



## **Policy No. 2013 - 17**

# **Use of Council Sporting Facilities Policy**

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## 1. Purpose

The following sportsgrounds are administered by the Central Highlands Council. This Policy refers to the sportsgrounds and facilities singularly and collectively.

- Bothwell
- Hamilton
- Ouse
- Gretna
- Ellendale

Council recognises that it has a responsibility towards neighbouring property owners and for this reason desires the hirers of rate funded facilities to preserve the amenity and sense of well-being that all neighbourhoods are entitled to in this municipality.

Council also recognises the value of providing sportsgrounds and associated amenities for use by the community to facilitate the playing of organised sport.

This Policy is applicable to both seasonal and casual hire.

The right to use the sportsgrounds and facilities is subject to Council receiving an application in the required format signed by the proposed hirer undertaking to comply with these conditions. If the proposed hirer is a club, organisation or association, the application must include the personal undertaking by the President and Secretary of the Club.

The club, organisation, association, or casual hirer must complete all sections and sign the Application to Hire Council Sporting Facilities and associated forms as contained in Section 6 of this Policy. These must be presented to the Council by the due date prior to the commencement of hire. Applications cannot be considered unless accompanied by a current copy of the hirer's Certificate of Currency for Public Liability Insurance.

This Policy contains the terms and conditions on which Council sportsgrounds and facilities are utilised. By providing this Policy Council wishes to continue the relationship that it has formed with all sports clubs within the Central Highlands Municipality.

Sports clubs, organisations and individuals and the community as a whole will benefit from the equality and fairness of this document and the standard approach that it presents. Council will continue to recognise good behaviour and cooperation both past and present in relation to the use of sportsgrounds and facilities.

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The purpose of this Policy is to allow the users of Council’s sportsgrounds and facilities to better understand the process guiding the allocation of facilities by clearly identifying:

- Council’s requirements from clubs, organisations and individuals.
- Responsibilities of the user groups;
- Responsibilities of Council;
- Process for facility development;
- Provide a framework that is equitable and easily administered.

**2. Legislative Requirements, Regulations and Associated Council Policies, Procedures and Guidelines.**

This Policy should be read in conjunction with applicable, appropriate and associated Legislative Requirements, Regulations, Council Policies, Procedures and Guidelines and applicable Australian Standards. These include but are not limited to:

- The Local Government Act 1993;
- Anti-Discrimination Act 1998;
- Local Government (General) Regulations 2015;
- Applicable Australian Standards;
- Internal Control Policy;
- Code of Conduct Policies;
- Risk Management Policy and Procedures;
- Delegations of Authority.

**3. Glossary of Terms**

**3.1 This Policy**

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**3.2 Council**

Central Highlands Council

**3.3 Club**

Club shall mean the club allocated use of a ground and its facilities owned or managed by Council.

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### **3.4 Facilities**

Facilities shall mean all buildings associated with the sportsground.

### **3.5 Sportsground**

Sportsground shall mean the sportsground allocated to the club for a specified period or season.

### **3.6 Season**

Season shall mean the period of time the club has been allocated use of the ground and facilities for “home and away” matches including finals. Unless otherwise stated, the winter season shall normally commence on 1<sup>st</sup> April and conclude on 31<sup>st</sup> August of the same year, while the summer season shall normally commence on 1<sup>st</sup> October and conclude on 28<sup>th</sup> February of the following year.

### **3.7 Casual Hirer**

Casual hirer shall mean a group or individual granted use of the sportsgrounds and/or facilities by Council.

### **3.8 Council Officer**

Council Officer shall mean any Council employee requested to carry out the particular function discussed regardless as to whether they have been formally delegated to do so or not.

### **3.9 Senior Council Officer**

Senior Council Officer shall mean the General Manager, Deputy General Manager, Works and Services Manager, Manager Development and Environmental Services and their delegates.

### **3.10 Recreation/Sports**

Organising events utilising all or part of the developed area.

### **3.11 Promoter**

Group or individual financially responsible for the event.

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### **3.12 Event Manager**

Group or individual responsible for event co-ordination.

### **3.13 Event Management Group**

Council staff committee overseeing events to ensure Councils and Promoters procedural actions comply with statutory and regulatory requirements.

### **3.14 Commercial Event**

An event providing a financial return on the services that are provided.

## **4. Applications for Hire**

### **4.1 General Provisions**

The right to use Council sportsgrounds and facilities is subject to Council receiving an application on the required form signed by the applicant, stating the purpose, hours and portion or portions of the sportsground and facilities required and containing the applicant's undertaking to comply with the conditions of hire.

Where application is made on behalf of an organisation or body of persons, the applicant shall state the name of such organisation and the authority of the applicant for making such application.

The Policy provides the terms and conditions of the agreement governing the use and hire of Council sportsgrounds and facilities. It is a requirement that users read and understand the conditions and obligations within the agreement.

### **4.2 Sportsgrounds and Facilities Use and Allocation**

Allocations are issued to clubs that apply for the use of sportsgrounds and facilities by completing the application process outlined in this document by the required date. In being allocated the facility, the successful club then enters into a hire agreement with Council. The hire agreement forms a contract between the club (who becomes the seasonal tenant) and Council.

As participation trends change, Council may review the practice of allocating facilities to provide for the efficient use of facilities. Council may require a sharing of facilities but the desire is not to impact on existing users unless clear benefit can be provided through potential relocation or reallocation. Where possible, all efforts would be made for clubs to retain the same primary "home game". While all efforts

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are made to accommodate requests, where demand exceeds resources, Council may be unable to accommodate all requests.

### **4.3 Facilities and Buildings**

Pavilions, grandstands and other buildings are provided to support sportsgrounds activities. Allocations will also be made through a seasonal allocation. By signing the application form, applicants are agreeing to the conditions of use as outlined in this document.

Allocation of pavilions will be based on allocated days and times as applied. Council may consider placing other user groups into the pavilions during any non-allocated times although this would only be considered following consultation with the existing hirers.

## **5. General Terms and Conditions**

### **5.1 Permission to Occupy**

The right conferred on a club, association or casual hirer shall be a permission to occupy and shall not be construed as a tenancy. Nothing contained in these conditions shall confer on the club the right to exclusive possession and the Council may at its discretion allow other individuals and groups to have casual use of the premises.

### **5.2 Incorporations**

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

<https://www.cbos.tas.gov.au/home>

### **5.3 Insurances**

The club or casual hirer shall not do or neglect to do or permit to be done or left undone anything which will affect the Council's insurance policy or policies relating to fire or public risk in connection with the facilities and the club hereby agrees to indemnify the Council to the extent that such policies are affected through any such act of commission or omission.

The club or casual hirer shall take out and keep current during the period of the seasonal or casual hire period, a public liability insurance policy in a form approved by the Council in the joint names of the Council, the club body or individual, insuring,

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for a minimum sum of twenty million dollars (\$20,000,000), the Council and the club, body or individual against all actions for costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Club, body or individual or both arising out of or in relation to the use of the sportsground or facilities for the period of the hire agreement.

A copy of the Certificate of Currency must be attached to the Application Form.

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

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

#### **5.4 Sportsgrounds and Facilities Inspections.**

The club shall keep the premises in the same condition as at the commencement of the season and shall at all times keep the premises properly cleaned, repaired and maintained and at its own expenses shall make good any damage caused to the premises by acts or omissions of the club or its employees, members, agents or invitees, or others claiming through the club.

The club shall promptly give written notice to the Council of any hazard affecting the premises or giving rise to any potential liability.

Damage incurred by an approved casual hirer or arising from an act of vandalism to the facilities outside the hiring clubs allocated period of use must be reported to the General Manager by the club at the earliest possible opportunity.

Successful hirers must organise a ground and facilities inspection with Council prior to the commencement of the season. At this inspection, clubs will be required to sign a written acceptance that the ground and pavilion is “fit for purpose”. Clubs are also required to undertake their own inspections prior to matches, training or competitions. Some sports peak bodies have available “match day checklists” for use in conducting these inspections. These inspection forms, once completed, should be filed if required for future reference. Mid-season inspections of pavilions may also be undertaken by Council.

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## 5.5 Assignment

Clubs which are granted permission to use the sportsgrounds and facilities shall not assign the right of use to any other organisation or body or allow any other organisation or body to exercise the right of use granted to the club.

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

## 5.6 Keys

All applicable public areas will be keyed by Council. This includes toilets, change rooms, kitchens and social areas. Council will require access to all of these areas at any time to meet a variety of regulations. Authorised person to lock up facilities.

Clubs who enter into a seasonal/term agreement with Council are required to lodge a \$100.00 deposit with Council for each set of keys issued per sportsground. Keys are to be returned to Council on the day the seasonal agreement terminates.

Failure to return keys shall result in the forfeit of the key deposit and possible exclusion from future use of the sportsground and facilities.

Any club having Council keys cut will have the allocation of the sportsground and facilities immediately withdrawn and/or excluded from future allocations and will be responsible for all the costs associated with the replacement of locks.

**Under no circumstances are the keys to be loaned to any other club, organisation, school or person.**

## 5.7 Council Access

Seasonal hiring clubs must allow access to the premises by authorised Council Officers and are not to install locks or security devices to prevent access by such officers at any time.

## 5.8 Vehicles on Playing Fields

Motor vehicles are not permitted on the sportsground unless being used responsibly to prepare for events/games. Disability and emergency vehicles are excepted.

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## **5.9 Signage and Advertising**

It is prohibited to alter or erect any building on the land, or erect, display, affix, paint or exhibit any permanent advertising on the exterior of the building or any fences on the land without the written consent of Council. A formal application and payment of fees may be required.

## **5.10 Irrigation**

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

## **5.11 Fencing**

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

## **5.12 Line-marking of Sportsgrounds**

Clubs are to advise Council of their line-marking requirements as part of their application and ground inspection. Clubs will be responsible for all required line-marking.

## **5.13 Scoreboards**

Permission must be obtained from Council for the construction of scoreboards. The construction of scoreboards is at the cost of the club and only based on approved plans. Clubs should contact Council for guidance prior to any work being undertaken.

Construction must occur under Council supervision and with relevant planning approval.

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All subsequent maintenance will be the responsibility of the club. If a scoreboard deteriorates to a condition that is dangerous or is deemed inappropriate for a structure in a Council reserve, it will be removed by Council and the club will be charged accordingly.

#### **5.14 Temporary Closure of Ground and/or Facilities**

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

#### **5.15 Social Functions**

The club shall not use the premises as a cabaret, disco, place of assembly, or for entertainment without the prior written consent of the General Manager provided that nothing in this clause shall prevent the normal meetings associated with the activities of the club.

The club or casual hirer shall not use, or suffer to be used, the premises for any illegal or objectionable purpose or for any noxious, noisy, offensive or dangerous occupation or activity or for any act which is or may be an annoyance, nuisance or inconvenience to Council or adjoining land owners or occupiers or any other person.

All social functions are to cease at 11.30pm.

#### **5.16 Liquor Licences**

No alcohol of any kind shall be brought into the sporting facility without the consent of a Senior Council Officer.

Prior to any function where liquor is to be consumed, the hirer must contact the Licensing Board to ascertain whether a liquor licence is required or whether any other conditions or restrictions will apply.

If the Licensing Board determines that a liquor licence is required, a copy of the liquor licence is to be submitted to a Senior Council Officer prior to occupancy of the sporting facility, otherwise the relative hire will be cancelled.

If the Licensing Board determines that a liquor licence is not required, a copy of that determination or advice is to be submitted to a Senior Council Officer prior to occupancy of the sporting facility, otherwise the relative hire will be cancelled.

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Any conditions or restrictions advised by the Licensing Board are to be adhered to. A copy of the conditions or restrictions is to be submitted to a Senior Council Officer prior to occupancy of the sporting facility, otherwise the relative hire will be cancelled.

The following conditions are imposed by Council where the event is serving liquor or the event is BYO liquor:

- Alcohol not to be provided to people under 18.
- Alcohol must not be available from the hall as take-away.
- Alcohol must not be consumed outside the hall.
- Designated bar staff and servers of alcohol are required to hold current Responsible Serving of Alcohol Certificates.

More information is available at the Treasury website:

<https://www.treasury.tas.gov.au/liquor-and-gaming/liquor/applying-to-sell-liquor/apply-for-a-liquor-licence>

#### **5.17 Power**

The club shall be responsible for the reimbursement of all power costs. An application for subsidisation of power consumption must be in writing prior to accepting the hire agreement. Council shall consider each application on its merits.

Floodlights may only be used during the hours when clubs are allocated use of facilities as set out in the schedule, and can only be used for the playing of matches and training purposes. Floodlights must be turned off when matches and training sessions have finished and must not be left on or used for social functions conducted at the premises without the prior written consent of the General Manager.

#### **5.18 General Maintenance**

If the hirer has an enquiry relating to the maintenance of a sportsground or facility, they should contact Council's Manager Works and Services.

The hirer is responsible for ensuring that the premises is maintained and kept in a clean and habitable state.

#### **5.19 Capital Development and Improvements**

Council aims to provide at least basic level associated facilities at sportsgrounds. Due to funding limitations, Council is unable to meet all requests for facility upgrades. If a club

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wishes to suggest improvements to the facility at their seasonal sportsground, a written proposal should be lodged with Council which includes preliminary design plans, costing and confirmation of the club constitution. It should be noted that this information will assist Council in assessing the proposal and in development of a capital works program. However, there is no guarantee that any project will be undertaken or funded.

Clubs can apply for funding through agencies such as Sport and Recreation Tasmania to help contribute to capital works projects at their seasonal sportsground and/or facilities. Clubs wishing to apply for funding for a project involving a seasonal sportsground or facility is required to approach Council to discuss the project and to obtain a letter of support to include with their application.

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

## **5.20 Public Toilets**

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

## **5.21 Cleaning**

Hirers are responsible for all litter generated by their activities. Council sportsgrounds and facilities must be cleaned and maintained in a state suitable for use by clubs, incumbent clubs and any community groups that use the facilities. It is the responsibility of clubs and hirers to leave sportsgrounds and facilities in a clean and tidy condition immediately after use. Supply of cleaning equipment and materials is the responsibility of the club or hirer.

## **5.22 Smoking**

Penalties apply to non-observance of smoking restrictions contained within Tasmanian legislation, including the Public Health Act 1997. Hirers must ensure that they are aware of requirements and that members, guests, spectators and others abide by these requirements.

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### **5.23 Food Registration**

If the hirer intends to provide food for sale, they must register as a food business with Council's Development and Environment Services Section. This requirement must be met regardless of whether the hirer is a commercial, charitable or community organisation or whether it involves the handling or sale of food on one occasion only or on a regular basis.

It is important to note that the "sale" of food does not only involve direct monetary exchange as it also includes prizes, awards and give-aways for the purpose of advertisement or in furtherance of trade or business. Clarification should always be sought from Council to determine if registration is necessary.

### **5.24 Open Fires**

No open fires of any description inside or outside of facilities are permitted.

### **5.25 Liability**

Neither the Council nor its servants shall be liable for any loss or damage sustained by the club or any person, firm or corporation entrusting to or supplying any article or thing to the club by reason of any such article or thing being lost, damaged or stolen. The club hereby indemnifies the Council against any claim by any such person, firm or corporation in respect of such article or thing.

The liability for damage to the sportsgrounds and facilities applies only to when the facilities are being used by the club and excludes damage caused by fire, storm and tempest.

Liability for damage to the sportsgrounds and facilities but excluding damage or loss of club property, caused by vandalism that occurs outside the hours when the club has been allocated use of the premises in accordance with the schedule shall be the responsibility of Council.

### **5.26 Indemnity**

The club or casual hirer agrees to Indemnify and keep indemnified and to hold harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be bought or made or claimed against them or any of them arising out of or in relation to the use of the Council sportsground or facilities for the period of the hire agreement.

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### **5.27 Fees and Payments**

Fees will be set by Council under resolution by Council and may be varied at any time.

Seasonal sportsgrounds and facilities hire fees are fixed by Council. Accounts will be forwarded at the beginning of the season and must be paid within one month of notice.

Accounts for power usage will be forwarded at three monthly intervals and at the cessation of the hire agreement. Accounts must be paid within one month of notice.

### **5.28 Disputes and Grievances**

In the event of any disputes or differences arising as to the interpretation of these conditions, or any matter or thing contained therein, a panel comprising the Mayor, Deputy Mayor and General Manager from Council, together with the President, Secretary and one Committee Member of the club will be convened to arbitrate on the dispute. The decision of the panel shall be final and conclusive. The panel will be chaired by the Mayor.

### **5.29 Breaches and Defaults**

If the Club or casual hirer permits or allows any breach or default in the performance and observance of these conditions, the Council may, by writing, terminate the permission to use the premises and the club or casual hirer shall immediately vacate the premises.

### **5.30 Pre-Season Training and Finals**

Pre-season training and finals are not included within the seasonal agreement if they fall outside of the seasonal agreement dates. For finals, clubs (or associations if they are responsible for organising finals) are required to make formal application to Council and this needs to be lodged with Council at least one week prior to the last home and away season match. If this application has been lodged by this time, sportsground renovation works may be scheduled or the sportsground may be hired to other users.

If clubs have necessary pre-season requirements outside of the seasonal dates, these needs/times are to be noted on the seasonal application and considered in context. It is

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anticipated that on occasions the above timelines are not possible to achieve. In these cases, clubs are to make the best possible effort to contact Council regarding their practice games requirements prior to the game going ahead.

### **5.31 Casual Use**

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

The casual hirer must ensure that if alcohol is served or brought onto the premises that a person is designated as a responsible person to monitor the consumption of that alcohol.

All social gatherings, events etc. must cease at 11.30pm.

### **5.32 School Use of Sportsgrounds and Facilities**

As with community groups and residents, schools within the Central Highlands Municipality may use Council sportsgrounds and facilities for school sports, sports days and physical activities. Council supports this use by school groups and will allocate sportsgrounds and facilities upon request providing that this does not result in overuse of grounds or be of detriment to competition use by seasonal user groups.

School use will generally be limited to school hours. Where schools require use of grounds outside of school hours, hirer clubs will be consulted to determine if there will be any conflict of use.

Applications from schools are required prior to using sportsgrounds and facilities.

### **5.33 Annual Events that use Sportsgrounds and Facilities**

Council permits some sportsgrounds and facilities to be used for annual events. Clubs will be made aware of these if they apply for and enter into a seasonal hire agreement

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with Council for one of the affected sportsgrounds and facilities. In regards to annual events, affected clubs will be notified of any annual event on their sportsground and facility prior to an agreement being finalised.

#### **5.34 Hiring of Council Furniture and Equipment**

Council may hire out furniture and equipment from Council sportsgrounds and facilities. The hirer shall be held liable for the return of all such goods in the same condition in which they were received. All breakages and losses shall be charged to the hirer at the replacement cost of such breakages and/or losses.

Fees, terms and conditions are available from Council and details agreed upon are to be entered into the Application to Hire Council Sportsgrounds and Facilities, included in this Policy document as Attachment 6.1.

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**ATTACHMENT 6.1**

**APPLICATION TO HIRE COUNCIL  
SPORTSGROUNDS AND FACILITIES**

**Applicant:** .....  
*Full Name, Sporting Club or Business Name, Individual (as applicable)*

**Address:** .....

I/We have received, read and understand the conditions of hire, and hereby undertake to comply with all conditions, regulations and charges relative to the hire of the:

.....

for the purpose of: .....

.....

.....

.....

.....

**CASUAL HIRE:**

Period of Hire: From ...../...../..... To ...../...../.....

Time required: From .....am/pm To .....am/pm

**SEASONAL HIRE:**

Period of Hire: From ...../...../..... To ...../...../.....

Weekly Training Sessions: Week Days...../...../.....

Training Time Spans: From .....am/pm To .....am/pm

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Pre-Season Games: ...../...../.....

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Rostered Games: ...../...../.....

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**GENERAL REQUIREMENTS:**

Do you intend having liquor at the function?  Yes  No

Has a copy of Licensing Board correspondence been provided?  Yes  No  NA

Has a copy of the liquor licence been provided?  Yes  No  NA

Have copies of Certificates of Currency been provided?  Yes  No  NA

Do you intend to sell or handle food?  Yes  No

Have you registered with Council as a Food Business?  Yes  No  NA

Name of Person Responsible for Serving of Alcohol .....

Authorised person to lock up facilities, name authorised person .....

**EQUIPMENT HIRE**

If equipment is being requested for hire, please enter requirements in the table below. Please note that losses and breakages will be deducted from your bond, if applicable. Excess charges will be invoiced.

<b>ITEMS HIRED</b>				
<i>Date Required</i>				
<i>Date Returned</i>				
<b>BROKEN OR LOST</b>				

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## COMPLIANCE WITH CONDITIONS OF USE OF COUNCIL POLICY

The above-named Applicant acknowledges having received and read a copy of the Central Highlands Council Policy 2013-17 Use of Council Sporting Facilities which is attached to this document and agrees to be bound by and comply with the said Policy in every respect. The Applicant further undertakes to be responsible for ensuring that all individuals or groups using the allocated Council sportsground or facility or part thereof at the times and days allocated for the Applicant shall comply with the conditions in the Policy.

### INSURANCE

Commercial applicants further agree to take out and keep current during the period of the hiring of the Council hall or part thereof, Public Liability, Professional Indemnity and Product Liability insurance policies as applicable in a form approved by the Council. These policies are to be in the joint names of the Council and the Organisation insuring, for a minimum sum of twenty million dollars (\$20,000,000), the Council and the Applicant against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against the Council or the Applicant or both arising out of or in relation to the use of the council sporting facility or part thereof.

### INDEMNITY

The Applicant further agrees to Indemnify and keep Indemnified and to Hold Harmless the Council, its servants and agents and each of them from and against all actions, costs, claims, charges, expenses and damages whatsoever which may be brought or made or claimed against them or any of them arising out of or in relation to functions held at the hired facilities.

### CERTIFICATE OF CURRENCY

Commercial applicants are required to produce copies of Certificates of Currency from their insurer which confirms that Public Liability, Professional Indemnity and Product Liability insurance policies as applicable are in force for the duration of the function to be held at the hired facilities. The policies are to contain the following provisions:

1. The policies must be for a minimum of \$20 million and must be in the joint names of the Applicant and the Central Highlands Council.
2. The insurance policies should contain a standard cross liability clause.

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Copies of Certificates of Currency confirming the period and amount of cover and showing the Central Highlands Council as a joint insured, must be produced and will form part of the Agreement.

**PERMITTED HOURS/DAYS OF USE**

The Applicant agrees that the permitted hours of use shall be only those times and days allocated for the Applicant and confirmed in writing by Council.

**SIGNATURES**

**APPLICANT'S POSITION IN THE ORGANISATION:** (Preferably President or Secretary) .....

.....

**ADDRESS:** .....

**TELEPHONE:** Business ..... Private ..... Mobile .....

**EMAIL:** .....

.....

Representatives signature

...../...../.....

Date

**APPLICANT'S POSITION IN THE ORGANISATION:** (Preferably President or Secretary) .....

.....

**ADDRESS:** .....

**TELEPHONE:** Business ..... Private ..... Mobile .....

**EMAIL:** .....

.....

Representatives signature

...../...../.....

Date

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ATTACHMENT 6.2

HIRE AGREEMENT

This Hire Agreement between Central Highlands Council and ..... as detailed in the enclosed approved Application to Hire Council Sportsgrounds and Facilities has been accepted by both parties as at the date signed and sealed below:

HIRER

NAME & POSITION IN THE ORGANISATION: ..... (Preferably President or Secretary)

ADDRESS: .....

TELEPHONE: Business ..... Private ..... Mobile .....

EMAIL: .....

..... /..... /.....
Representatives signature Date

NAME & POSITION IN THE ORGANISATION: ..... (Preferably President or Secretary)

ADDRESS:.....

TELEPHONE: Business..... Private..... Mobile.....

EMAIL: .....

..... /..... /.....
Representatives signature Date

CENTRAL HIGHLANDS COUNCIL

..... /..... /.....
Mayor Date

..... /..... /.....
General Manager Date

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## ATTACHMENT 6.3 SCHEDULE OF FEES

The Hire Fees are set under Section 205 of the *Local Government Act 1993* and reviewed annually.

Please contact Council for a current list of fees and charges.

### Type of Hire Fees Applicable:

SPORTING CLUBS	Seasonal Hire
OTHER USERS	Per Day
PART USE OF FACILITIES	Per Day
BOND	To be negotiated with General Manager
POWER USAGE	To be negotiated with General Manager
FURNITURE & EQUIPMENT HIRE	To be negotiated with General Manager

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ATTACHMENT 6.4

INSPECTION & DAMAGES REPORT

COUNCIL USE ONLY

HIRE FEES

TOTAL HIRE AGREEMENT AMOUNT: \$ .....

Consisting of:

Hire: \$ ..... Bond: \$ .....

Power: \$ ..... Other: \$ .....

Receipt No: ..... Date Paid: .....

PREMISES INSPECTION

Premises checked prior to use by: .....

Premises checked immediately after use by: .....

Reported Damage: .....
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.....
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Estimate Cost of Damage: \$ .....

Applicant Advised: [ ] Yes [ ] No

Bond Amount Refunded: \$ .....

Date Refunded: .....

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## COUNCIL USE ONLY

Has a copy of photo identification been supplied?

Yes

No

Type of photo identification supplied: .....

Reference number of photo identification: .....

### ACCEPTANCE OR REJECTION OF APPLICATION

Accepted

Rejected

Name of Senior Officer: .....

Position Title: .....

Signature: .....

Date: ..... / ..... / .....

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