



Kingborough

Sports Ground User Manual

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Kingborough Council



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KINGBOROUGH SPORTS GROUND USER MANUAL

1.0 Introduction

The Kingborough Sports Ground User Manual contains the terms and conditions on which Kingborough Council seasonal sporting facilities are used. By providing this manual Council wishes to continue the relationship that it has formed with all sports clubs within Kingborough. Through the guide, Council aims to optimise the use of facilities and the community benefits they provide.

Sports clubs and the Kingborough community as a whole will benefit from the equality and fairness of this document and the standard approach that it presents. Council will continue to recognise clubs' good behaviour and cooperation both past and present in relation to the seasonal use of sports grounds and associated pavilions.

1.1 Purpose

The purpose of the Kingborough Sports Ground User Manual is to allow the users of Council's sporting facilities to better understand the process guiding the allocation of facilities by clearly identifying:

- Council's requirements from clubs and users
- Responsibilities of the user groups
- Responsibilities of Council
- Process for facility development
- Provide a framework that is equitable and easily administered.

1.2 Background

The Kingborough Sports Ground User Manual has been developed to allow user groups to understand Council's position in regard to the use and development of sporting facilities in Kingborough. The following objectives provide the framework for the establishment of an equitable and administratively operational Sports Ground User Manual.

- Efficient and effective use of Kingborough community resources.
- Encourage participation in sports and recreational activities by Kingborough residents.
- Minimise potential over-use of ovals with efficient facility allocation and eliminate inappropriate use.
- To match quality of playing surfaces to level of competition to be played at the ground.
- To enhance positive user attitudes and responsibility towards facilities.
- To ensure the provision of a range of quality, accessible recreation and sporting facilities.
- To provide a comprehensive and easy to understand Sports Ground User Policy which clearly details the responsibilities of both Council and sporting clubs and other users.

1.3 Scope

This manual applies to:

- Allocations of facilities made through tenancy application for seasonal allocation
- Casual use of sports ovals and pavilions that are leased on a seasonal basis
- Maintenance
- Conditions of use
- The facility development of sporting facilities in Kingborough.

The Sports Ground User Manual will be reviewed on a regular basis and updated as required. Amendments to the document may occur throughout the season if:

- Legislative requirements alter,
- Legal Issues highlight a need for change,
- Insurance and risk management issues arise,
- Kingborough Council policy changes affect sports ground users.

1.4 Terms and Conditions

The Sports Ground User Manual forms the basis for the terms and conditions of the agreement governing the use of Council facilities. It is important for users to fully read and ensure they understand all sections of the manual. Any breach of one or more of these conditions may at the discretion of Council, result in the use of the facility being withdrawn.

1.5 Tenancy Agreement

The Sports Ground User Manual provides the terms and conditions by which Council's facilities are used. It is a requirement of the agreement that users read and understand the conditions and obligations within the agreement.

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

- 1) The Sports Ground User Manual
- 2) Seasonal Sports Ground Tenancy Application – The signed undertaking by the club that the terms and conditions in the Sports Ground User Manual have been read and the club agrees to abide by them. Clubs that have had an application confirmed by Council are bound to these terms and conditions.
- 3) Further documentation – Includes but is not limited to contact details, key holders, hours of use and proof of public liability insurance.

1.6 Facility Use/Allocation

Facility allocations are issued to clubs that apply for the use of grounds and/or pavilions by completing the application process outlined in this document by the required date. In being allocated the facility, the successful club then enters into a tenancy agreement. The occupancy agreement forms a contract between the club (who then becomes the seasonal tenant) and Council.

1.7 Sports Grounds

Allocations will be made through seasonal tenancy agreements. By signing the application form, clubs agree to the terms and conditions outlined in this document.

1.8 Pavilions

Pavilions are provided to support sports ground activities. Allocations will also be made through a seasonal allocation. By signing the application form, clubs are agreeing to the conditions of use as outlined in this document. Allocation of pavilions will be based on allocated days and times as applied. Council may consider placing other user groups into the pavilions during any non-allocated times although this would only be considered following consultation with the tenant club(s).

1.9 Seasonal Allocation

Seasonal Summer allocations will be called for in July of each year. Confirmation of allocation will be sent to clubs in September after being approved.

Seasonal Winter allocations will be called for in January of each year. Confirmation of allocation will be sent to clubs in March after being approved.

1.10 Pre-Season Training and Finals

Pre-season training and finals are not included within the seasonal agreement if they fall outside of the seasonal agreement dates. For finals, clubs (or associations who organise finals) are required to make formal application to Council and these need to be lodged with Council by the COB on the Tuesday following the last home and away season match. If this application has not been lodged by this time, sports ground renovation works or other user groups may be scheduled on the ground. If clubs have necessary pre-season requirements outside of the seasonal dates, these needs/times are to be noted on the seasonal application and considered in context. It is anticipated that on occasions the above timelines are not possible to achieve. In these cases, clubs are to make the best possible effort to contact Council regarding their practice game requirement prior to the game going ahead.

1.11 Casual Facility Use

In addition to sporting clubs use, grounds are frequently used by residents and community groups for purposes of social gatherings, casual sport and festivals and events. Council supports sporting ground use by these groups and will allocate grounds upon request, with consultation with tenant clubs and providing this does not result in overuse of grounds or be of detriment to competition use. Annual events will take priority over casual use.

1.12 School Use of Sports Grounds and Pavilions

As with community groups and residents, schools within Kingborough regularly use sports grounds for school sport, sports days and physical activity. Council supports sports ground use by school groups and will allocate grounds upon request providing this does not result in overuse of grounds or be of detriment to competition use by seasonal users groups.

1.13 Annual Events That Use Some Grounds and Pavilions

Kingborough Council allows some grounds and pavilions to be used for annual events. Clubs will be made aware of these if they apply for and enter a seasonal tenancy agreement with Council for one of the affected grounds/pavilions. In regards to annual events, affected clubs will be notified of any annual event on their ground prior to an agreement being finalised.

1.14 Application Process for Seasonal Allocations

Step 1:

A notice will be placed in The Kingborough Chronicle newspaper and on the Kingborough Council website advertising that the Kingborough seasonal sports ground process is currently open and will include all details required by a club to successfully start the application process. The application form will also be available on the Kingborough Council website and can be submitted electronically.

Step 2:

The Sports Ground User Manual and application form is sent to all existing tenant clubs electronically or if required in the mail to the address supplied to Council. Application forms and this manual will be placed on the Kingborough Council website while applications are open.

Step 3:

The club completes the application form and submits to Council with all required documentation by the due date. Clubs will be advised if there are any items missing from their application.

Step 4:

Council considers the application. Delays may occur should the club not provide all information requested.

Step 5:

Successful and unsuccessful clubs will be notified in writing by Council. If there is more than one club allocated to a ground following the allocation process and this decision is not supported by the other allocated club, a report may need to be prepared for Council to provide a resolution.

If a club/organisation is dissatisfied with their allocation they may appeal in writing within five working days of the allocation being made. Letters should be addressed to the General Manager.

In allocating sports facilities, Council will give consideration to a number of variables including:

- User group's previous record e.g. cleanliness and care of the facilities;
- Kingborough based teams/players;
- Current and proposed planning and effective management of the club;
- User group that historically uses Council owned facilities;
- User group's contribution to facility upgrade/s;
- Facility suitability assessment to ensure the use is suitable from a risk perspective;
- All information required to complete the allocation process is received by the due date;
- Providing new user groups with the opportunity to submit applications for consideration for an allocation or part allocation of a Council facility.

1.15 Late Applications

Late applications may result in clubs missing out on their preferred ground allocation.

1.16 Incorporations

It is in the club's interest to be incorporated and Council supports incorporation. For further information regarding incorporation contact Consumer Affairs and Trading

http://www.consumer.tas.gov.au/business_affairs/incorporated_associations

1.17 Public Liability Insurance

All clubs/**sports ground users** must have public liability insurance cover. Clubs must be covered for a minimum of \$10 million against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the club/**sports ground user** arising out of or in relation to allocation of a facility. A copy of the certificate of currency must be attached to the allocation application.

1.18 Contents Insurance

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

1.19 Building Insurance

Council insures its buildings, fittings and fixtures against damage and fire and is responsible for the structure of the building.

2.0 Conditions of Use

2.1 Ground and Pavilion Inspections

Successful tenant clubs must organise a ground and pavilion inspection with Council's Turf Team Leader prior to the commencement of the season. Clubs are also required to undertake their own inspections prior to matches, training or competitions. Some sports peak bodies have available 'match day checklists' for use in conducting these inspections. These inspection forms, once completed, should be filed if required for future reference. Mid-season inspections of pavilions may also be undertaken by Council.

2.2 Seasonal Handover

All clubs must ensure facilities are left in a neat and tidy condition for the incoming club. Prior approval from Council and the other seasonal user groups is required before a club leaves property or equipment in the pavilion during their non-allocated period.

2.3 Key Allocation

All public areas of the sports pavilions will be keyed with the Council's Master Key system. This includes toilets, changerooms, kitchens and social areas. Council will require access to all of these areas at any time to meet a variety of regulations. Keys are issued at the beginning of the seasonal allocation period. Clubs are not to exchange keys with their co-tenants between seasons.

The conditions of key allocation are:

- Up to four sets of keys are issued to every club at a cost to Council. (A junior club and senior club of the same sport may request up to four sets each.)
- Requests for additional or replacement keys are made to Council and will attract an additional charge of \$50.00 per key.
- Under no circumstances are keys to be loaned to any other club, association, organisation, school or person. Responsibility rests with the person/s nominated in the key holders section of the application form.
- Non-compliance may result in the withdrawal of ground and pavilion usage.
- Details of changes in possession of any key(s) are to be forwarded to Council within seven days.
- Clubs are not permitted to add or change locks. Council requires access to all areas of the pavilion at all times and will remove any unauthorised locks.
- Lost, damaged or stolen keys must be reported to Council immediately. Council may replace all locks in the event of keys being lost or stolen with the cost charged to the club. Broken or damaged keys are to be returned to Council before a replacement key will be issued.
- When a club is not the current seasonal allocated club, permission must be gained from the current seasonal allocated club prior to accessing the pavilion or ground.
- Clubs must always maintain their own key register that must be presented upon request from Council.

2.4 Allocation Not Required / Reallocation

Council must be notified of any allocation that is no longer required. Any facility that is not allocated to its full potential may be considered for reallocation to another user group if required.

2.5 Non-Compliance and Public Liability

2.5.1 The user is to be responsible for any damage whatsoever, howsoever and to whomsoever caused and is to be responsible for any claims, costs, actions and demands in respect to the injury to or death of any person or loss or damage to any property arising out of or in connection with the use of the premises subject to this booking by the user, or his, her, its servants, agents, employees or any person acting for or on behalf of the user during the term of the booking or any extension thereof and must indemnify and keep indemnified the Council against all damages, claims, costs, actions and demands aforesaid provided that the user shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its servants, agents or employees.

2.5.2 All clubs/sports ground users must produce a valid copy of their public liability insurance cover. (See 1.17)

2.5.2 Council reserves the right to suspend or revoke a club's tenancy agreement at any time if the terms and conditions of the agreement are breached. Where the terms of the agreement, signed by the club, have not been adhered to, the following course of action may be applied:

1. Warning in writing with stipulated timeframes for correction.
2. Club/s will be advised that until the issue/s are rectified, and depending on the severity of the complaint they may be locked out of their facility. Such complaints could include but not limited to deliberate damage to sports ground surfaces and/or pavilions, or clubs found in breach of their liquor licence or any part of this policy.

3. Should a club fail to rectify an issue in a timely or appropriate manner, the club may be suspended from their facility for the remainder of the allocation and future allocations may be in jeopardy.
4. Clubs involved in incidents that are not as serious but are of regular occurrence may also find themselves facing the same course of action.

2.6 Pre-Season Training and Practice Matches

Clubs requiring use of facilities outside the dates of their seasonal allocation must seek approval from Council. Clubs should not use sports grounds and pavilions until they have received approval. A club that uses a facility outside its allocation without Council's consent will be liable for any accident that may occur. Damage to the ground will also be the club's responsibility and they will be charged for reinstatement works. Tenant clubs who continue to use a ground that has been closed by Council for maintenance or recovery risk losing their allocation. Unauthorised usage may also conflict with scheduled use of a ground by another club, school or casual booking. Conflicts may also arise with important ground maintenance work.

2.7 Extended Ground Usage – Finals Matches and Training

Clubs wishing to extend the usage of allocated facilities beyond the allocated period (e.g. for finals) need to be notify Council at least 5 days prior to the first date of use. Council will not permit the use of facilities for finals matches without a written application signed by the club and/or organising association. Clubs are not permitted to use facilities for finals training (that is outside their seasonal allocation dates) until approved. Use of grounds for finals matches and training will take precedence over requests for pre-season use. Council will make the final decision on priority of training or finals.

2.8 Sub-letting of Facilities

No club shall sub-let any part of a sports ground and/or any part of the pavilion allocated to it during the allocated period. Non-compliance may result in Council withdrawing the allocation.

2.9 Utilities

Clubs are responsible for paying the utility charges related to their seasonal use. This includes all telephone and electricity. Clubs are to contact the utility companies at the start of each season to make the necessary arrangements for initial reading and connection. Where clubs share facilities, each club will be responsible for a percentage of the utility charge and this should be negotiated between clubs. If clubs cannot come to an agreement regarding the shared costs, Council will negotiate this percentage.

2.10 Times of Pavilion Use and Acceptable Behaviour

Clubs will ensure that they comply with all relevant noise legislation and that any noise generated does not cause an environmental nuisance or unreasonably interfere with the enjoyment of someone's environment. Noise may be defined as unreasonable if it can be heard in the habitable room of another premises (i.e. lounge room, bedroom). Please refer to the brochure for additional noise information which is available on the Council's website or contact Council's Environmental Health Department.

Clubs are not to conduct any noxious or offensive activity or use facilities for illegal or immoral purposes. The display of any sexually explicit or offensive material in any form is prohibited. Clubs need to be mindful that many facilities are located in residential areas. Respect must be given to residents and their property, including houses, vehicles, fences or yards. If a club has an installed alarm that is not linked to a call out security company, Council requires a name and contact number of someone within the club who can access the building if an alarm goes off.

2.11 Waste and Litter Management

Each seasonal sports ground has wheelie bins supplied for the use by the general public and these are emptied by Council contractors. Clubs are responsible for ensuring that all waste generated from their use of the reserve is cleaned by 9am the following day or at the end of match day or training session.

2.12 Vehicles on Reserves

No motor vehicle is permitted on the sports ground unless being used to prepare for events/games. Disability and emergency vehicles excepted.

2.13 Temporary Closure of Ground

Council reserves the right to close any sports ground to protect the playing surface, reduce risk to competitors and the public, to complete capital or maintenance works in poor weather conditions or to allow rehabilitation of the ground after damage. Where grounds are closed for matches, where practicable, Council will make all attempts to provide clubs with at least one day's notice in consultation with clubs.

2.14 Shared Use

Clubs sharing a facility are to liaise with other users to ensure clashes do not occur over training schedules, pavilion usage and equipment storage. To reduce clashes, clubs should agree to a set of standard hours at the start of the allocation period and liaise with the other club if their hours need to change for any reason throughout the period. Council will make a final determination should clubs be unable to resolve any issue. Liaison may also be required prior to clubs lodging their seasonal application if it is known who will be applying for use to reduce the chance of clashes.

3.0 Sports Ground Facility Infrastructure

3.1 Turf Wickets

Council maintains all sports grounds including turf wickets within the municipality. This includes:

- Turf wicket tables and practice tables for clubs in competitions requiring such standard facilities.
- On the match wicket area, wickets will be prepared for fixtured games only.
- Any further wicket areas will be prepared at the expense of the club.
- Council will have final say before a turf wicket is used for a game or practice session.
- Clubs are responsible for covering and uncovering the turf pitches from 4pm on Fridays until the end of the weekend and in accordance with the Cricket Tasmania Grade Cricket Rules and By Laws.

3.2 Concrete / Synthetic Wickets

To enable consistency between clubs, Council will fund up to 25% of the cost of replacement of central synthetic wickets and up to 50% for practice wickets with the balance of funding to be found by the respective clubs. If a club believes that a modification or upgrade/replacement of a concrete wicket is required, please contact Council. No modifications may take place until the club has written approval from Council.

3.3 Covering, Uncovering and Cleaning of Cricket Wickets

Council will be responsible for the covering and uncovering of concrete/synthetic cricket wickets on sports grounds. This will be undertaken during the period between the end of one season and the commencement of the next season. Exact timing for this work will depend on the following:

- Works Depot scheduling,
- Weather conditions and
- Allocated club requirements (i.e. finals) in the previous season or the following season.

3.4 Cricket Nets

Clubs wishing to have cricket nets relocated, reconstructed or upgraded should contact Council and wait for confirmation prior to any works being undertaken. Cricket nets should always have public access to at least one practice wicket.

3.5 Goals

Council provides and maintains goal posts and soccer goals, at Council's cost, for the use of the whole community. If goal posts are vandalised Council will fund the repair or replacement, however, where posts are deemed damaged through misuse by a club or during the course of a game, training or fixture the club will be responsible for funding the replacement posts and/or goals. Goal nets and padding are the responsibility of the club. Once the goals have been put in place at the start of the allocation period they are not to be moved by clubs without Council's written permission.

3.6 Portable Soccer Goals

All portable soccer goals must be compliant with the HB 227-2003 SAI – Global (Standards Australia) Handbook: "HB 227 – 2003: Portable Soccer Goal Posts – Manufacture use and storage". For more information contact Standards Australia on 1300 654 646. Portable soccer goals are the responsibility of the club. Council does not provide, maintain or replace portable soccer goals. All clubs must:

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

3.7 Scoreboards

Permission must be obtained from Council for the construction of scoreboards. The construction of scoreboards is at the cost of the club and only based on approved plans. Clubs should contact Council in the first instance for guidance prior to any work being undertaken. Construction must occur under Council supervision and with relevant planning approval. All subsequent maintenance will be the responsibility of the club. If a scoreboard deteriorates to a condition that is dangerous or is deemed inappropriate for a structure in a Council reserve it will be removed by Council and the club will be charged accordingly.

3.8 Sport Ground Lighting – Installation and Capital Costs

Council has a staged plan to replace and upgrade sports ground lights on Council Sports grounds to Australian Standards for training purposes. All sports ground lighting is the property of Council and cannot be removed or relocated in part or full. If any sports ground user wishes to upgrade lighting in accordance with the Australian Standard to enable night games to be played, then the cost of the upgrade must be met in full by the ground user. Clubs are not to install new lights or undertake any maintenance without prior approval from Council. All maintenance of sports ground lighting is the responsibility of Council. This includes the replacement of globes. Globes may not necessarily be replaced as soon as the fault is reported due to maintenance priorities. Clubs will be responsible for the costs of all replacement globes.

3.9 Irrigation

Council's sporting reserves are important pieces of public open space which are used by the whole community. Council is responsible for the maintenance and operation of all irrigation systems. Clubs are not to access or alter control unit settings under any circumstances. Clubs must notify Council immediately if there is any interruption to mains power as this can affect the irrigation settings or of any damage to the system. Clubs must also notify Council if there are any faults, leakages or obvious over or under watering. This may be done using the contact details in the back of this manual.

3.10 Fencing

Council will be responsible for maintaining fences around grounds and the perimeter of reserves. Council will provide internal fencing or bollards to restrict vehicular movement to designated areas of a reserve. Bollards and gates must not be removed by clubs except for emergency vehicle access. Temporary fencing of reserves for the conduct of finals and special events will be the responsibility of clubs. Clubs must apply to Council seeking prior approval, outlining the proposed event, fence type, location and the manner in which it is to be constructed.

3.11 Linemarking of Sports Grounds

All linemarking is provided by Council. Clubs are not to do any linemarking on sports grounds. Council will do required linemarking on sports grounds and requirements are to be communicated to Council's Reserves team prior to the season starting. Clubs are to advise Council of their linemarking requirements as part of their application and ground inspection.

3.12 Advertising / Signage

Any external signage or advertising requires permission from Council. Please contact Governance and Property Services if you have any enquiries. A formal application and payment of fees may be required.

4.0 Pavilions

4.1 Pavilion Maintenance

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

Council will organise inspection of pavilions identifying maintenance issues and assessing cleanliness. Should it be found that clubs are not meeting obligations, Council will request they be rectified. If issues are not rectified and/or clubs continue to breach their tenancy, Council may rectify the issue at club's expense and/or may withdraw the allocation. Clubs will be charged for deliberate damage, including damage by visiting clubs.

4.2 Capital Development and Improvements

Council aims to provide at least basic level associated facilities at sports grounds. Due to funding limitations, Council is not able to meet all demands for facility upgrades. If a club wishes to suggest improvements to the facility at their seasonal sports ground, a written proposal should be lodged with Council which includes preliminary design plans, costing and confirmation of club contribution. It should be noted that this information will assist officers in assessing the proposal and in development of a capital works program, however there is no guarantee that the project will be undertaken or funded.

Clubs can apply for funding through agencies such as Sport and Recreation Tasmania to help contribute to capital works projects at their seasonal ground and/or pavilion. Clubs wishing to apply for funding for a project involving a seasonal sports ground or pavilion will be required to approach Council to discuss the project and get a letter of support to include in their application.

Council is responsible for the management of any capital works that are to be undertaken. Council will look more favourably on applications for capital works that have the support of other user groups and/or will benefit more than one club or more than one user group.

4.3 Building Alterations

Pavilion alterations and capital works are subject to the prior approval of Council (as the owner of the building) and may be subject to a Development Application and Planning Permit.

Clubs wishing to have their pavilions upgraded should apply to Council in writing. All applications should include a proposal outlining:

- Confirmation of club contribution/ability to fund
- Detailed plans
- Timing of the proposed works
- Registered contractor to be used
- Schedule of materials
- Letters of support from all other clubs who may be allocated the facility.

No unauthorised and/or illegal building works are permitted. Clubs are responsible for all costs associated with any remedial works required. Only registered contractors or volunteers on Council's volunteer register can undertake any works. All building improvements will remain the property of Council and cannot be removed in part or in full without prior approval of Council. Appropriate compensation may be negotiated if clubs re-locate as a result of a Council requirement.

4.4 Storage

The storage of equipment is the responsibility of the club.

4.5 Public Toilets

Council maintains and pays the utility costs associated with toilets located on Council reserves that are open to the public. This includes public toilets attached to pavilions. Where toilets are located at a sports reserve and are only open on match days for members and spectators, the club will be responsible for opening, closing, cleaning and payment of utility costs.

4.6 Cleaning

Clubs are responsible for all litter generated by their activities. Council pavilions and grounds must be cleaned and maintained in a state suitable for use by clubs, incumbent clubs and any community groups that use the facilities. It is the responsibility of clubs and other users to leave pavilions and grounds in a clean and tidy condition immediately after use. Supply of cleaning equipment is the responsibility of the clubs.

4.7 Fire Extinguishers

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

4.8 Liquor Licences

The sale of liquor without a licence is prohibited. Clubs need to contact Liquor Licensing to apply for a licence. The website is <http://www.treasury.tas.gov.au>

Clubs are required to provide a copy of their liquor licence with their application. Council will only support applications that observe the following times and conditions:

- Monday to Friday a starting time of 6:00pm is the earliest with an 11:00pm closing.
- Saturday and public holidays a starting time of 12:00 noon with a closing of 12:00pm.
- Sunday a starting time of 12:00 noon with a 10:00pm closing.
- A club recognised as a junior club will not receive support from Council for a liquor licence.

Council may monitor the observance of liquor licences. The responsible serving of alcohol is to be managed by the club.

4.9 Smoking in Council Buildings

In accordance with the *Public Health Act 1997* and Tasmanian legislation, all indoor public places and workplaces must be smoke-free including within three metres of a doorway. Penalties apply. If you have further queries, please contact the Tobacco Control Section at the Department of Health and Human Services on 1800 671 738.

4.10 Food Registration

If the business, enterprise or activity involves the handling of food intended for sale or the sale of food, you must register as a food business with Council's Environmental Health Department. This is regardless of whether the business, enterprise or activity concerned is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only. It is important to note that the 'sale' of food does not only involve direct monetary exchange i.e. - it also includes prizes or rewards and give-aways for the purpose of advertisement or in furtherance of trade or business. Clarification should always be sought from Council to determine if registration is necessary.

4.11 Disability Discrimination Act and Equal Opportunity Act

Clubs must comply with any reasonable request from Council in this regard.

4.12 Open Fires

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

4.13 Festivals / Events / Non Fixtured Matches

Clubs wanting to hold festivals or events at their allocated ground or pavilion need to be aware that specific restrictions can apply to insurance cover. This relates to jumping castles and barbecues etc. Standard sports club insurance does not always cover festivals or open days. Clubs are reminded that use of a sports facility is for its dedicated purpose. All other events are not included in the tenancy agreement. This includes any match that is not part of the club's fixtured competition. All such events and extra matches require written approval. Depending on the size of the function/event, up to two months' notice is required. Clubs are also required to do a letter drop to neighbouring residents, advising them of the function/event to take place and also nominating a contact person for the event and a contact number for the duration of the event.

4.14 Facility Audits / Inspections / Access

Council may access facilities at any time to undertake inspections or repairs. Pavilions will be audited and inspected on a periodic basis. Clubs wishing to install security systems must first obtain Council approval and notify Council of the relevant codes.

4.15 Grievance Procedure

All grievances or complaints must be made in writing, addressed to the General Manager. If a dispute cannot be resolved, then a determination in writing by Council shall apply.

5.0 Contact Details, Applications and Forms

5.1 Kingborough Council Contact Details

For all enquiries regarding Council's Sports Grounds, contact Council's Recreation Officer on: 6211 8278 or Customer Services on 6211 8200.

5.2 Tenancy Agreement Application

Sports Ground Tenancy Agreement Application			
Club/Organisation Name:			
Sports Ground:			
Allocation:	<input type="checkbox"/> Summer (1 October to 28 February) <input type="checkbox"/> Winter (1 April to 31 August)		
<p>We the undersigned, having read and understood the Sports Ground User Policy, Manual and Tenancy Application and hereby agree to ensure that all members of the above named club/organisation will comply with the terms and conditions of the policy and the manual.</p> <p>The sports ground covered by this agreement is to be used for sporting, training and recreational purposes and for no other reasons unless permission is granted by Council.</p>			
Club President (name):		Signed:	
Club Secretary (name):		Signed:	
Insurance			
<p>All clubs/sports ground users must have public liability cover and be covered for a minimum of \$10 million. The user is to be responsible for any damage whatsoever, howsoever and to whomsoever caused and is to be responsible for any claims, costs, actions and demands in respect to the injury to or death of any person or loss or damage to any property arising out of or in connection with the use of the premises subject to this booking by the user, or his, her, its servants, agents, employees or any person acting for or on behalf of the user during the term of the booking or any extension thereof and must indemnify and keep indemnified the Council against all damages, claims, costs, actions and demands aforesaid provided that the user shall not be required to indemnify the Council against loss or damage to the extent that such loss or damage is caused by or contributed to by the Council, its servants, agents or employees.</p> <p>Certificate of currency must be attached to this application <input type="checkbox"/> (tick if attached)</p>			
Agreement			
<p>Sports ground and pavilion inspection (to be completed at the ground inspection following the application being submitted).</p> <p>I hereby confirm that a ground and pavilion inspection has been/will be completed with Council's Team Leader – Turf Crew and that:</p> <p>Name of Club: _____ is prepared to enter into a seasonal agreement with Kingborough Council.</p>			
Signed:		Position in Club:	
Club Contact Details			
Club Name:			
Club Mailing Address: (not sports ground address)			
Club President Name:			
Postal Address:			
Phone:		Email:	

Club Secretary Name:			
Postal Address:			
Phone:		Email:	
Key holders names and contacts			
1.		3.	
2.		4.	
Sports Ground Usage <input type="checkbox"/> Summer (1 October to 28 February) <input type="checkbox"/> Winter (1 April to 31 August)			
Day	Time Start	Time Finish	Purpose (competition/training/other)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Pavilion/Clubroom Usage <input type="checkbox"/> Summer (1 October to 28 February) <input type="checkbox"/> Winter (1 April to 31 August)			
The club is to use the building to conduct the affairs of the club, including meeting, socialising, licenced club operations, and fundraising.			
Day	Time Start	Time Finish	Purpose
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			
Are the premises licensed for selling alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Privacy Statement			
Completion of this form may require the disclosure of personal information. The intended recipients of this information are officers of the Kingborough Council in order to advance the purposes of this form and to carry out Council business. The Personal Information Protection Act 2004 and Council's Privacy Policy regulate the use of this information, which will not be disclosed to any other party, except with your permission or if required or authorised by law. You may make application to access or amend personal information held by Council by contacting the Customer Service Unit on 6211 8200. Should you not provide the information sought, Council will not be able to process this form.			

6.0 Appendix

6.1 Pavilion and Ground Maintenance Responsibilities

No.	Maintenance Item	Council's Responsibility	Sporting Organisation's Responsibility	Standard or frequency
1.	Air conditioning, evaporative coolers and fixed ventilation fans	Nil	All	
2.	Alarms	Nil	All monitoring fees, maintenance, repairs of alarms and call out costs. Supply of codes/keys to Council for regular maintenance access	
3.	Cleaning	Nil	All	To acceptable standard
4.	Doors, roller doors, roller shutters, grills, door furniture, door closers, and locks. (excluding lock cylinders)	Maintenance and repairs of external building access doors etc. supplied by Council as part of the building	Maintenance and repairs of all internal doors	
5.	Earth leakage circuit breaker	All installation and maintenance	Nil	To Australian Standard and regulations
6.	Electricity supply mains, submains and switchboards	Replacement/repair if faulty	Upgrade (if required) due to additional or alterations of equipment installed	To Australian Standard and regulations
7.	Electrical wiring, power points and light fittings	Replacement of faulty fixtures, fittings and wires (as part of capital works priority list unless emergency)	Minor maintenance e.g. replacement of light globes and fluorescent tubes, safety screens	To Australian Standard and regulations
8.	Exit signs and emergency lighting	All	Nil	As required by legislation twice yearly
9.	Firefighting equipment- portable e.g. fire extinguishers, hoses and cabinets	All maintenance and regular servicing. Recharges after fire related discharges	Cost incurred for recharging after non fire related discharges, and replacement costs for items missing or stolen	As required by legislation twice yearly
10.	Fixtures, fittings and equipment	Nil	Free standing and permanent built-in equipment, furniture and appliances. Includes: microwave ovens, fridges/freezers, heaters, washing machines, hand driers, shelving, cupboards, telephones, photocopiers, ovens, stoves, dishwashers, ceiling fans, auto boils etc.	
11.	Floors and floor coverings - cleaning	Nil	All	
12.	Floor coverings - repair	Nil	All	To health and safety requirements
13.	Floor coverings - replacement	Nil	All	10-15 year cycle (dependent on condition report after inspection)
14.	Floor maintenance - timber	Nil	All	
15.	Furniture and equipment	Nil	All	
16.	Grease traps	Nil	All	
17.	Guttering and downpipes	All	Nil	As required
18.	Heaters	Approval for installation	All purchase costs and maintenance	Heaters need to meet Australian Standards
19.	Inspections	3 monthly inspections to identify and prioritise maintenance works	Inspections after change of occupiers/users to identify damaged or neglected items that required cost recovery	Annual and others as required

No.	Maintenance Item	Council's Responsibility	Sporting Organisation's Responsibility	Standard or frequency
20.	Keys, locks cylinders and padlocks	Repairs of vandal damage on locks fitted to external doors only. System integrity check. Provide Master Keys for internal doors if required.	Repairs of vandal damage on locks fitted to internal doors. Costs of repairs or replacement of all locks, cylinders and keys, and extra keys as required. Supply of keys to Council for maintenance inspections and access. All locks on internal doors need to be part of the Master Key system of the building. Clubs to pay for Master Keys for internal doors if required.	
21.	Painting - external surfaces	Supply of paint	External painting. Apply through alteration form.	Five year cycle (dependent on condition report after inspection). To Australian Standards and with registered contractor or volunteers registered with council.
22.	Painting - internal surfaces	Nil	All following approval from Council	To Australian Standards and with registered contractor or volunteers registered with council.
23.	Paving and footpaths	Repair or replacement if required and through priority maintenance system and capital works	Nil	
24.	Pest and vermin eradication	Nil	All	To Australian Standards and the requirements of Council's Health Department
25.	Plumbing maintenance. Including hot water service, roof plumbing, storm water and water	Connections and replacement of faulty fixtures, fittings and piping	Minor maintenance as required	
26.	Toilets	All maintenance if open to the public daily	All maintenance and cleaning if open to the public only on match and training days as outlined in the policy	
27.	Security grill and screens (outside)	All if fitted	Nil	
28.	Security lighting	All security lights attached or wired to the building	Nil	
29.	Septic tank pump outs	All	Nil	As required
30.	Sewer blockages	Council to investigate blockages and apportion cost to the relevant body responsible for blockage	Costs associated with blockages caused by the occupier/user	
31.	Sewer pumps	All	Nil	
32.	Signage maintenance. Club identification and hours	Maintenance of signage installed by Council	All other club identification signage	To Council's Planning requirements
33.	Smoke detectors	Nil	All if fitted	
34.	Telephone and data wiring, television antennas	Nil	All with approval from Council prior to works beginning	
35.	Tiles - wall and floor	All	Clubs to apply through Council	
36.	Trees - removal and pruning	All	Nil	Request and approval required
37.	Utility charges - electricity, phone	Nil	All	
38.	Vandalism, including break ins	Repairs to the building structure and external doors, windows	Repairs to internal fixtures and fittings	
39.	Walls (internal), partitions, ceilings	Nil	All. Includes painted finishes. Excluding paint	
40.	Window fittings and furnishings. Curtains and blinds	Nil	All	
41.	Windows - glazing replacement	All external. Provided not required due to neglect or poor supervision by user	All internal. Costs incurred for negligent breakages of external glazing	To Australian Standards

Refurbishments, alterations and additions	Council's Responsibility	Sporting Organisation's Responsibility	Standard or frequency
All works undertaken. Includes works required due to change in legislation	Consultation and establishment of standards required. Future maintenance of works if applicable	Inform Council of any intended works. Consultation and approval required for most works. Associated costs	Works to meet the Council's building maintenance standards and legislative requirements. Registered contractors to be used.

	Ground Maintenance responsibilities	Council's Responsibility	Sporting Organisation's Responsibility	Standard or frequency
1.	Coaches boxes	Nil	All	Prior approval required from Council
2.	Cricket pitches - cover and uncover (end and start of season)	All	Nil	Change of season – refer to policy
3.	Cricket pitch - concrete base	All	Nil	Replacement and repair as required and subject to budget and safety priorities. Refer policy
4.	Cricket pitch - synthetic surface	Up to 25% replacement cost of central synthetic wicket. Up to 50% cost of practice synthetic wickets	Balance of funding	Refer policy
5.	Cricket pitch - turf - maintenance	All maintenance including linemarking, mowing, and rolling		Refer policy
6.	Fencing and gates - maintenance	All	Nil	As per priority works
7.	Sporting floodlights	All maintenance and globe replacement dependant on capital works and priority	100% cost of replacement and upgrades	Refer policy
8.	Football and soccer goals and posts	All	Protective equipment and removal after use	To competition/association standard
9.	Hard rubbish	Nil	All	
10.	Linemarking	All	Request at the start of season requirements for the season	To competition standards
11.	Litter/rubbish	Wheeler bin collection	Removal of all rubbish from the pavilion, sports ground and carparks associated with seasonal use	
12.	Scoreboard - installation and maintenance	Nil	All	Prior approval required from Council
13.	Sports ground irrigation	All	Contact Council if any issues noticed with irrigation system	3 month inspection