade cricket competition.

User Group - A body of people who have been granted a Seasonal Allocation. This includes sports clubs, community organisations, schools, sport associations or other groups.

1.8 Legal Framework

The User Guide provides the terms and conditions by which Council's facilities are used. It is a requirement of the agreement that users have read and understand all of the conditions and obligations.

The 'Agreement' for Tenancy consists of the following key documents:

1. **The Sporting Facilities, Grounds and Pavilions User Guide**
2. **Sports Facility Use Policy**
3. **Sports ground rental contract** - The signed undertaking by the club that the terms and conditions in the Sporting Facilities, Grounds and Pavilions User Guide have been read and the club agrees to abide by them. Clubs, who have had an application confirmed by Council, are bound to these terms and conditions.
4. **Lease**
5. **Further documentation** – Includes but is not limited to Contact Details, Key Holders, Hours of Use, Certificate of Incorporation and proof of Public Liability Insurance.

1.9 Sports Ground Management

The Parks, Sport and Recreation team is responsible for the management of all sports grounds and pavilions within the municipality excluding turf wickets. The Maintenance and Management of Council Sporting Grounds Procedure provides a clear proactive and planned maintenance regime for sports fields, using a rating and service level approach, considering the asset type, condition, levels of usage and level of competition.

The Parks, Sport and Recreation team will contact seasonal users throughout the season with information relevant to their seasonal booking if required. Seasonal users will be regularly updated with information regarding water restrictions, sports ground updates, sports forums and other information that may affect their seasonal allocation.

Council will communicate with seasonal users via email for the majority of correspondence. All seasonal users must have a contact email address that is checked regularly. Seasonal users will receive confirmation and information relating to their booking, along with correspondence throughout the season via email.

1.10 Excessive demand on available resources

As sport and recreation participation trends change, Council may review the practice of allocating facilities to provide efficient use of facilities. The desire is not to impact on existing users unless clear benefit can be provided through potential relocation/reallocation. Where possible all efforts would be made for clubs to retain the same primary 'home ground'.

While all efforts are made to accommodate requests, where demand exceeds resources, Council may be unable to accommodate all requests. Unsuccessful clubs will be responsible for making alternate arrangements.

1.11 Non-Compliance

Council reserves the right to suspend or revoke a club's rental contract Agreement at any time if the Terms and Conditions of the agreement are breached. Where a club fails to comply with the Sports Facility Use Policy or the terms of the Agreement, signed by the club, have not been adhered to the following course of action may be applied:

- Club/s will be advised that until the issue/s are rectified, and depending on the severity of the complaint may be locked out of their facility. Such complaints could include deliberate damage to sportsground surfaces and/or pavilions, repeated use of sportsgrounds when not permitted, failure to pay fees and charges or clubs found in breach of their Liquor Licence.
- Should a club fail to rectify an issue in the timeframe specified by Council Officers, the club may be suspended from their facility for the remainder of the allocation and future allocations.

2 FACILITY CLASSIFICATION

2.1 Sports Grounds

Variations exist in the standard of grounds and in the requirements of clubs throughout the municipality. These variations have been classified so that a lower standard of ground is assessed at a lower rate than the ground of a higher standard. The classifications will be reassessed over the life of the policy as sports fields are upgraded. Each sports ground has been evaluated to four standard classifications.

The classification of each sports ground will form the basis on which the fees will be determined and reflect the ground classifications as per Council's classification rating guide.

Some Recreation Reserves are located on Department of Environment, Land, Water & Planning (DELWP) land, or located on Council land but managed under a Community Asset Committee. These pavilions and sports grounds are not included under Council's model for Fees and Charges and those Committee's directly manage those facilities. These reserves are listed on page 14.

The criteria is a guideline on which the sports grounds are classified include:

CLASSIFICATION	DEFINITIONS
<p>Category One</p>	<ul style="list-style-type: none"> • Premier and Regional Sports Facilities are the highest level of development and service level provided within the municipality and is able to host municipal- wide, state and regional events and selected national/international events. • Premier and Regional Sports Facilities have a very high level of development with quality infrastructure and amenities that make a profound positive statement about the community. • All facilities and support amenities are developed to meet relevant national (and where applicable - international) codes for the standard and quality of facility provision. Lighting is of the highest required standard for the relevant sporting code. • Turf sports fields are designed and constructed to a very high quality and will include sand based soil profiles, sub surface drainage, hard standing perimeter drainage and fencing. • Horticultural maintenance is at a level that sustains a very high quality turf surface relevant to each sporting code. Fully automated centrally controlled irrigation system with flow meters. • Pavilions are design and constructed to a very high standard, with maximum sized change rooms for males, females and officials. Office, meeting and storage space are provided consummate with demand. • Premier and Regional Sports Facilities should provide high quality spectator amenities that will include both terraced and grandstand type covered and uncovered seating, access to public toilets and catering outlets. • Dedicated car parking is available to accommodate small to medium events, however overload parking areas and street parking is available to accommodate large to very large crowds. • The full site is adequately fenced and gated to allow for event security and fee collection. • The full site is fully landscaped and maintained at a very high level and could include amenities such as BBQ'S and playgrounds to encourage family and group social activity associated with use and events. • Lighting is available to support evening and night time use events. Power supply includes 3 phase power at multiple sites to accommodate large and/or multiple events. CEPTED principles applied throughout site. • Access for all is very high priority and all new and renewed infrastructures should be meeting and where possible exceed access standards. • High emphasis is placed on providing an integrated interpretational and directional • Signage system throughout the facility, with practical connectivity of paths and amenities. • Sports grounds will be mowed at the discretion of the Sports Facility Management team to ensure turf height is adequate for the sporting code.

Category Two

- District Sporting Facilities service a large district and are developed and maintained at a high level relevant to each particular district's needs.
- All facilities are compliant with relevant sporting codes and standards.
- Flood lighting is suitable to support evening and night time competition for each relevant sporting code is considered optimum.
- Turf sports fields are designed and constructed to high quality and will include hard standing perimeter signage and boundary fencing.
- Horticultural maintenance is at a level that sustains a high quality turf surface relevant to each sporting code. Fully automated centrally controlled irrigation systems with flow meters are installed.
- Pavilions are design and constructed to a high standard, with medium sized change rooms for males, females and officials.
- Office, social, meeting and storage space are provided consummate with demand.
- District Sporting Facilities should provide spectator amenities that will include both terraced and grandstand type covered and uncovered seating is considered optimum.
- Dedicated car parking is available to accommodate small to medium events, however overload parking areas and street parking is available to accommodate large crowds.
- The site is landscaped and maintained at a high level and should include amenities such as BBQ'S and playgrounds to encourage family and group social activity associated with use and events.
- Access for all is a high priority all new and renewed infrastructures should be meet and where possible exceed access standards.
- Directional and some limited interpretational signage is provided.
- Lighting is available to encourage evening and night time use. Light provision will be based on CEPTED analysis.
- Sports grounds will be mowed at the discretion of the Sports Facility Management team to ensure turf height is adequate for the sporting code.

<p>Category Three</p>	<ul style="list-style-type: none"> • High Demand Local Sporting Facilities service local communities and are developed and maintained to service local community demand. • All facilities are compliant with relevant sporting codes and standards. Flood lighting is suitable to support evening and night time training for each relevant sporting code is considered optimum. • Turf sports fields are designed and constructed to a good quality with adequate surface drainage and boundary fencing. • Horticultural maintenance is at a level that sustains a safe turf surface relevant to each sporting code. • Fully automated centrally controlled irrigation systems are installed with flow meters. • Pavilions are design and constructed to a good standard, with small -medium sized change rooms for males, females and officials. • Office, social, meeting and storage space may be provided consummate with demand. • High Demand Local Sporting Facilities may provide spectator amenities that will include both terraced and grandstand type covered and uncovered seating is considered optimum. • Dedicated car parking is available to accommodate small events, however overload parking areas and street parking is available to accommodate medium sized crowds. • Access to public toilets and limited catering outlets may be available. • Lighting where provided is for public safety and not evening and night time use. Light provision will be based on CEPTED analysis. • Limited accessible play equipment, paths and park furniture is provided. • Sports grounds will be mowed at the discretion of the Sports Facility Management team to ensure turf height is adequate for the sporting code.
<p>Category Four</p>	<ul style="list-style-type: none"> • Low Demand Local Sporting Facilities are generally small and rurally located sites with limited sport options. • Demand for these facilities is generally low to very low, however they are retained where they are considered to provide community and social benefit and there are no alternative nearby facilities. • Facilities are very basic yet well maintained to serve their intended purpose. • All facilities are compliant with relevant sporting codes and standards. • Access to public toilets and limited catering outlets is available. • Lighting where provided is for public safety and not evening and night time use. Light provision will be based on CEPTED analysis. • Compliance inspection is carried out at the change of each season (twice yearly). • Sports field mowing is at a level that sustains a safe and playable surface.

The classifications will be reassessed over the life of the policy as sports grounds are upgraded. Sports grounds with significant improvements will be upgraded in consultation with clubs.

2.2 Sports Grounds Classification List

Sports Ground	1	2	3	4
Chas Johnson Reserve Open Space				
Deakin Reserve				
Dookie Recreation Reserve **				
Frank Howley Reserve Main Oval				
Frank Howley Reserve Oval #2				
Kialla Park Reserve Main Oval				
Kialla Park Reserve Oval #2				
Kialla West Recreation Reserve **				
Mooroopna Recreation Reserve Main Oval				
Mooroopna Recreation Reserve John Gray Oval				
Mooroopna Recreation Reserve Leon Heath Oval				
Mooroopna Recreation Reserve Oval 4 Pee Wee				
Mooroopna Recreation Reserve Oval 5 Bernie Trev				
Princess Park – John Riordan Oval				
Princess Park – Jim McGregor Oval				
Rumbalara Recreation Reserve				
Shepparton Sports City Main Pitch 1				
Shepparton Sports City Main Pitch 2				
Shepparton Sports City Multipurpose Field 1				
Shepparton Sports City Multipurpose Field 2				
Shepparton Sports City Multipurpose Field 3				
Shepparton Sports City Multipurpose Field 4				
Shepparton Sports City Multipurpose Field 5				
Shepparton Sports City Multipurpose Field 6				
Shepparton Sports City Multipurpose Field 7				
Shepparton Sports City Precinct Synthetic Multipurpose Field				
Shepparton Sports City Athletics Facility				
Tatura Park – Western Oval				
Vibert Reserve – McGuire Oval				
Vibert Reserve – Western Oval				
Vibert Reserve – Eastern Ovals 1 & 2				
Victory Park				

DELWP facilities

Sports Ground	1	2	3	4
Ardmona Recreation Reserve				
Merrigum Recreation Reserve				
Murchison Recreation Reserve				
Undera Recreation Reserve				

Community Asset Committee facilities

Sports Ground	1	2	3	4
Bunbartha Recreation Reserve				
Central Park Recreation Reserve				
Congupna Recreation Reserve				
Dookie Recreation Reserve				
Katandra West Recreation Reserve				
Lemnos Recreation Reserve				
Pine lodge Recreation Reserve				
Shepparton North Recreation Reserve				
Tallygaroopna Recreation Reserve				

2.3 Pavilions

Sport pavilions have been evaluated and given a classification according to standard and the ability of the venue to raise funds and accommodate competition. The criteria include the following:

- Usage suitability and requirements
- Change room facilities including players, umpires, first aid facilities and toilets
- Social rooms – size, standard, ability to generate income
- Kitchen facilities
- Accessibility
- Storage
- Risk – security lighting etc.

2.4 Pavilions Classification List

Pavilion	Large	Medium	Small
Murray Slee Pavilion			
Shepparton Sports City Main Pavilion			
Shepparton Sports City Small Pavilion			
Vibert Reserve Pavilion			
Victory Park Pavilion			
Deakin Reserve Grand Stand & change rooms			
Deakin Reserve Women's change facility			
Kialla Recreation Reserve Female friendly Change facilities			
Kialla West Recreation Reserve			

3 FACILITY ALLOCATION

3.1 Sports Grounds

Allocations will be made through five types of agreements:

- Summer – From 1 October to 31 March
- Winter – From 1 April to 30 September
- Pre-Season
 - Winter - 1 November – 31 March
 - Summer – 1 September to 30 September
- Casual – as requested one off bookings
- School Bookings – Term Bookings during school hours

By signing any application form, users agree to the terms and conditions outlined in their booking application form and this document.

3.2 Seasonal booking allocation

Seasonal winter allocations will be requested in the months prior to winter season commencement. Confirmation of allocation will be sent to clubs after being approved by Council, depending on when seasonal fixtures are set. If a clubs season runs outside of this timeframe, the application will be processed based upon that specific requirement and approved in a timely manner.

3.3 Casual booking

A casual booking provides casual use of a sports field or pavilion on a weekday or weekend outside of the times nominated on the agreement of any seasonal club in seasonal occupation.

Permission of use will only be issued if an application is submitted in writing using an Application for Casual use Booking Form and is made no later than seven working days prior to the date requested.

3.4 School Bookings

School bookings must make application to Council no later than seven working days prior to the end of the preceding school term. Council will then assess the use and how many fields are required and then permit which fields may be used for specific booking.

Council reserve the right to reject or withdraw any application or withdraw any allocation for the use of sports grounds during a term if sports grounds conditions deteriorate.

The school will be responsible for any damage and the removal of all rubbish generated by participants and spectators as a result of the activity. Charges may apply where Council has been required to arrange cleaning of a sports ground after a schools use.

Sports grounds will only be available for bookings on weekdays between the hours of 8am – 3.30pm on dates consistent with those established as term dates by the Department of Education and Training.

3.5 Pavilions

Pavilions are provided to support sports ground activities. Allocations will be made on a seasonal basis. By signing the Application form, clubs are agreeing to the conditions of use as outlined in their booking application form and this document.

The allocations of pavilions will be based on allocated days and times as specified below. Council reserves the right to place other user groups within the pavilion during any non-allocated times.

- Monday to Friday 4pm to 11pm
- Saturdays and public holidays 8am to 12am
- Sundays 8am to 10pm

3.6 Security Bonds

A security bond for Seasonal bookings is required. The purpose of the bond is to serve as a guarantee of the user's fulfilment of Council's User Guide and be used to cover the costs incurred by Council through breach of these terms and conditions, e.g. facility damage not associated with normal wear and tear, unreturned keys and unpaid debt.

The seasonal user shall be liable to pay any additional amount in excess of the deposit to meet the full cost of repairs or reinstatement.

Seasonal security bonds will be refunded back to the club should the club no longer be in existence, if not the security bond will be held in trust with Council each year. Clubs found responsible for damage to a sports facility may have all or part of their bond withheld.

3.7 Application Process

Step 1:

The User Guide is sent to clubs electronically. Council will also arrange to meet in person with club representatives to review this user guide. Clubs need to ensure they fully read and understand the guide and the obligations imposed on the club if their application is successful.

Step 2:

The Club completes all forms and submits to Council with all required documentation.

Applications will not be considered until all relevant paperwork and documentation have been received by Council. Clubs will be advised if there are any items missing from their application.

Step 3:

Applications are assessed. Clubs with outstanding debts with Council and utility service providers, if applicable, will not have their applications considered until debts are paid in full or an approved payment plan is made.

Step 4:

Sports ground allocations along with use of pavilions will then be allocated, with Council giving consideration to a number of variables including;

- Home games of each club
- Level of Sport played e.g. NPL, BASL etc. Senior competitions to take preference over junior competitions
- Contributions towards facility redevelopment
- Greater Shepparton based teams/clubs/school groups
- Sport Growth and User trends
- Facility suitability assessment to ensure the activity is suitable from a risk perspective

All booking information is satisfactorily complete and submitted by the due date

Step 5:

- Security Bond invoice raised and to be paid prior to commencement of season. Clubs with existing bonds held in trust will have their bond rolled over to the next season

3.8 Contact Details

Seasonal users must ensure that the booking application form includes the most appropriate and up to date contact details for the club. It is important that suitable daytime contact numbers are provided along with an email address that is checked regularly.

It is preferable for Council officers to deal with one designated contact to eliminate inefficiencies and repetition.

If any changes to contact details should occur during the season, including the email address, Council must be notified immediately in writing.

3.9 Council's Right to Enter

Council officers and contractors shall have access to all pavilions at any time. Council may enter the pavilion for the purpose of either viewing the state of the pavilion or to conduct any repairs, alterations or improvements to the condition of the pavilion, its fixtures and fittings or any part thereof.

At no stage should any seasonal user install or use non-Council locks. In the event of breach of this condition, offending locks will be removed and replaced by Council or its agents at the users cost.

3.10 Key Allocation

Keys are issued during handover. During this time, all clubs are required to meet with Council officers on site during business hours to handover keys and to complete pavilion inspections. Clubs are not to exchange keys with their co-tenants between seasons.

The conditions of key allocation are:

- Three sets of keys are issued to every club at a cost to Council and must be handed over at the conclusion of each allocation period. No additional key requests will be granted as per the Management of Council Owned Facility Keys Corporate Procedure.
- Under no circumstances are keys to be loaned to any other club, association, organisation, school or person. Responsibility rests with the person/s nominated on the Booking Forms or key nomination form.
- Non-compliance will result in the suspension and/or withdrawal of ground and pavilion usage.
- Clubs are not permitted to add or change locks, nor should any keys be copied.
- Padlocks are not to be removed or changed from designated doors/chains. Any replacement of padlocks will attract an additional charge of \$95.00 per padlock
- Clubs are required to return all facility keys to the Parks, Sport & Recreation Booking Officer during the end of season handover. Failure to do so will result in the re-keying of the facility locks at the expense of the vacating tenant.

Council require access to all areas of the pavilion at all times and will remove any foreign locks. Clubs will be responsible for the cost associated with the removal of any non-approved lock.

Lost, damaged or stolen keys must be reported to Council immediately. Council may replace all locks in the event of keys being lost or stolen with the cost charged to the club. Replacement of a lost key will also incur a charge of \$30.00 (plus GST). Broken keys are to be returned to Council before a replacement key will be issued, with the cost charged to the club.

3.11 Shared Use

Whilst Council allocates facilities accordingly, clubs sharing a facility are to liaise with other users to ensure clashes do not occur over training schedules, pavilion usage and equipment storage. To reduce clashes, clubs should agree to a set of standard hours at the start of the allocation period and liaise with the other club if their hours need to change for any reason throughout the period. Council will make a final determination should clubs be unable to resolve any issue.

3.12 Allocation Not Required / Reallocation

Council must be notified of any allocation that is no longer required. If Council is not notified the club will be required to pay the charge of that facility for the whole allocation period. Any facility that is not allocated to its full potential may be considered for reallocation to another user group.

3.13 Pre-Season Training and Finals Training

Clubs requiring use of facilities outside the dates of their allocation for pre-season or finals training must seek approval by completing an Application for Seasonal & Pre-Season Use Booking Form Clubs should not plan any activities until they have received written approval.

A club that uses a facility outside its allocation without Council's consent will be liable for any accident that may occur. Damage to the ground will also be the club's responsibility and they will be charged for re-instatement works. Unauthorised usage may also conflict with scheduled use of a ground by another club, school or casual booking. Conflicts may also arise with important ground maintenance work.

Clubs are not permitted to use facilities for finals training until approved. No training matches will be permitted on sports grounds that are being used to host finals or have not been prepared for the following season.

3.14 Finals

Finals are not included in the seasonal allocation, however, the sports ground and pavilion used by the seasonal user for training requirements will be provisionally reserved in the name of the seasonal user for the finals. A completed Application for Seasonal & Pre-Season Use Booking Form is required to be submitted prior to the training commencing. Clubs will receive an email confirming their allocated training use.

The Parks, Sport and Recreation team must receive confirmation of the finals booking from the relevant association by 10am on the Tuesday following the last home and away game. If this confirmation is not given, sports ground renovation works for the following season will commence. The Parks, Sport and Recreation team must receive confirmation that the sports ground is required for the following week by 10am on the Tuesday following each final.

Each final match will be charged to the relevant Sporting Association with the fees listed in the Appendix of this document.

3.15 Extended Ground Usage – Practice Matches and Club Organised Games

Clubs wishing to extend the usage of allocated facilities beyond the allocated period (e.g. practice or social matches, club organised games or tournaments and or like events), need to complete an Application for Casual Use Booking Form. This form must be submitted at least seven days prior to the first date of use. Fees and charges will apply.

Council will not permit the use of facilities for finals matches without written application signed by the organising association. Applications from clubs to host finals matches will not be accepted. A fee will be charged to associations for hosting finals matches.

Use of grounds for finals matches and training will take precedence over requests for pre-season use. Council will make the final decision on priority of training or finals.

3.16 Late Applications

Late applications may result in no allocation.

3.17 Sub-Letting of Facilities

No club shall sub-let any part of a sports ground and/or any part of the pavilion allocated to it during the allocated period.

Council will not provide ground or facility tenancy to private sporting academies or clubs engaging a private academy to deliver training to a tenant club's team or teams or conduct private activities unless the booking is able to fit around all other bookings at that facility.

Non-compliance may result in Council withdrawing allocation.

3.18 Seasonal Handover

All clubs must ensure facilities are left in a clean, neat and tidy condition for the incoming club. Club property left on the premises at the conclusion of the allocation may be removed and disposed of by Council. The club will be held responsible for any associated costs and/or the club's security bond will be withheld. A Council officer must be present at all Seasonal Handovers.

3.19 Fees and Charges

Council subsidise the cost related to maintenance of sports grounds and pavilions according to their classification level. Fees are calculated to recover a proportion of these expenses.

3.20 Fees and Charges Guidelines

A schedule of fees and charges has been prepared based on the following principles:

- Each reserve and pavilion is rated according to the level of maintenance with higher ratings reflecting higher maintenance costs.
- Council only recoups approximately 10% to 20% of total expenditure related to maintenance of sporting reserves and pavilions according to grading level.
- Pavilion rates are charged at a casual or seasonal rate with sports fields charged at an hourly rate. Fees and charges will be indexed yearly in

accordance with a percentage increase in CPI or any other factors that Council deems appropriate in relating the fee to the cost.

- Fee Tables can be found on the Council website - <https://greaterShepparton.com.au/>

3.21 Payment of Fees

An invoice for allocation fees will be forwarded to clubs through the allocation period along with a due date when payment is required. Any club that does not pay by the due date and does not make arrangement for payments will be considered as non-paying.

3.22 Non Payment of Fees

Any club that has a genuine reason for not being able to meet the financial obligations should contact Council in writing without delay to set up a payment plan or risk non-allocation. If two consecutive payments are missed the payment plan will become void and the balance of the account will need to be paid in full immediately.

Where non-payment occurs Council will engage debt collection to resolve accounts and the club will incur the full cost of debt collection upon further application for sports ground use.

Non-payment of any outstanding sports ground, pavilion, utility fees and/or State Sporting Associations' fees and charges will result in the non-allocation of Council facilities.

4 SPORTS GROUND FACILITY INFRASTRUCTURE

4.1 Risk Management

A risk assessment should be carried out by the club on their allocated sportsground and pavilion, prior to the commencement of each season. This may also be referred to as a match day checklist which is usually obtained from the sport peak body or league.

Prior to each use of an allocated sports ground, clubs are required to conduct a ground inspection to determine its suitability for use, specifically in terms of dimension of playing area and line marking of field and minimum boundary run off – taking into account the skill level or standard of competition. The club should contact their local association or governing body to obtain a copy of the recommended inspection forms and guidelines relevant to their sport.

By submitting a booking application to Council, clubs acknowledge they have a risk management plan and policies in place which addresses the risks associated with the club's use of Council land and how such risk will be addressed. These documents must be made available to Council upon request.

Clubs should notify Council of any issues arising out of inspections immediately.

4.2 Turf Wickets

All wickets are fully maintained and owned by the sporting clubs that use them.

Council reserve the right to close sports fields with turf wickets for maintenance or major event purposes throughout the cricket season. All cricket wicket irrigation/watering systems will be operated by the cricket club. Council will undertake maintenance of all cricket irrigation systems.

Turf wicket maintenance can begin once winter season sports are complete, unless agreement is reached between the users.

4.3 Cricket Wicket Covers

Covering of cricket wickets is the responsibility of the cricket club. Ownership and maintenance of the cricket covers is the responsibility of the cricket club.

Deakin Reserve covers will be used in the winter season as required. This will be the responsibility of Council.

All Clubs should work together where possible if and when covers are required in both winter and summer seasons to preserve the cricket wicket surface providing the best playing surface.

4.4 Synthetic Wickets

Council provides and maintains synthetic wickets for the use of all user groups.

If an individual or a club damages a synthetic wicket through misuse then Council will seek the costs of repairing or replacing the synthetic wicket from that person or club.

All requests for the installation of new synthetic wickets are to be submitted in writing to Council. New wickets must be installed using synthetic grass technology.

Council will pay for and install any new synthetic wicket covering that is deemed to be required at a ground. The decision of which pitches require new synthetic covering will be made by Council and take into account available funds, risk management issues and the amount and standard of use the wicket will facilitate.

4.5 Cricket Nets

Club requests to have cricket nets relocated, constructed or upgraded should contact Council prior to any works being undertaken. In some instances planning permits may be required.

Cricket nets on Council land remains the property of Council and cannot be removed in part or full.

All cricket nets are fully maintained and owned by the sporting clubs that use them.

4.6 Permanent / Semi Permanent Goals

Council provides and maintains all Australian Rules, Soccer & Rugby goal posts, at Council's cost, for the use of all user groups.

If goal posts are vandalised, Council will fund the repair or replacement, however, where posts are deemed damaged or altered by the Club then the Club will be responsible for funding the replacement or repair of those goals.

Permanent and semi-permanent goals must conform to Australian Standards Safety aspects, and be properly installed and secured.

Goal padding are the responsibility of the club and must be erected, stored and maintained in a safe condition.

4.7 Moveable Soccer Goals

All moveable soccer goals must be compliant with the Australian Competition and Consumer Commission's Consumer Protection Notice No.28 of 2010. For more information, contact Standards Australia on 1300 654-646. Goals must not have sharp edges protruding that may cause injury.

All clubs must:

- Ensure that portable goals are securely anchored to the ground.
- That all equipment and safety padding be checked and adjusted before every use.
- Never allowing any person to climb on netting or goal framework.
- Safety warnings are prominently positioned and clearly visible on the goal posts.
- Ensure that goal posts are safely stored to prevent unauthorised use and potential injuries.

Failure to do the above may result in damage to the goals and cost of repair will be incurred by the club.

4.8 Scoreboards and Coaches Boxes

Permission must be obtained from Council for the construction of scoreboards and coaches boxes. The construction of scoreboards and coaches boxes is at the cost of the club and only based on approved plans. Council will manage the installation of scoreboards and coaches boxes to ensure they comply with the guidelines.

If scoreboards and coaches boxes deteriorate to a condition that is dangerous or is deemed inappropriate for a structure in a Council reserve it will be removed by Council.

Clubs should contact Council in the first instance, for permission and guidance for any structure to be built on/at a sports ground.

4.9 Sport Ground Lighting – Installation and Capital Costs

Permission must be obtained from Council for the construction of sports ground lighting. Council will manage the installation of sports ground lights to ensure a standardised approach. Council will only approve the installation of lights to the Australian Standard for training.

The allocated club is required to contribute to the cost of upgrading or the installation of new sports ground lights. Council's contribution will be dependent on funding

available within the capital works budget. Council must receive a club's financial contribution before any work can commence.

Sports ground lighting on Council land remains the property of Council and cannot be removed in part or full. Appropriate compensation may be requested if the club is required to re-locate as a result of a Council request.

Council will maintain floodlight towers and fittings, and undertake globe replacements. Globes may not necessarily be replaced as soon as the fault is reported due to costs associated with completing such repairs.

4.10 Times of Use for Sports Ground Lights

Training lights must be turned off by 10pm every night of the week. Any club that is found using sports ground lights beyond this time may have their facility usage times reduced. If Council is called after hours to turn off sports ground lights, all costs for the call out will be charged to the club.

Lighting use required beyond 10pm will require prior permission from Council.

Permission must be sought from Council for competition night matches. Australian Standards for competition night matches require a higher illumination than for training.

4.11 Fencing

Council will be responsible for maintaining fences around grounds and the perimeter of reserves.

Council will provide internal fencing or bollards to restrict vehicular movement to designated areas of a reserve. Bollards and gates must not be removed by clubs except for emergency vehicle access.

Temporary fencing of reserves for the conduct of finals and special events will be the responsibility of Clubs. Clubs must apply to Council seeking approval, outlining the proposed event, fence type, location and the manner in which it is to be constructed.

4.12 Temporary Closure of Grounds

Council reserves the right to close any sports ground to protect the playing surface, complete capital or maintenance works, in poor weather conditions or to allow rehabilitation of the ground after damage. All attempts will be made to relocate clubs in this situation but no guarantee can be given. Where grounds are closed for matches, Council will make all attempts to advise clubs with at least two days' notice.

4.13 Irrigation

Council is responsible for the maintenance and operation of all automatic irrigation systems. Clubs are not to access or alter control unit settings under any circumstances. Clubs must notify Council immediately if there is any interruption to mains power as this can affect the irrigation settings.

4.14 Water Restrictions

Clubs must comply with any water restrictions and should understand that water restrictions may affect their use of Council's sports grounds. Clubs will be regularly updated with the changes to water restrictions and the impact that these restrictions will have on their seasonal booking.

4.15 Pavilion Maintenance

A table outlining maintenance responsibilities of clubs and Council is summarised under the Pavilion Maintenance Schedule (found at the end of this document).

Any damage to the facility or maintenance issues must be reported immediately to Council's Customer Service Department.

Council's Building Maintenance Department inspects pavilions identifying maintenance issues and assessing cleanliness. Should it be found that clubs are not meeting their obligations, Council will request they be rectified. If issues are not rectified and/or clubs continue to breach their tenancy, Council will rectify the issue at the clubs expense and/or may withdraw the allocation. Clubs will be charged for repairs deemed to be through misuse, including damage by visiting clubs. Council shall invoice clubs for any additional amount and/or may retain the security bond.

4.16 Cleaning

Council pavilions and grounds must be cleaned and maintained in a state suitable for use by clubs and any community groups that use the facilities. It is the responsibility of clubs and other users to leave pavilions and grounds in a clean, neat and tidy condition immediately after each use.

If the reserve, pavilion or associated amenities are left in an unacceptable condition and Council is required to undertake cleaning services, the user will be charged for this cost.

4.17 Waste and Litter Management

Clubs are responsible for ensuring that all waste generated from the use of the reserve is cleaned at the end of match day or training session. Failure to comply with this condition may result in Council organising for the littered area to be cleaned at the Club's expense and may also jeopardise future allocation.

Instances where excess rubbish is expected, arrangements must be made by the club to remove additional rubbish.

4.18 Dumped / Illegal Rubbish

Illegally dumped rubbish on Council land should be reported to Council's Waste Department. It is an offence to dump household or commercial rubbish into a litterbin.

4.19 Storage

The storage of equipment is the responsibility of the club. Toilets are not to be used for storage.

At the conclusion of a Club's seasonal tenancy the storage of equipment is the responsibility of the Club. Outgoing clubs must not store equipment at facilities without

the approval of the incoming Club. Clubs that share facilities may liaise with one another to an agreement regarding storage. If clubs cannot come to an agreement the incumbent tenant will have priority use of storage within the facility.

4.20 Car Parks and Access Roads

The maintenance of car parks and access roads will be the responsibility of Council. Where car parks and access roads require sealing they will be planned into future budgets as capital works. Where access roads require grading Council will complete the works as required.

4.21 Vehicles on Reserves

No motor vehicle, bicycle, scooter, cart or other vehicle may be driven on any footpath or through or across any sports ground.

4.22 Grants

Greater Shepparton City Council offer a number of grant programs which offer support for a range of projects, as follows:

- Community Matching Grants
- Our Sporting Future
- Sporting Chance Scholarships

Sport and Recreation Victoria provide a range of grants and funding to support sport and recreation in Victoria from local community clubs through to the elite level. Some of their programs include:

- Defibrillators for Sporting Clubs and Facilities
- Sporting Club Grants
- Country Football and Netball
- Community Sports Infrastructure

Greater Shepparton City Council is able to provide advice and guidance in identifying funding sources and submitting applications.

5 CONDITIONS OF USE

5.1 Pavilion Usage – EPA Noise Guidelines

Clubs are responsible for ensuring all members and guests of the club adhere to the EPA Guidelines for noise. Section 48A (5) prohibits noise from amplified sound (i.e. that can be heard outside the building) to the following times:

- Monday to Thursday before 7am and after 10pm
- Friday before 7am and after 11pm
- Saturdays and public holidays before 9 am and after 12am
- Sunday before 9am and after 10pm

In addition, Council has a requirement that the premises are **vacated by 12am** so that local residents are not disturbed into the early hours of the morning.

5.2 Accepted Behaviour

Clubs are not to conduct any obnoxious or offensive activity or use facilities for illegal or immoral purposes. The display of any sexually explicit or offensive material in any form is prohibited.

Clubs need to be mindful that many facilities are located in residential areas. Respect must be given to residents and their property, including houses, vehicles, fences or yards. They must not be damaged, altered or trespassed upon, including entering a property for the collection balls or for any other reason.

Pavilions, including those with social rooms are not party venues and should not be used as such.

5.3 Facility Audits / Inspections

Council staff reserves the right to access facilities at any time to undertake inspections or repairs. Pavilions will be audited and inspected on a regular basis and clubs will be notified should there be any issues that require attention.

5.4 Cleaning Equipment

Supply of cleaning equipment is the responsibility of the tenant clubs.

5.5 Grievance Procedure

All grievances or complaints must be made in writing, addressed to the Team Leader Arboriculture, Parks & Sports Facilities. If a dispute cannot be resolved, then a determination in writing by Council shall apply.

5.6 Line Marking and Boundary Run Offs

Council will provide an initial line mark for all sporting clubs at Council's expense. Council will comply with relevant guidelines and minimum boundary run offs as per the Australian Standard.

Any subsequent line marking must comply with Council's initial set out which takes into account size, orientation and allowing for the four metre minimum run off. Only water based turf specific paint which will not endanger ground users or damage turf services may be used for line marking. No glyphosate (round up) or kerosene. Costs to repair playing surface damaged by these products will be passed on to the club. A Council officer will check boundary markings before each season to ensure that minimal run off is adhered to.

Additional line marking requested by the club, will be charged as per the fees and charges.

5.7 Advertising / Signage / Billboards

Permission must be sought from Council's Planning Department before erecting signs.

Council will determine whether or not to grant a permit for signage based on the 'Advertising Signs Policy' within the Greater Shepparton Planning Scheme. This Policy can be viewed at: http://planning-schemes.delwp.vic.gov.au/schemes/combined-ordinances/GreaterShepparton_PS_Ordinance.pdf

Signage relating to gaming activities or gambling venues are strictly prohibited.

Clubs wishing to erect temporary billboards (e.g. real estate boards) to advertise registrations or upcoming events are to contact Council's Parks, Sport & Recreation Department for permission and to ensure the requested location is appropriate with respect to proximity of other clubs. Failure to receive approval may result in the billboard being removed.

5.8 Gaming

Fund raising in Victoria is overseen by the Victorian Commission for Gambling and Liquor Regulation (VCGLR). Information and Conditions for running a Raffle in Victoria by community organisations and charities can found at

<https://www.vcglr.vic.gov.au/gambling/raffle/licensee-resources/faqs>

An organisation hosting a raffle, fundraising event or bingo game must be registered as a community or charitable organisation.

A reverse raffle is illegal in Victoria. A reverse raffle draw is a raffle where the last ticket drawn is declared the winner of the first prize. The *Gambling Regulations 2015* state that the first raffle ticket drawn must win first prize.

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

5.9 Smoking in Council Buildings

Clubs are advised that smoking is prohibited in all Council owned buildings including sports pavilions and no person is able to smoke within five metres of doorways or open windows. It is the responsibility of user groups to uphold this policy in the interests of community health.

User groups are to ensure that cigarette butts do not litter the pavilion surrounds including areas immediately outside the facility grounds, pavilion and perimeter.

Any evidence of smoking within a Council pavilion will result in a review of the user group's allocation of that pavilion which may also jeopardise any future allocations.

5.10 Contents Insurance

Council does not provide contents insurance on any pavilion. If the club stores valuables, equipment or memorabilia in a pavilion, the club is solely responsible for insurance of all its contents.

5.11 Public Toilets

Council maintains and pays the utility costs associated with toilets located on Council reserves that are open to the public seven days per week. This includes public toilets attached to pavilions.

Where toilets are located at a sports reserve and are only open on match days for members and spectators, the Club will be responsible for opening, closing, cleaning and purchasing and restocking of toilet consumables.

5.12 Security, Locks and Equipment

Clubs must ensure the facility is fully secured after each and every use. All gates, chain gates and padlocks and other Council provided equipment shall be kept in the locked position after each and every use to minimise theft. Clubs may be liable for the replacement cost of missing padlocks.

Clubs that have been allocated a pavilion with an alarm system must ensure the pavilion is re-alarmed upon exiting the building. Clubs must also notify council if an alarm system is not operational.

5.13 Fire Extinguishers

Council provides a number of fire extinguishers and fire blankets within each pavilion to comply with Essential Services Regulations. Equipment is serviced regularly to ensure correct operation in the event of an emergency. Equipment found missing, misused or damaged will be replaced at the club's expense.

5.14 Open Fires

Clubs are not permitted to have open fires of any description inside or outside of pavilions.

5.15 Compulsory Club Financial Contributions

Council will work in conjunction with clubs and user groups to ascertain any capital development requirements. All capital development proposals are required to be supported by relevant strategies such as strategic plans, whole of sport plans, master plans, future directions plans, feasibility studies. Clubs can contact Council with capital proposals and set out any preliminary design plans, costing and confirmation of club contributions.

Contributions are to be made in accordance with the below schedule:

Total Project Cost \$1,000,000 or under	
Participation Numbers	Contribution
Under 20	\$2,500
21-50	\$3,500
50 plus	\$4,500

Total Project Cost between \$1,000,001 and \$2,000,000	
Participation Numbers	Contribution
Under 20	\$5,000
21-50	\$6,000
50 plus	\$7,000

Total Project Cost \$2,000,001 plus	
Participation Numbers	Contribution
Under 20	\$10,000
21-50	\$12,000
50 plus	\$14,000

- Participation numbers needs to be provided in writing from the relevant State Sporting Association, League or ValleySport. In the event that there is no relevant League or State Sporting Association, a signed Statutory Declaration from the President and a copy of most recent audited financials will be required
- Payment Plans will be considered on a case by case basis for clubs who do not make player payments
- Payment needs to be paid upfront upon confirmation of adopted project budget and works will not commence until payment is made (except those on payment plans)
- The level of contribution DOES NOT entitle any club to greater use than a lower contributing club
- In the event that a club/s wishes for capital upgrades to occur above and beyond either Council's minimum standard or the relevant State Sporting Association's Facility Guidelines standard for a local level, a significantly higher contribution will be required and will be determined on a case by case basis dependent on the total increase in the project cost.

5.16 Pavilion Modification, Alteration or Upgrade (Minor)

Council Managed Pavilion

All alterations are to be in writing to the relevant Parks, Sport and Recreation officer and Council approval needs to be provided prior to any works commencing.

Community Asset Committee Managed Pavilion

All alterations to be discussed and in writing to the relevant Committees officer and approval given prior to any works commencing.

5.17 Exit Doors

In accordance with the Building Code of Australia (class 2 to 9 Buildings, Sections C & D), a building is to be provided with means of evacuation which allow occupants time to evacuate safely without being overcome by the effects of an emergency.

All nominated pavilion Exit Doors have a green 'exit sign' above the door and must not be obstructed in any way or form.

5.18 Public Announcements (PA) Systems

External PA systems are not to be utilised by clubs for entertainment purposes across Council's sports grounds. E.g. amplified music or radio, MCing, commentating.

Short brief announcements are acceptable.

5.19 Testing and Tagging Sports Club Electrical Equipment

Any electrical equipment brought onsite by Clubs must have a current test and tag in place by a licenced electrician. This includes all kitchen and canteen appliances. A record of the testing and tagging should be retained by the club off site.

6 LEGISLATIVE REQUIREMENTS

6.1 Australian Drug Foundation – Good Sports Program

All clubs are required to join the Australian Drug Foundation's Good Sports Program.

Please contact Good Sports:

Web: www.goodsports.com.au

Phone: 1300 883 817

Email: goodsports@adf.org.au

Good Sports operate a number of programs including:

- Responsible Serving of Alcohol (RSA) courses
- Looking after your mates programs that can be run at your local club.

Council will only endorse liquor licence applications from clubs who have members who have undertaken RSA training.

6.2 Liquor Licences

The sale of liquor without a licence is prohibited. Clubs need to contact the Victorian Commission for Gambling and Liquor Regulation to apply for a licence (www.vcglr.vic.gov.au) and are required to provide a copy of their liquor licence with their application.

Council will only support applications that observe the following times and conditions:

- Monday to Friday a starting time of 6 pm is the earliest with an 11 pm closing
- Saturday and public holidays a starting time of 12 noon with a closing of 11 pm
- Sunday a starting time of 12 noon is the earliest with a 10 pm closing
- A club recognised as a junior club will not receive support from Council for a liquor licence.

Council along with the Victoria Police will monitor the observance of liquor licences. The responsible serving of alcohol is to be managed by the club.

Clubs are required to ensure their liquor license operating times are in line with the above times. Clubs who have licenses with times outside the above will need apply for change of license hours through the Victorian Commission for Gambling and Liquor Regulation. If a club wishes to hold a function and serve alcohol outside these times, permission must be sought from Council and a temporary Liquor Licence applied for.

6.3 Incorporations

Council will only allocate facilities to clubs that can provide documentation to show they are incorporated under the Association Incorporations Act 1981. For further information, contact Consumer Affairs Victoria on 1300 361 673 or www.consumer.vic.gov.au.

6.4 Public Liability Insurance

All clubs must have Public Liability Insurance cover with Council noted as an interested party. Clubs must be covered for a minimum of \$20 million against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Club arising out of or in relation to allocation of a facility. A copy of the Certificate of Currency must be attached to the allocation application.

Clubs can organise Public Liability directly through an insurance company or through a broker. State or local sporting associations will be able to give you guidelines on costs involved and further information.

6.5 Food Registration

Clubs that intend to sell food must obtain registration. It is a mandatory requirement under the Food Act 1984 that the premise, in which food is sold, is registered as a Food Premise with Council.

Council's Health Department registers and inspects kitchen facilities at all facilities that sell food. Food Safety Program requirements are based on the class of the food premises and the type of food to be prepared and sold, further information about this can be obtained from Council's Health Department.

Seasonal Sports Food Premise Registration is to be renewed each year and is subject to the approval of an application form submitted to Council.

A flat registration fee applies to each club using a pavilion as a Food Premise on a seasonal basis. A sporting Club that operates a Food Premise year round should contact the Environmental Health Department to arrange registration. The annual registration fee for Food Premise applies.

6.6 Disability Discrimination Act and Equal Opportunities Act

Under Council's commitment to provide disability access in all Council owned premises, clubs are required to adopt inclusive practices in line with the obligations under the Disability Discrimination Act and Equal Opportunity Act. Clubs must comply with any reasonable request from Council in this regard.

6.7 Working with Children Check

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm.

The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

If you work or volunteer with children and do not qualify for an exemption, you need to apply for a WWC Check. Employers, volunteer organisations and agencies must ensure that any of their staff or volunteers who need a WWC Check has applied by the due date.

For further information, contact Department of Justice on 1300 652 879 or visit www.justice.vic.gov.au/workingwithchildrencheck.

6.8 Smoking at Junior Sporting Events

Under the updated Tobacco Act 1987, smoking is prohibited within 10 metres of outdoor public children's playground equipment, skate parks and sporting venues during organised sporting events. This includes training or practice sessions to prepare for an organised sporting event, and breaks or intervals during the course of the event, training or practice session.

6.9 Strategies, Policies, Forms and User Guides

Council has a number of strategies, policies, forms and user guides that are relevant to all sporting clubs in Greater Shepparton. These documents can be found on Council's website, visit <http://greaterShepparton.com.au/>.

6.10 Emergency Management and Relief

State Emergency Management Plan (SEMP), municipal councils have responsibility for coordinating emergency relief at the local level.

Municipal councils must have internal arrangements in place to commit council resources to support local emergency relief activities. It is expected that this commitment may include availability of municipal council buildings and grounds for emergency relief and recovery activities that may be necessary to support the community. As such, in the event of an emergency or crisis within the Municipality, your sporting pavilion may be used as an Emergency Relief Centre.

6.11 Incident and Accident Reporting

In the event of an accident or incident, clubs are responsible for completing required reporting and paperwork at the time of the incident and provide to Council within 24 hours.

Any incident, accident or emergency that has resulted in calling 000 or the attendance of Police, Ambulance or Fire Brigade must be reported to Council immediately.

Appendix

Pavilion Maintenance Schedule

Council's Fees and Charges

Pavilion Maintenance Schedule

ITEM	CLUB RESPONSIBILITY	COUNCIL RESPONSIBILITY
Fire Extinguisher	Cost of refilling or replacement of equipment damage due to club	Ensure compliance with Essential Services
Keys, Locks	Control of keys issued to the club. Report lost, stolen or damaged keys	Installation and maintenance of locks and keys.
Electrical items	Cost of repairs due to club misuse.	Maintenance and replacement due to age.
Light Fittings	Cost of repairs due to club misuse.	All other maintenance.
Internal Lights		Cost to replace fluoro lights and installation by a qualified electrician
Doors (incl. cupboard doors and fittings)	Regular cleaning and cost of repairs due to club misuse.	Replacement due to age or structural fault or vandalism.
Floor surfaces and coverings	Regular cleaning & maintenance.	Ensuring safe base flooring. Replacement when required.
Glass	Keep clean and cost of repair to internal breakages.	Replace all breakages.
Security grills		Maintenance and replacement due to age.
Ceilings	Cost of repairs due to misuse.	Maintenance and replacement due to structural faults or age.
Curtains and blinds	Regular cleaning, repair and replacement.	
Security lighting		Replacement and maintenance as required.
Plumbing and fixtures	Cost of repairs due to misuse.	Repair and renewal of all plumbing fixtures due to age or
Waste pipes and sewer drains	Keep clear of foreign objects. Cost of repairs and unblocking due to misuse.	Repair and replace as needed.
Cooking, coffee machine and refrigeration equipment	Purchase, maintenance and repair to Food Act standard. Electrical testing in compliance with statutory requirements.	Provision of basic oven in new pavilions. Approval of any new installations.
Painting	Cost of painting due to club misuse. Application for permission to undertake internal painting.	Cyclic internal and external painting as determined by Council. Approval of club
Skylights	Cost of repairs due to club misuse.	Maintenance, cleaning and repair as required.
Roofs, fascia, boards, guttering		Maintenance, repair and replacement as
Internal and external walls	Regular cleaning and cost of repair if damaged through club	Structural maintenance and repair.
Food handling areas	Keep areas in clean and hygienic state in accordance with Food Act. Regular inspection of oven canopy filters.	Maintenance, repair and replacement due to age or structural fault. Inspections in accordance with Food Act.

Security System	Approved Security Systems may be installed. All costs and installation. Supply codes to Council.	
Telephone	Installation, cost and maintenance. New installations to be approved by Council.	
Heating/cooling fixtures	Cost of installation, services and maintenance.	
Building alterations	Submit requests for consideration. Approved works under Council supervision.	Managing any club works.
Personal Hygiene Services	All responsibility.	
Utilities	All costs during tenancy period.	
Insurance	Contents insurance and PLI Insurance.	Building Insurance
Waste storage areas	Keep clean, tidy and locked. Ensure area is used for bins only.	Maintenance of enclosure.
Pest Control	All responsibility.	
Graffiti	Report to Council.	Removal of all graffiti.
Storage	Keep passageways clean. No equipment stored in plant, parks rooms or service ducts. Cost of removal or disposal of inappropriately stored equipment.	
Other	Gas cylinders may not be stored within the pavilion.	Regular inspection of the pavilion for structural problems and

*Some Pavilions may have different equipment and therefore different responsibilities may apply.

Council's Fees and Charges

Council's Adopted Budget contains information relating to bookings for Park, Sport and Recreation Facilities. A copy of Greater Shepparton City Council's Budget can be found at the below website:

<https://greatershepparton.com.au/council/rates-finance-property/finance>