

Sport and Recreation Facilities – User Guide

January 2019

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1. INTRODUCTION

The *Sport and Recreation Facilities – User Guide* has been established to provide sport and recreation clubs and other user groups with essential information regarding their use of Hobsons Bay City Council facilities.

This guide applies to all Council managed sport and recreation facilities including pavilions, sportsgrounds, tennis and netball courts, cricket nets, floodlights and associated facilities such as car parks and open space.

It is recommended that clubs read this guide in conjunction with their occupancy agreement to ensure that they fully understand the role and responsibilities of both the club and Council in the management and use of sport and recreation facilities in Hobsons Bay.

1.1 SPORT AND RECREATION UNIT

The Sport and Recreation team at Hobsons Bay City Council is responsible for managing the use of Council's sport and recreation facilities. Please find below a list of important contacts:

Sport and Recreation Officer - 9932 1290

For all general enquiries regarding sport and recreation facilities in Hobsons Bay including facility access and use, occupancy agreements, seasonal allocations, special events and casual hire.

Sport and Recreation Development Officer – 9932 1297

For all club development and facility improvement initiatives.

1.2 MAINTENANCE REQUESTS

All facility maintenance issues that are Council's responsibility to address should be registered with Customer Service via:

- a) Snap, Send and Solve smart phone app:



- b) Telephone 9932 1000 or email customerservice@hobsonsbay.vic.gov.au
c) Council's Website - www.hobsonsbay.vic.gov.au/Services/Request-a-Service

You will receive a customer ID number when registering your issue and can contact Customer Service on 9932 1000 to track the progress of your enquiry.

After Hours – 9932 1000

For all emergency facility maintenance issues.

Please note that in the event of an emergency at any facility please contact 000



2. FACILITY ACCESS

Council allocates access to its sport and recreation facilities under *licence, lease and hire agreements*. All user groups are required to enter into an occupancy agreement with Council prior to using a sport and recreation facility.

The *Sport and Recreation Facilities – Licence, Lease and Hire Agreements Policy* has been established as a framework for Council to establish occupancy agreements with eligible groups. Council has also prepared standard licence, lease and hire agreements for the use of its sport and recreation facilities. The club's occupancy agreement will detail the permitted use of the facilities and all other conditions under which access is granted.

2.1 LICENCE AND LEASE AGREEMENTS

Council will enter into a *licence or lease agreement* when access to a sport and recreation facility is required by a club on a seasonal or annual basis. To be eligible to enter into a licence or lease agreement, clubs must:

- be legally incorporated
- carry \$20 million in public liability insurance cover
- have met its obligations under previous agreements with Council; and
- be affiliated with their State Sporting Association or Peak Body.

Council will not offer a licence or lease agreement where a club has a history of substantiated complaints regarding its behaviour from local residents, State Sporting Associations, other user groups or Council officers.

Council Liaison Officer

Sport and recreation clubs which occupy a facility under a licence or lease agreement are expected to nominate a *Council Liaison Officer* to act as the first point of contact for Council regarding all operational matters. Clubs must ensure they provide Council with up to date contact details for the Council Liaison Officer and all Committee Members.

Reporting Requirements

Clubs operating under a licence or lease agreement must provide the following information to Council on an annual basis:

- name and contact details of the Council Liaison Officer and Committee Members
- information on participation numbers and (if applicable) team numbers
- copy of current public liability insurance certificate for a minimum of \$20 million
- copy of Incorporation Certificate
- copy of key register
- copy of current liquor licence (if applicable)
- copy of current food registration certificate (if applicable); and
- copy of completed Risk Management Checklist (Appendix 2)

Incorporation

Clubs must be incorporated in order to enter into an agreement with Council to use its facilities. The *Associations Incorporations Act 1981* outlines specific requirements by which incorporated associations must abide. It is important to note clubs do not automatically maintain their incorporation status. The lodgement of an annual statement with fee to Consumer Affairs Victoria is required to remain incorporated. For more information, please visit www.consumeraffairs.vic.gov.au.

Insurances

To be eligible to access a Council facility, clubs must hold and provide to Council a current public liability insurance certificate to the value of \$20 million (for any one single event) that covers both club and Council for all claims of injury or damage arising out of club negligence.

Council holds insurance for all buildings it owns. This cover does not extend to club contents including fixtures, equipment and other belongings. Clubs should consider taking out contents insurance to cover these items.

Child Safe Standards

The Victorian government has introduced compulsory minimum Child Safe Standards that apply to all organisations providing services or facilities for children. These standards are designed to promote the safety of children, prevent child abuse and ensure organisations have effective processes in place to respond to and report all allegations of child abuse.

Clubs must ensure that all employees and volunteers who are required to apply for a working with children check under the *Working with Children Act 2005* have done so before working with children. Clubs must ensure that any employee or volunteer that is given a negative notice does not work with children.



2.2 SEASONAL ALLOCATIONS

Council aims to optimise the use of its sport and recreation facilities through the shared use of its facilities by multiple groups. Council will enter into licence agreements for shared use facilities and where seasonal access is required.

Council allocates access to its shared use facilities (i.e. sportsgrounds and pavilions) for the standard 6 month period sporting competitions operate within being April to September (*winter season*) and October to March (*summer season*).

Application Process

Each season, clubs must submit a formal application via Council's online allocation system (IMS) to confirm the times clubs may access facilities for the coming season. Clubs must also ensure they attach all information requested as part of the application process.

Stage	Action	Timeline
1. Allocations open	Council sends all clubs login details to IMS via email.	Email sent eight weeks prior to the start of the season.
2. Allocations close	Clubs log in to IMS, complete the allocation application, attach all information requested and submit the request.	Applications are due four weeks prior to the start of the season.
3. Allocations confirmed	Council reviews all applications and notifies clubs of the outcome of their application via email.	Notifications sent two weeks prior to the start of the season.

Notification of Permitted Times

Two weeks prior to the start of the season, clubs will receive formal notification of the permitted times and facilities that the club has been allocated access to for the upcoming season. Allocations are subject to the club providing all information requested as part of the application process.

2.3 PERMITTED USE

Seasonal allocations provide permission for sporting clubs to access facilities for activities associated and consistent with their sport, including:

- fixtured *home and away* matches
- training sessions for the *home and away* season
- training sessions for finals matches that fall *within the season*; and
- social events associated with the permitted use of the facility

Night Competition

Clubs must obtain Council approval prior to hosting any night matches. Clubs are responsible for any costs associated with auditing facilities for the purpose of hosting night matches. Clubs are responsible for the safety of all participants and spectators during night matches and must ensure any unlit/unsafe areas are not accessible.

Sub-Letting / Casual hire

Unless a specific provision has been made in a club's lease or licence agreement, the sub-letting or casual hire of Council's sport and recreation facilities to schools and other user groups is not permitted. Please refer to *2.7 Hire Agreements* for further information.

Finals Matches

Seasonal allocations do not provide clubs with access to sportsgrounds for finals matches or for special events such as Country Week, inter-association matches or tournaments. A separate casual booking for these activities must be made with Council by the relevant organising body.

2.4 PRE-SEASON ALLOCATIONS

Pre-season is the period prior to the start of the official winter or summer season. To obtain use of a sportsground or pavilion for pre-season, clubs must submit a formal application via IMS. Council will email all clubs advising that applications for pre-season allocations have opened two weeks prior to the allocation period. For winter sports pre-season allocations will open in November. For summer sports pre-season allocations will open in July.

Please note that seasonal allocations will be prioritised when determining access to facilities. Pre-season access will only be considered where the proposed usage does not conflict with other allocations. Clubs are encouraged to discuss their pre-season program with the other tenant clubs to ensure there is no conflict.

Please note that facilities may be unavailable for pre-season use where Council has scheduled end of season maintenance on sportsgrounds or where additional use may have a negative impact on the condition of the playing surface for the official season.

Clubs are recommended to remain flexible with their pre-season facility requirements. It may not always be possible to meet all pre-season facility requests. Clubs may not be able to access their traditional home ground facilities and/or may need to share access to facilities with other groups. Clubs may be offered access to other open space areas considered suitable for pre-season training as an alternative.

Clubs must not begin pre-season training until formal notification has been received. This notification should be taken to all pre-season training sessions as proof of the club's allocation.

2.5 SPECIAL EVENTS

Seasonal allocations do not provide clubs with permission to host special events. If your club is thinking of holding an event, a permit may be required. The application process to obtain a



permit will vary depending on the type of event you are planning. It is recommended that clubs contact the Sport and Recreation Officer as early as possible to discuss the event and to understand if a permit is required.

Council's Events Unit has also developed a series of *Event Planning Guides* to assist event organisers. The guides outline the requirements of Council, regulatory authorities and emergency services providers and provide useful information to assist you in planning and delivering a safe event.

For more information on holding an event in Hobsons Bay and to obtain a copy of the guides please visit:

www.hobsonsbay.vic.gov.au/Community/Events-Festivals/Organising-an-event/Planning-to-hold-an-event-or-festival

2.6 FEES & CHARGES

Fees for the use of Council's facilities will be detailed in the club's licence, lease or hire agreement. Fees for pre-season use will be determined on a pro-rata basis.

Clubs must pay for all services in connection with their use of a sport and recreation facility including electricity, gas, water, sewerage, IT and telephone.

Where a facility is not separately metered or access is shared with another user group, Council will determine a fair and reasonable services charge based on the club's use of the facilities.

Payment terms for all invoices is 30 days. Clubs unable to pay their account on time or with an outstanding debt may be required to enter into a payment plan with Council. All payment plan requests are considered on a case by case basis and approved at Council's discretion. Council may terminate a club's occupancy agreement should an account remain unpaid.

2.7 HIRE AGREEMENTS

Council will enter into a *hire agreement* when a sport and recreation facility is booked for a defined activity, event or function. A hire agreement may also be used for a one off casual or regular booking such as school sports days. The use of sport and recreation facilities outside of a club's allocation (i.e. different dates, times or facilities) may also require a casual booking. Some examples of these are come and try days, family days or any sporting association use such as representative teams.

Council aims to optimise the use of its sport and recreation facilities through the shared use of its facilities by multiple groups. Facilities operating under a licence will, where practicable, be made available for casual use by Council to other user groups.

3. FACILITY MANAGEMENT

The club's occupancy agreement and this user guide details the conditions under which access to Council's sport and recreation facilities is granted. Please contact the Sport and Recreation Officer if you have any questions regarding the club's use of Council facilities.

3.1 ALCOHOL CONSUMPTION

All sports clubs that sell or consume alcohol will require the appropriate liquor licence from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). For more information on liquor licences please visit the VCGLR website at www.vcglr.vic.gov.au.

Written consent must be provided by Council before a club applies for a new liquor licence or a variation to an existing licence. Council approval may be granted, withheld or withdrawn at any time at Council's absolute discretion. Where Council has provided consent and a club obtains a liquor licence, the club must ensure that:

- alcohol consumption only takes place during the Permitted Times; and
- alcohol is not consumed in conjunction with junior training or competition

Council will not provide consent for:

- functions for individuals such as parties, anniversaries or other celebrations; or
- functions which are otherwise inconsistent with the club's core sporting activities.

3.2 NO SMOKING

Smoking is not permitted within Council buildings at any time or within 4m of a building entrance. By law, smoking is banned within 10 metres of outdoor sporting venues during an underage sporting event, including training and competition.

Clubs must display no smoking signs as requested.

3.3 FOOD HANDLING

In Victoria the *Food Act 1984* regulates the sale of food to ensure it is safe and suitable for human consumption. All food businesses, including sporting clubs, must register under and comply with the *Food Act 1984* as well as comply with the *Australia New Zealand Food Standards Code*.

Clubs must not prepare or cook food other than in areas which have been provided or approved by the Council for that purpose. Clubs must keep food handling areas in a clean and hygienic state.

Council's Public Health Unit is responsible for ensuring compliance with the *Food Act 1984*. For further information on your club's responsibilities please contact the Public Health Unit on 9932 1504 or via publichealth@hobsonsbay.vic.gov.au.

Temporary Food Stalls

Clubs who operate temporary food stalls, which are one day events such as sausage sizzles, fetes, festivals and fundraising events, require a Temporary Food Permit through a Victorian wide register called 'Streatrader'. To apply for registration or submit a notification please visit <https://streatrader.health.vic.gov.au>.

Coffee Vans, Food Trucks etc.

Clubs must obtain Council approval before allowing any mobile coffee vans or food trucks to operate at sport and recreation facilities. Mobile food trucks and coffee vans are required to be registered under the *Food Act 1984* through 'Streatrader' and are required to submit a Statement of Trade when attending events.

3.4 ENVIRONMENTALLY SUSTAINABLE PRACTICES

Clubs are encouraged to recycle and reuse materials generated to minimise any waste that may require depositing to landfill. For example minimising the use of single use plastics such as plastic bottles, straws, bags, cups and balloons. Clubs are also encouraged to minimise the consumption of energy and water at facilities. Not only does this have environmental benefits, the club's operating costs will also be minimised.

3.5 SIGNAGE

Clubs must obtain Council's written approval prior to installing any signage at a sport and recreation facility. Some signage will also require a planning permit. Clubs are responsible for the installation and removal of all approved signage. Clubs must also clean and maintain all approved signage in a good condition. Where a club is requested to remove a sign and does not do so within 14 days, Council may remove the sign and the club will be responsible for covering the costs associated with the sign's removal and disposal.

Event Signboards

Clubs can seek approval from Council for a signboard advertising an event e.g. registration day. Signboards must be erected at the reserve in which the club is located and the total number of days the sign is displayed cannot exceed 28. Any sponsorship advertising on the board can cover no more than 20% of the total area of the board. The following information is required from the club to seek approval for this type of signage:

- draft design of the signboard
- map location of where the sign is proposed to be located; and
- proposed date that it will be erected and removed

Community Signboards

Council provides two community signboard sites for local not for profit organisations or community groups based in Hobsons Bay to display and promote upcoming events.

- **Altona** - Corner of Millers Road and Civic Parade (south west corner)
- **Newport** - Corner of Walker Street and Mason Street (east of roundabout)

There is an administration fee payable prior to erecting your signboard.

For further information, including a copy of the application form please visit

www.hobsonsbay.vic.gov.au/Community/Events-Festivals/Organising-an-event/Community-signboard-permits.

3.6 RISK MANAGEMENT

Clubs are expected to complete the *Risk Management Checklist* provided in Appendix 2 and return this prior to the start of each season. Clubs should also establish a risk management plan which sets out the strategies and processes the club has put in place to manage the risks associated with their activities.

For more information on developing a risk management plan for your club please visit https://www.sportaus.gov.au/club_development/governance#risk_management and refer to the Risk Management section.

To ensure the safe and appropriate use of Council facilities clubs must:

- comply with all laws and regulations applicable to their use and operation
- remain affiliated with their state sporting association or peak body
- follow all Council processes as outlined in this document and in Council correspondence to the club
- not engage in or display offensive behaviour/material throughout Council facilities
- ensure that no nuisance is caused to members of the public. This includes nuisance related to noise, vehicles, behaviour, stray balls, patrons and visiting teams
- inspect the pavilion and sportsgrounds prior to each use to ensure they are safe and fit for purpose
- ensure that the pavilion and sportsgrounds used are left in a safe manner after each use
- not engage in any behaviour that jeopardises or voids the club's or Council's insurance policies
- not obstruct any emergency exits, common areas, service ducts, access to fire prevention devices, lights, windows or anything that allows air into the pavilion; and
- ensure that an evacuation plan is displayed at the facility and test the evacuation plan at regular intervals.

First Aid and Incident Reporting

Clubs must maintain an appropriately stocked first aid kit at the facility. Clubs should have a documented first aid and incident reporting system to ensure all incidents are recorded. It is essential that records be kept for a minimum of three years for adults and six years for individuals under 18, after initial notification of the incident.

4. FACILITY MAINTENANCE

4.1 MAINTENANCE SCHEDULE

Council's sport and recreation facilities require maintenance to be undertaken by both Council and clubs. For the majority of sport and recreation facilities, maintenance responsibilities will be outlined as an Annexure in the club's licence or lease agreement.

A copy of Council's standard maintenance schedule can be found in Appendix 1 to this guide. Where this schedule differs from your club's occupancy agreement, the responsibilities identified in the club's agreement shall prevail.

Please note that clubs are not permitted to undertake any works outside of the responsibilities identified in the maintenance schedule without the prior written approval of Council.

All repairs, replacement works, and pest control, must be undertaken by an appropriately licensed professional who carries an up to date WorkCover Policy (or equivalent) and public liability, contract works and professional indemnity insurances.

Cleanliness

Clubs are responsible for ensuring facilities are kept in a clean and tidy condition following each use. This includes removing litter from within the boundaries of the facility, and any litter that has blown into surrounds.

Equipment

Clubs are responsible for ensuring all equipment being used meets Australian Safety Standards. For example, portable soccer goal posts must meet certain criteria to prevent accidents, including the ability to withstand a certain hanging weight. They should also be anchored and contain a warning message. For more information please visit the 'Product Safety Guide' page on Consumer Affairs Victoria's website at www.consumer.vic.gov.au.



Security and Keys

Clubs are required to provide Council with a list of key holders annually and advise Council if any key holders change through the season. Lost or stolen keys must be reported to Council immediately. The club is responsible for the cost of replacing lost or stolen keys and for the re-keying of facilities if required. Council issued building locks and padlocks must not be changed without written consent from Council.

Prior written consent from Council must be obtained before any alarm systems are connected to a building. Alarm codes must be supplied to Council. The installation of a lock box also requires the prior approval of Council.

Waste Management

Clubs are responsible for ensuring all waste generated is stored in appropriate bins / containers and is cleared regularly. Some facilities have access to Council's fortnightly waste and recycling collection service (fees apply).

Where Council is unable to provide a waste and recycling collection service that meets a club's requirements, the club will need to arrange their own waste and recycling service contractor.

Council provides clubs with one hard rubbish collection service per year. The service is limited to household type waste and is subject to Council's hard waste collection service conditions.

4.2 FACILITY INSPECTIONS

Council will undertake a formal inspection on the condition of all facilities at least once a year. This ensures that facilities are being kept at the required standard and clubs are adhering to the terms and conditions of their occupancy agreement. Clubs will be notified of when inspections will take place and invited to have a representative present if they wish. Following these inspections, a report will be generated identifying any issues that require action.



4.3 SPORTSGROUND INSPECTIONS

Council undertakes regular inspections of sportsgrounds to ensure they are maintained at a standard that is both safe and suitable for the intended use. Clubs must also inspect sportsgrounds before each use to ensure suitability of use. Clubs must keep evidence of all inspections undertaken and report unsafe conditions to Council immediately. Clubs may be required to cancel use or modify their use of the sportsground to ensure the safety of participants.

Sportsground Closures

Council reserves the right to close sportsgrounds to use:

- if conditions are such that the sportsground will be damaged through further use
- in order to manage the level of use on the playing surface
- if the playing surface is deemed to be unsafe for the intended use; or
- to accommodate improvement or maintenance works

Please note that clubs must adhere to the direction of Council when sportsgrounds are closed. Failure to adhere to ground closures may result in further damage to the sportsground and result in groups being charged the cost of rectification works and / or having access to facilities revoked. Where a sportsground is closed for an extended period of time Council will endeavour to find the club an alternative venue where possible.

Management of Sportsgrounds

Clubs are encouraged to shift training drills to different parts of the sports ground where possible to minimise wear and tear throughout the season. Clubs which are concerned about the condition of their allocated sports grounds should contact the Sport and Recreation Officer.



Turf Wicket Preparations

Where an allocated sportsground includes a turf wicket table, Council may carry out the preparation works following the completion of the regular 'home and away' season. Council will liaise with the clubs regarding these works. Finals matches are not to take place on sportsgrounds without written approval from Council.

5. FACILITY DEVELOPMENT

5.1 CAPITAL WORKS PROGRAM

Council's annual capital works program identifies all sport and recreation facility development and improvement projects that Council has committed to delivering within the financial year. The program is adopted annually as part of Council's annual budget development process. Sport and recreation facilities requiring major or minor renewal works are also funded from this program.

The development of the capital works program is informed by Council's strategic priorities and long term financial plan. Sport and recreation clubs are able to make submissions to Council as part of the annual budget process. Clubs will be informed of the process for making a budget submission annually.



5.2 CLUB WORKS

Council receives regular requests from sport and recreation clubs to undertake capital improvements to the facilities they utilise. The *Capital Development of Sport and Recreation Facilities Policy* provides a framework for clubs to propose capital works and a framework for Council to consider and approve requests.

Policy Directions:

- council approval is required for all alterations to facilities
- council will manage or supervise all alterations
- proposals for works must be submitted through a formal application process. Not all proposals will be approved
- projects with an unacceptable level of risk or poor alignment with Council's strategic priorities will not be approved
- clubs will be notified of the outcome of all proposals and estimated timeframe for the delivery of works; and
- the delivery of projects in Council's adopted capital works program will take precedence. Projects may be referred to Council's long term capital works program.

Clubs wishing to undertake any works must first make contact with Council's Sport and Recreation Unit to discuss the proposal.

5.3 CAPITAL CONTRIBUTIONS

The *Capital Development of Sport and Recreation Facilities Policy* provides a framework for Council to enter into partnerships with clubs to contribute both financially and in-kind to the capital development of sport and recreation facilities.

Policy Directions:

- Council's contribution towards a project will be determined as part of the annual budget process
- Council will enter into a written agreement for all club contributions
- club contributions will not result in a project being delivered ahead of other priorities; and
- contributions will not guarantee exclusive use of or access to facilities



6. CLUB DEVELOPMENT

There's a lot of work involved in running a sporting club. This section provides an overview of some of the resources available to help clubs review and improve their operations.

6.1 HOBSONS BAY CITY COUNCIL

Sport and Recreation Unit

The Sport and Recreation Unit at Hobsons Bay City Council is available to provide advice, connections, training and tools to help clubs improve their operations. We do this by:

- organising and facilitating sport specific meetings for clubs and associations to discuss relevant issues and provide an opportunity to network
- hosting workshops and training for club volunteers on a range of topics
- producing a regular e-newsletter for sporting clubs; and
- meeting with local clubs to discuss their issues and to provide advice on what resources are available to help their club

For more information on how the Sport and Recreation Unit can assist your club please contact the Sport and Recreation Development Officer on 9932 1297.

Community Grants Program

Hobsons Bay City Council provides funding to support clubs, community groups and other not for profit local organisations for activities and projects that meet a community need and address Council's priorities.

For more information please visit

www.hobsonsbay.vic.gov.au/Community/Community-services/Grants-funding/Community-grants-program or contact Council's Community Grants Officer on 9932 1000 or email commdev@hobsonsbay.vic.gov.au.



Fair Play Code

The Fair Play Code is a Victorian Government initiative that outlines the standards of behaviour expected for everyone involved in sport and recreation. Clubs accessing Council facilities are required to comply with the code.

To obtain a copy of the Fair Play Code, please visit <http://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>

6.2 OTHER RESOURCES

There are numerous resources on almost any topic that are already available to assist community sporting clubs. Please find below a list of useful websites as a starting point:

Club Development

Sport Aus (Australian Sports Commission)	www.ausport.gov.au
Sport & Recreation Victoria	www.sport.vic.gov.au
VicSport	www.vicsport.com.au
Club Help	www.clubhelp.org.au
Good Sports	www.goodsports.com.au
Sports Community	www.sportscommunity.com.au
Our Community	www.ourcommunity.com.au
Department of Sport & Recreation WA	www.dsr.wa.gov.au/clubs
AFL Community Club	www.aflcommunityclub.com.au
Tennis Victoria	www.tennis.com.au/clubs/club-support

Inclusion

Centre for Multicultural Youth	www.cmy.net.au
Hobsons Bay Community Fund	www.hbcommunityfund.org.au
Sports Without Borders	www.sportswithoutborders.org
Play by the Rules	www.playbytherules.net.au
Access for all Abilities	www.aaavic.org.au

Grants and Fundraising

Sport & Recreation Victoria - Grants	www.sport.vic.gov.au/grants-and-funding/our-grants
VicHealth – Active Club Grants	www.vichealth.vic.gov.au/funding/active-club-grants
Australian Sports Foundation	asf.org.au

APPENDIX 1: MAINTENANCE SCHEDULE (EXAMPLE)

Council and Club Obligations

Obligation	Club Responsibilities	Council Responsibilities
GENERAL		
Bollards	Report any defects or damage.	Repair and replace existing installations as required.
Capital improvements	Submit to Council for approval proposals to undertake works to the facility. Approved works must comply with Council's requirements.	Assess and approve/decline proposals to undertake works to the facility.
Car parks & driveways	Keep clean and free of litter.	Repair and maintain.
Cleaning	Cleaning must be maintained at an acceptable standard.	Arrange for cleaning following casual hire to other groups (if hired by Council).
Fencing & gates	Report any defects or damage.	Repair and replace existing installations as required.
General waste & recycling	Waste to be stored in correct containers/bins and cleared regularly. Keep bin enclosure (if any) clean, tidy and locked.	Maintenance of bin enclosure (if any). Provision of recycling service as per Council's Waste Service and Charge Policy (fees apply).
Graffiti	Report graffiti to Council.	Removal of graffiti.
Inspections / audits	A representative of the club is required to attend inspections/ audits of the facility conducted by Council as requested. Inspect all sport specific training and competition facilities before use to ensure suitability of use. Keep evidence of inspections. Unsafe conditions must be reported to Council immediately.	Regular inspections for cleanliness and annual maintenance audit.
Litter	Remove litter from within the boundaries of the facility, and any litter that has blown into surrounds. Cover costs to Council for removal of excessive amounts of litter created by members, visiting teams or guests.	Remove litter from the surrounds of the facility.
Paving & paths	Keep clean and free of litter. Report any defects or damage.	Repair and maintain.
Personal hygiene services	Install and maintain to a high standard.	No responsibility.
Pest control	Take proper precautions to keep facility free of rodents, pests and vermin. Employ pest exterminators as required.	No responsibility.
Retaining walls & outdoor steps	Keep clean and free of litter. Report any defects or damage.	Repair and maintain.
Signage – Council	Report any defects or damage.	Clean and maintain in good condition. Repair and replace as required.

Obligation	Club Responsibilities	Council Responsibilities
Signage – Club	Obtain Council approval and appropriate permits prior to installing signage. Clean and maintain signage in good condition. Repair and replace as required.	No responsibility.
Trees	Report any damage. Obtain Council approval for any new or additional plantings.	Maintain, inspect, prune and remove as required.
BUILDING MAINTENANCE		
General		
Asbestos auditing	Obtain Council approval for any works planned to be undertaken at the facility.	Conduct mandatory asbestos audits in accordance with the <i>Occupational Health and Safety Act 2004</i> and provide information on the location of asbestos as required. Ensure maintenance works are carried out at the facility using methods which will ensure compliance with statutory requirements and public safety.
Building alterations	Submit to Council for approval proposals to undertake works to the facility. Approved works must comply with Council's requirements.	Assess and approve/decline proposals to undertake works to the facility.
Electrical wiring	Report any defects or damage. Unless required by a statutory regulation, any new wiring required by the Club is at the Club's expense. Note: All works are to be carried out by Council's licensed trades persons.	Maintain, inspect, service, repair and replace existing wiring.
Grease traps	Regularly empty, clean, service and repair.	No responsibility.
Plumbing, drainage & toilets	Keep plumbing, drainage and toilets free of foreign objects and debris including mud, athletic tape, baby wipes etc. and inspect regularly. Report any defects or damage. Cover costs to Council to repair damage or clear blockages caused by club's use including by members, guests or visiting teams. Unless required by a statutory regulation or building regulation, any new plumbing will be at the club's expense. Purchase and installation of water tanks and water saving devices must be in consultation with Council. Note: All works are to be carried out by Council's licensed trades persons.	Maintain, inspect, service, repair and replace existing installations, including toilets, sinks and taps.

Obligation	Club Responsibilities	Council Responsibilities
Structural	Report any defects or damage.	Clean, maintain, inspect, repair and replace roof, gutter, spouting, walls (internal and external), ceiling, floor, stumps and footings, etc.
Fixtures & Fittings		
Air conditioning & heating	Purchase of new installations. Replacement of existing installations if purchased by the club. Obtain Council approval for any new or replacement installations.	Clean, maintain, inspect, service, and repair existing installations. Replace installations if purchased by Council. Assess and approve/decline requests for any new or replacement installations.
Cupboards, benches & shelving	Keep clean and in good condition.	Repair and replace as required.
Curtains, drapes & blinds	Install, clean, repair and replace. Obtain Council approval for any new installations.	Assess and approve/decline requests for any new installations.
Disability access	Keep clean and in good condition. Report any defects or damage.	Installation of disabled access as scheduled, to comply with the <i>Disability Services Act 1991</i> and Council's Capital Works Program. Once installed, Council will repair and replace as required.
Disability access - Portable	Clean, maintain, inspect, service, repair and replace.	No responsibility.
Doors	Clean and maintain in good condition. Report any defects or damage.	Repair and replace as required.
Electrical appliances	Clean, maintain, inspect, service, repair and replace appliances. Testing and tagging of electrical appliances as required by legislation.	No responsibility.
Electrical fittings & lights (excl. floodlights)	Replace internal light globes. Report any defects or damage to fittings and external light globes. Purchase and installation of energy saving devices must be in consultation with Council.	Clean, maintain, inspect, service, repair and replace electrical fittings. Replace external light globes.
Floor surfaces & coverings	Maintain in a clean, sanitary and fresh condition. Provision of flooring mats/rugs. Report any defects or damage.	Ensure a safe base floor. Repair and replace floor surfaces and fixed floor coverings as required.
Fly screens & security grills (incl. roller shutters)	Keep clean and in good condition. Report any defects or damage.	Repair and replace as required.
Food handling areas	Keep clean and in a hygienic state in accordance with food handling plan. Regularly inspect and clean exhaust fans, flues and filters. Report any defects or damage.	No responsibility.
Furniture	Clean, maintain, inspect, repair and replace furniture.	No responsibility.

Obligation	Club Responsibilities	Council Responsibilities
General equipment - Club property	Clean, maintain, inspect, service, repair and replace all fixtures, fittings, plant and equipment, including general equipment such as clocks, computer equipment, portable heaters, photocopiers, telephones, general office equipment, furnishings and kitchen supplies purchased by the club and make good any damage as a result of installing or removing such property.	No responsibility.
Hot water system	Report any defects or damage.	Clean, maintain, inspect, service, repair and replace.
Keys & locks	Control of keys issued to Club and maintain an up to date key register. Report any lost or damaged keys to Council immediately. Replacement keys and additional installations at the club's expense.	Inspect, service, repair, maintain and replace existing installations. Provision of keys to the club – limited to three (3) sets.
Painting (incl. interior & exterior walls)	Keep clean and in good condition. Obtain Council approval for any additional painting beyond Council's standard/frequency. Report any defects or damage.	Repainting as per Council's programmed maintenance schedule. Assess and approve/decline requests for any additional painting.
Security – Council system	After hours security call out costs by either Council's after hours duty officer or security patrol where alarm activation has been caused through the activities of the club. Keep security details up to date with Council. Report any defects or damage.	New installations and replacement of existing. Maintain, inspect, service and repair. Council to pay costs of monitoring including call-outs. Respond to after hour alarm activations and ensure that the site is safe and secured.
Security – Club system	New installations and replacement of existing. Maintain, inspect, service and repair. Club to pay costs of monitoring including call-outs. Respond to after hour alarm activations and ensure that the site is safe and secured. Keep security details up to date with Council.	No responsibility.
Skylight	Keep clean and in good condition. Report any defects or damage. Cover costs to Council to repair damage caused by the club's use including by members, guests or visiting teams.	Inspect, repair, maintain and replace.
Storage (incl. building, curator sheds & other structures installed by Council)	Report any defects or damage. Keep passageways clear and egress maintained at all times. Club to pay cost of removal of inappropriately stored items. Install, repair and replace shelving.	Repair and maintain. Removal of inappropriately stored items (at the club's cost).

Obligation	Club Responsibilities	Council Responsibilities
Storage (incl. shipping containers & other structures installed by the club)	Keep clean and in good condition. Install, repair and replace as required. Obtain Council approval for any new and replacement installations. Remove and dispose as required by Council. Cover costs to Council to repair damage caused by club installed storage.	Assess and approve/ decline requests for any new or replacement containers/structures.
Telephones, data cabling & outlets	Install, repair and replace. Obtain Council approval for any new installations.	Assess and approve/ decline requests for any new installations.
Water tanks	Report any defects or damage.	Repair and maintain.
Whitegoods (incl. dishwashers, ovens, cooktops & range hoods)	Report any defects or damage. Clean, repair and replace existing whitegoods to standards as specified in the Food Health Act. For testing and tagging purposes, Council is to be advised of any new whitegoods introduced to the facility.	Assess and approve/decline requests for any new installations. Testing and tagging of whitegoods as required by legislation.
Whitegoods (incl. fridges & freezers)	Purchase, clean, repair and replace whitegoods. Testing and tagging of whitegoods as required by legislation.	No responsibility.
Windows & glazing (incl. plate glass)	Keep clean and in good condition. Report any damage. Club to pay for internal glass breakages.	Repair and replace as required.
Essential Services		
Emergency exits	Keeping the exits clear at all times.	Inspect, repair, maintain and replace.
Fire protection	Maintain kitchen range hood filters in a clean condition as required for food handling and fire prevention. Refill or replace equipment if inappropriately damaged, discharged or stolen.	Provision and maintenance of fire extinguishers, fire hoses, hydrants and fire detection systems (i.e. smoke and thermal detectors and monitored fire panels).
Smoke detectors	Inspect and replace batteries no less than once a year or as required. Report any defects or damage. Cover costs to Council to repair damage caused by club use including by members, guests or visiting teams.	Install, repair and replace.

APPENDIX 2: RISK MANAGEMENT CHECKLIST

To be completed by sports club committee members prior to the commencement of each season.

The following questions are to be used as a guide to help your club identify risks and hazard issues that may be present at your allocated facility. The checklist is to be completed by all tenant sports clubs and returned prior to the commencement of the seasonal tenancy.

Please tick an answer *Yes*, *No*, or *Not Applicable* for each of the following questions. Please endeavour to answer these questions accurately. Answering 'No' to any or all of the following questions does not necessarily mean that you are responsible for injuries or losses arising from the identified hazard. You may, however, be breaching your duty of care if you do nothing in response to the information that you are gathering (or fail to gather this information).

Further, please keep a copy of the completed checklist as a record that you have carried out the inspection. If you consider that your activities, or the health and safety of any participants or spectators would be compromised by any of the identified issues, and you cannot immediately rectify them, you need to decide whether or not to proceed with your planned training and competition.

	General	Yes	No	NA
1	Has the club developed a Risk Management Plan?			
2	Are all coaches and officials adequately trained and accredited for the positions they are appointed?			
3	Have all coaches, officials and volunteers that interact with children provided a valid Working with Children Check?			
4	Is there an appropriately stocked first aid kit accessible at the facility?			
5	Are there adequate qualified first aid staff available for all training and competition matches?			
6	Is there an incident reporting system in place to record all incidents which take place at the facility?			
7	Is there information readily available to direct members to nearby medical centres, hospitals etc.?			
8	Is the emergency evacuation plan accessible to all members in the case of an emergency?			
9	Do you have a Code of Conduct for players, coaches, parents, officials and spectators?			
10	Do you have a process for dealing with breaches of the Code of Conduct?			
11	Do you have the appropriate valid licences for service of food and alcohol?			
12	Do you have the relevant insurances in place to cover members and committee?			

	Grounds & Facilities			
13	Is the playing surface suitable for the activity taking place at the venue?			
14	Do ground dimensions and boundaries comply with accepted guidelines for the sport or event to be conducted?			
15	Is the surface inspected before every match and training session to ensure it is suitable for use?			
16	Is all infrastructure inspected regularly to ensure there are no hazards, e.g. Coaches boxes, perimeter fencing etc.?			
17	Is all equipment regularly inspected to ensure it is suitable for the type of activity being undertaken?			
18	Does all equipment meet the relevant Australian Standards? e.g. Portable soccer goals			
19	Is the access for emergency vehicles kept clear at all times?			
20	Is the building inspected regularly for any hazards or maintenance issues?			
21	Is all furniture stored away to ensure clear access to all amenities and exit paths?			

Given the above, in your judgement, are all of the facilities that you intend to use appropriate for the purposes for which they will be used?	Yes	No
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**If you answered “No” to any of these questions, your Club has risk issues that require management.
Please contact Council to discuss the issues identified and determine what steps can be taken to reduce and/or minimise the risk.
If you do not manage these issues appropriately, you expose your Club and members to potential losses and liabilities.**

NOTES: (can include actions taken on the day to rectify, notify, or manage identified issues) _____

Inspection details:

Date of inspection: _____ Facility (e.g. Reserve): _____

Time of inspection: _____ Form completed by (name): _____

Location (address): _____ Inspected by (name/position): _____

Organisation (e.g. Crows F.C., etc.): _____ Primary Activities (e.g. footy training) _____

Permits required and obtained (*list*) (e.g. liquor licence, food registration): _____

Signed: _____ Date: _____

Hobsons Bay City Council


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