

# Nillumbik Seasonal Sports Club User Guide 2024

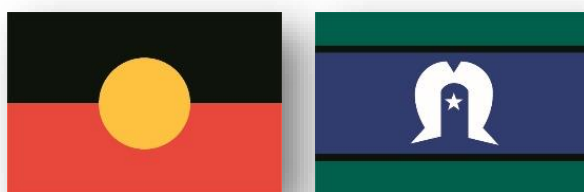


## Acknowledgement of Country

Nillumbik Shire Council respectfully acknowledges the Wurundjeri Woi-wurrung people as the Traditional Owners of the Country on which Nillumbik is located, and we value the significance of the Wurundjeri people's history as essential to the unique character of the Shire. We pay tribute to all First Nations People living in Nillumbik, give respect to Elders past, present and future, and extend that respect to all First Nations People.

We respect the enduring strength of the Wurundjeri Woi-wurrung and acknowledge the ongoing impacts of past trauma and injustices from European invasion, massacres and genocide committed against First Nations People. We acknowledge that sovereignty was never ceded.

Wurundjeri Woi-wurrung people hold a deep and ongoing connection to this place. We value the distinctive place of our First Nations People in both Nillumbik and Australia's identity; from their cultural heritage and care of the land and waterways, to their ongoing contributions in many fields including academia, agriculture, art, economics, law, sport and politics.



## Inclusion statement

Nillumbik Shire Council is committed to creating a fair, equitable and inclusive community where human rights are respected, participation is facilitated, barriers are addressed and diversity is celebrated. We support the rights of all people regardless of age, gender, ability or background. We value the diverse and changing nature of our community and understand that some groups and individuals experience more barriers than others.



## Pre-amble and thankyou

Community sport provides the opportunity for as many people as possible to participate in sport and physical activity. Community sport, with its focus on participation, benefits us by improving our:

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

## Volunteers at the heart of our Community Sporting Clubs

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

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

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

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# Section 1

## General Information

### 1.1. Background

Nillumbik Shire Council maintains 21 natural turf and one synthetic sportsgrounds and 14 sports pavilions throughout the Shire. Council's Recreation and Leisure allocates these facilities to 27 sporting clubs, a number of schools and casual users.

The development and management of sports facilities within Nillumbik is undertaken with the aim of providing a diverse range of sporting opportunities for the community to participate in their chosen activity. Council's sportsground allocation process endeavours to cater for a variety of sports and standards of sport within the municipality.

Clubs are required to make concerted efforts to encourage the participation of all people in their activities by ensuring venues and services are accessible and non-discriminatory. This includes the development of inclusive policies and practices; modification of activities; providing a greater opportunity for social participation; and greater attention to the development of a more welcoming, supportive and accepting social environment.

### 1.2. Purpose of Policy and User Guide

The purpose of the Seasonal Sports Club User Guide is to:

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

### 1.3. Communication

In order to achieve effective communication between Council and clubs, we request clubs nominate one committee member to be the designated liaison for the club. Having one club committee member as the point of contact with Council enables the nominated club representative to report accurately back to the committee.

The nominated committee member must be authorised to speak on behalf of the club and will generally hold the position of President or Secretary.

Council will communicate with clubs via the Sports and Recreation Liaison Officer. This officer can be contacted on



9433 3535



leisure@nillumbik.vic.gov.au



9433 1111 (out of hours)

For all out of hours enquiries please contact Council on **9433 1111**.

### 1.4. Administrative updates

It is recognised that, from time to time, circumstances may change leading to the need for minor changes to this document. Where an update does not materially alter this document, such a change may be made administratively.



## 1.5. Definition of Terms

**“Application”** means the form on which seasonal sporting clubs must apply for the right to use a sporting pavilion and ground;

**“Casual allocation (tenancy)”** means a facility used outside seasonal allocations or used by other groups which has been granted access for a ‘one off’ use of a sports ground

**“Casual user”** means a school, community group or individuals granted use of a sporting pavilion and/or ground by Council;

**“CCTV”** is the abbreviation for closed-circuit television or video surveillance, which is privately transmitted video which is generally used for the purpose of security or surveillance for a particular property or area.

**“Co-tenant”** means another seasonal sporting club allocated the use of a sporting pavilion and/ or ground conjunctively with the seasonal sporting club;

**“Club(s)”** means seasonal sporting club(s);

**“Council”** means Nillumbik Shire Council; within the context of this User Guide that also includes Councilors, employees, agents and contractors of Council;

**“Council’s Officer”** means the Chief Executive Officer or any other officer of the Council to whom authority is delegated in writing from time to time by the Chief Executive Officer;

**“CPI”** means the Consumer Price Index (All Groups) for Melbourne published by the Australian Bureau of Statistics. If that index no longer exists, “CPI” means an index that the president of the Australian Property Institute Victorian Division (or its successor or other organisation replacing it) decides best reflects changes in the cost of living in Melbourne;

**“Facility/facilities”** Council-owned or managed sporting facilities including sportsgrounds, pavilions, club rooms, practice nets and any other associated facilities;

**“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.;

**“GST”** means Goods and Services Tax as defined in A New Tax System (Goods and Services Tax) Act 1999 (as amended);

**“Junior Teams”** Teams whose participants are under the age of 18;

**“MLAK”** is a locking system developed by Master Locksmiths and the disability community.

**“Pavilion/clubroom(s)”** means building utilised by user groups to support the provision of their activity

**“Policy”** means the Sporting Facilities Allocation Policy;

**“Reserve”** means the area of land on which a sporting pavilion and/or ground is located;

**“Season”** means the period of time the seasonal sporting club has been allocated use of a sporting pavilion and/ or ground. Unless otherwise stated:

*“Winter season” is the period of time from 1<sup>st</sup> April - 30<sup>th</sup> September of the same year.*

*“Summer season” is the period of time from 1<sup>st</sup> October – 31<sup>st</sup> March of the following year;*

*“Shoulder Pre-Season” is the period of time from 1<sup>st</sup> October – December 31<sup>st</sup> of the same year;*

*“Pre-Season” is the period of time from 1<sup>st</sup> January – 31<sup>st</sup> March of the same year*

**“Seasonal sporting club/tenant”** means the incorporated sporting organisation allocated use of a sporting pavilion and/or ground owned or managed by Council for a fee;

**“Seasonal sporting club’s property”** includes any articles in the sporting pavilion and/or on the ground belonging to the seasonal sporting club

**“Snap Send Solve”** is a free app that allows you to easily and directly report feedback to councils and other authorities in Australia and New Zealand

**“Sporting pavilion”** means the pavilion allocated to the seasonal sporting club for a specified season;

**“Sportsground/Ground”** means the playing surface or area of open space which is used for the purpose of conducting formal sport or encouraging informal recreation activity;

**“Sportsground lighting”** means external floodlighting of the Sportsground that has been installed by Council or the sporting club for training and competition purposes

**“Terms and Conditions of Use”** means the terms and condition of use specified in the Sporting Reserves Conditions of Use from time to time.

## 1.6. Sports grounds classification

All Nillumbik sportsgrounds have been classified as A, B, C or D with A being of the highest quality and D being of the lowest quality. The criteria under which sportsgrounds are classified includes:

- Sportsground profile and on field infrastructure e.g. sand profile, irrigation, drainage and grass species
- Associated infrastructure e.g. training lights, perimeter fencing, car parking, viewing areas and drainage around the sports ground perimeter.
- Pavilion access and ability to be a home base for a club
- Sportsground maintenance e.g. frequency of aerating and fertilisation
- When sportsgrounds are upgraded, the ground classifications are re-assessed. Sportsgrounds which are upgraded with new irrigation, drainage and drought resistant surfaces will be classified as a higher quality facility and therefore associated fees may change.
- Council will maintain ultimate discretion on the grading of ovals

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 Management and maintenance sports ground policy.

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.





## Section 2

### Conditions of use

#### 2.1 Allocations

Allocations for the use of sportsground and pavilions are made on a seasonal basis.

- **Winter season** is from 1<sup>st</sup> April - 30<sup>th</sup> September of the same year.
- **Summer season** is from 1<sup>st</sup> October – 31<sup>st</sup> March of the following year.
- **Shoulder Pre-Season** is from 1<sup>st</sup> October – December 31<sup>st</sup> of the same year
- **Winter Pre-Season** is from 1<sup>st</sup> January – 31<sup>st</sup> March of the same year.

Seasonal allocation applications are accepted in February, for winter season, and August, for summer season, each year. Applications must include a personal undertaking signed by the President on behalf of the club. Confirmation of allocation will be forwarded to clubs prior to the start of the season.

New sporting clubs interested in securing seasonal allocations are advised to contact the Sport and Recreation Liaison officer to discuss the club's needs and the options which may be available.

Council are aware that trends and demands for sporting and recreational activities change over time. Council reserve the right to allocate facilities based on the demands at any given time and will endeavor to maximise the use of all sport and recreational assets located in Nillumbik.

Council reserve the right to cancel a club's allocation at any time if the club breach the conditions of use.

#### 2.2 Financial statements and membership details

Any club making applications to Council for use of facilities must also submit a copy of its previous season's financial statement and information concerning the membership of the club. The provision of this information allows Council to make informed decisions around capital improvement, grant applications, priority of use and support provision to clubs.

As owner of the facility in which the club operates, Council should be considered a major stakeholder in your club, making significant investment by way of subsidised access to fields and pavilions, maintenance, capital improvement, grant applications and various other methods of support. As such, Nillumbik Shire Council is required to maintain a broad understanding of the general operations and viability of the club.

Financial information to be supplied includes, but is not limited to, the following:

- Previous season's Profit & Loss Statement;
- Previous season's Balance Sheet.

Membership information to be supplied includes, but is not limited to, the following:

- Numbers of teams to be fielded;
- Number of members, and their relevant category (e.g. female);
- Number of residents who are Nillumbik residents;
- Membership fee structure.

#### 2.3 Withdrawal of grounds or facilities

The Manager of Recreation and Leisure is responsible for sportsground and facility maintenance and therefore hold the authority to withdraw the use of any ground and/or pavilion for health and safety reasons. Tenants will be notified in writing of any closure.

## 2.4 Fees and charges

The Schedule of fees and Charges can be found in APPENDIX D of this document.

- Fees and charges are based on allocation of time and space.
- Failure to use bookings or allocations will not result in a discount or refund.
- A Goods and Services Tax (GST) will apply to all sportsground and pavilion rental.
- Fees will be subject to review and will reflect increases in the Consumer Price Index (CPI).

### Variation to booking/allocation

Should Council be required to shut an oval, due to condition or other circumstances, a negotiated discount to fees may be applied.

### Invoicing

Council will invoice users for ground rental payments at the end of each relevant season. Invoices are payable within 30 days of the date of invoice. Failure to meet payments will be referred to Council's debt collection process, and may result in loss of occupancy in future seasons.

Winter season invoices are distributed in July and are due 30 days upon receipt of invoice.

Summer season invoices are distributed in January and are due 30 days upon receipt of invoice.

## 2.5 Permission to occupy

Clubs allocated a sportsground will have use of the facilities for the allocated dates and times. If facilities are required for finals or other commitments (e.g. tournaments), the club/s must notify Council immediately.

Council encourages multi-use of its facilities. However, no clubs shall sub-let or permit any other group, person or persons to occupy or use the ground allocated to it without permission from Council.

### Finals matches and training

Clubs must request permission from the Sport and Recreation Liaison officer to use sports grounds for training and matches during finals period. There will be no additional fees for sportsgrounds made available for finals.

### Shoulder pre-season training

**Shoulder Pre-Season** is from 1<sup>st</sup> October – December 31<sup>st</sup> of the same year and refers to off-season use of non-seasonal clubs home sportsgrounds. Non-exclusive access will only be granted to the sports ground with basic facilities and does not include pavilion or changing facilities.

Clubs must request permission to use sportsgrounds for pre-season training during the shoulder period in conjunction primary seasonal tenant. During this period, the primary seasonal tenant and Council will maintain the right of refusal.

Permission will only be granted subject to availability, ground condition, maintenance works scheduled and authorisation from the primary seasonal tenant during the changeover period.

Clubs must also adhere to the Winter Pre-Season training conditions during Shoulder Pre-Season.

## Winter pre-season training

**Winter Pre-Season** is from 1<sup>st</sup> January – 31<sup>st</sup> March of the same year.

Clubs must request permission to use sportsgrounds for pre-season training by completing the pre-season training application form. Pre-season training is not to take place before 1<sup>st</sup> January, and pre-season training may only take place on the club's allocated days and time. Permission will be granted subject to availability, ground condition and maintenance works scheduled during the changeover period. Clubs may not be able to use their 'home ground' for pre-season training.

If clubs make arrangements with co-tenants for use of the facilities for pre-season training, Council must be notified of the arrangement in writing. Clubs found to be partaking in unauthorised training may be required to cover the repair cost associated with the activity.

Clubs must adhere to the following pre-season training conditions:

- No pre-season training is permitted in wet conditions
- Players are restricted to wearing rubber-soled sport shoes
- Clubs with outstanding fees and charges will not have their allocation processed until outstanding accounts are settled.

For a copy of Council's comprehensive pre-season training conditions, please contact the Sport and Recreation Liaison officer.

## 2.6 Club responsibilities

The seasonal tenant is responsible for ensuring that any essential safety measure components within a building, such as fire extinguishers, fire hoses, and emergency exits are not blocked or covered.

The seasonal tenant is also responsible for keeping paths accessible and safe.

## 2.7 Disorderly behaviour

It is expected that clubs are responsible for the actions of their members and as such, no obscene, insulting or disorderly behaviour shall take place in or around the pavilion and grounds.

Council requires tenants to have an active Code of Conduct Policy that is clearly understood and adhered to by all members and visitors of the club.

Noise levels must be kept to an acceptable level. All activities conducted from the sportsgrounds and pavilions must comply with the noise guidelines contained in the Environment Protection Act 2017 (Victoria).

## 2.8 Facility modifications and access

Modifications to buildings can breach occupancy permits and essential safety measure requirements, therefore, any minor or major modifications or additions to the facility cannot be made without the written consent of Council.

If a club has an enquiry relating to the maintenance of a facility, it should contact Council via the Sports and Recreation Liaison officer.

## Pavilion Audits

Council conducts various audits on sporting pavilions. The following audits are scheduled audits that are undertaken either by contractors or Council staff. Other audits may take place as needed, and clubs will be advised of these audits.

- Essential Safety Measures Audit – Quarterly, 6 monthly and annual inspections
- Asbestos Audit – 3-5 yearly inspections
- Health Audit – minimum once per season
- General Pavilion Inspections

## 2.9 Public liability insurance and asset cover

### Obligation to insure

The club/lessee shall at all times during the agreed Term, be the holder of a current Public Liability Policy of Insurance ('The Public Liability Policy') in respect of the activities specified herein in the name of the club/lessee providing coverage for a minimum sum of \$10 million (or more).

A Certificate of Currency/Insurance of the Public Liability Insurance policy stating, the level of cover, period of cover, and exclusion clauses must be provided to Council as part of this Agreement.

The Public Liability Policy shall cover such risks and be subject only to such conditions and exclusions as are approved by the Council and shall extend to cover the Council in respect to claims for personal injury or property damage arising out of the negligence of the club/lessee.

Clubs must provide a copy of their Insurance Certificate of Currency to Council prior to the commencement of their seasonal allocation or annually for those with a lease/ license.

### Council's indemnity

Clubs will:

- Ensure the actions or inaction of users of the property do not breach the property insurers policy conditions
- Minimise realistic property risk exposures e.g. arson/ fire, theft/burglary, storm/water damage by
- keeping the building and surrounds clear of combustible material
- ensuring the building is locked and there are no easy access points
- not storing waste bins against buildings
  - Undertaking maintenance checks and reporting any maintenance issues to the Sport and Recreation Liaison officer.
- Maintain the property and grounds in accordance with their relevant maintenance schedule (which defines responsibilities of the club and Council)
- Allow access to the property by Council for maintenance and risk management inspections
- Promptly report damage and hazards (conditions that can be expected to lead to damage) to the Sport and Recreation Liaison officer.

Council will:

- Support clubs to manage their responsibilities in relation to risk
- Respond efficiently to reported damage and hazards.

### Club assets

The club shall be required to effect and maintain Property Insurance, at all times during the Approval Term, for Contents/Equipment/Materials purchased or supplied by the Club, and not forming a fixture or fitting of a building/ facility.

In event of insured damage requiring repairs or replacement, Council's Property Insurance Policy covers cleaning of the building structure, walls, fixed cupboards and bench tops and floor coverings. Council's Policy does not extend to indemnify the club.

Contents, equipment or materials purchased or supplied by occupiers, and not forming a fixture or fitting of a facility, remain the property of the occupier and are not insured by Council. This includes equipment (refrigerators, heating or cooking appliances), curtains, light fittings etc.

Council does not insure personal belongings, money and private property brought onto the premises.

### Notices of potential public liability claims

Incidents arising out of the activities or actions of the club involving either Personal Injuries or Property Damage should be reported to the club's own Insurer.

The club shall as soon as practicable inform the Council in writing of any occurrence involving the responsibilities of both the club and Council, that might give rise to a claim. The club shall keep the Council informed of subsequent developments concerning the claim.

### Balls leaving reserves/ovals

Damage and/or injury to cars, private property, neighbouring commercial businesses, spectators, or patrons in neighbouring properties caused by balls leaving reserves or training nets is the responsibility of the club. Council will not be liable to cover costs associated with these damages or injuries.

## 2.10 Legal status

It is mandatory that all clubs be incorporated and submit evidence of this each season. Clubs that are not incorporated bodies may be refused a ground and/or pavilion allocation.

## 2.11 Utility costs

Clubs must pay for all pavilion utility charges incurred during their occupancy period. Clubs must make their own arrangements with respective utility providers to ensure supply for its period of use and to ensure that the billing period is aligned with its period of tenancy.

To ensure seasonal tenants pay only for their own utility usage, we recommend clubs open accounts at the start of the season. A meter reading should be arranged when the club closes its account at the end of the season.

Where clubs share a pavilion in the one season, payment for utility usage is shared and will require clubs to negotiate the percentage of payment for each club using the facility. Clubs are also responsible for paying for use of sportsground lighting. If there is more than one club using the lights then the cost needs to be shared.

Any club experiencing financial difficulty should contact the Sport and Recreation Liaison officer, prior to the due date of any outstanding invoice.

## 2.12 Greenhouse gas emissions

The lessee will allow Council to:

- Access utility usage data for the purpose of calculating gas emissions
- Install energy and water efficiency measures to the premises in consultation with the lessee. The lessee will be responsible for maintenance and repair of energy and water efficiency measures installed on the premises.

## 2.13 Security and access

### Security

Clubs must ensure the facility is fully secured after each and every use. To discourage break-ins, clubs should keep the amount of liquor, food and equipment on site to a minimum. Cash should never be left in a pavilion.

All break-ins should be reported to the Police (000) without delay. If a pavilion needs to be secured following a break-in contact the Sports and Recreation Liaison officer, during office hours on 9433 3535, or Council's emergency after hour's number on 9433 3111.

### Access

Tenant clubs must allow Council officers access to pavilions and not install any lock or security device that prevents officers gaining access to the building. If a security device is installed, Council must be informed of the key or PIN numbers to the security system immediately.

Access is required to inspect buildings, conduct repairs, check and secure buildings in the event of a break in and in emergency situations.

## Keys

Clubs are responsible for keys to the pavilion and must maintain a key register. Council authorisation must be obtained prior to additional keys being cut, locks being changed or extra locks being fitted. Full access to all facilities must be maintained through Council's bi-lock system.

Clubs are permitted to obtain a maximum 10 pavilion keys. If the Club loses or misplaces a pavilion key and request a new key, the additional key will be cut at the cost of the Club.

Seasonal tenants are responsible for the security of pavilions during their tenancy and will be liable for the cost of missing padlocks and keys. Please log a service request if extra keys are required.

Council reserves the right to change the locks and reissue 10 keys should it identify any security risks or issues.

Where a pavilion has accessible facilities requiring the use of an MLAK key, MLAK keys will be made available for the club to use if required.

## Key lockers

Clubs may install (at their own cost) a key locker on a pavilion, however written consent must be obtained from Council prior to installation. This consent will require the following:

- Codes must be changed at the end of each season
- Keys within the locker must not be shared between seasonal tenants

## Electronic locking systems

Clubs may install (at their own cost) Electronic locking systems on a pavilion, however written consent must be obtained from Council prior to installation. This consent will require the following:

- Council registered locks must remain in place as a manual override and for Council access
- The Club must maintain a key register of fobs/cards issued and the access each has

## Alarm

Clubs may install (at their own cost) a monitored security alarm (non-audible) in a pavilion, however written consent must be obtained from Council prior to installation.

The club is responsible for ongoing costs to manage, maintain and monitor the alarm system. The alarm code must be provided to the Sport and Recreation Liaison officer, to enable building maintenance to be conducted when necessary.

Should the club change the alarm code, clubs must advise Sport and Recreation Liaison Officer immediately.

## CCTV

Clubs may install (at their own cost) a CCTV security system in a pavilion for the purpose of security, however written consent must be obtained from Council prior to installation. This consent will require the following to be provided:

- Guiding Principles for Surveillance – [Checklist](#)
- The purpose of the CCTV installation
- The system to be installed
- A copy of the club's CCTV policy and operating procedures detailing the locations of cameras, how and why they are used, and how footage is stored, used, disclosed, and destroyed.

Clubs must not install CCTV cameras in toilets, change rooms, dressing rooms, showers or other areas where individual privacy is paramount.

To avoid unwarranted intrusion into privacy, CCTV Surveillance Systems will not be installed in predominantly residential areas or where CCTV cameras may overlook residential properties; and in sporting reserves which the community can access for personal fitness, health and wellbeing unless sanctioned by Council for the purpose of asset protection.

Clubs have a responsibility to ensure there is signage that notifies members, volunteers, staff, visitors, contractors and/or the general community that CCTV is in operation.

For more information on CCTV and your responsibilities, visit the [Office of the Victorian Information Commissioner](#)

## 2.14 Acts and regulations

The club shall conform to all Acts and Regulations and ensure all permits relating to the operation of a sporting club and the use of Council facilities have been obtained and remain current.

### Liquor licenses

Victorian Commission for Gambling and Liquor Regulation (VCGLR) issues liquor licences under the Liquor Control Reform Act 1998. All applications for liquor licences made by sporting clubs and other users for the sale and consumption of alcohol at recreation reserves are referred to Council by VCGLR for review and comment.

Clubs shall not permit the sale or consumption of liquor within Council facilities without obtaining the appropriate licences required by statutory law. For further information contact VCGLR at [www.vcglr.vic.gov.au](http://www.vcglr.vic.gov.au)

Clubs and other users of Council recreation reserves should contact our Sport and Recreation Liaison officer to discuss a Liquor Licence application prior to submitting the application.

### Food registration

Council's Environmental Health team registers and inspects the kitchen facilities of all Clubs that sell food. These clubs must be registered as a Food Premises with Council in accordance with the Food Act 1984.

There are two types of registration classifications: Class 2 food premises and Class 3 food premises. Depending on the registration classification a club may be required to maintain a food safety program (Class 2 food premises). All Class 2 food premises must have a nominated Food Safety Supervisor who has the relevant competencies to perform that role.

Annual inspections of food premises are required. Clubs are required to contact Council's Environment Health team to organise an inspection within the first six weeks of their allocated season.

For more information about the food premises registration requirements contact Council's Environmental Health team at [health.services@nillumbik.vic.gov.au](mailto:health.services@nillumbik.vic.gov.au) or on 9433 3111.

## 2.15 Smoking

By law, smoking is banned within 10 meters (about two car lengths) of any public outdoor sporting venue during an organised under-18s event. Council intends to reduce exposure to second-hand smoke and de-normalise smoking by extending smoke-free public areas at sports grounds. (Nillumbik Health and Wellbeing Plan 2021-2025)

The ban includes training or practice sessions to prepare for an organised under-age sporting event, and breaks or intervals during the course of the event, training or practice session.

The ban also applies to outdoor dining and drinking areas located within 10 meters of an outdoor sporting venue during an organised under-age sporting event or training session. For more information on the bans please contact Council's Environmental Health team or visit [www.health.vic.gov.au/tobaccoreforms](http://www.health.vic.gov.au/tobaccoreforms).

If your club would like no-smoking signage contact Council's Environmental Health team on 9433 3111.

## 2.16 Signage & Scoreboards

Sponsorship and associated advertising at sporting venues is a common and necessary component of the financial sustainability of many sporting clubs. Advertising can include signs attached to buildings, match days signs, and freestanding reserve entrance signs as well as temporary community notices.

While Council understands the role of sponsorship and commercial advertising in supporting recreational groups and sporting clubs, it also recognises the community's expectation in relation to limiting advertising in open spaces. Accordingly, signage requirements must be met, and a planning permit and land manager consent may also be required.

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

## Signs attached to buildings

- Signs will only be permitted on buildings directly related to the lease, license or seasonal tenancy of the applicant for the sign. This includes pavilions, scoreboards and coaches' boxes.
- The sign(s) should be located so that they integrate with a building's architectural features and are proportionate with any signs used with the facade's design.
- Signs should not be located above the roofline or extend from the building, whether attached to the building or on a supporting structure at an angle to walls or other parts of the building.
- Signs can be located on a building facade facing a main road. However, if the main road is in a Road Zone Category 1, the consent of VicRoads may be required.

## Match day only signs

Council permits sporting clubs to display temporary advertising signs on buildings, fences, goal posts and similar structures when teams are playing at their grounds, either on match days or nights when they are competing against other clubs. Temporary signs cannot be displayed during training sessions or registration days.

Match day signs must comply with the following requirements:

- Match only signs may be displayed no more than three hours before the start of matches on a day and must be removed by the club or its associates within two hours of the match finishing.
- Electronic scoreboards are to be used during allocated times only, being when the club is using the grounds and/or pavilion.

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

Any costs associated with the removal and re-installation of signage will be the responsibility of the club. Council cannot and will not be held liable for any claim made by an aggrieved sponsor where advertising signage considered by Council to be in breach of these guidelines has been removed.

What is accepted?	What is not accepted?
<ul style="list-style-type: none"> <li>• Family friendly and health promoting signs</li> <li>• Signage may be placed on the field fencing facing the main pavilion servicing the sportsground</li> <li>• Fixed signage along field fencing that does not exceed 900mm high x 3000mm wide</li> <li>• Reverse side of sign to be the same colour as all other signage (e.g. galvanised metal or painted mid to dark grey)</li> <li>• Council branded sporting reserve signage at the entrance to a sporting facility or reserve in Council's corporate colours and appropriate style</li> </ul>	<ul style="list-style-type: none"> <li>• Signage that is principally aimed at people beyond the reserve, namely passing traffic</li> <li>• Reserve signage that is not Council's branded sporting reserve signage in Council's corporate colours and style</li> <li>• Advertising, promotion or club contact details on sporting reserve signage</li> <li>• Political advertising signage</li> <li>• Signage advertising alcohol, smoking, gambling, sugary drinks or junk food</li> <li>• Signage that is painted directly onto the walls or the roof of any facility, building or structure on the facility/reserve</li> <li>• Signage that covers any gates or access points along the field fencing</li> <li>• Signage that is attached or secured to the following fixtures or structures within a sporting reserve: storage sheds, trees, safety rails, public toilets, retaining walls, fence sites alongside or above retaining walls, seating, bollards, fences behind goals and cricket nets</li> </ul>



## Did you know?

*The planning Scheme is a legal document that contains State and Local Government planning policies, zones, overlays and other controls affecting how land can be used and developed in the municipality. It regulates the display signs and associated structures and also specifies what type of advertising signs require a planning permit or are exempt. Clause 52.05 in the Planning Scheme addresses advertising signs.*

*The majority of sporting reserves in Nillumbik are located in a Public Park and Recreation Zone (PPRZ), Public Conservation and Resource Zone (PCRZ) which are 'Category 4 sensitive area' for advertising signs where maximum limitations apply. For further information about the Planning Scheme's signage requirements please contact Council's planning team on 9433 3111.*

### 2.17 Termination

Council may terminate this agreement if the tenant breaches its obligations under this agreement.

### 2.18 Child safe standards

Victoria's Child Safe Standards are a mandatory framework to protect children and young people from harm and abuse.

The eleven Child Safe Standards are:

1. Organisations establish a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal children and young people are respected and valued
2. Child safety and wellbeing is embedded in organisational leadership, governance and culture
3. Children and young people are empowered about their rights, participate in decisions affecting them and are taken seriously
4. Families and communities are informed, and involved in promoting child safety and wellbeing
5. Equity is upheld and diverse needs respected in policy and practice
6. People working with children and young people are suitable and supported to reflect child safety and wellbeing values in practice
7. Processes for complaints and concerns are child focused
8. Staff and volunteers are equipped with the knowledge, skills and awareness to keep children and young people safe through ongoing education and training
9. Physical and online environments promote safety and wellbeing while minimising the opportunity for children and young people to be harmed
10. Implementation of the Child Safe Standards is regularly reviewed and improved
11. Policies and procedures document how the organisation is safe for children and young people.

### 2.19 Child safe policy

The purpose of a child safety policy is to communicate the commitment to child safety at the club. All clubs should have a child safe policy that is publically available. The Child Safe Policy should include;

- Statement of commitment to child safety
- Child Safe code of conduct
- Incident reporting process
- Complaint handling and investigation

## 2.20 Working with children check

People engaging in 'child related work' must apply for the check. It is not an organisational card but an individual card. So, if your club provides services or conducts activities for, or directed at children, or whose membership is comprised of children then the individual must apply, this also includes senior clubs with players or volunteers that are under 18 years of age.

For detailed information and clarification it is advisable to visit [www.workingwithchildren.vic.gov.au](http://www.workingwithchildren.vic.gov.au)

## 2.21 Media/promotion

Council is unable to promote individual club registration days via newsletters or email promotion.

Clubs can promote their events via the events page on Council's website. Clubs can also contact their relevant state sporting body for assistance with promotion.

For further assistance on media or promotion contact the Sport and Recreation Development Officer.

## 2.22 Health and wellbeing

In accordance with the Nillumbik Health and Wellbeing Plan 2021-2015, Council supports sporting clubs and other community settings to challenge and change unhealthy alcohol cultures and create safe spaces for children, families and young people.

Council promotes healthy food choices in community places and at community events through improved access to nutritious foods, policy and education.

## 2.22 Fair Play Code

The Fair Play Code – the Victorian code of conduct for sport and recreation, outlines standards of behaviour expected of every person involved in community sport and recreation in Victoria. The Fair Play Code replaced the Victorian Code of Conduct for Community Sport on 1 July 2018.

For a copy of the Fair Play Code and further information please visit [www.sport.vic.gov.au](http://www.sport.vic.gov.au).

## 2.23 Fair Access Policy & Roadmap

The Fair Access Policy Roadmap aims to develop a statewide foundation to improve the access to, and use of, community sports infrastructure for women and girls. From 1 July 2024, all Victorian councils will need to have gender equitable access and use policies in place to be considered eligible to receive infrastructure funding. These policies will ensure that women and girls can fully participate in and enjoy the benefits of community sport, with fair opportunity and access to their local facilities.

1. Community sports infrastructure and environments are genuinely welcoming, safe, and inclusive
2. Women and girls can fully participate in all aspects of community sport and active recreation, including as a player, coach, administrator, official, volunteer and spectator
3. Women and girls will have equitable access to and use of community sport infrastructure:
  - a. *of the highest quality available and most convenient*
  - b. *at the best and most popular competition and training times and locations*
  - c. *to support existing and new participation opportunities, and a variety of sports*
4. Women and girls should be equitably represented in leadership and governance roles
5. Encourage and support all user groups who access and use community sport infrastructure to understand, adopt and implement gender equitable access and use practices

Prioritise access, use and support to all user groups who demonstrate an ongoing commitment to gender equitable access and use of allocated community sport infrastructure



## Section 3

# Maintenance and management

### 3.1 Service requests

All service requests for maintenance (that is the responsibility of Council) should be sent as soon as possible through the following methods:

- Emailed to [leisure@nillumbik.vic.gov.au](mailto:leisure@nillumbik.vic.gov.au).
- Through use of the **Snap Send Solve** app that enables users to send requests and photos direct to Council. <https://www.snapendsolve.com/>.

The schedule of maintenance responsibilities will apply to clubs that have a seasonal agreement. Clubs on leases and licences will have their own schedule of maintenance responsibilities.

### 3.2 Ground maintenance

#### Cricket Wicket Cover & Uncover

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

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

The winter cover is installed to protect the safety of the players. These covers have been endorsed by AFL Victoria and Cricket Victoria. Rubber will not provide enough protection for players as the foundation of the cricket pitch is a concrete slab. Winter covers can be installed after the cricket grand final in March.

The cricket wicket will be removed in October after the football grand final has been played.

#### Synthetic cricket pitch

Council has a synthetic cricket pitch replacement program, which identifies priority grounds. Grounds that have been identified for cricket pitch replacement/upgrade under this program will be funded in partnership between Council and clubs. This program is subject to funding as part of our annual capital works budget process.

#### Turf wickets

The total cost for installation and ongoing maintenance of a turf wicket will be the club's responsibility. Clubs interested in installing turf wickets are advised to contact the Sports and Recreation Liaison officer to discuss their proposal.

#### Ground marking

All ground marking is the responsibility of the club, and should be compliant with current boundary offset regulations, as set by your sport's governing body.

Ground markings shall only be water based spray paint, other similar material, which will not endanger ground users or damage turf grasses. Portable boundary markers shall be permitted, subject to their removal on the day of play, with the exception of those made from materials, which may damage maintenance machinery or result in a public risk if not removed.

Should clubs utilise other marking materials, resulting in damage to the playing surface, then the full cost to restore the playing surface to its original condition will be passed on to that club.

#### Irrigation

Council is responsible for maintaining and upgrading irrigation systems at sportsgrounds. Clubs are not permitted to access, adjust or turn off any irrigation systems associated with the sportsground. Clubs are to advise Council of any perceived issues for inspection or further action. If an issue arises with the irrigation system after hours, contact Council's out of hour's pager on 9433 3111.

### 3.3 Ground management

#### Assessment and closure

All sportsgrounds are assessed regularly using various industry standard methods to determine the quality of natural surface on sportsgrounds and their suitability for the scheduled use.

Clubs will be consulted if a sportsground assessment indicates that usage plans and restrictions are required. This may require an onsite meeting with representatives from the club, association and Council.

If a sportsground is closed, signs will be erected at the ground for the duration of the closure.

#### Vehicles

Seasonal tenants must ensure that vehicles are not driven on to the playing fields. Clubs, supporters and visitors are required to comply with all parking restrictions. If a club notices any unauthorised vehicles on a ground please report cars make and model to [leisure@nillumbik.vic.gov.au](mailto:leisure@nillumbik.vic.gov.au).

### 3.4 Cleaning

Clubs are responsible for keeping pavilions, grounds and surrounding areas in a clean and tidy both internally and externally. This includes when clubs vacate at the end of the season. In the event that a club is not meeting its obligations, we will advise the club that their maintenance responsibilities are not being adhered to and request that they rectify the issue within a specified time frame.

Regular inspections will be carried out by Council officers to ensure compliance with this condition of use and that the waste services provided by Council are being correctly used.

In cases where the facilities are used by more than one club the various tenants must negotiate their own arrangements to clean the facility and surrounding area. Any additional cleaning or rubbish removal services such as skip bins or the use of commercial cleaners for special events must be organised and paid for by the club.

### 3.5 Waste management

The purpose of the waste management conditions set out below is to assist clubs with reducing waste to landfill, reducing the incidence of dumped rubbish, ensuring that waste does not become litter and maintaining the amenity of Council's sportsgrounds and pavilions.

#### Provision of bins

Council sportsgrounds and pavilions are provided with a number of recycling (yellow lid) and landfill (red lid) bins. The number of bins provided will be appropriate to the needs of the facility and this is determined through consultation between clubs, Council's Recreation and Leisure Services, and Waste Management staff.

#### Bin storage

Bins should be placed in the locked facility (bin cage) provided (if any) and not stored against or near any building. Bin cages must not be used as a storage area for other materials as this is a safety issue, and bin cages must be locked at all times.

Unauthorised items in the bin cage may be removed by Council and the club will be required to cover the cost of this removal. To the extent that a bin cage is not provided, all bins are to be located at the designated collection point. If you are unsure of your club's designated collection point, contact Sport and Recreation Liaison officer on 9433 3535.

#### Waste collection

Council will provide a regular waste collection and will provide clubs with a nominated collection day/s. All rubbish and recycling created in the course of sports events by patrons and by any associated food and/or beverage service must be placed in the correct recycling or rubbish bin with the lids closed. Waste deposited outside or around the bins provided will not be collected.

Clubs are responsible for the placement of bins in the designated collection area on the nominated collection day. Where a bin cage has been constructed, bins should be placed in the cage when not in use for events and for collection. This will also assist in reducing dumped rubbish in and around bins.

Clubs may be responsible for arranging waste collection at their own expense if bins are not presented as described above. Council can provide a map to each club showing the collection area. Contact the Sports and Recreation Liaison officer for further details.

### Hard waste collection

Council does not offer hard waste collections for clubs, therefore making the disposal of hard waste a club responsibility.

Clubs are able to source any accredited hard waste contractor. Clubs may choose to book and pay for a collection direct with Council's current hard waste contractor.

For rates, bookings or more [information](#), call Council's hard waste contractor on 9721 1915.

### Recyclable materials

Recyclable materials may be dropped at Council's Recycling and Recovery Centre free of charge. The Recycling and Recovery Centre is located at 290 Yan Yean Road, Plenty.

To see a full list of which recyclable materials are accepted free of charge, visit <http://www.nillumbik.vic.gov.au/waste>

## 3.6 Vandalism and graffiti

Clubs are responsible for reporting all external graffiti and vandalism on the pavilion and/or surrounds to Council.

Clubs are responsible for removing internal graffiti and graffiti to club/sponsorship signage in the times outlined below:

- Offensive graffiti to be removed within 24 hours
- All other graffiti to be removed at the earliest opportunity.

## 3.7 Seasonal pavilion inspections

Clubs are responsible for maintaining the premises as per the Maintenance Schedule (refer to attachment 1). If any disagreements arise between tenants at the change of seasons they should be referred to Council.

Pavilion inspections will be carried out by outgoing and incoming clubs, with a Council officer, at the end of each season. Pavilion inspections will assess breakages, cleanliness and general wear and tear. Clubs will have 21 days to rectify any damages or cleaning deficiencies discovered at the end of season inspection. If the responsible club does not complete these repairs within the allocated time, outstanding works will be completed by Council at full cost to the club.

The pavilion and sportsground changeover checklist is to be used to aid clubs in inspecting the facility. For a copy of the pavilion and sportsground changeover checklist, please contact the Sports and Recreation Liaison officer.

## 3.8 Car parks and access roads

Council is responsible for the maintenance of car parks and access roads to our facilities and grounds and we will complete the works on a continuous maintenance cycle. Car parks and access roads requiring an upgrade will be programmed into Council's capital works budget.

## 3.9 Damage to property

The seasonal tenant shall be held financially responsible for any damage to Council property caused by members of the tenant club and/or visiting teams and supporters (except for normal wear and tear and damage caused by vandals).

- Any vandalism must be reported to Council by the seasonal tenant at the earliest possible opportunity or the cost of repairs will be the tenant's responsibility.
- Failure to adhere to these conditions may result in the immediate cancellation of a club's ground and/or pavilion allocation/s.

## 3.10 Sports infrastructure

### Goals and padding

Council is responsible for maintaining fixed goals used for sport on seasonally allocated grounds. Goals will remain in place throughout the year unless Council deems otherwise.

In the event that goals are vandalised, Council will fund the repair or replacement, however, where goals are damaged through club misuse, the club will be responsible for funding the replacement goals. It is the responsibility of clubs to supply and maintain soft safety padding and any nets for goals.

Some peak sporting associations and governing bodies provide recommendations in relation to goal padding. Clubs are advised to seek advice from their governing sport body for any safety specifications for goal padding for their respective sports.

### Portable goals

Clubs are permitted to use portable goals during training and matches. When not in use by the club, portable goals are required to be secured to the sportsground fencing or stored in a secure facility.

### Reserve and sportsground fencing

Council is responsible for providing and maintaining fences at reserves including sportsground boundary fences and rabbit proof fencing where applicable.

Council will provide post and rail or bollard fencing to a minimum standard suitable to restrict vehicle movement to designated areas of a reserve. Bollards and gates must not be removed or locked by clubs.

Clubs seeking higher quality fencing will be responsible for the cost and must discuss any proposed changes with the Sports and Recreation Liaison officer.

Clubs must request permission to erect temporary fencing by contacting the Sports and Recreation Liaison officer. If permission is granted clubs are responsible for the cost of temporary fencing.

### Maintenance of sportsground lighting

Council is responsible for the maintenance of lighting towers and fittings.

Where required, Clubs are responsible for globe replacements and the associated costs.

- Clubs must use an approved Council contractor to carry out the works, contact the Sport and Recreation Liaison officer for more information.
- Under no circumstances are clubs to install additional lamps to sportsground lighting without written consent from Council.

### Sportsground lighting times of use

Clubs are required to adhere to the times of use outlined in their planning permit. If usage times are not specified in your club's planning permit, lights must be switched off at 9.30pm.

Remember that there are properties adjacent to sporting facilities so floodlighting needs to be strictly managed. Failure to adhere to the agreed times of use is deemed a breach of the Conditions of Use.

### Coaches and players boxes

Clubs are responsible for the installation, maintenance and repair of coaches and players boxes. Clubs are to seek approval from Council for the installation of new coaches or players boxes ensure that all Council requirements are met.

### Score boards and timekeepers boxes

Clubs are responsible for the installation, maintenance and repair of score boards and timekeepers boxes. Clubs are to seek approval from Council for the installation of a new score board or timekeepers box to ensure that all Council requirements are met.

### 3.11 Requests for ground and facility improvements

Council provides and maintains infrastructure to meet the needs of local sporting and recreation clubs and sporting associations. Council's role in encouraging sports participation is in the provision of facilities to a basic level suitable for sports training and competition.

Clubs wishing to develop facilities will be required to follow Council's Sports Clubs Capital Works Process. This document will follow project management methodology which will involve the club submitting detailed applications for review.

The following are common infrastructure requests:

- sportsground lighting
- scoreboards
- cricket practice nets or baseball batting cages
- coaches boxes or dugouts
- gatekeepers boxes
- sightscreens
- shelters, spectator areas or shade sails

Clubs wishing to develop facilities beyond a basic level (social rooms, gymnasiums, etc.) may be required to make a significant contribution towards the capital development of the facility.

The level of contribution will be determined on a case-by-case basis and all proposals need to align with the spirit and intent of the Disability Discrimination Act 1992 (DDA). Clubs are not to undertake any facility improvement works, building works or renovations without Council approval and supervision.

Council will not be responsible for any unauthorised and/or illegal building works. Clubs will be responsible for all costs associated with any remedial works required.

All building improvements will remain the property of the Council and cannot be removed. This process has been created to assist clubs in navigating the Capital Works Process. To begin this process, Clubs will need to submit a [Capital Works Project Form](#) to Council. The initiation stage of the Club Capital Works Process has been outlined below:

To discuss Council's Capital Works Policy, future projects or an upgrade of facilities contact the Sport and Recreation Liaison officer on 9433 3535.



## APPENDIX A

### Useful websites

Organisation	Overview	Website Link
<b>Access for All Abilities (AAA Play)</b>	Provides Australia's only first-point-of call service connecting people with a disability to sports and recreational opportunities in Melbourne, Victoria	<a href="http://aaavic.org.au">aaavic.org.au</a>
<b>Australian Drug Foundation (ADF)</b>	Works in partnership with government, corporates, the for-purpose sector and Australia's diverse communities to create a sustainable social change that supports health and wellbeing for all	<a href="http://adf.org.au">adf.org.au</a>
<b>Australian Sports Commission (ASC)</b>	The Australian Government agency responsible for supporting and investing in sport at all levels.	<a href="http://ausport.gov.au">ausport.gov.au</a>
<b>Good Sports Program</b>	Works directly with community sporting clubs to help create healthy environments. This means clubs that ensure positive and sustained social change on the bi issues that impact their members. Good Sports offers resources and support to clubs, to empower their members to be their best	<a href="http://goodsports.com.au">goodsports.com.au</a>
<b>Headspace</b>	Headspace is the National Youth Mental Health Foundation providing early intervention mental health services to 12-25 year olds, along with assistance in promoting young peoples' wellbeing. This covers four core areas: mental health, physical health, work and study support and alcohol and other drug services	<a href="http://headspace.org.au">headspace.org.au</a>
<b>Sport and Life Training (SALT)</b>	A not-for-profit health promotion organisation. SALT delivers quality education, culture and leadership sessions into sporting clubs, schools and businesses using trained and experienced teachers who understand the context of sporting club culture.	<a href="http://sportandlifetraining.com.au">sportandlifetraining.com.au</a>
<b>Sport and Recreation Victoria</b>	Supports Victoria's sport and recreation sector, and maximises the economic and social benefits provided to all Victorians	<a href="http://sport.vic.gov.au">sport.vic.gov.au</a>
<b>Victoria Sports Community</b>	Provides training and knowledge, both in person and online, to clubs and their volunteers	<a href="http://sportscommunity.com.au">sportscommunity.com.au</a>
<b>VicHealth</b>	A pioneer in health promotion – the process of enabling people to increase control over and improve their health. VicHealth's primary focus is promoting good health and preventing chronic disease	<a href="http://vichealth.vic.gov.au">vichealth.vic.gov.au</a>
<b>Vicsport</b>	The peak body for sport and active recreation in Victoria. Vicsport represents and supports its members in order to "encourage and assist more Victorians and Victorian communities to enjoy the enormous benefits that sport and active recreation can provide"	<a href="http://vicsport.com.au">vicsport.com.au</a>
<b>Victorian Institute of Sport (VIS)</b>	Established by the State Government in 1990 to assist the development of Victoria's best athletes. VIS is located in Albert Park and its programs are conducted in partnership with National and State Sporting Associations	<a href="http://vis.org.au">vis.org.au</a>
<b>Australian Sports Commission (ASC) - Game Plan</b>	The Australian Sports Commission (ASC) is focused on improving the capability of sporting organisations to create an effective and sustainable national sport sector. The ASC supports club development through its free online platform, Game Plan.	<a href="http://sportaus.gov.au/club-development">sportaus.gov.au/club-development</a>
<b>Sports Chaplaincy</b>	Sports Chaplaincy Australia can provide immediate support when incidents, traumatic loss, injury, and difficult moments strike in your community. Sports Chaplaincy Australia's Incident Responders are present when you need it, on and off the field.	<a href="http://sportschaplaincy.com.au">sportschaplaincy.com.au</a>

## APPENDIX B

### Seasonal Sporting Clubs and Council maintenance responsibilities

<b>Sporting pavilions and sportsgrounds</b>		
Maintenance, repair or replacement of:	Council	Club
All structural components of the building	✓	
All external parts of the main building, including roof, walls, external windows and window coverings including locks and fly screens, external doors and locks and verandas	✓	
External gates, fences and locks	✓	
Internal plumbing including sewerage lines, waste pipes pans and cisterns	✓	
External services up to the building including drains, sewer, water, gas, electricity and telephone lines	✓	
Any damage to the building whether internal or external, including permanent fixtures and fittings, caused by breaking and entering where Council Insurance cover is involved		✓
Ceiling, skylights	✓	
Supply, maintenance, service and replacement of security cameras and alarms. All call-outs and guard attendances.		✓
Maintenance of carparks and carpark lighting	✓	
Cleaning of gutters, spouting and down pipes. Sheds attached to the leased building will also be cleaned	✓	
Cleaning of gutters around sheds that are free standing (no attached to the leased building)		✓
Damage caused by termites	✓	
Doors and fittings	✓	
Electrical repairs by a qualified tradesperson	✓	
External signs erected by Council	✓	
Furniture, equipment, fixtures and fittings provided as part of the building e.g. - built in cabinets, stove etc	✓	
Furniture, equipment, fixtures and fittings not provided as part of the building e.g. - free standing cabinets, refrigerators, play equipment, fans, heaters etc		✓
Food handling responsibilities and food premises equipment		✓
Wall to wall floor coverings		✓
Telephones		✓
Upkeep and resurfacing of floors (structural)	✓	
Upkeep of outdoor sheds	✓ (Council built)	✓ (Club built)
Window coverings including curtains and blinds		✓
Replace tap washers		✓
Replace light bulbs and fuses (internal and sportsground training lights)		✓
All grounds associated with the pavilion, including grass cutting, pruning trees and bushes, seeding grassed areas and generally maintaining or improving the visual landscape. This would include the nature strip	✓	
Any damage to the building or grounds due to misuse by the activities		✓
Removal of any rubbish within the building or grounds		✓
Internal cleaning on a daily, weekly and annual basis		✓
Maintenance of firefighting equipment	✓	
Maintenance of internal notice boards		✓
Payment for garbage collection service		✓
Payment for all utilities and operating expenses including Electricity, Gas, Yarra Valley Water, Telecommunications, Internet and Council rates and charges		✓
Cost of security lighting charges		✓
Insurance cover for the building and permanent fixtures and fittings	✓	
Insurance cover for public liability necessary for the use of the facility including any sub-contracted service to be operated from the building		✓
Insurance cover for building contents including cash and any other insurances necessary for the use of the pavilion including any sub-contracted service to be operated from the building		✓
Vandalism (internal)		✓

Maintenance, repair or replacement of:	Council	Club
Any damage to the building or grounds due to misuse by the activities		✓
Removal of any rubbish within the building or grounds		✓
Internal cleaning on a daily, weekly and annual basis		✓
Maintenance of internal notice boards		✓
Payment for garbage collection service		✓
Payment for all operating expenses including Electricity, Gas, Water, Telephone, Internet and Council rates and charges		✓
Cost of security lighting charges		✓
Insurance cover for the building and permanent fixtures and fittings	✓	
Insurance cover for public liability necessary for the use of the centre including any sub- contracted service to be operated from the building		✓
Insurance cover for building contents including cash and any other insurances necessary for the use of the pavilion including any sub-contracted service to be operated from the building.	✓	
Vandalism (internal)		✓
<b>Periodic maintenance, repair or replacement of:</b>		
Master locking system	✓	
Hot water service, stoves, fixed heaters and air conditioners installed and approved by Council	✓	
External and internal painting on a cyclical basis	✓	
Major garden sprinkler reticulation systems and roof mounted firefighting sprinkler systems	✓	
Removal of graffiti - external buildings, fences and poles	✓	
Removal of graffiti – internal, club/sponsorship signage		✓
Fumigation and pest control		✓
Cleaning and emptying in accordance with Health regulations		✓
<b>Essential Safety Measures - Building Regulations (S.R 38/2018)</b>		
Inspection and Maintenance of Fire Protection Systems (AS1851)	✓	
Inspection and Maintenance of Emergency & Exit lighting (AS2293)	✓	
Inspection and Maintenance of Lifts	✓	
Inspection and Maintenance of Electrical Switchboards and sub-boards	✓	
Inspection and Maintenance of HVAC systems	✓	
Inspection and Maintenance of all other Essential Safety Measures	✓	
Ensure all exits and paths of travel to exits are kept readily accessible, functional and clear of obstructions.		✓
<b>Playing surface:</b>		
Surface repairs	✓	
Drainage works	✓	
Sprinkler repairs and programming	✓	
Cricket wicket (supply of soil, delivery and pick up)	✓	
Synthetic cricket wicket (covering/uncovering)	✓	
Synthetic cricket wicket – cleaning		✓
Synthetic cricket nets – cleaning		✓
Turf cricket wicket – installation, maintenance and preperation		✓
Minor Surface repairs to enable safe use (eg. fill rabbit hole on match day)		✓

# APPENDIX C

## Weekly cleaning checklist

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

Toilet Areas/Changerooms							
Consumables	Clean	Replace as required	✓				Wipe dispensers free of finger marks and refill.
Sinks, basins, bench tops, & fittings	Clean	Wash & clean	✓				Abrasive powder such as Ajax or equivalent.
Mirror & glass	Clean	Spot clean with glass cleaner	✓				Must be a smear free finish.
Toilet & seat Furniture	Clean	Scrub & flush	✓				Using a disinfectant (liquid bleach).
Walls (tiles)	Clean	Spot clean, Remove stains		Or as Required			Must be streak free finish.
Walls (other)	Clean	Spot clean		✓			Using all-purpose cleaner.
Floors (tiles)	Clean	Damp mop	✓	✓			Using a detergent - disinfectant. Non-slip
Sanitary units	Clean	Damp wipe down		✓			Using a clean damp cloth
Doors & partitions	Clean	Damp wipe down	✓				Must be streak free finish.
Waste bins	Empty	Empty & replace bin liner					Remove, replace, rubbish to central collection point.
Waste bins	Clean	Wash & wipe					Using a clean damp cloth with mild detergent
Urinals	Clean	Scrub and Flush	✓				Using a powder abrasive & disinfectant, smear free finish.
Skirtings & ledges	Clean	Damp wipe down	✓				Using a clean damp cloth.
High dusting areas	Clean	With cobweb broom (Damp cloth)					Includes ledges, vents and cobwebs.
PERIODIC CLEANING (Where applicable)							
Carpet	Clean	Steam clean and remove all stains				Mar, Sep	All carpet areas, using water base cleaner.
Vinyl & Epoxy floors – low maintenance types	Clean	Scrub wash and buff clean with white pad				Apr/Aug & Dec	All vinyl & epoxy floor areas.
Floors (other)	Clean	Wash and clean				Mar, Sep	Non-slip.
Refrigerators	Clean	Defrost, clean thoroughly with neutral detergent				Mar, Jun, Sept & Dec.	Quarterly. Defrost all non-defrost units, restack & leave on.
Ovens/stoves/microwaves	Clean	Clean thoroughly with neutral detergent				Mar, Jun, Sept & Dec.	Quarterly. Leave smear free.

## APPENDIX D

### Sample Seasonal Handover Checklist

<b>Pavilion and Sportsground Changeover Checklist</b>			
<i>Clubs are required to notify Council of any maintenance tasks that need to be undertaken before changeover. All maintenance/cleaning/repairs must be completed by clubs before the pavilion is handed over</i>			
Maintenance, cleaning or repair of	Responsibility		Issues/comments
	Club	Council	
<b>Social Room</b>			
Cleaning and maintenance of furniture	✓		
Cleaning of floors (carpets, tiles, floor coverings, etc)	✓		
Cleaning of social room (including windows)	✓		
General cleaning of the facility (removing cob webs, etc)	✓		
Maintenance of doors, door handles and locks	✓		
Maintenance of emergency exit signs <sup>1</sup>		✓	
Maintenance of lights	✓		
<b>Social Room Toilets</b>			
Cleaning of the toilets/bathroom	✓		
Maintenance of doors, door handles, locks and hooks		✓	
Maintenance of lights	✓		
Maintenance of taps and toilets		✓	
Maintenance of toilet paper roll holders		✓	
<b>Kitchen/Bar</b>			
Cleaning and maintenance of kitchen appliances (fridges, ovens, deep fryers, range hoods, sinks, etc)	✓		
Cleaning of the exhaust/canopy	✓		
Cleaning the kitchen/bar (including floors)	✓		
Fixing damaged appliances	✓		
Maintenance of doors, door handles and locks		✓	
Maintenance of lights	✓		

<b>Home Change Room &amp; Toilets</b>			
Cleaning of ball/scuff marks on the ceiling/walls	✓		
Cleaning of graffiti from walls, floors, doors, fittings, etc	✓		
Cleaning of the showers, toilets, and floors	✓		
Fixing damage to dividing doors	✓		
Fixing holes in the walls	✓		
Maintenance of emergency exit signs <sup>1</sup>		✓	
Maintenance of lights	✓		
Maintenance/repair of change room benches		✓	
Maintenance/repair of hooks, locks and doors		✓	
Maintenance/repair of taps and toilets		✓	
<b>Away Change Room &amp; Toilets</b>			
Cleaning of ball/scuff marks on the ceiling/walls	✓		
Cleaning of graffiti from walls, floors, doors, fittings, etc	✓		
Cleaning of the showers, toilets, and floors	✓		
Fixing damage to dividing doors	✓		
Fixing holes in the walls	✓		
Maintenance of emergency exit signs <sup>1</sup>		✓	
Maintenance of lights	✓		
Maintenance/repair of change room benches		✓	
Maintenance/repair of hooks, locks and doors		✓	
Maintenance/repair of taps and toilets		✓	
<b>Corridors</b>			
Cleaning of the floors and walls	✓		
Maintaining clear access to emergency exits	✓		
Maintenance of emergency exit signs <sup>1</sup>		✓	
Maintenance of lights	✓		
Repair of damage on walls, floors and ceiling	✓		

External			
Cleaning of downpipes <sup>2</sup>		✓	
Maintenance/repair of carpark lights		✓	
Maintenance/repair of external building lights		✓	
Maintenance/repair of handrails		✓	
Removal of graffiti from the pavilion, scoreboard and signage		✓	
Sportsground and surrounds			
Cleaning of spoon drain <sup>3</sup>	✓	✓	
Bin cages <sup>4</sup>	✓	✓	
Maintenance of sportsground		✓	
Maintenance/repair of coaches boxes	✓		
Maintenance/repair of sportsground fencing		✓	
Repair of damaged signage	✓		
Flood Lights	✓		
Any other Issues:			
<p><sup>1</sup> Please note that some emergency exit signs are illuminate in an emergency</p> <p><sup>2</sup> Council will clean facility downpipes once a season</p> <p><sup>3</sup> As per the Conditions of Use document, Council will clean the spoon drains once a season. It is then the club's responsibility to maintain the spoon drain</p> <p><sup>4</sup> It is Council's responsibility to empty the rubbish bins once a week, but it is the club's responsibility to ensure that the bin cages are clean and that only Council bins are stored in the cages. Bin cages must be empty at changeover</p>			



**Both clubs agree that the issues outlined will be actioned before the pavilion is handed over and that all maintenance issues for Council will be reported to the Sport & Recreation Liaison Officer in writing within a day of this inspection. It is the responsibility of the outgoing tenant to send a copy of this checklist to the Sport and Recreation Liaison Officer once the pavilion inspection has taken place.**

**Please e-mail this to [leisure@nillumbik.vic.gov.au](mailto:leisure@nillumbik.vic.gov.au)**

Outgoing Club Name: \_\_\_\_\_ Incoming Club Name: \_\_\_\_\_

Club Representative Name: \_\_\_\_\_ Club Representative Name: \_\_\_\_\_

Club Representative Position: \_\_\_\_\_ Club Representative Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Council Officer present during inspection (if applicable)**

Council Representative Name: \_\_\_\_\_

Council Representative Position: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX D

### Schedule of Fees and Charges

Description of Fee	Unit of Measure	Fee (GST Inc) 2023-24	Proposed Fee (GST Incl) 2024-25
<b>Leisure &amp; Recreation</b>			
<b>Summer</b>			
A grade	Per team	\$ 963.00	\$ 996.71
B grade	Per team	\$ 837.00	\$ 866.30
C grade	Per team	\$ 711.00	\$ 735.89
D grade	Per team	\$ 578.00	\$ 598.23
<b>Winter</b>			
A grade	Per team	\$ 1,641.00	\$ 1,698.44
B grade	Per team	\$ 1,515.50	\$ 1,568.54
C grade	Per team	\$ 1,373.00	\$ 1,421.06
D grade	Per team	\$ 1,242.00	\$ 1,285.47
<b>Pavilion use</b>			
Use of pavilion in conjunction with ground hire	Per season	\$ 211.00	\$ 218.39
Etham High	Per use	\$ 20.00	\$ 20.70
Eltham High floodlight use	Per hour	\$ 64.50	\$ 66.76
<b>Casual ground use</b>			
Commercial hire	Per day	\$ 438.00	\$ 453.33
Commercial hire	Per 1/2 day	\$ 263.00	\$ 272.21
Commercial hire	Additional hour	\$ 126.00	\$ 130.41
Community Use	Per day	\$ 131.00	\$ 135.59
Community Use	Per 1/2 day	\$ 78.00	\$ 80.73
Community Use	Additional hour	\$ 28.50	\$ 29.50
<b>School fees</b>			
Schools within Nillumbik	Per hour	\$ 29.50	\$ 30.53
Schools outside Nilumbik	Per hour	\$ 46.00	\$ 47.61
Zone events	Per day	\$ 281.00	\$ 290.84
Zone events	Per 1/2 day	\$ 143.50	\$ 148.52
<b>Synthetic soccer pitch</b>			
Local club use	Per hour	\$ 50.50	\$ 52.27
School use	Per hour	\$ 69.00	\$ 71.42
Other user	Per hour	\$ 75.50	\$ 78.14
Academy programs		\$ 92.00	\$ 95.22
Floodlight use (casual users only)	Per hour	\$ 64.50	\$ 66.76
<b>Personal training / group fitness</b>			
Month	Recurring	\$ 137.00	\$ 141.80
Casual hire	Per 1/2 day	\$ 213.50	\$ 220.97
Casual hire	Per day	\$ 328.50	\$ 340.00
<b>Ground use subsidy for under-represented groups</b>			
Clubs demonstrating initiative or events for LGBTIQ+ CALD or First Nations people		5%	5%
Junior or Veteran teams		90%	90%
Teams for people with a disability		90%	90%
Teams for females		90%	90%



## **Nillumbik Shire Council**

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