



Cardinia

Cardinia Shire Council Seasonal Tenancy Agreement

Table of Contents

1.	Introduction	1
1.1	Definitions	1
2	Allocation Agreements	2
2.1	Annual Licence Allocation	2
2.2	Seasonal Usage	2
2.3	School Usage	3
2.4	Casual Usage	3
2.5	Use of Sporting Reserve Facilities by Sporting Associations	3
2.6	User group exhibition/social matches or events	3
2.7	Pre-season training and practice matches	3
2.8	Finals matches and/or training	4
2.9	Sports fields restrictions	4
2.10	Handover of facilities after use	4
3	Fees for Sporting Reserve Facility use	4
3.1	Invoicing of fees	4
3.2	Outstanding fees	4
3.3	Utility Charges	4
4	Pavilions	5
4.1	Maintenance requests	5
4.2	Security of Pavilions	5
4.3	Smoking in Council buildings	5
4.4	Times of Pavilion use	5
4.5	Cleanliness	6
4.6	Works to Pavilions	6
4.7	Maintenance works to Pavilions	6
4.8	Storage	6
4.9	Access and egress	6
4.10	Testing and tagging of electrical equipment	6
4.11	Fire equipment	7
4.12	Risk Management	7
4.13	Toilets	7
5	Reserves and Sports fields	7
5.1	Sports field surface	7

5.2	Times of Sports field use	7
5.3	Sports field checklist	8
5.4	Preparation of wickets between seasons	8
5.4.1	Covering and uncovering of wickets with soil.....	8
5.4.2	Covering and uncovering of wickets with winter covers	8
5.5	Installation and maintenance of wicket covers	8
5.6	Sporting field lighting	8
5.6.1	Installation.....	8
5.6.2	Maintenance Costs	8
5.6.3	Utility Costs	8
5.6.4	Times of use.....	8
5.6.5	Types of use	8
5.7	Goal posts and goal post padding	9
5.8	Portable goal posts- Soccer	9
5.9	Scoreboards	9
5.10	Cricket practice facilities / Baseball/Softball batting cages	9
5.11	Reserve and sports field fencing	9
5.12	Coaches boxes/dugouts/interchange benches or equivalent	9
5.13	Gatekeepers boxes	10
5.14	Sightscreens	10
5.15	Shelters/Spectator Areas/Shade Sails	10
5.16	Temporary Structures and Marquees	10
5.17	Line Marking	10
5.18	Sponsorship logos on sports fields	10
5.19	Car parks and access roads	11
5.20	Reserve	11
5.21	Rubbish removal and recycling	11
6	Terms of use	11
6.1	Incorporation	11
6.2	Reporting to Council	12
6.3	Sub-letting of Sporting Reserve Facilities	12
6.3.1	Sports fields	12
6.3.2	Pavilions.....	12
6.4	Gambling	12

6.5	Liquor licensing	13
6.6	Signage	13
6.7	Graffiti removal	13
6.8	Food handling registration	13
6.9	Good sports programs	13
6.10	Breach of agreement	13
6.11	Notices	13
7	Insurances	14
7.1	User Groups	14
7.2	Property Insurance	14
7.3	Public Liability Insurance	14

1. Introduction

Cardinia Shire Council is committed to managing and maintaining all sporting and recreation reserve facilities that lie within the council boundaries. The majority of Recreation Reserves are managed by Community Asset Committees and 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 all Community Asset Committees and user groups.

Therefore, this document, along with a confirmation letter of allocation, will form the basis of an agreement to use council reserves and facilities, between Cardinia Shire Council and various user groups in the Shire.

All Council Managed Facilities may at times be required by Cardinia Shire Council in response to management of emergency situations within the Shire or surrounding areas. It is at Council's sole discretion that all facilities can be used for this purpose at any time, including during allocated times of use. Seasonal Tenants will not incur usage charges during this time and any variation to budgets/guaranteed figures etc, will be subject to approval by Council staff.

1.1 Definitions

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.

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

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

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

Seasonal Usage – means the licence granted to any organisation to use a sporting reserve facility over the duration of either a Summer or Winter Sport Season as per the dates, times and use listed in the Seasonal Tenancy Agreement.

Casual Use – means the use outside of Seasonal Use or use by an informal group or a school group, which has been granted access for a 'one-off' use of sporting reserve facilities.

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

Council – means Cardinia Shire Council.

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

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

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

2 Allocation Agreements

Sporting Reserve Facilities that are managed directly by Council will be allocated to user groups according to the most appropriate of four different types of agreements:

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

Allocation of Sporting Reserve Facilities will be made according to the 'Recreation Reserve Management and Usage Policy'.

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. Clubs cannot be allocated facilities 7 days a week during their seasonal allocation.

Winter Season: April 1 – September 31 (or end of 'Home and Away' fixtured season)

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

To be eligible to enter into a Seasonal Allocation 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
- Not be in arrears with fees and charges.

When allocating seasonal usage of sports fields and pavilions the following guidelines will 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/club.
- In-competition and/or in season sport.

- Not for profit user group.
- Financial contributions towards sports field improvements during the last three (3) years.
- 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. Schools must also complete a Casual Hire Application and provide Council with a risk assessment for each event/day. School use can only occur during school days, Monday – Friday, 9am – 3pm.

Priority will be given to schools located within or school sporting associations servicing the Cardinia Shire area. With each application for school usage being assessed on a case by case basis.

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. Casual Hirers must complete a Casual Hire Application and provide Council with all requested supporting documentation for each event/day.

When allocating casual usage of Council's sports fields and pavilions the following criteria will be considered:

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

Applications for casual usage will be assessed on a case by case basis.

2.5 Use of Sporting Reserve Facilities by Sporting Associations

Sporting Association use of Council's facilities will be allocated as a division of the seasonal usage details. This includes representative games, selections and activities.

2.6 User group exhibition/social matches or events

User groups that want to hold a social match or event that is not within their allocated home and away fixture, including exhibition, practice and social matches, must seek Council approval prior to holding this activity. User groups must contact Council's Recreation Liaison Officer to seek written confirmation.

2.7 Pre-season training and practice matches

For users wishing to use the Sporting Reserve Facilities for pre-season training or practice matches, approval and confirmation from Council is required. Pre-season training for out of season sports can only be conducted for a maximum of two (2) nights per week and runners must be worn from October 1 – February 31. Pre-season and practice matches can only take place once cricket wicket covers have been installed/removed and all user groups must gain approval by Council's Recreation Liaison Officer prior.

2.8 Finals matches and/or training

If a user group, club or team wants to host finals matches at a Council managed reserve then

approval must be gained from Council in writing. A Casual Booking request must be made and returned to Council for approval along with all supporting documentation. Approval must also be given by each respective league/association prior to any finals matches being played.

2.9 Sports fields restrictions

Council may at its sole discretion 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; or
- The Sports field is not being properly maintained or used by the User Group;
- 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 an issues arises on a Friday then clubs will; be notified as soon as possible is a ground is unavailable.

2.10 Handover of facilities after use

Council officers will inspect the facilities at the end of the season prior to handover. If the facilities are not presented in a satisfactory condition then the Club will have 3 days to clean the facilities. If the facilities are not cleaned by the date given then Council will engage contractors to clean the facilities and the cost will be paid by the outgoing user group.

3 Fees for Sporting Reserve Facility use

Fees and charges for the use of sporting reserve facilities will be in accordance with Council's fees and charges that are determined through the annual budget process. The fees and charges will be reviewed and may be changed each financial year.

3.1 Involcing of fees

Council will invoice user groups once per season for the cost of utilising Council's sports fields and pavilions. Council will send out an invoice after one month of the changeover of user groups. Where there is two or more user groups using the facility the charges will be split at the discretion of Council.

3.2 Outstanding fees

If a user group has any outstanding fees, charges or payments stipulated in an agreed repayment plan then they will be ineligible to enter into a licence agreement for use of Council's sports fields and pavilions.

3.3 Utility Charges

Utility charges will be at the cost of the user groups. The council will pay the bill and then seek reimbursement from the user groups. Where there is two or more user groups using the facility the charges will be split at the discretion of Council.

4 Pavilions

Maintenance of pavilions will be shared between Council and the User Group/s. A list of the responsibilities of each party can be found in pavilion maintenance responsibility (Attachment 3). (Please note that where the policy refers to the responsibility of the committees this applies for the User groups). 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.

4.1 Maintenance requests

All maintenance requests need to be forwarded to Council's customer service team on 1300 787 624. This will ensure all maintenance requests are logged onto Council's customer requests system and processed in a timely manner. Any follow up on requests also need to be directed to this number.

4.2 Security of Pavilions

User groups will be provided with keys 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 user group to ensure that a key register is maintained throughout the duration of their allocation. Keys must be returned to Council at the conclusion of the allocation agreement. User groups are not to loan out keys to another user group, club, organisation, school or person without prior consent from Council.

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 user groups. Any Pavilion padlock or key that is lost during a user groups seasonal licence agreement will be replaced by Council and the cost will be met by the user group.

For newly constructed council facilities six keys will be distributed to the seasonal user group. If the seasonal user group requires more keys to be cut then they will be required to meet the additional cost, at the end of the season all keys must be returned to Council.

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 user group.

4.3 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 user group to enforce this policy.

4.4 Times of Pavilion use

Other than conditions prescribed in any planning permit or as otherwise advised, user groups that occupy pavilions must comply with the following times of use:

Sunday – Friday	8am – 10:30pm
Saturday	8am – 12 midnight

4.5 Cleanliness

It is the responsibility of the User Group 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 User Group
- Close the access or use of the Sporting Reserve Facility

4.6 Works to Pavillions

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.

4.7 Maintenance works to Pavillions

User Groups are NOT permitted at ANY time to undertake works to the pavilion without prior written consent from Council. Buildings and Facilities can be emailed at buildingfacilities@cardinia.vic.gov.au. With regards to minor maintenance works that are the responsibility of the User Groups, safe work practices should be adhered too and where appropriate, council preferred qualified tradesmen must be used to complete the necessary tasks. 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.

4.8 Storage

All equipment and goods must be kept in the designated store rooms of the pavilion only. Storage of equipment in the toilet and shower amenities or across doorways is not permitted. User groups are responsible for the removal of all user group owned equipment from the pavilion at the conclusion of the seasonal allocation, except where an agreed arrangement exists for storage between the User Group and the co-tenant/s. In a situation where more than one club is utilizing the pavilion, storage space must be negotiated and divided between the clubs.

4.9 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 user group to ensure these are adhered to.

4.10 Testing and tagging of electrical equipment

It is the responsibility of the user group to ensure all non-Council owned electrical equipment has been tested and tagged by a qualified electrician before being used within the pavilion. Information about this can be found in Attachment 5.

4.11 Fire equipment

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

4.12 Risk Management

Authorised Council officers may undertake routine pavilion inspections, should the Council Officers be unsatisfied with the condition of the facilities such as: obstructed access, discharged fire extinguishers or inappropriately maintained extinguishers etc Council reserves the right to either:

Remedy the safety issue on the spot and directly invoice the user group for any work undertaken

Render the facility unsuitable for use and close the site until the item is returned to a safe standard.

4.13 Toilets

It is the responsibility of 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.

5 Reserves and Sports fields

Maintenance of sporting fields and reserve infrastructure will be shared between Council and the user groups. A table of maintenance responsibilities is outlined in (Attachment 6).

5.1 Sports field surface

Council will be responsible for the maintenance of the sports field surface including works to drainage and irrigation systems.

User groups must ensure that their 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.)

Cleaning of any sports field surfaces will be the responsibility of the user group. It will be the responsibility of the user group to check the playing surface of the sports field before it is to be played or trained on.

Council has a rolling program for major maintenance and upgrades.

User Groups are NOT permitted at ANY time to undertake construction and or renovations to sports field surfaces without prior written consent from Council's Recreation Department.

5.2 Times of Sports field use

Sports fields will be designated to user groups within certain times. Please note user groups are only permitted to use the sports field at the times listed on their letter of allocation. At other times, the field may/will be allocated to other user groups

5.3 Sports field checklist

Prior to the use of a sports field, for both training and competition, user Groups are required to 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 should be reported to Council immediately.

5.4 Preparation of wickets between seasons

5.4.1 Covering and uncovering of wickets with soil

User groups will be responsible for the covering/uncovering of wickets between seasons. This is to be co-ordinated by the user groups.

5.4.2 Covering and uncovering of wickets with winter covers

User groups will be responsible for the placement and removal of winter covers between seasons.

5.5 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 user group.

Council may provide new wicket covers as part of a major sports field renovation as required and subject to budget constraints.

5.6 Sporting field lighting

5.6.1 Installation

The provision of lighting will be in accordance with the Australian Standard for Sports Field lighting for both training and competition. Council contribution towards the installation of sports field lighting will be considered through the annual budgeting process.

5.6.2 Maintenance Costs

The costs associated with maintaining sports field lighting including poles, fitting, wiring and globes will be the responsibility of the user groups. 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.

5.6.3 Utility Costs

The costs, for both the connection and usage, associated with the sports field lighting must be met by the user groups. For sporting fields where more than one User group utilises the lighting, the costs will be shared between the User Groups at an amount determined by Council.

5.6.4 Times of use

Sports field lighting must not be operated before dawn or any later than 8.30pm Monday – Sunday. Prior approval must be received from council to operate lighting later than 8.30pm.

5.6.5 Types of use

Night matches on sporting fields will be considered on a case by case basis where sports field lighting lux levels meet current Australian Standard for competition.

5.7 Goal posts and goal post padding

Purchase, erection, maintenance and dismantling of goal posts and their footing is the responsibility of the user group. 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 also 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. User groups should be sure to check with their governing body for any safety specifications in relation to goal posts and padding.

5.8 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 user groups wishing to use portable goal posts must comply with the Victorian Government permanent ban order (Attachment 8) and the Standards Australia document HB 227-2003: Portable Soccer Goal Posts – Manufacture, use and storage (see attachment 9).

5.9 Scoreboards

The installation and maintenance of scoreboards is the sole responsibility of the user groups. Council may provide scoreboards as part of a new reserve development. Prior to installation of a new or upgrade of an existing scoreboard is undertaken, the user group 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.

5.10 Cricket practice facilities / Baseball/Softball batting cages

User groups 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 user groups 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.

5.11 Reserve and sports field fencing

Requests to install permanent reserve/ sports field fencing will be considered on a case by case basis. Temporary fencing for reserves for the conducting of matches, finals or events will be the responsibility of the user groups. User groups 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.

5.12 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 user groups. User groups will also be responsible for the re-instatement of the area surrounding the work and the removal of associated rubbish. User groups 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.

5.13 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 user groups.

5.14 Sightscreens

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 user groups. User groups must seek permission from Council prior to the installation or replacement of sight screens.

5.15 Shelters/Spectator Areas/Shade Sails

If user groups 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 user group will be responsible for the installation, maintenance and replacement of any work done.

5.16 Temporary Structures and Marquees

User Groups who wish to provide temporary shade structures, marquees, fencing or any other temporary structure must contact Council in writing with plans of the proposed temporary structures and marquees. The plans must include the following

- Size of the marquee/s and or temporary structures
- Location of the marquee/s and or temporary structures
- Who is installing the marquee/s and or temporary structures
- How will the marquee/s and or temporary structures be installed

A minimum of three weeks' notice must be given to Council prior to the event occurring. If the proposal is successful Council will confirm in writing, along with the confirmation Council may provide additional requirements for installing the temporary structure or marquee. Depending on the size of the structure to be installed, particularly marquees, a building permit may be required.

5.17 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 user groups, subject to budget Council may provide new lines as part of a new reserve development or major upgrade.

5.18 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.

5.19 Car parks and access roads

Maintenance of car parks and access roads will be the responsibility of Council. Grading and/or re-asphalting of car parks and access roads will be undertaken through cyclical inspection program and maintenance will be conducted accordingly.

5.20 Reserve

Maintenance of the general areas (other than the Sports field/s) of the Reserve will be the responsibility of Council. The reserve will be maintained to Council's determined standard. User Groups are responsible for reporting any maintenance or risk issues to Council.

If any large amounts of waste are dumped at a reserve, the user group is to report this to Council on 1300 787 624. Council will remove the waste as 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 user group is to report this to Council on 1300 787 624.

Furniture and fittings around the reserve found to be damaged by the user group will be repaired at cost to the user group.

No user group is to undertake any drainage or external infrastructure works to the reserve without prior written consent from Council.

5.21 Rubbish removal and recycling

User groups must ensure a litter pick-up is undertaken 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 user groups will be responsible for meeting the costs. During the hosting of events at Council reserves, additional clearances may be provided by Council, user groups 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 user group, 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 user group to place the rubbish bin in the designated collection area.

The user groups of the facility must work with Council to help educate the public to prevent contamination of the recycling bins.

If reserves have caged bins then it will be the responsibility of the user group to replace the full bins with empty bins, Council will supply an adequate number of bins.

6 Terms of use

6.1 Incorporation

For council to enter into a seasonal licence 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.

6.2 Reporting to Council

Within two weeks of the user groups Annual General Meeting, the user group must provide to Council:

- One copy of the User Groups annual report
- One copy of the user groups annual financial statement
- A list of office bearers and/or user group contacts (Attachment 10)

Where a user Groups office bearers or contacts change during a season or prior to the User groups Annual General Meeting, the User group must notify Council within ten days of the changes being made. (See attachment 10 for a form regarding change of office bearers).

6.3 Sub-letting of Sporting Reserve Facilities

6.3.1 Sports fields

User groups are NOT permitted to sub-let the use of sports fields. All bookings of sporting fields are to be made through Council, including booking requests for use during times listed in the User groups seasonal licence agreement.

6.3.2 Pavillions

User groups ARE permitted to sub-let the use of Pavillions to other sports field users for example schools and casual users as well as to other groups or members of the public wishing to hold events or functions, however, written permission must be sort from Council prior to the event or function.

The user group is required to complete and submit the Application for sub-letting Council facilities form (Attachment 11) and must receive written Council approval before confirming the booking request.

The user group will be responsible for the security and or any damage that occurs to the Pavilion as a result of sub-letting and must have their own booking process in place to ensure that no damage occurs to the pavilion and the booking does not cause a disturbance to neighbours of the pavilion.

The user group will also be responsible for ensuring that all standards outlined in this document are adhered to by the hirer of the pavilion.

Any regular use of pavilions by a third party for example for meetings on a consistent and ongoing basis, must apply through Council for a seasonal licence agreement rather than through a sub-letting agreement.

User groups allowing the use of pavilions through a sub-letting arrangement are able to charge fees to those users to cover costs associated with the processing of bookings, cleaning and the opening and closing of the building etc. Council suggests a rate of \$50 per community group booking and \$100 per commercial organisation booking.

6.4 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 user group.

6.5 Liquor licensing

User groups are responsible for ensuring that they 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.

6.6 Signage

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

6.7 Graffiti removal

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

6.8 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.

6.9 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 User Groups to consider implementing community safety strategies, i.e. Good Sports Accreditation Program.

6.10 Breach of agreement

Upon notification of any breach of this agreement, the User group will have seven days to remedy the cause of the breach to Councils 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.

6.11 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.

7 Insurances

7.1 User Groups

User groups must ensure that they 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.

7.2 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.

7.3 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.

Attachment 1
School/Casual use of reserve application form

SCHOOL/CASUAL USE OF RECREATION RESERVE APPLICATION FORM



School/Organisation:

.....

Address:.....

Phone:Email:.....

Contact Person:.....

Reserve Required	Date	Time	Activity (see below)	No. of participants

Type of activity to be shown as F (for football) C (cricket), S (soccer) or O (other)

Is your Organisation/Group Non for Profit ☐ Yes ☐ No

Is your Organisation/Group a Private Business ☐ Yes ☐ No

ABN:.....

Public Liability Insurance:

Policy No.:.....

Insurer:

Please be advised this application must be submitted 14 days in advance for application to be considered.

Applicant's Signature:

The personal information requested is being collected by Council for hire of Council facilities and will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer on 1300 787 624.

Please return completed form to:
Cardinia Shire Council
Recreation Liaison Officer
P.O Box 7, Pakenham 3810

Email: recreation@cardinia.vic.gov.au

Attachment 2 - Association Application Form

ASSOCIATION USE OF RECREATION RESERVE APPLICATION FORM



Association:

Address:.....

Phone:Email:.....

Contact Person:.....

Reserve Required	Date	Time	Activity (see below)	No. of participants

Type of activity to be shown as F (for football) C (cricket), S (soccer) or O (other)

Public Liability Insurance:

Policy No.:

Insurer:

Please be advised this application must be submitted 14 days in advance for application to be considered.

Applicant's Signature:

The personal information requested is being collected by Council for hire of Council facilities and will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for the above purpose and that he or she may apply to Council for access to and/or amendment of the information. Requests for access and or correction should be made to Council's Privacy Officer on 1300 787 624.

Please return completed form to:
Cardinia Shire Council
Recreation Liaison Officer
P.O Box 7, Pakenham 3810
Email: recreation@cardinia.vic.gov.au

Attachment 3 - Pavilion Maintenance Responsibilities



Buildings and Facilities Maintenance Policy

14 December 2010

1.0 INTRODUCTION

1.1 PURPOSE OF THE POLICY

The Buildings and Facilities Maintenance Policy clearly defines the responsibilities of council and committees of management or other related management groups. It relates to the ongoing maintenance and minor upgrade of Buildings and Facilities which generally would be provided by council for the community and are located on land which:

- Is owned by Council;
- Council has management responsibility;
- DSE land with non council management responsibility and;
- Private land where an agreement for a maintenance service exists.

The Policy will ensure that Committees of Management or related management groups are aware of maintenance responsibilities. The Policy reflects council's commitment to a consistent, effective and equitable management of community facilities.

The Policy formally recognises and reinforces the partnership arrangement that exists between Council, committees of management and other related management groups and the valuable role that community groups play in the management of Council facilities.

2.0 SCOPE OF THE POLICY

The Buildings and Facilities Maintenance Policy relates to the maintenance of buildings and the grounds surrounding buildings that are managed by a Committee of Management or other management group, for the purpose of broad community use.

More specifically, the policy relates to:-

- The ongoing maintenance and minor upgrade of Buildings and Facilities and related grounds. The policy does not relate to new developments or major improvements (i.e. significant upgrade or change to the structure of a building) which require capital funding.

- Buildings and Facilities not covered by specific lease/licence or management arrangements.
- Surrounding grounds which are attached to form part of the operations of a facility could include car parking, grassed or landscaped areas, pathways, etc.

Buildings may have a tenancy agreement, i.e. Lease, licence or other occupancy arrangement, put in place by council. Any lease/licence fee paid by the tenant does not contribute towards the maintenance responsibilities of the building.

For the purpose of this policy:-

Council Facility refers to any building or structure located on land which

- Is owned by Council;
- Council has management responsibility;
- DSE land with non council management responsibility where an agreement for a maintenance service exist and;
- Private land where an agreement for a maintenance service exist

that is used for the purpose of supporting community activities.

Surrounding grounds refers to the immediate land surrounding buildings and fenced areas which supports and/or compliments the operations of the Facility. This could include car parking, grassed areas, landscaped garden beds, pathways, play areas, etc.

Tenancy Agreement refers to the conditions of tenancy as agreed with Council. This could include a lease, licence or other occupancy agreement.

Tenant refers to the management group that is allocated the use and/or management control of a building and surrounds. This may be within a formalized Tenancy Agreement.

Maintenance refers to the action that is required to maintain or preserve the condition of a building, structure or surrounding area. This includes minor improvements to a building or its surrounds, but does not include major upgrades or redevelopment.

3. AIMS OF THE POLICY

The main aims of the policy are:-

- Provide a framework for determining council and community group responsibility in the maintenance of Council facilities, ie. Clearly differentiating the internal and external maintenance and management responsibilities;
- Ensure a standard approach to the sharing of maintenance costs which reflects the use of and direct impact on council facilities;
- Ensure a consistent approach to maintaining and improving community facilities;
- Ensure community buildings and surrounds are maintained to a standard that is acceptable to Council and the broad community;
- Encourage community groups to forward plan and allocate funds towards the maintenance of allocated buildings and surrounds;
- Reinforce and formalise partnership arrangements between Council and the community groups that use and/or manage Council facilities.

4. MAINTENANCE PROCESS

Building Audits

- Council generally undertakes building maintenance audits every 2 years. Items requiring maintenance by council and the tenant/management group will be reported to the group.

Quotes

- Depending on the scope of the works undertaken by the tenant/management group, a minimum of two (2) quotes should be obtained from appropriately qualified trades persons.

Council Approvals

- All maintenance improvement works except emergency work requires the approval of the Buildings and Facilities Unit of council.
- If a contractor was called due to a minor building maintenance emergency, council's Buildings and Facilities Maintenance Officer must be notified as soon as possible during business hours and given the details of the fault and contractors details.
- For all other issues contact the Buildings and Facilities Maintenance Officer, Danny Verrocchi on: 59 454 337 or via E-

mail on d.verrocchi@cardinia.vic.gov.au or
BuildingFacilities@cardinia.vic.gov.au

Works begin

- All works are to be carried out to Council's satisfaction and must comply with the Building Code Australia, relevant Australian Standards, the Occupational Health and Safety Act and the Occupational Health and Safety Regulations.
- The Buildings and Facilities Unit must be advised of any safety concerns or concerns with the standard of works being undertaken.

Inspection

- Council's Buildings and Facilities Unit may conduct inspections of the completed works.
- It is recommended that upon receiving an invoice by a contractor, an inspection be arranged with council's Buildings and Facilities Maintenance Officer prior to payment.
- A list of qualified tradespersons can be obtained by contacting council's Buildings and Facilities Maintenance Officer

5. MAINTENANCE RESPONSIBILITIES

COUNCIL

Generally and more specifically by referring to the Responsibility List in Appendix A

1. Replacement and repairs of: Major Structural items
 - a. Flooring and sub-floor structures & Load bearing (structural)
 - b. External linings and claddings
 - c. Water supply from the meter to the building and with-in
 - d. Stormwater drains & sewerage lines, Septic Systems and Pumps
 - e. Roofing, Spouting and Downpipes
 - f. Major Internal plumbing & Electrical switchboard & wiring
2. External Repainting as per life cycle report

3. Maintenance of adjacent car parks and driveways
4. Replacement of Title Boundary Fencing (like with like)
5. Tree removal and trimming, (by Parks and Gardens)
6. Council will insure the building for its current Market Value
7. External Graffiti

COMMITTEE

Generally and more specifically by referring to the Responsibility List in Appendix A

1. Maintenance requirements within the allocated/leased area, including ground maintenance, Gardens & Lawns.
2. Internal Maintenance, all items relating to the maintenance for Community Safety
 - a. Contents Insurance / Public Liability insurance
 - b. Cleaning
 - c. Internal Building Maintenance (minor)
 - d. Floor coverings
 - e. Painting
 - f. Air Con units
 - g. Stove, Fridges, Heating
 - h. Internal fans
 - i. Charges for water, Gas, Electricity, Telephone

VANDALISM

Repairs due to vandalism of a facility will be a Committee responsibility. However, Council may – *subject to consideration of the incident* – cover the costs between the Committee Excess and Council's Insurance Excess.

ALARM SYSTEMS

The Council will supply and install an appropriate alarm system if required subject to the committee agreeing to pay for ongoing maintenance and

remote monitoring of the alarm system. Council can provide the details of a Security monitoring company that meets the relevant Australian Standards.

ESSENTIAL SERVICES

Council will undertake all inspections for essential services. Refer to Appendix A for maintenance arrangements.

RESPONSIBILITY LIST ITEMS (Excluding facilities that are covered by specific lease or management arrangements - viz Pakenham Bowling Club, Cardinia Life, etc.)

DEFINITIONS

Maintain: *Clean, keep in good condition, inspect, service, repair and maintain to relevant Australian Standard (or equivalent)*

Replace: *Replace with new or of equivalent condition*

Undertake: *Carry out a specific activity*

QUALIFICATIONS

1. DDA upgrades would be programmed over a period of time and would be Council's responsibility.

2. Misuse by users would require them to rectify and undertake the repair at their expense

3. Council provides Public Liability Insurance for council operations. The tenant is responsible for providing public liability insurance for its own activities.

Section 86 committees are fully covered by council's Public Liability Insurance.

4. No works undertaken without written approval by Council to the works.

5. Major Utility upgrades would be at Council's cost, if considered warranted by Council and within Council's framework.

6. Buildings on DSE land have been treated as Council's buildings for the purpose of responsibilities (eg. KWR Recreation Reserve)

7. Some of the items allocated assume that the Tenant undertakes the works safely by either directly undertaking or engaging a specialist.

8. The policy refers to Council's fixtures.				
GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
		Tenant	Council	Comments
Structural				
	External Wall Frames		Maintain/Replace	This is to ensure asset protection.
	Internal Wall Frames		Maintain/Replace	
	Sub-Floor		Maintain/Replace	
	Roof Frame		Maintain/Replace	
	Floors	Maintain	Replace	
Roofing				
	Cladding		Maintain/Replace	This is to ensure asset protection.
	Guttering	Maintain till 30 June 2011 then council	Replace	A minimum clean of every 12 months or more often as required to ensure no consequential asset damage and operational performance of the building is maintained. *** To be included in council's 2011/12 budget.
	Downpipes	Maintain till 30 June 2011 then council	Replace	*** To be included in council's 2011/12 budget.

	Skylights			
	<i>External</i>		Maintain/Replace	
	<i>Internal</i>	Maintain		Internal refers to the internal diffusers and its cleaning.
Wall Cladding				
	External Cladding		Maintain/Replace	This is to ensure asset protection and amenity.
	Internal Cladding	Maintain		Includes painting, replacing damaged tiles, woodwork, etc.

GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
Ceiling Lining				
	Plaster	Maintain	Replace	
	Suspended Ceilings	Maintain	Replace	
	Acoustic Tiles		Maintain/Replace	As this is a specialist surface Council will take responsibility
Windows				
<i>External</i>				
	Frames		Maintain/Replace	
	Glazing		Replace	Refer to Vandalism Repairs and Insurance claims
	Operation (inclusive of locks)	Maintain/Replace		
	Flywire screens	Maintain/Replace		These are not generally a security issue and is best handled by the Tenant.
<i>Internal</i>				
	Frames	Maintain	Replace	
	Glazing	Replace		Refer Vandalism Repairs

	Operation (inclusive of locks)	Maintain/Replace		
Doors (including flywire)				
<i>External</i>				
	Door integrity		Maintain/Replace	
	Hardware	Maintain	Replace	
	Locks			
	<i>Master key system</i>		Maintain/Replace	
	<i>Other</i>	Maintain/Replace		
<i>Internal</i>				
	Door integrity	Maintain/Replace		
	Hardware	Maintain/Replace		
	Locks	Maintain/Replace		
GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
Services				
<i>Potable Water</i>				
	Main to meter (includes meter)		Maintain/Replace	

	Meter to and within building		Maintain/Replace	
	<i>Internal minor maintenance</i>	Maintain		
	Backflow Prevention servicing		Maintain/Replace	
	Water Tanks (those part of building infrastructure)	Maintain	Replace	
	Water Tank Pumpsets (those part of building infrastructure)	Maintain	Replace	
	Fixtures (includes minor plumbing - tap washes etc.)	Maintain/Replace		Council will review a replacement request.
	Major fixtures (toilets suites, tap components)	Maintain	Replace	
<i>Irrigation Bores</i>				
	The bore		Maintain/Replace	Refer Sustainable Communities - Users agreements
	Bore Pump		Maintain/Replace	Refer Sustainable Communities - Users agreements
	Water Tank and Irrigation pumps	Maintain/Replace		Refer Sustainable Communities - Users agreements
<i>Stormwater</i>				
	Stormwater drains (to point of legal discharge)		Maintain/Replace	

GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
<i>Wastewater</i>				
	Sewer Mains			
	<i>Initial first inspection and clean</i>	Maintain		
	<i>Structural failure</i>		Replace	
	Treatment Plants (includes Septic Tanks)	Maintain	Replace	
	Pump Stations		Maintain/Replace	This is a specialist field and has significant hazards. Problems with vandalism or improper maintenance of the sewage system may be referred back to the Tennant for payment.
	Disposal Lines and System		Maintain/Replace	
	Interceptor Waste Pits	Maintain	Replace	
	Fixtures	Maintain/Replace		Council will review a replacement request.
	Sanitary Units	Undertake		Arrange units as required
<i>Electricity</i>				Upgrades due to a change of use or practices are to be considered as part of grant applications.

	Supply mains		Maintain/Replace	
	Electricity meters and distribution boards		Maintain/Replace	
	Internal wiring		Maintain/Replace	
	GPO outlets	Maintain/Replace		
	Testing and Tagging			
	<i>Committee owned</i>	Undertake		
	<i>Council owned</i>		Undertake	
Gas				
	Supply mains		Maintain/Replace	
GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
Lighting				
	Internal			

	Fixture		Maintain/Replace	
	Lamp replacement	Maintain/Replace		
	External (attached to building)			
	Fixture		Maintain/Replace	
	Lamp replacement	Replace		
	Carpark and surrounds			Refer to Engineering Services Unit
	Fixture		Maintain/Replace	Any lights associated with the operation of the facility are Council's responsibility
	Lamp replacement		Replace	
Essential Services				
	Servicing to AS Standards		Undertake	
	Annual Compliance Audit and Certificate		Undertake	
	Path of Egress Inspections(Ongoing)	Undertake		Ensure that all paths to an exit are kept clear at all times
	Fire extinguishers	Recharge	Maintain/Replace	Recharge required due to natural pressure drop of extinguishers will be undertaken by council
	Fire blankets	Maintain/Replace		

	Hose Reels		Maintain/Replace	
	Illuminated emergency exit signs and Fluorescent tubes	Globe replacement only	Maintain/Replace	
	Fire and smoke detectors (hard wired)		Maintain/Replace	
	Smoke detectors (battery operated)	Maintain/Replace		Replace batteries every 6 months
GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
Mechanical Plant				
	Air conditioners - Individual Small Units			
	Split Systems	Maintain	Replace	
	Wall units	Maintain	Replace	
	Air conditioners - Large central ducted systems		Maintain/Replace	
	Heaters	Maintain	Replace	This refers to fixed units only.
	Sweep Fans	Maintain	Replace	

	Hot Water Systems	Maintain	Replace	
	Zip Boilers	Maintain	Replace	
	Automatic Door Openers	Maintain	Replace	
Security Systems				
	Security alarms	Maintain		
	Security Monitoring	Undertake		
	Security Patrolling	Undertake		
	Keys - purchase	Undertake		Council approval will be required for master system keys
	Upgrade to Council key system		Council	Council will meet the cost of upgrading to the master key system, within Council's annual allocated budget.
Floor Coverings				
	Carpet	Maintain/Replace		
	Vinyl	Maintain/Replace		
	Polished Timber	Maintain/Replace		
	Tiles	Maintain/Replace		

GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
Window Coverings				
	Curtains/Drapes and Blinds (internal)	Maintain/Replace		
	Roller shutters	Maintain	Replace	
	External awnings	Maintain	Replace	
Painting				
	External	Maintain (Minor)	Undertake	Council to repaint on a defined year cycle (only if deemed necessary)
	Internal	Maintain and Repaint		Painting every 8-10 years as per audit assessment.
Cleaning				
	Guttering	Undertake		Guttering must provide free flowing conditions at all times

	External Walls	Undertake		Committee to clean twice a year.
	External Windows	Undertake		Committee to clean twice a year.
	Internal			
	Internal Windows	Undertake		
	Floor Coverings	Undertake		
Pests Control				
Termites				
	Annual inspection	Undertake until 30 June 2011 then council		*** To be included in council's 2011/12 budget.
	Annual treatment program	Undertake until 30 June 2011 then council		*** To be included in council's 2011/12 budget.
Rodents				
	Treatment program	Maintain		
GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE /		

		LICENCE ARRANGEMENTS)		
Fit out and Fixed Equipment				
	Stoves (includes rangehoods and exhaust fans)			
	Commercial	Maintain	Replace	Replacement will be undertaken by Council if installed by Council or specifically approved in writing by Council at the time of installation.
	Domestic	Maintain	Replace	Replacement will be undertaken by Council if installed by Council or specifically approved in writing by Council at the time of installation.
	Fridges			
	Commercial	Maintain/Replace		Unless the units were installed by Council. If Council had installed then it would be the responsibility of the tenant to Maintain, with Council responsible for Replacement.
	Domestic	Maintain/Replace		Unless the units were installed by Council. If Council had installed then it would be the responsibility of the tenant to Maintain, with Council responsible for Replacement.
	Internal cupboards	Maintain/Replace		
	Fixtures and fittings in change rooms and amenities	Maintain/Replace		

Landscaping				
Lawn		Maintain/Replace		
Fencing				
	Title (buildings and Sports grounds)		Maintain/Replace	** Refer to Buildings and Facilities Unit for general enquiries. Refer Operations Department for council reserves. For Recreation Reserves, refer to Sustainable Communities - user agreements.
	Internal	Maintain/Replace		
GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
Car Park and Driveway			Maintain/Replace	** Refer to council's Operations Department. For Recreation Reserves, refer to Sustainable Communities - user agreements.
Signage				

	Corporate		Maintain/Replace	For Recreation Reserves, refer to Sustainable Communities - user agreements.
	Site Specific	Maintain/Replace		
Retaining Walls and Steps		Maintain/Replace		
Loose Litter, Leaves and Garden Beds		Maintain		
Trees		Maintain	Undertake/Replace	Council's activities would involve pruning and minor repairs to make the tree safe and or replacement. General watering would be the responsibility of the Tenant. For Recreation Reserves, refer to Sustainable Communities - user agreements.
Pathways and Hard Surface Areas		Maintain	Replace	Minor repairs and general upkeep to be undertaken by the Tenant. Major misalignment or pavement failure would be replaced by Council. For Recreation Reserves, refer to Sustainable Communities - user agreements.
Playing Fields				

Surfaces				
	Playing	Maintain		
	Annual Turf Report		Undertake	**Refer to Sustainable Communities - user agreements.
	Surrounds	Maintain		
	Road Side Maintenance (Nature strip)	Maintain		
GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
Playground Facilities				
	Equipment (Kindergartens only)	Maintain/Replace		
	Equipment		Maintain/Replace	Operations Department will undertake an annual audit. For Recreation Reserves, refer to Sustainable Communities - user agreements.
	Fences		Maintain/Replace	For Recreation Reserves, refer to Sustainable Communities - user agreements.
Provision of Soft Fall				

	General	Maintain (Monitor only)	Undertake	Council's activity is for the replacement of soft fall. Contractual arrangement for Operations Department to undertake a specified number of times per year.
	Kindergartens - Top up	Maintain (Monitor only)		
	Kindergartens - Digout and Replace		Undertake	Council's Operations Department will undertake these works.
Other				
Asbestos Audits			Undertake	**DSE will undertake these audits on DSE land
Rubbish Removal	Standard domestic type rubbish (non hard waste or green waste)	Undertake		**A council standard collection service is an option but may not be available to all areas of the shire.
Payment of Utility Accounts		Undertake		
Insurances				
Public Liability		Undertake	Undertake	**Refer to Qualification note 3

Building Insurance and Fire Service Levy			Undertake	**For Recreation Reserves, refer to Sustainable Communities - user agreements.
GROUPING	ASPECT	ALL BUILDINGS (EXCEPT THOSE WITH SPECIFIC LEASE / LICENCE ARRANGEMENTS)		
Contents Insurance				
	Tenant's equipment, fixtures and fittings	Undertake		
	Council's equipment, fixtures and fittings		Undertake	
Vandalism Repair		Undertake		Council may consider in special circumstances meeting the cost between the Tenant's excess and Council's excess.
Graffiti				
Buildings			Undertake	Graffiti kits to be provided to Committee's by Council to assist in minor repairs by Tenant

Grounds			Undertake	** Refer Operations Department for council reserves. For Recreation Reserves, refer to Sustainable Communities - User agreements.
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Attachment 4 - EPA Noise From Public Premises Guidelines

VICTORIA GOVERNMENT GAZETTE

No. S 43 Thursday 3 August 1989

By Avth(0)ity L V Nonti,Qoyetnmet1t Ptil(MF MF-IP)outr-t

SPECIAL

Environment Protection Act 1970

STATE ENVIRONMENT PROTECTION POLICY (CONTROL OF MUSIC NOISE FROM PUBLIC PREMISES) No. N-2

The Administrator 111 Council, under section 16 of the *Environment Protection Act 1970*, declares the following State Environment Protection Policy (Control of Music Noise from Public Premises) No. K-2.

Dated 18 July 1989

Responsible Minister:

T. W. ROPER

Minister for Planning and Environment

KATHY OIJZOUNIS

Acung Clerk of the Executive Council

1. This Order may be cited as the State Environment Protection Policy (Control of Music Noise from Public Premises) No. N-2 referred to below as the policy, and shall come into operation upon publication in the *Government Gazette*.

2. For the purposes of section 17 (1) (a) of the Act, the element of the environment to which the policy applies is classified as sound.

3. This Order is divided into 10 parts and schedules as follows:

Part I - Boundaries of the affected

Part II - Beneficial Uses Protected and Premises of Application

Part III - Environmental Quality Objectives and Environmental Quality Indicators

Part IV - Attainment Program

Part V - Definitions

SCHEDULE A - Operating Periods for Indoor Venues

SCHEDULE 8 - Assessment Procedures

4. Policy goal. The goal of this policy is to protect residents from levels of music noise that may affect the beneficial uses made of noise sensitive areas while recognising the community demand for a wide range of musical entertainment.

PART I - BOUNDARIES OF AREA AFFECTED

5. The policy shall be observed within the State of Victoria.

PART II - BENEFICIAL USES PROTECTED AND PREMISES OF APPLICATION

6. Beneficial uses of domestic premises as protected by this policy are:

for noise from indoor venues, the normal domestic and recreational activities and, in particular, sleep, in the 01h1 period, and

(b) for noise from outdoor venues, normal conversation, and sleep after 11 p.m.

7. This policy shall apply to all public premises and protect beneficial uses of noise sensitive areas from music arising from those premises.

8. In this policy the music noise assessed may include, in addition to noise from music sources, noise from human voices and activities within the premises that are associated with the music sources.

9. The policy does not prescribe noise limits for noise associated with the arrival and departure of people attending the premises. Nor does it prescribe noise limits for hearing conservation purposes within indoor or outdoor venues.

10. Compliance with the requirements of this policy shall be mandatory except in cases where music noise is emitted as a result of recognised religious observance.

PART III - ENVIRONMENTAL QUALITY OBJECTIVES AND INDICATORS

11. The environmental quality objectives in this policy are noise limits.

12. The environmental quality indicator is the effective noise level.

13. The effective noise level shall not exceed noise limits prescribed in this policy

Indoor Venues

14. The noise limits for indoor venues are:

(a) for the day/evening period, L_{eq} + 3 dB(A), except under the circumstance described in clause 24: and

(b) for the night period $L_{\text{OC},\text{N}} + 8 \text{ dB}$, where the day/evening and night periods are defined in schedule A and $L_{\text{A},\text{N}}$, and $L_{\text{A},\text{N}}$ is the background level and are measured in accordance with schedule B.

15. Notwithstanding clause 14, where the noise limit for an indoor venue for the day/evening or night periods is calculated to be less than the respective noise limit specified in schedule 83 then the noise limit shall be the noise limit.

16. The effective noise level for indoor venues is:

(a) for the day/evening period, the $L_{\text{A},\text{D}}$ measured in dB(A); and

(b) for the night period, the $L_{\text{A},\text{N}}$ measured in dB.

Outdoor Venues

17. The noise limit for outdoor venues is 65 dB(A) when the measurement point is located outdoors and 55 dB(A) when located indoors.

18. The effective noise level for outdoor venues is the $L_{\text{A},\text{D}}$ measured in dB(A).

PART 1V-ATTACHMENT PROGRAM

General Provisions

19. The objectives of this policy shall be attained and maintained by the control of noise emissions through the noise control notice, minor works noise control notice and work notification provisions of the Act.

20. Where the level of music noise from indoor or outdoor venues exceeds the noise limit, steps shall be taken by the occupier to reduce those levels to, or below, the noise limit.

21. Where the level of music noise from indoor or outdoor venues exceeds a derived noise limit specified at a derived point, steps shall be taken by the occupier to reduce those levels to, or below, the derived noise limit.

22. The Authority may require the occupier of a public premises to provide monitoring equipment and any other monitoring program.

23. More stringent conditions than geographically prescribed by this policy may be imposed if local conditions warrant or previous operations have not complied with policy requirements.

Indoor Venues

24. Where the Authority is satisfied that an indoor venue will have no more than 10 operations per year it may increase the noise limit for the day/evening period, prescribed in clause 14(a), by 3 dB.

25. To ensure attainment of policy goal J, the Authority may set limits upon the frequency or duration of operations of premises which are unlikely to otherwise achieve prescribed noise limits.

Outdoor Venues

26. Where outdoor musical entertainment is conducted from temporary buildings or structures on reserved land including road reservations, public open space, parts, foreshore reserves, or land of a similar nature, the emission of music noise should comply with guidelines 10 issued by the Authority.

27. Operating times:

(a) An operation of an outdoor venue may only take place between the hours 12 noon and 11 p.m., except where the duration of the operation is greater than 6 hours, in which case the operation may take place only between the hours 12 0000 and 10 p.m.

(b) Notwithstanding clause (a), the Authority may allow later operations where it is satisfied that music from the premises will be inaudible within noise sensitive areas, or where it is satisfied that the proposed operation is: a non-profit event, for charitable purposes, or is of special social significance.

28. Where a noise control notice or minor works noise control notice has been served on the occupier of an outdoor venue, the occupier shall make any concert promoter using the premises aware of the content of any such notice before the promoter conducts any concert on the premises.

29. No more than six concerts may be conducted at an outdoor venue in a financial year unless clause 30 applies.

Extra Concerts

30. The Authority may allow the occupier of an outdoor venue to conduct more than six concerts in a financial year where:

- an application in writing to the Authority is made by the occupier at least 45 days before the first concert to which the application refers;
- the application referred to in clause (a) specifies the days on which the extra concerts are sought;
- an abatement plan, approved by the Authority, has been implemented by the occupier; and
- the applicant has obtained the written advice of the local municipality and submitted it to the Authority.

31. The abatement plan referred to in clause 30(c) should specify conditions that the occupier will require all concert promoters to comply with. In particular, the plan should address the need for limitations on stage orientation, speaker placement, arrangement and orientation, noise barriers, noise reduction at source, and the type of entertainment act.

32. In deciding whether to allow extra concerts, the Authority shall take into account the number of concerts in the previous year, the effective noise levels of concerts in the previous year, the number of complaints received about concerts in the previous year, the measures which are proposed to limit noise emissions from the premises for the extra concerts and any other matters that appear to be relevant.

33. In particular, the Authority shall not allow more than six concerts in a financial year where:

- (a) the effective noise level, contained in a self-monitoring report or measured by the Authority, of any concert in the previous year exceeded the noise limit by more than 3 dB at any measurement point in a noise sensitive area;
- (b) the effective noise level, contained in a self-monitoring report or measured by the Authority, exceeded 62 dB(A) (or 52 dB(A) if measured indoors) for more than four concerts in the previous year at any measurement point in a noise sensitive area; or
- (c) the Authority is not satisfied that all of the extra concerts will meet the noise limit.

34. After a decision has been made by the Authority concerning an application for more than six concerts in a financial year, the Authority shall serve a variation of noise control notice either permitting or refusing the extra concerts in that financial year.

The notice of variation shall be issued within 14 days of the receipt of an application and shall specify the reasons for allowing or disallowing extra concerts on the premises.

PART V—DEFINITIONS

35. In this Order, unless inconsistent with the context or subject matter:

"The Act" means the *Environment Protection Act 1970* (No. 8056).

"A-weighted" means frequency-weighted as specified in Australian Standard 1259-1982—Sound Level Meters, published by the Standards Association of Australia.

"Authority" means the Environment Protection Authority constituted under the Act.

"Authorised officer" means an authorised officer appointed under the Act.

"Background level" means the noise level of the aggregate of sounds received at a specified measurement point in the absence of contributions of music noise, measured as L_{A90} or L_{OCT90} according to the procedures in schedule B.

"Beneficial use" means a use of the environment or any element or segment of the environment which is conducive to public benefit, welfare, safety or health and which requires protection from the effects of noise.

"Concert" means any operation of an outdoor venue where the effective noise level exceeds 55 dB(A) (or 45 dB(A) if measured indoors) at any measurement point in a noise sensitive area.

"C-weighted" means frequency-weighted as specified in Australian Standard 1259-1982—Sound Level Meters, published by the Standards Association of Australia.

"Derived noise limit" means the maximum effective noise level allowed at a derived point.

"Derived point" means a point specified by an authorised officer to be used as a substitute measurement point to facilitate the assessment of music noise in a noise sensitive area.

"Duration of operation" means, with respect to outdoor venues, the time interval between the start and finish of the musical entertainment on a day.

"Effective noise level" means the level of music noise from a premises measured in a noise sensitive area or at a derived point.

"Extraneous noise" means noise which is not part of, or associated with, music noise from the premises controlled by this policy and includes, but is not restricted to, the effects of wind on vegetation and on the microphone diaphragm and noise from motor vehicles, aircraft, trains, trams, animals and sustained applause.

"F" means the time-weighting characteristic of a sound level meter as specified in Australian Standard 1259-1982—Sound Level Meters, published by the Standards Association of Australia.

"Habitable room" means a room other than a kitchen, storage area, bathroom, laundry, toilet or pantry.

"Indoor venue" means a public premises with facility for music to be played indoors and includes, but is not restricted to, the following: hotel, cabaret, night club, discotheque, reception centre, skating rink, restaurant, cafe, health and fitness centre, recording and rehearsal studio, theatre, amusement park, amusement parlour, retail store, shop, public hall or club.

.. L_{eq} means equivalent continuous - weighted sound pressure level and is the value of the A-weighted sound pressure level of a continuous steady sound that has the same acoustic energy as a given varying A-weighted sound pressure level when determined over the same measurement time interval.

"L₉₀" means the A-weighted sound pressure level that is exceeded for 90 per cent of the time interval considered.

"L_{cn}" means the C-weighted or Linear sound pressure level for a specified octave band that is exceeded for 10 per cent of the time interval considered.

"L_{cn}" means the C-weighted or Linear sound pressure level for a specified octave band that is exceeded for 90 per cent of the time interval considered.

"L_{lf}" means the sound pressure level when no frequency weighting is applied.

"Measurement point" means a point at which the microphone is located to measure the effective noise level or the background level.

"Musik" means any combination of sounds produced by the playing of a musical instrument, by singing, recitation or dancing, or the reproduction of these.

"Musik noise" means music and associated contemporaneous sounds heard in a noise sensitive area.

.. Noise limit" means the maximum effective noise level allowed at a measurement point in a noise sensitive area.

...Noise sensitive area.. means

(a) that part of the land within the apparent boundaries of any piece of land which is within a distance of 10 metres outside the external walls of any of the following buildings:

Dwelling (except Caretaker's House)
Residential Building

(b) that part of the land within the apparent boundaries of any piece of land on which is situated any of the following buildings which is within a distance of 10 metres outside the external walls of any dormitory, ward or bedroom of such buildings:

Caretaker's House
Hospital
Hotel
Institutional Home
Motel
Reformatory Institution
Tourist Establishment
Work Release Hostel

"Operating period" means, with reference to indoor venues, the day/evening period or night period, as appropriate, designated in schedule A.

"Operation" means music noise emissions from a premises occurring in a 2,1 hour period.

"Outdoor venue" means a public premises, not being an indoor venue, where music is played in the open air.

"Previous year" means, with respect to outdoor venues, the period of one year before the date of receipt of an application for more than six concerts in a financial year.

"Public premises" means any premises which **is not used exclusively for domestic purposes.**

S means the time-weighting characteristic of a sound level meter as specified in Australian Standard 1259-1982 (Sound Level Meter), published by the Standards Association of Australia.

"Self-monitoring report" means a report provided to the Authority by the occupier of an indoor venue or an outdoor venue containing details of noise measurements and other information, as specified in a noise control notice.

SCHEDULE A

OPERATING PERIODS FOR 1000R VENUES

The table below defines the times for the day/evening and night operating periods for indoor venues. The times vary according to the number of operations per week and the day or the week on which an operation occurs. The operating periods for the day preceding a public holiday shall be the same as for a Saturday.

NUMBER OF OPERATIONS PER WEEK	HOUR DAY	A.M.												P.M.												
		12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12
One	Friday																									
	Saturday																									
	Sunday																									
	Other																									
Two or three	Thursday																									
	Friday																									
	Saturday																									
	Sunday																									
	Other																									
More than three	Saturday																									
	Sunday																									
	Other *																									

Operating Periods

- Night;

- Day/Evening

SCHEDULE B ASSESSMENT PROCEDURES

This schedule specifies the procedures for measuring effective noise levels and determining noise limits for indoor venues and outdoor venues.

B1. Location of Measurement Point

1. The measurement point shall be located within a noise sensitive area or at a derived point, as appropriate.

2. Where the measurement is to be made in a noise sensitive area the measurement point shall normally be located outdoors near a habitable room.

3. Outdoor measurement

Where the measurement point is between 1 and 2 metres from an acoustically reflecting surface an adjustment of -2 dB shall be made to the measured result.

4. Indoor measurement

(a) Indoor measurements shall be made only in habitable rooms. The measurement point may be located indoors when:

- (i) the main transmission path of the music noise entering the habitable room consists of a floor, ceiling or wall with no openings; or
- (ii) an outdoor measurement does not represent the noise exposure within the habitable room.

(b) For outdoor venues an indoor measurement shall only be made where a window is a major transmission path for music noise. The window shall be fully open during the measurement.

(c) For indoor venues any openable external window which is a major sound transmission path shall be fully open during the measurement. All windows that are not major sound transmission paths shall be closed during the measurement.

B2. Common Measurement and Analysis Procedures

1. All measurements of music noise or background noise shall be made using 'F' or 'S' time-weighting.

2. Effective noise levels

(a) The measurement of effective noise levels shall be made either at a measurement point within a noise sensitive area or at a derived point, whichever is appropriate having regard to clause 3 in this section.

(b) The measurement shall be made of at least 15 cumulative minutes of music audible at the measurement point. Significant extraneous noise shall be excluded.

(c) The measurement shall be made at a time when the greatest intrusion of music noise into the noise sensitive area is likely to occur.

3. Derived point

(a) A derived point may be specified where:

- (i) two or more premises contribute to the effective noise level at a noise sensitive area; or
- (ii) a more suitable measurement point is required to facilitate the assessment of the noise.

- (b) Where a derived point has been specified, a derived noise limit shall be determined at that point. The derived noise limit shall be such that compliance with this limit will ensure that the noise received at the measurement point in the noise sensitive area does not exceed the noise limit prescribed there.
- (c) Where two or more premises contribute to the effective noise level in a noise sensitive area, derived noise limits may be set so that the contributions from each of the premises, when combined together, will meet the noise limit at the noise sensitive area.
- (d) In setting a derived noise limit, the authorised officer shall have regard to the sound paths to the noise sensitive area and the derived point, and other factors which may effect the propagation of sound.

B3. Assessment Specific to Indoor Venues

1. Day/evening period

- (a) The effective noise level for the day/evening period shall be determined as an L_{Aeq} .
- (b) The base noise limit for the day/evening period is 32 dB(A).

2. Night period

- (a) The measurement point shall be either directly outside or inside a habitable room normally used for the purpose of sleeping.
- (b) The effective noise level for the night period shall be determined as L_{OCT10} values of selected octave bands from the range of octave bands with centre frequencies 63 Hz, 125 Hz, 250 Hz, 500

Hz, 1 kHz, 2 kHz and 4 kHz. The octave bands selected shall be those for which the music noise contributes significantly to the octave band sound pressure level. Measurements shall only be taken when the selected octave band level correlates with the music noise.

- (c) The base noise limits for the night period are specified in the table below.

Frequency (Hz)	63	125	250	500	1k	2k	4k
Base noise limit (dB)	40	30	20	20	15	10	10

3. Background level

- (a) The background level shall be the L_{A90} level, for the day/evening period, and the L_{OCT90} level, for the night period, that represents the background level at the time when the effective noise level was measured.
- (b) The background level shall be measured within the noise sensitive area or at another point where the background level is representative of the background level occurring within the noise sensitive area.
- (c) The background level determined at the time of assessment of a premises may have contributions from noise sources that require reduction. In this case the appropriate noise limits for the music noise shall be re-determined from the background level when noise limits for these other sources are achieved.

4. Derived point

In addition to the circumstances in clause B2. 3 (a) of this schedule, a derived point may be specified for indoor venues where weather conditions affect transmission of noise to the noise sensitive area.

Attachment 5 - Electrical 'Testing and Tagging' of equipment

Electrical Equipment - What are the laws/guidelines?

Under the Victorian *Occupational Health and Safety Act (2004)*, the employer has a legal obligation to ensure that the workplace and the plant at the workplace is safe and without risks to health (Section 21). This means identifying whether there are any hazards associated with electrical equipment, assessing the associated risks and taking measures to eliminate or control those risks.

WorkSafe Victoria advises that electrical safety testing and tagging for all plug-in equipment falls under the general obligations of Section 21(2)(a) of the Act. In the past, the VWA has advised all employers to introduce a safety testing protocol. In some workplaces (for example all government departments) it is considered more or less mandatory that all electrical equipment be checked and "tagged" regularly.

The Australian New Zealand Standard AS/NZS3760 -2010 *In-Service Safety Inspection and Testing of Electrical Equipment* is nationally accepted as the minimum safety protocol for the workplace, and applies to plug-in or non-fixed equipment. The VTHC has been advised that WorkSafe Victoria is now "actively enforcing the standard and inspecting all types of premises to confirm introduction of minimum safety testing programs consistent with AS/NZS 3760." The standard applies to all types of electrical equipment in offices, factories and so on (ie tools, machines, computers, even jugs and cooling fans).

- How often should equipment be 'tested and tagged'?
The frequency of inspections that are outlined in Section 2 of the Standard, AS/NZS 3760:2010 are recommended but can be varied subject to a risk assessment that has been carried out in accordance with an appropriate risk assessment. The Australian standard includes a table that sets out testing and inspection intervals for various types of equipment from 3 months (for equipment that is high use, high risk, or hire equipment) to up to 5 years (for equipment that is not open to abuse, flexing of cords, etc). In addition to the regular testing and inspection, the standard specified that electrical equipment SHALL be inspected and tested:

- Before return to service after a repair or servicing, which could have affected the electrical safety of the equipment, and
- Before return to service from a second-hand sale, to ensure equipment is safe.

Generally the following should be followed:

- equipment, including tools and leads, on building sites: at least every quarter
- Safety Switches: monthly
- Factories, etc, equipment/machinery/tools on 'the floor': six monthly.
- Offices (including offices in factories): every 3 to 5 years

The checking and tagging of equipment as per AS/NZS 3760 can be done either by a qualified electrician or by someone who has successfully completed an approved course at a TAFE college. However, if you have concerns about the competency of the person undertaking the testing and tagging, then it would be safer to use a qualified electrician with expertise in this area. There are a number of electrical contractors who specialise in the checking and tagging equipment - check the Yellow Pages.

Advice to health and safety reps

Tagging and checking of all electrical equipment in accordance with AS3760 should now be the norm in all workplaces. If this is not the case in your workplace, as an OHS rep, you should approach your employer and request that this be done as soon as possible. If it is not done, then the employer is breaching his/her duty under Section 21. For more advice, contact your union.

- More information
 - From WorkSafe Victoria:
 - [Identifying faulty portable electrical tools and equipment](#)
 - [an Alert electrical tools and equipment - Poor maintenance can kill](#)
 - [Preventing electrical shock from power tools and electrical leads](#)

Attachment 6 - Reserve Maintenance Responsibilities

Reserve Maintenance Responsibilities


ITEM	Council Responsibility	User group Responsibility	Comments
Grass cutting of sports fields	Cutting as required.	None	
Fertiliser application	As required	None	
Oval topdressing	Minor localised topdressing as required	None	
Irrigation maintenance	Full responsibility	None	
Grading of unmade entrance roads and carparks	Full responsibility	None	
Rubbish			
Ground lighting and poles	Regular inspections of lighting infrastructure	Responsibility for purchase, globe replacement, utility costs and maintenance	
Purchase, installation and removal of goal posts and padding	None	Full Responsibility	
Line marking of sports fields	None	Full Responsibility	
Covering and uncovering of cricket pitches	Supply of soil. Levelling of soil once removed from wicket	Un/Covering of wickets to Council Standards	
Concrete Wickets		100% replacement and Maintenance	
Winter wicket covers	Maintenance Vandal damage	Removal and installation	
Synthetic Cricket Cover	Repair due to Vandal damage	Reporting of vandal damage	
All season wicket covers	Repair due to vandal damage Removal and installation of rubber at end of season		

Turf Wicket covers and trolley	None	Full responsibility	
Scoreboards	None	Full responsibility.	

ITEM	Council Responsibility	User group Responsibility	Comments
Cricket practice facilities/baseball batting cages	Maintenance of publicly accessible nets	Installation of gates and locks 100% maintenance of nets if gated	
Coaches boxes/Dugouts	None	Full responsibility	
Gate keepers boxes	None	Full responsibility	
Sight screens	None	Full responsibility	
Shelters/Spectator areas (does not include verandah attached to pavilion)	None	Full responsibility	
Sports field fencing	Full responsibility	Costs of repairs due to User groups misuse	
Reserve fencing	50% of maintenance costs.	50% of maintenance costs	
Signage	Park identification signage only	Full responsibility of all User group related signage	
Sponsorship logos on sports fields	Authority for signage	Full responsibility	
Shipping containers and external storage areas	None	Full responsibility. Permission must be sort in writing from Council prior to installation.	
Water tanks	Full responsibility if installed by Council	Full responsibility if installed by User group. Permission must be sort in writing from Council prior to installation.	
Flag Poles	None	Full responsibility	

Player Races	None	Full responsibility	
Court Surface including line marking (netball)	100% maintenance	None	
Spoon drain	100% maintenance	None	

Attachment 7- Sports field checklist

Recreation Reserve							Inspected By:	
							Date:	
Ground Suitability Assessment		Review Items	Observations				Score	Comments
Playing Areas	Cover	What's the grass cover of the whole playing surface?	0-25%	26-50%	51-75%	76+%		
			0-3	4-7	8-12	13-16		
	Vigor	What is the condition of the surface cover?	Dead	Stressed	Decline	Healthy		
			0	1	2	3		
	Height	Surface cover of sufficient height (mm)	<20	20-40	>40			
			1	3	2			
	Evenness	Has the surface area undulations, holes, tussocks, weeds, etc.	Yes		No			
			Lots	Little	8			
			0-3	4-7				
	Synthetic Surface	Surface level changes between the actual pitch and the surrounds	Yes		No			
0			5					
Grassed Pitch	Is the surface area suitable/safe for play	No		Yes				
		Fail		5				
Evenness	On viewing the whole playing surface, is it subject to undulations, holes, tussocks etc.	Yes		No				
		Lots	Little	8				
		0-3	4-7					
			Yes		No			

	Firmness	Travelling from grassed to un-grassed areas is it likely to cause stability problems for players?	Lots	Little	5		
	0-2		3-4				
	Cracks	Are there cracks greater than 20mm in width that exist?	Yes		No		
			Lots	Little	5		
			0-2	3-4			
	Hardness	Does the playing surface feel hard to walk on?	Yes		No		
			0		1		
	Holes	Does an inspection of the playing surface observe holes, sufficient to cause players to trip, etc.	Yes		No		
			Lots	Little	5		
			0-2	3-4			
	Sprinklers	Are any sprinkler heads not level with the playing surface?	Yes		No		
			FAIL		5		
	Damaged	Has the playing surface been damaged by animals or machinery?	Yes		No		
			Lots	Little	5		
			0-2	3-4			
Non Playing Area	Signage & Fences Light Tower/Flag Poles	Positions so as not to interfere with players or cause an injury to players.	No		Yes		

			FAIL			
		Positions so as to not interfere with players or cause an injury to players	No	Yes		
			FAIL			
	Others	Are there any other hazards that should be noted?	Yes	No		
			FAIL			
	If "Actual" score is = to or > than 54, the ground condition is acceptable to play.		Ground Rating			
	<u>If a fail is recorded during the assessment, then the problem has to be rectified before activity can be scheduled on the playing surface</u>					

Attachment 8- Permanent Ban Order – Movable Soccer Goals



Victoria Government Gazette

No. S 246 Friday 2 December 2005
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Attachment 9 - Australian Standard AS 4866.1-2007 – Playing field equipment - Soccer Goals

AS 4866.1-2007

Australian Standard®

Playing field equipment-Soccer goals

Part 1: Safety aspects

Originated as HB 227-2000.
Second edition 2003.
Revised *and* redesignated as AS 4866-2007.

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PREFACE

This Standard was prepared by Standards Australia Committee CS-101, Sports and Recreational Equipment, at the request of the Office of Fair Trading NSW. This Standard supersedes IS 227:2003, *Football goals - Manufacture, use and storage*.

The Committee referred to AS/NZS 784:2004, *Playing equipment-Football goals-Terminology and safety requirements, test methods* and ASTM F2056:2000, *Standard Safety and Performance Specification for Soccer Goals*, in the preparation of this Standard.

This Standard is the first part in a series of standards addressing safety aspects of football goals and provides requirements for the construction, stability and labelling of soccer goals. Further parts are planned to address safe use, storage and maintenance of soccer goals, and safety requirements for goals used in other sports.

CONTENTS

FOREWORD.....	1
1 SCOPE.....	5
2 OBJECTIVE.....	5
3 REFERENCED DOCUMENTS.....	5
4 DEFINITIONS.....	5
5 GENERAL REQUIREMENTS.....	6
6 TEST METHODS.....	8
7 REPORT.....	10
8 ASSEMBLY INSTRUCTIONS.....	10
9 WARNING LABELS.....	10
10 SAFETY INSTRUCTIONS.....	11
11 INDEX.....	11

FOREWORD

It is difficult to assess accurately how many movable soccer goals are in use in Australia. However, weekend or inter-club soccer involves several hundred thousand players. Additionally, for soccer premises, which also use movable soccer goals, are in existence in most local government/council areas.

A ten-year-old NSW boy died in 1999 when he was struck on the head by the crossbar of an unanchored movable soccer goal that was accidentally pulled down onto him by an opposing player during a chin-up, during an informal game. In June 2003 a three-year-old NSW child died at a soccer field when an unsecured portable soccer goal toppled over striking her on the head. The goal, which could be easily tipped over by hand, weighed 180 kg, was about twenty years old and had no rear ground bar. The goal was at the side of a field and was not being used in play. On 27 August 2004 the NSW Deputy State Coroner heard during an inquest that there had been seven deaths, at least, and one person made paraplegic in Australia since 1986, 27 deaths and 49 serious injuries in the USA from 1979 to 2003 and seven other deaths in the UK, Ireland, Malta and Japan involving movable soccer goals.

Almost all of the goals involved in the accidents were: home made and were not professionally manufactured. These homemade goals are often very heavy and unstable.

The majority of movable soccer goals are constructed of metal, weighing in the vicinity of 250 kg. The serious injuries and deaths are a result of blunt force trauma to the head, neck, chest, and limbs of the victims. In most cases this occurred when the goal was accidentally tipped onto the victim.

High winds can also cause movable soccer goals to fall over. For example, a 9-year-old was fatally injured when a goal was tipped over by a gust of wind. In another incident, a 19-year-old goalie suffered stress fractures to both legs, when the goal was blown on top of her.

STANDARDS AUSTRALIA
 Australian Standard
 Playing field equipment-Soccer goals
 Part 1: Safety aspects

1 SCOPE

This Standard specifies safety and performance requirements for Soccer goals that are used for training and competition in outdoor sports facilities and indoor arenas.

2 OBJECTIVE

This Standard addresses the risk of unintentional fall over or collapse of soccer goals.

3 REFERENCED DOCUMENTS

The following documents are referenced to in this Standard;

AS

1318 Use of colour for the marking of physical hazards and the identification of certain equipment in industry (known as the SAA Industrial Safety Colour Code)

AS/NZS

1554 Structural steel welding

1554.1 Part 1: Welding of steel structures

1665 Welding of aluminum structures

4 DEFINITIONS

For the purposes of this Standard the definitions below apply.

4.1 Load cell

An electronic device (transducer) used to convert a force into a differential electrical signal.

This device normally consists of four strain gauges in a Wheatstone bridge configuration.

4.2 Movable

A free standing structure consisting of (a) two upright posts, two side ground bars, a rear ground bar, a crossbar and support bars as shown in Figure 1. A movable goal is designed -

- (a) to be used by adults or children for the purpose of a soccer goal;
- (b) to be used without any other form of support or restraint (other than posts, stakes or other form of temporary anchorage device); and
- (c) to be able to be moved to different locations.

NOTE: A soccer goal that is supported by a sleeve set in the ground is a semi-permanent goal, not a movable soccer goal.

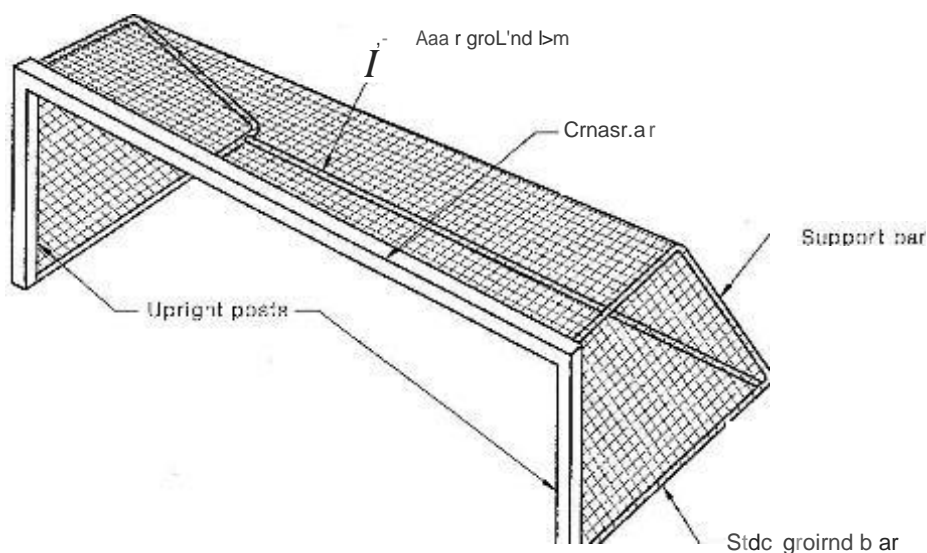


FIGURE 1 COMPONENTS OF A MOVABLE SOCCER GOAL

4.3 Permanent goal

Any goal fixed by concrete or other material to ground, with or without net supports.

4.4 Semi-permanent goal

Any goal designed to be inserted into a ground sleeve and thereby able to be taken from the field during the off-season.

5 GENERAL REQUIREMENTS

5.1 Materials

The goal frame may be made of any material provided the requirements of this Standard are fulfilled.

Goals for indoor use shall be designed to maintain their integrity for outdoor use for a minimum period of five years with proper maintenance or following the manufacturer's suggested maintenance schedule.

5.1 Structure

Goals made from steel tubing or aluminum may be a single piece unit or able to be dismantled into smaller pieces and reassembled.

Goals shall be constructed according to good engineering practice. Welding of steel components shall be performed to the requirements of AS/NZS 1554.1. Welding of aluminum components shall be performed to the requirements of AS/NZS 1665.

5.3 General design

The design of the goal, ball meet the following requirements:

- The two upright posts and the crossbar of the goal frame shall have the same cross-section.
- Semi-permanent goals shall be supplied with a ground sleeve.
- Ground sleeves for semi-permanent goals shall be appropriate to the diameter of the posts.

-

.4 Coal frame

- (a) All exposed corners and edges shall be rounded with a radius of at least 3 mm.
- (b) No part of the frame shall extend past the front or sides of the upright post.
- (c) There shall not be any space between the joining point of the uprights and the ground frame that could entrap fingers or cause a pinch point injury.
- (d) Metal cup hooks shall not be used to attach the netting to the goal frame.

5.5 s,ren th

When tested in nct:orduni;e v.'ith C lause 6.2, pe rmanc nt, semi-pennancnl and movable so;ce r goals shall notcollapse nor suffer fracture nor other structural damage.

S.6 Test requirements

S.6.1 .4Jovorable go,;1-s

Mov11bie goals shall-

- licensed to Suzanne Wellham on 05 Feb 2008, For Committee CS-101 use only

- © neither fall over nor fail to return to its original position when tested in accordance with Clause 6.3.1.

5.6.2 *Semi-permanent goals*

When the goal is set up as outlined by the manufacturer's instructions and tested in accordance with Clause 6.3.2, the goal shall neither fall over nor fail to return to its original position.

5.6.3 *Permanent goals*

Permanent goals shall neither tilt nor fall over nor refuse to return to its original position, when tested in accordance with Clause 6.3.2.

5.7 Net attachments/anchor

Net attachments shall be strong enough to hold the net in place during play.

6 TEST METHODS

6.1 Impact tests for movable soccer goals

(a) *Fall over test*

The load cell (see Clause 4.1) shall be-

- (i) low-profile compression-only transducer;
- (ii) mounted on a hard, flat surface such as concrete or asphalt; and
- (iii) have a measuring capacity of up to 45 kg.

The procedure shall be as follows:

- (A) Release the goal (including attachments, e.g. nets, stakes etc.) in the forward and reverse direction from its fall over point of no return so that it impacts the specified load cell.
- (B) Determine the impact force.

(b) *Static load test*

The following test shall be conducted with all attachments, such as net, stakes, net ties etc:

- (i) Position the goal such that the distance between the crossbar and the field surface is 0.3 m. and the mid-point of the crossbar is resting on a weighing scale with an appropriate support to achieve the required height (see Figure 3).
- (ii) Determine the static load.

(c) *Weight test*

The goal shall be weighed with all attachments including net, stakes, net ties and the weight recorded.

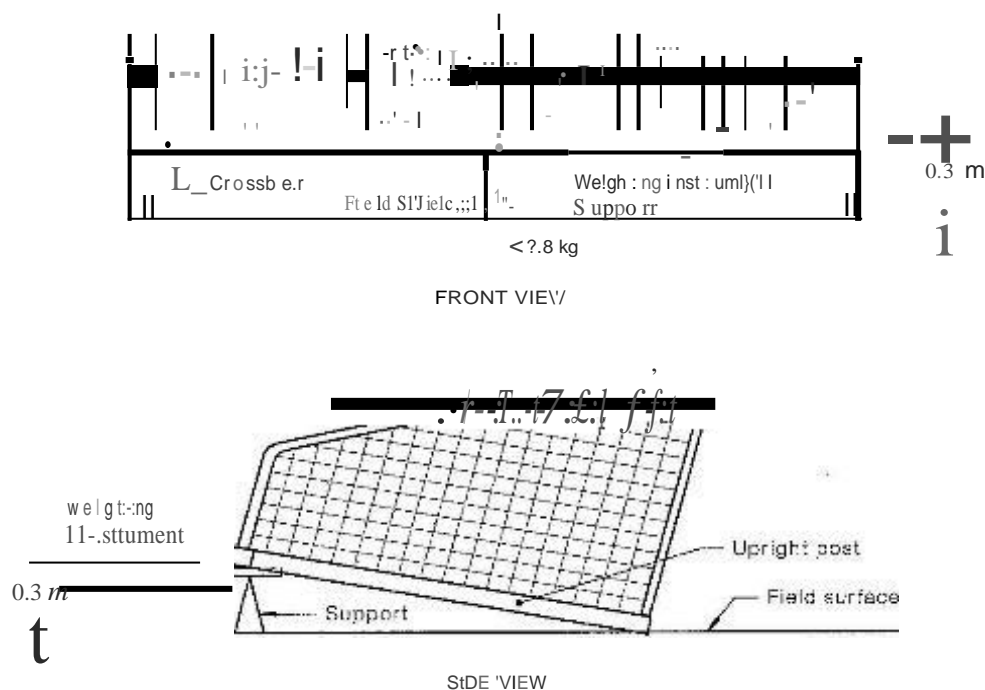


FIGURE 3 STATIC LOAD TEST

6.2 Determination of strength

The following procedure shall be applied to movable, semi-permanent and permanent soccer goals:

- Install the goal in accordance with manufacturer's instructions.
- Apply a downward static force of 1800 N at the centre of the crossbar for no less than 60 seconds and no more than 70 seconds.
- Note any collapse or fracture or other structural damage to the goal.

6.3 Determination of stability

For movable goals the test procedures shall be as follows:

- Install the goal in accordance with manufacturer's instructions on a horizontal surface, without pegs, stakes or other forms of temporary anchoring device.
- Apply a horizontal pull force of 2000 N to the centre of the crossbar for no less than 60 seconds and no more than 70 seconds in a direction that is horizontal, perpendicular to the crossbar heading outward from the goal opening.
- Determine if the unit falls over or fails to return to its original position.

6.2 Semi-permanent and permanent goals

For semi-permanent and permanent goals the test procedure shall be as follows:

- Install the goal in accordance with manufacturer's instructions on a horizontal surface.
- Apply a horizontal pull force of 2000 N to the centre of the crossbar for no less than 60 seconds and no more than 70 seconds in a direction that is horizontal, perpendicular to the crossbar and acting outwards from the goal opening.
- Determine if the goal tilts or falls over or fails to return to its original position.

7 REPORT

The test report should contain the following information: The test report should identify the particular soccer goal that has been tested, the methods used to carry out the tests and the results of the tests.

NOTE: Government legislation in some states requires test reports to be supplied, with the following information: Check with relevant authority.

8 ASSEMBLY INSTRUCTIONS

The manufacturer shall provide written instructions for assembly and installation. The instructions shall state that any goals, when not in use, shall be secured against overturning.

Goals that can be dismantled shall be accompanied with written instructions including diagrams if necessary, showing the correct sequence for the assembly/disassembly of parts.

9 WARNING LABELS

Goals and semi-permanent goals shall be labelled with the following warning - with upper case letters at least 25 mm high and 10 mm wide: 100 mm high;

WARNING: AVOID GOALS. NEVER CLIMB ON

CROSS BAR, as the goal can tip over causing injury or death.

Movable and semi-permanent goals shall also be labelled with the following information:

- This goal is not to be used or stored on a sloped or bill area.
- Ensure all fastenings are fully tightened before using this goal.
- Check the tensioning properly after inflation.
- Before use, adults (preferably club official,) should test this goal is stable.
- Do not climb on the net or framework.
- The goal must be installed with at least 10 anchor points.
- Appropriate example graphical symbols (not in actual size) as shown in Figure 4.

Permanent goals shall be labelled, as a minimum, with information contained in Items (a), (b), (c), (d), (e), and (g).

The labels shall include the word 'Warning' in bright orange according to AS 1318. Warning labels may be either in the form of a label or painted on the goal frame. They shall be permanent, in a colour that contrasts well with the background and remain legible throughout the life of the goal post.

The warning labels shall be placed in three positions on the goal, namely at the centre and ends of the cross bar, and on the inside of both goal upright posts as shown in Figure 2.

The warning labels on the goalposts shall be at least one metre above ground level.

- *Other:* Warning labels should not be placed on the face of the goal, in line with the Rules of Soccer require the goalposts and crossbar to be white.

10 SAFETY INSTRUCTIONS

Safety instructions shall be provided with each unit, which contain, at least, the following information:

- Always exercise extreme caution when moving goal and allow adequate personnel to move goals of varied sizes and weights. Moveable soccer goals should only be moved by authorized and trained personnel.
- Check for structural integrity and proper connecting hardware before assembly use. Replace damaged or missing parts or fasteners immediately.
- Thoroughly inspect for damage and stability before use. An authorized club official must inspect each goal at least once every 12 months before the start of each season. Do not use damaged or unstable goals.
- NEVER use a moveable goal on a slope or hill area.
- Ensure safety/warning labels are clearly visible (placed under the crossbar and on the sides of the upright-posts if applicable).
- Securely anchor or provide adequate counterweight to movable soccer goals at ALL times. Never use net pegs to anchor the goal structure.
- Always instruct players, managers, coaches, trainers, teachers, maintenance staff, and all other personnel who might come into contact with the goal on the safe handling of and potential dangers associated with movable soccer goals.
- NEVER allow anyone to climb on the net or goal framework.
- Store the goals under cover if possible to prevent weathering when goals are not in use. Goals stored outside should be chained and locked to either face to face and/or secured to an immovable object when goals are not in use. If this is not practical, store movable soccer goals in a place where children and other unauthorized persons cannot have access to them.
- Netting should always be removed when goals are not in use.
- If a breakage of any part of the goal occurs during a game or training play should be halted immediately and the goal repaired before continued use. If the goal cannot be effectively repaired within a short period, it should be removed altogether and safely stored until it can be repaired. If it cannot be repaired, dispose of the goal.

11 MARKING

Goals and safety instructions shall be marked with the following information:

- Reference to this Standard i.e. AS 4866.1
- The name or trademark of the manufacturer, retailer, or importer of the frame.
- Year of manufacture,
NOTE: Manufacturer must state date of compliance with this Australian Standard on a product, or on packaging or promotional material and must ensure that such compliance is capable of being verified.

Attachment 10- Change of Office Bearers

Notification to Council of User Group

Office Bearers and Contacts



Please forward to Council within 2 weeks of Annual General Meeting marked to the attention of the Recreation Liaison officer:

By mail: Cardinia Shire Council

by email: recreation@cardinia.vic.gov.au

Sustainable Communities Department

20 Siding Avenue

Officer Vic 3809

Name of User Group _____

Name of Reserve/Pavilion _____

President

Name: _____ Email: _____

Address: _____ Pcode: _____

Phone: (BH) _____ (AH) _____ (Mob) _____

Secretary

Name: _____ Email: _____

Address: _____ Pcode: _____

Phone: (BH) _____ (AH) _____ (Mob) _____

Treasurer

Name: _____ Email: _____

Address: _____ Pcode: _____

Phone: (BH) _____ (AH) _____ (Mob) _____

Attachment 11 - Application for Sub-letting of Facilities



Application to Sub-Let Cardinia Shire Council Reserve or leisure facility

Name of Facility _____

User Group Details – Seasonal Licence or Lease holder

Name _____

Contact _____

Phone numbers Home _____

Work _____

Mobile _____

Email address _____

Hirer Details – Person conducting the function within the facility

Name _____

Address _____

_____ P/Code _____

Phone Numbers Home _____

Work _____

Mobile _____

Email address _____

Function Details

Purpose of Hire _____

Date of Hire _____

Time of Hire _____

Number of Guests _____

1. Has the User Group received a completed "Party Safe in Knox" registration form?

YES_____NO_____

(Approval for use will not be given unless this form has been returned to the User Group)

2. Is a "Liquor Licence" required for this function? (Refer attached)

YES_____NO_____

Public Liability Insurance is **COMPULSORY** for use of Council facilities

3. a) Has or will Public Liability Insurance be applied for through another organisation?

YES_____(Refer question 4b) NO_____

b) From which organisation will this be obtained? _____

*Please note, a copy of the insurance certificate **MUST** be forwarded to Council.*

4. Will extra security be employed? YES_____NO_____

5. Will a "Food Safety" Certificate be required? (Refer attached) YES_____NO_____

6. Has the hirer been informed of the conditions that need to be adhered to? YES___NO___

All conditions of the User Group's Seasonal Tenancy Agreement must be met.

Please allow a minimum of 21 days for notice for processing this application.

I acknowledge these conditions and agree to abide by them.

User Group representative signature _____

Date of application _____

Attachment 12 - Advertising, sponsorship and promotional signs on Council land Policy



ADVERTISING SIGNS GUIDELINE

Prepared: June _009

- The cumulative impact of signs on the character of an area including the need to avoid visual disorder and clutter of signs..
- The consistency with any identifiable outdoor advertising theme in the area..
- .. Impacts on views and vistas-
 - The potential to obscure or compromise important views from the public realm.
 - The potential to dominate the skyline
 - The potential to impact on the quality of significant public visual space.
 - The potential to impede views to existing signs..
- .. The relationship to the streetscape, setting or landscape:
 - The proportion, scale and form of the proposed sign relative to the streetscape, setting or landscape
 - The position of the sign, including the extent to which it protrudes above existing building or landscape and natural elements..
 - The ability to screen unsightly built or other elements.
 - The ability to reduce the number of signs by rationalising or simplifying signs.
 - The ability to include landscaping to reduce the visual impact of parts of the sign structure.
- The relationship to the site and building::
 - The scale and form of the sign relative to the scale, proportion and any other significant characteristics of the host site and host building.
 - The extent to which the sign displays innovative design relative to the host site and host building
 - The extent to which the sign requires the removal of vegetation or includes new landscaping.
- The impact of structures associated with the sign:
 - The extent to which associated structures integrate with the sign.
 - The potential of associated structures to impact any important or significant features of the building, site, streetscape, setting or landscape, views and vistas or area.
- .. The impact of any illumination::
 - The impact of glare and illumination on the safety of pedestrians and vehicles.
 - The impact of illumination, on the amenity of nearby residents and the amenity of the area
 - The potential to contribute to light pollution, temporality or in terms of intensity.
- .. The impact of any logo box associated with the sign:
 - The extent to which the logo box forms an integral part of the sign through its position, lighting and any structures used to attach the logo box to the sign.
 - The suitability of the size of the logo box in relation to its identification purpose and the size of the sign.
- .. The need for identification and the opportunities for adequate identification on the site or locality..
- .. The impact on road safety. A sign is a *safety* hazard if the sign:
 - Obstructs a driver's line of sight at an intersection, curve or point of egress from an adjacent property
 - Obstructs a driver's view of a traffic control device, or it is likely to create a confusing or misleading bad ground which may reduce the clarity of effectiveness of a traffic control device.

Could dazzle or distract drivers due to its size, design or colouring, or it being illuminated, reflective, animated or flashing.

Is at a location where particular concentration is required such as a high pedestrian volume intersection.

Is likely to be mistaken for a traffic control device, because it contains red, green or yellow lighting, or has red circles, octagons, crosses, triangles or arrows.

Requires close study from a moving or stationary vehicle in a location where the vehicle would be unprotected from passing traffic.

Invites drivers to turn where there is fast moving traffic or the sign is so close to the turning point that there is no time to signal and turn safely.

Is within 100 metres of a rural railway crossing.

Has insufficient clearance from vehicles on the carriageway.

Could mislead drivers or be mistaken as an instruction to drivers.

4. Existing Signs

As detailed at Clause 52.05-5 of the Cardinia Planning Scheme, an existing sign that was lawfully displayed on the approval date or that was being constructed on that date may be displayed or continue to be displayed and may be repaired and maintained.

A lawfully displayed advertisement may be renewed or replaced. However, a permit is required:

- ▶ To renew or replace the advertisement of an animated or internally-illuminated sign.
- ▶ If the advertisement area is to be increased.
- ▶ If the renewal or replacement would result in a different type of sign.

A sign that is reconstructed must meet the relevant advertising sign requirements.

5. Signs Not Requiring a Permit

5.1 Community Groups and Sporting Clubs

Of particular interest by Community Groups and Sporting Groups the following signs do not require a planning permit as detailed at Clause 52.05-4 of the Cardinia Planning Scheme.

Prior to the display of these signs consent must however be obtained from the relevant land owner (being a private property owner, Vic Roads, or Cardinia Shire Council or its delegated Committee of Management).

- A sign on a showground, on a motor racing track or on a major sports and recreation facility, provided the advertisement cannot be seen from nearby land.
- A sign with an advertised area not exceeding 1 square metre to each premise that provides information about a place of worship. It must not be an animated or internally illuminated sign.
- A sign inside a building that cannot generally be seen outside.

- A sign with an advertisement, its area not exceeding 5 square metres publicising a local educational, cultural, political, religious, social or recreational event not held for commercial purposes. Only one sign may be displayed on the land, it must not be an animated or internally-illuminated sign and it must not be displayed longer than 14 days after the event is held or 3 months, whichever is sooner. A sign publicising a local political event may include information about a candidate for an election.
- A sign publicising a special event on the land or in the building in which it is displayed, provided no more than 8 signs are displayed in a calendar year and the total number of days the signs are displayed does not exceed 28 in that calendar year. The sign must be removed when the event is finished.

5.2 Other signs not requiring a permit

As detailed at clause 52.05-4 of the Carindia Planning Scheme a permit is not required to display the following signs:

- A sign identifying the function or property of a government department, public authority or municipal council, but not a promotion sign displayed at the direction of any of these bodies.
- A sign controlling traffic on a public road, railway, tramway, water or in the air, provided it is displayed at the direction of a government department, public authority or municipal council.
- A sign at a hospital that gives direction to emergency facilities.
- A sign in a road reserve which gives direction or guidance about a tourist attraction, service or facility of interest to road users. The sign must be displayed to the satisfaction of the road authority. (Approval must be obtained from Vic Roads prior to the display of such signs)
- A sign required by statute or regulation, provided it is strictly in accordance with the requirement.
- A sign at a railway station for the information of people using the station.
- A sign on a showground, on a motor racing track or on a major sports and recreation facility, provided the advertisement cannot be seen from nearby land.
- A sign with an advertisement area not exceeding 1 square metre to each premise that provides information about a place of worship. It must not be an animated or internally illuminated sign.
- A sign inside a building that cannot generally be seen outside.

- A sign with an advertisement area not exceeding 2 square metres concerning construction work on the land. Only one sign may be displayed, it must not be an animated or internally-illuminated sign and it must be removed when the work is completed.
- A sign with an advertisement area not exceeding 5 square metres publicising a local educational, cultural, political, religious, social or recreational event not held for commercial purposes. Only one sign may be displayed on the land, it must not be an animated or internally-illuminated sign and it must not be displayed longer than 14 days after the event is held or 3 months, whichever is sooner. A sign publicising a local political event may include information about a candidate for an election.
- A sign publicising a special event on the land or in the building in which it is displayed, provided no more than 8 signs are displayed in a calendar year and the total number of days the signs are displayed does not exceed 28 in that calendar year. The sign must be removed when the event is finished.
- A sign with an advertisement area not exceeding 2 square metres publicising the sale of goods or livestock on the land or in the building in which it is displayed, provided the land or building is not normally used for that purpose. Only one sign may be displayed, it must not be an animated or internally-illuminated sign and it must not be displayed longer than 3 months without a permit.
- A sign with an advertisement area not exceeding 10 square metres publicising the sale or letting of the property on which it is displayed. Only one sign may be displayed, it must not be an animated sign and it must not be displayed longer than 7 days after the sale date. A permit may be granted for:
 - o The advertisement area to exceed 10 square metres if the sign concerns more than 20 lots.
 - o The sign to be displayed on land excised from the subdivision and transferred to the municipal council.
 - o The sign to be displayed longer than 7 days after the sale date.
- No permit is required to fly the Australian flag or to display the flag on a building, painted or otherwise represented, provided it is correctly dimensioned and coloured in accordance with the Flags Act 1953.

6 Business and Commercial Areas

Objectives

- To allow adequate and effective signs appropriate to each premises.
- To provide for the orderly display of signs and to avoid proliferation and clutter of signage.
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.
- To ensure an equitable and consistent approach to the provision of advertising signage.

Guidelines - Major Freestanding Retail Areas

Eg; Heritage Springs Shopping Centres

- Signage associated with major freestanding retail commercial centres should generally only promote the centre itself and/or identify the major tenants.
- Signs are to be located on buildings, awnings, or within the building structure.
- Where multiple businesses occupy a premise, a single sign should be displayed. Directory boards are encouraged which provided proportional advertising to each tenant.
- Signs should be integrated with the style and character of the building and surrounds.
- The size of the signs is to be consistent with the scale and character of the building and its surrounds.
- Signage colours and graphics are not to detract from the amenity of the area.
- Signage on the premises must not obscure the view of signs on adjoining premises when viewed from a middle to near distance perspective.
- Where buildings have a zero front setback, signs should be limited to a single awning and/or verandah signs.
- Parapet wall signage should not cover the whole wall.
- Signage on windows should be limited, and not obscure viewing through the windows.

- Under verandah signage is supported by Council. Above verandah signage and sky signs are generally not supported unless the built form only allows for this form of signage.

Guidelines- Strip Shopping Centres

Eg: Main Street Pakenham
Kilvington Drive Emerald

Signage that may be appropriate on a commercial premise include:

The following signs are preferred:

- ▶ Under verandah sign per premises
 - One (1) sign per premise
- ▶ Verandah fascia sign
Fixed directly onto the verandah fascia. This is seen as a better option to above verandah signage.
- ▶ Parapet Wall sign
Fixed directly to the parapet wall
Should identify the company name or nature of the business only
Should not cover the entire parapet wall or any architectural design features of the building.
Maximum of 8m²
- ▶ Other Business Signs
 - Signs identifying services, hours of operation etc should be limited in number, and located below verandah level.

Rural Town Centres

Consideration must be given to the rural characteristics of the town and any heritage significance of the area or the site within which the signage is to be located.

Signage should be designed to conserve the heritage or rural character of the area.

For heritage sites, the external colours and lettering styles should reflect the historic period of the area.

Consideration must be given to any objectives contained within relevant Township Strategies regarding signage and urban design.

7. Industrial Areas

Industrial areas vary greatly in architectural style, scale of building, location of site and landscaping.

Within the industrial zoned land, a planning permit is not required for a Business Identification Sign and Pole Sign with a total advertisement area of all signs to each premise to not exceed 8m².

Additional signage or signs which fall under another interpretation require a planning permit.

Objectives

- To allow adequate and effective signs appropriate to each premise.
- To provide for the orderly display of signs and to avoid proliferation and clutter of signage.
- To ensure that signs do not cause loss of amenity or adversely affect the natural or built environment or the safety, appearance or efficiency of a road.
- To ensure an equitable and consistent approach to the provision of advertising signage.

General Guidelines

- For small industrial buildings a maximum of 8m² of signage is encouraged. For larger industrial sites consideration will be given to a pole sign at the front of the premises and larger business signage. One or two larger signs may be displayed per industrial premise.
- Signs should be located on buildings, awnings, or within built elements.
- The size of the signs is to be consistent with the scale and character of the building and its surrounds.
- Signage colours and graphics are not to detract from the amenity of the area.
- Signs are to be of a high quality design and standard.
- Signs above verandahs and roofs as well as sky signs are not allowed.
- Where multiple tenants exist on a site attempts should be made to designate one main pole/panel sign to identify the various businesses located with the site.

- Flashing lights and signs, and bunting of various forms are discouraged.
- Industrial estates and precincts *may* be identified at the entrance to the estate by one **or** two signs identifying the name of the industrial estate and the occupants of the estate. The signs must be located on a lot and not within a reserve including the road reserve.
- A-frame signs and other temporary signs are not permitted within industrial areas.
- Where businesses are located on a site which is remote from passing traffic, directional signage or multiple tenant boards are not supported on nearby road reserves.
- Promotional, directional or business signage is not supported on Council or Vic Roads land or reserves.
- A sign displaying the name of an estate *may* be supported on Council or Vic Roads land subject to design standards approved by Council. Council will support the display of signage identifying the name and location of an industrial area on a road reserve, provided the sign does not identify any individual business. Appropriate indemnity insurance will need to be taken out before any such signage can be displayed.

Signage that may be appropriate on a standard freestanding industrial building would include:

- ▶ Fascia Sign
 - Fixed directly onto the building fascia, **or** wall face.
 - One fascia sign/wall sign per road abuttal.
 - Should identify company name/logo and nature of business.
- ▶ Pole Sign
 - One pole sign per premises. Maximum height 7m.
 - Should identify company name/logo or nature of business only.
- ▶ Where no pole sign is proposed a low profile identification sign, may be located within the landscape setback.

The following types of signs will not be supported:

Animated Sign
Bunting Sign
Reflective Sign
Panel Sign

8. Residential Areas

Residential areas predominantly contain a variety of dwelling types and designs. Residential areas expect a high level of amenity, privacy, solar access, low noise levels and no visual intrusion from advertising signs or bright lights.

Objectives

To ensure that signage does not detract from the residential amenity of the area.

To ensure that signage is compatible with the character of the surrounding residential area.

Guidelines

- Signage associated with non residential uses should be of a scale and design that is in keeping with the character of the surrounding residential area
- The size and type of signs should clearly identify the business operating from the site, without detracting from the character or amenity of the area.
- Illuminated or floodlit signs are discouraged. Consideration must be given to the impact of light spillage on the surrounding area.
- For small non residential developments (such as medical centres and childcare centres) the following signs are encouraged

One low profile sign located in the front landscape setback.; or

One pole sign with a maximum of 3m² of signage area and a maximum height of 3m..

Low level directional signage to identify access and parking areas.

- For large freestanding non residential developments with exposure to main roads, (eg: restaurants takeaway food premises the following signs are considered satisfactory.

► Facia/Parapet/Wall signs.

One per elevation visible from the road.

- Should identify business name and logo.
- Should be compatible with the size and scale of the building.

► Pole Sign

Maximum height of 7 m

- One sign per site.
- Where multiple tenants exist, they should be located on one business identification sign.

8.1 Home Occupations.

For a home occupation that complies with clause 52.11 of the Cardinia Planning Scheme, a planning permit is not required to display a Home Occupation sign up to a maximum of 0.25m.

9. Sporting and Community Groups on Council owned or Managed Land.

Public reserves addressed by this policy include passive and active recreation reserves.

The character of these areas may vary greatly. Active reserves may include sporting facilities, and associated pavilions and outbuildings. Passive recreation reserves may include areas of natural landform, and vegetation.

Objectives

- To provide consistent guidelines for clubs and organisations seeking to display advertising signage on council owned and/or managed land.
- To provide an appropriate level of sponsorship signage for sporting and community groups.
- To provide consistent messages to community regarding being active and eating well.

Guidelines

- A single reserve identification sign shall be erected at the entry to the reserve which identifies the name of the reserve and the activities on that reserve. No advertising or sponsorship details shall be permitted on this sign.
- Promotional signage will not be supported on external front fencing facing an external road.
- Promotional signage may be displayed on the fencing abutting any internal road or driveway.
- A sign identifying each of the tenant clubs of a reserve may be displayed along the frontage of the site. The sign may display its name, activity, contact details and game times. The sign may have a maximum signage area of 4m². A maximum of 20% of the total area of the sign may be used for sponsor recognition. Where multiple groups/associations occupy a reserve, the use of a single sign to identify the groups should be encouraged.

- One major sponsorship board with a maximum area of 18m², may be provided facing outwards of the site to allow for the identification of 2-3 major sponsors of the reserve club.
- Clubs may erect promotional signage on any fence delineating the boundary of the ground/court. They must not exceed the height of the fence (except for tennis court fencing, whereby the signage must be erected such that it does not exceed a maximum of 2.0m above ground level).
- Signage advertising tobacco products, alcohol, gaming and adult bookshops and or brothels is not permitted.
- All signage must be safely and securely erected such that it is not leaning on any fixed structures, or that there are protruding nails.
- Written consent or a planning permit if required must be received from Cardinia Shire Council and the Committee of Management prior to the erection of the any signage.
- Signage for registration events may be displayed on the perimeter of the reserve for no more than 4 weeks before the event and removed within 2 weeks of the event.

10. Community Events

Community groups may be described as of a cultural, social, recreational, religious or political nature. To enable community groups to promote their activities such as a special event or festival, the following types of signage will be supported by Council.

Guidelines

- The sign must promote an upcoming community event that is to be held in Cardinia Shire or must strongly benefit an organisation located within the Cardinia Shire.
- Only one sign may be displayed on the land with an advertisement area not exceeding 5m². The sign not be an animated or internally-illuminated sign.
- Signs must be of a good quality and shall be no greater than 1.8m high.
- Any sponsorship component must not exceed 20% of the total area of the sign.
- Each sign shall not be displayed earlier than 2 weeks before the event and shall be removed within 2 working days of the event.
- Prior the display of these signs consent must be obtained from the relevant land owner (being a private property owner, or Vic Roads, or Cardinia Shire Council or its delegated Committee of Management).

- Subject to the receipt of written approval from Council's Local Laws department, Council may permit the display of a temporary sign on a road reserve or council land.
 - ▶ The sign must be located in an appropriate location as determined by Council, having regard to traffic considerations and avoiding the proliferation of signage.
 - ▶ No signage shall be permitted on the median of a divided road.
- Signage located on a declared main road, also requires the written approval of Vic Roads.

11. Real Estate Signage

The placement or display of any signs relating to the sale of real estate must be in accordance with clause 52.05-3 of the Cardinia Planning Scheme and Local Law No.10.

Guidelines

- A flag not exceeding two (2) square metres may be displayed on the property for sale only on the day in which the property is either open for inspection by the public, or it is to be sold by public auction.

The flag must not obstruct the movement or safe operation of pedestrian or vehicular traffic along a road or intersection

Any flag must be removed immediately upon completion of the public auction or the public inspection.

- Moveable advertising signs relating to the sale of the property being offered for sale or public inspection may only be displayed on the day(s), when the property is open for inspection or on the day of the auction.
- To display moveable advertising signs of real estate, the following requirements must be met
 - ▶ One sign may be placed outside the property offered for sale or inspection, and one sign may be displayed at a nearby intersection directing people to the property. The signs:
 - ▶ Must be placed as close to the property boundary as practicable.
 - ▶ Must be removed immediately following the public inspection or when the auction ceases.
 - ▶ Must not incorporate flags or bunting.
 - ▶ May be placed on a reservation where a service road exists.
 - ▶ Must be no greater than 1.2m high and 0.8m wide.

Land Sales in New Subdivisions

- In accordance with the requirements of the Cardinia Planning Scheme - clause 52.05-3, a planning permit is not required for an advertising sign with an advertisement area not exceeding 10m² which publicises the sale or letting of land on which it is displayed.

A permit may be granted for:

- ▶ The advertisement to exceed 10m² if the sign concerns more than 20 vacant lots.
 - ▶ The sign to be displayed on land excised from the subdivision and transferred to the municipal council.
 - ▶ Only one sign may be displayed, it must not be an animated sign and it must not be displayed longer than seven (7) days after the sale without a planning permit.
- Business identification signs may be displayed on new land subdivision. One sign per 200 lots per estate may be permitted with a maximum of three signs permitted to be displayed per estate.
 - For estates greater than 200 lots that are not located on a main road, one pointer sign with a maximum area of 2m² may be displayed within proximity to the site, to provide directions to the estate.
 - Trailer signs or any form of moveable signage will not be supported on the land being subdivided or any other land including road reserves.

12. Promotional Signage

Promotional signage (including signage on trailers) which does not relate to products, goods or services offered for sale on the land) will not be supported by Council.

Council will not support the display or parking of moveable signage, including trailer signage on any land, including Vic Roads or Council road reserves.

13. Tourist Signage

Tourist Signage must comply with the "Tourist Signing Guidelines - Guidelines for Tourist and Services Signing on Roads in Victoria". A copy of this policy can be obtained from Vic Roads, Tourism Victoria or viewed at the Council Offices.

Applications for Tourist signage must be made to Cardinia Shire Council on the approved application form (Appendix'), prior to submission of the application to Vic Roads for final approval.

An application for tourist signage must clearly explain how the proposal meets the eligibility criteria as outlined in Section 6 of the *Guidelines for Tourist and Services Signing on Roads in Victoria*, and that the proposed signage is integrated with and supports the tourist traffic network.

14. APPLICATION REQUIREMENTS

An application to display an advertising sign must be accompanied by the following information, as appropriate:

- A site context report, using a site plan, photographs or other methods to accurately describe:
 - The location of the proposed sign on the site or building and distance from property boundaries.
 - The location and size of existing signage on the site including details of any signs to be retained or removed.
 - The location and form of existing signage on abutting properties and in the locality.
 - The location of closest traffic control signs.
 - Identification of any view lines or vistas that could be affected by the proposed sign.
- The dimensions, height above ground level and extent of projection of the proposed sign.
- The height, width, depth of the total sign structure including method of support and any associated structures such as safety devices and service platforms.
- Details of associated on-site works.
- Details of any form of illumination including details of baffles and the times at which the sign would be illuminated.
- The colour, lettering style and materials of the proposed sign.
- The size of the display (total advertising area including all sides of a multi-sided sign).
- The location of any corporate logo box and proportion of display area occupied by such a logo box.
- For animated or electronic signs, a report addressing the decision guidelines at Clause 52.05-3 relating to road safety.
- Any landscaping details.
- For any sign over 18 square metres in area:
 - A description of the existing character of the area including built form and landscapes.
 - The location of any other signs over 18 square metres, or scrolling, electronic or animated signs within 200 metres of the site.
 - Any existing identifiable advertising theme in the area.
 - Photo montages or a streetscape perspective of the proposed sign.
 - Level of illumination including:

- lux levels for any sign on or within 60 metres of a Road Zone, residential zone, public use zone or Business 5 zone;
- the dwell and change time for any no11-sta ti c im ages .
- The relationship to any significant or promine't views and vistas.

15. DEFINITIONS

Above-verandah sign

A sign above a verandah or, if no verandah, that is more than 3.7 metres above pavement level, and which projects more than 0.3 metre outside the site.

Advertisement area

The total area of an advertisement. If the advertisement does not rotate or move, the area is one side only.

Animated sign

A sign that can move, contains moving parts, changes its message, flashes, or has a moving or flashing border.

Bed and breakfast sign

A sign at a dwelling that advertises bed and breakfast accommodation in the dwelling.

Bunting sign

An advertisement that consists of bunting, streamers, flags, windvanes, or the like.

Business identification sign

A sign that provides business identification information about a business or industry on the land where it is displayed. The information may include the name of the business or building, the street number of the business premises, the nature of the business, a business logo or other business identification information.

Direction sign

A sign not exceeding 0.3 square metre that directs vehicles or pedestrians. It does not include a sign that contains commercial information.

Electronic Sign

A sign that can be updated electronically. It includes screens broadcasting still or moving images.

Floodlit sign

A sign illuminated by external lighting provided for that purpose.

High-wall sign

A sign on the wall of a building so that part of it is more than 10 metres above the ground.

Home occupation sign

A sign at a dwelling that advertises a home occupation carried on in the dwelling, or on the land around the dwelling.

Internally illuminated sign

A sign illuminated by internal lighting or which contains lights or illuminated tubes arranged as an advertisement.

Major promotion sign

A sign which is 18 square metres or greater that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited.

Panel sign

A sign with an advertisement area exceeding 10 square metres.

Pole sign

A sign:

- a) on a pole or pylon that is not part of a building or another structure;
- b) that is no more than 7 metres above the ground;
- c) with an advertisement area not exceeding 6 square metres; and
- d) that has a clearance under it of at least 2.7 metres.

Promotion sign

A sign of less than 18 square metres that promotes goods, services, an event or any other matter, whether or not provided, undertaken or sold or for hire on the land or in the building on which the sign is sited.

Reflective sign

A sign finished with material specifically made to reflect external light.

Sign

An advertisement and any structure built specifically to support it.

Sky sign

A sign:

- a) on or above the roof of a building, but not a verandah;
- b) fixed to the wall of a building and which projects above the wall; or
- c) fixed to a structure (not a building) so that part of it is more than 7 metres above the ground.

General Definitions

Advertisement

Any word, letter, image, device or representation or combination used for the purpose of advertising, announcement or display.

Advertising Sign

An advertisement and any structure built specifically to support it. Includes above-veranda sign, animated sign, bed and breakfast sign, bunting sign, business identification sign, floodlit sign, high-contrast sign, home occupation sign, internally illuminated sign, major promotion sign, panel sign, pole sign, promotion sign, reflective sign and sky sign (as defined by the Cardinia Shire Council Planning Scheme). This also includes commercial signage mounted on vehicles and/or trailers.

Community Events

An event of recreational, cultural, social or political nature, which is a not profit event or where the majority of event proceeds are returned directly to the community.

Moveable Advertising Sign

Any moveable board, notice, structure, banner or similar device used for the purposes of notifying of a sale, soliciting sales or notifying people of the presence of an adjacent property where goods and services may be obtained. Includes A-Frame signs.

Temporary Community Event and Information Sign

Temporary sign erected in an approved location to promote a community event or information relating to a community group, and from which the majority of the proceeds are returned to the community.

Tourist Attraction

A commercial or non-commercial attraction or establishment or an attraction that is actively managed by a government agency or committee of management

Tourist Route

A tourist route incorporates special interest visitor trails developed in conjunction with representative organisations, to link tourist facilities of related interest, attraction or theme.

Trailer Signage

A trailer displaying a sign or advertising material, and parked in the one location

Attachment 13- Netball Standards

Seniors

Netball is played on a firm surface, both indoor and outdoor. The court is divided into three equal parts — a centre third and two goal thirds measuring 10.17m each.

Court dimensions

30.5m long and 15.25m wide. The longer sides are called sidelines and the shorter sides are called goal lines

The court is divided into three thirds measuring 10.17m each

Centre circle is 0.9m in diameter in the centre of the court

Goal circle is a semi-circle 4.9m in radius and its centre is the mid-point of the goal line

Ceiling height — minimum of 8.3m

Line markings — all lines are part of the court and no more than 50mm wide

Gradient is one per cent cross fall in both direction

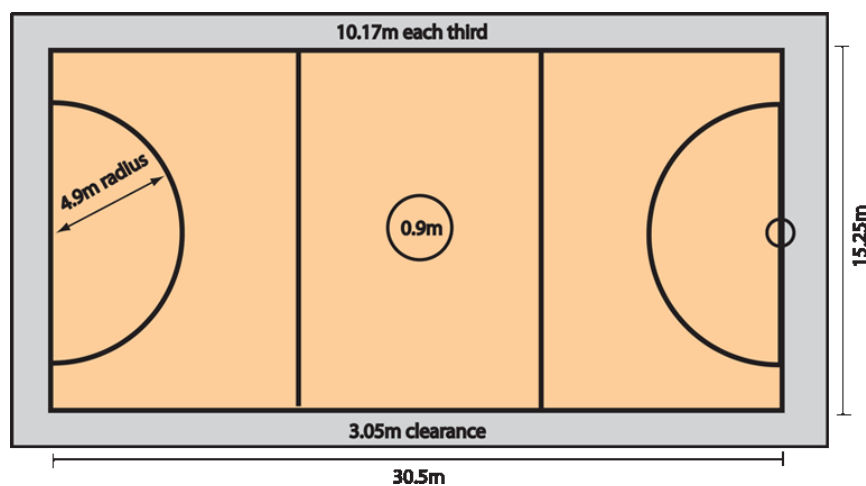
Run-off

There is a minimum run-off space of 3.05m outside each sideline. Other recommended run-off spaces are as follows:

goal lines 3.05m

to wall/seating 3.05m

between courts 3.65m



Goal posts

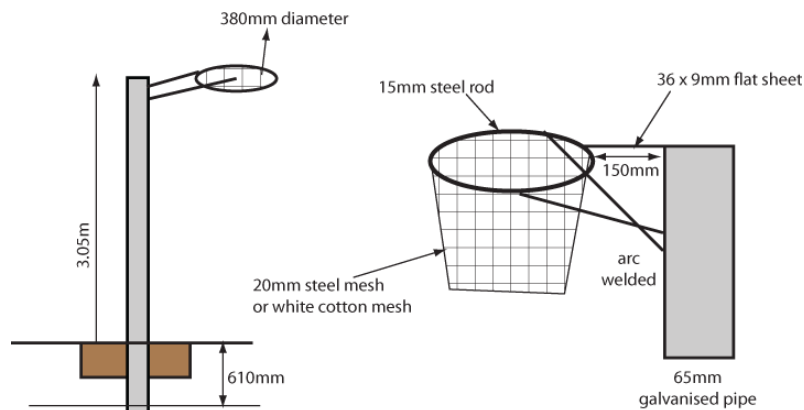
Post height is 3.05m and placed at the midpoint of each goal line

Post diameter — standard 65mm. If padding is used on the goal post, it must not be more than 50mm thick and start at the base of the goal post and extend between 2m and 2.4m up the goal post

Ring is 380mm internal diameter and made of a 15mm steel rod fitted with a net clearly visible and open at both ends. The ring extends 150mm from the top of the goal post

Net is approximately 20mm steel mesh or white cotton mesh

Post fixing (internal) — there are no struts from ring to goal post. The post is inserted in a socket in the ground or supported by a metal base that does not project onto the court



Lighting

In a netball game players move around the court in all directions and are required to look virtually in all directions, not only at eye level but also upwards. During play the ball may be thrown up to 8m high. The player must be able to follow the flight of the ball and actions of other players over the entire court area. Although the ball is large, action is fast and relatively high illuminances are required.

The minimum Australian Standard for indoor netball courts is 700 lux–800 lux. The minimum Australian Standard for outdoor netball courts is 100 lux for recreational or training level and 200 lux for competition level. Pole heights are from 8m to 12m.

Generally, a side lighting system is used for outdoor courts, whether they be in a single court or multi-court complex. Side lighting gives better control of spill light outside the playing area and is more economical for one or two courts. Corner lighting is not recommended because of unavoidable glare when shooting for goal.

Netball — NETTA

NETTA netball is the modified game of netball for 8–10 year old boys and girls. It is played on a standard netball court but the goal posts are 2.4m high. The players also use a smaller ball.

FUN NET

FUN NET is a play based motor skills program for 5–7 year olds. The emphasis is on the acquisition of basic motor skills, in a fun environment of games and activities. There is no organised competition structure and modified equipment is used.

Attachment 14 - Athletics Standards

Dimensions for Athletics — jumping events

Long jump

The long jump is a jumping event where athletes combine speed, strength, and agility in a horizontal jump for distance. Jumpers make their approach down the runway at nearly top speed, plant a foot on the take-off board, and leap into the air. A legal jump requires that no part of the forward foot extends beyond the board. The long jump facility includes a runway, take-off board and landing area.

The runway for the long jump is 40m minimum and is measured from the beginning of the runway to the take-off line. The runway is $1.22\text{m} \pm 0.01\text{m}$ and marked by white lines 5cm in width. The maximum lateral inclination of the runway is 1:100 and the overall inclination in the running direction is 1:1000.

The take-off board is marked by a board sunk level with the runway and the surface of the landing area. The take-off board is white, rectangular, made of wood or other suitable rigid material and measures $1.22\text{m} \pm 0.01\text{m}$ long, $20\text{cm} \pm 2\text{mm}$ wide and 10cm deep.

The edge of the board closest to the landing area is the take-off line. The distance between the take-off line and the far end of the landing area is at least 10m. The take-off line is placed between 1m and 3m from the nearer end of the landing area.

Immediately beyond the take-off line there is a plasticine indicator board or other suitable material for recording the athlete's footprint when he has foot-faulted. This board is 10cm ($\pm 2\text{mm}$) wide and $1.22\text{m} (\pm 0.01\text{m})$ long and is painted in a contrasting colour to the take-off board. The board is mounted in a recess or shelf in the runway, on the side of the take-off board near the landing area.

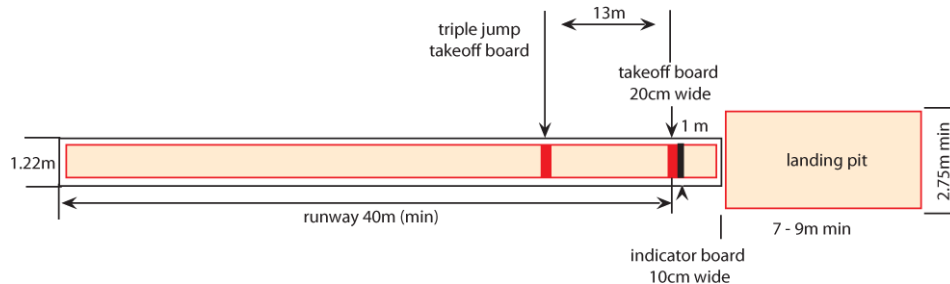
The upper part of the indicator board is covered for the first 10mm and along its entire length by a plasticine layer. The surface of the board beneath the plasticine is made of a material in which the spikes of an athlete's shoe will grip and not skid. When mounted in this recess, the whole assembly is sufficiently rigid to accept the full force of the athlete's foot.

The landing area has a minimum width of 2.75m and a maximum width of 3m. If possible, it is to be placed in the middle of the runway so that if extended, it would coincide with the middle of the landing area. The landing area is filled with soft, damp sand, the top surface of which is level with the take-off board.

Triple jump

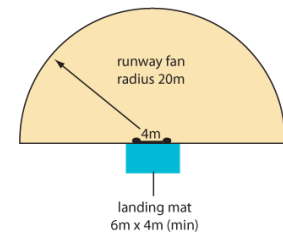
The triple jump was previously known as the 'hop, step and jump', which describes the actions of the competitor. The athlete runs down a runway until he reaches a designated mark where the jump is measured. The first landing is done with the take-off foot. The next phase is a step, landing on the opposite foot, and is followed by the jump, into a sand-filled box, as in the long jump.

Except for the placement of the take-off board, the same facilities are used for triple jump as for the long jump. It is recommended that the take-off board is not less than 13m for men and 11m for women from the nearer end of the landing area. For other competitions, this distance is appropriate for the level of competition.

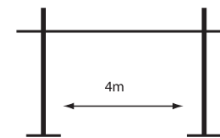


High jump

The high jump is an event in which an athlete tries to propel his/her body over a bar that rests across two upright poles. The jumper must take off from one foot after an approach from any angle along a semi-circular runway. Three successive misses eliminates the jumper. The jumper who jumps the highest wins.



The high jump facility includes a semi-circular runway, a take-off area, two uprights with a crossbar and a landing area. The semi-circular runway, with a radius of at least 20m, permits an approach from every direction. The runway and take-off areas are usually covered with the same surface as the track. The maximum overall inclination of the runway and take-off area is 1:250 in the direction of running. The landing area is placed so the athlete's approach is up the inclination.



The minimum landing area is 6m long x 4m wide and 0.7m high. It is important for the safety of high jumpers that a suitable landing mat is used, which allows absorption of the impact from the fall of the athletes and gives adequate resilience when compressed.

Pole vault

Pole vaulting is an event where a person uses a long, flexible pole (usually made either of fibreglass or carbon fibre) as an aid to leap over a bar. The pole vault facility includes a runway, a box for inserting the pole, two uprights with a crossbar and a landing area.

The length of the runway is a minimum of 40m. The width is $1.22\text{m} \pm 0.01\text{m}$ and marked by white lines 5cm in width. The maximum lateral inclination of the runway is 1:100 and the overall inclination in the running direction is 1:1000.

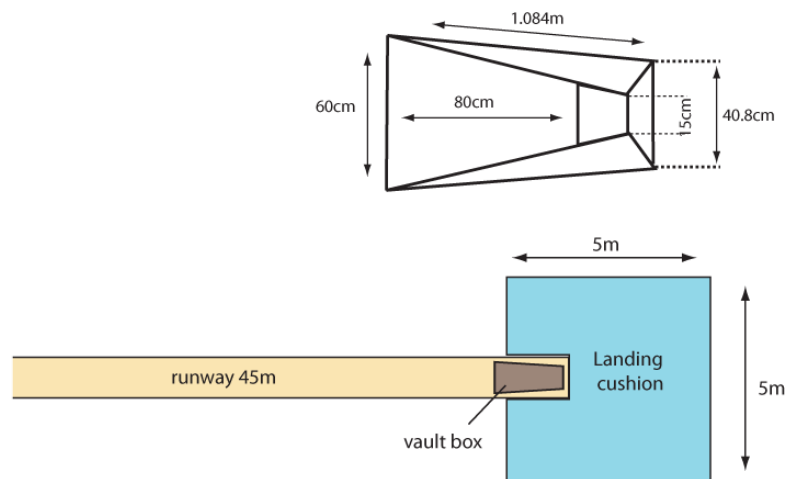
The take-off for the pole vault is a box constructed of fibreglass, metal or wood, preferably with rounded upper edges and sunk level with the runway. It is 1.084m in length, measured along the inside of the bottom of the box, 60cm in width at the front end

and tapering to 15cm in width at the bottom of the stop board. The length of the box at runway level and depth of the stop board are determined by the angle of 105° formed between the base and the stop board.

The base of the box slopes from runway level at the front end to a vertical distance below ground level of 20cm at the point where it meets the stop board. The box is constructed in such a way that the slides slope outwards and end next to the stop board at an angle of approximately 120° to the base.

If the box is constructed of wood, the bottom is lined with 2.5mm sheet metal for a distance of 80cm from the front of the box.

The landing area measures not less than 5m long and 5m wide. The sides of the landing area nearest to the box are placed 10cm to 15cm from the box and slope away at an angle of approximately 45° .



Dimensions for Athletics – throwing events

The shot put involves ‘putting’ (throwing in a pushing motion) a heavy metal ball (called the shot) as far as possible. The shot put facility includes a throwing circle, a stop-board and a landing sector. Competitors take their throw from inside a circle 2.135m in diameter, with a toe board approximately 10cm high at the front of the circle. The distance thrown is measured from the inside of the circumference of the circle to where the shot lands at its nearest disturbance of the soil.

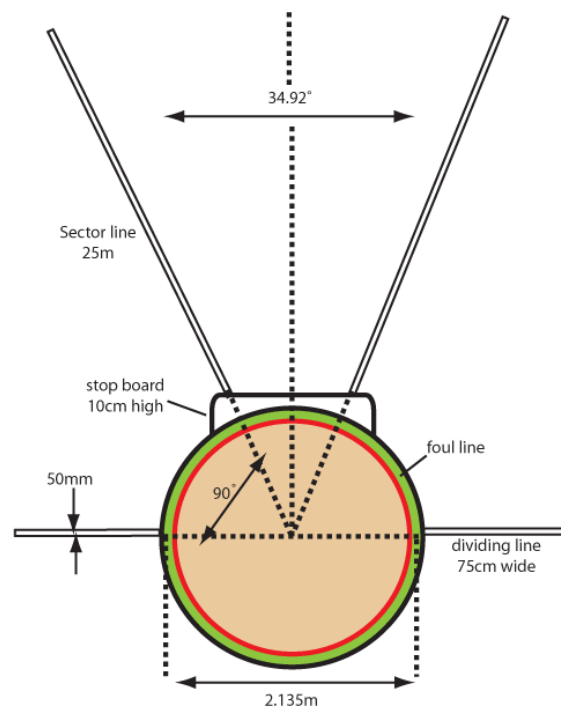
The throwing circle is made of bank iron, steel or other suitable material, the top of which is flush with the ground outside. The inside diameter of the throwing circle measures 2.135m ($\pm 5\text{mm}$) and the rim at least 6mm in thickness, 70mm to 80mm deep and painted white.

The interior of the circle is constructed of concrete, asphalt or some other firm but not slippery material. The surface must be level and 1.4cm–2.6cm lower than the upper edge of the rim of the circle. A portable circle meeting these specifications is permissible.

The stop board is white and made of wood or other suitable material in the shape of an arc so that the inner edge coincides with the inner edge of the rim of the circle. It is placed mid-way between the sector lines, and constructed so that it can be firmly fixed to the ground. The board is 1.22m long on the inside, 11.2cm wide and 10cm high when firmly in position.

The surface of the landing sector must allow for the shot put to make a mark upon landing. It is made of natural grass or other suitable material. The landing sector must be laid from the middle of the circle with an angle of 34.92° and marked by 50mm wide white lines, the inside edges of which form the boundary of the sector. The length of the sector is 25m. The angle of 34.92° is attained if the two sector lines at a distance of 25m are spaced 15m apart.

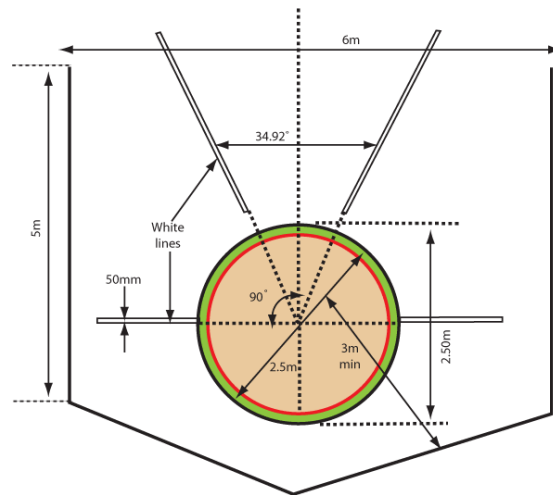
The maximum allowance for the overall downward inclination of the landing sector, in the throwing direction, shall not exceed 0.1 per cent.



Discus throw

Discus throw is a throwing event where athletes throw a 2kg platelike implement from a 2.5m circle. The discus is launched after the thrower, starting at the back of the circle, has completed one-and-a-half turns. The facility for discus throw includes a throwing circle, protective cage and landing sector.

The throwing circle is made of bank iron, steel or other suitable material, the top of which is flush with the ground outside. The inside diameter of the circle measures 2.5m ($\pm 5\text{mm}$) and the rim at least 6mm in thickness, 70mm to 80mm deep and painted white.



The interior of the circle is constructed of concrete, asphalt or some other firm but not slippery material. The surface must be level and 1.4cm–2.6cm lower than the upper edge of the rim of the circle.

All discus and hammer throws are made from an enclosure or cage to ensure safety of spectators, officials and athletes. The cage shown in the following diagram is intended for use when the event is held in the arena with other events taking place at the same time or spectators are present. Where this does not apply, and especially in training areas, a much simpler construction may be satisfactory.

The cage is designed, manufactured and maintained to be capable of stopping a 2kg discus moving at a speed of up to 25m per second. There must be no danger of the discus ricocheting or rebounding back towards the athlete or over the top of the cage. If these requirements are satisfied, any form of cage design and construction can be used.

The cage is U-shaped. The width of the mouth is 6m, positioned 7m in front of the centre of the throwing circle. The end points of the 6m wide mouth are the inner edge of the cage netting. The height of the netting panels or draped netting at their lowest point is 4m. Provision must be made in the design of the cage to prevent a discus forcing its way through any joints in the cage or the netting or underneath the netting panels.

The netting is made from suitable natural or synthetic fibre cord or from a mild or high tensile steel wire. The maximum mesh size is 44mm for cord netting and 50mm for steel wire.

The maximum danger sector for discus throws from this cage is approximately 69° , when used by both right and left handed throwers in the same competition. The position and alignment of the cage in the arena is critical for its safe use.

The surface of the landing sector must allow for the discus making a mark upon landing. It is made of natural grass or other suitable material. The landing sector is laid from the middle of the circle with an angle of 34.92° and marked by 50mm wide white lines, the inside edges of which form the boundary of the sector. The length of the sector is 80m. The angle of 34.92° is attained if the two sector lines at a distance of 80m are spaced 48m apart.

The maximum allowance for the overall downward inclination of the landing sector, in the throwing direction, shall not exceed 0.1 per cent.

Hammer throw

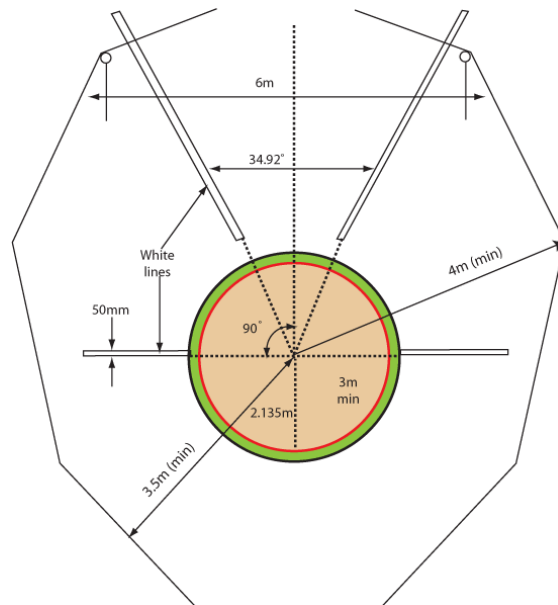
The hammer throw is a throwing event where the object thrown is a heavy steel ball attached with a long wire (maximum length 122cm) to a handle. The facility for the hammer throw includes a throwing circle, protective cage and landing sector. It is usually combined with the facility for the discus throw.

The throwing circle is the same as for the discus and shot put throw but has an inside diameter of 2.135m ($\pm 5\text{mm}$). The hammer can be thrown from the discus circle provided the diameter of this circle is reduced from 2.50m to 2.135m by placing a circular ring inside.

The surface finish to the concrete circle is slightly smoother for hammer throw than for discus. When a circle is used for both discus and hammer throw, a compromise finish is required.

The hammer throw cage is designed, manufactured and maintained to be capable of stopping a 7.260kg disc moving at a speed of up to 32m per second. There must be no danger of the disc ricocheting or rebounding back towards the athlete or over the top of the cage. If these requirements are satisfied, any form of cage design and construction can be used.

The cage is U-shaped as shown in the following diagram. The width of the mouth is 6m, positioned 7m in front of the centre of the throwing circle. The end points of the 6m wide mouth are the inner edge of the cage netting. The height of the netting panels or draped netting at their lowest point are at least 7m for the panels/netting at the rear of the cage and at least 10m for the 2.80m panels to the gate pivot points. Provision must be made in the design of the cage to prevent a hammer forcing its way through any joints in the cage or the netting or underneath the netting panels.



Two movable netting panels 2m wide are provided at the front of the cage, only one is operative at a time. The minimum height of the panels is 10m.

The netting can be made from suitable natural or synthetic fibre cord or from a mild or high tensile steel wire. The maximum mesh size is 44mm for cord netting and 50mm for steel wire.

Where it is desirable to use the same cage for discus and hammer throw, the installation can be adapted in two alternative ways. A 2.135m–2.5m concentric circle is fitted but this involves using the same surface in the circle for the hammer and discus throw. The hammer cage is used for the discus throw by fixing the movable netting panels clear of the cage opening.

For separate circles for hammer and discus throw in the same cage, the two circles are placed one behind the other with the centres 2.37m apart on the centre line of the land

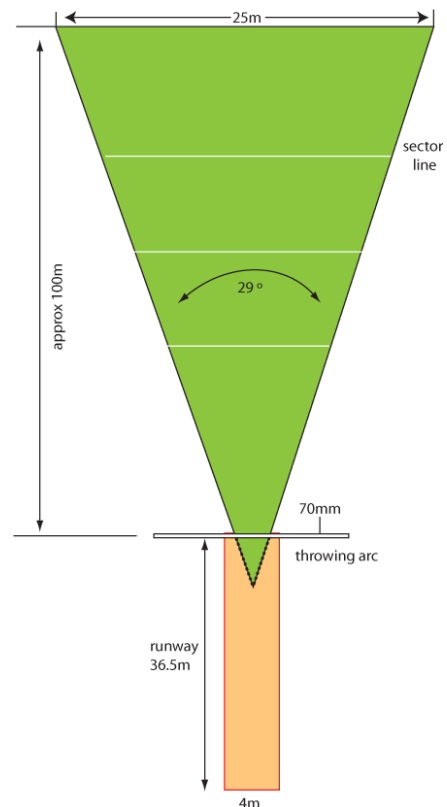
sector and with the discus circle at the front. In this case, the movable netting panels are used for the discus throw.

The maximum danger sector for hammer throws from this cage is approximately 53° when used by both right and left-handed throwers in the same competition. The position and alignment of the cage in the arena is critical for its safe use.

Javelin

The javelin throw is a throwing event where the object to be thrown is a spear-like object made of metal, fibreglass and, in some cases, carbon fibre. The facility for the javelin throw includes a runway, a throwing arc and a landing sector. The minimum length of the runway is 30m and the maximum 36.5m. It is marked by two parallel white lines 5cm wide and 4m apart.

The throw is made from behind an arc of a circle drawn with a radius of 8m. The arc consists of a strip painted or made of wood 7cm wide. It is white and flush with the ground. Lines are drawn from the extremities of the arc at right angles to the parallel lines marking the runway. These lines are white, 75cm long and 7cm wide. The maximum lateral inclination of the runway is 1:100 and the overall inclination in the running direction 1:1000.



Floodlighting

Floodlighting of athletics venues is generally required to maximise the use of tracks and training areas. Where athletics facilities are to be used for non-televised activities, it is only necessary to provide a horizontal illuminance suitable for the required level of activity. An illuminance level of 100 lux is sufficient for an athletics training area. For club competition and regional events, 200 lux is sufficient and for national and international levels, 500 lux.

Dimensions for Athletics – track events

This publication uses the IAAF Track and Field Manual 2003 Edition as its source of information. It is the IAAF's objective to create uniform criteria to provide fair and equitable competition and also to simplify principles of construction, surveying and certification of facilities. The IAAF website is www.iaaf.org.

Track events include sprint, middle distance, hurdle and steeplechase events. The 400m oval track forms the basis of a multi-sports arena and its dimensions are dependent on the requirements of other sports. Although there are a number of different layouts for the oval 400m track, this publication uses the IAAF's criteria as outlined in the IAAF Track and Field Manual 2003 Edition.

The competition area for track events includes:

oval track with at least four lanes and safety zones measuring no less than 1m on the inside and outside

straight with minimum of six lanes for sprints and hurdles

steeplechase track as for oval track with a permanent water jump

There are three basic types of track surface — synthetic, unbound mineral (cinder) and grass.

400 metre track events

The length of a standard running track is 400m (standard track). Orientation of the track should take into account the prevailing winds and sun angles. The 400m track consists of two parallel straights and two bends whose radii are equal. The area inside the track is large enough to accommodate all throwing events and also a standard soccer pitch (68m x 105m).

The 400m Standard Track (as outlined in the IAAF Track and Field Facilities Manual 2003 Edition) comprises two semi-circles, each with a radius of 36.50m, which are joined by two straights, each 84.39m long. The width of the track is a minimum of 72m and unless it is a grass track, the inside of the track is bordered by a kerb of suitable material, 5cm high and a minimum of 5cm wide. The inner edge of the track is 398.12m long ($36.5\text{m} \times 2 \times \pi + 84.39\text{m} \times 2$) where $\pi = 3.1416$. This length for the inner edge gives a length of 400 metres ($36.8\text{m} \times 2 \times \pi + 84.39\text{m} \times 2$) for the theoretical line of running (measurement line) at a distance of 0.30m from the kerb.

For a grass track without a kerb the inner edge is marked with lines 5cm wide.

Lanes

The 400m standard track has eight, six or occasionally four lanes. The distance of the race is measured from the edge of the start line further from the finish to the edge of the finish line nearer to the start. The direction of running is anti-clockwise.

All lanes have a width of $1.22\text{m} \pm 0.01$ and marked by white lines 5cm wide. The line on the right hand of each lane, in the direction of running, is included in the measurement of the width of each lane. All start lines (except for the curved start lines) and the finish line are marked at right angles to the lane lines.

The essential requirement for all start lines — straight, narrow, staggered or curved — is that the distance for every athlete is the same. For races of 800m or less, each athlete will have a separate lane at the start. Races of up to, and including, 400m are run entirely in lanes. Races of 800m start and continue in lanes until the end of the first bend. The exit from the first bend is marked distinctively with a 5cm wide line across the track and is called the breakline. The breakline is marked at each end by a flag at least 1.5m high, positioned outside the track, 30cm from the nearest lane line. Races over 800m are run without lanes using a curved start line.

Immediately before the finish line, the lanes are marked with numbers a minimum height of 0.50m. All markings are 0.05m wide. All distances are measured in a clockwise direction from the edge of the finish line nearer to the start to the edge of the start line further from the finish line.

The data for staggered starts for the 400m Standard Track (constant lane width of

1.22m) is shown on the next page. All track markings are in accordance with 'IAAF 400m Standard Track Marking Plan' as shown in the IAAF Track and Field Manual 2003 Edition.

100 metre start

The start of the 100m is run in the 'straight' that is integrated into the 400m oval track. It is measured from the edge of the finish line nearest to the start line backwards so the event is not run around a curve. The straight will incorporate a starting area of 3m minimum and a runout of 17m minimum.

Relay zones

The relays involve four runners per team, each member carrying a baton for 25 per cent of the total distance before passing it to the next team runner.

The relay marks for each changeover or take-over zone are provided for the 4 x 100m, 4 x 200m and

4 x 400m relays. The 4 x 200m relay is run in lanes for one lap plus the next bend so that runners can start running out of their lanes at the 800m breakline.

Lines 5cm wide are drawn across the track to mark distances of the stages and to denote the scratch line. Each take-over zone is 20m long of which the scratch line is the centre. The zones shall start and finish at the edge of the zone lines nearest the start line in the running direction.

200 metre start and 4 x 100 metre relay

For the 4 x 100m relay event, the first leg competitors start from the 400m staggered start positions. The first take-over marks are 100m in advance of each relevant 400m stagger. The second take-over marks are the prescribed 200m staggered starting positions. The third take-over marks are 100m from the finish line. At each stage the take-over zone is within two lines set out 10m either side of the actual take-over mark in each lane.

4 x 200 metre and 4 x 400 metre relays

The scratch lines of the first take-over zones for the 4 x 400m (or the second zones for the 4 x 200m) are the same as the start line for the 800m. The take-over zones for the second and last take-overs (4 x 400m) are the 10m lines either side of the start/finish line.

In the 4 x 200m and the 4 x 400m relays, competitors run the first full lap in lanes. The second stage runners in the 4 x 400m relay and the third stage runners in the 200m relay remain in their respective lanes until they enter the back straight. The arc across the track at the entry to the back straight showing the positions at which the second stage runners (4 x 400m) and third stage (4 x 200m) are permitted to leave their respective lanes, is the same arc for the 800m event.

1000, 2000, 3000, 5000 and 10,000 metre events

Where there are more than 12 competitors in a race, they may be divided into two groups with one group of approximately 65 per cent of competitors on the regular arced start line and the second group on a separate arced start line marked across the outer half of the track. The second group shall run as far as the end of the first bend on the outer half of the track.

The separate arced line is marked so that all competitors run the same distance.

Lane staggers in metres - measurement line distance 0.20m

All distances are measured in a clockwise direction from the edge of the finish line nearer to the start to the edge of the appropriate line farther from the finish. With the exception of Lane 1, all lanes are measured 20cm out from the outer edge of the inner line.

Lane staggers in metres

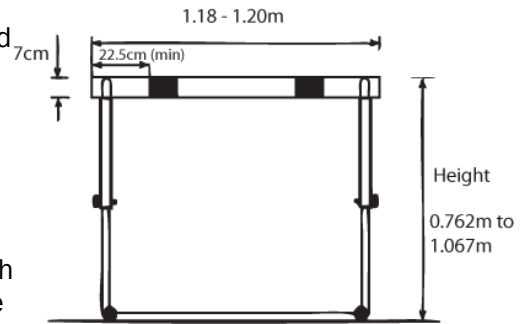
Distance	Bend	Lane 2	Lane 3	Lane 4	Lane 5	Lane 6	Lane 7	Lane 8
200m	1	3.519	7.352	11.185	15.017	18.850	22.683	26.516
400m	2	7.038	14.704	22.370	30.034	37.700	45.366	53.032
800m	1	3.526	7.384	11.260	15.151	19.061	22.989	26.933
4 x 400	3	10.564	22.088	33.630	45.185	56.761	68.355	79.965

Construction measurements of a 400 metre standard running track

Length of each straight section	84.390m
Construction of radius of curve (including raised kerb on inside of track)	36.500m
Construction length of curve (semi-circle)	114.668m
Radius of measurement line in Lane 1 (30cm outside raised kerb)	36.800m
Length of curve along measurement line	115.610m
Length of track along measurement line	400.00m
Length of track on construction line (kerb)	398.120m
Lane width (including 5cm on outside)	1.220m
Steeplechase lap where the water jump is inside the 400m track	396.084m

Hurdles

Hurdles is a race over a series of obstacles called hurdles. Runners must remain in assigned lanes throughout a race, and though they may knock hurdles down while running over them, they may do so only with a leg or foot, not a hand.



The standard 400m track, sprint track with 100m and 110m are used for hurdle races. Each hurdle is placed on the track so that the feet are on the side of the approach by the athlete. The hurdle is placed so that the edge of the bar nearest the approaching hurdler coincides with the track marking nearest the athlete (see table below).

The following are standard distances:

men, junior men, youth boys — 110m, 400m

women, junior women, youth girls — 100m, 400m

There are 10 flights of hurdles in each lane, set out in accordance with the following tables:

Hurdle distances

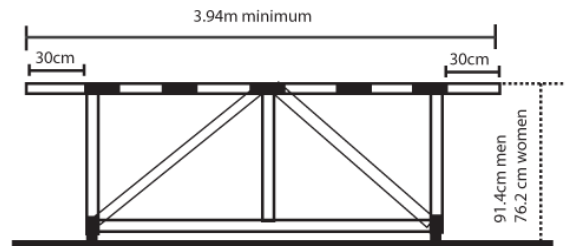
Race distance	Hurdle height	Distance start to 1st hurdle	Distance between hurdles	Last hurdle to finish line
Men				
110m	1.067m	13.72m	9.14m	14.02m
400m	0.914m	45m	35m	40m
Women				
100m	0.838m	13m	8.50m	10.50m
400m	0.762m	45m	35m	40m

The start and finish is marked by a 50mm wide line at right angles to the inner edge of the track. The distance of a selected race is measured from the edge of the starting line further from the finish, to the edge of the finish line nearer to the start.

Steeplechase races

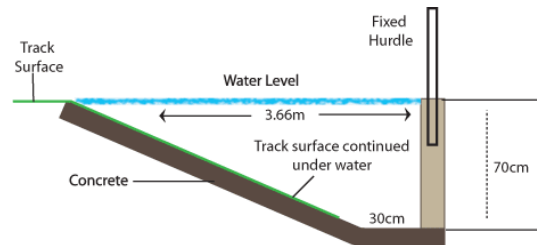
Steeplechase is a race over an obstacle course that includes water ditches, open ditches and fences.

The steeplechase track is integrated into the 400m standard track. The standard distances are 2000m (juniors) and 3000m. There are 18 hurdle jumps and five water jumps in the 2000m event and 28 hurdle jumps and seven water jumps in the 3000m event. There are five jumps in each lap after the finish line has been passed for the first time, with the water jump the fourth. The jumps are evenly distributed so that the distance between the jumps is approximately one-fifth of the nominal length of the lap.



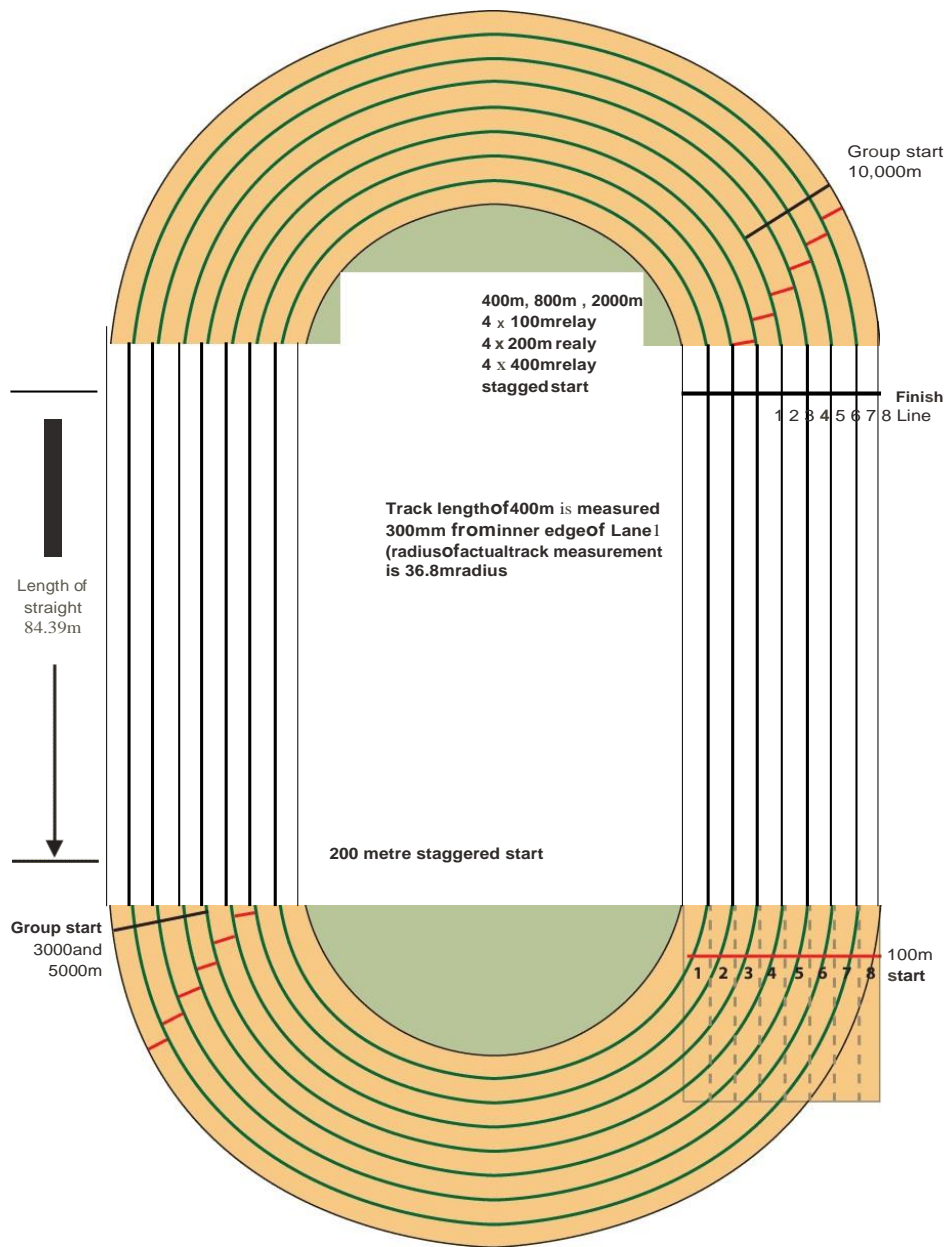
The hurdles are 91.4cm high for men's events and 76.2cm for women's events (± 3 cm both) and are at least 3.94m wide. The section of the top bar of the hurdles and the hurdle at the water jump is 12.7cm.

The water jump, including the hurdle, is $3.66\text{m} \pm 2\text{cm}$ in length and the water pit $3.66\text{m} \pm 2\text{cm}$ in width. The bottom of the water pit is a synthetic surface or matting, thick enough to ensure a safe landing and to allow for spikes to grip satisfactorily (maximum 20-25mm). At the start of a race, the water is level with the surface of the track within a margin of 2cm. The water depth closest to the hurdle is 70cm for approximately 30cm.



From there, the bottom has a uniform slope upwards to the level of the track at the farther end of the water pit. It is usual to locate the water jump on the outside of the track so that steeple hurdles do not have to be moved onto the track during the event.

400 metre standard running track



Attachment 15- Netball Match Day Checklist

MATCH DAY CHECKLIST & GUIDELINES



GAME DAY DETAILS

Date	Time	Association	Location / Venue
Nominated Official t1 / Role		Nominated Official t2 / Role	

Full Q&A place a tick (✓) in the appropriate box.
All actions taken to address identified risks must be documented under section 7. Risk Management Actions

1. WEATHER CONDITIONS

1.1 Are the weather conditions at the venue acceptable for play to commence? Yes ☐ No ☐

Note: Sometimes extreme weather conditions including heat, cold, rain and wind, make it best to postpone training/competition

2. PLAYING AREA

2.1 Is the playing surface even? (ie. cracks, water pooling etc); Yes ☐ No ☐

2.2 Is the playing surface free of any litter, water or debris? (eg. glass, stones etc); Yes ☐ No ☐

2.3 Are multi-purpose fittings (eg. tennis post holes; flush with the surface and non-slip)? Yes ☐ No ☐

2.4 Is the goalpost secure and padded? Yes ☐ No ☐

2.5 If there are lights at the venue, do they provide sufficient lighting of the playing area, including run-off areas? Yes ☐ No ☐

3. RUN OFF AND PERIMETER AREAS

3.1 Does the run-off outside each side line and goal line meet Netball Australia's recommended 3.05m? Yes ☐ No ☐

3.2 Is the area clear from any hazards or obstructions? (eg. chairs, light poles, fencing, rubbish bins etc) Yes ☐ No ☐

Note: If there is not 3.05m run-off around the court, please outline any risk management strategies in Section 7.

4. SURROUNDING PLAYING AREAS/ AMENITIES

4.1 Are the public areas free from any hazards, including spectator areas? (eg. glass, nails and splinters); Yes ☐ No ☐

4.2 Are the player/official/volunteer areas free from any hazards? (eg. ice, paint and changing rooms) Yes ☐ No ☐

5. FIRST AID

5.1 Is there a stocked first-aid kit available and accessible? Yes ☐ No ☐

5.2 Is there ice or instant cold packs available for treating injuries to players? Yes ☐ No ☐

5.3 Is there someone with first-aid qualifications at the courts? Yes ☐ No ☐

5.4 Is there clean drinking water available? Yes ☐ No ☐

5.5 Are there emergency, including evacuation procedures in place? Yes ☐ No ☐

CONTINUES NEXT PAGE

6. OTHER FACTORS

6.1 Are there any other factors that need to be addressed prior to the start of play?

Yes No

If 'Yes' please outline

7. RISK MANAGEMENT ACTIONS

Description of the Hazard/ Risk

Action Taken to Address the Hazard/ Risk

ADDITIONAL NOTES

DECLARATION

This Match Day Checklist has been completed in line with the Match Day Guidelines at the date and time stated prior to the start of play. All hazards, risks and safety items listed have been addressed to minimise potential hazards and risks and are recorded on this form (Sec. 7). If hazards arise throughout the day, they will be actioned as necessary to minimise any risk.

Nominated Official #1 Signature

Nominated Official #2 Signature

All completed checklists should be stored and filed for a minimum of seven (7) years for future reference.

GUIDELINES

The Match Day Checklist is an important tool and should be completed prior to the start of play on each match day. Associations and clubs have a duty of care to ensure the court and surrounds are as safe as possible for participation. The Checklist provides a reliable method of identifying risks and is a significant part of Public Liability Insurance.

Identifying and addressing risks before they occur can decrease exposure to property damage, personal injury or in extreme cases legal action. Documenting your association or club's actions to manage risk is important and may assist in the defence of negligence claims.

1. Who should complete the checklist?

This will depend on the 'PO' of competition you run. An association representative should complete the checklist for all centrally located venues and club representatives for matches played on a home and away basis. The checklist requires two nominated officials (over 18 years of age) to sign the declaration at the bottom of the form once they are satisfied the conditions are satisfactory and safe for play to commence.

2. When should the checklist be completed?

Checklists should be completed prior to the commencement of play. If conditions change, playing conditions should be monitored and reassessed throughout the day.

3. The Match Day Checklist:

Provided to help officials identify foreseeable risks such as:

- Extreme weather conditions; lightning, heat, cold, rain and visibility (fog)
- Courts and equipment: cracks, water pooling, debris, uneven surfaces, court markings, goalpost padding.
- Run off and perimeter areas: the run-off areas should be free from obstructions such as bags, chairs or other hazards. 3.05m is the recommended run-off distance for all netball courts throughout Australia per the Official Rules of Netball. If your courts do not have 3.05m at all sidelines and goal lines, please document the actions taken to manage the risk prior to the commencement of play.
- Facilities; emergency exits, pathways, maintenance, change rooms.
- First aid; qualified first aid personnel first aid kit, ice.
- Other factors: sun protection, clean drinking water, access to courts/facilities, food and beverages.

The Checklist is not aimed to take into account subjective concepts such as court quality, player fitness or fatigue.

4. What should happen if a risk is identified using the Match Day Checklist?

If you have identified a risk(s), it is important that it is documented with the actions taken to manage the risk completed in the table in section 6.

5. How do we address or manage the identified risks?

All identified risks should be dealt with to a satisfactory level before the commencement of play. For example:

- Reduce the risk: sweep court, rope off hazardous areas, modify the game format, pad height posts.
- Avoid the risk: remove hazardous objects from the area: delay/postpone/relocate matches.
- Transfer the risk: warning signs eg. slippery when wet, written notice to third party eg. council
- Accept the risk: acceptance may occur when the likelihood of an injury or incident is unlikely and the impact is minor.

6. What should we do if the conditions change during the day?

An ongoing assessment of playing conditions should be monitored throughout the day. If conditions change officials should review the Match Day Checklist to ensure conditions remain satisfactory and safe for all players and officials. If conditions change significantly (eg. heat, lightning), the nominated officials should convene to decide how to proceed. This decision should be made in collaboration with one another.

7. Will I be held responsible if I complete the Match Day Checklist?

By signing the Declaration, you are stating that you have visually inspected the designated areas and declare them acceptable for use. Legislation and insurance exists to protect the nominated officials who sign the Match Day Checklist. Insurance cover may not exist for officials who show deliberate negligence or disregard for these responsibilities.

8. What if one team or official declines to sign the form?

Further discussions need to take place if one team or official declines to sign the form due to unsatisfactory conditions. All risks identified should be managed to an agreed standard that provides a safe playing/officiating environment. All actions should be documented. Teams cannot use the form as a means to force a forfeit.

9. What do we do with completed Match Day Checklists?

All completed and signed Checklists must be retained on file for a minimum of seven (7) years for future reference.

Attachment 16 - Cricket Standards

OUTDOOR CRICKET

Cricket is a high scoring bat and ball sport played between two teams, usually of 11 players each. A cricket match is played on an oval grass field, in the centre of which is a flat strip of ground called a pitch. At each end of the pitch is a set of three parallel wooden stakes (known as stumps) driven into the ground, with two small crosspieces (known as bails) laid on top of them. This wooden structure is called a wicket.

The pitch

A turf pitch is 20.12m long and 3.05m wide. A non-turf pitch is a minimum length of 17.68m and a minimum of 1.83m wide. A pitch is bounded at either end by the bowling creases and a set of wickets in the centre of the bowling crease.

In the case of a turf pitch, the slope of the pitch should not exceed 1 per cent and follow the slope pattern of the oval. If the oval is centre sloped, the pitch square should also slope from the centre. The amount of fall should therefore not exceed 30mm across a 3.05m strip or 200mm along its length, being as flat as possible at the centre.

The pitch square should be about 75mm above the level of the outfield to allow for surface drainage off the pitch.

The bowling crease

The bowling crease is the line through the centre of the three stumps at the relevant end. It is 2.64m in length with stumps in the centre.

The popping crease

The popping crease is in front of and parallel to the bowling crease. It is 1.22m wide from the bowling crease. The popping crease is marked to a minimum of 1.83m on either side of the centre of the middle stumps and is unlimited in length.

The return crease

The return crease is at right angles to the popping crease at a distance of 1.32m either side from the middle of the stumps. The return crease is 2.44m behind the popping crease and unlimited in length.

Cricket field

A cricket field is a large circular or oval shaped grassy ground. There are no fixed dimensions for the field but its diameter varies between 137m and 150m. On most grounds, a rope demarcates the perimeter of the field and is called the boundary.

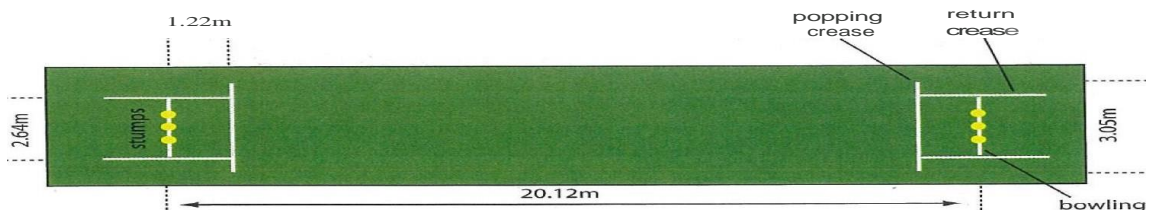
Ideally, the oval should fall in all directions from the centre, but failing this, should have a single phase slope of one per cent in any convenient direction. If the oval is on a very well drained soil, no slope is required.

A painted oval is made by drawing a semi-circle of 274m radius from the centre of each wicket with respect to the breadth of the pitch and joining them with lines parallel, 274m to the length of the pitch. This line, commonly known as the circle, divides the field into an infield and outfield. Two circles of radius 13.7m centred on each wicket and often marked by dots, define the close-infield. The infield, outfield and the close-infield are used to enforce fielding restrictions.

Lighting

The Australian Standard for lighting cricket grounds is as follows:

- non-televised training - 250 lux
- non-televised match - 500 to 700 lux
- televised match - 1400 lux



MODIFIED OUTDOOR CRICKET FOR JUNIORS

The following table provides information on field and pitch dimensions for the various game formats in junior competition:

Game type	Age group	Boundary (measurement from centre of pitch)	Pitch length
In2cricket	5-8 years	25m-30m	13m- 16m
In2cricket	8-10 years	Up to 40m	13m-18m
Dual pitch or 20/20	11-12 years	40 m-45 m	18m-20.12m
1 day limited overs	Under13	50mmmaximum	8m-20.12m
1 day limited overs	Under 14	50m maximum	20.12m
1 or2 days limited overs	Under15	standard	20.12m

Super S cricket

Super 8 cricket is an introductory modified games program for upper primary school aged children.

Each team is allowed six to a maximum of 10 p layers. Only approved plastic equipment is used. The stumps are a single plastic mould with weighted base.

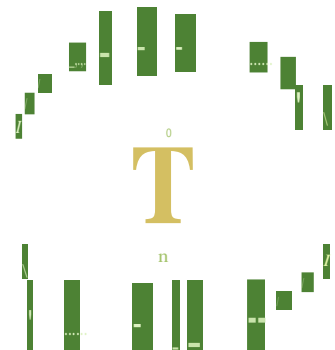
The pitch is 14m-16m long and can be any reasonably flat surface. The distance from pitch to boundary should not exceed 30m.

Cricket practice nets

Cricket nets are p ractice nets used by batsmen and bowlers to warm up and/or improve their cricketing technique . They consist of a 2m x 10m concrete pitch with synthetic grass surrounded along its lengths and behind the batsman by netting. The bowling end is left open. Nets are found at most reserves where cricket isp layed . Double and portable cricket wickets are also popular.

The practice nets are 7.5m high, 7.32m long and 3.66 m wide; the frame is made from galvanised

steel tub ing with 34mm outside diameter and 2.6mm wall thickness concreted into the ground. The netting is 50mm mesh.



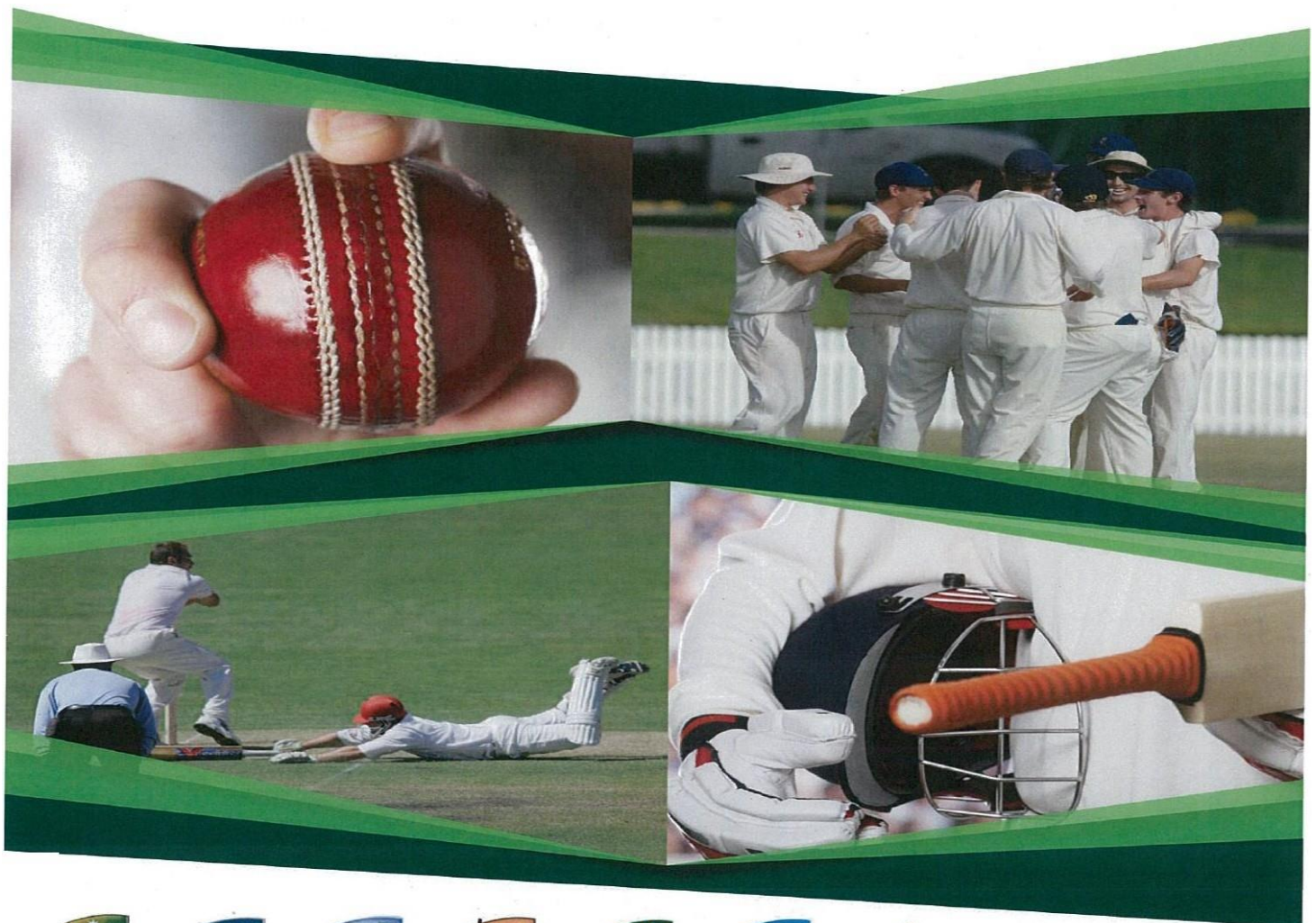
Attachment 1
7 - Cricket match day checklists

JLT Sport Game Day Checklist

Cricket Australia

Distinctive. Choice.

JLT





JLT Sport Game Day Checklist Guidelines



Action Stations!

Safety concerns should be addressed to an acceptable level and recorded before you start play. Here's some examples of actions you might take...

- **Control & reduce the outcome with caution signs, witches hats, roping off hazards, modifying the rules/game, etc.**
 - **Avoid harm** by removing the risk/hazard/object from the area, delay/postpone the game, etc.
- Transferr responsibility by written notice to players, spectators, the Council or the Insurer. Ultimately, this should be done prior to game day.*
- **Accept and Monitor** when there is little chance an incident will occur. All safety concerns should be monitored throughout the day.

IMPORTANT NOTE IF SAFETY CONCERNS CAN NOT BE ADDRESSED TO AN ACCEPTABLE LEVEL, THE CHECKLIST SHOULD NOT BE SIGNED. PLAY SHOULD NOT COMMENCE UNTIL CONDITIONS ARE ACCEPTABLE TO BOTH TEAMS

This Checklist is a basic pre-game inspection tool that helps to identify safety concerns and record your actions on game day.

DUTY OF CARE

Clubs owe a duty of care to players, spectators and volunteers on game day. Insurance cover may not exist for clubs and/or officials who show deliberate negligence or disregard for these responsibilities.

SIGNING THE CHECKLIST

Some people view the formal nature of signing a document relating to risk and insurance as formidable. This is simply not the case and if a reasonable attempt to identify risks has been made then no concern is warranted. If reasonable care has been taken to provide a safe environment then signing the Checklist puts the club in a strong position to demonstrate it has taken a duty of care.

If the conditions are not safe and can't be made safe for play, then it may be negligent to start playing. To play in these conditions is placing the club in a poor position to demonstrate any duty of care.

If Something Happens and the Checklist has been used properly and signed, the club remains in a strong position to demonstrate its duty of care as it has shown reasonable actions to provide a safe environment.

If the Checklist isn't signed and play commences in what appears to be normal conditions and an accident occurs resulting in serious injury, the club is in a poor position to demonstrate it has taken a duty of care.

The basic message is the club and its members, including the signatories, are in a better position if they complete and sign the checklist.

PROTECTING CLUB OFFICIALS

Legislation and insurance exists to protect club officials who complete the checklist, thereby demonstrating their duty of care.

INSURANCE

An important part of your Public Liability Insurance is that your club supports the use of Game Day Checklists. By addressing risk before games commence, you can reduce your club's exposure to injuries and/or legal action. Recording your actions on the Checklist may also assist in the defence of legal action against your club.

WHEN SHOULD THE CHECKLIST BE COMPLETED?

You should complete the checklist before the first game of the day. If conditions change, the Checklist should be reviewed again (even if the Checklist has been completed earlier)

STORAGE OF COMPLETED CHECKLISTS

JLT Sport recommend original checklists are retained on file by the home club (or association where required) for a minimum of seven (7) years for future reference.

This information is of a general nature and does not constitute legal advice. JLT Sport recommends that you seek further consultation prior to acting upon this material.

www.jltsport.com.au

JLT Sport Game Day Checklist

Cricket Australia

--4JLT

Game Venue: _____ Date of Inspection: _____ Time: _____

Home Team: _____ Away Team: _____

Please refer to the Game Day Checklist Guidelines for further information, terms and conditions.

(Acceptable) YES (Action Required) NO

1. Weather Conditions

1.1 In regard to player safety, are the weather conditions satisfactory for play to commence?

☐
☐

2. Field of Play

2.1 In regard to player safety, are the playing surfaces (including the field and pitch) satisfactory for play to commence?

☐
☐

2.2 Has all visible debris, that may affect player safety, been removed?

☐
☐

2.3 Are the game formats and ground markings in-line with Cricket Australia's Playing Policy and Guidelines ("Well Played")?

☐
☐

2.4 Are all sprinkler covers intact and level with the playing field?

☐
☐

2.5 In regard to player safety, are the perimeter fences and/or signs free from visible hazards?

☐
☐

3. Facilities

3.1 In regard to safety, are the public areas (e.g. seating and walkways) free of visible hazards?

☐
☐

3.2 In regard to safety, are the player's areas (e.g. change rooms) free from visible hazards?

☐
☐

3.3 Are First Aid facilities (e.g. First Aid Kit, qualified personnel and ice) on site and accessible?

☐
☐

3.4 Are there shaded areas, sunscreen and clean drinking water available?

☒
☐

4. Other Factors (please insert details of safety areas specific to your circumstances):

4.1 Are the following area/s below satisfactory for play to commence?

NIA ☐

☐
☐

5. Please provide details of actions taken to address your safety concerns:

6. Declarations

I / We declare that I / We are authorised representatives of the nominated Teams.

I / We declare that after reasonable inquiry, the following statements are true and accurate:

- A. the above inspection (Game Day Checklist) was completed as per the above date and time.
- B. all hazards, risks and safety concerns have been addressed to an acceptable level and recorded on this form (Sec. 5);
- C. both teams are satisfied that the playing conditions are acceptable prior to the commencement of play.

Who Signs the Checklist?

As the home club is responsible to ensure the greater environment of the venue is safe for members and guests, an authorised (18+ years of age) home club representative signs the form. As the away team players and entourage participate in the game under the same conditions, an authorised (18+ years of age) away team representative also signs the form. As the laws of cricket state that umpires make decisions regarding the field of play, if a neutrally appointed umpire/s are in use there is space for the umpire to sign, effectively agreeing that the playing conditions are safe.

Home Team Authorised Representative's Name (please print)

Away Team Authorised Representative's Name (please print)

Position at Club

Position at Club

Home Team Authorised Representative's Signature

Away Team Authorised Representative's Signature

Umpire's Name Declaring Player Safety only

Umpire's Signature

JLT Sport recommends a copy of this Game Day Checklist is retained on file for seven (7) years by the home team.

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