



# Licence Agreement

Sport and Recreation User Groups

March 2025



Interpreter service

**9840 9355**

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# 1. INTRODUCTION

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## 1.1. Welcome to Manningham Council

Manningham Council (Council) is committed to providing high quality, accessible sporting infrastructure to assist all members of the community to participate in sport. Council is committed to providing equitable access through maximising usage of sporting facilities, to help accommodate current and future participation.

Consistent with Council's Active for Life Recreation Strategy, this Licence agreement has been developed to govern use of Council's outdoor sports reserve facilities. The Licence agreement provides a framework for the use of these facilities and acts as a reference point for all user groups to understand all user group responsibilities and requirements.

Council is responsible for all Council-owned and managed assets. The Licence agreement has the purpose of outlining responsibilities of all user groups utilising Council assets, setting Council's expectations and the role Council plays to support user groups.

**Licence agreements are a non-exclusive use arrangement.** Council's sporting facilities may be allocated on a shared arrangement basis to meet community need and/or maximise use. User groups must act respectfully towards and abide by all shared use arrangements.

Council's outdoor sports reserves are listed [here](#).

## 1.2. User group responsibility

User groups have a responsibility to ensure they have read, understood, and regularly refer to and comply with the Licence Agreement as part of their ongoing operational practices. This document covers all user groups with a seasonal Licence or casual booking within Manningham Council.

The Licence Agreement will be reviewed on an ongoing basis and the latest version will be maintained at Council's [Sports Resource Hub](#).

## 2. DEFINITIONS

<b>Allocation request</b>	Requested days/times for use of nominated Sporting Reserve facilities.
<b>Allocations Policy</b>	Council's approach to managing and allocating its outdoor sporting facilities whilst ensuring compliance against risk and insurance obligations - <a href="#">Outdoor Sports Infrastructure and Allocations Policy</a>
<b>Annual allocation</b>	Annual allocation provides non-exclusive use of Council's sports fields and pavilions for a 12-month tenancy period (1 October – 30 September).
<b>Approved allocation</b>	Permission for occupancy of a specified Council sporting field or pavilion to a user group based on an agreed 'non-exclusive' period provided by Council as the landowner or manager.
<b>Breach Notice</b>	A notice issued by the Council to a user group following a suspected breach of the Licence Agreement. Please refer to the <a href="#">Outdoor Sports Infrastructure and Allocations Policy</a> .
<b>Casual allocation</b>	Sports field and pavilion bookings, required for 'once off use' or short-term bookings e.g., preseason and finals training, finals matches and school use. Casual allocations are outside of seasonal use, apply to bookings that are not eligible for seasonal or annual (i.e., school groups) and where unforeseen circumstances may apply due to extended seasons or pre-season requirements.
<b>Change room and amenities</b>	Player change areas and toilets/showers.
<b>Co-user</b>	A co-user group is a user group allocated to share part usage with the main user group. Only Council is permitted to approve co-users of facilities.
<b>Council</b>	Manningham Council.
<b>Event</b>	A planned public or social event with a Council approved event application.
<b>Facilities</b>	The sporting pavilion and/ or sporting ground allocated to the user group.
<b>Finals</b>	Matches following the completion of the home and away fixture to determine the winner of the competition.
<b>Home and away fixture</b>	All matches listed within the user group's season fixture through its affiliated Association. Excludes pre-season and Finals.
<b>Licence agreement</b>	Agreement between Council and user group outlining responsibilities of user groups utilising council assets. Licence agreements are on a non-exclusive use basis.
<b>Main user group</b>	A user group with the highest number of total allocated days and hours to the sporting facility.
<b>Online Sports Club Hub</b>	The online location of user group information and resources - <a href="#">Sports Resource Hub</a> .

<b>Pavilion</b>	The Council building allocated to and utilised by the user group for the provision of a specified and permitted activity.
<b>Personal training</b>	Activity for fitness or recreation delivered by a qualified Personal Trainer at a Council-owned reserve. This could be for both large and small groups or an individual.
<b>Pre-season</b>	Practice matches and training held prior to the home and away fixture to prepare teams for playing in the upcoming season.
<b>Reserve</b>	Means the area of land, which contains not only a sports field but other community infrastructure and open space such as access roads, car parks, nearby parkland.
<b>Seasonal allocation</b>	Permission for occupancy of a specified Council sporting field or pavilion to a user group based on an agreed 'non-exclusive' period provided by Council as the landowner or manager. <b>Winter</b> (1 April – 30 September); <b>Summer</b> (1 October - 31 March)
<b>Shared Use</b>	Where a facility is allocated to more than one user group. Council retains the right to authorise shared or casual use of annual or seasonally allocated facilities by other user groups.
<b>Sport Association</b>	A governing local or state sporting body within Victoria that manages and delivers sports competitions.
<b>Sporting Reserve Infrastructure</b>	The sporting infrastructure associated with a sports ground/ field, including but not limited to scoreboards, nets, netting, fencing, cages, floodlighting.
<b>Sports Ground / Field</b>	The sports ground(s) or field allocated to a user group for the purpose of conducting organised sport or recreation.
<b>User Group(s)</b>	Any sporting club, group, association, or school using a reserve, sports field, or sporting/recreational facility.

## 3. LICENCE TERMS AND CONDITIONS

### 3.1 Allocation requests and user group eligibility

Sporting facility allocations are provided based upon the criteria and requirements outlined in Council's [Outdoor Sports Infrastructure and Allocations Policy](#). Council reserves the right to approve, deny, reallocate, amend or withdraw allocations from user groups.

### 3.2 Sports club/ group use

	MANNINGHAM COUNCIL	USER GROUPS
<b>Responsibility to abide by State and Local Laws</b>	Council's local laws unit responds to issues and community needs. Local laws align with Council's responsibility and power under State and Federal laws. Local laws are designed to protect public health, safety, and amenity in the municipality.	Required to abide by Local and State laws.
<b>Occupiers Liability</b>	Approval of allocations of Council owned premises.  Responsible for all Council assets.	Have a duty of care when occupying Council premises towards all members, visitors, participants, volunteers, employees, council officers and public to make the premises safe for anyone who attends or participates at the sporting grounds or reserve.  Must not use Council's sporting facilities without an approved allocation or booking.
<b>Facility Inspection</b>	Inspect sporting infrastructure at the end of each season (March and September) prior to seasonal handover or when a user group vacates on a permanent basis.  Conduct inspections of sports reserves including ovals, fields, pitches, pavilions, car parks and sporting infrastructure including signage, scoreboards, fences,	May be required to attend facility inspections and rectify any actions as advised by Council in the safety and maintenance inspection report. Any non-compliance will require user groups to rectify items in accordance with their maintenance responsibilities. See Appendix 10.1 - 'Maintenance Schedules'.  In the event Council engages contractors to rectify a non-compliance issue this will be at the user group's cost.

	MANNINGHAM COUNCIL	USER GROUPS
	<p>netting, nets, cages, floodlighting at any time.</p> <p>Council reserves the right to deem the condition of infrastructure unsatisfactory for any reason (at any time) and remedy safety issues.</p> <p>If identified by Council as unsatisfactory or unsuitable for use, the infrastructure will be closed until it is approved by Council as safe to use.</p>	<p>Immediately inform Council of safety and maintenance issues including damage.</p>
<b>Maximum usage</b>	<p>Approve allocations in line with each sportsground's usage capacity, which is subject to change.</p>	<p>Ensure allocation requests do not exceed a sportsground's usage capacity.</p> <p>Usage must not exceed the allocated hours of use.</p>
<b>Times of use</b>	<p>Provide allocations within the permitted times of use.</p> <p>Consider requests for additional access outside of the allocated times.</p> <p>Address breaches to permitted usage times in accordance with the Outdoor Sports Infrastructure and Allocations Policy.</p>	<p>Standard usage times across all sports facilities is as follows:</p> <p><b><u>Sports Field use</u></b> 8.00am - 9.00pm Monday – Sunday</p> <p><b><u>Pavilion use</u></b> 7.00am - 11.00pm (Monday- Friday) 7.00am – Midnight (Saturday) 7.00am – 10.00pm (Sunday and Public holidays)</p> <p>*Some exemptions may apply</p> <p><b><u>Floodlight use</u></b> 8.00am – 9.00pm (Monday- Sunday)</p> <p>Requests for one-off extensions beyond these times must be submitted as a casual booking request via the online booking portal. Requests will be assessed on a case-by-case basis according to demonstrated need, impact on nearby residents, number of previous requests within the current season, and history of breaches/ penalty points (in accordance with the Outdoor Sports Infrastructure and Allocations Policy).</p>



	MANNINGHAM COUNCIL	USER GROUPS
		<p>Decisions on requests are at Council's absolute discretion.</p> <p>Specific usage times may apply at specific venues. See Section 10.2 for specific venue terms and conditions.</p> <p>User groups must comply with and follow legislation related to noise in public premises as per the <a href="#">Environmental Protection Act</a>, including all <a href="#">regulations and prohibited times</a>.</p>
<b>Amendments and cancellations to allocations</b>	<p>Council reserves the right to approve, disapprove, reallocate, amend and withdraw allocations.</p> <p>Council reserves the right to cancel allocations at any time for a specific facility in accordance with Council policy.</p> <p>Reasons may include maintenance, capital works, unplayable fields/ovals, predicted weather, state of grounds, if activity is deemed inappropriate or considered unsafe, a misrepresented or inaccurate allocation request.</p> <p>Amendments may also be implemented if the user group has breached the terms and conditions of this Licence Agreement.</p>	<p>Must not use allocated Council sporting fields/venues if a cancellation or amendment of allocation notice has been provided by Council.</p> <p>Can not alter their allocated usage times unless approved in writing by Council.</p> <p>If seeking an amendment to an approved allocation, apply in writing to Council with details of the amendment.</p>
<b>Vacating Premises</b>	<p>A facility inspection will be completed by Council prior to the completion of a seasonal or annual Licence Agreement.</p> <p>Fixtures, fittings, furniture and property will be checked by Council.</p> <p>Invoicing of outstanding utility bills, allocation costs and maintenance payments.</p> <p>May request return of keys/ access cards.</p>	<p>Must vacate 7 days before the end of the occupancy period and prior to any other incoming user groups, unless otherwise agreed in writing with Council.</p> <p>Must advise the Recreation Liaison Officer of 'vacate' date in writing prior to the end of the season.</p> <p>Equipment and belongings of the user group must be removed, Pavilions completely cleaned, and any maintenance completed before vacating premises permanently or in the case of season hand over.</p> <p>Any vacating costs to be incurred by vacating User group. For example, hire of</p>

	MANNINGHAM COUNCIL	USER GROUPS
	May cancel a user group's allocation and request vacation of premises.	<p>skip for any hard rubbish, carpet cleaning, cancellation of security subscription.</p> <p>Responsible for any repair/replacement or 'make good' works or pay associated costs incurred should Council complete required maintenance/ cleaning works (as per the requirements outlined in sections 7 and 10.1).</p> <p>Return keys/ access cards to Council and provide Council with security system details as required.</p> <p>A checklist for vacating a facility is available on <a href="#">Council's sports resource hub</a>.</p>

### 3.3 User group operations and standards

	MANNINGHAM COUNCIL	USER GROUPS
<b>Child Safe Standards</b>	<p>Manningham Council Child Safe Policy</p> <p>Child Wellbeing and Safety Act (2005)</p>	<p>Adhere to the <a href="#">Victorian Government's Child Safe Standards</a>.</p> <p>Must have a child safety or member protection policy that outlines how the user group meets the Child Safe Standards and legislation.</p>
<b>Privacy</b>	Information Privacy Policy and Privacy and Data Protection Act 2014	Must have a suitable privacy and data protection policy in place.
<b>Smoking</b>	<p>Tobacco Act 1987 and Tobacco Regulations 2017</p> <p>Prohibits the sale, display, and promotion of tobacco products in Council facilities or on Council land.</p>	<p>Will not allow smoking in Council facilities or within designated smoke-free areas, including Pavilions and public spaces where members of the public gather and may be exposed to second-hand smoke.</p> <p><a href="#">Smoking is banned within 10 metres of any public outdoor sporting venue</a> (including sporting fields) during an organised under-18's event.</p> <p>Refer to the <a href="#">Good Sports 'smoke free sport' resources</a>.</p>

<p><b>Alcohol consumption</b></p>	<p>Supports responsible alcohol consumption strategies by user groups.</p> <p>Can provide letters of support for liquor Licence applications.</p> <p><a href="#">Liquor Licensing Laws including the Liquor Control Reform Act 1988</a></p>	<p>Obtain a liquor licence if alcohol is to be provided or sold.</p> <p>Adhere to all requirements set out by the liquor authority and liquor licence.</p> <p>Will not allow alcohol consumption at junior sporting competitions or training.</p> <p>Meet all legal requirements for the responsible service of alcohol if service is permitted. This includes matches, sporting functions or events where a liquor licence has been legally obtained.</p> <p>Maintain a duty of care to members to reduce the risks of alcohol through an alcohol management policy. This can include:</p> <ul style="list-style-type: none"> <li>- Alcohol free and friendly environments</li> <li>- Responsible service of alcohol training</li> <li>- Liquor licencing</li> <li>- Safe transport</li> </ul> <p>Refer to the <a href="#">Good Sports 'responsible use of alcohol' resources</a>.</p>
<p><b>Sports ground safety check (prior to use)</b></p>	<p>Responsible for maintenance work to sports grounds.</p> <p>Council reserves the right to re-allocate, amend, or withdraw sports ground usage at any time due to safety concerns.</p>	<p>Complete a safety check of sports grounds to confirm the sports ground and associated infrastructure is safe for use. This includes safety and first aid equipment, boundary, and other field of play line marking. Where a user group's governing body does not provide guidelines for safety checks, contact Council for assistance.</p> <p>User groups must immediately contact Council if the field of play is deemed unsafe or unsuitable. The sports ground cannot be used until the safety issue is rectified and Council approves access.</p> <p>Cars (including maintenance vehicles) are not permitted to drive on or access sporting facilities at any time unless provided with Council approval.</p>
<p><b>First Aid and automated external defibrillator (AED) equipment</b></p>	<p>Annual audit of AED equipment</p>	<p>Ongoing provision and maintenance of first aid equipment including automated external defibrillator (AED) equipment, first aid kits, stretchers and wheelchairs.</p>

		<p>Ensure appropriate personnel have current first aid training and qualifications.</p> <p>Replenish and renew first aid equipment when used and past its expiry date.</p> <p>Ensure the AED battery is tested regularly and replaced as needed.</p> <p>Ensure junior and adult AED pads are kept in stock.</p> <p>Ensure the AED is stored in an accessible location, with AED signage.</p> <p><a href="#">Register the AED with Ambulance Victoria.</a></p>
<b>Film/photography and use of social media</b>	Act in accordance with Consumer Protection Laws	<p>Adhere with any sport governing body requirements relating to filming and photography.</p> <p>Have in place a process to manage and respond to complaints/concerns, and harmful or illegal filming/photography.</p>
<b>Food handling</b>	Reviews applications for food handling registration	<p>Register their food service/business annually with Council - <a href="#">Register with council as a food business</a>. This is required for each separate facility where the user group provides food.</p> <p>Comply with the <a href="#">Food Act 1984</a> and Food Safety Standards.</p> <p>Obtain a food registration certificate for the specific site and provide this to Council.</p> <p>Maintain all kitchen/ food preparation and handling equipment and appliances in a clean and safe condition.</p> <p>Cannot replace or remove any kitchen appliances or equipment from the kitchen/ bar/ social room.</p>
<b>Public Address system use</b>	Promote Victorian Environmental Protection Laws and the rights of residents to have peaceful enjoyment of their homes.	<p>Follow PA systems of use for each sporting facility as determined by Council.</p> <p>Adhere to <a href="#">EPA requirements</a>.</p> <p>Music and race commentary must not be played through PA systems. PA systems are to be used for announcements only.</p> <p>Seek Council approval prior to installing PA systems</p>

		<p>Costs associated with installing, maintaining and removing the equipment</p> <p><b>Only use PA systems within the following times:</b></p> <p>Monday to Thursday between 7am and 10pm.</p> <p>Friday between 7am 11pm.</p> <p>Saturday and public holidays between 9am and 11pm.</p> <p>Sunday between 9am and 10pm.</p>
<b>Entry Charges</b>	Review and approve requests to charge entry fees into a facility.	Receive Council approval in writing prior to charging entry fees to allocated reserves/ facilities.
<b>Signage</b>	<p>Installation, maintenance and replacement costs for Council-owned signage (e.g. reserve, road access and directional signage)</p> <p>Approval of permanent and temporary user group signage.</p>	<p>Adhere to signage guidelines and <a href="#">Manningham Local Laws (section 42)</a> for the display of signage at sports facilities, including naming, advertising, sponsorship, event or promotional signage:</p> <ul style="list-style-type: none"> <li>• Signs must not exceed 2 square metres.</li> <li>• Signs shall not be located on the exterior of any building within reserves (signs must be internally facing).</li> <li>• Signs can only be displayed at the user group's main competition sports ground.</li> <li>• Signs must be displayed only on the inside of perimeter fencing and not facing towards the road.</li> <li>• Signs are only displayed on alternate fencing panels.</li> <li>• Offensive signs are prohibited. These include racist, sexist, homophobic, harmful (e.g., cigarettes, alcohol and gambling) or socially unacceptable products (e.g., brothels).</li> <li>• Signs promoting individual or multiple candidates at Federal, State and Local Government elections are prohibited.</li> </ul> <p>Sticky tape, pin tacks or nails cannot be used on walls. Blu tack products only.</p>

### 3.4 Special usage requests by user groups/clubs

User groups may submit requests for 'special use' allocations outside of an approved seasonal allocation. Home and away fixture, finals and training will take precedence over out of season use. Approval must be received by Council before any use can occur.

	MANNINGHAM COUNCIL	USER GROUPS
<b>Pre-season</b>	<p>Considers pre-season requests subject to availability, ground use and repairs/upgrades, in accordance with the Outdoor Sports Infrastructure and Allocations Policy and Casual Sportsground Hire Terms and Conditions.</p> <p>Allocated home/away season usage for competition and training takes precedence over pre-season training/ match requests. Submit a casual booking application.</p>	<p>Submit a casual booking request for pre-season use.</p> <p>Pre-season booking requests can be made for the 3-month period prior to the commencement of the Summer season (1st October) or Winter season (1st April).</p> <p>User groups must not:</p> <ul style="list-style-type: none"> <li>• Use sports grounds without an approved allocation</li> <li>• Use newly laid turf areas</li> <li>• Use studded boots (flat soled running shoes only)</li> <li>• Train on or near synthetic or turf cricket wicket tables</li> <li>• Use the pavilion without approval by Council and allocated user groups. This includes access to change room and amenities and/or social spaces.</li> <li>• Use floodlighting without Council approval</li> </ul>
<b>Finals</b>	<p>Considers requests for finals allocations.</p> <p>Ground availability is subject to Council approval.</p>	<p>Associations are responsible for applying for Finals as a casual allocation request on behalf of user groups due to insurance requirements for Finals.</p> <p>Finals must be finished by the second weekend in March or September. Requests outside this timeframe will be considered on a case-by-case basis.</p>
<b>Night matches</b>	<p>No more than 1 night match can be held at a reserve each week, including where multiple fields exist.</p> <p>Council will consider requests on a case-by-case basis. Approval may vary depending on:</p> <ul style="list-style-type: none"> <li>• ground condition</li> </ul>	<p>Night matches must be applied for as a 'casual allocation' request by user groups a minimum of 14 days prior to the event date. Night matches are not included within a user group's approved seasonal allocation.</p> <p>Night matches cannot be published/ advertised until the night match application is approval by Council.</p> <p>Night matches must conclude no later than 9.00pm Monday – Sunday.</p> <p>At the conclusion of the match, lights must be turned down to the lowest illuminance setting to allow players</p>

	<ul style="list-style-type: none"> <li>• location of the reserve</li> <li>• anticipated spectator numbers</li> <li>• ancillary activities</li> <li>• impact on residents – e.g. noise, car parking</li> <li>• floodlight capacity meets Australian standards for the level of play</li> <li>• availability/ existing current allocations of user groups.</li> <li>• Service of alcohol requests.</li> </ul>	<p>and spectators to safely leave the reserve. Lights must be fully switched off no later than 30 minutes after the last match concludes.</p> <p><b>Notification to residents</b></p> <p>User groups must provide a written notification to residents within 100 metres radius of the sports field or as agreed with Council, via a mailout or letterbox drop at least 7 days prior to any scheduled matches.</p> <p><b>Requests for exemption</b></p> <p>Requests for one-off exemptions outside of the standard cut-off times must be submitted as a casual booking request via the online booking portal. Requests will be assessed on a case-by-case basis according to demonstrated need, impact on nearby residents, number of previous requests within the current season, and history of breaches/ penalty points (in accordance with the Outdoor Sports Infrastructure and Allocations Policy).</p> <p>Decisions on requests for extensions are at Council’s absolute discretion.</p> <p><b>Multiple night matches</b></p> <p>The required documentation can be submitted once, before the first night match (except for when event requirements apply).</p> <p><b>Car parking for night matches</b></p> <p>Requests for additional car parking (where possible) must be submitted at least 4-6 weeks in advance of approved night matches.</p>
<p><b>Special events</b></p>	<p>Approval of special events outside of a club’s allocation, if the event is expected to attract more than 80 people.</p>	<p>Visit Council’s events webpage to understand the definition of an event and when certain requirements need to be met:  <a href="https://www.manningham.vic.gov.au/events/organising-event/does-my-event-need-council-approval">https://www.manningham.vic.gov.au/events/organising-event/does-my-event-need-council-approval</a></p> <p>Contact Council with details of the special event, to check whether the event will require council approval and permits.</p> <p>Events may include carnivals, round robin tournaments, family days and registration days.</p> <p>Events may also require permits for infrastructure such as marquees, food/catering, transport, entertainment.</p>

		<p>More information about holding an event, including the application process and required documentation and planning, can be found on Council's web site:</p> <p><a href="http://manningham.vic.gov.au">Organising an event (manningham.vic.gov.au)</a></p> <p>Consumption of alcohol (if permitted) is subject to applicable liquor licencing legislation or regulations.</p>
<b>Sub-letting</b>	Implementation of Council's penalty points system for sub-letting breaches. Details outlined in the Sporting Facilities Allocation Policy	Can not sub-let, assign or sub-licence an allocated facility under any circumstances This includes pavilions, sportsgrounds, pitches, practice wickets, car parks or any other sporting infrastructure.

### 3.5 Casual Bookings

Council approves applications for casual hire on a first come, first serve basis, where they are required for 'once off use' or 'short-term' use (e.g., preseason and Finals /training and school use).

Applications for casual hire of a sportsground must be submitted at least 14 days prior to the requested booking date. Requests made under this timeframe may not be accepted.

Non-sporting clubs such as personal trainers, hot air balloon operators and dog clubs may request casual hire of Council's sporting facilities on a 'one off' or 'short-term' basis.

Refer to Council's Casual Sportsground Hire Terms and Conditions for further information.

### 3.6 Personal Training

Personal trainers may apply for use of sporting reserves/ grounds as either a casual booking or seasonal allocation.

The sports facility level, type, days/times of usage requested, requested and existing user groups will be considered in approving an application for personal training activities.

Other factors considered by Council include:

- Safety and risk minimisation/ appropriateness
- Utilisation duration – annual, seasonal or casual
- Type and nature of use
- Proximity to high pedestrian areas, horticultural and environmental sensitive areas, playgrounds, BBQ's, memorials or rotundas and residential properties.
- Usage of grassed areas for high intensity and repetitive training which may cause damage.
- Expected number of participants.



	MANNINGHAM COUNCIL	PERSONAL TRAINING GROUPS
<b>Personal training use and insurance</b>	<p>Reviews casual or seasonal hire requests for the following activities:</p> <ul style="list-style-type: none"> <li>• Gym/circuit sessions (with or without hand weights, fit balls, ropes, Swiss balls and mats, boxing pads/mits)</li> <li>• Running groups/ group exercise/ walking and Stretching</li> <li>• Pilates, yoga and tai chi, meditation and relaxation</li> </ul>	<p>Personal trainers must hold:</p> <ul style="list-style-type: none"> <li>• Public Liability and Professional Indemnity insurance.</li> <li>• A registered business name and ABN</li> <li>• Registration to Fitness Australia</li> <li>• Current first aid certification</li> <li>• Other documents as requested by Council.</li> </ul>
<b>Personal training equipment</b>	No responsibility.	<p>Only safe, approved, and appropriate equipment is permissible.</p> <p>No park structure or furniture is to be used – e.g. light poles, park furniture (i.e., chairs/benches), bins.</p>
<b>Number of participants</b>	Considers the number of participants when approving casual hire requests. The permitted number of participants is subject to the size and nature of the area allocated and any site-specific conditions.	Provide an accurate indication of the number of participants in the casual hire application (ranges are acceptable).
<b>Noise/ privacy</b>	Ensures all personal training activities comply with EPA guidelines.	<p>Comply with <a href="#">EPA requirements</a> regarding noise, including music, whistles and megaphones.</p> <p>Hold a current <a href="#">Fitness Instructor Music License</a> if playing music.</p> <p>Privacy laws for both participants and residents or public should be always adhered to.</p>
<b>Use of area and pavilion</b>	<p>Considers requests for pavilion use on a case-by case basis.</p> <p>Access is prioritised for user groups with seasonal allocations or existing casual bookings.</p>	Personal training activities must remain within the approved area.

<b>Signage</b>	Reviews requests for temporary signage based upon <a href="#">Council guidelines</a>	Provide details of temporary signage to Council for approval. Signage must not be displayed without Council approval.
<b>Permits</b>	Reviews applications and issues permits.	Read the <a href="#">Pricing Policy for Use of Council Active Open Space</a> and the <a href="#">Outdoor Sports Infrastructure and Allocations Policy</a> prior to submitting a booking request.

## 3.7 Restricted Access

### 3.7.1 Restriction or withdrawal of access

Council reserves the right to suspend, postpone, restrict, amend, or withdraw allocation access to Council's sporting facilities on a temporary or permanent basis for any of the following reasons:

- The sports field is unplayable due to inclement weather or deemed unsafe for match play or training to occur.
- The sports field is required for maintenance, repairs, renovation and/or redevelopments works.
- The sports field is required for a community event.
- The sports field is not being safely used by the user group.
- The Pavilion is considered unsafe for use.
- User group has not adhered to this Licence Agreement or Outdoor Sports Infrastructure and Allocations Policy.
- The sports field is unavailable due to Council's response to water restrictions and drought.
- The sports field is subject to emergency restrictions (e.g. is required to be used in an emergency response situation or emergency relief centre, high fire or flood risk).

User groups must not use Council sporting facilities if a 'no access' notice has been advised by Council or Emergency Services.

### 3.7.2 Communication about Restricted access by User Groups

A decision by Council to withdraw use of a sports facility from an allocated user group will be communicated to the affected club and league/association with as much notice as possible.

There may be instances where Council is unable to consult with the relevant user group prior to withdrawing use and access to a sports facility. These instances include, but are not limited to, emergency management reasons and/or the sports field has been deemed unsafe for play. Council will attempt to secure an alternative sports field.

User groups are responsible for communicating the details of restricted access to their members/community directly.

## 4. FEES AND PAYMENTS

Council is responsible for issuing invoices to user groups with sporting facility allocations and casual bookings, in accordance with [Council's Pricing Policy for the Use of Council Active Open Space](#). Payments are to be made in accordance with the payment terms listed on the invoice and as outlined in the Pricing Policy.

A bond payment may apply in some instances. Cancellation fees may apply depending on the circumstances.

User groups found to be using Council's sporting facilities without a confirmed allocation or booking will be invoiced retrospectively for usage.

	MANNINGHAM COUNCIL	USER GROUPS
<b>Seasonal and annual allocation fees</b>	<p>Fees are charged for:</p> <ul style="list-style-type: none"> <li>• Matches</li> <li>• Training</li> <li>• Additional night or day matches outside of the confirmed allocation</li> <li>• Pre-season or one-off training (if more than 3 months prior to start of the upcoming season)</li> <li>• Facility maintenance carried out by Council that falls within the user group's responsibility.</li> </ul> <p>May withdraw allocations if payment has not been made and an agreed payment plan is not in place.</p> <p>Will consider reductions to seasonal/annual payments, should a sporting venue become unavailable for use and an alternative ground cannot be provided.</p>	<p>Pay invoices by the due date and in accordance with the payment terms and conditions.</p> <p>User groups having difficulty meeting payments should contact Council's Recreation Liaison Officer to discuss a payment plan.</p>
<b>Casual booking fees</b>	<p>Fees are charged for:</p> <ul style="list-style-type: none"> <li>• Casual bookings</li> <li>• Monthly bookings by school groups</li> <li>• Casual Personal Training bookings of less than 10 weeks.</li> </ul>	<p>Pay invoices by the due date and in accordance with the payment terms and conditions (both regular fees and bonds).</p>
<b>Bond payments</b>	<p>May apply bonds for user groups in circumstances where it is deemed</p>	<p>Bond amounts will be based upon:</p>

	<p>appropriate. For example, when a user group has failed to comply with any terms and conditions of their Licence Agreement.</p> <p>Should a bond not be paid by the due date, Council reserves the right to deny, suspend, or cancel a user group's allocation or casual booking.</p>	<ul style="list-style-type: none"> <li>• History of breaches of the Licence Agreement within the past 3 years.</li> <li>• Repeated infringements of Licence agreement</li> <li>• Repeated late invoice payments.</li> </ul>
<p><b>Utilities and maintenance payments</b></p>	<p>Invoice user groups where the utility account is in Council's name.</p> <p>Approve utility service arrangements where shared use exists between multiple user groups. Council will invoice utility charges based on each user group's percentage of use (based on weekly hours of use within the user group's allocation and any additional casual bookings).</p>	<p>Payment of usage charges for electricity, phones/Internet, gas, water and utilities maintenance within the user group's responsibilities. User groups must pay the full invoice or their percentage share of the full invoice by the due date.</p> <p>Where shared use exists, user groups may have a service agreement in relation to ongoing servicing or maintenance charges. Disputes related to payments of invoices must be managed respectfully between shared users.</p> <p>Check the appendices for any specific terms and conditions for individual venues.</p>

## 5. EMERGENCY MANAGEMENT

User groups should plan and prepare for emergencies and must follow Council directions or authorities in an emergency. Types of emergencies include fire, flood, severe storms, or a terror alert.

Refer to Council's [Planning for an Emergency webpage](#) for assistance and resources to help prepare your user group's emergency management plan.

In the event of an emergency, sporting facilities may be temporarily closed.

	MANNINGHAM COUNCIL	USER GROUPS
<b>Emergency Management</b>	<p>Provision of emergency response support, including an online resource for user groups – <a href="#">‘Preparing for Emergencies’</a>.</p> <p>Emergency response alerts will appear on Council’s website.</p> <p>Responsible for <a href="#">Manningham’s Municipal Emergency Management Plan</a> and <a href="#">Storm and Flood Plan Emergency Plan</a>.</p> <p>Suspension/ restriction of access to an allocated sports facility due to an emergency can take effect immediately or within a planned timeframe.</p> <p>Facility checks and authorisation to re-commence use of the facilities following an emergency event.</p> <p>Provision of evacuation maps in all Council-owned buildings. User groups must not remove or move these maps.</p>	<p>Always keep emergency vehicle access areas clear.</p> <p>Maintain and display an up-to-date list of all emergency service phone numbers.</p> <p>Development of an emergency management plan specific to the site and the user group’s operations, which is regularly reviewed and updated (at least once per annum).</p> <p>Provide training for volunteers, staff, officials, coaches and players on the emergency management plan and evacuation procedure.</p> <p>Must adhere to instructions on evacuation maps provided by Council.</p> <p>Provide contact details of a primary Contact Liaison who can be contacted by Council in an emergency.</p> <p>Inform Council of emergency situations as soon as possible (within business hours - contact the Recreation Liaison Officer, outside business hours - contact Council’s after-hours number: 9840 9333).</p> <p>Will not access sporting facilities following an emergency until authorisation is provided by Council.</p> <p>Complete and provide an incident report form to Council following an emergency.</p>

## 6. DAMAGE, SECURITY AND THEFT

	MANNINGHAM COUNCIL	USER GROUPS
<b>Keys</b>	<p>Provides keys to user groups.</p> <p>Quantity of keys provided usually 3-5. No more than 10 can be provided to a user group for a single Pavilion.</p> <p>Council will forward costs on to user groups for replacement locks/keys.</p>	<p>Keep keys safe and secure.</p> <p>Keys cannot be shared with members of the public or other user groups.</p> <p>Return keys as requested by Council.</p> <p>Can not install or use their own locks.</p> <p>Can not duplicate keys.</p> <p>Key safes are not permitted to be fixed to, added, or used on exterior of buildings without Council approval.</p> <p>Can not remove or wilfully damage Council key safes. If keys are lost or building security is compromised, user groups are responsible for payment of re-keying the Pavilion and replacement keys.</p>
<b>Security systems</b>	<p>Provide, install and maintain closed-circuit television (CCTV) systems.</p>	<p>Costs relating to ongoing usage, subscription, maintenance and charges.</p> <p>Re-set and handover access to the system at the completion of the user group's allocation to the incoming user group/s.</p> <p>Report security breaches to Police and provide a copy of report to Council if requested.</p> <p>Seek approval from Council prior to installing security systems.</p> <p><a href="#">Adhere to the OVIC guiding principles for Surveillance.</a></p>
<b>Graffiti</b>	<p>Removing external graffiti from pavilions and other Council-owned infrastructure.</p> <p>Review requests from user groups for security systems to be installed.</p>	<p>Report graffiti on Council buildings, Council signage or sporting reserve infrastructure.</p> <p>Removal of graffiti on non-Council owned equipment.</p> <p>Removal of graffiti from internal areas of the building.</p>
<b>Theft, wilful damage and break-in</b>	<p>Repairing damage to Council assets and buildings due to theft caused by external parties.</p>	<p>Contact police.</p> <p>Inform Council and provide details of the theft.</p>

	Replacement of locks.	<p>Call Council's after-hours number for any emergencies (03) 9840 9333.</p> <p>Replacement of stolen or damaged sporting club equipment.</p> <p>Liabile for costs associated to damage or theft caused directly or indirectly by a member of the user group.</p>
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## 7. MAINTENANCE, CLEANING AND STORAGE

	MANNINGHAM COUNCIL	USER GROUPS
<b>Cleaning</b>	Regularly inspects sporting facilities for cleanliness.	<p>Responsible for all cleaning, including safely storing cleaning products and disposing of cleaning waste in according with the EPA and Council's waste management policy. Where a pavilion is shared by multiple user groups, all user groups are responsible for working collaboratively to keep facilities clean.</p> <p>Council may organise cleaning and invoice clubs for the cost.</p>
<b>Cleaning supplies</b>		<p>Provision of cleaning supplies, equipment and personnel are the responsibility of user groups.</p> <p>Replacement of usable items such as toilet paper, soap, and hand wipes.</p> <p>Poisonous, dangerous or hazardous products should be labelled clearly by user groups and stored appropriately in locked areas.</p>
<b>Cleaning - end of season</b>	Conduct facility inspections as part of the seasonal handover process.	<p>Undertake a thorough clean prior to vacating for the season.</p> <p>Where a Pavilion is shared by multiple user groups, the costs should be split based upon the percentage of use. User groups are to manage this process.</p>
<b>Cleaning - social room/kitchen/kiosk</b>	Conduct facility inspections as part of the seasonal handover process.	Cleaning of social room carpet, flooring, kitchens, kiosks, appliances (e.g. ovens,

		fridges, microwaves, deep fryers) internal rubbish bins, windows and kitchen vents.
<b>Dangerous or hazardous materials</b>	Conduct facility inspections as part of the seasonal handover process.	Safe storage of chemicals, gas cylinders, petrol, etc.  Chemicals should be tagged and stored according to dangerous or hazardous chemical data sheets and used with appropriate shoes and clothing.
<b>Lost property</b>		Collection, storage and return of lost property.
<b>Maintenance reporting – during business hours (9am-5pm)</b>	Monitor requests for maintenance.  Carries out maintenance as per Appendix 10.1 Maintenance Schedules.	Report maintenance issues through: <ul style="list-style-type: none"> <li>• <a href="#">Council's website</a></li> <li>• <a href="http://www.snapsendsolve.com">www.snapsendsolve.com</a></li> <li>• Urgent or after-hours maintenance - contact 9840 9333</li> </ul> <p>For maintenance work that falls within the user group's responsibility, an appropriately qualified and experienced, licenced tradesperson with public liability insurance must be used. Council must be notified about any maintenance works prior to being carried out. Works undertaken are at the user group's cost and risk. Co-user groups must be advised in advance of the works.</p> <p>Must not conduct maintenance that falls within Council's responsibility.</p>
<b>Maintenance reporting – outside of business hours (5pm —9am)</b>	Council's after-hours phone service will record details of the maintenance issue and inform Council's Facilities Management Unit after-hours contact.	Contact Council for urgent maintenance incidents on 9840 9333 or <a href="#">Contact Manningham Council</a>
<b>Portable sporting equipment and infrastructure</b>		Portable equipment must be checked and maintained according to the sport association's facility standards (e.g., portable goals, goal posts, bowling machines, scoreboards) and Australian Standards.  Ensure portable storage equipment is appropriately and safely maintained and secured within allocated storage areas. These areas must be secured and safe to



		prevent any harm or damage to people or property.
<b>Public toilets (internal and external)</b>	Regularly clean public toilet amenities.	Regularly clean internal pavilion toilets (change rooms and amenities and social rooms).  Maintain and clean public toilets attached to sporting pavilions within allocated times.
<b>Storage</b>	Inspect storage areas on a regular basis.  Review requests for additional storage or changes to storage.	Maintain storage areas in a clean, safe, and secure environment.  Ensure equipment does not block access to storage rooms, or switchboards.  May put their own locks on storage cages within storage rooms (not on doors to storage rooms).  Remove items from storage at the end of the user group's allocated season.  No permanent fixed storage solutions are to be fitted without written approval from Council.
<b>Equipment and appliance maintenance</b>		Provision and maintenance of appliances and equipment such as fridges, microwaves, coffee machines, vacuum cleaners, tables, chairs, internal rubbish bins.  Responsible for arranging testing and tagging' of electrical equipment and appliances, to ensure they comply with Australian Standards (AS/NZS 3760:2010 - 'Service Safety Inspection and Testing of Electrical Equipment').
<b>Waste management</b>	Provision and collection of rubbish bins. <ul style="list-style-type: none"> <li>• 240 litre bins for garbage (collected weekly)</li> <li>• 240 litre bins for commingled recycling material (alternate fortnightly collection in line with residential collection)</li> </ul>	Sporting facilities, including Pavilions, sports grounds and car parks, must be left in a clean and tidy state with no litter or waste.  Place general and recycling waste in the correct bins. Dispose of waste as per Council's <a href="#">Waste and Recycling</a> guide.  Supply own toilet paper, cleaning products, sanitary bins, sanitary bin collections, and equipment.  Cover costs associated with additional collections requested. A notice period of 2 weeks is required.

		<p>Place the bins out for collection on the evening prior to collection day. Return bins to storage cages after collection.</p> <p>Return and secure bins once collection has been completed to avoid potential arson/fire risks. Bins should not be left out.</p> <p>Cover replacement costs of bins damaged due to misuse.</p> <p>Hard rubbish collection services are not available at sports reserves.</p> <p><a href="#">Contact your local tip/transfer centre.</a></p> <p><a href="#">Contact Manningham Council</a> for any illegally dumped rubbish via Council's web site.</p>
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## 8. GENERAL

	MANNINGHAM COUNCIL	USER GROUP
<b>Breach of Licence Agreement terms and conditions</b>	<p>Manages breaches of Licence Agreement terms and conditions, including issuing warning notices. Severe breaches may result in Council giving notice to temporarily or permanently suspend or terminate usage permission and could result in loss of bond or law enforcement.</p> <p>May terminate the Licence Agreement if the user group does not remedy a breach within 14 days of being issued a Breach Notice in writing.</p> <p>Refer to Appendix 2 of the <a href="#">Outdoor Sports Infrastructure and Allocations Policy</a></p>	<p>Abide by the terms and conditions of this Licence agreement and the <a href="#">Outdoor Sports Infrastructure and Allocations Policy</a>.</p> <p>Must act in accordance with Breach Notice issued, including actions required to remedy the breach within 14 days of being issued with the Breach Notice.</p>
<b>Complaints</b>	<p>Will address formal complaints made to Council by user groups, participants, members of the public.</p>	<p>Submit complaints in writing to the Recreation Liaison Officer:</p> <p><a href="mailto:Recreation2@manningham.vic.gov.au">Recreation2@manningham.vic.gov.au</a></p> <p>03 9840 9333</p>

	Council will respond accordingly to complaints and contact the user group to follow up concerns.	<a href="#">Council's online contact form</a>
<b>Council right to access</b>	May access sporting facilities (including pavilions, other buildings and sports fields/ reserves) at any time.	User groups with a sports facility allocation must not prevent Council Officers from accessing sporting facilities.
<b>Council may act</b>	May carry out a task normally required by the user group, that the user group has failed to complete, and recover associated costs from the user group.	Costs incurred by Council must be paid for in accordance with the invoice payment terms.
<b>No assigning or subletting</b>	Is permitted to allocate the sports facilities or provide access to the sports facilities.	Must not assign or provide access to the sports facilities through subletting the entire or part of the premises, or granting to any person an allocation, mortgage, licence, or concession in respect of any part of the premises.

## 8.1 Insurance and Indemnity

### 8.1.1 Property Insurance

Council does not insure property which is owned by others. Contents purchased or supplied by user groups are not considered fixtures and remain the property of the user group and are not insured by Council.

User groups must obtain their own contents insurance, to protect and cover all contents, property, chattels, equipment, cash, consumable goods and purchased property owned by the user group for the duration of the lease agreement.

The user group shall not do, neglect to do, permit to be done or leave undone anything which will affect Council's insurance policies related to fire or public risk in connection with the Pavilion and the user group hereby agrees to indemnify Council to the extent that such policies are affected through any such act of commission or omission.

### 8.1.2 Public Liability Insurance

Council holds its own Public Liability Insurance to cover its liability.

The activities of independent bodies, public elected committees, sporting bodies, sporting reserve user groups, personal trainers, school groups, etc. which occupy Council-owned buildings or utilise Council facilities are not protected by Council's Public Liability Insurance.

User groups are responsible to obtain Public Liability Insurance for a minimum of \$20,000,000 in respect of any single event.

The policy shall also extend to cover Manningham City Council in respect to claims for personal injury

and property damage arising out of the negligence of the User group. Insurance must be current for usage to occur as per the [Outdoor Sports Infrastructure and Allocations Policy](#) and seasonal booking confirmation.

### **8.1.3 Professional Indemnity Insurance**

Professional indemnity insurance is designed to protect businesses that give professional advice or provide service to clients.

Any user group conducting services to, for or with clients is required to have Professional Indemnity Insurance to cover any legal costs and expenses incurred. The policy shall also extend to cover Manningham City Council in respect to claims from personal injury or property injury as arising out of negligence of the user group.

## **8.2 Acts and Regulations**

The user group shall conform to the requirements of the Health Act, Local Government Act, any local Law, or regulations made there under and shall be liable for any breach of such Acts, Local laws, or Regulations. All other statutory rules, provisions and regulations of the Commonwealth of Australia or State of Victoria for the time being in force must be complied with by the user and the notice given to the proper Officers.

## **8.3 Indemnity**

The user group agrees to indemnify and to keep indemnified Manningham City Council, its Councillors, staff, servants, and agents (the Council), and each of them from and against all actions, costs, claims, charges, expenses, penalties, demands and damages whatsoever which may be brought or made or claimed against them, or any of them arising out of or in connection to the seasonal or casual use of a Council facility and/or in any other manner related to this Agreement.

The user group's liability to indemnify Council under this clause shall be reduced proportionally to the extent that any act or omission of Council directly contributed to the loss or liability.

## **8.4 Release**

The user group uses and occupies the premises at its own risk and releases Council from all claims resulting from any damage, loss, death, or injury in connection with the premises except to the extent that such claims arise out of the Council's negligence.

## **8.5 Other**

### **8.5.1 Notices**

Any notice required to be served under this Licence agreement must be in writing and must be served by email or hand delivered to:

- i. the user group, at the address or last known address listed with Manningham Council.
- ii. Manningham Council at its address contained in the Licence Agreement document.

A notice is deemed served, if posted, two business days after posting and if served by email, on the day of transmission (unless sent after 5pm or on a weekend or Victorian public holiday, in which case service will be deemed to have occurred on the next business day after transmission).

### **8.5.2 Change in user group**

Council must immediately be advised in writing if there is a change in the control of the user group (e.g., name, role, contact details) from the details provided at the commencement date of the approved allocation period.

### **8.5.3 Property left at premises**

Anything left in the premises at the end of the allocation period will be deemed to be abandoned by the user group and will become the property of Council and may be removed, relocation, stored, disposed or, destroyed or sold by Council at the user group's cost and at the user group's risk.

## 9. CONTACT DETAILS

CONTACTING MANNINGHAM COUNCIL	
<b>Council Website</b>	<a href="https://www.manningham.vic.gov.au/">https://www.manningham.vic.gov.au/</a>
<b>Contact form</b>	<a href="https://www.manningham.vic.gov.au/contact-us">https://www.manningham.vic.gov.au/contact-us</a>
<b>Phone</b>	03 9840 9333 (Monday to Friday 8.30am to 5.00pm)
<b>Phone (after-hours)</b>	03 9840 9333 (Monday to Friday 5.00pm to 8.30am) and weekends
<b>Email: Recreation &amp; Leisure Unit</b>	<a href="mailto:Recreation2@manningham.vic.gov.au">Recreation2@manningham.vic.gov.au</a>
<b>Email: General Enquiries</b>	<a href="mailto:manningham@manningham.vic.gov.au">manningham@manningham.vic.gov.au</a>
<b>Fax</b>	03 9848 3110
<b>Interpreter</b>	03 9840 9355
<b>Post</b>	PO Box 1, Doncaster, Victoria 3108
<b>Snap Send Solve</b>	<a href="https://www.snapsendsolve.com/">https://www.snapsendsolve.com/</a>
<b>Instagram</b>	Instagram/cityofmanningham
<b>Facebook</b>	facebook.com/ManninghamCouncil
<b>Twitter</b>	Twitter.com/manninghamCC
<b>Address</b>	Manningham Civic Centre 699 Doncaster Road Doncaster Victoria 3108

# 10. APPENDICES

## 10.1 Maintenance Schedules

### 10.1.1 Sport-specific responsibilities

SPORT CODE	COUNCIL RESPONSIBILITY	USER GROUP RESPONSIBILITY
<b>Australian Rules Football</b>	<ul style="list-style-type: none"> <li>• Goal posts</li> <li>• Protective netting</li> <li>• Line marking prior to the commencement of the season</li> <li>• Coaches boxes</li> </ul>	<ul style="list-style-type: none"> <li>• Goal post padding</li> <li>• Line marking on sporting fields as required</li> </ul>
<b>Soccer</b>	<ul style="list-style-type: none"> <li>• Goal posts</li> <li>• Protective netting</li> <li>• Permanent line marking on synthetic pitches</li> <li>• Coaches boxes</li> <li>• Line marking – all temporary marking on sporting fields prior to the season</li> </ul>	<ul style="list-style-type: none"> <li>• Line marking – all temporary marking on sporting fields during the season (or as required)</li> <li>• Goal netting</li> <li>• Corner flags</li> <li>• Ensure portable soccer goals conform with Standards Australia's Handbook (HB2272003) and provide a Certificate of Conformity from the manufacturer.</li> </ul>
<b>Netball</b>	<ul style="list-style-type: none"> <li>• Permanent line marking</li> <li>• Coaches boxes</li> <li>• Goal posts and rings</li> </ul>	<ul style="list-style-type: none"> <li>• Replacement of goal netting.</li> </ul>
<b>Baseball</b>	<ul style="list-style-type: none"> <li>• Permanent line marking on synthetic pitches</li> <li>• Coaches dug outs</li> <li>• Red porous for infield</li> <li>• Bases</li> <li>• Line marking – all temporary marking on sporting fields prior to the season</li> </ul>	<ul style="list-style-type: none"> <li>• Diamond Line marking – all temporary marking on sporting fields during the season (or as required)</li> <li>• Batting cage netting</li> <li>• Infield maintenance</li> </ul>
<b>Cricket</b>	<ul style="list-style-type: none"> <li>• Cricket pitch preparation</li> <li>• Boundary line marking prior to the commencement of the season</li> <li>• Synthetic cricket pitch cleaning</li> <li>• Protective netting</li> <li>• Practice pitch maintenance and repairs including soft netting</li> </ul>	<ul style="list-style-type: none"> <li>• Cricket stumps</li> <li>• Ground covers</li> <li>• Line marking on sporting fields including pitches as required during the season.</li> <li>• Inflatable wicket cover sock</li> <li>• Sight screens</li> </ul>
<b>Aeromodellers/ Archery</b>	<ul style="list-style-type: none"> <li>• Field mowing and maintenance, including runway and control areas.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep runway and control area clean and tidy of debris.</li> </ul>

### 10.1.2 Pavilions

For repairs and replacement of damaged pavilion fixtures and fittings due to misuse or vandalism during the user group's allocated times, Council will carry out the works and the user group will reimburse Council the cost of the works.

ITEM	COUNCIL RESPONSIBILITY	USER GROUP RESPONSIBILITY
Air-conditioning, evaporative coolers and/or heating appliances	Maintain, repair and replacement	Clean dust from vents / outlets
Areas surrounding pavilions and sports fields	Garden maintenance	Keep clean and clear of rubbish
Bathrooms/ showers and related fittings	<ul style="list-style-type: none"> <li>• Repair and replace damaged or worn fittings that are deemed no longer serviceable</li> <li>• Repair structural damage</li> <li>• Repair leaking taps and shower heads</li> </ul>	<ul style="list-style-type: none"> <li>• Regular cleaning and removal of all dirt/debris</li> <li>• Prevention and removal of surface mould</li> <li>• Keep drains clean and clear of debris</li> </ul>
Curtain/drapes/blinds	<ul style="list-style-type: none"> <li>• Installation</li> <li>• Repair and replace when at end-of-life</li> <li>• Checks to ensure all blinds comply with blind cord regulations.</li> </ul>	<ul style="list-style-type: none"> <li>• Keep clean</li> <li>• Repair/ replace due to damage caused by the club</li> </ul>
Electrical wiring, light fittings, and lights	Repair and replace faulty building wiring from the main supply to the switchboard, including the switchboard, power outlets, fittings and external security lights.	<ul style="list-style-type: none"> <li>• Replace light globes and fluorescent tubes</li> <li>• Regular cleaning of all light fixtures, ceiling fans</li> </ul>
Essential safety measures (ESM)	<ul style="list-style-type: none"> <li>• Carry out essential safety measure audits in accordance with Building Codes of Australia</li> <li>• Repair and replace faults with essential safety measures, including exit signs, fire extinguishers and hose reels, smoke and heat alarm systems.</li> <li>• Provide evacuation maps</li> </ul>	<ul style="list-style-type: none"> <li>• Report Essential Safety Measures concerns or faults to Council</li> <li>• Keep entry/exit areas clear</li> </ul>
Firefighting equipment	<ul style="list-style-type: none"> <li>• Service inspection and maintenance in accordance with Essential Safety Measures</li> <li>• Refill / replace when inappropriately used, damaged or stolen during the user group's allocated times, at the cost of the user group</li> </ul>	Report damaged / discharged equipment to Council
Floor surfaces, floor coverings, curtains and blinds	Repair / replace due to fair wear and tear	<ul style="list-style-type: none"> <li>• Regular cleaning and maintenance of floors, carpets, floor coverings, curtains and blinds including shaking out, vacuuming, wiping, and brooming.</li> <li>• Regular steam cleaning of carpets</li> </ul>



Flyscreens	Repair or replace damaged/ worn flywire screens	<ul style="list-style-type: none"> <li>• Repair or replace flywire screens damaged during the user group's allocated times</li> <li>• Seek approval from Council for the installation of additional flywire screens</li> </ul>
Furniture		<ul style="list-style-type: none"> <li>• Provision of all furniture within pavilions.</li> </ul>
Glass	Replacement of broken windows	<ul style="list-style-type: none"> <li>• Regular cleaning of internal / external windows and glass surfaces</li> <li>• Reimburse Council for the cost of window repairs / replacements, where the damage has occurred during the user group's allocated times.</li> <li>• Replacement glass to be 6mm laminated</li> </ul>
Hot/ boiling water units	Repair and replace hot water and boiling water units	
Sanitary bins		Arrange supply and maintenance of sanitary bins
Kitchen/ kiosk/ bar	Repair and replacement of fixed appliances and equipment due to fair wear and tear	<ul style="list-style-type: none"> <li>• Maintain kitchen surfaces, appliances, and equipment (including rangehoods) in a clean state</li> <li>• Maintain, repair and replace freestanding appliances provided by the user group (including refrigerators)</li> <li>• Emptying of grease traps</li> <li>• Repair and replace freestanding/ portable appliances.</li> </ul>
Notice boards	Review requests from user groups to install a notice board	Seek Council approval prior to installing a notice board
PA system and sirens		Maintenance of PA units, speakers and sirens
Pest control	Internal and external pest control, e.g. rats, mice, ants, bees/wasps, possum, snakes, foxes, and termites	Keep pavilion in a clean and hygienic state
Plumbing	Drainage repairs and works relating to plumbing fittings, sewerage, drains, water pipes, pits etc.	Rectify blocked toilets or any blockages in sinks, basins and other wet areas of the building. Council's contract panel plumbers must be used.
Roller shutters (including concertina/ roller doors)	Repair or replace damaged or worn roller shutters	
Roof, spouting, guttering and downpipes	<ul style="list-style-type: none"> <li>• Repair and replace</li> <li>• Cleaning of roof, spouting, gutters and downpipes</li> </ul>	
Skylights	Repair and replace skylights	
Smoke detectors	Installation and cyclical testing	Report detectors with low batteries to Council
Telephone, data wiring, Internet connection		<ul style="list-style-type: none"> <li>• Responsible for additional phone and data points, line rental, reporting faults to the retail provider and usage charges</li> <li>• Responsible for phone and Internet cabling,</li> </ul>

		connection, and maintenance. <ul style="list-style-type: none"> <li>Responsible for coordinating NBN installation</li> </ul>
Walls, ceilings, doors(including , handles & locks)	<ul style="list-style-type: none"> <li>Repair and replace</li> <li>Internal and external wall painting</li> </ul>	<ul style="list-style-type: none"> <li>Regular cleaning and removal of scuff marks</li> <li>Patch and paint small areas of damage</li> </ul>
Water tanks	Maintain, repair and replace	

### 10.1.3 Sportsgrounds and Infrastructure

For repairs and replacement of damaged sportsground surfaces and infrastructure due to misuse or vandalism during the user group's allocated times, Council will carry out the works and the user group will reimburse Council the cost of the works.




ITEM	COUNCIL RESPONSIBILITY	USER GROUP RESPONSIBILITY
Bin cages	Provision, installation, maintenance and repair	
Car parks	Full responsibility for maintenance	Keep clear of rubbish and debris
Coaches boxes/ player shelters/ dug outs	Provision, installation, maintenance and repair	Keep clear of rubbish
Cricket sight screens	<ul style="list-style-type: none"> <li>Installation of fixed sight screens</li> <li>Review requests for new fixed sight screens</li> </ul>	<ul style="list-style-type: none"> <li>Provision of portable sight screens</li> <li>Maintenance and cleaning</li> <li>Removal once a portable sight screen has reached the end of its useful life or the user group has ceased its tenancy at the sportsground.</li> </ul>
Turf cricket practice wickets	<ul style="list-style-type: none"> <li>Prepare and maintain practice cricket wickets</li> <li>Sportsground transition between summer and winter seasons</li> <li>Maintenance of irrigation system</li> <li>Line marking</li> </ul>	<ul style="list-style-type: none"> <li>Practice wicket cover maintenance and replacement</li> <li>Cover and remove covers for the practice wickets</li> <li>Provide sawdust</li> <li>Set up and pack down of practice wicket soft netting</li> <li>Maintenance and replacement of soft netting when damage is caused by misuse by the club</li> <li>Maintenance and replacement of rubber matting</li> <li>Maintenance and replacement of practice wicket inflatable cover tube when damage is caused by misuse by the club</li> <li>The cost of additional practice wicket maintenance is to be reimbursed by the user group</li> </ul>

Cricket wicket turf table	<ul style="list-style-type: none"> <li>• Prepare and maintain the turf cricket wickets</li> <li>• Transition between summer and winter seasons</li> <li>• Maintenance of irrigation system</li> </ul>	<ul style="list-style-type: none"> <li>• Wicket cover maintenance and replacement</li> <li>• Cover and remove covers from the wicket table</li> <li>• Provide sawdust</li> <li>• Line marking of wickets and inner circle</li> <li>• Maintenance and replacement of wicket inflatable cover tube when damage is caused by misuse by the club.</li> </ul>
Synthetic cricket wicket	<ul style="list-style-type: none"> <li>• Cleaning, repairing and replacing synthetic cricket wickets</li> <li>• Maintenance of bowler run up area and area surrounding the synthetic wicket</li> </ul>	<ul style="list-style-type: none"> <li>• Line marking</li> </ul>
Synthetic practice cricket wickets	<ul style="list-style-type: none"> <li>• Maintain, repair and replace due to wear and tear or vandalism</li> <li>• Provision and maintenance of protective netting and fencing</li> <li>• Maintenance and replacement of rubber matting</li> </ul>	<ul style="list-style-type: none"> <li>• Keep clean and free of debris</li> </ul>
Baseball batting cages	Replacement of protective netting, fencing and synthetic surface	<ul style="list-style-type: none"> <li>• Keep tidy and free of rubbish and debris</li> <li>• Repair and replace synthetic turf, protective netting and rubber matting when damage is caused by misuse or vandalism by the user group</li> </ul>
Fencing and gates	Install, repair, and replace fencing and gates due to wear and tear or vandalism	
Floodlights	<ul style="list-style-type: none"> <li>• All lighting maintenance, including poles, footings, cross arms and globes</li> <li>• Periodic Lux audits</li> </ul>	Responsible for the cost of globe replacements (reimbursement to Council)
Goal posts (fixed)	<ul style="list-style-type: none"> <li>• Install, repair and replace</li> <li>• Removal and re-installation between summer and winter sport seasons</li> </ul>	Provide, install and maintain appropriate goal post padding that meets the sport governing body's safety requirements
Sports ground turf	<ul style="list-style-type: none"> <li>• Management and maintenance of sports ground turf, including mowing, fertilising, top dressing.</li> <li>• Maintenance of irrigation system</li> </ul>	<ul style="list-style-type: none"> <li>• Follow Council instructions regarding sports ground usage hours, times and maintenance</li> <li>• Rotate use across sports grounds to prevent wear</li> <li>• Limit use of high-wear areas such as goal mouths, centre square and bowling run ups</li> <li>• Do not carry out any form of construction, maintenance, or renovations of sports grounds</li> </ul>
Line Marking	<ul style="list-style-type: none"> <li>• Boundary line marking on sporting fields prior to the commencement of each sport season.</li> <li>• Conducting boundary run-off</li> </ul>	<ul style="list-style-type: none"> <li>• Internal and interchange line marking including technical areas, 50m, centre square, one day cricket infield, goals squares, penalty box.</li> <li>• Ongoing re-marking of boundary lines.</li> </ul>

	<p>compliance checks.</p> <ul style="list-style-type: none"> <li>Permanent line marking on synthetic surfaces.</li> </ul>	<p>Follow the line provided by Council and re-mark on the same (or inside) the initial boundary line. Re-marking <u>outside the initial boundary line is not permitted.</u></p> <ul style="list-style-type: none"> <li>Inspection, measuring and recording of boundary or infield line marking prior to play to ensure it meets compliance standards.</li> <li>Own line marking equipment and its use/storage (e.g., cones).</li> </ul>
Soft netting (protective)	Full responsibility	
Synthetic playing surfaces (e.g. netball courts and soccer pitches)	<ul style="list-style-type: none"> <li>Full responsibility for maintenance and renewal</li> <li>Permanent line marking</li> </ul>	Do not carry out any form of construction, maintenance, renovations or line marking on synthetic surfaces.
Shipping containers	Hire of shipping containers for Council use only (e.g. storage of parks equipment and machinery)	Not permitted for installation by user groups
Scoreboards (fixed)	<ul style="list-style-type: none"> <li>Review requests for installation of new fixed scoreboards</li> <li>Maintenance and replacement of fixed scoreboards</li> </ul>	Cleaning
Spectator Shelters	Maintenance, repair and replacement	
Timekeepers Box	Maintenance, repair and replacement	

## 10.2 Terms and Conditions of Use for Specific Sports Facilities

In addition to the Licence Agreement, the following specific facilities are subject to additional requirements and in the event of an inconsistency the obligations set out in clause 10.2 prevail.

<p><b>10.2.1 TOM KELLY ATHLETICS TRACK</b></p>  <p>tandc_casual_terms_1638400365277.pdf</p>	<p><b>10.2.3 PETTY'S RESERVE</b></p>  <p>Pettys Reserve Conditions of Hire 05.</p>
<p><b>10.2.2 Casual Hire</b></p>  <p>tandc_sportsgrounds_1481521563.pdf</p>	<p><b>10.2.4. Powerful Owl Park (TBC)</b></p>

**EXECUTED** for and on behalf of  
**MANNINGHAM COUNCIL,**  
ABN 61 498 471 081 by **Patrick Boyd** in the  
presence of:

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Full name of witness

\_\_\_\_\_  
Signature of authorised representative

**PATRICK BOYD,** Coordinator, Recreation  
and Leisure Manningham Council  
\_\_\_\_\_

**EXECUTED** for and on behalf of **<Club  
Name>** ABN <> by Club President Name in  
the presence of:

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Full name of witness

\_\_\_\_\_  
Signature of duly authorised officer

<Name> Authorised Club President

\_\_\_\_\_  
Full name of duly authorised officer

**Manningham Council**

**Authorised: Coordinator, Recreation and Leisure**

28 March 2025

Version A/2025