



CB Smith Reserve Sport and Education Facility Management Plan 2017

Date Authorised by Council:

Commencement Date:

Review Date (10 years from authorised date):

Responsible Department

Social Development

This policy has been authorised.

Nerina Di Lorenzo
Chief Executive Officer

<Insert Date signed here>

1	Introduction	5
1.1	CB Smith Reserve Sport and Education Facility Facilities.....	5
1.1.1	Location and description	5
1.1.2	Facilities and infrastructure.....	5
1.1.3	Sport and education facility	6
1.1.4	Facility vision.....	7
1.1.5	Facility stakeholders	7
2	Context.....	8
2.1	Purpose.....	8
2.2	Aim.....	8
2.3	Scope	8
2.4	Council and community policy	8
2.4.1	Sport and Physical Activity Strategy 2014 – 2018	8
2.4.2	Allocation and Use of Sporting Facilities, Grounds and Pavilions Policy	9
2.4.4	Sports ground management and maintenance policy.....	10
2.4.5	Sports Ground Sponsorship Naming Policy	11
3	Objectives	11
4	Policy details	12
4.1	Future management framework	12
4.2	Key management roles and responsibilities	12
4.2.1	Council’s roles and responsibilities	13
4.2.2	The CB Smith Reserve Sport and Education Facility User Reference Group roles and responsibilities.....	13
4.3	Legislation.....	14
4.4	Operational procedures	14
4.4.1	Facility usage	14
4.4.2	Permitted uses of CB Smith Reserve Sport and Education facility	14
4.4.3	Allocation and use of CB Smith Reserve Sport and Education Facility.....	15
4.4.4	Seasonal sporting user groups – allocation and usage	16
4.4.5	John Fawkner Secondary College – allocation and usage	16
4.4.6	Casual bookings/hire.....	17
4.4.7	Canteen/kiosk arrangements	17
4.4.8	Function room, kitchen and bar operations.....	18
4.4.9	Common and shared areas	18
4.4.10	Facility components and intended use	19
4.5	Fees and charges.....	20
4.5.1	Fees and charges objectives	20
4.5.2	Seasonal sporting clubs/associations - sport facilities fees and charges	20
4.2.2.1	Sporting Clubs/associations pre-season usage - fees and charges	21
4.5.3	Finals.....	21
4.5.4	Casual usage and hire.....	21
4.5.5	Commercial usage.....	23

4.6	Operational policies.....	23
4.6.1	General conditions	23
4.6.2	Risk management.....	23
4.6.3	Incident and accident reporting.....	23
4.6.4	Facility damage	24
4.6.5	Cleaning	24
4.6.6	Control of nuisance	24
4.6.7	Disruptive patron policy.....	24
4.6.8	Disputes resolution.....	24
4.6.9	Keys and alarm systems	25
4.6.10	Security bond	25
4.6.11	Security	25
4.6.12	Night matches	26
4.6.13	Soccer goals and nets	26
4.6.14	Closure of pitches.....	26
4.6.15	Smoking	26
4.6.16	FFV rules of competition	27
4.6.17	Sub-letting.....	27
4.6.18	Seasonal handover.....	27
4.6.19	Day-to-day handover.....	27
4.6.20	Match-day responsibilities	27
4.6.21	Safe working practices and procedures.....	27
4.7	Utilities.....	28
4.8	Function room	28
4.8.1	Function room and amenities.....	28
4.8.2	Canteen and kitchen	28
4.8.3	Bar	29
4.8.4	Legislative requirements	29
4.8.5	Liquor license.....	29
4.8.6	Australian Drug Foundation - Good Sports Program	30
4.8.7	Incorporations	30
4.8.8	Public Liability Insurance	30
4.8.9	Food registration	31
4.8.10	Disability Discrimination Act and Equal Opportunities Act	31
4.8.11	Code of Conduct	31
4.8.12	Working with Children Check	31
4.8.13	The Charter of Human Rights.....	32
4.8.14	Other Legislation, Acts and Regulations	32
4.8.15	Insurance	32
4.9	Facility maintenance	33
4.9.1	Facility maintenance components.....	33
4.9.2	Facility maintenance responsibilities – overview	33
4.10	Cleaning	34
4.11	Facility closure	34

5	Marketing	35
5.1	Sponsorship and signage	35
6	Asset Management Plan	36
6.1	Capital replacement.....	36
6.2	Pitch refurbishment	37
7	Disputes Resolution	37
8	Monitoring and review	37
	Appendix 1: Legislation and regulations	38
	Appendix 2: Cleaning specification	39

1 Introduction

In August 2010 Council authorised the Chief Executive Officer to sign a notification of intention with the Department of Education and Early Childhood Development (DEECD) for the development and joint use of a state of the art Sport and Education Facility at CB Smith Reserve Sport and Education Facility in Fawkner.

The CB Smith Reserve Sport and Education Facility (referred to as 'the facility') will replace the existing sporting pavilion and serve as an extension to the John Fawkner College teaching and learning space by day and transform into a vibrant hub of training, sport and community engagement after school hours.

Council has funded \$5.4 million to the planning, design and construction of the facility and has secured an additional \$1 million in funding from DEECD to fund the provision of teaching and learning areas to be used by the College during the day and then become additional training or community space after hours.

The CB Smith Reserve Sport and Education Facility Management Plan has been prepared in order to ensure that the use, operation and management of the facility are underpinned by a clearly defined management framework. The application of the Management Plan will provide Council with a cost effective and efficient framework for the management, usage and maintenance of the facilities for the community into the future.

1.1 CB Smith Reserve Sport and Education Facility Facilities

This section provides details regarding the CB Smith Reserve Sport and Education Facility including location, description, facilities, infrastructure, existing management and current users.

1.1.1 Location and description

CB Smith Reserve Sport and Education Facility is located in the suburb of Fawkner with the main vehicle entrance off Jukes Road and a number of pedestrian entrances at various locations around the perimeter.

The Reserve is considered to be Moreland's premier outdoor sporting facility. CB Smith Reserve Sport and Education Facility is located on Council owned land, all being zoned Public Park and Recreation Zone.

1.1.2 Facilities and infrastructure

Key facilities and organisations currently located within the CB Smith Reserve Sport and Education Facility precinct include:

- John Fawkner College – includes FIFA 1 Star synthetic football pitch (with floodlights) and two multi-purpose netball courts
- CB Smith Reserve Sport and Education Facility – including pavilion, premier pitch (with floodlights), community pitch and a second set of change rooms
- Fawkner Leisure Centre – including indoor and outdoor pools and fully equipped gymnasium
- Fawkner Neighbourhood (Community) House – including computer training room
- Fawkner Library
- Fawkner Senior Citizens Centre – including community hall and community rooms
- Fawkner Maternal and Child Health Centre
- Fawkner Occasional Care Centre

- Darul Ulum College of Victoria (adjacent the CB Smith Reserve Sport and Education Facility precinct).

The CB Smith Reserve Sport and Education Facility comprise the following facilities:

- Premier soccer pitch
- Community soccer pitch
- Grandstand (capacity 500 people)
- Kiosk
- Gate/ticket box
- Scoreboard, coach's boxes/player interchange benches
- Car parking areas
- Unisex change rooms (four)
- Umpires change rooms (male and female)
- First-aid room
- Storage
- Office accommodation
- Multi- purpose function room
- Theatrette room
- Media room
- Corporate room
- Commercial kitchen, bar and canteen
- Amenities

1.1.3 Sport and education facility

The CB Smith Reserve Sport and Education Facility and the provision of its facilities programs and services is driven and supported by a unique community partnership between the Moreland City Council, the Department of Education and Early Childhood Development (DEECD) and John Fawkner College.

The Moreland City Council and DEECD are the major funding partners of the facility. Council has funded \$5.4 million to the construction of the facility and DEECD \$1 million. Maximising social, sporting and educational outcomes from funding commitments is the desired return on funding partner investment. (The Department of Planning and Community Development has contributed \$100,000.00 towards floodlighting installation of the soccer pitches.)

The Sport and Education Facility had been planned to provide a range of shared education, football and community facilities and programs.

1.1.4 Facility vision

An overall vision for the CB Smith Reserve Sport and Education Facility has been developed and endorsed by the Moreland City Council.

The critical elements of the facility's vision is to; present its uniqueness and flexibility and to:

- deliver a bold statement for the Fawkner community.

The vision for the CB Smith Reserve Sport and Education Facility is:

To provide a state-of-the-art community facility that integrates football's regional needs with innovative educational practices and to maximise Fawkner's contribution to sport, education, economic development and community strengthening within the boundaries City of Moreland.

In delivering the facility's overarching vision, the Sport and Education Facility will be conducive to education-community joint use, act as a community and activity hub after hours, provide a destination for major sporting events and promote the objectives of a *municipal football facility* under Football Federation Victoria's definitions.

1.1.5 Facility stakeholders

The CB Smith Reserve Sport and Education Facility will actively encourage and promote use from three specific user groups:

Education providers

The primary education provider currently utilise facilities within the CB Smith Reserve Sport and Education Facility precinct are John Fawkner Secondary College (JFSC).

JFSC use the pitch and pavilion facilities to deliver VCE VET programs, PE curriculum and after-school football coaching and academy activities.

The Darul Ulum College of Victoria is located adjacent to CB Smith Reserve Sport and Education Facility but have no formal engagement with the precinct or its user groups. They utilise the grass and synthetic football pitches intermittently.

Football clubs, organisations and peak bodies

The facility will act as the principal home of Fawkner Soccer Club. Pascoe Vale Soccer Club and Moreland Zebras Football Club will also have access to the facility for senior grade match days and one training session in the week preceding each home game. The venue will also serve as a function centre for local sporting and social events and may also be hired out on a casual basis.

Community groups, organisations and Moreland residents

Local community groups and organisations currently manage facilities and/or deliver community participation and adult education programs that are operated throughout the CB Smith Reserve Sport and Education Facility precinct. Key organisations that have a connection with precinct education and football providers include the Fawkner Leisure Centre, Fawkner Neighbourhood House and Fawkner Senior Citizens Centre.

The provision of the CB Smith Reserve Sport and Education Facility is likely to provide additional access for key groups and organisations to utilise modern facilities and amenities to grow and enhance the range of programs delivered within the precinct.

Local residents also access the CB Smith Reserve Precinct for a variety of reasons, including visiting the Fawkner Maternal and Child Health and Occasional Care Centres and the Fawkner Library or attending the Fawkner Leisure Centre swimming pools or gymnasium.

CB Smith Reserve is also utilised for its public open space and as a thoroughfare for pedestrians between William Street, Victory Streets and Jukes Road.

2 Context

This section provides the purpose, aim, scope, principles and objectives for the CB Smith Reserve Sport and Education Facility Management Plan.

2.1 Purpose

The purpose of this plan is to provide a strategic approach to the use, management and operation of the facilities within the CB Smith Reserve Sport and Education Facility.

2.2 Aim

The aim of the management plan is to provide a practical and clear framework for the management of the CB Smith Reserve Sport and Education Facility.

2.3 Scope

The CB Smith Reserve Sport and Education Facility Management Plan applies to the facility including the soccer pitches and does not include the adjoining Fawkner Leisure Centre and the Fawkner Synthetic Soccer Pitch at John Fawkner Secondary College.

2.4 Council and community policy

The following identifies the key Council policy documents that will influence and guide the use, management and operations of the CB Smith Reserve Sport and Education Facility.

Key documents include:

- Sport and Physical Activity Strategy 2014-2018
- Allocation and Use of Sporting Facilities, Grounds and Pavilion Policy
- Sporting facilities, grounds and pavilions user guide
- Sports Ground Management and Maintenance Policy
- Sports Ground Sponsorship Naming Policy

A summary of the key strategic objectives and their likely influence on the Sport and Education Facility follows.

2.4.1 Sport and Physical Activity Strategy 2014 – 2018

The Moreland Sport and Physical Activity Strategy 2014-2018 sets the foundation and key priorities across three key areas for Council and partners to provide a range of sport and recreational participation opportunities over the next five years.

The 3 key areas are:

- Participation in sport and physical activity,
- Sporting facilities and environments, and
- Policy, planning and delivery of sport and physical activity outcomes.

The strategy provides an evidence-based framework to respond to the needs and aspirations of our community and establishes a supporting framework and principles to inform Council decision making, guide partnerships and prioritise the allocation of Council resources towards the greatest need.

For the purposes of this strategy sport and physical activity are defined as follows:

- Sport – an individual or group competitive activity involving physical exertion or skill, governed by rules, and sometimes engaged in professionally.
- Physical activity – any movement produced by skeletal muscles that requires energy expenditure. It includes sport, fitness and play.

Non-physical recreation or leisure, for example board games, art and craft or singing, is not included in the scope of this strategy. Whilst there is recognition of the value of passive recreation, this strategy looks to increase active participation as a priority.

The outcome of the strategy's implementation will be a more physically active, healthy, connected and happy community where everyone has opportunities to pursue their sport and recreational interests.

The strategy has been developed with input from community, clubs and other stakeholders. It is proposed that Council endorse the draft strategy for consultation prior to being presented to Council for final consideration.

2.4.2 Allocation and Use of Sporting Facilities, Grounds and Pavilions Policy

The Allocation and Use of Sporting Facilities, Grounds and Pavilions Policy provides a framework for the seasonal allocation of sporting grounds and pavilions to clubs through a tenancy agreement.

The policy seeks to:

- Maximise participation in sport and recreation on sporting grounds
- Prioritise the allocation of sporting grounds and pavilions to clubs which are inclusive of people with disabilities and actively support juniors, females and people from culturally and linguistically diverse backgrounds (CALD) to participate in sport and recreation
- Ensure sporting grounds and pavilions are allocated to clubs with sound governance structures, open membership, elected committees and a demonstrated commitment to social responsibility
- Enable Council to address the needs of growth sports
- Increase the number of participants, members, coaches, officials, spectators and volunteers by reaching new audiences.

The *Allocation and Use of Sporting Facilities, Grounds and Pavilions Policy* seeks to maximise the usage of sports ground and facilities and encourage clubs to reach out and meet the needs of their community to achieve greater participation in sport and recreation. This will help influence and encourage the ongoing investment in facilities to meet the needs of user groups and the community.

A key objective of the CB Smith Reserve Sport and Education Facility is to create a shared and accessible environment between education, sport and the community. The major implications regarding club use and occupancy of sporting grounds and recreation reserves is the issue of perceived ownership over facilities and each clubs attachment to their home venue.

In addition, the capacity of clubs to manage major sporting facilities for broader community use is challenged through the significant need to provide ongoing resources across an extensive range of services, beyond the needs of the local football community.

2.4.3 Sporting facilities, grounds and pavilions user guide (Winter 2017)

The sporting facilities, grounds and pavilions user guide forms the terms and conditions on which Council sporting facilities are used. Through the guide, Council aims to optimise the use of its facilities and community sporting assets and the community benefits they provide.

The Guide identifies the specific responsibilities of both Council and user groups, the terms under which use and occupancy of sporting facilities will be allowed and the key supporting policies used to assist the development of the Guide.

The Guide also specifically addresses ground and facility allocation, pricing and fee structures, bookings systems, maintenance obligations and facility development processes.

Under the Guide the CB Smith Reserve Sport and Education Facility is defined as a Premier Sports Ground, the highest classification of City of Moreland sports facilities.

The sporting facilities, grounds and pavilions user guide will be used to set the framework for use, occupancy and allocation of the CB Smith Reserve Sport and Education Facility and associated playing and training pitches provided within the CB Smith Reserve Sport and Education Facility precinct.

The terms, conditions, principles and objectives defined within the Guide will be used to guide the ongoing management and operation of the CB Smith Reserve Sport and Education Facility.

2.4.4 Sports ground management and maintenance policy

Moreland sports ground management and maintenance policy aims to provide guidance to Council staff, user groups and the community so that sports grounds can be sustainably managed to ensure an appropriate use, quality and service levels as well as equity for the community, considering the resources available to Council.

The ability of Council to provide safe playing grounds of a suitable quality for competition levels, and to maintain acceptable quality of playing surfaces is an important factor to consider. The type of use, age of users and intensity of use, level of competition and compatibility between the varieties of users is a major factor in Council being able to provide sport grounds which meet acceptable standards. Council has an allocated annual budget for playing field maintenance works. The following strategies are implemented in an effort to achieve parity between acceptable levels of service (quality), safe playing surfaces and available resources:

- A programmed approach to sports field maintenance based on a 3-tiered hierarchy
- To have a set specification covering sport field maintenance to appropriate quality standards within the budget allocation by Council. This specification will be reviewed prior to each season.
- To have a program of sport field renovations achievable within existing budget allocations.
- Sport grounds are closed for the last 2 weeks of March and 2 weeks in September for seasonal changeover and annual restoration works. No forward bookings for use of the playing surfaces will be taken for these periods.
- Watering systems will be used at all sport grounds and maintained as appropriate considering any water restrictions enforced by Melbourne Water.
- Sub-soil drainage systems are to be used and maintained as appropriate and installed where necessary.
- Maintenance needs for sport grounds will be prioritised over requests for access from casual hirers.
- Capital works and ground reconstructions to be undertaken as required and according to available budget.

2.4.5 Sports Ground Sponsorship Naming Policy

The Sports Ground Sponsorship Naming Policy is in place to provide a framework to ensure a consistent decision-making approach to requests from clubs to rename their sports ground for sponsorship purposes.

This Policy will assist in facilitating responsible sports ground sponsorship arrangements and provide parameters for clubs wanting to negotiate sponsorship agreements.

A request for the temporary renaming of a sports ground is generally sought as a means of generating operational income for a sports club.

This Policy enables clubs to negotiate a fee for sponsor recognition in club, association, competition and league marketing and promotions.

This policy applies to sports clubs in Moreland who have current seasonal/annual tenancy agreements or lease agreement to Council owned and managed sports fields and sporting facilities.

Naming rights are limited to sports grounds and sporting facilities only and not the reserve, precinct, pavilion or any other public building/facility. The sports ground is only referred to by the approved 'sponsored name' in club, association, competition or league promotions and marketing. Council's name for the reserve is to be used in all other public documents e.g. Council reports, directories, websites, etc.

The objectives of this policy are to:

- Provide a framework to assist with facilitating responsible sports ground sponsorship arrangements
- Provide parameters for clubs wanting to negotiate sponsorship partnerships
- Provide an outline for the conditions to which a sports club must adhere, in order to arrange the sponsorship agreement.

3 Objectives

The management objectives for the CB Smith Reserve Sport and Education Facility are to:

- Maximise the usage of all sporting, community and other spaces within the CB Smith Reserve Sport and Education Facility.
- Implement efficient and effective management and maintenance practices to ensure high standard facilities that are well utilised and meet the needs of the community.
- Ensure there is fairness and equity in the allocation of facilities and resources through a transparent and accessible process.
- Ensure that the responsibility of maintaining facilities is a shared goal that benefits the community as a whole.
- Maximise overall community benefit, encourage and facilitate use of the precinct by community groups.
- Achieve social and financial objectives, encourage co-operation and foster partnerships between groups.
- Maximise the opportunities for CB Smith Reserve Sport and Education Facility to host sporting, cultural, community and social events outside of the normal requirements of users groups for community benefit and as a means to optimise the potential to generate additional revenue.

In addition, the following objectives guide the facilities, programs and services are to:

- Provide a range of structured and unstructured sporting and recreational opportunities to meet local and regional needs, and which are accessible to all people.
- Develop and provide high quality facilities which are socially, financially and environmentally responsible.
- Promote community health and wellbeing through the provision of recreation facilities, programs and services.
- Provide facilities, programs and services that meet community needs and that promote and encourage healthy lifestyles.
- Ensure that the responsibility of developing facilities is a shared goal that benefits the community as a whole.

As the premier facility in Moreland, and in order to ensure that this facility is maximised for use not only by a range of local and regional sporting groups but also by the broader community, Moreland City Council will be responsible for the overall management, maintenance, planning and development of the CB Smith Reserve Sport and Education Facility.

4 Policy details

4.1 Future management framework

In considering the current operational challenges identified at CB Smith Reserve Sport and Education Facility and in meeting the facility's overall aims, objectives and identified operational requirements, an adopted governance structure and management model have been adopted by the Council.

The overall management of the facility lies with Council. The CB Smith Reserve Sport and Education Facility User Reference Group will be established comprising Council officers and representatives from seasonal user groups.

4.2 Key management roles and responsibilities

The key management roles and responsibilities in regards to the CB Smith Reserve Sport and Education Facility are detailed in the following sections.

4.2.1 Council's roles and responsibilities

Responsibilities include (but are not limited to) the following management items:

- Allocating the use of the facilities.
- Setting fees and charges and collecting revenue from facility users and hirers.
- Ground maintenance.
- Building maintenance comprising routine/preventative maintenance measures and amenity improvements to buildings, plant and equipment and building services.
- Facility development.
- Marketing and promotion of the precinct.
- Ongoing support to and liaison with facility users.
- Scheduling and convening meetings of the CB Smith Reserve Sport and Education Facility User Reference Group. A minimum of two meetings per year, at the change of seasons will be scheduled.
- Regular dissemination of information to inform the CB Smith Reserve Sport and Education Facility User Reference Group of important dates and relevant issues.
- Provision of adequate insurance for the facility and the CB Smith Reserve Sport and Education Facility User Reference Group as detailed in section 4.8.8 (public liability insurance).

4.2.2 The CB Smith Reserve Sport and Education Facility User Reference Group roles and responsibilities

The CB Smith Reserve Sport and Education Facility User Reference Group responsibilities will include (but are not limited to) the following:

- Ensure representation of local interests, including facility user groups and the broader community.
- Share information, discuss ideas and reach solutions.
- Make recommendations on facility improvements or utilisation of the site to Moreland City Council.
- To support the aim, principles and objectives as prescribed in Section 2.
- To provide informed local community input into the CB Smith Reserve Sport and Education Facility.
- To keep Council informed of the needs of the community regarding the CB Smith Reserve Sport and Education Facility.
- To contribute to discussions regarding Council's priorities for development within the CB Smith Reserve Sport and Education Facility.
- To facilitate communication between user groups, community representatives, key stakeholders and Council with regards to the management and operation of the CB Smith Reserve Sport and Education Facility.
- To contribute to the development of programs and services provided at CB Smith Reserve Sport and Education Facility.
- To contribute to the development and enhancement of a strong, recognisable public profile for the CB Smith Reserve Sport and Education Facility.

Council will ultimately determine the matters having regard to the advice of the CB Smith Reserve Sport and Education Facility User Reference Group.

4.3 Legislation

In the management and operations of CB Smith Reserve Sport and Education Facility, Council and the CB Smith Reserve Sport and Education Facility User Reference Group must comply with and ensure that its employees, subcontractors and agents comply with all applicable legal obligations and requirements such as any Acts, regulations, local laws, codes of practice and Australian Standards which are in any way applicable to the management, operation and maintenance of the Centre, OHS, and the performance of the services and programs and endeavour to work to industry best practice. A list is provided in Appendix 1.

4.4 Operational procedures

This section outlines the operational procedures for the CB Smith Reserve Sport and Education Facility.

4.4.1 Facility usage

The CB Smith Reserve Sport and Education Facility has been planned to provide a range of shared education, football and community facilities and programs. Maximising social, sporting and educational outcomes from funding commitments is the desired return on funding partner investment. The Sport and Education Facility will be operational 7 days-a-week and 12 months of the year, with the exception of Christmas Day and Good Friday. Reduced operating hours may be enforced during the Christmas and New Year period (25 December to 2 January annually) and on ANZAC Day.

In delivering the facility's overarching vision, the Sport and Education Facility will be conducive to education-community joint use, act as a community and activity hub after hours, provide a destination for major sporting events and promote the objectives of a municipal football facility under Football Federation Victoria's definitions.

These objectives and vision for the facility will guide its use, allocation, scheduling and financial requirements, which are reflected within this section of the Management Plan.

4.4.2 Permitted uses of CB Smith Reserve Sport and Education facility

Permitted uses of CB Smith Reserve Sport and Education Facility will generally be those from which there will be a broad community benefit for the residents of and visitors to Moreland.

Specifically, permitted uses will include:

- Sporting education activities associated with John Fawcner Secondary College.
- Sporting activities of local sporting clubs and associations.
- State sporting or higher standard sporting activities which will provide participation and spectator opportunities for residents.
- One-off (or casual) community and social events that local residents can participate in (pavilion only).
- Other events and activities that residents and visitors can participate in and from which there will be broad community benefit.
- Under seasonal user agreements, facilities will be available for use by the 'regular' sporting user groups for their day to day functions such as matches, training and social events.
- The community sporting organisations accessing the CB Smith Reserve Sport and Education Facility will continue to be independent entities responsible for all operational tasks in relation to their affiliation to their respective State/National association and Council.

4.4.3 Allocation and use of CB Smith Reserve Sport and Education Facility

- Moreland City Council will be responsible for allocating use of all facilities at CB Smith Reserve Sport and Education Facility.
- The process for allocating facilities will be conducted as a component of the Seasonal Tenancy Application process.
- Moreland City Council will retain the right to change, alter or cancel any or all bookings in the event of non-payment of accounts or breaches of the Seasonal Tenancy Agreement or Casual Hire Agreement.
- Seasonal Sporting Users will generally receive priority allocation over casual and one-off hirers.
- Any Moreland soccer club that participates in the last round of 32 teams in the Football Federation Australia (FFA) cup, will have priority access over any scheduled training session.
- All seasonal sporting club/association users and regular user groups will be required to sign a User Agreement, which includes the conditions of use of facilities, the agreed days and times of use and the fees and charges for usage.
- Sporting clubs are required to adhere to the days and times of use in the tenancy agreement
- All casual users will be required to sign a Casual Hire Agreement, which includes the conditions of use of facilities, the agreed days and times of use and the fees and charges for usage. The facilities are generally available for use for the times in the time of use table below.

Facility operations will generally incorporate 3 distinct usage periods:

- Winter football season (1 February to 30 September)
- Summer football season (1 October to 31 January)
- Pre-season (1 February to 31 March).

Please note that these seasonal periods do not coincide with Council’s general sports ground seasonal allocation periods of 1 October to 28 February (summer) and 1 April to 31 August (winter). Variations have been adopted for this dedicated football facility to better align with current FFV competition structures.

Time of use

Day	Building opens	Building closes	Pitches open	Pitches close
Monday	8 am	11 pm	8 am	9 pm
Tuesday	8 am	11 pm	8 am	9 pm
Wednesday	8 am	11 pm	8 am	9 pm
Thursday	8 am	11 pm	8 am	9 pm
Friday	8 am	12 am	8 am	11 pm
Saturday	8 am	12 am	8 am	11 pm
Sunday	8 am	10 pm	8 am	9 pm

Note: The synthetic pitch located on John Fawkner Secondary College grounds will continue to operate under its existing management agreement between the College and Council. Over time this agreement may evolve, but current arrangements will remain in place until 2024.

Council will consider variations to the times listed above in special circumstances on a case by case basis.

4.4.4 Seasonal sporting user groups – allocation and usage

The vision for the Sport and Education Facility promotes a shared community facility and as such, no club will be provided long-term tenancy or lease agreement(s) to occupy the facility.

All football club users will be provided access based on their needs either through:

- seasonal tenancy allocation, or
- casual permit.

The Fawkner Soccer Club and the Moreland NPLV Clubs (Pascoe Vale Soccer Club and Moreland Zebras Football Club) will be provided priority access to pitches and facility amenities through these arrangements. These clubs will also have allocated access to office space, equipment storage areas and memorabilia and merchandise display areas.

Officers will monitor the allocated hours of use and will offer access to Fawkner Soccer Club only where this is within the maximum recommended hours of use. Additional access has been provided to the Fawkner Soccer Club for 2017 with an additional access to the pavilion and premier pitch for senior female games.

Junior and female teams to be allowed to use premier pitch – clubs are responsible for distributing the hours allocated within their respective clubs.

All use, access and ground allocations will be subject to the Sporting facilities, grounds and pavilions user guide and Sports Ground Tenancy Application policies and procedures.

Clubs requiring use of amenities and pitches outside of their allotted allocation for extended pre-season, practice matches, finals training or the conducting of finals must seek approval from Recreation Services. The granting of use will be at the discretion of Recreation Services and will be subject to casual hirer arrangements (refer to section 4.4.6).

Usage fees and charges for football clubs are defined in section 4.5. In addition, football clubs will pay a percentage of facility operational expenses, including utilities (power, gas, and water), cleaning and maintenance.

Approved training days remain in place for the entire season and will not be transferable except where clubs negotiate agreed variations, subject to Council approval and payment of any related fees and charges. Moreland City Council will be notified in writing immediately of any proposed changes.

Seasonal sporting user groups will be required to adhere to the requirements of their Seasonal Tenancy Agreement at all times.

4.4.5 John Fawkner Secondary College – allocation and usage

John Fawkner Secondary College (JFSC) will have exclusive use and access to the following facility areas between the hours of 8 am and 5 pm during the school term:

- Function room 1;
- Multipurpose room;
- Change rooms (maximum of 2); and

JFSC will have shared use and access to the following facility common areas (refer to Section 4.1.8 for common area use) between the hours of 8 am and 5 pm during the school term:

- Function room 2
- Kitchen
- Casual social/breakout area.

Use of any precinct facilities by JFSC outside of allocated school time, including weekends, public holidays and school holidays, will revert to casual or community use and space will be allocated based on casual hire agreements (refer to Section 4.4.6).

Annual usage fees and charges for JFSC will not be charged. JFSC will pay a percentage of facility operational expenses (based on usage hours) including utilities (power, gas and water), cleaning and maintenance.

4.4.6 Casual bookings/hire

All casual usage of the facility will be subject to Council's casual hire, use and bookings policies. All bookings will be managed through Recreation Services.

All casual usage of the community pitch will be subject to Council's Casual Ground Booking Policy. All bookings will be managed through Recreation Services. Synthetic pitch bookings will continue to be managed by John Fawcner Secondary College during school hours and Council outside school hours.

No user club or group will be permitted to facilitate any casual hire bookings for pitches or precinct facilities for casual users. Failure to comply may result in the termination of any user club seasonal allocation arrangements. All community and commercial casual bookings for functions, activities and events at the CB Smith Reserve Sport and Education Facility will be the responsibility of Council.

Casual bookings of CB Smith Reserve Sport and Education Facility will be available when not booked by seasonal sporting user groups or regular users.

Applicants will be required to complete a Casual Hire Application Form, agree to the Casual Hire Conditions of Use and pay the required fees and charges.

4.4.7 Canteen/kiosk arrangements

The operation and management of the canteen/kiosk facility (which is defined as being separate to the function room, bar and kitchen areas) will be the responsibility of each football club occupying the facility under a seasonal agreement.

Council will provide and fit-out the canteen/ kiosk area to allow a maximum of two clubs to operate from the shared canteen/kiosk to service their own players, members and supporters on their relevant match days.

Each club occupying facilities under seasonal agreements will be expected to remove their own equipment and stock at the conclusion of each season and leave allocated canteen / kiosk area in a fit state for occupation.

Fees for occupation of the canteen / kiosk are included within seasonal allocation fees and utilities will be charged based on percentage usage and occupancy.

Clubs will manage their own match day food and beverage preparation, sales and serving, and will be responsible for ensuring all staff and volunteers hold the appropriate food handling and responsible serving of alcohol certifications (refer to Section 4.6 for legislative requirements).

For details on liquor licence and the provision and serving of alcohol refer to Section 4.8.5.

4.4.8 Function room, kitchen and bar operations

The operation and management of function room, kitchen and bar facilities (which is defined as being separate to the canteen / kiosk area) will be the responsibility of Recreation Services.

All use of the function room, kitchen and bar facilities will need to be booked and facilitated Council's Recreation Services. Priority use of the function room, kitchen and bar facilities will be provided to football clubs (those on seasonal agreements), JFSC in the following circumstances:

- Football clubs - to support home match day events and functions or additional social functions conducted within their allocated seasonal time frame.
- JFSC – to support educational use between 8 am and 5 pm during school terms.

Council will provide and fit-out the function room, kitchen and bar facilities to allow a professional caterer to supply food and beverage services.

Food, beverage and consumable stocks will remain the ultimate responsibility of all user groups in association with professional caterers utilising the venue.

Fees for the use of the function room, kitchen and bar facilities will be determined by Recreation Services.

4.4.9 Common and shared areas

All facility common and shared areas will remain the responsibility of Recreation Services.

Common and shared areas include:

- Multipurpose room
- Function rooms and bar
- Kitchen
- Casual social/breakout area
- Change rooms
- Public toilets.

Whilst the facility will be managed by Recreation Services and be overseen by the executive management, clubs and user groups sharing the facility and its amenities must respect the property and equipment of the facility and other users and any agreed usage times.

4.4.10 Facility components and intended use

In addition to operational requirements detailed above, the following outline of facility uses and users has been identified for each key facility component. Overall facility management will need to be in a position to assist in facilitating use and access to the following range of activities.

Facility component	Range of uses	Potential users
<p>Classrooms also known as function room <i>Including access to kitchen</i></p>	<p>Curriculum education/teaching Community meetings Community/adult education courses Match-day corporate/media area Corporate presentations/seminars</p>	<p>Main club tenants Visiting host clubs (home games only) John Fawkner College Community Groups</p>
<p>Multipurpose room <i>25 to 30 seat multipurpose room with data projection and digital media capabilities</i></p>	<p>Curriculum education/teaching Community/adult education courses Match-day briefing/training Corporate presentations/seminars Coach education Game/team video analysis</p>	<p>Main club tenants Visiting host clubs (home games only) John Fawkner College Community Groups</p>
<p>Function room <i>Including use and access to kitchen and bar facilities</i></p>	<p>Social and match-day functions Parties, functions and events Assembly hall Performance hall Corporate presentations/seminars</p>	<p>Main club tenants Visiting host clubs (home games only) John Fawkner College Community Groups Casual hirers</p>
<p>Main pitch (with match capable lights) <i>Including player and officials change rooms and spectator amenities</i></p>	<p>Football club home fixtures Football club training activities (limited) Football club gala days and events</p>	<p>Main club tenants Visiting host clubs (home games only)</p>
<p>Community pitch <i>Including player and officials change rooms and spectator amenities</i></p>	<p>Football club home fixtures Football club training activities Football club gala days and events</p>	<p>Main club tenants</p>
<p>Synthetic pitch <i>Including player and officials change rooms and spectator amenities</i></p>	<p>Football club home fixtures Football club training activities Football club gala days and events School football and PE Coach education Football programs and academies Small-sided competitions</p>	<p>Main club tenants Moreland City football clubs Other non-Moreland football clubs Schools Corporate organisations Residents (pay-and-play) FFV</p>
<p>Canteen and bar/kiosk <i>One shared area with lockable club stores</i></p>	<p>Match-day use only</p>	<p>Main club tenants</p>

Facility component	Range of uses	Potential users
Casual social area <i>One shared area</i>	Casual dining area Breakout space Informal meeting space Pre-function gathering area	Main club tenants Visiting host clubs (home games only) John Fawkner College Community Groups Casual hirers
Centre management office	Centre operations Match-day operations Site office for on-site staff	Main club tenants Facility management
Display area, storerooms and office accommodation	Display of football club honour boards, trophy's and merchandise Equipment storage Administration	Main club tenants Facility management

4.5 Fees and charges

4.5.1 Fees and charges objectives

The fees and charges objectives are to:

- Provide a fair and equitable fees and charges structure for usage of CB Smith Reserve Sport and Education Facility sporting and community facilities.
- Enable Council to recover a proportion of the sporting facility costs from facility users.
- Improve and optimise usage of the CB Smith Reserve Sport and Education Facility, ensuring efficient and effective use of the facilities.

4.5.2 Seasonal sporting clubs/associations - sport facilities fees and charges

There are 3 identified pricing regimes that will be enacted for use of the Sport and Education Facility:

- Moreland football clubs, schools and community groups
- Non-Moreland based football clubs, schools and community groups
- Commercial, corporate or private use.

The City of Moreland Fees and Charges Policy and associated concession pricing and discounts will be implemented for seasonal allocations and for casual hire of the Sport and Education Facility. Refer to the Councils Sports Ground Tenancy Application, Sports Ground User Guide and Fees and Charges Policy for details on the current charges and related concessions policies.

The annual and seasonal allocation fees for use of the facility are as follows:

Premier pavilion and change room access	Community pavilion and change room access	Premier pitch	Community pitch	Office and storeroom allocation	Education facilities
Seasonal \$1,476.95	Annual \$604.50	Seasonal \$4,968.65	Annual \$3,693.40	Inclusive of allocation	Inclusive of allocation (booking required)

Note:

- All clubs and user groups on seasonal agreements will also be required to pay their share and percentage of utilities, cleaning and maintenance expenses.
- Fees and charges will be indexed yearly in accordance with a percentage increase in CPI or any other factors that Council deems appropriate in relating the fee to the cost.

4.5.3 Sporting Clubs/associations pre-season usage - fees and charges

Pre-season dates are as follows:

- 1 February to 31 March

Sporting clubs often wish to utilise sports grounds for pre-season training. Pre-season usage of CB Smith Reserve Sport and Education Facility must be approved and booked with Council.

Per use fees will apply for pre-season usage as follows:

- Winter sport training – November to February
- Practice matches.

Practice matches must be approved by Council at least 4 weeks prior to scheduled date. Approval will be subject to an assessment of the ground condition and Council reserves the right to withdraw this approval.

If approval is withdrawn Council will make every endeavour to provide an alternative venue but makes no guarantees that an alternative venue will be available.

4.5.4 Finals

Associations and leagues will be required to book facilities for finals and will be required to pay a fee plus additional costs as may be associated with an event such as cleaning and any additional ground/facility preparation requirements.

4.5.5 Casual usage and hire

Casual hire fees will be approved annually as part of Council's Annual Fees and Charges Schedule. In principle fees will be increased by CPI each year or an appropriate amount as determined by Council.

Requests for casual usage to hire CB Smith Reserve Sport and Education Facility by not-for profit groups, schools or for community events / activities will be assessed on a case by case basis based on the following criteria:

- Community benefit.
- Impact on sporting group usage.
- Current ground condition and likely impact of activities on the condition of the ground.
- Others as determined by Council from time to time.

The following casual use and hire fees are proposed for Year 1 operation of the Sport and Education Facility. For user clubs on a seasonal allocation, casual hire fees will apply for any use of the facility that falls outside of their allocated period of use.

Casual users	Pavilion and change room access	Pitch access (premier and community)	Pitch floodlight charge	Education facilities	Function room (including kitchen and bar access)
John Fawkner College	\$73.90	\$147.80	\$56.65	\$0	\$500
Moreland based club	\$73.90	\$147.80	\$56.65	\$50	\$500
Other non-Moreland based club	\$500	\$500	\$75.45	\$100	\$500
Fawkner Leisure Centre	\$500	\$147.80	\$56.65	\$100	\$500
Neighbourhood House	\$500	\$147.80	\$56.65	\$100	\$500
Other community group	\$500	N/A	N/A	\$100	\$500
Private or commercial	\$750 (includes pavilion hire)	\$55	\$100		\$500

Note: Football clubs utilising the facility will be offered priority access and allocation of function room, bar and kitchen facilities to enable them to host match day functions for home games if desired.

Refer to Section 4.6.10 for details on security bonds and deposits associated with casual use and hire of Sport and Education Facility.

Utilities

Sporting Clubs will pay 100 per cent of utilities (includes electricity, gas, water, telephone and internet) incurred during their usage of the facilities.

Council will be responsible for water charges associated with irrigating both pitches.

Other fees and charges

Council may make charges for other items, which are not covered under the sections above including:

- Swipe cards/keys
 - A swipe card or key bond may be charged.
 - If swipe cards or keys are lost or misplaced compromising the security of CB Smith Reserve Sport and Education Facility, the club/association may be required to contribute to the rectification costs.
- Damage to facilities
 - If CB Smith Reserve Sport and Education Facility is damaged as a result of misuse by user clubs/associations (including the away teams during matches and competitions), the entire cost of the repairs will be billed to the club/association.

- Cleaning
 - Clubs are responsible for the cleaning of the facility.
 - If the reserve, pavilion, function room or associated amenities are left in an unacceptable condition and Council is required to undertake cleaning services, the user club/association will be charged for this cost.

4.5.6 Commercial usage

Fees for hire of CB Smith Reserve Sport and Education Facility by commercial organisations will be approved annually as part of Council's Annual Fees and Charges Schedule. In principle fees will be increased by CPI each year or an appropriate amount as determined by Council.

Requests to hire CB Smith Reserve Sport and Education Facility for commercial purposes will be assessed on a case by case basis based on the following criteria:

- Community benefit.
- Impact on sporting group usage.
- Current ground condition and likely impact of activities on the condition of the ground.
- Others as determined by Council from time to time.

4.6 Operational policies

In the event that the CB Smith Reserve Sport and Education Facility Management Plan does not outline, or make reference to a specific policy or operational response, Recreation Services will identify the most appropriate response in context with the facility governance and operational structures in place.

4.6.1 General conditions

Use of the facility will be conditional on all Local Laws, Regulations and Conditions of Use for the care, protection and management of the facility and the associated precinct are adhered to by user clubs and groups and any of their members, participants or visitors.

Use of other facilities within the precinct, including the synthetic pitch and existing football club change rooms that are not the subject of formal allocation is strictly prohibited, without further consent from Recreation Services.

The Facility Manager reserves the right to cancel any existing bookings or refuse further hire of the facility to any group for whom outstanding invoices exist or who do not meet the Conditions of Use.

4.6.2 Risk management

Users are responsible for carrying out a safety inspection (DEECD or FFV standard facility use and occupation checklist) prior to any use of the facility. City of Moreland will accept no liability in respect of an incident or loss resulting from a hazard that was reasonably discoverable on inspection by users.

All and any identified risk(s) that prevent scheduled play or facility use from occurring must be reported to Council immediately.

4.6.3 Incident and accident reporting

In the event of an accident or incident, each user club or group is responsible for completing required reporting and paper work at the time of incident and provide to the Recreation Services within 24 hours.

Any incident, accident or emergency that has resulted in calling 000 or the attendance of Police, Ambulance or Fire Brigade must be reported to Recreation Services immediately.

4.6.4 Facility damage

Any damage to the facility or maintenance issues must be reported immediately to Recreation Services.

Any damage to the facility or the associated pitches and pitch infrastructure due to foreseeable misuse, other than fair wear and tear, which has occurred during the period of allocated use, will be repaired and the costs charged to the relevant user group.

4.6.5 Cleaning

A cleaning schedule and specification has been developed for all users (Appendix 2). Pascoe Vale Football Club and Moreland Zebras Football Club to use cleaning contractor after game day, with club members cleaning the facility after each training session. Fawkner Soccer Club members will clean their facility after each use, with John Fawkner Secondary College continuing to use their contractors to undertake their cleaning at the conclusion of the school day.

Users are responsible for reporting facilities found to be in an untidy or unclean state as a consequence of use by previous hirers. Users are responsible for keeping the facility and associated pitches, grounds and surrounds in a good and clean condition. This includes packing away any equipment used.

Any cleaning issues or cleaning requirements outside the normal facility cleaning schedule will be rectified and the costs charged to the relevant user group.

4.6.6 Control of nuisance

Users will not cause or permit anything to be done which constitutes an actionable nuisance; annoyance or disturbance to other persons lawfully entitled to use the facility, any land in the vicinity, or to occupiers of properties adjacent to the facility.

User groups are to abide by the Environmental Protection Authority's Residential Noise Regulation, which requires user groups to provide a quiet neighbourhood:

- Before 7 am on Weekdays and 9 am on Weekends,
- After 10 pm on Sundays to Thursdays inclusive and after 11 pm on Fridays and Saturdays.

4.6.7 Disruptive patron policy

Football Federation Victoria's (FFV) rules of competition, codes of conduct and behavioural expectations must be adhered to by all clubs, players, supporters and spectators regarding match day and club activities. FFV disciplinary action may be taken if rules, codes and standards are not met by user clubs.

4.6.8 Disputes resolution

Disputes resolution vests with Council. Should agreement not be reached, the dispute will be referred to an identified impartial mediator to resolve any ongoing issues.

4.6.9 Keys and alarm systems

Seasonal user clubs as well as JFSC will be provided with key and alarm access to their main facility area(s) for the duration of their allocated period.

Council will provide a maximum of 4 access keys to each season use club or group. Each seasonal user club or group will be responsible for the replacement of lost, stolen or misplaced keys and will also be responsible for the replacement of facility locks and/or alarm reprogramming should a breach in facility security be identified as a result of lost, stolen or misplaced keys.

Recreation Services will keep a register of all individuals that have been allocated access keys. All keys will be security coded and only be able to be issued, cut or replaced on approval from the Recreation Services.

Alarm codes will be programmed by Council.

4.6.10 Security bond

A security bond for all seasonal allocations and casual bookings for pitches of \$500.00 is to be lodged at the time that applications are submitted to Council. \$1000.00 security bonds are required from casual hirers wishing to hire classrooms, theatre and/or the function room.

The purpose of this bond is to serve as a guarantee of the user's fulfilment of Council's Sporting facilities, grounds and pavilions user guide and be used to cover costs incurred by council through the breach of these terms and conditions (e.g. facility damage not associated with normal wear and tear or unreturned keys).

Users shall be liable to pay any additional amount in excess of the deposit to meet the full cost of repairs or reinstatement. Seasonal security bonds will be refunded back to the user club or group once the handover process has been completed. User clubs and groups found responsible for damage to a sports facility may have all or part of their bond withheld.

Should any fees payable to Council, including the cost of any repairs, cleaning, maintenance or other works required to be undertaken as a result of site or facility use remain outstanding beyond 14 days, Council will deduct the amount owing from the security bond.

4.6.11 Security

Each user group will be responsible for their own equipment and belongings and for any loss or damage caused by a failure to secure (i.e. lock) them.

User clubs and groups that have a seasonal allocation and have been allocated security keys for the facility will be responsible for closing the buildings and facility post usage if they are the last allocated user of the premises.

User club and group representatives that have been issued with security keys will be required to undertake training on securing, alarming and opening and closing the facility. Training will be facilitated by the Recreation Services.

4.6.12 Night matches

Pitch lighting infrastructure on the CB Smith Reserve premier pitch will support the conducting of night matches. The premier pitch provides FFV approved lights of at least 200 lux.

Clubs will be responsible for pitch lighting operation and/or to ensure that lights are operational for all periods of scheduled use. Club tenants will be required to ensure that all lights are switched off following their scheduled use time. Tenant clubs will be responsible for any costs associated with failing to switch off the lights following their scheduled use time.

Clubs playing and hosting night fixtures will need to adhere to Council and Football Federation Victoria (FFV) policies and guidelines for match day control, security, traffic management, alcohol consumption and protection of residential amenity.

Monitoring of night match issues and management will be a standard item on the Operations Committee regular meeting agenda.

4.6.13 Soccer goals and nets

Fixed goal posts will be provided at each end of both the premier and community pitches. User clubs will be responsible for ensuring that goal nets are erected in accordance with manufacturer specifications prior to use.

If user clubs provide their own portable soccer goals, they will be responsible for ensuring they meet the Australian Competition and Consumer Commission (ACCC) Product Supply Guidelines for Moveable Soccer Goals and that associated nets are erected in accordance with manufacturer specifications prior to use.

The manufacturing, supply, provision, use or movement of soccer goals should also be undertaken in conjunction with Australian Standard AS4866.1-2007, Playing field equipment—Soccer goals—Safety aspects, published by Standards Australia on 23 November 2007, with variations outlined in Consumer Protection Notice No. 28 of 2010.

User clubs will be responsible for dismantling, removing and storing portable soccer goals and nets in a safe and secure location. User clubs will be responsible for any costs associated with failing to remove and secure portable soccer goals and nets.

Casual users will not be permitted to use their own portable.

4.6.14 Closure of pitches

Council reserves the right to withdraw the premier and community grass pitches from use under the following conditions; to protect the playing surface; if it is planning capital or maintenance works; if the pitches are not being maintained or cleaned properly by user groups; or due to poor weather conditions where use may be detrimental to the condition of the playing surface.

4.6.15 Smoking

A Ministerial Order has banned smoking on all Victorian government school grounds from 1 July 2009, this includes within the synthetic pitch area and surrounds at CB Smith Reserve. Smoke free schools resources are available via DEECD for reference by seasonal user clubs and groups.

Smoking is banned within 10 metres (about two car lengths) of a sporting venue that is an outdoor public place during an organised underage sporting event. This includes training or practice sessions to prepare for an organised underage sporting event, and breaks or intervals during the course of the event, training or practice session.

The ban applies to outdoor dining and drinking areas within 10 metres of an outdoor public sporting venue during an organised underage sporting event or training session. Any user of the Sport and Education Facility are not permitted to sell tobacco products from the premises.

Clubs to discourage members/visitors to not smoke however the grassed mound area is to be a designated smoker's area.

4.6.16 FFV rules of competition

For relevant FFV affiliated football clubs using the facility for competition purposes, the current day FFV Rules of Competition will be applicable to user clubs and conditions must be met to the satisfaction of FFV and the Moreland City Council. Future or subsequent use of the facility by all user clubs will be dependent on conditions being met.

4.6.17 Sub-letting

No user club or group will be permitted to facilitate any casual hire bookings or sub-let pitches or precinct facilities for any reason during their period of allocation. Failure to comply may result in the termination of any user club or group's allocation.

4.6.18 Seasonal handover

All user clubs or groups must ensure facilities are left in a neat and tidy condition for the incoming user. Club or user group property left on the premises or outside of designated office and storage areas at the conclusion of the seasonal allocation period may be removed or disposed of by Council. The user club or group will be held responsible for any associated costs and/or the user club or group security bond will be withheld.

User clubs or groups who do not arrange and/or complete the seasonal handover within 1 month of their allocation expiring, will forfeit their security bond and be required to pay the bond amount at the time of their next allocation application.

4.6.19 Day-to-day handover

All user clubs or groups must ensure facilities, rooms and/or spaces are left in a clean, neat and tidy condition for the incoming user. Should facilities, rooms and/or spaces (including change rooms) require additional cleaning following allocated use, the user club or group will be held responsible for any associated costs and/or the user club or group security bond will be withheld.

4.6.20 Match-day responsibilities

Each user club operating under a seasonal agreement is expected to undertake their own match day preparations in accordance with the Councils Sporting facilities, grounds and pavilions user guide, including:

- Pitch line marking
- Security
- Gate takings and management
- Traffic control
- Advertising and signage.

4.6.21 Safe working practices and procedures

Safe working and operational practices established through Moreland City Council will also be adopted for the Sport and Education Facility. Members, players, patrons and students of clubs, JFSC are expected to follow any safe working and operational practices set.

User clubs, groups and organisations will be responsible for providing their own insurances to cover staff and volunteers using and/or operating from the facility (refer to Sections 4.8.8 and 4.8.15 for relevant insurance policies).

Safe working and operational practices will be a standard item on the CB Smith Reserve Sport and Education Facility User Reference Group regular meeting agenda.

4.7 Utilities

Sporting Clubs will pay 100% of utilities (includes electricity, gas, water, telephone and internet) incurred during their usage of the facilities, with the exception of some water charges. Council will be responsible for water charges associated with irrigating both pitches.

Itemised bills will be provided and technology solution will be implemented to ensure accurate recording of usage (electricity).

For casual hirers the cost of utilities is included in the casual hire fee.

4.8 Function room

A key component of the CB Smith Reserve Sport and Education Facility is the new community room, meeting room, kitchen, canteen and bar facilities.

4.8.1 Function room and amenities

The function room is available to seasonal sporting clubs/associations, regular users and for casual hire by community and commercial groups.

The capacity of the room is:

- Community Room – 180-200 people.
- The applicable hire fees will be approved annually as part of Council's Annual Fees and Charges Schedule. In principle fees will be increased by CPI each year or an appropriate amount as determined by Council.
- Casual Users such as weddings, funerals, parties, meetings and the like can book the facilities via a casual hire application form.
- The function room, kitchen, canteen and bar facilities are considered 'clean' and no personal or club memorabilia or signage is to be installed or left behind after use.
- Failure to maintain the function room as a 'clean' space may result in the immediate review of the Seasonal Allocation Agreement.
- Any additional use to that specified in the user agreement must be booked via a casual hire application form.

4.8.2 Canteen and kitchen

Through its Municipal Health and Wellbeing Plan Council is committed to improving healthy eating opportunities within the Moreland community. Consistent with this commitment Council encourages facility users to provide healthy eating alternatives.

The user is NOT allowed to sell the following products from the canteen:

- Tobacco products.
- Cigarette lighters.
- Any chewing gum.
- Any other item which is considered by Council to be inappropriate from time to time.

The preparation and service of any food or beverage must be in accordance with applicable regulations and standards.

The clubs will be responsible for purchasing and stocking of the canteen and kitchen in accordance with Council policy.

Any additional use to that specified in the User Agreement must be booked via a Casual Hire Application Form.

4.8.3 Bar

The seasonal sporting user group must comply with the liquor licence at all times and are required to participate in the Good Sports Program.

The user is NOT allowed to sell the following products from the canteen:

- Tobacco products.
- Cigarette lighters.
- Any chewing gum.
- Any other item which is considered by Council to be inappropriate from time to time.

The preparation and service of any beverage or food must be in accordance with applicable regulations, licences and standards.

The Licensee will be responsible for purchasing and stocking of the bar in accordance with the liquor licence and all legislative requirements.

Seasonally Agreed Users are entitled to access all facilities which have been declared in their agreement with Council.

Any additional use to that specified in the User Agreement must be booked via a casual hire application form.

4.8.4 Legislative requirements

This section provides information regarding insurance, licences and permits.

4.8.5 Liquor license

Any club that wishes to supply liquor to club members, guests or patrons must obtain a liquor licence from Victoria Commission for Gambling and Liquor Regulation. A C1 planning permit application also needs to be lodged with the Moreland City Council for a liquor licence to be granted. Conditions of the planning permit are governed by the City of Moreland Planning Scheme.

A licence that considers supply of liquor to members, guests or patrons for consumption within the Sport and Education Facility building, as well as supply from the canteen / kiosk area and/or from a point of sale outside the building will be required.

User groups will be responsible for the behaviour of club members, guests and patrons and any amenity related issues.

The sale or supply of alcohol at the Sport and Education Facility will only be permitted at the following times and should be made conditions of any allocated Liquor Licence:

- Monday to Friday a starting time of 6 pm is the earliest with an 11 pm closing
- Saturday and public holidays a starting time of 12 noon with a closing of 11 pm
- Sunday a starting time of 12 noon is the earliest with a 10 pm closing

The sale or supply of alcohol at the Sport and Education Facility will NOT be permitted at the following times and should be made conditions of any allocated Liquor Licence:

- During allocated junior football training and match-times
- During allocated John Fawkner College weekday times

In addition to licence controls, given the environment that the Sport and Education Facility would be operating in (i.e. a facility that promotes children's education and participation in sport), additional Underage Approval will need to be sourced from the Victoria Commission for Gambling and Liquor Regulation to allow under age persons on the premises to participate in sporting activities or presentations who are not accompanied by a responsible adult. Moreland City Council promotes community health and wellbeing through the provision of recreation facilities and programs. The Moreland City Council recognises the important social role that sporting clubs and community groups play in the community. The sale of alcohol is one of a number of revenue raising methods/activities available to sporting clubs and groups.

The CB Smith Reserve Sport and Education Facility will be an inclusive and friendly environment, and clubs/groups using the facility should actively promote a culture of safe, moderated and responsible consumption of alcohol.

- Clubs may only seek liquor licenses only for the periods nominated for use.
- The sale and consumption of alcohol will be in accordance with the requirements under the *Liquor Control Reform Act 1998*, and any subsequent amendments.
- Sale and consumption of alcohol at times when junior teams are training or participating in matches or special events will not be supported except when senior players will be training and participating concurrently with junior aged players.
- Pre-purchased alcohol is not permitted to be brought into the CB Smith Reserve Sport and Education Facility during any activity.
- The location/s of the Wet Areas will be determined by Council officers in consultation with Victoria Police, the licensee and the seasonal sporting clubs and CB Smith Reserve Sport and Education Facility User Reference Group.
- Casual hirers - will be the responsibility of the hirer to obtain all necessary liquor licences and ensure compliance with all legislative requirements.

4.8.6 Australian Drug Foundation - Good Sports Program

All clubs seeking a seasonal allocation are required to join the Australian Drug Foundation's Good Sports Program.

Good Sports operate a number of programs including Responsible Serving of Alcohol (RSA) courses and looking after your mates programs that can be run at the facility.

Executive Management will only endorse liquor licence applications where clubs have registered with Good Sports and have members who have undertaken RSA training. This is particularly relevant for clubs operating the canteen/kiosk facility.

4.8.7 Incorporations

Seasonal allocations will only be granted to clubs that can provide documentation to show they are a registered incorporated sporting association under the *Associations Incorporations Act 1981* (Vic). Incorporation provides legal indemnity for all committee members of a club.

4.8.8 Public Liability Insurance

All clubs seeking a seasonal allocation must have Public Liability Insurance cover with Council noted as an interested party. Clubs must be covered for a minimum of \$10 million against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Club arising out of or in relation to allocation of a facility. A copy of the Certificate of Currency must be attached to the seasonal allocation application and provided to Council's Recreation Services Unit.

4.8.9 Food registration

All user groups of the facility must obtain registration. It is a mandatory requirement under the *Food Act 1984* that the premise, in which food is sold, is registered as a food premise with the Moreland City Council.

Council's Health Department registers and inspects kitchen facilities at all facilities that sell food. The facility, as well as clubs operating the canteen/kiosk will also be required to have a Food Safety Program.

Food Premise Registration is to be renewed each year and is subject to the approval of an application form submitted to Council.

A flat registration fee applies to each club using the canteen/kiosk as a food premise on a seasonal basis and is considered additional to all fees and charges outlined in section 4.5.

4.8.10 Disability Discrimination Act and Equal Opportunities Act

Under Council's commitment to provide disability access in all Council owned premises, the Executive Management and user clubs and groups are required to adopt inclusive practices in line with the obligations under the Disability Discrimination Act and Equal Opportunity Act.

4.8.11 Code of Conduct

The Victorian Code of Conduct for Community Sport, developed by the Department of Planning and Community Development (DPCD), outlines behaviours that are expected of every person involved in community sport and active recreation, as well as identifying the types of behaviours that will not be tolerated.

The Code applies to community sport, training and club sanctioned activities and stipulates that every person: spectator, player, club member, official, participant, administrator, coach, parent or member of the community involved with the sport, should work to ensure:

- inclusion of every person regardless of their age; gender or sexual orientation;
- inclusion of every person regardless of their race; culture or religion;
- opportunities for people of all abilities to participate in the sport and develop to their full potential;
- respect is shown towards others; the club and the broader community;
- a safe and inclusive environment for all;
- elimination of violent and abusive behaviour; and
- protection from sexual harassment or intimidation.

4.8.12 Working with Children Check

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm.

The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

If you work or volunteer with children you may need to apply for a WWC Check. Employers, volunteer organisations and agencies must ensure that any of their staff or volunteers who require a WWC Check have applied by the due date.

4.8.13 The Charter of Human Rights

Council supports the introduction of the Charter of Human Rights and Responsibilities in Victoria. The Charter came into force on 1st January 2007. From 1 January 2008 all public authorities (including local government) are bound by the Charter - which obliges authorities to take human rights into consideration when making laws; developing policies and procedures; and providing services.

4.8.14 Other Legislation, Acts and Regulations

The following legislation, acts and regulations should be understood by all user clubs and groups and enforced and implemented (where relevant).

- A New Tax System (Goods and Services Tax) Act 1999 (Cth)
- *Building Act 1993*
- *Children's Services Act 1996*
- *Children's Services Regulations 2009*
- *Equal Opportunity for Women in the Workplace Act 1999 (Cth)*
- *Environmental Protection Act 1970*
- *Fair Work Act 2009 (Cth)*
- *Local Government Act 1989*
- *Occupational Health and Safety Act 2000*
- *Public Health and Wellbeing Act 2008*
- *Racial Discrimination Act 1975 (Cth)*
- *Racial and Religious Tolerance Act 2001*
- *Sex Discrimination Act 1984 (Cth)*
- *Smoke-Free Environment Act 2000*
- *Tobacco Act 1987*
- *Working with Children Act 2005*
- *Workplace Inquiry Management and Workers Compensation Act 1998*
- Any other Acts or Regulations that may from time to time come into effect.

4.8.15 Insurance

Moreland City Council will be responsible for insuring all buildings and infrastructure within the CB Smith Reserve Sport and Education Facility against damage or loss.

All users will be required to have insurance for the type and amount as specified in the relevant usage/hire agreement.

All seasonal users will have the following insurance in place prior to Council acceptance of the Seasonal User Agreement request:

- Public Liability Insurance – to the amount specified in the seasonal user agreement.

Prior to the commencement of each season, all seasonal users must provide to Council a fully detailed assets list. This document forms a component of the seasonal user agreement.

Casual users will be required to provide evidence of current Public Liability Insurance for the amount as specified in the Casual Hire Agreement prior to any bookings at the CB Smith Reserve Sport and Education Facility.

4.9 Facility maintenance

This section provides an outline of the facility maintenance responsibilities.

4.9.1 Facility maintenance components

There are 2 components to facility maintenance:

- Grounds maintenance – mowing (playing surface and surroundings), fertilising, topdressing and irrigation.
- Building maintenance – all repairs and maintenance undertaken to keep in good working condition.

4.9.2 Facility maintenance responsibilities – overview

Council will be responsible for all:

- Grounds maintenance; and
- Major and routine/preventative building maintenance.

Seasonal sporting club user groups and regular users will be responsible for the following:

- Carrying out the ground conditions checks prior to every session of use and completing the ground checklist as specified by their respective association;
- Removal of rubbish and any contaminants after each use; and
- Reporting maintenance and vandalism issues to Council.

All work carried out at CB Smith Reserve Sport and Education Facility must be approved by Council prior to the commencement of any work.

Council may require any work completed without Council approval to be removed and restored to original condition at the expense of the user or Council may rectify the works at the user's expense.

For complete details of maintenance responsibilities refer to the Council's Sporting facilities, grounds and pavilions user guide.

4.10 Cleaning

Facility hirers will be responsible for ensuring that the facility is in a good and clean condition with the expectation that the facilities are left in an 'as found or better condition'. Full details of responsibilities for cleaning are specified in the Cleaning Schedule in the Council's Sporting facilities, grounds and pavilions user guide.

Key components include:

- Users are responsible for the cleaning of the facility at the conclusion of each session.
- Rubbish is to be removed and deposited in the bins available on site by users at the completion of each session of use.
- A recycling program will be in operation at the CB Smith Reserve Sport and Education Facility and users are expected to co-operate and promote the service to members and participants.
- If the reserve, pavilion or associated amenities are left in an unacceptable condition (e.g. dirty, littered or untidy condition) and Council is required to undertake cleaning services, the user will be charged for this cost.
- A cleaning bond may be charged.
- Council may cancel existing bookings or refuse further hire if cleaning requirements are not met by users.
- Council will undertake bi-monthly cleaning inspection of the community centre, pavilion and amenities. The commercial kitchen may be cleaned more frequently depending on usage.

4.11 Facility closure

Moreland City Council reserves the right to close all or part of the CB Smith Reserve Sport and Education Facility:

- If the facility is damaged to an extent that the Council considers it impractical to continue the operation of the facility;
- If the condition of the ground deteriorates or is determined to not be suitable or safe for use;
- To undertake repairs, maintenance or other works for the safety of the community and the preservation of the assets; or
- Other reasons as deemed appropriate by Council.

If usage is withdrawn Council will make every endeavour to provide an alternative venue but makes no guarantees that an alternative venue will be available.

5 Marketing

In order to ensure that usage is maximised, that residents have an opportunity to access the facilities, programs and services and to generate high levels of awareness of the CB Smith Reserve Sport and Education Facility in the local community a marketing strategy will be developed by Council.

Council will actively promote the facilities, programs and services of the CB Smith Reserve Sport and Education Facility.

This may include:

- Advertising the CB Smith Reserve Sport and Education Facility facilities, programs and activities in local and community newspapers and Council newsletters and information brochures.
- Direct promotion to local sporting clubs/associations and relevant community groups.
- Negotiating and organising opportunities with State and regional sporting associations for the conduct of activities or events at the CB Smith Reserve Sport and Education Facility.
- Publicity and promotional material such as flyers, posters, brochures, signage, advertising, internet website and social media.

5.1 Sponsorship and signage

Council recognises the importance of sponsorship to sporting clubs as a source of income for the provision of club activities and opportunities for the Moreland community. Sponsorship can assist in supporting seasonal sporting clubs and regular users to raise funds and attract new members.

Advertising signage is often a component of a sponsorship agreement, providing a benefit to the sponsor through promoting the sponsorship partnership and the sponsors business and services. Signage is also an important means for users to promote key activities and events. Also of importance are community expectations that the amenity and aesthetics of sporting facilities and open space will be maintained.

Permission must be sought from Council's Planning Department before erecting any signage. Fundraising activities or advertising of any form will not be permitted at the facility or within CB Smith Precinct without written permission from the Council. User clubs or groups will not erect any temporary or permanent signage within CB Smith Reserve or on roadsides without written approval from Council.

Council's policy on advertising at sports grounds is that no permanent advertising is to be erected. Any temporary signage erected on sports ground fencing must be facing inwards toward the playing area. All temporary signage approved by Council for seasonal user clubs must be removed at the end of their allocated use period.

- It has been agreed by all user clubs that the available perimeter fencing of the premier pitch will be split equally amongst the user clubs for sponsorship signage.
- No permanent signage is to be erected at the CB Smith Reserve Sport and Education Facility building without the prior written approval from Council.
- Approval for signage will usually only be provided to seasonal sporting users for the period of the club/associations competition season.

- Council reserves the right to remove any signage should it not meet the requirements and conditions outlined in the Council’s Sporting facilities, grounds and pavilions user guide .
- The User Group must apply for and obtain any required permits (where applicable) and approvals relevant to any advertising signage at CB Smith Reserve Sport and Education Facility.
- Signage that contains direct product advertisements for cigarettes/tobacco products, alcohol or gambling is not permitted. Signage advertising sex products, prostitution, political parties or religious organisations is also not permitted at CB Smith Reserve Sport and Education Facility.

6 Asset Management Plan

The Moreland City Council Asset Management Policy and Strategy provides the framework to ensure that all Council assets including the CB Smith Reserve Sport and Education Facility are managed, operated, renewed/developed and maintained in a cost effective manner whilst providing an appropriate service level.

It is important to reserve funds where appropriate to maintain the assets and to replace the assets at the end of its useful life. Income generated at the CB Smith Reserve Sport and Education Facility will assist in off-setting the operating expenditure.

6.1 Capital replacement

The long-term capital replacement of the Sport and Education Facility and associated buildings and services will be the responsibility of Council. Current day benchmarks indicate that buildings of a similar nature and frequency of use experience a 30 year asset life-cycle, which at the end, will require either major refurbishment or capital replacement depending on the success of routine maintenance regimes over time.

The following budget is provided and based on an estimated 30 year life-cycle of the Sport and Education Facility building for a \$4,000,000 building, and utilising current day benchmarks for building refurbishment of 0.9% of capital cost for years 1 to 3, 1% for years 4 to 9 and 1.5% from year 10 to year 30.

Year	Allocation	Year	Allocation	Year	Allocation
1	\$36,000	11	\$60,000	21	\$60,000
2	\$36,000	12	\$60,000	22	\$60,000
3	\$36,000	13	\$60,000	23	\$60,000
4	\$40,000	14	\$60,000	24	\$60,000
5	\$40,000	15	\$60,000	25	\$60,000
6	\$40,000	16	\$60,000	26	\$60,000
7	\$40,000	17	\$60,000	27	\$60,000
8	\$40,000	18	\$60,000	28	\$60,000
9	\$40,000	19	\$60,000	29	\$60,000
10	\$60,000	20	\$60,000	30	\$60,000

\$1,608,000

An estimated \$1.608 million may be required over the asset’s life to reinvest in a major facility refurbishment project within 30 years of facility construction.

6.2 Pitch refurbishment

The long-term refurbishment and condition of CB Smith Reserve pitches will be the responsibility of Council. Pitch refurbishment is to be included within Council's general pitch maintenance and refurbishment program and budget.

It is likely that both the premier and community grassed pitches will experience close to maximum available utilisation over an initial 10 to 15 year period. During this time effective pitch maintenance, including rejuvenation time, will be essential in meeting long-term pitch profile, drainage and surface integrity.

An estimated annual maintenance budget of between \$50,000 and \$60,000 (per pitch) and an estimated \$150,000 (for both pitches) by 2025 may be required to reinvest in pitch refurbishment works. A scheduled pitch refurbishment every 15 years will assist in ensuring the sustainability of grassed pitches.

7 Disputes Resolution

In the event of a dispute arising between seasonal, regular and/or casual users the parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties. Each party must use its best endeavours, in good faith, to resolve any dispute that arises.

If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of an appointed Council officer as mediator.

As mediator the Council's Officer will:

- Enquire into the dispute and hear representations from the appointed representatives of both parties.
- Give a written decision including reasons.
- The decision of the Council's Officer will be final and binding on the parties.
- Unless Council's Officer decides otherwise each party must pay its own costs in connection with the dispute.
- Neither party to the dispute shall be permitted to have legal representation without prior written approval of Council and the consent in writing of each other.

8 Monitoring and review

The CB Smith Reserve Sport and Education Facility Management Plan will be reviewed and updated annually.

The CB Smith Reserve Sport and Education Facility Management Plan will be included as an item at all meetings of the CB Smith Reserve Sport and Education Facility User Reference Group.

Responsibilities for each area of the Management Plan will be reviewed and allocated annually with formal reporting procedures established within existing reporting processes (e.g. Monthly or Quarterly reports).

Appendix 1: Legislation and regulations

Without limiting the Council's obligations Council and the CB Smith Reserve Sport and Education Facility User Reference, Group must comply with, but not exclusive to:

- *Age Discrimination Act 2004 (Cth)*
- *Racial Discrimination Act 1975 (Cth)*
- *Racial and Religious Tolerance Act 2001 (Vic)*
- *Sex Discrimination Act 1984 (Cth)*
- *Equal Opportunity Act 2010 (Vic)*
- *Workplace Gender Equality Act 2012 (Cth)*
- *Disability Act 2006 (Vic)*
- *Disability Discrimination Act 1992 (Cth)*
- *Workplace Relations Act 1996 (Cth)*
- *Children's Services Act 1996 (Vic)*
- *Working With Children Act 2005 (Vic)*
- *Privacy Act 1988 (Cth)*
- *Public Health and Wellbeing Act 2008 (Vic)*
- *Public Health and Wellbeing Regulations 2009 (Vic)*
- *Occupational Health and Safety Act 2004 (Vic)*
- *Occupational Health and Safety Regulations 2007 (Vic)*
- any relevant compliance codes made under section 149 of the *Occupational Health and Safety Act 2004 (Vic)*
- *Dangerous Goods Act 1985 (Vic)*
- *Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)*
- any relevant codes of practice approved under the *Dangerous Goods Act 1985 (Vic)*
- *First Aid in the Workplace Compliance Code 2008 (Vic)*
- *Local Government Act 1989 (Vic)*
- *Local Government (General) Regulations 2004 (Vic)*
- *Environment Protection Act 1970 (Vic)*
- *Tobacco Act 1987 (Vic)*
- *Food Act 1984 (Vic)*
- *Liquor Control Reform Act 1998 (Vic)*
- *Building Act 1993 (Vic)*
- *Planning and Environment Act 1987 (Vic)*
- *Superannuation Guarantee (Administration) Act 1992 (Cth)*
- *Superannuation Guarantee Charge Act 1992 (Cth)*
- *Payroll Tax Act 2007 (Vic)*
- *Transport Accident Act 1986 (Vic)*
- *Accident Compensation Act 1985 (Vic)*
- *Fair Work Act 2009 (Cth)*
- *Information Privacy Act 2000 (Vic) and*
- Any amending or replacement Acts and Regulations.

Appendix 2: Cleaning specification

Security check around the building in the morning; make not of any damages or repairs required

Cleaning of all change rooms

Cleaning of all toilet and bathrooms

Cleaning of corridors

Cleaning of media room

Cleaning of referee room

Cleaning of VIP room

Cleaning of social room

Vacuuming of all floors

Mopping of all floors

Spot cleaning of glass windows

Sweeping of stadium seats

Cleaning external public toilets

Emptying of bins

Cleaning of kitchen floors