

# THE CLUB KIT

A Guide for Sports Clubs in Darebin



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## WELCOME – CITY OF DAREBIN



The City of Darebin is committed to increasing the physical activity levels of our community. Efforts are focused on engaging those groups who are less likely to participate which include women, children, people of a lower socioeconomic status, older adults, people born overseas, people with a disability and Indigenous Australians.

The vision of the Leisure Services team at the City of Darebin is to create inclusive and welcoming environments where our diverse community can achieve physical and mental wellbeing through participation in healthy, active lives.

The Leisure Strategy 2015-2020 action plan lists the following goals:

**Goal One** – Vibrant city and innovative economy

**Goal Two** – Healthy and connected community

**Goal Three** – Sustainable and resilient neighbourhoods

**Goal Four** – Thriving and creative culture

**Goal Five** – Excellent service

**Goal Six** – Open and accountable democracy

Darebin Leisure Services addresses the needs of 129,000 residents through the delivery of innovative and responsive leisure programs, projects, facilities, services and direct support to community based groups and organisations.

The Club Kit – A Guide for Sports Clubs in Darebin has been developed to be an easy to use reference tool for busy sports club administrators and provide an overview of the roles and responsibilities of Council, Clubs, User Groups and Leagues/Associations in relation to the processes, rules and regulations involved in the allocation, maintenance and usage of facilities, as well as developing sport and recreation opportunities throughout Darebin.

The Sports Club User Guide is based on information contained in Council's various strategic documents and adopted policies to provide an overview of the important information that groups using Council facilities should be aware of.

These documents include:

- Leisure Strategy 2010-2020
- Leisure Strategy 2015-2020 Action Plan
- Sporting Fees, Charges and Occupancy Agreement Policy
- Pre-Season Training Guidelines

## **ACKNOWLEDGEMENTS**

Darebin City Council acknowledges the support of the organisations listed below.

- Australian Drug Foundation
- Australian Government
- Australian Quadriplegic Association
- Australian Sports Commission
- Cricket Victoria
- Department of Justice – Responsible Alcohol Victoria
- Disability Sports Victoria
- Good Sports
- GrantsLINK
- Our Community
- Philanthropic Trust
- Play by the Rules
- Quit Victoria
- SCOPE Victoria
- Sport and Recreation Victoria
- Sports Cover Australia Pty Ltd
- SunSmart
- The Victorian Women’s Trust
- VicHealth
- VicSport
- Victorian Network on Recreation and Disability
- Victorian Sport and Recreation Association of Persons with an Intellectual Disability
- Wheelchair Sports Victoria

## **DISCLAIMER**

Every effort has been made to ensure that information contained in this document was accurate at the time of printing. Even though every effort has been made to retain the integrity of the information presented, Darebin City Council accepts no responsibility for any inaccuracies in this guide.

The material contained in this publication is general comment only and neither purports, nor is intended to be advice on a particular matter. The reader should not act on the basis of anything contained in this publication without seeking independent professional legal advice. The intent of this statement is to exclude liability for any opinions, advice or information contained in the publication. Darebin City Council does not authorise the copying or duplication of information contained in the Club Kit – A Guide for Sports Clubs in Darebin.

## **FURTHER INFORMATION**

Phone: 8470 8888

TTY (Hearing Impaired): 8470 8696

Multilingual Telephone Line: 8470 8470

274 Gower Street, Preston, 3072

Email: [leisure@darebin.vic.gov.au](mailto:leisure@darebin.vic.gov.au)

Website: [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

*For a larger print version, call 8470 8888*

# ABOUT DAREBIN

Section 1



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## **1.1 ABOUT DAREBIN**

The City of Darebin covers an area of 53 square kilometres and is located north east of Melbourne's CBD and is bordered by Darebin and Merri Creek to the east and west. Suburbs include Northcote, Alphington (part of), Fairfield, and Thornbury to the south, Preston Central, Reservoir, Kingsbury, Bundoora and Macleod (part of) to the north.

There are over 800 hectares of parkland within the City, which contains a diverse range of open spaces, ranging from 100 smaller, local parks and reserves up to major regional parklands such as the All Nations Park in Northcote, Edwardes Lake Park in Reservoir, Darebin Parklands in Fairfield and Bundoora Park in Bundoora.

The City of Darebin is socially, economically, culturally and demographically diverse, with recent official population estimates at 158,000, making Darebin one of the largest municipalities in Victoria.

Darebin is home to an active and vibrant community who are engaged in a wide variety of recreational and sporting activities including AFL, Athletics, Baseball, Cricket, Gridiron, Rugby, Soccer and Tennis and the Council continues to welcome other sports, recreation groups and members to the area.

## **1.2 DAREBIN'S PLACES AND SPACES**

- Over 70 Sports Clubs
- 803 hectares of open space (Trails and Parklands)
- 2 Leisure Centres
- 2 Community Indoor Sports Centres
- 2 Golf Courses
- 7 Tennis Clubs
- 3 Community Tennis Courts
- 20 Netball Courts
- Athletics Track
- 2 Cycling Velodromes
- 3 Youth Spaces and Skate Facilities
- 4 Libraries
- 5 Community Halls



## **1.3 YOUR LOCAL GOVERNMENT**

Darebin City Council's Leisure Services Department forms part of the Community Directorate, within the Recreation and Libraries unit. Leisure Services work with a diverse range of stakeholders including sports clubs, community groups, individual users of services and facilities, peak sporting and recreational organisations, and government bodies, in managing community facilities, spaces, programs and services and providing opportunities for participation.

Leisure Services coordinate and manage; recreation policy, planning and programming, capital works projects, specialist recreation programming for disadvantaged groups and individuals, licence agreements, fees and charges and the sports directory.

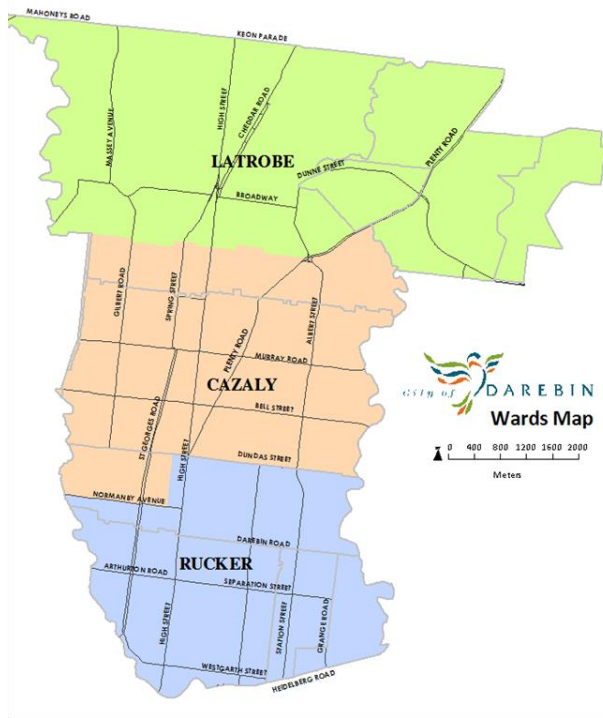


## **1.4 DAREBIN COUNCIL CONTACTS**

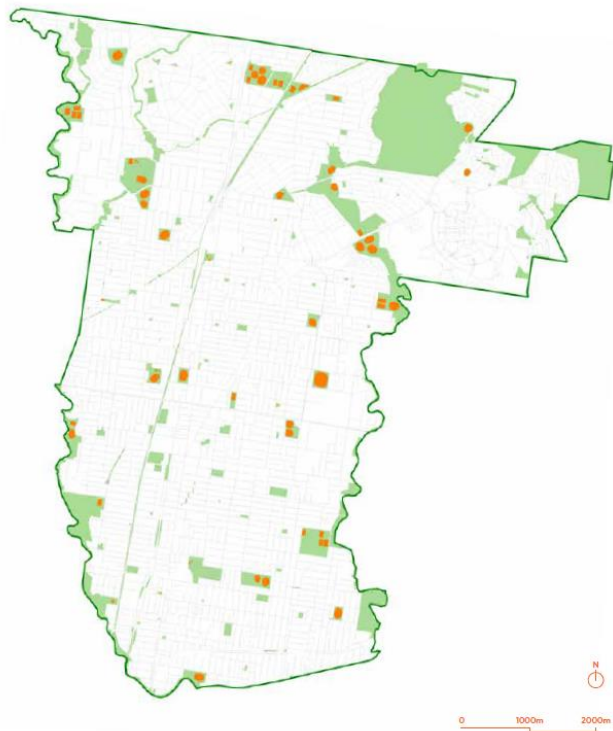
<b>Position</b>	<b>Responsibility</b>	<b>Contact</b>
<b>Team Leader</b>	<ul style="list-style-type: none"> <li>- Oversee the Leisure Team</li> <li>- Collaborate with Sport Recreation Victoria on funding opportunities</li> <li>- Work on leisure projects with the Capital Works team</li> </ul>	8470 8302
<b>Recreation Liaison Officer</b>	<ul style="list-style-type: none"> <li>- Main Club Contact</li> <li>- Administer Seasonal Ground Allocation for Sports Clubs</li> <li>- Casual Bookings</li> <li>- Allocation and Return of Sports Pavilion Keys</li> <li>- Administer Ground Maintenance Enquiries</li> </ul>	8470 8376
<b>Sports Development Officer</b>	<ul style="list-style-type: none"> <li>- Minor Works Projects</li> <li>- Club Development</li> <li>- Promotion of Sports Development</li> </ul>	8470 8138
<b>Participation &amp; Inclusion Officer</b>	<ul style="list-style-type: none"> <li>- Develop Participation Opportunities</li> <li>- Work with underrepresented Community Groups</li> <li>- Support improved access to Recreation Facilities</li> </ul>	8470 8326
<b>Customer Service</b>	<ul style="list-style-type: none"> <li>- Fallen Branches</li> <li>- Graffiti/Vandalism &amp; Break-in Repairs</li> <li>- Syringe Disposal</li> <li>- Recycling</li> <li>- Litter Collection</li> </ul>	8470 8888
<b>Building Services</b>	<ul style="list-style-type: none"> <li>- Building Security</li> <li>- 24-Hour Emergency Callouts</li> <li>- Services Complaints</li> </ul>	8470 8694
<b>Statutory Planning</b>	<ul style="list-style-type: none"> <li>- Liquor License Enquiries</li> <li>- Building / Planning Permits</li> </ul>	8470 8412
<b>Health Officer</b>	<ul style="list-style-type: none"> <li>- Food Act Registration</li> </ul>	8470 8658
<b>After Hours Services</b>	<ul style="list-style-type: none"> <li>- After Hours Emergency Contact</li> <li>- Sports Ground Lighting Issues</li> </ul>	8470 8889

For further understanding of the workings, direction and purpose of Darebin Council go to:  
<http://www.darebin.vic.gov.au/Discover-Darebin/Spaces-and-places/Sport-and-Leisure>

## 1.5 MAP OF DAREBIN – WARDS



## 1.6 MAP OF DAREBIN – SPORTSGROUNDS



<b>Sports Grounds</b>	<b>Address</b>	<b>Pavilion</b>	<b>Grandstand</b>	<b>Ovals</b>	<b>Courts</b>	<b>Bowling Green</b>	<b>BBQ</b>	<b>Other Features</b>
<b>A.H Capp Reserve</b>	13 Halwyn Crescent, Preston	✓		1				
<b>Arch Gibson Reserve</b>	Cnr Dunne Street & Boldewood Parade, Kingsbury			Open Space		✓		Bowling Club Rooms
<b>B.T Connor Reserve</b>	200 Broadhurst Avenue, Reservoir	✓		4				
<b>Bill Lawry Oval</b>	Westgarth Street, Northcote	✓	✓	1				
<b>Bundoora Park Oval</b>	5 Snake Gully Drive, Bundoora	✓		1				
<b>C.T Barling Reserve</b>	Plenty Road, Reservoir	✓		3				
<b>C.W Kirkwood Reserve</b>	Dunne Street, Kingsbury	✓		1				
<b>C H Sullivan Memorial Park</b>	1 Blake Street, Reservoir	✓		4				
<b>Crispe Park</b>	Gloucester Road, Reservoir	✓		1				
<b>D.R Atkinson Reserve</b>	Argyle Street, Reservoir	✓		1				
<b>Edwardes Lake Park</b>	Griffiths St & Edwardes Street, Reservoir	✓			8 Tennis Courts & 6 Half Court Netball	✓	✓	Tennis Club House & Bowling Club Rooms & Athletics Track
<b>G.E Robinson Park</b>	High Street, Reservoir				3 Tennis Courts			Tennis Club House
<b>G.H Mott Reserve</b>	Cnr Bell Street & Patterson Street, Preston	✓		1				
<b>H.L.T Oulton Reserve</b>	Albert St & Cnr Bell Street, Preston	✓		2				
<b>Hayes Park</b>	Flinders Street, Thornbury	✓		2				
<b>H.P Zwar Reserve</b>	Cnr. Cramer & Jessie Streets, Preston	✓		1				
<b>I.W Dole Reserve</b>	Dole Avenue, Reservoir	✓		1				Stadium
<b>J.C Donath Reserve</b>	Harmer Street, Reservoir	✓		8	7 Tennis Courts			Tennis Club House & Hall & Community Hall & Skate Half Pipe
<b>J.E Moore Park</b>	1-35 Spratling Street, Reservoir	✓		2	2 Netball Courts			
<b>John Cain Memorial Park</b>	3072, Clarendon Street, Thornbury	✓	✓	2				

<b>John Hall Reserve</b>	188 Dunne Street, Bundoora	✓		1				
<b>Judith Scott Memorial Park</b>	Whittier Street, Kingsbury				4 Tennis Courts & Outdoor Basketball Court			Tennis Club House & Basketball Hall & Boxing Gym
<b>K.P Hardiman Reserve</b>	859 Plenty Road, Kingsbury	✓		1				Synthetic Hockey Pitch
<b>L.E Cotchin Reserve</b>	Amery Street, Reservoir	✓		1				
<b>Mayer Park</b>	Corner Leinster Grove and Normanby Avenue, Thornbury	✓		2				
<b>McDonnell Reserve</b>	Clifton Street, Northcote	✓		2				
<b>Pitcher Park</b>	Separation St & Keith Street, Alphington	✓		1				
<b>Preston City Oval</b>	Cramer Street, Preston	✓	✓	1				
<b>T.A Cochrane Reserve</b>	Collier Street, Preston				4 Tennis Courts			Tennis Club House
<b>T.W Blake Park</b>	Murray Road, Preston	✓		4				
<b>T.W Andrews Reserve</b>	Cuthbert Rd & Fordham Road, Reservoir	✓						Velodrome
<b>W.R Ruthven V.C Reserve</b>	Corner Albert Street and Malpas Streets, Preston	✓		1	4 Tennis Courts			Tennis Club House
<b>W.H Robinson Reserve</b>	Halwyn Crescent, Preston	✓		1				
<b>W.K Larkins Reserve</b>	8 Dunstan Street, Preston				3 Tennis Courts		✓	Tennis Club House

## **1.7 DAREBIN – LIBRARIES**

<b>Library</b>	<b>Address</b>
Preston	265 Gower Street, Preston 3072
Reservoir	23 Edwardes Street, Reservoir 3073
Northcote	32/38 Separation Street, Northcote 3070
Fairfield	121 Station Street, Fairfield 3078



## **1.8 DAREBIN LEISURE CENTRES**

<b>Leisure Centre</b>	<b>Address</b>
Reservoir Leisure Centre (RLC)	2A Cuthbert Rd, Reservoir
Northcote Aquatic and Recreation Centre (NARC)	180 Victoria Road, Northcote
Darebin Community Sports Stadium	857 Plenty Road, Reservoir
Darebin International Sports Centre (DISC)	281 Darebin Road, Thornbury



# GROUNDS & FACILITES

Section 2



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## **2.1 SPORTING FEES, CHARGES AND OCCUPANCY AGREEMENT POLICY**

### **SELECTION CRITERIA**

Council receives many applications for the use of its sports facilities, and consequently not all of these will be successful. Council will consider the following criteria when determining which users will be offered an occupancy agreement:

- Availability of a suitable facility.
- Serves the needs of Darebin residents
- Meets an unmet need within the community.
- Sound governance structures and is willing to improve its operations
- Accuracy in requests for facility times relevant to its actual needs.
- Flexibility to be able to share the facilities with other groups
- Capital investment at the facility
- Commitment to inclusive and respectful environments - actively support the participation of women and girls.
- Awareness of its leadership role in the community and responsibilities
- Commitment to inclusive participation (e.g. age diversity through investing in junior development programs).

### **NEW CLUB REQUEST**

A club seeking to apply for a seasonal allocation Darebin Council facilities must contact the Recreation Liaison Officer (see: Darebin Council Contacts, page 9).

An initial meeting may be scheduled with the prospective club providing the club can supply a club plan and evidence of incorporation or willingness to attain.

Council receives many applications for the use of its sports facilities, and consequently not all of these will be successful, so there is no guarantee of allocation until written approval is provided.

If a club is successful in their application, they will be receive IMS Login details, and allocation to a stated sports ground and pavilion. A seasonal agreement will not be given for a ground without pavilion access, due to OHS requirements and safety considerations.

### **FACILITY ALLOCATIONS**

Facilities will be allocated via four types of agreement:

- Lease Agreement
- Licence Agreement
- Seasonal Agreement
- Casual Booking

### **LEASE AGREEMENT**

A Lease is a contract under which a tenant is granted exclusive possession of property for an agreed period in return for rental fees. Leases will be restricted to a relatively small number of venues where single users such as bowls clubs have exclusive use or management responsibilities for the entire year.

Length of tenure will be negotiated taking into account the particular circumstances of the facility and tenant, including capital investment and long term planning, and the intended use of the facility in line with the vision and goals of the Council Plan and Leisure Strategy.

- The preferred lease term will be 5 years. Terms longer than 5 years may be offered where a prospective tenant invests or has invested significantly in a fixed asset (such



as a building or playing surface) and/or assumes a portion of maintenance of the asset. The term offered will be calculated with reference to the projected asset life and the capital contribution by the tenant.

- Options to extend will be broken into periods of no longer than 5 years with options for the tenant to review on the same terms and conditions dependent on meeting community benefit criteria and continued demand for the activity and service.
- Terms up to 10 years or longer may be offered for categories of tenants who do not meet these criteria but who are identified by Council from time to time as requiring long term planning certainty.

## LICENCE AGREEMENT

A licence is a form of permission to enter and use land or a facility for an agreed purpose for a stated period. The licensee does not have exclusive use of the facility allowing Council to allocate to other user groups at different times and for access by the general public.

Licence agreements will be for a standard period of three years, with options to extend for a further one or two periods of three years (3x3 or 3x3x3). This will depend on the duration of the partnership program and/or extent of capital contribution.

A licence will be the preferred arrangement where user groups:

- Have an exemplary access history over 5 seasons
- Wish to secure a longer period of tenancy in exchange for a partnership program or capital contribution to develop a facility capital contribution made by the club towards a project, must be paid in full prior to the commencement of the project.
- Demonstrate financial resources to ensure continued operational viability and sustainability.

### Licensed Clubs

**July:** Allocation Paperwork available online

**August:** Allocation Paperwork submitted to Council

Council confirms Licence Agreement for the season

See Appendix 1 (pp.66) for a detailed 'How To' guide for logging into the IMS system and submitting bookings.

## SEASONAL AGREEMENT

Seasonal facility allocations are made for the period of the club's home and away season, which will correspond with the seasonal dates. These can be below in Seasonal Periods

To be eligible for a Seasonal Occupancy Agreement

- Applicant must be an incorporated body with an appropriate level of public liability insurance,
- Applicant's previous utilization of facilities must have conformed to Council's behavioural, maintenance, waste and litter management expectations, strategic priorities and Club Kit Conditions of Use,
- Applicant must have no unpaid user charges. This includes utilities, ground fees and overdue capital co-contributions.
- Applications by junior development or foundation programs (e.g Auskick, Milo cricket) may be submitted and processed under the umbrella of an affiliate tenant club

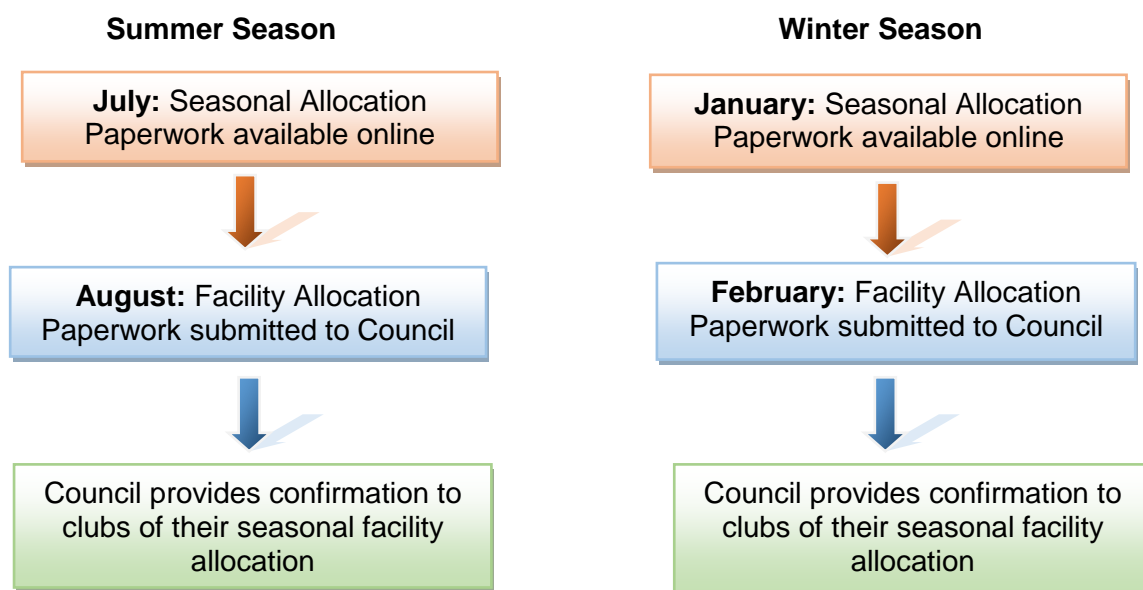
Competing demand for access to a particular facility

- Allocation will be determined by a panel of Council officers determined by the Leisure Services Department

IMS Allocations

- Each season Council Leisure Services will send out an alert for Seasonal Allocation's which can be accessed by the IMS system.

Note: The club's Council Liaison will need to complete the application form, attaching relevant documents required and submit it by the required date.



See Appendix 1 (pp.66) for a detailed 'How To' guide for logging into the IMS system and submitting bookings and seasonal allocations.

## CASUAL BOOKINGS

In addition to tenant club usage, grounds are frequently required by *other clubs, sports associations, schools and community groups for casual sport, festivals and social gatherings*. Council supports use by these groups and will allocate grounds upon request, providing this does not result in overuse of grounds or be detrimental to competition use.

All bookings must be made through Council and not through the Club itself. Darebin Leisure Services manages all bookings for Darebin Sporting Reserves. If a sports club is approached for a casual ground booking, please refer these enquiries to Leisure Services or alternatively ask them to call 8470 8305 or email [leisure@darebin.vic.gov.au](mailto:leisure@darebin.vic.gov.au)

Leisure Services will provide the User access to the IMS system, if the request for casual ground booking can be accommodated. User must then complete the IMS online application form in full, including uploading a copy of their current Public Liability Insurance certificate.

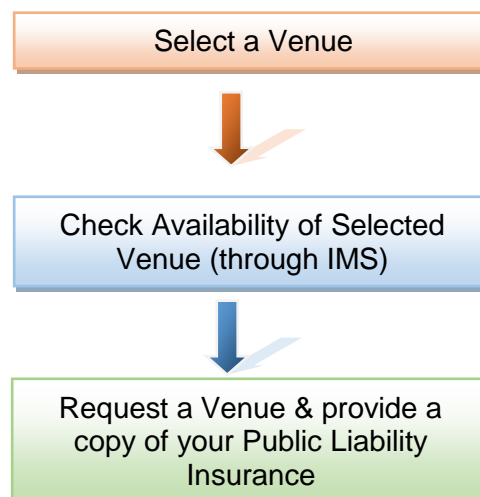
To be eligible for a Casual Booking

- Applicant must be an incorporated body with an appropriate level of public liability insurance.
- Access must be for the purposes of sport and recreation or other use deemed appropriate by Council.

Conditions

- Access between 9.00am and 4.00pm weekdays
- Access to grounds will be subject to ground condition, relevant ground usage caps and availability.
- As a result of permanent booking arrangements between tenant club/s and Council, the casual booking may be transferred or cancelled where additional play will be detrimental to the condition of the ground surface.
- Access to the playing surface and public toilets only.
- No access to change rooms and amenities.

### Casual Booking Process



See Appendix 1 (pp.66) for a detailed 'How To' guide for logging into the IMS system and submitting bookings.

## **2.2 SEASONAL PERIODS**

Seasonal Allocation is based on the standard home and away season of sports competition.

Periods include:

<b>Winter Preseason</b>	<b>Winter Season</b>	<b>Summer Preseason</b>	<b>Summer Season</b>
1 <sup>st</sup> January to 31 <sup>st</sup> March	1 <sup>st</sup> April until 28 <sup>th</sup> August	Cricket nets - 20 <sup>th</sup> August until 30 <sup>th</sup> September. Sportsground surface access - 1 <sup>st</sup> October	1 <sup>st</sup> October to 25 <sup>th</sup> March

### **PRE-SEASON GUIDELINES**

There is to be no pre-season training on any Council sportsground prior to receiving Council approval.

Clubs requiring use of sports ground outside the dates of their main home and away season must seek approval from Leisure Services by completing an IMS booking request form.

#### **Allocated Days**

There will be a maximum of two (2) allocated days per week for (2) two hours to sports clubs for Pre-Season training (January to March)

Allocation does not include access to pavilions.

#### **Conditions of Use (See Pre-Season Guidelines)**

- Training is only permitted on the allocated training days
- All players are to wear only rubber soled shoes (runners/sneakers) – spikes, cleats or stops are not to be worn until the tenancy season commences
- Rotate training drills to maintain an even spread of use across the entire sportsground (not just in front of the pavilion)
- Allocation does not include access to pavilions
- No repetitive running drills that tear up the surface
- Training may only take place within valid daylight hours (no access to sportsground lighting)
- Council at any time can cancel approval either due to surface damage or adverse weather conditions

#### **Outstanding Fees**

Winter Clubs with outstanding fees will not be provided with a pre-season training allocation.

#### **Risk Assessment**

Darebin sportsgrounds are multi-use which accommodate both the winter and summer sport. The seasonal sport will have **priority** during the seasonal period.

Grounds identified to be used for pre-season training will have Risk Assessments conducted. Clubs training on a multi-use ground will be required to sign the 'Risk Assessment Form' indicating they will comply with the identified control measures.

#### **Public Liability**

The club's current Public Liability must cover (off-season) Pre-Season Training. Club to follow up with relevant state sporting association and ensure coverage. Clubs can organise

Public Liability directly through an insurance company or through a broker. State or local sporting associations will be able to give you guidelines on costs involved and further information

### **Alternatives to Pre-Season Training**

Given facilities are often shared with other sports and those sports generally have priority during the summer season, clubs should consider locations away from their home ground to conduct much of their pre-season training.

This has two benefits – firstly it protects the ground from over use and assists in preserving the condition of the surface going into the start of the season. Secondly, variety in training activities and locations can assist in player motivation and also be an effective way of cross training. Locations such as the beach, gym, local pool, indoor courts, synthetic surfaces and parks can provide excellent settings in which to undertake conditioning work during the pre-season.

### ***Consider the following when constructing your pre-season training***

#### **Cross training**

Cross training provides variety and reduces risk of overtraining injuries. Using cross training the total volume of training can be increased. Aquatic exercises (swimming, water running, water polo), cycling (stationary, spinning, road), and boxing are effective in cross training.

#### **Rest and recover**

If you do not allow your body sufficient time to rest and regenerate after hard training you will not get the best out of it. Rest and recovery should be considered as important as physical training.

#### **Variety**

Changing your training routine on a regular basis is known as periodisation. You can vary training focus, intensity, volume, duration, venue and time to enhance performance. Changes in volume alone allow the body to progressively adapt to the workload

#### **Fun**

Enjoy your training. Combine games and skill activities in your fitness program at every opportunity. There are numerous simple, innovative, sport specific games which can be used. These have the dual benefit of improving mental (decision making/awareness) and physical skills.

## **CASUAL GROUND BOOKINGS – Out of season**

November until the first two (2) weeks of December (6 weeks total) clubs are eligible make a casual ground booking for one (1) day a week for two (2) hours during this period. The casual ground booking module within the IMS is used and casual ground booking fee will apply.

Clubs to contact Leisure to discuss 'out of season' bookings. Limited number of grounds will be available due to maintenance and summer season sport precedent.

#### **Risk Assessment**

Darebin sportsgrounds are multi-use which accommodate both the winter and summer sport. The seasonal sport will have **priority** during the seasonal period.

Grounds identified to be used for pre-season training or out of season casual ground booking will have Risk Assessments conducted. Clubs training on a multi-use ground will be required to sign the 'Risk Assessment Form' indicating they will comply with the identified control measures.

### **Public Liability**

The club's current Public Liability must cover the off-season casual ground booking days. Club to follow up with relevant state sporting association and ensure coverage.

### **FINALS (MATCHES AND TRAINING)**

Clubs are not able to book sporting grounds for finals matches. The league/association is required to submit a casual booking application form via the IMS system to Leisure Services. If the booking is confirmed, the fees will be charged to the association/league.

Clubs wishing to use facilities for finals training must complete a casual sports ground booking application form via the IMS system at least seven days prior to the first date of use. This will ensure that the club's liability is covered should any incident occur, double-bookings are not made and maintenance work does not conflict with ground-use. Clubs will not be charged for finals training. Clubs are not permitted to use grounds or pavilions for finals training unless confirmed in writing by Council. Use of grounds for finals matches and training will take precedence over requests for pre-season use of grounds.

### **SEASONAL HANDOVER**

The club must ensure the facility is in the same condition as it was at the commencement date (fair wear and tear excepted). Clubs should organise a changeover meeting at the end of each season to review cleanliness and condition of the facilities before being occupied by the new user group.

### **CANCELLATION OF ALLOCATION**

Leisure Services must be notified of any allocation that is no longer required in writing. Any facility not allocated to its full potential may be considered for allocation to another user group.

## 2.3 FACILITY MANAGEMENT

### SEASONAL AGREEMENT GROUNDS AND PAVILION RESPONSIBILITY SCHEDULE

Maintenance, repair and/or replacement of :	RESPONSIBILITY	
Essential Safety Measures	Club	Council
Fire extinguishers		✓
Fire Hydrants and Hose Reels		✓
Emergency and Exit Lighting		✓
Heating, ventilation and air conditioning	New and additional installations at Licensee expense and only in consultation with the Council	✓
Emergency evacuation procedures	✓	✓
Emergency Exits	Keep exits clear at all times	
Implementation of 'No Smoking Policy'	✓	
Plumbing and Electrical	Club	Council
Repair of Plumbing and fixtures (internal taps, cisterns, shower fittings)		✓
Replacement of Plumbing and fixtures (internal taps, cisterns, shower fittings)		✓
Clearing of blockages in plumbing waste/storm pipes and drains from first pit or trap to main sewer line		✓
Repair of roof drainage systems (gutters and downpipes)		✓
Replacement of hot water systems (gas and electric)		✓
Electrical wiring, switchboard, power points, switches		✓
Electrical Fittings and Lights		✓
Test and tagging of equipment (Council owned)		✓
Test and tagging of equipment (tenant owned)	✓	
Repair / maintenance of existing wiring		✓
Doors (including cupboard doors and door fittings)	Clean, repair and replace	Repair and replacement of inbuilt cupboards, bench tops and shelving of existing installations
Floor surfaces and coverings	Clean and maintain	✓
Security	Club	Council
Keys systems – replacement of lost keys (at tenants costs)		✓
Key systems – replacement of lock hardware for lost key (at tenants cost)		✓
Repair / replacement of existing padlocks		✓
Security alarm systems		✓

Security guard response to alarm activation caused by tenant	✓	
Security guard response to alarm activation - general		✓
Security grills maintenance and replacement due to age		✓
Security lighting maintenance and replacement as required		✓
Securing of building	✓	
<b>Cleaning</b>	<b>Club</b>	<b>Council</b>
Regular scheduled cleaning of building	✓	
Supply of cleaning equipment	✓	
Supply of cleaning consumables (toilet paper, hand towels)	✓	
Cleaning of storerooms	✓	
Removal of excess rubbish including recycling material	✓	
Rubbish collection	Waste to be stored properly & removed regularly  Keep garbage bin enclosure clean, tidy and locked	✓
Hard Rubbish	The Licensee can arrange with Facility maintenance an additional collection. Responsible for fee.	✓
Graffiti	Report to Council	✓
Vandalism – external		✓
Vandalism – internal	✓	
Food handling areas kept in a clean and hygienic state in accordance with food handling plan.	✓	
Personal hygiene services	✓	
Sanitary Bins	✓	
<b>Building Fabric</b>	<b>Club</b>	<b>Council</b>
Maintenance painting of internal areas	Keep clean and in good condition	✓
Maintenance painting of external areas	Keep clean and in good condition	✓
Repair/ maintenance of doors (other than exit doors)	Keep clean and in good condition	✓
Repair/Replacement of Glazing	Keep clean and in good condition	✓
Structural maintenance		✓
Maintenance / replacement of existing floor surfacing and coverings	Clean & Maintain	✓
<b>Building Fittings</b>	<b>Club</b>	<b>Council</b>



Ovens, cook tops and stoves (gas and electric)	✓	Approval of any new installations
Refrigerators	✓	
Dishwashers	✓	
Furniture	✓	
Curtains and Blinds – cleaning repair and replacement	Keep clean and in good condition	Fair wear and tear
Skylight - maintenance, cleaning and repair		✓
Vents		✓
<b>Outdoor Spaces</b>	<b>Club</b>	<b>Council</b>
Car Park and Driveway	Keep clean and free of litter	Repair and Replace as required
Drinking Fountains	Report any defects or vandalism	Repair and Replace
Garden Beds		✓
Fences and Gates	Keep clean and report to Council if damage	Repair and Replace as required
Loose Litter/Leaves/Sofffall	Pathways to be cleared at least weekly	
Paving and paths	Keep clean and in good condition	Repair and Replace as required
Retaining wall, outdoor steps etc	Keep clean and in good condition	Repair and Replace as required
Trees	New and Additional plantings in consultation with Council	Maintain, Inspect, Prune and Remove
Water Tanks	New installations to be arranged in consultation with Council	Maintain, Repair and Replace
<b>Fees and Charges</b>	<b>Club</b>	<b>Council</b>
Telephone (calls, line rental, internet, fax)	✓	
Electrical supply chargers and use including security lighting	✓	
Gas supply chargers and use	✓	
Water use including sewerage chargers	✓	
Public Liability Insurance	✓	
Insurance - Contents	✓	
Insurance - Building		✓

*If you require maintenance and it is listed as a Council responsibility in the table above, please contact customer service on 8470 8888.*

## **ACCESS TO FACILITIES**

Council officers and authorised contractors reserve the right to access facilities at any time without prior notice to the tenant. This is to allow for maintenance and facility inspections.

## **VEHICLES AT RESERVES**

Non-Council vehicles are only permitted in designated vehicle areas such as car parks and on access roads. Clubs are responsible for ensuring the security of pavilions and facilities at all times.

Non-council vehicles are not permitted to enter onto any reserve for parking or spectator purposes without prior approval from Darebin Parks. Emergency vehicles are exempt.

Council reserves the right to charge clubs an additional amount to cover extra maintenance costs if clubs have written permission from Council to enter the Reserve for parking.

## **GROUND ACCESS**

Ground access is as per seasonal agreement. 9am - 4:00pm Monday to Friday is reserved for public use.

## **PAVILION ACCESS**

Clubs are permitted to use pavilions only for the purposes of carrying out activities associated with the club. Any additional use of the pavilion must be approved in writing by Leisure Services. Clubs that have been allocated a pavilion must comply with the following times of use:

<b>MONDAY - FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
4pm - 10pm	8am - Midnight	8am - 11:30pm

## **KEYS AND LOCKS**

At the commencement of each Season (Summer or Winter) Leisure will host a general meeting inviting the seasonal clubs. The purpose of this meeting is for clubs to meet with Leisure, internal stakeholders Turf Maintenance, and relevant association/league to discuss the season ahead. Sports club attendance is mandatory as clubs will be able to pay their bond, and confirm signed seasonal agreement, prior to receiving their pavilion keys on the day (see Club Governance 6.5).

There must be no outstanding payments (utilities, ground fees) prior to receiving keys.

Prior to a season ending Council will advise clubs in writing when the keys must be returned by. Keys will be capped at a maximum of 5 sets per club. Failure to return keys by the required date will result in a loss of bond.

Clubs must not exchange keys with their co-tenants between seasons. Clubs are responsible for the security of pavilions and will be liable for the cost of missing internal padlocks and keys. Under no circumstances are keys to be loaned to any other club, association, organisation, school or person. Non-compliance may result in withdrawal of ground and pavilion usage.

Clubs are not permitted to add or change locks, nor should any keys be copied. For any additional keys, a request must be made in writing to Leisure Services. Contractors and Council officers require access to all areas of the pavilion at all times. Clubs that are found to

have installed their own locks will be charged for the locks to be changed back to the Council lock system.

Clubs are required to maintain their own register of the keys they have been provided by Council. Lost or stolen keys must be reported to Leisure Services by the responsible club immediately after becoming aware of the loss. Council may replace all locks in the event of keys being lost or stolen. The cost of replacing the locks will be charged to the club.

#### - Casual Bookings

There are some public toilets located at various grounds where there is a nearby active play space. These are generally open between the hours of 8am and 6pm, 7 days per week. In this instance, keys are not required to be collected from Council. Use of the ground as a casual ground booking must still be approved by Council.

Toilet keys must be collected from Darebin City Council customer service desk (Preston Municipal Offices, 274 Gower Street Preston and Phone: 8470 8888) between 9:00am and 4:30pm one work day prior to the event and must be returned within the specified timeframe.

### **SECURITY ALARMS**

Where a pavilion has a security alarm, the club must provide the alarm code to Leisure Services for the purposes of accessing the pavilion for maintenance work and inspections. Where Council accesses the pavilion and activates the alarm due to not having an alarm key or code, all costs associated with the alarm activation (e.g. call outs) will be the responsibility of the club. Genuine callouts are at the cost of Council. Sports Club wishing to install alarms or CCTV cameras are to contact Darebin Council, Leisure Services Recreation Liaison Officer. Recreation Liaison Officer will provide clubs with the relevant information to ensure appropriate policy and guidelines are adhered to.

### **LITTER MANAGEMENT**

Clubs are responsible for all litter generated by their activities (including pavilion and ground use) and are required to ensure the removal of litter at all times. Clubs receive a quota of bins, which are emptied weekly. The club must dispose of any litter generated beyond the capacity of these bins by club patrons. The bins should not be accessible to the public so as to avoid the dumping of rubbish and the theft and burning of bins. A charge will apply when bins are missing from the set quota. Should Council be required to clean the reserve of any additional rubbish generated by the club, this service will be charged to the responsible club.

### **RECYCLING**

Council encourages waste minimisation through reduction, reuse and recycling. Council is currently introducing recycling bins to clubs on a trial basis. These bins will be issued to clubs instead of other waste bins and not as additional bins.

All activities should be conducted in line with Darebin City Council's Single-Use Plastic Free Events Policy.

<http://www.darebin.vic.gov.au/Darebin-Living/Caring-for-the-environment/SustainableLiving>

### **SYRINGE DISPOSAL**

Council will provide and install disposable syringe containers. It is the club's responsibility to return disposable syringe containers to drop off centres nominated by the Council.

## **PEST CONTROL**

It is the responsibility of each club to take proper precautions to keep premises free of rodents, pests and vermin. Employ pest exterminators providing service report to Council (if necessary).

## **CLEANLINESS**

Pavilions are required to be in a clean and tidy state at all times. This includes when clubs vacate at the end of the season. Pavilions will be inspected at random throughout the season to ensure they are being maintained to the satisfaction of Council.

## **NOISE**

All clubs must act in accordance with Darebin Local Laws regarding noise level. For more information regarding allowable noise levels contact go to:

<http://www.darebin.vic.gov.au/Your-Council/How-council-works/Local-Laws>. The club is responsible for all club members and must ensure that best efforts are made to leave the facility in a quiet and orderly manner. No electrical amplified sound equipment including stereo, radio or television is to be played:

- Monday to Thursday: before 7am and after 10pm
- Friday: before 7am and after 11pm
- Saturday and public holidays: before 9am and after 11pm
- Sunday: before 9am and after 10pm

## **OPEN FIRES**

Clubs are not permitted to have open fires of any description inside or outside of pavilions. This includes fires in 40 gallon drums.

## **FIRE EXTINGUISHERS**

Council provides a number of fire extinguishers and fire blankets within each pavilion to comply with Essential Services Regulations. The firefighting equipment is serviced regularly by Council's contractor, to ensure correct operation in the case of a fire emergency.

Any misuse of the fire equipment such as unnecessary discharge of fire extinguishers, damaged or stolen fire equipment will be refilled/ replaced by Council at the club's expense. Clubs must report to Council any fire equipment that goes missing.

## **FACILITY AUDITS**

Facilities Department do the annual audits in January for OH&S.

ESM – Essential Safety Measures must be maintained in accordance with the relevant requirements of the BCA and the Australian Standards based on the Occupancy Permit and or the Maintenance Determination, which will set out what is required per building. This may include mechanical, fire protection, emergency lighting and exit lighting, lifts, exit doors and paths of travel to a designated exit. Note, it is a requirement that all designated exits are NOT obstructed at any time and that clear access to the exit is always available. Club pavilions are inspected randomly by the Facilities Management department and authorised contractors.

## **STORAGE**

All equipment must be stored in designated storage spaces only. Public toilets, amenities, universally accessible toilets and medical rooms must not be used as storage. Council and emergency services must have access to the pavilion from each entry point at all times.

In the case of designated 'sporting enclosures' - these are designed specifically to store portable soccer goals only. No other form of equipment or outdoor equipment to be stored (eg. table tennis, billiard tables, bbq's)

Clubs are required to remove all equipment at the completion of the season, unless an agreement is negotiated with the incoming tenant to share storage space. When the pavilion is shared by more than one club, storage space must be shared.

### **TRAINING LIGHTS MAINTENANCE**

A yearly maintenance check is conducted in March. Clubs are wholly responsible for all other maintenance costs outside this designated period (for example, globe replacement and electricity costs). These costs will be shared if there is more than one tenant using training lights in the same season – division of costs to be negotiated between the tenant clubs. Grade 1A reserves are responsible for maintaining their own training lights.

### **SELF-FUNDED FACILITY IMPROVEMENTS**

Clubs are not permitted to undertake capital work improvements, alterations or modifications to facilities unless approved by Council in writing. This applies to all proposed work to facilities, regardless of the scale of work, i.e. painting, makeshift bars and creating additional storage space.

The information clubs are required to provide Council includes the following:

- Description of proposed work
- Detailed drawings of the work
- Name and registration number of builder timeline including commencement and completion dates

On occasion, an on-site meeting may be required, and once the information has been submitted, Council will be in a position to advise your club whether building and town planning permits are required.

### **HEALTH INSPECTIONS**

Health Department kitchen spot checks in December and January. Kitchen appliances and social rooms must be kept clean to avoid pest infestation. No food scraps are to be left lying around. Removal of grease from kitchen exhaust fans, flues and filters are the responsibility of the club to minimise the risk of fire. Further enquiries please call the City of Darebin Health Department on 8470 8658.

### **BBQ**

BBQs are not to be operated inside the pavilion. Dangerous and hazardous chemicals including gas cylinders and gas bottles are not to be stored inside the pavilion. Council will confiscate and dispose of any gas bottle found inside a pavilion. (Kept in gas on enclosures)

Clubs are responsible for cleaning and reporting any defects or damage. If a club is not meeting the pavilion upkeep obligations, Council will advise in writing of the responsibilities not being adhered to, and request that they be rectified within a specified time period. If the issue is not rectified within this period and/or the club(s) continues to breach the conditions of their occupancy, Council will rectify the issue at the cost of the club and may withdraw the club's occupancy.

## **2.4 FEES & PAYMENT**

### **BOND**

A security bond of \$400 per season will be payable by seasonal and licence agreement holders as an incentive for user groups to maintain venues in good order. The bond will be repaid at the completion of the season following the return of all keys, an inspection of the venue and review of the club's record of behaviour.

Where a security bond is revoked due to behavioural issues, non-return of keys or unsatisfactory cleaning or maintenance, the bond will be increased by \$100 in the following season. Clubs with a continual poor record may be denied a ground allocation in the following season.

For casual bookings - a bond levy is applicable for all bookings where toilet facilities are required. The bond will be reimbursed once all keys are returned.

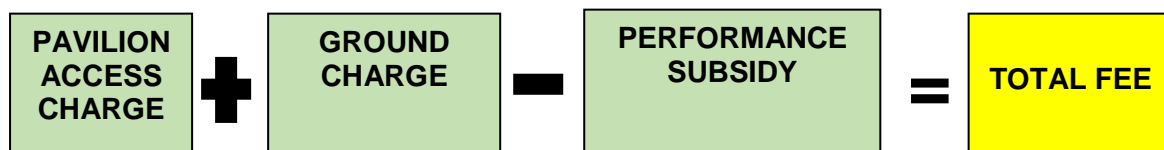
<b>BOND FEES</b>	<b>BOOKING TERM</b>
<b>\$50.00</b>	<b>DAILY</b>
<b>\$100.00</b>	<b>TERM</b>
<b>\$200.00</b>	<b>YEARLY</b>

### **PAYMENT OF FEES TO COUNCIL**

The fees for seasonal use of sports fields and pavilions will be itemised on the correspondence sent to club confirming allocation. An invoice for this fee will be forwarded to clubs. Clubs that have an outstanding seasonal allocation debt at the end of the season will not be allocated Council facilities the following season. Clubs experiencing financial difficulty can contact Leisure Services to request to be put on a payment plan.

#### **Sports Ground Fees**

- The fee structure for seasonal access is based on three components – a pavilion access charge plus a ground charge that form the Base Fee. The Base Fee may be reduced by a performance subsidy component.



For more information go to - Sporting fees, charges and occupancy agreement policy on the Darebin Council website (<http://www.darebin.vic.gov.au/Discover-Darebin/Spaces-and-places/Sport-and-Leisure?>)

### **UTILITIES**

All tenant clubs will continue to be responsible for the payment of utilities in accordance with the occupancy agreement terms and conditions. Clubs are responsible for paying all utility charges for pavilions (gas, electricity, water, sewerage disposal and telephone) where applicable for the duration of their occupancy period. Shared pavilions in most cases will be in the name of one of the allocated sports clubs, the onus will be on the joint user groups to negotiate with each other their respective percentage contribution towards any utility charges

in consultation with Darebin Council Leisure Services. As a result an MOU may be developed. Contact details are:

<b>ORIGIN ENERGY</b>	<b>TRU ENERGY (GAS)</b>
13 2461	13 2082

### **SUB-LETTING**

Clubs may not grant any sub-letting, assign or part with occupation of the facility. All enquiries for ground usage must be directed to Leisure Services.

### **DAMAGE TO FACILITIES**

Any damage to facilities including vandalism, graffiti or burglaries must be immediately reported to the Darebin Leisure Services Department. Clubs are responsible for all damage caused to facilities by club members and guests. The club will be liable for the expense or value of any damage to the premises, including any fixtures and fittings caused by the activities of the tenant club. Please note only authorised electrical appliances and connections are to be used.

Clubs are required to comply with all relevant government statutory regulations. Council will take no responsibility for loss or damage to goods owned by a club. Clubs must ensure members, visitors and supporters' activities do not degrade any vegetation or trees on reserves.

### **DAMAGE TO PROPERTY**

Damage and/or injury to cars, private property, neighbouring commercial businesses, spectators, or patrons in neighbouring properties caused by balls leaving reserves or training nets is the responsibility of the club. Council will not be liable to cover costs associated with these damages or injuries. In the event that an injury or damage to property results from a ball leaving the reserve or training nets, the club must notify Council Leisure Services immediately. If injury or damage occurs outside Council operation hours, an email must be sent to Leisure Services.

# COMPLIANCE

Section 3





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### **3.1 LICENSES**

#### **LIQUOR**

Liquor cannot be sold and/or consumed on Council premises unless Council grants approval and a licence have been obtained from Responsible Alcohol Victoria. Clubs may only request a licence within the hours of pavilion usage specified in *Section 2.2 (Pavilion Access)*. Liquor cannot under any circumstance be sold and/or consumed on Council premises by casual hirers.

Council requires all applicants to strictly observe the requirements of the Liquor Control reform Act 1998 and any conviction or breach of the Act may jeopardise the club's future allocations and may risk prosecution by Responsible Alcohol Victoria. It is a requirement of Responsible Alcohol Victoria, prior to lodging an application that the applicant must discuss the proposal with Council and obtain adequate planning permission. The appropriate planning approval from Council must then accompany the liquor licence application.

Liquor License and Victorian Commission Gaming Liquor Regulation signage on display, red line plan on site, consumption within trading hours and incident register. For more information contact the Good Sports.

All clubs are strongly encouraged to participate in the Good Sports Program in order to demonstrate responsible management of alcohol.

City of Darebin Statutory Planning Department: 8470 8850

Victorian Commission for Gambling and Liquor Regulation:

<https://www.vcglr.vic.gov.au/contact-us>

Good Sports: <https://goodsports.com.au/>

#### **FOOD HANDLING**

Any club that handles, prepares and sells food must apply to the Council's Health Protection Unit for a Food Act Registration. It is the club's responsibility to meet the requirement to register under the Food Act 1984. Please contact the Health Protection Team to discuss all Food Act Registration requirements.

- A copy of the Food Act Registration certificate must always be prominently displayed within the pavilion.

City of Darebin Health Department: 8470 8658

### **3.2 ACCEPTED BEHAVIOUR**

Clubs/Schools/Organisations/Casual Hirers are responsible for the behaviour of all participants/members/guests using the Reserve during their allotted time. Any damage to the facility or fittings due to irresponsible behaviours will be at the expense of the hirer.

#### **CLUB – FACILITY USE**

Clubs cannot conduct any noxious or offensive activity or use the facility for any illegal or immoral purpose. The display of sexually explicit or offensive material in any form is prohibited.

Council requires the tenant to respect the facility and any surrounding residents and property at all times, including houses, vehicles, fences or yards. They must not be damaged, altered or trespassed upon, including entering a property for the collection of balls or for any other reason. No kicking or throwing balls inside pavilions and no loud noise when leaving late at night is permitted.

Any complaints from residents will be taken seriously and any failure to adhere to these conditions may result in the immediate cancellation of tenure over ground and pavilion allocation.

## **CODE OF BEHAVIOUR AND CONDUCT**

The Victorian Code of Conduct for Community Sport 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.

Any club not complying with the Victorian Code of Conduct for Community Sport will not be eligible for Government funding.

The Code of Conduct:

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 broader community
- A safe and inclusive environment for all
- Elimination of violent and abusive behaviour
- Protection from sexual harassment or intimidation

## **SMOKING**

Smoking is prohibited in all Council buildings and within 5 metres of building entrances (doorways/open windows) as per Council policy, this includes Sports Pavilions. All clubs must ensure “no smoking” signage is on display.

Under the Tobacco Act 1987 a person must not smoke at or within 10 metres of a sporting venue that is an outdoor public place during—an organised underage sporting event; or a training or practice session to prepare for participation in an organised underage sporting event; or any break or interval during the course of the organised underage sporting event or training or practice session. Additionally, under the Act a person must not smoke at or within 10 metres of children's playground equipment that is in an outdoor public place.

## **GAMBLING**

For permit details and regulatory requirements visit the Victorian Commission for Gambling Regulation website, [www.vcgr.vic.gov.au](http://www.vcgr.vic.gov.au). All clubs applying for a permit must first advise Leisure Services. No game of chance at which either directly or indirectly money is passed as a prize will take place in a pavilion. Clubs running fundraising raffles must obtain appropriate permits and comply with all regulatory requirements.

### **3.3 BREACHES/WARNINGS**

Council reserves the right to suspend or revoke a club's occupancy agreement at any time if the Ground and Facility responsibilities are breached. Where an issue exists as a result of a club not adhering to the conditions of this agreement, the following process will be followed:

**Stage 1:** Letter sent to the club advising of the issue and requesting rectification within a nominated specified period. The club is advised of the penalty if the issue is not resolved.

**Stage 2:** If the issue is not resolved, it is referred to the Manager Leisure, Public Realm and Venues and a meeting will be called with the club.

**Stage 3:** If the issue is still not resolved, it will be referred to the General Manager Community with the recommendation that the club's occupancy agreement be revoked.

### **3.4 RISK MANAGEMENT**

Clubs provide enormous social and community benefits. They also have a responsibility to offer a fair, safe and equitable sporting environment. An integral part of this is looking at areas of risk in your club, so that you make sure your club operates in a way that reduces the risk of injury, damage or loss to people, facilities and finances.

Please note the following legal responsibilities and risk management issues, however for a detailed list of risk management areas please consult the Australian Sports Commission website: <https://www.sportaus.gov.au/>

### **COUNCIL POLICIES**

Without limiting any of the Licensee's other obligations under this Licence, in occupying and using the Premises and the Building, the Licensee must comply with any organisational policies adopted by Council in respect of the occupation and use of Council-owned buildings, including, without limitation, the adopted policies bearing the following names as at the Commencement Date:

- 1.1 Electronic Gaming Machine Policy
- 1.2 the Single-Use Plastic Free Events Policy
- 1.3 Safeguarding Children Policy

### **PERSONAL INFORMATION**

Council is collecting the information included in the 'Club Contact List' for the purpose of registering your club for a seasonal sporting reserve and/or pavilion agreement. The information will be used for administration purposes and to contact you in case of an emergency but will not be disclosed to any other party except where notice is given by Council and your consent obtained, or as required by law. If you fail to provide this information, your application may not be processed. You may access this information by contacting Leisure Services. This information may also be used to send you newsletters and notification of upcoming events and to ascertain your satisfaction with our services. You must notify Leisure Services in writing if you do not consent to this.

### **OCCUPATIONAL HEALTH AND SAFETY**

As a volunteer organisation the management committee, as part of the leadership team, have health and safety responsibilities. If your club has employees then it has legal health and safety duties towards those employees, as set out in the 'Occupational Health and Safety Regulations 2007'. Under this Act employers also have obligations to make sure volunteers are not exposed to risks to their health and safety, so far as is reasonably practicable.

Volunteer board members of companies and other bodies and associations are not liable under the OHS Act for anything they do or fail to do as a volunteer. This acknowledges the important contribution of volunteer member of boards. However, the club, as a legal entity may be liable if a volunteer or paid employee suffers a work-related injury or illness.

Board members should also provide leadership on health and safety in the organisation and know their obligations. They should also make sure:

- Everyone in the organisation knows their health and safety responsibilities
- Health and safety implications are considered when decisions are made i.e. event management
- Volunteers are consulted on all aspects of their health and safety and are constantly looking for ways of improvement.

A committee should identify the actions needed to control the health and safety risks associated with the organisation's work:

1. Identify the Hazards- think of all possible causes of injuries or illness
2. Identify who could suffer injury or illness
3. Prioritise the risks- how likely is it to occur and how serious could it be?
4. Take steps to remove or control the risks-eliminate if practicable, change, inform etc
5. Review- to see if they are up to date

For further information and publications on volunteers health and safety, contact the Victorian Governments work safe website.

[www.worksafe.vic.gov.au](http://www.worksafe.vic.gov.au)

Ph: 1800 136 098 (toll free)

### **WORKING WITH CHILDREN CHECK**

On 17 April 2012, the Victorian Government initiated the Family and Community Development Committee's Inquiry into the Handling of Child Abuse by Religious and Other Organisations (Betrayal of Trust Inquiry). The Betrayal of Trust report was tabled in Parliament on 13 November 2013 and made 15 recommendations including compulsory minimum standards for creating child-safe environments.

On 26 November 2015, the Victorian Parliament passed the Child Wellbeing and Safety Amendment (Child Safe Standards) Act 2015 (The Act) to introduce Child Safe Standards. The seven Child Safe Standards support organisations that provide services to children to prevent child abuse, encourage reporting of abuse and increase the effectiveness of responses to allegations of child abuse.

Darebin City Council has a zero tolerance to any form of child abuse and is committed to the safety, wellbeing and empowerment of children. We will create and maintain a child safe organisation where protecting children and preventing and responding to child abuse is embedded in the everyday thinking and practice of all employees, volunteers and contractors.

Working with Children Check - Under the *Working with Children Act 2005* (the Act), only people who are doing child-related work and who are not exempt need a Check. This applies to both paid and volunteer workers.

For further information go to:

<http://www.workingwithchildren.vic.gov.au/home/about+the+check/>

### **3.5 INSURANCE**

It is vital that clubs protect their assets with adequate insurance. The club 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 Council arising out of or in relation to the club's use of the facility.

The Club shall not hold the Council liable for the damage to property or bodily injury (which expression included death and illness) that may be suffered by any person arising out of or in any way connected with the hire of the premises and the club shall indemnify the Council; in respect of any action, suit, claim and demand whatsoever which may be made against the Council for such damage or bodily injury.

<p><b>Public Liability Insurance</b></p>	<p>Council requires clubs to have public liability insurance to the minimum value of 20 million dollars to insure against damage to the property or bodily injury the may be suffered by any person by any reason of an accident and happenings in any way connected with or arising out of the hire of the premises.</p> <p>The club is required to present Council with a certificate of Currency that notes the Council’s interests as owner. The Certificate of Currency must be produced for the approval of ground allocation each season. This is for the protection of the Club in the event of legal action.</p>
<p><b>Contents Insurance</b></p>	<p>The club is solely responsible for insurance of all contents, stock, fittings and chattels for their replacement value in the stated premises for the duration of the lease. Therefore, it is important to have adequate content insurance that covers all probability so the club does not find itself in financial difficulties if it is under insured. This would cover such areas as fire, burglary, money, consequential loss, rain damage, fidelity, motor vehicle, cash in transit etc</p>
<p><b>Professional Indemnity Insurance</b></p>	<p>Clubs take out this insurance to cover their coaches and trainers or any other persons giving professional advice or imparting skills. This type of policy protects such persons for claims made against them for negligent acts, advice, instructions or omissions during their work.</p>

Excess on Insurance for Facility: The club pays the excess payable on a claim on the Council’s insurance policy for the Facility if the club causes or contributes by gross misuse or gross negligence to the destruction or damage of the Premises.

Clubs must not do or permit to occur or continue anything, which may invalidate or lead to an increase in the premiums payable, in respect of any insurance policy relating to the facility.

**RISK MANAGEMENT PLAN**

The objective of a risk management plan is to protect the assets and financial resources of the sporting organisation and its members by reducing risk and potential for loss.

Risk Management involves developing a system of policies, processes and procedures.

**CERTIFICATE OF INCORPORATION**

Clubs that are not incorporated under the Association’s Incorporation Act are not eligible for facility allocations.

There are more than 35,000 incorporated associations in Victoria. They are clubs or community groups, operating not for profit, whose members have decided to give their organisation a formal legal structure. It must have at least five members and all profits are put back into the association’s activities.

When a club or community group incorporates it becomes a ‘legal person’, that is, a legal entity that stays the same even if its members change. Darebin Council specifies that clubs that are not incorporated under the Associations Incorporations Act are not eligible for facility allocations.

The benefits of becoming incorporated include:

- Having club members protected, to a certain extent, from being sued individually if someone is injured while involved in activities run by your club;
- Improving your club's fundraising ability and eligibility for grants;
- Makes it easier to enter into leases, to operate and open bank accounts and to borrow money.

The responsibilities of an incorporated Association include:

- Displaying the association name including the word 'incorporated' or 'inc' on all notices, advertisements, publications and business documents;
- Management Committee has statutory responsibilities under the 'Associations Incorporations Act 1981' to appoint a public officer;
- Maintain adequate and accurate accounting records of financial transactions and keep them for seven years;
- Hold an Annual General Meeting each calendar year.
- Within a month after the AGM, the public officer must lodge an annual statement with the registrar etc.

Consumer Affairs Victoria manages the Incorporated Associations. For detailed explanations and for further information and all forms, fees and transactions please call 1300 558 181 (toll free) or consult the website [www.consumer.vic.gov.au](http://www.consumer.vic.gov.au)

## **ASSETS**

It is vital that clubs protect their assets with adequate insurance.

The club 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 Council arising out of or in relation to the club's use of the facility.

The club shall not hold the Council liable for the damage to property or bodily injury (which expression included death and illness) that may be suffered by any person arising out of or in any way connected with the hire of the premises and the club shall indemnify the Council; in respect of any action, suit, claim and demand whatsoever which may be made against the Council for such damage or bodily injury.

# SPORTSGROUNDS

Section 4





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#### **4.1 CLOSURE OF GROUNDS**

Council reserves the right to close any sports ground in poor weather conditions or to protect the playing surface, complete capital or maintenance works, or to allow rehabilitation of the ground after damage/overuse.

Council will endeavour to notify any club affected by the ground closure as early as possible to allow for alternative arrangements.

#### **4.2 GROUND INSPECTION**

As per the sporting code obligation all clubs are required to undertake an inspection of sporting grounds prior to each time of use to ensure suitability of use. Additionally, some State Sporting Organisations and community associations have a checklist of requirements that clubs can use to make sure there are no dangers to members, visiting teams and spectators prior to the commencement of play. Contact your local sports body to see if they have this documentation. If deemed unsafe, grounds must not be used, and any unsafe conditions must be reported to Darebin Leisure.

Council reserves the right to determine that the facility is unsuitable for use due to potential safety hazard or if usage of the ground will be detrimental to the condition of the ground. Clubs shall be informed by a Council representative of any potential ground closures and clubs must arrange for alternative training and/or playing venues during any ground closure period. Council cannot guarantee alternative venues will be made available but will assist clubs where possible. Clubs are not entitled to a refund of fees and charges in the event of short-term facility restrictions being imposed.

#### **4.3 AUDITING GROUNDS**

Our sports grounds are required to be irrigated under a Yarra Valley Water Allocation Program. We have been allocated 250 mega litres to irrigate sports grounds. Our audits monitor the condition of the grounds and playing fields every month. Sporting grounds are assessed using the following criteria:

- Hardness cracks, holes, damaged surfaces
- Grass areas-cover, vigour, height and evenness
- Wicket areas synthetic areas and grassed pitches
- Worn bare areas evenness and firmness

For summer sports, a weighted score of 53 and greater indicates that the ground is safe to play on. Grounds that score less than 53 may be considered unsafe to play on and possibly closed to organised sport. For Winter sports, a weighted score of 48 and greater indicates that the ground is safe to play on. Grounds that score less than 48 may be considered unsafe to play on and could possibly be closed to organised sport.

#### **4.4 SYNTHETIC WICKETS**

Council will be responsible for the covering and uncovering of synthetic cricket wickets on sports fields at change of season. This will be undertaken during the period between the end of one season and the commencement of the next season, depending upon Darebin Parks schedule and the weather conditions at the time.

It is still the responsibility of clubs that will potentially be in finals to contact Leisure Services so remedial works do not commence on you allocated ground in preparation for the forthcoming season. If this contact is not made and Council covers or uncovers wickets the cost to perform these works a second time will be charged to the club, with no guarantee that the ground will be ready for play.

#### **4.5 LINE MARKING**

The initial responsibility of line marking for a new sports code at a reserve belongs to council. All subsequent marking of lines for sports competition is the responsibility of the club. All line marking should conform to the relevant sporting association guidelines both in relation to ground dimensions and ensuring adequate safety run-offs from boundaries.

Line marking must be carried out by clubs using a suitable marking paint. Lime, roundup or other substances that damage or kill grass cannot be used. Contact Darebin Leisure on 8470 8376 for a suitable marking paint recommendation. Any costs associated with the reinstatement of damaged turf caused by using products not recommended for line marking will be charged to the club. Clubs are not permitted to paint logos on sport fields unless Council grants permission. Casual hirers are not permitted to mark lines on sporting reserves.

#### **4.6 GOAL POSTS**

The maintenance, installation and removal of goals are the responsibility of Darebin Council. Goal posts will be installed commencing the week after cricket finals and prior to the commencement of the following season. Goal posts will be removed after the completion of all winter sports on sportsgrounds in Darebin. Clubs must report any defects or vandalism.

#### **4.7 MOVEABLE SOCCER GOALS**

The mandatory standard is based on certain sections of the voluntary Australian Standard AS 4866.1-2007 Playing field equipment. – Soccer goals – Safety aspects. Club is responsible that the moveable goal is made according to the Australian Standard.

The Australian Competition and Consumer Commission provide free educational resources for buying and safe use. Clubs are required to abide by the safety use of moveable soccer goals as per the AS 4866.1-2007.

Sports club must contact Leisure Services and receive written approval prior to purchasing moveable soccer goals.

#### **4.8 GOAL POST PADDING**

Clubs are responsible for the provision and erection of goal post padding and nets to goal posts. Some peak sporting associations and governing bodies provide recommendations in respect to goal post padding. Clubs should check with their governing body for all safety specifications in relation to their sport.

#### **4.9 USE OF TRAINING LIGHTS**

Training lights must only be used during the times of use allocated to a club and must not be operated beyond 10pm unless written approval is granted by Leisure Services. Training lights are only to be used for the purposes of training and competition matches. Clubs are not permitted to use training lights for any other purposes, such as social functions. Council will, however, consider the use of training lights for special occasions, such as twilight matches. These requests must be made in writing to Leisure Services outlining the dates and times of the proposed matches and written approval from the sport codes association/league.

#### **4.10 SCOREBOARDS**

Clubs need to gain approval from Leisure Services for the construction of scoreboards at sporting fields. The clubs will pay the cost and responsibility of ongoing constructional maintenance of scoreboards. Contact Council's Building Department on 8470 8899 to discuss whether a permit is required.

#### 4.11 ELECTRONIC SCOREBOARDS

Clubs are responsible for the installation of electronic scoreboards in consultation with Darebin Council. Council will conduct a yearly electrical audit and repair and replace existing installations as a result of damage and vandalism. Clubs are responsible for the upkeep of software.

#### 4.12 COACHES BOXES

Approval for new and temporary coach's boxes must be gained from Leisure Services in writing. Detailed plans for proposed boxes indicating the required size and position on the oval must be supplied in writing by the club. A planning permit and/or a building permit may be required. If the coach's box is not secured sufficiently to the ground and is deemed temporary, it cannot be left on the ground when the club is not training or playing. It poses a significant safety risk and must be removed from the ground when not in use.

#### 4.13 CRICKET NETS

Where protective nets are provided for playing and practice purposes, these areas must be used at all times. Please contact Darebin Council if nets are in need of repair and report any defects or vandalism. Priority of use for training in the cricket nets is given to clubs who are the primary tenants at the ground. Clubs that use a secondary ground are expected to use the training facilities at their main (primary) ground. Council is responsible for install, repair and replacement of matting within the nets and clubs are responsible for the maintenance of synthetic surface within cricket nets.

#### 4.14 PETS IN PARKS

It is the responsibility of pet owners to:

- Ensure dogs are on-lead within 5 meters of shared paths, playgrounds, public BBQ's and sports grounds
- Dogs must be on-lead when approaching the off-lead area, including any car parks
- Consider other park users and ensure that dogs are kept under effective control
- Restrain your dog if asked and do not allow it to become a nuisance to other
- *RSPCA Australia Police Ao8 Dog Management* - recognises that, for the safety of animals and humans, dogs may be on a leash or off-leash in designated area where the handler has effective voice control of the dog.

The parks listed below have specific areas that permit pets to be let off the lead. Go to <http://www.darebin.vic.gov.au/Darebin-Living/PetsandAnimals/Pets> for further information.

A.H Capp Reserve
Arch Gibson Reserve
B.T. Connor Reserve
C.H. Sullivan Memorial Park
C.T. Barling Reserve
C.W. Kirkwood Reserve
Crispe Park
D.R. Atkinson Reserve
Edwardes Lake Park
G.E. Robinson Park
G.H. Mott Reserve
Hayes Park

H.L.T. Oulton Reserve
H.P. Zwar Park Reserve
I.W. Dole Reserve
J.C. Donath Reserve
K.P. Hardiman Reserve
L.E. Cotchin Reserve
Mayer Park
McDonnell Reserve
T.A. Cochrane Reserve
T.W. Blake Park
W.K. Larkins Reserve
W.R. Ruthven V.C.

#### **4.15 MARQUEES / JUMPING CASTLES**

Any structures or equipment requiring pegs to be driven into the ground are not permitted on a designated playing field. Permission to erect temporary structures such as Marquees, tents, jumping castles and sun shades must be negotiated with Council prior to the event.

# SIGNAGE

Section 5



## **CONTENTS**

### **SECTION 5 - SIGNAGE**

#### **5.1 Temporary Signage**

*Error! Bookmark not defined.*

**ADVERTISING SIGNAGE** – All permanent and temporary board, notice, structure, banner or similar devices. Advertising signage includes sponsorship and promotional signs, but does not include signage that Council is responsible for installing and maintaining.

Written permission from Council is required before advertising or sponsorship signage can be installed, including real estate billboards.

The following section will act as a guide to the approval process for advertising, sponsorship and event signage at Council sporting reserves, ensuring that:

- Signage installation is of an acceptable and safe standard
- Installation is in line with the 2001 Outdoor Advertising Policy and Guidelines, the 2010 Short Term Event Signs Policy and any further policies that may be adopted
- There is consistency in the approval process
- Not deny the opportunity to derive a reasonable income from reserve signage
- Facilities continue to be accessible and safe for use by all sections of the community
- The visual amenity of sporting reserves and open space is maintained

#### **SCOPE**

The guidelines relate to all Council owned and managed reserves and associated facilities including sports grounds, pavilions, toilets, buildings and club infrastructure (including scoreboards, coaches boxes and fencing).

#### **RECOGNISED BENEFITS**

- Sponsorship agreements including advertising signage provide Users with an important source of income that helps support sporting activities and opportunities for the local community.
- Sponsorship also makes a statement about the User and the facility. The potential for Users to promote good health is widely recognised and valued by Darebin Council, given the role sports facility Users play in the community, and the number of people regularly involved.
- Signage is to promote healthy environments and be free of advertisements associated with alcohol, tobacco products, high risk/unhealthy food and drink choices, gambling or any form of adult entertainment. Messages must not be offensive or discriminatory.
- Promotion specifically means the display of messages or imagery that depicts people consuming unhealthy products. This does not mean display of business, brand, or product logo.
- Public safety and signage is important therefore the following guidelines are recommended to support Darebin's current policy.

## COMPOSITION

- Signage must be securely and safely fixed and displayed without damaging Council's property.
- Finishes and materials used in the construction of all signage needs to be inward facing and made from corflute, vinyl /vinyl mesh. They are to have no sharp or exposed edges.
- Signage must be professionally produced to a high standard to ensure the proposed signage does not have adverse impact on the overall amenity of the reserve.
- Signs must not be painted directly onto the walls or the roof of any facility, building or structure on the reserve.
- Freestanding signs for sponsor advertising will not be permitted except where there is no oval fencing or extenuating circumstances can be demonstrated.

## REQUIREMENTS

Signs as defined above may be considered appropriate if they meet the following general performance criteria:

- Appropriate location, size, content and design of the sign (no adverse impact upon public safety or the visual amenity). Changes to the sign will require Council permission.
- Sign design, construction and erection is to be of a professional standard.
- The application and Council will consider the sign as part of an entire 'sign package' for the club/event and the site.
- The sign is generally not to be floodlit, internally illuminated, reflective, animated, flashing or a bunting sign.
- Identification shall be placed on the sign indicating the owner and the date when the Permit or authorisation ceases.

## PLANNING PERMITS

Not required when signage is:

- Sited around the field (e.g. oval) fencing (on the actual fence itself) and cannot be seen from nearby land; or
- Replacing an existing permitted sign of the same size and content.
- May be required for any signage which is:
- Principally aimed at people beyond the reserve, namely passing traffic; and
- Free standing i.e. not attached to an existing structure.

## CRITERIA

- **Sports ovals signage** (oval fencing) must not cover more than 50% of the internal circumference and must have a three metre gap every 20 metres to allow access to the oval by passive users of the reserve. Signage on the external circumference of the fence will only be allowed directly in front of social facilities and must not be visible beyond the reserve.
- **Coaches' boxes or player shelters** will be permitted provided it does not cover more than 25% of the internal surface of the shelter and must not be visible beyond the reserve.
- **Scoreboards** will be permitted provided it does not detract from the main purpose of the structure nor cover more than 25% of the surface of the scoreboard and must not be visible beyond the reserve.
- **Cricket practice nets** is limited to two (2) signs per net being no greater than 1 metre x 1 metre per sign. Consideration must be given to the practice net footings as signage increases the wind loading on the fencing.



- **Tennis, netball and other fenced court facilities**, signage should face inwards towards the playing area. Signage should be installed so that top edge of the signage is less than 1.8 metres off the court surface.
- **Tennis court fencing** is limited to two (2) signs per court being no greater than 1 metre x 1 metre per sign. Consideration must be given to the fence footings as signage increases the wind loading on the fencing.
- **Prohibited Signage** - attached to any other fixtures or structures within a reserve including storage sheds, trees, safety rails, public toilets, retaining walls, on fences sited alongside or above retaining walls, seating, bollards, ticket boxes, reserve perimeter fences, behind goals, the roof of any facility, building or structure on the reserve.
- All signs must acknowledge the name of the club being sponsored

#### TYPES OF SIGNAGE & USER GROUPS

- *Long Term Club Sign* - Sign for advertising the club who is the primary land user
- *Long Term Sponsorship Sign* - Sign for advertising the sponsor of a club who is the primary land user
- *Short Term Event Details Signs* - Sign for advertising a short term event
- *Short Term Event Sponsorship Signs* - Sign for advertising the sponsor/s of a short term event

Primary Users (main tenant)	Secondary Users (shared venue/events)
<ul style="list-style-type: none"> <li>• Long term club sign</li> </ul>	<ul style="list-style-type: none"> <li>• Short term event details sign</li> </ul>
<ul style="list-style-type: none"> <li>• Long term sponsorship sign</li> </ul>	<ul style="list-style-type: none"> <li>• Short term sponsorship sign</li> </ul>
<ul style="list-style-type: none"> <li>• Short term event details sign</li> </ul>	
<ul style="list-style-type: none"> <li>• Short term sponsorship sign</li> </ul>	

Long Term Club Sign, will be considered where the sign:

- Identifies the name and details of the club
- Contains sponsorship details that covers less than 30% of the signs total area.
- Located on a building/structure such as a clubhouse, pavilion or scoreboard.
- Does not dominate the built form.
- Is erected for no longer than 12 months/coincide with the length of a sporting season.
- May be directed to outside the site.
- Area is no more than 5 square metres.
- Must be removed by the owner within one week after authorisation expires.

Long Term Sponsorship Sign will be considered where the sign:

- Is directed to the inside the site
- May contain up to 100% of its area in sponsors details
- Must be removed by the owner within one week after authorisation expires.
- Placed on a perimeter or periphery fence, and is no higher than 1 metre high.

Short Term Event Detail Signs will be considered where the sign:

- Identifies the name and details of the club/ organisation/ group
- Contains sponsorship details that covers less than 30% of the signs total area.
- Is erected for no longer than 3 weeks.
- May be directed to outside the site.
- Area is no more than 5 square metres.

- Must be removed by the owner within one week after authorisation or Planning Permit expires.

*For further clarification see Appendix 3.*

Short Term Event Sponsorship Signs will be considered where the sign:

- Is erected to coincide with the period of the event, this should generally be for one day only and no longer than 3 weeks.
- Must be removed on the day the event finishes
- Is directed to the inside the site
- May contain up to 100% of its area in sponsors details.

## **APPLICATION PROCESS**

- Applicants are encouraged to discuss their proposal with a member of Council's Statutory Planning section.
- Consult a building surveyor to determine if a building permit is required.
- Discuss with Council the need for public liability insurance.
- A sign fronting a main road will require the application to be referred to Vic Roads for comment.
- If an applicant wishes to depart from the standards detailed within the guidelines, written justification is required and this should form part of the application.
- Where approval is granted it is for the period of the User's playing season only as expressed in the User's occupancy agreement.
- Approval to display the signage outside of the Users licensed period (playing season) may be granted under the following circumstances:
  - If an agreement is reached between all the Users of the reserve.
  - The User ensures that all signage remains covered by its own insurance policy outside of the User's playing season.

The following information must accompany any application and be completed and returned to Council for processing, together with current insurance certificate:

- Completed application form and application fee.
- Copies of plans showing:
  - Location of the sign on the land/building.
  - Property details.
  - Dimensions, height and setbacks of the sign from property boundaries & roads.
  - Details of illumination.
  - Colour, wording, and lettering style of the sign.
  - Details of landscaping (i.e. for a pole sign).
  - Location details of any existing signs on property.
  - Location details of any existing signage on adjoining properties.

## **REMOVAL**

- Clubs must be able to remove all signs on request to deliver a clean venue for Council managed or controlled events.
- The relevant council officers (Leisure Services and Facilities) will enter discussion with the user to be satisfied of safety issues prior to authorising the re-installation of the signs.
- Council Officers will where practicable, provide photographic evidence of the sign's condition prior to it being removed.
- The User is responsible for any claim made by an aggrieved sponsor where advertising signage has been removed by Council.
- Signs on Council land that do not have the appropriate authorisation from Council or Planning Permit will be impounded by Council's Local Laws Department.

## **COSTS**

- **Users:** Are responsible for the full cost of installation, preparation, maintenance, removal and insurance of all signage that relate to the Users activity.
- **Council:** Costs associated with maintenance, repair and replacement of reserve and pavilion way finding signage which has been installed by Council remains the responsibility of Council.

# CLUB GOVERNANCE

Section 6



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## **6.1 COMMITTEE STRUCTURE**

Committees play a critical role in the structure, organisation and management of community organisations and clubs. A well-functioning committee is the key to an efficient and effective organisation. The role of the committee is to manage decisions and to take responsibility for the organisation, thereby ensuring its continuity and relevance.

## **6.2 KEY COMMITTEE POSITION, ROLES AND RESPONSIBILITIES**

The committee has a responsibility to manage the organisation on behalf of its members. An effective committee should:

- Develop policy and procedures
- Carry out recommendations endorsed by the members
- Conduct long term planning of activities so that the aims and objectives of the organisation are fulfilled
- Regularly communicate with and provide information to members about the running of the organisation
- Ensure that all financial and legal matters are properly managed
- Ensure that procedures are documented and available to all members i.e. disciplining, emergency fire drill, etc
- Provide detailed written records and job descriptions to newly elected committee members to assist them in their new role
- Ensure that all members of the committee act as leadership role models

### **PRESIDENT**

The role of the Chair/President is to provide the principle leadership and responsibility for the organisations administration. At the operational level, the chair is responsible for facilitating and ensuring efficient and effective committee meetings. A chairperson should:

- Be informed of all organisational activities
- Be aware of the future direction of the group
- Have a good working knowledge of the committee constitution, rules and duties of the office bearers
- Ensure that planning and budgeting for the future is carried out in accordance with the wishes of the members
- Represent the committee in other forums

### **VICE PRESIDENT**

The Vice President's primary role is to assist the President and to take on the roles and responsibilities of the President in his/her absence.

- Assist the President when requested
- Act as a spokesperson and represent to outside parties when requested
- Perform the duties of the President in his/her absence.

### **TREASURER**

The Treasurer is the chief financial management officer of the organisation. Desirable qualities include good organisational skills, a level of financial expertise and awareness of the information required for annual reporting. Duties include:

- Preparation of annual budgets
- Planning for the Clubs financial future
- Keeping records of all revenue (income) and expenditure
- Ensuring that all monies are banked promptly
- Reviewing the annual profit and loss and balance sheets
- Ensuring that an annual audit is conducted

- Providing regular financial statements to the committee, with a capacity to explain any details

## **SECRETARY**

The Secretary is the key administration officer of the committee and provides the links between the committee, members and outside agencies. It is desirable that the secretary be a good communicator, maintain confidentiality and have the ability to delegate tasks and supervise others. Duties include:

- Maintaining a register of all members and committee members
- Preparation and distribution of agendas for meetings, in consultation with the Chairperson
- Taking accurate minutes of meetings
- Receiving and disseminating correspondence

## **6.3 CLUB LIAISON**

Clubs are required to nominate an ambassador (usually Club President or Secretary) to act as liaison officer between Darebin Council – Leisure Services and their Club Committee. They must have good working knowledge of the IMS system, an understanding of the Darebin ground allocation process and its constraints and have a current email address and telephone. They will:

- Receive and respond to queries from the Council.
- Receive and send mail to the Council.
- Be permitted to lodge maintenance requests.

To ensure effective communication between sports clubs and Council it is very important that sports clubs only have one principal liaison officer. This will ensure information is communicated effectively and any possible confusion will be kept to a minimum. The club president or secretary is to write to their main Council contact when they change the club's liaison officer.

The club should ensure that the nominated ambassador has excellent listening and communication skills and be accountable at all times.

## **6.4 CONDUCTING MEETINGS**

The key to a successful sports club can often lie in the effectiveness of the committee meetings. It is essential that the committee be able to engage their members and use their valuable time efficiently and effectively. It also enables every person in the meeting to have an equal opportunity to be heard and enables every person present to have an equal right to vote on the issues and to help in the decision making. However all this takes planning - here are some strategies to assist.

## **AGENDA**

The Agenda provides the meeting framework. It highlights issues to be addressed and notes ongoing administrative reports to be presented to the committee. The agenda should be prepared and distributed to members at least one week prior to the meeting.

## **MINUTES**

Minutes provide the historical record of committee actions and discussions. Their accurate notation is essential to provide historical accuracy and provide the base for future decision making. Minutes are usually taken by the club secretary and distributed to members.

## **MOTIONS**

A motion is a positive statement of action put forward by a committee member. A motion is required whenever the committee is

- Deciding to spend a significant amount of money
- Adopting a policy about the way it will deal with a topic or issue
- Making a decision that will last a long time

The motion must be proposed and seconded and then discussed by the committee. A vote is then taken to determine the majority and whether the motion is accepted or defeated.

## **QUORUM**

A minimum number of committee members are required to attend a meeting in order to make it legitimate. The quorum will be stated in the committee's terms of reference or constitution.

## **ANNUAL GENERAL MEETING**

The Annual General Meeting (AGM) is a meeting for all clubs/association members and is normally held every 12 months. The aim of the meeting is to report on the activities of the club during that period and to elect office bearers for the forthcoming 12 months.

## **ELECTIONS**

The term of committee members is defined in the committee constitution. The election process is usually tied into the AGM process where committee members step down from their positions and nominations are called for. Many committee constitutions will define where the membership is to be drawn from. Clubs are required to inform Leisure Services of any committee member changes after the election has been held.

## **SPECIAL MEETINGS**

The purpose of a special meeting other than an AGM is to address an urgent issue, which requires committee action prior to the next scheduled meeting.

## **FURTHER INFORMATION**

The Australian Sports Commission provides an on-line service for sports clubs. This free service provides a range of information and advice on relevant club issues and topics. Go to [www.ausport.gov.au](http://www.ausport.gov.au) → Supporting Sport → Club Development.

## **6.5 COUNCIL MEETINGS**

### **SPORTS CLUB MEETINGS**

Held annually prior to the start of both summer and winter seasons, the club meetings are specific to each sport and designed to bring clubs together to network, to discuss key issues in the region, to provide clubs with key dates, topics and information for the year ahead, and to provide assistance from Council, State and National level.

Discussion points may include:

- Booking a Court/Ground Allocations
- Club Leases
- Performance Subsidies
- Club Development Workshops
- Leisure Minor Works Grants Program
- Court/Sports Ground Maintenance
- Facilities – Utilities, Keys, Bonds, Invoicing
- Networking
- Pre-season Training



## **SPORTS CLUB BREAKFAST**

Held annually to give thanks to local sporting clubs in Darebin and recognise the outstanding work of clubs and individuals in the community.

## **FORUMS & TRAINING**

Council holds forums for club committees throughout the year, focusing on relevant topics. These sessions enable club committee members to enhance their skills and learn more about the important issues facing their organisation and the broader community.

## **6.6 RESOURCES AND CONTACTS**

### **CLUB DEVELOPMENT**

The Australian Sports Commission (ASC) have developed the Club Development hub [https://www.sportaus.gov.au/club\\_development](https://www.sportaus.gov.au/club_development) to help sports clubs examine how they operate and identify areas of improvement. The hub has a number of helpful resources on the following areas:

- Club Health Check
- Vision and Mission
- Culture and Leadership
- Club Membership
- Governance

### **GOVERNANCE - CLUB PLAN**

The Australian Sports Commission (ASC) provide guidance on Club Planning and its importance under Club Development – Governance.

[https://www.sportaus.gov.au/club\\_development/governance#planning](https://www.sportaus.gov.au/club_development/governance#planning)

Resources include:

- Planning Process
- Characteristics of Strategic Planning
- Implementing your strategic plan

A club plan is the strategy to achieve the objectives of the organisation. They are the decision making tools of the organisation. There is no fixed content for a club plan. Rather, the content and format is determined by the goals and the members. A club may undertake a business plan for a range of purposes, i.e.

- To raise funds towards a capital investment i.e. a new facility
- To ensure the club remains financially stable over a specified period of time
- To ensure the club can host a special event without falling into financial difficulties.

### **VIC SPORT - RESOURCES**

Vic Sport have compiled a list of information sheets and templates

<https://vicsport.com.au/css-resources-for-clubs-leagues-and-associations> to provide assistance on:

- Child Safety
- Safety & Risk Management for Administrators
- Decimation and Harassment
- Member Protection
- Complaint Handling

## STATE/NATIONAL SPORT ORGANISATIONS



### **AFL VICTORIA**

Includes information on Working with Children guidelines, Insurance and Code of Conduct

**Phone: 8341 6000**

**<https://aflvic.com.au/policies-new/resources/>**

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### **BADMINTON AUSTRALIA**

Includes information on Code of Conduct, Membership Protection, Privacy and Risk Management

**Phone: 9397 4722**

**<https://badminton.org.au/wordpress/policies-regulations-and-constitution/>**

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### **BASKETBALL VICTORIA**

Includes 'How To' guides, Codes of Conduct, Inclusion and Healthy and Welcoming Environments

**Phone: 9837 8000**

**<http://basketballvictoria.com.au/resources/>**

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### **BOWLS VICTORIA**

Includes supporting documents - Player Forms & Policies, Government Standards, Marketing & Event Management, Finance & Insurance Management, Facility Management, Participation & Inclusion and more.

**Phone: 9861 7100**

**<https://www.bowlsvic.org.au/clubassist/>**

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### **CRICKET VICTORIA**

Includes information on Grants and Funding, Member Protection and Working with Children resources.

**Phone: 9085 4000**

**<https://www.cricketvictoria.com.au/resources/>**

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### **FOOTBALL VICTORIA**

Includes information for club administrators on Compliance and Insurance, Payments and Fees and New Club Applications

**Phone: 9474 1800**

**<https://www.footballvictoria.com.au/resources/clubs>**

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### **GRIDIRON AUSTRALIA**

Includes information on Operating Rules, Game Day Checklist and Reports, Risk Management and Member Protection

**<https://www.gridiron.org.au/policies-resources/>**

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### **GYMNASTICS VICTORIA**

Includes information on Positive Sports Coaching, Insurance, Work Health and Safety and Risk Management and Fundraising and Grants

**Phone: 9005 4700**

**[https://vic.gymnastics.org.au/VIC/Members/Clubs/Resources for Clubs/VIC/Members/Clubs/Resources/Resources for Clubs.aspx?hkey=42bbd91f-e50c-44e0-9ca1-a461af3e5bc5](https://vic.gymnastics.org.au/VIC/Members/Clubs/Resources%20for%20Clubs/VIC/Members/Clubs/Resources/Resources%20for%20Clubs.aspx?hkey=42bbd91f-e50c-44e0-9ca1-a461af3e5bc5)**

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### **HOCKEY VICTORIA**

Includes information on Child Safety, Grants and Funding, Healthy Food, Player Welfare, Pitch Development and Inclusive Coaching

**Phone: 9448 2100**

**<http://www.hockeyvictoria.org.au/Education/Club-Resources>**

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### **NETBALL VICTORIA**

Includes information on Child Safety, Inclusion, Insurance, Member Protection and Cybersafety policies

**Phone: 9321 2222**

**<https://nvclubhouse.com.au/association-essentials>**

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### **TENNIS VICTORIA**

Includes information on Grant Writing, Maintaining Facilities, Club Operations and Promotion

**Phone: 8420 8420**

**<https://www.gamesetmatch.net.au/>**

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## GOVERNMENT ORGANISATIONS

### AUSTRALIAN DRUG FOUNDATION



The Australian Drug Foundation is Australia's leading body committed to preventing alcohol and other drug problems in communities around the nation.

The Australian Drug Foundation reach more than a million Australians through community sports clubs and also work with a wide range of Australians in governments, workplaces, health care settings and schools, offering educational information and campaigning for healthy and strong communities.

**Phone: 9611 6100**

**[www.adf.org.au](http://www.adf.org.au)**

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### AUSTRALIAN SPORTS COMMISSION



The Australian Sports Commission (ASC) is Australia's primary national sports administration and advisory agency, and the cornerstone of a wide-ranging sports system.

The Australian Sports Commission is governed by a board of commissioners who bring a range of expertise to guide the work of the ASC. The board includes former athletes, business people and journalists, each with extensive, first-hand knowledge of Australia's sporting landscape.

Their vision is to continue to be recognised as the world leader in developing high performance and community sport.

**Phone: 02 6214 1111**

**[www.ausport.gov.au](http://www.ausport.gov.au)**

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### COACHING AND OFFICIATING



- Find out how to become a coach or official
- Tools and tips for new coaches and officials
- Learn about Australia's approach to coaching and officiating
- Access information for clubs on how to recruit and retain coaches and officials.
- Coaching ethics
- National coaching accreditation

**Phone: 02 6214 1111**

**[www.ausport.gov.au/participating/coaches](http://www.ausport.gov.au/participating/coaches)**

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### GOOD SPORTS ACCREDITATION PROGRAM



The Good Sports program is an initiative of the Australian Drug Foundation (ADF) to develop safer and healthier communities. The program helps sports clubs manage alcohol responsibly and reduce alcohol related problems such as binge and underage drinking.

Displaying the Good Sports logo sends an important message to club members and the community. It confirms that the club promotes a responsible attitude towards alcohol and that it provides a safe environment for players, members, families and supporters.

Good Sports operate a number of programs including:  
Responsible Serving of Alcohol (RSA) courses  
Looking After Your Mates program that can be run at your local club

**Phone: 1300 883 817**  
**[www.goodsports.com.au](http://www.goodsports.com.au)**

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## **PLAY BY THE RULES - TACKLING DISCRIMINATION IN SPORT**



Play by the Rules provides information and online learning for community sport and recreation on how to:

- Prevent and deal with discrimination, harassment and child abuse, and
- Develop inclusive and welcoming environments for participation.
- Sporting organisations can use the resources on Play by the Rules website to promote inclusive, safe and fair participation.

Play by the Rules is a unique partnership between the Australian Sports Commission, Human Rights and Equal Opportunity Commission, all state and territory sport and recreation and anti-discrimination agencies and the Queensland Commission for Children, Young People and Child Guardian.

**Phone: 02 9284 9600 (Human Rights Commission)**  
**[www.playbytherules.net.au](http://www.playbytherules.net.au)**

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## **QUIT VICTORIA**



Quit Victoria is dedicated to eliminating the pain, illness and suffering caused by tobacco.

Sports clubs and associations have a significant influence in their community by fostering a family friendly environment and displaying positive images of a healthy lifestyle, particularly to junior members.

Being smoke free is one of the healthiest messages you can create. It informs you community that your sports club is serious about:

- Promoting a healthy lifestyle
- Not exposing club members to second hand smoke
- Discouraging the promotion of smoking to junior members
- Preventing unnecessary fire hazards
- Reducing litter around your sport venue

**Phone: 9663 7777**  
**[www.quit.org.au](http://www.quit.org.au)**

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## **SPORT AND RECREATION VICTORIA**

Sport and Recreation Victoria (SRV) works to get more people involved in the community through sport and recreation. SRV assists the sport and recreation sector to develop and improve community sport and recreation facilities throughout Victoria.

**Phone: 1300 650 172**

**[www.sport.vic.gov.au](http://www.sport.vic.gov.au)**

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## **SUNSMART**



SunSmart aims to minimize the human cost of skin cancer in Victoria. SunSmart have also taken a leadership role promoting a balance between the benefits and harms of ultraviolet (UV) radiation exposure and the links with vitamin D.

The Victorian Health Promotion Foundation (VicHealth) and Cancer Council Victoria jointly fund SunSmart. In 2004 SunSmart were appointed the World Health Organisation (WHO) Collaborating Centre for UV Radiation.

**Phone: 9514 6419**

**[www.sunsmart.com.au](http://www.sunsmart.com.au)**

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## **VICHEALTH**



The Victorian Health Promotion Foundation, best known as VicHealth, works in partnership with organisations, communities and individuals to make health a central part of our daily lives. The focus is on promoting good health and preventing ill-health.

**Phone: 9667 1333**

**[www.vichealth.vic.gov.au](http://www.vichealth.vic.gov.au)**

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## **VICSPORT**



VicSport is the Peak Body for Sport in Victoria and is an independent non-government member based organisation representing over 170 members for the Sport and Recreation Industry and their affiliated groups.

Their members include State Sports Associations, Regional Sports Assemblies, Local Government Agencies, University Sport Organisations and other associated industry groups.

**Phone: 9698 8100**

**<https://vicsport.com.au/>**

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## **ACCC – Australian Competition and Consumer Commission**

ACCC's role is to identify and address the risk of serious injury and death from safety hazards in consumer products (eg. Moveable soccer goals).

# GRANTS & FUNDING

Section 7



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## **7.1 GRANT INFORMATION**

For most sport and recreation clubs, fundraising is critical to the success and sustainability of the organisation. Without regular and effective fundraising many organisations would collapse under the weight of insurance premiums, associations fees, ground hire fees, player payments, provision for special needs, spectator comfort, facility maintenance costs, and other responsibilities associated with the running of a successful sport or recreation club. Some of the most effective and worthwhile sources of funding that many sport and recreation organisations are unaware of, or fail to consider, are the funding grant schemes offered by local Government authorities, State Government and philanthropic trusts.

## **7.2 PREPARING SUCCESSFUL GRANT APPLICATIONS**

Once the most appropriate grant schemes have been identified, the next task facing club administrators is the preparation of the grant application. This process, if managed well, can provide the club or association with an extremely valuable source of revenue and is particularly useful if the organisation has identified a particular project or program that it believes will benefit its membership or club.

When preparing an application:

- Collect a copy of the application guidelines. This should be done well in advance of the submission date. This will give you valuable time to read and understand the application criteria and thoroughly research the activities and objective of the funding organisation. You can also investigate the types of projects funded in the previous year, and prepare and submit your application before the grant submission closing date and the start of your proposed project or activity.
- Ensure that you include all the necessary information in a concise and well-presented document.
- Finally, it is important to include a detailed summary of the proposal and this should include:
  - Expected outcomes of the project and how this will meet the identified need
  - A detailed budget and timeline of activities
  - An indication of the resources your organisation plans to contribute
  - An indication of who (including relevant qualifications) will be managing the project
  - Relevant contact details for further information

In completing a funding application it is important to value add in an attempt to distinguish your application from the many others submitted. Invariably there are more applications received than money available.

To help overcome this and be successful in any application for funding there must be a match between the goals of both parties. Therefore, when preparing an application you must consider both sides of the equation to create a win-win situation for all involved.

## **7.3 SPORT AND RECREATION GRANTS**

### **LEISURE MINOR WORKS FUNDING PROGRAMME**

Council's Leisure Minor Works Funding Programme has been initiated in response to a need identified through consultation with Darebin's sport and recreation clubs.

Funding for major sport and recreation facilities is often beyond the reach of community sport and recreation clubs, however many clubs have the capacity and will to contribute funding towards minor sport and recreation infrastructure improvements.

This funding programme will facilitate the development of existing sport and recreation facilities by enabling sport and recreation clubs to put forward projects that will be jointly funded by clubs and Council. Council will contribute 50% (up to \$5000) of the total project cost. This is a competitive process therefore not every application will be successful.

The Leisure Minor Works Grant is available bi-annually in March & October, limited to one club application per financial year (Grants of up to \$10,000). Leisure Services will contact clubs with details about the programme including specific opening and closing dates.

<b>What may be funded?</b>	<b>What will not be funded?</b>
<ul style="list-style-type: none"><li>• Scoreboards</li></ul>	<ul style="list-style-type: none"><li>• Kitchen or bar fit out</li></ul>
<ul style="list-style-type: none"><li>• Storage</li></ul>	<ul style="list-style-type: none"><li>• Promotional signage</li></ul>
<ul style="list-style-type: none"><li>• Participation programs</li></ul>	<ul style="list-style-type: none"><li>• Rental of grounds</li></ul>
<ul style="list-style-type: none"><li>• Essential sporting items</li></ul>	<ul style="list-style-type: none"><li>• Payment of utilities</li></ul>
<ul style="list-style-type: none"><li>• Sports injury prevention</li></ul>	<ul style="list-style-type: none"><li>• Personal sporting equipment</li><li>• Revenue generating developments</li><li>• Team or individual travel costs</li></ul>

#### **More Information**

***[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)***

**8470 8305**

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### **DAREBIN COMMUNITY GRANTS PROGRAM**

The Darebin Community Grants Program is made up of:

- **Cash Grants** - successful applicants will receive a cheque for an approved amount.
- **Facility Hire Subsidy (non-cash)** - successful applicants will be granted in-kind support for hiring costs of Council-owned venues.
- **Combined Cash & Facility Hire Subsidy Grants** - Eligible applicants may apply for both Cash Grant and Facility Hire Subsidy. However, two separate applications forms must be used.

The Program aims to support community projects and activities that address local priorities, strengthen community relationships of mutual respect, build social inclusion and environmental sustainability and enhance the well-being of City of Darebin residents.

In keeping with the above aims, the Program will support projects and activities that: Fit with the 2017 – 2021 Council Plan’s following three priorities:

1. Create a sustainable city through local innovation projects that address climate change.
2. Improve the wellbeing of people in our community by providing opportunities for them to live their lives well.
3. Lead on equity and recognise our diverse community as our greatest asset for solving future challenges.

**More Information:**

[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

**Phone: Darebin City Council, Community Grants Officer - 8470 8504**

**SPORT AND RECREATION VICTORIA COMMUNITY SPORTS INFRASTRUCTURE FUNDING PROGRAM**

The Community Facility Funding Program helps provide high quality, accessible community sport and recreation facilities across Victoria.

The program encourages:

- Increased sport and recreation participation for all Victorians
- Increased female and junior participation
- Increased access to sport and recreation opportunities
- Better planning of sport and recreation facilities
- Increase integrated school and community sport and active recreation infrastructure
- Innovative sport and recreation facilities
- Environmentally sustainable facilities
- Universally designed facilities

**Major Facilities** – Grants of up to \$800,000 (where the total project cost is more than \$500,000, excluding GST) are available to develop or upgrade sub-regional and regional sport and active recreation facilities.

**Minor Facilities** – Grants of up to \$250,000 are available for community sport and recreation groups, working in partnership with local government, to develop or upgrade community sport and recreation facilities.

<b>Major Facilities</b>	<p><b>Aim</b> - To develop or upgrade sub-regional and regional sport and active recreation facilities.</p> <p><b>Objectives</b> - To enable the development of major community sport and active recreation facilities that are high quality, accessible, innovative, effectively managed, sustainable and well used. Major Facilities encompasses projects with a total project cost of more than \$500,000 (GST exclusive).</p> <p>Funding under this program is provided through Local Government Authorities. Councils are able to submit one application for Major Facilities Funding or</p>
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	<p>Aquatic Access/Better Pools to Sport and Recreation Victoria annually.</p> <p>The maximum grant is \$800,000 and the funding ratio for Metropolitan areas is SRV \$1: \$3 local.</p> <p>Applications usually close in June with funding announcements expected in September.</p>
<p><b>Minor Facilities</b></p>	<p><b>Aim</b> Provide community sport and active recreation groups, working in partnership with local government, to develop or upgrade community sport and active recreation infrastructure.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>- To encourage participation in sport and active recreation through innovative facility initiatives.</li> <li>- To encourage involvement of community organisations in planning and developing facilities.</li> <li>- To encourage cooperation between Sport and Recreation Victoria, councils, state sporting associations/peak bodies and local sports clubs and organisations.</li> <li>- To strengthen communities through the development of sustainable sport and active recreation facilities.</li> <li>- To encourage greater participation by females, juniors and disadvantaged groups.</li> </ul> <p>Applications under the Minor Facilities category are available for community groups, working in partnership with council, to develop or upgrade community sport and recreation facilities.</p> <p>Local Government authorities are eligible to apply directly to the Department of Planning and Community Development (DPCD) for funding for this program. However, community organisations have the opportunity to access funds by submitting an expression of interest directly to their local government authority.</p> <p>Minor Facilities funding will support sport and recreation projects such as:  Unisex accessible change rooms  Sports surfaces – new and/or improved surfaces that increase use or safety  Sports lighting that improves participation opportunities and safety  Play spaces, skate parks, BMX tracks or youth recreation facilities  Shared paths and trails  Projects that result in energy or water efficiency, such as warm season grass conversions  Multipurpose training facilities</p> <p>Matching funding contributions towards total project cost (GST exclusive) for metropolitan areas are SRV \$1: \$1 local.</p>

Leisure Services will contact clubs to advise of specific program timelines and details as they are different each year. Please note the opening date for applications is determined by the Department of Planning and Community Development.

The Community Facility Funding Program will be assessed through a two-step process.

**Step One:** Community organisations submit the Application Form for Community Organisation to Leisure Services, Darebin City Council by the set date.

**Step Two:** Council reviews applications from community organisations, and develops up to two applications for submissions to Sport and Recreation Victoria by the set closing date.

**More Information:**

<http://sport.vic.gov.au/grants-and-funding/our-grants/community-sports-infrastructure-fund>

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## **SPORTING CLUB GRANTS PROGRAM**

The Sporting Club Grants Program provides grants to assist in the purchase of sports uniforms and equipment and to improve the capacity and accessibility of Victorian clubs and other community sport and recreation organisations and increase the skills of their coaches, officials and managers.

**The program has four funding categories:**

**Category 1: Uniforms or Equipment**

Grants up to \$1,000 to purchase uniforms or other equipment that is essential for participation.

**Category 2: Skill Development**

Grants up to \$2,000 to improve the skills of club members by providing training for coaches, officials, administration staff and management committees.

**Category 3: Club Operational Capacity**

Grants up to \$5,000 to improve the operational effectiveness and efficiency of clubs through strategic planning or to increase community participation through accessible sport and active recreation opportunities such as pilot programs.

**Category 4: Aboriginal Participation**

Grants of up to \$1,000 for uniforms and equipment, up to \$2,000 for skills development training and up to \$750 for travel.

**Who Can Apply?**

Community organisations delivering sport and active recreation programs anywhere in Victoria may apply. Applicants must:

- Be non-government, not-for-profit and registered as an incorporated body at the time of application and for the project duration. If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to manage the grant funds
- Possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment
- Adhere to and enforce the Fair Play Code (or) their relevant state sporting association code of conduct/member protection policy, which incorporates the Fair Play Code. Further information about this code can be found at <[www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code](http://www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code)>
- Comply with the expectations of the Victorian Anti-doping Policy 2012 found at <<http://www.sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping>>
- Have satisfactorily met reporting requirements on any grants previously received from Sport and Recreation Victoria.

**The following conditions will apply to successful applicants.**

- The grant recipient (or funds manager) must enter into a funding agreement with the Department of Jobs, Precincts and Regions which sets out the conditions and reporting requirements
- Sports clubs, leagues or associations who are grant recipients must adhere to and enforce the Fair Play Code (or) their relevant state sporting association code of conduct/member protection policy, which incorporates the Fair Play Code. Grant recipients must adhere to and enforce the code during the life of the project and agree to carry out its requirements
- The project must be completed within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department of Jobs, Precincts and Regions
- Funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to the Department of Jobs, Precincts and Regions for approval prior to implementation
- Grant recipients (or fund managers) without an Australian Business Number (ABN) must provide a completed Statement by a supplier form so that no tax is withheld from any grant payments
- Grants to recipients (or fund managers) not registered for GST will be made exclusive of GST.

**More Information:**

<http://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program>

Phone: Grants Information Line – 1300 366 356

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**THE WORLD GAME FACILITIES FUND PROGRAM**

The World Game Facilities Fund is a Victorian Government funding program that assists local football (soccer) clubs and organisations to upgrade existing or develop new facilities across metropolitan Melbourne and regional Victoria.

The fund aims to support local football (soccer) clubs and organisations, with grants of up to \$250,000 for projects such as lighting, pitch redevelopments, synthetic pitch developments and unisex accessible change rooms.

**Who Can Apply?** Only local government authorities can apply directly to Sport and Recreation Victoria for funding from this program. Councils are required to discuss their project(s) with their Sport and Recreation Victoria representative before submitting an application/s. Local clubs and community organisations are advised to contact their local council to discuss their project, to ensure it meets the program's objectives and criteria.

**More Information:**

<http://sport.vic.gov.au/grants-and-funding/our-grants/world-game-facilities-fund>

Phone: Grants Information Line – 1300 366 356

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**EMERGENCY GRANT: SPORTING AND RECREATION EQUIPMENT**

This grant provides assistance to grassroots sport and active recreation clubs and organisations to replace essential sporting or first aid equipment that has been lost or destroyed as a consequence of fire, flood, significant storm event, theft or criminal damage.

Funding range of grant - up to \$2,000

**Who Can Apply?** Applications can be submitted by local community sport and active recreation clubs which:

- Are non-government and not-for-profit
- Are registered as an incorporated body. If the club or organisation is not incorporated it must arrange a legally constituted organisation to manage the funds.
- Participate in an organised competition of a sport recognised by the Australian Sports Commission
- Adhere to and enforce the Fair Play Code (or) their relevant state sporting association code of conduct/member protection policy which incorporates the Fair Play Code.
- Comply with the expectations of the Victorian Anti-doping Policy 2012.
- Have satisfactorily met reporting requirements on any grants received from Sport and Recreation Victoria.

**More Information:**

<http://sport.vic.gov.au/grants-and-funding/our-grants/emergency-sporting-and-recreational-equipment>

**Phone: Grants Information Line – 1300 366 356**

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### **FEMALE FRIENDLY FACILITIES FUND**

The Female Friendly Facilities Fund is a Victorian Government funding program that assists local clubs and organisations to develop grounds, pavilions, courts and lighting to enable more women and girls to participate in sport and active recreation.

**Funding range of grant** - up to \$500,000 for projects that encourage more women and girls to become active.

Examples of potential projects that may be funded include:

- New or redevelop existing change rooms to facilitate participants and officials that are women and girls
- Sports grounds that facilitate women and girls participation
- Multi-sport courts that facilitate women and girls participation
- Sports lighting that facilitates women and girls participation
- Upgrading existing grounds to improve capacity for women and girls participation.

**Who Can Apply?** Only local councils are able to submit applications directly to Sport and Recreation Victoria. Local clubs and community organisations are encouraged to contact their local council to discuss potential projects.

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### **CHANGE OUR GAME – WORKFORCE DEVELOPMENT PROGRAM**

The Change Our Game Workforce Development Program will fund initiatives that grow opportunities for women and girls to take up different roles, paid and volunteer, at all levels in sport and recreation.

**Funding range of grant** - up to \$50,000

**Who Can Apply?**

Applications are sought from recognised Victorian state sporting associations (SSAs), regional sports assemblies (RSAs) and state sport and recreation bodies (SSRBs) that can demonstrate:

- Commitment to gender equality, reflected in their governance, planning and practices
- An evidence-based approach in the design of initiatives

- An outcomes focus demonstrated in baseline data and forecast achievements
- How this investment complements other workforce development initiatives in their organisation.

## **LOCAL SPORTING CHAMPIONS PROGRAM**

The Local Sporting Champions program is an Australian Government initiative designed to provide financial assistance for juniors towards the cost of travel, accommodation, uniforms or equipment when competing, coaching or officiating at an official national sporting organisation (NSO) endorsed state or national sporting competition or a School Sport Australia national championship.

Funding range of grant - grants of \$500-\$750 will be available for successful individual applications

### **Who Can Apply?**

In order to be eligible to apply for a Local Sporting Champions grant, young people must meet the following criteria:

- Be turning 12 to 18 years of age in the same calendar year as the nominated championships.
- Be an Australian citizen or have been granted permanent resident status, residing in Australia.
- Be participating as an athlete, coach, or match official in:
  - an official state championships endorsed by the relevant Sport Australia recognised national sporting organisation (NSO) or a School Sport Australia member body; or
  - an official national championships endorsed by the relevant Sport Australia recognised NSO or School Sport Australia; or an international competition as a member of an official Australian team, endorsed by a Sport Australia recognised NSO or School Sport Australia.
- Those attending a state championships must be living more than 125km from the championships venue, and travelling greater than 250km return to participate in the nominated championships\*.
- Must complete and submit the application prior to the nominated championships commencing\*\*
- May receive a maximum of two grants in the same allocation year (1 March – 28/29 February) for attending either: one state or national championships and one international competition; or two different international competitions.
- Must incur out-of-pocket expenses equal to, or greater than, the grant amount they are eligible to receive.

### **More Information:**

[https://www.sportaus.gov.au/grants\\_and\\_funding/local\\_sporting\\_champions](https://www.sportaus.gov.au/grants_and_funding/local_sporting_champions)

Phone: 02 6214 1111

## **VICHEALTH ACTIVE CLUB GRANTS**

VicHealth knows how valuable sport is, to get us moving toward better health and wellbeing. Three out of five women are not getting enough physical activity to benefit their health and many people – particularly people who are less physically active – are interested in more fun, flexible and social sport activities.



This is why VicHealth's Active Club Grants needs your help to encourage more Victorians to participate in sport through two specific focus areas:

1. Increasing female participation opportunities
2. Supporting social and modified sport programs for less active Victorians.

#### **Who Can Apply?**

- Community sport clubs based in and conduct majority of their activities in Victoria
- Community sport clubs where the club's primary sport activities align with a recognised State Sporting Association under the classification provided by Sport and Recreation Victoria as of round opening have not received an Active Club Grant in the past two financial years. However, this condition will be removed for clubs that demonstrate disadvantage and hardship due to flood, drought, bushfires or other natural disasters.
- Be an incorporated association, or a company limited by guarantee
- Have acquitted previous grants awarded to it by VicHealth (to the satisfaction of VicHealth)

Aboriginal community controlled/led sport clubs are also encouraged to apply for Victorian sport club funding.

#### **More Information:**

<https://www.vichealth.vic.gov.au/funding/active-club-grants>

Phone: 9667 1333

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#### **VICTORIA'S WOMEN'S TRUST**

The Victorian's Women's Trust is fired by the vision of a just and humane society in which women enjoy full participation as citizens. Established in 1985 in recognition of the role of women in shaping Victoria, the trust has positioned itself as one of Australia's foremost women's organisations.

Fully independent, the Trust exists to improve conditions for women in practical and lasting ways through:

A funding program to invest in women and effect social change

Strategic alliances to undertake major projects

Advocacy for women on key issues

Showcasing women's talents and fostering networks for the exchange of skills, ideas and information.

The trust has particular interest in supporting projects that initiate and influence socially just change, leading reforms in government policy, business practices and the wider community. Successfully funded projects in the past have sought to achieve maximum impact and beneficial change in the lives of women they address. This is an important factor to consider when applying to the Trust for a grant.

#### **More Information**

[www.vwt.org.au](http://www.vwt.org.au)

Phone: 9642 0422

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## **7.4 ADDITIONAL RESOURCES**

The following organisations will give your club an overview of the wide range of grants available and information on how to apply for them.

### **Our Community**

Our Community is a world-leading social enterprise that provides advice, connections and tools for Australia's 600,000 not for profits and schools. Our Community also work to create practical linkages between the community sector and the general public, business and government.

### ***Community Funding Centre***

Provides free help sheets, books, newsletters, resources and tools to help community groups improve their fundraising abilities and become healthier and more viable.

### ***Our Community Matters Newsletter***

The Our Community Matters Newsletter is a free, regular newsletter containing news and views affecting the community sector. It covers opportunities and issues that community and not-for-profit groups need to know about, including fundraising, grants, marketing, governance, insurance and legal changes. It also reports on research, trends and policy news relevant to Australia's 600,000 community groups and not-for-profits.

### **More Information:**

**[www.ourcommunity.com.au](http://www.ourcommunity.com.au)**

**Phone: 9320 6800**

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## **GRANTSCONNECT**

GrantsConnect provides centralised publication of forecast and current Australian Government grant opportunities and grants awarded

### **More Information:**

**[www.grantslink.gov.au](http://www.grantslink.gov.au)**

**Phone: 1800 026 222**

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## **VICSPORT**

VicSport is an independent member-based organisation representing Victoria's sport and active recreation sector. VicSport represents and supports its members in order to "encourage and assist more Victorians and Victorian communities to enjoy the enormous benefits that sport and active recreation can provide."

### **More Information:**

**<https://vicsport.com.au/>**

**Phone: 9698 8100**

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## **PHILANTHROPIC TRUSTS**

Philanthropy Australia is the national peak body for philanthropy and is a non-profit membership organisation. Philanthropy Australia serve a community of funders, social investors and social change agents working to achieve positive social, cultural, environmental and community change by leveraging their financial assets and influence.

Their members are trusts, foundations, organisations, families, individual donors, professional advisers, intermediaries and not-for-profit organisations. Philanthropy Australia does not make grants of any kind, nor do we act on behalf of / for any specific individual or organisation.

The Philanthropic trusts publish an online directory titled 'The Australian Directory of Philanthropy' which lists over 350 trusts and foundations, and is an essential resource for not-for-profit organisations, charities and community groups. It features tips on how to apply for grants, write submissions, and important tax information to help grant seekers understand what needs to be supplied to foundations in any application for funding.

### ***More Information***

***[www.philanthropy.org.au](http://www.philanthropy.org.au)***

***Phone: 9662 9299***

## **7.5 INCLUSIVE PROGRAM SUPPORT**

The following section will be useful for those organisations conducting programs that are inclusive of people with a disability or those which may be looking to further involve people with a disability within their sport or active recreation club.

If you have a new sport or recreation initiative, which may further increase the opportunities available to people with a disability you may wish to work alongside a disability agency in the development and implementation of this idea. The following disability agencies can provide project-related support, client referral and guidance on disability inclusive practices:

### **City of Darebin - Access for All Abilities (AAA) Program**

[www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

<https://aaavic.org.au/>

### **Australian Quadriplegic Association (AQA) - Victoria**

<https://www.aqavic.org.au/>

### **Community Inclusion and Development - A division of SCOPE Victoria**

[www.scopevic.org.au/index.php/site/whatweoffer/clientservices/recreationleisure](http://www.scopevic.org.au/index.php/site/whatweoffer/clientservices/recreationleisure)

### **Disability Sports Victoria**

<https://www.dsvic.org.au/>

### **Victorian Sport and Recreation Association of Persons with an Intellectual Disability (VICSRAPID)**

<http://www.vicsrapid.websytle.com.au/>

### **Victoria Wheelchair Sports**

<https://www.victoriawheelchairsports.com/>

## APPENDIX 1

### IMS CASUAL BOOKINGS

#### 1. CREATE AN ACCOUNT

Go to: <https://www.imscomply.com.au/darebincm/register.php>

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Registration form	
* denotes required field ** a landline or mobile phone number is required	
Name of Club/School/Organisation * (enter surname if none of the above apply)	<input type="text"/>
First name *	<input type="text"/>
Last name *	<input type="text"/>
Email *	<input type="text"/>
Landline number **	<input type="text"/> Preferred format is xx xxxx xxxx
Mobile number **	<input type="text"/> Preferred format is xxxx xxx xxx
<input type="button" value="Register"/>	

then click register. You will be emailed a verification list. Click on this link to forward your application to Council.

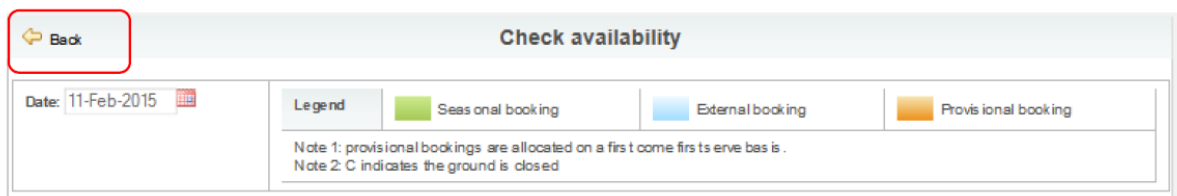
Once Council has approved your registration, you will be emailed login details to begin your application.

## 2. UPDATE CONTACT DETAILS

From the Update Contact Details tab, complete all the fields with the nominated Club Liaison's details, who should receive email notifications from council about these bookings.

Don't forget to save your changes.

3. As indicated in the legend, if the time you require is coloured out or displays PB or C, then it is unlikely you will be able to book the grounds. Contact council for further details.



Back

Check availability

Date: 11-Feb-2015

Legend

- Seasonal booking
- External booking
- Provisional booking

Note 1: provisional bookings are allocated on a first come first serve basis.  
Note 2: C indicates the ground is closed

## COMPLETE AN APPLICATION - CHECK AVAILABILITY

You can lodge a one-off casual booking for a sportsground or book a larger community event (if available).

Before you complete an application, check if the reserve you are wanting to book is currently available.

Submitting an application does not guarantee those grounds will be allocated. Council will forward an application approval once finalised.



Main menu

Booking forms Update contact details

Title	Mr	Landline number	07 5450 2580
First name	Ron	Mobile number	0421 252 362
Last name	Reaghan	Email	ronr@gmail.com.au
Postal address	PO Box 90	The email address is your username	
Suburb	Bippy Downs	Business phone	07 5450 2369
State	QLD	Fax number	
Postcode	4558	Incorporation number	536 253 658
		ABN	55 253 456
		Password	Ronny\$#

Save Changes

#### 4. START AN APPLICATION

<b>Booking forms</b>		Update contact details	
Form	Description		
Community events	For booking community events	Start new application	Check availability
Casual sportsground application	For casual bookings of sportsgrounds	Start new application	Check availability

5. Click on *start application* to begin. NB: This icon will change to continue application once you have opened the form.

Casual Sportsground bookings			
Form	Description		
Community event	For booking community events	Start Application	Check Availability
Casual sportsground application	For casual bookings of sportsgrounds	Start Application	Check Availability

#### APPLICATION - CHECK CONTACT DETAILS

Check details are correct or amend accordingly

## 6. APPLICATION - BOOKING INFORMATION

Select the reserve you wish to book and give the council some details about your event. Council will assess your requirements and advise which grounds you are allocated based on this information.

### Section A - Contact Details

Name of Organisation / Group:	<input type="text"/>		
First name:	<input type="text"/>	Phone (home):	<input type="text"/>
Last name:	<input type="text"/>	Phone (bus):	<input type="text"/>
Address:	<input type="text"/>	Phone (mob):	<input type="text"/>
Suburb:	<input type="text"/>	Fax:	<input type="text"/>
Postcode:	<input type="text"/>		
Login Details			
Username / email:	<input type="text"/>		
Password:	<input type="text"/>		

### Date/s of proposed event:

Booking number:	1	
Date of booking:	<input type="text"/>	
Times required:	From: <input type="text"/>	To: <input type="text"/>
Tick box if a recurring event:	<input checked="" type="checkbox"/>	
Repeat pattern:	<input type="text"/>	
Repeat quantity:	<input type="text"/>	OR Repeat until: <input type="text"/>
<input type="button" value="Add another booking"/>		

## 7. PUBLIC LIABILITY

You will be required to upload this document.

### Section C - Public Liability Certificate

Please attach a current Public Liability Insurance Policy Certificate to the value of at least \$10 million that covers the activities that will be undertaken during the proposed booking.

Upload Certificate

No file selected.

## 8. TERMS AND CONDITIONS

Once you have read the Terms and Conditions, you will be able to tick the checkbox to agree to them. This will allow you to submit your application.

## 9. AFTER SUBMISSION

### Section D - Terms and Conditions

Please read the Terms and Conditions before ticking the checkbox to accept these Terms and Conditions.



#### Privacy statement

The personal information requested on this form is being collected by Council for reference and identification purposes. To ensure confidentiality of information requested we will only use personal information provided by you for the purpose of providing a range of access to facilities and equipment. In accord with our Privacy Policy, we will not disclose your personal information without consent to a third party, institution or authority except where required by law or other regulation.

I, on behalf of the organisation / group, agree to all terms and conditions.   
(Checkbox becomes enabled once the Terms and Conditions PDF is downloaded)

Council will receive your application and either allocate you a booking, reset your application to make changes, or reject your booking. You will be notified by email.

## IMS SEASONAL BOOKINGS

### 1. LOG INTO YOUR DAREBIN IMS ACCOUNT



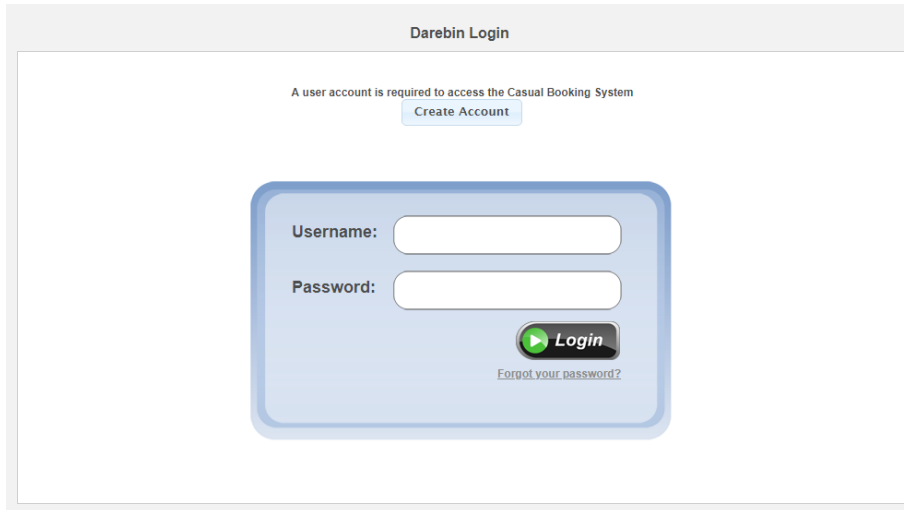
**2. CLUB Liaison**

As

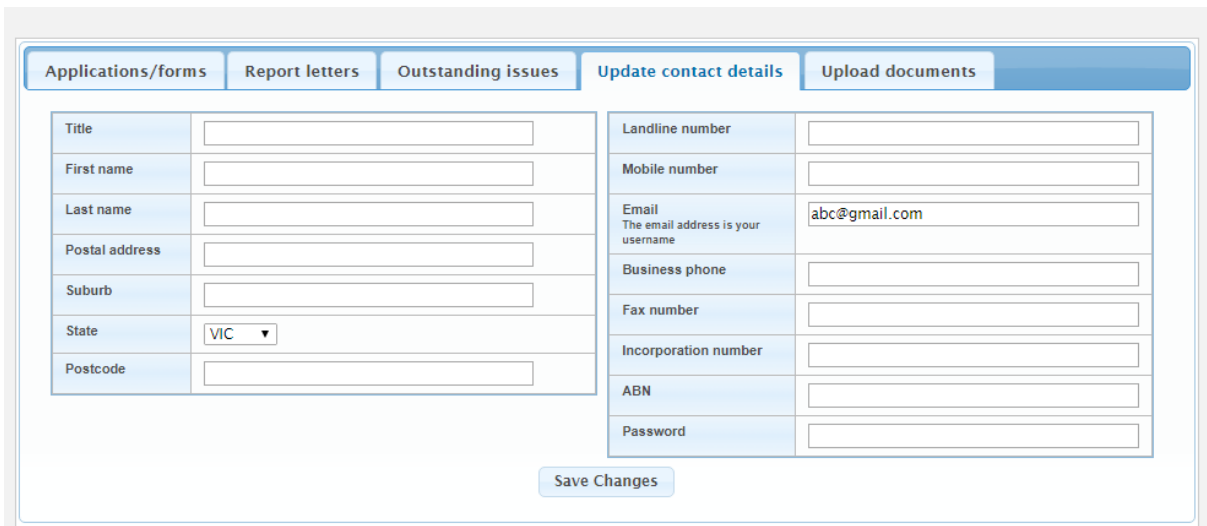
Leisure Services from time to time or when a change of Club Liaison occurs, update your club details as below.

**UPDATE DETAILS - Club**

requested by



The image shows a 'Darebin Login' form. At the top, it says 'Darebin Login'. Below that, a message states 'A user account is required to access the Casual Booking System' with a 'Create Account' button. The main form area has two input fields: 'Username:' and 'Password:'. Below these is a 'Login' button with a play icon and a link for 'Forgot your password?'.



The image shows a 'Update contact details' form. It has a navigation bar with tabs: 'Applications/forms', 'Report letters', 'Outstanding issues', 'Update contact details', and 'Upload documents'. The form is divided into two columns of input fields. The left column includes: Title, First name, Last name, Postal address, Suburb, State (with a dropdown menu showing 'VIC'), and Postcode. The right column includes: Landline number, Mobile number, Email (with a note 'The email address is your username' and the value 'abc@gmail.com'), Business phone, Fax number, Incorporation number, ABN, and Password. A 'Save Changes' button is located at the bottom center.

### 3. SEASONAL ALLOCATIONS - Open & Close Dates

Go to the Applications/Forms tab and there will be the sportsground allocation form with information regarding the dates for the Summer and Winter applications to be submitted.

Sportsground allocation forms			
Agreement type	Season open date	Allocations open	Allocations close
Summer Season	01 Oct 2018 - 26 Feb 2019	26 Jul 2018	17 Aug 2018

Sportsground allocation forms			
Agreement type	Season open date	Allocations open	Allocations close
Winter Season	01 Apr 2019 - 27 Aug 2019	08 Jan 2019	17 Feb 2019

### 4. APPLICATION FOR SPORTSGROUND ALLOCATION

Upon the Seasonal allocations opening up on IMS, clubs will have the opportunity to submit an application for a selected sportsground

- **Click on New Application**

### 5. BOOKING DETAILS - Complete a booking reference

Provide club details to begin application

Club details (Fields marked with a * are mandatory)			
Name of club			
Postal address *	<input type="text"/>	Suburb *	<input type="text"/>
Incorporation number	<input type="text"/>	Postcode *	<input type="text"/>
ABN *	<input type="text"/>	What is the date of your next AGM?	<input type="text"/>
Is the club registered for GST?	<input type="radio"/> Yes <input checked="" type="radio"/> No	Club website	<input type="text"/>
Your Association / League	<input type="text"/>	Sport played	<input type="text"/>
		Electricity Service Provider	<input type="text"/>

[City of Darebin Privacy Policy](#); Council is collecting the information on this form for the purpose of registering your application for a sports ground booking. The information will be used for administration purposes and to contact you in the event of an emergency, but will not be disclosed to any other party except as required by law. Failure to provide this information may result in your application not being processed. You may access this information by contacting Leisure Services on 8470 8305 or visiting the City of Darebin website at [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

**6. BOOKING DETAILS - Confirm Club Council Liaison and Committee Member details for season (include President, Secretary and Treasurer)**

Club council liaison (Fields marked with a * are mandatory)					
Title (Mr/Mrs/Miss) *	<input type="text"/>	First name *	<input type="text"/>	Last name *	<input type="text"/>
Address *	<input type="text"/>				
Phone *	<input type="text"/>	Mobile *	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>				
Committee contact details (All contact details must be entered)					
President					
Club council liaison (if same as above)	<input type="text"/>	First name	<input type="text"/>	Last name	<input type="text"/>
Address	<input type="text"/>				
Phone	<input type="text"/>	Mobile	<input type="text"/>	Fax	<input type="text"/>
Email	<input type="text"/>				

**7. BOOKING DETAILS - Provide Key Register details and club membership information as appropriate**

Key register					
Key holder name	Phone number	Email address	Key code (inscribed on key)	Facility (e.g. Master, Change rooms etc)	Position at club
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Club membership information (At least one participation group must have data entered)		
	Teams	Players
Veteran Men (35+)	<input type="text"/>	<input type="text"/>
Veteran Women (35+)	<input type="text"/>	<input type="text"/>
Men (under 35)	<input type="text"/>	<input type="text"/>
Women (under 35)	<input type="text"/>	<input type="text"/>
Junior Boys (under 17)	<input type="text"/>	<input type="text"/>
Junior Girls (under 17)	<input type="text"/>	<input type="text"/>
Junior Development program (e.g. Milo in2CRICKET, AUSKICK)	<input type="text"/>	<input type="text"/>
<b>Total number of:</b>	<b>12</b>	<b>260</b>
How many of the above total are Darebin residents, i.e. <u>players</u> who live within the Darebin Municipal Boundaries?		<input type="text"/>
How many of the above total number are Non Darebin residents, i.e. <u>players</u> who live outside the Darebin municipal boundaries?		<input type="text"/>
<b>Total number (NB. should be the same as the above total)</b>		<b>260</b>

**8. BOOKING DETAILS -** Fill in information on club contribution to capital works and registered teams for season per age group and gender.

Additional details	
If not booking pavilion, do you require access to the toilets?	<input type="radio"/> Yes <input checked="" type="radio"/> No
If your home ground is outside of Darebin please provide	Reserve name: <input type="text"/> Municipality: <input type="text"/>
Has your club provided any contribution to capital works undertaken over the last four years?	<input checked="" type="radio"/> Yes <input type="radio"/> No <b>If Yes please provide details:</b> <input type="text"/>

Registered teams (please list) (At least one team and association/league must be entered)	
Team - age group and gender	Association and league (e.g. FFV Premier League)
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

**9. BOOKING DETAILS -** Ground and Pavilion Usage Information (include specific times required for training as well as Saturday/Sunday match times). If participating in finals and you will be hosting matches at your home ground, your association must lodge a booking.

Ground and pavilion usage information (At least one reserve must be selected)			
The home and away winter season commences		and extends until	
** If participating in finals at your home ground, your association is required to make these additional ground bookings.			
** At least one pavilion and one reserve must be chosen to submit application.			
Name of pavilion	<input type="text"/>		
Ground fees	No fee structure attached to this asset		
	Shared usage	Usage times required (At least one start and end time must be selected)	Team(e.g. Snrs, Jnrs, Auskick)
Monday		from <input type="text"/> to <input type="text"/>	<input type="text"/>
Tuesday		from <input type="text"/> to <input type="text"/>	<input type="text"/>
Wednesday		from 5:30pm to 8:30pm	<input type="text"/>
Thursday		from <input type="text"/> to <input type="text"/>	<input type="text"/>
Friday		from 5:30pm to 8:00pm	<input type="text"/>
Saturday	<input type="checkbox"/>	from <input type="text"/> to <input type="text"/>	<input type="text"/>
Sunday	<input type="checkbox"/>	from 8:00am to 4:00pm	<input type="text"/>
<b>Note: Finishing times for 'pavilion use' must not exceed liquor licence hours if a liquor licence is applicable for the facility</b>			

**10. BOOKING DETAILS - Supply relevant documentation. Public Liability Insurance is mandatory.**

Compliance documentation			
Please submit current copies of the following with your application. Please note that Allocation requests will not be processed if documents are not current to the season being applied for.			
Document		Upload document or enter reason document cannot be uploaded	
Public Liability Insurance	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Certificate of Incorporation	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Does your club sell Alcohol?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Does your club sell Food?	Yes: <input type="checkbox"/> No: <input type="checkbox"/>	Please attached Food License Certificate <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> Only .pdf or .jpg files are accepted OR indicate City of Darebin Food Registration Number <input type="text"/>	
Club Plan (2-5 year plan)	Yes: <input type="checkbox"/> No: <input type="checkbox"/>		
Supporting documentation relating to the seasonal allocation. (Please upload any documents to support your application)	<input type="button" value="Select file"/> PDF JPEG <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>		
	No supporting files have been uploaded.		

**11. AFTER SUBMISSION**

Council will receive your application and either allocate you a booking, reset your application to make changes, or reject your booking. You will be notified by email.

**IMPORTANCE OF IMS DATA**

- Participation data is cross-referenced with sporting associations
- Aligns with Council policies/strategies in regards to increasing participation (juniors, girls and women)
- Important for us to have this information when we are advocating for sporting infrastructure funds

## APPENDIX 2

### DAREBIN SPORTS VENUE CLASSIFICATIONS

<b>FACILITY NAME</b>	<b>PLAYING FIELD NAME</b>	<b>FACILITY ADDRESS</b>	<b>CLASSIFICATION</b>
John Cain Memorial Park (DISC)	Darebin City Bowls Club - DISC	Darebin Road, Thornbury	REGIONAL
John Cain Memorial Park (DISC)	DISC velodrome	Darebin Road, Thornbury	REGIONAL
Northcote Park	Bill Lawry Oval	Westgarth St, Northcote	REGIONAL
Preston City Oval	Preston City Oval	Cramer St, Preston	REGIONAL
BT Connor Reserve	BT Connor 3 (Main/West)	Cnr Radford Rd & Broadhurst Ave Reservoir	DISTRICT
Crispe Park	Crispe Park	Gloucester St, Reservoir District (Summer)	DISTRICT
Edwardes Lake Park	Athletics Track	Edwardes St, Reservoir	DISTRICT
Edwardes Lake Park	Lakeview Tennis Facility	Leamington Street, Reservoir	DISTRICT
KP Hardiman Reserve	KP Hardiman Reserve (hockey)	Plenty Road, Reservoir	DISTRICT
J.C Donath Reserve	Keon Park Tennis Facility	Wagga Road, Reservoir	DISTRICT
John Cain Memorial Park	John Cain North West Stadium	Clarendon St, Thornbury	DISTRICT
John Cain Memorial Park (DISC)	John Cain South & Synthetics	Darebin Road, Thornbury	DISTRICT
Merri Park	Merri Park (Main Baseball)	St Georges Road, Northcote	DISTRICT
Northcote Aquatic and Recreation Centre (NARC)	NARC Tennis Facility	Victoria Road, Northcote	DISTRICT
AH Capp Reserve	AH Capp Reserve	Halwyn Cres, West Preston	LOCAL
Arch Gibson Reserve	Kingsbury Bowls Club	Dunne Street, Reservoir	LOCAL
BT Connor Reserve	BT Connor 2 (Central)	Cnr Radford Rd & Broadhurst Ave, Reservoir	LOCAL
BT Connor Reserve	BT Connor 4 (North)	Cnr Radford Rd & Broadhurst, Ave Reservoir	LOCAL
Bundoora Park	Snake Gully Oval	Plenty Road, Bundoora	LOCAL
CH Sullivan Reserve	CH Sullivan Reserve 1 (East/Main cricket)	Blake Street, Preston	LOCAL
CH Sullivan Reserve	CH Sullivan Reserve 2 (West/Main rugby)	Blake Street, Preston	LOCAL
Crispe Park	Crispe Park	Gloucester St, Reservoir	LOCAL (WINTER)
CT Barling Reserve	CT Barling Reserve 2 (back)	Plenty Road, Reservoir	LOCAL

CT Barling Reserve	CT Barling Reserve 1 (top)	Plenty Road, Reservoir	LOCAL
DR Atkinson Reserve	DR Atkinson Reserve	Argyle Street, Reservoir	LOCAL
Edwardes Lake Park	Preston-Reservoir Bowls Club	Leamington Street Reservoir	LOCAL
GE Robinson Reserve	Regent Tennis Facility	Cnr High and Garden Street Reservoir	LOCAL
GH Mott Reserve	GH Mott Reserve	Patterson St, Preston	LOCAL
Hayes Park	Hayes Park (West)	Cnr Flinders St and Harry St, Thornbury	LOCAL
HP Zwar Park	HP Zwar Park	Jessie Street, Preston	LOCAL
IW Dole Reserve	IW Dole Reserve	Dole Avenue, Reserve	LOCAL
J.C Donath Reserve	JC Donath 6 (East)	Cnr Harmer St and Cheddar Rd Reservoir	LOCAL
JE Moore Park	JE Moore Park North	Edwardes Street, Reservoir	LOCAL
JE Moore Park	JE Moore Park South	Edwardes Street, Reservoir	LOCAL
John Hall Reserve	John Hall Reserve	Dunne Street, Kingsbury	LOCAL
Judith Scott Reserve	Kingsbury Tennis Facility	Browning Street Kingsbury	LOCAL
LE Cotchin Reserve	LE Cotchin Reserve	Cnr Massey Ave and Davidson St, Reservoir	LOCAL
Mayer Park	Mayer Park (East)	Cnr Normanby Ave and Leinster Gve, Northcote	LOCAL
McDonnell Park	McDonnell (East)	Clifton St and Victoria St	LOCAL
Oulton Reserve	Oulton Reserve Nth	Cnr Bell St and Albert St, Preston	LOCAL
Oulton Reserve	Oulton Reserve Sth	Cnr Bell St and Albert St, Preston	LOCAL
Pitcher Park	Pitcher Park	Cnr Separation St and Keith St, Northcote	LOCAL
TA Cochrane Reserve	East Preston Tennis Facility	Collier Street Preston	LOCAL
TW Andrews Reserve	TW Andrews Reserve	Cuthbert Road, Reservoir	LOCAL
TW Blake Park	TW Blake Park 1	Murray Rd, Preston	LOCAL
TW Blake Park	TW Blake Park 2	Murray Rd, Preston	LOCAL
WH Robinson Reserve	WH Robinson Reserve	Cnr Goodwin St and Halwyn Cres, Reservoir	LOCAL
WK Larkins Reserve	Dunstan Park Tennis Facility	Dunstan Street Preston	LOCAL
W Ruthven VC Reserve	Cranross Tennis Facility	Cnr Albert St and Donald St, Reservoir	LOCAL
W Ruthven VC Reserve	W Ruthven VC Reserve	Cnr Albert St and Donald St, Reservoir	LOCAL
BT Connor Reserve	BT Connor 1 (East)	Cnr Radford Rd & Broadhurst Ave Reservoir	Neighbourhood

Clyde Street Community Centre	Clyde Street Tennis Facility	Clyde Street Thornbury	Neighbourhood
CT Barling Reserve	CT Barling Reserve 3 (Plenty Rd)	Plenty Road, Reservoir	Neighbourhood
CH Sullivan Reserve	CH Sullivan Reserve 4 (West)	Blake Street, Preston	Neighbourhood
CH Sullivan Reserve	CH Sullivan Reserve 3 (West)	Blake Street, Preston	Neighbourhood
CW Kirkwood Reserve	CW Kirkwood	Dunne Street, Kingsbury	Neighbourhood
Hayes Park	Hayes Park (East)	Cnr Flinders St and Harry St, Thornbury	Neighbourhood
KP Hardiman Reserve	KP Hardiman Reserve (turf)	Plenty Road, Reservoir	Neighbourhood
J.C Donath Reserve	JC Donath 7 (East)	Cnr Harmer St and Cheddar Rd Reservoir	Neighbourhood
J.C Donath Reserve	JC Donath West 8 (East)	Cnr Harmer St and Johnson St Reservoir	Neighbourhood
J.C Donath Reserve	JC Donath 5 (West)	Cnr Harmer St and Johnson St Reservoir	Neighbourhood
John Cain Memorial Park	John Cain West (junior)	Clarendon St, Thornbury	Neighbourhood
Mayer Park	Mayer Park (West)	Cnr Normanby Ave and Leinster Gve, Northcote	Neighbourhood
McDonnell Park	Mc Donnell (West)	Clifton St and Victoria St	Neighbourhood
Merri Park	Merri Park 2	Georges Road, Northcote	Neighbourhood
Merrilands Community Centre	Merrilands Tennis Facility	Asquith Street Reservoir	Neighbourhood
TW Blake Park	TW Blake Park 3	Murray Rd, Preston	Neighbourhood
TW Blake Park	TW Blake Park 4	Murray Rd, Preston	Neighbourhood



## **APPENDIX 3**

### **SHORT TERM EVENT SIGNAGE**

This Policy whilst allowing the erection of short term event signs aims to limit the locations where the signs can be erected, the number of signs to be erected and length of time the sign remains on display.

The Policy is intended to facilitate the dissemination of community information whilst maintaining the amenity of parks, and limiting any risks involved with their installation.

#### **APPLIES TO**

- Clubs/organisations that have an occasional/one off event. The event should be for sporting/cultural/social or recreational purposes.
- Council Facilities - parks and reserves
- Council facilities such as Darebin Libraries, Bundoora Homestead, Northcote Aquatic Centre, Reservoir Leisure Centre, Darebin Arts and Entertainment Centre, etc that are built on Council land must comply with the planning scheme.

#### **POLICY**

- Relates to temporary signs for events (displayed for 4 weeks or less and limited to 5 square metres) that do not require a planning permit and are to be erected on Council land.
- Signs must be approved by Council. Non-conforming signs will be removed.
- The conditions on the application form must be agreed to and include:
- Sign format including wording, sign location, sign dimensions, duration of sign on display (4 weeks), and removal of sign after the event (within 3 days).
- Community groups are only allowed temporary signage on Council Land once in any six month period.
- Signs for each event are limited to no more than 3 locations.
- Signs should not be placed in front of existing art works such as Fido or block major views such as at Edwardes Lake.
- Must provide a public liability certificate with a minimum coverage of \$10million dollars.
- Written indemnity against any loss or claim which may be lodged against Council must be received 7 days prior to erection of the sign.
- Council reserves the right to refuse any request to erect a sign based on this policy.
- The Event being advertised must take place in the City of Darebin.
- The vast majority of signs displayed at present are provided by Real Estate Agents. Council will liaise with these and other stakeholders regarding their obligations in complying with the policy

#### **OBTAIN APPLICATION FORM**

- Council Customer Service Desk (Gower Street, Preston)
- [www.darebin.vic.gov.au](http://www.darebin.vic.gov.au)

#### **APPLICATION REQUIREMENTS**

- Completed and returned to Council for processing, together with current insurance certificate.
- Will not be accepted earlier than 3 months prior to the date of proposed sign erection.
- Written notification as to the outcome of their application

#### **SIGN PLACEMENT AND REMOVAL**

- Erected at locations specified by Council.
- Installation is as per the performance standards outlined in the application.
- Removed on or before the date stated in the application.

*Please Note:* Should your sign not be dismantled by the indicated date council will remove and confiscate your sign. There will be a charge of \$100 to reclaim each confiscated sign.