

Management and Maintenance Responsibilities of Section 86 Committees of Management 2017/18

As agreed by the

**COMMITTEE OF MANAGEMENT
&
CARDINIA SHIRE COUNCIL**

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1 Introduction

Cardinia Shire Council is committed to managing and maintaining the Sporting Reserve Facilities that lie within the Council boundaries. The majority of recreation reserves are managed by Section 86 Committees of Management as well as several recreation reserves that are managed directly by Council. Council are committed to ensuring that these assets are maintained to a high standard by working in partnership with committees of management.

Therefore, this document will form the basis of the agreement of maintenance and use of council reserves and facilities between Cardinia Shire council, section 86 Committees of Management and their various user groups.

1.1 Definitions

Annual Licence — means the licence granted to the organisation is for consistent use at specific times and days on a one year basis.

Casual Use – means the use outside of Seasonal Use or use by an informal group, which has been granted access for a ‘one-off’ use of Sporting Reserve Facilities.

Committee/s of Management – Section 86 Committees of Management appointed by Council.

Council – means the Cardinia Shire Council

Development Programs – means junior development programs such as Auskick, in2CRICKET and small sided football.

Home and Away Fixture – means all matches listed within the User Groups season fixture through its affiliated association. This does not include finals matches.

Junior – means any team entered into an under 17 years of age or lower section of competition.

Pavilion – means the Council building utilised by User Groups to support the provision of their activity.

Reserve – means the area of land, which will contain not only a Sport field but other community infrastructure and open space.

Seasonal Usage – means the licence granted to any organisation to use Sporting Reserve Facilities over the duration of either a Summer or Winter Sports Season as per the dates, times and use listed in the Seasonal Licence Agreement.

Sporting Association – means an association with member clubs playing within the Cardinia Shire Council.

Sporting Reserve Facilities – means both the Sports Field and Pavilion.

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

User Group/s – means any sporting club, group, association or school using any Reserve, Sports field, Pavilion, or sporting / recreational facility on either a seasonal or casual basis.

2 Allocation Agreements

Sporting Reserve Facilities can be allocated by four different types of agreements:

- Annual Licence Agreements
- Seasonal Usage
- School Usage
- Casual Usage

Committees of Management must allocate Sporting Reserve Facilities according to the 'Recreation Reserve Management and Usage Policy' (document attached). Before Sporting Reserve Facilities are used Committees of Management must have a formal written agreement with the user groups and obtain a copy of the user group's public liability insurance.

2.1 Annual Licence Allocation

This type of use is non-exclusive and allocated on a consistent basis at specific dates and times during a one year period. Typically annual licence agreement will apply to facilities that have an annual schedule of activities. To be eligible to enter into a licence agreement for use of Council's Sporting Reserve Facilities user groups must be a registered business or incorporated identity, as per the Associations Incorporation Act 1981 and have Public Liability Insurance to the value of \$20,000,000 or as otherwise determined by Council's insurers.

2.2 Seasonal Usage

This type of use is non-exclusive and allocated on a consistent basis at specific dates and times during a seasonal period.

Winter Season – 1 April – 30 September (or end of 'Home and Away' Fixtured season)

Summer Season - 1 October – 31 March (or end of 'Home and Away' Fixtured season)

Typical use would be Tuesday and Thursday evenings for training and Saturday/Sunday afternoons for competition. This allocation also includes club events.

To be eligible to enter into a licence agreement for use of Council's sports fields and pavilions, user groups must:

- Be a registered business or incorporated identity, as per the Associations Incorporation Act 1981;
- Have public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurers; and

When committees of management are allocating seasonal usage of sports fields and pavilions the following guidelines should be used to assess applications requesting access to the same facility:

- Sports field suitability assessment has been undertaken and the sport/activity is suitable from a risk perspective for the size of the sports field and surrounds;
- Applicants history within the Shire;
- Applicants association with the requested facilities;
- Capacity of alternate facilities to accommodate the sport;
- In-competition sport;
- Not for profit user group;

- Financial contributions towards sports field improvements during the last three (3) years; and
- Requested use for targeted communities.

2.3 School Usage

School usage refers to use of Council's sports fields and pavilions by schools or school sporting associations located within or external to Cardinia Shire.

Schools must hold current public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer.

Committees of management must ensure priority will be given to schools located within or school sporting associations servicing the Cardinia Shire area.

Applications for school usage will be assessed on a case by case basis by the Committee of management. School and casual usage template has been included below (Attachment 1).

2.4 Casual Usage

Casual use applicants must hold current public liability insurance to the value of \$20,000,000 or as otherwise determined by Council's insurer.

When allocating casual usage of Council's sports fields and pavilions committees of management need to consider the following criteria:

- Applicant's history within the municipality;
- Applicant's history of use and treatment of requested facilities; and
- Not-for-profit organisations will have preference above commercial agencies.

Applications for casual usage will be assessed on a case by case basis. School and casual usage template has been included (Attachment).

2.5 Sports fields restrictions

Council may at its sole discretion or the Committee of Management in consultation with Council, may restrict or withdraw access to any Sports field for any of the following reasons:

- The Sports field is unplayable due to inclement weather;
- The Sports field is unsafe for match play or training;
- The Sports field is required for surface repairs and/or redevelopment works;
- The Sports field is required for a community event;
- The Sports field is not being properly maintained or used by the User Group; or
- The Sports field is unavailable due to Council's response to water restrictions and drought conditions.

Restrictions on Sports field usage will be considered individually, not on mass, except where weather conditions are likely to affect Sports fields equally. A decision to withdraw the use of a Sports field for a fixtured match will only be made after consultation with the relevant league/association. In these instances, the User Group and the relevant league/association will be advised no later than the Thursday afternoon immediately prior to the weekend during which the fixture match was to have taken place. If any issue arises on a Friday then clubs will; be notified as soon as possible if a ground is unavailable.

3 Pavilions

3.1 Maintenance

Maintenance of Pavilions will be shared between the Council, the Committee of Management and user groups (where the Committee of Management designates and provides permission).

A list of the responsibilities of each party can be found in Cardinia Buildings and Maintenance Policy ([Attachment 3](#)). Council's Building and Facilities department will undertake regular inspections of Pavilions to ensure they are kept clean and tidy and that legislative requirements are being met.

3.2 Security of Pavilions

Committees of Management have been provided with keys to allocate to user groups upon completion of all required documentation and the commencement of allocation to a Sporting Reserve Facility or Pavilion. It will be the responsibility of the Committee of Management to ensure that a key register is maintained throughout the duration of their allocation. User groups are not to loan out keys to another user group, club, organisation, school or person without prior consent from the Committee of Management.

Committees of Management and User Groups are not permitted to change or install any new locks or padlocks to any area within the Pavilion; Council has the right to remove any locks installed by Committees of Management or User Groups. Any Pavilion padlock or key that is lost will be replaced by Council and the cost will be met by the Committee of Management.

If a key is lost and the security of the building is jeopardised due to this, Council may organise for the buildings key system to be changed. The cost for a new lock system for the site will be incurred by the committee of management.

3.3 Smoking in Council buildings

Council has a strict 'No Smoking Policy' in all council owned buildings. This policy prohibits the act of smoking within Council's buildings or grounds and also the buying or selling of tobacco or other related products. It is the responsibility of the Committee of Management and User Group to enforce this policy.

3.4 Cleanliness

It is the responsibility of the Committee of Management to ensure that the Pavilion is left clean and tidy at all times and must comply with the relevant state and local government health and safety regulations and laws. This includes ensuring that kitchen and amenities have been left free of rubbish, thoroughly cleaned and all bins have been emptied. In the event of a breach of any legal regulations that may deem the facility unsafe for continued use or may pose a risk, Council reserves the right to:

- Remove the risk and restore the site back to a safe state;
- Relocate items at the expense of the Committee of Management or User Group; or
- Close the access or use of the Sporting Reserve Facility.

3.5 Works to Pavilions

Committees of Management and User Groups are NOT permitted at ANY time to undertake works to the Pavilion without prior written consent from Council's Building and Facilities Department. Buildings and Facilities can be emailed at buildingfacilities@cardinia.vic.gov.au. This is necessary as it is important that building regulations are complied with at all times. Should any works be required, the appropriate permits must be obtained before the commencement of any works. For further information on safe work practices visit www.worksafe.vic.gov.au. At the completion of all works a certificate of compliance needs to be provided to Council.

3.6 Access and egress

The Pavilion should be left in a safe state at all times and should comply with relevant legislation. For example, Building Regulations including clear access and egress points and the path to these. It is the ultimate responsibility of the Committee of Management to ensure these are adhered to.

3.7 Testing and tagging of electrical equipment

It is the responsibility of the Committee of Management and user groups to ensure all non-Council owned electrical equipment has been tested and tagged by a qualified electrician before being used within the pavilion ([Attachment 4](#)).

3.8 Fire equipment

Maintaining, servicing, refilling and replacing all fire extinguishers are the responsibility of Council. Fire extinguishers at all times must be easily accessible and securely fitted within the Pavilion.

3.9 Toilets

It is the responsibility of Committees of Management and user groups to ensure toilets are kept tidy and free from equipment as toilets are made available to casual and school users when a booking is underway as well as for Council staff and contractors to access when required.

3.10 Gas Bottles

Gas bottles must not be stored in any buildings.

4 Reserves and Sports fields

4.1 Reserve surrounds

Committees of management will be responsible for the maintenance of reserve surrounds in accordance with areas highlighted in the deeds of delegations. Items of maintenance include but not be limited to nature strips, paths, grassed areas and open spaces, road and car parks.

Committees of management are responsible for removing trees on recreation reserves, however committees are not to undertake the works themselves and are to use a fully qualified trade professional. If the committee of management believes there is a potentially dangerous tree/s within the reserve boundaries call customer service on 1300 787 624 and arrange an inspection via a merit request.

4.2 Outdoor settings

Maintenance and installation of outdoor settings including but not limited to picnic tables, seats, benches, etc. will be the responsibility of committees of management or user groups (with the permission of the CoM). Prior to any installation of the examples listed above the Committee of Management must get written confirmation from Council and the works must be carried out by a fully qualified tradesperson

4.3 Sports field surface

Committees of management will be responsible for the maintenance of the sports field surface and must ensure that usage of the field does not damage the surface by restricting training in high traffic areas of the surface such as the goal mouth, centre square and wicket run up etc, moving training to different areas of the sports field (ie. not training in front of the pavilion, goals squares, etc.) Committees of management will be responsible for the following-

- Mowing

- Watering
- Fertilizing
- Aeration
- Top Dressing
- Seeding
- Herbicide and pesticide control
 - This must be undertaken by suitably qualified contractors - licenses, qualifications and Safe Work Method Statements/Risk assessments must be provided to Council prior to works being undertaken. Council can provide contacts of contractors who meet these requirements. More information can be obtained by calling Council on 1300 787 624.

Cleaning of any sports field surfaces will be the responsibility of the committees of management. It will be the responsibility of the committee of management to ensure the user group check the playing surface of the sports field before it is to be played or trained on. If user groups wish to undertake additional works to the sports field surfaces they must first get permission from the Committee of Management.

Council has a rolling program for major maintenance and upgrades of sports fields.

4.4 Sports field checklist

Committees of management must ensure that prior to the use of a sports field, for both training and competition, user Groups complete a 'Sports field inspection sheet' see (Attachment 7). Should the inspection rating be lower than the ground rating score of 64, the sports field is deemed unacceptable for use and must be reported to Council immediately.

4.5 Preparation of wickets between seasons

4.5.1 Covering and uncovering of wickets with soil

Committees of management or user groups (with the permission of the CoM) will be responsible for the covering/uncovering of wickets between seasons. This is to be co-ordinated by the user groups.

4.5.2 Covering and uncovering of wickets with winter covers

Committees of management or user groups (with the permission of the CoM) will be responsible for the placement and removal of winter covers between seasons.

4.5.3 Installation and maintenance of wicket covers

The costs associated with the installation, maintenance and replacement of a new synthetic wicket cover will be the responsibility of the committees of management or user groups.

4.6 Sporting field lighting

4.6.1 Maintenance Costs

The costs associated with maintaining sports field lighting including poles, fitting, wiring and globes will be the responsibility of committees of management or user groups (with the permission of the CoM). Council must be notified prior to any works commencing and provided with a SWMS (safe work method statement) from a Council preferred electrician. Works to

lighting must be undertaken by a qualified electrician and the user group must obtain a 'Certificate of electrical safety' for these works.

4.6.2 Utility Costs

The costs, for both the connection and usage, associated with the sports field lighting must be met by the committees of management or the user groups.

4.7 Equestrian facilities

If the reserve has equestrian facilities one all weather (sand arena) must be open to the public. This arena must be maintained by committees of management or user groups (with the permission of the CoM) through maintenance funds distributed by Council.

4.8 BMX and skate facilities

Maintaining and repairing BMX and skate facilities on recreation reserves is the responsibility of Council. To organise an inspection of BMX or skate facilities on recreation reserves call customer service on 1300 787 624 and arrange a merit request.

4.9 Goal posts and goal post padding

Purchase, erection, maintenance and dismantling of goal posts and their footing are the responsibility of the committees of management or user groups (with the permission of the CoM). Before installing or replacing goal posts, user groups must seek permission from Council to undertake the works to ensure that any damage to underground services such as drainage and irrigation systems is avoided.

User groups are responsible for the provision and erection of goal post padding and nets to goal posts. Recommendations in respect to goal post padding can be sourced from some peak sporting associations and governing bodies of various sports. Committees of management should ensure user groups check with their governing body for any safety specifications in relation to goal posts and padding.

4.10 Portable goal posts- Soccer

The use of portable soccer goal posts poses a major risk of tipping over onto anyone who climbs or hangs from the cross bar. This issue has caused various serious injuries and death. All committees of management that have user groups wishing to use portable goal posts must comply with the Victorian Government permanent ban order (Attachment) and the Standards Australia document HB 227-2003: Portable Soccer Goal Posts – Manufacture, use and storage (Attachment).

4.11 Scoreboards

The installation and maintenance of scoreboards is the sole responsibility of the committees of management or user groups (with the permission of the CoM). Prior to installation of a new or upgrade of an existing scoreboard is undertaken, the committees of management or user groups must receive written permission from Council to undertake works. This will ensure that no services in the Reserve are affected and planning and building permit requirements are met, if necessary.

4.12 Cricket practice facilities / Baseball/Softball batting cages

Committees of management or user groups (with the permission of the CoM) may install a gate to the opening of the facilities/ cages at the user groups expense, however, no more than 66% of the nets are to closed to public use e.g. where 3 nets exist the user group may install gates on 2 of the nets. Where committees of management have installed gates to the facility/cages the user group must ensure the gate is locked when user group members are not using the

facility/cage and will be responsible for the internal maintenance of the facility/ cages that have gates installed.

4.13 Reserve and sports field fencing

Temporary fencing for reserves for the conducting of matches, finals or events will be the responsibility of the committees of management or user groups (with the permission of the CoM). Committees of management must seek written permission from Council before erecting temporary fencing and must ensure that the fencing is set according to the manufacturer's guidelines and is secured as to not cause injury.

4.14 Coaches boxes/dugouts/interchange benches or equivalent

The installation, maintenance replacement and removal of coaches boxes, dugouts, interchange benches or equivalent facilities is the responsibility of the committees of management or user groups (with the permission of the CoM). Committees of management or user groups will also be responsible for the re-instatement of the area surrounding the work and the removal of associated rubbish. Committees of management must seek written permission from Council prior to the installation, removal or replacement of coach's boxes, dugouts, interchange benches or equivalent facilities. Requests for the installation or replacement of coaches boxes, dugouts, interchange benches or equivalent facilities must contain detailed plans consisting of at least the location, design, size and materials to be used.

4.15 Gatekeepers boxes

The provision of gate keeper's boxes at recreation reserve's will be considered on a case by case basis. The installation, maintenance and replacement will be the responsibility of committees of management or user groups (with the permission of the CoM).

4.16 Sightcreens

Permanent sight screens are permitted within the Reserve however will not be permitted to be installed within the boundary of the Sports field fence or where a fence does not exist within four meters from the Sports field boundary. Installation, maintenance and replacement of sight screens are the responsibility of committees of management or user groups (with the permission of the CoM). Committees of management or user groups must seek permission from Council prior to the installation or replacement of sight screens.

4.17 Shelters/Spectator Areas/Shade Sails

If committees of management or user groups (with the permission of the CoM) wish to install or replace shelters, terraces and shade sails, written permission must be given from Council prior to the commencement of construction. All relevant documentation and necessary permits must be submitted to Council. The committees of management will be responsible for the installation, maintenance and replacement of any work done.

4.18 Temporary Structures and Marquees

Committees of management or user groups who wish to provide temporary shade structures, marquees, fencing or any other temporary structure must ensure the temporary structure is anchored to the ground at all times and is installed as per the manufacturer's instructions. No stakes are to be driven into the ground to erect or stabilise temporary structures. Depending on the size of the structure to be installed, particularly marquees, a building permit may be required

4.19 Line Marking

All Sports field marking will be in accordance with regulations as set out by the relevant Sporting Association or the 'Sport dimensions guide for playing areas – Sport and recreation facilities

July 2008'. All line markings will be made with an approved white chalk or paint. Lime and weed or grass poisons are not to be used.

Permanent line marking of surfaces will be the responsibility of the committees of management or user groups (with the permission of the CoM), subject to budget Council may provide new lines as part of a new reserve development or major upgrade.

4.20 Sponsorship logos on sports fields

Council will consider on a case by case basis applications for the painting of logos on sports fields. Applications must be made in writing to Council's Recreation Liaison Officer and must include the size and design of the logo. Permission must be obtained from Council in writing prior to the painting of the logo.

4.21 Car parks and access roads

Maintenance of car parks and access roads will be the responsibility of committees of management or the user groups (with the permission of the CoM).

4.22 Car park lighting

Maintenance and installation of car park lighting will be the responsibility of committees of management or user groups (with the permission of the CoM). Prior to any installation of lights the Committee of Management or user groups (with the permission of the CoM) must get written confirmation from Council and the works must be carried out by a fully qualified tradesperson.

4.23 General Reserve

Maintenance of the general areas of the Reserve will be the responsibility of Committees of Management or user groups (with the permission of the CoM). The reserve will be maintained to Council's determined standard. Committees of management are responsible for reporting any maintenance or risk issues to Council.

If any large amounts of waste are dumped at a reserve, the committees of management are responsible to clean up the area within a reasonable time frame.

It is prohibited to remove or cut any trees within the boundaries of the reserve. If there are potentially dangerous trees, the committees of management is to report this to Council on 1300 787 624.

Furniture and fittings around the reserve found to be damaged by the committees of management or a user group will be repaired at cost to the committees of management or user group.

Committees of management are not to undertake any drainage or external infrastructure works to the reserve without prior written consent from Council.

4.24 Rubbish removal and recycling

Committees of management must ensure user groups undertake a pick-up of litter immediately after each use of the sports fields. This includes the sports field and the surrounding reserve area.

Council will provide the required amount of bins required depending on the usage of the reserve, the bins will be cleared on a weekly basis. Any additional ongoing clearances will be arranged by Council and committees of management will be responsible for meeting the costs. During the hosting of events at Council reserves, additional clearances may be provided by

Council; committees of management will be charged and must notify Council at least two weeks in advance of pick up date.

Where possible Council will provide recycle bins to reserves at no charge to the committees of management, this will depend on budget, the availability of bins and the amount of usage at the reserve.

Recycling will be picked up fortnightly by Council from a designated area of the reserve. It will be the responsibility of the committees of management to place the rubbish bin in the designated collection area.

The committees of management must work with Council to help educate the public to prevent contamination of the recycling bins.

4.25 Playgrounds

Playgrounds within reserves will be a shared responsibility between Council and the reserve Committee of Management.

Council is responsible for soft fall & sand, to be done by Council Contractor, as well as work in accordance with risk management principles.

Committees of Management are responsible for playground development/upgrade and monitoring of safety hazards.

5 Terms of Use

5.1 Incorporation

For Committees of Management to enter into an usage agreement, User Groups must be incorporated under the Associations Incorporation Act (1981). It is the sole responsibility of the User Groups to maintain the incorporation throughout their licence agreement. If at any stage during the seasonal licence agreement the user group becomes unincorporated it is the responsibility of the user group to inform Council immediately.

5.2 Sub-letting of Sporting Reserve Facilities

User Groups are not permitted to sub-let any Sporting Reserve Facilities. ALL bookings for use of Sporting Reserve Facilities must be undertaken by the Committee of Management.

5.3 Gambling

Gambling and gambling equipment is not permitted on Council land unless permission has been given from Council and the appropriate licences have been obtained by the Committee of Management or User Group.

5.4 Liquor licensing

Committees of Management are responsible for ensuring that User Groups obtain the correct liquor licences for their activities. User groups are also responsible for ensuring that all the details of their licenses are adhere to at all times.

5.5 Signage

All existing signage and all future signage on Council reserves that has been or will be initiated by the Committee of Management or User Group must be erected in accordance with the Council's Advertising Signs Guidelines (See attachment 12)

5.6 Graffiti removal

Removal of graffiti from Pavilions and other Council owned buildings/ structures will be the responsibility of Committee of Management. It will be the responsibility of the Committee of Management to remove any graffiti from sporting support structures installed by the user groups such as couches/interchange boxes and scoreboards.

5.7 Food handling registration

It is mandatory under the Food Act 1984, that any premise in which any person or organisation sells food or liquor, must be registered as a Food Premises with the Local Council. Any user groups intending to sell food or liquor (packaged or otherwise) from their allocated pavilion must register before selling any food or liquor products. Committees of Management are to manage user groups to maintain a high level of cleanliness and hygiene.

5.8 Good sports programs

The Australian Drug Foundation introduced the Good Sports Program to assist with the management of alcohol in sport and recreation clubs. Council encourages all Committees of Management and user groups to consider implementing community safety strategies, i.e. Good Sports Accreditation Program.

5.9 Breach of agreement

Upon notification of any breach of this agreement, the Committee of Management will have seven days to remedy the cause of the breach to Council's satisfaction.

If upon expiration of the seven day period the breach has not been remedied (unless an extended timeframe has been agreed upon by Council), Council may withdraw the use of the allocated Sporting Reserve Facility and or withhold maintenance grant payments.

5.10 Notices

A notice required or permitted to be given by one party to another under this agreement must be in writing, addressed to the other party and be:

- Handed to that party or their representative,
- Delivered to that party's address,
- Posted by prepaid mail to that party's address, or
- Sent by facsimile to that party's facsimile number.

6 Insurances

6.1 User Groups

Committee of Management must ensure that user groups keep current during their period of use, a public liability insurance policy in a form approved by Council insuring them for a minimum of \$20,000,000, the User Group, against all actions, costs, claims, charges, expenses and damages which may be brought against the user group arising out of or in relation to the use. This policy shall also extend to cover the Council as principal in respect to claims for personal injury or property damage arising out of the negligence of the user group.

6.2 Property Insurance

Buildings and their contents owned by Council are fully insured by Council unless otherwise stated within individual usage agreements. Contents within these buildings purchased or supplied by user groups and are not considered fixtures and remain the property of the user group and are NOT insured by Council. Council does not insure property which is owned by others. User groups are strongly encouraged to obtain their own contents insurance to cover any loss of equipment, cash, consumable goods and property.

6.3 Public Liability Insurance

Council holds its own Public Liability Insurance to cover its liability. The activities of independent bodies, publicly elected committees, sporting bodies, User groups etc. which occupy Council owned buildings or utilise Council facilities are NOT protected by Council's Public Liability Insurance. Committees of management are covered under Council's liability insurance.

7 Reporting to Council

7.1 Annual General Meeting (AGM)

Committees of Management must hold AGMs yearly and are to notify Council 30 days prior to them being held. Council will advertise the details of the AGM one week prior in the local newspaper.

7.2 Meetings

Committees of Management must hold quarterly meetings according to deeds of delegation. Council requires committees of management to submit minutes and agenda on a Council template after each meeting within two weeks. (See attachment for minutes and agenda template.)

7.3 Annual reporting

Within two weeks of the Committee of Management Annual General Meeting, the Committee of Management must provide to Council:

- Copy of the Committee of Management signed meeting minutes;
- Copy of the Committee of Management annual financial statement; and
- A list of office bearers and/or user group contacts

Where office bearers or contacts from Committees of Management change prior to the Committees of Management Annual General Meeting, the Committee of Management must notify Council within ten days of the changes being made.

7.4 Seasonal and quarterly reporting

This document needs to be signed by the committee and returned to Council along with all annual and seasonal user groups:-

- User agreement with the Committee of management
- User group's public liability insurance

Section 86 committees of management are required to report the following to Council on a quarterly basis:-

- GST forms

8 Risk and Emergency Management Items

Under the OHS Act 2004 the Cardinia Shire Council has an obligation to provide a safe and healthy work environment so far as reasonably practicable to its employees, contractors, volunteers and visitors.

8.1 8.1 Fire Prone Areas

In consideration of Council's duty of care obligations, on Code Red Catastrophic days, staff, contractors, councillors and volunteers will not be permitted to either work in or travel to or through declared Fire Prone areas defined in Appendix 1 for business purposes.

All Council owned facilities in the declared Fire Prone areas will be closed to the public, as well as facilities that are owned by Council but managed by Committees of Management, including Recreation Reserve Committees. Council events and activities will also be cancelled. Services provided at these facilities will be relocated, where possible.

8.2 8.2 Contractors

When Committees of Management or user groups engage contractors, prior to works commencing the contractor must provide the following to the group requesting the works

- Public liability Insurance for a minimum of \$20,000,000
- Relevant licenses, certificates, cards to undertake the required works
- Safe Works Method Statements relevant to the site and works required

CoMs or clubs must make sure they are conducting suitable or appropriate inductions for contractors to familiarise themselves with the site and Council's policies, please find attached documents that can be used. Alternatively, Council has a range of contractors that are able to undertake works that meet the above criteria. If the CoM or club engage UMS or other contractors directly or after hours they must advise Council Buildings and Facilities Department and gain approval prior to any works being undertaken, if CoMs or clubs engage contractors without Council permission then they will incur the costs.

If you need further information about the requirements of engaging a contractor or the requirements of the contractor themselves Council can be contacted on 1300 787 624.

Attachments

Please see the below list of attachments that have been sent as part of this document, the attachments are to be used as a reference. The attachments include match day checklists, sporting dimensions standards, templates for reporting to Council and other Council policies.

Attachment 1-Recreation Reserve Management and usage policy

Attachment 2-School - casual use of recreation reserve application form

Attachment 3-Cardinia Buildings and Facility maintenance Policy

Attachment 4-electrical 'testing and tagging' of equipment

Attachment 5-Sportsfield checklist

Attachment 6-Permenant ban order – Movable soccer goals

Attachment 7-Australian standard-Playing field equipment-Soccer goals

Attachment 8-Cardinia Planning Scheme - Advertising Signs Guidelines June 2009

Attachment 9-Section 86 - Minutes example 2013

Attachment 10-Section 86 - Agenda example 2013

Attachment 11-Notification to Council of User Group Office Bearers and Contacts

Attachment 12-Committee of Management - Management and maintenance agreement

Attachment 13-Section 86 - Committees Handbook 2013 (1)

Attachment 14-Map of fire prone areas

Attachment 15-EPA noise from public premises guidelines

Attachment 16-Association use of recreation reserve application form

Attachment 17-Application to sub-let a Cardinia Shire Council sporting reserve or leisure facility

Attachment 18-Tennis-Sportsfield dimension standards

Attachment 19-AFL- JLT Match Day Checklist

Attachment 20-AFL-Sportsfield dimension standards

Attachment 21-Athletics-Sportsfield dimension standards

Attachment 22-Soccer-Sportsfield dimension standards

Attachment 23-Baseball-Sportsfield dimension standards

Attachment 24-Cricket- JLT Match Day Checklist

Attachment 25-Cricket-Sportsfield dimension standards

Attachment 26-Equestrian-Sportsfield dimension standards

Attachment 27-Line court marking

Attachment 28-Netball-Sportsfield dimension standards

Attachment 29-Netball-Willis Match day checklist

Attachment 30-Orientation of outdoor playing areas

Attachment 31-Soccer- FFV Match Day Inspection

Attachment 32-Tennis Australia Risk Management Hazard Flowchart

Attachment 33-Tennis Australia Risk Management-Facility Hazard Checklist

Attachment 34-Tennis Australia Risk Rating Matrix